

**LINK COMMUNITY CHARTER SCHOOL
MINUTES OF THE BOARD OF TRUSTEES MEETING
November 25, 2019, 6:30 PM
at Link Community Charter School
23 Pennsylvania Avenue, Newark, New Jersey 07114**

CALL TO ORDER

The meeting is called to order at 6:45 pm.

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

Adequate notice of this meeting of the LCCS Board of Trustees, setting forth time, date and location was provided by placing an ad in the New Jersey Star Ledger and nj.com on November 16, 2019, by letters faxed to the city clerks of the four districts of residence dated November 16, 2019, by 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, Esq., board attorney

APPROVAL OF MINUTES

Resolution #112519-01: Be it Resolved that the Board of Trustees accepts and approves the minutes of the regular open meeting held on November 11, 2019.

Moved by: Mrs. Smith

Seconded by: Mrs. Purefoy

Discussion: None

Vote: Voice, passed unanimously

APPROVAL OF AGENDA

Resolution #112519-02-02: Be it Resolved that the Board of Trustees accepts and approves the agenda for the meeting on November 25, 2019.

Moved by: Mrs. Smith

Seconded by: Mrs. Purefoy

Discussion: None

Vote: Voice; passed unanimously

INTRODUCTION OF BOARD MEMBER CANDIDATE, by Mrs. Paradiso

ELECTION OF BOARD MEMBER

Resolution #112519-03: Be it Resolved that the Board of Trustees approves Shawna Ebanks to fill a vacancy on the Board of Trustees with a three-year term, beginning this evening and ending on June 30, 2022, as recommended by the Governance Committee.

Moved by: Mrs. Smith

Seconded by: Mrs. Holguin-Veras

Discussion: None

Vote: Roll call; passed unanimously

OATH OF OFFICE, ADMINISTERED BY Christine Martinez, Esq., board attorney

ROLL CALL

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

PUBLIC COMMENT

Mrs. Daughtry stated,” During the course of the board meeting the Board of Trustees offers members of the public an opportunity to address issues regarding the operation of LCCS. The Board reminds those individuals to take this opportunity to identify themselves by name and address and to limit their comments to items listed on the agenda and/or items directly related to the operation of the LCCS. Issues raised by members of the public may or may not be responded to by the Board. All comments will be considered, and a response will be forthcoming if and when appropriate. The Board asks that members of the public be courteous and mindful of the rights of other individuals when speaking. Specifically, comments regarding students and employees of the Board are discouraged and will not be responded to by the Board. Students and employees have specific legal rights afforded by the laws of New Jersey. The Board bears no responsibility nor will it be liable for any comments made by members of the public. Members of the public should consider their comments in light of the legal rights of those affected or identified in their comments and be aware that they are legally responsible and liable for their comments. Comments by each member of the public choosing to speak are limited to 3 minutes.”

No member of the public to speak.

CLOSING OF PUBLIC COMMENT

The chair closed the public comment section of the meeting.

ACKNOWLEDGMENT OF CORRESPONDENCE

No correspondence

Mrs. Paradiso announced that the Newark YMCA was awarded a \$500,000 grant for five years to operate and after school or summer program at Link. She will provide more detail as she receives it.

HEAD OF SCHOOL

HIB Report

Mrs. Paradiso deferred this to later in the meeting.

Mrs. Paradiso presented the application to the NJDOE for the amendment to Link's charter for school expansion and increasing enrollment.

Approval to submit the application for charter amendment

Resolution #112519-04: Be it Resolved that the Board of Trustees approves the following request for an amendment to its charter as detailed in the attached letter of request to the New Jersey Department of Education, Commissioner (copied to the four district superintendents of Link's region of residence and the Essex County Superintendent), as recommended by the head of school and the Governance Committee:

Option 1: To add grade levels Kindergarten through 4th grade, with 100 students in each grade and to increase enrollment in grades 6 to 8 to 100 students in each grade level, beginning in September 2021

Option 2: To add grade levels Kindergarten through 4th grade, with 100 students in each grade level, beginning in September 2021

Moved by: Mr. Marshall

Seconded by: Mrs. Smith

Discussion: None

Vote: Roll call; passed unanimously

- **Approval of professional development opportunities**

Resolution # 112519-05: Be it Resolved that the Board of Trustees approves the following professional development programs/workshops for staff, as recommended by the head of school:

Name	Event	Dates	Funded by
Jasmine Seegers	Center for Literacy Development Speaker Series 2019-2020, Rutgers, New Brunswick	December 11, 2019 January 29, 2020 March 12, 2020 June 3, 2020	LEP
Sharon Machrone	Strauss Esmay District Online Training	November 20, 2019	Included in Link's contract with SE

Moved by Mrs. Smith

Seconded by: Mrs. Purefoy

Discussion: None

Vote: Roll call; passed with one abstention (Ms. Ebanks)

HIB Report

There was an investigation of an allegation of HIB (Case 2019-2020-002, but there was no finding of HIB. The board will be asked to affirm the finding at the December meeting.

COMMITTEE REPORTS

Governance Committee

No report

Finance and Facility Committee

No report.

Approval of bills for payment

Resolution #112519-06: 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. Holguin-Veras

Seconded by: Mr. Marshall

Discussion: None

Vote: Roll call; passed with one abstention (Ms. Ebanks)

Approval of annual fiscal questionnaire

Resolution #112519-07: Be it Resolved that the Board of Trustees approves the Annual Charter/Renaissance School Fiscal Questionnaire, as recommended by the school business administrator.

Moved by: Mrs. Smith

Seconded by: Mrs. Purefoy

Discussion: None

Vote: Roll call; passed with one abstention (Ms. Ebanks)

Approval of leave of absence

Resolution #112519-08: Be it Resolved that the Board of Trustees approves a leave of absence under the Federal Family Leave and Medical Act for Karen Hannah, beginning on November 25, 2019, as recommended by the head of school.

Moved by: Mrs. Purefoy

Seconded by: Mrs. Smith

Discussion: None

Vote: Rollcall; passed unanimously

Education Committee

No report.

OLD BUSINESS

None.

NEW BUSINESS

None.

ANNOUNCEMENTS

Link Education Partners' A Taste of Newark was very successful. Close to 400 guests attended. It was a great celebration of Link.

LEP is working on an alumni weekend in the spring.

The next regularly scheduled LCCS Board meeting is scheduled for Monday, December 9, 2019 at 6:30 pm.

MOTION TO ADJOURN

Moved by: Mr. Marshall

Seconded by: Mrs. Holguin-Veras

Vote: Voice; passed unanimously

The meeting was adjourned at 9:06 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,

A handwritten signature in cursive script that reads "Sharon F. Machrone".

Sharon F. Machrone, Board Recording Secretary

Date: November 25, 2019

Approved by the Link Community Charter School Board of Trustees: December 9, 2019

Annual Charter/Renaissance School Fiscal Questionnaire

To: Charter/Renaissance School Lead Person and School Business Administrator

From: Office of Charter and Renaissance Schools
New Jersey Department of Education

Subject: Annual Fiscal Questionnaire

Please complete this form and present to the Board of Trustees for Approval. If at any time during the year, there is a change in School Business Administrator or in any of the responses below, please notify our office and resubmit this form immediately.

<u>General Information:</u>			
Charter/Renaissance School Name:	Link Community Charter School		
School Business Administrator:	Bima Baje		
Treasurer/Preparer of Bank Reconciliation:	Leslie Baynes		
<u>Enrollment:</u>			
Current Enrollment:	_____	304	
Budgeted Enrollment:	_____	304	
Maximum Enrollment:	_____	304	
<u>Accounting/Reporting:</u>	<u>YES</u>	<u>NO</u>	<u>Comments</u>
Is a GAAP Accounting System being used?	√		
Provide Name of Accounting System:			
Are monthly Board Secretary Reports current?	√		
Are monthly Bank Reconciliations current?	√		
Are monthly Board Minutes current?	√		
Do all Fund Accounts have positive balances?	√		
<u>Continuation - Accounting/Reporting:</u>	<u>YES</u>	<u>NO</u>	<u>Comments</u>

Are monthly Bill Lists being presented to the Board?	√		
Are Board President and SBA signing checks?	√		
Are Purchase Orders being used?	√		
Are Public School Contract Guidelines being followed?	√		
Are internal control policies and procedures updated for:			
Purchasing	√		
FICA	√		
Enrollment	√		
Travel	√		
Standard Operating Procedures (SOP)	√		
Are credit/debit cards being used?		√	
Are there outstanding loans besides a mortgage? If so, explain.		√	
Has the \$75,000 escrow fund or bond been established in the event of a charter dissolution? When was/will the fund be fully funded or bond secured?	√		
<u>Pensions and Health Benefits:</u>	<u>YES</u>	<u>NO</u>	
Are payables to the Pension System current?	√		
Are payables to the State Health Benefits current?			We are not under SHBP

We certify the completed information is true and this form will be resubmitted immediately if there are any changes to the responses above.

Lead Signature: _____

SBA Signature: _____

Print Name: _____

Print Name: _____

Email: _____

Email: _____

Telephone: _____

Telephone: _____

Date: _____

Date: _____

Date Board Resolution Passed: _____

Link Community Charter School Check Register from Nov 12, 2019 to Nov 25, 2019 for All Funds
All Bank Accounts Included

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<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:3441	11/19/19	AT&T Teleconference Services Oct 2019 Teleconference Charges	323.37	P202000028	11-000-230-530-000-057
A:3442	11/19/19	Best Cleaning Building Service, Inc. Cleaning Services NOV 2019	5,525.00	P202000091	11-000-240-500-000-068
A:3443	11/19/19	CITY FIRE EQUIPMENT CO Periodic System Maint	194.00	P202000113	11-000-262-890-000-075
A:3444	11/19/19	Delta-T Group North Jersey, Inc. Sub Teachers 10/28-11/01	3,462.78	P202000095	11-190-100-320-000-045
		Sub Teachers 10/21-10/25	3,427.35	P202000095	11-190-100-320-000-045
		Sub Teachers 11/4-11/6	2,030.81	P202000095	11-190-100-320-000-045
Total Check Amount:			8,920.94		
A:3447	11/19/19	Duplitrone Copier expenses 2019-2020	552.74	P202000115	11-190-100-610-000-047
A:3448	11/19/19	Essex Regional Services Commission Home instruction 2019-2020	1,040.00	P202000116	11-000-215-320-000-067
A:3446	11/19/19	Heinemann Publishing SKU E11058 Distopinn Book Club w Trade Pa	112.09	P202000107	11-190-100-640-000-048
A:3449	11/19/19	Horizon BCBS INV#292686807	5,921.52	91 - 485	Dental
		Inv#292787688	1,973.84	91 - 485	Dental
Total Check Amount:			7,895.36		
A:3450	11/19/19	INVO HEALTHCARE ASSOCIATES Child Study Team OCT 2019	5,791.00	P202000047	11-000-216-300-001-067
A:3451	11/19/19	Link High Technologies Inc. Add'l Tech Support 2019-2020	715.00	P202000074	11-190-100-320-000-045
A:3453	11/19/19	PSE&G OCT 2019 Gas/Electric Charges	4,934.30	P202000021	11-000-262-620-000-074
A:3454	11/19/19	Selective Insurance Company of America Liability & Property Insurance	4,419.00	P202000087	11-000-262-520-000-070
A:3452	11/19/19	Staples Advantage 2019-2020 School Supplies	49.81	P202000022	11-190-100-610-000-047
A:3457	11/25/19	Teach For America 2019-20 prof serv	8,000.00	P202000117	11-190-100-320-000-045

<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:3445	11/19/19	The Goodkind Group, LLC			
		Substitutes wk end 6/16	872.91	P202000073	11-190-100-320-000-045
		Substitutes wk end 6/9	371.41	P201900219	10-421: A/P
		Substitutes wk end 6/2	678.80	P202000073	11-190-100-320-000-045
		Substitutes wk end 5/12	769.36	P202000073	11-190-100-320-000-045
		Substitute Teachers 2019-2020	1,025.13	P202000073	11-190-100-320-000-045
		Substitute wk end 10/27	1,052.56	P202000073	11-190-100-320-000-045
		SUBSTITUTES wk end 10/27	919.81	P202000073	11-190-100-320-000-045
		SUBSTITUTES wk end 10/27	872.91	P202000073	11-190-100-320-000-045
		Substitutes wk end 11/10	914.80	P202000114	11-190-100-320-000-045
		Substitutes wk end 11/10	663.75	P202000114	11-190-100-320-000-045
		Substitutes wk end 11/10	678.80	P202000114	11-190-100-320-000-045
		Substitutes wk end 11/10	539.26	P202000114	11-190-100-320-000-045
		Substitutes wk end 11/03	944.30	P202000114	11-190-100-320-000-045
		Substitutes wk end 11/03	905.06	P202000114	11-190-100-320-000-045
		Substitutes wk end 11/03	885.00	P202000114	11-190-100-320-000-045
		Substitutes wk end 11/03	1,131.33	P202000114	11-190-100-320-000-045
Total Check Amount:			13,225.19		
A:3455	11/19/19	Western Pest Services			
		Pest Control NOV 2019	429.00	P202000048	11-000-240-500-000-068
A:3456	11/19/19	Worthington Direct Holdings, LLC			
		(25) Steel Stools w/ Backrest Stock#96052-B	1,268.28	P202000106	11-190-100-610-000-047
The Grand Total of all Checks from Fund 10 is:			371.41		
The Grand Total of all Checks from Fund 11 is:			55,128.31		
The Grand total of all checks for this period is:			63,395.08		

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

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