

**LINK COMMUNITY CHARTER SCHOOL
MINUTES OF THE BOARD OF TRUSTEES MEETING
December 10, 2018, 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 6:47 pm.

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

Adequate notice of this meeting of the LCCS Board of Trustees, setting forth time, date and location, was provided by placing a notice in the New Jersey *Star Ledger* and *nj.com* on June 20, 2018 and *El Nuevo Coqui* on June 21, 2018, by letters mailed to the city clerks of the four districts of residence on June 20, 2018, 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
Daughtry, Brenda	√		
Goger, Bob	√		
Holguin-Veras, Susana			√
Marshall, Richard	√		
Purefoy, Frances			√
Riffle, Annette	√		
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
Kyle Ulscht, Esq., board attorney

APPROVAL OF MINUTES

Resolution #121018-01: Be it Resolved that the Board of Trustees accepts and approves the minutes of the regular open meeting held on November 12, 2018.

Moved by: Mr. Goger
Seconded by: Mrs. Smith
Discussion: None
Vote: Voice, passed unanimously

APPROVAL OF AGENDA

Resolution #121018-02: Be it Resolved that the Board of Trustees accepts and approves the agenda for the meeting on December 10, 2018.

Moved by: Ms. Riffle
Seconded by: Mrs. Smith
Discussion: None
Vote: Voice; passed unanimously

ELECTION OF NEW MEMBERS

Resolution #121018-03: Be it Resolved that the Board of Trustees elects Kwamara Thompson to the Link Community Charter School Board of Trustees for a term beginning today through June 30, 2021, as recommended by the Governance Committee.

Moved by: Mrs. Smith

Seconded by: Mr. Goger

Discussion: None

Vote: Roll call; passed unanimously

ADMINISTRATION OF THE OATH OF OFFICE

Mr. Ulscht administered the oath to Mr. Marshall.

Resolution #121018-04: Be it Resolved that the Board of Trustees elects Regina Covington to the Link Community Charter School Board of Trustees for a three-year term beginning today through June 30, 2021, as recommended by the Governance Committee.

Moved by: Mrs. Smith

Seconded by: Ms. Riffle

Discussion: None

Vote: Roll call; passed unanimously

ADMINISTRATION OF THE OATH OF OFFICE

Mr. Ulscht administered the oath to Mr. Marshall.

ROLL CALL

Member	Present	Present by Phone	Absent
Covington, Regina	√		
Daughtry, Brenda	√		
Goger, Bob	√		
Holguin-Veras, Susana			
Marshall, Richard	√		
Purefoy, Frances			
Riffle, Annette	√		
Smith, Denise	√		
Thompson, Kwamara	√		

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

HEAD OF SCHOOL

School Update

See attached.

Affirmation of HIB finding

Resolution #121018-05: Be it Resolved that the Board of Trustees affirms the finding of HIB in Case 2018-19-001, as recommended by the head of school.

Moved by: Mrs. Smith

Seconded by: Ms. Riffle

Discussion: None

Vote: Roll call; passed unanimously

Approval of elective instructor

Resolution #121018-06: Be it Resolved that the Board of Trustees approves the following instructor for a second quarter elective class, as recommended by the head of school:

Course	Instructor	Organization	Funding by:
Fashion Design	Brandi Smith	Newark School of the Arts	Link Education Partners

Moved by: Mrs. Covington

Seconded by: Mrs. Smith

Discussion: Mrs. Paradiso explained this was a change in instructor for this class.

Vote: Roll call; passed unanimously

Approval to pay stipends

Resolution #121018-07: Be it Resolved that the Board of Trustees approves the payment of the following stipends, as recommended by the head of school:

Staff Member	Responsibility	Stipend	Funded by
Hannah Kennedy	Cheerleading Coach	\$1,000	LCCS
Da'Cheray Thomas	Cheerleading Coach	\$1,000	LCCS
Hannah Kennedy	School Culture Leader	\$10,000	LCCS
Da'Cheray Thomas	Assistant Dean of Students	\$10,000	LCCS

Moved by: Mr. Goger

Seconded by: Mrs. Smith

Discussion: Ms. Riffle asked for a clarification on the role of the School Culture Leader. Mrs. Paradiso explained that this position oversees advisory and morning circle -developing curriculum for both and leading some student activities..

Vote: Roll call; passed unanimously

Approval of potential change to the school calendar

Resolution #121018-08: Be it Resolved that the Board of Trustees approves designating Wednesday, January 2, 2019 as a regular school day in the event that a closure of the school for inclement weather occurs before the Winter Break (December 21, 2018), as recommended by the head of school.

Moved by: Mrs. Smith

Seconded by: Mr. Goger

Discussion: None

Vote: Roll call; passed unanimously

Approval of application for Jesuit Volunteers

Resolution #121018-09: Be it Resolved that the Board of Trustees approves, as recommended by the head of school, the application to the Jesuit Volunteer Corps for two JV positions at the cost of \$18,200 each, for the 2019-2020 school year as follows: Student Life Coordinator and Library Coordinator/Substitute Teacher.

Moved by: Mrs. Smith

Seconded by: Mr. Goger

Discussion: None

Vote: Roll call; passed unanimously

Approval of conference participation

Resolution #121018-10: Be it Resolved that the Board of Trustees approves the attendance of Callie Campbell, Amanda Voorhees, Marisa Musico and Jessica Bloom at the 19th Annual Special Education and Mathematics Conference on December 5, 2018 in Jamesburg, NJ, as recommended by the head of school.

Moved by: Mr. Goger

Seconded by: Mrs. Smith

Discussion: None

Vote: Roll call; passed unanimously

Approval of professional development training

Resolution #121018-11: Be it Resolved that the Board of Trustees approves of paraprofessional training for Susanne Boyle, Arnav Ward, Gail Bryant, and Alice McDowell-Bryant at the Morris-Union Jointure Commission on Tuesday, January 29, 2019, funded by Link Education Partners, as recommended by the head of school.

Moved by: Ms. Riffle

Seconded by: Mrs. Smith

Discussion: None

Vote: Roll call; passed unanimously

Approval for field trips

Resolution #121018-12: Be it Resolved that the Board of Trustees approves the following field trips, as recommended by the head of school:

Destination/Purpose	Dates/Times	Funding
Field Day, Liberty State Park, all students and staff	Friday, June 14, 2019	LCCS
LearnDoEarn Day at Prudential, Grade 8 only	Thursday, May 30, 2019, all day	Prudential

Moved by: Mrs. Smith

Seconded by: Mr. Goger

Discussion: None

Vote: Roll Call; passed unanimously

COMMITTEE REPORTS

Governance Committee

Report attached.

Amendment of Bylaws

Resolution #121018-13: Be it Resolved that the Board of Trustees approves the Second Reading and Adoption of an amendment to Bylaw 0155 Board Committees to remove Section 5 Community Engagement Committee under B. Standing Committees, as recommended by the Governance Committee.

Moved by: Ms. Riffle

Seconded by: Mr. Goger

Discussion: None

Vote: Roll call; passed with one abstention (K. Thompson)

Approval of grievance committee members

Resolution #121018-14: Be it Resolved that the Board of Trustees approves the following to serve on the LCCS Grievance Committee: Roneisha Shular (parent), Grace Martin (parent), Nyja Canada (parent), Christine Lynskey (staff), Amanda Voorhees (staff), and Suzanne Dandie (staff), through October 30, 2019, as recommended by the Governance Committee.

Moved by: Mrs. Smith

Seconded by: Ms. Riffle

Discussion: None

Vote: Roll Call; passed unanimously

Finance and Facility Committee

Report attached.

A question was asked about water in the building. Mrs. Baynes stated that the water was tested and found to be fine. All drinking fountains are filtered.

Mrs. Baynes indicated that there is a water leak in pipes in the attic and that asbestos might be involved. The work to correct this will occur over the Winter Break

Approval of financial reports

Resolution #121018-15: Be it Resolved that the Board of Trustees accepts and approves the Board Secretary Reports and the Treasurer's Report for the month ending November 30, 2018, as recommended by the school business administrator.

Moved by: Mrs. Smith

Seconded by: Mr. Goger

Discussion: None

Vote: Roll Call; passed unanimously

Approval of bills for payment

Resolution #121018-16: 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. Riffle

Discussion: None

Vote: Roll call; passed unanimously

Approval of lease for building

Resolution #121018-17: Be it Resolved that the Board of Trustees approves the new lease between Link Community Charter School and Link Education Partners, Inc., for the school to rent 23 Pennsylvania Avenue for three years (2018 – 2021) at the annual rental payment of \$300,000, as recommended by the head of school.

Motion to table:

Moved by: Ms. Riffle

Seconded by: Mr. Goger

Discussion: Mrs. Paradiso explained that she will bring this to the board at the January meeting.

Vote: Roll call; passed unanimously

Approval of annual fiscal questionnaire

Resolution #121018-18: 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: Mr. Goger
Seconded by: Mrs. Smith
Discussion: None
Vote: Roll call; passed unanimously

Education Committee

Mrs. Paradiso reported that the state has not returned the 2017-18 SLS (science) test scores, as it was being field tested. Students will sit for this test in late May and the PARCC in April.

She also indicated that instructional coaching is taking place in three of four fifth grade classrooms for about 14-15 periods each week to model teaching and support teacher growth for very new teachers. The impact is already being noticed.

Community Outreach Committee

No report.

OLD BUSINESS

None.

NEW BUSINESS

None.

ANNOUNCEMENTS

The next regularly scheduled LCCS Board meeting is scheduled for Monday, January 14, 2019

MOTION TO ADJOURN

Moved by: Mrs. Smith
Seconded by: Mr. Goger
Vote: Voice; passed unanimously

The meeting was adjourned at 8:04 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: December 10, 2018

Approved by the Link Community Charter School Board of Trustees: January 14, 2019

**Head of School Report for LCCS Board
December 2018**

Enrollment Update:

Grade Level	Approved Enrollment	18/19 Applications Received	18/19 Enrolled & Attending	18/19 Wait List	19/20 Applications
5	80	132	76	0	30
6	216 (approx 72 in each grade)		76	45	9
7			71	30	3 (plus 58 6 th grade WL)
8			73	16	4 (plus 28 7 th grade WL)
Total	296		296 (292 funded)		

Student Recruitment:

- No updates

Staffing:

- No updates

Partnerships

- No Updates

Professional Development:

- Math, Sped, January 2nd full day PD

Programming:

- Service Projects for Thanksgiving

PR:

- None

HIB:

- 2018-19-001: board approval

Upcoming Dates:

- None

School Calendar Updates:

- None

Special Projects:

- None at this time

**Link Community Charter School
Board of Trustees**

**Governance Committee Report
December 6, 2018**

The committee meeting was convened at 5 pm by committee chair, Denise Smith.

In attendance: Brenda Daughtry, Maria Pilar Paradiso, Sharon Machrone

Evaluations

Head of School – The NJ School Board Association has issued an online Chief School Administrator Evaluation that schools are to use. Maria mentioned that it is not particularly aligned with the head of a charter school's position. There are some items for evaluation that charter school heads do not do. NJSBA doesn't seem concerned that it doesn't. Sharon will contact the NJSBA to see if someone from that organization will meet with the committee and explain how to adapt the evaluation for a charter school. The committee will bring the evaluation to the full board in January.

Board Self Evaluation - The Board Self Evaluation is online also. It is the same survey that the LCCS board has been doing via Survey Monkey. The committee will decide in January whether to change over to the survey on the NJSBA site. The advantage is that the survey would be tabulated for the board. With Survey Monkey, it is difficult to produce the results.

School Business Administrator Evaluation – Maria is working on this. NJDOE does not have a template. She will provide the draft to the committee in January.

Status of Peace Park

LEP is waiting for the final signoff on the contract and then will have 90 days to do further soil tests and determine if they will proceed with the purchase.

Status of Min-Precinct

.LEP has not yet heard anything back from Councilman Amidor about the

Update on Parking

Maria reported that the church where staff parks now has delayed the construction of the new building, so it appears there is parking through this school year. We have not heard back from the city on the other lots applied for along with the church.

Other Business

The LCCS board chair and head of school plan to meet with the school business administrator to discuss her role and to develop a timeline for submission of financial reports, and other reports for which she is responsible, to the board.



Finance & Facilities Committee Meeting Dec 10 2018

Attendance:

- Suzanna Holguin-Veras
- Leslie Baynes
- Bima Baje

Agenda

I. November Financial Review

- a. Treasurer's Report:
 - i. As of November 30, 2018, total operating cash on hand \$219,794.20 net \$48,012.21 in outstanding checks.
 - ii. Deposits totaling \$289,311.20 have been made since the statement close of 11/30
 - iii. A transfer of \$50,000 was made on November 14th from the general fund to the escrow which now has the recommended \$75,000 balance.
- b. Secretary's Report:
 - i. As of November 30th
 - o \$2,017,317 in expenses have been paid
 - o \$3,197,516 in encumbrances
 - o \$340,328 is available,
 - ii. Currently our expenditures are slightly under budget, contracted services, benefits, and salaries contributed to this projection.
 - iii. The current 5th grade enrollment is down four students which as of November 30th will reduce revenues by approximately \$18,000.
 - iv. District payments are current.
- c. Bills List:
 - i. All payments this month are for ordinary operating expenses.
- d. Facilities
 - i. As discussed at the October meeting, regulations for kitchen fire suppression systems changed since our last inspection and as a result we will be upgrading components of our system over the holiday break.
 - ii. A section of heating system piping in the attic has a small leak and will be replaced over the holiday break.

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:2993	12/3/18	INVO HEALTHCARE ASSOCIATES			
		SLP/OT Services-OCT 2018	4,439.00	P201900077	20-250-200-300-000-097
		FBA Plan	1,545.00	P201900125	20-250-200-300-000-097
		FBA Plan	1,158.75	P201900125	20-250-200-300-000-097
		Total Check Amount:	<u>7,142.75</u>		
A:2994	12/3/18	Galleros Koh, LLP			
		2017-2018 Audit	4,500.00	P201800251	10-421: A/P
A:2995	12/3/18	Selective Insurance Company of America			
		2018-2019 Liability Ins	16.00	P201900108	11-000-262-520-000-070
		Worker's Comp Ins. 2018-2019	16.00	P201900107	11-000-291-260-000-054
		Total Check Amount:	<u>32.00</u>		
A:2996	12/3/18	Educational Specialized Associates, Inc.			
		Occupational Therapy Eval- M.G	500.00	P201900124	11-000-216-300-001-067
A:2997	12/3/18	School Health Corp			
		Nurse Supplies	206.47	P201900043	11-190-100-610-000-047
		Nurse Supplies	112.42	P201900043	11-190-100-610-000-047
		Total Check Amount:	<u>318.89</u>		
A:2998	12/3/18	Western Pest Services			
		Pest Control Service NOV 2018	408.50	P201900060	11-000-230-500-000-056
A:2999	12/3/18	Verizon			
		Phone serv 2018-19	666.76	P201900009	11-000-230-530-000-057
A:3000	12/3/18	AT&T Teleconference Services			
		2018 OCT Teleconference Charges	169.48	P201900048	11-000-230-530-000-057
A:3001	12/3/18	Staples Advantage			
		School Supplies 2018-2019	73.84	P201900011	11-190-100-610-000-047
		School Supplies 2018-2019	104.09	P201900011	11-190-100-610-000-047
		School Supplies 2018-2019	101.87	P201900011	11-190-100-610-000-047
		Total Check Amount:	<u>279.80</u>		
A:3002	12/3/18	Avaya Inc.			
		2018 NOV Voice Messaging	130.50	P201900050	11-000-230-530-000-057
A:3003	12/3/18	Dade Paper Company			
		Supplies	1,437.68	P201900109	60-910-310-600-000-000
A:3004	12/3/18	Horizon BCBS			
		Health Insurance DEC 2018	32,247.93	P201900001	11-000-291-270-000-054

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>
A:3005	12/3/18	LESLIE BAYNES			
		Nursing room chair	277.21	P201900144	11-190-100-610-000-047
		Paper rolls	287.10	P201900142	11-190-100-610-000-047
		performing arts supplies	58.25	P201900151	11-190-100-610-000-047
		music room supplies	71.44	P201900151	11-190-100-610-000-047
		Supplies	128.77	P201900151	11-190-100-610-000-047
		ipad power cords	25.56	P201900151	11-190-100-610-000-047
		Phone sys expansion module	249.80	P201900151	11-190-100-610-000-047
		membership dues	126.88	P201900151	11-000-230-895-000-056
		Adobe pdf export	23.88	P201900151	11-000-262-890-000-075
		5th grade table	269.95	P201900151	12-000-300-730-000-079
		Total Check Amount:	1,518.84		
A:3006	12/3/18	Optimum			
		2018-2019 Internet Service	135.60	P201900054	11-000-230-530-000-057
A:3007	12/3/18	US Security Associates, Inc.			
		11/2-11/08/18 Security Services	1,730.88	P201900104	11-000-240-500-000-068
		11/09-11/15/18 Security Services	1,525.00	P201900104	11-000-240-500-000-068
		2018-2019 Security Services 11/16-21	1,586.00	P201900104	11-000-240-500-000-068
		11/23-11/29/18 Security Services	1,570.78	P201900104	11-000-240-500-000-068
		Total Check Amount:	6,412.66		
A:3008	12/3/18	Waste Management of New Jersey, Inc.			
		Waste Management DEC 2018	585.15	P201900059	11-000-230-500-000-056
A:3009	12/4/18	Link High Technologies Inc.			
		DATTO IT Services & Support	561.25	P201900002	11-190-100-320-000-045
		DEC IT Services & Support	5,213.33	P201900002	11-190-100-320-000-045
		IT Services & Support DEC ANTIV	441.00	P201900002	11-190-100-320-000-045
		Total Check Amount:	6,215.58		
A:3010	12/4/18	CIT			
		Copier Lease	2,890.39	P201900075	11-000-240-500-000-068
A:3011	12/4/18	Maschio's Food Service Inc.			
		OCT Lunch prog 2018-19	22,405.59	P201900137	60-910-310-600-000-000
A:3012	12/4/18	PSE&G			
		OCT 2018 Gas/Electric Expenses	5,149.80	P201900056	11-000-262-620-000-074
A:3013	12/4/18	LINK EDUCATION PARTNERS, INC			
		JAN 2019 Rent	19,000.00	P201900003	11-000-262-441-000-069
D:1081	12/4/18	AXA EQUITABLE-EQUI-VEST			
		DEC 2018	4,610.00	91 - 472	AXA
A:3015	12/5/18	AT & T			
		nov 2018 Long Distance Charges	1,077.91	P201900047	11-000-230-530-000-057
A:3016	12/5/18	Clarity Benefit Solutions			
		Flexible Spending Admin NOV 2018	136.34	P201900064	11-000-291-290-000-054

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:1082	12/5/18	United Concordia Dental	2,214.80	91 - 485	Dental
D:1083	12/5/18	ShelterPoint Life Jan	291.64	91 - 484	vision
A:3017	12/6/18	US Postal Service Marketing Mail Permit	225.00	P201900152	11-000-262-890-000-075
A:3018	12/6/18	Verizon Phone serv NOV 2018	359.53	P201900009	11-000-230-530-000-057
A:3019	12/6/18	City of Newark Division of Water 2018 NOV Water	594.36	P201900076	11-000-262-620-000-074
A:3020	12/6/18	Protective Measures Maint. & Monitoring JAN-MAR 2018	529.17	P201900005	11-000-262-890-000-075
A:3021	12/6/18	Delta-T Group North Jersey, Inc. Substitutes 10/26-11/2 10/26-11/2SUBSTITUTE TEACHERS 2018-2019 SUBSITUTE TEACHERS 2018-2019 SUBSITUTE TEACHERS 2018-2019 SUBSITUTE TEACHERS	1,903.25 1,544.75 2,583.65 3,645.37 2,113.12	P201900087 P201900143 P201900143 P201900143 P201900143	11-190-100-320-000-045 11-190-100-320-000-045 11-190-100-320-000-045 11-190-100-320-000-045 11-190-100-320-000-045
Total Check Amount:			11,790.14		
A:3022	12/7/18	LISA WEBER Powerschool Services	1,840.00	P201900084	11-000-230-330-000-056
D:1084	12/10/18	Clarity Benefit Solutions	1,073.67	91 - 482	Withholding-FSA
The Grand Total of all Checks from Fund 10 is:			4,500.00		
The Grand Total of all Checks from Fund 11 is:			92,944.38		
The Grand Total of all Checks from Fund 12 is:			269.95		
The Grand Total of all Checks from Fund 20 is:			7,142.75		
The Grand Total of all Checks from Fund 60 is:			23,843.27		
The Grand Total of all Checks from Fund 91 is:			8,190.11		
The Grand total of all checks for this period is:			136,890.46		

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

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:	_____	296		
Budgeted Enrollment:	_____	296		
Maximum Enrollment:	_____	296		
<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: _____