

**LINK COMMUNITY CHARTER SCHOOL
MINUTES OF THE BOARD OF TRUSTEES MEETING
September 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 6:36 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
Covington, Regina	√		
Daughtry, Brenda	√		
Goger, Bob		√	
Holguin-Veras, Susana	√		
Purefoy, Frances	√		
Riffle, Annette			√
Smith, Denise	√		

IN ATTENDANCE: NON VOTING STAFF/BOARD ATTORNEY

Bima Baje, school business administrator

Leslie Baynes, chief operating officer

PARRC SCORES PRESENTATION, Mrs. Paradiso

APPROVAL OF MINUTES

Resolution #091018-001: Be it Resolved that the Board of Trustees accepts and approves the minutes of the regular meeting held on August 20, 2018

Moved by: Mrs. Smith

Seconded: Mr. Goger

Discussion: None

Vote: Voice, passed unanimously

APPROVAL OF AGENDA

Resolution #091018-002: Be it Resolved that the Board of Trustees accepts and approves the agenda for the meeting on September 10, 2018.

Moved by: Ms. Holguin-Veras

Seconded: Ms. Covington

Discussion: None

Vote: Voice, passed unanimously

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 closes the public comment section of the meeting.

ACKNOWLEDGMENT OF CORRESPONDENCE

No correspondence

HEAD OF SCHOOL

School Update

See attached.

Approval of the additions to the 2018-2019 Personnel List

Resolution #091018-003: Be it Resolved that the Board of Trustees approves the following additions to the Link Community Charter School Personnel List for the 2018-2019 school year, approved at its May 23, 2018 meeting, as recommended by the head of school:

Name	10/12 Month	FT/PT	Position	Salary
Sonali Jaswa	10 month	FT	Teacher, grade 5	\$52,000
Ethan Dilks	10 month	FT	Teacher, grade 5	\$52,000

Moved by: Mr. Goger

Seconded by: Mrs. Smith

Discussion: None

Vote: roll call; passed unanimously

Approval of electives instructors

Resolution #091117-04: Be it Resolved that the Board of Trustees approves the following list of elective instructors for the first quarter of the 2018-2019 school year, as recommended by the head of school:

Elective Instructor Name	Elective Class	Funding Source
Yoga	Newark Yoga Movement	Link Education Partners
Comics and Manga Drawing	Newark School of the Arts	Link Education Partners
Ambassadors	Greg Silver	LCCS
Bucket Drumming	Newark School of the Arts	Link Education Partners
Living Through Food	Project U.S.E.	Link Education Partners
Mosaics	Glassworks	Link Education Partners
Hip Hop Dance	Newark School of the Arts	Link Education Partners
Fashion Design	Newark School of the Arts	Link Education Partners

Moved by: Ms. Covington

Seconded by: Ms. Holguin-Veras

Discussion: None

Vote: Roll call; passed with one abstention (Goger)

Approval of field trips

Resolution #091018-005: 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
Good Morning America	Friday, September 7, 2018	Visit a TV studio for a tour and to be part of the audience	Good Morning America
Slam Dunk the Junk, City of Newark. Grade 6	Thursday, October 4, 2018	Community Service	No cost

Moved by: Mrs. Smith

Seconded by: Mr. Goger

Discussion: None

Vote: Roll Call; passed unanimously

Approval of a stipend position

Resolution # 091018-006: Be it Resolved that the Board of Trustees approves the Relay Residency Advisor as a stipend position, with the stipend at \$2,000, and approves Jessica Bloom to serve in this capacity, as recommended by the head of school.

Moved by: Mr. Goger

Seconded by: Mrs. Smith

Discussion: None

Vote: Roll call; passed unanimously

Approval of job descriptions for stipend positions

Resolution #091018-007: Be it Resolved that the Board of Trustees approves the attached list of job descriptions for stipend positions, as recommended by the head of school:

Moved by: Ms. Holguin-Veras

Seconded by: Ms. Covington

Discussion: None

Vote: Roll call; passed unanimously

Approval of Family Leave of Absence

Resolution #091018-008: Be it Resolved that the Board of trustees approves a Family Leave of Absence in accordance with the NJ Family Leave Act for Hannah Kennedy to commence August 22, 2018 with a return on November 12, 2018, as recommended by the head of school.

Moved by: Ms. Covington

Seconded by: Ms. Holguin-Veras

Discussion: None

Vote: Roll call; passed unanimously

Approval of vendor for substitutes

Resolution#091018-009: Be it Resolved that the Board of Trustees approves the utilization of services from DeltaT to provide substitute teachers and paraprofessionals for the 2018-2019 school year, as recommended by the head of school.

Moved by: Ms. Covington

Seconded by: Mrs. Smith

Discussion: None

Vote: Roll call; passed unanimously

COMMITTEE REPORTS

Governance Committee

Committee Report

No report

Approval of the Second Reading and Adoption of Policy Revisions

Resolution#091018-010: Be it Resolved that the Board of Trustees approves the completion of the second reading of the following policies and adoption of same, as recommended by the Governance Committee:

1613 P Disclosure and Review of Applicant's Employment History (Mandated)

1613 R Disclosure and Review of Applicant's Employment History (Mandated)

Moved by: Mrs. Smith

Seconded by: Mr. Goger

Discussion: None

Vote: Roll call; passed unanimously

Finance and Facility Reports

Report attached.

Approval of financial reports

Resolution #091018-011: Be it Resolved that the Board of Trustees accepts and approves the Board Secretary Reports and the Treasurer's Report for the month ending August 31, 2018, as recommended by the school business administrator.

Moved by: Mr. Goger

Seconded by: Mrs. Smith

Discussion: None

Vote: Roll call; passed unanimously

Approval of bills for payment

Resolution #091018-012: 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. Covington

Discussion: None

Vote: Roll call; passed unanimously

Approval of service vendor contracts

Resolution #091018-013: Be it Resolved that the Board of Trustees awards the following contracts for the 2018-2019 school year, as recommended by the school business administrator:

- Information Technology Services to LinkHigh Technologies at \$880 per month for onsite and remote support and \$441 per month for virus protection;
- Building Maintenance to Dublin Maintenance at \$62,720 annually
- Security to US Security Associates at \$15.25 per hour for two full time and two part time guards

Moved by: Mr. Goger

Seconded by: Mrs. Smith

Discussion: None

Vote: Rollcall; passed unanimously

Approval of contract with school physician

Resolution: #091018-014: Be it Resolved that the Board of Trustees approves the contract with Dr. Kia

Grundy as the school physician a for the 2018-2019 school year at \$3,000 for eight hours service to the school during the year, as recommended by the school business administrator.

Moved by: Mrs. Smith

Seconded by: Mr. Goger

Discussion: None

Vote: Roll call; passed unanimously

Education Committee

No report.

Community Outreach Committee

No report.

OLD BUSINESS

None.

NEW BUSINESS

None.

ANNOUNCEMENTS

The next LCCS Board meeting is scheduled for Monday, October 15, 2018.

MOTION TO ADJOURN

Moved by: Mr. Goger

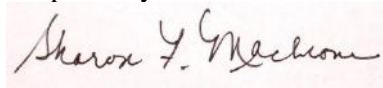
Seconded by: Ms. Covington

Voice Vote:

The meeting was adjourned at 7:20 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, appearing to read "Sharon F. Machrone", is written in black ink on a light-colored rectangular background.

Sharon F. Machrone, Board Recording Secretary

Date: September 10, 2018

Approved by the Link Community Charter School Board of Trustees: October 15, 2018

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

Enrollment

Grade	Approved Enrollment	18/19 Enrolled and Attending	18/19 Waiting List	19/20 Applications
5th	80	70	4	3
6th	72	73	58	
7th	72	73	26	
8th	72	74 (2 on medical)	8	
Total	296	290		

Student Recruitment:

- N/A

Staffing:

- We have filled all teaching positions and are now searching for two administrative positions: school secretary and school operations coordinator
- Very strong start to the year with great positive energy and engagement

Partnerships

- Electives will begin on Friday
- Lincoln Park Coast Cultural District to use space for community meeting for long-range planning for the neighborhood
- Newark Police Captain for 5th Precinct MacPhee met with area organizations and is planning a risk assessment for local organizations, plan to meet regularly/monthly

Professional Development:

- We held our first session of PD on Friday, September 7th which included a staff meeting, a chapter from Teach Like a Champion on Systems and Procedures and then provided content specific work. Each day will have these 3 sessions.

Programming:

- Started school on Tuesday September 4th with two days of orientation
- Changes include: UH Study Hall/no recess/increased time in math; 25 minute periods to provide for lab periods and greater flexibility; 4:10 dismissal
- Ms. Hester is meeting with houses to discuss school safety

PR:

- None

HIB:

- No new HIB incidents to report on

Upcoming Dates:

- Tuesday, September 11th, Picture Day
- Thursday, September 13th, Back to School Night; up to 4 trustees are welcome to attend
- Thursday, September 20th, LEP Sponsored Board-Staff Dinner (up to 4 to attend)

School Calendar Updates:

- None

Special Projects:

- None at this time



**Finance Committee Meeting
September 10, 2018**

July Financial Review

a. Board Secretary's -Report August 31, 2018

Fund 10

Total Expenses \$506,861.25

Encumbrances 4,064,310.59

Available Funds 787,160.4421

10-121 School Aid- Local Receivable 4,381,642.98

10-141 State Receivable 782,352.00

10-132- Interfund payable – 17,40.90 related to different receivable from different funds

10-421 Accounts Payable- 18,260.37

10-461 Accrued Salaries and Benefits- 2,937.60

Unappropriated fund balance 785,277.21

Fund 20

Total Expenses \$ 106,540.09

Encumbrances 79,407.66

Available Funds 60,256.25

b. Treasurer's Report-August 31 2018

Total Cash \$403,188.08

Bill List September 10, 2018

Total Disbursement \$120,929.47– No extraordinary items

II. Other Business

a. N/A

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:2877	9/7/18	LESLIE BAYNES			
		supplies clean it suplies paper rolls	290.70	P201900082	11-190-100-610-000-047
		laptop podium for classroom	168.47	P201900082	11-190-100-610-000-047
		Quote#8185194 Zuma Series Desk (8) Model#ZF	918.08	P201900049	12-000-300-730-000-079
		taskrabbit furniture assembly	281.67	P201900082	12-000-300-730-000-079
		Total Check Amount:	1,658.92		
A:2878	9/7/18	Horizon BCBS			
		Health Insurance Sept 2018	39,434.53	P201900001	11-000-291-270-000-054
A:2879	9/7/18	CDW LLC			
		Lenovo ThinkCentre All-In-One w/ Support	1,106.02	P201900044	12-000-100-730-000-078
		Lenovo ThinkCentre All-In-One w/ Support	132.04	P201900044	12-000-100-730-000-078
		Total Check Amount:	1,238.06		
A:2880	9/7/18	ALLIED UNIVERSAL SECURITY SERVICES			
		Security Services 8/17-8/23/18	996.68	P201800266	10-421: A/P
A:2881	9/7/18	Protective Measures			
		Sys Maint. & Central Station Monitoring Oct-De	527.17	P201900005	11-000-262-890-000-075
		Fire System Repair	374.00	P201900073	11-000-262-890-000-075
		Total Check Amount:	901.17		
A:2882	9/7/18	Stanley Steemer International, Inc.			
		Music & Media Rooms Clean	575.00	P201900070	11-000-230-330-000-056
		Music & Media Room Protect	115.00	P201900070	11-000-230-330-000-056
		Total Check Amount:	690.00		
A:2883	9/7/18	Learning A-Z			
		Raz-Plus.com 3 classrooms 1yr license 2018-201	1,619.59	P201900024	11-000-262-890-000-075
A:2884	9/7/18	PSE&G			
		Aug 2018 Gas/Electric Expenses	3,787.28	P201900056	11-000-262-620-000-074
A:2885	9/7/18	Perma-Bound			
		The Outsiders (80), Lyddie (7), Monster (15)	1,503.14	P201900046	11-190-100-640-000-048
A:2886	9/7/18	Scholastic Inc			
		Assorted Books for Students	532.36	P201900045	11-190-100-640-000-048
A:2887	9/7/18	Educational Specialized Associates, Inc.			
		Educational, Psych, &Social Assessment D.C.	375.00	P201900013	11-000-216-300-001-067
A:2888	9/7/18	Staples Advantage			
		School Supplies 2018-2019	497.66	P201900011	11-190-100-610-000-047
A:2889	9/7/18	Protective Measures			
		Replace Silent Knight Fire Control	3,755.00	P201900072	12-000-300-730-000-079
A:2890	9/7/18	IDVille			
		Paperstock for Room Signs	62.84	P201900071	11-190-100-610-000-047

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:2891	9/7/18	Waste Management of New Jersey, Inc. Waste Management Sept 2018	514.74	P201900059	11-000-230-500-000-056
A:2892	9/7/18	Avaya Inc. Aug 2018 Voice Messaging	520.50	P201900050	11-000-230-530-000-057
A:2893	9/7/18	CIT Copier Lease Aug 2018	2,267.17	P201900075	11-000-240-500-000-068
A:2894	9/7/18	City of Newark Division of Water 2018-2019 Water	242.88	P201900076	11-000-262-620-000-074
		2018-2019 Water	308.00	P201900076	11-000-262-620-000-074
Total Check Amount:			550.88		
A:2895	9/7/18	AT & T 2018 Long Distance Charges	501.96	P201900047	11-000-230-530-000-057
A:2896	9/7/18	Verizon Phone serv 2018-19	1,030.92	P201900009	11-000-230-530-000-057
A:2897	9/7/18	Stacey Electric Services, Inc. Service Call for repair	473.60	P201900078	11-000-230-330-000-056
A:2898	9/7/18	William H. Conolly & Co., LLC Student Accident Renewal	1,546.00	P201900079	11-000-262-520-000-070
		Management liability insurance	12,268.17	P201900081	11-000-262-520-000-070
Total Check Amount:			13,814.17		
A:2899	9/7/18	Optimum Sept 2018 Internet Service	135.60	P201900054	11-000-230-530-000-057
A:2900	9/7/18	DUBLIN MAINTENANCE CONTRACTORS Feb 2018	5,226.67	10 - 421	ACCTS PAYABLE
		Cleaning Services-Aug 2018	5,226.67	P201900051	11-000-240-500-000-068
Total Check Amount:			10,453.34		
D:1064	9/7/18	UNUM Insurance Co. Sept 2018 Dental	1,580.13	90 - 485	Dental
A:2901	9/10/18	LINK EDUCATION PARTNERS, INC Oct 2018 Rent	19,000.00	P201900003	11-000-262-441-000-069
A:2902	9/10/18	Clarity Benefit Solutions Flexible Spending Admin July 18	128.08	P201900064	11-000-291-290-000-054
A:2903	9/10/18	Scholastic Inc Books	900.00	P201900063	11-190-100-640-000-048
A:2904	9/10/18	The Library Store File Cases, Label Holders, Storage Boxes	536.01	P201900028	11-190-100-610-000-047

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:2905	9/10/18	School Health Corp Inv# 3462727-00	11.98	10 - 421	ACCTS PAYABLE
A:2906	9/10/18	Scholastic Inc			
		Fair ID#3929576	99.39	10 - 421	ACCTS PAYABLE
		Fair ID#3929576	100.00	10 - 421	ACCTS PAYABLE
Total Check Amount:			199.39		
A:2907	9/10/18	Link Community Charter School-Petty Cash	1,500.00	10 - 103	PETTY CASH
A:2908	9/10/18	Maria Paradiso			
		Misc School Supplies	597.12	P201900027	11-190-100-610-000-047
		18 Pack Binders & School Supplies	542.51	P201900035	11-190-100-610-000-047
		2018-2019 Reimbursement HOS Travel & Phone	600.00	P201900069	11-000-230-330-000-056
Total Check Amount:			1,739.63		
A:2909	9/10/18	LISA WEBER			
		Powerschool Services	1,920.00	P201900084	11-000-230-330-000-056
A:2910	9/10/18	Plainfield Board of Education			
		17/18 overpayment	5,889.00	10 - 421	ACCTS PAYABLE
A:2911	9/10/18	The Learning Internet Inc.			
		Digital Literacy Services 288	4,896.00	P201900085	11-190-100-320-000-045
A:2912	9/10/18	MACHADO LAW GROUP			
		July 2018 Legal Services	563.00	P201900080	11-000-230-331-000-055
A:2913	9/10/18	Link High Technologies Inc.			
		IT Services & Support	4,920.00	P201900002	11-190-100-320-000-045
		IT Services & Support	561.25	P201900002	11-190-100-320-000-045
		IT Services & Support	441.00	P201900002	11-190-100-320-000-045
Total Check Amount:			5,922.25		
D:1065	9/10/18	ShelterPoint Life			
		Sept 2018 Vision	247.14	90 - 484	vision
The Grand Total of all Checks from Fund 10 is:			13,823.72		
The Grand Total of all Checks from Fund 11 is:			110,503.92		
The Grand Total of all Checks from Fund 12 is:			6,192.81		
The Grand Total of all Checks from Fund 90 is:			1,827.27		
The Grand total of all checks for this period is:			132,347.72		

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

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