

**LINK COMMUNITY CHARTER SCHOOL  
MINUTES OF THE BOARD OF TRUSTEES MEETING  
November 9, 2020 6:30 PM  
23 Pennsylvania Avenue, Newark, NJ and Via Zoom**

**CALL TO ORDER**

This meeting is called to order at 6:40 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 with the New Jersey *Star Ledge* and *nj.com*, *El Nuevo Coqui*, *Irvington Herald*, *East Orange Record*, *Orange Transcript* and *Essex Daily News* on October 21, 2020; by email to the city clerks of the four districts of residence and the county superintendent of education on October 26, 2020; by posting notice on the school website; and by communicating same to the Board of Trustees.

**ROLL CALL**

<b>Member</b>	<b>Present</b>	<b>Absent</b>
Covington, Regina	√	
Daughtry, Brenda	√	
Ebanks, Shawna	√	
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 #110920-01:** Be it Resolved that the Board of Trustees accepts and approves the minutes of the meeting held on October 19, 2020 and minutes from the Executive Sessions on May 6, 2020 and July 27, 2020.

Moved by Mrs. Smith

Seconded by Mrs. Covington

Discussion: None

Vote: Voice; passed unanimously

**APPROVAL OF AGENDA**

**Resolution #110920-02:** Be it Resolved that the Board of Trustees accepts and approves the agenda for the meeting on November 9, 2020.

Moved by Mrs. Smith

Seconded by Mrs. Covington

Discussion: None

Vote: Voice; passed unanimously

## **PRESENTATION**

### **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.

### **CLOSING OF PUBLIC COMMENT**

Seeing that there were no members of the public, the chair closed public comments.

### **ACKNOWLEDGMENT OF CORRESPONDENCE**

None.

### **HEAD OF SCHOOL**

#### **Head of School Report**

See attached.

#### **Approval of unpaid leave of absence**

**Resolution #110920-03:** Be it Resolved that the Board of Trustees approves amending Resolution 101920-16 to approve an unpaid medical leave of absence effective October 19, 2020 through January 4, 2021 for Employee 229 who will pay contributions for benefits upon return to work, with the contributions to be spread over the remaining pay periods in the current fiscal year, as recommended by the head of school.

Moved by Mrs. Purefoy

Seconded by Mrs. Smith

Discussion: Mrs. Paradiso stated that while the board voted in favor of this at the last meeting, the wording of the motion has changed to clarify some details.

Vote: Roll call; passed unanimously

## **COMMITTEE REPORTS**

### **Governance Committee**

#### **Committee Report**

See attached.

#### **Approval of the first reading of policies and regulation revisions and additions**

**Resolution #110920-04:** Be it Resolved that the Board of Trustees approves the first reading of the policies and regulations listed below as recommended by the Governance Committee:

P1648	Restart and Recovery Plan (Mandated, Revised)
P1648.02	Remote Learning Options for Families (Mandated, New)
P1648.03	Restart and Recovery Plan- Full-Time Remote Instruction (Mandated, New)
P2431	Athletic Competition (Mandated, Revised)
R2431.1	Emergency Procedures for Sports and other Athletic Activity (Mandated, Revised)
P5330.05	Seizure Action Plan (Mandated, New)
R5330.05	Seizure Action Plan (Mandated, New)
P6440	Cooperative Purchasing (Mandated, Revised)

P7440	School Security (Mandated, Revised)
R7440	School Security (Mandated, Revised)
P7450	Property Inventory (Mandated, Revised)
P7510	Use of School Facilities (Mandated, Revised)
R7510	Use of School Facilities (Mandated, Revised)
P8420	Emergency and Crisis Situation (Mandated, Revised)
P8561	Procurement Procedures for School Nutrition Programs (Mandated, Revised)

Moved by Mrs. Smith

Seconded by Mrs. Covington

Discussion: None

Vote: Roll call; passed unanimously

#### **Approval to suspend a bylaw to adopt an emergency related one**

**Resolution #110920-05 :** Be it Resolved that the Board of Trustees approves the suspension of Bylaw 0131 that requires two readings to adopt a bylaw or policy and adopt Bylaw 0164.6 with one reading to be in compliance with the new emergency regulations regarding remote meetings held during a Governor-declared emergency (N.J.A.C. 5:39-11 through 17), as recommended by the Governance Committee.

Moved by Mrs. Purefoy

Seconded by Mr. Marshall

Discussion: None

Vote: Roll call; passed unanimously

#### **Approval of board grievance committee**

**Resolution #110920-06:** Be it resolved that the Board of Trustees approves the following as members of the LCCS Board Grievance Committee through October 2021, as recommended by the Governance Committee:

Mrs. Christine Lynskey (LCCS)

Mrs. Suzanne Dandie-Lashley (LCCS)

Mrs. Rosa Martinez (LCCS)

Ms. Kimberly Taliaferro (Parent)

Mrs. Naa-Adjorker Marques (Parent)

Mrs. Revelle Avignant (Parent)

Moved by Mrs. Smith

Seconded by Mr. Marshall

Discussion: None

Vote: Roll call; passed unanimously

#### **Finance and Facility Reports**

##### **Committee Report**

See attached.

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

**Resolution #110920 - 07:** 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, 2020, as recommended by the school business administrator.

Moved by Mrs. Smith

Seconded by Ms. Holguin-Veras

Discussion: None

Vote: Roll call; passed unanimously

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

**Resolution #110920-08:** 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 fiscal questionnaire**

**Resolution #110920-09:** Be it Resolved that the Board of Trustees approves the Annual Charter/Renaissance Schools Fiscal Questionnaire, as recommended by the school business administrator.

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

**Education Committee**

**No report.**

**OLD BUSINESS**

None.

**NEW BUSINESS**

None.

**ANNOUNCEMENTS**

The next regular board meeting will be held on Monday, November 23, 2020.

The online auction for LEP's A Taste of Newark will go live on Tuesday, November 10. The virtual event will be on Thursday, November 12<sup>th</sup>.

**MOTION TO ADJOURN**

Moved by Mrs. Covington  
Seconded by Mr. Marshall  
Vote: Voice; passed unanimously

The meeting was adjourned at 7:15 pm.

These minutes represent a record of the actions taken by the Board of Trustees during the meetings 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 9, 2020

Approved by the Link Community Charter School Board of Trustees: November 23, 2020

## Head of School Report, September 28, 2020

### Link Enrollment Update:

Grade Level	Approved Enrollment	20/21 Enrolled & Attending	Enrollment in process	20/21 Wait List Students Status
5	80	74	0	Initial Lottery Results: 85 Accepted/1 Declined 137 total NEW applications Current Status: 0
6	80	80	0	53 NEW
7	80	83	0	42 NEW applications
8	72	73	0	34 NEW applications
<b>Total</b>	<b>304</b> (80 K-5 span) (232 6-8 span)	<b>310</b> (74 K-5 span) (236 6-8 span)		

### Universal Enrollment:

- MPP and BD invited to meet with the NPS Superintendent virtually, waiting to schedule.

### COVID-19:

- 11/2/2020, staff member reported symptoms
- Deep Cleaning from Tuesday 11/3 to 11/6; isolation from 11/9 to 11/13
- 11/8/2020 PM, staff member reported positive result
- Second staff member had possible symptoms beginning 11/3 but negative result came back 11/8

### Instructional Program:

- Second academic quarter started today.
- Second quarter electives to begin Wednesday, November 18th; one week off to plan and prepare.
- Added afternoon break officially into the schedule.
- We are evaluating using only remote learning from Thanksgiving until January 22<sup>nd</sup>, in light of increasing numbers and possible travel on part of staff and families, necessitating isolation upon return.

### State Reporting:

- Completing residency review with districts
- Annual Charter School Enrollment System (CHE) is in process

- Working on Annual Matrix Report, CARES Act fields in NJSMART, Special Education Submission and State Submission

**Standardized Testing**

- Preparing for the optional testing window though we are still trying to gather information on the test.

Link Community Charter School  
Board of Trustees  
Governance Committee Report  
November 4, 2020

Attendees: F. Purefoy, B. Daughtry, M. Paradiso, S. Machrone

The committee reviewed the bylaw that is recommended for approval tonight which deals with remote board meetings in emergencies such as the one presented by COVID-19. . Strauss Esmay, our consultant on bylaws and policies, recommends approval – by suspending Bylaw 0131 which states bylaws need two readings to one at this month's board meeting, since this is an emergency related bylaw. Link is in compliance with the bylaw.

The committee also reviewed a number of policies and regulations that the committee will recommend for approval. On these, there will be two readings, this month and next.

The committee also reviewed the list of nominees for the LCCS Grievance Committee, which is to include 3 LCCS staff members and 3 parents. The list will be presented to the board for approval at this month's meeting.

Mrs. Paradiso mentioned some concerns about the COVID rise in Newark and will address the full board at this month's meeting.

**NEW BYLAW TO PRESENT TO THE BOARD AT THE NOVEMEBR 9, 2020 MEETING**

**0164.6 Remote Public Board Meetings during a Declared Emergency (Mandated, New)**

Outlines the protocols for remote board meetings during times when the Governor declares and emergency and in compliance with administrative code.

Since our board is already conducting meetings remotely, Strauss Esmay suggests the Board suspend Bylaw 0131 requiring two readings and adopt this Bylaw with one reading.



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[See POLICY ALERT No. 222]

## 0164.6 REMOTE PUBLIC BOARD MEETINGS DURING A DECLARED EMERGENCY

### A. Purpose – N.J.A.C. 5:39-1.1

1. The purpose of N.J.A.C. 5:39-1.1 et seq. and Bylaw 0164.6 is to ensure a Board of Education or Board of Trustees of a charter school can conduct official public business in an open and transparent manner whenever a declared emergency requires a local public body to conduct a public meeting without physical attendance by members of the public.
2. Nothing in N.J.A.C. 5:39-1.1 et seq. prevents a local public body from holding a remote public meeting under such other circumstances as may be permitted by the Open Public Meetings Act, N.J.S.A. 10:4-1 et seq.

### B. Definitions – N.J.A.C. 5:39-1.2

For the purpose of this Bylaw and in accordance with N.J.A.C. 5:39-1.2, the following words and terms have the following meanings, unless the context clearly indicates otherwise:

"Adequate notice" shall have the same definition as at N.J.S.A. 10:4-8; however, for the purpose of N.J.A.C. 5:39-1.1 et seq., and to the extent not otherwise set forth at N.J.S.A. 10:4-8, the notice transmitted to at least two newspapers for publication may occur through electronic mail or other electronic means that is accepted or requested by the newspaper.

"Annual notice" means a schedule of regular meetings of the public body to be held in the succeeding year noticed pursuant to N.J.S.A. 10:4-8 and 10:4-18. For the purpose of N.J.A.C. 5:39-1.1 et seq., the annual notice may be transmitted through electronic mail to newspapers and persons requesting an annual notice pursuant to N.J.S.A. 10:4-18. If the declared emergency prevents the local public body from mailing an annual notice to individuals requesting notice pursuant to N.J.S.A. 10:4-18, it shall be mailed to individuals for whom the local public body does not have an electronic mail account as soon as practicable.



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“Board” or “Board of Education” means a Board of Education or a Board of Trustees of a charter school as defined as a “local public body” or “public body” as per N.J.A.C. 5:39-1.2.

"Declared emergency" means a public health emergency, pursuant to the Emergency Health Powers Act, P.L. 2005, c. 222 (N.J.S.A. 26:13-1 et seq.), or a state of emergency, pursuant to P.L. 1942, c. 251 (N.J.S.A. App.A.9-33 et seq.), or both, or a state of local disaster emergency that has been declared by the Governor and is in effect.

"Electronic notice" means advance notice available to the public via electronic transmission of at least forty eight hours, giving the time, date, location and, to the extent known, the agenda of any regular, special, or rescheduled meeting, which shall accurately state whether formal action may or may not be taken at such meeting.

"Internet" means the international computer network of both Federal and non-Federal interoperable packet switched data networks.

"Live streaming" means the live audio and video transmission of a remote public meeting over the Internet.

"Local public body" means any "public body," as that term is defined in N.J.S.A. 10:4-8, with territorial jurisdiction equal to or less than a county. This term shall include Boards of Education, counties, municipalities, boards and commissions created by one or more counties or municipalities, and any authorities subject to N.J.S.A. 40A:5A-1 et seq., including fire districts and other special districts, along with joint meetings or regional service agencies as defined in N.J.S.A. 40A:65-3.

"Public business" means and includes all matters which relate in any way, directly or indirectly, to the performance of the public body's functions or the conduct of its business.

"Public meeting" means and includes any gathering whether corporeal or by means of communication equipment which is attended by, or open to, all of the members of a public body, held with the intent, on the part of the members of the body present, to discuss or act as a unit upon the specific



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public business of that body. Meeting does mean or include any such gathering (1) attended by less than an effective majority of the members of a public body, or (2) attended by or open to all the members of three or more similar public bodies at a convention or similar gathering.

"Remote public meeting" means a public meeting that is conducted by any means of electronic communication equipment permitted pursuant to N.J.A.C. 5:39-1.1 et seq.

C. Circumstances Under Which a Board of Education May Hold a Remote Public Meeting During a Declared Emergency for Conducting Public Business – N.J.A.C. 5:39-1.3

1. In addition to any circumstances under which public meetings held by means of communication equipment may be authorized pursuant to the Open Public Meetings Act, N.J.S.A. 10:4-1 et seq., the Board may hold a remote public meeting to conduct public business during a declared emergency if the emergency reasonably prevents the Board from safely conducting public business at a physical location with members of the public present.
2. If, during a declared emergency, the Board holds a physical meeting in a location where, pursuant to State and/or Federal guidelines meant to mitigate the risk of a contagious infection, the declared emergency necessitates capacity restrictions reducing the number of individuals that can be present in the meeting room to an amount below that reasonably expected for the public meeting by the Board, the Board must either hold the public meeting at another location with adequate capacity for the reasonably expected attendance by the public or hold the public meeting as both an in-person meeting and a remote public meeting.
  - a. As set forth at N.J.A.C. 5:39-1.4(c), no in-person meeting shall proceed if the room capacity does not permit any member of the public to attend.



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3. Nothing in N.J.A.C. 5:39-1.3 shall be interpreted to prevent the Board from broadcasting the audio and/or video of, or taking remote public comment during, a public meeting that the public can physically attend without being subject to public health-related capacity restrictions.
- D. Minimum Technological and Procedural Requirements for Remote Public Meetings Necessitated by a Declared Emergency – N.J.A.C. 5:39-1.4
1. If a declared emergency requires the Board to hold a remote public meeting to conduct public business, the Board shall use an electronic communications technology that is routinely used in academic, business, and professional settings, and can be accessed by the public at no cost.
    - a. Participant capacity on the selected platform should be consistent with the reasonable expectation of the public body for public meetings of the type being held and shall not be limited to fewer than fifty public participants (beyond those persons required to conduct business at the meeting).
  2. Remote public meetings may be held by means including, but not limited to, audio-only teleconferencing, electronic communications platforms with video and audio, and Internet-accessible technology, such as live-streaming.
    - a. If an electronic communications platform or Internet-accessible technology is being utilized for a remote public meeting, a telephonic conference line shall also be provided to allow members of the public to dial-in by telephone to listen and provide public comment as otherwise required by law.
    - b. The Board shall require members of the public to state, prior to providing public comment, whether they wish to speak and to identify themselves prior to speaking.



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### Remote Public Board Meetings During a Declared Emergency

3. The Board shall provide the public with similar access to a remote public meeting as members of the Board, staff of the Board, and any individuals seeking one or more approvals from the Board.
  - a. If a remote public meeting is held by audio and video, the public shall also have the opportunity to participate in the meeting in both audio and video capacities.
  - b. The Board meeting held in-person shall not prohibit members of the public from attending in-person.
4. Any remote public meeting where sworn testimony is being taken shall be broadcast by video, as well as by audio.
  - a. All individuals giving sworn testimony at a remote public meeting shall appear by video in addition to audio.
5. Any presentations or documents that would otherwise be viewed or made available to members of the public physically attending the Board meeting shall be made visible on a video broadcast of the remote public meeting or made available on the Internet website or webpage of the entity governed by the Board, or the Internet website or webpage of the entity responsible for appointing the members of the Board.
  - a. If a document would be made available to individual members of the public in hard copy while physically attending the meeting, the document shall be made available in advance of the meeting for download through an internet link appearing either on the meeting notice, or near the posting of the meeting notice, both on the website and at the building where the meeting would otherwise be held.
  - b. If the Board does not have its own website, such documents shall be available upon request ahead of the meeting and provided through an official social media account if one exists.



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6. The Board holding a remote public meeting shall allow members of the public to make public comment by audio, or by audio and video, if the remote public meeting is held over both audio and video, during the meeting.
  - a. In advance of the remote public meeting, the Board shall allow public comments to be submitted to the Head of School or designee by electronic mail and in written letter form by a reasonable deadline.
  - b. The Board shall not accept text-based public comment received during a remote public meeting held through an electronic communications platform or Internet-accessible technology. Public comments submitted before the remote public meeting through electronic mail or by written letter shall be read aloud and addressed during the remote public meeting in a manner audible to all meeting participants and the public.
  - c. The Board shall impose a reasonable time limit, where permitted by law, of three minutes on individual public comments and the same limits shall be placed on the reading of written comments. Each comment shall be read from the beginning, until the time limit is reached. The Board may pass over duplicate written comments; however, each duplicate comment shall be noted for the record with the content summarized. If the Board elects to summarize duplicative comments, the Board must not summarize certain duplicative comments while reading other duplicative comments individually.
7. The electronic communications technology used for a remote public meeting must have a function that allows the Board to mute the audio of all members of the public, as well as allow members of the public to mute themselves.



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- a. Any electronic communications platform or Internet-accessible technology used for a remote public meeting shall also allow the Board to regulate participation by individual members of the public.
  - b. A telephonic audio conference call line must have a queueing or similar function for regulating public comment.
8. Subject to D.5. and D.6. above, the Board shall adopt, by resolution, standard procedures and requirements for public comment made during a remote public meeting, as well as for public comments submitted in writing ahead of the remote public meeting.
- a. Such procedures and requirements shall include standards of conduct to be followed by members of the public when making comment.
  - b. The procedures and requirements for making public comment, along with an explanation of the audio muting function of the electronic communications platform being used, shall be announced at the beginning of the remote public meeting.
  - c. Regulation of conduct by members of the public on a remote public meeting shall be consistent with law and practices followed if a member of the public disrupts an in-person meeting. The following procedures shall be incorporated:
    - (1) The Board shall facilitate a dialogue with the commenter to the extent permitted by the electronic communications technology;



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- (2) If a member of the public becomes disruptive during a remote public meeting, including during any period for public comment, the member of the Board charged with running the remote public meeting shall mute or continue muting, or direct appropriate staff to mute or continue muting, the disruptive member of the public and warn that continued disruption may result in being prevented from speaking during the remote public meeting or removed from the remote public meeting.
    - (a) Disruptive conduct includes sustained inappropriate behaviors, such as, but not necessarily limited to, shouting, interruption, and use of profanity.
  - (3) A member of the public who continues to act in a disruptive manner after receiving an initial warning may be muted while other members of the public are allowed to proceed with their questions or comments.
    - (a) If time permits, the disruptive individual shall be allowed to speak after all other members of the public have been given the opportunity to make their comment. Should the person remain disruptive, the individual may be muted or kept on mute for the remainder of the remote public meeting, or removed from the remote public meeting.
- 9. Electronic communications platforms and Internet-accessible technologies used for remote public meetings shall be hosted on FedRAMP Moderate Impact Level Authorized dedicated servers or in a FedRAMP Moderate Impact Level Authorized Cloud, unless the host of the dedicated servers or cloud provides annual evidence of satisfactory cybersecurity internal controls through a SOC2 audit report.





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- a. When using cloud services, the technology vendor shall check provider credentials and contracts to ensure FedRAMP Moderate Impact compliance unless annual evidence of satisfactory internal controls is provided through a SOC2 audit report.
- E. Notice of Remote Public Meetings; Statement in Minutes – N.J.A.C. 5:39-1.5
- 1. Adequate notice of a remote public meeting must include, in addition to the content required pursuant to N.J.S.A. 10:4-8, clear and concise instructions for accessing the remote public meeting, the means for making public comment, and where relevant documents, if any, will be made available.
  - 2. In addition to adequate notice, the Board shall also provide electronic notice of a remote public meeting, except as may be permitted pursuant to N.J.S.A. 10:4-9.3 and E.3. below.
    - a. The electronic notice shall contain the content required pursuant to N.J.S.A. 10:4-8 and 10:4-9.1 and E.1. above, and shall be posted on the Internet website or webpage of Board and/or school district, or the entity responsible for appointing the members of the Board.
      - (1) If the Board does not have a website, electronic notice shall be provided on an official social media platform of the Board; however, electronic notice is not required if the Board does not have an internet presence.
      - (2) Unless otherwise prohibited by the declared emergency, the content of the electronic notice shall also be posted on the main access door of the building where the public would routinely attend public meetings of the Board in-person. The notice must be viewable from the outside.



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3. If during a declared emergency the Board elects to issue electronic notice of a remote public meeting in lieu of, rather than in addition to, adequate public notice, as permitted pursuant to N.J.S.A. 10:4-9.3, the Board shall limit public business discussed or effectuated at the meeting to matters:
  - a. Necessary for the continuing operation of government and which relate to the emergency declaration connected with the declared emergency; or
  - b. Requiring decision during the remote public meeting due to imminent time constraints.
4. Nothing in N.J.A.C. 5:39-1.5 prohibits the Board from holding a remote public meeting, notwithstanding the failure to provide adequate notice and electronic notice where permitted pursuant to N.J.S.A. 10:4-9.
5. If the Board expects to conduct remote public meetings for a series of regularly scheduled meetings advertised in its annual notice, the annual notice shall be revised at least seven days prior to the next regularly scheduled meeting, indicating which meeting(s) will be held as a remote public meeting and shall contain clear and concise instructions for accessing those remote public meetings, the means for making public comment, and where relevant documents, if any, will be made available.
  - a. In addition to the means of notice transmission required pursuant to N.J.S.A. 10:4-18, the revised annual notice shall be posted on the Internet website or webpage of the Board and/or school district, or the entity responsible for appointing the members of the Board.
  - b. If the Board does not have its own website, the revised notice shall be provided on an official social media platform unless the Board does not have an Internet presence.



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- c. Unless otherwise prohibited by the declared emergency, the content of the electronic notice shall also be posted on the door of the main public entrance to the building where the public would routinely attend public meetings held by the Board.
  - (1) Notice must also be posted on the door for any designated and clearly delineated handicap accessible entrance. These notices must be viewable from the outside.
- 6. If a previously scheduled Board meeting was to allow public attendance without a public health-related restriction as to capacity, but the Board intends to hold the same meeting as a remote public meeting due to a declared emergency and the change is not reflected in a revised annual notice issued pursuant to E.5. above, the Board shall issue adequate and electronic notice for said meeting pursuant to E.1. and E.2. above as if the meeting were not included in the annual notice.
- 7. At the commencement of every remote public meeting of the Board, the person presiding shall announce publicly, and shall cause to be entered in the minutes of the meeting, an accurate statement to the effect that:
  - a. Both adequate and electronic notice of the meeting has been provided, specifying the time, place, and manner in which such notice was provided;
  - b. Only electronic notice of the meeting has been provided, specifying the time, place, and manner in which such notice was provided, and that discussion and effectuation of public business shall be limited to only those matters:
    - (1) Necessary for the continuing operation of government and that relate to the applicable emergency declaration; or



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- (2) Requiring decision during the remote public meeting due to imminent time constraints; or
- c. That adequate notice and electronic notice was not provided, in which case such announcement shall state:
  - (1) The reason(s) why the matter(s) discussed are of such urgency and importance, as contemplated pursuant to N.J.S.A. 10:4-9(b)(1), and the nature of the substantial harm to the public interest likely to result from a delay in the holding of the meeting;
  - (2) That the remote public meeting will be limited to discussion of, and acting with respect to, such matters of urgency and importance;
  - (3) The time, place, and manner in which notice of the meeting was provided; and
  - (4) Either that the need for such meeting could not reasonably have been foreseen at a time when adequate notice and/or electronic notice could have been provided, in which event, such announcement shall specify the reason why such need could not reasonably have been foreseen; or that such need could reasonably have been foreseen at a time when adequate notice and/or electronic notice could have been provided, but such notice was not provided, in which event the announcement shall specify the reason why adequate notice and/or electronic notice was not provided.
- 8. Where the Board is required by law to provide a meeting agenda, or otherwise provides a meeting agenda by practice at its regularly scheduled meetings, prior to the commencement of the remote public meeting, the Board shall also make a copy of the agenda available to the public for download through an Internet link appearing either on the meeting notice, or near the posting of the meeting notice on the website.



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Remote Public Board Meetings  
During a Declared Emergency

- a. The notice shall also be posted at the building where the meeting would otherwise be held prior to the commencement of the remote public meeting.

## F. Executive or Closed Session During Remote Public Meetings

1. A Board entering into an executive or closed session shall ensure that audio or video of the session cannot be accessed, except by those individuals that are participating in the session.
  - a. A separate non-public conference line or e-platform session may be employed for this purpose.
2. The secretary of the Board should take roll call with each individual affirmatively identifying themselves prior to commencing the closed session.
3. If a closed session is held through a telephonic conference call a separate call-in line should be made available to ensure confidentiality.
4. For closed sessions during remote public meetings held through video conferencing, audio recording should be muted and video recording blocked by a graphic labeled "Executive Session".
5. As with in-person meetings, the Board shall have read into the record the reason(s) for entering into executive session.

N.J.A.C. 5:39-1.1 et seq.

Adopted:



**SUMMARY OF THE POLICIES TO PRESENT TO THE BOARD OF TRUSTEES AT THE NOVEMBER 9, 2020  
(FIRST READING) AND NOVEMBER 23, 2020 (SECOND READING) OPEN MEETINGS**

- P1648            Restart and Recovery Plan (Mandated, Revised)**  
Revised to incorporate the new face covering requirements.
- P1648.02       Remote Learning Options for Families (Mandated, New)**  
Covers minimum standards for eligibility for full time remote learning, procedures for requesting it, scope and expectations of remote learning, procedures to transition to in-person services, reporting and communications to families.
- P1648.03       Restart and Recovery Plan- Full-Time Remote Instruction (Mandated, New)**  
Incorporates the full time remote learning option addressed by executive Order in August, 2020
- P2431           Athletic Competition (Mandated, Revised)**  
**R2431.1       Emergency Procedures for Sports and other Athletic Activity (Mandated, Revised.**  
Revised to comply with new laws requiring schools to have emergency action plans for responding to a serious or life threatening sports related injury sustained while participating school athletics or sports activities.
- P5330.05       Seizure Action Plan (Mandated, New)**  
**R5330.05       Seizure Action Plan (Mandated, New)**  
Required by new state statutes. Address the school's responsibility in caring for students with epilepsy and seizure disorders.
- P6440           Cooperative Purchasing (Mandated, Revised)**  
Revised to update definition such as "lead agency", etc. and some redundant language was removed.
- P7440           School Security (Mandated, Revised)**  
**R7440           School Security (Mandated, Revised)**  
Revised with requirement that schools do an annual safety audit using a checklist from the NJ Office of Homeland Security and Preparedness.
- P7450           Property Inventory (Mandated, Revised)**  
Revised to reflect updated guides by the state reflecting more accurately the definitions of equipment and supply to be used for recording inventory.
- P7510           Use of School Facilities (Mandated, Revised)**  
**R7510           Use of School Facilities (Mandated, Revised)**  
Revised due to new law that requires schools to ensure that all person who supervise youth programs that are not sponsored by the school and operate in the building in non- school hours are provide with training on the school's practices and procedures (with all confidential information removed) including security drills, evacuation procedures and emergency response protocols. The organization then supplies a statement of assurance to the school that this training has been done.

**P8420**

**Emergency and Crisis Situation (Mandated, Revised)**

Revised due to a new law requiring schools to ensure that substitute employees are provided with information and training in the school's practices and procedures on school safety and security.

**P8561**

**Procurement Procedures for School Nutrition Programs (Mandated, Revised)**

Revised to include minor revision to the policy from the NJ Dept. of agriculture..

## 1648- RESTART AND RECOVERY PLAN

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On June 26, 2020, the New Jersey Department of Education (NJDOE) published “The Road Back - Restart and Recovery Plan for Education” (Guidance), a guidance document for reopening New Jersey schools during the COVID-19 pandemic. The Guidance provided school officials with the information necessary to ensure that schools reopen safely and are prepared to accommodate staff and students’ unique needs during these unprecedented times. The NJDOE required school districts in the State to develop, in collaboration with community stakeholders, a “Restart and Recovery Plan” (Plan) to reopen schools that best fits the district’s local needs.

The Guidance requires the Board of Trustees to adopt certain policies and the Board adopts Policy 1648 to address those policy requirements in the Guidance. Policy 1648 shall only be effective through the current COVID-19 pandemic and will take precedence over any existing Policy on the same or similar subject, unless determined otherwise by the Head of School.  

#### A. NJDOE Guidance – Key Subject Area 1 – Conditions for Learning

##### 1. Transportation

- a. If the school district is providing transportation services on a ~~district-owned school bus, but is unable to maintain social distancing,~~ a face covering must be worn **by all students** upon entering the school bus **unless doing so would inhibit the student’s health. It is necessary to acknowledge that enforcing the use of face coverings may be impractical for young children or individuals with disabilities.** ~~by all students who are able to do so in accordance with A.2.c. below.~~ **Exceptions to the face covering requirements shall be those outlined in A.2.d. below:**
  - (1) Accommodations for students who are unable to wear a face covering should be addressed according to that student's particular need and in accordance with all applicable laws and regulations.
- b. The school district shall use best practices for cleaning and disinfecting district-owned school buses and other transportation vehicles in accordance with A.3. below.



- c. District-employed school bus drivers and aides on district-owned school buses shall practice all safety actions and protocols as indicated for other school staff.
- d. If the school district is using contracted transportation services, the contractor shall ensure all Board of Education safety actions and protocols are followed by the contractor and its employees and/or its agents.

[See Policy Guide 1648 – Appendix C for the protocols/procedures for “Transportation” which is also included in the school district’s Restart and Recovery Plan.]

2. Screening, Personal Protective Equipment (PPE), and Response to Students and Staff Presenting Symptoms

- a. The school district shall screen students and employees upon arrival to a school building or work location for COVID-19 symptoms and a history of exposure.
  - (1) School staff must visually check students and employees for symptoms upon arrival (which may include temperature checks) and/or confirm with families that students are free of COVID-19 symptoms.
  - (2) Health checks must be conducted safely and respectfully, and in accordance with any applicable privacy laws and regulations.
  - (3) Results must be documented when signs/symptoms of COVID-19 are observed.
  - (4) The screening protocol will take into account students and employees with disabilities and accommodations that may be needed in the screening process for those students and employees.
  - (5) Students and employees with symptoms related to COVID-19 must be safely and respectfully isolated from others.
  - (6) If the school district becomes aware that an individual who has spent time in a school district facility tests positive for

COVID-19, district officials must immediately notify local health officials, staff, and families of a confirmed case while maintaining confidentiality.

- b. School staff and visitors are required to wear face coverings unless doing so would inhibit the individual's health or the individual is under two years of age.
  - (1) If a visitor refuses to wear a face covering for non-medical reasons and if such covering cannot be provided to the individual at the point of entry, the visitor's entry to the school/district facility may be denied.
- c. Students are required ~~strongly encouraged~~ to wear face coverings ~~and are required to do so when social distancing cannot be maintained~~, unless doing so would inhibit the student's health. It is also necessary to acknowledge that enforcing the use of face coverings may be impractical for young children or individuals with disabilities.
  - (1) Accommodations for students who are unable to wear a face covering should be addressed according to that student's need and in accordance with all applicable laws and regulations.
- d. Exceptions to the Requirement for Face Coverings
  - (1) Doing so would inhibit the individual's health.
  - (2) The individual is in extreme heat outdoors.
  - (3) The individual is in water.
  - (4) A student's documented medical condition, or disability as reflected in an Individualized Education Program (IEP), precludes the use of a face covering.
  - (5) The student is under the age of two ~~and could~~ **due to the** risk suffocation.
  - (6) **During the period a student is eating or drinking.**

- (7) Face coverings should not be placed on anyone who has trouble breathing or is unconscious, or anyone who is incapacitated or otherwise unable to remove the face covering without assistance (e.g. face coverings should not be worn by Pre-K students during nap time).**
- (8) The student is engaged in high intensity aerobic or anaerobic activities.**
- (9) Face coverings may be removed during gym and music classes when individuals are in a well-ventilated location and able to maintain a physical distance of six feet apart.**
- (10) When wearing a face covering creates an unsafe condition in which to operate equipment or execute a task.**

[See Policy Guide 1648 – Appendix E for the protocols/procedures for “Screening, PPE, and Response to Students and Staff Presenting Symptoms” which is also included in the school district’s Restart and Recovery Plan.]

### 3. Facilities Cleaning Practices

- a. The school district must continue to adhere to existing required facilities cleaning practices and procedures and any new specific requirements of the local health department as they arise.
- b. A procedure manual must be developed to establish cleaning and disinfecting schedules for schools and school equipment, targeted areas to be cleaned, and methods and materials to be used.

[See Policy Guide 1648 – Appendix G for the protocols/procedures for – “Facilities Cleaning Practices” which is also included in the school district’s Restart and Recovery Plan.]

### 4. Wraparound Supports

- a. Mental Health Supports

The school district’s approach to student mental health supports will be affected by the learning environment in place at the beginning of the school year. If in-person instruction is not

feasible, the district must find other ways to assess and monitor students' mental health.

[See Policy Guide 1648 – Appendix K for the protocols/procedures for “Academic, Social, and Behavioral Supports” which is also included in the school district’s Restart and Recovery Plan.]

5. Contact Tracing

- a. Upon notification that a resident has tested positive for COVID-19, the local health department will call the school district to determine close contacts to whom they may have spread the virus, where close contact is defined as being within six feet for a period of at least ten minutes.
- b. The school district shall assist the local health department in conducting contact tracing activities, including ongoing communication with the identified individual and/or their contacts.
- c. The school district shall ensure adequate information and training is provided to the staff as necessary to enable staff to carry out responsibilities assigned to them.
- d. A staff liaison(s) shall be designated by the Superintendent or designee and shall be responsible for providing notifications and carrying out other components that could help ensure notifications are carried out in a prompt and responsible manner.
- e. School districts shall allow staff, students, and families to self-report symptoms and/or suspected exposure.

[See Policy Guide 1648 – Appendix F for the protocols/procedures for “Contact Tracing” which is also included in the school district’s Restart and Recovery Plan.]

B. NJDOE Guidance – Key Subject Area 2 – Leadership and Planning

1. Scheduling

- a. The school district’s Plan must account for resuming in-person instruction and shall provide steps to shift back to virtual

learning models if circumstances change and in-person instruction guidelines can no longer be followed.

- b. The school district's Plan accommodates opportunities for both synchronous and asynchronous instruction, while ensuring requirements for a 180-day school year are met.
- c. The school district recognizes special populations will require unique considerations to ensure the continuity of learning as well as the health and safety of students and staff within the least restrictive environment.

(1) Special Education and English Language Learners (ELL)

- (a) The school district shall provide educators with professional development to best utilize the accessibility features and accommodations tools made available through technology-based formats in accordance with this Policy.
- (b) The school district shall continue to ensure students receive individualized supports that meet the requirements of the IEP and 504 Plans.

[See Policy Guide 1648 – Appendix N for the protocols/procedures for “Scheduling of Students” which is also included in the school district’s Restart and Recovery Plan.

2. Staffing

- a. The school district shall comply with all applicable employment laws when making staffing and scheduling requirements, including, but not limited to, the Americans Disabilities Act (ADA), the Health Insurance Portability and Accountability Act (HIPPA), and all applicable State laws.
- b. As the school district adjusts schedules, teaching staff members must maintain quality instruction for students pursuant to the minimum requirements set forth in NJDOE regulation.

[See Policy Guide 1648 – Appendix O for the protocols/procedures for “Staffing” which is also included in the school district’s Restart and Recovery Plan.]

C. NJDOE Guidance – Key Subject Area 3 – Policy and Funding

1. School Funding

a. Purchasing

The school district may likely need to purchase items not needed in the past and may experience increased demand for previously purchased goods and services to implement the Plan. The school district shall continue to comply with the provisions of the “Public School Contracts Law”, N.J.S.A. 18A:18A-1 et seq.

b. Use of Reserve Accounts, Transfers, and Cashflow

The school district shall apply for the approval from the Commissioner of Education, prior to performing certain budget actions, such as withdrawing from the emergency reserve account or making transfers that cumulatively exceed ten percent of the amount originally budgeted.

c. Costs and Contracting

The school district shall follow all New Jersey State laws and regulations applicable to local school districts for purchasing when procuring devices and connectivity or any technology related item.

D. NJDOE Guidance – Key Subject Area 4 – Continuity of Learning

1. Ensuring the Delivery of Special Education and Related Services to Students with Disabilities

a. The school district shall continue to meet their obligations to students with disabilities to the greatest extent possible.

2. Professional Learning

- a. The school district shall prepare and support teaching staff members in meeting the social, emotional, health, and academic needs of all students throughout the implementation of the Plan.

- (1) Professional Learning

- (a) The school district shall grow each teaching staff member's professional capacity to deliver developmentally appropriate standards-based instruction remotely.

- (2) Mentoring and Induction

- (a) The school district shall ensure:
    - (i) All novice provisional teachers new to the district be provided induction;
    - (ii) One-to-one mentoring is provided to novice provisional teachers by qualified mentors;
    - (iii) Mentors can provide sufficient support and guidance to novice provisional teachers working in a remote environment;
    - (iv) Mentoring is provided in both hybrid and fully remote learning environments and that mentors and provisional teachers will agree upon scheduling, structure, and communication strategies they will use to maintain the mentoring experience; and
    - (v) The use of online collaborative tools for school staff to remain connected to other mentors, new teachers, and administrators to maintain a sense of communal support.

- (3) Evaluation

- (a) The school district has considered the requirements and best practices with provisional status teachers, nontenured educators, and those on Corrective

Action Plans (including extra observations, extra observers, assuring more frequent feedback and face-to-face).

3. Career and Technical Education (CTE)

a. The school district shall implement innovative learning models for new learning environments regarding CTE.

b. Quality CTE Programs

The school district shall ensure students have access to appropriate industry-recognized, high-value credentials.

c. Work-Based Learning

The school district will ensure students are provided the opportunity to participate in safe work-based learning, either remotely (simulations, virtual tours, etc.) or in-person.

New Jersey Department of Education “The Road Back – Restart and Recovery Plan for Education”

**Memorandum – New Jersey Governor and Department of Education – Conditions for Learning – Health and Safety – August 3, 2020**

Adopted: 10 August 2020



## **Appendix C Conditions for Learning**

### **Critical Area of Operation**

#### **#3 – Transportation**

Link Community Charter School does not provide transportation.

## **Appendix E Conditions for Learning**

### **Critical Area of Operation**

#### **#5 - Screening, PPE, and Response to Students and Staff Presenting Symptoms**

Link Community Charter School will employ the following protocols to ensure proper screening, use of PPE and response to community members presenting symptoms:

a. **Screening Procedures for Students and Staff**

Students and staff will have their body temperature checked before entering the building, with students arriving in vehicles checked before they exit the car. Simultaneously, students and staff will also be asked a short series of questions designed to more fully assess symptoms. Anyone answering positively will be documented, and should the school learn of a confirmed case in the student body, staff, or household of either, school officials will:

- Make appropriate notifications (with appropriate confidentiality) to local health officials
- Follow CDC guidelines and recommendations of the local health department and school physician for closing and reopening
- Immediately close for deep cleaning of the building

b. **Protocols for Symptomatic Students and Staff**

Any student or staff presenting symptoms while in the school building will be immediately and respectfully isolated from others and placed in the care of the nurse in a designated room. Temperature will be taken and symptoms documented. Arrangements will be made for pick-up by a parent/guardian.

c. Protocols for PPE

- All staff will be provided face masks, shields, and rubber gloves.
- Students arriving without face masks will be provided one.

## **Appendix F Conditions for Learning**

### **Critical Area of Operation**

#### **#6 - Contact Tracing**

The school nurse will develop a strong understanding of contact tracing procedures and its role in keeping school communities safe from the spread of contagious diseases. She will provide the information to school leadership, administrators, and social workers. And, she will work closely with the school physician and collaborate with local health officials to develop contact tracing procedures for Link.

## **Appendix G Conditions for Learning**

### **Critical Area of Operation**

#### **#7 - Facilities Cleaning Practices**

LCCS has contracted a professional cleaning company to work with the school's custodial staff in cleaning and disinfecting the facility, as well as providing greater air quality with mobile filtration devices, in keeping with state and local health department guidance. A schedule will be developed to provide for deep cleaning every Friday, increased cleaning and bathroom sanitizing during the school day, disinfection and air filtration in the evenings.

## **Appendix K**

### **Academic, Social, and Behavioral Supports**

This school district should include in Appendix K supplemental materials, evidence, and further explanations of the elements listed in the Academic, Social, and Behavioral Supports section in the Board's Plan – Section A.2.a. through A.2.e.

## **Appendix N Leadership and Planning**

### **1. Scheduling of Students**

LCCS will implement a school program that maximizes physical safety, social/emotional wellbeing, educational growth, and community connections. Official guidance and stakeholder input were considered in all decisions.

#### **a. School Day**

LCCS recognizes that it may need to adjust multiple times throughout the coming year depending on future guidance, therefore flexibility and creative approaches will be critical to the school's and students' success this year. The school is prepared to navigate two environments – virtual and in-person depending on the guidance and circumstances.

The school will provide instruction in two simultaneous structures: remote and in-person. Both will adhere to guidelines and will encompass mission-aligned elements.

LCCS will provide families the opportunity to select a remote instructional program. Remote instruction will be delivered in both synchronous and asynchronous formats. Instructional time, not less than 4 hours daily, will be equivalent to the number of hours a student is spent in standards-based learning under the guidance and direction of a teacher.

In-person programs will occur Mondays through Thursdays, with Fridays set aside for deep-cleaning. Depending on the number of students that select in-person, LCCS will develop an alternating A/B cohort for in-person instruction.

## b. Educational Program

Regardless of the environment (virtual or in-person), LCCS will adhere to the maximum extent possible to its existing New Jersey standards-aligned

curriculum that enriches mind, body and spirit, in accordance with the school's mission. The instructional program will be scheduled to maintain:

- Physical, mental and emotional health and safety
- Consistency and structure
- Strong ties and communications
- Support for all learners
- Academic growth

## **Appendix O Leadership and Planning**

### **4: Staffing**

LCCS will comply with all relevant federal and state employment laws, as well as school board policies. LCCS will consider access and equity for all staff to ensure continuity of student learning and high quality instruction. LCCS will continue to consider individual staff member needs and high risk circumstances.

LCCS will leverage staff experience and talent to maximize the educational environment, whether in-person or remote.

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Remote Learning Options for Families

Sept 20

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[See **POLICY ALERT No. 221**]

## 1648.02 REMOTE LEARNING OPTIONS FOR FAMILIES

On July 24, 2020, the New Jersey Governor and the Commissioner of Education published a supplemental guidance document titled “Clarifying Expectations Regarding Fulltime Remote Learning Options for Families 2020-2021” as a result of the COVID-19 pandemic. This supplemental guidance includes an additional “anticipated minimum standard,” as this phrase is used throughout “The Road Back: Restart and Recovery Plan for Education” (NJDOE Guidance). This additional “anticipated minimum standard” provides that, in addition to the methods and considerations explicitly referenced in the NJDOE Guidance for scheduling students for in-person, remote, or hybrid learning, families/guardians (hereinafter referred to as “parents”) may submit, and school districts shall accommodate, requests for full-time remote learning.

Requests for full-time remote learning may include any service or combination of services that would otherwise be delivered to students on an in-person schedule, which may be a hybrid schedule, such as instruction, behavioral and support services, special education, and related services. A parent may request some services be delivered entirely remotely, while other services follow the same schedule they otherwise would according to the provisions in the school district’s Restart and Recovery Plan (Plan) and Policy 1648.

A parent may contact the Principal or designee of the building the student would attend with any questions on: a request to transition from in-person services to full-time remote learning; a request to transition from full-time remote learning to in-person services; the procedures of this Policy; and/or any other information regarding the school district’s Plan and Policy 1648.

To ensure clarity and consistency in implementation of full-time remote learning, the Board of Trustees adopts this Policy that addresses the following:

### A. Unconditional Eligibility for Full-time Remote Learning

1. All students are eligible for full-time remote learning.



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## ADMINISTRATION

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### Remote Learning Options for Families

- a. Eligibility for full-time remote learning cannot be conditioned on a parent demonstrating a risk of illness or other selective criteria.
- b. Unconditional eligibility for full-time remote learning includes students with disabilities who attend in-district schools or receiving schools (county special services school districts, educational services commissions, jointure commissions, Katzenbach School for the Deaf, regional day schools, college operated programs, and approved private schools for students with disabilities).

#### B. Procedures for Submitting Full-time Remote Learning Requests

1. A parent may request a student receive full-time remote learning from the school district by submitting a written request to the Principal of the school building their child would attend. The written request shall be provided to the Principal at least five calendar days before the student is eligible to commence full-time remote learning in accordance with B.2. below.
2. The student may only begin full-time remote learning at the beginning of an academic quarter or by written approval from the Principal or designee.
3. The written request for the student to receive full-time remote learning shall include:
  - a. The student's name, school, and grade;
  - b. The technology the student will be using to receive full-time remote learning, including the student's connectivity capabilities;
  - c. A request for any service or combination of services that would otherwise be delivered to the student on an in-person or hybrid schedule, such as instruction, behavioral and support services, special education, and related services;



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- d. For students with disabilities, the school district staff will determine if an Individualized Education Plan (IEP) meeting or an amendment to a student's IEP is needed for full-time remote learning; and
- e. Any additional information the Principal or designee requests to ensure the student, when receiving remote learning, will receive the same quality and scope of instruction and other educational services as any other student otherwise participating in school district programs.
  - (1) The documentation required by the school district to be provided in the parent's request for full-time remote learning shall not exclude any students from the school district's full-time remote learning option, but rather be limited to the minimum information needed to ensure proper recordkeeping and implementation of successful remote learning.
- 4. Upon receiving the written request, the Principal or designee may request additional information from the parent to assist the Principal or designee in providing the student the same quality and scope of instruction and other educational services as any other student otherwise participating in school district programs.
- 5. The Principal or designee will review the written request and upon satisfaction of the procedures outlined in this Policy, the Principal or designee will provide written approval of the parent's request for full-time remote learning.
  - a. In the event the request does not satisfy the procedures outlined in this Policy, the Principal or designee will notify the parent in writing of the issues that need to be addressed by the parent to satisfy the procedures outlined in this Policy.
- 6. The Principal's written approval of the request shall be provided to the parent within five calendar days of receiving the parent's written request.
  - a. The written approval will include the date the remote learning program will commence for the student in accordance with B.2. above.

## C. Scope and Expectations of Full-Time Remote Learning



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1. The scope and expectations of the school district's full-time remote learning program will include, but not be limited to, the following:
  - a. The length of the school day pursuant to N.J.A.C. 6A:32-8.3 and compliance with the Board's Attendance Policy and Regulation 5200; the provisions of the district's remote learning program outlined in the school district's Plan; and any other Board policies and regulations that govern the delivery of services to, and district expectations of, students participating in the remote learning program and their families;
  - b. The technology and the connectivity options to be used and/or provided to the student during remote learning; and
  - c. Any additional information the Principal or designee determines is needed to ensure the student, when receiving remote learning, will receive the same quality and scope of instruction and other educational services as any other student otherwise participating in school district programs (i.e. students participating in a hybrid model).
    - (1) This includes, for example, access to standards-based instruction of the same quality and rigor as afforded all other students of the district, the district making its best effort to ensure that every student participating in remote learning has access to the requisite educational technology, and the provision of special education and related services to the greatest extent possible.
  - d. The school will endeavor to provide supports and resources to assist parents, particularly those of younger students, with meeting the expectations of the school district's remote learning option.
- D. Procedures to Transition from Full-Time Remote Learning to In-Person Services
  1. A parent may request their student transition from full-time remote learning to in-person services, if in-person services are being provided, by submitting a written request to the Principal of the building the student will attend. This request must be submitted at





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least five calendar days before the student is eligible for in-person services.

2. A student is only eligible to transition from full-time remote learning to in-person services commencing at the start of an academic quarter or with the approval of the Principal or designee.
3. The written request from the parent for the student to transition from full-time remote learning to in-person services shall include:
  - a. The student's name, school, and grade;
  - b. The in-person program may only commence for a student transitioning from full-time remote learning to in-person services in accordance with D.2. above; and
  - c. Any additional information the Principal or designee determines would be important on the student's transition from full-time remote learning to in-person services.
4. A student previously approved for remote learning wanting to transition into the school district's in-person program must spend at least one academic quarter in remote learning before being eligible to transition into the school district's in-person program. This will allow parents to make the arrangements needed to effectively serve students' home learning needs and will support educators in ensuring continuity of instruction for the student.
5. The Principal or designee will review the request for compliance with this Policy, and upon satisfaction of the procedures in this Policy, will provide the parent of the student a written approval of the student entering the school district's in-person program.
  - a. In the event the request does not satisfy the procedures outlined in this Policy, the Principal or designee will notify the parent in writing of the issues that need to be addressed by the parent to satisfy the procedures outlined in this Policy.
6. Upon approval of the student's transition from full-time remote learning to in-person services, the school district will provide specific student and academic services to better assist parents anticipate their student's learning needs and help educators maintain continuity of services.



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7. School districts that offer Pre-K will consult their Pre-K curriculum providers regarding appropriate measures to assess a Pre-K student's learning progress during the transition from full-time remote learning to in-person learning.

## E. Reporting

1. To evaluate full-time remote learning, and to continue providing meaningful guidance for school districts, it will be important for the New Jersey Department of Education (NJDOE) to understand the extent and nature of demand for full-time remote learning around the State.
  - a. The school district will be expected to report to the NJDOE data regarding participation in full-time remote learning. Data will include the number of students participating in full-time remote learning by each of the following subgroups: economically disadvantaged; major racial and ethnic groups; students with disabilities; and English learners.

## F. Procedures for Communicating District Policy with Families

1. The school district will have clear and frequent communication with parents, in their home language, to help ensure this important flexibility is as readily accessible as possible. Communication must include, at a minimum, information regarding:
  - a. Summaries of, and opportunities to review, the school district's full-time remote learning Policy/Plan;
  - b. Procedures for submitting full-time remote learning requests in accordance with B. above;
  - c. Scope and expectations of full-time remote learning in accordance with C. above;
  - d. The transition from full-time remote learning to in-person services and vice-versa in accordance with B. and D. above; and
  - e. The school district's procedures for ongoing communication with families and for addressing families' questions or concerns.

## G. Home or Out-of-School Instruction



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1. No provision of this Policy supersedes the district's requirements to provide home or out-of-school instruction for the reasons outlined in N.J.S.A. 18A, N.J.A.C. 6A, or any applicable Board policy unless determined otherwise by the Superintendent or designee.

[See the District's Restart and Recovery Plan – Appendix Q for the protocols/procedures for “Remote Learning Options for Families” which is outlined in the school district's Restart and Recovery Plan.]

New Jersey Department of Education Guidance Document:  
“Clarifying Expectations Regarding Fulltime Remote Learning  
Options for Families 2020-2021”

Adopted:



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Restart and Recovery Plan – Full-Time

Remote Instruction

Aug 20

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[See POLICY ALERT No. 221]

## 1648.03 RESTART AND RECOVERY PLAN – FULL-TIME REMOTE INSTRUCTION

On June 26, 2020, the New Jersey Department of Education published “The Road Back - Restart and Recovery Plan for Education” (NJDOE Guidance), a guidance document for reopening New Jersey schools during the COVID-19 pandemic. The Guidance, including revisions, provided school officials with the information necessary to ensure that schools reopen safely and are prepared to accommodate staff and students’ unique needs during these unprecedented times. The NJDOE Guidance required school districts to develop, in collaboration with community stakeholders, a “Restart and Recovery Plan” (Plan) to reopen schools that best fit the district’s local needs.

The NJDOE Guidance requires the Board of Trustees to adopt certain policies and the Board previously adopted Policies 1648 and 1648.02 to address these policy requirements. Board policies related to Covid-19 shall only be effective through the current COVID-19 pandemic and will take precedence over any existing Policy on the same or similar subject, unless determined otherwise by the Superintendent.

On August 13, 2020, the Governor of New Jersey signed Executive Order 175 indicating public school districts shall resume partial or full-time in-person instruction during the fall of school year 2020-2021. However, Executive Order 175 also indicates public school districts that are or become unable to satisfy the health and safety requirements for in-person instruction delineated in the NJDOE’s “Checklist for Re-Opening of School 2020-2021” and detailed in the “The Road Back - Restart and Recovery Plan for Education” Guidance, may provide full-time remote instruction to all students pursuant to N.J.S.A. 18A:7F-9.

Public school districts that determine they cannot provide in-person instruction must submit documentation to the Department of Education that identifies:

1. The school building(s) or grade level(s) within the district that will provide full-time remote instruction;



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2. The specific health and safety standards delineated in the NJDOE’s “Checklist for Re-Opening of School 2020-2021,” and detailed in the “The Road Back - Restart and Recovery Plan for Education” Guidance, that the school is unable to satisfy;
3. The school’s anticipated efforts to satisfy the identified health and safety standard(s); and
4. A date by which the school anticipates the resumption of in-person instruction.

Such documentation must be submitted to the Department of Education at minimum one week prior to the public school district’s first day of school.

The NJDOE, by way of the Executive County Superintendent, shall request periodic updates from the Superintendent of Schools of a public school district offering only remote instruction to demonstrate the school district is actively engaged in good-faith efforts toward the resumption of in-person instruction.

All instruction, whether in-person instruction or remote instruction, for the 2020-2021 year, shall adhere to the following requirements, and any other requirements imposed by Order, statute, or regulation:

1. A school day, whether in-person or remote must consist of at least four (4) hours of active instruction to students by an appropriately certified teacher, except that one continuous session of two and one-half hours may be considered a full day in Kindergarten, pursuant to N.J.A.C. 6A:32-8.3.
2. District and school policies for attendance and instructional contact time will need to accommodate opportunities for both synchronous and asynchronous instruction, while ensuring the requirements for a 180-day school year are met pursuant to N.J.S.A. 18A:7F-9.
3. All instructional time shall be provided in accordance with the New Jersey Student Learning Standards (NJSLS).



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All public school districts participating in the National School Lunch and Breakfast Programs, regardless of whether they are required to participate or voluntarily opt-in to the programs, must offer the required meals to all children, regardless of eligibility, when the school day involves at least four hours of in-person or remote instruction.

For the 2020-2021 school year, the use of student growth data based on standardized assessment or student growth percentile shall be waived and shall not be used as a measure of educator effectiveness in the overall evaluation of any educator in accordance with N.J.S.A. 18A:6-123(b)(2) and (4).

Paragraph 8 of Executive Order No. 107 (2020), which prohibits in-person dining at certain establishments that are open to the public, shall not apply to school district cafeterias provided that social distancing can be maintained and access is limited to staff and students and not available to the general public. Such cafeterias must adhere to infection control practices outlined for dining in the applicable reopening documents issued by the Department of Education.

Executive Order 175 – August 13, 2020

Adopted:



## 2431- ATHLETIC COMPETITION (M)

Section: Program

Date Created: November 2014

Date Edited: July 2018

### M

The Board of Trustees recognizes the value of athletic competition as an integral part of the total school experience. **Sports and other athletic activities** and practice sessions provide opportunities to learn the values of competition and good sportsmanship.

For the purpose of this policy, programs of athletic competition include all activities relating to competitive sports contests, games, events, or sports exhibitions involving individual students or teams of students when such events occur within or between schools within the school or with any other schools. The programs of athletic competition shall include, but are not limited to, middle school interscholastic athletic programs where school teams or squads play teams or squads from other schools, and/or intramural athletic programs within a school.

#### Eligibility Standards

A student who wishes to participate in a program of athletic competition must submit, on a form provided by the school, the signed consent of his/her parent(s) or legal guardian(s). The consent of the parent of a student who wishes to participate in a program of athletic competition will include an acknowledgment of the physical hazards that may be encountered in the activity in **accordance with N.J.A.C. 6A:32-9.1(d) and (e).**

Student participation in a program of athletic competition shall be governed by the following eligibility standards:

- It is also expected that Link Community Charter School athletes keep their focus on academics, achieving a high level of academic performance. Students earning a grade lower than C in any class at progress report or report card time will be suspended from play until the grade is brought up to at least a C.
- Students try-out for teams and commit to participation in practices and games while maintaining a strong academic and personal development record ("C" or better in all classes and "1" or "2" in core values). Students must be conscious of their other interests and commitments and not overextend themselves. They will be offered many opportunities throughout the year to participate in extracurricular activities, including athletics and performing arts, and must make decisions wisely and follow-through on commitments.
- **A student in any grade must maintain a satisfactory record of attendance to be eligible for participation in school district sponsored programs of athletic competition. An attendance record is unsatisfactory if the number of unexcused**

**absences exceeds three days in a marking period prior to the student commencing participation in school sponsored programs of athletic competition.**

- **A student who is absent with an unexcused absence for a school day may not participate in school district sponsored programs of athletic competition the afternoon or evening of that school day.**
- **A student who is serving an in or out of school suspension may not participate in school district sponsored programs of athletic competition while serving the suspension.]**
- **A student in any grade who fails to observe school rules for student conduct may forfeit his/her eligibility for participation in school district sponsored programs of athletic competition.**

Notice of the school's eligibility requirements shall be available to students.

Required Examination- Interscholastic or Intramural Team or Squad

Students enrolled in grades six to eight must receive a medical examination, in accordance with the provisions of N.J.S.A. 18A:40-41.7, prior to participation on a school-sponsored interscholastic or team or squad and any cheerleading program or activity.

The examination shall be conducted within 365 days prior to the first day of official practice in an athletic season with examinations being conducted at the medical home of the student. The "medical home" is defined as a health care provider and that provider's practice site chosen by the student's parent for the provision of health care pursuant to N.J.A.C. 6A:16-1.3. If a student does not have a medical home, the school shall provide the examination at the school physician's office or other comparably equipped facility. The parent may choose either the school physician or their own private physician to provide this medical examination. The medical examination required prior to participation shall be in accordance with the requirements as outlined in N.J.A.C. 6A:16-2.2(h)1 and Regulation 2431.2 and shall be documented using the Pre-participation Physical Evaluation form required by the Department of Education.

The school shall distribute the Commissioner of Education developed sudden cardiac arrest pamphlet to a student participating in or desiring to participate in an athletic activity, as defined in N.J.S.A. 18A:40-41.e., and the student's parent(s) shall each year and prior to participation by the student in an athletic activity comply with the requirements of N.J.S.A. 18A:40-41.d.

The school shall annually distribute the Commissioner of Education developed educational fact sheet relative to use and misuse of opioid drugs for sports related injuries to parents of students who participate in athletic activities and comply with the requirements of N.J.S.A. 18A:40-41.10.

Information concerning a student's HIV/AIDS status shall not be required as part of the medical examination or health history pursuant to N.J.S.A. 26:5C-1 et seq.



The health findings of this medical examination shall be maintained as part of the student's health record.

### Emergency Procedures

Athletic coaches shall be trained in first aid to include sports-related concussion and head injuries, the use of a defibrillator, the identification of student athletes who are injured or disabled in the course of any athletic program or activity, and any other first aid procedures or other health related trainings required by law or the Head of School.

**The Head of School or designee shall establish and implement an emergency action plan for responding to a serious or potentially life-threatening sports-related injury in accordance with N.J.S.A. 18A:40-41.11. The plan shall document the proper procedures to be followed when a student sustains a serious injury while participating in sports or other athletic activity in accordance with N.J.S.A. 18A:40-41.11.**

**The emergency action plan shall be reviewed annually and updated as necessary. The plan shall be rehearsed annually in each school by the individuals who will be responsible for executing the plan in an emergency pursuant to N.J.S.A. 18A:40-41.11.]**

The Head of School **or designee** shall prepare ~~and present to the Board for its approval~~ procedures for ~~the emergency treatment of~~ **responding to a non-serious or non-life-threatening injury sustained by a student while participating in sports or other athletic activity.** ~~injuries and disabilities that occur in the course of any athletic program or activity.~~ ~~Emergency~~ **These** procedures shall be reviewed **annually, updated as necessary, not less than once in each school year** and shall be disseminated to appropriate staff members.

### Interscholastic Standards

The Board shall approve annually a program of interscholastic athletics and shall require that all facilities utilized in that program, whether or not the property of this Board, properly safeguard both players and spectators and are kept free from hazardous conditions.

N.J.S.A. 2C:21-11

N.J.S.A. 18A:11-3 et seq., 18A:40-41; 18A:40-41.10, **18A:40-41.11**

N.J.A.C. 6A:7-1.7 (d); 6A:16-1.4; 6A:16-2.1 et seq., **6A:32-9.1**

Adopted: 10 November 2014

Revised: 17 October 2016

Revised: 13 March 2017

Revised: 09 July 2018

R 2431.1 EMERGENCY PROCEDURES FOR SPORTS AND  
OTHER ATHLETIC PRACTICES AND  
COMPETITIONS ACTIVITY

M

A. Definitions

1. **“Athletic Activity” means interscholastic athletics; an athletic contest or competition, other than interscholastic athletics, that is sponsored by or associated with a school district or nonpublic school, including cheerleading and club-sponsored sports activities; and any practice or interschool practice or scrimmage for those activities** ~~“Programs of athletic competition” means all activities relating to competitive sports contests, games, events, or sports exhibitions involving individual students or teams of students when such events occur within or between schools within this district or with any schools outside this district. The programs of athletic competition shall include, but are not limited to, high school interscholastic athletic programs, middle school interscholastic athletic programs where school teams or squads play teams or squads from other school districts, intramural athletic programs within a school or among schools in the district, and any cheerleading program or activity in the school district.~~
2. “Health personnel” means the school nurse, the school medical inspector, the designated team doctor, a licensed physician, **the licensed athletic trainer**, and members of the first aid squad or ambulance team.
3. “Parent” means the natural parent(s) or adoptive parent(s), legal guardian(s), foster parent(s) or parent surrogate(s) of a student. Where parents are separated or divorced, "parent" means the person or agency who has legal custody of the student, as well as the natural or adoptive parent(s) of the student, provided such parental rights have not been terminated by a court of appropriate jurisdiction.
4. ~~“Student” means a student enrolled in this school and a student enrolled in any district who is present in this school for the purpose of participating in a program of athletic competition sponsored by the Board of Trustees.~~

B. Precautions

1. All coaches, including assistant coaches **and all staff who supervise sports and other athletic activity**, will be trained in first aid to include sports-related concussions and head injuries, the identification of injured and disabled student athletes, and any other first aid procedures required by statute, administrative code, or by the Head of School.

2. Athletic coaches **or supervising staff members** are responsible at all times for the supervision of students to whom they have been assigned. Students shall not be left unattended at any time.
3. Students who participate in athletic competition shall be trained in proper athletic procedures, in the proper use of athletic equipment, and in the proper use of protective equipment and clothing.
4. Student athletes shall be required to report promptly to the athletic coach **or supervising staff member** any injury ~~or disability~~ occurring to the student himself/herself or to another student.
5. First aid supplies and equipment shall be readily available at all athletic activities and shall be maintained in proper condition.
6. First aid and emergency medical procedures will utilize universal precautions in handling blood and body fluids as indicated in Policy and Regulation No. 7420 and Regulation No. 7420.1.
7. Health personnel, including but not limited to, the **licensed** athletic trainer, school/team physician, and ambulance/first aid squad may be present at athletic activities and events as determined by the Head of School.

C. **Emergency Action Plan and Procedures**

1. **The Board of a school district with any of the grades six through twelve shall establish and implement an emergency action plan for responding to a serious or potentially life-threatening sports-related injury in accordance with N.J.S.A. 18A:40-41.11. The plan shall document the proper procedures to be followed when a student sustains a serious injury while participating in sports or other athletic activity. The plan shall be specific to the activity site, and shall be developed in consultation with local emergency medical services personnel in accordance with N.J.S.A. 18A:40-41.11.**
2. The following **emergency action plan** ~~procedures~~ shall be **established and implemented** whenever a student athlete is **seriously injured when participating in sports or other athletic activity** ~~or disabled in the course of an athletic practice or competition sponsored by this district.~~ **The emergency action plan shall include the following:**
  - a. **A list of the employees, team coaches, and licensed athletic trainers in each school who are trained in first aid or cardio-pulmonary resuscitation;**
  - b. **Identification of the employees, team coaches, or licensed athletic trainers in each school who will be responsible for carrying out the**

emergency action plan and a description of their respective responsibilities;

- c. Identification of the activity location or venue;
  - d. Identification of the equipment and supplies that may be needed to respond to the emergency, including the location of each item; and
  - e. A description of the proper procedures to be followed after a student sustains a serious or life threatening sports-related injury including, but not limited to, responding to the injured student, summoning emergency medical care, assisting emergency responders in getting to the injured student, and documenting the actions taken during the emergency.
3. The emergency action plan shall be reviewed annually and updated as necessary. The plan shall be rehearsed annually in each school by the individuals who will be responsible for executing the plan in an emergency pursuant to N.J.S.A. 18A:40-41.11.
4. The proper procedures to be followed after a student sustains a serious or life-threatening sports-related injury while participating in sports or other athletic activity shall include, but not be limited to, the following components:
- a1. The athletic coach **or supervising staff member** shall immediately notify the health personnel present at the activity and the health personnel shall assume responsibility for the emergency treatment of the student.
  - b2. If no health personnel are present, or if none can be immediately summoned to the student's aid, the athletic coach **or supervising staff member** shall administer such first aid as may be necessary.
  - c3. If the student's injury ~~or disability~~ requires more than routine first aid, the athletic coach **or supervising staff member** shall:
    - (1)~~a-~~ Summon emergency personnel by calling 911; or
    - (2)~~b-~~ Arrange for the student's transportation to the nearest hospital or the office of the school **physician** ~~medical inspector~~.
  - d4. The athletic coach or **supervising staff member** ~~his/her designee~~ shall promptly notify the Building Principal, the Superintendent, and the student's parent(s) ~~or legal guardian(s)~~ of the student's injury ~~or disability~~ and the condition and location of the student.

e5. An injured ~~or disabled~~ student who has been transported away from school premises must be accompanied by the athletic coach **or supervising staff member**, a member of the athletic department, a health professional, or other responsible adult known to the athletic coach **or supervising staff member**.

56. These emergency procedures ~~shall~~ **may** be followed when the injured ~~or disabled~~ student is a member of a visiting team or district. In the event the visiting team has health personnel or staff members present, every effort shall be made to cooperate with the health personnel and/or staff of the district in which the student is enrolled.]

**D. Non-Serious or Non-Life-Threatening Injuries During an Athletic Program or Activity**

**The Superintendent or designee shall prepare procedures for responding to a non-serious or non-life-threatening injury sustained by a student while participating in sports or other athletic activity. These procedures shall be reviewed annually and updated as necessary and shall be disseminated to appropriate staff members.**

**ED. Reports**

1. The athletic coach **or supervising staff member** shall complete and file a report of every injury ~~or disability~~ that occurs to a student in the course of his/her participation in **sports or other athletic activity** ~~the athletic program of this district, regardless of the severity of the injury or disability.~~ The report shall include:
  - a. The date of the incident;
  - b. The name, age, **and** grade level, ~~and gender~~ of each injured ~~or disabled~~ student;
  - c. The district in which the student is enrolled;
  - d. The name and district of each student involved in the incident;
  - e. A narrative account of the incident;
  - f. A detailed description of the injury ~~or disability~~;
  - g. The treatment given on school premises and the names of the health personnel, if any, who treated the student;

- h. The place, if any, to which the student was taken and the persons who accompanied the student; and
  - i. ~~A memorandum of~~ **How** the notice **was provided** ~~given~~ to the student's parent(s) ~~or legal guardian(s)~~.
2. Copies of the report shall be filed with the school nurse and the Building Principal within twenty-four hours or by the end of the next school day after the incident.
  3. The Building Principal shall report the incident to the Superintendent, who may report the incident to the Board.
  4. A copy of each report of an incident of student injury ~~or disability~~ that occurs in the course of **the sport or other** athletic activities ~~shall be maintained by the athletic director~~ **Principal or designee**, who shall analyze reports for patterns that indicate a need for revision of the district's safety and/or athletics program. The ~~athletic director~~ **Principal or designee** shall report the findings of his/her analysis to the Superintendent **on an annual basis** ~~at the close of each sport season~~.
  5. The parent(s) ~~or legal guardian(s)~~ of each injured ~~or disabled~~ student will be given assistance in the completion and filing of insurance claim forms.

**FE.** Readmission to Athletic Activities

A student **who sustains a serious or potentially life-threatening injury while participating in a** ~~injured or disabled in the course of sport or an other~~ athletic activity will be permitted to **resume** ~~participate in~~ athletic competition ~~only on the~~ **upon submission of** written ~~permission~~ **medical clearance** ~~of from the student's medical home, which shall be subject to review by school district health personnel~~ ~~the school medical inspector or designated team doctor, who must first examine the student to determine his/her fitness to participate in athletics.~~ Written notice of that determination, **approved** ~~signed by the school health personnel~~ ~~medical inspector or designated team doctor~~ as appropriate, shall be given to the student's parent(s) ~~or legal guardian(s)~~.

The prevention and treatment of suspected sports-related concussions and head injuries shall be in accordance with the provisions of N.J.S.A. 18A:40-41.1 et seq. and Policy and Regulation 2431.4.

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## 5330.05 SEIZURE ACTION PLAN

The Board of Trustees requires the development of a seizure action plan, an individualized health care plan, and an individualized emergency health care plan for students with epilepsy or a seizure disorder to care for and treat these students while at school pursuant to N.J.S.A. 18A:40-12.34 et seq.

In accordance with N.J.S.A. 18A:40-12.35, the parent of the student with epilepsy or a seizure disorder seeking epilepsy or seizure disorder care while at school shall submit the student's seizure action plan annually to the school nurse.

The school nurse shall develop an individualized health care plan and an individualized emergency health care plan for the student, provided the parents annually provide to the Board written authorization for the provision of epilepsy or seizure disorder care. The school nurse shall update these plans on an annual basis and as necessary in the event there is a change in the health status of the student. These plans shall include the information outlined in N.J.S.A. 18A:40-12.35.

In accordance with N.J.S.A. 18A:40-12.35, all staff members including staff working with school-sponsored programs outside the regular school day shall be trained in the care of students with epilepsy and seizure disorders. All school bus drivers, contracted and district-employed, shall be provided notice and information if they are transporting a student with epilepsy or a seizure disorder pursuant to N.J.S.A. 18A:40-12.36. The school nurse shall obtain a release from the parent of the student to authorize the sharing of medical information in accordance with N.J.S.A. 18A:40-12.37.

No school employee, including a school nurse, school bus driver, school bus aid, or any other officer or agent of the Board, shall be held liable for any good faith act or omission consistent with the provisions of N.J.S.A. 18A:40-12.34 through N.J.S.A. 18A:40-12.38, nor shall an action before the New Jersey State Board of Nursing lie against a school nurse for any such action taken by a person trained in good faith by the school nurse pursuant to N.J.S.A. 18A:40-12.34 through N.J.S.A. 18A:40-12.38. Good faith shall not include willful misconduct, gross negligence, or recklessness.

N.J.S.A. 18A:40-12.34 et seq.

Adopted:



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## R 5330.05 SEIZURE ACTION PLAN

### A. Definitions (N.J.S.A. 18A:40-12.34)

1. “Individualized emergency health care plan” means a document developed by the school nurse, in consultation with the parent of a student with epilepsy or a seizure disorder and other appropriate medical professionals, which is consistent with the recommendations of the student’s health care providers and which provides specific actions for non-medical school staff to do in a particular emergency situation and is signed by the parent or guardian and the school nurse.
2. “Individualized health care plan” means a document developed by the school nurse, in consultation with the parent of a student with epilepsy or a seizure disorder and other appropriate medical professionals who may be providing epilepsy or seizure disorder care to the student, which is consistent with the recommendations of the student’s health care providers and which sets out the health services needed by the student at school and is signed by the parent or guardian and the school nurse.
3. “School” means an elementary or secondary public school located within this State.
4. “School employee” means a person employed by a school district.
5. “Seizure action plan” means a comprehensive document provided by the student’s physician, advanced practice nurse, or physician’s assistant which includes, but is not limited to, information regarding presentation of seizures, seizure triggers, daily seizure medications, seizure first aid, and additional treatments.





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B. Annual Submission of Student's Seizure Action Plan (N.J.S.A. 18A:40-12.35)

1. The parent of a student with epilepsy or a seizure disorder who seeks epilepsy or seizure disorder care for the student while at school shall annually submit to the school nurse the student's seizure action plan.
2. The school nurse shall develop an individualized health care plan and an individualized emergency health care plan for the student, provided that the parents of the student annually provide to the Board of Trustees written authorization for the provision of epilepsy or seizure disorder care.
3. The individualized health care plan and individualized emergency health care plan, developed in accordance with N.J.S.A. 18A:40-12.35, shall be annually updated by the school nurse and as necessary in the event there is a change in the health status of the student.
4. Each individualized health care plan shall include, and each individualized emergency health care plan may include, the following information:
  - a. Written orders from the student's physician or advanced practice nurse outlining the epilepsy or seizure disorder care;
  - b. The symptoms of the epilepsy or seizure disorder for that particular student and recommended care;
  - c. Full participation in exercise and sports, and any contraindications to exercise, or accommodations that must be made for that particular student;
  - d. Accommodations for school trips, after-school activities, class parties, and other school-related activities;



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- e. Education of all school personnel about epilepsy and seizure disorders, how to recognize and provide care for epilepsy and seizure disorders, and when to call for assistance;
    - f. Medical and treatment issues that may affect the educational process of the student with epilepsy or the seizure disorder;
    - g. The student's ability to manage, and the student's level of understanding of, the student's epilepsy or seizure disorder; and
    - h. How to maintain communication with the student, the student's parent and health care team, the school nurse, and the educational staff.
  - 5. The Head of School or designee shall coordinate the provision of epilepsy and seizure disorder care at school and ensure that all staff are trained in the care of students with epilepsy and seizure disorders, including staff working with school-sponsored programs outside of the regular school day.
  - 6. The training required pursuant to B.5. above shall include a Department of Health approved on-line or in-person course of instruction provided by a nonprofit national organization that supports the welfare of individuals with epilepsy and seizure disorders.
- C. Information Provided to Bus Driver (N.J.S.A. 18A:40-12.36)
- 1. In the event a school bus driver transports a student with epilepsy or a seizure disorder, the School Business Administrator/Board Secretary or designee shall provide the driver with:
    - a. A notice of the student's condition;
    - b. Information on how to provide care for epilepsy or the seizure disorder;



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- c. Emergency contact information;
- d. Epilepsy and seizure disorder first aid training; and
- e. Parent contact information.

D. Release to Share Medical Information (N.J.S.A. 18A:40-12.37)

- 1. The school nurse shall obtain a release from the parent of a student with epilepsy or a seizure disorder to authorize the sharing of medical information between the student's physician or advanced practice nurse and other health care providers.
  - a. The release shall also authorize the school nurse to share medical information with other staff members of the school district as necessary.

Adopted:



## 6440- COOPERATIVE PURCHASING

Section: Finances

Date Created: August 2014

Date Edited: August 2014

The Board of Trustees recognizes that centralized, cooperative purchasing ~~tends to~~ **may** maximize the value received for each dollar spent. The ~~Board of Education Administration~~ is encouraged to seek savings that may accrue to ~~this~~ **the school** district by means of joint agreements for the purchase of goods or services with the governing body of ~~any the~~ municipality or the county ~~within whose boundaries the school district is wholly or partly located, or by means of contracts entered into by the New Jersey State Treasury Department,~~ Division of Purchase and Property.

**For the purpose of this Policy, A “cooperative pricing system” means** is a purchasing system in which the lead agency advertises for bids, awards a master contract to the vendor providing for its own ~~needs~~ **quantities** and ~~for the estimated quantities submitted by the individual registered members~~ **prices to be extended to registered members, and notifies them of the bid prices awarded.** ~~The registered members then contract directly with the vendor for their own needs, subject to the specifications in the master contract.~~

**For the purpose of this Policy, “cooperative purchasing system” means** a cooperative pricing system, joint purchasing system, commodity resale system, county cooperative contract purchasing system, or regional cooperative pricing system which has been approved and registered subject to N.J.A.C. 5:34-7.1 et seq.

**For the purpose of this Policy, “electronic data processing” means** the storage, retrieval, combination, or collation of items of information by means of electronic equipment involving the translation of words, numbers, and other symbolic elements into electrical impulses or currents.

**For the purpose of this Policy, A “joint purchasing system” means** is a cooperative purchasing system in which the lead agency **serves as the purchasing agent for the membership of the system with all of the duties and responsibilities attendant. The lead agency advertises for bids and awards a single contract to a vendor providing for the payment to the contractor for its own needs and for the needs of the participating registered members of the system. The only contractual relationship is between the lead agency and the vendor.** ~~has complete purchasing responsibility for the registered members, and the only contractual relationship is between the lead agency and the vendor.~~

**For the purpose of this Policy, “lead agency” means** the contracting unit which is responsible for the management of the cooperative purchasing system.

**For the purpose of this Policy, “registered members” means** Boards of Education who have been approved by the Director of the New Jersey Department of Community Affairs for participation in the cooperative purchasing system.

~~A “cooperative purchasing system” is either a joint purchasing or cooperative pricing system.~~

When the lead agency is a Board of Trustees or Educational Service Commission and the entire membership of the cooperative purchasing system established and properly registered with the New Jersey Division of Local Government Services **in the Department of Community Affairs** are Boards of Education, the **provision and performance of goods or services** ~~purchase of work, materials or supplies~~ shall be conducted pursuant to the Public Schools Contract Law. (N.J.S.A. 18A:18A-11 et seq.)

The Head of School and/or School Business Administrator/Board Secretary is hereby authorized to negotiate such joint agreements for goods and services which the Board may determine to be required and which the Board may otherwise lawfully purchase for itself with such approved contracting units as may be appropriate in accordance with State law, the policies of this Board, and the dictates of sound purchasing procedures.

**In accordance with the provisions of N.J.S.A. 18A:18A-12, a** ~~No cooperative or joint purchase agreement(s) shall be entered into by resolution adopted may be entered without Board approval by each participating Board of Education, municipality, or county, and shall set forth of an agreement that specifies the categories of goods or services to be provided or performed work, materials and supplies to be purchased; the manner of advertising for bids and the awarding of contracts; the method by which of payment will be made by each participating Board of Education, municipality or county, and such other matters terms~~ deemed necessary to carry out the purposes of the agreement. Agreements for cooperative and joint purchasing will be subject to all bidding requirements imposed by law. Purchases made through the State Treasury Department may be made without bid.

Each participant's share of expenditures for purchases under any such agreement shall be appropriated and paid in the manner set forth in the agreement and in the manner as for other expenses of the participant.

**In accordance with the provisions of N.J.S.A. 18A:18A-14.2,** the Board may by contract or lease provide electronic data processing services for the Board of Trustees of another school; and may undertake with such other Board, the joint operation of electronic data processing of their official records and other information relative to their official activities, services and responsibilities. The records and other information originating with any Board participating in such contract or lease may be combined, compiled, and conjoined with the records and other information of any and all participating local units for the purposes of such electronic data processing; and any provisions of law requiring such records to be kept confidential or to be retained by any Board or any officer or agency thereof shall be deemed to be isolated thereby.

A contract or lease to provide electronic data processing services shall set forth the charge for all services provided, or in the case of a joint undertaking the proportion of the cost each party thereto shall assume and specify all the details of the management of the joint undertaking, and any other matters that may be deemed necessary for insertion therein, and may be amended from time to time by the contracting parties **in accordance with N.J.S.A. 18A:18A-14.3.** .

**For the purpose of carrying into execution a contract or lease for a joint enterprise under N.J.S.A. 18A:18A-14.4, a**Any party to **such** a contract ~~for joint operation of electronic data processing services~~ may act as agent for any or all parties in acquiring, by lease, purchase or otherwise, any property, facilities or services, in appointing such officers and employees as may be necessary and directing its activities, to the same extent as a Board of Trustees is authorized to do separately.

In the event that any controversy or dispute shall arise among the parties (except a municipality or ~~a county~~) to any such **contract agreement**, the same shall be referred to the **Executive** County Superintendent of the county in which the districts are situated for determination and the determination shall be binding, subject to appeal to the Commissioner of Education ~~and the State Board~~ pursuant to law. In the event the districts are in more than one county, the controversy or dispute shall be referred to the **Executive** County Superintendents of the counties for joint determination, and if they shall be unable to agree upon a joint determination within thirty days, the controversy or dispute shall be referred to the Commissioner of Education for determination.

~~In a cooperative purchasing system established and properly registered with the New Jersey Division of Local Government Services where the lead agency is a Board of Trustees or Educational Service Commission and the membership of the system is Boards of Education and local contracting units as defined in N.J.S.A. 40A:11-2(1), the purchase of any work, materials or supplies shall be conducted pursuant to the Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.) and N.J.A.C. 5:34-7.~~

N.J.S.A. 18A:18A-40 **11** through 14  
N.J.S.A. 40A:11-1 et seq.  
N.J.A.C. 5:34-7  
N.J.A.C. 6A:23-7.4**23A-21.5**

Adopted: 11 August 2014

## 7440 SCHOOL SECURITY (M)

### M

The Board of Trustees believes that the buildings and facilities of the school represent a substantial community investment. The Board directs the development and implementation of a plan for school security to protect that investment. The Board will comply with the security measures required in N.J.S.A. 18A:7G-5.2 for new school construction and for existing school buildings.

The school security program will include the maintenance of facilities secure against unwelcome intrusion; protection against fire hazards and faulty equipment; and the observation of safe practices in the use of electrical, plumbing, and heating equipment.

The Board shall provide to local law enforcement authorities a copy of the current blueprints and maps for all schools and school grounds within the school district or nonpublic school. In the case of a school building located in a municipality in which there is no municipal police department, a copy of the blueprints and maps shall be provided to an entity designated by the Superintendent of the New Jersey State Police. The Board shall provide revised copies to the applicable law enforcement authorities or designated entities any time that there is a change to the blueprints or maps.

The Board directs close cooperation of school officials with the landlord, local law enforcement, fire officials, and other emergency agencies

Each public elementary and secondary school building shall be equipped with at least one panic alarm for use in a school security emergency pursuant to N.J.S.A. 18A:41-10 through 13.

The Head of School shall designate a school administrator or a school employee with expertise in school safety and security, as a School Safety Specialist for the school in accordance with the provisions of N.J.S.A. 18A:17-43.3. The School Safety Specialist shall be required to acquire a New Jersey Department of Education School Safety Specialist certification in accordance with the provisions of N.J.S.A. 18A:17-43.2. The School Safety Specialist shall also serve as the school liaison with local law enforcement and national, State, and community agencies and organizations in matters of school safety and security.

Access to the school building and grounds outside the hours school is in session shall be limited to personnel whose employment requires their presence in the facility. An adequate key control system will be established to limit building access to authorized



personnel and guard against the potential of intrusion by unauthorized persons who have obtained keys improperly.

In accordance with N.J.S.A. 18A:7G-5.2.b.(15), propping open doors to buildings on school grounds is strictly prohibited and students and staff shall not open a door for any individual. All persons seeking entry into the main building shall be directed to the main entrance.

Building records and funds shall be kept in a safe place and secured as appropriate and necessary.

Protective devices designed to be used as safeguards against illegal entry and vandalism may be installed when appropriate. The Board may approve the employment of school resources officers, school security officers, and/or law enforcement officers in situations in which special risks are involved.

**The school district shall annually conduct a school safety audit for each school building in accordance with the provisions of N.J.S.A. 18A:41-14.**

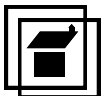
N.J.S.A. 18A:7G-5.2; 18A:17-43.1; 18A:17-43.2; 18A:17-43.3;  
18A:41-7.1; 18A:41-10; 18A:41-11; 18A:41-12; 18A:41-13; **18A:41-14**  
N.J.A.C. 6A:16-1.3; 6A:26-1.2

Adopted: 11 August 2014

Adopted revision: 12 March 2018

Revised and Adopted: 11 March 2019

Adopted revision: 11 November 2019





# REGULATION

## LINK COMMUNITY CHARTER SCHOOL BOARD OF EDUCATION

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SCHOOL DISTRICT SECURITY (M)

### R 7440 SCHOOL SECURITY (M)

#### A. Definitions

1. “Access” means free and unimpeded entry to the public areas on school premises. Access does not include entry to:
  - a. Areas that are the private domain of individuals, such as an individual’s office, closets, and filing cabinets, or
  - b. Areas in which student instruction is being carried on, without the express permission of the Principal or the teacher in charge.
2. “School premises” means the school building, all school grounds, and any structures on school grounds.
3. Panic alarm” means a silent security system signal generated by the manual activation of a device intended to signal a life-threatening or emergency situation requiring a response from law enforcement.
4. “School buildings” and “school grounds” means and includes land, portions of land, structures, buildings, and vehicles, when used for the provision of academic or extracurricular programs sponsored by the school district or community provider and structures that support these buildings, such as school district wastewater treatment facilities, generating facilities, and other central service facilities including, but not limited to, kitchens and maintenance shops. “School buildings” and “school grounds” also includes athletic stadiums; swimming pools; any associated structures or related equipment tied to such facilities including, but not limited to, grandstands; night field lights; greenhouses; garages; facilities used for non-instructional or non-educational purposes; and any structure, building, or facility used solely for school administration. “School buildings” and “school grounds” also includes other facilities such as playgrounds; and other recreational places owned by local municipalities, private entities, or other individuals during those times when the school district has exclusive use of a portion of such land in accordance with N.J.A.C. 6A:16-1.3 and 6A:26-1.2.

#### B. Access to School Premises



# REGULATION

## LINK COMMUNITY CHARTER SCHOOL BOARD OF EDUCATION

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R 7440/Page 2 of 8  
SCHOOL DISTRICT SECURITY (M)

1. Access to the school building and grounds during the school day will be permitted to all students enrolled in the school, all school staff members, and visitors pursuant to Policy No. 9150.
2. Access to the school building and grounds before and after the school day will be permitted to:
  - a. Members of the Board of Trustees;
  - b. The Head of School, Board Secretary, Supervisor of Buildings and Grounds, and Head Custodian;
  - c. The Principal and other administrative staff members;
  - d. Staff members in the performance of their professional responsibilities;
  - e. Students involved in interscholastic athletics, co-curricular, and extra-curricular activities and authorized spectators;
  - f. Members of organizations granted the use of school premises pursuant to Policy No. 7510;
  - g. Police officers, fire fighters, health inspectors, and other agents of State and local government in the performance of their official duties; and
  - h. Members of the public present to attend a public Board meeting.
3. All visitors to the school building during the school day will be required to register their presence in the school office, pursuant to Policy No. 9150. Visitors will be issued a “visitor’s tag” to be worn while in the school.
4. All persons who enter the school building when the school office is closed must sign a school log, maintained outside the school office. The log will record:
  - a. The person’s name and, if appropriate, title;



# REGULATION

## LINK COMMUNITY CHARTER SCHOOL BOARD OF EDUCATION

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SCHOOL DISTRICT SECURITY (M)

- b. The date and time of entry and exit;
- c. The reason for the person's entry.

- 5. Signs will be conspicuously posted to inform visitors of the requirements of B3 and B4.

### C. Building Security

- 1. Entrances to the school building shall be kept locked when the school office is closed, except for those entrances required for the access of authorized persons.
- 2. The Principal shall recommend to the Head of School the installation of any special protective device to guard against illegal entry and/or vandalism.

### D. Keys to the School Building and Facilities

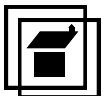
- 1. Staff members and school officials will be provided with keys as follows:
  - a. Teaching staff members and support staff members will be provided with keys to the specific classroom(s) or storage facility(ies) to which they require access for the performance of their professional duties.
  - b. The Principal and custodian will be provided with keys to the school building and master keys to all offices, classrooms, and storage facilities in the building.
  - c. Other administrators assigned to the school building will be provided with keys to the school building and to the offices to which they require access for the performance of their professional duties.
  - d. The Head of School, Chief Operating Officer, and School Business Administrator/Board Secretary will be provided with a set of all master keys.



2. The employee or school official to whom a key or keys is entrusted is prohibited from distributing a key or copy of a key to a person not authorized to possess a key by these regulations.
3. Possession and/or use of a key to school premises by a school employee not expressly authorized by these regulations to possess such a key is an infraction of rules subject to discipline.
4. The loss of a key to any school building, facility, office, classroom, or storage place must be immediately reported to the Main office. The staff member who loses a key will be responsible for the cost of the replacement of the key or, if necessary, the lock.

E. School Building Panic Alarm or Emergency Mechanisms (N.J.S.A. 18A:41-10 through 13)

1. Each public elementary and secondary school building shall be equipped with at least one panic alarm for use in a school security emergency including, but not limited to, a non-fire evacuation, lockdown, or active shooter situation.
2. The alarm shall be directly linked to local law enforcement authorities or, in the case of a school building located in a municipality in which there is no municipal police department, a location designated by the Superintendent of the New Jersey State Police.
3. The alarm shall be capable of immediately transmitting a signal or message to such authorities outlined in D.2. above upon activation.
4. The alarm shall not be audible within the school building.
5. Each panic alarm required under N.J.S.A. 18A:41-11 and Policy and Regulation 7440 shall:
  - a. Adhere to nationally recognized industry standards, including the standards of the National Fire Protection Association and Underwriters Laboratories; and



b. Be installed solely by a person licensed to engage in the alarm business in accordance with the provisions of N.J.S.A. 45:5A-27.

6. The school district may equip its elementary and secondary school buildings with an emergency mechanism that is an alternative to a panic alarm if the mechanism is approved by the New Jersey Department of Education.

## F. Staff Member Responsibilities

1. All valuable belongings should be kept secure. A secure storage place shall be maintained in the school office under lock and key for the temporary storage of valuables belonging to staff members or students. Money should not be left in the classroom.
2. A valuable item brought to school by a student should be placed in the school office under lock and key and a written receipt given to the student. The student's parent(s) or legal guardian(s) will be requested to retrieve the item from the school office. The parent(s) or legal guardian(s) may be requested to provide adequate identification before the item is released. The parent(s) or legal guardian(s) to whom a valuable item is released will sign a receipt, which will be maintained by the Principal.
3. Teaching staff members shall:
  - a. Close classroom windows and shut and lock classroom doors when leaving at the end of the school day,
  - b. Shut and lock classroom doors during the school day when the room is empty,
  - c. Report immediately to the Principal any evidence of tampering or theft.
4. Custodians shall, at the end of the work day, conduct a security check of the building to make certain that all windows are closed and all office, classroom, and building doors are shut and locked, except as such doors may be required to be open for the purposes of authorized persons.



5. Office personnel shall take all reasonable precautions to ensure the security of records and documents against unauthorized access, deterioration, and destruction.
  - a. Petty cash funds and records will be secured daily in accordance with Regulation No. 6620.
  - b. Board minutes will be secured in accordance with Bylaw No. 0168.
  - c. Financial records and books of account will be secured in accordance with Policy No. 6810.
  - d. Student records will be secured in accordance with Policy No. 8330 and Regulation No. 8330.
  - e. Personnel records will be secured in accordance with Policy No. 8320 and Regulation No. 8320.
- G. School Safety Specialist
  1. The Head of School shall designate a school administrator as a School Safety Specialist for the district in accordance with the provisions of N.J.S.A. 18A:17-43.3.
  2. The School Safety Specialist shall:
    - a. Be responsible for the supervision and oversight for all school safety and security personnel, policies, and procedures in the school;
    - b. Ensure that these policies and procedures are in compliance with State law and regulations; and
    - c. Provide the necessary training and resources to school staff in matters relating to school safety and security.
  3. The School Safety Specialist shall also serve as the school's liaison with law enforcement and national, State, and community agencies and organizations in matters of school safety and security.



4. The School Safety Specialist shall be required to acquire a New Jersey Department of Education School Safety Specialist Certification in accordance with the provisions of N.J.S.A. 18A:17-43.2.
- G. Summoning the Police
1. The Newark Police Department will be summoned promptly whenever evidence is discovered that indicates
    - a. A crime has been committed on school premises or in the course of staff or student transportation to or from school,
    - b. A break and entry has occurred on school premises,
    - c. A deadly weapon is on school premises, or
    - d. A breach of the peace has occurred on school premises.
  2. A call to law enforcement agents will be reported to the Head of School as soon as possible, along with the reason(s) for which the call was made and the outcome of the incident.
- H. Annual School Safety Audit for Each School Building
1. **The district shall annually conduct a school safety audit for each school building using the checklist developed by the New Jersey Office of Homeland Security and Preparedness in collaboration with the Department of Education pursuant to section H.2. below.**
    - a. **The district shall submit the completed audit to the New Jersey Office of Homeland Security and Preparedness and the Department of Education in accordance with the provisions of N.J.S.A. 18A:41-14.a**
    - b. **The audits shall be kept confidential and shall not be deemed a public record under N.J.S.A. 47:1A-1 et seq. or the common law concerning access to public records, but may be utilized for the purpose of allocating any State grants or loans made available for the purpose of school facility safety and security upgrades.**



# REGULATION

## LINK COMMUNITY CHARTER SCHOOL BOARD OF EDUCATION

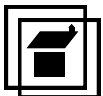
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2. **The New Jersey Office of Homeland Security and Preparedness in collaboration with the Department of Education shall develop a comprehensive checklist of items to be reviewed and evaluated in the school safety audit(s) conducted by the school district pursuant to Section H.1. above.**
  - a. **The checklist shall include items to assess the security features and security vulnerabilities of the school district's school buildings and grounds. The checklist shall also include items to assess the emergency notification systems used to facilitate notification to parents and other members of the community in the case of school emergencies.**
  - b. **The checklist shall be reviewed annually by the New Jersey Office of Homeland Security and Preparedness and the Department of Education and updated as appropriate.**
3. **The New Jersey Office of Homeland Security and Preparedness in collaboration with the Department of Education shall provide technical assistance to school districts to facilitate the completion of the checklists in a uniform manner.**

Issued: 11 August 2014

Revised: 12 March 2018

Revised: 11 November 2019





## **7450- PROPERTY INVENTORY**

Section: Property

Date Created: August 2014

Date Edited: August 2014

~~As steward of this district's school property, T~~he Board of Trustees recognizes that efficient management and the replacement of lost, damaged, or stolen property depends upon an accurate inventory and properly maintained ~~property~~ records.

~~The Board shall conduct~~ **The school shall maintain** a complete inventory by physical count of all district-owned equipment and supplies through a perpetual inventory.

~~For purposes of this policy, "equipment" means a unit of furniture or furnishings, an instrument, a machine, an apparatus, or a set of articles that retains its shape and appearance with use, is nonconsumable, costs at least \$500 as a single unit, and does not lose its identity when incorporated into a more complex unit.~~

**For the purpose of this Policy, "equipment" shall mean any instrument, machine, apparatus, or set of articles which meets all of the following criteria and the cost is above \$2,000:**

- 1. It retains its original shape, appearance, and character with use;**
- 2. It does not lose its identity through fabrication or incorporation into a different more complex unit or substance;**
- 3. It is nonexpendable; that is, if the item is damaged or some of its parts are lost or worn out, it is more feasible to repair the item than to replace it with an entirely new unit; and**
- 4. Under normal conditions of use, including reasonable care and maintenance, it can be expected to serve its principal purpose for at least one year.**

**Unless otherwise bound by Federal, State, or local law, the school district will use the criteria above for their equipment classification decisions.**

**The School Business Administrator/Board Secretary or designee** shall ensure that inventories are systematically and accurately recorded and that property records of equipment are adjusted annually. Major items of equipment shall be subject to annual spot check inventory. ~~to determine loss, mislocation, or depreciation; A~~ any major loss shall be reported to the Board.

Property records of ~~consumable~~ supplies shall be maintained on a continuous inventory basis. **An item should be classified as a "supply" if it does not meet all the stated equipment criteria outlined above and the cost is not more than the capitalization threshold of \$2,000.**

**The School Business Administrator/Board Secretary or designee** shall maintain a system of property records that show, as appropriate to the item recorded, description and identification,

manufacturer, year of purchase, initial cost, location, condition and depreciation, and current evaluation in conformity with insurance requirements.

N.J.S.A. 18A:4-14

~~N.J.A.C. 6:20-4.3~~ **New Jersey Department of Education – “The Uniform Minimum Chart of Accounts for New Jersey Public Schools and Approved Private Schools for Students with Disabilities” 2020-2021 Edition**

## P7510- USE OF SCHOOL FACILITIES

The Board of Trustees believes the facilities of this school should be made available for community purposes, provided that such use does not interfere with the educational and co-curricular programs of the school. For the purpose of this policy, “school facilities” also includes school grounds.

The Board will permit the use of school facilities when such permission has been requested in writing and has been approved by the Head of School or designee. The Board reserves the right to withdraw permission after it has been granted in the event circumstances change requiring such school facilities or school grounds will be needed for a school purpose or due to a school closing due to weather or other emergency.

In weighing competing requests for the use of school facilities, the Board will give priority to the following uses, in the descending order given:

Any use of the school facilities beyond that of groups directly related to the school and the operations of the school, including student and teacher groups; and organizations indirectly related to the school, including the Link Parent Association shall be the responsibility of the Link Education Partners.

The use of school facilities will not be granted for the advantage of any commercial or profit-making organization, partisan political activity, or any private social function.

The use of school facilities will not be granted for any purpose that is prohibited by law.

Each user shall present evidence of the purchase of organizational liability insurance to the limit as prescribed by school regulations. Each user shall inspect any facility or school grounds to be used prior to such use and shall notify a school representative of any existing safety or dangerous conditions. In the event such conditions exist, the school may cancel or modify the user’s access to the school facility until such conditions are addressed. Users shall be financially liable for damage to the facilities and for proper chaperonage as required by the school administration.

Use of school equipment in conjunction with the use of school facilities must be specifically requested in writing and may be granted in accordance with Policy No. 7520. The users of school equipment must accept liability for any damage or loss to such equipment that occurs while it is in their use, regardless of any assignment of negligence. Where rules so specify, certain items of equipment may only be used by a qualified operator approved by the school administration.

The Board shall approve annually a schedule of fees for the use of school facilities based upon the following guidelines:

1. The use of school facilities for activities directly related to the educational program and school operations shall be without cost to the user except that the user shall be

responsible for any custodial costs incurred by the use and any fees charged by a law enforcement agency in connection with the use.

2. All other organizations or persons granted the use of school shall pay in advance the scheduled fee and the cost of any additional staff services required by the use.

The school shall provide a copy of Policy and Regulation 2431.4 – Prevention and Treatment of Sports-Related Concussions and Head Injuries to all youth sports team organizations that operate on school grounds or in school facilities. In accordance with the provisions of N.J.S.A. 18A:40-41.5, the school shall not be liable for the injury or death of a person due to the action or inaction of persons employed by, or under contract with, a youth sports team organization that uses school facilities or operates on school grounds if the youth sports team organization provides the school proof of an insurance policy in the amount of not less than \$50,000 per person, per occurrence; insuring the youth sports team organization against liability for any bodily injury suffered by a person. The youth sports team organization must also provide a statement of compliance with the school's Policy and Regulation 2431.4 - Prevention and Treatment of Sports-Related Concussions and Head Injuries.

For the purpose of this Policy, a “youth sports team organization” means one or more sports teams organized pursuant to a nonprofit or similar charter or which are member teams in a league organized by or affiliated with a county or municipal recreation department.

**The Board shall provide to all persons who supervise youth programs that are not sponsored by the school district, but operate a program in a district building before or after school hours, on the weekend, or during a period when school is not in session, information on the district's school practices and procedures in the event of a school safety or security incident at a school including non-confidential information on evacuation procedures, emergency response protocols, and emergency contact information in accordance with the provisions of N.J.S.A. 18A:41-7.**

The Head of School with the Chief Operating Officer shall develop regulations for the use of school facilities; such regulations shall be distributed to every user of the facilities and every applicant for the use of school facilities. Permission to use school facilities shall be granted only to persons and organizations that agree to the terms of Policy and Regulation 7510, the requirements as outlined in the use of school facilities application, and in accordance with the terms outlined in the approval granted by the school.

N.J.S.A. 18A:20-20; 18A:20-34; **18A:41-7**

Adopted: 11 August 2014

## **8420- EMERGENCY AND CRISIS SITUATIONS (M)**

Section: Operations

Date Created: August 2014

Date Edited: August 2014

### **M**

The Board of Trustees recognizes its responsibility to provide for the safety and security in the school building. The school will develop and implement written plans and procedures to provide for the protection of health, safety, security, and welfare of the school population; the prevention of, intervention in, response to and recovery from emergency and crisis situations; the establishment and maintenance of a climate of civility; and supportive services for staff, students, and their families.

The Head of School or designee shall consult with law enforcement agencies, health and social services provider agencies, emergency management planners, and school and community resources, as appropriate, in the development of the school's plans, procedures, and mechanisms for school safety and security. The plans, procedures, and mechanisms shall be consistent with the provisions of N.J.A.C. 6A:16-5.1 and the format and content established by the Domestic Security Preparedness Task Force, pursuant to N.J.S.A. App. A:9-64 et seq., and the Commissioner of Education and shall be reviewed annually, and updated as appropriate.

A copy of the school's safety and security plan shall be disseminated to all school employees. New employees shall receive a copy of the school's safety and security plan, as appropriate, within sixty days of the effective date of their employment. All employees shall be briefed in writing, as appropriate, regarding updates and changes to the school safety and security plan.

The school shall develop and provide an in-service training program for all school employees to enable them to recognize and appropriately respond to safety and security concerns, including emergencies and crisis, consistent with the school's plans, procedures, and mechanisms for school safety and security and the provisions of N.J.A.C. 6A:16-5.1. New employees shall receive this in-service training, as appropriate, within sixty days of the effective date of their employment. This in-service training program shall be reviewed annually and updated, as appropriate.

**The Board shall ensure individuals employed in the district in a substitute capacity are provided with information and training on the district's practices and procedures on school safety and security including instruction on school security drills, evacuation procedures, and emergency response protocols in the district and the school building where the individuals are employed in accordance with the provisions of N.J.S.A. 18A:41-7.**

In accordance with N.J.S.A. 18A:41-1, at least one fire drill and one school security drill will be conducted each month within school hours, including any summer months, which the school is open for instructional programs. A school security drill means an exercise, other than a fire drill,

to practice procedures that respond to an emergency situation including, but not limited to, a non-fire evacuation, lockdown, bomb threat, or active shooter situation that is similar in duration to a fire drill. The school is required to hold a minimum of two active shooter, non-fire evacuation, bomb threat, and lockdown security drills annually. Fire alarm systems shall be initiated only during a fire drill evacuation. Responses made necessary by the unplanned activation of emergency procedures or by any other emergency shall not be substituted for a required school security drill.

The Chief Operating Officer will provide local law enforcement or other emergency responders, as appropriate, with a friendly notification at least forty-eight hours prior to holding a school security drill. Although these outside agencies are not required to observe school security drills, the Principal is encouraged to invite representatives from local law enforcement and emergency responder agencies to attend and observe at least four different security drills annually.

Such drills and in-service training programs shall be conducted in accordance with a building security drill guide and training materials that educate school employees on proper evacuation and lockdown procedures in a variety of emergency situations on school grounds as provided by the New Jersey Office of Homeland Security and Preparedness.

The school will be required to annually submit a security drill statement of assurance to the New Jersey Department of Education by June 30 of each school year. The school will be required to complete a security drill record form as required by the New Jersey Department of Education.

N.J.S.A. 2C:33-3

N.J.S.A. 18A:41-1 et seq. .; **18A:41-7**

N.J.A.C. 6A:16-5.1; 6A:27-11.2

Adopted: 11 August 2014

## 8561- PROCUREMENT PROCEDURES FOR SCHOOL NUTRITION PROGRAMS (M)

The Board of Trustees adopts this Policy to identify their procurement plan for the United States Department of Agriculture's (USDA) School Nutrition Programs. School Nutrition Programs include, but are not limited to: the National School Lunch Program (NSLP); School Breakfast Program (SBP); Afterschool Snack Program (ASP); Special Milk Program (SMP); Fresh Fruit and Vegetable Program (FFVP); Seamless Summer Option (SSO) of the NSLP; Summer Food Service Program (SFSP); the At-Risk Afterschool Meals component of the Child and Adult Care Food Program (CACFP); and the Schools/Child Nutrition USDA Foods Program.

The Board is ultimately responsible for ensuring all procurement procedures for any purchases by the Board and/or a food service management company (FSMC) comply with all Federal regulations, including but not limited to: 7 CFR Parts 210, 220, 225, 226, 245, 250; 2 CFR 200; State procurement statutes and administrative codes and regulations; local Board procurement policies; and any other applicable State and local laws. FSMC's billing invoices will be monitored to ensure compliance with Federal and State procurement regulations and will comply with any additional monitoring requirements as outlined in the approved FSMC Contract.

The procurement procedures contained in this Policy will be implemented beginning immediately, until amended. All procurements must maximize full and open competition. Source documentation will be maintained by the School Business Administrator/Board Secretary or designee and will be available to determine open competition, the reasonableness, the allowability, and the allocation of costs.

The Board intentionally seeks to prohibit conflicts of interest in all procurement of goods and services.

### A. General Procurement

The procurement procedures will maximize full and open competition, transparency in transactions, comparability, and documentation of all procurement activities. The school district's plan for procuring items for use in the School Nutrition Programs is as follows:

1. The School Business Administrator/Board Secretary will ensure all purchases will be in accordance with the Federal Funds Procurement Method Selection Chart – State Agency Form #358 - Appendix. Formal procurement procedures will be used as required by 2 CFR 200.318-.326 and any State and local procurement code and regulations. Informal procurement procedures (small purchase) will be required for purchases under the most restrictive small purchase threshold.
2. The following procedures will be used for all purchases:

Product/ Services	Estimated Dollar	Procurement Method	Evaluation	Contract Award	Contract Duration/
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	Amount			Type	Frequency

3. Formal bid procedures will be applied on the basis of an individual school.
4. Because of the potential for purchasing more than the public or non-public informal/small purchase threshold amount, or the Board approved threshold if less, it will be the responsibility of the School Business Administrator/Board Secretary to document the amounts to be purchased so the correct method of procurement will be followed.

## **B. Micro-Purchase Procedures**

### **1. Public/Charter Schools**

**Purchases of supplies or services, as defined by 2 CFR 200.67, will be awarded without soliciting competitive price quotations if the price is reasonable in accordance with N.J.S.A. 18A:18A-37(a) and below thresholds established by the State Treasurer for informal receipt of quotations. Purchases will be distributed equitably among qualified suppliers with reasonable prices. Records will be kept for micro-purchases.**

3. Formal bid procedures will be applied on the basis of the individual school.
4. Because of the potential for purchasing more than public or non-public informal/small purchase threshold amount, or the Board approved threshold if less, it will be the responsibility of the School Business Administrator/Board Secretary to document the amounts to be purchased so the correct method of procurement will be followed.

## **BC. Formal Procurement**

When a formal procurement method is required, the following competitive sealed bid or an Invitation for Bid (IFB) or competitive proposal in the form of a Request for Proposal (RFP) procedures will apply:

1. An announcement of an IFB or a RFP will be placed in the Board designated official newspaper to publicize the intent of the Board to purchase needed items. The advertisement for bids/proposals or legal notice will be published in the official newspaper for at least one day in accordance with the provisions of N.J.S.A. 18A:18A-21.



2. An advertisement in the official newspaper for at least one day is required for all purchases over the school district's small purchase threshold as outlined in Appendix – Federal Funds Procurement Method Section Chart. The advertisement will contain the following:
  - a. A general description of items to be purchased;
  - b. The deadline for submission of questions and the date written responses will be provided, including addenda to bid specifications, terms, and conditions as needed;
  - c. The date of the pre-bid meeting, if provided, and if attendance is a requirement for bid award;
  - d. The deadline for submission of sealed bids or proposals; and
  - e. The address of the location where complete specifications and bid forms may be obtained.
3. In an IFB or RFP, each vendor will be given an opportunity to bid on the same specifications.
4. The developer of written specifications or descriptions for procurements will be prohibited from submitting bids or proposals for such products or services.
5. The IFB or RFP will clearly define the purchase conditions. The following list includes requirements, not exclusive, to be addressed in the procurement document:
  - a. Contract period **for the base year and renewals as permitted;**
  - b. The Board is responsible for all contracts awarded (statement);
  - c. Date, time, and location of IFB/RFP opening;
  - d. How the vendor is to be informed of bid acceptance or rejection;
  - e. Delivery schedule;
  - f. Requirements (terms and conditions) the bidder must fulfill in order for bid to be evaluated;
  - g. Benefits to which the Board will be entitled if the contractor cannot or will not perform as required;

- h. Statement assuring positive efforts will be made to involve ~~minority and~~ small **and minority businesses, women's business enterprises, and labor surplus area firms**;
- i. Statement regarding the return of purchase incentives, discounts, rebates, and credits **under a cost reimbursement FSMC contract** to the Board of Education's nonprofit school food service account;
- j. Contract provisions as required in Appendix II to 2 CFR 200;
  - (1) **Termination for cause and convenience – contracts in excess of \$10,000;**
  - (2) **Equal Opportunity Employment – “federally assisted construction contracts”;**
  - (3) **Davis-Bacon Act – construction contracts in excess of \$2,000;**
  - (4) **Contract work Hours and Safety Standards – contracts in excess of \$100,000;**
  - (5) **Right to inventions made under a contract or agreement – if the contract meets the definition of a “funding agreement” under 37 CFR 401.2(a);**
  - (6) **Clean Air Act – contracts in excess of \$150,000;**
  - (7) **Debarment and Suspension – all Federal awarded contracts;**
  - (8) **Byrd Anti Lobbying Amendment – contracts in excess of \$100,000; and**
  - (9) **Contracts must address administrative, contractual , or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.**
- k. Contract provisions as required in 7 CFR 210.21(f) for all cost reimbursable contracts;
- l. Contract provisions as required in 7 CFR 210.16(a)(1-10) and 7 CFR 250.53 for food service management company contracts;

- m. Procuring instrument to be used are purchase orders from firm fixed prices after formal bidding;
- n. Price adjustment clause for renewal of multi-year contracts as defined in N.J.S.A. 18A:18A-42. The “index rate” means the annual percentage increase rounded to the nearest half percent in the implicit price deflator for State and local government purchases of goods and services computed and published quarterly by the U.S. Department of Commerce, Bureau of Economic Analysis;
- o. Method of evaluation and type of contract to be awarded (solicitations using an IFB are awarded to the lowest responsive and responsible bidder; solicitations using a RFP are awarded to the most advantageous bidder/offeror with price as the primary factor among factors considered);
- p. Method of award announcement and effective date (if intent to award is required by State or local procurement requirements);
- q. Specific bid protest procedures including contact information of person and address and the date by which a written protest must be received;
- r. Provision requiring access by duly authorized representatives of the Board of Trustees, New Jersey Department of Agriculture (NJDA), United States Department of Agriculture (USDA), or Comptroller General to any books, documents, papers, and records of the contractor which are directly pertinent to all negotiated contracts;
- s. Method of shipment or delivery upon contract award;
- t. Provision requiring contractor to maintain all required records for three years after final payment and all other pending matters (audits) are closed for all negotiated contracts;
- u. Description of process for enabling vendors to receive or pick up orders upon contract award;
- v. Provision requiring the contractor to recognize mandatory standards/policies related to energy efficiency contained in the Energy Policy and Conservation Act (PL 94-163);
- w. Signed statement of non-collusion;
- x. Signed Debarment/Suspension Certificate, clause in the contract or a copy of search results from the System for Award Management (SAM);

y. Provision requiring “Buy American” as outlined in 7 CFR Part 210.21(d) and USDA Guidance Memo SP 38-2017, **including specific instructions for prior approval and documentation of utilization of non-domestic food products only; and**

z. Specifications and estimated quantities of products and services prepared by the school district and provided to potential contractors desiring to submit bids/proposals for the products or services requested.

**aa. The Board of Education’s Electronic Signature Policy.**

6. If any potential vendor is in doubt as to the true meaning of specifications or purchase conditions, **questions may be sent to the School Business Administrator/Board Secretary.** ~~Interpretation will be provided in writing to all potential bidders by the School Business Administrator/Board Secretary or designee’s response and will be provided in writing to all potential bidders within ten days. specify the deadline for all questions.~~

a. The School Business Administrator/Board Secretary will be responsible for **providing responses to questions and** securing all bids or proposals.

b. The School Business Administrator/Board Secretary will be responsible to ensure all Board procurements are conducted in compliance with applicable Federal, State, and local procurement regulations.

c. The following criteria will be used in awarding contracts as a result of bids/proposals. Price must be the highest weighted criteria. Examples of other possible criteria include quality, service, delivery, and availability.

7. In awarding a RFP, a set of award criteria in the form of a weighted evaluation sheet will be provided to each bidder in the initial bid document materials. Price alone is not the sole basis for award, but remains the primary consideration among all factors when awarding a contract. Following evaluation and negotiations, a firm fixed price or cost reimbursable contract is awarded.

a. The contracts will be awarded to the responsible bidder/proposer whose bid or proposal is responsive to the invitation and is most advantageous to the Board, price as the primary, and other factors considered. Any and all bids or proposals may be rejected in accordance with the law.

b. The School Business Administrator/Board Secretary or designee is required to sign on the bid tabulation of competitive sealed bids or the evaluation criterion score sheet of competitive proposals signifying a review and approval of the selections.

- c. The School Business Administrator/Board Secretary shall review the procurement system to ensure compliance with applicable laws.
- d. The School Business Administrator/Board Secretary or designee will be responsible for documentation that the actual product specified was received.
- e. Any time an accepted item is not available, the School Business Administrator/Board Secretary will select the acceptable alternate. The contractor must inform the School Business Administrator/Board Secretary within one workday if a product is not available. In the event a nondomestic agricultural product is to be provided to the Board of Education, the contractor must obtain, in advance, written approval for the product. The School Business Administrator/Board Secretary must comply with the Buy American Provision.
- f. Full documentation regarding the reason an accepted item was unavailable, and the procedure used in determining acceptable alternates, will be available for audit and review. The person responsible for this documentation is the School Business Administrator/Board Secretary.
- g. The School Business Administrator/Board Secretary is responsible for maintaining all procurement documentation.

#### ~~DC.~~ Small Purchase Procedures

If the amount of purchases for items is less than the school district's small purchase threshold as outlined in the Federal Funds Procurement Method Selection Chart – See

Appendix, the following small purchase procedures including quotes will be used. Quotes from a minimum number of three qualified sources will be required.

- 1. Written specifications will be prepared and provided to all vendors.
- 2. Each vendor will be contacted and given an opportunity to provide a price quote on the same specifications. A minimum of three vendors shall be contacted.
- 3. The School Business Administrator/Board Secretary or designee will be responsible for contacting potential vendors when price quotes are needed.
- 4. The price quotes will receive appropriate confidentiality before award.
- 5. Quotes/Bids will be awarded by the School Business Administrator/Board Secretary. Quotes/Bids will be awarded on the following

criteria. Quote/Bid price must be the highest weighted criteria. Examples of other possible criteria include quality, service, delivery, and availability.

6. The School Business Administrator/Board Secretary will be responsible for documentation of records to show selection of vendor, reasons for selection, names of all vendors contacted, price quotes from each vendor, and written specifications.
7. The School Business Administrator/Board Secretary or designee will be responsible for documentation that the actual product specified is received.
8. Any time an accepted item is not available, the School Business Administrator/Board Secretary will select the acceptable alternate. Full documentation will be made available as to the selection of the acceptable item.
9. The School Business Administrator/Board Secretary or designee is required to sign all quote tabulations, signifying a review and approval of the selections.

#### **ED. Noncompetitive Proposal Procedures**

If items are available only from a single source when the award of a contract is not feasible under small purchase, sealed bid or competitive negotiation, noncompetitive proposal procedures will be used:

1. Written specifications will be prepared and provided to the vendor.
2. The School Business Administrator/Board Secretary will be responsible for the documentation of records to fully explain the decision to use the noncompetitive proposal. The records will be available for audit and review.
3. The School Business Administrator/Board Secretary or designee will be responsible for documentation that the actual product or service specified was received.
4. The School Business Administrator/Board Secretary will be responsible for reviewing the procedures to be certain all requirements for using single source or noncompetitive proposals are met.
5. **~~Non-Public Schools Only~~— The noncompetitive micro-purchase method shall be used for one-time purchases of a new food item if the amount is less than the applicable Federal or State Federal micro-purchase threshold (~~2 CFR 200.67~~) to determine food acceptance by students and provide samples for testing purposes. A record of noncompetitive negotiation purchase shall be**

**maintained by the School Business Administrator/Board Secretary or designee. At a minimum, the record of noncompetitive purchases shall include: item name; dollar amount; vendor; and reason for noncompetitive procurement.**

6. A member or representative of the Board will approve, in advance, all procurements that result from noncompetitive negotiations.

~~FF.~~ Miscellaneous Provisions

1. New product evaluation procedures will include a review of product labels and ingredients; an evaluation of the nutritional value; taste tests and surveys; and any other evaluations to ensure the new product would enhance the program.
2. The Board agrees the reviewing official of each transaction will be the School Business Administrator/Board Secretary.
3. Payment will be made to the vendor when the contract has been met and verified and has met the Board's procedures for payment. (If prompt payment is made, discounts, etc., are accepted.)
4. Specifications will be updated as needed.
5. If the product is not as specified, the following procedure, including, but not limited to, will take place: remove product from service; contact vendor for approved alternate product; or remove product from bid.

~~GF.~~ Emergency Purchases

1. If it is necessary to make a one-time emergency procurement to continue service or obtain goods, and the public exigency or emergency will not permit a delay resulting from a competitive solicitation, the purchase must be authorized using a purchase order signed by the School Business Administrator/Board Secretary. The emergency procedures to be followed for such purchases shall be those procedures used by the school district for other emergency purchases consistent with N.J.S.A. 18A:18A-7. All emergency procurements shall be approved by the School Business Administrator/Board Secretary. At a minimum, the following emergency procurement procedures shall be documented to include, but not be limited to: item name; dollar amount; vendor; and reason for emergency.

~~HG.~~ Purchasing Goods and Services – Cooperative Agreements, Agents, and Third-Party Services (Piggybacking)

1. When participating in intergovernmental and inter-agency agreements the Board will ensure that competitive procurements are conducted in accordance with 2 CFR Part 200.318-.326 and applicable program regulations and guidance.
2. When utilizing the services of a co-op, agent, or third party the Board will ensure that the following conditions have been met **and considered as one source of pricing in addition to other prices**:
  - a. All procurements were subject to full and open competition and were made in accordance with Federal/State/local procurement requirements;
  - b. The existing contract allows for the inclusion of additional Board of Educations that were not contemplated in the original procurement to purchase the same supplies/equipment through the original award;
  - c. The specifications in the existing contract meets their needs and that the items being ordered are in the contract;
  - d. The awarded contract requires all the Federally required certifications; e.g. Buy American, debarment, restrictions on lobbying, etc.;
  - e. The agency will confirm the addition of their purchasing power (goods or services) to the procurement in scope or services does not create a material change, resulting in the needs to re-bid the contract;
  - f. Administrative costs (fees) for participating in the agreement are adequately defined, necessary and reasonable, and the method of allocating the cost to the participating agencies must be specified;
  - g. The Buy American provisions are included in the procurement of food and agricultural products; and
  - h. The agreement includes the basis for and method of allocating each discount, rebate, or credit and how they will be returned to each participating agency when utilizing a cost-reimbursable contract.

#### H. Records Retention

1. The Board shall agree to retain all books, records, and other documents relative to the award of the contract for three years after final payment. If there are audit findings that have not been resolved, the records shall be retained beyond the three-year period as long as required for the resolution of the issues raised by the audit. Specifically, the Board shall maintain, at a minimum, the following documents:
  - a. Written rationale for the method of procurement;



- b. A copy of the original solicitation;
- c. The selection of contract type;
- d. The bidding and negotiation history and working papers;
- e. The basis for contractor selection;
- f. Approval from the State agency to support a lack of competition when competitive bids or offers are not obtained;
- g. The basis for award cost or price;
- h. The terms and conditions of the contract;
- i. Any changes to the contract and negotiation history;
- j. Billing and payment records;
- k. A history of any contractor claims;
- l. A history of any contractor breaches; and
- m. Any other documents as required by N.J.S.A. 18A:18A – Public School Contracts Law.

#### I. Code of Conduct for Procurement

1. All procurements must ensure there is open and free competition and adhere to the most restrictive Federal, State, and local requirements. The Board seeks to conduct all procurement procedures in compliance with stated regulations and to prohibit conflicts of interest and actions of employees engaged in the selection, award, and administration of contracts. All procurements will be in accordance with this Policy and all applicable provisions of N.J.S.A. 18A:18A – Public School Contracts Law.
2. No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a Federal, State, or local award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent; any member of his or her immediate family, his or her partner; or an organization which employs or is about to employ any of the parties indicated herein has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.

3. The officers, employees, and agents of the non-Federal entity may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. However, non-Federal entities may set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value.
4. The standards of conduct must provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents of the non-Federal entity. Based on the severity of the infraction, the penalties could include a written reprimand to their personnel file, a suspension with or without pay, or termination.
5. All questions and concerns regarding procurement solicitations, contract evaluations, and contract award, shall be directed to the School Business Administrator/Board Secretary.

J. Food Service Management Company (FSMC)

1. In the operation of the school district's food service program, the school district shall ensure that a FSMC complies with the requirements of the Program Agreement, the school district's Free and Reduced School Lunch Policy Statement, all applicable USDA program policies and regulations, and applicable State and local laws. In order to operate an a la carte food service program, the  

FSMC shall agree to offer free, reduced price, and full price reimbursable meals to all eligible children.
2. The school district shall monitor the FSMC billing invoices to ensure compliance with Federal and State procurement regulations.
3. In accordance with N.J.S.A. 18A:18A-5a.(22), RFPs are required in all solicitations for a FSMC.

N.J.S.A. 18A:18A – Public School Contracts Law

New Jersey Department of Agriculture "Procurement Procedures for School Food Authorities"  
Model Policy, September 2018

Adopted: 09 July 2018

Revised: 14 September 2018

Revised: 11 March 2019



## **Finance & Facilities Committee Report**

**November 10, 2020**

### **Attendance:**

- ☐ Leslie Baynes
- ☐ Bima Baje
- ☐ Shawna Ebanks
- ☐ Susanna Holgun-Veras

### **I. Financial Review**

#### **a. Treasurer's Report:**

- i. As of October 31, 2020, total operating cash on hand \$1,025,842 net \$68,400.44 in outstanding checks.
  - Payroll Protection Program account included in operating cash.
    - PPP account balance as of 10/31/20 \$18,021.62. A check will be written from this account to pay for part of the December rent to close this account.

#### **b. Secretary's Report:**

- i. As of October 31, 2020
  - 1,439,200.79 in expenses have been paid
  - \$3,648,769.09 in encumbrances are pending payment
  - \$933,359.94 remains unencumbered

#### **c. Operations**

- i. State extended submission due date of Financial Statement to January 31, 2021
  - Audit-, field work completed, awaiting draft from auditor.

### **II. Facilities**

- a. Installation of stage new stage drapes and rigging is ongoing, completion slated for early Nov.
- b. Lower level restroom renovation on hold pending additional permit.
- c. Repairs to heating system; boiler and steam pipes currently underway.
- d. The underground storage tank in the courtyard is under review for removal.

**Interim Balance Sheet**

**ASSETS AND RESOURCES**

ASSETS		
101 Cash in checking account	\$ 1,185,699.03	
102-106 Other cash equivalents	\$ 77,500.00	
Total cash		\$ 1,263,199.03
111 Investments		\$ 0.00
114 Investment interest receivable		\$ 0.00
121 Tax levy receivable		\$ 3,958,342.86
Accounts receivable		
132 Interfund	\$ 51,337.76	
141 Intergovernmental - state	\$ 529,932.00	
142 Intergovernmental - federal	\$ 0.00	
143 Intergovernmental - other	\$ (46,357.46)	
153 Other Accounts Receivable	\$ 0.00	
		\$ 534,912.30
Loans receivable		
131 Interfund	\$ 0.00	
151 Other Loans Receivable	\$ 0.00	
		\$ 0.00
199 Other current assets		\$ 4,550.00
RESOURCES		
301 Estimated revenues (from adjusted budget)	\$ 5,417,751.13	
302 Less: revenues collected or accrued	\$ (5,294,752.27)	
		\$ 122,998.86
TOTAL ASSETS AND RESOURCES		\$ 5,884,003.05

**LIABILITIES AND FUND EQUITY**

LIABILITIES		
401 Interfund loans payable	\$ 0.00	
402 Interfund accounts payable	\$ 0.00	
411 Intergovernmental accounts payable - state	\$ 0.00	
412 Intergovernmental accounts payable - federal	\$ (7,658.00)	
413 Intergovernmental accounts payable - other	\$ 0.00	
421 Accounts payable	\$ (30,304.79)	
422 Judgments payable	\$ 0.00	
430 Compensated absences payable	\$ 0.00	
431 Contracts payable	\$ 0.00	
451 Loans payable	\$ 777,846.00	
461 Accrued Salaries and Benefits	\$ 29,038.50	
481 Deferred revenues	\$ 5,000.00	
499 Other current liabilities	\$ 0.00	
Total liabilities		\$ 773,921.71

FUND EQUITY				
Appropriated:				
753 Reserve for encumbrances - current year			\$ 3,453,497.92	
754 Reserve for encumbrances - prior year			\$ 15,111.91	
760 Other reserves			\$ 0.00	
771 Designated Fund Balance			\$ 0.00	
772 Designated Fund Balance - ARRA/SEMI			\$ 0.00	
601 Appropriations		\$ 5,574,271.80		
602 Less: expenditures	\$ 1,311,835.63			
603 Less: encumbrances	\$ 3,468,609.83	\$ (4,780,445.46)	\$ 793,826.34	
Appropriations less expenditures				\$ 4,262,436.17
Unappropriated:				
770 Fund Balance, July 1, 2020			\$ 989,053.93	
303 Less: budgeted fund balance			\$ (141,408.76)	
Unappropriated fund balance				\$ 847,645.17
Total fund equity				\$ 5,110,081.34
TOTAL LIABILITIES AND FUND EQUITY				\$ 5,884,003.05
<b>RECAPITULATION OF FUND BALANCE - CURRENT YEAR ACTIVITY</b>				
	Budgeted	Actual	Variance	
Appropriations	\$ 5,574,271.80	\$ 4,780,445.46	\$ 793,826.34	
Less: Revenues	\$ (5,417,751.13)	\$ (5,294,752.27)	\$ (122,998.86)	
Subtotal	\$ 156,520.67	\$ (514,306.81)	\$ 670,827.48	
Less: adjustment to appropriations for Prior Year Encumbrances	\$ (15,111.91)	\$ (15,111.91)	\$ 0.00	
Total current year budgeted fund balance	\$ 141,408.76	\$ (529,418.72)	\$ 670,827.48	
Add: Unappropriated fund balance			\$ 847,645.17	
Total of budgeted and unappropriated fund balance			\$ 1,518,472.65	

**Revenues/Sources of Funds**

Acct Group	Group Title	Budgeted Est.	Transfers	Adj. Budget	Act to Date	Unrealized Under/(Over)
Recap	From Recap of Fund Balance	141,408.76	15,111.91	156,520.67	(514,306.81)	670,827.48
52xx	From Transfers	0.00	0.00	0.00	0.00	0.00
1xxx	From Local Sources	4,136,741.00	0.00	4,136,741.00	4,152,850.27	(16,109.27)
2xxx	From Intermediate Sources	0.00	0.00	0.00	0.00	0.00
3xxx	From State Sources	1,281,010.13	0.00	1,281,010.13	1,141,902.00	139,108.13
4xxx	From Federal Sources	0.00	0.00	0.00	0.00	0.00
5xxx	From Other Sources	0.00	0.00	0.00	0.00	0.00
Grand Totals		5,559,159.89	15,111.91	5,574,271.80	4,780,445.46	793,826.34

**Fund 11 (Current Expense Fund)**

Account Group	Group Title	Original Bgt	New App/Trnsf	Revised Bgt	Expenditures	Encumbrances	Avail Balance	Refunds
Instructional Expense		2,556,411.10	6,931.60	2,563,342.70	521,292.25	1,733,953.30	308,097.15	0.00
Administrative		1,854,512.58	8,180.31	1,862,692.89	469,565.66	1,098,311.04	294,816.19	0.00
Support Services		1,118,236.21	0.00	1,118,236.21	320,026.67	635,796.54	162,413.00	0.00
Grand Totals for fund 11:		5,529,159.89	15,111.91	5,544,271.80	1,310,884.58	3,468,060.88	765,326.34	0.00

**Fund 12 (Capital Outlay Fund)**

Account Group	Group Title	Original Bgt	New App/Trnsf	Revised Bgt	Expenditures	Encumbrances	Avail Balance	Refunds
Capital Outlay		30,000.00	0.00	30,000.00	951.05	548.95	28,500.00	0.00
Grand Totals for fund 12:		30,000.00	0.00	30,000.00	951.05	548.95	28,500.00	0.00

Grand Totals for all Subfunds of Fund 10:	5,559,159.89	15,111.91	5,574,271.80	1,311,835.63	3,468,609.83	793,826.34	0.00
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**Revenues Summary**

Acct Group	Group Title	Budgeted Est.	Transfers	Adj. Budget	Act to Date	Unrealized Under/(Over)
Recap	From Recap of Fund Balance	141,408.76	15,111.91	156,520.67	(514,306.81)	670,827.48
10-1200-000-011	Equalization/Lcl Lvy Aid-Local	737,682.00	0.00	737,682.00	737,682.00	0.00
10-1200-000-012	Equalization/Lcl Lvy Aid-State	3,399,059.00	0.00	3,399,059.00	3,399,059.00	0.00
10-1510-000-023	Interest	0.00	0.00	0.00	0.00	0.00
10-1900-000-023	Other Sources	0.00	0.00	0.00	0.00	0.00
10-1920-000-023	Contributions/Donations	0.00	0.00	0.00	0.00	0.00
10-1920-001-023	Fundraising	0.00	0.00	0.00	0.00	0.00
10-1980-000-023	Refund of Prior Yr Exp	0.00	0.00	0.00	0.00	0.00
10-1990-000-023	Miscellaneous Revenue	0.00	0.00	0.00	16,109.27	(16,109.27)
10-3100-000-012	Equalization/Lcl Lvy Aid-State	0.00	0.00	0.00	0.00	0.00
10-3130-000-015	Categorical Aid - Spec Ed	209,785.00	0.00	209,785.00	209,785.00	0.00
10-3177-000-016	Categorical Security Aid	146,832.00	0.00	146,832.00	146,832.00	0.00
10-3190-000-021	Other Unrestricted State Aid	0.00	0.00	0.00	37,733.00	(37,733.00)
10-3195-000-021	Consolidated Aid	747,552.00	0.00	747,552.00	747,552.00	0.00
10-3902-000-000	FICA/TPAF Reimbursement	176,841.13	0.00	176,841.13	0.00	176,841.13
10-4210-000-023	Federal Charter School Grant	0.00	0.00	0.00	0.00	0.00
Grand Totals		5,559,159.89	15,111.91	5,574,271.80	4,780,445.46	793,826.34

**Minimum Expense General Ledger Report****Fund 11 (Current Expense Fund)**

Expend. Account #	Account Title	Original Bgt	New App/Trnsf	Revised Bgt	Expenditures	Encumbrances	Avail Balance	Refunds
11-130-100-101	Grade 7-8 Teacher	1,799,151.16	(38,700.00)	1,760,451.16	381,411.32	1,379,039.84	0.00	0.00
11-150-100-101	Home Instructions (Hours)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-190-100-106	Oth Sal for Inst	0.00	38,700.00	38,700.00	38,557.14	985.00	(842.14)	0.00
11-190-100-320	Purch Prof Svcs	387,600.00	0.00	387,600.00	35,412.40	98,202.32	253,985.28	0.00
11-190-100-330	Other Purch Svs	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-190-100-610	General Supplies	70,000.00	6,931.60	76,931.60	18,206.03	31,637.45	27,088.12	0.00
11-190-100-640	Textbooks	45,700.00	0.00	45,700.00	8,936.68	12,397.43	24,365.89	0.00
11-190-100-890	Miscellaneous Expense	10,000.00	0.00	10,000.00	226.92	6,273.08	3,500.00	0.00
11-190-113-101	Substitute Teachers Days	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-200-100-101	Special Education Teacher	203,959.94	0.00	203,959.94	29,815.60	174,144.34	0.00	0.00
11-421-100-105	Stipends	40,000.00	0.00	40,000.00	8,726.16	31,273.84	0.00	0.00
<b>Instructional Expense</b>		<b>2,556,411.10</b>	<b>6,931.60</b>	<b>2,563,342.70</b>	<b>521,292.25</b>	<b>1,733,953.30</b>	<b>308,097.15</b>	<b>0.00</b>
11-000-230-100	Salaries	808,236.77	0.00	808,236.77	238,279.94	569,956.83	0.00	0.00
11-000-230-210	Benefits - Life Insurance	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-000-230-300	Purch Prof/Tech Svc	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-000-230-330	Other Purch Services	57,350.00	0.00	57,350.00	38,957.58	8,125.54	10,266.88	0.00
11-000-230-331	Judgements Against Charters	106,850.00	0.00	106,850.00	1,088.00	28,912.00	76,850.00	0.00
11-000-230-332	Audit Fees	17,250.00	0.00	17,250.00	0.00	0.00	17,250.00	0.00
11-000-230-530	Communications/Telephone	34,585.00	4,457.41	39,042.41	3,503.52	26,297.58	9,241.31	0.00
11-000-230-590	Other Purchased Services (400-500 Series)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-000-230-610	Supplies & Materials	7,000.00	0.00	7,000.00	0.00	0.00	7,000.00	0.00
11-000-230-890	Miscellaneous Expense	2,400.00	0.00	2,400.00	0.00	132.10	2,267.90	0.00
11-000-230-895	Membership dues	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-000-290-500	Other Purchased Services (300-500 Series)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-000-291-230	Benefits - SS & Medicare	237,238.26	0.00	237,238.26	57,588.17	176,208.09	3,442.00	0.00
11-000-291-232	Benefits - NJ State Pension	165,000.00	0.00	165,000.00	0.00	0.00	165,000.00	0.00
11-000-291-250	State Unemployment Ins	55,502.55	0.00	55,502.55	269.50	55,233.05	0.00	0.00
11-000-291-260	Benefits - Workman's Comp	35,100.00	3,722.90	38,822.90	9,037.90	27,786.90	1,998.10	0.00
11-000-291-270	Benefits - Health Insurance	325,000.00	0.00	325,000.00	120,061.37	204,938.63	0.00	0.00
11-000-291-290	Benefits - FlexSpending Fees	3,000.00	0.00	3,000.00	779.68	720.32	1,500.00	0.00
<b>Administrative</b>		<b>1,854,512.58</b>	<b>8,180.31</b>	<b>1,862,692.89</b>	<b>469,565.66</b>	<b>1,098,311.04</b>	<b>294,816.19</b>	<b>0.00</b>
11-401-100-100	Salaries	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-421-100-106	Reading Program	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-000-213-100	Salaries	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-000-213-610	Nurse supplies	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-000-214-000	Psychological Evaluation	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-000-215-320	Speech Therapy	60,000.00	(10,000.00)	50,000.00	0.00	0.00	50,000.00	0.00
11-000-216-300	Purch Prof/Tech Svc	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-000-216-320	Purch Prof Tech Svcs - P/OT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-000-219-320	Purch Prof Tech Svcs	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-000-240-110	Supp Svs - Salaries	345,723.21	0.00	345,723.21	78,348.55	267,374.66	0.00	0.00
11-000-240-500	Other Purchased Services (400-500 Series)	196,600.00	0.00	196,600.00	39,824.69	77,033.35	79,741.96	0.00
11-000-251-830	Mortgage Payments-Interest	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-000-251-831	Interest on Current Loans	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-000-260-500	Other Purchased Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-000-262-441	Rental of Land & Bldgs	328,000.00	0.00	328,000.00	136,666.65	191,333.35	0.00	0.00
11-000-262-520	Insurance	63,413.00	0.00	63,413.00	27,151.14	36,170.00	91.86	0.00
11-000-262-610	Supplies & Materials	23,000.00	0.00	23,000.00	0.00	0.00	23,000.00	0.00
11-000-262-620	Energy Costs	76,500.00	0.00	76,500.00	9,270.83	57,729.17	9,500.00	0.00
11-000-262-890	Miscellaneous Expense	25,000.00	10,000.00	35,000.00	28,764.81	6,156.01	79.18	0.00
11-000-270-512	Transp Other Than to/fr School	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Support Services</b>		<b>1,118,236.21</b>	<b>0.00</b>	<b>1,118,236.21</b>	<b>320,026.67</b>	<b>635,796.54</b>	<b>162,413.00</b>	<b>0.00</b>
<b>Grand Totals for fund 11:</b>		<b>5,529,159.89</b>	<b>15,111.91</b>	<b>5,544,271.80</b>	<b>1,310,884.58</b>	<b>3,468,060.88</b>	<b>765,326.34</b>	<b>0.00</b>

**Fund 12 (Capital Outlay Fund)**

Expend. Account #	Account Title	Original Bgt	New App/Trnsf	Revised Bgt	Expenditures	Encumbrances	Avail Balance	Refunds
12-000-100-730	Instructional Equipment	20,000.00	0.00	20,000.00	0.00	0.00	20,000.00	0.00
12-000-300-730	Non-Instructional Equipment	10,000.00	0.00	10,000.00	951.05	548.95	8,500.00	0.00
12-000-400-710	Purchase Land/Improvements	0.00	0.00	0.00	0.00	0.00	0.00	0.00
12-000-400-722	Mortgage Payments-Principal	0.00	0.00	0.00	0.00	0.00	0.00	0.00
12-000-400-890	Miscellaneous Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Capital Outlay</b>		<b>30,000.00</b>	<b>0.00</b>	<b>30,000.00</b>	<b>951.05</b>	<b>548.95</b>	<b>28,500.00</b>	<b>0.00</b>
<b>Grand Totals for fund 12:</b>		<b>30,000.00</b>	<b>0.00</b>	<b>30,000.00</b>	<b>951.05</b>	<b>548.95</b>	<b>28,500.00</b>	<b>0.00</b>

Grand Totals for all Subfunds of Fund 10:	5,559,159.89	15,111.91	5,574,271.80	1,311,835.63	3,468,609.83	793,826.34	0.00
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Pursuant to N.J.A.C. 6A:23A-16.10(c)3, I certify that as of the date of this report no budgetary line item account has encumbrances and expenditures which in total exceed the line item appropriation in violation of 6A:23A-16.10(a).



\_\_\_\_\_  
Bima Baje, Bus Adm/Bd Sec

11/05/20

\_\_\_\_\_  
Date



**Interim Balance Sheet**

**ASSETS AND RESOURCES**

ASSETS		
101 Cash in checking account	\$ (170,688.09)	
102-106 Other cash equivalents	\$ 0.00	
Total cash		\$ (170,688.09)
111 Investments		\$ 0.00
114 Investment interest receivable		\$ 0.00
121 Tax levy receivable		\$ 0.00
Accounts receivable		
132 Interfund	\$ 0.00	
141 Intergovernmental - state	\$ 0.46	
142 Intergovernmental - federal	\$ 0.00	
143 Intergovernmental - other	\$ 0.00	
153 Other Accounts Receivable	\$ 0.00	
		\$ 0.46
Loans receivable		
131 Interfund	\$ 0.00	
151 Other Loans Receivable	\$ 0.00	
		\$ 0.00
199 Other current assets		\$ 0.00
RESOURCES		
301 Estimated revenues (from adjusted budget)	\$ 330,826.00	
302 Less: revenues collected or accrued	\$ (62,630.00)	
		\$ 268,196.00
TOTAL ASSETS AND RESOURCES		\$ 97,508.37

**LIABILITIES AND FUND EQUITY**

LIABILITIES		
401 Interfund loans payable		\$ 0.00
402 Interfund accounts payable		\$ 0.00
411 Intergovernmental accounts payable - state		\$ 0.00
412 Intergovernmental accounts payable - federal		\$ 0.00
413 Intergovernmental accounts payable - other		\$ 0.00
421 Accounts payable		\$ 0.00
422 Judgments payable		\$ 0.00
430 Compensated absences payable		\$ 0.00
431 Contracts payable		\$ 0.00
451 Loans payable		\$ 0.00
481 Deferred revenues		\$ 562.53
499 Other current liabilities		\$ 0.00
Total liabilities		\$ 562.53

FUND EQUITY				
Appropriated:				
753	Reserve for encumbrances - current year		\$	180,159.24
754	Reserve for encumbrances - prior year		\$	0.00
760	Other reserves		\$	0.00
771	Designated Fund Balance		\$	0.00
601	Appropriations	\$	446,958.00	
602	Less: expenditures	\$	127,365.16	
603	Less: encumbrances	\$	180,159.24	
Appropriations less expenditures			<u>\$</u>	<u>139,433.60</u>
			\$	319,592.84
Unappropriated:				
770	Fund Balance, July 1, 2020		\$	(106,515.00)
303	Less: budgeted fund balance		\$	(116,132.00)
	Unappropriated fund balance			<u>\$ (222,647.00)</u>
	Total fund equity			<u>\$ 96,945.84</u>
TOTAL LIABILITIES AND FUND EQUITY				<u>\$ 97,508.37</u>

**Revenues/Sources of Funds**

Acct Group	Group Title	Budgeted Est.	Transfers	Adj. Budget	Act to Date	Unrealized Under/(Over)
Info Only	Revenue Req'd to Balance	116,132.00	0.00	116,132.00	244,894.40	(128,762.40)
52xx	From Transfers	0.00	0.00	0.00	0.00	0.00
1xxx	From Local Sources	0.00	0.00	0.00	0.00	0.00
2xxx	From Intermediate Sources	0.00	0.00	0.00	0.00	0.00
3xxx	From State Sources	0.00	0.00	0.00	0.00	0.00
4xxx	From Federal Sources	330,826.00	0.00	330,826.00	62,630.00	268,196.00
5xxx	From Other Sources	0.00	0.00	0.00	0.00	0.00
Grand Totals		446,958.00	0.00	446,958.00	307,524.40	139,433.60

**Fund 20 (Special Revenue Fund)**

Account Group	Group Title	Original Bgt	New App/Trnsf	Revised Bgt	Expenditures	Encumbrances	Avail Balance	Refunds
Title IA - Improving Basic Pgms		186,373.00	0.00	186,373.00	75,430.50	93,011.50	17,931.00	0.00
Title I (Other Prog.)		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Friends of Link		0.00	0.00	0.00	0.00	0.00	0.00	0.00
IDEA Part B		74,095.00	0.00	74,095.00	18,437.00	47,563.00	8,095.00	0.00
IDEA (Prog. 251)		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Title VI - Rural/Low Income		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Title VI (Other Prog.)		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Title II A - Teach/Princ Train & Recruit		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Title II A (Other Prog)		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Title II D - Enhance Ed Thru Tech.		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Title II D (Other Prog)		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Title IV - Safe & Drug Free		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Title IV (Other Prog)		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Title V - Innovative Pgms		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Title V (Other Prog)		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Character Education		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Reallocated Title I		7,728.00	0.00	7,728.00	0.00	0.00	7,728.00	0.00
Digital Divide		62,630.00	0.00	62,630.00	26,356.31	36,273.69	0.00	0.00
CARES ACT		116,132.00	0.00	116,132.00	7,141.35	3,311.05	105,679.60	0.00
Charter Grant		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Grand Totals for fund 20:		446,958.00	0.00	446,958.00	127,365.16	180,159.24	139,433.60	0.00

**Revenues Summary**

Acct Group	Group Title	Budgeted Est.	Transfers	Adj. Budget	Act to Date	Unrealized Under/(Over)
Info Only	Revenue Req'd to Balance	116,132.00	0.00	116,132.00	244,894.40	(128,762.40)
20-4411-231-032	Title I	186,373.00	0.00	186,373.00	0.00	186,373.00
20-4413-234-032	Title I C/O	7,728.00	0.00	7,728.00	0.00	7,728.00
20-4415-260-032	Title VI	0.00	0.00	0.00	0.00	0.00
20-4416-261-032	Title VI C/O	0.00	0.00	0.00	0.00	0.00
20-4421-250-032	IDEA	74,095.00	0.00	74,095.00	0.00	74,095.00
20-4422-251-032	IDEA C/O	0.00	0.00	0.00	0.00	0.00
20-4451-270-032	Title II A	0.00	0.00	0.00	0.00	0.00
20-4452-272-032	Title II D	0.00	0.00	0.00	0.00	0.00
20-4453-271-032	Title II C/O	0.00	0.00	0.00	0.00	0.00
20-4471-280-032	Title IV	0.00	0.00	0.00	0.00	0.00
20-4473-281-032	Title IV C/O	0.00	0.00	0.00	0.00	0.00
20-4475-290-032	Title V	0.00	0.00	0.00	0.00	0.00
20-4476-000-000	Digital Divide	62,630.00	0.00	62,630.00	62,630.00	0.00
20-5000-000-035	Link Education Partners	0.00	0.00	0.00	0.00	0.00
20-6000-000-	Special Education Grant	0.00	0.00	0.00	0.00	0.00
Grand Totals		446,958.00	0.00	446,958.00	307,524.40	139,433.60

**Minimum Expense General Ledger Report****Fund 20 (Special Revenue Fund)**

Expend. Account #	Account Title	Original Bgt	New App/Trnsf	Revised Bgt	Expenditures	Encumbrances	Avail Balance	Refunds
20-231-100-100	Title I Sal for Inst	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-231-100-102	Summer Program	45,000.00	0.00	45,000.00	45,000.00	0.00	0.00	0.00
20-231-100-103	After School Program	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-231-100-104	Instructional Support	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-231-100-300	Purchased Services	120,000.00	0.00	120,000.00	26,988.50	93,011.50	0.00	0.00
20-231-100-500	Title I - Other Purchased Servs	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-231-100-600	Supplies	12,931.00	0.00	12,931.00	0.00	0.00	12,931.00	0.00
20-231-200-100	Support Salaries	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-231-200-200	Benefits	3,442.00	0.00	3,442.00	3,442.00	0.00	0.00	0.00
20-231-200-300	Purchased Prof Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-231-200-600	Supplies	5,000.00	0.00	5,000.00	0.00	0.00	5,000.00	0.00
20-231-230-101	PGM Admin Fee	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Title IA - Improving Basic Pgms		186,373.00	0.00	186,373.00	75,430.50	93,011.50	17,931.00	0.00
20-234-100-100	Title I C/O	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Title I (Other Prog.)		0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-300-100-101	Salaries-Instructional	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-300-100-102	After School Program	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-300-100-103	Summer Academy	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-300-100-320	Purchase Prof Ed Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-300-100-610	Supplies	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-300-100-890	Miscellaneous	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-300-230-100	Salaries-Admin	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-300-230-330	Professional Tech Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-300-230-500	Other Purchase Services-Admin	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-300-230-520	Communication/Tel	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-300-230-610	Supplies	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-300-230-890	Miscellaneous	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-300-240-300	Other Purchased Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-300-240-320	Purchased Ed Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-300-262-441	Rent	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Friends of Link		0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-250-100-100	IDEA Salaries	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-250-100-600	IDEA Instr Supplies	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-250-200-200	Benefits	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-250-200-300	Professional Services	74,095.00	0.00	74,095.00	18,437.00	47,563.00	8,095.00	0.00
IDEA Part B		74,095.00	0.00	74,095.00	18,437.00	47,563.00	8,095.00	0.00
20-251-100-100	IDEA C/O	0.00	0.00	0.00	0.00	0.00	0.00	0.00
IDEA (Prog. 251)		0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-260-100-100	Title VI	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-260-100-300	Title VI - Purchased Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Title VI - Rural/Low Income		0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-261-100-100	Title VI C/O	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Title VI (Other Prog.)		0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-270-100-300	Title II A - Purchased Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-270-100-600	Supplies	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Title II A - Teach/Princ Train & Recruit		0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-271-100-100	Title II C/O	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Title II A (Other Prog)		0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-272-100-300	Title II D - Purchased Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-272-100-600	Supplies	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-272-100-730	Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Title II D - Enhance Ed Thru Tech.		0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-273-100-100	Title II C/O	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Title II D (Other Prog)		0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-280-100-100	Title IV - Salaries	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-280-100-300	Purchased Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Title IV - Safe & Drug Free		0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-281-100-100	Title IV C/O	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Title IV (Other Prog)		0.00	0.00	0.00	0.00	0.00	0.00	0.00

## Fund 20 (Special Revenue Fund)

Expend. Account #	Account Title	Original Bgt	New App/Trnsf	Revised Bgt	Expenditures	Encumbrances	Avail Balance	Refunds
20-290-100-300	Title V - Purchased Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-290-100-320	Purchased Svcs	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-290-100-600	Title V Part A - Supplies	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Title V - Innovative Pgms		0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-291-100-100	Title V C/O	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Title V (Other Prog)		0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-292-190-610	Supplies	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-292-190-890	Other Purchased Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Character Education		0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-235-200-300	Purchased Services	7,728.00	0.00	7,728.00	0.00	0.00	7,728.00	0.00
Reallocated Title I		7,728.00	0.00	7,728.00	0.00	0.00	7,728.00	0.00
20-293-100-600	Supplies	62,630.00	0.00	62,630.00	26,356.31	36,273.69	0.00	0.00
Digital Divide		62,630.00	0.00	62,630.00	26,356.31	36,273.69	0.00	0.00
20-477-100-101	Salaries	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-477-100-600	Supplies	105,000.00	0.00	105,000.00	0.00	0.00	105,000.00	0.00
20-477-200-200	Benefits	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-477-200-300	Purchased Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-477-200-600	Supplies	11,132.00	0.00	11,132.00	7,141.35	3,311.05	679.60	0.00
CARES ACT		116,132.00	0.00	116,132.00	7,141.35	3,311.05	105,679.60	0.00
20-400-200-101	Sped Teacher Sal	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-400-200-200	Benefits	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-400-200-330	Purchase Prof Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-400-200-590	Other Purchase Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-400-200-610	Supplies	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Charter Grant		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Grand Totals for fund 20:		446,958.00	0.00	446,958.00	127,365.16	180,159.24	139,433.60	0.00

Pursuant to N.J.A.C. 6A:23A-16.10(c)3, I certify that as of the date of this report no budgetary line item account has encumbrances and expenditures which in total exceed the line item appropriation in violation of 6A:23A-16.10(a).



Bima Baje, Bus Adm/Bd Sec

11/05/20

Date

**REPORT OF THE TREASURER  
TO THE BOARD OF TRUSTEES  
LINK COMMUNITY CHARTER SCHOOL  
ALL FUNDS**

**FOR THE MONTH ENDING OCTOBER 31, 2020**

		<b>CASH REPORT</b>			
<b>FUNDS</b>		(1) Beginning Cash Balance	(2) Cash Receipts/Transfers This Month	(3) Cash Disbursements/Transfers This Month	(4) Ending Cash Balance (1) + (2) - (3)
	<b>GOVERNMENTAL FUNDS</b>				
1	General Fund - Fund 10 - Operating	\$ 1,097,414.94	\$ 530,375.36	\$ 442,091.27	\$ 1,185,699.03
2	Charter Escrow	75,000.00	-	-	\$ 75,000.00
2	Special Revenue Fund - Fund 20	(177,433.32)	62,630.00	55,884.77	(170,688.09)
3	Total governmental funds (Lines 1 thru 2)	994,981.62	593,005.36	497,976.04	1,090,010.94
	<b>ENTERPRISE FUND</b>				
4	Food Service	23,536.87	-	-	23,536.87
	Total Enterprise funds (Lines 4 )	23,536.87	-	-	23,536.87
	<b>TRUST &amp; AGENCY FUNDS</b>				
5	Payroll Account	41,408.08	235,003.06	235,219.53	41,191.61
	PPP Account	18,021.62	-	-	18,021.62
6	Payroll Agency	49,720.65	32,777.92	61,592.35	20,906.22
7	Unemployment	25.00	-	-	25.00
8	Student Activity Account	12,149.80	-	-	12,149.80
9	Total Trust & Agency Funds (Lines 5 thru 8)	121,325.15	267,780.98	296,811.88	92,294.25
10	Total All Funds (Lines 3, 4 and 9)	\$ 1,139,843.64	\$ 860,786.34	\$ 794,787.92	\$ 1,205,842.06

**Prepared and Submitted By:**

\_\_\_\_\_  
Leslie Baynes  
Chief Operating Officer

**11/05/20**

\_\_\_\_\_  
Date

**LINK COMMUNITY CHARTER SCHOOL  
RECONCILIATION OF BOARD SECRETARY'S REPORT (A-148)  
AND TREASURER'S REPORT (A-149)  
FOR THE MONTH ENDING OCTOBER 31, 2020**

<b><u>Fund</u></b>		
10.101	General fund - Regular Account	\$ 1,185,699.03
10.106	Charter Escrow	75,000.00
20.101	Special Revenue Fund	(170,688.09)
60.101	Enterprise Fund	23,536.87
90.104	PPP Account	18,021.62
90.101	Payroll Account	41,191.61
90.103	Unemployment	25.00
91.101	Agency Account	20,906.22
95.101	Student Activity Account	12,149.80
		<hr/>
<b>Total Board Secretary's Records - A-148</b>		1,205,842.06
Total Funds per Treasurer's Report		<hr/> 1,205,842.06
Difference		<hr/> <b>\$ -</b> <hr/>



LINK COMMUNITY CHARTER SCHOOL  
TD Bank  
OPERATING ACCOUNT - 430-2520237  
FOR THE MONTH ENDING OCTOBER 31, 2020

	<u>BANK</u>	<u>BOOKS</u> <u>G/FUND</u>	<u>BOOKS</u> <u>S/REVENUE</u>	<u>BOOKS</u> <u>TOTAL</u>
<b>BALANCE BEG. OF MONTH</b>	<b>\$ 987,173.40</b>	<b>\$ 1,097,414.94</b>	<b>\$ (177,433.32)</b>	<b>\$ 919,981.62</b>
<b><u>Additions</u></b>				
Deposits	593,005.36	530,375.36	62,630.00	593,005.36
<b>Total Receipts</b>	<b>593,005.36</b>	<b>530,375.36</b>	<b>62,630.00</b>	<b>593,005.36</b>
<b><u>Deductions</u></b>				
Cash Disbursements	501,162.38	442,091.27	55,884.77	497,976.04
<b>Total Disbursements</b>	<b>501,162.38</b>	<b>442,091.27</b>	<b>55,884.77</b>	<b>497,976.04</b>
<b><u>BALANCE END OF MONTH</u></b>	<b>1,079,016.38</b>			
<b><u>RECONCILIATION</u></b>				
Less--Outstanding checks	64,005.44			
Deposit in transit				
<b>ADJUSTED BALANCE END OF MONTH</b>	<b>\$ 1,015,010.94</b>	<b>\$ 1,185,699.03</b>	<b>\$ (170,688.09)</b>	<b>\$ 1,015,010.94</b>

The following checks cleared during this period:

<u>Date</u>	<u>Check #</u>	<u>Vendor</u>	<u>Amount</u>	<u>Comment</u>
08/06/2020	3727	DEANSLIST	\$2,721.25	
08/27/2020	3758	IXL Learning, Inc.	\$3,825.00	
08/28/2020	3760	Jesuit Volunteer Corp	\$5,475.00	
09/14/2020	3783	Safety Center of America	\$9,514.00	
09/14/2020	3785	RESOURCES FOR EDUCATORS	\$777.00	
09/25/2020	3787	Galleros Koh, LLP	\$10,000.00	
09/25/2020	3788	Maria Paradiso	\$1,200.00	
10/14/2020	3789	AT & T	\$288.08	Acct #: 0300326485001
10/14/2020	3790	Avaya Inc.	\$130.50	
10/14/2020	3791	CIT	\$3,079.48	
10/14/2020	3792	CITY FIRE EQUIPMENT CO	\$951.05	
10/14/2020	3793	City of Newark Division of Water	\$150.97	
10/14/2020	3794	Fedex	\$34.14	
10/14/2020	3796	The Home Depot Pro Institutional	\$4,597.94	
10/14/2020	3797	LESLIE BAYNES	\$233.89	
10/14/2020	3799	New Jersey Manufacturers Insurance Compai	\$2,968.00	
10/14/2020	3801	PSE&G	\$4,125.76	
10/14/2020	3803	Quadient Finance USA, Inc.	\$63.18	
10/14/2020	3805	Staples Advantage	\$3,081.41	
10/14/2020	3806	Success Communications Group	\$547.94	
10/14/2020	3807	Verizon	\$532.57	
10/14/2020	3808	Waste Management of New Jersey, Inc.	\$254.65	
10/14/2020	3809	Worrall Communications Newspapers, Inc.	\$93.36	
10/14/2020	3810	Horizon BCBS	\$29,789.32	
10/14/2020	3811	The Goodkind Group, LLC	\$22,387.11	
10/14/2020	3812	Nearpod	\$3,800.00	
10/14/2020	3813	Link High Technologies Inc.	\$7,804.66	
10/14/2020	3815	Zoom Video Communications	\$3,300.00	
10/14/2020	3816	LINK EDUCATION PARTNERS, INC	\$81,999.99	
10/14/2020	3817	Center for Behavioral Health MD PA	\$525.00	
10/14/2020	3818	State of NJ- Dept of Comm. Affairs	\$214.00	
10/14/2020	3819	State of NJ-Dept of Labor & Workforce Dev	\$220.00	
10/15/2020	N0321	Link Community Charter School- Payroll	\$133,137.22	
10/19/2020	3820	William H. Conolly & Co., LLC	\$18,856.46	
10/19/2020	3821	ALLIED UNIVERSAL SECURITY SERVI	\$9,839.69	Acct #: 116846
10/30/2020	N0322	Link Community Charter School- Payroll	\$134,643.76	

Total of all checks cleared during this period: \$501,162.38

No Journal Entries cleared during this period.

No deposits remain outstanding after this statement period

No refunds are outstanding after this statement period:

The following checks are outstanding after this statement period:

<u>Date</u>	<u>Check #</u>	<u>Vendor</u>	<u>Amount</u>	<u>Comment</u>
09/06/2019	3351	ALLIED UNIVERSAL SECURITY SERVI	\$1,513.65	Acct #: 116846
09/09/2019	3360	Plainfield Board of Education	\$729.00	
09/09/2019	3363	Smithsonian	\$34.00	
04/06/2020	3589	City of Newark Division of Water	\$599.30	
07/10/2020	3693	Dr. Kia Grundy	\$3,000.00	
07/13/2020	3703	Newark Board of Education	\$26,603.58	
09/11/2020	3769	Heinemann Publishing	\$1,200.00	
09/11/2020	3779	RESOURCES FOR EDUCATORS	\$0.00	
10/14/2020	3795	Great Minds	\$625.00	
10/14/2020	3798	MACHADO LAW GROUP	\$1,088.00	
10/14/2020	3800	Optimum	\$146.26	
10/14/2020	3802	Pitney Bowes Global Financial Services	\$127.65	
10/14/2020	3804	Selective Insurance Company of America	\$5,139.00	
10/14/2020	3814	Troxell Communications, Inc.	\$23,200.00	

The total of all checks outstanding this period: \$64,005.44



America's Most Convenient Bank®

E

STATEMENT OF ACCOUNT

LINK COMMUNITY CHARTER SCHOOL INC  
GENERAL FUND ACCOUNT  
23 PENNSYLVANIA AVE  
NEWARK NJ 07114

Page: 1 of 7  
Statement Period: Oct 01 2020-Oct 31 2020  
Cust Ref #: 4302520237-719-E-\*\*\*  
Primary Account #: 430-2520237

TD Business Premier Checking

LINK COMMUNITY CHARTER SCHOOL INC

Account # 430-2520237

ACCOUNT SUMMARY

Beginning Balance	987,173.40	Average Collected Balance	1,121,638.37
Deposits	492,642.36	Interest Earned This Period	0.00
Electronic Deposits	100,363.00	Interest Paid Year-to-Date	0.00
		Annual Percentage Yield Earned	0.00%
Checks Paid	233,381.40	Days in Period	31
Electronic Payments	267,780.98		
Ending Balance	1,079,016.38		

DAILY ACCOUNT ACTIVITY

Deposits

POSTING DATE	DESCRIPTION	AMOUNT
10/02	DEPOSIT	150,953.99
10/02	DEPOSIT	112,797.37
10/27	DEPOSIT	228,891.00
Subtotal:		492,642.36

Electronic Deposits

POSTING DATE	DESCRIPTION	AMOUNT
10/07	CCD DEPOSIT, ST OF NEW JERSEY EFT PAYMT 46561448700	37,733.00
10/30	CCD DEPOSIT, ST OF NEW JERSEY EFT PAYMT 46561448700	62,630.00
Subtotal:		100,363.00

Checks Paid

No. Checks: 34

\*Indicates break in serial sequence or check processed electronically and listed under Electronic Payments

DATE	SERIAL NO.	AMOUNT	DATE	SERIAL NO.	AMOUNT
10/19	3727	2,721.25	10/29	3794	34.14
10/20	3758*	3,825.00	10/29	3796*	4,597.94
10/02	3760*	5,475.00	10/27	3797	233.89
10/01	3783*	9,514.00	10/29	3799*	2,968.00
10/13	3785*	777.00	10/23	3801*	4,125.76
10/19	3787*	10,000.00	10/27	3803*	63.18
10/27	3788	1,200.00	10/28	3805*	3,081.41
10/27	3789	288.08	10/26	3806	547.94
10/26	3790	130.50	10/28	3807	532.57
10/26	3791	3,079.48	10/30	3808	254.65
10/26	3792	951.05	10/26	3809	93.36
10/28	3793	150.97	10/23	3810	29,789.32

Call 1-800-937-2000 for 24-hour Bank-by-Phone services or connect to [www.tdbank.com](http://www.tdbank.com)

## 2 of 7

1	Ending Balance	1,079,016.38
2	Total Deposits	+
3	Sub Total	
4	Total Withdrawals	-
5	Adjusted Balance	

WITHDRAWALS NOT ON STATEMENT	DOLLARS	CENTS
<b>Total Withdrawals</b>		<b>4</b>

**FINANCE CHARGES:** Although the Bank uses the Daily Balance method to calculate the finance charge on your Moneyline/Overdraft Protection account (the term "ODP" or "OD" refers to Overdraft Protection), the Bank discloses the Average Daily Balance on the periodic statement as an easier method for you to calculate the finance charge. The finance charge begins to accrue on the date advances and other debits are posted to your account and will continue until the balance has been paid in full. To compute the finance charge, multiply the Average Daily Balance times the Days in Period times the Daily Periodic Rate (as listed in the Account Summary section on the front of the statement). The Average Daily Balance is calculated by adding the balance for each day of the billing cycle, then dividing the total balance by the number of Days in the Billing Cycle. The daily balance is the balance for the day after advances have been added and payments or credits have been subtracted plus or minus any other adjustments that might have occurred that day. There is no grace period during which no finance charge accrues. Finance charge adjustments are included in your total finance charge.

**Bank**

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**STATEMENT OF ACCOUNT**

LINK COMMUNITY CHARTER SCHOOL INC

Page: 3 of 7  
 Statement Period: Oct 01 2020-Oct 31 2020  
 Cust Ref #: 4302520237-719-E-\*\*\*  
 Primary Account #: 430-2520237

**DAILY ACCOUNT ACTIVITY****Checks Paid (continued)**

\*Indicates break in serial sequence or check processed electronically and listed under Electronic Payments

DATE	SERIAL NO.	AMOUNT	DATE	SERIAL NO.	AMOUNT
10/28	3811	22,387.11	10/28	3817	525.00
10/28	3812	3,800.00	10/28	3818	214.00
10/27	3813	7,804.66	10/30	3819	220.00
10/29	3815*	3,300.00	10/22	3820	18,856.46
10/20	3816	81,999.99	10/26	3821	9,839.69
Subtotal:					233,381.40

**Electronic Payments**

POSTING DATE	DESCRIPTION	AMOUNT
10/14	eTransfer Debit, Online Xfer Transfer to CK 4301373885	116,796.78
10/14	eTransfer Debit, Online Xfer Transfer to CK 4301373893	16,340.44
10/28	eTransfer Debit, Online Xfer Transfer to CK 4301373885	118,206.28
10/28	eTransfer Debit, Online Xfer Transfer to CK 4301373893	16,437.48
Subtotal:		267,780.98

**DAILY BALANCE SUMMARY**

DATE	BALANCE	DATE	BALANCE
09/30	987,173.40	10/22	1,022,351.84
10/01	977,659.40	10/23	988,436.76
10/02	1,235,935.76	10/26	973,794.74
10/07	1,273,668.76	10/27	1,193,095.93
10/13	1,272,891.76	10/28	1,027,761.11
10/14	1,139,754.54	10/29	1,016,861.03
10/19	1,127,033.29	10/30	1,079,016.38
10/20	1,041,208.30		

**Call 1-800-937-2000 for 24-hour Bank-by-Phone services or connect to [www.tdbank.com](http://www.tdbank.com)**

LINK COMMUNITY CHARTER SCHOOL  
TD Bank  
ACCOUNT #430-6745089  
FOR THE MONTH ENDING OCTOBER 31, 2020

	<u>BANK</u>	<u>BOOKS</u>
BALANCE BEG. OF MONTH	<u>\$ 75,000.00</u>	<u>\$ 75,000.00</u>
RECEIPTS		
	0.00	0.00
<b>Total Receipts</b>	<u>0.00</u>	<u>0.00</u>
DISBURSEMENTS		
Disbursements	0.00	0.00
<b>Total Disbursements</b>	<u>0.00</u>	<u>0.00</u>
ADJUSTED BALANCE END OF MONTH	<u><u>\$ 75,000.00</u></u>	<u><u>\$ 75,000.00</u></u>

**Bank**

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**STATEMENT OF ACCOUNT**

LINK COMMUNITY CHARTER SCHOOL INC  
CHARTER ESCROW ACCOUNT  
23 PENNSYLVANIA AVE  
NEWARK NJ 07114

Page: 1 of 2  
Statement Period: Oct 01 2020-Oct 31 2020  
Cust Ref #: 4356745089-717-E-###  
Primary Account #: 435-6745089

**TD Business Convenience Plus**

LINK COMMUNITY CHARTER SCHOOL INC  
CHARTER ESCROW ACCOUNT

Account # 435-6745089

**ACCOUNT SUMMARY**

Beginning Balance	75,000.00	Average Collected Balance	75,000.00
		Interest Earned This Period	0.00
Ending Balance	75,000.00	Interest Paid Year-to-Date	0.00
		Annual Percentage Yield Earned	0.00%
		Days in Period	31

**DAILY ACCOUNT ACTIVITY**

No Transactions this Statement Period

**Call 1-800-937-2000 for 24-hour Bank-by-Phone services or connect to [www.tdbank.com](http://www.tdbank.com)**Bank Deposits FDIC Insured | TD Bank, N.A. | Equal Housing Lender 

## 2 of 2

**FINANCE CHARGES:** Although the Bank uses the Daily Balance method to calculate the finance charge on your Moneyline/Overdraft Protection account (the term "ODP" or "OD" refers to Overdraft Protection), the Bank discloses the Average Daily Balance on the periodic statement as an easier method for you to calculate the finance charge. The finance charge begins to accrue on the date advances and other debits are posted to your account and will continue until the balance has been paid in full. To compute the finance charge, multiply the Average Daily Balance times the Days in Period times the Daily Periodic Rate (as listed in the Account Summary section on the front of the statement). The Average Daily Balance is calculated by adding the balance for each day of the billing cycle, then dividing the total balance by the number of Days in the Billing Cycle. The daily balance is the balance for the day after advances have been added and payments or credits have been subtracted plus or minus any other adjustments that might have occurred that day. There is no grace period during which no finance charge accrues. Finance charge adjustments are included in your total finance charge.



LINK COMMUNITY CHARTER SCHOOL  
TD Bank  
ACCOUNT #430-1373918  
FOR THE MONTH ENDING OCTOBER 31, 2020

	<u>BANK</u>	<u>BOOKS</u>
<b>BALANCE BEG. OF MONTH</b>	<b>\$ 23,536.87</b>	<b>\$ 23,536.87</b>
<b>RECEIPTS</b>		
	0.00	0.00
<b>Total Receipts</b>	<u>0.00</u>	<u>0.00</u>
<b>DISBURSEMENTS</b>		
Disbursements	0.00	0.00
<b>Total Disbursements</b>	<u>0.00</u>	<u>0.00</u>
<b>BALANCE END OF MONTH</b>	<b><u>\$ 23,536.87</u></b>	<b><u>\$ 23,536.87</u></b>
FUND 10 transfer		
Outstanding Check	-	
<b>BALANCE PER BOOKS</b>	<b><u>\$ 23,536.87</u></b>	<b><u>\$ 23,536.87</u></b>

**Bank**

America's Most Convenient Bank®

E

**STATEMENT OF ACCOUNT**

LINK COMMUNITY CHARTER SCHOOL INC  
FOOD SERVICE FUND ACCOUNT  
23 PENNSYLVANIA AVE  
NEWARK NJ 07114

Page: 1 of 2  
Statement Period: Oct 01 2020-Oct 31 2020  
Cust Ref #: 4301373918-717-E-###  
Primary Account #: 430-1373918

**TD Business Convenience Plus**

LINK COMMUNITY CHARTER SCHOOL INC  
FOOD SERVICE FUND ACCOUNT

Account # 430-1373918

**ACCOUNT SUMMARY**

Beginning Balance	23,536.87	Average Collected Balance	23,536.87
		Interest Earned This Period	0.00
Ending Balance	23,536.87	Interest Paid Year-to-Date	0.00
		Annual Percentage Yield Earned	0.00%
		Days in Period	31

**DAILY ACCOUNT ACTIVITY**

No Transactions this Statement Period

**Call 1-800-937-2000 for 24-hour Bank-by-Phone services or connect to [www.tdbank.com](http://www.tdbank.com)**Bank Deposits FDIC Insured | TD Bank, N.A. | Equal Housing Lender 

## 2 of 2

**FINANCE CHARGES:** Although the Bank uses the Daily Balance method to calculate the finance charge on your Moneyline/Overdraft Protection account (the term "ODP" or "OD" refers to Overdraft Protection), the Bank discloses the Average Daily Balance on the periodic statement as an easier method for you to calculate the finance charge. The finance charge begins to accrue on the date advances and other debits are posted to your account and will continue until the balance has been paid in full. To compute the finance charge, multiply the Average Daily Balance times the Days in Period times the Daily Periodic Rate (as listed in the Account Summary section on the front of the statement). The Average Daily Balance is calculated by adding the balance for each day of the billing cycle, then dividing the total balance by the number of Days in the Billing Cycle. The daily balance is the balance for the day after advances have been added and payments or credits have been subtracted plus or minus any other adjustments that might have occurred that day. There is no grace period during which no finance charge accrues. Finance charge adjustments are included in your total finance charge.

LINK COMMUNITY CHARTER SCHOOL  
TD Bank  
ACCOUNT #430-1373900  
FOR THE MONTH ENDING OCTOBER 31, 2020

	<u>BANK</u>	<u>BOOKS</u>
BALANCE BEG. OF MONTH	<u>\$ 25.00</u>	<u>\$ 25.00</u>
RECEIPTS		
	0.00	0.00
<b>Total Receipts</b>	<u>0.00</u>	<u>0.00</u>
DISBURSEMENTS		
Disbursements	0.00	0.00
<b>Total Disbursements</b>	<u>0.00</u>	<u>0.00</u>
ADJUSTED BALANCE END OF MONTH	<u><u>\$ 25.00</u></u>	<u><u>\$ 25.00</u></u>



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STATEMENT OF ACCOUNT

LINK COMMUNITY CHARTER SCHOOL INC  
UNEMPLOYMENT TRUST ACCOUNT  
23 PENNSYLVANIA AVE  
NEWARK NJ 07114

Page: 1 of 2  
Statement Period: Oct 01 2020-Oct 31 2020  
Cust Ref #: 4301373900-717-E-\*\*\*  
Primary Account #: 430-1373900

**TD Business Convenience Plus**

LINK COMMUNITY CHARTER SCHOOL INC  
UNEMPLOYMENT TRUST ACCOUNT

Account # 430-1373900

**ACCOUNT SUMMARY**

Beginning Balance	25.00	Average Collected Balance	25.00
		Interest Earned This Period	0.00
Ending Balance	25.00	Interest Paid Year-to-Date	0.00
		Annual Percentage Yield Earned	0.00%
		Days in Period	31

**DAILY ACCOUNT ACTIVITY**

No Transactions this Statement Period

Call 1-800-937-2000 for 24-hour Bank-by-Phone services or connect to [www.tdbank.com](http://www.tdbank.com)

Bank Deposits FDIC Insured | TD Bank, N.A. | Equal Housing Lender 

## 2 of 2

**FINANCE CHARGES:** Although the Bank uses the Daily Balance method to calculate the finance charge on your Moneyline/Overdraft Protection account (the term "ODP" or "OD" refers to Overdraft Protection), the Bank discloses the Average Daily Balance on the periodic statement as an easier method for you to calculate the finance charge. The finance charge begins to accrue on the date advances and other debits are posted to your account and will continue until the balance has been paid in full. To compute the finance charge, multiply the Average Daily Balance times the Days in Period times the Daily Periodic Rate (as listed in the Account Summary section on the front of the statement). The Average Daily Balance is calculated by adding the balance for each day of the billing cycle, then dividing the total balance by the number of Days in the Billing Cycle. The daily balance is the balance for the day after advances have been added and payments or credits have been subtracted plus or minus any other adjustments that might have occurred that day. There is no grace period during which no finance charge accrues. Finance charge adjustments are included in your total finance charge.

LINK COMMUNITY CHARTER SCHOOL  
TD Bank  
PAYROLL ACCOUNT -430-1373885  
FOR THE MONTH ENDING OCTOBER 31, 2020

	<u>BANK</u>	<u>BOOKS</u>
<b>BALANCE BEG. OF MONTH</b>	<b>\$ 41,408.08</b>	<b>\$ 41,408.08</b>
<b>RECEIPTS</b>		
Deposits	235,003.06	235,003.06
<b>Total Receipts</b>	<u>235,003.06</u>	<u>235,003.06</u>
Disbursements	235,219.53	235,219.53
<b>Total Disbursements</b>	<u>235,219.53</u>	<u>235,219.53</u>
<b>Balance at End of Month</b>	41,191.61	41,191.61
		0.00
<b>Less: Outstanding Checks</b>	<u>0.00</u>	<u>-</u>
<b>ADJUSTED BALANCE END OF MONTH</b>	<u><u>\$ 41,191.61</u></u>	<u><u>\$ 41,191.61</u></u>



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STATEMENT OF ACCOUNT

LINK COMMUNITY CHARTER SCHOOL INC  
PAYROLL ACCOUNT  
23 PENNSYLVANIA AVE  
NEWARK NJ 07114

Page: 1 of 2  
Statement Period: Oct 01 2020-Oct 31 2020  
Cust Ref #: 4301373885-717-E-###  
Primary Account #: 430-1373885

**TD Business Convenience Plus**

LINK COMMUNITY CHARTER SCHOOL INC  
PAYROLL ACCOUNT

Account # 430-1373885

**ACCOUNT SUMMARY**

Beginning Balance	41,408.08	Average Collected Balance	48,964.36
Electronic Deposits	235,003.06	Interest Earned This Period	0.00
		Interest Paid Year-to-Date	0.00
Electronic Payments	235,219.53	Annual Percentage Yield Earned	0.00%
Ending Balance	41,191.61	Days in Period	31

**DAILY ACCOUNT ACTIVITY**

**Electronic Deposits**

POSTING DATE	DESCRIPTION	AMOUNT
10/14	eTransfer Credit, Online Xfer Transfer from CK 4302520237	116,796.78
10/28	eTransfer Credit, Online Xfer Transfer from CK 4302520237	118,206.28
Subtotal:		235,003.06

**Electronic Payments**

POSTING DATE	DESCRIPTION	AMOUNT
10/15	CCD DEBIT, N7728 LINK COMMU DIR DEP N7728	81,553.07
10/15	CCD DEBIT, PAYLOCITY CORPOR TAX COL	34,584.61
10/15	CCD DEBIT, N7728 LINK COMMU AGENCY N7728	357.50
10/15	CCD DEBIT, N7728 LINK COMMU BILLING N7728	301.61
10/20	CCD DEBIT, PAYLOCITY CORPOR TAX COL	101.08
10/29	CCD DEBIT, N7728 LINK COMMU DIR DEP N7728	82,713.69
10/29	CCD DEBIT, PAYLOCITY CORPOR TAX COL	34,806.79
10/30	CCD DEBIT, N7728 LINK COMMU BILLING N7728	443.68
10/30	CCD DEBIT, N7728 LINK COMMU AGENCY N7728	357.50
Subtotal:		235,219.53

**DAILY BALANCE SUMMARY**

DATE	BALANCE	DATE	BALANCE
09/30	41,408.08	10/28	159,513.27
10/14	158,204.86	10/29	41,992.79
10/15	41,408.07	10/30	41,191.61
10/20	41,306.99		

Call 1-800-937-2000 for 24-hour Bank-by-Phone services or connect to [www.tdbank.com](http://www.tdbank.com)



## 2 of 2

**FINANCE CHARGES:** Although the Bank uses the Daily Balance method to calculate the finance charge on your Moneyline/Overdraft Protection account (the term "ODP" or "OD" refers to Overdraft Protection), the Bank discloses the Average Daily Balance on the periodic statement as an easier method for you to calculate the finance charge. The finance charge begins to accrue on the date advances and other debits are posted to your account and will continue until the balance has been paid in full. To compute the finance charge, multiply the Average Daily Balance times the Days in Period times the Daily Periodic Rate (as listed in the Account Summary section on the front of the statement). The Average Daily Balance is calculated by adding the balance for each day of the billing cycle, then dividing the total balance by the number of Days in the Billing Cycle. The daily balance is the balance for the day after advances have been added and payments or credits have been subtracted plus or minus any other adjustments that might have occurred that day. There is no grace period during which no finance charge accrues. Finance charge adjustments are included in your total finance charge.

**LINK COMMUNITY CHARTER SCHOOL**  
**Provident**  
**PPP ACCOUNT -1001171279**  
**FOR THE MONTH ENDING OCTOBER 31, 2020**

	<u><b>BANK</b></u>	<u><b>BOOKS</b></u>
<b>BALANCE BEG. OF MONTH</b>	<b>\$ 18,021.62</b>	<b>\$ 18,021.62</b>
<b>RECEIPTS</b>		
Deposits	0.00	0.00
<b>Total Receipts</b>	<u>0.00</u>	<u>0.00</u>
Disbursements		0.00
<b>Total Disbursements</b>	<u>0.00</u>	<u>0.00</u>
<b>Balance at End of Month</b>	18,021.62	18,021.62
		0.00
<b>Less: Outstanding Checks</b>	<u>0.00</u>	<u>-</u>
<b>ADJUSTED BALANCE END OF MONTH</b>	<u><b>\$ 18,021.62</b></u>	<u><b>\$ 18,021.62</b></u>



P.O. Box 1001  
Iselin, NJ 08830-1001

### Address Service Requested

00008119 MPBR8901081 01 000000000 09

LINK COMMUNITY CHARTER SCHOOL INC  
SBA PPP  
23 PENNSYLVANIA AVE  
NEWARK NJ 07114-2007

Account Number	1001171279
Statement Date	10/30/2020
Statement Thru Date	11/01/2020
Checks/Items Enclosed	0
Page	1

### Customer Support



**Contact us by Phone**  
800.448.7768



**Visit Us Online**  
[www.Provident.Bank](http://www.Provident.Bank)

### IMPORTANT MESSAGE(S)

Clover's Flex is the fully mobile credit card processing system to handle everything life throws at you such as curbside service, offsite venues or orders for pickup. Clover Flex allows your customers to pay however they want to pay- Swipe, dip, or tap. Credit or debit. Plus NFC payments including Apple Pay, Google Pay, WeChat Pay, Alipay and more. It's secure and now twice as fast! Please contact your local branch for more details.

### RELATIONSHIP SUMMARY AND CURRENT STATEMENT ACTIVITY

Account Type	Account Number	Balance
BUSINESSADVANTAGE CKNG	1001171279	\$18,021.62

#### BUSINESSADVANTAGE CKNG

Account Number: 1001171279

Account Owner(s): LINK COMMUNITY CHARTER SCHOOL INC

#### Balance Summary

Beginning Balance as of 10/01/2020	\$18,021.62
+ Deposits and Credits (0)	\$0.00
- Withdrawals and Debits (0)	\$0.00
Ending Balance as of 10/31/2020	\$18,021.62
Service Charges for Period	\$0.00
Average Balance for Period	\$18,021.00

### PROMOTIONS AND OFFERS

**WE FOCUS ON PAYROLL**  
SO YOU CAN FOCUS ON YOUR BUSINESS.

Provident.Bank | 866.465.2499 | MEMBER FDIC

**BUSINESS**  
ONLINE PAYROLL

Automatic tax payment with  
an affordable fee.

**HANDLE YOUR BUSINESS IN  
THE PALM OF YOUR HAND.**

Provident.Bank | 866.465.2499 | MEMBER FDIC

Message & data rates may apply. Please consult your mobile carrier for details.

**BUSINESS**  
MOBILE BANKING  
WITH CHECK DEPOSIT

Deposit your business checks  
on the go.

## ELECTRONIC FUND TRANSFER ACT DISCLOSURES

### IN CASE OF ERRORS OR QUESTIONS ABOUT YOUR ELECTRONIC TRANSFERS

Telephone our Customer Contact Center at 1.800.448.PROV (7768) or write us at Provident Bank P.O. Box 1001, Iselin, NJ 08830-1001 ATTN: Card Management Operations Dept. as soon as you can, if you think your statement or receipt is wrong or if you need more information about a transfer listed on the statement or receipt. We must hear from you no later than sixty (60) days after we sent you the FIRST statement on which the problem or error appeared. When contacting us, please:

- (1) Tell us your name and account number (if any);
- (2) Describe the error or the transfer you are unsure about, and explain as clearly as you can why you believe it is an error or why you need more information;
- (3) Tell us the dollar amount of the suspected error.

If you tell us orally, we may require that you send us your complaint or question in writing within ten (10) business days.

We will determine whether an error occurred within ten (10) business days after we hear from you and will correct any error promptly. If we need more time, however, we may take up to forty-five (45) days to investigate your complaint or question. If we decide to do this, we will credit your account within ten (10) business days for the amount you think is in error, so that you will have the use of the money during the time it takes us to complete our investigation. If we ask you to put your complaint or question in writing and we do not receive it within ten (10) business days, we may not credit your account.

For errors involving new accounts, point-of-sale, or foreign-initiated transactions we may take up to ninety (90) days to investigate your complaint or question. For new accounts, we may take up to twenty (20) business days to credit your account for the amount you think is in error.

We will tell you the results within three (3) business days after completing our investigation. If we decide that there was no error, we will send you a written explanation. You may ask for copies of the documents that we used in our investigation.

### PREAUTHORIZED TRANSFERS/CREDITS TO YOUR ACCOUNT

If you have arranged to have direct deposits or other preauthorized electronic transfers made to your account at least once every sixty (60) days from the same person or company, you can call us at 1.800.448.PROV (7768) to find out whether or not the deposit/transfer has been made.

### PREAUTHORIZED TRANSFERS FROM YOUR ACCOUNT AND NOTICE OF VARYING AMOUNTS

Preauthorized electronic fund transfer from your account may be authorized only by a written request signed by you. If these regular preauthorized transfers vary in amount, the designated payee should provide you with a written notice of the amount and date the transfer is scheduled to be made at least ten (10) calendar days before the scheduled date of the transfer.

### STOP PAYMENTS ORDERS AND LIABILITY FOR FAILURE TO STOP PAYMENTS

If you have told us in advance to make regular payments out of your account, you can stop payment on any of these payments. Here's how: Call us at 1.800.448.PROV (7768) for all stop payment requests or write us at Provident Bank P.O. Box 1001, Iselin, NJ 08830-1001 ATTN: Card Management Operations Dept. We must receive your request at least three (3) business days before the payment is scheduled to be made. The best way to stop a payment is by calling us first. If you call, we may also require you to confirm your request in writing at the address previously noted within fourteen (14) days after your call. We will charge you a fee for each stop-payment order. If you tell us to stop payment on a preauthorized transfer from your account in accordance with these procedures and we do not do so, we will be liable for any direct losses or damages you can prove.

## TRUTH-IN-LENDING ACT DISCLOSURES

### HOW WE DETERMINE THE BALANCE ON WHICH YOUR FINANCE CHARGE IS CALCULATED

We figure the Finance Charge in your account by applying the DAILY PERIODIC RATE to the "Average Daily Balance" of your account, including current transactions. To get the "Average Daily Balance", we take the beginning balance of your account each day, add any new advances of credit, and then subtract any payments or credits. This gives us the daily balance. We then add up all the daily balances for the Billing Cycle and divide the total by the number of days in that same Billing Cycle. This gives us the "Average Daily Balance". Once the Average Daily balance is determined, we then calculate the Finance Charge on your account by: (i) multiplying the Average Daily Balance by the applicable DAILY PERIODIC RATE; and (ii) multiplying the results by the number of days in the Billing Cycle.

### BILLING RIGHTS SUMMARY: IN CASE OF ERRORS OR QUESTIONS ABOUT YOUR BILL

If you think your bill is wrong, or if you need more information about a transaction on your bill, write us (on a separate sheet) at Provident Bank, P.O. Box 1002, Iselin, NJ 08830-1002 ATTN: Loan Servicing Dept. as soon as possible. We must hear from you no later than 60 days after we sent you the FIRST bill on which the error or problem appeared. You can telephone us at 1.800.448.PROV (7768), but doing so will not preserve your rights.

In your letter, give us the following information:

- (1) Your name and account number,
- (2) The dollar amount of the suspected error,
- (3) Describe the error and explain, if you can, why you believe there is an error. If you need more information, describe the item you are unsure about.

You do not have to pay any amount in question while we are investigating, but you are still obligated to pay the parts of your bill that are not in question. While we investigate your question, we cannot report you as delinquent or take any action to collect the amount you question.

### IMPORTANT INFORMATION FOR LINE OF CREDIT CUSTOMERS

Payments received at Provident Bank, P.O. Box 617, Newark, NJ 07101-0617 will be credited to your account on the day received. Payments presented at Provident branch locations will be credited promptly, but credit may be delayed for up to five (5) calendar days after receipt.

### To Reconcile Your Account, Just Follow The Procedure Outlined Below:

#### List outstanding checks not charged to account

- |   |  |                         |
|---|--|-------------------------|
| 1.  | <b>Enter:</b> Ending Balance as shown on this statement                      | \$ _____                |
| 2.  | <b>Enter:</b> Total deposits not credited to this statement period (if any). | \$ _____                |
| 3.  | <b>Add:</b> Total of #1 and #2 above.  | <b>Total</b> \$ _____   |
| 4.  | <b>Enter:</b> Total outstanding checks from column at right.                 | \$ _____                |
| 5.  | <b>Subtract:</b> Amount in #4 minus "Total" from #3 above.                   | <b>Balance</b> \$ _____ |
| <b>Balance:</b> Should agree with checkbook after deducting service fees or other charges and/or adding interest earned |  |                         |

Check Number	Check Amount	
	Dollars	Cents
	\$	
<b>Total</b>	<b>\$</b>	



**LINK COMMUNITY CHARTER SCHOOL**  
**TD Bank**  
**Acct# 430-1373893**  
**FOR THE MONTH ENDING OCTOBER 31, 2020**

	<u><b>BANK</b></u>	<u><b>BOOKS</b></u>
<b><u>BALANCE BEG. OF MONTH</u></b>	<b>\$ 51,280.65</b>	<b>\$ 49,720.65</b>
<b><u>RECEIPTS</u></b>		
Deposits /Interests	32,777.92	32,777.92
 <b>Total Receipts</b>	 <u>32,777.92</u>	 <u>32,777.92</u>
-		
Cash Disbursements	58,757.35	61,592.35
 <b>Total Disbursements</b>	 58,757.35	 61,592.35
Outstanding Checks	4,395.00	
 <b><u>ADJUSTED BALANCE END OF MONTH</u></b>	 <b><u>20,906.22</u></b>	 <b><u>\$ 20,906.22</u></b>

<u>Employee Name</u>	<u>Date</u>	<u>Check #</u>	<u>Amount</u>
		1149	1,560.00
		1152	2,835.00
			<u>4,395.00</u>



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STATEMENT OF ACCOUNT

LINK COMMUNITY CHARTER SCHOOL INC  
PAYROLL AGENCY ACCOUNT  
23 PENNSYLVANIA AVE  
NEWARK NJ 07114

Page: 1 of 3  
Statement Period: Oct 01 2020-Oct 31 2020  
Cust Ref #: 4301373893-713-E-###  
Primary Account #: 430-1373893

TD Business Simple Checking

LINK COMMUNITY CHARTER SCHOOL INC  
PAYROLL AGENCY ACCOUNT

Account # 430-1373893

ACCOUNT SUMMARY

Beginning Balance	51,280.65	Average Collected Balance	38,135.59
Electronic Deposits	32,777.92	Interest Earned This Period	0.00
Checks Paid	6,132.80	Interest Paid Year-to-Date	0.00
Electronic Payments	52,624.55	Annual Percentage Yield Earned	0.00%
Ending Balance	25,301.22	Days in Period	31

DAILY ACCOUNT ACTIVITY

Electronic Deposits

POSTING DATE	DESCRIPTION	AMOUNT
10/14	eTransfer Credit, Online Xfer Transfer from CK 4302520237	16,340.44
10/28	eTransfer Credit, Online Xfer Transfer from CK 4302520237	16,437.48
Subtotal:		32,777.92

Checks Paid

No. Checks: 2

\*Indicates break in serial sequence or check processed electronically and listed under Electronic Payments

DATE	SERIAL NO.	AMOUNT
10/23	1150	5,423.30
10/28	1151	709.50

Subtotal: 6,132.80

Electronic Payments

POSTING DATE	DESCRIPTION	AMOUNT
10/08	CCD DEBIT, DIV OF PENS&BENE TEPS TPAF 000000028172935	17,385.83
10/08	CCD DEBIT, DIV OF PENS&BENE TEPS PERS 000000028172948	8,586.22
10/16	CCD DEBIT, RETIRE SERVICES DEBIT 316149054500	2,792.34
10/30	CCD DEBIT, DIV OF PENS&BENE TEPS TPAF 000000030390146	15,893.68
10/30	CCD DEBIT, DIV OF PENS&BENE TEPS PERS 000000030390159	7,966.48
Subtotal:		52,624.55

Call 1-800-937-2000 for 24-hour Bank-by-Phone services or connect to [www.tdbank.com](http://www.tdbank.com)

## 2 of 3

**FINANCE CHARGES:** Although the Bank uses the Daily Balance method to calculate the finance charge on your Moneyline/Overdraft Protection account (the term "ODP" or "OD" refers to Overdraft Protection), the Bank discloses the Average Daily Balance on the periodic statement as an easier method for you to calculate the finance charge. The finance charge begins to accrue on the date advances and other debits are posted to your account and will continue until the balance has been paid in full. To compute the finance charge, multiply the Average Daily Balance times the Days in Period times the Daily Periodic Rate (as listed in the Account Summary section on the front of the statement). The Average Daily Balance is calculated by adding the balance for each day of the billing cycle, then dividing the total balance by the number of Days in the Billing Cycle. The daily balance is the balance for the day after advances have been added and payments or credits have been subtracted plus or minus any other adjustments that might have occurred that day. There is no grace period during which no finance charge accrues. Finance charge adjustments are included in your total finance charge.

**Bank**

America's Most Convenient Bank®

**STATEMENT OF ACCOUNT**LINK COMMUNITY CHARTER SCHOOL INC  
PAYROLL AGENCY ACCOUNT

Page: 3 of 3  
Statement Period: Oct 01 2020-Oct 31 2020  
Cust Ref #: 4301373893-713-E-###  
Primary Account #: 430-1373893

**DAILY BALANCE SUMMARY**

<b>DATE</b>	<b>BALANCE</b>	<b>DATE</b>	<b>BALANCE</b>
09/30	51,280.65	10/23	33,433.40
10/08	25,308.60	10/28	49,161.38
10/14	41,649.04	10/30	25,301.22
10/16	38,856.70		

**Call 1-800-937-2000 for 24-hour Bank-by-Phone services or connect to [www.tdbank.com](http://www.tdbank.com)**Bank Deposits FDIC Insured | TD Bank, N.A. | Equal Housing Lender 



**LINK COMMUNITY CHARTER SCHOOL**  
**TD Bank**  
**STUDENT ACTIVITY FUND - 430-1373926**  
**FOR THE MONTH ENDING OCTOBER 31, 2020**

	<u><b>BANK</b></u>	<u><b>BOOKS</b></u>
<b>BALANCE BEG. OF MONTH</b>	<b>\$ 12,149.80</b>	<b>\$ 12,149.80</b>
<b>Receipts</b>		
Deposits		
<b>Total</b>	<b>0.00</b>	<b>0.00</b>
<b>Disbursements</b>		
Disbursements	-	-
<b>Total</b>	<b>-</b>	<b>-</b>
<b>Bank Balance</b>	<b>12,149.80</b>	<b>12,149.80</b>
<b>Less: Outstanding checks</b>		<b>-</b>
<b>BALANCE END OF MONTH</b>	<b>\$ 12,149.80</b>	<b>\$ 12,149.80</b>

**Bank**

America's Most Convenient Bank®

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**STATEMENT OF ACCOUNT**

LINK COMMUNITY CHARTER SCHOOL INC  
STUDENT ACTIVITY ACCOUNT  
23 PENNSYLVANIA AVE  
NEWARK NJ 07114

Page: 1 of 2  
Statement Period: Oct 01 2020-Oct 31 2020  
Cust Ref #: 4301373926-713-E-###  
Primary Account #: 430-1373926

**TD Business Simple Checking**

LINK COMMUNITY CHARTER SCHOOL INC  
STUDENT ACTIVITY ACCOUNT

Account # 430-1373926

**ACCOUNT SUMMARY**

Beginning Balance	12,149.80	Average Collected Balance	12,149.80
		Interest Earned This Period	0.00
Ending Balance	12,149.80	Interest Paid Year-to-Date	0.00
		Annual Percentage Yield Earned	0.00%
		Days in Period	31

**DAILY ACCOUNT ACTIVITY**

No Transactions this Statement Period

**Call 1-800-937-2000 for 24-hour Bank-by-Phone services or connect to [www.tdbank.com](http://www.tdbank.com)**Bank Deposits FDIC Insured | TD Bank, N.A. | Equal Housing Lender 

## 2 of 2

**FINANCE CHARGES:** Although the Bank uses the Daily Balance method to calculate the finance charge on your Moneyline/Overdraft Protection account (the term "ODP" or "OD" refers to Overdraft Protection), the Bank discloses the Average Daily Balance on the periodic statement as an easier method for you to calculate the finance charge. The finance charge begins to accrue on the date advances and other debits are posted to your account and will continue until the balance has been paid in full. To compute the finance charge, multiply the Average Daily Balance times the Days in Period times the Daily Periodic Rate (as listed in the Account Summary section on the front of the statement). The Average Daily Balance is calculated by adding the balance for each day of the billing cycle, then dividing the total balance by the number of Days in the Billing Cycle. The daily balance is the balance for the day after advances have been added and payments or credits have been subtracted plus or minus any other adjustments that might have occurred that day. There is no grace period during which no finance charge accrues. Finance charge adjustments are included in your total finance charge.

Acct #	Account Title	Opening Balance	Debits	Credits	Balance
10-101	CASH-CHECKING	1,370,626.13	1,325,587.99	1,510,515.09	1,185,699.03
10-103	PETTY CASH	2,500.00	0.00	0.00	2,500.00
10-105	Cash with Fiscal Agents	0.00	0.00	0.00	0.00
10-106	Charter Escrow	75,000.00	0.00	0.00	75,000.00
10-108	Impact Aid Rsv (General)	0.00	0.00	0.00	0.00
10-109	Impact Aid Rsv (Capital)	0.00	0.00	0.00	0.00
10-111	INVESTMENTS	0.00	0.00	0.00	0.00
10-114	INTEREST ON INV	0.00	0.00	0.00	0.00
10-116	CAPITAL RSV ACT	0.00	0.00	0.00	0.00
10-117	Maintenance Reserve	0.00	0.00	0.00	0.00
10-118	Emergency Reserve	0.00	0.00	0.00	0.00
10-121	TAX LEVY RECVBL	130,648.45	4,493,358.00	665,663.59	3,958,342.86
10-131	I/F LOANS REC	0.00	0.00	0.00	0.00
10-132	INTERFUND	0.00	0.00	0.00	0.00
10-133	Enterprise	(69,881.71)	52,521.34	22,563.53	(39,923.90)
10-134	Interfund Payroll	495,144.45	(444,740.62)	0.00	50,403.83
10-135	Interfund-Payroll Agency	41,660.63	0.00	0.00	41,660.63
10-137	Student Activity	(802.80)	0.00	0.00	(802.80)
10-141	STATE A/R	0.00	747,552.00	217,620.00	529,932.00
10-142	FEDERAL A/R	0.00	0.00	0.00	0.00
10-143	OTHER A/R	63,869.17	0.00	110,226.63	(46,357.46)
10-151	LOANS RECEIVBL	0.00	0.00	0.00	0.00
10-153	OTHER ACC RECVBL	0.00	0.00	0.00	0.00
10-199	OTH CURR ASSETS	4,550.00	0.00	0.00	4,550.00
10-301	EST REVENUES	5,417,751.13	0.00	0.00	5,417,751.13
10-302	REVENUES	0.00	0.00	5,294,752.27	5,294,752.27
10-303	BGTD FUND BAL	141,408.76	0.00	0.00	141,408.76
10-307	BG WD FR CAPRSV	0.00	0.00	0.00	0.00
10-308	Bud With Sale/Leaseback Res	0.00	0.00	0.00	0.00
10-309	Bud With Cap Res Excess Costs	0.00	0.00	0.00	0.00
10-310	Bud With Maint Res	0.00	0.00	0.00	0.00
10-311	Bud With Tuition Res	0.00	0.00	0.00	0.00
10-312	Bud With Emer. Res	0.00	0.00	0.00	0.00
10-314	Bud With Waiver Offset Res	0.00	0.00	0.00	0.00
10-315	Bud With Bus Ad Rsv for Fuel C	0.00	0.00	0.00	0.00
10-317	Bud With Cap Res xFer to D.S.	0.00	0.00	0.00	0.00
10-318	Bud With Impact Aid Rsv (Gen)	0.00	0.00	0.00	0.00
10-319	Bud With Impact Aid Rsv (Cap)	0.00	0.00	0.00	0.00
10-401	Interfund Loans Payables	0.00	0.00	0.00	0.00
10-402	INTERFUND A/P	0.00	0.00	0.00	0.00
10-411	I/G A/P - STATE	0.00	0.00	0.00	0.00
10-412	I/G A/P-FEDERAL	0.00	7,658.00	0.00	(7,658.00)
10-421	ACCTS PAYABLE	315,613.41	345,918.20	0.00	(30,304.79)
10-422	JUDGMENTS PBLE	0.00	0.00	0.00	0.00
10-423	A/P PRIOR YEAR	0.00	0.00	0.00	0.00
10-430	COMP ABS PBLE	0.00	0.00	0.00	0.00

Acct #	Account Title	Opening Balance	Debits	Credits	Balance
10-431	CONTRACTS PBLE	0.00	0.00	0.00	0.00
10-451	LOANS PAYABLE	777,846.00	0.00	0.00	777,846.00
10-461	Health Insurance Emp share	15,689.07	(13,349.43)	0.00	29,038.50
10-462	FSA	0.00	0.00	0.00	0.00
10-463	Accrued Salaries	0.00	0.00	0.00	0.00
10-481	DEFRRD REVENUES	0.00	0.00	5,000.00	5,000.00
10-499	OTHER CURR LIAB	0.00	0.00	0.00	0.00
10-601	APPROPRIATIONS	5,574,271.80	0.00	0.00	5,574,271.80
10-602	EXPENDITURES	0.00	1,341,633.94	29,798.31	1,311,835.63
10-603	ENCUMBRANCES	15,111.91	4,756,431.86	1,302,933.94	3,468,609.83
10-604	INCR IN CAP RES	0.00	0.00	0.00	0.00
10-605	Incr. Sale/Leaseback Rsv	0.00	0.00	0.00	0.00
10-606	Incr. Maintenance Reserve	0.00	0.00	0.00	0.00
10-607	Incr. Emergency Reserve	0.00	0.00	0.00	0.00
10-609	Incr. Waiver Offset Rsv	0.00	0.00	0.00	0.00
10-610	Incr. Bus Ad Reserve for Fuel	0.00	0.00	0.00	0.00
10-611	Incr. Impact Aid Rsv (General)	0.00	0.00	0.00	0.00
10-612	Incr. Impact Aid Rsv (Capital)	0.00	0.00	0.00	0.00
10-753	RSV ENC CURR YR	0.00	1,302,933.94	4,756,431.86	3,453,497.92
10-754	RSV ENC PRI YR	15,111.91	0.00	0.00	15,111.91
10-755	Res Fund Bal Bus Ad Rsv Fuel	0.00	0.00	0.00	0.00
10-756	Res Fund Impact Aid Rsv (Gen)	0.00	0.00	0.00	0.00
10-757	Res Fund Impact Aid Rsv (Cap)	0.00	0.00	0.00	0.00
10-760	OTHER RESERVES	0.00	0.00	0.00	0.00
10-761	RES FB-CA RS AC	0.00	0.00	0.00	0.00
10-763	Res Fund Bal S/L Rsv	0.00	0.00	0.00	0.00
10-764	Res Fund Bal Maint Rsv	0.00	0.00	0.00	0.00
10-765	Res Fund Bal Tuition Rsv	0.00	0.00	0.00	0.00
10-766	Res Fund Bal Emer. Rsv	0.00	0.00	0.00	0.00
10-768	Res Fund Bal Waiver Offset Rsv	0.00	0.00	0.00	0.00
10-770	CE SURPLUS	989,053.93	0.00	0.00	989,053.93
10-772	Res Fund Bal ARRA/SEMI	0.00	0.00	0.00	0.00
			<hr/>	<hr/>	
			13,915,505.22	13,915,505.22	

Acct #	Account Title	Opening Balance	Debits	Credits	Balance
20-101	CASH-CHECKING	(102,698.71)	101,330.00	169,319.38	(170,688.09)
20-102	Cash on Hand	0.00	0.00	0.00	0.00
20-111	INVESTMENTS	0.00	0.00	0.00	0.00
20-114	INTEREST ON INV	0.00	0.00	0.00	0.00
20-116	CAPITAL RSV ACC	0.00	0.00	0.00	0.00
20-121	TAX LEVY RECVBL	0.00	0.00	0.00	0.00
20-131	I/F LOANS REC	0.00	0.00	0.00	0.00
20-132	INTERFUND A/R	0.00	0.00	0.00	0.00
20-141	STATE A/R	0.46	0.00	0.00	0.46
20-142	FEDERAL A/R	0.00	0.00	0.00	0.00
20-143	OTHER A/R	0.00	0.00	0.00	0.00
20-151	LOANS RECEIVBL	0.00	0.00	0.00	0.00
20-153	OTHER ACC RECVBL	0.00	0.00	0.00	0.00
20-199	OTH CURR	0.00	0.00	0.00	0.00
20-301	EST REVENUES	330,826.00	0.00	0.00	330,826.00
20-302	REVENUES	0.00	0.00	62,630.00	62,630.00
20-303	BGTD FUND BAL	116,132.00	0.00	0.00	116,132.00
20-307	BGT WD FROM CR	0.00	0.00	0.00	0.00
20-402	I/F ACCTS PAYABLE	0.00	0.00	0.00	0.00
20-411	I/G A/P - STATE	0.00	0.00	0.00	0.00
20-412	I/G A/P-FEDERAL	0.00	0.00	0.00	0.00
20-421	ACCTS PAYABLE	3,254.22	3,254.22	0.00	0.00
20-422	JUDGMENTS PBLE	0.00	0.00	0.00	0.00
20-423	A/P PRIOR YEAR	0.00	0.00	0.00	0.00
20-430	COMP ABS PBLE	0.00	0.00	0.00	0.00
20-431	CONTRACTS PBLE	0.00	0.00	0.00	0.00
20-451	LOANS PAYABLE	0.00	0.00	0.00	0.00
20-481	DEFRRD REVENUES	562.53	0.00	0.00	562.53
20-499	OTHER CURR LIAB	0.00	0.00	0.00	0.00
20-601	APPROPRIATIONS	446,958.00	0.00	0.00	446,958.00
20-602	EXPENDITURES	0.00	166,065.16	38,700.00	127,365.16
20-603	ENCUMBRANCES	0.00	316,426.09	136,266.85	180,159.24
20-604	INCR IN CAP RSV	0.00	0.00	0.00	0.00
20-753	RSV ENC CURR YR	0.00	136,266.85	316,426.09	180,159.24
20-754	RSV ENC PRI YR	0.00	0.00	0.00	0.00
20-760	OTHER RESERVES	0.00	0.00	0.00	0.00
20-761	RSV FD BAL CR	0.00	0.00	0.00	0.00
20-770	CE SURPLUS	(106,515.00)	0.00	0.00	(106,515.00)
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			723,342.32	723,342.32	

Acct #	Account Title	Opening Balance	Debits	Credits	Balance
60-101	CASH-CHECKING	23,536.87	56,411.30	56,411.30	23,536.87
60-102	Cash on Hand	0.00	0.00	0.00	0.00
60-111	INVESTMENTS	0.00	0.00	0.00	0.00
60-114	INTEREST ON INV	0.00	0.00	0.00	0.00
60-121	TAX LEVY RECVBL	0.00	0.00	0.00	0.00
60-131	I/F LOANS REC	0.00	0.00	0.00	0.00
60-133	Interfund-Fund 10	69,881.71	22,563.53	52,521.34	39,923.90
60-135	Interfund-Student Activity	0.00	0.00	0.00	0.00
60-141	STATE A/R	24.48	0.00	1,034.63	(1,010.15)
60-142	FEDERAL A/R	2,536.50	0.00	2,041.56	494.94
60-143	OTHER A/R	0.00	0.00	758.77	(758.77)
60-151	LOANS RECEIVBL	0.00	0.00	0.00	0.00
60-153	Other Receivable	0.00	0.00	0.00	0.00
60-199	OTH CURR ASSETS	0.00	0.00	55.00	(55.00)
60-301	EST REVENUES	0.00	0.00	0.00	0.00
60-302	REVENUES	0.00	0.00	0.00	0.00
60-303	BGTD FUND BAL	236,000.00	0.00	0.00	236,000.00
60-411	I/G A/P - STATE	0.00	0.00	0.00	0.00
60-412	I/G A/P-FEDERAL	0.00	0.00	0.00	0.00
60-421	ACCTS PAYABLE	11,546.17	11,546.17	0.00	0.00
60-422	JUDGMENTS PBLE	0.00	0.00	0.00	0.00
60-423	A/P PRIOR YEAR	0.00	0.00	0.00	0.00
60-430	COMP ABS PBLE	0.00	0.00	0.00	0.00
60-431	CONTRACTS PBLE	0.00	0.00	0.00	0.00
60-451	LOANS PAYABLE	0.00	0.00	0.00	0.00
60-481	DEFRRD REVENUES	0.00	0.00	0.00	0.00
60-499	OTHER CURR LIAB	0.00	0.00	0.00	0.00
60-601	APPROPRIATIONS	236,000.00	0.00	0.00	236,000.00
60-602	EXPENDITURES	0.00	22,301.60	0.00	22,301.60
60-603	ENCUMBRANCES	0.00	157,000.00	22,301.60	134,698.40
60-753	RSV ENC CURR YR	0.00	22,301.60	157,000.00	134,698.40
60-754	RSV ENC PRI YR	0.00	0.00	0.00	0.00
60-760	OTHER RESERVES	0.00	0.00	0.00	0.00
60-770	CE SURPLUS	84,433.39	0.00	0.00	84,433.39
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			292,124.20	292,124.20	

Acct #	Account Title	Opening Balance	Debits	Credits	Balance
90-101	CASH-CHECKING	247,365.56	610,534.17	816,708.12	41,191.61
90-102	Payroll Agency	0.00	0.00	0.00	0.00
90-103	Unemployment	25.00	0.00	0.00	25.00
90-104	PPP Account	286,809.33	0.00	268,787.71	18,021.62
90-111	INVESTMENTS	0.00	0.00	0.00	0.00
90-114	INTEREST ON INV	0.00	0.00	0.00	0.00
90-121	TAX LEVY RECVBL	0.00	0.00	0.00	0.00
90-131	I/F LOANS REC	0.00	0.00	0.00	0.00
90-132	Interfund Accounts Receivable	0.00	0.00	0.00	0.00
90-133	Interfund	(38,753.88)	38,753.88	0.00	0.00
90-141	STATE A/R	0.00	0.00	0.00	0.00
90-142	FEDERAL A/R	0.00	0.00	0.00	0.00
90-143	OTHER A/R	0.00	0.00	0.00	0.00
90-151	LOANS RECEIVBL	0.00	0.00	0.00	0.00
90-153	OTHER ACC RECBL	0.00	0.00	0.00	0.00
90-199	OTH CURR ASSETS	0.00	0.00	0.00	0.00
90-301	EST REVENUES	0.00	0.00	0.00	0.00
90-302	REVENUES	0.00	0.00	0.00	0.00
90-303	BGTD FUND BAL	0.00	0.00	0.00	0.00
90-402	Interfund Accounts Payable	495,144.45	1,046,741.95	610,534.17	58,936.67
90-403	Interfund Payable	0.00	0.00	0.00	0.00
90-411	I/G A/P - STATE	0.00	0.00	0.00	0.00
90-412	I/G A/P-FEDERAL	0.00	0.00	0.00	0.00
90-421	ACCTS PAYABLE	0.00	0.00	0.00	0.00
90-422	JUDGMENTS PBLE	0.00	0.00	0.00	0.00
90-423	A/P PRIOR YEAR	0.00	0.00	0.00	0.00
90-430	COMP ABS PBLE	0.00	0.00	0.00	0.00
90-431	CONTRACTS PBLE	0.00	0.00	0.00	0.00
90-451	LOANS PAYABLE	0.00	0.00	0.00	0.00
90-471	SUI	14.21	0.00	0.00	14.21
90-472	AXA	0.00	0.00	0.00	0.00
90-481	DEFRRD REVENUES	287.36	0.00	0.00	287.36
90-482	Withholding-FSA	0.00	0.00	0.00	0.00
90-483	Withholding-TSA	0.00	0.00	0.00	0.00
90-484	vision	0.00	0.00	0.00	0.00
90-485	Dental	0.00	0.00	0.00	0.00
90-486	Dependent Care	0.00	0.00	0.00	0.00
90-487	Garnishment	0.00	0.00	0.00	0.00
90-488	TPAF Payable	0.00	0.00	0.00	0.00
90-489	PERS Payable	(0.01)	0.00	0.00	(0.01)
90-490	UNPDT	0.00	0.00	0.00	0.00
90-491	DCRP	0.00	0.00	0.00	0.00
90-499	OTHER CURR LIAB	0.00	0.00	0.00	0.00
90-601	APPROPRIATIONS	0.00	0.00	0.00	0.00
90-602	EXPENDITURES	0.00	0.00	0.00	0.00
90-603	ENCUMBRANCES	0.00	0.00	0.00	0.00



Acct #	Account Title	Opening Balance	Debits	Credits	Balance
90-753	RSV ENC CURR YR	0.00	0.00	0.00	0.00
90-754	RSV ENC PRI YR	0.00	0.00	0.00	0.00
90-760	OTHER RESERVES	0.00	0.00	0.00	0.00
90-770	CE SURPLUS	0.00	0.00	0.00	0.00
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			1,696,030.00	1,696,030.00	

Acct #	Account Title	Opening Balance	Debits	Credits	Balance
91-101	CASH-CHECKING	29,908.47	109,142.68	118,144.93	20,906.22
91-102	Payroll Agency	0.00	0.00	0.00	0.00
91-103	Unemployment	0.00	0.00	0.00	0.00
91-111	INVESTMENTS	0.00	0.00	0.00	0.00
91-114	INTEREST ON INV	0.00	0.00	0.00	0.00
91-121	TAX LEVY RECVBL	0.00	0.00	0.00	0.00
91-131	I/F LOANS REC	0.00	0.00	0.00	0.00
91-132	Interfund Accounts Receivable	(41,660.63)	0.00	0.00	(41,660.63)
91-133	Interdund	38,753.88	0.00	38,753.88	0.00
91-141	STATE A/R	0.00	0.00	0.00	0.00
91-142	FEDERAL A/R	0.00	0.00	0.00	0.00
91-143	OTHER A/R	0.00	0.00	0.00	0.00
91-151	LOANS RECEIVBL	0.00	0.00	0.00	0.00
91-153	OTHER ACC RECBL	0.00	0.00	0.00	0.00
91-199	OTH CURR ASSETS	0.00	0.00	0.00	0.00
91-301	EST REVENUES	0.00	0.00	0.00	0.00
91-302	REVENUES	0.00	0.00	0.00	0.00
91-303	BGTD FUND BAL	0.00	0.00	0.00	0.00
91-402	Interfund Accounts Payable	0.00	0.00	0.00	0.00
91-403	Interfund Payable	0.00	0.00	0.00	0.00
91-411	I/G A/P - STATE	0.00	0.00	0.00	0.00
91-412	I/G A/P-FEDERAL	0.00	0.00	0.00	0.00
91-421	ACCTS PAYABLE	0.00	0.00	0.00	0.00
91-422	JUDGMENTS PBLE	0.00	0.00	0.00	0.00
91-423	A/P PRIOR YEAR	0.00	0.00	0.00	0.00
91-430	COMP ABS PBLE	0.00	0.00	0.00	0.00
91-431	CONTRACTS PBLE	0.00	0.00	0.00	0.00
91-451	LOANS PAYABLE	0.00	0.00	0.00	0.00
91-471	SUI	0.00	0.00	0.00	0.00
91-472	AXA	131.00	9,685.00	6,000.00	(3,554.00)
91-473	AFLAC	380.27	2,128.50	2,028.22	279.99
91-474	AFLAC- Post Tax	0.00	0.00	0.00	0.00
91-481	DEFRRD REVENUES	0.00	0.00	0.00	0.00
91-482	Withholding-FSA	356.40	1,640.00	2,802.63	1,519.03
91-483	Withholding-TSA	0.00	0.00	0.00	0.00
91-484	vision	1,564.77	2,562.45	343.03	(654.65)
91-485	Dental	(2,255.42)	12,158.44	4,238.29	(10,175.57)
91-486	Dependent Care	9,100.50	0.00	789.48	9,889.98
91-487	Garnishment	5,062.51	0.00	560.13	5,622.64
91-488	TPAF Payable	7,624.15	55,887.53	32,709.04	(15,554.34)
91-489	PERS Payable	3,996.16	31,290.67	19,748.44	(7,546.07)
91-490	UNPDT	(0.31)	0.00	0.00	(0.31)
91-491	DCRP	715.02	2,792.34	1,169.54	(907.78)
91-499	OTHER CURR LIAB	326.67	0.00	0.00	326.67
91-601	APPROPRIATIONS	0.00	0.00	0.00	0.00
91-602	EXPENDITURES	0.00	0.00	0.00	0.00

Acct #	Account Title	Opening Balance	Debits	Credits	Balance
91-603	ENCUMBRANCES	0.00	0.00	0.00	0.00
91-753	RSV ENC CURR YR	0.00	0.00	0.00	0.00
91-754	RSV ENC PRI YR	0.00	0.00	0.00	0.00
91-760	OTHER RESERVES	0.00	0.00	0.00	0.00
91-770	CE SURPLUS	0.00	0.00	0.00	0.00
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			227,287.61	227,287.61	

Acct #	Account Title	Opening Balance	Debits	Credits	Balance
95-101	CASH-CHECKING	12,149.80	0.00	0.00	12,149.80
95-111	INVESTMENTS	0.00	0.00	0.00	0.00
95-114	INTEREST ON INV	0.00	0.00	0.00	0.00
95-121	TAX LEVY RECVBL	0.00	0.00	0.00	0.00
95-131	I/F LOANS REC	0.00	0.00	0.00	0.00
95-132	Interfund Receivable	(125.00)	0.00	0.00	(125.00)
95-133	Interfund-Enterprise	0.00	0.00	0.00	0.00
95-141	STATE A/R	0.00	0.00	0.00	0.00
95-142	FEDERAL A/R	0.00	0.00	0.00	0.00
95-143	OTHER A/R	0.00	0.00	0.00	0.00
95-151	LOANS RECEIVBL	0.00	0.00	0.00	0.00
95-153	OTHER ACC RECVBL	0.00	0.00	0.00	0.00
95-199	OTH CURR ASSETS	0.00	0.00	0.00	0.00
95-301	EST REVENUES	0.00	0.00	0.00	0.00
95-302	REVENUES	0.00	0.00	0.00	0.00
95-303	BGTD FUND BAL	0.00	0.00	0.00	0.00
95-411	I/G A/P - STATE	0.00	0.00	0.00	0.00
95-412	I/G A/P-FEDERAL	0.00	0.00	0.00	0.00
95-421	ACCTS PAYABLE	0.00	0.00	0.00	0.00
95-422	JUDGMENTS PBLE	0.00	0.00	0.00	0.00
95-423	A/P PRIOR YEAR	0.00	0.00	0.00	0.00
95-430	COMP ABS PBLE	0.00	0.00	0.00	0.00
95-431	CONTRACTS PBLE	0.00	0.00	0.00	0.00
95-451	LOANS PAYABLE	0.00	0.00	0.00	0.00
95-481	DEFRRD REVENUES	2,909.00	0.00	0.00	2,909.00
95-499	OTHER CURR LIAB	0.00	0.00	0.00	0.00
95-601	APPROPRIATIONS	0.00	0.00	0.00	0.00
95-602	EXPENDITURES	0.00	0.00	0.00	0.00
95-603	ENCUMBRANCES	0.00	0.00	0.00	0.00
95-753	RSV ENC CURR YR	0.00	0.00	0.00	0.00
95-754	RSV ENC PRI YR	0.00	0.00	0.00	0.00
95-760	OTHER RESERVES	0.00	0.00	0.00	0.00
95-770	CE SURPLUS	9,115.80	0.00	0.00	9,115.80
			<hr/>	<hr/>	
			0.00	0.00	

## 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:3823	11/4/20	Worrall Communications Newspapers, Inc.			
		Public Notice 10/29	50.28	P202100032	11-190-100-890-000-049
		Public Notice 10/15	47.40	P202100032	11-190-100-890-000-049
Total Check Amount:			97.68		
A:3824	11/4/20	Verizon Fios			
		Fios Gig Connection 20-21	647.86	P202100080	20-477-200-600-000-000
A:3825	11/4/20	SHRM			
		Professional Membership 2/1/2021-1/31/2022	219.00	P202100089	11-000-262-890-000-075
A:3826	11/4/20	Selective Insurance Company of America			
		Liability	5,159.00	P202100065	11-000-262-520-000-070
A:3827	11/4/20	New Jersey Manufacturers Insurance Company			
		2020-2021 Insurance	2,968.00	P202100060	11-000-291-260-000-054
A:3828	11/4/20	Link High Technologies Inc.			
		Nov 2020 Tech Service	4,000.00	P202100033	11-190-100-320-000-045
		Nov 2020 Monthly Antivirus	700.00	P202100033	11-190-100-320-000-045
		Nov 2020 Datto Monthly Service	561.25	P202100033	11-190-100-320-000-045
Total Check Amount:			5,261.25		
A:3829	11/4/20	Maschio's Food Service Inc.			
		Sept 2020 Food Service Expenses	15,651.49	P202100049	60-910-310-600-000-000
A:3830	11/4/20	Delta-T Group North Jersey, Inc.			
		8/26-8/27 Paras	826.00	P202100090	20-231-100-300-000-096
		9/2-9/3 Paras	826.00	P202100090	20-231-100-300-000-096
		9/8-9/11 Paras	1,546.11	P202100090	20-231-100-300-000-096
		9/14-9/18 Paras	1,932.27	P202100090	20-231-100-300-000-096
		9/21-9/25 Paras	1,969.15	P202100090	20-231-100-300-000-096
		2020-2021 Paras	2,015.48	P202100090	20-231-100-300-000-096
		9/28-10/2 Paras	1,947.02	P202100090	20-231-100-300-000-096
		10/19-10/23 Paras	2,015.76	P202100090	20-231-100-300-000-096
		10/13-10/16 Paras	1,555.86	P202100090	20-231-100-300-000-096
		10/5-10/9 Paras	1,985.98	P202100090	20-231-100-300-000-096
Total Check Amount:			16,619.63		
A:3831	11/4/20	Turnitin, LLC			
		Turnin Feedback studio w/ online training sessio	2,250.00	P202100056	11-190-100-320-000-045
A:3832	11/4/20	Success Communications Group			
		10/27 Advertisment/Public Notice	284.41	P202100031	11-000-240-500-000-068
		10/08 Advertisment/Public Notice	273.47	P202100031	11-000-240-500-000-068
Total Check Amount:			557.88		

## 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:3833	11/4/20	The Goodkind Group, LLC			
		Paraprofessionals	7,127.26	P202100063	20-231-100-300-000-096
		Paraprofessionals wk end 10/25	6,776.63	P202100063	20-231-100-300-000-096
		Paraprofessionals wk end 10/18	5,230.88	P202100063	20-231-100-300-000-096
		Paraprofessionals wk 10/11	6,015.78	P202100063	20-231-100-300-000-096
		Total Check Amount:	25,150.55		
A:3834	11/4/20	LINK EDUCATION PARTNERS, INC			
		2020-2021 Rent Expenses	9,311.71	P202100018	11-000-262-441-000-069
A:3835	11/4/20	MACHADO LAW GROUP			
		AUG 2020 Legal Services	1,816.00	P202100075	11-000-230-331-000-055
		July 2020 Legal Services	2,304.00	P202100075	11-000-230-331-000-055
		Total Check Amount:	4,120.00		
A:3836	11/4/20	INVO HEALTHCARE ASSOCIATES			
		Sept 2020 SLP	4,646.00	P202100091	20-250-200-300-000-097
A:3837	11/4/20	Avaya Inc.			
		2020-2021 Phone/Voicemail Service	130.50	P202100024	11-000-230-530-000-057
A:3838	11/4/20	Blick Art Materials			
		2020-2021 Art Supplies	586.05	P202100073	11-190-100-610-000-047
A:3839	11/4/20	CIT			
		2020-2021 Copier	5,969.87	P202100062	11-000-240-500-000-068
A:3840	11/4/20	City of Newark Division of Water			
		Oct 2020 Water Expenses	220.53	P202100027	11-000-262-620-000-074
A:3841	11/4/20	Optimum			
		Internet Service 2020-2021	146.26	P202100007	11-000-230-530-000-057
A:3842	11/4/20	PSE&G			
		2020-2021 Energy Costs	3,452.90	P202100029	11-000-262-620-000-074
A:3843	11/4/20	Quadient Finance USA, Inc.			
		2020-2021 Postage	690.63	P202100092	11-000-262-890-000-075
A:3844	11/4/20	School Health Corp			
		2020-2021 Health & Safety Supplies	32.30	P202100052	11-190-100-610-000-047
		2020-2021 Health & Safety Supplies	32.30	P202100052	11-190-100-610-000-047
		Total Check Amount:	64.60		

## 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>
A:3845	11/4/20	Staples Advantage			
		2020-2021 School Supplies	52.30	P202100017	11-190-100-610-000-047
		2020-2021 School Supplies	298.39	P202100017	11-190-100-610-000-047
		2020-2021 School Supplies	940.00	P202100017	11-190-100-610-000-047
		2020-2021 School Supplies	49.03	P202100017	11-190-100-610-000-047
		2020-2021 School Supplies	148.99	P202100017	11-190-100-610-000-047
		2020-2021 School Supplies	119.99	P202100017	11-190-100-610-000-047
		2020-2021 COVID School Supplies	90.38	P202100053	11-000-262-890-000-075
		2020-2021 COVID School Supplies	4.74	P202100053	11-000-262-890-000-075
		2020-2021 COVID School Supplies	269.98	P202100053	11-000-262-890-000-075
		2020-2021 COVID School Supplies	437.09	P202100053	11-000-262-890-000-075
		2020-2021 COVID School Supplies	24.90	P202100053	11-000-262-890-000-075
		2020-2021 COVID School Supplies	(999.95)	P202100053	11-000-262-890-000-075
		2020-2021 COVID School Supplies	2,899.90	P202100053	11-000-262-890-000-075
		2020-2021 COVID School Supplies	18.96	P202100053	11-000-262-890-000-075
		2020-2021 COVID School Supplies	6.12	P202100053	11-000-262-890-000-075
Total Check Amount:			4,360.82		
A:3846	11/4/20	Teach For America			
		2020-2021 Corp Fees	4,000.00	P202100094	11-190-100-890-000-049
A:3847	11/5/20	Megan Siebecker			
		Fingerprint reimbursement	66.05	P202100095	11-000-230-890-000-063
A:3848	11/5/20	Matthew Williams			
		Fingerprint Reimbursement	66.05	P202100096	11-000-230-890-000-063
D:1153	11/5/20	AXA EQUITABLE-EQUI-VEST			
		November contributions	2,070.00	91 - 472	AXA
D:1154	11/5/20	AFLAC			
		Nov prem	679.07	91 - 473	AFLAC
A:1088	11/8/20	Suzanne Dandie			
		Pension adj	4,274.28	91 - 489	PERS Payable
A:3517	11/9/20	Horizon BCBS			
		2020-2021 Health Insurance	38,767.63	P202100001	11-000-291-270-000-054
A:3822	11/9/20	The Learning Internet Inc.			
		Digital Literacy Curriculum and Assessment	1,466.25	P202100068	11-190-100-320-000-045
A:3850	11/9/20	Maria Paradiso			
		Instructional Supplies	88.55	P202100054	11-190-100-610-000-047
		Supply purchases	1,369.08	P202100067	11-190-100-610-000-047
Total Check Amount:			1,457.63		
A:3851	11/9/20	AT&T Mobility			
			5,863.85	P202100097	20-293-100-600-000-098
		Hot spots & cellular phones	11,999.63	P202100097	20-293-100-600-000-098
Total Check Amount:			17,863.48		

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>
		The Grand Total of all Checks from Fund 11 is:	91,390.29		
		The Grand Total of all Checks from Fund 20 is:	64,927.52		
		The Grand Total of all Checks from Fund 60 is:	15,651.49		
		The Grand Total of all Checks from Fund 91 is:	7,023.35		
<b>The Grand total of all checks for this period is:</b>			178,992.65		

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.

<b><u>General Information:</u></b>			
Charter/Renaissance School Name:	Link Community Charter School		
School Business Administrator:	Bima Baje		
Treasurer/Preparer of Bank Reconciliation:	Leslie Baynes		
<b><u>Enrollment:</u></b>			
Current Enrollment:	305		
Budgeted Enrollment:	312		
Maximum Enrollment:	312		
<b><u>Accounting/Reporting:</u></b>	<b><u>YES</u></b>	<b><u>NO</u></b>	<b><u>Comments</u></b>
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?	√		
<b><u>Continuation - Accounting/Reporting:</u></b>	<b><u>YES</u></b>	<b><u>NO</u></b>	<b><u>Comments</u></b>

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?	√		
<b><u>Pensions and Health Benefits:</u></b>	<b><u>YES</u></b>	<b><u>NO</u></b>	
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: Maria Pilar Paradiso

Print Name: Bima Baje

Email: mparadiso@linkshool.org

Email: bbaje@linkschool.org

Telephone: 973-642-0529

Telephone: 973-642-0529

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**Date Board Resolution Passed:** \_\_\_\_\_