

**LINK COMMUNITY CHARTER SCHOOL
BOARD OF TRUSTEES MEETING
October 16, 2023, 6:30 PM
In-Person
Link Community Charter School
23 Pennsylvania Avenue, Newark, New Jersey 07114**

Approved Minutes

LINK COMMUNITY CHARTER SCHOOL MISSION

Link Community Charter School will provide an outstanding elementary and middle school education for learners of all academic abilities by developing the mind, body and spirit through a strong curriculum, experiential learning, immersion in the arts, and an enduring commitment to Core Values; this will allow them to be successful in competitive high schools and become responsible and resourceful citizens who give back to others.

CALL TO ORDER

The regular meeting of the Link Community Charter School Board of Trustees was called to order by Richard Marshall, Board Chair, at 6:49pm.

FLAG SALUTE

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 Ledger* and *nj.com*, *Irvington Herald*, *East Orange Record*, *Orange Transcript*, and *Essex Daily News* on August 22, 2023; by email to the city clerks of, East Orange, Irvington, and Orange, and the county superintendent of education on August 22, 2023 and by mail on August 22, 2023 to the city clerk of Newark; by posting notice on the school website; and by communicating same to the Board of Trustees.

ROLL CALL

Member	Present	Absent
Barnett, Ms.	√	
Daughtry, Ms.	√	
Ebanks, Ms.	√	
Fox, Ms.	√	
Key, Mr.	√	
Marshall, Mr.	√	
Naar, Mr.		√

IN ATTENDANCE: NON-VOTING STAFF/BOARD ATTORNEY

Maria Pilar Paradiso, Head of School
Debbie Paczkowski, Board Recording Secretary
Bima Baje, School Business Administrator
Leslie Baynes, Chief Operating Officer
Christine Martinez, Esq., Board Attorney
Sharon Machrone, Director of Communications

APPROVAL OF MINUTES

Resolution #101623-01: Be it Resolved that the Board of Trustees accepts and approves the minutes of the regular board meeting held on September 18, 2023.

Moved by Ms. Ebanks

Second by Ms. Barnett

Discussion: None

Vote: Voice; passed unanimously

APPROVAL OF AGENDA

Resolution #101623-02: Be it Resolved that the Board of Trustees accepts and approves the agenda for the regular board meeting on October 16, 2023.

Moved by Ms. Ebanks

Second by Ms. Barnett

Discussion: None

Vote: Voice; passed unanimously

PRESENTATION

- Newark Common App, Ms. Sharah Yan

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 there are no members of the public wishing to speak, Mr. Marshall closed the public comment portion of this meeting.

ACKNOWLEDGMENT OF CORRESPONDENCE

None.

HEAD OF SCHOOL

- Monthly School Update

Ratification of resignation

Resolution #101623-03: Be it Resolved that the Board of Trustees ratifies the resignation of Claire Snyder, 8th Grade ELA teacher for the 2023-24 school year, effective October 27th, 2023, as recommended by the head of school.

Moved by Ms. Ebanks

Second by Ms. Barnett

Discussion: None

Vote: Voice; passed unanimously

Approval of field trips

Resolution #101623-04: Be it Resolved that the Board of Trustees approves the following field trips, as recommended by the head of school.

Grade	Trip	Date/Time	Location	Funded by	Transportation
K-2	Apple Picking	Wednesday, October 11, 2023 9am-2pm	1 Alstede Farms Lane, Chester, NJ 07930	LEP	Hired bus
5 th -6 th Grade	Apple Picking	Thursday, October 12, 2023 9am-2pm	1 Alstede Farms Lane, Chester, NJ 07930	LEP	Hired bus
6 th Grade	Slam Dunk the Junk	Monday, October 16, 2023 10:00am	Lincoln Park, Newark, NJ	N/A	Walk
Selected 8 th Grade Students	Multicultural Teen Mentoring	Thursday, October 26, 2023	Novartis, 1 health Plaz, East Hanover	LEP	Hired Bus
2 nd Grade	Sandy Hook	Thursday, May 2, 2023	22 Magruder Road, Fort Hancock, NJ 07732	LEP	Hired Bus
K	Turtle Back Zoo	Thursday, May 23, 2023	560 Northfield Ave West Orange, NJ 07052	LEP	Hired Bus
2 nd Grade	Mighty Writers	Wednesday, November 01, 2023 10am-11am	59 Lincoln Park Newark, NJ	LEP	Walk
2 nd Grade	Mighty Writers	Thursday, November 02, 2023 10am-11am	59 Lincoln Park Newark, NJ	LEP	Walk
1 st Grade	Mighty Writers	Tuesday, December 12, 2023 10am-11am	59 Lincoln Park Newark, NJ	LEP	Walk

1 st Grade	Mighty Writers	Wednesday, December 13, 2023 10am-11am	59 Lincoln Park Newark, NJ	LEP	Walk
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Moved by Ms. Ebanks

Second by Ms. Barnett

Discussion: None

Vote: Voice; passed unanimously

Approval of change in date field trips

Resolution #101623-05: Be it Resolved that the Board of Trustees approves the following updated date for the following field trips, as recommended by the head of school.

Grade	Trip	Date/Time	Location	Funded by	Transportation
8 th Grade	Outdoor Adventure with Project U.S.E. (2 teams per day)	Wednesday, October 11, 2023, and Thursday, October 12, 2023 8:30 am – 2:45 pm	Wildcat Mountain Wilderness Center Hewit, NJ	LEP	Hired Bus

Moved by Ms. Ebanks

Second by Ms. Barnett

Discussion: None

Vote: Voice; passed unanimously, one abstention, Mr. Key

Approval of stipend

Resolution #101623-06: Be it Resolved that the Board of Trustees approves the following stipend as recommended by the head of school.

Name	Title	Stipend	Instructional Responsibility
Jasmine Seegers	7 th & 8 th Grade Literacy Interventionist and Department Coordinator	\$525	Summer intervention/instructional planning

Moved by Ms. Ebanks

Second by Ms. Barnett

Discussion: None

Vote: Voice; passed unanimously

The following motions were handled with one vote:

Approval of CSAL membership

Resolution #101623-07: Be it Resolved that the Board of Trustees approves the application to the Charter School Athletic League (CSAL) for interschool athletics for the 2023-2024 school year, as recommended by the head of school.

Approval for payment of stipend

Resolution #101623-08: Be it Resolved that the Board of Trustees approves the payment of stipend of \$2,500 for Chris Kennedy as Athletic Director for the 2023-2024 school year, as recommended by the head of school.

Approval to transport students

Resolution #101623-09: Be it Resolved that the Board of Trustees approves members of the school's athletic teams will be transported to games at the New Community Center on Hayes Street in Newark, to competitors' schools, or to other appropriate facilities (such as a park for soccer games) in accordance with the schedule set by the Newark Charter School Athletic League, with the understanding that Link Education Partners will fund such transportation and that parents are responsible for transporting students from the games to home, except when games are not in Newark, except for the 2023 winter Basketball Season, as recommended by the head of school.

Moved by Ms. Ebanks

Second by Ms. Barnett

Discussion: None

Vote: Voice; passed unanimously

Motion to Table Resolutions #101623-10 and #101623-11**Approval of curriculum for grades 7-8**

Resolution #101623-10: Be it Resolved that the Board of Trustees approves the curriculum for 7th & 8th Grade Financial Literacy, as recommended by the head of school.

Approval of Uniform State Memorandum of Agreement

Resolution #101623-11: Be it Resolved that the Board of Trustees approves the signing of and accepts compliance with the Uniform State Memorandum of Agreement Between Education and Law Enforcement (2019 revisions), as recommended by the head of school.

Moved by Ms. Ebanks

Second by Ms. Barnett

Discussion: None

Vote: Voice; passed unanimously

Education Committee

- Committee Report

Governance Committee

- Committee Report

The following motions were handled with one vote:

Approval of the first reading of policy and regulation revision

Resolution #101623-12: Be it Resolved that the Board of Trustees approves the first reading of the revision to the following policies and regulations, as recommended by the Governance Committee:

P2270 Religion in Schools (Revised, Recommended)
P 3161 Examination for Cause (Revised, Recommended)
P & R 3212 Attendance (Revised, Mandated)
P 3324 Right of Privacy (Revised, Suggested)
P 4161 Examination for Cause (Revised, Recommended)
P & R 4212 Attendance (Revised, Mandated)
P 4324 Right of Privacy (Revised, Suggested)
P 8500 Food Services (Revised, Mandated)
P & R 5230 Early Dismissal (Revised, Recommended)
P & R 5240 Tardiness (Revised, Recommended)

Approval to abolish policies and regulations

Resolution #101623-13: Be it Resolved that the Board of Trustees approves abolishing the following policies/regulations, as recommended by the Governance Committee:

P 8540 School Nutrition Programs
P 8550 Meal Charges/Outstanding Food Service Bill

Moved by Ms. Ebanks

Second by Ms. Barnett

Discussion: None

Vote: Voice; passed unanimously

Approval to change retreat date

Resolution #101623-14: Be it Resolved that the Board of Trustees approves postponing the board retreat that was to be held on Saturday, October 28, 2023, till Saturday, December 02, 2023, as recommended by the Governance Committee.

Moved by Ms. Ebanks

Second by Ms. Barnett

Discussion: None

Vote: Voice; passed unanimously

Community Engagement Committee

None.

Finance Committee

- **Committee Report**

The following motions were handled with one vote:

Approval of financial reports

Resolution #-101623-15: Be it Resolved that the Board of Trustees accepts and approves the Board Secretary Report and the Treasurer's Report for the month ending September 30, as recommended by the school business administrator.

Approval of bills for payment

Resolution #101623-16: Be it Resolved that the Board of Trustees approves for payment the bills for goods and services provided to Link Community Charter School as listed in the attached Bill List, as recommended by the school business administrator.

Approval of budget transfer

Resolution #101623-17: Be it Resolved that the Board of Trustees approves the attached budget transfer, as recommended by the school business administrator.

Moved by Ms. Ebanks

Second by Ms. Barnett

Discussion: None

Vote: Voice; passed unanimously

OLD BUSINESS

None.

NEW BUSINESS

Approval of Newark Common App

Resolution 101623-18: Be it Resolved that the Board of Trustees approves joining the Newark Common App for the 2024-2025 school year enrollment at a cost of \$8 per student, pending attorney review, as recommended by the head of school.

Moved by Ms. Ebanks

Second by Ms. Barnett

Discussion: None

Vote: Voice; passed, one objection, Ms. Daughtry

ANNOUNCEMENTS

The next regular board meeting will be on Monday, November 20, 2023.

Board retreat will be on Saturday, December 02, 2023, 9am-12pm at 230 Halsey Street.

MOTION TO ADJOURN

Moved by Ms. Ebanks

Seconded by Ms. Barnett

Vote: Voice; passed unanimously

The meeting was adjourned at 8:41 pm.

These minutes represent a record of actions taken by the Board of Trustees during the meeting and a summary of the discussions that took place. The minutes are not intended to be, nor are they, a verbatim record of the discussion on a particular item.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Debra Paczkowski', with a long horizontal flourish extending to the right.

Debra Paczkowski, Board Recording Secretary

Date: November 19, 2023

Approved by the Link Community Charter School Board of Trustees: December 18, 2023

NEWARK
COMMON
APP

Newark Common App + Link

October 2023

NCA Year 1 Overview



Agenda

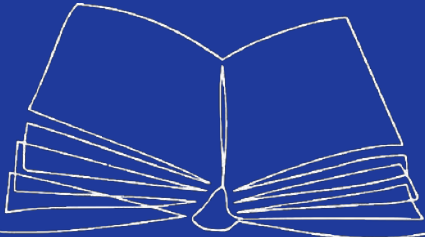
NCA Overview

System Process and Policies

Timeline

Data from Year 1

NCA System Overview: Policies and Process



The Newark Common App Approach (1 of 6): System Priorities

Accessible and Straightforward System for Families

System is easy for families to use and promotes equitable enrollment. Prioritize a simple/quick application and provide support to families.



Continuous Improvement and Growth

We prioritized designing a system that could feasibly be implemented in year 1 and are now working to collect feedback in order to grow and improve the system, based on school and family feedback.



Sustainability

Must be financially sustainable *and* help schools meet their enrollment goals. This drives key decisions around staffing and tech, and schools contribute based on their enrollment.



Communications & Transparency

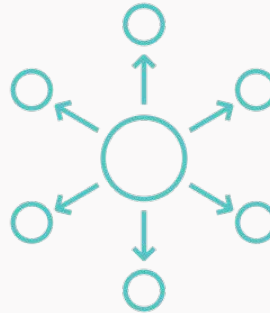
Ensure Newark families know about and understand the system. Share information and outcomes openly with schools and parents.



The Newark Common App Approach (2 of 6): System Overview



Families complete 1 **simple** application, receive 1 offer in a **common lottery**; Includes preferences for equity



Small org. (subsidiary of NJCF), with schools driving policy decisions and supporting implementation.



Common enrollment team, schools, My Schools Newark. **work together to provide better service** for families year-round

The Newark Common App Approach (3 of 6): Common App & Lottery

More than just an application, the Newark Common App is an enrollment process which includes a common application and single-best-offer common lottery.

Step 1: Common Application

When the application opens for “Phase 1”, families apply to up to 5 schools of their choice on one application.

Families rank schools in order of their preference.

Step 2: Common Lottery

The NCA team processes apps in **one common lottery** which matches students with **one school** from their app, the highest choice with space.

The lottery **includes preferences** for students with IEPs, Free Lunch, ELL, & homeless students.

Step 3: Waitlist & Ongoing App

Students are **added to the waitlist** for any schools higher on their list than the school they are matched to in the lottery.

New students can **continue to apply as part of “Phase 2”**. These students are added to the waitlist so schools can make offers if and when space opens up.

Step 4: Registration in Schools

Once an offer is made through the NCA, families work **directly with schools to complete registration** and begin at their new school.

The registration process is managed individually by each school.

The Newark Common App Approach (4 of 6): Family Support

Our goal is to make sure families have a seamless experience and that schools have the access they need to support families through the process. To ensure families are well supported while maintaining a small central team, **both participating schools and the NCA team** provide direct support to parents.

Newark Common App Team

- Online school finder tool
- Family support events (e.g., school fairs) and direct guidance to families online and in person
- Train and support schools to assist families
- Daily, direct communication with families
- Resolve escalated issues from schools

Participating Schools

- First point of contact for families
- Directly enroll in your school
- Support families in completing the application
- Marketing for your school
- Manage your school's data in enrollment tech system

The Newark Common App Approach (5 of 6): Non-Newark Applicants

While Newark is our primary focus, we are committed to serving all communities served by participating schools. Since we last met we've thought about how we can increase our support and have spoken with schools that serve non-Newark students.

Supporting Non-Newark Students: Year 1

- Allowed current region-of-residence schools to **fill all seats and grow their Newark applicant pool**, particularly in elementary school where many parents want a school closer to home
- Without targeting students outside Newark we received **25% non-Newark apps**, so expect this to grow
- More diverse group of applicants (race/ethnicity, neighborhood, needs) than an individual school application

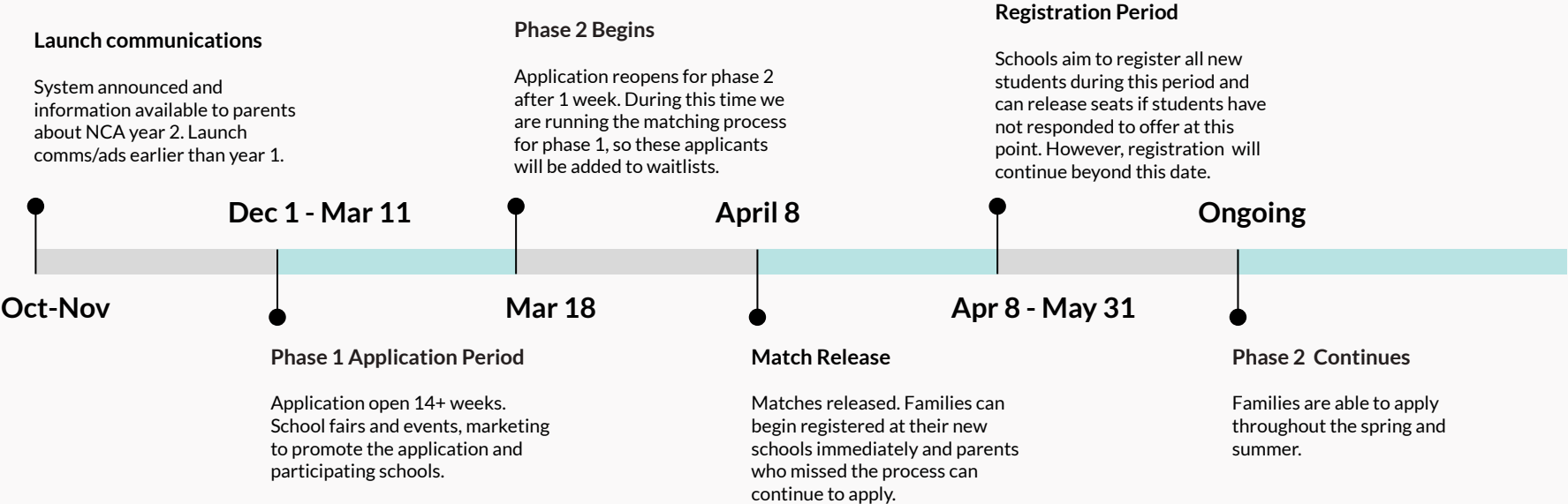
Added Support for Year 2

- In year 2, we plan to **expand our geographic targeting** for **digital and bus ads** to add key locations outside Newark. We will ask you for input on target locations
- We provide a **\$10K** for schools to expand marketing individually, which can be used to support non-Newark communications
- We expect **two new schools** to join the Newark Common App, including one school which serves the entire region

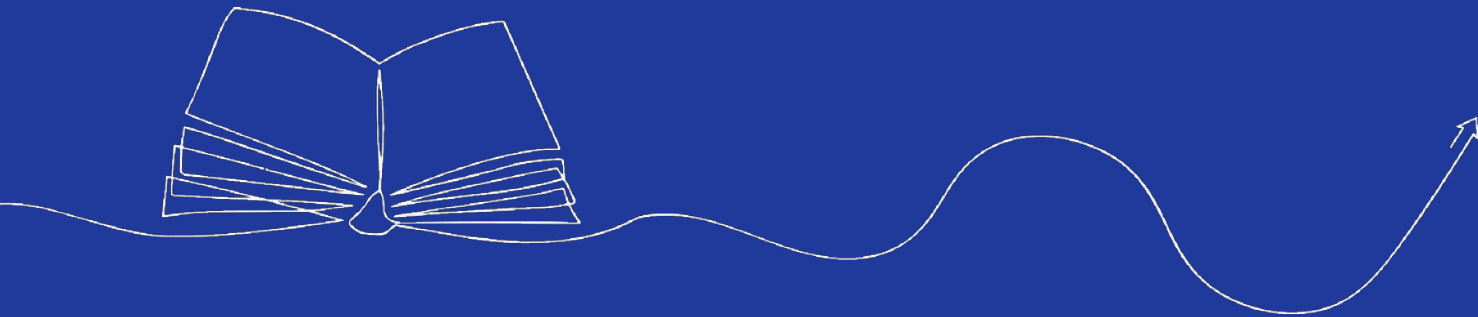
The Newark Common App Approach (6 of 6): Timeline for Year 2

Since we last met we have finalized our timeline and MOU for year 2, based on feedback from participating schools.

Participating schools are planning to bring the MOU to their boards for a vote in October.



NCA System Overview: Year 1 Results

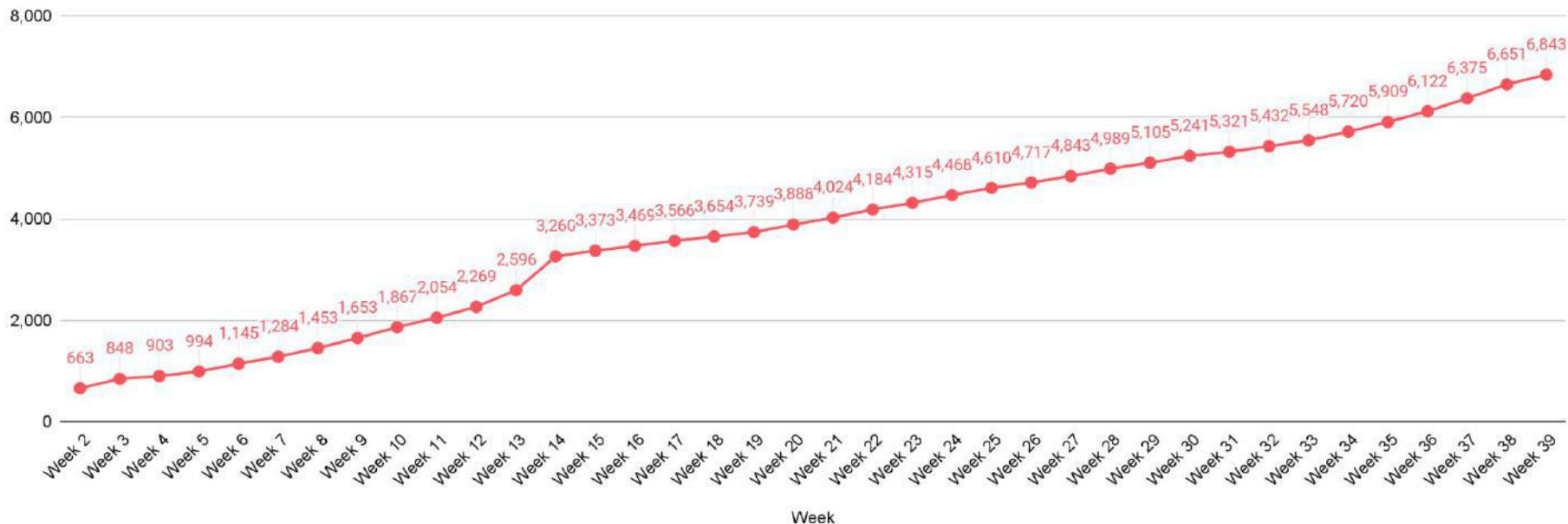


Year 1 Results (1 of 3)

Preliminary Draft

We received 3,400 applications in Phase 1 and continue to receive applications - we are now over 6,800 and have received an average of 140 applications weekly in Phase 2. About 1,600 students have applied for Kindergarten, about a quarter of total applications.

Applications by Week: Phase 1 and 2

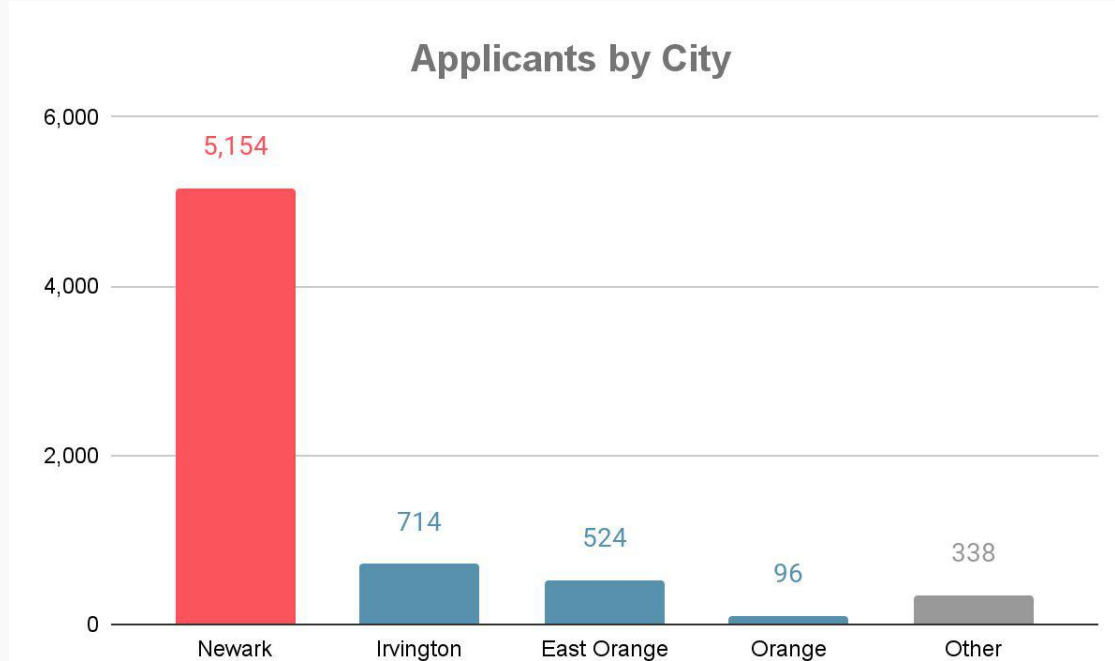


Data as of 9/1/2023

Year 1 Results (2 of 3)

We receive **25% of applications** from outside Newark, primarily from Irvington, East Orange, and Orange, and are **equipped to support schools who serve other cities**.

We are expanding our marketing efforts for next year and plan to **include all areas our participating schools serve**.



Year 1 Results (3 of 3): Feedback from Participating Schools

The experience of our participating schools has been overwhelmingly positive.

Highlights include:

- Meeting or exceeding enrollment goals
- Receiving more matches this year than in the previous few years with Newark Enrolls
- Very high satisfaction with the collaborative experience, particularly with customer service
- Lots of communication and transparency with the system administrator
- Timeline was adhered to - no delays or significant time when the system was down
- More diverse group of applicants (race/ethnicity, neighborhood, program needs) than when using an individual school application

Feedback on this year:

- More focus on marketing and communications
- Address minor issues with the technical system (e.g. shorten time to export reports)

Priorities for Year 2:

- Additional physical ads
- Continued enhancements with Avela (e.g. notes section for schools to use on applications)

NEWARK
COMMON
APP

Thank you!



Head of School Report October, 2023

Link Enrollment:

Grade Level	Approved Enrollment for 2023-24	Enrolled for 23/24 As of 6/12	Remaining Seats
K	50	41	10
1	50	39	10
2	50	45	6
5	50	44	3
6	50	54	0
7	50	52	0
8	80	82	0
Total	380	361	29
	K-5, 200 6-8, 180	K-5, 171 6-8, 190	K-5, 29 seats 6-8, 0 seats

Student Recruitment and Enrollment:

- We have evaluated costs and continuing bus ads but taking a pause on billboards until late winter.

Staffing:

- We have 4 remaining openings:
 - Math teacher (7th)
 - Science teacher (7th)
 - ELA interventionist (5th and 6th)

HIB

- No reports

Health and Safety Update:

- COVID protocol

Curriculum:

- 2nd grade curriculum and programming will be presented at the December meeting.
- We will be reviewing the Financial Literacy curriculum next.

NJSLA/Testing

- Completing NWEA in late October/early November

Academic Program

- The second grade program is up and running. Both teachers are new to Link, as are many of the 2nd graders.

Instructional Coaching

- We continue to work with our two instructional coaches.

Special Programming

- Looking at involving parents more as chaperones, particularly with our younger grade level field trips.

Summer Programming

- We will be spending the next couple of months evaluating our plans for Summer 2023, considering location and programming.

High School Placement

- The director has met with most families and the class is underway.

Strategic Planning Updates

- No updates at this point but the principal and head of school are setting up regular meetings with our consultants.

CSP

- The grant provided for expenditures through the end of September. The business office has been finalizing submission of documentation and closing out the grant.

Link Community Charter School
Board of Trustees
Education Committee Report
Thursday, October 12, 2023 @ 4:30pm

ATTENDEES:

- Jeffrey Key
- Marcina Fox
- Hannah Kennedy

The discussion at the meeting focused on updates from the start of the school year, progress on operations at the new school building, and updates about continuing professional development efforts and instructional culture for teachers.

TOPIC 1. Priority Openings for Hiring Additional Teachers

- **7th Grade Math and Science Teachers**
- **5th and 6th Grade ELA Interventionists**
- **7th Grade Math Interventionist**
- **Any board support, recommendations, or referrals for these positions would be incredibly helpful.**

TOPIC 2. Updates on Instruction & Professional Development for Teachers

- Teachers continue to receive training and support in using student data from various sources to plan their instruction and develop individualized plans for students.
- A new data platform, LinkIt, has been implemented to allow teachers to easily view and review this data, and use it to collaborate with other instructors as needed to coordinate for each student.
- School leadership is working on developing a balance between professional development opportunities and also providing teachers with the time/space they need to complete classroom, data review, and administrative tasks.
- Plans are in place to move forward with furnishing and outfitting Zen Rooms at each building for teachers to have a dedicated, quiet space to go during the day as needed to relax and decompress. Hopefully we will create an Amazon Wish List to enable board members to other supporters to donate furniture and other needed items for these rooms.
- The gifted & Talented program is continuing to be developed and planned - Vice Principal will be out on maternity leave and the planning will continue being carried out by our other Vice Principal.

TOPIC 3. Updates on Student and Teacher Spaces at Both Buildings

- Plans are in place to move forward with furnishing and outfitting Zen Rooms at each building for teachers to have a dedicated, quiet space to go during the day as needed to relax and decompress. Hopefully we will create an Amazon Wish List to enable board members to other supporters to donate furniture and other needed items for these rooms.
- At the new building with the 7th and 8th graders, we'd like to prepare and furnish a room to serve as a student lounge so they have a space of their own that they will be responsible for ownership and care of. This will address the issue of having a large number of students in the gym for recess, and allow students who want a quieter, more relaxed environment to use that space.

UPCOMING EVENTS AND AREAS FOR BOARD SUPPORT

- LINK will be recognizing November as National Gratitude Month.
- LINK is looking for potential presenters for National Career Development Month; presentations would be from 8:15 AM to 8:45 AM at Circle for students. If you have suggestions for potential presenters, you can share that information with Mrs. Kennedy.
- Fall Festival Events for Students (volunteers needed) - all dates are 3:00pm - 5:00pm:
 - 11/3
 - 11/16
 - 11/17
- School Community Service Day (various locations in Newark) - 11/22

Link Community Charter School
Board of Trustees
Governance Committee Report
October 10, 2023

Attendees: M. Paradiso, D. Paczkowski, S. Machrone, J. Key, R. Marshall, S. Ebanks

- ❖ Referrals for nominations of new board members
 - Richard and Maria interview someone to be nominated as a new member.
 - Still in need of an LPA rep for the Board. Maria will reach out to a few parents who have been active this school year.
- ❖ Review Committees
 - Two for the board committees still need members.
 - New board member will be place on one of the committees.
- ❖ Board Retreat Date Change
 - New retreat date will be Saturday December 2nd from 9-12PM
- ❖ Policies and Regulations
 - Sharon discussed the revisions to the Board's bylaws and school's policies that will be voted on at the next Board meeting.
- ❖ Universal Enrollment Program
 - Link was approached by Newark Common app to join to help make enrollment more accessible.
 - The organization is looking for two new schools to join.
 - Maria will arrange for a representative to give a presentation to the Board on the benefits of joining the program.
 - An annual fee is required to join.
 - The organization provides a \$10,000 grant to help the school with recruitment.
 - It was successful with a few minor issues, but it was overall good for the students and staff.

SUMMARY OF POLICIES AND REVISIONS FOR OCTOBER AND NOVEMBER 2023 – ADDENDUM

P & R 5230 Early Dismissal (Revised, Recommended)

Revised to align with current early dismissal practices. Eliminated Late Arrivals as redundant to P & R 5240.

P & R 5240 Tardiness (Revised, Recommended)

Revised to strengthen attendance by outlining the consequences of tardiness.

5230 LATE ARRIVAL AND EARLY DISMISSAL

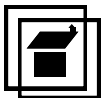
The Board of Trustees requires that students be in attendance for the full school day in order to benefit from the instructional program. That requirement will be waived only when compelling circumstances require that a student be ~~late to school pursuant to pol/reg 5240 or~~ dismissed from school before the end of the school day.

The Principal may excuse for cause the early dismissal of a student on the prior written request of the student's parent(s) or legal guardian(s). Good cause may include, but need not be limited to, medical and dental appointments that cannot be scheduled outside the school day, medical disability, interviews for high school entrance or employment, and court appearances.

No student will be permitted to leave the school before the end of the school day except in the presence of the student's parent(s) or legal guardian(s), or an agent of the parent(s) or legal guardian(s) who has written authorization, or in the custody of agents of the State acting in their legal capacity.

The Principal shall maintain a record of the parent(s) or legal guardian(s) of each student. If one parent has been assigned sole custody of the student by court order or separation agreement and wishes to limit the noncustodial parent's access to the student, the parent in custody must inform the Principal of any such limitation and may request that his/her authorization be required before the noncustodial parent is granted access. If one parent has been granted a temporary restraining order limiting access to a student, a copy shall be furnished to the school. In the absence of such notice, the Principal will presume that a student may be released into the care of either parent.

Adopted: 10 June 2014



REGULATION

LINK COMMUNITY CHARTER SCHOOL BOARD OF EDUCATION

STUDENTS

R 5230/Page 1 of 4

LATE ARRIVAL AND EARLY DISMISSAL

R 5230 LATE ARRIVAL AND EARLY DISMISSAL

A. Definitions

1. ~~“Late arrival” means the arrival of a student after the beginning of the student’s school day for an excused purpose. A late arrival is not an instance of tardiness for the purpose of applying Regulation No. 5240.~~
2. “Early dismissal” means the release of a student from school prior to the end of the student’s school day for an excused purpose; “early dismissal” includes the release of a student for a period of time that occurs during the student’s school day. An early dismissal is not an absence for the purpose of applying Regulation No. 5200.
3. ~~“Dismissal from class” means a student’s brief absence from his/her assigned class for a reason that has been approved in advance. A “dismissal from class” is not a class “cut” for the purpose of applying Regulation No. 5200.~~

B. Acceptable Excuses

The following circumstances justify a student’s ~~late arrival~~. **early dismissal**. The list is not meant to be exhaustive, and the Head of School or designee should use his/her best judgment in determining whether or not there is good cause for the student’s ~~late arrival~~. **early dismissal**.

1. The student’s disability from illness or injury, including any necessary emergency visits to a physician or dentist;
2. A bona fide family emergency;
3. The observance of a religious holiday;
4. Religious instruction;
5. Medical or dental appointment that cannot be scheduled at a time other than during the school day;
6. The student’s required attendance in court;



REGULATION

LINK COMMUNITY CHARTER SCHOOL

BOARD OF EDUCATION

STUDENTS

R 5230/Page 2 of 4

LATE ARRIVAL AND EARLY DISMISSAL

7. An interview with an admissions officer of a high school.

~~C. Late Arrival~~

-

- ~~1. The parent(s) or legal guardian(s) or adult student shall submit a written request for approval of a late arrival to the Main office. The request must include the reason for the student's late arrival and a statement of why it is necessary to delay the student's arrival at school.~~

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- ~~2. A student who arrives late at school shall report to the Main office and pick up a late arrival permission slip. The permission slip will include the date and the time of the student's arrival. The student will proceed to his/her assigned class and present the permission slip to the teaching staff member in charge, who will verify the date and time.~~

-

D. Early Dismissal Generally

1. The parent(s) or legal guardian(s) shall ~~submit a written~~ request approval of an early dismissal to the Main office **via phone, email, or written communication the day before when possible.** The request must include the reason for the student's early dismissal and a statement of why it is necessary to excuse the student before the end of the student's school day. **Parents may not just walk in and ask for their child.**
2. The parent or legal guardian must enter the building and sign the student out. Parents may be paged to meet the parent or legal guardian in the Main Office.
3. If a parent is taking a child from school early, it must be done no later than one hour before the end of school day.
4. Parents may not just walk in and ask for their child. If parents come after those times, they will have to wait until the regular dismissal time, unless there is an illness or family emergency (see below.)
2. ~~A student must obtain an approved early dismissal permission slip from the Main office and present the slip to the teaching staff member in charge of the class or activity from which the student is to be dismissed. The permission slip will include the date and time of approved dismissal. The teaching staff member in charge must verify the date and time.~~



REGULATION

LINK COMMUNITY CHARTER SCHOOL

BOARD OF EDUCATION

STUDENTS

R 5230/Page 3 of 4

LATE ARRIVAL AND EARLY DISMISSAL

4. No student shall be released from school before the end of the school day except in the presence of the student's parent(s) or legal guardian(s) or an agent of the parent(s) or legal guardian(s), age 21 or older.

~~E. Early Dismissal for Illness or Injury~~

-

- ~~1. A student who suffers a significant illness or injury during the course of the school day will be treated in accordance with Policy and Regulation No. 8441.~~

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- ~~2. A student who suffers a minor illness or injury will be sent to the school nurse.~~

-

- ~~3. If the school nurse determines that an elementary student should be sent home, the student's parent(s) or legal guardian(s) or the responsible adult designated by the parent(s) or legal guardian(s) will be telephoned to pick up the student.~~

- ~~4. No student shall be released from school before the end of the school day except in the presence of the student's parent(s) or legal guardian(s) or an agent of the parent(s) or legal guardian(s), age 21 or older.~~

~~F. Early Dismissal for Family Emergency~~

-

- ~~1. A student's parent(s) or legal guardian(s), or caretaker may request the student's early release for a bona fide family emergency. Early dismissal for family emergency must be approved by the Principal or his/her designee.~~

-

- ~~2. A student will be released to a parent(s) or legal guardian(s) who reports to the school office and explains satisfactorily to the Principal that good and sufficient reason justifies the student's release from school before the end of the student's school day.~~

-

- ~~3. A student will be released to an agent of the parent(s) or legal guardian(s) provided the parent(s) or legal guardian(s), or a caretaker personally known to the Principal has requested the student's release by:~~

-



REGULATION

LINK COMMUNITY CHARTER SCHOOL

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R 5230/Page 4 of 4

LATE ARRIVAL AND EARLY DISMISSAL

- a. ~~Written request signed by the parent(s) or legal guardian(s), or caretaker and verified by telephone call to the signer, or~~
- b. ~~A telephone call that is verified by a return telephone call to the student's residence or, if the call does not originate in the student's home, by interrogation of the caller to test his/her knowledge of specific facts about the student.~~
- 4. ~~The Principal shall verify the identity of the agent to whom the student is released by examination of documents or by verification of characteristics supplied by the parent(s) or legal guardian(s), or caretaker.~~
- 5. ~~If the Principal believes that a genuine emergency may exist but cannot verify the identity of the person who requests release of the student, the Principal shall arrange for the student's transportation by a school staff member directly to the custody of the parent(s) or legal guardian(s), or designated agent of the parent or legal guardian.~~
- 6. ~~The Principal shall maintain a record of each student's parent(s) or legal guardian(s). The record shall include any legally sufficient notice given the Principal by a parent(s) or legal guardian(s) in sole custody that the noncustodial parent's access to the student has been limited. In the absence of such notice, the Principal shall presume that the student may be released into the care of either parent(s) or legal guardian(s).~~

Issued: 10 June 2014



5240 TARDINESS

The Board of Trustees believes that promptness is an important element of school attendance. Students who are late to school or to class miss essential portions of the instructional program and create disruptions in the academic process for themselves and other students.

Chronic and excessive tardiness will be handled in accordance with **Regulation 5240**.

Tardiness to school or class that is caused the following may be excused if the parent notifies the school either by phone, email, or written note on the day of the tardiness:

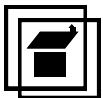
1. The student's disability from illness or injury, including any necessary emergency visits to a physician or dentist;
2. A bona fide family emergency;
3. The observance of a religious holiday;
4. Religious instruction;
5. Medical or dental appointment that cannot be scheduled at a time other than during the school day;
6. The student's required attendance in court;
7. An interview with an admissions officer of a high school; or
8. A death in the student's immediate family, household member family or grandparents.

The Principal or designee may use judgement on other excuses. All other incidents of tardiness will be considered unexcused.

A student who develops a pattern of tardiness, excused or unexcused, will be offered counseling with an appropriate staff member to determine the cause of the tardiness.

N.J.S.A. 18A:36-14; 18A:36-15; 18A:36-25 et seq.

Adopted: 10 June 2014



R 5240 TARDINESS

~~Every student is expected to be on time for school. Any seventh or eighth grade student who arrives after 8:00 a.m. is considered late. Any fifth or sixth grade student who arrives after 7:45 a.m. is considered late. There are no exceptions.~~

~~If late, a student must go to the office immediately upon arrival, sign in and get a late pass that is presented to the community or classroom teacher. The student will face disciplinary action and be required to apologize to the school community during Morning Circle.~~

~~If a teacher keeps a student between classes, he/she must write a late pass for the student's next class. If a student is late for the next class without permission from a teacher, he or she will be subject to disciplinary action.~~

A. Definitions

1. A student is tardy to school when the student reports to school after the school start time without approval for the delay.
2. A student is tardy to class when the student reports to his/her assigned classroom or other place of instruction after the start time of the class period.
3. A student who is late to school or class for an excused purpose pursuant to Policy No. 5230 is not tardy for the purpose of this regulation.

B. Procedures for Tardy Arrivals

1. A student who is tardy to school must report to the Security Desk/Main Office depending on the campus to sign in and receive a late pass for admission to class.
2. A student's tardiness to school will be taken into consideration and may be excused if the student's parent has notified the school via phone, email, or written note. The school will keep a record of excused latenesses.
3. A student who is tardy to class and has a pass may be admitted to class. A student who is late to class will be subject to disciplinary consequences.



C. Disciplinary Consequences

Grades 3 -8

1. If a student has five (5) tardy arrivals to school, the student will be warned of the consequences of further tardy arrivals and parents will be called and consequences of further tardiness explained.
2. If a student accumulates ten (10) tardy arrivals to school, the student will be issued an Administrative Reflection and Restoration Session and the parents will receive a written letter. The student will be referred to counseling session with principal or designee.
3. If a student accumulates fifteen (15) tardy arrivals to school, the student will be issued a Saturday Reflection and Restoration Session and the parents will be required to attend a meeting at the school.
4. If a student accumulates twenty (20) tardy arrivals to the school, the student will be issued a Saturday Reflection and Restoration and the parents will be required to attend a School Attendance seminar.
5. After twenty (20) tardy arrivals, students may be subject to additional disciplinary consequences.
6. Chronic or excessive tardiness may limit student eligibility for special events, athletics, extra and co-curricular activities.
7. Consequences for lateness to class will be handled through the Discipline Rubric.

Kindergarten – Grade 2

1. The above consequences apply, except there is no Administrative Saturday Reflection and Restoration.
2. Consequences for lateness to class for these grade levels will be handled on a case-by-case basis by the classroom teacher or an administrator.

Issued: 10 June 2014



SUMMARY OF POLICIES AND REGULATIONS FOR LCCS BOARD MEETINGS ON OCTOBER 16, 2023 AND NOVEMBER 20, 2023

- P 2270 Religion in Schools (Revised, Recommended)**
Aligned with the newly release USDE updated Guidance on Constitutionally Protected Prayer and Religious Expression in Public Elementary and Secondary Schools. The updates result in minor revisions in the policy.
- P 3161 Examination for Cause (Revised, Recommended)**
This policy has been rewritten to better outline the process a school must use when the Board or Head of school wants to require a physical or psychiatric examination of a teaching staff member.
- P & R 3212 Attendance (Revised, Mandated)**
This policy and regulation have been revised to reference Policy and Regulation Guides 1642.01 Sick Leave.
- P 3324 Right of Privacy (Revised, Suggested)**
A number of districts asked for language in this policy to prohibit/control the audio or video recording of staff in their classrooms without permission of the head of school or principal.
- P 4161 Examination for Cause (Revised, Recommended)**
This policy has been rewritten to better outline the process a school must use when the Board or Head of school wants to require a physical or psychiatric examination of a teaching staff member.
- P & R 4212 Attendance (Revised, Mandated)**
This policy and regulation have been revised to reference Policy and Regulation Guides 1642.01 Sick Leave.
- P 4324 Right of Privacy (Revised, Suggested)**
A number of districts asked for language in this policy to prohibit/control the audio or video recording of staff in their classrooms without permission of the head of school or principal.
- P 8500 Food Services (Revised, Mandated)**
This policy has been re-written to incorporate P 8540 and 8550...to be a comprehensive food services program policy and includes updates from the Working Class Families' Anti-Hunger Act.

These are the policies to be abolished as they were incorporated in P 8500 (above).

P 8540 School Nutrition Programs

P 8550 Meal Charges/Outstanding Food Service Bill

2270 RELIGION IN THE SCHOOL

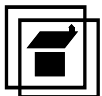
The Board of Trustees recognizes that religious belief and disbelief are matters of personal conviction rather than governmental authority and the students of this district are protected by the First Amendment of the United States Constitution and by Article I, Paragraph 4 of the New Jersey State Constitution from the establishment of religion in the schools. The First Amendment requires public school officials to show neither favoritism toward nor hostility against religious expression such as prayer.

As a condition of receiving Elementary and Secondary Education Act of 1965 (ESEA) funds, the Board of Trustees must annually certify in writing to the New Jersey Department of Education that no Board policy prevents, or otherwise denies participation in, constitutionally protected prayer in public elementary and secondary schools, as detailed in tThe United States Department of Education's Guidance on Constitutionally Protected Prayer and Religious Expression in Public Elementary and Secondary Schools (USDOE Guidance). **The Board must provide this certification to the New Jersey Department of Education by October 1 of each year during which the Board participates in an ESEA program. The USDOE Guidance provides information on the current state of the law concerning constitutionally protected prayer and religious expression in public elementary and secondary schools.**

The following activities as outlined in the USDOE Guidance will be permitted upon applying the governing constitutional principles in particular **public school** contexts related to **prayer: prayer and religious exercise** during non-instructional time; organized prayer groups and activities; teachers, administrators, and other school employees' activities; moments of silence; accommodations **of for prayer and religious exercise** during instructional time; ~~prayer in classroom assignments~~; student assemblies and noncurricular events; prayer at graduation; and/or baccalaureate ceremonies.

The following activities as outlined in the USDOE Guidance will be permitted upon applying ~~the governing~~ constitutional principles **regarding religious expression other than prayer in particular public school contexts** ~~in particular contexts related to religious expression~~: religious literature; teaching about religion; student dress codes and policies; **religious expression in class assignments and homework**; and/or ~~religious~~ excusals **for religious activities**.

In addition to the constitutional principles outlined in this Policy and the USDOE Guidance, public schools may also be subject to requirements under Federal and State laws relevant to prayer and religious expression. Such Federal and State laws may not; however, obviate or conflict with a public school's Federal constitutional



obligations described in the USDOE Guidance. The Equal Access Act, 20 U.S.C. Section 4071, is designed to ensure that student religious activities are **accorded** ~~afforded~~ the same access to Federally funded public secondary school facilities as are student secular activities.

The United States Department of Justice has developed guidance for interpreting the Equal Access Act's requirements outlined in the USDOE Guidance in the area of general provisions, prayer service and worship exercises, means of publicized meetings, lunch-time and recess, and leadership of religious student groups.

Any issues regarding **prayer and religious expression** ~~religion~~ in the schools, **the USDOE Guidance**, and the provisions of this Policy shall be referred to the Head of School who may consult with the Board Attorney.

U.S. Const. Amend. 1

The Equal Access Act, 20 U.S.C. Section 4071

U.S. Department of Education - Guidance on Constitutionally Protected Prayer

and Religious Expression in Public Elementary and Secondary Schools –

~~January 16, 2020~~ **May 15, 2023**

N.J. Const. (1947) Art. 1, para. 4

N.J.S.A. 18A:35-4.6 et seq.; 18A:36-16

Adopted: 8 June 2015

Revised and Adopted: 31 August 2020



3161 EXAMINATION FOR CAUSE

- A. Pursuant to N.J.S.A. 18A:16-2 and N.J.A.C. 6A:32-6.3, the Board of Trustees may require physical or psychiatric examinations of a teaching staff member whenever, in the judgment of the Board, a teaching staff member shows evidence of deviation from normal physical or mental health, to determine the teaching staff member's physical and mental fitness to perform, with reasonable accommodation, the position the teaching staff member currently holds, or to detect any health risk(s) to students and other employees. When the Board requires a teaching staff member to undergo a physical or psychiatric examination:
1. The Board shall provide the teaching staff member with a written statement of the reasons for the required examination; and
 2. The Board shall provide the teaching staff member with a hearing, if requested.
 - a. Notice of the teaching staff member's right to a hearing shall be provided with the statement of reasons for the required examination;
 - b. The teaching staff member must request the Board hearing, in writing, within five working days of the teaching staff member's receipt of the written statement of reasons:
 - (1) The teaching staff member shall be ordered to submit to the appropriate examination(s) by the physician or institution designated by the Board if the teaching staff member failed to timely request a hearing before the Board;
 - c. The Board hearing shall be conducted in accordance with the provisions of N.J.S.A. 18A:25-7 and will offer the teaching staff member the opportunity to appear before the Board to refute the reason(s) for the required examination(s);



- d. The teaching staff member shall be ordered to submit to the appropriate examination(s) by the physician or institution designated by the Board if the teaching staff member failed to persuade the Board at the hearing that the teaching staff member should not be required to submit to the appropriate examination(s); and
 - e. The determination of such a hearing shall be appealable to the Commissioner pursuant to N.J.S.A. 18A:6-9 and N.J.A.C. 6A:4 – Appeals.
 3. The teaching staff member may refuse, without reprisal, to waive their right to protect the confidentiality of medical information, in accordance with P.L. 104-191, Health Insurance Portability and Accountability Act of 1996.
- B. Pursuant to N.J.S.A. 18A:16-3, the Board shall bear the cost of examinations made by a physician or institution designated by the Board. However, the teaching staff member shall bear the cost if the examination is performed by a physician or institution designated by the teaching staff member with approval of the Board.
 1. If the teaching staff member submits names of physicians or institutions to the Board for consideration to complete the appropriate examination(s), the Board is not required to designate the physician or institution submitted for consideration by the teaching staff member, but shall not act unreasonably in withholding its approval of the physician or institution.
 2. The teaching staff member shall authorize the physician or institution performing the examination to immediately release the examination results to the Hed of School.
 3. All records and reports relating to any such examination shall be the property of the Board, in accordance with N.J.S.A. 18A:16-5.
 - a. Health records of teaching staff members, including computerized records, shall be secured, stored, and maintained separately from other personnel files; and



- b. Health records may be shared only with authorized individuals in accordance with N.J.S.A. 18A:16-5.
 4. If the results of any such examination indicate mental abnormality or communicable disease, the teaching staff member shall be ineligible for further service until proof of recovery, satisfactory to the Board, is furnished, but if the teaching staff member is under contract or has tenure, they may be granted sick leave with compensation as provided by law and shall, upon satisfactory recovery, be permitted to complete the term of their contract, if they are under contract, or be reemployed with the same tenure as they possessed at the time their services were discontinued, if they have tenure, unless their absence shall exceed a period of two years in accordance with N.J.S.A. 18A:16-4.
- C. In order to return to work, the teaching staff member must submit to an appropriate examination and submit the results of the examination to the Head of School.
 1. The examination must be conducted by a physician or institution upon which the Board and teaching staff member confer and agree;
 2. If the physician or institution conducting the examination is conducted by the Board's choice, the cost shall be borne by the Board; if the physician or institution conducting the examination is conducted by the teaching staff member's choice, the cost shall be borne by the teaching staff member; and
 3. The teaching staff member shall authorize the physician or institution performing the examination to immediately release the examination results to the Head of School.



- D. A teaching staff member who refuses to submit to an examination required by the Board in accordance with this Policy and has exhausted the hearing procedures established by law and this Policy shall be subject to discipline, which may include, but is not limited to, termination or certification of tenure charges to the Commissioner of Education, as applicable.

42 U.S.C.A. 12101

N.J.S.A. 18A:6-10; 18A:16-2; 18A:16-3; 18A:16-4; 18A:16-5
18A:25-7; 18A:28-5; 18A:30-1 et seq.

N.J.A.C. 6A:32-6.2; 6A:32-6.3

Adopted: 8 September 2014

Revised: 13 June 2022

~~The Board of Trustees may require the physical and/or psychiatric examination of any teaching staff member who shows evidence of deviation from normal physical or mental health in accordance with N.J.A.C. 6A:32-6.3(b).~~

~~The Head of School shall require a physical and/or psychiatric examination on a teaching staff member whenever, in the judgment of the Head of School, a teaching staff member shows evidence of deviation from normal physical or mental health, to determine the teaching staff member's physical and mental fitness to perform with reasonable accommodation the position the teaching staff member currently holds, or to detect any health risks to students and other employees.~~

~~A teaching staff member that is required to undergo a physical and/or psychiatric examination shall be provided a written statement of reasons for the required examination(s) and notice the teaching staff member has the right to request a hearing with the Board. The hearing shall be conducted in accordance with the provisions of N.J.S.A. 18A:25-7 and will offer the teaching staff member the opportunity to appear before the Board to refute the reasons for the required examination(s), provided any such hearing is requested by the teaching staff member in writing within five working days of the teaching staff member's receipt of the written statement of reasons. A teaching staff member shall be ordered to submit to the appropriate examination(s) by the physician or institution designated by the Board if the teaching staff member failed to timely request a hearing before the Board or failed to persuade the Board at the hearing that the teaching~~



~~staff member should not be required to submit to the appropriate examination(s). The Board's determination at the conclusion of such a hearing is appealable to the Commissioner of Education pursuant to N.J.S.A. 18A:6-9 and N.J.A.C. 6A:4—Appeals pursuant to N.J.A.C. 6A:32-6.3(b)2.~~

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~~The Board shall bear the cost of the examination if the examination is performed by a physician or institution designated by the Board. The examination may be performed by a physician or institution of the teaching staff member's own choosing, approved by the Board, and at the teaching staff member's own expense in accordance with N.J.S.A. 18A:16-3 and N.J.A.C. 6A:32-6.3.~~

~~If the teaching staff member submits names of physicians or institutions to the Board for consideration to complete the appropriate examination(s) the Board is not required to designate the physician or institution submitted for consideration by the teaching staff member, but shall not act unreasonably in withholding its approval of the physician or institution. The Board shall require the teaching staff member to authorize the release of the examination results to the Head of School.~~

~~If the results of any such examination indicate mental abnormality or communicable disease, the teaching staff member shall be ineligible for further service until proof of recovery, satisfactory to the Board, is furnished, but if the teaching staff member is under contract or has tenure, they may be granted sick leave with compensation as provided by law and shall, upon satisfactory recovery, be permitted to complete the term of their contract, if they are under contract, or be reemployed with the same tenure as they possessed at the time their services were discontinued, if they have tenure, unless their absence shall exceed a period of two years in accordance with N.J.S.A. 18A:16-4.~~

~~In order to return to work, the teaching staff member must submit to an appropriate examination and submit the results of the examination to the Head of School. The examination must be conducted by a physician or institution upon which the Board and teaching staff member confer and agree. If the physician or institution conducting the examination is conducted by the Board's choice, the cost shall be borne by the Board; if the physician or institution conducting the examination is conducted by the teaching staff member's choice, the cost shall be borne by the teaching staff member.~~

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~~A teaching staff member who refuses to submit to the examination required by this Policy and has exhausted the hearing procedures established by law and this Policy shall be subject to discipline, which may include, but not limited to, termination or certification of tenure charges to the Commissioner of Education, as applicable.~~

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42 U.S.C.A. 12101



POLICY

LINK COMMUNITY CHARTER SCHOOL BOARD OF TRUSTEES

Teaching Staff Members
3161/Page 6 of 4
EXAMINATION FOR CAUSE

~~N.J.S.A. 18A:6-10; 18A:16-2; 18A:16-3; 18A:16-4; 18A:25-7;
18A:28-5; 18A:30-1 et seq.
N.J.A.C. 6A:32-6.2; 6A:32-6.3~~



3212 ATTENDANCE

The regular and prompt attendance of teaching staff members is an essential element in the efficient operation of the school and the effective conduct of the educational program. **Teaching** staff member absenteeism disrupts the educational program and the Board of Trustees considers attendance an important component of a **teaching** staff member's job performance.

Teaching staff members shall provide notice for the use of sick time as required in N.J.S.A. 18A:30-4 and Policy and Regulation 1642.01 in accordance with the district's procedure for teaching staff members to report the use of sick leave and other absences. A teaching staff member who fails to give prompt notice of an absence, misuses sick leave, fails to verify an absence in accordance with **Statute, Administrative Code or Board policy**, falsifies the reason for an absence, is absent without authorization, is repeatedly tardy, or accumulates an excessive number of absences may be subject to appropriate consequences, which may include **but not be limited to**, the withholding of a salary increase, **termination dismissal, non-renewal** and/or certification of tenure charges.

Sick leave is defined in accordance with N.J.S.A. 18A:30-1 and Policy and Regulation 1642.01. ~~In accordance with N.J.S.A. 18A:30-1, sick leave is defined to mean the absence from work because of a personal disability due to injury or illness or because the staff member has been excluded from school by the school medical authorities on account of contagious disease or of being quarantined for such a disease in the staff member's immediate household.~~ No teaching staff member will be discouraged from the prudent, necessary use of sick leave and any other leave provided for in an individual employment contract, by **Statute, by Administrative Code or** in the policies of the Board. ~~In accordance with N.J.S.A. 18A:30-4,~~ The Head of School or Board of Trustees may require **verification** ~~a physician's certificate~~ to be filed with the **Operations/Human Resources Office** in order to obtain sick leave **in accordance with the provisions of N.J.S.A. 18A:30-4 and Policy and Regulation 1642.01.**

The Head of School, in consultation with administrative staff members, will review the rate of absence among ~~the~~ **teaching** staff members. The review will include the collection and analysis of attendance **patterns data**, the training of teaching staff members in their attendance responsibilities, and the counseling of teaching staff members for whom regular and prompt attendance is a problem.

N.J.S.A. 18A:27-4; 18A:28-5; 18A:30-1 et seq.; **18A:30-2; 18A:30-4**



POLICY

LINK COMMUNITY CHARTER SCHOOL **BOARD OF TRUSTEES**

Teaching Staff Members
3212/Page 2 of 2
ATTENDANCE

Adopted: 10 June 2014
Revised: 8 June 2015



REGULATION

LINK COMMUNITY CHARTER SCHOOL BOARD OF TRUSTEES

TEACHING STAFF MEMBERS

R 3212/Page 1 of 3

~~PROFESSIONAL STAFF ATTENDANCE REVIEW AND IMPROVEMENT~~ ATTENDANCE PLAN (M)

R 3212 ~~PROFESSIONAL STAFF ATTENDANCE REVIEW AND IMPROVEMENT~~ PLAN ATTENDNANCE

A. Attendance and Daily Hours

Each full-time teacher should arrive at school no later than 7:40 a.m. Each teacher is required to remain in school until 4:30 p.m. to be available to students, to meet with parents, participate in short after-school meetings, or to supervise after-school activities, unless his/her duties require an earlier or later time.

B. Review of Attendance Data

1. A record shall be kept of the attendance of each teaching staff member, including teachers, educational services personnel, and administrators. Any absence, for part or all of a school day, shall be recorded along with the reason for the absence. The record will distinguish sick leave, professional days, unpaid leaves of absence, personal leave, and other approved leave. The employee's attendance record will include notation of verification of an absence where such verification is required by Policy No. 3432. The employee's rate of absence shall be calculated every pay period and entered on his/her attendance record. An employee's attendance record shall be part of the employee's personnel file.
2. At the end of each year, a cumulative attendance record shall be assembled for the school.
3. An attendance summary shall be prepared from the cumulative attendance record. The attendance summary shall show the rate of absence for the school. The attendance summary shall be posted in the school.
4. A record shall be made of the appointment of substitutes for absent employees and the wages paid to substitutes.

C. Attendance Improvement Plan

1. Planning

The Head of School will meet with the Principal and appropriate administrators to discuss the attendance summary. The attendance



summary shall be analyzed for patterns of absence, such as excessive absenteeism in a given school or work place, among certain groups of employees, for certain specific causes, or on certain days of the week, month, or year. Specific strategies for reducing the rate of absence shall be developed.

2. Implementation

- a. The Principal shall be responsible for implementing the school's plan for the improvement of professional staff member attendance in his/her school building.
- b. The Principal shall encourage the regular attendance of the teaching staff members in his/her building. He/She shall maintain contact with absent employees and confer personally with each employee who returns from an absence of any duration, impressing upon employees the school's concern for their health and well-being. The Principal shall, by appropriate means, recognize teaching staff members whose attendance is exemplary.
- c. The Principal shall incorporate, and shall direct other supervisors to incorporate, a teaching staff member's attendance record in his/her evaluation.
- d. The Principal may require teachers to evaluate the work done by substitutes in their absence.
- e. The Principal shall report to the Head of School any teaching staff member whom he/she suspects of misusing sick leave or falsifying the reasons for absence.

3. In-service Training

The Head of School, Principal, and Chief Operating Officer shall meet with the teaching staff members at the beginning of each school year to inform employees of Board policy and school regulations on attendance, to familiarize employees with the forms to be used in reporting and verifying absences, to review with employees the cost of absenteeism to the school and the value of accumulated sick leave to the employee, and to



REGULATION

LINK COMMUNITY CHARTER SCHOOL BOARD OF TRUSTEES

TEACHING STAFF MEMBERS

R 3212/Page 3 of 3

~~PROFESSIONAL STAFF ATTENDANCE REVIEW AND IMPROVEMENT~~
ATTENDANCE PLAN
(M)

acquaint employees with the degree to which attendance will affect evaluation reports.

4. Counseling

- a. The Principal may, in his/her discretion, call a conference with a teaching staff member where the number and/or pattern of the members' absences or the reasons offered for the member's absences indicate a misunderstanding of the teaching staff member's responsibility to the school or the possible misuse of the privilege of paid leave.
- b. Prior to the giving of any admonition or reprimand or imposition of discipline of any kind, the Principal shall determine the nature of the absences and consider any extenuating circumstances.
- c. A written report of any attendance conference shall be prepared and retained with the teaching staff member's evaluations. The member shall, in accordance with Board policy on teaching staff member evaluation, be permitted to examine the report and affix his/her comments, if any, to the report.

Issued: 10 June 2014



RIGHT OF PRIVACY – TEACHING STAFF MEMBERS

3324 RIGHT OF PRIVACY – TEACHING STAFF MEMBERS

The Board of Trustees will provide facilities and school-owned property to assist **teaching** staff members in their job responsibilities or for the **teaching** staff members' convenience. These facilities or school-owned property may include, but are not limited to, an office, a storage closet, a filing cabinet, a locker, and/or a desk. The Principal or designee may provide a **teaching** staff member with exclusive use and access to such facilities or school-owned property or may require the facility or school-owned property be shared with other staff members. The staff member may be provided a lock or key by the school or may secure the facility or school-owned property using their own locking device with permission from the Principal or designee.

~~School~~ **Teaching** staff members should be aware their expectation of privacy in these facilities and/or the school-owned property provided by the Board of Trustees is reduced by virtue of actual office practices and procedures, for searches conducted pursuant to an investigation of work-related employee misconduct, or by ~~legitimate~~ school policies or regulations. In addition, **teaching** staff members shall have a reduced expectation of privacy in these facilities and school-owned property if there is reasonable suspicion the **teaching** staff member is violating a law or school policy. ~~School~~ **Teaching** staff members shall be on notice this reduced expectation of privacy may result in such facilities and/or school-owned property being searched without a search warrant. In order to avoid exposing personal belongings to such a search, ~~school~~ **teaching** staff members are discouraged from storing personal papers and effects in these facilities or school-owned property.

[Optional]

The Board prohibits any audio or video recording of a teaching staff member or student by any student; other school staff member; visitor; or any other person while a teaching staff member is performing their Board-assigned job responsibilities without the prior written approval of the teaching staff member's Principal or supervisor. In addition to protecting the privacy rights of all teaching staff members, such recordings may violate the privacy rights of students and teaching staff members and can be disruptive to the educational program. The teaching staff members' Principal or supervisor's prior approval for a person to make an audio or video recording of a teaching staff member or a school-sponsored activity is not required for a school-sponsored activity that is open to parents, family members, or other members of the public to attend. Such activities include, but are not limited to: curricular activities; co-curricular activities; athletic events; student programs; or any other school-sponsored activity.



RIGHT OF PRIVACY – TEACHING STAFF MEMBERS

A person requesting prior approval to audio or video record a teaching staff member or student that is not permitted in accordance with the provisions of this Policy, must submit a written request to the Principal. The Principal will review the written request and provide the requester with a written decision. If a written approval is not provided by the Principal to the person submitting the request prior to the requested recording date or event, the request shall be deemed denied and the audio or video recording shall not be permitted.

Any person making an audio or video recording in violation of the provisions of this Policy shall be required to immediately cease making the recording to avoid violating the privacy rights of others. Any teaching staff member found to have violated the provisions of this Policy may be subject to discipline.]

Adopted: 8 September 2014



4161 EXAMINATION FOR CAUSE

- A. Pursuant to N.J.S.A. 18A:16-2 and N.J.A.C. 6A:32-6.3, the Board of Trustees may require physical or psychiatric examinations of a support staff member whenever, in the judgment of the Board, a support staff member shows evidence of deviation from normal physical or mental health, to determine the support staff member's physical and mental fitness to perform, with reasonable accommodation, the position the support staff member currently holds, or to detect any health risk(s) to students and other employees. When the Board requires a support staff member to undergo a physical or psychiatric examination:
1. The Board shall provide the support staff member with a written statement of the reasons for the required examination; and
 2. The Board shall provide the support staff member with a hearing, if requested.
 - a. Notice of the support staff member's right to a hearing shall be provided with the statement of reasons for the required examination;
 - b. The support staff member must request the Board hearing, in writing, within five working days of the support staff member's receipt of the written statement of reasons:
 - (1) The support staff member shall be ordered to submit to the appropriate examination(s) by the physician or institution designated by the Board if the support staff member failed to timely request a hearing before the Board;
 - c. The Board hearing shall be conducted in accordance with the provisions of N.J.S.A. 18A:25-7 and will offer the support staff member the opportunity to appear before the Board to refute the reason(s) for the required examination(s);
 - d. The support staff member shall be ordered to submit to the appropriate examination(s) by the physician or institution designated by the Board if the support staff member failed to persuade the Board at the hearing that the support staff member should not be required to submit to the appropriate examination(s); and



- e. The determination of such a hearing shall be appealable to the Commissioner pursuant to N.J.S.A. 18A:6-9 and N.J.A.C. 6A:4 - Appeals.
 3. The support staff member may, without reprisal, refuse to waive their right to protect the confidentiality of medical information, in accordance with P.L. 104-191, Health Insurance Portability and Accountability Act of 1996.
- B. Pursuant to N.J.S.A. 18A:16-3, the Board shall bear the cost of examinations made by a physician or institution designated by the Board. However, the support staff member shall bear the cost if the examination is performed by a physician or institution designated by the support staff member with approval of the Board.
 1. If the support staff member submits names of physicians or institutions to the Board for consideration to complete the appropriate examination(s), the Board is not required to designate the physician or institution submitted for consideration by the support staff member, but shall not act unreasonably in withholding its approval of the physician or institution.
 2. The support staff member shall authorize the physician or institution performing the examination to immediately release the examination results to the Head of School.
 3. All records and reports relating to any such examination shall be the property of the Board, in accordance with N.J.S.A. 18A:16-5.
 - a. Health records of support staff members, including computerized records, shall be secured, stored, and maintained separately from other personnel files; and
 - b. Health records may be shared only with authorized individuals in accordance with N.J.S.A. 18A:16-5.
 4. If the results of any such examination indicate mental abnormality or communicable disease, the support staff member shall be ineligible for further service until proof of recovery, satisfactory to the Board, is furnished, but if the support staff member is under contract or has tenure, they may be granted sick leave with compensation as provided by law and shall, upon satisfactory recovery, be permitted to complete the term of



their contract, if they are under contract, or be reemployed with the same tenure as they possessed at the time their services were discontinued, if they have tenure, unless their absence shall exceed a period of two years in accordance with N.J.S.A. 18A:16-4.

- C. In order to return to work, the support staff member must submit to an appropriate examination and submit the results of the examination to the Head of School.
1. The examination must be conducted by a physician or institution upon which the Board and support staff member confer and agree;
 2. If the physician or institution conducting the examination is conducted by the Board's choice, the cost shall be borne by the Board; if the physician or institution conducting the examination is conducted by the support staff member's choice, the cost shall be borne by the support staff member; and
 3. The support staff member shall authorize the physician or institution performing the examination to immediately release the examination results to the Head of School.
- D. A support staff member who refuses to submit to the examination required by the Board in accordance with this Policy and has exhausted the hearing procedures established by law and this Policy shall be subject to discipline, which may include, but is not limited to, termination or certification of tenure charges to the Commissioner of Education, as applicable.

42 U.S.C.A. 12101

N.J.S.A. 18A:6-10; 18A:16-2; 18A:16-3; 18A:16-4; 18A:16-5

18A:25-7; 18A:28-5; 18A:30-1 et seq.

N.J.A.C. 6A:32-6.2; 6A:32-6.3

Adopted: 8 September 2014

Revised: 13 June 2022

~~The Head of School shall require a physical and/or psychiatric examination on a support staff member whenever, in the judgment of the Head of School a support staff member shows evidence of deviation from normal physical or mental health, to determine the support staff member's physical and mental fitness to perform with reasonable~~



EXAMINATION FOR CAUSE

~~accommodation the position the support staff member currently holds, or to detect any health risks to students and other employees.~~

~~A support staff member that is required to undergo a physical and/or psychiatric examination shall be provided a written statement of reasons for the required examination(s) and notice the support staff member has the right to request a hearing with the Board. The hearing shall be conducted in accordance with the provisions of N.J.S.A. 18A:25-7 and will offer the support staff member the opportunity to appear before the Board to refute the reasons for the required examination(s), provided any such hearing is requested by the support staff member in writing within five working days of the support staff member's receipt of the written statement of reasons. A support staff member shall be ordered to submit to the appropriate examination(s) by the physician or institution designated by the Board if the support staff member failed to timely request a hearing before the Board or failed to persuade the Board at the hearing that the support staff member should not be required to submit to the appropriate examination(s). The Board's determination at the conclusion of such a hearing is appealable to the Commissioner of Education pursuant to N.J.S.A. 18A:6-9 and N.J.A.C. 6A:4 Appeals pursuant to N.J.A.C. 6A:32-6.3(b)2.~~

~~The Board shall bear the cost of the examination if the examination is performed by a physician or institution designated by the Board. The examination may be performed by a physician or institution of the support staff member's own choosing, approved by the Board, and at the support staff member's own expense in accordance with N.J.S.A. 18A:16-3 and N.J.A.C. 6A:32-6.3.~~

~~If the support staff member submits names of physicians or institutions to the Board for consideration to complete the appropriate examination(s) the Board is not required to designate the physician or institution submitted for consideration by the support staff member, but shall not act unreasonably in withholding its approval of the physician or institution. The Board shall require the support staff member to authorize the release of the examination results to the Head of School.~~

~~If the results of any such examination indicate mental abnormality or communicable disease, the support staff member shall be ineligible for further service until proof of recovery, satisfactory to the Board, is furnished, but if the support staff member is under contract or has tenure, they may be granted sick leave with compensation as provided by law and shall, upon satisfactory recovery, be permitted to complete the term of their contract, if they are under contract, or be reemployed with the same tenure as they possessed at the time their services were discontinued, if they have tenure, unless their absence shall exceed a period of two years in accordance with N.J.S.A. 18A:16-4.~~



~~In order to return to work, the support staff member must submit to an appropriate examination and submit the results of the examination to the Head of School. The examination must be conducted by a physician or institution upon which the Board and support staff member confer and agree. If the physician or institution conducting the examination is conducted by the Board's choice, the cost shall be borne by the Board; if the physician or institution conducting the examination is conducted by the support staff member's choice, the cost shall be borne by the support staff member.~~

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~~A support staff member who refuses to submit to the examination required by this Policy and has exhausted the hearing procedures established by law and this Policy shall be subject to discipline, which may include, but not limited to, termination or certification of tenure charges to the Commissioner of Education, as applicable.~~

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~~42 U.S.C.A. 12101~~

~~N.J.S.A. 18A:6-10; 18A:16-2; 18A:16-3; 18A:16-4; 18A:25-7;
18A:28-5; 18A:30-1 et seq.~~

~~N.J.A.C. 6A:32-6.2 ; 6A:32-6.3~~

Adopted: 8 September 2014

Revised: 13 June 2022



4212 ATTENDANCE

The regular and prompt attendance of support staff members is an essential element in the efficient operation of the school district and the effective conduct of the educational program. **Support s**Staff member absenteeism disrupts the educational program and the Board of Trustees considers attendance an important component of a **support** staff member's job performance.

Support staff members shall provide notice for the use of sick time as required in N.J.S.A. 18A:30-4 and Policy and Regulation 1642.01 in accordance with the district's procedure for support staff members to report the use of sick leave and other absences. A support staff member who fails to give prompt notice of an absence, misuses sick leave, fails to verify an absence in accordance with **statute, administrative code, or** Board policy; falsifies the reason for an absence; is absent without authorization; is repeatedly tardy; or accumulates an excessive number of absences may be subject to appropriate consequences, which may include, **but not be limited to**, the withholding of a salary increment, **termination dismissal, nonrenewal**, and/or certification of tenure charges.

Sick leave is defined in accordance with N.J.S.A. 18A:30-1 and Policy and Regulation 1642.01. ~~In accordance with N.J.S.A. 18A:30-1, sick leave is defined to mean the absence from work because of a personal disability due to injury or illness or because the support staff member has been excluded from school by the school medical authorities on account of contagious disease or of being quarantined for such a disease in the staff member's immediate household.~~ No support staff member will be discouraged from the prudent, necessary use of sick leave and any other leave provided for **by statute; administrative code;** ~~in the collective bargaining agreement; negotiated with the member's majority representative,~~ in an individual employment contract; or the policies of the Board. ~~In accordance with N.J.S.A. 18A:30-4, T~~he Head of School or Board may require **verification** ~~a physician's certificate~~ to be filed with the **Operations/ Human Resources Office** in order to obtain sick leave **in accordance with the provisions of N.J.S.A. 18A:30-4 and Policy and Regulation 1642.01.**

The Head of School, in consultation with administrative staff members, will review the rate of absence among **support** ~~the~~ staff members. The review will include the collection and analysis of attendance **patterns data**, the training of support staff members in their attendance responsibilities, and the counseling of support staff members for whom regular and prompt attendance is a problem.



POLICY

LINK COMMUNITY CHARTER SCHOOL BOARD OF TRUSTEES

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N.J.S.A. 18A:30-1 ~~et seq.~~; **18A:30-2; 18A:30-4**

Adopted: 8 September 2014
Revised: 8 June 2015



REGULATION

LINK COMMUNITY CHARTER SCHOOL BOARD OF TRUSTEES

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~~SUPPORT STAFF ATTENDANCE~~
(M)

R 4212 SUPPORT STAFF ATTENDANCE

A. Reporting Intended Absence

1. A support staff member who anticipates absence from work will call their supervisor, school secretary, or the Chief Operating Officer as soon as possible but no later than 6:30 a.m. on a workday.
2. The following information will be given by the caller:
 - a. The employee's name, job title, assigned school, and shift (if applicable);
 - b. The day and date of the intended absence; and
 - c. The reason for the absence.
3. Employees must call in daily each intended absence unless absence for more than one day has been approved in advance by the Head of School.

B. Analysis of Absence

1. Each intended absence of a support staff member shall be reported to his/her immediate supervisor, who shall determine whether or not a replacement is required for the period of absence.
2. The immediate supervisor shall determine whether the absence is acceptable or requires further verification. Reasons for verification include, but are not limited to the following:
 - a. A pattern of absences on the same day(s) of the week;
 - b. A pattern of absences before or after nonworking days;
 - c. The exhaustion or near exhaustion of accumulated sick leave; and
 - d. The habitual exhaustion of personal leave.



REGULATION

LINK COMMUNITY CHARTER SCHOOL BOARD OF TRUSTEES

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C. Review of Absence

1. If the immediate supervisor deems any reason for absence to be unacceptable or if a staff member has been absent on sick leave more than five consecutive school days or absent an aggregate of more than five working days in any one quarter for any reason, the immediate supervisor shall conduct an informal discussion with the employee to help the employee improve his/her performance. The supervisor shall keep no record of this conference.
2. If the abuse of absence continues the immediate supervisor shall:
 - a. Notify the employee in writing of the date and time for a formal conference and the reason for the conference,
 - b. Confer with the employee and, if the employee so chooses, his/her representative as well,
 - c. Document the reasons for the absences and offer the employee the opportunity to verify or rebut the documentation, and
 - d. Prepare a report of the conference to be placed in the employee's file and provide the employee with the opportunity to attach written comments and documents thereto.

D. Record of Attendance

1. A record shall be kept of the attendance of each support staff member, including administrators. Any absence, for part or all of a school day, shall be recorded along with the reason for the absence. An employee's attendance record shall be part of the employee's personnel file.
2. The record will distinguish paid leave, such as sick leave, personal days, family illness, and jury duty, from unpaid leave, such as excessive sick or personal leave. The employee's attendance record



will include notation of verification of an absence where such verification is required by Policy No. 4432.

3. The record will include each employee's rate of absence as calculated quarterly.
4. At the end of each quarter, a cumulative attendance record shall be assembled for the school. An attendance summary shall be prepared from the cumulative attendance record. The attendance summary shall show:
 - a. The rate of absence for the school,
 - b. The rate of absence for each employee in rate order showing highest rate first and average rate for the school,
 - c. Reasons for absence in the case of employees whose rate is more than five percent above the average for the school, and
 - d. The appointment of substitutes for absent employees and the wages paid to substitutes.

E. Attendance Improvement Plan

1. The attendance summary shall be analyzed for patterns of absence, such as excessive absenteeism in a given school or work place, among certain groups of employees, for certain specific causes, or on certain days of the week, month, or year.
2. Specific strategies for reducing the rate of absence shall be developed and submitted to the Head of School.
3. The Principal shall be responsible for implementing the approved plan for the improvement of staff member attendance in his/her school building.

F. In-service Training



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LINK COMMUNITY CHARTER SCHOOL BOARD OF TRUSTEES

SUPPORT STAFF
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The Principal or immediate supervisor shall meet with the support staff members assigned to his/her building at the beginning of each school year to:

1. Inform employees of Board policy and school regulations on attendance;
2. Familiarize employees with the procedures to be used in reporting and verifying absences;
3. Review with employees the cost of absenteeism to the school and the value of accumulated sick leave to the employee; and
4. Acquaint employees with the degree to which attendance will affect evaluation reports.

G. Discipline

1. The record of a conference(s) dealing with excessive absenteeism may serve as an element in the evaluation of any employee's performance and may contribute to a salary recommendation.
2. Employees absent more than ten times in a period of one quarter shall be disciplined by layoff for a period of one day without pay.
3. Employees disciplined under G2 who do not improve their record of attendance shall be recommended to the Head of School for discharge.

Issued: 8 September 2014



RIGHT OF PRIVACY – SUPPORT STAFF MEMBERS

4324 RIGHT OF PRIVACY – SUPPORT STAFF MEMBERS

The Board of Trustees will provide facilities and school-owned property to assist **support** staff members in their job responsibilities or for the support staff members' convenience. These facilities or school-owned property may include, but are not limited to, an office, a storage closet, a filing cabinet, a locker, and/or a desk. The Principal or designee may provide a **support** staff member with exclusive use and access to such facilities or school-owned property or may require the facility or school-owned property be shared with other staff members. The **support** staff member may be provided a lock or key by the school or may secure the facility or school-owned property using their own locking device with permission from the Principal or designee, or immediate supervisor.

~~School~~ **Support** staff members should be aware their expectation of privacy in these facilities and/or the school-owned property provided by the Board of Trustees is reduced by virtue of actual office practices and procedures, for searches conducted pursuant to an investigation of work-related employee misconduct, or by ~~legitimate~~ school policies or regulations. In addition, **support** staff members shall have a reduced expectation of privacy in these facilities and school-owned property if there is reasonable suspicion the **support** staff member is violating a law or school policy. ~~School~~ **Support** staff members shall be on notice this reduced expectation of privacy may result in such facilities and/or school-owned property being searched without a search warrant. In order to avoid exposing personal belongings to such a search, ~~school~~ **support** staff members are discouraged from storing personal papers and effects in these facilities or school-owned property.

[Optional]

The Board prohibits any audio or video recording of a teaching staff member or student by any student; other school staff member; visitor; or any other person while a teaching staff member is performing their Board-assigned job responsibilities without the prior written approval of the teaching staff member's Principal or supervisor. In addition to protecting the privacy rights of all teaching staff members, such recordings may violate the privacy rights of students and teaching staff members and can be disruptive to the educational program. The teaching staff members' Principal or supervisor's prior approval for a person to make an audio or video recording of a teaching staff member or a school-sponsored activity is not required for a school-sponsored activity that is open to parents, family members, or other members of the public to attend. Such activities include, but are not limited to: curricular activities; co-curricular activities; athletic events; student programs; or any other school-sponsored activity.



RIGHT OF PRIVACY – SUPPORT STAFF MEMBERS

A person requesting prior approval to audio or video record a teaching staff member or student that is not permitted in accordance with the provisions of this Policy, must submit a written request to the Principal. The Principal will review the written request and provide the requester with a written decision. If a written approval is not provided by the Principal to the person submitting the request prior to the requested recording date or event, the request shall be deemed denied and the audio or video recording shall not be permitted.

Any person making an audio or video recording in violation of the provisions of this Policy shall be required to immediately cease making the recording to avoid violating the privacy rights of others. Any teaching staff member found to have violated the provisions of this Policy may be subject to discipline.]

Adopted: 8 September 2014



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M

8500 FOOD SERVICES

The Board of Trustees shall make school lunch available to all students enrolled in a school in the district unless less than five percent of enrolled students in the school are Federally eligible for a free or reduced price lunch in accordance with N.J.S.A. 18A:33-4. School lunches made available pursuant to N.J.S.A. 18A:33-4 and this Policy shall meet minimum nutritional standards, established by the Department of Education.

Free or reduced price breakfast and lunch, as required, shall be offered, under a school lunch program, school breakfast program, or a breakfast after the bell program, to all enrolled students who are determined to be Federally eligible for free or reduced price meals. As provided by N.J.S.A. 18A:33-4.a.(3) and N.J.S.A. 18A:33-14a.a.(2), any student who is eligible for a reduced price lunch and breakfast, pursuant to Federal income eligibility standards and criteria, shall not be required to pay for such lunch or breakfast. Free lunch or breakfast shall also be offered to each enrolled student who is Federally ineligible for free or reduced price meals, but who has an annual household income that is not less than one hundred and eighty-six percent, and not more than one hundred ninety-nine percent, of the Federal poverty level, as determined pursuant to N.J.S.A. 18A:33-21b1.

- A. Breakfast Program – N.J.S.A. 18A:33-10; 18A:33-10.1; 18A:33-11; 18A:33-11.1; 18A:33-11.3; 18A:33-14a.

If twenty percent or more of the students enrolled in a school in the district on October 1 of the preceding school year were Federally eligible for free or reduced price meals under the National School Lunch Program or the Federal School Breakfast Program, the district shall establish a school breakfast program in the school in accordance with the provisions of N.J.S.A. 18A:33-10.

Notwithstanding the provisions of N.J.S.A. 18A:33-10 to the contrary, if ten percent or more of the students enrolled in a school in the district on October 1 of the preceding school year were Federally eligible for free or reduced price meals under the National School Lunch Program or the Federal School Breakfast Program the district shall establish a breakfast program in accordance with the provisions of N.J.S.A. 18A:33-10.1.



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If seventy percent or more of the students enrolled in a school in the district on or before the last school day before October 16 of the preceding school year were Federally eligible for free or reduced price meals under the National School Lunch Program or the Federal School Breakfast Program, the district shall establish a breakfast after the bell program pursuant to N.J.S.A. 18A:33-11.3.

In accordance with N.J.S.A. 18A:33-11, in implementing a school lunch program, pursuant to 18A:33-4 et seq., a school breakfast program, pursuant N.J.S.A. 18A:33-9 et seq., or N.J.S.A. 18A:33-10.1, or a breakfast after the bell program, pursuant to N.J.S.A. 18A:33-11.1 or N.J.S.A. 18A:33-11.3, the district shall:

1. Publicize, to parents and students, the availability of the respective school meals program, as well as the various ways in which a student may qualify to receive free or reduced price meals under the program, as provided by N.J.S.A. 18A:33-4 and N.J.S.A. 18A:33-14a;
2. Make every effort to ensure that subsidized students are not recognized as program participants, by the student body, faculty, or staff, in a manner that is different from the manner in which unsubsidized students are recognized as program participants. Such efforts shall include, but need not be limited to, the establishment of a neutral meal plan or voucher system that does not make a distinction between subsidized and unsubsidized students; and
3. Make every effort to:
 - a. Facilitate the prompt and accurate identification of categorically eligible students who may be certified to participate in the program, on a subsidized basis, without first submitting an application therefore, and, whenever an application is required to establish eligibility for subsidized meals, encourage students and their families to submit a subsidized school meals application for that purpose;



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- b. Facilitate and expedite, to the greatest extent practicable, the subsidized school meals application and income-eligibility determination processes that are used, by the district, to certify a student for free or reduced price school meals on the basis of income, and assist parents in completing the school meals application; and
- c. Encourage students who are neither categorically eligible nor income-eligible for free or reduced price school meals to nonetheless participate, on a paid and unsubsidized basis, in the program.

If the district participates in the Federal School Breakfast Program, the district is encouraged to increase the number of students participating in the program by establishing a breakfast after the bell program that incorporates school breakfast into the first-period classroom or the first few minutes of the school day pursuant to N.J.S.A. 18A:33-11.1.

Pursuant to N.J.S.A. 18A:33-14a., school breakfasts made available to students under a school breakfast program or a breakfast after the bell program shall meet minimum nutritional standards, established by the New Jersey Department of Education.

The State of New Jersey shall provide funding to each school in the district if the school operates a School Breakfast Program or a breakfast after the bell program, as may be necessary to reimburse the costs associated with the school's provision of free breakfasts, pursuant to N.J.S.A. 18A:33-14a.b., to students who are Federally ineligible for free or reduced price meals.

- B. Summer Food Service Program – N.J.S.A. 18A:33-23; 18A:33-24; 18A:33-25; 18A:33-26

In accordance with N.J.S.A. 18A:33-24, if fifty percent or more of the students enrolled in the school district on or before the last school day before October 16 of the preceding school year were Federally eligible for free or reduced price meals under the National School Lunch Program or the Federal School Breakfast Program, the district shall become a sponsor or site under the Federal Summer Food Service Program or apply for a waiver pursuant to N.J.S.A. 18A:33-26.



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In accordance with N.J.S.A. 18A:33-23, the district shall notify each student enrolled and the student's parent of the availability of, and criteria of eligibility for, the summer meals program and the locations in the district where the summer meals are available. The district shall provide this notification by distributing flyers provided by the New Jersey Department of Agriculture pursuant to subsection N.J.S.A. 18A:33-23.c. The district may also provide electronic notice of the information through the usual means by which the district communicates with parents and students electronically.

Pursuant to N.J.S.A. 18A:33-26.a., the New Jersey Department of Agriculture may grant a waiver of the requirements of N.J.S.A. 18A:33-24 et seq. To be granted a waiver, the district must show that it lacks the staff, facilities, or equipment to sponsor the Federal Summer Food Service Program, or the means to finance the hiring or acquisition of such staff, facilities, or equipment. The New Jersey Department of Agriculture also may grant a waiver for one year to the district if a different sponsor currently runs the Federal Summer Food Service Program within the district's community.

Pursuant to N.J.S.A. 18A:33-26.b., the district shall report to the New Jersey Department of Agriculture, in the manner prescribed by the New Jersey Department of Agriculture, its reasons for requesting a waiver of the requirements of N.J.S.A. 18A:33-24 et seq. The report shall include, but need not be limited to, a description of the specific impediments to implementing the program and actions that could be taken to remove those impediments or, where applicable, the identification of the sponsor that currently runs the program within the same community.

C. Information Provided to Parents Regarding the National School Lunch Program and the Federal School Breakfast Program – N.J.S.A. 18A:33-21b1

1. At the beginning of each school year, or upon initial enrollment, in the case of a student who enrolls during the school year, the school shall provide each student's parent with:
 - a. Information on the National School Lunch Program and the Federal School Breakfast Program, including, but not limited to, information on the availability of free or reduced price meals for eligible students, information on the



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application and determination processes that are used to certify eligible students for subsidized school meals, and information on the rights that are available to students and their families under N.J.S.A. 18A:33-21b1 and N.J.S.A.18A:33-21; and

- b. A school meals application form, as well as instructions for completing the application, and, as necessary, assistance in completing the application.
2. The school meals information and application provided to parents, pursuant to N.J.S.A. 18A:33-21b1.a. shall:
 - a. Be communicated in a language that the parent understands;
 - b. Specify the limited purposes for which collected personal data may be used, as provided by N.J.S.A. 18A:33-21b1.c.; and
 - c. Be submitted to the parent either in writing or electronically. In the latter case, the school district shall use the usual means by which it communicates with parents electronically.
3. A school meals application that is completed by a parent shall be confidential, and shall not be used or shared by the student's school or school district, except as may be necessary to:
 - a. Determine whether a student identified in the application is eligible for free or reduced price school meals;
 - b. Determine whether the school or school district is required, by N.J.S.A. 18A:33-11.3 or by N.J.S.A. 18A:33-24, to establish a breakfast after the bell program, or to participate as a sponsor or site in the Federal Summer Meals Service Program;



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- c. Ensure that the school receives appropriate reimbursement, from the State and Federal governments, for meals provided to eligible students, free of charge, through a school lunch program, a school breakfast program, a breakfast after the bell program, a summer meals program, or an emergency meals distribution program; and
- d. Facilitate school aid determinations under the “School Funding Reform Act of 2008,” N.J.S.A. 18A:7F-43 et seq.

D. Free or Reduced Price Meals’ Application Process – 7 CFR 245

School meals applications shall be reviewed in a timely manner. An eligibility determination will be made, the family will be notified of its status, and the status will be implemented as soon as possible within ten operating days of receipt of the completed application pursuant to 7 CFR 245.6(c)(6). Any student found eligible shall be offered free or reduced price meals or free milk immediately upon the establishment of their eligibility and shall continue to receive such meals during the pendency of any inquiry regarding their eligibility in accordance with the requirements of the Division of Food and Nutrition, School Nutrition Programs, New Jersey Department of Agriculture. Carry-over of previous year’s eligibility for students shall be in accordance with the requirements of the Division of Food and Nutrition, School Nutrition Programs, New Jersey Department of Agriculture.

In accordance with 7 CFR 245.6(c)(1) and (2), eligibility for free or reduced price meals, as determined through an approved application or by direct certification, must remain in effect for the entire school year and for up to thirty operating days in the subsequent school year. Prior to the processing of an application or the completion of direct certification procedures for the current school year, children from households with approved applications or documentation of direct certification on file from the preceding year, shall be offered reimbursable free and reduced price meals, as appropriate.

In accordance with 7 CFR 245.6(c)(6)(iii), children from households that notify the local educational agency that they do not want free or reduced price benefits must have their benefits discontinued as soon as possible.



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Pursuant to 7 CFR 245.6(c)(7), if the district receives an incomplete school meals application or a school meals application that does not meet the eligibility criteria for free or reduced priced benefits, the school meals application must be denied. The district shall document and retain the denied school meals application and reasons for ineligibility for three years in accordance with 7 CFR 245.6(e).

In accordance with 7 CFR 245.6(c)(7), parents of students who are denied benefits must receive prompt, written notification of their denial. The notification may be provided by mail or e-mail to the individual who signed the school meals application. Posting the denial on the “notification” page of an online system does not meet this requirement. Likewise, informing the parent of denial via telephone does not meet this requirement. If the district uses an automated telephone information system to notify parents of denied benefits, the district must also provide the parents with written notification of the denial. The notification must provide the: reason for denial of benefits; right to appeal; instructions on how to appeal; and ability to reapply for free and reduced price benefits at any time during the school year.

In accordance with 7 CFR 245.6(e), the district shall record the eligibility determination and notification in an easily referenced format. The record shall include the: denial date; reason for denial; date the denial notice was sent; and signature or initials of the determining official (may be electronic, where applicable).

Any parents of students who have benefits that are to be reduced or terminated must be given ten calendar days’ written notice of the change prior to the date the change will go into effect pursuant to 7 CFR 245.6a(j). The first day of the advance notice period shall be the day the notice is sent. The notice of adverse action may be sent via mail or to the e-mail address of the parent. The district shall notify the household of adverse action by phone only.

Pursuant to 7 CFR 245.6a(j), the notice of adverse action must advise the parents of: change in benefits; reasons for the change; an appeal must be filed within the ten calendar days advance notice period to ensure continued benefits while awaiting a hearing and decision; instructions on how to appeal; and the parents may reapply for benefits at any time during the school year.



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If the district participates in any National School Lunch Program, School Breakfast Program, or provides free milk under the Special Milk Program, the district shall submit to the New Jersey Department of Agriculture a free and reduced price policy statement pursuant to 7 CFR 245.10.

In accordance with 7 CFR 245.1(b), the district shall avoid any policy or practice leading to the overt identification of students receiving free or reduced price meal benefits. Overt identification is any action that may result in a child being recognized as potentially eligible for or certified for free or reduced price school meals. Unauthorized disclosure or overt identification of students receiving free and reduced price meal benefits is prohibited. The district shall ensure that a child's eligibility status is not disclosed at any point in the process of providing free and reduced price meals, including: notification of the availability of free and reduced price benefits; certification and notification of eligibility; provision of meals in the cafeteria; and the point of service. In addition, the district shall ensure students who receive free and reduced price benefits are not overtly identified when they are provided additional services under programs or activities available to low-income students based on their eligibility for free and reduced price meals.

Pursuant to 7 CFR 245.2, disclosure means revealing or using individual student's program eligibility information obtained through the free and reduced price meal or free milk eligibility process for a purpose other than the purpose for which the information was obtained. Disclosure includes, but is not limited to, access, release, or transfer of personal data about students by means of print, tape, microfilm, microfiche, electronic communication, or any other means. It includes eligibility information obtained through the school meals application or through direct certification.

If the district accepts both cash and electronic payments, the district shall ensure students are not overtly identified through the method of payment pursuant to 7 CFR 245.8(b). To the maximum extent practicable, the district must ensure the sale of non-program foods and the method of payment for non-program foods do not inadvertently result in students being identified by their peers as receiving free and reduced price benefits.

The School Business Administrator/Board Secretary or designee will verify applications of those eligible for free or reduced price meals in accordance with the requirements of the Division of Food and Nutrition, School Nutrition Programs, New Jersey Department of Agriculture.



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E. Meal Charge Program – N.J.S.A. 18A:33-21

The Board of Trustees provides a meal charge program to permit unsubsidized students in the district to charge for breakfast or lunch. Collection of any payment for a meal charge program account that is in arrears shall be addressed in accordance with provisions of this Policy.

“Unsubsidized student” means a student who is neither categorically eligible nor income-eligible for free or reduced price school meals, and who is, consequently, required to pay for any such meals that are served to the student under the National School Lunch Program or the Federal School Breakfast Program.

The Board of Trustees recognizes a student may not have breakfast or lunch (meal), as applicable, or money to purchase a meal at school on a school day causing the student’s meal charge account to fall into arrears. The district shall contact the student’s parent to provide notice of the arrearage and shall provide the parent with a period of ten school days to pay the amount due. If the student’s parent has not made full payment by the end of the designated ten school day period, then the district shall again contact the student’s parent to provide notice of any action to be taken by the school district in response to the arrearage.

A parent who has received a second notice their child’s meal bill is in arrears and who has not made payment in full within one week from the date of the second notice may be requested to meet with the Principal or designee to discuss and resolve the matter.

A parent’s refusal to meet with the Principal or designee or take other steps to resolve the matter may be indicative of more serious issues in the family or household. However, when a parent’s routine failure to provide breakfast or lunch is reasonably suspected to be indicative of child neglect, the Principal or designee shall immediately report such suspicion to the Department of Children and Families, Division of Child Protection and Permanency as required in N.J.S.A. 9:6-8.10. Such reporting shall not be delayed to accommodate a parent’s meeting with the Principal or designee.

A school district shall report at least biannually to the New Jersey Department of Agriculture the number of students who are denied school



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breakfast or school lunch in accordance with N.J.S.A. 18A:33-21.a.(2) and this Policy.

Nothing in N.J.S.A. 18A:33-21 or this Policy shall be construed to require the district to deny or restrict the ability of an unsubsidized student to access school breakfast or school lunch when the student's school breakfast or school lunch bill is in arrears.

The school or school district shall not:

1. Publicly identify or stigmatize an unsubsidized student who cannot pay for a school breakfast or a school lunch or whose school breakfast or school lunch bill is in arrears. (For example, by requiring the student to sit at a separate table or by requiring that the student wear a wristband, hand stamp, or identifying mark, or by serving the student an alternative meal);
2. Require an unsubsidized student, who cannot pay for a school breakfast or a school lunch or whose school breakfast or school lunch bill is in arrears to do chores or other work to pay for the school breakfast or school lunch;
3. Require an unsubsidized student to discard a school breakfast or school lunch after it has been served because of the student's inability to pay for a school breakfast or school lunch or because money is owed for previously provided meals;
4. Prohibit an unsubsidized student, or sibling of such a student, from attending or participating in non-fee-based extracurricular activities, field trips, or school events, from receiving grades, official transcripts, or report cards, or from graduating or attending graduation events, solely because of the student's unresolved meal debt; or
5. Require the parent of an unsubsidized student to pay fees or costs in excess of the actual amounts owed for meals previously served to the student.

If an unsubsidized student owes money for the equivalent of five or more school meals, the Principal or designee shall:

1. Determine whether the student is categorically eligible or income-eligible for free or reduced price meals, by conducting a review of all available records related to the student, and by making at least two attempts, not including the initial attempt made pursuant to



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N.J.S.A. 18A:33-21.c.(2), to contact the student's parent and have the parent fill out a school meals application; and

2. Contact the parent of the unsubsidized student to offer assistance with respect to the completion of the school meals application; and to determine if there are other issues in the household that have caused the student to have insufficient funds to purchase a school breakfast or school lunch; and to offer any other appropriate assistance.

The school district shall direct communications about a student's school breakfast or school lunch bill being in arrears to the parent and not to the student. Nothing in N.J.S.A. 18A:33-21 shall prohibit the school district from sending a student home with a letter addressed to a parent.

Notwithstanding the provisions of N.J.S.A. 18A:33-21 and the provisions of any other law, rule, or regulation to the contrary, an unsubsidized student shall not be denied access to a school meal, regardless of the student's ability to pay or the status of the student's meal arrearages, during any period of time in which the school is making a determination, pursuant to N.J.S.A. 18A:33-21.c., as to whether the student is eligible for, and can be certified to receive, free or reduced price meals.

If the student's meal bill is in arrears, but the student has the money to purchase a meal on a subsequent school day, the student will be provided a meal with payment and the food service program will not use the student's payment to repay previously unpaid charges if the student intended to use the money to purchase that school day's meal.

Students receiving free meals will not be denied a meal even if they accrued a negative balance from other purchases in the cafeteria.

The school district may post this Policy on the school district's website provided there is a method in place to ensure this Policy reaches all households without access to a computer or the Internet.]

F. Provision of Meals to Homeless Children – N.J.S.A. 18A:33-21c.

The district's liaison for the education of homeless children shall coordinate with district personnel to ensure that a homeless student receives free school meals and is monitored according to district policies pursuant to N.J.S.A. 18A:33-21c.

G. Provision of School Meals During Period of School Closure – N.J.S.A. 18A:33-27.2



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In the event the Board is provided a written directive, by either the New Jersey Department of Health or the health officer of the jurisdiction, to institute a public health-related closure due to the COVID-19 epidemic, the district shall implement a program, during the period of the school closure, to provide school meals, at meal distribution sites designated pursuant to N.J.S.A. 18A:33-27.2.b., to all students enrolled in the district who are either categorically eligible or income-eligible for free or reduced price school meals.

In the event of an emergency closure, as described in N.J.S.A. 18A:33-27.2.a., the district shall identify one or more school meal distribution sites that are walkable and easily accessible to students in the district. The district shall collaborate with county and municipal government officials in identifying appropriate sites. A school meals distribution site may include, but need not be limited to: faith-based locations; community centers, such as YMCAs; and locations in the

district where meals are made available through a summer meals program. In a district that includes high density housing, the district shall make every effort to identify a school meal distribution site in that housing area.

The district shall identify students enrolled in the district who are categorically eligible or income-eligible for free or reduced price meals, and for whom a school meal distribution site, identified pursuant to N.J.S.A. 18A:33-27.2.b., is not within walking distance. In the case of these students, the district shall distribute the school meals to the student's residence or to the student's bus stop along an established bus route, provided that the student or the student's parent is present at the bus stop for the distribution. Food distributed pursuant to N.J.S.A. 18A:33-27.2.c. may include up to a total of three school days' worth of food per delivery.

The district may use school buses owned and operated by the district to distribute school meals pursuant to N.J.S.A. 18A:33-27.2. If the district does not own and operate its own buses, the district may contract for the distribution of school meals, and these contracts shall not be subject to the public bidding requirements established pursuant to the "Public School Contracts Law," N.J.S.A. 18A:18A-1 et seq.

The district shall collaborate, as feasible, with other districts and with local government units to implement the emergency meals distribution program, as required by N.J.S.A. 18A:33-27.2, in order to promote administrative and operational efficiencies and cost savings.



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School lunches and breakfasts that are made available, through an emergency meals distribution program operating pursuant to N.J.S.A. 18A:33-27.2, shall be provided to eligible students, free of charge, in accordance with the provisions of N.J.S.A. 18A:33-4.a. and N.J.S.A. 18A:33-14a.

H. Statement of Compliance

All food service programs shall be operated pursuant to 7 CFR 245, as appropriate, and this Policy.

N.J.S.A. 18A:18A-42.1; 18A:33-4; 18A:33-5; 18A:33-10;
18A:33-10.1; 18A:33-11; 18A:33-11.1; 18A:33-11.2;
18A:33-11.3; 18A:33-14a.; 18A:33-21; 18A:33-21a.;
18A:33-21b1; 18A:33-21c.; 18A:33-23; 18A:33-24;
18A:33-25; 18A:33-26; 18A:33-27.2; 18A:58-7.1;
18A:58-7.2

N.J.A.C. 2:36

N.J.A.C. 6A:23-2.6 et seq.

N.J.A.C. 8:24-2.1 through 7.5

7 C.F.R. 210.1 et seq.

Adopted:





Finance & Facilities Committee Report

October 16, 2023

I. Financial Review

a. Treasurer's Report:

- i. As of September 30, 2023, total operating cash on hand \$504,298

Bank Accounts

- **General Fund \$303,593**
All school operations expenses paid from General Fund & Special Revenue fund; rent, utilities, salaries, employee benefits, insurance, supplies & Title 1
- **Charter Escrow \$75,000**
State mandated security account
- **Enterprise Fund \$29,265.93**
Food services expenses, includes payroll labor & food purchases. Funding includes NSLP subsidies.
- **Payroll \$44,513.12**
All salary expenses.
- **Payroll Agency \$28,111.67**
Employee contributions to benefit premiums, Pension, vision, dental & health insurances and flexible spending account
- **Student Activities \$12,953**
Student activities, aftercare
- **Unemployment \$25.00**

b. Secretary's Report:

- i. As of September 30, 2023
Expenditures include general operating and special revenue funds (federal, state and foundation grants)
 - \$1,806,135 in expenses have been paid
 - \$4,802,538 in encumbrances are pending request for payment
 - \$1,738,374 of the budget is currently unencumbered

c. Charter school grant

Final Regular Submission of the 1.25 M Charter Program Grant
\$209,000 requested Salaries & benefits \$69,500, Furniture & Tech \$45,000, \$55,000 Marketing materials.

Interim Balance Sheet

ASSETS AND RESOURCES

ASSETS		
101 Cash in checking account	\$ 70,719.77	
102-106 Other cash equivalents	\$ 75,000.00	
Total cash		\$ 145,719.77
111 Investments		\$ 0.00
114 Investment interest receivable		\$ 0.00
121 Tax levy receivable		\$ 5,727,400.51
Accounts receivable		
132 Interfund	\$ (35,321.74)	
141 Intergovernmental - state	\$ (204,326.81)	
142 Intergovernmental - federal	\$ 0.00	
143 Intergovernmental - other	\$ 0.00	
153 Other Accounts Receivable	\$ 0.00	
		\$ (239,648.55)
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)	\$ 6,762,382.67	
302 Less: revenues collected or accrued	\$ (6,549,396.00)	
		\$ 212,986.67
TOTAL ASSETS AND RESOURCES		\$ 5,846,458.40

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	\$ (643,600.41)	
422 Judgments payable	\$ 0.00	
430 Compensated absences payable	\$ 0.00	
431 Contracts payable	\$ 0.00	
451 Loans payable	\$ 0.00	
461 Accrued Salaries and Benefits	\$ 16,153.15	
481 Deferred revenues	\$ 0.00	
499 Other current liabilities	\$ 0.00	
Total liabilities		\$ (627,447.26)

FUND EQUITY

Appropriated:

753 Reserve for encumbrances - current year				\$	4,783,590.92	
754 Reserve for encumbrances - prior year				\$	0.00	
760 Other reserves				\$	1,363,664.73	
771 Designated Fund Balance				\$	0.00	
772 Designated Fund Balance - ARRA/SEMI				\$	0.00	
601 Appropriations			\$	6,974,181.44		
602 Less: expenditures	\$	1,652,141.74				
603 Less: encumbrances	\$	4,783,590.92	\$	(6,435,732.66)	\$	538,448.78
Appropriations less expenditures						\$ 6,685,704.43
Unappropriated:						
770 Fund Balance, July 1, 2023				\$	0.00	
303 Less: budgeted fund balance				\$	(211,798.77)	
Unappropriated fund balance						\$ (211,798.77)
Total fund equity						\$ 6,473,905.66

TOTAL LIABILITIES AND FUND EQUITY

\$ 5,846,458.40

RECAPITULATION OF FUND BALANCE - CURRENT YEAR ACTIVITY

	Budgeted	Actual	Variance
Appropriations	\$ 6,974,181.44	\$ 6,435,732.66	\$ 538,448.78
Less: Revenues	\$ (6,762,382.67)	\$ (6,549,396.00)	\$ (212,986.67)
Subtotal	\$ 211,798.77	\$ (113,663.34)	\$ 325,462.11
Less: adjustment to appropriations for Prior Year Encumbrances	\$ 0.00	\$ 0.00	\$ 0.00
Total current year budgeted fund balance	\$ 211,798.77	\$ (113,663.34)	\$ 325,462.11
Add: Unappropriated fund balance			\$ (211,798.77)
Total of budgeted and unappropriated fund balance			\$ 113,663.34

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	76,798.77	135,000.00	211,798.77	(113,663.34)	325,462.11
52xx	From Transfers	0.00	0.00	0.00	0.00	0.00
1xxx	From Local Sources	6,083,978.00	0.00	6,083,978.00	6,083,978.00	0.00
2xxx	From Intermediate Sources	0.00	0.00	0.00	0.00	0.00
3xxx	From State Sources	678,404.67	0.00	678,404.67	465,418.00	212,986.67
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		6,839,181.44	135,000.00	6,974,181.44	6,435,732.66	538,448.78

Fund 11 (Current Expense Fund)

Account Group	Group Title	Original Bgt	New App/Tnsf	Revised Bgt	Expenditures	Encumbrances	Avail Balance	Refunds
Instructional Expense		3,389,967.68	5,000.00	3,394,967.68	560,356.94	2,611,011.59	223,599.15	0.00
Administrative		2,236,108.68	75,000.00	2,311,108.68	626,049.43	1,474,818.00	210,241.25	0.00
Support Services		1,150,605.08	0.00	1,150,605.08	350,423.16	696,608.81	103,573.11	0.00
Grand Totals for fund 11:		6,776,681.44	80,000.00	6,856,681.44	1,536,829.53	4,782,438.40	537,413.51	0.00

Fund 12 (Capital Outlay Fund)

Account Group	Group Title	Original Bgt	New App/Tnsf	Revised Bgt	Expenditures	Encumbrances	Avail Balance	Refunds
Capital Outlay		62,500.00	55,000.00	117,500.00	115,312.21	1,152.52	1,035.27	0.00
Grand Totals for fund 12:		62,500.00	55,000.00	117,500.00	115,312.21	1,152.52	1,035.27	0.00
Grand Totals for all Subfunds of Fund 10:		6,839,181.44	135,000.00	6,974,181.44	1,652,141.74	4,783,590.92	538,448.78	0.00

Revenues Summary

Acct Group	Group Title	Budgeted Est.	Transfers	Adj. Budget	Act to Date	Unrealized Under/(Over)
Recap	From Recap of Fund Balance	76,798.77	135,000.00	211,798.77	(113,663.34)	325,462.11
10-1200-000-011	Equalization/Lcl Lvy Aid-Local	836,110.00	0.00	836,110.00	836,110.00	0.00
10-1200-000-012	Equalization/Lcl Lvy Aid-State	0.00	0.00	0.00	5,247,868.00	(5,247,868.00)
10-1510-000-023	Interest	5,247,868.00	0.00	5,247,868.00	0.00	5,247,868.00
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	0.00	0.00
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	291,379.00	0.00	291,379.00	291,379.00	0.00
10-3177-000-016	Categorical Security Aid	174,039.00	0.00	174,039.00	174,039.00	0.00
10-3190-000-021	Other Unrestricted State Aid	0.00	0.00	0.00	0.00	0.00
10-3195-000-021	Consolidated Aid	0.00	0.00	0.00	0.00	0.00
10-3902-000-000	FICA/TPAF Reimbursement	212,986.67	0.00	212,986.67	0.00	212,986.67
10-4210-000-023	Federal Charter School Grant	0.00	0.00	0.00	0.00	0.00
Grand Totals		6,839,181.44	135,000.00	6,974,181.44	6,435,732.66	538,448.78

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


Expend. Account #	Account Title	Original Bgt	New App/Tnsf	Revised Bgt	Expenditures	Encumbrances	Avail Balance	Refunds
11-110-100-101	Kindergarten - Sal of Teachers	467,220.41	0.00	467,220.41	134,183.85	333,036.56	0.00	0.00
11-120-100-101	Grade 5 Teacher	798,770.52	0.00	798,770.52	0.00	798,770.52	0.00	0.00
11-130-100-101	Grade 7-8 Teacher	974,264.41	0.00	974,264.41	160,612.63	813,651.78	0.00	0.00
11-190-100-320	Purch Prof Svcs	389,050.00	(75,000.00)	314,050.00	90,434.59	84,725.66	138,889.75	0.00
11-190-100-610	General Supplies	63,390.00	80,000.00	143,390.00	85,961.57	26,100.50	31,327.93	0.00
11-190-100-640	Textbooks	50,575.00	0.00	50,575.00	40,456.53	4,180.00	5,938.47	0.00
11-190-100-890	Miscellaneous Expense	54,000.00	0.00	54,000.00	3,278.50	3,278.50	47,443.00	0.00
11-200-100-101	Special Education Teacher	517,697.34	0.00	517,697.34	33,296.88	484,400.46	0.00	0.00
11-421-100-105	Stipends	75,000.00	0.00	75,000.00	12,132.39	62,867.61	0.00	0.00
Instructional Expense		3,389,967.68	5,000.00	3,394,967.68	560,356.94	2,611,011.59	223,599.15	0.00
11-000-230-100	Salaries	1,138,024.93	0.00	1,138,024.93	255,896.92	882,128.01	0.00	0.00
11-000-230-300	Purch Prof/Tech Svc	70,260.00	0.00	70,260.00	39,429.72	16,903.51	13,926.77	0.00
11-000-230-331	Judgements Against Charters	35,000.00	0.00	35,000.00	4,286.64	14,213.36	16,500.00	0.00
11-000-230-332	Audit Fees	25,000.00	0.00	25,000.00	0.00	0.00	25,000.00	0.00
11-000-230-530	Communications/Telephone	30,385.00	0.00	30,385.00	4,396.94	15,417.26	10,570.80	0.00
11-000-230-590	Other Purchased Services (400-500 Series)	67,300.00	0.00	67,300.00	44,592.36	16,592.74	6,114.90	0.00
11-000-230-610	Supplies & Materials	7,000.00	0.00	7,000.00	0.00	1,500.00	5,500.00	0.00
11-000-230-890	Miscellaneous Expense	2,400.00	0.00	2,400.00	0.00	0.00	2,400.00	0.00
11-000-291-230	Benefits - SS & Medicare	328,862.00	0.00	328,862.00	62,693.37	266,168.63	0.00	0.00
11-000-291-232	Benefits - NJ State Pension	124,816.00	0.00	124,816.00	0.00	0.00	124,816.00	0.00
11-000-291-250	State Unemployment Ins	55,502.00	0.00	55,502.00	1,225.36	54,276.64	0.00	0.00
11-000-291-260	Benefits - Workman's Comp	33,915.00	0.00	33,915.00	8,629.00	24,021.00	1,265.00	0.00
11-000-291-270	Benefits - Health Insurance	314,343.75	0.00	314,343.75	130,746.90	183,596.85	0.00	0.00
11-000-291-290	Benefits - FlexSpending Fees	3,300.00	75,000.00	78,300.00	74,152.22	0.00	4,147.78	0.00
Administrative		2,236,108.68	75,000.00	2,311,108.68	626,049.43	1,474,818.00	210,241.25	0.00
11-000-216-320	Purch Prof Tech Svcs - P/OT	79,000.00	0.00	79,000.00	2,000.00	0.00	77,000.00	0.00
11-000-240-110	Supp Svcs - Salaries	327,875.08	0.00	327,875.08	82,520.98	245,354.10	0.00	0.00
11-000-240-500	Other Purchased Services (400-500 Series)	195,120.00	0.00	195,120.00	63,677.04	123,275.64	8,167.32	0.00
11-000-262-441	Rental of Land & Bldgs	352,000.00	0.00	352,000.00	133,333.48	218,666.52	0.00	0.00
11-000-262-520	Insurance	81,260.00	0.00	81,260.00	49,192.21	31,992.00	75.79	0.00
11-000-262-610	Supplies & Materials	23,800.00	0.00	23,800.00	662.55	9,337.45	13,800.00	0.00
11-000-262-620	Energy Costs	86,550.00	0.00	86,550.00	16,322.90	67,977.10	2,250.00	0.00
11-000-262-890	Miscellaneous Expense	5,000.00	0.00	5,000.00	2,714.00	6.00	2,280.00	0.00
Support Services		1,150,605.08	0.00	1,150,605.08	350,423.16	696,608.81	103,573.11	0.00
Grand Totals for fund 11:		6,776,681.44	80,000.00	6,856,681.44	1,536,829.53	4,782,438.40	537,413.51	0.00

Fund 12 (Capital Outlay Fund)

Expend. Account #	Account Title	Original Bgt	New App/Tnsf	Revised Bgt	Expenditures	Encumbrances	Avail Balance	Refunds
12-000-100-730	Instructional Equipment	62,500.00	0.00	62,500.00	69,239.22	(6,849.09)	109.87	0.00
12-000-300-730	Non-Instructional Equipment	0.00	55,000.00	55,000.00	46,072.99	8,001.61	925.40	0.00
Capital Outlay		62,500.00	55,000.00	117,500.00	115,312.21	1,152.52	1,035.27	0.00
Grand Totals for fund 12:		62,500.00	55,000.00	117,500.00	115,312.21	1,152.52	1,035.27	0.00

Grand Totals for all Subfunds of Fund 10:	6,839,181.44	135,000.00	6,974,181.44	1,652,141.74	4,783,590.92	538,448.78	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

10/13/23

Date

Interim Balance Sheet**ASSETS AND RESOURCES**

ASSETS		
101 Cash in checking account	\$ 232,873.15	
102-106 Other cash equivalents	\$ 0.00	
Total cash		\$ 232,873.15
111 Investments		\$ 0.00
114 Investment interest receivable		\$ 0.00
121 Tax levy receivable		\$ 0.00
Accounts receivable		
132 Interfund	\$ 100,925.73	
141 Intergovernmental - state	\$ (8,297.00)	
142 Intergovernmental - federal	\$ (479,494.87)	
143 Intergovernmental - other	\$ 0.00	
153 Other Accounts Receivable	\$ 0.00	
		\$ (386,866.14)
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)	\$ 0.00	
302 Less: revenues collected or accrued	\$ 0.00	
		\$ 0.00
TOTAL ASSETS AND RESOURCES		\$ (153,992.99)

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	\$	0.00
499 Other current liabilities	\$	0.00
Total liabilities	\$	0.00

FUND EQUITY

Appropriated:

753 Reserve for encumbrances - current year			\$	18,947.50		
754 Reserve for encumbrances - prior year			\$	0.00		
760 Other reserves			\$	0.00		
771 Designated Fund Balance			\$	0.00		
601 Appropriations		\$	1,372,865.63			
602 Less: expenditures	\$	153,992.99				
603 Less: encumbrances	\$	18,947.50	\$	(172,940.49)	\$	1,199,925.14
Appropriations less expenditures					\$	1,218,872.64
Unappropriated:						
770 Fund Balance, July 1, 2023			\$	0.00		
303 Less: budgeted fund balance			\$	(1,372,865.63)		
Unappropriated fund balance					\$	(1,372,865.63)
Total fund equity					\$	(153,992.99)
TOTAL LIABILITIES AND FUND EQUITY					\$	(153,992.99)

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	1,372,865.63	0.00	1,372,865.63	172,940.49	1,199,925.14
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	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		1,372,865.63	0.00	1,372,865.63	172,940.49	1,199,925.14

Fund 20 (Special Revenue Fund)

Account Group	Group Title	Original Bgt	New App/Tmsf	Revised Bgt	Expenditures	Encumbrances	Avail Balance	Refunds
Title IA - Improving Basic Pgms		262,047.00	0.00	262,047.00	5,813.00	0.00	256,234.00	0.00
IDEA Part B		91,160.00	0.00	91,160.00	0.00	0.00	91,160.00	0.00
ESSER II		0.00	0.00	0.00	39,238.54	0.00	(39,238.54)	0.00
ARP ESSER		944,658.63	0.00	944,658.63	0.00	0.00	944,658.63	0.00
ARP ESSER-Accelerated Learning Coaching		0.00	0.00	0.00	30,487.04	0.00	(30,487.04)	0.00
Charter Grant		75,000.00	0.00	75,000.00	78,454.41	18,947.50	(22,401.91)	0.00
Grand Totals for fund 20:		1,372,865.63	0.00	1,372,865.63	153,992.99	18,947.50	1,199,925.14	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	1,372,865.63	0.00	1,372,865.63	172,940.49	1,199,925.14
20-3257-000-000	SDA Emerg. Needs & Cap. Maint.	0.00	0.00	0.00	0.00	0.00
20-4411-231-032	Title I	0.00	0.00	0.00	0.00	0.00
20-4413-234-032	Title I C/O	0.00	0.00	0.00	0.00	0.00
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	0.00	0.00	0.00	0.00	0.00
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
20-4530-000-000	CARES Act	0.00	0.00	0.00	0.00	0.00
20-4531-000-000	Digital Divide	0.00	0.00	0.00	0.00	0.00
20-4534-000-000	CRRSA Act - ESSER II	0.00	0.00	0.00	0.00	0.00
20-4535-000-000	CRRSA Act - ESSER II	0.00	0.00	0.00	0.00	0.00
20-4536-000-000	CRRSA - Mental Health Grant	0.00	0.00	0.00	0.00	0.00
20-4537-000-000	ACSERS Program	0.00	0.00	0.00	0.00	0.00
20-4540-000-000	ARP-ESSER	0.00	0.00	0.00	0.00	0.00
20-4541-000-000	ESSER-Accel Lrn Coach&Ed Sup	0.00	0.00	0.00	0.00	0.00
20-4542-000-000	ESSER Summer Learn&Enrich Ac	0.00	0.00	0.00	0.00	0.00
20-4543-000-000	ESSER-Cmpr Beyond Sch Day Ac	0.00	0.00	0.00	0.00	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
20-6000-000-000	Charter School Grant	0.00	0.00	0.00	0.00	0.00
Grand Totals		1,372,865.63	0.00	1,372,865.63	172,940.49	1,199,925.14

Minimum Expense General Ledger Report

Fund 20 (Special Revenue Fund)

Expend. Account #	Account Title	Original Bgt	New App/Tnsf	Revised Bgt	Expenditures	Encumbrances	Avail Balance	Refunds
20-231-100-300	Purchased Services	200,000.00	0.00	200,000.00	0.00	0.00	200,000.00	0.00
20-231-100-600	Supplies	61,047.00	0.00	61,047.00	5,813.00	0.00	55,234.00	0.00
20-231-100-800	Other Objects-Instruction	1,000.00	0.00	1,000.00	0.00	0.00	1,000.00	0.00
Title IA - Improving Basic Pgms		262,047.00	0.00	262,047.00	5,813.00	0.00	256,234.00	0.00
20-250-200-300	Professional Services	91,160.00	0.00	91,160.00	0.00	0.00	91,160.00	0.00
IDEA Part B		91,160.00	0.00	91,160.00	0.00	0.00	91,160.00	0.00
20-483-100-101	Instruction- Sal of Teacher	0.00	0.00	0.00	39,238.54	0.00	(39,238.54)	0.00
ESSER II		0.00	0.00	0.00	39,238.54	0.00	(39,238.54)	0.00
20-487-100-100	ARP-ESSER Grant Program	390,000.00	0.00	390,000.00	0.00	0.00	390,000.00	0.00
20-487-100-600	Instructional Supplies	31,416.97	0.00	31,416.97	0.00	0.00	31,416.97	0.00
20-487-200-200	ARP-ESSER Grant Program	83,724.72	0.00	83,724.72	0.00	0.00	83,724.72	0.00
20-487-200-600	ARP-ESSER Grant Program	43,374.94	0.00	43,374.94	0.00	0.00	43,374.94	0.00
20-487-400-720	ARP-ESSER Grant Program	396,142.00	0.00	396,142.00	0.00	0.00	396,142.00	0.00
ARP ESSER		944,658.63	0.00	944,658.63	0.00	0.00	944,658.63	0.00
20-488-100-101	Instruction- Sal of Teacher	0.00	0.00	0.00	30,487.04	0.00	(30,487.04)	0.00
ARP ESSER-Accelerated Learning Coaching		0.00	0.00	0.00	30,487.04	0.00	(30,487.04)	0.00
20-500-100-800	Other objects	0.00	0.00	0.00	22,270.10	0.00	(22,270.10)	0.00
20-500-200-300	Benefits	75,000.00	0.00	75,000.00	56,184.31	18,947.50	(131.81)	0.00
Charter Grant		75,000.00	0.00	75,000.00	78,454.41	18,947.50	(22,401.91)	0.00
Grand Totals for fund 20:		1,372,865.63	0.00	1,372,865.63	153,992.99	18,947.50	1,199,925.14	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

10/13/23

Date

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

FOR THE MONTH ENDING SEPTEMBER 30, 2023

		CASH REPORT			
FUNDS		(1) Beginning Cash Balance	(2) Cash Receipts/Transfers This Month	(3) Cash Disbursements/Transfers This Month	(4) Ending Cash Balance (1) + (2) - (3)
	GOVERNMENTAL FUNDS				
1	General Fund - Fund 10 - Operating	\$ 69,242.36	\$ 680,431.49	\$ 678,954.08	\$ 70,719.77
2	Charter Escrow	75,000.00	-	-	\$ 75,000.00
2	Special Revenue Fund - Fund 20	110,361.26	212,000.00	89,488.11	232,873.15
3	Total governmental funds (Lines 1 thru 2)	254,603.62	892,431.49	768,442.19	378,592.92
	ENTERPRISE FUND				
4	Food Service	29,265.93	-	-	29,265.93
	Total Enterprise funds (Lines 4)	29,265.93	-	-	29,265.93
	TRUST & AGENCY FUNDS				
5	Payroll Account	172,403.99	316,695.64	444,586.51	44,513.12
6	Payroll Agency	30,732.61	17,900.53	20,521.47	28,111.67
7	Unemployment	25.00	-	-	25.00
8	Student Activity Account	12,952.60	-	-	12,952.60
9	Total Trust & Agency Funds (Lines 5 thru 8)	216,114.20	334,596.17	465,107.98	85,602.39
10	Total All Funds (Lines 3, 4 and 9)	\$ 499,983.75	\$ 1,227,027.66	\$ 1,233,550.17	\$ 493,461.24

Prepared and Submitted By:

Leslie Baynes
Chief Operating Officer

10/13/2023

Date

**LINK COMMUNITY CHARTER SCHOOL
RECONCILIATION OF BOARD SECRETARY'S REPORT (A-148)
AND TREASURER'S REPORT (A-149)
FOR THE MONTH ENDING SEPTEMBER 30, 2023**

<u>Fund</u>		
10.101	General fund - Regular Account	\$ 70,719.77
10.106	Charter Escrow	75,000.00
20.101	Special Revenue Fund	232,873.15
60.101	Enterprise Fund	29,265.93
90.101	Payroll Account	44,513.12
90.103	Unemployment	25.00
91.101	Agency Account	28,111.67
95.101	Student Activity Account	12,952.60
		<hr/>
Total Board Secretary's Records - A-148		493,461.24
Total Funds per Treasurer's Report		<hr/>
		493,461.24
Difference		<hr/>
		\$ -

LINK COMMUNITY CHARTER SCHOOL
TD Bank
OPERATING ACCOUNT - 430-2520237
FOR THE MONTH ENDING SEPTEMBER 30, 2023

	<u>BANK</u>	<u>BOOKS</u> <u>G/FUND</u>	<u>BOOKS</u> <u>S/REVENUE</u>	<u>BOOKS</u> <u>TOTAL</u>
BALANCE BEG. OF MONTH	\$ 609,523.42	\$ 69,242.36	\$ 110,361.26	\$ 179,603.62
<u>Additions</u>				
Deposits	892,431.49	680,431.49	212,000.00	892,431.49
Total Receipts	892,431.49	680,431.49	212,000.00	892,431.49
<u>Deductions</u>				
Cash Disbursements	591,599.49	678,954.08	89,488.11	768,442.19
Total Disbursements	591,599.49	678,954.08	89,488.11	768,442.19
<u>BALANCE END OF MONTH</u>	910,355.42			
<u>RECONCILIATION</u>				
Less--Outstanding checks	606,762.50			
Deposit in transit				
ADJUSTED BALANCE END OF MONTH	\$ 303,592.92	\$ 70,719.77	\$ 232,873.15	\$ 303,592.92

The following checks are outstanding after this statement period:

<u>Date</u>	<u>Check #</u>	<u>Vendor</u>	<u>Amount</u>	<u>Comment</u>
09/11/2020	03779	RESOURCES FOR EDUCATORS	\$0.00	Prior Year Check
01/07/2021	03897	City of Newark Division of Water	\$560.65	Prior Year Check
03/04/2021	03968	Gordon & Rees	\$1,537.00	Prior Year Check
05/10/2021	04061	Window Repair Systems, Inc.	\$8,610.00	Prior Year Check
02/23/2022	04472	E.A. Services Corporation	\$0.00	Prior Year Check
08/06/2021	04144	AT&T Mobility	\$7,992.97	Prior Year Check
03/14/2022	04470	La Hermosa Church	\$500.00	Prior Year Check
06/08/2022	04555	AT&T Mobility	\$7,682.19	Prior Year Check
08/16/2022	04660	Worrall Communications Newspapers, Inc.	\$53.84	Prior Year Check
01/09/2023	04880	Jessica Bloom	\$2,219.07	Prior Year Check
02/06/2023	04917	New Jersey Manufacturers Insurance Compai	\$3,169.00	Prior Year Check
05/08/2023	05060	US Postal Service	\$2,500.00	Prior Year Check
06/12/2023	05098	Gordon & Rees	\$5,684.46	Prior Year Check
06/12/2023	05105	Window Repair Systems, Inc.	\$19,780.00	Prior Year Check
06/30/2023	05145	For The Love of Literacy	\$6,400.00	Prior Year Check
06/30/2023	05153	Staples Advantage	\$59.42	Prior Year Check
06/30/2023	05154	PSE&G	\$2,911.79	Prior Year Check
06/30/2023	05156	AT&T Teleconference Services	\$73.58	Prior Year Check
06/30/2023	05157	School Mart	\$550.58	Prior Year Check
06/30/2023	05158	Fedex	\$21.31	Prior Year Check
06/30/2023	05159	Optimum	\$145.75	Prior Year Check
06/30/2023	05160	Verizon Fios	\$445.04	Prior Year Check
06/30/2023	05161	Maschio's Food Service Inc.	\$3,810.70	Prior Year Check
07/01/2023	05100	PowerSchool Group LLC	\$7,962.29	
07/17/2023	05153	Deanslist	\$3,278.50	
07/31/2023	05157	Association of American Educators	\$8,514.00	
07/31/2023	05161	STRAUSS ESMAY ASSOCIATES, LLP	\$4,865.00	
08/07/2023	05166	Link High Technologies Inc.	\$5,400.25	
08/07/2023	05167	AT & T	\$593.85	
08/07/2023	05169	State of New Jersey, Treasurer	\$214.00	
08/08/2023	05173	Scenario Learning LLC	\$633.00	
08/20/2023	05191	New Jersey Manufacturers Insurance Compai	\$2,831.00	
08/20/2023	05195	The Goodkind Group, LLC	\$202,087.46	
08/20/2023	05197	Amazon Capital Services	\$13,997.57	
08/21/2023	05210	Maria Picone	\$1,000.00	
08/21/2023	05214	State of New Jersey Divisions of Pensions	\$60.66	
08/30/2023	05221	Linkit	\$14,725.00	
08/30/2023	05222	Western Pest Services	\$500.00	
09/07/2023	05227	Link High Technologies Inc.	\$5,400.25	
09/12/2023	05229	AT & T	\$340.89	
09/12/2023	05230	Blick Art Materials	\$1,205.69	
09/12/2023	05231	School Health Corp	\$1,667.54	
09/12/2023	05233	Outfront Media, LLC	\$1,000.00	
09/13/2023	05237	MACHADO LAW GROUP	\$1,920.00	
09/18/2023	05240	Newsela	\$6,261.76	
09/18/2023	05242	The Goodkind Group, LLC	\$24,500.10	
09/18/2023	05243	Protective Measures Security & Fire Systems	\$542.98	
09/18/2023	05245	Movers 201 Corporation	\$5,427.50	
09/18/2023	05249	One Source Solutions	\$3,275.00	
09/18/2023	05250	EMS LINQ INC	\$3,828.72	
09/18/2023	05253	Worthington Direct Holdings, LLC	\$17,446.01	
09/25/2023	05256	Blick Art Materials	\$150.54	
09/25/2023	05257	Western Pest Services	\$500.00	
09/25/2023	05258	AAA Facility Solutions	\$11,776.80	
09/25/2023	05259	Link High Technologies Inc.	\$5,400.25	
09/25/2023	05260	Staples Advantage	\$1,637.72	
09/25/2023	05261	School Health Corp	\$1,621.65	
09/25/2023	05262	Charles Nechtem Associates, Inc.	\$291.66	
09/25/2023	05263	Motivated Security Services, Inc.	\$8,127.47	
09/25/2023	05264	Delta-T Group North Jersey, Inc.	\$7,332.60	
09/25/2023	05265	First Citizens Bank & Trust Co.	\$3,647.29	
09/25/2023	05266	PSE&G	\$6,781.38	
09/25/2023	05267	LESLIE BAYNES	\$1,147.01	
09/29/2023	05268	Worrall Communications Newspapers, Inc.	\$52.48	

09/29/2023	05269	Hand2Mind	\$739.98	
09/29/2023	05270	Amazon Capital Services	\$2,616.68	
09/29/2023	05271	Heinemann Publishing	\$10,209.01	
09/29/2023	05272	Heinemann Publishing	\$12,620.00	
09/29/2023	05273	Jay Marc Associates, LLC	\$2,557.29	
09/29/2023	05274	Verizon	\$465.79	
09/30/2023	05275	Homecare Therapies, Inc LLC	\$14,000.00	
09/30/2023	05276	LINK EDUCATION PARTNERS, INC	\$6,880.00	This Check Voided on 10/10/2023
09/30/2023	05277	LINK EDUCATION PARTNERS, INC	\$6,849.09	
09/30/2023	05278	School Specialty, LLC	\$5,628.38	
09/30/2023	05280	LINK EDUCATION PARTNERS, INC	\$12,977.68	
09/30/2023	05281	Amazon Capital Services	\$2,114.49	
09/30/2023	05282	LINK EDUCATION PARTNERS, INC	\$6,141.36	
09/30/2023	05283	Amazon Capital Services	\$3,000.06	
09/30/2023	05285	4imprint, inc.	\$3,903.13	
09/30/2023	05286	Kendall Hunt Publishing Company	\$5,167.80	
09/30/2023	05287	NEWARK SCHOOL OF THE ARTS	\$3,000.00	
09/30/2023	05288	LINK EDUCATION PARTNERS, INC	\$6,865.94	
09/30/2023	05290	NEWARK SCHOOL OF THE ARTS	\$9,652.50	
09/30/2023	05294	Omintech Solutions, LLC	\$6,450.00	
09/30/2023	05291	Custom Ink	\$22,270.10	

The total of all checks outstanding this period:
 \$606,762.50

No Journal Entries remain outstanding after this period.



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 8
Statement Period: Sep 01 2023-Sep 30 2023
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	426,697.60	Average Collected Balance	603,498.28
Deposits	679,778.49	Interest Earned This Period	0.00
Electronic Deposits	212,653.00	Interest Paid Year-to-Date	0.00
		Annual Percentage Yield Earned	0.00%
Checks Paid	254,469.19	Days in Period	30
Electronic Payments	337,130.30		
Ending Balance	727,529.60		

	Total for this cycle	Total Year to Date
Grace Period OD/NSF Refund	\$0.00	\$0.00

DAILY ACCOUNT ACTIVITY

Deposits

POSTING DATE	DESCRIPTION	AMOUNT
09/11	DEPOSIT	141,486.00
09/26	DEPOSIT	538,292.49
	Subtotal:	679,778.49

Electronic Deposits

POSTING DATE	DESCRIPTION	AMOUNT
09/12	CCD DEPOSIT, ST OF NEW JERSEY EFT PAYMT 46561448700	212,000.00
09/29	CCD DEPOSIT, ST OF NEW JERSEY EFT PAYMT 46561448700	653.00
	Subtotal:	212,653.00

Checks Paid

No. Checks: 44

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

DATE	SERIAL NO.	AMOUNT	DATE	SERIAL NO.	AMOUNT
09/11	5156	200.00	09/01	5183*	21.31
09/06	5158*	500.00	09/14	5184	145.75
09/28	5160*	8,452.66	09/29	5187*	3,546.50
09/21	5162*	5,813.00	09/08	5193*	13.77
09/11	5172*	291.66	09/25	5203*	9,500.00
09/11	5176*	5,544.00	09/12	5204	3,028.20
09/08	5177	6,323.20	09/05	5205	2,586.00
09/20	5178	5,705.00	09/28	5211*	59.42
09/11	5179	1,200.00	09/08	5215*	4,084.50
09/28	5180	3,651.28	09/19	5216	1,200.00

Call 1-800-937-2000 for 24-hour Bank-by-Phone services or connect to www.tdbank.com

Begin by adjusting your account register as follows:

- Subtract any services charges shown on this statement.
- Subtract any automatic payments, transfers or other electronic withdrawals not previously recorded.
- Add any interest earned if you have an interest-bearing account.
- Add any automatic deposit or overdraft line of credit.
- Review all withdrawals shown on this statement and check them off in your account register.
- Follow instructions 2-5 to verify your ending account balance.

1. Your ending balance shown on this statement is:
2. List below the amount of deposits or credit transfers which do not appear on this statement. Total the deposits and enter on Line 2.
3. Subtotal by adding lines 1 and 2.
4. List below the total amount of withdrawals that do not appear on this statement. Total the withdrawals and enter on Line 4.
5. Subtract Line 4 from 3. This adjusted balance should equal your account balance.

1	Ending Balance	727,529.60
2	Total Deposits	+
3	Sub Total	
4	Total Withdrawals	-
5	Adjusted Balance	

2 DEPOSITS NOT ON STATEMENT	DOLLARS	CENTS
Total Deposits		2

[illegible]

WITHDRAWALS NOT ON STATEMENT	DOLLARS	CENTS
Total Withdrawals		4

FOR CONSUMER ACCOUNTS ONLY — IN CASE OF ERRORS OR QUESTIONS ABOUT YOUR ELECTRONIC FUNDS TRANSFERS:

If you need information about an electronic fund transfer or if you believe there is an error on your bank statement or receipt relating to an electronic fund transfer, telephone the bank immediately at the phone number listed on the front of your statement or write to:

**TD Bank, N.A., Deposit Operations Dept, P.O. Box 1377, Lewiston,
Maine 04243-1377**

We must hear from you no later than sixty (60) calendar days after we sent you the first statement upon which the error or problem first appeared. When contacting the Bank, please explain as clearly as you can why you believe there is an error or why more information is needed. Please include:

- Your name and account number.
- A description of the error or transaction you are unsure about.
- The dollar amount and date of the suspected error.

When making a verbal inquiry, the Bank may ask that you send us your complaint in writing within ten (10) business days after the first telephone call.

We will investigate your complaint and will correct any error promptly. If we take more than ten (10) business days to do this, we will credit your account for the amount you think is in error, so that you have the use of the money during the time it takes to complete our investigation.

INTEREST NOTICE

Total interest credited by the Bank to you this year will be reported by the Bank to the Internal Revenue Service and State tax authorities. The amount to be reported will be reported separately to you by the Bank.

FOR CONSUMER LOAN ACCOUNTS ONLY — 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 at P.O. Box 1377, Lewiston, Maine 04243-1377 as soon as possible. We must hear from you no later than sixty (60) days after we sent you the FIRST bill on which the error or problem appeared. You can telephone us, but doing so will not preserve your rights. In your letter, give us the following information:

- Your name and account number.
- The dollar amount of the suspected error.
- 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.

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

Page: 3 of 8
 Statement Period: Sep 01 2023-Sep 30 2023
 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
09/29	5218*	8,011.34	09/29	5238*	4,753.24
09/22	5219	3,940.77	09/26	5239	33,333.37
09/29	5220	9,846.08	09/29	5241*	5,050.00
09/25	5223*	3,528.15	09/25	5244*	45,040.07
09/27	5224	1,357.28	09/26	5246*	902.57
09/26	5225	291.66	09/29	5247	500.00
09/25	5226	2,329.60	09/25	5248	3,155.80
09/27	5228*	2,967.00	09/25	5251*	734.80
09/26	5232*	128.49	09/25	5252	1,400.00
09/25	5234*	35.84	09/27	5254*	8,008.00
09/29	5235	4,185.00	09/22	5255	39,638.21
09/28	5236	1,956.43	09/08	99402327*	11,509.24
Subtotal:					254,469.19

Electronic Payments

POSTING DATE	DESCRIPTION	AMOUNT
09/05	CCD DEBIT, HORIZON BCBS NJ PREM. BILL 6992U07	2,534.13
09/14	eTransfer Debit, Online Xfer Transfer to CK 4301373885	50,000.00
09/28	eTransfer Debit, Online Xfer Transfer to CK 4301373885	266,695.64
09/28	eTransfer Debit, Online Xfer Transfer to CK 4301373893	17,900.53
Subtotal:		337,130.30

DAILY BALANCE SUMMARY

DATE	BALANCE	DATE	BALANCE
08/31	426,697.60	09/20	685,296.84
09/01	426,676.29	09/21	679,483.84
09/05	421,556.16	09/22	635,904.86
09/06	421,056.16	09/25	570,180.60
09/08	399,125.45	09/26	1,073,817.00
09/11	533,375.79	09/27	1,061,484.72
09/12	742,347.59	09/28	762,768.76
09/14	692,201.84	09/29	727,529.60
09/19	691,001.84		

Call 1-800-937-2000 for 24-hour Bank-by-Phone services or connect to www.tdbank.com

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

Account Number	1127000464
Statement Date	09/29/2023
Statement Thru Date	10/01/2023
Check/Items Enclosed	0
Page	1

Address Service Requested

00009818 MPBNJDDA093023064338 01 000000000 0000000 002

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

Customer Support



Contact us by Phone
 800.448.7768



Visit Us Online
www.Provident.Bank

IMPORTANT MESSAGE(S)

NOTICE OF UPDATED CONTRACT TERMS – We have updated the Terms and Conditions of your account with us. Effective 30 days from the date you receive this notice, your account(s) shall be governed by the updated Terms and Conditions. Continued use of your account(s) constitutes your agreement to these updated Terms and Conditions. Please visit www.provident.bank/business-tc or scan the QR code below to view the revised Business Deposit Account Terms and Conditions. Pages 17-20 include the changes to how we agree to resolve disputes between us, which now will be through binding individual arbitration. If you do not have access to the internet, please contact us Monday-Friday 8:00 a.m. – 7:00 p.m. and Saturday 9:00 a.m. – 2:00 p.m. at 800.448.7768 to request that we mail you the summary of the changes.



RELATIONSHIP SUMMARY AND CURRENT STATEMENT ACTIVITY

Account Type	Account Number	Balance
BUSINESSADVANTAGE CKNG	1127000464	\$182,825.82

BUSINESSADVANTAGE CKNG

Account Number: 1127000464

Account Owner(s): LINK COMMUNITY CHARTER SCHOOL INC

Balance Summary

Beginning Balance as of 09/01/2023	\$182,825.82
+ Deposits and Credits (0)	\$0.00
- Withdrawals and Debits (0)	\$0.00
Ending Balance as of 09/30/2023	\$182,825.82
Service Charges for Period	\$0.00
Average Balance for Period	\$182,825.00

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

Check Number	Check Amount	
	Dollars	Cents
	\$	
Total	\$	



LINK COMMUNITY CHARTER SCHOOL
TD Bank
ACCOUNT #430-6745089
FOR THE MONTH ENDING SEPTEMBER 30, 2023

	<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
Total Receipts	<u>0.00</u>	<u>0.00</u>
DISBURSEMENTS		
Disbursements	0.00	0.00
Total Disbursements	<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>



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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: Sep 01 2023-Sep 30 2023
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	30

	Total for this cycle	Total Year to Date
Grace Period OD/NSF Refund	\$0.00	\$0.00

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

How to Balance your Account

Begin by adjusting your account register as follows:

- Subtract any services charges shown on this statement.
- Subtract any automatic payments, transfers or other electronic withdrawals not previously recorded.
- Add any interest earned if you have an interest-bearing account.
- Add any automatic deposit or overdraft line of credit.
- Review all withdrawals shown on this statement and check them off in your account register.
- Follow instructions 2-5 to verify your ending account balance.

1. Your ending balance shown on this statement is:
2. List below the amount of deposits or credit transfers which do not appear on this statement. Total the deposits and enter on Line 2.
3. Subtotal by adding lines 1 and 2.
4. List below the total amount of withdrawals that do not appear on this statement. Total the withdrawals and enter on Line 4.
5. Subtract Line 4 from 3. This adjusted balance should equal your account balance.

1	Ending Balance	75,000.00
2	Total Deposits	+
3	Sub Total	
4	Total Withdrawals	-
5	Adjusted Balance	

2 DEPOSITS NOT ON STATEMENT	DOLLARS	CENTS
Total Deposits		2

[illegible]

WITHDRAWALS NOT ON STATEMENT	DOLLARS	CENTS
Total Withdrawals		4

FOR CONSUMER ACCOUNTS ONLY — IN CASE OF ERRORS OR QUESTIONS ABOUT YOUR ELECTRONIC FUNDS TRANSFERS:

If you need information about an electronic fund transfer or if you believe there is an error on your bank statement or receipt relating to an electronic fund transfer, telephone the bank immediately at the phone number listed on the front of your statement or write to:

**TD Bank, N.A., Deposit Operations Dept, P.O. Box 1377, Lewiston,
Maine 04243-1377**

We must hear from you no later than sixty (60) calendar days after we sent you the first statement upon which the error or problem first appeared. When contacting the Bank, please explain as clearly as you can why you believe there is an error or why more information is needed. Please include:

- Your name and account number.
- A description of the error or transaction you are unsure about.
- The dollar amount and date of the suspected error.

When making a verbal inquiry, the Bank may ask that you send us your complaint in writing within ten (10) business days after the first telephone call.

We will investigate your complaint and will correct any error promptly. If we take more than ten (10) business days to do this, we will credit your account for the amount you think is in error, so that you have the use of the money during the time it takes to complete our investigation.

INTEREST NOTICE

Total interest credited by the Bank to you this year will be reported by the Bank to the Internal Revenue Service and State tax authorities. The amount to be reported will be reported separately to you by the Bank.

FOR CONSUMER LOAN ACCOUNTS ONLY — 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 at P.O. Box 1377, Lewiston, Maine 04243-1377 as soon as possible. We must hear from you no later than sixty (60) days after we sent you the FIRST bill on which the error or problem appeared. You can telephone us, but doing so will not preserve your rights. In your letter, give us the following information:

- Your name and account number.
- The dollar amount of the suspected error.
- 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.

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 SEPTEMBER 30, 2023

	<u>BANK</u>	<u>BOOKS</u>
BALANCE BEG. OF MONTH	<u>\$ 29,265.93</u>	<u>\$ 29,265.93</u>
RECEIPTS		
	0.00	0.00
Total Receipts	<u>0.00</u>	<u>0.00</u>
DISBURSEMENTS		
Disbursements	0.00	0.00
Total Disbursements	<u>0.00</u>	<u>0.00</u>
BALANCE END OF MONTH	<u><u>\$ 29,265.93</u></u>	<u><u>\$ 29,265.93</u></u>
FUND 10 transfer		
Outstanding Check	-	
BALANCE PER BOOKS	<u><u>\$ 29,265.93</u></u>	<u><u>\$ 29,265.93</u></u>



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STATEMENT OF ACCOUNT



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

Page: 1 of 2
Statement Period: Sep 01 2023-Sep 30 2023
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	29,265.93	Average Collected Balance	29,265.93
		Interest Earned This Period	0.00
Ending Balance	29,265.93	Interest Paid Year-to-Date	0.00
		Annual Percentage Yield Earned	0.00%
		Days in Period	30

	Total for this cycle	Total Year to Date
Grace Period OD/NSF Refund	\$0.00	\$0.00

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

Begin by adjusting your account register as follows:

- Subtract any services charges shown on this statement.
- Subtract any automatic payments, transfers or other electronic withdrawals not previously recorded.
- Add any interest earned if you have an interest-bearing account.
- Add any automatic deposit or overdraft line of credit.
- Review all withdrawals shown on this statement and check them off in your account register.
- Follow instructions 2-5 to verify your ending account balance.

1. Your ending balance shown on this statement is:
2. List below the amount of deposits or credit transfers which do not appear on this statement. Total the deposits and enter on Line 2.
3. Subtotal by adding lines 1 and 2.
4. List below the total amount of withdrawals that do not appear on this statement. Total the withdrawals and enter on Line 4.
5. Subtract Line 4 from 3. This adjusted balance should equal your account balance.

1	Ending Balance	29,265.93
2	Total Deposits	+
3	Sub Total	
4	Total Withdrawals	-
5	Adjusted Balance	

2 DEPOSITS NOT ON STATEMENT	DOLLARS	CENTS
Total Deposits		2

[illegible]

WITHDRAWALS NOT ON STATEMENT	DOLLARS	CENTS
Total Withdrawals		4

FOR CONSUMER ACCOUNTS ONLY — IN CASE OF ERRORS OR QUESTIONS ABOUT YOUR ELECTRONIC FUNDS TRANSFERS:

If you need information about an electronic fund transfer or if you believe there is an error on your bank statement or receipt relating to an electronic fund transfer, telephone the bank immediately at the phone number listed on the front of your statement or write to:

**TD Bank, N.A., Deposit Operations Dept, P.O. Box 1377, Lewiston,
Maine 04243-1377**

We must hear from you no later than sixty (60) calendar days after we sent you the first statement upon which the error or problem first appeared. When contacting the Bank, please explain as clearly as you can why you believe there is an error or why more information is needed. Please include:

- Your name and account number.
- A description of the error or transaction you are unsure about.
- The dollar amount and date of the suspected error.

When making a verbal inquiry, the Bank may ask that you send us your complaint in writing within ten (10) business days after the first telephone call.

We will investigate your complaint and will correct any error promptly. If we take more than ten (10) business days to do this, we will credit your account for the amount you think is in error, so that you have the use of the money during the time it takes to complete our investigation.

INTEREST NOTICE

Total interest credited by the Bank to you this year will be reported by the Bank to the Internal Revenue Service and State tax authorities. The amount to be reported will be reported separately to you by the Bank.

FOR CONSUMER LOAN ACCOUNTS ONLY — 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 at P.O. Box 1377, Lewiston, Maine 04243-1377 as soon as possible. We must hear from you no later than sixty (60) days after we sent you the FIRST bill on which the error or problem appeared. You can telephone us, but doing so will not preserve your rights. In your letter, give us the following information:

- Your name and account number.
- The dollar amount of the suspected error.
- 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.

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 SEPTEMBER 30, 2023

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



America's Most Convenient Bank®

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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: Sep 01 2023-Sep 30 2023
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	30

	Total for this cycle	Total Year to Date
Grace Period OD/NSF Refund	\$0.00	\$0.00

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

Begin by adjusting your account register as follows:

- Subtract any services charges shown on this statement.
- Subtract any automatic payments, transfers or other electronic withdrawals not previously recorded.
- Add any interest earned if you have an interest-bearing account.
- Add any automatic deposit or overdraft line of credit.
- Review all withdrawals shown on this statement and check them off in your account register.
- Follow instructions 2-5 to verify your ending account balance.

1. Your ending balance shown on this statement is:
2. List below the amount of deposits or credit transfers which do not appear on this statement. Total the deposits and enter on Line 2.
3. Subtotal by adding lines 1 and 2.
4. List below the total amount of withdrawals that do not appear on this statement. Total the withdrawals and enter on Line 4.
5. Subtract Line 4 from 3. This adjusted balance should equal your account balance.

1	Ending Balance	25.00
2	Total Deposits	+
3	Sub Total	
4	Total Withdrawals	-
5	Adjusted Balance	

2 DEPOSITS NOT ON STATEMENT	DOLLARS	CENTS
Total Deposits		2

[illegible]

WITHDRAWALS NOT ON STATEMENT	DOLLARS	CENTS
Total Withdrawals		4

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FOR CONSUMER LOAN ACCOUNTS ONLY — BILLING RIGHTS SUMMARY

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LINK COMMUNITY CHARTER SCHOOL
TD Bank
PAYROLL ACCOUNT -430-1373885
FOR THE MONTH ENDING SEPTEMBER 30, 2023

	<u>BANK</u>	<u>BOOKS</u>
BALANCE BEG. OF MONTH	<u>\$ 174,736.49</u>	<u>\$ 172,403.99</u>
RECEIPTS		
Deposits	316,695.64	316,695.64
Total Receipts	<u>316,695.64</u>	<u>316,695.64</u>
Disbursements	444,110.46	444,586.51
Total Disbursements	<u>444,110.46</u>	<u>444,586.51</u>
Balance at End of Month	47,321.67	44,513.12
		0.00
Less: Outstanding Checks	<u>2,808.55</u>	<u>-</u>
ADJUSTED BALANCE END OF MONTH	<u>\$ 44,513.12</u>	<u>\$ 44,513.12</u>

Schedule of Outstanding Checks:

<u>Employee Name</u>	<u>Date</u>	<u>Check #</u>	<u>Amount</u>
		1179	100.00
		10527	500.00
		10528	1,732.50
		1192	476.05
			<u>2,808.55</u>



America's Most Convenient Bank®

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STATEMENT OF ACCOUNT



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

Page: 1 of 3
Statement Period: Sep 01 2023-Sep 30 2023
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	174,736.49	Average Collected Balance	101,759.32
Electronic Deposits	316,695.64	Interest Earned This Period	0.00
Checks Paid	2,411.47	Interest Paid Year-to-Date	0.00
Electronic Payments	1,148.42	Annual Percentage Yield Earned	0.00%
Other Withdrawals	440,550.57	Days in Period	30
Ending Balance	47,321.67		

	Total for this cycle	Total Year to Date
Grace Period OD/NSF Refund	\$0.00	\$0.00

DAILY ACCOUNT ACTIVITY

Electronic Deposits

POSTING DATE	DESCRIPTION	AMOUNT
09/14	eTransfer Credit, Online Xfer Transfer from CK 4302520237	50,000.00
09/28	eTransfer Credit, Online Xfer Transfer from CK 4302520237	266,695.64
Subtotal:		316,695.64

Checks Paid

No. Checks: 5

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

DATE	SERIAL NO.	AMOUNT	DATE	SERIAL NO.	AMOUNT
09/05	1188	1,030.68	09/20	1191	517.63
09/18	1189	226.53	09/20	1193*	145.26
09/18	1190	491.37			
Subtotal:					2,411.47

Electronic Payments

POSTING DATE	DESCRIPTION	AMOUNT
09/15	CCD DEBIT, N7728 LINK COMMU BILLING N7728	687.80
09/29	CCD DEBIT, N7728 LINK COMMU BILLING N7728	460.62
Subtotal:		1,148.42

Other Withdrawals

POSTING DATE	DESCRIPTION	AMOUNT
09/14	WIRE TRANSFER OUTGOING, Paylocity Corporation	127,440.35
09/14	WIRE TRANSFER OUTGOING, PAYLOCITY CORPORATION	48,385.51
09/14	WIRE TRANSFER FEE	30.00

Call 1-800-937-2000 for 24-hour Bank-by-Phone services or connect to www.tdbank.com



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- Subtract any automatic payments, transfers or other electronic withdrawals not previously recorded.
- Add any interest earned if you have an interest-bearing account.
- Add any automatic deposit or overdraft line of credit.
- Review all withdrawals shown on this statement and check them off in your account register.
- Follow instructions 2-5 to verify your ending account balance.

1. Your ending balance shown on this statement is:
2. List below the amount of deposits or credit transfers which do not appear on this statement. Total the deposits and enter on Line 2.
3. Subtotal by adding lines 1 and 2.
4. List below the total amount of withdrawals that do not appear on this statement. Total the withdrawals and enter on Line 4.
5. Subtract Line 4 from 3. This adjusted balance should equal your account balance.

1	Ending Balance	47,321.67
2	Total Deposits	+
3	Sub Total	
4	Total Withdrawals	-
5	Adjusted Balance	

2 DEPOSITS NOT ON STATEMENT	DOLLARS	CENTS
Total Deposits		2

[illegible]

WITHDRAWALS NOT ON STATEMENT	DOLLARS	CENTS
Total Withdrawals		4

FOR CONSUMER ACCOUNTS ONLY — IN CASE OF ERRORS OR QUESTIONS ABOUT YOUR ELECTRONIC FUNDS TRANSFERS:

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INTEREST NOTICE

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FOR CONSUMER LOAN ACCOUNTS ONLY — BILLING RIGHTS SUMMARY

In case of Errors or Questions About Your Bill:

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- 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.

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America's Most Convenient Bank®

STATEMENT OF ACCOUNT

LINK COMMUNITY CHARTER SCHOOL INC
PAYROLL ACCOUNT

Page: 3 of 3
Statement Period: Sep 01 2023-Sep 30 2023
Cust Ref #: 4301373885-717-E-###
Primary Account #: 430-1373885

DAILY ACCOUNT ACTIVITY

Other Withdrawals (continued)

POSTING DATE	DESCRIPTION	AMOUNT
09/14	WIRE TRANSFER FEE	30.00
09/28	WIRE TRANSFER OUTGOING, Paylocity Corporation	184,122.89
09/28	WIRE TRANSFER OUTGOING, PAYLOCITY CORPORATION	80,481.82
09/28	WIRE TRANSFER FEE	30.00
09/28	WIRE TRANSFER FEE	30.00
	Subtotal:	440,550.57

DAILY BALANCE SUMMARY

DATE	BALANCE	DATE	BALANCE
08/31	174,736.49	09/18	46,414.25
09/05	173,705.81	09/20	45,751.36
09/14	47,819.95	09/28	47,782.29
09/15	47,132.15	09/29	47,321.67

Call 1-800-937-2000 for 24-hour Bank-by-Phone services or connect to www.tdbank.com

LINK COMMUNITY CHARTER SCHOOL
TD Bank
Acct# 430-1373893
FOR THE MONTH ENDING SEPTEMBER 30, 2023

	<u>BANK</u>	<u>BOOKS</u>
<u>BALANCE BEG. OF MONTH</u>	<u>\$ 33,616.28</u>	<u>\$ 30,732.61</u>
<u>RECEIPTS</u>		
Deposits /Interests	17,900.53	17,900.53
 Total Receipts	 <u>17,900.53</u>	 <u>17,900.53</u>
-		
Cash Disbursements	23,405.14	20,521.47
 Balance at End of Month	 28,111.67	 28,111.67
Outstanding Checks	0.00	
 <u>ADJUSTED BALANCE END OF MONTH</u>	 <u>28,111.67</u>	 <u>\$ 28,111.67</u>



America's Most Convenient Bank®

E

STATEMENT OF ACCOUNT



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

Page: 1 of 3
Statement Period: Sep 01 2023-Sep 30 2023
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	33,616.28	Average Collected Balance	23,795.64
Electronic Deposits	17,900.53	Interest Earned This Period	0.00
Checks Paid	9,545.48	Interest Paid Year-to-Date	0.00
Electronic Payments	13,859.66	Annual Percentage Yield Earned	0.00%
Ending Balance	28,111.67	Days in Period	30

	Total for this cycle	Total Year to Date
Grace Period OD/NSF Refund	\$0.00	\$0.00

DAILY ACCOUNT ACTIVITY

Electronic Deposits

POSTING DATE	DESCRIPTION	AMOUNT
09/28	eTransfer Credit, Online Xfer Transfer from CK 4302520237	17,900.53
Subtotal:		17,900.53

Checks Paid

No. Checks: 3

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

DATE	SERIAL NO.	AMOUNT	DATE	SERIAL NO.	AMOUNT
09/07	1244	2,883.67	09/26	1246	3,670.00
09/25	1245	2,991.81			
Subtotal:					9,545.48

Electronic Payments

POSTING DATE	DESCRIPTION	AMOUNT
09/08	CCD DEBIT, BENEFLEX INC BT0907 000000237183106	112.17
09/13	CCD DEBIT, DIV OF PENS&BENE TEPS PERS 000000025520010	4,294.14
09/13	CCD DEBIT, DIV OF PENS&BENE TEPS TPAF 000000025520007	2,230.26
09/14	CCD DEBIT, DIV OF PENS&BENE TEPS PERS 000000025520011	4,332.79
09/14	CCD DEBIT, DIV OF PENS&BENE TEPS TPAF 000000025520009	2,890.30
Subtotal:		13,859.66

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- Subtract any automatic payments, transfers or other electronic withdrawals not previously recorded.
- Add any interest earned if you have an interest-bearing account.
- Add any automatic deposit or overdraft line of credit.
- Review all withdrawals shown on this statement and check them off in your account register.
- Follow instructions 2-5 to verify your ending account balance.

1. Your ending balance shown on this statement is:
2. List below the amount of deposits or credit transfers which do not appear on this statement. Total the deposits and enter on Line 2.
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4. List below the total amount of withdrawals that do not appear on this statement. Total the withdrawals and enter on Line 4.
5. Subtract Line 4 from 3. This adjusted balance should equal your account balance.

1	Ending Balance	28,111.67
2	Total Deposits	+
3	Sub Total	
4	Total Withdrawals	-
5	Adjusted Balance	

2 DEPOSITS NOT ON STATEMENT	DOLLARS	CENTS
Total Deposits		2

[illegible]

WITHDRAWALS NOT ON STATEMENT	DOLLARS	CENTS
Total Withdrawals		4

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**Bank**

America's Most Convenient Bank®

STATEMENT OF ACCOUNTLINK COMMUNITY CHARTER SCHOOL INC
PAYROLL AGENCY ACCOUNT

Page: 3 of 3
Statement Period: Sep 01 2023-Sep 30 2023
Cust Ref #: 4301373893-713-E-###
Primary Account #: 430-1373893

DAILY BALANCE SUMMARY

DATE	BALANCE	DATE	BALANCE
08/31	33,616.28	09/14	16,872.95
09/07	30,732.61	09/25	13,881.14
09/08	30,620.44	09/26	10,211.14
09/13	24,096.04	09/28	28,111.67

Call 1-800-937-2000 for 24-hour Bank-by-Phone services or connect to www.tdbank.comBank 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 SEPTEMBER 30, 2023

	<u>BANK</u>	<u>BOOKS</u>
BALANCE BEG. OF MONTH	\$ 12,952.60	\$ 12,952.60
Receipts	<hr/>	<hr/>
Deposits	0.00	0.00
Total	<hr/> 0.00 <hr/>	<hr/> 0.00 <hr/>
Disbursements		
Disbursements	-	-
Total	<hr/> - <hr/>	<hr/> - <hr/>
Bank Balance	12,952.60	12,952.60
Less: Outstanding checks		-
BALANCE END OF MONTH	<hr/> \$ 12,952.60 <hr/>	<hr/> \$ 12,952.60 <hr/>



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: Sep 01 2023-Sep 30 2023
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	12,952.60	Average Collected Balance	12,952.60
		Interest Earned This Period	0.00
Ending Balance	12,952.60	Interest Paid Year-to-Date	0.00
		Annual Percentage Yield Earned	0.00%
		Days in Period	30

	Total for this cycle	Total Year to Date
Grace Period OD/NSF Refund	\$0.00	\$0.00

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

Begin by adjusting your account register as follows:

- Subtract any services charges shown on this statement.
- Subtract any automatic payments, transfers or other electronic withdrawals not previously recorded.
- Add any interest earned if you have an interest-bearing account.
- Add any automatic deposit or overdraft line of credit.
- Review all withdrawals shown on this statement and check them off in your account register.
- Follow instructions 2-5 to verify your ending account balance.

1. Your ending balance shown on this statement is:
2. List below the amount of deposits or credit transfers which do not appear on this statement. Total the deposits and enter on Line 2.
3. Subtotal by adding lines 1 and 2.
4. List below the total amount of withdrawals that do not appear on this statement. Total the withdrawals and enter on Line 4.
5. Subtract Line 4 from 3. This adjusted balance should equal your account balance.

1	Ending Balance	12,952.60
2	Total Deposits	+
3	Sub Total	
4	Total Withdrawals	-
5	Adjusted Balance	

2	DEPOSITS NOT ON STATEMENT	DOLLARS	CENTS
	Total Deposits		2

[illegible]

WITHDRAWALS NOT ON STATEMENT	DOLLARS	CENTS
Total Withdrawals		4

FOR CONSUMER ACCOUNTS ONLY — IN CASE OF ERRORS OR QUESTIONS ABOUT YOUR ELECTRONIC FUNDS TRANSFERS:

If you need information about an electronic fund transfer or if you believe there is an error on your bank statement or receipt relating to an electronic fund transfer, telephone the bank immediately at the phone number listed on the front of your statement or write to:

**TD Bank, N.A., Deposit Operations Dept, P.O. Box 1377, Lewiston,
Maine 04243-1377**

We must hear from you no later than sixty (60) calendar days after we sent you the first statement upon which the error or problem first appeared. When contacting the Bank, please explain as clearly as you can why you believe there is an error or why more information is needed. Please include:

- Your name and account number.
- A description of the error or transaction you are unsure about.
- The dollar amount and date of the suspected error.

When making a verbal inquiry, the Bank may ask that you send us your complaint in writing within ten (10) business days after the first telephone call.

We will investigate your complaint and will correct any error promptly. If we take more than ten (10) business days to do this, we will credit your account for the amount you think is in error, so that you have the use of the money during the time it takes to complete our investigation.

INTEREST NOTICE

Total interest credited by the Bank to you this year will be reported by the Bank to the Internal Revenue Service and State tax authorities. The amount to be reported will be reported separately to you by the Bank.

FOR CONSUMER LOAN ACCOUNTS ONLY — 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 at P.O. Box 1377, Lewiston, Maine 04243-1377 as soon as possible. We must hear from you no later than sixty (60) days after we sent you the FIRST bill on which the error or problem appeared. You can telephone us, but doing so will not preserve your rights. In your letter, give us the following information:

- Your name and account number.
- The dollar amount of the suspected error.
- 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.

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	0.00	2,373,463.67	2,302,743.90	70,719.77
10-103	PETTY CASH	0.00	0.00	0.00	0.00
10-105	Cash with Fiscal Agents	0.00	0.00	0.00	0.00
10-106	Charter Escrow	0.00	75,000.00	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	0.00	6,549,396.00	821,995.49	5,727,400.51
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	0.00	3,991.87	58,476.64	(54,484.77)
10-134	Interfund Payroll	0.00	(5,063.52)	0.00	(5,063.52)
10-135	Interfund-Payroll Agency	0.00	24,226.55	0.00	24,226.55
10-137	Student Activity	0.00	0.00	0.00	0.00
10-141	STATE A/R	0.00	0.00	204,326.81	(204,326.81)
10-142	FEDERAL A/R	0.00	0.00	0.00	0.00
10-143	OTHER A/R	0.00	0.00	0.00	0.00
10-151	LOANS RECEIVBL	0.00	0.00	0.00	0.00
10-153	OTHER ACC RECBL	0.00	0.00	0.00	0.00
10-199	OTH CURR ASSETS	0.00	0.00	0.00	0.00
10-301	EST REVENUES	6,762,382.67	0.00	0.00	6,762,382.67
10-302	REVENUES	0.00	0.00	6,549,396.00	6,549,396.00
10-303	BGTD FUND BAL	76,798.77	135,000.00	0.00	211,798.77
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	0.00	0.00	0.00
10-421	ACCTS PAYABLE	0.00	643,600.41	0.00	(643,600.41)
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
10-431	CONTRACTS PBLE	0.00	0.00	0.00	0.00

Link Community Charter School Trial Balance Sheet for Fund 10 (General Fund)

FY2024 Data is Posted to 09/30/23

Printed: 10/13/2023, 8:35:50PM

Acct #	Account Title	Opening Balance	Debits	Credits	Balance
10-451	LOANS PAYABLE	0.00	0.00	0.00	0.00
10-461	Health Insurance Emp share	0.00	(16,153.15)	0.00	16,153.15
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	0.00	0.00
10-488	TPAF	0.00	0.00	0.00	0.00
10-489	PERS	0.00	0.00	0.00	0.00
10-499	OTHER CURR LIAB	0.00	0.00	0.00	0.00
10-601	APPROPRIATIONS	6,839,181.44	0.00	135,000.00	6,974,181.44
10-602	EXPENDITURES	0.00	1,652,141.74	0.00	1,652,141.74
10-603	ENCUMBRANCES	0.00	6,435,478.46	1,651,887.54	4,783,590.92
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	1,651,887.54	6,435,478.46	4,783,590.92
10-754	RSV ENC PRI YR	0.00	0.00	0.00	0.00
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	1,363,664.73	1,363,664.73
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	0.00	0.00	0.00	0.00
10-772	Res Fund Bal ARRA/SEMI	0.00	0.00	0.00	0.00
			19,522,969.57	19,522,969.57	

Link Community Charter School Trial Balance Sheet for Fund 20 (Special Revenue Fund)

FY2024 Data is Posted to 09/30/23

Printed: 10/13/2023, 8:36:29PM

Acct #	Account Title	Opening Balance	Debits	Credits	Balance
20-101	CASH-CHECKING	0.00	487,791.87	254,918.72	232,873.15
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	100,925.73	0.00	100,925.73
20-141	STATE A/R	0.00	0.00	8,297.00	(8,297.00)
20-142	FEDERAL A/R	0.00	0.00	479,494.87	(479,494.87)
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 RECBL	0.00	0.00	0.00	0.00
20-199	OTH CURR	0.00	0.00	0.00	0.00
20-301	EST REVENUES	0.00	0.00	0.00	0.00
20-302	REVENUES	0.00	0.00	0.00	0.00
20-303	BGTD FUND BAL	1,372,865.63	0.00	0.00	1,372,865.63
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	0.00	0.00	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	0.00	0.00	0.00	0.00
20-499	OTHER CURR LIAB	0.00	0.00	0.00	0.00
20-601	APPROPRIATIONS	1,372,865.63	0.00	0.00	1,372,865.63
20-602	EXPENDITURES	0.00	153,992.99	0.00	153,992.99
20-603	ENCUMBRANCES	0.00	172,940.49	153,992.99	18,947.50
20-604	INCR IN CAP RSV	0.00	0.00	0.00	0.00
20-753	RSV ENC CURR YR	0.00	153,992.99	172,940.49	18,947.50
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	0.00	0.00	0.00	0.00
			<hr/>	<hr/>	
			1,069,644.07	1,069,644.07	

Acct #	Account Title	Opening Balance	Debits	Credits	Balance
60-101	CASH-CHECKING	0.00	91,734.44	62,468.51	29,265.93
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	0.00	58,476.64	3,991.87	54,484.77
60-135	Interfund-Student Activity	0.00	0.00	0.00	0.00
60-141	STATE A/R	0.00	0.00	2,032.13	(2,032.13)
60-142	FEDERAL A/R	0.00	0.00	47,924.98	(47,924.98)
60-143	OTHER A/R	0.00	0.00	0.00	0.00
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	0.00	0.00
60-301	EST REVENUES	0.00	0.00	0.00	0.00
60-302	REVENUES	0.00	0.00	11,866.03	11,866.03
60-303	BGTD FUND BAL	300,000.00	0.00	0.00	300,000.00
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	0.00	0.00	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	300,000.00	0.00	0.00	300,000.00
60-602	EXPENDITURES	0.00	3,991.87	0.00	3,991.87
60-603	ENCUMBRANCES	0.00	200,500.00	3,991.87	196,508.13
60-753	RSV ENC CURR YR	0.00	3,991.87	200,500.00	196,508.13
60-754	RSV ENC PRI YR	0.00	0.00	0.00	0.00
60-760	OTHER RESERVES	0.00	0.00	25,919.43	25,919.43
60-770	CE SURPLUS	0.00	0.00	0.00	0.00
			<hr/>	<hr/>	
			358,694.82	358,694.82	

Link Community Charter School Trial Balance Sheet for Fund 90 (Agency Fund)

FY2024 Data is Posted to 09/30/23

Printed: 10/13/2023, 8:37:28PM

Acct #	Account Title	Opening Balance	Debits	Credits	Balance
90-101	CASH-CHECKING	0.00	1,011,475.94	966,962.82	44,513.12
90-102	Payroll Agency	0.00	0.00	0.00	0.00
90-103	Unemployment	0.00	0.00	0.00	0.00
90-104	PPP Account	0.00	0.00	0.00	0.00
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	0.00	0.00	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	0.00	966,962.82	1,011,475.94	44,513.12
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	0.00	0.00	0.00	0.00
90-472	AXA	0.00	0.00	0.00	0.00
90-481	DEFRRD REVENUES	0.00	0.00	0.00	0.00
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	0.00	0.00	0.00	0.00
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
90-753	RSV ENC CURR YR	0.00	0.00	0.00	0.00

Acct #	Account Title	Opening Balance	Debits	Credits	Balance
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
			<hr/>	<hr/>	
			1,978,438.76	1,978,438.76	

Acct #	Account Title	Opening Balance	Debits	Credits	Balance
91-101	CASH-CHECKING	0.00	97,866.30	69,754.63	28,111.67
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	0.00	0.00	2,685.21	(2,685.21)
91-133	Interfund	0.00	0.00	0.00	0.00
91-134	Interfund Payroll	0.00	0.00	0.00	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	1,835.00	1,835.00
91-472	AXA	0.00	10,990.00	8,335.00	(2,655.00)
91-473	AFLAC	0.00	0.00	971.60	971.60
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	0.00	0.00	2,513.05	2,513.05
91-483	Withholding-TSA	0.00	0.00	0.00	0.00
91-484	vision	0.00	227.03	279.93	52.90
91-485	Dental	0.00	14,662.74	3,716.85	(10,945.89)
91-486	Dependent Care	0.00	0.00	607.85	607.85
91-487	Garnishment	0.00	11,279.87	0.00	(11,279.87)
91-488	TPAF Payable	0.00	27,247.40	20,334.51	(6,912.89)
91-489	PERS Payable	0.00	5,120.56	17,173.42	12,052.86
91-490	UNPDT	0.00	0.00	0.00	0.00
91-491	DCRP	0.00	0.00	820.62	820.62
91-499	OTHER CURR LIAB	0.00	0.00	38,366.23	38,366.23
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
			<hr/>	<hr/>	
			167,393.90	167,393.90	

Link Community Charter School Trial Balance Sheet for Fund 95 (Student Activity Fund)

FY2024 Data is Posted to 09/30/23

Printed: 10/13/2023, 8:38:20PM

Acct #	Account Title	Opening Balance	Debits	Credits	Balance
95-101	CASH-CHECKING	0.00	12,952.60	0.00	12,952.60
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	0.00	0.00	0.00	0.00
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 RECBL	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	0.00	0.00	0.00	0.00
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	12,952.60	12,952.60
95-770	CE SURPLUS	0.00	0.00	0.00	0.00
			<hr/>	<hr/>	
			12,952.60	12,952.60	

Bank Account Code(s): A,B,D Only, Non-Checks Excluded

<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:05245	9/18/23	Movers 201 Corporation	Check voided on 10/15/2023		
		Moving Costs 230 Halsey	(4,500.00)	P202400054	11-000-240-500-000-068
		Moving Costs 230 Halsey	(927.50)	P202400054	11-000-240-500-000-068
		Total Check Amount:	(5,427.50)		
A:05256	9/25/23	Blick Art Materials			
		Art Supplies	150.54	P202400050	11-190-100-610-000-047
A:05257	9/25/23	Western Pest Services			
		Pest Control 2023-24	500.00	P202400022	11-000-262-620-000-074
A:05258	9/25/23	AAA Facility Solutions			
		Janitorial Serv 2023-24	4,788.00	P202400029	11-000-240-500-000-068
		Janitorial Serv 2023-24	6,988.80	P202400029	11-000-240-500-000-068
		Total Check Amount:	11,776.80		
A:05259	9/25/23	Link High Technologies Inc.			
		Onsite & Remote support July-Dec	4,700.00	P202400011	11-000-230-300-000-055
		Local Server Backup GSuite Annual	139.00	P202400011	11-000-230-300-000-055
		Datto Clout Backup July-Dec	561.25	P202400011	11-000-230-300-000-055
		Total Check Amount:	5,400.25		
A:05260	9/25/23	Staples Advantage			
		Instructional Supplies	301.79	P202400028	11-190-100-610-000-047
		Instructional Supplies	1,192.75	P202400028	11-190-100-610-000-047
		Instructional Supplies	143.18	P202400028	11-190-100-610-000-047
		Total Check Amount:	1,637.72		
A:05261	9/25/23	School Health Corp			
		Nurse supplies	224.09	P202400008	11-190-100-610-000-047
		Nurse supplies	65.57	P202400008	11-190-100-610-000-047
		Nurse supplies	1,331.99	P202400008	11-190-100-610-000-047
		Total Check Amount:	1,621.65		
A:05262	9/25/23	Charles Nechtem Associates, Inc.			
		Phone & Online Counseling Services 2023-24	291.66	P202400014	11-000-230-331-000-055
A:05263	9/25/23	Motivated Security Services, Inc.			
		Security Services 23-24	5,812.41	P202400020	11-000-240-500-000-068
		Security Services 23-24	2,315.06	P202400020	11-000-240-500-000-068
		Total Check Amount:	8,127.47		
A:05264	9/25/23	Delta-T Group North Jersey, Inc.			
		Subs & Paras 2023-24	3,240.00	P202400065	11-190-100-320-000-045
		Subs & Paras 2023-24	4,092.60	P202400065	11-190-100-320-000-045
		Total Check Amount:	7,332.60		

Bank Account Code(s): A,B,D Only, Non-Checks Excluded

<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:05265	9/25/23	First Citizens Bank & Trust Co.			
		Copiers/printers	2,742.52	P202400083	11-000-230-500-000-056
		Copiers/printers	904.77	P202400083	11-000-230-500-000-056
		Total Check Amount:	3,647.29		
A:05266	9/25/23	PSE&G			
		Utilities 23 Pennsylvania Ave	6,474.84	P202400025	11-000-262-620-000-074
		Utilites 972 Broad St	306.54	P202400025	11-000-262-620-000-074
		Total Check Amount:	6,781.38		
A:05267	9/25/23	LESLIE BAYNES			
		Art room stools	221.97	P202400097	11-190-100-610-000-047
		Art room stools	221.97	P202400097	11-190-100-610-000-047
		Custodial Supplies & Equipment	178.00	P202400097	12-000-300-730-000-079
		Custodial Supplies & Equipment	29.99	P202400097	12-000-300-730-000-079
		Custodial Supplies & Equipment	183.36	P202400097	12-000-300-730-000-079
		Custodial Supplies & Equipment	36.73	P202400097	12-000-300-730-000-079
		Custodial Supplies carpet shampoo	48.99	P202400097	12-000-300-730-000-079
		Custodial Supplies & Equipment elect screwdrive	44.83	P202400097	12-000-300-730-000-079
		Cafe Supplies	73.12	P202400097	60-910-310-600-000-000
		Cafe Supplies Test strips	21.06	P202400097	60-910-310-600-000-000
		Cafe Supplies large pans	86.99	P202400097	60-910-310-600-000-000
		Total Check Amount:	1,147.01		
A:05268	9/29/23	Worrall Communications Newspapers, Inc.			
		Legal/Board Meeting Ads 2023-24	46.64	P202400037	11-000-230-530-000-057
		Legal/Board Meeting Ads 2023-24	5.84	P202400037	11-000-230-530-000-057
		Total Check Amount:	52.48		
A:05269	9/29/23	Hand2Mind			
		1st & 2nd Grade Manipulative Kits	739.98	P202400056	11-190-100-610-000-047

Bank Account Code(s): A,B,D Only, Non-Checks Excluded

<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:05270	9/29/23	Amazon Capital Services			
		K-2 SUPPLIES	22.77	P202400108	11-190-100-610-000-047
		K-2 SUPPLIES	29.97	P202400108	11-190-100-610-000-047
		K-2 SUPPLIES	159.99	P202400108	11-190-100-610-000-047
		K-2 SUPPLIES	99.98	P202400108	11-190-100-610-000-047
		K-2 SUPPLIES	289.68	P202400108	11-190-100-610-000-047
		K-2 SUPPLIES	49.99	P202400108	11-190-100-610-000-047
		K-2 SUPPLIES	57.98	P202400108	11-190-100-610-000-047
		K-2 SUPPLIES	214.26	P202400108	11-190-100-610-000-047
		K-2 SUPPLIES	29.46	P202400108	11-190-100-610-000-047
		K-2 SUPPLIES	164.96	P202400108	11-190-100-610-000-047
		K-2 SUPPLIES	317.92	P202400108	11-190-100-610-000-047
		K-2 SUPPLIES	199.80	P202400108	11-190-100-610-000-047
		K-2 SUPPLIES	218.16	P202400108	11-190-100-610-000-047
		K-2 SUPPLIES	159.92	P202400108	11-190-100-610-000-047
		K-2 SUPPLIES	57.68	P202400108	11-190-100-610-000-047
		K-2 SUPPLIES	247.96	P202400108	11-190-100-610-000-047
		K-2 SUPPLIES	66.43	P202400108	11-190-100-610-000-047
		K-2 SUPPLIES	27.27	P202400108	11-190-100-610-000-047
		K-2 SUPPLIES	173.04	P202400108	11-190-100-610-000-047
		K-2 SUPPLIES	29.46	P202400108	11-190-100-610-000-047
Total Check Amount:			2,616.68		
A:05271	9/29/23	Heinemann Publishing			
		Literacy Intervention Kits Purple R-W 5TH Grade	5,828.92	P202400094	11-190-100-640-000-048
		Literacy Intervention Kits Orange A-E Kindergarten	3,410.00	P202400094	11-190-100-640-000-048
		Shipping	970.09	P202400094	11-190-100-640-000-048
Total Check Amount:			10,209.01		
A:05272	9/29/23	Heinemann Publishing			
		Reading & Writing Library Grade 2 Below Bench	4,360.00	P202400046	11-190-100-640-000-048
		CLASSROOM GR 2 LIBRARY	8,260.00	P202400046	11-190-100-640-000-048
Total Check Amount:			12,620.00		
A:05273	9/29/23	Jay Marc Associates, LLC			
		Facebook & Google recruitment advertising CSG	2,557.29	P202400109	20-500-200-300-000-000
		Facebook & Google recruitment advertising CSG	0.00	P202400109	20-500-200-300-000-000
Total Check Amount:			2,557.29		
A:05274	9/29/23	Verizon			
		FIOS 972 Broad Annual	151.82	P202400016	11-000-230-530-000-057
		FIOS Annual 23 Pennsylvania	313.97	P202400016	11-000-230-530-000-057
Total Check Amount:			465.79		
A:05275	9/30/23	Homecare Therapies, Inc LLC			
		Placement Fee Full-Time Nurse	14,000.00	P202400110	11-000-230-300-000-055
A:05276	9/30/23	LINK EDUCATION PARTNERS, INC	**VOIDED**	Check voided on 10/10/2023	

Bank Account Code(s): A,B,D Only, Non-Checks Excluded

<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:05277	9/30/23	LINK EDUCATION PARTNERS, INC			
		SMART PROJECTOR K-2 Resource rm CSG	1,652.68	P202400106	12-000-100-730-000-078
		Chromebook Warranties (CSG)	910.69	P202400106	12-000-100-730-000-078
		STUDENT HEADPHONES & PORTABLE SPE.	315.84	P202400106	12-000-100-730-000-078
		Student Chromebooks (10) CSG	1,859.23	P202400106	12-000-100-730-000-078
		Echo Speakers K-2 CSG	910.69	P202400106	12-000-100-730-000-078
		CHROMEBOOK STORAGE UNIT(2) CSG	1,199.96	P202400106	12-000-100-730-000-078
		Total Check Amount:	6,849.09		
A:05278	9/30/23	School Specialty, LLC			
		Foss Science Kits Gr 2, Includes insects & plants	5,628.38	P202400092	20-500-200-300-000-000
A:05280	9/30/23	LINK EDUCATION PARTNERS, INC			
		K-2 STAFF LAPTOPS	3,357.65	P202400098	11-190-100-610-000-047
		K-2 TECH EQUIPMENT	692.95	P202400098	11-190-100-610-000-047
		K-2 STAFF LAPTOPS	1,470.00	P202400098	11-190-100-610-000-047
		K-2 TECH EQUIPMENT	211.18	P202400098	11-190-100-610-000-047
		K-2 STAFF LAPTOPS	2,656.00	P202400098	11-190-100-610-000-047
		K-2 STAFF LAPTOPS	2,014.59	P202400098	11-190-100-610-000-047
		K-2 TECH EQUIPMENT	554.36	P202400098	11-190-100-610-000-047
		K-2 STAFF LAPTOPS (2)	1,328.00	P202400098	11-190-100-610-000-047
		K-2 TECH EQUIPMENT	415.77	P202400098	11-190-100-610-000-047
		K-2 TECH EQUIPMENT	277.18	P202400098	11-190-100-610-000-047
		Total Check Amount:	12,977.68		
A:05281	9/30/23	Amazon Capital Services			
		Laminating Machine	1,916.50	P202400111	11-190-100-610-000-047
		Laminator warranty	197.99	P202400111	11-190-100-610-000-047
		Total Check Amount:	2,114.49		
A:05282	9/30/23	LINK EDUCATION PARTNERS, INC			
		K-2 CLASSROOM PODIUMS	957.60	P202400112	11-190-100-610-000-047
		K-2 BEAN BAG CHAIRS (4)	138.44	P202400112	11-190-100-610-000-047
		K-2 STUDENT CHAIRS (24)	2,165.40	P202400112	11-190-100-610-000-047
		K-2 Bookcases (8)	2,879.92	P202400112	11-190-100-610-000-047
		Total Check Amount:	6,141.36		
A:05283	9/30/23	Amazon Capital Services			
		K-2 Resource Room Rug	65.99	P202400113	11-190-100-610-000-047
		Manipulatives Shelving System	220.99	P202400113	11-190-100-610-000-047
		K-2 Document Cameras	984.90	P202400113	11-190-100-610-000-047
		2nd Gr Classroom rugs	523.78	P202400113	11-190-100-610-000-047
		Art Paper Racks	1,204.40	P202400113	11-190-100-610-000-047
		Total Check Amount:	3,000.06		
A:05285	9/30/23	4imprint, inc.			
		Marketing Materials CSG Logo	3,903.13	P202400107	11-190-100-610-000-047

Bank Account Code(s): A,B,D Only, Non-Checks Excluded

<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:05286	9/30/23	Kendall Hunt Publishing Company			
		Shipping	712.80	P202400091	20-500-200-300-000-000
		K-2 Student Instruction Sets 55/Gr	4,455.00	P202400091	20-500-200-300-000-000
		Total Check Amount:	5,167.80		
A:05287	9/30/23	NEWARK SCHOOL OF THE ARTS			
		K-2 Music & Mvmt & Visual Arts Curriculum	3,000.00	P202400093	20-500-200-300-000-000
A:05288	9/30/23	LINK EDUCATION PARTNERS, INC			
		School Logo Marketing Materials	1,187.98	P202400114	11-190-100-610-000-047
		School Logo Marketing Materials	5,677.96	P202400114	11-190-100-610-000-047
		Total Check Amount:	6,865.94		
A:05290	9/30/23	NEWARK SCHOOL OF THE ARTS			
		K-2 Music & Mvmt & Vis Arts Prog Implement C	9,652.50	P202400093	20-500-200-300-000-000
A:05291	9/30/23	Custom Ink			
		Marketing materials CSG	22,270.10	P202400096	20-500-100-800-000-000
A:05294	9/30/23	Omintech Solutions, LLC			
		K-2 Classroom Chromebook Charging Carts CSG	6,450.00	P202400116	12-000-300-730-000-079
A:05279	10/10/23	LINK EDUCATION PARTNERS, INC	**VOIDED**	Check voided on 10/10/2023	
A:05289	10/10/23	Custom Ink	**VOIDED**	Check voided on 10/12/2023	
A:05292	10/11/23	MACHADO LAW GROUP			
		Legal Services 2023-24	1,040.00	P202400048	11-000-230-331-000-055
A:05296	10/11/23	Delta-T Group North Jersey, Inc.			
		Subs & Paras 2023-24	3,090.00	P202400065	11-190-100-320-000-045
		Subs & Paras 2023-24	2,377.50	P202400065	11-190-100-320-000-045
		Total Check Amount:	5,467.50		
A:05303	10/11/23	Waste Management of New Jersey, Inc.			
		2023-24 Trash/Recycling Collection	1,144.00	P202400032	11-000-240-500-000-068
		2023-24 Trash/Recycling Collection	1,357.53	P202400032	11-000-240-500-000-068
		Total Check Amount:	2,501.53		
A:05293	10/13/23	City of Newark Division of Water			
		Water Annual	587.90	P202400023	11-000-262-620-000-074
		Water Annual	503.55	P202400023	11-000-262-620-000-074
		Water Annual	571.30	P202400023	11-000-262-620-000-074
		Total Check Amount:	1,662.75		
D:01247	10/13/23	AFLAC			
			747.86	91 - 473	AFLAC

Bank Account Code(s): A,B,D Only, Non-Checks Excluded

<u>Check#</u>	<u>Date</u>	<u>Vendor (Payee)/Check Line Comments</u>	<u>Amount</u>	<u>PO or Bal Sht</u>	<u>Exp. Acct. or Balance Sheet Title</u>
D:01248	10/13/23	Horizon BCBS			
		Acct #168959384 (Dental)10/1-11/1	3,050.45	91 - 485	Dental
		acct 168959384 (Dental) 9/1-10/1	2,255.26	91 - 485	Dental
		Total Check Amount:	5,305.71		
A:05295	10/15/23	INVO HEALTHCARE ASSOCIATES			
		Speech/Language Therapy	6,055.07	P202400117	20-250-200-300-000-097
A:05297	10/15/23	Dr. Kia Grundy			
		Physician Services 2023-24	4,000.00	P202400118	11-000-230-500-000-056
A:05298	10/15/23	CDK Systems Inc.			
		Annual Licensing 2023-24	4,780.00	P202400075	11-000-230-300-000-055
A:05299	10/15/23	Cintas			
		Custodial Supplies 230 Halsey	457.14	P202400119	11-000-262-610-000-071
A:05300	10/15/23	Quadient Finance USA, Inc.			
		Postage	178.21	P202400059	11-000-230-610-000-058
A:05301	10/15/23	AT & T			
		Annual Phone	228.60	P202400035	11-000-230-530-000-057
A:05302	10/15/23	Movers 201 Corporation			
		Moving Costs 230 Halsey	927.50	P202400054	11-000-240-500-000-068
		Moving Costs 230 Halsey	4,500.00	P202400054	11-000-240-500-000-068
		Total Check Amount:	5,427.50		
A:05304	10/16/23	LINK EDUCATION PARTNERS, INC			
		Rent 23 Pennsylvania Ave 2023-24	27,333.37	P202400004	11-000-262-441-000-069
		Rent 23 Pennsylvania Ave 2023-24	4,000.00	P202400004	11-000-262-441-000-069
		Rent 23 Pennsylvania Ave 2023-24	2,000.00	P202400004	11-000-262-441-000-069
		Total Check Amount:	33,333.37		
A:05305	10/16/23	The Goodkind Group, LLC			
		Substitutes & Paras 2023-24	1,885.05	P202400066	11-190-100-320-000-045
		Substitutes & Paras 2023-24	11,832.25	P202400066	11-190-100-320-000-045
		Total Check Amount:	13,717.30		
A:05306	10/16/23	Horizon BCBS			
		HRZ PANORAMA	356.70	91 - 484	vision
		Health Insurance 2023-24	62,552.01	P202400012	11-000-291-270-000-054
		Total Check Amount:	62,908.71		
A:05307	10/16/23	Digital Arts Imaging			
		Link Logo Signage, Mission, Vision & Core Valu	1,965.00	P202400101	11-190-100-610-000-047
A:05308	10/16/23	One Source Solutions			
		LCCS Envelopes	720.00	P202400076	11-190-100-610-000-047

Bank Account Code(s): A,B,D Only, Non-Checks Excluded

<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:05309	10/16/23	Net2Phone Global Services			
		972 Broad Phone	1,014.36	P202400013	11-000-230-530-000-057
		Phone serv 972 Halsey & 23 Penn Sept-Nov	4,676.61	P202400120	11-000-230-530-000-057
		Total Check Amount:	5,690.97		
A:05310	10/16/23	Schenck Price, Smith & King LLP			
		Legal Fees HIB	294.00	P202400077	11-000-230-300-000-055
		Legal Fees HIB	4,746.00	P202400077	11-000-230-300-000-055
		Total Check Amount:	5,040.00		
A:05311	10/16/23	Amazon Capital Services			
		Student Supplies	4,348.77	P202400079	11-190-100-610-000-047
A:05312	10/16/23	Homecare Therapies, Inc LLC			
		Substitute nurse services	1,302.88	P202400099	11-000-230-300-000-055
		Substitute nurse services	663.00	P202400099	11-000-230-300-000-055
		Substitute nurse services	855.44	P202400099	11-000-230-300-000-055
		Substitute nurse services	872.44	P202400099	11-000-230-300-000-055
		Total Check Amount:	3,693.76		
A:05313	10/16/23	Kyocera Document Solutions New York Metro In			
		Copier printing overages	219.60	P202400100	11-190-100-610-000-047
A:05314	10/16/23	Scoot Education Inc.			
		Substitutes/Paras	4,605.00	P202400121	11-190-100-320-000-045
D:01249	10/16/23	AXA Equitable Equi-Vest			
		October Contributions	4,190.00	91 - 472	AXA
The Grand Total of all Checks from Fund 11 is:			279,619.41		
The Grand Total of all Checks from Fund 12 is:			13,820.99		
The Grand Total of all Checks from Fund 20 is:			54,331.14		
The Grand Total of all Checks from Fund 60 is:			181.17		
The Grand Total of all Checks from Fund 91 is:			10,600.27		
The Grand total of all checks for this period is:			358,552.98		

Link Community Charter School Budget Transfers printed on 10/13/2023
Report Includes Effective Dates from Sep 01, 2023 to Sep 30, 2023

<u>Date</u>	<u>Source Account/Title</u>	<u>Target Account/Title</u>	<u>Comments</u>	<u>Amount</u>
09/30/23	11-190-100-320-000-045 Purch Prof Educational Svcs	11-000-291-290-000-000 Other Employee Benefits-Bonus	longevity/sign stipends	75,000.00
The total of all transfers within fund 10 is:				75,000.00

Memorandum of Understanding

Between

Link Community Charter School and
Newark Common App, LLC

Newark Common Enrollment System

The Parties to this Memorandum of Understanding (MOU) agree to the following sections, which will govern the operation of a **Common Enrollment System** in Newark in the 2023-2024 school year for 2024-25 enrollment for all Local Education Agencies (LEAs) who choose to opt into this system.

Section 1: Objectives and Overview of the Common Enrollment System

The Common Enrollment System is part of a broader vision that aims to ensure access to great schools for all families across each neighborhood in Newark. Four guiding principles govern all policy decisions found in this agreement:

- A. Transparency: A common set of rules and preferences that are clearly communicated to families should govern the process, and families and schools should have access to relevant and timely data and information.
- B. Choice: The primary determinant of where students enroll in school should be the choice that they and their parents/guardians make for which school can best meet their needs.
- C. Equity: The distribution of high-needs students should be equitable across all LEAs in Newark.
- D. Access: All Newark families should have access to a simple and straightforward process to enroll in schools of their choice, without barriers to participation.

The Common Enrollment System will govern the school assignment process for students in all grades, Pre-K to 12 inclusive, for enrollment in participating LEAs for the 2024-25 school year

Section 2: The Application Process

- A. Any parent/guardian of a student, in any grade level, is permitted to apply in the winter/spring of 2023-2024 if they want to enroll in a different school for the 2024-25 school year. When a parent registers at their new school, grade level decisions will be presumptively honored by a student's new school if a student matched to a new school was retained by the student's previous school. For high school students, new schools will honor credits earned and place students in the appropriate grade level based on the new school's policy. To facilitate a smooth and efficient registration process in these cases, participating schools will share transcripts and student records in a timely manner when students transfer between participating schools. Additionally,

parents will be informed of this policy on the application.

- B. Parents/guardians of three groups of students are required to submit an application if they want their student to attend a school that is part of a participating LEA:
 - 1. Students enrolling in school for the first time or in one of the participating schools for the first time.
 - 2. Students who have reached the terminal grade of their school/LEA, and who will matriculate to the next grade
 - 3. Students transferring to a new school
- C. Parents/guardians of students who wish for the student to stay within their current school, and whose school offers the grade level the student will attend in 2024-25, have the right to remain and do not have to submit an application.
- D. Students who are living in the City of Newark are eligible to enroll in participating schools through the Common Enrollment System. Parents/guardians of students who do not live in the city of Newark may also apply through the Common Enrollment System, but the student will only be enrolled in participating schools they are eligible to attend and will only be matched once all possibilities to enroll Newark residents for the 2024-25 school year have been exhausted and seats remain available. Exceptions to this will be:
 - 1. Siblings of current students attending participating schools/LEAs who reside outside of Newark,
 - 2. Participating LEAs with a Region of Residence charter that authorizes them to grant equal priority to students outside of Newark in which case those participating LEAs may be assigned students living within their designated geographic area, and
 - 3. Students who are currently homeless or displaced. Currently homeless or displaced students are eligible for Newark schools regardless of their current place of residence and will have a preference to get into schools of their choice.

In all other cases, non-Newark students will be added to the waitlist, with a lower prioritization than Newark students. Any specific residency policies, as stated in each school's charter, will be communicated to the system administrator, and implemented as specified.

- E. Families will submit a separate application for each student. For each student, families will be asked to choose among participating LEAs to rank order the schools they would like their child/children to attend.

- F. The application will allow a maximum of five (5) schools to be ranked.
- G. Applications will be accepted within a specified time period, and the assignment process will be conducted for all families after that period ends. Families will not receive preferential treatment based on the date or time of their application submission, provided that it is submitted before the deadline.
- H. Parents/guardians will be able to submit their application in one of two ways:
 - 1. Completing the application through an online portal.
 - 2. Providing the application directly to a participating school.

Section 3: Assignment of Students

- A. A computer-based algorithm will generate a single school assignment for each student. This assignment will be based on the family's ranking of schools, the number of applications submitted, the preferences outlined in Section 4 of this MOU, and the number of seats available at selected schools. The results of this algorithm will generate the single best offer for each student.
- B. The matching process for multi-site charters will remain at the LEA level.
- C. Each applicant student who is successfully matched to a school will receive one assignment.

Section 4: Preferences Guiding Assignment of Students

In the student assignment process, students will receive preference to schools/LEAs according to a specific set of criteria.

- A. Family Rankings – The primary criteria used to place students in the Common Enrollment System are school/LEA rankings that are submitted by each family. Every seat offered is open to any grade-appropriate student who has included the school on their application. Participating LEAs are committed to serving all students and are responsible for meeting each student's needs, following all applicable state and federal laws to support students with disabilities, language learning needs, or who are in need of other support.
- B. In addition to family choice, a select set of preferences associated with high needs demographics and sibling relationships will be applied in the matching process to strengthen equitable access to schools/LEAs based on the number of available seats.

1. Preference for Siblings:

- a. Students who have a sibling currently attending a school they rank in their application, will receive a preference to be admitted to that school. Students will receive preference if a sibling attending a given school will continue to be enrolled in that LEA in the following school year.
- b. Multiples (twins, triplets, etc.) who express a preference to be placed together will be treated as one offer in the assignment process. If one multiple receives an offer, the other multiple(s) will receive an automatic offer to the same school.
- c. Families with students who are siblings in different grade levels applying to attend new LEAs/schools in the same school year will also receive a preference to be placed together. If one of the students is matched to a school of choice, their sibling(s) will be given a preference to be matched to the same school. This sibling preference will have a lower priority than that given to applicants who have existing siblings in the same school. Additionally, family rankings remain the primary factor in determining matches: No student will be matched to a lower choice in order to be placed with their sibling.
- d. Following the matching process, the system administrator and participating LEAs are committed to additional efforts and flexibility to support families seeking to be placed together.

C. Preference for High Need Students: In addition to sibling preference, the system utilizes a preference structure to help ensure that all schools seek to serve all students equitably and provides a preference for:

- Students who have IEPs
- Students who are eligible for free lunch
- Students who are English Language Learners
- Students who are currently homeless or displaced

The structure is designed to increase the likelihood that all schools serve a similar proportion of high needs students. The preference structure boosts the chances of students who have IEPs, are English language learners, or are eligible for free lunch in the cases where those students are underrepresented in the school's applicant pool or current students, compared to the citywide average. Additionally, students who are currently homeless or displaced also receive a preference for schools of their choice as indicated in Section 2 of this MOU.

1. The application will ask parents/guardians to report:

- a. If their child/children is/are eligible for free lunch, and will provide families the information they need to make that determination.

- b. If their child/children currently has an IEP (Individualized Education Program) or IFSP (Individualized Family Service Plan)
 - c. If their child/children are English Language Learners (may be receiving ESL, bilingual, or dual language services), including questions to help identify potential English language learners for Pre-K and K applicants.
 - d. If their family is currently homeless or displaced
2. For a given LEA, the high needs preference will apply only to high need students who have ranked the school on their application, maintaining the overall prioritization of student and family choice as a guiding principle.
- a. There is no “floor” or “quota” with regard to enrolling high needs students. In other words, the system does not require that a certain number or percentage of seats be filled by students who are considered high needs. Students will not be “force placed” into any school to ensure that a minimum is met. Students will only be assigned to schools they applied to, and family choice is the primary factor in determining where students are assigned. For example, if a school does not have any applicants that meet the high-needs preference but has many other applicants, all seats in the school will be filled by those other applicants.
 - b. There is no “cap” with regard to enrolling high needs students. In other words, the system does not stop filling seats with high needs students once a certain number or percentage of seats have been filled. The preference structure merely gives a preference to these groups of students if those students are underrepresented.

Section 5: Ongoing Student Enrollment

After the application window has closed, there will be two mechanisms by which new students can enroll: through waitlists or the online application. When a student accepts an offer at a different participating school, through any of the mechanisms described below, the sending and receiving schools will receive information about the change in enrollment.

A. Waitlists:

- 1. Consistent with NJAC 6A:11-4.5, charter schools are required to have waitlists for grade levels in which there are more applicants than seats available.
- 2. Students who are not matched to schools listed higher on their application than the school they were matched to will be added to the waitlists for those schools.
- 3. Students on waitlists will be ordered based on their random lottery number and within the following groups: For charter schools authorized to accept Newark students first: Siblings, All non-sibling Newark

applicants, and Non-Newark applicants. For charter schools with authorized Region of Residence: Siblings, followed by all non-siblings from the communities that the charter serves.

4. Students are expected to enroll in the schools they are matched to rather than their current school and are encouraged to apply only to schools they prefer over their current school. In the event that a student cannot or no longer wishes to attend the school they are newly matched to, students can request to be matched back to their current school prior to the end of the registration period. Schools can accept these students (above other waitlisted students) if a seat becomes available.
5. When the application reopens after match release, schools may offer seats that become open to students on their waitlist.
6. Once a student on the waitlist receives an offer from a school, the student's parents/guardians will need to accept or decline within one week from the time the offer is made. Schools will outreach to students with an offer at least twice. This outreach will be done through at least two different contact methods (e.g. text, email, phone call) to attempt to ensure that families receive the offer.
7. Should a waitlist be exhausted for a certain grade level, any open seats will then become available to new applicants.
8. Any seats that become open or remain open in the summer of 2024 may be offered to non-Newark residents, where allowed under a school's charter.
9. Waitlists will remain available to charter schools for the entire 2023-24 school year.
10. Changes to the waitlist order are permitted if a participating school identifies a sibling who was not identified on the application or a Newark resident who was previously identified as living outside of Newark.

B. Ongoing enrollment through the online application:

1. Following the end of the application period, the online application will reopen to allow parents/guardians to apply online to schools of their choice.
 - a) Students who apply between the end of the application period but before match release will be added to a school's waitlist, behind other students who applied during the application window. However, siblings who apply during this period will be grouped with all other siblings on the waitlist from the application period.
 - b) Students who apply online after match release will be matched to schools of their choice if seats are available. If students apply to a school(s) that do not have available seats, they will be added to the waitlist for the appropriate school(s).

Section 6: Registration

Registration applies to students who are newly matched to schools through the

application process.

- A. New Student Registration Window: Student registration will begin after students have been matched with schools. The registration process will be coordinated by each individual participating LEA.
- B. Student registration will include verification of eligibility to attend (residency for all students and age for Pre-K3, Pre-K4, and Kindergarten) for students who are currently enrolled in a participating public school in Newark, and will include additional requirements (e.g. immunization records) for those students who are new to Newark. Participating schools will follow all applicable registration, residency verification, and age verification procedures as prescribed by state and local laws and regulations.
- C. A student's school enrollment offer may be rescinded if the registration process confirms that the student is not eligible to attend school at the LEA they were matched to based on the student's city of residence, age eligibility, or if it is determined that any information that was included in the matching process was deliberately misrepresented on the application. The students shall be afforded due process in accordance with the State school regulations.
- D. Registration Expiration
 - 1. There will be one registration time frame after the student matching process. The registration window will open on the day after students are notified of their school matches and close on a specified date.
 - 2. LEAs are expected to reach out to families via multiple channels and multiple times to ensure that students matched have the opportunity to register in school, or, if necessary, the resident district. Some LEAs may choose to have scheduled "registration days" for students and families while others may allow parents/guardians to register anytime during the registration window.
 - 3. Unless a parent/guardian confirms they will not attend, LEAs must allow families the entire registration period at minimum to confirm their intention to enroll and/or begin registration. At the end of the registration period, LEAs may release seats of students who have not confirmed their intention to enroll or begun the registration process. If a parent/guardian confirms they will not enroll and gives up the seat earlier, the LEA may release that seat during the registration process.

Section 7: System Administration

- A. Newark Common App, LLC will serve as the System Administrator of the Common Enrollment System. It will be duly authorized to receive personally identifiable information on students and families and will be subject to applicable confidentiality mandates under Federal and State laws. At all times the System Administrator shall maintain and use students' personally identifiable information from education records in compliance with the Family

Educational Rights and Privacy Act (FERPA), 20 U.S.C. 1232g; 34 C.F.R. Part 99, and State laws governing students' education records. Legal compliance measures shall include:

1. Information shared under this MOU will be used for no purpose other than for student enrollment and related management as outlined herein, as authorized under Section 99.31(a)(1)(i)(B) of Title 34 of the Code of Federal Regulations. The System Administrator further agrees not to share data and information received under this MOU with any other party ineligible to receive such data and information.
 2. The System Administrator may disclose the subject information and data to employees, contractors and agents in the course of their duties only to the extent necessary to support the purposes of this MOU, and such persons shall comply with all applicable provisions of FERPA and State laws with respect to the information shared under this MOU. System Administrator agrees to require and maintain an appropriate confidentiality agreement from each such employee, contractor or agent.
 3. The System Administrator shall maintain all data and information obtained pursuant to this MOU in a secure computer environment and not copy, reproduce or transmit such data and information except as necessary to fulfill the purposes of the MOU.
 4. The System Administrator shall destroy all data and information obtained under this MOU when it is no longer needed for the purpose for which it was obtained.
- B. Because the assignments will be programmed by an algorithm to incorporate all the preference policies outlined in Section 4, the System Administrator will play no active role in the assignment of particular students through the lottery.
- C. The System Administrator's responsibilities to participating LEAs are:
1. To ensure that the Common Enrollment System is executed per the terms of this agreement.
 2. To create and distribute an application that will collect all student information that is necessary to determine student preferences and grant an offer of enrollment.
 3. To inform Newark families about the application process through multiple mechanisms. Additionally, the system administrator must present and get feedback from the enrollment working group on a detailed communications plan annually, to be finalized by the end of October each year, prior to application launch:

- a. A SchoolFinder containing key information and data about each participating school, to be translated into at least four additional languages (based on the most commonly spoken languages in Newark). Data and information should be the most up-to-date available, and the same data and information should be provided for all participating schools to the extent possible.
 - b. Family engagement events: At least two family engagement events will be held during the application process. All participating schools will receive equal space and/or treatment at the events.
 - c. Community outreach: The System Administrator will work with local family and community-based organizations to spread the word and inform families.
 - d. Digital marketing campaign, including social media and other digital ads, which will be used to publicize the application and inform parents of the process/schools/dates.
4. To host and maintain the technology system used for the application, matching, and ongoing enrollment process. The System Administrator is responsible for updating the system and maintaining accurate data, with the support and cooperation of participating LEAs and the platform vendor.
5. The System administrator will be responsible for training and supporting schools - to ensure they have the tools and information they need to support families in the process. The system administrator will provide training to participating schools on the technology system and other important enrollment related topics, at a minimum before application launch and before match release.
6. To regularly seek feedback from parents/guardians on the enrollment process and technology system, share parent/guardian feedback with the Advisory Board, and incorporate recommendations whenever possible.
7. To honor the match target submissions of each LEA.
8. To ensure that application errors, incomplete application information, and duplicate applications are resolved, with the help of each participating LEA. When a parent or participating LEA identifies a data or system error (for example, a waitlist, roster, or other data error), the System Administrator must investigate and respond within one week with a proposed solution or timeline for resolution.

9. To ensure that the assignments made by the matching algorithm reflect the policy decisions established by the MOU. If any participating LEA believes a match may have been made in error, or does not reflect established MOU policies, the LEA will inform the System Administrator and provide the details needed to investigate the case. The System Administrator must investigate and respond within one week. If an error is identified, the System Administrator will attempt to place the student in the most appropriate school possible in line with the relevant MOU policies, and based on the student's preferences and needs. It is the System Administrator and LEA's responsibility to engage with the family and communicate any change in match to the family and the relevant schools.
10. To distribute offers of enrollment to families who have applied, and to provide lists of assignment decisions to each participating LEA, as soon as is practical once the matching algorithm has been run.
11. To respond to all inquiries from families and participating schools in a timely manner, specifically no later than 3 business days.
12. To provide data and information to participating schools on a regular basis to support schools in managing enrollment and ensure the system is transparent. At minimum:
 - a. Share system-wide application trends at least monthly
 - b. Include requested reports in the tech system whenever possible (e.g. where current students have been matched)
13. By August 2024, to provide the following data summarizing the 2024-2025 application and matching process to all participating LEAs:
 - i. Application Submission Summary:
 1. # of total applications submitted overall and by grade span (PK-8; 9-12)
 2. # of applications submitted to each grade – Newark
 3. Post application parent/guardian survey data
 - ii. School Demand Summary:
 1. # of students ranking each school 1st in the following groups: PK-8, 9-12, K, 5th grade, and 9th grade
 2. # of students ranking each school 1st – 3rd in the following groups: PK-8, 9-12, K, 5th grade, and 9th grade
 - iii. Match Results Summary
 1. # of % of students matched to their 1st – 5th choice, matched back to current school, or not matched through the application process

2. The above disaggregated by PK-8, 9-12, K, 5th grade, and 9th grade
- iv. Waitlist Data
 1. By February 2024 % school and family acceptance rates from waitlist to-date.

Section 9: Partnership Agreement

- A. Responsibilities of Participating LEAs – by signing this MOU, each participating LEA agrees to abide by the policies outlined above, as well as the designated responsibilities below:
1. To serve as the primary source of information and support for parents seeking to apply to your school or other participating schools. This includes but is not limited to:
 - a) Directly match students to your school, or other participating schools, if space is available (and/or add students to waitlists).
 - b) Provide direct assistance or technical support to parents in completing the application.
 - c) Based on the training provided by the System Administrator, ensure all key staff members are informed about the process. Answer parent questions about the process and enrollment system, escalating questions or concerns to the system administrator when needed.
 2. To honor any offer that is extended to a student (i.e., if a student receives an offer to a school, that is a guarantee of enrollment).
 3. To make all reasonable efforts to enroll every student that is assigned to them through the centralized lottery process (e.g., contact the parents/guardians multiple times).
 4. To provide accurate and timely school information for inclusion in the application and related marketing materials.
 5. To provide organizational data and policies to be included in SchoolFinder.
 6. To pay the agreed-upon fee of \$2,712 charged by the system administrator which is based on student enrollment.
 7. To make all reasonable attempts to comply in a timely fashion with requests for information and/or support from the System Administrator.

8. To provide appropriate educational programs to students eligible for special education and/or bilingual education programs.
9. To maintain and update your school's capacity/enrollment data in the tech system to ensure accurate information is available.
10. Participating schools will share Fall 2023 and Spring 2024 student-level enrollment information with the system administrator, as submitted in October and June via NJ Smart for all students enrolled. At a minimum, this information must include student first name, student last name, date of birth, Special Education Classification, LEP Program Dates, Free and Reduced Rate Lunch Status, and Grade Level.

B. Timeline for Common Enrollment Process

1. The preliminary timeline for the application and student assignment process is included as an Appendix to the MOU.
2. The System Administrator agrees to make all reasonable efforts to hold to this timeline, and to inform all participating LEAs as soon as possible in the event of any adjustments to the timeline due to unforeseen circumstances.

C. Oversight

1. An advisory board, consisting of all participating schools in year 1, will oversee the policies outlined in this MOU. This advisory board will vote on any changes to the policies of this MOU on a quarterly basis. Votes are needed for any new policy to the MOU or any modifications to the existing MOU. If the majority of the advisory board agrees, the MOU can be changed.
2. All participating LEAs will work together with the System Administrator over the course of 2023-2024 as a working group on monitoring the implementation and making recommendations for modification to policies and procedures.
 - i. This enrollment working group will annually review plans for the Common Enrollment System, including a communications plan to ensure that Newark families are informed about the system effectively, a preliminary training plan that outlines the topics and rough timeline of trainings that will be available for participating schools, and a community outreach plan that outlines the resources and support that will be made available to Newark families on the enrollment process.
3. The working group will be informed of and advise on changes to the Common Enrollment policies and processes and will review data and other information on the implementation of Common Enrollment to

recommend improvements.

D. Opting Out

1. If a participating LEA determines that the System Administrator violates this agreement, it will have the ability to terminate their participation in the Common Enrollment System if all reasonable attempts at reconciliation have been exhausted.
2. If an LEA violates terms of this agreement to the extent that the System Administrator believes the conduct of the LEA would threaten the operation of the common enrollment system or the ability to meet proposed deadlines, the System Administrator will retain the ability to terminate this agreement as to that LEA and remove the LEA from the common enrollment system.
3. In the event that this agreement is terminated, the System Administrator will provide to each LEA the following depending on the timing of the termination:
 - If termination occurs before the opening of the application window, the LEA will be removed from the application and proceed with its own enrollment lottery as required by law.
 - If termination occurs during the application window, the application process will continue as planned until it closes, and then NJCF will provide the LEA the most recent and finalized list of ALL families that have ranked that LEA in the application process.
 - If the matching process has already started, NJCF will provide the list of the students matched to the school, as well as their full waitlist, in match order, within 2 weeks of the matching process being completed.

E. Timeline of the Agreement

1. This MOU applies only to student enrollment taking place for the 2024-2025 school year.

Appendix A: Enrollment Process Timeline

System Milestone	Dates
Application Period: Phase 1	Friday December 1, 2023 - Monday, March 11, 2024
Application Reopens: Phase 2	Monday March 18, 2024
Matching Process	Tuesday March 12, 2024 - Monday April 8, 2024
Match Release	Monday April 8, 2024
Registration Period	Monday April 8, 2024 - Friday May 31, 2024

IN WITNESS WHEREOF, the parties hereto have duly executed this Memorandum of Understanding as of the day and year written.

Newark Common App, LLC

By: _____

Name: _____

Title: _____

Date: _____

Link Community Charter School

By: Maria Pilar Paradiso

Name: Maria Pilar Paradiso

Title: Head of School

Date: 11/9/23