

**LINK COMMUNITY CHARTER SCHOOL  
BOARD OF TRUSTEES MEETING  
July 17, 2023, 6:30 PM  
In-Person AND Via Zoom  
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 Jeffrey Key, Board Vice Chair, at 6:31pm.

**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 June 13, 2023; by email to the city clerks of East Orange, Irvington, and Orange, and the county superintendent of education on June 13, 2023 and by mail on June 13, 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**

<b>Member</b>	<b>Present</b>	<b>Absent</b>
Barkley, Ms.	√	
Barnett, Ms.	√	
Daughtry, Ms.	√	
Ebanks, Ms.	√	
Fox, Ms.	√	
Key, Mr.	√	
Marshall, Mr.		√
Naar, Mr.	√	

**IN ATTENDANCE: NON-VOTING STAFF/BOARD ATTORNEY**

Debbie Paczkowski, Board Recording Secretary  
Leslie Baynes, Chief Operating Officer  
Christine Martinez, Esq., Board Attorney  
Sharon Machrone, Director of Communications

### **APPROVAL OF MINUTES**

**Resolution #071723-01:** Be it Resolved that the Board of Trustees accepts and approves the minutes of the regular and annual meetings held on June 12, 2023.

Moved by Ms. Barnett

Second by Ms. Daughtry

Discussion: None

Vote: Voice; passed unanimously

### **APPROVAL OF MINUTES**

**Resolution #071723-02:** Be it Resolved that the Board of Trustees accepts and approves the minutes of the board meeting held on June 26, 2023.

Moved by Ms. Daughtry

Second by Ms. Barnett

Discussion: None

Vote: Voice; passed unanimously

### **APPROVAL OF AGENDA**

**Resolution #071723-03:** Be it Resolved that the Board of Trustees accepts and approves the agenda for the board meeting on July 17, 2023.

Moved by Ms. Daughtry

Second by Ms. Barnett

Discussion: None

Vote: Voice; passed unanimously

### **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 no members of the public, Mr. Key closed the public comment portion of the meeting.

### **ACKNOWLEDGMENT OF CORRESPONDENCE**

None.

**The following motions were handled with one vote:**

**Approval of payment of membership dues**

**Resolution #071723-04:** Be it Resolved that the Board of Trustees approves the payment of membership dues to the Association of American Educators for all staff for the 2023-2024 school year, as recommended by the head of school.

**Approval of financial reports**

**Resolution #071723-05:** Be it Resolved that the Board of Trustees accepts and approves the Board Secretary Report and the Treasurer's Report for the month ending June 30, 2023, as recommended by the school business administrator.

**Approval of bills for payment**

**Resolution #071723-06:** Be it Resolved that the Board of Trustees approves for payment the bills for goods and services provided to Link Community Charter School as listed in the attached Bill List, as recommended by the school business administrator.

**Approval of budget transfer**

**Resolution #071723-07:** Be it Resolved that the Board of Trustees approves the attached budget transfer, as recommended by the school business administrator.

**Affirmation of HIB finding**

**Resolution #071723-08:** Be it Resolved that the Board of Trustees affirms the Head of School's findings of no HIB in HIB case#2022-2023-009, the results which were first reported to the Board of Trustees by the Head of School at the June 12, 2023, meeting. The Board of Trustees hereby directs the head of school to transmit a copy of the Board of Trustee's decision to the affected student's parents.

**Affirmation of HIB finding**

**Resolution #071723-09:** Be it Resolved that the Board of Trustees affirms the Head of School's findings of HIB with regard to one alleged offender and no HIB with regard to two alleged offenders in HIB case#2022-2023-010, the results which were first reported to the Board of Trustees by the Head of School at the June 12, 2023, meeting. The Board of Trustees hereby directs the head of school to transmit a copy of the Board of Trustee's decision to the affected student's parents.

**Approval of field trip**

**Resolution #071723-10:** Be it Resolved that the Board of Trustees approves the following field trip, as recommended by the head of school.

<b>Grade</b>	<b>Trip</b>	<b>Date/Time</b>	<b>Location</b>	<b>Funded by</b>	<b>Transportation</b>
5th Grade Summer Academy	Project USE Lake Wawayanda	Friday, July 21, 2023, 8:15am-3:00pm	885 Warwick Tpke, Hewitt, NJ 07421	LEP	Hired bus

**Ratification of resignation**

**Resolution #071723-11:** Be it Resolved that the Board of Trustees ratifies the resignation of Meagan McCarthy, a newly hired 2<sup>nd</sup> grade teacher for the 2023-24 school year, as recommended by the head of school.

**Approval of new hires**

**Resolution #071723-12:** Be it Resolved that the Board of Trustees approves the following additional to the Personnel List for the 2023-2024 school year, as recommended by the head of school.

Name	Position	10/12 Month	FT/PT	23-24 Salary	Signing Bonus	Relocation Bonus
Alexis Clawans	5 <sup>th</sup> Grade Math Teacher	10 Month	FT	\$60,000	\$2,500	N/A

**Approval of professional development**

**Resolution #071723-13:** Be it Resolved that the Board of Trustees approves the following professional development opportunity, as recommended by the head of school.

Name	Conference/Training	Dates	Funded by:
Hannah Kennedy	Relay Graduate School of Education, National Principal Academy Fellowship	07/17/23-07/21/23	Airfare LEP Program/Fees LCCS
Victoria Windapo	Relay Graduate School of Education, Instructional Leadership/Professional Development	07/17/23-07/20/23	Airfare LEP Program/Fees LCCS

**Approval of submission of the annual report**

**Resolution #071723-14:** Be it Resolved that the Board of Trustees approves the submission of the 2022-2023 Annual Report to the New Jersey Department of Education, Charter School Office, as recommended by the head of school.

**Approval of aftercare agreement**

**Resolution #071723-15:** Be it Resolved that the Board of Trustees approves the Memorandum of Agreement with Boys and Girls Club of Newark, Avon Avenue, for afterschool program, made available to Link families, for the 2023-2024 school year, pending attorney review, as recommended by the head of school.

**Approval of 2023-24 Collaborative Services Agreement and Proposal for Services with the Educational Services Commission of NJ**

**Resolution #071723-16:** Be it Resolved that the Board of Trustees approves the agreement with accompanying proposal and estimate for services for the 2023-2024 school year, as recommended by the head of school.

**Approval of master stipend list and stipend payment**

**Resolution #071723-17:** Be it Resolved that the Board of Trustees approves the following master stipend list and payment for the 2023-2024 school year as needed, as recommended by the head of the school:



Responsibility	2023-2024 Stipend Amount	Funding Source
After School Enrichment Programs (Girls on the Run, Science Club, Jr. Honor Society Advisor, etc.)	\$35 per hour	Link Education Partners
Art Show Director (up to 3 shows)	\$300 per show	Link Education Partners
Athletic Director	\$2,500 per year	LCCS
Athletic Team Coaches (Volleyball, Basketball, Soccer, Cheerleading)	\$1,000 each (max. 2 coaches per team)	LCCS
Black History Month Performance Director	\$500	Link Education Partners
Black History Month Performance Support (up to 3)	\$300 each	Link Education Partners
Content Area Boot Camp (outside of school hours)	\$150 per day	Link Education Partners
ELA Department Coordinator, Upper House	\$5,000 per year	LCCS
History/Social Studies Department Coordinator	\$5,000 per year	LCCS
Grade Level Leaders	\$2,000 per year	LCCS
Graduation Music Director	\$125	Link Education Partners
Hiring Advisory Committee Member	\$1,500 per year	LCCS
Holiday Program Director	\$500	Link Education Partners
Holiday Program Support (up to 3)	\$300 each	Link Education Partners
Morning Duty	\$1,500 per year	LCCS
Open House Gym Chaperone	\$25 per hour	LCCS
Project Lit Advisor (Max 2 people)	\$750.	LEP
Relay Residency Advisor	\$1,000 per year	Link Education Partners
Saturday Detention Duty	\$100 per day	LCCS
School Board Recording Secretary	\$5,000 per year	LCCS
Spring Musical Director	\$1,500	Link Education Partners
Spring Musical Support (up to 3)	\$300 each	Link Education Partners
Student Government Advisor (up to 2)	\$1,000 each	LCCS
The Island School Chaperones (two)	\$1,500 each	Link Education Partners
Testing Coordinator	\$1,500 per year	LCCS
LPA Liaison	\$750 per year	LCCS

#### **Approval of summer employment**

**Resolution #071723-18:** Be it Resolved that the Board of Trustees approves the hiring of the following for summer 2023 employment, as recommended by the head of school.

Name	Position	Stipend
Ameenah Brown	Summer Academy/ School Year Planning	\$6,000
Victoria Windapo	School Year Planning	\$6,000
Natasha Valentin	School Year Planning	\$1,500
Natasha Valentin	Summer Academy	\$2,000
Rachel Mifsud	Summer Academy Art Teacher	\$1,000
Gloria DeJesus	Summer Academy Assistant Teacher	\$1,200
Isabella Meliado	CampLink Teacher	\$3,500
LisRose Chacon	CampLink Teacher	\$1,750
Fantasia Parker	CampLink Teacher	\$1,050
Michael Vasquez	Technology Support	\$ 35 hour/35 hours per week, July/August

#### **Approval of update to summer employment**

**Resolution #071723-19:** Be it Resolved that the Board of Trustees approves the hiring of the following for summer employment, as recommended by the head of school.

Name	Position	Stipend
Ms. Bloom	CampLink Teacher	\$5,000
Ms. Davis	CampLink Teacher	\$3,500
Ms. Davis-Brown	CampLink Teacher	\$3,750
Mrs. Rios	CampLink Teacher	\$5,000
Mrs. Ryan, Special Education	CampLink Teacher	\$5,000
Mrs. Ryan	CampLink Coordinator	\$750
Ms. Valentin	Teacher	\$250.00

#### **Approval to amend school calendar**

**Resolution #071723-20:** Be it Resolved that the Board of Trustees approves the attached revised 2023-2024 School Calendar, as recommended by the Governance Committee.

#### **Approval of school hours**

**Resolution #071723-21:** Be it Resolved that the Board of Trustees approves Link Community School hours as follows, as recommended by the head of school.

Grades	Location	Full Day	Half Day
K-6	23 Pennsylvania Ave	8:00am-3:15pm	8:00am-12:45pm
7-8	230 Halsey St	7:45am-3:00pm	7:45am-12:30pm

#### **Approval of the first reading of policy and regulation revision**

**Resolution #071723-22:** 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:

P 2520 Instructional Supplies  
R 2520 Instructional Supplies

**Approval of the second reading and adoption of policy and regulation revision**

**Resolution #071723-23:** Be it Resolved that the Board of Trustees approves the second reading and adoption of the revision to the following policies and regulations, as recommended by the Governance Committee:

P 0144 Board Member Orientation and Training, Recommended, Revised  
P 3217 Use of Corporal Punishment, Recommended, Revised  
P 4217 Use of Corporal Punishment, Recommended, New  
P5305 Health Services Personnel, Mandated, Revised  
P 5308 Student Health Records, Mandated, Revised  
R 5308 Student Health Records, Mandated, Revised  
P 5310 Health Services, Mandated, Revised  
R 5310 Health Services, Mandated, Revised  
P 6112 Reimbursement of Federal and Other Grant Expenditures, Mandated, Revised  
R 6115.01 Federal Awards/Fund Internal Control – Allowability of Costs  
Mandated, New  
P 6115.04 Federal Funds – Duplication of Benefits, Mandated, New  
P 7440 School District Security, Mandated, Revised  
P 9140 Citizens Advisory Committees, Recommended, Revised

**Approval of the second reading and adoption of bylaw revision**

**Resolution #071723-24:** Be it Resolved that the Board of Trustees approves the second reading and adoption of the revision to the following Bylaw B0141, Board Member Number and Term, as recommended by the governance committee.

Moved by Ms. Daughtry

Second by Ms. Barnett

Discussion: None

Vote: Voice; passed unanimously

**Approval of amendment to the charter**

**Resolution #071723-25:** Be it Resolved that the Board of Trustees approves the amendment of the charter granted to Link Community Charter School to include a second school site located at 230 Halsey Street, Newark, NJ, as recommended by the head of school.

Moved by Ms. Daughtry

Second by Ms. Barnett

Discussion: None

Vote: Voice; passed unanimously

**HEAD OF SCHOOL**

- **Monthly School Update**  
See attached.

**Community Engagement Committee**

- **Committee Report**  
None.

### **Education Committee**

- **Committee Report**  
None.

### **Governance Committee**

- **Committee Report**  
See attached.

### **Finance Committee**

- **Committee Report**

### **OLD BUSINESS**

None.

### **NEW BUSINESS**

None.

### **ANNOUNCEMENTS**

- Please email Ms. Paczkowski regarding topics and training you would like covered at the board retreat.
- Please email Ms. Paczkowski any potential individuals for the board or board committees.
- The next regular meeting will be held on Monday, August 21, 2023.

### **MOTION TO ADJOURN**

Moved by Ms. Daughtry

Seconded by Ms. Barnett

Vote: Voice; passed unanimously

The meeting was adjourned at 6:45 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,



Debra Paczkowski, Board Recording Secretary

Date: July 19, 2023

Approved by the Link Community Charter School Board of Trustees: August 21, 2023

**LINK COMMUNITY CHARTER SCHOOL  
BOARD OF TRUSTEES MEETING  
June 12, 2023, 6:30 PM  
In-Person AND Via Zoom  
Link Community Charter School  
23 Pennsylvania Avenue, Newark, New Jersey 07114**

**Draft 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 at 6:46pm by Mr. Richard Marshall, Board Chair.

**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 May 09, 2023; by email to the city clerks of, East Orange, Irvington, and Orange, and the county superintendent of education on May 09, 2023 and by mail on May 09, 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**

<b>Member</b>	<b>Present</b>	<b>Absent</b>
Barkley, Ms.	√	
Barnett, Ms.	√	
Clarke-Avignant, Mrs.	√	
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 #061223-01:** Be it Resolved that the Board of Trustees accepts and approves the minutes of the board meeting held on May 08, 2023.

Moved by Ms. Daughtry

Second by Ms. Barkley

Discussion: None

Vote: Voice; passed unanimously

#### **APPROVAL OF AGENDA**

**Resolution #061223-02:** Be it Resolved that the Board of Trustees accepts and approves the agenda for the board meeting on June 12, 2023.

Moved by Ms. Daughtry

Second by Ms. Barkley

Discussion: None

Vote: Voice; passed unanimously

#### **PRESENTATION**

##### **PUBLIC COMMENT**

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

##### **CLOSING OF PUBLIC COMMENT**

Emily Aikens, 776 N. 6<sup>th</sup> St, #2, Newark, NJ 07107, School Culture

Serena Livingston, 63 Ross St, East Orange, NJ 07018, School Culture

Seeing there were no more members of the public wishing to speak, Mr. Marshall closed public comments.

#### **ACKNOWLEDGMENT OF CORRESPONDENCE**

Charter School Renewal Summary from the Office of Charter and Renaissance Schools, NJDOE, Friday, June 9, 2023.

## HEAD OF SCHOOL

- **Monthly School Update**

### **Affirmation of HIB finding**

**Resolution #061223-03:** Be it Resolved that the Board of Trustees affirms the Head of School's findings of no HIB in HIB case#2022-2023-008, the results which were first reported to the Board of Trustees by the Head of School at the May 08, 2023, meeting. The Board of Trustees hereby directs the head of school to transmit a copy of the Board of Trustee's decision to the affected student's parents.

Moved by Ms. Daughtry

Second by Ms. Barkley

Discussion: None

Vote: Voice; passed unanimously

### **Ratification of resignation**

**Resolution #061223-04:** Be it Resolved that the Board of Trustees ratifies the following resignations, as recommended by the head of school.

Name	Position	Effective Date
Brianna Hinds	Teacher	06/30/23
Jennifer Kutch	Teacher	06/30/23
Shantaya Lewis	Teacher	06/30/23
Rosa Martinez	Teacher	06/30/23
Krista Miller	Teacher	06/30/23
Kelly Start	Teacher	06/30/23
Eugenia Cooley	Reading Specialist	06/30/23

Moved by Ms. Daughtry

Second by Ms. Barkley

Discussion: None

Vote: Voice; passed unanimously

### **Approval of leave**

**Resolution #061223-05:** Be it Resolved that the Board of Trustees approves an unpaid leave of absence on FMLA with benefits for Employee #121, effective August 24, 2023, through October 23, 2023, as recommended by the head of school.

Moved by Ms. Daughtry

Second by Ms. Barkley

Discussion: None

Vote: Voice; passed unanimously

### **Approval of new hires**

**Resolution #061223-06:** Be it Resolved that the Board of Trustees approves the following additions to the Personnel List for the 2023-2024 school year, as recommended by the Head of School.

Name	Position	10/12 Month	FT/PT	23-24 Salary	Signing Bonus	Relocation Bonus
Donald Bernard Jr.	Teacher, 5 <sup>th</sup> /6 <sup>th</sup> grade Science & Social Studies	10 Month	FT	\$68,000	\$2,500	N/A
Tara Branch	Teacher, 7 <sup>th</sup> grade ELA	10 Month	FT	\$70,000	\$2,500	N/A
Maisha Brown	Teacher, Special Education	10 Month	FT	\$66,000	\$2,500	N/A
Gloria DeJesus	Teaching Assistant	10 Month	FT	\$55,000	\$2,500	N/A
James McCarren	Teacher, 6 <sup>th</sup> Grade ELA	10 Month	FT	\$70,000	\$2,500	N/A
Meagan McCarthy	2 <sup>nd</sup> Grade Teacher	10 Month	FT	\$79,000	\$2,500	N/A
Rachel Mitsud	Art Teacher	10 Month	FT	\$66,000	\$2,500	N/A
Lillian Okan	Teacher, Special Education, 5 <sup>th</sup> grade	10 Month	FT	\$65,000	\$2,500	\$1,500
Ryan Thurlow	School Aide	10 Month	PT	\$25 hr 5-20 hours weekly	\$2,500	N/A

Moved by Ms. Daughtry

Second by Ms. Barkley

#### **Approval to amend Resolution #061223-06 Approval of new hires**

**Resolution #061223-06A:** Be it Resolved that the Board of Trustees approves amending Resolution# 061223-06 to include three additional new hires, as recommended by the head of school.

Name	Position	10/12 Month	FT/PT	23-24 Salary	Signing Bonus	Relocation Bonus
Donald Bernard Jr.	Teacher, 5 <sup>th</sup> /6 <sup>th</sup> grade Science & Social Studies	10 Month	FT	\$68,000	\$2,500	N/A
Tara Branch	Teacher, 7 <sup>th</sup> grade ELA	10 Month	FT	\$70,000	\$2,500	N/A
Maisha Brown	Teacher, Special Education	10 Month	FT	\$66,000	\$2,500	N/A
Gloria DeJesus	Teaching Assistant	10 Month	FT	\$55,000	\$2,500	N/A
James McCarren	Teacher, 6 <sup>th</sup> Grade ELA	10 Month	FT	\$70,000	\$2,500	N/A
Meagan McCarthy	2 <sup>nd</sup> Grade Teacher	10 Month	FT	\$79,000	\$2,500	N/A
Rachel Mitsud	Art Teacher	10 Month	FT	\$66,000	\$2,500	N/A
Lillian Okan	Teacher, Special Education, 5 <sup>th</sup> grade	10 Month	FT	\$65,000	\$2,500	\$1,500



Ryan Thurlow	School Aide	10 Month	PT	\$25 hr 5-20 hours weekly	\$2,500	N/A
Victoria Windapo	Academic Dean	10 Month	FT	\$85,000	N/A	N/A
Jeffrey Locklear	Math Teacher/Interventionist	10 Month	FT	\$72,000	N/A	N/A
Hannah Kennedy	Principal	12 Month	FT	\$120,000	N/A	N/A

Moved by Ms. Daughtry

Second by Ms. Barkley

Discussion: None

Vote: Voice; passed unanimously

### Approval of consultants

**Resolution # 061223-07:** Be it Resolved that the Board of Trustees approves the following consultants as recommended by the head of school.

Name	Position	Fees	Date
Dr. John M. Quinn	Math Consultant Curriculum Review Professional Development	\$7,600	July 01-August 31, 2023
Lisa Weber	PowerSchool Consultant	\$40 hourly, approximately 200 hours	2023-2024 SY

Moved by Ms. Daughtry

Second by Ms. Barkley

Discussion: None

Vote: Voice; passed unanimously

### Approval of summer employment

**Resolution # 061223-08:** Be it Resolved that the Board of Trustees approves the hiring of the following for summer employment, as recommended by the head of school.

Name	Position	Stipend	Date
Suzanne Dandie-Lashley	Summer Social Worker/Case Manager	\$6000.	July 05 through July 28, 2023
Suzanne Dandie-Lashley	Summer Social Worker/Case Manager	\$750.	July 29 through August 23, 2023

Moved by Ms. Daughtry

Second by Ms. Barkley

Discussion: None

Vote: Voice; passed unanimously

**Approval for payment of stipends, 2022-2023**

**Resolution #061223-09:** Be it Resolved that the Board of Trustees approves the payment of the following stipends for responsibilities performed during the 2022-2023 school year, as recommended by the head of school.

Employee	Responsibility	Stipend	Paid by
Ryan McNeill	Graduation Music Director	\$125	LEP
Jasmine Seeger	ProjectLit Advisor	\$750	LEP
Katherine Schuster	ProjectLit Advisor	\$750	LEP

Moved by Ms. Daughtry

Second by Ms. Barkley

Discussion: None

Vote: Voice; passed unanimously

**Approval of field trips**

**Resolution #061223-10:** 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
1-Bridges	Mighty Writers	Tuesday, June 13, 2023, 10:30am-11:45am	59 Lincoln Park Newark, NJ	N/A	Walk
1- Masih	Mighty Writers	Thursday, June 15, 2023, 10:30am-11:45am	59 Lincoln Park Newark, NJ	N/A	Walk

Moved by Ms. Daughtry

Second by Ms. Barkley

Discussion: None

Vote: Voice; passed unanimously

**Approval of submission of 2023-2024 Comprehensive Equity Plan Statement of Assurance**

**Resolution #061223-11:** Be it Resolved that the Board of Trustees authorizes the head of school to submit the Statement of Assurance to the Essex County Superintendent providing the extension of the 2019-2022 Comprehensive Equity Plan for Link Community Charter School for the 2023-24 school year, as permitted by the New Jersey Department of Education, as recommended by the head of school.

Moved by Ms. Daughtry

Second by Ms. Barkley

Discussion: None

Vote: Voice; passed unanimously

**Approval of school hours**

**Resolution #061223-12:** Be it Resolved that the Board of Trustees approves the school hours for Lower House (K, 1, & 2) as 8am-3pm and for Upper House (5<sup>th</sup>-8<sup>th</sup> grade) as 8am-3:15pm, for the 2023-24 school year, as recommended by the head of school.

Moved by Ms. Daughtry

Second by Ms. Barkley

Discussion: None

Vote: Voice; passed unanimously

**Education Committee**

- **Committee Report**  
None.

**Governance Committee**

- **Committee Report**  
See attached.

**Approval of the first reading of policy and regulation revision**

**Resolution #061223-13:** 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:

P 0144 Board Member Orientation and Training, Recommended, Revised  
P 3217 Use of Corporal Punishment, Recommended, Revised  
P 4217 Use of Corporal Punishment, Recommended, New  
P5305 Health Services Personnel, Mandated, Revised  
P 5308 Student Health Records, Mandated, Revised  
R 5308 Student Health Records, Mandated, Revised  
P 5310 Health Services, Mandated, Revised  
R 5310 Health Services, Mandated, Revised  
P 6112 Reimbursement of Federal and Other Grant Expenditures, Mandated, Revised  
R 6115.01 Federal Awards/Fund Internal Control – Allowability of Costs, Mandated, New  
P 6115.04 Federal Funds – Duplication of Benefits, Mandated, New  
P 7440 School District Security, Mandated, Revised  
P 9140 Citizens Advisory Committees, Recommended, Revised

Moved by Ms. Daughtry

Second by Ms. Barkley

Discussion: None

Vote: Voice; passed unanimously

**Approval to abolish policies and regulations**

**Resolution #061223-14:** Be it Resolved that the Board of Trustees approves abolishing the following policies/regulations, as recommended by the Governance Committee:

P 9100 Public Relations  
R 9140 Citizens Advisory Committees

Moved by Ms. Daughtry

Second by Ms. Barkley

Discussion: None

Vote: Voice; passed unanimously

**Resolution #061223-15:** Be it Resolved that the Board of Trustees approves the first reading of the revision to the following Bylaw B0141, Board Member Number and Term, as recommended by the governance committee.

Moved by Ms. Daughtry

Second by Ms. Barkley

Discussion: None

Vote: Voice; passed unanimously

**Approval for a special meeting**

**Resolution #061223-16:** Be it Resolved that the Board of Trustees approves the addition of a special board meeting on Monday, June 26, 2023, at 6:30 pm, virtual only, for the Head of School Evaluation and other business, as recommended by the Governance Committee.

Moved by Ms. Daughtry

Second by Ms. Barkley

Discussion: None

Vote: Voice; passed unanimously

**Annual Board-Self Evaluation**

- **Presentation**
- **Discussion and finalization of 2023-2024 board goals**

**Community Engagement Committee**

- **Committee Report**  
None.

**Finance Committee**

- **Committee Report**  
See attached.

**The following motions were handled with one vote:**

**Approval of application for summer food program**

**Resolution #061223-17:** Be it Resolved that the Board of Trustees approves the application for the Summer Food Service Program, as recommended by the school business administrator.

**Approval of renewal of food service management contract**

**Resolution #061223-18:** See attached resolution.

**Approval of financial reports**

**Resolution #061223-19:** Be it Resolved that the Board of Trustees accepts and approves the Board Secretary Report and the Treasurer's Report for the month ending May 31, 2023, as recommended by the school business administrator.

**Approval of bills for payment**

**Resolution #061223-20:** 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 #061223-21:** Be it Resolved that the Board of Trustees approves the attached budget transfer, as recommended by the school business administrator.

Moved by Ms. Daughtry

Second by Ms. Barkley

Discussion: None

Vote: Voice; passed unanimously

## **EXECUTIVE SESSION (Resolution#061223-22)**

**WHEREAS**, the LCCS Board of Trustees from time to time must convene into Executive Session to discuss confidential matters including but not limited to personnel issues, litigation, matters of attorney/client privilege, and/or student matters.

**NOW THEREFORE BE IT RESOLVED**, the LCCS Board of Trustees shall move into Executive Session to discuss a staff matter.

**BE IT FURTHER RESOLVED**, the LCCS Board of Trustees may take action on this matter when the LCCS Board of Trustees later returns to public session.

**BE IT FURTHER RESOLVED**, that the minutes of the executive session will be released to the public in an appropriately redacted form within a reasonable period of time providing as much information as possible without violating any applicable privilege or confidentiality.

**BE IT FURTHER RESOLVED**, that the redacted portion of the executive session minutes will not be released until such time as the privilege or confidentiality is no longer applicable.

Moved by Ms. Daughtry

Seconded by Ms. Barkley

Discussion: None

Vote: Roll Call; passed unanimously

The board moved to Executive Session at 8:26pm.

The board returned to the regular meeting at 9:21pm.

## **OLD BUSINESS**

None.

## **NEW BUSINESS**

### **HIB Report, Mrs. Maria Pilar Paradiso**

#### **Approval of administrative leave**

**Resolution #061223-23:** Be it Resolved that the Board of Trustees approves paid administrative leave for employee #136 beginning May 15, 20223 and ending May 22, 2023, as recommended by the head of school.

Moved by Ms. Barnett

Second by Ms. Barkley

Discussion: None

Vote: Voice; passed unanimously

## **ANNOUNCEMENTS**

- Submit referrals for a board member vacancy to Ms. Paczkowski
- A special virtual only meeting will be held on Monday, June 26, 2023.
- The next regular meeting will be held on Monday, July 17, 2023.
- Graduation will be Thursday, June 22, 2023, 6:00pm

## **MOTION TO ADJOURN**

Moved by Ms. Daughtry

Seconded by Ms. Ebanks

Vote: Voice; passed unanimously

The meeting was adjourned at 8:57 pm.

## **ANNUAL MEETING**

### **CALL TO ORDER OF THE ANNUAL MEETING**

The annual meeting of the Link Community Charter School Board of Trustees was called to order at 9:01pm by Richard Marshall, Board Chair.

### **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 May 09, 2023; by email to the city clerks of, East Orange, Irvington, and Orange, and the county superintendent of education on May 09, 2023 and by mail on May 09, 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**

<b>Member</b>	<b>Present</b>	<b>Absent</b>
Barkley, Ms.	√	
Barnett, Ms.	√	
Clarke-Avignant, Mrs.	√	
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 AGENDA**

**Resolution #061223A-01:** Be it Resolved that the Board of Trustees approves the agenda for the annual meeting on June 12, 2023.

Moved by Ms. Daughtry

Second by Ms. Barkley

Discussion: None

Vote: Voice; passed unanimously

### **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, Mr. Marshall closed public comments.

### **ELECTION OF BOARD TRUSTEE**

**Resolution #061223A-02:** Be it Resolved that the Board of Trustees elects Alecia Barnett to serve as a trustee on the board for a term beginning July 01, 2023, till June 30, 2026, as recommended by the Governance Committee.

Moved by Ms. Daughtry

Second by Ms. Barkley

Discussion: None

Vote: Voice; passed unanimously

### **ELECTION OF BOARD TRUSTEE**

**Resolution #061223A-03:** Be it Resolved that the Board of Trustees elects Marcina Fox to serve as a trustee on the board for a term beginning July 01, 2023, till June 30, 2026, as recommended by the Governance Committee.

Moved by Ms. Daughtry

Second by Ms. Barkley

Discussion: None

Vote: Voice; passed unanimously

**OATH OF OFFICE**, administered to Alecia Barnett by the board attorney, Christine Martinez

**ELECTION OF OFFICERS FOR THE 2023-2024:** Chair, facilitated by Debbie Paczkowski, Board Recording Secretary, and Vice Chair, facilitated by Richard Marshall, current board chair.

Election of Board Chairperson: Ms. Paczkowski asked for nominations for Board Chair. Ms. Daughtry nominated Mr. Marshall. There were no other nominations. Ms. Daughtry asked for a motion to close nominations. Ms. Daughtry so moved, and Ms. Barkley seconded the motion. After a voice vote, Mrs. Daughtry declared nominations closed. Ms. Daughtry called for the vote to elect. Mr. Marshall was elected unanimously with one abstention (R. Marshall) as Board Chair for 2023-2024 in a roll call vote.

Election of Board Vice Chairperson: Mr. Marshall asked for nominations for Board Vice Chair. Ms. Daughtry nominated Mr. Key. There were no other nominations. Mr. Marshall asked for a motion to close nominations. Mrs. Daughtry so moved, and Ms. Barkley seconded the motion. After a voice vote, Mr. Marshall declared nominations closed. Mr. Marshall called for the vote to elect. Mr. Key was elected unanimously with one abstention (J. Key) as Board Vice Chair for 2023-2024 in a roll call vote.

### **APPROVAL OF ANNUAL APPOINTMENTS**

**Be it Resolved that the Board of Trustees, on the recommendation of the Governance Committee, appoints the following for the 2023-2024 school year:**

**Resolution #061223A-04:** Maria Pilar Paradiso as head of school, liaison with law enforcement, and delegate to the New Jersey School Boards Association and to Essex County School Boards Association

**Resolution #061223A -05:** Bima Baje as school business administrator and qualified purchasing agent

**Resolution #061223A- 06:** Debra Paczkowski as board recording secretary

**Resolution #061223A -07:** Machado Law Group as board attorney

**Resolution #061223A -08:** Kia C. Grundy, M.D. as the school physician/medical inspector

**Resolution #061223A -09:** Educational Services Commission of NJ as the provider of psychological examiner/school psychologist

**Resolution #061223A -10:** Invo and/or Educational Services Commission of NJ as provider of speech and Jump Ahead Pediatrics, LLC as provider of occupational therapy service.

**Resolution #061223A -11:** Essex Regional Education Services Commission as provider of home instruction

**Resolution #-061223A-12:** Leslie Baynes as the Title IX Officer

**Resolution #061223A-13:** Christine Lynsky as the 504 Officer and Special Education Coordinator

**Resolution #:061223A-14** Suzanne Dandie-Lashley as the Anti-Bullying Coordinator, including July and August 2023; Homeless Education Liaison; and Educational Stability Liaison

**Resolution #061223A-15:** Yris Acevedo as the Anti-Bullying Specialist.

**Resolution #061223A-16:** Jeanette Rios as the 2023-24 ESL Assessment Coordinator

Moved by Ms. Daughtry

Second by Ms. Barkley

### **Approval to amend Approval of annual appointments**

**Resolution #061223A-17:** Be it Resolved that the Board of Trustees approves amending Approval of annual appointments to include the following resolution s recommended by the head of school.

**Resolution #061322A-17A:** Hanna Kennedy as Attendance Officer, Affirmative Action Officer, School Safety Specialist, Custodian of Records, LEA Assessment IT Contact, Coordinator of State Testing, ESEA Coordinator, Bilingual/ESL Point of Contact, and Data Coordinator

Moved by Ms. Daughtry



Second by Ms. Barkley

Discussion: None

Vote: Voice; passed unanimously

## **ANNUAL MOTIONS AND DESIGNATIONS**

**Be it Resolved that the Board of Trustees approves the following annual motions and designations:**

**Resolution #061223A -17:** to designate TD Bank and Provident Bank as the depository of school funds for the 2023-2024 year, as recommended by the school business administrator.

**Resolution #061223A -18:** to designate the 2023-2024 LCCS board chairperson, LCCS board vice chairperson, and school business administrator, as those authorized to sign school warrants in the 2023-2024 school year, as recommended by the school business administrator.

**Resolution #061223A -19:** to designate the *Star Ledger*, *Irvington Herald*, *East Orange Record*, and the *Orange Transcript* as the official newspapers and nj.com and Essex Daily News as online news for publication of Board meetings and other legal notices for the 2023-2024 school year, as recommended by the Governance Committee.

**Resolution #061223A -20:** to designate Galleros Robinson LLC as auditor for the 2023-2024 school year, as recommended by the school business administrator.

**Resolution #061223A -21:** to approve the existing Kindergarten and 1<sup>st</sup> grades and 5<sup>th</sup> through 8<sup>th</sup> grade curriculums for the 2023-2024 school year, as recommended by the head of school.

**Resolution #061223A -22:** to re-adopt the existing bylaws and policies for the Board's operation and the operation of the school in the 2023-2024 school year, as recommended by the Governance Committee.

**Resolution #061223A -23:** to approve that all meetings of the Board of Trustees be conducted according to Robert's Rules of Order and Board Policy, as recommended by the Governance Committee.

**Resolution #061223A -24:** to approve that pursuant to N.J.S.A. 18A:12-24.1, the Board of Trustees has reviewed and adopts the attached Code of Ethics for School Board Members, as recommended by the Governance Committee.

**Resolution #061223A -25:** to approve Delta-T, Goodkind, Horizon Staffing, and Scoot Education as providers of substitute staff for the 2023-2024 school year, as recommended by the head of school.

**Resolution #061223A-26:** to approve the My Learning Plan/Stronge Evaluation system for all certified positions, the NJSBA Charter School Board Self Evaluation for the LCCS board, and the NJSBA CSA Evaluation for the Head of School, as recommended by the Governance Committee.

**Resolution #061223A-27:** to approve the use of TransEd, Next Level, Villani, First Student, and Alliance Tours, LLC bus companies for field trips and transportation in the 2023-2024 school year.

**Resolution #061223A-28:** to approve the 2023-2024 school year school hours as 8-3:00 for the Lower House (K, 1st & 2nd), and 8-3:15 for the Upper House %th-8<sup>th</sup> Grade).

Moved by Ms. Daughtry

Second by Ms. Barkley

Discussion: None

Vote: Voice; passed unanimously

## **ANNOUNCEMENTS**

A special virtual only board meeting for the evaluation of the head of school and other business will be held on Monday, June 26, 2023, at 6:30pm.

The next regular board meeting will be held on Monday, July 17, 2023, at 6:30pm.

**MOTION TO ADJOURN**

Moved by Ms. Daughtry

Seconded by Ms. Barkley

Vote: Voice; passed unanimously

The meeting was adjourned at 9:18 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: June 26, 2023

Approved by the Link Community Charter School Board of Trustees:

**Head of School Report**  
**June, 2023**

**Link Enrollment:**

<b>Grade Level</b>	<b>Approved Enrollment for 2022-23</b>	<b>Enrolled for 2022-23</b>	<b>23/24 New Applications Received</b>	<b>23/24 Registered Students</b>	<b>Approved Enrollment for 2023-24</b>	<b>Enrolled for 23/24 As of 6/12</b>	<b>Remaining Seats</b>
<b>K</b>	<b>50</b>	<b>36</b>	<b>83</b>	<b>27</b>	<b>50</b>	<b>27</b>	<b>23</b>
<b>1</b>	<b>50</b>	<b>36</b>	<b>14</b>	<b>6</b>	<b>50</b>	<b>42</b>	<b>8</b>
<b>2</b>	<b>50</b>	<b>N/A</b>	<b>23</b>	<b>10</b>	<b>50</b>	<b>46</b>	<b>4</b>
<b>5</b>	<b>50</b>	<b>48</b>	<b>77 accepted and invited to register</b>	<b>32</b>	<b>50</b>	<b>32</b>	<b>18</b>
<b>6</b>	<b>50</b>	<b>53</b>	<b>50 on waitlist</b>	<b>1</b>	<b>50</b>	<b>49</b>	<b>1</b>
<b>7</b>	<b>80</b>	<b>84</b>	<b>74 on waitlist</b>		<b>50</b>	<b>53</b>	<b>0</b>
<b>8</b>	<b>80</b>	<b>78</b>	<b>22 on waitlist</b>		<b>80</b>	<b>84</b>	<b>0</b>
<b>Total</b>	<b>360</b>	<b>335</b>			<b>380</b>	<b>333</b>	<b>54</b>

**Student Recruitment and Enrollment:**

- We are working on increasing number of families who are registered
- We are creating a plan for the summer so we keep recruiting scholars
- We hired an Admissions, Student Life, and Operations Coordinator who will prioritize student admissions, working all summer as a 12 month employee.

**Staffing:**

- Making progress with hiring as you'll see in the agenda
- The Hiring Advisory Committee has been working very hard to review resumes, schedule and conduct interviews and provide great feedback

**We have hired:**

- 2<sup>nd</sup> grade teacher
- 5<sup>th</sup> grade ELA
- 6<sup>th</sup> grade ELA
- 7<sup>th</sup> grade ELA
- 8<sup>th</sup> grade ELA
- 5<sup>th</sup>/6<sup>th</sup> Social Studies and Science
- 5<sup>th</sup> Grade Special Education

- 7<sup>th</sup> Grade Special Education
- Art Teacher

#### **Current Openings:**

- Math Teachers (2), grade 5 and grade 7
- Social Studies, grade 8 (strong candidate)
- Science, grade 7
- Kindergarten Teacher (1)
- 1<sup>st</sup> grade Teacher – leave replacement (strong candidate)
- Elementary School Teacher, grade 2 (1) (strong candidate)
- Assistant Teachers, 5<sup>th</sup> grade (1) and Art (1) (strong candidates)

#### **HIB (CLOSED SESSION)**

- 1<sup>st</sup> report to the board, 2022-2023 -009 (SL-EL)
- 1<sup>st</sup> report to the board, 2022-2023-010 (NG)

#### **Health and Safety Update:**

- Early dismissal on Wednesday, June 7<sup>th</sup>
- Emergency Environmental Day on Thursday, June 8<sup>th</sup>

#### **Curriculum:**

- No updates

#### **NJSLA**

- No updates

#### **Instructional Coaching**

- No updates

#### **Special Programming**

- No updates

#### **Summer Programming**

- CampLink for rising 1<sup>st</sup> and 2<sup>nd</sup> graders has over 30 registered scholars
- Continuing to plan for 5<sup>th</sup> grade program; staffing was more challenging due to hiring needs in 5<sup>th</sup> grade.

#### **High School Placement**

- Scholars have earned over \$6 million in financial aid and scholarships for competitive high schools.

#### **Strategic Planning Updates**

- The committee is scheduled to meet with our consultants at the end of the month.

#### **Special Education**

- No updates

**CSP**

- No updates

**Renewal and Expansion**

- The renewal summary report from the Office of Charter Schools was received last week via email. We have placed it on the board page for your review and will share an overview at the next board meeting.



# New Jersey Department of Education, Office of Charter and Renaissance Schools

## Link Community Charter School Renewal Summary

## Renewal Process Overview

As the State Education Agency and sole charter authorizer in the state of New Jersey, the New Jersey Department of Education (Department) holds all charter schools accountable for providing students with a high-quality public education. The Department relies on the [Performance Framework](#) to evaluate all public charter schools in New Jersey. The Performance Framework consists of three sections: academic, financial, and organizational. It outlines the criteria the Department uses to assess viability in those three areas. A charter school's performance against the criteria set forth in the Performance Framework is used in all high-stakes decision-making, including decisions regarding replication, expansion, renewal and closure.

The renewal application aligns with the indicators within the Performance Framework. The decision to renew a charter will be based on a comprehensive review guided by the following three questions:

1. Is the school's academic program a success?
2. Is the school financially viable?
3. Is the school equitable and organizationally sound?

The findings gathered from the Department's comprehensive review of the charter school pursuant to *N.J.A.C. 6A:11-2.3(b)*, which includes: student performance on statewide assessments; annual reports; monitoring visit results; financial reports; public comments; possible effect of charter school enrollment on district(s) of residence that could lead to segregation of students; financial impact on district(s) of residence; and other relevant evidence are summarized in this report. The results of this comprehensive review are considered prior to making a decision regarding the renewal of a school's charter for a subsequent five-year period.

## Renewal Site Visit Overview

On **November 7, 2022**, from **8:30 a.m. – 4:00 p.m.**, the following site visit team members visited Link Community Charter School:

Name of Reviewer
Dina Abdelhamid
Kathy Ambrosio
Jennifer Bailey
Karina Bielaus
Allie Cobb
Robert Gregory
Lisa Schnall
William Walker

Through the renewal process, the Department gathers evidence and data based upon the criteria laid out within the Performance Framework. During the Renewal Site Visit, Department staff reviewed key documents (as outlined in the 2022-2023 Renewal Site Visit Protocol), interviewed multiple stakeholders and conducted classroom observations. After the visit, the review team aggregated the evidence and data collected through the renewal process to create this Renewal Summary Report.

## Charter School Basic Information

### All Department-Approved Facility Locations

Facility Address	Grades served 2022-2023
23 Pennsylvania Avenue, Newark, New Jersey, 07114	K-1, 5-8

### Max Enrollment Chart from the Previous Charter Term

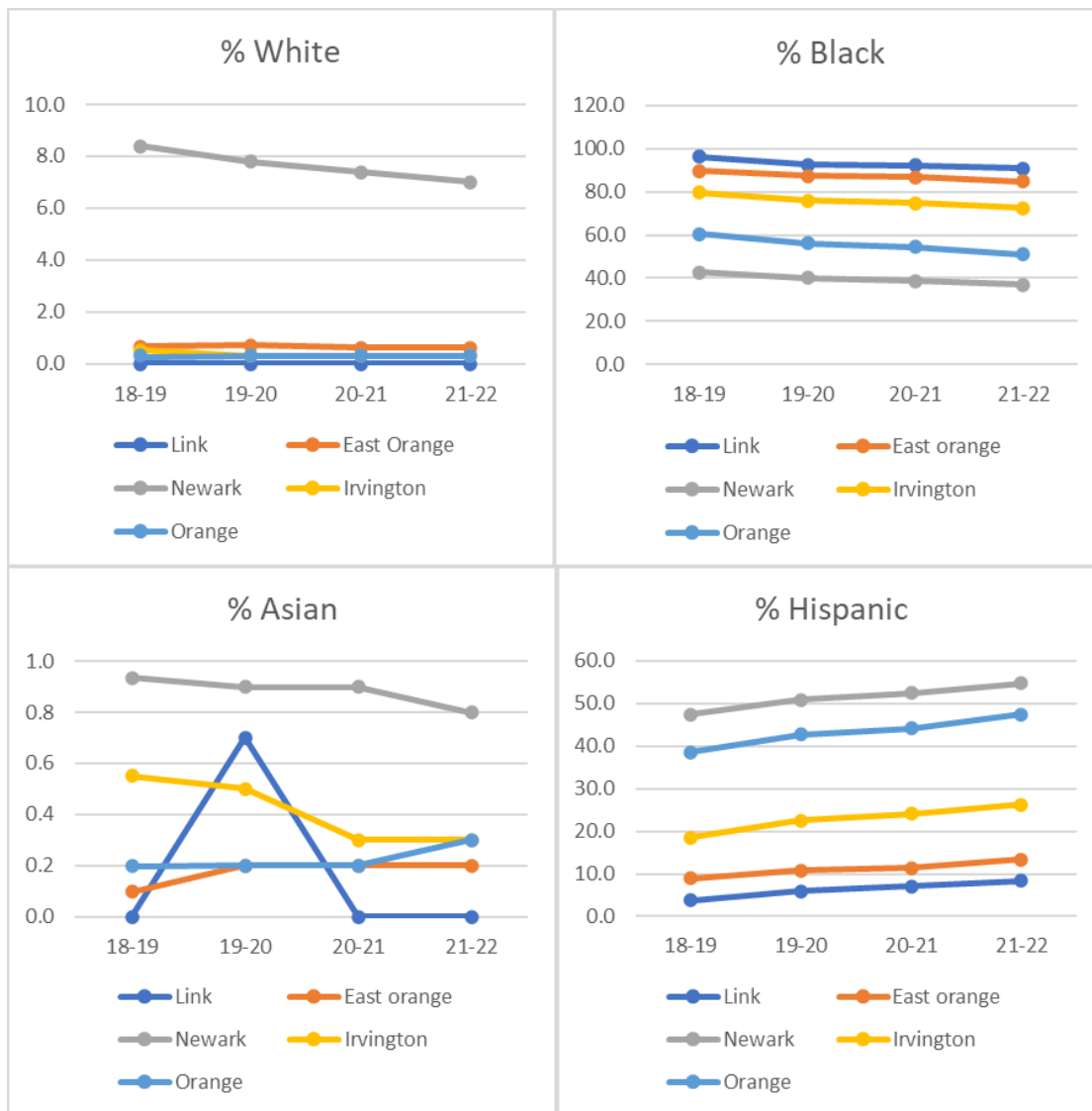
Grade Level	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023
K				50	50
1				50	50
2					50
3					
4					
5	80	80	80	50	50
6	72	80	80	80	50
7	72	72	80	80	80
8	72	72	72	80	80
9					
10					
11					
12					
Total	296	304	312	390	410

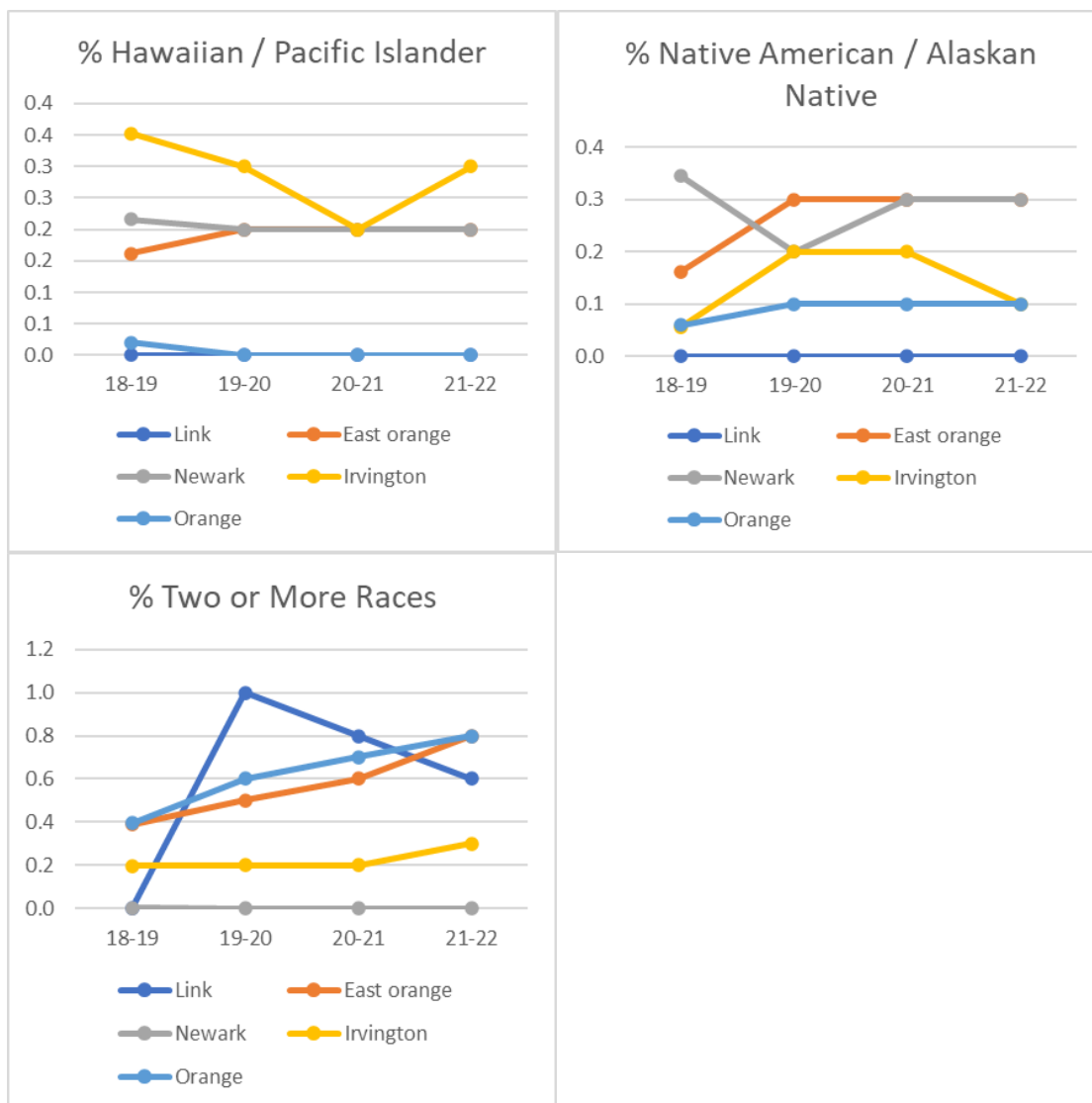
### Charter Demographics

On an annual basis, pursuant to *N.J.A.C. 6A:11-2.2(c)*, the Department assesses the student composition of a charter school and the segregative effect that the loss of the students may have on its district of residence. A charter school annually submits data to the Department, no later than 4:15 PM on June 1, to inform the assessment. The assessment is based on the enrollment from the initial recruitment period pursuant to *N.J.A.C. 6A:11-4.4(b)*.

The Department compares the enrollment demographic information of a charter school as they relate to their sending or host district(s) by percentage of students enrolled in any given demographic category. The following charts detail such enrollment differentials by percentage of total enrolled students enrolled by the charter and sending districts.







## Summary Report Structure

The summary report is aligned to the [Performance Framework](#) and is divided into Academic, Financial and Organizational sections. The Academic Performance Framework section provides the school's tier rank over the most recent term of the school's charter. The Financial Performance Framework section shows how the school performed against the standards set forth in the Financial Indicators over the most recent charter term. The Organizational Performance Framework section describes the school's performance against the criteria outlined in the Organizational section and includes information gathered primarily through the review of the annual report, renewal application and the renewal site visit.

### Indicators and Criteria

Within each performance area, there are multiple indicators. For each indicator, the Framework provides a number of criteria, or standards, by which the Department evaluates charter schools. For each indicator, the school will receive a rating.

## Findings and Ratings

This section presents the team's findings based on its review of the school. Data and information presented below were primarily gathered through an analysis of academic performance, the renewal application, annual report, site visit documents, classroom observations, interviews with key stakeholders, and audit and financial information presented over the last term of the school's charter. For a full list of the sources of evidence used, please see the Performance Framework.

Academic Performance Framework			
Tier Rank			
2018-2019			
3-5	6-8	9-12	Sum
1	1	N/A	1

Note: The Department did not establish a Tier Rank for school years 2019-2020, 2020-2021, or 2021-2022, due to an absence of statewide assessment data in school years 2019-2020 and 2020-2021, and an absence of student growth percentile in the 2021-2022 school year.

Organizational Performance Framework		
Indicator	Summary Analysis	Rating
<b>1.1 Mission and key design elements</b> The school is faithful to its mission and has implemented the key design elements included in its charter.	According to the mission statement included in the 2023 Renewal Application and 2022 Annual Report, Link Community Charter School's (Link) mission is to "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."	<b>Meets Standard</b>

	<p>The Renewal Application highlights several key design elements including a robust elementary school program, strong and comprehensive middle school program, positive school culture, inclusive education, immersion in the arts, personal development and social emotional learning, exposure beyond the classroom, placement in competitive high schools and social justice. Based upon stakeholder interviews, classroom observations, and document review the Department has determined that Link is faithful to its mission and is implementing key design elements highlighted within the Renewal Application. Interviewed board members, parents, teachers, administration, and students articulated their understanding of the school's mission and discussed the implementation of the key design elements. For example, stakeholder groups described the acceptance of Link's middle school students into local and national competitive high schools as a uniquely, beneficial school priority.</p>	
Indicator	Summary Analysis	Rating
<p><b>1.2 Curriculum</b> The school has a comprehensive curriculum.</p>	<p>The Renewal Application describes a process for selecting and developing Link's curriculum which includes consideration of the New Jersey Student Learning Standards (NJSLS), utilization of the Understanding by Design Model, and collaboration between the Curriculum Developer, instructional coaches and teachers. Responses gathered from onsite interviews also suggest that Link's curriculum includes a combination of purchased curricular guides and teacher-created resources, with instructional staff receiving professional development opportunities to better inform their participation in curriculum development. While the Renewal Application identifies a process for reviewing and revising the school's curriculum, it is unclear how often this process occurs.</p> <p>Stakeholder interviews described consistent communication and collaboration between teachers, instructional coaches, and the curriculum developer to ensure effective curriculum implementation during instruction, which includes modifications and accommodations for students. Though Link's curriculum does appear to include suggested strategies and activities to address the needs of all learners, they are not specific to the content area or grade band in each curricular document.</p>	<p>Partially Meets Standard</p>

Indicator	Summary Analysis	Rating
<b>1.3 Instruction</b> The school demonstrates high-quality instruction across all classrooms.	<p>Link defines high quality instruction in the 2022 Annual Report and Renewal Application as “engaging students and inviting them to lead the process of learning actively rather than being recipients of information. Fidelity to high-quality instruction results in strong student growth and achievement. It instills in students a love for learning.” On the day of the Renewal Site Visit, Department Representatives noted instruction which characterized Link’s practices and mission across observed classrooms. In observed classrooms, students took the lead and directed their own learning, as evidenced by one class which involved eighth graders researching and preparing for a project. They were able to work in small groups and independently while engaging in academic discourse that was productive and improved the structure of their writing. Students were engaged and on task in most classrooms observed during the Renewal Site Visit.</p> <p>Link demonstrated consistent and high-quality instruction across observed classrooms on the day of the Renewal Site Visit. Department Representatives noted consistently high student engagement and classrooms which were conducive to learning. Teachers showed a high level of shared understanding of quality instruction and lessons were purposeful, appropriately paced and efficient. Classrooms used do-nows consistently and effectively and utilized open-ended questions to promote student critical thinking. In multiple classrooms, students were observed completing tasks in small groups while teachers supported individual practice, allowing for students to move at their own pace.</p> <p>Department Representatives observed students taking initiative and leading classwork, as well as teachers supporting students without bearing the cognitive load. Additionally, the co-teaching model produced successful classroom engagement in kindergarten.</p>	<b>Meets Standard</b>
Indicator	Summary Analysis	Rating
<b>1.4 Assessment</b> The school has an assessment system that improves instructional effectiveness and student learning.	<p>Link demonstrated competent assessment systems and data practices inclusive of diagnostic, formative and summative assessments. Interviewed stakeholders, the Renewal Application and the 2022 Annual Report described the use of NWEA MAP assessments for formative and diagnostic purposes, as well as Stackable, Instructionally-Embedded, Portable Science (SIPS), Fountas and Pinnell (F&amp;P), Literably and Brigance assessments. Stakeholders were able to fluently describe the process, reasoning and purpose behind selecting assessments for Link.</p>	<b>Meets Standard</b>

	<p>Interviewed stakeholders described using assessment data to inform instructional practices and student grouping. However, it was not apparent exactly how teachers were expected to use student data to adjust their practice. Interviewed stakeholders described the embedded coaching model which they use to provide ongoing supports for teachers to make good use of assessment information, recognizing that one-off professional development may not be of great value. Stakeholders also described strong targeted intervention practices in ELA which were informed by the collection and analysis of schoolwide data.</p> <p>Interviewed stakeholders also described the use of external reading specialists to score Literably assessments in order to minimize individual subjectivity.</p>	
Indicator	Summary Analysis	Rating
<p><b>1.5 Organizational capacity</b> The school has a clear and well-functioning organizational structure that leads to continuous improvement.</p>	<p>Link possesses clear and well-understood systems for decision-making. According to the Renewal Application, the 2022 Annual Report, and stakeholder interviews, Link's organizational structure is led by a head of school with the instructional leadership role filled by a principal and the financial and operations leadership role filled by a chief financial officer (CFO) who reports to the school business administrator (SBA). Additionally, the Building Leadership Team, as identified in the Renewal Application, is comprised of two vice principals, the supervisor of K-4, the dean of students and the director of admission and high school placement. Interview responses and submitted documentation describe a school that possesses a clear reporting structure and division of responsibilities, as well as an increased effort to utilize feedback from all stakeholders to guide future decision-making. Though the evaluation tools utilized for all administrators was not specified, the Renewal Application states that the school leader is evaluated annually with a tool developed by the board that identifies four key measures for success including leadership, management, talent management and community.</p> <p>The Renewal Application identifies the Stronge Effectiveness Performance Evaluation System as the instrument used to evaluate Link's teachers, with the principal chiefly responsible for establishing a schedule of informal and formal observations that follow a final cumulative evaluation at the end of the school year. Interviewed teachers indicated that Link's leadership team provides instructional staff with coaching and professional development based on teacher feedback in</p>	<p><b>Meets Standard</b></p>

	<p>biannual surveys. The Renewal Application elaborates on professional development opportunities, including but not limited to; an overnight staff retreat, open meetings, professional development after school during Friday's half-day schedule, a one-day mid-year retreat and two professional development days scheduled within the school's calendar. Interviewed administrators also described newly established systems to further support teachers based on survey feedback, including an increase in scheduled meetings between leadership to ensure a comprehensive and consistent understanding of teacher efficacy and growth. When speaking about the benefits of the school's professional development program, teachers stated that Link encourages instructional staff to attend outside training sessions that align with best instructional practices.</p>	
Indicator	Summary Analysis	Rating
<p><b>2.1 School culture and climate</b></p> <p>The school promotes a culture of high expectations and is safe, respectful and supportive.</p>	<p>Link has cultivated a school environment that fosters a culture of learning and high expectations. The charter school's elementary school program supports the middle school's focus on readying students for placement in competitive high schools. The school's core values are reinforced by daily morning meetings in the elementary grades and advisory sessions in grade 6 through 8. Interviewed teachers described the school's focus on social emotional learning and empowering students to become critical thinkers and to know that student voice has power.</p> <p>All interviewed stakeholder groups expressed great satisfaction with the school environment and most referenced the school's supportive culture and respectful interactions between stakeholders, as the primary factor for their satisfaction. Observations of classrooms the day of the Renewal Site Visit featured environments where interactions were respectful, supportive and constructive. Interviewed teachers were appreciative of Link's cooperative working environment where they are encouraged to share their opinions with the administration. They also shared that Link's leadership ensures that they have ample opportunities for outside professional development. The satisfaction interviewed staff members described is evidenced by stable levels of teacher and staff retention that Link has reported throughout the charter term. Each Annual Report submitted within the past four years cites a teacher retention rate with an average above 84.8 percent with the 2022 Annual Report reporting the charter term's highest level of teacher retention at 97 percent.</p>	<p><b>Meets Standard</b></p>

Indicator	Summary Analysis	Rating
<b>2.2 Family and community engagement</b> The school actively engages families and the community towards achieving its mission.	<p>The Renewal Application and stakeholder interviews appear to confirm that Link has established and maintained strong relationships with a substantial portion of students' parents and guardians. Annual Reports submitted throughout the charter term demonstrate an increase in the percentage of parents expressing satisfaction with Link's educational environment on the annual survey. Link has also been able to maintain at least two parent or guardian members on its board of trustees throughout the charter term. Additionally, stakeholder interviews confirm the school's efforts to provide parents and guardians with opportunities to participate in their child's learning, with an active Link Parent Association and a host of family events. Interviewed parents expressed their appreciation for, and excitement about, family events at Link, including but not limited to The Fall Festival, The Vocabulary Parade, Back to School Game Night, a Cancer Walk and several other fundraising events.</p> <p>The Renewal Application and Annual Reports confirm Link's partnerships with educational institutions and community organizations that align with the school's mission and education program. Submitted documents also appear to confirm Link's efforts to provide students with unique learning opportunities both in and outside of the classroom, with many of the school's partnered organizations allowing students to participate in service learning and place-based projects, as well as choice electives. Link's educational and community partnerships include but are not limited to; Jazz House Kids, Newark School of the Arts, Inspiring Young Minds, NJ SEEDS, Camp Agawam, EcoExplorers, The Island School and Girls on the Run.</p>	<b>Meets Standard</b>
Indicator	Summary Analysis	Rating
<b>3.1 Board capacity</b> The board has the capacity to govern the school effectively.	Link's Board of Trustees has demonstrated the capacity to govern the school effectively. Interviewed board members confirmed the board's diversity with members possessing expertise in educational law, business, finance and facility management. At the time of the Renewal Site Visit, the board possessed nine members, one of whom is a parent of a current Link student who also serves as a parent liaison to the board. According to Annual Reports submitted throughout the charter term, the Link Board of Trustees has faithfully completed its annual self-evaluation and evaluation of the charter school's chief school administrator (CSA). Based upon the submitted documentation, the board has transitioned from using the New Jersey School Boards Association board self-evaluation tool to a	<b>Meets Standard</b>



	<p>comprehensive tool specific to the charter school. When discussing the results of the most recent self-evaluation, interviewed board members shared that one area of focus is addressing student learning loss due to interruptions posed by the COVID-19 public health emergency. Another area discussed was the board members' desire to increase the board's financial proficiency.</p> <p>The Link Board of Trustees determines the strategic direction of the school by setting goals aligned with the school's mission and driven by data analysis. Interviewed board members explained the board's process for establishing goals for the CSA at the start of the school year. They stated that the board defines three goals for the year that are often enhancements of prioritized goals from previous school years. Interviewed board members also described the committee structure and confirmed that the board maintains the following standing committees: board governance, education, finance and community engagement. These members also described the board's process for establishing a grievance committee when required. The board bylaws require nine members and, as of the date of the Renewal Site Visit, the board is comprised of nine members. A review of the school's documentation confirms the board has maintained an adequate number of filled seats for most school years within the charter term and conducts regularly scheduled meetings that are well-organized, purposeful and strategically focused.</p>	
Indicator	Summary Analysis	Rating
<b>3.2 Compliance</b> The board complies with relevant laws and regulations.	According to the Renewal Application, and reiterated during the board interview, the board meets monthly and posts the meeting minutes on the Link website in accordance with <i>N.J.A.C. 6A:11-4.12</i> . According to the 2022 Annual Report, board members are in compliance with required NJSBA trainings; however, one board member is reported as noncompliant with the completion of the mandatory criminal background check, per <i>N.J.A.C. 6A:11-3.1(d)</i> .	<b>Partially Meets Standard</b>

Indicator	Summary Analysis	Rating
<p><b>4.1 Access and equity</b></p> <p>The school demonstrates a commitment to serving and meeting the needs of all students, especially the highest need students requiring special education services, students who are English Language Learners, students who qualify for free or reduced-price lunch and other underserved or at-risk populations.</p>	<p>Based upon submitted Annual Reports, Link's recruitment, application, admissions, lottery and enrollment and practices align with the Department's <a href="#">Guidelines for Access and Equity in New Jersey Charter Schools</a> (Guidelines for Access and Equity) with one exception. When reviewing the school's website, it appears that the school advertises multiple lottery dates which do not align with the Guidelines for Access and Equity requirement that a charter school establish an initial recruitment period and an application deadline. The Guidelines for Access and Equity explain that an enrollment lottery should only be conducted if, at the end of the recruitment period, the total number of applicants exceed the spaces available. Aside from this concern, submitted documents and stakeholder interview responses describe an equitable admission process. Link's application is made available at the charter school and through the school's website and Facebook page. The charter school has also consistently ensured that the initial application form is available in English, French, Spanish and Portuguese. As stated in the submitted Annual Reports, Link markets itself broadly through postcard mailings throughout its region of residence and the school's social media accounts along with signage and flyers within the community and local early childcare centers.</p> <p>Another measure used to evaluate a charter school's commitment to providing an accessible and equitable program is the school's compliance with the state laws and regulations regarding suspension and expulsion. Submitted documentation demonstrates a significant decrease in the number of reported out-of-school suspensions as the charter term progressed. The 2022 Annual Report cites 30 reported out-of-school suspensions compared to the 2019 Annual Report which reports 76 assigned out-of-school suspensions. Further, the submitted documentation does not report any expulsions during the current charter term, indicating that Link's practices and policies align with state expectations. A review of the school's enrollment trends also confirm that Link has maintained its approved maximum enrollment and exhibited low levels of attrition throughout the course of the current charter term.</p>	<p><b>Partially Meets Standard</b></p>

Indicator	Summary Analysis	Rating
<p><b>4.2 Students with disabilities</b></p> <p>The school complies with state and federal special-education laws and provides a high-quality learning environment for all students.</p>	<p>Link maintains systems to identify and serve students with disabilities in accordance with state and federal special education laws and provides a high-quality learning environment for all students. The Renewal Application describes the school's strategy for identifying students in need of special education services. The process includes referral, identification, evaluation, eligibility, the creation of individualized education programs (IEPs), annual reviews, reevaluation and parental consent. Interviewed staff stated that all instructional staff are trained in the provision of Tier Two and Tier Three academic supports and usually exhaust these supports prior to referring a student to the school's Intervention and Referral Services (I&amp;RS) team. At the time of the Renewal Site Visit, interviewed staff stated that approximately 10 Link students were receiving I&amp;RS supports due to unfinished learning and four students were in the special education evaluation process. Staff members also confirmed that four students with Section 504 Plans and 37 students with disabilities (SWD) were enrolled at the school representing a range of disabilities. Based upon student IEPs, the school provides in-class support by a certified special education teacher and related services such as occupational therapy, physical therapy and speech and language therapy through a contracted partnership with the Middlesex Educational Services Commission. The school social worker serves as the case manager for every SWD enrolled at Link.</p> <p>Interviewed staff members confirmed that the school employs six certificated special education teachers and three paraprofessionals designated to provide special education supports. Interviewed administrators stated that the school's child study team is comprised of the Link school social worker and a school psychologist and learning disabilities teacher consultant (LDTC) contracted through the Middlesex Educational Services Commission. When asked about additional supports that the school provides for its SWDs who are graduating into high school, interviewed staff members explained that in addition to mandated transition plans, beginning in grade 7, the school's placement teacher begins the process of assisting these students and their families as they explore secondary options.</p>	<p><b>Meets Standard</b></p>

Indicator	Summary Analysis	Rating
<b>4.3 English language learners</b> The school complies with applicable laws, rules and regulations relating to English Language Learner requirements.	Link possesses systems to identify and educate students in need of English language learner (ELL) services and to comply with applicable laws and regulations related to ELL requirements. According to the Renewal Application, the identification process for students who are ELLs begins by conducting home-language surveys during the registration process. Students without existing ELL status who indicate a home-language other than English are reviewed using the multiple measures prescribed by the Department and are administered an approved English language proficiency assessment if a review warrants assessment. At the time of the Renewal Site Visit, interviewed staff confirmed that one ELL student was enrolled at Link and another enrolled student had exited the program, but was monitored. Interviewed staff stated the school's English as a Second Language (ESL) program provides the sole ELL student with push-in support within core-content area classes four days a week and a pull-out ESL instructional period once a week. These administrators stated that despite the school's relatively low percentage of ELL students, the school employs one certified full-time ESL teacher in anticipation of an increased ELL population.	<b>Meets Standard</b>

Performance Area 5: Compliance		
Indicator	Summary Analysis	Rating
<b>5.1 NJ SMART compliance</b> The school submits critical information punctually and accurately via NJ SMART.	Link submitted the 2020 Student Safety Data System (SSDS) Report after the prescribed deadline.	<b>Partially Meets Standard</b>
<b>5.2 OCRS reporting compliance</b> The school submits critical information punctually and accurately to the OCRS.	Link submitted the 2020 Demographic Enrollment Report after the regulatory deadline.  Link submitted the 2022 Demographic Enrollment Report after the regulatory deadline.	<b>Does Not Meet Standard</b>
<b>5.3 Other compliance</b> The school materially complies with state/federal law and reporting requirements	No other compliance issues noted during the current charter term.	<b>Meets Standard</b>

Financial Performance Framework				
1. Near Term Indicators				
Measure	2018-2019	2019-2020	2020-2021	2021-2022
<b>1a. Current ratio (working capital ratio)</b> Current Assets divided by Current Liabilities	3.17	6.30	5.07	Pending receipt of FY22 Audit
<b>1b. Unrestricted days cash</b> Unrestricted Cash divided by (Total Expenses / 365)	34.38	90.84	120.95	Pending receipt of FY22 Audit
<b>1c. Enrollment variance</b> Actual Enrollment divided by Enrollment Projection in Board-Approved Budget	98%	99%	98%	94%
<b>1d. Default</b>	NO	NO	NO	Pending receipt of FY22 Audit

2. Sustainability Indicators				
Measure	2018-2019	2019-2020	2020-2021	2021-2022
<b>2a. Cash flow</b>			\$947,259	Pending receipt of FY22 Audit
<b>2b. Debt service coverage ratio:</b> (Net Income + Depreciation + Interest Expense) / (Principal and Interest Payments)	N/A	N/A	N/A	Pending receipt of FY22 Audit

3. Financial Compliance Indicators		
Measure	Summary Analysis	Rating
3a. Financial audit	<p>To date, Link has maintained financial stability as confirmed by:</p> <ul style="list-style-type: none"> <li>• Annual Independent Audit with unqualified audit opinions</li> <li>• Annual Independent Audits devoid of significant conditions or internal control weaknesses</li> <li>• Independent Auditor's Management Reports with no significant or "Repeat" findings</li> <li>• On-time submission and completion of Annual Independent Audits and Corrective Action Plans</li> </ul>	Meets Standard
3b. Financial management and compliance	<p>The school materially complies with applicable laws, rules, regulations and provisions of the charter agreement relating to financial management and oversight expectations as evidenced by:</p> <ul style="list-style-type: none"> <li>• Employment of an SBA</li> <li>• Submission of periodic financial reports as required by the Department</li> <li>• On-time submission and completion of annual and revised budgets</li> <li>• Submission of a viable projected budget for years 2022-2023 to 2027-2028</li> </ul>	Meets Standard

Link Community Charter School  
Board of Trustees  
Governance Committee Report  
June 6, 2023

Attendees: D. Paczkowski, R. Marshall, K. Barkley, S. Ebanks, S. Machrone, M. Paradiso

- ❖ Nomination for New Board Members
  - There are no potential nominees to fill the board member vacancies.
  - Debbie will reach out to board members for recommendations.
  - There will be an amendment to the Bylaws for how the LPA representative is selected. The change would be made to say a parent representative instead of an LPA representative.
- ❖ Vice Chair Nomination
  - Richard will reach out to board members for a vice chair nominee.
- ❖ Board Self Evaluation
  - There is still one outstanding evaluation that needs to be completed.
  - Sharon and Debbie will work on compiling the results into a report for the Board.
- ❖ Head of School Evaluation
  - There will be a special meeting to discuss the head of school evaluation.
- ❖ Board Disclosure and Training
  - Maria will check with Bima on any outstanding financial disclosures and training.
  - Financial disclosures must be submitted by June 30<sup>th</sup>.
- ❖ Bylaws
  - Revisions are made to the student attendance policy, new board member training and administrative codes.
- ❖ New Principal Hire
  - Maria discussed the hiring process for a new principal and Mrs. Hester's retirement.

**SUMMARY OF BYLAWS/POLICIES/ REGULATIONS FOR THE BOARD AGENDA  
FOR JUNE 13 AND JULY 17, 2023**

- P 0144      Board Member Orientation and Training, Recommended, Revised**  
The School Ethics Commission was re-adopted by the NJDOE with the revision that new board members must receive their initial training (from the NJSBA) within 90 days of start date. (Previously a member could take the first training within the first year of their term. Also, while the bylaw is recommended, the training requirement is required by administrative code.)
- P 3217      Use of Corporal Punishment, Recommended, Revised**  
Revised to align with state statute, and now includes how to address situation when staff can use force with a student.
- P 4217      Use of Corporal Punishment, Recommended, New**  
Created for non-teaching staff. (See above.)
- P5305      Health Services Personnel, Mandated, Revised**  
Administrative code was readopted with revisions. Now the policy outlines the roles and responsibilities of the school physician, School nurse, and non-certified nurse. Also revised language with regard to school physician's license status and required employment contract.
- P 5308      Student Health Records, Mandated, Revised**  
**R 5308      Student Health Records, Mandated, Revised**  
Revisions due to language changes in the administrative code. No substantial content change.
- P 5310      Health Services, Mandated, Revised**  
**R 5310      Health Services, Mandated, Revised**  
Updated with revision to the administrative code. Policy has been revised to remove provisions that are duplicated in the regulation.

**The next four came about as a result of federal and state audits of schools and the need for more guidance to schools:**

- P 6112      Reimbursement of Federal and Other Grant Expenditures, Mandated, Revised**  
Change in name of an act referred to in the policy.
- R 6115.01      Federal Awards/Fund Internal Control – Allowability of Costs, Mandated, New**  
Includes a description of the process used for grant and budget development through the close-out of a grant.
- P 6115.04      Federal Funds – Duplication of Benefits, Mandated, New**  
Explains how schools handle if they receive funds from multiple sources for the same purpose, and the total funding is more than the total need.



- P 7440            School District Security, Mandated, Revised**  
Revised to change requirement to give local law enforcement copies of building blueprints and maps to “critical incident mapping data” instead, which means information provided in electronic or digital form to assist first responders in an emergency including, but not limited to: aerial images of schools; floor plans, including room and suite numbers; building access points; locations of hazardous materials and utility shut-offs; and any other relevant location information. “
- P 9140            Citizens Advisory Committees, Recommended, Revised**  
CACs are no longer required, so the policy was changed to reflect it. It was recommended to keep it in for guidance if a school wants to start such a committee.

**POLICIES/REGULATIONS FOR ABOLISHMENT ON JUNE 13, 2023**

- P 9100            Public Relations**  
Duplicates policy in P 9120 so not needed.
- R 9140            Citizens Advisory Committees**  
Duplicates policy in P 9140 so not needed.

## BOARD MEMBER ORIENTATION AND TRAINING

### 0144 BOARD MEMBER ORIENTATION AND TRAINING

The preparation of each **Board** member for the performance of Board of Trustees duties is essential to the proper functioning of the Board. The Board encourages each new Board member **to acquire** ~~in the acquisition of~~ information about school governance, the separate functions of the Board and the Head of School, the operations of the school, and Board procedures.

The Board directs that each new member receive access to and/or a copy of the Board of Trustees Bylaw and Policy Manual, and such other materials as deemed appropriate by the Head of School.

Each new Board member will be invited and is encouraged to meet and discuss the responsibilities and authority of a Board member, Board functions, and Board policies and procedures with the Board Chairperson (if available), the Head of School, and the School Business Administrator/Board Secretary.

**Within the first ninety days of a new Board member's first term, the Board member** ~~Each newly elected or appointed Board member shall complete during the first year of the member's first term~~ a training program to be prepared and offered by the New Jersey School Boards Association. **The training shall include instruction relative to the Board member's responsibilities pursuant to the School Ethics Act and N.J.S.A. 18A:12-23.** ~~in consultation with the New Jersey Association of School Administrators, the New Jersey Principals and Supervisors Association, and the Department of Education, regarding the skills and knowledge necessary to serve as a Board member.~~

The training program shall include information regarding the school monitoring system established pursuant to P.L. 2005, c. 235, the New Jersey Quality Single Accountability Continuum, and the five key components of school effectiveness on which the school is evaluated under the monitoring system: instruction and program; personnel; fiscal management; operations; and governance.

The Board member shall complete a training program on school governance in each of the subsequent two years of the Board member's first term.

Within one year after each re-election or re-appointment to the Board of Trustees, the Board member shall complete an advanced training program to be prepared and offered by the New Jersey School Boards Association. This advanced training program shall include information on relevant changes to New Jersey school law and other information deemed appropriate to enable the Board member to serve more effectively.



## BOARD MEMBER ORIENTATION AND TRAINING

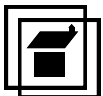
The New Jersey School Boards Association shall examine options for providing training programs to Board members through alternative methods such as on-line or other distance learning media or through regional-based training.

Within one year after being newly elected or appointed or being re-elected or re-appointed to the Board of Trustees, a Board member shall complete a training program on harassment, intimidation, and bullying in the school, including a school's responsibilities under ~~N.J.S.A. P.L. 2002, c.83 (C.18A:37-13 et seq.)~~. A Board member shall be required to complete the program only once. Training on harassment, intimidation, and bullying in the school shall be provided by the New Jersey School Boards Association, in consultation with recognized experts in school bullying from a cross section of academia, child advocacy organizations, nonprofit organizations, professional associations, and government agencies.

N.J.S.A. 18A:12-33; 18A:37-13 et seq.

~~N.J.A.C.6A:28-4.1~~

Adopted: 19 October 2015



## USE OF CORPORAL PUNISHMENT

### 3217 USE OF CORPORAL PUNISHMENT

~~The Board of Trustees cannot condone an employee's resort to force or fear in the treatment of students, even those students whose conduct appears to be open defiance of authority. Each student is protected by law from bodily harm and from offensive bodily touching.~~

No teaching staff member employed by the Board or a person engaged in any school in the school district shall inflict or cause to be inflicted corporal punishment upon a student attending any school in the school district; but any such teaching staff member may, within the scope of their employment, use and apply such amounts of force as is reasonable and necessary:

1. To quell a disturbance, threatening physical injury to others;
2. To obtain possession of weapons or other dangerous objects upon the person or within the control of a student;
3. For the purpose of self-defense; and
4. For the protection of persons or property;

and such acts, or any of them, shall not be construed to constitute corporal punishment pursuant to N.J.S.A. 18A:6-1. Every resolution, bylaw, rule, ordinance, or other act or authority permitting or authorizing corporal punishment to be inflicted upon a student attending any school in the district shall be void.

~~Teaching staff members shall not use physical force or the threat of physical force to maintain discipline or compel obedience except as permitted by law, but may remove students from the classroom or school by the lawful procedures established for the suspension and expulsion of students.~~

-

~~A teaching staff member who:~~

-

1. ~~Uses force or fear to discipline a student except as such force or fear may be necessary to quell a disturbance threatening physical injury to others, to obtain possession of weapons or other dangerous objects upon the person or within the control of a student, to act in self defense, or to protect persons or property;~~

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# POLICY

## LINK COMMUNITY CHARTER SCHOOL BOARD OF TRUSTEES

Teaching Staff Members  
3217/Page 2 of 2

### USE OF CORPORAL PUNISHMENT

2. ~~Touches a student in an offensive way even though no physical harm is intended;~~
- 
3. ~~Permits students to harm one another by fighting; or~~
- 
4. ~~Punishes students by means that are cruel or unusual;~~

Any teaching staff member employed by the Board found to have violated this Policy may ~~will~~ be subject to discipline by the Board. ~~and may be dismissed.~~

N.J.S.A. 18A:6-1; 18A:37-1

Adopted: 8 September 2014



**4217 USE OF CORPORAL PUNISHMENT**

No support staff member employed by the Board or a person engaged in any school in the school district shall inflict or cause to be inflicted corporal punishment upon a student attending any school in the school district; but any such support staff member may, within the scope of their employment, use and apply such amounts of force as is reasonable and necessary:

1. To quell a disturbance, threatening physical injury to others;
2. To obtain possession of weapons or other dangerous objects upon the person or within the control of a student;
3. For the purpose of self-defense; and
4. For the protection of persons or property;

and such acts, or any of them, shall not be construed to constitute corporal punishment pursuant to N.J.S.A. 18A:6-1. Every resolution, bylaw, rule, ordinance, or other act or authority permitting or authorizing corporal punishment to be inflicted upon a student attending any school in the district shall be void.

Any support staff member employed by the Board found to have violated this Policy may be subject to discipline by the Board.

N.J.S.A. 18A:6-1; 18A:37-1

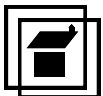
Adopted:

## 5305 HEALTH SERVICES PERSONNEL

The Board of Trustees shall appoint at least one school physician pursuant to N.J.S.A. 18A:40-1. ~~The school physician shall be currently licensed by the New Jersey Board of Medical Examiners in medicine or osteopathy whose training and scope of practice includes child and adolescent health and development.~~ The school physician shall be currently licensed by the New Jersey Board of Medical Examiners in medicine or osteopathy and shall have a training and scope of practice that includes child and adolescent health and development. The contract between the Board and the school physician appointed pursuant to N.J.S.A. 18A:40-1 shall include a statement of assurance that the school physician has complete the Student-Athlete Cardiac Screening professional development module developed pursuant to N.J.S.A. 18A:40-41d and has read the sudden cardiac arrest pamphlet developed pursuant to N.J.A.C. 6A:16-2.3. The school shall conduct a criminal history background check on any physician before entering into an agreement for delivery of services pursuant to N.J.A.C. 6A:16-2.3..

The school physician shall provide, at a minimum, the following services:

1. Consultation in the development and implementation of school policies, procedures, and mechanisms related to health, safety, and medical emergencies pursuant to N.J.A.C. 6A:16-2.1(a) ~~and Policy and Regulation 5310~~;
2. Consultation to school medical staff regarding the delivery of school health services, which includes special health care needs of technology-supported and medically fragile children, including students covered by 20 U.S.C. § 1400 et seq., Individuals with Disabilities Education Improvement Act;
3. Physical examinations conducted in the school physician's office or other comparably equipped facility for students who do not have a medical home ~~or whose parent has identified the school as the medical home for the purpose of a sports physical examination~~;
4. Provision of written notification to the parent stating approval or disapproval of the student's participation in athletics based upon the medical report;
5. Direction for professional duties of other medical staff;



6. Written standing orders that shall be reviewed and reissued before the beginning of each school year;
7. Establishment of standards of care for emergency situations and medically-related care involving students and school staff;
8. Assistance to the certified school nurse or non-certified nurse in conducting health screenings of students and staff and assistance with the delivery of school health services;
9. Review, as needed, of reports and orders from a student's medical home regarding student health concerns;
10. Authorization of tuberculin testing for conditions outlined in N.J.A.C. 6A:16-2.2(c) and Policy and Regulation 5310;
11. Review, approval, or denial with reasons of a medical home determination of a student's anticipated confinement and resulting need for home instruction; and
12. Consultation with the school certified school nurse(s) to obtain input for the development of the school nursing services plan pursuant to N.J.A.C. 6A:16-2.1(b) and Policy and Regulation 5310.

The Board shall employ a certified school nurse to provide nursing services while school is in session pursuant to N.J.S.A. 18A:40-1 and 3.3. The certified school nurse shall work under the direction of the school physician and Principal.

The certified school nurse shall possess a standard educational **services** certificate with a school nurse endorsement or school nurse/non-instructional endorsement pursuant to N.J.A.C. 6A:9B-14.3 or 14.4. The certified school nurse shall possess a current New Jersey registered professional nurse license issued by the New Jersey State Board of Nursing; a bachelor's degree from a regionally accredited college or university; a current Cardiopulmonary Resuscitation (CPR) and Automated External Defibrillators (AED) certification as issued by the American Heart Association, the American Red Cross, the National Safety Council, or other entities determined by the Department of Health to comply with the American Heart Association's CPR guidelines; and ~~The certified school nurse shall~~ complete training in airway management and in the use of nebulizers and inhalers consistent with nationally recognized standards including, but not limited to, those of the National Institutes of Health and the American Academy of Allergy, Asthma, and Immunology.





The role of the certified school nurse shall include, but not be limited to:

1. Carrying out written orders of the medical home and standing orders of the school physician;
2. Conducting health screenings which include height, weight, blood pressure, hearing, vision, and scoliosis pursuant to N.J.A.C. 6A:16-2.2 **and Policy and Regulation 5310** and monitoring vital signs and general health status for emergent issues for students suspected of being under the influence of alcohol and controlled dangerous substances pursuant to N.J.S.A. 18A:40-4 ~~and 12~~ **and Policy and Regulation 5308**;
3. Maintaining student health records, pursuant to N.J.S.A. 18A:40-4 and N.J.A.C. 6A:16-2.4 **and Policy and Regulation 5308**;
4. Recommending to the ~~school~~ Principal, students who shall not be admitted to or retained in the school building based on a parent's failure to provide evidence of the child's immunization according to the schedules specified in N.J.A.C. 8:57-4;
5. Annually reviewing student immunization records to confirm with the medical home that the medical condition for the exemption from immunization continues to be applicable, pursuant to N.J.A.C. 8:57-4.3;
6. Recommending to the ~~school~~ Principal exclusion of students who show evidence of communicable disease, pursuant to N.J.S.A. 18A:40-7, 8, and 10;
7. Directing and supervising the emergency administration of epinephrine and glucagon, and training school staff designated to serve as delegates, pursuant to N.J.S.A. 18A:40-12.6 and 12.14 **and Policy and Regulation 5330**;
8. Administering asthma medication through use of a nebulizer;
9. Directing and supervising the health services activities of any school staff to whom the certified school nurse has delegated a nursing task;
10. ~~Providing~~ **C**lassroom instruction in areas related to health **education** pursuant to N.J.A.C. 6A:9B-14.3;



11. Reviewing and summarizing available health and medical information regarding the student and transmitting a summary of relevant health and medical information to the Child Study Team ~~for the meeting~~ pursuant to N.J.A.C. 6A:14-3.4(h);
12. Writing and updating, at least annually, the individualized health care plan and the individualized emergency healthcare plan for students' medical needs and instructing staff as appropriate;
13. Writing and updating, at least annually, any written healthcare provisions required under Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. § 794(a), for any student who requires them;
14. Assisting in the development of and implementing healthcare procedures for students in the event of an emergency;
15. Instructing teachers on communicable disease and other health concerns, pursuant to N.J.S.A. 18A:40-3; and
16. Reviewing completed health history update questionnaires and sharing with the school athletic director or trainer for review, if applicable, pursuant to N.J.S.A. 18A:40-41.7
17. Providing other nursing services consistent with the nurse's educational services certification endorsement as a school nurse issued by the State Board of Examiners and current license approved by the State Board of Nursing.

A certified school nurse who possesses the school nurse/non-instructional certificate is not authorized to teach in areas related to health pursuant to N.J.A.C. 6A:9B-14.1

The Board may appoint a non-certified nurse under the supervision of a certified school nurse to supplement the services of a certified school nurse ~~provided in accordance with the provisions of N.J.A.C. 6A:16-2.3(c).~~ The ~~a~~ non-certified nurse shall be assigned to the same school building or complex as the certified school nurse pursuant to N.J.S.A. 18A:40-3.3(a) and a **non-certified nurse** is limited to providing services only as permitted under the non-certified nurse's license issued by the State Board of Nursing in **accordance with N.J.A.C. 6A :16-2.3(c).**



# POLICY

## LINK COMMUNITY CHARTER SCHOOL BOARD OF TRUSTEES

Students  
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HEALTH SERVICES PERSONNEL

N.J.S.A. 18A:40-1; 18A:40-3.3; 18A:40-4; 18A:40-7;  
18A:40-8; 18A:40-10; 18A:40A-12; 18A:40-12.6;  
18A:40-12.14; 18A:40-41.7  
N.J.A.C. 6A:9B-14.3; 6A:9B-14.4; 6A:14-3.4; 6A:16-2.1;  
6A:16-2.2; 6A:16-2.3

Adopted: 8 September 2014  
Revised: 8 June 2015  
Revised: 12 September 2016



## 5308 STUDENT HEALTH RECORDS (M)

### M

The school shall maintain mandated student health records for each student pursuant to N.J.A.C. 6A:16-2.4 and N.J.A.C. 6A:32-7. The school will document student health records using a form approved by the Commissioner of Education.

The maintenance and security of student health records shall be in accordance with N.J.A.C. 6A:32-7.4 and 6A:16-2.4. Student health records, **whether stored on paper or electronically**, shall be maintained in accordance with N.J.A.C. 6A:32-7. ~~may be stored electronically or in paper format and shall be maintained separately from other student records in a secure location accessible to authorized personnel while school is in session. The health history and immunization record shall be removed from the student's health record and placed in the student's mandated record upon graduation or termination and kept according to the schedule set forth in N.J.A.C. 6A:32-7.8.~~ **Student health records shall be maintained separately from other student records. Student health records also shall be maintained according to the requirements of N.J.A.C. 6A:32-7 until such time as graduation or termination from the school district, whereupon the health history and immunization record shall be removed from the student's health record and placed in the student's mandated record. The school district of last enrollment, graduation, or permanent departure of the student shall keep, for 100 years, a mandated record of a student's health history and immunization in accordance with N.J.A.C. 6A:32-7.8(f). No additions shall be made to the record after graduation or permanent departure without prior written consent of the parent or adult student pursuant to N.J.A.C. 6A:32-7.8(e).**

The transfer of student health records when a student transfers to or from a school shall be in accordance with N.J.A.C. 6A:16-7.9 ~~et seq.~~ and N.J.A.C. 6A:32-7.5.

**Any Board of Education employee with knowledge of, or access to, the following health information shall comply with restrictions for sharing information as required by Federal and State statutes and regulations: information that identifies a student as having HIV infection or AIDS shall be shared only with prior written informed consent of the student age twelve or greater, or of the student's parent as required by N.J.S.A. 26:5C-1 et seq. and only for the purpose of determining an appropriate educational program for the student; information obtained by the school's alcohol and other drug program that would identify the student as an alcohol or other drug user may be disclosed only for those purposes and under conditions permitted by 42 CFR Part 2; information provided by a secondary school student while participating in a school-based alcohol or other drug counseling program that indicates that a parent or other person residing in the student's**



household is dependent upon or illegally using a substance shall be shared only for those purposes and conditions permitted by N.J.S.A. 18A:40A-7.1.

~~Any Board of Trustees employee with knowledge of, or access to, information that identifies a student as having HIV infection or AIDS; information obtained by the school's alcohol or drug program which would identify the student as an alcohol or drug user; or information provided by a secondary school student while participating in a school-based alcohol or drug counseling program that indicates a parent, guardian, or other person residing in the student's household is dependent upon or illegally using a substance shall comply with restrictions for sharing such information in accordance with N.J.A.C. 6A:16-2.4(b) through (e) and as required by Federal and State statutes and regulations.~~

Access to and disclosure of information in a student's health record shall meet the requirements of the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 1232g, and 34 CFR Part 99, incorporated herein by reference, as amended and supplemented, and N.J.A.C. 6A:32-7, Student Records.

The school shall provide access to the student's health record to licensed medical personnel not holding educational certification who are working under contract with or as employees of the school only to the extent necessary to enable the licensed medical personnel to perform their duties. Secretarial or clerical personnel under the supervision of the certified school nurse shall be permitted access to those portions of the student health record necessary for entry and recording of data and for conducting routine clerical tasks as outlined in N.J.S.A. 18A:40-3.4 and N.J.A.C. 6A:32-7.5.

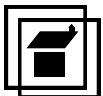
Nothing in N.J.A.C. 6A:16-2.4 or in **this** Policy and Regulation 5308 shall be construed to prohibit school personnel from disclosing to students or adults in connection with an emergency the information contained in the student health record if the release is necessary to protect the immediate health or safety of the student or other persons pursuant to N.J.A.C. 6A:32-7.5.

**N.J.S.A. 18A: 40-3.4**

N.J.A.C. 6A:16-2.4 ~~et seq.~~; **6A: 32-7.1**; 6A:32-7.4 ~~et seq.~~; 6A:32-7.5 ~~et seq.~~; **6A: 32-7.8**

Adopted: 8 September 2014

Revised: 8 June 2015



# POLICY

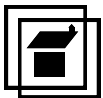
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LINK COMMUNITY CHARTER SCHOOL  
**BOARD OF TRUSTEES**

Students

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STUDENT HEALTH RECORDS (M)



## R 5308 STUDENT HEALTH RECORDS (M)

### M

Student health records shall be maintained for each student pursuant to N.J.A.C. 6A:16-2.4. Maintenance and security of student health records shall be in accordance with N.J.A.C. 6A:32-7.4.

#### A. Mandated Student Health Records

1. ~~The district shall maintain for each student, pursuant to N.J.A.C. 6A:32, a student health record that includes the following mandated records:~~  
~~The following mandated student health records shall be maintained:~~
  - a. Findings of health histories, medical examinations, and health screenings pursuant to N.J.A.C. 6A:16-2.2 and 4.3; and
  - b. Documentation of immunizations against communicable diseases or exemption from these immunizations pursuant to N.J.A.C. 8:57-4.1, 4.3, and 4.4.
2. The school will document the findings of student health histories, health screenings, and required medical examinations that are relevant to school participation on the student's health record using a form approved by the Commissioner of Education.

#### B. Maintenance **and Security** of Student Health Records

1. The school shall maintain student health records in accordance with N.J.A.C. 6A:32-7.4 as follows:
  - a. Student health records may be stored electronically or in paper format. ~~When records are stored electronically, proper security and backup procedures shall be administered~~  
**(1) When student health records are stored electronically, proper security and backup procedures shall be administered;**



- b. Student health records, whether stored on paper or electronically, shall be maintained **in accordance with N.J.A.C. 6A:32-7.1(1).** ~~separately from other student records, until such time as graduation from eighth grade or termination whereupon the health history and immunization record shall be removed from the student's health record and placed in the student's mandated record; and~~  
**(1) Student health records shall be maintained separately from other student records. Student health records also shall be maintained in accordance with the requirements of N.J.A.C. 6A:32-7 until such time as graduation or termination from the district, whereupon the health history and immunization record shall be removed from the student's health record and placed in the student's mandated record.**
- c. Student health records shall be accessible during the hours in which the school program is in operation.

C. Transferring Student Health Records

The school shall ensure compliance with the requirements of N.J.A.C. 6A:32-7 – Student Records and Policy and Regulation 8330 when transferring student health records.

D. Restrictions for Sharing Student Health Information

- 1. Any Board of Trustees employee with knowledge of, or access to, the following health information shall comply with restrictions for sharing information as required by Federal and State statutes and regulations.
  - a. Information that identifies a student as having HIV infection or AIDS shall be shared only with prior written informed consent of the student age twelve or greater, or of the student's parent as required by N.J.S.A. 26:5C-1 et seq. and only for the purpose of determining an appropriate educational program for the student.
  - b. Information obtained by the school's alcohol and other drug program **that** ~~which~~ would identify the student as an alcohol or other drug user may be disclosed only for those purposes and ~~under those~~ conditions permitted by 42 CFR Part 2.





- c. Information provided by a secondary school student while participating in a school-based alcohol or other drug counseling program that indicates a parent, ~~guardian~~, or other person residing in the student's household is dependent upon or illegally using a substance shall be shared only for those purposes and conditions permitted by N.J.S.A. 18A:40A-7.1.

E. Access to Student Health Records

1. Access to and disclosure of information in the student's health record shall meet the requirements of the Family Education ~~al~~ Rights and Privacy Act (FERPA), 20 U.S.C. § 1232g and 34 CFR Part 99, ~~incorporated herein by reference~~, as amended and supplemented, and N.J.A.C. 6A:32-7 ~~et seq.~~, Student Records.
2. The school shall provide access to the student health records to licensed medical personnel not holding educational certification who are working under contract with or as employees of the school only to the extent necessary to enable the licensed medical personnel to perform their duties.
  - a. Secretarial or clerical personnel under the supervision of the certified school nurse shall be permitted access to ~~those~~ portions of the student's health record necessary for entry and recording of data and for conducting routine clerical tasks as outlined in N.J.S.A. 18A:40-3.4 and N.J.A.C. 6A:32-7.5.

Nothing in N.J.A.C. 6A:16-2.4 or in Policy ~~and Regulation~~ 5308 **and this Regulation** shall be construed to prohibit school personnel from disclosing to students or adults in connection with an emergency the information contained in the student health record if the release is necessary to protect the immediate health or safety of the student or other persons pursuant to N.J.A.C. 6A:32-7. ~~54~~.

Adopted: 8 September 2014  
Revised: 8 June 2015



## 5310 HEALTH SERVICES (M)

### M

The Board of Trustees shall develop and adopt the following written policies, procedures, and mechanisms in accordance with N.J.A.C. 6A:16-2.1(a) for the provision of health, safety, and medical emergency services, and shall ensure staff are informed as appropriate:

1. The review of immunization records for completeness pursuant to N.J.A.C. 8:57-4.1 through 4.20 (Policy and Regulation 5320);
2. The administration of medication to students in the school setting **by the following authorized individuals** ~~in accordance with N.J.A.C. 6A:16-2.1(a)2-~~ (Policy and Regulation 5330):
  - a. The school physician;
  - b. A certified school nurse or noncertified nurse;
  - c. A substitute school nurse employed by the school district;
  - d. The student's parent;
  - e. A student approved to self-administer medication, pursuant to N.J.A.C. 6A:16-2.1(a)5.iii. and 6A:16-2.1(a)9. and N.J.S.A. 18A:40-12.3 and 12.4;
  - f. Other school employees who volunteer to be trained and designated by the certified school nurse to administer epinephrine in an emergency, pursuant to N.J.S.A. 18A:40-12.5 and 12.6; and
  - g. Other employees who volunteer to be designated as a delegate and trained to administer glucagon, pursuant to N.J.S.A. 18A:40-12.14.
3. The review of Do Not Resuscitate (DNR) orders received from the student's parent or medical home (Policy 5332);
4. The provision of health services in emergency situations, including:



- a. The emergency administration of epinephrine via **an epinephrine Epi-pen** auto-injector pursuant to N.J.S.A. 18A:40-12.5 (Policy and Regulation 5330);
  - b. The emergency administration of glucagon pursuant to N.J.S.A. 18A:40-12.14 (Policy and Regulation 5338);
  - c. The care of any student who becomes injured or ill while at school or participating in school-sponsored functions (Policy and Regulation 8441);
  - d. The transportation and supervision of any student determined to be in need of immediate care (Policy and Regulation 8441);
  - e. The notification to parents of any student determined to be in need of immediate medical care (Policy and Regulation 8441); and
  - f. The establishment and implementation of an emergency action plan for responding to a sudden cardiac event, including the use of an automated external defibrillator (AED), pursuant to N.J.S.A. 18A:40-41b (Policy and Regulation 5300).
5. The treatment of asthma in the school setting in accordance with the provisions of N.J.A.C. 6A:16-2.1(a)5 (Policy 5335);
  6. Administration of student medical examinations, pursuant to N.J.S.A. 18A:40-4, N.J.S.A. 18A:35-4.8, and N.J.A.C. 6A:16-2.2 (Policy and Regulation 5310);
  7. Utilization of sanitation and hygiene when handling blood and bodily fluids pursuant to N.J.A.C. 12:100-4.2, Safety and Health Standards for ~~Public Employees~~, and in compliance with 29 CFR 1910.1030, Public Employees Occupational Safety and Health ~~Program (PEOSH)~~ Bloodborne Pathogens Standards;
  8. Self-administration of medication by a student for asthma or other potentially life-threatening **illness or life-threatening** allergic reaction pursuant to N.J.S.A. 18A:40-12.3, 12.5, and 12.6, and the self-management and care of a student's diabetes as needed pursuant to N.J.S.A. 18A:40-12.15;



9. Development of an individualized healthcare plan and individualized emergency healthcare plan for students with chronic medical conditions, including diabetes, asthma, and life-threatening allergies, requiring special health services in accordance with N.J.S.A. 18A:40-12.11.c, 12.12, 12.13, and 12.15; and N.J.A.C. 6A:16-2.3(b)3xii; and Policy 5335; and
10. Management of food allergies in the school setting and the emergency administration of epinephrine to students for anaphylaxis pursuant to N.J.S.A. 18A:40-12.6a through 12.6d.

The Board of Trustees shall annually adopt the school's nursing services plan at a regular meeting, pursuant to N.J.A.C. 6A:16-2.1(b) and Policy 5307.

~~The Board of Trustees shall comply with the following required health services as outlined in N.J.A.C. 6A:16-2.2:-~~

-

- ~~1. Immunization records shall be reviewed and updated annually pursuant to N.J.A.C. 8:57-4.1 through 4.24.~~

-

- ~~2. A Building Principal or designee shall not knowingly admit or retain in the school building any student whose parent has not submitted acceptable evidence of the child's immunization, according to the schedule specified in N.J.A.C. 8:57-4, Immunization of Students in School.~~

-

- ~~3. The school shall perform tuberculosis tests on students using methods required by and when specifically directed to do so by the New Jersey Department of Health based upon the incidence of tuberculosis or reactor rates in specific communities or population groups pursuant to N.J.S.A. 18A:40-16.~~

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- ~~4. The school shall immediately report by telephone to the health officer of the jurisdiction in which the school is located any communicable diseases identified as reportable pursuant to N.J.A.C. 8:57-1, whether confirmed or presumed.~~

-

- ~~5. Each school in the charter shall have and maintain for the care of students at least one nebulizer in the office of the school nurse or a similar accessible location pursuant to N.J.S.A. 18A:40-12.7.~~

-

- ~~6. Each student medical examination shall be conducted at the medical home of the student. If a student does not have a medical home, the school shall~~



~~provide the examination at the school physician's office or other comparably equipped facility pursuant to N.J.S.A. 18A:40-4.~~

~~7. The findings of required examinations as required under 8b., c., d., and e. below shall include the following components:~~

~~a. Immunizations pursuant to N.J.A.C. 8:57-4.1 through 4.24;~~

~~b. Medical history, including allergies, past serious illnesses, injuries, operations, medications, and current health problems;~~

~~c. Health screenings including height, weight, hearing, blood pressure, and vision; and~~

~~d. Physical examinations.~~

~~8. The school shall ensure that students receive medical examinations in accordance with N.J.A.C. 6A:16-2.2(f) and 6. above and:~~

~~a. Prior to participation on a school-sponsored interscholastic or intramural team or squad for students enrolled in any grade six to twelve in accordance with N.J.A.C. 6A:16-2.2(h)1;~~

~~b. Upon enrollment in school in accordance with N.J.A.C. 6A:16-2.2(h)2;~~

~~c. When applying for working papers in accordance with N.J.A.C. 6A:16-2.2(h)3;~~

~~d. For the purposes of the comprehensive Child Study Team evaluation pursuant to N.J.A.C. 6A:14-3.4 in accordance with N.J.A.C. 6A:16-2.2(h)4; and~~

~~e. When a student is suspected of being under the influence of alcohol or controlled dangerous substances, pursuant to N.J.S.A. 18A:40A-12 and N.J.A.C. 6A:16-4.3 in accordance with N.J.A.C. 6A:16-2.2(h)5.~~

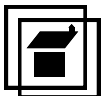
~~9. Each school shall have available and maintain an AED, pursuant to N.J.S.A. 18A:40-41a.a(1) and (3), and in accordance with N.J.A.C. 6A:16-2.2(i).~~



- 
- 10. ~~The Board of Trustees shall make accessible information regarding the New Jersey FamilyCare Program to students who are knowingly without medical coverage pursuant to N.J.S.A. 18A:40-34.~~
- 
- 11. ~~Information concerning a student's HIV/AIDS status shall not be required as part of the medical examination or health history pursuant to N.J.S.A. 26:5C-1 et seq.~~
- 
- 12. ~~The Board of Trustees shall ensure that students receive health screenings as outlined in N.J.A.C. 6A:16-2.2(k).~~
- 
- 13. ~~The school nurse or designee shall screen to ensure hearing aids worn by students who are deaf and/or hard of hearing are functioning properly. The school nurse or designee will ensure any FM hearing aid systems in classrooms or any school equipment in the school building used to assist students hear are functioning properly.~~

N.J.A.C. 6A:16-1.3; 6A:16-2.1, 6A:16-2.2  
N.J.S.A. 18A:35-4.8; 18A:40-4; 18A:40-12;  
18A:40-12.3; 18A:40-12.5; 18A:40-12.6;  
18A:40-12.6a; 18A:40-12.6b; 18A:40-12.6c;  
18A:40-12.6d; 18A:40-12.7; 18A:40-12.11;  
18A:40-12.15; 18A:40-16; 18A:40-23 et seq.;  
18A:40-41.a.; 18A:40-41.b.  
N.J.A.C. 6A:16-1.3; 6A:16-2.1; 6A:16-2.2

Adopted: 8 September 2014  
Revised: 8 June 2015  
Revised: 17 October 16



## R 5310 HEALTH SERVICES (M)

### M

#### A. Definitions – N.J.A.C. 6A:16-1.3

1. Advanced practice nurse (APN) – means a person who holds a current license as **either an advanced practice nurse or a** nurse practitioner/clinical nurse specialist from the State Board of Nursing.
2. Certified school nurse – means a person who holds a current license as a registered professional nurse from the State Board of Nursing and an Educational Services Certificate, school nurse or school nurse/non-instructional endorsement from the Department of Education pursuant to N.J.A.C. 6A:9B-12.3 and 12.4. **14.3 and 14.4.**
3. Medical home – means a health care provider, including New Jersey Family Care providers as defined by N.J.S.A. 30:4J-12 and the provider's practice site chosen by the student's parent for the provision of health care.
4. Non-certified nurse – means a person who holds a current license as a professional nurse from the State Board of Nursing and is employed by the Board of Trustees and who is not certified as a school nurse by the Department of Education.
5. Parent – means the natural parent(s), adoptive parent(s), legal guardian(s), ~~foster~~ **resource** parent(s), or ~~parent~~-surrogate **parents** of a student. When parents are separated or divorced, "parent" means the person or agency who has legal custody of the student, as well as the natural or adoptive parent(s) of the student, provided parental rights have not been terminated by a court of appropriate jurisdiction.
6. Physical examination – means the examination of the body by a professional licensed to practice medicine or osteopathy, or an advanced practice nurse or physician assistant. The term includes specific procedures required by statute as stated in N.J.A.C. 6A:16-2.2
7. Physician assistant (PA) – means a health care professional licensed to practice medicine with physician supervision.



8. School physician – means a physician **currently licensed by the New Jersey Board of Medical Examiners in medicine or osteopathy whose training and scope of practice includes child and adolescent health and development,** ~~with a current license to practice medicine or osteopathy from the New Jersey Board of Examiners who works under a contract or as an employee of the school.~~ The physician is also referred to as the medical inspector as per N.J.S.A. 18A:40-1.
- B. Medical Examinations – General Conditions **(N.J.A.C. 6A:16-2.2)**
1. Each student medical examination shall be conducted at the medical home of the student. If a student does not have a medical home, the school shall provide the examination at the school physician's office or other comparably equipped facility pursuant to N.J.S.A. 18A:40-4.
  2. The findings of required examinations under **(N.J.A.C. 6A:16-2.2(h)2. Through (h)5. and** D. through G. below shall include the following components:
    - a. Immunizations pursuant to N.J.A.C. 8:57-4.1 through 4.24;
    - b. Medical history including allergies, past serious illnesses, injuries, operations, medications, and current health problems;
    - c. Health screenings including height, weight, hearing, blood pressure, and vision; and
    - d. Physical examinations.
  3. Each school shall have available and maintain an automated external defibrillator (AED), pursuant to N.J.S.A. 18A:40-41a.a(1) and (3), that is:
    - a. In an unlocked location on school property, with an appropriate identifying sign;
    - b. Accessible during the school day and any other time when a school-sponsored athletic event or team practice is taking place in





which students of the school district or nonpublic school are participating; and

- c. Within a reasonable proximity of the school athletic field or gymnasium, as applicable.
  4. The Board of Trustees shall make accessible information regarding the ~~NJ New Jersey FamilyCare~~ Program ~~to~~ for students who are knowingly without medical coverage pursuant to N.J.S.A. 18A:40-34.
  5. Information concerning a student's HIV/AIDS status shall not be required as part of the medical examination or health history, pursuant to N.J.S.A. 26:5C-1 et seq.
  6. Pursuant to N.J.S.A. 18A:40-4.4, a student who presents a statement signed by ~~their~~ his/her parents that ~~such~~ required examinations interfere with the free exercise of his/her ~~their~~ religious beliefs shall be examined only to the extent necessary to determine whether the student is ill or infected with a communicable disease or ~~to determine their fitness under the influence of alcohol or drugs or is disabled or is fit~~ to participate in any health, safety, or physical education course required by law.
  - ~~6. Information concerning a student's HIV/AIDS status shall not be required as part of the medical examination or health history pursuant to N.J.S.A. 26:5C-1 et seq.~~
- C. Medical Examinations - Prior to Participation on a School-Sponsored Interscholastic or Intramural **Athletic** Team or Squad for Students Enrolled in Any Grade Six to Eight (**N.J.A.C. 6A:16-2.2(h)1.**)
1. The school shall ensure that students receive medical examinations **in accordance with N.J.A.C. 6A:16-2.2(f) and B.1. above and** prior to participation on a school-sponsored interscholastic or intramural athletic team or squad for students enrolled in any grade six to eight. ~~The examination shall be conducted within 365 days prior to the first practice session in an athletic season and shall be conducted by a licensed physician, APN or PA.~~
    - a. **The examination shall be conducted within 365 days prior**



to the first day of official practice in an athletic season and shall be conducted by a licensed physician, APN, or PA.

- b. The physical examination shall be documented using the Preparticipation Physical Evaluation (PPE) form developed jointly by the American Academy of Family Physicians, American Academy of Pediatrics, American College of Sports Medicine, American Medical Society for Sports Medicine, American Orthopaedic Society for Sports Medicine, and American Osteopathic Academy of Sports Medicine and is available online at <http://www.state.nj.us/education/students/safety/health/records/athleticphysicalsform.pdf> in accordance with N.J.S.A. 18A:40-41.7.
- (1) Prior to performing a pre-participation physical examination, the licensed physician, APN, or PA who performs the student-athlete's physical examination shall complete the Student-Athlete Cardiac Screening professional development module and shall sign the certification statement on the PPE form attesting to the completion, pursuant to N.J.S.A. 18A:40-41d.
  - (a) If the PPE form is submitted without the signed certification statement and the school district has confirmed that the licensed physician, APN, or PA from the medical home did not complete the module, the student-athlete's parent may obtain a physical examination from a physician who can certify completion of the module or request that the school physician provides the examination.
- (2). The medical report shall indicate if a student is allowed or not allowed to participate in the required sports categories and shall be completed and signed by the original examining physician, APN, or PA.



- (3). An incomplete form shall be returned to the student's medical home for completion unless the school nurse can provide documentation to the school physician that the missing information is available from screenings completed by the school nurse or physician within the prior 365 days.
- c. Each student whose medical examination was completed more than ninety days prior to the first day of official practice in an athletic season shall provide a health history update questionnaire completed and signed by the student's parent. The completed health history update questionnaire shall include information listed below as required by N.J.S.A. 18A:40-41.7.b. The completed health history update questionnaire shall be reviewed by the school nurse and, if applicable, the school athletic trainer and shall include information as to whether, in the time period since the date of the student's last pre-participation physical examination, the student has:
  - (1) Been advised by a licensed physician, APN, or PA not to participate in a sport;
  - (2) Sustained a concussion, been unconscious, or lost memory from a blow to the head;
  - (3) Broken a bone or sprained, strained, or dislocated any muscles or joints;
  - (4) Fainted or blacked out;
  - (5) Experienced chest pains, shortness of breath, or heart racing;
  - (6) Had a recent history of fatigue and unusual tiredness;
  - (7) Been hospitalized, visited an emergency room, or had a significant medical illness;



- (8) Started or stopped taking any over the counter or prescribed medications; or
  - (9) Had a sudden death in the family, or whether any member of the student's family under the age of fifty has had a heart attack or heart trouble.
- d. The school shall provide to the parent written notification signed by the school physician stating approval of the student's participation in athletics based upon the medical report or the reasons for the school physician's disapproval of the student's participation.
- e. The Board of Trustees ~~will~~ **shall** not permit a student enrolled in grades six to twelve to participate on a school-sponsored interscholastic or intramural **athletic** team or squad unless the student submits a PPE form signed by the licensed physician, APN, or PA who performed the physical examination and, if applicable, a completed health history update questionnaire, pursuant to N.J.S.A. 18A:40-41.7.c.
- f. The school shall distribute to a student-athlete and ~~his or her parent~~ **the student-athlete's parent** the sudden cardiac arrest pamphlet developed by the Commissioner of Education, in consultation with the Commissioner of Health, the American Heart Association, and the American Academy of Pediatrics, pursuant to N.J.S.A. 18A:40-41.
  - (1) A student-athlete and **the student athlete's parent** ~~his or her parent~~ annually shall sign the Commissioner-developed form that they received and reviewed the pamphlet, and shall return it, to the student's school pursuant to N.J.S.A. 18A:40-41.d.
  - (2) The Commissioner shall update the pamphlet, as necessary, pursuant to N.J.S.A. 18A:40-41.b.



- (3) The Commissioner shall distribute the pamphlet, at no charge, to ~~the all-school districts and nonpublic schools~~, pursuant to N.J.S.A. 18A:40-41.b.

D. Medical Examinations - Upon Enrollment in School (N.J.A.C. 6A:16-2.2(h)2,)

1. The school shall ensure that students receive medical examinations ~~in accordance with N.J.A.C. 6A:16-2.2(f) and B.1. above and~~ upon enrollment in school.
  - a. The school requires a parent to provide within thirty days of enrollment entry-examination documentation for each student
  - b. When a student transfers to another school, the sending school district shall ensure the entry-examination documentation is forwarded to the receiving school pursuant to N.J.A.C. 6A:16-2.4(d).
  - c. Students transferring into this school from out-of-State or out-of-country may be allowed a thirty-day period to obtain entry examination documentation.
  - d. The school shall notify parents through its website or other means about the importance of obtaining subsequent medical examinations of the student at least once during each developmental stage: at early childhood (pre-school through grade three), pre-adolescence (grades four through six), and adolescence (grades seven through twelve).

E. Medical Examinations - When Students Apply for Working Papers (N.J.A.C. 6A:16-2.2(h)3.)

1. ~~The school district shall ensure that students receive medical examination in accordance with N.J.A.C. 6A:16-2.2(f) and B.1 above and when applying for working papers.~~
2. ~~Pursuant to N.J.S.A. 34:2-21.7 and 34:2-21.8(3), the~~ The school may provide for the administration of a medical examination for a student pursuing a certificate of employment.



3. The school shall not be held responsible for the costs for examinations at the student's medical home or other medical provider(s).
- F. Medical Examinations - For the Purposes of the Comprehensive Child Study Team Evaluation Pursuant to N.J.A.C. 6A:14-3.4 (N.J.A.C. 6A:16-2.2(h)4.)
1. The school shall ensure that students receive medical examinations in accordance with N.J.A.C. 6A:16-2.2(f) and B.1. above and for the purposes of the comprehensive Child Study team evaluation pursuant to N.J.A.C. 6A:14-3.4.
- G. Medical Examinations - When a Student is Suspected of Being Under the Influence of Alcohol or Controlled Dangerous Substances pursuant to N.J.S.A. 18A:40A-12 and N.J.A.C. 6A:16-4.3 (N.J.A.C. 6A:16-2.2(h)5.)
1. The school district shall ensure that students receive medical examinations in accordance with N.J.A.C. 6A:16-2.2(f) and B.1. above and when a student is suspected of being under the influence of alcohol or controlled dangerous substances, pursuant to N.J.S.A. 18A:40A-12 and N.J.A.C. 6A:16-4.3.
  2. If a student who is suspected of being under the influence of alcohol or controlled dangerous substances is reported to the certified school nurse, the certified school nurse shall monitor the student's vital signs and general health status for emergent issues and take appropriate action pending the medical examination pursuant to N.J.A.C. 6A:16-4.3.
  3. No school staff shall interfere with a student receiving a medical examination for suspicion of being under the influence of alcohol or controlled dangerous substances pursuant to N.J.A.C. 6A:16-4.3.
- H. Health Screenings (N.J.A.C. 6A:16-2.2(l))
- The Board of Trustees shall ensure that students receive health screenings in accordance with N.J.A.C. 6A:16-2.2(I).
1. Screening for height, weight, and blood pressure shall be conducted annually for each student in Kindergarten through grade eight.



2. Screening for visual acuity shall be conducted biennially for students in Kindergarten through grade eight.
3. Screening for auditory acuity shall be conducted annually for students in grades three and seven pursuant to N.J.S.A. 18A:40-4.
4. Screening for scoliosis shall be conducted biennially for students between the ages of ten and eighteen pursuant to N.J.S.A. 18A:40-4.3.
5. Screenings shall be conducted by a school physician, school nurse, or other school personnel properly trained.
6. The school shall notify the parent of any student suspected of deviation from the recommended standard.
7. The school nurse or designee shall screen to ensure hearing aids worn by students who are deaf and/or hard of hearing are functioning properly. The school nurse or designee will ensure any FM hearing aid systems in classrooms or any school equipment used to assist students to hear are functioning properly.

Adopted: 8 September 2014

Revised: 8 June 2015

Revised: 17 October 2016

Revised: 14 March 2022



## REIMBURSEMENT OF FEDERAL AND OTHER GRANT EXPENDITURES (M)

### 6112 REIMBURSEMENT OF FEDERAL AND OTHER GRANT EXPENDITURES (M)

#### M

The Cash Management Improvement Act (CMIA) and related Federal regulations require a State to minimize the time elapsing between the transfer of funds from the United States Treasury and the expenditure of funds for program purposes. This requirement applies to grantees such as the State of New Jersey and their sub-grantees, such as a school. The State of New Jersey and the school must assure funds have been, or will be, spent within a minimal amount of time after having been drawn from the Federal government.

In accordance with this requirement, the New Jersey Department of Education (NJDOE) has implemented a reimbursement request system of payment. The procedures as outlined in the New Jersey Department of Education Policies and Procedures for Reimbursement of Federal and Other Grant Expenditures shall be followed by the school in submitting reimbursement requests. Reimbursement requests for entitlement grant awards under the Every Student Succeeds Act (ESSA) the Individuals with Disabilities Education Act (IDEA), **the Strengthening Career and Technical Education for the 21<sup>st</sup> Century Act**, ~~and the Carl D. Perkins Career and Technical Education Improvement Act of 2006~~ and any other program designated by the NJDOE shall be made using the NJDOE's Electronic Web-Enabled Grant (EWEG) System.

Reimbursement requests by the School Business Administrator/Board Secretary or designee shall be made for individual titles and awards using the payment functionality of the EWEG system. Only one reimbursement request per month may be submitted for an individual title, award, or subgrant. Reimbursement requests may only be for expenditures that have already occurred or will occur within three business days of receipt of funds.

The submission of a reimbursement request constitutes a certification by the School Business Administrator/Board Secretary that the school has previously made the appropriate expenditures and/or will make the expenditures within three business days of receipt of funds and that the expenditures are allowable and appropriate to the cost objective(s) of the subgrant.

The Head of School or designee is responsible for submitting an amendment application to the NJDOE for approval if a new budget category for which no funds were previously budgeted or approved has been created. The Head of School or designee is responsible for submitting an amendment application to the NJDOE for approval if cumulative





## REIMBURSEMENT OF FEDERAL AND OTHER GRANT EXPENDITURES (M)

transfers among expenditure categories exceed ten percent of the total award. The Head of School or designee is responsible for monitoring the cumulative ten percent level of fiscal change.

Reimbursement requests must be in accordance with approved grant applications. A reimbursement request may be submitted at any time after the sub-grant has received final NJDOE approval. Reimbursement requests submitted at least ten business days before the end of the month but no later than the fifteenth day of the month will be reviewed and, if approved, processed for payment the first business day of the following month. The school will normally receive payment by the fifth business day of the month and will be able to track the grant's payment history in EWEG through the payments link of the grant application.

Reimbursement requests must contain a brief description of the expenditures for which reimbursement is being requested. Individual line items need not be detailed. Expenditures must be supported by documentation at the school level but should not be submitted to the NJDOE with a reimbursement request. The Head of School or designee is responsible to maintain supporting documentation for seven years and for making it available to the NJDOE, the United States Department of Education, and/or their authorized representatives upon request. Documentation for salary expenditures is subject to the requirements of the Federal Uniform Grant Guidance. Documentation for all other expenditures must include evidence that the expenditures are allowable costs and of the relationship of the expenditure to the subgrant's cost objectives.

The NJDOE staff will review reimbursement requests to determine that they meet the subgrant's criteria. When a reimbursement request is approved or denied, the school will receive an email notification through the EWEG system. Approval of a reimbursement request by NJDOE does not imply approval of the expenditures as allowable or appropriate to the subgrant's cost objectives as the approval of expenditures will continue to be processed through the final report. The School Business Administrator/Board Secretary or designee assumes responsibility for assuring that all funds requested through the EWEG system either have already been expended, within three business days of receipt of funds.

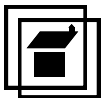
New Jersey Department of Education Policies and Procedures for Reimbursement of Federal and Other Grant Expenditures – July 2008

Adopted: 11 August 2014



## REIMBURSEMENT OF FEDERAL AND OTHER GRANT EXPENDITURES (M)

Adopted revision: 11 November 2019



6115.04 FEDERAL FUNDS – DUPLICATION OF BENEFITS (M)**M**

A requirement for a Board of Education/local education agency (LEA) who accepts funds from the Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA) – Elementary and Secondary School Emergency Relief Fund (ESSERF II); American Rescue Plan Elementary and Secondary Schools Emergency Relief (ARP ESSER); and all Federal programs and grants is for the LEA to have a Duplication of Benefits (DOB) Policy. DOB occurs when a person, household, business, government, or other entity receives financial assistance from multiple sources for the same purpose, and the total assistance received for that purpose is more than the total need for assistance.

The School Business Administrator shall be responsible for ensuring no DOB occurs and will be responsible for ensuring compliance by subcontractors, sub-recipients, and other partners.

To comply with DOB requirements, an LEA that accepts Federal funds is required by the Coronavirus Aid, Relief, and Economic Security (CARES) Act to establish and follow procedures to ensure that DOB does not occur. Establishing a process to effectively identify and prevent DOB is critical for the LEA to effectively manage multiple active funding streams related to coronavirus response and efficiently target resources to meet unmet needs within the school district. The Board of Education is solely responsible for ensuring that an actual DOB does not occur.

To prevent DOB, the LEA will have:

1. A requirement that the LEA must agree to repay assistance that is determined to be duplicative. This may be documented through a subrogation agreement or similar clause included in the agreement with the LEA. The LEA will establish a protocol to monitor compliance based on risk of DOB for each activity; and
2. A method of assessing whether the use of these funds will duplicate financial assistance that is already received or is likely to be received (such as insurance proceeds) by acting reasonably to evaluate the need and the resources available to meet that need. The LEA will evaluate current programs available at the local, county, State, and Federal level as well as current and anticipated non-governmental assistance from nonprofits or faith-based groups and establish lines of communication for preventing DOB.

To analyze DOB, the LEA will complete the following steps:

1. Assess Need: Determine the amount of need (total cost);
2. Determine Assistance: Determine the amount of assistance that has or will be provided from all sources to pay for the cost;

3. Calculate Unmet Need: Determine the amount of assistance already provided compared to the need to determine the maximum award (unmet need); and
4. Document Analysis: Document calculation and maintain adequate documentation justifying determination of maximum award.

In DOB calculations, private loans are not considered a form of assistance and will not be considered when calculating DOB. However, subsidized loans from the Small Business Administration or Federal Emergency Management Agency will be included in the DOB analysis unless one of the three exceptions below is met:

1. Short-term subsidized loans (e.g. bridge loans) for costs later reimbursed with Federal funds;
2. Declined or cancelled subsidized loans; or
3. Loan assistance used toward a loss suffered as a result of a major disaster or emergency.

Adopted:

**R 6115.01 FEDERAL AWARDS/FUNDS INTERNAL CONTROLS – ALLOWABILITY OF COSTS (M)****R 6115.01 FEDERAL AWARDS/FUNDS INTERNAL CONTROLS – ALLOWABILITY OF COSTS (M)****M**

- A. In addition to the procedures used to determine the allowability of costs in accordance with 2 CFR §200.403 as outlined in Policy 6115.01 and this Regulation, the following procedures will be completed by the school district for Federal awards:
1. The Head of School will designate a grant administrator for each Federal program in the district and Federal program the Board of Education submits an application for funding.
  2. The grant administrator shall complete the following responsibilities for a Federal grant submission:
    - a. Complete the grant application for approval by the Head of School and the Board of Trustees;
    - b. Collaborate with the School Business Administrator or designee to develop the budget to include all applicable costs;
    - c. Ensure all costs included on the grant application are allowable costs in accordance with 2 CFR §200.403; and
    - d. Work with the School Business Administrator to ensure costs meet the general criteria in order to be allowable under Federal awards as outlined in Policy 6115.01 and 2 CFR §200.403.
  3. Upon approval and funding of the Federal grant program, the grant administrator will:
    - a. Provide professional development and training to all school staff members working in the Federal program and any additional school staff members the grant administrator determines should be provided the professional development and training to ensure all staff members are providing the services approved and required by the grant;
    - b. Monitor the Federal grant program to ensure the program is being administered in accordance with the requirements of the grant; and
    - c. Oversee the program's expenditures to ensure the grant funds are budgeted and expended in accordance with the grant application and approval.

4. Upon completion of the Federal grant program, the grant administrator will work with the School Business Administrator or designee to complete any close-out and final reports as required by the Federal grant.

Adopted:

## 7440 SCHOOL SECURITY (M)

### M

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

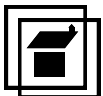
The school security program will include the maintenance of facilities secure against unwelcome intrusion; protection against fire hazards and faulty equipment; and the observation of safe practices in the use of electrical, plumbing, and heating equipment.

As used in this Policy and N.J.S.A. 18A:41-7.1, “critical incident mapping data” means information provided in electronic or digital form to assist first responders in an emergency including, but not limited to: aerial images of schools; floor plans, including room and suite numbers; building access points; locations of hazardous materials and utility shut-offs; and any other relevant location information.

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

Critical incident mapping data provided pursuant to N.J.S.A. 18A:41-7.1.a. shall be: compatible with all platforms and applications used by local, State, and Federal law enforcement authorities; provided in a printable format; and verified for accuracy through an annual walkthrough of school buildings and school grounds.

Nothing in this Policy or N.J.S.A. 18A:41-7.1 shall be construed to require local law enforcement authorities or designated entities to access critical incident mapping data using third party viewing software.



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

Each public elementary and secondary school building shall be equipped with at least one panic alarm for use in a school security emergency pursuant to N.J.S.A. 18A:41-10 through 13 **and this Policy and Regulation 7440**.

The Head of School shall designate a school administrator or a school employee with expertise in school safety and security, as a School Safety Specialist for the school in accordance with the provisions of N.J.S.A. 18A:17-43.3 **and this Policy and Regulation 7440**. The School Safety Specialist shall be required to acquire a New Jersey Department of Education School Safety Specialist certification in accordance with the provisions of N.J.S.A. 18A:17-43.2 **and this Policy and Regulation 7440**. The School Safety Specialist shall also serve as the school liaison with local law enforcement and national, State, and community agencies and organizations in matters of school safety and security.

Access to the school building and grounds outside the hours school is in session shall be limited to personnel whose employment requires their presence in the facility. An adequate key control system will be established to limit building access to authorized personnel and guard against the potential of intrusion by unauthorized persons who have obtained keys improperly.

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

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

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

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

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

Adopted: 11 August 2014





# POLICY

## LINK COMMUNITY CHARTER SCHOOL BOARD OF TRUSTEES

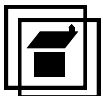
Property  
7440/Page 3 of 3  
SCHOOL SECURITY (M)

Adopted revision: 12 March 2018

Revised and Adopted: 11 March 2019

Adopted revision: 11 November 2019

Revised: 23 November 2020



## 9140 CITIZENS ADVISORY COMMITTEES (M)

### M

The ~~Board of Trustees encourages~~ success of the school system depends, to a large extent, on open channels of communication between the school district and the community at large. Citizens advisory committees ~~maybe~~ are particularly useful in keeping the Board of Trustees and the administration informed with regard to community opinion and in representing the community. ~~in the study of specific school problems.~~

The Board may establish a citizens advisory committees ~~as standing committees to serve in a liaison function to provide input to the Board and the administration between from the local community and the school, as permanent committees for funded programs as the law requires, and as the Board sees fit. need arises.~~

In creating a new citizens advisory committee, the Board ~~shall~~ may appoint members of the community who are able and interested in the subject and concerned about the school; ~~appoint~~ members who represent a wide range of community interests and backgrounds; ~~appoint~~ a chairperson; and ~~appoint~~ one or more Board members; and school staff members. ~~to serve as ex-officio members. The Board President or designee and the Head of School or designee shall serve as members of the citizens advisory committee.~~

-  
In charging a new citizens advisory committee, the Board shall define the citizens advisory committee assignment in writing, set a date for a preliminary and final report, report(s) to the Board and establish a budget, if needed. Expenditures of school funds by a citizens advisory committees shall be made only upon the approval of the Head of School.

Recommendations of a citizens advisory committee shall not reduce the responsibility of the Board, which may accept, or reject, or modify a citizens advisory committee's recommendations in the exercise of its statutory discretion.

Meetings of a citizens advisory committee that are ~~open to or~~ attended by fewer than a majority of the members of the Board are not subject to the Open Public Meetings Act and need not be open to the public, except as expressly permitted by the Board.

N.J.A.C. 6:30-1.5; 6:31-1.14(b)  
20 U.S.C.A. 3801 et seq.



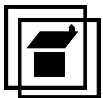
# POLICY

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## LINK COMMUNITY CHARTER SCHOOL **BOARD OF TRUSTEES**

Community  
9140/Page 2 of 2  
CITIZENS ADVISORY COMMITTEES (M)

Adopted: 10 November 2014



**LINK COMMUNITY CHARTER SCHOOL  
BOARD SELF EVALUATION 2022-23  
SUMMARY OF RESULTS  
June, 2023**

Thanks you to our board for participating in this evaluation. Eight trustees completed the evaluation.

As we have experienced in previous years, the results are very good.

Overall members evaluated the **board as a whole** very positively. The average ratings for all areas for review ranged from 3.6 to 3.8 out of a possible 4. (This is a slight improvement over last year when the lowest score was 3.38.) There were no unsatisfactory ratings.

The **board members** rated themselves individually between 2.63 and 3.88 out of 4 in all review areas. (This is an improvement over last year, when the lower number was 2.63.)

**Areas of note and comment:**

- Of the 8 responders, 4 to 6 provided “Responses” (comments) in the each area for review.
- In the evaluation of the board as a whole, at least one member mentioned “not observing” the following:
  1. Engages in professional development to ensure continuous improvement in our governance practices.
  2. With fellow trustees, develops board goals and a professional development plan for the achievement of goals.
  3. Regularly reviews assessment data to determine the quality of the educational program.

**Areas of strength identified by the members**

All 8 respondents to the evaluation listed strengths. The most frequent responses were:

- Collaboration with each other and the administration (4)
- Diversity in experience/professional backgrounds (3)
- Commitment to the mission/dedication/commitment to the work (3)
- Meeting participation, culture of encouraging discussion, thoughtfulness in suggesting solutions (3)
- Supporting school staff (2)
- Understanding of students, community and stakeholders they serve, community engagement and advocacy (2)

**Areas where board needs more focus in order to improve governance capacity in the upcoming year:**

Of the 8 respondents, 6 completed this section. The most frequent responses were:

- Need for more engagement – attendance especially in-person, active engagement in their duties (3)
- Need to recommend fundraisers/ initiatives to complement budget; partnership and resource development to support the school (3)
- Need to recommend fundraisers/ initiatives to complement budget; partnership and resource development to support the school (3)

- Need to support student achievement including building more family engagement to support student progress (2)
- Need to finalize and plan for strong support of the school strategic plan (1)
- Need to better understand the “terminology” related to the board (1)

Need to focus on board member team building; retreat (2)

**Areas where members needs support to be more effective:**

Six members responded in this section. Here are the areas where members mentioned support is needed:

- More training and development for board members (Examples: partnership building and resource development, school budgeting and funding requirements to understand where resources are needed and why)
- Better insight into curriculum and instructional approaches

**Recommended Board Goals for 2023-24**

1. Ensure the school meets the objectives set in the 2023-26 Strategic Plan for the 2023-24 school year.
  - By July 2023, all members review and become familiar with the Strategic Plan, particularly the objectives to be accomplished in the 2023-24 school year.
  - By the January 2023 and the May 2023 board meeting, Head of School reports on SY 2023 – 24 objectives met/not met in the plan and board discusses same and provides feedback to the Head of School.
2. Hold at least one board retreat meeting to provide professional development for board members including, but not limited to, the areas of finance and building partnerships/resources, and board teambuilding.
  - By the conclusion of the 2023-24 school year the board will experience at least one retreat meeting.
  - By the August 2023 board meeting, the board will be polled on topics/areas of board work or in the school for which they would like additional training.
  - By the October 2023 board meeting, the agenda for the retreat will be announced.
  - 100% of board members will attend the retreat in person.
3. Engage more members of the community in the board by nominating potential board and board committee members.
  - By August 2023 each board member will recommend 2-3 potential individuals for the board or a board committee, providing a resume for each recommendation.

**Link Community Charter School  
Board of Trustees**

**Fulfillment of Board Goals, 2022-23**

**1. Hold two Board retreat meetings with content reflecting the needs of the board as a result of the 2021-22 Board Self Evaluation results**

- By June 2023, the board will have held two retreats covering needs determined from the evaluation.

**Results:** One meeting was held. The second was canceled due to weather conditions.

**2. Establish, with a specific charge, a Community Engagement Committee.**

- By August 2023, the board will be asked to approve the addition to the bylaw which will establish this committee with a specific charge. (First reading at the July 2022 board meeting and Second reading/Approval at the board meeting in August 2022.)
- A chairperson of the committee and a list of at least three members (a combination of trustees and public) will be set by August 2023.
- The committee will begin reporting to the board at the September 2023 meeting.

**Results:** The Board approved the bylaw in January of 2023 and a chairperson was named. Three members were identified as well as one potential in early February. The committee has not met as of yet.

**3. Support the administration in the Charter School Renewal Process**

- Three to four trustees will participate in the school visit and related interview sessions with the NJDOE Renaissance and Charter School Office by December 2022.

**Results:** Four board members participated in the school visit and interview sessions.

**4. Provide Board member involvement in the school-wide strategic planning effort**

- At least two trustees will participate on the LCCS strategic planning committee in June, July and August of 2022.

**Results:** Two trustees participated in the LCCS strategic planning committee.



## Finance & Facilities Committee Report

June 12, 2023

### I. Financial Review

#### a. Treasurer's Report:

- i. As of May 31, 2023, total operating cash on hand \$1,228,288

##### Bank Accounts

- **General Fund \$952,298**  
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 \$25,919**  
Food services expenses, includes payroll labor & food purchases. Funding includes NSLP subsidies.
- **Payroll \$182,462**  
All salary expenses.
- **Payroll Agency \$54,632**  
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 May 31, 2023  
Expenditures include general operating and special revenue funds (federal, state and foundation grants)
  - \$6,249,995 in expenses have been paid
  - \$984,777 in encumbrances are pending request for payment
  - \$1,457,750 Restricted and unrestricted revenue available

#### c. Charter School Grant

- i. We are currently applying for reimbursement for the prior quarter expenses and expect the funds to be received by the end of July. The reimbursement request will include salaries, benefits, marketing materials and billboards, lower school library upgrades, strategic planning and curriculum writing.

LINK COMMUNITY CHARTER SCHOOL  
23 Pennsylvania Ave  
Newark, NJ 07114

**RESOLUTION APPROVING FOOD SERVICE MANAGEMENT CONTRACT**

The following is an excerpt of the minutes of the Link Community Charter School board meeting held on **June 12, 2023**

I, Bima Baje, Secretary of Link Community Charter School Board of Trustees, hereby certify the excerpt of the minutes contained this document is true and complete representation of actions taken by the board members.

**WHEREAS,** the Link Community Charter School has received the Maschio's Proposed Contract Extension; and

**WHEREAS,** the annual management fee is 10,680 with no guarantee

**WHEREAS,** the total cost of the contract for the 2023-2024 school year is approximately 277,398; **Therefore,**

BE IT RESOVLED THAT, the Board of Trustees of the Link Community Charter School unanimously approved at its meeting conducted on **June 12 23,2023** the Maschio's Food Service Management Contract as presented.

Respectfully Submitted,



---

Bima B. Baje  
Business Administrator/Board Secretary  
Link Community Charter School





**Interim Balance Sheet**

**ASSETS AND RESOURCES**

ASSETS		
101 Cash in checking account	\$ 1,423,231.53	
102-106 Other cash equivalents	\$ 75,025.00	
Total cash		\$ 1,498,256.53
108 Investment - Federal Impact Aid reserve account (General)		\$ 32,077.27
109 Investment - Federal Impact Aid reserve account (Capital)		\$ 78,887.59
111 Investments		\$ 0.00
114 Investment interest receivable		\$ 0.00
121 Tax levy receivable		\$ 0.00
Accounts receivable		
132 Interfund	\$ 158,940.13	
141 Intergovernmental - state	\$ 1,234,640.47	
142 Intergovernmental - federal	\$ 0.00	
143 Intergovernmental - other	\$ 0.00	
153 Other Accounts Receivable	\$ 0.00	
		\$ 1,393,580.60
Loans receivable		
131 Interfund	\$ 0.00	
151 Other Loans Receivable	\$ 0.00	
		\$ 0.00
199 Other current assets		\$ 4,550.00
RESOURCES		
301 Estimated revenues (from adjusted budget)	\$ 6,311,314.00	
302 Less: revenues collected or accrued	\$ (6,273,797.18)	
		\$ 37,516.82
TOTAL ASSETS AND RESOURCES		\$ 3,044,868.81

**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	\$	142,154.45
413 Intergovernmental accounts payable - other	\$	0.00
421 Accounts payable	\$	26,207.36
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	\$	25,596.04
471 Payroll deductions and withholdings	\$	740.06
481 Deferred revenues	\$	0.00
491 Deposits payable	\$	4,448.24
499 Other current liabilities	\$	0.00
Total liabilities	\$	199,146.15

FUND EQUITY

Appropriated:

753 Reserve for encumbrances - current year		\$	883,040.20	
754 Reserve for encumbrances - prior year		\$	0.00	
756 Reserved fund balance Impact Aid (General) - July 1, 2022	\$	0.00		
611 Add: Increase in Federal Impact Aid Reserve (General)	\$	0.00		
318 Less: Budgeted withdrawal from Federal Impact Aid Reserve (General)	\$	0.00		
Subtotal - Impact Aid reserve (General)		\$	0.00	
757 Reserved fund balance Impact Aid (Capital) - July 1, 2022	\$	0.00		
612 Add: Increase in Federal Impact Aid Reserve (Capital)	\$	0.00		
319 Less: Budgeted withdrawal from Federal Impact Aid Reserve (Capital)	\$	0.00		
Subtotal - Impact Aid reserve (Capital)		\$	0.00	
760 Other reserves		\$	0.00	
771 Designated Fund Balance		\$	0.00	
772 Designated Fund Balance - ARRA/SEMI		\$	0.00	
601 Appropriations	\$	6,314,249.16		
602 Less: expenditures	\$	5,311,686.97		
603 Less: encumbrances	\$	883,040.20		
Appropriations less expenditures		\$	(6,194,727.17)	\$ 1,119,521.99
				\$ 1,002,562.19
Unappropriated:				
770 Fund Balance, July 1, 2022	\$	1,821,400.73		
303 Less: budgeted fund balance	\$	(2,935.16)		
Unappropriated fund balance				\$ 1,818,465.57
Total fund equity				\$ 2,821,027.76

TOTAL LIABILITIES AND FUND EQUITY

\$ 3,020,173.91

RECAPITULATION OF FUND BALANCE - CURRENT YEAR ACTIVITY

	Budgeted	Actual	Variance
Appropriations	\$ 6,314,249.16	\$ 6,194,727.17	\$ 119,521.99
Less: Revenues	\$ (6,311,314.00)	\$ (6,273,797.18)	\$ (37,516.82)
Subtotal	\$ 2,935.16	\$ (79,070.01)	\$ 82,005.17
Change in Impact Aid reserve (general)			
Plus - Increase in reserve	\$ 0.00	\$ 0.00	\$ 0.00
Less - Withdrawal from reserve	\$ 0.00	\$ 0.00	\$ 0.00
Change in Impact Aid reserve (capital)			
Plus - Increase in reserve	\$ 0.00	\$ 0.00	\$ 0.00
Less - Withdrawal from reserve	\$ 0.00	\$ 0.00	\$ 0.00
Less: adjustment to appropriations for Prior Year Encumbrances	\$ 0.00	\$ 0.00	\$ 0.00
Total current year budgeted fund balance	\$ 2,935.16	\$ (79,070.01)	\$ 82,005.17
Add: Unappropriated fund balance			\$ 1,818,465.57
Total of budgeted and unappropriated fund balance			\$ 1,900,470.74

**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	(45,064.84)	48,000.00	2,935.16	(79,070.01)	82,005.17
318	Bgtd wdrwl Impact Aid Rsv (Gen)	0.00	0.00	0.00	0.00	0.00
319	Bgtd wdrwl Impact Aid Rsv (Cap)	0.00	0.00	0.00	0.00	0.00
52xx	From Transfers	0.00	0.00	0.00	0.00	0.00
1xxx	From Local Sources	5,432,284.00	0.00	5,432,284.00	5,456,028.40	(23,744.40)
2xxx	From Intermediate Sources	0.00	0.00	0.00	0.00	0.00
3xxx	From State Sources	879,030.00	0.00	879,030.00	817,768.78	61,261.22
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		6,266,249.16	48,000.00	6,314,249.16	6,194,727.17	119,521.99

**Fund 11 (Current Expense Fund)**

Account Group	Group Title	Original Bgt	New App/Tmsf	Revised Bgt	Expenditures	Encumbrances	Avail Balance	Refunds
Instructional Expense		2,948,576.33	(166,295.42)	2,782,280.91	2,214,953.76	535,903.86	31,423.29	0.00
Administrative		2,126,354.19	3,184.06	2,129,538.25	1,840,613.18	222,951.76	65,973.31	0.00
Support Services		1,143,818.64	211,111.36	1,354,930.00	1,217,839.03	123,514.58	13,576.39	0.00
611	Incr in Impact Aid (Gen) Rsv	0.00	0.00	0.00	0.00	0.00	0.00	0.00
612	Incr in Impact Aid (Cap) Rsv	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Grand Totals for fund 11:		6,218,749.16	48,000.00	6,266,749.16	5,273,405.97	882,370.20	110,972.99	0.00

**Fund 12 (Capital Outlay Fund)**

Account Group	Group Title	Original Bgt	New App/Tmsf	Revised Bgt	Expenditures	Encumbrances	Avail Balance	Refunds
Capital Outlay		47,500.00	0.00	47,500.00	38,281.00	670.00	8,549.00	0.00
Grand Totals for fund 12:		47,500.00	0.00	47,500.00	38,281.00	670.00	8,549.00	0.00
Grand Totals for all Subfunds of Fund 10:		6,266,249.16	48,000.00	6,314,249.16	5,311,686.97	883,040.20	119,521.99	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	(45,064.84)	48,000.00	2,935.16	(79,070.01)	82,005.17
318	Bgtd wdrwl Impact Aid Rsv (Gen)	0.00	0.00	0.00	0.00	0.00
319	Bgtd wdrwl Impact Aid Rsv (Cap)	0.00	0.00	0.00	0.00	0.00
10-1200-000-011	Equalization/Lcl Lvy Aid-Local	805,712.00	0.00	805,712.00	805,712.00	0.00
10-1200-000-012	Equalization/Lcl Lvy Aid-State	4,566,572.00	0.00	4,566,572.00	4,566,572.00	0.00
10-1510-000-023	Interest	0.00	0.00	0.00	0.00	0.00
10-1900-000-023	Other Sources	0.00	0.00	0.00	0.00	0.00
10-1920-000-023	Contributions/Donations	60,000.00	0.00	60,000.00	60,000.00	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	23,744.40	(23,744.40)
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	268,905.00	0.00	268,905.00	268,905.00	0.00
10-3177-000-016	Categorical Security Aid	172,996.00	0.00	172,996.00	172,996.00	0.00
10-3190-000-021	Other Unrestricted State Aid	283,320.00	0.00	283,320.00	283,320.00	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	153,809.00	0.00	153,809.00	92,547.78	61,261.22
10-4210-000-023	Federal Charter School Grant	0.00	0.00	0.00	0.00	0.00
Grand Totals		6,266,249.16	48,000.00	6,314,249.16	6,194,727.17	119,521.99

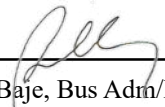
**Minimum Expense General Ledger Report****Fund 11 (Current Expense Fund)**

Expend. Account #	Account Title	Original Bgt	New App/Tnsf	Revised Bgt	Expenditures	Encumbrances	Avail Balance	Refunds
11-110-100-101	Kindergarten - Sal of Teachers	442,999.40	(302,438.98)	140,560.42	104,112.40	32,877.60	3,570.42	0.00
11-120-100-101	Grade 5 Teacher	304,561.02	(304,561.02)	0.00	0.00	0.00	0.00	0.00
11-130-100-101	Grade 7-8 Teacher	1,502,206.75	112,000.00	1,614,206.75	1,276,609.35	337,597.40	0.00	0.00
11-190-100-106	Oth Sal for Inst	0.00	0.00	0.00	0.00	0.11	(0.11)	0.00
11-190-100-320	Purch Prof Svcs	281,750.16	146,000.00	427,750.16	383,850.89	43,787.20	112.07	0.00
11-190-100-610	General Supplies	63,390.00	0.00	63,390.00	43,153.63	16,043.26	4,193.11	0.00
11-190-100-640	Textbooks	47,450.00	(7,295.42)	40,154.58	21,469.18	16,345.50	2,339.90	0.00
11-190-100-890	Miscellaneous Expense	54,000.00	(20,000.00)	34,000.00	20,924.18	6,536.32	6,539.50	0.00
11-200-100-101	Special Education Teacher	212,219.00	45,000.00	257,219.00	225,908.61	30,417.67	892.72	0.00
11-421-100-105	Stipends	40,000.00	165,000.00	205,000.00	138,925.52	52,298.80	13,775.68	0.00
<b>Instructional Expense</b>		<b>2,948,576.33</b>	<b>(166,295.42)</b>	<b>2,782,280.91</b>	<b>2,214,953.76</b>	<b>535,903.86</b>	<b>31,423.29</b>	<b>0.00</b>
11-000-230-100	Salaries	1,079,286.05	(184,500.00)	894,786.05	784,856.56	106,113.69	3,815.80	0.00
11-000-230-300	Purch Prof/Tech Svc	70,490.00	60,000.00	130,490.00	99,445.55	19,434.87	11,609.58	0.00
11-000-230-331	Judgements Against Charters	35,000.00	0.00	35,000.00	22,948.40	4,996.60	7,055.00	0.00
11-000-230-332	Audit Fees	20,000.00	0.00	20,000.00	0.00	0.00	20,000.00	0.00
11-000-230-530	Communications/Telephone	34,585.00	500.00	35,085.00	25,856.75	9,228.25	0.00	0.00
11-000-230-590	Other Purchased Services (400-500 Series)	68,800.00	0.00	68,800.00	58,423.25	8,291.77	2,084.98	0.00
11-000-230-610	Supplies & Materials	7,000.00	0.00	7,000.00	1,040.67	1,704.33	4,255.00	0.00
11-000-230-890	Miscellaneous Expense	2,400.00	5,000.00	7,400.00	5,069.57	462.00	1,868.43	0.00
11-000-291-230	Benefits - SS & Medicare	278,531.39	(25,315.94)	253,215.45	214,755.09	38,460.36	0.00	0.00
11-000-291-232	Benefits - NJ State Pension	124,816.00	15,753.00	140,569.00	140,569.00	0.00	0.00	0.00
11-000-291-250	State Unemployment Ins	55,502.00	(15,753.00)	39,749.00	6,203.88	18,796.12	14,749.00	0.00
11-000-291-260	Benefits - Workman's Comp	32,300.00	0.00	32,300.00	31,449.00	851.00	0.00	0.00
11-000-291-270	Benefits - Health Insurance	314,343.75	75,000.00	389,343.75	375,976.92	12,831.31	535.52	0.00
11-000-291-290	Benefits - FlexSpending Fees	3,300.00	72,500.00	75,800.00	74,018.54	1,781.46	0.00	0.00
<b>Administrative</b>		<b>2,126,354.19</b>	<b>3,184.06</b>	<b>2,129,538.25</b>	<b>1,840,613.18</b>	<b>222,951.76</b>	<b>65,973.31</b>	<b>0.00</b>
11-000-216-300	Purch Prof/Tech Svc	71,000.00	(14,500.00)	56,500.00	28,755.25	17,469.75	10,275.00	0.00
11-000-240-110	Supp Svcs - Salaries	322,388.64	52,611.36	375,000.00	343,452.59	31,547.41	0.00	0.00
11-000-240-500	Other Purchased Services (400-500 Series)	201,820.00	95,500.00	297,320.00	242,811.24	54,393.58	115.18	0.00
11-000-262-441	Rental of Land & Bldgs	352,000.00	48,000.00	400,000.00	400,000.00	0.00	0.00	0.00
11-000-262-520	Insurance	81,260.00	17,000.00	98,260.00	88,223.81	9,713.00	323.19	0.00
11-000-262-610	Supplies & Materials	23,800.00	0.00	23,800.00	19,348.82	2,451.18	2,000.00	0.00
11-000-262-620	Energy Costs	86,550.00	10,000.00	96,550.00	89,147.96	7,402.04	0.00	0.00
11-000-262-890	Miscellaneous Expense	5,000.00	2,500.00	7,500.00	6,099.36	537.62	863.02	0.00
<b>Support Services</b>		<b>1,143,818.64</b>	<b>211,111.36</b>	<b>1,354,930.00</b>	<b>1,217,839.03</b>	<b>123,514.58</b>	<b>13,576.39</b>	<b>0.00</b>
611	Incr in Impact Aid (Gen) Rsv	0.00	0.00	0.00	0.00	0.00	0.00	0.00
612	Incr in Impact Aid (Cap) Rsv	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Grand Totals for fund 11:</b>		<b>6,218,749.16</b>	<b>48,000.00</b>	<b>6,266,749.16</b>	<b>5,273,405.97</b>	<b>882,370.20</b>	<b>110,972.99</b>	<b>0.00</b>

**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	47,500.00	0.00	47,500.00	38,281.00	670.00	8,549.00	0.00
<b>Capital Outlay</b>		<b>47,500.00</b>	<b>0.00</b>	<b>47,500.00</b>	<b>38,281.00</b>	<b>670.00</b>	<b>8,549.00</b>	<b>0.00</b>
<b>Grand Totals for fund 12:</b>		<b>47,500.00</b>	<b>0.00</b>	<b>47,500.00</b>	<b>38,281.00</b>	<b>670.00</b>	<b>8,549.00</b>	<b>0.00</b>
<b>Grand Totals for all Subfunds of Fund 10:</b>		<b>6,266,249.16</b>	<b>48,000.00</b>	<b>6,314,249.16</b>	<b>5,311,686.97</b>	<b>883,040.20</b>	<b>119,521.99</b>	<b>0.00</b>

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

6/12/23

Date

**Interim Balance Sheet****ASSETS AND RESOURCES**

ASSETS		
101 Cash in checking account	\$ (545,933.69)	
102-106 Other cash equivalents	\$ 12,952.60	
Total cash		\$ (532,981.09)
111 Investments		\$ 0.00
114 Investment interest receivable		\$ 0.00
121 Tax levy receivable		\$ 0.00
Accounts receivable		
132 Interfund	\$ (250.00)	
141 Intergovernmental - state	\$ (46,327.54)	
142 Intergovernmental - federal	\$ 126,147.97	
143 Intergovernmental - other	\$ 0.00	
153 Other Accounts Receivable	\$ 0.00	
		\$ 79,570.43
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	\$ (336,410.01)	
		\$ (336,410.01)
TOTAL ASSETS AND RESOURCES		\$ (789,820.67)

**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	\$	23,924.47
422 Judgments payable	\$	0.00
430 Compensated absences payable	\$	0.00
431 Contracts payable	\$	0.00
451 Loans payable	\$	0.00
481 Deferred revenues	\$	150,140.73
499 Other current liabilities	\$	0.00
Total liabilities	\$	174,065.20

FUND EQUITY

Appropriated:

753 Reserve for encumbrances - current year			\$	93,384.56		
754 Reserve for encumbrances - prior year			\$	9,022.48		
760 Other reserves			\$	12,702.60		
771 Designated Fund Balance			\$	0.00		
601 Appropriations		\$	2,425,772.35			
602 Less: expenditures	\$	976,588.81				
603 Less: encumbrances	\$	102,407.04	\$	(1,078,995.85)	\$	1,346,776.50
Appropriations less expenditures					\$	1,461,886.14
Unappropriated:						
770 Fund Balance, July 1, 2022			\$	(38,638.41)		
303 Less: budgeted fund balance			\$	(2,387,133.60)		
Unappropriated fund balance					\$	(2,425,772.01)
Total fund equity					\$	(963,885.87)
TOTAL LIABILITIES AND FUND EQUITY					\$	(789,820.67)

**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	2,387,133.60	38,638.75	2,425,772.35	742,585.84	1,683,186.51
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		2,387,133.60	38,638.75	2,425,772.35	1,078,995.85	1,346,776.50

**Fund 20 (Special Revenue Fund)**

Account Group	Group Title	Original Bgt	New App/Tnsf	Revised Bgt	Expenditures	Encumbrances	Avail Balance	Refunds
Title IA - Improving Basic Pgms		249,388.00	0.00	249,388.00	157,941.79	34,877.75	56,568.46	0.00
IDEA Part B		81,177.00	0.00	81,177.00	62,875.34	7,124.66	11,177.00	0.00
ESSER II		495,383.00	0.00	495,383.00	368,151.86	(9,922.89)	137,154.03	0.00
Mental Health		45,000.00	0.00	45,000.00	43,646.75	1,353.25	0.00	0.00
ARP ESSER		949,658.63	38,638.75	988,297.38	32,009.10	11,629.65	944,658.63	0.00
ARP ESSER-Accelerated Learning Coaching		50,000.00	0.00	50,000.00	14,330.25	35,669.75	0.00	0.00
ARP-ESSER Evidence Based Summer		40,000.00	0.00	40,000.00	38,853.00	1,147.00	0.00	0.00
Emergent Grants		16,708.50	0.00	16,708.50	0.00	0.00	16,708.50	0.00
Charter Grant		459,818.47	0.00	459,818.47	258,780.72	20,527.87	180,509.88	0.00
Grand Totals for fund 20:		2,387,133.60	38,638.75	2,425,772.35	976,588.81	102,407.04	1,346,776.50	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	2,387,133.60	38,638.75	2,425,772.35	742,585.84	1,683,186.51
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	336,410.01	(336,410.01)
Grand Totals		2,387,133.60	38,638.75	2,425,772.35	1,078,995.85	1,346,776.50

**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	127,431.52	32,015.78	40,552.70	0.00
20-231-100-600	Supplies	49,288.00	0.00	49,288.00	30,510.27	2,861.97	15,915.76	0.00
20-231-100-800	Other Objects-Instruction	100.00	0.00	100.00	0.00	0.00	100.00	0.00
Title IA - Improving Basic Pgms		249,388.00	0.00	249,388.00	157,941.79	34,877.75	56,568.46	0.00
20-250-200-300	Professional Services	81,177.00	0.00	81,177.00	62,875.34	7,124.66	11,177.00	0.00
IDEA Part B		81,177.00	0.00	81,177.00	62,875.34	7,124.66	11,177.00	0.00
20-483-100-101	Instruction- Sal of Teacher	265,473.00	0.00	265,473.00	248,300.23	(13,660.01)	30,832.78	0.00
20-483-100-300	Purchased Services-Instruction	123,721.00	0.00	123,721.00	119,851.63	3,737.12	132.25	0.00
20-483-200-200	CRRSA - ESSER II Grant Program	106,189.00	0.00	106,189.00	0.00	0.00	106,189.00	0.00
ESSER II		495,383.00	0.00	495,383.00	368,151.86	(9,922.89)	137,154.03	0.00
20-485-200-300	CRRSA - Mental Health Grant	45,000.00	0.00	45,000.00	43,646.75	1,353.25	0.00	0.00
Mental Health		45,000.00	0.00	45,000.00	43,646.75	1,353.25	0.00	0.00
		0.00	38,638.75	38,638.75	29,616.27	9,022.48	0.00	0.00
20-487-100-101	Instruction- Sal of Teacher	390,000.00	0.00	390,000.00	0.00	0.00	390,000.00	0.00
20-487-100-600	Instructional Supplies	36,416.97	0.00	36,416.97	2,392.83	2,607.17	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		949,658.63	38,638.75	988,297.38	32,009.10	11,629.65	944,658.63	0.00
20-488-100-300	Purchased Services-Instruction	50,000.00	0.00	50,000.00	14,330.25	35,669.75	0.00	0.00
ARP ESSER-Accelerated Learning Coaching		50,000.00	0.00	50,000.00	14,330.25	35,669.75	0.00	0.00
20-489-100-101	Salaries	40,000.00	0.00	40,000.00	38,853.00	1,147.00	0.00	0.00
ARP-ESSER Evidence Based Summer		40,000.00	0.00	40,000.00	38,853.00	1,147.00	0.00	0.00
20-492-200-400	SDA Emerg. Needs & Cap. Maint.	16,708.50	0.00	16,708.50	0.00	0.00	16,708.50	0.00
Emergent Grants		16,708.50	0.00	16,708.50	0.00	0.00	16,708.50	0.00
20-500-100-101	Salaries	150,000.00	0.00	150,000.00	95,509.90	0.00	54,490.10	0.00
20-500-100-600	Supplies	116,500.00	0.00	116,500.00	53,848.98	15,478.87	47,172.15	0.00
20-500-200-104	Salary	0.00	0.00	0.00	42,805.90	0.00	(42,805.90)	0.00
20-500-200-200	Benefits	15,752.00	0.00	15,752.00	25,315.94	0.00	(9,563.94)	0.00
20-500-200-300	Benefits	169,500.00	0.00	169,500.00	10,600.00	4,400.00	154,500.00	0.00
20-500-200-800	Other Objects	8,066.47	0.00	8,066.47	30,700.00	649.00	(23,282.53)	0.00
Charter Grant		459,818.47	0.00	459,818.47	258,780.72	20,527.87	180,509.88	0.00
Grand Totals for fund 20:		2,387,133.60	38,638.75	2,425,772.35	976,588.81	102,407.04	1,346,776.50	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

6/12/23

Date

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

**FOR THE MONTH ENDING MAY 31, 2023**

		<b>CASH REPORT</b>			
<b>FUNDS</b>		(1) Beginning Cash Balance	(2) Cash Receipts/Transfers This Month	(3) Cash Disbursements/Transfers This Month	(4) Ending Cash Balance (1) + (2) - (3)
	GOVERNMENTAL FUNDS				
1	General Fund - Fund 10 - Operating	\$ 1,461,990.60	\$ 488,345.18	\$ 527,104.25	\$ 1,423,231.53
2	Charter Escrow	75,000.00	-	-	\$ 75,000.00
2	Special Revenue Fund - Fund 20	(442,556.50)	81,762.88	185,140.07	(545,933.69)
3	Total governmental funds (Lines 1 thru 2)	1,094,434.10	570,108.06	712,244.32	952,297.84
	ENTERPRISE FUND				
4	Food Service	23,536.87	2,382.56	-	25,919.43
	Total Enterprise funds (Lines 4 )	23,536.87	-	-	25,919.43
	TRUST & AGENCY FUNDS				
5	Payroll Account	182,581.74	307,187.70	307,307.70	182,461.74
6	Payroll Agency	47,129.08	43,170.22	35,667.29	54,632.01
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)	242,688.42	350,357.92	342,974.99	250,071.35
10	Total All Funds (Lines 3, 4 and 9)	\$ 1,360,659.39	\$ 920,465.98	\$ 1,055,219.31	\$ 1,228,288.62

Prepared and Submitted By:

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

06/12/23

\_\_\_\_\_  
Date

**LINK COMMUNITY CHARTER SCHOOL  
RECONCILIATION OF BOARD SECRETARY'S REPORT (A-148)  
AND TREASURER'S REPORT (A-149)  
FOR THE MONTH ENDING MAY 31, 2023**

<b><u>Fund</u></b>		
10.101	General fund - Regular Account	\$ 1,342,005.49
10.106	Charter Escrow	75,000.00
20.101	Special Revenue Fund	(464,707.65)
60.101	Enterprise Fund	25,919.43
90.101	Payroll Account	182,461.74
90.103	Unemployment	25.00
91.101	Agency Account	54,632.01
95.101	Student Activity Account	12,952.60
		<hr/>
<b>Total Board Secretary's Records - A-148</b>		1,228,288.62
Total Funds per Treasurer's Report		<hr/>
		1,228,288.62
Difference		<hr/> <hr/>
		\$ -

LINK COMMUNITY CHARTER SCHOOL  
TD Bank  
OPERATING ACCOUNT - 430-2520237  
FOR THE MONTH ENDING MAY 31, 2023

	<u>BANK</u>	<u>BOOKS</u> <u>G/FUND</u>	<u>BOOKS</u> <u>S/REVENUE</u>	<u>BOOKS</u> <u>TOTAL</u>
<b>BALANCE BEG. OF MONTH</b>	<b>\$ 1,293,836.76</b>	<b>\$ 1,461,990.60</b>	<b>\$ (442,556.50)</b>	<b>\$ 1,019,434.10</b>
<b><u>Additions</u></b>				
Deposits	570,108.06	488,345.18	81,762.88	570,108.06
<b>Total Receipts</b>	<b>570,108.06</b>	<b>488,345.18</b>	<b>81,762.88</b>	<b>570,108.06</b>
<b><u>Deductions</u></b>				
Cash Disbursements	803,287.46	527,104.25	185,140.07	712,244.32
<b>Total Disbursements</b>	<b>803,287.46</b>	<b>527,104.25</b>	<b>185,140.07</b>	<b>712,244.32</b>
<b><u>BALANCE END OF MONTH</u></b>	<b>1,060,657.36</b>			
<b><u>RECONCILIATION</u></b>				
Less--Outstanding checks	183,359.52			
Deposit in transit				
<b>ADJUSTED BALANCE END OF MONTH</b>	<b>\$ 877,297.84</b>	<b>\$ 1,423,231.53</b>	<b>\$ (545,933.69)</b>	<b>\$ 877,297.84</b>

05/08/2023	05058	Horizon BCBS	\$41,200.00
05/08/2023	05059	Verizon Fios	\$1,183.01

Total of all checks cleared during this period: \$435,139.07

No Journal Entries cleared during this period.

No deposits remain outstanding after this statement period

The following checks are outstanding after this statement period:

<u>Date</u>	<u>Check #</u>	<u>Vendor</u>	<u>Amount</u>	<u>Comment</u>
09/11/2020	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	
01/09/2023	04880	Jessica Bloom	\$2,219.07	
02/06/2023	04917	New Jersey Manufacturers Insurance Compai	\$3,169.00	
04/11/2023	04999	Youth Development Clinic	\$12,429.00	
05/08/2023	05049	Lazog Electric LLC	\$720.00	
05/08/2023	05060	US Postal Service	\$2,500.00	
05/09/2023	05061	EMS LINQ INC	\$390.42	
05/10/2023	05062	Intersection Media LLC	\$13,600.00	
05/10/2023	05063	MACHADO LAW GROUP	\$1,984.80	
05/16/2023	05064	Net2Phone Global Services	\$252.26	
05/16/2023	05065	The Goodkind Group, LLC	\$11,221.23	
05/17/2023	05066	Educational Service Commission of New Jer	\$526.00	
05/17/2023	05067	Maschio's Food Service Inc.	\$21,772.48	
05/17/2023	05068	Delta-T Group North Jersey, Inc.	\$20,906.40	
05/17/2023	05069	CIT	\$413.28	
05/23/2023	05070	Worrall Communications Newspapers, Inc.	\$239.44	
05/23/2023	05071	The Goodkind Group, LLC	\$35,133.33	
05/23/2023	05072	Delta-T Group North Jersey, Inc.	\$16,931.60	
05/24/2023	05073	Motivated Security Services, Inc.	\$11,878.56	
05/24/2023	05074	One Source Solutions	\$136.00	
05/19/2023	N0399	Link Community Charter School- Payroll	\$174,515.71	
05/31/2023	N0400	Kai Strategic	\$2,678.00	
05/31/2023	N0401	PSE&G	\$15,112.47	
05/31/2023	N0402	Link Community Charter School- Payroll	\$175,842.21	

The total of all checks outstanding this period: \$551,507.91

No Journal Entries remain outstanding after this period.



America's Most Convenient Bank®

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STATEMENT OF ACCOUNT



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

Page: 1 of 12  
Statement Period: May 01 2023-May 31 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	833,868.09	Average Collected Balance	613,236.83
Deposits	467,284.90	Interest Earned This Period	0.00
Electronic Deposits	102,823.16	Interest Paid Year-to-Date	0.00
		Annual Percentage Yield Earned	0.00%
Checks Paid	434,884.87	Days in Period	31
Electronic Payments	368,402.59		
Ending Balance	600,688.69		

	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
05/23	DEPOSIT	281,934.90
05/24	DEPOSIT	185,350.00
	Subtotal:	467,284.90

Electronic Deposits

POSTING DATE	DESCRIPTION	AMOUNT
05/04	CCD DEPOSIT, AMZN32KEI15P AMAZONSMIL 3E5LXKHJOJ71SVW	5.00
05/05	CCD DEPOSIT, NEW JERSEY PUBLI RECEIVABLE 016MANVTA2N0JCE	81,762.88
05/22	CCD DEPOSIT, AMZNSTTB5NL AMAZONSMIL 1D2138J8UZPHM5S	13.91
05/24	CCD DEPOSIT, ST OF NEW JERSEY EFT PAYMT 46561448700	12,094.05
05/24	CCD DEPOSIT, ST OF NEW JERSEY EFT PAYMT 46561448700	5,941.67
05/24	CCD DEPOSIT, ST OF NEW JERSEY EFT PAYMT 46561448700	1,900.80
05/24	CCD DEPOSIT, ST OF NEW JERSEY EFT PAYMT 46561448700	269.20
05/24	CCD DEPOSIT, ST OF NEW JERSEY EFT PAYMT 46561448700	263.60
05/24	CCD DEPOSIT, ST OF NEW JERSEY EFT PAYMT 46561448700	224.95
05/24	CCD DEPOSIT, ST OF NEW JERSEY EFT PAYMT 46561448700	210.00
05/24	CCD DEPOSIT, ST OF NEW JERSEY EFT PAYMT 46561448700	137.10
	Subtotal:	102,823.16

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

## Page: 2 of 12

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.

2	DEPOSITS NOT ON STATEMENT	DOLLARS	CENTS
	<b>Total Deposits</b>		2

[illegible]

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

## FOR CONSUMER LOAN ACCOUNTS ONLY — BILLING RIGHTS SUMMARY

**In case of Errors or Questions About Your Bill:**

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

- 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.

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.



**Bank**

America's Most Convenient Bank®

**STATEMENT OF ACCOUNT**

LINK COMMUNITY CHARTER SCHOOL INC

Page: 3 of 12  
 Statement Period: May 01 2023-May 31 2023  
 Cust Ref #: 4302520237-719-E-\*\*\*  
 Primary Account #: 430-2520237

**DAILY ACCOUNT ACTIVITY****Checks Paid**

No. Checks: 64

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

DATE	SERIAL NO.	AMOUNT	DATE	SERIAL NO.	AMOUNT
05/01	4977	5,898.32	05/15	5026	5,400.25
05/01	4980*	3,653.00	05/16	5027	63.18
05/01	4982*	146.40	05/15	5028	595.47
05/01	4983	955.68	05/17	5029	10,744.13
05/19	4985*	3,400.00	05/15	5030	4,275.00
05/01	4986	104.26	05/23	5031	13,200.00
05/01	4987	24,354.70	05/19	5032	728.56
05/02	4988	541.50	05/15	5033	4,992.00
05/01	4989	2,151.50	05/16	5034	4,006.24
05/01	4993*	3,743.05	05/15	5035	291.66
05/01	4997*	291.66	05/16	5036	13,567.00
05/03	4998	326.25	05/15	5037	113.40
05/01	5000*	5,888.46	05/22	5038	132.63
05/05	5001	1,040.00	05/17	5039	2,828.00
05/01	5002	2,500.00	05/10	5040	11,907.50
05/04	5003	285.58	05/18	5042*	8,291.25
05/02	5005*	5,000.00	05/18	5043	36.25
05/01	5006	34,964.01	05/17	5044	3,894.36
05/03	5008*	500.00	05/09	5045	33,333.37
05/03	5009	1,000.00	05/17	5046	6,004.00
05/01	5010	36,880.80	05/16	5047	2,742.52
05/02	5011	53,036.96	05/15	5048	537.65
05/03	5013*	1,000.00	05/18	5050*	10,183.64
05/02	5015*	287.41	05/18	5051	668.22
05/03	5017*	2,828.00	05/15	5052	289.02
05/01	5018	24,659.00	05/16	5053	1,000.00
05/01	5020*	8,800.00	05/16	5054	250.00
05/15	5021	128.49	05/15	5055	2,827.18
05/15	5022	222.04	05/15	5056	2,151.70
05/15	5023	4,307.61	05/17	5057	853.00
05/15	5024	500.00	05/17	5058	41,200.00
05/15	5025	17,200.00	05/16	5059	1,183.01

Subtotal: 434,884.87

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

**Bank**

America's Most Convenient Bank®

**STATEMENT OF ACCOUNT**

LINK COMMUNITY CHARTER SCHOOL INC

Page: 4 of 12  
 Statement Period: May 01 2023-May 31 2023  
 Cust Ref #: 4302520237-719-E-\*\*\*  
 Primary Account #: 430-2520237

**DAILY ACCOUNT ACTIVITY****Electronic Payments**

POSTING DATE	DESCRIPTION	AMOUNT
05/19	eTransfer Debit, Online Xfer Transfer to CK 4301373885	152,734.58
05/19	eTransfer Debit, Online Xfer Transfer to CK 4301373893	21,781.13
05/24	CCD DEBIT, NET2PHONE INC CLOUD PBX 2954352	254.20
05/31	eTransfer Debit, Online Xfer Transfer to CK 4301373885	154,453.12
05/31	eTransfer Debit, Online Xfer Transfer to CK 4301373893	21,389.09
05/31	ACH DEBIT, PUBLIC SERVICE PSEG 006999985308	15,112.47
05/31	ACH DEBIT, KAI STRATEGIC OP DEBITS	2,678.00
	Subtotal:	368,402.59

**DAILY BALANCE SUMMARY**

DATE	BALANCE	DATE	BALANCE
04/30	833,868.09	05/16	582,915.14
05/01	678,877.25	05/17	517,391.65
05/02	620,011.38	05/18	498,212.29
05/03	614,357.13	05/19	319,568.02
05/04	614,076.55	05/22	319,449.30
05/05	694,799.43	05/23	588,184.20
05/09	661,466.06	05/24	794,321.37
05/10	649,558.56	05/31	600,688.69
05/15	605,727.09		

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

**Bank**

America's Most Convenient Bank®

**STATEMENT OF ACCOUNT**

LINK COMMUNITY CHARTER SCHOOL INC

Page: 5 of 12  
Statement Period: May 01 2023-May 31 2023  
Cust Ref #: 4302520237-719-E-\*\*\*  
Primary Account #: 430-2520237

## Important Notice About Your Account

We realize the importance of keeping you informed when it comes to your banking. That's why we're notifying you of changes to your TD Bank Business, Commercial and Government Banking accounts.

### Supplement to TD Bank Business Deposit Account Agreement

**Effective July 1, 2023**

#### Part III: Funds Availability Policy

##### Longer Delays May Apply

In some cases, we will not make all the funds that you deposit by check available at the times shown in this Policy. Depending on the type of check you deposit, funds may not be available until the second (2nd) Business Day after the day of your deposit. The first \$225 of your deposit, however, will be available no later than the first (1st) Business Day after the day of your deposit.

In addition, funds deposited by check may be delayed for a longer period under the following circumstances:

- a) You deposit checks totaling more than \$5,525 within the same business day
- b) We believe a check you deposited will not be paid;
- c) You re-deposit a check that has been returned unpaid;
- d) You have overdrawn your Account repeatedly, or would have overdrawn your Account if checks had been honored in the last six (6) months;
- e) There is an emergency, such as failure of communications or computer equipment. (Note: The first \$225 will be made available no later than the first (1st) Business Day after the day of your deposit).

We will notify you if we delay your ability to withdraw funds for any of these reasons. If we are not going to make all of the funds after your deposit available on the first (1st) Business Day, we may notify you at the time of your deposit. We will mail you a notice by the day after we receive your deposit, and we will tell you when the funds will be available. They will generally be available no later than the seventh (7th) Business Day after the date of your deposit. If you will need the funds after a deposit right away, you should ask us when the funds will be available. If you have questions, visit any TD Bank or call us at 1-888-751-9000.

**Bank**

America's Most Convenient Bank®

Member FDIC, TD Bank

1-888-751-9000 | [tdbank.com](https://www.tdbank.com)

(04/23)

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

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

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

Account Number 1127000464  
Statement Date 05/31/2023  
Statement Thru Date 05/31/2023  
Check/Items Enclosed 0  
Page 1

**Address Service Requested**

00009737 MPBNJDDA060123064400 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](http://www.Provident.Bank)

**RELATIONSHIP SUMMARY AND CURRENT STATEMENT ACTIVITY**

Account Type	Account Number	Balance
BUSINESSADVANTAGE CKNG	1127000464	\$459,968.67

**BUSINESSADVANTAGE CKNG**

**Account Number: 1127000464**

**Account Owner(s): LINK COMMUNITY CHARTER SCHOOL INC**

**Balance Summary**

<b>Beginning Balance as of 05/01/2023</b>	<b>\$459,968.67</b>
+ Deposits and Credits (0)	\$0.00
- Withdrawals and Debits (0)	\$0.00
<b>Ending Balance as of 05/31/2023</b>	<b>\$459,968.67</b>
Service Charges for Period	\$0.00
Average Balance for Period	\$459,968.00

**PROMOTIONS AND OFFERS**

KEEP TABS ON YOUR BUSINESS  
**WITH JUST ONE TAB.**

Provident.Bank | 866.465.2499 |  MEMBER FDIC

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DEBIT MASTERCARD®**

Empower your business with  
extra benefits.

**ELECTRONIC FUND TRANSFER ACT DISCLOSURES****IN CASE OF ERRORS OR QUESTIONS ABOUT YOUR ELECTRONIC TRANSFERS**

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

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

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

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

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

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

**PREAUTHORIZED TRANSFERS/CREDITS TO YOUR ACCOUNT**

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

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

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

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

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

**TRUTH-IN-LENDING ACT DISCLOSURES****HOW WE DETERMINE THE BALANCE ON WHICH YOUR FINANCE CHARGE IS CALCULATED**

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

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

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

In your letter, give us the following information:

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

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

**IMPORTANT INFORMATION FOR LINE OF CREDIT CUSTOMERS**

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

**To Reconcile Your Account, Just Follow The Procedure Outlined Below:****List outstanding checks not charged to account**

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

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



LINK COMMUNITY CHARTER SCHOOL  
TD Bank  
ACCOUNT #430-6745089  
FOR THE MONTH ENDING MAY 31, 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
<b>Total Receipts</b>	<u>0.00</u>	<u>0.00</u>
DISBURSEMENTS		
Disbursements	0.00	0.00
<b>Total Disbursements</b>	<u>0.00</u>	<u>0.00</u>
ADJUSTED BALANCE END OF MONTH	<u><u>\$ 75,000.00</u></u>	<u><u>\$ 75,000.00</u></u>



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E

STATEMENT OF ACCOUNT



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

Page: 1 of 3  
Statement Period: May 01 2023-May 31 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	31

	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](http://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	75,000.00
2	Total Deposits	+
3	Sub Total	
4	Total Withdrawals	-
5	Adjusted Balance	

2	DEPOSITS NOT ON STATEMENT	DOLLARS	CENTS
	<b>Total Deposits</b>		2

[illegible]

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

**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**

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**STATEMENT OF ACCOUNT**LINK COMMUNITY CHARTER SCHOOL INC  
CHARTER ESCROW ACCOUNT

Page: 3 of 3  
Statement Period: May 01 2023-May 31 2023  
Cust Ref #: 4356745089-717-E-###  
Primary Account #: 435-6745089

## Important Notice About Your Account

We realize the importance of keeping you informed when it comes to your banking. That's why we're notifying you of changes to your TD Bank Business, Commercial and Government Banking accounts.

### Supplement to TD Bank Business Deposit Account Agreement

**Effective July 1, 2023****Part III: Funds Availability Policy****Longer Delays May Apply**

In some cases, we will not make all the funds that you deposit by check available at the times shown in this Policy. Depending on the type of check you deposit, funds may not be available until the second (2nd) Business Day after the day of your deposit. The first \$225 of your deposit, however, will be available no later than the first (1st) Business Day after the day of your deposit.

In addition, funds deposited by check may be delayed for a longer period under the following circumstances:

- a) You deposit checks totaling more than \$5,525 within the same business day
- b) We believe a check you deposited will not be paid;
- c) You re-deposit a check that has been returned unpaid;
- d) You have overdrawn your Account repeatedly, or would have overdrawn your Account if checks had been honored in the last six (6) months;
- e) There is an emergency, such as failure of communications or computer equipment. (Note: The first \$225 will be made available no later than the first (1st) Business Day after the day of your deposit).

We will notify you if we delay your ability to withdraw funds for any of these reasons. If we are not going to make all of the funds after your deposit available on the first (1st) Business Day, we may notify you at the time of your deposit. We will mail you a notice by the day after we receive your deposit, and we will tell you when the funds will be available. They will generally be available no later than the seventh (7th) Business Day after the date of your deposit. If you will need the funds after a deposit right away, you should ask us when the funds will be available. If you have questions, visit any TD Bank or call us at 1-888-751-9000.

**Bank**

America's Most Convenient Bank®

Member FDIC, TD Bank

1-888-751-9000 | [tdbank.com](http://tdbank.com)

(04/23)

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

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

LINK COMMUNITY CHARTER SCHOOL  
TD Bank  
ACCOUNT #430-1373918  
FOR THE MONTH ENDING MAY 31, 2023

	<u>BANK</u>	<u>BOOKS</u>
<b>BALANCE BEG. OF MONTH</b>	<b>\$ 23,536.87</b>	<b>\$ 23,536.87</b>
<b>RECEIPTS</b>		
	2,382.56	2,382.56
<b>Total Receipts</b>	<u>2,382.56</u>	<u>2,382.56</u>
<b>DISBURSEMENTS</b>		
Disbursements	0.00	0.00
<b>Total Disbursements</b>	<u>0.00</u>	<u>0.00</u>
<b>BALANCE END OF MONTH</b>	<b><u>\$ 25,919.43</u></b>	<b><u>\$ 25,919.43</u></b>
FUND 10 transfer		
Outstanding Check	-	
<b>BALANCE PER BOOKS</b>	<b><u>\$ 25,919.43</u></b>	<b><u>\$ 25,919.43</u></b>



America's Most Convenient Bank®

E

STATEMENT OF ACCOUNT



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

Page: 1 of 3  
Statement Period: May 01 2023-May 31 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	23,536.87	Average Collected Balance	25,746.55
Deposits	2,382.56	Interest Earned This Period	0.00
		Interest Paid Year-to-Date	0.00
Ending Balance	25,919.43	Annual Percentage Yield Earned	0.00%
		Days in Period	31

	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
05/03	DEPOSIT	1,166.50
05/03	DEPOSIT	1,040.06
05/03	DEPOSIT	176.00
	Subtotal:	2,382.56

**DAILY BALANCE SUMMARY**

DATE	BALANCE	DATE	BALANCE
04/30	23,536.87	05/03	25,919.43

Call 1-800-937-2000 for 24-hour Bank-by-Phone services or connect to [www.tdbank.com](http://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	25,919.43
2	Total Deposits	+
3	Sub Total	
4	Total Withdrawals	-
5	Adjusted Balance	

2	DEPOSITS NOT ON STATEMENT	DOLLARS	CENTS
	<b>Total Deposits</b>		2

[illegible]

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

**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**

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**STATEMENT OF ACCOUNT**LINK COMMUNITY CHARTER SCHOOL INC  
FOOD SERVICE FUND ACCOUNT

Page: 3 of 3  
Statement Period: May 01 2023-May 31 2023  
Cust Ref #: 4301373918-717-E-###  
Primary Account #: 430-1373918

## Important Notice About Your Account

We realize the importance of keeping you informed when it comes to your banking. That's why we're notifying you of changes to your TD Bank Business, Commercial and Government Banking accounts.

### Supplement to TD Bank Business Deposit Account Agreement

**Effective July 1, 2023****Part III: Funds Availability Policy****Longer Delays May Apply**

In some cases, we will not make all the funds that you deposit by check available at the times shown in this Policy. Depending on the type of check you deposit, funds may not be available until the second (2nd) Business Day after the day of your deposit. The first \$225 of your deposit, however, will be available no later than the first (1st) Business Day after the day of your deposit.

In addition, funds deposited by check may be delayed for a longer period under the following circumstances:

- a) You deposit checks totaling more than \$5,525 within the same business day
- b) We believe a check you deposited will not be paid;
- c) You re-deposit a check that has been returned unpaid;
- d) You have overdrawn your Account repeatedly, or would have overdrawn your Account if checks had been honored in the last six (6) months;
- e) There is an emergency, such as failure of communications or computer equipment. (Note: The first \$225 will be made available no later than the first (1st) Business Day after the day of your deposit).

We will notify you if we delay your ability to withdraw funds for any of these reasons. If we are not going to make all of the funds after your deposit available on the first (1st) Business Day, we may notify you at the time of your deposit. We will mail you a notice by the day after we receive your deposit, and we will tell you when the funds will be available. They will generally be available no later than the seventh (7th) Business Day after the date of your deposit. If you will need the funds after a deposit right away, you should ask us when the funds will be available. If you have questions, visit any TD Bank or call us at 1-888-751-9000.

**Bank**

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Member FDIC, TD Bank

1-888-751-9000 | tdbank.com

(04/23)

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

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

LINK COMMUNITY CHARTER SCHOOL  
TD Bank  
ACCOUNT #430-1373900  
FOR THE MONTH ENDING MAY 31, 2023

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



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STATEMENT OF ACCOUNT



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

Page: 1 of 3  
Statement Period: May 01 2023-May 31 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	31

	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](http://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
<b>Total Deposits</b>		2

[illegible]

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

**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.

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**Bank**

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**STATEMENT OF ACCOUNT**LINK COMMUNITY CHARTER SCHOOL INC  
UNEMPLOYMENT TRUST ACCOUNT

Page: 3 of 3  
Statement Period: May 01 2023-May 31 2023  
Cust Ref #: 4301373900-717-E-\*\*\*  
Primary Account #: 430-1373900

## Important Notice About Your Account

We realize the importance of keeping you informed when it comes to your banking. That's why we're notifying you of changes to your TD Bank Business, Commercial and Government Banking accounts.

### Supplement to TD Bank Business Deposit Account Agreement

**Effective July 1, 2023****Part III: Funds Availability Policy****Longer Delays May Apply**

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In addition, funds deposited by check may be delayed for a longer period under the following circumstances:

- a) You deposit checks totaling more than \$5,525 within the same business day
- b) We believe a check you deposited will not be paid;
- c) You re-deposit a check that has been returned unpaid;
- d) You have overdrawn your Account repeatedly, or would have overdrawn your Account if checks had been honored in the last six (6) months;
- e) There is an emergency, such as failure of communications or computer equipment. (Note: The first \$225 will be made available no later than the first (1st) Business Day after the day of your deposit).

We will notify you if we delay your ability to withdraw funds for any of these reasons. If we are not going to make all of the funds after your deposit available on the first (1st) Business Day, we may notify you at the time of your deposit. We will mail you a notice by the day after we receive your deposit, and we will tell you when the funds will be available. They will generally be available no later than the seventh (7th) Business Day after the date of your deposit. If you will need the funds after a deposit right away, you should ask us when the funds will be available. If you have questions, visit any TD Bank or call us at 1-888-751-9000.

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

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

**LINK COMMUNITY CHARTER SCHOOL**  
**TD Bank**  
**PAYROLL ACCOUNT -430-1373885**  
**FOR THE MONTH ENDING MAY 31, 2023**

	<u><b>BANK</b></u>	<u><b>BOOKS</b></u>
<b>BALANCE BEG. OF MONTH</b>	<u><b>\$ 184,914.24</b></u>	<u><b>\$ 182,581.74</b></u>
<b>RECEIPTS</b>		
Deposits	307,187.70	307,187.70
<b>Total Receipts</b>	<u>307,187.70</u>	<u>307,187.70</u>
Disbursements	307,307.70	307,307.70
<b>Total Disbursements</b>	<u>307,307.70</u>	<u>307,307.70</u>
<b>Balance at End of Month</b>	184,794.24	182,461.74
		0.00
<b>Less: Outstanding Checks</b>	<u>2,332.50</u>	<u>-</u>
<b>ADJUSTED BALANCE END OF MONTH</b>	<u><u><b>\$ 182,461.74</b></u></u>	<u><u><b>\$ 182,461.74</b></u></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
			<u>2,332.50</u>



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STATEMENT OF ACCOUNT



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

Page: 1 of 4  
Statement Period: May 01 2023-May 31 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	184,914.24	Average Collected Balance	125,460.04
Electronic Deposits	307,187.70	Interest Earned This Period	0.00
Checks Paid	974.66	Interest Paid Year-to-Date	0.00
Electronic Payments	995.01	Annual Percentage Yield Earned	0.00%
Other Withdrawals	305,338.03	Days in Period	31
Ending Balance	184,794.24		

	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
05/19	eTransfer Credit, Online Xfer Transfer from CK 4302520237	152,734.58
05/31	eTransfer Credit, Online Xfer Transfer from CK 4302520237	154,453.12
Subtotal:		307,187.70

Checks Paid

No. Checks: 1

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

DATE	SERIAL NO.	AMOUNT
05/08	1048	974.66
Subtotal:		974.66

Electronic Payments

POSTING DATE	DESCRIPTION	AMOUNT
05/15	CCD DEBIT, N7728 LINK COMMU BILLING N7728	594.35
05/31	CCD DEBIT, N7728 LINK COMMU BILLING N7728	400.66
Subtotal:		995.01

Other Withdrawals

POSTING DATE	DESCRIPTION	AMOUNT
05/12	WIRE TRANSFER OUTGOING, Paylocity Corporation	106,276.14
05/12	WIRE TRANSFER OUTGOING, Paylocity Corporation	44,889.43
05/12	WIRE TRANSFER FEE	30.00
05/12	WIRE TRANSFER FEE	30.00
05/26	WIRE TRANSFER OUTGOING, Paylocity Corporation	109,233.63

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



# How to Balance your Account

Page:

2 of 4

**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	184,794.24
2	Total Deposits	+
3	Sub Total	
4	Total Withdrawals	-
5	Adjusted Balance	

2 DEPOSITS NOT ON STATEMENT	DOLLARS	CENTS
<b>Total Deposits</b>		2

[illegible]

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

**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**

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

Page: 3 of 4  
Statement Period: May 01 2023-May 31 2023  
Cust Ref #: 4301373885-717-E-###  
Primary Account #: 430-1373885

**DAILY ACCOUNT ACTIVITY****Other Withdrawals (continued)**

POSTING DATE	DESCRIPTION	AMOUNT
05/26	WIRE TRANSFER OUTGOING, Paylocity Corporation	44,818.83
05/26	WIRE TRANSFER FEE	30.00
05/26	WIRE TRANSFER FEE	30.00
Subtotal:		305,338.03

**DAILY BALANCE SUMMARY**

DATE	BALANCE	DATE	BALANCE
04/30	184,914.24	05/19	184,854.24
05/08	183,939.58	05/26	30,741.78
05/12	32,714.01	05/31	184,794.24
05/15	32,119.66		

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

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

**Bank**

America's Most Convenient Bank®

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

Page: 4 of 4  
Statement Period: May 01 2023-May 31 2023  
Cust Ref #: 4301373885-717-E-###  
Primary Account #: 430-1373885

## Important Notice About Your Account

We realize the importance of keeping you informed when it comes to your banking. That's why we're notifying you of changes to your TD Bank Business, Commercial and Government Banking accounts.

### Supplement to TD Bank Business Deposit Account Agreement

**Effective July 1, 2023**

#### Part III: Funds Availability Policy

##### Longer Delays May Apply

In some cases, we will not make all the funds that you deposit by check available at the times shown in this Policy. Depending on the type of check you deposit, funds may not be available until the second (2nd) Business Day after the day of your deposit. The first \$225 of your deposit, however, will be available no later than the first (1st) Business Day after the day of your deposit.

In addition, funds deposited by check may be delayed for a longer period under the following circumstances:

- a) You deposit checks totaling more than \$5,525 within the same business day
- b) We believe a check you deposited will not be paid;
- c) You re-deposit a check that has been returned unpaid;
- d) You have overdrawn your Account repeatedly, or would have overdrawn your Account if checks had been honored in the last six (6) months;
- e) There is an emergency, such as failure of communications or computer equipment. (Note: The first \$225 will be made available no later than the first (1st) Business Day after the day of your deposit).

We will notify you if we delay your ability to withdraw funds for any of these reasons. If we are not going to make all of the funds after your deposit available on the first (1st) Business Day, we may notify you at the time of your deposit. We will mail you a notice by the day after we receive your deposit, and we will tell you when the funds will be available. They will generally be available no later than the seventh (7th) Business Day after the date of your deposit. If you will need the funds after a deposit right away, you should ask us when the funds will be available. If you have questions, visit any TD Bank or call us at 1-888-751-9000.

**Bank**

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1-888-751-9000 | [tdbank.com](http://tdbank.com)

(04/23)

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

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

LINK COMMUNITY CHARTER SCHOOL  
TD Bank  
Acct# 430-1373893  
FOR THE MONTH ENDING MAY 31, 2023

	<u>BANK</u>	<u>BOOKS</u>
<b><u>BALANCE BEG. OF MONTH</u></b>	<b><u>\$ 61,969.00</u></b>	<b><u>\$ 47,129.08</u></b>
<b><u>RECEIPTS</u></b>		
Deposits /Interests	43,170.22	43,170.22
 <b>Total Receipts</b>	 <u>43,170.22</u>	 <u>43,170.22</u>
-		
Cash Disbursements	50,507.21	35,667.29
 <b>Balance at End of Month</b>	 <b>54,632.01</b>	 <b>54,632.01</b>
Outstanding Checks	0.00	
 <b><u>ADJUSTED BALANCE END OF MONTH</u></b>	 <b><u>54,632.01</u></b>	 <b><u>\$ 54,632.01</u></b>



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 4  
Statement Period: May 01 2023-May 31 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	61,969.00	Average Collected Balance	38,719.18
Electronic Deposits	43,170.22	Interest Earned This Period	0.00
		Interest Paid Year-to-Date	0.00
Checks Paid	18,427.78	Annual Percentage Yield Earned	0.00%
Electronic Payments	32,079.43	Days in Period	31
Ending Balance	54,632.01		

	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
05/19	eTransfer Credit, Online Xfer Transfer from CK 4302520237	21,781.13
05/31	eTransfer Credit, Online Xfer Transfer from CK 4302520237	21,389.09
Subtotal:		43,170.22

Checks Paid

No. Checks: 7

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

DATE	SERIAL NO.	AMOUNT	DATE	SERIAL NO.	AMOUNT
05/01	1230	200.00	05/10	1237	637.89
05/01	1233*	3,240.00	05/24	1238	747.86
05/01	1234	5,482.03	05/15	1239	2,840.00
05/01	1236*	5,280.00			
Subtotal:					18,427.78

Electronic Payments

POSTING DATE	DESCRIPTION	AMOUNT
05/04	CCD DEBIT, BENEFLEX INC BT0503 000000220280783	105.83
05/15	CCD DEBIT, DIV OF PENS&BENE TEPS TPAF 000000013113156	17,094.04
05/15	CCD DEBIT, DIV OF PENS&BENE TEPS PERS 000000013113155	11,570.02
05/24	CCD DEBIT, BENEFLEX INC FUNDING BENLINK	3,309.54
Subtotal:		32,079.43

Call 1-800-937-2000 for 24-hour Bank-by-Phone services or connect to [www.tdbank.com](http://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.
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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	54,632.01
2	Total Deposits	+
3	Sub Total	
4	Total Withdrawals	-
5	Adjusted Balance	

2 DEPOSITS NOT ON STATEMENT	DOLLARS	CENTS
<b>Total Deposits</b>		2

[illegible]

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

**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.



America's Most Convenient Bank®

## STATEMENT OF ACCOUNT

LINK COMMUNITY CHARTER SCHOOL INC  
PAYROLL AGENCY ACCOUNT

Page: 3 of 4  
Statement Period: May 01 2023-May 31 2023  
Cust Ref #: 4301373893-713-E-###  
Primary Account #: 430-1373893

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### DAILY BALANCE SUMMARY

DATE	BALANCE	DATE	BALANCE
04/30	61,969.00	05/15	15,519.19
05/01	47,766.97	05/19	37,300.32
05/04	47,661.14	05/24	33,242.92
05/10	47,023.25	05/31	54,632.01

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

**Bank**

America's Most Convenient Bank®

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

Page: 4 of 4  
Statement Period: May 01 2023-May 31 2023  
Cust Ref #: 4301373893-713-E-###  
Primary Account #: 430-1373893

## Important Notice About Your Account

We realize the importance of keeping you informed when it comes to your banking. That's why we're notifying you of changes to your TD Bank Business, Commercial and Government Banking accounts.

### Supplement to TD Bank Business Deposit Account Agreement

**Effective July 1, 2023**

#### Part III: Funds Availability Policy

##### Longer Delays May Apply

In some cases, we will not make all the funds that you deposit by check available at the times shown in this Policy. Depending on the type of check you deposit, funds may not be available until the second (2nd) Business Day after the day of your deposit. The first \$225 of your deposit, however, will be available no later than the first (1st) Business Day after the day of your deposit.

In addition, funds deposited by check may be delayed for a longer period under the following circumstances:

- a) You deposit checks totaling more than \$5,525 within the same business day
- b) We believe a check you deposited will not be paid;
- c) You re-deposit a check that has been returned unpaid;
- d) You have overdrawn your Account repeatedly, or would have overdrawn your Account if checks had been honored in the last six (6) months;
- e) There is an emergency, such as failure of communications or computer equipment. (Note: The first \$225 will be made available no later than the first (1st) Business Day after the day of your deposit).

We will notify you if we delay your ability to withdraw funds for any of these reasons. If we are not going to make all of the funds after your deposit available on the first (1st) Business Day, we may notify you at the time of your deposit. We will mail you a notice by the day after we receive your deposit, and we will tell you when the funds will be available. They will generally be available no later than the seventh (7th) Business Day after the date of your deposit. If you will need the funds after a deposit right away, you should ask us when the funds will be available. If you have questions, visit any TD Bank or call us at 1-888-751-9000.

**Bank**

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Member FDIC, TD Bank

1-888-751-9000 | [tdbank.com](http://tdbank.com)

(04/23)

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

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

**LINK COMMUNITY CHARTER SCHOOL  
TD Bank  
STUDENT ACTIVITY FUND - 430-1373926  
FOR THE MONTH ENDING MAY 31, 2023**

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



America's Most Convenient Bank®

E

STATEMENT OF ACCOUNT



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

Page: 1 of 3  
Statement Period: May 01 2023-May 31 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	31

	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](http://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
<b>Total Deposits</b>		2

[illegible]

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

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**Bank**

America's Most Convenient Bank®

**STATEMENT OF ACCOUNT**LINK COMMUNITY CHARTER SCHOOL INC  
STUDENT ACTIVITY ACCOUNT

Page: 3 of 3  
Statement Period: May 01 2023-May 31 2023  
Cust Ref #: 4301373926-713-E-###  
Primary Account #: 430-1373926

## Important Notice About Your Account

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**Bank**

America's Most Convenient Bank®

Member FDIC, TD Bank

1-888-751-9000 | tdbank.com

(04/23)

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

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

Acct #	Account Title	Opening Balance	Debits	Credits	Balance
10-101	CASH-CHECKING	1,705,973.70	5,848,663.79	6,131,405.96	1,423,231.53
10-103	PETTY CASH	0.00	0.00	0.00	0.00
10-105	Cash with Fiscal Agents	25.00	0.00	0.00	25.00
10-106	Charter Escrow	75,000.00	0.00	0.00	75,000.00
10-108	Impact Aid Rsv (General)	32,077.27	0.00	0.00	32,077.27
10-109	Impact Aid Rsv (Capital)	78,887.59	0.00	0.00	78,887.59
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	0.00	0.00	0.00
10-131	I/F LOANS REC	0.00	0.00	0.00	0.00
10-132	INTERFUND	250.00	0.00	0.00	250.00
10-133	Enterprise	(46,095.95)	283,528.15	249,590.36	(12,158.16)
10-134	Interfund Payroll	0.00	169,994.12	18,156.98	151,837.14
10-135	Interfund-Payroll Agency	0.00	23,203.41	4,192.26	19,011.15
10-137	Student Activity	0.00	0.00	0.00	0.00
10-141	STATE A/R	537,567.48	6,097,505.00	5,400,432.01	1,234,640.47
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	4,550.00	0.00	0.00	4,550.00
10-301	EST REVENUES	6,311,314.00	0.00	0.00	6,311,314.00
10-302	REVENUES	0.00	0.00	6,273,797.18	6,273,797.18
10-303	BGTD FUND BAL	(45,064.84)	48,000.00	0.00	2,935.16
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	143,531.45	1,377.00	0.00	142,154.45
10-421	ACCTS PAYABLE	391,200.64	364,993.28	0.00	26,207.36
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)

FY2023 Data is Posted to 05/31/23

Printed: 6/12/2023, 12:23:38AM

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	(25,596.04)	0.00	25,596.04
10-462	FSA	0.00	0.00	0.00	0.00
10-463	Accrued Salaries	0.00	0.00	0.00	0.00
10-471	SUI	25.00	0.00	0.00	25.00
10-473	AFLAC	715.06	0.00	0.00	715.06
10-481	DEFRRD REVENUES	0.00	0.00	0.00	0.00
10-484	Vision	1,440.74	0.00	0.00	1,440.74
10-488	TPAF	17,653.58	2,219.07	0.00	15,434.51
10-489	PERS	7,819.65	0.00	0.00	7,819.65
10-491	DCRP	4,448.24	0.00	0.00	4,448.24
10-499	OTHER CURR LIAB	0.00	0.00	0.00	0.00
10-601	APPROPRIATIONS	6,266,249.16	0.00	48,000.00	6,314,249.16
10-602	EXPENDITURES	0.00	5,378,021.15	66,334.18	5,311,686.97
10-603	ENCUMBRANCES	0.00	6,424,693.09	5,541,652.89	883,040.20
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	5,541,652.89	6,424,693.09	883,040.20
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	0.00	0.00
10-761	RES FB-CA RS AC	0.00	0.00	0.00	0.00
10-763	Res Fund Bal S/L Rsv	0.00	0.00	0.00	0.00
10-764	Res Fund Bal Maint Rsv	0.00	0.00	0.00	0.00
10-765	Res Fund Bal Tuition Rsv	0.00	0.00	0.00	0.00
10-766	Res Fund Bal Emer. Rsv	0.00	0.00	0.00	0.00
10-768	Res Fund Bal Waiver Offset Rsv	0.00	0.00	0.00	0.00
10-770	CE SURPLUS	1,821,400.73	0.00	0.00	1,821,400.73
10-772	Res Fund Bal ARRA/SEMI	0.00	0.00	0.00	0.00
			<hr/>	<hr/>	
			30,158,254.91	30,158,254.91	

Acct #	Account Title	Opening Balance	Debits	Credits	Balance
20-101	CASH-CHECKING	(307,217.33)	784,641.31	1,023,357.67	(545,933.69)
20-102	Cash on Hand	12,952.60	0.00	0.00	12,952.60
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	(250.00)	0.00	0.00	(250.00)
20-141	STATE A/R	0.46	0.00	46,328.00	(46,327.54)
20-142	FEDERAL A/R	528,051.27	0.00	401,903.30	126,147.97
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	336,410.01	336,410.01
20-303	BGTD FUND BAL	2,387,133.60	0.00	0.00	2,387,133.60
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	70,693.33	46,768.86	0.00	23,924.47
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	150,140.73	0.00	0.00	150,140.73
20-499	OTHER CURR LIAB	0.00	0.00	0.00	0.00
20-601	APPROPRIATIONS	2,425,772.35	0.00	0.00	2,425,772.35
20-602	EXPENDITURES	0.00	976,588.81	0.00	976,588.81
20-603	ENCUMBRANCES	38,638.75	876,725.36	812,957.07	102,407.04
20-604	INCR IN CAP RSV	0.00	0.00	0.00	0.00
20-753	RSV ENC CURR YR	0.00	783,340.80	876,725.36	93,384.56
20-754	RSV ENC PRI YR	38,638.75	29,616.27	0.00	9,022.48
20-760	OTHER RESERVES	12,702.60	0.00	0.00	12,702.60
20-761	RSV FD BAL CR	0.00	0.00	0.00	0.00
20-770	CE SURPLUS	(38,638.41)	0.00	0.00	(38,638.41)
			<hr/>	<hr/>	
			3,497,681.41	3,497,681.41	

Acct #	Account Title	Opening Balance	Debits	Credits	Balance
60-101	CASH-CHECKING	23,536.87	535,501.07	533,118.51	25,919.43
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	46,095.95	249,590.36	282,157.70	13,528.61
60-135	Interfund-Student Activity	0.00	0.00	1,370.45	(1,370.45)
60-141	STATE A/R	299.88	0.00	299.88	0.00
60-142	FEDERAL A/R	18,899.59	0.00	18,899.59	0.00
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
60-200	Capital Assets.-Equipment	10,720.00	0.00	0.00	10,720.00
60-242	Accum. Deprec.- Machine&Equipt	(7,040.00)	0.00	0.00	(7,040.00)
60-301	EST REVENUES	0.00	0.00	0.00	0.00
60-302	REVENUES	0.00	0.00	232,773.45	232,773.45
60-303	BGTD FUND BAL	150,000.00	0.00	0.00	150,000.00
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	31,393.44	0.00	(31,393.44)
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	150,000.00	0.00	0.00	150,000.00
60-602	EXPENDITURES	0.00	252,134.71	0.00	252,134.71
60-603	ENCUMBRANCES	0.00	444,000.00	252,134.71	191,865.29
60-753	RSV ENC CURR YR	0.00	252,134.71	444,000.00	191,865.29
60-754	RSV ENC PRI YR	0.00	0.00	0.00	0.00
60-760	OTHER RESERVES	0.00	0.00	0.00	0.00
60-770	CE SURPLUS	92,512.29	0.00	0.00	92,512.29
			1,764,754.29	1,764,754.29	

Acct #	Account Title	Opening Balance	Debits	Credits	Balance
90-101	CASH-CHECKING	0.00	3,685,476.26	3,503,014.52	182,461.74
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	3,503,014.52	3,685,476.26	182,461.74
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/>	
			7,188,490.78	7,188,490.78	

Acct #	Account Title	Opening Balance	Debits	Credits	Balance
91-101	CASH-CHECKING	0.00	617,223.53	562,591.52	54,632.01
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	3,300.75	23,203.41	(19,902.66)
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	75,385.09	75,385.09
91-422	JUDGMENTS PBLE	0.00	0.00	0.00	0.00
91-423	A/P PRIOR YEAR	0.00	0.00	0.00	0.00
91-430	COMP ABS PBLE	0.00	0.00	0.00	0.00
91-431	CONTRACTS PBLE	0.00	0.00	0.00	0.00
91-451	LOANS PAYABLE	0.00	0.00	0.00	0.00
91-471	SUI	0.00	0.00	0.00	0.00
91-472	AXA	0.00	33,665.00	37,467.50	3,802.50
91-473	AFLAC	0.00	7,155.49	7,392.12	236.63
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	15,021.33	15,021.33
91-483	Withholding-TSA	0.00	0.00	0.00	0.00
91-484	vision	0.00	225.82	2,083.57	1,857.75
91-485	Dental	0.00	92,399.20	27,320.18	(65,079.02)
91-486	Dependent Care	0.00	0.00	5,501.40	5,501.40
91-487	Garnishment	0.00	0.00	332.90	332.90
91-488	TPAF Payable	0.00	171,006.05	170,261.78	(744.27)
91-489	PERS Payable	0.00	250,981.98	249,514.91	(1,467.07)
91-490	UNPDT	0.00	0.00	0.00	0.00
91-491	DCRP	0.00	3,857.23	3,739.34	(117.89)
91-499	OTHER CURR LIAB	0.00	0.00	0.00	0.00
91-601	APPROPRIATIONS	0.00	0.00	0.00	0.00
91-602	EXPENDITURES	0.00	0.00	0.00	0.00

Link Community Charter School Trial Balance Sheet for Fund 91 (Payroll Agency Fund)

FY2023 Data is Posted to 05/31/23

Printed: 6/12/2023, 12:32:22AM

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/>	
			1,179,815.05	1,179,815.05	

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

FY2023 Data is Posted to 05/31/23

Printed: 6/12/2023, 12:49:53AM

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

<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:05061	5/9/23	EMS LINQ INC Meals Plus Annual Subscription	390.42	P202300156	11-000-230-300-000-055
A:05062	5/10/23	Intersection Media LLC Billboards 5/1-5/28	6,800.00	P202300145	20-500-200-800-000-000
		Billboards for 4/3-4/30	6,800.00	P202300145	20-500-200-800-000-000
Total Check Amount:			13,600.00		
A:05063	5/10/23	MACHADO LAW GROUP Legal Services 2022-23	1,952.00	P202300039	11-000-230-331-000-055
		Legal Services 2022-23	1,984.80	P202300039	11-000-230-331-000-055
Total Check Amount:			3,936.80		
A:05064	5/16/23	Net2Phone Global Services Phone serv Dist Office	252.26	P202300025	11-000-230-530-000-057
A:05065	5/16/23	The Goodkind Group, LLC 4/24/23-4/30/23	8,687.38	P202300034	11-190-100-320-000-045
		4/24/23-4/30/23	2,533.85	P202300034	20-483-100-300-000-000
Total Check Amount:			11,221.23		
A:05066	5/17/23	Educational Service Commission of New Jersey Child Study Team 2022-23	526.00	P202300009	11-000-216-300-001-067
A:05067	5/17/23	Maschio's Food Service Inc. 2022-23 Food Service Prog	21,772.48	P202300042	60-910-310-600-000-000
A:05068	5/17/23	Delta-T Group North Jersey, Inc. 5/2/23-5/5/23	806.00	P202300154	11-190-100-320-000-045
		5/1/23-5/5/23	9,901.60	P202300154	11-190-100-320-000-045
		4/24/23-4/28/23	10,198.80	P202300154	11-190-100-320-000-045
Total Check Amount:			20,906.40		
A:05069	5/17/23	CIT Printers/copiers dist office	413.28	P202300024	11-000-240-500-000-068

Bank Account Code(s): A,B,D Only

Check#	Date	Vendor (Payee)/Check Line Comments	Amount	PO or Bal Sht	Exp. Acct. or Balance Sheet Title
A:N0399	5/19/23	Link Community Charter School- Payroll			
			(6,643.36)	10 - 461	Health Insurance Emp share
		Kindergarten - Sal of Teachers	5,479.60	P202399999	11-110-100-101-000-000
		Sal - Teachers 6-8	63,824.10	P202399999	11-130-100-101-000-043
		Special Education Teacher	12,742.28	P202399999	11-200-100-101-000-043
			5,576.20	P202399999	11-421-100-105-000-044
			2,125.00	P202399999	11-421-100-105-000-044
		Sal - Administration	32,495.98	P202399999	11-000-230-100-000-052
		Finance & Operation Coord	14,215.72	P202399999	11-000-230-104-001-053
			594.35	P202399999	11-000-230-500-000-056
		Supp Svs - Salaries	18,116.69	P202399999	11-000-240-110-000-066
			11,780.04	P202399999	11-000-291-230-220-054
			497.26	P202399999	11-000-291-250-000-054
			51.84	P202399999	11-000-291-290-000-054
			13,660.01	P202399999	20-483-100-101-000-000
		Total Check Amount:	174,515.71		
A:05070	5/23/23	Worrall Communications Newspapers, Inc.			
		Advertisements for board meetings	62.48	P202300152	11-000-230-530-000-057
		Advertisements for board meetings	53.12	P202300152	11-000-230-530-000-057
		Advertisements for board meetings	194.24	P202300152	11-000-230-530-000-057
		Newspaper ads 2022-23	45.20	P202300027	11-000-230-530-000-057
		Total Check Amount:	355.04		
A:05071	5/23/23	The Goodkind Group, LLC			
		5/8/23-5/14/23	11,854.94	P202300034	11-190-100-320-000-045
		5/15/23-5/21/23	9,946.63	P202300034	11-190-100-320-000-045
		5/22/23-5/28/23	11,863.38	P202300034	11-190-100-320-000-045
		5/15/23-5/21/23	1,468.38	P202300034	11-190-100-320-000-045
		5/29/23-6/4/23	3,398.40	P202300064	20-231-100-300-000-096
		Total Check Amount:	38,531.73		
A:05072	5/23/23	Delta-T Group North Jersey, Inc.			
		6/1/23-6/2/23	572.00	P202300154	11-190-100-320-000-045
		5/30/23-6/2/23	3,641.20	P202300154	11-190-100-320-000-045
		5/8/23-5/12/23	8,991.60	P202300154	11-190-100-320-000-045
		5/22/23-5/26/23	7,940.00	P202300154	11-190-100-320-000-045
		Total Check Amount:	21,144.80		
A:05073	5/24/23	Motivated Security Services, Inc.			
		Security Services 2022-23	3,831.04	P202300023	11-000-240-500-000-068
		Security Services 2022-23	5,933.44	P202300023	11-000-240-500-000-068
		Security Services 2022-23	5,945.12	P202300023	11-000-240-500-000-068
		Total Check Amount:	15,709.60		
A:05074	5/24/23	One Source Solutions			
		Student Recruitment Postcards & Mailing	136.00	P202300168	20-500-100-600-000-000
A:N0400	5/31/23	Kai Strategic			
		SBA Bond	2,678.00	P202300184	11-000-262-520-000-070

Bank Account Code(s): A,B,D Only

<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:N0401	5/31/23	PSE&G Gas & Electricity Expense	15,112.47	P202300004	11-000-262-620-000-074
A:N0402	5/31/23	Link Community Charter School- Payroll			
			(6,447.88)	10 - 461	Health Insurance Emp share
		Kindergarten - Sal of Teachers	5,479.60	P202399999	11-110-100-101-000-000
		Sal - Teachers 6-8	61,793.10	P202399999	11-130-100-101-000-043
		Special Education Teacher	12,742.28	P202399999	11-200-100-101-000-043
			6,576.20	P202399999	11-421-100-105-000-044
			2,275.00	P202399999	11-421-100-105-000-044
		Sal - Administration	32,495.98	P202399999	11-000-230-100-000-052
		Finance & Operation Coord	14,413.47	P202399999	11-000-230-104-001-053
			400.66	P202399999	11-000-230-500-000-056
		Supp Svs - Salaries	20,358.49	P202399999	11-000-240-110-000-066
			11,728.40	P202399999	11-000-291-230-220-054
			447.11	P202399999	11-000-291-250-000-054
			51.84	P202399999	11-000-291-290-000-054
			13,527.96	P202399999	20-483-100-101-000-000
		Total Check Amount:	175,842.21		
A:05075	6/5/23	Link High Technologies Inc.			
		Info Tech Serv 2022-23	561.25	P202300008	11-000-230-300-000-055
		Info Tech Serv 2022-23	4,700.00	P202300008	11-000-230-300-000-055
		Total Check Amount:	5,261.25		
A:05076	6/5/23	Staples Advantage			
		Instructional Supplies	336.21	P202300001	11-190-100-610-000-047
		Instructional Supplies	988.83	P202300001	11-190-100-610-000-047
		Total Check Amount:	1,325.04		
A:05077	6/5/23	Waste Management of New Jersey, Inc.			
		Trash collection 2022-23	1,397.60	P202300029	11-000-240-500-000-068
A:05078	6/5/23	Optimum			
		Internet service	146.26	P202300007	11-000-230-530-000-057
A:05079	6/5/23	PSE&G			
		972 Broad	196.08	P202300004	11-000-262-620-000-074
A:05080	6/5/23	Youth Development Clinic			
		Student Mental & Behavioral Health Services	6,097.50	P202300063	20-488-100-300-000-000
		Student Mental & Behavioral Health Services	4,925.25	P202300063	20-488-100-300-000-000
		Total Check Amount:	11,022.75		
A:05081	6/5/23	AAA Facility Solutions			
		Maintenance 2022-23	7,654.40	P202300080	11-000-240-500-000-068
A:05082	6/6/23	INVO HEALTHCARE ASSOCIATES			
		SLP & OT STUDENT SERVICES 2022-23	5,278.50	P202300096	20-250-200-300-000-097
A:05083	6/6/23	ENVIROVISION			
		6 MO Asbestos Inspection	372.75	P202300180	11-000-262-890-000-075

Bank Account Code(s): A,B,D Only

<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:05084	6/6/23	Western Pest Services Pest control May-June	500.00	P202300181	11-000-230-500-000-056
A:05085	6/6/23	Charles Nechtem Associates, Inc. Mental health services 2022-23	210.00	P202300056	11-000-230-331-000-055
		Counseling Services 2022-23	81.66	P202300056	11-000-230-331-000-055
		Total Check Amount:	291.66		
A:05086	6/7/23	All-Safe Fire Sprinkler Co., Inc. Repair sprinkler head	885.00	P202300121	11-000-230-500-000-056
A:05087	6/7/23	SchoolPresser, LLC Website Annual Maintenance April 2023-Mar 202	1,250.00	P202300129	11-190-100-890-000-049
A:05088	6/7/23	Nine 11 Communications Group Camera equip maintenance	180.00	P202300157	12-000-100-730-000-078
		Camera equip maintenance	155.00	P202300157	12-000-100-730-000-078
		Total Check Amount:	335.00		
A:05089	6/7/23	LISA WEBER POWERSCHOOL MAINTENANCE	1,852.00	P202300091	11-000-230-500-000-056
A:05090	6/7/23	For The Love of Literacy Curriculum & Professional Development	1,000.00	P202300117	11-190-100-320-000-045
		Coaching & PD 5-8	2,400.00	P202300117	11-190-100-320-000-045
		K-1 Professional Dev	200.00	P202300125	20-231-100-300-000-096
		Professional Dev & Coaching K-2	4,400.00	P202300155	20-500-200-300-000-000
		Total Check Amount:	8,000.00		
A:05091	6/7/23	Protective Measures Fire & Security System Repairs and Manitenance	542.67	P202300095	11-000-240-500-000-068
A:05092	6/7/23	Success Communications Group Board Meeting ADS	325.18	P202300026	11-000-230-530-000-057
		Board Meeting ADS	297.37	P202300026	11-000-230-530-000-057
		Total Check Amount:	622.55		
A:05093	6/7/23	Quadient Finance USA, Inc.	**VOIDED**	Check voided on 6/12/2023	
A:05094	6/12/23	Jump Ahead Pediatrics Student Occ/Speech Therapy	72.50	P202300146	11-000-216-300-001-067
A:05096	6/12/23	AT&T Teleconference Services Teleconference serv	104.26	P202300031	11-000-230-530-000-057
A:05097	6/12/23	Amazon Capital Services Admin supplies & materials	640.71	P202300110	11-000-230-610-000-058

Bank Account Code(s): A,B,D Only

<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:05098	6/12/23	Gordon & Rees			
		Legal Fees 2022-23	438.46	P202300045	11-190-100-890-000-049
		Legal Fees 2022-23	4,411.04	P202300045	11-190-100-890-000-049
		Legal Fees	834.96	P202300045	11-190-100-890-000-049
Total Check Amount:			5,684.46		
A:05099	6/12/23	Success Communications Group			
		Board Meeting ADS/ Run Date 5/12/23	241.19	P202300026	11-000-230-530-000-057
		Ads Star Ledger	77.09	P202300026	11-000-230-530-000-057
Total Check Amount:			318.28		
A:05101	6/12/23	Verizon			
		Phone serv 2022-23	393.27	P202300017	11-000-230-530-000-057
		Phone serv 2022-23	425.85	P202300017	11-000-230-530-000-057
Total Check Amount:			819.12		
A:05102	6/12/23	AT & T			
		Phone serv	800.00	P202300036	11-190-100-890-000-049
		Phone serv	247.48	P202300036	11-000-230-530-000-057
Total Check Amount:			1,047.48		
A:05103	6/12/23	Verizon Fios			
		Internet Service	145.24	P202300018	11-000-230-530-000-057
A:05104	6/12/23	Avaya Inc.			
		Voice Message sys	128.49	P202300028	11-000-230-530-000-057
A:05105	6/12/23	Window Repair Systems, Inc.			
		Replacement of window screens	19,780.00	P202300059	20-493-200-300-000-000
D:01240	6/12/23	AFLAC			
			747.86	91 - 473	AFLAC
D:01241	6/12/23	AXA Equitable Equi-Vest			
			4,820.00	91 - 472	AXA
The Grand Total of all Checks from Fund 10 is:			(13,091.24)		
The Grand Total of all Checks from Fund 11 is:			496,164.77		
The Grand Total of all Checks from Fund 12 is:			335.00		
The Grand Total of all Checks from Fund 20 is:			87,537.47		
The Grand Total of all Checks from Fund 60 is:			21,772.48		
The Grand Total of all Checks from Fund 91 is:			5,567.86		
The Grand total of all checks for this period is:			598,286.34		

<u>Date</u>	<u>Source Account/Title</u>	<u>Target Account/Title</u>	<u>Comments</u>	<u>Amount</u>
05/31/2311-190-100-640-000-048	Textbooks	11-000-240-110-000-066 Supp Svs - Salaries		7,295.42
05/31/2311-190-100-890-000-049	Miscellaneous Expense	11-000-240-110-000-066 Supp Svs - Salaries		20,000.00
05/31/2311-000-230-104-001-053	Finance & Operation Coord	11-000-240-110-000-066 Supp Svs - Salaries		500.00
05/31/2311-000-291-230-220-054	Benefits - SS & Medicare	11-000-240-110-000-066 Supp Svs - Salaries		24,815.94
05/31/2311-000-291-230-220-054	Benefits - SS & Medicare	11-000-240-500-000-068 Other Purchased Services		500.00
05/31/2311-000-230-104-001-053	Finance & Operation Coord	11-130-100-101-000-043 Sal - Teachers 6-8	to cover shortage	92,000.00
05/31/2311-000-216-300-001-067	Child Study Team	11-000-262-520-000-070 Insurance	to cover shortage	2,000.00
05/31/2311-000-216-300-001-067	Child Study Team	11-000-262-620-000-074 Energy Costs	to cover shortage	10,000.00
05/31/2311-000-230-100-000-052	Sal - Administration	11-000-240-500-000-068 Other Purchased Services	to cover shortage	32,000.00
05/31/2311-110-100-101-000-000	Kindergarten - Sal of Teachers	11-200-100-101-000-043 Special Education Teacher	to cover shortage	11,438.98
05/31/2311-120-100-101-000-000	Grades 1-5 - Sal of Teachers	11-200-100-101-000-043 Special Education Teacher	to cover shortage	33,561.02
05/31/2311-120-100-101-000-000	Grades 1-5 - Sal of Teachers	11-190-100-320-000-045 Purch Prof Educational Svcs	to cover shortage	26,000.00
05/31/2311-120-100-101-000-000	Grades 1-5 - Sal of Teachers	11-421-100-105-000-044 Stipends	to cover shortage	65,000.00
05/31/2311-120-100-101-000-000	Grades 1-5 - Sal of Teachers	11-130-100-101-000-043 Sal - Teachers 6-8	to cover shortage	120,000.00
The total of all transfers within fund 10 is:				<b>445,111.36</b>

**LINK COMMUNITY CHARTER SCHOOL  
BOARD OF TRUSTEES SPECIAL MEETING**

**June 26, 2023, 6:30 PM**

**Via Zoom**

**Link Community Charter School  
23 Pennsylvania Avenue, Newark, New Jersey 07114**

**Draft 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 special meeting of the Link Community Charter School Board of Trustees was called to order at 6:38pm by Mr. Richard Marshall, Board Chair.

**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 June 13, 2023; by email to the city clerks of, East Orange, Irvington, and Orange, and the county superintendent of education on June 13, 2023 and by mail on June 13, 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**

<b>Member</b>	<b>Present</b>	<b>Absent</b>
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  
Leslie Baynes, Chief Operating Officer  
Christine Martinez, Esq., Board Attorney  
Sharon Machrone, Director of Communications

## **APPROVAL OF AGENDA**

**Resolution #062623-01:** Be it Resolved that the Board of Trustees accepts and approves the agenda for the special board meeting on June 26, 2023.

Moved by Ms. Daughtry

Second by Ms. Ebanks

Discussion: None

Vote: Voice; passed unanimously

## **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.

## **HEAD OF SCHOOL**

- **Building Update**

### **Approval of sub lease**

**Resolution #062623-02:** Be it Resolved that the Board of Trustees approves subleasing the property located at 230 Halsey St, Newark, for use as a second school location and the accompanying sublease of this property from Link Education Partners for the period of July 15, 2023 to July 14, 2025, with an option to extend for an additional year, as recommended by the head of school.

Moved by Ms. Daughtry

Second by Ms. Ebanks

### **Motion to amend Resolution #062623-02**

**Resolution #062623-02A:** Be it Resolved that the Board of Trustees approves subleasing the property located at 230 Halsey St, Newark, subject to attorney review, for use as a second school location and the accompanying sublease of this property from Link Education Partners for the period of July 15, 2023 to July 14, 2025, with an option to extend for an additional year, as recommended by the head of school.

Moved by Ms. Daughtry

Second by Ms. Ebanks

Discussion: None

Vote: Voice; passed unanimously



**Approval of stipend**

**Resolution #062623-03:** Be it Resolved that the Board of Trustees approves a stipend for the following as recommended by the head of school.

<b>Name</b>	<b>Stipend</b>	<b>Amount</b>
Natasha Valentin	Strategic Planning Team	\$150.00
Chris Lynskey	Strategic Planning Team	\$150.00
Jasmine Seegers	Strategic Planning Team	\$150.00

Moved by Ms. Daughtry

Second by Ms. Ebanks

Discussion: None

Vote: Voice; passed unanimously

**Approval of summer program employment**

**Resolution #062623-04:** Be it Resolved that the Board of Trustees approves the hiring of the following for Link Summer Academy, as recommended by the Head of School.

<b>Name</b>	<b>Position</b>	<b>Projected Salary</b>
Jeffrey Locklear	Teacher	\$5,500
Natasha Valentin	Teacher	\$625
James McCarren	Teacher	\$4,250
Chris Kennedy	Teacher	\$5,500
Donald Bernard	Teacher	\$5,500

Moved by Ms. Daughtry

Second by Ms. Ebanks

Discussion: None

Vote: Voice; passed unanimously

**Approval of new hires**

**Resolution #062623-05:** Be it Resolved that the Board of Trustees approves the following additions to the Personnel List for the 2023-2024 school year, as recommended by the Head of School.

<b>Name</b>	<b>Position</b>	<b>10/12 Month</b>	<b>FT/PT</b>	<b>23-24 Salary</b>	<b>Signing Bonus</b>	<b>Relocation Bonus</b>
Erney Ann Clarke	Admissions/Student Life and Operations Coordinator	12 Month	FT	\$60,000	\$2,500	N/A
Mallory B. Cohen	Social Studies Teacher, 8 <sup>th</sup> Grade	10 Month	FT	\$64,000	\$2,500	N/A
Emily Dixon	Elementary School Teacher, 2 <sup>nd</sup> Grade	10 Month	FT	\$82,000	\$2,500	N/A
Antonieta DiMatteo, M.A.T.	Kindergarten Teacher	10 Month	FT	\$65,000	\$2,500	N/A
Fantasia Parker	Elementary School Teacher, 1 <sup>st</sup> Grade	10 Month	FT	\$62,000	\$2,500	N/A

Moved by Ms. Daughtry  
Second by Ms. Ebanks  
Discussion: None  
Vote: Voice; passed unanimously

**Approval of curriculum writing**

**Resolution #062623-06:** Be it Resolved that the Board of Trustees approves the following individuals to develop the curriculum during the summer of 2023, as recommended by the head of school.

Employee	Curriculum	Stipend
Kelly Start	8th Grade History Summer Course	\$1,000

Moved by Ms. Daughtry  
Second by Ms. Ebanks  
Discussion: None  
Vote: Voice; passed unanimously

**Approval of 2023-24 Agreement with the Essex Regional Service Commission**

**Resolution #062623-07:** Be it Resolved that the Board of Trustees approves the agreement with Essex Regional Service Commission for services for the 2023-2024 school year.

Moved by Ms. Daughtry  
Second by Ms. Ebanks  
Discussion: None  
Vote: Voice; passed unanimously

**Approval of bills for payment**

**Resolution #062623-08:** Be it Resolved that the Board of Trustees approves for payment the bills for goods and services provided to Link Community Charter School as listed in the attached Bill List, as recommended by the school business administrator.

Moved by Ms. Daughtry  
Second by Ms. Ebanks  
Discussion: None  
Vote: Voice; passed unanimously

**EXECUTIVE SESSION (Resolution#062623-09)**

**WHEREAS,** the LCCS Board of Trustees from time to time must convene into Executive Session to discuss confidential matters including but not limited to personnel issues, litigation, matters of attorney/client privilege, and/or student matters.

**NOW THEREFORE BE IT RESOLVED,** the LCCS Board of Trustees shall move into Executive Session to discuss the evaluation of the head of school, a personnel matter.

**BE IT FURTHER RESOLVED,** the LCCS Board of Trustees may take action on this matter when the LCCS Board of Trustees later returns to public session.

**BE IT FURTHER RESOLVED,** that the minutes of the executive session will be released to the public in an appropriately redacted form within a reasonable period of time providing as much information as possible without violating any applicable privilege or confidentiality.

**BE IT FURTHER RESOLVED**, that the redacted portion of the executive session minutes will not be released until such time as the privilege or confidentiality is no longer applicable.

Moved by Ms. Daughtry

Second by Ms. Ebanks

Discussion: None

Vote: Voice; passed unanimously

The board moved to Executive Session at 7:25pm.

The board returned to the special meeting at 7:51pm.

#### **Approval of evaluation of the head of school**

**Resolution#062623-10:** Be it Resolved that the Board of Trustees approves the evaluation of the Head of School, Mrs. Maria Pilar Paradiso, for her performance during the 2022-2023 school year, as recommended by the Governance Committee and discussed in Executive Session this evening.

Moved by Ms. Daughtry

Second by Ms. Ebanks

Discussion: None

Vote: Voice; passed unanimously

#### **OLD BUSINESS**

None.

#### **NEW BUSINESS**

None.

#### **ANNOUNCEMENTS**

- Please email Ms. P regarding topics and training you would like covered at the board retreat.
- Please email Ms. P any potential individuals for the board or board committee.
- The next regular board meeting will be held on Monday, July 17, 2023.

#### **MOTION TO ADJOURN**

Moved by Ms. Daughtry

Seconded by Ms. Barkley

Vote: Voice; passed unanimously

The meeting was adjourned at 7:57pm.

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: June 26, 2023

Approved by the Link Community Charter School Board of Trustees:

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:05118	6/30/23	Jay-Hill Repairs			
		Repair of True Milk Cooler	593.48	P202300185	11-000-230-500-000-056
		Repair of Cafeteria Appliances	502.63	P202300185	11-000-230-500-000-056
		Total Check Amount:	1,096.11		
A:05119	6/30/23	Worrall Communications Newspapers, Inc.			
		Newspaper ads 2022-23	62.48	P202300027	11-000-230-530-000-057
A:05120	6/30/23	The Goodkind Group, LLC			
			4,866.67	P202300034	11-190-100-320-000-045
		Substitutes & Paras	777.75	P202300064	20-231-100-300-000-096
		Substitutes & Paras	718.68	P202300064	20-231-100-300-000-096
		Paras & Subs	2,116.18	P202300034	20-483-100-300-000-000
		Total Check Amount:	8,479.28		
A:05121	6/30/23	Motivated Security Services, Inc.			
		Security Services 2022-23	2,195.84	P202300023	11-000-240-500-000-068
A:05122	6/30/23	MACHADO LAW GROUP			
		Legal Services 2022-23	2,120.00	P202300039	11-000-230-331-000-055
A:05123	6/30/23	Western Pest Services			
		Pest control May-June	500.00	P202300181	11-000-230-500-000-056
A:05124	6/30/23	Youth Development Clinic			
		Student Mental & Behavioral Health Services	4,905.00	P202300063	20-488-100-300-000-000
		Student Mental & Behavioral Health Services	3,514.50	P202300063	20-488-100-300-000-000
		Total Check Amount:	8,419.50		
A:05125	6/30/23	Maschio's Food Service Inc.			
		2022-23 Food Service Prog	25,622.13	P202300042	60-910-310-600-000-000
A:05126	6/30/23	Kyocera Document Solutions New York Metro In			
		copy costs	96.30	P202300134	11-190-100-610-000-047
A:05127	6/30/23	Avaya Inc.			
		Voice Message sys	128.49	P202300028	11-000-230-530-000-057
A:05128	6/30/23	Optimum			
		Internet service	146.27	P202300007	11-000-230-530-000-057
A:05129	6/30/23	Verizon			
		Phone serv 2022-23	407.59	P202300017	11-000-230-530-000-057
A:05130	6/30/23	Waste Management of New Jersey, Inc.			
		Trash collection 2022-23	1,322.25	P202300029	11-000-240-500-000-068
A:05131	6/30/23	Jump Ahead Pediatrics			
		Student Occ/Speech Therapy	145.00	P202300146	11-000-216-300-001-067

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:05132	6/30/23	Essex Regional Services Commission Home Instruction	924.00	P202300178	11-190-100-320-000-045
A:05133	6/30/23	Delta-T Group North Jersey, Inc.			
		Paraprofessional & Substitutes	708.50	P202300154	11-190-100-320-000-045
		Paraprofessional & Substitutes	1,150.50	P202300154	11-190-100-320-000-045
		Paraprofessional & Substitutes	7,571.60	P202300154	11-190-100-320-000-045
		Paraprofessional & Substitutes	1,254.50	P202300154	11-190-100-320-000-045
		Paraprofessional & Substitutes	953.16	P202300154	11-190-100-320-000-045
		Paraprofessional & Substitutes	676.00	P202300154	11-190-100-320-000-045
		Custodial Services substitute May 2023	950.00	P202300183	11-000-230-300-000-055
		Custodial Services substitute May 2023	950.00	P202300183	11-000-230-300-000-055
Total Check Amount:			14,214.26		
A:05134	6/30/23	Staples Advantage			
		Instructional Supplies	782.42	P202300001	11-190-100-610-000-047
		Instructional Supplies	179.24	P202300001	11-190-100-610-000-047
Total Check Amount:			961.66		
A:05135	6/30/23	Educational Service Commission of New Jersey Child Study Team Services	138.00	P202300113	20-250-200-300-000-097
A:05136	6/30/23	AFLAC June	747.86	91 - 473	AFLAC
A:05137	6/30/23	INVO HEALTHCARE ASSOCIATES SLP & OT STUDENT SERVICES 2022-23 6/4-6	2,369.46	P202300096	20-250-200-300-000-097
A:05138	6/30/23	Fedex Express mail	266.32	P202300174	11-000-262-890-000-075
A:05139	6/30/23	Lumen Impact Group, Inc. Operational Planning 1/2 payment	5,000.00	P202300182	20-500-200-300-000-000
A:05140	6/30/23	AT & T Phone serv June	756.08	P202300186	11-190-100-890-000-049
A:05141	6/30/23	City of Newark Division of Water			
		Water serv 2022-23 June 2023	511.98	P202300005	11-000-230-300-000-055
		Water serv 2022-23 April 2023	866.21	P202300005	11-000-230-300-000-055
		Water serv 2022-23 March 2023	1,245.74	P202300005	11-000-230-300-000-055
		Water May 2023	916.82	P202300005	11-000-262-620-000-074
Total Check Amount:			3,540.75		
A:05142	6/30/23	Delaware Valley Education Consortium Recruitment Fair	475.00	P202300169	20-231-100-600-000-096
A:05143	6/30/23	AAA Facility Solutions			
		Janitorial Service	2,403.20	P202300080	11-000-230-300-000-055
		Maintenance 2022-23	3,254.40	P202300080	11-000-240-500-000-068
Total Check Amount:			5,657.60		

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:05144	6/30/23	CIT			
		Printers/copiers dist office	870.68	P202300024	11-000-240-500-000-068
		Copiers/Printers 2022-23	13.74	P202300024	11-000-240-500-000-068
Total Check Amount:			884.42		
A:05145	6/30/23	For The Love of Literacy			
		Professional Development & Coaching 5-8	3,600.00	P202300155	11-000-230-100-000-052
		Prof Dev & Coach 5-8 \$3200 less \$400 overpayr	2,800.00	P202300155	11-000-230-300-000-055
Total Check Amount:			6,400.00		
A:05155	6/30/23	School Health Corp			
		Nurse's supplies	593.86	P202300079	11-190-100-610-000-047
The Grand Total of all Checks from Fund 11 is:			47,285.95		
The Grand Total of all Checks from Fund 20 is:			20,014.57		
The Grand Total of all Checks from Fund 60 is:			25,622.13		
The Grand Total of all Checks from Fund 91 is:			747.86		
The Grand total of all checks for this period is:			93,670.51		

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

Check#	Date	Vendor (Payee)/Check Line Comments	Amount	PO or Bal Sht	Exp. Acct. or Balance Sheet Title
A:05147	7/10/23	PowerSchool Group LLC Student Information System 2023-24	8,562.89	P202400001	11-000-240-500-000-068
A:05146	7/17/23	PowerSchool Group LLC Ecollect Forms	2,119.04	P202400010	11-000-230-500-000-056
		Enrollment Express April 20 2023- July 20 2024	4,943.40	P202400010	11-000-230-500-000-056
		Total Check Amount:	7,062.44		
A:05148	7/17/23	LINK EDUCATION PARTNERS, INC August Rent 23 Pennsylvania Ave 2023-24	27,333.37	P202400004	11-000-262-441-000-069
		additional space lower level 23 Penn - August	2,000.00	P202400004	11-000-262-441-000-069
		Parking 972 Borad - August	4,000.00	P202400004	11-000-262-441-000-069
		Total Check Amount:	33,333.37		
A:05149	7/17/23	Horizon BCBS Aug Dental	2,458.18	91 - 485	Dental
		Health Insurance 2023-24 - August 23	41,795.43	P202400012	11-000-291-270-000-054
		Total Check Amount:	44,253.61		
A:05150	7/17/23	Net2Phone Global Services 972 Broad Phone	252.20	P202400013	11-000-230-530-000-057
A:05151	7/17/23	Charles Nechtem Associates, Inc. Phone & Online Counseling Services 2023-24	91.66	P202400014	11-000-230-331-000-055
A:05152	7/17/23	Link High Technologies Inc. Onsite & Remote support July-Dec	139.00	P202400011	11-000-230-300-000-055
		Agreement0921-0922	4,700.00	P202400011	11-000-230-300-000-055
		Datto Back Monthly service - july	561.25	P202400011	11-000-230-300-000-055
		Total Check Amount:	5,400.25		
A:05153	7/17/23	Deanslist 2023-24 Licensing 1/2 payment Fall 2023	3,278.50	P202400015	11-190-100-890-000-049
A:05154	7/17/23	Verizon	**VOIDED**	Check voided on 7/17/2023	
D:01231	7/17/23	AXA Equitable Equi-Vest	3,390.00	91 - 472	AXA
The Grand Total of all Checks from Fund 11 is:			99,776.74		
The Grand Total of all Checks from Fund 91 is:			5,848.18		
<b>The Grand total of all checks for this period is:</b>			105,624.92		



**Interim Balance Sheet**

**ASSETS AND RESOURCES**

<b>ASSETS</b>		
101 Cash in checking account	\$ 1,317,338.56	
102-106 Other cash equivalents	\$ 75,025.00	
Total cash		\$ 1,392,363.56
108 Investment - Federal Impact Aid reserve account (General)		\$ 32,077.27
109 Investment - Federal Impact Aid reserve account (Capital)		\$ 78,887.59
111 Investments		\$ 0.00
114 Investment interest receivable		\$ 0.00
121 Tax levy receivable		\$ 0.00
Accounts receivable		
132 Interfund	\$ 35,946.54	
141 Intergovernmental - state	\$ 994,825.97	
142 Intergovernmental - federal	\$ 0.00	
143 Intergovernmental - other	\$ 0.00	
153 Other Accounts Receivable	\$ 0.00	
		\$ 1,030,772.51
Loans receivable		
131 Interfund	\$ 0.00	
151 Other Loans Receivable	\$ 0.00	
		\$ 0.00
199 Other current assets		\$ 12,512.29
<b>RESOURCES</b>		
301 Estimated revenues (from adjusted budget)	\$ 6,311,314.00	
302 Less: revenues collected or accrued	\$ (6,273,797.18)	
		\$ 37,516.82
<b>TOTAL ASSETS AND RESOURCES</b>		<b>\$ 2,584,130.04</b>

**LIABILITIES AND FUND EQUITY**

<b>LIABILITIES</b>		
401 Interfund loans payable	\$ 0.00	
402 Interfund accounts payable	\$ 0.00	
411 Intergovernmental accounts payable - state	\$ 0.00	
412 Intergovernmental accounts payable - federal	\$ 142,154.45	
413 Intergovernmental accounts payable - other	\$ 0.00	
421 Accounts payable	\$ 26,207.36	
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	\$ 0.00	
471 Payroll deductions and withholdings	\$ 740.06	
481 Deferred revenues	\$ 0.00	
491 Deposits payable	\$ 4,448.24	
499 Other current liabilities	\$ 0.00	
Total liabilities		\$ 173,550.11

FUND EQUITY

Appropriated:

753 Reserve for encumbrances - current year		\$	456,669.68	
754 Reserve for encumbrances - prior year		\$	0.00	
756 Reserved fund balance Impact Aid (General) - July 1, 2022	\$	0.00		
611 Add: Increase in Federal Impact Aid Reserve (General)	\$	0.00		
318 Less: Budgeted withdrawal from Federal Impact Aid Reserve (General)	\$	0.00		
Subtotal - Impact Aid reserve (General)		\$	0.00	
757 Reserved fund balance Impact Aid (Capital) - July 1, 2022	\$	0.00		
612 Add: Increase in Federal Impact Aid Reserve (Capital)	\$	0.00		
319 Less: Budgeted withdrawal from Federal Impact Aid Reserve (Capital)	\$	0.00		
Subtotal - Impact Aid reserve (Capital)		\$	0.00	
760 Other reserves		\$	0.00	
771 Designated Fund Balance		\$	0.00	
772 Designated Fund Balance - ARRA/SEMI		\$	0.00	
601 Appropriations	\$	6,314,249.16		
602 Less: expenditures	\$	5,746,829.70		
603 Less: encumbrances	\$	456,669.68	\$ (6,203,499.38)	\$ 110,749.78
Appropriations less expenditures				\$ 567,419.46
Unappropriated:				
770 Fund Balance, July 1, 2022	\$	1,821,400.73		
303 Less: budgeted fund balance	\$	(2,935.16)		
Unappropriated fund balance				\$ 1,818,465.57
Total fund equity				\$ 2,385,885.03

TOTAL LIABILITIES AND FUND EQUITY

\$ 2,559,435.14

RECAPITULATION OF FUND BALANCE - CURRENT YEAR ACTIVITY

	Budgeted	Actual	Variance
Appropriations	\$ 6,314,249.16	\$ 6,203,499.38	\$ 110,749.78
Less: Revenues	\$ (6,311,314.00)	\$ (6,273,797.18)	\$ (37,516.82)
Subtotal	\$ 2,935.16	\$ (70,297.80)	\$ 73,232.96
Change in Impact Aid reserve (general)			
Plus - Increase in reserve	\$ 0.00	\$ 0.00	\$ 0.00
Less - Withdrawal from reserve	\$ 0.00	\$ 0.00	\$ 0.00
Change in Impact Aid reserve (capital)			
Plus - Increase in reserve	\$ 0.00	\$ 0.00	\$ 0.00
Less - Withdrawal from reserve	\$ 0.00	\$ 0.00	\$ 0.00
Less: adjustment to appropriations for Prior Year Encumbrances	\$ 0.00	\$ 0.00	\$ 0.00
Total current year budgeted fund balance	\$ 2,935.16	\$ (70,297.80)	\$ 73,232.96
Add: Unappropriated fund balance			\$ 1,818,465.57
Total of budgeted and unappropriated fund balance			\$ 1,891,698.53

**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	(45,064.84)	48,000.00	2,935.16	(70,297.80)	73,232.96
318	Bgtd wdrwl Impact Aid Rsv (Gen)	0.00	0.00	0.00	0.00	0.00
319	Bgtd wdrwl Impact Aid Rsv (Cap)	0.00	0.00	0.00	0.00	0.00
52xx	From Transfers	0.00	0.00	0.00	0.00	0.00
1xxx	From Local Sources	5,432,284.00	0.00	5,432,284.00	5,456,028.40	(23,744.40)
2xxx	From Intermediate Sources	0.00	0.00	0.00	0.00	0.00
3xxx	From State Sources	879,030.00	0.00	879,030.00	817,768.78	61,261.22
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		6,266,249.16	48,000.00	6,314,249.16	6,203,499.38	110,749.78

**Fund 11 (Current Expense Fund)**

Account Group	Group Title	Original Bgt	New App/Tmsf	Revised Bgt	Expenditures	Encumbrances	Avail Balance	Refunds
Instructional Expense		2,948,576.33	(166,295.42)	2,782,280.91	2,441,144.96	320,213.86	20,922.09	0.00
Administrative		2,126,354.19	(6,815.94)	2,119,538.25	1,980,203.95	74,302.13	65,032.17	0.00
Support Services		1,143,818.64	221,111.36	1,364,930.00	1,286,864.79	61,983.69	16,081.52	0.00
611	Incr in Impact Aid (Gen) Rsv	0.00	0.00	0.00	0.00	0.00	0.00	0.00
612	Incr in Impact Aid (Cap) Rsv	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Grand Totals for fund 11:		6,218,749.16	48,000.00	6,266,749.16	5,708,213.70	456,499.68	102,035.78	0.00

**Fund 12 (Capital Outlay Fund)**

Account Group	Group Title	Original Bgt	New App/Tmsf	Revised Bgt	Expenditures	Encumbrances	Avail Balance	Refunds
Capital Outlay		47,500.00	0.00	47,500.00	38,616.00	170.00	8,714.00	0.00
Grand Totals for fund 12:		47,500.00	0.00	47,500.00	38,616.00	170.00	8,714.00	0.00
Grand Totals for all Subfunds of Fund 10:		6,266,249.16	48,000.00	6,314,249.16	5,746,829.70	456,669.68	110,749.78	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	(45,064.84)	48,000.00	2,935.16	(70,297.80)	73,232.96
318	Bgtd wdrwl Impact Aid Rsv (Gen)	0.00	0.00	0.00	0.00	0.00
319	Bgtd wdrwl Impact Aid Rsv (Cap)	0.00	0.00	0.00	0.00	0.00
10-1200-000-011	Equalization/Lcl Lvy Aid-Local	805,712.00	0.00	805,712.00	805,712.00	0.00
10-1200-000-012	Equalization/Lcl Lvy Aid-State	4,566,572.00	0.00	4,566,572.00	4,566,572.00	0.00
10-1510-000-023	Interest	0.00	0.00	0.00	0.00	0.00
10-1900-000-023	Other Sources	0.00	0.00	0.00	0.00	0.00
10-1920-000-023	Contributions/Donations	60,000.00	0.00	60,000.00	60,000.00	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	23,744.40	(23,744.40)
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	268,905.00	0.00	268,905.00	268,905.00	0.00
10-3177-000-016	Categorical Security Aid	172,996.00	0.00	172,996.00	172,996.00	0.00
10-3190-000-021	Other Unrestricted State Aid	283,320.00	0.00	283,320.00	283,320.00	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	153,809.00	0.00	153,809.00	92,547.78	61,261.22
10-4210-000-023	Federal Charter School Grant	0.00	0.00	0.00	0.00	0.00
Grand Totals		6,266,249.16	48,000.00	6,314,249.16	6,203,499.38	110,749.78

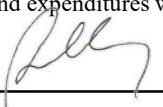
**Minimum Expense General Ledger Report****Fund 11 (Current Expense Fund)**

Expend. Account #	Account Title	Original Bgt	New App/Tnsf	Revised Bgt	Expenditures	Encumbrances	Avail Balance	Refunds
11-110-100-101	Kindergarten - Sal of Teachers	442,999.40	(302,438.98)	140,560.42	115,071.60	21,918.40	3,570.42	0.00
11-120-100-101	Grade 5 Teacher	304,561.02	(304,561.02)	0.00	0.00	0.00	0.00	0.00
11-130-100-101	Grade 7-8 Teacher	1,502,206.75	112,000.00	1,614,206.75	1,407,512.93	206,693.82	0.00	0.00
11-190-100-106	Oth Sal for Inst	0.00	0.00	0.00	0.00	0.11	(0.11)	0.00
11-190-100-320	Purch Prof Svcs	281,750.16	146,000.00	427,750.16	417,442.62	10,195.47	112.07	0.00
11-190-100-610	General Supplies	63,390.00	0.00	63,390.00	46,130.49	13,066.40	4,193.11	0.00
11-190-100-640	Textbooks	47,450.00	(7,295.42)	40,154.58	21,469.18	16,345.50	2,339.90	0.00
11-190-100-890	Miscellaneous Expense	54,000.00	(20,000.00)	34,000.00	28,732.05	1,528.45	3,739.50	0.00
11-200-100-101	Special Education Teacher	212,219.00	45,000.00	257,219.00	251,393.17	4,933.11	892.72	0.00
11-421-100-105	Stipends	40,000.00	165,000.00	205,000.00	153,392.92	45,532.60	6,074.48	0.00
<b>Instructional Expense</b>		<b>2,948,576.33</b>	<b>(166,295.42)</b>	<b>2,782,280.91</b>	<b>2,441,144.96</b>	<b>320,213.86</b>	<b>20,922.09</b>	<b>0.00</b>
11-000-230-100	Salaries	1,079,286.05	(184,500.00)	894,786.05	877,514.51	13,455.74	3,815.80	0.00
11-000-230-300	Purch Prof/Tech Svc	70,490.00	60,000.00	130,490.00	104,706.80	14,173.62	11,609.58	0.00
11-000-230-331	Judgements Against Charters	35,000.00	0.00	35,000.00	27,312.06	632.94	7,055.00	0.00
11-000-230-332	Audit Fees	20,000.00	0.00	20,000.00	0.00	0.00	20,000.00	0.00
11-000-230-530	Communications/Telephone	34,585.00	500.00	35,085.00	29,701.64	5,383.36	0.00	0.00
11-000-230-590	Other Purchased Services (400-500 Series)	68,800.00	0.00	68,800.00	63,801.73	3,817.94	1,180.33	0.00
11-000-230-610	Supplies & Materials	7,000.00	0.00	7,000.00	1,681.38	1,063.62	4,255.00	0.00
11-000-230-890	Miscellaneous Expense	2,400.00	5,000.00	7,400.00	5,069.57	462.00	1,868.43	0.00
11-000-291-230	Benefits - SS & Medicare	278,531.39	(25,315.94)	253,215.45	238,506.47	14,708.98	0.00	0.00
11-000-291-232	Benefits - NJ State Pension	124,816.00	15,753.00	140,569.00	140,569.00	0.00	0.00	0.00
11-000-291-250	State Unemployment Ins	55,502.00	(15,753.00)	39,749.00	6,924.85	18,075.15	14,749.00	0.00
11-000-291-260	Benefits - Workman's Comp	32,300.00	0.00	32,300.00	31,449.00	851.00	0.00	0.00
11-000-291-270	Benefits - Health Insurance	314,343.75	65,000.00	379,343.75	378,844.72	0.00	499.03	0.00
11-000-291-290	Benefits - FlexSpending Fees	3,300.00	72,500.00	75,800.00	74,122.22	1,677.78	0.00	0.00
<b>Administrative</b>		<b>2,126,354.19</b>	<b>(6,815.94)</b>	<b>2,119,538.25</b>	<b>1,980,203.95</b>	<b>74,302.13</b>	<b>65,032.17</b>	<b>0.00</b>
11-000-216-300	Purch Prof/Tech Svc	71,000.00	(14,500.00)	56,500.00	28,972.75	17,252.25	10,275.00	0.00
11-000-240-110	Supp Svcs - Salaries	322,388.64	62,611.36	385,000.00	382,194.87	0.00	2,805.13	0.00
11-000-240-500	Other Purchased Services (400-500 Series)	201,820.00	95,500.00	297,320.00	265,784.86	31,419.96	115.18	0.00
11-000-262-441	Rental of Land & Bldgs	352,000.00	48,000.00	400,000.00	400,000.00	0.00	0.00	0.00
11-000-262-520	Insurance	81,260.00	17,000.00	98,260.00	94,519.81	3,717.00	23.19	0.00
11-000-262-610	Supplies & Materials	23,800.00	0.00	23,800.00	19,348.82	2,451.18	2,000.00	0.00
11-000-262-620	Energy Costs	86,550.00	10,000.00	96,550.00	89,571.57	6,978.43	0.00	0.00
11-000-262-890	Miscellaneous Expense	5,000.00	2,500.00	7,500.00	6,472.11	164.87	863.02	0.00
<b>Support Services</b>		<b>1,143,818.64</b>	<b>221,111.36</b>	<b>1,364,930.00</b>	<b>1,286,864.79</b>	<b>61,983.69</b>	<b>16,081.52</b>	<b>0.00</b>
611	Incr in Impact Aid (Gen) Rsv	0.00	0.00	0.00	0.00	0.00	0.00	0.00
612	Incr in Impact Aid (Cap) Rsv	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Grand Totals for fund 11:</b>		<b>6,218,749.16</b>	<b>48,000.00</b>	<b>6,266,749.16</b>	<b>5,708,213.70</b>	<b>456,499.68</b>	<b>102,035.78</b>	<b>0.00</b>

**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	47,500.00	0.00	47,500.00	38,616.00	170.00	8,714.00	0.00
<b>Capital Outlay</b>		<b>47,500.00</b>	<b>0.00</b>	<b>47,500.00</b>	<b>38,616.00</b>	<b>170.00</b>	<b>8,714.00</b>	<b>0.00</b>
<b>Grand Totals for fund 12:</b>		<b>47,500.00</b>	<b>0.00</b>	<b>47,500.00</b>	<b>38,616.00</b>	<b>170.00</b>	<b>8,714.00</b>	<b>0.00</b>
<b>Grand Totals for all Subfunds of Fund 10:</b>		<b>6,266,249.16</b>	<b>48,000.00</b>	<b>6,314,249.16</b>	<b>5,746,829.70</b>	<b>456,669.68</b>	<b>110,749.78</b>	<b>0.00</b>

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

7/15/23

Date

**Interim Balance Sheet****ASSETS AND RESOURCES**

ASSETS		
101 Cash in checking account	\$ (92,943.27)	
102-106 Other cash equivalents	\$ 12,952.60	
Total cash		\$ (79,990.67)
111 Investments		\$ 0.00
114 Investment interest receivable		\$ 0.00
121 Tax levy receivable		\$ 0.00
Accounts receivable		
132 Interfund	\$ (250.00)	
141 Intergovernmental - state	\$ (46,327.54)	
142 Intergovernmental - federal	\$ 126,147.97	
143 Intergovernmental - other	\$ 0.00	
153 Other Accounts Receivable	\$ 0.00	
		\$ 79,570.43
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	\$ (873,453.01)	
		\$ (873,453.01)
TOTAL ASSETS AND RESOURCES		\$ (873,873.25)

**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	\$	23,924.47
422 Judgments payable	\$	0.00
430 Compensated absences payable	\$	0.00
431 Contracts payable	\$	0.00
451 Loans payable	\$	0.00
481 Deferred revenues	\$	150,140.73
499 Other current liabilities	\$	0.00
Total liabilities	\$	174,065.20

FUND EQUITY

Appropriated:

753 Reserve for encumbrances - current year			\$	70,063.81		
754 Reserve for encumbrances - prior year			\$	9,022.48		
760 Other reserves			\$	12,702.60		
771 Designated Fund Balance			\$	0.00		
601 Appropriations		\$	2,445,772.35			
602 Less: expenditures	\$	1,060,641.39				
603 Less: encumbrances	\$	79,086.29	\$	(1,139,727.68)	\$	1,306,044.67
Appropriations less expenditures					\$	1,397,833.56
Unappropriated:						
770 Fund Balance, July 1, 2022			\$	(38,638.41)		
303 Less: budgeted fund balance			\$	(2,407,133.60)		
Unappropriated fund balance					\$	(2,445,772.01)
Total fund equity					\$	(1,047,938.45)
TOTAL LIABILITIES AND FUND EQUITY					\$	(873,873.25)

**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	2,407,133.60	38,638.75	2,445,772.35	266,274.67	2,179,497.68
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	537,043.00	(537,043.00)
5xxx	From Other Sources	0.00	0.00	0.00	0.00	0.00
Grand Totals		2,407,133.60	38,638.75	2,445,772.35	1,139,727.68	1,306,044.67

**Fund 20 (Special Revenue Fund)**

Account Group	Group Title	Original Bgt	New App/Tnsf	Revised Bgt	Expenditures	Encumbrances	Avail Balance	Refunds
Title IA - Improving Basic Pgms		249,388.00	0.00	249,388.00	163,036.62	29,782.92	56,568.46	0.00
IDEA Part B		81,177.00	0.00	81,177.00	68,153.84	1,846.16	11,177.00	0.00
ESSER II		495,383.00	0.00	495,383.00	397,059.86	1,620.94	96,702.20	0.00
Mental Health		45,000.00	0.00	45,000.00	43,646.75	1,353.25	0.00	0.00
ARP ESSER		949,658.63	38,638.75	988,297.38	32,009.10	11,629.65	944,658.63	0.00
ARP ESSER-Accelerated Learning Coaching		50,000.00	0.00	50,000.00	33,772.50	16,227.50	0.00	0.00
ARP-ESSER Evidence Based Summer		40,000.00	0.00	40,000.00	38,853.00	1,147.00	0.00	0.00
Emergent Grants		16,708.50	0.00	16,708.50	0.00	0.00	16,708.50	0.00
Preschool Security Grant		20,000.00	0.00	20,000.00	19,780.00	0.00	220.00	0.00
Charter Grant		459,818.47	0.00	459,818.47	264,329.72	15,478.87	180,009.88	0.00
Grand Totals for fund 20:		2,407,133.60	38,638.75	2,445,772.35	1,060,641.39	79,086.29	1,306,044.67	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	2,407,133.60	38,638.75	2,445,772.35	266,274.67	2,179,497.68
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	471,320.00	(471,320.00)
20-4535-000-000	CRRSA Act - ESSER II	0.00	0.00	0.00	25,131.00	(25,131.00)
20-4536-000-000	CRRSA - Mental Health Grant	0.00	0.00	0.00	40,592.00	(40,592.00)
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	336,410.01	(336,410.01)
Grand Totals		2,407,133.60	38,638.75	2,445,772.35	1,139,727.68	1,306,044.67



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

Expend. Account #	Account Title	Original Bgt	New App/Tmsf	Revised Bgt	Expenditures	Encumbrances	Avail Balance	Refunds
20-231-100-300	Purchased Services	200,000.00	0.00	200,000.00	132,526.35	26,920.95	40,552.70	0.00
20-231-100-600	Supplies	49,288.00	0.00	49,288.00	30,510.27	2,861.97	15,915.76	0.00
20-231-100-800	Other Objects-Instruction	100.00	0.00	100.00	0.00	0.00	100.00	0.00
Title IA - Improving Basic Pgms		249,388.00	0.00	249,388.00	163,036.62	29,782.92	56,568.46	0.00
20-250-200-300	Professional Services	81,177.00	0.00	81,177.00	68,153.84	1,846.16	11,177.00	0.00
IDEA Part B		81,177.00	0.00	81,177.00	68,153.84	1,846.16	11,177.00	0.00
20-483-100-101	Instruction- Sal of Teacher	265,473.00	0.00	265,473.00	275,092.05	0.00	(9,619.05)	0.00
20-483-100-300	Purchased Services-Instruction	123,721.00	0.00	123,721.00	121,967.81	1,620.94	132.25	0.00
20-483-200-200	CRRSA - ESSER II Grant Program	106,189.00	0.00	106,189.00	0.00	0.00	106,189.00	0.00
ESSER II		495,383.00	0.00	495,383.00	397,059.86	1,620.94	96,702.20	0.00
20-485-200-300	CRRSA - Mental Health Grant	45,000.00	0.00	45,000.00	43,646.75	1,353.25	0.00	0.00
Mental Health		45,000.00	0.00	45,000.00	43,646.75	1,353.25	0.00	0.00
		0.00	38,638.75	38,638.75	29,616.27	9,022.48	0.00	0.00
20-487-100-101	Instruction- Sal of Teacher	390,000.00	0.00	390,000.00	0.00	0.00	390,000.00	0.00
20-487-100-600	Instructional Supplies	36,416.97	0.00	36,416.97	2,392.83	2,607.17	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		949,658.63	38,638.75	988,297.38	32,009.10	11,629.65	944,658.63	0.00
20-488-100-300	Purchased Services-Instruction	50,000.00	0.00	50,000.00	33,772.50	16,227.50	0.00	0.00
ARP ESSER-Accelerated Learning Coaching		50,000.00	0.00	50,000.00	33,772.50	16,227.50	0.00	0.00
20-489-100-101	Salaries	40,000.00	0.00	40,000.00	38,853.00	1,147.00	0.00	0.00
ARP-ESSER Evidence Based Summer		40,000.00	0.00	40,000.00	38,853.00	1,147.00	0.00	0.00
20-492-200-400	SDA Emerg. Needs & Cap. Maint.	16,708.50	0.00	16,708.50	0.00	0.00	16,708.50	0.00
Emergent Grants		16,708.50	0.00	16,708.50	0.00	0.00	16,708.50	0.00
20-493-200-300	Preschool&Chrt Sec Compl Grant	20,000.00	0.00	20,000.00	19,780.00	0.00	220.00	0.00
Preschool Grant		20,000.00	0.00	20,000.00	19,780.00	0.00	220.00	0.00
20-500-100-101	Salaries	150,000.00	0.00	150,000.00	95,509.90	0.00	54,490.10	0.00
20-500-100-600	Supplies	116,500.00	0.00	116,500.00	53,848.98	15,478.87	47,172.15	0.00
20-500-200-104	Salary	0.00	0.00	0.00	42,805.90	0.00	(42,805.90)	0.00
20-500-200-200	Benefits	15,752.00	0.00	15,752.00	25,315.94	0.00	(9,563.94)	0.00
20-500-200-300	Benefits	169,500.00	0.00	169,500.00	15,000.00	0.00	154,500.00	0.00
20-500-200-800	Other Objects	8,066.47	0.00	8,066.47	31,849.00	0.00	(23,782.53)	0.00
Charter Grant		459,818.47	0.00	459,818.47	264,329.72	15,478.87	180,009.88	0.00
Grand Totals for fund 20:		2,407,133.60	38,638.75	2,445,772.35	1,060,641.39	79,086.29	1,306,044.67	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

7/15/23

Date

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

**FOR THE MONTH ENDING JUNE 30, 2023**

		<b>CASH REPORT</b>			
<b>FUNDS</b>		(1) Beginning Cash Balance	(2) Cash Receipts/Transfers This Month	(3) Cash Disbursements/Transfers This Month	(4) Ending Cash Balance (1) + (2) - (3)
	GOVERNMENTAL FUNDS				
1	General Fund - Fund 10 - Operating	\$ 1,413,119.69	\$ 239,814.50	\$ 335,595.63	\$ 1,317,338.56
2	Charter Escrow	75,000.00	-	-	\$ 75,000.00
2	Special Revenue Fund - Fund 20	(549,332.09)	537,043.00	80,654.18	(92,943.27)
3	Total governmental funds (Lines 1 thru 2)	938,787.60	776,857.50	416,249.81	1,299,395.29
	ENTERPRISE FUND				
4	Food Service	25,919.43	-	-	25,919.43
	Total Enterprise funds (Lines 4 )	25,919.43	-	-	25,919.43
	TRUST & AGENCY FUNDS				
5	Payroll Account	182,461.74	153,178.19	308,653.47	26,986.46
6	Payroll Agency	54,632.01	21,576.89	37,842.67	38,366.23
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)	250,071.35	174,755.08	346,496.14	78,330.29
10	Total All Funds (Lines 3, 4 and 9)	\$ 1,214,778.38	\$ 951,612.58	\$ 762,745.95	\$ 1,403,645.01

**Prepared and Submitted By:**

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

**07/15/23**

\_\_\_\_\_  
Date

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

<b><u>Fund</u></b>		
10.101	General fund - Regular Account	\$ 1,317,338.56
10.106	Charter Escrow	75,000.00
20.101	Special Revenue Fund	(92,943.27)
60.101	Enterprise Fund	25,919.43
90.101	Payroll Account	26,986.46
90.103	Unemployment	25.00
91.101	Agency Account	38,366.23
95.101	Student Activity Account	12,952.60
		<hr/>
<b>Total Board Secretary's Records - A-148</b>		1,403,645.01
Total Funds per Treasurer's Report		<hr/> 1,403,645.01
Difference		<hr/> <b>\$ -</b> <hr/>

LINK COMMUNITY CHARTER SCHOOL  
TD Bank  
OPERATING ACCOUNT - 430-2520237  
FOR THE MONTH ENDING JUNE 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>
<b>BALANCE BEG. OF MONTH</b>	<b>\$ 1,060,657.36</b>	<b>\$ 1,413,119.69</b>	<b>\$ (549,332.09)</b>	<b>\$ 863,787.60</b>
<b><u>Additions</u></b>				
Deposits	776,857.50	239,814.50	537,043.00	776,857.50
<b>Total Receipts</b>	<b>776,857.50</b>	<b>239,814.50</b>	<b>537,043.00</b>	<b>776,857.50</b>
<b><u>Deductions</u></b>				
Cash Disbursements	442,168.29	335,595.63	80,654.18	416,249.81
<b>Total Disbursements</b>	<b>442,168.29</b>	<b>335,595.63</b>	<b>80,654.18</b>	<b>416,249.81</b>
<b><u>BALANCE END OF MONTH</u></b>	<b>1,395,346.57</b>			
<b><u>RECONCILIATION</u></b>				
Less--Outstanding checks	170,951.28			
Deposit in transit				
<b>ADJUSTED BALANCE END OF MONTH</b>	<b>\$ 1,224,395.29</b>	<b>\$ 1,317,338.56</b>	<b>\$ (92,943.27)</b>	<b>\$ 1,224,395.29</b>

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	
01/09/2023	04880	Jessica Bloom	\$2,219.07	
02/06/2023	04917	New Jersey Manufacturers Insurance Compai	\$3,169.00	
05/08/2023	05060	US Postal Service	\$2,500.00	
06/07/2023	05091	Protective Measures	\$542.67	
06/12/2023	05098	Gordon & Rees	\$5,684.46	
06/12/2023	05105	Window Repair Systems, Inc.	\$19,780.00	
06/14/2023	05106	PSE&G	\$227.53	
06/20/2023	05107	Delta-T Group North Jersey, Inc.	\$7,873.60	
06/21/2023	05108	Worrall Communications Newspapers, Inc.	\$53.12	
06/21/2023	05110	CIT	\$400.54	
06/21/2023	05111	Quadient Finance USA, Inc.	\$73.41	
06/21/2023	05112	NJSchoolJobs.com	\$1,149.00	
06/21/2023	05113	Verizon Fios	\$147.40	
06/22/2023	05114	Protective Measures	\$1,004.00	
06/26/2023	05115	Motivated Security Services, Inc.	\$4,625.28	
06/26/2023	05116	Net2Phone Global Services	\$252.26	
06/26/2023	05117	Maschio's Food Service Inc.	\$29,280.90	
06/30/2023	05118	Jay-Hill Repairs	\$593.48	
06/30/2023	05119	Worrall Communications Newspapers, Inc.	\$62.48	
06/30/2023	05120	The Goodkind Group, LLC	\$8,479.28	
06/30/2023	05121	Motivated Security Services, Inc.	\$2,195.84	
06/30/2023	05122	MACHADO LAW GROUP	\$2,120.00	
06/30/2023	05123	Western Pest Services	\$500.00	
06/30/2023	05124	Youth Development Clinic	\$8,419.50	
06/30/2023	05125	Maschio's Food Service Inc.	\$25,622.13	
06/30/2023	05126	Kyocera Document Solutions New York Meti	\$96.30	
06/30/2023	05127	Avaya Inc.	\$128.49	
06/30/2023	05128	Optimum	\$146.27	
06/30/2023	05129	Verizon	\$407.59	
06/30/2023	05130	Waste Management of New Jersey, Inc.	\$1,322.25	
06/30/2023	05131	School Health Corp	\$593.86	
06/30/2023	05132	Jump Ahead Pediatrics	\$145.00	
06/30/2023	05133	Essex Regional Services Commission	\$924.00	
06/30/2023	05134	Delta-T Group North Jersey, Inc.	\$12,314.26	
06/30/2023	05135	Staples Advantage	\$961.66	

The total of all checks outstanding this period: \$170,951.28

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: Jun 01 2023-Jun 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	600,688.69	Average Collected Balance	534,681.34
Deposits	239,814.50	Interest Earned This Period	0.00
Electronic Deposits	537,043.00	Interest Paid Year-to-Date	0.00
		Annual Percentage Yield Earned	0.00%
Checks Paid	219,674.25	Days in Period	30
Electronic Payments	222,494.04		
Ending Balance	935,377.90		

	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
06/23	DEPOSIT	239,814.50
Subtotal:		239,814.50

Electronic Deposits

POSTING DATE	DESCRIPTION	AMOUNT
06/30	CCD DEPOSIT, ST OF NEW JERSEY EFT PAYMT 46561448700	467,470.00
06/30	CCD DEPOSIT, ST OF NEW JERSEY EFT PAYMT 46561448700	40,592.00
06/30	CCD DEPOSIT, ST OF NEW JERSEY EFT PAYMT 46561448700	25,131.00
06/30	CCD DEPOSIT, ST OF NEW JERSEY EFT PAYMT 46561448700	3,850.00
Subtotal:		537,043.00

Checks Paid

No. Checks: 42

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

DATE	SERIAL NO.	AMOUNT	DATE	SERIAL NO.	AMOUNT
06/01	4999	12,429.00	06/20	5068	20,906.40
06/06	5049*	720.00	06/20	5069	413.28
06/21	5061*	390.42	06/16	5070	355.04
06/16	5062	13,600.00	06/21	5071	38,531.73
06/16	5063	3,936.80	06/20	5072	21,144.80
06/16	5064	252.26	06/20	5073	15,709.60
06/21	5065	11,221.23	06/15	5074	136.00
06/23	5066	526.00	06/16	5075	5,261.25
06/15	5067	21,772.48	06/16	5076	1,325.04

Call 1-800-937-2000 for 24-hour Bank-by-Phone services or connect to [www.tdbank.com](http://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	935,377.90
2	Total Deposits	+
3	Sub Total	
4	Total Withdrawals	-
5	Adjusted Balance	

2 DEPOSITS NOT ON STATEMENT	DOLLARS	CENTS
<b>Total Deposits</b>		2

[illegible]

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

**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: Jun 01 2023-Jun 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
06/23	5077	1,397.60	06/20	5089	1,852.00
06/23	5078	146.26	06/28	5090	8,000.00
06/15	5079	196.08	06/16	5092*	622.55
06/27	5080	11,022.75	06/22	5094*	72.50
06/16	5081	7,654.40	06/20	5096*	104.26
06/20	5082	5,278.50	06/21	5097	640.71
06/15	5083	372.75	06/16	5099*	318.28
06/21	5084	500.00	06/22	5100	7,962.29
06/20	5085	291.66	06/16	5101	819.12
06/16	5086	885.00	06/20	5102	1,047.48
06/15	5087	1,250.00	06/20	5103	145.24
06/20	5088	335.00	06/16	5104	128.49
Subtotal:					219,674.25

**Electronic Payments**

POSTING DATE	DESCRIPTION	AMOUNT
06/06	ACH DEBIT, KAI STRATEGIC OP DEBITS	150.00
06/15	CCD DEBIT, HORIZON BCBS NJ PREM. BILL 6992U00	41,442.96
06/27	eTransfer Debit, Online Xfer Transfer to CK 4301373885	153,178.19
06/27	eTransfer Debit, Online Xfer Transfer to CK 4301373893	21,576.89
06/27	ACH DEBIT, KAI STRATEGIC OP DEBITS	150.00
06/28	ELECTRONIC PMT-WEB, SELECTIVE INS SELECTIVE 000001545493750	5,996.00
Subtotal:		222,494.04

**DAILY BALANCE SUMMARY**

DATE	BALANCE	DATE	BALANCE
05/31	600,688.69	06/21	368,548.88
06/01	588,259.69	06/22	360,514.09
06/06	587,389.69	06/23	598,258.73
06/15	522,219.42	06/27	412,330.90
06/16	487,061.19	06/28	398,334.90
06/20	419,832.97	06/30	935,377.90

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



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

Account Number 1127000464  
 Statement Date 06/30/2023  
 Statement Thru Date 07/02/2023  
 Check/Items Enclosed 0  
 Page 1

### Address Service Requested

00009749 MPBNJDDA070123162718 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](http://www.Provident.Bank)

## RELATIONSHIP SUMMARY AND CURRENT STATEMENT ACTIVITY

Account Type	Account Number	Balance
BUSINESSADVANTAGE CKNG	1127000464	\$459,968.67

### BUSINESSADVANTAGE CKNG

Account Number: 1127000464


Account Owner(s): LINK COMMUNITY CHARTER SCHOOL INC

### Balance Summary

Beginning Balance as of 06/01/2023	\$459,968.67
+ Deposits and Credits (0)	\$0.00
- Withdrawals and Debits (0)	\$0.00
Ending Balance as of 06/30/2023	\$459,968.67
Service Charges for Period	\$0.00
Average Balance for Period	\$459,968.00

## PROMOTIONS AND OFFERS

**SMALL BUSINESS LENDING.  
 BIG TIME EXPERIENCE.**

Provident.Bank | 866.465.2499 |  Equal Opportunity Lender  
 Equal Housing Lender  
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**SMALL BUSINESS  
 ADMINISTRATION LOANS**

Fast financing to help you meet  
 your goals.



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**SAFEGUARDING YOUR INVESTMENT & HARD WORK**

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- Commercial Property
- General Liability
- Workers' Compensation

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 consultation and quote!**

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INSURANCE PRODUCTS ARE: NOT FDIC INSURED - MAY GO DOWN IN VALUE - NOT INSURED  
 BY ANY FEDERAL GOVERNMENT AGENCY - NOT BANK GUARANTEED - NOT A DEPOSIT

**ELECTRONIC FUND TRANSFER ACT DISCLOSURES****IN CASE OF ERRORS OR QUESTIONS ABOUT YOUR ELECTRONIC TRANSFERS**

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

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

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

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

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

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

**PREAUTHORIZED TRANSFERS/CREDITS TO YOUR ACCOUNT**

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

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

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

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

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

**TRUTH-IN-LENDING ACT DISCLOSURES****HOW WE DETERMINE THE BALANCE ON WHICH YOUR FINANCE CHARGE IS CALCULATED**

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

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

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

In your letter, give us the following information:

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

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

**IMPORTANT INFORMATION FOR LINE OF CREDIT CUSTOMERS**

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

**To Reconcile Your Account, Just Follow The Procedure Outlined Below:****List outstanding checks not charged to account**

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

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



LINK COMMUNITY CHARTER SCHOOL  
TD Bank  
ACCOUNT #430-6745089  
FOR THE MONTH ENDING JUNE 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
<b>Total Receipts</b>	<u>0.00</u>	<u>0.00</u>
DISBURSEMENTS		
Disbursements	0.00	0.00
<b>Total Disbursements</b>	<u>0.00</u>	<u>0.00</u>
ADJUSTED BALANCE END OF MONTH	<u><u>\$ 75,000.00</u></u>	<u><u>\$ 75,000.00</u></u>



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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: Jun 01 2023-Jun 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](http://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	75,000.00
2	Total Deposits	+
3	Sub Total	
4	Total Withdrawals	-
5	Adjusted Balance	

2 DEPOSITS NOT ON STATEMENT	DOLLARS	CENTS
<b>Total Deposits</b>		2

[illegible]

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

**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.

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LINK COMMUNITY CHARTER SCHOOL  
TD Bank  
ACCOUNT #430-1373918  
FOR THE MONTH ENDING JUNE 30, 2023

	<u>BANK</u>	<u>BOOKS</u>
<b>BALANCE BEG. OF MONTH</b>	<b>\$ 25,919.43</b>	<b>\$ 25,919.43</b>
<b>RECEIPTS</b>		
	0.00	0.00
<b>Total Receipts</b>	<u>0.00</u>	<u>0.00</u>
<b>DISBURSEMENTS</b>		
Disbursements	0.00	0.00
<b>Total Disbursements</b>	<u>0.00</u>	<u>0.00</u>
<b>BALANCE END OF MONTH</b>	<b><u>\$ 25,919.43</u></b>	<b><u>\$ 25,919.43</u></b>
FUND 10 transfer		
Outstanding Check	-	
<b>BALANCE PER BOOKS</b>	<b><u>\$ 25,919.43</u></b>	<b><u>\$ 25,919.43</u></b>



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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: Jun 01 2023-Jun 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	25,919.43	Average Collected Balance	25,919.43
		Interest Earned This Period	0.00
Ending Balance	25,919.43	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](http://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	25,919.43
2	Total Deposits	+
3	Sub Total	
4	Total Withdrawals	-
5	Adjusted Balance	

2 DEPOSITS NOT ON STATEMENT	DOLLARS	CENTS
<b>Total Deposits</b>		2

[illegible]

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

**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.

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LINK COMMUNITY CHARTER SCHOOL  
TD Bank  
ACCOUNT #430-1373900  
FOR THE MONTH ENDING JUNE 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
<b>Total Receipts</b>	<u>0.00</u>	<u>0.00</u>
DISBURSEMENTS		
Disbursements	0.00	0.00
<b>Total Disbursements</b>	<u>0.00</u>	<u>0.00</u>
ADJUSTED BALANCE END OF MONTH	<u><u>\$ 25.00</u></u>	<u><u>\$ 25.00</u></u>



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STATEMENT OF ACCOUNT



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

Page: 1 of 2  
Statement Period: Jun 01 2023-Jun 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](http://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
	<b>Total Deposits</b>		2

[illegible]

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

**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**  
**PAYROLL ACCOUNT -430-1373885**  
**FOR THE MONTH ENDING JUNE 30, 2023**

	<u><b>BANK</b></u>	<u><b>BOOKS</b></u>
<b>BALANCE BEG. OF MONTH</b>	<u><b>\$ 184,794.24</b></u>	<u><b>\$ 182,461.74</b></u>
<b>RECEIPTS</b>		
Deposits	153,178.19	153,178.19
<b>Total Receipts</b>	<u>153,178.19</u>	<u>153,178.19</u>
Disbursements	308,653.47	308,653.47
<b>Total Disbursements</b>	<u>308,653.47</u>	<u>308,653.47</u>
<b>Balance at End of Month</b>	29,318.96	26,986.46
		0.00
<b>Less: Outstanding Checks</b>	<u>2,332.50</u>	<u>-</u>
<b>ADJUSTED BALANCE END OF MONTH</b>	<u><b>\$ 26,986.46</b></u>	<u><b>\$ 26,986.46</b></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
			<u>2,332.50</u>



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E

STATEMENT OF ACCOUNT



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

Page: 1 of 3  
Statement Period: Jun 01 2023-Jun 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	184,794.24	Average Collected Balance	108,556.93
Electronic Deposits	153,178.19	Interest Earned This Period	0.00
Checks Paid	1,000.00	Interest Paid Year-to-Date	0.00
Electronic Payments	1,048.00	Annual Percentage Yield Earned	0.00%
Other Withdrawals	306,605.47	Days in Period	30
Ending Balance	29,318.96		

	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
06/27	eTransfer Credit, Online Xfer Transfer from CK 4302520237	153,178.19
Subtotal:		153,178.19

Checks Paid

No. Checks: 1

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

DATE	SERIAL NO.	AMOUNT
06/29	10530	1,000.00
Subtotal:		1,000.00

Electronic Payments

POSTING DATE	DESCRIPTION	AMOUNT
06/15	CCD DEBIT, N7728 LINK COMMU BILLING N7728	619.41
06/30	CCD DEBIT, N7728 LINK COMMU BILLING N7728	428.59
Subtotal:		1,048.00

Other Withdrawals

POSTING DATE	DESCRIPTION	AMOUNT
06/14	WIRE TRANSFER OUTGOING, PAYLOCITY CORPORATION	107,375.58
06/14	WIRE TRANSFER OUTGOING, PAYLOCITY CORPORATION	44,183.20
06/14	WIRE TRANSFER FEE	30.00
06/14	WIRE TRANSFER FEE	30.00
06/29	WIRE TRANSFER OUTGOING, Paylocity Corporation	109,444.95

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

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- Subtract any automatic payments, transfers or other electronic withdrawals not previously recorded.
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- Add any automatic deposit or overdraft line of credit.
- Review all withdrawals shown on this statement and check them off in your account register.
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1. Your ending balance shown on this statement is:
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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	29,318.96
2	Total Deposits	+
3	Sub Total	
4	Total Withdrawals	-
5	Adjusted Balance	

2 DEPOSITS NOT ON STATEMENT	DOLLARS	CENTS
<b>Total Deposits</b>		2

[illegible]

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

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

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Maine 04243-1377**

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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:**

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.

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

**Bank**

America's Most Convenient Bank®

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

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

**DAILY ACCOUNT ACTIVITY****Other Withdrawals (continued)**

POSTING DATE	DESCRIPTION	AMOUNT
06/29	WIRE TRANSFER OUTGOING, Paylocity Corporation	45,481.74
06/29	WIRE TRANSFER FEE	30.00
06/29	WIRE TRANSFER FEE	30.00
Subtotal:		306,605.47

**DAILY BALANCE SUMMARY**

DATE	BALANCE	DATE	BALANCE
05/31	184,794.24	06/27	185,734.24
06/14	33,175.46	06/29	29,747.55
06/15	32,556.05	06/30	29,318.96

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

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

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

	<u>BANK</u>	<u>BOOKS</u>
<b><u>BALANCE BEG. OF MONTH</u></b>	<b>\$ 54,632.01</b>	<b>\$ 54,632.01</b>
<b><u>RECEIPTS</u></b>		
Deposits /Interests	21,576.89	21,576.89
 <b>Total Receipts</b>	 <u>21,576.89</u>	 <u>21,576.89</u>
-		
Cash Disbursements	33,022.67	37,842.67
 <b>Balance at End of Month</b>	 <b>43,186.23</b>	 <b>38,366.23</b>
Outstanding Checks	4,820.00	
 <b><u>ADJUSTED BALANCE END OF MONTH</u></b>	 <b><u>38,366.23</u></b>	 <b><u>\$ 38,366.23</u></b>

Payee	Date	Check #	Amount
AXA		1241	4,820.00

4,820.00





America's Most Convenient Bank®

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STATEMENT OF ACCOUNT



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

Page: 1 of 2  
Statement Period: Jun 01 2023-Jun 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	54,632.01	Average Collected Balance	53,954.55
Electronic Deposits	21,576.89	Interest Earned This Period	0.00
Checks Paid	747.86	Interest Paid Year-to-Date	0.00
Electronic Payments	32,274.81	Annual Percentage Yield Earned	0.00%
Ending Balance	43,186.23	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
06/27	eTransfer Credit, Online Xfer Transfer from CK 4302520237	21,576.89
Subtotal:		21,576.89

Checks Paid

No. Checks: 1

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

DATE	SERIAL NO.	AMOUNT
06/21	1240	747.86
Subtotal:		747.86

Electronic Payments

POSTING DATE	DESCRIPTION	AMOUNT
06/06	CCD DEBIT, BENEFLEX INC BT0605 000000224332228	105.83
06/28	CCD DEBIT, DIV OF PENS&BENE TEPS TPAF 000000017762435	20,236.69
06/28	CCD DEBIT, DIV OF PENS&BENE TEPS PERS 000000017762437	11,932.29
Subtotal:		32,274.81

DAILY BALANCE SUMMARY

DATE	BALANCE	DATE	BALANCE
05/31	54,632.01	06/27	75,355.21
06/06	54,526.18	06/28	43,186.23
06/21	53,778.32		

Call 1-800-937-2000 for 24-hour Bank-by-Phone services or connect to [www.tdbank.com](http://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.
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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	43,186.23
2	Total Deposits	+
3	Sub Total	
4	Total Withdrawals	-
5	Adjusted Balance	

2 DEPOSITS NOT ON STATEMENT	DOLLARS	CENTS
<b>Total Deposits</b>		<b>2</b>

[illegible]

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

**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.
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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.

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LINK COMMUNITY CHARTER SCHOOL  
TD Bank  
STUDENT ACTIVITY FUND - 430-1373926  
FOR THE MONTH ENDING JUNE 30, 2023

	<u>BANK</u>	<u>BOOKS</u>
<b>BALANCE BEG. OF MONTH</b>	<b>\$ 12,952.60</b>	<b>\$ 12,952.60</b>
<b>Receipts</b>	<hr/>	<hr/>
Deposits	0.00	0.00
<b>Total</b>	<hr/> 0.00 <hr/>	<hr/> 0.00 <hr/>
<b>Disbursements</b>		
Disbursements	-	-
<b>Total</b>	<hr/> - <hr/>	<hr/> - <hr/>
<b>Bank Balance</b>	12,952.60	12,952.60
<b>Less: Outstanding checks</b>		-
<b>BALANCE END OF MONTH</b>	<hr/> <b>\$ 12,952.60</b> <hr/>	<hr/> <b>\$ 12,952.60</b> <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: Jun 01 2023-Jun 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](http://www.tdbank.com)

# How to Balance your Account

Page:

2 of 2

**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
<b>Total Deposits</b>		2

[illegible]

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

**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:

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## FOR CONSUMER LOAN ACCOUNTS ONLY — BILLING RIGHTS SUMMARY

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Link Community Charter School Budget Transfers printed on 7/15/2023  
Report Includes Effective Dates from Jun 01, 2023 to Jun 30, 2023

<u>Date</u>	<u>Source Account/Title</u>	<u>Target Account/Title</u>	<u>Comments</u>	<u>Amount</u>
06/30/23	11-000-291-270-000-054 Benefits - Health Insurance	11-000-240-110-000-066 Supp Svs - Salaries	to cover shortage	10,000.00
The total of all transfers within fund 10 is:				<b>10,000.00</b>



**New Jersey Department of Education,  
Office of Charter and Renaissance Schools**

**Link Community Charter School  
Annual Report  
August 2023**

## Introduction

The annual report was established in the *Charter School Program Act of 1995* as a way to facilitate the commissioner's annual review of charter schools. It is aligned to the Performance Framework developed by the Office of Charter and Renaissance Schools, New Jersey Department of Education (Department), and meant to capture information that allows the Department to easily evaluate a charter school's performance based on the criteria set forth in the Performance Framework.

## Annual Report Submission Guidelines

### Annual Report Submission

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Each year per *N.J.S.A. 18A:36A-16(b)* and *N.J.A.C. 6A:11-2.2(a)*, the board of trustees of a charter school must submit the annual report no later than 4:15 p.m. on August 1 to the district board(s) of education or state district superintendent, the executive county superintendent, and the commissioner of education. Further, the board of trustees must make the annual report available to the parents or guardians of the students enrolled in the charter school.

### Submission Process for the 2022-2023 Report

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The annual report must be submitted via Homeroom as a Word document titled "Annual Report 2023." To submit the report, upload it to the subfolder "Annual Report 2023" located inside the folder "Annual Report" on the charter school's Homeroom site. Each Appendix must be saved as a separate Word or PDF document using the [file naming convention](#) found at the end of the document and then uploaded to the "Annual Report 2023" subfolder on the charter school's Homeroom site.

### Additional Submission Requirements

A copy of the report must be submitted to the district board(s) of education or state district superintendent of the charter school's district(s) of residence no later than 4:15 p.m. on Tuesday, August 1, 2023. Copies require a cover page, which includes the school's name and the date of the report. Paper copies are not required to be sent to the executive county superintendent.

Written Comment Period: The board(s) of education or state district superintendent of the district(s) of residence of a charter school may submit comments regarding the charter school's annual report to the commissioner no later than October 3, 2023.



## Annual Report Questions

### Basic Information about the School

Fill in the requested information in column 2 of Table 1, below.

**Table 1: Basic Information**

Name of charter school	Link Community Charter School
Grade level(s) to be served in 2023-2024	Kindergarten – Grade 2 and Grades 5 through 8
2022-2023 Total enrollment as of June 30, 2023	326
2022-2023 Students with disabilities (SWD) enrollment as of June 30, 2023	43
2022-2023 English language learners (ELL) enrollment as of June 30, 2023	3
Projected enrollment for 2023-2024	360
Current waiting list for 2023-2024 by grade level <i>Pursuant to N.J.A.C. 6A:11-4.6(a)2</i>	K - 0 1 - 0 2-0 5-0 6 - 54 7-72 8-28
Waitlist within the district/region of residence	
Waitlist of non-resident district/region of residence	
Website address	www.linkschool.org
Name of board president	Richard Marshall
Board president email address	rmarshall@linkschool.org
Board president phone number	908-838-6714
Name of school leader	Maria Pilar Paradiso
School leader email address	mparadiso@linkschool.org


School leader office phone number and extension	973-642-0529
Name of Title IX McKinney-Vento District Homeless Liaison	Suzanne Dandie-Lashley
Name of School Business Administrator (SBA)	Bima Baje
SBA email address	bbaje@linkschool.org
SBA phone number	847-484-0230

## School Site Information

Provide the requested information for each school location in Table 2, column 2. Copy the table below and fill it out for each school site if the school has more than one site.

**Table 2: School Site Information**

Site name	Link Community Charter school – Pennsylvania Avenue
Year site opened	2014
Grade level(s) served at this site in 2022-2023	K - 1, 5-8
Grade level(s) to be served at this site in 2023-2024	K - 2, 5-6
Site street address	23 Pennsylvania Avenue
Site city	Newark
Site zip	07114
Site lead or primary contact's name	Hannah M. Kennedy, Principal Crystal Covington, Vice Principal
Site lead or primary contact's office phone number and extension	973-642-0529
Site lead or primary contact cell phone number	862-213-8414
Site lead's email address	<a href="mailto:hkennedy@linkschool.org">hkennedy@linkschool.org</a> <a href="mailto:ccovington@linkschool.org">ccovington@linkschool.org</a>

Site name	Link Community Charter School – Halsey Street
Year site opened	2023
Grade level(s) served at this site in 2022-2023	0
Grade level(s) to be served at this site in 2023-2024	7-8 
Site street address	230 Halsey Street
Site city	Newark
Site zip	071
Site lead or primary contact's name	Hannah M. Kennedy, Principal Crystal Covington, Vice Principal
Site lead or primary contact's office phone number and extension	973-642-0529
Site lead or primary contact cell phone number	Mrs. Kennedy 862-213-8414 Ms. Covington
Site lead's email address	<a href="mailto:hkennedy@linkschool.org">hkennedy@linkschool.org</a> <a href="mailto:ccovington@linkschool.org">ccovington@linkschool.org</a>

## Organizational Performance Areas

### Education Program and Capacity

The following questions are aligned to the [Organizational Performance Framework](#), Performance Area 1: Education Program and Capacity.

#### 1.1 Mission and Key Design Elements

- a) State the school's Commissioner-approved 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.

- b) Provide a brief description of the school's key design elements.

#### **Robust Elementary School Program**

With the addition of Kindergarten in September 2021, Link launched its K-4 elementary school program. These five grade levels are designed to develop a strong foundation for lifelong learning through the acquisition of essential content area skills and knowledge, the engendering of a love of learning, and the instilling of strong Core Values. There is a strong emphasis on numeracy and literacy, as well as science, the arts, physical health and wellbeing, exploring of community and cultures with an eye on diversity, equity, and inclusion, that will prevent or greatly reduce any achievement and gap that would otherwise form

#### **Strong and Comprehensive Middle School Program**

The middle school grades are ones that will transition over the coming years as the elementary school scholars move up to 5<sup>th</sup> grade. For now, Link's 5<sup>th</sup> and 6<sup>th</sup> grade program is designed to bridge the gap in achievement and build core skills so that students who enter the 5<sup>th</sup> grade well below grade level may be better prepared for 7<sup>th</sup> grade and better prepared to meet grade level expectations by the time they graduate the 8<sup>th</sup> grade. Link's 7<sup>th</sup> and 8<sup>th</sup> grade program is designed to provide exposure to eye-opening experiences and a rigorous academic program that prepares students for acceptance and success in competitive high schools. Link uses best practices and strong curricula, including EngageNY Math for all grades, EngageNY English language arts for 7<sup>th</sup> and 8<sup>th</sup>, and Readers and Writers Project/Units of Study for 5<sup>th</sup> and 6<sup>th</sup> grades to build core skills and challenge students.

#### **Positive School Culture**

Link has purposely designed a warm, respectful, and inviting environment for all scholars where the school's Core Values are the foundation and the guiding force for everyone. The Core Values and continuous implementation of strong systems and expectations support a positive school culture where all students, as well as stakeholders, feel emotionally and physically safe. The Core Values are at the heart of Link's decades-long focus on social emotional learning. Restorative Justice provides a framework for resolution and growth when conflicts occur.

#### **Inclusive Education**

Talented special education teachers and paraprofessionals work to provide an inclusion model so that classified students join their peers in the classroom and receive additional supports as needed to maximize an inclusion setting. Special needs students gain confidence and develop essential academic and social skills. Pull-out support is also employed to provide targeted assistance.

#### **Immersion in the Arts**

The Arts help support creative energy and the development of the brain, as well as provide opportunities for artistic expression. Every student is exposed to art, music and performing arts. For some, the arts draw them in and keep them excited about the day and engaged in school. For others, the arts are an outlet for expression and coping with challenges they may experience. For all students, the arts help build well – rounded scholars.

**Personal Development and Social Emotional Learning**

Through advisory sessions, morning circle, and the Core Values, students develop their moral core and a strong character that they will use for the rest of their lives. Non-cognitive or soft skills, including confidence, self-awareness, risk-taking, hard work, perseverance, and teamwork are developed throughout the four-year program at Link, through high expectations, outdoor adventure education, daily centering/mindfulness practice, advisory, and other activities.

**Exposure Beyond the Classroom**

Link believes learning should be extended beyond the classroom, where opportunities exist for real world and hands-on experiences. Therefore, students are immersed in a project-based STEM culminating activity in the 6<sup>th</sup> and 7<sup>th</sup> grades, discern their own limitless potential in outdoor adventure trips, explore new activities in varied electives, gain hands-on experience with scientists and researchers at programs such as - Novartis Pharmaceuticals, and experience the arts in the real world while attending and participating in exhibits and performances.

**Placement in Competitive High Schools**

Link strives to not only prepare Link scholars for success in high schools and beyond but actually make the choice of attending a great high school possible. Students are enrolled in a high school placement class where they are exposed to a variety of secondary school types and to specific high performing schools so they can begin to broaden their minds to these options. Students and their parents meet with the director of high school placement individually to discuss options and plan for the admissions process. Students also research options and narrow down a list of best matches, attend a Link-hosted High School Night or a virtual counterpart, prepare for entrance exams and interviews, complete the applications, write personal essays, request and follow up on teacher recommendations, write thank you notes, prepare for scholarship organizations, apply for financial aid with their parents, and make selections to identify the best fit. Throughout this process, students are gathering evidence of their abilities and talents; building communication skills and increasing confidence; learning to advocate for themselves; and critically evaluating their choices—all skills that they will employ throughout their lives, including applying to college and employment.

- c) If applicable, provide information regarding the school's unique academic goals related to the school's mission using the guidelines and format below. Note: Mission-specific goals are optional. Schools that do not have mission-specific academic goals may leave this section of the annual report blank. Further, these goals may have changed from the school's original charter application.

Not applicable.

## Guidelines

- All goals must be SMART, e.g., specific, measurable, ambitious and attainable, relevant and time-bound.
- All measurements must be valid and reliable and must demonstrate rigor.
- Without exception, academic goals must be outcome-driven.
- Explain why the school has or has not met these goals, and what steps the school has taken to ensure progress.

**Table 3: Format**

Goal	Ex: As a college-preparatory academy, our goal is to prepare students for the rigor of college-level coursework.
Measure	Ex: Year over year growth in the participation and passing rates on AP tests.
Target	Ex: Increase the proportion of students taking and passing AP tests by 10% from SY 2021-2022 to 2022-2023.
Actual Outcome	Ex: In 2021-2022, 50 AP exams were taken and 30 were passed, so the pass rate was 60% (30/50). In 2022-2023, 60 AP exams were taken, and 45 were passed, giving us a pass rate of 75% (45/60), which is a 15% increase. An additional 10 students took the AP exam. <b>Goal has been met.</b>

## 1.2 Curriculum

- a) All charter schools are required to adopt and implement curriculum aligned to the New Jersey Student Learning Standards. To affirm the charter school's commitment to this requirement, complete and submit [Appendix A](#), available at the end of this document.

## 1.3 Instruction

- a) What constitutes high quality instruction at this school?

At Link, high quality instruction constitutes engaging students and inviting them to lead the process of learning actively rather than being recipients of information. Fidelity to high quality instruction results in strong student growth and achievement. It instills in students a love for learning. At Link, we look for the following elements of high-quality instruction:

- Engagement
- Student centered instruction
- Research based standards aligned curriculum
- Rigor
- Student growth
- Data driven instruction
- Blended learning/digital learning

b) Provide a brief description of the school's common instructional practices.

Strong systems and procedures both inside and outside the classroom leading to a structured and engaging school environment.

- Co-teaching that maximizes the teachers and offers strong differentiation to support individual student growth.
- A strong practice of inclusion provides for diverse class communities that include special needs students, who are supported through a “push in” model, with limited pull-out instruction with small groups.
- Student-centered focus brings student learning rather than teacher instruction to the foreground. While retaining short direct instruction, teachers plan structured and highly engaging activities for students that use movement, cooperation, and technology.
- Blended learning capitalizes on the high interest factor in technology and uses programs with strong success to deepen learning and provide regular practice. Link uses programs such as Mindplay, Learning.com, Storia for digital/blended learning.
- Experiential Education supports instruction with a purpose. Students develop self-reliance, teambuilding, creativity, and trust while engaging in real-world learning—learning by doing. Examples are found in an extensive electives program and numerous extracurricular programs throughout the school year. Elective classes include modern dance, drumming, photography, food and culture, hands-on science, and much more.
- Field trips offer eye-opening experiences. In 2022-23, Link was able to bring back some wonderful field trips and looks forward to increasing the array of offerings in 23-24.
- Summer Learning keeps students actively engaged during the summer months. New students to Link are expected to participate in a Summer Academy. For the Summer of 2023, Link also launched a CampLink program for scholars entering 1<sup>st</sup> and 2<sup>nd</sup> grades
- Welcome/assessment session for incoming Kindergarteners.
- School Break/Out of School Learning (during holiday/summer breaks) allows students to practice skills and builds strong habits around hard work, independent learning, and time management through projects and independent work. Students are provided with packets in math and English language arts, as well as information about activities in the area to broaden their horizons. All students are also provided with books of their choice from a wide array of donated books.
- Project-Based Learning helps students make real world connections and brings together multiple disciplines. These projects reveal students' depth of knowledge, ability to apply skills and knowledge, and forces students to cooperatively work together toward a common goal. This area is growing as we further develop the avenues for this important mode of instruction.

c) Describe how the school has made efforts to address learning loss related to the Covid-19 public health emergency. What areas of strength and areas of opportunity remain?

Link Community Charter School has addressed learning loss by supporting both scholars and teachers/staff in the following ways:

- Supporting the Social Emotional Needs of students with safety protocols and

increased services

- Supporting the Social Emotional Needs and Instructional Coaching Needs of teachers with self-care support, safety protocols, increased teacher coaching
- Adding opportunities for small group instruction in dedicated class periods and in the afterschool program collaboration with Catapult, LLC.
- Providing Looked at start strong data and teachers used that to group students

Areas of strength include:

- Link teachers and staff's dedication and willingness to adjust to meet changing needs of the times/scholars.
- Link's math and language literacy coaches bring strong expertise in content area and in instruction
- Opportunities within the class schedule to be creative and schedule small group sessions.

- d) Please describe the school's policies regarding instruction for students who were required to quarantine during the 2022-2023 school year.

Thankfully we did not have much quarantining this past year and when we did we provided work packets and scaffolded instruction when they returned.

- e) Provide the number and grade levels of any students that the school retained from progressing to the next grade in the 2022-2023 school year. What supports will the school provide in the 2023-2024 school year?

Kindergarten – 3 scholars

1<sup>st</sup> grade – 4 scholars

2<sup>nd</sup> Grade – 0 scholars

5<sup>th</sup> Grade – 3 scholars

6<sup>th</sup> Grade – 2<sup>nd</sup> scholars

7<sup>th</sup> Grade – 0 scholars

8<sup>th</sup> Grade – 3 scholars

Scholars will be supported with intervention tools that are delivered by math and literacy intervention teachers, particular scholars who are tiered based on benchmark assessments.

#### 1.4 Assessment

- a) The Department is requesting data from local benchmark assessments administered during the 2022-2023 school year for the purpose of determining student achievement. Fill in the following local benchmark assessment data by percentage of students below, on, or above grade level, with “grade level” referencing the charter school’s expectations of student mastery of the New Jersey Student Learning Standards (NJSLS). Please include end of year assessment results by percentage of students below, on, or above grade level for local assessments administered by the school.



- b) New Jersey Student Learning Assessments (NJSLA) resumed in the 2021-2022 school year. In table 5, fill in the table to show year over year trends in proportion of students meeting or exceeding grade-level expectations (“proficiency rate”) on all NJSLA administered by the school. Note: If 2022-2023 NJSLA results have not been released to schools by July 15, 2023, then leave the 2022-2023 column blank.

**Table 4: Proficiency Rates on Local Assessments (% of Students) —Fall Diagnostic Assessment 2022**

Assessment	Below (%)	On (%)	Above (%)
ELA K			
ELA 1			
ELA 2			
ELA 3			
ELA 4			
ELA 5			
ELA 6			
ELA 7			
ELA 8			
ELA 9			
ELA 10			
ELA 11			
ELA 12			
MAT K			
MAT 1			
MAT 2			
MAT 3			
MAT 4			
MAT 5			
MAT 6			
MAT 7			

Assessment	Below (%)	On (%)	Above (%)
MAT 8			
Algebra I			
Geometry			
Algebra II			

**Table 4b: Proficiency Rates on Local Assessments (% of Students) —End of Year Summative Assessment 2023**

Assessment	Below (%)	On (%)	Above (%)
ELA K			
ELA 1			
ELA 2			
ELA 3			
ELA 4			
ELA 5			
ELA 6			
ELA 7			
ELA 8			
ELA 9			
ELA 10			
ELA 11			
ELA 12			
MAT K			
MAT 1			
MAT 2			
MAT 3			

Assessment	Below (%)	On (%)	Above (%)
MAT 4			
MAT 5			
MAT 6			
MAT 7			
MAT 8			
Algebra I			
Geometry			
Algebra II			

c) Identify the type of assessments used for interim assessment data:

Assessment Type (interim assessment)	✓ or X
Solely charter created	
Vendor and charter created	
Combination of solely charter and vendor and charter created	X

d) Identify the type of assessments used for end of year assessment results:

Assessment Type (end of year)	✓ or X
Solely charter created	
Vendor and charter created	
Combination of solely charter and vendor and charter created	X

**Table 5: Proficiency Rates on NJSLA Assessments**

<b>NJSLA Assessment</b>	<b>2021-2022  Percentage of students who met or exceeded expectations</b>	<b>2022-2023  Percentage of students who met or exceeded expectations</b>
ELA 3		
ELA 4		
ELA 5	39.2	64.58
ELA 6	38.0	32.69
ELA 7	57.3	65.47
ELA 8	44.3	53.84
ELA 9		
ELA 10		
MAT 3		
MAT 4		
MAT 5	5.9	20.83
MAT 6	6.3	7.54
MAT 7	15.8	13.09
MAT 8	7.6	20.51
Algebra I		
Geometry		
Algebra II		

- e) Explain what steps the school has taken, or plans to take, to ensure progress in both subjects by grade level and by subgroup (i.e., students eligible for free and reduced-price lunch, English language learners, students with disabilities, and racial/ethnic groups).
- f) For each subject and grade level, provide a list of the diagnostic, formative, and summative assessments that were administered during the 2022-2023 year.

- g) Describe how results from the assessments listed above were used to improve instructional effectiveness and student learning.
- h) Describe the school's process for selecting the locally administered assessments. Explain how they align to NJSL and the school's chosen curricula.
- i) Compare student results on locally administered assessments with student results on statewide assessments (NJSLA). Explain any notable disparities.
- j) Describe how the school disseminated or otherwise made assessment results accessible to stakeholders (i.e., parents, students, board members, administration).

### 1.5 Organizational Capacity - School Leadership/Administration

- a) Fill in the requested information in Table 6 below regarding school leadership.

**Table 6: School Leadership/ Administration Information**

Administrator Name	Title	Start Date	Annual Salary
Maria Pilar Paradiso	Head of School	7/1/14	
Leslie M. Baynes	Chief Financial Officer	7/1/14	\$123,353
Hannah M. Kennedy	Principal	7/1/23	\$120,000
Bima Baje	School Business Administrator (P/T)	8/26/14	\$46, 366

### School Culture & Climate

The following questions are aligned to the [Organizational Performance Framework](#), Performance Area 2: School Culture & Climate.

#### 2.1 School Culture and Climate

- a) Fill in the requested information in Table 7 below regarding learning environment at the school.

**Table 7: School Culture and Climate Learning Environment**

Total Attendance Rate: (use the total number of days present divided by the total number of days enrolled)	
Elementary School Attendance Rate (grades K-5)	
Middle School Attendance Rate (grades 6-8)	
High School Attendance Rate (grades 9-12)	
Student - Teacher Ratio	

- b) Fill in the requested information in Table 8, below, regarding the professional environment at the school.

**Table 8: School Culture and Climate Professional Environment**

Teacher Retention Rate from SY 2021-2022 to 2022-2023	
Total Staff Retention Rate from SY 2021-2022 to 2022-2023	
Frequency of teacher surveys and date of last survey conducted	
Percent of teachers who submitted survey responses	
Percent of teachers who expressed satisfaction with school leadership or with the overall school environment	

- b) What were the three main positive aspects teachers identified in the latest survey?
- c) What were the three main challenges that teachers identified in the latest survey?
- d) Fill in the requested information below regarding the school's discipline environment in 2022-2023. If there was a noticeable increase or decrease in suspensions and expulsions in 2022-2023 compared to 2021-2022, then please describe the reasons for the change below the table.

**Table 9: Discipline Environment 2022-2023**

Grade Level	Number of students enrolled as of Oct. 15, 2022	Number of students receiving an out-of-school suspension (unique count)	Number of students expelled
K			0
1			0
2			
3			
4			
5			0
6			0

Grade Level	Number of students enrolled as of Oct. 15, 2022	Number of students receiving an out-of-school suspension (unique count)	Number of students expelled
7			0
8			0
9			
10			
11			
12			

## 2.2. Family and Community Engagement

- a) Fill in the requested information in Table 10 below regarding family involvement and satisfaction.

**Table 10: Family Involvement and Satisfaction**

Number of parents/guardians currently serving on the school's board, out of the total number of board members	No parents at this time, but in August a parent will join the board. There are also one parent of an alumnus and one alumna serving on the board.
Frequency of parent/guardian surveys	
Date of last parent/guardian survey conducted	July 2023
Percent of parents/guardians completing the survey (consider one survey per household)	
Percent of parents/guardians that expressed satisfaction with the overall school environment	

- b) What were the three main positive aspects identified by parents/guardians in the latest survey?
- c) What were the three main challenges identified by parents/guardians in the latest survey?
- d) List and briefly describe the major activities or events the school offered to parents/guardians during the 2022-2023 school year and how those events were offered, i.e., in-person, virtually, hybrid, etc.
1. Back to School Nights, all grades, virtual
  2. Family Orientation Night, in person

3. Family Literacy (Write) Night, in-person
4. Meetings for parents with Inspiring Young Minds, NJ SEEDS, and Wight Foundation, virtual
5. Report Card Conferences, all grades, in-person
6. End of Year Awards assemblies, all grades, in-person
7. Stepping Up and Awards Ceremony for 6<sup>th</sup> graders as they move to the Upper House, in-person
8. 8<sup>th</sup> Grade Awards Ceremony, in-person
9. 8<sup>th</sup> Grade Graduation Ceremony, in-person
10. Black History Month Program, all grades, in-person
11. Island School Parent Meetings, one for all 7<sup>th</sup> and 8<sup>th</sup> grade parents was virtual and two for parents of participants were in-person
12. 8<sup>th</sup> Grade Parent Meeting regarding year end expectations/activities, virtual
13. Women's Month Program for female students in grades 5-8 and their mothers or other female figure in their lives, in-person

e) List and briefly describe the major activities or events conducted by parents/guardians to further the school's mission and goals and how events were offered, i.e., in-person, virtually, hybrid, etc.

1. Black Business Exposition
2. Juneteenth support

f) Fill in the requested information in Tables 11 and 12 below regarding community involvement. Add or delete rows as necessary.

**Table 11: Community Involvement with Education Institutions**

Partnering Organization	Description of the Partnership	Level of involvement: i.e., # students and/or staff involved, # hours per month, resources involved, etc.
Relay Graduate School of Education	Professional development, training, and certification	1 teacher in Year II of the Relay Residency/MAT program
Inspiring Young Minds	Program to prepare rising 8th graders to apply for competitive boarding schools.	Organizational leaders visited Link and met with some students and the Director of High School Placement.
NJ SEEDS	Academic Program to prepare rising 8th graders for high school	After school, weekends and summer sessions at NJSEEDS' location
The Wight Foundation	Academic program to prepare rising 8th graders for competitive high schools	After school, weekends and summer sessions at Wight's location
Youth Development clinic	In school student counseling services, professional development for staff, self-care for staff Behaviorist to support scholars in	2.5 days per week, 1 YDC school psychologist on site  Multiple days per week



Partnering Organization	Description of the Partnership	Level of involvement: i.e., # students and/or staff involved, # hours per month, resources involved, etc.
	need	

**Table 12: Community Involvement with Community Institutions**

Partnering Organization	Description of the Partnership	Level of involvement: i.e., # students and/or staff involved, # hours per month, resources involved, etc.
Newark School of the Arts	Artists-in-residence for elective classes	Provided 2-3 elective classes for 4 academic quarters occurring one class period per week for about 8 weeks (about 7 hours of instruction) for approximately 15 students per class
Newark Yoga Movement	Yoga and mindfulness lessons for students	Provided centering activities and electives throughout the year, including 1 elective class in 2 academic quarters
Streams of Creativity	Theatre Arts Teaching Artist in Residence	Provided 1 artist in residence all year to impact all students in grades 5 through 8
Have You Met Newark	Develop in-person and virtual tours for use with new staff and other partners	Provided a field trip for staff during orientation for about 3 hours
Jim Peck	Elective Class Instructor	Provided 1 elective classes in 3 academic quarters occurring one class period per week for about 8 weeks (about 7 hours of instruction) for approximately 15 students per class
Terdo Nwadoah	Elective Class Instructor	Provided 1 elective class in 4 academic quarters occurring one class period per week for about 8 weeks (about 7 hours of instruction) for approximately 15 students per class
Newark Public Library	Elective Instruction – American Sign Language  Field Trip Location	Provided 1 instructor for 1 elective class in 4 academic quarters occurring one class period per week for about 8 weeks (about 7 hours of instruction) for approximately 20 students per class.  Provided a one hour library experience/library cards to grades K-1.
Glassroots	Elective Instruction – Glass Mosaics	Provided 1 elective class in 4 academic

Partnering Organization	Description of the Partnership	Level of involvement: i.e., # students and/or staff involved, # hours per month, resources involved, etc.
		quarters occurring one class period per week for about 8 weeks (about 7 hours of instruction) for approximately 15 students per class
Project U.S.E.	Urban outdoor experiential education – elective instruction and field trips	Provided approximately 6 instructors for each grade level, total of 6 trips to local parks for teambuilding/initiative games
STEAM Urban	Elective Instruction	Provided 1- 2 instructors for 1 elective class in 4 academic quarters occurring one class period per week for about 8 weeks (about 7 hours of instruction) for approximately 15 students per class
Brick4Kids	Elective Instruction – Robotics and Legos	Provided 1 instructor for 1 elective class in 4 academic quarters occurring one class period per week for about 8 weeks (about 7 hours of instruction) for approximately 15 students per class
Jazz House Kids	Music Teaching Artist in Residence; Link Choir Director; Elective Instructor	Provided 1 artist in residence all year to impact all students in grades 5 through 8; provided 1 artist for the school choir; provided 1 artist for elective class in 1 academic quarter for about 8 weeks (about 7 hours of instruction) for approximately 15 students per class
Mighty Writers	Literacy partnership	Collaborated with K-1 staff on Family Write Night (2 hour program that served about 25 families); provided classes at their location for about two hours for all K-1 students

- b) Briefly describe how the educational and community partnerships established furthers the school's mission and goals.

Link is uniquely positioned with 50 years of experience with partnerships to provide scholars with opportunities to stretch themselves, explore new horizons and enrich their creative spirit. Partnerships provide access to high quality, authentic experiences both in the school and outside the school that bridge the opportunity and achievement gaps, supporting the development of mind, body and spirit. This year, we worked hard to engage many of our partners and provided the tools to our scholars so we could continue to offer the elective program. Partnerships also enhance our staff with training, professional development and teambuilding.

## Board Governance

The following questions are aligned to the [Organizational Performance Framework](#), Performance Area 3: Board Governance.

### 3.1 Board Capacity

- a) Fill in the requested information in Table 13 below regarding board governance.

**Table 13: Board Governance**

Number of board members required by the charter school's bylaws	9
Date of the latest board self-evaluation (include a copy of the board's self-evaluation tool as <b>Appendix B</b> )	06/12/23
Date of the latest school leader evaluation (include a copy of the board's school leader evaluation tool as <b>Appendix C</b> )	06/26/23
If applicable, date of the latest evaluation of the charter school's contracted education service provider such as a charter management organization (CMO) or education management organization (EMO)  (include a copy of the board's evaluation tool for this contracted organization as <b>Appendix D</b> )	Not applicable

- b) List the amendments to bylaws that the board adopted during the 2022-2023 school year.

The following bylaws were revised during the 2022-23 school year:

- 0144 Board Member Orientation and Training
- 0163 Quorum
- 0162 Notice of Board Meetings
- 0155 Board Committees
- 0152 Board Officers
- 0161 Call, Adjournment, and Cancellation
- 0162 Notice of Board Meetings

The following bylaw was added during the 2022-23 school year:

- 0510 Revocation/Surrender of Charter School's Charter

- c) List the critical policies adopted by the board during the 2022-2023 school year.

The following policies, mandated by the state, were revised or added during the 2022-23 school year:

- P 1511 Board of Education Accessibility (Mandated, Revised)
- P 2415 Every Student Succeeds Act (Mandated, Revised)
- P 2415.04 District Wide Parent and Family Engagement (Mandated, Revised)

P 2415.50	School Parent and Family Engagement (Mandated, New)
P 2417	Student Referral and Intervention Services (Mandated, Revised)
P 2423	Bilingual and ESL Education (Mandated, Revised)
P 2425	Emergency Virtual or Remote Instruction Program (Mandated, Revised)
P 5200	Attendance (Mandated, Revised)
P5305	Health Services Personnel, Mandated, Revised
P 5308	Student Health Records, Mandated, Revised
P 5310	Health Services (Mandated, Revised)
P 5460	Graduation from 8 <sup>th</sup> Grade (Mandated, Revised)
P 5512	Harassment, Intimidation, or Bullying (Mandated, Revised)
P 8140	Student Enrollments (Mandated, Revised)
P 8330	Student Records (Mandated, Revised)
P 5513	Care of Property (Mandated, Revised)
P 5722	Student Journalism (Mandated, New)
P 6112	Reimbursement of Federal and Other Grant Expenditures (Mandated, Revised)
P 6115.04	Federal Funds – Duplication of Benefits (Mandated, New)
P 7440	School District Security (Mandated, Revised)

d) What were the main strengths of the board identified in the latest board self-evaluation?

- Collaboration with each other and the administration
- Commitment to the mission and work of the school to ensure student achievement/success
- Understanding of students, community, and stakeholders they serve
- Diversity in experience/professional backgrounds
- Supporting school staff

e) What were the three main challenges identified in the latest board self-evaluation?


- More training and development for board members
- Better understanding of financial reports
- Support the implementation of the school's strategic plan

### 3.2 Board Compliance

a) Fill in the requested information in Table 14 below regarding the board. Add or delete rows as necessary.

**Table 14: Board of Trustee Information**

Name	Start Date	Term Expiration Date	Role on Board	Email Address	Date of Criminal Background Check	Date of all NJSBA Trainings
Alecia Barnett		6/30/25	Member	abarnett@linkschool.org		Gov 1 –
Brenda Daughtry	7/1/19	6/30/22	Chair	bdaughtry@linkschool.org	10/7/15	Gov 1 – 7/15/15

Name	Start Date	Term Expiration Date	Role on Board	Email Address	Date of Criminal Background Check	Date of all NJSBA Trainings
						Gov.2 – 2/22/17 Gov 3 – 9/13/17 Gov 4 – 6/21/20
Shawna Ebanks	11/25/19	6/30/25	Member	sebanks@linkschool.org	2/14/20	Gov 1 - 6/19/20 Gov 2 – 6/24/21 Gov 3 – 3/29/22 Gov 4 – 3/24/23
Marcina Fox			Member	mfox@linkschool.org		
Jeff Key		6/30/25	Member	jkey@linkschool.org		
Richard Marshall	7/1/21	6/30/24	Member	rmarshall@linkschool.org	7/2/19	Gov1- 7/31/19 Gov2- 7/27/20 Gov3- 6/28/21 Gov 4 – 4/26/22
Kaitlin Barkely						Gov 1 - 6/19/21 Gov 2 - 4/18/22 Gov 3 -
Revelle Clarke-Avignant						Gov 1 – 4/3/22 Gov 2 –
 Garth Naar	4/1/22	6/30/24	Member	gnaar@linkschool.org	6/24/22	Gov 1 – 4/2/23

- b) Pursuant to N.J.A.C. 6A:11-4.12 (c) Board of Trustees and Open Public Meetings Act, which states “the board of trustees shall post a copy of all meeting notices and meeting minutes to the school’s website;” please provide the link to the school’s board meeting minutes below.

<https://linkschool.org/board-meeting-minutes/>

- c) Please provide the month and year of the latest board meeting minutes posted on the school's website and New Jersey Homeroom Office of Charter and Renaissance Schools (OCRS) repository.

Website - June 26, 2023

NJ Homeroom -

- d) Pursuant to *N.J.S.A. 18A:36A-15*, Complaints to board of trustees, please provide as **Appendix E** the board policy for the establishment of the grievance committee.

## Access and Equity

The following questions are aligned to the [Organizational Performance Framework](#), Performance Area 4: Access and Equity.

### 4.1 Access and Equity

- a) Fill in the requested information in Table 15 below regarding the timeline of the school's application process for prospective students for school year 2022-2023.

**Table 15: School Year 2022-2023 Application Process Timeline**

Date the application for school year 2022-2023 was made available to interested parties	October 15, 2021
Date the application for school year 2022-2023 was due back to the school from parents/guardians	March 15, 2022
Date and location of the lottery for seats in school year 2022-2023	March 15, 2022

- 1 Provide the URL to the school's application for prospective students for school year 2022-2023. As **Appendix F**, provide a copy of the application in as many languages as available.

<https://linkschool.org/enrollment/application-process/>

- 2 List all venues where, prior to the lottery, interested parties could access the school's application for prospective students for school year 2022-2023.

1. Link Community Charter School Website
2. Link Community Charter School Main Office

- 3 List all languages in which the application is made available. If the school participates in Newark or Camden's enrollment process, please state that below.

English, French, Spanish, Portuguese

- 4 List all ways in which the school advertised that applications for prospective students for school year 2022-2023 were available prior to the enrollment lottery.
  - Postcard mailings to homes in the four districts of residence
  - Signs on and in public buses
  - Billboards
  - Link Community Charter School Website
  - Meetings in the districts of residence and early childhood education centers
  - Facebook Campaign
  - Ads in local paper, print and online
  - Flyers to early childhood education centers/schools
  - Flyers posted around the neighborhood
  - Flyers to current families to help recruit
- 5 Fill in the requested information in Table 16 below regarding student enrollment and attrition rates by grade level in 2022-2023.
- 6 Explain the school's enrollment backfilling policy, then, as **Appendix G**, include the school's board-approved policy.

If a student space becomes vacant during the school year, Link Community Charter School will fill such spaces using the Waiting List. The Waiting List consists of students whose names when drawn were drawn after the allotted seats were filled during the lottery draw or which were not drawn during the lottery because they submitted applications after the lottery. The list is maintained in sequential order according to the date the enrollment application was received and those to fill vacancies are selected in that order. The Waiting List is valid for the rest of the academic year and will be the only list from which students will be placed should a seat become available during the school year.

If there are not enough applications to hold a lottery for a particular grade, Link Community Charter School may open enrollment to students from the school's region of residency who did not participate in the lottery and students from schools outside the region of residence who have indicated an interest in attending the school. However, Link Community Charter School will not recruit outside its region of residence.

## 7 Table 16: Student Enrollment and Attrition

Grade Level	Number of student withdrawals (for any reason) during the school year	Number of students enrolled after the first day of school year 2022-2023	Number of students retained in 2022-2023 for the 2023-2024 school year
K			
1			
2			

Grade Level	Number of student withdrawals (for any reason) during the school year	Number of students enrolled after the first day of school year 2022-2023	Number of students retained in 2022-2023 for the 2023-2024 school year
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			

- b) All charter schools are required to develop and implement suspension and expulsion policies that are aligned with state law and regulation. To affirm the charter school's commitment to this requirement, complete and submit [Appendix A](#), available at the end of this document.

## Compliance

The following questions are aligned to the [Organizational Performance Framework](#), Performance Area 5: Compliance.

### 5.2 Office of Charter and Renaissance School Compliance

Provide the requested information for each school location. Copy Table 17 below and fill it out for each school site if the school has more than one site.

**Table 17: School Site Facility Information**

Site name	Link Community Charter School
Facility lease information	23 Pennsylvania Avenue, Newark, Nj 07114
Landlord name	Link Education Partners, Inc.
Lease commencement date	July 1, 2020
Lease termination date	June 30, 2023



2022-2023 annual lease cost	\$
Facility mortgage/bond information	n/a
Purchase date	n/a
Mortgage lender/Bond Issuer(s)	n/a
Outstanding loan amount as of July 1, 2023	n/a
Latest date of appraisal	n/a
Appraised value of property	n/a

Site name	Link Community Charter School
Facility lease information	230 Halsey Street, Newark, NJ 07102
Landlord name	Link Education Partners, Inc.
Lease commencement date	July 15, 2023
Lease termination date	July 14, 2025
2022-2023 annual lease cost	\$
Facility mortgage/bond information	n/a
Purchase date	n/a
Mortgage lender/Bond Issuer(s)	n/a
Outstanding loan amount as of July 1, 2023	n/a
Latest date of appraisal	n/a
Appraised value of property	n/a

**Table 18: School Site Facility Information Lease Summary**

Total number of leased facilities	1 site in 2022-23 2 sites planned for 2022-24
Total annual cost of all leases	\$

Total lease amount budgeted for 2023-2024	\$
---	----

**Table 19: School Site Facility Information Mortgage/Bond Summary**

Total number of mortgaged facilities	n/a
Total mortgage/bond amount	n/a
Mortgage principal budgeted for 2023-2024	n/a
Mortgage payment interest budgeted for 2023-2024	n/a

- a) All charter schools are required to maintain facilities compliant with health and safety standards. To affirm the charter school's commitment to this requirement, complete and submit [Appendix A](#), available at the end of this document.

### 5.3 Other Compliance

- a) Provide a description of the educator evaluation system the school has implemented.

Link Community Charter School has implemented the Stronge Evaluation System, a comprehensive system that provides uniform evaluations for teachers, educational specialists and leaders. Each educator is evaluated on the following six research-based standards:

- Professional knowledge
- Instructional planning
- Instructional delivery
- Assessment of/for learning
- Learning environment
- Professionalism

Standards are clearly outlined and provide the major expectations and responsibilities. Performance indicators are included to provide examples of observable behaviors. Through the use of multiple data sources, including observations and artifacts, the educator and evaluator work together to assess performance and growth, and identify areas for further development. Using a rubric, the evaluator determines the educator's overall performance and a resulting single summative score is derived.

- b) Provide a description of the school leader evaluation system that the school has implemented.

Link Community Charter School has implemented the NJ School Board's Association's Chief School Administrator Evaluation Tool for the evaluation of the Head of School. It includes the Head of School Self Evaluation of progress on goals and an assessment by board members. The latter measures the head's leadership in the following areas: Mission, Vision and Core Values; Governance, Ethics, and Professional Norms; Operations Management; Curriculum, Instruction, Assessment, and School Improvement; Community of Care/Family Engagement; and Professional Capacity/Community of School Personnel. The school leader provides evidence of each standard by providing documentation that the board members can review.

- c) As **Appendix H**, provide the board resolution approving the teacher and school leader evaluation systems.

## File Naming Convention

**Table 20: Appendix File Naming Convention**

Appendix	File Naming Convention
<a href="#">Appendix A</a>	Appendix A Statements of Assurance
Appendix B	Appendix B Board Self Evaluation Tool
Appendix C	Appendix C School Leader Evaluation Tool
Appendix D	Appendix D Contracted Education Service Provider Evaluation Tool, if applicable
Appendix E	Board policy for the establishment of a grievance committee
Appendix F	Appendix F Admissions Application (Language)
Appendix G	Appendix G Board policy for enrollment backfilling
Appendix H	Appendix H Board resolution approving the teacher and school leader/principal evaluation systems
Appendix I	Appendix I 2023 – 2024 School Calendar
Appendix J	Appendix J Organizational Chart
Appendix K	Appendix K Promotion/Retention Policy
Appendix L	Appendix L Graduation Policy

Each appendix must be submitted as a separate Word or .PDF file to the Homeroom folder “Annual Report 2023.” Save each appendix by the file naming convention provided in the second column of the above table.

## Appendix A

### Assurance that the school is meeting statutory and regulatory requirements

By checking each of the boxes and signing on the second page, the school confirms compliance with each of the statements listed. Once signed, save the document as a .PDF file named “Appendix A Statements of Assurance” and upload it to Homeroom. See page 2 of the annual report template for submission details.

Statement	Confirm Compliance (Add ✓ or X)
<b>Instructional Providers</b> The School shall employ or otherwise utilize in instructional positions only those individuals who are certified in accordance with the requirements applicable to other public schools, or who are otherwise qualified to teach under section <i>N.J.A.C. 6A:9 et seq.</i> , and applicable federal law. For the purposes of this section, "instructional positions" means classroom teachers and professional support staff.	
<b>Background Checks; Fingerprinting</b> The School shall maintain and implement procedures for conducting background checks (including a fingerprint check for a criminal record) of, and appointing on an emergency conditional basis (if applicable), all school employees and prospective employees (whether part or full time) of the School, as well as any individual who has regular access to the students enrolled in the school (including, but not limited to, employees and agents of any company or organization which is a party to a contract to provide services to the School) to the extent required by applicable law, including sections <i>N.J.S.A. 18A:6-7.1, et esq.</i>	
<b>Educational Program</b> The School shall implement and provide educational programs that that are compliant with the New Jersey Student Learning Standards.	
<b>Student Disciplinary Code</b> The School shall maintain written rules and procedures for student discipline, including guidelines for suspension and expulsion, and shall disseminate those procedures to students and parents. Such guidelines and procedures must be consistent with applicable law including, but not limited to, requirements for due process, provision of alternative instruction and federal laws and regulations governing the discipline and placement of students with disabilities.	
<b>Provision of Services</b> The School shall provide services and accommodations to students with disabilities in accordance with any relevant policies adopted, as well as with all applicable provisions of the Individuals with Disabilities Education Act (20 U.S.C. § 1401 <i>et seq.</i> ) (the "IDEA"), the Americans with Disabilities Act (42 U.S.C. § 12101 <i>et seq.</i> ) (the "ADA") and section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794) ("Section 504") and all applicable regulations promulgated pursuant to such federal laws. This includes providing services to attending students with disabilities in accordance with the individualized education program ("IEP") recommended by a student's IEP team. The School shall comply with all applicable provisions of section <i>N.J.S.A. 18A:46-1 et seq.</i> , and section <i>N.J.A.C. 6A:11-4.8</i> of the Regulations concerning the provision of services to students with disabilities.	
<b>Facility Location</b> The School shall take such actions as are necessary to ensure that the Facility Agreement, licenses and certificates are valid and in force at all times that the Charter is in effect. Pursuant to <i>N.J.A.C. 6A:11-2.2</i> , actions shall include at a minimum: a new lease, mortgage or title to its facility (if the charter school has changed facilities); a	

Statement	Confirm Compliance (Add ✓ or X)
valid certificate of occupancy for "E" (education) use issued by the local municipal enforcing official at <i>N.J.A.C. 5:32-2</i> (if the charter school has changed facilities); an annual sanitary inspection report with satisfactory rating; and an annual fire inspection certificate with "Ae" (education) code life hazard use at <i>N.J.A.C. 5:70-4</i> . Current copies of requisite documents shall be maintained in the New Jersey Homeroom OCRS document repository.	

### School Official/School Lead

Signature of School Official (School Lead):

Date:

Print/Type Full Name: Maria Pilar Paradiso

Title: Head of School

### Signatory Office (President, Board of Trustees)

Signature:

Date:

Print/Type Full Name: Richard Marshall

Title: Chairperson



### Memorandum of Understanding

This Memorandum of Understanding ("MOU") dated September 11, 2023, between the Boys & Girls Club of Newark ("BGCN") and LINK COMMUNITY CHARTER SCHOOL ("LINK") sets forth the terms for the operation of a BGCN after-school program at the BGCN Clubhouse (referenced as a facility) for students at LINK COMMUNITY CHARTER SCHOOL.

LINK COMMUNITY CHARTER SCHOOL - 23 Pennsylvania Ave, Newark, NJ 07114  
and Boys & Girls Club of Newark – 1 Avon Avenue, Newark NJ, 07108 agrees to the following:

<b>Locations</b>	<b>BGCN Clubhouse – 1 Avon Avenue, Newark NJ, 07108.</b>
<b>Term</b>	<p>The term of this MOU shall commence on September 11, 2023, and terminate once LINK COMMUNITY CHARTER IS LICENSED BY THE STATE OF NJ. The term may be terminated by either party for any reason, or be renewed upon mutual agreement of the parties, in their respective sole and absolute discretion.</p> <p>In either case, it is expected that the continuation of the program will remain in the absence of signing a new MOU, and this MOU will remain in place for each subsequent year until BGCN or LINK decides to terminate or update the agreement in writing within 60 days.</p>
<b>After School Program</b>	<p>BGCN shall operate a licensed after-school program at its facility under the following conditions:</p> <ul style="list-style-type: none"><li>• The hours of operation shall be approximately 3:30 pm to 7:00 pm on Monday, Tuesday, Wednesday, and Thursday, and 12:30 pm to 7:00 pm on Wednesday of each week.</li><li>• LINK COMMUNITY CHARTER SCHOOL facilities will be closed on the following days:<ul style="list-style-type: none"><li>• Based on the 2023-2024 Academic Calendar (See attached)</li><li>• LINK COMMUNITY CHARTER SCHOOL will have an early dismissal on the following days: <b>Based on the 2023-2024 Academic Calendar</b> BGCN shall operate its program from 12:30 pm to 6:00 pm on early dismissal days.</li></ul></li><li>• The program at each facility will be operational and ready to offer services to students on <b>Tuesday, September 12th</b> for the 2023-2024 academic year and ending no sooner than the last day of School-Friday, June 14<sup>th</sup>, 2024.</li><li>• <b>Fees:</b><ul style="list-style-type: none"><li>○ For families that qualify, BGCN will accept third-party payment through Programs for Parents ("PPF").</li></ul></li></ul>



- For the duration of the 2023-2024 academic year, for those families that do not qualify for PFP, BGCN shall charge a flat fee of \$110 per member, per month, hereinafter referred to as “self-pay.”
- In cases where there is demonstrated need, BGCN will make scholarships available to families. BGCN will provide a scholarship application to families accordingly. LINK staff will make recommendations to BGCN about which families should be considered for a scholarship.
- All BGCN members will remain under the supervision and custody of BGCN staff throughout the duration of the after-school program until dismissal when a parent and/or guardian picks up the member.
- BGCN will adhere to all licensing guidelines, per State regulations.
- BGCN reserves the sole right to deny participation in, or remove any child from, the after-school program, if a child or family is in violation of any terms set with New Jersey State Licensing Standards, BGCN Parent Handbook, Member Code of Ethics, and other standards of behavior BGCN deems appropriate.
- All families will be provided with a Parent Handbook outlining expectations and standards of behavior.
- LINK will enforce BGCN’s policies regarding non-payment and/or removal of members. All members removed for non-payment or for cause will be placed on Parent Pickup.
- LINK will provide no less than 50 paying members by November 1, 2024. Should LINK not be able to provide at least 50 members by this date, BGCN reserves the right to renegotiate the terms of this MOU.
- BGCN will conduct all after-school recruitment through direct participation in LINK): recruitment and orientation days.
- BGCN will participate in LINK registration days according to dates provided on the updated 2023-2024 academic calendar, as well as other summer registration events as scheduled or needed.
- LINK will dedicate one staff member per facility to co-lead in the recruitment and facilitation of registration for the after-school program and PFP.
- Parents will be required to swipe their PFP card every day a member participates in the program. BGCN reserves the right to remove a family from programming for failure to swipe.
- BGCN reserves the right to request a joint meeting between families, LINK, and BGCN as it relates to the after-school program.
- In the event of extreme weather-related emergencies or conditions, that force LINK to dismiss students before the school’s pick-up time-



BGCN shall not operate the afterschool program. In these circumstances, BGCN will send weather closure notices to families via email.

- In the event of extreme weather-related emergencies or conditions that jeopardize the safety of our members, families, and BGCN staff, BGCN reserves the right to close programming early or not operate based on the weather conditions. In these circumstances, BGCN will send weather closure notices to families via email.
- In the event of extreme weather-related emergencies or conditions that jeopardize the safety of our students, families, and BGCN staff, BGCN reserves the right to not send students to the BGCN facility or not operate. In these circumstances, LINK will notify BGCN staff via email or call.
- BGCN staff will be fingerprinted and cleared by the New Jersey Department of Children and Families (NJ DCF)
- BGCN agrees that it shall notify LINK immediately, but in no event no later than 24 hours, upon receiving any information from a reporting State agency concerning a criminal incident involving a BGCN employee that would serve as a disqualifying offense and prohibit the individual from working at TEAM.

#### **Transportation**

- BGCN will secure buses from LINK COMMUNITY CHARTER SCHOOL and BGCN will secure buses to the BGCN clubhouse (1 Avon Ave).
- LINK COMMUNITY CHARTER schools will pay 100% of the cost of busing to the Boys & Girls Club of Newark.
- Families will be charged a nominal amount that will reduce the cost of busing for LINK COMMUNITY CHARTER SCHOOL this will remove the cost of busing for families.
- If annual transportation costs exceed \$50,000, both parties reserve the right to renegotiate the terms of this MOU.
- BGCN will manage seating charts and contact tracing in the case of a positive Covid case





## Payments

- At least one to two weeks prior to the start/kick of the program BGCN will provide LINK COMMUNITY CHARTER SCHOOL with a roster of families (members' name, age, and grade ) who have signed up for the BGCN program.
- BGCN will send reimbursement invoice on the 30th of each month directly to LINK COMMUNITY CHARTER SCHOOL billing department and copy in appropriate LINK staff for approval to process. Approval by LINK COMMUNITY CHARTER should be completed and a reimbursement check mailed to BGCN net 30 days.

**Insurance Provisions:** Each party, at least fifteen (15) days prior to the proposed date of service, shall deliver or have delivered an insurance certificate to the other party which shall indicate the following:

1. For general liability insurance, minimum protection limits of \$1,000,000 combined single limit for bodily injury and property damage per occurrence must be provided, with no less than \$5,000,000 aggregate. In addition, the Care, Custody, and Control Endorsement must be deleted, and a Cross Liability Endorsement must be included in the event of one insured suing another insured.
2. Each party must be named as an "Additional Named Insured" on the other party's coverage.
3. Evidence of Workers' Compensation Insurance must be listed on BGCN's Insurance Certificate in cases where the BGCN has paid employees.



Except as otherwise provided herein, each party ("Indemnifying Party") shall defend, indemnify and hold harmless the other party, its board members, its affiliates, officers, employees, and agents, against all claims, liabilities, losses, fines, penalties, damages, costs and expenses (including reasonable attorney fees and court costs), because of injury, including death to any person, or damage or loss of any kind to any property caused by the gross negligence or willful misconduct on behalf of the Indemnifying Party.

### **Summary of Bus Details Agreement**

BGCN and LINK will collaborate to secure transportation for students using buses from ERESC) and have established a clear system for coordinating and managing the bussing logistics. The responsibilities and tasks related to bussing arrangements have been divided between BGCN and LINK as follows:

1. BGCN is responsible for securing buses from ERESC and coordinating billing with ERESC. The cost of the bus will be upfronted to ERESC and LINK will provide a reimbursement based on the invoice provided by ERESC.
2. BGCN is also responsible for securing a bus aide who will ride the bus between LINK and BGCN, and the cost of the bus aide will be covered by COMMUNITY LINK CHARTER SCHOOL
3. BGCN will prepare a seating chart for the buses to ensure organized, efficient transportation and overall safety.
4. BGCN will share the calendar and closure days with the bussing company to ensure smooth scheduling and avoid any conflicts.
5. BGCN will handle all administrative needs and communication with the bus company, including managing any changes or updates to the bussing arrangements.
6. LINK will create a dismissal system to ensure a smooth hand-off of students to the bus personnel, providing a positive experience for the students.
7. Any students who miss the bus after its departure will be transported to BGCN by LINK Personnel, and families will be notified of the transportation arrangements by LINK.
8. LINK will also communicate any emergencies or changes that may affect the need for busing to BGCN, ensuring that necessary adjustments can be made in a timely manner.

BGCN and LINK will aim to ensure smooth and efficient transportation for students, with a focus on safety and effective communication among all parties involved.



**By signing below, the parties agree to the above terms and conditions:**

LINK COMMUNITY CHARTER SCHOOL

Boys & Girls Club of Newark Inc.

By: \_\_\_\_\_

By: \_\_\_\_\_

Name: Maria Paradiso  
Its: School Leader  
Date:

Name: Ameer Washington  
Its: Chief Executive Officer  
Date:



## **EDUCATIONAL SERVICES COMMISSION OF NEW JERSEY**

### **MASTER COLLABORATIVE EDUCATIONAL SERVICES AGREEMENT**

THIS AGREEMENT made on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by and between the **EDUCATIONAL SERVICES COMMISSION OF NEW JERSEY** (hereinafter referred to as the "ESCNJ") with offices located at 1660 Stelton Road, Piscataway, New Jersey, in the County of Middlesex, and the **BOARD OF EDUCATION OF \_\_\_\_\_** (hereinafter referred to as the "Board") with offices located at \_\_\_\_\_, in the County of \_\_\_\_\_.

#### **WITNESSETH:**

**WHEREAS**, the Board wishes to utilize the services of ESCNJ for Collaborative Educational Services; and

**WHEREAS**, ESCNJ is willing to provide Collaborative Educational Services to the Board; and

**WHEREAS**, the Board and ESCNJ believe that ESCNJ can provide comprehensive Collaborative Educational Services; and

**WHEREAS**, there is a need to reduce to writing the understanding and agreement that exists between the Board and ESCNJ.

**NOW, THEREFORE**, in consideration of mutual promises, it is agreed by and between the Board and ESCNJ as follows:

1. The ESCNJ hereby agrees to provide Collaborative Educational Services to the Board from July 1, 2023 through June 30, 2024 in accordance with state laws and regulations.
2. It is hereby understood and agreed by ESCNJ that this Agreement may be terminated by the Board upon one hundred twenty (120) days prior written notice to ESCNJ. ESCNJ may also terminate this Agreement in accordance with paragraph 14 herein.
3. ESCNJ shall assign such administrative supervision as necessary to oversee the Collaborative Educational Services. ESCNJ shall coordinate the services provided pursuant to this Agreement with the Business Administrator.
4. The Collaborative Educational Services provided by ESCNJ shall comply with the applicable provisions of Title 18A Education and New Jersey Administrative Code, Title 6A, Education.
5. ESCNJ, through its personnel or subcontractor, shall provide Collaborative Educational Services. ESCNJ shall provide the Board with periodic updates and written reports as necessary. When services, other than those listed on the Collaborative Service Rates schedule are required, the expense of these additional services will be the responsibility of the Board.
6. ESCNJ shall have sole and exclusive control over the Collaborative Educational Services to be provided with consultation with the Board.
7. All materials will be provided by ESCNJ unless otherwise agreed to prior to the provision of service.
8. ESCNJ shall provide services during regular business hours. If services for after school hours are needed, a special arrangement must be made in consultation, with and consent of the Board and ESCNJ. After school hours that are arranged with the consent of ESCNJ for completion of assignments shall be billed at a rate agreed upon when approved.

9. ESCNJ shall provide reports as necessary to the District Administration.
10. All professional personnel employed by ESCNJ who perform services pursuant to this Agreement shall complete fingerprinting and background checks and possess appropriate New Jersey Certification and must provide the Board with copies of said certificates and NJDOE approvals prior to the provision of services.
11. It is understood that the Board will not offer employment to any ESCNJ staff member employed to work in the Program for at least two (2) years after the employee ceases to work for ESCNJ or contract with any consultant employed to work in the Program for at least sixty (60) days after the consultant ceases to work for ESCNJ.
12. The parties shall each maintain worker's compensation insurance for their employees at the locations covered by this agreement and provide proof of such insurance to the other. The parties shall each name the other as additional insureds on their general liability insurance policies for the locations covered by this agreement and shall provide proof thereof to the other party.
13. ESCNJ shall provide all necessary professional and clerical services needed to fulfill its obligation to the Board. The professional and clerical staff will be employees of the ESCNJ and are entitled to benefits per their ESCNJ contract. The professional and clerical staff will be under the supervision of the ESCNJ. The Business Administrator will act as a liaison between ESCNJ and the Board.
14. The Board agrees to make payments within thirty (30) days of being billed by the ESCNJ pursuant to this Agreement. Payments shall be made based on actual services rendered.

In the event the Board shall fail to make such payments when due, ESCNJ shall have the right to terminate this Agreement upon thirty (30) days notice to the Board and to discontinue all services. In such event, ESCNJ shall be entitled to the value of services provided up to the date of termination and thereafter shall have no further obligation to provide services under the agreement.

15. In the event any provision of this Agreement shall be held invalid or unenforceable by any Court of competent jurisdiction, such holdings shall not invalidate or render unenforceable any other provision hereof.
16. This Agreement shall be governed by and construed in accordance with laws of the State of New Jersey.
17. This Agreement, including the Collaborative Service Rates schedule, constitutes the entire Agreement between the Board and ESCNJ and may not be amended or modified except by written instruments signed by the Board and ESCNJ. Collaborative Service Rates shall be recalculated annually for the term of this Agreement and posted on ESCNJ's website: [www.escnj.us](http://www.escnj.us).
18. Any notice to the parties under this Agreement shall be sent certified mail, returned receipt requested, addressed as follows:

To the Board:

To the ESCNJ: Educational Services Commission of New Jersey  
1660 Stelton Road  
Piscataway, New Jersey 08854  
Attn: Business Administrator/Board Secretary

19. This Agreement shall become effective upon the adoption of a resolution by the Board and execution of this Agreement by all parties.


**IN WITNESS WHEREOF**, the parties hereto have set their hands and seals the day and year first written above.

\_\_\_\_\_  
(Please Print Board of Education Name)

\_\_\_\_\_  
, Board Secretary Date

\_\_\_\_\_  
, Board President Date

**EDUCATIONAL SERVICES COMMISSION  
OF NEW JERSEY**

 6/21/23  
Anthony La Marco, Board Secretary Date

 6/21/23  
Dale G. Caldwell, Board President Date

# Link Community Charter School – Approved Calendar 2023-2024

Revised 07/17/23

First Day of School: 9/5/23 Last Day of School: 6/20/24

Student Days: \*183 Staff Days:\*193 \*Does not include Summer Academy

Students:0 Staff: 6

July '23						
Su	M	Tu	W	Th	F	S
	26	27	28	29	30	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Students: 21 Staff: 21

October '23						
Su	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Students: 20 Staff: 21

January '24						
Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Students: 16 Staff: 17

April '24						
Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Students: 18 Staff: 19

August '23						
Su	M	Tu	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Students: 19 Staff: 19

November '23						
Su	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Students: 19 Staff: 19

February '24						
Su	M	Tu	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

Students: 22 Staff: 22

May '24						
Su	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Students: 19 Staff: 19

September '23						
Su	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Students: 15 Staff: 15

December '23						
Su	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Students: 20 Staff: 20

March '24						
Su	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Students: 13 Staff: 14

June '24						
Su	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

	School Closed/ Holidays
	Building Closed to All
	No School; building open for 12 month employees
	New Staff Orientation
	Teacher Boot Camp

	Link Summer Academy
	Staff Planning/PD Day (no school for students)
	Early Dismissal for All, 12pm
	Early Dismissal for students; 12:45pm; Staff Planning/PD Day, 1:15-4:30pm; Graduation, June 20 (all staff must attend)

## 2520 INSTRUCTIONAL SUPPLIES (M)

### M

The Board of Trustees shall **provide** each ~~supply each teaching~~ staff member with the supplies and materials, ~~and equipment~~ necessary for the **successful** implementation of the ~~approved~~ **instructional** program and provide each students with the supplies and materials required for the successful completion of courses of study.

The Board expressly exempts from this ~~p~~**P**olicy such clothing or personal equipment as may be required ~~by the Board~~ for reasons related to the safety and health of students or the protection of school property and are individualized or non-reusable, and any materials used in the manufacture or preparation of useful or decorative items that students are permitted to retain, except that no student will be denied participation in any course of study or school sponsored activity because of ~~his or her~~ **their** financial inability to bear the cost of such clothing, equipment, or materials.

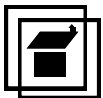
**Supplies and materials will be distributed throughout the school district in a manner that ensures equal distribution to students; school facilities; course; programs; and activities and services, regardless of the protected categories listed at N.J.A.C. 6A:7-1.7(a).**

The Head of School **or designee** shall develop ~~regulations~~ **procedures** for the selection and utilization of instructional supplies that include effective consultation with teaching staff members at all appropriate levels.

**N.J.A.C. 6A:7-1.7**

**N.J.S.A. 18A:34-1**

Adopted: 10 November 2014





R 2520 INSTRUCTIONAL SUPPLIES (M)**M****A. Definition**

“Supplies” are the consumable materials distributed to teachers and students for the successful implementation of the instructional program.

**B. Supply Procedures**

1. Each staff member will be able to request supplies by submitting a request to the Principal or designee.
2. Supplies will be kept in a secure location. The Principal or designee will be responsible to approve the request of supplies for their school and staff.
3. The staff member’s request will be retained by the staff member and the Principal or designee.
4. At the end of each school year, a record of the inventory of supplies retained by the staff member shall be reported by the staff member to the Principal or designee.
5. The Principal will encourage all staff members to suggest additional supplies and/or replacements for the supplies used.
6. Each summer and fall a supply list is sent to each family asking them to provide certain supplies at the start of the school year. The supplies are shared with the community as a whole.

**C. Cost of Supplies**

Supplies will be made available without charge to all students, with the exception of items on the annual school supplies list. (See 6.)

Issued:

**SUMMARY OF BYLAWS/POLICIES/ REGULATIONS FOR THE BOARD AGENDA  
FOR JUNE 13 AND JULY 17, 2023**

- P 0144      Board Member Orientation and Training, Recommended, Revised**  
The School Ethics Commission was re-adopted by the NJDOE with the revision that new board members must receive their initial training (from the NJSBA) within 90 days of start date. (Previously a member could take the first training within the first year of their term. Also, while the bylaw is recommended, the training requirement is required by administrative code.)
- P 3217      Use of Corporal Punishment, Recommended, Revised**  
Revised to align with state statute, and now includes how to address situation when staff can use force with a student.
- P 4217      Use of Corporal Punishment, Recommended, New**  
Created for non-teaching staff. (See above.)
- P5305      Health Services Personnel, Mandated, Revised**  
Administrative code was readopted with revisions. Now the policy outlines the roles and responsibilities of the school physician, School nurse, and non-certified nurse. Also revised language with regard to school physician's license status and required employment contract.
- P 5308      Student Health Records, Mandated, Revised**  
**R 5308      Student Health Records, Mandated, Revised**  
Revisions due to language changes in the administrative code. No substantial content change.
- P 5310      Health Services, Mandated, Revised**  
**R 5310      Health Services, Mandated, Revised**  
Updated with revision to the administrative code. Policy has been revised to remove provisions that are duplicated in the regulation.

**The next four came about as a result of federal and state audits of schools and the need for more guidance to schools:**

- P 6112      Reimbursement of Federal and Other Grant Expenditures, Mandated, Revised**  
Change in name of an act referred to in the policy.
- R 6115.01      Federal Awards/Fund Internal Control – Allowability of Costs, Mandated, New**  
Includes a description of the process used for grant and budget development through the close-out of a grant.
- P 6115.04      Federal Funds – Duplication of Benefits, Mandated, New**  
Explains how schools handle if they receive funds from multiple sources for the same purpose, and the total funding is more than the total need.

- P 7440            School District Security, Mandated, Revised**  
Revised to change requirement to give local law enforcement copies of building blueprints and maps to “critical incident mapping data” instead, which means information provided in electronic or digital form to assist first responders in an emergency including, but not limited to: aerial images of schools; floor plans, including room and suite numbers; building access points; locations of hazardous materials and utility shut-offs; and any other relevant location information. “
- P 9140            Citizens Advisory Committees, Recommended, Revised**  
CACs are no longer required, so the policy was changed to reflect it. It was recommended to keep it in for guidance if a school wants to start such a committee.

**POLICIES/REGULATIONS FOR ABOLISHMENT ON JUNE 13, 2023**

- P 9100            Public Relations**  
Duplicates policy in P 9120 so not needed.
- R 9140            Citizens Advisory Committees**  
Duplicates policy in P 9140 so not needed.

## BOARD MEMBER ORIENTATION AND TRAINING

### 0144 BOARD MEMBER ORIENTATION AND TRAINING

The preparation of each **Board** member for the performance of Board of Trustees duties is essential to the proper functioning of the Board. The Board encourages each new Board member **to acquire** ~~in the acquisition of~~ information about school governance, the separate functions of the Board and the Head of School, the operations of the school, and Board procedures.

The Board directs that each new member receive access to and/or a copy of the Board of Trustees Bylaw and Policy Manual, and such other materials as deemed appropriate by the Head of School.

Each new Board member will be invited and is encouraged to meet and discuss the responsibilities and authority of a Board member, Board functions, and Board policies and procedures with the Board Chairperson (if available), the Head of School, and the School Business Administrator/Board Secretary.

**Within the first ninety days of a new Board member's first term, the Board member** ~~Each newly elected or appointed Board member shall complete during the first year of the member's first term~~ a training program to be prepared and offered by the New Jersey School Boards Association. **The training shall include instruction relative to the Board member's responsibilities pursuant to the School Ethics Act and N.J.S.A. 18A:12-23.** ~~in consultation with the New Jersey Association of School Administrators, the New Jersey Principals and Supervisors Association, and the Department of Education, regarding the skills and knowledge necessary to serve as a Board member.~~

The training program shall include information regarding the school monitoring system established pursuant to P.L. 2005, c. 235, the New Jersey Quality Single Accountability Continuum, and the five key components of school effectiveness on which the school is evaluated under the monitoring system: instruction and program; personnel; fiscal management; operations; and governance.

The Board member shall complete a training program on school governance in each of the subsequent two years of the Board member's first term.

Within one year after each re-election or re-appointment to the Board of Trustees, the Board member shall complete an advanced training program to be prepared and offered by the New Jersey School Boards Association. This advanced training program shall include information on relevant changes to New Jersey school law and other information deemed appropriate to enable the Board member to serve more effectively.



## BOARD MEMBER ORIENTATION AND TRAINING

The New Jersey School Boards Association shall examine options for providing training programs to Board members through alternative methods such as on-line or other distance learning media or through regional-based training.

Within one year after being newly elected or appointed or being re-elected or re-appointed to the Board of Trustees, a Board member shall complete a training program on harassment, intimidation, and bullying in the school, including a school's responsibilities under ~~N.J.S.A. P.L. 2002, c.83 (C.18A:37-13 et seq.)~~. A Board member shall be required to complete the program only once. Training on harassment, intimidation, and bullying in the school shall be provided by the New Jersey School Boards Association, in consultation with recognized experts in school bullying from a cross section of academia, child advocacy organizations, nonprofit organizations, professional associations, and government agencies.

N.J.S.A. 18A:12-33; 18A:37-13 et seq.

~~N.J.A.C.6A:28-4.1~~

Adopted: 19 October 2015



## USE OF CORPORAL PUNISHMENT

### 3217 USE OF CORPORAL PUNISHMENT

~~The Board of Trustees cannot condone an employee's resort to force or fear in the treatment of students, even those students whose conduct appears to be open defiance of authority. Each student is protected by law from bodily harm and from offensive bodily touching.~~

No teaching staff member employed by the Board or a person engaged in any school in the school district shall inflict or cause to be inflicted corporal punishment upon a student attending any school in the school district; but any such teaching staff member may, within the scope of their employment, use and apply such amounts of force as is reasonable and necessary:

1. To quell a disturbance, threatening physical injury to others;
2. To obtain possession of weapons or other dangerous objects upon the person or within the control of a student;
3. For the purpose of self-defense; and
4. For the protection of persons or property;

and such acts, or any of them, shall not be construed to constitute corporal punishment pursuant to N.J.S.A. 18A:6-1. Every resolution, bylaw, rule, ordinance, or other act or authority permitting or authorizing corporal punishment to be inflicted upon a student attending any school in the district shall be void.

~~Teaching staff members shall not use physical force or the threat of physical force to maintain discipline or compel obedience except as permitted by law, but may remove students from the classroom or school by the lawful procedures established for the suspension and expulsion of students.~~

-

~~A teaching staff member who:~~

-

1. ~~Uses force or fear to discipline a student except as such force or fear may be necessary to quell a disturbance threatening physical injury to others, to obtain possession of weapons or other dangerous objects upon the person or within the control of a student, to act in self defense, or to protect persons or property;~~

-



# POLICY

## LINK COMMUNITY CHARTER SCHOOL BOARD OF TRUSTEES

Teaching Staff Members  
3217/Page 2 of 2

### USE OF CORPORAL PUNISHMENT

2. ~~Touches a student in an offensive way even though no physical harm is intended;~~
- 
3. ~~Permits students to harm one another by fighting; or~~
- 
4. ~~Punishes students by means that are cruel or unusual;~~

Any teaching staff member employed by the Board found to have violated this Policy may ~~will~~ be subject to discipline by the Board. ~~and may be dismissed.~~

N.J.S.A. 18A:6-1; 18A:37-1

Adopted: 8 September 2014



**4217 USE OF CORPORAL PUNISHMENT**

No support staff member employed by the Board or a person engaged in any school in the school district shall inflict or cause to be inflicted corporal punishment upon a student attending any school in the school district; but any such support staff member may, within the scope of their employment, use and apply such amounts of force as is reasonable and necessary:

1. To quell a disturbance, threatening physical injury to others;
2. To obtain possession of weapons or other dangerous objects upon the person or within the control of a student;
3. For the purpose of self-defense; and
4. For the protection of persons or property;

and such acts, or any of them, shall not be construed to constitute corporal punishment pursuant to N.J.S.A. 18A:6-1. Every resolution, bylaw, rule, ordinance, or other act or authority permitting or authorizing corporal punishment to be inflicted upon a student attending any school in the district shall be void.

Any support staff member employed by the Board found to have violated this Policy may be subject to discipline by the Board.

N.J.S.A. 18A:6-1; 18A:37-1

Adopted:

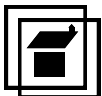


## 5305 HEALTH SERVICES PERSONNEL

The Board of Trustees shall appoint at least one school physician pursuant to N.J.S.A. 18A:40-1. ~~The school physician shall be currently licensed by the New Jersey Board of Medical Examiners in medicine or osteopathy whose training and scope of practice includes child and adolescent health and development.~~ The school physician shall be currently licensed by the New Jersey Board of Medical Examiners in medicine or osteopathy and shall have a training and scope of practice that includes child and adolescent health and development. The contract between the Board and the school physician appointed pursuant to N.J.S.A. 18A:40-1 shall include a statement of assurance that the school physician has complete the Student-Athlete Cardiac Screening professional development module developed pursuant to N.J.S.A. 18A:40-41d and has read the sudden cardiac arrest pamphlet developed pursuant to N.J.A.C. 6A:16-2.3. The school shall conduct a criminal history background check on any physician before entering into an agreement for delivery of services pursuant to N.J.A.C. 6A:16-2.3..

The school physician shall provide, at a minimum, the following services:

1. Consultation in the development and implementation of school policies, procedures, and mechanisms related to health, safety, and medical emergencies pursuant to N.J.A.C. 6A:16-2.1(a) ~~and Policy and Regulation 5310~~;
2. Consultation to school medical staff regarding the delivery of school health services, which includes special health care needs of technology-supported and medically fragile children, including students covered by 20 U.S.C. § 1400 et seq., Individuals with Disabilities Education Improvement Act;
3. Physical examinations conducted in the school physician's office or other comparably equipped facility for students who do not have a medical home ~~or whose parent has identified the school as the medical home for the purpose of a sports physical examination~~;
4. Provision of written notification to the parent stating approval or disapproval of the student's participation in athletics based upon the medical report;
5. Direction for professional duties of other medical staff;



6. Written standing orders that shall be reviewed and reissued before the beginning of each school year;
7. Establishment of standards of care for emergency situations and medically-related care involving students and school staff;
8. Assistance to the certified school nurse or non-certified nurse in conducting health screenings of students and staff and assistance with the delivery of school health services;
9. Review, as needed, of reports and orders from a student's medical home regarding student health concerns;
10. Authorization of tuberculin testing for conditions outlined in N.J.A.C. 6A:16-2.2(c) and Policy and Regulation 5310;
11. Review, approval, or denial with reasons of a medical home determination of a student's anticipated confinement and resulting need for home instruction; and
12. Consultation with the school certified school nurse(s) to obtain input for the development of the school nursing services plan pursuant to N.J.A.C. 6A:16-2.1(b) and Policy and Regulation 5310.

The Board shall employ a certified school nurse to provide nursing services while school is in session pursuant to N.J.S.A. 18A:40-1 and 3.3. The certified school nurse shall work under the direction of the school physician and Principal.

The certified school nurse shall possess a standard educational **services** certificate with a school nurse endorsement or school nurse/non-instructional endorsement pursuant to N.J.A.C. 6A:9B-14.3 or 14.4 The certified school nurse shall possess a current New Jersey registered professional nurse license issued by the New Jersey State Board of Nursing; a bachelor's degree from a regionally accredited college or university; a current Cardiopulmonary Resuscitation (CPR) and Automated External Defibrillators (AED) certification as issued by the American Heart Association, the American Red Cross, the National Safety Council, or other entities determined by the Department of Health to comply with the American Heart Association's CPR guidelines; and. ~~The certified school nurse shall~~ complete training in airway management and in the use of nebulizers and inhalers consistent with nationally recognized standards including, but not limited to, those of the National Institutes of Health and the American Academy of Allergy, Asthma, and Immunology.



The role of the certified school nurse shall include, but not be limited to:

1. Carrying out written orders of the medical home and standing orders of the school physician;
2. Conducting health screenings which include height, weight, blood pressure, hearing, vision, and scoliosis pursuant to N.J.A.C. 6A:16-2.2 **and Policy and Regulation 5310** and monitoring vital signs and general health status for emergent issues for students suspected of being under the influence of alcohol and controlled dangerous substances pursuant to N.J.S.A. 18A:40-4 ~~and 12~~ **and Policy and Regulation 5308**;
3. Maintaining student health records, pursuant to N.J.S.A. 18A:40-4 and N.J.A.C. 6A:16-2.4 **and Policy and Regulation 5308**;
4. Recommending to the ~~school~~ Principal, students who shall not be admitted to or retained in the school building based on a parent's failure to provide evidence of the child's immunization according to the schedules specified in N.J.A.C. 8:57-4;
5. Annually reviewing student immunization records to confirm with the medical home that the medical condition for the exemption from immunization continues to be applicable, pursuant to N.J.A.C. 8:57-4.3;
6. Recommending to the ~~school~~ Principal exclusion of students who show evidence of communicable disease, pursuant to N.J.S.A. 18A:40-7, 8, and 10;
7. Directing and supervising the emergency administration of epinephrine and glucagon, and training school staff designated to serve as delegates, pursuant to N.J.S.A. 18A:40-12.6 and 12.14 **and Policy and Regulation 5330**;
8. Administering asthma medication through use of a nebulizer;
9. Directing and supervising the health services activities of any school staff to whom the certified school nurse has delegated a nursing task;
10. ~~Providing~~ **C**lassroom instruction in areas related to health **education** pursuant to N.J.A.C. 6A:9B-14.3;



11. Reviewing and summarizing available health and medical information regarding the student and transmitting a summary of relevant health and medical information to the Child Study Team ~~for the meeting~~ pursuant to N.J.A.C. 6A:14-3.4(h);
12. Writing and updating, at least annually, the individualized health care plan and the individualized emergency healthcare plan for students' medical needs and instructing staff as appropriate;
13. Writing and updating, at least annually, any written healthcare provisions required under Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. § 794(a), for any student who requires them;
14. Assisting in the development of and implementing healthcare procedures for students in the event of an emergency;
15. Instructing teachers on communicable disease and other health concerns, pursuant to N.J.S.A. 18A:40-3; and
16. Reviewing completed health history update questionnaires and sharing with the school athletic director or trainer for review, if applicable, pursuant to N.J.S.A. 18A:40-41.7
17. Providing other nursing services consistent with the nurse's educational services certification endorsement as a school nurse issued by the State Board of Examiners and current license approved by the State Board of Nursing.

A certified school nurse who possesses the school nurse/non-instructional certificate is not authorized to teach in areas related to health pursuant to N.J.A.C. 6A:9B-14.1

The Board may appoint a non-certified nurse under the supervision of a certified school nurse to supplement the services of a certified school nurse ~~provided in accordance with the provisions of N.J.A.C. 6A:16-2.3(c).~~ The ~~a~~ non-certified nurse shall be assigned to the same school building or complex as the certified school nurse pursuant to N.J.S.A. 18A:40-3.3(a) and a **non-certified nurse** is limited to providing services only as permitted under the non-certified nurse's license issued by the State Board of Nursing in **accordance with N.J.A.C. 6A :16-2.3(c).**



# POLICY

## LINK COMMUNITY CHARTER SCHOOL BOARD OF TRUSTEES

Students  
5305/Page 5 of 5  
HEALTH SERVICES PERSONNEL

N.J.S.A. 18A:40-1; 18A:40-3.3; 18A:40-4; 18A:40-7;  
18A:40-8; 18A:40-10; 18A:40A-12; 18A:40-12.6;  
18A:40-12.14; 18A:40-41.7  
N.J.A.C. 6A:9B-14.3; 6A:9B-14.4; 6A:14-3.4; 6A:16-2.1;  
6A:16-2.2; 6A:16-2.3

Adopted: 8 September 2014  
Revised: 8 June 2015  
Revised: 12 September 2016



## 5308 STUDENT HEALTH RECORDS (M)

### M

The school shall maintain mandated student health records for each student pursuant to N.J.A.C. 6A:16-2.4 ~~and N.J.A.C. 6A:32-7~~. The school will document student health records using a form approved by the Commissioner of Education.

The maintenance and security of student health records shall be in accordance with N.J.A.C. 6A:32-7.4 and 6A:16-2.4. Student health records, ~~whether stored on paper or electronically~~, shall be maintained in accordance with N.J.A.C. 6A:32-7. ~~may be stored electronically or in paper format and shall be maintained separately from other student records in a secure location accessible to authorized personnel while school is in session. The health history and immunization record shall be removed from the student's health record and placed in the student's mandated record upon graduation or termination and kept according to the schedule set forth in N.J.A.C. 6A:32-7.8.~~ ~~Student health records shall be maintained separately from other student records. Student health records also shall be maintained according to the requirements of N.J.A.C. 6A:32-7 until such time as graduation or termination from the school district, whereupon the health history and immunization record shall be removed from the student's health record and placed in the student's mandated record. The school district of last enrollment, graduation, or permanent departure of the student shall keep, for 100 years, a mandated record of a student's health history and immunization in accordance with N.J.A.C. 6A:32-7.8(f). No additions shall be made to the record after graduation or permanent departure without prior written consent of the parent or adult student pursuant to N.J.A.C. 6A:32-7.8(e).~~

The transfer of student health records when a student transfers to or from a school shall be in accordance with N.J.A.C. 6A:16-7.9 ~~et seq.~~ ~~and N.J.A.C. 6A:32-7.5~~.

~~Any Board of Education employee with knowledge of, or access to, the following health information shall comply with restrictions for sharing information as required by Federal and State statutes and regulations: information that identifies a student as having HIV infection or AIDS shall be shared only with prior written informed consent of the student age twelve or greater, or of the student's parent as required by N.J.S.A. 26:5C-1 et seq. and only for the purpose of determining an appropriate educational program for the student; information obtained by the school's alcohol and other drug program that would identify the student as an alcohol or other drug user may be disclosed only for those purposes and under conditions permitted by 42 CFR Part 2; information provided by a secondary school student while participating in a school-based alcohol or other drug counseling program that indicates that a parent or other person residing in the student's~~



household is dependent upon or illegally using a substance shall be shared only for those purposes and conditions permitted by N.J.S.A. 18A:40A-7.1.

~~Any Board of Trustees employee with knowledge of, or access to, information that identifies a student as having HIV infection or AIDS; information obtained by the school's alcohol or drug program which would identify the student as an alcohol or drug user; or information provided by a secondary school student while participating in a school-based alcohol or drug counseling program that indicates a parent, guardian, or other person residing in the student's household is dependent upon or illegally using a substance shall comply with restrictions for sharing such information in accordance with N.J.A.C. 6A:16-2.4(b) through (e) and as required by Federal and State statutes and regulations.~~

Access to and disclosure of information in a student's health record shall meet the requirements of the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 1232g, and 34 CFR Part 99, incorporated herein by reference, as amended and supplemented, and N.J.A.C. 6A:32-7, Student Records.

The school shall provide access to the student's health record to licensed medical personnel not holding educational certification who are working under contract with or as employees of the school only to the extent necessary to enable the licensed medical personnel to perform their duties. Secretarial or clerical personnel under the supervision of the certified school nurse shall be permitted access to those portions of the student health record necessary for entry and recording of data and for conducting routine clerical tasks as outlined in N.J.S.A. 18A:40-3.4 and N.J.A.C. 6A:32-7.5.

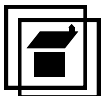
Nothing in N.J.A.C. 6A:16-2.4 or in **this** Policy and Regulation 5308 shall be construed to prohibit school personnel from disclosing to students or adults in connection with an emergency the information contained in the student health record if the release is necessary to protect the immediate health or safety of the student or other persons pursuant to N.J.A.C. 6A:32-7.5.

**N.J.S.A. 18A: 40-3.4**

N.J.A.C. 6A:16-2.4 ~~et seq.~~; **6A: 32-7.1**; 6A:32-7.4 ~~et seq.~~; 6A:32-7.5 ~~et seq.~~; **6A: 32-7.8**

Adopted: 8 September 2014

Revised: 8 June 2015



# POLICY

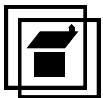
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LINK COMMUNITY CHARTER SCHOOL  
**BOARD OF TRUSTEES**

Students

5308/Page 3 of 3

STUDENT HEALTH RECORDS (M)





## R 5308 STUDENT HEALTH RECORDS (M)

### M

Student health records shall be maintained for each student pursuant to N.J.A.C. 6A:16-2.4. Maintenance and security of student health records shall be in accordance with N.J.A.C. 6A:32-7.4.

#### A. Mandated Student Health Records

1. ~~The district shall maintain for each student, pursuant to N.J.A.C. 6A:32, a student health record that includes the following mandated records:~~  
~~The following mandated student health records shall be maintained:~~
  - a. Findings of health histories, medical examinations, and health screenings pursuant to N.J.A.C. 6A:16-2.2 and 4.3; and
  - b. Documentation of immunizations against communicable diseases or exemption from these immunizations pursuant to N.J.A.C. 8:57-4.1, 4.3, and 4.4.
2. The school will document the findings of student health histories, health screenings, and required medical examinations that are relevant to school participation on the student's health record using a form approved by the Commissioner of Education.

#### B. Maintenance **and Security** of Student Health Records

1. The school shall maintain student health records in accordance with N.J.A.C. 6A:32-7.4 as follows:
  - a. Student health records may be stored electronically or in paper format. ~~When records are stored electronically, proper security and backup procedures shall be administered~~  
**(1) When student health records are stored electronically, proper security and backup procedures shall be administered;**



- b. Student health records, whether stored on paper or electronically, shall be maintained **in accordance with N.J.A.C. 6A:32-7.1(1).** ~~separately from other student records, until such time as graduation from eighth grade or termination whereupon the health history and immunization record shall be removed from the student's health record and placed in the student's mandated record; and~~  
**(1) Student health records shall be maintained separately from other student records. Student health records also shall be maintained in accordance with the requirements of N.J.A.C. 6A:32-7 until such time as graduation or termination from the district, whereupon the health history and immunization record shall be removed from the student's health record and placed in the student's mandated record.**
- c. Student health records shall be accessible during the hours in which the school program is in operation.

C. Transferring Student Health Records

The school shall ensure compliance with the requirements of N.J.A.C. 6A:32-7 – Student Records and Policy and Regulation 8330 when transferring student health records.

D. Restrictions for Sharing Student Health Information

- 1. Any Board of Trustees employee with knowledge of, or access to, the following health information shall comply with restrictions for sharing information as required by Federal and State statutes and regulations.
  - a. Information that identifies a student as having HIV infection or AIDS shall be shared only with prior written informed consent of the student age twelve or greater, or of the student's parent as required by N.J.S.A. 26:5C-1 et seq. and only for the purpose of determining an appropriate educational program for the student.
  - b. Information obtained by the school's alcohol and other drug program **that** ~~which~~ would identify the student as an alcohol or other drug user may be disclosed only for those purposes and ~~under those~~ conditions permitted by 42 CFR Part 2.



- c. Information provided by a secondary school student while participating in a school-based alcohol or other drug counseling program that indicates a parent, ~~guardian~~, or other person residing in the student's household is dependent upon or illegally using a substance shall be shared only for those purposes and conditions permitted by N.J.S.A. 18A:40A-7.1.

E. Access to Student Health Records

1. Access to and disclosure of information in the student's health record shall meet the requirements of the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 1232g and 34 CFR Part 99, ~~incorporated herein by reference~~, as amended and supplemented, and N.J.A.C. 6A:32-7 ~~et seq.~~, Student Records.
2. The school shall provide access to the student health records to licensed medical personnel not holding educational certification who are working under contract with or as employees of the school only to the extent necessary to enable the licensed medical personnel to perform their duties.
  - a. Secretarial or clerical personnel under the supervision of the certified school nurse shall be permitted access to ~~those~~ portions of the student's health record necessary for entry and recording of data and for conducting routine clerical tasks as outlined in N.J.S.A. 18A:40-3.4 and N.J.A.C. 6A:32-7.5.

Nothing in N.J.A.C. 6A:16-2.4 or in Policy and Regulation 5308 **and this Regulation** shall be construed to prohibit school personnel from disclosing to students or adults in connection with an emergency the information contained in the student health record if the release is necessary to protect the immediate health or safety of the student or other persons pursuant to N.J.A.C. 6A:32-7. **54**.

Adopted: 8 September 2014  
Revised: 8 June 2015



## 5310 HEALTH SERVICES (M)

### M

The Board of Trustees shall develop and adopt the following written policies, procedures, and mechanisms in accordance with N.J.A.C. 6A:16-2.1(a) for the provision of health, safety, and medical emergency services, and shall ensure staff are informed as appropriate:

1. The review of immunization records for completeness pursuant to N.J.A.C. 8:57-4.1 through 4.20 (Policy and Regulation 5320);
2. The administration of medication to students in the school setting **by the following authorized individuals** ~~in accordance with N.J.A.C. 6A:16-2.1(a)2-~~ (Policy and Regulation 5330):
  - a. The school physician;
  - b. A certified school nurse or noncertified nurse;
  - c. A substitute school nurse employed by the school district;
  - d. The student's parent;
  - e. A student approved to self-administer medication, pursuant to N.J.A.C. 6A:16-2.1(a)5.iii. and 6A:16-2.1(a)9. and N.J.S.A. 18A:40-12.3 and 12.4;
  - f. Other school employees who volunteer to be trained and designated by the certified school nurse to administer epinephrine in an emergency, pursuant to N.J.S.A. 18A:40-12.5 and 12.6; and
  - g. Other employees who volunteer to be designated as a delegate and trained to administer glucagon, pursuant to N.J.S.A. 18A:40-12.14.
3. The review of Do Not Resuscitate (DNR) orders received from the student's parent or medical home (Policy 5332);
4. The provision of health services in emergency situations, including:



- a. The emergency administration of epinephrine via **an epinephrine Epi-pen** auto-injector pursuant to N.J.S.A. 18A:40-12.5 (Policy and Regulation 5330);
  - b. The emergency administration of glucagon pursuant to N.J.S.A. 18A:40-12.14 (Policy and Regulation 5338);
  - c. The care of any student who becomes injured or ill while at school or participating in school-sponsored functions (Policy and Regulation 8441);
  - d. The transportation and supervision of any student determined to be in need of immediate care (Policy and Regulation 8441);
  - e. The notification to parents of any student determined to be in need of immediate medical care (Policy and Regulation 8441); and
  - f. The establishment and implementation of an emergency action plan for responding to a sudden cardiac event, including the use of an automated external defibrillator (AED), pursuant to N.J.S.A. 18A:40-41b (Policy and Regulation 5300).
5. The treatment of asthma in the school setting in accordance with the provisions of N.J.A.C. 6A:16-2.1(a)5 (Policy 5335);
  6. Administration of student medical examinations, pursuant to N.J.S.A. 18A:40-4, N.J.S.A. 18A:35-4.8, and N.J.A.C. 6A:16-2.2 (Policy and Regulation 5310);
  7. Utilization of sanitation and hygiene when handling blood and bodily fluids pursuant to N.J.A.C. 12:100-4.2, Safety and Health Standards for ~~Public Employees~~, and in compliance with 29 CFR 1910.1030, Public Employees Occupational Safety and Health ~~Program (PEOSH)~~ Bloodborne Pathogens Standards;
  8. Self-administration of medication by a student for asthma or other potentially life-threatening **illness or life-threatening** allergic reaction pursuant to N.J.S.A. 18A:40-12.3, 12.5, and 12.6, and the self-management and care of a student's diabetes as needed pursuant to N.J.S.A. 18A:40-12.15;



9. Development of an individualized healthcare plan and individualized emergency healthcare plan for students with chronic medical conditions, including diabetes, asthma, and life-threatening allergies, requiring special health services in accordance with N.J.S.A. 18A:40-12.11.c, 12.12, 12.13, and 12.15; and N.J.A.C. 6A:16-2.3(b)3xii; and Policy 5335; and
10. Management of food allergies in the school setting and the emergency administration of epinephrine to students for anaphylaxis pursuant to N.J.S.A. 18A:40-12.6a through 12.6d.

The Board of Trustees shall annually adopt the school's nursing services plan at a regular meeting, pursuant to N.J.A.C. 6A:16-2.1(b) and Policy 5307.

~~The Board of Trustees shall comply with the following required health services as outlined in N.J.A.C. 6A:16-2.2:-~~

-

- ~~1. Immunization records shall be reviewed and updated annually pursuant to N.J.A.C. 8:57-4.1 through 4.24.~~

-

- ~~2. A Building Principal or designee shall not knowingly admit or retain in the school building any student whose parent has not submitted acceptable evidence of the child's immunization, according to the schedule specified in N.J.A.C. 8:57-4, Immunization of Students in School.~~

-

- ~~3. The school shall perform tuberculosis tests on students using methods required by and when specifically directed to do so by the New Jersey Department of Health based upon the incidence of tuberculosis or reactor rates in specific communities or population groups pursuant to N.J.S.A. 18A:40-16.~~

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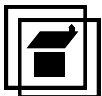
- ~~4. The school shall immediately report by telephone to the health officer of the jurisdiction in which the school is located any communicable diseases identified as reportable pursuant to N.J.A.C. 8:57-1, whether confirmed or presumed.~~

-

- ~~5. Each school in the charter shall have and maintain for the care of students at least one nebulizer in the office of the school nurse or a similar accessible location pursuant to N.J.S.A. 18A:40-12.7.~~

-

- ~~6. Each student medical examination shall be conducted at the medical home of the student. If a student does not have a medical home, the school shall~~



~~provide the examination at the school physician's office or other comparably equipped facility pursuant to N.J.S.A. 18A:40-4.~~

~~7. The findings of required examinations as required under 8b., c., d., and e. below shall include the following components:~~

~~a. Immunizations pursuant to N.J.A.C. 8:57-4.1 through 4.24;~~

~~b. Medical history, including allergies, past serious illnesses, injuries, operations, medications, and current health problems;~~

~~c. Health screenings including height, weight, hearing, blood pressure, and vision; and~~

~~d. Physical examinations.~~

~~8. The school shall ensure that students receive medical examinations in accordance with N.J.A.C. 6A:16-2.2(f) and 6. above and:~~

~~a. Prior to participation on a school-sponsored interscholastic or intramural team or squad for students enrolled in any grade six to twelve in accordance with N.J.A.C. 6A:16-2.2(h)1;~~

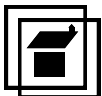
~~b. Upon enrollment in school in accordance with N.J.A.C. 6A:16-2.2(h)2;~~

~~c. When applying for working papers in accordance with N.J.A.C. 6A:16-2.2(h)3;~~

~~d. For the purposes of the comprehensive Child Study Team evaluation pursuant to N.J.A.C. 6A:14-3.4 in accordance with N.J.A.C. 6A:16-2.2(h)4; and~~

~~e. When a student is suspected of being under the influence of alcohol or controlled dangerous substances, pursuant to N.J.S.A. 18A:40A-12 and N.J.A.C. 6A:16-4.3 in accordance with N.J.A.C. 6A:16-2.2(h)5.~~

~~9. Each school shall have available and maintain an AED, pursuant to N.J.S.A. 18A:40-41a.a(1) and (3), and in accordance with N.J.A.C. 6A:16-2.2(i).~~



- 
- 10. ~~The Board of Trustees shall make accessible information regarding the New Jersey FamilyCare Program to students who are knowingly without medical coverage pursuant to N.J.S.A. 18A:40-34.~~
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- 11. ~~Information concerning a student's HIV/AIDS status shall not be required as part of the medical examination or health history pursuant to N.J.S.A. 26:5C-1 et seq.~~
- 
- 12. ~~The Board of Trustees shall ensure that students receive health screenings as outlined in N.J.A.C. 6A:16-2.2(k).~~
- 
- 13. ~~The school nurse or designee shall screen to ensure hearing aids worn by students who are deaf and/or hard of hearing are functioning properly. The school nurse or designee will ensure any FM hearing aid systems in classrooms or any school equipment in the school building used to assist students hear are functioning properly.~~

N.J.A.C. 6A:16-1.3; 6A:16-2.1, 6A:16-2.2

N.J.S.A. 18A:35-4.8; 18A:40-4; 18A:40-12;

18A:40-12.3; 18A:40-12.5; 18A:40-12.6;

18A:40-12.6a; 18A:40-12.6b; 18A:40-12.6c;

18A:40-12.6d; 18A:40-12.7; 18A:40-12.11;

18A:40-12.15; 18A:40-16; 18A:40-23 et seq.;

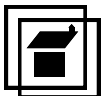
18A:40-41.a.; 18A:40-41.b.

N.J.A.C. 6A:16-1.3; 6A:16-2.1; 6A:16-2.2

Adopted: 8 September 2014

Revised: 8 June 2015

Revised: 17 October 16





## R 5310 HEALTH SERVICES (M)

### M

#### A. Definitions – N.J.A.C. 6A:16-1.3

1. Advanced practice nurse (APN) – means a person who holds a current license as **either an advanced practice nurse or a** nurse practitioner/clinical nurse specialist from the State Board of Nursing.
2. Certified school nurse – means a person who holds a current license as a registered professional nurse from the State Board of Nursing and an Educational Services Certificate, school nurse or school nurse/non-instructional endorsement from the Department of Education pursuant to N.J.A.C. 6A:9B-12.3 and 12.4. **14.3 and 14.4.**
3. Medical home – means a health care provider, including New Jersey Family Care providers as defined by N.J.S.A. 30:4J-12 and the provider's practice site chosen by the student's parent for the provision of health care.
4. Non-certified nurse – means a person who holds a current license as a professional nurse from the State Board of Nursing and is employed by the Board of Trustees and who is not certified as a school nurse by the Department of Education.
5. Parent – means the natural parent(s), adoptive parent(s), legal guardian(s), ~~foster~~ **resource** parent(s), or ~~parent~~-surrogate **parents** of a student. When parents are separated or divorced, "parent" means the person or agency who has legal custody of the student, as well as the natural or adoptive parent(s) of the student, provided parental rights have not been terminated by a court of appropriate jurisdiction.
6. Physical examination – means the examination of the body by a professional licensed to practice medicine or osteopathy, or an advanced practice nurse or physician assistant. The term includes specific procedures required by statute as stated in N.J.A.C. 6A:16-2.2
7. Physician assistant (PA) – means a health care professional licensed to practice medicine with physician supervision.



8. School physician – means a physician **currently licensed by the New Jersey Board of Medical Examiners in medicine or osteopathy whose training and scope of practice includes child and adolescent health and development**, ~~with a current license to practice medicine or osteopathy from the New Jersey Board of Examiners who works under a contract or as an employee of the school.~~ The physician is also referred to as the medical inspector as per N.J.S.A. 18A:40-1.
- B. Medical Examinations – General Conditions **(N.J.A.C. 6A:16-2.2)**
1. Each student medical examination shall be conducted at the medical home of the student. If a student does not have a medical home, the school shall provide the examination at the school physician's office or other comparably equipped facility pursuant to N.J.S.A. 18A:40-4.
  2. The findings of required examinations under **(N.J.A.C. 6A:16-2.2(h)2. Through (h)5. and** D. through G. below shall include the following components:
    - a. Immunizations pursuant to N.J.A.C. 8:57-4.1 through 4.24;
    - b. Medical history including allergies, past serious illnesses, injuries, operations, medications, and current health problems;
    - c. Health screenings including height, weight, hearing, blood pressure, and vision; and
    - d. Physical examinations.
  3. Each school shall have available and maintain an automated external defibrillator (AED), pursuant to N.J.S.A. 18A:40-41a.a(1) and (3), that is:
    - a. In an unlocked location on school property, with an appropriate identifying sign;
    - b. Accessible during the school day and any other time when a school-sponsored athletic event or team practice is taking place in



which students of the school district or nonpublic school are participating; and

- c. Within a reasonable proximity of the school athletic field or gymnasium, as applicable.
  4. The Board of Trustees shall make accessible information regarding the ~~NJ New Jersey FamilyCare~~ Program ~~to~~ for students who are knowingly without medical coverage pursuant to N.J.S.A. 18A:40-34.
  5. Information concerning a student's HIV/AIDS status shall not be required as part of the medical examination or health history, pursuant to N.J.S.A. 26:5C-1 et seq.
  6. Pursuant to N.J.S.A. 18A:40-4.4, a student who presents a statement signed by ~~their~~ his/her parents that ~~such~~ required examinations interfere with the free exercise of his/her ~~their~~ religious beliefs shall be examined only to the extent necessary to determine whether the student is ill or infected with a communicable disease or ~~to determine their fitness under the influence of alcohol or drugs or is disabled or is fit~~ to participate in any health, safety, or physical education course required by law.
  - ~~6. Information concerning a student's HIV/AIDS status shall not be required as part of the medical examination or health history pursuant to N.J.S.A. 26:5C-1 et seq.~~
- C. Medical Examinations - Prior to Participation on a School-Sponsored Interscholastic or Intramural **Athletic** Team or Squad for Students Enrolled in Any Grade Six to Eight (**N.J.A.C. 6A:16-2.2(h)1.**)
1. The school shall ensure that students receive medical examinations **in accordance with N.J.A.C. 6A:16-2.2(f) and B.1. above and** prior to participation on a school-sponsored interscholastic or intramural athletic team or squad for students enrolled in any grade six to eight. ~~The examination shall be conducted within 365 days prior to the first practice session in an athletic season and shall be conducted by a licensed physician, APN or PA.~~
    - a. **The examination shall be conducted within 365 days prior**



to the first day of official practice in an athletic season and shall be conducted by a licensed physician, APN, or PA.

- b. The physical examination shall be documented using the Preparticipation Physical Evaluation (PPE) form developed jointly by the American Academy of Family Physicians, American Academy of Pediatrics, American College of Sports Medicine, American Medical Society for Sports Medicine, American Orthopaedic Society for Sports Medicine, and American Osteopathic Academy of Sports Medicine and is available online at <http://www.state.nj.us/education/students/safety/health/records/athleticphysicalsform.pdf> in accordance with N.J.S.A. 18A:40-41.7.
- (1) Prior to performing a pre-participation physical examination, the licensed physician, APN, or PA who performs the student-athlete's physical examination shall complete the Student-Athlete Cardiac Screening professional development module and shall sign the certification statement on the PPE form attesting to the completion, pursuant to N.J.S.A. 18A:40-41d.
  - (a) If the PPE form is submitted without the signed certification statement and the school district has confirmed that the licensed physician, APN, or PA from the medical home did not complete the module, the student-athlete's parent may obtain a physical examination from a physician who can certify completion of the module or request that the school physician provides the examination.
- (2). The medical report shall indicate if a student is allowed or not allowed to participate in the required sports categories and shall be completed and signed by the original examining physician, APN, or PA.



- (3). An incomplete form shall be returned to the student's medical home for completion unless the school nurse can provide documentation to the school physician that the missing information is available from screenings completed by the school nurse or physician within the prior 365 days.
- c. Each student whose medical examination was completed more than ninety days prior to the first day of official practice in an athletic season shall provide a health history update questionnaire completed and signed by the student's parent. The completed health history update questionnaire shall include information listed below as required by N.J.S.A. 18A:40-41.7.b. The completed health history update questionnaire shall be reviewed by the school nurse and, if applicable, the school athletic trainer and shall include information as to whether, in the time period since the date of the student's last pre-participation physical examination, the student has:
  - (1) Been advised by a licensed physician, APN, or PA not to participate in a sport;
  - (2) Sustained a concussion, been unconscious, or lost memory from a blow to the head;
  - (3) Broken a bone or sprained, strained, or dislocated any muscles or joints;
  - (4) Fainted or blacked out;
  - (5) Experienced chest pains, shortness of breath, or heart racing;
  - (6) Had a recent history of fatigue and unusual tiredness;
  - (7) Been hospitalized, visited an emergency room, or had a significant medical illness;



- (8) Started or stopped taking any over the counter or prescribed medications; or
  - (9) Had a sudden death in the family, or whether any member of the student's family under the age of fifty has had a heart attack or heart trouble.
- d. The school shall provide to the parent written notification signed by the school physician stating approval of the student's participation in athletics based upon the medical report or the reasons for the school physician's disapproval of the student's participation.
- e. The Board of Trustees ~~will~~ **shall** not permit a student enrolled in grades six to twelve to participate on a school-sponsored interscholastic or intramural **athletic** team or squad unless the student submits a PPE form signed by the licensed physician, APN, or PA who performed the physical examination and, if applicable, a completed health history update questionnaire, pursuant to N.J.S.A. 18A:40-41.7.c.
- f. The school shall distribute to a student-athlete and ~~his or her parent~~ **the student-athlete's parent** the sudden cardiac arrest pamphlet developed by the Commissioner of Education, in consultation with the Commissioner of Health, the American Heart Association, and the American Academy of Pediatrics, pursuant to N.J.S.A. 18A:40-41.
- (1) A student-athlete and **the student athlete's parent** ~~his or her parent~~ annually shall sign the Commissioner-developed form that they received and reviewed the pamphlet, and shall return it, to the student's school pursuant to N.J.S.A. 18A:40-41.d.
  - (2) The Commissioner shall update the pamphlet, as necessary, pursuant to N.J.S.A. 18A:40-41.b.



- (3) The Commissioner shall distribute the pamphlet, at no charge, to ~~the all-school districts and nonpublic schools~~, pursuant to N.J.S.A. 18A:40-41.b.

D. Medical Examinations - Upon Enrollment in School (N.J.A.C. 6A:16-2.2(h)2,)

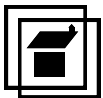
1. The school shall ensure that students receive medical examinations ~~in accordance with N.J.A.C. 6A:16-2.2(f) and B.1. above and~~ upon enrollment in school.
  - a. The school requires a parent to provide within thirty days of enrollment entry-examination documentation for each student
  - b. When a student transfers to another school, the sending school district shall ensure the entry-examination documentation is forwarded to the receiving school pursuant to N.J.A.C. 6A:16-2.4(d).
  - c. Students transferring into this school from out-of-State or out-of-country may be allowed a thirty-day period to obtain entry examination documentation.
  - d. The school shall notify parents through its website or other means about the importance of obtaining subsequent medical examinations of the student at least once during each developmental stage: at early childhood (pre-school through grade three), pre-adolescence (grades four through six), and adolescence (grades seven through twelve).

E. Medical Examinations - When Students Apply for Working Papers (N.J.A.C. 6A:16-2.2(h)3.)

1. ~~The school district shall ensure that students receive medical examination in accordance with N.J.A.C. 6A:16-2.2(f) and B.1 above and when applying for working papers.~~
2. ~~Pursuant to N.J.S.A. 34:2-21.7 and 34:2-21.8(3), the~~ The school may provide for the administration of a medical examination for a student pursuing a certificate of employment.



3. The school shall not be held responsible for the costs for examinations at the student's medical home or other medical provider(s).
- F. Medical Examinations - For the Purposes of the Comprehensive Child Study Team Evaluation Pursuant to N.J.A.C. 6A:14-3.4 (N.J.A.C. 6A:16-2.2(h)4.)
1. The school shall ensure that students receive medical examinations in accordance with N.J.A.C. 6A:16-2.2(f) and B.1. above and for the purposes of the comprehensive Child Study team evaluation pursuant to N.J.A.C. 6A:14-3.4.
- G. Medical Examinations - When a Student is Suspected of Being Under the Influence of Alcohol or Controlled Dangerous Substances pursuant to N.J.S.A. 18A:40A-12 and N.J.A.C. 6A:16-4.3 (N.J.A.C. 6A:16-2.2(h)5.)
1. The school district shall ensure that students receive medical examinations in accordance with N.J.A.C. 6A:16-2.2(f) and B.1. above and when a student is suspected of being under the influence of alcohol or controlled dangerous substances, pursuant to N.J.S.A. 18A:40A-12 and N.J.A.C. 6A:16-4.3.
  2. If a student who is suspected of being under the influence of alcohol or controlled dangerous substances is reported to the certified school nurse, the certified school nurse shall monitor the student's vital signs and general health status for emergent issues and take appropriate action pending the medical examination pursuant to N.J.A.C. 6A:16-4.3.
  3. No school staff shall interfere with a student receiving a medical examination for suspicion of being under the influence of alcohol or controlled dangerous substances pursuant to N.J.A.C. 6A:16-4.3.
- H. Health Screenings (N.J.A.C. 6A:16-2.2(l))
- The Board of Trustees shall ensure that students receive health screenings in accordance with N.J.A.C. 6A:16-2.2(I).
1. Screening for height, weight, and blood pressure shall be conducted annually for each student in Kindergarten through grade eight.





2. Screening for visual acuity shall be conducted biennially for students in Kindergarten through grade eight.
3. Screening for auditory acuity shall be conducted annually for students in grades three and seven pursuant to N.J.S.A. 18A:40-4.
4. Screening for scoliosis shall be conducted biennially for students between the ages of ten and eighteen pursuant to N.J.S.A. 18A:40-4.3.
5. Screenings shall be conducted by a school physician, school nurse, or other school personnel properly trained.
6. The school shall notify the parent of any student suspected of deviation from the recommended standard.
7. The school nurse or designee shall screen to ensure hearing aids worn by students who are deaf and/or hard of hearing are functioning properly. The school nurse or designee will ensure any FM hearing aid systems in classrooms or any school equipment used to assist students to hear are functioning properly.

Adopted: 8 September 2014

Revised: 8 June 2015

Revised: 17 October 2016

Revised: 14 March 2022



## REIMBURSEMENT OF FEDERAL AND OTHER GRANT EXPENDITURES (M)

### 6112 REIMBURSEMENT OF FEDERAL AND OTHER GRANT EXPENDITURES (M)

#### M

The Cash Management Improvement Act (CMIA) and related Federal regulations require a State to minimize the time elapsing between the transfer of funds from the United States Treasury and the expenditure of funds for program purposes. This requirement applies to grantees such as the State of New Jersey and their sub-grantees, such as a school. The State of New Jersey and the school must assure funds have been, or will be, spent within a minimal amount of time after having been drawn from the Federal government.

In accordance with this requirement, the New Jersey Department of Education (NJDOE) has implemented a reimbursement request system of payment. The procedures as outlined in the New Jersey Department of Education Policies and Procedures for Reimbursement of Federal and Other Grant Expenditures shall be followed by the school in submitting reimbursement requests. Reimbursement requests for entitlement grant awards under the Every Student Succeeds Act (ESSA) the Individuals with Disabilities Education Act (IDEA), **the Strengthening Career and Technical Education for the 21<sup>st</sup> Century Act**, ~~and the Carl D. Perkins Career and Technical Education Improvement Act of 2006~~ and any other program designated by the NJDOE shall be made using the NJDOE's Electronic Web-Enabled Grant (EWEG) System.

Reimbursement requests by the School Business Administrator/Board Secretary or designee shall be made for individual titles and awards using the payment functionality of the EWEG system. Only one reimbursement request per month may be submitted for an individual title, award, or subgrant. Reimbursement requests may only be for expenditures that have already occurred or will occur within three business days of receipt of funds.

The submission of a reimbursement request constitutes a certification by the School Business Administrator/Board Secretary that the school has previously made the appropriate expenditures and/or will make the expenditures within three business days of receipt of funds and that the expenditures are allowable and appropriate to the cost objective(s) of the subgrant.

The Head of School or designee is responsible for submitting an amendment application to the NJDOE for approval if a new budget category for which no funds were previously budgeted or approved has been created. The Head of School or designee is responsible for submitting an amendment application to the NJDOE for approval if cumulative



## REIMBURSEMENT OF FEDERAL AND OTHER GRANT EXPENDITURES (M)

transfers among expenditure categories exceed ten percent of the total award. The Head of School or designee is responsible for monitoring the cumulative ten percent level of fiscal change.

Reimbursement requests must be in accordance with approved grant applications. A reimbursement request may be submitted at any time after the sub-grant has received final NJDOE approval. Reimbursement requests submitted at least ten business days before the end of the month but no later than the fifteenth day of the month will be reviewed and, if approved, processed for payment the first business day of the following month. The school will normally receive payment by the fifth business day of the month and will be able to track the grant's payment history in EWEG through the payments link of the grant application.

Reimbursement requests must contain a brief description of the expenditures for which reimbursement is being requested. Individual line items need not be detailed. Expenditures must be supported by documentation at the school level but should not be submitted to the NJDOE with a reimbursement request. The Head of School or designee is responsible to maintain supporting documentation for seven years and for making it available to the NJDOE, the United States Department of Education, and/or their authorized representatives upon request. Documentation for salary expenditures is subject to the requirements of the Federal Uniform Grant Guidance. Documentation for all other expenditures must include evidence that the expenditures are allowable costs and of the relationship of the expenditure to the subgrant's cost objectives.

The NJDOE staff will review reimbursement requests to determine that they meet the subgrant's criteria. When a reimbursement request is approved or denied, the school will receive an email notification through the EWEG system. Approval of a reimbursement request by NJDOE does not imply approval of the expenditures as allowable or appropriate to the subgrant's cost objectives as the approval of expenditures will continue to be processed through the final report. The School Business Administrator/Board Secretary or designee assumes responsibility for assuring that all funds requested through the EWEG system either have already been expended, within three business days of receipt of funds.

New Jersey Department of Education Policies and Procedures for Reimbursement of Federal and Other Grant Expenditures – July 2008

Adopted: 11 August 2014



## REIMBURSEMENT OF FEDERAL AND OTHER GRANT EXPENDITURES (M)

Adopted revision: 11 November 2019



6115.04 FEDERAL FUNDS – DUPLICATION OF BENEFITS (M)**M**

A requirement for a Board of Education/local education agency (LEA) who accepts funds from the Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA) – Elementary and Secondary School Emergency Relief Fund (ESSERF II); American Rescue Plan Elementary and Secondary Schools Emergency Relief (ARP ESSER); and all Federal programs and grants is for the LEA to have a Duplication of Benefits (DOB) Policy. DOB occurs when a person, household, business, government, or other entity receives financial assistance from multiple sources for the same purpose, and the total assistance received for that purpose is more than the total need for assistance.

The School Business Administrator shall be responsible for ensuring no DOB occurs and will be responsible for ensuring compliance by subcontractors, sub-recipients, and other partners.

To comply with DOB requirements, an LEA that accepts Federal funds is required by the Coronavirus Aid, Relief, and Economic Security (CARES) Act to establish and follow procedures to ensure that DOB does not occur. Establishing a process to effectively identify and prevent DOB is critical for the LEA to effectively manage multiple active funding streams related to coronavirus response and efficiently target resources to meet unmet needs within the school district. The Board of Education is solely responsible for ensuring that an actual DOB does not occur.

To prevent DOB, the LEA will have:

1. A requirement that the LEA must agree to repay assistance that is determined to be duplicative. This may be documented through a subrogation agreement or similar clause included in the agreement with the LEA. The LEA will establish a protocol to monitor compliance based on risk of DOB for each activity; and
2. A method of assessing whether the use of these funds will duplicate financial assistance that is already received or is likely to be received (such as insurance proceeds) by acting reasonably to evaluate the need and the resources available to meet that need. The LEA will evaluate current programs available at the local, county, State, and Federal level as well as current and anticipated non-governmental assistance from nonprofits or faith-based groups and establish lines of communication for preventing DOB.

To analyze DOB, the LEA will complete the following steps:

1. Assess Need: Determine the amount of need (total cost);
2. Determine Assistance: Determine the amount of assistance that has or will be provided from all sources to pay for the cost;

3. Calculate Unmet Need: Determine the amount of assistance already provided compared to the need to determine the maximum award (unmet need); and
4. Document Analysis: Document calculation and maintain adequate documentation justifying determination of maximum award.

In DOB calculations, private loans are not considered a form of assistance and will not be considered when calculating DOB. However, subsidized loans from the Small Business Administration or Federal Emergency Management Agency will be included in the DOB analysis unless one of the three exceptions below is met:

1. Short-term subsidized loans (e.g. bridge loans) for costs later reimbursed with Federal funds;
2. Declined or cancelled subsidized loans; or
3. Loan assistance used toward a loss suffered as a result of a major disaster or emergency.

Adopted:

**R 6115.01 FEDERAL AWARDS/FUNDS INTERNAL CONTROLS – ALLOWABILITY OF COSTS (M)****R 6115.01 FEDERAL AWARDS/FUNDS INTERNAL CONTROLS – ALLOWABILITY OF COSTS (M)****M**

- A. In addition to the procedures used to determine the allowability of costs in accordance with 2 CFR §200.403 as outlined in Policy 6115.01 and this Regulation, the following procedures will be completed by the school district for Federal awards:
1. The Head of School will designate a grant administrator for each Federal program in the district and Federal program the Board of Education submits an application for funding.
  2. The grant administrator shall complete the following responsibilities for a Federal grant submission:
    - a. Complete the grant application for approval by the Head of School and the Board of Trustees;
    - b. Collaborate with the School Business Administrator or designee to develop the budget to include all applicable costs;
    - c. Ensure all costs included on the grant application are allowable costs in accordance with 2 CFR §200.403; and
    - d. Work with the School Business Administrator to ensure costs meet the general criteria in order to be allowable under Federal awards as outlined in Policy 6115.01 and 2 CFR §200.403.
  3. Upon approval and funding of the Federal grant program, the grant administrator will:
    - a. Provide professional development and training to all school staff members working in the Federal program and any additional school staff members the grant administrator determines should be provided the professional development and training to ensure all staff members are providing the services approved and required by the grant;
    - b. Monitor the Federal grant program to ensure the program is being administered in accordance with the requirements of the grant; and
    - c. Oversee the program's expenditures to ensure the grant funds are budgeted and expended in accordance with the grant application and approval.

4. Upon completion of the Federal grant program, the grant administrator will work with the School Business Administrator or designee to complete any close-out and final reports as required by the Federal grant.

Adopted:



## 7440 SCHOOL SECURITY (M)

### M

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

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

As used in this Policy and N.J.S.A. 18A:41-7.1, “critical incident mapping data” means information provided in electronic or digital form to assist first responders in an emergency including, but not limited to: aerial images of schools; floor plans, including room and suite numbers; building access points; locations of hazardous materials and utility shut-offs; and any other relevant location information.

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

**Critical incident mapping data** provided pursuant to N.J.S.A. 18A:41-7.1.a. shall be: compatible with all platforms and applications used by local, State, and Federal law enforcement authorities; provided in a printable format; and verified for accuracy through an annual walkthrough of school buildings and school grounds.

**Nothing in this Policy or N.J.S.A. 18A:41-7.1 shall be construed to require local law enforcement authorities or designated entities to access critical incident mapping data using third party viewing software.**



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

Each public elementary and secondary school building shall be equipped with at least one panic alarm for use in a school security emergency pursuant to N.J.S.A. 18A:41-10 through 13 **and this Policy and Regulation 7440**.

The Head of School shall designate a school administrator or a school employee with expertise in school safety and security, as a School Safety Specialist for the school in accordance with the provisions of N.J.S.A. 18A:17-43.3 **and this Policy and Regulation 7440**. The School Safety Specialist shall be required to acquire a New Jersey Department of Education School Safety Specialist certification in accordance with the provisions of N.J.S.A. 18A:17-43.2 **and this Policy and Regulation 7440**. The School Safety Specialist shall also serve as the school liaison with local law enforcement and national, State, and community agencies and organizations in matters of school safety and security.

Access to the school building and grounds outside the hours school is in session shall be limited to personnel whose employment requires their presence in the facility. An adequate key control system will be established to limit building access to authorized personnel and guard against the potential of intrusion by unauthorized persons who have obtained keys improperly.

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

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

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

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

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

Adopted: 11 August 2014



# POLICY

## LINK COMMUNITY CHARTER SCHOOL BOARD OF TRUSTEES

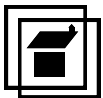
Property  
7440/Page 3 of 3  
SCHOOL SECURITY (M)

Adopted revision: 12 March 2018

Revised and Adopted: 11 March 2019

Adopted revision: 11 November 2019

Revised: 23 November 2020



## 9140 CITIZENS ADVISORY COMMITTEES (M)

### M

The ~~Board of Trustees encourages~~ success of the school system depends, to a large extent, on ~~open channels of communication~~ between the school district and the community at large. Citizens advisory committees ~~maybe~~ are particularly useful in keeping the Board of Trustees and the administration informed with regard to community opinion and in representing the community. ~~in the study of specific school problems.~~

The Board may establish a citizens advisory committees ~~as standing committees to serve in a liaison function to provide input to the Board and the administration between from the local community and the school, as permanent committees for funded programs as the law requires, and as the Board sees fit. need arises.~~

In creating a new citizens advisory committee, the Board ~~shall~~ may appoint members of the community who are able and interested in the subject and concerned about the school; ~~appoint~~ members who represent a wide range of community interests and backgrounds; ~~appoint~~ a chairperson; and ~~appoint~~ one or more Board members; ~~and school staff members. to serve as ex-officio members. The Board President or designee and the Head of School or designee shall serve as members of the citizens advisory committee.~~

-  
In charging a new citizens advisory committee, the Board shall define the citizens advisory committee assignment in writing, set a date for ~~a preliminary and final report, report(s) to the Board~~ and establish a budget, ~~if needed~~. Expenditures of school funds by a citizens advisory committees shall be made only upon the approval of the Head of School.

Recommendations of a citizens advisory committee shall not reduce the responsibility of the Board, which may accept, ~~or~~ reject, ~~or modify a citizens advisory committee's~~ recommendations in the exercise of its statutory discretion.

Meetings of a citizens advisory committee that are ~~open to or~~ attended by fewer than a majority of the members of the Board are not subject to the Open Public Meetings Act and need not be open to the public, except as expressly permitted by the Board.

N.J.A.C. 6:30-1.5; 6:31-1.14(b)  
20 U.S.C.A. 3801 et seq.



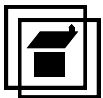
# POLICY

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## LINK COMMUNITY CHARTER SCHOOL **BOARD OF TRUSTEES**

Community  
9140/Page 2 of 2  
CITIZENS ADVISORY COMMITTEES (M)

Adopted: 10 November 2014



Link Community Charter School  
Board of Trustees  
Governance Committee Report  
July 11, 2023

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

- ❖ Referrals for nominations of new board members
  - Have received no referrals for new members as of yet.
- ❖ Review Committees
  - Education Committee is in need of a chair.
  - Need additional member for the education committee
- ❖ School hour changes
  - New hours for Pennsylvania Avenue Location: Open 7:30 AM, Start 8:00 PM, Dismissal 3:15 PM
  - Halsey Street Location: Open 7:15 AM, Start 7:45 AM, Dismissal 3:45
- ❖ Calendar update for half day changes
  - Shifting early dismissal from every other Friday to every other Wednesday for professional development
- ❖ Topics to be considered for board retreat
  - Topics ideas: Financial Workshop, Board Ethics
- ❖ Charter School Renewal Summary
  - Maria will provide presentation of summary at the next board meeting
  - Renewal Comments: Few minor corrections in renewal submission
  - Maria recommends that all board members read the summary
- ❖ Work on annual report (approve in august)
  - Maria and Sharon are working on the school's annual report and will have it ready for the August meeting.



## Finance & Facilities Committee Report

July 17, 2023

### I. Financial Review

#### a. Treasurer's Report:

- i. As of June 30, 2023, total operating cash on hand \$1,403,645

##### Bank Accounts

- **General Fund \$1,299,395**  
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 \$25,919**  
Food services expenses, includes payroll labor & food purchases. Funding includes NSLP subsidies
- **Payroll \$29,986**  
All salary expenses.
- **Payroll Agency \$38,366**  
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 June 30, 2023  
Expenditures include general operating and special revenue funds (federal, state and foundation grants)
  - \$6,708,471 in expenses have been paid
  - \$535,756 in encumbrances are pending request for payment
  - \$1,416,795 Restricted and unrestricted revenue available

## Head of School Report July, 2023

### Link Enrollment:

Grade Level	Approved Enrollment for 2022-23	Enrolled for 2022-23	23/24 New Applications Received	23/24 New Registered Students	Approved Enrollment for 2023-24	Enrolled for 23/24 As of 6/12	Remaining Seats	Returning not confirmed
K	50	36	98	30	50	33	17	0
1	50	36	19	7	50	41	9	0
2	50	N/A	24	13	50	41	9	2
5	50	48	80	36	50	39	14	0
6	50	53	54 on waitlist	6	50	48	2	4
7	80	84	72 on waitlist	2	50	48	2	5
8	80	78	28 on waitlist	1	80	79	1	4
<b>Total</b>	<b>360</b>	<b>335</b>			<b>380</b>	<b>329</b>	<b>54</b>	<b>15</b>

### Student Recruitment and Enrollment:

- We have met with our marketing consultants (pro bono) who are developing a plan for August and September to meet current enrollment needs
- The new Admissions, Student Life, and Operations Coordinator is working with families and in the community to build potential feeder programs.

### Retention

- Kindergarten 3
- 1<sup>st</sup> grade 4
- 5<sup>th</sup> grade 3
- 6<sup>th</sup> grade 2
- 8<sup>th</sup> grade 3 (1 taking a summer class with a Link teacher)

### Staffing:

- We are now focused on the following remaining openings:
  - Kindergarten co-teacher
  - Second grade teacher
  - Math teacher (7<sup>th</sup>)
  - Science teacher (7<sup>th</sup>)
  - Vice Principal (leave replacement)
  - Math interventionist (7<sup>th</sup> and 8<sup>th</sup>)



- ELA interventionist (5<sup>th</sup> and 6<sup>th</sup>)

## **HIB**

- 2nd report to the board, 2022-2023 -009 (SL-EL)
- 2<sup>nd</sup> report to the board, 2022-2023-010 (NG)

## **Health and Safety Update:**

- Our new partnership with Horizon has provided strong nurses for both the Summer Academy and the CampLink program
- We are pursuing school year nurses for new building and potentially as leave replacement for Pennsylvania Avenue

## **Curriculum:**

- 2<sup>nd</sup> grade curriculum is being written
- Middle school ELA curriculum is being updated

## **NJSLA**

- School level scores are in but we cannot publicly report them
- School level leadership is reviewing the data

## **Academic Program**

- We are evaluating student instructional resources/data purchases for next year
- 2<sup>nd</sup> grade curriculum is being written
- ELA middle school curriculum is being updated

## **Instructional Coaching**

- No updates

## **Special Programming**

- No updates

## **Summer Programming**

- We are learning a lot about the youngest scholars and our camp program; very positive experience for scholars and staff.
- Summer Academy is progressing nicely (with a few of our new staff) though our enrollment is low.

## **High School Placement**

- Scholars have earned over \$6.3 million in financial aid and scholarships for competitive high schools.

## **Strategic Planning Updates**

- The committee met with The Lumen Group, our consultants, and updated the plan mostly to reflect strategic priorities
- We are now completing the updates and setting up an action plan and a reporting tool.

## **Special Education**

- No updates

**CSP**

- We completed the quarterly report on July 10<sup>th</sup>.

**Renewal and Expansion**

- We have not had a chance to review the renewal summary report with the administrative team yet but will do it by the end of the month as part of our planning for 2023-24 school year.