

**LINK COMMUNITY CHARTER SCHOOL
BOARD OF TRUSTEES MEETING
February 13, 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 at 6:38pm.

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 January 10, 2023; by email to the city clerks of, East Orange, Irvington, and Orange, and the county superintendent of education on January 10, 2023 and by mail on annuary 10, 2023 to the city clerk of Newark; by posting notice on the school website; and by communicating same to the Board of Trustees.

ROLL CALL

Member	Present	Absent
Barkley, Ms.	√	
Barnett, Ms.		√
Clarke-Avignant, Mrs.		√
Daughtry, Ms.		√
Ebanks, Ms.		√
Fox, Ms.		√
Key, Mr.		√
Marshall, Mr.		√
Naar, Mr.		√

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 MINUTES

Resolution #021323-01: Be it Resolved that the Board of Trustees accepts and approves the minutes of the special board meeting held on January 30, 2023.

Moved by Ms. Daughtry

Second by Mr. Key

Discussion: None

Vote: Voice; passed unanimously

APPROVAL OF AGENDA

Resolution #021323-02: Be it Resolved that the Board of Trustees accepts and approves the agenda for the board meeting on February 13, 2023.

Moved by Ms. Daughtry

Second by Mrs. Clarke-Avignant

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 were no members of the public wishing to speak, Ms. Barkley closed the public comment portion of this meeting.

ACKNOWLEDGMENT OF CORRESPONDENCE

None.

Approval of short-term disability

Resolution #021323-03: Be it Resolved that the Board of Trustees approves an unpaid leave of absence on NJ State Disability with benefits for Employee #121, effective February 24, 2023, through April 21, 2023, as recommended by the head of school.

Moved by Ms. Barkley

Seconded by Ms. Daughtry

Discussion: None

Vote: Roll call; passed unanimously

Approval of electives

Resolution #021323-04: Be it Resolved that the Board of Trustees approves the following electives for the third academic quarter, beginning Friday, February 03, 2023, as recommended by the head of school:

Course	Instructor	Organization/Sponsor	Funded by
Reduce Stress	Dallas	Newark Yoga Movement	LEP
All About Hair	Terdoo Nwaoduh	N/A	LEP
Hip Hop	Khaliya Pharms	Newark School of the Arts	LEP
Comics and Manga	Mr. Izegbu	Newark School of the Arts	LEP
Jersey Club Dance	Zaneyah Fryer	Newark School of the Arts	LEP
Play Like a Rock Star	Ms. McNeil	Jazz House Kids	LEP
The Power of Black Scientists		STEAM Urban	LEP
Bon Appetite	Chef Afi	STEAM Urban	LEP
Glass Art	Elevn and Giovanna	Glass Roots	LEP
American Sign Language	Thyson Halley	Newark Public Library	LEP
Robotics	Ms. Williams-Harrington	Bricks4Kidz	LEP
Dungeons and Dragons	Ms. Start	Link	LCCS
Island School Expedition	Mr. Kennedy Ms. Gunther Mrs. Paradiso Mr. Peck	Link	LCCS

Moved by Ms. Daughtry

Seconded by Ms. Barkley

Discussion: None

Vote: Roll call; passed unanimously, 1 abstention, Mr. Marshall

Approval of field trips

Resolution #021323-05: 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
Kindergarten	Turtle Back Zoo	Thursday, May 18, 2023 9am-2pm	560 Northfield Ave West Orange, NJ	LEP	Bus
1 st Grade	Meadowlands Environmental Center	Wednesday, May 24, 2023 9:30-2pm	2 De Korte Park Plz, Lyndurst, NJ 07071	LEP	Bus

5 th Grade	Meadowlands Environmental Center	Thursday, June 8, 2023, 9:30am-2:00pm	2 De Korte Park Plz, Lyndurst, NJ 07071	LEP	Bus
ALL	Field Day	Friday, June 9, 2023	Liberty State Park, 1 Audrey Zap Dr, Jersey City, NJ 07305	LCCS/LEP	Bus
6 th Grade	Liberty Science Center	Tuesday, June 13, 2023, 10am-2pm	222 Jersey City Blvd, Jersey City, NJ 07305	LEP	Bus
7th Grade	Sandy Hook (NJSGC)	Wednesday, June 14, 2023, 10am-2pm	22 Magruder Rd, Highlands, NJ 07732	LEP	Bus

Moved by Ms. Daughtry
 Seconded by Ms. Barkley
 Discussion: None
 Vote: Roll call; passed unanimously

Approval to amend Resolution #013023-06 field trips

Resolution #021323-08: Be it Resolved that the Board of Trustees approves amending Resolution# 013023-04 to change the date as follows, as recommended by the head of school.

Grade	Trip	Date/Time	Location	Funded by	Transportation
1- Masih	Mighty Writers	Thursday, February 16, 2023, 10:30am-11:45am	59 Lincoln Park Newark, NJ	N/A	Walk

Moved by Ms. Daughtry
 Seconded by Ms. Barkley
 Discussion: None
 Vote: Roll call; passed unanimously

Approval of new hire

Resolution 021323-07: Be it Resolved that the Board of Trustees approves the hire of Shontell McQueen, as the Finance and Operations Manager, as a 12-month, full-time employee, with an annual salary of \$67,000, prorated to \$25,125, from starting date of Thursday, February 16, 2023, through June 30, 2023, as recommended by the head of school.

Moved by Ms. Daughtry
 Seconded by Ms. Barkley
 Discussion: None
 Vote: Roll call; passed unanimously

HEAD OF SCHOOL

- **Monthly School Update**
- **HIB Report**

Governance Committee

• Committee Report

Approval of the first reading of policy and regulation revision

Resolution #021323-08: Be it Resolved that the Board of Trustees approves the first reading and adoption of the revision to the following policies and regulations, as recommended by the Governance Committee:

- P 0152 Board Officers (Revised, Recommended)
- P 0161 Call, Adjournment, and Cancellation (Revised, Recommended)
- P 0162 Notice of Board Meetings (Revised, Recommended)
- P 2423 Bilingual and ESL Education (Revised, Mandated)
- R 2423 Bilingual and ESL Education (Revised, Mandated)
- P 2425 Emergency Virtual or Remote Instruction Program (Revised, Mandated)
- R 2425 Emergency Virtual or Remote Instruction Program (New, Mandated)
- P 5200 Attendance (Revised, Mandated)
- R 5200 Attendance (Revised, Mandated)
- P 5512 Harassment, Intimidation, or Bullying (Revised, Mandated)
- P 8140 Student Enrollments (Revised, Mandated)
- P 8330 Student Records (Revised, Mandated)
- R 8330 Student Records (Revised, Mandated)
- R 8420.2 Bomb Threats (Revised, Mandated)
- R 8420.7 Lockdown Procedures (Revised, Mandated)
- R 8420.10 Active Shooter (Revised, Mandated)

Moved by Ms. Daughtry

Seconded by Ms. Barkley

Discussion: None

Vote: Roll call; passed unanimously

Education Committee

• Committee Report

Community Engagement Committee

No Report.

Finance Committee

• Committee Report

Approval of financial reports

Resolution #021323-09: Be it Resolved that the Board of Trustees accepts and approves the Board Secretary Report and the Treasurer's Report for the month ending January 31, 2023, as recommended by the school business administrator.

Moved by Ms. Daughtry

Seconded by Ms. Barkley

Discussion: None

Vote: Roll call; passed unanimously

Approval of bills for payment

Resolution #021323-10: 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

Seconded by Ms. Barkley

Discussion: None

Vote: Roll call; passed unanimously

Approval of SEMI waiver

Resolution #021323-11: See attached.

Moved by Ms. Daughtry

Seconded by Ms. Barkley

Discussion: None

Vote: Roll call; passed unanimously

OLD BUSINESS**NEW BUSINESS****Approval to abolish policies**

Resolution 021323-12: Be it Resolved that the Board of Trustees approves abolishing the following policies as recommended by the Governance Committee:

P1648.11 The Road Forward COVID-19-Health and Safety

P1648.13 School Employee Vaccination Requirements

Moved by Ms. Daughtry

Seconded by Ms. Barkley

Discussion: None

Vote: Roll call; passed unanimously

ANNOUNCEMENTS

The retreat meeting is February 27, 2023

The next regular board meeting is March 13, 2023

Board member financial disclosures need to be completed.

Governance Training must be completed by June 30, 2023

MOTION TO ADJOURN

Moved by Ms. Daughtry

Seconded by Ms. Barkley

Vote: Voice; passed unanimously

The meeting was adjourned at 7:41 pm.

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

Respectfully submitted,

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

Debra Paczkowski, Board Recording Secretary

Date: February 15, 2023

Approved by the Link Community Charter School Board of Trustees: March 13, 2023

**Link Community Charter
School Board of Trustees
23 Pennsylvania
Avenue
Newark, NJ 07114**

Resolution #021323-11

Waiver of Requirements: Special Education Medicaid Initiative (SEMI) Program

Whereas, N.J.A.C. 6A:23A-5.3 provides that a school district may request a waiver of compliance with respect to the district's participation in the Special Education Medicaid Initiative (SEMI) Program for 2022-2023, and

Whereas, the Link Community Charter School Board of Trustees desires to apply for this waiver due to the fact that it projects having fewer than 40 Medicaid eligible classified students

NOW THEREFORE BE IT RESOLVED THAT THE LINK COMMUNITY CHARTER SCHOOL BOARD OF TRUSTEES HEREBY AUTHORIZE THE HEAD OF SCHOOLS AND / OR BUSINESS ADMINISTRATOR TO SUBMIT TO THE EXECUTIVE COUNTY SUPERINTENDENT OF SCHOOLS IN THE COUNTY OF ESSEX AN APPROPRIATE WAIVER OF THE REQUIREMENTS OF N.J.A.C. 6A:23A-5.3 FOR THE 2022-2023 SCHOOL YEAR.

Head of School Report February, 2022

Link Enrollment:

Grade Level	Approved Enrollment for 2022-23	Registered for 2022-23	22/23 Enrollment Update	23/24 New Applications Received
K	50	38	0	51
1	50	37	0	10
5	50	51	8	47
6	50	54	50 waitlist	3
7	80	84	26 waitlist	8
8	80	78	48 waitlist	
Total	360	342		

Student Recruitment and Enrollment:

- We are seeing increases in Kindergarten enrollment with our most recent efforts: bus signs, billboards, postcards, social media campaign
- We will also explore some additional marketing tools once these are all up and running.

Staffing:

- We are experiencing a lot of movement with the planned departures of teachers in February and an unexpected departure of a long-term substitute. The Education Committee report will share more details on the plans in place.
- The Hiring Advisory Committee is working hard to review resumes and schedule interviews/demos; extremely challenging environment.
- LCCS has purchased online ads and is attending a number of online job fairs.
- We are working closely with the two staffing agencies that we partner with to add more long-term subs.
- As you'll see in tonight's agenda, we have made a hire for the Business Office, a full time Finance and Operations Manager.

Instructional Openings:

- 8th: 2 ELA (long-term substitute in place for one)
- 7th grade: ELA (re-structuring in place), math (re-assignment), and special education (split responsibilities)
- 6th grade: ELA (long-term substitute in place)

Operations/Staff Openings:

- Student Life Coordinator

HIB

- 1st report to the board: 1 recent investigation involving 7 8th graders who allegedly engaged in bullying with one peer in the 8th grade, found not to be substantiated. Playing around went too far but alleged victim did not feel harmed.

Health and Safety Update:

- We continue to experience a lot of staff and student illness
- Covid tests continue to be available

Curriculum

- Our K-4 Instructional Leader is working on second grade curriculum.
- We are evaluating curriculum for 5th-8th grade in math and ELA to ensure we have the strongest program in those two content areas.

Programming

- We are in the midst of Black History Month, celebrating the past, present and future.
- March will focus on Women's History.

High School Placement:

- We are starting to receive notice of acceptances. Mr. Silver is working closely with families and schools to ensure every scholar has a strong choice or choices.

Strategic Planning Updates

- No updates

Special Education

- No updates

Renewal and Expansion

- Link received notice of approval to renew and to add grades 3 and 4
- Full report will be sent soon
- For additional context in Newark, 2 schools approved to merge to create K-12; 3 schools placed on probation, 2 schools approved for expansion (including Link) and 1 school denied for expansion

Link Community Charter School
Board of Trustees
Governance Committee Report
February 8, 2023

Attendees: D. Paczkowski, R. Marshall, S. Ebanks, S. Machrone

- ❖ Community Engagement Committee
 - Three names were provided to Mrs. Paradiso for new committee members.
- ❖ Policy and Regulations updates and abolishment
 - At the February 13th Board of Trustees meeting, the Board will vote on revisions to the Policies and Regulations. Revisions include:
 - Clarification on election of board officers and meeting noticing.
 - Revision to the emergency virtual or remote instruction program.
 - Revision to the harassment, intimidation or bullying policy to align with the NJDOE model.
 - Revision to the student enrollment and attendance policies.
 - Revision to the emergency procedures for bomb threats, lockdowns and activate shooter to remove the details of the school's plan.
- ❖ February Retreat
 - The following items will be cover at the retreat:
 - Presentation by the Board Attorney on information Board members need to know.
 - School Expansion and Update
 - Financial Reports
- ❖ Financial Disclosures
 - Board members should be on the lookout for emails regarding completing the financial disclosure forms which are due the end of March.
- ❖ Governance Training
 - Governance training for board members should be completed by June 30th.

POLICIES AND REGULATION TO BE ABOLISHED FEBRUARY 13, 2023

R 8130 Enrollment Accounting

Link will abolish this regulation, at least temporarily. It is not accurate for charter schools. Strauss Esmay is working on an appropriate regulation. In its place, we have added a statement to the corresponding policy that the school adheres to the NJDOE Charter School Enrollment System. If and when Strauss Esmay produces a new regulation, it will be brought before the board.

POLICIES AND REGULATIONS TO BE PRESENTED FOR FIRST READING ON FEBRUARY 13, 2023 AND SECOND READING ON MARCH 13, 2023

P 0152 Board Officers (Revised, Recommended)

This has been revised for clarification on a few issues. The NJ statute is unclear as to the number of votes required for electing board officers. Link's policy is majority of those present, but have added "and constituting a quorum" to be specific. Additional clarifications: a second is not needed for nominations; the election vote is by roll call; how to handle multiple nominees for an officer role; and what to do if there is a vacancy.

P 0161 Call, Adjournment, and Cancellation (Revised, Recommended)

This has been revised to better align with the current governing statute and administrative code. The changes are minor but provide additional details regarding the process for calling a special meeting. It removes the need to adjourn prior to 8 pm.

P 0162 Notice of Board Meetings (Revised, Recommended)

This has been revised to better align with the current governing statute, administrative code, and The Open Public Meetings Act. It has been updated to provide the statutory definition of "adequate notice"; additional details on a Board conducting an emergency meeting without adequate notice; and some additional details on the requirements for a Rice notice.

P 2423 Bilingual and ESL Education (Revised, Mandated)

R 2423 Bilingual and ESL Education (Revised, Mandated)

This has been revised based on revision to administrative code. It includes: (1) the addition of an alternate English language proficiency assessment for students who meet the criteria for Statewide alternate assessments; (2) a revision of the definition of "native language;" and a requirement that school districts administer the Statewide home language survey to determine which students have a native language other than English. A Statewide screening process is a change from the school being required to develop their own.

P 2425 - Emergency Virtual or Remote Instruction Program (Revised, Mandated)

R 2425 - Emergency Virtual or Remote Instruction Program (New, Mandated)

The policy has been revised, and the regulation created, to state reflect statutes and administrative code revisions, providing definitions of “remote” and “virtual” instruction; re-emphasizes that the school must annually submit to the Commissioner of education a proposed program of virtual or remote instruction that meets state criteria.

P 5200 Attendance

R 5200 Attendance

The revisions were required by changes in administrative code and makes more of a distinction between absences to be reported on the school register than is submitted to the state and local school excused and unexcused absences.

P 5512 Harassment, Intimidation, or Bullying (Revised, Mandated)

This policy has been revised to align with the 2022 NJDOE Model Policy and be consistent with the Anti-Bullying Act, administrative code, and case law. A few issues updated in this revision are:

1. New NJDOE-approved report form for school personnel and parents to report allegations (Link already implemented these.)
2. A student intervention plan for a student who is an offender in 3 HIB incidents occurring within one school year may require the students and parent complete a class or training program to reduce HIB behavior.
3. The HIB form 338 includes a section for the Head of School to approve each preliminary determination decision not to complete an investigation.
4. The Principal must notify the parents of the alleged offender and victim with formal notice of the decision not to initiate a HIB investigation. This is appealable to the Board and ultimately the Commissioner of education.
5. The long lists of factors for determining consequences and remedial measures etc. have been removed from the policy and replaced with an appendix.
6. The school must submit this updated policy to the Executive County Superintendent within 30 days of Board adoption.

P 8140 Student Enrollments (Revised, Mandated)

This has been revised to reflect changes in the administrative code, including a newly created definition “days of membership” to replace “average daily attendance. Also added, a statement that Link follows the NJDOE Charter School Enrollment System.

P 8330 Student Records (Revised, Mandated)

R 8330 Student Records (Revised, Mandated)

The revisions are citation and language updates due to revisions in administrative code.

R 8420.2 Bomb threats (Revised, Mandated)

R 8420.7 Lockdown Procedures (Revised, Mandated)

R 8420.10 Active Shooter (Revised, Mandated)

Schools are required to have safety plans in place for emergency and crisis situations in line with state administrative code and that these are reviewed by the administration annually for effectiveness. For these three situations, which are to be covered in the school’s crisis plan, the plans should not be available for public access due to the reason for and nature of the plan. Therefore, the detail of the plans has been removed from the regulations.

POLICY

LINK COMMUNITY CHARTER SCHOOL BOARD OF TRUSTEES

Bylaws
0152/Page 1 of 2
BOARD OFFICERS

0152 BOARD OFFICERS

Titles

The Officers of the Corporation are a Chairperson and Vice Chairperson. The Board of Trustees may create such other officer positions as it thinks necessary. ~~Each officer position shall have its duties and responsibilities specified and included in these bylaws.~~ No Officer may hold more than one position at the same time.

Election of Officers

Officers shall be elected by the Board of Trustees at the annual organization meeting. ~~and shall serve for terms of two years.~~ The Board may elect any person as Officer who, in its discretion it believes, will serve the interests of Link Community Charter School faithfully and effectively.

The Governance Committee will nominate the officers, from among the current Board members, for election. ~~The Board~~ Board members may place others in nomination from the floor of the annual meeting. A second on the nomination is not required.

After the nominations are closed, the Board shall elect the Officers by the roll call vote of a majority of the Trustees present and constituting a quorum. ~~The Board may elect any person who, in its discretion it believes, will serve the interests of Link Community Charter School faithfully and effectively.~~

If there are multiple candidates and no candidate receives a majority vote of the Board members present and constituting a quorum, the procedure shall be repeated until someone receives a majority vote of those Board members present and constituting a quorum.

Each officer shall continue in office until his or her successor shall have been elected or until his or her death, resignation, or removal.

Terms

Officers may serve no more than two consecutive two-year terms in the same Officer position. Former Officers, after a break in service of two years in any one Officer position, may be elected to another term as that Officer.



Failure to Perform Duties

A President or Vice President who refuses to perform a duty imposed upon them by law may be removed by a majority vote of all of the members of the Board. In the event the office of President or Vice President shall become vacant the Board shall, within thirty days thereafter, fill the vacancy for the unexpired term.

N.J.S.A. 18A:15-1; 18A:15-2

Adopted: 26 March 2014
Revised: 19 October 2015



POLICY

LINK COMMUNITY CHARTER SCHOOL BOARD OF TRUSTEES

Bylaws

0161/Page 1 of 1

CALL, ADJOURNMENT, AND CANCELLATION

0161 CALL, ADJOURNMENT, AND CANCELLATION

The Board of Trustees shall meet in public session at least once every two months during the period in which the school is in session.

~~All meetings shall be called to commence not later than 8:00 p.m. of the day designated.~~

~~A meeting not regularly scheduled may be called by the Recording Secretary at the request of the Chairperson upon the presentation to the Board Chairperson of a petition requesting a meeting and signed by a majority of the full Board.~~

The Secretary of the Board shall call a special meeting of the Board whenever requested by the Board President; requested by the Head of School when the Board fails to meet within two months during the period in which school is in session; or when presented with a petition requesting the special meeting signed by a majority of the full membership of the Board.

The Board may at any time recess or adjourn to an adjourned meeting at a time, date, and place announced **at the time of the recess or** before the adjournment. ~~takes place.~~ The adjourned meeting shall take up its business at the point in the agenda where the motion to adjourn was passed.

When circumstances are such as to prevent the attendance of a majority or all of Board members or to frustrate the purpose of the meeting, a meeting may be canceled by the Board Secretary at the request of the Chairperson. Notice of the cancellation shall be given, by expedient means, to all Board members, to the Head of School, and, whenever possible, to the newspapers in which notice of Board meetings is regularly given. If possible, written notice of the cancellation shall also be posted at the place where the canceled meeting was scheduled to occur. Notice of the cancellation shall include the date, time, and place of the next scheduled meeting. Notice of the cancellation shall be read at the next following Board meeting and shall be duly recorded in the official minute book.

N.J.S.A. 18A:10-6

N.J.A.C. 6A:32-3.1

Adopted: 26 March 2014

Revised: 19 October 2015



0162 NOTICE OF BOARD MEETINGS

The Board of Trustees will give notice of all meetings in accordance with law.

~~Adequate Public Notice~~

The **Board** Recording Secretary shall ~~provide written advance notice of at least~~ **provide written advance notice of at least** ~~notify, in writing and no later than~~ **notify, in writing and no later than** forty-eight hours in advance of the meeting, ~~each Board member and each person who has duly requested such notification of~~ **giving the** time, date, location, and, to the extent it is known, the agenda of any regular, special, or rescheduled meeting. ~~The notice shall be prominently posted in the school's Main Office as a public place reserved for such or similar announcements;~~ **The notice shall be prominently posted in the school's Main Office as a public place reserved for such or similar announcements;** delivered to two newspapers designated by the Board ~~to receive such notices because they have the greatest likelihood of informing the public within the school's areas of residence;~~ **to receive such notices because they have the greatest likelihood of informing the public within the school's areas of residence;** filed with the clerk of the cities/townships of Newark, East Orange, Orange, and Irvington ~~as they are within the district's areas of residence, and filed with the County Executive Superintendent.~~ **as they are within the district's areas of residence, and filed with the County Executive Superintendent.** The exception is that forty-eight hour notice is not required where the time, date, and location of a meeting has been published in the annual list of meetings approved by the Board in accordance with law. (N.J.S.A. 10:4-6 et seq. and the Open Public Meetings Act.)

~~Upon the affirmative vote of three-quarters of the members present, the Board may meet in the absence of adequate notice, provided that discussion and action is limited to specific and unforeseen or unforeseeable matters of such urgency and importance that delay for the provision of notice would be likely to result in substantial harm to the public interest and that notice is given as soon as possible after the call of the meeting in accordance with the provisions of law and this bylaw.~~

~~In accordance with N.J.S.A. 10:4-9, u~~Upon the affirmative vote of three-quarters of the members present, the Board may ~~hold a meeting meet~~ **hold a meeting** notwithstanding the failure to provide adequate notice if:

1. Such meeting is required in order to deal with matters of such urgency and importance that a delay for the purpose of providing adequate notice would be likely to result in substantial harm to the public interest; and
2. The meeting is limited to discussion of and acting with respect to such matters of urgency and importance; and
3. Notice of such meeting is provided as soon as possible following the calling of such meeting by posting written notice of the same in the public place described in N.J.S.A. 10:4.8.d., and also by notifying the two



POLICY

LINK COMMUNITY CHARTER SCHOOL BOARD OF TRUSTEES

Bylaws
0162/Page 2 of 3
NOTICE OF BOARD MEETINGS

newspapers described in N.J.S.A. 10:4.8.d. by telephone, telegram, or by delivering a written notice of same to such newspapers; and

4. Either the public body could not reasonably have foreseen the need for such meeting at a time when adequate notice could have been provided or although the public body could reasonably have foreseen the need for such meeting at a time when adequate notice could have been provided, it nevertheless failed to do so.

Personal Notice of Meeting

~~The Board shall provide personal notice in writing to an adult pupil, the parent(s) or legal guardian(s) of a minor pupil, an employee or officer of this charter school, or a prospective employee whose privacy may be invaded or whose employment may be affected by the Board's deliberations in private session. Such personal notice will include the date and time of the private meeting, the subject or subjects scheduled for discussion at the private meeting, and the right of the individual given notice to request that the discussions be conducted at a public meeting. Personal notice will be given no less than seventy-two hours in advance of the private meeting.~~

In accordance with the provisions of N.J.S.A. 10:4-12.b.(8), the Board may exclude the public from that portion of a meeting at which the Board discusses any matter involving the employment, appointment, termination of employment, terms and conditions of employment, evaluation of the performance of, promotion, or disciplining of any specific district/school employee or current public officer or employee employed or appointed by the Board, unless all the individual employees or appointees whose rights could be adversely affected request in writing that the matter or matters be discussed at a public meeting.

The Board will provide notice to the affected person that ~~Such personal notice~~ will include the date and time of the ~~closed session private meeting~~, the subject or subjects scheduled for discussion at the ~~closed session private meeting~~, and the right of the ~~affected person individual given notice~~ to request that the discussions be conducted at a public meeting. ~~Such Personal~~ notice will be given no less than ~~forty-eight seventy-two~~ hours in advance of the ~~closed session private~~ meeting.

A written request for public discussion ~~must be signed by the person making the request~~ and must be submitted to the Board Chairperson prior to the commencement of the meeting. Any such properly submitted request will be granted. In the event that one or more, but fewer than all, of a group of persons whose employment will be discussed



POLICY

LINK COMMUNITY CHARTER SCHOOL BOARD OF TRUSTEES

Bylaws
0162/Page 3 of 3
NOTICE OF BOARD MEETINGS

request a public meeting, the discussion regarding the person or persons who have submitted the request will be severed from the rest and will be conducted publicly.

Special Meetings

-

~~Special meetings of the Board of Trustees for any purpose or purposes may be called at any time by the Chairperson or by a petition signed by a majority of the full Board of Trustees per N.J.A.C. 6A:32-3.1. Such meetings shall be held upon not less than two business days notice given personally or by telephone, telephone facsimile, or electronic mail or upon not less than four business days notice given by depositing notice in the United States mails, postage prepaid. Such notice shall specify the time and place of the meeting and in all respects comply with the notice requirements contained in the Open Public Meetings Act (N.J.S.A. 10:4-6 et seq.).~~

A discussion held in public by reason of the written request of an individual will be conducted at a regularly scheduled meeting for which annual notice has been given or at a meeting for which adequate public notice has been given in accordance with law.

Nothing in this Bylaw will permit an employee to request or the Board to grant the public discussion of tenure charges or permit the public disclosure of information regarding a **student**. ~~disabled pupil.~~

N.J.S.A. 10:4-6 et seq.; 10:4-8d; 10:4-9b
N.J.S.A. 18A:6-11; 18A:10-6
N.J.A.C. 6A:32-3.1

Adopted: 26 March 2014
Revised: 19 October 2015
Revised: 17 October 2022



2423 BILINGUAL AND ESL EDUCATION (M)

M

The Board of Trustees will provide programs of bilingual education, English as a second language (ESL), and English language services **program** for English language learners (ELLs) as required by law and rules of the **New Jersey** State Board of Education. ELLs are those students whose native language is other than English and who have varying degrees of English language proficiency in any one of the domains of reading, writing, or listening and is synonymous with limited the English ability pursuant to N.J.S.A. 18:35-15 ~~to~~ through 26.1.

Identification of **Eligible** ELLs

The district shall use a multi-step process at the time of enrollment to determine the native language of each ELL. The district shall:

1. Maintain a census indicating all identified students whose native language is other than English; and
2. Administer the Statewide home-language survey to determine which students in kindergarten to grade eight whose native language is other than English must be screened further to determine English language proficiency. The Statewide home-language survey shall be administered by a bilingual/ESL or other certified teacher and shall be designed to distinguish students who are proficient English speakers and need no further testing.

The district shall determine the English language proficiency of all Kindergarten to grade twelve students who are not screened out and whose native language is other than English by administering an English language proficiency test, assessing the level of reading in English, reviewing the previous academic performance of students, including their performance on standardized tests in English, and reviewing the input of teaching staff members responsible for the educational program for ELLs. Students who do not meet the New Jersey Department of Education (Department) standard on a language proficiency test and who have at least one other indicator shall be considered ELLs. The district shall also use age-appropriate methodologies to identify preschool ELLs to determine their individual language development needs.

~~The Board will conduct a screening process to determine the native language of each ELL at the time of enrollment in the school. A census shall be maintained of all identified students whose native language is other than English. The English language~~



~~proficiency of each student whose native language is not English shall be determined by a screening process that includes the administration of a New Jersey Department of Education approved English language proficiency test, an assessment of the student's level of reading in English, a review of the student's previous academic performance, including their performance on standardized tests in English, and a review of the input of teaching staff members responsible for the educational program for ELLs.~~

Bi-lingual Programs for ELLs Program Implementation

The school shall provide the following programs:

1. An English language services program ~~in accordance with N.J.A.C. 6A:15-1.2.~~to improve the English language proficiency of ELLs whenever there are at least one or more, but fewer than ten ELLs enrolled within the school. English language services shall be in addition to the regular school program;
2. An ESL program ~~in accordance with N.J.A.C. 6a:15-1.2~~that provides at least one period of ESL instruction based on student language proficiency whenever there are ten or more ELLs enrolled within the school; and
3. A bilingual education program ~~in accordance with N.J.A.C. 6A:15-1.2.~~ whenever there are twenty or more ELLs in any one language classification enrolled in the school pursuant to N.J.S.A. 18A:35-18. Where the age range, grade span, and/or geographical location of eligible students makes a full-time bilingual program impractical, the Board may annually offer an instructional program alternative, provided a waiver for the alternative program has been requested and approval has been granted by the Department of Education. The Board may establish a program in bilingual education for any language classification with fewer than twenty students.

All teachers in these programs shall be appropriately certified in accordance with the requirements as outlined in N.J.A.C. 6A:15-1.9. Every student participating in a bilingual, ESL, or English language services program shall be entitled to continue such participation for a period of three years pursuant to N.J.S.A.18A:35-19.



Bilingual, English as a Second Language, and English Language Services Program
Enrollment, Assessment, Exit, and Re-entry

Students enrolled in ~~the~~ a-bilingual, ESL, or English language services program shall be assessed annually using ~~English Language Placment (ELP) assessments~~ a New Jersey Department of Education approved English language proficiency test to determine their progress in achieving English language proficiency goals and readiness for exiting the program. ~~Students who meet the criteria for Statewaide alternate assessments, pursuant to N.J.A.C. 6A:14-4.10(a)2 shall be assessed annually using an alternate ELP assessment.~~

ELLS enrolled in a bilingual, ESL, or English language services program shall be placed in a monolingual English Program when they have demonstrated readiness to ~~exit a bilingual, ESL, or English language services program through a Department-established criteria on an ELP assessment and a Department-established English language observation form.~~ function successfully in the English-only program. A student shall first achieve the Department-established English proficiency standard as measured by an ELP assessment. The student's readiness shall be further assessed by the use of a Department-established English language observation form that considers, at a minimum: classroom performance; the student's reading level in English; the judgment of the teaching staff member or members responsible for the educational program of the student; and ~~performance on achievement tests in English.~~ The readiness of the student shall be further assessed on the basis of multiple indicators that shall include, at a minimum, classroom performance, the student's reading level in English, the judgment of the teaching staff member or members responsible for the education program of the student, and performance on achievement tests in English.

In accordance with provisions of N.J.S.A. 18A:35-22.1, a parent may remove a student who is enrolled in a bilingual education program at any time; except that during the first three years of a student's participation in a bilingual education program, a parent may only remove the student at the end of each school year. ~~If during the first three years of a student's participation in a bilingual education program, a parent wishes to remove the student prior to the end of each school year, the removal shall~~ must be approved by the Executive County ~~Executive. Head of School of Schools.~~ If the Executive County Superintendent determines the students should remain in the bilingual education program until the end of the school year, the parent may appeal the Executive County Head of School's decision to the Commissioner of Education ~~or designee pursuant to the provisions of N.J.S.A. 18A:35-19.2.~~

Newly exited students who are not progressing in the mainstream English program may be considered for re-entry to bilingual and ESL programs in accordance with the provisions of N.J.A.C. 6A:15-1.10(e)1 through (e)5.



When the review process for exiting a student from a bilingual, ESL or English language service program has been completed, the student's parent shall be informed by mail of the placement determination. A parent or teaching staff member who disagrees with the proposed placement may appeal the decision in writing to the Head of School or designee, who will provide a written explanation for the decision within seven working days. The complainant may appeal this decision in writing to the Board within seven calendar days of receiving the Head of School's or designee's written explanation of the decision. The Board will review the appeal and respond in writing to the parent within forty-five calendar days. **Upon exhausting an appeal to the Board, the** ~~A complainant not satisfied with the Board's determination of the appeal~~ may appeal to the Commissioner of Education.

Parental Involvement

The parent of ELLs will be notified in accordance with the provisions of N.J.A.C. 6A:15-1.13 that their child has been identified as eligible for enrollment in a bilingual, ESL or English language services **education** program. Notice shall be in writing, and in the language in which the parent possesses a primary speaking ability, and in English. The notice must also include a statement that the parents have the option of declining their child's enrollment in a bi-lingual program, and shall be given an opportunity to do so if they choose.

The school will notify the parent the ELLs by mail within thirty days of the child's identification.

Parent(s) shall receive progress reports of students enrolled in bilingual, ESL, or English language services programs in the same manner and frequency as progress reports are sent to parent. or legal guardians of other students.

The Head of School or designee will provide for the maximum practical involvement of parents of ELLs in the development and review of program objectives and dissemination of information to and from the school and the communities served by the bilingual, ESL or English language services education programs. A school that implements a bilingual education program shall establish a parent. An advisory committee on bilingual of which the majority membership ~~will~~ **shall** be the parent(s) of ELLs

Program Plan

The Head of School shall prepare and submit a plan for a bilingual, ESL, or English language services program every three years to the Board and the New Jersey



POLICY

LINK COMMUNITY CHARTER SCHOOL BOARD OF TRUSTEES

Program
2423/Page 5 of 5
BILINGUAL AND ESL EDUCATION (M)

Department of Education for approval in accordance with the provisions of N.J.A.C.
6A:15-1.6.

N.J.S.A. 18A:35-15 through 18A:35-25
N.J.A.C. 6A:15-1.1 et seq.

Adopted: 10 November 2014
Revised: 12 September 2016



R 2423 BILINGUAL AND ESL EDUCATION (M)

M

A. Definitions (N.J.A.C. 6A:15-1.2)

1. “Alternate English language proficiency assessment” (alternate ELP assessment) means a New Jersey Department of Education-approved assessment for students with the most significant cognitive disabilities that assesses a student’s English language proficiency on the four domains of listening, speaking, reading, and writing, and that is aligned with the State’s academic achievement standards, as permitted under the Every Student Succeeds Act (ESSA) and the Individuals with Disabilities Education Act (IDEA).
2. "Bilingual education program" means a full-time program of instruction in all those courses or subjects that a child is required by law or rule to receive, given in the native language of English language learners (ELLs) enrolled in the program and also in English; in the aural comprehension, speaking, reading, and writing of the native language of ELLS enrolled in the programs, in the aural comprehension, speaking, reading, and writing of English; and in the history and culture of the country, territory, or geographic area that is the native land of the parents of ELLs enrolled in the program, and in the history and culture of the United States.
3. "Bilingual part-time component" means a program alternative in which students are assigned to mainstream English program classes, but are scheduled daily for their developmental reading and mathematics instruction with a certified bilingual teacher.
4. "Bilingual resource program" means a program alternative in which students receive, **on an individual basis**, daily instruction from a certified bilingual teacher in identified subjects and with specific assignments ~~on an individual student basis~~.
5. "Bilingual tutorial program" means a program alternative in which students **receive** ~~are provided~~ one period of instruction from a certified bilingual teacher in a content area required for graduation and a second period of tutoring in other required content areas.



6. "Dual language bilingual education program" means a full-time program of instruction in the school that provides structured English language instruction and instruction in a second language in all content areas for ELLs and for native English speaking students enrolled in the program.
7. "Educational needs" means the particular educational requirements of ELLs, the fulfillment of which will provide them with equal educational opportunities.
8. "English as a second language (ESL) program" means a daily developmental second language program of at least one period of instruction based on student language proficiency which teaches aural comprehension, speaking, reading, and writing in English using second language teaching techniques, and incorporates the cultural aspects of the student's experiences in their ESL instruction. A period is the time allocated in the school schedule for instruction in core subjects.
9. "English language development standards" means the 2012 Amplification of the English Language Development Standards, Kindergarten - Grade 12, incorporated herein by reference, as amended and supplemented, developed by the World-Class Instructional Design and Assessment (WIDA) Consortium. They are the standards and language competencies ELLs in preschool programs and elementary and secondary schools need to become fully proficient in English and to have unrestricted access to grade-appropriate instruction in challenging academic subjects. The standards are published by the Board of Regents of the University of Wisconsin System, on behalf of the WIDA Consortium (www.wida.us) and are available for review at <http://www.wida.us/standards/eld.aspx>.
10. "English language learner" or "ELL" means a student whose native language is other than English. The term refers to students with varying degrees of English language proficiency in any one of the domains of speaking, reading, writing, or listening and is synonymous with limited English speaking ability as used in N.J.S.A. 18A:35-15 to 26.



11. "English language proficiency ~~assessment test~~" (ELP ~~assessment~~) means a New Jersey Department of Education-approved assessment that evaluates a student's ~~test that measures~~ English language proficiency on ~~skills in~~ the four domains ~~areas~~ of listening ~~aural comprehension~~, speaking, reading, and writing, and that is aligned with the State's academic achievement standards as permitted under ESSA.
12. "English language services" means services designed to improve the English language skills of ELLS. These services, provided in a school with less than ten students of limited English proficiency, are in addition to the regular school program and have as their goal the development of aural comprehension, speaking, reading, and writing skills in English.
13. "Exit criteria" means the criteria that must be applied before a student may be exited from a bilingual, ESL, or English language services education program.
14. "High-intensity ESL program" means a program alternative in which students receive two or more class periods a day of ESL instruction. One period is the standard ESL class and the other period is a tutorial or ESL reading class.
15. "Instructional program alternative" means a part-time program of instruction that may be established by a Board of Trustees in consultation with and approval of the New Jersey Department of Education. All students in an instructional program alternative receive English as a second language.
16. "Native language" means the language ~~or mode of communication~~ normally used by a person with a limited ability to speak or understand the English language. In the case of a student, the native language is the language normally used by the student's parents, except that in all direct contact with a student, including during the evaluation of the child, the native language is the language normally used by the student in the home or in the learning environment ~~first acquired by the student, the language most often spoken by the~~



REGULATION

LINK COMMUNITY CHARTER SCHOOL BOARD OF TRUSTEES

PROGRAM

R 2423/Page 10 of 14

BILINGUAL AND ESL EDUCATION (M)

~~student, or the language most often spoken in the student's home regardless of the language spoken by the student.~~

17. "NJSLS" means the New Jersey Student Learning Standards as defined in N.J.A.C. 6A:8-1.3.
18. "Parent(s)" for the purposes of 2423 and this Policy and Regulation 2423 means the natural parent(s) or the legal guardian(s), foster parent(s), surrogate parent(s), or person acting in the place of a parent with whom the student legally resides. When parents are separated or divorced, parent means the person(s) who has legal custody of the student, provided such parental rights have not been terminated by a court of appropriate jurisdiction.
19. "Review process" means the process established by the Board of Trustees to assess ELLs for exit from a bilingual, ESL, or English language services program.
20. "Sheltered English instruction" means an instructional approach used to make academic instruction in English understandable to ELLs. Sheltered English classes are taught by regular classroom teachers who have received training on strategies to make subject area content comprehensible for ELLs.

B. Identification of Eligible English Language Learners (ELLs) (N.J.A.C. 6A:15-1.3)

1. ~~The district Head of Schools will designate a teaching staff member(s) who shall use a multi-step process will determine the native language of each ELL at the time of enrollment to determine the native language of each ELL the student in the school district. The district shall:~~
 - a. Maintain a census indicating all identified students identified whose native language is other than English; and
 - b. ~~Administer the Statewide~~ Develop a screening process, initiated by a home-language survey, to determine which students in Kindergarten to grade twelve, of those whose native language is other than English, must be screened further tested to determine English language proficiency. The Statewide home-language



survey screening shall be administered ~~conducted~~ by a bilingual/ESL or other certified teacher ~~and~~ shall be designed to distinguish students who are proficient English speakers and need no further testing.

2. The district shall determine the English language proficiency of all Kindergarten to grade eight students who are not screened out and whose native language is other than English, by administering ~~an Department of Education approved~~ English language proficiency test, assessing the level of reading in English, reviewing the previous academic performance of students, including their performance on standardized tests in English, and reviewing the input of teaching staff members responsible for the educational program for ELLs. Students who do not meet the ~~New Jersey Department of Education~~ standard on a ~~Department approved~~ language proficiency test and who have at least one other indicator shall be considered ELLs. The district shall also use age-appropriate methodologies to identify preschool ELLs to determine their individual language development needs.
- C. Bilingual Programs for English Language Learners (ELLs)
(N.J.A.C. 6A:15-1.4)
1. The Board shall provide ~~a~~ All Kindergarten ~~to through~~ grade eight ELLs enrolled in the district pursuant to N.J.S.A. 18A:7F-46 ~~will be provided~~ with all required courses and support services outlined in ~~N.J.A.C. 6A:15-1.4 (b) through (h) and C.2. a. through C.8. g.~~ below to prepare ELLs to meet the ~~NJSLS Core Curriculum Content Standards~~ for high school graduation. This may include tutoring, after-school programs, summer programs, and remedial services as needed by ELLs.
 2. The Board of Trustees shall establish English language services designed to improve the English language proficiency of ELLs whenever there is at least one, but fewer than ten ELLs enrolled within the school. English language services shall be provided in addition to the regular school program.
 3. The Board of Trustees shall establish an ESL program that provides at least one period of ESL instruction based on student language proficiency whenever there are ten or more ELLs enrolled within the school.



- (a.) An ESL curriculum that addresses the WIDA English language development shall be developed and adopted by the Board to address the instructional needs of ELLs.
 - (b.) The ESL curriculum ~~will~~ **shall** be cross-referenced to the school's bilingual education and content area curricula to ensure that ESL instruction is correlated to all the content areas taught.
- 4. The Board of Trustees shall establish a bilingual education program whenever there are twenty or more ELLs in any one-language classification enrolled in the school pursuant to N.J.S.A. 18A:35-18. The Bilingual education program shall:
 - (a.) Be designed to prepare ELLs to acquire sufficient English skills and content knowledge to meet the **NJSLS Core Curriculum-Content Standards**. All ELLs participating in the bilingual program shall also receive ESL instruction;
 - (b.) Include a curriculum that addresses the **NJSLS Core Curriculum-Content Standards**, the WIDA English language development standards, and the use of two languages. The bilingual education curriculum shall be adopted by the Board; and
 - (c.) Include the full range of required courses and activities offered on the same basis and under the same rules that apply to all students within the school.
- 5. ELLs shall be provided with equitable instructional opportunities to participate in all non-academic courses necessary to meet the **NJSLS Core Curriculum-Content Standards**, including comprehensive health and physical education, the visual and performing arts and career awareness programs. The instructional opportunities shall be designed to assist ELLs to fully comprehend all subject matter and demonstrate their mastery of the content matter.
- 6. **In addition to N.J.A.C. 6A:15-1.4(a) through (f) and C.1. through C.6.above**, the Board of Trustees shall design additional programs and



services to meet the special needs of eligible ELLs and shall include, but not be limited to: remedial instruction through Title I programs; special education; school-to-work programs; computer training; and gifted and talented education services.

7. The Board of Trustees may establish dual language bilingual education programs in the school and may make provisions for the coordination of instruction and services with the school's world languages program. Dual language bilingual education programs shall also enroll students whose primary language is English and shall be designed to help students achieve proficiency in English and in a second language while mastering subject matter skills. To the extent necessary, instruction shall be in all courses or subjects of study that allow students to meet all grade promotion and graduation standards. Where possible, classes in dual language bilingual programs shall be comprised of approximately equal numbers ELLs and of students whose native language is English.
 8. The Board of Trustees may establish a program in bilingual education for any language classification with fewer than twenty students.
- D. Waiver Process Provided by Statute (N.J.A.C. 6A:15-1.5)

The school may request a waiver from N.J.A.C. 6A:15-1.4(d) and C.S. above to establish annually an instructional program alternative on an annual basis with the approval of the Department of Education when there are twenty or more students eligible for the bilingual education program in Kindergarten through grade eight, and the school is able to demonstrate that it would be impractical to provide a full-time bilingual program due to age range, grade span, and/or geographic location of eligible students.

1. Any instructional program alternatives shall be developed in consultation with and approved annually by the Department of Education after review of student enrollment and achievement data. All bilingual instructional program alternatives shall be designed to assist ELLs to develop sufficient English skills and subject matter skills to meet the ~~NJSLS Core Curriculum Content Standards~~.
2. Instructional program alternatives that shall be established shall include, but are not limited to: the bilingual part-time component, the bilingual resource program, the bilingual tutorial program,



sheltered English instruction program, and the high-intensity ESL program.

3. In the event the school implements program alternatives, the school shall annually submit student enrollment and achievement data that demonstrate the continued need for these programs.

E. ~~Department of Education Approval~~ **Procedures of Bilingual, ESL, or English Language Services Programs (N.J.A.C. 6A:15-1.6)**

1. **If the district provides** ~~Each school district providing~~ a bilingual program, ESL program, or English language services, **the district** shall submit a plan every three years to the New Jersey Department of Education for approval. At its discretion, the Department of Education may request modifications, as appropriate.

a. Plans submitted by the **Board** ~~school district~~ for approval shall include information on the following:

- (1.) Identification of students;
- (2.) Program description;
- (3.) Number of certified staff hired for the program;
- (4.) Bilingual and ESL curriculum development;
- (5.) Evaluation design;
- (6.) Review process for exit; and
- (7.) A budget for bilingual and ESL programs and/or English language services programs.

2. ~~The Department of Education will establish procedures for monitoring and evaluation of school district bilingual/ESL programs by means of its district and school accountability process.~~

F. Supportive Services **(N.J.A.C. 6A:15-1.8)**



1. Students enrolled in bilingual, ESL, or English language services programs shall have full access to educational services available to other students in the school district.
 2. To the extent that it is administratively feasible, supportive services to ELLs, such as counseling, tutoring, and career guidance, should be provided by bilingual personnel who are familiar with and knowledgeable of the unique needs and background of the ELLs and their parents.
- G. In-service Training (N.J.A.C. 6A:15-1.8)
1. ~~The Board A plan~~ shall be developed ~~a plan~~ for in-service training for bilingual, ESL, and mainstream teachers; administrators who supervise bilingual/ESL programs; and administrators and any personnel who observe and evaluate teachers of ELLs. The plan shall include instructional strategies and appropriate assessments to help ELLs meet the ~~NJSLS Core Curriculum Content Standards~~ and the WIDA English language development standards. All ~~ESL and bilingual teachers~~ and ~~ESL teachers~~ shall receive training in the use of the ESL curriculum.
 2. The Professional Development Plan of the school shall include the needs of bilingual and ESL teachers that shall be addressed through in-service training.
- H. Certification of Staff
- ~~All teachers in these programs will hold the following certifications:~~
1. ~~All teacehrs of~~ bilingual classes shall hold a valid New Jersey instructional certificate with an endorsement for the appropriate grade level and/or content area, as well as an endorsement in bilingual education, pursuant to N.J.S.A. 18A:6-38 et seq. and 18A:35-15 to 26.1.
 2. ~~All teachers of~~ ESL classes shall hold a valid New Jersey instructional certificate in ESL pursuant to N.J.S.A. 18A:6-38 et seq. and N.J.A.C. 6A:9B-10.5.



3. **All teacher providing** English Language Services shall hold a valid New Jersey instructional certificate.
- I. Bilingual, English as a Second Language, and English Language Services Program Enrollment, Assessment, Exit and Re-entry (**N>J>A>C> 6!:15-1.10**)
1. All ELLs from Kindergarten through eighth grade shall be enrolled in the bilingual, ESL, or English language services **education** program established by the Board of Education as prescribed in N.J.A.C. 6A:15-1.4(b) through (e) and 1.5(a), **C.2. through C.5. and D. above**, and P.L. 1995, c. 59 and c. 327.
 2. Students enrolled in the bilingual, ESL, or English language services program shall be assessed annually using **ELP assessments** ~~a Department of Education approved English language proficiency test~~ to determine their progress in achieving English language proficiency goals and readiness for exiting the program. **Students who meet the criteria for Statewide alternate assessments pursuant to N.J.A.C. 6A:14-4.10(a)2, shall be assessed annually using an alternate ELP assessment.**
 3. ELLs enrolled in the bilingual, ESL, or English language services program shall be placed in a monolingual English program when they have demonstrated readiness to **exit a bilingual, ESL, or ELS program through Department-established criteria on an ELP assessment and a Department-established English language observation form.** ~~A function successfully in an English-only program. The process to determine the readiness or inability of the individual student to function successfully in the English-only program shall be initiated by the student's level of English proficiency as measured by a~~ **first achieve the** Department-established **English proficiency** standard ~~as measured by an ELP assessment on an English language proficiency test.~~ The **student's** readiness ~~of the student~~ shall be further assessed ~~by on the use basis of a Department-established English language observation form multiple indicators that~~ **considers shall include**, at a minimum: classroom performance; the student's reading level in English; the judgment of the teaching staff



member or members responsible for the educational program of the student; and performance on achievement tests in English.

- a. Pursuant to C.F.R. §200.6(h)(4)(ii), an ELL with a disability whose disability makes it impossible for the student to be assessed in a particular domain because there are no appropriate accommodations for assessing the student in that domain may be exited from ELL status based on the student's score on the remaining domains in which the student was assessed.
4. A parent may remove a student who is enrolled in a bilingual education program pursuant to provisions in N.J.S.A. 18A:35-22.1.
5. Newly exited students who are not progressing in the mainstream English program may be considered for reentry to bilingual and ESL programs as follows:
 - a. After a minimum of one-half of an academic year and within two years of exit, the mainstream English classroom teacher may recommend retestin with the approval of the Principal.
 - b. A waiver of the minimum time limitation may be approved by the Executive County Superintendent upon request of the Head of School if the student is experiencing extreme difficulty in adjusting to the mainstream program.
 - c. The recommendation for retesting shallbe based on the teacher's judgment that the student is experiencing difficulties due to problems in using English as evidenced by the student's inability to: communicate effectively with peers and adults; understand directions given by the teacher; and/or comprehend basic verbal and written materials.
 - d. The student shall be tested using a different form of the test or a different language proficiency test than the one used to exit the students.



- e. If the student scores below the State established standard on the language proficiency test, the student shall be re-enrolled into the bilingual or ESL program.
6. When the review process for exiting a student from a bilingual, ESL, or English language services program has been completed, the school shall notify by mail the student's parent of the placement determination. If the parent or teaching staff member disagrees with the placement, they may appeal the placement decision in writing to the Head of School or designee, who will provide a written explanation for the decision within seven working days of receiving the appeal. The complainant may appeal this decision in writing to the Board of Trustees within seven calendar days of receiving the Head of School's or designee's written explanation of the decision. The Board will review the appeal and respond in writing to the parent within forty-five calendar days of the Board's receipt of the parents' written appeal to the Board. within forty-five calendar days. Upon exhausting an appeal to the Board, the complainant may appeal to the Commissioner of Education pursuant to N.J.S.A. 18A:6-9 and N.J.A.C. 6A:3.
- J. Location of Programs (N.J.A.C. 6A:15-1.12)

All bilingual, ESL, and English language services programs shall be conducted within classrooms within the regular school building pursuant to N.J.S.A. 18A:35-20.
- K. Notification (N.J.A.C. 6A:15-1.13)
 1. The school district shall notify by mail the parents of ELLs of the fact that their child has been identified as eligible for enrollment in a bilingual, ESL, or English language services **education** program. The district shall issue the notification within thirty days of the child's identification. Notice shall include a statement that the parents may decline their child's enrollment in a bilingual program, and they shall be given an opportunity to do so if they choose. The notice shall be in writing and in the language in which the parent(s) possesses a primary speaking ability, and in English, and shall include the following information:
 - a. Why the student was identified as ELL;



- b. Why the student needs to be placed in a language instructional educational program that will help them develop and attain English proficiency and meet ~~the SLS State academic standards~~;
 - c. The student's level of English proficiency, how the level of proficiency was assessed, and the student's academic level;
 - d. The method of instruction the school will use to serve the student, including a description of other instruction methods available and how those methods differ in content, instructional goals, and the use of English and a native language, if applicable;
 - e. How the program will meet the student's specific needs in attaining English and meeting State standards;
 - f. The program's exit requirements, the expected rate of transition into a classroom not tailored for ELLs;
 - g. How the instructional program will meet the objectives of the individualized education program of a student with a disability;
- 2. The school shall send progress reports to the parent of students enrolled in a bilingual, ESL, or English language services program in the same manner and frequency as progress reports are sent to parents of other students enrolled in the school.
 - 3. Progress reports shall be written in English and in the native language of the parent of students enrolled in the bilingual or ESL program unless the school can demonstrate and document in the three-year plan required in N.J.A.C. 6A:15-1.6(a) that the requirement would place an unreasonable burden on the school.
 - 4. The school shall notify the parent when a student meets the exit criteria and are placed in a monolingual English program. The notice shall be in English and in the language in which the parent possesses a primary speaking ability.
- L. Joint Programs **(N.J.A.C. 6A:15-1.14)**



REGULATION

LINK COMMUNITY CHARTER SCHOOL BOARD OF TRUSTEES

PROGRAM
R 2423/Page 10 of 14
BILINGUAL AND ESL EDUCATION (M)

With ~~the~~ approval of the Executive County Superintendent ~~of Schools~~ on a case-by-case basis, a school district may join with another Board of Education to provide bilingual, ESL, or English language services programs.

M. Parental Involvement (N.J.A.C. 6A:15-1.15)

1. The ~~district shall~~ ~~Head of School or designee will~~ provide for the maximum practicable involvement of parents of ELLs in the development and review of program objectives and dissemination of information to and from the Boards of Education and communities served by the bilingual, ESL, or English language services education program.
2. ~~If the district~~ ~~A school that~~ implements a bilingual education program, ~~the district~~ shall establish a parent advisory committee on bilingual education on which the majority ~~membership shall will~~ be parents of students of ELLs.

Issued: 10 November 2014
Revised: 12 September 2016
Revised: 14 March 2022



EMERGENCY VIRTUAL OR REMOTE INSTRUCTION PROGRAM (M)

2425 EMERGENCY VIRTUAL OR REMOTE INSTRUCTION PROGRAM (M)

The Board of Trustees is committed to providing a high quality educational program, virtually or remotely, in the event ~~the State or local health department determines that it is advisable to close, or mandates closure of, the schools of a school district due to a declared state of emergency, declared public health emergency, or a directive by the appropriate health agency or officer to institute a public health-related closure for more than three consecutive school days, the Head of School shall have the authority to implement the school district's program of virtual or remote instruction, pursuant to N.J.S.A. 18A:7F-9~~ ~~a school or the schools of the district are required to close for more than three consecutive school days due to a declared state of emergency, declared public health emergency, or a directive by the appropriate health agency or officer to institute a public health-related closure. The district's virtual or remote program of instruction shall be in accordance with N.J.S.A. 18A:7F-9.~~ In addition, pursuant to N.J.S.A. 18A:7F-9.b. the Commissioner of Education shall allow the district to apply to the 180-day requirement established pursuant to N.J.S.A. 18A:7F-9.a., one or more days of virtual or remote instruction provided to students on the day or days the schools of the district were closed if the program of virtual or remote instruction meets such criteria as may be established by the Commissioner.

The school district's program of virtual or remote instruction shall be in accordance with the provisions of N.J.S.A. 18A:7F-9; N.J.A.C. 6A:32-13.1.; this Policy; and Regulation 2425.

"Remote instruction" means the provision of instruction occurring when the student and the instructor are in different locations due to the closure of the facility(ies) of the Board of Education, charter school, renaissance school project, or approved private school for students with disabilities. The closure of the facility(ies) shall be pursuant to N.J.S.A. 18A:7F-9 or 18A:46-21.1 and for more than three consecutive school days due to a declared state of emergency, a declared public health emergency, or a directive by the appropriate health agency or officer to institute a public health-related closure.

"Virtual instruction" means the provision of active instruction when the student and the instructor are in different locations and instruction is facilitated through the internet and computer technologies due to the closure of the facility(ies) of the Board of Education, charter school, renaissance school project, or approved private school for students with disabilities. The closure of the facility(ies) shall be pursuant to N.J.S.A. 18A:7F-9 or 18A:46-21.1 and for more than three consecutive school days due to a declared state of emergency, a declared public health emergency, or a directive by the appropriate health agency or officer to institute a public health-related closure.



EMERGENCY VIRTUAL OR REMOTE INSTRUCTION PROGRAM (M)

~~In the event the school district is required to close a school or the schools of the district for more than three consecutive school days due to a declared state of emergency, declared public health emergency, or a directive by the appropriate health agency or officer to institute a public health-related closure, the Commissioner of Education shall allow the district to apply to the 180-day requirement established pursuant to N.J.S.A. 18A:7F-9, one or more days of virtual or remote instruction provided to students on the day or days the schools of the district were closed if the program of virtual or remote instruction meets such criteria as may be established by the Commissioner of Education.~~

The Head of School shall submit, with Board approval, the school district's program of virtual or remote instruction to the Commissioner of Education ~~by no later than October 29, 2021 and, annually thereafter~~ **annually. If the Board is unable to complete and submit a proposed program of virtual or remote instruction to the Commissioner in accordance with the timeline established by the Commissioner and the school district is required to close its schools for a declared state of emergency, declared public-health emergency, or a directive by the appropriate health agency or officer to institute a public health-related closure, the Commissioner of Education may retroactively approve the program.**

~~If provided under the district's A day of virtual or remote instruction, if provided instituted under the district's Commissioner of Education's approved program of virtual or remote instruction that has been approved by the Commissioner, of student attendance for a day of virtual or remote instruction, shall be~~ **accounted for in accordance with N.J.A.C. 6A:32-8.4** ~~considered the equivalent of a full day of school attendance for the purposes of meeting State and local graduation requirements, the awarding of course credit, and other such matters as determined by the Commissioner of Education in accordance with the provisions of N.J.A.C. 6A:32-13.1(d).~~

~~Pursuant to N.J.A.C. 6A:32-13.1(b), if implemented by the Head of School, Any the school district's program of virtual or remote instruction shall be provided to an enrolled implemented for the general education students, whether a general education student in preschool through grade eight or a student with a disability aged three to twenty-one shall provide the same educational opportunities to students with disabilities. The school district shall provide students with a disability with the same educational opportunities provided to general education students to the extent appropriate and practicable. Special education and Related services, including speech language services, counseling services, physical therapy, occupational therapy, and behavioral services, may be delivered to~~ **general education students and students with a disability** ~~disabilities through the use of electronic communication or a virtual or online platform, as appropriate and as required by the student's Individualized Education Program (IEP), to the greatest extent practicable.~~



EMERGENCY VIRTUAL OR REMOTE INSTRUCTION PROGRAM (M)

In the event the State or local health department determines it is advisable to close or mandates closure of the schools of the district due to a declared state of emergency, declared public health emergency, or a directive by the appropriate health agency or officer to institute a public health-related closure, the Head of School shall have the authority to implement the school district's program of virtual or remote instruction. The Head of School shall consult with the Board prior to such decision, if practicable. The Head of School shall ensure that students, parents, staff, and the Board are informed promptly of the Head of School's decision.

Nothing in N.J.S.A. 18A:7F-9.b., c., or d.; ~~and~~ this Policy; **and Regulation 2425 shall** be construed to limit, supersede or preempt rights, privileges, compensation, remedies, and procedures afforded to public employees or a collective bargaining unit under Federal or State law or any provision of a collective bargaining agreement entered into by the school district.

In the event of the closure of a school or the schools of the district due to a declared state of emergency, declared public health emergency, or a directive by the appropriate health agency or officer to institute a public health-related closure for a period longer than three consecutive school days:

1. District employees shall be entitled to compensation, benefits, and emoluments pursuant to the provisions of N.J.S.A. 18A:7F-9 e.(1) and (2).
2. The district shall continue to make payments of benefits, compensation, and emoluments pursuant to the terms of a contract with a contracted service provider in effect on the date of the closure as if the services for such benefits, compensation, and emoluments had been provided, and as if the school facilities had remained open pursuant to the provisions of N.J.S.A. 18A:7F-9 e.(3).
3. The district shall be obligated to make payments for benefits, compensation, and emoluments and all payments required pursuant to N.J.S.A. 18A:6-51 et seq., to an educational services commission, county special services school district, and a jointure commission, and under any shared services agreement and cooperative contract entered into with any other public entity pursuant to the provisions of N.J.S.A. 18A:7F-9 e.(4).
4. An educational services commission, county special services school district, and a jointure commission shall continue to make payments of benefits, compensation, and emoluments pursuant to the terms of a



EMERGENCY VIRTUAL OR REMOTE INSTRUCTION PROGRAM (M)

contract with a contracted service provider or a shared services agreement in effect on the date of the closure as if the services for such benefits, compensation, and emoluments had been provided, and as if the school facilities had remained open pursuant to the provisions of N.J.S.A. 18A:7F-9 e.(4).

The provisions of N.J.S.A. 18A:7F-9.e.(1) through (4) shall not apply to any employee whose weekly hours of work are reduced, and to whom unemployment benefits are provided, pursuant to a shared work program approved pursuant to the provisions of N.J.S.A. 43:21-20.3 et seq. A contracted service provider, educational services commission, county special services school district, or jointure commission shall notify the district with which it has entered into a contract to provide services of its intent to reduce the hours of work of its employees pursuant to a shared work program approved pursuant to the provisions of N.J.S.A. 43:21-20.3 et seq.

1. Notwithstanding the provisions of N.J.S.A. 18A:7F-9 e.(3), if a contracted service provider reduces the amount that it pays to its employees providing services to a school district, and that reduction is the result of a reduction of workhours of those employees made pursuant to a shared work program approved pursuant to the provisions of N.J.S.A. 43:21-20.3 et seq., then the amount paid by the district to the contracted service provider shall be reduced by the same amount.
2. Notwithstanding the provisions of N.J.S.A. 18A:7F-9 e.(4), if an educational services commission, county special services school district, or jointure commission reduces the amount that it pays to its employees providing services to a school district, and that reduction is the result of a reduction of workhours of those employees made pursuant to a shared work program approved pursuant to the provisions of N.J.S.A. 43:21-20.3 et seq., then the amount paid by the district to the educational services commission, county special services school district, or jointure commission shall be reduced by the same amount.

This Policy may be revised as necessary by the Head of School in accordance with N.J.S.A. 18A:7F-9. The school district's emergency virtual or remote instruction program shall be **posted prominently** on the school district's website.

N.J.S.A. 18A:7F-9

N.J.A.C. 6A:32-2.1; 6A:32-8.4; 6A:32-13.1



POLICY

LINK COMMUNITY CHARTER SCHOOL
BOARD OF TRUSTEES

Program
2425/Page 5 of 5
EMERGENCY VIRTUAL OR REMOTE INSTRUCTION PROGRAM (M)

Adopted: 08 November 2021



REGULATION GUIDE

PROGRAM
R 2425/ page 1 of 6
Emergency Virtual or Remote
Instruction Program
Dec 22
M

R 2425 EMERGENCY VIRTUAL OR REMOTE INSTRUCTION PROGRAM

A. Definitions

1. “Remote instruction” means the provision of instruction occurring when the student and the instructor are in different locations due to the closure of the facility(ies) of the Board of Trustees, charter school, renaissance school project, or approved private school for students with disabilities. The closure of the facility(ies) shall be pursuant to N.J.S.A. 18A:7F-9 or 18A:46-21.1 and for more than three consecutive school days due to a declared state of emergency, a declared public health emergency, or a directive by the appropriate health agency or officer to institute a public health-related closure.
2. “Virtual instruction” means the provision of active instruction when the student and the instructor are in different locations and instruction is facilitated through the internet and computer technologies due to the closure of the facility(ies) of the Board of Trustees, charter school, renaissance school project, or approved private school for students with disabilities. The closure of the facility(ies) shall be pursuant to N.J.S.A. 18A:7F-9 or 18A:46-21.1 and for more than three consecutive school days due to a declared state of emergency, a declared public-health emergency, or a directive by the appropriate health agency or officer to institute a public health-related closure.

- B. Pursuant to N.J.A.C. 6A:32-13.1, if the State or local health department determines that it is advisable to close, or mandates closure of, the schools of a school district due to a declared state of emergency, declared public health emergency, or a directive by the appropriate health agency or officer to institute a public health-related closure for more than three consecutive school days, the Head of School shall have the authority to implement the school district’s program of virtual or remote instruction, pursuant to N.J.S.A. 18A:7F-9.



REGULATION GUIDE

PROGRAM
R 2425/ page 1 of 6
Emergency Virtual or Remote
Instruction Program

1. If implemented by the Head of School, the school district's program of virtual or remote instruction shall be provided to an enrolled student, whether a general education student in preschool through grade twelve or a student with a disability aged three to twenty-one.
 - a. The school district shall provide students with a disability with the same educational opportunities provided to general education students to the extent appropriate and practicable.
 - b. Related services may be delivered to general education students and students with a disability through the use of electronic communication or a virtual or online platform, as appropriate.
2. The Board of Trustees may apply to the 180-day requirement established pursuant to N.J.S.A. 18A:7F-9.b., one or more days of virtual or remote instruction under the following conditions and in accordance with N.J.A.C. 6A:32-13.1(c)1. through 4. and B.2.a. through d. below:
 - a. Virtual or remote instruction is provided to students on the day(s) that some or all of the programs of instruction of the district were closed to in-person instruction;
 - b. The virtual or remote instruction meets the Commissioner-established criteria for the occurrence of one of the events at N.J.A.C. 6A:32-13.1(b) and B. above;
 - c. The school district's program of virtual or remote instruction:
 - (1) Explains, to the greatest extent possible, the equitable delivery of, and access to, virtual and remote instruction, including descriptions of the following:



REGULATION GUIDE

PROGRAM
R 2425/ page 1 of 6
Emergency Virtual or Remote
Instruction Program

- (a) The design of synchronous and/or asynchronous virtual or remote learning plans that will maximize student growth and learning;
 - (b) How the school district will continuously measure student growth and learning in a virtual or remote instruction environment; and
 - (c) The school district's plan for measuring and addressing any ongoing digital divide issue(s), including a lack of access to the internet, network access, or devices;
- (2) Addresses the needs of students with disabilities and includes descriptions of the following:
- (a) The delivery of virtual or remote instruction in order to implement, to the greatest extent possible, students' individualized education programs (IEPs), including material and platform access;
 - (b) The methods used to document IEP implementation, including the tracking of student progress, accommodations, and modifications;
 - (c) How case managers follow up with parents to ensure services are implemented, to the greatest extent possible, in accordance with IEPs; and
 - (d) How the school district plans to conduct IEP meetings, evaluations, and other meetings to identify, evaluate, and/or reevaluate students with disabilities;



REGULATION GUIDE

PROGRAM

R 2425/ page 1 of 6

Emergency Virtual or Remote
Instruction Program

- (3) Addresses the needs of English language learners (ELLs) and includes descriptions of the following:
 - (a) How the school district includes an English as a Second Language and/or bilingual education program aligned with State and Federal requirements to meet the needs of ELLs;
 - (b) The process to communicate with parents of ELLs, including providing translation materials, interpretative services, and information available at the parent's literacy level;
 - (c) The use of instructional adaptations, for example, differentiation, sheltered instruction, Universal Design for Learning, access to technology, and strategies to ensure that ELLs access the same standard of education as non-ELL peers; and
 - (d) The training for teachers, administrators, and counselors to learn strategies related to culturally responsive teaching and learning, social-emotional learning, and trauma-informed teaching for students affected by forced migration from their home country;
- (4) Accounts for student attendance in accordance with N.J.A.C. 6A:32-13.1(d) and B.3. below and include the following:
 - (a) A description or copy of the school district's attendance policies, including how the school district will determine whether a student is present or absent during virtual or



REGULATION GUIDE

PROGRAM

R 2425/ page 5 of 6

Emergency Virtual or Remote
Instruction Program

remote instruction, and how a student's attendance will factor into promotion, retention, graduation, discipline, and any other decisions that will reflect the student's performance;

- (5) Describes how the school district is communicating with the parents when a student is not participating in virtual or remote instruction and/or submitting assignments;
 - (6) Includes a plan for the continued safe delivery of meals to eligible students;
 - (7) Includes an outline of how buildings will be maintained throughout an extended period of closure; and
 - (8) Includes district-specific factors, including, but not limited to, considerations for Title I extended learning programs, 21st Century Community Learning Center Programs, credit recovery, other extended student learning opportunities, accelerated learning, and social and emotional health of staff and students, transportation, extra-curricular programs, childcare, and community programming; and
- d. The Board of Trustees Emergency Remote or Virtual Instruction submitted a proposed program of virtual or remote instruction to the Commissioner annually.
- (1) If the Board is unable to complete and submit a proposed program annually in accordance with the timeline established by the Commissioner, and the school district is required to close its schools for a declared state of emergency, declared public-health emergency, or a directive by the appropriate health agency or officer to institute a public health-related



REGULATION GUIDE

closure, the Commissioner may retroactively approve the program.

PROGRAM

R 2425/ page 6 of 6

Emergency Virtual or Remote
Instruction Program

3. If provided under the Board's program that has been approved by the Commissioner, student attendance for a day of virtual or remote instruction shall be accounted for in accordance with N.J.A.C. 6A:32-8.4 for the purpose of meeting State and local graduation requirements, the awarding of course credit, and other matters as determined by the Commissioner.

Adopted:



5200 ATTENDANCE (M)

M

In accordance with the provisions of N.J.S.A. 18A:38-25, every parent, ~~guardian~~, or other person having control and custody of a child between the ages of six and sixteen shall cause the child to regularly attend school. The Board of Trustees requires students enrolled in the school to attend school regularly in accordance with the laws of the State.

For the purpose of this Policy and Regulation 5200, “parent” means the natural parent(s), adoptive parent(s), legal guardian(s), resource family parent(s), or surrogate parent(s) 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.

Notwithstanding the requirement of reporting student absences in the school register for State and Federal reporting purposes, “excused” and “unexcused” student absences, for the purpose of expectations and consequences regarding truancy, student conduct, promotion, **retention**, and the award of course credit is a local Board decision outlined in N.J.A.C. 6A:16-7.6 and Policy and Regulation 5200. In accordance with the provisions of N.J.A.C. 6A:16-7.6 and for the purposes of this Policy and Regulation 5200, a student’s absence from school will either be excused or unexcused. Unexcused absences will counts toward truancy.

A parent or adult student shall provide advance notice to the school prior to the student being absent from school. In accordance with N.J.S.A. 18A:36-25.6, if a student is determined to be absent from school without valid excuse, and if the reason for the student’s absence is unknown to school personnel, the Principal or designee shall immediately attempt to contact the student’s parent to notify the parent of the absence and determine the reason for the absence.

Students that are absent from school for any reason are responsible for the completion of assignments missed because of their absence. In accordance with N.J.S.A. 18A:36-14, a student who is absent from school for observing a religious holiday shall not be deprived of any award, eligibility, or opportunity to compete for any award, or deprived of the right to take an alternate test or examination that was missed because of the absence provided there is a written excuse of such absence signed by the parent.



POLICY

LINK COMMUNITY CHARTER SCHOOL BOARD OF TRUSTEES

Students
5200/Page 2 of 2
ATTENDANCE (M)

Prolonged or repeated absences, excused or unexcused, from school or from class, deprive students of the educational and classroom experiences deemed essential to learning and may result in retention at grade level.

Students shall be subjected to the school's response for unexcused absences that count toward truancy during the school year as outlined in N.J.A.C. 6A:16-7.6(a)4 and Regulation 5200.

Unexcused absences from school or from classes within the school day may subject a student to consequences that may include the denial of a student's participation in co-curricular activities and/or athletic competition. Repeated absences from school interfere with efforts of this Board and its staff in the maintenance of good order and the continuity of classroom instruction and such absences may result in the removal of the student from a class or course of study.

The Head of School shall calculate and monitor the average daily attendance rate for the school. Whenever the average daily attendance rate does not meet the New Jersey Department of Education requirements the Head of School or designee shall develop a school improvement plan to improve student attendance pursuant to N.J.A.C. 6A:30-5.2.

N.J.S.A. 18A:36-14; 18A:36-25.6; 18A:38-25

N.J.S.A. 34:2-21.1 et seq.

N.J.A.C. 6A:16-7.6; 6A:30-5.2; 6A:32-8.3

N.J.S.A. 18A:36-14; 18A:36-25.6; 18A:38-25; **18A:38-25.1;**
18A:38-25.2; 18A:38-26

N.J.S.A. 34:2-21.1 et seq.

N.J.A.C. 6A:16-7.6; 6A:30-5.2; **6A:32-8; 6A:32-13** ~~6A:32-8.3~~

Adopted: 10 June 2014

Revised: 8 September 2014

Revised: 8 June 2015

Revised: 31 August 2020



REGULATION

LINK COMMUNITY CHARTER SCHOOL BOARD OF TRUSTEES

STUDENTS
R 5200/Page 10 of 14
ATTENDANCE (M)

R 5200 ATTENDANCE (M)

M

-

A. Definitions

-

1. ~~For the purposes of school attendance, a "day in session" shall be a day on which the school is open and students are under the guidance and direction of a teacher or teachers engaged in the teaching process. Days on which school is closed for such reasons as holidays, teachers' institutes, and inclement weather shall not be considered as days in session.~~

-

2. ~~A "school day" shall consist of not less than four hours, except that one continuous session of two and a half hours may be considered a full day of Kindergarten.~~

-

3. ~~"A day of attendance" shall be one in which the student is present for a full day under the guidance and direction of a teacher while school is in session.~~

-

4. ~~A "half-day class" shall be considered the equivalent of a full day's attendance only if in session for four hours or more, exclusive of recess periods or lunch periods.~~

A. Attendance Recording

1. ~~Attendance Recording in the School Register~~
(N.J.A.C. 6A:32-8.1)

- a. The Board of Trustees shall ~~be required to~~ carefully and accurately track enrollment and attendance of all students in a manual school register format or in an electronic format of the school's choosing.
- b. The Commissioner will ~~shall~~ issue and publish on the Department's website ~~school register~~ guidance for recording student attendance in all public schools of the State operated by district Boards of Education, except adult high schools.
- c. Student attendance shall be recorded in the school register during school hours on each day school is in session, pursuant to N.J.A.C. 6A:32-8.1 (c) and A.1.b. above.



d. ~~School registers shall be kept for students attending preschool, Kindergarten, grades one through five, grades six through eight, grades nine through twelve, each preschool class for the disabled, each class for the disabled, shared-time classes for regular students, shared-time classes for students with disabilities, full-time bilingual education programs and vocational day programs, and summer schools operated by the Board of Trustees.~~

d. A student who has been placed on home instruction shall have ~~his or her attendance~~ their status recorded on the regular register for the program in which the student is enrolled. **The student shall be marked absent for** the period beginning the first day the student is unable to attend school and ending the day before the first instructional day at the student's place of confinement, ~~the student shall be marked absent.~~ No Absences shall **not** be recorded for the student while on home instruction, provided the hours of instruction are not less than required by N.J.A.C. 6A:14-4.8 and 4.9 **and 6A:16-10.1 and 10.2.** The number of possible days **in membership of enrollment** for a student on home instruction shall be the same as for other students in the program in which the student is enrolled.

(1) "Days in membership" means the number of school days in session in which a student is enrolled. A student's membership begins on the first possible day of attendance following enrollment during the school year, notwithstanding the actual day the students was recorded as present for the first time.

2. ~~Attendance Recording for Board Policy~~ **Days in Session** (N.J.A.C. 6A:32-8.3)

a. **A day in session shall be a day on which the school is scheduled to provide instruction and students are under the guidance and direction of a teacher(s) engaged in the teaching process. A day on which school is closed for reasons such as holidays and teachers' institutes, or inclement weather not under conditions set forth at N.J.A.C. 6A:32-13, shall not be considered a day in session.**

b. **A day in session shall consist of not less than four hours, exclusive of recess and lunch periods, except that one continuous session of two and one-half hours may be considered a full day of Kindergarten.**



REGULATION

LINK COMMUNITY CHARTER SCHOOL BOARD OF TRUSTEES

STUDENTS
R 5200/Page 3 of 14
ATTENDANCE (M)

- ~~a. A record of the attendance of all students on roll in a school register shall be kept each day that school is in session by a teacher or other authorized person. It shall be the duty of this person to keep the attendance records according to these rules and the specific instructions issued by the Commissioner of Education.~~
- ~~b. No student shall be recorded as present unless the school is in session and the student so recorded is under the guidance and direction of a teacher in the teaching process.~~
- ~~c. A student shall be recorded as absent in the school register when not in attendance at a session of the school while a member of the school, except students excused due to religious holidays who shall be recorded as excused.~~
- ~~d. A student shall be recorded as either present, absent, or excused for religious observance, every day the school is in session after the student enters until the date the student is transferred to another school or transferred to an individual home instruction record.~~
- ~~e. The Commissioner shall annually prescribe a list of religious holidays on which it shall be mandatory to excuse students for religious observance upon the written request signed by the parent or person standing in loco parentis.~~
- ~~f. The mere presence of a student at roll call shall not be regarded as sufficient attendance for compliance with N.J.A.C. 6A:32-8.3. In a school which is in session during both the forenoon and the afternoon, a student shall be present at least one hour during both the forenoon and the afternoon in order to be recorded as present for the full day. In a school which is in session during either the forenoon or the afternoon, a student shall be present at least two hours in the session in order to be recorded as present for the full day.~~
- ~~g. A student not present in school because of his/her participation in an approved school activity, such as a field trip, meeting, cooperative education assignment, or athletic competition will be considered to be in attendance.~~

3. Student Attendance (N.J.A.C. 6A:32-8.4)



REGULATION

LINK COMMUNITY CHARTER SCHOOL BOARD OF TRUSTEES

STUDENTS
R 5200/Page 4 of 14
ATTENDANCE (M)

- a. For all State attendance submissions, a student shall be recorded as present, absent, or excused for a State-excused absence, pursuant to N.J.A.C. 6A:32-8.4(e) and A.3.e. below, on every day the school is in session after the student enrolls until the date the student is transferred to another school or officially leaves the school district.
- b. A record of attendance of all students shall be kept in accordance with N.J.A.C. 6A:32-8.1(c) and A.1.b. above. The employee designated by the Head of School shall keep the attendance records according to N.J.A.C. 6A:32-8 and the guidance issued by the Commissioner in accordance with N.J.A.C. 6A:32-8.1(c) and A.1.b. above.
- c. A student enrolled in a school shall be recorded in the school register as present if the student participates in instruction or instruction-related activities for at least half a day in session whether the student is physically on school grounds, at an approved off-grounds location, or in a virtual or remote instruction setting, pursuant to N.J.A.C. 6A:32-13.
- d. A student enrolled in a school who is not participating in instruction or instruction-related activities pursuant to N.J.A.C. 6A:32-8.4(c) and A.3.c. above shall be recorded in the school register as absent, unless the student is recorded as a State-excused absence, pursuant to N.J.A.C. 6A:32-8.4(e) and A.3.e. below.
- e. State-excused absences shall be as follows:
 - (1) Religious observance, pursuant to N.J.S.A. 18A:36-14, 15, and 16.
 - (a) The Commissioner, with approval of the State Board of Education, shall annually prescribe a list of religious holidays on which it shall be mandatory to excuse students for religious observance upon the written request signed by the parent or person standing in loco parentis;



- (2) Participation in observance of Veterans Day, pursuant to N.J.S.A. 18A:36-13.2;
 - (3) Participation in district board of election membership activities, pursuant to N.J.S.A. 18A:36-33;
 - (4) Take Our Children to Work Day;
 - f. For absences that do not meet the criteria at N.J.A.C. 6A:32-8.4(e) and A.3.e. above, the Board may adopt policies that establish locally approved or excused absences consistent with N.J.A.C. 6A:16-7.6 for the purposes of expectations and consequences regarding truancy, student conduct, promotion, retention, and the award of course credit. However, an absence designated as excused by the Board pursuant to N.J.A.C. 6A:16-7.6 shall be considered as an absence in the submission to the State for the purpose of chronic absenteeism reporting, as set forth at N.J.A.C. 6A:32-8.6.
4. Average Daily Attendance (N.J.A.C. 6A:32-8.5)
- The average daily attendance rate in a district school or program of instruction for a school year shall be the total number of the days present of all enrolled students, divided by the number of days in membership of all enrolled students. The student average daily attendance means the total number of days that a student is present in the school divided by the total possible number of days in session.
5. Absentee and Chronic Absenteeism Rates (N.J.A.C. 6A:32-8.6)
- a. A student's absentee rate shall be determined by subtracting the student's total number of days present from the student's days in membership and dividing the result by the student's days in membership.
 - (1) State-excused absences shall not be included in a student's days in membership for purposes of calculating a student's absentee rate.
 - b. If a student's absentee rate is equal to or greater than ten percent, the student shall be identified as chronically absent.



- c. Each school with ten percent or more of its enrolled students identified as chronically absent shall develop a corrective action plan to improve absenteeism rates. In accordance with N.J.S.A. 18A:38-25.1, the school will annually review and revise the corrective action plan and present the revisions to the Board, until the percentage of students who are chronically absent is less than ten percent.
- C. Unexcused Absences That Count Toward Truancy/Excused Absences Absences for Board Policy
 1. Notwithstanding the requirement of reporting student absences in the school register for State and Federal reporting purposes, “excused” and “unexcused” student absences for the purpose of expectations and consequences regarding truancy, student conduct, promotion, **retention**, and the award of course credit is a Board decision outlined in Policy 5200 and this Regulation.
 2. N.J.A.C. 6A:16-7.6(a)3 requires the Board of Trustees’ policies and procedures contain, at a minimum, a definition of unexcused absence that count toward truancy, student conduct, **promotion, retention, and the award of course credit**.
 - a. “An unexcused absence that counts toward truancy” is a student’s absence from school for a full or a portion of a day for any reason that is not an “excused absence” as defined in **B.2.b.** below.
 - b. “An excused absence” is a student’s absence from school for a full day or a portion of a day for the observance of a religious holiday pursuant to N.J.S.A. 18A:36-14 through 16, or any absence for the reasons listed below:
 - The student’s illness supported by notification to the school by the student’s parent;
 - The student’s required attendance in court;
 - Where appropriate, when consistent with Individualized Education Programs, the Individuals with Disabilities Act,



REGULATION

LINK COMMUNITY CHARTER SCHOOL BOARD OF TRUSTEES

STUDENTS
R 5200/Page 7 of 14
ATTENDANCE (M)

accommodation plans under 29 U.S.C. §§ 794 and 705(20), and individualized health care plans;

- The student's suspension from school;
- Family illness or death supported by notification to the school by the student's parent;
- Visits to high schools;
- Interviews a high school admissions officer or an enrichment program such as the Wight Foundation, NJSEEDS, or other program approved by the Principal;
- Necessary and unavoidable medical or dental appointments that cannot be scheduled at a time other than the school day;
- Take Our Children to Work Day;
- An absence considered excused by the Commissioner of Education and/or a New Jersey Department of Education rule; and
- An absence for a reason not listed above, but deemed excused by the Principal upon a written request by the student's parent stating
- the reason for the absence and requesting permission for the absence to be an excused absence.

3. ~~For cumulative unexcused absences of ten or more, a student between the ages of six and sixteen is truant, pursuant to N.J.S.A. 18A:38-25 as determined by the Board's Attendance Policy and Regulation pursuant to N.J.A.C. 6A:16-7.6(a)4.iii. and the definition of school day pursuant to N.J.A.C. 6A:32-8.3. Any absence not listed in C.2. above shall be an unexcused absence counted toward truancy.~~

C. Notice to School of a Student's Absence



1. The parent or adult student is requested to call the school office by 8:30 a.m. on the day of the absence.
2. The parent of the student or an adult student who will attend the morning session, but will not attend the afternoon session should call or provide notice to the school office by 10:30 a.m. on the day of the absence.
3. The parents of a student or an adult student shall notify the school office of a future absence if the absence is foreseeable.
3. ~~The parent or adult student who anticipates a future absence or anticipates that an absence will be prolonged should notify the school office to arrange make-up work as soon as the absence is determined.~~
4. In accordance with N.J.S.A. 18A:36-25.6, if a student is determined to be absent from school without valid excuse, and if the reason for the student's absence is unknown to school personnel, the Principal or designee shall immediately attempt to contact the student's parent to notify the parent of the absence and determine the reason for the absence.

D. Readmission to School After an Absence

1. A student returning from an absence of any length of time must provide a written statement **to the Principal or designee** that is dated and signed by the parent or adult student listing the reason for the absence.
2. ~~A note explaining a student's absence for a non-communicable illness for a period of more than three days school days must be accompanied by a physician's statement of the student's illness with medical clearance to return to school.~~
2. A student who has been absent by reason of having or being suspected of having a communicable disease **may be required to** ~~must~~ present to the school nurse written evidence of being free of communicable disease, ~~in accordance with Policy 8451.~~
3. The Head of School or designee may require a student who has been absent from school due to a suspension or other reason concerning the student's conduct to receive a medical examination by a physician



regarding the student's physical and/or mental fitness to return to school. The Head of School or designee will notify the student's parent of the specific requirements of the medical examination prior to the student's return to school.

E. Instruction

1. Teachers ~~shall~~ **will** cooperate in the preparation of home assignments for students who anticipate an ~~excused~~ absence of three school days duration. ~~The parent or student must request such home assignments.~~
-
2. ~~A student who anticipates an absence due to a temporary or chronic health condition may be eligible for home instruction in accordance with Policy 2412. The parent must request home instruction.~~
2. Students absent for any reason are expected to make up the work missed. The parent or student is responsible for requesting missed assignments and any assistance required. Teachers will provide make-up assignments as necessary.
3. In general, students will be allowed a reasonable amount of time as determined by the teacher to make up ~~the missed~~ work **missed**.
4. A student who missed a test or an exam shall be offered an opportunity to take the test, exam, or an appropriate alternate test.
5. **A student who anticipates an absence due to a temporary or chronic health condition may be eligible for home instruction in accordance with Policy 2412. The parent must request home instruction.**

F. Denial of Course Credit

1. The teacher will determine the credit to be awarded a student for make-up work. Where class participation is a factor in the learning process, the teacher may consider a student's absence in determining a final grade, except absences for the observance of a religious holiday, absences for those excused in accordance with the reporting requirements of the school register or absence for a student's suspension from school will not adversely affect the student's grade. The teacher may record an



incomplete grade for a student who has not had a full opportunity to make up missed work.

2. An elementary student may be retained at grade level, in accordance with Policy 5410, when the student has been absent eighteen or more school days, whatever the reason for the absence, except that absences for the observance of a religious holiday, for those excused in accordance with the reporting requirements of the school register, and absences due to student's suspension will not count toward the total.

Exceptions to this rule may be made for students who have demonstrated through completion of home assignments and/or home instruction that they have mastered the proficiencies established for the assigned courses of study.

G. School Response To Unexcused Absences During the School Year That Count Toward Truancy (N.J.A.C. 6A:16-7.6(a)4.)

1. For up to four cumulative unexcused absences that count toward truancy, the Principal or designee shall:
 - a. Make a reasonable attempt to notify the student's parent of each unexcused absence prior to the start of the following school day;
 - b. Make a reasonable attempt to determine the cause of the unexcused absence, including through contact with the student's parents;
 - c. Identify, in consultation with the student's parents, needed action designed to address patterns of unexcused absences, if any, and to have the child return to school and maintain regular attendance;
 - d. Proceed in accordance with the provisions of N.J.S.A. 9:6-1 et seq. and N.J.A.C. 6A:16-11, if a potential missing or abused child situation is detected; and
 - e. Cooperate with law enforcement and other authorities and agencies, as appropriate.
2. For between five and nine cumulative unexcused absences that count toward truancy, the Principal or designee shall:



- a. Make a reasonable attempt to notify the student's parents of each unexcused absence prior to the start of the following school day;
- b. Make a reasonable attempt to determine the cause of the unexcused absence, including through contact with the student's parent (s);
- c. Evaluate the appropriateness of action taken pursuant to N.J.A.C. 6A:16-7.6(a)4.i.(3) and G.1.c. above;
- d. Develop an action plan to establish outcomes based upon the student's patterns of unexcused absences and to specify the interventions for supporting the student's return to school and regular attendance, which may include any or all of the following:
 - (1) Refer or consult with the school's Intervention and Referral Services Team, pursuant to N.J.A.C. 6A:16-8;
 - (2) Conduct testing, assessments, or evaluations of the student's academic, behavioral, and health needs;
 - (3) Consider an alternate educational placement;
 - (4) Make a referral to or coordinate with a community-based social and health provider agency or other community resource;
 - (5) Refer to a court or court program pursuant to N.J.A.C. 6A:16-7.6(a)4.iv. and G.4. below;
 - (6) Proceed in accordance with N.J.S.A. 9:6-1 et seq. and N.J.A.C. 6A:16-11, if a potential missing or abused child situation is detected; and
 - (7) Engage the student's family.
- e. Cooperate with law enforcement and other authorities and agencies, as appropriate.



3. For ~~ten or more~~ cumulative unexcused absences of **ten or more** that count toward truancy, a student between the ages of six and sixteen is truant, pursuant to N.J.S.A. 18A:38-25, and the Principal or designee shall:
 - a. Make a determination regarding the need for a court referral for the truancy, per N.J.A.C. 6A:16-7.6(a)4.iv. and G.4. below;
 - b. Continue to consult with the parent and the involved agencies to support the student's return to school and regular attendance;
 - c. Cooperate with law enforcement and other authorities and agencies, as appropriate; and
 - d. Proceed in accordance with N.J.S.A. 18A:38-28 through 31, Article 3B, Compelling Attendance at School, and other applicable State and Federal statutes, as required; and
4. A court referral may be made as follows:
 - a. When unexcused absences that count toward truancy are determined by school officials to be violations of the compulsory education law, pursuant to N.J.S.A. 18A:38-25, and the Board of Trustees' policies, in accordance with N.J.A.C. 6A:16-7.6(a), the parent may be referred to Municipal Court.
 - (1) A written report of the actions the school has taken regarding the student's attendance shall be forwarded to the Municipal Court; or
 - b. When there is evidence of a juvenile-family crisis, pursuant to N.J.S.A. 2A:4A-22.g, the student may be referred to Superior Court, Chancery Division, Family Part.
 - (1) A written report of the actions the school has taken regarding the student's attendance shall be forwarded to the Juvenile-Family Crisis Intervention Unit.
5. For a student with a disability, the attendance plan and its punitive and remedial procedures shall be applied, where applicable, in accordance with the student's Individual Education Program, pursuant to 20 U.S.C. §§



1400 et seq., the Individuals with Disabilities Education Act; the procedural protections set forth in N.J.A.C. 6A:14; accommodation plan under 29 U.S.C. §§794 and 705(20); and individualized health care plan and individualized emergency healthcare plan pursuant to N.J.A.C. 6A:16-2.3(b)3.xii.

6. All receiving schools pursuant to N.J.A.C. 6A:14-7.1(a), shall act in accordance with N.J.A.C. 6A:16-7.6(a)4.i. and H.1. above for each student with up to four cumulative unexcused absences that count toward truancy.
 - a. For each student attending a receiving school with five or more cumulative unexcused absences that count toward truancy, the absences shall be reported to the sending school district.
 - (1) The sending school district shall proceed in accordance with the Board of Trustees' policies and procedures pursuant to N.J.A.C. 6A:16-7.6(a) and ~~G.5. above~~ and the provisions of N.J.A.C. 6A:16-7.6(a)4.ii. through iv. and G.2. through G.5. and N.J.A.C. 6A:16-7.6(b) and G.5. above, as appropriate.

H. Discipline

1. Students may be denied participation in co-curricular activities **and/or athletic competition** if the Board establishes attendance standards for participation.
- ~~2. Students may be denied participation in athletic competition if the Board establishes attendance standards for participation.~~
2. No student who is absent from school for observance of a religious holiday may be deprived of any award or of eligibility for or opportunity to compete for any award because of the absence.

I. Recording Attendance

1. Teachers must accurately record the students present, tardy, or absent each day in each session or each class. Attendance records must also record students' attendance at out-of-school curricular events such as field trips.



REGULATION

LINK COMMUNITY CHARTER SCHOOL BOARD OF TRUSTEES

STUDENTS
R 5200/Page 14 of 14
ATTENDANCE (M)

2. A record shall be maintained of each excused absence and each unexcused absence that counts toward truancy as defined in Policy and Regulation 5200.
 3. ~~A report card will record the number of times the student was absent and tardy in each marking period.~~
 3. A student's absence for observance of a religious holiday will not be recorded as such on any transcript or application or employment form.
- J. Appeal
1. Students may be subject to appropriate discipline for their school attendance record.
 2. A student who has been retained at grade level for excessive absences may appeal that action in accordance with Policy 5410.
- K. Attendance Records
1. Attendance records for the school will be maintained and attendance rates will be calculated as required by the New Jersey Department of Education. The school will comply with all attendance requirements and any improvement plans as required by the Department of Education.

Adopted: 10 June 2014
Revised: 8 September 2014
Revised: 8 June 2015
Revised: 31 August 2020



POLICY GUIDE

STUDENTS

5512/page 1 of 45

Harassment, Intimidation, ~~or and~~ Bullying

Oct 22

M

5512 HARASSMENT, INTIMIDATION, ~~OR AND~~ BULLYING

Table of Contents

<u>Section</u>	<u>Section Title</u>
A.	Prohibiting Harassment, Intimidation, or Bullying Policy Statement
B.	Definition of Harassment, Intimidation, or and Bullying Definition
C.	Student Behavior Expectations
D.	Consequences and Appropriate Remedial Actions
E.	Reporting Harassment, Intimidation, or and Bullying Reporting Procedure
F.	Anti-Bullying Coordinator, Anti-Bullying Specialist, and School Safety/School Climate Team(s)
G.	Investigating Allegations of Harassment, Intimidation, or and Bullying Investigation
H.	Responding Range of Responses to an Incident of Harassment, Intimidation, or Bullying
I.	Reprisal or Retaliation Prohibited
J.	Consequences and Appropriate Remedial Action for False Accusations of Harassment, Intimidation, or Bullying
K.	Additional Policy Requirements Harassment, Intimidation, and Bullying Policy Publication and Dissemination



POLICY GUIDE

STUDENTS

5512/page 2 of 45

Harassment, Intimidation, ~~or and~~ Bullying

- L. Harassment, Intimidation, ~~or and~~ Bullying Training and Prevention Programs
- M. ~~Harassment, Intimidation, and Bullying Policy Reevaluation, Reassessment, and Review~~
- ~~MN.~~ Reports to Board of Trustees and New Jersey Department of Education
- NØ. School and District Grading Requirements
- OP. Reports to Law Enforcement
- PQ. Collective Bargaining Agreements and Individual Contracts
- QR. Students with Disabilities
- S. ~~Approved Private Schools for Students with Disabilities (APSSD)~~
- A. **Prohibiting Harassment, Intimidation, or Bullying** ~~Policy Statement~~

The Board of Trustees prohibits acts of harassment, intimidation, or bullying of a student. **The Board has determined that a** A safe and civil environment in school is necessary for students to learn and achieve high academic standards; ~~h~~Harassment, intimidation, or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe and disciplined environment. ~~Harassment, intimidation, or bullying is unwanted, aggressive behavior that may involve a real or perceived power imbalance.~~ Since students learn by example, school administrators, faculty, staff, and volunteers should be commended for demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation, or bullying.

For the purposes of this Policy, the term "parent," pursuant to N.J.A.C. 6A:16-1.3, means the natural parent(s); adoptive parent(s); legal guardian(s); **resource family** ~~foster~~ parent(s); or parent surrogate(s) of a student. When parents are separated or divorced, "parent" means the



POLICY GUIDE

STUDENTS

5512/page 3 of 45

Harassment, Intimidation, ~~or and~~ Bullying

person or agency which 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.

B. **Definition of** Harassment, Intimidation, ~~or and~~ Bullying **Definition**

“Harassment, intimidation, or bullying” means any gesture, any written, verbal or physical act, or any electronic communication, as defined in N.J.S.A. 18A:37-14, whether it be a single incident or a series of incidents that:

1. Is reasonably perceived as being motivated by either any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability, or by any other distinguishing characteristic;
2. Takes place on school property, at any school-sponsored function, on a school bus, or off school grounds, as provided for in N.J.S.A. 18A:37-15.3;
3. Substantially disrupts or interferes with the orderly operation of the school or the rights of other students; and that
 - a. A reasonable person should know, under the circumstances, that the act(s) will have the effect of physically or emotionally harming a student or damaging the student’s property, or placing a student in reasonable fear of physical or emotional harm to their person or damage to their property; or
 - b. Has the effect of insulting or demeaning any student or group of students; or
 - c. Creates a hostile educational environment for the student by interfering with a student’s education or



POLICY GUIDE

by severely or pervasively causing physical or emotional harm to the student.

STUDENTS

5512/page 4 of 45

Harassment, Intimidation, ~~or and~~ Bullying

The Board recognizes that bullying is unwanted, aggressive behavior that may involve a real or perceived power imbalance. Recognizing “a real or perceived power imbalance” may assist school officials in identifying harassment, intimidation, or bullying within the context and relative positions of the alleged aggressor and target.

“Electronic communication” means a communication transmitted by means of an electronic device, including, but not limited to, a telephone, cellular phone, computer, or remotely activating paging device (N.J.A.C. 6A:16-1.3).

In accordance with the Board of Trustee’s Code of Student Conduct and this Policy, all acts of harassment, intimidation, or bullying that occur off school grounds, such as “cyber-bullying” (e.g., the use of electronic means to harass, intimidate, or bully) is addressed in this Policy.

~~Schools are required to address harassment, intimidation, and bullying occurring off school grounds, when there is a nexus between the harassment, intimidation, and bullying and the school (e.g., the harassment, intimidation, or bullying substantially disrupts or interferes with the orderly operation of the school or the rights of other students).~~

~~“Electronic communication” means a communication transmitted by means of an electronic device, including, but not limited to: a telephone, cellular phone, computer, or pager.~~

C. Student ~~Expectations~~ **Behavior**

The Board ~~of Trustees~~ expects students to conduct themselves in keeping with their levels of development, maturity, and demonstrated capabilities, with a proper regard for the rights and welfare of other students and school staff, the educational purpose underlying all school activities and the care of school facilities and equipment, consistent with the Code of Student Conduct.



POLICY GUIDE

STUDENTS

5512/page 5 of 45

Harassment, Intimidation, ~~or and~~ Bullying

The Board believes that standards for student behavior must be set cooperatively through interaction among the ~~students~~, parents ~~and other community representatives~~, school administrators ~~employees~~, school employees ~~administrators~~, school volunteers, and students of the school district ~~and community representatives~~, producing an atmosphere that encourages students to grow in self-discipline. The development of this atmosphere requires respect for self and others, as well as for school district and community property on the part of students, staff, and community members.

Students are expected to behave in a way that creates a supportive learning environment. The Board believes the best discipline is self-imposed, and ~~that~~ it is the responsibility of staff to use instances of violations of the Code of Student Conduct as opportunities ~~for helping to help~~ students learn to assume and accept responsibility for their behavior and the consequences of their behavior. Staff members who interact with students shall apply best practices designed to prevent student conduct problems and foster students' abilities to grow in self-discipline.

The Board expects ~~that~~ students will act in accordance with the student behavioral expectations and standards regarding harassment, intimidation, ~~or and~~ bullying, including:

1. Student responsibilities (e.g., requirements for students to conform to reasonable standards of socially accepted behavior; respect the person, property, and rights of others; obey constituted authority; and respond to those who hold that authority);
2. Appropriate recognition for positive reinforcement for good conduct, self-discipline, and good citizenship;
3. Student rights; and
4. Sanctions and due process for violations of the Code of Student Conduct.



POLICY GUIDE

STUDENTS

5512/page 6 of 45

Harassment, Intimidation, ~~or and~~ Bullying

Pursuant to N.J.S.A. 18A:37-15(a) and N.J.A.C. 6A:16-7.1(a)1, the district has involved a broad-base of school and community members, including parents, ~~school employees, volunteers, students, and community representatives~~ instructional staff, student support services staff, school administrators, ~~and school volunteers, as well as community organizations, such as faith-based, health and human service, business and law enforcement,~~ in the development of this Policy.

~~Pursuant to N.J.A.C. 6A:16-7.1, Based on locally determined and accepted core ethical values adopted by the Board, pursuant to N.J.A.C. 6A:16-7.1(a)2,~~ the Board ~~developed~~ ~~must develop~~ guidelines for student conduct, ~~taking pursuant to N.J.A.C. 6A:16-7.1. These guidelines for student conduct will take~~ into consideration ~~the nature of the behavior; the nature of the student's disability, if any and to the extent relevant;~~ the developmental ages of students; ~~the severity of the offenses and students' histories of inappropriate behaviors;~~ and the mission and physical facilities of the individual school(s) in the district. This Policy requires all students in the district to adhere to the rules established by the school district and to submit to the remedial and consequential measures that are appropriately assigned for infractions of these rules.

Pursuant to N.J.A.C. 6A:16-7.1, the Head of School ~~shall~~ ~~must~~ annually provide to students and their parents the rules of the district regarding student conduct. Provisions shall be made for informing parents whose primary language is other than English.

The district prohibits active or passive support for acts of harassment, intimidation, or bullying. ~~The school district will~~ ~~Students are encouraged to support other students who:~~

1. Walk away from acts of harassment, intimidation, ~~or and~~ bullying when they see them;
2. Constructively attempt to stop acts of harassment, intimidation, or bullying;



POLICY GUIDE

3. Provide support to students who have been subjected to harassment, intimidation, or bullying; and
4. Report acts of harassment, intimidation, ~~or and~~ bullying to the designated school staff member.

STUDENTS

5512/page 7 of 45

Harassment, Intimidation, ~~or and~~ Bullying

D. Consequences and ~~Appropriate~~ Remedial Actions

The Board of Trustees requires its school administrators to implement procedures that ensure both the appropriate consequences and remedial responses for students who commit one or more acts of harassment, intimidation, or bullying, consistent with the Code of Student Conduct, ~~and the consequences and remedial responses for staff members who commit one or more acts of harassment, intimidation, or bullying. The following factors, at a minimum, shall be given full consideration by the school administrators in the implementation of appropriate consequences and remedial measures for each act of harassment, intimidation, or bullying by students.~~

~~In every incident found to be harassment, intimidation, or bullying, the school Principal, in consultation with appropriate school staff, may apply disciplinary consequences and/or remedial actions, such as the provision of counseling, behavioral interventions, or other measures.~~

~~Appropriate consequences and remedial actions are those that are graded according to the severity of the offenses; consider the developmental ages of the student offenders; the nature of the student's disability, if any and to the extent relevant; and the students' histories of inappropriate behaviors, per the Code of Student Conduct and N.J.A.C. 6A:16-7.~~

~~The following factors, at a minimum, shall be given full consideration by the school administrators in the implementation of appropriate consequences and remedial measures for each act of harassment, intimidation, or bullying by students.~~

~~Factors for Determining Consequences~~

- ~~• Age, disability (if any and to the extent relevant), developmental and maturity levels of the parties involved and their relationship to the school district;~~



POLICY GUIDE

- Degrees of harm;
- Surrounding circumstances;
- Nature and severity of the behaviors;
- Incidences of past or continuing patterns of behavior;
- Relationships between the parties involved; and
- Context in which the alleged incidences occurred.



POLICY GUIDE

STUDENTS

5512/page 8 of 45

Harassment, Intimidation, ~~or~~ and Bullying

Factors for Determining Remedial Measures

Personal:

- Life skill deficiencies;
- Social relationships;
- Strengths;
- Talents;
- Traits;
- Interests;
- Hobbies;
- Extra-curricular activities;
- Classroom participation;
- Academic performance;
- Relationship to peers; and
- Relationship between student/family and the school district.

Environmental:

- School culture;
- School climate;
- Student-staff relationships and staff behavior toward the student;
- General staff management of classrooms or other educational environments;
- Staff ability to prevent and manage difficult or inflammatory situations;
- Availability of programs to address student behavior;
- Social-emotional and behavioral supports;
- Social relationships;
- Community activities;
- Neighborhood situation; and
- Family situation.

Examples of Consequences and Remedial Measures

The consequences and remedial measures may include, but are not limited to, the examples listed below:



POLICY GUIDE

STUDENTS

5512/page 9 of 45

Harassment, Intimidation, ~~or~~ and Bullying

Examples of Consequences:

- Admonishment;
- Temporary removal from the classroom (any removal of .5 days or more must be reported in the Student Safety Data System);
- Deprivation of privileges;
- Classroom or administrative detention;
- Referral to disciplinarian;
- In-school suspension during the school week or the weekend;
- Out-of-school suspension (short-term or long-term);
- Reports to law enforcement or other legal action;
- Expulsion; and
- Bans from receiving certain services, participating in school-district-sponsored programs or being in school buildings or on school grounds.

Examples of Remedial Measures

Personal:

- Restitution and restoration;
- Peer support group;
- Recommendations of a student behavior or ethics council;
- Corrective instruction or other relevant learning or service experience;
- Supportive student interventions, including participation of the Intervention and Referral Services Team, pursuant to N.J.A.C. 6A:16-8;
- Behavioral assessment or evaluation, including, but not limited to, a referral to the Child Study Team, as appropriate;
- Behavioral management plan, with benchmarks that are closely monitored;
- Assignment of leadership responsibilities (e.g., hallway or bus monitor);
- Involvement of school "disciplinarian;"
- Student counseling;



POLICY GUIDE

STUDENTS

5512/page 10 of 45

Harassment, Intimidation, or ~~and~~ Bullying

- Parent conferences;
- Alternative placements (e.g., alternative education programs);
- Student treatment; and
- Student therapy.

Environmental (Classroom, School Building, or School District):

- School and community surveys or other strategies for determining the conditions contributing to HIB;
- School culture change and school climate improvement;
- Adoption of research-based, systemic bullying prevention programs;
- School policy and procedures revisions;
- Modifications of schedules;
- Adjustments in hallway traffic;
- Modifications in student routes or patterns traveling to and from school;
- Supervision of student before and after school, including school transportation;
- Targeted use of monitors (e.g., hallway, cafeteria, locker room, playground, school perimeter, bus);
- Teacher aides;
- Small or large group presentations for fully addressing the behaviors and the responses to the behaviors;
- General professional development programs for certificated and non-certificated staff;
- Professional development plans for involved staff;
- Disciplinary action for school staff who contributed to the problem;
- Supportive institutional interventions, including participation of the Intervention and Referral Services Team, pursuant to N.J.A.C. 6A:16-8;
- Parent conferences;
- Family counseling;
- Involvement of parent-teacher organizations;
- Involvement of community-based organizations;
- Development of a general bullying response plan;
- Recommendations of a student behavior or ethics council;



POLICY GUIDE

STUDENTS

5512/page 11 of 45

Harassment, Intimidation, or ~~and~~ Bullying

- Peer support groups;
- Alternative placements (e.g., alternative education programs);
- School transfers; and
- Law enforcement (e.g., safe schools resource officer, juvenile officer) involvement or other legal action.

Consequences and appropriate remedial actions for a student or staff member who commits one or more acts of harassment, intimidation, or bullying may range from positive behavioral interventions up to and including suspension or expulsion of students, as set forth in the Board's approved Code of Student Conduct, pursuant to N.J.A.C. 6A:16-7.1.

~~The following factors, at a minimum, shall be given full consideration by school administrators in the implementation of appropriate consequences and remedial measures for each act of harassment, intimidation, or bullying by students.~~

Consequences—Students

~~Consequences for a student who commits one or more acts of harassment, intimidation, or bullying may range from positive behavioral interventions up to and including suspension or expulsion of students, as set forth in the Board's approved Code of Student Conduct pursuant to N.J.A.C. 6A:16-7.1. Consequences for a student who commits an act of harassment, intimidation, or bullying are those that are varied and graded according to the nature of the behavior; the nature of the student's disability, if any, and to the extent relevant; the developmental age of the student; and the student's history of problem behaviors and performance consistent with the Board's approved Code of Student Conduct and N.J.A.C. 6A:16-7, Student Conduct. The use of negative consequences should occur in conjunction with remediation and not be relied upon as the sole intervention approach.~~

Factors for Determining Consequences—Student Considerations

1. ~~Age, developmental and maturity levels of the parties involved and their relationship to the school district;~~
2. Degrees of harm;



POLICY GUIDE

STUDENTS

5512/page 12 of 45

Harassment, Intimidation, ~~or~~ and Bullying

3. ~~Surrounding circumstances;~~
4. ~~Nature and severity of the behavior(s);~~
5. ~~Incidences of past or continuing patterns of behavior;~~
6. ~~Relationships between the parties involved; and~~
7. ~~Context in which the alleged incidents occurred.~~

Factors for Determining Consequences—School Considerations

1. ~~School culture, climate, and general staff management of the learning environment;~~
2. ~~Social, emotional, and behavioral supports;~~
3. ~~Student-staff relationships and staff behavior toward the student;~~
4. ~~Family, community, and neighborhood situation; and~~
5. ~~Alignment with Board policy and regulations/procedures.~~

Examples of Consequences

1. ~~Admonishment;~~
2. ~~Temporary removal from the classroom;~~
3. ~~Deprivation of privileges;~~
4. ~~Classroom or administrative detention;~~
5. ~~Referral to disciplinarian;~~
6. ~~In-school suspension;~~
7. ~~Out-of-school suspension (short-term or long-term);~~
8. ~~Reports to law enforcement or other legal action; or~~
9. ~~Expulsion.~~

~~In accordance with N.J.S.A. 18A:37-15.b.(4), the consequences for a student who commits an act of harassment, intimidation, or bullying may vary depending on whether it is the first act of harassment, intimidation, or bullying by a student, the second act, or third or subsequent acts. If it is the third or subsequent act of harassment, intimidation, or bullying by a student, The Principal, in consultation with appropriate school staff, shall develop an individual student intervention plan when a student is found to be an offender in three harassment, intimidation, or bullying incidents and each subsequent incident occurring within one school year. The student intervention plan may include disciplinary consequences and/or remedial actions and may require the student, accompanied by a parent, to satisfactorily complete a class or training~~



POLICY GUIDE

STUDENTS

5512/page 13 of 45

Harassment, Intimidation, ~~or~~ and Bullying

program to reduce harassment, intimidation, or bullying behavior. Each student intervention plan must be approved by the Head of School which shall be approved by the Head of School or designee, and may require the student, accompanied by a parent, to complete in a satisfactory manner a class or training program to reduce harassment, intimidation, or bullying behavior.

While the majority of incidents may be addressed solely by school officials, the Head of School or designee and the Principal shall report a harassment, intimidation, or bullying incident to law enforcement officials if the conduct rises to the level of a mandatory report as outlined in the Uniform State Memorandum of Agreement Between Education and Law Enforcement Officials.

Appropriate Remedial Actions—Students

Appropriate remedial action for a student who commits an act of harassment, intimidation, or bullying that takes into account the nature of the behavior; the nature of the student's disability, if any, and to the extent relevant; the developmental age of the student; and the student's history of problem behaviors and performance. The appropriate remedial action may also include a behavioral assessment or evaluation including, but not limited to, a referral to the Child Study Team as appropriate; and supportive interventions and referral services, including those at N.J.A.C. 6A:16-8.

Factors for Determining Remedial Measures

Personal

1. Life skill deficiencies;
2. Social relationships;
3. Strengths;
4. Talents;
5. Interests;
6. Hobbies;
7. Extra-curricular activities;
8. Classroom participation;
9. Academic performance; and
10. Relationship to students and the school district.



POLICY GUIDE

STUDENTS

5512/page 14 of 45

Harassment, Intimidation, ~~or and~~ Bullying

Environmental

1. ~~School culture;~~
2. ~~School climate;~~
3. ~~Student-staff relationships and staff behavior toward the student;~~
4. ~~General staff management of classrooms or other educational environments;~~
5. ~~Staff ability to prevent and manage difficult or inflammatory situations;~~
6. ~~Social-emotional and behavioral supports;~~
7. ~~Social relationships;~~
8. ~~Community activities;~~
9. ~~Neighborhood situation; and~~
10. ~~Family situation.~~

Remedial measures shall be designed to correct the problem behavior, ~~prevent another occurrence of the problem, protect and provide support for the victim of the act, and take corrective action for documented systemic problems related to harassment, intimidation, or bullying. The consequences and remedial measures may include, but are not limited to, the examples listed below:~~

Examples of Remedial Measures

Personal ~~Student Exhibiting Bullying Behavior~~

1. ~~Develop a behavioral contract with the student. Ensure the student has a voice in the outcome and can identify ways they can solve the problem and change behaviors;~~
2. ~~Meet with parents to develop a family agreement to ensure the parent and the student understand school rules and expectations;~~
3. ~~Explain the long-term negative consequences of harassment, intimidation, and bullying on all involved;~~
4. ~~Ensure understanding of consequences, if harassment, intimidation, and bullying behavior continues;~~
5. ~~Meet with school counselor, school social worker, or school psychologist to decipher mental health issues (e.g., what is happening and why?);~~
6. ~~Develop a learning plan that includes consequences and skill building;~~



POLICY GUIDE

STUDENTS

5512/page 15 of 45

Harassment, Intimidation, ~~or~~ and Bullying

7. Consider wrap-around support services or after-school programs or ~~services;~~
8. Provide social skill training, such as impulse control, anger ~~management, developing empathy, and problem solving;~~
9. ~~Arrange for an apology, preferably written;~~
10. Require a reflective essay to ensure the student understands the ~~impact of their actions on others;~~
11. Have the student research and teach a lesson to the class about ~~bullying, empathy, or a similar topic;~~
12. Arrange for restitution (i.e., compensation, reimbursement, ~~amends, repayment), particularly when personal items were damaged or stolen;~~
13. Explore age-appropriate restorative (i.e., healing, curative, ~~recuperative) practices; and~~
14. Schedule a follow-up conference with the student.

Personal—Target/Victim

1. Meet with a trusted staff member to explore the student's feelings ~~about the incident;~~
2. Develop a plan to ensure the student's emotional and physical ~~safety at school;~~
3. Have the student meet with the school counselor or school social ~~worker to ensure they do not feel responsible for the bullying behavior;~~
4. ~~Ask students to log behaviors in the future;~~
5. Help the student develop skills and strategies for resisting bullying; ~~and~~
6. ~~Schedule a follow-up conference with the student.~~

Parents, Family, and Community

1. ~~Develop a family agreement;~~
2. ~~Refer the family for family counseling; and~~
3. ~~Offer parent education workshops related to bullying and social-emotional learning.~~



POLICY GUIDE

STUDENTS

5512/page 16 of 45

Harassment, Intimidation, ~~or~~ and Bullying

Examples of Remedial Measures—Environmental (Classroom, School Building, or School District)

1. ~~Analysis of existing data to identify bullying issues and concerns;~~
2. ~~Use of findings from school surveys (e.g., school climate surveys);~~
3. ~~Focus groups;~~
4. ~~Mailings—postal and email;~~
5. ~~Cable access television;~~
6. ~~School culture change;~~
7. ~~School climate improvement;~~
8. ~~Increased supervision in “hot spots” (e.g., locker rooms, hallways, playgrounds, cafeterias, school perimeters, buses);~~
9. ~~Adoption of evidence-based systemic bullying prevention practices and programs;~~
10. ~~Training for all certificated and non-certificated staff to teach effective prevention and intervention skills and strategies;~~
11. ~~Professional development plans for involved staff;~~
12. ~~Participation of parents and other community members and organizations (e.g., Parent Teacher Associations, Parent Teacher Organizations) in the educational program and in problem-solving bullying issues;~~
13. ~~Formation of professional learning communities to address bullying problems;~~
14. ~~Small or large group presentations for fully addressing the actions and the school’s response to the actions, in the context of the acceptable student and staff member behavior and the consequences of such actions;~~
15. ~~School policy and procedure revisions;~~
16. ~~Modifications of schedules;~~
17. ~~Adjustments in hallway traffic;~~
18. ~~Examination and adoption of educational practices for actively engaging students in the learning process and in bonding students to pro-social institutions and people;~~
19. ~~Modifications in student routes or patterns traveling to and from school;~~
20. ~~Supervision of student victims before and after school, including school transportation;~~
21. ~~Targeted use of monitors (e.g., hallway, cafeteria, locker room, playground, school perimeter, bus);~~
22. ~~Targeted use of teacher aides;~~



POLICY GUIDE

STUDENTS

5512/page 17 of 45

Harassment, Intimidation, ~~or~~ and Bullying

- ~~23. Disciplinary action, including dismissal, for school staff who contributed to the problem;~~
- ~~24. Supportive institutional interventions, including participation in the Intervention and Referral Services Team, pursuant to N.J.A.C. 6A:16-8;~~
- ~~25. Parent conferences;~~
- ~~26. Family counseling;~~
- ~~27. Development of a general harassment, intimidation, and bullying response plan;~~
- ~~28. Behavioral expectations communicated to students and parents;~~
- ~~29. Participation of the entire student body in problem-solving harassment, intimidation, and bullying issues;~~
- ~~30. Recommendations of a student behavior or ethics council;~~
- ~~31. Participation in peer support groups;~~
- ~~32. School transfers; and~~
- ~~33. Involvement of law enforcement officers, including school resource officers and juvenile officers or other appropriate legal action.~~

Consequences and Appropriate Remedial Actions – Adults

The district will also impose appropriate consequences and remedial actions to an adult who commits an act of harassment, intimidation, or bullying of a student. The consequences may include, but not be limited to: verbal or written reprimand;; increment withholding;; legal action;; disciplinary action;; termination;; and/or bans from providing services, participating in school district-sponsored programs, or being in school buildings or on school grounds. Remedial measures may include, but not be limited to: in or out-of-school counseling, professional development programs, and work environment modifications.

Target/Victim Support

~~Districts should identify a range of strategies and resources that will be available to individual victims of harassment, intimidation, and bullying, and respond in a manner that provides relief to victims and does not stigmatize victims or further their sense of persecution. The type, diversity, location, and degree of support are directly related to the student's perception of safety.~~



POLICY GUIDE

STUDENTS

5512/page 18 of 45

Harassment, Intimidation, **or and** Bullying

Sufficient safety measures should be undertaken to ensure the victim's physical and social-emotional well-being and their ability to learn in a safe, supportive, and civil educational environment.

Examples of support for student victims of harassment, intimidation, and bullying include:

1. Teacher aides;
2. Hallway and playground monitors;
3. Partnering with a school leader;
4. Provision of an adult mentor;
5. Assignment of an adult "shadow" to help protect the student;
6. Seating changes;
7. Schedule changes;
8. School transfers;
9. Before and after school supervision;
10. School transportation supervision;
11. Counseling; and
12. Treatment or therapy.

E. **Reporting** Harassment, Intimidation, **or and** Bullying Reporting Procedure

The Board of Trustees requires the Principal at each school to be responsible for receiving **all** complaints alleging **harassment, intimidation, or bullying committed by an adult or youth against a student** violations of this Policy. All Board members, school employees, and volunteers and contracted service providers who have contact with students, are required to verbally report **alleged acts of harassment, intimidation, or bullying** alleged violations of this Policy to the Principal or the Principal's designee on the same day when the individual witnessed or received reliable information regarding any such incident. All Board members, school employees, **and volunteers** and contracted service providers who have contact with students, also shall submit a **New Jersey Department of Education-approved HIB 338 Form** report in writing to the Principal within two school days of the verbal report. **Failure to make the required report(s) may result in disciplinary action.** The written report shall be on a numbered form developed by the New Jersey Department of Education in accordance with N.J.S.A. 18A:37-15.b.(5). A copy of the form shall be submitted promptly by the Principal to the



POLICY GUIDE

STUDENTS

5512/page 19 of 45

Harassment, Intimidation, ~~or~~ and Bullying

~~Head of School.~~ The HIB 338 Form shall be kept on file at the school, but shall not be included in any student record unless the incident results in disciplinary action or is otherwise required to be contained in a student's record under State or Federal Law.

The district may not fail to initiate an investigation of harassment, intimidation, or bullying solely because written documentation was not provided. Failing to conduct a harassment, intimidation, or bullying investigation solely because a parent or student did not submit written documentation violates the Anti-Bullying Bill of Rights Act and this Policy. If a parent makes a verbal allegation of harassment, intimidation, or bullying to a district staff member, but does not complete and submit the HIB 338 Form, the staff member or a designee must complete and submit the HIB 338 Form.

The Principal or designee **is required to** ~~will~~ inform the parents of all students involved in alleged incidents, and, as appropriate, may discuss the availability of counseling and other intervention services. ~~The Principal or designee shall keep a written record of the date, time, and manner of notification to the parents.~~ Pursuant to N.J.A.C. 6A:16-7.7(a)2.viii.(2), **when providing notification to the parents of all students involved,** ~~t~~The Principal or designee shall take into account the circumstances of the incident when ~~providing notification to parents of all students involved in the reported harassment, intimidation, or bullying incident and when conveying the nature of the incident, including the actual or perceived protected category motivating the alleged offense.~~ **The Principal or designee shall keep a written record of the date, time, and manner of notification to the parents.**

The Principal, upon receiving a verbal or written report, may take interim measures to ensure the safety, health, and welfare of all parties pending the findings of the investigation.

Students, parents, and visitors are encouraged to report alleged **acts violations of harassment, intimidation, or bullying** ~~this Policy~~ to the Principal **or designee** on the same day when the individual witnessed or received reliable information regarding any such incident. **The school district shall provide a person an online means to complete the HIB**



POLICY GUIDE

STUDENTS

5512/page 20 of 45

Harassment, Intimidation, ~~or and~~ Bullying

338 Form to anonymously report an act of harassment, intimidation, or bullying. Formal action for violations of the Code of Student Conduct may not be taken solely on the basis of an anonymous report.

~~A person may report, verbally or in writing, an act of harassment, intimidation, or bullying committed by an adult or youth against a student anonymously. The Board will not take formal disciplinary action based solely on the anonymous report. The district shall provide a means for a parent to complete an online numbered form developed by the New Jersey Department of Education to confidentially report an incident of harassment, intimidation, or bullying.~~

A Board member or school employee who promptly reports an incident of harassment, intimidation, or bullying and who makes this report in compliance with the procedures set forth in this Policy, is immune from a cause of action for damages arising from any failure to remedy the reported incident.

The Principal shall promptly submit a copy of each completed HIB 338 Form to the Head of School.

~~In accordance with the provisions of N.J.S.A. 18A:37-18, the harassment, intimidation, and bullying law does not prevent a victim from seeking redress under any other available law, either civil or criminal, nor does it create or alter any tort liability.~~

The district may consider every mechanism available to simplify reporting, including standard reporting forms and/or web-based reporting mechanisms. For anonymous reporting, **in addition to making the HIB 338 Form available online**, the district may consider locked boxes located in areas of a school where reports can be submitted without fear of being observed.

A school administrator who receives a report of harassment, intimidation, ~~or and~~ bullying **or who determines a reported incident or complaint, assuming all facts presented are true, is a report within the scope of N.J.S.A. 18A:37-14** ~~from a district employee~~, and fails to initiate or conduct an investigation, or who should have known of an incident of



POLICY GUIDE

STUDENTS

5512/page 21 of 45

Harassment, Intimidation, ~~or and~~ Bullying

harassment, intimidation, or bullying and fails to take sufficient action to minimize or eliminate the harassment, intimidation, or bullying, may be subject to disciplinary action. **The district also should consider procedures and disciplinary action when it is found that someone had information regarding a harassment, intimidation, or bullying incident, but did not make the required report(s).**

F. Anti-Bullying Coordinator, Anti-Bullying Specialist, and School Safety/School Climate Team(s)

1. The Head of School shall appoint a district Anti-Bullying Coordinator. The Head of School shall make every effort to appoint an employee of the school district to this position.

The district Anti-Bullying Coordinator shall:

- a. Be responsible for coordinating and strengthening the school district's policies to prevent, identify, and address harassment, intimidation, or bullying of students;
- b. Collaborate with school Anti-Bullying Specialists in the district, the Board of Trustees, and the Head of School to prevent, identify, and respond to harassment, intimidation, or bullying of students in the district;
- c. Provide data, in collaboration with the Head of School, to the Department of Education regarding harassment, intimidation, or bullying of students;
- d. Execute such other duties related to school harassment, intimidation, or bullying as requested by the Head of School; and
- e. Meet at least twice a school year with the school Anti-Bullying Specialist(s) to discuss and strengthen procedures and policies to prevent, identify, and address harassment, intimidation, ~~or and~~ bullying in the district.



POLICY GUIDE

STUDENTS

5512/page 22 of 45

Harassment, Intimidation, ~~or~~ and Bullying

2. The Principal in each school shall appoint a school Anti-Bullying Specialist. The Anti-Bullying Specialist shall be a guidance counselor, school psychologist, or other certified staff member trained to be the Anti-Bullying Specialist from among the currently employed staff in the school.

The school Anti-Bullying Specialist shall:

- a. Chair the School Safety/School Climate Team as provided in N.J.S.A. 18A:37-21;
- b. Lead the investigation of incidents of harassment, intimidation, or bullying in the school; and
- c. Act as the primary school official responsible for preventing, identifying, and addressing incidents of harassment, intimidation, or bullying in the school.

3. A School Safety/School Climate Team shall be formed in each school in the district to develop, foster, and maintain a positive school climate by focusing on the on-going systemic operational procedures and educational practices in the school, and to address issues such as harassment, intimidation, or bullying that affect school climate and culture. Each School Safety/School Climate Team shall meet, at a minimum, two times per school year. The School Safety/School Climate Team shall consist of the Principal or the Principal's designee who, if possible, shall be a senior administrator in the school and the following appointees of the Principal: a teacher in the school; a school Anti-Bullying Specialist; a parent of a student in the school; and other members to be determined by the Principal. The school Anti-Bullying Specialist shall serve as the chair of the School Safety/School Climate Team.

The School Safety/School Climate Team shall:

- a. Receive records of all complaints of harassment, intimidation, or bullying of students that have been reported to the Principal;



POLICY GUIDE

STUDENTS

5512/page 23 of 45

Harassment, Intimidation, ~~or~~ and Bullying

- b. Receive copies of all reports prepared after an investigation of an incident of harassment, intimidation, or bullying;
- c. Identify and address patterns of harassment, intimidation, or bullying of students in the school;
- d. Review and strengthen school climate and the policies of the school in order to prevent and address harassment, intimidation, or bullying of students;
- e. Educate the community, including students, teachers, administrative staff, and parents, to prevent and address harassment, intimidation, or bullying of students;
- f. Participate in the training required pursuant to the provisions of N.J.S.A. 18A:37-13 et seq. and other training which the Principal or the district Anti-Bullying Coordinator may request. The School Safety/School Climate Team shall be provided professional development opportunities that may address effective practices of successful school climate programs or approaches; and
- g. Execute such other duties related to harassment, intimidation, or bullying as requested by the Principal or district Anti-Bullying Coordinator.

Notwithstanding any provision of N.J.S.A. 18A:37-21 to the contrary, a parent who is a member of the School Safety/School Climate Team shall not participate in the activities of the team set forth in 3. a., b., or c. above or any other activities of the team which may compromise the confidentiality of a student, consistent with, at a minimum, the requirements of the Family Educational Rights and Privacy Act (20 U.S.C. Section 1232 and 34 CFR Part 99), N.J.A.C. 6A:32-7, Student Records and N.J.A.C. 6A:14-2.9, Student Records.

G. **Investigating Allegations of Harassment, Intimidation, or Bullying** ~~Harassment, Intimidation, and Bullying Investigation~~

~~The Board requires a thorough and complete investigation to be conducted for each report of violations and complaints which either identify~~



POLICY GUIDE

~~harassment, intimidation, or bullying or describe behaviors that indicate harassment, intimidation, or bullying.~~

STUDENTS

5512/page 24 of 45

Harassment, Intimidation, ~~or and~~ Bullying

Prior to initiating an investigation regarding a reported incident or complaint, the Principal or designee, in consultation with the anti-bullying specialist, shall make a preliminary determination as to whether a reported incident or complaint, assuming all facts are presented as true, is a report within the scope of N.J.S.A. 18A:37-14.

Should the Principal or designee, in consultation with the anti-bullying specialist, determine that a reported incident or complaint, assuming all facts presented are true, is not a report within the scope of N.J.S.A. 18A:37-14, the incident will be addressed through the Board's Code of Student Conduct policy. The HIB 338 Form shall be completed, even if a preliminary determination is made not to conduct an investigation of harassment, intimidation, or bullying because the reported incident or complaint is a report outside the scope of the definition of harassment, intimidation, or bullying, and must be submitted to the Head of School. The Principal will provide the parents of the alleged offender(s) and victim(s) with formal notice of the decision not to initiate a harassment, intimidation, or bullying investigation.

The HIB 338 Form shall be kept on file at the school and will only be added to a student record if the alleged incident is founded, disciplinary action is imposed or is otherwise required to be contained in a student's record under State or Federal law.

The Head of School may require the Principal to conduct a harassment, intimidation, or bullying investigation of the incident if the Head of School determines that the incident is within the scope of harassment, intimidation, or bullying and shall notify the Principal of this determination in writing. Should the Head of School require the Principal to conduct a harassment, intimidation, or bullying investigation, the Principal will immediately initiate an investigation of harassment, intimidation, or bullying by referring the matter to the school anti-bullying specialist.



POLICY GUIDE

STUDENTS

5512/page 28 of 45

Harassment, Intimidation, ~~or~~ and Bullying

Additionally, any preliminary determination that finds the incident or complaint is a report outside the scope of N.J.S.A. 18A:37-14 may be appealed to the Board, pursuant to the Board policies and procedures governing student grievances, and thereafter to the Commissioner (N.J.A.C. 6A:16-7.7(a)ix(1) and (a)ix(1)(A)). Should the preliminary determination not to conduct an investigation of harassment, intimidation, or bullying be overturned, the Principal will immediately initiate an investigation of harassment, intimidation, or bullying by referring the matter to the school anti-bullying specialist.

The Board requires a thorough and complete investigation to be conducted for each reported incident or complaint, assuming all facts presented are true, that is determined to be a report within the scope of N.J.S.A. 18A:37-14. The investigation shall be initiated by the Principal or designee within one school day of the verbal report of the incident. The investigation shall be conducted by the school anti-bullying specialist appointed by the Principal. The Principal may appoint additional personnel who are not school anti-bullying specialists to assist the school anti-bullying specialist in the investigation. Investigations of complaints concerning adult conduct shall not be investigated by a member of the same bargaining unit as the individual who is the subject of the investigation. The anti-bullying specialist may not participate in an investigation regarding their supervisor or staff at a higher administrative level.

The investigation shall be completed, and the written findings submitted to the Principal as soon as possible, but not later than ten school days from the date of the written report of the alleged incident of harassment, intimidation, or bullying or ten school days from the date of the written notification from the Head of School to the Principal to initiate an investigation. Should information regarding the reported incident and the investigation be received after the end of the ten-day period, the school anti-bullying specialist or the Principal shall amend the original report of the results of the investigation to ensure there is an accurate and current record of the facts and activities concerning the reported incident.

The Principal shall proceed in accordance with the Code of Student Conduct, as appropriate, based on the investigation findings. The Principal shall submit the report to the Head of School within two



POLICY GUIDE

STUDENTS

5512/page 29 of 45

Harassment, Intimidation, ~~or~~ and Bullying

school days of the completion of the investigation and in accordance with the Administrative Procedures Act (N.J.S.A. 52:14B-1 et seq.). As appropriate to the findings from the investigation, the Head of School shall ensure the Code of Student Conduct has been implemented and provide intervention services, order counseling, establish training programs to reduce harassment, intimidation, or bullying and enhance school climate, or take or recommend other appropriate action, including seeking further information as necessary.

The Head of School shall report the results of each investigation to the Board no later than the date of the regularly scheduled Board meeting following the completion of the investigation. The Head of School's report also shall include information on any consequences imposed under the Code of Student Conduct, intervention services provided, counseling ordered, training established or other action taken or recommended by the Head of School.

Parents of the students who are parties to the investigation shall be provided with information about the investigation, in accordance with Federal and State law and regulation. The information to be provided to parents includes the nature of the investigation, whether the district found evidence of harassment, intimidation, or bullying, or whether consequences were imposed or services provided to address the incident of harassment, intimidation, or bullying. This information shall be provided in writing within five school days after the results of the investigation are reported to the Board.

A parent may request a hearing before the Board after receiving the information. Any request by the parents for a hearing before the Board concerning the written information about a harassment, intimidation, or bullying investigation, pursuant to N.J.S.A. 18A:37-15(b)(6)(d), must be filed with the Board Secretary no later than sixty calendar days after the written information is received by the parents. The hearing shall be held within ten business days of the request. Prior to the hearing, the Head of School shall confidentially share a redacted copy of the HIB 338 Form that removes all student identification information with the Board. The Board shall



POLICY GUIDE

STUDENTS

5512/page 30 of 45

Harassment, Intimidation, ~~or~~ and Bullying

conduct the hearing in executive session, pursuant to the Open Public Meetings Act (N.J.S.A. 10:4-1 et seq.), to protect the confidentiality of the students. At the hearing, the Board may hear testimony from and consider information provided by the school anti-bullying specialist and others, as appropriate, regarding the alleged incident; the findings from the investigation of the alleged incident; recommendations for consequences or services; and any programs instituted to reduce such incidents, prior to rendering a determination.

At the regularly scheduled Board meeting following its receipt of the report or following a hearing in executive session, the Board shall issue a decision, in writing, to affirm, reject, or modify the Head of School's decision. The Board's decision may be appealed to the Commissioner of Education, in accordance with N.J.A.C. 6A:3, no later than ninety days after the issuance of the Board's decision.

A school administrator who receives a report of harassment, intimidation, or bullying and fails to initiate or conduct an investigation, or who should have known of an incident of harassment, intimidation, or bullying and fails to take sufficient action to minimize or eliminate the harassment, intimidation, or bullying, may be subject to disciplinary action.

The Board also requires the thorough investigation of complaints or reports of harassment, intimidation, or bullying, occurring on district school buses, at school-sponsored functions, and off school grounds involving a student who attends an approved private school for students with disabilities. The investigation will be conducted by the Board's anti-bullying specialist in consultation with the approved private school for students with disabilities.]

~~{Option—Principal's Preliminary Determination~~

~~However, prior to initiating the investigation, the Principal or designee, in consultation with the Anti-Bullying Specialist, may make a preliminary determination as to whether the reported incident or complaint, assuming all facts presented are true, is a report within the scope of the definition of harassment, intimidation, and bullying under the Anti-Bullying Bill of Rights Act, N.J.S.A. 18A:37-14.~~



POLICY GUIDE

STUDENTS

5512/page 31 of 45

Harassment, Intimidation, ~~or~~ and Bullying

~~The Principal shall report to the Head of School if a preliminary determination is made that the reported incident or complaint is a report outside the scope of the definition of harassment, intimidation, or bullying. The Head of School may require the Principal to conduct an investigation of the incident if the Head of School determines that an investigation is necessary because the incident is within the scope of the definition of harassment, intimidation, and bullying. The Head of School shall notify the Principal of this determination in writing. An investigation required by the Head of School must be completed as soon as possible, but not later than ten school days, from the date of the written notification from the Head of School to the Principal.~~

~~The Principal shall complete the written report form developed by the New Jersey Department of Education, in accordance with N.J.S.A. 18A:37-15.b.(5), even if a preliminary determination is made that the reported incident or complaint is a report outside the scope of the definition of harassment, intimidation, or bullying pursuant to N.J.S.A. 18A:37-14. This written report form shall be kept on file at the school, but shall not be included in any student record unless the incident results in disciplinary action or is otherwise required to be contained in a student's record under State or Federal law.~~

~~The Principal or designee, upon making a preliminary determination the incident or complaint is not within the scope of the definition of harassment, intimidation, and bullying, shall inform the parents of the parties involved, who may appeal the preliminary determination to the Board of Education and thereafter to the Commissioner of Education in accordance with N.J.A.C. 6A:3.~~

~~A Board hearing shall be held within ten business days of receipt of the request for a Board hearing. If the preliminary determination, upon review of the facts presented in the reported incident or complaint, is to continue with the harassment, intimidation, and bullying investigation, the investigation shall be completed in accordance with N.J.S.A. 18A:37-15.b.(6) and this Policy.~~

~~The Head of School shall provide annually to the Board of Education information on the number of times a preliminary determination was made that an incident or complaint was outside the scope of the definition of harassment, intimidation, or bullying for the purposes of the State's monitoring of the school district pursuant to N.J.S.A. 18A:17-46.]~~



POLICY GUIDE

STUDENTS

5512/page 32 of 45

Harassment, Intimidation, ~~or~~ and Bullying

The investigation shall be initiated by the Principal or the Principal's designee within one school day of the verbal report of the incident. The investigation shall be conducted by the school Anti-Bullying Specialist in coordination with the Principal. The Principal may appoint additional personnel who are not school Anti-Bullying Specialists to assist with the investigation. Investigations or complaints concerning adult conduct shall not be investigated by a member of the same bargaining unit as the individual who is the subject of the investigation. The Head of School or designee will appoint a staff member to complete investigations involving allegations against a staff member serving in a supervisory or administrative position.

The investigation shall be completed and the written findings submitted to the Principal as soon as possible, but not later than ten school days from the date of the written report of the incident. Should information regarding the reported incident and the investigation be received after the end of the ten-day period, the school Anti-Bullying Specialist shall amend the original report of the results of the investigation to ensure there is an accurate and current record of the facts and activities concerning the reported incident.

The Principal shall proceed in accordance with the Code of Student Conduct, as appropriate, based on the investigation findings. The Principal shall submit the report to the Head of School within two school days of the completion of the investigation and in accordance with the Administrative Procedures Act (N.J.S.A. 52:14B-1 et seq.). As appropriate to the findings from the investigation, the Head of School shall ensure the Code of Student Conduct has been implemented and may decide to provide intervention services, order counseling as a result of the finding of the investigation, establish training programs to reduce harassment, intimidation, or bullying and enhance school climate, impose discipline, or take or recommend other appropriate action, including seeking further information, as necessary.

The Head of School shall report the results of each investigation to the Board of Education no later than the date of the regularly scheduled Board of Education meeting following the completion of the investigation. The Head of School's report shall include information on any consequences



POLICY GUIDE

STUDENTS

5512/page 33 of 45

Harassment, Intimidation, ~~or and~~ Bullying

imposed under the Code of Student Conduct, any services provided, ~~training established, or other action taken or recommended by the Head of School.~~

Parents of involved student offenders and targets/victims shall be provided with information about the investigation, in accordance with Federal and State law and regulation. The information to be provided to parents shall include the nature of the investigation, whether the district found evidence of harassment, intimidation, or bullying, and whether consequences were imposed or services provided to address the incident of harassment, intimidation, or bullying. This information shall be provided in writing within five school days after the results of the investigation are reported to ~~the Board of Education.~~

A parent may request a hearing before the Board of Education after receiving the written information about the investigation. Any request for such a hearing shall be filed with the Board Secretary no later than sixty calendar days after the written information is provided to the parents. The hearing shall be held within ten business days of the request. The Board of Education shall conduct the hearing in executive session, pursuant to the Open Public Meetings Act (N.J.S.A. 10:4-1 et seq.), to protect the confidentiality of the students. At the hearing, the Board may hear testimony from and consider information provided by the school Anti-Bullying Specialist and others, as appropriate, regarding the incident, the findings from the investigation of the incident, recommendations for consequences or services, and any programs instituted to reduce such incidents, prior to rendering a determination. A redacted copy of the completed written report form developed by the New Jersey Department of Education that removes all student identification information shall be confidentially shared with the Board of Education after the conclusion of the investigation if a hearing with the Board of Education is requested by ~~the parents pursuant to N.J.S.A. 18A:37-15.b.(6)(d).~~

At the regularly scheduled Board of Education meeting following its receipt of the Head of School's report on the results of the investigations to the Board or following a hearing in executive session, the Board shall issue a decision, in writing, to affirm, reject, or modify the Head of School's decision. The Board's decision may be appealed to the



POLICY GUIDE

STUDENTS

5512/page 34 of 45

Harassment, Intimidation, ~~or and~~ Bullying

Commissioner of Education, in accordance with N.J.A.C. 6A:3, Controversies and Disputes, no later than ninety days after issuance of the Board of Education's decision.

A parent, student, or organization may file a complaint with the Division on Civil Rights within one hundred eighty days of the occurrence of any incident of harassment, intimidation, or bullying based on membership in a protected group as enumerated in the "Law Against Discrimination," P.L.1945, c.169 (C.10:5-1 et seq.).

H. **Responding to Harassment, Intimidation, or Bullying** ~~Range of Responses to an Incident of Harassment, Intimidation, or Bullying~~

The Board ~~of Trustees~~ **authorizes the Principal of each school to define the range of ways in which school staff will respond once an incident of** ~~shall establish a range of responses to harassment, intimidation, or and bullying is confirmed, and the Head of School shall respond to confirmed harassment, intimidation, or bullying, according to the parameters described below and in this Policy. incidents and the Principal and the Anti-Bullying Specialist shall appropriately apply these responses once an incident of harassment, intimidation, or bullying is confirmed. The Head of School shall respond to confirmed harassment, intimidation, and bullying, according to the parameters described in this Policy. The range of ways in which school staff will respond shall include an appropriate combination of counseling, support services, intervention services, and other programs. The Board recognizes that some acts of harassment, intimidation, or bullying may be isolated incidents requiring that the school officials respond appropriately to the individual(s) committing the acts. Other acts may be so serious or parts of a larger pattern of harassment, intimidation, or bullying that they require a response either at the classroom, school building, or school district levels or by law enforcement officials. **Consequences and appropriate remedial actions for a student who commits an act of harassment, intimidation, or bullying may range from positive behavioral interventions up to and including suspension or expulsion, as permitted under N.J.S.A. 18A:37, Discipline of Pupils and as set forth in N.J.A.C. 6A:16-7.2, Short-term suspensions, N.J.A.C. 6A:16-7.3, Long-term suspensions, and N.J.A.C. 6A:16-7.4, Expulsions.**~~



POLICY GUIDE

STUDENTS

5512/page 35 of 45

Harassment, Intimidation, ~~or~~ and Bullying

In considering whether a response beyond the individual is appropriate, school officials shall consider the nature and circumstances of the act; the degree of harm; the nature and severity of the behavior; past incidences or past or continuing patterns of behavior; and the context in which the alleged incident(s) occurred. Institutional (i.e., classroom, school building, school district) responses can range from school and community surveys, to mailings, to focus groups, to adoption of research-based harassment, intimidation, or bullying prevention program models, to training for certificated and non-certificated staff, to participation of parents and other community members and organizations, to small or large group presentations for fully addressing the actions and the school's response to the actions, in the context of the acceptable student and staff member behavior and the consequences of such actions, and to the involvement of law enforcement officers, including safe schools resource officers.

This Policy and the Code of Student Conduct shall apply to instances when a school employee is made aware of alleged harassment, intimidation, or bullying occurring off school grounds.

For every incident of harassment, intimidation, or bullying, the school officials must respond appropriately to the individual who committed the act. The range of responses to confirmed harassment, intimidation, or bullying acts should include individual, classroom, school, or district responses, as appropriate to the findings from each incident. Examples of responses that apply to each of these categories are provided below:

1. Individual responses can include ~~consistent and appropriate~~ positive behavioral interventions (e.g., peer mentoring, short-term counseling, life skills groups) **and punitive actions (e.g., detention, in-school or out-of-school suspension, expulsion, law enforcement report or other legal action)** ~~intended to remediate the problem behaviors.~~
2. Classroom responses can include class discussions about an incident of harassment, intimidation, or bullying, role plays ~~(when implemented with sensitivity to a student's situation or involvement with harassment, intimidation, and bullying),~~ research



POLICY GUIDE

STUDENTS

5512/page 36 of 45

Harassment, Intimidation, ~~or~~ and Bullying

projects, observing and discussing audio-visual materials on these subjects, and skill-building lessons in courtesy, tolerance, assertiveness, and conflict management.

3. School responses can include theme days, learning station programs, ~~“acts of kindness” programs or awards, use of student survey data to plan prevention and intervention programs and activities, social norms campaigns, posters, public service announcements, “natural helper” or peer leadership programs, “upstander” programs, parent programs~~ **and information disseminated to students and parents, such as fact sheets or newsletters** ~~the dissemination of information to students and parents explaining acceptable uses of electronic and wireless communication devices~~ **or strategies for fostering expected student behavior,** ~~and harassment, intimidation, and bullying prevention curricula or campaigns.~~
4. District-wide responses **can include community involvement in policy review and development; professional development programs; adoption of curricular and school-wide programs, coordination** ~~comprise of adoption of school-wide programs, including enhancing the school climate, involving the community in policy review and development, providing professional development coordinating with community-based organizations (e.g., mental health, health services, health facilities, law enforcement~~ **officials, faith-based organizations);, and disseminating information on the core ethical values adopted by the Board’s Code of Student Conduct, per N.J.A.C. 6A:16-7.1(a)2** ~~launching harassment, intimidation, and bullying prevention campaigns.~~

In providing support for victims of harassment, intimidation, or bullying, the district should identify a range of strategies and resources, which may include, but is not limited to, the following actions for individual victims:



POLICY GUIDE

STUDENTS

5512/page 37 of 45

Harassment, Intimidation, ~~or~~ and Bullying

- Counseling;
- Teacher Aides;
- Hallway and playground monitors;
- Schedule changes;
- Before and after school supervision;
- School transportation supervision;
- School transfers; and
- Therapy.

I. Reprisal or Retaliation ~~Prohibited~~

The Board ~~of Trustees~~ prohibits a Board member, school employee, contracted service provider who has contact with students, school volunteer, or student from engaging in reprisal, retaliation, or false accusation against a victim, witness, ~~or one with reliable information~~, or any other person who has reliable information about an act of harassment, intimidation, or bullying or who reports an act of harassment, intimidation, or bullying. The consequence and appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by the administrator after consideration of the nature, severity, and circumstances of the act, in accordance with case law, Federal and State statutes and regulations, and district policies and procedures. ~~All suspected acts of reprisal or retaliation will be taken seriously and appropriate responses will be made in accordance with the totality of the circumstances.~~

~~Examples of consequences and remedial measures for students who engage in reprisal or retaliation are listed and described in the Consequences and Appropriate Remedial Actions section of this Policy.~~

~~Examples of consequences for a school employee or a contracted service provider who has contact with students who engage in reprisal or retaliation may include, but not be limited to: verbal or written reprimand, increment withholding, legal action, disciplinary action, termination, and/or bans from providing services, participating in school district-sponsored programs, or being in school buildings or on school grounds.~~

~~Remedial measures may include, but not be limited to: in or out-of-school counseling, professional development programs, and work environment modifications.~~



POLICY GUIDE

STUDENTS

5512/page 38 of 45

Harassment, Intimidation, ~~or~~ and Bullying

Examples of consequences for a Board member who engages in reprisal or retaliation may include, but not be limited to: reprimand, legal action, and other action authorized by statute or administrative code. Remedial measures may include, but not be limited to: counseling and professional development.

J. ~~Consequences and Appropriate Remedial Action for False Accusations of~~ Harassment, Intimidation, or Bullying

The Board of Trustees prohibits any person from falsely accusing another as a means of ~~retaliation or as a means of~~ harassment, intimidation, or bullying.

1. Students - Consequences and appropriate remedial action for a student **could** ~~found to have falsely accused another as a means of~~ harassment, intimidation, or bullying or as a means of retaliation ~~may range from positive behavioral interventions up to and~~ including suspension or expulsion, as permitted under N.J.S.A. 18A:37-1 et seq., Discipline of ~~Pupils~~ Students and as set forth in N.J.A.C. 6A:16-7.2, Short-term ~~s~~Suspensions, N.J.A.C. 6A:16-7.3, Long-term ~~s~~Suspensions, and N.J.A.C. 6A:16-7.4, Expulsions; ~~and those listed and described in the Consequences and Appropriate Remedial Actions section of this Policy.~~
2. School Employees - Consequences and appropriate remedial action for a school employee or contracted service provider who has contact with students ~~found to have falsely accused another as a~~ means of harassment, intimidation, or bullying or as a means of ~~retaliation could entail discipline in accordance with district policies, procedures, and agreements; and which may include, but~~ not be limited to: reprimand, suspension, increment withholding, termination, and/or bans from providing services, participating in school district-sponsored programs, or being in school buildings or on school grounds. Remedial measures may include, but not be limited to: in or out-of-school counseling, professional development programs, and work environment modifications.



POLICY GUIDE

STUDENTS

5512/page 39 of 45

Harassment, Intimidation, ~~or~~ and Bullying

3. Visitors or Volunteers - Consequences and appropriate remedial action for a visitor or volunteer ~~found to have falsely accused another as a means of harassment, intimidation, or bullying or as a means of retaliation~~ could be determined by the school administrator after consideration of the nature, severity, and circumstances of the act, including law enforcement reports or other legal actions, removal of buildings or grounds privileges, or prohibiting contact with students or the provision of student services. ~~Remedial measures may include, but not be limited to: in or out of school counseling, professional development programs, and work environment modifications.~~

K. **Additional Policy Requirements** ~~Harassment, Intimidation, and Bullying~~
~~Policy Publication and Dissemination~~

The Board of Trustees requires the Head of School to annually disseminate this Policy to all school employees, contracted service providers who have contact with students, school volunteers, students and parents who have children enrolled in a school in the school district, along with a statement explaining that this Policy applies to all acts of harassment, intimidation, or bullying, pursuant to N.J.S.A. 18A:37-14, that occur on school property, at school-sponsored functions, or on a school bus and, as appropriate, acts that occur off school grounds.

The Head of School shall post a link to this Policy that is prominently displayed on the home page of the school district's website. The Head of School shall ensure that notice of this Policy appears in the student handbook and all other publications of the school district that set forth the comprehensive rules, procedures, and standards for schools within the school district.

The Head of School shall post the name, school phone number, school address, and school email address of the district anti-bullying coordinator on the home page of the school district's website. Additionally, the Head of School shall post the contact information for the School Climate State Coordinator on the school district home page alongside this Policy.



POLICY GUIDE

STUDENTS

5512/page 40 of 45

Harassment, Intimidation, ~~or~~ and Bullying

Each Principal or designee shall post the name, school phone number, school address, and school email address of both the school anti-bullying specialist and the district anti-bullying coordinator on the home page of each school's website.

The Head of School shall post the New Jersey Department of Education's Guidance for Parents on the Anti-Bullying Bill of Rights Act on the district homepage and on the homepage for each school in the district with a website.

The Head of School and the Principal(s) shall provide training on the school district's harassment, intimidation, or bullying policies to school employees contracted service providers and volunteers who have significant contact with students. The training shall include instruction on preventing bullying on the basis of the protected categories enumerated in N.J.S.A. 18A:37-14 and other distinguishing characteristics that may incite incidents of discrimination, harassment, intimidation, or bullying. The school district's employee training program shall include information regarding the school district policy against harassment, intimidation, or bullying, which shall be provided to full-time and part-time staff, contracted service providers and school volunteers who have significant contact with students.

The Head of School shall develop and implement a process for annually discussing this Policy on harassment, intimidation, or bullying with students. The Head of School and the Principal(s) shall annually conduct a re-evaluation, reassessment, and review of this Policy and any report(s) and/or finding(s) of the school safety/school climate team, with input from the school anti-bullying specialists, and recommend revisions and additions to this Policy as well as to harassment, intimidation, or bullying prevention programs and approaches based on the findings from the evaluation, reassessment, and review.



POLICY GUIDE

STUDENTS

5512/page 41 of 45

Harassment, Intimidation, ~~or~~ and Bullying

This Policy will be disseminated annually by the Head of School to all school employees, contracted service providers who have contact with students, school volunteers, students, and parents who have children enrolled in a school in the district, along with a statement explaining the Policy applies to all acts of harassment, intimidation, or bullying, pursuant to N.J.S.A. 18A:37-14 that occur on school property, at school-sponsored functions, or on a school bus and, as appropriate, acts that occur off school grounds.

The Head of School shall ensure that notice of this Policy appears in the student handbook and all other publications of the school district that set forth the comprehensive rules, procedures, and standards for schools within the school district.

The Head of School or designee shall post a link to the district's Harassment, Intimidation, and Bullying Policy that is prominently displayed on the homepage of the school district's website. The district will notify students and parents this Harassment, Intimidation, and Bullying Policy is available on the school district's website.

The Head of School shall post the name, school phone number, school address, and school email address of the district Anti-Bullying Coordinator on the home page of the school district's website. Each Principal shall post the name, school phone number, address, and school email address of both the Anti-Bullying Specialist and the district Anti-Bullying Coordinator on the home page of each school's website. The Head of School or designee shall post the contact information for the New Jersey School Climate State Coordinator on the school district's and on each school's website in the same location as this Policy is posted.

The Head of School or designee shall post on the school district's and each school's website the current version of "Guidance for Parents on the Anti-Bullying Bill of Rights Act" developed by the New Jersey Department of Education.



POLICY GUIDE

STUDENTS

5512/page 42 of 45

Harassment, Intimidation, ~~or and~~ Bullying

L. Harassment, Intimidation, ~~or and~~ Bullying Training and Prevention Programs

~~The Head of School and Principal(s) shall provide training on the school district's Harassment, Intimidation, and Bullying Policy to current and new school employees; including administrators, instructors, student support services, administrative/office support, transportation, food service, facilities/maintenance; contracted service providers; and volunteers who have significant contact with students; and persons contracted by the district to provide services to students. The training shall include instruction on preventing bullying on the basis of the protected categories enumerated in N.J.S.A. 18A:37-14 and other distinguishing characteristics that may incite incidents of discrimination, harassment, intimidation, or bullying.~~

Each public school teacher and educational services professional shall be required to complete at least two hours of instruction in harassment, intimidation, ~~or and~~ bullying prevention within each five year professional development period as part of the professional development requirement pursuant to N.J.S.A. 18:37-22.d. The required two hours of suicide prevention instruction shall include information on the risk of suicide and incidents of harassment, intimidation, or bullying and information on reducing the risk of suicide in students who are members of communities identified as having members at high risk of suicide.

Each newly elected or appointed Board member must complete, during the first year of the member's first term, a training program on harassment, intimidation, ~~or and~~ bullying in accordance with the provisions of N.J.S.A. 18A:12-33.

~~The school district shall provide time during the usual school schedule for the Anti-Bullying Coordinator and each school Anti-Bullying Specialist to participate in harassment, intimidation, and bullying training programs.~~

A school leader shall complete school leader training that shall include information on the prevention of harassment, intimidation, ~~or and~~ bullying as required in N.J.S.A. 18A:26-8.2.



POLICY GUIDE

STUDENTS

5512/page 43 of 45

Harassment, Intimidation, ~~or and~~ Bullying

The school district shall annually observe a “Week of Respect” beginning with the first Monday in October. In order to recognize the importance of character education, the school district will observe the week by providing age-appropriate instruction focusing on the prevention of harassment, intimidation, ~~or and~~ bullying as defined in N.J.S.A. 18A:37-14. Throughout the school year the district will provide ongoing age-appropriate instruction on preventing harassment, intimidation, or bullying, in accordance with the **New Jersey Student Learning Core Curriculum Content** Standards, pursuant to N.J.S.A. 18A:37-29.

The school district and each school in the district will annually establish, implement, document, and assess harassment, intimidation, ~~or and~~ bullying prevention programs or approaches, and other initiatives in consultation with school staff, students, administrators, volunteers, parents, law enforcement, and community members. The programs or approaches and other initiatives shall be designed to create school-wide conditions to prevent and address harassment, intimidation, ~~or and~~ bullying in accordance with the provisions of N.J.S.A. 18A:37-17.

M. ~~Harassment, Intimidation, and Bullying Policy Reevaluation, Reassessment, and Review~~

The Head of School shall develop and implement a process for annually ~~discussing the school district’s Harassment, Intimidation, and Bullying Policy with students.~~

The Head of School, Principal(s), and the Anti-Bullying Coordinator, with ~~input from the schools’ Anti-Bullying Specialists, shall annually conduct a reevaluation, reassessment, and review of the Harassment, Intimidation, and Bullying Policy, and any report(s) and/or finding(s) of the School Safety/School Climate Team(s). The Head of School shall recommend to the Board necessary revisions and additions to the Policy consistent with N.J.S.A. 18A:37-15.c., as well as to harassment, intimidation, and bullying prevention programs and approaches based on the findings from the evaluation, reassessment, and review.~~



POLICY GUIDE

STUDENTS

5512/page 44 of 45

Harassment, Intimidation, ~~or and~~ Bullying

~~MN.~~ Reports to Board of Trustees and New Jersey Department of Education

The Head of School shall report two times each school year, between September 1 and January 1 and between January 1 and June 30 at a public hearing all acts of violence, vandalism, and harassment, intimidation, ~~or and~~ bullying which occurred during the previous reporting period in accordance with the provisions of N.J.S.A. 18A:17-46. The information shall also be reported to the New Jersey Department of Education in accordance with N.J.S.A. 18A:17-46.

~~NO.~~ School and District Grading Requirements

Each school and each district shall receive a grade for the purpose of assessing their efforts to implement policies and programs consistent with the provisions of N.J.S.A. 18:37-13 et seq. The grade received by a school and the district shall be posted on the homepage of the school's website and the district's website in accordance with the provisions of N.J.S.A. 18A:17-46. A link to the report that was submitted by the Head of School to the Department of Education shall also be available on the school district's website. This information shall be posted on the websites within ten days of receipt of the grade for each school and the district.

~~OP.~~ Reports to Law Enforcement

The Head of School or designee and the Principal shall consult law enforcement, as appropriate, pursuant to the provisions of the Uniform State Memorandum of Agreement Between Education and Law Enforcement Officials, if the student's behavior may constitute a possible violation of the New Jersey Code of Criminal Justice.

Some acts of harassment, intimidation, ~~or and~~ bullying may be bias-related acts and school officials must report to law enforcement officials any bias related acts, in accordance with N.J.A.C. 6A:16-6.3.(e), and pursuant to the provisions of the Memorandum of Agreement Between Education and Law Enforcement Officials.

~~PQ.~~ Collective Bargaining Agreements and Individual Contracts

Nothing in N.J.S.A. 18A:37-13.1 et seq. may be construed as affecting the provisions of any collective bargaining agreement or individual contract of



POLICY GUIDE

STUDENTS

5512/page 45 of 45

Harassment, Intimidation, ~~or and~~ Bullying

employment in effect on the Anti-Bullying Bill of Rights Act's effective date (January 5, 2011). N.J.S.A. 18A:37-30.

The Board of Trustees prohibits the employment of or contracting for school staff positions with individuals whose criminal history record check reveals a record of conviction for a crime of bias intimidation or conspiracy to commit or attempt to commit a crime of bias intimidation.

QR. Students with Disabilities

Nothing contained in N.J.S.A. 18A:37-13.1 et seq. may alter or reduce the rights of a student with a disability with regard to disciplinary actions or to general or special education services and supports. N.J.S.A. 18A:37-32.

S. ~~Approved Private Schools for Students with Disabilities (APSSD)~~

~~In accordance with the provisions of N.J.A.C. 6A:16-7.7(a).2.ix.(2), the Board of Education shall investigate a complaint or report of harassment, intimidation, or bullying, pursuant to N.J.A.C. 6A:16-7.7(a).2.ix. and Section G. of this Policy, occurring on Board of Education school buses, at Board of Education school-sponsored functions, and off school grounds involving a student who attends an APSSD. The investigation shall be conducted by a Board of Education Anti-Bullying Specialist, in consultation with the APSSD.~~

The school district shall submit all subsequent amended Harassment, Intimidation, ~~or and~~ Bullying Policies to the Executive County Head of School of Schools within thirty days of Board adoption.

N.J.S.A. 18A:37-13 through 18A:37-37

N.J.A.C. 6A:16-7.1 **through 6A:16-7.9** et seq.

Model Policy and Guidance for Prohibiting Harassment, Intimidation, and Bullying on School Property, at School-Sponsored Functions and on School Buses – **August 2022** ~~April 2011~~ – New Jersey Department of Education
~~Memorandum – New Jersey Commissioner of Education – Guidance for Schools on Implementing the Anti-Bullying Bill of Rights Act – December 16, 2011~~

Adopted:



8140 STUDENT ENROLLMENTS (M)

M

The Board of Trustees recognizes that efficient school operations require an accurate and up to date accounting of the number of students resident in this school community and enrolled in school classes and programs.

Student attendance shall be recorded in the school register during school hours on each day the school is in session pursuant to N.J.A.C. 6A:32-8.3. A staff member designated by the Head of School shall keep in the school register, attendance of all students, and shall maintain the attendance records in accordance with N.J.A.C. 6A:32-8 and N.J.A.C. 6A:32-8.1(c). ~~Separate registers shall be kept for students attending preschool, Kindergarten, grades one through five, grades six through eight, grades nine through twelve, each preschool class for the disabled, each class for the disabled, shared-time classes for regular students, shared-time classes for students with disabilities, full-time bilingual education programs and vocational day programs, summer schools operated by the district, and any other programs as required by the New Jersey Department of Education and N.J.A.C. 6A:32-8.1(d).~~

In accordance with N.J.A.C. 6A:32-8.1(e), ~~a~~A student who has been placed on home instruction shall have ~~their~~ his or her attendance status recorded on the regular register attendance pages for the program in which the student is enrolled. ~~The student shall be marked absent for~~ For the period beginning the first day the student is unable to attend school and ending the day before the first instructional day at the student's place of confinement, ~~the student shall be marked absent.~~ Absences shall not ~~No absences will be recorded for the student while on home instruction, provided~~ providing the hours of instruction are no less than required by N.J.A.C. 6A:14-4.8 and 4.9 and N.J.A.C. 6A:16-10.1 and 10.2. The number of possible days of ~~in membership enrollment~~ for a student on home instruction shall be the same as for other students in the program in which the student is enrolled.

Such records shall be made and maintained as will enable the Board to plan program and facilities development, to make appropriate allocation of school resources, and receive the school's maximum amount of State and Federal aid.

~~The Head of School or designee shall annually and in accordance with the timelines established by the Commissioner, file a report with the Commissioner stating the school's enrollment.~~

-



POLICY

LINK COMMUNITY CHARTER SCHOOL BOARD OF TRUSTEES

Operations
8140/Page 2 of 2
STUDENT ENROLLMENTS (M)

The Head of School or designee will ensure compliance with the requirements outlined in the New Jersey Department of Education Charter School Enrollment System for reporting school enrollment counts. The Department of Education uses the enrollment information reported through the Charter School Enrollment System to calculate school aid payments.

N.J.S.A. 18A:25-4

N.J.A.C. 6A:14-4.8; 6A:14-4.9; **6A:16-10.1; 6A:16-10.2**; 6A:32-8.1;
6A:32-8.2; **6A:32-8.3**

Adopted: 11 August 2014

Revised: 14 March 2022



8330 STUDENT RECORDS (M)

M

The Board of Trustees believes that information about individual students must be compiled and maintained in the interest of the student's educational welfare and advancement. The Board will strive to balance the student's right to privacy against the school's need to collect, retain, and use information about individual students and groups of students. The Board authorizes the establishment and maintenance of student files that include only those records mandated by law, rules of the State Board of Education, authorized administrative directive, and those records permitted by this Board.

The Head of School shall prepare, present to the Board for approval, and distribute regulations that implement this Policy and conform to applicable State and Federal law and rules of the State Board of Education.

General Considerations

The Board shall compile and maintain student records and regulate access **in accordance with the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. §1232g, and 34 CFR Part 99**, disclosure, or communication of information contained in **student educational** records in a manner that assures the security of such records in accordance with the provisions of N.J.A.C. 6A:32-7.1 et seq. Student records shall contain only such information as is relevant to the education of the student and is objectively based on the personal observations or knowledge of the certified school personnel who originate the record. The school shall provide annual, written notification to parents, adult students and emancipated minors annually in writing of their rights in regard to student records and student participation in educational, occupational, and military recruitment programs. Copies of the applicable State and Federal laws and ~~local~~ **Board** policies shall be made available upon request. The school shall make every effort to notify parents and adult students in their dominant language.

Nothing in this Policy shall be construed to prohibit certified school personnel from disclosing student records to non-adult students or to appropriate persons in connection with an emergency if such knowledge is necessary to protect the health or safety of the student or other persons.

No liability shall be attached to any member, officer, or employee of the Board of Trustees permitting access or furnishing student records in accordance with N.J.A.C. 6A:32-7.1 et seq.



Student Information Directory

A student information directory is a publication of the Board of Trustees that includes information relating to a student as defined in N.J.A.C. 6A:32-2.1. This information includes name; grade level; date and place of birth; dates of school attendance; major field of study; participation in officially recognized activities; weight and height relating to athletic team membership; degrees; awards; the most recent educational agency attended by the student; and other similar information. The student information directory shall be used only by authorized school personnel and for designated official use by judicial, law enforcement, and medical personnel and not for general public consumption. In the event the school publishes the student information directory, the Head of School or designee will provide a parent or adult student a ten-day period to submit a written statement to the Head of School prohibiting the school from including any or all types of information about the student in any student information directory before allowing access to such directory to educational, occupational, and military recruiters pursuant to N.J.S.A. 18A:36-19.1 and P.L. 107-110 sec. 9528, Armed Forces Recruiter Access to Students and Student Recruiting Information of the No Child Left Behind Act of 2001.

School Contact Directory for Official Use

A school contact directory for official use is a compilation by the school district that includes the following information for each student: name; address; telephone number; date of birth; and school enrollment. The school shall compile and maintain, a school contact directory for official use **in accordance with N.J.A.C. 6A:32-7.2**, that is separate and distinct from the student information directory. The student contact directory may be provided for official use only to judicial and law enforcement personnel, and to medical personnel currently providing services to the student in question. To exclude any information from the school contact directory for official use, the parent, adult student or emancipated minor shall notify the Head of School or designee in writing.

Mandated and Permitted Student Records

Mandated student records are those records the school has been directed to compile by State statute, regulations, or authorized administrative directive in accordance with N.J.A.C. 6A:32-7.3.

Permitted student records are those student records not mandated pursuant to N.J.A.C. 6A:32-7.3, but authorized by the Board to promote the student's educational welfare. The Board shall authorize the permitted records to be collected by adopting Policy and Regulation 8330, which will list such permitted records.



Maintenance and Security of Student Records

The Head of School or designee shall be responsible for the security of student records maintained in the school district **in accordance with the provisions of N.J.A.C. 6A:32-7.4. This** Policy and Regulation 8330 assure that access to **student** such records is limited to authorized persons.

Records for each individual student shall be maintained in a central file at the school.

Student health records, whether stored on paper or electronically, shall be maintained **in accordance with N.J.A.C. 6A:32-7.1(I)** ~~separately from other student records, until such time as graduation 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.~~ Records shall be accessible during the hours in which the school program is in operation.

Any district ~~internet~~ website shall not disclose any personally identifiable information about a student ~~without receiving prior written consent from the student's parent, in accordance with the provisions of N.J.S.A. 18A:36-35 and N.J.A.C. 6A:32-2.1~~ **Personally identifiable information means student names; student photos; student addresses; student e-mail addresses; student phone numbers; and locations and times of class trips.**

Access to Student Records

Only authorized organizations, agencies, or persons as defined in N.J.A.C. 6A:32-7.5 shall have access to student records, including student health records. Access to student records shall be provided to persons authorized such access under N.J.A.C. 6A:32-7.1 et seq. within ten days of a request, but prior to any review or hearing conducted in accordance with N.J.A.C. 6A.

The district may charge a reasonable fee for reproduction of student records, not to exceed the schedule of costs set forth at N.J.S.A. 47:1A-5, provided that the cost does not effectively prevent parents or adult students from exercising their rights under N.J.A.C. 6A:32-7 or other Federal and State rules and regulations regarding students with disabilities, including N.J.A.C. 6A:14.

The district shall control access to, disclosure of, and communication regarding information contained in student health records to assure access only to people permitted by Federal and State statute and regulations in accordance with N.J.A.C. 6A:32-7.5.



~~The school will charge a reasonable fee for reproduction, not to exceed the schedule of costs set forth in N.J.S.A. 47:1A-2, provided that the cost does not effectively prevent the parents or adult students from exercising their rights under N.J.A.C. 6A:32-7 or other Federal and State rules and regulations regarding students with disabilities, including N.J.A.C. 6A:14.~~

Access to and disclosure of a student's health record shall meet the requirements of ~~the~~ **FERPA** Family Education Rights and Privacy Act, 34 C.F.R. Part 99 (FERPA).

Only authorized organizations, agencies, or persons as defined in N.J.A.C. 6A:32-7.5 shall have access to student records, including student health records.

Nothing in N.J.A.C. 6A:32-7.1 et seq. or in Policy and Regulation 8330 shall be construed to prohibit school personnel from disclosing information contained in the student health record to students or adults in connection with an emergency, if such knowledge is necessary to protect the immediate health or safety of the student or other persons.

In complying with N.J.A.C. 6A:32-7 – Student Records, ~~the district individuals~~ shall adhere to requirements pursuant to N.J.S.A. 47:1A-10, the Open Public Records Act (OPRA) and **FERPA** 34 CFR Part 99, ~~the Family Educational Rights and Privacy Act (FERPA).~~

Conditions for Access to Student Records

All authorized organizations, agencies, and persons defined in N.J.A.C. 6A:32-7.1 et seq. shall have access to the records of a student subject to conditions outlined in N.J.A.C. 6A:32-7.6(a):.

Rights of Appeal for Parents and Adult Students

Student records are subject to challenge by parents and adult students on the grounds of inaccuracy, irrelevancy, **impermissible** ~~impermissive~~ disclosure, inclusion of improper information or denial of access to organizations, agencies, and persons in accordance with N.J.A.C. 6A:32-7.7(a).

To request a change in the **student** record or to request a stay of disclosure pending final determination of the challenged procedure, the parent or adult student shall follow the procedures pursuant to N.J.A.C. 6A:32-7.7(b).



Appeals relating to student records for students with disabilities shall be processed in accordance with the requirements of N.J.A.C. 6A:32-7.7(**cb**).

Regardless of the outcome of any appeal, a parent or adult student shall be permitted to place in the student record a statement commenting upon the information in the student record or setting forth any reasons for **contesting a portion of the student record, including the decision made in the appeal.** ~~disagreement with the decision made in the appeal.~~ Such statements **The parent's or adult student's statement** shall be maintained as part of the student record, as long as the contested portion of the **student** record is maintained. If the contested portion of the record is disclosed to any party, the statement commenting upon the information shall also be disclosed to that party.

Retention and Disposal of Student Records

A student record is considered to be incomplete and not subject to the provisions of the Destruction of Public Records Law, N.J.S.A. 47:3-15 et seq., while the student is enrolled in the ~~school~~ district. The **Board** ~~school district~~ shall retain the student health record and the health history and immunization record according to the School District Records Retention Schedule, as determined by the New Jersey State Records Committee.

Student records of currently enrolled students, other than **the records** ~~that~~ described in N.J.A.C. 6A:32-7.8(**fe**), may be disposed of after the information is no longer necessary to provide educational services to a student and in accordance with the provisions of N.J.A.C. 6A:32-7.8(**cb**).

Upon graduation or permanent departure of a student from the ~~school~~ district, the parent or adult student shall be notified in writing that a copy of the entire student record will be provided to them upon request. Information in student records, other than that described in N.J.A.C. 6A:32-7.8(**fe**), may be disposed of, but only in accordance with the Destruction of Public Records Law, N.J.S.A. 47:3-15 et seq. Such disposition shall be in accordance with the provisions of N.J.A.C. 6A:32-7.8(c)2.

No additions shall be made to the record after graduation or permanent departure without the prior written consent of the parent or adult student.

In accordance with N.J.A.C. 6A:32-7.8(**fe**), the ~~New Jersey public school~~ district of last enrollment, graduation, or permanent departure of the student from the ~~school~~ district shall keep for 100 years, a mandated record of a student's name, date of birth, name of parents, gender, health history and immunization, standardized assessment results, grades, attendance, classes attended, grade level completed, year completed, and years of attendance.



POLICY

LINK COMMUNITY CHARTER SCHOOL
BOARD OF TRUSTEES

Operations
8330/Page 6 of 6
STUDENT RECORDS (M)

N.J.S.A. 18A:36-19; 18A:36-19.1; 18A:40-4; 18A:40-19
N.J.A.C. 6A:32-7.1; 6A:32-7.2; 6A:32-7.3; 6A:32-7.4; 6A:32-7.5;
6A:32-7.6; 6A:32-7.7; 6A:32-7.8
20 U.S.C. §8528

Adopted: 11 August 2014
Revised: 13 March 2017



R 8330 STUDENT RECORDS (M)

M

A. Definitions

1. “Access” means the right to view, make notes, and/or reproduce a student record.
2. “Adult student” means a person who is at least eighteen years of age, ~~or is attending an institution of postsecondary education,~~ or is an emancipated minor.
3. **“Days in membership” means the number of school days in session in which a student is enrolled. A student’s membership begins on the first possible day of attendance following enrollment during the school year, notwithstanding the actual day the student was recorded as present for the first time.**
4. **“Health history” means the record of a person’s past health events obtained in writing, completed by the individual or the individual’s physician.**
5. “Mandated student records” means student records that the school compile by State statute, regulation, or authorized administrative directive.
6. “Parent” means the natural or adoptive parent, legal guardian, surrogate **parent** appointed **pursuant** ~~according~~ to N.J.A.C. 6A:14-2.2, or a person acting in place of a parent (such as a grandparent or stepparent with whom the student lives or a person legally responsible for the student’s welfare). Unless parental rights have been terminated by a court of appropriate jurisdiction, the parent retains all rights **pursuant to** ~~under~~ N.J.A.C. 6A:32. In addition, a **resource family** ~~foster~~ parent may act as a parent **pursuant to** ~~under~~ the provisions of N.J.A.C. 6A:32 if the parent’s authority to make educational decisions on the student’s behalf has been terminated by a court of appropriate jurisdiction.
7. “Permitted student records” means records that the Board of Trustees has authorized, by resolution adopted at a regular public meeting, to be collected to promote the educational welfare of students.



8. “Personally identifiable information” means, but is not limited to:
- a. The student's name;
 - b. The name of the student's parent(s) or other family members;
 - c. The address of the student or the student's family;
 - d. The email address of the student, the student's parent(s), or other family members;
 - e. The telephone number of the student, the student's parent(s), or other family members;
 - f. A personal identifier, such as the student's Social Security number, student number, or biometric record;
 - g. A photo of the student;
 - h. The location and times of class trips;
 - i. Other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name;
 - j. Other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community who does not have personal knowledge of the relevant circumstances to identify the student with reasonable certainty; or
 - k. Information requested by a person who the district, or private agency that provides educational services by means of public funds, reasonably believes knows the identity of the student to whom the student record relates.



9. “Physical examination” means the assessment of an individual’s health, in accordance with the requirements at N.J.A.C. 6A:16-2.2.
10. “School contact directory for official use” means a compilation by a district that includes the following information for each student: name, address, telephone number, date of birth, and school of enrollment. The directory may be provided for official use only to judicial, law enforcement, and medical personnel.
11. “Student discipline record” means information regarding all disciplinary actions taken against a student by a school district pursuant to N.J.S.A. 18A:36-25.1.b. and that is maintained in a student’s record.
12. “Student record” means information related to an individual student gathered within or outside the school and maintained within the school regardless of the physical form in which it is maintained. Essential in this definition is the idea that any information that is maintained for the purpose of second party review is considered a student record. Therefore, information recorded by certified school personnel solely as a memory aid, and not for the use of a second party, is excluded from this definition.
13. “Student information directory” means a publication of the Board of Trustees that information relating to a student. It shall be used only by authorized school personnel and for designated official use by judicial, law enforcement, and medical personnel and not for general public consumption. The information shall be the student’s name, grade level, date and place of birth, dates of attendance, major field of study, participation in officially recognized activities, weight and height relating to athletic team membership, degrees, awards, the most recent educational agency attended by the student, and other similar information. **In the absence of any “information related to an individual student,” the document(s) no longer meets the definition of “student record.”**

B. General Considerations (N.J.A.C. 6A:32-7.1)

1. The Board of Education shall compile and maintain student records and regulate access **in accordance with the Federal Educational Rights and Privacy Act (FERPA), 20 U.S.C. §1232g, and 34 CFR Part 99**, disclosure, or communication of information contained in **student educational** records



in a manner that assures the security of ~~the such~~ records in accordance with the provisions of N.J.A.C. 6A:32-7.1. ~~et seq.~~

2. Student records shall contain only such information as is relevant to the education of the student and is objectively based on the personal observations or knowledge of the certified school personnel who originate the record.
3. The school shall provide annual, written notification to parents, adult students, and emancipated minors of their rights in regard to student records and student participation in educational, occupational, and military recruitment programs. Copies of the applicable State and Federal laws and local policies shall be made available upon request. The school shall make every effort to notify parents and adult students in their dominant language.
4. A non-adult student may assert rights of access only through his or her parents. However, nothing in N.J.A.C. 6A:32-7 et seq. or in Policy or Regulation 8330 shall be construed to prohibit certified school personnel, from disclosing at in their discretion, from disclosing student records to non-adult students or to appropriate persons in connection with an emergency, if such knowledge is necessary to protect the health or safety of the student or other persons.
5. The parent or adult student shall have access to their own records and have access to or be specifically informed about only that portion of another student's record that contains information about his or her own child or himself or herself.
6. The Head of School or designee shall require all permitted student records of currently enrolled students to be reviewed annually by certified school personnel to determine the education relevance of the material contained therein. The reviewer shall cause data no longer descriptive of the student or educational program to be deleted from the records except that prior notice shall be given for classified students in accordance with N.J.A.C. 6A:14, Special Education. Such information shall be disposed of and not be recorded elsewhere. No record of any such deletion shall be made.



7. No liability shall be attached to any member, officer, or employee of the Board of Trustees permitting access or furnishing student records in accordance with N.J.A.C. 6A:32-7.1 et seq.
8. When the parent's or adult student's dominant language is not English or the parent or adult student is deaf, the school shall provide interpretation of the student's records in the dominant language of the parents or adult student.
9. Student health records shall be maintained separately from other student records and handled, according to the requirements of N.J.A.C. 6A:32-7.1 et seq., until such time as graduation 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.

C. School Contact Directory

1. The Board of Trustees shall compile a school contact directory for official use, that is separate and distinct from the student information directory.
 - a. School personnel shall provide information from the school contact directory for official use only to judicial and law enforcement personnel, and to medical personnel currently providing services to the student in question.
 - b. Upon request from a court, other judicial agency, law enforcement agency, or medical service provider currently providing services to the student in question, school personnel shall promptly verify the enrollment of a student and provide the requester with all the information about that student that is contained in the school contact directory for official use.
2. To exclude any information from the school contact directory for official use, the parent, adult student or emancipated minor shall notify the Head of School or designee in writing.

D. Mandated and Permitted Student Records (N.J.A.C. 6A:32-7.3)

1. Mandated student records shall include the following:



- a. The student's name, address, telephone number, date of birth, name of parent(s), gender, standardized assessment results, grades, attendance, classes attended, grade level completed, and year completed and years of attendance;
 - b. Record of daily attendance;
 - c. Descriptions of student progress according to the system of student evaluation used in the school;
 - d. History and status of physical health compiled in accordance with State regulations, including results of any physical examinations given by qualified school employees and immunizations;
 - e. Records pursuant to rules and regulations regarding the education of students with disabilities; and
 - f. All other records required by N.J.A.C. 6A.
2. Permitted student records are those student records not mandated pursuant to N.J.A.C. 6A:32-7.3, but authorized by the Board to promote the student's educational welfare and include the following as authorized by this Board upon adoption of Policy and Regulation 8330. These records may include, but are not limited to:
 - a. Personally authenticated observations, assessments, ratings, and anecdotal reports recorded by teaching staff members in the performance of their professional responsibilities and intended for review by another person, provided the record is dated and signed by the originator. Information recorded solely as a memory aid for the originator becomes a student's record when it is reviewed by any other person, including a substitute;
 - b. Information, scores, and results obtained from standardized tests or by approved tests conducted by professional personnel;
 - c. Educationally relevant information provided by the parent, adult student or emancipated minor regarding the student's achievements or school activities;



- d. Any correspondence with the student and/or the student's parents;
- e. Emergency notification form;
- f. New student registration form;
- g. Withdrawal or transfer form;
- h. Records of disciplinary infractions, penalties, and disciplinary hearings;
- i. Records of the student's co-curricular and athletic activities and achievements;
- j. Class rank;
- k. Awards and honors;
- l. Notations of additional records maintained in a separate file;
- m. The statement from a student's parent or adult student regarding a contested portion of the record; and
- n. Entries indicating review of the file by an authorized person.

E. Maintenance and Security of Student Records (N.J.A.C. 6A:32-7.4)

- 1. The Head of School or designee shall be responsible for the security of student records maintained in the school and shall devise procedures/regulations for assuring that access to such records is limited to authorized persons. Policy and Regulation 8330 assures that access to such records is limited to authorized persons.
- 2. Records for each individual student may be stored either electronically or in paper format. When student records are stored electronically, proper security and backup procedures shall be administered. Paper records for each individual student shall be maintained in a central file at the school.
- 3. Student health records, whether stored on paper or electronically, shall be maintained separately from other student records, until such time as



graduation 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. Records shall be accessible during the hours in which the school program is in operation.

4. Records shall be accessible during the hours in which the school program is in operation.
 5. Mandated student records required as part of programs established through State administered entitlement or discretionary funds from the U.S. Department of Education shall be maintained for a period of five years after graduation, termination from the school, or age twenty-three, whichever is longer, and shall be disposed of in accordance with N.J.S.A. 47:3-15 et seq.
 6. Any school Internet website shall not disclose any personally identifiable information about a student, in accordance with N.J.S.A. 18A:36-35.
- F. Access to Student Records
1. Only authorized organizations, agencies, or persons as defined in N.J.A.C. 6A:32-7.5 shall have access to student records, including student health records. Access to student records shall be provided to persons authorized such access under N.J.A.C. 6A:32-7.1 et seq. within ten days of a request, but prior to any review or hearing conducted in accordance with N.J.A.C. 6A.
 2. The school shall control access to, disclosure of, and communication regarding information contained in student health records to assure access only to those people permitted by Federal and State statute and regulations or stated in N.J.A.C. 6A:32-7.5(e) and section G. below.
 3. The school may charge a reasonable fee for reproduction of student records, not to exceed the schedule of costs set forth in N.J.S.A. 47:1A-2, provided that the cost does not effectively prevent the parents or adult students from exercising their rights under N.J.A.C. 6A:32-7 or other Federal and State rules and regulations regarding students with disabilities, including N.J.A.C. 6A:14.



4. Access to and disclosure of a student's health record shall meet the requirements of the Family Education Rights and Privacy Act, 34 C.F.R. Part 99 (FERPA).
- G. Authorized Organizations, Agencies, and Persons with Access to Student Records (N.J.A.C. 6A:7.5(e))

Access shall include only the following:

1. A student who has the written permission of a parent and the parent of a student under the age of eighteen whether or not the child resides with the parent except per N.J.S.A. 9:2-4:
 - a. The place of residence shall not be disclosed; and
 - b. Access shall not be provided if denied by a court.
2. Students at least sixteen years of age who are terminating their education in the school because they will graduate secondary school at the end of the term or no longer plan to continue their education.
3. An adult student and parent who has the written permission of such student, except that the parent shall have access without consent of the student as long as the student is financially dependent on the parent and enrolled in the public school system or if the student has been declared legally incompetent by a court of appropriate jurisdiction. The parent of the financially dependent adult student may not disclose information contained in the adult student's record to a second or third party without the consent of the adult student.
4. Certified school personnel who are assigned educational responsibility for the student shall have access to the general student record, but not to the student health record, except under conditions permitted in N.J.A.C. 6A:16-1.5.
5. Certified educational personnel who have assigned educational responsibility for the student and who are employed by agencies listed below shall have access to the general student record, but not to the student health record except under conditions permitted in N.J.A.C. 6:16-2.4:



- a. An approved private school for the disabled;
 - b. A State facility;
 - c. Accredited nonpublic schools in which students with educational disabilities have been placed according to N.J.S.A. 18A:46-14; or
 - d. Clinics and agencies approved by the Department of Education.
6. To fulfill its legal responsibility, the Board shall have has access through the Head of School or designee to information contained in a student's record. Information shall be discussed in executive session unless otherwise requested by the parent or adult student.
7. Secretarial and clerical personnel under the direct supervision of certified school personnel shall be permitted access to portions of the record to the extent necessary for the entry and recording of data and the conducting of routine clerical tasks. Access shall be limited only to student files in which such staff are directed to enter or record information and shall cease when the specific assigned task is completed.
8. Accrediting organizations in order to carry out their accrediting functions.
9. The Commissioner of Education and the New Jersey Department of Education staff members who are assigned responsibility that which necessitates the review of such records.
10. Officials of other district Boards of Education within the State of New Jersey or other educational agencies or institutions where the student is placed, registered, or seeks to enroll subject to the following conditions:
 - a. Original mandated student records that the school has been directed to compile by New Jersey statute, regulation, or authorized administrative directive shall be forwarded to the receiving school district with written notification to the parent or adult student;
 - b. Original mandated student records that a Board of Education has required shall be forwarded to the receiving school district only



with the written consent of the parent or adult student except where a formal sending-receiving relationship exists between the schools;

- c. All records to be forwarded, including disciplinary records as specified in N.J.S.A. 18A:36-19(a), shall be sent to the Head of School or designee of the school to which the student has transferred within ten school days after the transfer has been verified by the requesting school;
 - d. The Head of School or designee shall request in writing all student records from the school of last attendance within two weeks from the date that the student enrolls in the new school;
 - e. Upon request, the Head of School or designee of the school of last attendance shall upon request, provide a parent(s) or an adult student with a copy of the records disclosed to other educational agencies or institutions; and
 - f. Proper identification, such as a certified copy of the student's birth certificate or other proof of the child's identity pursuant to N.J.S.A. 18A:36-25.1, shall be requested at the time of enrollment in a new school.
- 11. Officials of the United States Department of Education assigned responsibilities that necessitate review of such records.
 - 12. Officers and employees of a State agency responsible for protective and investigative services for students referred to that agency, pursuant to N.J.S.A. 9:6-8.40. Wherever appropriate, the Board of Trustees shall ask the State agency for its cooperation in sharing the findings of an investigation.
 - 13. Agency caseworkers or other representatives of a State or local child welfare agency who have the right to access a student's case plan when the agency or organization is legally responsible, in accordance with State law, for the care and protection of the student, consistent with 20 U.S.C. § 1232g(b)(1)(L)
 - 14. Organizations, agencies, and persons from outside the school if they have the written consent of the parent or adult student. Organizations, agencies,



and persons shall not transfer student record information to a third party without the written consent of the parent or adult student.

15. Organizations, agencies, and individuals outside the school, other than those specified in N.J.A.C. 6A:32-7.5(e), upon the presentation of a court order.
16. Bona fide researchers who explain to the Head of School, the nature of the research project and the relevance of the records sought. Researchers shall also satisfy the Head of School or designee that the records will be used under strict conditions of anonymity and confidentiality. Such assurance shall be received in writing by the Head of School prior to the release of information to the researcher.
17. Nothing in N.J.A.C. 6A:32-7.1 et seq. and Policy and Regulation 8330 shall be construed to prohibit school personnel from disclosing information contained in the student health record to students or adults in connection with an emergency, if such knowledge is necessary to protect the immediate health or safety of the student or other persons; and
18. In complying with N.J.A.C. 6A:32-7.1 et seq., individuals shall adhere to requirements pursuant to N.J.S.A. 47:1A-1 et seq. - the Open Public Records Act (OPRA) and 20 U.S.C. § 1232g, 34 CFR Part 99 - the Family Educational Rights and Privacy Act (FERPA).

H. Conditions for Access to Student Records (N.J.A.C. 6A:32-7.6)

All authorized organizations, agencies, and persons defined in N.J.A.C. 6A:32-7.1 et seq. as listed below shall have access to the records of a student subject to the following conditions:

1. No student record shall be altered or disposed of during the time period between a request to review the record and the actual review of the record.
2. Authorized organizations, agencies, and persons from outside the school whose access requires the consent of parents or adult students shall submit to the Head of School or designee the request in writing together with any required authorization.



3. The Head of School or designee shall be present during the period of inspection to provide interpretation of the records where necessary and to prevent their alteration, damage, or loss. In every instance of inspection of student records by persons other than parents, student, or individuals who have assigned educational responsibility for the individual student, an entry shall be made in the student's record of the names of persons granted access, the reason access was granted, the time, and circumstances of inspection, the records studied and the purposes for which the data will be used.
 4. Prior to the disclosure of any student records to organizations, agencies, or persons outside the school pursuant to a court order, the Head of School or designee shall give the parent or adult student at least three days' notice of the name of the requesting agency and the specific records requested unless otherwise judicially instructed. Such notification shall be provided in writing if practicable. Only those records related to the specific purpose of the court order shall be disclosed.
 - a. Notice to the parent shall not be required when he or she is party to a court proceeding involving child abuse and neglect or dependency matters, consistent with 20 U.S.C. § 1232g(b)(2)(B).
 5. A record may be withheld from a parent or from an adult student only when the school obtains a court order or is provided with evidence that there is a court order revoking the right to access. Only that portion of the record designated by the court shall be withheld. When the school has or obtains evidence of such court order, the parent or adult student shall be notified in writing within five days of his or her request that access to the record has been denied, and that the person has the right to appeal this decision to the court issuing the order.
- I. Rights of Appeal for Parents and Adult Students (N.J.A.C. 6A:32-7.7)
1. Student records are subject to challenge by parents and adult students on grounds of inaccuracy, irrelevancy, ~~impermissible~~ **impermissible** disclosure, inclusion of improper information, or denial of access to organizations, agencies, and persons. The parent or adult student may seek to: expunge inaccurate, irrelevant, or otherwise improper information from the student's record; insert additional data as well as reasonable comments as to the meaning and/or accuracy of the records; and/or request



an immediate stay of disclosure pending final determination of the challenge procedure as described in N.J.A.C. 6A:32-7.7.

2. To request a change in the record or to request a stay of disclosure pending final determination of the challenged procedure, the process shall be as follows:
 - a. A parent or adult student shall notify in writing the Head of School of the specific issues relating to the student's record.
 - b. Within ten school days of notification, the Head of School or designee shall notify the parent or adult student of the school's decision.
 - c. If the school disagrees with the request, the Head of School or designee shall meet with the parent or adult student to resolve the issues set forth in the appeal.
 - d. If the matter is not satisfactorily resolved, the parent or adult student has ten school days to may appeal this decision to the Board of Trustees.
 - e. If an appeal is made to the Board of Trustees, a decision shall be rendered within twenty school days. The decision of the Board may be appealed to the Commissioner pursuant to N.J.S.A. 18A:6-9 and N.J.A.C. 6A:43, Controversies and Disputes.
 - f. At all stages of the appeal process, the parent or adult student shall be afforded a full and fair opportunity to present evidence relevant to the issue. A record of the appeal proceedings and outcome shall be made a part of the student's record with copies made available to the parent or adult student.
3. Appeals relating to the records of students with disabilities shall be processed in accordance with the requirements of I.2. above.
4. Regardless of the outcome of any appeal, a parent or adult student shall be permitted to place in the student record a statement commenting upon the information in the student's record or setting forth any reasons for disagreement with the decision made in the appeal.



- a. Such statements shall be maintained as part of the student's record as long as the contested portion of the record is maintained. If the contested portion of the record is disclosed to any party, the statement commenting upon the information shall also be disclosed to that party.

J. Retention and Disposal of Student Records (N.J.A.C. 6A:32-7.8)

1. A student's record is considered to be incomplete and not subject to the provisions of the Destruction of Public Records Law, N.J.S.A. 47:3-15 et seq., while the student is enrolled in the school.
 - a. The school shall retain the student's health record and the health history and immunization record according to the School Records Retention Schedule, as determined by the New Jersey State Records Committee.
2. Student records of currently enrolled students, other than the records that must be maintained for one hundred years as described in N.J.A.C. 6A:32-7.8(e) and 5 6. below, may be disposed of after the information is no longer necessary to provide educational services to a student.
 - a. Such disposition shall be accomplished only after written parental or adult student notification and written parental or adult student permission has been granted or after reasonable attempts of such notification and reasonable attempts to secure parental or adult student permission have been unsuccessful.
3. Upon graduation or permanent departure of a student from the school, the parent or adult student shall be notified in writing that a copy of the entire student's record will be provided to them upon request.
 - a. The parent or adult student shall be notified in writing that a copy of the entire student's record will be provided to them upon request.
 - b. Information in student records, other than the records that described in N.J.A.C. 6A:32-7.8(e) and 56. below, may be



disposed of, but only in accordance with the Destruction of Public Records Law, N.J.S.A. 47:3-15 et seq.

- c. Such disposition shall be accomplished only after written parental or adult student notification, and written parental or adult student permission has been granted, or after reasonable attempts at such notification and reasonable attempts to secure parental or adult student permission have been unsuccessful, and prior written authorization has been obtained from the New Jersey State Records Committee in the New Jersey Department of State.
4. No additions shall be made to the record after graduation or permanent departure without the prior written consent of the parent or adult student.
5. The New Jersey public school of last enrollment, graduation, or permanent departure of the student from the school shall keep for one hundred years a mandated record of a student's name, date of birth, name of parents, gender, health history and immunization, standardized assessment results, grades, attendance, classes attended, grade level completed, year completed, and years of attendance.

Adopted: 11 August 2014
Revised: 09 May 2017



R 8420.7 LOCKDOWN PROCEDURES (M)

M

In the event it is determined by the Principal or designee a circumstance or situation requires the school building's occupants to remain secure within the school building, the Principal or designee may implement lockdown procedures. The following procedures to shall be enacted during a lockdown **shall be included in the school district's plans, procedures, and mechanisms for school safety and security in accordance with the provisions of N.J.A.C. 6A:16-5.1 and Policy 8420** which shall begin with notification to the building's occupants that all occupants should commence lockdown procedures. The notification may be a public address announcement or may be a discreet notification depending on the circumstance or situation.

~~A. Procedures in the Event it is Determined a Lockdown is Warranted~~

1. The Principal and/or designee will immediately:

- a. ~~Inform the Head of School;~~
- b. ~~Contact local law enforcement;~~
- c. ~~Deactivate fire alarm pull stations without disengaging the fire sensors, if feasible, until law enforcement officials arrive on scene; and~~
- d. ~~Deactivate school bell systems, if feasible, until law enforcement officials arrive on scene.~~

2. The Principal and/or designee will also:

- a. ~~Communicate to any staff outside the building to stop pedestrians and vehicles, including school buses, from entering the school grounds;~~
- b. ~~Assign a staff member in the main office to maintain communication with classrooms and monitor status and, if needed,~~



REGULATION

LINK COMMUNITY CHARTER SCHOOL BOARD OF TRUSTEES

OPERATIONS
R 8420.7/Page 2 of 4
LOCKDOWN PROCEDURES (M)

- designate a staff member to meet and brief local law enforcement—
upon their arrival;
-
- c. ~~Determine, in consultation and with the approval of the Head of
School, the most appropriate means to communicate information to
be released to parents, community, and media; and~~
-
- d. ~~Will allow local law enforcement officials to control the scene—
upon their arrival.~~
-
- 3. ~~School staff members, upon receiving notice the school needs to be in a
lockdown situation, will:~~
-
- a. ~~Turn off all lights, close blinds/shades and turn off electronic
equipment;~~
-
- b. ~~Instruct students to be absolutely quiet and discourage the—
individual use of cellular telephones;~~
-
- c. ~~Instruct classroom occupants to get on the floor in a sitting or
crouching position and direct students away from doors and
windows wherever possible;~~
-
- d. ~~Close and lock doors and windows from inside the room, if
possible;~~
-
- e. ~~Secure all staff, students and visitors, including those from
hallways, behind locked doors, restrooms, gymnasiums, and other
non-classroom areas without risking their own safety or the safety
of others already secure;~~
-
- f. ~~Not permit anyone to leave a secured room or area until notified by
the Principal or designee or law enforcement officials; and~~
-
- g. ~~Ignore bells or alarms unless otherwise notified by the Principal or
designee or law enforcement officials.~~
-
- 4. ~~Any school staff member not supervising students at the time of the
lockdown notification should go to the nearest classroom or secure area to
assist other staff members with students. These staff members should—~~



REGULATION

LINK COMMUNITY CHARTER SCHOOL BOARD OF TRUSTEES

OPERATIONS
R 8420.7/Page 3 of 4
LOCKDOWN PROCEDURES (M)

~~ensure any students in hallways and other unsecured and open areas are taken to the nearest classroom and/or secured area.~~

-
- 5. ~~Teachers shall take student attendance for the students within their secured area and report any additional students in the room and any missing students.~~
-
- 6. ~~Office personnel should remain in the general office areas or any other area that can be secured from the inside. All office doors shall be locked and secured to prevent entrance by an outside intruder.~~
-
- 7. ~~The building's occupants should remain in lockdown condition until an announcement indicating the lockdown is over.~~
-
- 8. ~~Lockdown Procedures for Those in Exposed Areas - Physical education classes using outside facilities shall, under the direction of the teacher, report to the nearest school entrance and upon entering the building locate to a secure classroom or location within the building. If there is reason to believe these students may be at risk re-entering the building, the students may be directed to another secure location off school grounds and/or away from the building.~~
-

~~B. Procedures After Lockdown Situation is Brought Under Control~~

-
- 1. ~~After the lockdown situation has been brought under control, the Principal or designee or law enforcement officials will communicate to building occupants the lockdown situation has ended.~~
-
- 2. ~~Evacuation of the building after the lockdown situation has been declared under control shall be under the direction of the Principal or designee and law enforcement officials.~~
-
- 3. ~~The Principal or designee, in consultation and with the approval of the Head of School, will coordinate family reuniting procedures.~~
-
- 4. ~~The school will provide staff and other crisis response team members to provide counseling and support as needed.~~
-
- 5. ~~The Principal or designee will debrief with local law enforcement and all other agencies involved in the school lockdown situation.~~



REGULATION

LINK COMMUNITY CHARTER SCHOOL BOARD OF TRUSTEES

OPERATIONS
R 8420.7/Page 4 of 4
LOCKDOWN PROCEDURES (M)

-
These lockdown procedures are recommended for implementation in the event it is determined a lockdown is needed. However, based on the circumstance or situation, the Principal or designee or law enforcement officials may modify these procedures if he/she determines modification is needed to best protect the building's occupants.
-

-
Critical Incident Response Procedures for School Administrators, Faculty and Staff – The New Jersey Office of Homeland Security and Preparedness and the New Jersey Department of Education – 2010

Adopted: 11 August 2014



R 8420.2 BOMB THREATS (M)

M

A bomb threat consists of a message regardless of the source or form or truth of the message, that someone has placed or intends to place in the school an explosive device or any material that will cause significant harm to persons in the school or damage to school property. **The procedures to be enacted when a bomb threat is received shall be included in the school district's plans, procedures, and mechanisms for school safety and security in accordance with the provisions of N.J.A.C. 6A:16-5.1 and Policy 8420.** ~~The bomb threat message may be a telephone call, written, e-mailed, rumored, graffiti or any other communication method.~~

A. ~~Procedures When a Bomb Threat is Received~~

-

1. ~~A bomb threat received by any school employee will be immediately relayed to the Principal or designee.~~
-
2. ~~A written bomb threat should be placed in a folder or a folded paper and should be handled as little as possible.~~
-
3. ~~If possible, a telephoned bomb threat should be transferred to the Principal or designee.~~
 - a. ~~The Principal or other person who talks to the caller will attempt to keep the caller on the line as long as possible to enhance the chance to identify the telephone caller.~~
 -
 - b. ~~The person talking to the caller should attempt to obtain, by direct questioning and by listening to background clues, and record in writing as much information as possible about:~~
 - (1) ~~The alleged bomb (e.g., its nature, size, specific location, what will cause detonation, detonation time);~~
 -
 - (2) ~~The caller (e.g., name, address, location, gender, age, background, motive);~~
 -



REGULATION

LINK COMMUNITY CHARTER SCHOOL BOARD OF TRUSTEES

OPERATIONS
R 8420.2/Page 2 of 5
BOMB THREATS (M)

~~(3) The identity of the person who placed the bomb, if the caller denies responsibility;~~

~~-~~

~~(4) The means by which the bomb was delivered to the site;~~

~~-~~

~~(5) The caller's voice (e.g., calm, angry, excited, slow, rapid, loud, slurred, distinct, familiarity); and~~

~~-~~

~~(6) Background sounds (e.g. street noises, music, office or factory machinery, animal noises, voices).~~

~~-~~

~~B. Procedures to be Used After a Bomb Threat is Received~~

~~-~~

~~1. The Principal or designee will immediately call:~~

~~-~~

~~a. The Police Department/local law enforcement;~~

~~-~~

~~b. The Fire Department; and~~

~~-~~

~~c. The Head of School's office.~~

~~-~~

~~2. If the Principal or designee determines there is reasonable cause to believe an explosive device is present and an immediate evacuation is warranted, the Principal or designee will order the immediate evacuation of the school building. The evacuation will be conducted as follows:~~

~~-~~

~~a. The fire drill alarm may include a building designated code to indicate that a bomb threat has been received;~~

~~-~~

~~b. If the Principal or designee determines that time permits, students will empty their lockers and leave them unlocked; and~~

~~-~~

~~c. School staff members and students will be evacuated to a waiting place at least 1000 feet from the school building and behind cover or to a predetermined area outside the school building.~~

~~-~~

~~3. If the Principal or designee determines an immediate evacuation is not warranted the building will not be immediately evacuated until law enforcement officials arrive on the scene and are provided control of the bomb threat situation.~~



REGULATION

LINK COMMUNITY CHARTER SCHOOL BOARD OF TRUSTEES

OPERATIONS
R 8420.2/Page 3 of 5
BOMB THREATS (M)

4. The Principal or designee will also:

- a. Prohibit the use of any electronic communication devices to include, but not be limited to cellular telephones and walkie-talkies;
- b. Ensure any school buses enroute to the school or other vehicles entering the school grounds are redirected to a designated alternative location pending further instructions from law enforcement officials;
- c. Notify and maintain contact with the Head of School regarding the communication to be released to parents, community and media; and
- d. Allow law enforcement officials to control the scene upon their arrival.

5. School staff members, upon receiving notice the school is being evacuated for a bomb threat, will:

- a. Direct students to gather personal belongings in the classroom or within their immediate area;
- b. Instruct students to not use any electronic communication device until instructed otherwise;
- c. Conduct a quick visual survey of their classrooms for any suspicious or unfamiliar objects and report such to the Principal or designee;
- d. Leave the windows and doors of their vacated rooms open and do not turn on or turn off any light or electrical switch;
- e. Take the student roster and the day's attendance;
- f. Lead their class or the students under their supervision upon receiving the evacuation notice to the evacuation area;



REGULATION

LINK COMMUNITY CHARTER SCHOOL BOARD OF TRUSTEES

OPERATIONS
R 8420.2/Page 4 of 5
BOMB THREATS (M)

- ~~g. Take attendance when arriving at the evacuation area and report any additional students or missing students to the Principal or designee;~~
- ~~-~~
- ~~h. Not allow any student to re-enter the building, leave the evacuation area, or be dismissed from school unless authorized by the Principal or designee or law enforcement officials; and~~
- ~~-~~
- ~~i. Not speak to the media or permit media to interview any student.~~
- ~~-~~
- ~~6. If law enforcement officials determine the building can be re-entered, the Principal or designee will order the building to be re-entered. The regular instructional program will be resumed as quickly as possible. If the bomb threat disruption has occurred late in the school day, the Principal may recommend to the Head of School that the school be closed and students dismissed.~~
- ~~-~~
- ~~7. In the event an explosive device is found in the school building or on school grounds threatening the safety of staff and students, the Principal or designee will:~~
 - ~~a. Work with law enforcement officials to ensure the continued safety of students and staff;~~
 - ~~-~~
 - ~~b. Notify school officials at the evacuation assembly locations of the situation that students will be released for the day; and~~
 - ~~-~~
 - ~~c. In consultation with the Head of School and law enforcement officials, will coordinate student dismissal procedures from the evacuation assembly areas and family notification and reunification protocols.~~
- ~~-~~
- ~~8. The school will provide staff and other crisis response team members to provide counseling and support as needed.~~
- ~~-~~
- ~~9. All bomb threat procedures will be conducted with seriousness and dispatch. It is the intention of these regulations that the school community be protected against harm without conferring notoriety on the person who threatens harm.~~
- ~~-~~



~~10. In the event an explosion occurs while the building is evacuated, the Principal or designee, in consultation with the Head of School and law enforcement officials, will coordinate student dismissal procedures from the evacuation assembly areas and family notification and reunification protocols.~~

~~11. The Principal will submit to the Head of School a written report of each bomb threat received, the steps taken in response, and the outcome of the threat.~~

~~These procedures are recommended for implementation in the event a bomb threat is received. However, based on the circumstance or situation, the Principal or designee or law enforcement officials may modify these procedures if it is determined modification is needed to best protect the building's occupants.~~

~~Critical Incident Response Procedures for School Administrators, Faculty and Staff – The New Jersey Office of Homeland Security and Preparedness and the New Jersey Department of Education – 2010~~

Adopted: 11 August 2014



R 8420.10 ACTIVE SHOOTER (M)

M

An active shooter or armed assault in a school building or on school grounds involves one or more individuals' intent on causing physical harm to students and school staff. Intruders may possess weapons or other harmful devices. **The procedures to be enacted during an active shooter or armed assault situation shall be included in the school district's plans, procedures, and mechanisms for school safety and security in accordance with the provisions of N.J.A.C. 6A:16-5.1 and Policy 8420.** ~~In an active shooter situation, one or more subjects who are believed to be armed has used or threatened to use a weapon to inflict serious bodily injury to another person and/or continues to do so while having unrestricted access to additional victims, their actions have demonstrated their intent to continuously harm others, and their overriding objective appears to be that of mass injury.~~

A. ~~Procedures in the Event of an Active Shooter in the School or on School Grounds~~

- ~~1. If the Principal or designee determines there is an active shooter in the school or on school grounds he/she will immediately:~~
 - ~~a. Order a lockdown of the school building. The notification may be a public address announcement or may be a discreet notification depending on the circumstance or situation;~~
 - ~~b. Contact local law enforcement;~~
 - ~~c. Inform the Head of School;~~
 - ~~d. Deactivate fire alarm pull stations without disengaging the fire sensors, if feasible, until law enforcement officials arrive on scene;~~
 - ~~e. Deactivate school bell systems, if feasible, until law enforcement officials arrive on scene; and~~
 - ~~f. Direct staff and students outside the building, if the active shooter is believed to be in the building, to move immediately to a predetermined evacuation assembly location and be prepared to evacuate the school site, if necessary.~~



REGULATION

LINK COMMUNITY CHARTER SCHOOL BOARD OF TRUSTEES

OPERATIONS
R 8420.10/Page 2 of 5
ACTIVE SHOOTER (M)

-
2. The Principal and/or designee will also:
-

a. ~~Communicate to any staff outside the building to stop pedestrians and vehicles, including school buses, from entering the school grounds;~~

-
b. ~~Assign a staff member in the main office to maintain communication with classrooms and monitor status and, if needed, designate a staff member to meet and brief local law enforcement upon their arrival;~~

-
c. ~~Determine, in consultation and with the approval of the Head of School, the most appropriate means to communicate information to be released to parents, community, and media; and~~

-
d. ~~Will allow local law enforcement officials to control the scene upon their arrival.~~

-
3. School staff members, upon receiving notice there may be an intruder or active shooter in the school building or on school grounds, will:
-

a. ~~If not already confirmed, upon first indication of an intruder or armed intruder will immediately notify the Principal or designee;~~

-
b. ~~Turn off all lights, close blinds/shades, and turn off electronic equipment;~~

-
c. ~~Instruct students to be absolutely quiet and not to use any individual electronic communication device;~~

-
d. ~~Instruct classroom occupants to get on the floor in a sitting or crouching position and direct students away from doors and windows wherever possible;~~

-
e. ~~Close and lock doors and windows from inside the room, if possible;~~

-
f. ~~Secure all staff, students, and visitors, including those in the hallways, behind locked doors, restrooms, gymnasiums, and other~~



REGULATION

LINK COMMUNITY CHARTER SCHOOL BOARD OF TRUSTEES

OPERATIONS
R 8420.10/Page 3 of 5
ACTIVE SHOOTER (M)

~~non-classroom building areas without risking their own safety or the safety of others already secure;~~

~~g. Not permit anyone to leave a secured room or area until notified by the Principal or designee or law enforcement officials; and~~

~~h. Ignore bells or alarms unless otherwise notified by the Principal or designee or law enforcement officials.~~

~~4. Any school staff member not supervising students at the time of the lockdown notification should go to the nearest classroom or secure area to assist other staff members with students. These staff members should ensure any person in hallways and other unsecured and open areas are taken to the nearest classroom and/or secured area.~~

~~5. Teachers shall take student attendance for the students within their secured area and report any additional students in the room and any missing students.~~

~~6. Office personnel should remain in the general office areas or any other area that can be secured. All office doors shall be locked and secured to prevent entrance by an outside intruder.~~

~~7. The building's occupants should remain in lockdown condition until an announcement indicating the lockdown is over.~~

~~8. Physical education classes using outside facilities, under the direction and supervision of the teacher, shall report to the nearest school entrance and upon entering the building locate to a secure classroom or location within the building. If there is reason to believe students outside the school building may be at risk re-entering the building, the students may be directed to another secure location off school grounds and/or away from the building.~~

~~9. The school may establish a predetermined code word or procedure for a staff member to communicate with the school office or administrative staff in the event an intruder enters a classroom or other secured area.~~

~~10. The Principal or designee may establish with local law enforcement officials a notification procedure in the event an active shooter or intruder~~



~~is believed to be in the school building. The notification procedure would alert law enforcement officials if a classroom or other secured area is safe and secure or if emergency assistance is needed. The procedure may be a color card system placing colored cards inside or outside doors or windows or any other procedure agreed to by the Principal and local law enforcement.~~

~~-~~
B. ~~Procedures After Active Shooter Situation is Brought Under Control~~
~~-~~

- ~~1. After the active shooter situation has been brought under control, the Principal or designee or law enforcement officials will communicate to building occupants the active shooter situation has ended.~~
- ~~2. Evacuation of the building after the active shooter situation has been declared under control shall be under the direction of the Principal or designee and law enforcement officials.~~
- ~~3. The Principal or designee, in consultation and with the approval of the Head of School, will coordinate family reunification procedures.~~
- ~~4. The school will provide staff and other crisis response team members to provide counseling and support as needed.~~
- ~~5. The Principal or designee will debrief with local law enforcement and all other agencies involved in the active shooter situation.~~
- ~~6. The Head of School, in consultation with the Principal and law enforcement officials, will determine when school can resume normal activities and will communicate this information to staff, parents, and the community.~~

~~-~~
These active shooter procedures are recommended for implementation in the event it is determined an active shooter may be in a school building or on school grounds. However, based on the circumstance or situation, the Principal or designee or law enforcement officials may modify these procedures if he/she determines modification is needed to best protect the building's occupants.
~~-~~
~~-~~



REGULATION

LINK COMMUNITY CHARTER SCHOOL BOARD OF TRUSTEES

OPERATIONS
R 8420.10/Page 5 of 5
ACTIVE SHOOTER (M)

~~Critical Incident Response Procedures for School Administrators, Faculty and Staff—The
New Jersey Office of Homeland Security and Preparedness and the New Jersey
Department of Education—2010~~

-

Adopted: 11 August 2014



ATTENDEES: Mrs. M. Paradiso
Ms. K. Hester
Mr. J. Key
Mrs. R. Clarke-Avignant

- Ms. Hester opened the meeting by reporting on the following:

TOPIC 1. Staff Updates

- 1.1 Staff turnover continues to be a concern, and specifically right now for ELA. Within the next three weeks both 8th Grade ELA teachers will have left LINK, one for maternity leave and the other for matters concerning mental health. The following coverage plan has been put in place to address the vacancies. One long term sub will immediately work with the 8th Grade, and other subs are currently being interviewed for those positions.
- 1.2 In the 7th Grade, Ms. Gunther (an ELA/Math/Special Ed teacher), who was previously filling a need in K-1 special ed, will now return to support the 7th Grade ELA because Ms. Ryan who works in K-1 is returning to her position. Ms. Gunther is supporting all 4 math grades in the 7th Grade by helping all three 7th Grade math teachers. The 7th Grade ELA hire fell through. Therefore, Ms. Seegers will now teach 50 minutes for all the 7th Grade ELA classes. There will also be a sub/paraprofessional who will also provide support in this area. Ms. Gunther will also provide support for 7th Grade science and social studies. Ms. Arizmendi and Ms. Lynskey will provide support to 7th Grade ELA Special Ed.

TOPIC 2. Student updates.

- 2.1 Student behavior and their respect for school culture continues to be a challenge. We continue to work with teachers and students to get ahead of the disruption being caused.
- 2.2 For the 7th Grade there will be an upcoming mandatory in person parent town hall for one of the 7th Grade teams specifically who is struggling with behavior. This town hall will be held Monday February 13 at 6pm. We are also considering inviting 7th Grade parents to spend a morning with their scholar to encourage parents to get more involved and witness the LINK's school culture in action.
- 2.3 For the 8th Grade parents, there is a mandatory virtual parent meeting to prepare parents for how the rest of the school year will unfold for their scholars. This meeting will be held on Wednesday February 15 at 7pm.



Finance & Facilities Committee Report

February 13, 2023

I. Financial Review

a. Treasurer's Report:

- i. As of January 31, 2023, total operating cash on hand \$1,045,933.03

Bank Accounts

- **General Fund \$705,104.44**
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 \$23,536.87**
Food services expenses, includes payroll labor & food purchases. Funding includes NSLP subsidies
 - **Payroll \$185,328.15**
All salary expenses.
 - **Payroll Agency \$43,685.30**
Employee contributions to benefit premiums, Pension, vision, dental & health insurances and flexible spending account
 - **Student Activities \$12,952.60**
Student activities, aftercare
 - **Unemployment \$25.00**
- ii. We received a \$70,443.39 reimbursement from the grant from NJ Public Charter School Association.

b. Secretary's Report:

- i. As of January 31, 2023
Expenditures include general operating and special revenue funds (federal, state and foundation grants)
 - \$3,679,357 in expenses have been paid
 - \$2,622,649 in encumbrances are pending request for payment
 - \$2,208,703

Facilities

The remaining window screens arrived and are scheduled for installation Friday March 24

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

FOR THE MONTH ENDING JANUARY 31, 2023

		CASH REPORT			
FUNDS		(1) Beginning Cash Balance	(2) Cash Receipts/Transfers This Month	(3) Cash Disbursements/Transfers This Month	(4) Ending Cash Balance (1) + (2) - (3)
	GOVERNMENTAL FUNDS				
1	General Fund - Fund 10 - Operating	\$ 852,211.06	\$ 397,688.35	\$ 605,466.14	\$ 644,433.27
2	Charter Escrow	75,000.00	-	-	\$ 75,000.00
2	Special Revenue Fund - Fund 20	141,773.13	-	81,101.29	60,671.84
3	Total governmental funds (Lines 1 thru 2)	1,068,984.19	397,688.35	686,567.43	780,105.11
	ENTERPRISE FUND				
4	Food Service	23,536.87	-	-	23,536.87
	Total Enterprise funds (Lines 4)	23,536.87	-	-	23,536.87
	TRUST & AGENCY FUNDS				
5	Payroll Account	224,859.37	307,084.53	346,315.75	185,628.15
6	Payroll Agency	15,102.57	75,852.25	47,269.52	43,685.30
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)	252,939.54	382,936.78	393,585.27	242,291.05
10	Total All Funds (Lines 3, 4 and 9)	\$ 1,345,460.60	\$ 780,625.13	\$ 1,080,152.70	\$ 1,045,933.03

Prepared and Submitted By:

Leslie Baynes
Chief Operating Officer

2/10/2023

Date

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

<u>Fund</u>		
10.101	General fund - Regular Account	\$ 644,433.27
10.106	Charter Escrow	75,000.00
20.101	Special Revenue Fund	60,671.84
60.101	Enterprise Fund	23,536.87
90.101	Payroll Account	185,628.15
90.103	Unemployment	25.00
91.101	Agency Account	43,685.30
95.101	Student Activity Account	12,952.60
		<hr/>
Total Board Secretary's Records - A-148		1,045,933.03
Total Funds per Treasurer's Report		<hr/> 1,045,933.03 <hr/>
Difference		<hr/> \$ - <hr/>

LINK COMMUNITY CHARTER SCHOOL
TD Bank
OPERATING ACCOUNT - 430-2520237
FOR THE MONTH ENDING JANUARY 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>
BALANCE BEG. OF MONTH	\$ 1,081,954.54	\$ 852,211.06	\$ 141,773.13	\$ 993,984.19
<u>Additions</u>				
Deposits	397,688.35	397,688.35	0.00	397,688.35
Total Receipts	397,688.35	397,688.35	0.00	397,688.35
<u>Deductions</u>				
Cash Disbursements	643,244.87	605,466.14	81,101.29	686,567.43
Total Disbursements	643,244.87	605,466.14	81,101.29	686,567.43
<u>BALANCE END OF MONTH</u>	836,398.02			
<u>RECONCILIATION</u>				
Less--Outstanding checks	131,292.91			
Deposit in transit				
ADJUSTED BALANCE END OF MONTH	\$ 705,105.11	\$ 644,433.27	\$ 60,671.84	\$ 705,105.11

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	
11/09/2022	04757	Time for Kids	\$435.24	
01/09/2023	04880	Jessica Bloom	\$2,219.07	
01/10/2023	04884	Jump Ahead Pediatrics	\$72.50	
01/11/2023	04885	MACHADO LAW GROUP	\$560.00	
01/12/2023	04886	Motivated Security Services, Inc.	\$6,196.24	
01/17/2023	04887	Net2Phone Global Services	\$252.22	
01/24/2023	04888	Net2Phone Global Services	\$256.67	
01/25/2023	04889	Dr. Kia Grundy	\$3,000.00	
01/26/2023	04890	Digital Arts Imaging	\$745.00	
01/26/2023	04891	AT&T Teleconference Services	\$30.98	
01/27/2023	04892	Staples Advantage	\$793.27	
01/27/2023	04893	Avaya Inc.	\$128.49	
01/27/2023	04894	Verizon	\$144.00	
01/27/2023	04895	Charles Nechtem Associates, Inc.	\$583.32	
01/27/2023	04896	Horizon BCBS	\$3,484.13	
01/27/2023	04897	CIT	\$373.25	
01/27/2023	04898	Delta-T Group North Jersey, Inc.	\$6,404.80	
01/30/2023	04899	Catapult Learning, LLC	\$12,942.52	
01/03/2023	04849	School Specialty, LLC	\$2,673.22	
01/03/2023	04851	City of Newark Division of Water	\$774.88	
01/30/2023	04900	LINK EDUCATION PARTNERS, INC	\$33,333.33	
01/30/2023	04901	New Jersey Manufacturers Insurance Compai	\$2,828.00	
01/30/2023	04902	CIT	\$3,155.80	
01/30/2023	04903	Motivated Security Services, Inc.	\$5,092.48	
01/30/2023	04904	Great Minds	\$2,100.00	
01/30/2023	04905	IISC-Education	\$1,249.99	
01/31/2023	04906	Delta-T Group North Jersey, Inc.	\$13,842.60	
01/31/2023	04907	Western Pest Services	\$250.00	
01/31/2023	04908	Verizon	\$434.26	

The total of all checks outstanding this period: \$131,292.91

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 9
Statement Period: Jan 01 2023-Jan 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	621,985.87	Average Collected Balance	558,155.27
Deposits	343,227.00	Interest Earned This Period	0.00
Electronic Deposits	54,461.35	Interest Paid Year-to-Date	0.00
		Annual Percentage Yield Earned	0.00%
Checks Paid	299,745.97	Days in Period	31
Electronic Payments	343,498.90		
Ending Balance	376,429.35		

	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
01/17	DEPOSIT	343,227.00
	Subtotal:	343,227.00

Electronic Deposits

POSTING DATE	DESCRIPTION	AMOUNT
01/25	CCD DEPOSIT, ST OF NEW JERSEY EFT PAYMT 46561448700	14,151.92
01/25	CCD DEPOSIT, ST OF NEW JERSEY EFT PAYMT 46561448700	13,501.68
01/25	CCD DEPOSIT, ST OF NEW JERSEY EFT PAYMT 46561448700	8,103.57
01/25	CCD DEPOSIT, ST OF NEW JERSEY EFT PAYMT 46561448700	7,582.34
01/25	CCD DEPOSIT, ST OF NEW JERSEY EFT PAYMT 46561448700	6,958.54
01/25	CCD DEPOSIT, ST OF NEW JERSEY EFT PAYMT 46561448700	1,989.36
01/25	CCD DEPOSIT, ST OF NEW JERSEY EFT PAYMT 46561448700	387.00
01/25	CCD DEPOSIT, ST OF NEW JERSEY EFT PAYMT 46561448700	340.40
01/25	CCD DEPOSIT, ST OF NEW JERSEY EFT PAYMT 46561448700	329.60
01/25	CCD DEPOSIT, ST OF NEW JERSEY EFT PAYMT 46561448700	283.60
01/25	CCD DEPOSIT, ST OF NEW JERSEY EFT PAYMT 46561448700	276.78
01/25	CCD DEPOSIT, ST OF NEW JERSEY EFT PAYMT 46561448700	275.76
01/25	CCD DEPOSIT, ST OF NEW JERSEY EFT PAYMT 46561448700	216.00
01/25	CCD DEPOSIT, ST OF NEW JERSEY EFT PAYMT 46561448700	64.80
	Subtotal:	54,461.35

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

Begin by adjusting your account register as follows:

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

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

1	Ending Balance	376,429.35
2	Total Deposits	+
3	Sub Total	
4	Total Withdrawals	-
5	Adjusted Balance	

2 DEPOSITS NOT ON STATEMENT	DOLLARS	CENTS
Total Deposits		2

[illegible]

WITHDRAWALS NOT ON STATEMENT	DOLLARS	CENTS
Total Withdrawals		4

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

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

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

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

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

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

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

INTEREST NOTICE

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

FOR CONSUMER LOAN ACCOUNTS ONLY — BILLING RIGHTS SUMMARY

In case of Errors or Questions About Your Bill:

If you think your bill is wrong, or if you need more information about a transaction on your bill, write us at P.O. Box 1377, Lewiston, Maine 04243-1377 as soon as possible. We must hear from you no later than sixty (60) days after we sent you the FIRST bill on which the error or problem appeared. You can telephone us, but doing so will not preserve your rights. In your letter, give us the following information:

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

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

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

**Bank**

America's Most Convenient Bank®

STATEMENT OF ACCOUNT

LINK COMMUNITY CHARTER SCHOOL INC

Page: 3 of 9
 Statement Period: Jan 01 2023-Jan 31 2023
 Cust Ref #: 4302520237-719-E-***
 Primary Account #: 430-2520237

DAILY ACCOUNT ACTIVITY**Checks Paid**

No. Checks: 49

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

DATE	SERIAL NO.	AMOUNT	DATE	SERIAL NO.	AMOUNT
01/03	4472	525.00	01/17	4859	3,450.00
01/24	4718*	20,000.00	01/26	4860	300.00
01/05	4753*	2,510.00	01/18	4861	2,230.00
01/03	4817*	22,500.00	01/17	4862	6,337.75
01/03	4825*	291.66	01/25	4863	3,035.30
01/20	4837*	1,912.00	01/18	4864	373.25
01/18	4838	806.00	01/20	4865	500.00
01/31	4839	880.00	01/17	4866	350.47
01/18	4840	4,879.20	01/17	4867	111.66
01/18	4841	5,781.60	01/17	4868	128.49
01/24	4842	263.00	01/12	4869	1,470.00
01/24	4843	250.00	01/19	4870	289.00
01/23	4844	8,198.82	01/23	4871	1,476.50
01/19	4845	139.00	01/18	4872	61,414.53
01/17	4846	829.80	01/18	4873	1,424.96
01/17	4847	73.28	01/17	4874	6,896.00
01/17	4848	53.12	01/17	4875	252.22
01/18	4850*	2,742.52	01/20	4876	2,828.00
01/17	4852*	291.66	01/23	4877	1,636.03
01/18	4853	4,975.10	01/18	4878	23,600.00
01/17	4854	7,321.60	01/19	4879	2,505.15
01/25	4855	51,528.42	01/24	4881*	1,467.30
01/19	4856	774.88	01/20	4882	6,002.00
01/18	4857	750.46	01/11	4883	33,333.33
01/20	4858	56.91			

Subtotal: 299,745.97

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

**Bank**

America's Most Convenient Bank®

STATEMENT OF ACCOUNT

LINK COMMUNITY CHARTER SCHOOL INC

Page: 4 of 9
Statement Period: Jan 01 2023-Jan 31 2023
Cust Ref #: 4302520237-719-E-***
Primary Account #: 430-2520237

DAILY ACCOUNT ACTIVITY**Electronic Payments**

POSTING DATE	DESCRIPTION	AMOUNT
01/17	eTransfer Debit, Online Xfer Transfer to CK 4301373885	155,728.60
01/17	eTransfer Debit, Online Xfer Transfer to CK 4301373893	16,803.38
01/30	eTransfer Debit, Online Xfer Transfer to CK 4301373885	150,485.41
01/30	eTransfer Debit, Online Xfer Transfer to CK 4301373893	19,281.51
01/31	ACH DEBIT, KAI STRATEGIC OP DEBITS	1,200.00
	Subtotal:	343,498.90

DAILY BALANCE SUMMARY

DATE	BALANCE	DATE	BALANCE
12/31	621,985.87	01/20	581,970.29
01/03	598,669.21	01/23	570,658.94
01/05	596,159.21	01/24	548,678.64
01/11	562,825.88	01/25	548,576.27
01/12	561,355.88	01/26	548,276.27
01/17	705,954.85	01/30	378,509.35
01/18	596,977.23	01/31	376,429.35
01/19	593,269.20		

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

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

Account Number 1127000464
 Statement Date 01/31/2023
 Statement Thru Date 01/31/2023
 Check/Items Enclosed 0
 Page 1

Address Service Requested

00009600 MPBNJDDA020123084139 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

RELATIONSHIP SUMMARY AND CURRENT STATEMENT ACTIVITY

Account Type	Account Number	Interest Paid In 2022	Balance
BUSINESSADVANTAGE CKNG	1127000464	\$0.00	\$459,968.67

BUSINESSADVANTAGE CKNG

Account Number: 1127000464

Account Owner(s): LINK COMMUNITY CHARTER SCHOOL INC

Balance Summary

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

PROMOTIONS AND OFFERS

DRIVE & SAVE. DINE & SAVE.
DO BUSINESS & SAVE.

Provident.Bank | 800.448.7768 |  MEMBER FDIC

MASTERCARD®
 EASY SAVINGS

It makes doing **business** easier.

MEMBER FDIC | 

Happy New Year!
 Thank you for banking with us.



ProvidentBANK
 Commitment you can count on.™
 Provident.Bank | 800.448.7768

IN CASE OF ERRORS OR QUESTIONS ABOUT YOUR ELECTRONIC TRANSFERS

- (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.

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.

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.

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 maybe 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.

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



America's Most Convenient Bank®

E

STATEMENT OF ACCOUNT



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

Page: 1 of 2
Statement Period: Jan 01 2023-Jan 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

Begin by adjusting your account register as follows:

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

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

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

2 DEPOSITS NOT ON STATEMENT	DOLLARS	CENTS
Total Deposits		2

[illegible]

WITHDRAWALS NOT ON STATEMENT	DOLLARS	CENTS
Total Withdrawals		4

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

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

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

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

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

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

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

INTEREST NOTICE

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

FOR CONSUMER LOAN ACCOUNTS ONLY — BILLING RIGHTS SUMMARY

In case of Errors or Questions About Your Bill:

If you think your bill is wrong, or if you need more information about a transaction on your bill, write us at P.O. Box 1377, Lewiston, Maine 04243-1377 as soon as possible. We must hear from you no later than sixty (60) days after we sent you the FIRST bill on which the error or problem appeared. You can telephone us, but doing so will not preserve your rights. In your letter, give us the following information:

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

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

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

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

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



America's Most Convenient Bank®

E

STATEMENT OF ACCOUNT



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

Page: 1 of 2
Statement Period: Jan 01 2023-Jan 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	23,536.87
		Interest Earned This Period	0.00
Ending Balance	23,536.87	Interest Paid Year-to-Date	0.00
		Annual Percentage Yield Earned	0.00%
		Days in Period	31

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

DAILY ACCOUNT ACTIVITY

No Transactions this Statement Period

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

Begin by adjusting your account register as follows:

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

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

1	Ending Balance	23,536.87
2	Total Deposits	+
3	Sub Total	
4	Total Withdrawals	-
5	Adjusted Balance	

2 DEPOSITS NOT ON STATEMENT	DOLLARS	CENTS
Total Deposits		2

[illegible]

WITHDRAWALS NOT ON STATEMENT	DOLLARS	CENTS
Total Withdrawals		4

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

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

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

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

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

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

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

INTEREST NOTICE

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

FOR CONSUMER LOAN ACCOUNTS ONLY — BILLING RIGHTS SUMMARY

In case of Errors or Questions About Your Bill:

If you think your bill is wrong, or if you need more information about a transaction on your bill, write us at P.O. Box 1377, Lewiston, Maine 04243-1377 as soon as possible. We must hear from you no later than sixty (60) days after we sent you the FIRST bill on which the error or problem appeared. You can telephone us, but doing so will not preserve your rights. In your letter, give us the following information:

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

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

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

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



America's Most Convenient Bank®

E

STATEMENT OF ACCOUNT



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

Page: 1 of 2
Statement Period: Jan 01 2023-Jan 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	23,536.87
		Interest Earned This Period	0.00
Ending Balance	23,536.87	Interest Paid Year-to-Date	0.00
		Annual Percentage Yield Earned	0.00%
		Days in Period	31

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

DAILY ACCOUNT ACTIVITY

No Transactions this Statement Period

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

Begin by adjusting your account register as follows:

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

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

1	Ending Balance	23,536.87
2	Total Deposits	+
3	Sub Total	
4	Total Withdrawals	-
5	Adjusted Balance	

2 DEPOSITS NOT ON STATEMENT	DOLLARS	CENTS
Total Deposits		2

[illegible]

WITHDRAWALS NOT ON STATEMENT	DOLLARS	CENTS
Total Withdrawals		4

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

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

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

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

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

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

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

INTEREST NOTICE

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

FOR CONSUMER LOAN ACCOUNTS ONLY — BILLING RIGHTS SUMMARY

In case of Errors or Questions About Your Bill:

If you think your bill is wrong, or if you need more information about a transaction on your bill, write us at P.O. Box 1377, Lewiston, Maine 04243-1377 as soon as possible. We must hear from you no later than sixty (60) days after we sent you the FIRST bill on which the error or problem appeared. You can telephone us, but doing so will not preserve your rights. In your letter, give us the following information:

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

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

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

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

	<u>BANK</u>	<u>BOOKS</u>
BALANCE BEG. OF MONTH	<u>\$ 229,464.20</u>	<u>\$ 224,859.37</u>
RECEIPTS		
Deposits	307,084.53	307,084.53
Total Receipts	<u>307,084.53</u>	<u>307,084.53</u>
Disbursements	349,409.76	346,315.75
Total Disbursements	<u>349,409.76</u>	<u>346,315.75</u>
Balance at End of Month	187,138.97	185,628.15
		0.00
Less: Outstanding Checks	<u>1,510.82</u>	<u>-</u>
ADJUSTED BALANCE END OF MONTH	<u><u>\$ 185,628.15</u></u>	<u><u>\$ 185,628.15</u></u>

Schedule of Outstanding Checks:

<u>Employee Name</u>	<u>Date</u>	<u>Check #</u>	<u>Amount</u>
		1125	92.07
		1153	113.20
		1163	113.20
		1176	92.35
		1179	100.00
		10526	500.00
		10527	500.00
			<u>1,510.82</u>



America's Most Convenient Bank®

E

STATEMENT OF ACCOUNT



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

Page: 1 of 3
Statement Period: Jan 01 2023-Jan 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	229,464.20	Average Collected Balance	169,654.30
Electronic Deposits	307,084.53	Interest Earned This Period	0.00
		Interest Paid Year-to-Date	0.00
Checks Paid	5,207.63	Annual Percentage Yield Earned	0.00%
Electronic Payments	41,017.97	Days in Period	31
Other Withdrawals	303,184.16		
Ending Balance	187,138.97		

	Total for this cycle	Total Year to Date
Grace Period OD/NSF Refund	\$0.00	\$70.00

DAILY ACCOUNT ACTIVITY

Electronic Deposits

POSTING DATE	DESCRIPTION	AMOUNT
01/03	CCD DEPOSIT, PAYLOCITY CORPOR TAX COL	870.52
01/17	eTransfer Credit, Online Xfer Transfer from CK 4302520237	155,728.60
01/30	eTransfer Credit, Online Xfer Transfer from CK 4302520237	150,485.41
Subtotal:		307,084.53

Checks Paid

No. Checks: 22

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

DATE	SERIAL NO.	AMOUNT	DATE	SERIAL NO.	AMOUNT
01/30	1116	1,227.86	01/06	1147	92.35
01/23	1118*	92.35	01/09	1148	92.35
01/19	1120*	92.35	01/31	1150*	92.35
01/10	1122*	92.35	01/30	1166*	92.35
01/10	1126*	92.35	01/03	1169*	100.00
01/18	1128*	92.35	01/17	1174*	100.00
01/17	1130*	92.35	01/09	1183*	100.00
01/03	1132*	100.00	01/04	1184	100.00
01/06	1133	92.35	01/03	1185	100.00
01/03	1144*	135.85	01/25	10522*	1,000.00
01/31	1146*	114.45	01/30	10525*	1,113.62
			Subtotal:		5,207.63

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

Begin by adjusting your account register as follows:

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

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

1	Ending Balance	187,138.97
2	Total Deposits	+
3	Sub Total	
4	Total Withdrawals	-
5	Adjusted Balance	

2 DEPOSITS NOT ON STATEMENT	DOLLARS	CENTS
Total Deposits		2

[illegible]

WITHDRAWALS NOT ON STATEMENT	DOLLARS	CENTS
Total Withdrawals		4

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

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

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

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

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

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

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

INTEREST NOTICE

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

FOR CONSUMER LOAN ACCOUNTS ONLY — BILLING RIGHTS SUMMARY

In case of Errors or Questions About Your Bill:

If you think your bill is wrong, or if you need more information about a transaction on your bill, write us at P.O. Box 1377, Lewiston, Maine 04243-1377 as soon as possible. We must hear from you no later than sixty (60) days after we sent you the FIRST bill on which the error or problem appeared. You can telephone us, but doing so will not preserve your rights. In your letter, give us the following information:

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

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

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

**Bank**

America's Most Convenient Bank®

STATEMENT OF ACCOUNTLINK COMMUNITY CHARTER SCHOOL INC
PAYROLL ACCOUNT

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

DAILY ACCOUNT ACTIVITY**Electronic Payments**

POSTING DATE	DESCRIPTION	AMOUNT
01/05	eTransfer Debit, Online Xfer Transfer to CK 4301373893	19,883.68
01/05	eTransfer Debit, Online Xfer Transfer to CK 4301373893	19,883.68
01/13	CCD DEBIT, N7728 LINK COMMU BILLING N7728	612.56
01/13	CCD DEBIT, N7728 LINK COMMU BILLING N7728	198.95
01/20	CCD DEBIT, PAYLOCITY CORPOR TAX COL	15.43
01/31	CCD DEBIT, N7728 LINK COMMU BILLING N7728	423.67
	Subtotal:	41,017.97

Other Withdrawals

POSTING DATE	DESCRIPTION	AMOUNT
01/12	WIRE TRANSFER OUTGOING, Paylocity Corporation	109,172.51
01/12	WIRE TRANSFER OUTGOING, Paylocity Corporation	44,829.91
01/12	WIRE TRANSFER FEE	30.00
01/12	WIRE TRANSFER FEE	30.00
01/30	WIRE TRANSFER OUTGOING, Paylocity Corporation	105,983.46
01/30	WIRE TRANSFER OUTGOING, Paylocity Corporation	43,078.28
01/30	WIRE TRANSFER FEE	30.00
01/30	WIRE TRANSFER FEE	30.00
	Subtotal:	303,184.16

DAILY BALANCE SUMMARY

DATE	BALANCE	DATE	BALANCE
12/31	229,464.20	01/17	190,132.08
01/03	229,898.87	01/18	190,039.73
01/04	229,798.87	01/19	189,947.38
01/05	190,031.51	01/20	189,931.95
01/06	189,846.81	01/23	189,839.60
01/09	189,654.46	01/25	188,839.60
01/10	189,469.76	01/30	187,769.44
01/12	35,407.34	01/31	187,138.97
01/13	34,595.83		

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

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

	<u>BANK</u>	<u>BOOKS</u>
<u>BALANCE BEG. OF MONTH</u>	<u>\$ 18,605.07</u>	<u>\$ 15,102.57</u>
<u>RECEIPTS</u>		
Deposits /Interests	75,852.25	75,852.25
 Total Receipts	 <u>75,852.25</u>	 <u>75,852.25</u>
-		
Cash Disbursements	47,069.52	47,269.52
 Balance at End of Month	 47,387.80	 43,685.30
 Outstanding Checks	 3,702.50	
 <u>ADJUSTED BALANCE END OF MONTH</u>	 <u>43,685.30</u>	 <u>\$ 43,685.30</u>

<u>Employee Name</u>	<u>Date</u>	<u>Check #</u>	<u>Amount</u>
AXA		1212	3,502.50
AXA		1230	200.00
			 <u>3,702.50</u>



America's Most Convenient Bank®

E

STATEMENT OF ACCOUNT



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

Page: 1 of 3
Statement Period: Jan 01 2023-Jan 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	18,605.07	Average Collected Balance	36,443.78
Electronic Deposits	75,852.25	Interest Earned This Period	0.00
		Interest Paid Year-to-Date	0.00
Checks Paid	4,926.38	Annual Percentage Yield Earned	0.00%
Electronic Payments	42,143.14	Days in Period	31
Ending Balance	47,387.80		

	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
01/05	eTransfer Credit, Online Xfer Transfer from CK 4301373885	19,883.68
01/05	eTransfer Credit, Online Xfer Transfer from CK 4301373885	19,883.68
01/17	eTransfer Credit, Online Xfer Transfer from CK 4302520237	16,803.38
01/30	eTransfer Credit, Online Xfer Transfer from CK 4302520237	19,281.51
Subtotal:		75,852.25

Checks Paid

No. Checks: 2

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

DATE	SERIAL NO.	AMOUNT
01/20	1227	1,686.38
01/18	1229*	3,240.00

Subtotal: 4,926.38

Electronic Payments

POSTING DATE	DESCRIPTION	AMOUNT
01/06	CCD DEBIT, BENEFLEX INC BT0105 000000205002229	105.83
01/10	CCD DEBIT, DIV OF PENS&BENE TEPS TPAF 000000000992418	18,569.48
01/10	CCD DEBIT, DIV OF PENS&BENE TEPS PERS 000000000992450	12,103.03
01/26	CCD DEBIT, BENEFLEX INC FUNDING BENLINK	11,364.80
Subtotal:		42,143.14

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



How to Balance your Account

Begin by adjusting your account register as follows:

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

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

1	Ending Balance	47,387.80
2	Total Deposits	+
3	Sub Total	
4	Total Withdrawals	-
5	Adjusted Balance	

2	DOLLARS	CENTS
DEPOSITS NOT ON STATEMENT		
Total Deposits		2

[illegible]

WITHDRAWALS NOT ON STATEMENT	DOLLARS	CENTS
Total Withdrawals		4

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

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

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

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

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

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

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

INTEREST NOTICE

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

FOR CONSUMER LOAN ACCOUNTS ONLY — BILLING RIGHTS SUMMARY

In case of Errors or Questions About Your Bill:

If you think your bill is wrong, or if you need more information about a transaction on your bill, write us at P.O. Box 1377, Lewiston, Maine 04243-1377 as soon as possible. We must hear from you no later than sixty (60) days after we sent you the FIRST bill on which the error or problem appeared. You can telephone us, but doing so will not preserve your rights. In your letter, give us the following information:

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

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

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



America's Most Convenient Bank®

STATEMENT OF ACCOUNT

LINK COMMUNITY CHARTER SCHOOL INC
PAYROLL AGENCY ACCOUNT

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

DAILY BALANCE SUMMARY

DATE	BALANCE	DATE	BALANCE
12/31	18,605.07	01/18	41,157.47
01/05	58,372.43	01/20	39,471.09
01/06	58,266.60	01/26	28,106.29
01/10	27,594.09	01/30	47,387.80
01/17	44,397.47		

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

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

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



America's Most Convenient Bank®

E

STATEMENT OF ACCOUNT



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

Page: 1 of 2
Statement Period: Jan 01 2023-Jan 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

Begin by adjusting your account register as follows:

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

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

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

2 DEPOSITS NOT ON STATEMENT	DOLLARS	CENTS
Total Deposits		2

[illegible]

WITHDRAWALS NOT ON STATEMENT	DOLLARS	CENTS
Total Withdrawals		4

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

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

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

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

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

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

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

INTEREST NOTICE

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

FOR CONSUMER LOAN ACCOUNTS ONLY — BILLING RIGHTS SUMMARY

In case of Errors or Questions About Your Bill:

If you think your bill is wrong, or if you need more information about a transaction on your bill, write us at P.O. Box 1377, Lewiston, Maine 04243-1377 as soon as possible. We must hear from you no later than sixty (60) days after we sent you the FIRST bill on which the error or problem appeared. You can telephone us, but doing so will not preserve your rights. In your letter, give us the following information:

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

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

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

Acct #	Account Title	Opening Balance	Debits	Credits	Balance
10-101	CASH-CHECKING	0.00	4,833,205.18	4,188,771.91	644,433.27
10-103	PETTY CASH	0.00	0.00	0.00	0.00
10-105	Cash with Fiscal Agents	0.00	0.00	0.00	0.00
10-106	Charter Escrow	0.00	75,000.00	0.00	75,000.00
10-108	Impact Aid Rsv (General)	0.00	0.00	0.00	0.00
10-109	Impact Aid Rsv (Capital)	0.00	0.00	0.00	0.00
10-111	INVESTMENTS	0.00	0.00	0.00	0.00
10-114	INTEREST ON INV	0.00	0.00	0.00	0.00
10-116	CAPITAL RSV ACT	0.00	0.00	0.00	0.00
10-117	Maintenance Reserve	0.00	0.00	0.00	0.00
10-118	Emergency Reserve	0.00	0.00	0.00	0.00
10-121	TAX LEVY RECVBL	0.00	5,814,185.00	1,509,796.76	4,304,388.24
10-131	I/F LOANS REC	0.00	0.00	0.00	0.00
10-132	INTERFUND	0.00	0.00	0.00	0.00
10-133	Enterprise	0.00	138,929.40	138,278.01	651.39
10-134	Interfund Payroll	0.00	151,858.64	0.00	151,858.64
10-135	Interfund-Payroll Agency	0.00	20,376.23	0.00	20,376.23
10-137	Student Activity	0.00	0.00	0.00	0.00
10-141	STATE A/R	0.00	283,320.00	1,475,886.75	(1,192,566.75)
10-142	FEDERAL A/R	0.00	0.00	0.00	0.00
10-143	OTHER A/R	0.00	0.00	0.00	0.00
10-151	LOANS RECEIVBL	0.00	0.00	0.00	0.00
10-153	OTHER ACC RECBL	0.00	0.00	0.00	0.00
10-199	OTH CURR ASSETS	0.00	0.00	0.00	0.00
10-301	EST REVENUES	6,311,314.00	0.00	0.00	6,311,314.00
10-302	REVENUES	0.00	0.00	6,177,698.54	6,177,698.54
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	0.00	0.00	0.00	0.00
10-421	ACCTS PAYABLE	0.00	424,165.60	0.00	(424,165.60)
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 01/31/23

Printed: 2/10/2023, 10:06:13PM

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	(52,981.43)	0.00	52,981.43
10-462	FSA	0.00	0.00	0.00	0.00
10-463	Accrued Salaries	0.00	0.00	0.00	0.00
10-481	DEFRRD REVENUES	0.00	0.00	0.00	0.00
10-488	TPAF	0.00	2,219.07	0.00	(2,219.07)
10-489	PERS	0.00	0.00	0.00	0.00
10-499	OTHER CURR LIAB	0.00	0.00	0.00	0.00
10-601	APPROPRIATIONS	6,266,249.16	0.00	48,000.00	6,314,249.16
10-602	EXPENDITURES	0.00	3,504,204.40	0.00	3,504,204.40
10-603	ENCUMBRANCES	0.00	5,919,005.00	3,504,204.40	2,414,800.60
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	3,504,204.40	5,919,005.00	2,414,800.60
10-754	RSV ENC PRI YR	0.00	0.00	0.00	0.00
10-755	Res Fund Bal Bus Ad Rsv Fuel	0.00	0.00	0.00	0.00
10-756	Res Fund Impact Aid Rsv (Gen)	0.00	0.00	0.00	0.00
10-757	Res Fund Impact Aid Rsv (Cap)	0.00	0.00	0.00	0.00
10-760	OTHER RESERVES	0.00	0.00	1,704,050.12	1,704,050.12
10-761	RES FB-CA RS AC	0.00	0.00	0.00	0.00
10-763	Res Fund Bal S/L Rsv	0.00	0.00	0.00	0.00
10-764	Res Fund Bal Maint Rsv	0.00	0.00	0.00	0.00
10-765	Res Fund Bal Tuition Rsv	0.00	0.00	0.00	0.00
10-766	Res Fund Bal Emer. Rsv	0.00	0.00	0.00	0.00
10-768	Res Fund Bal Waiver Offset Rsv	0.00	0.00	0.00	0.00
10-770	CE SURPLUS	0.00	0.00	0.00	0.00
10-772	Res Fund Bal ARRA/SEMI	0.00	0.00	0.00	0.00
			<hr/>	<hr/>	
			24,665,691.49	24,665,691.49	

Acct #	Account Title	Opening Balance	Debits	Credits	Balance
20-101	CASH-CHECKING	0.00	539,779.04	479,107.20	60,671.84
20-102	Cash on Hand	0.00	0.00	0.00	0.00
20-111	INVESTMENTS	0.00	0.00	0.00	0.00
20-114	INTEREST ON INV	0.00	0.00	0.00	0.00
20-116	CAPITAL RSV ACC	0.00	0.00	0.00	0.00
20-121	TAX LEVY RECVBL	0.00	0.00	0.00	0.00
20-131	I/F LOANS REC	0.00	0.00	0.00	0.00
20-132	INTERFUND A/R	0.00	230,293.75	0.00	230,293.75
20-141	STATE A/R	0.00	0.00	0.00	0.00
20-142	FEDERAL A/R	0.00	0.00	401,903.30	(401,903.30)
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	137,875.74	137,875.74
20-303	BGTD FUND BAL	2,196,460.35	0.00	0.00	2,196,460.35
20-307	BGT WD FROM CR	0.00	0.00	0.00	0.00
20-402	I/F ACCTS PAYABLE	0.00	0.00	0.00	0.00
20-411	I/G A/P - STATE	0.00	0.00	0.00	0.00
20-412	I/G A/P-FEDERAL	0.00	0.00	0.00	0.00
20-421	ACCTS PAYABLE	0.00	73,660.79	0.00	(73,660.79)
20-422	JUDGMENTS PBLE	0.00	0.00	0.00	0.00
20-423	A/P PRIOR YEAR	0.00	0.00	0.00	0.00
20-430	COMP ABS PBLE	0.00	0.00	0.00	0.00
20-431	CONTRACTS PBLE	0.00	0.00	0.00	0.00
20-451	LOANS PAYABLE	0.00	0.00	0.00	0.00
20-481	DEFRRD REVENUES	0.00	0.00	0.00	0.00
20-499	OTHER CURR LIAB	0.00	0.00	0.00	0.00
20-601	APPROPRIATIONS	2,196,460.35	0.00	0.00	2,196,460.35
20-602	EXPENDITURES	0.00	175,152.66	0.00	175,152.66
20-603	ENCUMBRANCES	0.00	383,001.42	175,152.66	207,848.76
20-604	INCR IN CAP RSV	0.00	0.00	0.00	0.00
20-753	RSV ENC CURR YR	0.00	175,152.66	383,001.42	207,848.76
20-754	RSV ENC PRI YR	0.00	0.00	0.00	0.00
20-760	OTHER RESERVES	0.00	0.00	0.00	0.00
20-761	RSV FD BAL CR	0.00	0.00	0.00	0.00
20-770	CE SURPLUS	0.00	0.00	0.00	0.00
			<hr/>	<hr/>	
			1,577,040.32	1,577,040.32	

Link Community Charter School Trial Balance Sheet for Fund 60 (Enterprise Fund)

FY2023 Data is Posted to 01/31/23

Printed: 2/10/2023, 10:07:06PM

Acct #	Account Title	Opening Balance	Debits	Credits	Balance
60-101	CASH-CHECKING	0.00	300,744.28	277,207.41	23,536.87
60-102	Cash on Hand	0.00	0.00	0.00	0.00
60-111	INVESTMENTS	0.00	0.00	0.00	0.00
60-114	INTEREST ON INV	0.00	0.00	0.00	0.00
60-121	TAX LEVY RECVBL	0.00	0.00	0.00	0.00
60-131	I/F LOANS REC	0.00	0.00	0.00	0.00
60-133	Interfund-Fund 10	0.00	138,278.01	137,558.95	719.06
60-135	Interfund-Student Activity	0.00	0.00	1,370.45	(1,370.45)
60-141	STATE A/R	0.00	0.00	299.88	(299.88)
60-142	FEDERAL A/R	0.00	0.00	18,899.59	(18,899.59)
60-143	OTHER A/R	0.00	0.00	0.00	0.00
60-151	LOANS RECEIVBL	0.00	0.00	0.00	0.00
60-153	Other Receivable	0.00	0.00	0.00	0.00
60-199	OTH CURR ASSETS	0.00	0.00	0.00	0.00
60-301	EST REVENUES	0.00	0.00	0.00	0.00
60-302	REVENUES	0.00	0.00	119,078.54	119,078.54
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	107,535.96	0.00	107,535.96
60-603	ENCUMBRANCES	0.00	110,000.00	107,535.96	2,464.04
60-753	RSV ENC CURR YR	0.00	107,535.96	110,000.00	2,464.04
60-754	RSV ENC PRI YR	0.00	0.00	0.00	0.00
60-760	OTHER RESERVES	0.00	0.00	23,536.87	23,536.87
60-770	CE SURPLUS	0.00	0.00	0.00	0.00
			<hr/>	<hr/>	
			795,487.65	795,487.65	

Acct #	Account Title	Opening Balance	Debits	Credits	Balance
90-101	CASH-CHECKING	0.00	2,460,664.52	2,275,036.37	185,628.15
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 RECVBL	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	2,275,036.37	2,460,664.52	185,628.15
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/>	
			4,735,700.89	4,735,700.89	

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

FY2023 Data is Posted to 01/31/23

Printed: 2/10/2023, 10:08:32PM

Acct #	Account Title	Opening Balance	Debits	Credits	Balance
91-101	CASH-CHECKING	0.00	308,361.38	264,676.08	43,685.30
91-102	Payroll Agency	0.00	0.00	0.00	0.00
91-103	Unemployment	0.00	0.00	0.00	0.00
91-111	INVESTMENTS	0.00	0.00	0.00	0.00
91-114	INTEREST ON INV	0.00	0.00	0.00	0.00
91-121	TAX LEVY RECVBL	0.00	0.00	0.00	0.00
91-131	I/F LOANS REC	0.00	0.00	0.00	0.00
91-132	Interfund Accounts Receivable	0.00	0.00	20,376.23	(20,376.23)
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	19,265.00	22,605.00	3,340.00
91-473	AFLAC	0.00	5,131.85	3,749.72	(1,382.13)
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	8,070.55	8,070.55
91-483	Withholding-TSA	0.00	0.00	0.00	0.00
91-484	vision	0.00	225.82	1,114.06	888.24
91-485	Dental	0.00	71,623.63	13,821.59	(57,802.04)
91-486	Dependent Care	0.00	0.00	3,171.10	3,171.10
91-487	Garnishment	0.00	0.00	0.00	0.00
91-488	TPAF Payable	0.00	101,426.78	95,767.12	(5,659.66)
91-489	PERS Payable	0.00	63,145.77	61,895.44	(1,250.33)
91-490	UNPDT	0.00	0.00	0.00	0.00
91-491	DCRP	0.00	3,857.23	2,405.48	(1,451.75)
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

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/>	
			573,037.46	573,037.46	

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

FY2023 Data is Posted to 01/31/23

Printed: 2/10/2023, 10:08:58PM

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	

Interim Balance Sheet

<u>ASSETS AND RESOURCES</u>			
ASSETS			
101 Cash in checking account	\$	644,433.27	
102-106 Other cash equivalents	\$	75,000.00	
Total cash			\$ 719,433.27
111 Investments			\$ 0.00
114 Investment interest receivable			\$ 0.00
121 Tax levy receivable			\$ 4,304,388.24
Accounts receivable			
132 Interfund	\$	172,886.26	
141 Intergovernmental - state	\$	(1,192,566.75)	
142 Intergovernmental - federal	\$	0.00	
143 Intergovernmental - other	\$	0.00	
153 Other Accounts Receivable	\$	0.00	
			\$ (1,019,680.49)
Loans receivable			
131 Interfund	\$	0.00	
151 Other Loans Receivable	\$	0.00	
			\$ 0.00
199 Other current assets			\$ 0.00
RESOURCES			
301 Estimated revenues (from adjusted budget)	\$	6,311,314.00	
302 Less: revenues collected or accrued	\$	(6,177,698.54)	
			\$ 133,615.46
TOTAL ASSETS AND RESOURCES			\$ 4,137,756.48
<u>LIABILITIES AND FUND EQUITY</u>			
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	\$	(424,165.60)	
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	\$	52,981.43	
481 Deferred revenues	\$	0.00	
499 Other current liabilities	\$	0.00	
Total liabilities			\$ (371,184.17)

FUND EQUITY

Appropriated:

753 Reserve for encumbrances - current year				\$	2,414,800.60	
754 Reserve for encumbrances - prior year				\$	0.00	
760 Other reserves				\$	1,704,050.12	
771 Designated Fund Balance				\$	0.00	
772 Designated Fund Balance - ARRA/SEMI				\$	0.00	
601 Appropriations			\$	6,314,249.16		
602 Less: expenditures	\$	3,504,204.40				
603 Less: encumbrances	\$	2,414,800.60	\$	(5,919,005.00)	\$	395,244.16
Appropriations less expenditures						\$ 4,514,094.88

Unappropriated:

770 Fund Balance, July 1, 2022	\$	0.00	
303 Less: budgeted fund balance	\$	(2,935.16)	
Unappropriated fund balance			\$ (2,935.16)
Total fund equity			\$ 4,511,159.72

TOTAL LIABILITIES AND FUND EQUITY

\$ 4,139,975.55

RECAPITULATION OF FUND BALANCE - CURRENT YEAR ACTIVITY

	Budgeted	Actual	Variance
Appropriations	\$ 6,314,249.16	\$ 5,919,005.00	\$ 395,244.16
Less: Revenues	\$ (6,311,314.00)	\$ (6,177,698.54)	\$ (133,615.46)
Subtotal	\$ 2,935.16	\$ (258,693.54)	\$ 261,628.70
Less: adjustment to appropriations for Prior Year Encumbrances	\$ 0.00	\$ 0.00	\$ 0.00
Total current year budgeted fund balance	\$ 2,935.16	\$ (258,693.54)	\$ 261,628.70
Add: Unappropriated fund balance			\$ (2,935.16)
Total of budgeted and unappropriated fund balance			\$ 258,693.54

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	(258,693.54)	261,628.70
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	5,452,477.54	(20,193.54)
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	725,221.00	153,809.00
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		6,266,249.16	48,000.00	6,314,249.16	5,919,005.00	395,244.16

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	(132,500.00)	2,816,076.33	1,530,708.86	1,140,443.42	144,924.05	0.00
Administrative		2,126,354.19	132,500.00	2,258,854.19	1,214,015.96	843,327.32	201,510.91	0.00
Support Services		1,143,818.64	48,000.00	1,191,818.64	750,987.08	401,059.86	39,771.70	0.00
Grand Totals for fund 11:		6,218,749.16	48,000.00	6,266,749.16	3,495,711.90	2,384,830.60	386,206.66	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	8,492.50	29,970.00	9,037.50	0.00
Grand Totals for fund 12:		47,500.00	0.00	47,500.00	8,492.50	29,970.00	9,037.50	0.00
Grand Totals for all Subfunds of Fund 10:		6,266,249.16	48,000.00	6,314,249.16	3,504,204.40	2,414,800.60	395,244.16	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	(258,693.54)	261,628.70
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	20,193.54	(20,193.54)
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	0.00	153,809.00
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	5,919,005.00	395,244.16

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

Expend. Account #	Account Title	Original Bgt	New App/Tmsf	Revised Bgt	Expenditures	Encumbrances	Avail Balance	Refunds
11-110-100-101	Kindergarten - Sal of Teachers	442,999.40	(72,500.00)	370,499.40	101,408.88	258,591.12	10,499.40	0.00
11-120-100-101	Grade 5 Teacher	304,561.02	(60,000.00)	244,561.02	0.00	244,561.02	0.00	0.00
11-130-100-101	Grade 7-8 Teacher	1,502,206.75	(100,000.00)	1,402,206.75	920,757.61	481,449.14	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	60,000.00	341,750.16	249,174.22	20,765.87	71,810.07	0.00
11-190-100-610	General Supplies	63,390.00	0.00	63,390.00	28,507.16	25,134.73	9,748.11	0.00
11-190-100-640	Textbooks	47,450.00	0.00	47,450.00	16,724.50	21,192.80	9,532.70	0.00
11-190-100-890	Miscellaneous Expense	54,000.00	0.00	54,000.00	10,710.50	500.00	42,789.50	0.00
11-200-100-101	Special Education Teacher	212,219.00	0.00	212,219.00	123,970.37	88,248.63	0.00	0.00
11-421-100-105	Stipends	40,000.00	40,000.00	80,000.00	79,455.62	0.00	544.38	0.00
Instructional Expense		2,948,576.33	(132,500.00)	2,816,076.33	1,530,708.86	1,140,443.42	144,924.05	0.00
11-000-230-100	Salaries	1,079,286.05	0.00	1,079,286.05	521,144.65	558,141.40	0.00	0.00
11-000-230-300	Purch Prof/Tech Svc	70,490.00	60,000.00	130,490.00	74,641.63	55,848.37	0.00	0.00
11-000-230-331	Judgements Against Charters	35,000.00	0.00	35,000.00	15,636.96	12,098.04	7,265.00	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	0.00	34,585.00	18,987.69	8,862.30	6,735.01	0.00
11-000-230-590	Other Purchased Services (400-500 Series)	68,800.00	0.00	68,800.00	31,453.87	4,226.00	33,120.13	0.00
11-000-230-610	Supplies & Materials	7,000.00	0.00	7,000.00	961.00	284.00	5,755.00	0.00
11-000-230-890	Miscellaneous Expense	2,400.00	0.00	2,400.00	3,119.57	1,662.00	(2,381.57)	0.00
11-000-291-230	Benefits - SS & Medicare	278,531.39	0.00	278,531.39	148,560.90	129,970.49	0.00	0.00
11-000-291-232	Benefits - NJ State Pension	124,816.00	0.00	124,816.00	0.00	0.00	124,816.00	0.00
11-000-291-250	State Unemployment Ins	55,502.00	0.00	55,502.00	2,807.43	52,694.57	0.00	0.00
11-000-291-260	Benefits - Workman's Comp	32,300.00	0.00	32,300.00	22,624.00	9,676.00	0.00	0.00
11-000-291-270	Benefits - Health Insurance	314,343.75	0.00	314,343.75	300,589.80	7,552.61	6,201.34	0.00
11-000-291-290	Benefits - FlexSpending Fees	3,300.00	72,500.00	75,800.00	73,488.46	2,311.54	0.00	0.00
Administrative		2,126,354.19	132,500.00	2,258,854.19	1,214,015.96	843,327.32	201,510.91	0.00
11-000-216-300	Purch Prof/Tech Svc	71,000.00	0.00	71,000.00	23,706.25	22,518.75	24,775.00	0.00
11-000-240-110	Supp Svcs - Salaries	322,388.64	0.00	322,388.64	170,843.72	151,544.92	0.00	0.00
11-000-240-500	Other Purchased Services (400-500 Series)	201,820.00	0.00	201,820.00	127,878.87	64,844.20	9,096.93	0.00
11-000-262-441	Rental of Land & Bldgs	352,000.00	48,000.00	400,000.00	299,999.97	100,000.03	0.00	0.00
11-000-262-520	Insurance	81,260.00	0.00	81,260.00	76,268.81	1,027.19	3,964.00	0.00
11-000-262-610	Supplies & Materials	23,800.00	0.00	23,800.00	16,090.72	5,709.28	2,000.00	0.00
11-000-262-620	Energy Costs	86,550.00	0.00	86,550.00	33,971.57	52,578.43	0.00	0.00
11-000-262-890	Miscellaneous Expense	5,000.00	0.00	5,000.00	2,227.17	2,837.06	(64.23)	0.00
Support Services		1,143,818.64	48,000.00	1,191,818.64	750,987.08	401,059.86	39,771.70	0.00
Grand Totals for fund 11:		6,218,749.16	48,000.00	6,266,749.16	3,495,711.90	2,384,830.60	386,206.66	0.00

Fund 12 (Capital Outlay Fund)

Expend. Account #	Account Title	Original Bgt	New App/Tmsf	Revised Bgt	Expenditures	Encumbrances	Avail Balance	Refunds
12-000-100-730	Instructional Equipment	47,500.00	0.00	47,500.00	8,492.50	29,970.00	9,037.50	0.00
Capital Outlay		47,500.00	0.00	47,500.00	8,492.50	29,970.00	9,037.50	0.00
Grand Totals for fund 12:		47,500.00	0.00	47,500.00	8,492.50	29,970.00	9,037.50	0.00

Grand Totals for all Subfunds of Fund 10:	6,266,249.16	48,000.00	6,314,249.16	3,504,204.40	2,414,800.60	395,244.16	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

2/11/23

Date

Interim Balance Sheet**ASSETS AND RESOURCES**

ASSETS		
101 Cash in checking account	\$ 60,671.84	
102-106 Other cash equivalents	\$ 0.00	
Total cash		\$ 60,671.84
111 Investments		\$ 0.00
114 Investment interest receivable		\$ 0.00
121 Tax levy receivable		\$ 0.00
Accounts receivable		
132 Interfund	\$ 230,293.75	
141 Intergovernmental - state	\$ 0.00	
142 Intergovernmental - federal	\$ (401,903.30)	
143 Intergovernmental - other	\$ 0.00	
153 Other Accounts Receivable	\$ 0.00	
		\$ (171,609.55)
Loans receivable		
131 Interfund	\$ 0.00	
151 Other Loans Receivable	\$ 0.00	
		\$ 0.00
199 Other current assets		\$ 0.00
RESOURCES		
301 Estimated revenues (from adjusted budget)	\$ 0.00	
302 Less: revenues collected or accrued	\$ (137,875.74)	
		\$ (137,875.74)
TOTAL ASSETS AND RESOURCES		\$ (248,813.45)

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	\$ (73,660.79)	
422 Judgments payable	\$ 0.00	
430 Compensated absences payable	\$ 0.00	
431 Contracts payable	\$ 0.00	
451 Loans payable	\$ 0.00	
481 Deferred revenues	\$ 0.00	
499 Other current liabilities	\$ 0.00	
Total liabilities		\$ (73,660.79)

FUND EQUITY

Appropriated:

753 Reserve for encumbrances - current year			\$	207,848.76		
754 Reserve for encumbrances - prior year			\$	0.00		
760 Other reserves			\$	0.00		
771 Designated Fund Balance			\$	0.00		
601 Appropriations		\$	2,196,460.35			
602 Less: expenditures	\$	175,152.66				
603 Less: encumbrances	\$	207,848.76	\$	(383,001.42)	\$	1,813,458.93
Appropriations less expenditures					\$	2,021,307.69
Unappropriated:						
770 Fund Balance, July 1, 2022			\$	0.00		
303 Less: budgeted fund balance			\$	(2,196,460.35)		
Unappropriated fund balance					\$	(2,196,460.35)
Total fund equity					\$	(175,152.66)
TOTAL LIABILITIES AND FUND EQUITY					\$	(248,813.45)

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	2,196,460.35	0.00	2,196,460.35	245,125.68	1,951,334.67
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		2,196,460.35	0.00	2,196,460.35	383,001.42	1,813,458.93

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		241,091.00	0.00	241,091.00	102,295.22	69,802.32	68,993.46	0.00
IDEA Part B		81,177.00	0.00	81,177.00	4,668.54	40,331.46	36,177.00	0.00
ESSER II		495,383.00	0.00	495,383.00	27,320.02	0.00	468,062.98	0.00
Accelerated Learning		0.00	0.00	0.00	0.00	13,660.01	(13,660.01)	0.00
Mental Health		45,000.00	0.00	45,000.00	17,869.50	27,130.50	0.00	0.00
ARP ESSER		949,658.63	0.00	949,658.63	0.00	0.00	949,658.63	0.00
ARP ESSER-Accelerated Learning Coaching		50,000.00	0.00	50,000.00	0.00	0.00	50,000.00	0.00
ARP-ESSER Evidence Based Summer		40,000.00	0.00	40,000.00	0.00	0.00	40,000.00	0.00
Emergent Grants		16,708.50	0.00	16,708.50	0.00	0.00	16,708.50	0.00
Charter Grant		277,442.22	0.00	277,442.22	22,999.38	56,924.47	197,518.37	0.00
Grand Totals for fund 20:		2,196,460.35	0.00	2,196,460.35	175,152.66	207,848.76	1,813,458.93	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	2,196,460.35	0.00	2,196,460.35	245,125.68	1,951,334.67
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	137,875.74	(137,875.74)
Grand Totals		2,196,460.35	0.00	2,196,460.35	383,001.42	1,813,458.93

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
20-231-100-100	Title I Sal for Inst	0.00	0.00	0.00	38,853.00	0.00	(38,853.00)	0.00
20-231-100-300	Purchased Services	200,000.00	0.00	200,000.00	35,611.50	69,335.80	95,052.70	0.00
20-231-100-600	Supplies	41,091.00	0.00	41,091.00	27,830.72	466.52	12,793.76	0.00
Title IA - Improving Basic Pgms		241,091.00	0.00	241,091.00	102,295.22	69,802.32	68,993.46	0.00
20-250-200-300	Professional Services	81,177.00	0.00	81,177.00	4,668.54	40,331.46	36,177.00	0.00
IDEA Part B		81,177.00	0.00	81,177.00	4,668.54	40,331.46	36,177.00	0.00
20-483-100-101	Instruction- Sal of Teacher	265,473.00	0.00	265,473.00	27,320.02	0.00	238,152.98	0.00
20-483-100-300	Purchased Services-Instruction	123,721.00	0.00	123,721.00	0.00	0.00	123,721.00	0.00
20-483-100-600	Instructional Supplies	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	27,320.02	0.00	468,062.98	0.00
20-484-100-101	Instruction- Sal of Teacher	0.00	0.00	0.00	0.00	13,660.01	(13,660.01)	0.00
Accelerated Learning		0.00	0.00	0.00	0.00	13,660.01	(13,660.01)	0.00
20-485-200-300	CRRSA - Mental Health Grant	45,000.00	0.00	45,000.00	17,869.50	27,130.50	0.00	0.00
Mental Health		45,000.00	0.00	45,000.00	17,869.50	27,130.50	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	0.00	0.00	36,416.97	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	0.00	949,658.63	0.00	0.00	949,658.63	0.00
20-488-100-300	Purchased Services-Instruction	50,000.00	0.00	50,000.00	0.00	0.00	50,000.00	0.00
ARP ESSER-Accelerated Learning Coaching		50,000.00	0.00	50,000.00	0.00	0.00	50,000.00	0.00
20-489-100-300	Purchased Services-Instruction	40,000.00	0.00	40,000.00	0.00	0.00	40,000.00	0.00
ARP-ESSER Evidence Based Summer		40,000.00	0.00	40,000.00	0.00	0.00	40,000.00	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	31,332.05	0.00	31,332.05	0.00	0.00	31,332.05	0.00
20-500-100-300	Purchased Services	88,083.33	0.00	88,083.33	0.00	0.00	88,083.33	0.00
20-500-100-600	Supplies	125,307.37	0.00	125,307.37	22,999.38	25,575.47	76,732.52	0.00
20-500-200-300	Benefits	24,653.00	0.00	24,653.00	0.00	0.00	24,653.00	0.00
20-500-200-800	Other Objects	8,066.47	0.00	8,066.47	0.00	31,349.00	(23,282.53)	0.00
Charter Grant		277,442.22	0.00	277,442.22	22,999.38	56,924.47	197,518.37	0.00
Grand Totals for fund 20:		2,196,460.35	0.00	2,196,460.35	175,152.66	207,848.76	1,813,458.93	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

2/11/23

Date

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:04906	1/31/23	Delta-T Group North Jersey, Inc.			
		Substitutes & Paras 2022-23	1,059.50	P202300074	11-190-100-320-000-045
		Substitutes & Paras 2022-23	3,564.80	P202300074	11-190-100-320-000-045
		Substitutes & Paras 2022-23	604.50	P202300074	11-190-100-320-000-045
		Substitutes & Paras 2022-23	806.00	P202300074	11-190-100-320-000-045
		Substitutes & Paras 2022-23	4,182.80	P202300074	11-190-100-320-000-045
		Substitutes & Paras 2022-23	734.50	P202300074	11-190-100-320-000-045
		Substitutes & Paras 2022-23	3,950.00	P202300074	11-190-100-320-000-045
		Total Check Amount:	14,902.10		
A:04907	1/31/23	Western Pest Services			
		Pest control 2022-23	250.00	P202300043	11-000-240-500-000-068
A:04908	1/31/23	Verizon			
		Phone serv 2022-23	434.26	P202300017	11-000-230-530-000-057
		Phone serv 2022-23	452.60	P202300017	11-000-230-530-000-057
		Total Check Amount:	886.86		
A:04909	2/1/23	Charles Nechtem Associates, Inc.			
		Counseling Services 2022-23	291.66	P202300056	11-000-230-331-000-055
A:04910	2/3/23	Link High Technologies Inc.			
		Info Tech Serv 2022-23	4,700.00	P202300008	11-000-230-300-000-055
		Info Tech Serv 2022-23	561.25	P202300008	11-000-230-300-000-055
		Info Tech Serv 2022-23	139.00	P202300008	11-000-230-300-000-055
		Info Tech Serv 2022-23	937.50	P202300008	11-000-230-300-000-055
		Total Check Amount:	6,337.75		
A:04911	2/6/23	AAA Facility Solutions			
		Maintenance 2022-23	6,656.00	P202300080	11-000-240-500-000-068
A:04912	2/6/23	Savvas Learning Company LLC			
		6th Grade Science Text & Online shipping	3,300.00	P202300011	11-190-100-640-000-048
			330.00	P202300011	11-190-100-640-000-048
		Total Check Amount:	3,630.00		
A:04913	2/6/23	Staples Advantage			
		Supplies	914.09	P202300092	11-000-262-610-000-071
A:04914	2/6/23	AT & T			
		Phone serv	564.10	P202300036	11-000-230-530-000-057
A:04915	2/6/23	Perma-Bound			
		The Outsiders	739.60	P202300069	11-190-100-640-000-048
		To Kill a Mockingbird	230.08	P202300069	11-190-100-640-000-048
		Shipping	0.00	P202300069	11-190-100-640-000-048
		Raisin in the Sun	145.00	P202300069	11-190-100-640-000-048
		Total Check Amount:	1,114.68		
A:04916	2/6/23	Kyocera Document Solutions New York Metro In copy costs	208.29	P202300134	11-190-100-610-000-047

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:04917	2/6/23	New Jersey Manufacturers Insurance Company			
		Workmans Compensation	341.00	P202300006	11-000-291-260-000-054
		Workmans Compensation	2,828.00	P202300006	11-000-291-260-000-054
		Total Check Amount:	3,169.00		
A:04918	2/6/23	Heinemann Publishing			
		Literacy Intervention A-K	3,650.00	P202300098	20-500-100-600-000-000
		Literacy intervention prog Levels O-T	5,299.00	P202300098	20-500-100-600-000-000
		shipping	939.65	P202300098	20-500-100-600-000-000
		Total Check Amount:	9,888.65		
A:04919	2/7/23	Bluum USA, Inc			
		Google Chrome Licenses 150	4,288.50	P202300141	12-000-100-730-000-078
		Chromebook Covers with 3 year warranty ADP Ti	9,750.00	P202300141	12-000-100-730-000-078
		HP Chromebooks 11" G8EE 150	15,750.00	P202300141	12-000-100-730-000-078
		Total Check Amount:	29,788.50		
A:04920	2/7/23	Jump Ahead Pediatrics			
		Student Occ/Speech Therapy	181.25	P202300146	11-000-216-300-001-067
A:04921	2/8/23	MACHADO LAW GROUP			
		Legal Services 2022-23	1,880.00	P202300039	11-000-230-331-000-055
A:04922	2/8/23	Motivated Security Services, Inc.			
		Security services 6/21-6/30/22	1,584.85	10 - 421	ACCTS PAYABLE
A:04923	2/8/23	For The Love of Literacy			
		Curriculum & PD Nov 1,3,8,9,10,11,15,23,28,29	5,800.00	P202300117	11-190-100-320-000-045
		Curriculum & PD Nov 1,3,8,9,10,11,15,23,28,29	2,200.00	P202300117	11-190-100-320-000-045
		Total Check Amount:	8,000.00		
A:04924	2/9/23	Kendall Hunt Publishing Company			
		Illustrative Math Grade 1 Kit and workbooks	1,564.20	P202300106	20-500-100-600-000-000
A:04925	2/9/23	Staples Advantage			
		Supplies	77.04	P202300092	11-000-262-610-000-071
A:04926	2/9/23	Success Communications Group			
		Ads Star Ledger	330.68	P202300026	11-000-230-530-000-057
A:04927	2/9/23	PSE&G			
		Gas & Electricity Expense	999.24	P202300004	11-000-262-620-000-074
A:04928	2/9/23	CIT			
		Copiers/Printers 2022-23	2,742.52	P202300024	11-000-240-500-000-068
A:04929	2/13/23	Gordon & Rees			
		Legal Fees 2022-23	220.00	P202300045	11-190-100-890-000-049
		Legal Fees 2022-23	82.50	P202300045	11-190-100-890-000-049
		Legal Fees 2022-23	6,853.50	P202300045	11-190-100-890-000-049
		Total Check Amount:	7,156.00		

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:04930	2/13/23	CIT Copiers/Printers 2022-23	2,742.52	P202300024	11-000-240-500-000-068
A:04931	2/13/23	Association of American Educators Professional membership FY23	198.00	P202300147	11-190-100-320-000-045
A:04932	2/13/23	Staples Advantage Supplies	318.36	P202300092	11-000-262-610-000-071
A:04933	2/13/23	Maschio's Food Service Inc. 2022-23 Food Service Prog Dec	24,360.41	P202300042	60-910-310-600-000-000

The Grand Total of all Checks from Fund 10 is:	1,584.85
The Grand Total of all Checks from Fund 11 is:	63,550.14
The Grand Total of all Checks from Fund 12 is:	29,788.50
The Grand Total of all Checks from Fund 20 is:	11,452.85
The Grand Total of all Checks from Fund 60 is:	24,360.41

The Grand total of all checks for this period is:	130,736.75
--	-------------------

**Link Community Charter School
Board of Trustees
23 Pennsylvania Avenue
Newark, NJ 07114**

Resolution #021323-11

Waiver of Requirements: Special Education Medicaid Initiative (SEMI) Program

Whereas, N.J.A.C. 6A:23A-5.3 provides that a school district may request a waiver of compliance with respect to the district's participation in the Special Education Medicaid Initiative (SEMI) Program for 2022-2023, and

Whereas, the Link Community Charter School Board of Trustees desires to apply for this waiver due to the fact that it projects having fewer than 40 Medicaid eligible classified students

NOW THEREFORE BE IT RESOLVED THAT THE LINK COMMUNITY CHARTER SCHOOL BOARD OF TRUSTEES HEREBY AUTHORIZE THE HEAD OF SCHOOLS AND / OR BUSINESS ADMINISTRATOR TO SUBMIT TO THE EXECUTIVE COUNTY SUPERINTENDENT OF SCHOOLS IN THE COUNTY OF ESSEX AN APPROPRIATE WAIVER OF THE REQUIREMENTS OF N.J.A.C. 6A:23A-5.3 FOR THE 2022-2023 SCHOOL YEAR.