

**LINK COMMUNITY CHARTER SCHOOL
BOARD OF TRUSTEES BOARD MEETING
June 13, 2022, 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 6:40pm by Ms. Brenda Daughtry, Board Chair.

FLAG SALUTE

OPEN PUBLIC MEETINGS NOTICE: READING OF THE “SUNSHINE LAW” STATEMENT

Adequate notice of this meeting of the LCCS Board of Trustees, setting forth time, date and location, was provided by placing a notice with the *New Jersey Star Ledger* and *nj.com*, *Irvington Herald*, *East Orange Record*, *Orange Transcript*, and *Essex Daily News* on May 10, 2022; by email to the city clerks of the four districts of residence and the county superintendent of education on May 10, 2022; by posting notice on the school website; and by communicating same to the Board of Trustees.

ROLL CALL

Member	Present	Absent
Barkley, Ms.	√	
Clarke-Avignant, Mrs.	√	
Daughtry, Ms.	√	
Ebanks, Ms.	√	
Holguin-Veras, Mrs.	√	
Marshall, Mr.	√	
Naar, Mr.		√
Petrillo, Mr.	√	
Smith, Mrs.	√	

IN ATTENDANCE: NON-VOTING STAFF/BOARD ATTORNEY

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

APPROVAL OF MINUTES

Resolution #061322-01: Be it Resolved that the Board of Trustees accepts and approves the minutes of the special board meeting held on May 23, 2022.

Moved by Mrs. Smith
Second by Ms. Barkley
Discussion: None
Vote: Voice; passed unanimously

APPROVAL OF AGENDA

Resolution #061322-02: Be it Resolved that the Board of Trustees accepts and approves the agenda for the regular board meeting on June 13, 2022.

Moved by Mrs. Smith
Second by Ms. Barkley
Discussion: None
Vote: Voice; passed unanimously

PUBLIC COMMENT

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

CLOSING OF PUBLIC COMMENT

Seeing there are no members of the public wishing to speak, Ms. Daughtry closed public comments.

ACKNOWLEDGMENT OF CORRESPONDENCE

None

HEAD OF SCHOOL

- Monthly School Update
See attached.

Approval of addition to the 2022-2023 Personnel List

Resolution #061322-03: Be it Resolved that the Board of Trustees approves the following addition to the personnel list, as recommended by the head of school.

Employee	Position	10/12 month	F/T or P/T	2022-2023 Salary
Sharon Machrone	Director of Communications	12 months	F/T	\$37, 982.28

Moved by Mrs. Smith
Second by Ms. Barkley
Discussion: None
Vote: Voice; passed unanimously

The following motions were handled with one vote:

Approval of staff for Kindergarten Welcome program

Resolution #061322-04: Be it Resolved that the Board of Trustees approves the hiring of the following for the 2022 Kindergarten Welcome program, funded by Link Education Partners, as recommended by the head of school.

Name	Position, Program	Salary
Jeannette Rios	Teacher, K program	\$2,280.
Shantaya Lewis	Teacher, K program	\$2,280.
Brianna Hinds	Teacher, K program	\$2,280.
Amanda Ryan	Teacher, K program	\$2,280.
LiaRose Chacon	Teacher, K program	\$2,280.
Isabella Meliado	Teacher, K program	\$2,280.

Approval of staff for Rising 1st Grade Lit Camp

Resolution #061322-05: Be it Resolved that the Board of Trustees approves the hiring of the following for the 2022 Rising 1st Grade Lit Camp, funded by Link Education Partners, as recommended by the head of school.

Name	Position, Program	Salary
Annie Gunther	Teacher, 1 st grade program	\$2,280.
Roseadra Smith Davis	Teacher, 1 st grade program	\$2,280.
Jessica Bloom	Teacher, 1 st grade program	\$2,280.

Approval of staff for 5th Grade Orientation

Resolution #061322-06: Be it Resolved that the Board of Trustees approves the hiring of the following for the 2022 5th Grade Orientation, funded by Link Education Partners, as recommended by the head of school.

Name	Position, Program	Salary
Jeffery Locklear	Teacher, 5 th grade program	\$1,710.
Karen Hannah	Nurse	\$1,140.
Victoria Windapo	Teacher, 5 th grade program	\$1,710.
Karen Portuese	Teacher, 1 st & 5 th grade program	\$1,140.
Yris Acevedo	Social Worker	\$1,140.

Moved by Ms. Barkley

Second by Mrs. Smith

Discussion: None

Vote: Voice; passed unanimously

Approval for payment of stipends, 2021-2022

Resolution #061322-07: Be it Resolved that the Board of Trustees approves the payment of the following stipends for responsibilities performed during the 2021-2022 school year, as recommended by the head of school:

Employee	Responsibility	Stipend	Paid by
Lisette Santiago	Graduation Music Director	\$125.	LEP
Asha Alston	ProjectLit Advisor	\$35. hour	LEP
Diana Lelinho	ProjectLit Advisor	\$35. hour	LEP
Jasmine Seegers	ProjectLit Advisor	\$35. hour	LEP

Moved by Mrs. Smith
Second by Ms. Barkley
Discussion: None
Vote: Voice; passed unanimously

Approval of extension of leave

Resolution #061322-08: Be it Resolved that the Board of Trustees approves an extended unpaid leave of absence on NJFLA with benefits for Employee #218, effective March 21, 2022, through June 30, 2022, as recommended by the head of school.

Moved by Mrs. Smith
Second by Mr. Marshall
Discussion: None
Vote: Voice; passed unanimously

Approval of short-term disability

Resolution #061322-09: Be it Resolved that the Board of Trustees approves paid short-term disability with benefits for Employee Number 107 effective April 25, 2022, until June 06, 2022, as recommended by the head of school.

Moved by Mrs. Smith
Second by Mr. Marshall
Discussion: None
Vote: Voice; passed unanimously

Approval of short-term disability

Resolution #061322-10: Be it Resolved that the Board of Trustees approves an unpaid short-term disability with benefits for Employee Number 227 effective May 24, 2022, until June 30, 2022, as recommended by the head of school.

Moved by Ms. Barkley
Second by Mrs. Smith
Discussion: None
Vote: Voice; passed unanimously

Ratification of resignation

Resolution #061322-11: Be it Resolved that the Board of Trustees ratifies the resignation of the following, as recommended by the head of school.

Name	Position	Effective Date
Joven Freeman-Wright	Finance Operations Coordinator	June 15, 2022
Annie Tanella	Teacher	June 17, 2022
Asha Alston	Teacher	June 17, 2022

Moved by Mrs. Smith
Second by Mr. Marshall
Discussion: None
Vote: Voice; passed unanimously

Education Committee

None

Governance Committee

- Committee Report
See attached.

Approval of the second reading and adoption of policies and regulations revisions

Resolution #061322-12: Be it Resolved that the Board of Trustees approves the second reading and adoption of the following policies and regulations revisions, as recommended by the Governance Committee:

- P 3161 Examination for Cause (R) (Revised)
- P 4161 Examination for Cause (R) (Revised)
- P 5512 Harassment, Intimidation, and Bullying (M)(Revised)
- P 7410 Maintenance and Repair (M) (Revised)
- R 7410 Maintenance and Repair (M) (Revised)
- P 8520 Emergency and Crisis Situations (M) (Revised)
- P 9320 Cooperation with Law Enforcement Agencies (M) (Revised)
- R 9320 Cooperation with Law Enforcement Agencies (M) (Revised)

Moved by Mrs. Smith

Second by Mr. Marshall

Discussion: None

Vote: Voice; passed unanimously

Approval of the first reading of bylaw revision

Resolution #061322-13: Be it Resolved that the Board of Trustees approves the first reading of the revision to Bylaw 0141 Board Member Number and Term, as recommended by the Governance Committee.

Moved by Mrs. Smith

Second by Ms. Barkley

Discussion: None

Vote: Voice; passed unanimously

Approval of the first reading of policy revision

Resolution #061322-14: Be it Resolved that the Board of Trustees approves the first reading of the revision to Policy 5112, Entrance Age, as recommended by the Governance Committee.

Moved by Ms. Barkley

Second by Mrs. Smith

Discussion: None

Vote: Voice; passed, one abstention

Resignation of board member

Resolution #061322- 15: Be it Resolved that the Board of Trustees ratifies the resignation from the board of Susanna Holguin-Veras, effective August 22, 2022, as recommended by the Governance Committee.

Moved by Mrs. Smith

Second by Ms. Barkley

Discussion: None

Vote: Voice; passed unanimously

Resignation of board member

Resolution #061322-16: Be it Resolved that the Board of Trustee ratifies the resignation from the board of Denise Smith, effective August 22, 2022, as recommended by the Governance Committee.

Moved by Mrs. Clarke-Avignant
Second by Mr. Marshall
Discussion: None
Vote: Voice; passed, one abstention

Appointment to fill board vacancy

Resolution #061322-17: Be it Resolved that the Board of Trustees appoints Aleica Barnett to serve as a trustee on the board to fill the vacancy resulting from the resignation of Susanna Holguin-Veras, with a term from August 22, 2022, through June 30, 2023, as recommended by the Governance Committee.

Moved by Mrs. Smith
Second by Ms. Barkley
Discussion: None
Vote: Voice; passed unanimously

Discussion and Finalization of 2022-2023 Board Goals

Finance Committee

- **Committee Report**

Approval of financial reports

Resolution #061322-18: Be it Resolved that the Board of Trustees accepts and approves the Board Secretary Report and the Treasurer's Report for the month ending May 31, 2022, as recommended by the school business administrator.

Moved by Mrs. Smith
Second by Ms. Barkley
Discussion: None
Vote: Voice; passed unanimously

Approval of bills for payment

Resolution #061322-19: 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. Barkley
Second by Mrs. Smith
Discussion: None
Vote: Voice; passed unanimously

Approval of budget transfer

Resolution #061322-20: Be it Resolved that the Board of Trustees approves the attached budget transfer, as recommended by the school business administrator.

Moved by Mrs. Smith
Second by Mr. Marshall
Discussion: None
Vote: Voice; passed unanimously

OLD BUSINESS

None

NEW BUSINESS

None

ANNOUNCEMENTS

A special board meeting for the evaluation of the head of school and other business will be held on Monday, June 27, 2022, at 6:30pm.

The next regular board meeting will be held on Monday, July 11, 2022, at 6:30pm.

MOTION TO ADJOURN

Moved by Ms. Ebanks

Seconded by Mrs. Smith

Vote: Voice; passed unanimously

The meeting was adjourned at 7:47 pm.

ANNUAL MEETING

CALL TO ORDER OF THE ANNUAL MEETING

The annual meeting of the Link Community Charter School Board of Trustees was called to order at 8:05pm by Ms. Brenda Daughtry, Board Chair.

OPEN PUBLIC MEETINGS NOTICE: READING OF THE “SUNSHINE LAW” STATEMENT

Adequate notice of this meeting of the LCCS Board of Trustees, setting forth time, date and location, was provided by placing a notice with the New Jersey *Star Ledger* and *nj.com*, *Irvington Herald*, *East Orange Record*, *Orange Transcript*, and *Essex Daily News* on May 10, 2022; by email to the city clerks of the four districts of residence and the county superintendent of education on May 10, 2022; by posting notice on the school website; and by communicating same to the Board of Trustees.

ROLL CALL

Member	Present	Absent
Barkley, Ms.	√	
Clarke-Avignant, Mrs.	√	
Daughtry, Ms.	√	
Ebanks, Ms.	√	
Holguin-Veras, Mrs.	√	
Marshall, Mr.	√	
Naar, Mr.	√	
Petrillo, Mr.	√	
Smith, Mrs.	√	

APPROVAL OF AGENDA

Resolution #061322A-01: Be it Resolved that the Board of Trustees approves the agenda for the annual meeting on June 13, 2022.

Moved by Mrs. Smith

Second by Mr. Marshall

Discussion: None

Vote: Voice; passed unanimously

PUBLIC COMMENT

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

CLOSING OF PUBLIC COMMENT

Seeing there are no members of the public wishing to speak, Ms. Daughtry closed public comments.

ELECTION OF BOARD TRUSTEE

Resolution #061322A-02: Be it Resolved that the Board of Trustees elects Jeffrey Key to serve as a trustee on the board for a term beginning August 22, 2022, to the LCCS Annual Board Meeting in June 2025, as recommended by the Governance Committee.

Moved by Mrs. Smith

Second by Mr. Marshall

Discussion: None

Vote: Voice; passed unanimously

ELECTION OF OFFICERS FOR THE 2022-2023: Chair and Vice Chair, facilitated by Brenda Daughtry, current board chair.

Election of Board Chairperson: Ms. Daughtry asked for nominations for Board Chair. Mrs. Smith nominated Mr. Marshall. There were no other nominations. Ms. Daughtry asked for a motion to close nominations. Ms. Barkley so moved, and Mrs. Smith seconded the motion. After a voice vote, Mrs. Daughtry declared nominations closed. Ms. Daughtry called for the vote to elect. Mr. Marshall was elected unanimously with one abstention (R. Marshall) as Board Chair for 2022-2023 in a roll call vote.

Election of Board Vice Chairperson: Mr. Marshall asked for nominations for Board Vice Chair. Mrs. Smith nominated Ms. Barkley. There were no other nominations. Mr. Marshall asked for a motion to close nominations. Mrs. Daughtry so moved, and Mrs. Smith seconded the motion. After a voice vote, Mr. Marshall declared nominations closed. Mr. Marshall called for the vote to elect. Ms. Barkley was elected unanimously with one abstention (K. Barkley) as Board Chair for 2022-2023 in a roll call vote.

APPROVAL OF ANNUAL APPOINTMENTS

Be it Resolved that the Board of Trustees, on the recommendation of the Governance Committee, appoints the following for the 2022-2023 school year:

Resolution #061322A-03: Maria Pilar Paradiso as head of school, liaison with law enforcement, and delegate to the New Jersey School Boards Association and to Essex County School Boards Association

Resolution #061322A-04: Bima Baje as school business administrator and qualified purchasing agent

Resolution #061322A-05: Debra Paczkowski as board recording secretary

Resolution #061322A-06: Machado Law Group as board attorney

Resolution #061322A-07: Kia C. Grundy, M.D. as the school physician/medical inspector

Resolution #061322A-08: Middlesex Educational Services Commission as the provider of psychological

examiner/school psychologist

Resolution #061322A-09: Invo and/or Middlesex Educational Services Commission as provider of speech and occupational therapy service.

Resolution #061322A-10: Essex Regional Education Services Commission as provider of home instruction

Resolution #061322A-11: Kathleen M. Hester as Attendance Officer, Affirmative Action Officer, School Safety Specialist, Custodian of Records, LEA Assessment IT Contact, Coordinator of State Testing, ESEA Coordinator, Bilingual/ESL Point of Contact, and Data Coordinator

Resolution #061322A-12: Leslie Baynes as the Title IX Officer

Resolution #061322A-13: Christine Lynsky as the 504 Officer and Special Education Coordinator

Resolution #061322A-14: Suzanne Dandie-Lashley as the Anti-Bullying Coordinator, including July and August 2022; Homeless Education Liaison; and Educational Stability Liaison

Resolution #061322A-15: Yris Acevedo as the Anti-Bullying Specialist.

Moved by Mrs. Smith

Second by Ms. Daughtry

Discussion: None

Vote: Voice; passed unanimously

ANNUAL MOTIONS AND DESIGNATIONS

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

Resolution #061322A-16: to designate TD Bank and Provident Bank as the depository of school funds for the 2022-2023 year, as recommended by the school business administrator.

Resolution #061322A-17: to designate the 2022-2023 LCCS board chairperson, LCCS board vice chairperson, and school business administrator, as those authorized to sign school warrants in the 2022-2023 school year, as recommended by the school business administrator.

Resolution #061322A-18: to designate the *Star Ledger*, *Irvington Herald*, *East Orange Record*, and the *Orange Transcript* as the official newspapers and nj.com and Essex Daily News as online news for publication of Board meetings and other legal notices for the 2022-2023 school year, as recommended by the Governance Committee.

Resolution #061322A-19: to designate Galleros Robinson LLC as auditor for the 2022-2023 school year, as recommended by the school business administrator

Resolution #061322A-20: to approve the Kindergarten and Grade 5 through 8 curriculums for the 2022-2023 school year, as posted on the school website, as recommended by the head of school.

Resolution #061322A-21: to re-adopt the existing bylaws and policies for the Board's operation and the operation of the school in the 2022-2023 school year, as recommended by the Governance Committee.

Resolution #061322A-22: to approve that all meetings of the Board of Trustees be conducted according to Robert's Rules of Order and Board Policy, as recommended by the Governance Committee.

Resolution #061322A-23: to approve that pursuant to N.J.S.A. 18A:12-24.1, the Board of Trustees has reviewed and adopts the attached Code of Ethics for School Board Members, as recommended by the Governance Committee.

Resolution #061322A-24: to approve Delta-T and Goodkind as providers of substitute staff for the 2021-2022 school year, as recommended by the head of school.

Resolution #061322A-25: to approve the My Learning Plan/Stronge Evaluation system for all certified positions, the NJSBA Charter School Board Self Evaluation for the LCCS board, and the NJSBA CSA Evaluation for the Head of School, as recommended by the Governance Committee.

Resolution #061322A-26: to approve Lisa Weber as PowerSchool Consultant for the 2022-2023 school year.

Resolution #061322A-27: to approve the use of TransEd, Next Level, and Alliance Tours, LLC bus companies for field trips and transportation in the 2022-2023 school year,

Moved by Mrs. Smith

Second by Ms. Barkley

Discussion: None

Vote: Voice; passed unanimously

OTHER RESOLUTIONS

Adoption of the 2022-2023 board meeting calendar

Resolution #061322A-28: Be it Resolved that the Board of Trustees adopts the attached 2022-2023 Calendar of Open Public Board Meetings, as recommended by the Governance Committee.

Moved by Mrs. Smith

Second by Ms. Daughtry

Discussion: None

Vote: Voice; passed unanimously

OTHER BUSINESS ANNOUNCEMENTS

A special board meeting for the evaluation of the head of school and other business will be held on Monday, June 27, 2022, at 6:30pm.

The next regular board meeting will be held on Monday, July 11, 2022, at 6:30pm.

Ms. Daughtry asked the LCCS Board members to check their email and please complete the head of school evaluation.

MOTION TO ADJOURN

Moved by Ms. Daughtry

Seconded by Mrs. Smith

Vote: Voice; passed unanimously

The meeting was adjourned at 8:12 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 line extending to the right.

Debra Paczkowski, Board Recording Secretary

Date: June 13, 2022

Approved by the Link Community Charter School Board of Trustees: June 27, 2022

Head of School Report June 13, 2022

Link Enrollment:

Grade Level	Approved Enrollment For 2021-22	21/22 Enrolled & Attending	Approved Enrollment for 2022-23	Registered for 2022-23	22/23 Enrollment Update
K	50	26	50	36	21 more invited to register
1	50	0	50	27	11 more invited to register
5	50	53	50	39	5 more invited to register
6	80	51	50	51	47 waitlist
7	80	82	80	79	23 waitlist
8	80	79	80	82	48 waitlist
Total	340 (100 K-5 span) (240 6-8 span)	322 (79 K-5 span) (243 6-8 span)	360		

HIB:

- 6th graders both alleged offenders and alleged target
- Parents of alleged target did not agree to provide access to social media/online communications
- Determined to be an incident of conflict; no characteristic

Staffing:

- The Hiring Advisory Committee and the Principal are continuing to work on recruitment.
- Scheduled to attend a job fair at University Charter School, which is closing.

Student Recruitment:

- Have scheduled communications and other initiatives to drive enrollment at the end of the summer
- Will reach out to University Charter School to engage their families.

Summer Program

- LEP will be supporting summer reading for each grade level
- Kindergarteners and parents will meet with teachers for a one hour assessment/orientation
- Rising 1st and 5th graders will take part in a four day orientation/Summer Lit Camp

Recommendation for Bonuses:

- Address rising costs/inflation
- Support staff hired in past three years with little to no previous experience
- Support staff retention in the midst of competitive starting salaries at NPS

Link Community Charter School
Board of Trustees
Governance Committee Report
June 08, 2022

Attendees: B. Daughtry, M. Paradiso, D. Paczkowski, S. Machrone, D. Smith

- ❖ Mrs. Machrone reviewed the revision to Policy 5112 Entrance age. By state law, LCCS must follow the policies of the four districts of residence, which all require kindergartners to be 5 and first graders to be 6 as of October 1st rather than December 31st as written in the LCCS policy.
- ❖ Mrs. Machrone explained the revision to bylaw 0141 Board Number and Terms. There is no state requirement for board terms limits, and districts and charters generally do not have term limits in their bylaws. The committee agreed to put the revision to the board as a whole.
- ❖ The committee discussed the board meeting calendar for next school year, to be presented at the June 13th board meeting. A change from the past: the August meeting will be held in the third week of August to allow for more time to prepare for the meeting since the building is closed the first two weeks of the month.
- ❖ The committee reviewed the 2022-23 board goals with measurements of achievement. This will be shared with the board at the June 13th meeting.
- ❖ Mrs. Machrone stated that there will be one new member appointed to fill a vacancy and one new member elected at the June 13th meeting, with terms starting August 22, 2022. There will be another member appointed and one elected at the June 27th meeting, with terms beginning August 22, 2022, and July 1, 2022, respectively.
- ❖ The committee discussed nominations for vice chair of the board for 2022-2024.
- ❖ Mrs. Machrone will prepare a new timeline for the head of school evaluation and communicate it to trustees.
- ❖ Mrs. Daughtry will remind trustees about correct email procedures (not to click on “Reply All” when responding to emails.)

SUMMARY OF POLICIES AND REGULATIONS FOR BOARD FIRST READING ON MAY 23, 2022 AND SECOND READING/APPROVAL ON JUNE 13, 2022

P 3161 Examination for Cause (R) (Revised)

P 4161 Examination for Cause (R) (Revised)

These have been re-written to include updated language in the administrative code. The policies address the process a school must use if the Board/Head of School requires a physical or psychiatric evaluation of an employee when the employee shows evidence of deviation from normal physical or mental health, to determine fitness to perform with reasonable accommodation, and detect any health risks to students and other employees. Case law indicates that if a board adheres to this process, cases are upheld.

P 5512 Harassment, Intimidation, and Bullying (M)(Revised)

This policy has been revised to align with updates to law signed in January 2022, and which take effect in July 2022, including the following changes were added:

- that the Head of School must report to the Board annually on the number of times a preliminary determination was made that an incident or complaint was outside the scope of HIB. (Section G)
- suggested first, second and third offense consequences (Section D)
- that any HIB incident that may be a violation of NJ criminal law be reported to law enforcement in accordance with the memo of agreement. (Section P)
- that the Principal is required to keep a written record (date, time, and manner of notification) of the initial notification to parents that there was a potential HIB incident and the ensuing investigation (if applicable) (Section E). Also that this written record is to be on a form developed by the NJDOE and promptly submitted to the Head of School. (Section E) and that the written record of parental notification is to be completed even if a preliminary determination is made. (Section G.) The Principal will share a redacted copy of the written record of parental notification with the board after the conclusion of the investigation, if a hearing is requested by the parent. (Section G)
- that the school is required to provide a means for parents to complete an online numbered form developed by the NJDOE to confidentially report an incident of HIB (Section E)
- that the Principal must report any preliminary determination to the Head of School so the latter can either reject or accept the Principal's determination. The Head of School will notify the Principal in writing. (Section G) If a determination is rejected by the Head of School, the investigation must commence and be completed within 10 school days from the Head of School's decision.
- that the school post on its homepage the current version of the documents: Guidance for Parents on the Anti-Bullying Bill of Rights Act" developed by the NJDOE. (Section K) (Strauss Esmay said this is in the process of being updated.)
- that the school posts on the HIB page of the website contact information for the School Climate State Coordinator (Section K)
- that a staff member cannot investigate their supervisor or administrator if one is accused of HIB

P 7410 Maintenance and Repair (M) (Revised)

R 7410 Maintenance and Repair (M) (Revised)

These documents have been rewritten and revised to reflect the State Board of education relocating administrative code sections.

P 8520 Emergency and Crisis Situations (M) (Revised)

This policy has been revised to include new language in administrative law regarding school security drills which states the following:

- School security drills that occur when students are present cannot expose students to content or imaging that is not developmentally or age-appropriate.
- A school may permit emergency personnel access to buildings and grounds for security drills that are scheduled after school hours and when students are not present.
- Schools must review and update its school security drill procedures using a procedure that coincides with the review of the school safety and security plan developed by law and shall also collect input from emergency personnel, parents, teachers and staff, and mental health professionals. Data must be tracked and reported to the Commissioner of Education annually.

P9320 Cooperation with Law Enforcement Agencies (M) (Revised)**R 9320 Cooperation with Law Enforcement Agencies (M) (Revised)**

These have been rewritten to align with NJ law that governs the development and implementation of policies and procedures for law enforcement operations in a school. (Code language)

POLICY GUIDE

TEACHING STAFF MEMBERS

3161/page 1 of 2

Examination for Cause

Apr 22

3161 EXAMINATION FOR CAUSE

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

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

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

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



POLICY GUIDE

TEACHING STAFF MEMBERS

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Examination for Cause

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

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

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

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

42 U.S.C.A. 12101

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

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

Adopted:



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SUPPORT STAFF MEMBERS

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Examination for Cause

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4161 EXAMINATION FOR CAUSE

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

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



POLICY GUIDE

SUPPORT STAFF MEMBERS

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Examination for Cause

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

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

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

42 U.S.C.A. 12101

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

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

Adopted:



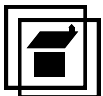
HARASSMENT, INTIMIDATION, AND BULLYING (M)

5512 HARASSMENT, INTIMIDATION, AND BULLYING (M)

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D.	Consequences and Appropriate Remedial Actions
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A. Policy Statement

The Board of Trustees prohibits acts of harassment, intimidation, or bullying of a student. A safe and civil environment in school is necessary for students to learn and achieve high academic standards. 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) or adoptive parent(s), legal guardian(s), foster parent(s), or parent surrogate(s) of a student. ~~Where~~ When parents are separated or divorced, "parent" means the person or agency which has legal custody of the student, as well as the natural or adoptive parent(s) of the student, provided such parental rights have not been terminated by a court of appropriate jurisdiction.

B. Harassment, Intimidation, 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



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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 ~~his/her~~ their person or damage to ~~his/her~~ 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 by severely or pervasively causing physical or emotional harm to the student.

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

The Board expects students to conduct themselves in keeping with their levels of development, maturity and demonstrated capabilities with 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.



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The Board believes that standards for student behavior must be set cooperatively through interaction among the students, parents, school employees, school administrators, school volunteers, 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 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 it is the responsibility of staff to use instances of violations of the Code of Student Conduct as opportunities 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, 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.

Pursuant to N.J.S.A. 18A:37-15(a) and N.J.A.C. 6A:16-7.1(a)1, the school has involved a broad-base of school and community members, including parents, students, 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. 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 must develop guidelines for student conduct pursuant to N.J.A.C. 6A:16-7.1. These guidelines for student conduct will take into consideration the developmental ages of students, the severity of the offenses and students' histories of inappropriate



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behaviors, and the mission and physical facilities of the school(s). This Policy requires all students in the school to adhere to the rules established by the school 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 must annually provide to students and their parents the rules of the school regarding student conduct. Provisions shall be made for informing parents whose primary language is other than English.

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

1. Walk away from acts of harassment, intimidation, and bullying when they see them;
2. Constructively attempt to stop acts of harassment, intimidation, or bullying;
3. Provide support to students who have been subjected to harassment, intimidation, or bullying; and
4. Report acts of harassment, intimidation, and bullying to the designated school staff member.

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. 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 and Appropriate Remedial Actions—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.



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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;
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.



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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 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.

Appropriate Remedial Actions – Students

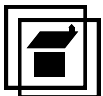
Appropriate remedial action for a student who commits an act of harassment, intimidation, or bullying that takes into account the nature of the behavior; the nature of the student's disability, if any, and to the extent relevant; the developmental age of the student; and the student's history of problem 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 Consequences—Student Considerations~~

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



HARASSMENT, INTIMIDATION, AND BULLYING (M)

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.

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.

~~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~~



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~~consequences should occur in conjunction with remediation and not be relied upon as the sole intervention approach.~~

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 Consequences~~

- ~~1. Admonishment;~~
- ~~2. Temporary removal from the classroom;~~
- ~~3. Deprivation of privileges;~~
- ~~4. Classroom or administrative detention;~~
- ~~5. Referral to the Dean of Students;~~
- ~~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.~~

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 ~~he or she~~ 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;
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;



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9. Arrange for an apology, preferably written;
10. Require a reflective essay to ensure the student understands the impact of ~~his or her~~ **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 he or she~~ **they** does 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.

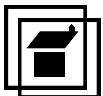
Examples of Remedial Measures – Environmental (Classroom, School Building, or School)

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;



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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 afterschool, including school transportation;
21. Targeted use of monitors (e.g., hallway, cafeteria, locker room, playground, school perimeter, bus);
22. Targeted use of teacher aides;
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;



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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 school 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-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

Schools 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.

Sufficient safety measures should be undertaken to ensure the victims' 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



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12. Treatment or therapy.

E. Harassment, Intimidation, and Bullying Reporting Procedure

The Board of Trustees requires the Principal to be responsible for receiving complaints alleging 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 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 report in writing to the Principal within two school days of the verbal report. **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:37-15b.(5). A copy of the form shall be submitted promptly by the Principal to the Head of School.**

The Principal or designee 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.** 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, 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 violations of this Policy to the Principal on the same day when the individual witnessed or received reliable information regarding any such incident.

A person may report, verbally or in writing, may report 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 school 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.**



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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.

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 school may consider every mechanism available to simplify reporting, including standard reporting forms and/or web-based reporting mechanisms. For anonymous reporting, the school 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, and bullying from a school employee, 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.

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

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

The school Anti-Bullying Coordinator shall:

- a. Be responsible for coordinating and strengthening the school's policies to prevent, identify, and address harassment, intimidation, or bullying of students;
- b. Collaborate with school Anti-Bullying Specialists in the school, the Board of Trustees, and the Head of School to prevent, identify, and respond to harassment, intimidation, or bullying of students in the school;
- c. Provide data, in collaboration with the Head of School, to the Department of Education regarding harassment, intimidation, or bullying of students;



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- 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, and bullying in the school.
2. The Principal 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 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 the school 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:



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



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

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. ~~The Head of School or designee may sign off on the preliminary determination.~~

~~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 Trustees 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



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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 Trustees 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.]

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.

~~An investigation concerning a staff member shall not be conducted by a staff member who is supervised by the staff member being investigated or who is an administrator in the district. The Principal or designee, in consultation with the Head of School or designee, will appoint a staff member to complete these investigations.—~~

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



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

A parent may request a hearing before the Board of Trustees after receiving the information about the investigation. Any request for such a hearing shall be filed with the Board Recording Secretary no later than sixty calendar days after the written information is provided to the parents. The hearing shall be held within ten school days of the request. The Board of Trustees 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 Trustees after the conclusion of the investigation if a hearing with the Board of Trustees is requested by the parents pursuant to N.J.S.A. 18A:37-15.b.(6)(d).**

At the regularly scheduled Board of Trustees 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



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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, Controversies and Disputes, no later than ninety days after issuance of the Board of Trustees' 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. Range of Responses to an Incident of Harassment, Intimidation, or Bullying

The Board shall establish a range of responses to harassment, intimidation, and bullying 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 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 level or by law enforcement officials.

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, or school 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) 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,



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intimidation, and bullying), research 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, the dissemination of information to students and parents explaining acceptable uses of electronic and wireless communication devices, and harassment, intimidation, and bullying prevention curricula or campaigns.
4. School-wide responses can 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, faith-based organizations), launching harassment, intimidation, and bullying prevention campaigns.

I. Reprisal or Retaliation Prohibited

The Board 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 school 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.



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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-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.

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 Accusation

The Board 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 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 Students and as set forth in N.J.A.C. 6A:16-7.2, Short-term Suspensions, N.J.A.C. 6A:16-7, Long-term Suspensions and N.J.A.C. 6A:16-7.5, 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 school policies, procedures, and agreements which may include, but not be limited to: reprimand, suspension, increment withholding, termination, and/or bans from providing services, participating in school-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.



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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 Head of School 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. Harassment, Intimidation, and Bullying Policy Publication and Dissemination

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 the school, 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 that set forth the comprehensive rules, procedures, and standards for the school.

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

The Head of School shall post the name, school phone number, school address, and school email address of the school Anti-Bullying Coordinator on the home page of the school's website. Each Principal shall post the name, school phone number, address, and school email address of both the Anti-Bullying Specialist and the school Anti-Bullying Coordinator on the home page of the 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.**



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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.

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

The Head of School and Principal(s) shall provide training on the school'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 school 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, 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, and bullying in accordance with the provisions of N.J.S.A. 18A:12-33.

The school 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, and bullying as required in N.J.S.A. 18A:26-8.2.

The school shall annually observe a "Week of Respect" beginning with the first Monday in October. In order to recognize the importance of character education,



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the school will observe the week by providing age-appropriate instruction focusing on the prevention of harassment, intimidation, and bullying as defined in N.J.S.A. 18A:37-14. Throughout the school year the school will provide ongoing age-appropriate instruction on preventing harassment, intimidation, or bullying, in accordance with the Core Curriculum Content Standards, pursuant to N.J.S.A. 18A:37-29.

The school will annually establish, implement, document, and assess harassment, intimidation, 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, and bullying in accordance with the provisions of N.J.S.A. 18A:37-17 ~~et seq.~~

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's Harassment, Intimidation, and Bullying Policy with students.

The Head of School, the Principal and the Anti-Bullying Coordinator, with input from the school's 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.

N. 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, 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.

O. School Grading Requirements



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Each school 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 shall be posted on the homepage of the school'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's website. This information shall be posted on the websites within ten days of receipt of the grade for each school.

P. 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.

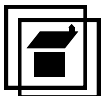
Some acts of harassment, intimidation, and bullying may be bias-related acts ~~and potentially bias crimes~~ and school officials must report to law enforcement officials ~~any bias related acts, in accordance with N.J.A.C. 6A;16-6.3. (c) either serious acts or those which may be part of a larger pattern in accordance with and pursuant to~~ the provisions of the Memorandum of Agreement Between Education and Law Enforcement Officials.

Q. 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 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.

R. Students with Disabilities



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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 Trustees 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 school buses, at Board of Trustee school-sponsored functions, and off school grounds involving a student who attends an APSSD. The investigation shall be conducted by a Board of Trustees Anti-Bullying Specialist, in consultation with the APSSD.

The school shall submit all subsequent amended Harassment, Intimidation, 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-~~32~~

N.J.A.C. 6A:16-7.1 et seq.; ~~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 – 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: 10 June 2014

Revised: 20 August 2018



POLICY GUIDE

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Maintenance and Repair
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7410 MAINTENANCE AND REPAIR

The Board of Trustees recognizes the fixed assets of the school district represent a significant investment of this community and maintenance is a prime concern to the Board.

The school district is required to develop, approve, and implement a comprehensive maintenance plan in accordance with the requirements of N.J.A.C. 6A:26-20.5. A “comprehensive maintenance plan” means a school district’s multi-year maintenance plan covering required maintenance activities for each school facility in the school district adopted pursuant to N.J.A.C. 6A:26.

Required maintenance activities include those activities outlined in N.J.A.C. 6A:26-20.3. The school district shall determine the required maintenance activities to reasonably maintain each school facility in the school district, and shall report the activities in its annual comprehensive maintenance plan pursuant to N.J.A.C. 6A:26-20.5.

In accordance with N.J.A.C. 6A:26-20.4(a), expenditures for required maintenance activities set forth in N.J.A.C. 6A:26-20.3 shall qualify as investments in maintenance for purposes of calculating the required maintenance expenditure in N.J.A.C. 6A:26-20.4(d) and (e), the annual required maintenance budget amount pursuant to N.J.A.C. 6A:26-20.8, and the maintenance factor (M) in N.J.S.A. 18A:7G-9. Expenditures that qualify as required maintenance shall be in accordance with the provisions of N.J.A.C. 6A:26-20.4.

The school district’s comprehensive maintenance plan shall be submitted to the Executive County Superintendent by a Board of Trustees resolution every school year, pursuant N.J.A.C. 6A:26-20.5(a)1.

The required annual maintenance budget amount as reported in its comprehensive maintenance plan shall be included in the district’s annual budget certified for taxes in accordance with the provisions of N.J.A.C. 6A:26-20.8(a). The required annual maintenance budget amount shall be calculated and adjusted in accordance with the provisions of N.J.A.C. 6A:26-20.8(b). The Executive County Superintendent shall not approve the school district’s budget that does not comply with the provisions of N.J.A.C. 6A:26-20.1 et seq.



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Maintenance and Repair

Commencing September 1, 2002, no person shall be employed by the Board of Trustees as a buildings and grounds supervisor, as defined in N.J.S.A. 18A:17-49, unless the person is a certified educational facilities manager pursuant to N.J.S.A. 18A:17-49 and 18A:17-50.

Maintenance and repair requests and repairs shall be processed in accordance with the procedures as outlined in Regulation 7410.

N.J.S.A. 18A:7G-9; 18A:17-49; 18A:17-50; 18A:18A-43; 18A:21-1
N.J.A.C. 6A:23A-6.9; 6A:26-1.1 et seq.; 6A:26-20.3; 6A:26-20.4; 6A:26-20.5;
6A:26-20.6; 6A:26-20.8

Adopted: 11 August 2014



R 7410 MAINTENANCE AND REPAIR (M)

M

A. Inspection

1. The Chief Operating Officer and the appropriate custodial staff member shall inspect the facility daily for proper functioning and cleanliness.
2. The Chief Operating Officer with the appropriate custodial staff member shall make a monthly inspection of the school building, support facilities, and grounds to identify any required repairs or replacements.

B. Reports

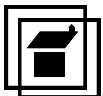
1. Reports of each inspection required in paragraph A1 and paragraph A2 will be made on the prescribed school form and forwarded to the Head of School.
2. The Head of School and the Chief Operating Officer will determine those repairs to be performed by the school staff and those that require the services of an outside contractor.

C. Repairs by School Staff

1. Any teaching staff member may prepare, on the prescribed form, a work order request for repairs and/or maintenance. All work order requests will be submitted to Chief Operating Officer.
2. The Chief Operating Officer will assign a priority to those work orders to be performed by school staff. The priority code will be:
 - a. Emergency, for work that must be done immediately,
 - b. High Priority, for work that affects health or safety,
 - c. Normal Priority, for work that affects neither health nor safety, and
 - d. Low Priority, for work that can be completed during the summer months or whenever staff is available.



3. Work scheduled to be performed by the school staff shall be entered on a work order form unless an emergency exists in which case the form may be filed after the repair has been made.
 4. The work order form shall include, at a minimum, the following information:
 - a. Name of the person making the request;
 - b. Date of request;
 - c. Location of repair,
 - d. A description of the work to be performed,
 - e. Scheduled date of completion, and
 - f. Signature of the Head of School.
- D. Repairs by Outside Contractors
1. When it appears to be necessary to utilize outside contracting services to effect a repair, the Chief Operating Officer, Principal, head custodian, and any other interested staff member will confer in the preparation of a job specification.
 2. The Chief Operating Officer shall prepare a purchase requisition that indicates:
 - a. The recommended vendor(s),
 - b. The work required and its location,
 - c. The reason why the work cannot be done by school staff, and
 - d. The estimated cost as obtained from at least three contractors.
 3. The Chief Operating Officer shall be responsible for supervising the conduct of the work.



REGULATION

LINK COMMUNITY CHARTER SCHOOL

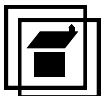
BOARD OF TRUSTEES

PROPERTY
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MAINTENANCE AND REPAIR (M)

E. Replacements and Improvements

1. The Chief Operating Officer will prepare a replacement schedule that lists all school equipment. Annual recommendations will be made in the budget to maintain the schedule of replacements.
2. Replacements required but not scheduled shall be submitted to the Principal or the Chief Operating Officer by the end of September on a budget request form for consideration in the next annual budget.
3. A comprehensive school maintenance plan shall be prepared in accordance with N.J.A.C. ~~6A:26A-3.1~~ 6A:26-20.5 in order to meet facility needs and comply with law.

Adopted: 11 August 2014



EMERGENCY AND CRISIS SITUATIONS (M)

8420 EMERGENCY AND CRISIS SITUATIONS (M)

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

“School security drill” means an exercise, other than a fire drill, to practice procedures that respond to an emergency situation including, but not limited to, a bomb threat, non-fire evacuation, lockdown, or active shooter situation and that is similar in duration to a fire drill.

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

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

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

The Board shall ensure individuals employed in the district in a substitute capacity are provided with information and training on the district’s practices and procedures on school safety and security including instruction on school security drills, evacuation procedures, and emergency response protocols in the district and the school building



where the individuals are employed in accordance with the provisions of N.J.S.A. 18A:41-7.

Every Principal of a school of two or more rooms, or of a school of one room, when located above the first story of a building, shall have at least one fire drill and one school security drill each month within the school hours, including any summer months during which the school is open for instructional programs, and shall require all teachers of all schools, whether occupying buildings of one or more stories, to keep all doors and exits of their respective rooms and buildings unlocked during the school hours, except during an emergency lockdown or an emergency lockdown drill. Where school buildings have been provided with fire escapes, they shall be used by a part or all of the students performing every fire drill. An actual fire or school security emergency that occurs at a school during the month and that includes activities which are the equivalent of a drill shall be considered a drill for the purposes of meeting the requirements of N.J.S.A. 18A:41-1.

Every school in the district shall conduct a school security drill within the first fifteen days of the beginning of the school year. **Notwithstanding any other provision of law to the contrary, the school district shall ensure that a school security drill that occurs when students are present:**

1. **Includes clear, developmentally and age-appropriate messaging to students and staff at the conclusion of the drill that the event is a drill and that no current danger exists;**
2. **Does not expose students to content or imaging that is not developmentally or age-appropriate;**
3. **Is paired with trauma-informed approaches to address any student inquiries or concerns which may arise as a result of a school security drill;**
4. **Does not include the use of fake blood, real or prop firearms, or the simulations of gun shots, explosions, or other sounds or visuals that may induce panic or traumatic response from a student or school district employee;**
5. **Does not require a student to role play as a victim, but may include first aid training in which students participate; and**
6. **Is accessible to students with disabilities and mental health conditions, and provides all necessary accommodations for these students.**



The Principal or designee shall provide written notification to the parent of a student enrolled in the school following completion of a school security drill, which notice shall be provided to the parent by no later than the end of the school day on which the school security drill is conducted.

The Principal or designee will provide local law enforcement or other emergency responders, as appropriate, with a friendly notification at least forty-eight hours prior to holding a school security drill. A law enforcement officer shall be present at a minimum of one school security drill in each school year in order to make recommendations on any improvements or changes to school security drill procedures that the officer may deem advisable in accordance with N.J.S.A. 18A:41-1. The school district may permit emergency personnel access to the buildings and grounds of its schools for school security drills that are scheduled outside of school hours and during such times as students are not present.

The school district shall review and update its school security drill procedures using a process that coincides with the review of the school safety and security plan developed pursuant to N.J.A.C. 6A:16-5.1 and collects input from emergency personnel; parents of students enrolled in the school district; teachers and staff employed in the district; mental health professionals; and student government representatives from multiple grade levels.

The school district shall annually track data on such measures and information as required by the Commissioner of Education, and shall report the data to the Commissioner.

Such drills and in-service training programs shall be conducted in accordance with a building security drill guide and training materials that educate school employees on proper evacuation and lockdown procedures in a variety of emergency situations on school grounds in accordance with N.J.A.C. 6A:16-5.1.

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

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

N.J.S.A. 18A:41-1; 18A:41-2; 18A:41-6; 18A:41-7; **18A:41-7a.**

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

Adopted: 11 August 2014



POLICY

LINK COMMUNITY CHARTER SCHOOL BOARD OF TRUSTEES

Operations

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EMERGENCY AND CRISIS SITUATIONS (M)

Revised : 23 November 2020

Revised: 18 October 2021



COOPERATION WITH LAW ENFORCEMENT AGENCIES (M)

9320 COOPERATION WITH LAW ENFORCEMENT AGENCIES (M)

M

~~The Board of Trustees recognizes that keeping students and staff safe and helping children understand and respect the law is best served by a close and cooperative relationship with local law enforcement. The Board of Trustees acknowledges the law compelling school attendance vests in the Board a custodial responsibility for the children in its charge and a duty to protect those children from persons not associated with the school. The Board further recognizes that its interest in helping children understand and respect the law is best served by a close and cooperative relationship with local law enforcement.~~

The Board adopts this Policy and Regulation 9320 in accordance with N.J.A.C. 6A:16-6.1. to ensure cooperation between school staff and law enforcement authorities in all matters relating to the unlawful possession, distribution and disposition of controlled dangerous substances, including anabolic steroids, as defined in N.J.S.A. 24:21-2 and N.J.S.A. 2C:35-2, drug paraphernalia as defined in N.J.S.A. 2C:36-1, alcoholic beverages; firearms, as defined in N.J.S.A. 2C:39-1.f.; and other deadly weapons as defined in N.J.S.A. 2C:39-1.r.

The Board adopts Policy and Regulation 9320 in accordance with N.J.A.C. 6A:16-6.1. to ensure cooperation between school district staff and law enforcement authorities in all matters relating to the planning and conduct of law enforcement activities and operations occurring on school grounds, including arrest procedures, undercover school operations, and mandatory reporting the offenses listed in the Memorandum of Agreement between Education and Law Enforcement Officials (MOA).

The Head of School or designee shall institute a program of such communication and cooperation with law enforcement in accordance with N.J.A.C. 6A:16-6.1.

This Policy and Regulation 9320 shall be submitted for review and approval to the Executive County Superintendent in accordance with N.J.A.C. 6A:16-6.2(a)2.

~~The Head of School or designee shall annually review the MOA as adopted by the Board to ensure this Policy and Regulation 9320 are in accordance with the requirements outlined therein. Policy and Regulation 9320 have been developed and approved by the Board to protect the interests of students and serve the legitimate needs of law enforcement in accordance with N.J.A.C. 6A:16-6.1 et seq.~~



COOPERATION WITH LAW ENFORCEMENT AGENCIES (M)

N.J.A.C. 6A:16-6.1.; **6A:16-6.2; 6A:16-6.4.**

Adopted: 10 November 2014



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Cooperation with Law Enforcement Agencies
Apr 22
M

[See **POLICY ALERT No. 227**]

R 9320 COOPERATION WITH LAW ENFORCEMENT AGENCIES

- A. Policy 9320 and this Regulation shall be in accordance with the provisions of N.J.A.C. 6A:16-6.2, the Memorandum of Agreement between Education and Law Enforcement Officials (MOA), and shall be:
1. Developed, implemented, and revised, as necessary, in consultation with the county prosecutor and other law enforcement officials as may be designated by the county prosecutor;
 2. Reviewed and approved by the Executive County Superintendent;
 3. Made available annually to all school district staff, students, and parents;
 4. Consistent with reporting, notification, and examination procedures of students suspected of being under the influence of alcohol and other drugs pursuant to N.J.A.C. 6A:16-4.3; and
 5. Consistent with N.J.A.C. 6A:16-7, as appropriate.
- B. The school district's policies and procedures for cooperation with law enforcement agencies shall include the following components:
1. The Superintendent has designated school district staff as liaisons to law enforcement agencies in accordance with the MOA. The MOA includes a description of the liaisons' roles and responsibilities;
 2. Specific procedures for and responsibilities of school district staff in summoning appropriate law enforcement authorities onto school grounds, for the purpose of conducting law enforcement investigations, searches, seizures, or arrests shall be in accordance with the MOA;



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Cooperation with Law Enforcement Agencies

3. Specific procedures and responsibilities of school district staff for notifying parents in instances of law enforcement interviews involving their children shall be consistent with the MOA and the following:
 - a. School officials shall not notify the student's parent(s) in instances of suspected child abuse or neglect;
 - b. School officials shall notify the student's parent(s) when the student is the target of the law enforcement investigation; and
 - c. In all other instances, school authorities shall permit law enforcement authorities to determine whether or when a student's parent should be contacted;
4. Specific procedures for and responsibilities of school district staff in cooperating with arrests made by law enforcement authorities on school grounds shall be in accordance with the MOA;
5. Specific procedures for and responsibilities of school district staff in initiating or conducting searches and seizures of students, their property, and their personal effects shall be in accordance with the MOA and the following:
 - a. All searches and seizures conducted by school district staff shall comply with the standards prescribed by the United States Supreme Court in *New Jersey v. T.L.O.*, 469 U.S. 325 (1985).
 - b. Questions concerning searches conducted by school officials shall be directed to the appropriate county prosecutor.
 - c. School officials may request that law enforcement authorities assume responsibility for conducting a search or seizure.



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Cooperation with Law Enforcement Agencies

- d. No school district staff member shall impede a law enforcement officer engaged in a lawful search, seizure, or arrest whether pursuant to a warrant or otherwise.
 - e. School district staff shall permit law enforcement authorities, upon their arrival, to assume responsibility for conducting a search or seizure.
 - f. All inspections of lockers, desks, or other objects or personal property on school grounds involving the use of law enforcement drug-detection canines may be undertaken with only the express permission of the county prosecutor or the Director of the Division of Criminal Justice or the Director's designee in the New Jersey Department of Law and Public Safety.
 - g. Questions concerning the legality of a contemplated or ongoing search, seizure, or arrest conducted by a law enforcement officer on school grounds shall be directed to the county prosecutor or in the case of a search, seizure, or arrest undertaken by the Division of Criminal Justice's designee in the New Jersey Department of Law and Public Safety, to the assigned Assistant Attorney General;
6. The procedures for and responsibilities of school district staff, with regard to interviews of students suspected of possessing or distributing a controlled dangerous substance; including anabolic steroids, drug paraphernalia; or a firearm or other deadly weapon shall be in accordance with Policy and Regulation 5530 and the MOA;
7. Procedures for planning, approving, and conducting undercover school operations shall be in accordance with the MOA and the following:
- a. The Superintendent and Principal shall cooperate with law enforcement authorities in the planning and conduct of undercover school operations. The Superintendent shall approve undercover operations without prior notification to the Board of Education.



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COMMUNITY

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Cooperation with Law Enforcement Agencies

- b. All information concerning requests to undertake an undercover school operation, information supplied by law enforcement authorities to justify the need for and explain a proposed undercover school operation, and all other information concerning an ongoing undercover school operation, including the identity of any undercover officer placed in a school, shall be kept strictly confidential by the Superintendent and Principal.
 - c. The Superintendent and Principal shall not divulge information concerning an undercover school operation to any person without the prior express approval of the county prosecutor or designee.
 - d. The Superintendent, Principal, or any other school district staff or Board member who may have been informed regarding the existence of the undercover school operation shall immediately communicate to the county prosecutor or designee if they subsequently learn of information that suggests the undercover officer's true identity has been revealed, the undercover officer's identity or status as a bona fide member of the school community has been questioned, or the integrity of the undercover school operation has been in any other way compromised;
8. The procedures for and responsibilities of school district staff concerning the safe and proper handling of a seized controlled dangerous substance, including anabolic steroids, drug paraphernalia, or a firearm or other deadly weapon, and the prompt delivery of the items to appropriate law enforcement authorities shall be in accordance with N.J.A.C. 6A:16-6.2, Policy and Regulation 5530, and the MOA;
9. The procedures for and responsibilities of school district staff in notifying authorities of a suspected violation of laws prohibiting the possession; sale or other distribution of a controlled dangerous substance, including anabolic steroids; drug paraphernalia; or a firearm or other deadly weapon shall be in accordance with Policy and Regulation 5530 and the MOA;



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Cooperation with Law Enforcement Agencies

10. Provisions for requesting uniformed police attendance at extracurricular school events shall be in accordance with the MOA;
11. Provisions for notifying parents as soon as possible whenever a student is arrested for violating a law prohibiting the possession; sale or other distribution of a controlled dangerous substance, including anabolic steroids; drug paraphernalia; or a firearm or other deadly weapon shall be in accordance with Policy and Regulation 5530;
12. Provisions for in-service training of school district staff concerning policies and procedures established in this subchapter, and the exchange of information regarding the practices of the school district and law enforcement agencies shall be in accordance with the MOA;
13. A MOA with appropriate law enforcement authorities in accordance with N.J.A.C. 6A:16-6, Policy 9320, and this Regulation;
14. An annual process for the Superintendent and appropriate law enforcement officials to discuss the implementation and need for revising the MOA, and to review the effectiveness of policies and procedures implemented pursuant to N.J.A.C. 6A:16-6.2 and the MOA;
15. Provisions for contacting the Chief Executive Officer of the involved law enforcement agency, county prosecutor, and/or Division of Criminal Justice, as necessary, to resolve disputes concerning law enforcement activities occurring on school grounds shall be in accordance with the MOA; and
16. Provisions for directing inquiries or complaints received by school district staff regarding interviews, investigations, arrests, or other operations conducted by sworn law enforcement officers to the appropriate law enforcement agency shall be in accordance with the MOA.



REGULATION GUIDE

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Cooperation with Law Enforcement Agencies

C. Mandatory Reporting

1. There are seven offenses that must be reported to law enforcement if they qualify as mandatory reports, as set forth and explained in further detail in the MOA. These mandatory reports include:
 - a. Whenever any school district staff has reason to believe a student is in possession of a controlled dangerous substance or related paraphernalia, or is involved or implicated in distribution activities regarding controlled dangerous substances, pursuant to N.J.A.C. 6A:16-6.3;
 - b. Whenever any school district staff in the course of their employment develops reason to believe that a firearm or other dangerous weapon has unlawfully been possessed on or off school grounds, a weapon was used in an assault against a student or other school personnel, or that any student or other person has committed an offense with, or while in possession of, a firearm, whether or not such offense was committed on school grounds or during school operating hours, pursuant to N.J.A.C. 6A:16-5.5, 5.6(d)4 and 6.3(b);
 - c. Whenever any school district staff in the course of their employment develops reason to believe that anyone has threatened, is planning, or otherwise intends to cause death, serious bodily injury, or significant bodily injury to another person under circumstances in which a reasonable person would believe that the person genuinely intends at some time in the future to commit the violent act or to carry out the threat, pursuant to N.J.A.C. 6A:16-6.3(c) through (e);
 - d. Whenever any school district staff in the course of their employment develops reason to believe that a crime involving sexual penetration or criminal sexual contact has been committed on school grounds, or by or against a student during school operating hours or during school-related functions or activities, pursuant to N.J.A.C. 6A:16-6.3(d);



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Cooperation with Law Enforcement Agencies

- e. Whenever any school district staff in the course of their employment develops reason to believe that an assault upon a teacher, administrator, other school Board employee, or district Board of Education member has been committed, with or without a weapon, pursuant to N.J.A.C. 6A:16-5.7(d)5;
 - f. Whenever any school district staff in the course of their employment develops reason to believe a “bias-related act” has been committed or is about to be committed on or off school grounds, pursuant to N.J.A.C. 6A:16-6.3(e); and
 - g. Whenever any school employee in the course of their employment develops reason to believe a student is potentially missing, abused, or neglected, pursuant to N.J.A.C. 6A:16-11.1(a)3i. through iii.
- D. Nothing in the policies and procedures required under N.J.A.C. 6A:16-6 and Policy 9320 and this Regulation shall be construed to prohibit school district staff from disclosing information, pursuant to N.J.A.C. 6A:32-7.2 and 7.5(f), if necessary, to protect the immediate health or safety of a student or other persons.
- E. The Superintendent or designee shall annually review Policy 9320 and this Regulation as adopted by the Board to ensure each are in accordance with the requirements outlined in the MOA.

Adopted:



0141 BOARD MEMBER NUMBER AND TERM

Board of Trustees

The Board of Trustees shall consist of nine (9) Trustees. The Head of School and the School Business Administrator/Board Secretary will serve on the Board, ex officio, without the right to vote.

One of the nine trustees will be an officer or designated parent of the Link Parent Association (LPA) selected by the LPA and appointed by the Board, with the right to vote, for a one year period.

No more than twenty percent of the Board may be associated with any one non-profit or for-profit entity.

Term

The terms of office for the initial Board of Trustees were staggered in terms of one, two or three years, as determined by the Founders of Link Community Charter School. For Trustees elected to the Board after the initial Board, terms shall be for three years unless more than four Board seats (or the majority or more of the Board of Trustees) are up for election in any given year in which case the Board shall stagger the terms of those Board seats for one, two or three years as determined by the sitting Board prior to the election. The LPA member serves for one year.

~~Term Limits~~

~~-~~

~~Trustee membership shall be limited to two consecutive three year terms. Previous Trustees shall be re-eligible for membership after a lapse of one year.~~

N.J.S.A. 18A:36A-1 et seq. (Charter School Program Act of 1995)

N.J.A.C. 6A:11-1 et seq. (Charter School Administrative Code)

Adopted: 26 March 2014

Revised: 19 October 2015

Revised: 14 November 2016



5112 ENTRANCE AGE

The Board of Trustees will admit to this district children otherwise eligible by law or Board policy who have attained the age requirements set by law and this Board of Education. The Board requires documentary verification of the age and birthdate of any child for whom admission to this district is sought.

Kindergarten

A child is eligible for entrance into Kindergarten who will have attained the age of five years on or before ~~December 31st~~ October 1st of the school year in which entrance is sought.

The Board may admit to Kindergarten underage children who were properly enrolled in an approved public or private school Kindergarten before transferring to this district and need to undertake the kindergarten program.

First Grade

A child is eligible for entrance into first grade who will have attained the age of six years on or before October 1st ~~December 31st~~ of the year in which entrance is sought or has completed the Kindergarten program of this district or an equivalent program and has been recommended by the teacher for advancement to the first grade or by the decision of the Head of School.

N.J.S.A. 18A:36-19; 18A:38-5; 18A:38-6; 18A:44-1;

18A:44-2; 18A:46-6; 18A:46-6.1

N.J.A.C. 6A:14-3.3

Adopted: 08 November 2021



**Link Community Charter School
Board of Trustees**

Board Goals for 2022-2023

- 1. Hold two Board retreat meetings with content reflecting the needs of the board as a result of the 2021-22 Board Self Evaluation results**
 - By June 2023, the board will have held two retreats covering needs determined from the evaluation.
- 2. Establish, with a specific charge, a Community Engagement Committee.**
 - By August 2023, the board will be asked to approve the addition to the bylaw which will establish this committee with a specific charge. (First reading at the July 2022 board meeting and Second reading/Approval at the board meeting in August 2022.)
 - A chairperson of the committee and a list of at least three members (a combination of trustees and public) will be set by August 2023.
 - The committee will begin reporting to the board at the September 2023 meeting.
- 3. Support the administration in the Charter School Renewal Process**
 - Three to four trustees will participate in the school visit and related interview sessions with the NJDOE Renaissance and Charter School Office by December 2022.
- 4. Provide Board member involvement in the school-wide strategic planning effort**
 - At least two trustees will participate on the LCCS strategic planning committee in June, July and August of 2022.



Finance & Facilities Committee Report

June 13, 2022

Attendance:

- ☐ Leslie Baynes
- ☐ Bima Baje
- ☐ Shawna Ebanks

I. Financial Review

a. Treasurer's Report:

- i. As of May 31, 2022, total operating cash on hand \$1,882,512 net \$40,625.18 in unprocessed vendor payments.

Bank Accounts

- General Fund \$1,622,730.42
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 \$48,692.87
All salary expenses
- Payroll Agency \$62,088.47
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. Grant Recap

1. Charter School Grant \$1,004,609 awarded to build K-4 program
The fourth round of reimbursement will be submitted in early July. To date we have received \$453,661 from the Charter School Program grant.
2. Esser II Accelerated Learning \$32,038 student additional assistance
3. CRRSA- Mental Health \$45,000
In house mental health professional services for students,
4. ESSER III American Rescue Plan \$1,121,994
Instructional support staff (paras & subs) Kindergarten teacher salaries & benefits, after school tutoring program (Catapult), and Restroom renovation.
5. ESSER American Rescue Plan \$50,000
Accelerated learning coach



- 6. ESSER American Rescue Plan \$40,000
Summer program support

b. Secretary's Report:

i. As of May 31, 2022

- \$5,772,562 in expenses have been paid
- \$1,942,029 in encumbrances are pending request for payment
- \$2,415,513 remains unencumbered; Restricted ESSER and Charter School Grant funds are included in this total .

c. Operations

Facilities

- District Office at 972 Broad
 - Building approvals have been given. We have started furnishing the space and setting up equipment . Once the certificate of occupancy has been given we will move into the space.
- Upgrades and renovations in progress
 - Replacement of broken window screens
 - Security system upgrade
 - Restroom renovation planning is in progress.
 - Replacement of main entry and gymnasium doors

Interim Balance Sheet

ASSETS AND RESOURCES

ASSETS		
101 Cash in checking account	\$ 1,622,730.42	
102-106 Other cash equivalents	\$ 75,000.00	
Total cash		\$ 1,697,730.42
111 Investments		\$ 0.00
114 Investment interest receivable		\$ 0.00
121 Tax levy receivable		\$ 770,288.28
Accounts receivable		
132 Interfund	\$ 35,275.83	
141 Intergovernmental - state	\$ (82,097.80)	
142 Intergovernmental - federal	\$ 0.00	
143 Intergovernmental - other	\$ 81,483.77	
153 Other Accounts Receivable	\$ 0.00	
		\$ 34,661.80
Loans receivable		
131 Interfund	\$ 0.00	
151 Other Loans Receivable	\$ 0.00	
		\$ 0.00
199 Other current assets		\$ 13,183.66
RESOURCES		
301 Estimated revenues (from adjusted budget)	\$ 6,834,006.00	
302 Less: revenues collected or accrued	\$ (5,510,803.11)	
		\$ 1,323,202.89
TOTAL ASSETS AND RESOURCES		\$ 3,839,067.05

LIABILITIES AND FUND EQUITY

LIABILITIES		
401 Interfund loans payable		\$ 0.00
402 Interfund accounts payable		\$ 0.00
411 Intergovernmental accounts payable - state		\$ 0.00
412 Intergovernmental accounts payable - federal		\$ 0.00
413 Intergovernmental accounts payable - other		\$ 0.00
421 Accounts payable		\$ 17,356.67
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		\$ 22,557.14
481 Deferred revenues		\$ 0.00
499 Other current liabilities		\$ 0.00
Total liabilities		\$ 39,913.81

FUND EQUITY

Appropriated:

753 Reserve for encumbrances - current year				\$	1,536,270.93	
754 Reserve for encumbrances - prior year				\$	0.00	
760 Other reserves				\$	0.00	
771 Designated Fund Balance				\$	0.00	
772 Designated Fund Balance - ARRA/SEMI				\$	0.00	
601 Appropriations			\$	6,957,170.72		
602 Less: expenditures	\$	5,039,840.29				
603 Less: encumbrances	\$	1,536,270.93	\$	(6,576,111.22)	\$	381,059.50
Appropriations less expenditures						\$ 1,917,330.43

Unappropriated:

770 Fund Balance, July 1, 2021	\$	2,004,987.53	
303 Less: budgeted fund balance	\$	(123,164.72)	
Unappropriated fund balance			\$ 1,881,822.81
Total fund equity			\$ 3,799,153.24

TOTAL LIABILITIES AND FUND EQUITY

\$ 3,839,067.05

RECAPITULATION OF FUND BALANCE - CURRENT YEAR ACTIVITY

	Budgeted	Actual	Variance
Appropriations	\$ 6,957,170.72	\$ 6,576,111.22	\$ 381,059.50
Less: Revenues	\$ (6,834,006.00)	\$ (5,510,803.11)	\$ (1,323,202.89)
Subtotal	\$ 123,164.72	\$ 1,065,308.11	\$ (942,143.39)
Less: adjustment to appropriations for Prior Year Encumbrances	\$ 0.00	\$ 0.00	\$ 0.00
Total current year budgeted fund balance	\$ 123,164.72	\$ 1,065,308.11	\$ (942,143.39)
Add: Unappropriated fund balance			\$ 1,881,822.81
Total of budgeted and unappropriated fund balance			\$ 939,679.42

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	123,164.72	0.00	123,164.72	1,065,308.11	(942,143.39)
52xx	From Transfers	0.00	0.00	0.00	0.00	0.00
1xxx	From Local Sources	5,409,304.00	0.00	5,409,304.00	4,378,081.33	1,031,222.67
2xxx	From Intermediate Sources	0.00	0.00	0.00	0.00	0.00
3xxx	From State Sources	1,424,702.00	0.00	1,424,702.00	1,132,721.78	291,980.22
4xxx	From Federal Sources	0.00	0.00	0.00	0.00	0.00
5xxx	From Other Sources	0.00	0.00	0.00	0.00	0.00
Grand Totals		6,957,170.72	0.00	6,957,170.72	6,576,111.22	381,059.50

Fund 11 (Current Expense Fund)

Account Group	Group Title	Original Bgt	New App/Tnsf	Revised Bgt	Expenditures	Encumbrances	Avail Balance	Refunds
Instructional Expense		3,372,496.18	25,000.00	3,397,496.18	2,598,860.13	711,068.24	87,567.81	0.00
Administrative		2,276,454.12	(105,000.00)	2,171,454.12	1,465,800.91	478,706.28	226,946.93	0.00
Support Services		1,258,220.42	55,000.00	1,313,220.42	901,256.57	345,596.41	66,367.44	0.00
Grand Totals for fund 11:		6,907,170.72	(25,000.00)	6,882,170.72	4,965,917.61	1,535,370.93	380,882.18	0.00

Fund 12 (Capital Outlay Fund)

Account Group	Group Title	Original Bgt	New App/Tnsf	Revised Bgt	Expenditures	Encumbrances	Avail Balance	Refunds
Capital Outlay		50,000.00	25,000.00	75,000.00	73,922.68	900.00	177.32	0.00
Grand Totals for fund 12:		50,000.00	25,000.00	75,000.00	73,922.68	900.00	177.32	0.00

Grand Totals for all Subfunds of Fund 10:	6,957,170.72	0.00	6,957,170.72	5,039,840.29	1,536,270.93	381,059.50	0.00
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Revenues Summary

Acct Group	Group Title	Budgeted Est.	Transfers	Adj. Budget	Act to Date	Unrealized Under/(Over)
Recap	From Recap of Fund Balance	123,164.72	0.00	123,164.72	1,065,308.11	(942,143.39)
10-1200-000-011	Equalization/Lcl Lvy Aid-Local	924,304.00	0.00	924,304.00	681,890.00	242,414.00
10-1200-000-012	Equalization/Lcl Lvy Aid-State	4,485,000.00	0.00	4,485,000.00	3,686,522.00	798,478.00
10-1510-000-023	Interest	0.00	0.00	0.00	0.00	0.00
10-1900-000-023	Other Sources	0.00	0.00	0.00	0.00	0.00
10-1920-000-023	Contributions/Donations	0.00	0.00	0.00	0.00	0.00
10-1920-001-023	Fundraising	0.00	0.00	0.00	0.00	0.00
10-1980-000-023	Refund of Prior Yr Exp	0.00	0.00	0.00	0.00	0.00
10-1990-000-023	Miscellaneous Revenue	0.00	0.00	0.00	9,669.33	(9,669.33)
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	299,108.00	0.00	299,108.00	198,118.00	100,990.00
10-3177-000-016	Categorical Security Aid	187,132.00	0.00	187,132.00	156,814.00	30,318.00
10-3190-000-021	Other Unrestricted State Aid	709,410.00	0.00	709,410.00	649,308.00	60,102.00
10-3195-000-021	Consolidated Aid	0.00	0.00	0.00	0.00	0.00
10-3902-000-000	FICA/TPAF Reimbursement	229,052.00	0.00	229,052.00	128,481.78	100,570.22
10-4210-000-023	Federal Charter School Grant	0.00	0.00	0.00	0.00	0.00
Grand Totals		6,957,170.72	0.00	6,957,170.72	6,576,111.22	381,059.50

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
11-130-100-101	Grade 7-8 Teacher	2,056,913.45	0.00	2,056,913.45	1,811,635.69	245,277.76	0.00	0.00
11-190-100-106	Oth Sal for Inst	0.00	43,345.00	43,345.00	0.00	43,345.00	0.00	0.00
11-190-100-320	Purch Prof Svcs	572,600.00	(106,745.00)	465,855.00	362,763.31	93,967.83	9,123.86	0.00
11-190-100-330	Other Purch Svcs	90,000.00	(30,000.00)	60,000.00	17,748.00	2,798.00	39,454.00	0.00
11-190-100-610	General Supplies	95,000.00	0.00	95,000.00	54,519.59	7,796.36	32,684.05	0.00
11-190-100-640	Textbooks	51,200.00	0.00	51,200.00	39,677.16	11,255.46	267.38	0.00
11-190-100-890	Miscellaneous Expense	50,000.00	0.00	50,000.00	43,076.84	6,543.29	379.87	0.00
11-200-100-101	Special Education Teacher	416,782.73	0.00	416,782.73	116,698.19	300,084.54	0.00	0.00
11-421-100-105	Stipends	40,000.00	118,400.00	158,400.00	152,741.35	0.00	5,658.65	0.00
Instructional Expense		3,372,496.18	25,000.00	3,397,496.18	2,598,860.13	711,068.24	87,567.81	0.00
11-000-230-100	Salaries	1,120,998.60	(65,000.00)	1,055,998.60	515,894.35	373,512.80	166,591.45	0.00
11-000-230-300	Purch Prof/Tech Svc	67,000.00	(4,000.00)	63,000.00	24,154.36	19,871.83	18,973.81	0.00
11-000-230-331	Judgements Against Charters	42,500.00	0.00	42,500.00	22,954.26	19,545.74	0.00	0.00
11-000-230-332	Audit Fees	17,250.00	0.00	17,250.00	0.00	0.00	17,250.00	0.00
11-000-230-530	Communications/Telephone	59,585.00	0.00	59,585.00	50,868.22	8,102.98	613.80	0.00
11-000-230-590	Other Purchased Services (400-500 Series)	57,350.00	9,000.00	66,350.00	63,260.86	2,502.46	586.68	0.00
11-000-230-610	Supplies & Materials	7,000.00	0.00	7,000.00	5,770.09	1,221.30	8.61	0.00
11-000-230-890	Miscellaneous Expense	2,400.00	0.00	2,400.00	2,357.89	0.00	42.11	0.00
11-000-291-230	Benefits - SS & Medicare	245,810.26	0.00	245,810.26	239,799.53	6,010.73	0.00	0.00
11-000-291-232	Benefits - NJ State Pension	165,000.00	(30,000.00)	135,000.00	125,787.00	0.00	9,213.00	0.00
11-000-291-250	State Unemployment Ins	43,678.25	(15,000.00)	28,678.25	4,139.04	24,539.21	0.00	0.00
11-000-291-260	Benefits - Workman's Comp	35,100.00	0.00	35,100.00	29,510.00	2,971.00	2,619.00	0.00
11-000-291-270	Benefits - Health Insurance	409,782.01	0.00	409,782.01	379,571.77	20,428.23	9,782.01	0.00
11-000-291-290	Benefits - FlexSpending Fees	3,000.00	0.00	3,000.00	1,733.54	0.00	1,266.46	0.00
Administrative		2,276,454.12	(105,000.00)	2,171,454.12	1,465,800.91	478,706.28	226,946.93	0.00
11-000-213-610	Nurse supplies	0.00	2,500.00	2,500.00	717.26	1,782.74	0.00	0.00
11-000-216-300	Purch Prof/Tech Svc	0.00	0.00	0.00	3,000.00	0.00	(3,000.00)	0.00
11-000-216-320	Purch Prof Tech Svcs - P/OT	130,000.00	(49,000.00)	81,000.00	5,657.34	18,783.66	56,559.00	0.00
11-000-240-110	Supp Svcs - Salaries	403,107.42	0.00	403,107.42	186,110.26	216,997.16	0.00	0.00
11-000-240-500	Other Purchased Services (400-500 Series)	197,200.00	55,000.00	252,200.00	168,755.52	82,991.48	453.00	0.00
11-000-262-441	Rental of Land & Bldgs	328,000.00	24,000.00	352,000.00	351,999.96	0.00	0.04	0.00
11-000-262-520	Insurance	72,413.00	25,000.00	97,413.00	84,199.49	12,261.51	952.00	0.00
11-000-262-610	Supplies & Materials	26,000.00	(7,500.00)	18,500.00	12,308.27	294.33	5,897.40	0.00
11-000-262-620	Energy Costs	76,500.00	0.00	76,500.00	61,202.51	9,797.49	5,500.00	0.00
11-000-262-890	Miscellaneous Expense	25,000.00	5,000.00	30,000.00	27,305.96	2,688.04	6.00	0.00
Support Services		1,258,220.42	55,000.00	1,313,220.42	901,256.57	345,596.41	66,367.44	0.00
Grand Totals for fund 11:		6,907,170.72	(25,000.00)	6,882,170.72	4,965,917.61	1,535,370.93	380,882.18	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	50,000.00	0.00	50,000.00	48,922.68	900.00	177.32	0.00
12-000-300-730	Non-Instructional Equipment	0.00	25,000.00	25,000.00	25,000.00	0.00	0.00	0.00
Capital Outlay		50,000.00	25,000.00	75,000.00	73,922.68	900.00	177.32	0.00
Grand Totals for fund 12:		50,000.00	25,000.00	75,000.00	73,922.68	900.00	177.32	0.00
Grand Totals for all Subfunds of Fund 10:		6,957,170.72	0.00	6,957,170.72	5,039,840.29	1,536,270.93	381,059.50	0.00

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

Bima Baje, BusAdm/Bd Sec

6/12/22
Date

Interim Balance Sheet

ASSETS AND RESOURCES

ASSETS		
101 Cash in checking account	\$ (16,450.03)	
102-106 Other cash equivalents	\$ 0.00	
Total cash		\$ (16,450.03)
111 Investments		\$ 0.00
114 Investment interest receivable		\$ 0.00
121 Tax levy receivable		\$ 0.00
Accounts receivable		
132 Interfund	\$ 0.00	
141 Intergovernmental - state	\$ 0.46	
142 Intergovernmental - federal	\$ 0.00	
143 Intergovernmental - other	\$ 0.00	
153 Other Accounts Receivable	\$ 0.00	
		\$ 0.46
Loans receivable		
131 Interfund	\$ 0.00	
151 Other Loans Receivable	\$ 0.00	
		\$ 0.00
199 Other current assets		\$ 0.00
RESOURCES		
301 Estimated revenues (from adjusted budget)	\$ 796,015.00	
302 Less: revenues collected or accrued	\$ (653,079.79)	
		\$ 142,935.21
TOTAL ASSETS AND RESOURCES		\$ 126,485.64

LIABILITIES AND FUND EQUITY

LIABILITIES		
401 Interfund loans payable		\$ 0.00
402 Interfund accounts payable		\$ 0.00
411 Intergovernmental accounts payable - state		\$ 0.00
412 Intergovernmental accounts payable - federal		\$ 0.00
413 Intergovernmental accounts payable - other		\$ 0.00
421 Accounts payable		\$ 0.00
422 Judgments payable		\$ 0.00
430 Compensated absences payable		\$ 0.00
431 Contracts payable		\$ 0.00
451 Loans payable		\$ 0.00
481 Deferred revenues		\$ 63,192.53
499 Other current liabilities		\$ 0.00
Total liabilities		\$ 63,192.53

FUND EQUITY

Appropriated:

753 Reserve for encumbrances - current year			\$	404,757.99		
754 Reserve for encumbrances - prior year			\$	0.00		
760 Other reserves			\$	0.00		
771 Designated Fund Balance			\$	0.00		
601 Appropriations		\$	3,171,963.45			
602 Less: expenditures	\$	732,722.24				
603 Less: encumbrances	\$	404,757.99	\$	(1,137,480.23)	\$	2,034,483.22
Appropriations less expenditures					\$	2,439,241.21
Unappropriated:						
770 Fund Balance, July 1, 2021			\$	0.35		
303 Less: budgeted fund balance			\$	(2,375,948.45)		
Unappropriated fund balance					\$	(2,375,948.10)
Total fund equity					\$	63,293.11
TOTAL LIABILITIES AND FUND EQUITY					\$	126,485.64

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	2,375,948.45	0.00	2,375,948.45	484,400.44	1,891,548.01
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	25,643.00	0.00	25,643.00	0.00	25,643.00
4xxx	From Federal Sources	770,372.00	0.00	770,372.00	173,776.00	596,596.00
5xxx	From Other Sources	0.00	0.00	0.00	0.00	0.00
Grand Totals		3,171,963.45	0.00	3,171,963.45	1,137,480.23	2,034,483.22

Fund 20 (Special Revenue Fund)

Account Group	Group Title	Original Bgt	New App/Tnrf	Revised Bgt	Expenditures	Encumbrances	Avail Balance	Refunds
Title IA - Improving Basic Pgms		219,532.00	0.00	219,532.00	199,709.99	7,071.03	12,750.98	0.00
IDEA Part B		75,062.00	0.00	75,062.00	64,183.60	10,878.40	0.00	0.00
Reallocated Title I		7,728.00	0.00	7,728.00	0.00	0.00	7,728.00	0.00
ESSER II		495,357.00	0.00	495,357.00	65,219.25	328,430.75	101,707.00	0.00
Accelerated Learning		32,038.00	0.00	32,038.00	23,345.00	0.00	8,693.00	0.00
Mental Health		45,000.00	0.00	45,000.00	0.00	0.00	45,000.00	0.00
American Rescue (ESSER III)		55,000.00	0.00	55,000.00	44,103.13	9,303.07	1,593.80	0.00
ARPESSER		1,121,994.00	0.00	1,121,994.00	18,403.64	243.85	1,103,346.51	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		25,643.00	0.00	25,643.00	0.00	0.00	25,643.00	0.00
Charter Grant		1,004,609.45	0.00	1,004,609.45	317,757.63	48,830.89	638,020.93	0.00
Grand Totals for fund 20:		3,171,963.45	0.00	3,171,963.45	732,722.24	404,757.99	2,034,483.22	0.00

Revenues Summary

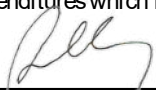
Acct Group	Group Title	Budgeted Est.	Transfers	Adj. Budget	Act to Date	Unrealized Under/(Over)
Info Only	Revenue Req'd to Balance	2,375,948.45	0.00	2,375,948.45	484,400.44	1,891,548.01
20-3257-000-000	SDA Emerg. Needs & Cap. Maint.	25,643.00	0.00	25,643.00	0.00	25,643.00
20-4411-231-032	Title I	186,373.00	0.00	186,373.00	131,683.00	54,690.00
20-4413-234-032	Title I C/O	7,728.00	0.00	7,728.00	0.00	7,728.00
20-4415-260-032	Title VI	0.00	0.00	0.00	0.00	0.00
20-4416-261-032	Title VI C/O	0.00	0.00	0.00	0.00	0.00
20-4421-250-032	IDEA	0.00	0.00	0.00	42,093.00	(42,093.00)
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	CARESAct	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	499,233.00	0.00	499,233.00	0.00	499,233.00
20-4535-000-000	CRRSA Act - ESSER II	32,038.00	0.00	32,038.00	0.00	32,038.00
20-4536-000-000	CRRSA - Mental Health Grant	45,000.00	0.00	45,000.00	0.00	45,000.00
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	479,303.79	(479,303.79)
Grand Totals		3,171,963.45	0.00	3,171,963.45	1,137,480.23	2,034,483.22

Minimum Expense General Ledger Report

Fund 20 (Special Revenue Fund)

Expend. Account #	Account Title	Original Bgt	New App/Tmsf	Revised Bgt	Expenditures	Encumbrances	Avail Balance	Refunds
20-231-100-100	Title I Sal for Inst	20,000.00	0.00	20,000.00	20,000.00	0.00	0.00	0.00
20-231-100-300	Purchased Services	175,000.00	0.00	175,000.00	170,098.80	4,901.20	0.00	0.00
20-231-100-600	Supplies	13,532.00	0.00	13,532.00	9,611.19	2,169.83	1,750.98	0.00
20-231-200-200	Benefits	9,000.00	0.00	9,000.00	0.00	0.00	9,000.00	0.00
20-231-200-600	Supplies	2,000.00	0.00	2,000.00	0.00	0.00	2,000.00	0.00
Title IA - Improving Basic Pgms		219,532.00	0.00	219,532.00	199,709.99	7,071.03	12,750.98	0.00
20-250-200-300	Professional Services	75,062.00	0.00	75,062.00	64,183.60	10,878.40	0.00	0.00
IDEA Part B		75,062.00	0.00	75,062.00	64,183.60	10,878.40	0.00	0.00
20-235-100-600	Instructional Supplies	5,500.00	0.00	5,500.00	0.00	0.00	5,500.00	0.00
20-235-100-800	Other Objects-Instruction	2,228.00	0.00	2,228.00	0.00	0.00	2,228.00	0.00
Reallocated Title I		7,728.00	0.00	7,728.00	0.00	0.00	7,728.00	0.00
20-483-100-101	Instruction- Sal of Teacher	245,062.00	0.00	245,062.00	0.00	245,062.00	0.00	0.00
20-483-100-300	Purchased Services-Instruction	150,000.00	0.00	150,000.00	65,219.25	83,368.75	1,412.00	0.00
20-483-200-200	CRRSA - ESSER II Grant Program	100,295.00	0.00	100,295.00	0.00	0.00	100,295.00	0.00
ESSER II		495,357.00	0.00	495,357.00	65,219.25	328,430.75	101,707.00	0.00
20-484-100-101	Instruction- Sal of Teacher	29,000.00	0.00	29,000.00	23,345.00	0.00	5,655.00	0.00
20-484-100-600	Instructional Supplies	820.00	0.00	820.00	0.00	0.00	820.00	0.00
20-484-200-200	CRRSA - Learning Accel. Grant	2,218.00	0.00	2,218.00	0.00	0.00	2,218.00	0.00
Accelerated Learning		32,038.00	0.00	32,038.00	23,345.00	0.00	8,693.00	0.00
20-485-200-300	CRRSA - Mental Health Grant	45,000.00	0.00	45,000.00	0.00	0.00	45,000.00	0.00
Mental Health		45,000.00	0.00	45,000.00	0.00	0.00	45,000.00	0.00
20-486-200-600	Supplies	55,000.00	0.00	55,000.00	44,103.13	9,303.07	1,593.80	0.00
American Rescue (ESSER III)		55,000.00	0.00	55,000.00	44,103.13	9,303.07	1,593.80	0.00
20-487-100-100	ARP-ESSER Grant Program	390,000.00	0.00	390,000.00	0.00	0.00	390,000.00	0.00
20-487-100-101	Instruction- Sal of Teacher	74,929.00	0.00	74,929.00	0.00	0.00	74,929.00	0.00
20-487-100-600	Instructional Supplies	0.00	0.00	0.00	17,005.64	243.85	(17,249.49)	0.00
20-487-200-200	ARP-ESSER Grant Program	97,065.00	0.00	97,065.00	0.00	0.00	97,065.00	0.00
20-487-200-600	ARP-ESSER Grant Program	60,000.00	0.00	60,000.00	1,398.00	0.00	58,602.00	0.00
20-487-400-720	ARP-ESSER Grant Program	500,000.00	0.00	500,000.00	0.00	0.00	500,000.00	0.00
ARPESSER		1,121,994.00	0.00	1,121,994.00	18,403.64	243.85	1,103,346.51	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
ARPESSER-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.	25,643.00	0.00	25,643.00	0.00	0.00	25,643.00	0.00
Emergent Grants		25,643.00	0.00	25,643.00	0.00	0.00	25,643.00	0.00
20-500-100-101	Salaries	201,212.08	0.00	201,212.08	0.00	0.00	201,212.08	0.00
20-500-100-300	Purchased Services	112,833.33	0.00	112,833.33	0.00	0.00	112,833.33	0.00
20-500-100-600	Supplies	87,333.33	0.00	87,333.33	54,881.40	30,838.22	1,613.71	0.00
20-500-200-104	Salary	252,645.21	0.00	252,645.21	237,891.45	8,700.00	6,053.76	0.00
20-500-200-200	Benefits	39,168.83	0.00	39,168.83	0.00	0.00	39,168.83	0.00
20-500-200-300	Benefits	102,500.00	0.00	102,500.00	5,950.00	0.00	96,550.00	0.00
20-500-200-400	Building Repairs	165,000.00	0.00	165,000.00	0.00	0.00	165,000.00	0.00
20-500-200-800	Other Objects	43,916.67	0.00	43,916.67	19,034.78	9,292.67	15,589.22	0.00
Charter Grant		1,004,609.45	0.00	1,004,609.45	317,757.63	48,830.89	638,020.93	0.00
Grand Totals for fund 20:		3,171,963.45	0.00	3,171,963.45	732,722.24	404,757.99	2,034,483.22	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, BusAdm/Bd Sec

6/12/22

Date

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

FOR THE MONTH ENDING MAY 31, 2022

		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	\$ 1,386,291.72	\$ 425,252.45	\$ 188,813.75	\$ 1,622,730.42
2	Charter Escrow	75,000.00	-	-	\$ 75,000.00
2	Special Revenue Fund - Fund 20	278,283.35	78,340.15	373,073.53	(16,450.03)
3	Total governmental funds (Lines 1 thru 2)	1,739,575.07	503,592.60	561,887.28	1,681,280.39
	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	48,759.62	267,374.60	267,441.35	48,692.87
6	Payroll Agency	57,662.84	42,639.68	38,214.05	62,088.47
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)	119,400.06	310,014.28	305,655.40	123,758.94
10	Total All Funds (Lines 3, 4 and 9)	\$ 1,882,512.00	\$ 813,606.88	\$ 867,542.68	\$ 1,828,576.20

Prepared and Submitted By:

Leslie Baynes
Chief Operating Officer

6/12/2022

Date

**LINK COMMUNITY CHARTER SCHOOL
RECONCILIATION OF BOARD SECRETARY'S REPORT (A-148)
AND TREASURER'S REPORT (A-149)
FOR THE MONTH ENDING MAY 31, 2022**

<u>Fund</u>		
10.101	General fund - Regular Account	\$ 1,622,730.42
10.106	Charter Escrow	75,000.00
20.101	Special Revenue Fund	(16,450.03)
60.101	Enterprise Fund	23,536.87
90.101	Payroll Account	48,692.87
90.103	Unemployment	25.00
91.101	Agency Account	62,088.47
95.101	Student Activity Account	12,952.60
		<hr/>
Total Board Secretary's Records - A-148		1,828,576.20
Total Funds per Treasurer's Report		<hr/> 1,828,576.20
Difference		<hr/> \$ - <hr/>

LINK COMMUNITY CHARTER SCHOOL
TD Bank
OPERATING ACCOUNT - 430-2520237
FOR THE MONTH ENDING MAY 31, 2022

	<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	\$ 1,705,200.25	\$ 1,386,291.72	\$ 278,283.35	\$ 1,664,575.07
<u>Additions</u>				
Deposits	503,592.60	425,252.45	78,340.15	503,592.60
Total Receipts	503,592.60	425,252.45	78,340.15	503,592.60
<u>Deductions</u>				
Cash Disbursements	517,578.54	188,813.75	373,073.53	561,887.28
Total Disbursements	517,578.54	188,813.75	373,073.53	561,887.28
<u>BALANCE END OF MONTH</u>	1,691,214.31			
<u>RECONCILIATION</u>				
Less--Outstanding checks	84,933.92			
Deposit in transit				
ADJUSTED BALANCE END OF MONTH	\$ 1,606,280.39	\$ 1,622,730.42	\$ (16,450.03)	\$ 1,606,280.39

The following checks cleared during this period:

<u>Date</u>	<u>Check #</u>	<u>Vendor</u>	<u>Amount</u>	<u>Comment</u>
04/08/2022	04474	Youth Development Clinic	\$6,558.75	
05/04/2022	04518	4imprint, inc.	\$2,906.07	
05/04/2022	04519	AT & T	\$1,055.81	
05/04/2022	04520	Avaya Inc.	\$128.49	
05/04/2022	04521	Charles Nechtem Associates, Inc.	\$291.66	
05/04/2022	04523	Delta-T Group North Jersey, Inc.	\$4,020.80	
05/04/2022	04524	Digital Arts Imaging	\$227.11	
05/04/2022	04525	The Goodkind Group, LLC	\$20,588.67	
05/04/2022	04526	Horizon BCBS	\$33,348.54	
05/04/2022	04515	INVO HEALTHCARE ASSOCIATES	\$5,657.34	
05/04/2022	04516	Link High Technologies Inc.	\$6,198.75	
04/08/2022	04478	Association of American Educators	\$2,079.00	
04/08/2022	04484	Center for Education & Employment Law	\$149.00	
05/04/2022	04517	Motivated Security Services, Inc.	\$34,828.45	
05/09/2022	04547	Selective Insurance Company of America	\$5,366.00	
05/04/2022	04527	NJSchoolJobs.com	\$500.00	
05/04/2022	04528	NEWARK SCHOOL OF THE ARTS	\$2,500.00	
05/04/2022	04529	Optimum	\$146.26	
05/04/2022	04530	PSE&G	\$5,116.16	
05/04/2022	04531	Verizon Fios	\$289.00	
05/04/2022	04532	Waste Management of New Jersey, Inc.	\$767.87	
05/04/2022	04533	WCEPS	\$159.00	
05/04/2022	04534	AT&T Mobility	\$2,704.31	
05/04/2022	04535	Jesuit Volunteer Corp	\$5,000.00	
05/05/2022	04537	Success Communications Group	\$1,462.25	
05/05/2022	04538	Worrall Communications Newspapers, Inc.	\$53.12	
05/05/2022	04539	Perma-Bound	\$579.60	
05/05/2022	04540	LINK EDUCATION PARTNERS, INC	\$29,333.33	
05/05/2022	04541	Youth Development Clinic	\$11,261.25	
05/05/2022	04542	Gordon & Rees	\$1,459.00	
05/05/2022	04543	Amazon Capital Services	\$4,223.63	
05/06/2022	04544	Success Communications Group	\$304.98	
05/06/2022	04545	Western Pest Services	\$711.00	
05/09/2022	04546	New Jersey Manufacturers Insurance Compai	\$2,951.00	
05/09/2022	04548	Fuel Education LLC	\$9,000.00	
05/09/2022	04549	Digital Arts Imaging	\$616.00	
05/09/2022	04550	CIT	\$2,798.20	
05/09/2022	04551	AAA Facility Solutions	\$1,997.80	
05/14/2022	N0366	Link Community Charter School- Payroll	\$154,921.16	
05/27/2022	N0367	Link Community Charter School- Payroll	\$155,093.12	
05/24/2022	N0368	Amazon Capital Services	\$0.00	
05/24/2022	N0369	Amazon Capital Services	\$226.06	
Total of all checks cleared during this period:			\$517,578.54	

No Journal Entries cleared during this period.

No deposits remain outstanding after this statement period

The following checks are outstanding after this statement period:

<u>Date</u>	<u>Check #</u>	<u>Vendor</u>	<u>Amount</u>	<u>Comment</u>
09/11/2020	03779	RESOURCES FOR EDUCATORS	\$0.00	Prior Year Check
01/07/2021	03897	City of Newark Division of Water	\$560.65	Prior Year Check
03/04/2021	03968	Gordon & Rees	\$1,537.00	Prior Year Check
05/10/2021	04061	Window Repair Systems, Inc.	\$8,610.00	Prior Year Check
02/23/2022	04472	E.A. Services Corporation	\$0.00	
08/06/2021	04144	AT&T Mobility	\$7,992.97	
04/15/2022	04514	LESLIE BAYNES	\$12,637.81	Copied from Check#: 04168
05/04/2022	04522	City of Newark Division of Water	\$711.33	
03/14/2022	04470	La Hermosa Church	\$500.00	
05/04/2022	04536	LISA WEBER	\$3,000.00	
05/19/2022	04236	Lumen Impact Group, Inc.	\$28,125.00	
05/19/2022	04552	Maschio's Food Service Inc.	\$21,259.16	

The total of all checks outstanding this period: \$84,933.92



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STATEMENT OF ACCOUNT



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

Page: 1 of 7
Statement Period: May 01 2022-May 31 2022
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	1,245,231.58	Average Collected Balance	1,185,196.67
Deposits	397,588.40	Interest Earned This Period	0.00
Electronic Deposits	106,004.20	Interest Paid Year-to-Date	0.00
Checks Paid	207,564.26	Annual Percentage Yield Earned	0.00%
Electronic Payments	310,014.28	Days in Period	31
Ending Balance	1,231,245.64		

DAILY ACCOUNT ACTIVITY

Deposits

POSTING DATE	DESCRIPTION	AMOUNT
05/24	DEPOSIT	167,171.40
05/24	DEPOSIT	151,296.00
05/24	DEPOSIT	79,121.00
	Subtotal:	397,588.40

Electronic Deposits

POSTING DATE	DESCRIPTION	AMOUNT
05/09	CCD DEPOSIT, NEW JERSEY PUBLI RECEIVABLE 016WOCTAK27WF1R	78,340.15
05/11	CCD DEPOSIT, PLAINFIELD BOE AP LINKCO	4,979.00
05/18	CCD DEPOSIT, ST OF NEW JERSEY EFT PAYMT 46561448700	14,691.25
05/18	CCD DEPOSIT, ST OF NEW JERSEY EFT PAYMT 46561448700	6,616.70
05/18	CCD DEPOSIT, ST OF NEW JERSEY EFT PAYMT 46561448700	1,034.00
05/18	CCD DEPOSIT, ST OF NEW JERSEY EFT PAYMT 46561448700	338.10
05/31	CCD DEPOSIT, AMZNHWWT3DC0 AMAZONSMIL 1198MCKQYUKOSO3	5.00
	Subtotal:	106,004.20

Checks Paid

No. Checks: 39

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

DATE	SERIAL NO.	AMOUNT	DATE	SERIAL NO.	AMOUNT
05/17	4474	6,558.75	05/17	4520	128.49
05/02	4478*	2,079.00	05/24	4521	291.66
05/03	4484*	149.00	05/17	4523*	4,020.80
05/18	4515*	5,657.34	05/19	4524	227.11
05/16	4516	6,198.75	05/19	4525	20,588.67
05/17	4517	34,828.45	05/16	4526	33,348.54
05/18	4518	2,906.07	05/20	4527	500.00
05/16	4519	1,055.81	05/16	4528	2,500.00

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2 of 7

1	Ending Balance	1,231,245.64
2	Total Deposits	+
3	Sub Total	
4	Total Withdrawals	-
5	Adjusted Balance	

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

2 DEPOSITS NOT ON STATEMENT	DOLLARS	CENTS
Total Deposits		2

[illegible]

WITHDRAWALS NOT ON STATEMENT	DOLLARS	CENTS
Total Withdrawals		4

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

**Bank**

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STATEMENT OF ACCOUNT

LINK COMMUNITY CHARTER SCHOOL INC

Page: 3 of 7
 Statement Period: May 01 2022-May 31 2022
 Cust Ref #: 4302520237-719-E-***
 Primary Account #: 430-2520237

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

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

DATE	SERIAL NO.	AMOUNT	DATE	SERIAL NO.	AMOUNT
05/24	4529	146.26	05/23	4542	1,459.00
05/16	4530	5,116.16	05/17	4543	4,223.63
05/24	4531	289.00	05/16	4544	304.98
05/18	4532	767.87	05/17	4545	711.00
05/18	4533	159.00	05/19	4546	2,951.00
05/17	4534	2,704.31	05/24	4547	5,366.00
05/18	4535	5,000.00	05/20	4548	9,000.00
05/16	4537*	1,462.25	05/19	4549	616.00
05/16	4538	53.12	05/16	4550	2,798.20
05/16	4539	579.60	05/17	4551	1,997.80
05/13	4540	29,333.33	05/24	99766396*	226.06
05/19	4541	11,261.25			

Subtotal: 207,564.26

Electronic Payments

POSTING DATE	DESCRIPTION	AMOUNT
05/13	eTransfer Debit, Online Xfer Transfer to CK 4301373885	133,548.15
05/13	eTransfer Debit, Online Xfer Transfer to CK 4301373893	21,373.01
05/27	eTransfer Debit, Online Xfer Transfer to CK 4301373885	133,826.45
05/27	eTransfer Debit, Online Xfer Transfer to CK 4301373893	21,266.67

Subtotal: 310,014.28

DAILY BALANCE SUMMARY

DATE	BALANCE	DATE	BALANCE
04/30	1,245,231.58	05/18	1,041,667.37
05/02	1,243,152.58	05/19	1,006,023.34
05/03	1,243,003.58	05/20	996,523.34
05/09	1,321,343.73	05/23	995,064.34
05/11	1,326,322.73	05/24	1,386,333.76
05/13	1,142,068.24	05/27	1,231,240.64
05/16	1,088,650.83	05/31	1,231,245.64
05/17	1,033,477.60		

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LINK COMMUNITY CHARTER SCHOOL
TD Bank
ACCOUNT #430-6745089
FOR THE MONTH ENDING MAY 31, 2022

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



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STATEMENT OF ACCOUNT



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

Page: 1 of 2
Statement Period: May 01 2022-May 31 2022
Cust Ref #: 4356745089-717-E-###
Primary Account #: 435-6745089

TD Business Convenience Plus

LINK COMMUNITY CHARTER SCHOOL INC
CHARTER ESCROW ACCOUNT

Account # 435-6745089

ACCOUNT SUMMARY

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

DAILY ACCOUNT ACTIVITY

No Transactions this Statement Period

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

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 MAY 31, 2022

	<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>



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

Page: 1 of 2
Statement Period: May 01 2022-May 31 2022
Cust Ref #: 4301373918-717-E-###
Primary Account #: 430-1373918

TD Business Convenience Plus

LINK COMMUNITY CHARTER SCHOOL INC
FOOD SERVICE FUND ACCOUNT

Account # 430-1373918

ACCOUNT SUMMARY

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

DAILY ACCOUNT ACTIVITY

No Transactions this Statement Period

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

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.

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LINK COMMUNITY CHARTER SCHOOL
TD Bank
ACCOUNT #430-1373900
FOR THE MONTH ENDING MAY 31, 2022

	<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>



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

Page: 1 of 2
Statement Period: May 01 2022-May 31 2022
Cust Ref #: 4301373900-717-E-***
Primary Account #: 430-1373900

TD Business Convenience Plus

LINK COMMUNITY CHARTER SCHOOL INC
UNEMPLOYMENT TRUST ACCOUNT

Account # 430-1373900

ACCOUNT SUMMARY

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

DAILY ACCOUNT ACTIVITY

No Transactions this Statement Period

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

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

Begin by adjusting your account register as follows:

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

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

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

2 DEPOSITS NOT ON STATEMENT	DOLLARS	CENTS
Total Deposits		2

[illegible]

WITHDRAWALS NOT ON STATEMENT	DOLLARS	CENTS
Total Withdrawals		4

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**

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- Your name and account number.
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- 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.

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

LINK COMMUNITY CHARTER SCHOOL
TD Bank
PAYROLL ACCOUNT -430-1373885
FOR THE MONTH ENDING MAY 31, 2022

	<u>BANK</u>	<u>BOOKS</u>
BALANCE BEG. OF MONTH	\$ 48,759.62	\$ 48,759.62
RECEIPTS		
Deposits	267,374.60	267,374.60
Total Receipts	<u>267,374.60</u>	<u>267,374.60</u>
Disbursements	267,441.35	267,441.35
Total Disbursements	<u>267,441.35</u>	<u>267,441.35</u>
Balance at End of Month	48,692.87	48,692.87
Less: Outstanding Checks	<u>0.00</u>	<u>-</u>
ADJUSTED BALANCE END OF MONTH	<u><u>\$ 48,692.87</u></u>	<u><u>\$ 48,692.87</u></u>

Schedule of Outstanding Checks:

<u>Employee Name</u>	<u>Date</u>	<u>Check #</u>	<u>Amount</u>
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LINK COMMUNITY CHARTER SCHOOL INC
PAYROLL ACCOUNT
23 PENNSYLVANIA AVE
NEWARK NJ 07114

Page: 1 of 2
Statement Period: May 01 2022-May 31 2022
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	48,759.62	Average Collected Balance	66,025.39
Electronic Deposits	267,374.60	Interest Earned This Period	0.00
		Interest Paid Year-to-Date	0.00
Electronic Payments	267,441.35	Annual Percentage Yield Earned	0.00%
Ending Balance	48,692.87	Days in Period	31

DAILY ACCOUNT ACTIVITY

Electronic Deposits

POSTING DATE	DESCRIPTION	AMOUNT
05/13	eTransfer Credit, Online Xfer Transfer from CK 4302520237	133,548.15
05/27	eTransfer Credit, Online Xfer Transfer from CK 4302520237	133,826.45
Subtotal:		267,374.60

Electronic Payments

POSTING DATE	DESCRIPTION	AMOUNT
05/13	CCD DEBIT, N7728 LINK COMMU DIR DEP N7728	92,809.86
05/13	CCD DEBIT, PAYLOCITY CORPOR TAX COL	40,146.97
05/13	CCD DEBIT, N7728 LINK COMMU BILLING N7728	591.32
05/31	CCD DEBIT, N7728 LINK COMMU DIR DEP N7728	93,614.61
05/31	CCD DEBIT, PAYLOCITY CORPOR TAX COL	39,889.81
05/31	CCD DEBIT, N7728 LINK COMMU BILLING N7728	388.78
Subtotal:		267,441.35

DAILY BALANCE SUMMARY

DATE	BALANCE	DATE	BALANCE
04/30	48,759.62	05/31	48,692.87
05/27	182,586.07		

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:

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

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3. Subtotal by adding lines 1 and 2.
4. List below the total amount of withdrawals that do not appear on this statement. Total the withdrawals and enter on Line 4.
5. Subtract Line 4 from 3. This adjusted balance should equal your account balance.

1	Ending Balance	48,692.87
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**

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- 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.

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

INTEREST NOTICE

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

FOR CONSUMER LOAN ACCOUNTS ONLY — BILLING RIGHTS SUMMARY

In case of Errors or Questions About Your Bill:

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

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

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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
Acct# 430-1373893
FOR THE MONTH ENDING MAY 31, 2022

	<u>BANK</u>	<u>BOOKS</u>
<u>BALANCE BEG. OF MONTH</u>	<u>\$ 57,662.84</u>	<u>\$ 57,662.84</u>
<u>RECEIPTS</u>		
Deposits /Interests	42,639.68	42,639.68
 Total Receipts	 <u>42,639.68</u>	 <u>42,639.68</u>
-		
Cash Disbursements	34,711.55	38,214.05
 Balance at End of Month	 65,590.97	 62,088.47
Outstanding Checks	3,502.50	
 <u>ADJUSTED BALANCE END OF MONTH</u>	 <u>62,088.47</u>	 <u>\$ 62,088.47</u>
 Employee Name	Date	Check # Amount
AXA		1212 3,502.50
		<u>3,502.50</u>



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

Page: 1 of 2
Statement Period: May 01 2022-May 31 2022
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	57,662.84	Average Collected Balance	46,220.47
Electronic Deposits	42,639.68	Interest Earned This Period	0.00
		Interest Paid Year-to-Date	0.00
Checks Paid	3,335.38	Annual Percentage Yield Earned	0.00%
Electronic Payments	31,376.17	Days in Period	31
Ending Balance	65,590.97		

DAILY ACCOUNT ACTIVITY**Electronic Deposits**

POSTING DATE	DESCRIPTION	AMOUNT
05/13	eTransfer Credit, Online Xfer Transfer from CK 4302520237	21,373.01
05/27	eTransfer Credit, Online Xfer Transfer from CK 4302520237	21,266.67
Subtotal:		42,639.68

Checks Paid

No. Checks: 2

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

DATE	SERIAL NO.	AMOUNT
05/16	1210	2,329.00
05/18	1211	1,006.38

Subtotal: 3,335.38

Electronic Payments

POSTING DATE	DESCRIPTION	AMOUNT
05/06	CCD DEBIT, DIV OF PENS&BENE TEPS TPAF 000000012550432	21,050.04
05/06	CCD DEBIT, DIV OF PENS&BENE TEPS PERS 000000012550414	10,183.84
05/06	CCD DEBIT, BENEFLEX INC BT0505 000000175964792	142.29
Subtotal:		31,376.17

DAILY BALANCE SUMMARY

DATE	BALANCE	DATE	BALANCE
04/30	57,662.84	05/16	45,330.68
05/06	26,286.67	05/18	44,324.30
05/13	47,659.68	05/27	65,590.97

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

Page: 2 of 2

1. Your ending balance shown on this statement is:

2. List below the amount of deposits or credit transfers which do not appear on this statement. Total the deposits and enter on Line 2.

3. Subtotal by adding lines 1 and 2.

4. List below the total amount of withdrawals that do not appear on this statement. Total the withdrawals and enter on Line 4.

5. Subtract Line 4 from 3. This adjusted balance should equal your account balance.

2 DEPOSITS NOT ON STATEMENT	DOLLARS	CENTS
Total Deposits		2

[illegible]

WITHDRAWALS NOT ON STATEMENT	DOLLARS	CENTS
Total Withdrawals		4

FOR CONSUMER LOAN ACCOUNTS ONLY — BILLING RIGHTS SUMMARY

In case of Errors or Questions About Your Bill:

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

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

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

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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.

**LINK COMMUNITY CHARTER SCHOOL
TD Bank
STUDENT ACTIVITY FUND - 430-1373926
FOR THE MONTH ENDING MAY 31, 2022**

	<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/>



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

Page: 1 of 2
Statement Period: May 01 2022-May 31 2022
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

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

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

Begin by adjusting your account register as follows:

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

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

1	Ending Balance	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
91-101	CASH-CHECKING	56,396.19	484,121.53	478,429.25	62,088.47
91-102	Payroll Agency	0.00	0.00	0.00	0.00
91-103	Unemployment	0.00	0.00	0.00	0.00
91-111	INVESTMENTS	0.00	0.00	0.00	0.00
91-114	INTEREST ON INV	0.00	0.00	0.00	0.00
91-121	TAX LEVY RECVBL	0.00	0.00	0.00	0.00
91-131	I/F LOANS REC	0.00	0.00	0.00	0.00
91-132	Interfund Accounts Receivable	(41,019.36)	3,590.00	(1,836.54)	(35,592.82)
91-133	Interfund	0.00	0.00	0.00	0.00
91-134	Interfund Payroll	8,307.80	0.00	0.00	8,307.80
91-141	STATE A/R	0.00	0.00	0.00	0.00
91-142	FEDERAL A/R	0.00	0.00	0.00	0.00
91-143	OTHER A/R	0.00	0.00	0.00	0.00
91-151	LOANS RECEIVBL	0.00	0.00	0.00	0.00
91-153	OTHER ACC RECBL	0.00	0.00	0.00	0.00
91-199	OTH CURR ASSETS	0.00	0.00	0.00	0.00
91-301	EST REVENUES	0.00	0.00	0.00	0.00
91-302	REVENUES	0.00	0.00	0.00	0.00
91-303	BGTD FUND BAL	0.00	0.00	0.00	0.00
91-402	Interfund Accounts Payable	0.00	0.00	0.00	0.00
91-403	Interfund Payable	0.00	0.00	0.00	0.00
91-411	I/G A/P - STATE	0.00	0.00	0.00	0.00
91-412	I/G A/P-FEDERAL	0.00	0.00	0.00	0.00
91-421	ACCTS PAYABLE	0.00	0.00	0.00	0.00
91-422	JUDGMENTS PBLE	0.00	0.00	0.00	0.00
91-423	A/P PRIOR YEAR	0.00	0.00	0.00	0.00
91-430	COMPABS 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	42,518.75	39,350.00	(3,168.75)
91-473	AFLAC	715.06	8,611.70	10,278.82	2,382.18
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	19,519.43	19,519.43
91-483	Withholding-TSA	0.00	0.00	0.00	0.00
91-484	vision	0.00	794.54	2,319.90	1,525.36
91-485	Dental	0.00	39,149.40	26,602.45	(12,546.95)
91-486	Dependent Care	0.00	5,993.60	3,605.25	(2,388.35)
91-487	Garnishment	0.00	0.00	0.00	0.00
91-488	TPAF Payable	13,995.01	157,477.88	159,862.71	16,379.84
91-489	PERS Payable	7,819.66	219,468.23	220,595.09	8,946.52
91-490	UNPDT	(0.31)	0.00	0.00	(0.31)
91-491	DCRP	1,155.21	825.15	3,824.42	4,154.48
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
91-603	ENCUMBRANCES	0.00	0.00	0.00	0.00

Acct #	Account Title	Opening Balance	Debits	Credits	Balance
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/>	
			962,550.78	962,550.78	

Acct #	Account Title	Opening Balance	Debits	Credits	Balance
20-101	CASH-CHECKING	(221,229.58)	937,501.79	732,722.24	(16,450.03)
20-102	Cash on Hand	0.00	0.00	0.00	0.00
20-111	INVESTMENTS	0.00	0.00	0.00	0.00
20-114	INTEREST ON INV	0.00	0.00	0.00	0.00
20-116	CAPITAL RSV ACC	0.00	0.00	0.00	0.00
20-121	TAX LEVY RECVBL	0.00	0.00	0.00	0.00
20-131	I/F LOANS REC	0.00	0.00	0.00	0.00
20-132	INTERFUND A/R	0.00	0.00	0.00	0.00
20-141	STATE A/R	0.46	0.00	0.00	0.46
20-142	FEDERAL A/R	284,422.00	0.00	284,422.00	0.00
20-143	OTHER A/R	0.00	0.00	0.00	0.00
20-151	LOANS RECEIVBL	0.00	0.00	0.00	0.00
20-153	OTHER ACC 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	796,015.00	0.00	0.00	796,015.00
20-302	REVENUES	0.00	0.00	653,079.79	653,079.79
20-303	BGTD FUND BAL	2,375,948.45	0.00	0.00	2,375,948.45
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/GA/P - STATE	0.00	0.00	0.00	0.00
20-412	I/GA/P-FEDERAL	0.00	0.00	0.00	0.00
20-421	ACCTS PAYABLE	0.00	0.00	0.00	0.00
20-422	JUDGMENTS PBLE	0.00	0.00	0.00	0.00
20-423	A/P PRIOR YEAR	0.00	0.00	0.00	0.00
20-430	COMP ABS PBLE	0.00	0.00	0.00	0.00
20-431	CONTRACTS PBLE	0.00	0.00	0.00	0.00
20-451	LOANS PAYABLE	0.00	0.00	0.00	0.00
20-481	DEFRRD REVENUES	63,192.53	0.00	0.00	63,192.53
20-499	OTHER CURR LIAB	0.00	0.00	0.00	0.00
20-601	APPROPRIATIONS	3,171,963.45	0.00	0.00	3,171,963.45
20-602	EXPENDITURES	0.00	732,722.24	0.00	732,722.24
20-603	ENCUMBRANCES	0.00	905,888.78	501,130.79	404,757.99
20-604	INCR IN CAP RSV	0.00	0.00	0.00	0.00
20-753	RSV ENC CURR YR	0.00	501,130.79	905,888.78	404,757.99
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	0.35	0.00	0.00	0.35
			<hr/>	<hr/>	
			3,077,243.60	3,077,243.60	

Acct #	Account Title	Opening Balance	Debits	Credits	Balance
60-101	CASH-CHECKING	23,536.87	443,991.68	443,991.68	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	10,536.39	230,438.70	213,552.98	27,422.11
60-135	Interfund-Student Activity	0.00	0.00	0.00	0.00
60-141	STATE A/R	19,768.18	0.00	19,768.18	0.00
60-142	FEDERAL A/R	(7,394.08)	0.00	0.00	(7,394.08)
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	210,670.52	210,670.52
60-303	BGTD FUND BAL	300,000.00	0.00	0.00	300,000.00
60-411	I/GA/P - STATE	0.00	0.00	0.00	0.00
60-412	I/GA/P-FEDERAL	0.00	0.00	0.00	0.00
60-421	ACCTS PAYABLE	9,412.57	0.00	0.00	9,412.57
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	COMPABS PBLE	0.00	0.00	0.00	0.00
60-431	CONTRACTS PBLE	0.00	0.00	0.00	0.00
60-451	LOANS PAYABLE	0.00	0.00	0.00	0.00
60-481	DEFRRD REVENUES	0.00	0.00	0.00	0.00
60-499	OTHER CURR LIAB	0.00	0.00	0.00	0.00
60-601	APPROPRIATIONS	300,000.00	0.00	0.00	300,000.00
60-602	EXPENDITURES	0.00	213,552.98	0.00	213,552.98
60-603	ENCUMBRANCES	0.00	307,966.07	213,552.98	94,413.09
60-753	RSV ENC CURR YR	0.00	213,552.98	307,966.07	94,413.09
60-754	RSV ENC PRI YR	0.00	0.00	0.00	0.00
60-760	OTHER RESERVES	0.00	0.00	0.00	0.00
60-770	CE SURPLUS	37,034.79	0.00	0.00	37,034.79
			<u>1,409,502.41</u>	<u>1,409,502.41</u>	

Acct #	Account Title	Opening Balance	Debits	Credits	Balance
90-101	CASH-CHECKING	40,981.72	2,818,870.41	2,811,159.26	48,692.87
90-102	Payroll Agency	0.00	0.00	0.00	0.00
90-103	Unemployment	25.00	0.00	0.00	25.00
90-104	PPP Account	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	(8,307.80)	0.00	0.00	(8,307.80)
90-133	Interfund	0.00	0.00	0.00	0.00
90-141	STATE A/R	0.00	0.00	0.00	0.00
90-142	FEDERAL A/R	0.00	0.00	0.00	0.00
90-143	OTHER A/R	0.00	0.00	0.00	0.00
90-151	LOANS RECEIVBL	0.00	0.00	0.00	0.00
90-153	OTHER ACC RECBL	0.00	0.00	0.00	0.00
90-199	OTH CURR ASSETS	0.00	0.00	0.00	0.00
90-301	EST REVENUES	0.00	0.00	0.00	0.00
90-302	REVENUES	0.00	0.00	0.00	0.00
90-303	BGTD FUND BAL	0.00	0.00	0.00	0.00
90-402	Interfund Accounts Payable	32,397.36	2,811,159.26	2,818,870.41	40,108.51
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	COMPABS PBLE	0.00	0.00	0.00	0.00
90-431	CONTRACTS PBLE	0.00	0.00	0.00	0.00
90-451	LOANS PAYABLE	0.00	0.00	0.00	0.00
90-471	SUI	14.21	0.00	0.00	14.21
90-472	AXA	0.00	0.00	0.00	0.00
90-481	DEFRRD REVENUES	287.36	0.00	0.00	287.36
90-482	Withholding-FSA	0.00	0.00	0.00	0.00
90-483	Withholding-TSA	0.00	0.00	0.00	0.00
90-484	vision	0.00	0.00	0.00	0.00
90-485	Dental	0.00	0.00	0.00	0.00
90-486	Dependent Care	0.00	0.00	0.00	0.00
90-487	Garnishment	0.00	0.00	0.00	0.00
90-488	TPAF Payable	0.00	0.00	0.00	0.00
90-489	PERS Payable	(0.01)	0.00	0.00	(0.01)
90-490	UNPDT	0.00	0.00	0.00	0.00
90-491	DCRP	0.00	0.00	0.00	0.00
90-499	OTHER CURR LIAB	0.00	0.00	0.00	0.00
90-601	APPROPRIATIONS	0.00	0.00	0.00	0.00
90-602	EXPENDITURES	0.00	0.00	0.00	0.00
90-603	ENCUMBRANCES	0.00	0.00	0.00	0.00
90-753	RSV ENC CURR YR	0.00	0.00	0.00	0.00
90-754	RSV ENC PRI YR	0.00	0.00	0.00	0.00

Acct #	Account Title	Opening Balance	Debits	Credits	Balance
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/>	
			5,630,029.67	5,630,029.67	

Acct #	Account Title	Opening Balance	Debits	Credits	Balance
91-101	CASH-CHECKING	56,396.19	484,121.53	478,429.25	62,088.47
91-102	Payroll Agency	0.00	0.00	0.00	0.00
91-103	Unemployment	0.00	0.00	0.00	0.00
91-111	INVESTMENTS	0.00	0.00	0.00	0.00
91-114	INTEREST ON INV	0.00	0.00	0.00	0.00
91-121	TAX LEVY RECVBL	0.00	0.00	0.00	0.00
91-131	I/F LOANS REC	0.00	0.00	0.00	0.00
91-132	Interfund Accounts Receivable	(41,019.36)	3,590.00	(1,836.54)	(35,592.82)
91-133	Interfund	0.00	0.00	0.00	0.00
91-134	Interfund Payroll	8,307.80	0.00	0.00	8,307.80
91-141	STATE A/R	0.00	0.00	0.00	0.00
91-142	FEDERAL A/R	0.00	0.00	0.00	0.00
91-143	OTHER A/R	0.00	0.00	0.00	0.00
91-151	LOANS RECEIVBL	0.00	0.00	0.00	0.00
91-153	OTHER ACC RECBL	0.00	0.00	0.00	0.00
91-199	OTH CURR ASSETS	0.00	0.00	0.00	0.00
91-301	EST REVENUES	0.00	0.00	0.00	0.00
91-302	REVENUES	0.00	0.00	0.00	0.00
91-303	BGTD FUND BAL	0.00	0.00	0.00	0.00
91-402	Interfund Accounts Payable	0.00	0.00	0.00	0.00
91-403	Interfund Payable	0.00	0.00	0.00	0.00
91-411	I/G A/P - STATE	0.00	0.00	0.00	0.00
91-412	I/G A/P-FEDERAL	0.00	0.00	0.00	0.00
91-421	ACCTS PAYABLE	0.00	0.00	0.00	0.00
91-422	JUDGMENTS PBLE	0.00	0.00	0.00	0.00
91-423	A/P PRIOR YEAR	0.00	0.00	0.00	0.00
91-430	COMPABS 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	42,518.75	39,350.00	(3,168.75)
91-473	AFLAC	715.06	8,611.70	10,278.82	2,382.18
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	19,519.43	19,519.43
91-483	Withholding-TSA	0.00	0.00	0.00	0.00
91-484	vision	0.00	794.54	2,319.90	1,525.36
91-485	Dental	0.00	39,149.40	26,602.45	(12,546.95)
91-486	Dependent Care	0.00	5,993.60	3,605.25	(2,388.35)
91-487	Garnishment	0.00	0.00	0.00	0.00
91-488	TPAF Payable	13,995.01	157,477.88	159,862.71	16,379.84
91-489	PERS Payable	7,819.66	219,468.23	220,595.09	8,946.52
91-490	UNPDT	(0.31)	0.00	0.00	(0.31)
91-491	DCRP	1,155.21	825.15	3,824.42	4,154.48
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
91-603	ENCUMBRANCES	0.00	0.00	0.00	0.00

Acct #	Account Title	Opening Balance	Debits	Credits	Balance
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/>	
			962,550.78	962,550.78	

Acct #	Account Title	Opening Balance	Debits	Credits	Balance
95-101	CASH-CHECKING	12,952.60	0.00	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	(250.00)	0.00	0.00	(250.00)
95-133	Interfund-Enterprise	0.00	0.00	0.00	0.00
95-141	STATE A/R	0.00	0.00	0.00	0.00
95-142	FEDERAL A/R	0.00	0.00	0.00	0.00
95-143	OTHER A/R	0.00	0.00	0.00	0.00
95-151	LOANS RECEIVBL	0.00	0.00	0.00	0.00
95-153	OTHER ACC RECVBL	0.00	0.00	0.00	0.00
95-199	OTH CURR ASSETS	0.00	0.00	0.00	0.00
95-301	EST REVENUES	0.00	0.00	0.00	0.00
95-302	REVENUES	0.00	0.00	0.00	0.00
95-303	BGTD FUND BAL	0.00	0.00	0.00	0.00
95-411	I/GA/P - STATE	0.00	0.00	0.00	0.00
95-412	I/GA/P-FEDERAL	0.00	0.00	0.00	0.00
95-421	ACCTS PAYABLE	0.00	0.00	0.00	0.00
95-422	JUDGMENTS PBLE	0.00	0.00	0.00	0.00
95-423	A/P PRIOR YEAR	0.00	0.00	0.00	0.00
95-430	COMP ABS PBLE	0.00	0.00	0.00	0.00
95-431	CONTRACTS PBLE	0.00	0.00	0.00	0.00
95-451	LOANS PAYABLE	0.00	0.00	0.00	0.00
95-481	DEFRRD REVENUES	2,909.00	0.00	0.00	2,909.00
95-499	OTHER CURR LIAB	0.00	0.00	0.00	0.00
95-601	APPROPRIATIONS	0.00	0.00	0.00	0.00
95-602	EXPENDITURES	0.00	0.00	0.00	0.00
95-603	ENCUMBRANCES	0.00	0.00	0.00	0.00
95-753	RSV ENC CURR YR	0.00	0.00	0.00	0.00
95-754	RSV ENC PRI YR	0.00	0.00	0.00	0.00
95-760	OTHER RESERVES	0.00	0.00	0.00	0.00
95-770	CE SURPLUS	9,793.60	0.00	0.00	9,793.60
			<hr/>	<hr/>	
			0.00	0.00	

All Bank Accounts Included

<u>Check#</u>	<u>Date</u>	<u>Vendor (Payee)/Check Line Comments</u>	<u>Amount</u>	<u>PO or Bal Sht</u>	<u>Exp. Acct. or Balance Sheet Title</u>
A:N0369	5/24/22	Amazon Capital Services	226.06	10 - 199	OTH CURR ASSETS
A:N0367	5/27/22	Link Community Charter School- Payroll	(5,074.21)	10 - 461	Health Insurance Emp share
			(66.72)	10 - 134	Interfund Payroll
		Sal - Teachers 6-8	95,543.50	P202299999	11-130-100-101-000-043
		Special Education Teacher	6,142.01	P202299999	11-200-100-101-000-043
		Stipends	4,226.51	P202299999	11-421-100-105-000-044
		Sal - Administration	25,966.37	P202299999	11-000-230-100-000-052
		Finance & Operation Coord	9,146.42	P202299999	11-000-230-104-001-053
			388.75	P202299999	11-000-230-500-000-056
		Supp Svs - Salaries	7,896.59	P202299999	11-000-240-110-000-066
			299.52	P202299999	11-000-291-230-220-054
			10,572.54	P202299999	11-000-291-230-220-054
			51.84	P202299999	11-000-291-290-000-054
Total Check Amount:			155,093.12		
A:04553	6/8/22	AAA Facility Solutions			
		Cleaning services Apr 22	5,324.80	P202200116	11-000-240-500-000-068
A:04554	6/8/22	AT & T			
		2021-2022 Long Distance	1,428.65	P202200045	11-000-230-530-000-057
A:04555	6/8/22	AT&T Mobility			
		2021-2022 Mobile Services	7,682.19	P202200217	11-000-230-300-000-055
A:04556	6/8/22	Avaya Inc.			
		2021-2022 Phone & Voicemail Service	128.49	P202200048	11-000-230-530-000-057
A:04558	6/8/22	CIT			
		2021-2022 Copier	2,798.85	P202200049	11-000-240-500-000-068
A:04559	6/8/22	City of Newark Division of Water			
		May 2022 Water	711.33	P202200077	11-000-262-620-000-074
A:04560	6/8/22	Deanslist			
		2021-2022 DeansList License	2,798.00	P202200099	11-190-100-330-000-046
A:04561	6/8/22	Delta-T Group North Jersey, Inc.			
		5/2-5/6 Substitutes/Paras	3,964.48	P202200106	11-190-100-320-000-045
		5/23-5/27 Substitutes/Paras	1,905.92	P202200106	11-190-100-320-000-045
		5/16-5/20 Paras/Subs	1,871.36	P202200106	11-190-100-320-000-045
		5/9-5/13 Paras/Subs	1,823.36	P202200106	11-190-100-320-000-045
		4/25-4/28 Paras & Subs	1,503.36	P202200106	11-190-100-320-000-045
Total Check Amount:			11,068.48		
A:04562	6/8/22	EMS LINQ INC			
		K12 Payment Center & MP Support	371.83	P202200218	11-000-230-300-000-055
A:04563	6/8/22	ENVIROVISION			
		6 Mo. AHERA Periodic Surveillance & PS Repoi	372.75	P202200219	11-000-230-500-000-056

All Bank Accounts Included

<u>Check#</u>	<u>Date</u>	<u>Vendor (Payee)/Check Line Comments</u>	<u>Amount</u>	<u>PO or Bal Sht</u>	<u>Exp. Acct. or Balance Sheet Title</u>
A:04564	6/8/22	Essex Regional Services Commission			
		Home Instruction Apr 22	5,830.00	P202200155	11-190-100-320-000-045
		Home Instruction May 2022	2,255.00	P202200155	11-190-100-320-000-045
		Total Check Amount:	8,085.00		
A:04565	6/8/22	For The Love of Literacy			
		Kindergarten PD Apr 2022	2,100.00	P202200206	20-500-200-104-000-000
A:04566	6/8/22	Horizon BCBS			
		June 2022 Health Insurance	38,213.84	10 - 461	Health Insurance Emp share
A:04567	6/8/22	Link High Technologies Inc.			
		June 2022 Datto Back Monthly Service	561.25	P202200007	11-190-100-320-000-045
		June 2022 IT Service Agreement & Monthly Anti	4,700.00	P202200007	11-190-100-320-000-045
		June 2022 GSuite & GDrive Backup	137.50	P202200007	11-190-100-320-000-045
		Total Check Amount:	5,398.75		
A:04568	6/8/22	Lumen Impact Group, Inc.			
		Focused Lens Review (2/3)	28,125.00	P202200215	20-500-100-600-000-000
A:04569	6/8/22	MACHADO LAW GROUP			
		April 2022 Legal Services	1,000.00	P202200072	11-000-230-331-000-055
A:04570	6/8/22	Net2Phone Global Services			
		Net2Phone Unlimited Plan w/Yealink Rental 21-2	251.15	P202200192	11-000-230-530-000-057
A:04571	6/8/22	Optimum			
		Internet Service	146.25	P202200006	11-000-230-530-000-057
A:04572	6/8/22	Outfront Media, LLC			
		Advertising & Marketing	1,000.00	P202200204	20-500-200-800-000-000
		Advertising & Marketing	1,000.00	P202200204	20-500-200-800-000-000
		Advertising & Marketing	1,000.00	P202200204	20-500-200-800-000-000
		Total Check Amount:	3,000.00		
A:04573	6/8/22	PSE&G			
		2021-2022 Energy Costs	3,469.82	P202200054	11-000-262-620-000-074
A:04574	6/8/22	SchoolPresser, LLC			
		Wordpress Hosting 'linkschool.org'	1,250.00	P202200220	11-000-216-320-002-067

All Bank Accounts Included

Check#	Date	Vendor (Payee)/Check Line Comments	Amount	PO or Bal Sht	Exp. Acct. or Balance Sheet Title
A:04575	6/8/22	Staples Advantage			
		School Supplies 2021-2022	430.16	P202200136	11-190-100-610-000-047
		School Supplies 2021-2022	40.96	P202200136	11-190-100-610-000-047
		School Supplies 2021-2022	71.74	P202200136	11-190-100-610-000-047
		Building Supplies	89.16	P202200173	11-000-230-610-000-058
		2021-2022 Supplies	476.46	P202200221	11-000-230-610-000-058
		2021-2022 Supplies	193.54	P202200221	11-000-230-610-000-058
		Building Supplies	741.27	P202200221	11-000-262-610-000-071
		PPE	1,083.90	P202200074	20-486-200-600-000-097
		Recruitment Flyers	246.62	P202200208	20-500-200-800-000-000
		Kindergarten Supplies	1,399.54	P202200221	20-500-200-800-000-000
		Total Check Amount:	4,773.35		
A:04576	6/8/22	Success Communications Group			
		2021/2022 Advertisement Expenses	304.98	P202200210	11-000-230-500-000-056
		2021/2022 Advertisement Expenses	310.48	P202200210	11-000-230-500-000-056
		Total Check Amount:	615.46		
A:04577	6/8/22	Verizon Fios			
		2021-2022 Fios	289.00	P202200057	11-000-230-530-000-057
		21-22 Fios Internet (Broad)	139.00	P202200188	11-000-230-530-000-057
		Total Check Amount:	428.00		
A:04578	6/8/22	Verizon			
		2021-2022 Telephone Service	416.12	P202200056	11-000-230-530-000-057
		2021-2022 Telephone Service	16.21	P202200056	11-000-230-530-000-057
		Total Check Amount:	432.33		
A:04579	6/8/22	Waste Management of New Jersey, Inc.			
		June 2022 Waste Management	650.00	P202200222	11-000-230-500-000-056
		June 2022 contract waste/recycling	118.76	P202200010	11-000-240-500-000-068
		Total Check Amount:	768.76		
A:04580	6/8/22	Worrall Communications Newspapers, Inc.			
		2021-22 ADS	54.56	P202200008	11-190-100-890-000-049
		2021-22 ADS	53.12	P202200008	11-190-100-890-000-049
		Enrollment Ads-Online	145.00	P202200223	20-500-100-600-000-000
		Total Check Amount:	252.68		
A:04592	6/8/22	Charles Nechtem Associates, Inc.			
		June 2022 EAP Services (Phone & E-Counsel)	291.74	P202200013	11-000-230-331-000-055
D:01214	6/8/22	Horizon BCBS			
		June 2022 Dental	2,638.78	91 - 485	Dental

All Bank Accounts Included

Check#	Date	Vendor (Payee)/Check Line Comments	Amount	PO or Bal Sht	Exp. Acct. or Balance Sheet Title
A:04581	6/9/22	The Goodkind Group, LLC			
		Wk end 5/8/22 Paras	10,803.71	P202200181	11-190-100-320-000-045
		wk end 5/15 paras	9,254.86	P202200181	11-190-100-320-000-045
		wk end 5/22 paras	9,946.78	P202200181	11-190-100-320-000-045
		wk end 5/29/22 paras	10,641.44	P202200181	11-190-100-320-000-045
		wk end 6/5/22 Paras/Subs	4,353.21	P202200181	11-190-100-320-000-045
		wk end 6/5/22 Paras/Subs	1,946.10	P202200181	20-231-100-300-000-096
Total Check Amount:			46,946.10		
A:04582	6/9/22	Fuel Education LLC			
		IST Grading Services	9,000.00	P202200214	11-000-230-300-000-055
A:04583	6/9/22	Youth Development Clinic			
		May 2022 Mental Health Service, PD, & Consulti	4,999.50	P202200138	20-250-200-300-000-097
A:04584	6/9/22	Motivated Security Services, Inc.			
		Security services 2/1-2/14	4,896.64	P202200170	11-000-240-500-000-068
A:04585	6/9/22	MACHADO LAW GROUP			
		May 2022 Legal Services	2,160.00	P202200072	11-000-230-331-000-055
A:04586	6/9/22	INVO HEALTHCARE ASSOCIATES			
		Apr 2022 OT & SLP	3,826.30	P202200139	11-000-216-320-002-067
A:04587	6/9/22	NJSchoolJobs.com			
		2022 Virtual Career Fair	500.00	P202200224	11-000-230-300-000-055
D:01215	6/9/22	AFLAC			
			1,006.38	91 - 473	AFLAC
A:04588	6/13/22	Quadient Finance USA, Inc.			
		2021-2022 Postage	1,000.00	P202200055	11-000-240-500-000-068
A:04589	6/13/22	Amazon Capital Services			
		Student Supplies	807.44	P202200031	11-190-100-610-000-047
		School Supplies	56.86	P202200166	11-190-100-890-000-049
		Outdoor supplies (ventilation)	899.99	P202200226	20-483-200-200-000-000
		Kindergarten Supplies	695.54	P202200207	20-500-100-600-000-000
		Cafeteria supplies	1,004.00	P202200226	60-910-310-600-000-000
Total Check Amount:			3,463.83		
A:04590	6/13/22	One Source Solutions			
		Spring 22 Elem School Recruitment	5,075.00	P202200227	20-500-100-300-000-000
A:04591	6/13/22	New Jersey Manufacturers Insurance Company			
		2021-2022 WC	2,971.00	P202200102	11-000-291-260-000-054
D:01213	6/13/22	AXA Equitable Equi-Vest			
		May 2022	3,502.50	91 - 472	AXA

The Grand Total of all Checks from Fund 10 is: 33,298.97
 The Grand Total of all Checks from Fund 11 is: 287,425.89
 The Grand Total of all Checks from Fund 20 is: 49,716.19

All Bank Accounts Included

<u>Check#</u>	<u>Date</u>	<u>Vendor (Payee)/Check Line Comments</u>	<u>Amount</u>	<u>PO or Bal Sht</u>	<u>Exp. Acct. or Balance Sheet Title</u>
		The Grand Total of all Checks from Fund 60 is:	1,004.00		
		The Grand Total of all Checks from Fund 91 is:	7,147.66		
The Grand total of all checks for this period is:			378,592.71		

<u>Date</u>	<u>Source Account/Title</u>	<u>Target Account/Title</u>	<u>Comments</u>	<u>Amount</u>
05/31/22	11-000-230-100-000-052 Sal - Administration	11-190-100-320-000-045 Purch Prof Educational Svcs	to cover shortage	50,000.00
05/31/22	11-000-230-100-000-052 Sal - Administration	11-000-240-500-000-068 Other Purchased Services	to cover shortage	15,000.00
05/31/22	11-000-262-610-000-071 Supplies & Materials	11-000-213-610-000-071 Nurse supplies	to cover shortage	2,500.00
The total of all Budget Adjustments for fund 10 is:				67,500.00

Agreement

THIS AGREEMENT is made on this **1st day of July, 2022** (the “**Effective Date**”) by and between **Invo HealthCare Associates**, 2003 S. Easton Road, Suite 308, Doylestown, PA 18901 (hereinafter referred to as “**IHC**”) and **Link Community Charter School**, 23 Pennsylvania Ave., Newark, NJ 07114 (hereinafter referred to as “**Agency**”).

THIS AGREEMENT is intended to describe the conditions of the Agreement under which IHC will engage its Service Providers, who in turn provide specialized therapeutic services to individuals designated by the Agency.

THE PARTIES wish to enter into an AGREEMENT and agree to the following:

1. Relationship of Parties:

The Agency understands and agrees that IHC and the service provider(s) are acting and performing as independent contractors at all times. Accordingly, nothing in this Agreement shall permit the Agency to exercise control or direction over the means or methods by which service providers perform the services for which they have been engaged. However, the Agency and the service provider(s) shall fully comply with all performance standards set forth in this Agreement, all currently approved and generally accepted professional standards governing the particular professional specialty for which service provider(s) has been engaged, and all other applicable local, state or federal rules and regulations pertaining to licensure and the provision of professional services.

IHC will be identified at the Agency’s primary provider of services identified in Exhibit A. In this regard, the Agency agrees to identify all potential service opportunities to IHC and allow IHC fourteen (14) consecutive days to accept the request for services.

2. Services:

Both parties agree that the scope of IHC’s responsibility, as set forth in the AGREEMENT, is limited to contracting with service provider(s) who will provide services for the clients of the Agency identified in Exhibit A.

3. Duties of Service Provider(s):

- (a) The services provided by the service provider(s) under this AGREEMENT will be consistent with the available facilities, the service provider(s)’s professional judgment and the standards established in the Agency’s community.
- (b) The service provider(s) shall maintain adequate and current records, in the manner required by the Agency, for individuals who are provided with service.
- (c) The service provider(s) will furnish a professional liability insurance policy to cover herself/himself. This policy must be effective on or before the service provider(s)’s first day of work. A copy will be presented to Agency.

- (d) In accordance with the State of New Jersey Department of Education Criminal History Record Checks Policy (N.J.S.A. 18A:6-7.1 et seq., N.J.S.A. 18A:39-19.1 & N.J.S.A. 18A:6-4.13 et seq.), the service provider will be responsible for submitting the appropriate documentation for the processing his/her fingerprints. IHC will supply the service provider with the necessary forms for completion and will also be responsible for completing the Transmittal Form and Employee Roster and forwarding the materials to the Department of Education.
- (e) The service provider(s), under their contract, must comply with policies, rules, and regulations of the Agency.

4. Term:

This AGREEMENT shall be from July 1, 2022 to June 30, 2023. However, if IHC does not present a qualified candidate for interview within thirty (30) days from the date on which this AGREEMENT is signed, then the Agency will have the option to terminate the AGREEMENT. Notice of termination will be delivered to IHC by Certified Mail with a return receipt.

5. Fees:

- (a) IHC shall be compensated for services rendered.
- (b) Since IHC incurs daily expenses, IHC will receive from the Agency a guaranteed income approved by the Agency set forth in Exhibit A.

In the event that service provider(s) must travel between locations after arriving for work on a given date, billable hours will include transportation time from one location to another.

The Agency shall make payment within seventy-five (75) days of receipt of a properly prepared and submitted invoice. If the payment is not postmarked from the Agency within seventy-five (75) days of the receipt of the invoice, the Agency agrees to pay an additional 1.5% interest per month on amounts not paid, such interest being calculated beginning day seventy-six (76) from receipt of invoice. Interest should be calculated in accordance with standard accounting procedures. IHC shall bill the Agency for the interest.

Failure by the Agency to pay appropriately submitted invoice within ninety (90) days of receipt may be considered a breach of contract.

For each subsequent contract renewal, the compensation for service provider(s)'s services will be negotiated approximately one month prior to the initiation of the next contract period.

6. Duties of Agency:

- (a) The Agency will provide the service provider(s) with adequate work areas and equipment, as deemed necessary by the Agency, for the service provider(s) to perform her/his job.
- (b) Agency will provide support services as needed.

7. Service of Notices:

Notices served on the Agency will be served by Certified Mail with a return receipt, to the **Link Community Charter School**, 23 Pennsylvania Ave., Newark, NJ 07114. Notices served on IHC will be served by Certified Mail with a return receipt, to **Invo HealthCare Associates**, 2003 S. Easton Road, Suite 308, Doylestown, PA 18901.

8. Law of State to Govern:

The validity, enforceability and interpretation of any of the clauses of this AGREEMENT will be determined and governed by the substantive and procedural laws of the commonwealth of Pennsylvania.

9. Scope of AGREEMENT:

This AGREEMENT constitutes the final, complete and entire contract between the parties and supersedes all prior and contemporaneous agreements, understandings, negotiations and discussions of the parties, whether written or oral. There are no representations or other agreements included. No supplemental modification or waiver of this AGREEMENT will be binding unless executed in writing by the parties to be bound thereby.

10. Amendments:

This AGREEMENT may be amended at any time by mutual agreement of the parties. However, before any amendment will be operative or valid, it must be reduced to writing and signed by both the Agency and IHC.

11. Non-Interference, Non-Solicitation, and Restrictive Covenant:

Agency agrees that it may not during the term of this Agreement and for two (2) years after the expiration or termination of this agreement, directly or indirectly, either as agent, partner, owner, investor, adviser or consultant or in any other capacity, employ or otherwise contract for services with the following:

- (a) any service provider(s) that any IHC's staff introduces to Agency, arranges for interview with Agency, or who has provided Services to Agency by or through IHC;
- (b) any business entity (i.e. corporation, company partnership, association) that wishes to use any of IHC staff that has been introduced to Agency, had an arranged interview with Agency, or who has provided Services to Agency by or through IHC; and/or
- (c) any current or former service provider(s) of IHC who has provided Services to Agency under the terms of this Agreement and who is associated with an independent business entity as an employee, officer, agent, partner, owner, investor, lender, director, adviser or consultant or in any other capacity.

12. Default:

The Agency will be in default if any of the following happens:

- (a) The Agency fails to make any payment when due.
- (b) The Agency breaks a promise it has made to IHC, or the Agency fails to perform promptly at the time and in the specified manner provided in this contract.
- (c) The Agency makes any representation or statement to IHC that is false or misleading in any material respect.

13. Confidential Information:

Both parties agree they will not at any time during or after termination of this AGREEMENT use or disclose any confidential information or methods to any person or entity for any purpose whatsoever without the prior written consent of the Agency and IHC.

14. Termination:

This AGREEMENT may be terminated (i) immediately upon written notice of breach of any party by the other party, or (ii) by either party upon sixty (60) days prior written notice. Notice will be delivered to the other party by Certified Mail with a return receipt.

The validity or unenforceability of any particular provision or part of this AGREEMENT will not affect any other provisions. If any provision of this contract is held to any extent invalid by any competent tribunal, that provision will be modified to make it enforceable.

THE PARTIES execute this AGREEMENT on the _____ day of _____, 2022.

Link Community Charter School

By: _____

Title: _____

Invo HealthCare Associates

By: _____

Matt Stringer, President

Exhibit A
Services and Fees

Service	Rate	Hours
Speech Language Pathology	\$93.84/Hour	“as needed”
Speech Language Pathology	\$387.60/Eval	“as needed”
Board Certified Behavior Analyst	\$105.06/Hour	“as needed”
Occupational Therapy	\$95.00/Hour	“as needed”
Registered Behavioral Technician	\$48.00/Hour	“as needed”

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

Proposed Calendar of Open Public Meetings for the 2022-2023 School Year

Board meetings are held at the school located at 23 Pennsylvania Avenue, Newark.

2022

July 11
August 22
September 12
September 26 – Retreat and Other Business
October 17
November 14
December 12

2023

January 9
February 13
February 27- Retreat and Other Business
March 13
April 17
May 8
June 12 – Regular and Annual Meetings