

**LINK COMMUNITY CHARTER SCHOOL
BOARD OF TRUSTEES MEETING
Board Meeting Minutes
August 10, 2020, 6:30 PM
VIA ZOOM**

CALL TO ORDER

This meeting is called to order at 6:38 pm.

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

Adequate notice of this meeting of the LCCS Board of Trustees, setting forth time, date and location, was provided by placing a notice with the New Jersey *Star Ledge* and *nj.com*, *El Nuevo Coqui*, *Irvington Herald*, *East Orange Record*, *Orange Transcript* and *Essex Daily News* on July 1, 2020, by emails to the city clerks of the four districts of residence and the county superintendent of education on July 1, 2020, by posting notice on the school website, and by communicating same to the Board of Trustees.

ROLL CALL

Member	Present	Absent
Covington, Regina	√	
Daughtry, Brenda	√	
Ebanks, Shawna	√	
Holguin-Veras, Susana	√	
Marshall, Richard		√
Petrillo, John	√	
Purefoy, Frances	√	
Smith, Denise	√	

IN ATTENDANCE: NON-VOTING STAFF/BOARD ATTORNEY

Maria Pilar Paradiso, head of school
Sharon Machrone, board recording secretary
Bima Baje, school business administrator
Leslie Baynes, chief operating officer
Christine Martinez, Esq., board attorney

APPROVAL OF MINUTES

Resolution #081020-01: Be it Resolved that the Board of Trustees accepts and approves the minutes of the meetings held on July 13 and July 27, 2020.

Moved by Mrs. Smith

Seconded by Mrs. Covington

Discussion: None

Vote: Voice; passed unanimously

APPROVAL OF AGENDA

Resolution #081020-02: Be it Resolved that the Board of Trustees accepts and approves the agenda for the meeting on August 10, 2020.

Moved by Mrs. Covington

Seconded by Mrs. Smith

Discussion: None

Vote: Voice; passed unanimously

PRESENTATION: Reopening Plan, Mrs. Paradiso

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

The chair closed the public portion of the meeting seeing there were no members of the public present.

ACKNOWLEDGMENT OF CORRESPONDENCE

None.

HEAD OF SCHOOL

Head of School Report

No report

Approval of teaching artists

Resolution #081020-03: Be it Resolved that the Board of Trustees approves the following teaching artists for the 2020-2021 school year, funded by Link Education Partners, as recommended by the head of school:

Curriculum Area	Teaching Artist	Partner Organization
Music	Lisette Santiago	Jazz House Kids
Performing Arts	Sahirah Johnson	Streams of Creativity LLC
Creative Writing	Erica Bradshaw	Bradshaw Creative Services LLC

Moved by Ms. Holguin-Veras

Seconded by Mrs. Covington

Discussion: None

Vote: Roll call; passed unanimously

Approval of stipends

Resolution #081020-04: Be it Resolved that the Board of Trustees approves the following stipends for additional responsibilities for the 2020-2021 school year, as recommended by the head of school, with the understanding that the individuals receiving same will be approved by the board at a later date:

Responsibility	Stipend	Funded by
After School Library Duty	\$35 per hour	LCCS
Saturday Detention Duty	\$100 per day	LCCS
After School Enrichment Programs	\$35 per hour	Link Education Partners
School Culture Lead	\$10,000 annually	LCCS
Spring Musical Director	\$1,500	Link Education Partners
Black History Month Performance Director	\$300	Link Education Partners
Black History Month Performance Support (up to 3)	\$300 each	Link Education Partners
Holiday Program Director	\$300	Link Education Partners

Holiday Program Support (up to 3)	\$300 each	Link Education Partners
After Care Program	\$25 per hour	LCCS
Student Government Advisor (up to 2)	\$1,000 each	LCCS
Art Show Director, (up to 3 shows)	\$300 per show	Link Education Partners
Graduation Music Director	\$125	Link Education Partners
Athletic Director	\$2,500 annual stipend	LCCS
Athletic Team Coaches Volleyball, Basketball, Soccer, Cheerleading	\$1,000 each (max. 2 coaches per team)	LCCS
Girls on the Run Program Coaches	\$75 per day (max. 2 coaches)	Link Education Partners
The Island School Chaperones	\$1,000 each (2 chaperones)	Link Education Partners
Relay Residency Advisor	\$1,000	Link Education Partners
Open House Gym Chaperone	\$25 per hour	LCCS
Grade Level Leaders	\$2,000 annually	LCCS
Content Area Boot Camp (outside of school)	\$150 per day	Link Education Partners
Morning and Afternoon Duty	\$1,500 per year	LCCS
Grade Level Leaders	\$2,000 per year	LCCS
ELA Department Coordinator, Upper House	\$5,000 per year	LCCS

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

Approval of payment of stipend

Resolution #081020-05: Be it Resolved that the Board of Trustees approves the payment of the following stipends, as recommended by the head of school:

Responsibility	Employee	Stipend (approved in previous motion)
House Culture Leader	Hannah Kennedy	\$10,000 annually
Grade Level Leader, grade 8	Claire Snyder	\$2,000 annually
Grade Level Leader, grade 7	Jasmine Seegers	\$2,000 annually
Grade Level Leader, grade 6	Natasha Valentin	\$2,000 annually
Grade Level Leader, grade 5	Amanda Voorhees	\$2,000 annually
ELA Department Coordinator, Upper House	Jasmine Seegers	\$5,000 annually
Athletic Director	Chris Kennedy	\$2,500 annually

Moved by Mrs. Smith
 Seconded by Mr. Petrillo
 Discussion: None
 Vote: Roll Call; passed unanimously

Ratification of resignation

Resolution #081020-06: Be it Resolved that the Board of Trustees ratifies the resignation of Triniti Brodi, 5th grade teacher, effective August 8, 2020, as recommended by the head of school.

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

Approval for payment of summer work

Resolution #081020-07: Be it Resolved that the Board of Trustees approves the payment to Wayne Bragg, aide/technology support, of \$2,000 for work in the month of August 2020, as recommended by the head of school.

Moved by Mrs. Smith

Seconded by Mr. Petrillo

Discussion: None

Vote: Roll call; passed unanimously

Approval of revised 2020-2021 school calendar

Resolution #081020-08: Be it Resolved that the Board of Trustees approves the attached revised calendar for the 2020-2021 school year, with changes, necessitated by the School Reopening Plan, in the first two academic quarters of the school year, as recommended by the head of school.

Moved by Mrs. Smith

Seconded by Mrs. Covington

Discussion: None

Vote: Roll call; passed unanimously

COMMITTEE REPORTS

Governance Committee

Committee Report

No report.

Approval of Second Reading and Adoption of policies

Resolution #081020-09: Be it resolved that the Board of Trustees approves the second reading and adoption of the following policies, as recommended by the head of school:

P1648 Restart and Recovery Plan (New, Mandated)

P1649 Federal Families Coronavirus (COVID-19) Response Act (FFCRA) (New, Mandated)

Moved by Mrs. Smith

Seconded by Mr. Petrillo

Discussion: None

Vote: Roll call; passed unanimously

Approval of First Reading of policies and regulations

Resolution #081020-10: Be it Resolved that the Board of Trustees approves the first reading the following policies as recommended by the Governance committee:

P2270 Religion in Schools (Revised)

P2622 Student Assessment (Revised, Mandated)

P & R 5200 Attendance (Revised, Mandated)

P & R 5320 Immunizations (Revised)

P & R 5610 Suspension (Revised, Mandated)

P5620 Expulsion (Revised, Mandated)

P & R 8329 Personnel Records (Revised, Mandated)

Moved by Mrs. Smith

Seconded by Ms. Holguin-Veras

Discussion: None

Vote: Roll call; passed unanimously

Finance and Facility Reports

Committee Report

Approval of financial reports

Resolution #081020-11: Be it Resolved that the Board of Trustees accepts and approves the Board Secretary Report and the Treasurer's Report for the month ending July 31, 2020, as recommended by the school business administrator.

Moved by Mrs. Smith

Seconded by Mrs. Holguin Veras

Discussion: None

Vote: Roll call; passed unanimously

Approval of bills for payment

Resolution #081020-12: Be it Resolved that the Board of Trustees approves for payment the bills for goods and services provided to Link Community Charter School as listed in the Bill List, recommended by the school business administrator.

Moved by Mrs. Smith

Seconded by Mrs. Covington

Discussion: None

Vote: Roll call; passed unanimously

Education Committee

No report.

OLD BUSINESS

None.

NEW BUSINESS

Walk-in Motions:

Approval of revision to reopening plan

Resolution #081020-13: Be it Resolved that the Board of Trustees approves the revision to the Reopening Plan as presented and recommended by the head of school.

Moved by Mr. Petrillo

Seconded by Mrs. Covington

Discussion: None

Vote: Roll call; passed unanimously

Approval of an additional board meeting

Resolution #082020-14: Be it Resolved that the Board of trustees approves an additional school board meeting for Monday, August 31, 2020 at 6:30 pm via ZOOM to conduct regular business.

Moved by Mrs. Smith

Seconded by Mrs. Covington

Discussion: None

Vote: Roll call; passed unanimously

ANNOUNCEMENTS

The next regular board meeting will be held on Monday, August 31, 2020.

MOTION TO ADJOURN

Moved by Mrs. Smith

Seconded by Mrs. Covington


Discussion: None

Vote: Voice. Passed unanimously

The meeting was adjourned at 8:16 pm.

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

Respectfully submitted,

A handwritten signature in cursive script, reading "Sharon F. Machrone".

Sharon F. Machrone, Board Recording Secretary

Date: August 10, 2020

Approved by the Link Community Charter School Board of Trustees: August 31, 2020

Summary of Policy and Regulations for the Board, First Reading, August 10, 2020

P2270 Religion in Schools (Revised, Recommended)

U.S. Dept. of Education updated its guidance on Constitutionally Protected Prayer and Religious Expression in schools. The policy has been revised in accordance with federal guide.

P2622 Student Assessment (Revised, Mandated)

Administrative code revisions impacted this policy. State assessment in science moves from grade four to grade five. There were also some clarifications of code.

P&R 5200 Attendance (Revised, Mandated)

This policy has changed to define/clarify the two sets of rules for student attendance: (1) what must be recorded in the state register that is used for State and Federal reporting purposes and (2) what a school is allowed to define and excused and unexcused absences for purposes of truancy, student conduct, promotion, and retention.

P&R 5320 Immunizations (Revised, Recommended)

The revision aligns more closely to administrative code and provides better guidance to school staff and parents of school aged children.

P&R 5610 Suspension (Revised, Mandated)

A new state statute was signed into law requiring the Principal to convene a meeting between a students and appropriate school personnel after a student has experience a number of suspensions or may be subject to proposed expulsion to identify any of the student's' behavior or health difficulties and to determine if the student needs supportive interventions or referrals utilizing school or community resources. The new policy also specifies that if a student is removed from school due to a violation of "Zero Tolerance for Guns Act", an assault on a school employee or board members, the meeting will take place after the student's removal from the school.

P5620 Expulsion (Revised, Mandated)

Same changes as P&R Suspension above,

P&R 8329 Personnel Records (Revised, Mandated)

Revised to provide additional guidance regarding public access to personnel file information.

POLICY GUIDE

PROGRAM
2270/page 1 of 3
Religion in the Schools

2270 RELIGION IN THE SCHOOLS

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

The United States Department of Education's Guidance on Constitutionally Protected Prayer and Religious Expression in Public Elementary and Secondary Schools (USDOE Guidance) provides information on the current state of the law concerning religious expression in public schools.

The following activities **as outlined in the USDOE Guidance** will be permitted **upon applying the governing constitutional principles in particular contexts related to:** ~~in the school district provided the activity is consistent with current United States Supreme Court decisions regarding the relationship between government and religion:~~ prayer during **non-instructional time**; organized prayer groups and activities; **teachers, administrators, and other school employees' activities; moments of silence; accommodations for prayer during instructional time;** ~~religious expression and~~ prayer in classroom assignments; student assemblies and ~~extra-curricular~~ **noncurricular** events; prayer at graduation; **and/or** baccalaureate ceremonies; ~~devotional exercises and other prayer and/or religion related activities.~~

The following activities as outlined in the USDOE Guidance will be permitted upon applying the governing constitutional principles in particular contexts related to religious expression: religious literature; teaching about religion; student dress codes and policies; and/or religious excusals. The school district will not permit an activity if the activity advances or inhibits any particular religious expression that is protected by the First Amendment of the United States Constitution.



POLICY GUIDE

PROGRAM
2270/page 2 of 3
Religion in the Schools

The Equal Access Act, 20 U.S.C. Section 4071, is designed to ensure that student religious activities are afforded the same access to Federally funded public secondary school facilities as are student secular activities. The United States Department of Justice has developed guidance for interpreting the Equal Access Act's requirements outlined in the USDOE Guidance in the area of general provisions, prayer service and worship exercises, means of publicized meetings, lunch-time and recess, and leadership of religious student groups.

~~The Board believes that an understanding of religions and the contributions that religion has made to the advancement of civilization is essential to the thorough education of young people and to their appreciation of a pluralistic society. To that end, the curriculum may be developed to include, as appropriate to the various ages and attainments of the students, instruction about the religions of the world.~~

~~The Board also acknowledges the degree to which a religious consciousness has enriched the arts, literature, music, and issues of morality. The instructional and resource materials approved for use in the schools of this district frequently contain religious references or concern moral issues that have traditionally been the focus of religious concern. That such materials may, therefore, be religious in nature shall not, by itself, bar their use by the district. The Board directs that teaching staff members employing such materials be neutral in their approach and avoid using them to advance or inhibit religion in any way.~~

~~The Board recognizes that religious traditions vary in their perceptions and doctrines regarding the natural world and its processes. The curriculum is chosen for its place in the thorough and efficient education of the children of this district, not for its conformity to religious principles. Students should receive unbiased instruction in the schools so that they may privately accept or reject the knowledge so gained in accordance with their own religious tenets.~~



POLICY GUIDE

PROGRAM
2270/page 3 of 3
Religion in the Schools

Any issues regarding religion in the schools and the provisions of this Policy shall be referred to the Superintendent of Schools who may consult with the Board Attorney.

U.S. Const. Amend. 1

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

U.S. Department of Education - Guidance on Constitutionally Protected
Prayer in Public Elementary and Secondary Schools – ~~February 7, 2003~~

January 16, 2020

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

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

Adopted: 8 June 2015



POLICY GUIDE

PROGRAM
2622/page 1 of 5
Student Assessment
M

2622 STUDENT ASSESSMENT

The Commissioner of Education, in accordance with N.J.S.A. 18A:7C-1 et seq. and 18A:7E-2 and 3, may implement assessments of student achievement in any grade(s) and by such assessments as he or she deems appropriate. The Commissioner shall report to the State Board of Education the results of such assessments.

The Commissioner shall implement a system and related schedule of Statewide assessments to evaluate student achievement of the New Jersey Student Learning Standards (NJSLS). The Commissioner, with the approval of the State Board of Education, shall define the scope and level of student performance on Statewide assessments that demonstrate thorough understanding of the knowledge and skills delineated by the NJSLS at grade levels three through twelve. After consultation with the Commissioner, the State Board of Education shall establish by resolution uniform Statewide criteria defining adequate school district progress toward meeting the NJSLS.

State assessments provide parents with important information about their child's progress; detailed diagnostic information about each individual student's performance that educators, parents, and students can utilize to enhance foundational knowledge and student achievement; and include item analysis which will clarify a student's level of knowledge and understanding of a particular subject or area of a subject. The data derived from State assessments will be utilized by teachers and administrators to pinpoint areas of difficulty and customize instruction accordingly. Such data can be accessed and utilized as a student progresses to successive school levels.

Pursuant to N.J.A.C. 6A:8-4.1(b) and (c), all students at grade levels three through twelve, and at any other grade(s) designated by the Commissioner pursuant to N.J.A.C. 6A:8-4.1(a), shall take all appropriate Statewide assessments as scheduled. There is no provision for a student to opt-out of Statewide assessments. If a student is absent on a testing date, the student will be expected to take the missed test on another school day. Parents and students will be informed of all scheduled testing dates, including make-up testing dates for students who missed the initial testing date.



POLICY GUIDE

PROGRAM
2622/page 2 of 5
Student Assessment

Statewide Assessment System

The Head of School of Schools shall develop and annually present to the Board of Trustees for its approval an assessment program that complies with the rules of the State Board of Education.

The Board of Trustees shall, according to a schedule prescribed by the Commissioner, administer the applicable Statewide assessments, including the following major components: the elementary assessment component for grades three through five; the middle school assessment component for grades six through eight; the high school end-of-course ~~PARCC~~ assessments; and the alternative assessment for students with disabilities; and provide notification to each student entering grades three through twelve of the Statewide assessment schedule.

The Department of Education shall implement the elementary component of the Statewide assessment of the NJSLS consisting of continued administration of mathematics and English language arts in grades three, four, and five, and of science in grade ~~four~~five.

The Department of Education shall implement the middle school component of the Statewide assessment of the NJSLS consisting of the following: continued administration of mathematics and English language arts in grades six, seven, and eight; and of science in grade eight.

The Board shall provide appropriate accommodations or modifications to the Statewide assessment system as specified by the Department of Education for English Language Learners (ELLs) and students with disabilities as defined in N.J.A.C. 6A:14-1.3 or eligible under Section 504 of the Rehabilitation Act as determined by the IEP or 504 Team in accordance with N.J.A.C. 6A:8-4.1(d)1. The Board may administer the Statewide assessments in mathematics to ELLs in their native language, when available, and/or English. The Board shall have the option for a first-year ELL of substituting a Department of Education-approved language proficiency test only for the English language arts section of the elementary or middle school component of the Statewide assessment, when the student has entered the United States after July 1 of the calendar year prior to the test administration.



POLICY GUIDE

PROGRAM
2622/page 3 of 5
Student Assessment

The Board of Trustees shall ensure students with disabilities as defined in N.J.A.C. 6A:14-1.3 participate in Statewide assessments in accordance with N.J.A.C. 6A:14-4.10.

At specific times prescribed by the Commissioner of Education, the Board of Education shall administer the alternative assessment for students with disabilities to students with severe disabilities who cannot participate in other assessments due to the severity of their disabilities. The Department of Education shall implement the alternative assessment for students with disabilities according to the schedules in N.J.A.C. 6A:8-4.1(c)1, 2, and 3. The alternative assessment for students with disabilities measures the progress of students who have been determined eligible for the alternative assessment for students with disabilities by the IEP team in accordance with N.J.A.C. 6A:14-4.10.

Test Administration Procedures and Security Measures

The Board of Trustees shall be responsible for ensuring the security of all components of the Statewide assessment system that are administered within the school district. All Statewide assessments shall be administered in accordance with the Department of Education's required test administration procedures and security measures. Any breach of such procedures or measures shall be immediately reported to the Head of School or designee.

Documentation of Student Achievement

The Department of Education shall provide the Head of School with documentation of student performance after each test administration in accordance with the provisions of N.J.A.C. 6A:8-4.2(a). ~~The Board shall maintain an accurate record of each student's performance on Statewide assessments in accordance with N.J.A.C. 6A:8-4.2.~~ Information regarding individual student test scores shall only be released in accordance with Federal and State law.

The Board of Trustees shall transmit within ten business days any official records, including transcripts, of students who transfer to other school districts or institutions.

The Board of Trustees shall maintain an accurate record of each student's performance on Statewide assessments.



POLICY GUIDE

PROGRAM
2622/page 4 of 5
Student Assessment

Accountability

The Head of School shall report preliminary and final results of annual assessments to the Board of Trustees **within sixty days of receipt of information from as required by the New Jersey Department of Education pursuant to N.J.A.C. 6A:8-4.3(a)**. The Board of Trustees will provide parents, students, and citizens with results of annual assessments according to N.J.A.C. 6A:8-4.2.

The Board shall provide appropriate instruction to improve skills and knowledge for students performing below the established levels of student proficiency in any content area either on Statewide or local assessments. All students shall be expected to demonstrate the knowledge and skills of the NJSLs as measured by the Statewide assessment system.

Annual Review and Evaluation of School Districts

The Department of Education shall review the performance of schools and school districts in accordance with the provisions of N.J.A.C. 6A:8-4.4.

Public Reporting

In accordance with the requirements of N.J.A.C. 6A:8-4.5, the Department of Education shall report annually to the State Board of Education and the public on the progress of all students and student subgroups in meeting the NJSLs as measured by the Statewide assessment system by publishing and distributing the Department of Education's annual New Jersey School Report Card in accordance with N.J.S.A. 18A:7E-2 through 5. After each test administration, the Department of Education shall report to the Board **of Trustees** on the performance of all students and of student subgroups. The Department of Education shall report performance on the APA with the same frequency and in the same detail as it reports on other Statewide assessments, including school and school district means, and the number and percentage of participating students. In public reporting of school and district performance data, the Department of Education shall not compromise the confidentiality of individual students.

Parental Notification

Parents shall be informed of the district assessment system and of any special tests that are to be administered to their children.



POLICY GUIDE

PROGRAM
2622/page 5 of 5
Student Assessment

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

N.J.A.C. 6A:8-4.1 et seq.; 6A:8-5.1; 6A:14-1.1 et seq.; 6A:14-3.7;
6A:14-4.10

Adopted: 10 November 2014

Revised: 8 June 2015

Revised: 12 September 2016

Revised: 08 May 2017



POLICY GUIDE

STUDENTS
5200/page 1 of 2
Attendance
M

5200 ATTENDANCE

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

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

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

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

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



POLICY GUIDE

STUDENTS
5200/page 2 of 2
Attendance

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

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

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

N.J.S.A. 18A:36-14; **18A:36-25.6**; 18A:38-25
N.J.S.A. 34:2-21.1 et seq.
N.J.A.C. 6A:16-7.6; **6A:30-5.2**; 6A:32-8.3

Adopted: 10 June 2014
Revised: 8 September 2014
Revised 8 June 2015



REGULATION

LINK COMMUNITY CHARTER SCHOOL BOARD OF EDUCATION

STUDENTS
R 5200/Page 1 of 11
ATTENDANCE (M)

R 5200 ATTENDANCE (M)

M

A. Definitions

1. For the purposes of school attendance, a “day in session” shall be a day on which the school is open and students are under the guidance and direction of a teacher or teachers engaged in the teaching process. Days on which school is closed for such reasons as holidays, teachers’ institutes, and inclement weather shall not be considered as days in session.
2. A “school day” shall consist of not less than four hours, **except that one continuous session of two and a half hours may be considered a full day of Kindergarten..**
3. “A day of attendance” shall be one in which the student is present for a full day under the guidance and direction of a teacher while school is in session.
4. A “half-day class” shall be considered the equivalent of a full day’s attendance only if in session for four hours or more, exclusive of recess periods or lunch periods.

B. Attendance Recording

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

- a. **The Board of Trustees shall be required to carefully and accurately track enrollment and attendance of all students in a manual school register format or in an electronic form of the school's choosing.**
- b. **The Commissioner shall issue and publish on the Department's website school register guidance for recording student attendance in all public schools of the State operated by district Boards of Education, except adult high schools.**
- c. **Student attendance shall be recorded in the school register during school hours on each day school is in session.**



- d. **School registers shall be kept for students attending preschool, Kindergarten, grades one through five, grades six through eight, grades nine through twelve, each preschool class for the disabled, each class for the disabled, shared-time classes for regular students, shared-time classes for students with disabilities, full-time bilingual education programs and vocational day programs, and summer schools operated by the Board of Trustees.**
- e. **A student who has been placed on home instruction shall have his or her attendance status recorded on the regular register for the program in which the student is enrolled. For the period beginning the first day the student is unable to attend school and ending the day before the first instructional day at the student's place of confinement, the student shall be marked absent. No absences shall be recorded for the student while on home instruction, providing the hours of instruction are not less than required by N.J.A.C. 6A:14-4.8 and 4.9. The number of possible days of enrollment for a student on home instruction shall be the same as for other students in the program in which the student is enrolled.**

2. Attendance Recording for Board Policy (N.J.A.C. 6A:32-8.3)

- a. **A record of the attendance of all students on roll in a school register shall be kept each day that school is in session by a teacher or other authorized person. It shall be the duty of this person to keep the attendance records according to these rules and the specific instructions issued by the Commissioner of Education.**
- b.. **No student shall be recorded as present unless the school is in session and the student so recorded is under the guidance and direction of a teacher in the teaching process.**
- c. **A student shall be recorded as absent in the school register when not in attendance at a session of the school while a member of the school, except students excused due to religious holidays who shall be recorded as excused.**



- d. A student shall be recorded as either present, absent, or excused for religious observance, every day the school is in session after the student enters until the date the student is transferred to another school or transferred to an individual home instruction record.
 - e. The Commissioner shall annually prescribe a list of religious holidays on which it shall be mandatory to excuse students for religious observance upon the written request signed by the parent or person standing in loco parentis.
 - f. The mere presence of a student at roll call shall not be regarded as sufficient attendance for compliance with N.J.A.C. 6A:32-8.3. In a school which is in session during both the forenoon and the afternoon, a student shall be present at least one hour during both the forenoon and the afternoon in order to be recorded as present for the full day. In a school which is in session during either the forenoon or the afternoon, a student shall be present at least two hours in the session in order to be recorded as present for the full day.
 - g. A student not present in school because of his/her participation in an approved school activity, such as a field trip, meeting, cooperative education assignment, or athletic competition will be considered to be in attendance.
- C. Unexcused Absences That Count Toward Truancy/Excused **Absences for Board Policy**
- 1. **Notwithstanding the requirement of reporting student absences in the school register for State and Federal reporting purposes, “excused” and “unexcused” student absences for the purpose of expectations and consequences regarding truancy, student conduct, promotion, and the award of course credit is a Board decision outlined in Policy 5200 and this Regulation.**
 - 24. **N.J.A.C. 6A:16-7.6(a)3 requires the Board of Education policies and procedures contain, at a minimum, a definition of unexcused absence that count toward truancy. “An unexcused absence that counts toward truancy” is a student’s absence from school for a full or a portion of a day for any reason that is not an “excused absence” as defined below.**



3. “An excused absence” is a student’s absence from school for a full day or a portion of a day for the observance of a religious holiday pursuant to N.J.S.A. 18A:36-14 through 16, or any absence for the reasons listed below:
 - a. The student’s illness supported by notification to the school by the student’s parent;
 - b. The student’s required attendance in court;
 - c. Where appropriate, when consistent with Individualized Education Programs, the Individuals with Disabilities Act, accommodation plans under 29 U.S.C. §§ 794 and 705(20), and individualized health care plans;
 - d. The student’s suspension from school;
 - e. Family illness or death supported by notification to the school by the student’s parent;
 - f. Visits to high schools;
 - g. Interviews a high school admissions officer or an enrichment program such as the Wight Foundation, NJSEEDS, or other program approved by the Principal;
 - h. Necessary and unavoidable medical or dental appointments that cannot be scheduled at a time other than the school day;
 - i. Take Our Children to Work Day;
 - j. An absence considered excused by **the Commissioner of Education and/or** a New Jersey Department of Education rule; and
 - k. An absence for a reason not listed above, but deemed excused by the Principal upon a written request by the student’s parent stating the reason for the absence and requesting permission for the absence to be an excused absence.



3. **For cumulative unexcused absences of ten or more, a student between the ages of six and sixteen is truant, pursuant to N.J.S.A. 18A:38-25** ~~“Truancy” means ten or more cumulative unexcused absences that count toward truancy of a student between the ages of six and sixteen as determined by the Board’s Attendance Policy and Regulation pursuant to N.J.A.C. 6A:16-7.6(a)4.iii. and the definition of school day pursuant to N.J.A.C. 6A:32-8.3. Any absence not listed in C.2. above shall be an unexcused absence counted toward truancy.~~
- D. Notice to School of a Student’s Absence
1. The parent or adult student shall call the school office by 8:30 a.m. on the day of the absence.
 2. The parent of the student or an adult student who will attend the morning session, but will not attend the afternoon session shall call or provide notice to the school office by 10:30 a.m. on the day of the absence.
 3. The parent or adult student who anticipates a future absence or anticipates that an absence will be prolonged shall notify the school office to arrange make-up work as soon as the absence is determined.
 4. **In accordance with N.J.S.A. 18A:36-25.6, if a student is determined to be absent from school without valid excuse, and if the reason for the student’s absence is unknown to school personnel, the Principal or designee shall immediately attempt to contact the student’s parent to notify the parent of the absence and determine the reason for the absence.**
- E. Readmission to School After an Absence
1. A student returning from an absence of any length of time must provide a written statement that is dated and signed by the parent or adult student listing the reason for the absence.
 2. A note explaining a student’s absence for a non-communicable illness for a period of more than three days school days must be accompanied by a physician's statement of the student’s illness with medical clearance to return to school.



3. A student who has been absent by reason of having or being suspected of having a communicable disease must present to the school nurse written evidence of being free of communicable disease, in accordance with Policy 8451.
4. **The head of School or designee may require a student who has been absent from school due to a suspension or other reason concerning the student's conduct to receive a medical examination by a physician regarding the student's physical and/or mental fitness to return to school. The Superintendent or designee will notify the student's parent of the specific requirements of the medical examination prior to the student's return to school.**

F. Instruction

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

G. Denial of Course Credit

1. The teacher will determine the credit to be awarded a student for make-up work. Where class participation is a factor in the learning process, the teacher may consider a student's absence in determining a final grade,



except absences for the observance of a religious holiday, **absences for those excused in accordance with the reporting requirements of the school register**, or absence for a student's suspension from school will not adversely affect the student's grade. The teacher may record an incomplete grade for a student who has not had a full opportunity to make up missed work.

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

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

H. School Response To Unexcused Absences During the School Year That Count Toward Truancy

1. For up to four cumulative unexcused absences that count toward truancy, the Principal or designee shall:
 - a. Make a reasonable attempt to notify the student's parent of each unexcused absence prior to the start of the following school day;
 - b. Make a reasonable attempt to determine the cause of the unexcused absence, including through contact with the student's parent;
 - c. Identify, in consultation with the student's parents, needed action designed to address patterns of unexcused absences, if any, and to have the child return to school and maintain regular attendance;
 - d. Proceed in accordance with the provisions of N.J.S.A. 9:6-1 et seq. and N.J.A.C. 6A:16-10, if a potentially missing or abused child situation is detected; and



- e. Cooperate with law enforcement and other authorities and agencies, as appropriate.
- 2. For between five and nine cumulative unexcused absences that count toward truancy, the Principal or designee shall:
 - a. Make a reasonable attempt to notify the student's parent of each unexcused absence prior to the start of the following school day;
 - b. Make a reasonable attempt to determine the cause of the unexcused absence, including through contact with the student's parent;
 - c. Evaluate the appropriateness of action taken pursuant to N.J.A.C. 6A:16-7.6(a)4.i.(3) and H.1.c. above;
 - d. Develop an action plan to establish outcomes based upon the student's patterns of unexcused absences and to specify the interventions for supporting the student's return to school and regular attendance, which may include any or all of the following:
 - (1) Refer or consult with the school's Intervention and Referral Services Team, pursuant to N.J.A.C. 6A:16-8;
 - (2) Conduct testing, assessments, or evaluations of the student's academic, behavioral, and health needs;
 - (3) Consider an alternate educational placement;
 - (4) Make a referral to or coordinate with a community-based social and health provider agency or other community resource;
 - (5) Refer to a court or court program pursuant to N.J.A.C. 6A:16-7.6(a)4.iv. and H.4. below;
 - (6) Proceed in accordance with N.J.S.A. 9:6-1 et seq. and N.J.A.C. 6A:16-10, if a potential missing or abused child situation is detected; and
 - (7) Engage the student's family.



REGULATION

LINK COMMUNITY CHARTER SCHOOL BOARD OF EDUCATION

STUDENTS
R 5200/Page 9 of 11
ATTENDANCE (M)

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



5. For a student with a disability, the attendance plan and its punitive and remedial procedures shall be applied, where applicable, in accordance with the student's IEP, pursuant to 20 U.S.C. §§ 1400 et seq., the Individuals with Disabilities Education Act; the procedural protections set forth in N.J.A.C. 6A:14; accommodation plan under 29 U.S.C. §§794 and 705(20); and individualized health care plan and individualized emergency healthcare plan pursuant to N.J.A.C. 6A:16-2.3(b)5.xii.
 6. All receiving schools pursuant to N.J.A.C. 6A:14-7.1(a), shall act in accordance with N.J.A.C. 6A:16-7.6(a)4.i. and H.1. above for each student with up to four cumulative unexcused absences that count toward truancy.
 - a. For each student attending a receiving school with five or more cumulative unexcused absences that count toward truancy, the absences shall be reported to the sending school district.
 - (1) The sending school district shall proceed in accordance with the Board of Trustees' policies and procedures pursuant to N.J.A.C. 6A:16-7.6(a) and H.5. above and the provisions of N.J.A.C. 6A:16-7.6(a)4.ii. through iv. and H.2. through H.5. above, as appropriate.
- I. Discipline
1. Students may be denied participation in co-curricular activities if the Board establishes attendance standards for participation.
 2. Students may be denied participation in athletic competition if the Board establishes attendance standards for participation.
 3. No student who is absent from school for observance of a religious holiday may be deprived of any award or of eligibility for or opportunity to compete for any award because of the absence.
- J. Recording Attendance
1. Teachers must accurately record the students present, tardy, or absent each day in each session or each class. Attendance records must also record students' attendance at out-of-school curricular events such as field trips.



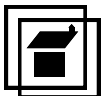
REGULATION

LINK COMMUNITY CHARTER SCHOOL BOARD OF EDUCATION

STUDENTS
R 5200/Page 11 of 11
ATTENDANCE (M)

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

Adopted: 10 June 2014
Revised: 8 September 2014
Revised: 8 June 2015



POLICY GUIDE

STUDENTS
5320/page 1 of 1
Immunization

5320 IMMUNIZATION

In order to safeguard the school community from the spread of certain communicable diseases and in recognition that prevention is a means of combating the spread of disease, the Board of Trustees requires the immunization of students against certain diseases in accordance with State statute and rules of the New Jersey State Department of Health and Senior Services.

A student shall not knowingly be admitted or retained in school if the parent(s) or legal guardian(s) has not submitted acceptable evidence of the child's immunization, according to schedules specified in N.J.A.C. 8:57-4 – Immunization of Pupils in School. **However, a child may be admitted to school on a provisional basis in accordance with the requirements as outlined in N.J.A.C. 8:57-4.5 and Regulation 5320.**

Medical or religious exemptions to immunizations shall be in accordance with the requirements as outlined in N.J.A.C. 8:57-4.3 and 4.4. ~~A child may be admitted to school on a provisional basis in accordance with the requirements as outlined in N.J.A.C. 8:57-4.5.~~ **For students with a medical exemption pursuant to N.J.A.C. 8:57-4.3, the school nurse shall annually review student immunization records to confirm the medical condition for the exemption from immunization continues to be applicable in accordance with N.J.A.C. 6A:16-2.3(b)3.v.**

No immunization program, other than that expressly required by the rules of the New Jersey State Department of Health and Senior Services or by order of the New Jersey State Commissioner of Health and Senior Services, may be conducted in district schools without the express approval of the Board.

N.J.S.A. 18A:40-20

N.J.S.A. 26:4-6

N.J.A.C. 6A:16-2.3

N.J.A.C. 8:57-4.1 et seq.

Adopted: 9 September 2014



REGULATION GUIDE

STUDENTS
R 5320/page 1 of 14

R 5320 IMMUNIZATION

A. **Proof of Immunizations on Admission (N.J.A.C. 8:57-4.2)**

1. **The No Principal or designee shall not knowingly admit or retain any ~~child student who~~ whose parent has not submitted acceptable evidence of the child's immunization according to the schedule(s) set forth in N.J.A.C. 8:57 et seq. and section E.I. of this Regulation, unless the student is provisionally admitted as provided in paragraph B.1. below A.2. or exempted as provided in section CB. and D. of this Regulation, and N.J.A.C. 8:57-4.3, and 8:57-4.4.**

B. **Provisional Admission (N.J.A.C. 8:57-4.5)**

12. A student shall be admitted to ~~preschool or~~ school on a provisional basis if a physician, an advanced practice nurse, (a certified registered nurse practitioner or clinical nurse specialist) or health department can document that at least one dose of each required age-appropriate vaccine(s) or antigen(s) has been administered and that the student is in the process of receiving the remaining immunizations.
2. **Provisional admission for children under age five shall be granted in compliance with the specific requirements set forth in N.J.A.C. 8:57-4.10 through 4.15 and 4.18 for a period of time consistent with the current Advisory Committee on Immunization Practices (ACIP) of the United States Public Health Service or the American Academy of Pediatrics (AAP) immunization schedule, but shall not exceed seventeen months for completion of all immunization requirements.**
3. **Provisional admission for children five years of age or older shall be granted in compliance with the specific requirements set forth in N.J.A.C. 8:57-4.10 through 4.14 and 4.16 for a period of time consistent with the current Advisory Committee on Immunization Practices (ACIP) of the United States Public Health Service or the American Academy of Pediatrics (AAP) immunization schedule, but shall not exceed one year for completion of all immunization requirements.**

STUDENTS



REGULATION GUIDE

R 5320/page 2 of 14

Immunization

- ~~a. A child under five years of age lacking all required vaccines shall have no more than seventeen months to meet all immunization requirements in accordance with N.J.A.C. 8:57-4.5(b).~~
- ~~b. A child five years of age or older lacking all required vaccines shall have no more than one year to complete all immunization requirements in accordance with N.J.A.C. 8:57-4.5(c).~~
- 4e. Provisional status shall only be granted one time to **children students** entering or transferring into schools in New Jersey. If a student on provisional status transfers, information on their status will be sent by the original school to the new school **pursuant to N.J.A.C. 8:57-4.7(b)**. ~~Provisional status may be extended by a physician for medical reasons as indicated in N.J.A.C. 8:57-4.3.~~
- 5d. **Children Students** transferring into this district from **out-of-another-State** or **out-of-country** shall be allowed a thirty day grace period in order to obtain past immunization documentation before provisional status shall begin. The thirty day grace period does not apply to students transferring **into this school district** from within the State of New Jersey.
- 6. **The school district shall ensure that the required vaccine/antigens are being received on schedule. If at the end of the provisional admission period the child has not completed the required immunizations, the administrative head of the school, preschool, or child care center shall exclude the child from continued school attendance until appropriate documentation has been presented.**
- ~~e. The Principal or designee shall ensure the provisionally admitted student is receiving required immunizations on schedule. If the student has not completed the immunizations at the end of the provisional period, the Principal shall exclude the student from school until appropriate documentation of completion has been presented.~~
- 7f. Students on provisional status may be temporarily excluded from school during a vaccine-preventable disease outbreak or threatened outbreak, as determined by the State Commissioner of Health and Senior Services or ~~his/her~~ designee **in accordance with the provisions of N.J.A.C. 8:57-4.5.**



REGULATION GUIDE

STUDENTS
R 5320/page 3 of 14
Immunization

CB. Medical Exemptions from Immunization (N.J.A.C. 8:57-4.3)

1. A **child student** shall not be required to have any specific immunization(s) **which** ~~that~~ are medically contraindicated.
2. A written statement submitted to the school from a physician licensed to practice medicine or osteopathy or an advanced practice nurse (certified registered nurse practitioner or clinical nurse specialist) in any jurisdiction in the United States indicating that an immunization is medically contraindicated for a specific period of time, and the reasons for the medical contraindication, based on valid medical reasons as enumerated by the ACIP standards or the AAP guidelines, will exempt a student from the specific immunization requirements by law for the stated period of time.
 - a. ~~A written statement from any physician licensed to practice medicine or osteopathy or an advanced practice nurse (certified registered nurse practitioner or clinical nurse specialist) in any jurisdiction in the United States indicating that an immunization is medically contraindicated for a specific period of time, and the reasons for the medical contraindication, based on valid reasons as enumerated by the Advisory Committee on Immunization Practices (ACIP) standards or the American Academy of Pediatrics (AAP) guidelines, will exempt a student from the specific immunization requirements by law for the period of time specified in the physician's statement.~~
 - 3b. The physician's or an advanced practice nurse's (certified registered nurse practitioner or clinical nurse specialist) statement shall be retained by the school as part of the **child's** immunization record ~~of the student~~ and shall be reviewed annually. **When the child's medical condition permits immunization, this exemption shall thereupon terminate, and the child shall be required to obtain the immunization(s) from which he/she has been exempted.**



REGULATION GUIDE

STUDENTS
R 5320/page 4 of 14
Immunization

~~e. When the student's medical condition permits immunization, this exemption shall thereupon terminate, and the student shall be required to obtain the immunizations from which he/she has been exempted.~~

4. Those children with medical exemptions to receiving specific immunizations may be excluded from school during a vaccine-preventable disease outbreak or threatened outbreak, as determined by the New Jersey Commissioner, Department of Health and Senior Services or designee.

5. As provided by N.J.S.A. 26:4-6, the school district may, on account of the prevalence of any communicable disease, or to prevent the spread of communicable diseases, prohibit the attendance of any school district teacher or student and specify the time during which the teacher or student shall remain away from school.

a. The Department of Health and Senior Services shall provide guidance to the school district on the appropriateness of any such prohibition.

b. The school district shall comply with the provisions of N.J.A.C. 8:61-2.1 regarding attendance at school by students or adults infected by Human Immunodeficiency Virus (HIV).

D. Religious Exemptions (N.J.A.C. 8:57-4.4)

12. A ~~child student~~ shall be exempted from mandatory immunization if the ~~child's~~ parent(s) or legal guardian(s) submits ~~to the school a written, signed statement requesting an exemption pursuant to the requirements of religious exemptions established at N.J.S.A. 26:1A-9.1, on "the ground that the immunization interferes with the free exercise of the pupil's religious rights."~~ that explains how the administration of immunizing agents conflicts with the student's exercise of bona fide religious tenets or practices. ~~General philosophical or moral objection to immunization shall not be sufficient for an exemption on religious grounds.~~



REGULATION GUIDE

STUDENTS
R 5320/page 5 of 14
Immunization

- a. **The school district is prohibited from exempting a child from mandatory immunization on the sole basis of a moral or philosophical objection to immunization.**
2. **The written statement signed by the parent(s) will be kept by the school as part of the student's immunization record.**
 - a. ~~The written statement signed by the parent(s) or legal guardian(s) will be kept by the school as part of the student's immunization record.~~
 - b. ~~Students enrolled in school before September 1, 1991 and who have previously been granted a religious exemption to immunization, shall not be required to reapply for a new religious exemption under N.J.A.C. 8:57-4.4(a).~~
3. **The school district may exclude children with religious exemptions from receiving immunization agents from school**
~~Students exempted on medical or religious grounds may be temporarily excluded from school during a vaccine-preventable disease outbreak or threatened outbreak, as determined by the State Commissioner of Health and Senior Services or designee.~~
4. **As provided by N.J.S.A. 26:4-6, the school district may, on account of the prevalence of any communicable disease, or to prevent the spread of communicable diseases, prohibit the attendance of any school district teacher or student and specify the time during which the teacher or student shall remain away from school.**
 - a. **The Department of Health and Senior Services shall provide guidance to the school district on the appropriateness of any such prohibition.**
 - b. **The school district shall comply with the provisions of N.J.A.C. 8:61-2.1 regarding attendance at school by students or adults infected by Human Immunodeficiency Virus (HIV).**



REGULATION GUIDE

STUDENTS
R 5320/page 6 of 14
Immunization

**EC. Documentation Accepted as Evidence of Immunization
(N.J.A.C. 8:57-4.6)**

1. **The following documents** ~~Any of the following documents~~ shall be accepted as evidence of a **child's** ~~student's~~ immunization history; provided that the ~~document lists the type of immunization and the specific date (month, day and year) when each immunization was administered~~ **is listed.**
 - a. An official school record from any school or preschool indicating compliance with immunization requirements **of N.J.A.C. 8:57-4.1 et seq.;**
 - b. A record from any public health department indicating compliance with immunization requirements **of N.J.A.C. 8:57-4.1 et seq.;**
 - c. A certificate signed by a physician licensed to practice medicine or osteopathy or an advanced practice nurse (certified registered nurse practitioner, or clinical nurse specialist) in any jurisdiction in the United States indicating compliance with immunization requirements **of N.J.A.C. 8:57-4.1 et seq.;** or
 - d. The official record of immunization from the New Jersey Immunization Information System indicating compliance with immunization requirements **of N.J.A.C. 8:57-4.1 et seq.**
2. All immunization records submitted by a parent(s) ~~or legal guardian(s)~~ in a language other than English shall be accompanied by a translation sufficient to determine compliance with the immunization requirements of **N.J.A.C. 8:57-4.1 et seq. and this Regulation.**
3. ~~Parental verbal history or recollection or previous immunization is unacceptable documentation or evidence of immunization.~~



REGULATION GUIDE

STUDENTS
R 5320/page 7 of 14
Immunization

3. **Laboratory evidence of protective immunity, as enumerated by the Advisory Committee on Immunization Practices (ACIP) of the United States Public Health Service, shall be accepted as evidence of immunization if a parent cannot produce a documented history of immunization.**
4. **Parental verbal history or recollection of previous immunization is unacceptable documentation or evidence of immunization.**

FD. ~~Immunization~~ Records Required (N.J.A.C. 8:57-4.7)

1. **The school district** ~~Each school~~ shall maintain an official State of New Jersey **School Immunization Record** for every student. **This record** ~~which~~ shall include the date of each individual immunization **and shall be separated from the child's educational record and other medical records for the purpose of immunization record audit.**
- 2a. **If** ~~When~~ a child withdraws, is promoted, or transfers to another school **district**, ~~preschool or child care center~~, the immunization record, or a certified copy thereof, along with statements pertaining to religious or medical exemptions and laboratory evidence of immunity, shall be sent to the new school **district** by the original school **district** or shall be given to the parent(s) ~~or legal guardian(s)~~ upon request, within twenty-four hours of such a request.
 - b. ~~The immunization record shall be kept separate and apart from the student's other medical records for the purpose of immunization record audit.~~
 - c. ~~Child care centers, preschools, and elementary schools are to retain immunization records, or a copy thereof, for at least one year after the student has left the school. For children who are promoted from elementary to middle school or from middle school to high school within the same school system, this record retention requirement is not applicable in accordance with Department of Education rules and policies on transfer of student records.~~



REGULATION GUIDE

STUDENTS
R 5320/page 8 of 14
Immunization

3. **Parental verbal history or recollection of previous immunization is unacceptable documentation or evidence of immunization.**
 4. **When a child graduates from secondary school, the record, or a certified copy thereof, shall be sent to an institution of higher education or may be given to the parent(s) upon request.**
 - 5d. **Each child's student's official New Jersey Immunization Record, or a certified copy thereof, shall be retained by a secondary school for a minimum of four years after the student has left the graduates from the secondary school. Each child's official New Jersey Immunization Record, or a copy thereof, shall be retained by an elementary school for a minimum of one year after the child has left the school.**
 - e. ~~When a student graduates from secondary school, the record, or a certified copy thereof, shall be sent to an institution of higher education or may be given to the parent(s) or legal guardian(s) upon request.~~
 - 6f. **Any computer-generated document or list developed by the school district to record immunization information shall be considered a supplement to, not a replacement of, the official New Jersey School Immunization Record.**
- G. Reports to be Sent to the Department of Health and Senior Services (N.J.A.C. 8:57-4.8)**
1. **A report of the immunization status of the students in each school shall be sent each year to the State Department of Health and Senior Services by the Principal or designee through mail or submitted electronically in accordance with N.J.A.C. 8:57-4.8(a).** ~~other person in charge of a school. The form for the report will be provided by the State Department of Health and Senior Services. The report shall be submitted by January 1 of the respective academic year. A copy of this report shall be sent to the local Board of Health in whose jurisdiction the school is located. Failure by the school district to submit such report by January 1 may result in a referral to the New Jersey Department of Education and the local health department.~~



REGULATION GUIDE

STUDENTS
R 5320/page 9 of 14
Immunization

2. The form for the report will be provided by the New Jersey Department of Health and Senior Services.
3. The report shall be submitted by January 1 of the respective academic year after a review of all appropriate immunization records.
4. A copy of this report shall be sent to the local Board of Health in whose jurisdiction the school is located.
5. If the school does not submit the annual report by January 1 it shall be considered delinquent. A delinquency may be referred to the New Jersey Department of Education or the New Jersey Department of Children and Families, as appropriate based on the length of time delinquent, number of times delinquent, and efforts made toward compliance. The local health department will also be notified of the delinquency.

H. Records Available for Inspection (N.J.A.C. 8:57-4.9)

13. The Principal or ~~designee other person in charge of a~~ of each school shall maintain records of their children's immunization status. Upon twenty-four hour notice, these records shall be made ~~make immunization records~~ available for inspection by authorized representatives of the ~~State~~ New Jersey Department of Health and Senior Services or the local Board of Health in whose jurisdiction the school is located, ~~within twenty-four hours of notification.~~

IE. Immunization Requirements

1. The immunization requirements for school age children shall be in accordance with the requirements of N.J.A.C. 8:57-4 – Immunization of Pupils in School as outlined below:



REGULATION GUIDE

STUDENTS
R 5320/page 10 of 14
Immunization

MINIMAL IMMUNIZATION REQUIREMENTS FOR SCHOOL ATTENDANCE IN NEW JERSEY N.J.A.C. 8:57-4: Immunization of Pupils in School		
DISEASE(S)	REQUIREMENTS	COMMENTS
DTaP N.J.A.C. 8:57-4.10	(AGE 1-6 YEARS): 4 doses, with one dose given on or after the 4th birthday, OR any 5 doses. (AGE 7-9 YEARS): 3 doses of Td or any previously administered combination of DTP, DTaP, and DT to equal 3 doses.	Any child entering pre-school, pre-Kindergarten, or Kindergarten needs a minimum of four doses. Students after the seventh birthday should receive adult type Td. DTP/Hib vaccine and DTaP also valid DTP doses. Children 7 years of age and older, who have not been previously vaccinated with the primary DTaP series, should receive 3 doses of Tetanus, diphtheria (Td) Laboratory evidence of immunity is also acceptable.
Tdap N.J.A.C. 8:57-4.10	GRADE 6 (<i>or comparable age level special education program with an unassigned grade</i>): 1 dose	For students entering Grade 6 on or after 9-1-08 and born on or after 1-1-97. A child does not need a Tdap dose until FIVE years after the last DTP/DTaP or Td dose.
POLIO N.J.A.C. 8:57-4.11	(AGE 1-6 YEARS): 3 doses, with one dose given on or after the 4th birthday, OR any 4 doses. (AGE 7 or OLDER): Any 3 doses.	Either Inactivated Polio Vaccine (IPV) or Oral Polio Vaccine (OPV) separately or in combination is acceptable. Polio vaccine is not required of students 18 years of age or older. Laboratory evidence of immunity is also acceptable.
MEASLES N.J.A.C. 8:57-4.12	If born before 1-1-90, 1 dose of a live Measles-containing vaccine. If born on or after 1-1-90, 2 doses of a live Measles-containing vaccine. If entering a college or university after 9-1-95 and previously unvaccinated, 2 doses of a live Measles-containing vaccine.	Any child over 15 months of age entering child care, pre-school, or pre-Kindergarten needs a minimum of 1 dose of measles vaccine. Any child entering Kindergarten needs 2 doses. Previously unvaccinated students entering college after 9-1-95 need 2 doses of measles-containing vaccine or any combination containing live measles virus administered after 1968. Documentation of 2 prior doses is acceptable. Laboratory evidence of immunity is also acceptable. Intervals between first and second measles/MMR/MR doses cannot be less than 1 month.



REGULATION GUIDE

STUDENTS
R 5320/page 11 of 14
Immunization

MINIMAL IMMUNIZATION REQUIREMENTS FOR SCHOOL ATTENDANCE IN NEW JERSEY N.J.A.C. 8:57-4: Immunization of Pupils in School		
DISEASE(S)	REQUIREMENTS	COMMENTS
RUBELLA and MUMPS N.J.A.C. 8:57-4.13 N.J.A.C. 8:57-4.14	1 dose of live Mumps-containing vaccine on or after 1st birthday . 1 dose of live Rubella-containing vaccine on or after 1st birthday .	Any child over 15 months of age entering child care, pre-school, or pre-Kindergarten needs 1 dose of rubella and mumps vaccine. Each student entering college for the first time after 9-1-95 needs 1 dose of rubella and mumps vaccine or any combination containing live rubella and mumps virus administered after 1968. Laboratory evidence of immunity is also acceptable.
VARICELLA N.J.A.C. 8:57-4.17	1 dose on or after the first birthday.	All children 19 months of age and older enrolled into a child care/pre-school center after 9-1-04 or children born on or after 1-1-98 entering a school for the first time in Kindergarten, Grade 1, or comparable age entry level special education program with an unassigned grade, need 1 dose of varicella vaccine. Laboratory evidence of immunity, physician's statement or a parental statement of previous varicella disease is also acceptable.
HAEMOPHILUS INFLUENZAE B (Hib) N.J.A.C. 8:57-4.15	(AGE 2-11 MONTHS) ⁽¹⁾ : 2 doses (AGE 12-59 MONTHS) ⁽²⁾ : 1 dose	Mandated only for children enrolled in child care, pre-school, or pre-Kindergarten. ⁽¹⁾ Minimum of 2 doses of Hib vaccine is needed if between the ages of 2-11 months. ⁽²⁾ Minimum of 1 dose of Hib vaccine is needed after the first birthday. DTP/Hib and Hib/Hep B also valid Hib doses.
HEPATITIS B N.J.A.C. 8:57-4.16	(K-GRADE 12): 3 doses or 2 doses ⁽¹⁾	⁽¹⁾ If a child is between 11-15 years of age and has not received 3 prior doses of Hepatitis B then the child is eligible to receive 2-dose Hepatitis B Adolescent formulation. Laboratory evidence of immunity is also acceptable.



REGULATION GUIDE

STUDENTS
R 5320/page 12 of 14
Immunization

MINIMAL IMMUNIZATION REQUIREMENTS FOR SCHOOL ATTENDANCE IN NEW JERSEY N.J.A.C. 8:57-4: Immunization of Pupils in School		
DISEASE(S)	REQUIREMENTS	COMMENTS
PNEUMOCOCCAL N.J.A.C. 8:57-4.18	(AGE 2-11 MONTHS) ⁽¹⁾ : 2 doses (AGE 12-59 MONTHS) ⁽²⁾ : 1 dose	Children enrolled in child care or pre-school on or after 9-1-08. ⁽¹⁾ Minimum of 2 doses of Pneumococcal vaccine is needed if between the ages of 2-11 months. ⁽²⁾ Minimum of 1 dose of Pneumococcal vaccine is needed on or after the first birthday.
MENINGOCOCCAL N.J.A.C. 8:57-4.20	(Entering GRADE 6 <i>(or comparable age level Special Ed program with an unassigned grade)</i>): 1 dose ⁽¹⁾ (Entering a four-year college or university, previously unvaccinated and residing in a campus dormitory): 1 dose ⁽²⁾	⁽¹⁾ For students entering Grade 6 on or after 9-1-08 and born on or after 1-1-97. ⁽²⁾ Previously unvaccinated students entering a four-year college or university after 9-1-04 and who reside in a campus dormitory, need 1 dose of meningococcal vaccine. Documentation of one prior dose is acceptable.
INFLUENZA N.J.A.C. 8:57-4.19	(AGES 6-59 MONTHS): 1 dose ANNUALLY	For children enrolled in child care, pre-school or pre-Kindergarten on or after 9-1-08. 1 dose to be given between September 1 and December 31 of each year.

AGE APPROPRIATE VACCINATIONS (FOR LICENSED CHILD CARE CENTERS/PRE-SCHOOLS)	
CHILD'S AGE	NUMBER OF DOSES CHILD SHOULD HAVE (BY AGE):
2-3 Months	1 dose DTaP, 1 dose Polio, 1 dose Hib, 1 dose PCV7
4-5 Months	2 doses DTaP, 2 doses Polio, 2 doses Hib, 2 doses PCV7
6-7 Months	3 doses DTaP, 2 doses Polio, 2-3 doses Hib, 2-3 doses PCV7, 1 dose Influenza
8-11 Months	3 doses DTaP, 2 doses Polio, 2-3 doses Hib, 2-3 doses PCV7, 1 dose Influenza
12-14 Months	3 doses DTaP, 2 doses Polio, 1 dose Hib, 2-3 doses PCV7, 1 dose Influenza
15-17 Months	3 doses DTaP, 2 doses Polio, 1 dose MMR, 1 dose Hib, 1 dose PCV7, 1 dose Influenza
18 Months – 4 Years	4 doses DTaP, 3 doses Polio, 1 dose MMR, 1 dose Hib, 1 dose Varicella, 1 dose PCV7, 1 dose Influenza



REGULATION GUIDE

STUDENTS
R 5320/page 13 of 14
Immunization

PROVISIONAL ADMISSION:

Provisional admission allows a child to enter/attend school but must have a minimum of one dose of each of the required vaccines. Students must be actively in the process of completing the series. If a student is less than 5 years of age, they have 17 months to complete the immunization requirements. If a student is 5 years of age and older, they have 12 months to complete the immunization requirements.

GRACE PERIODS:

- 4-day grace period: All vaccines doses administered less than or equal to four days before either the specified minimum age or dose spacing interval shall be counted as valid and shall not require revaccination in order to enter or remain in a school, pre-school or child care facility.
- 30-day grace period: Those children transferring into a New Jersey school, pre-school, or child care center from out of State/out of country may be allowed a 30-day grace period in order to obtain past immunization documentation before provisional status shall begin.

2. **The immunization requirements outlined in I.1. above may be revised by Statute, administrative code, and/or the Commission of Health and Senior Services.**

JF. Emergency Powers of the Commissioner of Health and Senior Services

- ~~1. If a threatened outbreak, or outbreak of disease, or other public health immunization emergency exists, as determined by the State Commissioner of Health and Senior Services or designee, all students with provisional, religious, or medical exemptions (which relate to the specific disease threatening or occurring) shall be excluded from school. If these students become immunized or produce serologic evidence of immunity to the specific disease the student may immediately be readmitted to school.~~
12. If a **an outbreak or** threatened outbreak, ~~or outbreak~~ of disease or other public health immunization emergency exists, as determined by the State Commissioner of Health and Senior Services or designee, the State Commissioner or designee may issue either additional immunization requirements to control the outbreak or threat of an outbreak or modify immunization requirements to meet the emergency.
2. All children failing to meet the additional immunization requirements of N.J.A.C. 8:57-4.22 shall be excluded from school until the outbreak or threatened outbreak is over. These requirements shall remain in effect as outlined in **J.3. below and** N.J.A.C. 8:57-4.22(c).



REGULATION GUIDE

STUDENTS
R 5320/page 14 of 14
Immunization

3. **These requirements or amendments shall remain in effect until such time as the Commissioner, Department of Health and Senior Services or designee determines that an outbreak or a threatened outbreak no longer exists or the emergency is declared over, or for three months after the declaration of the emergency whichever one comes first. The Commissioner, Department of Health and Senior Services or designee may declare a state of emergency if the emergency has not ended.**
43. The Commissioner of Health and Senior Services or designee may temporarily suspend an immunization requirement **for the particular immunization** in accordance with the reasons as outlined in N.J.A.C. 8:57-4.22(d).

Issued:



POLICY GUIDE

STUDENTS
5610/page 1 of 3
Suspension

M

5610 SUSPENSION

The Board of Trustees recognizes that even the temporary exclusion of a student from the educational program of this district is a severe sanction and one that cannot be imposed without due process.

Any student who is guilty of continued and willful disobedience, or of open defiance of the authority of any teacher or person having authority over him, or of the habitual use of profanity or of obscene language, or who shall cut, deface or otherwise injure any school property, shall be liable to punishment and to suspension or expulsion from school. Conduct which shall constitute good cause for suspension or expulsion of a student guilty of such conduct shall include, but not be limited to, the conduct as defined in N.J.S.A. 18A:37-2 and the school district's Student Discipline/Code of Conduct Policy and Regulation in accordance with the N.J.A.C. 6A:16-7.1 et seq.

For the purposes of this Policy, "suspension" means the temporary removal of a student from the regular instructional program.

For the purposes of this Policy, "short term suspension" means a suspension for one, but not more than ten consecutive school days and "long term suspension" means a suspension for more than ten consecutive school days.

In accordance with the provisions of N.J.S.A. 18A:37-4, a student may be suspended only by the Principal, who shall report any suspension to the Superintendent as soon as possible. The Head of School shall report the suspension to the Board at its next regular meeting. The suspended student may be reinstated by the Principal or by the Head of School prior to the second regular meeting of the Board following the suspension, unless the Board reinstates the student at the first regular meeting. No student suspended for reasons of assault upon a person in authority may be reinstated before the Board has held a hearing, within thirty calendar days of the suspension, to consider that student's expulsion from school. At its second regular meeting after the suspension and thereafter, the Board alone may reinstate the student or continue the suspension.



POLICY GUIDE

STUDENTS
5610/page 2 of 3
Suspension

In accordance with the provisions of N.J.S.A. 18A:37-2a, a student in Kindergarten through grade two shall not receive an out-of-school suspension, except when the suspension is based on conduct that is of a violent or sexual nature that endangers others. Students in preschool shall not receive an out-of-school suspension except as provided pursuant to the “Zero Tolerance for Guns Act,” N.J.S.A. 18A:37-7 et seq.

The school shall implement an early detection and prevention program to identify students in preschool through grade two who are experiencing behavioral or disciplinary problems and provide behavioral supports for these students which may include, but not be limited to, remediation of problem behaviors, positive reinforcements, supportive interventions, and referral services. An early detection program may be incorporated into the intervention and referral services required to be established in each school pursuant to State Board of Education regulations.

In each instance of a short-term suspension, the student will be provided oral or written notice of the charges and an informal hearing conducted by the Principal or designee in accordance with the procedures outlined in N.J.A.C. 6A:16-7.2. To the extent the student’s presence poses a continuing danger to persons or property or an ongoing threat of disrupting the educational process, the student may be immediately removed from the student’s educational program and the informal hearing shall be held as soon as practical after the suspension.

In each instance of a long-term suspension, the school shall assure the rights of the student pursuant to N.J.A.C. 6A:16-7.3.

The school will comply with the requirements of N.J.A.C. 6A:16-7.2 and 7.3, in addition to all the procedural protections set forth in N.J.A.C. 6A:14, for each student with a disability who is subject to a short-term or long-term suspension.

In each instance of a short- or long-term suspension, the district shall provide academic instruction, either in school or out of school, that addresses the New Jersey Student Learning Standards pursuant to N.J.A.C. 6A:8-3.1 et seq., which



POLICY GUIDE

STUDENTS
5610/page 3 of 3
Suspension

may include a public education program provided in accordance with the provisions of N.J.A.C. 6A:16-9 or 10. These services shall be provided within five school days of the suspension. Educational services provided to a student with a disability shall be provided consistent with the student's Individualized Education Program, in accordance with N.J.A.C. 6A:14.

In the event a student has experienced multiple suspensions or may be subject to a proposed expulsion from school, the Principal shall convene a meeting, as soon as practicable, between the student and a school psychologist, a school counselor, a school social worker, a student assistance coordinator, or a member of the school's intervention and referral services team in accordance with the provisions of N.J.S.A. 18A:37-2c.

Student records are subject to challenge by parents and adult students in accordance with N.J.A.C. 6A:32-7.7 and Policy and Regulation 8330. The name of a disciplined student will not appear in the agenda or minutes of a public meeting or in any public record of this district; any such student will be designated by code.

N.J.S.A. 18A:37-1; 18A:37-2 et seq.; 18A:37-4; 18A:37-5
N.J.A.C. 6A:16-7.2; 6A:16-7.3; 6A:32-7.7; 6A:14-2.8

Adopted: 8 September 2014
Revised: 14 August 2017

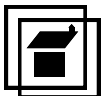


R 5610 SUSPENSION PROCEDURES (M)

M

A. Short-Term Suspensions

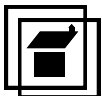
1. In each instance of a short-term suspension, the Principal or designee, shall assure the rights of a student suspended for one, but not more than ten consecutive school days by providing for the following:
 - a. As soon as practicable, oral or written notice of charges to the student.
 - (1) When charges are denied, an explanation of the evidence forming the basis of the charges also shall be provided.
 - b. Prior to the suspension, an informal hearing during which the student is given the opportunity to present his or her version of the events regarding his or her actions leading to the short-term suspension and is provided notice of the school district's actions taken pursuant to N.J.A.C. 6A:16-7.1(c)2 and 5.
 - (1) The informal hearing shall be conducted by a school administrator or designee;
 - (2) To the extent that a student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the educational process, the student may be immediately removed from the student's educational program and the informal hearing shall be held as soon as practical after the suspension;
 - (3) The informal hearing should take place even when a school staff member has witnessed the conduct forming the basis of the charge; and
 - (4) The informal hearing and the notice given may take place at the same time.



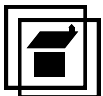
- c. Oral or written notification to the student's parent of the student's removal from the student's educational program prior to the end of the school day on which the Principal decides to suspend the student. The notification shall include an explanation of:
 - (1) The specific charges;
 - (2) The facts on which the charges are based;
 - (3) The provision(s) of the code of student conduct the student is accused of violating;
 - (4) The student's due process rights, pursuant to N.J.A.C. 6A:16-7.1(c)3 and N.J.A.C. 6A:16-7.2; and
 - (5) The terms and conditions of the suspension.
 - d. Appropriate supervision of the student while waiting for the student's parent to remove the student from school during the school day; and
 - e. Academic instruction, either in school or out of school, that addresses the New Jersey Student Learning Standards..
 - (1) The student's academic instruction shall be provided within five school days of the suspension.
 - (2) At the completion of a short-term suspension, the Board of Trustees shall return a general education student to the general education program for which he or she was suspended.
 - (3) The academic instruction provided to a student with a disability shall be provided consistent with N.J.A.C. 6A:14.
2. The Principal suspending the student shall immediately report the suspension to the Head of School, who shall report it to the Board of Trustees at its next regular meeting, pursuant to N.J.S.A. 18A:37-4.



3. An appeal of the Board's decision affecting the general education student's educational program shall be made to the Commissioner, in accordance with N.J.S.A. 18A:37-2.4 and N.J.A.C. 6A:3-1.3 through 1.17.
 4. For a student with a disability, the provisions set forth in N.J.A.C. 6A:16-7.2 shall be provided in addition to all procedural protections set forth in N.J.A.C. 6A:14.
- B. Long-Term Suspensions
1. In each instance of a long-term suspension, the Principal or designee shall assure the rights of a student suspended for more than ten consecutive school days by providing the following:
 - a. Notification to the student of the charges prior to the student's removal from school;
 - b. Prior to the suspension, an informal hearing during which the student is given the opportunity to present his or her version of events regarding his or her actions leading to the long-term suspension and is provided notice of the school district's actions taken pursuant to N.J.A.C. 6A:16-7.1(c)2 and 5;
 - c. Immediate notification to the student's parent of the student's removal from school;
 - d. Appropriate supervision of the student while waiting for the student's parent to remove the student from school during the school day;
 - e. Written notification to the parent by the Head of School or designee within two school days of the initiation of the suspension, stating:
 - (1) The specific charges;
 - (2) The facts on which the charges are based;
 - (3) The student's due process rights, pursuant to N.J.A.C. 6A:16-7.1(c)3 and N.J.A.C. 6A:16-7.3; and



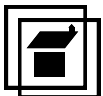
- (4) Further engagement by the student in conduct warranting expulsion, pursuant to N.J.S.A. 18A:37-2, shall amount to a knowing and voluntary waiver of the student's right to a free public education, in the event that a decision to expel the student is made by the Board, pursuant to N.J.S.A. 18A:37-2 and N.J.A.C. 6A:16-7.4.
 - (a) The Board shall request from the parent and student written acknowledgement of the notification provided pursuant to N.J.A.C. 6A:16-7.3(a)5.iv subsequent to the removal of the student from his or her educational program, pursuant to N.J.A.C. 6A:16-7.3.
- f. A list of witnesses and their statements or affidavits, if any, no later than five days prior to the formal hearing, pursuant to j. below;
- g. For a student with a disability, a manifestation determination, pursuant to N.J.A.C. 6A:14-2.8 and the Federal regulations;
- h. Information on the student's right to secure an attorney and legal resources available in the community identified pursuant to N.J.A.C. 6A:16-7.1(c)7;
- i. Either in- or out-of-school educational services that are comparable to those provided in the public schools for students of similar grades and attainments, pursuant to N.J.S.A. 18A:38-25, which may include a public education program provided in accordance with N.J.A.C. 6A:16-9 or 10.
 - (1) The student's educational services shall be provided within five school days of the suspension.
 - (2) The Board shall make decisions regarding the appropriate educational program and support services for the suspended general education student based on the New Jersey Student Learning Standards and the following considerations:



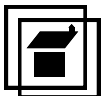
- (a) A behavioral assessment or evaluation including, but not limited to, a referral to the Child Study Team, as appropriate;
 - (b) The results of relevant testing, assessments, or evaluations of the student;
 - (c) The student's academic, health, and behavioral records;
 - (d) The recommendation of the Head of School, Principal, or other relevant school or community resource;
 - (e) Considerations of parental input; or
 - (f) Consultation with the Intervention and Referral Services Team, in accordance with N.J.A.C. 6A:16-8.
- (3) Educational services provided to a student with a disability shall be provided consistent with N.J.A.C. 6A:14.
- j. A formal hearing before the Board that shall, at a minimum:
 - (1) Be conducted by the Board or delegated by the Board to a Board committee, a school administrator, or an impartial hearing officer for the purpose of determining facts or making recommendations.
 - (a) Before taking final action, the Board as a whole shall receive and consider either a transcript or detailed report on the hearing.
 - (2) Include the opportunity for the student to:
 - (a) Confront and cross-examine witnesses, if there is a question of fact; and



- (b) Present his or her own defense, and produce oral testimony or written supporting affidavits.
 - (3) Take place no later than thirty calendar days following the day the student is suspended from the general education program; and
 - (4) Result in the Board's decision that shall be based, at a minimum, on the preponderance of competent and credible evidence.
- k. A written statement to the student's parent regarding the Board's decision within five school days after the close of the hearing. The statement shall include at a minimum:
 - (1) The charges considered;
 - (2) A summary of the documentary or testimonial evidence from both the student and the administration that was brought before the Board at the hearing;
 - (3) Factual findings relative to each charge and the Board's determination of each charge;
 - (4) Identification of the educational services to be provided to the student, pursuant to i. above;
 - (5) The terms and conditions of the suspension; and
 - (6) The right to appeal to the Commissioner of Education the Board's decision regarding the student's general education program, in accordance with N.J.S.A. 18A:37-2.4 and N.J.A.C. 6A:3-1.3 through 1.17.
- l. If at any time it is found that the student did not commit the offense, the student shall be immediately returned to the program from which he or she was removed; and
- m. At the completion of a long-term suspension, the Board shall return the general education student to the general education program.



2. An appeal of the Board's decision regarding the general education student's program shall be made to the Commissioner of Education, in accordance with N.J.S.A. 18A:37-2.4 and N.J.A.C. 6A:3-1.3 through 1.17.
3. Suspension of a general education student shall not be continued beyond the Board's second regularly scheduled meeting following the suspension, unless the Board so determines, pursuant to N.J.S.A. 18A:37-5.
 - a. The Board shall determine whether to continue the suspension, pursuant to B.1. above, based on the following criteria:
 - (1) The nature and severity of the offense;
 - (2) The Board's removal decision;
 - (3) The results of relevant testing, assessments, or evaluations of the student; and
 - (4) The recommendation of the Head of School, after considering input from the Principal or Director of the alternative education program or home or other in-school or out-of-school instruction program in which the student has been placed.
 - b. The Board shall develop and adopt policies and procedures providing for action on the continuation of student suspensions in the event of cancellation of the first or second regular Board meeting pursuant to N.J.S.A. 18A:37-4 and 5. In this unlikely event, a special committee of the Board, which will include the Head of School or his/her designee, will be appointed by the Board President to make a decision on the continuation of the suspension. The committee's decision will be implemented subject to ratification of the committee's decision at the next regularly scheduled Board meeting.
4. When the Board votes to continue a general education student's suspension, it shall review the case, in consultation with the Head of School, at each subsequent Board meeting for the purpose of determining:



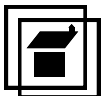
- a. The status of the student's suspension;
 - b. The appropriateness of the suspended student's current educational program; and
 - c. Whether the suspended student's current placement, pursuant to i. above, should continue or whether the student should return to the general education program.
5. When the Board votes to continue a general education student's suspension, it shall make, in consultation with the Head of School, the final determination on:
- a. When the student is prepared to return to the general education program;
 - b. Whether the student will remain in an alternative education program or receive home or other in-school or out-of-school instruction, based on the criteria set forth in B.3.a.(1) through (4) above; or
 - c. Whether to initiate expulsion proceedings in accordance with N.J.S.A. 18A:37-2, N.J.A.C. 6A:16-7.4, and Policy 5620.
6. The Board shall provide a general education student suspended under N.J.A.C. 6A:16-7.3 with an appropriate educational program or services, based on the criteria set forth under B.1.i.(2) above, until the student graduates from high school or reaches the age of twenty, whichever comes first.
- a. The educational program shall be consistent with the provisions of N.J.A.C. 6A:16-9.2 and 10.2 and 6A:14-2 and 4.3, whichever is applicable; or
 - b. The educational services provided, either in-school or out-of-school, shall be comparable to those provided in the public schools for students of similar grades and attainments, pursuant to the provisions of N.J.S.A. 18A:38-25.



7. For a student with a disability who receives a long-term suspension, the Board shall proceed in accordance with N.J.A.C. 6A:14 in determining or changing the student's educational placement to an interim or alternate educational setting.
 - a. All procedural protections set forth in N.J.A.C. 6A:14 and N.J.A.C. 6A:16-7.3 shall be afforded to a student with a disability who is subjected to a long-term suspension.
 - b. All decisions concerning the student's educational program or placement shall be made by the student's Individualized Education Program team.
 - c. The provisions of B.2. through B.6. above shall not apply to students with disabilities.

C. Meeting with Student - Multiple Suspensions or Possible Expulsion

1. **In accordance with the provisions of N.J.S.A. 18A:37-2c, in the event a student has experienced multiple suspensions or may be subject to a proposed expulsion from school, the Principal shall convene a meeting, as soon as practicable, between the student and a school psychologist, a school counselor, a school social worker, a student assistance coordinator, or a member of the school's intervention and referral services team.**
 - a. **The Principal may convene such a meeting, if after the student has been suspended for the first time, the Principal upon evaluation deems such a meeting appropriate.**
 - b. **The purpose of the meeting shall be to identify any behavior or health difficulties experienced by the student and, where appropriate, to provide supportive interventions or referrals to school or community resources that may assist the student in addressing the identified difficulties.**



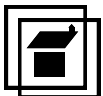
REGULATION

LINK COMMUNITY CHARTER SCHOOL BOARD OF EDUCATION

STUDENTS
R 5610/Page 10 of 10
SUSPENSION PROCEDURES (M)

2. The requirements of C.1. above shall not apply when a student's immediate removal or suspension from the school's regular education program is required pursuant to:
 - a. The provisions of the "Zero Tolerance for Guns Act," (N.J.S.A. 18A:37-7 et seq.);
 - b. N.J.S.A. 18A:37-2.1 – Assault by Pupil Upon Teacher, etc.; Suspension; Expulsion Proceedings;
 - c. N.J.S.A. 18A:37-2.2 – Offense by Pupil Involving Assault, Removal from Schools Regular Education Program; or
 - d. In any other instance in which the safety and security of other students or school staff requires the student's immediate removal from school.
3. In the instances provided in C.2.a. through d. above, the meeting required in C.1. above shall take place as soon as practicable following the student's removal from the school's regular education program.
4. The provisions of N.J.S.A. 18A:37-2c and C. of this Regulation shall be construed in a manner consistent with the "Individuals with Disabilities Act," 20 U.S.C. § 1400 et seq.

Adopted: 8 September 2014
Revised: 14 August 2017



POLICY GUIDE

STUDENTS
5620/page 1 of 3
Expulsion
June 20
M

5620 EXPULSION

The Board of Trustees recognizes that expulsion from this district is the most severe sanction that can be imposed upon a student.

The Board may expel a general education student from school, pursuant to N.J.S.A. 18A:37-2, only after the Board has provided the procedural due process rights set forth in N.J.A.C. 6A:16-7.1(c) 3 and 7.3, and as outlined in Policy and Regulation 5610, subsequent to a long-term suspension pursuant to N.J.A.C. 6A:16-7.3; and an appropriate educational program or service, based on the criteria set forth under N.J.A.C. 6A:16-7.3(f) and as outlined in Regulation 5610. The educational program or service shall be consistent with the provisions of N.J.A.C. 6A:16-9.2 - Program Criteria; N.J.A.C. 6A:16-10.2 - Home or Out-of-School Instruction for General Education Students; N.J.A.C. 6A:14-2.1 et seq. - Special Education, Procedural Safeguards; and N.J.A.C. 6A:14-4.3 ~~et seq.~~ - Special Education, Program Options, whichever are applicable; or the educational services provided, either in school or out-of-school, shall be comparable to those provided in the public schools for students of similar grades and attainments, pursuant to N.J.S.A. 18A:38-25.

An appeal of the Board's decision regarding the cessation of the student's general education program shall be made to the Commissioner of Education in accordance with N.J.S.A. 18A:6-9 and N.J.A.C. 6A:3-1.3 through 1.17. The Board shall continue to provide an appropriate educational program or service in accordance with N.J.A.C. 6A:16-7.4(a)2 until a final determination has been made on the appeal of the Board's action to expel a student.

In accordance with the provisions of N.J.S.A. 18A:37-2a, a student in Kindergarten through grade two shall not be expelled from school, except as provided pursuant to the "Zero Tolerance for Guns Act," N.J.S.A. 18A:37-7 et seq. Students in preschool shall not be expelled, except as provided pursuant to the "Zero Tolerance for Guns Act," N.J.S.A. 18A:37-7 et seq.

The school shall implement an early detection and prevention program to: identify students in preschool through grade two who are experiencing behavioral or disciplinary problems; and provide behavioral supports for these students which may include, but not be limited to, remediation of problem behaviors, positive reinforcements, supportive interventions, and referral services. An early



POLICY GUIDE

STUDENTS
5620/page 2 of 3
Expulsion

detection program may be incorporated into the intervention and referral services required to be established in each school pursuant to State Board of Education regulations.

In accordance with the provisions of N.J.S.A. 18A:37-2c, in the event a student may be subject to a proposed expulsion from school, the Principal shall convene a meeting, as soon as practicable, between the student and a school psychologist, a school counselor, a school social worker, a student assistance coordinator, or a member of the school's intervention and referral services team. The purpose of the meeting shall be to identify any behavior or health difficulties experienced by the student and, where appropriate, to provide supportive interventions or referrals to school or community resources that may assist the student in addressing the identified difficulties.

The requirements of N.J.S.A. 18A:37-2c shall not apply when a student's immediate removal or suspension from the school's regular education program is required pursuant to: the provisions of the "Zero Tolerance for Guns Act," (N.J.S.A. 18A:37-7 et seq.); N.J.S.A. 18A:37-2.1 – Assault by Pupil Upon Teacher, etc; Suspension; Expulsion Proceedings; N.J.S.A. 18A:37-2.2 – Offense by Pupil Involving Assault, Removal from Schools Regular Education Program; or in any other instance in which the safety and security of other students or school staff requires the student's immediate removal from school. In these instances, the meeting required pursuant to N.J.S.A. 18A:37-2c shall take place as soon as practicable following the student's removal from the school's regular education program.

The provisions of N.J.S.A. 18A:37-2c shall be construed in a manner consistent with the "Individuals with Disabilities Act," 20 U.S.C. § 1400 et seq.

Except as otherwise provided in N.J.S.A. 18A:37-2a, a student may be expelled from a charter school based on criteria determined by the Board of Trustees, which is consistent with the provisions of N.J.S.A. 18A:37-2, and approved by the Commissioner of Education as part of the school's charter. Any expulsion shall be made upon the recommendation of the charter school Principal, in consultation with the student's teachers.]

A student with a disability shall only be expelled from his or her current program in accordance with N.J.A.C. 6A:14 et seq. An expulsion of a student with a disability from a receiving school shall be handled in accordance with N.J.A.C. 6A:14 et seq.



POLICY GUIDE

STUDENTS
5620/page 3 of 3
Expulsion

N.J.S.A. 18A:36A-9; 18A:37-2 **et seq.**; ~~18A:37-2a; 18A:37-2b;~~
N.J.A.C. 6A:16-7.4; 6A:14 et seq.

Adopted: 8 September 2014
Revised: 14 August 2017



8320 PERSONNEL RECORDS

The Board of Trustees believes that the orderly operation of the school requires the retention of all records bearing upon an employee's qualifications for employment and employment history.

The Board requires that sufficient records be compiled and maintained to demonstrate an employee's qualifications for the position assigned; compliance with Federal, State, and local benefit programs; conformity to school rules; the proper conduct of evaluations; and the employee's entitlement, as appropriate, to tenure and seniority.

The Chief Operating Officer shall be responsible for the custody and maintenance of personnel records. A single, central file of documents shall be maintained; temporary, subsidiary records will be permitted for ease in data gathering only. An employee's personnel file shall be maintained for six years following his/her termination of school service, provided the employment history record card is maintained a minimum of eighty years.

The Board of Trustee and private agencies that provide educational services by means of public funds shall make employee records and information available for public access pursuant to N.J.S.A. 47:1A-10, the Open Public Records Act, but in accordance with N.J.S.A.18A:6-120,(d), and as provided in Policy and rEgulaitons 8320-Section H.

~~Records maintained in the personnel files of this school are not public records and are not open to inspection except as provided for in this policy. Board minutes and other public records of this school and any computerized files maintained by this school may include only an employee's name, title, position, assignments, salary, payroll record, length of service in the school and in military service, the date and reason for separation from service in this school, and the amount and type of pension a former employee receives.~~

Personnel records may be inspected by school administrators to the extent that such inspection is required in the performance of the inspector's duties.

Board members may have access to confidential information in the personnel files of only those employees recommended for or subjected to an employment action requiring a vote of the Board or where access to the information is essential for the performance of the Board member's duties. Board member access to personnel files is limited to the relevant portion of the file and is available only through the Head of School. Board members may freely inspect employment applications filed by candidates for school positions.



An employee may inspect his/her personnel file provided that the employee requests such access in writing, reviews the record in the presence of the administrator designated to maintain the file, makes no alteration or addition to the file nor removes any material from it, and signs a log attached to the file indicating the date on which it was inspected.

An employee may appeal to the Head of School the inclusion or exclusion of records or for appropriate administrative review of the accuracy of any record in his/her personnel file.

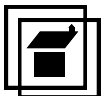
The Head of School shall prepare rules enumerating the records to be maintained for each employee of this school, including, as a minimum and as appropriate to the position, the completed application form, employment contract(s), a copy of the employee's qualifying certification, transcripts, report of an employment physical examination, oath of allegiance, criminal background check, income tax forms, retirement registration, hospitalization forms, annuity forms, rate of compensation, attendance record, assignments to positions, completed evaluations, reports of disciplinary incidents, records of special awards or distinctions, and reports of annual or special physical and mental examinations.

N.J.S.A. 18A:18A-14.2; 18A:40-19; 18A:66-32

N.J.S.A. 47:1A-1 et seq.

N.J.A.C. 6A:32-4.3

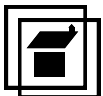
Adopted: 11 August 2014



R 8320 PERSONNEL RECORDS

A. Content of Record

1. A personnel file shall be assembled and maintained for each person employed by this school. Each file shall contain the original or copies, as appropriate, of the following documents regarding the employee:
 - a. The employee's current correct name, address, telephone number, and birth date;
 - b. Application form, including transcripts of all academic work, records of prior military service, and other supporting documents;
 - c. Annual employment contract and/or annual salary notice, signed by the employee;
 - d. Certificates and/or licenses required for employment;
 - e. Documentation of fulfillment of requirements for any change in salary classification;
 - f. Required income tax forms (such as W-2, I-9, etc.);
 - g. Retirement registration;
 - h. Hospitalization forms;
 - i. Annuity forms;
 - j. Rate of compensation;
 - k. Attendance record, including the starting and ending dates of all leaves of absence, whether the leave was paid or unpaid, and the purpose for which such leaves were granted;
 - l. Assignment to positions, including position title and building to which assigned;
 - m. Completed evaluations;



- n. Reports of disciplinary incidents;
 - o. Records of special awards, commendations, or distinctions;
 - p. Reports of routine physical examinations; and
 - q. Reports of physical and mental examinations required for cause.
- 2. No information will be placed in an employees' file that does not pertain to the employee's position in this school and the performance of the employee's duties.
 - 3. The content of personnel files will be reviewed annually and material no longer required will be destroyed.

B. Custodian of Personnel Records

- 1. The Chief Operating Officer is the custodian of all personnel records.
- 2. Personnel records shall be maintained in the office of the Chief Operating Officer, who shall be records manager responsible for the day-to-day maintenance of the files and for supervising access to the files.

C. Notice of Content of Files

- 1. Each employee shall be informed of the content of his/her personnel file.
- 2. Each employee will be notified of the inclusion in his/her file of any document that was not received from the employee or at the direction of the employee.
 - a. No evaluation form will be placed in a personnel file until it has been reviewed and signed by the employee.
 - b. No copy of a memorandum or letter sent by an administrator or other school official to an employee will be placed in the employee's file unless the original and copy include the notation "cc: Personnel File" or other clear indication of the author's intention to place the memorandum or letter in the employee's file.



- c. No report or letter or memorandum from any source, other than documents referred to in C2b above, may be placed in an employee's file until a copy of the same has been delivered to the employee.

D. Employee Access to Personnel Records

1. Each employee shall be granted access to his/her personnel file in accordance with these regulations.
2. Written request for access shall be submitted to the Head of School. Except in unusual circumstances, access shall be granted only during the regular working hours of the office in which the file is kept.
3. The employee shall review the record in the presence of the Head of School or Chief Operating officer and, at the employee's request, a representative of the employee.
4. No alteration or addition or deletion may be made to the file, except that the employee may append to any document in the file his/her comment on that document.
5. The employee may handcopy any portion of his/her file and may receive photocopies of records on payment of the copying fees established for copies of public records.

E. Appeal of Content of the File

1. The employee may appeal to the Head of School the exclusion or inclusion of any portion of his/her personnel file or the accuracy of any information in the file.
2. An appeal must be made in writing on a form available in the office of the Chief Operating Officer.
3. The Head of School shall render a decision on the appeal as soon as possible, but not later than ten working days from the time the written appeal is submitted. The Head of School's decision shall be in writing and



shall be delivered to the employee and the records manager responsible for the employee's file.

4. The appellant may appeal the Head of School's decision to the Board; a decision of the Board may be appealed to the Commissioner of Education.
- F. Access by Board Members and School Officials
1. Personnel files may be inspected by school officials only as required in the discharge of their professional or statutory duties and to the extent required in the discharge of those duties.
 2. Personnel files may be inspected by Board members when such inspection relates to the Head of School's recommendation of a candidate for employment, promotion, transfer, dismissal, or discipline.
 3. Much of the information included in an employee's file is confidential; access to the employee's file for professional reasons necessarily imposes on the person reviewing the file the duty to respect the confidentiality of the record.
- G. Public Access to Employee Records and Information
1. **The Board of Trustees and private agencies that provide educational services by means of public funds shall make employee records and information available for public access, pursuant to N.J.S.A. 47:1A-10, the Open Public Records Act, but in accordance with N.J.S.A. 18A:6-120(d) and 121(d) in accordance with N.J.A.C. 6A:32-4.3 and as outlined in this Regulation.**
 2. **In accordance with the provisions of N.J.S.A. 47:1A-10, notwithstanding the provisions of N.J.S.A. 47:1A-1 et seq. or any other law to the contrary, the personnel or pension records of any individual in the possession of a public agency, including but not limited to, records relating to any grievance filed by or against an individual, shall not be considered a government record and shall not be made available for public access, except that:**
 - a. **An individual's name, title, position, salary, payroll record, length of service, date of separation and the reason therefore,**



REGULATION

LINK COMMUNITY CHARTER SCHOOL BOARD OF EDUCATION

OPERATIONS
R 8320/Page 5 of 6
PERSONNEL RECORDS

and the amount and type of any pension received shall be a government record;

- b. Personnel or pension records of any individual shall be accessible when required to be disclosed by another law, when disclosure is essential to the performance of official duties of a person duly authorized by the State of New Jersey or the United States, or when authorized by an individual in interest; and
 - c. Data contained in information which disclose conformity with specific experiential, educational, or medical qualification required for government employment or for receipt of a public pension, but not including any detailed medical or psychological information, shall be a government record.
3. Information related to the evaluation of a particular employee shall be maintained by the school district, be confidential, and not be accessible to the public pursuant to N.J.S.A. 47:1A-1 et seq., as amended and supplemented, in accordance with N.J.S.A. 18A:6-120.d and 18A:6-121.d.

G. Computerized Records

1. ~~Computerized personnel records may include only the following information about an employee:~~
- a. ~~Name, address, and telephone number;~~
 - b. ~~Social security number;~~
 - c. ~~Current assignment;~~
 - d. ~~Work experience;~~
 - e. ~~Employment date; and~~
 - f. ~~Salary guide and step.~~



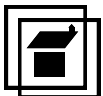
REGULATION

LINK COMMUNITY CHARTER SCHOOL BOARD OF EDUCATION

OPERATIONS
R 8320/Page 6 of 6
PERSONNEL RECORDS

2. ~~Computerized information may be used only for the following purposes:~~
- a. ~~Payroll;~~
 - b. ~~An employee's individual employment record; and~~
 - c. ~~Studies, reports, or surveys conducted by the school or a governmental agency and authorized by the Head of School, provided that such studies, reports, or surveys do not identify specific employees.~~

Issued: 11 August 2014
Adopted:



POLICY GUIDE

ADMINISTRATION

1648/page 1 of 19

Restart and Recovery Plan

M

1648 RESTART AND RECOVERY PLAN

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

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

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

1. Transportation

- a. If the school district is providing transportation services on a district-owned school bus, but is unable to maintain social distancing, a face covering must be worn upon entering the school bus by all students who are able to do so in accordance with A.2.c. below.
 - (1) Accommodations for students who are unable to wear a face covering should be addressed according to that student's particular need and in accordance with all applicable laws and regulations.
- b. The school district shall use best practices for cleaning and disinfecting district-owned school buses and other transportation vehicles in accordance with A.3. below.



POLICY GUIDE

ADMINISTRATION

1648/page 2 of 19

Restart and Recovery Plan

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

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

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

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



POLICY GUIDE

ADMINISTRATION

1648/page 3 of 19

Restart and Recovery Plan

- (5) Students and employees with symptoms related to COVID-19 must be safely and respectfully isolated from others.
- (6) If the school district becomes aware that an individual who has spent time in a school district facility tests positive for COVID-19, district officials must immediately notify local health officials, staff, and families of a confirmed case while maintaining confidentiality.
- b. School staff and visitors are required to wear face coverings unless doing so would inhibit the individual's health or the individual is under two years of age.
 - (1) If a visitor refuses to wear a face covering for non-medical reasons and if such covering cannot be provided to the individual at the point of entry, the visitor's entry to the school/district facility may be denied.
- c. Students are strongly encouraged to wear face coverings and are required to do so when social distancing cannot be maintained, unless doing so would inhibit the student's health. It is also necessary to acknowledge that enforcing the use of face coverings may be impractical for young children or individuals with disabilities.
 - (1) Accommodations for students who are unable to wear a face covering should be addressed according to that student's need and in accordance with all applicable laws and regulations.



POLICY GUIDE

ADMINISTRATION

1648/page 4 of 19

Restart and Recovery Plan

d. Exceptions to the Requirement for Face Coverings

- (1) Doing so would inhibit the individual's health.
- (2) The individual is in extreme heat outdoors.
- (3) The individual is in water.
- (4) A student's documented medical condition, or disability as reflected in an Individualized Education Program (IEP), precludes the use of a face covering.
- (5) The student is under the age of two and could risk suffocation.

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

3. Facilities Cleaning Practices

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

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

4. Wraparound Supports

- a. Mental Health Supports



POLICY GUIDE

ADMINISTRATION

1648/page 5 of 19

Restart and Recovery Plan

The school district's approach to student mental health supports will be affected by the learning environment in place at the beginning of the school year. If in-person instruction is not feasible, the district must find other ways to assess and monitor students' mental health.

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

5. Contact Tracing

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

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



POLICY GUIDE

ADMINISTRATION

1648/page 6 of 19

Restart and Recovery Plan

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

1. Scheduling

- a. The school district's Plan must account for resuming in-person instruction and shall provide steps to shift back to virtual learning models if circumstances change and in-person instruction guidelines can no longer be followed.
- b. The school district's Plan accommodates opportunities for both synchronous and asynchronous instruction, while ensuring requirements for a 180-day school year are met.
- c. The school district recognizes special populations will require unique considerations to ensure the continuity of learning as well as the health and safety of students and staff within the least restrictive environment.

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

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

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



POLICY GUIDE

ADMINISTRATION

1648/page 7 of 19

Restart and Recovery Plan

2. Staffing

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

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

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

1. School Funding

a. Purchasing

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

b. Use of Reserve Accounts, Transfers, and Cashflow

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



POLICY GUIDE

ADMINISTRATION

1648/page 8 of 19

Restart and Recovery Plan

c. Costs and Contracting

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

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

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

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

2. Professional Learning

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

(1) Professional Learning

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

(2) Mentoring and Induction

- (a) The school district shall ensure:
- (i) All novice provisional teachers new to the district be provided induction;
- (ii) One-to-one mentoring is provided to novice provisional teachers by qualified mentors;



POLICY GUIDE

ADMINISTRATION

1648/page 9 of 19

Restart and Recovery Plan

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

(3) Evaluation

- (a) The school district has considered the requirements and best practices with provisional status teachers, nontenured educators, and those on Corrective Action Plans (including extra observations, extra observers, assuring more frequent feedback and face-to-face).

3. Career and Technical Education (CTE)

- a. The school district shall implement innovative learning models for new learning environments regarding CTE.
- b. Quality CTE Programs

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



POLICY GUIDE

ADMINISTRATION

1648/page 10 of 19

Restart and Recovery Plan

c. Work-Based Learning

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

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



POLICY GUIDE

ADMINISTRATION

1648/page 11 of 19

Restart and Recovery Plan

Appendices

The school district must attach Appendices C, E, F, G, K, N, and O from the district's Restart and Recovery Plan here as required by this Policy 1648.



POLICY GUIDE

ADMINISTRATION
1648/page 12 of 19
Restart and Recovery Plan

Appendix C **Conditions for Learning**

Critical Area of Operation #3 – Transportation

Link Community Charter School does not provide transportation.



POLICY GUIDE

ADMINISTRATION
1648/page 13 of 19
Restart and Recovery Plan

Appendix E Conditions for Learning

Critical Area of Operation #5 - Screening, PPE, and Response to Students and Staff Presenting Symptoms

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

- a. Screening Procedures for Students and Staff
Students and staff will have their body temperature checked before entering the building, with students arriving in vehicles checked before they exit the car. Simultaneously, students and staff will also be asked a short series of questions designed to more fully assess symptoms. Anyone answering positively will be documented, and should the school learn of a confirmed case in the student body, staff, or household of either, school officials will:
 - Make appropriate notifications (with appropriate confidentiality) to local health officials
 - Follow CDC guidelines and recommendations of the local health department and school physician for closing and reopening
 - Immediately close for deep cleaning of the building
- b. Protocols for Symptomatic Students and Staff
Any student or staff presenting symptoms while in the school building will be immediately and respectfully isolated from others and placed in the care of the nurse in a designated room. Temperature will be taken and symptoms documented. Arrangements will be made for pick-up by a parent/guardian.
- b. Protocols for PPE



POLICY GUIDE

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



POLICY GUIDE

ADMINISTRATION

1648/page 14 of 19

Restart and Recovery Plan

Appendix F **Conditions for Learning**

Critical Area of Operation #6 - Contact Tracing

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



POLICY GUIDE

ADMINISTRATION

1648/page 15 of 19

Restart and Recovery Plan

Appendix G

Conditions for Learning

Critical Area of Operation #7 - Facilities Cleaning Practices

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



POLICY GUIDE

ADMINISTRATION
1648/page 16 of 19
Restart and Recovery Plan

Appendix K Academic, Social, and Behavioral Supports

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



POLICY GUIDE

ADMINISTRATION
1648/page 17 of 19
Restart and Recovery Plan

Appendix N Leadership and Planning

1. Scheduling of Students

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

a. School Day

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

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

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

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

b. Educational Program

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



POLICY GUIDE

ADMINISTRATION

1648/page 18 of 19

Restart and Recovery Plan

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

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



POLICY GUIDE

ADMINISTRATION
1648/page 19 of 19
Restart and Recovery Plan

Appendix O Leadership and Planning

4: Staffing

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

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



POLICY GUIDE

ADMINISTRATION

1649/page 1 of 15

Federal Families First Coronavirus
(COVID-19) Response Act

1649 FEDERAL FAMILIES FIRST CORONAVIRUS (COVID-19) RESPONSE ACT

The Federal Families First Coronavirus (COVID-19) Response Act (FFCRA) includes the Emergency Family and Medical Leave Expansion Act (EFMLEA) and the Emergency Paid Sick Leave Act (EPSLA). The EFMLEA expands the Federal Family and Medical Leave Act (FMLA) and the EPSLA provides employees with paid sick leave for specified reasons related to COVID-19.

The provisions of the FFCRA shall apply from April 1, 2020 through December 31, 2020.

A. Emergency Family and Medical Leave Expansion Act (EFMLEA)

1. Definitions - For the purposes of the EFMLEA:

- a. “Eligible employee” means an employee who has been employed for at least thirty calendar days by the employer with respect to whom leave is requested.
- b. “Employer” means any employer with fewer than five hundred employees.
- c. “Qualifying need related to a public health emergency” means with respect to leave, the employee is unable to work (or telework) due to a need for leave to care for the son or daughter under eighteen years of age of such employee if the school or place of care has been closed, or the child care provider of such son or daughter is unavailable, due to a public health emergency.
- d. “Public Health Emergency” means an emergency with respect to COVID-19 declared by a Federal, State, or local authority.



POLICY GUIDE

ADMINISTRATION

1649/page 2 of 15

Federal Families First Coronavirus
(COVID-19) Response Act

- e. “Child care provider” means a provider who receives compensation for providing child care services on a regular basis, including an ‘eligible child care provider’ (as defined in section 658P of the Child Care and Development Block Grant Act of 1990 (42 U.S.C. 9858n)).
- f. “School” means an ‘elementary school’ or ‘secondary school’ as such terms are defined in section 8101 of the Elementary and Secondary Education Act of 1965 (20 U.S.C. 7801).

2. Relationship to Paid EFMLEA Leave

The FFCRA includes the Emergency Family and Medical Leave Expansion Act (EFMLEA) that amended the Federal Family and Medical Leave Act of 1993 (29 U.S.C. 2611 et seq. to provide leave to an eligible employee because of a qualifying need related to a public health emergency with respect to COVID-19 - (U.S.C. 2612(a)(1)(F)).

- a. Leave for Initial Ten Days
 - (1) The first ten days of this FMLA leave for an eligible employee shall be unpaid.
 - (2) If the first ten days of this FMLA leave are unpaid, an employee may elect to substitute any accrued vacation leave, personal leave, or emergency paid sick leave provided by the EPSLA for the initial ten days under the EFMLEA in accordance with 29 U.S.C. 2612(d)(2)(B).



POLICY GUIDE

ADMINISTRATION

1649/page 3 of 15

Federal Families First Coronavirus (COVID-19) Response Act

- (3) An employee may not use sick leave under N.J.S.A. 18A:30-1 for a qualifying need related to a public health emergency. However, an employee receiving sick leave under the provisions of N.J.S.A. 18A:30-1 may only use sick leave because of personal disability due to illness or injury, or because the employee has been excluded from school by the school district's medical authorities on account of contagious disease or of being quarantined for such a disease in his or her immediate household.

b. Paid Leave for Subsequent Days

- (1) An employer shall provide paid leave for each day of leave under the EFMLEA that an employee takes after taking such leave for ten days.
- (2) The paid leave for an employee shall be calculated based on:
 - (a) An amount that is not less than two-thirds of an employee's regular rate of pay (as determined under section 7(e) of the Fair Labor Standards Act of 1938 (29 U.S.C. 207(e)); and
 - (b) The number of hours the employee would otherwise be normally scheduled to work (or the number of hours calculated under A.2.(b)(4) below).
- (3) In no event shall such paid leave exceed \$200.00 per day and \$10,000.00 in the aggregate.



POLICY GUIDE

ADMINISTRATION

1649/page 4 of 15

Federal Families First Coronavirus
(COVID-19) Response Act

(4) Varying Schedule Hours Calculation – In the case of an employee whose schedule varies from week to week to such an extent that an employer is unable to determine with certainty the number of hours the employee would have worked if such employee had not taken leave under the EFMLEA, the employer shall use the following in place of such number:

(a) Subject to A.2.b.(4)(b) below, a number equal to the average number of hours that the employee was scheduled per day over the six-month period ending on the date on which the employee takes such leave, including hours for which the employee took leave of any type.

(b) If the employee did not work over such period, the reasonable expectation of the employee at the time of hiring of the average number of hours per day that the employee would normally be scheduled to work.

c. Employee Notice to Employer

(1) In any case where the necessity for leave under the EFMLEA for the purpose of a qualifying need related to a public health emergency is foreseeable, an employee shall provide the employer with such notice of leave as is practicable.

(a) A request for such leave that is foreseeable shall be submitted to the Principal and Chief Operating Officer prior to commencing the leave.



POLICY GUIDE

ADMINISTRATION

1649/page 5 of 15

Federal Families First Coronavirus (COVID-19) Response Act

- (b) A need for such leave that is not foreseeable shall be submitted to the Principal and Chief Operating Officer within one business day of the first day of the leave being taken by the employee.
- (c) The employee shall provide to the Chief Operating Officer the name of the employee's child, the name of the school, place of care, or child care provider that has closed or become unavailable, and a statement that no other suitable person is available to care for the child.

d. Restoration to Position

- (1) The employee shall be restored to the same or equivalent position held by the employee when the leave commenced pursuant to 29 CFR 825.214. The requirement to restore the employee to the same or equivalent position held when the leave commenced does not apply to an employer who employs fewer than twenty-five employees if all four of the following conditions are met:
 - (a) The employee takes leave under the EFMLEA.
 - (b) The position held by the employee when the leave commenced does not exist due to economic conditions or other changes in operating conditions of the employer:
 - i. That affect employment; and
 - ii. Are caused by a public health emergency during the period of leave.



POLICY GUIDE

ADMINISTRATION

1649/page 6 of 15

Federal Families First Coronavirus
(COVID-19) Response Act

- (c) The employer makes reasonable efforts to restore the employee to a position equivalent to the position the employee held when the leave commenced with equivalent employment benefits, pay, and other terms and conditions of employment.
- (d) If the reasonable efforts of the employer under A.2.d.(1)(c) above fail, the employer makes reasonable efforts during the period described in A.2.d.(2) below to contact the employee if an equivalent position described in A.2.d.(1)(c) above becomes available.

(2) Contact Period

- (a) The period described under A.2.d. above is the one-year period beginning on the earlier of:
 - i. The date on which the qualifying need related to a public health emergency concludes; or
 - ii. The date that is twelve weeks after the date on which the employee's leave under the EFMLEA commences.

B. Emergency Paid Sick Leave Act (EPSLA)

The FFCRA includes the EPSLA, which provides paid sick time to an employee to the extent the employee is unable to work or (telework) due to a need related to COVID-19. The paid sick time provided by the EPSLA and outlined in B.1. below cannot be taken with any other paid leave time provided by the employer.



POLICY GUIDE

ADMINISTRATION

1649/page 7 of 15

Federal Families First Coronavirus
(COVID-19) Response Act

1. Definitions

a. For purposes of the EPSLA and this Policy:

(1) “Employee” means an individual who is employed by a private employer with fewer than five hundred employees and public employers with at least one employee.

(2) “Employer” means a private person or entity that employs fewer than five hundred employees and public employers that employ at least one employee.

(a) “Covered employer” includes any person engaged in commerce or in any industry or activity affecting commerce that:

i. In the case of a private entity or individual, employs fewer than five hundred employees; and

ii. In the case of a public agency or any other entity that is not a private entity or individual, employs one or more employees.

(b) “Covered employer” also includes:

i. Any person acting directly or indirectly in the interest of an employer in relation to an employee (within the meaning of such phrase in section 3(d) of the Fair Labor Standards Act of 1938 (29 U.S.C. 203(d)); and



POLICY GUIDE

ADMINISTRATION

1649/page 8 of 15

Federal Families First Coronavirus
(COVID-19) Response Act

- ii. Any successor in interest of an employer; and any “public agency”, as defined in section 3(x) of the Fair Labor Standards Act of 1938 (29 U.S.C. 203(x)).
- (c) “Covered employer” also includes any “public agency” as defined in section 3(x) of the Fair Labor Standards Act of 1938 (29 U.S.C. 203(x)).
- (3) “Employ” and “State” have the meanings given such terms in section 3 of the Fair Labor Standards Act of 1938 (29 U.S.C. 203).
- (4) “Health care provider” and “son or daughter” have the meanings given such terms in section 101 of the Family and Medical Leave Act of 1993 (29 U.S.C. 2611).
- (5) “Paid sick time” means an increment of compensated leave that:
 - (a) Is provided by an employer for use during an absence from employment for a reason described in any paragraph of B.2.a. below; and
 - (b) Is calculated based on the employee’s required compensation under B.1.a.(6) below and the number of hours the employee would otherwise be normally scheduled to work (or the number of hours calculated under (B.1.a.(7) below), except that in no event shall such paid sick time exceed:



POLICY GUIDE

ADMINISTRATION

1649/page 9 of 15

Federal Families First Coronavirus
(COVID-19) Response Act

- i. \$511.00 per day and \$5,110.00 in the aggregate for a use described in B.2.a.(1), (2), or (3) below; and
 - ii. \$200.00 per day and \$2,000.00 in the aggregate for a use described in B.2.a.(4), (5), or (6) below.
- (6) “Required Compensation” subject to B.1.a.(5)(b) above, the employee’s “required compensation” shall be not less than the greater of the following:
 - (a) The employee’s regular rate of pay (as determined under section 7(e) of the Fair Labor Standards Act of 1938 (29 U.S.C. 207(e)).
 - (b) The minimum wage rate in effect under section 6(a)(1) of the Fair Labor Standards Act of 1938 (29 U.S.C. 206(a)(1)).
 - (c) The minimum wage rate in effect for such employee in the applicable State or locality, whichever is greater, in which the employee is employed.

Subject to B.1.a.(5)(b) above, with respect to any paid sick time provided for any use described in B.2.a.(4), (5), or (6) below, the employee’s required compensation shall be two-thirds of the amount described in B.1.a.(6) above.
- (7) “Varying Schedule Hours Calculation” means in the case of a part-time employee described in B.3.b.(2) below whose schedule varies from week to week to such an extent that an employer is unable to determine with certainty the number of hours the



POLICY GUIDE

ADMINISTRATION

1649/page 10 of 15

Federal Families First Coronavirus
(COVID-19) Response Act

employee would have worked if such employee had not taken paid sick time under B.2.a. below, the employer shall use the following in place of such number:

- (a) Subject to clause B.1.a.(7)(b) below, a number equal to the average number of hours that the employee was scheduled per day over the six-month period ending on the date on which the employee takes the paid sick time, including hours for which the employee took leave of any type.
- (b) If the employee did not work over such period, the reasonable expectation of the employee at the time of hiring of the average number of hours per day that the employee would normally be scheduled to work.

2. Paid Sick Leave Requirement

- a. An employer shall provide to each employee employed by the employer paid sick time to the extent that the employee is unable to work (or telework) due to a need for leave because:
 - (1) The employee is subject to a Federal, State, or local quarantine or isolation order related to COVID-19.
 - (2) The employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19.
 - (3) The employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis.
 - (4) The employee is caring for an individual who is subject to an order as described in B.2.a.(1) above or has been advised as described in B.2.a.(2) above.



POLICY GUIDE

ADMINISTRATION

1649/page 11 of 15

Federal Families First Coronavirus
(COVID-19) Response Act

- (5) The employee is caring for a son or daughter of such employee if the school or place of care of the son or daughter has been closed, or the child care provider of such son or daughter is unavailable, due to COVID-19 precautions.
- (6) The employee is experiencing any other substantially similar condition specified by the Secretary of Health and Human Services in consultation with the Secretary of the Treasury and the Secretary of Labor.

3. Duration of Paid Sick Time

- a. An employee shall be entitled to paid sick time for an amount of hours determined under B.3.b. below.
- b. The amount of hours of paid sick time to which an employee is entitled shall be as follows:
 - (1) For full-time employees, eighty hours.
 - (2) For part-time employees, a number of hours equal to the number of hours that such employee works, on average, over a two-week period.
- c. Paid sick time under the EPSLA shall not carry over from one year to the next.

4. Employer's Termination of Paid Sick Time

- a. Paid sick time provided to an employee under the EPSLA shall cease beginning with the employee's next scheduled work shift immediately following the termination of the need for paid sick time under B.2.a. above.



POLICY GUIDE

ADMINISTRATION

1649/page 12 of 15

Federal Families First Coronavirus
(COVID-19) Response Act

5. Prohibition

- a. An employer may not require, as a condition of providing paid sick time under the EPSLA, that the employee involved search for or find a replacement employee to cover the hours during which the employee is using paid sick time.

6. Use of Paid Sick Time

- a. The paid sick time under B.2.a. above shall be available for immediate use by the employee for the purposes described in the EPSLA, regardless of how long the employee has been employed by an employer.
- b. Sequencing Leave Time
 - (1) An employee may first use the paid sick time under B.2.a. above for the purposes described in the EPSLA.
 - (2) An employer may not require an employee to use other paid leave provided by the employer to the employee before the employee uses the paid sick time under B.2.a. above.

7. Notice

- a. Each employer shall post and keep posted, in conspicuous places on the premises of the employer where notices to employees are customarily posted, a notice, to be prepared or approved by the Secretary of Labor, of the requirements described in the EPSLA.
- b. Not later than seven days after the date of enactment of this Act, the Secretary of Labor shall make publicly available a model of a notice that meets the requirements of B.7.a. above.



POLICY GUIDE

ADMINISTRATION

1649/page 13 of 15

Federal Families First Coronavirus
(COVID-19) Response Act

8. Prohibited Acts

- a. It shall be unlawful for any employer to discharge, discipline, or in any other manner discriminate against any employee who:
 - (1) Takes leave in accordance with the EPSLA; and
 - (2) Has filed any complaint or instituted or caused to be instituted any proceeding under or related to the EPSLA (including a proceeding that seeks enforcement of the EPSLA), or has testified or is about to testify in any such proceeding.

9. Enforcement

- a. Unpaid Sick Leave - An employer who violates B.2. through B.6. of this Policy shall:
 - (1) Be considered to have failed to pay minimum wages in violation of section 6 of the Fair Labor Standards Act of 1938 (29 U.S.C. 206); and
 - (2) Be subject to the penalties described in sections 16 and 17 of the Fair Labor Standards Act of 1938 (29 U.S.C. 216; 217) with respect to such violation.
- b. Unlawful Termination - An employer who willfully violates B.8. above shall:
 - (1) Be considered to be in violation of section 15(a)(3) of the Fair Labor Standards Act of 1938 (29 U.S.C. 215(a)(3)); and
 - (2) Be subject to the penalties described in sections 16 and 17 of the Fair Labor Standards Act of 1938 (29 U.S.C. 216; 217) with respect to such violation.



POLICY GUIDE

ADMINISTRATION

1649/page 14 of 15

Federal Families First Coronavirus
(COVID-19) Response Act

10. Rules of Construction

a. Nothing in the EPSLA shall be construed:

- (1) To in any way diminish the rights or benefits that an employee is entitled to under any:
 - (a) Other Federal, State, or local law;
 - (b) Collective bargaining agreement; or
 - (c) Existing employer policy; or
- (2) To require financial or other reimbursement to an employee from an employer upon the employee's termination, resignation, retirement, or other separation from employment for paid sick time under the EPSLA that has not been used by such employee.

11. Guidelines

- a. Not later than fifteen days after the date of the enactment of the EPSLA, the Secretary of Labor shall issue guidelines to assist employers in calculating the amount of paid sick time under the EPSLA.

12. Reasonable Notice

- a. After the first workday (or portion thereof) an employee receives paid sick time under the EPSLA, an employer may require the employee to follow reasonable notice procedures in order to continue receiving such paid sick time.
- b. The request for such leave shall be submitted to the Principal and Chief Operating Officer who may request documentation from the employee in support of the emergency paid sick leave.



POLICY GUIDE

ADMINISTRATION

1649/page 15 of 15

Federal Families First Coronavirus
(COVID-19) Response Act

- c. The documentation shall include a signed statement containing the following information: the employee's name; the date(s) for which leave is requested; the COVID-19 qualifying reason for leave; and a statement representing that the employee is unable to work or telework because of the COVID-19 qualifying reason.
- d. An employee requesting to take emergency paid sick leave under the EPSLA or the EFMLEA to care for his or her child must provide the following information: the name of the child being care for; the name of the school; place of care; or child care provider that closed or became unavailable due to COVID-19 reasons; and a statement representing that no other suitable person is available to care for the child during the period of requested leave.

13. Regulatory Authorities

- a. The Secretary of Labor shall have the authority to issue regulations for good cause under sections 553(b)(B) and 553(d)(A) of Title 5, United States Code:
 - (1) To exempt small businesses with fewer than fifty employees from the requirements of B.2.a.5. when the imposition of such requirements would jeopardize the viability of the business as a going concern; and
 - (2) As necessary, to carry out the purposes of the EPSLA, including to ensure consistency between the EPSLA and Division C and Division G of the FFCRA.

H.R. 6201: Families First Coronavirus (COVID-19) Response Act
N.J.S.A. 18A:30-1

Adopted:



LINK COMMUNITY CHARTER SCHOOL

Approved Revised 2020-2021 School Calendar, as of 08.10.20

School year begins on Tuesday, September 8, 2020 and ends on Friday, June 18, 2021.

Student Days:180* | Staff Days:194* | * Not including Summer Academy | No snow days built in

Students: 0							Staff: 7							Students: 17							Staff: 21						
July '20							August '20							September '20													
Su	M	Tu	W	Th	F	S	Su	M	Tu	W	Th	F	S	Su	M	Tu	W	Th	F	S							
			1	2	3	4							1			1	2	3	4	5							
5	6	7	8	9	10	11	2	3	4	5	6	7	8	6	7	8	9	10	11	12							
12	13	14	15	16	17	18	9	10	11	12	13	14	15	13	14	15	16	17	18	19							
19	20	21	22	23	24	25	16	17	18	19	20	21	22	20	21	22	23	24	25	26							
26	27	28	29	30	31		23	24	25	26	27	28	29	27	28	29	30										
							30	31																			
Students: 21							Students: 18							Students: 16													
Staff: 21							Staff: 19							Staff: 16													
October '20							November '20							December '20													
Su	M	Tu	W	Th	F	S	Su	M	Tu	W	Th	F	S	Su	M	Tu	W	Th	F	S							
				1	2	3	1	2	3	4	5	6	7			1	2	3	4	5							
4	5	6	7	8	9	10	8	9	10	11	12	13	14	6	7	8	9	10	11	12							
11	12	13	14	15	16	17	15	16	17	18	19	20	21	13	14	15	16	17	18	19							
18	19	20	21	22	23	24	22	23	24	25*	26	27	28	20	21	22*	23	24	25	26							
25	26	27	28	29	30	31	29	30						27	28	29	30	31									
Students: 18							Students: 18							Students: 22													
Staff: 19							Staff: 18							Staff: 23													
January '21							February '21							March '21													
Su	M	Tu	W	Th	F	S	Su	M	Tu	W	Th	F	S	Su	M	Tu	W	Th	F	S							
					1	2		1	2	3	4	5	6		1	2	3	4	5	6							
3	4	5	6	7	8	9	7	8	9	10	11	12	13	7	8	9	10	11	12	13							
10	11	12	13	14	15	16	14	15	16	17	18	19	20	14	15	16	17	18	19	20							
17	18	19	20	21	22	23	21	22	23	24	25	26	27	21	22	23	24	25	26	27							
24	25	26	27	28	29	30	28							28	29	30	31										
31																											
Students: 16							Students: 20							Students: 14													
Staff: 16							Staff: 20							Staff: 14													
April '21							May '21							June '21													
Su	M	Tu	W	Th	F	S	Su	M	Tu	W	Th	F	S	Su	M	Tu	W	Th	F	S							
				1	2	3							1			1	2	3	4	5							
4	5	6	7	8	9	10	2	3	4	5	6	7	8	6	7	8	9	10	11	12							
11	12	13	14	15	16	17	9	10	11	12	13	14	15	13	14	15	16	17	18	19							
18	19	20	21	22	23	24	16	17	18	19	20	21	22	20	21	22	23	24	25	26							
25	26	27	28	29	30		23	24	25	26	27	28	29	27	28	29**	30										
							30	31																			



School Closed/Holidays



Link Summer Academy



Building Closed for Cleaning (District & School closed)



School closed, except for 12-month employees



Teacher PD Day (no school for students); 8/21 new staff starts 8/21 and all staff 8/24-9/1. **7/2/20 and 6/29/21 are PD days for summer academy staff.



Early Dismissal, all (except for 12-month employees)/ *means 12 noon dismissal



Early Dismissal, students; Teacher PD 1:15 – 4:30 pm; Graduation, June 18th (All staff must attend.)



First Day of School



Finance & Facilities Committee Report

August 10, 2020

Attendance:

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

I. Financial Review

- a. Treasurer's Report:
 - i. As of July 31, 2020, total operating cash on hand \$1,462,593.54 net \$147,828.52 in outstanding checks.
 - Payroll Protection Program account included in operating cash.
 - PPP account balance as of 7/31/20 \$18,021.62.
- b. Secretary's Report:
 - i. As of July 31, 2020
 - \$5,079,343.27 in expenses have been paid
 - \$654,590.25 in encumbrances are pending payment
 - \$320,101.81 remains unencumbered
- c. Budget:
 - i. Budget options have been created for 5%-10% reduction scenarios
 - a. Areas impacted: salary, health insurance, security, instructional contracted, and admissions/marketing
 - 5% \$250,268 -10% \$519,867
- d. Bills List:
 - i. Review and approval of bills list.

II. Operations

- a. Planning and sourcing personal protective equipment in underway to prepare for the return of staff and students to school.

III. Facilities

- a. Facilities staff continuing building repairs, cleaning & painting.
- b. Plans for the lower level restroom have been finalized and the job is in progress. Currently, the estimated completion date is the end of October. .

Interim Balance Sheet

ASSETS AND RESOURCES

ASSETS		
101 Cash in checking account	\$ 1,215,187.82	
102-106 Other cash equivalents	\$ 77,500.00	
Total cash		\$ 1,292,687.82
111 Investments		\$ 0.00
114 Investment interest receivable		\$ 0.00
121 Tax levy receivable		\$ 4,611,847.46
Accounts receivable		
132 Interfund	\$ 196,132.52	
141 Intergovernmental - state	\$ 749,560.00	
142 Intergovernmental - federal	\$ 0.00	
143 Intergovernmental - other	\$ 56,475.09	
153 Other Accounts Receivable	\$ 0.00	
		\$ 1,002,167.61
Loans receivable		
131 Interfund	\$ 0.00	
151 Other Loans Receivable	\$ 0.00	
		\$ 0.00
199 Other current assets		\$ 4,550.00
RESOURCES		
301 Estimated revenues (from adjusted budget)	\$ 5,417,751.13	
302 Less: revenues collected or accrued	\$ (5,247,833.75)	
		\$ 169,917.38
TOTAL ASSETS AND RESOURCES		\$ 7,081,170.27

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	\$ (729.00)	
413 Intergovernmental accounts payable - other	\$ 0.00	
421 Accounts payable	\$ 125,979.28	
422 Judgments payable	\$ 0.00	
430 Compensated absences payable	\$ 0.00	
431 Contracts payable	\$ 0.00	
451 Loans payable	\$ 777,846.00	
461 Accrued Salaries and Benefits	\$ 15,689.07	
481 Deferred revenues	\$ 0.00	
499 Other current liabilities	\$ 0.00	
Total liabilities		\$ 918,785.35

FUND EQUITY				
Appropriated:				
753	Reserve for encumbrances - current year		\$	4,223,937.73
754	Reserve for encumbrances - prior year		\$	15,111.91
760	Other reserves		\$	0.00
771	Designated Fund Balance		\$	0.00
772	Designated Fund Balance - ARRA/SEMI		\$	0.00
601	Appropriations	\$	5,574,271.80	
602	Less: expenditures	\$	200,721.34	
603	Less: encumbrances	\$	4,239,049.64	
Appropriations less expenditures				\$ 5,373,550.46
Unappropriated:				
770	Fund Balance, July 1, 2020		\$	930,243.22
303	Less: budgeted fund balance		\$	(141,408.76)
Unappropriated fund balance				\$ 788,834.46
Total fund equity				\$ 6,162,384.92
TOTAL LIABILITIES AND FUND EQUITY				\$ 7,081,170.27
RECAPITULATION OF FUND BALANCE - CURRENT YEAR ACTIVITY				
		Budgeted	Actual	Variance
Appropriations		\$ 5,574,271.80	\$ 4,439,770.98	\$ 1,134,500.82
Less: Revenues		\$ (5,417,751.13)	\$ (5,247,833.75)	\$ (169,917.38)
Subtotal		\$ 156,520.67	\$ (808,062.77)	\$ 964,583.44
Less: adjustment to appropriations for Prior Year Encumbrances		\$ (15,111.91)	\$ (15,111.91)	\$ 0.00
Total current year budgeted fund balance		\$ 141,408.76	\$ (823,174.68)	\$ 964,583.44
Add: Unappropriated fund balance				\$ 788,834.46
Total of budgeted and unappropriated fund balance				\$ 1,753,417.90

Revenues/Sources of Funds

Acct Group	Group Title	Budgeted Est.	Transfers	Adj. Budget	Act to Date	Unrealized Under/(Over)
Recap	From Recap of Fund Balance	141,408.76	15,111.91	156,520.67	(808,062.77)	964,583.44
52xx	From Transfers	0.00	0.00	0.00	0.00	0.00
1xxx	From Local Sources	4,136,741.00	0.00	4,136,741.00	4,143,664.75	(6,923.75)
2xxx	From Intermediate Sources	0.00	0.00	0.00	0.00	0.00
3xxx	From State Sources	1,281,010.13	0.00	1,281,010.13	1,104,169.00	176,841.13
4xxx	From Federal Sources	0.00	0.00	0.00	0.00	0.00
5xxx	From Other Sources	0.00	0.00	0.00	0.00	0.00
Grand Totals		5,559,159.89	15,111.91	5,574,271.80	4,439,770.98	1,134,500.82

Fund 11 (Current Expense Fund)

Account Group	Group Title	Original Bgt	New App/Trnsf	Revised Bgt	Expenditures	Encumbrances	Avail Balance	Refunds
Instructional Expense		2,556,411.10	6,931.60	2,563,342.70	18,710.56	2,128,361.62	416,270.52	0.00
Administrative		1,854,512.58	8,180.31	1,862,692.89	118,438.98	1,401,378.93	342,874.98	0.00
Support Services		1,118,236.21	0.00	1,118,236.21	63,571.80	709,309.09	345,355.32	0.00
Grand Totals for fund 11:		5,529,159.89	15,111.91	5,544,271.80	200,721.34	4,239,049.64	1,104,500.82	0.00

Fund 12 (Capital Outlay Fund)

Account Group	Group Title	Original Bgt	New App/Trnsf	Revised Bgt	Expenditures	Encumbrances	Avail Balance	Refunds
Capital Outlay		30,000.00	0.00	30,000.00	0.00	0.00	30,000.00	0.00
Grand Totals for fund 12:		30,000.00	0.00	30,000.00	0.00	0.00	30,000.00	0.00
Grand Totals for all Subfunds of Fund 10:		5,559,159.89	15,111.91	5,574,271.80	200,721.34	4,239,049.64	1,134,500.82	0.00

Revenues Summary

Acct Group	Group Title	Budgeted Est.	Transfers	Adj. Budget	Act to Date	Unrealized Under/(Over)
Recap	From Recap of Fund Balance	141,408.76	15,111.91	156,520.67	(808,062.77)	964,583.44
10-1200-000-011	Equalization/Lcl Lvy Aid-Local	737,682.00	0.00	737,682.00	737,682.00	0.00
10-1200-000-012	Equalization/Lcl Lvy Aid-State	3,399,059.00	0.00	3,399,059.00	3,399,059.00	0.00
10-1510-000-023	Interest	0.00	0.00	0.00	0.00	0.00
10-1900-000-023	Other Sources	0.00	0.00	0.00	0.00	0.00
10-1920-000-023	Contributions/Donations	0.00	0.00	0.00	0.00	0.00
10-1920-001-023	Fundraising	0.00	0.00	0.00	0.00	0.00
10-1980-000-023	Refund of Prior Yr Exp	0.00	0.00	0.00	0.00	0.00
10-1990-000-023	Miscellaneous Revenue	0.00	0.00	0.00	6,923.75	(6,923.75)
10-3100-000-012	Equalization/Lcl Lvy Aid-State	0.00	0.00	0.00	0.00	0.00
10-3130-000-015	Categorical Aid - Spec Ed	209,785.00	0.00	209,785.00	209,785.00	0.00
10-3177-000-016	Categorical Security Aid	146,832.00	0.00	146,832.00	146,832.00	0.00
10-3190-000-021	Other Unrestricted State Aid	0.00	0.00	0.00	0.00	0.00
10-3195-000-021	Consolidated Aid	747,552.00	0.00	747,552.00	747,552.00	0.00
10-3902-000-000	FICA/TPAF Reimbursement	176,841.13	0.00	176,841.13	0.00	176,841.13
10-4210-000-023	Federal Charter School Grant	0.00	0.00	0.00	0.00	0.00
Grand Totals		5,559,159.89	15,111.91	5,574,271.80	4,439,770.98	1,134,500.82

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

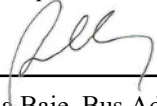
Expend. Account #	Account Title	Original Bgt	New App/Trnsf	Revised Bgt	Expenditures	Encumbrances	Avail Balance	Refunds
11-130-100-101	Grade 7-8 Teacher	1,799,151.16	0.00	1,799,151.16	0.00	1,799,151.16	0.00	0.00
11-150-100-101	Home Instructions (Hours)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-190-100-106	Oth Sal for Inst	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-190-100-320	Purch Prof Svcs	387,600.00	0.00	387,600.00	14,594.90	52,527.50	320,477.60	0.00
11-190-100-330	Other Purch Svs	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-190-100-610	General Supplies	70,000.00	6,931.60	76,931.60	1,021.70	23,909.90	52,000.00	0.00
11-190-100-640	Textbooks	45,700.00	0.00	45,700.00	1,757.08	7,650.00	36,292.92	0.00
11-190-100-890	Miscellaneous Expense	10,000.00	0.00	10,000.00	86.88	2,413.12	7,500.00	0.00
11-190-113-101	Substitute Teachers Days	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-200-100-101	Special Education Teacher	203,959.94	0.00	203,959.94	0.00	203,959.94	0.00	0.00
11-421-100-105	Stipends	40,000.00	0.00	40,000.00	1,250.00	38,750.00	0.00	0.00
Instructional Expense		2,556,411.10	6,931.60	2,563,342.70	18,710.56	2,128,361.62	416,270.52	0.00
11-000-230-100	Salaries	808,236.77	0.00	808,236.77	52,725.02	755,511.75	0.00	0.00
11-000-230-210	Benefits - Life Insurance	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-000-230-300	Purch Prof/Tech Svc	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-000-230-330	Other Purch Services	57,350.00	0.00	57,350.00	21,300.56	25,257.56	10,791.88	0.00
11-000-230-331	Judgements Against Charters	106,850.00	0.00	106,850.00	0.00	0.00	106,850.00	0.00
11-000-230-332	Audit Fees	17,250.00	0.00	17,250.00	0.00	0.00	17,250.00	0.00
11-000-230-530	Communications/Telephone	34,585.00	4,457.41	39,042.41	593.54	38,363.87	85.00	0.00
11-000-230-590	Other Purchased Services (400-500 Series)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-000-230-610	Supplies & Materials	7,000.00	0.00	7,000.00	0.00	0.00	7,000.00	0.00
11-000-230-890	Miscellaneous Expense	2,400.00	0.00	2,400.00	0.00	0.00	2,400.00	0.00
11-000-230-895	Membership dues	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-000-290-500	Other Purchased Services (300-500 Series)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-000-291-230	Benefits - SS & Medicare	237,238.26	0.00	237,238.26	10,577.73	226,660.53	0.00	0.00
11-000-291-232	Benefits - NJ State Pension	165,000.00	0.00	165,000.00	0.00	0.00	165,000.00	0.00
11-000-291-250	State Unemployment Ins	55,502.55	0.00	55,502.55	129.23	55,373.32	0.00	0.00
11-000-291-260	Benefits - Workman's Comp	35,100.00	3,722.90	38,822.90	3,101.90	3,722.90	31,998.10	0.00
11-000-291-270	Benefits - Health Insurance	325,000.00	0.00	325,000.00	29,816.08	295,183.92	0.00	0.00
11-000-291-290	Benefits - FlexSpending Fees	3,000.00	0.00	3,000.00	194.92	1,305.08	1,500.00	0.00
Administrative		1,854,512.58	8,180.31	1,862,692.89	118,438.98	1,401,378.93	342,874.98	0.00
11-401-100-100	Salaries	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-421-100-106	Reading Program	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-000-213-100	Salaries	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-000-213-610	Nurse supplies	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-000-214-000	Psychological Evaluation	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-000-215-320	Speech Therapy	60,000.00	0.00	60,000.00	0.00	0.00	60,000.00	0.00
11-000-216-300	Purch Prof/Tech Svc	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-000-216-320	Purch Prof Tech Svcs - P/OT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-000-219-320	Purch Prof Tech Svcs	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-000-240-110	Supp Svs - Salaries	345,723.21	0.00	345,723.21	4,335.00	341,388.21	0.00	0.00
11-000-240-500	Other Purchased Services (400-500 Series)	196,600.00	0.00	196,600.00	158.46	25,041.54	171,400.00	0.00
11-000-251-830	Mortgage Payments-Interest	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-000-251-831	Interest on Current Loans	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-000-260-500	Other Purchased Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-000-262-441	Rental of Land & Bldgs	328,000.00	0.00	328,000.00	54,666.66	273,333.34	0.00	0.00
11-000-262-520	Insurance	63,413.00	0.00	63,413.00	4,411.68	1,546.00	57,455.32	0.00
11-000-262-610	Supplies & Materials	23,000.00	0.00	23,000.00	0.00	0.00	23,000.00	0.00
11-000-262-620	Energy Costs	76,500.00	0.00	76,500.00	0.00	67,000.00	9,500.00	0.00
11-000-262-890	Miscellaneous Expense	25,000.00	0.00	25,000.00	0.00	1,000.00	24,000.00	0.00
11-000-270-512	Transp Other Than to/fr School	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Support Services		1,118,236.21	0.00	1,118,236.21	63,571.80	709,309.09	345,355.32	0.00
Grand Totals for fund 11:		5,529,159.89	15,111.91	5,544,271.80	200,721.34	4,239,049.64	1,104,500.82	0.00

Fund 12 (Capital Outlay Fund)

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

Grand Totals for all Subfunds of Fund 10:	5,559,159.89	15,111.91	5,574,271.80	200,721.34	4,239,049.64	1,134,500.82	0.00
---	--------------	-----------	--------------	------------	--------------	--------------	------

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



Bima Baje, Bus Adm/Bd Sec

8/8/20

Date

Interim Balance Sheet

ASSETS AND RESOURCES

ASSETS		
101 Cash in checking account	\$ (124,081.93)	
102-106 Other cash equivalents	\$ 0.00	
Total cash		\$ (124,081.93)
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)	\$ 0.00	
302 Less: revenues collected or accrued	\$ 0.00	
		\$ 0.00
TOTAL ASSETS AND RESOURCES		\$ (124,081.47)

LIABILITIES AND FUND EQUITY

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

FUND EQUITY				
Appropriated:				
753	Reserve for encumbrances - current year		\$	188,625.00
754	Reserve for encumbrances - prior year		\$	0.00
760	Other reserves		\$	0.00
771	Designated Fund Balance		\$	0.00
601	Appropriations	\$	245,365.00	
602	Less: expenditures	\$	80,200.00	
603	Less: encumbrances	\$	188,625.00	
Appropriations less expenditures			<u>\$</u>	<u>(23,460.00)</u>
				\$ 165,165.00
Unappropriated:				
770	Fund Balance, July 1, 2020		\$	(44,444.00)
303	Less: budgeted fund balance		\$	<u>(245,365.00)</u>
Unappropriated fund balance				<u>\$ (289,809.00)</u>
Total fund equity				<u>\$ (124,644.00)</u>
TOTAL LIABILITIES AND FUND EQUITY				<u>\$ (124,081.47)</u>

Revenues/Sources of Funds

Acct Group	Group Title	Budgeted Est.	Transfers	Adj. Budget	Act to Date	Unrealized Under/(Over)
Info Only	Revenue Req'd to Balance	245,365.00	0.00	245,365.00	268,825.00	(23,460.00)
52xx	From Transfers	0.00	0.00	0.00	0.00	0.00
1xxx	From Local Sources	0.00	0.00	0.00	0.00	0.00
2xxx	From Intermediate Sources	0.00	0.00	0.00	0.00	0.00
3xxx	From State Sources	0.00	0.00	0.00	0.00	0.00
4xxx	From Federal Sources	0.00	0.00	0.00	0.00	0.00
5xxx	From Other Sources	0.00	0.00	0.00	0.00	0.00
Grand Totals		245,365.00	0.00	245,365.00	268,825.00	(23,460.00)

Fund 20 (Special Revenue Fund)

Account Group	Group Title	Original Bgt	New App/Trnsf	Revised Bgt	Expenditures	Encumbrances	Avail Balance	Refunds
Title IA - Improving Basic Pgms		170,819.00	0.00	170,819.00	80,200.00	120,000.00	(29,381.00)	0.00
Title I (Other Prog.)		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Friends of Link		0.00	0.00	0.00	0.00	0.00	0.00	0.00
IDEA Part B		68,625.00	0.00	68,625.00	0.00	68,625.00	0.00	0.00
IDEA (Prog. 251)		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Title VI - Rural/Low Income		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Title VI (Other Prog.)		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Title II A - Teach/Princ Train & Recruit		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Title II A (Other Prog)		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Title II D - Enhance Ed Thru Tech.		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Title II D (Other Prog)		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Title IV - Safe & Drug Free		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Title IV (Other Prog)		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Title V - Innovative Pgms		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Title V (Other Prog)		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Character Education		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Reallocated Title I		5,921.00	0.00	5,921.00	0.00	0.00	5,921.00	0.00
Charter Grant		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Grand Totals for fund 20:		245,365.00	0.00	245,365.00	80,200.00	188,625.00	(23,460.00)	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	245,365.00	0.00	245,365.00	268,825.00	(23,460.00)
20-4411-231-032	Title I	0.00	0.00	0.00	0.00	0.00
20-4413-234-032	Title I C/O	0.00	0.00	0.00	0.00	0.00
20-4415-260-032	Title VI	0.00	0.00	0.00	0.00	0.00
20-4416-261-032	Title VI C/O	0.00	0.00	0.00	0.00	0.00
20-4421-250-032	IDEA	0.00	0.00	0.00	0.00	0.00
20-4422-251-032	IDEA C/O	0.00	0.00	0.00	0.00	0.00
20-4451-270-032	Title II A	0.00	0.00	0.00	0.00	0.00
20-4452-272-032	Title II D	0.00	0.00	0.00	0.00	0.00
20-4453-271-032	Title II C/O	0.00	0.00	0.00	0.00	0.00
20-4471-280-032	Title IV	0.00	0.00	0.00	0.00	0.00
20-4473-281-032	Title IV C/O	0.00	0.00	0.00	0.00	0.00
20-4475-290-032	Title V	0.00	0.00	0.00	0.00	0.00
20-5000-000-035	Link Education Partners	0.00	0.00	0.00	0.00	0.00
20-6000-000-	Special Education Grant	0.00	0.00	0.00	0.00	0.00
Grand Totals		245,365.00	0.00	245,365.00	268,825.00	(23,460.00)


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

Expend. Account #	Account Title	Original Bgt	New App/Trnsf	Revised Bgt	Expenditures	Encumbrances	Avail Balance	Refunds
20-231-100-100	Title I Sal for Inst	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-231-100-102	Summer Program	45,000.00	0.00	45,000.00	80,200.00	0.00	(35,200.00)	0.00
20-231-100-103	After School Program	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-231-100-104	Instructional Support	120,000.00	0.00	120,000.00	0.00	120,000.00	0.00	0.00
20-231-100-300	Purchased Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-231-100-500	Title I - Other Purchased Servs	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-231-100-600	Supplies	2,377.00	0.00	2,377.00	0.00	0.00	2,377.00	0.00
20-231-200-100	Support Salaries	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-231-200-200	Benefits	3,442.00	0.00	3,442.00	0.00	0.00	3,442.00	0.00
20-231-200-300	Purchased Prof Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-231-200-600	Supplies	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-231-230-101	PGM Admin Fee	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Title IA - Improving Basic Pgms		170,819.00	0.00	170,819.00	80,200.00	120,000.00	(29,381.00)	0.00
20-234-100-100	Title I C/O	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Title I (Other Prog.)		0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-300-100-101	Salaries-Instructional	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-300-100-102	After School Program	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-300-100-103	Summer Academy	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-300-100-320	Purchase Prof Ed Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-300-100-610	Supplies	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-300-100-890	Miscellaneous	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-300-230-100	Salaries-Admin	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-300-230-330	Professional Tech Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-300-230-500	Other Purchase Services-Admin	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-300-230-520	Communication/Tel	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-300-230-610	Supplies	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-300-230-890	Miscellaneous	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-300-240-300	Other Purchased Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-300-240-320	Purchased Ed Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-300-262-441	Rent	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Friends of Link		0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-250-100-100	IDEA Salaries	68,625.00	0.00	68,625.00	0.00	68,625.00	0.00	0.00
20-250-100-600	IDEA Instr Supplies	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-250-200-200	Benefits	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-250-200-300	Professional Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00
IDEA Part B		68,625.00	0.00	68,625.00	0.00	68,625.00	0.00	0.00
20-251-100-100	IDEA C/O	0.00	0.00	0.00	0.00	0.00	0.00	0.00
IDEA (Prog. 251)		0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-260-100-100	Title VI	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-260-100-300	Title VI - Purchased Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Title VI - Rural/Low Income		0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-261-100-100	Title VI C/O	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Title VI (Other Prog.)		0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-270-100-300	Title II A - Purchased Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-270-100-600	Supplies	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Title II A - Teach/Princ Train & Recruit		0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-271-100-100	Title II C/O	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Title II A (Other Prog)		0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-272-100-300	Title II D - Purchased Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-272-100-600	Supplies	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-272-100-730	Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Title II D - Enhance Ed Thru Tech.		0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-273-100-100	Title II C/O	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Title II D (Other Prog)		0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-280-100-100	Title IV - Salaries	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-280-100-300	Purchased Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Title IV - Safe & Drug Free		0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-281-100-100	Title IV C/O	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Title IV (Other Prog)		0.00	0.00	0.00	0.00	0.00	0.00	0.00

Fund 20 (Special Revenue Fund)

Expend. Account #	Account Title	Original Bgt	New App/Trnsf	Revised Bgt	Expenditures	Encumbrances	Avail Balance	Refunds
20-290-100-300	Title V - Purchased Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-290-100-320	Purchased Svcs	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-290-100-600	Title V Part A - Supplies	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Title V - Innovative Pgms		0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-291-100-100	Title V C/O	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Title V (Other Prog)		0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-292-190-610	Supplies	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-292-190-890	Other Purchased Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Character Education		0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-235-200-300	Purchased Services	5,921.00	0.00	5,921.00	0.00	0.00	5,921.00	0.00
Reallocated Title I		5,921.00	0.00	5,921.00	0.00	0.00	5,921.00	0.00
20-400-200-101	Sped Teacher Sal	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-400-200-200	Benefits	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-400-200-330	Purchase Prof Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-400-200-590	Other Purchase Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-400-200-610	Supplies	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Charter Grant		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Grand Totals for fund 20:		245,365.00	0.00	245,365.00	80,200.00	188,625.00	(23,460.00)	0.00

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



Bima Baje, Bus Adm/Bd Sec

8/8/20

Date

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

FOR THE MONTH ENDING JULY 31, 2020

		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	\$ 1,308,555.13	\$ 31,485.18	\$ 124,852.49	\$ 1,215,187.82
2	Charter Escrow	75,000.00	-	-	\$ 75,000.00
2	Special Revenue Fund - Fund 20	(40,627.71)	-	83,454.22	(124,081.93)
3	Total governmental funds (Lines 1 thru 2)	1,342,927.42	31,485.18	208,306.71	1,166,105.89
	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	247,365.56	-	34,741.41	212,624.15
	PPP Account	286,809.33	-	268,787.71	18,021.62
6	Payroll Agency	29,908.47	34,741.41	34,519.67	30,130.21
7	Unemployment	25.00	-	-	25.00
8	Student Activity Account	12,149.80	-	-	12,149.80
9	Total Trust & Agency Funds (Lines 5 thru 8)	576,258.16	34,741.41	338,048.79	272,950.78
10	Total All Funds (Lines 3, 4 and 9)	\$ 1,942,722.45	\$ 66,226.59	\$ 546,355.50	\$ 1,462,593.54

Prepared and Submitted By:

Leslie Baynes
Chief Operating Officer

08/08/20

Date

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

<u>Fund</u>		
10.101	General fund - Regular Account	\$ 1,215,187.82
10.106	Charter Escrow	75,000.00
20.101	Special Revenue Fund	(124,081.93)
60.101	Enterprise Fund	23,536.87
90.104	PPP Account	18,021.62
90.101	Payroll Account	212,624.15
90.103	Unemployment	25.00
91.101	Agency Account	30,130.21
95.101	Student Activity Account	12,149.80
		<hr/>
Total Board Secretary's Records - A-148		1,462,593.54
Total Funds per Treasurer's Report		<hr/> 1,462,593.54
Difference		<hr/> \$ - <hr/>

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

	<u>BANK</u>	<u>BOOKS</u> <u>G/FUND</u>	<u>BOOKS</u> <u>S/REVENUE</u>	<u>BOOKS</u> <u>TOTAL</u>
BALANCE BEG. OF MONTH	\$ 1,312,096.70	\$ 1,308,555.13	\$ (40,627.71)	\$ 1,267,927.42
<u>Additions</u>				
Deposits	31,485.18	31,485.18		31,485.18
Total Receipts	31,485.18	31,485.18	0.00	31,485.18
<u>Deductions</u>				
Cash Disbursements	104,530.32	124,852.49	83,454.22	208,306.71
Total Disbursements	104,530.32	124,852.49	83,454.22	208,306.71
<u>BALANCE END OF MONTH</u>	1,239,051.56			
<u>RECONCILIATION</u>				
Less--Outstanding checks	147,945.67			
Deposit in transit				
ADJUSTED BALANCE END OF MONTH	\$ 1,091,105.89	\$ 1,215,187.82	\$ (124,081.93)	\$ 1,091,105.89

The following checks are outstanding after this statement period:

<u>Date</u>	<u>Check #</u>	<u>Vendor</u>	<u>Amount</u>	<u>Comment</u>
09/06/2019	3351	ALLIED UNIVERSAL SECURITY SERVI	\$1,513.65	Acct #: 116846
09/09/2019	3360	Plainfield Board of Education	\$729.00	
09/09/2019	3363	Smithsonian	\$34.00	
04/06/2020	3589	City of Newark Division of Water	\$599.30	
06/30/2020	3677	Verizon	\$403.57	
06/30/2020	3682	City of Newark Division of Water	\$181.87	
06/30/2020	3687	Purchase Power	\$37.79	
06/30/2020	3690	Schwartz, Kirwin & Fauss Inc	\$738.00	
07/10/2020	3693	Dr. Kia Grundy	\$3,000.00	
07/13/2020	3703	Newark Board of Education	\$26,603.58	
07/13/2020	3706	Verizon	\$447.28	
07/16/2020	3707	LINK EDUCATION PARTNERS, INC	\$54,666.66	
07/16/2020	3708	The Goodkind Group, LLC	\$3,626.00	
07/16/2020	3709	Frontline Education Group LLC	\$5,412.00	
07/20/2020	3710	Gordon & Rees	\$55.00	
07/20/2020	3711	MACHADO LAW GROUP	\$2,200.00	
07/20/2020	3712	CDK Systems Inc.	\$4,125.00	
07/20/2020	3713	Maria Paradiso	\$809.03	
07/20/2020	3714	LISA WEBER	\$1,490.00	
07/20/2020	3715	INVO HEALTHCARE ASSOCIATES	\$1,357.00	
07/20/2020	3716	Link High Technologies Inc.	\$10,244.90	
07/20/2020	3717	Worrall Communications Newspapers, Inc.	\$135.00	
07/20/2020	3718	Staples Advantage	\$1,235.34	
07/20/2020	3719	AT&T Teleconference Services	\$88.38	
07/20/2020	3720	Troxell Communications, Inc.	\$12,125.00	
07/20/2020	3721	Maschio's Food Service Inc.	\$11,546.17	
07/29/2020	3722	Jesuit Volunteer Corp	\$4,425.00	

The total of all checks outstanding this period: \$147,828.52

No Journal Entries remain outstanding after this period.



America's Most Convenient Bank®

E

STATEMENT OF ACCOUNT

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

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

Upcoming REG CC Changes Effective July 1, 2020

Reminder: We have updated our policy to comply with the upcoming Regulation CC Changes. TD Banks Funds Availability policy will continue to make \$100 available immediately at the time of deposit & the remaining funds will be available by the end of the next business day. Sometimes we may need to place a hold to verify funds are available. If this occurs, we will make an additional \$125 available by the end of the first business day after we receive your deposit if a hold is applied. For additional information, please refer to the Funds Availability Policy in the Personal Deposit Account Agreement & Business Deposit Account Agreement, available at td.com

TD Business Premier Checking

LINK COMMUNITY CHARTER SCHOOL INC

Account # 430-2520237

ACCOUNT SUMMARY

Beginning Balance	1,312,096.70	Average Collected Balance	1,306,694.42
Deposits	20,771.35	Interest Earned This Period	0.00
Electronic Deposits	10,713.83	Interest Paid Year-to-Date	0.00
		Annual Percentage Yield Earned	0.00%
Checks Paid	104,530.32	Days in Period	31
Ending Balance	1,239,051.56		

DAILY ACCOUNT ACTIVITY**Deposits**

POSTING DATE	DESCRIPTION	AMOUNT
07/20	DEPOSIT	20,771.35
	Subtotal:	20,771.35

Electronic Deposits

POSTING DATE	DESCRIPTION	AMOUNT
07/03	CCD DEPOSIT, ST OF NEW JERSEY EFT PAYMT 46561448700	1,526.35
07/03	CCD DEPOSIT, ST OF NEW JERSEY EFT PAYMT 46561448700	979.00
07/03	CCD DEPOSIT, ST OF NEW JERSEY EFT PAYMT 46561448700	31.15
07/03	CCD DEPOSIT, ST OF NEW JERSEY EFT PAYMT 46561448700	24.48
07/22	CCD DEPOSIT, ST OF NEW JERSEY EFT PAYMT 46561448700	7,394.08
07/22	CCD DEPOSIT, ST OF NEW JERSEY EFT PAYMT 46561448700	758.77
	Subtotal:	10,713.83

Checks Paid

No. Checks: 34

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

DATE	SERIAL NO.	AMOUNT	DATE	SERIAL NO.	AMOUNT
07/08	3559	500.00	07/23	3672	130.50
07/20	3662*	435.08	07/28	3673	468.00
07/27	3668*	1,410.24	07/23	3674	4,350.75
07/29	3669	359.61	07/27	3675	174.21
07/23	3670	990.76	07/23	3676	268.00
07/27	3671	180.83	07/24	3678*	49.56

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

2 of 7

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

**Bank**

America's Most Convenient Bank®

STATEMENT OF ACCOUNT

LINK COMMUNITY CHARTER SCHOOL INC

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

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

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

DATE	SERIAL NO.	AMOUNT	DATE	SERIAL NO.	AMOUNT
07/27	3679	323.22	07/23	3694*	1,696.26
07/30	3680	9,375.75	07/27	3695	3,708.00
07/24	3681	12,863.74	07/29	3696	146.26
07/24	3683*	215.69	07/28	3697	127.65
07/27	3684	2,568.00	07/24	3698	158.46
07/27	3685	2,701.30	07/27	3699	29,816.08
07/29	3686	1,895.00	07/27	3700	1,757.08
07/27	3688*	149.00	07/28	3701	8,319.00
07/28	3689	405.71	07/29	3702	4,623.00
07/27	3691*	2,500.00	07/27	3704*	3,101.90
07/27	3692	4,350.00	07/27	3705	4,411.68
			Subtotal:		104,530.32

DAILY BALANCE SUMMARY

DATE	BALANCE	DATE	BALANCE
06/30	1,312,096.70	07/24	1,321,923.08
07/03	1,314,657.68	07/27	1,264,771.54
07/08	1,314,157.68	07/28	1,255,451.18
07/20	1,334,493.95	07/29	1,248,427.31
07/22	1,342,646.80	07/30	1,239,051.56
07/23	1,335,210.53		

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

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

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



America's Most Convenient Bank®

E

STATEMENT OF ACCOUNT

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

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

Upcoming REG CC Changes Effective July 1, 2020

Reminder: We have updated our policy to comply with the upcoming Regulation CC Changes. TD Banks Funds Availability policy will continue to make \$100 available immediately at the time of deposit & the remaining funds will be available by the end of the next business day. Sometimes we may need to place a hold to verify funds are available. If this occurs, we will make an additional \$125 available by the end of the first business day after we receive your deposit if a hold is applied. For additional information, please refer to the Funds Availability Policy in the Personal Deposit Account Agreement & Business Deposit Account Agreement, available at td.com

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

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.

WITHDRAWALS NOT ON STATEMENT	DOLLARS	CENTS
Total Withdrawals		

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 JULY 31, 2020

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



America's Most Convenient Bank®

E

STATEMENT OF ACCOUNT

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

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

Upcoming REG CC Changes Effective July 1, 2020

Reminder: We have updated our policy to comply with the upcoming Regulation CC Changes. TD Banks Funds Availability policy will continue to make \$100 available immediately at the time of deposit & the remaining funds will be available by the end of the next business day. Sometimes we may need to place a hold to verify funds are available. If this occurs, we will make an additional \$125 available by the end of the first business day after we receive your deposit if a hold is applied. For additional information, please refer to the Funds Availability Policy in the Personal Deposit Account Agreement & Business Deposit Account Agreement, available at td.com

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

2 of 2

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

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

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



America's Most Convenient Bank®

E

STATEMENT OF ACCOUNT

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

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

Upcoming REG CC Changes Effective July 1, 2020

Reminder: We have updated our policy to comply with the upcoming Regulation CC Changes. TD Banks Funds Availability policy will continue to make \$100 available immediately at the time of deposit & the remaining funds will be available by the end of the next business day. Sometimes we may need to place a hold to verify funds are available. If this occurs, we will make an additional \$125 available by the end of the first business day after we receive your deposit if a hold is applied. For additional information, please refer to the Funds Availability Policy in the Personal Deposit Account Agreement & Business Deposit Account Agreement, available at td.com

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

2 of 2

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

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

	<u>BANK</u>	<u>BOOKS</u>
BALANCE BEG. OF MONTH	\$ 247,365.56	\$ 247,365.56
RECEIPTS		
Deposits	0.00	0.00
Total Receipts	<u>0.00</u>	<u>0.00</u>
Disbursements	34,741.41	34,741.41
Total Disbursements	<u>34,741.41</u>	<u>34,741.41</u>
Balance at End of Month	212,624.15	212,624.15
		0.00
Less: Outstanding Checks	<u>0.00</u>	<u>-</u>
ADJUSTED BALANCE END OF MONTH	<u>\$ 212,624.15</u>	<u>\$ 212,624.15</u>



America's Most Convenient Bank®

E

STATEMENT OF ACCOUNT

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

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

Upcoming REG CC Changes Effective July 1, 2020

Reminder: We have updated our policy to comply with the upcoming Regulation CC Changes. TD Banks Funds Availability policy will continue to make \$100 available immediately at the time of deposit & the remaining funds will be available by the end of the next business day. Sometimes we may need to place a hold to verify funds are available. If this occurs, we will make an additional \$125 available by the end of the first business day after we receive your deposit if a hold is applied. For additional information, please refer to the Funds Availability Policy in the Personal Deposit Account Agreement & Business Deposit Account Agreement, available at td.com

TD Business Convenience Plus

LINK COMMUNITY CHARTER SCHOOL INC
PAYROLL ACCOUNT

Account # 430-1373885

ACCOUNT SUMMARY

Beginning Balance	247,365.56	Average Collected Balance	212,624.15
		Interest Earned This Period	0.00
Electronic Payments	34,741.41	Interest Paid Year-to-Date	0.00
Ending Balance	212,624.15	Annual Percentage Yield Earned	0.00%
		Days in Period	31

DAILY ACCOUNT ACTIVITY

Electronic Payments

POSTING DATE	DESCRIPTION	AMOUNT
07/01	eTransfer Debit, Online Xfer Transfer to CK 4301373893	17,553.36
07/01	eTransfer Debit, Online Xfer Transfer to CK 4301373893	17,188.05
Subtotal:		34,741.41

DAILY BALANCE SUMMARY

DATE	BALANCE	DATE	BALANCE
06/30	247,365.56	07/01	212,624.15

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

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.

WITHDRAWALS NOT ON STATEMENT	DOLLARS	CENTS
Total Withdrawals		

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

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

	<u>BANK</u>	<u>BOOKS</u>
BALANCE BEG. OF MONTH	<u>\$ 286,809.33</u>	<u>\$ 286,809.33</u>
RECEIPTS		
Deposits	0.00	0.00
Total Receipts	<u>0.00</u>	<u>0.00</u>
Disbursements	268,787.71	268,787.71
Total Disbursements	<u>268,787.71</u>	<u>268,787.71</u>
Balance at End of Month	18,021.62	18,021.62
		0.00
Less: Outstanding Checks	<u>0.00</u>	<u>-</u>
ADJUSTED BALANCE END OF MONTH	<u><u>\$ 18,021.62</u></u>	<u><u>\$ 18,021.62</u></u>



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

Address Service Requested

00007947 MPBR8901080 01 000000000 09
LINK COMMUNITY CHARTER SCHOOL INC
SBA PPP
23 PENNSYLVANIA AVE
NEWARK NJ 07114-2007

Account Number 1001171279
Statement Date 07/31/2020
Statement Thru Date 08/02/2020
Checks/Items Enclosed 0
Page 1

Customer Support



Contact us by Phone
800.448.7768



Visit Us Online
www.Provident.Bank

IMPORTANT MESSAGE(S)

Effective July 1, 2020, the current threshold of the first \$200 of deposited checks available the next business day increased to \$225. Additionally, the \$5,000 threshold for placing extended holds on check deposits conducted in one business day, increased to \$5,525. Please visit <https://www.provident.bank/personal-services/additional-services/funds-availability-policy> to view the Provident Bank Funds Availability Regulation CC Disclosure.

RELATIONSHIP SUMMARY AND CURRENT STATEMENT ACTIVITY

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

BUSINESSADVANTAGE CKNG

Account Number: 1001171279

Account Owner(s): LINK COMMUNITY CHARTER SCHOOL INC

Balance Summary

Beginning Balance as of 07/01/2020	\$286,809.33
+ Deposits and Credits (0)	\$0.00
- Withdrawals and Debits (8)	\$268,787.71
Ending Balance as of 07/31/2020	\$18,021.62
Service Charges for Period	\$0.00
Average Balance for Period	\$206,408.00

Transaction Detail

Date	Description	Deposits	Withdrawals	Balance
Jul 01	BEGINNING BALANCE			\$286,809.33
Jul 15	N7728 LINK COMMU/AGENCY		357.50	286,451.83
Jul 15	N7728 LINK COMMUNITY CHARTER			
Jul 15	N7728 LINK COMMU/BILLING		448.05	286,003.78
Jul 15	N7728 LINK COMMUNITY CHARTER			
Jul 15	PAYLOCITY CORPOR/TAX COL		42,193.62	243,810.16
Jul 15	LINK COMMUNITY CHARTER			



FINALLY, YOUR ENTIRE BUSINESS
IS AT YOUR FINGERCLICKS

866.465.2499 •

PROVIDENTCONNECT
FOR BUSINESS

Pay bills, transfer funds &
manage everything online.

IN CASE OF ERRORS OR QUESTIONS ABOUT YOUR ELECTRONIC TRANSFERS

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

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

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

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

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

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

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

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

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

Check Number	Check Amount	
	Dollars	Cents
	\$	
Total	\$	

Balance: Should agree with checkbook after deducting service fees or other charges and/or adding interest earned

Transaction Detail (Continued)

Date	Description	Deposits	Withdrawals	Balance
Jul 15	N7728 LINK COMMU/DIR DEP		87,366.51	156,443.65
	N7728 LINK COMMUNITY CHARTER			
Jul 30	PAYLOCITY CORPOR/TAX COL		43,046.04	113,397.61
	LINK COMMUNITY CHARTER			
Jul 30	N7728 LINK COMMU/DIR DEP		94,734.89	18,662.72
	N7728 LINK COMMUNITY CHARTER			
Jul 31	N7728 LINK COMMU/BILLING		283.60	18,379.12
	N7728 LINK COMMUNITY CHARTER			
Jul 31	N7728 LINK COMMU/AGENCY		357.50	18,021.62
	N7728 LINK COMMUNITY CHARTER			
Aug 02	ENDING BALANCE			\$18,021.62

PROMOTIONS AND OFFERS

**TAKE CARE OF BUSINESS
WHEREVER YOU ARE.**

Provident.Bank | 866.465.2499 |  | MEMBER FDIC

**BUSINESS
MOBILE BANKING**

Bank anytime, anywhere -
easily and efficiently.

**PROCESS PAYROLL
& FILE TAXES IN A**

866.465.2499 •  | MEMBER FDIC

\$NAP!

**BUSINESS
ONLINE PAYROLL**

Fast, automatic tax payment
with an affordable fee.



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

	<u>BANK</u>	<u>BOOKS</u>
<u>BALANCE BEG. OF MONTH</u>	<u>\$ 29,908.47</u>	<u>\$ 29,908.47</u>
<u>RECEIPTS</u>		
Deposits /Interests	34,741.41	34,741.41
Total Receipts	<u>34,741.41</u>	<u>34,741.41</u>
-		
Cash Disbursements	34,519.67	34,519.67
Total Disbursements	34,519.67	34,519.67
Outstanding Checks	0.00	
<u>ADJUSTED BALANCE END OF MONTH</u>	<u>30,130.21</u>	\$ 30,130.21



America's Most Convenient Bank®

E

STATEMENT OF ACCOUNT

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

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

Upcoming REG CC Changes Effective July 1, 2020

Reminder: We have updated our policy to comply with the upcoming Regulation CC Changes. TD Banks Funds Availability policy will continue to make \$100 available immediately at the time of deposit & the remaining funds will be available by the end of the next business day. Sometimes we may need to place a hold to verify funds are available. If this occurs, we will make an additional \$125 available by the end of the first business day after we receive your deposit if a hold is applied. For additional information, please refer to the Funds Availability Policy in the Personal Deposit Account Agreement & Business Deposit Account Agreement, available at td.com

TD Business Simple Checking

LINK COMMUNITY CHARTER SCHOOL INC
 PAYROLL AGENCY ACCOUNT

Account # 430-1373893

ACCOUNT SUMMARY

Beginning Balance	29,908.47	Average Collected Balance	35,927.22
Electronic Deposits	34,741.41	Interest Earned This Period	0.00
		Interest Paid Year-to-Date	0.00
Checks Paid	6,067.91	Annual Percentage Yield Earned	0.00%
Electronic Payments	28,451.76	Days in Period	31
Ending Balance	30,130.21		

DAILY ACCOUNT ACTIVITY

Electronic Deposits

POSTING DATE	DESCRIPTION	AMOUNT
07/01	eTransfer Credit, Online Xfer Transfer from CK 4301373885	17,553.36
07/01	eTransfer Credit, Online Xfer Transfer from CK 4301373885	17,188.05
Subtotal:		34,741.41

Checks Paid

No. Checks: 3

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

DATE	SERIAL NO.	AMOUNT	DATE	SERIAL NO.	AMOUNT
07/27	1140	3,188.41	07/24	1142	2,170.00
07/27	1141	709.50			
Subtotal:					6,067.91

Electronic Payments

POSTING DATE	DESCRIPTION	AMOUNT
07/02	CCD DEBIT, DIV OF PENS&BENE TEPS TPAF 000000018312612	20,367.50
07/02	CCD DEBIT, DIV OF PENS&BENE TEPS PERS 000000018312638	8,084.26
Subtotal:		28,451.76

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

2 of 3

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

**Bank**

America's Most Convenient Bank®

STATEMENT OF ACCOUNTLINK COMMUNITY CHARTER SCHOOL INC
PAYROLL AGENCY ACCOUNT

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

DAILY BALANCE SUMMARY

DATE	BALANCE	DATE	BALANCE
06/30	29,908.47	07/24	34,028.12
07/01	64,649.88	07/27	30,130.21
07/02	36,198.12		

Call 1-800-937-2000 for 24-hour Bank-by-Phone services or connect to www.tdbank.comBank Deposits FDIC Insured | TD Bank, N.A. | Equal Housing Lender 

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

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

**Bank**

America's Most Convenient Bank®

E

STATEMENT OF ACCOUNT

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

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

Upcoming REG CC Changes Effective July 1, 2020

Reminder: We have updated our policy to comply with the upcoming Regulation CC Changes. TD Banks Funds Availability policy will continue to make \$100 available immediately at the time of deposit & the remaining funds will be available by the end of the next business day. Sometimes we may need to place a hold to verify funds are available. If this occurs, we will make an additional \$125 available by the end of the first business day after we receive your deposit if a hold is applied. For additional information, please refer to the Funds Availability Policy in the Personal Deposit Account Agreement & Business Deposit Account Agreement, available at td.com

TD Business Simple Checking

LINK COMMUNITY CHARTER SCHOOL INC
STUDENT ACTIVITY ACCOUNT

Account # 430-1373926

ACCOUNT SUMMARY

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

DAILY ACCOUNT ACTIVITY

No Transactions this Statement Period

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

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

How to Balance your Account

Page:

2 of 2

Begin by adjusting your account register as follows:

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

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

1	Ending Balance	12,149.80
2	Total Deposits	+
3	Sub Total	
4	Total Withdrawals	-
5	Adjusted Balance	

2	DEPOSITS NOT ON STATEMENT	DOLLARS	CENTS
	Total Deposits		2

4	WITHDRAWALS NOT ON STATEMENT	DOLLARS	CENTS

WITHDRAWALS NOT ON STATEMENT	DOLLARS	CENTS
Total Withdrawals		4

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

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

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

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

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

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

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

INTEREST NOTICE

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

FOR CONSUMER LOAN ACCOUNTS ONLY — BILLING RIGHTS SUMMARY

In case of Errors or Questions About Your Bill:

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

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

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

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

Acct #	Account Title	Opening Balance	Debits	Credits	Balance
10-101	CASH-CHECKING	1,308,555.13	31,485.18	124,852.49	1,215,187.82
10-103	PETTY CASH	2,500.00	0.00	0.00	2,500.00
10-105	Cash with Fiscal Agents	0.00	0.00	0.00	0.00
10-106	Charter Escrow	75,000.00	0.00	0.00	75,000.00
10-108	Impact Aid Rsv (General)	0.00	0.00	0.00	0.00
10-109	Impact Aid Rsv (Capital)	0.00	0.00	0.00	0.00
10-111	INVESTMENTS	0.00	0.00	0.00	0.00
10-114	INTEREST ON INV	0.00	0.00	0.00	0.00
10-116	CAPITAL RSV ACT	0.00	0.00	0.00	0.00
10-117	Maintenance Reserve	0.00	0.00	0.00	0.00
10-118	Emergency Reserve	0.00	0.00	0.00	0.00
10-121	TAX LEVY RECVBL	132,282.06	4,493,358.00	13,792.60	4,611,847.46
10-131	I/F LOANS REC	0.00	0.00	0.00	0.00
10-132	INTERFUND	0.00	0.00	0.00	0.00
10-133	Enterprise	(69,881.71)	11,546.17	3,374.75	(61,710.29)
10-134	Interfund Payroll	494,034.13	(277,049.15)	0.00	216,984.98
10-135	Interfund-Payroll Agency	41,660.63	0.00	0.00	41,660.63
10-137	Student Activity	(802.80)	0.00	0.00	(802.80)
10-141	STATE A/R	2,008.00	747,552.00	0.00	749,560.00
10-142	FEDERAL A/R	0.00	0.00	0.00	0.00
10-143	OTHER A/R	63,869.17	0.00	7,394.08	56,475.09
10-151	LOANS RECEIVBL	0.00	0.00	0.00	0.00
10-153	OTHER ACC RECVBL	0.00	0.00	0.00	0.00
10-199	OTH CURR ASSETS	4,550.00	0.00	0.00	4,550.00
10-301	EST REVENUES	5,417,751.13	0.00	0.00	5,417,751.13
10-302	REVENUES	0.00	0.00	5,247,833.75	5,247,833.75
10-303	BGTD FUND BAL	141,408.76	0.00	0.00	141,408.76
10-307	BG WD FR CAPRSV	0.00	0.00	0.00	0.00
10-308	Bud With Sale/Leaseback Res	0.00	0.00	0.00	0.00
10-309	Bud With Cap Res Excess Costs	0.00	0.00	0.00	0.00
10-310	Bud With Maint Res	0.00	0.00	0.00	0.00
10-311	Bud With Tuition Res	0.00	0.00	0.00	0.00
10-312	Bud With Emer. Res	0.00	0.00	0.00	0.00
10-314	Bud With Waiver Offset Res	0.00	0.00	0.00	0.00
10-315	Bud With Bus Ad Rsv for Fuel C	0.00	0.00	0.00	0.00
10-317	Bud With Cap Res xFer to D.S.	0.00	0.00	0.00	0.00
10-318	Bud With Impact Aid Rsv (Gen)	0.00	0.00	0.00	0.00
10-319	Bud With Impact Aid Rsv (Cap)	0.00	0.00	0.00	0.00
10-401	Interfund Loans Payables	0.00	0.00	0.00	0.00
10-402	INTERFUND A/P	0.00	0.00	0.00	0.00
10-411	I/G A/P - STATE	0.00	0.00	0.00	0.00
10-412	I/G A/P-FEDERAL	(729.00)	0.00	0.00	(729.00)
10-421	ACCTS PAYABLE	315,613.41	189,634.13	0.00	125,979.28
10-422	JUDGMENTS PBLE	0.00	0.00	0.00	0.00
10-423	A/P PRIOR YEAR	0.00	0.00	0.00	0.00
10-430	COMP ABS PBLE	0.00	0.00	0.00	0.00

Acct #	Account Title	Opening Balance	Debits	Credits	Balance
10-431	CONTRACTS PBLE	0.00	0.00	0.00	0.00
10-451	LOANS PAYABLE	777,846.00	0.00	0.00	777,846.00
10-461	Health Insurance Emp share	15,689.07	0.00	0.00	15,689.07
10-462	FSA	0.00	0.00	0.00	0.00
10-463	Accrued Salaries	0.00	0.00	0.00	0.00
10-481	DEFRRD REVENUES	0.00	0.00	0.00	0.00
10-499	OTHER CURR LIAB	0.00	0.00	0.00	0.00
10-601	APPROPRIATIONS	5,574,271.80	0.00	0.00	5,574,271.80
10-602	EXPENDITURES	0.00	200,721.34	0.00	200,721.34
10-603	ENCUMBRANCES	15,111.91	4,424,659.07	200,721.34	4,239,049.64
10-604	INCR IN CAP RES	0.00	0.00	0.00	0.00
10-605	Incr. Sale/Leaseback Rsv	0.00	0.00	0.00	0.00
10-606	Incr. Maintenance Reserve	0.00	0.00	0.00	0.00
10-607	Incr. Emergency Reserve	0.00	0.00	0.00	0.00
10-609	Incr. Waiver Offset Rsv	0.00	0.00	0.00	0.00
10-610	Incr. Bus Ad Reserve for Fuel	0.00	0.00	0.00	0.00
10-611	Incr. Impact Aid Rsv (General)	0.00	0.00	0.00	0.00
10-612	Incr. Impact Aid Rsv (Capital)	0.00	0.00	0.00	0.00
10-753	RSV ENC CURR YR	0.00	200,721.34	4,424,659.07	4,223,937.73
10-754	RSV ENC PRI YR	15,111.91	0.00	0.00	15,111.91
10-755	Res Fund Bal Bus Ad Rsv Fuel	0.00	0.00	0.00	0.00
10-756	Res Fund Impact Aid Rsv (Gen)	0.00	0.00	0.00	0.00
10-757	Res Fund Impact Aid Rsv (Cap)	0.00	0.00	0.00	0.00
10-760	OTHER RESERVES	0.00	0.00	0.00	0.00
10-761	RES FB-CA RS AC	0.00	0.00	0.00	0.00
10-763	Res Fund Bal S/L Rsv	0.00	0.00	0.00	0.00
10-764	Res Fund Bal Maint Rsv	0.00	0.00	0.00	0.00
10-765	Res Fund Bal Tuition Rsv	0.00	0.00	0.00	0.00
10-766	Res Fund Bal Emer. Rsv	0.00	0.00	0.00	0.00
10-768	Res Fund Bal Waiver Offset Rsv	0.00	0.00	0.00	0.00
10-770	CE SURPLUS	930,243.22	0.00	0.00	930,243.22
10-772	Res Fund Bal ARRA/SEMI	0.00	0.00	0.00	0.00
			<hr/>	<hr/>	
			10,022,628.08	10,022,628.08	

Acct #	Account Title	Opening Balance	Debits	Credits	Balance
20-101	CASH-CHECKING	(40,627.71)	0.00	83,454.22	(124,081.93)
20-102	Cash on Hand	0.00	0.00	0.00	0.00
20-111	INVESTMENTS	0.00	0.00	0.00	0.00
20-114	INTEREST ON INV	0.00	0.00	0.00	0.00
20-116	CAPITAL RSV ACC	0.00	0.00	0.00	0.00
20-121	TAX LEVY RECVBL	0.00	0.00	0.00	0.00
20-131	I/F LOANS REC	0.00	0.00	0.00	0.00
20-132	INTERFUND A/R	0.00	0.00	0.00	0.00
20-141	STATE A/R	0.46	0.00	0.00	0.46
20-142	FEDERAL A/R	0.00	0.00	0.00	0.00
20-143	OTHER A/R	0.00	0.00	0.00	0.00
20-151	LOANS RECEIVBL	0.00	0.00	0.00	0.00
20-153	OTHER ACC RECVBL	0.00	0.00	0.00	0.00
20-199	OTH CURR	0.00	0.00	0.00	0.00
20-301	EST REVENUES	0.00	0.00	0.00	0.00
20-302	REVENUES	0.00	0.00	0.00	0.00
20-303	BGTD FUND BAL	245,365.00	0.00	0.00	245,365.00
20-307	BGT WD FROM CR	0.00	0.00	0.00	0.00
20-402	I/F ACCTS PAYABLE	0.00	0.00	0.00	0.00
20-411	I/G A/P - STATE	0.00	0.00	0.00	0.00
20-412	I/G A/P-FEDERAL	0.00	0.00	0.00	0.00
20-421	ACCTS PAYABLE	3,254.22	3,254.22	0.00	0.00
20-422	JUDGMENTS PBLE	0.00	0.00	0.00	0.00
20-423	A/P PRIOR YEAR	0.00	0.00	0.00	0.00
20-430	COMP ABS PBLE	0.00	0.00	0.00	0.00
20-431	CONTRACTS PBLE	0.00	0.00	0.00	0.00
20-451	LOANS PAYABLE	0.00	0.00	0.00	0.00
20-481	DEFRRD REVENUES	562.53	0.00	0.00	562.53
20-499	OTHER CURR LIAB	0.00	0.00	0.00	0.00
20-601	APPROPRIATIONS	245,365.00	0.00	0.00	245,365.00
20-602	EXPENDITURES	0.00	80,200.00	0.00	80,200.00
20-603	ENCUMBRANCES	0.00	268,825.00	80,200.00	188,625.00
20-604	INCR IN CAP RSV	0.00	0.00	0.00	0.00
20-753	RSV ENC CURR YR	0.00	80,200.00	268,825.00	188,625.00
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	(44,444.00)	0.00	0.00	(44,444.00)
			<hr/>	<hr/>	
			432,479.22	432,479.22	

Acct #	Account Title	Opening Balance	Debits	Credits	Balance
60-101	CASH-CHECKING	23,536.87	14,920.92	14,920.92	23,536.87
60-102	Cash on Hand	0.00	0.00	0.00	0.00
60-111	INVESTMENTS	0.00	0.00	0.00	0.00
60-114	INTEREST ON INV	0.00	0.00	0.00	0.00
60-121	TAX LEVY RECVBL	0.00	0.00	0.00	0.00
60-131	I/F LOANS REC	0.00	0.00	0.00	0.00
60-133	Interfund-Fund 10	69,881.71	3,374.75	11,546.17	61,710.29
60-135	Interfund-Student Activity	0.00	0.00	0.00	0.00
60-141	STATE A/R	(359.11)	0.00	1,034.63	(1,393.74)
60-142	FEDERAL A/R	(30,997.59)	0.00	1,526.35	(32,523.94)
60-143	OTHER A/R	0.00	0.00	758.77	(758.77)
60-151	LOANS RECEIVBL	0.00	0.00	0.00	0.00
60-153	Other Receivable	0.00	0.00	0.00	0.00
60-199	OTH CURR ASSETS	0.00	0.00	55.00	(55.00)
60-301	EST REVENUES	0.00	0.00	0.00	0.00
60-302	REVENUES	0.00	0.00	0.00	0.00
60-303	BGTD FUND BAL	0.00	0.00	0.00	0.00
60-411	I/G A/P - STATE	0.00	0.00	0.00	0.00
60-412	I/G A/P-FEDERAL	0.00	0.00	0.00	0.00
60-421	ACCTS PAYABLE	11,546.17	11,546.17	0.00	0.00
60-422	JUDGMENTS PBLE	0.00	0.00	0.00	0.00
60-423	A/P PRIOR YEAR	0.00	0.00	0.00	0.00
60-430	COMP ABS PBLE	0.00	0.00	0.00	0.00
60-431	CONTRACTS PBLE	0.00	0.00	0.00	0.00
60-451	LOANS PAYABLE	0.00	0.00	0.00	0.00
60-481	DEFRRD REVENUES	0.00	0.00	0.00	0.00
60-499	OTHER CURR LIAB	0.00	0.00	0.00	0.00
60-601	APPROPRIATIONS	0.00	0.00	0.00	0.00
60-602	EXPENDITURES	0.00	0.00	0.00	0.00
60-603	ENCUMBRANCES	0.00	0.00	0.00	0.00
60-753	RSV ENC CURR YR	0.00	0.00	0.00	0.00
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	50,515.71	0.00	0.00	50,515.71
			<hr/>	<hr/>	
			29,841.84	29,841.84	

Acct #	Account Title	Opening Balance	Debits	Credits	Balance
90-101	CASH-CHECKING	247,365.56	0.00	34,741.41	212,624.15
90-102	Payroll Agency	0.00	0.00	0.00	0.00
90-103	Unemployment	25.00	0.00	0.00	25.00
90-104	PPP Account	286,809.33	0.00	268,787.71	18,021.62
90-111	INVESTMENTS	0.00	0.00	0.00	0.00
90-114	INTEREST ON INV	0.00	0.00	0.00	0.00
90-121	TAX LEVY RECVBL	0.00	0.00	0.00	0.00
90-131	I/F LOANS REC	0.00	0.00	0.00	0.00
90-132	Interfund Accounts Receivable	0.00	0.00	0.00	0.00
90-133	Interfund	(38,753.88)	34,741.41	0.00	(4,012.47)
90-141	STATE A/R	0.00	0.00	0.00	0.00
90-142	FEDERAL A/R	0.00	0.00	0.00	0.00
90-143	OTHER A/R	0.00	0.00	0.00	0.00
90-151	LOANS RECEIVBL	0.00	0.00	0.00	0.00
90-153	OTHER ACC RECBL	0.00	0.00	0.00	0.00
90-199	OTH CURR ASSETS	0.00	0.00	0.00	0.00
90-301	EST REVENUES	0.00	0.00	0.00	0.00
90-302	REVENUES	0.00	0.00	0.00	0.00
90-303	BGTD FUND BAL	0.00	0.00	0.00	0.00
90-402	Interfund Accounts Payable	495,144.45	268,787.71	0.00	226,356.74
90-403	Interfund Payable	0.00	0.00	0.00	0.00
90-411	I/G A/P - STATE	0.00	0.00	0.00	0.00
90-412	I/G A/P-FEDERAL	0.00	0.00	0.00	0.00
90-421	ACCTS PAYABLE	0.00	0.00	0.00	0.00
90-422	JUDGMENTS PBLE	0.00	0.00	0.00	0.00
90-423	A/P PRIOR YEAR	0.00	0.00	0.00	0.00
90-430	COMP ABS PBLE	0.00	0.00	0.00	0.00
90-431	CONTRACTS PBLE	0.00	0.00	0.00	0.00
90-451	LOANS PAYABLE	0.00	0.00	0.00	0.00
90-471	SUI	14.21	0.00	0.00	14.21
90-472	AXA	0.00	0.00	0.00	0.00
90-481	DEFRRD REVENUES	287.36	0.00	0.00	287.36
90-482	Withholding-FSA	0.00	0.00	0.00	0.00
90-483	Withholding-TSA	0.00	0.00	0.00	0.00
90-484	vision	0.00	0.00	0.00	0.00
90-485	Dental	0.00	0.00	0.00	0.00
90-486	Dependent Care	0.00	0.00	0.00	0.00
90-487	Garnishment	0.00	0.00	0.00	0.00
90-488	TPAF Payable	0.00	0.00	0.00	0.00
90-489	PERS Payable	(0.01)	0.00	0.00	(0.01)
90-490	UNPDT	0.00	0.00	0.00	0.00
90-491	DCRP	0.00	0.00	0.00	0.00
90-499	OTHER CURR LIAB	0.00	0.00	0.00	0.00
90-601	APPROPRIATIONS	0.00	0.00	0.00	0.00
90-602	EXPENDITURES	0.00	0.00	0.00	0.00
90-603	ENCUMBRANCES	0.00	0.00	0.00	0.00

Acct #	Account Title	Opening Balance	Debits	Credits	Balance
90-753	RSV ENC CURR YR	0.00	0.00	0.00	0.00
90-754	RSV ENC PRI YR	0.00	0.00	0.00	0.00
90-760	OTHER RESERVES	0.00	0.00	0.00	0.00
90-770	CE SURPLUS	0.00	0.00	0.00	0.00
			<hr/>	<hr/>	
			303,529.12	303,529.12	

Acct #	Account Title	Opening Balance	Debits	Credits	Balance
91-101	CASH-CHECKING	29,908.47	34,741.41	34,519.67	30,130.21
91-102	Payroll Agency	0.00	0.00	0.00	0.00
91-103	Unemployment	0.00	0.00	0.00	0.00
91-111	INVESTMENTS	0.00	0.00	0.00	0.00
91-114	INTEREST ON INV	0.00	0.00	0.00	0.00
91-121	TAX LEVY RECVBL	0.00	0.00	0.00	0.00
91-131	I/F LOANS REC	0.00	0.00	0.00	0.00
91-132	Interfund Accounts Receivable	(41,660.63)	0.00	0.00	(41,660.63)
91-133	Interdund	38,753.88	0.00	34,741.41	4,012.47
91-141	STATE A/R	0.00	0.00	0.00	0.00
91-142	FEDERAL A/R	0.00	0.00	0.00	0.00
91-143	OTHER A/R	0.00	0.00	0.00	0.00
91-151	LOANS RECEIVBL	0.00	0.00	0.00	0.00
91-153	OTHER ACC RECBL	0.00	0.00	0.00	0.00
91-199	OTH CURR ASSETS	0.00	0.00	0.00	0.00
91-301	EST REVENUES	0.00	0.00	0.00	0.00
91-302	REVENUES	0.00	0.00	0.00	0.00
91-303	BGTD FUND BAL	0.00	0.00	0.00	0.00
91-402	Interfund Accounts Payable	0.00	0.00	0.00	0.00
91-403	Interfund Payable	0.00	0.00	0.00	0.00
91-411	I/G A/P - STATE	0.00	0.00	0.00	0.00
91-412	I/G A/P-FEDERAL	0.00	0.00	0.00	0.00
91-421	ACCTS PAYABLE	0.00	0.00	0.00	0.00
91-422	JUDGMENTS PBLE	0.00	0.00	0.00	0.00
91-423	A/P PRIOR YEAR	0.00	0.00	0.00	0.00
91-430	COMP ABS PBLE	0.00	0.00	0.00	0.00
91-431	CONTRACTS PBLE	0.00	0.00	0.00	0.00
91-451	LOANS PAYABLE	0.00	0.00	0.00	0.00
91-471	SUI	0.00	0.00	0.00	0.00
91-472	AXA	131.00	2,170.00	0.00	(2,039.00)
91-473	AFLAC	380.27	709.50	0.00	(329.23)
91-474	AFLAC- Post Tax	0.00	0.00	0.00	0.00
91-481	DEFRRD REVENUES	0.00	0.00	0.00	0.00
91-482	Withholding-FSA	356.40	0.00	0.00	356.40
91-483	Withholding-TSA	0.00	0.00	0.00	0.00
91-484	vision	1,564.77	181.04	0.00	1,383.73
91-485	Dental	(2,255.42)	3,007.37	0.00	(5,262.79)
91-486	Dependent Care	9,100.50	0.00	0.00	9,100.50
91-487	Garnishment	5,062.51	0.00	0.00	5,062.51
91-488	TPAF Payable	7,624.15	20,367.50	0.00	(12,743.35)
91-489	PERS Payable	3,996.16	8,084.26	0.00	(4,088.10)
91-490	UNPDT	(0.31)	0.00	0.00	(0.31)
91-491	DCRP	715.02	0.00	0.00	715.02
91-499	OTHER CURR LIAB	326.67	0.00	0.00	326.67
91-601	APPROPRIATIONS	0.00	0.00	0.00	0.00
91-602	EXPENDITURES	0.00	0.00	0.00	0.00

Acct #	Account Title	Opening Balance	Debits	Credits	Balance
91-603	ENCUMBRANCES	0.00	0.00	0.00	0.00
91-753	RSV ENC CURR YR	0.00	0.00	0.00	0.00
91-754	RSV ENC PRI YR	0.00	0.00	0.00	0.00
91-760	OTHER RESERVES	0.00	0.00	0.00	0.00
91-770	CE SURPLUS	0.00	0.00	0.00	0.00
			<hr/>	<hr/>	
			69,261.08	69,261.08	

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

All Bank Accounts Included

<u>Check#</u>	<u>Date</u>	<u>Vendor (Payee)/Check Line Comments</u>	<u>Amount</u>	<u>PO or Bal Sht</u>	<u>Exp. Acct. or Balance Sheet Title</u>
A:3723	8/6/20	AT & T July 2020 Long Distance	187.20	P202100023	11-000-230-530-000-057
A:3724	8/6/20	AT&T Mobility 2020-2021 Mobile Telephones	1,579.75	P202100022	11-000-230-530-000-057
A:3725	8/6/20	Avaya Inc. July 2020 Phone/Voicemail Service	130.50	P202100024	11-000-230-530-000-057
A:3726	8/6/20	City of Newark Division of Water July 2020 Water Expenses	158.68	P202100027	11-000-262-620-000-074
A:3727	8/6/20	DEANSLIST Fall 2020 DeansList License	2,721.25	P202100037	11-000-230-330-000-056
A:3728	8/6/20	Fedex 7/8 Shipping Charges	19.86	P202100028	11-000-262-890-000-075
A:3729	8/6/20	Literably, Inc. Literacy Assessment Tool Invoice Date: Jul. 23, 2	1,589.76	P202000182	10-421: A/P
A:3730	8/6/20	MACHADO LAW GROUP Inv#1281	1,800.00	P202000123	10-421: A/P
		Inv#1481	2,200.00	P202000123	10-421: A/P
		Total Check Amount:	4,000.00		
A:3731	8/6/20	Optimum Internet Service 2020-2021	146.26	P202100007	11-000-230-530-000-057
A:3732	8/6/20	Pitney Bowes Global Financial Services Postage Meter 2020-2021	32.00	P202100008	11-000-230-330-000-056
		Postage Meter 2020-2021	127.65	P202100008	11-000-230-330-000-056
		Total Check Amount:	159.65		
A:3733	8/6/20	PowerSchool Group LLC Powerschool SIS 7/13/20-7/12/2021	7,259.87	P202100035	11-000-230-330-000-056
A:3734	8/6/20	Protective Measures 20-21 Fire System Maint. + Central Station Moni	527.17	P202100036	11-000-240-500-000-068
A:3735	8/6/20	PSE&G 2020-2021 Energy Costs	1,140.43	P202100029	11-000-262-620-000-074
A:3736	8/6/20	Scenario Learning LLC 2020-2021 SafeSchools Online Staff Training	579.50	P202100038	11-000-230-330-000-056
A:3737	8/6/20	Success Communications Group 7/8 & 7/11 Notice	501.36	P202100031	11-000-240-500-000-068
		7/22 Public Notice	280.77	P202100031	11-000-240-500-000-068
		7/20 Public Notice	266.18	P202100031	11-000-240-500-000-068
		Total Check Amount:	1,048.31		

All Bank Accounts Included

Check#	Date	Vendor (Payee)/Check Line Comments	Amount	PO or Bal Sht	Exp. Acct. or Balance Sheet Title
A:3738	8/6/20	Waste Management of New Jersey, Inc. Waste Management Aug 2020	253.59	P202100009	11-000-240-500-000-068
A:3739	8/6/20	Western Pest Services JULY 2020 Pest Control	450.50	P202100030	11-000-240-500-000-068
		Aug 2020 Pest Control	450.50	P202100030	11-000-240-500-000-068
		Inv#5271624B	450.50	P202000048	10-421: A/P
		INV#5319892B	450.50	P202000048	10-421: A/P
		INV#5346794B	450.50	P202000048	10-421: A/P
		INV#5226259B	236.00	P202000048	10-421: A/P
Total Check Amount:			2,488.50		
A:3740	8/6/20	Horizon BCBS AUG 2020 Health Insurance	29,877.24	P202100001	11-000-291-270-000-054
A:3741	8/6/20	William H. Conolly & Co., LLC 2020-2021 Student Accident Renewal	1,546.00	P202100040	11-000-262-520-000-070
D:1143	8/6/20	Horizon BCBS AUG 2020 VISION	181.04	91 - 484	vision
		INV#294423732 AUG DENTAL	1,965.22	91 - 485	Dental
Total Check Amount:			2,146.26		
D:1144	8/6/20	AFLAC AUG 2020 AFLAC	709.50	91 - 473	AFLAC
D:1145	8/6/20	AXA EQUITABLE-EQUI-VEST AUG 2020 AXA	2,170.00	91 - 472	AXA
A:3742	8/7/20	El Nuevo Coqui 7/30 Public Notice	247.00	P202100041	11-000-230-330-000-056
The Grand Total of all Checks from Fund 10 is:			7,177.26		
The Grand Total of all Checks from Fund 11 is:			48,483.26		
The Grand Total of all Checks from Fund 91 is:			5,025.76		
The Grand total of all checks for this period is:			60,686.28		

We the undersigned board members certify that we have approved the expenditures represented by the above list of checks.