

**LINK COMMUNITY CHARTER SCHOOL  
BOARD OF TRUSTEES MEETING  
March 18, 2024, 6:30 PM  
In-Person  
Link Community Charter School  
23 Pennsylvania Avenue, Newark, New Jersey 07114**

**Approved Minutes**

**LINK COMMUNITY CHARTER SCHOOL MISSION**

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

**CALL TO ORDER**

The regular meeting of the Link Community Charter School Board of Trustees was called to order by Richard Marshall, Board Chair, at 6:46pm.

**FLAG SALUTE**

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

Adequate notice of this meeting of the LCCS Board of Trustees, setting forth time, date and location, was provided by placing a notice with the *New Jersey Star Ledger and nj.com, Irvington Herald, East Orange Record, Orange Transcript, and Essex Daily News* on August 22, 2023; by email to the city clerks of, East Orange, Irvington, and Orange, and the county superintendent of education on August 22, 2023 and by mail on August 22, 2023 to the city clerk of Newark; by posting notice on the school website; and by communicating same to the Board of Trustees.

**ROLL CALL**

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

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

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

Sharon Machrone, Director of Communications

### **APPROVAL OF MINUTES**

**Resolution #031824-01:** Be it Resolved that the Board of Trustees accepts and approves the minutes of the board meeting held on February 26, 2024.

Moved by Ms. Daughtry

Second by Ms. Ebanks

Discussion: None

Vote: Voice; passed unanimously

### **APPROVAL OF AGENDA**

**Resolution #031824-02:** Be it Resolved that the Board of Trustees accepts and approves the agenda for the board meeting on March 18, 2024.

Moved by Ms. Daughtry

Second by Ms. Ebanks

Discussion: None

Vote: Voice; passed unanimously

### **PRESENTATION**

- Proposed Budget for SY 2024-2025, Bima Baje
- School Calendar SY 2024-2025, Maria 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**

Emily Aikens, 776 N. 6<sup>th</sup> Street, Newark, NJ

Deborah Salters, 263 Ridge St., Newark, NJ

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

### **ACKNOWLEDGMENT OF CORRESPONDENCE**

None.

### **HEAD OF SCHOOL**

See attached.

**Affirmation of HIB finding**

**Resolution #031824-03:** Be it Resolved that the Board of Trustees affirms the Head of School’s findings of no HIB in HIB case#2023-2024-02, the results which were first reported to the Board of Trustees by the Head of School at the February 26, 2024, meeting. The Board of Trustees hereby directs the head of school to transmit a copy of the Board of Trustee’s decision to the affected student’s parents.

Moved by Ms. Daughtry  
Seconded by Ms. Ebanks

Discussion: None

Vote: Roll call; passed unanimously

**Approval of professional development**

**Resolution #031824-04:** Be it Resolved that the Board of Trustees approves the following professional development opportunity, as recommended by the head of school.

<b>Name</b>	<b>Conference/Training</b>	<b>Dates</b>	<b>Funded by:</b>
Alexis Clawans	City Teacher Trails Project USE	March 7 <sup>th</sup> -10 <sup>th</sup> 2024 New Hampshire	LEP

Moved by Ms. Daughtry  
Seconded by Ms. Ebanks

Discussion: None

Vote: Roll call; passed with one abstention, Mr. Key.

**Approval of field trips**

**Resolution #031824-05:** Be it Resolved that the Board of Trustees approves the following field trips, as recommended by the head of school.

<b>Grade</b>	<b>Trip</b>	<b>Date/Time</b>	<b>Location</b>	<b>Funded by</b>	<b>Transportation</b>
8 <sup>th</sup> Grade	Six Flags	Friday, June 07, 2024 10:30-3:00pm	1 Six Flags Blvd., Jackson, NJ 08527	Parents LPA	Hired Bus
Peer to Peer Scholars	Pingry Pottersville	Tuesday, April 16, 2024 9:00am-2:30pm	51 Pottersville Rd, Pottersville, NJ 07979	LEP	Hired Bus
5 <sup>th</sup> Grade	Slam Dunk the Junk	Monday, April 22, 2024 1:30pm-2:45pm	Lincoln Park	N/A	Walking
Selected 7 <sup>th</sup> & 8 <sup>th</sup> Grade Scholars	CNBC	Wednesday, June 12, 2024 10am-2:00pm	Englewood, NJ	LEP	Hired Bus
Selected 8 <sup>th</sup> Grade Scholars	Novartis Science and Business Mentoring Program	Thursday, May 2, 2024 8am-3pm	East Hanover, NJ	Novartis	Bus provided by Novartis
5 <sup>th</sup> Grade	Peter & The Wolf with NJ Symphony	Tuesday, June 11, 2024 12:00pm-2:00pm	Teachers’ Village	N/A	Walking or Hired Bus

2 <sup>nd</sup> Grade	Franklin Mills Museum	Wednesday, May 1, 2024 8:30am-1:30pm	32 Evan Street Franklin, NJ 07416	LEP Parents	Hired Bus
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Moved by Ms. Daughtry  
 Seconded by Ms. Ebanks  
 Discussion: None  
 Vote: Roll call; passed unanimously

**Approval of new hires**

**Resolution #031824-06:** Be it Resolved that the Board of Trustees approves the following additions to the Personnel List for the 2023-2024 school year, as recommended by the head of school.

Name	Position	10/12 Month	FT/PT	23-24 Annual Salary	Start Date	Prorated Salary
Gail Bryant	Teaching Assistant, 5 <sup>th</sup> Grade	10 months	F/T	\$55,000	March 18, 2024	\$18,333
Mark Lampthey	Long-Term Substitute, 7 <sup>th</sup> Grade Science	10 months	F/T	\$50,000	March 11, 2024	\$18,003.57

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

**Approval of Stipends**

**Resolution #031824-07:** Be it Resolved the Board of Trustees approves the following stipends, for the following individuals, as recommended by the head of school:

Name	Duty	Amount	Funding
Debbie Paczkowski Mallory Cohen	After School Enrichment Program, Girls on the Run, 7 <sup>th</sup> & 8 <sup>th</sup> Grade	\$35 an hour, 2 hours a week, for 10 weeks, Spring 2024	LEP
Fantasia Parker Rachel Mifsud	After School Enrichment Program, Girls on the Run, 5 <sup>th</sup> & 6 <sup>th</sup> Grade	\$35 an hour, 2 hours a week, for 8 weeks, Spring 2024	LEP

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

**Motion to table Resolution #031824-08**

**Approval of 2024-2025 school calendar**

**Resolution #031824-08:** Be it Resolved that the Board of Trustees approves the attached calendar for the 2024-2025 school year, as recommended by the head of school.

Moved by Ms. Daughtry  
 Seconded by Ms. Ebanks  
 Discussion: None

Vote: Roll call; passed unanimously

**Approval of delayed opening**

**Resolution #031824-09:** Be it Resolved that the Board of Trustees approves a delayed (10am start) opening for grades K-2, May 6 through May 10, 2024, to accommodate state testing, as recommended by the head of school.

Moved by Ms. Daughtry

Seconded by Ms. Ebanks

Discussion: None

Vote: Roll call; passed unanimously

**Education Committee**

See attached.

**Governance Committee**

See attached.

**Introduction to the Board Self Evaluation Process, Ms. Shawna Ebanks**

**Approval of the 2024-2025 board meeting calendar**

**Resolution #031824-10:** Be it Resolved that the Board of Trustees approves the attached LCCS Board Meeting Calendar for the 2024-2025 school year, as recommended by the Governance Committee.

Moved by Ms. Daughtry

Seconded by Ms. Ebanks

Discussion: None

Vote: Roll call; passed unanimously

**Approval of the first reading of policy and regulations revisions**

**Resolution #031824-11:** Be it Resolved that the Board of Trustees approves the first reading of the following policy and regulation revisions, as recommended by the Governance Committee:

P 1140	Educational Equity Policies/Affirmative Action (Mandated) (Revised)
P 1523	Comprehensive Equity Plan (Mandated) (Revised)
P 1530	Equal Employment Opportunities (Mandated) (Revised)
R 1530	Equal Employment Opportunity Complaint Procedure (Mandated) (Revised)
P 1550	Equal Employment/Anti-Discrimination Practices (Mandated) (Revised)
R 2200	Curriculum Content (Mandated) (Revised)
P 2260	Equity in School and Classroom Practices (Mandated) (Revised)
R 2260	Equity in School and Classroom Practices Complaint Procedure (Mandated) (Revised)
P 2411	Guidance Counseling (Mandated) (Revised)
P 3211	Code of Ethics (Revised)
P 5440	Honoring Student Achievement (Revised)
P 5570	Sportsmanship (Revised)
P 5750	Equitable Educational Opportunity (M) (Revised)
P 5841	Secret Societies (Revised)
P 5842	Equal Access of Student Organizations (Revised)
P & R 7610	Vandalism (Revised)
P & R 2423	Bilingual Education (Mandated) (Revised)

P & R 2431.4 Prevention and Treatment of Sports-Related Concussion and Head Injuries  
(Mandated) (Revised)

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

**Approval of abolishment of policy**

**Resolution #031824-12:** Be it Resolved that the Board of Trustees approves abolishing the following policy, as recommended by the Governance Committee:

P 5755 Equity in Educational Programs and Services  
Moved by Ms. Daughtry  
Seconded by Ms. Ebanks  
Discussion: None  
Vote: Roll call; passed unanimously

**Community Engagement Committee**

See attached.

**Finance Committee**

See attached.

**Approval of preliminary budget for SY 2024-25**

**Resolution #031824-13:** Be it Resolved that the Board of Trustees approves the attached preliminary budget for the 2024-2025 school year, as recommended by the school business administrator.

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

**Approval of financial reports**

**Resolution #031824-14:** Be it Resolved that the Board of Trustees accepts and approves the Board Secretary Report and the Treasurer's Report for the month ending February 29, 2024, as recommended by the school business administrator.

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

**Approval of bills for payment**

**Resolution #031824-15:** Be it Resolved that the Board of Trustees approves for payment the bills for goods and services provided to Link Community Charter School as listed in the attached Bill List, as recommended by the school business administrator.

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

**Approval of budget transfer**

**Resolution #031824-16:** Be it Resolved that the Board of Trustees approves the attached budget transfer, as recommended by the school business administrator.

Moved by Ms. Daughtry

Seconded by Ms. Ebanks

Discussion: None

Vote: Roll call; passed unanimously

**EXECUTIVE SESSION (Resolution #031824-17)**

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

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

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

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

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

Moved by Ms. Daughtry

Seconded by Ms. Ebanks

Discussion: None

Vote: Roll call; passed unanimously

**The board returned from Executive Session at 9:19pm.**

**OLD BUSINESS**

None.

**NEW BUSINESS**

None.

**ANNOUNCEMENTS**

Please be on the lookout for an email to start the board self-evaluation.

The next regular board meeting will be on Monday, April 22, 2024, 6:30pm, 23 Pennsylvania Avenue.

**MOTION TO ADJOURN**

Moved by Ms. Daughtry

Seconded by Ms. Ebanks

Vote: Voice; passed unanimously

The meeting was adjourned at 9:22pm.

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

Respectfully submitted,

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

Debra Paczkowski, Board Recording Secretary

Date: March 22, 2024

Approved by the Link Community Charter School Board of Trustees: April 22, 2024





## BUDGET SUMMARY

Line		FY Year: 2024-2025	Common Size
1	<b>Enrollments</b>		
2	District of Residence	187	
3	Non-Resident District	213	
4	<b>Total Enrollments</b>	400	
5			
6	Beginning Fund Balance	<b>1,159,000</b>	
7			
8	<b>Revenues</b>		
9	<b>General Fund</b>		
10		0	
11	Equalization/Local Levy Aid - Local Share	817,309	10.4%
12	Equalization/Local Levy Aid - State Share	5,856,773	74.3%
13	<b>Total Equalization/Local Levy Aid (Lines 11,12)</b>	<b>6,674,082</b>	84.7%
14	<b>Categorical Aid</b>		
15	Categorical Special Education Aid	327,133	4.2%
16	Categorical Security Aid	195,643	2.5%
17	<b>Total Categorical Aid (Lines 15 and 16)</b>	<b>522,776</b>	6.6%
18	<b>Other State Revenue</b>	FICA	
19	First Year Nonpublic Student Aid	253,763	3.2%
20	Adjustment Aid		0.0%
21	Other State Revenue		0.0%
22	<b>Total Other State Aid (Lines 19 through 21)</b>	<b>253,763</b>	3.2%
23	Other Revenue: LEP	60,000	
24	<b>Total General Fund (Lines 13, 17, 22, 23)</b>	<b>7,510,621</b>	95.3%
25	<b>Restricted - Special Revenue Fund</b>		
26	Revenue from State Sources:		0.0%
27	Source:		0.0%
28	Other:		0.0%
29	<b>Total State Projects (Lines 27, 28):</b>	<b>0</b>	0.0%
30	Revenue from Federal Sources:		0.0%
31	Source: ESEA,IDEA	366,803	4.7%
32	Other: Charter Grant	0	0.0%
33	<b>Total Federal Projects (Lines 31, 32):</b>	<b>366,803</b>	4.7%
34	Revenues from Other Restricted Sources		0.0%
35	Source: ESSER II		0.0%
36	Source: CARES ACT	0	0.0%
37	Other:	0	0.0%
38	<b>Total Other Sources (Lines 35, 36, 37):</b>	<b>0</b>	0.0%
39	<b>Total Special Revenue Fund (Lines 29, 33, 38)</b>	<b>366,803</b>	4.7%
40	<b>Total Revenues (Lines 24,39)</b>	<b>7,877,424</b>	100.0%
41	<b>Expenditures-General Fund</b>		
42	<b>Instruction</b>		
43	Salaries of Teachers	3,111,164	37.9%
44	Other Salaries for Instruction	75,000	0.9%

Line		FY Year: 2024-2025	Common Size
45	Purchased Professional/Technical Services	210,235	2.6%
46	Other Purchased Services	0	0.0%
47	General Supplies	63,390	0.8%
48	Textbooks	50,575	0.6%
49	Miscellaneous Expense	57,775	0.7%
50	<b>Total Instructional Expense</b>	<b>3,568,139</b>	<b>43.5%</b>
51	<b>Administrative</b>		
52	Salaries - Administration	672,426	8.2%
53	Salaries of Secretarial/Clerical Assistants	421,254	5.1%
54	Total Benefit Costs	1,116,579	13.6%
55	Purch. Professional/Tech.Serv.(Consultants)		0.0%
55.1	Legal costs	35,000	0.4%
55.2	Other Purch. Professional/Tech Serv. (Consultants)	95,943	1.2%
56	Other Purchased Services	43,580	0.5%
57	Communications/Telephone	39,385	0.5%
58	Supplies and Materials	7,000	0.1%
59	Judgments Against Charter Schools		0.0%
60	Interest on Current Loans		0.0%
61	Interest for Lease Purchase Agreements		0.0%
62	Mortgage Payments-Interest		0.0%
63	Miscellaneous Expense	2,400	0.0%
64	<b>Total Administrative Expense</b>	<b>2,433,567</b>	<b>29.7%</b>
65	<b>Support Services</b>		
66	Salaries	538,677	6.6%
67	Purch. Professional/Tech. Serv.(Consultants)	91,000	1.1%
68	Other Purchased Services	211,660	2.6%
69	Rental of Land and Buildings	652,000	8.0%
70	Insurance for property, liability and fidelity	126,900	1.5%
71	Supplies and Materials	23,800	0.3%
72	Transportation - Other than to/from school	0	0.0%
73	Reserved for future use		0.0%
74	Energy Costs (Heat and Electricity)	125,550	1.5%
75	Miscellaneous Expense	25,000	0.3%
76	<b>Total Support Services Expense</b>	<b>1,794,587</b>	<b>21.9%</b>
77	<b>Capital Outlay</b>		
78	Instructional Equipment	37,500	0.5%
79	Noninstructional Equipment	0	0.0%
80	Purchase of Land/Improvements	0	0.0%
81	Lease Purchase Agreements-Principal	0	0.0%
82	Mortgage Payments-Principal	0	0.0%
83	Building Purchase other than Lease Purchase	0	0.0%
84	Miscellaneous Expense	0	0.0%
85	<b>Total Capital Outlay</b>	<b>37,500</b>	<b>0.5%</b>
86	<b>Total General Fund (Lines 50, 64, 76, 85)</b>	<b>7,833,793</b>	<b>95.5%</b>
87	<b>Expenditures-Special Revenue Fund</b>		0.0%
88	<b>Restricted /Special Revenues Programs</b>		0.0%
89			0.0%
90	State Projects:		0.0%
91	Source:	0	0.0%

Line			FY Year: 2024-2025	Common Size
92	Other:		0	0.0%
93		Total State Projects:	0	0.0%
94				0.0%
95	Federal Projects:			0.0%
96	Source: ESEA		366,803	4.5%
97	Other: Charter Grant		0	0.0%
98		Total Federal Projects:	366,803	4.5%
99	Other Restricted Expenditures:			0.0%
100	Source:			0.0%
101	Source:		0	0.0%
102	Other:		0	0.0%
103		Total Other Sources:	0	0.0%
104	<b>Total Special Revenue Fund (Lines 93, 98, 103)</b>		<b>366,803</b>	4.5%
105				0.0%
106	<b>Total Expenditures ( Lines 86, 104)</b>		<b>8,200,596</b>	100.0%
107				
108	<b>Ending Fund Balance (Lines 6 + 40 - 106)</b>		<b>835,828</b>	

**Head of School Report  
March, 2024**

**Link Enrollment:**

Grade Level	Approved Enrollment for 2023-24	Enrolled for 23/24	Remaining Seats
K	50	39	11
1	50	39	11
2	50	43	7
5	50	47	3
6	50	54	0
7	50	52	0
8	80	82	0
<b>Total</b>	<b>380</b>	<b>356</b>	<b>32</b>
	K-5, 200 6-8, 180	K-5, 168 6-8, 188	K-5, 32 seats 6-8, 0 seats

**Student Recruitment and Enrollment:**

- NCA continuing to accept applications for 2024-25 school year. We held our first open houses of the season on March 7<sup>th</sup> and 9<sup>th</sup> with a combined attendance of about 25 families.

**Staffing:**

- We have continued to seek out a math and science teacher for 7<sup>th</sup> grade, as we have reported out all year. We have made hires in both this month, with an adjusted onboarding plan to strengthen the teacher’s acclimation to Link’s culture.
- We attended the NJSchoolJobs online fair and our Hiring Advisory Team is working on resumes/interviews.

**HIB**

- We will approve a HIB determination and discuss our third case of the year.

**Health and Safety Update:**

- No updates.

**Curriculum:**

- No updates.

**Ongoing Assessments**

- We are planning for NJSLA in May and completing spring round of NWEA.

**Academic Program**

- We are looking to provide 7<sup>th</sup> graders more math instruction for the remainder of the school year.

**Instructional Coaching**

- No updates.

**Special Programming**

- Report Cards Confereneces/Nights are coming up for all grades

**Summer Programming**

- No updates.

**High School Placement and Partner Organizations**

- HS acceptances as well as financial awards are being finalized.

**State Submissions;**

- Completed Civil Rights Data Collection
- Awaiting report on Federal Monitoring

**Strategic Planning Updates**

- No updates.

**CSP**

- Preparing to apply in April for a second CSP.

***Link Community Charter School  
Board of Trustees  
Education Committee Report  
Tuesday, March 12, 2024 @ 6:00pm***

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**ATTENDEES:**

- Jeffrey Key
- Marcina Fox
- Hannah Kennedy

**AGENDA ITEMS DISCUSSED**

- Confirmed schedule for having lower grade teachers assist with test proctoring for NJSLA to complete all Math and ELA testing in one week with an adjusted schedule.
- An updated two-week extended onboarding process for teachers/instructors who join in the middle of the school year has been implemented to make sure they receive similar information and support to the training process for new teachers that happens before the school year starts.
- Gifted and talented program is now actively being started; currently identifying a 1st small group of 5th through 8th graders to participate in the program, with the program scheduled to include all grades in 2024-25.
- Still looking to recruit 7th grade math teacher - overall, it has been challenging to recruit instructors, but particularly in math and science

**UPCOMING SCHOOL EVENTS AND AREAS FOR BOARD SUPPORT**

- Absolutely Incredible Linker Day - (rescheduled to May)
- Women's Breakfast - April 19, 2024
- Eighth Grade End-of-Year Trip (chaperones needed) - June 7th

**Link Community Charter School**  
**Board of Trustees**  
**Education Committee Report**  
**Tuesday, February 28, 2024 @ 5:45pm**

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**ATTENDEES:**

- Jeffrey Key
- Marcina Fox
- Hannah Kennedy

**AGENDA ITEMS DISCUSSED**

- **NWEA Testing** - LinkIt fully integrated in terms of data collection and usage. NWEA allows for nationwide comparisons on student performance
- Silent campuses being enforced for testing administration to prepare students and staff for actual expectations during NJSLA. Shout out to the Dean of Academics for working on data usage and the importance of balancing and building culture and test performance.
- LinkIt allows for future projections of student performance for testing to inform teachers about additional preparation or adjustments needed.
- NJSLA testing cycle is May 6 through May 17. May 6 - May 10 request for delayed opening for K - 2 students to utilize teachers to meet requirements
- For parents and families with K - 2 and 5 - 8 students, providing before care to help with scheduling and planning during the testing period in May
- Ideas for balancing energy and engaging with the 5 - 8 students in the afternoon
  
- Eighth grade outing to theme park trip for students - end of year opportunity for student behavior (**Six Flags**) - June 7th (17 chaperones needed)
- LPA handling the social planning for the 8th grade social at the end
  
- **Gifted and Talented program now approved policy wise**
- **Environmental Justice series - June 10th - 12th, 13th**
  - Topics covered are food waste and security, air pollution, water pollution and access to clean water, household toxins, and waste management and justice
  - **Partnered with New Jersey Environmental Justice Agency** - partnering with additional agencies to present on each topic. Students will select a topic they want to work on, and then collaborate with peers to design a lesson that they will present to K - 2 students.

- Food audit of the LINK cafeteria will be done to learn about how much food is potentially wasted and learn about composting. They will present on this and ways to improve cafeteria systems and composting ideas for the school.

### **UPCOMING SCHOOL EVENTS AND AREAS FOR BOARD SUPPORT**

- Social engagement opportunities for teachers and new instructors to connect, know each other, and lean in to school engagement
- **Upcoming Events**
  - Social Worker Appreciation Week - March 4th
  - International Women's Day on the 8th (throughout the day - quotes, moments of silence and recognition of work, progress)
  - Pi Day - March 14th
  - Absolutely Incredible Linker Day - (rescheduled to May)
  - Women's Breakfast - April 19, 2024



Link Community Charter School  
Board of Trustees  
Governance Committee Report  
March 12, 2024

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

- ❖ Membership Term
  - Three Board Members terms are expiring, and the Chair will reach out to them to see if they would like to renew their terms.
- ❖ Board Chair
  - Bylaws have a two term limit for board chairs. Richard is still within his first term as chair.
  -
- ❖ Delayed Opening K-2
  - Delayed Opening for K-2<sup>nd</sup> Grades the week of May 6<sup>th</sup> to the 10<sup>th</sup>. Students will arrive at 10 AM.
  - This would allow for the lower grades teachers to assist with the testing for the upper grades.
  - Only certified teachers can proctor the exams.
- ❖ Update on Federal Monitoring
  - Link was selected to be federally monitored because of federal grant funding.
  - There were a few negative remarks from the auditing which may result in either financial penalties or the implementation of new practices.
  - Maria is still awaiting further information on the conclusion of the monitoring and results.
- ❖ Student Substance Abuse Concerns
  - There is an increase in students' usage of vaping products and marijuana in the school.
  - Mostly in the 7<sup>th</sup> and 8<sup>th</sup> grades but also in the 5<sup>th</sup> & 6<sup>th</sup>.
  - School is looking into educational programs to deter usage of these substance by students.
- ❖ Board/Head of School Evaluation
  - Deadline for members to complete Board Evaluation is April 15<sup>th</sup>
  - Deadline for members to complete Head of School Evaluation May 31<sup>st</sup>
  - Board secretary will send out links to the evaluations.
- ❖ Board Meeting Calendar 24-25
  - Meeting day to change.
- ❖ Approval of School Calendar 24-25
  - Spring break will fall around the same time as the rest of the school district and prepping for the NJLSA

- Revised calendar will be provided.
- ❖ Policies and Regulations
  - NJDOE made changes to the equity and education sections of the policy and regulations.

# **ANNUAL EVALUATIONS**

**Annual Board Evaluation  
Board Goals  
Annual HOS Evaluation**

**March 18, 2024**

## **Why do we complete an annual evaluation?**

- State requirement
- Best practice of good governance
- Working towards improvement

# Board Self Evaluation, 2023-2024

**Evaluation Tool: NJSBA Board Self  
Evaluation Tool for Charter Schools**

## **Areas for Review**

**Q1. Mission, Vision, and Goals Q2.  
Capacity**

**Q3. Compliance and Operations Q4.  
Student Achievement**

**Q5. Resource Management and Compliance Q6.  
Stakeholder Relationships /Engagement**

**Q7. Board's Strengths**

**Q8. Areas for the Board's Future Focus**

**Q9. Needs for More Effective Board**

## Measuring Performance: Q 1 - 6

About the Board: How you rate the board's performance in each area on a scale of 1-4

About You as a Board Member: How you rate YOUR personal performance in each area on a scale of 1-4

Rating Scale:

4 = Commendable

3 = Good

2 = Adequate

1 = Unsatisfactory

Not Observed

After each area, board members are asked to write comments and examples to support the rating.

## Reflections: Q 7-9

List your reflections/ideas for each of the three questions: board strengths, future focus, and needs to support effectiveness.



## BOARD GOALS 2023-24

To keep in mind when completing the self evaluation.

### **Ensure the school meets the objectives set in the 2023-26 Strategic Plan for 2023-24 school year.**

- By July 2023, all members review and become familiar with the Strategic Plan, particularly the objectives to be accomplished in the 2023-24 school year.
- By the January 2024 and the May 2024 board meeting, Head of School reports on SY 2023 – 24 objectives met/not met in the plan and board discusses same and provides feedback to the Head of School.

### **Hold at least one board retreat meeting to provide professional development for board members including, but not limited to, the areas of finance and building partnerships/resources, and board team building.**

- By the conclusion of the 2023-24 school year, the board will experience at least one retreat meeting.
- By the August 2023, board meeting, the board will be polled on topics/areas of board work or in the school for which they would like additional training.
- By the October 2023, board meeting, the agenda for the retreat will be announced.
- 100% of board members will attend the retreat in person.

### **Engage more members of the community in the board by nominating potential board and board committee members**

- By August 2023, each board member will recommend 2-3 potential individuals for the board or a board committee, providing a resume for each recommendation.

# Q&A

## **SUMMARY OF THE POLICY AND REGULATIONS REVISIONS FOR THE MARCH AND APRIL 2024 BOARD MEETINGS**

Most of the policies and regulations below need to be revised to reflect NJDOE's re-adoption of N.J.A.C. 6A:7 "Managing for Equity in Education," which provides rules governing equity in educational programs to guarantee each student equal access to all educational programs, services, and benefits of their school regardless of housing status, socioeconomic status, or immigration status in addition to the protected categories already in the documents. Rather than just add the new categories to the long list already in the documents, Strauss Esmay has removed the long list of protected categories in the policies and substituted "protected categories pursuant to...." This avoids constantly repeated the long list throughout the documents and the need to revise the documents again if the NJDOE makes a change in the list of protected categories. Some policy titles have changed. While most other changes to the documents are minor, some changes are noted below.

- P 1140**      **Educational Equity Policies/Affirmative Action (Mandated) (Revised)**  
In addition to the change in language for protected categories, a new statement was added that the Affirmative Action Team should reflect the diversity of the student body is possible. Also, that professional development for staff be differentiated based on the staff position type and that new employees must receive training in equity within 90 days of employment.
- P 1523**      **Comprehensive Equity Plan (Mandated) (Revised)**  
The timeframe to implement the CEP is now 60 rather than 180 days after the Executive County Superintendent certifies it as completed.
- P 1530**      **Equal Employment Opportunities (Mandated) (Revised)**  
Change in language for protected categories.
- R 1530**      **Equal Employment Opportunity Complaint Procedure (Mandated) (Revised)**  
In addition to the change in language for protected categories, this regulation now includes how to report a complaint (method of communication and when).
- P 1550**      **Equal Employment/Anti-Discrimination Practices (Mandated) (Revised)**  
Change in language for protected categories.
- R 2200**      **Curriculum Content (Mandated) (Revised)**  
In addition to the change in language for protected categories, the process around how to eliminate bias in the curriculum has been removed and was replaced with the statement that the Head of School or designee will develop a procedure to address and eliminate bias in curriculum.
- P 2260**      **Equity in School and Classroom Practices (Mandated) (Revised)**  
In addition to the change in language for protected categories, "Amistad Commission Curriculum" replaces "African American history" as the curriculum to be included in history classes.
- R 2260**      **Equity in School and Classroom Practices Complaint Procedure (Mandated) (Revised)**  
The procedure for complaints has been expanded to include what communication method may be used to make a complaint and when it can be made. Also, it was revised to include that a "decision rendered at the highest level of finding a violation of the Affirmative Action Plan would be placed in that employee's personnel file.

- P 2411**      **Guidance Counseling (Mandated) (Revised)**  
The section about providing access to adequate counseling services was rewritten to be more specific.
- P 3211**      **Code of Ethics (Revised)**  
Change in language for protected categories.
- P 5440**      **Honoring Student Achievement (Revised)**  
This policy has been revised to reflect the school’s major recognitions. A section for “Other Award” was added to cover any future awards. Language was added to ensure the rights of protected categories.
- P 5570**      **Sportsmanship (Revised)**  
In addition to the change in language for protected categories, clarification was added as to “any person” who exhibits unsportsmanlike conduct as “athletic department, staff member, student athlete, or a fan or spectator associated with the school.” Also added was a statement that schools may not conduct pre- athletic event activities that are of an intimidating nature, e.g. use of fog machines, blaring sirens, or loud music and sound effects, strobe or unusual lighting etc.
- P 5750**      **Equitable Educational Opportunity (M) (Revised)**  
Change in language for protected categories.
- P 5841**      **Secret Societies (Revised)**  
Change in language for protected categories.
- P 5842**      **Equal Access of Student Organizations (Revised)**  
In addition to the change in language for protected categories, the policy was revised to allow employees of the school to lead or participate in meetings that are covered by the policy – student-initiated organization for non-curricular student activities considering recent Supreme Court decisions. The policy was also revised to add that staff involvement in student organizations “shall be in accordance with the governing principles of the First Amendment of the Constitution of the U.S.” (This was already in the policy for students.)
- P 7610**      **Vandalism (Revised)**  
In addition to the change in language for protected categories, the policy clarifies consequences of vandalism. It was also updated to address acts of graffiti as state law provides for a court to order the students to pay restitution and assign community service requiring the student to remove the graffiti.
- R 7610**      **Vandalism (Revised)**  
In addition to the change in language for protected categories, the regulation has been rewritten to exclude the specific list of violations and includes notification to law enforcement in accordance with applicable laws. It was also updated to address acts of graffiti as state law provides for a court to order the students to pay restitution and assign community service requiring the student to remove the graffiti.

These policies and regulations are revised in addition to the “equity related” policies above.

**P & R 2423 Bilingual Education (Mandated) (Revised)**

These have been revised to align with changes to N.J.A.C.6A:15, addressing the services multilingual learners (previously ELLs) need to meet or exceed the NJSLs. The key areas with revisions are definitions, identification, organizations, and additional requirements of the school. The changes resulted in a rewritten policy and regulation to replace the current one.

**P & R 2431.4 Prevention and Treatment of Sports-Related Concussion and Head Injuries (Mandated) (Revised)**

These have been rewritten (to replace current documents) to align with new guidance from the NJDOE Division of Educational Services, Office of Student Support Services and the Center for Disease Control and Prevention (CDC).

The following policy is abolished:

**P 5755 Equity in Educational Programs and Services**

This policy has been abolished as its’ content is covered in 1523 and 2260.

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**Educational Equity Policies/Affirmative**

**Action Program**

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## 1140 EDUCATIONAL EQUITY POLICIES/AFFIRMATIVE ACTION PROGRAM

The Board of Trustees shall adopt and implement written educational ~~equality and~~ equity policies in accordance with the provisions of N.J.A.C. 6A:7 – Managing ~~fFor Equality And Equity iIn~~ Education.

The Board's **educational equity policies** ~~affirmative action program~~ shall recognize and value the diversity of persons and groups within ~~the community~~ society and promote the acceptance of persons of diverse backgrounds regardless of ~~the protected categories listed at N.J.A.C. 6A:7-1.1(a) and pursuant to N.J.A.C. 6A:7-1.4(a)1~~ race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, gender identity or expression, religion, disability, or socioeconomic status. The **educational equity policies** ~~affirmative action program~~ will also promote **equitable** equal educational opportunity and foster a learning environment that is free from all forms of prejudice, discrimination, and harassment based upon ~~the protected categories listed at N.J.A.C. 6A:7-1.1(a) and pursuant to N.J.A.C. 6A:7-1.4(a)2~~ race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, gender identity or expression, religion, disability, or socioeconomic status in the policies, programs, and practices of the Board of Education.

The Board shall inform the school community ~~it serves~~ of these policies in a manner including, but not limited to, the district's customary methods of information dissemination **pursuant to N.J.A.C. 6A:7-1.4(b)**. ~~The Board shall develop a Comprehensive Equity Plan once every three years, which shall identify and correct all discriminatory and inequitable educational and hiring policies, patterns, programs, and practices affecting its facilities, programs, students, and staff.~~

~~The Board shall assess the district's needs for achieving equality and equity in educational programs based on an analysis of student performance data such as: National Assessment of Educational Progress and State assessment results, Pre-Kindergarten through grade twelve promotion/retention data, Pre-Kindergarten through grade twelve completion rates; re-examination and re-evaluation of classification and placement of students in special education programs if there is~~



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## Educational Equity Policies/Affirmative Action Program

~~an overrepresentation within certain groups; staffing practices; student demographic and behavioral data; quality of program data; and stakeholder satisfaction data prior to developing the Comprehensive Equity Plan. The purpose of the needs assessment is to identify and eliminate discriminatory practices and other barriers in achieving equality and equity in educational programs.~~

**Pursuant to N.J.A.C. 6A:7-1.5,** ~~t~~The Board **annually** shall ~~annually~~ designate a member of its staff as the Affirmative Action Officer and form an Affirmative Action Team, ~~of whom the Affirmative Action Officer is a member,~~ to coordinate and implement the requirements of N.J.A.C. 6A:7 – Managing ~~f~~For Equality And Equity in Education. The Board shall **ensure** ~~assure~~ that all stakeholders know who the Affirmative Action Officer is and how to **contact the Affirmative Action Officer** ~~access him or her.~~

The Affirmative Action Officer shall have a New Jersey standard **certificate certification** with an administrative, instructional, or educational services endorsement, pursuant to N.J.A.C. 6A:9B – **State Board of Examiners and Certification** ~~et seq.~~ The Affirmative Action Officer shall: coordinate the required professional development training for **all personnel certified and non-certified staff** pursuant to N.J.A.C. 6A:7-1.6; notify all students and employees of **the district's** grievance procedures for handling discrimination complaints; ~~and~~ ensure the district's grievance procedures, **including which include** investigative responsibilities and reporting information, are followed; **and serve as a member of the Affirmative Action Team. The Affirmative Action Officer may also serve as the school district's Title IX Coordinator.**

**In accordance with N.J.A.C. 6A:7-1.5(a)4.,** ~~t~~The Affirmative Action Team shall: **include, to the extent possible, members who represent the diversity of the school district's student population;** develop the Comprehensive Equity Plan (CEP) pursuant to N.J.A.C. 6A:7-1.4(c); oversee the implementation of the **school district's CEP Comprehensive Equity Plan** pursuant to N.J.A.C. 6A:7-1.4(c); collaborate ~~with the Affirmative Action Officer~~ on coordination of the required professional development training for **all personnel certified and non-certified staff** pursuant to N.J.A.C. 6A:7-1.6; monitor the implementation of the **CEP Comprehensive Equity Plan;** and conduct the annual district internal monitoring to ensure continuing compliance with State and Federal statutes governing educational ~~equality and equity,~~ pursuant to N.J.A.C. 6A:7-1.4(d).



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## Educational Equity Policies/Affirmative Action Program

**In accordance with N.J.A.C. 6A:7-1.6, t**The Board shall provide, **on a continuing basis**, professional development training **for to** all **school personnel** ~~certificated and non-certificated school staff members on a continuing basis~~ to identify and resolve problems associated with the student achievement **and opportunity** gaps and other inequities ~~arising from prejudice~~ on the basis of **the protected categories listed at N.J.A.C. 6A:7-1.1(a)** ~~race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, gender identity or expression, religion, disability, or socioeconomic status.~~ **The professional development training shall be differentiated based on staff position type and shall be based on the analysis of data conducted pursuant to N.J.A.C. 6A:7-1.4(c)1.** ~~All new certificated and non-certificated staff members shall be provided with professional development training on educational equality and equity issues within the first year of employment.~~ **The district shall ensure that p**Parents and other community members **are aware of** ~~shall be invited to participate in the professional development training~~ **provided to school district personnel regarding topics around equity.** **The district shall ensure all new personnel are provided within the first ninety days of employment with professional development training on educational equity issues.**

The Commissioner or ~~his/her~~ designee shall provide technical assistance to local school districts for the development of policy guidelines, procedures, and in-service training for Affirmative Action Officers so as to aid in the elimination of prejudice on the basis of **the protected categories listed at N.J.A.C. 6A:7-1.1(a)** ~~race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, gender identity or expression, religion, disability, or socioeconomic status.~~

N.J.A.C. **6A:7-1.1; 6A:7-1.3; 6A:7-1.4; 6A:7-1.5; 6A:7-1.6**

Adopted:





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Comprehensive Equity Plan  
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[See POLICY ALERT Nos. 191, 209, and 232]

## 1523 COMPREHENSIVE EQUITY PLAN

The Board of Trustees shall **complete** ~~submit~~ a Comprehensive Equity Plan (CEP) ~~based on an assessment of the district's needs for achieving equity in educational programs~~ that includes a cohesive set of policies, programs, and practices that ensure high expectations and positive achievement patterns and **equitable** ~~equal~~ access to educational **opportunities** ~~opportunity~~ for all learners, including students and teachers, **in accordance with the provisions of N.J.A.C. 6A:7-1.8.**

The Board's obligation to be accountable for the requirements in N.J.A.C. 6A:7 is not precluded or alleviated by any rule or regulation of any **recreational** organization, club, athletic association, or other league or **organizing** group.

**Pursuant to N.J.A.C. 6A:7-1.4(c), the district shall develop, once every three years, a CEP that shall identify and correct all discriminatory and inequitable educational policies, patterns, programs, and practices affecting its facilities, programs, students, and staff.**

1. **Prior to developing the CEP, the district shall assess its needs for achieving equity in educational activities and programs pursuant to N.J.A.C. 6A:7-1.4(c)1. The needs assessment shall identify discriminatory practices and other barriers to achieving equity in educational activities and programs, if applicable.**
2. **The CEP shall address:**
  - a. **Professional development, pursuant to N.J.A.C. 6A:7-1.6; and**
  - b. **Equity in school and classroom practices, educational activities, and programs pursuant to N.J.A.C. 6A:7-1.7.**
3. **The CEP shall include measurable and actionable goals, objectives, timelines, and benchmarks for measuring progress.**



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Comprehensive Equity Plan

4. **The Board shall submit the CEP to the Executive County Superintendent for confirmation of completion.**
  - a. **If the Executive County Superintendent determines that the CEP is not complete, the Board shall revise the plan in accordance with the Executive County Superintendent's instructions and shall submit to the Executive County Superintendent the revised plan within thirty days of the notification of incompleteness.**

Pursuant to N.J.A.C. 6A:7-1.8(c), ~~the CEP Comprehensive Equity Plan~~ shall include the following:

1. An assessment of the school district's needs for achieving equity in educational **activities and** programs. The assessment shall include staffing practices; quality-of-program data; stakeholder-satisfaction data; and student assessment ~~and behavioral~~ data disaggregated by gender; race; ethnicity; **multilingual learner status; homeless status; limited English proficiency**, special education; migrant; date of enrollment; student suspension; expulsion; Child Study Team referrals; preschool through grade twelve promotion/retention data; preschool through grade twelve completion rates; **attendance data**; and re-examination and re-evaluation of classification and placement **process** of students in special education programs if there is **disproportionality overrepresentation** within a certain groups;
2. A description of how other Federal, State, and district policies, programs, and practices are aligned to the **CEP Comprehensive Equity Plan**;
3. Progress targets for closing the achievement **and opportunity** gaps;
4. Professional development targets regarding the knowledge and skills needed to provide a thorough and efficient education as defined by the **New Jersey Student Learning Standards (NJSLS)**, ~~Core Curriculum Content Standards~~; differentiated instruction and formative assessments aligned to **the NJSLS, Core Curriculum Content Standards**; and **professional standards for teachers and school leaders** ~~high expectations for teaching and learning~~; and



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Comprehensive Equity Plan

5. Annual targets **that address** ~~addressing~~ district needs in equity in school and classroom practices **and that** are aligned to professional development targets.

~~The A Comprehensive Equity Plan shall be written every three years and the Board of Education shall implement initiate the CEP Comprehensive Equity Plan within sixty days of the Executive County Superintendent's certification of completion its approval and shall implement the plan in accordance with the timelines approved by the New Jersey Department of Education.~~

~~If In the event the Board of Education does not implement the CEP Comprehensive Equity Plan within sixty one hundred eighty days of the Executive County Superintendent's certification of completion its approval date, or fails to report its progress annually, sanctions deemed to be appropriate by the Commissioner of Education or his/her designee shall be imposed, and may include action to suspend, terminate, or refuse to award continued Federal or State financial assistance, pursuant to N.J.S.A. 18A:55-2.~~

N.J.A.C. **6A:7-1.1; 6A:7-1.3; 6A:7-1.4; 6A:7-1.79; 6A:7-1.8**

Adopted:



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Equal Employment Opportunities

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[See POLICY ALERT Nos. 191, 209, and 232]

## 1530 EQUAL EMPLOYMENT OPPORTUNITIES

The Board of Trustees shall, in accordance with law, guarantee equal employment opportunity throughout the district.

The Board shall ensure all persons shall have equal and bias-free access to all categories of employment and equal pay for equal work in this district without **discriminating on the basis of any of** ~~regard to the protected categories listed at N.J.A.C. 6A:7-1.1(a) candidate's race, color, creed, religion, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, gender identity or expression, socioeconomic status, or disability, pursuant to N.J.A.C. 6A:7-1.1.~~

The school district's employment applications and pre-employment inquiries **will** conform to the guidelines of the New Jersey Division of Civil Rights.

The Board will use equitable **hiring** practices that **correct** ~~prevent~~ imbalance and isolation based on **any of the protected categories listed at N.J.A.C. 6A:7-1.1(a)** ~~race, color, creed, religion, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, gender identity or expression, socioeconomic status, or disability among the district's certified and non-certified staff and within every category of employment, including administration. Promotions and transfers will be monitored to ensure non-discrimination.~~

The Board shall not assign, transfer, promote, or retain staff, or fail to assign, transfer, promote, or retain staff, on the sole basis of **any of the protected categories listed at N.J.A.C. 6A:7-1.1(a)** ~~race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, gender identity or expression, religion, disability or socioeconomic status, pursuant to N.J.A.C. 6A:7-1.1.~~

The Board will target underutilized groups in every category of employment. The Board will provide among the faculty of each school role models of diverse ~~racial and cultural~~ backgrounds.



# POLICY GUIDE

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Equal Employment Opportunities

The Board shall not enter into **or maintain** a contracts with a persons, **agencies** ~~agency~~, or organizations that discriminates in employment ~~practices~~ or in the provision of benefits or services, on the basis of **any of the protected categories listed at N.J.A.C. 6A:7-1.1(a)** ~~race, color, creed, religion, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, gender identity or expression, socioeconomic status, or disability~~, either in employment practices or in the provision of benefits or services to students or employees, ~~pursuant to N.J.A.C. 6A:7-1.1.~~

The Head of School shall promulgate a complaint procedure for the adjudication of disputes alleging violation of the law prohibiting discrimination in employment or this **P**policy.

The Board shall not discriminate against any person for that person's exercise of rights under the laws prohibiting discrimination in employment or this **P**policy.

N.J.S.A. **10:5-4; 10:5-12;**

N.J.S.A. 18A:6-5; 18A:6-6; 18A:28-10; 18A:29-2

N.J.A.C. 6A:7-1.1 ~~et seq;~~ **6A:7-1.3** ~~6A:7-1.8~~

Adopted:



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Equal Employment/Anti-Discrimination Practices

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[See POLICY ALERT Nos. 191, 209, 215, and 232]

## 1550 EQUAL EMPLOYMENT/ANTI-DISCRIMINATION PRACTICES

The Board of Trustees shall, in accordance with State statutes and administrative code and Federal law and regulations, strive to overcome the effects of any previous patterns of discrimination in school district employment practices and shall systematically monitor school district procedures to ensure continuing compliance with **current Federal and State** anti-discrimination laws and regulations.

The Board will ensure all persons regardless of **any of the protected categories listed at N.J.A.C. 6A:7-1.1(a)** ~~race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, gender identity or expression, religion, disability, or socioeconomic status~~ shall have equal and bias-free access to all categories of employment in the public educational system of New Jersey, ~~pursuant to N.J.A.C. 6A:7-1.1.~~

The Board will not enter into any contract with a person, agency, or organization that discriminates on the basis of **any of the protected categories listed at N.J.A.C. 6A:7-1.1(a)** ~~race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, gender identity or expression, religion, disability, or socioeconomic status~~, either in employment practices or in the provision of benefits or services to students or employees. In addition, the Board will encourage minority businesses, women's business enterprises, and labor surplus area firms to submit bids to be considered for the awarding of contracts.

The Board shall not assign, transfer, promote, or retain staff, or fail to assign, transfer, promote, or retain staff, on the sole basis of **any of the protected categories listed at N.J.A.C. 6A:7-1.1(a)** ~~race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, gender identity or expression, religion, disability, or socioeconomic status.~~



# POLICY GUIDE

ADMINISTRATION

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Equal Employment/Anti-Discrimination Practices

The Board shall ensure equal pay for equal work among members of the school district's staff, regardless of **the protected categories listed at N.J.A.C. 6A:7-1.1(a)** ~~race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, gender identity or expression, religion, disability, or socioeconomic status,~~ pursuant to N.J.A.C. 6A:7-1.1.

N.J.S.A. 10:5-4; **10:5-12**

N.J.A.C. 6A:7-1.1 et seq.; **6A:7-1.3** 6A:7-1.8

Adopted:



# POLICY GUIDE

PROGRAM

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**Equity in ~~Affirmative Action Program~~ for School  
and Classroom Practices**

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[See POLICY ALERT Nos. 191, 209, and 232]

## 2260 EQUITY IN ~~AFFIRMATIVE ACTION PROGRAM~~ FOR SCHOOL AND CLASSROOM PRACTICES

The Board of Trustees shall provide **all students with equitable** ~~equal~~ and bias-free access ~~for all students~~ to all school facilities, courses, programs, activities, and services, regardless of **the protected categories listed at N.J.A.C. 6A:7-1.1(a)** ~~race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, gender identity or expression, religion, disability, or socioeconomic status~~, by:

1. Ensuring ~~equal~~ and barrier-free access to all school and classroom facilities;
2. Attaining, **within each school**, minority representation ~~within each school, that which~~ approximates the district's overall minority representation. Exact apportionment is not required, ~~however~~, the ultimate goal is a reasonable plan achieving the greatest degree of **a representative racial** balance, ~~that which~~ is feasible and consistent with sound educational values and procedures;
3. Utilizing, **on an annual basis**, a State-approved English language proficiency assessment **that evaluates a student's English language proficiency on the four domains of listening, speaking, writing, and reading** ~~measure on an annual basis~~ for determining the **eligibility and placement** ~~special needs~~ of **students who may be identified as multilingual** English language learners ~~and their progress in learning English~~ pursuant to N.J.A.C. 6A:15-1.3(a)**3.(b)**;
4. Utilizing bias-free multiple measures for determining the special needs of students with disabilities, pursuant to N.J.A.C. 6A:14-3.4;
5. Ensuring ~~that~~ support services, including intervention and referral services and school health services pursuant to N.J.A.C. 6A:16, are available to all students; and





# POLICY GUIDE

PROGRAM

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## Equity in ~~Affirmative Action Program~~ for School and Classroom Practices

6. Ensuring ~~that~~ a student is not discriminated against because of a medical condition. A student shall not be excluded from any education program or activity because of a long-term medical condition unless a physician certifies ~~that~~ such exclusion is necessary. ~~If excluded, the student shall be provided with equivalent and timely instruction that may include home instruction, without prejudice or penalty.~~
  - a. **If excluded, the student shall be provided with equivalent and timely instruction that may include home instruction, without prejudice or penalty.**

**Pursuant to N.J.A.C. 6A:7-1.7(b),** ~~t~~The Board of Education shall ensure ~~that~~ the district's curriculum and instruction are aligned to the **New Jersey Student Learning Standards (NJSLS), State's Core Curriculum Content Standards and The Board also shall ensure its curriculum and instruction** address the elimination of discrimination by narrowing the achievement **and opportunity** gaps, by providing equity in educational **activities and** programs, and by providing opportunities for students to interact positively with others regardless of **the protected categories listed at N.J.A.C. 6A:7-1.1(a)** ~~race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, gender identity or expression, religion, disability, or socioeconomic status,~~ by:

1. Ensuring there are no differential requirements for completion of course offerings or programs of study solely on the basis of **the protected categories listed at N.J.A.C. 6A:7-1.1(a)** ~~race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, gender identity or expression, religion, disability, or socioeconomic status;~~
2. Ensuring courses shall not be offered separately on the basis of **the protected categories listed at N.J.A.C. 6A:7-1.1(a)** ~~race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, gender identity or expression, religion, disability, or socioeconomic status;~~



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## **Equity in ~~Affirmative Action Program~~ for School and Classroom Practices**

- a. Portions of classes ~~that which~~ deal exclusively with human sexuality may be conducted in separate developmentally appropriate sessions **based on gender identity** ~~for male and female students~~, provided that the course content for such separately conducted sessions is the same.
3. **Increasing and promoting equitable representation** ~~Reducing or preventing the underrepresentation of all minority, female, and male students in all classes and programs including gifted and talented, accelerated, and advanced classes;~~
4. Ensuring ~~that~~ schools demonstrate the inclusion of a multicultural curriculum in its instructional content, materials and methods, and **ensuring that** students understand the basic tenet of multiculturalism;
5. Ensuring **the Amistad Commission Curriculum** ~~that African American history, as well as the history of other cultures, is infused into the curriculum and is taught as part of the history of the United States, pursuant to N.J.S.A. 18A:35-1 and the New Jersey Core Curriculum Content Standards; and~~
6. Ensuring **the Commission** ~~that instruction on the Holocaust Education curriculum and other acts of genocide is included in the curriculum of all elementary and secondary schools, as developmentally appropriate, pursuant to N.J.S.A. 18A:35-28; and-~~
7. **Ensuring all curricular requirements pursuant to N.J.A.C. 6A:8 and the NJSLs are taught, including any curriculum developed concerning any of the protected categories listed at N.J.A.C. 6A:7-1.1(a) or curriculum developed by any commissions constituted for the development of curriculum concerning any of the protected categories listed at N.J.A.C. 6A:7-1.1(a).**

~~The Board of Education shall ensure all students have access to adequate and appropriate counseling services. When informing students about possible careers, professional or vocational opportunities, the Board shall not restrict or limit the options presented to students on the basis of race, creed, color, national origin,~~



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## Equity in ~~Affirmative Action Program~~ for School and Classroom Practices

~~ancestry, age, marital status, affectional or sexual orientation, gender, gender identity or expression, religion, disability, or socioeconomic status. The district will not use tests, guidance, or counseling materials which are biased or stereotyped on the basis of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, gender identity or expression, religion, disability, or socioeconomic status.~~

The Board of Education shall ensure ~~that~~ the district's physical education program and its athletic programs ~~are is in a equitable, co-educational setting that is developmentally appropriate, and does do not discriminate on the basis of the protected categories listed at N.J.A.C. 6A:7-1.1(a) race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, gender identity or expression, religion, disability, or socioeconomic status, as follows:~~

1. The district shall provide separate restroom, locker room, and shower facilities on the basis of gender, but such facilities provided for students of each gender shall be comparable;
2. ~~The A school within the school~~ district may choose to operate separate teams **based on sex for both genders** in one or more sports or single teams open competitively to members of **all sexes both genders, as so long as the athletic program as a whole provides equal opportunities for students of all sexes both genders** to participate in sports at comparable levels of difficulty and competency; and
3. The activities comprising such athletic programs shall receive equitable treatment, including, but not limited to, staff salaries, purchase and maintenance of equipment, quality and availability of facilities, scheduling of practice and game time, length of season, and all other related areas or matters.

N.J.S.A. 18A:36-20

N.J.A.C. **6A:7-1.1; 6A:7-1.3; 6A:7-1.7**

Adopted:



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[See POLICY ALERT Nos. 209 and 232]

## 2411 GUIDANCE COUNSELING

The Board of Trustees requires that a planned program of guidance and counseling be an integral part of the educational program of the schools to assist students in making and implementing informed educational and occupational choices including academic, career, and personal/social development.

A program of guidance and counseling, including developmental career guidance and exploration, shall be offered to all students in this school district and shall

A program of guidance and counseling, including developmental career guidance and exploration, shall be offered to all students in this school and shall be conducted entirely by a teaching staff member certified as a school social worker.

The Head of School is directed to implement a guidance program that carries out the purposes of this Policy and:

1. Involves teaching staff members at all appropriate levels;
2. Honors the individuality of each student;
3. Is integrated with the total educational program;
4. Is coordinated with available resources of the community;
5. Provides for cooperation of school staff with parents and shares parents' concern for the development of their children;



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Guidance Counseling

6. Provides for the means of sharing information among appropriate staff members in the student's interest;
7. **Ensures all students have access to adequate and appropriate counseling services, pursuant to N.J.A.C. 6A:7-1.7(c).**
  - a. **When informing students about possible careers or professional or vocational opportunities, the Board shall not restrict or limit the options presented to students on the basis of the protected categories listed at N.J.A.C. 6A:7-1.1(a).**
  - b. **The Board shall not use tests or guidance or counseling materials that are biased or stereotyped on the basis of the protected categories listed at N.J.A.C. 6A:7-1.1(a); and**  
  
~~Is available equitably to all students and prohibits biased counseling and the use of materials that discriminate among students on the basis of their race, color, creed, religion, national origin, ancestry, age, marital status, affectational or sexual orientation, gender, gender identity or expression, socioeconomic status, or disability; and~~
8. Establishes a referral system that utilizes all the aid the schools and community offer, guards the privacy of the student, and monitors the efficacy of such referrals.

N.J.A.C. 6A:19-1.2; 6A:8-2.2

N.J.A.C. **6A:7-1.1; 6A:7-1.3; 6A:7-1.7; 6A:8-3.2**

Adopted:



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[See POLICY ALERT Nos. 187, 191, 209, 229, and 232]

## 2423 BILINGUAL AND ~~ESL~~ EDUCATION

The Board of Trustees will provide programs of bilingual education, English as a second language (ESL), and culturally and linguistically responsive, researched-based, and effective language instruction educational programs (LIEP) to all multilingual learners (ML) as required by law and rules of the New Jersey State Board of Education. MLs are those students whose primary language is not English and who have varying degrees of English language proficiency in any one of the domains of speaking, reading, writing, or listening and is synonymous with limited English-speaking ability pursuant to N.J.S.A. 18A:35-15 through 18A:35-26.1 and N.J.A.C. 6A:15-1.1 et seq.

The school district shall use, at the time of enrollment, the multi-step process to identify MLs enrolled in the district in accordance with N.J.A.C. 6A:15-1.3. The district shall administer to each student enrolled in the district the Statewide home-language survey (HLS) to determine which students in preschool to twelfth-grade have a primary language(s) other than English and, therefore, may be a ML.

The district shall then determine the English language proficiency of all Kindergarten to twelfth-grade students who are found eligible through N.J.A.C. 6A:15-1.3(a)1 or (a)2 and whose primary language is other than English by administering an English language proficiency (ELP) assessment. Students who do not meet the New Jersey Department of Education (Department)-established cut score standard on the ELP assessment shall be considered MLs and shall be offered entry into the district's LIEP. Preschool students who are identified as having a primary language other than English shall be identified as MLs. Prior to the start of their Kindergarten year, the district shall administer an ELP assessment to preschool MLs as part of the screener process to determine the ML's English language proficiency level. The district shall also use age-appropriate methodologies to identify preschool MLs to determine their individual language development needs.

The district shall provide to all preschool to twelfth-grade MLs enrolled in the district pursuant to N.J.S.A. 18A:7F-46 and N.J.S.A. 18A:7F-54 with equal educational opportunities and all educational activities and programs in accordance with the provisions of N.J.A.C. 6A:15-1.4.



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Bilingual and ESL Education

The school district providing a LIEP shall submit a plan every three years to the Department in accordance with the provisions of N.J.A.C. 6A:15-1.5.

Students enrolled in a LIEP shall have equal educational opportunities, including full access to educational opportunities and services available to other students in the school district pursuant to N.J.A.C. 6A:15-1.6.

As part of the district- and school-level plans for professional development requirements pursuant to N.J.A.C. 6A:9C-4.2, the Board shall describe professional learning for bilingual, ESL, and academic content teaching staff members whose classroom instruction is in English; administrators who supervise bilingual/ESL programs; and administrators and any personnel who observe and evaluate teaching staff members of MLs in accordance with the provisions of N.J.A.C. 6A:15-1.7.

All teachers of bilingual programs shall hold a valid New Jersey instructional certificate with an endorsement for the appropriate grade level and/or academic content area and a standard certificate with a bilingual/bicultural education endorsement, pursuant to N.J.S.A. 18A:6-38 et seq., N.J.S.A. 18A:35-15 to 26, and N.J.A.C. 6A:9B-11.5 in accordance with the provisions of N.J.A.C. 6A:15-1.8.

Students identified as MLs shall be assessed annually using English Language Placement (ELP) assessments to measure the progress toward English language proficiency and to determine readiness for exiting the LIEP in accordance with the provisions of N.J.A.C. 6A:15-1.9. Students who meet the criteria for Statewide alternate assessments, pursuant to N.J.A.C. 6A:14-4.10(a)2., shall be assessed annually using an alternate ELP assessment. Every student participating in a bilingual, ESL, or English language services program established pursuant to N.J.S.A. 18A:35-15 et seq. shall be entitled to continue such participation for a period of three years pursuant to N.J.S.A. 18A:35-19.

MLs enrolled in the LIEP shall be placed in a classroom(s) where the primary language of instruction is English when the ML has demonstrated readiness to exit a LIEP first by achieving the Department-established cut score on an ELP or alternate ELP assessment. The student's readiness shall be further assessed by the use of a Department-established English language observation form that considers, at a minimum: classroom performance; the student's reading level in English; the observations of the teaching staff members responsible for the educational program of the student; and performance on achievement tests in English.



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Bilingual and ~~ESL~~ Education

In accordance with the provisions of N.J.S.A. 18A:35-22.1, a parent may remove a student who is enrolled in a bilingual education program at any time; except that during the first three years of a student's participation in a bilingual education program, a parent may only remove the student at the end of each school year.

If a parent wishes to remove the student prior to the end of each school year, the removal shall be approved by the Executive County Superintendent. If the Executive County Superintendent determines the student should remain in the bilingual education program until the end of the school year, the parent may appeal the Executive County Superintendent's decision to the Commissioner of Education or designee pursuant to the provisions of N.J.S.A. 18A:35-19.2.

Newly exited students who are not academically progressing in classes where English is the primary language of instruction may be considered for reentry to a LIEP in accordance with the provisions of N.J.A.C. 6A:15-1.9(g)1 through (g)5.

All MLs shall satisfy requirements for high school graduation pursuant to N.J.A.C. 6A:8-5.1(a) and Policy 5460 in accordance with the provisions of N.J.A.C. 6A:15-1.10.

All Kindergarten through twelfth-grade LIEPs shall be conducted within classrooms within the school district pursuant to N.J.S.A. 18A:35-20 in accordance with the provisions of N.J.A.C. 6A:15-1.11.

The parent of a ML shall be notified in accordance with the provisions of N.J.A.C. 6A:15-1.12 that their child has been identified as eligible for placement in a LIEP. Notice shall be in writing and in the language in which the parent possesses a primary speaking ability, and in English. The notice must also include the provisions detailed at N.J.A.C. 6A:15-1.12(b). Progress reports shall be written in English and in the primary language spoken by the parent of students enrolled in the LIEP.

Pursuant to N.J.A.C. 6A:15-1.13, with approval of the Executive County Superintendent on a case-by-case basis, the Board may join with another district Board to provide a LIEP and an individualized learning opportunity, pursuant to N.J.A.C. 6A:8-5.1(a)2, to a ML who chooses to utilize it to meet the 120-credit graduation requirement, in whole or in part.





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The Head of School or designee shall provide for the maximum practicable engagement of the parent of MLs in the development and review of program objectives and dissemination of information to and from the Boards and communities served by the LIEP in accordance with the provisions of N.J.A.C. 6A:15-1.14. With the exception of a Board implementing an English language services or ESL program, each Board implementing a LIEP shall establish a parent advisory committee on bilingual education of which the majority membership shall be the parents of MLs.

N.J.S.A. 18A:35-15 through 18A:35-26.1  
N.J.A.C. 6A:14-4.10; 6A:15-1.1 et seq.

Adopted:



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Prevention and Treatment of Sports-Related  
Concussions and Head Injuries

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[See POLICY ALERT Nos. 190, 194, 197, and 232]

## 2431.4 PREVENTION AND TREATMENT OF SPORTS-RELATED CONCUSSIONS AND HEAD INJURIES

A concussion is a traumatic brain injury caused by a blow or motion to the head or body that disrupts the normal functioning of the brain and can cause significant and sustained neuropsychological impairments including, but not limited to, problem solving, planning, memory, and behavioral problems. In order to ensure safety, it is imperative that student-athletes participating in a program of athletic competition, coaches, and parents are educated about the nature and treatment of sports-related concussions and other head injuries. Allowing a student-athlete to return to a program of athletic competition before recovering from a concussion increases the chance of a more serious brain injury.

This Policy and Regulation 2431.4 are consistent with the requirements of N.J.S.A. 18A:40-41.1 et seq., the New Jersey Department of Education Model Policy and Guidance for Districts on the Prevention and Treatment of Sports-Related Head Injuries and Concussions, and the recommendations developed by the Center for Disease Control and Prevention (CDC).

For the purpose this Policy and Regulation 2431.4, “program of athletic competition” shall include any competition or practice in high school interscholastic athletic programs, middle school interscholastic athletic programs where school teams or squads play teams or squads from other school districts, intramural athletic programs within a school or among schools in the district, and any cheerleading program or activity in the school district.

For the purpose of this Policy and Regulation 2431.4, “student-athlete” shall mean any student enrolled in a public or nonpublic school in New Jersey who is a participant in a program of athletic competition organized by the school district.

The staff member supervising the program of athletic competition shall take steps to prevent concussions and head injuries; ensure student-athletes have appropriate supervision and safety equipment; and ensure student-athletes avoid unsafe conditions.



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Prevention and Treatment of Sports-Related  
Concussions and Head Injuries

School staff members supervising programs of athletic competition; licensed athletic trainers; nurses; and school/team physicians shall be trained on the possible signs or symptoms of a concussion. Any possible signs or symptoms of a concussion shall be reported by the student-athlete or an observer to the staff member supervising the program of athletic competition; athletic trainer; school/team physician; school nurse; and/or parent.

The district will adopt an Interscholastic Head Injury Training Program to be completed by the school/team physician, licensed athletic trainer, coaches, and other appropriate district personnel pursuant to N.J.S.A. 18A:40-41.2.

Pursuant to N.J.S.A. 18A:40-41.4, a student-athlete who participates in a program of athletic competition and who sustains or is suspected of having sustained a concussion or other head injury while engaged in a program of athletic competition shall be immediately removed from the program of athletic competition by the staff member supervising the program or athletic competition. A student-athlete who was removed from a program of athletic competition shall not participate in further programs of athletic competition until the student-athlete: is examined by a physician or other licensed healthcare provider trained in the evaluation and management of concussions; receives written medical clearance from a physician trained in the evaluation and management of concussions to return to a program of athletic competition; and progresses through the steps outlined in the CDC's Six-Step Return to Play Progression. The student-athlete's written medical clearance shall be reviewed and approved by the school physician.

School personnel shall contact the parent of a student-athlete to inform them of a suspected sports-related concussion or head injury as soon as possible after the incident. School personnel shall provide the parent with a checklist or copy of the return to play protocols outlined in this Policy and Regulation 2431.4.

The student-athlete may not begin the CDC's Six-Step Return to Play Progression until the student-athlete receives a medical examination, provides the required written medical clearance, and the medical clearance is approved by the school physician.

Some symptoms may require immediate medical treatment. Emergency medical responders (911) shall be called if the student-athlete is experiencing a deterioration of symptoms; loss of consciousness; direct neck pain associated with the injury; or any other symptom that may require immediate medical treatment.



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Prevention and Treatment of Sports-Related  
Concussions and Head Injuries

The district will provide temporary supports to a student-athlete that has sustained a concussion or other head injury.

The Commissioner of Education and Commissioner of Health educational fact sheet that provides information concerning the use and misuse of opioid drugs in the event a student-athlete is prescribed an opioid for a sports-related injury shall be provided to the parents of student-athletes. The district shall obtain a signed acknowledgement of receipt by the student-athlete and their parent in accordance with the provisions of N.J.S.A. 18A:40-41.10.

The Board shall review this Policy and Regulation 2431.4 annually and update as necessary to ensure it reflects the most current information available on the prevention, risk, and treatment of sports-related concussions and head injuries pursuant to N.J.S.A. 18A:40-41.3.

The district shall provide a copy of this Policy and Regulation 2431.4 to all youth sports team organizations that operate on school grounds. In accordance with the provisions of N.J.S.A. 18A:40-41.5, the district shall not be liable for the injury or death of a person due to the action or inaction of persons employed by, or under contract with, a youth sports team organization that operates on school grounds, if the youth sports team organization provides the school district proof of an insurance policy of an amount of not less than \$50,000 per person, per occurrence insuring the youth sports team organization against liability for any bodily injury suffered by a person and a statement of compliance with this Policy and Regulation 2431.4.

Pursuant to N.J.S.A. 18A:40-41.5 and for the purpose of this Policy, a “youth sports team organization” means one or more sports teams organized pursuant to a nonprofit or similar charter or which are member teams in a league organized by or affiliated with a county or municipal recreation department.

New Jersey Department of Education Model Policy and Guidance for Districts on the Prevention and Treatment of Sports-Related Head Injuries and Concussions – August 2023

N.J.S.A. 18A:40-41.1; 18A:40-41.2; 18A:40-41.2a;  
18A:40-41.3; 18A:40-41.3a; 18A:40-41.4;  
18A:40-41.5

Adopted:



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TEACHING STAFF MEMBERS

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Code of Ethics

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[See POLICY ALERT No. 232]

## 3211 CODE OF ETHICS

The Board of Trustees endorses the code of ethics for professional educators published by the National Education Association (**NEA**).

### Preamble

The educator, believing in the worth and dignity of each human being, recognizes the supreme importance of the pursuit of truth, devotion to excellence, and the nature of democratic principles. Essential to these goals is the protection of freedom to learn and to teach and the guarantee of equal educational opportunity for all. The educator accepts the responsibility to adhere to the highest ethical standards.

The educator recognizes the magnitude of the responsibility inherent in the teaching process. The desire for the respect and confidence of one's colleagues; of students; of parent(s) ~~or legal guardian(s)~~; and of the members of the community provides the incentive to attain and maintain the highest possible degree of ethical conduct. The Code of Ethics of the Education Profession indicates the aspiration of all educators and provides standards by which to judge conduct.

The remedies specified by the NEA and/or its affiliates for the violation of any provision of this Code shall be exclusive and no such provision shall be enforceable in any form other than one specifically designated by the NEA or its affiliates.

### Principle I – – Commitment to the Student

The educator strives to help each student realize **their** ~~his/her~~ potential as a worthy and effective member of society. The educator therefore works to stimulate the spirit of inquiry, the acquisition of knowledge and understanding, and the thoughtful formulation of worthy goals.

In fulfillment of the obligation to the student, the educator:--

1. Shall not unreasonably restrain the student from independent action in the pursuit of learning.



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Code of Ethics

2. Shall not unreasonably deny the student access to varying points of view.
3. Shall not deliberately suppress or distort subject matter relevant to the student's progress.
4. Shall make reasonable effort to protect the student from conditions harmful to learning or to health and safety.
5. Shall not intentionally expose the student to embarrassment or disparagement.
6. Shall not, on the basis of **any of the protected categories listed at N.J.A.C. 6A:7-1.1(a)** ~~race, color, creed, sex, national origin, marital status, political or religious beliefs, family, social or cultural background, or sexual orientation~~, unfairly:—
  - a. Exclude any student from participation in any program;
  - b. Deny benefits to any student; **or**
  - c. Grant any advantage to any student.
7. Shall not use professional relationships with students for private advantage.
8. Shall not disclose information about students obtained in the course of professional service, unless disclosure serves a compelling professional purpose or is required by law.

## Principle II – – Commitment to the Profession

The education profession is vested by the public with a trust and responsibility requiring the highest ideals of professional service.

In the belief that the quality of the services of the education profession directly influences the nation and its citizens, the educator shall exert every effort to raise professional standards to promote a climate that encourages the exercise of professional judgment, to achieve conditions which attract persons worthy of the trust to careers in education, and to assist in preventing the practice of the profession by unqualified persons.



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In fulfillment of the obligation to the profession, the educator:—

1. Shall not in an application for a professional position deliberately make a false statement or fail to disclose a material fact related to competency and qualifications.
2. Shall not misrepresent **their** ~~his/her~~ professional qualifications.
3. Shall not assist entry into the profession of a person known to be unqualified in respect to character, education, or other relevant attribute.
4. Shall not knowingly make a false statement concerning the qualifications of a candidate for a professional position.
5. Shall not assist a non-educator in the unauthorized practice of teaching.
6. Shall not disclose information about colleagues obtained in the course of professional service unless disclosure serves a compelling professional purpose or is required by law.
7. Shall not knowingly make false or malicious statements about a colleague.
8. Shall not accept any gratuity, gift, or favor that might impair or appear to influence professional decisions or actions.

**N.J.A.C. 6A:7-1.1; 6A:7-1.3**

Adopted:



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Sportsmanship  
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[See POLICY ALERT No. 232]

## 5570 SPORTSMANSHIP

The Board of Trustees requires that all individuals involved in or attending the athletic and intramural programs sponsored by the Board exhibit sportsmanship when representing the school at any athletic event. Sportsmanship is defined as abiding by the rules of the contest as defined or accepted by the participating teams ~~and the gracious acceptance of victory or defeat~~. In exhibiting sportsmanship all participants shall:

1. **Respect** ~~Understand~~ and follow the rules of the contest;
2. Recognize skilled performance of others regardless of affiliation;
3. Display respect for all individuals participating in the athletic event;
4. Treat opponents in an empathetic manner; and
5. Congratulate opponents in victory or defeat.

**Unsportsmanlike conduct** ~~Failure to exhibit good sportsmanship~~ shall include, but not be limited to, the following ~~conduct~~:

1. Any person (**athletic department, staff member, student athlete, or a fan or spectator associated with the school district**) who strikes or physically abuses an official, coach, player, or spectator;
2. Any person (**athletic department, staff member, student athlete, or a fan or spectator associated with the school district**) who intentionally incites participants or spectators to **violent or** abusive action;
3. Any person (**athletic department, staff member, student athlete, or a fan or spectator associated with the school district**) who uses obscene gestures or **profane or** unduly provocative language or action towards officials, coaches, opponents, or spectators;





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- ~~4. Any school or athletic staff member who is publicly critical of a game official or opposing coaches and/or players;~~
45. Any person (**athletic department, staff member, student athlete, or a fan or spectator associated with the school district**) who engages in **harassing verbal or physical** conduct which exhibits bias based on **any of the protected categories listed at N.J.A.C. 6A:7-1.1(a) race, color, creed, religion, national origin, ancestry, age, marital status, affectational or sexual orientation or sex, social or economic status, or disability; and**
5. **Any school or athletic staff member who is publicly critical of a game official, opponents, and/or opposing coaches/players;**
- ~~6. Schools or school organizations engaging in pre-event activities of an intimidating nature, e.g. use of fog machines, blaring sirens, unusual sound effects or lighting, or similar activities.~~
- ~~67. Other conduct judged by the Principal or designee to be unsportsmanlike in character; and ↵~~

**Schools are not permitted to conduct pre-meet/game activities of an intimidating nature, e.g., the use of fog machines, the blaring of sirens or loud music/unusual sound effects, strobe/unusual lighting effects, or similar type activities.**

Failure to exhibit good sportsmanship may **subject the individual to disciplinary action as deemed appropriate by the Board** ~~result in the Board denying the opportunity for any individual to participate in the athletic program or attend athletic events.~~

**NJSIAA General Information Constitution By-laws Rules and Regulations  
2023-2024 Guidelines  
N.J.A.C. 6A:7-1.1; 6A:7-1.3**

Adopted:



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**Equitable** ~~Equal~~ Educational Opportunity

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[See POLICY ALERT Nos. 209 and 232]

## 5750 EQUITABLE ~~EQUAL~~ EDUCATIONAL OPPORTUNITY

The Board of Trustees **will ensure** ~~directs that~~ all students enrolled in the schools of this district shall be afforded **an equitable** ~~equal~~ educational **opportunity** ~~opportunities~~ in strict accordance with law. No student shall be denied access to or benefit from any educational program or activity or from a co-curricular or athletic activity on the basis of **any of the protected categories listed at N.J.A.C. 6A:7-1.1(a)** ~~the student's race, color, creed, religion, national origin, ancestry, age, marital status, affectational or sexual orientation, gender, gender identity or expression, socioeconomic status, or disability~~. The Board shall assure that all students are free from harassment, sexual or otherwise.

The Board directs the Head of School to allocate faculty, administrators, support staff members, curriculum materials, and instructional equipment supplies among and between the schools and classes of this district in a manner that ensures equivalency of educational opportunity throughout this district. The school district's curricula in the following areas will ~~eliminate discrimination~~, promote mutual acceptance and respect among students; and enable students to interact effectively with others, regardless of **any of the protected categories listed at N.J.A.C. 6A:7-1.1(a)** ~~race, color, creed, religion, national origin, ancestry, age, marital status, affectational or sexual orientation, gender, gender identity or expression, socioeconomic status, or disability~~:

1. School climate/learning environment;
2. Courses of study, including ~~p~~Physical ~~e~~Education;
3. Instructional materials and strategies;
4. Library materials;
5. Software and audio-visual materials;
6. Guidance and counseling;
7. Extra-curricular programs and activities; **and**
8. Testing and other assessments.



# POLICY GUIDE

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**Equitable** ~~Equal~~ Educational Opportunity

~~The school district's curricula will include Multi-cultural Education content and practices, instruction on African American History in the teaching of U.S. History and instruction on the Holocaust and other acts of genocide.~~

Affirmative action shall be taken to ensure that students are protected from the effects of discrimination, in accordance with Policy 2260. Students who experience less than equal educational opportunities or experience discrimination shall use the procedure established by Regulation 5750 to report and/or appeal any harassment or discriminatory practice.

The conduct of teaching staff members shall exemplify the highest principles of equality and democracy. Conduct and attitudes that display discrimination are contrary to the policies of this Board and, further, are destructive to the self esteem that this Board wishes to encourage in all students. A teaching staff member's act of derision or enmity, in any form, against a person or persons on the basis of **any of the protected categories listed at N.J.A.C. 6A:7-1.1(a)** ~~race, color, creed, religion, national origin, ancestry, age, marital status, affectational or sexual orientation, gender, gender identity or expression, socioeconomic status, or disability~~ shall be considered to be conduct unbecoming to a professional staff member of this district and shall be subject to appropriate discipline.

The Head of School shall develop and promulgate a procedure by which a student or parent may appeal Board policy, district practice, or the act or omission of any district employee that allegedly violates this ~~P~~policy.

42 U.S.C.A. 12101

N.J.S.A. 10:5-1 **et seq.**

N.J.S.A. 18A:4A-1 et seq.; 18A:6-5 et seq.; 18A:36-20

~~N.J.S.A.~~

N.J.A.C. 6A:7-1.1 ~~et seq.~~; **6A:7-1.3**; 6A:14-1.2

Adopted:



# POLICY GUIDE

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Secret Societies  
Feb 24

[See POLICY ALERT No. 232]

## 5841 SECRET SOCIETIES

The Board of Trustees **prohibits certain** ~~affirms the legislative prohibition of~~ student organizations **declared harmful as defined in N.J.S.A. 18A:42-5 and 18A:42-6** ~~with closed membership practices as hostile to the democratic ideals of public education.~~

No **student** ~~social~~ organization ~~of students~~ will be granted the use of school facilities or permitted the use of the name of the school or this school district unless that organization has first been approved by the **Principal or designee**. The application for such approval will set forth the purposes, constitution, and bylaws of the organization; its membership qualifications; and the process by which a person becomes a member.

No **student** organization will be approved if its purposes conflict with the authority and goals of this Board or the best interests of the students of this district; if membership is drawn from outside the currently enrolled student body; if membership qualifications are based on considerations of **any of the protected categories listed at N.J.A.C. 6A:7-1.1(a)** ~~race, color, creed, religion, national origin, ancestry, age, marital status, affectational or sexual orientation or sex, social or economic status, disability or political beliefs,~~ or any other consideration not appropriate to the purpose of the organization; or if any qualifying student who applies may be denied membership.

Nothing in this ~~P~~olicy shall prevent or otherwise deny participation in constitutionally protected prayer consistent with protections of the First Amendment of the United States Constitution.

A student who seeks to form or is a member of a fraternity, sorority, or other secret organization formed in whole or in part of students enrolled in this district may be disciplined by this Board. The Board reserves the right to require that any student attest as to **their** ~~his/her~~ membership in a secret organization.

N.J.S.A. 18A:42-5; 18A:42-6  
**N.J.A.C. 6A:7-1.1; 6A:7-1.3**

Adopted:



# POLICY GUIDE

STUDENTS

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Equal Access of Student Organizations

Feb 24

[See POLICY ALERT No. 232]

## 5842 EQUAL ACCESS OF STUDENT ORGANIZATIONS

The Board of Trustees will permit the use of school facilities by student-initiated organizations for non-curricular student activities. A student-initiated organization, regardless of the size of the group, will not be denied an opportunity to meet and use school facilities on the basis of **any of the protected categories listed at N.J.A.C. 6A:7-1.1(a)** or the ~~religious~~, political, philosophical, or other content of the speech at their meeting.

An application for permission to meet on school premises shall be made to the **Principal or designee**, who shall grant permission provided **it is that he/she** ~~determines~~ that:

1. The activity has been initiated by students;
2. Attendance at the meeting is voluntary;
3. ~~No agent or employee of the district will promote, lead, or participate in the meeting;~~
34. The meeting is for a lawful purpose;
45. The meeting does not materially and substantially interfere with the orderly conduct of instructional activities in the school;
56. Nonschool persons do not direct, conduct, control, or regularly attend the activity; and
67. The activity is adequately supervised by appropriately certified school district staff.

A student-initiated group granted permission to meet on school premises shall be subject to the same rules and regulations that govern the meetings of student organizations sponsored by this Board, except as provided by this **P**olicy.



# POLICY GUIDE

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Equal Access of Student Organizations

Participation in a student-initiated meeting must be available to all students who wish to attend and cannot be denied on the basis of **any of the protected categories listed at N.J.A.C. 6A:7-1.1(a)** ~~a student's race, color, creed, religion, national origin, ancestry, age, marital status, affectational or sexual orientation or sex, social or economic status, or disability.~~ The Board will not permit the organization of a fraternity, sorority, or secret society **in accordance with N.J.S.A. 18A:42-5 and 18A:42-6.** ~~A student initiated meeting may be attended by no more than \_\_\_\_\_ outside resource person(s).~~

Access to school facilities by student organizations will be provided within the governing principles of the First Amendment of the Constitution of the United States.

**School district staff involvement in student organizations shall be in accordance with the governing principles of the First Amendment of the Constitution of the United States.**

An appropriately certified staff member shall be assigned to attend a student-initiated meeting in a custodial capacity and shall not participate in the activity while serving in this custodial capacity. No teaching staff member shall be **required** ~~compelled~~ to attend a student-initiated meeting if the content of the speech at the meeting is contrary to **their** ~~his/her~~ beliefs.

The ~~Building~~ Principal **or designee** may take such actions as may be necessary to maintain order and discipline on school premises and to protect the safety and well-being of students and staff members.

20 U.S.C.A. 1701 et seq.

United State Department of Education – Guidance on Constitutionally Protected Prayer in Public Elementary and Secondary Schools

**N.J.A.C. 6A:7-1.1; 6A:7-1.3**

Adopted:



# POLICY GUIDE

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Vandalism  
Feb 24

[See POLICY ALERT No. 232]

## 7610 VANDALISM

The Board of Trustees believes ~~that~~ all school district property should be respected and all persons who use or have access to school district property should respect such property and take pride in the institutions of this community and the schools of this district.

Any person who purposely or knowingly damages school district property or damages school district property recklessly or negligently in the employment of fire, explosives, or another dangerous means listed in accordance with N.J.S.A. 2C:17-2 or purposely or recklessly tampers with the tangible property of the school district so as to endanger school district property shall be reported to the appropriate law enforcement agency. **Pursuant to N.J.S.A. 18A:37-3, the parent(s) of any minor who shall injure any public or nonpublic school property shall be liable for damages for the amount of injury to be collected by the Board or the owner of the premises in any Court of competent jurisdiction, together with costs of suit** ~~Where the damage to district property is more than minimal or has been caused by a student or a minor not a student of this district, the Board will hold liable for the amount of the damage the parent(s) or legal guardian(s) having legal custody and control of the minor responsible for the damage.~~

A person convicted of an offense of **criminal mischief** that involves an act of graffiti **may, in addition to any other penalty imposed by the Court, will be required to pay reimburse the school district monetary restitution in the amount of the pecuniary damage caused by the act of graffiti the cost of damages and may be required to perform community service, which may include removing the graffiti from the property, in accordance with N.J.S.A. 2C:17-3.c. the law. If community service is ordered by the Court, it shall be for either not less than twenty days or not less than the number of days necessary to remove the graffiti from the property** ~~In addition, the courts may suspend or postpone driving privileges of any person, at least thirteen and under eighteen years of age, if convicted of an act of graffiti.~~



# POLICY GUIDE

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Vandalism

A person who purposely defaces or damages district property with any symbol that exposes persons to violence, contempt, or hatred on the basis of **any of the protected categories listed at N.J.A.C. 6A:7-1.1(a)** ~~race, color, creed, religion, national origin, ancestry, age, marital status, affectational or sexual orientation or sex, social or economic status, or disability~~ **is may have committed guilty** of a crime and shall be reported to the appropriate law enforcement agency **in accordance with Policy and Regulation 8465, N.J.A.C. 6A:16-6.3, and the Memorandum of Agreement with Local Law Enforcement.**

The Board may also report to the appropriate law enforcement agencies any person whose vandalism of school property is serious or chronic.

~~The Superintendent shall develop regulations to implement this policy and to protect textbooks, school equipment, and school facilities from undue wear, damage, or loss.~~

N.J.S.A. 2C:33-10 ~~et seq.~~  
N.J.S.A. 18A:34-2; 18A:37-3  
**N.J.A.C. 6A:7-1.1; 6A:7-1.3; 6A:16-6.3**

Adopted:





## 5440 HONORING STUDENT ACHIEVEMENT

The Board of Trustees values excellence and wishes to instill in students the desire to do their best in all things.

The Board will recognize the outstanding achievements of students by means appropriate to the grade level of the student and to the nature of the accomplishment.

A. Academic Honors (Grade 3-8) – Presented Quarterly and at Year-End

Students with excellent academic performance and/or personal development grades may be awarded First and Second Honors at the end of each quarter.

First Honors: Students are eligible for First Honors if they have straight "A's" in all core classes and the arts, and all "O's" in co-curricular classes, and "I's" for overall personal development.

Second Honors: Students are eligible for Second Honors if they have all "A's" or "B's" in all core classes and the arts, all "O's" and "S's" in co-curricular classes and "1's" or "2's" for overall personal development.

B. Core Value Honors (Grade 3-8) - Presented Quarterly and at Year-End

Students who live Link's Core Values in an outstanding way as measured by their personal development grades on the report card may be awarded First and Second Core Values Honors at the end of each quarter.

First Honors: Students are eligible for First Honors if they have all "I's" in the personal development section of their report card.

Second Honors: Students are eligible for Second Honors if they have all "I's" and "2's" in the personal development section of their report card.

C. Weekly Awards (Kindergarten – Grade 8)

Students are selected by staff to receive awards on a bi-weekly basis. ~~at the end of each week. Certificates are presented to the 7th and 8th grades on alternating weeks.~~

D. ~~Quarterly Awards~~

-



## HONORING STUDENT ACHIEVEMENT

~~Students in both all grades are recognized for academic and core value honors at the end of each quarter in an Awards Assembly.~~

E. ~~Panther of the Month Award~~ Other Awards

-

~~One student from each grade is selected by staff to receive this award, which recognizes students who live the core values daily and make a great effort in each class, thus modeling excellence for their peers.~~

The Principal may approve other awards to be presented for special reasons, included but not limited to attendance awards, achievement in subject awards, highest GPA awards, etc.

The Head of School shall develop regulations for the recognition of student achievement that establish fair standards for recognition, assure that all ~~eligible~~ students are offered an equal opportunity to meet those standards (i.e. not denied an opportunity based on the protected categories listed at N.J.A.C.6A:7-1.1(a)), and provide for appropriate recognition ceremonies and awards.

N.J.S.A. 18A:11-3

Adopted: 8 September 2014



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M

[See POLICY ALERT Nos. 191, 209, and 232]

## R 1530 EQUAL EMPLOYMENT OPPORTUNITY COMPLAINT PROCEDURE

### A. Purpose and Application

1. The purpose of this procedure is to give any district employee or candidate for employment the opportunity to appeal an alleged denial of equal employment opportunity in violation of State statutes and administrative codes, and Federal laws and Policy 1530, guaranteeing “equal access to all categories of employment without **discriminating on the basis of** ~~regard to any of the protected categories listed at N.J.A.C. 6A:7-1.1(a)~~ ~~candidate’s race, color, creed, religion, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, gender identity or expression, socioeconomic status, or disability.~~”
2. This procedure is intended to facilitate an equitable and just resolution of a dispute at the most immediate level and should be implemented in an informal manner.
3. Every reasonable effort will be made to expedite the process in the interest of a prompt resolution. Time limits may, however, be extended with the consent of all parties.
4. All participants in the procedure will respect the confidentiality that this district accords to information about individual employees.

### B. Definitions

1. “Board of Trustees” means the Board of Trustees of Link Community Charter School.
2. “Complaint” means an alleged discriminatory act or practice.



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3. “Complainant” means a staff member who alleges a discriminatory act or practice.
4. “Day” means a working or calendar day as identified.
5. “Discriminatory act or practice” means denial of equal employment opportunity in violation of State statutes and administrative codes and Federal laws and Policy 1530.
6. “School district” means Link Community Charter School.

## C. Procedure

1. A complainant who believes that **they have** ~~he/she has~~ been harmed or adversely affected by a discriminatory practice or act prohibited by law and/or policy shall discuss the matter with **their** ~~his/her~~ immediate supervisor in an attempt to resolve the matter informally.
2. If the matter is not resolved to the satisfaction of the complainant within thirty working days **of the discussion with their supervisor**, the complainant may submit a ~~written~~ complaint to the Affirmative Action Officer. **The complaint may be reported: in person; in writing; verbally by telephone; by mail to the office address; or by electronic mail. The complaint may be reported during business or non-business hours.**
3. The complaint **shall** ~~will~~ include:
  - a. The complainant’s name and address;;
  - b. The specific act or practice **of which** ~~that~~ the complainant complains ~~of~~;;
  - c. The school employee, if any, responsible for the allegedly discriminatory act;;
  - d. The results of discussions conducted in accordance with ~~paragraph C.1. above~~; and



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- e. The reasons why ~~the these~~ **results of the discussions were** ~~are~~ not satisfactory **to the complainant.**
43. The Affirmative Action Officer will investigate the matter informally and will respond to the complaint in writing no later than seven working days after receipt of the ~~written~~ **complaint filed in accordance with C.2. above.** A copy of the complaint and the response will be forwarded to the Head of School.
54. The ~~response of the~~ Affirmative Action Officer's **written response** may be appealed to the Head of School in writing within three working days after it has been received by the complainant. The appeal will include the original complaint, the response to the complaint, and the complainant's reason for rejecting the response. A copy of the appeal must be given to the staff member alleged to have acted discriminatorily.
65. On ~~his/her~~ **their** timely request (that is, submitted before the expiration of the time within which the Head of School must render a decision), the complainant will be given an informal hearing before the Head of School, at a time and place convenient to the parties, but no later than seven working days after the request for a hearing has been submitted. The Head of School may also require the presence at the hearing of the staff member charged with a discriminatory act and any other person with knowledge of the act ~~complained of.~~
76. The Head of School will render a written decision in the matter no later than seven working days after the appeal was filed or the hearing was held, whichever occurred later. Copies of the decision will be given to all parties.
87. The complainant may appeal the Head of School's decision to the Board by filing a written appeal with the Board Secretary no later than three working days after receipt of the Head of School's decision. The appeal shall include:
- a. The original complaint;
  - b. The response to the complaint;



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- c. The Head of School's decision;
  - d. A transcript of the hearing, if one has been made, or a summary of the hearing to which all parties have consented;; and
  - e. The complainant's reason for believing the Head of School's decision should be changed.
- 98.** A copy of the appeal to the Board must be given to the staff member, if any, charged with a discriminatory act.
- 109.** The Board will review all papers submitted and may render a decision on the basis of the proceedings below. If the complainant so requests, the Board may convene a hearing, at which all parties may be represented by counsel and may present and examine witnesses, who will testify under oath.
- 1140.** The Board will render a written decision no later than forty-five calendar days after the appeal was filed or the hearing held, whichever occurred later. Copies of the decision will be given to all parties.
- 1211.** The complainant will be informed of **their** ~~his/her~~ right to appeal the Board's decision to the:
- a. Commissioner of Education  
New Jersey State Department of Education  
P.O. Box 500  
Trenton, New Jersey 08625-0500 **or the**  
~~Telephone: (877) 900-6960 or the~~
  - b. New Jersey Division on Civil Rights  
**Central Trenton** Regional Office  
Office of the Attorney General  
140 East Front Street – 6<sup>th</sup> Floor  
Trenton, New Jersey 08625-0090  
~~Telephone: (609) 292-4605~~



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## D. Record

1. The records of any complaint processed in accordance with this procedure shall be maintained in a file kept by the Affirmative Action Officer.
2. A copy of the decision rendered at the highest level of appeal **finding a discriminatory act has occurred shall** ~~will~~ be kept in the **personnel file of the employee found to have committed a discriminatory act** ~~employee's personnel file~~.

Issued:



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Curriculum Content  
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M

[See POLICY ALERT Nos. 209 and 232]

## R 2200 CURRICULUM CONTENT

Courses of study and instructional materials and programs shall be designed to eliminate discrimination **on the basis of any of the protected categories listed at N.J.A.C. 6A:7-1.1(a)** and promote understanding and mutual respect between children ~~regardless of race, color, creed, age, marital status, affectional or sexual orientation, gender, gender identity or expression, religion, ancestry, national origin, socioeconomic status, and/or disability.~~

**The Head of School or designee shall develop a procedure to address and eliminate any possible bias in the curriculum.**

~~In order to eliminate possible bias in the curriculum, staff shall use the following criteria:~~

- ~~A. — When instructional material contains stereotypes or discriminatory statements, staff should help students identify the stereotypes or discriminatory statement(s) and discuss with students the consequences of repeated stereotyping and discriminatory statements.~~
- ~~B. — If a particular instructional material is highly objectionable, staff should not use it, such material should be brought to the attention of the Building Principal so that the Affirmative Action Officer can evaluate the objectionable material. Alternatively, the **teaching staff member** teacher might discuss the questionable material instead of eliminating it, depending on the makeup and maturity of the class and the purposes of the instruction.~~
- ~~C. — Another recommended technique for handling materials that contain biases or stereotypes is to offset it by using unbiased supplementary materials.~~
- ~~D. — Community involvement when developing instructional programs and attendant materials shall be encouraged.~~

Issued:





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**Equity in ~~Affirmative Action Program~~ for School  
and Classroom Practices Complaint Procedure**

Feb 24

**M**

[See POLICY ALERT No. 232]

R 2260 **EQUITY IN ~~AFFIRMATIVE ACTION PROGRAM FOR SCHOOL  
AND CLASSROOM PRACTICES COMPLAINT PROCEDURE~~**

A. Purpose and Application

1. The purpose of this procedure is to give any student or the parent(s) ~~or legal guardian(s)~~ of a student the opportunity to appeal an alleged violation of the district's Affirmation Action Plan for school and classroom practices, as set forth in Policy 2260.
2. This procedure is intended to facilitate an equitable and just resolution of a dispute at the most immediate level and will be implemented in an informal manner.
3. Every reasonable effort will be made to expedite the process in the interest of a prompt resolution. Time limits may, however, be extended with the consent of all parties.
4. All participants in the procedure will respect the confidentiality that this district accords to information about individual students.

B. Definitions

1. "Affirmative Action Officer" means the district official responsible for the coordination of activities relating to compliance with the Affirmative Action Plan.
2. "Affirmative Action Plan" means the Affirmative Action Plan for school and classroom practices adopted by the Board of Trustees.
3. "Board of Trustees" means the Board of Trustees of Link Community Charter School.
4. "Complainant" means a student or parent(s) ~~or legal guardian(s)~~ who believes that **they have** ~~he/she has~~ been harmed or adversely affected by a failure to enforce the district's Affirmative Action Plan.



# REGULATION GUIDE

PROGRAM

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## **Equity in Affirmative Action Program for School and Classroom Practices Complaint Procedure**

5. “Complaint” means an unresolved problem concerning the interpretation or application by an officer or employee of this school district of law and regulations regarding the Affirmative Action Plan.
6. “Day” means a working or calendar day as identified.
7. “Student” means an individual enrolled in any formal educational program provided by the school district.
8. “School district” means Link Community Charter School.
9. “Violation” means the failure of a district official or employee to take the positive steps outlined in Policy 2260 and/or included in the Affirmative Action Plan.

### C. Procedure

1. A complainant shall discuss **their** ~~his/her~~ complaint with the staff member most closely involved in an attempt to resolve the matter informally.
2. If the matter is not resolved to the satisfaction of the complainant within thirty working days **of the discussion with the staff member most closely involved**, the complainant may submit a ~~written~~ complaint to the Affirmative Action Officer. **The complaint may be reported: in person; in writing; verbally by telephone; by mail to the office address; or by electronic mail. The complaint may be reported during business or non-business hours.**
3. The complaint **shall** ~~will~~ include:
  - a. The student’s name and, in the complaint of a person acting on behalf of the student, the name and address of the complainant;,-
  - b. The specific failure to act **of which** ~~that~~ the complainant complains ~~of~~;-



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## **Equity in Affirmative Action Program for School and Classroom Practices Complaint Procedure**

- c. The school employee, if any, responsible for the alleged violation of the Affirmative Action Plan;;
  - d. The results of discussions conducted in accordance with ~~paragraph C.1. above;~~ and
  - e. The reasons why ~~the these results of the discussions were~~ **are not satisfactory to the complainant.**
43. The Affirmative Action Officer will investigate the matter informally and will respond to the complaint in writing no later than seven working days after receipt of the ~~written~~ complaint **filed in accordance with C.2. above.** A copy of the complaint and the response will be forwarded to the Head of School.
54. The ~~response of the~~ Affirmative Action Officer's **written response** may be appealed to the Head of School in writing within three working days after it has been received by the complainant. The appeal will include the original complaint, the response to the complaint, and the complainant's reason for rejecting the response. A copy of the appeal must be given to the staff member alleged to have violated the Affirmative Action Plan.
65. On **their** ~~his/her~~ timely request (that is, submitted before the expiration of the time within which the Head of School must render a decision), the complainant will be given an informal hearing before the Head of School, at a time and place convenient to the parties, but no later than seven working days after the request for a hearing has been submitted. The Head of School may also require the presence at the hearing of the staff member charged with violation of the Affirmative Action Plan and any other person with knowledge of the violation ~~complained of.~~
76. The Head of School will render a written decision in the matter no later than seven working days after the appeal was filed or the hearing was held, whichever occurred later. Copies of the decision will be given to all parties and to the Board.



# REGULATION GUIDE

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## ~~Equity in Affirmative Action Program for School~~ and Classroom Practices Complaint Procedure

87. The complainant may appeal the Head of School's decision to the Board by filing a written appeal with the Board Secretary no later than three working days after receipt of the Head of School's decision. The appeal shall include:
- a. The original complaint;;
  - b. The response to the complaint;;
  - c. The Head of School's decision;;
  - d. A transcript of the hearing, if one has been made, or a summary of the hearing to which all parties have consented;; and
  - e. The complainant's reason for believing the Head of School's decision should be changed.
98. A copy of the appeal to the Board must be given to the staff member, if any, charged with a violation of the Affirmative Action Plan.
109. The Board will review all papers submitted and may render a decision on the basis of the proceedings below. If the complainant so requests, the Board may convene a hearing, at which all parties may be represented by counsel and may present and examine witnesses, who will testify under oath.
1140. The Board will render a written decision no later than forty-five calendar days after the appeal was filed or the hearing held, whichever occurred later. Copies of the decision will be given to all parties.
1211. The complainant will be informed of **their** ~~his/her~~ right to appeal the Board's decision to the Commissioner of Education or to the New Jersey Division on Civil Rights.



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~~Equity in Affirmative Action Program for School~~  
and Classroom Practices Complaint Procedure

D. Record

1. The records of any complaint processed in accordance with this procedure shall be maintained in a file separate from the student's cumulative file. A notation shall be made in the student's file of the presence of the record in the separate file.
2. **A copy of the decision rendered at the highest level finding a violation of the Affirmative Action Plan has occurred shall be kept in the personnel file of the employee found to have committed a violation of the Affirmative Action Plan.**

Issued:



# REGULATION GUIDE

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Bilingual and ~~ESL~~ Education  
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M

[See POLICY ALERT Nos. 187, 191, 209, 229, and 232]

## R 2423 BILINGUAL AND ~~ESL~~ EDUCATION

### A. Definitions – N.J.A.C. 6A:15-1.2

1. “Alternate English language proficiency assessment” (alternate ELP assessment) means a New Jersey Department of Education (Department)-approved assessment for students with the most significant cognitive disabilities that assesses a student’s English language proficiency (ELP) on the four domains of listening, speaking, reading, and writing, and that is aligned with the English Language Development (ELD) standards and the Individuals with Disabilities Education Act (IDEA).
2. “Bilingual education program” means a full-time language instruction educational program (LIEP) in all courses or subjects provided in accordance with N.J.S.A. 18A:35-18. Students in a bilingual education program receive instruction in the primary language of multilingual learners (ML) enrolled in the program and in English, while also receiving English as a second language (ESL) instruction. Educators use the primary language of instruction to enhance literacy in the primary language and as a support in the development of listening, speaking, reading, and writing skills in English. Students also receive instruction in the history and culture of the country, territory, or geographic area that is the native land of the parents and families of MLs enrolled in the program, and in the history and culture of the United States.
3. “Bilingual part-time program” means an instructional program alternative in which students receive their academic content area classes in English language arts (ELA) and mathematics instruction with a certified bilingual teacher who provides instruction in the primary language of the MLs in the program, as well as ESL instruction.
4. “Bilingual resource program” means an instructional program alternative in which students receive instruction and resources that are individualized for each student, daily instruction from a certified bilingual teacher in academic content areas as identified by the school district, as well as ESL instruction.



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5. “Bilingual tutorial program” means an instructional program alternative in which students receive one period of instruction from a certified bilingual teacher in an academic content area required for graduation, a second period of tutoring in another required content area, as well as ESL instruction.
6. “Class period” means the time allocated for instruction in academic content areas as part of the regular school schedule for each day in session as set forth at N.J.A.C. 6A:32-8.3. In a block schedule, weekly instruction is equivalent to one class period for each day of school in a given week.
7. “Cut score” means the same as that term is defined pursuant to N.J.A.C. 6A:8-1.3.
8. “Dual language immersion program” means, for the purpose of meeting the LIEP requirements at N.J.S.A. 18A:35-18 and N.J.A.C. 6A:15, a full-time LIEP that provides students structured English language instruction and instruction in a second language in all academic content areas. MLs in the program receive instruction in their primary language, as well as ESL instruction. A dual language immersion program provides daily instruction in English and a minimum of fifty percent of instruction in the primary language of enrolled MLs. A dual language immersion program that is designed to support MLs is sometimes referred to as a two-way bilingual education program.
9. “Early Language Development Standards” means the preschool English language development standards for preschool students developed by WIDA. The standards correspond to five domains of children’s development and learning: approaches to learning, language and communication development, cognition and general knowledge, physical well-being and motor development, and social and emotional development. The standards incorporated herein by reference, are published by the Board of Regents of the University of Wisconsin System, on behalf of the WIDA Consortium and are available at <https://wida.wisc.edu/teach/early>.
10. “Educational activities and programs” means the same as that term is defined pursuant to N.J.A.C. 6A:7-1.3.



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11. “Educational equity” means the same as that term is defined pursuant to N.J.A.C. 6A:7-1.3.
12. “Educational needs” means the particular educational requirements of MLs; the fulfillment of which will provide them with equal educational opportunities.
13. “English as a second language (ESL) program” means a daily class period of second-language acquisition instruction within a LIEP and based on a student’s English language proficiency that teaches the English language development standards and incorporates the cultural aspects of the students’ experiences in their ESL instruction.
14. “English language development standards” or “ELD standards” means the 2020 Amplification of the English Language Development Standards, Kindergarten – Grade 12 incorporated herein by reference, as amended and supplemented, developed by WIDA. They are the standards and language competencies in listening, speaking, reading, and writing that MLs in preschool programs, and elementary and secondary schools, need to become fully proficient in English and to have unrestricted access to grade-appropriate instruction in challenging academic content areas. The standards are a version of ELA that have been crafted to address the specific developmental stages of students learning English. The standards are published by the Board of Regents of the University of Wisconsin System, on behalf of the WIDA Consortium ([www.wida.us](http://www.wida.us)) and are available for review at <https://wida.wisc.edu/sites/default/files/resource/WIDA-ELD-Standards-Framework-2020.pdf>.
15. “English language proficiency assessment” or “ELP assessment” means a Department-approved assessment that evaluates a student’s English language proficiency on the four domains of listening, speaking, reading, and writing, and that is aligned with the ELD standards.
16. “English language services” means services designed to improve the English language skills of MLs. The services, provided in school districts with less than ten MLs in Kindergarten through twelfth-grade, are part of the regular school program and are designed to develop proficiency in the ELD standards.





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17. “Equal educational opportunity” means the same as that term is defined pursuant to N.J.A.C. 6A:7-1.3.
18. “Exit criteria” means the criteria that must be applied before a student may be exited from a LIEP.
19. “High-intensity ESL program” means an instructional program alternative in which students receive two or more class periods each day in session of ESL instruction. One period is the standard ESL class, and the other period is a tutorial or ESL reading class.
20. “Instructional program alternative” means a LIEP, other than bilingual education and/or dual language immersion, that may be established by the Board of Trustees in consultation with, and approval of, the New Jersey Department of Education through a waiver request pursuant to N.J.S.A. 18A:35-18. All students in an instructional program alternative receive an ESL class period each day in session.
21. “Language instruction educational program” or “LIEP” means the program of services in which a ML receives instruction and support to develop and attain English language proficiency while meeting or exceeding the New Jersey Student Learning Standards (NJSLS) in academic content areas. MLs in a LIEP develop proficiency in the English language while they develop skills and knowledge within the academic content areas. A LIEP includes the services that all MLs are entitled to receive, pursuant to N.J.S.A. 18A:35-16 and N.J.A.C. 6A:15. LIEP includes “programs of bilingual education,” pursuant to N.J.S.A. 18A:35-16, and “instructional alternative programs,” pursuant to N.J.S.A. 18A:35-18.
22. “Multicultural curriculum” means the same as that term is defined pursuant to N.J.A.C. 6A:7.
23. “Multilingual learner” or “ML” means a student whose primary language is not English, who is identified through the process set forth in N.J.A.C. 6A:15, and who is developing proficiency in multiple languages (e.g., English and a primary language). The term is synonymous with “English learner” or “English language learner”.



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24. “Newcomer” means any student born outside of the United States who has recently arrived in the United States. Newcomer is an umbrella term that includes a heterogenous group of immigrants; some newcomers may also be MLs or students with interrupted formal education (SIFE).
25. “NJSLS” means the New Jersey Student Learning Standards as defined at N.J.A.C. 6A:8-1.3.
26. “Parent(s)” means the natural or adoptive parent, legal guardian, surrogate parent appointed pursuant to N.J.A.C. 6A:14-2.2, or a person acting in the place of a parent (such as a grandparent or stepparent with whom the student lives or a person legally responsible for the student’s welfare). Unless parental rights have been terminated by a court of appropriate jurisdiction, the parent retains all rights pursuant to N.J.A.C. 6A:32. In addition, a resource family parent may act as a parent pursuant to N.J.A.C. 6A:32 if the parent’s authority to make education decisions on the student’s behalf has been terminated by a court of appropriate jurisdiction.
27. “Primary language” means the language or mode of communication in which a ML is most fluent or speaks more regularly than any other language. In the case of a student, the primary language is the language normally used by the student’s parent.
28. “Sheltered English instruction” means an instructional program alternative to make academic instruction in English understandable to MLs. Sheltered English classes are taught by classroom teachers who deliver instruction in English, may not hold a bilingual/ESL endorsement, but have received training on strategies for instructional adaptation, pursuant to N.J.A.C. 6A:8-1.3, to make academic content areas comprehensible for MLs.
29. “State Seal of Biliteracy” means a recognition awarded pursuant to N.J.A.C. 6A:8-5.3.



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30. “Statewide home-language survey” or “Statewide HLS” means a standardized questionnaire developed by the Department for school districts to use to help identify which students are potential MLs and which students will require a record review and an ELP assessment to determine whether they are eligible for placement in a LIEP.
31. “Student with interrupted formal education” or “SIFE” means a ML in grades four to twelve who has experienced disruptions in their formal education that took place outside of the United States.

## B. Identification of Eligible Multilingual Learners – N.J.A.C. 6A:15-1.3

1. The school district shall use, at the time of enrollment, the multi-step process set forth at N.J.A.C. 6A:15-1.3(a)1 through (a)3 and B.1.a. through B.1.c. below to identify MLs enrolled in the school district.
  - a. The district shall administer to each student enrolled in the school district the Statewide HLS. The district shall use the Statewide HLS to determine which students in preschool to twelfth-grade have a primary language(s) other than English and, therefore, may be a ML. The Statewide HLS shall be completed, in writing, or by verbal interview by an individual with knowledge of the student, such as a parent(s), trained school district personnel, or a bilingual or ESL teacher;
  - b. Following the administration of the Statewide HLS, the district shall conduct a records review process to determine whether the student is a ML.
    - (1) The records review process may include, but is not limited to, reviewing available information about the student’s overall academic performance from current or prior years; observations of teaching staff members who have worked with the student; interviews with the student or the student’s parent or family in their primary language; and/or additional school records as needed in compliance with State and Federal student privacy laws; and



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- c. The district shall then determine the English language proficiency of all Kindergarten to twelfth-grade students who are found eligible through N.J.A.C. 6A:15-1.3(a)1 or (a)2 and B.1.a. or B.1.b. above and whose primary language is other than English by administering an ELP assessment. Students who do not meet the Department-established cut score on the ELP assessment shall be considered MLs and shall be offered entry into the district's LIEP.
    - (1) Preschool students who are identified, pursuant to the processes set forth at N.J.A.C. 6A:15-1.3(a)1 and (a)2 and B.1.a. and B.1.b. above, as having a primary language other than English shall be identified as MLs. Prior to the start of their Kindergarten year, the district shall administer an ELP assessment to preschool MLs as part of the screener process to determine the ML's English language proficiency level.
    - (2) The district shall also use age-appropriate methodologies to identify preschool MLs to determine their individual language development needs.
  2. The district shall maintain a roster indicating all identified students whose primary language is other than English and who are MLs.
- C. Board Requirements, Including Language Instruction Educational Programs for Multilingual Learners – N.J.A.C. 6A:15-1.4
1. The district shall provide all preschool to twelfth-grade MLs enrolled in the school district pursuant to N.J.S.A. 18A:7F-46 and 18A:7F-54 with equal educational opportunities and all educational activities and programs, including required courses and support services defined at N.J.A.C. 6A:15-1.4(b) through (e) and C.2. through C.5. below to prepare MLs to meet or exceed the NJSLS for high school graduation. The instructional opportunities shall be designed to assist MLs to fully comprehend all subject matter and demonstrate their mastery of all NJSLS academic content areas.



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- a. Instructional opportunities may also include individualized and targeted supports, as needed by MLs.
  - b. The district shall ensure that all educational services, activities, and programs incorporate a linguistically and culturally responsive, multicultural curriculum in accordance with N.J.S.A. 18A:35-4.35, 18A:35-4.36, and 18A:35-4.36a. to ensure educational equity aligned to the Board of Trustees' Comprehensive Equity Plan, pursuant to N.J.A.C. 6A:7.
2. The Board shall provide all MLs with a LIEP.
- a. The Board shall provide appropriate instructional programs to preschool MLs pursuant to N.J.A.C. 6A:15-1.4(c) and C.3. below.
  - b. Whenever there are twenty or more MLs in Kindergarten through twelfth-grade in any one language classification enrolled in the school district, a LIEP shall include bilingual education or dual language immersion programs pursuant to N.J.A.C. 6A:15-1.4(e) and C.5. below, unless waived pursuant to N.J.A.C. 6A:15-1.15 and N. below.
  - c. Whenever there are ten or more MLs in Kindergarten through twelfth-grade enrolled in the school district, an ESL program shall be provided.
  - d. Whenever there are at least one, but fewer than ten MLs in Kindergarten through twelfth-grade enrolled in the school district, the Board shall provide the MLs with English language services. English language services shall be provided as part of the regular school program.
  - e. Instructional program alternatives may be implemented pursuant to N.J.A.C. 6A:15-1.15 and N. below.
3. The Board shall provide appropriate instructional programs to eligible preschool MLs based on the New Jersey Preschool Program Implementation Guidelines and the New Jersey Preschool Teaching and Learning Standards of Quality, pursuant to N.J.A.C. 6A:13A – Elements of High-Quality Preschool Programs.



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- a. A program that meets the New Jersey Preschool Teaching and Learning Standards of Quality and is approved, pursuant to N.J.A.C. 6A:13A, will be considered a preschool LIEP.
4. The Board shall establish bilingual education or dual language immersion programs whenever there are twenty or more MLs in any one language classification enrolled in the school district in Kindergarten through twelfth-grade, pursuant to N.J.S.A. 18A:35-18. Bilingual education or dual language immersion programs shall:
    - a. Be designed to prepare MLs to acquire sufficient English knowledge and skills to meet the NJSLS. All MLs participating in bilingual and dual language immersion programs shall also receive a class period of ESL instruction each day in session;
    - b. Include a curriculum that is aligned to the NJSLS and the ELD standards and includes primary language instruction delivered to further master literacy in the primary language and as a support in the development of English proficiency;
    - c. Include the full range of required courses and activities offered on the same basis and under the same rules that apply to all students within the school district; and
    - d. Utilize a curriculum for bilingual education programs that is adopted by the Board.
  5. The Board shall provide at least one class period of ESL instruction each day in session based on a student's English language level to all MLs placed in a LIEP.
    - a. The Board shall develop and adopt an ESL curriculum that addresses the ELD standards to address the instructional needs of MLs.
    - b. The ESL curriculum shall be cross-referenced to the school district's bilingual education and academic content area curricula to ensure that ESL instruction is correlated to all academic content areas taught.



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6. The Board may establish dual language immersion programs to meet the requirement at N.J.A.C. 6A:15-1.4(b)2. and C.2.b. above and N.J.S.A. 18A:35-15 through 18A:35-26.
  - a. Dual language immersion programs shall be designed to help students achieve proficiency in English and in a second language while mastering academic content area skills.
  - b. Instruction shall be in all courses or subjects of study that allow students to meet all grade promotion and graduation standards.
  - c. Classes in dual language immersion programs shall be comprised of at least fifty percent MLs.
  - d. The program may be coordinated with the school district's world languages program.
  - e. Dual language immersion programs that are not established to provide the LIEP services required pursuant to N.J.S.A. 18A:35-15 through 18A:35-26 do not have to comply with the requirements of N.J.A.C. 6A:15, Policy 2423, and this Regulation.
7. The Board may establish a newcomer program for a limited duration in time to address the needs of recent immigrant students, particularly SIFEs, before the students transition to a general education classroom. A high-quality newcomer program shall:
  - a. Be age-appropriate;
  - b. Include content that relates to the NJSLS;
  - c. Include social-emotional learning; and
  - d. Include courses that are credit-bearing and count toward graduation pursuant to N.J.A.C. 6A:8, or promotion requirements to allow students to meet grade-level standards within a reasonable period of time.



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8. The Board shall offer sufficient courses and other relevant supplemental instructional opportunities in grades nine through twelve to enable MLs to meet or exceed the NJSLs for graduation. When sufficient numbers of students are not available to form a bilingual class in an academic content area, the Board shall develop, in consultation with and approved by the Department, plans to meet the needs of the students.
  9. In addition to N.J.A.C. 6A:15-1.4(a) through (h) and C.1. through C.8. above, the Board shall design additional programs and services to meet the special needs of eligible MLs. The additional programs and services shall include, but not be limited to, individualized and targeted supports through Title I programs; special education; career and technical education programs; gifted and talented education services; supports to help MLs earn a State Seal of Biliteracy pursuant to N.J.A.C. 6A:8-5.3; and individualized learning opportunities pursuant to N.J.A.C. 6A:8-5.1.
  10. The Board may establish a program in bilingual education or dual language immersion for any language classification with fewer than twenty students.
  11. The Board shall establish a process for how MLs in high school may meet the world language or ELA course graduation requirements, pursuant to N.J.A.C. 6A:8-5.1, by applying credits earned in an ESL course. The Board shall verify on a student's record that the applicable ESL credits meet or exceed the NJSLs at the high school level.
- D. Approval Procedures – N.J.A.C. 6A:15-1.5
1. The school district providing a LIEP shall submit a plan every three years to the Department for approval.
  2. The Board of Trustees' LIEP plan shall demonstrate that:
    - a. For Kindergarten through twelfth-grade, LIEP curricula include or are aligned with:





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- (1) The NJSLS;
  - (2) The ELD standards; and
  - (3) A multicultural curriculum, pursuant to N.J.S.A. 18A:35-4.36a and N.J.A.C. 6A:7.
- b. For preschool, the ML instruction and support meets the language instruction requirements in the New Jersey Preschool Program Implementation Guidelines and the New Jersey Preschool Teaching and Learning Standards of Quality, pursuant to N.J.A.C. 6A:13A and the curricula include or are aligned with:
- (1) The NJSLS;
  - (2) The ELD standards for preschool; and
  - (3) A multicultural curriculum, pursuant to N.J.S.A. 18A:35-4.36a and N.J.A.C. 6A:7.
- c. MLs have equitable access to educational activities and programs in a manner aligned to the Board's Comprehensive Equity Plan, pursuant to N.J.A.C. 6A:7.
- d. School district staff engage in ongoing and continuous program evaluations that shall include regular reviews of student performance data (for example, graduation rates and assessment results) and other measures (for example, absenteeism, disciplinary records, and course enrollment) to evaluate whether MLs in the district have equitable access to educational opportunities, including, but not limited to, gifted and talented programs; advanced coursework and dual enrollment; work-based learning opportunities; extra-curricular activities; and career counseling.
- e. Preschool students participate in instructional activities pursuant to N.J.A.C. 6A:13A.



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- f. Bilingual and dual language immersion programs promote bilingualism, biliteracy, cross-cultural competency, high levels of academic achievement in both languages, and a path, if available, toward attaining the State Seal of Biliteracy.
  3. The Board's LIEP plan submitted to the Department for approval shall include information on the following:
    - a. Identification of MLs in preschool through twelfth-grade;
    - b. LIEP description;
    - c. The number of staff hired for the LIEP by certificate type;
    - d. Bilingual and ESL curriculum;
    - e. Evaluation design;
    - f. Review process for a student's exit from ML status; and
    - g. A budget for all components of the LIEP.
  4. The Department will review the plan to ensure the Board has a system of support for all MLs that is aligned to N.J.A.C. 6A:15, Policy 2423, and this Regulation. The Department may request modifications of the plan, as appropriate, and shall determine whether to approve the Board's plan.
- E. Supportive Services – N.J.A.C. 6A:15-1.6
1. Students enrolled in a LIEP shall have equal educational opportunities, including full access to educational opportunities and services available to other students in the district.



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2. The school district shall provide MLs with linguistically and culturally responsive supportive services, such as academic counseling; tutoring; career guidance; and mental health counseling. Bilingual personnel who are trained in social-emotional learning and are familiar with and knowledgeable about the unique assets and needs of the MLs, including newcomers and SIFEs, and their parents, shall provide the services.
- F. Professional Development – N.J.A.C. 6A:15-1.7
1. As part of the district- and school-level plans for professional development requirements at N.J.A.C. 6A:9C-4.2, the Board of Trustees shall describe professional learning for bilingual, ESL, and academic content teachers whose classroom instruction is in English; administrators who supervise bilingual/ESL programs; and administrators and any personnel who observe and evaluate teachers of MLs.
  2. The district- and school-level professional development plan shall:
    - a. Include instructional adaptational strategies, pursuant to N.J.A.C. 6A:8-3.1, and training on appropriate assessments to help MLs meet the NJSLs and the ELD standards;
    - b. Address the needs of bilingual and ESL teachers, who shall receive training in the use of the ESL curriculum and the ELD standards; and
    - c. Ensure all teachers receive training on the ELD standards and how to provide linguistically and culturally accessible instruction and appropriate modifications and accommodations for MLs.
- G. Certification – N.J.A.C. 6A:15-1.8
1. All teachers of bilingual programs shall hold a valid New Jersey instructional certificate with an endorsement for the appropriate grade level and/or academic content area and a standard certificate with a bilingual/bicultural education endorsement, pursuant to N.J.S.A. 18A:6-38 et seq., N.J.S.A. 18A:35-15 to 26, and N.J.A.C. 6A:9B-11.5.



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2. Dual language immersion programs, for the purpose of meeting the LIEP requirements at N.J.S.A. 18A:35-18; N.J.A.C. 6A:15; Policy 2423; and this Regulation may be taught by one or more teaching staff members. In these dual language immersion programs, the following endorsements to an instructional certificate shall be fulfilled by one or more teaching staff members:
    - a. An endorsement for the appropriate grade level and/or academic content area being taught; and
    - b. An endorsement in bilingual/bicultural education or world languages.
      - (1) A teaching staff member of a language other than English has demonstrated linguistic competence in the language of their instruction, pursuant to N.J.A.C. 6A:9B-10.5 or 11.5(a)2.
  3. All teaching staff members of ESL classes shall hold a valid New Jersey instructional certificate with an ESL endorsement, pursuant to N.J.S.A. 18A:6-38 et seq. and N.J.A.C. 6A:9B-11.6.
  4. All teaching staff members providing English language services shall hold a valid New Jersey instructional certificate.
- H. Language Instruction Educational Program Placement, Assessment, Exit, and Reentry – N.J.A.C. 6A:15-1.9
1. All MLs from Kindergarten through twelfth-grade shall be enrolled in a LIEP established by the Board of Trustees in accordance with N.J.A.C. 6A:15-1.4(b) through (f) and C.2. through C.6. above, N.J.A.C. 6A:15-1.15(a) and N.1. below, and N.J.S.A. 18A:35-18 and N.J.S.A. 18A:35-22.
  2. Students identified as MLs shall be assessed annually using ELP assessments to measure the progress toward English language proficiency and to determine readiness for exiting the LIEP. Students who meet the criteria for Statewide alternate assessments, pursuant to N.J.A.C. 6A:14-4.10(a)2, shall be assessed annually using an alternate ELP assessment.



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3. A ML enrolled in the LIEP shall be placed in a classroom(s) where the primary language of instruction is English when the ML has demonstrated readiness to exit a LIEP first by achieving the Department-established cut score on an ELP or alternate ELP assessment. The student's readiness shall be further assessed by the use of a Department-established English language observation form that considers, at a minimum: classroom performance; the student's reading level in English; the observations of the teaching staff members responsible for the educational program of the student; and performance on achievement tests in English.
  - a. Pursuant to 34 CFR §200.6(h)(4)(ii), a ML with a disability whose disability makes it impossible for the student to be assessed in a particular domain because there are no appropriate accommodations for assessing the student in that domain may be exited from ML status based on the student meeting the Department-determined cut score on the remaining domains in which the student was assessed.
4. When the review process for exiting a student from a LIEP has been completed, the district shall notify, by written communication, the student's parent of the placement determination. If the parent or a teaching staff member disagrees with the student's placement, the parent or teaching staff member may appeal the placement to the Commissioner of Education, pursuant to N.J.S.A. 18A:6-9 and N.J.A.C. 6A:3, after exhausting the school district's appeal process.
5. A parent may remove a student who is enrolled in a LIEP pursuant to N.J.S.A. 18A:35-22.1.
  - a. A student who is identified as a ML and whose parent refuses placement in a LIEP shall still access and meet the academic expectations of the NJSLS. Pursuant to N.J.A.C. 6A:8, N.J.A.C. 6A:15-1.6, and E. above, the district shall ensure that students whose parents refuse placement are provided the appropriate instructional adaptations and appropriate assessment modifications and accommodations for Statewide assessments.



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6. The district shall monitor, for a minimum of two years, the academic progress of students who are exited from a LIEP to ensure that the students are continually meeting or exceeding the NJSLS when the curriculum and instruction are delivered in English.
7. Newly exited students who are not academically progressing in classes where English is the primary language of instruction may be considered for reentry to a LIEP as follows:
  - a. After a minimum of one-half an academic year and within two years of exit, the teaching staff member delivering instruction in English may recommend retesting with the approval of the Principal.
  - b. A waiver of the minimum time limitation may be approved by the Executive County Superintendent upon request of the Head of School if the student is experiencing extreme difficulty in adjusting to classes where English is the primary language of instruction.
  - c. The recommendation for retesting shall be based on the teaching staff member's documented observation of a student's academic performance and data-based determination that the student is experiencing difficulties due to problems in using the English language to communicate effectively with peers and adults; understand directions given by the teaching staff member; and/or comprehend basic verbal and written materials.
  - d. The student shall be tested using a different form of the English language proficiency assessment than the one used to exit the student from the LIEP.
  - e. If the student scores below the Department-determined cut score on the English language proficiency assessment, the student shall be reenrolled into a LIEP.



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I. Graduation Requirements for Multilingual Learners – N.J.A.C. 6A:15-1.10

All MLs shall satisfy requirements for high school graduation pursuant to N.J.A.C. 6A:8-5.1(a).

J. Location – N.J.A.C. 6A:15-1.11

1. All Kindergarten through twelfth-grade LIEPs shall be conducted within classrooms within the school district pursuant to N.J.S.A. 18A:35-20, except under the following circumstances:

- a. A LIEP is conducted in another school district as part of a joint program, pursuant to N.J.A.C. 6A:15-1.13 and L. below; or
- b. A ML's individualized learning opportunity, pursuant to N.J.A.C. 6A:8-5.1(a)2, occurs outside of the school district's classrooms.

K. Notification – N.J.A.C. 6A:15-1.12

1. The district shall notify, by written communication, the parent of a ML of the fact that their child has been identified as eligible for placement in a LIEP.

- a. The district shall issue the notification within thirty calendar days of the start of the school year.
- b. For a student who enrolls after the beginning of the school year, the district shall issue the notification within fourteen calendar days of the student being placed in a LIEP.

2. The notice shall be in writing and in the language in which the parent possesses a primary speaking ability, and in English, and shall include the following information:

- a. Why the student was identified as a ML;



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- b. Why the school district determined the student needs to be placed in a LIEP that will help the student develop and attain English proficiency and meet the NJSLs;
  - c. The student's level of English language proficiency, how the level of English language proficiency was assessed, and the student's performance in academic content areas;
  - d. The method of instruction the school district will use to serve the student, including a description of other instruction methods available and how those methods differ in content, instructional goals, and the use of English and a primary language, if applicable;
  - e. How the program will meet the student's specific needs in attaining English language proficiency and meeting or exceeding the NJSLs;
  - f. The program's exit requirements, the expected amount of time that the ML will need to successfully achieve in classrooms where the language of instruction is English, and, in the case of high school students, the expected rate of graduation;
  - g. How the LIEP will meet the objectives of the individualized education program of a student with a disability; and
  - h. A statement that the parent may decline the child's enrollment in a LIEP, and that the parent shall be given an opportunity to do so or to select a different type of LIEP service available at the child's school.
3. The district shall send progress reports to the parents of students enrolled in a LIEP in the same manner and frequency as progress reports are sent to the parent of other students enrolled in the school district.
  4. Progress reports shall be written in English and in the primary language spoken by the parent of students enrolled in the LIEP.





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5. The district shall notify the parent when the student meets the exit criteria and is placed in a monolingual English program. The notice shall be in English and in the language in which the parent possesses a primary speaking ability.
- L. Joint Programs – N.J.A.C. 6A:15-1.13
1. With approval of the Executive County Superintendent on a case-by-case basis, the Board of Trustees may join with another district Board to provide:
    - a. A LIEP; and
    - b. An individualized learning opportunity, pursuant to N.J.A.C. 6A:8-5.1(a)2, to a ML who chooses to utilize it to meet the 120-credit graduation requirement, in whole or in part.
- M. Parental and Family Engagement – N.J.A.C. 6A:15-1.14
1. The Head of School or designee shall provide for the maximum practicable engagement of the parent of MLs in the development and review of program objectives and dissemination of information to and from the Boards of Education and communities served by the LIEP.
    - a. This duty includes ensuring all information regarding a ML’s educational experience is available in the language in which the parent possesses a primary speaking ability, and in English. This information includes, but it not limited to: district- and school-level policies; invitational letters regarding school or district programs; information regarding student discipline policies and procedures; registration and enrollment; report cards; requests for parent permission for student participation in district or school activities; parent-teacher conferences; parent handbooks; and gifted and talented programs.
  2. With the exception of a Board implementing an English language services or ESL program, each Board implementing a LIEP shall establish a parent advisory committee on bilingual education of which the majority membership shall be the parents of MLs.



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## N. Waiver Process Provided by Statute – N.J.A.C. 6A:15-1.15

1. A school district that has twenty or more students eligible for the bilingual education program in Kindergarten through twelfth-grade may request annual approval from the Department to waive the requirement at N.J.A.C. 6A:15-1.4(d) and C.4. above and, instead, to establish an instructional program alternative if the school district is able to demonstrate that it would be impractical to provide a full-time bilingual program due to the age range, grade span, and/or geographic location of eligible students.
  - a. Instructional program alternatives that shall be established include, but are not limited to: the bilingual part-time program; the bilingual resource program; the bilingual tutorial program; the sheltered English instruction program; and the high-intensity ESL program.
  - b. All instructional program alternatives shall be designed to assist MLs to develop English language proficiency while learning the knowledge and skills for academic content areas to meet or exceed the NJSLS.
  - c. Instructional program alternatives shall be developed in consultation with the Department based on student enrollment and achievement data.
  - d. A Board of Education implementing instructional program alternatives annually shall submit to the Department student enrollment and achievement data that demonstrate the continued need for the programs.
  - e. Instructional program alternatives shall be approved annually by the Department based on the Department's review of student enrollment and achievement data.

Issued:



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Prevention and Treatment of Sports-Related  
Concussions and Head Injuries

Feb 24

M

[See **POLICY ALERT Nos. 194, 197, 226, and 232**]

## R 2431.4 PREVENTION AND TREATMENT OF SPORTS-RELATED CONCUSSIONS AND HEAD INJURIES

The following procedures shall be followed to implement N.J.S.A. 18A:40-41.1 et seq., the New Jersey Department of Education Model Policy and Guidance for Districts on the Prevention and Treatment of Sports-Related Head Injuries and Concussions, and Policy 2431.4.

### A. Prevention

1. The following steps may be taken to prevent concussions and head injuries and ensure the safety of student-athletes:
  - a. Limit the number of stunts during cheerleading practice.
    - (1) When stunting is performed, spotters shall be used and the surface shall be soft and in good condition; and
    - (2) Safe stunting techniques shall be taught and student-athletes shall not be permitted to attempt new or difficult stunts without proper instruction and a coach on hand.
  - b. Ensure student-athletes have appropriate supervision during practices and a designated safe practice facility in good condition for the activity.
  - c. Ensure the use of appropriate fitted and maintained safety equipment.
  - d. Ensure student-athletes avoid unsafe actions such as:
    - (1) Hitting another student-athlete in the head;
    - (2) Using their head to contact another student-athlete;



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- (3) Making illegal contacts; and
  - (4) Trying to injure or put another student-athlete at risk for injury.
- e. Limit the amount of contact during practices. This may include:
- (1) Limiting the amount of practice time that includes scrimmages or full-speed drills.
- f. Teach student-athletes proper techniques and ways to avoid hits to the head.
- g. Keep a close eye on student-athletes in positions that are at increased risk for concussion to help spot a potential concussion.

## B. Possible Signs or Symptoms of Concussion

1. Some mild traumatic brain injuries and concussion symptoms may appear right away, while others may not appear for hours or days after the injury. These symptoms may be observed by coaches, licensed athletic trainers, school/team physicians, school nurses, teachers, parents, or a teammate. Below are a few examples of possible signs and symptoms of a concussion:
  - a. The student-athlete grabs or holds head after a play or hit - “Hands to Head”;
  - b. The student-athlete appears to be “shaking it off”;
  - c. The student-athlete appears dazed or “foggy”;
  - d. The student-athlete forgets plays or demonstrates short term memory difficulty;
  - e. The student-athlete cannot recall injury or events just before or just after the injury;



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- f. The student-athlete answers questions slowly or inaccurately;
- g. The student-athlete has a headache;
- h. The student-athlete is nauseous or is vomiting;
- i. The student-athlete is experiencing balance problems or dizziness;
- j. The student-athlete is experiencing double vision or changes in vision;
- k. The student-athlete is experiencing sensitivity to light or sound/noise;
- l. The student-athlete is feeling sluggish or foggy;
- m. The student-athlete is having difficulty with concentration and short-term memory;
- n. The student-athlete is experiencing sleep disturbance; and
- o. The student-athlete is experiencing irritability and/or mood changes.

- 2. Any possible signs or symptoms of a concussion shall be reported by the student-athlete participating in a program of athletic competition to the coach(es), athletic trainer, school or team physician, school nurse, and/or parent.

## C. Treatment

- 1. Pursuant to N.J.S.A. 18A:40-41.4, a student-athlete who participates in a program of athletic competition and who sustains or is suspected of having sustained a concussion or other head injury while engaged in a program of athletic competition shall be immediately removed from the program of athletic competition by the staff member supervising the program of athletic competition.



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2. The staff member supervising the student-athlete during the program of athletic competition shall immediately contact the school physician, athletic trainer, or school nurse to examine the student-athlete.
3. Emergency medical responders (911) shall be called if the student-athlete is experiencing a deterioration of symptoms, loss of consciousness, or direct neck pain associated with the injury pursuant to D. below.
4. A student-athlete who is removed from a program of athletic competition shall not participate in further programs of athletic competition until:
  - a. The student-athlete is evaluated by a physician or other licensed healthcare provider trained in the evaluation and management of concussions and receives written clearance from a physician trained in the evaluation and management of concussions to return to the program of athletic competition; and
    - (1) The student-athlete's written medical clearance from a physician must indicate a medical examination has determined:
      - (a) The student-athlete's injury was not a concussion or other head injury, the student-athlete is asymptomatic at rest, and the student-athlete may return to regular school activities and is no longer experiencing symptoms of the injury while conducting those activities; or
      - (b) The student-athlete's injury was a concussion or other head injury and the student-athlete's physician will monitor the student-athlete to determine when the student-athlete is asymptomatic at rest and when the student-athlete may return to regular school activities and is no longer experiencing symptoms of the injury while conducting those activities.



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- (2) The student-athlete's written medical clearance shall be reviewed and approved by the school physician.
  - (3) A student-athlete who has suffered a concussion or other head injury may not begin the CDC's Six-Step Return to Play Progression as outlined in E. below until the student-athlete receives a medical examination and provides the required written medical clearance to the Principal or designee.
  - (4) A written medical clearance not in compliance with the provisions of C.4.a. above will not be accepted.
- b. A student-athlete who has suffered a concussion or other head injury returns to regular school activities without the need for additional support and is no longer experiencing symptoms of the injury when conducting those activities.
- (1) If school is in session, a student-athlete who has suffered a concussion or other head injury must return to regular school activities without symptoms or need for additional support before returning to a program of athletic competition as part of the CDC's Six-Step Return to Play Progression.
  - (2) If school is not in session, a student-athlete who has suffered a concussion or other head injury must return to their normal daily activities without symptoms as part of the CDC's Six-Step Return to Play Progression.
- D. Symptoms Requiring Immediate Medical Assessment (911/Emergency Evaluation)
1. The following symptoms requiring immediate medical assessment include, but are not limited to:
    - a. The student-athlete loses consciousness;



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- b. The student-athlete has a headache that gets worse and does not go away;
  - c. The student-athlete is experiencing weakness, numbness, decreased coordination, convulsions, or seizure;
  - d. The student-athlete is experiencing repeated vomiting and/or intractable retching;
  - e. The student-athlete is slurring speech or exhibiting unusual behavior (disoriented);
  - f. The student-athlete has one pupil (the black part in the middle of the eye) larger than the other; and
  - g. The student-athlete cannot recognize people or places and/or gets confused, restless, or agitated.
- E. CDC's Six-Step Return to Play Progression for Students Who Have Suffered a Concussion or Other Head Injury
- 1. The return of a student-athlete to a program of athletic competition shall be in accordance with the CDC's Six-Step Return to Play Progression recommendations and any subsequent changes or other updates to those recommendations as developed by the CDC. Recovery is individual.
    - a. As applicable, the student-athlete's treating healthcare provider may guide the student-athlete through the return to play protocol while experiencing mild symptoms as part of the treatment.
    - b. In addition, the student-athlete's treating healthcare provider may adjust the treatment plan prior to Step Six, full return to competition.
    - c. Clearance from a student-athlete's physician trained in the evaluation and management of concussions is required before returning to full competition.





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## 2. Six-Step Return to Play Progression

### a. Step 1: Back to Regular Activities

The student-athlete is back to their regular activities (such as school).

### b. Step 2: Light Aerobic Activity

The student-athlete shall begin with light aerobic exercise only to increase a student-athlete's heart rate. This means about five to ten minutes on an exercise bike, walking, or light jogging. No weightlifting at this point.

### c. Step 3: Moderate Activity

The student-athlete shall continue with activities to increase a student-athlete's heart rate with body or head movement. This includes moderate jogging, brief running, moderate-intensity stationary biking, or moderate-intensity weightlifting (less time and/or less weight from their typical routine).

### d. Step 4: Heavy, Non-Contact Activity

The student-athlete shall add heavy, non-contact physical activity, such as sprinting/running, high-intensity stationary biking, regular weightlifting routine, or non-contact sport-specific drills (in three planes of movement).

### e. Step 5: Practice & Full Contact

The student-athlete may return to practice and full contact (if appropriate for the sport) in controlled practice.

### f. Step 6: Competition

The student-athlete may return to competition.



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3. It is important for a student-athlete's parent(s), coach(es), and teachers to watch for concussion symptoms after each day's Six-Step Return to Play Progression activity.
  4. A student-athlete should only move to the next step if they do not exhibit any new symptoms at the current step.
  5. If a student-athlete's symptoms return or if they develop new symptoms, this could be a sign the student-athlete is overexerting. The student-athlete shall stop these activities and the student-athlete's medical provider shall be contacted. After more rest and no concussion symptoms, the student-athlete can start at the previous step.
- F. Temporary Supports for Student-Athletes with Sports-Related Head Injuries or Concussions
1. Initial rest followed by a gradual return to activity during healing is recommended. Accordingly, consideration of the cognitive effects in returning to the classroom is also an important part of the treatment of sports-related concussions and head injuries.
  2. Mental exertion increases the symptoms from concussions and affects recovery. To recover, cognitive rest is just as important as physical rest. Reading, studying, computer usage, texting, even watching movies if a student-athlete is sensitive to light/sound, can slow a student-athlete's recovery. Managing the symptoms through a balance of rest and activity is the key to recovery.
    - a. The district will provide support for student-athletes diagnosed with a concussion.
    - b. The student-athlete's health care provider will handle short-term medical accommodations.
  3. Collaboration between the student-athlete's health care provider and the school may be necessary. If accommodations are needed for an extended time, the district may want to consider implementing accommodations via a formalized 504 plan.



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4. The Principal or designee may address the student-athlete's cognitive needs in the following ways:
  - a. Limit the student-athlete's screen time;
  - b. Have the student-athlete take rest breaks as needed;
  - c. Have the student-athlete spend fewer hours at school;
  - d. Provide the student-athlete more time to take tests or complete assignments. (All courses should be considered);
  - e. Provide the student-athlete help with schoolwork;
  - f. Reduce the student-athlete's time spent on the computer, reading, and writing;
  - g. Provide or grant the student-athlete early passing time to avoid crowded hallways; and/or
  - h. Allow the student-athlete extra time to complete tests or coursework.
5. These supports and/or short-term medical accommodations may be addressed in an individualized healthcare plan for a student-athlete who has suffered a concussion or other head injury.
6. Concussions affect several aspects of brain function, including cognition, balance and coordination, visual tracking and processing, behavior, and others. The symptoms experienced, difficulties faced, and timeline for recovery will vary for each individual.
7. A brief period of relative rest followed by a gradual return to lighter activities is generally considered the best "medicine" for healing concussions or other head injuries. This may include relative rest from both physical and cognitive activities. Each injury, and therefore each treatment plan, is different. School personnel, in collaboration with the student-athlete, parents, and the student-athlete's health care provider, are in the best position to create flexible, temporary supports to meet the needs of each student-athlete.



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## G. Education

1. The CDC offers tips for health professionals and educators on their website. Interscholastic Head Injury Training Programs are available via the CDC website or the National Federation of State High School Associations.
2. This training shall be completed by the school/team physician, licensed athletic trainer, school nurses, coaches, and other relevant school personnel.

## H. Other Considerations

1. Educational information for student-athletes on the prevention of concussions shall be reviewed.
2. The importance of early identification and treatment of concussions to improve recovery shall be reinforced.
3. School personnel shall contact the student-athlete's parent and inform them of the suspected sports-related concussion or head injury before allowing the student-athlete to go home after a program of athletic competition.
4. School personnel shall provide the parent of the student-athlete with a checklist or copy of the return to play protocols including the requirement of written clearance from a physician trained in the evaluation and management of concussions before the student-athlete is able to return to a program of athletic competition.

## I. Interscholastic Head Injury Training Program

1. The district will adopt an Interscholastic Head Injury Training Program to be completed by the school/team physician, licensed athletic trainer, coaches, and other appropriate district personnel pursuant to N.J.S.A. 18A:40-41.2. The training program shall include:



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- a. The recognition of the signs of head and neck injuries, concussions, and second impact syndrome; and
    - (1) Pursuant to N.J.S.A. 18A:40-41.1.d., if a student-athlete sustains a second concussion while still having symptoms of a previous concussion, it can lead to the severe impairment and even the death of the student-athlete, and is referred to as second-impact syndrome.
  - b. The CDC's Six-Step Return to Play Progression or any subsequent changes or other updates developed by the CDC.
- J. "Return to Play Progressions" vs. "Therapeutic Progressions"
1. In many cases, after the initial rest period, concussed individuals may be encouraged to resume limited activities, including light physical and cognitive activities, even in the presence of some continued symptoms. This may be referred to as "therapeutic progressions," and while some of the activities may overlap with the CDC's Six-Step Return to Play Progression, it is different in the goals and intent from "return to play."
    - a. "Return to play" progressions are intended to test the concussed individual's readiness to perform the activity correctly, and to do so with no symptoms.
    - b. "Therapeutic" progressions are intended to help the individual recover and to help them improve their performance and tolerance to those activities. This may take several days, or longer, at any given step.
    - c. "Therapeutic progressions" should be recommended and supervised by a health care provider familiar with the evaluation and management of concussions, and monitored by a team including the student-athlete, parents, health care provider, and school personnel. Adjustments to the program should be in response to the student-athlete's



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overall symptom load and progress. It should be remembered that student-athletes may progress at different rates for various aspects of their injury, such as tolerating light to moderate aerobic activity before tolerating being in the classroom, or tolerating schoolwork done at home before tolerating the classroom and school environment. Of note, progressions in one aspect of the treatment plan can have a positive effect on other areas as the brain is returning to a more typical overall level of function. A successful treatment plan is one that can adapt appropriately for each student-athlete.

K. Educating the Community on the District Sports-Related Concussions and Head Injuries Policy

1. The Board shall review Policy 2431.4 and this Regulation annually, and update as necessary to ensure Policy 2431.4 and this Regulation reflect the most current information available on the prevention, risk, and treatment of sports-related concussions and head injuries.
2. The district may provide regular education and training for staff including administrators, teachers, paraprofessionals, and school counselors regarding concussions and other head injuries as head injuries can happen at any time during the school day or outside of school.
3. The district is in a unique position to promote healthy behaviors. The district can embed education related to the prevention and treatment of concussions and head injuries through the New Jersey Student Learning Standards Comprehensive Health and Physical Education Standard 2.3 – Safety. In addition, N.J.S.A. 18A:6-2 requires education in accident and fire prevention and N.J.S.A. 18A:35-5 requires education in injury or illness emergencies.

Adopted:



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Vandalism  
Feb 24

[See POLICY ALERT No. 232]

## R 7610 VANDALISM

### A. Definitions

1. “Vandalism” means the willful and malicious acts of any person that result in the destruction, defacement, or damage of any property, real or personal, belonging to or entrusted to the Board of Trustees. Vandalism includes arson and ~~acts an aet~~ of graffiti.
2. “Arson” means the willful and malicious burning or setting on fire of any building or part of any building owned or operated by the Board, by any person.
3. “Act of graffiti” means the drawing, painting, or making of any mark or inscription on school district real or personal property without the permission of the school district.

### B. Reporting Vandalism

1. Any school employee who has reason to believe ~~that~~ an act of vandalism has occurred shall immediately report that belief or suspicion to the Principal of the affected building or, if the vandalism occurs at a facility other than a school, the supervisor in charge of the facility.
2. The Principal or supervisor shall promptly institute an investigation of the report by taking these steps as appropriate to the extent and seriousness of the vandalism:
  - a. Requesting the reporting employee to file a report of the evidence giving rise to **their** ~~his/her~~ belief or suspicion that vandalism has occurred;
  - b. Visiting the site of the vandalism and examining its extent, taking photographs as necessary;
  - c. Determining and recording the names of witnesses, if any;



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- d. Interviewing witnesses and requesting their written reports of events;
  - e. Assessing the costs of repair and replacement of any parts of the building, furnishings, and/or equipment; and
  - f. Questioning the ~~person or~~ person(s), if any, identified as having caused the vandalism.
3. The Principal will complete and file with the Head of School a detailed vandalism and property damage report.
  4. The Principal will notify **law enforcement** ~~the police~~ **when appropriate and in accordance with applicable laws.** ~~if the vandalism involves:~~
    - a. ~~Significant damage, or~~
    - b. ~~Arson, or~~
    - c. ~~Theft or burglary, or~~
    - d. ~~The use of any symbol that exposes persons to violence, contempt, or hatred on the basis of race, color, creed, religion, national origin, ancestry, age, marital status, affectational or sexual orientation or sex, social or economic status, or disability, or~~
    - e. ~~An act of graffiti.~~
- C. Penalties and Restitution
1. A student who vandalizes school property is subject to discipline, which may include suspension or expulsion, in accordance with **Board Policy, Board Regulation, and law** ~~Policy Nos. 5600, 5610, and 5620.~~
  2. A student who vandalizes school property will be held liable for any damages caused by the act of vandalism.





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3. The parent(s) ~~or legal guardian(s)~~ of any minor who **shall injure any injures/vandalizes public or nonpublic** school property; ~~whether or not the minor is enrolled in this district~~, shall be liable for damages ~~for~~ ~~to~~ the amount of the injury **to be collected by the Board or the owner of the premises in any Court of competent jurisdiction**, together with costs of suit **in accordance with** ~~if the Board must resort to legal process to obtain payment of damages.~~ N.J.S.A. 18A:37-3.
  - a. The **Principal or designee** shall obtain a professional estimate of the cost of repairs and/or replacements necessitated by the vandalism.
  - b. The **Principal or designee** shall present the student's parent(s) ~~or legal guardian(s)~~ with an itemized bill based on the estimated costs.
  - c. If, within **thirty** calendar days, the student's parent(s) ~~or legal guardian(s)~~ has not paid the bill or made arrangements with the **Principal or designee** for the payment of the bill in periodic installments, the Head of School shall inform the Board and **may** recommend ~~that~~ the Board Attorney commence civil action for the amount due together with costs.
  - d. No diploma, transcript, transfer card, or report card will be issued to the student until all obligations to the Board have been met.
- ~~4. The Principal will recommend to the Head of School and the Superintendent will recommend to the Board, a student whose vandalism of school property is so serious or chronic as to warrant reporting the student to the police.~~
45. Any person who purposely defaces or damages school property with any symbol that exposes persons to violence, contempt, or hatred on the basis of **any of the protected categories listed at N.J.A.C. 6A:7-1.1(a)** ~~race, color, creed, religion, national origin, ancestry, age, marital status, affectational or sexual orientation or~~

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~~sex, social or economic status, or disability is~~ **may have committed** ~~guilty of~~ a crime and shall be reported to the appropriate law enforcement agency **in accordance with Policy and Regulation 8465; N.J.A.C. 6A:16-6.3; and the Memorandum of Agreement with Local Law Enforcement.**

56. Any person who purposely or knowingly damages school district property recklessly or negligently in the employment of fire, explosives, or another dangerous means listed in accordance with N.J.S.A. 2C:17-2, or purposely or recklessly tampers with the tangible property of the school district so as to endanger school district property, will be reported to the appropriate law enforcement agency.
67. A person convicted of an offense **of criminal mischief** that involves an act of graffiti **may, in addition to any other penalty imposed by the Court,** will be required to ~~pay~~ reimburse the school district **monetary restitution in the amount of the pecuniary damage caused by the act of graffiti** ~~the cost of damages and may be required~~ to perform community service, which may include removing the graffiti from the property, in accordance with N.J.S.A. 2C:17-3.c. ~~the law.~~ **If community service is ordered by the Court, it shall be for either not less than twenty days or not less than the number of days necessary to remove the graffiti from the property.** ~~In addition, the courts may suspend or postpone driving privileges of any person, at least thirteen and under eighteen years of age, if convicted of an act of graffiti.~~

Issued:



**Link Community Charter School  
Board of Trustees  
23 Pennsylvania Avenue, Newark, NJ  
Proposed Calendar of Open Public Meetings for the 2024-2025 School Year**

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

**2024**

July 22

August 26

September 9

Virtual Only to be determined in August meeting.

September 23

October 19 (Board Retreat)

October 28

November 18

December 09

**2025**

January 27

February 24

March 24

April 28

May 12

June 23– Regular and Annual Meetings

\*\*Graduation June 20, 2025

**Link Community Charter School  
Board of Trustees**

**Community Engagement Committee  
Minutes of the February 27, 2024 Meeting**

In attendance: Brenda Daughtry, Shekenna Brown, Melissa Boucaud, Jennifer Dorsey, Erney Clarke, Sharon Machrone

Members introduced themselves to each other since there are non-board members serving on the committee.

Talked about the mission of the committee.

Provided ideas for student recruitment including community places to take flyers to, including recreation centers, churches, pediatricians, hair salons. Melissa will provide a list of community family service agencies.

Would like to locate a couple parents to serve on the committee for ideas, delivering flyers, and advocating for the school.

Sharon mentioned incentives to current families to recruit to include a gift card to Flynn O'hara to purchase uniforms after a student is here for 30 days. The consensus of the group was that a cash card should be offered as an option.

The committee will meet virtually before each board meeting on a Tuesday at 5:30 pm.



## Finance & Facilities Committee Report

March 26, 2024

### I. Financial Review

#### a. Treasurer's Report:

- i. As of February 29, 2024, total operating cash on hand \$767,640

#### Bank Accounts

- **General Fund \$616,642**  
All school operations expenses paid from General Fund & Special Revenue fund; rent, utilities, salaries, employee benefits, insurance, supplies & Title 1
- **Charter Escrow \$75,000**  
State mandated security account
- **Enterprise Fund \$36,860**  
Food services expenses, includes payroll labor & food purchases. Funding includes NSLP subsidies.
- **Payroll \$20,179**  
All salary expenses.
- **Payroll Agency \$80,978,315**  
Employee contributions to benefit premiums, Pension, vision, dental & health insurances and flexible spending account
- **Student Activities \$12,953**  
Student activities, aftercare
- **Unemployment \$25.00**

#### b. Secretary's Report:

- i. As of February 29, 2024  
Expenditures include general operating and special revenue funds (federal, state and foundation grants)
  - \$5,233,695 in expenses have been paid.
  - \$3,000,011 in encumbrances are pending request for payment.
  - \$811,029 of the budget is currently unencumbered, including restricted grant funding.

### Special Funding

The Employee Tax Retention Credit reimbursement has not been received. We remain unsure if the credits will be issued by the IRS.

We received the \$43,633.15 final installment of the Charter School Grant. In total LCCS was granted \$1,176,440 over a three-year period to support building the K-2 program. The grant funded many areas critical to the growth of the program including salaries, benefits, professional development, curriculum, marketing, student supplies and technology equipment.

### **2023-24 Budget**

- Underenrolled 33 students, approximately \$530,000
- Projected shortfall approximately \$440,000
- \$1,147,000 ESSER/ESEA funds covered salaries of Interventionists, coaches, teachers, paraprofessionals

### **2024-25 Budget**

- As currently presented, a \$323,172 is projected
- Revenue is based on full enrollment
- There is a projected increase in the budgeted Title 1 revenue
- Maria is meeting with the charter school fund for a grant
- We will be applying to the Charter School Grant for an additional grant for the lower school for the 2024-25 school year.
- A final decision is still pending on the ERTC (500k)
- Changes/significant increases this year (2023-24)
  - 4 Interventionists (paid with ESSER funds)
  - 1 Academic Dean
  - Health Insurance
  - Liability Insurance
  - Halsey Street
- The budget has minimal changes from this year
  - 2% raises
  - Removed one interventionist.
  - Decreased Halsey Expense (Furniture & Equipment)

**Interim Balance Sheet**

**ASSETS AND RESOURCES**

ASSETS			
101 Cash in checking account		\$ 94,482.94	
102-106 Other cash equivalents		\$ 75,000.00	
Total cash		<u>                    </u>	\$ 169,482.94
111 Investments			\$ 0.00
114 Investment interest receivable			\$ 0.00
121 Tax levy receivable			\$ 0.00
Accounts receivable			
132 Interfund		\$ 65,808.61	
141 Intergovernmental - state		\$ 3,094,022.38	
142 Intergovernmental - federal		\$ 0.00	
143 Intergovernmental - other		\$ 0.00	
153 Other Accounts Receivable		\$ 0.00	
		<u>                    </u>	\$ 3,159,830.99
Loans receivable			
131 Interfund		\$ 0.00	
151 Other Loans Receivable		\$ 0.00	
		<u>                    </u>	\$ 0.00
199 Other current assets			\$ 0.00
RESOURCES			
301 Estimated revenues (from adjusted budget)		\$ 6,762,382.67	
302 Less: revenues collected or accrued		\$ (6,661,487.32)	
		<u>                    </u>	\$ 100,895.35
TOTAL ASSETS AND RESOURCES			<u>                    </u>
			\$ 3,430,209.28

**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			\$ (579,392.05)
422 Judgments payable			\$ 0.00
430 Compensated absences payable			\$ 0.00
431 Contracts payable			\$ 0.00
451 Loans payable			\$ 0.00
461 Accrued Salaries and Benefits			\$ 17,594.88
471 Payroll deductions and withholdings			\$ (4,759.15)
481 Deferred revenues			\$ 0.00
499 Other current liabilities			\$ 0.00
Total liabilities			<u>                    </u>
			\$ (566,556.32)

FUND EQUITY

Appropriated:

753 Reserve for encumbrances - current year			\$ 2,750,950.60	
754 Reserve for encumbrances - prior year			\$ 0.00	
760 Other reserves			\$ 1,363,664.73	
771 Designated Fund Balance			\$ 0.00	
772 Designated Fund Balance - ARRA/SEMI			\$ 0.00	
601 Appropriations		\$ 7,381,916.44		
602 Less: expenditures	\$ 4,129,281.80			
603 Less: encumbrances	\$ 2,750,950.60	\$ (6,880,232.40)	\$ 501,684.04	
Appropriations less expenditures				\$ 4,616,299.37

Unappropriated:

770 Fund Balance, July 1, 2023			\$ 0.00	
303 Less: budgeted fund balance			\$ (619,533.77)	
Unappropriated fund balance				\$ (619,533.77)
Total fund equity				\$ 3,996,765.60

TOTAL LIABILITIES AND FUND EQUITY

\$ 3,430,209.28

RECAPITULATION OF FUND BALANCE - CURRENT YEAR ACTIVITY

	Budgeted	Actual	Variance
Appropriations	\$ 7,381,916.44	\$ 6,880,232.40	\$ 501,684.04
Less: Revenues	\$ (6,762,382.67)	\$ (6,661,487.32)	\$ (100,895.35)
Subtotal	\$ 619,533.77	\$ 218,745.08	\$ 400,788.69
Less: adjustment to appropriations for Prior Year Encumbrances	\$ 0.00	\$ 0.00	\$ 0.00
Total current year budgeted fund balance	\$ 619,533.77	\$ 218,745.08	\$ 400,788.69
Add: Unappropriated fund balance			\$ (619,533.77)
Total of budgeted and unappropriated fund balance			\$ (218,745.08)



**Revenues/Sources of Funds**

Acct Group	Group Title	Budgeted Est.	Transfers	Adj. Budget	Act to Date	Unrealized Under/(Over)
Recap	From Recap of Fund Balance	76,798.77	542,735.00	619,533.77	218,745.08	400,788.69
52xx	From Transfers	0.00	0.00	0.00	0.00	0.00
1xxx	From Local Sources	6,083,978.00	0.00	6,083,978.00	6,100,306.99	(16,328.99)
2xxx	From Intermediate Sources	0.00	0.00	0.00	0.00	0.00
3xxx	From State Sources	678,404.67	0.00	678,404.67	561,180.33	117,224.34
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
<b>Grand Totals</b>		<b>6,839,181.44</b>	<b>542,735.00</b>	<b>7,381,916.44</b>	<b>6,880,232.40</b>	<b>501,684.04</b>

**Fund 11 (Current Expense Fund)**

Account Group	Group Title	Original Bgt	New App/Trnsf	Revised Bgt	Expenditures	Encumbrances	Avail Balance	Refunds
Instructional Expense		3,389,967.68	75,000.00	3,464,967.68	1,719,095.36	1,600,907.92	144,964.40	0.00
Administrative		2,236,108.68	339,535.00	2,575,643.68	1,364,139.75	977,222.22	234,281.71	0.00
Support Services		1,150,605.08	73,200.00	1,223,805.08	942,234.28	165,200.42	116,370.38	0.00
<b>Grand Totals for fund 11:</b>		<b>6,776,681.44</b>	<b>487,735.00</b>	<b>7,264,416.44</b>	<b>4,025,469.39</b>	<b>2,743,330.56</b>	<b>495,616.49</b>	<b>0.00</b>

**Fund 12 (Capital Outlay Fund)**

Account Group	Group Title	Original Bgt	New App/Trnsf	Revised Bgt	Expenditures	Encumbrances	Avail Balance	Refunds
Capital Outlay		62,500.00	55,000.00	117,500.00	103,812.41	7,620.04	6,067.55	0.00
<b>Grand Totals for fund 12:</b>		<b>62,500.00</b>	<b>55,000.00</b>	<b>117,500.00</b>	<b>103,812.41</b>	<b>7,620.04</b>	<b>6,067.55</b>	<b>0.00</b>

Grand Totals for all Subfunds of Fund 10: 6,839,181.44 542,735.00 7,381,916.44 4,129,281.80 2,750,950.60 501,684.04 0.00

**Revenues Summary**

Acct Group	Group Title	Budgeted Est.	Transfers	Adj. Budget	Act to Date	Unrealized Under/(Over)
Recap	From Recap of Fund Balance	76,798.77	542,735.00	619,533.77	218,745.08	400,788.69
10-1200-000-011	Equalization/Lcl Lvy Aid-Local	836,110.00	0.00	836,110.00	836,110.00	0.00
10-1200-000-012	Equalization/Lcl Lvy Aid-State	0.00	0.00	0.00	5,247,868.00	(5,247,868.00)
10-1510-000-023	Interest	5,247,868.00	0.00	5,247,868.00	0.00	5,247,868.00
10-1900-000-023	Other Sources	0.00	0.00	0.00	0.00	0.00
10-1920-000-023	Contributions/Donations	0.00	0.00	0.00	0.00	0.00
10-1920-001-023	Fundraising	0.00	0.00	0.00	0.00	0.00
10-1980-000-023	Refund of Prior Yr Exp	0.00	0.00	0.00	0.00	0.00
10-1990-000-023	Miscellaneous Revenue	0.00	0.00	0.00	16,328.99	(16,328.99)
10-3100-000-012	Equalization/Lcl Lvy Aid-State	0.00	0.00	0.00	0.00	0.00
10-3130-000-015	Categorical Aid - Spec Ed	291,379.00	0.00	291,379.00	291,379.00	0.00
10-3177-000-016	Categorical Security Aid	174,039.00	0.00	174,039.00	174,039.00	0.00
10-3190-000-021	Other Unrestricted State Aid	0.00	0.00	0.00	0.00	0.00
10-3195-000-021	Consolidated Aid	0.00	0.00	0.00	0.00	0.00
10-3902-000-000	FICA/TPAF Reimbursement	212,986.67	0.00	212,986.67	95,762.33	117,224.34
10-4210-000-023	Federal Charter School Grant	0.00	0.00	0.00	0.00	0.00
<b>Grand Totals</b>		<b>6,839,181.44</b>	<b>542,735.00</b>	<b>7,381,916.44</b>	<b>6,880,232.40</b>	<b>501,684.04</b>

**Minimum Expense General Ledger Report**

**Fund 11 (Current Expense Fund)**

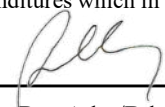
Expend. Account #	Account Title	Original Bgt	New App/Trnsf	Revised Bgt	Expenditures	Encumbrances	Avail Balance	Refunds
11-110-100-101	Kindergarten - Sal of Teachers	467,220.41	(100,000.00)	367,220.41	99,927.73	200,072.27	67,220.41	0.00
11-120-100-101	Grade 5 Teacher	798,770.52	0.00	798,770.52	132,082.00	666,688.52	0.00	0.00
11-130-100-101	Grade 7-8 Teacher	974,264.41	0.00	974,264.41	731,100.03	243,164.38	0.00	0.00
11-190-100-320	Purch Prof Svcs	389,050.00	105,000.00	494,050.00	322,164.68	170,495.57	1,389.75	0.00
11-190-100-610	General Supplies	63,390.00	80,000.00	143,390.00	93,607.26	10,886.37	38,896.37	0.00
11-190-100-640	Textbooks	50,575.00	(10,000.00)	40,575.00	14,614.84	4,180.00	21,780.16	0.00
11-190-100-890	Miscellaneous Expense	54,000.00	0.00	54,000.00	30,941.97	7,380.32	15,677.71	0.00
11-200-100-101	Special Education Teacher	517,697.34	0.00	517,697.34	241,595.66	276,101.68	0.00	0.00
11-421-100-105	Stipends	75,000.00	0.00	75,000.00	53,061.19	21,938.81	0.00	0.00
<b>Instructional Expense</b>		<b>3,389,967.68</b>	<b>75,000.00</b>	<b>3,464,967.68</b>	<b>1,719,095.36</b>	<b>1,600,907.92</b>	<b>144,964.40</b>	<b>0.00</b>
11-000-230-100	Salaries	1,138,024.93	0.00	1,138,024.93	699,511.02	310,352.75	128,161.16	0.00
11-000-230-300	Purch Prof/Tech Svc	70,260.00	35,000.00	105,260.00	71,971.23	1,542.25	31,746.52	0.00
11-000-230-330	Other Purch Services	0.00	15,250.00	15,250.00	0.00	0.00	15,250.00	0.00
11-000-230-331	Judgements Against Charters	35,000.00	0.00	35,000.00	13,213.28	5,286.72	16,500.00	0.00
11-000-230-332	Audit Fees	25,000.00	0.00	25,000.00	12,500.00	12,500.00	0.00	0.00
11-000-230-530	Communications/Telephone	30,385.00	18,000.00	48,385.00	18,259.66	19,767.99	10,357.35	0.00
11-000-230-590	Other Purchased Services (400-500 Series)	67,300.00	35,000.00	102,300.00	86,685.51	9,899.59	5,714.90	0.00
11-000-230-610	Supplies & Materials	7,000.00	0.00	7,000.00	1,378.21	121.79	5,500.00	0.00
11-000-230-890	Miscellaneous Expense	2,400.00	31,500.00	33,900.00	7,275.50	24,120.10	2,504.40	0.00
11-000-291-230	Benefits - SS & Medicare	328,862.00	(64,000.00)	264,862.00	137,013.97	114,867.23	12,980.80	0.00
11-000-291-232	Benefits - NJ State Pension	124,816.00	68,785.00	193,601.00	0.00	193,601.00	0.00	0.00
11-000-291-250	State Unemployment Ins	55,502.00	0.00	55,502.00	11,430.00	43,614.36	457.64	0.00
11-000-291-260	Benefits - Workman's Comp	33,915.00	0.00	33,915.00	32,501.00	149.00	1,265.00	0.00
11-000-291-270	Benefits - Health Insurance	314,343.75	125,000.00	439,343.75	267,609.49	171,734.26	0.00	0.00
11-000-291-290	Benefits - FlexSpending Fees	3,300.00	75,000.00	78,300.00	4,790.88	69,665.18	3,843.94	0.00
<b>Administrative</b>		<b>2,236,108.68</b>	<b>339,535.00</b>	<b>2,575,643.68</b>	<b>1,364,139.75</b>	<b>977,222.22</b>	<b>234,281.71</b>	<b>0.00</b>
11-000-216-320	Purch Prof Tech Svcs - P/OT	79,000.00	(42,000.00)	37,000.00	4,025.00	0.00	32,975.00	0.00
11-000-240-110	Supp Svcs - Salaries	327,875.08	0.00	327,875.08	294,410.90	33,464.18	0.00	0.00
11-000-240-500	Other Purchased Services (400-500 Series)	195,120.00	58,200.00	253,320.00	183,973.25	22,419.50	46,927.25	0.00
11-000-262-441	Rental of Land & Bldgs	352,000.00	0.00	352,000.00	300,000.33	51,999.67	0.00	0.00
11-000-262-520	Insurance	81,260.00	57,000.00	138,260.00	87,860.21	18,324.00	32,075.79	0.00
11-000-262-610	Supplies & Materials	23,800.00	0.00	23,800.00	11,097.29	10,602.71	2,100.00	0.00
11-000-262-620	Energy Costs	86,550.00	0.00	86,550.00	56,540.49	27,759.51	2,250.00	0.00
11-000-262-890	Miscellaneous Expense	5,000.00	0.00	5,000.00	4,326.81	630.85	42.34	0.00
<b>Support Services</b>		<b>1,150,605.08</b>	<b>73,200.00</b>	<b>1,223,805.08</b>	<b>942,234.28</b>	<b>165,200.42</b>	<b>116,370.38</b>	<b>0.00</b>
<b>Grand Totals for fund 11:</b>		<b>6,776,681.44</b>	<b>487,735.00</b>	<b>7,264,416.44</b>	<b>4,025,469.39</b>	<b>2,743,330.56</b>	<b>495,616.49</b>	<b>0.00</b>

**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	62,500.00	0.00	62,500.00	62,359.22	0.00	140.78	0.00
12-000-300-730	Non-Instructional Equipment	0.00	55,000.00	55,000.00	41,453.19	7,620.04	5,926.77	0.00
<b>Capital Outlay</b>		<b>62,500.00</b>	<b>55,000.00</b>	<b>117,500.00</b>	<b>103,812.41</b>	<b>7,620.04</b>	<b>6,067.55</b>	<b>0.00</b>
<b>Grand Totals for fund 12:</b>		<b>62,500.00</b>	<b>55,000.00</b>	<b>117,500.00</b>	<b>103,812.41</b>	<b>7,620.04</b>	<b>6,067.55</b>	<b>0.00</b>

**Grand Totals for all Subfunds of Fund 10:** 6,839,181.44 542,735.00 7,381,916.44 4,129,281.80 2,750,950.60 501,684.04 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

3/17/24

Date

**Interim Balance Sheet**

**ASSETS AND RESOURCES**

ASSETS			
101 Cash in checking account		\$ 447,159.54	
102-106 Other cash equivalents		\$ 0.00	
Total cash		<u>                    </u>	\$ 447,159.54
111 Investments			\$ 0.00
114 Investment interest receivable			\$ 0.00
121 Tax levy receivable			\$ 0.00
Accounts receivable			
132 Interfund		\$ 100,925.73	
141 Intergovernmental - state		\$ 0.00	
142 Intergovernmental - federal		\$ (1,314,157.46)	
143 Intergovernmental - other		\$ 0.00	
153 Other Accounts Receivable		<u>                    </u>	
			\$ (1,213,231.73)
Loans receivable			
131 Interfund		\$ 0.00	
151 Other Loans Receivable		<u>                    </u>	
			\$ 0.00
199 Other current assets			\$ 0.00
RESOURCES			
301 Estimated revenues (from adjusted budget)		\$ 0.00	
302 Less: revenues collected or accrued		<u>                    </u>	
			\$ (363,833.99)
TOTAL ASSETS AND RESOURCES			<u>                    </u>
			\$ (1,129,906.18)

**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			\$ (25,493.38)
422 Judgments payable			\$ 0.00
430 Compensated absences payable			\$ 0.00
431 Contracts payable			\$ 0.00
451 Loans payable			\$ 0.00
481 Deferred revenues			\$ 0.00
499 Other current liabilities			\$ 0.00
Total liabilities			<u>                    </u>
			\$ (25,493.38)

FUND EQUITY

Appropriated:

753 Reserve for encumbrances - current year			\$	249,061.77	
754 Reserve for encumbrances - prior year			\$	0.00	
760 Other reserves			\$	0.00	
771 Designated Fund Balance			\$	0.00	
601 Appropriations		\$	1,662,819.94		
602 Less: expenditures	\$	1,104,412.80			
603 Less: encumbrances	\$	249,061.77	\$	(1,353,474.57)	\$
Appropriations less expenditures				<u>309,345.37</u>	\$
					558,407.14
Unappropriated:					
770 Fund Balance, July 1, 2023			\$	0.00	
303 Less: budgeted fund balance			\$	(1,662,819.94)	
Unappropriated fund balance					\$
					<u>(1,662,819.94)</u>
Total fund equity					\$
					<u>(1,104,412.80)</u>
TOTAL LIABILITIES AND FUND EQUITY					
					\$
					<u>(1,129,906.18)</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	1,662,819.94	0.00	1,662,819.94	989,640.58	673,179.36
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	12,609.24	(12,609.24)
4xxx	From Federal Sources	0.00	0.00	0.00	224,888.00	(224,888.00)
5xxx	From Other Sources	0.00	0.00	0.00	0.00	0.00
<b>Grand Totals</b>		<b>1,662,819.94</b>	<b>0.00</b>	<b>1,662,819.94</b>	<b>1,353,474.57</b>	<b>309,345.37</b>

**Fund 20 (Special Revenue Fund)**

Account Group	Group Title	Original Bgt	New App/Trnsf	Revised Bgt	Expenditures	Encumbrances	Avail Balance	Refunds
Ungrouped Accounts		40,000.00	0.00	40,000.00	39,637.50	362.50	0.00	0.00
Title IA - Improving Basic Pgms		262,047.00	0.00	262,047.00	225,368.12	15,108.75	21,570.13	0.00
IDEA Part B		91,160.00	0.00	91,160.00	51,711.96	3,288.04	36,160.00	0.00
ESSER II		0.00	0.00	0.00	0.00	39,238.54	(39,238.54)	0.00
American Rescue (ESSER III)		17,842.00	0.00	17,842.00	0.00	0.00	17,842.00	0.00
ARP ESSER		1,176,770.94	0.00	1,176,770.94	715,029.18	107,715.38	354,026.38	0.00
ARP ESSER-Accelerated Learning Coaching		0.00	0.00	0.00	0.00	83,275.00	(83,275.00)	0.00
Charter Grant		75,000.00	0.00	75,000.00	72,666.04	73.56	2,260.40	0.00
<b>Grand Totals for fund 20:</b>		<b>1,662,819.94</b>	<b>0.00</b>	<b>1,662,819.94</b>	<b>1,104,412.80</b>	<b>249,061.77</b>	<b>309,345.37</b>	<b>0.00</b>

**Revenues Summary**

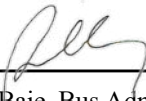
Acct Group	Group Title	Budgeted Est.	Transfers	Adj. Budget	Act to Date	Unrealized Under/(Over)
Info Only	Revenue Req'd to Balance	1,662,819.94	0.00	1,662,819.94	989,640.58	673,179.36
20-3257-000-000	SDA Emerg. Needs & Cap. Maint.	0.00	0.00	0.00	12,609.24	(12,609.24)
20-4411-231-032	Title I	0.00	0.00	0.00	0.00	0.00
20-4413-234-032	Title I C/O	0.00	0.00	0.00	0.00	0.00
20-4415-260-032	Title VI	0.00	0.00	0.00	0.00	0.00
20-4416-261-032	Title VI C/O	0.00	0.00	0.00	0.00	0.00
20-4421-250-032	IDEA	0.00	0.00	0.00	0.00	0.00
20-4422-251-032	IDEA C/O	0.00	0.00	0.00	0.00	0.00
20-4451-270-032	Title II A	0.00	0.00	0.00	0.00	0.00
20-4452-272-032	Title II D	0.00	0.00	0.00	0.00	0.00
20-4453-271-032	Title II C/O	0.00	0.00	0.00	0.00	0.00
20-4471-280-032	Title IV	0.00	0.00	0.00	0.00	0.00
20-4473-281-032	Title IV C/O	0.00	0.00	0.00	0.00	0.00
20-4475-290-032	Title V	0.00	0.00	0.00	0.00	0.00
20-4530-000-000	CARES Act	0.00	0.00	0.00	0.00	0.00
20-4531-000-000	Digital Divide	0.00	0.00	0.00	0.00	0.00
20-4534-000-000	CRRSA Act - ESSER II	0.00	0.00	0.00	0.00	0.00
20-4535-000-000	CRRSA Act - ESSER II	0.00	0.00	0.00	0.00	0.00
20-4536-000-000	CRRSA - Mental Health Grant	0.00	0.00	0.00	0.00	0.00
20-4537-000-000	ACSERS Program	0.00	0.00	0.00	0.00	0.00
20-4540-000-000	ARP-ESSER	0.00	0.00	0.00	224,888.00	(224,888.00)
20-4541-000-000	ESSER-Accel Lrn Coach&Ed Sup	0.00	0.00	0.00	0.00	0.00
20-4542-000-000	ESSER Summer Learn&Enrich Ac	0.00	0.00	0.00	0.00	0.00
20-4543-000-000	ESSER-Cmpr Beyond Sch Day Ac	0.00	0.00	0.00	0.00	0.00
20-5000-000-035	Link Education Partners	0.00	0.00	0.00	0.00	0.00
20-6000-000-	Special Education Grant	0.00	0.00	0.00	0.00	0.00
20-6000-000-000	Charter School Grant	0.00	0.00	0.00	126,336.75	(126,336.75)
<b>Grand Totals</b>		<b>1,662,819.94</b>	<b>0.00</b>	<b>1,662,819.94</b>	<b>1,353,474.57</b>	<b>309,345.37</b>

**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
20-490-100-101	Instruction- Sal of Teacher	40,000.00	0.00	40,000.00	39,637.50	362.50	0.00	0.00
Ungrouped Accounts		40,000.00	0.00	40,000.00	39,637.50	362.50	0.00	0.00
20-231-100-100	Title I Sal for Inst	0.00	0.00	0.00	43,637.50	0.00	(43,637.50)	0.00
20-231-100-300	Purchased Services	200,000.00	0.00	200,000.00	165,911.32	14,928.75	19,159.93	0.00
20-231-100-600	Supplies	61,047.00	0.00	61,047.00	15,819.30	180.00	45,047.70	0.00
20-231-100-800	Other Objects-Instruction	1,000.00	0.00	1,000.00	0.00	0.00	1,000.00	0.00
Title IA - Improving Basic Pgms		262,047.00	0.00	262,047.00	225,368.12	15,108.75	21,570.13	0.00
20-250-200-300	Professional Services	91,160.00	0.00	91,160.00	51,711.96	3,288.04	36,160.00	0.00
IDEA Part B		91,160.00	0.00	91,160.00	51,711.96	3,288.04	36,160.00	0.00
20-483-100-101	Instruction- Sal of Teacher	0.00	0.00	0.00	0.00	39,238.54	(39,238.54)	0.00
ESSER II		0.00	0.00	0.00	0.00	39,238.54	(39,238.54)	0.00
20-486-100-600	Instructional Supplies	17,842.00	0.00	17,842.00	0.00	0.00	17,842.00	0.00
American Rescue (ESSER III)		17,842.00	0.00	17,842.00	0.00	0.00	17,842.00	0.00
20-487-100-100	ARP-ESSER Grant Program	389,522.91	0.00	389,522.91	371,675.08	59,250.00	(41,402.17)	0.00
20-487-100-101	Instruction- Sal of Teacher	0.00	0.00	0.00	28,000.38	28,000.38	(56,000.76)	0.00
20-487-100-300	Purchased Services-Instruction	95,000.00	0.00	95,000.00	7,600.00	15,200.00	72,200.00	0.00
20-487-100-600	Instructional Supplies	23,806.69	0.00	23,806.69	19,305.00	5,265.00	(763.31)	0.00
20-487-200-100	ARP-ESSER Grant Program	77,500.00	0.00	77,500.00	144,665.88	0.00	(67,165.88)	0.00
20-487-200-200	ARP-ESSER Grant Program	193,500.00	0.00	193,500.00	118,782.84	0.00	74,717.16	0.00
20-487-200-300	ARP-ESSER Grant Program	1,264.68	0.00	1,264.68	0.00	0.00	1,264.68	0.00
20-487-200-600	ARP-ESSER Grant Program	34.66	0.00	34.66	0.00	0.00	34.66	0.00
20-487-400-720	ARP-ESSER Grant Program	396,142.00	0.00	396,142.00	25,000.00	0.00	371,142.00	0.00
ARP ESSER		1,176,770.94	0.00	1,176,770.94	715,029.18	107,715.38	354,026.38	0.00
20-488-100-101	Instruction- Sal of Teacher	0.00	0.00	0.00	0.00	83,275.00	(83,275.00)	0.00
ARP ESSER-Accelerated Learning Coaching		0.00	0.00	0.00	0.00	83,275.00	(83,275.00)	0.00
20-500-100-600	Supplies	0.00	0.00	0.00	51,294.75	73.56	(51,368.31)	0.00
20-500-200-300	Benefits	75,000.00	0.00	75,000.00	21,371.29	0.00	53,628.71	0.00
Charter Grant		75,000.00	0.00	75,000.00	72,666.04	73.56	2,260.40	0.00
Grand Totals for fund 20:		1,662,819.94	0.00	1,662,819.94	1,104,412.80	249,061.77	309,345.37	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

3/17/24

Date

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

**FOR THE MONTH ENDING FEBRUARY 29, 2024**

<b>FUNDS</b>		<b>CASH REPORT</b>			
		(1) Beginning Cash Balance	(2) Cash Receipts/Transfers This Month	(3) Cash Disbursements/Transfers This Month	(4) Ending Cash Balance (1) + (2) - (3)
	<b>GOVERNMENTAL FUNDS</b>				
1	General Fund - Fund 10 - Operating	\$ 262,248.44	\$ 389,754.66	\$ 557,520.16	\$ 94,482.94
2	Charter Escrow	75,000.00	-	-	\$ 75,000.00
2	Special Revenue Fund - Fund 20	314,138.71	224,888.00	91,867.17	447,159.54
3	Total governmental funds (Lines 1 thru 2)	651,387.15	614,642.66	649,387.33	616,642.48
	<b>ENTERPRISE FUND</b>				
4	Food Service	34,399.93	2,461.00	-	36,860.93
	Total Enterprise funds (Lines 4 )	34,399.93	-	-	36,860.93
	<b>TRUST &amp; AGENCY FUNDS</b>				
5	Payroll Account	25,315.49	387,601.56	392,737.14	20,179.91
6	Payroll Agency	25,957.77	72,593.88	17,573.31	80,978.34
7	Unemployment	25.00	-	-	25.00
8	Student Activity Account	12,952.60	-	-	12,952.60
9	Total Trust & Agency Funds (Lines 5 thru 8)	64,250.86	460,195.44	410,310.45	114,135.85
10	Total All Funds (Lines 3, 4 and 9)	\$ 750,037.94	\$ 1,074,838.10	\$ 1,059,697.78	\$ 767,639.26

Prepared and Submitted By:

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

03/17/24

\_\_\_\_\_  
Date

**LINK COMMUNITY CHARTER SCHOOL  
RECONCILIATION OF BOARD SECRETARY'S REPORT (A-148)  
AND TREASURER'S REPORT (A-149)  
FOR THE MONTH ENDING FEBRUARY 29, 2024**

<u>Fund</u>		
10.101	General fund - Regular Account	\$ 94,482.94
10.106	Charter Escrow	75,000.00
20.101	Special Revenue Fund	447,159.54
60.101	Enterprise Fund	36,860.93
90.101	Payroll Account	20,179.91
90.103	Unemployment	25.00
91.101	Agency Account	80,978.34
95.101	Student Activity Account	12,952.60
		<hr/>
<b>Total Board Secretary's Records - A-148</b>		767,639.26
Total Funds per Treasurer's Report		<hr/> 767,639.26
Difference		<hr/> <b>\$ -</b> <hr/>



LINK COMMUNITY CHARTER SCHOOL  
 TD Bank  
 OPERATING ACCOUNT - 430-2520237  
 FOR THE MONTH ENDING FEBRUARY 29, 2024

	<u>BANK</u>	<u>BOOKS G/FUND</u>	<u>BOOKS S/REVENUE</u>	<u>BOOKS TOTAL</u>
<b>BALANCE BEG. OF MONTH</b>	<b>\$ 846,936.12</b>	<b>\$ 262,248.44</b>	<b>\$ 314,138.71</b>	<b>\$ 576,387.15</b>
<b><u>Additions</u></b>				
Deposits	614,642.66	389,754.66	224,888.00	614,642.66
<b>Total Receipts</b>	<b>614,642.66</b>	<b>389,754.66</b>	<b>224,888.00</b>	<b>614,642.66</b>
<b><u>Deductions</u></b>				
Cash Disbursements	561,282.85	557,520.16	91,867.17	649,387.33
<b>Total Disbursements</b>	<b>561,282.85</b>	<b>557,520.16</b>	<b>91,867.17</b>	<b>649,387.33</b>
<b><u>BALANCE END OF MONTH</u></b>	<b>900,295.93</b>			
<b><u>RECONCILIATION</u></b>				
Less--Outstanding checks	358,653.45			
Deposit in transit				
<b>ADJUSTED BALANCE END OF MONTH</b>	<b>\$ 541,642.48</b>	<b>\$ 94,482.94</b>	<b>\$ 447,159.54</b>	<b>\$ 541,642.48</b>

The following checks are outstanding after this statement period:

<u>Date</u>	<u>Check #</u>	<u>Vendor</u>	<u>Amount</u>	<u>Comment</u>
01/07/2021	03897	City of Newark Division of Water	\$560.65	Prior Year Check
03/04/2021	03968	Gordon & Rees	\$1,537.00	Prior Year Check
05/10/2021	04061	Window Repair Systems, Inc.	\$8,610.00	Prior Year Check
08/06/2021	04144	AT&T Mobility	\$7,992.97	Prior Year Check
03/14/2022	04470	La Hermosa Church	\$500.00	Prior Year Check
06/08/2022	04555	AT&T Mobility	\$7,682.19	Prior Year Check
08/16/2022	04660	Worrall Communications Newspapers, Inc.	\$53.84	Prior Year Check
01/09/2023	04880	Jessica Bloom	\$2,219.07	Prior Year Check
02/06/2023	04917	New Jersey Manufacturers Insurance Compa	\$3,169.00	Prior Year Check
05/08/2023	05060	US Postal Service	\$2,500.00	Prior Year Check
05/09/2023	05098	Gordon & Rees	\$5,684.46	Prior Year Check
06/12/2023	05105	Window Repair Systems, Inc.	\$19,780.00	Prior Year Check
06/30/2023	05153	Staples Advantage	\$59.42	Prior Year Check
06/30/2023	05154	PSE&G	\$2,911.79	Prior Year Check
06/30/2023	05156	AT&T Teleconference Services	\$73.58	Prior Year Check
06/30/2023	05157	School Mart	\$550.58	Prior Year Check
06/30/2023	05158	Fedex	\$21.31	Prior Year Check
06/30/2023	05159	Optimum	\$145.75	Prior Year Check
06/30/2023	05160	Verizon Fios	\$445.04	Prior Year Check
06/30/2023	05161	Maschio's Food Service Inc.	\$3,810.70	Prior Year Check
07/01/2023	05100	PowerSchool Group LLC	\$7,962.29	
07/17/2023	05153	Deanslist	\$3,278.50	This Check Voided on 03/13/2024
08/20/2023	05197	Amazon Capital Services	\$13,997.57	
08/21/2023	05214	State of New Jersey Divisions of Pensions	\$60.66	
09/30/2023	05277	LINK EDUCATION PARTNERS, INC	\$6,849.09	
09/30/2023	05280	LINK EDUCATION PARTNERS, INC	\$12,977.68	
09/30/2023	05282	LINK EDUCATION PARTNERS, INC	\$6,141.36	
09/30/2023	05288	LINK EDUCATION PARTNERS, INC	\$6,865.94	
10/15/2023	05297	Dr. Kia Grundy	\$4,000.00	This Check Voided on 03/13/2024
01/22/2024	05419	Zoom Video Communications	\$5,180.00	
01/22/2024	05429	Amazon Capital Services	\$5,000.00	
01/23/2024	05431	Western Pest Services	\$650.00	
01/31/2024	05436	Eseex County Assoc. of School Business Off	\$300.00	
02/01/2024	05438	Charles Nechtem Associates, Inc.	\$291.66	
02/06/2024	05439	AAA Facility Solutions	\$11,776.80	
02/06/2024	05440	Harvard Protection Services LLC	\$6,951.37	
02/06/2024	05441	City of Newark Division of Water	\$869.02	
02/06/2024	05442	PSE&G	\$9,948.08	
02/06/2024	05444	Delta-T Group North Jersey, Inc.	\$33,606.38	
02/06/2024	05445	The Goodkind Group, LLC	\$24,426.11	
02/06/2024	05446	Mindplay	\$150.00	
02/07/2024	05447	MACHADO LAW GROUP	\$600.00	
02/07/2024	05448	INVO HEALTHCARE ASSOCIATES	\$7,245.81	
02/08/2024	05449	Staples Advantage	\$2,780.40	
02/08/2024	05450	Success Communications Group	\$305.80	
02/13/2024	05451	Scoot Education Inc.	\$5,526.00	
02/15/2024	05452	Net2Phone Global Services	\$1,869.32	
02/15/2024	05453	Maschio's Food Service Inc.	\$37,692.89	
02/20/2024	05454	Quadient, Inc.	\$73.41	
02/20/2024	05455	First Citizens Bank & Trust Co.	\$1,238.08	
01/03/2024	05384	AT & T	\$68.05	
02/26/2024	05456	Educational Service Commission of New Jer	\$3,007.00	
02/26/2024	05457	EMS LINQ INC	\$1,512.50	
02/26/2024	05459	DGL Parking 222 LLC	\$2,500.00	
02/26/2024	05460	Pro-Ed, Inc.	\$45.80	
02/26/2024	05461	LINK EDUCATION PARTNERS, INC	\$33,333.37	
02/26/2024	05462	Jay-Hill Repairs	\$590.62	
02/26/2024	05463	Amazon Capital Services	\$760.35	
02/26/2024	05464	PSE&G	\$6,216.29	
02/26/2024	05465	New Jersey Manufacturers Insurance Compa	\$2,967.00	
02/26/2024	05467	Verizon	\$772.90	
02/26/2024	05468	Stronge and Associates Educational Consulti	\$2,025.00	
02/26/2024	05469	Omintech Solutions, LLC	\$3,200.00	
02/26/2024	05470	Waste Management of New Jersey, Inc.	\$2,100.00	
02/26/2024	05472	Intersection Media LLC	\$6,800.00	

02/29/2024 05473 Scoot Education Inc.

\$5,833.00

The total of all checks outstanding this period: \$358,653.45

No Journal Entries remain outstanding after this period.



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

Page: 1 of 6  
Statement Period: Feb 01 2024-Feb 29 2024  
Cust Ref #: 4302520237-719-E-\*\*\*  
Primary Account #: 430-2520237

**TD Business Premier Checking**

LINK COMMUNITY CHARTER SCHOOL INC

Account # 430-2520237

**ACCOUNT SUMMARY**

Beginning Balance	664,110.30	Average Collected Balance	703,048.75
Deposits	514,728.66	Interest Earned This Period	0.00
Electronic Deposits	99,914.00	Interest Paid Year-to-Date	0.00
Checks Paid	147,762.98	Annual Percentage Yield Earned	0.00%
Electronic Payments	413,519.87	Days in Period	29
Ending Balance	717,470.11		

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

**DAILY ACCOUNT ACTIVITY**

**Deposits**

POSTING DATE	DESCRIPTION	AMOUNT
02/01	DEPOSIT	29,813.00
02/13	DEPOSIT	126,474.00
02/22	DEPOSIT	358,441.66
	Subtotal:	514,728.66

**Electronic Deposits**

POSTING DATE	DESCRIPTION	AMOUNT
02/16	CCD DEPOSIT, ST OF NEW JERSEY EFT PAYMT 46561448700	98,414.00
02/16	CCD DEPOSIT, GREATER NEWARK C RECEIVABLE 016HZLYIU38XRKV	1,500.00
	Subtotal:	99,914.00

**Checks Paid**

No. Checks: 22 \*Indicates break in serial sequence or check processed electronically and listed under Electronic Payments

DATE	SERIAL NO.	AMOUNT	DATE	SERIAL NO.	AMOUNT
02/16	5167	593.85	02/01	5409*	2,574.00
02/05	5389*	10,584.90	02/08	5410	19,780.00
02/02	5390	2,967.00	02/01	5415*	1,236.76
02/01	5394*	5,345.69	02/14	5416	1,800.00
02/12	5399*	1,467.30	02/06	5422*	458.00
02/29	5400	851.52	02/20	5425*	993.70
02/09	5402*	1,272.07	02/14	5430*	33,922.67
02/26	5404*	7,600.00	02/27	5432*	3,278.50

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

# How to Balance your Account

**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.

<b>1</b>	<b>Ending Balance</b>	717,470.11	
<b>2</b>	<b>Total Deposits</b>	+	
<b>3</b>	<b>Sub Total</b>		
<b>4</b>	<b>Total Withdrawals</b>	-	
<b>5</b>	<b>Adjusted Balance</b>		

**2**

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

**4**

WITHDRAWALS NOT ON STATEMENT	DOLLARS	CENTS

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

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

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

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

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

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

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

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

**INTEREST NOTICE**

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

**FOR CONSUMER LOAN ACCOUNTS ONLY — BILLING RIGHTS SUMMARY**

In case of Errors or Questions About Your Bill:

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

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

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

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



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STATEMENT OF ACCOUNT

LINK COMMUNITY CHARTER SCHOOL INC

Page: 3 of 6
Statement Period: Feb 01 2024-Feb 29 2024
Cust Ref #: 4302520237-719-E-\*\*\*
Primary Account #: 430-2520237

DAILY ACCOUNT ACTIVITY

Checks Paid (continued) table with columns: DATE, SERIAL NO., AMOUNT, DATE, SERIAL NO., AMOUNT. Includes rows for 02/15, 02/20, 02/29, 02/28 and a Subtotal of 147,762.98.

Electronic Payments

Electronic Payments table with columns: POSTING DATE, DESCRIPTION, AMOUNT. Includes rows for eTransfer Debit, Online Xfer and ELECTRONIC PMT-WEB, and a Subtotal of 413,519.87.

DAILY BALANCE SUMMARY

DAILY BALANCE SUMMARY table with columns: DATE, BALANCE, DATE, BALANCE. Shows balance changes from 01/31 to 02/29, ending at 717,470.11.

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

Account Number 1127000464  
Statement Date 02/29/2024  
Statement Thru Date 02/29/2024  
Check/Items Enclosed 0  
Page 1


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

**Address Service Requested**

00009770 MPBNJDDA030124054431 01 000000000 0000000 002

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

**Customer Support**

 **Contact us by Phone**  
800.448.7768

 **Visit Us Online**  
www.Provident.Bank

**RELATIONSHIP SUMMARY AND CURRENT STATEMENT ACTIVITY**

Account Type	Account Number	Interest Paid In 2023	Balance
BUSINESSADVANTAGE CKNG	1127000464	\$0.00	\$182,825.82

**BUSINESSADVANTAGE CKNG**

**Account Number: 1127000464**

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

**Balance Summary**

<b>Beginning Balance as of 02/01/2024</b>	<b>\$182,825.82</b>
+ Deposits and Credits (0)	\$0.00
- Withdrawals and Debits (0)	\$0.00
<b>Ending Balance as of 02/29/2024</b>	<b>\$182,825.82</b>
Service Charges for Period	\$0.00
Average Balance for Period	\$182,825.00

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**ELECTRONIC FUND TRANSFER ACT DISCLOSURES**

**IN CASE OF ERRORS OR QUESTIONS ABOUT YOUR ELECTRONIC TRANSFERS**

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

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

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

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

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

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

**PREAUTHORIZED TRANSFERS/CREDITS TO YOUR ACCOUNT**

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

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

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

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

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

**TRUTH-IN-LENDING ACT DISCLOSURES**

**HOW WE DETERMINE THE BALANCE ON WHICH YOUR FINANCE CHARGE IS CALCULATED**

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

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

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

In your letter, give us the following information:

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

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

**IMPORTANT INFORMATION FOR LINE OF CREDIT CUSTOMERS**

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

**To Reconcile Your Account, Just Follow The Procedure Outlined Below:**

**List outstanding checks not charged to account**

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



**LINK COMMUNITY CHARTER SCHOOL**  
**TD Bank**  
**ACCOUNT #430-6745089**  
**FOR THE MONTH ENDING FEBRUARY 29, 2024**

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



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E STATEMENT OF ACCOUNT

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

Page: 1 of 2  
Statement Period: Feb 01 2024-Feb 29 2024  
Cust Ref #: 4356745089-717-E-###  
Primary Account #: 435-6745089

**TD Business Convenience Plus**

LINK COMMUNITY CHARTER SCHOOL INC  
CHARTER ESCROW ACCOUNT

Account # 435-6745089

**ACCOUNT SUMMARY**

Beginning Balance	75,000.00	Average Collected Balance	75,000.00
		Interest Earned This Period	0.00
Ending Balance	75,000.00	Interest Paid Year-to-Date	0.00
		Annual Percentage Yield Earned	0.00%
		Days in Period	29

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

**DAILY ACCOUNT ACTIVITY**

No Transactions this Statement Period

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

# How to Balance your Account

**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.

<b>1</b>	<b>Ending Balance</b>	_____	<b>75,000.00</b>
<b>2</b>	<b>Total Deposits</b>	+ _____	
<b>3</b>	<b>Sub Total</b>	_____	
<b>4</b>	<b>Total Withdrawals</b>	- _____	
<b>5</b>	<b>Adjusted Balance</b>	_____	

**2**

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

**4**

WITHDRAWALS NOT ON STATEMENT	DOLLARS	CENTS

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

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

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

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

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

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

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

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

**INTEREST NOTICE**

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

**FOR CONSUMER LOAN ACCOUNTS ONLY — BILLING RIGHTS SUMMARY**

In case of Errors or Questions About Your Bill:

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

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

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

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

**LINK COMMUNITY CHARTER SCHOOL  
TD Bank  
ACCOUNT #430-1373900  
FOR THE MONTH ENDING FEBRUARY 29, 2024**

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



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E STATEMENT OF ACCOUNT

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

Page: 1 of 2  
Statement Period: Feb 01 2024-Feb 29 2024  
Cust Ref #: 4301373900-717-E-\*\*\*  
Primary Account #: 430-1373900

**TD Business Convenience Plus**

LINK COMMUNITY CHARTER SCHOOL INC  
UNEMPLOYMENT TRUST ACCOUNT

Account # 430-1373900

**ACCOUNT SUMMARY**

Beginning Balance	25.00	Average Collected Balance	25.00
		Interest Earned This Period	0.00
Ending Balance	25.00	Interest Paid Year-to-Date	0.00
		Annual Percentage Yield Earned	0.00%
		Days in Period	29

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

**DAILY ACCOUNT ACTIVITY**

No Transactions this Statement Period

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

# How to Balance your Account

**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.

<b>1</b>	<b>Ending Balance</b>		<b>25.00</b>
<b>2</b>	<b>Total Deposits</b>	+	
<b>3</b>	<b>Sub Total</b>		
<b>4</b>	<b>Total Withdrawals</b>	-	
<b>5</b>	<b>Adjusted Balance</b>		

**2**

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

**4**

WITHDRAWALS NOT ON STATEMENT	DOLLARS	CENTS

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

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

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

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

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

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

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

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

**INTEREST NOTICE**

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

**FOR CONSUMER LOAN ACCOUNTS ONLY — BILLING RIGHTS SUMMARY**

In case of Errors or Questions About Your Bill:

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

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

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

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

LINK COMMUNITY CHARTER SCHOOL  
 TD Bank  
 ACCOUNT #430-1373918  
 FOR THE MONTH ENDING FEBRUARY 29, 2024

	<b>BANK</b>	<b>BOOKS</b>
<b>BALANCE BEG. OF MONTH</b>	<b>\$ 34,399.93</b>	<b>\$ 34,399.93</b>
<b>RECEIPTS</b>		
	2,461.00	2,461.00
<b>Total Receipts</b>	2,461.00	2,461.00
<b>DISBURSEMENTS</b>		
Disbursements		0.00
<b>Total Disbursements</b>	0.00	0.00
<b>BALANCE END OF MONTH</b>	<b>\$ 36,860.93</b>	<b>\$ 36,860.93</b>
FUND 10 transfer		
Outstanding Check	-	
<b>BALANCE PER BOOKS</b>	<b>\$ 36,860.93</b>	<b>\$ 36,860.93</b>



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E

STATEMENT OF ACCOUNT



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

Page: 1 of 3  
Statement Period: Feb 01 2024-Feb 29 2024  
Cust Ref #: 4301373918-717-E-###  
Primary Account #: 430-1373918

**TD Business Convenience Plus**

LINK COMMUNITY CHARTER SCHOOL INC  
FOOD SERVICE FUND ACCOUNT

Account # 430-1373918

**ACCOUNT SUMMARY**

Beginning Balance	34,399.93	Average Collected Balance	35,942.06
Electronic Deposits	2,461.00	Interest Earned This Period	0.00
Ending Balance	36,860.93	Interest Paid Year-to-Date	0.00
		Annual Percentage Yield Earned	0.00%
		Days in Period	29

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

**DAILY ACCOUNT ACTIVITY**

**Electronic Deposits**

POSTING DATE	DESCRIPTION	AMOUNT
02/01	CCD DEPOSIT, PAYMENTECH TRANSFER Titan0005022121	302.00
02/02	CCD DEPOSIT, PAYMENTECH TRANSFER Titan0005022121	20.00
02/05	CCD DEPOSIT, PAYMENTECH TRANSFER Titan0005022121	199.00
02/06	CCD DEPOSIT, PAYMENTECH TRANSFER Titan0005022121	150.00
02/08	CCD DEPOSIT, PAYMENTECH TRANSFER Titan0005022121	570.00
02/09	CCD DEPOSIT, PAYMENTECH TRANSFER Titan0005022121	249.00
02/12	CCD DEPOSIT, PAYMENTECH TRANSFER Titan0005022121	130.00
02/13	CCD DEPOSIT, PAYMENTECH TRANSFER Titan0005022121	140.00
02/14	CCD DEPOSIT, PAYMENTECH TRANSFER Titan0005022121	125.00
02/20	CCD DEPOSIT, PAYMENTECH TRANSFER Titan0005022121	116.00
02/21	CCD DEPOSIT, PAYMENTECH TRANSFER Titan0005022121	20.00
02/22	CCD DEPOSIT, PAYMENTECH TRANSFER Titan0005022121	20.00
02/28	CCD DEPOSIT, PAYMENTECH TRANSFER Titan0005022121	360.00
02/28	CCD DEPOSIT, PAYMENTECH TRANSFER Titan0005022121	60.00
	Subtotal:	2,461.00

**DAILY BALANCE SUMMARY**

DATE	BALANCE	DATE	BALANCE
01/31	34,399.93	02/12	36,019.93
02/01	34,701.93	02/13	36,159.93
02/02	34,721.93	02/14	36,284.93
02/05	34,920.93	02/20	36,400.93

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



# How to Balance your Account

**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.

<b>1</b>	<b>Ending Balance</b>	<b>36,860.93</b>
<b>2</b>	<b>Total Deposits</b>	<b>+</b>
<b>3</b>	<b>Sub Total</b>	<b>_____</b>
<b>4</b>	<b>Total Withdrawals</b>	<b>-</b>
<b>5</b>	<b>Adjusted Balance</b>	<b>_____</b>

**2**

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

**4**

WITHDRAWALS NOT ON STATEMENT	DOLLARS	CENTS

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

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

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

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

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

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

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

**INTEREST NOTICE**

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

**FOR CONSUMER LOAN ACCOUNTS ONLY — BILLING RIGHTS SUMMARY**

In case of Errors or Questions About Your Bill:

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- Describe the error and explain, if you can, why you believe there is an error. If you need more information, describe the item you are unsure about.

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**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.



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STATEMENT OF ACCOUNT

LINK COMMUNITY CHARTER SCHOOL INC  
FOOD SERVICE FUND ACCOUNT

Page: 3 of 3  
Statement Period: Feb 01 2024-Feb 29 2024  
Cust Ref #: 4301373918-717-E-###  
Primary Account #: 430-1373918

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DAILY BALANCE SUMMARY

DATE	BALANCE	DATE	BALANCE
02/06	35,070.93	02/21	36,420.93
02/08	35,640.93	02/22	36,440.93
02/09	35,889.93	02/28	36,860.93

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

**LINK COMMUNITY CHARTER SCHOOL**  
**TD Bank**  
**PAYROLL ACCOUNT -430-1373885**  
**FOR THE MONTH ENDING FEBRUARY 29, 2024**

	<u><b>BANK</b></u>	<u><b>BOOKS</b></u>
<b>BALANCE BEG. OF MONTH</b>	<u><b>\$ 27,647.99</b></u>	<u><b>\$ 25,315.49</b></u>
<b>RECEIPTS</b>		
Deposits	387,601.56	387,601.56
<b>Total Receipts</b>	<u>387,601.56</u>	<u>387,601.56</u>
Disbursements	392,737.14	392,737.14
<b>Total Disbursements</b>	<u>392,737.14</u>	<u>392,737.14</u>
<b>Balance at End of Month</b>	22,512.41	20,179.91
		0.00
<b>Less: Outstanding Checks</b>	<u>2,332.50</u>	<u>-</u>
<b>ADJUSTED BALANCE END OF MONTH</b>	<u><u><b>\$ 20,179.91</b></u></u>	<u><u><b>\$ 20,179.91</b></u></u>

Schedule of Outstanding Checks:

<u>Employee Name</u>	<u>Date</u>	<u>Check #</u>	<u>Amount</u>
		1179	100.00
		10527	500.00
		10528	1,732.50
			<u>2,332.50</u>



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STATEMENT OF ACCOUNT



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

Page: 1 of 3  
Statement Period: Feb 01 2024-Feb 29 2024  
Cust Ref #: 4301373885-717-E-###  
Primary Account #: 430-1373885

**TD Business Convenience Plus**

LINK COMMUNITY CHARTER SCHOOL INC  
PAYROLL ACCOUNT

Account # 430-1373885

**ACCOUNT SUMMARY**

Beginning Balance	27,647.99	Average Collected Balance	32,865.32
Electronic Deposits	387,601.56	Interest Earned This Period	0.00
Checks Paid	3,135.70	Interest Paid Year-to-Date	0.00
Electronic Payments	49,665.97	Annual Percentage Yield Earned	0.00%
Other Withdrawals	339,935.47	Days in Period	29
Ending Balance	22,512.41		

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

**DAILY ACCOUNT ACTIVITY**

**Electronic Deposits**

POSTING DATE	DESCRIPTION	AMOUNT
02/14	eTransfer Credit, Online Xfer Transfer from CK 4302520237	200,000.00
02/23	CCD DEPOSIT, PAYLOCITY CORPOR TAX COL	9,556.52
02/28	eTransfer Credit, Online Xfer Transfer from CK 4302520237	153,045.04
02/28	eTransfer Credit, Online Xfer Transfer from CK 4302520237	25,000.00
<b>Subtotal:</b>		<b>387,601.56</b>

**Checks Paid**

No. Checks: 2

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

DATE	SERIAL NO.	AMOUNT
02/01	10545	1,567.85
02/26	10546	1,567.85

Subtotal: 3,135.70

**Electronic Payments**

POSTING DATE	DESCRIPTION	AMOUNT
02/15	CCD DEBIT, N7728 LINK COMMU BILLING N7728	1,350.57
02/22	eTransfer Debit, Online Xfer Transfer to CK 4301373893	24,063.28
02/22	eTransfer Debit, Online Xfer Transfer to CK 4301373893	23,751.77
02/29	CCD DEBIT, N7728 LINK COMMU BILLING N7728	500.35

Subtotal: 49,665.97

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

# How to Balance your Account

**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.

<b>1</b>	<b>Ending Balance</b>	22,512.41	
<b>2</b>	<b>Total Deposits</b>	+	
<b>3</b>	<b>Sub Total</b>		
<b>4</b>	<b>Total Withdrawals</b>	-	
<b>5</b>	<b>Adjusted Balance</b>		

**2**

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

**4**

WITHDRAWALS NOT ON STATEMENT	DOLLARS	CENTS

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

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**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:

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

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STATEMENT OF ACCOUNT

LINK COMMUNITY CHARTER SCHOOL INC  
PAYROLL ACCOUNT

Page: 3 of 3  
Statement Period: Feb 01 2024-Feb 29 2024  
Cust Ref #: 4301373885-717-E-###  
Primary Account #: 430-1373885

DAILY ACCOUNT ACTIVITY

Other Withdrawals

POSTING DATE	DESCRIPTION	AMOUNT
02/14	WIRE TRANSFER OUTGOING, Paylocity Corporation	120,236.63
02/14	WIRE TRANSFER OUTGOING, Paylocity Corporation	46,617.21
02/14	WIRE TRANSFER FEE	30.00
02/14	WIRE TRANSFER FEE	30.00
02/28	WIRE TRANSFER OUTGOING, Paylocity Corporation	123,138.84
02/28	WIRE TRANSFER OUTGOING, Paylocity Corporation	49,822.79
02/28	WIRE TRANSFER FEE	30.00
02/28	WIRE TRANSFER FEE	30.00
Subtotal:		339,935.47

DAILY BALANCE SUMMARY

DATE	BALANCE	DATE	BALANCE
01/31	27,647.99	02/23	19,557.20
02/01	26,080.14	02/26	17,989.35
02/14	59,166.30	02/28	23,012.76
02/15	57,815.73	02/29	22,512.41
02/22	10,000.68		

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

**LINK COMMUNITY CHARTER SCHOOL**  
**TD Bank**  
**Acct# 430-1373893**  
**FOR THE MONTH ENDING FEBRUARY 29, 2024**

	<u>BANK</u>	<u>BOOKS</u>
<b><u>BALANCE BEG. OF MONTH</u></b>	<b>\$ 31,299.57</b>	<b>\$ 25,957.77</b>
<b><u>RECEIPTS</u></b>		
Deposits /Interests	72,593.88	72,593.88
<b>Total Receipts</b>	<b>72,593.88</b>	<b>72,593.88</b>
-		
Cash Disbursements	11,512.81	17,573.31
<b>Balance at End of Month</b>	<b>92,380.64</b>	<b>80,978.34</b>
Outstanding Checks	11,402.30	
<b><u>ADJUSTED BALANCE END OF MONTH</u></b>	<b>80,978.34</b>	<b>\$ 80,978.34</b>

<u>Payee</u>	<u>Date</u>	<u>Check #</u>	<u>Amount</u>
		1262	3,173.14
		1263	582.65
		1264	3,556.51
		1265	4,090.00
			<b>11,402.30</b>



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LINK COMMUNITY CHARTER SCHOOL INC  
PAYROLL AGENCY ACCOUNT  
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NEWARK NJ 07114

Page: 1 of 3  
Statement Period: Feb 01 2024-Feb 29 2024  
Cust Ref #: 4301373893-713-E-###  
Primary Account #: 430-1373893

**TD Business Simple Checking**

LINK COMMUNITY CHARTER SCHOOL INC  
PAYROLL AGENCY ACCOUNT

Account # 430-1373893

**ACCOUNT SUMMARY**

Beginning Balance	31,299.57	Average Collected Balance	41,497.51
Electronic Deposits	72,593.88	Interest Earned This Period	0.00
Checks Paid	5,341.80	Interest Paid Year-to-Date	0.00
Electronic Payments	6,171.01	Annual Percentage Yield Earned	0.00%
Ending Balance	92,380.64	Days in Period	29

	Total for this cycle	Total Year to Date
Grace Period OD/NSF Refund	\$0.00	\$35.00

**DAILY ACCOUNT ACTIVITY**

**Electronic Deposits**

POSTING DATE	DESCRIPTION	AMOUNT
02/08	eTransfer Credit, Online Xfer Transfer from CK 4302520237	4,759.15
02/22	eTransfer Credit, Online Xfer Transfer from CK 4301373885	24,063.28
02/22	eTransfer Credit, Online Xfer Transfer from CK 4301373885	23,751.77
02/28	eTransfer Credit, Online Xfer Transfer from CK 4302520237	20,019.68
<b>Subtotal:</b>		<b>72,593.88</b>

**Checks Paid**

No. Checks: 2

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

DATE	SERIAL NO.	AMOUNT
02/05	1253	4,759.15
02/14	1261*	582.65

Subtotal: 5,341.80

**Electronic Payments**

POSTING DATE	DESCRIPTION	AMOUNT
02/07	CCD DEBIT, RETIREMENT GROUP DEBIT 316149054500	179.12
02/07	CCD DEBIT, RETIREMENT GROUP DEBIT 316149054500	179.12
02/07	CCD DEBIT, RETIREMENT GROUP DEBIT 316149054500	179.12
02/07	CCD DEBIT, RETIREMENT GROUP DEBIT 316149054500	179.12
02/07	CCD DEBIT, RETIREMENT GROUP DEBIT 316149054500	179.12
02/07	CCD DEBIT, RETIREMENT GROUP DEBIT 316149054500	179.12
02/07	CCD DEBIT, RETIREMENT GROUP DEBIT 316149054500	179.12

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# How to Balance your Account

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- Add any interest earned if you have an interest-bearing account.
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- Review all withdrawals shown on this statement and check them off in your account register.
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4. List below the total amount of withdrawals that do not appear on this statement. Total the withdrawals and enter on Line 4.
5. Subtract Line 4 from 3. This adjusted balance should equal your account balance.

<b>1</b>	<b>Ending Balance</b>	<u>92,380.64</u>
<b>2</b>	<b>Total Deposits</b>	<u>+</u>
<b>3</b>	<b>Sub Total</b>	<u>                    </u>
<b>4</b>	<b>Total Withdrawals</b>	<u>-</u>
<b>5</b>	<b>Adjusted Balance</b>	<u>                    </u>

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

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

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

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- Describe the error and explain, if you can, why you believe there is an error. If you need more information, describe the item you are unsure about.

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STATEMENT OF ACCOUNT

LINK COMMUNITY CHARTER SCHOOL INC  
PAYROLL AGENCY ACCOUNT

Page: 3 of 3  
Statement Period: Feb 01 2024-Feb 29 2024  
Cust Ref #: 4301373893-713-E-###  
Primary Account #: 430-1373893

DAILY ACCOUNT ACTIVITY

Electronic Payments (continued)

POSTING DATE	DESCRIPTION	AMOUNT
02/07	CCD DEBIT, RETIREMENT GROUP DEBIT 316149054500	179.12
02/07	CCD DEBIT, RETIREMENT GROUP DEBIT 316149054500	179.12
02/07	CCD DEBIT, RETIREMENT GROUP DEBIT 316149054500	179.12
02/07	CCD DEBIT, RETIREMENT GROUP DEBIT 316149054500	179.12
02/07	CCD DEBIT, RETIREMENT GROUP DEBIT 316149054500	179.12
02/07	CCD DEBIT, RETIREMENT GROUP DEBIT 316149054500	179.12
02/07	CCD DEBIT, RETIREMENT GROUP DEBIT 316149054500	179.12
02/07	CCD DEBIT, RETIREMENT GROUP DEBIT 316149054500	179.12
02/07	CCD DEBIT, RETIREMENT GROUP DEBIT 316149054500	179.12
02/07	CCD DEBIT, RETIREMENT GROUP DEBIT 316149054500	179.12
02/07	CCD DEBIT, RETIREMENT GROUP DEBIT 316149054500	179.12
02/07	CCD DEBIT, RETIREMENT GROUP DEBIT 316149054500	179.12
02/09	CCD DEBIT, BENEFLEX INC BT0208 000000258138178	211.85
02/21	CCD DEBIT, BENEFLEX INC FUNDING BENLINK	2,735.00
Subtotal:		6,171.01

DAILY BALANCE SUMMARY

DATE	BALANCE	DATE	BALANCE
01/31	31,299.57	02/14	27,280.91
02/05	26,540.42	02/21	24,545.91
02/07	23,316.26	02/22	72,360.96
02/08	28,075.41	02/28	92,380.64
02/09	27,863.56		

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

**LINK COMMUNITY CHARTER SCHOOL  
TD Bank  
STUDENT ACTIVITY FUND - 430-1373926  
FOR THE MONTH ENDING FEBRUARY 29, 2024**

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



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

Page: 1 of 2  
Statement Period: Feb 01 2024-Feb 29 2024  
Cust Ref #: 4301373926-713-E-###  
Primary Account #: 430-1373926

**TD Business Simple Checking**

LINK COMMUNITY CHARTER SCHOOL INC  
STUDENT ACTIVITY ACCOUNT

Account # 430-1373926

**ACCOUNT SUMMARY**

Beginning Balance	12,952.60	Average Collected Balance	12,952.60
		Interest Earned This Period	0.00
Ending Balance	12,952.60	Interest Paid Year-to-Date	0.00
		Annual Percentage Yield Earned	0.00%
		Days in Period	29

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

**DAILY ACCOUNT ACTIVITY**

No Transactions this Statement Period

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

# How to Balance your Account

**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	<b>Ending Balance</b>		<b>12,952.60</b>	
2	<b>Total Deposits</b>	+		
3	<b>Sub Total</b>			
4	<b>Total Withdrawals</b>	-		
5	<b>Adjusted Balance</b>			

**2**

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

**4**

WITHDRAWALS NOT ON STATEMENT	DOLLARS	CENTS

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

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

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

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

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

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

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

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

**INTEREST NOTICE**

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

**FOR CONSUMER LOAN ACCOUNTS ONLY — BILLING RIGHTS SUMMARY**

In case of Errors or Questions About Your Bill:

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

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

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

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

FY2024 Data is Posted to 02/29/24

Acct #	Account Title	Opening Balance	Debits	Credits	Balance
10-101	CASH-CHECKING	0.00	5,034,576.61	4,940,093.67	94,482.94
10-103	PETTY CASH	0.00	0.00	0.00	0.00
10-105	Cash with Fiscal Agents	0.00	0.00	0.00	0.00
10-106	Charter Escrow	0.00	75,000.00	0.00	75,000.00
10-108	Impact Aid Rsv (General)	0.00	0.00	0.00	0.00
10-109	Impact Aid Rsv (Capital)	0.00	0.00	0.00	0.00
10-111	INVESTMENTS	0.00	0.00	0.00	0.00
10-114	INTEREST ON INV	0.00	0.00	0.00	0.00
10-116	CAPITAL RSV ACT	0.00	0.00	0.00	0.00
10-117	Maintenance Reserve	0.00	0.00	0.00	0.00
10-118	Emergency Reserve	0.00	0.00	0.00	0.00
10-121	TAX LEVY RECVBL	0.00	0.00	0.00	0.00
10-131	I/F LOANS REC	0.00	0.00	0.00	0.00
10-132	INTERFUND	0.00	0.00	0.00	0.00
10-133	Enterprise	0.00	195,550.56	168,928.64	26,621.92
10-134	Interfund Payroll	0.00	(1,156.42)	0.00	(1,156.42)
10-135	Interfund-Payroll Agency	0.00	49,861.41	9,518.30	40,343.11
10-137	Student Activity	0.00	0.00	0.00	0.00
10-141	STATE A/R	0.00	6,549,396.00	3,455,373.62	3,094,022.38
10-142	FEDERAL A/R	0.00	0.00	0.00	0.00
10-143	OTHER A/R	0.00	0.00	0.00	0.00
10-151	LOANS RECEIVBL	0.00	0.00	0.00	0.00
10-153	OTHER ACC RECBL	0.00	0.00	0.00	0.00
10-199	OTH CURR ASSETS	0.00	0.00	0.00	0.00
10-301	EST REVENUES	6,762,382.67	0.00	0.00	6,762,382.67
10-302	REVENUES	0.00	0.00	6,661,487.32	6,661,487.32
10-303	BGTD FUND BAL	76,798.77	542,735.00	0.00	619,533.77
10-307	BG WD FR CAPRSV	0.00	0.00	0.00	0.00
10-308	Bud With Sale/Leaseback Res	0.00	0.00	0.00	0.00
10-309	Bud With Cap Res Excess Costs	0.00	0.00	0.00	0.00
10-310	Bud With Maint Res	0.00	0.00	0.00	0.00
10-311	Bud With Tuition Res	0.00	0.00	0.00	0.00
10-312	Bud With Emer. Res	0.00	0.00	0.00	0.00
10-314	Bud With Waiver Offset Res	0.00	0.00	0.00	0.00
10-315	Bud With Bus Ad Rsv for Fuel C	0.00	0.00	0.00	0.00
10-317	Bud With Cap Res xFer to D.S.	0.00	0.00	0.00	0.00
10-318	Bud With Impact Aid Rsv (Gen)	0.00	0.00	0.00	0.00
10-319	Bud With Impact Aid Rsv (Cap)	0.00	0.00	0.00	0.00
10-401	Interfund Loans Payables	0.00	0.00	0.00	0.00
10-402	INTERFUND A/P	0.00	0.00	0.00	0.00
10-411	I/G A/P - STATE	0.00	0.00	0.00	0.00
10-412	I/G A/P-FEDERAL	0.00	0.00	0.00	0.00
10-421	ACCTS PAYABLE	0.00	579,392.05	0.00	(579,392.05)
10-422	JUDGMENTS PBLE	0.00	0.00	0.00	0.00
10-423	A/P PRIOR YEAR	0.00	0.00	0.00	0.00
10-430	COMP ABS PBLE	0.00	0.00	0.00	0.00
10-431	CONTRACTS PBLE	0.00	0.00	0.00	0.00
10-451	LOANS PAYABLE	0.00	0.00	0.00	0.00

Acct #	Account Title	Opening Balance	Debits	Credits	Balance
10-461	Health Insurance Emp share	0.00	(17,594.88)	0.00	17,594.88
10-462	FSA	0.00	0.00	0.00	0.00
10-463	Accrued Salaries	0.00	0.00	0.00	0.00
10-474	TPAF	0.00	4,759.15	0.00	(4,759.15)
10-475	PERS	0.00	0.00	0.00	0.00
10-481	DEFRRD REVENUES	0.00	0.00	0.00	0.00
10-488	TPAF	0.00	0.00	0.00	0.00
10-489	PERS	0.00	0.00	0.00	0.00
10-499	OTHER CURR LIAB	0.00	0.00	0.00	0.00
10-601	APPROPRIATIONS	6,839,181.44	0.00	542,735.00	7,381,916.44
10-602	EXPENDITURES	0.00	4,129,281.80	0.00	4,129,281.80
10-603	ENCUMBRANCES	0.00	6,997,558.37	4,246,607.77	2,750,950.60
10-604	INCR IN CAP RES	0.00	0.00	0.00	0.00
10-605	Incr. Sale/Leaseback Rsv	0.00	0.00	0.00	0.00
10-606	Incr. Maintenance Reserve	0.00	0.00	0.00	0.00
10-607	Incr. Emergency Reserve	0.00	0.00	0.00	0.00
10-609	Incr. Waiver Offset Rsv	0.00	0.00	0.00	0.00
10-610	Incr. Bus Ad Reserve for Fuel	0.00	0.00	0.00	0.00
10-611	Incr. Impact Aid Rsv (General)	0.00	0.00	0.00	0.00
10-612	Incr. Impact Aid Rsv (Capital)	0.00	0.00	0.00	0.00
10-753	RSV ENC CURR YR	0.00	4,246,607.77	6,997,558.37	2,750,950.60
10-754	RSV ENC PRI YR	0.00	0.00	0.00	0.00
10-755	Res Fund Bal Bus Ad Rsv Fuel	0.00	0.00	0.00	0.00
10-756	Res Fund Impact Aid Rsv (Gen)	0.00	0.00	0.00	0.00
10-757	Res Fund Impact Aid Rsv (Cap)	0.00	0.00	0.00	0.00
10-760	OTHER RESERVES	0.00	0.00	1,363,664.73	1,363,664.73
10-761	RES FB-CA RS AC	0.00	0.00	0.00	0.00
10-763	Res Fund Bal S/L Rsv	0.00	0.00	0.00	0.00
10-764	Res Fund Bal Maint Rsv	0.00	0.00	0.00	0.00
10-765	Res Fund Bal Tuition Rsv	0.00	0.00	0.00	0.00
10-766	Res Fund Bal Emer. Rsv	0.00	0.00	0.00	0.00
10-768	Res Fund Bal Waiver Offset Rsv	0.00	0.00	0.00	0.00
10-770	CE SURPLUS	0.00	0.00	0.00	0.00
10-772	Res Fund Bal ARRA/SEMI	0.00	0.00	0.00	0.00
			28,385,967.42	28,385,967.42	

FY2024 Data is Posted to 02/29/24

Acct #	Account Title	Opening Balance	Debits	Credits	Balance
20-101	CASH-CHECKING	0.00	1,677,991.45	1,230,831.91	447,159.54
20-102	Cash on Hand	0.00	0.00	0.00	0.00
20-111	INVESTMENTS	0.00	0.00	0.00	0.00
20-114	INTEREST ON INV	0.00	0.00	0.00	0.00
20-116	CAPITAL RSV ACC	0.00	0.00	0.00	0.00
20-121	TAX LEVY RECVBL	0.00	0.00	0.00	0.00
20-131	I/F LOANS REC	0.00	0.00	0.00	0.00
20-132	INTERFUND A/R	0.00	100,925.73	0.00	100,925.73
20-141	STATE A/R	0.00	0.00	0.00	0.00
20-142	FEDERAL A/R	0.00	0.00	1,314,157.46	(1,314,157.46)
20-143	OTHER A/R	0.00	0.00	0.00	0.00
20-151	LOANS RECEIVBL	0.00	0.00	0.00	0.00
20-153	OTHER ACC RECBL	0.00	0.00	0.00	0.00
20-199	OTH CURR	0.00	0.00	0.00	0.00
20-301	EST REVENUES	0.00	0.00	0.00	0.00
20-302	REVENUES	0.00	0.00	363,833.99	363,833.99
20-303	BGTD FUND BAL	1,662,819.94	0.00	0.00	1,662,819.94
20-307	BGT WD FROM CR	0.00	0.00	0.00	0.00
20-402	I/F ACCTS PAYABLE	0.00	0.00	0.00	0.00
20-411	I/G A/P - STATE	0.00	0.00	0.00	0.00
20-412	I/G A/P-FEDERAL	0.00	0.00	0.00	0.00
20-421	ACCTS PAYABLE	0.00	25,493.38	0.00	(25,493.38)
20-422	JUDGMENTS PBLE	0.00	0.00	0.00	0.00
20-423	A/P PRIOR YEAR	0.00	0.00	0.00	0.00
20-430	COMP ABS PBLE	0.00	0.00	0.00	0.00
20-431	CONTRACTS PBLE	0.00	0.00	0.00	0.00
20-451	LOANS PAYABLE	0.00	0.00	0.00	0.00
20-481	DEFRRD REVENUES	0.00	0.00	0.00	0.00
20-499	OTHER CURR LIAB	0.00	0.00	0.00	0.00
20-601	APPROPRIATIONS	1,662,819.94	0.00	0.00	1,662,819.94
20-602	EXPENDITURES	0.00	1,104,412.80	0.00	1,104,412.80
20-603	ENCUMBRANCES	0.00	1,235,894.40	986,832.63	249,061.77
20-604	INCR IN CAP RSV	0.00	0.00	0.00	0.00
20-753	RSV ENC CURR YR	0.00	986,832.63	1,235,894.40	249,061.77
20-754	RSV ENC PRI YR	0.00	0.00	0.00	0.00
20-760	OTHER RESERVES	0.00	0.00	0.00	0.00
20-761	RSV FD BAL CR	0.00	0.00	0.00	0.00
20-770	CE SURPLUS	0.00	0.00	0.00	0.00
			5,131,550.39	5,131,550.39	



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Acct #	Account Title	Opening Balance	Debits	Credits	Balance
60-101	CASH-CHECKING	0.00	401,340.13	364,479.20	36,860.93
60-102	Cash on Hand	0.00	0.00	0.00	0.00
60-111	INVESTMENTS	0.00	0.00	0.00	0.00
60-114	INTEREST ON INV	0.00	0.00	0.00	0.00
60-121	TAX LEVY RECVBL	0.00	0.00	0.00	0.00
60-131	I/F LOANS REC	0.00	0.00	0.00	0.00
60-133	Interfund-Fund 10	0.00	168,928.64	195,550.56	(26,621.92)
60-135	Interfund-Student Activity	0.00	0.00	0.00	0.00
60-141	STATE A/R	0.00	0.00	2,032.13	(2,032.13)
60-142	FEDERAL A/R	0.00	0.00	47,924.98	(47,924.98)
60-143	OTHER A/R	0.00	0.00	0.00	0.00
60-151	LOANS RECEIVBL	0.00	0.00	0.00	0.00
60-153	Other Receivable	0.00	0.00	0.00	0.00
60-199	OTH CURR ASSETS	0.00	0.00	0.00	0.00
60-301	EST REVENUES	0.00	0.00	0.00	0.00
60-302	REVENUES	0.00	0.00	129,913.03	129,913.03
60-303	BGTD FUND BAL	450,000.00	0.00	0.00	450,000.00
60-411	I/G A/P - STATE	0.00	0.00	0.00	0.00
60-412	I/G A/P-FEDERAL	0.00	0.00	0.00	0.00
60-421	ACCTS PAYABLE	0.00	0.00	0.00	0.00
60-422	JUDGMENTS PBLE	0.00	0.00	0.00	0.00
60-423	A/P PRIOR YEAR	0.00	0.00	0.00	0.00
60-430	COMP ABS PBLE	0.00	0.00	0.00	0.00
60-431	CONTRACTS PBLE	0.00	0.00	0.00	0.00
60-451	LOANS PAYABLE	0.00	0.00	0.00	0.00
60-481	DEFRRD REVENUES	0.00	0.00	0.00	0.00
60-499	OTHER CURR LIAB	0.00	0.00	0.00	0.00
60-601	APPROPRIATIONS	450,000.00	0.00	0.00	450,000.00
60-602	EXPENDITURES	0.00	195,550.56	0.00	195,550.56
60-603	ENCUMBRANCES	0.00	207,732.58	195,550.56	12,182.02
60-753	RSV ENC CURR YR	0.00	195,550.56	207,732.58	12,182.02
60-754	RSV ENC PRI YR	0.00	0.00	0.00	0.00
60-760	OTHER RESERVES	0.00	0.00	25,919.43	25,919.43
60-770	CE SURPLUS	0.00	0.00	0.00	0.00
			1,169,102.47	1,169,102.47	

FY2024 Data is Posted to 02/29/24

Acct #	Account Title	Opening Balance	Debits	Credits	Balance
90-101	CASH-CHECKING	0.00	2,941,189.91	2,921,010.00	20,179.91
90-102	Payroll Agency	0.00	0.00	0.00	0.00
90-103	Unemployment	0.00	0.00	0.00	0.00
90-104	PPP Account	0.00	0.00	0.00	0.00
90-111	INVESTMENTS	0.00	0.00	0.00	0.00
90-114	INTEREST ON INV	0.00	0.00	0.00	0.00
90-121	TAX LEVY RECVBL	0.00	0.00	0.00	0.00
90-131	I/F LOANS REC	0.00	0.00	0.00	0.00
90-132	Interfund Accounts Receivable	0.00	0.00	0.00	0.00
90-133	Interfund	0.00	0.00	0.00	0.00
90-141	STATE A/R	0.00	0.00	0.00	0.00
90-142	FEDERAL A/R	0.00	0.00	0.00	0.00
90-143	OTHER A/R	0.00	0.00	0.00	0.00
90-151	LOANS RECEIVBL	0.00	0.00	0.00	0.00
90-153	OTHER ACC RECBL	0.00	0.00	0.00	0.00
90-199	OTH CURR ASSETS	0.00	0.00	0.00	0.00
90-301	EST REVENUES	0.00	0.00	0.00	0.00
90-302	REVENUES	0.00	0.00	0.00	0.00
90-303	BGTD FUND BAL	0.00	0.00	0.00	0.00
90-402	Interfund Accounts Payable	0.00	2,917,120.00	2,937,299.91	20,179.91
90-403	Interfund Payable	0.00	0.00	0.00	0.00
90-411	I/G A/P - STATE	0.00	0.00	0.00	0.00
90-412	I/G A/P-FEDERAL	0.00	0.00	0.00	0.00
90-421	ACCTS PAYABLE	0.00	0.00	0.00	0.00
90-422	JUDGMENTS PBLE	0.00	0.00	0.00	0.00
90-423	A/P PRIOR YEAR	0.00	0.00	0.00	0.00
90-430	COMP ABS PBLE	0.00	0.00	0.00	0.00
90-431	CONTRACTS PBLE	0.00	0.00	0.00	0.00
90-451	LOANS PAYABLE	0.00	0.00	0.00	0.00
90-471	SUI	0.00	0.00	0.00	0.00
90-472	AXA	0.00	3,890.00	3,890.00	0.00
90-481	DEFRRD REVENUES	0.00	0.00	0.00	0.00
90-482	Withholding-FSA	0.00	0.00	0.00	0.00
90-483	Withholding-TSA	0.00	0.00	0.00	0.00
90-484	vision	0.00	0.00	0.00	0.00
90-485	Dental	0.00	0.00	0.00	0.00
90-486	Dependent Care	0.00	0.00	0.00	0.00
90-487	Garnishment	0.00	0.00	0.00	0.00
90-488	TPAF Payable	0.00	0.00	0.00	0.00
90-489	PERS Payable	0.00	0.00	0.00	0.00
90-490	UNPDT	0.00	0.00	0.00	0.00
90-491	DCRP	0.00	0.00	0.00	0.00
90-499	OTHER CURR LIAB	0.00	0.00	0.00	0.00
90-601	APPROPRIATIONS	0.00	0.00	0.00	0.00
90-602	EXPENDITURES	0.00	0.00	0.00	0.00
90-603	ENCUMBRANCES	0.00	0.00	0.00	0.00
90-753	RSV ENC CURR YR	0.00	0.00	0.00	0.00
90-754	RSV ENC PRI YR	0.00	0.00	0.00	0.00

Acct #	Account Title	Opening Balance	Debits	Credits	Balance
90-760	OTHER RESERVES	0.00	0.00	0.00	0.00
90-770	CE SURPLUS	0.00	0.00	0.00	0.00
			5,862,199.91	5,862,199.91	

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Acct #	Account Title	Opening Balance	Debits	Credits	Balance
91-101	CASH-CHECKING	0.00	357,174.18	276,195.84	80,978.34
91-102	Payroll Agency	0.00	0.00	0.00	0.00
91-103	Unemployment	0.00	0.00	0.00	0.00
91-111	INVESTMENTS	0.00	0.00	0.00	0.00
91-114	INTEREST ON INV	0.00	0.00	0.00	0.00
91-121	TAX LEVY RECVBL	0.00	0.00	0.00	0.00
91-131	I/F LOANS REC	0.00	0.00	0.00	0.00
91-132	Interfund Accounts Receivable	0.00	10,359.20	5,352.86	5,006.34
91-133	Interdudnd	0.00	0.00	0.00	0.00
91-134	Interfund Payroll	0.00	0.00	258.08	(258.08)
91-141	STATE A/R	0.00	0.00	0.00	0.00
91-142	FEDERAL A/R	0.00	0.00	0.00	0.00
91-143	OTHER A/R	0.00	0.00	0.00	0.00
91-151	LOANS RECEIVBL	0.00	0.00	0.00	0.00
91-153	OTHER ACC RECBL	0.00	0.00	0.00	0.00
91-199	OTH CURR ASSETS	0.00	0.00	0.00	0.00
91-301	EST REVENUES	0.00	0.00	0.00	0.00
91-302	REVENUES	0.00	0.00	0.00	0.00
91-303	BGTD FUND BAL	0.00	0.00	0.00	0.00
91-402	Interfund Accounts Payable	0.00	0.00	0.00	0.00
91-403	Interfund Payable	0.00	0.00	0.00	0.00
91-411	I/G A/P - STATE	0.00	0.00	0.00	0.00
91-412	I/G A/P-FEDERAL	0.00	0.00	0.00	0.00
91-421	ACCTS PAYABLE	0.00	0.00	0.00	0.00
91-422	JUDGMENTS PBLE	0.00	0.00	0.00	0.00
91-423	A/P PRIOR YEAR	0.00	0.00	0.00	0.00
91-430	COMP ABS PBLE	0.00	0.00	0.00	0.00
91-431	CONTRACTS PBLE	0.00	0.00	0.00	0.00
91-451	LOANS PAYABLE	0.00	0.00	0.00	0.00
91-471	SUI	0.00	0.00	1,835.00	1,835.00
91-472	AXA	0.00	34,890.00	34,130.00	(760.00)
91-473	AFLAC	0.00	3,989.80	3,830.22	(159.58)
91-474	AFLAC- Post Tax	0.00	0.00	0.00	0.00
91-481	DEFRRD REVENUES	0.00	0.00	0.00	0.00
91-482	Withholding-FSA	0.00	0.00	13,361.66	13,361.66
91-483	Withholding-TSA	0.00	0.00	0.00	0.00
91-484	vision	0.00	1,158.11	1,847.67	689.56
91-485	Dental	0.00	49,679.04	25,427.38	(24,251.66)
91-486	Dependent Care	0.00	0.00	3,585.45	3,585.45
91-487	Garnishment	0.00	11,279.87	0.00	(11,279.87)
91-488	TPAF Payable	0.00	105,686.95	138,480.01	32,793.06
91-489	PERS Payable	0.00	61,301.73	93,131.20	31,829.47
91-490	UNPDT	0.00	0.00	0.00	0.00
91-491	DCRP	0.00	3,224.16	2,941.44	(282.72)
91-499	OTHER CURR LIAB	0.00	0.00	38,366.23	38,366.23
91-601	APPROPRIATIONS	0.00	0.00	0.00	0.00
91-602	EXPENDITURES	0.00	0.00	0.00	0.00
91-603	ENCUMBRANCES	0.00	0.00	0.00	0.00

Acct #	Account Title	Opening Balance	Debits	Credits	Balance
91-753	RSV ENC CURR YR	0.00	0.00	0.00	0.00
91-754	RSV ENC PRI YR	0.00	0.00	0.00	0.00
91-760	OTHER RESERVES	0.00	0.00	0.00	0.00
91-770	CE SURPLUS	0.00	0.00	0.00	0.00
			638,743.04	638,743.04	

FY2024 Data is Posted to 02/29/24

Acct #	Account Title	Opening Balance	Debits	Credits	Balance
95-101	CASH-CHECKING	0.00	12,952.60	0.00	12,952.60
95-111	INVESTMENTS	0.00	0.00	0.00	0.00
95-114	INTEREST ON INV	0.00	0.00	0.00	0.00
95-121	TAX LEVY RECVBL	0.00	0.00	0.00	0.00
95-131	I/F LOANS REC	0.00	0.00	0.00	0.00
95-132	Interfund Receivable	0.00	0.00	0.00	0.00
95-133	Interfund-Enterprise	0.00	0.00	0.00	0.00
95-141	STATE A/R	0.00	0.00	0.00	0.00
95-142	FEDERAL A/R	0.00	0.00	0.00	0.00
95-143	OTHER A/R	0.00	0.00	0.00	0.00
95-151	LOANS RECEIVBL	0.00	0.00	0.00	0.00
95-153	OTHER ACC RECBL	0.00	0.00	0.00	0.00
95-199	OTH CURR ASSETS	0.00	0.00	0.00	0.00
95-301	EST REVENUES	0.00	0.00	0.00	0.00
95-302	REVENUES	0.00	0.00	0.00	0.00
95-303	BGTD FUND BAL	0.00	0.00	0.00	0.00
95-411	I/G A/P - STATE	0.00	0.00	0.00	0.00
95-412	I/G A/P-FEDERAL	0.00	0.00	0.00	0.00
95-421	ACCTS PAYABLE	0.00	0.00	0.00	0.00
95-422	JUDGMENTS PBLE	0.00	0.00	0.00	0.00
95-423	A/P PRIOR YEAR	0.00	0.00	0.00	0.00
95-430	COMP ABS PBLE	0.00	0.00	0.00	0.00
95-431	CONTRACTS PBLE	0.00	0.00	0.00	0.00
95-451	LOANS PAYABLE	0.00	0.00	0.00	0.00
95-481	DEFRRD REVENUES	0.00	0.00	0.00	0.00
95-499	OTHER CURR LIAB	0.00	0.00	0.00	0.00
95-601	APPROPRIATIONS	0.00	0.00	0.00	0.00
95-602	EXPENDITURES	0.00	0.00	0.00	0.00
95-603	ENCUMBRANCES	0.00	0.00	0.00	0.00
95-753	RSV ENC CURR YR	0.00	0.00	0.00	0.00
95-754	RSV ENC PRI YR	0.00	0.00	0.00	0.00
95-760	OTHER RESERVES	0.00	0.00	12,952.60	12,952.60
95-770	CE SURPLUS	0.00	0.00	0.00	0.00
			12,952.60	12,952.60	

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

Check#	Date	Vendor (Payee)/Check Line Comments	Amount	PO or Bal Sht	Exp. Acct. or Balance Sheet Title
A:05153	7/17/23	Deanslist 2023-24 Licensing 1/2 payment Fall 2023	Check voided on 3/13/2024 (3,278.50)	P202400015	11-190-100-890-000-049
A:05297	10/15/23	Dr. Kia Grundy Physician Services 2023-24	Check voided on 3/13/2024 (4,000.00)	P202400118	11-000-230-500-000-056
A:05443	2/6/24	Verizon FIOS Annual 23 Pennsylvania FIOS Annual Halsey St FIOS 972 Broad Annual	Check voided on 2/26/2024 (323.79) (285.34) (163.77)	P202400016 P202400016 P202400016	11-000-230-530-000-057 11-000-230-530-000-057 11-000-230-530-000-057
Total Check Amount:			<u>(772.90)</u>		
A:05447	2/7/24	MACHADO LAW GROUP Legal Services 2023-24	600.00	P202400048	11-000-230-331-000-055
A:05448	2/7/24	INVO HEALTHCARE ASSOCIATES	7,245.81	P202400117	20-250-200-300-000-097
A:05449	2/8/24	Staples Advantage Instructional Supplies Instructional Supplies Instructional Supplies Instructional Supplies Instructional Supplies Instructional Supplies Instructional Supplies Instructional Supplies	914.39 65.07 109.59 622.35 274.65 83.52 622.35 88.48	P202400028 P202400028 P202400028 P202400028 P202400028 P202400028 P202400028 P202400028	11-190-100-610-000-047 11-190-100-610-000-047 11-190-100-610-000-047 11-190-100-610-000-047 11-190-100-610-000-047 11-190-100-610-000-047 11-190-100-610-000-047 11-190-100-610-000-047
Total Check Amount:			<u>2,780.40</u>		
A:05450	2/8/24	Success Communications Group Star Ledger Board Meeting Announcements 2023	305.80	P202400036	11-000-230-530-000-057
A:05451	2/13/24	Scoot Education Inc. Kindergarten Teachers/Longterm sub Kindergarten Teachers/Longterm sub Para services ESSER III Para services ESSER III	1,535.00 1,228.00 1,535.00 1,228.00	P202400121 P202400121 P202400121 P202400121	11-190-100-320-000-045 11-190-100-320-000-045 20-487-100-100-000-000 20-487-100-100-000-000
Total Check Amount:			<u>5,526.00</u>		
A:05452	2/15/24	Net2Phone Global Services 972 Broad Phone Phone serv 972 Halsey & 230 Pennsylvania	259.97 1,609.35	P202400013 P202400120	11-000-230-530-000-057 11-000-230-530-000-057
Total Check Amount:			<u>1,869.32</u>		
A:05453	2/15/24	Maschio's Food Service Inc. Meals Program	37,692.89	P202400058	60-910-310-600-000-000
A:05454	2/20/24	Quadient, Inc. Postage machine	73.41	P202400139	11-190-100-610-000-047

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

<u>Check#</u>	<u>Date</u>	<u>Vendor (Payee)/Check Line Comments</u>	<u>Amount</u>	<u>PO or Bal Sht</u>	<u>Exp. Acct. or Balance Sheet Title</u>
A:05455	2/20/24	First Citizens Bank & Trust Co. Copiers/printers 230 Halsey 972 Broad Ave Copiers & Printers	824.80 413.28	P202400083 P202400083	11-190-100-890-000-049 11-000-230-500-000-056
Total Check Amount:			1,238.08		
A:05456	2/26/24	Educational Service Commission of New Jersey OT Services 2023-24	3,007.00	P202400125	20-250-200-300-000-097
A:05457	2/26/24	EMS LINQ INC Annual Sub Nutrition front of house Halsey St Nutrition FOH Dec-Jan 2024	1,125.00 387.50	P202400156 P202400086	60-910-310-600-000-000 60-910-310-600-000-000
Total Check Amount:			1,512.50		
A:05458	2/26/24	NEWARK SCHOOL OF THE ARTS K-2 Music & Mvmt Curriculum & Prog Implem	9,652.50	P202400093	20-487-100-600-000-000
A:05459	2/26/24	DGL Parking 222 LLC Halsey St campus parking Halsey St campus parking Halsey St campus parking Halsey St campus parking Halsey St campus parking	500.00 500.00 500.00 500.00 500.00	P202400148 P202400148 P202400148 P202400148 P202400148	11-000-262-610-000-071 11-000-262-610-000-071 11-000-262-610-000-071 11-000-262-610-000-071 11-000-262-610-000-071
Total Check Amount:			2,500.00		
A:05460	2/26/24	Pro-Ed, Inc. Shipping & Handling	45.80	P202400149	11-190-100-640-000-048
A:05461	2/26/24	LINK EDUCATION PARTNERS, INC Rent 23 Pennsylvania Ave 2023-24 972 Broad Rent	29,333.37 4,000.00	P202400004 P202400004	11-000-262-441-000-069 11-000-262-441-000-069
Total Check Amount:			33,333.37		
A:05462	2/26/24	Jay-Hill Repairs Repair of Vulcan Range 1/25/24	590.62	P202400157	12-000-300-730-000-079
A:05463	2/26/24	Amazon Capital Services Custodial/Building Supplies 230 Halsey Furniture	694.13 66.22	P202400063 P202400063	11-000-262-610-000-071 12-000-300-730-000-079
Total Check Amount:			760.35		
A:05464	2/26/24	PSE&G Utilites 972 Broad St Utilities 23 Pennsylvania Ave	264.50 5,951.79	P202400025 P202400025	11-000-262-620-000-074 11-000-262-620-000-074
Total Check Amount:			6,216.29		
A:05465	2/26/24	New Jersey Manufacturers Insurance Company April WC 2023-24	2,967.00	P202400040	11-000-291-260-000-054
A:05466	2/26/24	Verizon	**VOIDED**		Check voided on 2/27/2024



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

<u>Check#</u>	<u>Date</u>	<u>Vendor (Payee)/Check Line Comments</u>	<u>Amount</u>	<u>PO or Bal Sht</u>	<u>Exp. Acct. or Balance Sheet Title</u>
A:05467	2/26/24	Verizon			
		Fios 23 Pennsylvania Ave	323.79	P202400016	11-000-230-530-000-057
		Halsey St Fios 957-243-167-001-31	285.34	P202400016	11-000-230-530-000-057
		FIOS 972 Broad St556-855-434-0001-67	163.77	P202400016	11-000-230-530-000-057
		Total Check Amount:	772.90		
A:05468	2/26/24	Stronge and Associates Educational Consulting, L			
		Evaluation system training	2,025.00	P202400134	11-000-216-320-002-067
A:05469	2/26/24	Omintech Solutions, LLC			
		IT	3,200.00	P202400158	11-190-100-890-000-049
A:05470	2/26/24	Waste Management of New Jersey, Inc.			
		Trash Recycling & Pickup 23 Penn	1,400.00	P202400032	11-000-240-500-000-068
		Trash Recycling & Pickup Halsey ST	700.00	P202400032	11-000-240-500-000-068
		Total Check Amount:	2,100.00		
A:05471	2/26/24	Alice School Transportation LLC			
		Student transportation January & February	9,200.00	P202400147	20-487-100-100-000-000
A:05472	2/26/24	Intersection Media LLC			
		Recruitment billboards	6,800.00	P202400159	11-000-230-500-000-056
D:01262	2/26/24	Horizon BCBS			
		Acct 168959384	3,173.14	91 - 485	Dental
D:01263	2/26/24	AFLAC			
		March Premiums Hannah, McQueen, Mifsud, Ric	582.65	91 - 473	AFLAC
D:01264	2/26/24	Horizon BCBS			
		Acct 168959384	3,556.51	91 - 485	Dental
D:01265	2/26/24	AXA Equitable Equi-Vest			
		February Contributions	4,090.00	91 - 472	AXA
A:05473	2/29/24	Scout Education Inc.			
		Kindergarten Teachers/Longterm sub	1,535.00	P202400121	11-190-100-320-000-045
		Kindergarten Teachers/Longterm sub	1,535.00	P202400121	11-190-100-320-000-045
		Para services ESSER III	1,228.00	P202400121	20-487-100-100-000-000
		Para services ESSER III M.Trigg-Allen	1,535.00	P202400121	20-487-100-100-000-000
		Total Check Amount:	5,833.00		
A:05474	3/6/24	Staples Advantage			
		Instructional Supplies #3558727419	88.48	P202400028	11-190-100-610-000-047
		Instructional Supplies	466.50	P202400028	11-190-100-610-000-047
		Instructional Supplies	221.19	P202400028	11-190-100-610-000-047
		Instructional Supplies	987.00	P202400028	11-190-100-610-000-047
		Instructional Supplies	164.76	P202400028	11-190-100-610-000-047
		Total Check Amount:	1,927.93		

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

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A:05475	3/6/24	The Goodkind Group, LLC			
		Substitutes & Paras 2023-24	4,213.50	P202400066	11-190-100-320-000-045
		Substitutes & Paras 2023-24	1,800.00	P202400066	11-190-100-320-000-045
		Paras & Subs	3,409.49	P202400136	11-190-100-320-000-045
		Paras & Subs	1,440.00	P202400136	11-190-100-320-000-045
		Paras & Subs	1,800.00	P202400136	11-190-100-320-000-045
		Paras & Subs	4,233.64	P202400136	11-190-100-320-000-045
		Total Check Amount:	<u>16,896.63</u>		
A:05476	3/6/24	Charles Nechtem Associates, Inc.			
		Phone & Online Counseling Services 2023-24	291.66	P202400014	11-000-230-331-000-055
A:05477	3/6/24	Verizon			
		Fios 23 Pennsylvania Ave	328.65	P202400016	11-000-230-530-000-057
A:05478	3/11/24	City of Newark Division of Water			
		Water Annual	1,452.88	P202400023	11-000-262-620-000-074
A:05479	3/11/24	Quadient Finance USA, Inc.			
		Postage	187.51	P202400059	11-000-230-500-000-056
A:05480	3/11/24	MACHADO LAW GROUP			
		Legal Services 2023-24	400.00	P202400048	11-000-230-331-000-055
A:05481	3/11/24	Protective Measures Security & Fire Systems			
		Fire & Security System Monitoring Annual	542.98	P202400074	11-000-240-500-000-068
A:05482	3/11/24	Cintas			
		Custodial Supplies 230 Halsey	567.94	P202400119	11-000-262-610-000-071
		Custodial Supplies 230 Halsey	359.72	P202400119	11-000-262-610-000-071
		Custodial Supplies 230 Halsey	375.13	P202400119	11-000-262-610-000-071
		Total Check Amount:	<u>1,302.79</u>		
A:05483	3/11/24	Harvard Protection Services LLC			
		Security Services 23-24	3,887.32	P202400020	11-000-240-500-000-068
		Security Services 23-24	2,534.81	P202400020	11-000-240-500-000-068
		Total Check Amount:	<u>6,422.13</u>		
A:05484	3/11/24	Kyocera Document Solutions New York Metro In			
		Copier printing overages	143.10	P202400100	11-190-100-610-000-047
A:05485	3/13/24	Deanslist			
		2023-24 Licensing	3,278.50	P202400015	11-190-100-890-000-049
A:05486	3/13/24	Dr. Kia Grundy			
		Physician Services 2023-24	4,000.00	P202400118	11-000-230-500-000-056
A:05487	3/18/24	Selective Insurance Company of America			
		Commercial Pkg Liability 2023-24 March	7,729.00	P202400082	11-000-262-520-000-070
A:05488	3/18/24	Worthington Direct Holdings, LLC			
		Science lab stools	1,422.24	P202400161	11-190-100-610-000-047

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<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:05489	3/18/24	Delta-T Group North Jersey, Inc.			
		Subs & Paras 2023-24	9,009.00	P202400065	11-190-100-320-000-045
		Subs & Paras 2023-24	1,935.00	P202400065	11-190-100-320-000-045
		Subs & Paras 2023-24	693.16	P202400065	11-190-100-320-000-045
		Subs & Paras 2023-24	8,368.50	P202400065	11-190-100-320-000-045
		Subs & Paras 2023-24	1,882.50	P202400065	11-190-100-320-000-045
		Subs & Paras 2023-24	780.00	P202400065	11-190-100-320-000-045
		Subs & Paras 2023-24	6,142.50	P202400065	11-190-100-320-000-045
		Subs & Paras 2023-24	2,287.50	P202400065	11-190-100-320-000-045
		Subs & Paras 2023-24	1,102.50	P202400065	11-190-100-320-000-045
		Subs & Paras 2023-24	5,320.14	P202400065	11-190-100-320-000-045
		Subs & Paras 2023-24	1,732.50	P202400065	11-190-100-320-000-045
		Subs & Paras 2023-24	6,665.82	P202400065	11-190-100-320-000-045
		Subs & Paras 2023-24	8,316.00	P202400065	11-190-100-320-000-045
		Subs & Paras 2023-24	720.00	P202400065	11-190-100-320-000-045
		Subs & Paras 2023-24	1,957.50	P202400065	11-190-100-320-000-045
		Substitutes & Paraprofessionals	1,513.44	P202400123	20-231-100-300-000-096
		Substitutes & Paraprofessionals	1,597.50	P202400123	20-231-100-300-000-096
		Substitutes & Paraprofessionals	2,569.80	P202400123	20-231-100-300-000-096
		Substitutes & Paraprofessionals	1,260.00	P202400123	20-231-100-300-000-096
		Substitutes & Paraprofessionals	772.50	P202400123	20-231-100-300-000-096
		Substitutes & Paraprofessionals	1,087.50	P202400123	20-231-100-300-000-096
		Total Check Amount:	65,713.36		
A:05490	3/18/24	Robin Hood Cleaning LLC			
		Stove hood	400.00	P202400166	60-910-310-600-000-000
A:05491	3/18/24	Maschio's Food Service Inc.			
		Meals Program	36,358.90	P202400058	60-910-310-600-000-000
A:05492	3/18/24	Net2Phone Global Services			
		Phone/Intercom serv	1,609.35	P202400120	11-000-230-530-000-057
		Phone serv 972 Halsey & 230 Pennsylvania	259.97	P202400120	11-000-230-530-000-057
		Total Check Amount:	1,869.32		
A:05493	3/18/24	First Citizens Bank & Trust Co.			
		Copier Exp 23 Pennsylvania Ave April	2,742.52	P202400083	11-190-100-890-000-049
		Copier Exp 23 Pennsylvania Ave	191.98	P202400083	11-190-100-890-000-049
		Copier Exp 23 Pennsylvania Ave	2,742.52	P202400083	11-190-100-890-000-049
		Copiers/printers 230 Halsey	824.40	P202400083	11-190-100-890-000-049
		Copiers/printers 230 Halsey	57.74	P202400083	11-190-100-890-000-049
		Copiers/printers 230 Halsey	824.80	P202400083	11-190-100-890-000-049
		972 Broad Ave Copiers & Printers	413.28	P202400083	11-000-230-500-000-056
		972 Broad Ave Copiers & Printers	413.28	P202400083	11-000-230-500-000-056
		Total Check Amount:	8,210.52		
A:05494	3/18/24	Pamela Graziano			
		Mentoring	1,000.00	P202400167	11-190-100-320-000-045
A:05495	3/18/24	Extra Space Storage			
		Storage 2023-24	1,293.00	P202400005	11-000-230-500-000-056

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

Check#	Date	Vendor (Payee)/Check Line Comments	Amount	PO or Bal Sht	Exp. Acct. or Balance Sheet Title
A:05496	3/18/24	LINK EDUCATION PARTNERS, INC			
		Rent 23 Pennsylvania Ave 2023-24	29,333.37	P202400004	11-000-262-441-000-069
		Rent 23 Pennsylvania Ave 2023-24	4,000.00	P202400004	11-000-262-441-000-069
		Rent 23 Pennsylvania Ave 2023-24 Add'l Space I	2,000.00	P202400004	11-000-262-441-000-069
		Total Check Amount:	35,333.37		
A:05497	3/18/24	Waste Management of New Jersey, Inc.			
		Trash Recycling & Pickup 23 Penn	1,400.00	P202400032	11-000-240-500-000-068
		Trash Recycling & Pickup	701.00	P202400032	11-000-240-500-000-068
		Total Check Amount:	2,101.00		
A:05498	3/18/24	Horizon BCBS			
		Health Insurance 2023-24 April	61,594.90	P202400012	11-000-291-270-000-054
A:05499	3/18/24	Omintech Solutions, LLC			
		IT Services April-June	3,200.00	P202400162	11-000-230-330-000-056
A:05500	3/18/24	Link High Technologies Inc.			
		Local Server Backup GSuite Annual	561.25	P202400011	11-000-230-300-000-055
		Local Server Backup GSuite Annual	139.00	P202400011	11-000-230-300-000-055
		Total Check Amount:	700.25		
A:05501	3/18/24	Scout Education Inc.			
		Kindergarten Teachers/Longterm sub	1,535.00	P202400121	11-190-100-320-000-045
		Kindergarten Teachers/Longterm sub	1,535.00	P202400121	11-190-100-320-000-045
		Substitutes/Paras	1,535.00	P202400121	11-000-230-330-000-056
		Substitutes/Paras	614.00	P202400121	11-000-230-330-000-056
		Para services ESSER III	1,535.00	P202400121	20-487-100-100-000-000
		Para services ESSER III	1,535.00	P202400121	20-487-100-100-000-000
		Para services ESSER III	1,535.00	P202400121	20-487-100-100-000-000
		Para services ESSER III	921.00	P202400121	20-487-100-100-000-000
		Para services ESSER III	1,228.00	P202400121	20-487-100-100-000-000
		Total Check Amount:	11,973.00		
A:05502	3/18/24	Alice School Transportation LLC			
		Student transportation Feb 27-29, Mar 1-21	7,200.00	P202400147	20-487-100-100-000-000
A:05503	3/18/24	Shekenna S Brown			
		Fingerprinting reimb	79.98	P202400163	11-000-230-890-000-063
D:01266	3/18/24	AFLAC	**VOIDED**	Check voided on 3/18/2024	
D:01267	3/18/24	AXA Equitable Equi-Vest			
		March 2024 403b Employee Contributions	4,090.00	91 - 472	AXA
D:01268	3/18/24	AFLAC			
		Employee premiums	582.65	91 - 473	AFLAC
D:01269	3/18/24	Horizon BCBS			
		Acct 168959384	1,528.30	91 - 485	Dental

The Grand Total of all Checks from Fund 11 is: 289,143.06

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

<u>Check#</u>	<u>Date</u>	<u>Vendor (Payee)/Check Line Comments</u>	<u>Amount</u>	<u>PO or Bal Sht</u>	<u>Exp. Acct. or Balance Sheet Title</u>
		The Grand Total of all Checks from Fund 12 is:	656.84		
		The Grand Total of all Checks from Fund 20 is:	57,386.05		
		The Grand Total of all Checks from Fund 60 is:	75,964.29		
		The Grand Total of all Checks from Fund 91 is:	17,603.25		
<b>The Grand total of all checks for this period is:</b>			<b>440,753.49</b>		

<u>Date</u>	<u>Source Account/Title</u>	<u>Target Account/Title</u>	<u>Comments</u>	<u>Amount</u>
02/26/24	11-000-291-230-220-054 Benefits - SS & Medicare	11-000-262-520-000-070 Insurance		24,000.00
02/26/24	11-000-291-230-220-054 Benefits - SS & Medicare	11-000-230-300-000-055 Purch Prof/Tech Svc		25,000.00
02/26/24	11-190-100-640-000-048 Textbooks	11-000-230-500-000-056 Other Purchased Services		10,000.00
02/29/24	10-303 BGTD FUND BAL	11-000-230-530-000-057 Communications/Telephone		8,000.00
02/29/24	10-303 BGTD FUND BAL	11-000-262-520-000-070 Insurance		33,000.00
02/29/24	10-303 BGTD FUND BAL	11-190-100-320-000-045 Purch Prof Educational Sves		110,000.00
02/29/24	10-303 BGTD FUND BAL	11-000-240-500-000-068 Other Purchased Services		46,200.00
02/29/24	10-303 BGTD FUND BAL	11-000-230-330-000-056 Other Purch Services		15,250.00
02/29/24	10-303 BGTD FUND BAL	11-000-230-890-000-063 Miscellaneous Expense		1,500.00
02/29/24	10-303 BGTD FUND BAL	11-000-291-270-000-054 Benefits - Health Insurance		125,000.00
The total of all Budget Adjustments for fund 10 is:				<b>397,950.00</b>