

Lehigh Valley Dual Language Charter School

Board of Trustee Meeting

Agenda

Tuesday – January 26, 2021

6:00 p.m. Public Meeting – Virtual Meeting

<https://us04web.zoom.us/j/79191880558?pwd=WU9EMlczdFJueU5zTEthNk9lTlMvZz09>

Meeting ID: 791 9188 0558

Passcode: zSbx2E

1. Approval of LVDLCS December 15, 2020 and January 12, 2021 Board Meeting Minutes
2. CEO/COO and Principal's Report
3. Financial Report and Approval of Payments for the prior month
4. Old Business
 - Building Appraisal- Update
 - 2019-2020 Final Financial Audit - Approval
 - Planning Social Events for Students
 - Student School Wellness Policy – Second Reading - Approval
5. New Business
 - Acceptance of Mr. Oliver Paulino as a Board of Trustee – Approval
 - Statement of Financial Interest – Mailed to Board Members for Completion
 - 2021-2022 Budget Givens
 - Peoples Security Investment – Update – Approval
 - MacMain Connell & Leinhauser Hourly Rate Increase – Approval
 - Mr. Leinhauser Feedback on the Agreement of Sale
 - ESSER II Fund awards – Informational
 - LVDLCS Graduate Students Report
 - Gate Community Church Request
6. Personnel
 - None
7. Public Comment and Correspondence
 -
8. Other
 -
9. Next Board Meeting-Tuesday, February 23, 2021, at LVDLCS at 6:00 p.m.
10. Adjournment

Our vision is a community of bilingual/bicultural, life-long learners committed to excellence and dedicated to learning and leadership

Lehigh Valley Dual Language Charter School

Board of Trustees Meeting

Tuesday, December 15, 2020 - 6:00 p.m. Virtual Meeting

Welcome and Introductions

Ms. Gutierrez (formally Roman) welcomed those in attendance and called the meeting to order. Ms. Gutierrez informed the attendees that the meeting was being recorded, so that accurate minutes could be created. She also noted that, after minutes are approved and signed, the recording is deleted. There were no objections to the recording of the meeting.

Board Members Present: Mr. Lopez, Ms. Gutierrez, Ms. Weaver, Dr. Rance-Roney, Mr. Santana

Staff Present: Ms. Perez, Ms. Pluchinsky, Ms. E. Gonzalez, Ms. Otero, Ms. Tia Weaver

Guest: Mr. Oliver Paulino

Approval of Minutes

Ms. Roman requested a review of the board meeting minutes for the month of November 17, 2020.

Mr. Lopez called for a motion to approve the October 20, 2020 meeting minutes. Motion was seconded by Dr. Rance-Roney. Motion was approved unanimously.

1. School Activities

- Fire Drill – Not Applicable - School 100% Virtual
- November 20th - Parenting Workshop: Using Mindfulness to combat stress (see Event Report)
- November 23rd and 24th - Parent Teacher Conferences (see Event Report and Attendance Data)
- November 30th - December 4th - Scholastic Book Fair
- December 4th - Parenting Workshop: Emotional Well Being in the Family
- December 11th – Mid-Quarter - Marking Period 2

Upcoming Events

- 12/18 - Progress Reports mailed home
- 12/18 - Parenting Workshop: Keep reading at home during Winter break with Ms. Otero (using the books provided by school)
- 12/23 - 1/3/21 - Winter Break

2. Facilities

- Technology – Teacher laptops arrived and distributed. Additional Chromebook expected in the coming weeks.
- Building – No building issues at this time

3. Business Office

- Enrollment – Fully enrolled as of 12/03/20
- Transportation – No transportation issues at this time
- Waiting List – 20

- PIMS – All reports have been submitted on time

4. Community Support

-

5. Student Services

- Parent workshops planned through Spring 2021
- Social Worker contacting parents with attendance concerns
- Dean of Students contacting parents with work completion concerns

6. Programs

- Social Time for students being explored throughout the month of December

7. Leadership Team Meetings – held weekly

Financial Report and Approval of Payments:

Ms. Gutierrez guided the Board through the review of finances as of November 30, 2020. The balance sheet, cash as of 11/30/2020 was \$1,361,508 this includes a total of \$971,815 in CDs to the lines of credit and DLP Investment. The current month school year fund balance is \$2,980,544 Accounts payable as of 11/30/2020 are \$15,277 with estimated bills of \$398,899 for payroll accrual and PSERS liability. For the five months ending 11/30/2020 the school had a surplus of \$273,881 compared to a planned surplus of \$52,647 resulting in a favorable variance of \$221,234.

Note & Disclosure to Financial Statements

- * **The financial statements are prepared based on the expenses/bills that the charter school provides Repice & Taylor Inc. If bill is not received prior to the preparation of these statements, the expenses will be understated. Enrollment based on the summary sheet provided from the school. If students are not fully enrolled, they will not be billed to the district until the actual and correct information is submitted.**
- * **Upon review of the financial statements if you have any additional questions please feel free to contact us at Repice & Taylor Inc.:**

Repice & Taylor Inc.

Phone: 215-755-7603

Email: ttaylorl@reptay.com

Attn: Tom Taylor

Ms. Gutierrez called for a motion to approve the fiscal year financial report ending November 30, 2020 and for the list of bills to be paid. Motion was made by Mr. Lopez seconded by Ms. Weaver. Motion was passed unanimously.

Old Business

- **Building Appraisal-** LVDLCS had a public meeting with Mr. Kent Brustlin, Senior Vice President Of Newmark Valuation & Advisory, at 5:00 p.m. before the monthly board meeting to present to the Board how the building evaluation was performed.
- **2019 Financial Audit Report** – The school is waiting for the final copy to mail to all board members.

- **Delivery of Chromebooks-** The IU20 is currently working on 60 Chromebooks and will be delivered to the school soon but not date was given.
- **Planning Social Events for Students** – The school is working on creating “break rooms” for students to socialize, is one of the things parents are commenting their children are missing most about not being physically in the school building.

New Business

- **Introduction of Mr. Oliver Paulino as Potential Board of Trustee** – Mr. Oliver currently works with Ms. Siderias, former board member who recommended him to be a part of our school board.
- **Community Engagement Center** – Leasing of additional 5,000 square feet as of July 1st, 2021. Cost will be included in the 2021-2022 Budget. This will be put on hold as the school will be paying installments. The Board will be holding a public meeting January 12, 2021 at 6:00 p.m. to discuss the purchase of the current school building.
- **Student School Wellness Policy – Update – First Reading** - Lehigh Valley Dual Language Charter School District recognizes that student wellness and proper nutrition are related to students’ physical well-being, growth, development and readiness to learn. The Board is committed to providing a school environment that promotes student wellness, proper nutrition, nutrition education and promotion, and regular physical activity as part of the total learning experience. In a healthy school environment, students will learn about and participate in positive dietary and lifestyle practices that can improve student achievement.

Personnel

- Resignation of Nicole Fernandez – 3rd Grade Teacher

Dr. Rance-Roney called for a motion to accept the resignation of Nicole Fernandez as a Teacher from Lehigh Valley Dual Language Charter School. Motion was seconded by Ms. Weaver. Motion was passed unanimously.

Public Comment and Correspondence

- Update on BASD – The district is moving to 100% virtual learning until January 11, 2021

Other

- Update on Virtual Tours – They are on the school website for Hybrid program.
- Wishing Everyone Safe and Happy Holidays

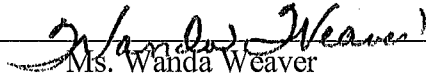
Next Board Meeting will be Tuesday January 26, 2021 at 6:00 p.m.

Adjournment – A motion to adjourn was made by Ms. Weaver seconded by Mr. Lopez. There were no questions or comments. Motion was approved unanimously. Meeting was adjourned at 6:56 p.m.

Respectfully signed and submitted for approval by:



Ms. Raiza (Roman) Gutierrez
President



Ms. Wanda Weaver
Vice President

Lehigh Valley Dual Language Charter School

Board of Trustees Meeting

Tuesday, January 12, 2021 - 6:00 p.m. Virtual Meeting

Special Meeting to Discuss the Purchase of the Facility

Welcome and Introductions

Ms. Gutierrez (formally Roman) welcomed those in attendance and called the meeting to order. Ms. Gutierrez informed the attendees that the meeting was being recorded, so that accurate minutes could be created. She also noted that, after minutes are approved and signed, the recording is deleted. There were no objections to the recording of the meeting.

Board Members Present: Mr. Lopez, Ms. Gutierrez, Ms. Weaver, Dr. Rance-Roney, Mr. Santana

Staff Present: Ms. Perez, Ms. Pluchinsky, Ms. E. Gonzalez, Ms. Otero, Ms. Neyra

Legal: Mr. Brian Leinhauser- Solicitor

New Business

- 675 E. Broad St. Structural Analysis by D'Huy Engineering Inc.– Mr. Peter Garland – To perform a walk-thru structural building evaluation with a fee of \$2,600.

Mr. Lopez called for a motion to approve D'Huy Engineering Inc. to perform the structural analysis for the current school building for purchase. Motion was seconded by Dr. Rance-Roney. Motion was approved unanimously.

- 675 E. Broad St. Building Analysis by Moonstone's -Ms. Betsy Schamberge – To coordinate the three non-environmental surveys (structural, plumbing, and electrical) for a fee of \$4,200. Moonstone recommends the administration to contact their local plumbing and electrical service providers for an inspection.

Mr. Lopez called for a motion to approve Moonstone to perform the building analysis for the current school building for purchase. Motion was seconded by Dr. Rance-Roney. Motion was approved unanimously.

- 675 E. Broad St. Facilities Electrical & Plumbing Analysis by Moonstone Environmental-
- Distribution of First Draft of the Sales Agreement Documents:
 - Agreement of Sale
 - First Mortgage and Security Agreement
 - Promissory Note
 - Review of Payment Schedule – May 1, 2021

Documents were reviewed and discussed among the Board. Mr. Leinhauser offer clarifications to questions as needed. All follow up questions, if any, will be sent to the Administration.

- Estimates of Expenses for the Purchase of the Facility:

LVDLCS Board Meeting Minutes – January 12, 2021

Lehigh Valley Dual Language Charter School			
Estimates of Expenses for the Purchase of the Facility			
1. Structural Analysis	D'HUY Engineering, Inc.	\$2,600	
2. Environmental Analysis	Moonstone Environmental	\$4,200	
3. Albarell Electrical		\$2,500	
4. Plumbing	Pending		
5. Anticipated Sales Tax		\$90,000	
6. Anticipated Legal Fees		\$4,500	
7. Security Deposit Retention		\$47,072.55	
8. Required Down Payment		\$150,000	
9. Condo Fees Starting May 1, 2021	Monthly	\$1,500	
10. Anticipated Income from Basic	Monthly		\$2,100

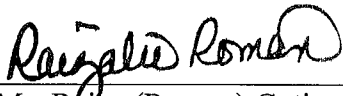
Community Support

- LVDLCS provided updated information about student access to community lunches provided by the districts

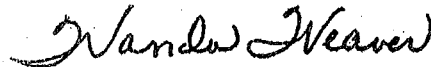
Next Board Meeting will be Tuesday January 26, 2021 at 6:00 p.m.

Adjournment – A motion to adjourn was made by Mr. Lopez seconded by Mr. Santana. There were no questions or comments. Motion was approved unanimously. Meeting was adjourned at 6:53p.m.

Respectfully signed and submitted for approval by:



Ms. Raiza (Roman) Gutierrez
President



Ms. Wanda Weaver
Vice President

Lehigh Valley Dual Language Charter School
Board Meeting
CEO/COO and Principal's Report
January 26, 2021

1. School Activities

- Fire Drill – Not Applicable - School 100% Virtual
- December 18th -Progress Reports mailed home
- December 18th - Parenting Workshop (Event Report Attached)
- December 23 - January 3, 2021 - School Closed

Upcoming Events

- 01/21 - Parenting Workshop: Emotional Expression and Management at Home
- 01/27 - Early Dismissal (12:15 - Classroom Prep for Return)
- 02/01 - RETURN TO HYBRID INSTRUCTION
- 02/10 and 02/11 - Early Dismissals - Parent Teacher Conferences
- 02/12 - Professional Development - Benchmark / Grade Analysis
- 02/15 - School Closed

2. Facilities

- Technology – Additional 60 chromebooks arrived and are being used to replace older/broken chromebooks. 150 chromebooks (in 5 carts) at the IU and being wired - hopeful they may be here for return to Hybrid Instruction on 2/1/21
- Building – Roof Replacement - monitoring issues arising from work
- **Business Office**
 - Enrollment – Enrolling new students to achieve full enrollment
 - Transportation – No transportation issues at this time
 - Waiting List – 18
 - PIMS – All reports have been submitted on time.
 - PDE Teacher Evaluation Report submitted
- **Community Support**
 - Center for Humanistic Change provided enrollment information for our parents for their STEP parenting program. Program provided in both English and Spanish.
- **Student Services**
 - Parent workshops planned through Spring 2021
 - Social Worker contacting parents with attendance concerns
 - Dean of Students contacting parents with work completion concerns
- **Programs**
 - Social Time for students being explored throughout the month of December
- **Leadership Team Meetings – held weekly**

LVDLCS 8th Grade Student High School Selection

**LVDLCS 8th grade students are utilizing the Library "special" for Local High School Exploration under the guidance of Mrs. Mohring. Additional information of school choice will be available for the February meeting.*

School	Number of Students
Allen	
Dieruff	
Building 21	
Liberty	
Freedom	
LVA	
Charter Arts	2
Executive Education	1
Lincoln Leadership	
Undecided	
Possible relocation impacting decision	

Lehigh Valley Dual Language Charter School
Financial Results
As of December 31, 2020

**Lehigh Valley Dual Language Charter School
Summary of the Financial Package
As of December 31, 2020**

BALANCE SHEET

* Cash Balances	\$ 1,251,240
* Investments, including CDS.	973,735
* Total Accounts receivables is as follows:	
Amount Due from School Districts	\$ 526,091
Amount Due from State	25,707
Amount Due from Federal	68,702
Lunch Program Receivable	9,515
<u>Total Accounts receivables at the end of month</u>	<u>\$ 630,015</u>
* Total liabilities for the current period ending are as follows:	
Accounts Payable	\$ 14,579
Payroll Accruals including PSERS liabilities	330,140
Deferred Revenue	-
<u>Total liabilities at the end of month</u>	<u>\$ 344,720</u>
* Fund balance summary:	
Prior Year Fund Balance	\$ 2,203,735
Investment in Fixed Assets	502,928
Current Change in Revenue over/(under) expenditures	306,536
<u>Total Fund balances at the end of current month</u>	<u>\$ 3,013,199</u>

BUDGET VS ACTUAL

- * For the six months ended 12/31/2020 the charter school had a surplus of \$306,536 compared to a planned surplus of \$23,640 resulting in a favorable variance of \$282,896. Cares and Health & Safety revenue are the primary reasons for the variance.

CASH FLOW

- * All accounts payable liabilities are being paid off as their due dates approach.

Note & Disclosure to Financial statements

- * The financial statements are prepared based on the expenses/bills that the charter school provides Repice & Taylor Inc. If bills are not received prior to the preparation of these statements, the expenses will be understated. Enrollment is based on the summary sheet provided from the school. If students are not fully enrolled they will not be billed to the district until the actual and correct information is submitted.
- * Upon review of the financial statements if you have any additional questions please feel to contact us at Repice and Taylor Inc.:
Repice & Taylor Inc.
Phone 215-755-7603
email: ttaylor@reptay.com
Attn: Tom taylor

**Lehigh Valley Dual Language Charter School
Balance Sheet
As of December 31, 2020**

ASSETS

Cash

Fulton - Operating	976,753.55	
Fulton - Student	84,278.91	
Fulton - Food	152,642.95	
Fulton - PTO	1,224.84	
Embassy Checking	7,956.07	
BB&T	28,068.08	
Petty Cash	316.00	
		1,251,240.40

Investments

Embassy CD	156,536	
Fulton - CD	258,089	
Investment - Good As New Ventures	309,099	
F&G Annuity	250,010	
		973,734.66

Accounts Receivable

School District Receivables	526,091	
State Receivables	25,707	
Federal Receivables	68,702	
Lunch Receivable	9,515	
		630,014.91

Other Current Assets

Prepaid Expenses		
		-

Total Current Assets **2,854,989.97**

Furniture & Equipment	438,185	
Building Improvements	431,069	
Food Service Equipment	22,226	
Less Accumulated Depreciation	(388,551)	
		502,928.38

Total Assets **3,357,918.35**

LIABILITIES AND CAPITAL

Current Liabilities

Accounts Payable	14,579	
Payroll Accruals / Accrd Payroll Taxes / PSERS	330,140	
		344,719.50

Total Liabilities **344,719.50**

Equity

Changed in Revenue over / (under) Expenses	306,536	
Fund Balance	2,292,918	
Food Service Net Position	(89,183)	
Investment in Fixed Assets	502,928	
		3,013,198.85

Total Liabilities & Capital **3,357,918.35**

**Lehigh Valley Dual Language Charter School
Budget vs. Actual (Monthly and Year to Date)
(Accrual Basis)**

	For the One Month Ended December 31, 2020			For the Six Months Ended December 31, 2020		
	Actual December	Budget December	Variance Over / (Under)	Actual YTD	Budget YTD	Variance Over / (Under)
# of Students						
Regular Ed	428	425	3	2,561	2,550	11
Special Ed	22	25	(3)	132	150	(18)
Revenues:						
Local:						
School District Revenue - Regular Ed	\$ 401,138	\$ 400,610	\$ 529	\$ 2,455,058	\$ 2,403,657	\$ 51,401
School District Revenue - Special Ed	62,136	53,634	8,502	301,898	321,806	(19,908)
State:						
Rental/Bldg. Reimb Subsidy	2,938	2,938	-	17,631	17,631	-
Health Reimbursement	-	-	-	-	-	-
Ready to Learn	2,019	2,019	-	8,076	8,076	-
Federal:						
Title I - Basic Programs	22,544	22,544	-	90,177	90,177	-
Title II - Improving Tch'r Quality	2,329	2,329	-	9,316	9,316	-
Title III	1,500	1,500	-	5,999	5,999	-
Title IV	1,728	1,728	-	6,912	6,912	-
CARES ESSR	-	-	-	170,576	-	170,576
Health & Safety Grant	-	-	-	90,000	-	90,000
IDEA - Part B	2,375	2,375	-	9,500	9,500	-
Other:						
Int on Invest & Int Cking Acct	2,035	1,917	119	13,348	11,500	1,848
Fundraiser/other	-	-	-	-	-	-
Student Activity Revenue	-	1,378	(1,378)	2,600	6,733	(4,133)
Lease Income	3,647	2,026	1,521	5,440	8,102	(2,663)
Food Revenue	-	27,000	(27,000)	42,387	108,000	(65,613)
Miscellaneous Revenue	-	-	-	664	-	664
Total Revenue	\$ 504,290	\$ 521,998	\$ (17,708)	\$ 3,229,583	\$ 3,007,410	\$ 222,173
Expenditures						
Personnel Cost:						
Salaries and Wages	\$ 243,408	\$ 291,110	\$ (47,704)	\$ 1,322,223	\$ 1,426,408	\$ (104,185)
Medical/Dental Insurance	62,248	57,072	5,176	368,208	342,433	25,775
PSERS/Retirement	53,234	62,186	(8,952)	273,820	313,970	(40,150)
Employer Taxes	22,629	25,952	(3,323)	118,274	127,756	(9,482)
Total Personnel Cost	381,517	436,320	(54,803)	2,082,526	2,210,567	(128,041)
Contracted Services:						
Audit	500	-	500	7,805	12,000	(4,195)
Legal Services	100	444	(344)	1,560	1,333	227
Business Services	5,974	5,974	-	35,843	35,844	(1)
Board Member Services	-	-	-	-	-	-
Other Contracted Svcs.						
Tuition Reimbursement	3,750	1,640	2,110	9,199	9,060	139
Professional Consultant	-	-	-	-	-	-
Professional Development	1,928	2,056	(130)	14,741	14,858	(117)
Summer School	-	-	-	-	-	-
Saturday School	-	-	-	-	-	-
After School	-	-	-	-	-	-
Math Instruction Support	-	-	-	-	-	-
Special Ed. Consultant & Instruction	-	3,000	(3,000)	36,580	10,000	26,580
Payroll Services	1,095	1,417	(321)	6,464	8,500	(2,036)
Food Services	5,247	26,594	(21,347)	30,808	80,433	(49,625)
Student Accounting	-	-	-	-	-	-
Total Contracted Svcs	18,592	41,126	(22,533)	143,000	172,029	(29,028)
Insurance:						
General Property and Liability	1,456	1,071	385	14,548	13,576	972
Workers Compensation	-	-	-	15,968	11,000	4,968
Total Insurance	1,456	1,071	385	30,516	24,576	5,940
Consumable Supplies:						
General Supplies - Admin	194	944	(750)	38,926	32,333	6,593
General Supplies - Instructional	834	-	834	22,257	17,000	5,257
General Supplies - Special Ed	-	556	(556)	-	1,667	(1,667)
Total Consumable Supplies	1,028	1,500	(472)	61,183	51,000	10,183

**Lehigh Valley Dual Language Charter School
Budget vs. Actual (Monthly and Year to Date)
(Accrual Basis)**

	For the One Month Ended December 31, 2020			For the Six Months Ended December 31, 2020		
	Actual December	Budget December	Variance Over / (Under)	Actual YTD	Budget YTD	Variance Over / (Under)
Other Costs:						
Public Relations / Marketing	-	225	(225)	777	1,650	(873)
Printing & Binding	-	-	-	-	-	-
Travel / Meals	-	652	(652)	247	2,087	(1,840)
Transportation School Bus	-	-	-	-	-	-
Postage and Delivery	1,098	433	665	2,985	2,400	585
Dues and Fees	24	495	(471)	2,583	4,030	(1,447)
Total Travel/Transportation	<u>1,122</u>	<u>1,806</u>	<u>(683)</u>	<u>6,592</u>	<u>10,167</u>	<u>(3,575)</u>
Student Activities:						
Security Services	-	-	-	-	-	-
Trips / Travel	-	-	-	383	1,000	(617)
Supplies	-	-	-	1,186	-	1,186
Total Student Activities	<u>-</u>	<u>-</u>	<u>-</u>	<u>1,568</u>	<u>1,000</u>	<u>568</u>
Books & Instructional Aids:						
Books and Periodicals	-	-	-	35,402	32,000	3,402
Educational Software	2,749	667	2,082	28,328	27,000	1,328
Total Books & Instruct. Aids	<u>2,749</u>	<u>667</u>	<u>2,082</u>	<u>63,729</u>	<u>59,000</u>	<u>4,729</u>
Equipment/Computers:						
Furniture/Equipment Purchases						
Classroom	-	-	-	7,283	5,000	2,283
Office	-	-	-	-	-	-
Operations/Maintenance	-	-	-	14,950	5,000	9,950
Computer Purchase						
Teachers / Admin	-	-	-	-	-	-
Classroom	-	-	-	63,517	25,000	38,517
Networking Server & Software	-	-	-	-	-	-
Technology	-	-	-	-	-	-
Total Equipment	<u>-</u>	<u>-</u>	<u>-</u>	<u>85,750</u>	<u>35,000</u>	<u>50,750</u>
Site Cost:						
Building Lease	49,953	49,628	326	295,811	297,765	(1,955)
Repairs and Maintenance	-	6,793	(6,793)	20,600	33,242	(12,642)
Utilities	8,389	4,818	3,571	34,958	31,091	3,867
Communications - Telephone / Internet	3,502	3,000	502	26,431	18,000	8,431
Cleaning & Maintenance Supplies	1,280	2,611	(1,331)	60,149	30,333	29,815
Equipment Rental	2,047	1,667	380	10,235	10,000	235
Total Site Cost	<u>65,171</u>	<u>68,516</u>	<u>(3,345)</u>	<u>448,184</u>	<u>420,432</u>	<u>27,752</u>
Interest / Bank Fees	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-
Total Debt Service	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Expenditures	<u>471,635</u>	<u>551,005</u>	<u>(79,370)</u>	<u>2,923,047</u>	<u>2,983,770</u>	<u>(60,723)</u>
Net Income / (Loss)	<u>\$ 32,655</u>	<u>\$ (29,007)</u>	<u>\$ 61,662</u>	<u>\$ 306,536</u>	<u>\$ 23,640</u>	<u>\$ 282,896</u>

Lehigh Valley Dual Language Charter School
ESTIMATED STUDENT ENROLLMENT

	July	August	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	19/20 Actual
REGULAR ED													
Allentown City SD	249	249	249	251	251	251	-	-	-	-	-	-	1,500
Bethlehem Area SD	144	144	144	145	143	143	-	-	-	-	-	-	863
Catasauqua Area SD	-	-	-	-	-	-	-	-	-	-	-	-	-
East Penn SD	2	2	2	2	2	2	-	-	-	-	-	-	12
Easton Area SD	13	13	13	12	12	12	-	-	-	-	-	-	75
Northampton Area SD	2	2	2	2	2	2	-	-	-	-	-	-	12
Parkland SD	2	2	2	4	3	3	-	-	-	-	-	-	16
Penn Argyi Area Sd	-	-	-	-	1	1	-	-	-	-	-	-	2
Salisbury Township SD	-	-	-	-	-	-	-	-	-	-	-	-	-
Saucon Valley SD	2	2	2	2	2	2	-	-	-	-	-	-	12
Whitehall-Coplay SD	7	7	7	8	8	8	-	-	-	-	-	-	45
Wilson Area SD	4	4	4	4	4	4	-	-	-	-	-	-	24
Total Regular Ed Students	425	425	425	430	428	428	-	-	-	-	-	-	2,561
SPECIAL ED													
Allentown City SD	13	13	13	13	13	13	-	-	-	-	-	-	76
Bethlehem Area SD	9	9	9	9	9	8	-	-	-	-	-	-	53
Parkland SD	-	-	-	-	-	1	-	-	-	-	-	-	1
Total Special Ed Students	22	22	22	22	22	22	-	-	-	-	-	-	132
Total Students	447	447	447	452	450	450	-	-	-	-	-	-	2,693

Lehigh Valley Dual Language Charter School
 STUDENT REVENUE VARIANCE ANALYSIS
 For the Six Months Ended December 31, 2020

	Actual Students	Actual Rate	Actual Bill	Budgeted Students	Budgeted Rate	Budgeted Bill	Unit Variance	Dollar Variance
REGULAR ED								
Allentown City SD	1,500	10,481.37	1,310,171.25	1,434	10,407.66	1,243,715.37	66	66,455.88
Bethlehem Area SD	863	13,071.16	940,034.26	942	12,516.18	982,520.13	(79)	(42,485.87)
Catasauqua Area SD	-	11,785.77	-	6	11,909.52	5,954.76	(6)	(5,954.76)
East Penn SD	12	12,058.09	12,058.09	12	11,930.07	11,930.07	-	128.02
Easton Area SD	75	12,947.06	80,919.13	66	12,496.39	68,730.15	9	12,188.98
Northampton Area SD	12	12,880.66	12,880.66	12	12,412.51	12,412.51	-	468.15
Parkland SD	16	13,166.14	17,554.85	12	12,693.09	12,693.09	4	4,861.76
Penn Argyl Area Sd	2	16,207.67	2,701.28	-	16,207.67	-	-	-
Salisbury Township SD	-	16,377.53	-	-	16,377.53	-	-	-
Saucon Valley SD	12	15,126.58	15,126.58	12	15,083.24	15,083.24	-	43.34
Whitehall-Coplay SD	45	10,395.26	38,982.23	30	10,395.26	25,988.15	15	12,994.08
Wilson Area SD	24	12,315.02	24,630.04	24	12,315.02	24,630.04	-	-
Total Regular Ed Students	2,561		2,455,058.37	2,550		2,403,657.51	9	48,699.58
SPECIAL ED								
Allentown City SD	78	26,797.34	174,182.71	72	\$ 25,721.16	154,326.96	6	19,855.75
Bethlehem Area SD	53	28,382.88	125,357.72	78	25,765.96	167,478.74	(25)	(42,121.02)
Parkland SD	1	28,291.23	2,357.60	-	28,291.23	-	1	2,357.60
Total Special Ed Students	132		301,898.03	150		321,805.70	(18)	(19,907.67)
Total Students	2,693		\$ 2,756,956.40	2,700		\$ 2,725,463.21	(9)	\$ 28,791.91

**Lehigh Valley Dual Language Charter School
Cash Flow Forecast
As of December 31, 2020**

	Cash Forecast
Net Cash @ 12/31/2020 (Not including investment or CD's to cover lines of credit)	\$ 1,251,240
Accounts Payable @ 01/04/2021	(117,031)
Payroll @ 01/04/2021	(106,448)
Internet fax Service @ 01/04/2021	(14)
403B Contribution @ 01/05/2021	(8,169)
Accounts Payable @ 01/08/2021	(18,791)
PSERS EE @ 01/08/2021	(5,309)
Net Cash @ 01/08/2021	\$ 995,479
Estimated School District Deposits (01/09-01/31)	480,000
Estimated Payroll @ 01/15/2021	(106,448)
Estimated 403b Contribution @ 01/15/2021	(8,169)
Estimated Accounts Payable 01/15/2021	(150,000)
Estimated Title Funds @ 01/21/2021	17,734
Estimated Accounts Payable 01/29/2021	(150,000)
Estimated Payroll @ 01/29/2021	(106,448)
Estimated 403b Contribution @ 01/29/2021	(8,169)
Projected Cash @ 01/31/2021	\$ 963,980

FEBRUARY 2021

Estimated School District Payments	480,000
Estimated PSERS EE @ 02/10/2021	(7,964)
Estimated Payroll @ 02/12/2021	(106,448)
Estimated 403b Contribution @ 02/12/2021	(8,169)
Estimated Accounts Payable @ 02/12/2021	(150,000)
Estimated Title Funds @ 02/21/2021	17,734
Estimated Accounts Payable @ 02/26/2021	(150,000)
Estimated Payroll @ 02/26/2021	(106,448)
Estimated 403b Contribution @ 02/26/2021	(8,169)
Projected cash @ 02/28/2021	\$ 924,518

Lehigh Valley Dual Language Charter School
Aging Schedule & Recommended Payment Schedule
As of December 31, 2020

	Current	1 - 30	31 - 60	61 - 90	> 90	A/P @ 12/31/20	Estimated Payables	Total Payables	Paid 01/01/2021	Paid 01/08/2021	Remaining Balance
601 Broad Development Group, LLC		\$ 3,932.50	\$ -	\$ -	\$ -	\$ 3,932.50	\$ 49,953.36	\$ 53,885.86	\$ 49,953.36	\$ 3,932.50	\$ -
American Time		-	-	-	-	-	-	-	-	-	-
Cardmember Service		-	-	-	-	-	-	-	-	-	-
Colonial Intermediate Unit	3,476.65	-	-	-	-	3,476.65	-	3,476.65	-	3,476.65	-
Frontline Technologies Group, LLC		1,973.92	-	-	-	1,973.92	-	1,973.92	-	1,973.92	-
Gorman & Associates, P.C.	500.00	-	-	-	-	500.00	-	500.00	-	500.00	-
Guardian Dental		-	-	-	-	-	4,241.74	4,241.74	4,241.74	-	-
Highmark Blue Shield		-	-	-	-	-	60,363.39	60,363.39	60,363.39	-	-
Jennells Billingsby		-	-	-	-	-	-	-	-	-	-
Kamihq.com		-	-	-	-	-	-	-	-	-	-
Lakeshore Learning Materials		-	-	-	-	-	-	-	-	-	-
Leader Services		-	-	-	-	-	-	-	-	-	-
Mr. Rooter		-	-	-	-	-	-	-	-	-	-
Purchase Power		337.59	-	-	-	337.59	-	337.59	-	337.59	-
ReadyRefresh		24.23	-	-	-	24.23	-	24.23	-	24.23	-
Repice & Taylor, Inc.		-	-	-	-	-	5,974.00	5,974.00	-	5,974.00	-
Selective Insurance Company of America		-	-	-	-	-	-	-	-	-	-
Smart Digital Tech		742.00	-	-	-	742.00	-	742.00	-	-	1,761.90
UGI Utilities, Inc.8355	2,572.35	-	-	-	-	2,572.35	-	2,572.35	-	2,572.35	-
Unum Life Insurance of America		-	-	-	-	-	2,117.91	2,117.91	2,117.91	-	-
Unum Life Insurance of America - EE		-	-	-	-	-	354.38	354.38	354.38	-	-
Vision Service Plan		-	-	-	-	-	-	-	-	-	-
TOTAL	\$ 7,345.23	\$ 7,263.51	\$ -	\$ -	\$ -	\$ 14,579.14	\$ 123,004.75	\$ 137,583.92	\$ 117,030.78	\$ 18,791.24	\$ 1,761.90

Lehigh Valley Dual Language Charter School
Transaction List by Vendor
December 2020

Type	Date	Num	Memo	Account	Split	Debit	Credit
601 Broad Development Group, LLC							
Bill	12/01/2020	December 2020		10-0420-0420 Accounts Payable	10-2620-441-000 Rental Broad St		49,953.36
Bill Pmt -Check	12/01/2020	5839		10-0101-004 Lafayette - 6078	10-0420-0420 Accounts Payable		49,953.36
Bill Pmt -Check	12/04/2020	5854		10-0101-004 Lafayette - 6078	10-0420-0420 Accounts Payable		4,294.37
Altronic Security Systems							
Bill	12/04/2020	0000126776	Customer # 6729	10-0420-0420 Accounts Payable	10-2620-350-000 Security Serv		122.00
Bill Pmt -Check	12/23/2020	5870	Customer # 6729	10-0101-004 Lafayette - 6078	10-0420-0420 Accounts Payable		122.00
American Time							
Bill Pmt -Check	12/04/2020	5858	355636	10-0101-004 Lafayette - 6078	10-0420-0420 Accounts Payable		1,762.49
Cardmember Service							
Bill Pmt -Check	12/04/2020	5844	Acc # 4798 5100 5088 7047	10-0101-004 Lafayette - 6078	10-0420-0420 Accounts Payable		1,108.34
Bill	12/07/2020	12072020a	Acc # 4798 5100 5088 7047	10-0420-0420 Accounts Payable	-SPLIT-		797.53
Bill Pmt -Check	12/23/2020	5871	Acc # 4798 5100 5088 7047	10-0101-004 Lafayette - 6078	10-0420-0420 Accounts Payable		797.53
Colonial Intermediate Unit							
Bill Pmt -Check	12/04/2020	5845		10-0101-004 Lafayette - 6078	10-0420-0420 Accounts Payable		2,800.86
Denie Montes							
Bill	12/22/2020	12222020a	Tuition Reimbursement	10-0420-0420 Accounts Payable	10-2271-240-000 Tuition Reimbur		963.00
Bill	12/22/2020	12222020b	Tuition Reimbursement	10-0420-0420 Accounts Payable	10-2271-240-000 Tuition Reimbur		963.00
Bill Pmt -Check	12/23/2020	5872		10-0101-004 Lafayette - 6078	10-0420-0420 Accounts Payable		1,926.00
Discount School Supply							
Bill Pmt -Check	12/04/2020	5846	0035131127	10-0101-004 Lafayette - 6078	10-0420-0420 Accounts Payable		127.95
Fraser Advanced Information Systems 129							
Bill	12/01/2020	5012892437	603-0188129	10-0420-0420 Accounts Payable	10-2620-442-000 Rentals Copier		2,047.02
Bill Pmt -Check	12/18/2020	5859	603-0188129	10-0101-004 Lafayette - 6078	10-0420-0420 Accounts Payable		2,047.02
Guardian Dental							
Bill	12/01/2020	December 2020	Group ID 00 558787	10-0420-0420 Accounts Payable	-SPLIT-		3,922.55
Bill Pmt -Check	12/01/2020	5843	Group ID 00 558787	10-0101-004 Lafayette - 6078	10-0420-0420 Accounts Payable		3,922.55
Highmark Blue Shield							
Bill	12/01/2020	December 2020	Acc # 2693560001	10-0420-0420 Accounts Payable	-SPLIT-		61,544.35
Bill Pmt -Check	12/01/2020	5840	Acc # 2693560001	10-0101-004 Lafayette - 6078	10-0420-0420 Accounts Payable		61,544.35
Interneffax Service							
Check	12/04/2020	eft		10-0101-004 Lafayette - 6078	10-2390-530-000 (Communications		14.25
Jannelle Billingsby							
Bill	12/02/2020	12022020a	Tuition Reimbursement	10-0420-0420 Accounts Payable	10-1110-240-000 Tuition Reimbur		1,250.00
Bill Pmt -Check	12/04/2020	5847	Tuition Reimbursement	10-0101-004 Lafayette - 6078	10-0420-0420 Accounts Payable		1,250.00
Bill	12/22/2020	12222020a	Tuition Reimbursement	10-0420-0420 Accounts Payable	10-1110-240-000 Tuition Reimbur		1,250.00
Bill Pmt -Check	12/23/2020	5875	Tuition Reimbursement	10-0101-004 Lafayette - 6078	10-0420-0420 Accounts Payable		1,250.00
Kamihq.com							
Check	12/02/2020	eft		10-0101-004 Lafayette - 6078	10-1110-650-000 Inst. Software		99.00
Kristi M. Yordy							
Bill	12/16/2020	12162020a	Tuition Reimbursement	10-0420-0420 Accounts Payable	10-1110-240-000 Tuition Reimbur		1,250.00
Bill Pmt -Check	12/18/2020	5860	Tuition Reimbursement	10-0101-004 Lafayette - 6078	10-0420-0420 Accounts Payable		1,250.00
Lakeshore Learning Materials							
Bill Pmt -Check	12/04/2020	5846	159346	10-0101-004 Lafayette - 6078	10-0420-0420 Accounts Payable		96.96
Leader Services							
Bill Pmt -Check	12/04/2020	5849	03-0001657	10-0101-004 Lafayette - 6078	10-0420-0420 Accounts Payable		630.00
Lintons Food Service Management							
Bill	12/15/2020	64808-11-2020	64808	10-0420-0420 Accounts Payable	51-3100-571-000 Food Costs		5,247.00
Bill Pmt -Check	12/18/2020	5861	64808	10-0101-004 Lafayette - 6078	10-0420-0420 Accounts Payable		5,247.00

Lehigh Valley Dual Language Charter School
Transaction List by Vendor
December 2020

Type	Date	Num	Memo	Account	Split	Debit	Credit
MacMain, Connell & Leinhauser, LLC							
Bill	12/03/2020	14146	30047-001	10-0420-0420 Accounts Payable	10-2350-300-000 Legal		100.00
Bill Pmt -Check	12/23/2020	5876	30047-001	10-0101-004 Lafayette - 6078	10-0420-0420 Accounts Payable		100.00
MG Trust							
Check	12/04/2020	eft		10-0101-004 Lafayette - 6078	-SPLIT-		7,772.59
Check	12/17/2020	eft		10-0101-004 Lafayette - 6078	-SPLIT-		8,563.63
Mr. Rooter							
Bill Pmt -Check	12/04/2020	5855		10-0101-004 Lafayette - 6078	10-0420-0420 Accounts Payable		1,534.00
PenServ							
Bill	12/08/2020	131529428		10-0420-0420 Accounts Payable	10-2519-810-000 Dues & Fees		24.10
Bill Pmt -Check	12/23/2020	5877		10-0101-004 Lafayette - 6078	10-0420-0420 Accounts Payable		24.10
Pitney Bowes Global Financial Services							
Bill	12/01/2020	3312399378	Acct # 0016965817	10-0420-0420 Accounts Payable	10-2390-530-000 (Communications		292.80
Bill Pmt -Check	12/18/2020	5862	Acct # 0016965817	10-0101-004 Lafayette - 6078	10-0420-0420 Accounts Payable		292.80
Provident Life and Accident Ins Co							
Bill	12/01/2020	December 2020		10-0420-0420 Accounts Payable	10-0460-0462 Medical		464.26
Bill	12/01/2020	November 2020		10-0420-0420 Accounts Payable	10-0460-0462 Medical		696.39
Bill Pmt -Check	12/18/2020	5863		10-0101-004 Lafayette - 6078	10-0420-0420 Accounts Payable		1,160.65
PSERS							
Check	12/10/2020	eft		10-0101-004 Lafayette - 6078	10-0460-0461 PSERS		9,610.83
PSERS - Employer							
Check	12/23/2020	eft		10-0101-004 Lafayette - 6078	10-0460-0465 PSERS Employer		152,435.88
Purchase Power							
Bill Pmt -Check	12/04/2020	5850	8000-3030-0721-6661	10-0101-004 Lafayette - 6078	10-0420-0420 Accounts Payable		301.50
ReadyRefresh							
Bill Pmt -Check	12/04/2020	5856	0447919689	10-0101-004 Lafayette - 6078	10-0420-0420 Accounts Payable		63.26
Repice & Taylor, Inc							
Bill	12/01/2020	8329		10-0420-0420 Accounts Payable	10-2515-300-000 Financial Accou		5,974.00
Bill Pmt -Check	12/04/2020	5851		10-0101-004 Lafayette - 6078	10-0420-0420 Accounts Payable		5,974.00
Bill	12/10/2020	8350		10-0420-0420 Accounts Payable	10-2390-530-000 (Communications		384.68
Bill Pmt -Check	12/18/2020	5864		10-0101-004 Lafayette - 6078	10-0420-0420 Accounts Payable		384.68
Selective Insurance Company of America							
Bill Pmt -Check	12/01/2020	EFT	Acct # 915-883-402	10-0101-004 Lafayette - 6078	10-0420-0420 Accounts Payable		1,456.00
Bill	12/11/2020	12112020a	Acct # 915-883-402	10-0420-0420 Accounts Payable	10-2620-523-000 General Propert		1,456.00
Bill Pmt -Check	12/18/2020	5865	Acct # 915-883-402	10-0101-004 Lafayette - 6078	10-0420-0420 Accounts Payable		1,456.00
Staples Advantage							
Bill Pmt -Check	12/04/2020	5852	ATL 1236086	10-0101-004 Lafayette - 6078	10-0420-0420 Accounts Payable		189.99
Stem Supplies							
Bill	12/01/2020	9746678		10-0420-0420 Accounts Payable	10-1110-610-000 General Supplie		58.16
Bill	12/01/2020	9748876	Customer # 5527179	10-0420-0420 Accounts Payable	10-1110-610-000 General Supplie		775.44
Bill Pmt -Check	12/18/2020	5866		10-0101-004 Lafayette - 6078	10-0420-0420 Accounts Payable		833.60
Stotz & Fatzinger Office Supply							
Bill	12/01/2020	257747		10-0420-0420 Accounts Payable	10-2390-610-000 Office of Princ		101.13
Bill	12/01/2020	257980.1		10-0420-0420 Accounts Payable	10-2620-610-000 General Supplie		620.00
Bill Pmt -Check	12/18/2020	5867		10-0101-004 Lafayette - 6078	10-0420-0420 Accounts Payable		721.13
Streamline HR							
Check	12/18/2020	eft		10-0101-004 Lafayette - 6078	10-2514-302-000 Payroll Fees		1,095.25
UCI Utilities, inc.8355							
Bill Pmt -Check	12/04/2020	5857	411002358355	10-0101-004 Lafayette - 6078	10-0420-0420 Accounts Payable		911.26

Lehigh Valley Dual Language Charter School
Transaction List by Vendor
December 2020

Type	Date	Num	Memo	Account	Split	Debit	Credit
UNUM Life Insurance Company of America							
Bill	12/01/2020	December 2020	0656929-001 0	10-0420-0420 Accounts Payable			2,157.65
Bill Pmt -Check	12/01/2020	5841	0656929-001 0	10-0101-004 Lafayette - 6078	-SPLIT- 10-0420-0420 Accounts Payable		2,157.65
UNUM Life Insurance Company of America EE							
Bill	12/01/2020	December 2020	0656930-001 6	10-0420-0420 Accounts Payable			423.28
Bill Pmt -Check	12/01/2020	5842	0656930-001 6	10-0101-004 Lafayette - 6078	10-0460-0462 Medical 10-0420-0420 Accounts Payable		423.28
Verizon Wireless							
Bill	12/01/2020	9867850626	Acct # 823032866-00001	10-0420-0420 Accounts Payable			701.11
Bill Pmt -Check	12/18/2020	5868	Acct # 823032866-00001	10-0101-004 Lafayette - 6078	10-2620-530-000 Communications 10-0420-0420 Accounts Payable		701.11
Vision Service Plan							
Bill	12/01/2020	December 2020	Client ID 30034388	10-0420-0420 Accounts Payable			717.55
Bill Pmt -Check	12/04/2020	5853	Client ID 30034388	10-0101-004 Lafayette - 6078	10-1110-210-000 Group Insurance 10-0420-0420 Accounts Payable		717.55
Check	11/13/2020	eft		Lafayette - Operating 6078	10-2514-302-000 Payroll Fees		1,036.00