

**Lehigh Valley Dual Language Charter School
Board of Trustee Meeting
Agenda
Tuesday – January 28, 2020
6:00 p.m.
Board Recognition Month**

1. Approval of LVDLCS December 17, 2019 Board Meeting Minutes
2. CEO/COO and Principal's Report
3. Financial Report and Approval of Payments for the prior month
4. Old Business
 - 2018-2019 External Audit Final Report
 - LVDLCS Gala – Update
 - Policy Regarding Identification of Food Inspectors In Schools- Second Reading
5. New Business
 - Revised 2019-2020 School Calendar
 - Ecollect Forms for PowerSchool – Approval
 - 2020 Letter of Financial Interest - Distribution
 - Arrest/Conviction Report and Certification Form – Distribution
 - Public Records - Right to Know Policy – First Reading- New
 - Notice of Non-Discrimination Policy – First Reading - New
 - Student Budget Givens Input – Review
 - 2020-2021 Budget Givens - Review
 - Saturday Basketball Program – Approval
 - External Student-Staff-Parent Survey – Approval
 - Investment Policy – First Reading – Revision
 - Colonial Unit 20 Consortium -ERate- Internet Contract – Approval – New
 - Cafeteria Equipment – Approval
 - Hispanic Center "Fiesta Cuba" Gala, April 3, 2020 - Approval
6. Personnel
 - Cafeteria/Custodian Support – Jatniel Cancel - Approval
7. Public Comment and Correspondence
 -
8. Other
 -
9. Next Board Meeting-Tuesday, February 25, 2020, 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 17, 2019 - 6:00 p.m.

Welcome and Introductions

Ms. Roman welcomed those in attendance and called the meeting to order. Ms. Roman 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. Roman, Mr. Santana, Ms. Weaver, Ms. Siderias

Excused: Dr. Rance-Roney

Staff Present: Ms. Perez, Ms. Pluchinsky, Ms. Gonzalez, Ms. Otero, Ms. Zayas, Ms. Deschamps, Ms. Valerio, Ms. Fleming

Students: Mia Sofia Colon, Leilany Rosado, Koryaliz Santiago

Guest: Mrs. N. Santiago

Approval of Minutes

Ms. Roman requested a review of the board meeting minutes for the month of November 19 2019.

Mr. Lopez called for a motion to approve the November 19 2019 meeting minutes. Motion was seconded by Ms. Weaver. Motion was approved unanimously.

1. School Activities

- Fire Drill – 12/16/19 at 1:45 p.m. – 2 minutes, 10 seconds
- Awards Assembly – 11/22
- Parent Teacher Conferences – 11/25 and 11/26 (Event Report and Attendance attached)
- After School Open House – 12/12
- Progress Reports Distributed – 12/16

Upcoming Events

- SAP Student Assemblies – 12/19
- Winter Break – School Closed for students 12/23-1/5
- Saturday School – 1/11 and 1/25

2. Facilities

- Technology – No issues at this time
- Building – No issues at this time

3. Business Office

- Enrollment – Fully enrolled as of 12/16/19
- Transportation – No issues at this time
- Waiting List – Number changes daily based upon grade level enrollments and withdrawals
- PIMS – All reports have been submitted on time.

4. Community Support

- Student Government delivered 1, 139 nonperishable items to the Hispanic Center Food Bank

5. Student Services

- Partnership with CHC to work with 5th grade and 2nd grade with a focus on “Skills for Social and Academic Success” (including Conflict Resolution training). Program began 12/6/19

6. Programs

- After School Program – Average Daily Attendance: 70!
- ALL Middle school students in Sports Program have maintained academic eligibility

Leadership Team Meetings – held weekly

Student Presentation – Fifth Grade – Creating Theories based on Evidence

Financial Report and Approval of Payments:

Ms. Roman guided the Board through the review of finances as of November 30, 2019. The balance sheet, cash as of 11/30/2019 was \$1,564,971 this includes a total of \$300 in petty cash and \$637,527 in CD's to cover the lines of credit. DLP Investment as of 11/30/2019 was 259,493. The current school year fund balance is \$2,773,559. Accounts payable as of 11/30/2019 are \$(106,504) with estimated bills of \$380,023 for payroll accrual and PSERS liability. For the five months ending 11/30/2019 the school had a surplus of \$377,998 compared to a planned surplus of \$182,272 resulting in a favorable variance of \$195,725.

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 student 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 question 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. Roman called for a motion to approve the fiscal year financial report ending November 30, 2019 and for the list of bills to be paid. Motion was made by Mr. Lopez seconded by Ms. Siderias. Motion was passed unanimously.

Old Business

- **2018-2019 External Audit** – The Auditors will be sending the final results for distribution. Mr. Tom Taylor sent a brief overall summary as follows: Overall the school received a good audit. The following summarizes the fiscal 2018-2019 audit: In the management letter, the auditors discuss how they review internal controls during their testing and any material weaknesses or significant deficiencies

on these controls they discover during testing. They found one control deficiency. The control deficiency was due to Board voting on investing funds with Good as New Ventures. The investment that was approved did not meet the guidelines established on the Board's own investment policy. Since this type of investment was not in the investment policy, it created an internal control deficiency. It did not misstate the financials but was not part of the accepted policy. In order to correct the deficiency, it is recommend the Board update their investment policy to include this type of investment.

The other two points in this letter are for presentation in fiscal 2020 - 2021 statements. The presentation of the activity fund and Lease are changing. These updates will be reflected in the financial statements beginning in July 2020.

The auditor's report states the auditors have performed the audit and provided the school with an unqualified opinion. This is the best opinion the school could receive. There were no findings on the audit.

- **LVDLCS 10th Anniversary Gala** – Mr. Lopez shared the administration is working on the event program.
- **Act 44 School Safety Grant** – The new application has been submitted and will be notified in February 2020 if the grant is approved.
- **Transparency Audit** – The final report was presented to the Board. The school needed to update the school address with the business bureau which has been done. The school needs to identify in the school website the Right-to-Know Officer and also the Title IX. In the next board meeting we will have two new policies that would need to be implemented. The transparency Audit was requested by the Board to make sure Lehigh Valley Dual Language is being transparent to the public. Overall the final report was a positive output, there were no findings.

New Business

- **Guardian Dental Insurance Renewal** – The renewal rate is 3% of the current cost, according to the school's broker and their ancillary specialist the dental trend currently is about 5 to 6% increase. The administration recommends the school to remain with Guarding Dental Insurance for the 2020 year.

Mr. Lopez then called for a motion to approve the 2020 Guardian Dental Insurance Renewal as presented. Motion was seconded by Mr. Santana. Motion was accepted unanimously.

- **Pennsylvania Student Assistance Program (SAP)** – SAP is a team process used to mobilize school resources to remove barriers to learning. The core of the program is a professionally trained team, including school staff. SAP team member are trained to identify issues, determine whether or not the presenting issue lies within the responsibility of the school, and to make recommendation to assist the student and the parent. Six employees have completed the training. One more is pending. The program cannot start until everyone in the team has been certified.
- **LVDLCS Board of Trustees Job Description and Expectations** – A list was distributed to the board for review.

- **PDE Annual Data Summit 2020** – Dates are from Sunday March 15 to Wednesday March 18, 2020. The annual summit offers attendees the opportunity to learn, network, ask questions about and discuss education data with peers and leaders from across the state and nation. The administration is requesting the Board to registration and accommodation fees. Full registration cost is \$375 per person. Per day fees are \$185 per person. Accommodations would be at Hershey Lodge.

Mr. Lopez then called for a motion to approve the cost for registration and boarding accommodations for the administration to attend the PDE Annual Data Summit 2020 as presented. Motion was seconded by Ms. Siderias. Motion was accepted unanimously.

- **Policy Regarding Identification of Food Inspectors In Schools** – First Reading - This policy is being implemented at the request of the Pennsylvania Department of Agriculture (PDA.) It is the legal responsibility of the PDA to regulate and inspect “Retail Food Facilities.” This duty is imposed on PDA by the Retail Food Facility Safety Act (the “Act”), Act of November 23, 2010, P.L.1030 (3 Pa. C.S.A §§5701-5414). A school cafeteria is a “Retail Food Facility” under section 5702 if the Act. Section 5704 of the Act provides, in the pertinent part, as follows:

§5704. Inspection, sampling and analysis.

(a) *Inspection.* –For purposes of enforcement of this subchapter, a licenser is authorized, upon presenting appropriate credentials the person in charge:

- (1) To enter at reasonable times any retail facility
- (2) To inspect at reasonable times, within reasonable limits and in a reasonable manner, the retail food facility.

- **Outside Play Area Fence Quotes** – Three different quotes were presented to the Board, quotes are for a 6’ feet high heavy duty commercial grade aluminum fence and a gate. Hekren Fence Custom Decks and Fences quote totaled \$6,970.00, Arbor Fence Co. Inc. totaled \$5,640.00 and Lehigh Valley Fence Co. totaled 9,150.00. The administration made the recommendation to use Lehigh Valley Fence, even though the estimate is higher, they have a good reputation and this was the company the building management recommended.

Mr. Lopez then called for a motion to approve Lehigh Valley Fence Co. to do the outside play are fence as presented and approved a 15% buffer to the \$9,150.00. Motion was seconded by Ms. Weaver. Motion was accepted unanimously.

- **Discard List** – A list of 6 furniture items (students desks, chairs and tables) that were broken were presented to be discard.

Mr. Lopez then called for a motion to approve the Discard List as presented to be discarded. Motion was seconded by Mr. Santana. Motion was accepted unanimously.

- **An Addition to the 2019-2020 Winter Saturday School Proposal – Comic Book Characters & Story Telling Development Workshop** - This is a 10-week workshop designed to teach students all about comic books and comic books characters. Each week the students will learn about and practice different aspects of this, with the ultimate goal of designing and developing their own unique character

with its own unique story. This workshop beautifully blends many elements of art and literacy together, as well as history and social studies. Group Size: 15-18 students, girls and boys, 3rd-8th grade. Dates: January 11th and 25th, February 1st, 8th, 22nd, and 29th, March 7th, 14th, 21st, and 28th, April 4th, **Snow Make Up Day -- April 18th** Cost of Program: Teacher Cost: \$750.00 (\$50.00/hour for 1.5 hours per session for 10 sessions) Teacher Assistant Cost: \$150.00 (\$10.00/hour for 1.5 hours per session for 10 sessions) Materials Fee Estimate: \$350.00. Total Cost: \$1,250.00

Mr. Santana called for a motion to approve the Addition to the 2019-2020 Winter Saturday School Program for a total of \$1,250.00 additional as presented. Motion was seconded by Ms. Siderias. Motion was accepted unanimously.

Executive Session held from 6:49 p.m. to 6:55 p.m. to discuss building matters and adjustment to the 2019-2020 CEO/COO Salary.

Personnel

- Salary Adjustment to Elsie Perez- CEO/COO

Mr. Lopez called for a motion to approve a salary adjustment to Ms. Perez to be retroactive from July 1, 2019. Motion was seconded by Ms. Weaver. Motion was accepted unanimously.

Public Comment and Correspondence

- None

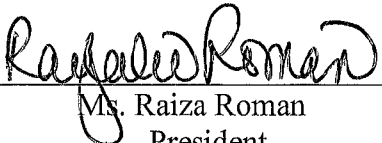
Other

- None

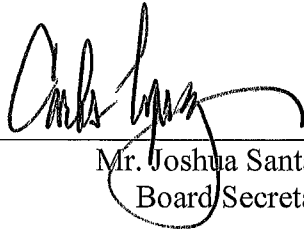
Next Board Meeting will be Tuesday January 28, 2020 at 6:00 p.m.

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 6:58 p.m.


Respectfully signed and submitted for approval by:



Ms. Raiza Roman
President



Mr. Joshua Santana
Board Secretary


for Mr. Santana

Lehigh Valley Dual Language Charter School
Board Meeting
CEO/COO and Principal's Report
January 28, 2020

1. School Activities

- Fire Drill – 1/22/20 at 1:30 PM – 2 minutes, 47 seconds
- Saturday School – January 11th and 25th – First week attendance was 60!
- SAP Assemblies (Grades 2 – 8) – January 16th
- Family Skate Night – January 21st
- End of 2nd Marking Period – January 23rd

Upcoming Events

- Early Dismissal – 1/29/20
- Middle School Dance/Social – 2/7/20
- Parent Teacher Conferences – 2/12/20 and 2/13/20
- School Closed (Professional Development) – 2/14/20
- School Closed – 2/17/20
- Saturday School – 2/1, 2/8, 2/22, and 2/29

2. Facilities

- Technology – No issues at this time
- Building – No issues at this time

- **Business Office**
 - Enrollment – Fully enrolled as of 01/27/20
 - Transportation – No issues at this time
 - Waiting List – Number changes daily based upon grade level enrollments and withdrawals
 - PIMS – All reports have been submitted on time.

- **Community Support**
 - American Heart Association Hoops for Heart beginning for month of February

- **Student Services**
 - CHC program continues through February (working with 5th grade and 2nd grade) with a focus on “Skills for Social and Academic Success” (including Conflict Resolution training). Program began 12/6/19

- **Programs**
 - Saturday School – Average Attendance for first two weeks: **64**

- **Leadership Team Meetings – held weekly**

LVDLCS Completed/Anticipated Fund Raising Activities

Month	Activities	Amount Raised
September	Dress Down Day (American Red Cross)	\$378.79
October	Lymphoma and Leukemia Society Dress Down Day (Boy Scouts)	\$2,352.05 \$386.55
November	Dress Down Day Canned Food Drive	\$394.20 1,139
December	Dress Down Day	\$314.45
January	Dress Down Day	
February	Dress Down Day American Heart Association	
March	Dress Down Day	
April	Dress Down Day	
May	Dress Down Day	

LVDLCS 8th Grade Student High School Selection

School	Number of Students
Allen	
Dieruff	
Building 21	
Liberty	
Freedom	
LVA	
Charter Arts	
Executive Education	
Lincoln Leadership	
Undecided	
Relocating out of state	

Lehigh Valley Dual Language Charter School
Financial Results
As of December 31, 2019

**Lehigh Valley Dual Language Charter School
Summary of the Financial Package
As of December 31, 2019**

BALANCE SHEET

* Cash as of 12/31/2019 was \$1,728,556 including a total of \$637,527 in CD's to the lines of credit.		
* DLP Investment		261,146
* Total Accounts receivables is as follows:		
Amount Due from School Districts	\$	469,070
Amount Due from State		20,332
Amount Due from Federal		12,081
Lunch Program Receivable		23,197
Total Accounts receivables at the end of month	\$	524,680
* Total liabilities for the current period ending are as follows:		
Accounts Payable	\$	2,472
Payroll Accruals including PSERS liabilities		331,073
Deferred Revenue		-
Total liabilities at the end of month	\$	333,545
* Fund balance summary:		
Prior Year Fund Balance	\$	1,896,668
Investment in Fixed Assets		498,893
Current Change in Revenue over/(under) expenditures		389,580
Total Fund balances at the end of current month	\$	2,785,140

BUDGET VS ACTUAL

- * For the six months ended 12/31/2019 the charter school had a surplus of \$389,580 compared to a planned surplus of \$164,307 resulting in a favorable variance of \$225,272. The primary reasons for the variance are revenues tracking higher than plan. School district revenue (\$34,723), state revenues (\$36,374), federal revenues (\$18,242) and food service revenue (\$51,884) are all tracking higher than plan.

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: bfulginiti@reptay.com
Attn: Brianna Fulginiti

**Lehigh Valley Dual Language Charter School
Balance Sheet
As of December 31, 2019**

ASSETS

Current Assets

Lafayette - Operating	\$ 925,615	
Lafayette - Student	69,461	
Lafayette - Food	21,058	
Lafayette - Savings / CD	25,239	
Lafayette - PTO	1,222	
Lafayette - CD	254,455	
Embassy Bank	19,941	
Embassy CD	153,243	
Embassy Checking	57,953	
BB&T CD	204,591	
BB&T	1,501	
Petty Cash	-	
		1,734,278

Investment - Good As New Ventures **261,146**

Accounts Receivable

School District Receivables	469,070	
State Receivables	20,332	
Federal Receivables	12,081	
Lunch Receivable	23,197	
		524,680

Other Current Assets

Prepaid Expenses	99,689	
		99,689

Total Current Assets **2,619,793**

Furniture & Equipment	438,185	
Building Improvements	441,516	
Less Accumulated Depreciation	(380,807)	
		498,893

Total Assets **\$ 3,118,686**

LIABILITIES AND CAPITAL

Current Liabilities

Accounts Payable	2,472	
Payroll Accruals / Accrd Payroll Taxes / PSERS	331,073	
Deferred Revenue	-	
GASB 68 Adjustment	-	
		333,545

Total Liabilities **333,545**

Equity		
Changed in Revenue over / (under) Expenses	389,580	
Fund Balance	1,976,193	
Food Service Net Position	(79,525)	
Investment in Fixed Assets	498,893	
		2,785,140

Total Liabilities & Capital **\$ 3,118,686**

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

	For the One Month Ended December 31, 2019			For the Six Months Ended December 31, 2019		
	Actual December	Budget December	Variance Over / (Under)	Actual YTD	Budget YTD	Variance Over / (Under)
# of Students						
Regular Ed	434	420	14	2,539	2,520	19
Special Ed	27	30	(3)	162	180	(18)
Revenues:						
Local:						
School District Revenue - Regular Ed	\$ 407,619	\$ 386,624	\$ 20,995	\$ 2,387,578	\$ 2,319,746	\$ 67,832
School District Revenue - Special Ed	47,243	63,478	(16,235)	347,759	380,868	(33,109)
State:						
Rental/Bldg. Reimb Subsidy	2,965	2,965	-	42,048	17,786	24,259
Health Reimbursement	648	-	648	2,544	-	2,544
Ready to Learn	-	2,019	(2,019)	20,191	8,076	12,115
Safety Grant	-	-	-	62,461	67,171	(4,710)
Federal:						
Title I - Basic Programs	15,193	23,187	(7,994.13)	107,145	92,748	14,397
Title II - Improving Tch'r Quality	1,573	2,625	(1,052)	11,543	10,500	1,043
Title III	1,000	1,584	(584)	7,639	6,336	1,303
Title IV	1,157	1,329	(172)	6,815	5,316	1,499
IDEA - Part B	2,850	2,850	-	11,400	11,400	-
Other:						
Int on Invest & Int Cking Acct	2,186	1,500	686	13,084	9,000	4,084
Fundraiser/other	-	-	-	-	-	-
Student Activity Revenue	3,862	1,800	2,062	8,175	7,200	975
Lease Income	1,722	1,688	34	10,162	10,128	34
Food Revenue	36,015	26,000	10,015	155,841	104,000	51,841
Miscellaneous Revenue	100	-	100	13,054	-	13,054
Total Revenue	\$ 524,342	\$ 517,649	\$ 6,693	\$ 3,207,439	\$ 3,050,276	\$ 157,162
Expenditures						
Personnel Cost:						
Salaries and Wages	\$ 249,060	\$ 273,874	\$ (24,814)	\$ 1,292,197	\$ 1,292,980	\$ (782)
Medical/Dental Insurance	53,636	54,110	(474)	318,947	330,628	(13,681)
PSERS/Retirement	51,851	61,084	(9,233)	257,308	291,342	(34,034)
Employer Taxes	22,793	23,764	(971)	117,131	110,690	6,441
Total Personnel Cost	377,340	412,833	(35,493)	1,983,583	2,025,640	(42,057)
Contracted Services:						
Audit	-	-	-	7,000	12,000	(5,000)
Legal Services	1,364	273	1,091	1,998	1,364	635
Business Services	5,974	5,800	174	35,844	34,800	1,044
Board Member Services	-	909	(909)	-	4,545	(4,545)
Other Contracted Svcs.						
Tuition Reimbursement	5,000	1,273	3,727	11,000	6,364	4,636
Professional Consultant	-	300	(300)	-	1,200	(1,200)
Professional Development	1,920	1,841	79	15,272	9,205	6,068
Professional Development Travel	-	1,909	(1,909)	-	9,545	(9,545)
Summer School	-	-	-	-	20,000	(20,000)
Saturday School	-	1,636	(1,636)	-	8,182	(8,182)
RTII Program	-	4,545	(4,545)	-	22,727	(22,727)
Special Ed. Consultant & Instruction	-	-	-	-	-	-
Payroll Services	1,128	1,333	(205)	9,584	8,000	1,584
Food Services	27,994	22,700	5,294	71,412	93,800	(22,388)
Student Accounting	-	-	-	-	-	-
Total Contracted Svcs	43,379	42,520	860	152,111	231,732	(79,621)
Insurance:						
General Property and Liability	1,331	2,545	(1,214)	16,876	17,727	(851)
Workers Compensation	-	-	-	10,481	11,000	(519)
Total Insurance	1,331	2,545	(1,214)	27,357	28,727	(1,370)
Consumable Supplies:						
General Supplies - Admin	968	3,667	(2,699)	21,952	22,000	(48)
General Supplies - Instructional	793	750	43	9,430	9,500	(70)
General Supplies - Special Ed	-	-	-	-	-	-
Total Consumable Supplies	1,761	4,417	(2,656)	31,382	31,500	(118)

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

	For the One Month Ended December 31, 2019			For the Six Months Ended December 31, 2019		
	Actual December	Budget December	Variance Over / (Under)	Actual YTD	Budget YTD	Variance Over / (Under)
Other Costs:						
Public Relations / Marketing	-	218	(218)	1,599	1,691	(92)
Printing & Binding	-	-	-	-	-	-
Travel / Meals	244	545	(301)	3,335	2,727	608
Transportation School Bus	-	-	-	-	-	-
Postage and Delivery	708	258	449	2,387	1,550	837
Dues and Fees	-	433	(433)	3,666	2,600	1,066
Total Travel/Transportation	952	1,455	(503)	10,988	8,568	2,420
	22			-		
Student Activities:						
Security Services	-	-	-	-	-	-
Trips / Travel	922	2,222	(1,300)	11,211	16,667	(5,456)
Supplies	2,996	-	2,996	4,221	-	4,221
Total Student Activities	3,918	2,222	1,696	15,432	16,667	(1,234)
Books & Instructional Aids:						
Books and Periodicals	-	-	-	51,735	32,000	19,735
Educational Software	-	-	-	17,662	20,000	(2,338)
Total Books & Instruct. Aids	-	-	-	69,396	52,000	17,396
Equipment/Computers:						
Furniture/Equipment Purchases						
Classroom	958	-	958	78,244	57,000	21,244
Office	-	-	-	-	-	-
Operations/Maintenance	-	-	-	28,883	-	28,883
Computer Purchase						
Teachers / Admin	-	-	-	-	-	-
Classroom	-	-	-	-	-	-
Networking Server & Software	-	-	-	-	-	-
Technology	-	-	-	-	-	-
Total Equipment	958	-	958	107,127	57,000	50,127
Site Cost:						
Building Lease	48,976	48,656	320	294,877	291,936	2,941
Repairs and Maintenance	6,227	4,217	2,011	44,369	41,700	2,669
Utilities	19,479	6,667	12,813	33,318	40,000	(8,682)
Communications - Telephone / Internet	-	4,333	(4,333)	20,974	26,000	(5,026)
Cleaning & Maintenance Supplies	4,350	3,583	766	15,517	21,500	(5,983)
Equipment Rental	1,959	2,167	(208)	11,428	13,000	(1,572)
Total Site Cost	80,991	69,623	11,368	420,483	434,136	(13,652)
Interest / Bank Fees	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-
Total Debt Service	-	-	-	-	-	-
Total Expenditures	510,631	535,615	(24,984)	2,817,859	2,895,969	(68,110)
Net Income / (Loss)	\$ 13,711	\$ (17,966)	\$ 31,676	\$ 389,580	\$ 164,307	\$ 225,272

Lehigh Valley Dual Language Charter School
 ESTIMATED STUDENT ENROLLMENT
 FISCAL 2019 - 2020

	July	August	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	19/20 Actual
REGULAR ED													
Allentown City SD	244.00	244.00	244.00	243.00	243.00	245.00	-	-	-	-	-	-	1,463.00
Bethlehem Area SD	150.00	150.00	150.00	157.00	159.00	162.00	-	-	-	-	-	-	928.00
Catasauqua Area SD	1.00	1.00	1.00	1.00	1.00	1.00	-	-	-	-	-	-	6.00
East Penn SD	1.00	1.00	1.00	1.00	1.00	1.00	-	-	-	-	-	-	6.00
Easton Area SD	9.00	9.00	9.00	11.00	11.00	11.00	-	-	-	-	-	-	60.00
Northampton Area SD	1.00	1.00	1.00	1.00	1.00	1.00	-	-	-	-	-	-	6.00
Parkland SD	2.00	2.00	2.00	2.00	2.00	2.00	-	-	-	-	-	-	12.00
Salisbury Township SD	-	-	-	-	-	-	-	-	-	-	-	-	-
Saucon Valley SD	2.00	2.00	2.00	2.00	2.00	2.00	-	-	-	-	-	-	12.00
Whitehall-Coplay SD	5.00	5.00	5.00	5.00	5.00	5.00	-	-	-	-	-	-	30.00
Wilson Area SD	2.00	2.00	2.00	2.00	4.00	4.00	-	-	-	-	-	-	16.00
Total Regular Ed Students	417.00	417.00	417.00	425.00	429.00	434.00	-	-	-	-	-	-	2,539.00
SPECIAL ED													
Allentown City SD	15.00	15.00	15.00	15.00	15.00	15.00	-	-	-	-	-	-	90.00
Bethlehem Area SD	11.00	11.00	11.00	11.00	11.00	11.00	-	-	-	-	-	-	66.00
East Penn SD	1.00	1.00	1.00	1.00	1.00	1.00	-	-	-	-	-	-	6.00
Total Special Ed Students	27.00	27.00	27.00	27.00	27.00	27.00	-	-	-	-	-	-	162.00
Total Students	444.00	444.00	444.00	452.00	456.00	461.00	-	-	-	-	-	-	2,701.00

Lehigh Valley Dual Language Charter School
 STUDENT REVENUE VARIANCE ANALYSIS
 For the Six Months Ended December 31, 2019

	Actual Students	Actual Rate	Actual Bill	Budgeted Students	Budgeted Rate	Budgeted Bill	Unit Variance	Dollar Variance
REGULAR ED								
Allentown City SD	1,463	10,407.66	1,268,867.22	1,446	10,312.53	1,242,959.87	17	25,207.35
Bethlehem Area SD	928	12,516.18	967,917.92	912	12,099.34	919,549.84	16	48,368.08
Catasauqua Area SD	6	11,909.52	5,954.76	6	12,550.70	6,275.36	-	(320.59)
East Penn SD	6	11,930.07	5,965.04	6	11,411.58	5,705.79	-	259.25
Easton Area SD	60	12,496.39	62,481.95	36	11,869.77	35,609.31	24	26,872.64
Northampton Area SD	6	12,412.51	6,206.26	24	12,099.75	24,199.50	(18)	(17,993.24)
Parkland SD	12	12,693.09	12,693.09	6	12,500.56	6,250.28	6	6,442.81
Salisbury Township SD	-	16,377.53	-	12	16,377.53	16,377.53	(12)	(16,377.53)
Saucon Valley SD	12	15,083.24	15,083.24	6	14,672.19	7,336.10	6	7,747.14
Whitehall-Coplay SD	30	10,395.26	25,988.15	54	9,916.35	44,623.58	(24)	(18,635.43)
Wilson Area SD	16	12,315.02	15,420.03	12	11,158.06	11,158.06	4	5,261.97
Total Regular Ed Students	2,539		2,387,577.66	2,520		2,319,745.21	19	67,832.45
SPECIAL ED								
Allentown City SD	90	25,721.16	192,908.70	90	\$ 25,069.18	188,018.85	-	4,889.85
Bethlehem Area SD	66	25,765.96	141,712.78	84	25,760.30	180,322.10	(18)	(38,609.32)
East Penn SD	6	26,275.42	13,137.71	6	25,053.81	12,526.91	-	610.80
Total Special Ed Students	162		347,759.19	180		380,867.86	(18)	(33,108.67)
Total Students	2,701		\$ 2,735,336.85	2,700		\$ 2,700,613.07	1	\$ 34,723.78

**Lehigh Valley Dual Language Charter School
Cash Flow Forecast
As of December 31, 2019**

	<u>Cash Forecast</u>
Net Cash @ 12/31/2019 (Not including Investment or CD's to cover lines of credit)	\$ 1,096,751
Payroll @ 01/03/2020	(110,046)
Accounts Payable @ 01/03/2020	(106,710)
403b @ Contribution 01/03/2020	<u>(5,177)</u>
Net Cash @ 01/03/2020	\$ 874,818.31
Accounts Payable @ 01/10/2020	(8,446)
PSERS @ 01/10/2020	(9,153)
Estimated School District Deposit @ 01/17/2020	405,000
Accounts Payable @ 01/17/2020	(50,000)
Estimated Payroll @ 01/17/2020	(110,046)
Estimated 403b @ Contribution 01/17/2020	<u>(5,177)</u>
Net Cash @ 01/17/2020	\$ 1,096,996.61
Title Funds @ 01/21/2020	18,923
Lunch Payment @ 01/23/2020	24,427
Estimated Payroll @ 01/31/2020	(110,046)
Estimated 403b @ Contribution 01/31/2020	(5,177)
Estimated Accounts Payable 01/31/2020	(75,000)
Projected Cash @ 01/31/2020	<u>\$ 950,124</u>
<u>FEBRUARY 2020</u>	
Estimated School District Payments	530,000
Estimated Payroll @ 02/14/2020	(110,046)
Estimated PSERS @ 02/14/2020	(9,153)
Estimated 403b @ Contribution 02/14/2020	(5,177)
Title Funds @ 02/21/2020	18,923
Lunch Payment @ 02/23/2020	25,000
Estimated Accounts Payable @ 02/21/2020	(150,000)
Estimated Payroll @ 02/28/2020	(110,046)
Estimated 403b @ Contribution 02/28/2020	(5,177)
Estimated Accounts Payable 01/31/20	(50,000)
Projected cash @ 02/28/2020	<u>\$ 1,084,448</u>

Lehigh Valley Dual Language Charter School
Aging Schedule & Recommended Payment Schedule
As of December 31, 2019

	Current	1 - 30	31 - 60	61 - 90	> 90	A/P @ 12/31/19	Estimated Payables	Total Payables	Paid 01/03/2020	Paid 01/10/2020	Remaining Balance
601 Broad Development Group, LLC	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 48,975.99	\$ 48,975.99	\$ 48,975.99	\$ -	\$ -
All Affordable Pest Control	-	180.00	-	-	-	180.00	180.00	180.00	-	180.00	-
Anthony DeNicola	-	360.00	-	-	-	360.00	-	360.00	-	360.00	-
Geisinger Quality Options, Inc.	-	-	-	-	-	-	50,713.09	50,713.09	50,713.09	-	-
Guardian Dental	-	-	-	-	-	-	3,892.85	3,892.85	3,892.85	-	-
IDYNile	-	39.73	-	-	-	39.73	-	39.73	-	39.73	-
InternetFax Service	-	-	-	-	-	-	14.25	14.25	14.25	-	-
MEI Heating & Air Conditioning	158.75	-	-	-	-	158.75	-	158.75	-	158.75	-
Monks Security Systems	155.00	-	-	-	-	155.00	-	155.00	-	155.00	-
Pitney Bowes Global Financial Services	-	324.80	-	-	-	324.80	-	324.80	-	324.80	-
Purchase Power	-	369.06	-	-	-	369.06	-	369.06	-	369.06	-
Repice & Taylor, Inc.	-	-	-	-	-	-	5,974.00	5,974.00	-	5,974.00	-
UNUM Life Insurance Company of America	-	-	-	-	-	-	2,174.24	2,174.24	2,174.24	-	-
UNUM Life Insurance Company of America EE	-	-	-	-	-	-	227.76	227.76	227.76	-	-
Vision Service Plan	-	-	-	-	-	-	711.82	711.82	711.82	-	-
Waste Management of Pennsylvania, Inc.	-	884.55	-	-	-	884.55	-	884.55	-	884.55	-
TOTAL	\$ 313.75	\$ 2,158.14	\$ -	\$ -	\$ -	\$ 2,471.89	\$ 112,684.00	\$ 115,155.89	\$ 106,710.00	\$ 8,445.89	\$ -

Lehigh Valley Dual Language Charter School
Transaction List by Vendor
December 2019

Type	Date	Num	Memo	Account	Split	Debit	Credit
601 Broad Development Group, LLC							
Bill	12/01/2019	December 2019		10-0420-0420 Accounts Payable	10-2620-441-000 Rental Broad St		48,875.99
Bill	12/01/2019	6011D1ES119W		10-0420-0420 Accounts Payable	10-2620-424-000 Water & Sewer		43.93
Bill	12/01/2019	6011D1ES819W		10-0420-0420 Accounts Payable	10-2620-424-000 Water & Sewer		40.61
Bill	12/01/2019	6011D1ES0919W		10-0420-0420 Accounts Payable	10-2620-424-000 Water & Sewer		71.30
Bill	12/01/2019	6011D1ES0919WB		10-0420-0420 Accounts Payable	10-2620-622-000 Electric		5,447.56
Bill	12/01/2019	6011D1ES1019		10-0420-0420 Accounts Payable	10-2620-622-000 Electric		4,553.71
Bill	12/01/2019	6011D1ES0919W		10-0420-0420 Accounts Payable	10-2620-424-000 Water & Sewer		71.30
Bill	12/01/2019	6011D1ES1119B		10-0420-0420 Accounts Payable	10-2620-424-000 Water & Sewer		4,370.28
Bill Pmt-Check	12/06/2019	5354		Lafayette - Operating 6078			55.27
Bill Pmt-Check	12/19/2019	5358		Lafayette - Operating 6078			10,228.41
Bill Pmt-Check	12/19/2019	5378		Lafayette - Operating 6078			48,875.99
Bill Pmt-Check	12/19/2019	5378		Lafayette - Operating 6078			4,425.55
All Affordable Pest Control							
Bill	12/04/2019	53313	Acct # 3251	10-0420-0420 Accounts Payable	10-2620-430-003 Exterminating		180.00
Bill	12/18/2019	53585	Acct # 3251	10-0420-0420 Accounts Payable	10-2620-430-003 Exterminating		180.00
Bill Pmt-Check	12/19/2019	5379	Acct # 3251	Lafayette - Operating 6078	10-0420-0420 Accounts Payable		180.00
Anna Marie Santiago							
Bill	12/18/2019	121819		10-0420-0420 Accounts Payable	10-1110-300-000 Tuition Reimbur		1,000.00
Bill Pmt-Check	12/19/2019	5380		Lafayette - Operating 6078	10-0420-0420 Accounts Payable		1,000.00
Anthony DeMicoia							
Bill	12/01/2019	112219		10-0420-0420 Accounts Payable	10-1110-300-000 Puch Prof & Tec		600.00
Bill Pmt-Check	12/06/2019	5355		Lafayette - Operating 6078	10-0420-0420 Accounts Payable		600.00
Bill	12/06/2019	120619		10-0420-0420 Accounts Payable	10-1110-300-000 Puch Prof & Tec		480.00
Bill	12/12/2019	121219		10-0420-0420 Accounts Payable	10-1110-300-000 Puch Prof & Tec		480.00
Bill Pmt-Check	12/19/2019	5381		Lafayette - Operating 6078	10-0420-0420 Accounts Payable		560.00
Bill	12/20/2019	122019		10-0420-0420 Accounts Payable	10-1110-300-000 Puch Prof & Tec		360.00
B. E. T. Locksmiths							
Check	12/20/2019	1296		Lafayette - Operating 6078	10-2620-430-006 Building		160.00
Gardmember Service							
Bill	12/05/2019	120519	Acct # 5088 7047	10-0420-0420 Accounts Payable	-SPLIT-		423.04
Bill Pmt-Check	12/19/2019	5382	Acct # 5088 7047	Lafayette - Operating 6078	10-0420-0420 Accounts Payable		423.04
Cintas Corporation # 101							
Bill	12/01/2019	4036110608	09915	10-0420-0420 Accounts Payable	10-2620-610-000 General Supplie		351.13
Bill	12/01/2019	4035642485	09915	10-0420-0420 Accounts Payable	10-2620-610-000 General Supplie		351.13
Bill	12/01/2019	4035032489	09915	10-0420-0420 Accounts Payable	10-2620-610-000 General Supplie		351.13
Bill	12/01/2019	4034458181	09915	10-0420-0420 Accounts Payable	10-2620-610-000 General Supplie		351.13
Bill	12/06/2019	4036761014	09915	10-0420-0420 Accounts Payable	10-2620-610-000 General Supplie		325.83
Bill Pmt-Check	12/06/2019	5355		Lafayette - Operating 6078	10-0420-0420 Accounts Payable		1,404.52
Bill	12/12/2019	4037342415	09915	10-0420-0420 Accounts Payable	10-2620-610-000 General Supplie		351.13
Bill Pmt-Check	12/19/2019	5383		Lafayette - Operating 6078	10-0420-0420 Accounts Payable		677.06
Colonial Intermediate Unit							
Bill	12/01/2019	121563		10-0420-0420 Accounts Payable	-SPLIT-		2,800.86
Bill	12/01/2019	121616		10-0420-0420 Accounts Payable	10-2620-610-000 General Supplie		139.00
Bill Pmt-Check	12/06/2019	5357		Lafayette - Operating 6078	10-0420-0420 Accounts Payable		2,800.86
Bill Pmt-Check	12/19/2019	5384		Lafayette - Operating 6078	10-0420-0420 Accounts Payable		139.00
Da Vinci Science Center							
Bill	12/01/2019	65642		10-0420-0420 Accounts Payable	10-3210-300-000 Purch Prof & Te		459.50
Bill Pmt-Check	12/06/2019	5377		Lafayette - Operating 6078	10-0420-0420 Accounts Payable		459.50
Discount School Supply							
Bill	12/01/2019	W42516590101	0035131127	10-0420-0420 Accounts Payable	10-1110-610-000 General Supplie		356.61
Bill Pmt-Check	12/06/2019	5353	0035131127	Lafayette - Operating 6078	10-0420-0420 Accounts Payable		356.61
Domino's							
Check	12/13/2019	eft		Lafayette - Student 6080	10-3210-630-000 Food		155.38
Check	12/23/2019	eft		Lafayette - Student 6080	10-3210-630-000 Food		46.27
Elsie J. Perez Garcia							
Bill	12/01/2019	112019		10-0420-0420 Accounts Payable	10-2390-580-000 Travel		22.39
Bill Pmt-Check	12/06/2019	5359		Lafayette - Operating 6078	10-0420-0420 Accounts Payable		22.39
Fraser Advanced Information Systems							
Bill	12/01/2019	INV754001	LV17	10-0420-0420 Accounts Payable	10-2390-610-000 Office of Princ		15.15
Bill Pmt-Check	12/06/2019	5360	LV17	Lafayette - Operating 6078	10-0420-0420 Accounts Payable		15.15

Lehigh Valley Dual Language Charter School
Transaction List by Vendor
December 2019

Type	Date	Num	Memo	Account	Split	Debit	Credit
Bill	12/01/2019	5008237278	603-0188129	10-0420-0420 Accounts Payable	10-2620-442-000 Rentals Copier		1,958.02
Bill Pmt-Check	12/19/2019	5385	803-0188129	Lafayette - Operating 6078	10-0420-0420 Accounts Payable		1,958.02
Bill	12/01/2019	December 2019	Group # 10-18227	10-0420-0420 Accounts Payable	-SPLIT-		51,397.11
Bill Pmt-Check	12/19/2019	5386	Group # 10-18227	Lafayette - Operating 6078	10-0420-0420 Accounts Payable		50,713.09
Bill	12/01/2019	December 2019		10-0420-0420 Accounts Payable	-SPLIT-		3,779.43
Bill	12/01/2019	3576311		10-0420-0420 Accounts Payable	10-2390-610-000 Office of Princ		152.64
Bill	12/01/2019	3574413		10-0420-0420 Accounts Payable	10-2390-610-000 Office of Princ		36.73
Bill Pmt-Check	12/06/2019	5361		Lafayette - Operating 6078	10-0420-0420 Accounts Payable		162.64
Check	12/04/2019	eft		Lafayette - Operating 6078	10-2390-530-000 (Communications		13.95
Bill	12/09/2019	120879	Tuition Reimbursement	10-0420-0420 Accounts Payable	10-1110-240-000 Tuition Reimbur		1,000.00
Bill Pmt-Check	12/19/2019	5387	Tuition Reimbursement	Lafayette - Operating 6078	10-0420-0420 Accounts Payable		1,000.00
Bill	12/01/2019	06		10-0420-0420 Accounts Payable	10-3210-300-000 Purch Prof & Te		160.00
Bill Pmt-Check	12/05/2019	5352		Lafayette - Operating 6078	10-0420-0420 Accounts Payable		150.00
Bill	12/13/2019	07		10-0420-0420 Accounts Payable	10-3210-300-000 Purch Prof & Te		312.50
Bill Pmt-Check	12/19/2019	5388		Lafayette - Operating 6078	10-0420-0420 Accounts Payable		312.50
Lakeshore Learning Materials							
Bill	12/01/2019	350255		10-0420-0420 Accounts Payable	10-1110-510-000 General Supplie		233.15
Bill Pmt-Check	12/06/2019	5363		Lafayette - Operating 6078	10-0420-0420 Accounts Payable		233.15
Bill	12/01/2019	IEP7091-IN		10-0420-0420 Accounts Payable	10-1110-758-000 Computer/Sofwa		479.00
Bill Pmt-Check	12/06/2019	5364		Lafayette - Operating 6078	10-0420-0420 Accounts Payable		479.00
Bill	12/13/2019			10-0420-0420 Accounts Payable	10-1110-758-000 Computer/Sofwa		479.00
Bill Pmt-Check	12/19/2019	5389		Lafayette - Operating 6078	10-0420-0420 Accounts Payable		479.00
Lehigh Pizza							
Check	12/23/2019	eft		Lafayette - Student 6080	10-2390-630-000 (food)		100.00
Leslie Figueroa							
Bill	12/18/2019	121819	Tuition Reimbursement	10-0420-0420 Accounts Payable	10-1110-240-000 Tuition Reimbur		2,000.00
Bill Pmt-Check	12/19/2019	5390	Tuition Reimbursement	Lafayette - Operating 6078	10-0420-0420 Accounts Payable		2,000.00
Lintons Food Service Management							
Bill	12/06/2019	64808-11-19		10-0420-0420 Accounts Payable	51-3100-631-000 Food Service Co		27,993.59
Bill Pmt-Check	12/19/2019	5391		Lafayette - Operating 6078	10-0420-0420 Accounts Payable		27,993.59
MBB Heating & Air Conditioning							
Bill	12/01/2019	835582		10-0420-0420 Accounts Payable	10-2620-430-007 HVAC		158.75
Bill	12/01/2019	535541		10-0420-0420 Accounts Payable	10-2620-430-007 HVAC		115.50
Bill Pmt-Check	12/06/2019	5365		Lafayette - Operating 6078	10-0420-0420 Accounts Payable		274.25
Bill	12/06/2019	37178		10-0420-0420 Accounts Payable	10-2620-430-007 HVAC		1,176.15
Bill Pmt-Check	12/19/2019	5392		Lafayette - Operating 6078	10-0420-0420 Accounts Payable		1,176.15
Bill	12/23/2019	835774		10-0420-0420 Accounts Payable	10-2620-430-007 HVAC		158.75
M/G Trust							
Check	12/06/2019	eft	Alternative Plan Deposit	Lafayette - Operating 6078	-SPLIT-		9,006.72
Check	12/18/2019	eft	Alternative Plan Deposit	Lafayette - Operating 6078	-SPLIT-		4,425.84
Monks Security Systems							
Bill	12/01/2019	20940-10368		10-0420-0420 Accounts Payable	10-2620-430-006 Building		112.50
Bill	12/05/2019	20940-10533		10-0420-0420 Accounts Payable	10-2620-430-006 Building		155.00
Bill Pmt-Check	12/06/2019	5366		Lafayette - Operating 6078	10-0420-0420 Accounts Payable		112.50
Mr. Rooter							
Bill	12/01/2019	0000057328		10-0420-0420 Accounts Payable	10-2620-430-002 Plumbing		1,575.00
Bill	12/01/2019	0000057569		10-0420-0420 Accounts Payable	10-2620-430-002 Plumbing		386.00
Bill Pmt-Check	12/06/2019	5367		Lafayette - Operating 6078	10-0420-0420 Accounts Payable		2,041.00
Pitney Bowes Global Financial Services							
Bill	12/01/2019	3310029243		10-0420-0420 Accounts Payable	10-2990-530-000 (Communications		292.80
Bill	12/16/2019	3310282801		10-0420-0420 Accounts Payable	10-2990-530-000 (Communications		32.00
PSERS							
Check	12/10/2019	eft		Lafayette - Operating 6078	10-0460-0461 PSERS		9,747.67
PSERS - Employer							
Check	12/23/2019	eft	3rd Quarter 2019	Lafayette - Operating 6078	10-0460-0465 PSERS Employer		136,816.08

Lehigh Valley Dual Language Charter School
Transaction List by Vendor
December 2019

	Type	Date	Num	Memo	Account	Split	Debit	Credit
Purchase Power	Bill	12/20/2019	122019	8000-8090-0721-6661	10-0420-0420 Accounts Payable	10-2390-530-000 (Communications		366.06
ReadyRefresh	Bill	12/01/2019	99/K0447919689	0447919689	10-0420-0420 Accounts Payable	10-2390-610-000 Office of Princ		63.26
	Bill Pmt -Check	12/19/2019	5383	0447919689	Lafayette - Operating 8078	10-0420-0420 Accounts Payable		63.26
Replice & Taylor, Inc	Bill	12/01/2019	4748		10-0420-0420 Accounts Payable	10-2515-300-000 Financial Accou		5,974.00
	Bill Pmt -Check	12/06/2019	5366		Lafayette - Operating 5078	10-0420-0420 Accounts Payable		5,974.00
Sara Flyte	Bill	12/03/2019	120319	Tuition Reimbursement	10-0420-0420 Accounts Payable	10-1110-240-000 Tuition Reimbur		1,000.00
	Bill Pmt -Check	12/06/2019	5369	Tuition Reimbursement	Lafayette - Operating 6078	10-0420-0420 Accounts Payable		1,000.00
Scholastic book Fairs	Check	12/16/2019	1073		Lafayette - Student 6080	10-3210-510-000 General Supplie		2,770.26
Selective Insurance Company of America	Bill	12/11/2019	121119	Acct # 915-883-402	10-0420-0420 Accounts Payable	10-2620-523-000 General Propert		1,331.00
	Bill Pmt -Check	12/19/2019	5394	Acct # 915-883-402	Lafayette - Operating 6078	10-0420-0420 Accounts Payable		1,331.00
Social Studies School	Check	12/09/2019	efi		Lafayette - Operating 6078	10-1110-610-000 General Supplie		70.45
Sonia Sarmiento.	Bill	12/01/2019	Returned Payroll	Reimbursement	10-0420-0420 Accounts Payable	10-0460-0460 Payroll Accruals &		500.00
	Bill	12/01/2019	102919	Reimbursement	10-0420-0420 Accounts Payable	10-3210-610-000 General Supplie		20.52
	Bill Pmt -Check	12/06/2019	5370	Reimbursement	Lafayette - Operating 8078	10-0420-0420 Accounts Payable		500.00
	Bill Pmt -Check	12/19/2019	5385	Reimbursement	Lafayette - Operating 8078	10-0420-0420 Accounts Payable		20.52
Stoetz & Fatzinger Office Supply	Bill	12/01/2019	242319		10-0420-0420 Accounts Payable	10-2390-610-000 Office of Princ		446.06
	Bill	12/01/2019	242783		10-0420-0420 Accounts Payable	10-2390-610-000 Office of Princ		206.99
	Bill Pmt -Check	12/06/2019	5371		Lafayette - Operating 8078	10-0420-0420 Accounts Payable		662.05
Streamline HR	Check	12/11/2019	efi		Lafayette - Operating 6078	10-2514-302-000 Payroll Fees		1,128.00
The MacMain Law Group LLC	Bill	12/02/2019	120219	10047-001	10-0420-0420 Accounts Payable	10-2360-300-000 Legal		1,363.87
	Bill Pmt -Check	12/19/2019	5386	10047-001	Lafayette - Operating 6078	10-0420-0420 Accounts Payable		1,363.87
Triarco	Bill	12/01/2019	61435	367-087-00	10-0420-0420 Accounts Payable	10-1110-610-000 General Supplie		129.89
	Bill Pmt -Check	12/06/2019	5372	367-087-00	Lafayette - Operating 6078	10-0420-0420 Accounts Payable		129.89
UGI Utilities, Inc.8355	Bill	12/01/2019	112219	511310752027	10-0420-0420 Accounts Payable	10-2620-621-000 Gas		1,294.86
	Bill Pmt -Check	12/06/2019	5373	511310752027	Lafayette - Operating 6078	10-0420-0420 Accounts Payable		1,294.86
Uline	Bill	12/01/2019	11421018		10-0420-0420 Accounts Payable	10-2620-610-000 General Supplie		1,872.66
	Bill Pmt -Check	12/06/2019	5374		Lafayette - Operating 6078	10-0420-0420 Accounts Payable		1,872.66
UNUM Life Insurance Company of America	Bill	12/01/2019	December 2019	0566829-001 0	10-0420-0420 Accounts Payable	-SPLIT-		2,162.60
UNUM Life Insurance Company of America EE	Bill	12/01/2019	December 2019	0566930-001 6	10-0420-0420 Accounts Payable	-SPLIT-		188.76
Verizon Wireless	Bill	12/01/2019	9842975183		10-0420-0420 Accounts Payable	10-2620-530-000 Communications		729.79
	Bill Pmt -Check	12/19/2019	5387		Lafayette - Operating 6078	10-0420-0420 Accounts Payable		729.79
Vision Service Plan	Bill	12/01/2019	December 2019		10-0420-0420 Accounts Payable	10-1110-210-000 Group Insurance		690.98
	Bill Pmt -Check	12/06/2019	5375		Lafayette - Operating 6078	10-0420-0420 Accounts Payable		690.98
Waste Management of Pennsylvania, Inc.	Bill	12/01/2019	3406981-0203-5	20-38594-63007	10-0420-0420 Accounts Payable	10-2620-530-004 Trash Removal		885.25
	Bill	12/06/2019	5376	20-38594-63007	Lafayette - Operating 8078	10-0420-0420 Accounts Payable		885.25
	Bill Pmt -Check	12/18/2019	3416038-0203-2	20-38594-63007	10-0420-0420 Accounts Payable	10-2620-430-004 Trash Removal		884.55



Lehigh Valley Dual Language Charter School

Pennsylvania Department of Agriculture Policy Regarding Identification of Food Inspectors in Schools

It is the legal responsibility of the Pennsylvania Department of Agriculture (PDA) to regulate and inspect "Retail Food Facilities." This duty is imposed on PDA by the Retail Food Facility Safety Act (the "Act"), Act of November 23, 2010, P.L.1039 (3 Pa. C.S.A SS 5701-5714).

A school cafeteria is a "Retail Food Facility" under Section 5702 of the Act. Section 5704 of the Act provides, in pertinent part, as follows:

§ 5704. Inspection, sampling and analysis. (a) *Inspection.* --For purposes of enforcement of this subchapter, a licenser is authorized, upon presenting appropriate credentials to the person in charge:

(1) To enter at reasonable times any retail food facility. (2) To inspect at reasonable times, within reasonable limits and in a reasonable manner, the retail food facility.

As stated, the Act requires schools to allow PDA Food Inspectors to enter the school and inspect the cafeteria at reasonable times *upon the Inspector presenting appropriate credentials*. These "appropriate credentials" consist of the two (2) types of identification that PDA issues to its Food Inspectors and requires them to carry when performing Food Safety inspections: (1) a Commonwealth-issued identification badge bearing the photograph of the PDA Food Inspector; and (2) a metal badge bearing the Inspector's unique badge number. There is no legal requirement - nor is there any legal authority for a school to impose a requirement - that PDA Food Inspectors present a driver's license or any identification *other* than the "appropriate credentials" referenced in the Act as a condition of being allowed to enter a school to conduct an inspection of the retail food facility in that school.

Likewise, there is no legal authority for requiring PDA Food Inspectors to undergo a background check before entering a school to perform their inspections. As an informational point: before being allowed to perform Food Safety inspections a PDA Food Inspector must undergo three separate background checks: (1) a criminal background check by Pennsylvania State Police; (2) a tax background check by the Pennsylvania Department of Revenue; and (3) a driving record check by the Pennsylvania Department of Transportation.

If you have any questions regarding this policy please feel free to contact me at 717-787-4315, or the Department of Agriculture Office of Chief Counsel at 717-787-8744.

Bureau of Food Safety and Laboratory Services 2301 N Cameron St. Harrisburg, PA 17110-9408 | Suite 1121717.787.4315 | agriculture.pa.gov/eatsafe



Lehigh Valley Dual Language Charter School

675 East Broad Street
 Bethlehem, PA 18018
 Phone: (610) 419-3120 Fax: (610) 419-3968

2019-2020 SCHOOL YEAR CALENDAR - REVISED JANUARY, 2020

Monday	August 12-16, 2019	New Teacher Induction
Monday	August 19-23, 2019	Teacher-In-Service
Monday	August 26, 2019	School Opens
Monday	September 2, 2019	School Closed (Labor Day)
Wednesday	October 9, 2019	School Closed (Yom Kippur)
Monday	October 14, 2019	School Closed (Teacher In-Service Day)
Tuesday	November 5, 2019	School Closed (Teacher In-Service Day)
Monday	November 25, 2019	Early Dismissal @ 12:15 (Parent/Teacher Conferences)
Tuesday	November 26, 2019	Early Dismissal @ 12:15 (Parent/Teacher Conferences)
Wednesday	November 27- Monday, December 2, 2019	School Closed (Thanksgiving Holiday)
Tuesday	December 3, 2019	School Reopens
Monday	December 23 - Friday, January 3, 2020	School Closed (Winter Break)
Monday	January 6, 2020	School Reopens
Monday	January 20, 2020	School Closed (Martin Luther King Holiday)
Wednesday	January 29, 2020	Early Dismissal @ 12:15 (Professional Development Day)
Wednesday	February 12, 2020	Early Dismissal @ 12:15 (Parent/Teacher Conferences)
Thursday	February 13, 2020	Early Dismissal @ 12:15 (Parent/Teacher Conferences)
Friday	February 14, 2020	School Closed (Teacher In-Service Day)
Monday	February 17*, 2020	School Closed (Presidents' Holiday)
Wednesday	March 25, 2020	Early Dismissal @ 12:15 (Professional Development Day)
Thursday	April 9*, 2020- Monday, April 13*, 2020	School Closed (Spring Break)
Tuesday	April 14, 2020	School Reopens
Tuesday	April 28, 2020	School Closed (Professional Development Day)
Wednesday	April 29, 2020	Early Dismissal @ 12:15 (Professional Development Day)
PREVIOUSLY SCHEDULED EARLY		DISMISSAL CANCELLED
Monday	May 25, 2020	School Closed (Memorial Day Holiday)
Tuesday	June 9, 2020	Early Dismissal @ 12:15 Last Day of School
Wednesday	June 10*, 2020	School Closed (Teacher In-Service Day)
Thursday	June 11, 2020	Last Day for Teachers (Teacher In-Service/Flex Day)

If needed, due to inclement weather days scheduled holidays will be converted to regular days of instruction according to the following order: **(1) Monday, February 17; (2) Thursday, April 9; (3) Monday, April 13; and (4) Wednesday, June 10.** The sequence of scheduled make-up days indicated in this calendar is subject to change based on the best interest of the school. **DELAY OPENING: Two hour delay schedule begins at 10:55 A.M.**

LVDLCS Reporting Period & Report Cards

Marking Period	Date of Close	Teacher Submission Date	Report Card Distribution
1 st	10/30/2019	11/06/2019	11/13/2019
2 nd	01/23/2020	01/30/2020	02/06/2020
3 rd	03/30/2020	04/03/2020	04/08/2020
4 th	06/05/2020	06/08/2020	06/09/2020

Parent-Teacher Conference Days

Early Dismissal Days:

Dismissal at 12:15 pm

Monday, November 25, 2019

Tuesday, November 26, 2019

Wednesday, February 12, 2020

Thursday, February 13, 2020

TESTING INFORMATION

WIDA – Access ESL Testing – TBD
 English Language Arts Assessments Grades 3-8 April 20-April 24, 2020
 Math Assessment - Grades 3-8 April 27-May 1, 2020
 Science Assessments – Grade 4 and 8 April 27-May 1, 2020
 Make up Assessments April 27-May 8, 2020

Board of Trustees Meets at 6 P.M.

Posted on Website: lvdcls.org



Lehigh Valley Dual Language Charter School

Public Records – Right to Know Policy

Purpose

The Board recognizes the importance of public records as the record of the school's actions and the repository of information about this school. The public has the right under law to inspect and to procure copies of public records, with certain exceptions, subject to Board policy. The Board also recognizes its obligation to maintain the confidentiality of student records and personnel records.

Definition

The **public records** of this school shall mean any account, voucher or contract dealing with the receipt or disbursement of funds; acquisition, use or disposal of services, supplies, materials, equipment or other property; or any minutes, orders or decisions fixing the personal or property rights, privileges, immunities, duties or obligations of any person or group.

Public records shall **not** include the following:

1. Any report, communication or other paper whose publication would disclose the institution, progress or result of an investigation undertaken in the performance of official duties.
2. Any record, document, material, exhibit, pleading, report, memorandum, or other paper to which access or publication is prohibited, restricted or forbidden by law, regulation, court order or decree of court; would operate to the prejudice or impairment of a person's reputation or personal security; or would result in the loss of federal funds, except the record of a conviction for any criminal act.
3. Education records concerning individual students, in accordance with federal and state laws.
4. Personnel files, in compliance with applicable laws.

Authority

The Board shall make the school's public records available for inspection and duplication to any state resident, in accordance with Board policy and school procedures, with the exception of records exempted by law.

The Board exempts from public inspection any material whose disclosure would constitute an invasion of privacy, unless the individual concerned, or the parent/ guardian of a minor student, consents in writing to public disclosure of the materials.

Guidelines

The public may inspect and procure copies of the public records of the school during the regular business hours of the school offices.

A public record shall be provided to the requester in the medium requested if it exists in that form; otherwise, it shall be provided in its existing medium.

The school is not required to create a public record that does not exist nor to compile, maintain, format or organize a public record in a manner different from that currently maintained by the school. If a public record is maintained only in an electronic format, the school shall duplicate the record on paper, upon request.

Information shall be made available to individuals with disabilities in an appropriate format, upon request and with sufficient advance notice.

No public record shall be removed from the control or supervision of the designated official.

Request for Access

A request for access to a public record shall be submitted to the office of the Board Secretary.

Requests may be submitted verbally, in writing, in person, by mail, by facsimile, or by e-mail.

Each request must include the following information:

1. Identification of the requested record, in sufficient detail.
2. Medium in which the record is requested.
3. Name and address of the person to receive the school's response.

Response to Request

The CEO/COO or designee shall review the request and respond promptly, within five (5) business days of receiving the request.

If the school fails to respond to a request within five (5) business days, the request for access shall be deemed denied.

If the school determines that the request will be granted, a response shall be sent within five (5) business days. The response shall include the regular business hours of the school office, the medium in which the record is provided, and the assessed fees.

If the school determines that more than five (5) business days are required to respond to the request, in accordance with the exceptions stated in law, notice shall be sent indicating that the request is being reviewed, the reason for the review, and a date when the response will be provided.

Denial of Request

If the school denies a request for access to a public record, a response shall be sent within five (5) business days of receiving the request. The response denying the request shall include the following:

1. Description of the record requested.
2. Specific reasons for denial, including a citation of supporting authority.
3. Name, title, business address and telephone number, and signature of the employee who denied the request.
4. Date of the response.
5. Procedure to appeal denial of access

The school shall not deny access to a public record based on the intended use by the requester.

Appeal of Denial

If a request for access to a public record is denied or deemed denied, the requester may file a written exception within fifteen (15) business days of the mailing date of the response or a deemed denial.

Upon receipt of the exception, the CEO/COO or designee shall make a final determination of the request within thirty (30) days of the mailing date. If denied, a written explanation shall be provided.

The final determination shall be the final order of the school school.

The requester may appeal the school's final order, in accordance with the provisions of law.

Fees

Duplicates of public records shall be provided by the school upon payment of applicable fees.

A list of fees that may apply shall be provided to each requester.

The school shall not assess any fees for staff time or resources used to evaluate a request for access to public records.

The school may require prepayment of estimated fees when the fees required to fulfill the request are expected to exceed \$100.

Delegation of Responsibility

The CEO/COO or designee shall implement the Board policy governing access to public records.

The CEO/COO or designee shall develop procedures to implement this policy, which include:

1. Preparation of a retention schedule that: conforms to law; requires permanent safeguarding of Board minutes, annual audit reports and permanent student records; and mandates retention of all fiscal records required for audit until the audit has been received and approved.
2. Calculating and communicating reasonable fees applicable to all requests for inspection and duplication of public records.
3. Provisions to guard the confidentiality of records exempted from the availability of public records.
4. Training of appropriate staff regarding public access to public records.



Lehigh Valley Dual Language Charter School

Notice of Non-discrimination

As an equal rights and opportunities agency, the Lehigh Valley Dual Language Charter School will not discriminate in its educational programs, activities, or employment practices on the basis of race, color, national creed, age, sex, ancestry, union membership, sexual orientation, gender identity, gender expression, national origin, disability, or because the employee is a victim of a violent crime (including crimes involving domestic violence).

Announcement of this policy is in accordance with state and federal laws, including Title VI, Title IX, and Section 504.

For more information or to report a complaint, contact the Office of the CEO/COO at 610-419-3120.

A copy of School Board Policies relating to the Nondiscrimination can be found in the Policies and Procedures manual in the following policies:

- **Student Bullying and Harassment**
- **Sexual Harassment – Employees and Students**
- **Non-Discrimination or Harassment**
- **Section 504 of the Rehabilitation Act of 1973**



Middle School Student / Classroom Needs Survey Results for 2020-2021 Budget Givens

Suggested Technology	Number of Responses
Ipads/Tablets	30
Personal Phones for Classroom Use	17
"Better" Computers	16
Individual Classroom Carts	11
Headphones	6
Nothing New Needed	31

Other Resources/Suggestions	Number of Responses
Basketball Program	9
Study Hall/Homework Help/Support Room	8
Eliminate/Replace Reflex Math	8
Eliminate Uniforms	7
Better Food	7
Lockers	4
Football Team	3
FUN Field Trips	2
Music Program	2
New Desks/Chairs	2
Motivational Speakers / Outside Teachers	2
Nothing New Needed	20

Other items listed by students (one time only)

Related to Academics: advanced classes, class about youtube, K-Pop class, different on-line resources (5 students listed specific programs – all are free programs and could be used if appropriate to standards), ebooks, more teachers/staff to help, Apple watch, wildlife program

Related to Other School Programming/Suggestions: sports field, bleachers, hanging lights higher in the gym, track team, football team, baseball team, soccer team, juice at breakfast



Lehigh Valley Dual Language Charter School

Investments - ORIGINAL

All investments made on behalf of the Lehigh Valley Dual Language Charter School by an employee of this school require Board approval in accordance with the following:

The Board shall authorize the CEO/COO to invest such portion of monies as is determined to be available for investment in certificates of deposit issued by a full service bank, savings bank, savings and loan association or other institutions insured by the F.D.I.C., U.S. Treasury bills or notes, or other investments authorized by the Public School Code, at the most favorable rate after soliciting quotations from at least three (3) institutions. All securities shall be purchased in the name of the Lehigh Valley Dual Language Charter School.

Investments shall be reported to the Board monthly and acceptance of this report will ratify action.

Borrowing, investing and fund depositories shall be authorized by the Board. All accounts and monies shall be handled as authorized by the Board. Accounting systems and procedures shall conform to sound business practices and the State Accounting Manual.

The Board shall authorize a safe deposit box for safekeeping of negotiable securities. Two (2) of the following five (5) persons are required to approve access to the box:

- Board President
- Board Vice President
- Board Treasurer
- Board Secretary
- CEO/COO