

Lehigh Valley Dual Language Charter School
Board of Trustee Meeting
Agenda
Tuesday – July 21, 2020
6:00 p.m.

1. Approval of LVDLCS June 23, 2020 Board Meeting Minutes
2. CEO/COO and Principal's Report
3. Financial Report and Approval of Payments for the prior month
4. Old Business
 - Security System – Update
 - Traverser Wall – Update
 - PCCD 20-21 School Safety and Health Funding – Update
 - Virtual Summer School - Update
5. New Business
 - Board Re-Organization
 - Meeting with Gate Community Church
 - LVDLCS By Laws – Article II – Membership – Revision – First Reading
6. Personnel
 - None
7. Public Comment and Correspondence
 - BASD Update
8. Other
 - PDE Hybrid Waiver
 - News Article
9. Next Board Meeting-Tuesday, August 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, June 23, 2020 - 6:00 p.m. – Virtual Meeting

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, Dr. Rance-Roney, Mr. Santana, Ms. Weaver

Excused: Ms. Siderias

Staff Present: Ms. Perez, Ms. Pluchinsky, Ms. Gonzalez, Ms. Otero, Mr. Cancel, Mr. Gomez

Approval of Minutes

Ms. Roman requested a review of the board meeting minutes for the month of May 19, 2020.

Mr. Lopez called for a motion to approve the May 19, 2020 meeting minutes. Motion was seconded by Dr. Rance-Roney. Motion was approved unanimously.

1. School Activities

- Fire Drill – Not Applicable due to school closure
- June 1st - Last day of Chromebook distribution - total of 130 distributed
- June 10th and 11th - Teacher Classroom Cleanout and custodial staff began thorough cleaning of classrooms
- June 19th - All report cards mailed home

Upcoming Events

- Upon Northampton County entering the green phase, LVDLCS will schedule Chromebook return and allow parents to pick up any student items still in the school
- Beginning of July (dates TBD) - 8th Grade Students will be receiving celebration “goodie bags”
- August 10th, 11th, and 12th - Kinder Screening (9:00 a.m. - 12:00 p.m.)
- August 13th - 8th Grade Celebration Luncheon at LVDLCS (following all guidelines for social distancing and masks)
- August 18th and 19th - Kinder Smart Start (9:00 a.m. - 12:00 p.m.)

2. Facilities

- Technology – Chromebook carts for 2020-2021 ordered
- Building –
 - Summer Cleaning currently being completed
 - Traverse wall installation scheduled for July, 2020

3. Business Office

- Enrollment –
 - Enrollment/Re-enrollment changes based upon summer withdrawals
- Transportation –
- Waiting List – Changes based upon summer withdrawals/re-enrollments
- PIMS – All reports have been submitted on time.

4. **Community Support**

- None

5. **Student Services**

- Social Worker available throughout summer per parent and/or administration request

6. **Programs**

- Virtual Summer Program - Current Enrollment - 34

7. **Leadership Team Meetings – held weekly**

Financial Report and Approval of Payments:

Ms. Roman guided the Board through the review of finances as of May 31, 2020. The balance sheet, cash as of 5/31/2020 was \$2,000,818 this includes a total of \$657,698 in CD's to the lines of credit. DLP Investment was \$269,010. The current month school year fund balance is \$2,733,399 Accounts payable as of 5/31/2020 are \$- with estimated bills of \$659,113 for payroll accrual and PSERS liability. For the eleven months ending 5/31/2020 the school had a surplus of \$337,838 compared to a planned surplus of \$76,499 resulting in a favorable variance of \$261,338.

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 May 31, 2020 and for the list of bills to be paid. Motion was made by Dr. Rance-Roney seconded by Mr. Lopez. Motion was passed unanimously.

Old Business

- **Security System** –Altronics came to the school and the security system has been activated. Only specific staff has a four digit code that needs to be entered when disarming the system.
- **Traverse Wall** – The equipment has been ordered. The building manager will be removing a pipe across the wall where the traverse wall will be installed. The scheduled delivery date is July 2nd.

New Business

- **2020-2021 Budget Version V**– The budget was presented and will be posted on the website for the 30 after final approval.

Mr. Lopez called for a motion to approve the **2020-2021 Budget** as presented. Motion was seconded Dr. Rance-Roney. Motion was approved unanimously.

- **Health & Safety Plan** –LVDLCS Health and Safety Plan is subject to revision based upon changes in the county designation. As recommended, LVDLCS will closely monitor the Health and Safety Plans of local sending school districts in an attempt to align schedules for families that have multiple children in multiple school buildings. If Lehigh or Northampton County is placed in the red phase, all instruction will be provided virtually through school provided technology.

Even though the Health & Safety Plan is currently primarily focused on a hybrid model, the goal is to follow whatever the districts do. BASD shared they are intending to start at full capacity in the fall.

Mr. Lopez called for a motion to approve the Health & Safety Plan as presented. Motion was seconded by Ms. Weaver. Motion was approved unanimously.

- **Ellevation Subscription Agreement** – Ellevation is a company partner to school district administrators, teachers and students across the United States, who use our products to manage complex program requirements, build the capacity of teachers to serve multilingual learners.

Annual Subscription Fees

Product	Quantity	Unit Price	Total Fees
Ellevation Platform	74	Minimum	\$6,000.00
Subscription Total:			\$6,000.00

Services Fees

Product	Quantity	Unit Price	Discount	Total Fees
Ellevation Data/Implementation	1	at \$900.00	=	\$900.00
Online Training (Year 1)	2	at \$1,500.00	=	\$3,000.00
Services Total:				\$3,900.00

Total Investment

Grand Total: \$9,900.00

Mr. Lopez called for a motion to approve the **Ellevation Subscription Agreement** as presented. Motion was seconded by Dr. Rance-Roney. Motion was accepted unanimously.

- **Virtual Summer School Program** – The school will be operating the virtual summer school program previously presented and approved by the board. Zoom support will be offered to students. There are currently 34 students registered. The program will begin July 6th.
- **2020-2021 12 Month Staff Contracts** – School legal reviewed the contracts to ensure the school was not missing anything that needed to be added regarding Covid-19.

Mr. Lopez called for a motion to approve 2020-2021 12 Month Staff Contracts. Motion was seconded by Ms. Weaver. Motion was accepted unanimously.

- **Reschedule 10th Anniversary Gala**– The administration is not feeling confident about hosting the event in September this year and will reach out to rescheduled for May 2021.
- **What is the New and Different for 2020-2021** –We are living unprecedented times and the new school year will have some differences. The Board was presented with a list of items for information such as a new pandemic team that was formed.
- **Safety and Security Report** – Ms. Otero presented a review to the Board about the Act 44 School Safety and Security Grant. LVDLCS School was granted the amount of \$67,171.00 to provide the school community with a safe, secure, and inclusive learning environment. These funds were used for the following:
 1. Security planning and purchase of security-related technology
 - a. Flat Screen Monitors
 - b. Camera System
 2. Communication System
 - a. Motorola Handheld Radios
 - b. School Radio Communication Systems Basics
 3. Safety and Security Window Film
 4. Counseling services and materials for students
 5. Provision of specialized staff training programs
- **PCCD 20-21 School Safety and Health Funding** – A memorandum from the Commission on Crime and Delinquency (PCCD) to School Entities on June 13th notified the following:” The School Safety and Security Committee, established with the Commission on Crime and Delinquency (PCCD) announced the availability of School Safety and Security funding to support COVID-19 Disaster Emergency School Health and Safety Grants for the 2020-2021 school year. School entities (i.e., school districts, area career and technical schools, intermediate units, charter schools, regional charter schools and cyber charter schools) are immediately eligible to apply for these funds to address COVID-19-related health and safety needs”

LVDCSC has been working on applying for this grant and has requested \$90,000 that would help tremendously with COVID-19 issues.

Personnel

- None

Public Comment and Correspondence

- None

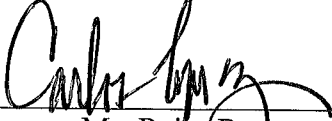
Other

- Security Incident – Front door was left open unintentionally, matter has been taken care off. The new security system will help prevent such incidents.

Next Board Meeting will be Tuesday July 21, 2020 at 6:00 p.m.

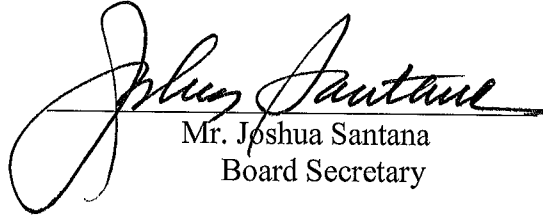
Adjournment – A motion to adjourn was made by Mr. Lopez_ seconded by Dr. Rance-Roney. There were no questions or comments. Motion was approved unanimously. Meeting was adjourned at 6:50 p.m.

Respectfully signed and submitted for approval by:



Ms. Raiza Roman
President

RR



Mr. Joshua Santana
Board Secretary

**Lehigh Valley Dual Language Charter School
Board Meeting
CEO/COO and Principal's Report
July 21, 2020**

1. School Activities

- Fire Drill – Not Applicable due to school closure
- 06/29 and 06/30 - 8th Grade Goodie Bags Delivered
- As of 7/20/21 - 75 Chromebooks still need to be collected

Upcoming Events *DEPENDENT UPON GOV. WOLF'S CURRENT RESTRICTIONS

- August 10th, 11th, and 12th - Kinder Screening (9:00 - 12:00)
- August 13th - 8th Grade Celebration Luncheon at LVDLCS (following all guidelines for social distancing and masks)
- August 18th and 19th - Kinder Smart Start (9:00 - 12:00)

2. Facilities

- Technology – Chromebook carts for 2020-2021 arrived
- Building –
 - Summer Cleaning currently being completed
 - Traverse wall installation scheduled for July, 2020
 - Health and Safety Plan supplies have been ordered or are in the process of being ordered depending upon availability of items
- **Business Office**
 - Enrollment –
 - Enrollment/Re-enrollment changes based upon summer withdrawals
 - Transportation –
 - Waiting List – Changes based upon summer withdrawals/re-enrollments
 - PIMS – All reports have been submitted on time.
- **Community Support**
- **Student Services**
 - Social Worker available throughout summer per parent and/or administration request
- **Programs**
 - Virtual Summer Program - Current Enrollment - 37
- **Leadership Team Meetings – held weekly**

LVDLCS Completed 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 Family Skate Night	\$840.50

LVDLCS 8th Grade Student High School Selection

School	Number of Students
Allen	4
Dieruff	7
Building 21	0
Liberty	4
Freedom	4
LVA	2
Charter Arts	2
Executive Education	1
Lincoln Leadership	0
Undecided	6
Possible relocation impacting decision	2

Lehigh Valley Dual Language Charter School
Financial Results
As of June 30, 2020

**Lehigh Valley Dual Language Charter School
Summary of the Financial Package
As of June 30, 2020**

BALANCE SHEET

* Cash as of 06/30/2020 was \$1,800,614 including a total of \$657,698 in CD's to the lines of credit.	
* DLP Investment	270,573
* Total Accounts receivables is as follows:	
Amount Due from School Districts	\$ 728,581
Amount Due from State	35,576
Amount Due from Federal	12,020
Lunch Program Receivable	-
Total Accounts receivables at the end of month	\$ 776,177
* Total liabilities for the current period ending are as follows:	
Accounts Payable	\$ 8,864
Payroll Accruals including PSERS liabilities	593,065
Deferred Revenue	-
Total liabilities at the end of month	\$ 601,929
* Fund balance summary:	
Prior Year Fund Balance	\$ 1,896,668
Investment in Fixed Assets	498,893
Current Change in Revenue over/(under) expenditures	348,768
Total Fund balances at the end of current month	\$ 2,744,328

BUDGET VS ACTUAL

- * For the twelve months ended 06/30/2020 the charter school had a surplus of \$348,768 compared to a planned surplus of \$28,509 resulting in a favorable variance of \$320,2587. The primary reasons for the variance are revenues tracking higher than plan. School district revenue (\$145,875) and state revenues (\$24,261) are tracking higher than plan. Expenses, specifically Professional Services are tracking below plan.

CASH FLOW

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

Note & Disclosure to Financial statements

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- * 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 June 30, 2020**

ASSETS

Current Assets

Fulton - Operating	\$ 898,752	
Fulton - Student	76,127	
Fulton - Food	132,445	
Fulton - Savings / CD	-	
Fulton - PTO	1,224	
Fulton - CD	254,455	
Embassy Bank	-	
Embassy CD	153,243	
Embassy Checking	7,955	
BB&T CD	250,000	
BB&T	26,224	
Petty Cash	190	
	<hr/>	1,800,614
Investment - Good As New Ventures		270,573

Accounts Receivable

School District Receivables	728,581	
State Receivables	35,576	
Federal Receivables	12,020	
Lunch Receivable	-	
	<hr/>	776,177

Other Current Assets

Prepaid Expenses	-	
	<hr/>	-
Total Current Assets		2,847,365

Furniture & Equipment	438,185	
Building Improvements	441,516	
Less Accumulated Depreciation	(380,807)	
	<hr/>	498,893
Total Assets	\$	3,346,258

LIABILITIES AND CAPITAL

Current Liabilities

Accounts Payable	8,864	
Payroll Accruals / Accrd Payroll Taxes / PSERS	593,065	
Deferred Revenue	-	
GASB 68 Adjustment	-	
	<hr/>	601,929
Total Current Liabilities		601,929
Total Liabilities		601,929

Equity		
Changed in Revenue over / (under) Expenses	348,768	
Fund Balance	1,976,193	
Food Service Net Position	(79,525)	
Investment in Fixed Assets	498,893	
	<hr/>	2,744,328
Total Liabilities & Capital	\$	3,346,258

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

	For the One Month Ended June 30, 2020			For the Twelve Months Ended June 30, 2020		
	Actual June	Budget June	Variance Over / (Under)	Actual YTD	Budget YTD	Variance Over / (Under)
# of Students						
Regular Ed	428	420	8	5,094	5,040	54
Special Ed	29	30	(1)	340	360	(20)
Revenues:						
Local:						
School District Revenue - Regular Ed	\$ 427,446	\$ 386,624	\$ 40,821	\$ 4,816,259	\$ 4,639,491	\$ 176,768
School District Revenue - Special Ed	63,205	63,478	(273)	730,843	761,736	(30,893)
State:						
Rental/Bldg. Reimb Subsidy	2,965	2,961	4	59,836	35,574	24,261
Health Reimbursement	-	-	-	8,135	-	8,135
Ready to Learn	-	-	-	20,191	20,191	-
Safety Grant	-	-	-	62,461	67,171	(4,710)
Federal:						
Title I - Basic Programs	27,548	23,187	4,361.42	225,442	231,869	(6,427)
Title II - Improving Tch'r Quality	2,297	2,625	(328)	23,291	26,250	(2,959)
Title III	2,151	1,584	568	15,469	15,840	(370)
Title IV	2,412	1,329	1,083	16,810	13,290	3,520
IDEA - Part B	2,850	2,850	-	28,500	28,500	-
Other:						
Int on Invest & Int Clking Acct	1,671	1,500	171	24,573	18,000	6,573
Fundraiser/other	-	-	-	1,000	-	1,000
Student Activity Revenue	-	1,800	(1,800)	10,398	18,000	(7,602)
Lease Income	-	1,688	(1,688)	15,327	20,256	(4,929)
Food Revenue	-	26,000	(26,000)	230,833	280,000	(29,168)
Miscellaneous Revenue	-	-	-	18,433	-	18,433
Total Revenue	\$ 532,545	\$ 515,625	\$ 16,920	\$ 6,307,800	\$ 6,156,167	\$ 151,632
Expenditures						
Personnel Cost:						
Salaries and Wages	\$ 249,018	\$ 273,874	\$ (24,856)	\$ 2,905,263	\$ 2,936,226	\$ (30,963)
Medical/Dental Insurance	54,364	54,110	254	640,080	663,287	(23,207)
PSERS/Retirement	51,810	61,094	(9,274)	591,799	652,907	(61,108)
Employer Taxes	37,082	23,764	13,318	306,535	250,217	56,318
Total Personnel Cost	392,275	412,833	(20,558)	4,443,676	4,502,637	(58,961)
Contracted Services:						
Audit	-	-	-	7,000	12,000	(5,000)
Legal Services	-	273	(273)	3,156	3,000	156
Business Services	5,974	5,800	174	71,688	69,600	2,088
Board Member Services	-	909	(909)	-	10,000	(10,000)
Other Contracted Svcs.						
Tuition Reimbursement	4,713	1,273	3,440	26,776	14,000	12,776
Professional Consultant	-	300	(300)	613	3,000	(2,388)
Professional Development	-	1,841	(1,841)	22,667	20,250	2,417
Professional Development Travel	-	1,909	(1,909)	-	21,000	(21,000)
Summer School	-	-	-	-	20,000	(20,000)
Saturday School	-	1,636	(1,636)	-	18,000	(18,000)
RTII Program	-	4,545	(4,545)	-	50,000	(50,000)
Special Ed. Consultant & Instruction	-	-	-	-	-	-
Payroll Services	1,083	1,333	(250)	16,607	16,000	607
Food Services	155	22,700	(22,545)	205,787	230,000	(24,213)
Student Accounting	-	28,000	(28,000)	-	28,000	(28,000)
Total Contracted Svcs	11,925	70,520	(58,595)	354,294	514,850	(160,556)
Insurance:						
General Property and Liability	1,370	2,545	(1,175)	24,209	33,000	(8,791)
Workers Compensation	-	-	-	10,481	11,000	(519)
Total Insurance	1,370	2,545	(1,175)	34,690	44,000	(9,310)
Consumable Supplies:						
General Supplies - Admin	3,509	3,667	(158)	36,436	44,000	(7,564)
General Supplies - Instructional	271	750	(479)	19,029	14,000	5,029
General Supplies - Special Ed	-	-	-	-	-	-
Total Consumable Supplies	3,780	4,417	(637)	55,465	58,000	(2,535)

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

	For the One Month Ended June 30, 2020			For the Twelve Months Ended June 30, 2020		
	Actual June	Budget June	Variance Over / (Under)	Actual YTD	Budget YTD	Variance Over / (Under)
Other Costs:						
Public Relations / Marketing	28	218	(190)	2,627	3,000	(373)
Printing & Binding	-	-	-	-	-	-
Travel / Meals	-	645	(645)	4,591	6,000	(1,409)
Transportation School Bus	-	-	-	-	-	-
Postage and Delivery	252	258	(6)	4,766	3,100	1,666
Dues and Fees	547	433	114	7,711	5,200	2,511
Total Travel/Transportation	827	1,455	(628)	19,695	17,300	2,395
Student Activities:						
Security Services	-	-	-	-	-	-
Trips / Travel	-	2,222	(2,222)	16,310	30,000	(13,690)
Supplies	25	-	25	6,848	-	6,848
Total Student Activities	25	2,222	(2,198)	23,158	30,000	(6,842)
Books & Instructional Aids:						
Books and Periodicals	-	-	-	54,610	32,000	22,610
Educational Software	-	-	-	17,662	20,000	(2,338)
Total Books & Instruct. Aids	-	-	-	72,271	52,000	20,271
Equipment/Computers:						
Furniture/Equipment Purchases						
Classroom	11,162	-	11,162	96,421	57,000	39,421
Office	-	-	-	-	-	-
Operations/Maintenance	-	-	-	35,048	-	35,048
Computer Purchase						
Teachers / Admin	-	-	-	-	-	-
Classroom	-	-	-	-	-	-
Networking Server & Software	-	-	-	-	-	-
Technology	-	-	-	-	-	-
Total Equipment	11,162	-	11,162	131,469	57,000	74,469
Site Cost:						
Building Lease	48,976	48,656	320	588,732	583,871	4,861
Repairs and Maintenance	7,950	4,217	3,733	67,245	67,000	245
Utilities	8,902	6,667	2,235	68,679	80,000	(11,321)
Communications - Telephone / Internet	-	4,333	(4,333)	46,519	52,000	(5,481)
Cleaning & Maintenance Supplies	3,931	3,583	347	29,888	43,000	(13,132)
Equipment Rental	2,047	2,167	(120)	23,270	26,000	(2,730)
Total Site Cost	71,806	69,623	2,183	824,314	851,871	(27,557)
Interest / Bank Fees	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-
Total Debt Service	-	-	-	-	-	-
Total Expenditures	493,169	563,615	(70,446)	5,959,033	6,127,656	(168,626)
Net Income / (Loss)	\$ 39,376	\$ (47,990)	\$ 87,366	\$ 348,768	\$ 28,509	\$ 320,268

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	244.00	246.00	244.00	242.00	239.00	243.00	243.00	243.00	2,919.00
Bethlehem Area SD	149.00	149.00	149.00	155.00	155.00	158.00	158.00	160.00	155.00	155.00	155.00	155.00	1,853.00
Catasauqua Area SD	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	12.00
East Penn SD	9.00	9.00	9.00	11.00	11.00	11.00	11.00	11.00	11.00	11.00	11.00	11.00	16.00
Easton Area SD	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	2.00	2.00	2.00	2.00	126.00
Northampton Area SD	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	16.00
Parkland SD													24.00
Salisbury Township SD													
Saucon Valley SD	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	24.00
Whitehall-Coplay SD	5.00	5.00	5.00	5.00	5.00	5.00	6.00	6.00	6.00	6.00	6.00	6.00	66.00
Wilson Area SD	2.00	2.00	2.00	2.00	4.00	3.00	3.00	4.00	4.00	4.00	4.00	4.00	38.00
Total Regular Ed Students	416.00	416.00	416.00	423.00	426.00	430.00	429.00	430.00	424.00	428.00	428.00	428.00	5,094.00
SPECIAL ED													
Allentown City SD	15.00	15.00	15.00	15.00	14.00	14.00	14.00	13.00	15.00	15.00	15.00	15.00	175.00
Bethlehem Area SD	12.00	12.00	12.00	13.00	13.00	13.00	13.00	13.00	13.00	13.00	13.00	13.00	163.00
East Penn SD	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	12.00
Total Special Ed Students	28.00	28.00	28.00	29.00	28.00	28.00	28.00	27.00	29.00	29.00	29.00	29.00	340.00
Total Students	444.00	444.00	444.00	452.00	454.00	458.00	457.00	457.00	453.00	457.00	457.00	457.00	5,434.00

Lehigh Valley Dual Language Charter School
 STUDENT REVENUE VARIANCE ANALYSIS
 For the Twelve Months Ended June 30, 2020

	Actual Students	Actual Rate	Actual Bill	Year End Reconciliation	Year End Summary	Budgeted Students	Budgeted Rate	Budgeted Bill	Unit Variance	Dollar Variance
REGULAR ED										
Allentown City SD	2,919	10,407.66	2,531,663.30	(6,898.55)	2,522,764.75	2,892	10,312.53	2,485,319.73	27	37,445.02
Bethlehem Area SD	1,853	12,516.18	1,932,706.80	31,319.65	1,964,026.45	1,824	12,099.34	1,839,099.68	29	124,926.77
Catasauqua Area SD	12	11,909.52	11,909.52	9,752.73	21,662.25	12	12,550.70	12,550.70	-	9,111.55
East Penn SD	16	11,930.07	15,906.76	(3,022.80)	12,883.96	12	11,411.58	11,411.58	4	1,472.38
Easton Area SD	126	12,496.39	131,212.10	1,199.65	132,411.75	72	11,869.77	71,218.62	54	61,193.13
Northampton Area SD	16	12,412.51	16,550.01	(3,144.50)	13,405.51	48	12,099.75	48,399.00	(32)	(34,993.49)
Parkland SD	24	12,693.09	25,386.18	-	25,386.18	12	12,500.56	12,500.56	12	12,885.62
Salisbury Township SD	-	16,377.53	-	493.61	493.61	24	16,377.53	32,755.06	(24)	(32,261.45)
Saucon Valley SD	24	15,083.24	30,166.48	-	30,166.48	12	14,672.19	14,672.19	12	15,494.29
Whitehall-Coplay SD	66	10,395.26	57,173.93	(1,257.83)	55,916.10	108	9,916.35	89,247.15	(42)	(33,331.05)
Wilson Area SD	38	12,315.02	38,997.56	(1,855.46)	37,142.10	24	11,168.06	22,316.12	14	14,825.98
Total Regular Ed Students	5,094		4,791,672.64	24,586.50	4,816,259.14	5,040		4,639,490.39	54	176,768.75
SPECIAL ED										
Allentown City SD	175	25,721.16	375,100.25	(3,609.54)	371,490.71	180	\$ 25,069.18	376,037.70	(5)	(4,546.99)
Bethlehem Area SD	153	25,765.96	328,515.99	4,560.57	333,076.56	168	25,760.30	360,644.20	(15)	(27,567.64)
East Penn SD	12	25,275.42	26,275.42	-	26,275.42	12	25,053.81	25,053.81	-	1,221.61
Total Special Ed Students	340		729,891.66	951.03	730,842.69	360		761,735.71	(20)	(30,893.02)
Total Students	5,434		\$ 5,521,564.30	\$ 25,537.53	\$ 5,547,101.83	5,400		\$ 5,401,226.10	34	\$ 145,875.73

**Lehigh Valley Dual Language Charter School
Cash Flow Forecast
As of June 30, 2020**

	Cash Forecast
Net Cash @ 06/30/2020 (Not including investment or CD's to cover lines of credit)	\$ 1,142,917
Payroll @ 07/03/2020	(102,166)
403b Contribution @ 07/03/2020	(7,999)
Accounts Payable @ 07/03/2020	(68,145)
PSERS @ 07/10/2020	(9,291)
Net Cash @ 07/10/2020	\$ 955,315
Estimated School District Deposit @ 07/15/2020	400,000
Estimated Payroll @ 07/17/2020	(110,000)
Estimated 403b @ Contribution 07/17/2020	(8,500)
Estimated Accounts Payable 07/17/2020	(150,000)
Estimated Payroll @ 07/31/2020	(110,000)
Estimated 403b @ Contribution 07/31/2020	(8,500)
Projected Cash @ 07/31/2020	\$ 968,315
<u>August 2020</u>	
Estimated School District Payments	400,000
Estimated PSERS EE @ 08/10/2020	(9,500)
Estimated Payroll @ 08/14/2020	(110,000)
Estimated 403b @ Contribution 08/14/2020	(8,500)
Estimated Accounts Payable @ 08/14/2020	(150,000)
Estimated Payroll @ 08/28/2020	(110,000)
Estimated 403b @ Contribution 08/28/2020	(8,500)
Estimated Accounts Payable @ 08/28/2020	(150,000)
Projected cash @ 08/31/2020	\$ 821,815

Lehigh Valley Dual Language Charter School
Aging Schedule & Recommended Payment Schedule
As of June 30, 2020

	Current	1 - 30	31 - 60	61 - 90	> 90	A/P @ 06/30/20	Estimated Payables	Total Payables	Paid 07/03/2020	Remainig Balance
601 Broad Development Group, LLC	-	-	-	-	-	-	48,975.99	48,975.99	48,975.99	-
Altronics Security Systems	720.00	-	-	-	-	720.00	-	720.00	720.00	-
B.E.T. Locksmiths	210.00	-	-	-	-	210.00	-	210.00	210.00	-
Gelsinger Quality Options, Inc.	-	-	-	-	-	-	52,081.16	52,081.16	52,081.16	-
Guardian Dental	-	-	-	-	-	-	4,050.86	4,050.86	4,050.86	-
James Pearson	-	3,950.00	-	-	-	3,950.00	-	3,950.00	3,950.00	-
Lisfie Figueroa	2,500.00	-	-	-	-	2,500.00	-	2,500.00	2,500.00	-
PenServ	261.05	-	-	-	-	261.05	-	261.05	261.05	-
Provident Life and Accident Insurance	-	424.02	-	-	-	424.02	-	424.02	424.02	-
ReadyRefresh	4.23	-	-	-	-	4.23	-	4.23	4.23	-
Steiz & Fatzinger Office Supply	587.37	-	-	-	-	587.37	-	587.37	587.37	-
The Gallery Collection	207.74	-	-	-	-	207.74	-	207.74	207.74	-
Unum Life Insurance Company of America	-	-	-	-	-	-	2,416.18	2,416.18	2,416.18	-
Vision Service Plan	-	-	-	-	-	-	732.40	732.40	732.40	-
TOTAL	\$ 4,490.39	\$ 4,374.02	\$ -	\$ -	\$ -	\$ 8,864.41	\$ 59,280.60	\$ 68,145.01	\$ 68,145.01	\$ -

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

Type	Date	Num	Memo	Account	Split	Debit	Credit
4imprint							
Bill	06/01/2020	8299235		10-0420-0420 Accounts Payable	10-2390-610-000 Office of Princ		1,076.96
Bill Pmt -Check	06/05/2020	5597		Lafayette - Operating 6078	10-0420-0420 Accounts Payable		1,076.96
601 Broad Development Group, LLC							
Bill	06/01/2020	June 2020		10-0420-0420 Accounts Payable	10-2620-441-000 Rental Broad St		48,975.99
Altronics Security Systems							
Bill	06/01/2020	0000123854		10-0420-0420 Accounts Payable	10-2620-350-000 Security Serv		1,341.75
Bill Pmt -Check	06/05/2020	5598		Lafayette - Operating 6078	10-0420-0420 Accounts Payable		1,341.75
Bill	06/18/2020	0000124199		10-0420-0420 Accounts Payable	10-2620-350-000 Security Serv		720.00
B.E.T. Locksmiths							
Bill	06/24/2020	3654		10-0420-0420 Accounts Payable	10-2620-610-000 General Supplie		210.00
Bella Retail							
Check	06/12/2020	eft		Lafayette - Operating 6078	10-2390-610-000 Office of Princ		234.42
Best Buy							
Check	06/25/2020	eft		Lafayette - Operating 6078	10-2390-610-000 Office of Princ		993.96
Cardmember Service							
Bill	06/01/2020	050620	Acct # 5088 7047	10-0420-0420 Accounts Payable	10-2390-540-000(Advertising)		28.00
Bill	06/04/2020	050420	Acct # 4798 5100 5088 7047	10-0420-0420 Accounts Payable	10-1110-610-000 General Supplie		271.18
Bill Pmt -Check	06/05/2020	5599	Acct # 5088 7047	Lafayette - Operating 6078	10-0420-0420 Accounts Payable		28.00
Bill Pmt -Check	06/19/2020	5611	Acct # 4798 5100 5088 7047	Lafayette - Operating 6078	10-0420-0420 Accounts Payable		271.18
City of Bethlehem							
Check	06/22/2020	1311	License Fee	Lafayette - Operating 6078	10-2519-810-000 Dues & Fees		25.00
Colonial Intermediate Unit							
Bill	06/01/2020	122175		10-0420-0420 Accounts Payable	-SPLIT-		13,962.71
Bill Pmt -Check	06/05/2020	5500		Lafayette - Operating 6078	10-0420-0420 Accounts Payable		13,962.71
Bill	06/15/2020	122244		10-0420-0420 Accounts Payable	-SPLIT-		2,600.86
Bill Pmt -Check	06/26/2020	5617	VOID:	Lafayette - Operating 6078	10-0420-0420 Accounts Payable	0.00	
Bill Pmt -Check	06/26/2020	5623		Lafayette - Operating 6078	10-0420-0420 Accounts Payable		2,600.86
Denie Montes							
Bill	06/03/2020	060320	Tuition Reimbursement	10-0420-0420 Accounts Payable	10-1110-240-000 Tuition Reimbur		963.00
Bill Pmt -Check	06/05/2020	5601	Tuition Reimbursement	Lafayette - Operating 6078	10-0420-0420 Accounts Payable		963.00
Fraser Advanced Information Systems 129							
Bill	06/01/2020	5010571559		10-0420-0420 Accounts Payable	10-2620-442-000 Rentals Copier		2,047.02
Bill Pmt -Check	06/19/2020	5612		Lafayette - Operating 6078	10-0420-0420 Accounts Payable		2,047.02
Geisinger Quality Options, Inc.							
Bill	06/01/2020	June 2020	Group # 10118227	10-0420-0420 Accounts Payable	-SPLIT-		62,081.16
Guardian Dental							
Bill	06/01/2020	June 2020	Group ID 00 558787	10-0420-0420 Accounts Payable	-SPLIT-		4,050.86
Hoffman Insurance Consultants							
Bill	06/03/2020	001		10-0420-0420 Accounts Payable	10-2620-520-000 Insurance - Gen		1,370.00
Bill Pmt -Check	06/05/2020	5602		Lafayette - Operating 6078	10-0420-0420 Accounts Payable		1,370.00
Home Depot							
Check	06/15/2020	eft		Lafayette - Operating 6078	10-2620-610-000 General Supplie		173.55
InternetFax Service							
Check	06/04/2020	eft		Lafayette - Operating 6078	10-2390-530-000 (Communications		14.10
James Pearson							
Bill	06/01/2020	05012020a		10-0420-0420 Accounts Payable	10-2620-430-006 Building		3,950.00
Lauren Bookman							
Bill	06/17/2020	061720	Reimbursement	10-0420-0420 Accounts Payable	10-1110-290-000 Other Health Be		30.00

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

Type	Date	Num	Memo	Account	Split	Debit	Credit
Bill Pmt-Check	06/19/2020	5613	Reimbursement	Lafayette - Operating 6078	10-0420-0420 Accounts Payable		30.00
Lehigh Valley Fence Company							
Check	06/03/2020	1310		Lafayette - Operating 6078	10-2620-430-006 Building	4,000.00	
Leslie Figueroa							
Bill	06/21/2020	06262020a	Tuition Reimbursement	10-0420-0420 Accounts Payable	10-1110-240-000 Tuition Reimbur	2,500.00	
Lowes							
Check	06/11/2020	eft		Lafayette - Operating 6078	10-2620-610-000 General Supplie	224.67	
Check	06/18/2020	eft		Lafayette - Operating 6078	10-2620-610-000 General Supplie	566.15	
Check	06/30/2020	eft		Lafayette - Operating 6078	10-2620-610-000 General Supplie	196.86	
Memic Indemnity Co							
Bill	06/01/2020	051720	Policy # 3102807174	10-0420-0420 Accounts Payable	10-2511-260-000 Workman's Compe	14,702.00	
Bill Pmt -Check	06/05/2020	5603	Policy # 3102807174	Lafayette - Operating 6078	10-0420-0420 Accounts Payable	14,702.00	
MG Trust							
Check	06/03/2020	eft	Alternative Plan Deposit	Lafayette - Operating 6078	-SPLIT-	8,011.71	
Check	06/17/2020	eft	Alternative Plan Deposit	Lafayette - Operating 6078	-SPLIT-	8,011.71	
PenServ							
Bill	06/01/2020	0413226		10-0420-0420 Accounts Payable	10-2519-810-000 Dues & Fees	260.82	
Bill Pmt -Check	06/19/2020	5614		Lafayette - Operating 6078	10-0420-0420 Accounts Payable	260.82	
Bill	06/22/2020	1315389		10-0420-0420 Accounts Payable	10-2519-810-000 Dues & Fees	261.05	
Provident Life and Accident Ins Co							
Bill	06/10/2020	051420_0611020		10-0420-0420 Accounts Payable	10-0460-0462 Medical	424.02	
PSERS							
Check	06/10/2020	eft		Lafayette - Operating 6078	10-0460-0461 PSERS	9,316.11	
Check	06/19/2020	eft		Lafayette - Operating 6078	10-0460-0465 PSERS Employer	147,567.58	
Purchase Power							
Bill	06/01/2020	052020	8000-9090-0721-6661	10-0420-0420 Accounts Payable	10-2390-530-000 (Communications	237.89	
Bill Pmt -Check	06/05/2020	5604	8000-9090-0721-6661	Lafayette - Operating 6078	10-0420-0420 Accounts Payable	237.89	
ReadyRefresh							
Bill	06/01/2020	00E0447919689	0447919689	10-0420-0420 Accounts Payable	10-2390-610-000 Office of Princ	4.23	
Bill Pmt -Check	06/05/2020	5605	0447919689	Lafayette - Operating 6078	10-0420-0420 Accounts Payable	4.23	
Bill	06/23/2020	00F0447919689	0447919689	10-0420-0420 Accounts Payable	10-2390-610-000 Office of Princ	4.23	
Repice & Taylor, Inc							
Bill	06/01/2020	4994		10-0420-0420 Accounts Payable	10-2515-300-000 Financial Accou	5,974.00	
Bill Pmt -Check	06/05/2020	5606		Lafayette - Operating 6078	10-0420-0420 Accounts Payable	5,974.00	
Roger Tinti							
Bill	06/01/2020	052920	Reimbursement	10-0420-0420 Accounts Payable	10-1110-240-000 Tuition Reimbur	1,250.00	
Bill Pmt -Check	06/05/2020	5607	Reimbursement	Lafayette - Operating 6078	10-0420-0420 Accounts Payable	1,250.00	
Sams Club							
Check	06/17/2020	eft		Lafayette - Operating 6078	10-3210-610-000 General Supplie	24.72	
Sherwin Williams							
Check	06/12/2020	eft		Lafayette - Operating 6078	10-2620-610-000 General Supplie	653.47	
Check	06/22/2020	eft		Lafayette - Operating 6078	10-2620-610-000 General Supplie	55.92	
Staples Advantage							
Check	06/19/2020	eft		Lafayette - Operating 6078	10-2390-610-000 Office of Princ	399.95	
Stotz & Fatzinger Office Supply							
Bill	06/25/2020	253498		10-0420-0420 Accounts Payable	10-2390-610-000 Office of Princ	587.37	
Streamline HR							
Check	06/12/2020	eft		Lafayette - Operating 6078	10-2514-302-000 Payroll Fees	1,083.00	

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

	Type	Date	Num	Memo	Account	Split	Debit	Credit
The Gallery Collection	Bill	06/23/2020	20E0019792	Acct # 10778688	10-0420-0420 Accounts Payable	10-2390-610-000 Office of Princ		207.74
The Restaurant Store	Check	06/17/2020	eft		Lafayette - Operating 6078	51-3100-610-000 Supplies		20.10
UGI Utilities, Inc-8355	Bill	06/01/2020	052720	511310752027	10-0420-0420 Accounts Payable	10-2620-621-000 Gas		512.84
	Bill Pmt.-Check	06/05/2020	5608	511310752027	Lafayette - Operating 6078	10-0420-0420 Accounts Payable		512.84
Unoclean	Check	06/10/2020	eft		Lafayette - Operating 6078	10-2620-610-000 General Supplie		1,848.98
UNUM Life Insurance Company of America	Bill	06/01/2020	June 2020	0656829-001 0	10-0420-0420 Accounts Payable	-SPLIT-		2,180.62
UNUM Life Insurance Company of America EE	Bill	06/01/2020	June 2020	0656830-001 5	10-0420-0420 Accounts Payable	10-0460-0462 Medical		227.76
Valeska Roque Polo	Bill	06/01/2020	01		10-0420-0420 Accounts Payable	51-3100-300-000 FOOD SERVICE		135.00
	Bill Pmt.-Check	06/19/2020	5615		Lafayette - Operating 6078	10-0420-0420 Accounts Payable		135.00
Verizon Wireless	Bill	06/01/2020	9855410766		10-0420-0420 Accounts Payable	10-2620-530-000 Communications		725.58
	Bill Pmt.-Check	06/05/2020	5609		Lafayette - Operating 6078	10-0420-0420 Accounts Payable		725.58
Vision Service Plan	Bill	06/01/2020	June 2020		10-0420-0420 Accounts Payable	10-1110-210-000 Group Insurance		732.40
	Bill Pmt.-Check	06/05/2020	5610		Lafayette - Operating 6078	10-0420-0420 Accounts Payable		732.40

ORIGINAL

By Laws

Lehigh Valley Dual Language Charter School

Adopted August 16, 2010

ARTICLE I

GENERAL.

- 1.2 **Mission:** The mission of the Lehigh Valley Dual Language Charter School (LVDLCS) is to create a community of bilingual, multicultural, life-long learners committed to academic excellence and leadership while celebrating diversity and identity.
- 1.3 **Location/Registered Office** The Lehigh Valley Dual Language Charter School shall be located at 675 East Broad Street, Bethlehem, PA 18018.
- 1.4 **Chief Executive Officer/Chief Operations Officer** The **Chief Executive Officer/Chief Operations Officer place of business** for the Lehigh Valley Dual Language Charter School will be 675 East Broad Street, Bethlehem, PA 18018.
- 1.5 **Fiscal Year** The fiscal year of the Lehigh Valley Dual Language Charter School shall be July 1 through June 30.
- 1.6 **Corporate Status** The Lehigh Valley Dual Language Charter School shall be incorporated in the Commonwealth of Pennsylvania as a public, non-profit corporation, and shall receive IRS 501(c)(3) status.

ARTICLE II

MEMBERSHIP

- 2.1 **Number of Board Members** The Lehigh Valley Dual Language Charter School shall be governed by a Board of Trustees composed of ~~nine members~~. **five to nine members**.
- 2.2 **Length of Terms** Each Trustee, after the initial Trustees, shall hold office for six (6) years, unless the Trustee dies, resigns, is removed, or becomes disqualified. The term of office of each Trustee, after the initial Trustees, shall be for a period effective upon appointment and qualification and ending six (6) years after the expiration of the term which such Trustee is appointed to fill. With the