

**Lehigh Valley Dual Language Charter School
Board of Trustee Meeting**

Agenda

Tuesday – May 19, 2020 – Join Zoom Meeting

6:00 p.m.

<https://us04web.zoom.us/j/5646961974?pwd=Z3hLWW9Tb2V5NW5LUUI3Si96bGhXQT09>

Meeting ID: 564 696 1974

Password: 7Qp1qy

1. Approval of LVDLCS April 30, 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
 - 2020-2021 Preliminary Budget – Approval and Posting
 - Security System – Update
 - Traverser Wall - Update
5. New Business
 - 2020-2021 PowerSchool Contract – Approval
 - Charter School Resolution
 - Virtual Summer School Program- Approval
 - PDE Pandemic Electronic Benefit Transfer Next Steps and Timeline
 - 2020-2021 Medical Insurance – Approval
 - 2020-2021 LVDLCS Board Meeting Calendar – Approval
 - 2020-2021 PCPCS Membership Dues – Approval
6. Personnel
 - None
7. Public Comment and Correspondence
 - Dr. Roy's Video Update Link - <https://youtu.be/1cHPbgFMO9I>
8. Other
 -
9. Next Board Meeting-Tuesday, June 23, 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, April 28, 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. Weaver, Dr. Rance-Roney, Ms. Roman, Ms. Siderias, Mr. Santana

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

Approval of Minutes

Ms. Roman requested a review of the board meeting minutes for the month of March 31, 2020.

Mr. Lopez called for a motion to approve the March 31, 2020 meeting minutes. Motion was seconded by Ms. Siderias. Motion was approved unanimously.

1. School Activities

- Fire Drill – Not Applicable due to school closure
- Distribution of Google Chromebooks – April 28th, 29th and 30th
 - ✓ First round based upon those parents that completed the technology survey

Upcoming Events

- ✓ Second round of Chromebook distribution based upon families that have expressed need after closure of survey. Week of May 4th - dates depending upon number of Chromebooks to be distributed
- ✓ Conversation to Planned Instruction – May 4th

2. Facilities

- Technology –
 - ✓ Received insurance check for technology/damages from flooded classrooms
 - ✓ As of 4/27 – 81 Chromebooks are schedule to be distributed April 28th, 29th and 30th
 - ✓ As of 4/27 – An additional 16 Chromebooks are scheduled to be distributed the week of May 4th
 - ✓ Previously ordered Chromebooks Carts (2) arrived on April 29, 2020
- Building – facility walk-throughs occurring throughout closure

3. Business Office

- Enrollment – Fully enrolled as of 4/27/20 – 2020-2021 re-enrollment forms are being collected
- Transportation – 2020-ACT 372 forms are being collected
- Waiting List – TBD based upon submitted Enrollment Packets for 2020-2021

- PIMS – All reports have been submitted on time

4. **Community Support**

-

5. **Student Services**

- Communication with families and Ms. Sarmiento during closure to ensure support for social emotional needs
- Ms. Otero is communicating directly with 8th grade families to assist with enrollment/transition to High School

6. **Programs**

-

7. **Leadership Team Meetings – phone conferences held weekly (or more)**

Financial Report and Approval of Payments:

Ms. Roman guided the Board through the review of finances as of March 31, 2020. The balance sheet, cash as of 3/31/2020 was \$1,936,644 this includes a total of \$682,937 in CD's to the lines of credit. DLP Investment was \$265,833. The current month school year fund balance is \$2,682,905 Accounts payable as of 3/31/2020 are \$0 with estimated bills of \$483,835 for payroll accrual and PSERS liability. For the nine months ending 3/31/2020 the school had a surplus of \$287,344 compared to a planned surplus of \$116,468 resulting in a favorable variance of \$170,875.

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: ttaylor1@reptay.com

Attn: Tom Taylor

Ms. Roman called for a motion to approve the fiscal year financial report ending March 31, 2020 and for the list of bills to be paid. Motion was made by Ms. Weaver seconded by Dr. Rance-Roney. Motion was passed unanimously.

Old Business

- **LVDLCS 10th Anniversary Gala –** The Gala due to Convid-19 pandemic has been postponed to September 18, 2020. A new contract has been issued and will be signed at a later date due to pandemic.

- **2020 Letter of Financial Interest** –Board members missing documentation will be emailed requesting documents.
- **Arrest/Conviction Report and Certification Form** – Board members missing documentation will be emailed requesting documents.

New Business

- **Gateway Church Rent Request** – The church has requested the rent to be suspended due to current pandemic until things go back as usual.

Mr. Lopez called for a motion to approve a modification to the Gateway contract to suspend the rent further notice. Motion was seconded by Dr. Rance-Roney. Motion was approved unanimously.

- **VSP Vision Policy Renewal** – VSP is offering the same plan with the same rates effective July 1, 2020 for employees. The administration recommended renewing of the contract as they have been with the school for over 5 years and they provide good service to staff.

Mr. Lopez called for a motion to approve the renewal of VSP contract for the 2020-20201 year as presented. Motion was seconded by Ms. Siderias. Motion was accepted unanimously.

- **2020-2021 Preliminary Budget** – The Board has a copy for review. If they have any questions they can contact the administration. The preliminary budget is also posted on the website. It will also be addressed at next board meeting.
- **Traverse Wall** – The school received 3 quotes from 3 different vendors for a 8' x 40' traverse horizontal wall. This would be to be installed at “The Park” playground space. Prices range from \$7,191 with no installation to 11, 737 with installation. The administration would like to recommend using Gopher Company at \$9,869 including installation because they are an approved vendor the school uses for gym equipment every year.

Mr. Lopez called for a motion to approve the purchase of a Traverse Wall from Gopher as presented. Motion was seconded by Ms. Weaver. Motion was accepted unanimously.

- **Continuity Plan** –The goal of the LVDLCS Continuity of Education Plan is to provide Planned Instruction for the remainder of the 2019-2020 school year in order to not only maximize content retention but also provide new, standards-based learning opportunities. Teachers will utilize Google Classroom to share all instruction and assignments. Class DoJo will be utilized by teachers and administration as a reminder of the posted Google Classroom assignments. We continue to use this communication tool because it was identified by the LVDLCS families (97%) as being the tool they use most for communication. In addition, phone calls are sent home to remind parents to check DoJo. Facebook is also utilized for parent communication in regards to using DoJo for assignments. Classroom. Zoom and/or Google Hangouts are used for weekly (at minimum) class meetings for social interaction between teachers and peers.

Mr. Lopez called for a motion to approve LVDLCS Continuity of Education Plan as presented. Motion was seconded by Ms. Siderias. Motion was accepted unanimously.

- **Summer School Proposal** - In order to offer additional academic opportunities to the student population in need at the Lehigh Valley Dual Language Charter School specific to the lost instructional time due to COVID-19 during the 2019-2020 school year the establishment of an Instructionally Focused Academic Summer Program is being proposed. The focus of instruction will be Language Arts and Math. The Summer Program will include programming for Kindergarten - 5th Grade, 6th - 8th Grade, and incoming Kindergarten students.
Cost of Personnel - \$60,630.00 * 25% (Payroll Taxes) = \$15,157.50
Total Cost of Personnel - \$75,787.50
Total Cost of Materials - \$3,600.00
Total Cost of Incentive/Field Trip Program - \$600.00
Total Cost of Transportation: \$11,000.00
TOTAL COST: \$90,987.50

Mr. Lopez called for a motion to approve LVDLCS Summer School Proposal as presented contingent on building opening for teaching. Motion was seconded by Ms. Siderias. Motion was accepted unanimously.

- **Altronics New Vendor** – The school is looking to contract a security system to the school and Altronics was the previous provider for the building and their equipment is still already installed.
- **New Security System** – Altronics has submitted a reasonable quote due to the fact that some of their equipment is already in existence in the building.

Mr. Lopez called for a motion to approve Altronics as a new vendor and to accept their quote to install a security system as presented. Motion was seconded by Dr. Rance-Roney. Motion was accepted unanimously.

Personnel

- None

Public Comment and Correspondence

- The Board continues to express appreciation for all your efforts during the closure in continuing to deliver quality learning activities, reaching out to parents, and completing the administrative tasks from home during this “new reality” for all.
- They Board is amazed and impressed with how far above and beyond staff is going to try to make sure all of our families can access the educational opportunities being provided to them.

Other

-

Next Board Meeting will be Tuesday May 19, 2020 at 6:00 p.m.

Adjournment – A motion to adjourn was made by Mr. Lopez seconded by Ms. Weaver. There were no questions or comments. Motion was approved unanimously. Meeting was adjourned at 6:45p.m.

Respectfully signed and submitted for approval by:

Ms. Raiza Roman
President

Mr. Joshua Santana
Board Secretary

Lehigh Valley Dual Language Charter School
Board Meeting
CEO/COO and Principal's Report
May 19, 2020

1. School Activities

- Fire Drill – Not Applicable due to school closure
- Distribution of Google Chromebooks - As of 5/14/2020 a total of **130 Chromebooks** have been requested. To date 7 still need to be picked up. New requests are being accepted and filled as situations arise.
- Paper Packet Distribution is also occurring as requested
- Planned Instruction began May 4, 2020

Upcoming Events

- All upcoming potential events are impacted upon the Stay - At - Home order and the current tier classification of both Lehigh and Northampton Counties

2. Facilities

- Technology –
 - See above report under School Activities
- Building – facility walk-throughs occurring throughout closure
- **Business Office**
 - Enrollment – 2019-2020 Enrollment number “set” at March 13, 2020 enrollment number (Fully enrolled as of 3/3/20)
 - 2020-2021 Re-enrollment forms are being collected
 - Transportation – 2020-2021 ACT 372 forms are being collected
 - Waiting List – TBD based upon submitted Enrollment Packets for 2020-2021
 - PIMS – All reports have been submitted on time.
- **Community Support**
 -
- **Student Services**
 - Communication with families and Ms. Sarmiento during closure to ensure support for social emotional needs
 - Ms. Otero is continuing to communicate directly with 8th grade families to assist with enrollment / transition to High School - information was distributed as requested
 - Ms. Sarmiento and Ms. Otero worked to reach out to families by contacting emergency contact numbers that had not previously responded to teacher requests
- **Programs**
 -
- **Leadership Team Meetings – phone conferences held weekly (or more)**

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

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

BALANCE SHEET

* Cash as of 04/30/2020 was \$1,843,218 including a total of \$657,698 in CD's to the lines of credit.	
* DLP Investment	267,396
* Total Accounts receivables is as follows:	
Amount Due from School Districts	\$ 473,116
Amount Due from State	29,647
Amount Due from Federal	23,481
Lunch Program Receivable	18,178
<u>Total Accounts receivables at the end of month</u>	<u>\$ 544,421</u>
* Total liabilities for the current period ending are as follows:	
Accounts Payable	\$ 27,291
Payroll Accruals including PSERS liabilities	573,969
Deferred Revenue	-
<u>Total liabilities at the end of month</u>	<u>\$ 601,261</u>
* Fund balance summary:	
Prior Year Fund Balance	\$ 1,896,668
Investment in Fixed Assets	498,893
Current Change in Revenue over/(under) expenditures	260,573
<u>Total Fund balances at the end of current month</u>	<u>\$ 2,656,133</u>

BUDGET VS ACTUAL

- * For the ten months ended 04/30/2020 the charter school had a surplus of \$260,573 compared to a planned surplus of \$96,484 resulting in a favorable variance of \$164,089. The primary reasons for the variance are revenues tracking higher than plan. School district revenue (\$97,989), state revenues (\$24,258), and food service revenue (\$35,950) 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: ttaylor@reptay.com
Attn: Tom Taylor

**Lehigh Valley Dual Language Charter School
Balance Sheet
As of April 30, 2020**

ASSETS

Current Assets

Fulton - Operating	\$ 959,907	
Fulton - Student	75,776	
Fulton - Food	114,245	
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	
		1,843,218

Investment - Good As New Ventures 267,396

Accounts Receivable

School District Receivables	473,116	
State Receivables	29,647	
Federal Receivables	23,481	
Lunch Receivable	18,178	
		544,421

Other Current Assets

Prepaid Expenses	103,466	
		103,466

Total Current Assets 2,758,501

Furniture & Equipment	436,165	
Building Improvements	441,516	
Less Accumulated Depreciation	(380,807)	
		498,893

Total Assets \$ 3,257,394

LIABILITIES AND CAPITAL

Current Liabilities

Accounts Payable	27,291	
Payroll Accruals / Acord Payroll Taxes / PSERS	573,969	
Deferred Revenue	-	
GASB 68 Adjustment	-	
		601,261

Total Liabilities 601,261

Equity		
Changed in Revenue over / (under) Expenses	260,573	
Fund Balance	1,976,193	
Food Service Net Position	(79,525)	
Investment in Fixed Assets	498,893	
		2,656,133

Total Liabilities & Capital \$ 3,257,394

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

	For the One Month Ended April 30, 2020			For the Ten Months Ended April 30, 2020		
	Actual April	Budget April	Variance Over / (Under)	Actual YTD	Budget YTD	Variance Over / (Under)
# of Students						
Regular Ed	429	420	9	4,232	4,200	32
Special Ed	28	30	(2)	288	300	(12)
Revenues:						
Local:						
School District Revenue - Regular Ed	\$ 396,923	\$ 386,624	\$ 10,299	\$ 3,980,768	\$ 3,866,243	\$ 114,526
School District Revenue - Special Ed	79,402	63,478	15,924	618,244	634,780	(16,536)
State:						
Rental/Bldg. Reimb Subsidy	2,965	2,965	-	53,908	29,648	24,267
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	15,193	23,187	(7,994.13)	167,917	185,496	(17,579)
Title II - Improving Tchr Quality	1,573	2,625	(1,052)	17,837	21,000	(3,163)
Title III	1,000	1,584	(584)	11,638	12,672	(1,034)
Title IV	1,157	1,329	(172)	11,442	10,632	810
IDEA - Part B	2,850	2,850	-	22,800	22,800	-
Other:						
Int on Invest & Int Cking Acct	1,919	1,500	419	21,177	15,000	6,177
Fundraisr/other	-	-	-	1,000	-	1,000
Student Activity Revenue	-	1,800	(1,800)	10,398	14,400	(4,002)
Lease Income	-	1,688	(1,688)	15,327	16,880	(1,553)
Food Revenue	-	26,000	(26,000)	243,950	208,000	35,950
Miscellaneous Revenue	-	-	-	13,054	-	13,054
Total Revenue	\$ 502,982	\$ 515,630	\$ (12,648)	\$ 5,280,245	\$ 5,124,912	\$ 155,332
Expenditures						
Personnel Cost:						
Salaries and Wages	\$ 249,921	\$ 273,874	\$ (23,953)	\$ 2,406,896	\$ 2,388,477	\$ 18,419
Medical/Dental Insurance	57,402	54,110	3,292	533,926	552,400	(18,474)
PSERS/Retirement	51,901	61,084	(9,183)	488,085	532,386	(44,321)
Employer Taxes	22,600	23,764	(1,164)	246,956	203,708	43,248
Total Personnel Cost	381,824	412,833	(31,009)	3,675,844	3,676,971	(1,127)
Contracted Services:						
Audit	-	-	-	7,000	12,000	(5,000)
Legal Services	318	273	45	3,166	2,455	701
Business Services	5,974	5,800	174	59,740	58,000	1,740
Board Member Services	-	909	(909)	-	8,182	(8,182)
Other Contracted Svcs.						
Tuition Reimbursement	2,800	1,273	1,527	20,063	11,455	8,608
Professional Consultant	-	300	(300)	613	2,400	(1,788)
Professional Development	-	1,841	(1,841)	22,687	16,568	6,099
Professional Development Travel	-	1,909	(1,909)	-	17,182	(17,182)
Summer School	-	-	-	-	20,000	(20,000)
Saturday School	-	1,636	(1,636)	-	14,727	(14,727)
RTII Program	-	4,545	(4,545)	-	40,909	(40,909)
Special Ed. Consultant & Instruction	-	-	-	-	-	-
Payroll Services	1,098	1,333	(235)	14,441	13,333	1,107
Food Services	64,262	22,700	41,562	205,632	184,600	21,032
Student Accounting	-	-	-	-	-	-
Total Contracted Svcs	74,452	42,520	31,932	333,311	401,811	(68,499)
Insurance:						
General Property and Liability	1,329	2,545	(1,216)	22,839	27,909	(5,070)
Workers Compensation	-	-	-	10,481	11,000	(519)
Total Insurance	1,329	2,545	(1,216)	33,320	38,909	(5,589)
Consumable Supplies:						
General Supplies - Admin	844	3,667	(2,823)	32,644	36,667	(4,022)
General Supplies - Instructional	-	750	(750)	18,758	12,500	6,258
General Supplies - Special Ed	-	-	-	-	-	-
Total Consumable Supplies	844	4,417	(3,573)	51,402	49,167	2,235

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

	For the One Month Ended April 30, 2020			For the Ten Months Ended April 30, 2020		
	Actual April	Budget April	Variance Over / (Under)	Actual YTD	Budget YTD	Variance Over / (Under)
Other Costs:						
Public Relations / Marketing	1,000	218	782	2,599	2,584	36
Printing & Binding	-	-	-	-	-	-
Travel / Meals	-	545	(545)	4,591	4,909	(318)
Transportation School Bus	-	-	-	-	-	-
Postage and Delivery	902	258	643	4,500	2,583	1,917
Dues and Fees	-	433	(433)	3,922	4,333	(411)
Total Travel/Transportation	1,902	1,455	446	15,612	14,389	1,223
Student Activities:						
Security Services	-	-	-	-	-	-
Trips / Travel	(211)	2,222	(2,433)	16,648	25,556	(8,908)
Supplies	-	-	-	6,824	-	6,824
Total Student Activities	(211)	2,222	(2,433)	23,472	25,556	(2,084)
Books & Instructional Aids:						
Books and Periodicals	2,707	-	2,707	54,610	32,000	22,610
Educational Software	-	-	-	17,662	20,000	(2,338)
Total Books & Instruct. Aids	2,707	-	2,707	72,271	52,000	20,271
Equipment/Computers:						
Furniture/Equipment Purchases						
Classroom	-	-	-	85,259	57,000	28,259
Office	-	-	-	-	-	-
Operations/Maintenance	-	-	-	35,048	-	35,048
Computer Purchase						
Teachers / Admin	-	-	-	-	-	-
Classroom	-	-	-	-	-	-
Networking Server & Software	-	-	-	-	-	-
Technology	-	-	-	-	-	-
Total Equipment	-	-	-	120,308	57,000	63,308
Site Cost:						
Building Lease	48,976	48,656	320	480,780	486,559	4,221
Repairs and Maintenance	307	4,217	(3,909)	56,535	58,567	(2,032)
Utilities	11,136	6,667	4,469	61,424	66,667	(5,243)
Communications - Telephone / Internet	-	4,333	(4,333)	40,192	43,333	(3,141)
Cleaning & Maintenance Supplies	-	3,503	(3,503)	25,930	35,833	(9,906)
Equipment Rental	1,959	2,167	(208)	19,264	21,867	(2,403)
Total Site Cost	62,378	69,623	(7,245)	694,132	712,626	(18,493)
Interest / Bank Fees	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-
Total Debt Service	-	-	-	-	-	-
Total Expenditures	525,224	535,816	(10,391)	5,019,673	5,028,428	(8,756)
Net Income / (Loss)	\$ (22,242)	\$ (19,985)	\$ (2,257)	\$ 260,573	\$ 96,484	\$ 164,088

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	243.00	243.00	243.00	242.00	243.30	245.00	243.00	241.00	240.00	244.00	-	-	2,427.00
Bethlehem Area SD	149.00	149.00	149.00	155.00	155.00	158.00	158.00	160.00	156.00	156.00	-	-	1,545.00
Catasauqua Area SD	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	-	-	10.00
East Penn SD	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	2.00	2.00	-	-	12.00
Eastern Area SD	9.00	9.00	9.00	11.00	11.00	11.00	11.00	11.00	11.00	11.00	-	-	104.00
Northampton Area SD	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	-	-	10.00
Parkland SD	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	-	-	20.00
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	-	-	20.00
Whitehall-Coplay SD	5.00	5.00	5.00	5.00	5.00	5.00	6.00	6.00	6.00	6.00	-	-	54.00
Wilson Area SD	2.00	2.00	2.00	2.00	4.00	3.00	3.00	4.00	4.00	4.00	-	-	30.00
Total Regular Ed Students	415.00	415.00	415.00	422.00	425.30	429.00	428.00	429.00	425.00	429.00	429.00	429.00	4,232.00
SPECIAL ED													
Allentown City SD	16.00	16.00	16.00	16.00	15.00	15.00	15.00	14.00	14.00	14.00	-	-	151.00
Bethlehem Area SD	12.00	12.00	12.00	13.00	13.00	13.00	13.00	13.00	13.00	13.00	-	-	127.00
East Penn SD	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	-	-	10.00
Total Special Ed Students	29.00	29.00	29.00	30.00	29.00	29.00	29.00	28.00	28.00	28.00	28.00	28.00	288.00
Total Students	444.00	444.00	444.00	452.00	454.30	458.00	457.00	457.00	453.00	457.00	457.00	457.00	4,520.00

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

	Actual		Budgeted		Budgeted Bill	Unit Variance	Dollar Variance
	Students	Rate	Students	Rate			
REGULAR ED							
Allentown City SD	2,427	10,407.66	2,410	10,312.53	2,071,099.78	17	33,849.46
Bethlehem Area SD	1,545	12,516.18	1,520	12,099.34	1,532,583.07	25	78,875.11
Catasauqua Area SD	10	11,909.52	10	12,550.70	10,458.92	-	(534.32)
East Penn SD	12	11,930.07	10	11,411.58	9,509.65	2	2,420.42
Easton Area SD	104	12,496.39	60	11,869.77	59,348.85	44	48,953.20
Northampton Area SD	10	12,412.51	40	12,099.75	40,332.50	(30)	(29,988.74)
Parkland SD	20	12,693.09	10	12,500.56	10,417.13	10	10,738.02
Salisbury Township SD	-	16,377.53	20	16,377.53	27,295.88	(20)	(27,295.88)
Saucon Valley SD	20	15,083.24	10	14,672.19	12,226.83	10	12,911.90
Whitehall-Coplay SD	54	10,395.26	90	9,916.35	74,372.63	(36)	(27,593.96)
Wilson Area SD	30	12,315.02	20	11,158.06	18,596.77	10	12,190.78
Total Regular Ed Students	4,232		4,200		3,865,242.01	32	114,525.99
SPECIAL ED							
Allentown City SD	151	25,721.16	150	\$ 25,069.18	313,364.75	1	10,293.18
Bethlehem Area SD	127	25,765.96	140	25,760.30	300,536.83	(13)	(27,847.09)
East Penn SD	10	26,275.42	10	25,053.81	20,878.18	-	1,018.00
Total Special Ed Students	288		300		634,779.76	(12)	(16,535.91)
Total Students	4,520		4,500		\$ 4,501,021.77	20	\$ 97,990.08

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

	Cash Forecast
Net Cash @ 04/30/2020 (Not including investment or CD's to cover lines of credit)	\$ 1,185,521
School District Deposit @ 05/04/2020	12,489
Internet fax service @ 05/04/2020	(14)
Lunch Payment @ 05/06/2020	18,178
Accounts Payable @ 05/08/2020	(39,429)
403b Contribution @ 05/08/2020	(8,057)
PSERS @ 05/08/2020	(9,299)
Payroll @ 05/08/2020	(103,958)
Net Cash @ 05/08/2020	\$ 1,055,431
Estimated School District Deposit @ 05/18/2020	400,000
Title Funds @ 05/21/2020	18,923
Estimated Payroll @ 05/22/2020	(103,958)
Estimated 403b @ Contribution 05/22/2020	(8,057)
Estimated Accounts Payable 05/22/2020	(150,000)
Projected Cash @ 05/31/2020	\$ 1,212,338
<u>JUNE 2020</u>	
Estimated School District Payments	450,000
Estimated Payroll @ 06/05/2020	(103,958)
Estimated 403b @ Contribution 06/05/2020	(8,057)
Estimated Accounts Payable @ 06/05/2020	(150,000)
Estimated CARES Fund Receipt @ 06/12/2020	187,663
Estimated PSERS EE @ 06/10/2020	(9,299)
Estimated Payroll @ 06/19/2020	(103,958)
Estimated 403b @ Contribution 06/19/2020	(8,057)
Estimated PSERS ER @ 06/19/2020	(103,958)
Title Funds @ 06/25/2020	18,923
Estimated Accounts Payable @ 06/26/2020	(150,000)
Projected cash @ 06/30/2020	\$ 1,231,636

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

	Current	1 - 30	31 - 60	61 - 90	> 90	A/P @ 04/30/20	Estimated Payables	Total Payables	Paid 05/08/2020	Paid	Remaining Balance
Guardian Dental	-	-	-	-	-	-	3,920.44	3,920.44	3,920.44	-	-
Lintons Food Service Management	-	21,707.00	-	-	-	21,707.00	-	21,707.00	21,707.00	-	-
Middle States Association	-	-	-	-	-	-	875.00	875.00	875.00	-	-
Provident Life and Accident Insurance	-	-	-	-	-	-	636.03	636.03	636.03	-	-
ReadyRefresh	4.23	-	-	-	-	4.23	-	4.23	4.23	-	-
Repice & Taylor, Inc.	-	-	-	-	-	-	5,974.00	5,974.00	5,974.00	-	-
Sara Flyte	1,250.00	1,250.00	-	-	-	2,500.00	-	2,500.00	2,500.00	-	-
Scholastic Book Fairs 14	-	2,255.29	-	-	-	2,255.29	-	2,255.29	2,255.29	-	-
Storz & Falzinger Office Supply	99.15	-	-	-	-	99.15	-	99.15	99.15	-	-
Verizon Wireless	725.58	-	-	-	-	725.58	-	725.58	725.58	-	-
Vision Service Plan	-	-	-	-	-	-	732.40	732.40	732.40	-	-
TOTAL	\$ 2,078.96	\$ 25,212.29	\$ -	\$ -	\$ -	\$ 27,291.25	\$ 12,137.87	\$ 39,429.12	\$ 39,429.12	\$ -	\$ -

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

Type	Date	Num	Memo	Account	Split	Debit	Credit
601 Broad Development Group, LLC							
Bill	04/01/2020	April 2020		10-0420-0420 Accounts Payable	10-2620-441-000 Rental Broad St		48,975.99
Bill	04/03/2020	042020-10		10-0420-0420 Accounts Payable	10-2620-622-000 Electric		127.85
Bill	04/03/2020	042020-9		10-0420-0420 Accounts Payable	10-2620-622-000 Electric		1,066.11
Bill	04/03/2020	042020-8		10-0420-0420 Accounts Payable	10-2620-622-000 Electric		2,790.12
Bill Pmt -Check	04/24/2020	5559	VOID:	Lafayette - Operating 6078	10-0420-0420 Accounts Payable	0.00	
Bill Pmt -Check	04/24/2020	5560		Lafayette - Operating 6078	10-0420-0420 Accounts Payable		3,984.08
Bill Pmt -Check	04/24/2020	5561		Lafayette - Operating 6078	10-0420-0420 Accounts Payable		48,975.99
Altronics Security Systems							
Bill	04/16/2020	041620		10-0420-0420 Accounts Payable	10-2620-430-006 Building		307.25
Bill Pmt -Check	04/24/2020	5562		Lafayette - Operating 6078	10-0420-0420 Accounts Payable		307.25
Cardmember Service							
Bill	04/06/2020	040620	Acct # 5088 7047	10-0420-0420 Accounts Payable	10-2390-610-000 Office of Princ		577.00
Bill Pmt -Check	04/24/2020	5563	Acct # 5088 7047	Lafayette - Operating 6078	10-0420-0420 Accounts Payable		577.00
Colonial Intermediate Unit							
Bill	04/15/2020	122102		10-0420-0420 Accounts Payable	-SPLIT-		2,800.86
Bill Pmt -Check	04/24/2020	5564		Lafayette - Operating 6078	10-0420-0420 Accounts Payable		2,800.86
Fraser Advanced Information Systems 129							
Bill	04/01/2020	5009518614	603-0198129	10-0420-0420 Accounts Payable	10-2620-442-000 Rentals Copier		1,959.02
Bill Pmt -Check	04/24/2020	5565	603-0198129	Lafayette - Operating 6078	10-0420-0420 Accounts Payable		1,959.02
Geisinger Quality Options, Inc.							
Bill	04/01/2020	April 2020	Group # 10118227	10-0420-0420 Accounts Payable	-SPLIT-		54,817.30
Bill Pmt -Check	04/24/2020	5566	Group # 10118227	Lafayette - Operating 6078	10-0420-0420 Accounts Payable		52,081.16
Guardian Dental							
Bill	04/01/2020	April 2020	Group ID 00 558787	10-0420-0420 Accounts Payable	-SPLIT-		4,083.73
InternetFax Service							
Check	04/08/2020	eft		Lafayette - Operating 6078	10-2390-530-000 (Communications		13.90
Lauren Bookman							
Bill	04/09/2020	040920	Reimbursement	10-0420-0420 Accounts Payable	10-1110-240-000 Tuition Reimbur		300.00
Bill Pmt -Check	04/10/2020	5550	Reimbursement	Lafayette - Operating 6078	10-0420-0420 Accounts Payable		300.00
Lintons Food Service Management							
Bill	04/01/2020	64808-2-2020		10-0420-0420 Accounts Payable	51-3100-631-000 Food Service Co		26,214.00
Bill	04/01/2020	64808-12-19		10-0420-0420 Accounts Payable	51-3100-631-000 Food Service Co		21,707.00
Bill	04/03/2020	64808-3-2020		10-0420-0420 Accounts Payable	51-3100-631-000 Food Service Co		16,341.30
Bill Pmt -Check	04/10/2020	5558		Lafayette - Operating 6078	10-0420-0420 Accounts Payable		42,555.30
MacMain, Connell & Leinhauser, LLC							
Bill	04/03/2020	11392		10-0420-0420 Accounts Payable	10-2350-300-000 Legal		317.50
Bill Pmt -Check	04/10/2020	5551		Lafayette - Operating 6078	10-0420-0420 Accounts Payable		317.50
MG Trust							
Check	04/07/2020	eft	Alternative Plan Deposit	Lafayette - Operating 6078	-SPLIT-		8,156.53
Check	04/22/2020	eft	Alternative Plan Deposit	Lafayette - Operating 6078	-SPLIT-		8,057.13
Minsi Trails Councils, BSA							
Bill	04/09/2020	040920		10-0420-0420 Accounts Payable	10-2390-540-000(Advertising)		1,000.00
Bill Pmt -Check	04/10/2020	5552		Lafayette - Operating 6078	10-0420-0420 Accounts Payable		1,000.00
Provident Life and Accident Ins Co							
Bill	04/01/2020	March 2020		10-0420-0420 Accounts Payable	10-0460-0460 Payroll Accruals &		424.02
Bill	04/01/2020	03/05/20-04/01/20		10-0420-0420 Accounts Payable	10-0460-0460 Payroll Accruals &		424.02
Bill Pmt -Check	04/10/2020	5553		Lafayette - Operating 6078	10-0420-0420 Accounts Payable		424.02
Bill Pmt -Check	04/24/2020	5567		Lafayette - Operating 6078	10-0420-0420 Accounts Payable		424.02

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

	Type	Date	Numb	Memo	Account	Split	Debit	Credit
PSERS	Check	04/10/2020	eft		Lafayette - Operating 6078	10-0460-0461 PSERS		9,707.00
	Check	04/17/2020	eft		Lafayette - Operating 6078	10-0460-0461 PSERS		145.40
ReadyRefresh	Bill	04/01/2020	00C0447919689	0447919689	10-0420-0420 Accounts Payable	10-2390-610-000 Office of Princ		63.26
	Bill Pmt -Check	04/10/2020	5554	0447919689	Lafayette - Operating 6078	10-0420-0420 Accounts Payable		63.26
	Bill	04/23/2020	00D0447919689	0447919689	10-0420-0420 Accounts Payable	10-2390-610-000 Office of Princ		4.23
Repice & Taylor, Inc	Bill	04/01/2020	4900		10-0420-0420 Accounts Payable	10-2515-300-000 Financial/Accou		5,874.00
Sara Flyte	Bill	04/13/2020	021120	Tuition Reimbursement	10-0420-0420 Accounts Payable	10-1110-240-000 Tuition Reimbur		1,250.00
	Bill	04/23/2020	042320	Tuition Reimbursement	10-0420-0420 Accounts Payable	10-1110-240-000 Tuition Reimbur		1,250.00
Scholastic Book Fairs 14	Bill	04/01/2020	W44189578F		10-0420-0420 Accounts Payable	10-1110-640-000 Books & Periodi		2,255.29
School Speciality	Bill	04/01/2020	308103513748		10-0420-0420 Accounts Payable	10-1110-640-000 Books & Periodi		451.52
	Bill Pmt -Check	04/10/2020	5555	1258208	Lafayette - Operating 6078	10-0420-0420 Accounts Payable		451.52
Selective Insurance Company of America	Bill	04/10/2020	041020	Acct # 915-883-402	10-0420-0420 Accounts Payable	10-2620-523-000 General Propert		1,329.00
	Bill Pmt -Check	04/24/2020	5568	Acct # 915-883-402	Lafayette - Operating 6078	10-0420-0420 Accounts Payable		1,329.00
Stotz & Fatzinger Office Supply	Bill	04/23/2020	248914.1		10-0420-0420 Accounts Payable	10-2390-610-000 Office of Princ		99.15
Streamline HR	Check	04/14/2020	eft		Lafayette - Operating 6078	10-2514-302-000 Payroll Fees		1,098.00
UGI Utilities, Inc.	Check	04/17/2020	eft		Lafayette - Operating 6078	10-2620-621-000 Gas		999.96
UGI Utilities, Inc.8355	Bill	04/01/2020	032620	511310752027	10-0420-0420 Accounts Payable	10-2620-621-000 Gas		2,792.46
	Bill Pmt -Check	04/10/2020	5556	511310752027	Lafayette - Operating 6078	10-0420-0420 Accounts Payable		2,792.46
UNUM Life Insurance Company of America	Bill	04/01/2020	April 2020	0656929-001 0	10-0420-0420 Accounts Payable	-SPLIT-		2,180.62
	Bill Pmt -Check	04/24/2020	5569	0656929-001 0	Lafayette - Operating 6078	10-0420-0420 Accounts Payable		2,180.62
UNUM Life Insurance Company of America EE	Bill	04/01/2020	April 2020	0656930-001 6	10-0420-0420 Accounts Payable	-SPLIT-		227.76
	Bill Pmt -Check	04/24/2020	5570	0656930-001 6	Lafayette - Operating 6078	10-0420-0420 Accounts Payable		227.76
Verizon Wireless	Bill	04/01/2020	9851294852		10-0420-0420 Accounts Payable	10-2620-530-000 Communications		726.97
	Bill Pmt -Check	04/10/2020	5557		Lafayette - Operating 6078	10-0420-0420 Accounts Payable		726.97
	Bill	04/25/2020	9853360724		10-0420-0420 Accounts Payable	10-2620-530-000 Communications		725.58
Vision Service Plan	Bill	04/01/2020	April 2020		10-0420-0420 Accounts Payable	10-1110-210-000 Group Insurance		773.66
	Bill	03/06/2020	1		10-0420-0420 Accounts Payable	10-3210-300-000 Purch Prof & Te		387.50
	Bill Pmt -Check	03/13/2020	5511		Lafayette - Operating 6078	10-0420-0420 Accounts Payable		387.50
	Bill	03/20/2020	2		10-0420-0420 Accounts Payable	10-3210-300-000 Purch Prof & Te		200.00
	Bill Pmt -Check	03/31/2020	1305		Lafayette - Operating 6078	10-0420-0420 Accounts Payable		200.00

**EXHIBIT A
SOFTWARE SERVICES SCHEDULE**

1.0 Reference to Agreement. This Software Services Schedule is subject to and incorporates all of the provisions stated in the Agreement between, CLIU21 and Customer as of the Effective Date.

2.0 Product Versions. The PowerSchool Products licensed under this Agreement include: PowerSchool Student Information System ("PowerSchool Premier")

3.0 PowerSchool Products, Usage Fees. Upon the Effective Date of this Agreement, CLIU21 shall provide Customer with right to use the number of student licenses to the PowerSchool Products, according to the fees described in the table below.

PowerSchool 2020-2021 Fees	Unit	Quantity*	Usage Fee**	Total
SIS Hosting and Support	Students	458	\$14.42	\$6,604.36
Ecollect Forms	Students	458	\$2.25	\$1,030.50
AccelaSchool Enrollment Express	Students	458	\$3.50	\$1,603.00
Enrollment and Ecollect Implementation	Each/One-Time	1	\$6,000.00	\$6,000.00
2020-2021 Fee				\$ 15,237.86

PowerSchool Recurring Annual Fees	Unit	Quantity*	Usage Fee**	Total
SIS Hosting and Support	Students	458	\$14.42	\$6,604.36
Ecollect Forms	Students	458	\$2.25	\$1,030.50
AccelaSchool Enrollment Express	Students	458	\$3.50	\$1,603.00
2021-2025 Ongoing Fees				\$ 9,237.86

* Quantity is based on initial licenses purchased plus any student enrollment increase pursuant to section 6.0 Audit Requirements.

**Usage fees are subject to increases based on current prices. CLIU21 guarantees that the usage fees will not increase more than 5% than the previous year.

4.0 PowerSchool Services, Related Materials Fees.

CLIU21 shall provide Customer with PowerSchool Services and Related Materials (defined as users' manuals, reference guides, programmers' guides and/or system guides, as applicable), according to the fees described in the table below. Reasonable, pre-approved travel and other incidental expenses are additional costs.

4.1 Training Services: It shall be Customer's responsibility to schedule any and all training services purchased, within one (1) year of the date of the fully executed contract.

4.2 Additional Training Services: Additional Implementation Services: Any additional training services or implementation services requested by Customer during the Initial Term or following the Initial Term shall be provided for an additional charge at PowerSchool Group, LLC's then-current fees.



Lehigh Valley Dual Language Charter School School Board Meeting Calendar 2020-2021

Lehigh Valley Dual Language Charter School

Executive Board President:

Ms. Raiza Roman

Vice-President:

Ms. Wanda Weaver

Treasurer:

Mr. Carlos Lopez

Secretary:

Mr. Joshua Santana

Board Member:

Dr. Judith Rance-Roney

Ms. Deborah Siderias

CEO/COO:

Ms. Elsie Perez

Principal:

Ms. Lisa Pluchinsky

Dean of Students:

Ms. Mara Otero

Executive Confidential Asst:

Ms. Elba Gonzalez

PIMS/Accounts Administrator:

Ms. Denie Montes

Enrollment/Transportation

Officer:

Ms. Anabel Perez

Office Coordinator:

Ms. Anna Santiago

Enrollment & Transportation

Support:

Ms. Priscilla Rivera

Enrollment & Transportation

Support:

Ms. Grace Neyra

Academic & Enrichment

Coordinator:

Ms. Leslie Figueroa

School Social Worker:

Ms. Sonia Sarmiento

July 21, 2020

August 25, 2020

September 22, 2020

October 20, 2020

November 16, 2020

December 15, 2020

January 26, 2021

February 23, 2021

March 23, 2021

April 27, 2021

May 18, 2021

June 22, 2021

675 East Broad Street, Bethlehem, PA 18018 Phone: 610-419-3120 Fax: 610-419-3968 Website: www.lvdlcs.org

*LVDLCS is a Title I School
This institution is an equal opportunity provider*

