

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

1. Approval of LVDLCS March 31, 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
  - LVDLCS Gala – DeSales University Contract - Approval
  - 2020 Letter of Financial Interest- Collection
  - Arrest/Conviction Report and Certification Form – Collection
5. New Business
  - Gate Way Church Rent Request - Approval
  - VSP Vision Policy Renewal – Approval
  - 2020-2021 Preliminary Budget - Review
  - Traverse Wall Quotes
  - Continuity Plan - Approval
  - Summer School Proposal – Approval
  - Altronics New Vendor – Approval
  - New Security System - Approval
6. Personnel
  -
7. Public Comment and Correspondence
  -
8. Other
  -
9. Next Board Meeting-Tuesday, May 26, 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, March 31, 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,

**Excused:** Mr. Santana, Ms. Siderias

**Staff Present:** Ms. Perez, Ms. Gonzalez, Ms. Otero, Ms. Montes and Ms. Santiago

### Approval of Minutes

Ms. Roman requested a review of the board meeting minutes for the month of February 25, 2020.

Mr. Lopez called for a motion to approve the February 25, 2020 meeting minutes. Motion was seconded by Dr. Rance-Roney. Motion was approved unanimously.

### 1. School Activities

- Fire Drill – Not held before closure
- Wellness Expo / Read Across America – 3/5/20 from 6:00 – 7:30 PM
- Saturday School – February 29, March 7 – average attendance 65!
- COACH ELA Benchmarks – 3/10, 3/11, and 3/12
- Assembly – Middle School (Mr. Colon) – 3/13/20 from 9:30 – 11:30 AM

#### Upcoming Events

- To be determined based upon length of closure

### 2. Facilities

- Technology – Waiting for additional information from owner's insurance company to replace technology damaged by flooding
- Building – facility walk-throughs occurring throughout closure

### 3. Business Office

- Enrollment – Fully enrolled as of 03/24/20
- 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
- Voluntary Hours are 87% complete to date

### 4. Community Support

- Several community organizations attended the Wellness Expo

**5. Student Services**

- Communication with families and Ms. Sarmiento during closure to ensure support for social emotional needs

**6. Programs**

- Saturday School – Average Attendance: **65** – basketball program continuing throughout program
- After School Program began with new programming including music (keyboard)

**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 February 29, 2020. The balance sheet, cash as of 2/29/2020 was \$1,942,409 this includes a total of \$637,527 in CD's to the lines of credit. DLP Investment was \$264,219. The current month school year fund balance is \$2,678,955. Accounts payable as of 2/29/2020 are \$0 with estimated bills of \$526,818 for payroll accrual and PSERS liability. For the eight months ending 2/29/2020 the school had a surplus of \$283,395 compared to a planned surplus of \$136,453 resulting in a favorable variance of \$146,941.

**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](mailto:ttaylorl@reptay.com)  
Attn: Tom Taylor**

Ms. Roman called for a motion to approve the fiscal year financial report ending February 29, 2020 and for the list of bills to be paid. Motion was made by Ms. Weaver seconded by Mr. Lopez. Motion was passed unanimously.

**Old Business**

- **LVDLCS 10<sup>th</sup> Anniversary Gala** – The Gala due to Covid-19 pandemic has been postponed to September 18, 2020. A new contract has been issued.
- **2020 Letter of Financial Interest** – Forms pending collection from board members.
- **Arrest/Conviction Report and Certification Form** – Forms pending collection from board members

- **Tuition Reimbursement Policy – Second Reading** – In order to remain competitive with other schools, the administration is proposing an increase in staff tuition reimbursement from \$1,000 to \$1,250 per course up to six courses per year.

Mr. Lopez called for a motion to approve the Tuition Reimbursement Policy, as presented after a 30 day review. Motion was seconded by Dr. Rance-Roney. Motion was approved unanimously.

### **New Business**

- **Gorman & Associates 2019-2020 Audit Contract** – The contract was reviewed by the school attorney, it is the same as last year with an addition of \$500 increase in price of service.

Ms. Weaver called for a motion to approve the • Gorman & Associates 2019-2020 Audit Contract. Motion was seconded by Mr. Lopez. Motion was approved unanimously.

- **Boy Scouts of America** – The school would like to again support this organization with \$1,000. The award reception will be October 22, 2020 at the National Museum of Industrial History from 5:00 to 7:00 p.m. Any board member interested in attending, please let the administration know.

Mr. Lopez called for a motion to approve the contribution to Boy Scouts of America as presented. Motion was seconded by Dr. Rance-Roney. Motion was accepted unanimously.

- **Mural Update** – Due to current pandemic the meeting was postponed to the fall of the next school year.
- **2020-2021 School Calendar** – The school calendar was presented. It includes two additional weeks one for new teacher induction and the other for teacher-in-service at the beginning of the year.

Mr. Lopez called for a motion to approve the 2020-2021 School Calendars as presented. Motion was seconded by Ms. Weaver. Motion was accepted unanimously.

- **Discard List** – A few furniture pieces were listed as damaged and cannot be repaired.

Mr. Lopez called for a motion to approve the discard list of items as presented. Motion was seconded by Dr. Rance-Roney. Motion was accepted unanimously.

- **VSP Vision Policy Renewal** – VSP is offering the same plan with the same rates effective July 1, 2020 for employees. This will be presented at the April meeting.
- **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** – This will be addressed at next meeting with more information.

- **Coronavirus (COVID-19)** – Governor Wolf has closed schools until further notice, hopefully students can return to school in May. Enrichment and review material is being shared with students and families via Dojo. IEP meetings are being conducted with parents via Zoom. Staff is actively receiving pay to date.

**Personnel**

- Josue Del Valle – Cafeteria Staff Contractor

Mr. Lopez called for a motion to approve Josue Del Valle to cover the part-time position in the cafeteria as presented. Motion was seconded by Dr. Rance-Roney. Motion was accepted unanimously.

**Public Comment and Correspondence**

- Ms. Santiago and Ms. Montes thank the Board for the opportunity to work from home in a time where they also need to be with their families for safety.

**Other**

- The board expressed appreciation for all your efforts during the closure in continuing to deliver quality learning activities, reaching out to parents, and complete your administrative tasks from home.
- 

**Next Board Meeting** will be Tuesday April 28, 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 6:45p.m.

Respectfully signed and submitted for approval by:

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Ms. Raiza Roman  
President

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Mr. Joshua Santana  
Board Secretary

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

**1. School Activities**

- Fire Drill – Not Applicable due to school closure
- Distribution of Google Chromebooks - April 28, 29, 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
- Conversion to Planned Instruction - May 4th

**2. Facilities**

- Technology –
  - Received insurance check for technology/damages from flooded classrooms
  - As of 4/27- **81 Chromebooks** are scheduled to be distributed April 28, 29, & 30
  - As of 4/27 - an additional **16 Chromebooks** are scheduled to be distributed the week of May 4th.
  - Previously ordered Chromebook Carts (2) arrived on 4/29/20
- Building – facility walk-throughs occurring throughout closure
- **Business Office**
  - Enrollment – Fully enrolled as of 04/27/20
    - 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 communicating directly with 8th grade families to assist with enrollment / transition to High School
- **Programs**
  -
- **Leadership Team Meetings – phone conferences held weekly (or more)**

### 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 Family Skate Night	\$840.50
February	Dress Down Day American Heart Association	
March	Dress Down Day	
April	Dress Down Day	
May	Dress Down Day	

### LVDLCS 8<sup>th</sup> 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 March 31, 2020



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

**BALANCE SHEET**

* Cash as of 03/31/2020 was \$1,936,644 including a total of \$682,937 in CD's to the lines of credit.		
* DLP Investment		265,833
* Total Accounts receivables is as follows:		
Amount Due from School Districts	\$	244,445
Amount Due from State		26,682
Amount Due from Federal		20,631
Lunch Program Receivable		56,578
Total Accounts receivables at the end of month	\$	348,337
* Total liabilities for the current period ending are as follows:		
Accounts Payable	\$	-
Payroll Accruals including PSERS liabilities		483,835
Deferred Revenue		-
Total liabilities at the end of month	\$	483,835
* Fund balance summary:		
Prior Year Fund Balance	\$	1,896,668
Investment in Fixed Assets		498,893
Current Change in Revenue over/(under) expenditures		287,344
Total Fund balances at the end of current month	\$	2,682,905

**BUDGET VS ACTUAL**

- \* For the nine months ended 03/31/2020 the charter school had a surplus of \$287,344 compared to a planned surplus of \$116,468 resulting in a favorable variance of \$170,875. The primary reasons for the variance are revenues tracking higher than plan. School district revenue (\$71,767), state revenues (\$24,258), and food service revenue (\$66,749) 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 March 31, 2020**

**ASSETS**

**Current Assets**

Fulton - Operating	\$ 1,062,191	
Fulton - Student	75,558	
Fulton - Food	80,366	
Fulton - Savings / CD	25,239	
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	
		<b>1,936,644</b>

Investment - Good As New Ventures **265,833**

**Accounts Receivable**

School District Receivables	244,445	
State Receivables	26,682	
Federal Receivables	20,631	
Lunch Receivable	56,578	
		<b>348,337</b>

**Other Current Assets**

Prepaid Expenses	117,033	
		<b>117,033</b>

**Total Current Assets **2,667,846****

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

**Total Assets **\$ 3,166,739****

**LIABILITIES AND CAPITAL**

**Current Liabilities**

Accounts Payable	-	
Payroll Accruals / Accrd Payroll Taxes / PSERS	483,835	
Deferred Revenue	-	
GASB 68 Adjustment	-	
		<b>483,835</b>

**Total Liabilities **483,835****

Equity		
Changed in Revenue over / (under) Expenses	287,344	
Fund Balance	1,976,193	
Food Service Net Position	(79,525)	
Investment in Fixed Assets	498,893	
		<b>2,682,905</b>

**Total Liabilities & Capital **\$ 3,166,739****

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

	For the One Month Ended March 31, 2020			For the Nine Months Ended March 31, 2020		
	Actual March	Budget March	Variance Over / (Under)	Actual YTD	Budget YTD	Variance Over / (Under)
<b># of Students</b>						
Regular Ed	425	420	5	3,811	3,780	31
Special Ed	27	30	(3)	251	270	(19)
<b>Revenues:</b>						
<b>Local:</b>						
School District Revenue - Regular Ed	\$ 382,759	\$ 386,624	\$ (3,865)	\$ 3,583,845	\$ 3,479,618	\$ 104,226
School District Revenue - Special Ed	55,824	63,478	(7,654)	538,842	571,302	(32,460)
<b>State:</b>						
Rental/Bldg. Reimb Subsidy	2,955	2,965	-	50,942	28,683	24,258
Health Reimbursement	-	-	-	8,135	-	8,135
Ready to Learn	-	-	-	20,191	20,191	-
Safety Grant	-	-	-	62,461	67,171	(4,710)
<b>Federal:</b>						
Title I - Basic Programs	15,193	23,187	(7,994.13)	152,724	162,309	(9,585)
Title II - Improving Tchr Quality	1,573	2,825	(1,052)	18,263	18,375	(2,112)
Title III	1,000	1,584	(584)	10,638	11,088	(450)
Title IV	1,157	1,329	(172)	10,285	9,303	982
IDEA - Part B	2,850	2,850	-	19,950	19,950	-
<b>Other:</b>						
Int on Invest & Int Clking Acct	1,886	1,500	386	19,258	13,500	5,758
Fundraiser/other	1,000	-	1,000	1,000	-	1,000
Student Activity Revenue	2,223	1,800	423	10,998	12,600	(2,202)
Lease Income	1,722	1,688	34	15,327	15,192	135
Food Revenue	35,525	26,000	9,525	248,479	182,000	66,479
Miscellaneous Revenue	-	-	-	13,054	-	13,054
<b>Total Revenue</b>	<b>\$ 505,676</b>	<b>\$ 515,630</b>	<b>\$ (9,954)</b>	<b>\$ 4,781,793</b>	<b>\$ 4,809,282</b>	<b>\$ 172,510</b>
<b>Expenditures</b>						
<b>Personnel Cost:</b>						
Salaries and Wages	\$ 284,751	\$ 273,874	\$ (9,123)	\$ 2,156,976	\$ 2,114,803	\$ 42,373
Medical/Dental Insurance	53,377	54,110	(733)	476,524	496,957	(20,433)
PSEERS/Retirement	53,030	61,084	(8,054)	436,164	472,125	(35,961)
Employer Taxes	26,270	23,764	2,506	224,356	180,454	43,903
<b>Total Personnel Cost</b>	<b>397,428</b>	<b>412,833</b>	<b>(15,404)</b>	<b>3,294,020</b>	<b>3,264,338</b>	<b>29,881</b>
<b>Contracted Services:</b>						
Audit	-	-	-	7,000	12,000	(5,000)
Legal Services	-	273	(273)	2,838	2,182	657
Business Services	5,974	5,800	174	53,786	52,200	1,586
Board Member Services	-	909	(909)	-	7,273	(7,273)
<b>Other Contracted Svcs.</b>						
Tuition Reimbursement	2,963	1,273	1,690	17,263	10,182	7,081
Professional Consultant	613	300	313	613	2,100	(1,488)
Professional Development	2,280	1,841	439	22,667	14,727	7,940
Professional Development Travel	-	1,909	(1,909)	-	15,273	(15,273)
Summer School	-	-	-	-	20,000	(20,000)
Saturday School	-	1,836	(1,836)	-	13,091	(13,091)
RTII Program	-	4,545	(4,545)	-	36,364	(36,364)
Special Ed. Consultant & Instruction	-	-	-	-	-	-
Payroll Services	1,563	1,333	230	13,343	12,000	1,343
Food Services	3,523	22,700	(19,177)	141,370	181,900	(20,530)
Student Accounting	-	-	-	-	-	-
<b>Total Contracted Svcs</b>	<b>16,915</b>	<b>42,520</b>	<b>(25,604)</b>	<b>258,880</b>	<b>359,291</b>	<b>(100,431)</b>
<b>Insurance:</b>						
General Property and Liability	1,972	2,545	(573)	21,510	25,364	(3,854)
Workers Compensation	-	-	-	10,481	11,000	(519)
<b>Total Insurance</b>	<b>1,972</b>	<b>2,545</b>	<b>(573)</b>	<b>31,991</b>	<b>36,364</b>	<b>(4,373)</b>
<b>Consumable Supplies:</b>						
General Supplies - Admin	6,212	3,667	2,545	31,801	33,000	(1,199)
General Supplies - Instructional	3,256	750	2,506	18,758	11,750	7,008
General Supplies - Special Ed	-	-	-	-	-	-
<b>Total Consumable Supplies</b>	<b>9,467</b>	<b>4,417</b>	<b>5,050</b>	<b>50,559</b>	<b>44,750</b>	<b>5,809</b>

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

	For the One Month Ended March 31, 2020			For the Nine Months Ended March 31, 2020		
	Actual March	Budget March	Variance Over / (Under)	Actual YTD	Budget YTD	Variance Over / (Under)
<b>Other Costs:</b>						
Public Relations / Marketing	-	218	(218)	1,599	2,345	(746)
Printing & Binding	-	-	-	-	-	-
Travel / Meals	22	545	(524)	4,691	4,364	227
Transportation School Bus	-	-	-	-	-	-
Postage and Delivery	902	258	644	3,599	2,325	1,274
Dues and Fees	-	433	(433)	3,922	3,900	22
<b>Total Travel/Transportation</b>	<b>924</b>	<b>1,455</b>	<b>(531)</b>	<b>13,711</b>	<b>12,934</b>	<b>776</b>
	22			-		
<b>Student Activities:</b>						
Security Services	-	-	-	-	-	-
Trips / Travel	3,419	2,222	1,197	16,859	23,333	(6,474)
Supplies	510	-	510	6,824	-	6,824
<b>Total Student Activities</b>	<b>3,929</b>	<b>2,222</b>	<b>1,707</b>	<b>23,683</b>	<b>23,333</b>	<b>349</b>
	-			-		
<b>Books &amp; Instructional Aids:</b>						
Books and Periodicals	-	-	-	51,903	32,000	19,903
Educational Software	-	-	-	17,662	20,000	(2,338)
<b>Total Books &amp; Instruct. Aids</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>69,565</b>	<b>52,000</b>	<b>17,565</b>
	-			-		
<b>Equipment/Computers:</b>						
<b>Furniture/Equipment Purchases</b>						
Classroom	-	-	-	85,259	57,000	28,259
Office	-	-	-	-	-	-
Operations/Maintenance	-	-	-	35,048	-	35,048
<b>Computer Purchase</b>						
Teachers / Admin	-	-	-	-	-	-
Classroom	-	-	-	-	-	-
Networking Server & Software	-	-	-	-	-	-
Technology	-	-	-	-	-	-
<b>Total Equipment</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>120,308</b>	<b>57,000</b>	<b>63,308</b>
	-			-		
<b>Site Cost:</b>						
Building Lease	48,976	48,656	320	441,804	437,903	3,901
Repairs and Maintenance	3,724	4,217	(493)	56,227	54,350	1,877
Utilities	12,451	8,667	5,784	53,654	60,000	(6,346)
Communications - Telephone / Internet	-	4,333	(4,333)	36,826	39,000	(2,174)
Cleaning & Maintenance Supplies	2,327	3,583	(1,257)	25,930	32,250	(6,312)
Equipment Rental	1,959	2,167	(208)	17,305	19,500	(2,195)
<b>Total Site Cost</b>	<b>69,436</b>	<b>69,623</b>	<b>(186)</b>	<b>631,755</b>	<b>643,003</b>	<b>(11,249)</b>
	-			-		
Interest / Bank Fees	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-
<b>Total Debt Service</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
	-			-		
<b>Total Expenditures</b>	<b>500,073</b>	<b>535,615</b>	<b>(35,542)</b>	<b>4,494,449</b>	<b>4,492,814</b>	<b>1,635</b>
<b>Net Income / (Loss)</b>	<b>\$ 5,603</b>	<b>\$ (19,985)</b>	<b>\$ 25,588</b>	<b>\$ 287,344</b>	<b>\$ 116,468</b>	<b>\$ 170,875</b>

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
<b>REGULAR ED</b>													
Allentown City SD	244.00	244.00	244.00	243.00	244.00	246.00	244.00	242.00	241.00	-	-	-	2,192.00
Bethlehem Area SD	149.00	149.00	149.00	155.00	155.00	158.00	158.00	160.00	156.00	-	-	-	1,369.00
Catasauqua Area SD	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	-	-	-	9.00
East Penn SD	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	-	-	-	9.00
Easton Area SD	9.00	9.00	9.00	11.00	11.00	11.00	11.00	11.00	11.00	-	-	-	93.00
Northampton Area SD	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	-	-	-	9.00
Parkland SD	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	-	-	-	18.00
Salisbury Township SD	-	-	-	-	-	-	-	-	-	-	-	-	-
Saucon Valley SD	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	-	-	-	18.00
Whitehall-Coplay SD	5.00	5.00	5.00	5.00	5.00	5.00	6.00	6.00	6.00	-	-	-	48.00
Wilson Area SD	2.00	2.00	2.00	2.00	4.00	3.00	3.00	4.00	4.00	-	-	-	26.00
<b>Total Regular Ed Students</b>	<b>416.00</b>	<b>416.00</b>	<b>416.00</b>	<b>423.00</b>	<b>426.00</b>	<b>430.00</b>	<b>429.00</b>	<b>430.00</b>	<b>425.00</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>3,811.00</b>
<b>SPECIAL ED</b>													
Allentown City SD	15.00	15.00	15.00	15.00	14.00	14.00	14.00	13.00	13.00	-	-	-	128.00
Bethlehem Area SD	12.00	12.00	12.00	13.00	13.00	13.00	13.00	13.00	13.00	-	-	-	114.00
East Penn SD	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	-	-	-	9.00
<b>Total Special Ed Students</b>	<b>28.00</b>	<b>28.00</b>	<b>28.00</b>	<b>29.00</b>	<b>28.00</b>	<b>28.00</b>	<b>28.00</b>	<b>27.00</b>	<b>27.00</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>251.00</b>
<b>Total Students</b>	<b>444.00</b>	<b>444.00</b>	<b>444.00</b>	<b>452.00</b>	<b>454.00</b>	<b>458.00</b>	<b>457.00</b>	<b>457.00</b>	<b>452.00</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>4,062.00</b>

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

	Actual Students	Actual Rate	Actual Bill	Budgeted Students	Budgeted Rate	Budgeted Bill	Unit Variance	Dollar Variance
<b>REGULAR ED</b>								
Allentown City SD	2,192	10,407.66	1,901,132.56	2,169	10,312.53	1,863,989.80	23	37,142.76
Bethlehem Area SD	1,389	12,516.18	1,448,747.84	1,368	12,099.34	1,379,324.76	21	69,423.08
Cataqua Area SD	9	11,909.52	8,932.14	9	12,550.70	9,413.03	-	(480.89)
East Penn SD	9	11,930.07	8,947.55	9	11,411.58	8,558.89	-	388.66
Easton Area SD	93	12,496.39	96,847.02	54	11,869.77	53,413.97	39	43,433.05
Northampton Area SD	9	12,412.51	9,309.38	36	12,099.75	36,299.25	(27)	(26,989.87)
Parkland SD	18	12,693.09	19,039.64	9	12,500.56	9,375.42	9	9,664.22
Salisbury Township SD	-	16,377.53	-	18	16,377.53	24,566.30	(18)	(24,566.30)
Saucon Valley SD	18	15,083.24	22,624.86	9	14,672.19	11,004.14	9	11,620.72
Whitehall-Coplay SD	48	10,395.26	41,591.04	81	9,916.35	86,935.36	(33)	(25,354.32)
Wilson Area SD	26	12,315.02	26,682.54	18	11,158.06	16,737.09	8	9,945.45
<b>Total Regular Ed Students</b>	<b>3,811</b>		<b>3,583,844.57</b>	<b>3,780</b>		<b>3,479,617.81</b>	<b>31</b>	<b>104,226.76</b>
<b>SPECIAL ED</b>								
Allentown City SD	128	26,721.16	274,359.04	135	\$ 25,069.18	282,028.28	(7)	(7,669.24)
Bethlehem Area SD	114	25,765.96	244,776.62	126	25,760.30	270,483.15	(12)	(25,706.53)
East Penn SD	9	26,275.42	19,706.57	9	25,053.81	18,790.36	-	916.21
<b>Total Special Ed Students</b>	<b>251</b>		<b>538,842.23</b>	<b>270</b>		<b>571,301.79</b>	<b>(19)</b>	<b>(32,459.56)</b>
<b>Total Students</b>	<b>4,062</b>		<b>\$ 4,122,686.80</b>	<b>4,050</b>		<b>\$ 4,050,919.60</b>	<b>12</b>	<b>\$ 71,767.20</b>

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

	<b>Cash Forecast</b>
Net Cash @ 03/31/2020 (Not including investment or CD's to cover lines of credit)	<b>\$ 1,253,707</b>
Lunch Payment @ 04/08/2020	33,871
PSERS @ 04/10/2020	(9,707)
Estimated Payroll @ 04/10/2020	(107,138)
Estimated 403b @ Contribution 04/10/2020	(7,992)
<b>Net Cash @ 04/10/2020</b>	<b>\$ 1,162,741</b>
Estimated Accounts Payable @ 04/17/2020	(150,000)
Estimated School District Deposit @ 04/17/2020	400,000
<b>Net Cash @ 04/17/2020</b>	<b>\$ 1,412,741</b>
Title Funds @ 04/23/2020	18,923
Estimated Payroll @ 04/24/2020	(107,138)
Estimated 403b @ Contribution 04/24/2020	(7,992)
Estimated Accounts Payable 04/24/2020	(150,000)
<b>Projected Cash @ 04/30/2020</b>	<b>\$ 1,166,534</b>

**MAY 2020**

Estimated School District Payments	550,000
Estimated PSERS EE @ 05/08/2020	(9,707)
Estimated Payroll @ 05/08/2020	(107,138)
Estimated 403b @ Contribution 05/08/2020	(7,992)
Estimated Accounts Payable @ 05/08/2020	(150,000.00)
Title Funds @ 05/21/2020	18,923
Lunch Payment @ 05/26/2020	25,000
Estimated Accounts Payable @ 05/29/2020	(150,000)
Estimated Payroll @ 05/29/2020	(107,138)
Estimated 403b @ Contribution 05/29/2020	(7,992)
<b>Projected cash @ 05/31/2020</b>	<b>\$ 1,220,491</b>

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

	Current	1 - 30	31 - 60	61 - 90	> 90	AP @ 03/31/20	Estimated Payables	Total Payables	Paid	Paid	Remaining Balance
601 Broad Development Group, LLC	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -



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

<u>ASSETS</u>	<u>General Fund</u>	<u>Food Service Fund</u>	<u>Consolidated</u>
<b><u>Current Assets</u></b>			
Fulton - Operating	\$ 1,062,191		\$ 1,062,191
Fulton - Student	75,558		75,558
Fulton - Food	-	80,366	80,366
Fulton - Savings / CD	25,239		25,239
Fulton - PTO	1,224		1,224
Fulton - CD	254,455		254,455
Embassy Bank	-		-
Embassy CD	153,243		153,243
Embassy Checking	7,955		7,955
BB&T CD	250,000		250,000
BB&T	26,224		26,224
Petty Cash	190		190
	<u>1,856,278</u>	<u>80,366</u>	<u>1,936,644</u>
<b>Investment - Good As New Ventures</b>	<b>265,833</b>	<b>-</b>	<b>265,833</b>
<b><u>Accounts Receivable</u></b>			
School District Receivables	244,445	-	244,445
State Receivable	26,682	-	26,682
Federal Receivables - IDEA Funds	20,631	-	20,631
Food Service Receivable	-	56,578	56,578
	<u>291,758</u>	<u>56,578</u>	<u>348,337</u>
<b><u>Other Current Assets</u></b>			
Security Deposit	-	-	-
Prepaid Expenses	117,033	-	117,033
	<u>117,033</u>	<u>-</u>	<u>117,033</u>
<b>Total Current Assets</b>			
Furniture & Equipment	419,189	18,995	438,185
Building Improvements	441,516	-	441,516
Less Accumulated Depreciation	(386,561)	(14,246)	(380,807)
	<u>494,144</u>	<u>4,749</u>	<u>498,893</u>
<b>Total Assets</b>	<b>\$ 3,026,046</b>	<b>\$ 141,693</b>	<b>\$ 3,166,739</b>
<b><u>LIABILITIES AND CAPITAL</u></b>			
<b><u>Current Liabilities</u></b>			
Accounts Payable	-	-	-
Payroll Accruals / Accrd Payroll Taxes / PSERS	483,835	-	483,835
Deferred Revenue - Title Funds	-	-	-
GASB 68 Adjustment	-	-	-
Due to General Fund	(141,392)	141,392	-
	<u>342,443</u>	<u>141,392</u>	<u>483,835</u> (a)
Line of Credit - BB&T			
Line of Credit - Fulton Bank			
Other Liabilities			
<b>Total Liabilities</b>			
Equity			
Changed in Revenue over / (under) Expenses	212,266	75,078	287,344
Fund Balance	1,976,193	-	1,976,193
Food Service Net Position	-	(79,525)	(79,525)
Rent Receivable Written Off for Audit Purposes	-	-	-
Investment in Fixed Assets	494,144	4,749	498,893
	<u>2,682,603</u>	<u>302</u>	<u>2,682,905</u>
<b>Total Liabilities &amp; Capital</b>	<b>\$ 3,026,046</b>	<b>\$ 141,693</b>	<b>\$ 3,166,739</b>

(a) - Balances eliminated when funds shown consolidated

**Lehigh Valley Dual Language Charter School  
Income Statement  
(Accrual Basis)**

**For the Nine Months Ended March 31, 2020**

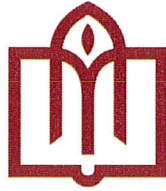
	General Fund	Food Service Fund	Total Consolidated
<b>Revenues:</b>			
<b>Local:</b>			
School District Revenue - Regular Ed	\$ 3,583,845	\$ -	\$ 3,583,845
School District Revenue - Special Ed	538,842	-	538,842
<b>State:</b>			
Rental/Bldg Reimb Subsidy	50,942	-	50,942
Health Reimbursement	8,135	-	8,135
Ready to Learn	20,191	-	20,191
Safety Grant	62,461	-	62,461
<b>Federal:</b>			
Title I - Basic Programs	152,724	-	152,724
Title II - Improving Tchrr Quality	16,263	-	16,263
Title III	10,638	-	10,638
Title IV	10,285	-	10,285
IDEA - Part B	19,950	-	19,950
<b>Other:</b>			
Int on Invest & Int Cking Acct	19,258	-	19,258
Fundraiser/other	1,000	-	1,000
Student Activity Revenue	10,398	-	10,398
Lease Income	15,327	-	15,327
Food Revenue	-	248,479	248,479
Miscellaneous Revenue	13,054	-	13,054
<b>Total Revenue</b>	<b>\$ 4,533,313</b>	<b>\$ 248,479</b>	<b>\$ 4,781,793</b>
<b>Expenditures</b>			
<b>Personnel Cost:</b>			
Salaries and Wages	\$ 2,136,386	\$ 20,590	\$ 2,156,976
Medical/Dental Insurance	472,520	4,004	476,524
PSERS/Retirement	431,065	5,098	436,164
Employer Taxes	222,017	2,340	224,356
<b>Total Personnel Cost</b>	<b>3,261,988</b>	<b>32,032</b>	<b>3,294,020</b>
<b>Contracted Services:</b>			
Audit	7,000	-	7,000
Legal Services	2,838	-	2,838
Business Services	53,766	-	53,766
Board Member Services	-	-	-
<b>Other Contracted Svcs.</b>			
Tuition Reimbursement	17,263	-	17,263
Professional Consultant	613	-	613
Professional Development	22,667	-	22,667
Special Ed. Consultant & Instruction	-	-	-
Payroll Services	13,343	-	13,343
Food Services	-	141,370	141,370
<b>Total Contracted Svcs</b>	<b>117,490</b>	<b>141,370</b>	<b>258,860</b>
<b>Insurance:</b>			
General Property and Liability	21,510	-	21,510
Workers Compensation	10,481	-	10,481
<b>Total Insurance</b>	<b>31,991</b>	<b>-</b>	<b>31,991</b>

**Lehigh Valley Dual Language Charter School  
Income Statement  
(Accrual Basis)**

	For the Nine Months Ended March 31, 2020		
	General Fund	Food Service Fund	Total Consolidated
<b>Consumable Supplies:</b>			
General Supplies - Admin	31,801	-	31,801
General Supplies - Instructional	18,758	-	18,758
<b>Total Consumable Supplies</b>	<b>50,559</b>	<b>-</b>	<b>50,559</b>
<b>Other Costs:</b>			
Public Relations / Marketing	1,599	-	1,599
Travel / Meals	4,591	-	4,591
Postage and Delivery	3,599	-	3,599
Dues and Fees	3,922	-	3,922
<b>Total Travel/Transportation</b>	<b>13,711</b>	<b>-</b>	<b>13,711</b>
<b>Student Activities:</b>			
Trips / Travel	16,859	-	16,859
Supplies	6,824	-	6,824
<b>Total Student Activities</b>	<b>23,683</b>	<b>-</b>	<b>23,683</b>
<b>Books &amp; Instructional Aids:</b>			
Books and Periodicals	51,903	-	51,903
Educational Software	17,662	-	17,662
<b>Total Books &amp; Instruct. Aids</b>	<b>69,565</b>	<b>-</b>	<b>69,565</b>
<b>Equipment/Computers:</b>			
<b>Furniture/Equipment Purchases</b>			
Classroom	85,259	-	85,259
Operations/Maintenance	35,048	-	35,048
<b>Total Equipment</b>	<b>120,308</b>	<b>-</b>	<b>120,308</b>
<b>Site Cost:</b>			
Building Lease	441,804	-	441,804
Repairs and Maintenance	56,227	-	56,227
Utilities	53,654	-	53,654
Communications - Telephone / Internet	36,826	-	36,826
Cleaning & Maintenance Supplies	25,938	-	25,938
Equipment Rental	17,305	-	17,305
<b>Total Site Cost</b>	<b>631,755</b>	<b>-</b>	<b>631,755</b>
<b>Other:</b>			
Budgetary Reserve	-	-	-
Interest / Bank Fees	-	-	-
Debt Service	-	-	-
<b>Total Other</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Expenditures</b>	<b>4,321,047</b>	<b>173,402</b>	<b>4,494,449</b>
<b>Net Income / (Loss)</b>	<b>\$ 212,266</b>	<b>\$ 76,078</b>	<b>\$ 287,344</b>

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

<b>FOOD SERVICE FUND</b>				
<b>For the Nine Months Ended March 31, 2020</b>				<b>7/1/2019-6/30/2020</b>
<b>Actual</b>	<b>Budget</b>	<b>Variance Over/(Under)</b>		<b>Total Budget</b>
<b>Revenues:</b>				
Federal Food Reimbursement	239,554	174,300	65,254	249,000
State Food Reimbursement	8,804	7,700	1,104	11,000
Other Food Revenue	121	-	121	-
<b>Total Revenue</b>	<b>\$ 248,479</b>	<b>\$ 182,000</b>	<b>\$ 66,479</b>	<b>\$ 260,000</b>
<b>Expenditures</b>				
<b>Personnel Cost:</b>				
Salaries and Wages	\$ 22,510	\$ 28,508	\$ (5,998)	\$ 40,725
Medical/Dental Insurance	4,080	826	3,254	1,180
PSERS/Retirement	5,683	9,776	(4,092)	13,965
Employer Taxes	2,580	3,737	(1,156)	5,338
<b>Total Personnel Cost</b>	<b>34,853</b>	<b>42,846</b>	<b>(7,993)</b>	<b>61,208</b>
<b>Contracted Services:</b>				
Food Services	141,370	161,000	(19,630)	230,000
<b>Total Contracted Svcs</b>	<b>141,370</b>	<b>161,000</b>	<b>(19,630)</b>	<b>230,000</b>
<b>Total Expenditures</b>	<b>176,222</b>	<b>203,846</b>	<b>(27,623)</b>	<b>291,208</b>
<b>Net Income / (Loss)</b>	<b>\$ 72,257</b>	<b>\$ (21,846)</b>	<b>\$ 94,103</b>	<b>\$ (31,208)</b>



# DESALES UNIVERSITY

## Reservation Agreement

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### Conference Services Office

Michael A. Latham, Director of Conference Services  
2755 Station Avenue, Center Valley, PA 18034

**(610) 282-1166**

**michael.latham@desales.edu**

**Contract Date:** March 31, 2020

**Reference #:** 2019-AAJNPJ

**Event Date(s):** September 18, 2020

**Event Time(s):** 7:00PM to 11:00PM

**Rental Group:** LV Dual Language Charter School

**Contact:** Carlos Lopez

**Email:** carloslopezmilan@gmail.com

**On-Site Contact:** Carlos Lopez

**Direct Phone:** 484-213-9591

**Address:** 675 E Broad St. Bethlehem, PA 18018

**Telephone:** 484-213-9591

**Type of Event:** Gala

**Expected Attendance:** 150

**Facilities:** DeSales University Center

**Room(s) Reserved:** Entire Conference Center

**Fees:** \$0.00 Facility Rental \*\*Facility Rental Waived – Education Department Sponsorship\*\*  
Rentals and Catering Services are additional costs and may not be outlined in this agreement.

**Method of Payment:** Checks should be made payable to DeSales University.

The University will add any applicable State and Local Taxes to the final invoice.

#### DEPOSIT CANCELLATION

**This Reservation Agreement requires a deposit in the amount of \$0.00 (the “Deposit”) upon acceptance of this Agreement.** Checks should be made payable to DeSales University. Deposit is due upon receipt of this Agreement. If Rental Group cancels within 30 days of start of the Event or otherwise terminates or breaches this Agreement, the University shall be entitled to retain the entire Deposit as liquidated damages. This reservation will remain tentative and subject to cancellation by the University, until this Agreement is signed, received, and executed by the University along with the Deposit.

#### PROVISION OF FOOD AND BEVERAGE

The University food service vendor, DeSales Dining/Sodexo is the sole provider of food and non-alcoholic beverage on campus. Any other provision of food and non-alcoholic beverage is prohibited. All alcoholic beverages brought on campus are to be purchased through a third-party entity approved by the University.

#### EXCUSED NON-PERFORMANCE

It is specifically agreed that the University shall not be liable for any failure to provide the services or Facilities herein described due to any event or circumstance beyond the control of the University including, but not limited to, inclement weather, acts of God, accidents, labor disputes, government (federal, state, or municipal) restrictions or requirements, or threats of terrorism or danger. Any such non-performance shall be excused and the University may terminate this Agreement without further liability of any nature, and upon such termination, return the Rental Group’s Deposit.

#### USE OF UNIVERSITY NAME OR GRAPHIC IDENTITY

The use of the University’s name or graphic identity in any promotional materials by the Rental Group must be approved by the University. Such approval must be in writing by a designated agent of the University. Failure to gain such permission can result in cancellation of Reservation Agreement. Notwithstanding the forgoing, approval is not needed if the promotional materials simply state that the event is taking place at the University.

#### INDEMNITY

Rental Group hereby covenants and agrees to indemnify, defend and hold DeSales University harmless, together with its trustees, officers, directors, and its employees, from and against any and all claims, demands, losses, liabilities, costs, expenses, and/or legal fees arising out of or connected to services and Facilities provided by the University and/or the actions or inactions of the Rental Group. **Rental Group shall procure and maintain, at its expense, a Certificate of Insurance evidencing Commercial General Liability Insurance with bodily injury and property damage coverage in the amount of \$2,000,000.00 in the aggregate. The Certificate of Insurance must be in force and non-cancelable throughout the entire period that Services are provided. The Certificate of Insurance must also include a clause naming DeSales University as “an additional insured” and the certificate must be in the possession of the University no less than 7 business days prior to the Event Date.**

#### LIABILITY

Liability for damage to the Facilities, University property and common areas will be assumed by the Rental Group and charged accordingly. The University shall not assume responsibility for personal property and equipment brought onto the Facilities.

## SIGNAGE

A Rental Group's signs may not be attached to University signs or buildings under any circumstance. Free standing signs, provided by the Rental Group, are only allowed with the prior permission of the Conference Services Office and may only be erected in the manner and locations specified by the Conference Services Office.

## MINOR PARTICIPANTS

In the event any of the Rental Group's participants at the Event are minors (defined as persons under the age of 18), the Rental Group will abide by the University Policy for the Protection of Minors.

## COMPLIANCE WITH LAWS AND DESALES UNIVERSITY POLICIES

Rental Group agrees that all participants at the Event shall abide by, conform to and comply with all applicable federal, state and municipal laws, regulations and instructions from DeSales representatives for use of the Facilities. Rental Group shall not use any part of DeSales property for any use which would be contrary to law, or in the judgment of the University, be opposed to decency, good morals or detrimental to the reputation or institutional mission of the University.

## CRIME AND CHILD ABUSE REPORTING

Rental Group shall require their employees, agents, contractors and volunteers to immediately report any crimes including, but not limited to, incidents of sexual assault or physical/sexual child abuse, that occur during the event or on the University campus to the DeSales University Campus Police at 610.282.1002. In addition, Rental Group shall comply with all applicable federal, state, and local laws relating to the reporting of suspected child abuse of any child under 18 participating in the Event, including the Pennsylvania Child Protective Services Law, 63 Pa. C.S.A. § 6301 et seq., as it may be amended from time to time. Rental Group shall be responsible for instructing all employees, agents and contractors of their reporting responsibilities under this paragraph.

## GUARENTEED GUEST COUNTS

Rental Group shall provide guaranteed Attendance counts to the University **at least 7 business days prior** to the Event Date. These counts will serve as the minimums for billing purposes. Any additions to the guaranteed Attendance count inside of the 7 business day deadline will be billed with an additional surcharge of 20%.

## AGENDA

Rental Group shall provide the University with a complete Event agenda **at least 7 business days** prior to the Event Date.

## AUDIO VISUAL

Rental Group shall provide the University with all A/V requirements and media **at least 7 business days prior** to the Event Date. The University cannot guarantee performance or proper functionality of A/V or media provided past this deadline.

## CANCELLATION

Rental Group shall notify the University by certified mail, 30 days prior to Event Date, of intent to cancel or the Deposit will be forfeited.

**INSURANCE**

Rental Group shall provide the University with an insurance certificate as described in the Indemnity Clause at least 7 business days prior to the Event Date.

**TAX EXEMPTION**

Rental Group shall provide to the University a current and valid Pennsylvania State Sales Tax Exemption form, if applicable, issued in the name of the Rental Group at least 7 business days prior to Event Date or assume the risk of sales tax being included on the final invoice.

**PAYMENT**

Rental Group shall pay the final invoice within 20 days of receipt. Payment is accepted via cash, check, or credit card.

**DAMAGE**

Rental Group shall compensate the University for any and all damaged property, lost keys, and damaged or missing equipment whether reflected in the final invoice or discovered after its issuance and subsequently billed, caused by the acts or omissions of the Rental Group or its guests.

**DECOR**

Rental Group shall not use glitter, confetti, sparklers, or any other items that may present an unreasonable amount of cleanup for the University.

**AUTHORITY**

Rental Group represents and warrants to, and covenants with, the University, that representative's execution and delivery of, and performance under this Rental Agreement is pursuant to valid authority duly conferred upon the representative and representative is hereby binding the Rental Group to the terms of this Rental Agreement.

**I have read and understand all sections of this agreement and I agree to its terms:**

**Accepted and Agreed to:**

\_\_\_\_\_ Date  
Rental Group Representative

\_\_\_\_\_ Date  
DeSales University Representative





March 1, 2020

ELSIE PEREZ  
LEHIGH VALLEY DUAL LANGUAGE CHARTER SCHOOL  
675 E BROAD ST  
BETHLEHEM, PA 18018-6332

DEAR ELSIE PEREZ:

Thank you for choosing VSP® Vision Care — and for your continued business. Putting your employees first and guaranteeing their satisfaction is easy, when we have partners like you.

As the only national not-for-profit vision company, we’re committed to giving your employees:

- **Lowest employee out-of-pocket costs** — employees’ #1 priority in a vision plan.
- **Exclusive Member Extras.** offers you won’t find anywhere else — only VSP members can save more than \$2,500 on vision, hearing, medical, and lifestyle services.
- **World class service** — the highest customer satisfaction in the industry, 15 years in a row.

Your VSP plan automatically renews on **July 1, 2020** and **no action is required** to continue to receive consumers’ #1 choice in vision care.

Group Name/Number:	LEHIGH VALLEY DUAL LANGUAGE CHARTER SCHOOL / 30034388
Renewal Period:	July 1, 2020 - June 30, 2022
Current Plan Frequency:	12 / 12 / 24
Current Copay:	\$10 Exam / \$25 Materials
Current Allowance:	\$150.00 Retail Frame / \$150.00 Elective Contact Lenses
Current Rates:	\$7.81 / 12.50 / 12.76 / 20.58
Renewal Rates:	\$7.81 / 12.50 / 12.76 / 20.58

**Rates include all applicable taxes and health assessment fees known as of the date of your renewal.**

**Enhanced Offering**

Have you considered **upgrading your Plan Frequency** or **increasing your Retail Frame Allowance** to maximize the lowest out-of-pocket for your employees? We recommend these enhancements when you renew your current plan to deliver greater value:

Plan Frequency:	12 / 12 / 24
Copay:	\$10.00 Exam / \$25.00 Materials
Allowance:	\$180.00 Retail Frame / \$150.00 Elective Contact Lenses
Renewal Rates:	\$8.03 / 12.85 / 13.12 / 21.15

Updating your plan is simple! Give me a call to enhance your benefits or to lower your premium and keep delivering the lowest out-of-pocket costs.

Thank you,

Kiley Ellis (800) 216-6248

cc: TOM GROVES  
THE EQUINOX AGENCY  
402 STATE AVE  
EMMAUS, PA 18049-3026

Eastern Team

Lehigh Valley Dual Language Charter School  
Budget 2020-2021  
Version II  
as of 3/13/2020

**Lehigh Valley Dual Language Charter School  
Proposed Budget for School Year 2020 - 2021**

	Version 2 Fiscal 2020-2021	Version 1 Fiscal 2020-2021	Variance	Comments
<b><u>REVENUES</u></b>				
<b>Local:</b>				
Regular Ed Tuition	4,803,788	4,803,788	-	Estimated based on the assumption of 450 students
Special Ed Tuition	643,611	643,611	-	Estimated based on the assumption of 450 students
<b>State:</b>				
Rental/Bldg Reimb Subsidy	35,261	35,261	-	Estimated on current year
Ready to Learn	20,191	20,191	-	Based on 18/19 preliminary allocation
<b>Federal:</b>				
Title I - Basic Programs	227,893	227,893	-	Based on 19/20 current funding
Title II - Improving Tchr Quality	23,600	23,600	-	Based on 19/20 current funding
Title III	14,998	14,998	-	Based on 19/20 current funding
Title IV	17,354	17,354	-	Based on 19/20 current funding
IDEA - Part B	23,750	23,750	-	Estimated on budgeted special ed enrollment time \$950
<b>Other:</b>				
Int on Invest & Int Cking Acct	23,000	23,000	-	Based on actual at 3/31/19
Lease Income - Gate Church	20,256	20,256	-	Per budget givens
Food Revenue	270,000	270,000	-	Based on actual at 3/31/19
Student Activity Revenue	15,000	15,000	-	Based on actual at 3/31/19
Safety Grant	-	-	-	Removed until it is known we will receive
<b>Total Revenue</b>	<b>\$ 6,138,702</b>	<b>\$ 6,138,702</b>	<b>\$ -</b>	
<b><u>EXPENDITURES</u></b>				
<b>Personnel Cost:</b>				
Salaries and Wages	\$ 2,918,568	\$ 2,897,350	\$ 21,218	See Salary 2020-2021
Medical/Dental/Disability Insurance	634,714	634,714	-	See Salary 2020-2021
PSERS/Retirement	683,226	678,917	4,310	See Salary 2020-2021
Employer Taxes	283,600	281,976	1,623	See Salary 2020-2021
Additional Staff Incentive	150,000	150,000	-	Per budget givens
<b>Totals</b>	<b>4,670,108</b>	<b>4,642,957</b>	<b>27,151</b>	
<b>Contracted Services:</b>				
Professional Development	24,250	24,250	-	Per budget givens
Tuition Reimbursement	18,900	18,900	-	Annualized based on 1/31/2020 actuals
Professional Consultant	3,000	3,000	-	Based on last years budget
Special Ed Consultant	28,000	28,000	-	Based on last years budget
Audit	12,000	12,000	-	Based on engagement letter
Legal	4,000	4,000	-	Annualized based on 1/31/2020 actuals
Business Services	71,688	71,688	-	Based on 19/20 actual
Payroll Services	17,000	17,000	-	Annualized based on 1/31/2020 actuals
Food service	240,000	240,000	-	Based on last years budget
<b>Additional Programs:</b>				
Summer School	20,000	20,000	-	Based on budget givens
After School	50,000	50,000	-	Based on budget givens
Saturday School	18,000	18,000	-	Based on budget givens
Math Instruction Support	21,000	21,000	-	Based on budget givens
<b>Totals</b>	<b>627,838</b>	<b>627,838</b>	<b>-</b>	
<b>Insurance:</b>				
General Property & Liability	20,000	20,000	-	Need to ask Broker
General Workmens Comp	11,000	11,000	-	Need to ask Broker
<b>Totals</b>	<b>31,000</b>	<b>31,000</b>	<b>-</b>	
<b>Consumable Supplies:</b>				
General Supplies - Instruction	17,000	17,000	-	Annualized based on 1/31/2020 actuals
General Supplies - Special Ed	-	-	-	Annualized based on 1/31/2020 actuals
General Supplies - Admin	38,000	38,000	-	Annualized based on 1/31/2020 actuals
<b>Totals</b>	<b>55,000</b>	<b>55,000</b>	<b>-</b>	

**Lehigh Valley Dual Language Charter School  
Proposed Budget for School Year 2020 - 2021**

	Version 2 Fiscal 2020-2021	Version 1 Fiscal 2020-2021	Variance	Comments
<b>Other Costs:</b>				
Travel	6,000	6,000	-	Annualized based on 1/31/2020 actuals
Student Activities (field trips)	27,000	27,000	-	Annualized based on 1/31/2020 actuals
Board Member Costs	5,000	5,000	-	Based on budget givens
Public Relations / Marketing	3,000	3,000	-	Annualized based on 1/31/2020 actuals
Printing & Binding	-	-	-	Annualized based on 1/31/2020 actuals
Postage	5,000	5,000	-	Annualized based on 1/31/2020 actuals
Dues & Fees	7,000	7,000	-	Annualized based on 1/31/2020 actuals
<b>Totals</b>	<b>63,000</b>	<b>63,000</b>	<b>-</b>	
<b>Books &amp; Instructionals Aids</b>				
Books	29,000	29,000	-	Based on 2019-2020 budget
Books - Special Ed	3,000	3,000	-	Based on 2019-2020 budget
Educational Software	31,000	31,000	-	Based on actual at 1/31/120 (includes AIMS Web for \$4,000, Reflex Math for \$3,400, and Brain Pop for \$2,300, per budget givens)
<b>Totals</b>	<b>63,000</b>	<b>63,000</b>	<b>-</b>	
<b>Equipment / Computers</b>				
Furniture	5,000	5,000	-	estimated
Technology/Equipment	-	-	-	estimated
School Bus	-	-	-	estimated
Instructional Computers	25,000	25,000	-	estimated for purchase of chromebooks and peripheals
<b>Totals</b>	<b>30,000</b>	<b>30,000</b>	<b>-</b>	
<b>Site Cost:</b>				
Rent	595,531	595,531	-	Per lease schedule
Utilities - Gas, Electric, Water	60,000	60,000	-	Annualized based on 1/31/2020 actuals
Utilities - Telephone & Internet	36,000	36,000	-	Annualized based on 1/31/2020 actuals
Building Improvements	17,000	17,000	-	Based on 2019-2020 budget
Maintenance & Repairs	67,000	67,000	-	Annualized based on 1/31/2020 actuals
Equipment Rental	20,000	20,000	-	Annualized based on 1/31/2020 actuals
Cleaning & Maintenance Supplies	46,000	46,000	-	Annualized based on 1/31/2020 actuals
<b>Totals</b>	<b>841,531</b>	<b>841,531</b>	<b>-</b>	
Interest & Bank Fees	-	-	-	
Prior Fund Balance used	(218,530)	(218,530)	-	Fund balance will be used to fund the signing bonus
<b>Total Expenditures</b>	<b>6,062,947</b>	<b>6,026,795</b>	<b>27,151</b>	
<b>Net Income / (Loss)</b>	<b>\$ 85,756</b>	<b>\$ 112,907</b>	<b>\$ (27,151)</b>	

Lehigh Valley Dual Language Charter School  
Proposed School District Revenues  
Fiscal 2020 / 2021

	Current Tuition 2019-2020	Tuition 2020-2021 0% Increase	Students per Feb. 2020 Billing	Projected New Student Estimated	Projected Students	Projected Revenue
Allentown City SD	10,407.66	10,407.66	244	(3)	241	2,508,246.06
Bethlehem Area SD	12,516.18	12,516.18	162	(5)	157	1,965,040.26
Catasauqua Area SD	11,909.52	11,909.52	1	-	1	11,909.52
East Penn SD	11,930.07	11,930.07	1	-	1	11,930.07
Easton Area SD	12,496.39	12,496.39	11	-	11	137,460.29
Northampton Area SD	12,412.51	12,412.51	1	-	1	12,412.51
Parkland SD	12,693.09	12,693.09	2	-	2	25,386.18
Saucon Valley SD	15,083.24	15,083.24	2	-	2	30,166.48
Whitehall-Coplay SD	10,395.26	10,395.26	6	(1)	5	51,976.30
Wilson Area SD	12,315.02	12,315.02	4	-	4	49,260.08

**Total Regular Ed Students**

**425 \$ 4,803,787.75**

Allentown City SD	25,721.16	25,721.16	14	(2)	12	308,653.92
Bethlehem Area SD	25,765.96	25,765.96	13	-	13	334,957.48
Catasauqua Area SD	29,435.54	29,435.54	-	-	-	-
East Penn SD	26,275.42	26,275.42	1	(1)	-	-
Easton Area SD	12,496.39	12,496.39	11	-	-	-
Northampton Area SD	28,869.03	28,869.03	-	-	-	-
Parkland SD	27,038.90	27,038.90	-	-	-	-
Saucon Valley SD	30,872.81	30,872.81	-	-	-	-
Whitehall-Coplay SD	22,852.48	22,852.48	-	-	-	-
Wilson Area SD	26,427.23	26,427.23	-	-	-	-

**Total Special Ed Students**

**25 \$ 643,611.40**

**Totals**

**450 \$ 5,447,399.15**

\*\*\* SCHOOL DISTRICT RATES HAVE BEEN ESTIMATED AT 0% INCREASE

**LEHIGH VALLEY DUAL LANGUAGE CHARTER SCHOOL  
RENT REIMBURSEMENT CALCULATION  
Fiscal 2020 / 2021**

Grades K-6

2020 / 2021                      342 \$    160 \$    54,720

Grades 7-12

2020 / 2021                      108 \$    220 \$    23,760

	<u>Enrollment</u>	<u>Max Reimb. Amount</u>	<u>Gross Annual Lease</u>	<u>Temp Reimb. Percent</u>	<u>CS MV Aid Ratio for 19/20</u>
2020 / 2021	450	78,480	595,531	13%	0.4493

2020 / 2021

Total Lease Cost	595,531
Less: Income from other sources	-
Eligible Lease Costs	595,531
Reimbursable %	0.13
Total Eligible Amt	78,480
Charter School Market Value Aid Ratio	0.4493

Total Reimbursable Costs                      \$ 35,261

**Lehigh Valley Dual Language Charter School**  
**PROPOSED FEDERAL REVENUES & EXPENSES**  
 Fiscal 2020 / 2021

**Federal:**

Title I - Basic Programs	227,893	Based on 19/20 Funding adjustment
Title II - Improving Teacher Quality	23,600	Based on 19/20 Funding adjustment
Title III -	14,998	Based on 19/20 Funding adjustment
Title IV	17,354	Based on 19/20 Funding adjustment

**Total Federal Revenues** **\$ 283,845**

**TITLE I BASIC PROGRAMS (Assumes Title IV will be transferred into Title I)**

ESTIMATE Revenue				245,247.00
Summary of Estimate Expenses	<u>Salary</u>	<u>Benefits</u>	<u>Total</u>	
Mohring, Amber	60,081.69	62,744.58	122,826.27	
Bookman, Lauren	52,412.34	21,835.63	74,247.96	
Gonzalez, Sacha	57,929.16	41,158.29	99,087.45	
	170,423.18	125,738.49	296,161.68	
Homeless & Foster Students			2,000.00	
Community Services - Parent Involvement			2,452.47	
<b>TOTAL ESTIMATED EXPENSES</b>				<b>(300,614.15)</b>
	<b>TOTAL Expense over Revenue Est</b>			<b>(55,367.00)</b>

**TITLE II - Improving Teacher Quality**

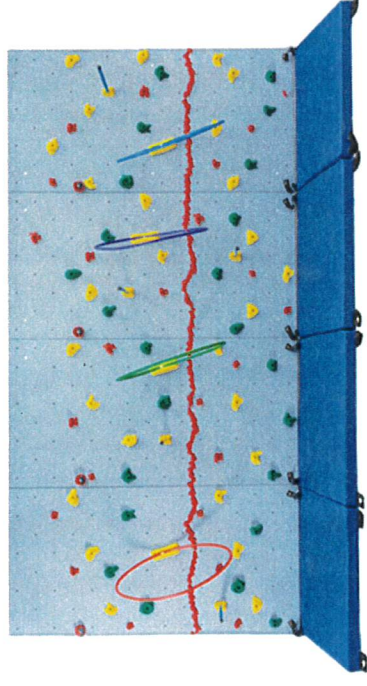
ESTIMATE Revenue				23,600.00
Summary of Estimate Expenses				
Staff Development			35,148.00	
Staff Supplies				
<b>TOTAL ESTIMATED EXPENSES</b>				<b>(35,148.00)</b>
	<b>TOTAL Expense over Revenue Est</b>			<b>(11,548.00)</b>

**TITLE III - Improving Language Instruction**

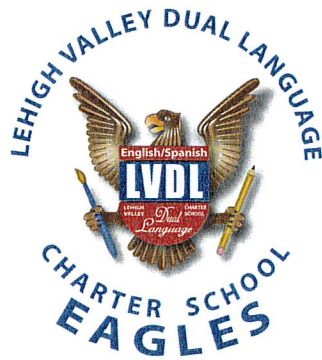
ESTIMATE Revenue				14,998.00
Summary of Estimate Expenses	<u>Salary</u>	<u>Benefits</u>	<u>Total</u>	
Staff Position I - ELL	14,000.00	998.00	14,998.00	
<b>TOTAL ESTIMATED EXPENSES</b>				<b>(14,998.00)</b>
	<b>TOTAL Revenue over Expenses Est</b>			<b>-</b>

**Traverse wall companies  
Comparison chart**

<b>Company name</b>	<b>Product description</b>	<b>Unit price</b>	<b>Cost of Installation</b>	<b>Cost of shipment</b>	<b>Total cost:</b>
Gopher Performance	Ultraverse complete climbing wall 8' x 40' with mats	\$ 6,299.10	\$ 3,000.00	\$ 570.85	\$ 9,869.95
Palos Sports	Traverse wall with mats 8' x 40'	\$ 6,348.16	No installation services only directions to install	\$ 843.60	\$ 7,191.76
Everlast Climbing	Standard traverse wall 8' x 40' with mats	\$ 7,734.00	\$ 3,150.00	\$ 853.00	\$ 11,737.00







Lehigh Valley Dual Language Charter School  
675 East Broad Street  
Bethlehem, PA 18018  
Phone: (610) 419-3120 Fax: (610) 419-3968

# Summer Program Proposal - Draft 2020

April 2020

Proposed Times: 8:30AM - 12:30PM (Staff), 9:00AM – 12:00PM (Students)  
Staffing Needs: 2 Teachers and 2 Teacher Assistants

**Staffing Costs:**

2 Teachers: Hourly Rate - \$30.00/hour

Total Hours per day: 4

Cost per Teaching Staff Member: \$120.00/day

Total Cost for Teaching Staff: \$240.00/day --- 3 DAYS TOTAL

**Total Teaching Staff Cost for the Program: \$720.00**

2 Teacher Aides: Hourly Rate - \$15.00/hour

Total Hours per day: 4

Cost per Teaching Assistant Staff Member: \$60.00/day

Total Cost for Teaching Assistant Staff: \$120.00/day --- 3 DAYS TOTAL

**Total Teaching Assistant Cost for the Program: \$360.00**

**Kindergarten Smart Start Program Total Cost: \$1,080.00**

**TRANSPORTATION WILL NOT BE PROVIDED FOR THIS PROGRAM AS IT INCLUDES PARENTAL ATTENDANCE/INVOLVEMENT**

## **Scholastic Summer Program**

**Objective of Program:** To provide academic support to meet the needs of students due to lost instructional time during the COVID-19 forced closure. There will be a focus on encouraging students receiving learning support and language support to attend the program. *The summer program will also include Learning Support and EL support for those students who participate in these programs.*

## **6<sup>th</sup> through 8<sup>th</sup> Grade Instructional Program**

**Target Population:** Students in grades 6 through 8

**Approximate Number of Student Participation:** 50% of the students based upon current enrollment: **70 Total Students**

Proposed Dates: July 6 – August 6, 2020

Program Duration: 5 weeks

Proposed Times: 8:30 AM – 1:00PM

Proposed Days: Monday - Thursday

Staffing Needs: 5 Regular Education Teachers based upon full enrollment and class size of no more than 15

**Student Schedule:**

8:30AM – 8:45AM Arrival and Breakfast

8:45AM – 12:45PM Instructional Programming

12:45 PM - 1:00 PM Lunch and Dismissal

**Staff Schedule:**

8:15AM - 1:15PM (5 hours)

July 6– August 6 provides for a total of 20 summer program days.

**Approximate Staffing Costs (Based upon 5 Teachers)**

5 Regular Education Teachers: Hourly Rate - \$30.00/hour

Total Kinder - 5th Grade Summer School Programming Cost: \$35,600.00

## Learning Support and EL Instructional Support for Summer Program

### Approximate Staffing Costs (Based upon 1 Learning Support and 1 EL Teacher)

2 Support Education Teachers: Hourly Rate - \$30.00/hour

Total Hours per day: 5

Cost per Teaching Staff Member: \$150.00/day ---- 20 TOTAL DAYS ---- 2 Total Teachers

**Total Regular Education Teaching Staff Cost for the Program: \$6,000.00**

### Materials:

Each teacher will have a budget of \$200.00 to purchase supplies for academic and enrichment activities during the summer program.

**Total Materials Costs: \$400.00**

Total Learning Support and EL Instructional Support for Summer School Programming Cost: \$6,400.00

## Transportation

In order to encourage maximum participation transportation will be provided to students in both Allentown and Bethlehem that qualify for transportation during the school year by First Student Transportation Service.

Cost per Bus: \$110.00 per bus per day

Total Number of Buses: 5 (Based upon the number of buses needed during PSSA runs)

Total Number of Days: 20

**Total Cost for Transportation: \$11,000.00**

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**



Lehigh Valley Dual Language Charter School  
675 East Broad Street, Bethlehem, PA 18018  
610-419-3120

## **LVDLCS Safety Measures** **Visitor/Staff Access to the Building**

In order to ensure the safety of all LVDLCS staff and visitors that access the building the following measures have been put into place:

1. All staff that enter the building must wear a mask
2. All staff must follow social distancing protocol
3. Staff are not permitted to work in the same office space
4. Instructional staff, when permitted access to the building, are given a strict schedule to adhere to that staggers the number and location of teachers throughout the building
5. Only one visitor is given access to the glass enclosed lobby area at a time
6. Visitors are not permitted outside of the glass enclosed lobby area
7. Staff are not permitted inside the glass enclosed lobby area - any visitor/staff interaction occurs through the glass windows between the main office and the glass enclosed lobby area
8. Everything within the glass enclosed lobby is clearly labeled so that visitors can complete the expected tasks with limited or no communication necessary with staff
9. Hand sanitizer and disinfectant wipes are available to all visitors in the glass enclosed lobby
10. All employees are expected to disinfect their immediate areas after any interaction with staff or visitors

**\*\*Any staff member that is exhibiting a fever or any other symptoms of COVID-19 is expected to remain isolated and not report to the building for any reason**

**\*\*Administration may require periodic monitoring of staff for fever**