

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

Agenda

Tuesday – June 28, 2022

6:00 p.m. Public Meeting

1. Approval of LVDLCS May 24, 2022 Board Meeting Minutes
2. CEO/COO and Principal's Report
 - Student Presentations
3. Courtesy of the Floor – Agenda Items
4. Financial Report and Approval of Payments for the prior month
5. Old Business
 - Renovation Updates– Certificate of Occupancy
 - W2A Conference Room Project – Informational
 - Acoustical Study Results – Information
 - 2022-2023 Budget for PDE Submission – Approval
 - 2022 Financial External Audit - Informational
6. New Business
 - Board Re-Organization
 - End of Program Reports
 - Charter Reauthorization Request
 - Safety Committee Update
 - PCPCS Annual Conference 2022 – Sept 21-23, 2022 Approval
 - Anti-Hazing Policy – First Reading
 - Playground Inspection – Approval
 - Request of Proposal for Gym Soundproof – Approval
 - Discard List - Approval
7. Personnel
 - Samantha Vazquez - 1st Grade Spanish Teacher
 - Ms. Yngrid Lopez – Teacher Assistant – Non Renewal
 - Ms. Lorna Medina – Social Worker Contractor – Not Returning
8. Other
 - a. Courtesy of the Floor – Non Agenda Items
 - b. Public Comment and Correspondence
 - 2022 Moravian Academy Language Immersion Conference – Aug 18, 2022 9:00 a.m. – 3:00 p.m.
 - News Article
9. Next Board Meeting-Tuesday, July 19, 2022, 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 May 24, 2022 - 6:00 p.m.

Welcome and Introductions

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

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

Excused: Mr. Paulino

Staff Present: Ms. Perez, Mrs. Herrmann, Mr. Zapata, Mrs. E. Gonzalez, Ms. Zullo, Ms. J. Morales, Ms. Yunez, Mr. J. Cancel

Parents/Students: Ms. V. Boye, Julian Boye, Ms. J. Valentin, Kiraly Ramos, Mr. Y. Capellan, Areanelis Capellan, Mr & Mrs. Suarez, Jacob Suarez, Ms. L. Osorio, Jacob Osori, Ms. C. Costoso, Milan Perez, Mr. E. Rodriguez, Genesis Maldonado, Ms. G. Rosario, Ganieliz Altigracia, Mr. J. Tosado Sr., Arabella Tosado, Ms. D. Martinez, Amy Martinez, Mr. M. Silva, Maryana Silva, Mr. E. Stillson, Edith Sitllson

Zoom Present: Ms. V. Rodriguez, Ms. P. Rivera, Ms. I. Vazquez

Approval of Minutes

Ms. Weaver requested a review of the board meeting minutes for the month of April 26, 2022.

Mr. Lopez called for a motion to **approve the April 26, 2022 meeting minutes**. Motion was seconded by Dr. Rance-Roney. Motion was approved unanimously.

1. School Activities

- 4/26 - 4/28: ELA PSSA / Adjusted K - 2 schedule
- 5/3 and 5/4: Math PSSA / Adjusted K - 2 schedule
- 5/5 and 5 / 6: Science PSSA / Regular schedule for all grades
- 5/12: After School Expo (5:30 p.m. - 6:30 p.m.)
- 5/16: Field Day (Grades 5 - 8)
- 5/17: School Closed (Primary Day)
- 5/19: Visit from ASD Superintendent (9:00 - 10:00 a.m.)
- 5/20: Field Day (Grades K - 4)
- 5/20: Caricaturist for 8th Graders

Upcoming Events

- 5/27: Field Day Rain Date (if needed)
- 6/2: Explorers Field Trip
- 6/3: 8th Grade Dance (6:00 - 8:00 p.m.)
- 6/7: Kinder Moving Up (a.m.) / 8th Grade Moving On (p.m.)
- 6/8: Explorers Graduation Ceremony (9:00 a.m.) / Last Day of School!

2. Facilities

- Technology – IU scheduled to complete “circuit migration” on 6/1/22
- Building – ELCEC construction continues (updates/change orders on board agenda)

3. Business Office

- Enrollment – 453
- Transportation – District transportation issues showed improvement in April/May
- Waiting List – fluctuates based upon receipt of enrollments and filling available spots
- PIMS – All reports have been submitted on time.

4. Community Support

- Parent donations for Moving Up/Moving On Ceremony and 8th Grade Dance include balloon decorations for both events and food/dessert for Dance. These are from parents with small businesses that support our school.

5. Student Services

- Center for Humanistic Change provides two weekly small group sessions for students in need (as identified through the SAP program)

6. Programs

- After School Program - Avg Attendance: 57
 1. After School Expo held on 6/12/22 - parents attended club sessions with students from 5:30 - 6:30 p.m.

7. Leadership Team Meetings – held weekly

Student Presentation: 2nd Grade Class – Ms. Zullo & Ms. J. Morales singing in Spanish

Financial Report and Approval of Payments:

Mrs. Gutierrez guided the Board through the review of finances the school’s Balance Sheet at April 30th showed Cash at \$1,418,909; this includes funds in the operating accounts and investments. The school’s ending Fund Balance at 04/30/2022 was \$1,288,940. Accounts Payable was \$133,235, while Accrued Payroll was \$766,158. For the 10 months ending 04/30/2022, the school had an operating deficit of -\$545,428 compared to a budgeted YTD surplus of \$67,626, and is currently projecting a year-end operating deficit of \$91,940. The school anticipates receipt of \$628K plus in federal grant funding in the final quarter of the 2021-22 school year.

Mrs. Gutierrez called for a motion to **approve the fiscal year financial report ending April 30th, 2022 and for the list of bills to be paid.** Motion was made by Mr. Lopez seconded by Mr. Santana. Motion was passed unanimously.

Old Business

- **Renovation Update** – School is still waiting for the fire department inspection for the occupancy permit. They should be completed very soon and the center should be available for the kinder and 8th grade moving ceremonies.

- **W2A Conference Room Project** – Item tabled for next board meeting.
- **Acoustical Study Results** – Item tabled for next board meeting
- **2023 Preliminary School Budget** – The Preliminary Budget will be posted for 30 days in the school website for review.

Ms. Weaver called for a motion to approve the **2022-2023 Preliminary School Budget as presented**. Motion was seconded by Ms. Parrales. Motion was accepted unanimously.

New Business

- **2022-2023 Health Insurance Benefits** –

Medical	Plan	Enrollment	Current	Highmark 2
	Simple PPO 0/0/25	58	\$746,187	\$754,941

- \$1,000 deductible for Inpatient Hospitalization Copayments. **NOTE:** Reimbursement for inpatient and outpatient surgery copayments will be reimbursed back to LVDLCS on a per submission basis
- Up to a maximum of \$1,000 for PCP, Specialist, UC, ER, Laboratory and complex imaging copayment. **NOTE:** Reimbursements for PCP, Specialist, UC, ER, Laboratory and complex imaging copayments will be reimbursed back to LVDLCS on a semi-annual basis
- Employee will continue to contribute 10% of the cost of plan

Guardian	Plan	Employee	Family
	Dental Plan	\$32.87	\$95.44

VSP	Plan	Employee	Employee & Child	Employee & Children	Family
	Vision Plan	\$7.81	\$12.50	\$12.76	\$20.58

UNUM

	Current rate	Renewal rate	Current premium*	New premium	Effective date	Guaranteed through
Long Term Disability Insurance	0.29	0.29	\$732.22	\$732.22	7/1/2022	7/1/2023
Short Term Disability Insurance	0.43	0.43	\$1,303.55	\$1,303.55	7/1/2022	7/1/2023
Life Insurance	0.075	0.075	\$227.44	\$227.44	7/1/2022	7/1/2023
AD&D Insurance	0.015	0.015	\$45.49	\$45.49	7/1/2022	7/1/2023
Total			\$2,308.69	\$2,308.69	Percent Change: 0.0%	

*Monthly premium based on current enrollment as of 2/1/2022.
Your Group Voluntary Term Life Insurance will not increase at this time — your current rate is guaranteed for 12 months.
We will waive this increase and guarantee your current rate until your 2023 renewal date if you add our Dental or Vision insurance benefits.

Mr. Lopez called for a motion to approve the **2022-2023 Health Insurance Benefits as presented**. Motion was seconded by Dr. Rance-Roney. Motion was accepted unanimously.

- **Scholarship Contribution Update**– Updated scholarship criteria will be sent to board members for them to share with others.
- **Window and Door Quote** – The school administration has called three different companies for quotes. One declined because the project is too small, another has not returned the call and Alfero Co. Inc. provided a quote for \$9,922.00

Mr. Lopez called for a motion to authorize **the administration to work with the lowest responsible quoted price after the final quote is received.** Motion was seconded by Dr. Rance-Roney. Motion was accepted unanimously.

- **Pennsylvania Coalition of Public Charter Schools (PCSPCS)** – Annual Membership cost of \$2,290.

Mr. Santana called for a motion to approve the **PCSPCS Annual Membership Cost as presented.** Motion was seconded by Ms. Weaver. Motion was accepted unanimously.

- **2022-2023 Vendor List** – Presented for approval to the board for review.

Mr. Lopez called for a motion to approve the **2022-2023 Vendor Lists.** Motion was seconded by Dr. Rance-Roney. Motion was accepted unanimously.

- **SAVVAS Science Program** – The science curriculum is a hands-on program for students. This was requested after much research by the committee. The cost of the tailored program is \$1,872.00

Ms. Gutierrez called for a motion to approve the **SAVVAS Science Program as presented.** Motion was seconded by Mr. Lopez. Motion was accepted unanimously.

- **Dual Temp Maintenance Report** – A copy of the report was provided to the Board as information of the type of reports the school received for the air condition units' maintenance reports.
- **2022 External Financial Audit** – The external preliminary audit will be June 6th, 2022 and then again they will come to finalize the Audit August 2nd and 3rd.
- **Student Population** – Sheet presented to the Board for information of the students background by country.

Personnel

- None

Courtesy of the Floor – Non Agenda Items

- The Texas shooting raised concerns within the Board in regards to safety in the school facility. It was mention that the school should have more intruder drills than just one per year.
- Ms. Yunez shared with the Board she feels very safe in the school grounds.

Public Comment and Correspondence

- ASD Superintendent Visit- May 19, 2022- Dr. John D. Stanford will be visiting and touring our school. Kudos to the custodial staff Mr. Gomez, Mr. Cancel, Ms. Y. Gonzalez and Mr. W. Rodriguez, their dedication was seen by Dr. Stanford.

Other

- None

Next Board Meeting will be Tuesday June 28, 2022 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 7:08 p.m.

Respectfully signed and submitted for approval by:



Mrs. Raiza Gutiérrez
President



Mr. Joshua Santana
Board Secretary

Lehigh Valley Dual Language Charter School
Board Meeting
CEO/COO and Principal's Report
June 28, 2022

1. School Activities

- 5/27: Field Day Rain Date (if needed)
- 6/2: Explorers Field Trip
- 6/3: 8th Grade Dance (6:00 - 8:00 a.m.)
- 6/7: Kinder Moving Up (a.m.) / 8th Grade Moving On (p.m.) (Event Report Attached)
- 6/8: Explorers Graduation Ceremony (9:00 AM) / Last Day of School!

Upcoming Events

- July 5 - July 28th - LVDLCS Summer Program

2. Facilities

- Technology –
 - IU received Access Points - will be scheduling installation
 - Help Desk tickets submitted for Chromebook repair
- Building – all summer maintenance is being completed

3. Business Office

- Enrollment – 453
- Transportation – 2022-2023 Act 372 forms delivered to districts as requested
- Waiting List – 30
- PIMS – All reports have been submitted on time.

4. Community Support

- Parent donations for Moving Up/Moving-On Ceremony include balloon decorations/selfie stations. These are from parents with small businesses that support our school.

5. Student Services

- Social Work Staff available throughout the summer to work with individual parents/students/families as needed

6. Programs

- Summer Program current enrollment: 61 students / 11 staff
- Program includes a 30 minute Art Block within the schedule

7. Leadership Team Meetings – held weekly

LVDLCS Dress Down Day Totals

Month	Activities	Amount Raised
September	Dress Down Day	FREE
October	Dress Down Day	FREE
November	Dress Down Day	\$ 323.30
December	Dress Down Day	\$ 334.85
January	Dress Down Day	\$264.80
February	Dress Down Day	\$309.65
March	Dress Down Day	\$300.75
April	Dress Down Day	FREE (Spring Picture Day)
May	Dress Down Day	\$380.00

LVDLCS 8th Grade Student High School Selection

School	Number of Students
Allen	5
Dieruff	9
Building 21	0
Liberty	8
Freedom	8
LVA	2
Charter Arts	1
Executive Education	2
Lincoln Leadership	1
Whitehall	1
Parkland	1
Undecided	1
Possible relocation impacting decision	1



Moving Up and Moving On Ceremonies

June 7, 2022 (9:30 and 1:00) Kindergarten and 8th Grade

Purpose of the Event	The Moving Up and Moving On ceremonies provide the opportunity for students, families, and staff to celebrate the accomplishments of our Kindergarten and Eighth Grade classes.
Attendees of the Event	<p>Administration: Ms. Perez, Ms. Herrmann, Mr. Zapata</p> <p>Staff and Faculty: Throughout the planning and implementation of the ceremonies virtually all staff participated in the event. The planning of the events is spear-headed by the School Engagement Committee and implemented by the Kindergarten and Middle School teams.</p> <p>Other: LVDLCS Kindergarten and Eight grade parents and guests</p>
Positive Outcomes	<ul style="list-style-type: none"> • We were able to use our new ELCEC space for the ceremonies which allowed for the entire event (the ceremony and the socializing afterward) to be held in one space. This streamlined the event • Student achievement was celebrated with individual Kindergarten awards, academic content achievement awards, 8th grade Valedictorian/Salutatorian awards, Spanish Program Awards, and recognition of 13 students who were LVDLCS students from Kindergarten through 8th grade. • The event allows for “selfies” with parent donated balloon selfie stations as well as a small social after the formal ceremony.
Recommendations	<ul style="list-style-type: none"> • We have noticed a decline in parent contributions for event refreshments (this could be directly related to the increase costs of most items). Consider the school purchasing cupcakes or small treats for after the ceremonies • When the construction is complete the entry/exit from the events will be the main door of the ELCEC – rather than the main school door which was used this year – this will make the school community safer and allow for easy entry/exit to the ceremonies.
Additional Comments	Considering we gained entry to the space very last minute, the School Engagement Committee did an excellent job of rapidly adapting and using the new space ---- it was a beautiful event!

<u>Number of Families that Attended</u>	<u>Number of Volunteer Hours Completed</u>
83 Families (46 Kindergarten and 37 Eighth Grade)	166

LVDLCS Jr. Health Care Explorers Program

6/8/2022

6th Grade Junior Health Care Explorers

<p>Purpose of the Event</p>	<p>Year-end celebration of Jr. Health Care Explorers Program</p>
<p>Attendees of the Event</p>	<p>Administration: Ms. L. Herrmann, Ms. E. Perez, and Mr. B. Zapata Staff: Ms. E. Gonzalez, Ms. S. Sarmiento, Ms. A. Santiago Visitor: None</p>
<p>Positive Outcomes</p>	<ul style="list-style-type: none"> • Jr. Health Care Explorers Program took place every Saturday from 11/6/2021 to 4/2/2022 • 22 6th grade students participated throughout the entire program • Students developed skills in the following areas: social-emotional skills, team work, open communication, seeking guidance and assistance to get the job done, collaboration and growth mind set via new experiences with college students, professionals in the respective fields and with age peers in other areas of Pennsylvania • Creating an environment that promotes paths to college and career exploration • Develop virtual learning skills through guidance and monitoring in classroom setting
<p>Recommendations</p>	<ul style="list-style-type: none"> • Work with University of Pittsburg Coordinator to enhance what worked • Implement new areas as needed
<p>Additional Comments</p>	<ul style="list-style-type: none"> • Parents commented on how great the program is for their children to partake in order to begin paths to college and career explorations. • Parents shared being proud to see their children pursue a college education in the health field • In the event parents had time to meet and network with each other to share experiences and take pictures with their student and their friends

<p><u>Number of Families that Attended = 17</u> <u>4 Parents could not attend due to work demands</u> <u>1 family travel outside of the US</u></p>	<p><u>Number of Volunteer Hours Completed</u></p>
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Lehigh Valley Dual Language Charter School
Financial Statements
May 31, 2022

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June 2022

**Members of the Board of Trustees
Lehigh Valley Dual Language Charter School**

This Summary and Management Report presents information we believe is important to you as members of the school board. We encourage you to review the sections of this report and we would be pleased to furnish additional information as requested.

Monthly financials are intended to provide a snapshot of the financials as of a specific point in time. As a result, they are subject to variances due to timing – the most common example is when invoices are received after the financials are prepared.

Key April Highlights:

- Decrease in Cash Position to \$607K corresponds to the deficit (inclusive of financing activity)
- Both Current Ratio = 1.5 (Standard = 1.1) and Days COH = 27.7 (Standard = 60.0) show improvement.
- Projected Operating Net Income (Surplus) at May 31 = +\$53K (exclusive of Building Acquisition).
- Fund Balance (Assigned + Unassigned+Net Income) = \$1.6M.

1. Balance Sheet

Balance Sheet Analysis	[A] 6/30/2020 (Final)	[A] 6/30/2021 (Audited)	[B] 05/31/2022	[C] = [B] - [A] Increase (Decrease)
Assets				
Cash	1,142,917	1,019,683	607,401	\$ (412,282)
Escrow	-	-	-	\$ -
Investments	914,625	922,641	922,641	\$ -
District Receivables	680,702	518,950	508,775	\$ (10,175)
Federal Receivables	45,354	51,223	383,276	\$ 332,053
State Receivables	-	34,033	-	\$ (34,033)
Fixed Assets - Net	724,624	686,481	9,797,347	\$ 9,110,867
Liabilities				
Accounts Payables	29,459	118,563	60,711	\$ (57,852)
Accrued Payroll	621,158	701,948	871,983	\$ 170,036
Notes Payable	-	-	8,213,490	\$ 8,213,490
Fund Balance				
Nonspendable	268,367	272,507	63,798	\$ (208,709)
Assigned	1,694,459	1,875,000	1,875,000	\$ -
Unassigned	196,132	9,362	317,307	\$ 307,945
Net Income	258,549	162,257	(592,488)	\$ (754,745)

- The school’s combined Cash and Investment Balances was \$1,530,042 at May 31st (an increase of \$113K since 4/30) due to a combination of cash outlaid for capital improvements and an increase in federal receivables (Title Funding, IDEA, ESSER II/ARP).
- Total Current Liabilities on May 31, 2022 represent a \$840,889 increase since June 30th due to the addition of monthly mortgage payments and utilization of the school’s Line of Credit (partially offset by a reduction in Accounts Payable).

- The building purchase in August 2021 is reflected as a Fixed Asset (\$9.8M) and as a Long-Term Liability (\$7.6M) on the Balance Sheet, as well as on the Budget-to-Actual report in a separate expense section. The amount of the school's equity put into fixed assets (building) accounts for the deficit.

2. Budget to Actual for the Ten (11) Months Ended May 31, 2022

Income Statement Analysis	[A] YTD Actual	[B] YTD Budget	[C] = [A] - [B] Amount Over (Under) Budget
REVENUES			
Local Sources	5,629,790	5,110,857	518,933
State Sources	20,191	20,191	-
Federal Sources	1,350,420	1,855,717	(505,297)
EXPENDITURES			
Personnel	4,718,277	4,651,872	66,405
Contracted Services	191,814	295,059	(103,245)
Property Services	966,881	1,308,500	(341,619)
Other Purchased Services	427,365	332,586	94,779
Supplies and Instructional Aids	304,721	301,366	3,355
Building, Furniture & Equipment	36,107	73,333	(37,226)
Debt Service	551,341	-	551,341
Other Expenses	38,444	6,300	32,144
Net Change Before Building Transaction	(234,549)	17,749	(252,298)

- Local Revenues of \$5,629,790 are over the YTD budgeted amount (by \$519K) as the school has maintained healthy enrollment and tuition rates have increased. Total Revenues for the year are projected at \$8,069,217 (\$129K over budget).
- Additional Federal Revenues (highlighted above) will be booked in the final month of FY22 when they are anticipated to be received (\$1.35M have been received of an anticipated \$1.7M). The school is expected to utilize roughly \$817K in COVID-relief funding (ESSER II, ARP ESSER) in FY22.
- Total Expenses are projected to be over budget by \$254K at year-end due to YTD variances on Personnel (+\$66K), Food Service (+\$86K) and Repairs (+\$150K), partially offset by YTD savings on Contracted Services (-\$103K).
- The school currently projects a modest year-end Operating Surplus of \$52,708 (exclusive of the Building Acquisition) due to the aforementioned variances (particularly personnel + repairs) and a decrease in projected ESSER Revenues to be recognized prior to the end of FY22.

3. Financial Updates with Potential Impact on PA Charter School Community (May 31, 2022)

- **State Budget Update**

- It is that time of the year again when political and financial pressures force the charter movement to fight for their very existence.

The recent primary elections results found two charter school supporters on the losing end including Stan Saylor (R., York), who chairs the powerful House Appropriations Committee and State Senator Pat Browne (R., Lehigh) who chairs Appropriations in the Senate. In the past, Saylor and Browne have led the negotiations with the Governor and top Democrats. These negotiations have resulted in on-time budgets in the current administration's second-term due primarily to the willingness of Saylor and Browne to concede to increased tax revenues. It is unclear how these negotiations will be handled this year increasing the possibility of a delayed budget. Failure to pass an on-time budget can result in delayed funding from the state to public schools.

- **Year-End Board Checklist:**

- As we wrap up the 2021-22 school/fiscal year, please keep the following items in mind:
- **Lease Reimbursement** – if your school is renting/leasing its facility from either a related party (i.e., Foundation) or a third-party landlord, you will need to adopt a Board resolution at your June meeting (if you have not done so already) authorizing Charter Choices to file the application for PA Lease Reimbursement funding on your behalf.
- **Fund Balance** – if your school is carrying a fund balance of any material significance, you will want to adopt a Board resolution at your June meeting (if you have not done so already) committing a portion of that fund balance to a future purpose (i.e., “to address rising retirement contribution costs”, “to fund future debt service obligations”, “to address future capital improvement costs”, etc.).
- **990 Filing** – your auditors should have prepared and filed your school's Form 990 (for prior FY) with the IRS by this point in the year. Each Board Member should review this document carefully to ensure that it accurately discloses any information and activity pertaining to a related entity (Foundation, Management Company, etc.) and/or any potential conflicts of interest involving Board Members.

- **Federal Grant Reminders:**

- Based on the sheer volume and size of federal grants that have been allocated to schools (CARES, ESSER, ARP, etc.) since the start of the COVID-19 pandemic, it has become increasingly important that school-based personnel are abiding by all federal procurement guidelines for Fixed Assets (such as technology, furniture, vehicles, etc.) as well as complying with all bidding requirements for professional services (general contracting, educational consulting, etc.) that exceed prescribed thresholds. The Charter Choices compliance team has provided these requirements to contacts at each school – please let us know if you would like us to re-send and/or schedule a time to review the federal requirements.

- **Important Disclaimers:**

- Charter Choices is proud to serve as your school's Business Manager, providing high-quality accounting services and back-office support. On occasion, school leaders and boards will ask us

to provide strategic advice on a range of issues. To be clear, however, **Charter Choices is not an investment advisory firm** and cannot offer an official opinion on PSERS or 403(b) (PSERS Alternative Plan) participation. Please consult your Employee Benefits or Retirement Services Broker for professional advice.

- Similarly, Charter Choices does not provide legal advice. Please consult with your school's solicitor (attorney) on all matters related to governance, charter school law, etc.

**Lehigh Valley Dual Language
Charter School
Comparative Balance Sheets**

	<u>June 30, 2021</u> <u>(Audited)</u>	<u>May 31, 2022</u>	<u>Increase</u> <u>(Decrease)</u>
ASSETS			
Current Assets			
Operating Cash	1,019,683	607,401	(412,282)
Investments	922,641	922,641	-
District Tuition Payments Receivable	518,950	508,775	(10,175)
Other Receivables	17,713	33,004	15,291
Federal Receivables	51,223	383,276	332,053
State Receivables	34,033	-	(34,033)
Prepaid Expenses	22,507	13,798	(8,708)
Total Current Assets	<u>2,586,749</u>	<u>2,468,894</u>	<u>(117,855)</u>
Fixed Assets - net	<u>686,481</u>	<u>9,797,347</u>	<u>9,110,867</u>
Other Assets			
Note Receivable - DLP	-	339,198	339,198
Note Receivable - Good New Ventures	277,000	-	(277,000)
Interest Receivable - Good New Ventures	43,701	1,555	(42,146)
Other Assets	242,211	-	(242,211)
Deferred Outflow of Resources	829,214	826,303	(2,911)
Total Other Assets	<u>1,392,126</u>	<u>1,167,055</u>	<u>(564,269)</u>
TOTAL ASSETS	<u>4,665,356</u>	<u>13,433,297</u>	<u>8,767,941</u>
LIABILITIES & EQUITY			
LIABILITIES			
Current Liabilities			
Accounts Payable	118,563	60,711	(57,852)
Accrued Payroll Expenses	701,948	871,983	170,036
Deferred Revenues	868	868	-
Mortgage Payable - Current	-	588,415	588,415
Line of Credit	-	125,000	125,000
Due to General Fund	9,156	24,447	15,291
Total Current Liabilities	<u>830,535</u>	<u>1,671,424</u>	<u>840,889</u>
Other Liabilities			
Food Service Deferred Inflows of Resources	12,373	12,373	-
Food Service Net Pension Liability	67,487	64,576	(2,911)
Deferred Inflows of Resources	714,208	714,208	-
Mortgage Payable	-	7,625,075	7,625,075
Net OPEB Liability	258,486	258,486	-
Net Pension Liability	5,506,624	5,506,624	-
Total Other Liabilities	<u>6,559,178</u>	<u>14,181,342</u>	<u>7,622,164</u>
TOTAL LIABILITIES	<u>7,389,713</u>	<u>15,852,766</u>	<u>8,463,053</u>
EQUITY			
Amount Provided for Pension	(5,729,964)	(5,666,944)	63,020
Invested in Capital Assets	686,481	9,797,347	9,110,867
Amount Provided for Long term debt	-	(8,213,490)	(8,213,490)
Non Spendable	272,507	63,798	(208,709)
Assigned	1,875,000	1,875,000	-
Unrestricted	9,362	317,307	307,945
Net Income	162,257	(592,488)	(754,745)
TOTAL EQUITY	<u>(2,724,357)</u>	<u>(2,419,469)</u>	<u>304,888</u>
TOTAL LIABILITIES & EQUITY	<u>4,665,356</u>	<u>13,433,297</u>	<u>8,767,941</u>
Balance Sheet Metrics			
Current Ratio	3.11	1.48	(1.64)
Days Operating Cash on Hand	59.85	27.66	(32.19)

LEHIGH VALLEY DUAL LANGUAGE CHARTER SCHOOL
Budget-to-Actual
Eleven Months Ended May 31, 2022

	[A] YTD Actual	[B] YTD Budget	[C] = [A] - [B] Amount Over (Under) Budget	[D] EOY Projection	[E] Annual Budget	[F] = [D] - [E] Amount Over (Under) Budget
REVENUES						
Revenues from Local Education Agencies						
School District - Regular Education	4,758,784	4,498,690	260,094	5,111,829	4,907,662	204,167
School District - Special Education	796,955	552,133	244,822	863,849	602,327	261,522
Total Local Educational Agency Revenue	5,555,739	5,050,823	504,916	5,975,678	5,509,989	465,689
Other Local Revenues						
Interest Income	20,147	26,583	(6,436)	22,564	29,000	(6,436)
Student Activities Revenues	13,520	13,750	(230)	14,770	15,000	(230)
Lease Income	19,704	19,701	3	21,495	21,492	3
Miscellaneous	20,680	-	20,680	20,680	-	20,680
Prior Fund Balance	-	-	-	285,000	285,000	-
Total Local Revenue -Other	74,051	60,034	14,017	364,509	350,492	14,017
Revenues from State Sources						
Ready to Learn Grant	20,191	20,191	-	20,191	20,191	-
Total State Revenues	20,191	20,191	-	20,191	20,191	-
Revenues from Federal Sources						
IDEA Pass-Through	-	20,900	(20,900)	20,900	20,900	-
Title I Grant	84,417	202,737	(118,320)	222,916	225,263	(2,347)
Title II Grant	4,561	20,683	(16,122)	22,334	22,981	(647)
Title III Grant	18,662	15,148	3,514	18,662	16,831	1,831
Title IV Grant	6,120	15,553	(9,433)	16,930	17,281	(351)
CARES Act - ESSER Set Aside	21,399	-	21,399	21,399	-	21,399
CARES Act - ESSER II Funding	280,333	587,000	(306,667)	291,710	652,222	(360,512)
CARES Act - ARP ESSER III Funding	420,261	750,696	(330,435)	503,672	834,107	(330,435)
Food Service Revenues	514,667	243,000	271,667	590,316	270,000	320,316
Total Federal Revenues	1,350,420	1,855,717	(505,297)	1,708,839	2,059,585	(350,746)
TOTAL REVENUES	\$ 7,000,401	\$ 6,986,765	\$ 13,636	\$ 8,069,217	\$ 7,940,257	\$ 128,960
EXPENDITURES						
Personnel Costs						
Salaries and Wages (includes incentives)	3,097,768	2,918,001	179,767	3,405,317	3,225,550	179,767
Insurances	675,925	841,882	(165,957)	765,076	931,033	(165,957)
Retirement	623,432	599,511	23,921	686,017	662,096	23,921
Employer Taxes	279,098	262,958	16,140	306,817	290,677	16,140
Other benefits	42,054	29,520	12,534	45,334	32,800	12,534
Total Salaries	4,718,277	4,651,872	66,405	5,208,561	5,142,156	66,405
Contracted Services						
Audit	8,157	12,000	(3,843)	8,157	12,000	(3,843)
Legal Services	19,627	10,000	9,627	19,627	10,000	9,627
Business Services	73,500	68,200	5,300	79,700	74,400	5,300
Board Member Services	-	4,583	(4,583)	417	5,000	(4,583)
Professional Development	24,844	21,825	3,019	27,269	24,250	3,019
Professional Consultant	37,910	-	37,910	37,910	-	37,910
Special Education Services	13,233	39,568	(26,335)	17,074	43,409	(26,335)
Payroll Service	14,543	15,583	(1,040)	15,960	17,000	(1,040)
Additional Programs/Extended Day	-	123,300	(123,300)	13,700	137,000	(123,300)
Total Professional & Technical Services	191,814	295,059	(103,245)	219,814	323,059	(103,245)
Property Services						
Building rental	53,856	550,000	(496,144)	53,856	600,000	(546,144)
Utilities	67,219	73,333	(6,114)	73,886	80,000	(6,114)
Repairs & Maintenance	815,293	665,000	150,293	875,293	725,000	150,293
Equipment Rental	21,657	20,167	1,490	23,490	22,000	1,490
Cleaning and Maintenance Supplies	8,856	-	8,856	8,856	-	8,856
Total Property Services	966,881	1,308,500	(341,619)	1,035,381	1,427,000	(391,619)

LEHIGH VALLEY DUAL LANGUAGE CHARTER SCHOOL
Budget-to-Actual
Eleven Months Ended May 31, 2022

	[A] YTD Actual	[B] YTD Budget	[C] = [A] - [B] Amount Over (Under) Budget	[D] EOY Projection	[E] Annual Budget	[F] = [D] - [E] Amount Over (Under) Budget
Other Purchased Services						
Transportation	37,875	24,300	13,575	40,575	27,000	13,575
Insurance	20,634	32,703	(12,069)	23,607	35,676	(12,069)
Telecommunications	43,266	52,250	(8,984)	48,016	57,000	(8,984)
Public Relations	2,145	1,833	312	2,312	2,000	312
Printing	152	-	152	152	-	152
Student Meals	302,221	216,000	86,221	356,221	240,000	116,221
Travel	890	5,500	(4,610)	1,390	6,000	(4,610)
Other	20,182	-	20,182	20,182	-	20,182
Total Other Purchased Services	427,365	332,586	94,779	492,455	367,676	124,779
Supplies and Instructional Aides						
Books	80,903	157,083	(76,180)	120,403	174,000	(53,597)
Educational Software	21,864	13,750	8,114	23,114	15,000	8,114
Instructional Supplies	88,069	43,583	44,486	92,486	48,000	44,486
Pupil Health Supplies	1,293	-	1,293	1,543	-	1,543
Special Education Supplies	8,139	34,700	(26,561)	11,439	38,000	(26,561)
Student Meals	19,836	-	19,836	19,836	-	19,836
Maintenance Supplies	30,757	18,333	12,424	32,424	20,000	12,424
Student Activities	17,660	-	17,660	17,660	-	17,660
Administration Supplies	36,200	33,917	2,283	39,283	37,000	2,283
Total Supplies	304,721	301,366	3,355	358,188	332,000	26,188
Furniture & Equipment						
Building, Furniture & Equipment	6,129	-	6,129	6,129	-	6,129
Technology	29,978	73,333	(43,355)	55,395	80,000	(24,605)
Total Furniture & Equipment	36,107	73,333	(37,226)	61,524	80,000	(18,476)
Other Expenses						
Dues & Fees	38,444	6,300	32,144	39,145	7,000	32,145
Total Other Expenses	38,444	6,300	32,144	39,145	7,000	32,145
Debt Service & Other Items						
Debt Service	539,438	-	539,438	588,438	-	588,438
Interest	11,903	-	11,903	13,003	-	13,003
Total Debt Service	551,341	-	551,341	601,441	-	601,441
Budgetary Reserve	-	-	-	-	-	-
Total Expenditures	\$ 7,234,950	\$ 6,969,016	\$ 254,031	\$ 8,016,509	\$ 7,678,891	\$ 337,618
Net Change in Fund Balance - Operating	\$ (234,549)	\$ 17,749	\$ (252,298)	\$ 52,708	\$ 261,366	\$ (208,658)
Other Sources and Uses of Financing						
Proceeds from extended term financing	8,752,927	-	8,752,927	8,752,927	-	8,752,927
Building Acquisition	(9,110,867)	-	(9,110,867)	(9,110,867)	-	(9,110,867)
	(357,939)	-	(357,939)	(357,939)	-	(357,939)
Net Change in Fund Balance	\$ (592,488)	\$ 17,749	\$ (610,237)	\$ (305,231)	\$ 261,366	\$ (566,597)

Lehigh Valley Dual Language Charter School
Check Detail
May 31, 2022

Num	Date	Name	Account	Original Amount
Bill.com	05/03/2022	Capital Blue Cross	10-1110-210-000 Group Insurance;10-1241-210-000 Group Insurance;10-1190-	65,082.74
Bill.com	05/24/2022	Capital Blue Cross	10-1110-210-000 Group Insurance;10-1241-210-000 Group Insurance;10-1190-	54,930.92
Bill.com	05/23/2022	601 Broad Development Group, LLC	92-0500-0500;10-5000-830-000 Interest Mortgage Payable;10-6100-000-000 D	50,003.73
6110	05/23/2022	601 Broad Development Group, LLC	10-2620-441-000 Rental Broad St	49,953.36
Bill.com	05/26/2022	Lintons Food Service Management	51-3100-571-000 Food Costs	34,820.39
eft	05/05/2022	MG Trust	10-0460-0469 EE 403b;10-0460-0468 ER 403B	10,889.69
eft	05/20/2022	MG Trust	10-0460-0469 EE 403b;10-0460-0468 ER 403B	10,221.51
eft	05/09/2022	PSERS	10-0460-0461 PSERS	9,449.44
Bill.com	05/17/2022	PPL Electric Utilities	10-2620-430-005 Electrical	8,296.94
Bill.com	05/03/2022	Charter Choices, Inc.	10-2515-300-000 Financial Accou	7,500.00
Bill.com	05/10/2022	Charter Choices, Inc.	10-2515-300-000 Financial Accou	6,000.00
6111	05/23/2022	601 Broad Development Group, LLC	10-2620-424-000 Water & Sewer;10-2620-622-000 Electric	3,904.48
Bill.com	05/03/2022	Academic Entertainment, Inc	10-1100-500-000 Other Purch Ser	2,400.00
Bill.com	05/03/2022	Academic Entertainment, Inc	10-1100-500-000 Other Purch Ser	2,400.00
Bill.com	05/24/2022	Smart Digital Tech	10-2390-650-000 Technology Supp	2,380.00
Bill.com	05/24/2022	DeSales University	10-1110-240-000 Tuition Reimbur	2,327.00
Bill.com	05/27/2022	UNUM Life Insurance Company of America	10-1110-210-000 Group Insurance;10-1241-210-000 Group Insurance;10-1190-	2,299.82
Bill.com	05/10/2022	UGI Utilities, Inc.8355	10-2620-621-000 Gas	2,246.61
Bill.com	05/23/2022	Fraser Advanced Information Systems 129	10-2620-442-000 Rentals Copler	2,147.02
Bill.com	05/03/2022	Fraser Advanced Information Systems	10-2390-610-000 Office of Princ	2,031.13
Bill.com	05/17/2022	Uline	10-3100-610-000 Supplies	1,705.25
Bill.com	05/03/2022	Kristi Yordy	10-1110-240-000 Tuition Reimbur	1,641.00
Bill.com	05/23/2022	LAROS SILK MILL MASTER ASSOCIATION, INC	10-2600-810-000 Dues & Fees	1,360.00
eft	05/17/2022	Streamline HR	10-2514-302-000 Payroll Fees	1,327.22
Bill.com	05/27/2022	Albright College	10-1110-240-000 Tuition Reimbur	1,250.00
Bill.com	05/24/2022	Elba L. Gonzalez	10-2390-240-000 Tuition Reimbur	1,076.00
Bill.com	05/11/2022	Waste Management of Pennsylvania, Inc.	10-2620-430-004 Trash Removal	880.44
Bill.com	05/03/2022	Vision Service Plan	10-1100-210-su Group Insurance	858.45
Bill.com	05/03/2022	Aitronics Security Systems	10-2600-810-000 Dues & Fees	827.00
Bill.com	05/20/2022	Stotz & Fatzinger Office Supply	10-1110-610-000 General Supplie	805.23
Bill.com	05/10/2022	Verizon Wireless	10-2620-530-000 Communications	766.71
Bill.com	05/24/2022	Vision Service Plan	10-1100-210-su Group Insurance	738.63
Bill.com	05/02/2022	Herff Jones, Inc.	10-1110-610-000 General Supplie	667.22
eft	05/17/2022	Crayola	10-3210-580-000 Travel	623.07
eft	05/19/2022	Da Vinci Science Center	10-3210-580-000 Travel	609.50
Bill.com	05/10/2022	Dual Temp Company, Inc.	10-2620-430-007 HVAC	600.00
Bill.com	05/25/2022	Cardmember Service	10-1110-650-000 Inst. Software;10-1110-630-000 Food;10-2160-430-000 Repa	548.52
Bill.com	05/23/2022	Angelanette Arrubla	10-2271-300-000 Instr Prof Deve	540.00
Bill.com	05/23/2022	Michelle Guzman	10-2271-300-000 Instr Prof Deve	540.00
Bill.com	05/19/2022	Diefenderfer Electrical Contractors	10-2620-430-000 Repairs & Maint	519.67
eft	05/20/2022	Imagination Nation	10-3210-580-000 Travel	516.00
eft	05/31/2022	Home Depot	10-2620-610-000 General Supplie	497.60
Bill.com	05/10/2022	Provident Life and Accident Ins Co	10-0460-0462 Medical	464.26
Bill.com	05/10/2022	Adventure Aquarium	10-2700-300-000 Purch Prof & Te	452.00
eft	05/24/2022	Lehigh Valley Zoo	10-3210-580-000 Travel	436.00
Bill.com	05/10/2022	Angelanette Arrubla	10-2271-300-000 Instr Prof Deve	420.00
Bill.com	05/10/2022	Michelle Guzman	10-2271-300-000 Instr Prof Deve	420.00
Bill.com	05/17/2022	Smart Digital Tech	10-2390-650-000 Technology Supp	350.00
Bill.com	05/10/2022	Nyatesha Zervos	10-1110-240-000 Tuition Reimbur	340.00
1343	05/20/2022	Alexander Clare	10-3210-610-000 General Supplie	325.00
eft	05/17/2022	Robert Movies Film	10-3210-580-000 Travel	300.00
Bill.com	05/24/2022	UNUM Life Insurance Company of America EE	10-0460-0462 Medical	267.72
Bill.com	05/17/2022	601 Broad Development Group, LLC	10-2620-424-000 Water & Sewer	240.82
eft	05/19/2022	Lowe's	10-2620-610-000 General Supplie	238.65
eft	05/16/2022	Amazon	10-1110-610-000 General Supplie	220.21
eft	05/02/2022	Amazon	10-1110-610-000 General Supplie	211.96
eft	05/19/2022	Urban Air Trexl	10-1100-510-000 Student Transpo	204.99

Num	Date	Name	Account	Original Amount
eft	05/04/2022	Amazon	10-1110-610-000 General Supplie	190.47
eft	05/06/2022	Eastern University	10-2400-320-000 Professional -E	150.00
Bill.com	05/03/2022	Charter Cholces, Inc.	10-2500-530-000 Communications	137.11
Bill.com	05/17/2022	ReadyRefresh	10-2390-610-000 Office of Princ	134.03
eft	05/03/2022	Amazon	10-1110-610-000 General Supplie	120.00
Bill.com	05/17/2022	Charter Choices, Inc.	10-1100-530-000 Communications	114.70
eft	05/13/2022	Domino's	10-3210-630-000 Food	107.14
eft	05/27/2022	Tims	10-2400-600-000 Supplies	100.00
eft	05/13/2022	Giant	10-2390-630-000 (food)	75.70
eft	05/08/2022	PA Driver	10-2519-810-000 Dues & Fees	74.00
eft	05/03/2022	Amazon	10-1110-610-000 General Supplie	66.99
eft	05/04/2022	Pro-Ed, Inc	10-1110-610-000 General Supplie	61.80
eft	05/11/2022	Lowes	10-2620-610-000 General Supplie	47.53
Bill.com	05/20/2022	Stotz & Fatzinger Office Supply	10-1110-610-000 General Supplie	41.81
ach	05/09/2022	Amazon	10-1110-610-000 General Supplie	35.85
Bill.com	05/02/2022	Pitney Bowes Global Financial Services	10-2390-530-000 (Communications	32.00
eft	05/13/2022	Amazon	10-1110-610-000 General Supplie	26.98
Bill.com	05/24/2022	Fraser Advanced Information Systems	10-2390-610-000 Office of Princ	20.60
eft	05/11/2022	Lowes	51-3100-610-000 Supplies	19.96
eft	05/20/2022	Lowes	10-2620-610-000 General Supplie	19.74
eft	05/24/2022	Amazon	10-1110-610-000 General Supplie	18.99
ach	05/10/2022	RltaAid	10-2440-610-000 General Supplie	17.96
eft	05/05/2022	Amazon	10-1110-610-000 General Supplie	14.99
eft	05/04/2022	InternetFax Service	10-2390-530-000 (Communications	14.00
eft	05/13/2022	Amazon	10-1110-610-000 General Supplie	12.99
eft	05/13/2022	WaWa	10-2390-610-000 Office of Princ	7.77
eft	05/17/2022	Tims	10-2400-600-000 Supplies	5.00
eft	05/09/2022	Eastern University	10-2400-320-000 Professional -E	3.75

**Lehigh Valley Dual Language CS
Accounts Receivable Summary Report
School Year 2021-22 as of 05/31/2022**

District	AUN	Amounts Due			Total Due	District	Amounts Paid		Total Paid	Net Due
		Regular Ed	Special Ed	Refunds			UniPay	Refunds		
Allentown City SD	121390302	2,335,478.77	471,404.06	.00	2,806,882.83	2,562,754.64	.00	2,562,754.64	244,128.19	
Bethlehem Area SD	120481002	1,948,735.34	323,307.24	.00	2,272,042.58	2,044,104.43	.00	2,044,104.43	227,938.15	
Boyetown Area SD	114060753	11,082.82	.00	.00	11,082.82	.00	9,067.76	9,067.76	2,015.06	
Catasauqua Area SD	121391303	5,758.14	.00	.00	5,758.14	3,454.89	.00	3,454.89	2,303.25	
East Penn SD	121392303	43,267.58	2,243.68	.00	45,511.26	39,334.17	.00	39,334.17	6,177.09	
Easton Area SD	120483302	119,973.15	.00	.00	119,973.15	107,753.66	.00	107,753.66	12,219.49	
Hazleton Area SD	118403302	3,715.43	.00	.00	3,715.43	.00	3,715.43	3,715.43	.00	
Northampton Area SD	120484903	20,797.43	.00	.00	20,797.43	18,608.20	.00	18,608.20	2,189.23	
Parkland SD	121395103	24,695.68	.00	.00	24,695.68	24,695.68	.00	24,695.68	.00	
Pleasant Valley SD	120455203	14,493.39	.00	.00	14,493.39	10,540.64	.00	10,540.64	3,952.75	
Salisbury Township SD	121395603	28,103.90	.00	.00	28,103.90	25,549.00	.00	25,549.00	2,554.90	
Saucon Valley SD	120486003	14,247.60	.00	.00	14,247.60	11,691.82	.00	11,691.82	2,555.78	
Southern Lehigh SD	121395703	16,881.89	.00	.00	16,881.89	16,881.89	.00	16,881.89	.00	
Whitehall-Coplay SD	121397803	115,496.15	.00	.00	115,496.15	115,496.15	.00	115,496.15	.00	
Wilson Area SD	120488603	56,056.92	.00	.00	56,056.92	50,960.83	.00	50,960.83	5,096.09	
Totals:		4,758,784.19	796,954.98	.00	5,555,739.17	5,031,826.00	12,783.19	5,044,609.19	511,129.98	