

**Lehigh Valley Dual Language Charter School**  
**Board of Trustee Meeting**  
**Agenda**  
**Board of Trustees**  
**Tuesday – July 25, 2023**  
**6:00 p.m. Public Meeting**

1. Approval of LVDLCS June 27, 2023 Board Meeting Minutes
2. CEO/COO and Principal's Report
3. Courtesy of the Floor – No Agenda Items
4. Financial Report, Approval of Payments for the prior month and Internal Account Report
5. Old Business
  - Renovation Updates
  - Administrative Area Construction
6. New Business
  - \$500,000 Assigned Funds for Mortgage - Approval
  - 2022-2023 Data Presentation - Presentation
  - 22-23 Financial Audit - Informational
7. Personnel
  - Kristy Yordy – 6<sup>th</sup> Grade Teacher – Resignation
  - Kyle Seeger – Middle School Science – New Hire - \$52,000
8. Courtesy of the Floor – Non Agenda Items
9. Correspondence and Other
10. Next Board Meeting-Tuesday, August 22, 2023, at LVDLCS at 6:00 p.m.
11. Adjournment

**Lehigh Valley Dual Language Charter School  
Board of Trustees Meeting  
Tuesday June 27, 2023 - 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, Ms. Weaver, Mr. Lopez, Mrs. Parrales

**Excused:** Mr. Santana

**Staff Present:** Ms. Perez, Ms. E. Gonzalez

**Google Meet Present:** Dr. Rance-Roney- Board Member, Mr. W. Rodriguez, Ms. A. Santiago, Ms. S. Sarmiento

**Approval of Minutes**

Mrs. Gutierrez requested a review of the board meeting minutes for the month of May 23, 2023.

Mr. Lopez called for a motion to **approve the May 23, 2023 meeting minutes**. Motion was seconded by Ms. Parrales. Motion was approved unanimously.

**1. School Activities**

- May 24th - Elementary Music Concerts (Event Report Attached)
- June 2nd - 8th Grade Dance (5:30 - 8:30 p.m.)
- June 7th - Kinder Moving Up (AM) / 8th Moving On (p.m.) (Event Report Attached)
- June 8th - Last Student Day - Early Dismissal (12:15 p.m.)
- June 12th and 13th - Kindergarten Screening

**Upcoming Events**

- July 10th - 20th - Summer Program

**1. Facilities**

- Fire Drills –None
- Technology – IU working with service ticket requests for Chromebooks
- Building – Continued monitoring of ongoing projects (as discussed on Board Agenda)

**2. Business Office**

- Enrollment – 452 (as of 6/8/23 - the last day of school)
- Transportation – No transportation issues at this time.
- Waiting List – Fluctuating based upon enrollment packets being received.
- PIMS – All reports have been submitted on time.

**3. Community Support**

- Latino Leadership Alliance of Lehigh Valley Scholarship Information shared with families and students.

**4. Student Services**

- Working with Valley Youth House to arrange for potential in-school counseling services -- *currently waiting for VYH to hire a bilingual therapist to assign to LVDLCS*

**5. Programs**

- Summer Program - 61 students enrolled. Program begins 7/10

#### 6. Leadership Team Meetings – held weekly

**Financial Report and Approval of Payments:** Mrs. Gutierrez guided the Board through the review of finances, LVDLCS's Balance Sheet at May 31<sup>st</sup> showed Cash (Checking Account + Investments) at \$3.7M, an increase of \$1.6M since the end of the prior year (06/30/2022), along with \$83K in School District Receivables. The school's Fund Balance (Assigned + Unrestricted + Net Income) at 05/31/23 has grown to \$3M+, while Accounts Payable is \$52K and Accrued Payroll is \$645K. For the 11 months ending 05/31/2023, the school has an operating surplus of \$865K (projecting \$812K at year-end), and its financial health metrics remain strong: Current Ratio = 2.9 (Standard = 1.1), Debt Ratio = 61.0% (Standard = <85%), Days COH = 129.3 (Standard = 60 Days).

Mrs. Gutierrez called for a motion to **approve the fiscal year financial report ending May 31, 2023 and for the list of bills to be paid.** Motion was made by Ms. Parrales seconded by Mr. Lopez. Motion was passed unanimously.

#### Old Business

- **Renovation Update** – The parking seal-coat will be done next July 5-7. This is the only item missing to complete.
- **Administrative Area Construction** – Demolition was completed to transform the space to a possible classroom.
- **Request of Financial Proposal (RFP)** – A public meeting was held June 13 to open all bids received until that date at 4:00 p.m. Attendees were Carlos Lopez - Board Treasurer, Elsie Perez- CEO/COO, Jesse Bean - Charter Choices Business Manager, Lisa Hermann – Principal, Douglas Downing-VP Fulton Bank, Sara Russ - VP Fulton Bank, Denie Montes- PIMS & Account Coordinator and Elba Gonzalez -Executive Assistant. The school received six (6) submissions from the following institutions: Baird & Co., Fulton Bank, Members 1st FCU, M&T Bank, Stifel Public Finance, Zeigler Investment Bank. Ms. Perez opened each submission and Mr. Bean summarized the basic terms of each proposal to the group. Mr. Lopez reminded the group of the basic criteria in order to merit further consideration: Professional Standing/Qualifications of Firm, Charter School Experience/Knowledge, Technical Expertise/Ability of Staff to Perform, Cost of Services. The group determined that five (5) of the applicants met these basic requirements, and one (1) applicant did not – Members 1st FCU. This applicant did not provide evidence of its qualifications, sector experience or technical expertise, and was therefore removed from further consideration.

After much consideration and review based on the proposals submitted, the board is recommending to elect B.C. Ziegler and Company for the loan opportunity. Ziegler and Company offers the best options for the school.

Mr. Lopez called for a motion to **approve to elect B.C. Ziegler and Company as presented.** Motion was seconded by Ms. Weaver. Motion was approved unanimously.

- **2023-2024 LVDLCS Budget** – The Board had the opportunity to review the budget for 30 days and it was also listed on the school website for the public.

Mr. Lopez called for a motion to **approve the 2023-2024 LVDLCS' Budget as presented after being posted and reviewed for 30 days.** Motion was seconded by Dr. Rance-Roney. Motion was approved unanimously.

- **Attendance Policy** - (2<sup>nd</sup> Reading) - Policy was presented to the Board for review.
- **Conflict of Interest Policy** - (2<sup>nd</sup> Reading) - “Board of Trustees” was added to the policy. Policy was presented to the Board for review.
- **EL Program and Services** - (2<sup>nd</sup> Reading) - Policy was presented to the Board for review.
- **Suspension and Expulsion** - (2<sup>nd</sup> Reading) - Policy was presented to the Board for review.
- **Safe2Say Procedures** - (2<sup>nd</sup> Reading) – This is a new policy presented to the Board for review.

Mr. Lopez called for a motion to **approve the Attendance Policy, Conflict of Interest Policy, EL Program and Services, Suspension and Expulsion and Safe2Say Procedures as presented after being posted and reviewed for 30 days.** Motion was seconded by Ms. Parrales. Motion was approved unanimously.

#### **New Business**

- **Board Re-Organization** - Resignation from all Board Officers was accepted.

Mr. Lopez called for a motion to **accept all Board Officers Resignations.** Motion was seconded by Ms. Weaver. Motion was approved unanimously.

Mr. Lopez then called for a motion to nominate **Ms. Parrales as Board President** after majority of the board member voted for her as president. Motion was seconded by Ms. Gutierrez. Motion was accepted unanimously.

Mr. Lopez then called for a motion to nominate **Mrs. Gutierrez as Board Vice-President.** Motion was seconded by Dr. Rance-Roney. Motion was accepted unanimously.

Mr. Lopez then called for a motion to nominate **Mr. Santana as Board Secretary.** Motion was seconded by Dr. Rance-Roney. Motion was accepted unanimously.

Mrs. Gutierrez then called for a motion to nominate **Mr. Lopez as Board Treasurer.** Motion was seconded by Dr. Rance-Roney. Motion was accepted unanimously.

Dr. Rance-Roney and Ms. Weaver remain as Board Members.

- **2022-2023 Gorman & Associates Audit Contract** – The audit fee is \$16,300, single audit fee is 3,500 and the hourly rate for additional services is \$95.

Mr. Lopez called for a motion to **approve the 2022-2023 Gorman & Associates Audit Contract presented.** Motion was seconded by Ms. Weaver. Motion was approved unanimously.

- **Pennsylvania Coalition of Charter Schools Contract** – The membership cost is \$2,290.00.

Mr. Lopez called for a motion to **approve the 2022-2023 Pennsylvania Coalition of Charter Schools Contract a presented.** Motion was seconded by Ms. Parrales. Motion was approved unanimously.

- **2022-2023 School Safety Report** – Safety Committee Leadership are Mr. Wilson Rodriguez and Ms. Elsie Perez with a total of 14 committee members. Some of the Safety Committee Trainings included: Workplace Safety Committee Recertification Training Webinar, Lead Awareness &

Safety, Making Educators Partners in Youth Suicide Prevention, Mental Health Awareness. Topics Discussed in meetings included: construction updates, fire alarm system update, fire drills, lockdown drills, Safe2Say Something Student trainings, building security concerns, monitoring hallways and exits, propped doors during dismissal, staff parking concerns, classroom leak concerns and active shooter preparedness

- **2023-2024 Flexible Instruction Days Plan** – The plan is following the BASD and its design to eliminate losing instruction days after the 4 build in snow days in the school calendar.

Ms. Weaver called for a motion to **approve the Flexible Instruction Days Plan as presented**. Motion was seconded by Mr. Lopez. Motion was approved unanimously.

**A short executive session held from 6:55 p.m. to 7:02 p.m. to discuss personnel issues and to increase the salary of the social workers.**

**Personnel**

- Phillip Ciccarone – Middle School Teacher - Resignation
- Daniel Class – Guidance Counselor – End of Contract
- Jaqueline Corton – Teacher Assistant – End of Contract
- Dora Girau – Teacher Assistant – End of Contract
- Kenia Blanco – Behavior Specialist – New Hire - \$55,000
- Anthony DeNicola – Teacher - \$56,840 (Salary + 5 years' experience)

Mr. Lopez called for a motion to approve all personnel and issues discussed at executive session. Motion was seconded by Dr. Rance-Roney. Motion was accepted unanimously.


**Other**

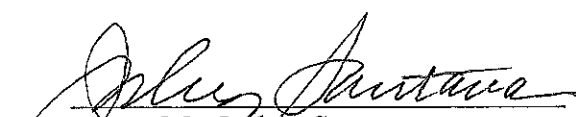
- **Courtesy of the Floor** – Ms. Sonia Sarmiento – School Social Worker, Congratulated the Board and thank them for all they do for the school.
- **Public Comment and Correspondence**
  - LVDLCS Newsletter
  - News Article

**Next Board Meeting** will be Tuesday July 25, 2023 at 6:00 p.m.

**Adjournment** – A motion to adjourn was made Ms. Weaver seconded by Ms. Parrales. There were no questions or comments. Motion was approved unanimously. Meeting was adjourned at 7:06 p.m.

Respectfully signed and submitted for approval by:

  
\_\_\_\_\_  
Ms. Claudia Parrales  
President

  
\_\_\_\_\_  
Mr. Joshua Santana  
Board Secretary

**Lehigh Valley Dual Language Charter School**  
**Board Meeting**  
**CEO/COO and Principal's Report**  
**July 25, 2023**

**1. School Activities**

- Summer Program - July 10th - 20th (8:30 a.m. - 2:30 p.m)

**Upcoming Events**

- Kinder Smart Start - August 15th - 17th

**2. Facilities**

- Fire Drills -None
- Technology – IU working with service ticket requests for Chromebooks
- Building – Custodial staff completing summer cleaning and other maintenance tasks

**3. Business Office**

- Enrollment – Including new enrollments - 463
- Transportation – No transportation issues at this time
- Waiting List – Fluctuating based upon enrollment packets being received
- PIMS – All reports have been submitted on time.

**4. Community Support**

- Latino Leadership Alliance of Lehigh Valley Scholarship Information shared with families and students.

**5. Student Services**

- Valley Youth House has secured a bilingual therapist to provide on-site counseling services for the 23-24 school year.

**6. Programs**

- Summer Program - Average Attendance - 35

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

**Lehigh Valley Dual Language Charter School**

**Financial Statements**

**As of June 30, 2023**

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July 2023

**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.

**June Board Summary:**

LVDLCS's Balance Sheet at June 30<sup>th</sup> showed Cash (Checking Account + Investments) at \$3.3M, an increase of \$1.3M since the end of the prior year (06/30/2022), along with \$287K in School District Receivables. The school's Fund Balance (Assigned + Unrestricted + Net Income) at 06/30/23 has grown to \$2.9M+, while Accounts Payable is \$117K and Accrued Payroll is \$609K. For the 12 months ending 06/30/2023, the school has an operating surplus of \$771K, and its financial health metrics remain strong: Current Ratio = 2.8 (Standard = 1.1), Debt Ratio = 61.1% (Standard = <85%), Days COH = 116.1 (Standard = 60 Days).

**1. Balance Sheet**

- The school's combined Cash and Investment Balances were \$3,343,076 at June 30<sup>th</sup>, an increase of \$1,251,432 from the prior year-end (6/30/2022) due to several factors: receipt of Federal Grants (decrease of \$777K in Receivables), a decrease in Current Liabilities (see next bullet) and the impact of the current year's budget surplus.
- Total Current Liabilities on June 30<sup>th</sup>, 2023 represent a \$206K decrease since June 30<sup>th</sup> due to an \$83K reduction in Accounts Payable/Accrued Expenses and repayment of the school's Line of Credit (\$125K).
- The building purchase in August 2021 is reflected as a Fixed Asset (\$10M) and as a Liability (\$7M) on the Balance Sheet. Principal repayments are also shown on the Budget-to-Actual report in the Other Uses of Funds – Debt Service section.

**2. Budget to Actual for the Twelve (12) Months Ended June 30, 2023**

- Total Revenues from Local School Districts of \$6,169,330 were over budget (+\$66K) due to conservative tuition rate assumptions and enrollment that tracked close to budget (450 Actual vs. 450 Budgeted). The school also received \$1.5M in Federal Grants (roughly half of which was ESSER/ARP funding).
- Total Expenses of \$7,072,772 were below budget (by \$769K) at year-end due to variances in Personnel Costs (-\$373K), Supplies (-\$155K), Property Services (-\$292K) and Other Purchased Services (-\$19K).
- LVDLCS finished FY23 with an Operating Surplus of \$771,226, a figure that reflects the impact of ESSER funding (which terminates on September 30, 2024). Please note that the June 30, 2023 numbers are preliminary and will likely change for additional accruals of expenses, state and federal revenues.

## Lehigh Valley Dual Language Charter School Comparative Balance Sheets - Summary

Prior Year and Current Month

	Year Ending	Period Ending	Month Ending	Variance from
	06/30/2022	05/31/2023	06/30/2023	06/30/22
	Audited			Actual
<b>ASSETS</b>				
Current Assets				
Cash & cash equivalents	818,860	2,567,609	2,248,985	1,430,125
Investments	1,272,784	1,092,290	1,094,091	(178,693)
District receivables	221,534	82,601	287,064	65,530
Federal receivables	795,832	(1)	18,783	(777,049)
Other current assets	65,974	67,852	89,607	23,634
<b>Total Current Assets</b>	<b>3,174,984</b>	<b>3,810,351</b>	<b>3,738,530</b>	<b>563,547</b>
Noncurrent Assets				
Fixed assets	10,001,297	10,011,298	10,011,298	10,000
Other noncurrent assets	841,485	843,235	843,235	1,750
<b>Total Noncurrent Assets</b>	<b>10,842,782</b>	<b>10,854,533</b>	<b>10,854,533</b>	<b>11,750</b>
				Security deposit Addit'l space
<b>TOTAL ASSETS</b>	<b>14,017,766</b>	<b>14,664,884</b>	<b>14,593,063</b>	<b>575,297</b>
<b>LIABILITIES &amp; EQUITY</b>				
Liabilities				
Current Liabilities				
Accounts payable & accrued expenses	200,393	52,330	116,949	(83,444)
Accrued salaries & benefits	598,790	639,130	608,951	10,161
Current portion of debt	713,129	588,128	588,129	(125,000)
Deferred revenues	7,647	-	-	(7,647)
<b>Total Current Liabilities</b>	<b>1,519,959</b>	<b>1,279,588</b>	<b>1,314,029</b>	<b>(205,930)</b>
Long-term liabilities				
Long-term notes & leases payable	7,625,361	7,086,277	7,037,232	(588,129)
Pension liabilities	5,908,280	5,908,280	5,908,280	-
Other non-current liabilities	51,700	51,700	51,700	-
<b>Total Long-term liabilities</b>	<b>13,585,341</b>	<b>13,046,257</b>	<b>12,997,212</b>	<b>(588,129)</b>
<b>Total Liabilities</b>	<b>15,105,300</b>	<b>14,325,845</b>	<b>14,311,241</b>	<b>(794,059)</b>
Equity				
	(1,087,534)	339,039	281,822	1,369,356
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>14,017,766</b>	<b>14,664,884</b>	<b>14,593,063</b>	<b>575,297</b>

# Lehigh Valley Dual Language Charter School

## Budget-vs-Actual - Summary

As of June 30, 2023

	Year To Date		
	Actual	Operating Budget	Variance
<b>Average Daily Membership</b>			
ADM - regular education	414	414	-
ADM - special education	36	36	-
<b>Total Average Daily Membership</b>	<b>450</b>	<b>450</b>	<b>-</b>
<b>REVENUES</b>			
District per pupil revenues	6,169,330	6,103,077	66,253
Other Local Revenues	91,975	78,952	13,023
State Revenues	43,624	34,423	9,201
Federal Revenues	1,539,069	1,661,243	(122,175)
<b>TOTAL REVENUES</b>	<b>7,843,998</b>	<b>7,877,695</b>	<b>(33,698)</b>
<b>EXPENDITURES</b>			
Salaries	3,285,997	3,548,293	(262,297)
Other Compensation	158,800	180,000	(21,200)
Benefits	1,697,914	1,787,432	(89,518)
Professional & technical services	205,247	213,044	(7,797)
Property services	309,094	600,977	(291,882)
Other purchased services	394,571	413,605	(19,035)
Supplies	254,192	408,970	(154,777)
Property, furniture & equipment	88,377	52,725	35,651
Other expenditures	90,450	48,448	42,003
Other uses of funds - debt service	588,130	588,128	1
<b>TOTAL EXPENDITURES</b>	<b>7,072,772</b>	<b>7,841,622</b>	<b>(768,851)</b>
<b>CHANGE IN FUND BALANCE</b>	<b>771,226</b>	<b>36,073</b>	<b>735,154</b>

# Lehigh Valley Dual Language Charter School

## Key Performance Indicators

As of June 30, 2023

	Year Ending		Benchmark	Notes
	06/30/2022	06/30/2023		
<b>Short-Term Indicators</b>				
Total margin	(0.9) %	9.8 %	At least 0%	FYE net income / revenue
Current ratio	2.1	2.8	At least 1.1	Current assets / current liabilities
Days cash on hand	38.5	116.1	At least 60 days	Total cash / average daily spend
<b>Long-Term Indicators</b>				
Fund balance	27.0 %	37.5 %	5-12%	% of revenue
Debt ratio	69.8 %	61.1 %	At most 85%	Total liabilities / total assets
<b>Per Pupil Metrics</b>				
Per pupil revenues	17,683	17,431		Revenues / ADM
Per pupil expenditures	17,079	15,717		Expenditures / ADM

# Lehigh Valley Dual Language Charter School

## Comparative Balance Sheets - Detail

Prior Year and Current Year to Date

	Year Ending 06/30/2022	Year To Date 06/30/2023	
	Audited	Actual	Increase (decrease)
<b>ASSETS</b>			
<b>Current Assets</b>			
Cash & cash equivalents	818,860	2,248,985	1,430,125
Investments	1,272,784	1,094,091	(178,693)
District receivables			
District Per Pupil - 2020-21	(1,260)	-	1,261
District Per Pupil - 2021-22	222,794	(1,607)	(224,402)
District Per Pupil - 2022-23	-	288,671	288,671
Total District receivables	221,534	287,064	65,530
Federal receivables			
Title I	163,321	9,512	(153,810)
Title II	16,253	4,086	(12,166)
Title III	12,480	1,025	(11,456)
Title IV	12,426	4,161	(8,264)
IDEA	21,773	-	(21,773)
ESSER II	86,946	(1)	(86,948)
ARP ESSER	476,481	-	(476,481)
ARP IDEA	4,915	-	(4,914)
Federal Lunch Program (NSLP)	1,237	-	(1,237)
Total Federal receivables	795,832	18,783	(777,049)
Other current assets	65,974	89,607	23,634
<b>Total Current Assets</b>	<b>3,174,984</b>	<b>3,738,530</b>	<b>563,547</b>
<b>Noncurrent Assets</b>			
<b>Fixed assets</b>			
Land	337,800	337,800	-
Buildings	8,773,067	8,783,067	10,000
Building improvements	163,849	163,849	-
Machinery & equipment	490,809	490,809	-
Furniture & fixtures	82,337	82,337	-
Accumulated depreciation on furniture & equipment	(563,414)	(563,414)	-
Construction in progress	716,850	716,850	-
Total Fixed assets	10,001,297	10,011,298	10,000
Other noncurrent assets			
Deferred outflows from pensions	799,819	799,819	-
Deferred outflows from OPEB	41,666	41,666	-
Security deposits	-	1,750	1,750
Total Other noncurrent assets	841,485	843,235	1,750
<b>Total Noncurrent Assets</b>	<b>10,842,782</b>	<b>10,854,533</b>	<b>11,750</b>
<b>TOTAL ASSETS</b>	<b>14,017,766</b>	<b>14,593,063</b>	<b>575,297</b>
<b>LIABILITIES &amp; EQUITY</b>			
<b>Liabilities</b>			
<b>Current Liabilities</b>			

# Lehigh Valley Dual Language Charter School

## Comparative Balance Sheets - Detail

Prior Year and Current Year to Date

	Year Ending 06/30/2022	Year To Date 06/30/2023	
	Audited	Actual	Increase (decrease)
Accounts payable & accrued expenses	200,393	116,949	(83,444)
Accrued salaries & benefits			
Accrued salaries & benefits	389,589	452,722	63,133
PSERS employee contributions	8,172	13,491	5,319
PSERS employer contributions	195,533	142,738	(52,794)
403b employee contributions	(5,731)	-	5,731
403b employer contributions	8,706	-	(8,706)
Employee life & disability	2,522	-	(2,522)
Total Accrued salaries & benefits	<u>598,790</u>	<u>608,951</u>	<u>10,161</u>
Current portion of debt			
Loans payable - current portion	588,129	588,129	-
Line of credit	125,000	-	(125,000)
Total Current portion of notes payable	<u>713,129</u>	<u>588,129</u>	<u>(125,000)</u>
Deferred revenues	7,647	-	(7,647)
Total Current Liabilities	<u>1,519,959</u>	<u>1,314,029</u>	<u>(205,930)</u>
Long-term liabilities			
Long-term notes & leases payable	7,625,361	7,037,232	(588,129)
Pension liabilities			
Other postemployment benefits (OPEB)	289,060	289,060	-
Net pension liability	4,755,701	4,755,701	-
Deferred inflows from pensions	830,750	830,750	-
Deferred inflows from OPEB	32,769	32,769	-
Total Pension liabilities	<u>5,908,280</u>	<u>5,908,280</u>	<u>-</u>
Other non-current liabilities	51,700	51,700	-
Total Long-term liabilities	<u>13,585,341</u>	<u>12,997,212</u>	<u>(588,129)</u>
Total Liabilities	<u>15,105,300</u>	<u>14,311,241</u>	<u>(794,059)</u>
Equity			
Nonspendable fund balance	51,364	51,364	-
Restricted fund balance	5,135	8,635	3,500
Assigned fund balance	1,626,534	1,626,534	-
Unrestricted fund balance	545,510	1,313,237	767,726
Net investment in fixed assets	1,787,808	2,385,936	598,129
Amount provided for OPEB liability	(280,163)	(280,163)	-
Amount provided for pension	(4,786,632)	(4,786,632)	-
Restricted for retirement of long-term debt	(37,090)	(37,090)	-
Total Equity	<u>(1,087,534)</u>	<u>281,822</u>	<u>1,369,356</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><b>14,017,766</b></u>	<u><b>14,593,063</b></u>	<u><b>575,297</b></u>

# Lehigh Valley Dual Language Charter School

## Budget-vs-Actual & Projection - Detail

As of June 30, 2023

Year To Date  
06/30/2023

	Actual	Operating Budget	Variance
<b>REVENUES</b>			
District per pupil revenues			
Revenue from districts - regular education	5,094,577	5,236,252	(141,675)
Revenue from districts - special education	1,063,954	866,825	197,130
Revenue from districts - prior year adjustments	10,799	-	10,798
Total District per pupil revenues	<u>6,169,330</u>	<u>6,103,077</u>	<u>66,253</u>
Other Local Revenues			
Interest	36,948	27,318	9,630
Student activity fees	23,822	11,666	12,156
Rental revenue	21,890	21,492	398
Restricted contributions	3,500	3,000	500
Miscellaneous local revenues	5,815	15,476	(9,661)
Total Other Local Revenues	<u>91,975</u>	<u>78,952</u>	<u>13,023</u>
State Revenues			
Health services subsidy (SHARRS)	8,331	-	8,330
Ready to Learn block grant	20,191	20,191	-
State food program revenue	15,102	14,232	871
Total State Revenues	<u>43,624</u>	<u>34,423</u>	<u>9,201</u>
Federal Revenues			
IDEA pass-through	26,849	21,773	5,076
Title I	232,263	238,662	(6,399)
Title II	23,524	24,297	(773)
Title III	18,018	16,993	1,025
Title IV	17,491	16,662	829
Federal school lunch program	468,275	429,834	38,441
ESSER II	241,914	396,136	(154,223)
ARP ESSER	441,269	516,886	(75,617)
ARP ESSER learning loss	45,009	-	45,010
ARP ESSER summer programs	12,228	-	12,228
ARP ESSER afterschool programs	12,229	-	12,228
Total Federal Revenues	<u>1,539,069</u>	<u>1,661,243</u>	<u>(122,175)</u>
<b>TOTAL REVENUES</b>	<u><u>7,843,998</u></u>	<u><u>7,877,695</u></u>	<u><u>(33,698)</u></u>
<b>EXPENDITURES</b>			
Salaries			
Regular Instruction	1,661,921	1,662,807	(886)
Instructional Assistants	452,640	638,067	(185,427)
Special Education	142,203	141,897	305
Administration	613,871	658,956	(45,084)
Student & Staff Support	355,047	314,695	40,352
Noninstructional	60,315	131,872	(71,557)
Total Salaries	<u>3,285,997</u>	<u>3,548,293</u>	<u>(262,297)</u>
Other Compensation			
Employee insurance opt-out	9,000	6,000	3,000
Stipends	-	10,000	(10,000)
Bonuses	149,800	164,000	(14,200)

# Lehigh Valley Dual Language Charter School

## Budget-vs-Actual & Projection - Detail

As of June 30, 2023

Year To Date

06/30/2023

	Actual	Operating Budget	Variance
Total Other Compensation	158,800	180,000	(21,200)
<b>Benefits</b>			
Medical insurance	622,338	759,360	(137,022)
Dental insurance	48,965	54,413	(5,448)
Life insurance	23,679	-	23,679
Other group insurance	11,849	-	11,850
Social security contributions	253,971	258,975	(5,004)
PSERS defined benefit plans	532,206	520,492	11,714
Tuition reimbursement	31,075	14,918	16,157
Unemployment compensation	24,810	31,000	(6,191)
Workers' compensation	16,438	17,000	(562)
Retirement contributions - non-PSERS	112,825	131,274	(18,449)
Other employee benefits	19,758	-	19,758
Total Benefits	1,697,914	1,787,432	(89,518)
<b>Professional &amp; technical services</b>			
Other contracted teaching services	-	33,995	(33,995)
Summer program services	6,060	-	6,060
Special education services	-	29,454	(29,454)
Other professional services	18,300	1,717	16,583
Professional development	4,587	30,292	(25,705)
Student health services	2,624	-	2,623
IT services	17,119	-	17,120
Audit services	14,184	15,900	(1,716)
Payroll services	16,312	16,240	72
Legal services	3,787	10,000	(6,213)
Business services	83,100	75,446	7,654
Security services	39,175	-	39,175
Total Professional & technical services	205,247	213,044	(7,797)
<b>Property services</b>			
Building rental & CAM	9,625	-	9,625
Maintenance & repairs	153,245	511,894	(358,649)
Utilities	119,924	68,069	51,856
Copier leases	26,300	21,014	5,285
Total Property services	309,094	600,977	(291,882)
<b>Other purchased services</b>			
Student transportation	4,725	27,810	(23,085)
Auto insurance	1,736	-	1,736
General property & liability insurance	21,569	17,972	3,597
Other insurance	6,401	-	6,401
Telecommunications services	8,625	50,458	(41,834)
Postage & shipping	4,564	800	3,765
Advertising	1,646	2,897	(1,251)
Printing & binding	-	156	(156)
Food service management - food costs	344,120	296,360	47,759
Travel	114	2,977	(2,863)
Miscellaneous purchased services	1,071	14,176	(13,104)
Total Other purchased services	394,571	413,605	(19,035)
<b>Supplies</b>			
Instructional supplies	71,524	98,265	(26,741)



# Lehigh Valley Dual Language Charter School

## Budget-vs-Actual & Projection - Detail

As of June 30, 2023

Year To Date

06/30/2023

	Actual	Operating Budget	Variance
Special education supplies	2,184	21,785	(19,601)
Health supplies	12,740	408	12,333
Administration	7,292	38,110	(30,819)
Maintenance Supplies	47,373	34,964	12,409
Food	4,411	7,742	(3,331)
Meals & refreshments	4,725	-	4,726
Books & curricula	68,404	182,506	(114,101)
Tech supplies & software	33,075	12,000	21,074
Other general supplies	2,464	13,190	(10,726)
<b>Total Supplies</b>	<b>254,192</b>	<b>408,970</b>	<b>(154,777)</b>
<b>Property, furniture &amp; equipment</b>			
Buildings	10,000	-	10,000
Furniture & equipment	31,915	2,725	29,190
Computers	46,462	50,000	(3,539)
<b>Property, furniture &amp; equipment</b>	<b>88,377</b>	<b>52,725</b>	<b>35,651</b>
<b>Other expenditures</b>			
Dues & fees	35,400	33,532	1,869
Bank fees	200	-	200
Interest expense	12,957	11,916	1,041
Late fees	235	-	235
Donations	1,080	-	1,080
Refunds of prior years' receipts	3,000	-	3,000
Scholarships	3,000	3,000	-
Fees for student activities/trips	34,578	-	34,578
<b>Other expenditures</b>	<b>90,450</b>	<b>48,448</b>	<b>42,003</b>
<b>Other uses of funds - debt service</b>			
Redemption of principal	588,130	588,128	1
Other uses of funds - debt service	588,130	588,128	1
<b>TOTAL EXPENDITURES</b>	<b>7,072,772</b>	<b>7,841,622</b>	<b>(768,851)</b>
<b>CHANGE IN FUND BALANCE</b>	<b>771,226</b>	<b>36,073</b>	<b>735,154</b>

**Lehigh Valley Dual Language Charter School  
Bill Payments**

Payment Date	Vendor Name	Account title	Memo	Amount
06/23/2023	601 Broad Development Group, LLC	Prepaid expenses	Mortgage	50,003.73
06/22/2023	Colonial Intermediate Unit	Computers	Dell Chromebook 11 - 3110 2in-1, Intel Celeron N4500(Dual)	46,461.20
06/22/2023	Lintons Food Service Management	Food service management - food costs	Meal Service May 2023	40,638.60
06/21/2023	PPL Electric Utilities - 20029	Electricity	Acct Number#98220-20029 - Meter 300959298 Usage from May 2 - Jun 1	6,688.60
06/05/2023	Charter Choices, Inc.	Accounting services	Service performed per contract for the month..	6,300.00
06/23/2023	Palmeri Transportation Inc	Fees for student activities/trips	Coal Mine & Steam Planetarium at ESU Lehigh Valley Zoo 3 trips	4,045.74
06/21/2023	Isela Rodriguez	Other employee benefits	Medical Reimbursement	2,677.30
06/21/2023	Frontline Technologies Group, LLC	Prepaid expenses	Health Management Solution 7/1/2023 6/30/20234 Acct1132496690 Lehigh-Valley Dual Lang Cs	2,347.25
06/21/2023	Fraser Advanced Information Systems 129	Copier leases	Acct#603-0277014-000 copier rental - 5/31/23 - 6/29/23	2,232.00
06/12/2023	Palmeri Transportation Inc	Fees for student activities/trips	Trip # 6047 18-May-2023 8:45 Medieval Times Dinner, Trip #6479 19-May-2023 9:15 Imagi Nation	2,013.54
06/02/2023	Palmeri Transportation Inc	Fees for student activities/trips	trip# 5411 12-May-2023 9:15 Drop Off Crayola Factory	1,265.00
06/14/2023	Jatniel Cancel	Tuition reimbursement	Tuition Reimbursement Grand Canyon University Course: Elm 210	1,250.00
06/21/2023	Albright College	Tuition reimbursement	Masters of Science PK-4 Samantha Vazquez Course: EDU 633 ECE PRACTICUM	1,250.00
06/23/2023	Active Internet Technologies	Prepaid expenses	FY 2023-2024 Blackboard Connect Care Annual Fee, K-12 Blackboard Connect Service Per Student, K-12	1,175.00
06/06/2023	Gorman & Associates, P.C.	Audit services	Preparation of 2021 990 for the 21-22 Fiscal Year	1,050.00
06/05/2023	Elba L Gonzalez	Other employee benefits	Master of Public Administration - MGT 6303 - Project Stakeholders	1,030.00
06/14/2023	Carla Burga	Other employee benefits	Medical Reimbursement 08/15/22	1,000.00
06/20/2023	Uline	General supplies	ULINE SIMPLE TOUCH GLVS CLEAR-M, 12 X 2000 REYNOLDS FILM - CUTTERBOX, ODOBAN ODOR ELIMINATOR 1 GAL, 40-45 GAL 2.5 MIL BLACK TRASH, CLOROX BLEACH CONCENTRATE - 121 OZ, XPRESSNAP KRAFT NAPKINS 12PK/CT	983.07
06/20/2023	Waste Management of Pennsylvania, Inc.	Disposal services	Cust ID: 20-38594-63007 - Service period 04/01/23-04/30/23 and School Year 2024 Dues	970.57
06/02/2023	Middle States Association	Dues & fees	School Year 2024 Dues	945.00
06/15/2023	UGI Utilities, Inc.8355	Electricity	Billing period: 04/26/2023 to 05/24/2023 Account # 411002358355	882.28
06/30/2023	Republic Services	Prepaid expenses	Acct #3-0282-1057560 - 07/01-07/31	875.33

**Lehigh Valley Dual Language Charter School  
Bill Payments**

Payment Date	Vendor Name	Account title	Memo	Amount
06/02/2023	Alfero Company, Inc.	Building maintenance & repairs	Job # 6744 5/12/2023 - Completed reveral of swing on 1.00 door Job # 6750	852.00
06/14/2023	Verizon Wireless	Telecommunications services	Account # 823032866-00001 Apr 26-May 25	796.27
06/29/2023	Palmeri Transportation Inc	Fees for student activities/trips	Jacobsburg Environmental Edu	677.03
06/30/2023	Discount School Supply	General supplies	EX TDLR EASY HOLD WOODEN TAMBO SET OF 6 HALFTAMB6 GLOBAL MUSIC KIT WITH STORAGE BAG BONGOS HAND TOM TOM SET OF 6	557.87
06/05/2023	Smart Digital Tech	Technology supplies & software	June Managed Monthly CCTV Services, Smart Digital Tech Managed CCTV Support Services Monthly Agreement	350.00
06/23/2023	PenServ	Dues & fees	Q2 2023 Administration Fees	348.78
06/02/2023	Cintas Corporation # 101	General supplies	SIG MRDWND WHT SIG AUTOSOAP OSP SIG AIR CVR SIG MRDWND WHT	295.17
06/29/2023	Cintas Corporation # 101	General supplies	hardwod whit lrg nuetral flor clnr, wet mop large	295.17
06/09/2023	Stotz & Fatzinger Office Supply	General supplies	BOS02695: SHARP-ENER,PENCIL,ELECTRC ,BK - EA BSN21050: LABEL, IJ/LSR, 1X2.6,WE,3000 - PK CN-MPG1200CMY: CRT-DGS,INK,C,M,Y - PK	289.31
06/21/2023	Domain Listings	Prepaid expenses	DESCRIPTION OF SERVICES: ANNUAL WEBSITE DOMAIN LISTING: \$289 From July 14, 2023 THRU July 14, 2024 Number: EHP25498	289.00
06/29/2023	Stotz & Fatzinger Office Supply	General supplies	Supplies	286.38
06/30/2023	Discount School Supply	General supplies	COLORATIONS BLACK CANVAS SET OF 24 8X8 BLKCAN24 REAL WATERCOLOR PAPER 12X18- 50SHTS REAL WATERCOLOR PAPER 9 X 12- 50 SHT	255.05
06/14/2023	601 Broad Development Group, LLC	Water & sewage	Water meter 12 and 13	244.50
06/21/2023	601 Broad Development Group, LLC	Water & sewage	Water meter 12 and 13	215.75
06/09/2023	The Gallery Collection Prudent Publishing	General supplies	307522- Candle and Balloon Backdrop, White, Gold-Lined, Deckled-Edge, Seal Fa, Foil Card Imprint Charge, Envelope Foil Imprint Charge.	201.12
06/29/2023	Cintas Corporation # 101	General supplies	supplies	193.05
06/29/2023	Cintas Corporation # 101	General supplies	supplies	193.05
06/30/2023	Cintas Corporation # 101	General supplies	supplies	193.05
06/27/2023	Discount School Supply	General supplies	HAMILTON DELUXE HD-PHONE W/ VOLUME CONTROLHDPHONE	189.25
06/21/2023	All Affordable Pest Control	Extermination services	General Pest Control Service	180.00
06/27/2023	Lakeshore Learning Mate-	General supplies	Real bugs discovery kits,	155.22

## Lehigh Valley Dual Language Charter School Bill Payments

Payment Date	Vendor Name	Account title	Memo	Amount
		rials	plants specimen kit, puzzles	
06/26/2023	Stotz & Fatzinger Office Supply	General supplies	FOLDER,2-POCKET,LETTER,DBE	151.64
06/28/2023	Discount School Supply	General supplies	RTD WHO'S IN MY CIRCLE POSTER RTD Chameleon Posters.	68.69
06/26/2023	Stotz & Fatzinger Office Supply	General supplies	Supplies	59.40
06/05/2023	UGI Utilities, Inc.8355	Electricity	Billing Period: 04/26/2023 to 05/24/2023 Account Number: 411013396790	56.78
06/30/2023	ReadyRefresh	General supplies	Current Activity from 05/21/23 - 06/20/23 ACCOUNT NUMBER - 0447919689	54.08
06/26/2023	Stotz & Fatzinger Office Supply	General supplies	Supplies EPI1818X: SHARP-ENER,PENCIL,ELECTRIC,X - EA	40.16
06/09/2023	Purchase Power	Postage & shipping	Acct #8000-9090-0721-6661	34.89
06/14/2023	PA Turnpike	Dues & fees	Toll by plate PASC81883 acct Number 12081252	31.80
06/14/2023	Fraser Advanced Information Systems	Copier leases	SHARP BP-NT705 BLACK TONER BP-70M	9.25
<b>Sum Total</b>				<b>183,647.92</b>

**Lehigh Valley Dual Language CS  
Accounts Receivable Summary Report  
School Year 2022-23 as of 06/30/2023**

District	AUN	Amounts Due			Amounts Paid			Net Due	
		Regular Ed	Special Ed	Total Due	District	UniPay	Refunds		Total Paid
Allentown City SD	121390302	2,254,056.32	620,121.66	2,874,177.98	2,899,993.07	.00	.00	2,899,993.07	-25,815.09
Bethlehem Area SD	120481002	2,223,562.61	388,044.90	2,611,607.51	2,363,863.99	.00	.00	2,363,863.99	247,743.52
Boyetown Area SD	114060753	12,987.94	.00	12,987.94	.00	11,905.61	.00	11,905.61	1,082.33
Catasauqua Area SD	121391303	36,533.07	.00	36,533.07	34,993.53	.00	.00	34,993.53	1,539.54
East Penn SD	121392303	77,961.74	.00	77,961.74	69,421.79	.00	.00	69,421.79	8,539.95
Easton Area SD	120483302	147,421.14	37,618.49	185,039.63	144,281.77	.00	.00	144,281.77	40,757.86
Nazareth Area SD	120484803	39,972.19	.00	39,972.19	34,586.27	.00	.00	34,586.27	5,385.92
Northampton Area SD	120484903	52,907.72	.00	52,907.72	46,032.10	.00	.00	46,032.10	6,875.62
Parkland SD	121395103	14,408.45	.00	14,408.45	13,207.75	.00	.00	13,207.75	1,200.70
Pen Argyl Area SD	120485603	15,581.69	.00	15,581.69	.00	14,283.22	.00	14,283.22	1,298.47
Pleasant Valley SD	120455203	.00	.00	.00	.00	.00	.00	.00	.00
Quakertown Community SD	122098403	11,562.30	.00	11,562.30	16,494.83	.00	.00	16,494.83	-4,932.53
Salisbury Township SD	121395603	56,460.09	.00	56,460.09	55,052.04	.00	.00	55,052.04	1,408.05
Saucon Valley SD	120486003	8,672.41	18,169.14	26,841.55	24,126.75	.00	.00	24,126.75	2,714.80
Southern Lehigh SD	121395703	34,219.66	.00	34,219.66	34,219.66	.00	.00	34,219.66	.00
Whitehall-Coplay SD	121397803	104,028.23	.00	104,028.23	99,174.52	.00	.00	99,174.52	4,853.71
Wilson Area SD	120488603	4,251.43	.00	4,251.43	8,233.37	.00	.00	8,233.37	-3,981.94
<b>Totals:</b>		<b>5,094,586.99</b>	<b>1,063,954.19</b>	<b>6,158,541.18</b>	<b>5,843,681.44</b>	<b>26,188.83</b>	<b>.00</b>	<b>5,869,870.27</b>	<b>288,670.91</b>

**Lehigh Valley Dual Language CS  
Accounts Receivable Summary Report  
School Year 2021-22 as of 06/30/2023**

District	AUN	Amounts Due			Amounts Paid			Net Due
		Regular Ed	Special Ed	Total Due	UniPay	Refunds	Total Paid	
Allertown City SD	121390302	2,490,819.69	510,565.43	3,001,385.12	.00	.00	3,001,385.12	.00
Bethlehem Area SD	120481002	2,112,509.46	369,606.81	2,482,116.27	.00	.00	2,482,116.27	.00
Boyetown Area SD	114060763	12,326.79	.00	12,326.79	12,326.79	.00	12,326.79	.00
Catasauqua Area SD	121391303	6,868.31	.00	6,868.31	.00	.00	6,868.31	.00
East Penn SD	121392303	47,330.80	4,254.01	51,584.81	.00	.00	51,584.81	-103.54
Easton Area SD	120483302	115,368.94	.00	115,368.94	.00	1,271.62	115,368.94	.00
Hazleton Area SD	118403302	2,211.43	.00	2,211.43	3,715.43	.00	3,715.43	-1,504.00
Northampton Area SD	120484903	23,590.86	.00	23,590.86	.00	.00	23,590.86	.00
Parkland SD	121395103	26,940.74	.00	26,940.74	.00	.00	26,940.74	.00
Pleasant Valley SD	120455203	15,810.97	.00	15,810.97	.00	.00	15,810.97	.00
Salisbury Township SD	121395603	30,726.58	.00	30,726.58	.00	.00	30,726.72	-.14
Saucon Valley SD	120486003	15,542.84	.00	15,542.84	.00	.00	15,542.84	.00
Southern Lehigh SD	121395703	19,780.75	.00	19,780.75	.00	.00	19,780.75	.00
Unassigned	999999999	.00	.00	.00	.00	.00	.00	.00
Whitehall-Coplay SD	121397803	124,525.17	.00	124,525.17	.00	.00	124,525.17	.00
Wilson Area SD	120488603	61,602.10	.00	61,602.10	.00	.00	61,602.10	.00
<b>Totals:</b>		5,105,955.43	884,426.25	5,990,381.68	16,042.22	1,271.62	5,991,989.36	-1,607.68