



Entry 1 School Information

Created: 07/10/2017 • Last updated: 07/26/2017

Please be advised that you will need to complete this cover page (including signatures) before all of the other tasks assigned to you by your authorizer are visible on your task page. While completing this task, please ensure that you select the correct authorizer **(as of June 30, 2017)** or you may not be assigned the correct tasks.

a. SCHOOL NAME AND BEDS# METROPOLITAN LIGHTHOUSE CS (NYC CHANCELLOR)

(Select name from the drop down menu)

b. CHARTER AUTHORIZER NYCDOE-Authorized Charter School

(For technical reasons, please re-select authorizer name from the drop down menu).

c. DISTRICT / CSD OF LOCATION NYC CSD 9

d1. SCHOOL INFORMATION

	PRIMARY ADDRESS	PHONE NUMBER	FAX NUMBER	EMAIL ADDRESS
	180 W. 165th Street Bronx, NY 10452			

d2. PHONE CONTACT NUMBER FOR AFTER HOURS EMERGENCIES

Contact Name	Melissa Alston
Title	Manager, Operations
Emergency Phone Number (###-###-####)	

e. SCHOOL WEB ADDRESS (URL) <http://www.lighthouse-academies.org/schools/metropolitan/>

f. DATE OF INITIAL CHARTER 09/2009

g. DATE FIRST OPENED FOR INSTRUCTION 08/2010

h1. APPROVED SCHOOL MISSION (Regents, NYCDOE, and Buffalo BOE authorized schools only)

MISSION STATEMENT

We prepare our scholars for college through a rigorous arts-infused program.

h2. KEY DESIGN ELEMENTS (Regents, NYCDOE, and Buffalo BOE authorized schools only)

KEY DESIGN ELEMENTS (Brief description of Key design elements are those general aspects of the school that are innovative or unique to the school’s mission and goals, are core to the school’s overall design, and are critical to its success. The design elements may include a specific content area focus; unique student populations to be served; specific educational programs or pedagogical approaches; unique calendar, schedule, or configurations of students and staff; and/or innovative organizational structures and systems.

Variable 1	COLLEGE FOCUS Beginning in Kindergarten, the school instills in scholars and families that they can and will go to college. The school provides the knowledge and skills, coupled with Habits of Scholars that will allow scholars to not only be accepted into the four year college of their choice, but also graduate.
Variable 2	ARTS INFUSION The school encourages teachers and provides support around infusing the arts into their core content. The school employs full time specialists focusing on the arts. The school has also developed numerous partnerships throughout the city to allow for arts experiences beyond the classroom.
Variable 3	K-12 MODEL The school values bringing scholars into MetLCS in Kindergarten and having them through 12th grade, and this relates to our college focus above. The school believes in supporting scholars and families throughout their K - 12 educational experience in working towards and accomplishing all of their goals.
Variable 4	EXTENDED SCHOOL DAY AND SCHOOL YEAR More time on task allows for scholars to master standards and thrive in their environment.
Variable 5	PARENTS AS PARTNERS MetLCS values its parent body and works diligently to involve them in any way possible. This comes in forms such as the Parent Association, quarterly Parent Teacher Conferences, and regular events for parents.
Variable 6	GOVERNANCE The school has a formalized governance structure. Board members meet on a monthly basis to monitor, evaluate, and

	provide feedback on "how well" the school is performing against its charter goals and other measures, rather than "how will". Board meeting minutes for the 2015 - 2016 school year are posted on the school's website, and all applicable rules and regulations in regards to executing a Board of Trustees meeting are adhered to on a regular basis.
Variable 7	(No response)
Variable 8	(No response)
Variable 9	(No response)
Variable 10	(No response)

i. TOTAL ENROLLMENT ON JUNE 30, 2017 468

j. GRADES SERVED IN SCHOOL YEAR 2016-17

Check all that apply

Grades Served	K, 1, 2, 3, 4, 5, 6, 7, 8
---------------	---------------------------

k1. DOES THE SCHOOL CONTRACT WITH A CHARTER OR EDUCATIONAL MANAGEMENT ORGANIZATION? Yes

k2. NAME OF CMO/EMO AND ADDRESS

NAME OF CMO/EMO	Lighthouse Academies
PHYSICAL STREET ADDRESS	
CITY	
STATE	
ZIP CODE	
EMAIL ADDRESS	

l1. FACILITIES

Does the school maintain or operate multiple sites?

	No, just one site.
--	--------------------

12. SCHOOL SITES

Please list the sites where the school will operate for the upcoming school year.

	Physical Address	Phone Number	District/CSD	Grades Served at Site	School at Full Capacity at Site	Facilities Agreement
Site 1 (same as primary site)	180 W 165th Street Bronx, NY 10452		CSD 9	K-9	Yes	Own
Site 2						
Site 3						

12a. Please provide the contact information for Site 1.

	Name	Work Phone	Alternate Phone	Email Address
School Leader	Tyra Williams			
Operational Leader	Melissa Alston			
Compliance Contact	Melissa Alston			
Complaint Contact	Melissa Alston			

m1. Is the school or are the school sites co-located? No

n1. Were there any revisions to the school’s charter during the 2016-17 school year? (Please include approved or pending material and non-material charter revisions). No

o. Name and Position of Individual(s) Who Completed the 2016-17 Annual Report.

Melissa Alston, Manager, Operations; Tyra Williams, Principal;
Arthur Brown, Principal

p. Our signatures below attest that all of the information contained herein is truthful and accurate and that this charter school is in compliance with all aspects of its charter, and with all pertinent Federal, State, and local laws, regulations, and rules. We understand that if any information in any part of this report is found to have been deliberately misrepresented, that will constitute grounds for the revocation of our charter. Check **YES if you agree and then use the mouse on your PC or the stylist on your mobile device to sign your name).**

Yes

Signature, Head of Charter School

Tyra L. Williams

Signature, President of the Board of Trustees

Date

2017/07/13

Thank you.



Entry 2 NYS School Report Card Link

Last updated: 07/20/2017

1. NEW YORK STATE REPORT CARD

<https://data.nysed.gov/profile.php?instid=800000067031>

**Provide a direct URL or web link
to the most recent New York
State School Report Card for the
charter school (See
<https://reportcards.nysed.gov/>).**

(Charter schools completing year one
will not yet have a School Report Card or
link to one. Please type "URL is not
available" in the space provided).



Entry 3 Progress Toward Goals

Created: 07/20/2017 • Last updated: 07/31/2017

PROGRESS TOWARD CHARTER GOALS

The following tables reflect formatting in the online portal required for Board of Regents-authorized charter schools and NYCDOE-authorized charter schools only. Schools should list Progress Toward Charter Goals by August 1, 2017. If the goals are based on student performance data that the school will not have access to before August 1, 2017 (e.g., the NYS Assessment results), please state this in the last column. The information can be updated when available. Please complete and submit no later than November 1, 2017.

1. ACADEMIC STUDENT PERFORMANCE GOALS

2016-17 Progress Toward Attainment of Academic Goals

	Academic Student Performance Goal	Measure Used to Evaluate Progress Toward Attainment of Goal	Goal - Met or Not Met	If Not Met, Describe Efforts School Will Take
Academic Goal 1	Each year, 75% of 3rd-8th graders who have been enrolled at the school for at least two consecutive years will perform at or above Level 3 on the NYS ELA exam.	New York State 2017 English Language Arts Exam		2017 test scores yet to be released
Academic Goal 2	Each year, 75% of 3rd-8th graders who have been enrolled at the school for at least two consecutive years will perform at or above Level 3 on the NYS Math exam.	New York State 2017 Math Exam		2017 test scores yet to be released
Academic Goal 3	Each year, 75% of 4th graders who have been enrolled at the school for at least two consecutive years will perform at or above Level 3 on the NYS Science exam.	New York State 2017 Science Exam		2017 test scores yet to be released

Academic Goal 4	Each year, the percent of students performing at or above Level 3 on the State ELA and Math exams in each tested grade will exceed the average performance of students tested in the same grades of the Community School District in which the school is located.	New York State 2017 English Language Arts and Mathematics Exams		2017 test scores yet to be released
Academic Goal 5	For years 2-4 of the charter, the school will receive a “B” or higher on the Student Progress of the NYCDOE Report Card.	NYCDOE Progress Report 2016-2017		N/A Schools are no longer receiving a letter grade via the NYC DOE Report Card.
Academic Goal 6	For years 2 through 5 of the charter, each grade level cohort of the same students will reduce by one half the gap between the percent at or above Level 3 on the previous year’s NYS ELA and Math exams (baseline) and 75% at or above Level 3 on the current year’s NYS. ELA and Math exams. If the number of students scoring above proficiency (Level 3) exceeded 75% of the previous year’s exam, the school is expected to demonstrate growth (above 75%) in the current year.	New York State 2017 English Language Arts and Mathematics Exam		2017 test scores yet to be released
Academic Goal 7	Each year, the school will be deemed “In Good Standing” on the NYS Report Card.	NYS Report Card	Met	

Academic Goal 8	Each year, for a grade level cohort that has been at the school for three full years, the percent at or beyond the national median in reading and math as measured by the Northwest Evaluation Assessment Measures of Academic Progress (NWEA MAP) assessments will increase by 10% of the cohort.	NWEA Assessment	TBD
-----------------	--	-----------------	-----

2. Do we have more academic goals to add? No

3. Do we have more academic goals to add? No

4. ORGANIZATIONAL GOALS

2016-17 Progress Toward Attainment of Organizational Goals

	Organizational Goal	Measure Used to Evaluate Progress	Goal - Met or Not Met	If Not Met, Describe Efforts School Will Take
Org Goal 1	Each year, the school will have an average daily student attendance rate of at least 95%.	PowerSchool, Lighthouse Academies Scholar Information System (LHA SIS), and ATS.	Not Met	Beginning in the fall of 2017, in addition to increasing parental communication through the implementation of a new communications system, we will begin the school-wide institution of celebrations, competitions, and student recognition events that [further] incentivize student

				attendance.
Org Goal 2	Each year, 95% of all students enrolled on the last day of the school year will return the following September.	PowerSchool, Lighthouse Academies Scholar Information System (LHA SIS), and ATS.	Met	
Org Goal 3	Each year, the school will comply with all applicable laws, rules, regulations and contract terms including, but not limited to the New York Charter Schools Act, the New York freedom of Information Law, the New York Open Meetings Law, the federal Individuals with Disabilities Education Act, and the federal Family Educational Rights and Privacy Act.	Board of Trustees Minutes, Special Education documentation, etc.	Met	
Org Goal 4	Each year, the average rate of attendance at parent conferences measured quarters 1, 2, and 3 will be 80% or more.	Parent Teacher Conference Tracker	Not Met	MetLCS has acquired a new communications system to more effectively communicate with parents electronically. We will be instituted parent contact logs with all grade level teachers, and implementing multiple school-wide competitions to incentive higher levels of parental attendance at parent teacher conference events.

Org Goal 5	In year one, student enrollment will be within 5% of full enrollment as defined in the school's contract, and in subsequent years of the charter, student enrollment will be within 2% of full enrollment.	PowerSchool, Lighthouse Academies Scholar Information System (LHA SIS), and ATS.	Met	
------------	--	--	-----	--

5. Do you have more organizational goals to add? Yes

2016-17 Progress Toward Attainment of Organizational Goals

	Organizational Goal	Measure Used to Evaluate Progress	Goal - Met or Not Met	If Not Met, Describe Efforts School Will Take
Org Goal 6	Each year, parents will express satisfaction with the school's program, based on the NYCDOE Learning Environment Survey. The school will only have met this goal if 50% or more parents participate in the survey.	NYC DOE Progress Report		N/A Schools are no longer receiving NYC DOE Progress Reports.
Org Goal 7	Each year, teachers will express satisfaction with school leadership and professional development opportunities as determined by the teachers section of the NYCDOE Learning Environment Survey. The school	NYC DOE Progress Report		N/A Schools are no longer receiving NYC DOE Progress Reports.

	will only have met this goal if 50% or more teachers participate in the survey.			
Org Goal 8	Each year, students will express satisfaction with the school as determined by the student section of the NYCDOE Learning Environment Survey. The school will only have met this goal if 50% or more of students enrolled participate in the survey.	NYC DOE Progress Report		N/A Schools are no longer receiving NYC DOE Progress Reports.
Org Goal 9				
Org Goal 10				
Org Goal 11				
Org Goal 12				
Org Goal 13				
Org Goal 14				
Org Goal 15				

6. FINANCIAL GOALS

2016-17 Progress Toward Attainment of Financial Goals

	Financial Goals	Measure Used to Evaluate Progress	Goal - Met or Not Met	If Not Met, Describe Efforts School Will Take
Financial Goal 1	For each year of the charter renewal term, the school will undergo an independent financial audit that will result in an unqualified opinion and no major findings.	External Audit	Met	
Financial Goal 2	Each year, the school will operate on a balanced budget and maintain a stable cash flow.	Quickbooks Reports	Met	
Financial Goal 3				
Financial Goal 4				
Financial Goal 5				



Entry 4 Expenditures per Child

Last updated: 07/31/2017

Financial Information

This information is required of ALL charter schools. Provide the following measures of fiscal performance of the charter school in Appendix B (Total Expenditures and Administrative Expenditures Per Child):

1. Total Expenditures Per Child

To calculate '**Total Expenditures per Child**' take total expenditures (from the unaudited 2016-17 Schedule of Functional Expenses) and divide by the year end FTE student enrollment. (Integers Only. No dollar signs or commas).

Note: The information on the Schedule of Functional Expenses on pages 41-43 of the Audit Guide can help schools locate the amounts to use in the two per pupil calculations: <http://www.p12.nysed.gov/psc/AuditGuide.html>

Line 1: Total Expenditures	8081092
Line 2: Year End FTE student enrollment	658
Line 3: Divide Line 1 by Line 2	12281

2. Administrative Expenditures per Child

To calculate **'Administrative Expenditures per Child'** To calculate "Administrative Expenditures per Child" first *add* together the following:

1. Take the relevant portion from the 'personnel services cost' row and the 'management and general' column (from the unaudited 2016-17 Schedule of Functional Expenses)
2. Any contracted administrative/management fee paid to other organizations or corporations
3. Take the total from above and divide it by the year-end FTE enrollment. The relevant portion that must be included in this calculation is defined as follows:

Administrative Expenditures: Administration and management of the charter school includes the activities and personnel of the offices of the chief school officer, the finance or business offices, school operations personnel, data management and reporting, human resources, technology, etc. It also includes those administrative and management services provided by other organizations or corporations on behalf of the charter school for which the charter school pays a fee or other compensation. Do not include the FTE of personnel whose role is to directly support the instructional program.

Notes:
The information on the Schedule of Functional Expenses on pages 41-43 of the Audit Guide can help schools locate the amounts to use in the two per pupil calculations:
<http://www.p12.nysed.gov/psc/AuditGuide.html>.
Employee benefit costs or expenditures should not be reported in the above calculations.

Line 1: Relevant Personnel Services Cost (Row)	326246
Line 2: Management and General Cost (Column)	683679
Line 3: Sum of Line 1 and Line 2	1009925
Line 5: Divide Line 3 by the Year End FTE student enrollment	1535

Thank you.



Entry 5d Financial Services Contact Information

Last updated: 07/31/2017

Regents, NYCDOE and Buffalo BOE authorized schools should enter the financial contact information requested and upload the independent auditor's report and internal controls reports as one combined file.

1. School Based Fiscal Contact Information

	School Based Fiscal Contact Name	School Based Fiscal Contact Email	School Based Fiscal Contact Phone
	Mary Beth Rousseau		

2. Audit Firm Contact Information

	School Audit Contact Name	School Audit Contact Email	School Audit Contact Phone	Years Working With This Audit Firm
	Anthony J Tempesta, CPA			7

3. If applicable, please provide contact information for the school's outsourced financial services firm.

	Firm Name	Contact Person	Mailing Address	Email	Phone	Years with Firm
	N/A					

New York State Education Department

Request for Proposals to Establish Charter Schools Authorized by the - Board of Regents -

2017-18 Budget & Cash Flow Template

General Instructions and Notes for New Application Budgets and Cash Flows Templates

1	Complete ALL SIX columns in BLUE
2	Enter information into the GRAY cells
3	Cells containing RED triangles in the upper right corner in columns B through G contain guidance on that particular item
4	School district per-pupil tuition information is located on the State Aid website at https://stateaid.nysed.gov/charter/ . Rows may be inserted in the worksheet to accomodate additional districts if necessary.
5	The Assumptions column should be completed for all revenue and expense items unless the item is self-explanatory. Where applicable, please reference the page number or section in the application narrative that indicates the assumption being made. For instance, student enrollment would reference the applicable page number in Section I, C of the application narrative.

METROPOLITAN LIGHTHOUSE CHARTER SCHOOL -

PROJECTED BUDGET FOR 2017-2018 -

July 1, 2017 to June 30, 2018 -

Please Note: The student enrollment data is entered below in the Enrollment Section beginning in row 155. This will populate the data in row 10.

	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL
Total Revenue	9,153,222	450,513	-	-	7,200	9,610,935
Total Expenses	7,334,897	857,608	-	-	1,024,835	9,217,340
Net Income	1,818,325	(407,095)	-	-	(1,017,635)	393,595
Actual Student Enrollment	480	40				-
Total Paid Student Enrollment	-	-				-

PROGRAM SERVICES

SUPPORT SERVICES

REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL
----------------------	----------------------	-------	-------------	-------------------------	-------

REVENUE

REVENUES FROM STATE SOURCES

Per Pupil Revenue

CY Per Pupil Rate

District of Location

\$14,527.00

School District 2 (Enter Name)

School District 3 (Enter Name)

School District 4 (Enter Name)

School District 5 (Enter Name)

7,554,040	-	-	-	-	7,554,040
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-
7,554,040					7,554,040

Special Education Revenue

-	416,109	-	-	-	416,109
---	---------	---	---	---	---------

Grants

Stimulus

Other

-	-	-	-	-	-
357,240	-	-	-	-	357,240
906,485	-	-	-	-	906,485

Other State Revenue

TOTAL REVENUE FROM STATE SOURCES

8,817,765	416,109				9,233,874
-----------	---------	--	--	--	-----------

REVENUE FROM FEDERAL FUNDING

IDEA Special Needs

Title I

Title Funding - Other

School Food Service (Free Lunch)

Grants

Charter School Program (CSP) Planning & Implementation

Other

Other Federal Revenue

-	34,404	-	-	-	34,404
255,189	-	-	-	-	255,189
8,862	-	-	-	-	8,862
-	-	-	-	-	-

-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-

TOTAL REVENUE FROM FEDERAL SOURCES

264,051	34,404				298,455
---------	--------	--	--	--	---------

LOCAL and OTHER REVENUE

Contributions and Donations, Fundraising

Erate Reimbursement

Interest Income, Earnings on Investments,

NYC-DYCD (Department of Youth and Community Developmt.)

Food Service (Income from meals)

Text Book

Other Local Revenue

-	-	-	-	-	-
28,050	-	-	-	-	28,050
-	-	-	-	7,200	7,200
-	-	-	-	-	-
-	-	-	-	-	-
39,356	-	-	-	-	39,356
4,000	-	-	-	-	4,000

TOTAL REVENUE FROM LOCAL and OTHER SOURCES

71,406				7,200	78,606
--------	--	--	--	-------	--------

TOTAL REVENUE

9,153,222	450,513			7,200	9,610,935
-----------	---------	--	--	-------	-----------

EXPENSES

ADMINISTRATIVE STAFF PERSONNEL COSTS

No. of Positions

Executive Management

Instructional Management

-
3.00

-	-	-	-	-	-
259,210	37,030	-	-	74,060	370,300

METROPOLITAN LIGHTHOUSE CHARTER SCHOOL -

PROJECTED BUDGET FOR 2017-2018 -

July 1, 2017 to June 30, 2018 -

Please Note: The student enrollment data is entered below in the Enrollment Section beginning in row 155. This will populate the data in row 10.

	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL
Total Revenue	9,153,222	450,513	-	-	7,200	9,610,935
Total Expenses	7,334,897	857,608	-	-	1,024,835	9,217,340
Net Income	1,818,325	(407,095)	-	-	(1,017,635)	393,595
Actual Student Enrollment	480	40				-
Total Paid Student Enrollment	-	-				-

		PROGRAM SERVICES			SUPPORT SERVICES		
		REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL
Deans, Directors & Coordinators	4.50	195,737	34,420	-	-	41,500	271,657
CFO / Director of Finance	-	-	-	-	-	-	-
Operation / Business Manager	1.00	-	-	-	-	92,515	92,515
Administrative Staff	3.00	-	-	-	-	148,880	148,880
TOTAL ADMINISTRATIVE STAFF	12	454,947	71,450			356,955	883,352
INSTRUCTIONAL PERSONNEL COSTS							
Teachers - Regular	30.00	2,084,079	36,735	-	-	-	2,120,814
Teachers - SPED	6.00	-	356,815	-	-	-	356,815
Substitute Teachers	-	40,000	-	-	-	-	40,000
Teaching Assistants	3.00	141,540	24,978	-	-	-	166,518
Specialty Teachers	9.50	605,336	44,040	-	-	-	649,376
Aides	4.00	117,238	20,689	-	-	-	137,927
Therapists & Counselors	2.00	85,112	55,913	-	-	-	141,025
Other	-	55,000	-	-	-	-	55,000
TOTAL INSTRUCTIONAL	55	3,128,305	539,170				3,667,475
NON-INSTRUCTIONAL PERSONNEL COSTS							
Nurse	-	-	-	-	-	-	-
Librarian	-	-	-	-	-	-	-
Custodian	-	-	-	-	-	-	-
Security	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
TOTAL NON-INSTRUCTIONAL							
SUBTOTAL PERSONNEL SERVICE COSTS	66	3,583,252	610,620			356,955	4,550,827
PAYROLL TAXES AND BENEFITS							
Payroll Taxes		297,860	49,015	-	-	30,163	377,038
Fringe / Employee Benefits		287,245	47,268	-	-	29,088	363,601
Retirement / Pension		35,243	5,799	-	-	3,569	44,611
TOTAL PAYROLL TAXES AND BENEFITS		620,348	102,082			62,820	785,250
TOTAL PERSONNEL SERVICE COSTS		4,203,600	712,702			419,775	5,336,077
CONTRACTED SERVICES							
Accounting / Audit		-	-	-	-	18,000	18,000
Legal		-	-	-	-	4,000	4,000
Management Company Fee		137,466	58,914	-	-	196,380	392,760
Nurse Services		-	-	-	-	-	-
Food Service / School Lunch		-	-	-	-	-	-
Payroll Services		35,033	6,825	-	-	3,640	45,498
Special Ed Services		-	-	-	-	-	-
Titlment Services (i.e. Title I)		11,040	960	-	-	-	12,000
Other Purchased / Professional / Consulting		36,200	1,800	-	-	6,000	44,000
TOTAL CONTRACTED SERVICES		219,739	68,499			228,020	516,258

METROPOLITAN LIGHTHOUSE CHARTER SCHOOL

PROJECTED BUDGET FOR 2017-2018

July 1, 2017 to June 30, 2018

Please Note: The student enrollment data is entered below in the Enrollment Section beginning in row 155. This will populate the data in row 10.

	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL
Total Revenue	9,153,222	450,513	-	-	7,200	9,610,935
Total Expenses	7,334,897	857,608	-	-	1,024,835	9,217,340
Net Income	1,818,325	(407,095)	-	-	(1,017,635)	393,595
Actual Student Enrollment	480	40				-
Total Paid Student Enrollment	-	-				-

	PROGRAM SERVICES			SUPPORT SERVICES		
	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL
SCHOOL OPERATIONS						
Board Expenses	-	-	-	-	-	-
Classroom / Teaching Supplies & Materials	75,100	7,400	-	-	-	82,500
Special Ed Supplies & Materials	-	-	-	-	-	-
Textbooks / Workbooks	97,388	8,469	-	-	-	105,857
Supplies & Materials other	-	-	-	-	-	-
Equipment / Furniture	99,247	9,984	-	-	10,658	119,889
Telephone	-	-	-	-	-	-
Technology	187,209	22,730	-	-	7,509	217,448
Student Testing & Assessment	33,166	2,884	-	-	-	36,050
Field Trips	32,200	-	-	-	-	32,200
Transportation (student)	50,770	-	-	-	-	50,770
Student Services - other	70,638	-	-	-	-	70,638
Office Expense	75,185	6,750	-	-	20,262	102,197
Staff Development	105,083	13,250	-	-	-	118,333
Staff Recruitment	11,900	1,700	-	-	3,400	17,000
Student Recruitment / Marketing	2,760	240	-	-	-	3,000
School Meals / Lunch	8,500	1,500	-	-	-	10,000
Travel (Staff)	-	-	-	-	2,000	2,000
Fundraising	-	-	-	-	-	-
Other	9,698	1,500	-	-	56,482	67,680
TOTAL SCHOOL OPERATIONS	858,844	76,407			100,311	1,035,562
FACILITY OPERATION & MAINTENANCE						
Insurance	-	-	-	-	45,000	45,000
Janitorial	232,518	-	-	-	25,835	258,353
Building and Land Rent / Lease	1,433,824	-	-	-	159,314	1,593,138
Repairs & Maintenance	71,354	-	-	-	33,920	105,274
Equipment / Furniture	-	-	-	-	-	-
Security	8,100	-	-	-	900	9,000
Utilities	105,837	-	-	-	11,760	117,597
TOTAL FACILITY OPERATION & MAINTENANCE	1,851,633				276,729	2,128,362
DEPRECIATION & AMORTIZATION	50,000	-	-	-	-	50,000
DISSOLUTION ESCROW & RESERVES / CONTIGENCY	151,081	-	-	-	-	151,081
TOTAL EXPENSES	7,334,897	857,608			1,024,835	9,217,340
NET INCOME	1,818,325	(407,095)	-	-	(1,017,635)	393,595

ENROLLMENT - *School Districts Are Linked To Above Entries*

	REGULAR EDUCATION	SPECIAL EDUCATION	TOTAL ENROLLED
District of Location	480	40	520
School District 2 (Enter Name)			-
School District 3 (Enter Name)			-
School District 4 (Enter Name)			-

METROPOLITAN LIGHTHOUSE CHARTER SCHOOL

PROJECTED BUDGET FOR 2017-2018

July 1, 2017 to June 30, 2018

Please Note: The student enrollment data is entered below in the Enrollment Section beginning in row 155. This will populate the data in row 10.

	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL
Total Revenue	9,153,222	450,513	-	-	7,200	9,610,935
Total Expenses	7,334,897	857,608	-	-	1,024,835	9,217,340
Net Income	1,818,325	(407,095)	-	-	(1,017,635)	393,595
Actual Student Enrollment	480	40				-
Total Paid Student Enrollment	-	-				-

PROGRAM SERVICES

SUPPORT SERVICES

	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL
School District 5 (Enter Name)			-			
TOTAL ENROLLMENT	480	40	520			
REVENUE PER PUPIL	19,069	11,263	-			
EXPENSES PER PUPIL	15,281	21,440	-			

Assumptions
DESCRIPTION OF ASSUMPTIONS - Please note assumptions when applicable
NYS Special Senate Funding; State Supplemental Grant Lease Assistance
Title IIA
85% of telecomm expenses
In-Kind Textbooks Student Activities collections
List exact titles and staff FTE"s (Full time equiuilivalent)
Principal - 2; Assistant Principal - 1

[illegible]

<p align="center">Disclosure of Financial Interest by a Current or Proposed Charter School Education Corporation Trustee</p>

Trustee Name:

AARON BOTHNER

Name of Charter School Education Corporation (for an unmerged school, this is the Charter School Name):

METROPOLITAN LIGHTHOUSE CHARTER SCHOOL

1. List all positions held on the education corporation board (e.g., president, treasurer, parent representative). Trustee

2. Is the trustee an employee of any school operated by the Education Corporation?
 ___ Yes X No

If **Yes**, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

3. Is the trustee an employee or agent of the management company or institutional partner of the charter school(s) governed by the Education Corporation?
 ___ Yes X No

If **Yes**, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

4. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) governed by the Education Corporation during the time you have served on the board, and in the six-month period prior to such service. If there has been no such financial interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-4 above, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of Financial Interest/Transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to yourself
<p><u>NONE</u> Please write "None" if applicable. Do not leave this space blank.</p>			

5. Identify each individual, business, corporation, union association, firm, partnership, committee proprietorship, franchise holding company, joint stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) governed by the Education Corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, write **None**.

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps Taken to Avoid Conflict of Interest
<i>Please write "None" if applicable. Do not leave this space blank.</i> NONE				

Signature

Date

Please note that this document is considered a public record and as such, may be made available to members of the public upon request under the Freedom of Information Law. Personal contact information provided below will be redacted.

Business Tele

Business Add

E-mail Address

Home Telepho

Home Address

**Disclosure of Financial Interest by a Current or Proposed Charter School
Education Corporation Trustee**

Trustee Name:

Adrain L. Bryant

Name of Charter School Education Corporation (for an unmerged school, this is the Charter School Name):

Metropolitan Lighthouse Charter School

1. List all positions held on the education corporation board (e.g., president, treasurer, parent representative).

2. Is the trustee an employee of any school operated by the Education Corporation?
 ___ Yes ☒ No

If **Yes**, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

3. Is the trustee an employee or agent of the management company or institutional partner of the charter school(s) governed by the Education Corporation?
 ___ Yes ☒ No

If **Yes**, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

4. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) governed by the Education Corporation during the time you have served on the board, and in the six-month period prior to such service. If there has been no such financial interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-4 above, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of Financial Interest/Transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to yourself
None	Please write "None" if applicable. Do not leave this space blank.		

5. Identify each individual, business, corporation, union association, firm, partnership, committee proprietorship, franchise holding company, joint stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) governed by the Education Corporation and in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, write **None**.

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps Taken to Avoid Conflict of Interest
<i>Please write "None" if applicable. Do not leave this space blank.</i>				

Admin J. Byard

Signature

6-22-2017

Date

Please note that this document is considered a public record and as such, may be made available to members of the public upon request under the Freedom of Information Law. Personal contact information provided below will be redacted.

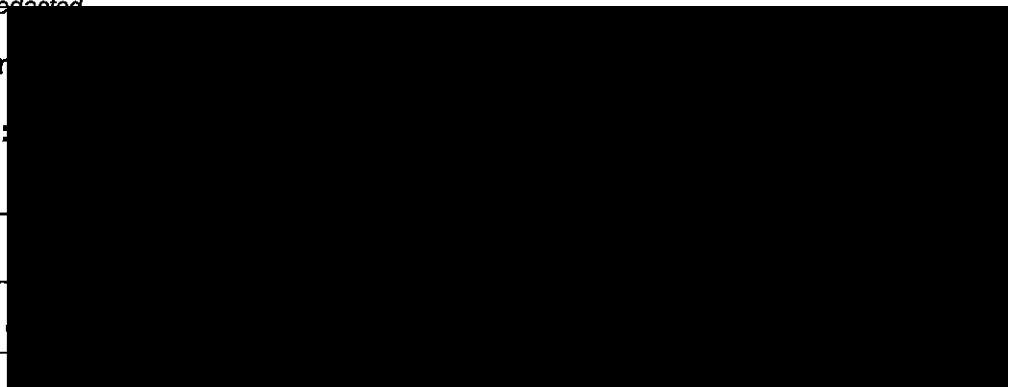
Business Telephone: _____

Business Address: _____

E-mail Address: _____

Home Telephone: _____

Home Address: _____



<p align="center">Disclosure of Financial Interest by a Current or Proposed Charter School Education Corporation Trustee</p>

Trustee Name:

Tim Bayan

Name of Charter School Education Corporation (for an unmerged school, this is the Charter School Name):

Met LCs

1. List all positions held on the education corporation board (e.g., president, treasurer, parent representative).

2. Is the trustee an employee of any school operated by the Education Corporation?
 ___ Yes / No

If **Yes**, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

3. Is the trustee an employee or agent of the management company or institutional partner of the charter school(s) governed by the Education Corporation?

___ Yes / No

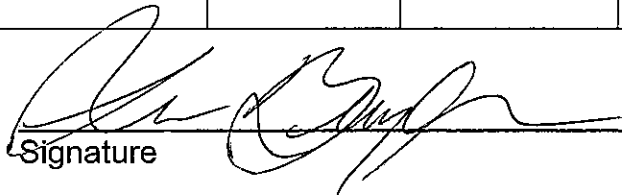
If **Yes**, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

4. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) governed by the Education Corporation during the time you have served on the board, and in the six-month period prior to such service. If there has been no such financial interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-4 above, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of Financial Interest/Transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to yourself
<p><i>Please write "None" if applicable. Do not leave this space blank.</i></p> <p><u>None</u></p>			

5. Identify each individual, business, corporation, union association, firm, partnership, committee proprietorship, franchise holding company, joint stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) governed by the Education Corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, write **None**.

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps Taken to Avoid Conflict of Interest
<i>Please write "None" if applicable. Do not leave this space blank.</i>				
None				


Signature

6/22/17
Date

Please note that this document is considered a public record and as such, may be made available to members of the public upon request under the Freedom of Information Law. Personal contact information provided below will be redacted.

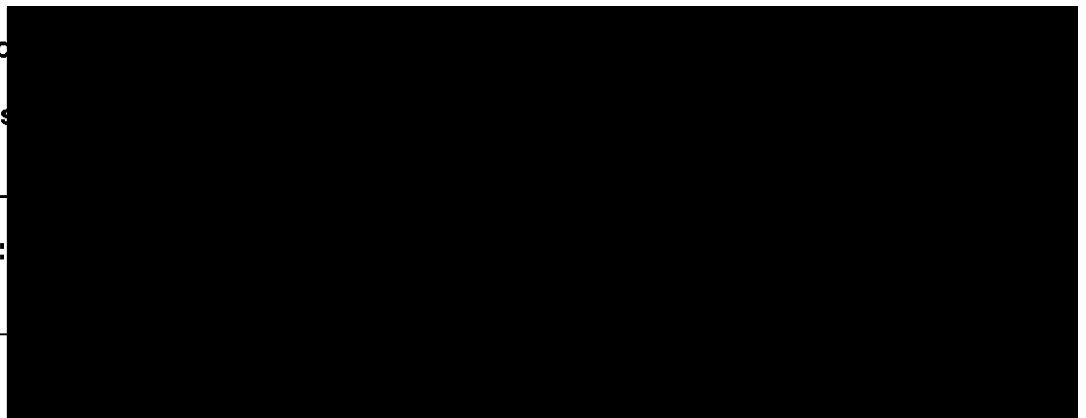
Business Telephone: _____

Business Address: _____

E-mail Address: _____

Home Telephone: _____

Home Address: _____



<p align="center">Disclosure of Financial Interest by a Current or Proposed Charter School Education Corporation Trustee</p>

Trustee Name:

Aryanne Ferranti

Name of Charter School Education Corporation (for an unmerged school, this is the Charter School Name):

Metropolitan Lighthouse Charter School

1. List all positions held on the education corporation board (e.g., president, treasurer, parent representative).

2. Is the trustee an employee of any school operated by the Education Corporation?
☐ Yes ☒ No

If **Yes**, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

3. Is the trustee an employee or agent of the management company or institutional partner of the charter school(s) governed by the Education Corporation?
☐ Yes ☒ No


If **Yes**, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

4. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) governed by the Education Corporation during the time you have served on the board, and in the six-month period prior to such service. If there has been no such financial interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-4 above, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of Financial Interest/Transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to yourself
<i>Please write "None" if applicable. Do not leave this space blank.</i> <div>← NONE →</div>			

5. Identify each individual, business, corporation, union association, firm, partnership, committee proprietorship, franchise holding company, joint stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) governed by the Education Corporation and in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, write **None**.

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps Taken to Avoid Conflict of Interest
<i>Please write "None" if applicable. Do not leave this space blank.</i>				
	←	NONE	→	


6/22/17
 Signature Date

Please note that this document is considered a public record and as such, may be made available to members of the public upon request under the Freedom of Information Law. Personal contact information provided below will be redacted.

Business Telephone: _____
 Business Address: _____
 E-mail Address: _____
 Home Telephone: _____
 Home Address: _____

<p align="center">Disclosure of Financial Interest by a Current or Proposed Charter School Education Corporation Trustee</p>

Trustee Name:

Anuj Khatiwada

Name of Charter School Education Corporation (for an unmerged school, this is the Charter School Name):

Bronx Metropolitan Lighthouse Academy

1. List all positions held on the education corporation board (e.g., president, treasurer, parent representative).

2. Is the trustee an employee of any school operated by the Education Corporation?
☐ Yes ☒ No

If **Yes**, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

3. Is the trustee an employee or agent of the management company or institutional partner of the charter school(s) governed by the Education Corporation?

☐ Yes ☒ No

If **Yes**, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

4. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) governed by the Education Corporation during the time you have served on the board, and in the six-month period prior to such service. If there has been no such financial interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-4 above, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of Financial Interest/Transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to yourself
Please write "None" if applicable. Do not leave this space blank.			

5. Identify each individual, business, corporation, union association, firm, partnership, committee proprietorship, franchise holding company, joint stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) governed by the Education Corporation and in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, write **None**.

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps Taken to Avoid Conflict of Interest
None				

Signature



Date

6/22/2017

Please note that this document is considered a public record and as such, may be made available to members of the public upon request under the Freedom of Information Law. Personal contact information provided below will be redacted.

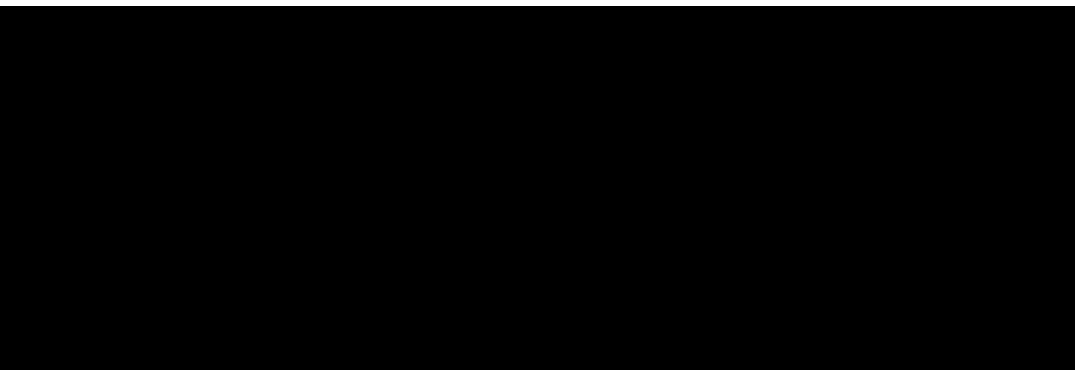
Business Telephone: _____

Business Address: _____

E-mail Address: _____

Home Telephone: _____

Home Address: _____



Disclosure of Financial Interest by a Current or Proposed Charter School Education Corporation Trustee

Trustee Name:

Genai Goldsmith

Name of Charter School Education Corporation (for an unmerged school, this is the Charter School Name):

Metropolitan Lighthouse Charter School

1. List all positions held on the education corporation board (e.g., president, treasurer, parent representative).

Parent Representative

2. Is the trustee an employee of any school operated by the Education Corporation?
☒ Yes ☐ No

If **Yes**, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

AFCP [REDACTED]
start date: 7/1/15: Liaison for Family Outreach and Community

3. Is the trustee an employee or agent of the management company or institutional partner of the charter school(s) governed by the Education Corporation?

☐ Yes ☒ No

If **Yes**, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

4. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) governed by the Education Corporation during the time you have served on the board, and in the six-month period prior to such service. If there has been no such financial interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-4 above, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of Financial Interest/Transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to yourself
<u>None</u>	<u>None</u>	<u>None</u>	<u>None</u>

Please write "None" if applicable. Do not leave this space blank.

5. Identify each individual, business, corporation, union association, firm, partnership, committee proprietorship, franchise holding company, joint stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) governed by the Education Corporation and in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, write **None**.

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps Taken to Avoid Conflict of Interest
<i>Please write "None" if applicable. Do not leave this space blank.</i>				
None	None	None	None	None

Aenei Goldsmith
Signature

6/22/17
Date

Please note that this document is considered a public record and as such, may be made available to members of the public upon request under the Freedom of Information Law. Personal contact information provided below will be redacted.

Business Telephone:

Business Address:

E-mail Address:

Home Telephone:

Home Address:

**Disclosure of Financial Interest by a Current or Proposed Charter School
Education Corporation Trustee**

Trustee Name:

Janice Lee

Name of Charter School Education Corporation (for an unmerged school, this is the Charter School Name):

metropolitan Lighthouse Charter School

1. List all positions held on the education corporation board (e.g., president, treasurer, parent representative). Board member

2. Is the trustee an employee of any school operated by the Education Corporation?
☐ Yes ☒ No

If **Yes**, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

3. Is the trustee an employee or agent of the management company or institutional partner of the charter school(s) governed by the Education Corporation?
☐ Yes ☒ No

If **Yes**, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

4. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) governed by the Education Corporation during the time you have served on the board, and in the six-month period prior to such service. If there has been no such financial interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-4 above, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of Financial Interest/Transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to yourself
<u>none</u>	<u>none</u>	<u>none</u>	<u>none</u>

Please write "None" if applicable. Do not leave this page blank.

5. Identify each individual, business, corporation, union association, firm, partnership, committee proprietorship, franchise holding company, joint stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) governed by the Education Corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, write **None**.

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps Taken to Avoid Conflict of Interest
<i>Please write "None" if applicable. Do not leave this space blank.</i> None				

Signature

Date

Please note that this document is considered a public record and as such, may be made available to members of the public upon request under the Freedom of Information Law. Personal contact information provided below will be redacted.

Business Telephone: _____

Business Address: _____

E-mail Address: _____

Home Telephone: _____

Home Address: _____

<p align="center">Disclosure of Financial Interest by a Current or Proposed Charter School Education Corporation Trustee</p>

Trustee Name:

Anne Laraway

Name of Charter School Education Corporation (for an unmerged school, this is the Charter School Name):

Metropolitan Lighthouse Charter School

1. List all positions held on the education corporation board (e.g., president, treasurer, parent representative).
2. Is the trustee an employee of any school operated by the Education Corporation?
Yes X No

If **Yes**, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

3. Is the trustee an employee or agent of the management company or institutional partner of the charter school(s) governed by the Education Corporation?
Yes X No

If **Yes**, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

4. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) governed by the Education Corporation during the time you have served on the board, and in the six-month period prior to such service. If there has been no such financial interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-4 above, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of Financial Interest/Transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to yourself

None			
------	--	--	--

5. Identify each individual, business, corporation, union association, firm, partnership, committee proprietorship, franchise holding company, joint stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) governed by the Education Corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, write **None**.

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps Taken to Avoid Conflict of Interest
180 W 165 th Street LLC	Support Metropolitan Lighthouse Charter School; owns and leases building to MetLCS	\$0.00	Anne Laraway, board member	There is no financial interest in the organization
Metropolitan Support Corporation	Support Metropolitan Lighthouse Charter School	\$0.00	Anne Laraway, board member	Conflict of interest policy

Ann Farley 7/27/17
Signature Date

Please note that this document is considered a public record and as such, may be made available to members of the public upon request under the Freedom of Information Law. Personal contact information provided below will be redacted.

Business Telep

Business Addr

E-mail Address

Home Telephon

Home Address

**Disclosure of Financial Interest by a Current or Proposed Charter School
Education Corporation Trustee**

Trustee Name:

Jillian Roland

Name of Charter School Education Corporation (for an unmerged school, this is the Charter School Name):

Metropolitan Lighthouse Charter School

1. List all positions held on the education corporation board (e.g., president, treasurer, parent representative).

Board member

2. Is the trustee an employee of any school operated by the Education Corporation?
☐ Yes ☒ No

If **Yes**, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

3. Is the trustee an employee or agent of the management company or institutional partner of the charter school(s) governed by the Education Corporation?

☐ Yes ☒ No

If **Yes**, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

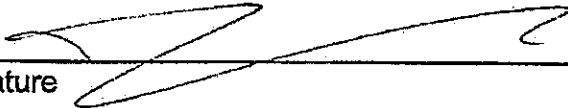
4. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) governed by the Education Corporation during the time you have served on the board, and in the six-month period prior to such service. If there has been no such financial interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-4 above, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of Financial Interest/Transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to yourself
Please write "None" if applicable. Do not leave this space blank. <div style="text-align: center;">NONE</div>			

5. Identify each individual, business, corporation, union association, firm, partnership, committee proprietorship, franchise holding company, joint stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) governed by the Education Corporation and in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, write **None**.

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps Taken to Avoid Conflict of Interest
<i>Please write "None" if applicable. Do not leave this space blank.</i>				
	NONE			

Signature



Date

7/20/17

Please note that this document is considered a public record and as such, may be made available to members of the public upon request under the Freedom of Information Law. Personal contact information provided below will be redacted.

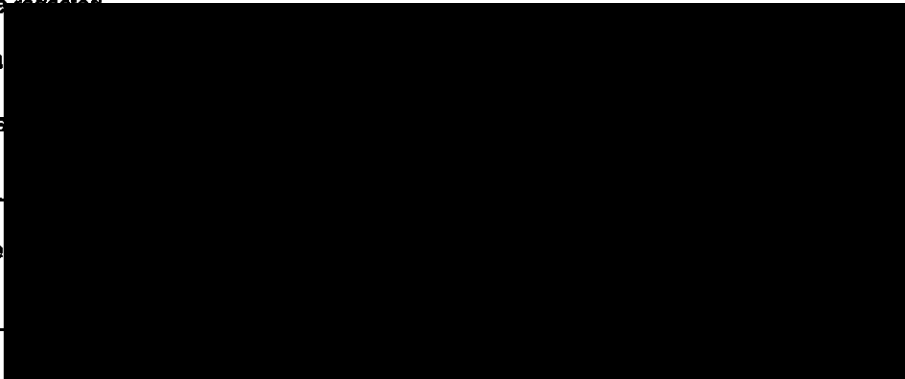
Business Telephone:

Business Address:

E-mail Address:

Home Telephone:

Home Address:



1-800-368-6868

<p align="center">Disclosure of Financial Interest by a Current or Proposed Charter School Education Corporation Trustee</p>

Trustee Name:

Anne Laraway

Name of Charter School Education Corporation (for an unmerged school, this is the Charter School Name):

Metropolitan Lighthouse Charter School

1. List all positions held on the education corporation board (e.g., president, treasurer, parent representative).

2. Is the trustee an employee of any school operated by the Education Corporation?
 ____ Yes **X** ____ No

If **Yes**, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

3. Is the trustee an employee or agent of the management company or institutional partner of the charter school(s) governed by the Education Corporation?
 ____ Yes **X** ____ No

If **Yes**, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

4. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) governed by the Education Corporation during the time you have served on the board, and in the six-month period prior to such service. If there has been no such financial interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-4 above, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of Financial Interest/Transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to yourself

None			
------	--	--	--

5. Identify each individual, business, corporation, union association, firm, partnership, committee proprietorship, franchise holding company, joint stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) governed by the Education Corporation and in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, write **None**.

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps Taken to Avoid Conflict of Interest
180 W 165 th Street LLC	Support Metropolitan Lighthouse Charter School; owns and leases building to MetLCS	\$0.00	Anne Laraway, board member	There is no financial interest in the organization
Metropolitan Support Corporation	Support Metropolitan Lighthouse Charter School	\$0.00	Anne Laraway, board member	Conflict of interest policy

Ann Tary 7/27/17
Signature Date

Please note that this document is considered a public record and as such, may be made available to members of the public upon request under the Freedom of Information Law. Personal contact information provided below will be redacted.

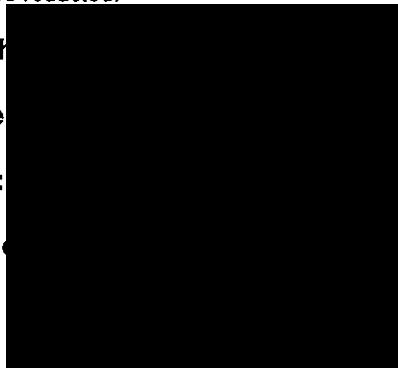
Business Telephone:

Business Address:

E-mail Address:

Home Telephone:

Home Address:



**Disclosure of Financial Interest by a Current or Proposed Charter School
Education Corporation Trustee**

Trustee Name:

Adrain L. Bryant

Name of Charter School Education Corporation (for an unmerged school, this is the Charter School Name):

Metropolitan Lighthouse Charter School

1. List all positions held on the education corporation board (e.g., president, treasurer, parent representative).

2. Is the trustee an employee of any school operated by the Education Corporation?
 ___ Yes X No

If **Yes**, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

3. Is the trustee an employee or agent of the management company or institutional partner of the charter school(s) governed by the Education Corporation?

___ Yes X No

If **Yes**, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

4. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) governed by the Education Corporation during the time you have served on the board, and in the six-month period prior to such service. If there has been no such financial interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-4 above, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of Financial Interest/Transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to yourself
<u>None</u>	<i>Please write "None" if applicable. Do not leave this space blank.</i>		

5. Identify each individual, business, corporation, union association, firm, partnership, committee proprietorship, franchise holding company, joint stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) governed by the Education Corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, write **None**.

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps Taken to Avoid Conflict of Interest
<i>Please write "None" if applicable. Do not leave this space blank.</i> None				

Admin J. Byard

Signature

6-22-2017

Date

Please note that this document is considered a public record and as such, may be made available to members of the public upon request under the Freedom of Information Law. Personal contact information provided below will be redacted.

Business Telephone: _____

Business Address: _____

E-mail Address: _____

Home Telephone: _____

Home Address: _____

**Disclosure of Financial Interest by a Current or Proposed Charter School
Education Corporation Trustee**

Trustee Name:

Jillian Roland

Name of Charter School Education Corporation (for an unmerged school, this is the Charter School Name):

Metropolitan Lighthouse Charter School

1. List all positions held on the education corporation board (e.g., president, treasurer, parent representative).

Board member

2. Is the trustee an employee of any school operated by the Education Corporation?
Yes ☒ No

If **Yes**, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

3. Is the trustee an employee or agent of the management company or institutional partner of the charter school(s) governed by the Education Corporation?

Yes ☒ No

If **Yes**, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

4. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) governed by the Education Corporation during the time you have served on the board, and in the six-month period prior to such service. If there has been no such financial interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-4 above, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of Financial Interest/Transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to yourself
Please write "None" if applicable. Do not leave this space blank.			
	NONE		

5. Identify each individual, business, corporation, union association, firm, partnership, committee proprietorship, franchise holding company, joint stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) governed by the Education Corporation and in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, write **None**.

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps Taken to Avoid Conflict of Interest
<i>Please write "None" if applicable. Do not leave this space blank.</i>				
	NONE			

Signature

Date

Please note that this document is considered a public record and as such, may be made available to members of the public upon request under the Freedom of Information Law. Personal contact information provided below will be redacted.

Business Telephone:

Business Address:

E-mail Address:

Home Telephone:

Home Address:



Entry 9 BOT Table

Created: 07/12/2017 • Last updated: 07/24/2017

(tab across or use scroll bar at bottom of table)

1. Current Board Member Information

	Trustee Name	Email Addresses	Position on the Board	Committee Affiliations	Voting Member Per By-Laws? (Y/N)	Area of Expertise, and/or Additional Role at School (parent, staff member, etc.)	Number of Terms Served and Length of Each (Include election date and term expiration)	Number of Board Mtgs Attended during 2016-17?
1	Anne Laraway		Chair/ Board President		Yes		Joined the board on 09/11/2014 and was renewed on 06/22/2017	
2	Jessica Haber				Yes		Joined the board on 08/01/2014 and was renewed on 06/22/2017	
							Joined	

3	Janice Lee			Yes		the board on 06/01/2013 and was renewed on 06/22/2017	
4	Tim Bryan			Yes		Joined the board on 08/11/2014 and was renewed on 06/22/2017	
5	Genai Goldsmith			Yes		Joined the board on 10/14/2014 and was renewed on 06/22/2017	
6	Jillian Roland			Yes		Joined the board on 03/04/2016	
7	Aryanne Ferranti			Yes		Joined the board on 03/13/2017	
						Joined	

8	Adrain Bryant						the board on 04/27/2017	
9	Anuj Khatiwada						Joined the board on 05/25/2017	
10	Aaron Bothner						Joined the board on 05/25/2017	
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								

2. Total Number of Members on June 30, 2016 10

3. Total Number of Members Joining the Board 2016-17 School Year 5

4. Total Number of Members Departing the Board during the 2016-17 School Year 1

5. Number of Voting Members 10
**2016-17, as set by the by-laws,
resolution or minutes**

6. Number of Board Meetings 12
**Conducted in the 2016-17 School
Year**

7. Number of Board Meetings 12
**Scheduled for the [2017-18](#)
School Year**

Thank you.



Entry 10 - Board Meeting Minutes

Last updated: 07/24/2017

[Instructions for submitting minutes of the BOT monthly meetings](#)

Regents, NYCDOE, and Buffalo BOE authorized schools must either provide a link to a complete set of minutes that are posted on the charter school website, or upload a complete set of board meeting minutes from July 2016--June 2017.

A. Provide a URL link to the (No response)

Monthly Board Meeting Minutes

which are posted on the School's web page.

OR

B. Upload All Monthly Board Meeting Minutes

Combine into one .PDF file

<https://nysed-cso-reports.fluidreview.com/resp/10972235/wNFCVDEEJA/>

METROPOLITAN LIGHTHOUSE CHARTER SCHOOL
 ("MetLCS")

MINUTES OF A MEETING OF THE BOARD OF TRUSTEES HELD ON TUESDAY, JULY 12, 2016 AT 6:30PM AT METROPOLITAN LIGHTHOUSE CHARTER SCHOOL, 180 W. 165TH STREET, BRONX, NY.

Participants in attendance:

- Ms. Terri Milsap, LHA Regional Vice President
- Ms. Courtney Russell, Principal
- Ms. Janice Lee, Trustee
- Ms. Genai Goldsmith, Trustee and Parent
- Ms. Catherine Corrigan, Trustee
- Ms. Aryanne Ferranti, Trustee
- Ms. Jessica Haber, Trustee and Secretary
- Ms. Jillian Roland, Trustee
- Ms. Melissa Alston, MetLCS Manager of Operations
- Mr. Kurt Davidson, MetLCS DTL
- Mr. Jerry Ballard, LHA Chief Operating Officer

Trustees in attendance:

- Ms. Janice Lee, Trustee
- Ms. Genai Goldsmith, Trustee and Parent
- Ms. Catherine Corrigan, Trustee
- Ms. Jillian Roland, Trustee
- Ms. Jessica Haber, Trustee and Secretary
- Ms. Aryanne Ferranti, Trustee
- Ms. Anne Laraway, Trustee and President

Trustees not in attendance:

- Mr. Tim Bryan, Trustee

Ms. Haber called the meeting to order at 6:32 pm. With 6 Board members present, a quorum was established. Ms. Haber reviewed the agenda and led introductions. Ms. Haber reviewed the minutes from the June Board meeting.

- Ms. Corrigan made a motion to approve the minutes of the June meeting (Attachment 1). Ms. Ferranti seconded the motion. The minutes were unanimously approved.

Ms. Milsap introduced Mr. Davidson to the Board as the new Assistant Principal for MetLCS. Mr. Davidson gave a brief introduction to the Board and presented his goals and plans for the upcoming school year. The Board engaged Mr. Davidson in discussion around the points in his presentation.

Ms. Corrigan led a discussion on the budget for the 2016-17 school year and the expense of the new high school principal's salary. Mr. Ballard provided insight and information to the Board regarding this matter. Ms. Russell provided an update regarding pricing around the school building's roof project. Ms. Russell and Mr. Ballard will follow up with construction group and provide an update to the Board. Ms. Rousseau provided information regarding the change in health benefits for the school's staff.

- Ms. Corrigan made a motion to approve the budget for the 2016-2017 budget. Ms. Haber seconded the motion. The budget was unanimously approved.

Ms. Corrigan briefly presented the April financial report.

- Ms. Corrigan made a motion to approve the April financials. Ms. Haber seconded the motion. The financials were unanimously approved.

Ms. Corrigan discussed the May financial report (Attachment 5). Ms. Rousseau will provide the June financial report at the next Board meeting.

- Ms. Haber made a motion to approve the May financials. Ms. Corrigan seconded the motion. The financials were unanimously approved.

Ms. Roland provided the vision and goals for the Education Committee to the Board.

Ms. Haber motioned to move into Executive Session. Ms. Ferranti seconded the motion. A roll call was taken: Genai Goldsmith, Jillian Roland, Jessica Haber, Janice Lee, Cathy Corrigan, Anne Laraway, and Aryanne Ferranti.

Ms. Lee motioned to exit from Executive Session. Ms. Haber seconded the motion.

- Ms. Haber made a motion to approve the hire of Ms. Tyra Williams as Principal of MetLCS for the 2016-2017 school year. Ms. Roland seconded the motion. The motion was unanimously approved.

Ms. Russell introduced Ms. Alston as the MetLCS Manager of Operations. Ms. Russell presented the following candidates for hire: Kimberly Perillo, Victoria Melendez, Melissa Alston, Sherieka Samuels, and Jennifer Zanghi (Attachment 3c).

- Ms. Haber moved to approve the hire of the five candidates. Ms. Lee seconded the motion. The motion was unanimously approved.

Ms. Russell presented the principal's report (Attachments 3a-d). Ms. Russell presented the NWEA data (Attachment 3d).

Ms. Russell presented the facilities report (Attachment 2) and presented observations from the school walk through that Ms. Russell had with Ms. Alston and Mr. Ballard.

Ms. Alston introduced herself to the Board and presented her background and past professional experience. Ms. Russell discussed the Annual Report (Attachment 4).

Ms. Milsap presented the RVP report (Attachment 6) and an update on the plans for the expansion of the school into Grade 12.

The Board decided to cancel the Board meeting scheduled for Thursday, July 28, 2016.

Ms. Haber motioned to adjourn the meeting at 9:17 pm. Ms. Roland seconded the motion, which was approved.

Signed _____

Janice Lee

Signed _____

Cathy Corrigan

Signed _____

Jillian Roland

Signed _____

Anne Laraway

Signed _____

Aryanne Ferranti

Signed _____

Genai Goldsmith

Signed _____

Jessica Haber



Metropolitan Lighthouse Charter School

Board Meeting

Date and Time

Thursday September 22, 2016 at 6:30 PM

Location

180 W. 165th St., Bronx, NY 10452

August 11/16

Agenda

	Purpose	Presenter	Duration
I. Opening Items			
A. Record Attendance and Guests		Jessica Haber	5
B. Call the Meeting to Order		Anne Laraway	5
<ul style="list-style-type: none">• Call the meeting to order• Review the Agenda			
C. Approve Minutes	Approve Minutes	Anne Laraway	5
Approve August 2016 Board Meeting Minutes			
II. Public Comments			
A. New Item	Discuss	Anne Laraway	10
Attendees may address the Board			
III. Finance			
A. Financial Report	Vote	Catherine Corrigan	20
Review June, July & August Financials			
IV. Update from LHA CEO, Khorl Whittaker			
A. Update	FYI	Khorl Whittaker	20
<ul style="list-style-type: none">• Facility Purchase• Insurance			
V. Education Committee			
A. Education Committee Update	FYI	Janice Lee	10
VI. Principal's Report			
A. Principal's Report	Vote	Tyra Williams	15
<ul style="list-style-type: none">• PAL Report<ul style="list-style-type: none">• Assessment Dates• Goals and Indicators• Upcoming Events• Resume - Joanne Ferdinand• Resume - Heidi Cabral• Resume - Michele Marigliano• Resume - Jazly Liriano			
VII. RVP Report			
A. RVP Report	FYI	Terri Milsap	15

- Principal's Performance Goals

VIII. Board Chair Update

A. Board Chair Update	FYI	Anne Laraway	10
------------------------------	-----	--------------	----

IX. MDO Report

A. Managing Director of Operations	FYI	Melissa Alston	10
---	-----	----------------	----

X. Executive Session

A. Executive Session	Discuss	Anne Laraway	15
-----------------------------	---------	--------------	----

- CPA Candidate Discussion
- LHA Email Policy Discussion

XI. Closing Items

A. Adjourn Meeting	Vote	Anne Laraway	5
---------------------------	------	--------------	---

- Review of Action Items
- Next Board Meeting October 17, 2016
- Adjourn

Agenda Cover Sheets

Section: I. Opening Items
Item: C. Approve Minutes
Purpose: Approve Minutes
Goal:
Submitted by:
Related Material: MetLCS August 2016 Board Meeting Minutes.pdf

Section: III. Finance
Item: A. Financial Report
Purpose: Vote
Goal:
Submitted by:
Related Material: METLCS July 2016 Financials - UPDATED 092016.pdf
METLCS June 2016 Financials - UPDATE 092016.pdf
MetLCS August 2016 Financials.pdf

Section: VI. Principal's Report
Item: A. Principal's Report
Purpose: Vote
Goal:
Submitted by:
Related Material: Candidate Heidi Cabral.pdf
Candidate Jazly Liriano.pdf
Candidate Joanne Ferdinand.pdf
Candidate Michelle Marigliano.pdf
MetLCS Assessment Dates 2016-2017.pdf
MetLCS Goal and Indicators 2016-2017.pdf
Upcoming Events at MetLCS Sept. 2016.pdf

Section: VII. RVP Report
Item: A. RVP Report
Purpose: FYI
Goal:
Submitted by:
Related Material: MetLCS September 2016 RVP Report.pdf

METROPOLITAN LIGHTHOUSE CHARTER SCHOOL
(“MetLCS”)

MINUTES OF A MEETING OF THE BOARD OF TRUSTEES HELD ON THURSDAY, AUGUST 25, 2016 AT 6:30PM AT METROPOLITAN LIGHTHOUSE CHARTER SCHOOL, 180 W. 165TH STREET, BRONX, NY.

Participants in attendance:

- Ms. Terri Milsap, LHA Regional Vice President
- Ms. Tyra Williams, Principal
- Ms. Melissa Alston, MetLCS Manager of Operations
- Mr. Kurt Davidson, MetLCS DTL
- Ms. Courtney Russell, LHA Facilities
- Ms. Genai Goldsmith, Trustee and Parent
- Ms. Catherine Corrigan, Trustee
- Ms. Jillian Roland, Trustee
- Ms. Jessica Haber, Trustee and Secretary
- Ms. Anne Laraway, Trustee and President
- Mr. Tim Bryan, Trustee
- Mr. David Martin, MetCPA Principal Candidate
- Mr. Tony Tempesta, Marks Paneth (phone)

Trustees in attendance:

- Ms. Genai Goldsmith, Trustee and Parent
- Ms. Catherine Corrigan, Trustee and Treasurer
- Ms. Jillian Roland, Trustee
- Ms. Jessica Haber, Trustee and Secretary
- Ms. Anne Laraway, Trustee and President
- Mr. Tim Bryan, Trustee

Trustees not in attendance:

- Ms. Janice Lee, Trustee
- Ms. Aryanne Ferranti, Trustee

Ms. Laraway called the meeting to order at 6:46pm. With 5 Board members present, a quorum was established. Ms. Laraway reviewed the agenda and led introductions. Ms. Laraway reviewed the minutes from the June Board meeting.

- Ms. Laraway made a motion to approve the minutes of the July meeting (Attachment 1). Mr. Bryan seconded the motion. The minutes were unanimously approved.

Ms. Milsap introduced Mr. Martin to the Board as a candidate for the role of principal for the planned College Preparatory Academy. Mr. Martin gave a brief introduction to the Board and presented his goals and plans for a CPA. The Board engaged Mr. Martin in discussion around the points in his presentation.

Ms. Corrigan presented the Finance Committee Report (Attachments 2c, 2d, 2e, 2f). Ms. Haber will follow-up with Mr. Whittaker regarding the potential real estate transaction. Ms. Corrigan introduced Mr. Tempesta from Marks Paneth who led a discussion of the audit process. The audit will be completed in time to meet New York State compliance requirements.

Ms. Corrigan briefly presented the June and July financial reports (Attachments 2a and 2b). LHA is behind on finalizing the financials for June and July and will update the financial reports. The board will defer approval of the minutes to its September board meeting.

Ms. Alston presented the Facilities report (Attachment 3). There is an outstanding issue with the roof repair; the repair will take a few days and a date is being scheduled as quickly as possible. An outstanding issue with the HVAC unit will be repaired. Routine maintenance will be completed in preparation for the start of the school year.

Ms. Roland provided an update from the Education Committee, including progress toward a dashboard. The dashboard will be presented at a future meeting.

Ms. Williams presented the principal's report. She updated the board on the professional development conducted for the staff this summer, including on the new curriculum and lesson planning. Ms. Williams discussed the school's academic goals for the upcoming year, including updates to the daily schedule to provide additional support to address these goals.

Ms. Williams presented a proposal to provide after school programming to students in grades 3-5 who do not qualify for existing programs (Attachment 5e). Ms. Williams discussed a proposal to hire an additional teacher for English Language Learners. The board recommended the principal and LHA review and present a budget amendment to fund these initiatives at the September board meeting.

Ms. Williams and Ms. Russell presented the updated Scholar Family Handbook and Personnel Handbook (Attachments 5a and 5b) and updated the board on material changes from last year, including a new cellphone policy in the scholar handbook. Ms. Williams discussed updates to the School Calendar (Attachments 5c and 5d), designed to better meet scholar and family needs.

- Ms. Laraway made a motion to approve the Scholar Family Handbook, the Personnel Handbook and the School Calendar. Mr. Bryan seconded the motion. The motion was unanimously approved.

Ms. Williams presented the following candidates for hire: Aaron Hunt, Agatha Henry, Pratibha Sitaram, Mike Mettellus, Dashana Torrence, Kailey Schneemann, Joi Culler (Attachments 4a-g).

- Ms. Laraway moved to approve the hire of the seven candidates. Mr. Bryan seconded the motion. The motion was unanimously approved.

Ms. Milsap presented the RVP report (Attachment 6). Ms. Milsap discussed progress on the NWEA scores and the plan to continue to pursue greater gains in the upcoming school year. She discussed plans for professional development for Ms. Williams during the school year. Ms. Milsap will provide an update in September on how the board will receive updates on this throughout the year.

The Board conducted a conversation about the decision to move forward with expanding to a College Preparatory Academy, including suitability of the facility; teaching and learning; and operations (e.g., staffing, budgets and charter renewal).

Ms. Alston provided the Manager of Operations Report, including new procedures for the schools that are under development to improve school safety and streamline processes.

Ms. Laraway motioned to enter an Executive Session. A roll call was taken: Anne Laraway, Genai Goldsmith, Tim Bryan, Cathy Corrigan, Jillian Roland, Jessica Haber.

The Board exited the Executive Session.

Ms. Laraway provided a review of Action Items and upcoming meetings.

Ms. Laraway motioned to adjourn the meeting at 10:18 pm. Ms. Haber seconded the motion, which was approved.

Signed _____
Tim Bryan

Signed _____
Cathy Corrigan

Signed _____
Jillian Roland

Signed _____
Anne Laraway

Signed _____
Genai Goldsmith

Signed _____
Jessica Haber

METROPOLITAN LIGHTHOUSE CHARTER SCHOOL
(“MetLCS”)

MINUTES OF A MEETING OF THE EXECUTIVE SESSION OF THE BOARD OF TRUSTEES HELD ON THURSDAY, AUGUST 25, 2016 AT 6:30PM AT METROPOLITAN LIGHTHOUSE CHARTER SCHOOL, 180 W. 165TH STREET, BRONX, NY.

Trustees in attendance:

- Ms. Genai Goldsmith, Trustee and Parent
- Ms. Catherine Corrigan, Trustee and Treasurer
- Ms. Jillian Roland, Trustee
- Ms. Jessica Haber, Trustee and Secretary
- Ms. Anne Laraway, Trustee and President
- Mr. Tim Bryan, Trustee

The Board discussed a personnel matter and a policy matter.

Lighthouse Academies®

FINANCIAL REPORT
OF
METROPOLITAN LIGHTHOUSE CHARTER SCHOOL
JULY 2016

September 20, 2016

To: The Board of Trustees of
Metropolitan Lighthouse Charter School (MET)

From: Mary Beth Rousseau, Controller, LHA

CC: Marcia Saulo, LHA Chief Financial Officer
Terri Milsap, LHA Regional Vice President, NY
Courtney Russell, LHA Director of Regional Operations, NY

Enclosures:

- Updated Financial statements for the month ended July 31, 2016.
 - Statement of Financial Position
 - Statement of Activities

Executive Summary:

Changes to the financials since BOT meeting August 25, 2016, as a result of Audit Procedures and recent discoveries:

Statement of Financial Position

- Prior period of 6/30/16 has been updated.
- Accrued expenses have decreased due to change in estimated health insurance.

Statement of Activities

- Removed accrual of Erate income as it was discovered the application approval process is not complete.
- Invoices for Health Insurance have been entered; the accruals have been removed, resulting in a decrease in accrued expenses.
- Line items that have been identified as permanent differences from budget are marked as needing amendment.

Metropolitan Lighthouse Charter School
Statement of Financial Position

	<u>7/31/16</u>	<u>6/30/16</u>	<u>3/31/16</u>
Assets			
Cash	\$ 4,338,247	\$ 3,534,651	\$ 3,910,186
Grants/Accounts Receivable	203,976	232,385	120,661
Prepaid Expenses	16,878	37,563	-
Restricted Cash-Escrow upon Dissolution	70,155	70,155	70,155
Fixed Assets net of Depreciation	18,275,911	18,304,193	18,271,911
Security Deposit	1,023,749	1,023,749	1,023,749
Total Assets	<u>\$ 23,928,916</u>	<u>\$ 23,202,695</u>	<u>\$ 23,396,662</u>
Current Liabilities			
Accounts Payable and Accrued Expenses	\$ 289,080	\$ 484,179	\$ 208,748
Deferred Revenue / Advances	717,436	4,163	547,033
Total Current Liabilities	<u>1,006,516</u>	<u>488,342</u>	<u>755,782</u>
Long Term Liabilities			
Capital Lease Payable	144,532	144,532	226,083
Building Capital Lease Payable	17,371,496	17,812,500	17,812,500
Total Long Term Liabilities	<u>17,516,028</u>	<u>17,957,032</u>	<u>18,038,583</u>
Total Liabilities	<u>18,522,544</u>	<u>18,445,374</u>	<u>18,794,365</u>
Unrestricted Net Assets	<u>5,406,372</u>	<u>4,757,320</u>	<u>4,602,297</u>
Total Liabilities and Net Assets	<u>\$ 23,928,916</u>	<u>\$ 23,202,695</u>	<u>\$ 23,396,662</u>

METROPOLITAN LIGHTHOUSE CHARTER SCHOOL

A		D	I	J	K	M	N	P
Statement of Activities				Year-to-Date 7/31/16				
		COMMENTS	One Month - Actual	One Month - Budget	Remaining	Annual Budget FY	Remaining	Projection
4								
5	Revenue							
6	Per Pupil Revenue		547,053	536,112	10,941	5,433,344	5,886,281	6,433,344
7	Rent Support Revenue		36,470	36,470	0	437,642	401,172	437,642
8	Special Ed Revenue		32,902	34,747	(1,845)	416,951	384,059	416,951
9	Title I Revenue	recognized as spent	-	-	-	316,039	316,039	316,039
10	Title II(a) Revenue	recognized as spent	-	-	-	39,455	39,455	39,455
11	IDEA grant		-	-	-	31,836	31,836	31,836
12	NYS Special Senate Funding	Need budget amendment	7,673	-	7,673	-	-	-
13	Lunch Collected from Students		-	-	-	4,000	4,000	4,000
14	Field trip money collected from students		-	-	-	-	-	-
15	Arts and Sports Program Income		-	-	-	-	-	-
16	Before/After School Revenue		-	-	-	-	-	-
17	Erate		-	-	-	-	-	-
18	Other Revenue / In-Kind Books from City	app submitted - waiting on approval	-	-	-	-	-	-
19	Payroll specialist reimbursed from BLCS		-	-	-	26,010	26,010	26,010
20	Other Revenue		-	-	-	28,213	28,213	28,213
21	Interest Income - Restricted		648	333	313	-	-	-
22	Uniform Collected from Students		-	-	-	4,000	3,354	4,000
23	Total Revenue		624,744	637,662	17,082	7,737,500	7,112,766	7,737,500
24	Expenses							
25	Payroll-Administrative							
26	Principal		16,556	11,667	(4,889)	140,000	123,444	140,000
27	Assistant Principal	Need to add to budget from DTL	7,952	-	(7,952)	-	(7,952)	-
28	Director of Teacher Leadership	Amend - 1 position is now AP	7,838	16,467	8,628	197,600	189,763	197,600
29	Dean of Scholars		6,232	9,167	935	110,000	101,768	110,000
30	Literacy Coordinator		-	-	-	-	-	-
31	Director of Scholar Services		3,654	7,917	4,263	95,000	91,346	95,000
32	Director of Family and Community Partnerships		-	-	-	-	-	-
33	Associate of Family & Community Partnerships		3,465	3,640	175	43,680	40,215	43,680
34	Payroll Specialist - contract basis		1,023	1,018	(5)	12,212	11,189	12,212
35	Manager, Operations		5,192	7,500	2,308	90,000	84,808	90,000
36	Operations Associates		8,089	7,500	(589)	90,000	81,911	90,000
37	Administrative Assistant		-	-	-	-	-	-
38	Business Manager		7,013	7,367	354	88,400	81,386	88,400
39	Office Manager		-	-	-	-	-	-
40	Summer Intern		-	-	-	-	-	-
41	Total Payroll-Administrative		69,022	72,241	3,219	866,892	797,870	866,892
42	Basic Education							
43	Classroom Teachers		-	-	-	1,152,000	1,152,000	1,152,000
44	Associate Teachers		-	-	-	486,000	486,000	486,000
45	Stipends-Teacher Leader Fellows		-	-	-	30,000	30,000	30,000
46	Teacher Stipends		-	-	-	7,000	7,000	7,000
47	Specialists		-	-	-	274,431	274,431	274,431
48	Substitutes		-	-	-	20,000	20,000	20,000
49	Paraprofessionals		3,144	3,214	69	38,563	35,418	38,563
50	School Aides		5,258	5,089	(169)	61,069	55,811	61,069
51	Total Teaching Salaries		8,402	8,303	(100)	2,069,063	2,069,063	2,069,063

METROPOLITAN LIGHTHOUSE CHARTER SCHOOL

2	A	D	I	J Year-to-Date 7/31/16	K		M	N		P
					One Month - Actual	One Month - Budget		Annual Budget FY	Remaining	
4		COMMENTS								Projection
57	Title I									
58	Title I Academic Interventionist Specialist				-	-		241,811	241,811	241,811
59	Total Title I				-	-		241,811	241,811	241,811
61	Student Support Services									
62	Special Education Teachers				-	-		250,247	250,247	250,247
63	ELL Teacher				-	-		65,317	65,317	65,317
64	Total Student Support Services				-	-		315,564	315,564	315,564
65										
66	Service Providers-Other Staff									
67	Counselor				-	-		63,000	63,000	63,000
68	IT Staff (shared with BLCS)				1,483	1,250		15,000	13,517	15,000.00
69	Custodians									
70	Total Service Providers-Other Staff				1,483	1,250		78,000	76,517	78,000
71	Taxes & Benefits				78,907	81,794		3,571,330	3,492,423	3,571,330
72	Payroll Taxes									
73	Health Insurance				28,600	26,560		318,720	290,120	318,720
74	Dental/Vision/Disability				8,664	43,502		522,029	513,365	522,029
75	401(k) Match				5,312	5,312		63,744	58,432	63,744
76	Bonuses				8,853	8,853		106,240	97,387	106,240
77	Raises & HET Merit Pay Increase				-	-		-	-	-
78	Workers Comp				-	-		20,000	20,000	20,000
79	Total Taxes & Benefits				2,951	2,951		35,413	32,462	35,413
80					64,380	87,179		1,066,146	1,011,766	1,066,146
81	Supplementary Educational Stipends									
82	Remedial After-School Program				-	-		16,500	16,500	16,500
83	Saturday Academy				-	-		-	-	-
84	Summer School				14,400	8,250		16,500	2,100	16,500
85	Detention				-	-		2,420	2,420	2,420
86	Total Supplementary Programs				14,400	8,250		35,420	21,020	35,420
87										
88	Staff Development & Recruitment									
89	Staff Development				-	1,667		20,000	20,000	20,000
90	Staff Development - Travel				-	417		5,000	5,000	5,000
91	Consultants-Visiting Artists				-	208		2,500	2,500	2,500
92	Staff Recruitment				-	2,083		25,000	25,000	25,000
93	Total Staff Development & Recruitment				-	4,375		52,500	52,500	52,500
94										
95										
96										

METROPOLITAN LIGHTHOUSE CHARTER SCHOOL

2	A	D	I	J	K	M	N	P
4		COMMENTS	One Month - Actual	One Month - Budget	Remaining	Annual Budget FY	Remaining	Projection
97	Professional Fees							
98	Academic Services - LHA		27,141	27,141	(0)	325,694	298,553	325,694
99	Reimbursements to LHA for travel		-	1,000	1,000	12,000	12,000	12,000
100	Bonus to LHA		-	-	-	-	-	-
101	Legal		-	333	333	4,000	4,000	4,000
102	Accounting & Auditing		-	-	-	17,000	17,000	17,000
103	Computer Support		-	2,083	2,083	25,000	25,000	25,000
104	HRIS		807	1,500	693	18,000	17,193	18,000
105	Benefit Administration		-	83	83	999	999	999
106	Marketing Expense		-	208	208	2,500	2,500	2,500
107	Reading Partner Program		1,250	1,250	-	15,000	13,750	15,000
108	Literacy Coordinator - contracted		-	-	-	-	-	-
109	Summer Intern		-	167	167	2,000	2,000	2,000
110	TFA Service Fee		-	-	-	40,000	40,000	40,000
111	Translations		236	833	597	10,000	9,764	10,000
112	Special Education Consultants		-	-	-	-	-	-
113	Educational Consultant		2,500	1,317	(1,183)	15,802	13,302	15,802
114	Financial services - CSSS		-	-	-	-	-	-
115	Outside Evaluator		-	-	-	-	-	-
116	Assessment and Data Service		1,534	2,321	787	27,857	26,323	27,857
117	Board Development Costs		-	-	-	-	-	-
118	Total Professional Fees		33,458	38,238	4,789	515,852	482,384	515,852
119								
120	Supplies							
121	Classroom Supplies		202	5,833	5,631	70,000	69,798	70,000
122	Textbooks, Libraries & Consumables		-	4,282	4,282	51,500	51,500	51,500
123	In Kind Textbooks from the City		-	-	-	31,000	31,000	31,000
124	Office Supplies		2,085	3,353	1,249	40,000	37,915	40,000
125	Custodial Supplies		3,159	2,218	(941)	25,620	23,461	25,620
126	Uniforms		-	-	-	-	-	-
127	Total Supplies		5,446	15,677	10,231	219,120	213,674	219,120
128								
129	FFE							
130	Purchases of FFE - furniture		-	-	-	40,000	-	40,000
131	FFE - lease payments		8,904	8,904	0	106,853	97,949	106,853
132	FFE- Furn, Equip, Computers		2,545	4,167	1,621	50,000	47,455	50,000
133	Total FFE		11,450	13,071	1,621	196,853	145,403	196,853
134								
135								

METROPOLITAN LIGHTHOUSE CHARTER SCHOOL

A	D	I	J	K	M	N	P
		One Month - Actual	One Month - Budget	Remaining	Annual Budget FY	Remaining	Projection
2			Year-to-Date 7/31/16				
4	COMMENTS						
136	Occupancy	-	-	-	-	-	-
137	Facility Search and Development	-	-	-	-	-	-
138	Facility Management	-	-	-	-	-	-
139	Security Deposit	2,967	2,500	(467)	30,000	27,033	30,000
140	Facility Repair & Maintenance	-	-	-	-	-	-
141	Maintenance Contract	11,442	2,917	(8,525)	35,000	23,556	35,000
142	Erate Internal Connections	-	-	-	-	-	-
143	Capital Lease Building	-	-	-	-	-	-
144	Landlord Operating Expenses	97,330	84,237	(3,093)	1,130,842	1,033,512	1,130,842
145	Real Estate Taxes	884	884	0	10,612	9,728	10,612
146	Insurance	6,501	4,167	(2,334)	50,000	43,499	50,000
147	Cleaning Contract	10,595	16,667	6,082	200,000	189,415	200,000
148	Moving, Inventory and Storage	-	-	-	-	-	-
149	Utilities	10,484	12,500	2,016	150,000	139,516	150,000
150	Waste Removal	-	-	-	-	-	-
151	Security Monitoring	1,002	375	(627)	4,500	3,486	4,500
152	Telecommunication	4,846	2,550	(2,296)	30,600	25,754	30,600
153	Total Occupancy	146,042	136,796	(8,246)	1,641,654	1,495,512	1,641,654
154	Other Expenses	-	-	-	-	-	-
155	Miscellaneous	-	167	167	2,000	2,000	2,000
156	Staff Appreciation	-	167	167	2,000	2,000	2,000
157	Bank Charges	473	282	(191)	3,500	3,027	3,500
158	Dues & Subscriptions	8,468	2,083	(6,384)	25,000	16,532	25,000
159	Field Trips	-	583	583	7,000	7,000	7,000
160	Student Transportation	-	4,867	4,867	56,000	56,000	56,000
161	Staff Parking/Transit Cards	1,007	1,417	409	17,000	15,993	17,000
162	Scholar Culture	-	-	-	-	-	-
163	Travel	1,464	167	(1,298)	2,000	536	2,000
164	Copying & Printing	2,342	2,500	158	30,000	27,658	30,000
165	Parent Resources	-	-	-	-	-	-
166	Postage & Shipping	67	263	195	3,150	3,083	3,150
167	Lunch Program - parent \$ paid over	-	-	-	7,500	7,500	7,500
168	Contingency - 2% of Per Pupil Revenue	-	-	-	-	-	-
169	Total Other Expenses	13,822	12,304	(1,518)	128,667	128,667	128,667
170		-	-	-	283,817	283,817	283,817
171	Total Expenses	357,915	397,583	39,769	7,582,592	7,184,677	7,582,592
172		266,829	209,979	56,850	154,908	(71,921)	154,908
173	Operating Income [Annual Surplus]	-	-	-	-	-	-
174		-	-	-	-	-	-
175		-	-	-	-	-	-
176		-	-	-	-	-	-

Lighthouse Academies®

FINANCIAL REPORT
OF
METROPOLITAN LIGHTHOUSE CHARTER SCHOOL
JUNE 2016

September 20, 2016

To The Board of Trustees of
Metropolitan Lighthouse Charter School (MET)

From: Mary Beth Rousseau, Controller, LHA

CC: Marcia Saulo, LHA Chief Financial Officer
Terri Milsap, LHA Regional Vice President, NY
Courtney Russell, LHA Director of Regional Operations, NY

Enclosures:

- Updated Financial statements for the month and year ended June 30, 2016.
 - Statement of Financial Position
 - Statement of Activities

Executive Summary:

Changes to the financials since BOT meeting August 25, 2016, as a result of Audit Procedures:

Statement of Financial Position

- Accruals, including revenues and expenses, have been reconciled to final documentations received after year end.
- Capitalization of FFE has been analyzed and recorded; depreciation to be provided by auditors.
- Building Capital Lease amortization schedule to be updated by auditors; principal amount of payments to be recognized at that time.

Statement of Activities

- All revenue accounts have been reconciled and adjustments made accordingly.
- In-Kind support and expense has been recorded.
- Adjustments to payroll include recording of shared staff and accrued PTO.
- LHA's service fee has been adjusted to reflect the end of year reconciled revenue amounts.
- Explanations of expenditures are included in the comments column in anticipation of board inquiries.

**Metropolitan Lighthouse Charter School
Statement of Financial Position**

	6/30/16	3/31/16	12/31/15
Assets			
Cash	\$ 3,534,651	\$ 3,910,186	\$ 4,264,597
Grants/Accounts Receivable	232,385	120,661	32,278
Prepaid Expenses	37,563	-	-
Restricted Cash-Escrow upon Dissolution	70,155	70,155	70,155
Fixed Assets net of Depreciation	18,304,193	18,271,911	18,261,511
Security Deposit	1,023,749	1,023,749	1,023,749
Total Assets	\$ 23,202,695	\$ 23,396,662	\$ 23,652,290
Current Liabilities			
Accounts Payable and Accrued Expenses	\$ 484,179	\$ 208,748	\$ 218,992
Deferred Revenue / Advances	4,163	547,033	1,655,314
Total Current Liabilities	488,342	755,782	1,874,307
Long Term Liabilities			
Capital Lease Payable	144,532	226,083	226,083
Building Capital Lease Payable	17,812,500	17,812,500	17,812,500
Total Long Term Liabilities	17,957,032	18,038,583	18,038,583
Total Liabilities	18,445,374	18,794,365	19,912,890
Unrestricted Net Assets	4,757,320	4,602,297	3,739,400
Total Liabilities and Net Assets	\$ 23,202,695	\$ 23,396,662	\$ 23,652,290

METROPOLITAN LIGHTHOUSE CHARTER SCHOOL

1	Statement of Activities	A	D	E	F	G	H	I	J	K	L	M	N	P
2				One Month - Actual	One Month - Budget	Variance	Twelve Months - Actual	Twelve Months - Budget	Remainder	Annual Budget Revised 12/2015	Remainder			Project Budget based on 12/15
3														
4			COMMENTS											
5	Revenue													
6	Per Pupil Revenue			484,823	502,001	(17,178)	5,823,601	5,824,000	(394,399)	5,924,008	95,405			7,828,801
7	Rent Support Revenue			(15,753)		(15,753)	292,527	294,182	(1,655)	294,182	1,605			58,357
8	Special Ed Revenue			27,317	34,533	(7,216)	378,378	415,660	(37,282)	415,660	39,222			379,074
9	Title I Revenue			96,511	28,363	68,148	301,089	293,525	7,564	293,525	(7,455)			301,089
10	Title II Revenue			4,179	3,541	638	9,416	35,403	(25,987)	35,403	25,988			3,416
11	IDEA Grants			39,781	28,571	11,210	30,781	28,571	2,210	28,571	(2,210)			5,783
12	Race to the Top													
13	Lunch Collected from Students			811	788	23	11	7,878	(7,867)	7,878	7,867			
14	Field trip money collected from students			97	-	97	158	-	158	-	(158)			
15	Arts and Sports Program Income			208	-	208	2,917	-	2,917	-	(2,917)			
16	Before/After School Revenue													
17	Other Revenue / In-Kind Books from City			33,442	45,217	(11,775)	33,542	29,750	(3,792)	29,750	3,792			
18	Payroll Specialized reimbursement from BLOS			(13,223)	-	(13,223)	6,820	-	6,820	-	(6,820)			
19	Other Revenue			328	208	120	8,384	2,500	5,884	2,500	(3,804)			
20	Interest Income - Restricted													
21	Uniform Collected from Students			370	-	370	2,390	-	2,390	-	(2,390)			
22	Total Revenue			850,289	843,321	6,968	6,890,708	7,186,747	(296,039)	7,186,747	296,039			6,890,708
23	Expenses													
24	Payroll-Administrative													
25	Principal			12,204	11,813	391	145,473	140,886	(4,587)	140,886	(4,587)			
26	Director of Teacher Leadership			18,527	15,954	2,573	192,062	190,000	(2,062)	190,000	(2,062)			
27	Dean of Students			5,104	4,918	186	55,879	55,000	(879)	55,000	(879)			
28	Literacy Coordinator			8,831	7,137	1,694	75,537	85,000	(9,463)	85,000	9,463			
29	Director of Student Services			-	-	-	2,941	-	2,941	-	-			
30	Director of Family and Community Partnerships			-	-	-	-	-	-	-	-			
31	Associate of Family & Community Partnerships			3,764	3,778	(14)	39,231	45,000	(5,769)	45,000	5,769			
32	Payroll Specialist 20%			1,150	2,073	(923)	14,338	24,164	(9,826)	24,164	9,826			
33	Payroll Specialist shared with BLOS			-	-	-	-	-	-	-	-			
34	School Operations Manager			-	-	-	-	-	-	-	-			
35	Operations Associates			8,748	8,233	515	100,452	98,045	(2,407)	98,045	(2,407)			
36	Administrative Assistant			2,219	1,931	288	19,431	15,008	(4,423)	15,008	(4,423)			
37	Business Manager			7,492	7,137	355	86,284	85,000	(1,284)	85,000	(1,284)			
38	Office Manager			-	-	-	-	-	-	-	-			
39	Summer Intern			-	-	-	2,000	-	(2,000)	-	(2,000)			
40	Total Payroll-Administrative			64,020	62,079	1,941	730,633	742,248	(11,615)	742,248	11,615			
41	Basic Education													
42	Classroom Teacher Salaries			188,785	214,178	(25,393)	1,033,082	1,122,281	(89,199)	1,122,281	89,199			
43	Associate Teachers			58,958	58,948	10	288,190	298,107	(9,917)	298,107	9,917			
44	Student-Teacher Leader Fellows			10,000	15,000	(5,000)	22,500	30,000	(7,500)	30,000	7,500			
45	Teacher Salaries			7,000	-	7,000	7,000	-	-	-	(7,000)			
46	Specialists			47,861	48,057	(196)	261,667	257,081	(4,584)	257,081	(4,584)			
47	Substitutes			13,346	7,634	5,712	73,796	40,000	(33,796)	40,000	(33,796)			
48	Instructional Support (on staff)													
49	School Aides			9,887	18,860	(8,973)	104,403	98,824	(5,579)	98,824	(5,579)			
50	Total Teaching Salaries			313,845	361,678	(48,033)	1,802,618	1,948,293	(145,675)	1,948,293	145,675			
51	Title I													
52	Title I Academic Interventionist Special Ed			43,864	38,449	5,415	230,974	201,415	(29,559)	201,415	(29,559)			
53	Total Title I			43,864	38,449	5,415	230,974	201,415	(29,559)	201,415	(29,559)			
54	Student Support Services													
55	Special Education Teachers			22,282	35,461	(13,179)	187,038	185,515	(1,523)	185,515	(1,523)			
56	ELL Teacher			11,741	11,986	(245)	62,805	62,805		62,805				
57	Total Student Support Services			34,023	47,447	(13,424)	249,843	248,320	(1,523)	248,320	(1,523)			
58	Service Providers-Other Staff													
59	Counselor													
60	IT Staff (shared with BLOS)			8,259	1,260	7,000	8,259	15,000	(6,741)	15,000	6,741			
61	Custodians			9,259	1,260	8,000	17,947	1,138	(16,809)	1,138	(16,809)			
62	Total Service Providers-Other Staff			17,518	2,520	15,000	25,746	16,138	(9,182)	16,138	(9,182)			
63	Retiree bill for entire year			464,813	510,011	(45,198)	3,022,187	3,055,682	(33,495)	3,055,682	33,495			
64														
65														
66														
67														
68														
69														
70														
71														

METROPOLITAN LIGHTHOUSE CHARTER SCHOOL

2	A	D	E	F		G	I	J	K	M	N	P
				One Month - Actual	One Month - Budget		Twelve Months - Actual	Twelve Months - Budget				
4		COMMENTS		One Month - Actual	One Month - Budget	Variance	Twelve Months - Actual	Twelve Months - Budget	Remaining	Annual Budget Revised 12/2015	Remaining	Special Budget Based on 12/15
72	Taxes & Benefits											
73	Payroll Taxes			24,163	22,484	(1,679)	252,331	267,769	15,438	267,769	15,438	252,331
74	Health Insurance			22,637	24,003	1,366	12,161	12,161	0	417,693	417,693	417,693
75	Dental/Vision/Disability			1,469	1,469	0	39,707	39,707	0	53,554	53,554	53,554
76	401(k) Match			1,444	1,444	0	42,933	42,933	0	89,258	89,258	89,258
77	Benefits			-	-	-	37,700	37,700	-	37,700	37,700	37,700
78	Release & HET Multi Pay Increase			-	-	-	-	-	-	-	-	-
79	Workers Comp			(4,371)	2,479	6,850	32,318	28,752	(3,566)	28,752	(3,566)	32,318
80	Total Taxes & Benefits			45,462	71,672	26,210	725,229	695,724	170,435	895,724	170,435	725,229
81	Supplementary Educational Programs											
82	Remedial After School Program			-	-	-	5,000	5,000	-	5,000	-	5,000
83	Saturday Academy			-	-	-	-	-	-	-	-	-
84	Teacher Salaries			-	-	-	-	-	-	-	-	-
85	Summer School			-	-	-	10,050	10,050	-	10,050	-	10,050
86	Drumman			-	-	-	2,200	2,200	-	2,200	-	2,200
87	Total Supplementary Programs			-	-	-	21,050	23,250	2,200	23,250	2,200	21,050
88	Staff Development & Recruitment											
89	Staff Development			2,241	2,063	(178)	10,053	25,000	14,947	25,000	14,947	10,053
90	Staff Development - Travel			-	-	-	-	2,000	2,000	2,000	-	-
91	Consultants-Visiting Artists			207	2,063	1,856	5,483	25,000	19,517	25,000	19,517	5,483
92	Staff Recruitment			2,278	4,167	1,889	15,513	52,000	36,487	52,000	36,487	15,513
93	Total Staff Development & Recruitment											
94	Professional Fees											
95	Academic Services - LHA			43,364	25,185	(18,179)	204,884	302,224	7,336	302,224	7,336	204,884
96	Reimbursements to LHA for travel			5,362	1,000	(4,362)	17,879	12,000	(5,879)	12,000	(5,879)	17,879
97	Bonus to LHA			-	-	-	-	35,000	35,000	35,000	-	-
98	Loyal			-	250	250	3,153	3,000	(153)	3,000	(153)	3,153
99	Accounting & Auditing			16,621	1,417	(15,204)	23,287	17,000	(6,287)	17,000	(6,287)	23,287
100	Computer Support			2,063	2,063	0	11,157	25,000	13,843	25,000	13,843	11,157
101	HRB			3,082	833	(2,249)	22,875	10,000	(12,875)	10,000	(12,875)	22,875
102	Benefit Administration			-	83	83	732	2,000	1,268	2,000	732	732
103	Marketing Expense			-	167	167	-	2,000	2,000	2,000	-	-
104	Reading Partner Program			-	1,250	1,250	15,000	13,000	(2,000)	15,000	-	15,000
105	Literacy Coordinator - contracted			-	75	75	900	900	-	900	-	900
106	Summer Intern			-	-	-	-	-	-	-	-	-
107	TFA Service Fee			-	833	833	32,000	32,000	-	32,000	-	32,000
108	Transitions			320	-	320	2,675	10,000	7,325	10,000	7,325	2,675
109	Special Education Consultants			-	2,917	2,917	11,684	14,181	2,513	14,181	2,513	11,684
110	Educational Consultant			-	-	-	4,282	-	(4,282)	-	(4,282)	-
111	Financial Services - CSSS			-	-	-	800	-	(800)	-	(800)	-
112	Outside Evaluator			-	-	-	18,809	25,000	6,191	25,000	6,191	18,809
113	Assessment and Data Service			-	7,500	7,500	9,609	9,609	-	9,609	-	9,609
114	Board Development Costs			-	-	-	467,584	504,303	36,719	504,303	36,719	467,584
115	Total Professional Fees			70,748	43,584	(27,164)	467,584	504,303	36,719	504,303	36,719	467,584
116	Supplies											
117	Classroom Supplies			4,059	8,500	4,441	84,211	65,000	(19,211)	65,000	(19,211)	84,211
118	Textbooks, Laptops & Consumables			-	4,107	4,107	25,940	50,000	24,060	50,000	24,060	25,940
119	In Kind Textbooks from the City			33,542	-	(33,542)	33,642	45,217	11,575	45,217	11,575	33,642
120	Office Supplies			3,709	1,500	(2,209)	35,231	18,000	(17,231)	18,000	(17,231)	35,231
121	Custodial Supplies			975	2,420	1,445	31,765	24,200	(7,565)	24,200	(7,565)	31,765
122	Uniforms			-	-	-	493	493	0	493	0	493
123	Total Supplies			42,365	14,587	(27,778)	221,181	202,910	(18,271)	202,910	(18,271)	221,181
124	PFE											
125	PFE - Misc Payments			8,904	8,904	0	106,653	106,653	0	106,653	0	106,653
126	PFE- Equip. Computers			-	11,667	11,667	130,028	140,000	9,972	140,000	9,972	130,028
127	Total PFE			8,904	20,571	11,667	236,681	246,653	9,972	246,653	9,972	236,681

METROPOLITAN LIGHTHOUSE CHARTER SCHOOL

Z	A	D	E		F		G		I		J		K	M	N	P
			One Month - Actual	One Month - Budget	One Month - Budget	Variance	Twelve Months - Actual	Twelve Months - Budget	Year-to-Date 8/30/18	Remainder	Annual Budget Revised 12/2015	Remainder				
4		COMMENTS														
135	Occupancy															
136	Facility Search and Development															
137	Facility Management															
138	Security Deposit		3,292	2,500		(792)	32,662	30,000		(2,662)	30,000	(2,662)				
140	Facility Repair & Maintenance		4,278	3,333		(945)	48,757	40,000		(8,757)	40,000	(8,757)				
141	Maintenance Contract															
142	Emergency Services															
143	Capital Lease Building															
144	Leased Operating Expenses		90,492	77,101		(13,391)	843,232	925,210		(81,978)	925,210	(81,978)				
145	Real Estate Taxes		(45,819)	6,401		52,220	18,047	78,817		(60,770)	78,817	(60,770)				
146	Insurance		35,621	867		(34,754)	35,621	10,404		(25,217)	10,404	(25,217)				
147	Cleaning Contract		825	1,818		(993)	30,653	45,821		(15,168)	45,821	(15,168)				
148	Moving, Inventory and Storage		655	17,050		(16,395)	207,119	204,478		(2,359)	204,478	(2,359)				
149	Utilities						8,660	8,660			8,660					
150	Waste Removal		8,248	8,333		(85)	131,366	100,000		(31,366)	100,000	(31,366)				
151	Security Monitoring		410	677		(267)	14,217	8,125		(6,092)	8,125	(6,092)				
152	Telecommunication		8,441	2,917		(5,524)	37,515	35,000		(2,515)	35,000	(2,515)				
153	Total Occupancy		104,432	122,964		(18,532)	1,318,238	1,402,443		(84,205)	1,402,443	(84,205)				
154																
155	Other Expenses															
156	Miscellaneous		2,226	667		(1,559)	3,430	8,000		(4,570)	8,000	(4,570)				
157	Staff Appreciation															
158	Bank Charges		494	208		(286)	5,176	2,500		(2,676)	2,500	(2,676)				
159	Dues & Subscriptions		6,015			(6,015)	19,579	15,000		(4,579)	15,000	(4,579)				
160	Field Trip		2,113	543		(1,570)	3,680	7,000		(3,320)	7,000	(3,320)				
161	Student Transportation		9,499			(9,499)	22,069	57,000		(34,931)	57,000	(34,931)				
162	Staff Parking/Transit Cards		2,319			(2,319)	22,069									
163	Scholar Culture		10,153	83		(10,070)	18,878	1,000		(17,878)	1,000	(17,878)				
164	Travel		476	543		(67)	1,450	7,000		(5,550)	7,000	(5,550)				
165	Copying & Printing		1,411	3,333		(1,922)	28,214	40,000		(11,786)	40,000	(11,786)				
166	Parent Resources		353	250		(103)	3,159	3,000		(159)	3,000	(159)				
167	Postage & Shipping		3,409	675		(2,734)	10,169	6,753		(3,416)	6,753	(3,416)				
168	Lunch Program - parent \$ paid over															
169	Contingency		34,529	6,384		(28,145)	144,171	290,588		(146,417)	290,588	(146,417)				
170	Total Other Expenses		777,733	784,869		(7,136)	6,410,065	6,763,155		(353,090)	6,763,155	(353,090)				
171																
172	Total Expenses		(127,444)	(151,547)		(24,103)	(380,844)	(413,992)		(33,148)	(413,992)	(33,148)				
173																
174	Operating Income (Annual Budget)															
175																

Lighthouse Academies®

FINANCIAL REPORT
OF
METROPOLITAN LIGHTHOUSE CHARTER SCHOOL
AUGUST 2016

September 20, 2016

To: The Board of Trustees of
Metropolitan Lighthouse Charter School (MET)

From: Mary Beth Rousseau, LHA Controller

CC: Marcia Saulo, LHA Chief Financial Officer
Terri Milsap, LHA Regional Vice President, NY
Courtney Russell, LHA Director of Regional Operations, NY

Enclosures:

- Financial statements for the month ended August 31, 2016.
 - Statement of Financial Position
 - Statement of Activities

Executive Summary:

	July 2016	Aug. 2016		July 2016	Aug. 2016
EOM Net Assets	\$5,406,372	\$5,048,549	FY17 Enrollment Target	468	468
YTD Net Income / (Loss)	\$266,829	\$291,229	EOM Enrollment	468	479
FY17 Forecast Net Income / (Loss)	\$154,908	\$633,315	Total Wait List	400 +	400 +

Statement of Financial Position

- Cash: Total cash on August 31, 2016 is \$5.1M, with \$70K restricted. Deposits are held in Clifford Chance, LLC (escrow), Chase Bank and Bank of America.
- Grants Receivables reflect federal grants expended, not yet received.
- Prepaid Expenses reflect expenditures paid, not yet incurred.
- Accrued Expenses include a 3 day payroll accrual through August 31, 2016.
- Increase in Cash is reflected in the increase in Deferred Revenues, which will be recognized over applicable reporting periods.

Statement of Activities

- The Difference in Projections column has been added to highlight current projections compared to the annual budget as approved.
- Invoices for health insurance have been entered; the accruals have been removed. The projection is based on the year to date bills; monthly amount expected to increase as new hires become eligible for benefits.
- Line items that have been identified as permanent differences from budget are marked as needing budget amendment.

**Metropolitan Lighthouse Charter School
Statement of Financial Position**

	8/31/16	6/30/16	3/31/16
Assets			
Cash	\$ 5,089,552	\$ 3,534,651	\$ 3,910,186
Grants/Accounts Receivable	249,820	232,385	120,661
Prepaid Expenses	15,344	37,563	-
Restricted Cash-Escrow upon Dissolution	70,155	70,155	70,155
Fixed Assets net of Depreciation	18,304,193	18,304,193	18,271,911
Security Deposit	1,024,049	1,023,749	1,023,749
Total Assets	\$ 24,753,112	\$ 23,202,695	\$ 23,396,662
Current Liabilities			
Accounts Payable and Accrued Expenses	\$ 432,860	\$ 484,179	\$ 208,748
Deferred Revenue / Advances	1,314,670	4,163	547,033
Total Current Liabilities	1,747,530	488,342	755,782
Long Term Liabilities			
Capital Lease Payable	144,532	144,532	226,083
Building Capital Lease Payable	17,812,500	17,812,500	17,812,500
Total Long Term Liabilities	17,957,032	17,957,032	18,038,583
Total Liabilities	19,704,562	18,445,374	18,794,365
Unrestricted Net Assets	5,048,549	4,757,320	4,602,297
Total Liabilities and Net Assets	\$ 24,753,112	\$ 23,202,695	\$ 23,396,662

METROPOLITAN LIGHTHOUSE CHARTER SCHOOL

1	Statement of Activities	A	D	E	F	G	H	I	J	K	L	M	N	O
2				One Month - Actual	One Month - Budget	Variance		Two Months - Actual	Two Months - Budget	Remaining		Annual Budget FY	Remaining	
3				03/17/16	03/17/16			03/17/16	03/17/16					
4			COMMENTS											
5	Revenue													
6	Per Pupil Revenue		Ad to district billing	547,653	548,112	10,941		1,094,106	1,072,224	21,882		6,433,344	5,339,238	
7	From Support Revenue			36,470	36,470	0						437,842	364,702	
8	Special Ed Revenue		Ad to district billing	32,902	32,902	0		65,803	65,803	0		416,861	351,158	
9	Title I Revenue		Ad to district billing	18,012	18,012	0		36,023	36,023	0		318,038	258,027	
10	Title II Revenue		Ad to district billing	18,012	18,012	0		36,023	36,023	0		318,038	258,027	
11	IDEA grant		Ad to district billing	3,367	3,367	0		6,734	6,734	0		39,455	31,838	
12	NYS Special Services Funding		Ad to district billing	7,673	7,673	0		15,346	15,346	0		4,000	4,000	
13	Field trip money collected from students			-	-	-		-	-	-		-	-	
14	After School Program Income			-	-	-		-	-	-		-	-	
15	Before/After School Revenue			-	-	-		-	-	-		-	-	
16	Ende			-	-	-		-	-	-		-	-	
17	Other Revenue / In-kind Books from City			-	-	-		-	-	-		-	-	
18	Payroll specialist reimbursement from BICS			-	-	-		-	-	-		-	-	
19	Other Revenue			-	-	-		-	-	-		-	-	
20	Interest Income - Interest Income			613	333	280		1,226	667	559		4,000	2,741	
21	Interest Income - Realized			-	-	-		-	-	-		-	-	
22	Unfunded Collected from Students			-	-	-		-	-	-		-	-	
23	Total Revenue			642,722	638,960	3,762		1,267,447	1,270,860	(3,413)		7,777,989	6,470,013	
24	Expenses													
25	Payroll-Administrative													
26	Principal			11,942	12,718	(776)		23,884	23,884	0		140,000	111,520	
27	Assistant Principal			8,446	8,446	0		16,892	16,892	0		100,000	80,000	
28	Director of Teacher Leadership			8,556	18,035	(9,479)		17,061	33,717	(16,656)		187,600	161,100	
29	Director of Student Services			7,337	10,040	(2,703)		14,674	18,770	(4,096)		119,000	92,000	
30	Director of Family and Community Partnerships			8,464	8,671	(207)		16,928	16,928	0		95,000	82,442	
31	Payroll Specialist - contract basis			3,827	3,827	0		7,654	7,654	0		43,440	35,381	
32	Administrative Assistant			1,185	1,115	70		2,370	2,370	0		12,000	10,000	
33	Operations Assistant			7,892	8,214	(322)		15,784	15,784	0		90,000	78,448	
34	Business Manager			8,433	8,214	219		16,866	16,866	0		90,000	78,448	
35	Office Manager			7,149	8,468	(1,319)		14,298	14,298	0		84,460	73,443	
36	Summer Intern			-	-	-		-	-	-		-	-	
37	Total Payroll-Administrative			59,892	78,121	(18,229)		118,714	147,922	(29,208)		645,932	728,174	
38	Basic Education													
39	Classroom Teacher Salaries			84,120	89,892	(5,772)		168,240	179,784	(11,544)		1,192,000	1,063,977	
40	Associate Teachers			30,740	42,956	(12,216)		61,480	85,912	(24,432)		488,000	495,260	
41	Student-Teacher Leader Fellows			-	-	-		-	-	-		30,000	30,000	
42	Teacher Stipends			-	-	-		-	-	-		7,000	7,000	
43	Specialists			8,452	23,749	(15,297)		16,904	23,748	(6,844)		274,400	263,978	
44	Scholarships			1,731	1,731	0		3,462	3,462	0		17,000	17,000	
45	Paraprofessionals			3,914	3,917	(3)		7,828	7,834	(6)		30,000	30,000	
46	School Aides			6,397	6,397	0		12,794	12,794	0		61,000	58,000	
47	Total Teaching Salaries			137,418	175,152	(37,734)		274,838	343,832	(68,994)		2,469,063	2,325,445	
48	Title I													
49	Title I Academic Intervention Specialist			17,864	20,820	(2,956)		35,728	41,640	(5,912)		241,811	223,447	
50	Total Title I			17,864	20,820	(2,956)		35,728	41,640	(5,912)		241,811	223,447	
51	Student Support Services													
52	Special Education Teachers			8,555	21,656	(13,101)		17,110	21,656	(4,546)		250,217	241,202	
53	ELL Teacher			5,392	5,652	(260)		10,784	11,304	(520)		65,317	59,925	
54	Total Student Support Services			13,947	27,308	(13,361)		27,894	32,960	(5,066)		315,534	301,127	
55	Service Providers-Other Staff													
56	Counselor			4,401	5,452	(1,051)		8,802	10,904	(2,102)		63,000	58,599	
57	IT Staff (shared with BICS)			1,418	1,418	0		2,836	2,836	0		15,000	12,106	
58	Custodians			5,811	6,511	(700)		11,622	13,022	(1,400)		78,000	70,766	
59	Total Service Providers-Other Staff			24,630	31,323	(6,693)		49,260	56,858	(7,598)		3,571,318	3,247,152	
60														
61														
62														
63														
64														
65														
66														
67														
68														
69														
70														
71														

METROPOLITAN LIGHTHOUSE CHARTER SCHOOL

2	A	D	E	F		G	I	J	K	M	N	P	Q
				One Month - Actual	One Month - Budget		Two Months - Actual	Two Months - Budget		Annual Budget FY			
4		COMMENTS				Variance			Remaining		Remaining		
37	Yates & Benefits			1,571	29,060	(27,489)	30,171	54,345	24,214	318,730	288,519	318,730	
38	Direct Costs			9,073	47,645	(38,572)	17,737	40,678	71,339	527,053	509,282	527,053	
39	Indirect Costs			(1,481)	5,818	(7,299)	3,431	10,817	7,448	61,714	63,195	61,714	
40	Donorship/Charity			(3,261)	9,897	(12,958)	5,592	16,126	12,936	106,210	100,241	106,210	
41	Bonus			-	-	-	-	-	-	20,000	20,000	20,000	
42	Raise & IET Multi Pay Increase			6,950	3,232	(3,718)	9,901	6,943	(2,958)	35,413	35,413	35,413	
43	Widows Corp			12,132	55,482	(43,350)	62,833	172,893	111,576	1,064,146	999,211	1,064,146	
44	Total Yates & Benefits			-	-	-	-	-	-	-	-	-	
45	Supplementary Educational Services			-	-	-	-	-	-	-	-	-	
46	Remedial After School Program			-	-	-	-	-	-	-	-	-	
47	Saturday Academy			2,390	8,250	(5,860)	16,790	16,500	(290)	16,500	16,500	16,500	
48	Delinquent			-	-	-	-	-	-	-	-	-	
49	Total Supplementary Programs			2,390	8,250	(5,860)	16,790	16,500	(290)	16,500	16,500	16,500	
50	Staff Development & Recruitment			1,645	1,667	(22)	1,665	3,333	1,649	20,000	18,315	20,000	
51	Staff Development			2,843	417	(2,426)	2,843	417	(2,426)	5,000	2,574	5,000	
52	Consulting - Travel			288	288	-	-	-	-	2,500	2,500	2,500	
53	Consulting - Writing Advice			5,251	2,443	(2,808)	5,051	4,187	(864)	25,000	19,949	25,000	
54	Staff Recruitment			3,621	4,215	(594)	9,431	3,740	(671)	62,500	43,073	62,500	
55	Total Staff Development & Recruitment			-	-	-	-	-	-	-	-	-	
56	Professional Fees			27,141	27,141	-	54,282	54,282	-	325,694	271,412	325,694	
57	Academic Services - LHA			2,722	1,000	(1,722)	2,722	2,000	(722)	-	2,722	2,722	
58	Reimbursements to LHA for travel			-	-	-	-	-	-	-	-	-	
59	Bonus to LHA			-	333	333	-	667	667	4,000	4,000	4,000	
60	Legal			-	-	-	-	-	-	17,000	17,000	17,000	
61	Accounting & Auditing			1,480	2,093	(613)	1,960	4,167	2,187	23,000	23,000	23,000	
62	Computer Support			4,345	1,560	(2,785)	5,153	3,000	(2,153)	12,000	12,000	12,000	
63	ITIS			-	80	80	-	167	167	1,000	1,000	1,000	
64	Benefit Administration			1,528	286	(1,242)	1,528	417	(1,111)	2,500	672	2,500	
65	Reading Center Program			1,250	1,250	-	2,500	2,500	-	15,000	12,500	15,000	
66	Reading Center - Contracted			-	-	-	-	-	-	-	-	-	
67	SummaCare			-	167	167	-	333	333	2,000	2,000	2,000	
68	TFA Services Fee			-	833	833	-	1,667	1,667	10,000	10,000	10,000	
69	Transitions			-	-	-	-	-	-	-	-	-	
70	Special Education Consultants			-	-	-	-	-	-	-	-	-	
71	Financial Consultant			(2,500)	1,317	(3,817)	-	2,834	2,834	15,802	13,802	15,802	
72	Financial services - CSES			-	-	-	-	-	-	-	-	-	
73	Outside Evaluation			-	-	-	-	-	-	-	-	-	
74	Assessment and Data Services			5,534	2,371	(3,163)	7,069	4,643	(2,426)	27,837	20,781	27,837	
75	Board Development Costs			-	-	-	-	-	-	-	-	-	
76	Total Professional Fees			42,801	38,238	(4,563)	78,469	76,475	(1,994)	615,622	440,343	615,622	
77	Supplies			13,527	7,000	(6,527)	13,729	11,667	(2,062)	70,000	56,271	70,000	
78	Classroom Supplies			-	-	-	-	-	-	51,500	51,500	51,500	
79	Textbooks, Utilities & Consumables			-	4,242	4,242	-	8,583	8,583	31,000	31,000	31,000	
80	In Kind Textbooks from the City			-	-	-	-	-	-	40,000	40,000	40,000	
81	Office Supplies			4,189	3,333	(856)	6,274	6,667	393	26,620	21,799	26,620	
82	Classroom Supplies			1,702	2,045	(343)	4,061	4,437	(376)	-	-	-	
83	Utilities			-	-	-	-	-	-	215,740	194,246	215,740	
84	Total Supplies			19,419	17,287	(2,132)	24,069	21,253	(2,816)	-	-	-	
85	FFFE			8,903	3,333	(5,570)	12,486	6,667	(5,819)	40,000	27,814	40,000	
86	Purchases of FFE - furniture			8,904	8,904	-	17,808	17,808	-	105,534	85,534	105,534	
87	FFFE - lease payments			-	4,167	4,167	33,012	8,333	(24,671)	18,500	18,500	18,500	
88	FFFE - Purchase of Technology			17,807	16,084	(1,723)	43,306	32,809	(10,497)	195,123	133,847	195,123	
89	Total FFE			-	-	-	-	-	-	-	-	-	

METROPOLITAN LIGHTHOUSE CHARTER SCHOOL

	A	D	E	F	G	I	J	K	M	N	P	Q
2			One Month - Actual	One Month - Budget	Variance	Two Months - Actual	Two Months - Budget	Remaining				
4		COMMENTS										
125	Occupancy											
126	Facility Search and Development											
127	Facility Management											
128	Security Deposit		2,167	2,500	333		5,000	(133)	30,000	24,867	30,000	
129	Facility Repair & Maintenance											
130	Maintenance Contract		17,721	2,917	(14,803)	20,153	5,933	(23,336)	35,000	5,137	35,000	
131	Other Maintenance Contract											
132	Other Maintenance Contract											
133	Need budget amendment		97,338	84,237	(13,101)	184,062	188,474	(4,412)	1,130,842	906,182	1,130,842	
134	Need budget amendment											
135	Need budget amendment		5,052	884	(4,168)	5,937	1,769	(4,168)	10,812	4,675	10,812	
136	Need budget amendment		11,849	4,187	(7,662)	18,441	8,333	(10,107)	40,000	31,559	40,000	
137	Adult clearing before first day		44,646	19,687	(24,959)	55,231	33,333	(21,898)	200,000	144,759	200,000	
138	Moving, Inventory and Storage											
139	Utility											
140	Waste Removal		5,092	12,500	(7,408)	19,577	25,000	(5,423)	150,000	130,473	150,000	
141	Security Monitoring											
142	Security Monitoring		1,598	375	(1,223)	2,592	750	(1,842)	4,500	1,908	4,500	
143	Telecommunications		(1,338)	2,550	(3,888)	3,508	5,100	(1,592)	30,000	27,092	30,000	
144	Total Occupancy		188,208	158,796	(29,412)	334,242	273,932	(60,310)	1,641,554	1,287,312	1,641,554	
145	Other Expenses											
146	Miscellaneous		400	187	(213)	400	333	(67)	2,000	1,600	2,000	
147	Staff Appreciation		164	167	(3)	164	333	(169)	2,000	1,836	2,000	
148	Bank Charges		312	282	(30)	864	583	(281)	3,500	3,219	3,500	
149	Dues & Subscriptions		12,718	2,083	(10,635)	21,195	4,187	(17,008)	25,000	8,192	25,000	
150	Field Trips											
151	Student Transportation		23,770	583	(23,187)	23,770	1,187	(22,583)	7,000	7,000	7,000	
152	Student Parking/Travel Cards		6,125	2,000	(4,125)	23,770	28,000	(4,230)	56,000	32,230	56,000	
153	School Culture			1,417	(1,417)	7,133	2,833	(4,289)	17,000	9,867	17,000	
154	Travel		(987)	187	(1,174)	487	333	(154)	2,000	1,503	2,000	
155	Copying & Printing		4,187	2,500	(1,687)	8,589	5,000	(3,589)	30,000	23,461	30,000	
156	Postage & Shipping											
157	Lunch Program - parent \$ paid over			263	(263)	564	525	(39)	3,150	2,846	3,150	
158	Contingency											
159	Unexpended at year end if expenses exceed budget											
160	Unexpended at year end if expenses exceed budget		47,265	32,828	(14,437)	61,177	43,275	(17,902)	128,667	128,667	128,667	
161	Unexpended at year end if expenses exceed budget											
162	Unexpended at year end if expenses exceed budget		584,274	862,197	(277,923)	378,238	1,841,583	(1,463,345)	7,482,592	5,896,344	7,482,592	
163	Total Expenses		80,448	(72,517)	(7,935)	291,238	238,978	(52,260)	184,908	(15,233)	184,908	
164	Operating Income (Annual Surplus)											
165												
166												
167												
168												
169												
170												
171												
172												
173												
174												
175												

Candidate Information

First Name:

Last Name:

Address 1:

Address 2:

City:

State/Province:

Zip/Postal Code:

Country:

Main Phone:

Work Phone:

Mobile:

Email:

Source:

Other Source:

Additional Information

Teach For America?

Date Available:

Contact Employer?

Investigated/Charged

Misconduct?

Explanation:

Highest Education:

US Work Eligible?

Current Lighthouse Employee Information

Current Employee?

Position:

Supervisor:

Resume

CERTIFICATIONS Certified in Early Childhood Education (0-2) Elementary Education (1-6).

EDUCATION City College of the University of New York
Master of Science in Tesol Education, June 2017

City College of the City University of New York
Bachelor of Arts in Psychology, 2001

Bronx Community College
Associate in Education, 2000

WORK EXPERIENCE:

Bronx Lighthouse College Prep Academy 12/07/15-Present
1005 Intervale Avenue
Bronx, New York 10459

Administrative Assistant

Duties, Accomplishments and Related skills:

- Provide general customer assistance
- Perform general office duties (filing, record keeping, handle in-coming And outgoing calls
- Schedule meetings for the Principal and College Advisor
- Provide translation service to the Principal, Social Worker and teachers
- Work with the following programs: NYC DOE ATS System and Power School.

Department of Homeland Security 12/2014 – 05/2015
United States Government John F. Kennedy International Airport
Jamaica, NY 11430 United States

Transportation Security Officer

Duties, Accomplishments and Related Skills:

- Certified Transportation Security Officer (TSO)
- Certified Travel Document Checker
- Certified X-Ray Operator

-My duty was to ensure the safe flow of people and commerce through our airport, while providing courteous and effective customer service. My duties included the following: Check travel documents to ensure their legitimacy and validity by means of specialized equipment and specialized training; To detect and deter possible threats to our airport, to our transportation security system and to the flow of passengers by means of x-ray technology, specialized screening and operating procedures; to provide support when needed to our airport's Human Resources Department by filing and record keeping, preparing assessment folders and providing general office support and assistance.

Department of Homeland Security
Palm Beach International Airport
1000 James L Turnage Boulevard
West Palm Beach, FL 33415 United States

Transportation Security Officer

Duties, Accomplishments and Related Skills:

- Certified Transportation Security
- Certified Travel Document Checker (TDC)
- Certified x-Ray Operator

Provided Security and protection of air travelers, airports and aircraft in a courteous and professional manner.

-Analyzed objects and information by means of operating screening equipment to identify dangerous objects in baggage and passengers.

-Gathered pertinent data

-Communicated effectively to provide customer service in a courteous and professional manner.

-Ensured protection and security to travelers by effectively covering all bases through teamwork.

New York City Department of Education 02/01/10-02/01/12
Gateway School of Environmental Research
And Technology
1980 Lafayette, Bronx, New York 10473
Regularly Appointed Teacher

I taught ESL to students in grades 9-12. Implemented Common Core State Standards. Created Unit Maps for beginner, intermediate and advanced ESL classes.

Prepared students for the English Language Arts, Global, United States History and Government Regents exams. Prepared daily Lesson Plans.

New York City Department of Education 03/13/08-01/29/10
Substitute Teacher K-12

I covered absent teachers in multiple subject areas. I taught the following subjects: ESL, English Literature, Spanish, Science, Art and Social Studies in Common Branches and High School. I also covered Special Education and Early Childhood Classes.

Community Service Society of New York 12/06-2008
Bronx Project Coordinator

I oversaw four tutorial reading programs operating in the New York City Public School System. Provided training and technical assistance at each school. Wrote lesson plans daily, trained and supervised a group of senior volunteers. Worked closely with program and school staff to facilitate program activities. Coordinated meetings between the school Principals and the Project Director. Participated in a study of the Program conducted by Washington University. Coordinated activities between parents, teachers and school staff.

REFERENCES Provided upon request

Employment History

Job #1

Current Job: []

Company: Bronx Lighthouse College Prep Academy
City: Bronx
State: New York
From Date: DEC 2015
To Date: AUG 2016
Do Not Contact: []
Position: Administrative Assistant
Salary:
Supervisor:
Telephone:

Duties, Accomplishments and Related skills:

Duties:

- Provide general customer assistance
- Perform general office duties (filing, record keeping, handle in-coming And outgoing calls
- Schedule meetings for the Principal and College Advisor
- Provide translation service to the Principal, Social Worker and teachers
- Work with the following programs: NYC DOE ATS System and Power School.

Leave Reason:

Job #2

Currently Job: []
Company: Department of Homeland Security
City: Jamaica
State: New York
From Date: DEC 2014
To Date: MAY 2015
Do Not Contact: []
Position: Transportation Security Officer
Salary:
Supervisor:
Telephone:

United States Government John F. Kennedy International Airport
Jamaica, NY 11430 United States

Transportation Security Officer

Duties, Accomplishments and Related Skills:

- Certified Transportation Security Officer (TSO)
- Certified Travel Document Checker
- Certified X-Ray Operator
- My duty was to ensure the safe flow of people and commerce through our airport, while providing courteous and effective customer service. My duties included the following: Check travel documents to ensure their legitimacy and validity by means of specialized equipment and specialized training; To detect and deter possible threats to our airport, to our transportation security system and to the flow of passengers by means of x-ray technology, specialized screening and operating procedures; to provide support when needed to our airport's Human Resources Department by filing and record keeping, preparing assessment folders and providing general office support and assistance.

Duties:

Department of Homeland Security
Palm Beach International Airport
1000 James L. Turnage Boulevard
West Palm Beach, FL 33415 United States

Transportation Security Officer

Duties, Accomplishments and Related Skills:

- Certified Transportation Security
- Certified Travel Document Checker (TDC)
- Certified x-Ray Operator
- Provided Security and protection of air travelers, airports and aircraft in a courteous and professional manner.
- Analyzed objects and information by means of operating screening equipment to identify dangerous objects in baggage and passengers.

- Gathered pertinent data
- Communicated effectively to provide customer service in a courteous and professional manner.
- Ensured protection and security to travelers by effectively covering all bases through teamwork.

Leave Reason:

Job #3

Company: New York City Department of Education

City:

State:

From Date: FEB 2010

To Date: FEB 2012

Do Not Contact: []

Position: Substitute Teacher K-12

Salary:

Supervisor:

Telephone:

Duties: Gateway School of Environmental Research
And Technology

Leave Reason:

Education History

School #1

Years Attended:

Graduated: []

School Name: City College of the University of New York

City:

State:

Degree: Master of Science in Tesol Education

Major: Tesol Education

GPA:

School #2

Years Attended:

Graduated: [X]

School Name: City College of the City University of New York

City:

State:

Degree: Bachelor of Arts in Psychology

Major: Psychology

GPA:

School #3

Years Attended:

Graduated: [X]

School Name: Bronx Community College

City:

State:

Degree: Associate In Education

Major: Education

GPA:

Professional References

Reference #1

Name:

Relationship:

Email:

Phone:

Reference #2

Name:

Relationship:

Email:

Phone:

Reference #3

Question Set Title: ESL Para 14-15

Answered By: Candidate

Score: 0/0 0%

Do you currently hold a valid teacher's certification?

Yes

Please list your current certifications and the state(s) in which you hold this certification.

Childhood Education, Florida.

Are you fluent in Spanish?

Yes

How many years teaching experience (post teaching program) do you have?

3 - 5 Years

Please describe your experience working with urban, low-income students and why you have chosen to work with this population.

I worked for three years as a regularly appointed teacher and three as a substitute teacher with urban, low-income students. I chose to work with this population because there is a greater need in terms of student academic achievement, success and motivation to accomplish attainable goals. I believe that every student can become a success story regardless of socioeconomic status. New York city is a very multicultural community. We all come from different ethnic and economic backgrounds. This diversity is what makes us special as a whole. I want to give back to my community the opportunity to succeed that was given to me.

What do you think are the key factors to ensuring success working with a predominantly low income, urban population of students?

I feel that a key factor is looking at the student as a whole instead of focusing on the student's economic status. We should focus on helping the students achieve small goals that will lead to greater ones. We should also as teachers and as a school, provide all or as many of the available resources that are in place in the community to help the student's overall wellbeing. We should also provide a supportive and nurturing environment.

Describe the academic growth you have achieved with a previous classroom and how you assessed that growth.

I taught beginner, intermediate and advanced ESL. I was able to see my beginner class go from being non-English speaking to speaking, reading and writing English. I was able to teach and prepare many of my ESL students for the ELA Regents and see them succeed, pass the exam and graduate high school.

Explain your understanding of Common Core State Standards and any relevant trainings you have completed.

The Common Core State Standards are academic learning standards that must be implemented at all grade levels. I plan my lessons, unit maps and curriculums using these standards. I was trained and assigned by School Network 603 as the CCSS facilitator for my school.

Candidate Information

First Name:

Last Name:

Address 1:

Address 2:

City:

State/Province:

Zip/Postal Code:

Country:

Main Phone:

Work Phone:

Mobile:

Email:

Source:

Other Source:

Additional Information

Teach For America?

Date Available:

Contact Employer?

Investigated/Charged

Misconduct?

Explanation:

Highest Education:

US Work Eligible?

Current Lighthouse Employee Information

Current Employee?

Position:

Supervisor:

Resume**EDUCATION**

Harvard University, Cambridge, MA Class of 2016

Bachelor of Arts in Human Evolutionary Biology with Honors, cum laude GPA: 3.74/4.0

Study Abroad, Salvador, Brazil

Study abroad coursework at the Universidade Católica do Salvador Spring 2015

Frederick Douglass Academy, Harlem, NY Class of 2012

Salutatorian

WORK /VOLUNTEER EXPERIENCE

BronxWorks Inc., Bronx, NY, Activity Specialist Summer 2016

- Develop and implement social justice and art service learning project for high school aged youth in the NYC Summer Youth Employment Program that addressed issues of diversity and social inequality
- Planned and execute community forum with over 50 guests alongside youth to educate the South Bronx community on social justice issues facing the community through spoken word poetry, photography, and political cartoons
- Undergraduate Teacher Education Program, Cambridge, MA, Teacher Summer 2015-Spring 2016
- Complete extensive coursework at the Harvard Graduate School of Education alongside graduate students
- Complete more than 550 hours of student teaching at Cambridge Harvard Summer Academy and Somerville High school
- Plan curriculum, deliver instruction, and oversee academic development of English Language Learner Pre-Biology course and college-prep level Anatomy and Physiology course at Somerville High School
- Graduate with state of Massachusetts Biology (5-12) and General Science (5-8) classroom teacher initial license
- Boston Refugee Youth Enrichment Summer Urban Program Camp, Boston, MA Co-Director Spring 2014-Fall 2014
- Fundraise, write and implement a budget, recruit and hire staff of nine senior counselors, and ten junior counselors
- Recruit ninety immigrant and refugee youth from Dorchester and their families and build an inclusive and enriching summer learning community to combat summer learning loss
- Supervise staff, oversee all curriculum and daily operations, and ensure camp gets licensed

Phillips Brooks House Association Alumni & History Coordinator, Cambridge, MA Spring 2014-Fall 2015

- Work with a team of 20 officers to lead a 501(c)3 non-profit organization dedicated to social justice

- Strengthen the organization's alumni base by planning reunions, a service lecture that honored Dr. Bob Moses and undertaking other community building projects alongside a staff mentor
David Rockefeller Center for Latin American Studies, Cambridge, MA, Mentor Fall 2013-Spring 2014
- Virtually mentor a high school student from São Paulo, Brazil planning to attend college in the United States and traveled to Brazil to meet mentee and further her language and educational development
Phillips Brooks House Association STRIDE, Cambridge, MA, Scholar Fall 2013-Spring 2016
- Awarded a scholarship to perform year round service and joined a community of undergraduates dedicated to reflective practice in service, social justice, and advocating for structural change

Boston Refugee Youth Initiative 1-2-1 Mentoring, Boston, MA, Co-Director & Mentor Fall 2013-Spring 2015

- Recruit and retain volunteers, manage program budget and plan outings each Saturday for 10 immigrant youth from Dorchester to support their social-emotional development and adjustment to the US
- Provide support and mentorship to a youth from Dorchester on Saturday outings and weekly check-ins
Boston Refugee Youth Enrichment Summer Urban Program Camp, Boston, MA Senior Counselor Summer 2013
- Plan daily curriculum, manage behavior, support a junior counselor, and work alongside directors and other senior counselors to combat summer learning loss and teach English to immigrant youth from Dorchester

AWARDS

Phillips Brooks House Association Neil J. Houston Award Spring 2016

- Recipient of award for moral leadership and extraordinary volunteer commitment
Pforzheimer House Public Service Award Spring 2016
- Recipient of award for extensive involvement in public service at Harvard College

SKILLS

Technical: Microsoft Office -Word, Excel, PowerPoint, Outlook, Google Apps, Social Media

Languages: Native Fluency in Spanish, Advanced Portuguese (Nível Avançado Celpe-Bras 2015)

Employment History

Job #1

Current Job: ☐
 Company: BronxWorks Inc
 City: Bronx
 State: New York
 From Date: JUN 2016
 To Date: AUG 2016
 Do Not Contact: ☐
 Position: Activity Specialist
 Salary:
 Supervisor:
 Telephone:

Develop and implement social justice and art service learning project for high school aged youth in the NYC

Duties: Summer Youth Employment Program that addressed issues of diversity and social inequality
 ? Planned and execute community forum with over 50 guests alongside youth to educate the South Bronx community
 on social justice issues facing the community through spoken word poetry, photography, and political cartoons

Leave Reason:

Job #2

Currently Job: ☐
 Company: Harvard Graduate School of Education alongside
 City: Cambridge
 State: Massachusetts
 From Date: JUN 2015
 To Date: MAR 2016
 Do Not Contact: ☐
 Position: Undergraduate Teacher Education Program
 Salary:
 Supervisor:
 Telephone:

Duties:

? Complete extensive coursework at the Harvard Graduate School of Education alongside graduate students
? Complete more than 550 hours of student teaching at Cambridge Harvard Summer Academy and Somerville High school
? Plan curriculum, deliver instruction, and oversee academic development of English Language Learner Pre-Biology

Leave Reason:

Job #3

Company: Somerville High School

City:

State:

From Date: JAN 2005

To Date: DEC 2012

Do Not Contact: []

Position: classroom teacher initial license

Salary:

Supervisor:

Telephone:

Duties: Graduate with state of Massachusetts Biology (5-12) and General Science (5-8) classroom teacher initial license

Leave Reason:

Education History

School #1

Years Attended:

Graduated: []

School Name: Harvard University

City: Cambridge

State: Massachusetts

Degree: Bachelor of Arts in Human Evolutionary Biology

Major: Human Evolutionary Biology

GPA: 3.74

School #2

Years Attended:

Graduated: []

School Name: Universidade Cat?lica do Salvador

City:

State:

Degree:

Major:

GPA:

School #3

Years Attended:

Graduated: []

School Name: Frederick Douglass Academy

City: Harlem

State: New York

Degree:

Major:

GPA:

Professional References

Reference #1

Name:

Relationship:

Email:

Phone:

Reference #2

Name:

Relationship:

Email:

Phone:

Reference #3

Question Set Title: Teacher 16-17

Answered By: Candidate

Score: 0/0 0%

Do you currently hold a valid teacher's certification?

Yes

Please list your current certifications and the state(s) in which you hold this certification.

Initial Biology 5-8, Initial Biology 8-12, Initial General Science 5-8 in Massachusetts

Are you considered "Highly Qualified" under NCLB?

No

How many years teaching experience (post teaching program) do you have?

First Year Teacher

Please describe your experience working with urban, low-income students and why you have chosen to work with this population.

I have worked with urban, low-income students as a student volunteer and a director of mentoring, tutoring, and summer camp programming for low-income immigrant and refugee youth through the Boston Refugee Youth Enrichment Program (BRYE). As a co-director of the BRYE mentoring program, I helped develop and implement a social-emotional learning curriculum designed to increase immigrant and refugee youths' emotional well-being and ability to make positive choices as they adjust to life in the United States. BRYE summer programming has a similar mission of combating summer learning loss in low-income students by providing them with academic enrichment and cultural excursions throughout the city of Boston. As a camp co-director, I helped provide 90 youth with an enriching and culturally responsive atmosphere that builds on their cultural background and abilities to engage with different kinds of people. Through BRYE's community advisory board, my co-director and I included the voices of family members, teachers, and other community members to create partnerships to best serve our students. In these roles, I gained the skills to create safe learning environments, collaboratively plan curriculum to develop students' emotional and academic abilities and build relationships with parents and community members. I have chosen to work with this population because I was an urban, low-income student myself and have personally experienced some of the barriers that students face in getting to college and successfully graduating. As a result of my experiences, I am deeply committed to working to improve the educational outcomes of low-income students of color. I firmly believe that all students deserve access to great schools and I will work to achieve this mission in my classroom.

What do you think are the key factors to ensuring success working with a predominantly low income, urban population of students?

Key factors to ensuring success when working with this population is to consistently demonstrate to students that you care about them and believe in their ability to learn by holding them to high expectations and equipping them with the tools to reach the expectations. To that end, it is key to develop standards-based lesson plans with clear expectations and assessments to demonstrate mastery. Data generated from these assessments should inform future lessons and other academic interventions. Moreover, it is paramount that students' academic curriculum is paired with social-emotional curriculum that builds their character. Low-income, urban students consistently receive damaging messages about their worth, ability, and desirability and my job as a teacher is to dismantle these preconceived notions by providing students with a nurturing and rigorous classroom community in which they are taught to love and express themselves and think critically about the world around them.

Describe the academic growth you have achieved with a previous classroom and how you assessed that growth.

During my placement as a student-teacher for Anatomy and Physiology at Somerville High School, I achieved academic growth in comprehensive short-answer questions that pushed students to explain biological processes and the significance of those processes in maintaining homeostasis. The benchmark was determined through the inclusion of short-answer questions on the unit test on macromolecules. The data revealed that students superficially grasped biological processes and their significance. In response, I provided students with a rubric so that they could assess their own responses and understand what was expected of them in the short-answer questions. We constructed responses to model questions and then scored them in pairs. On the third unit assessment on cells and cell types, student performance on the comprehensive short-answer questions improved which revealed a deeper understanding of biological processes and their importance for the human body.

Explain your understanding of Common Core State Standards and any relevant trainings you have completed.

Common Core State Standards are ELA and Math standards that state what students should know by the time they graduate high school. The standards sequentially build upon each other as students move up through elementary, middle and then high school. They emphasize critical thinking and problem-solving skills to promote the development of transferable skills instead of

rote memorization in ELA and Math. While the standards do not dictate the learning expectations for social studies and science, they infuse ELA and Math proficiencies into those subjects. I completed trainings on backwards planning using the Common Core State Standards and the Next Generation Science Standards that culminated in the completion of a unit plan.

Candidate Information

First Name:

Last Name:

Address 1:

Address 2:

City:

State/Province:

Zip/Postal Code:

Country:

Main Phone:

Work Phone:

Mobile:

Email:

Source:

Other Source:

Additional Information

Teach For America?

Date Available:

Contact Employer?

Investigated/Charged

Misconduct?

Explanation:

Highest Education:

US Work Eligible?

Current Lighthouse Employee Information

Current Employee?

Position:

Supervisor:

Resume**?CERTIFICATION?**

- Early Childhood Education, Birth to Second Grade

?WORK EXPERIENCE?

Carl C. Icahn Charter School, Bronx, NY, September 2011- Present

Teacher

- Plan a program of study that meets the individual needs, interests and abilities of kindergarten, first, and second grade students
- Manage technology materials and teach students how to use those materials
- Cultivate a classroom that incorporates blended learning which allows me to work with smaller groups of children
- Established a virtual classroom or flipped classroom model so students can benefit from my instruction through media
- Provide instruction on educational websites which further cultivates the blended learning model
- Create differentiated curriculum materials for students in the classroom
- Provide a fun, safe and stimulating classroom environment conducive to learning
- Collaborate with co-teachers to create purposeful assignments and projects that meet city and state educational standards
- Establish communication with parents to discuss children's progress
- Responsible for writing reports and keeping logs in order to help students attain extra educational support
- Maintain a class website that is informative for students and parents
- Planned a kindergarten graduation
- Created a yearbook for kindergarten graduation

The Salvation Army Tremont Day Care Center, Bronx, NY, August 2003 - September 2011

Group Teacher

- Responsible for creating and maintaining a fun, safe classroom environment for children ages 2-6 years old
- Planned a program of study that met the individual needs, interest and abilities of 2-6 year old children
- Kept weekly anecdotal notes on children's progress
- Collaborated with co-teachers to discuss the inner workings of the classroom
- Scheduled meeting with parents/guardians to discuss children's progress
- Organized field trips

- Conducted orientations for new clients

Public School 75, Bronx, NY, September 2000-June 2002

Teacher

- Planned a program of study that met the individual needs, interests and abilities of second and third grade students
- Provided a fun, safe and stimulating classroom environment conducive to learning
- Collaborated with co-teachers to create purposeful assignments and projects that met city and state educational standards
- Responsible for writing reports and keeping logs in order to help students attain extra educational support

Walker Home and School, Needham, MA, July 1995-May 1997

Child Care Worker

- Provided a stable living environment and counseling to emotionally disturbed children ages 7-13
- Responsible for writing incident reports, conducting group meetings and insuring accurate logs of children's daily activities
- Wrote individual educational planning reports in order to help each child reach his/her personal goals
- Coordinated children's schedules and daily activities
- Scheduled weekly telephone conferences with parents to discuss progress report

?EDUCATION?

Boston College, Lynch Graduate School of Education

Masters of Education Degree, Curriculum and Instruction, 2001

Boston College, School of Arts and Sciences

Bachelor of Arts Degree, Communications, 1996

?COMPUTER SKILLS?

Hardware

- MacBook Pro, iPad, and most Apple products
- PC, Nexus tablet
- document camera
- Smart Board

Software

- Office 2011 for Mac and 2013 for PC's, Smart Notebook, Adobe

Websites

- IReady.com, Prezi.com, Screencast.com, schoolpace.com, lonestarnlearning.com, Lightninggrader.com, Scholastic.com/coreclicks, Nearpod.com, Educreations.com, raz-kids.com, Google+, Google docs, gmail.com

?Professional Development?

- Move This World - uses creative expression as a vehicle to transform conflict, violence and bullying in communities.
- Lightning Grader Webinar - The Lightning Grader is an education tech company focused on accelerating the quality of student achievement by providing educators with the tools to quickly, accurately and more efficiently measure student success/ 2014
- 6 + 1 Traits of Writing - techniques to improve student writing -/2014
- Infinity Educational Services: Writing Text Types - during this working session this company shared grading techniques and rubric templates. They gave us time to create our own rubrics, to grade our own students writing, and we reviewed the standards pertaining to writing in the elementary grades/December 10, 2014
- Infinity Educational Services: Mentor Texts & Their Place in the Writing Classroom - In this session we learned to help improve students writing by learning to teach students how to emulate the tone of a particular text/2015
- Infinity Educational Services: Three Types of Essay Writing - In this session we discussed the ins and outs of informative writing, argumentative writing, and narrative writing and what kind of writing pieces we should expect from students K-2 grade/2015
- Really Great Reading/Blast Foundation: Grapheme-Phoneme & Heart Words - Blast Foundations is designed for struggling readers in grades K-2 and is a phonics and phonemic awareness

supplemental program with hands-on multisensory and manipulative based instruction/2015

- STEM Investigations and the Scientific Method presented by NYSCI – a workshop that was dedicated to hands-on activities that promote exploration in science while fostering scientific thinking as it pertains to science, technology, engineering and math (STEM). Further, this workshop inspired its participants to explore STEM concepts with students and invited teachers to reflect on how the ideas and concepts presented could be applied to their teaching practice.

Employment History

Job #1

Current Job: []
Company: Carl C. Icahn Charter School
City: Bronx
State: New York
From Date: SEP 2011
To Date: AUG 2016
Do Not Contact: []
Position: Teacher
Salary:
Supervisor:
Telephone:

Duties: ? Plan a program of study that meets the individual needs, interests and abilities of kindergarten, first, and second grade students
? Manage technology materials and teach students how to use those materials
? Cultivate a classroom that incorporates blended learning which allows me to work with smaller groups of children
? Established a virtual classroom or flipped classroom model so students can benefit from my instruction through media
? Provide instruction on educational websites which further cultivates the blended learning model
? Create differentiated curriculum materials for students in the classroom
? Provide a fun, safe and stimulating classroom environment conducive to learning
? Collaborate with co-teachers to create purposeful assignments and projects that meet city and state educational standards
? Establish communication with parents to discuss children's progress
? Responsible for writing reports and keeping logs in order to help students attain extra educational support
? Maintain a class website that is informative for students and parents
? Planned a kindergarten graduation
? Created a yearbook for kindergarten graduation

Leave Reason:

Job #2

Currently Job: []
Company: The Salvation Army Tremont Day Care Center
City: Bronx
State: New York
From Date: AUG 2003
To Date: SEP 2011
Do Not Contact: []
Position: Group Teacher
Salary:
Supervisor:
Telephone:

Duties: ? Responsible for creating and maintaining a fun, safe classroom environment for children ages 2-6 years old
? Planned a program of study that met the individual needs, interest and abilities of 2-6 year old children
? Kept weekly anecdotal notes on children's progress
? Collaborated with co-teachers to discuss the inner workings of the classroom
? Scheduled meeting with parents/guardians to discuss children's progress
? Organized field trips

? Conducted orientations for new clients

Leave Reason:

Job #3

Company: Public School 75

City: Bronx

State: New York

From Date: SEP 2000

To Date: JUN 2002

Do Not Contact: []

Position: Teacher

Salary:

Supervisor:

Telephone:

Planned a program of study that met the individual needs, interests and abilities of second and third grade students

Duties:

? Provided a fun, safe and stimulating classroom environment conducive to learning

? Collaborated with co-teachers to create purposeful assignments and projects that met city and state educational standards

? Responsible for writing reports and keeping logs in order to help students attain extra educational support

Leave Reason:

Education History

School #1

Years Attended:

Graduated: [X]

School Name: Boston College, Lynch Graduate School of Education

City:

State:

Degree: Masters of Education

Major: Curriculum and Instruction

GPA:

School #2

Years Attended:

Graduated: [X]

School Name: Boston College, School of Arts and Sciences

City:

State:

Degree: Bachelor of Arts

Major: Communications

GPA:

School #3

Years Attended:

Graduated: [X]

School Name: Boston College, Lynch Graduate School of Education

City:

State:

Degree: Masters of Education

Major: Curriculum and Instruction

GPA:

Professional References

Reference #1

Name:

Relationship:

Email:

Phone:

Reference #2

Name:

Relationship:

Email:

Phone:

Reference #3

Question Set Title: Teacher 16-17

Answered By: Candidate

Score: 0/0 0%

Do you currently hold a valid teacher's certification?

Yes

Please list your current certifications and the state(s) in which you hold this certification.

Early Childhood Education (Birth - 2nd Grade)

Are you considered "Highly Qualified" under NCLB?

Yes

How many years teaching experience (post teaching program) do you have?

More than 5 Years

Please describe your experience working with urban, low-income students and why you have chosen to work with this population.

I grew up outside of the New York Metropolitan Area and honestly in my initial years of teaching working with an urban population was challenging. It was very different from my education experience. Although, over the years I've learned to love and appreciate working with families in New York City and I can't imagine working outside of this area. I continue to work in an urban area like New York simply because I have a lot to offer the students. I have a great rapport with young children and I believe I know how to help them learn. Also, we are now living in a technological age and I have the experience working with educational technology that is engaging.

What do you think are the key factors to ensuring success working with a predominantly low income, urban population of students?

Students need an enthusiastic instructor. I think children love to learn and become excited about learning when their teacher is excited about teaching a subject. Students need to learn at a pace that is comfortable for them. In a classroom setting there are many different learning styles and students learn at a different pace. I believe it is possible to accommodate all these styles using a blended classroom model. This way students are able to receive individualized attention and work in smaller groups that better cater to their abilities and needs. Open communication with parents is very important. In my years of teaching I found that my most successful students tended to be the ones whose families I communicated with often. It makes it much easier for the child if everyone involved with their education is on the same page.

Describe the academic growth you have achieved with a previous classroom and how you assessed that growth.

The formal assessments I'm most recently familiar with are iready online and the IOWA test. My students were given iready assignments which they were to complete on a close to daily basis. Their progress was assessed three times throughout the year. Once a year I administered the IOWA test and compared students' progress from the previous year. My kindergarten students completed the IOWA at the beginning of the year school year and once again at the end of the year. Also, I administered tests for certain subject areas. Also, informal assessment is a constant. This past year I found there was tremendous growth in my kindergarteners academic work and on all formal assessments. I was most pleased to watch my kindergarteners become readers. I did have students who struggled with basic reading and math skills and it was a joy to see these children now have the ability to sound out letters and understand number value when at the beginning of the year they could not even recognize letter or numbers.

Explain your understanding of Common Core State Standards and any relevant trainings you have completed.

I am very familiar with the Common Core State Standards for kindergarten. Every assignment I've planned for the past 5 years has had to meet a Common Core State Standard for the grade I was teaching. All my professional training has been based on how to create and administer assignments that are Common Core State Standard based.

Candidate Information

First Name:

Last Name:

Address 1:

Address 2:

City:

State/Province:

Zip/Postal Code:

Country:

Main Phone:

Work Phone:

Mobile:

Email:

Source:

Other Source:

Additional Information

Teach For America?

Date Available:

Contact Employer?

Investigated/Charged

Misconduct?

Explanation:

Highest Education:

US Work Eligible?

Current Lighthouse Employee Information

Current Employee?

Supervisor:

Position:

Resume**Profile**

A passionate, dedicated and energetic teacher with a student centered philosophy which targets individual student needs while fulfilling magnet, state and common core requirements.

Training Skills Practices Utilized Technology Utilized

40 hr workshop series at CCNY – Math

Workshop Teacher's College - Writing

Brainpop

SmartBoard & Promethean Board

Read 180

Scantron Performance

Workshop – "Bullying: You Can Make a Difference

ARIS

Acuity

Differentiation

Guided Questions

Data Driven Instruction

Balanced Literacy

Cooperative Grouping

Specially Designed

Instruction

Promethean Broad

Smart Board

Power Point

Microsoft Office

SEGIS

Photoshop

Publisher

Multi-Sensory Instruction/multi-disciplinary approach

Certifications

New York State Teaching Certifications for Special Education, General Education-Grades 5 - 9
Professional Experience

8/2014- Present Incarnation School Queens Village

2nd Grade Teacher – All Subjects

Play a vital part in each students' development, setting the standard for their experience of learning, fostering confidence and helping students to grasp basic concepts such as reading, simple geography and mathematics. Incorporate interactive learning with games, visual aids, music and other tools to keep students engaged and challenged. Provide differentiation varying learning levels across all subjects,

9/2013 - 7/2014 School for Language and Communication Development (SLCD), Queens
Special Education Teaching Assistant – Reading/Writing

Provide support for classroom teachers in order to coordinate instructional efforts. Assist with lesson materials, bulletin board displays, exhibits, equipment, and demonstrations. Present subject matter to students under the direction and guidance of teachers, using lectures, discussions, or supervised role-playing methods. Tutor and assist children individually and in small groups in order to help students master assignments and to reinforce learning concepts presented by teachers.

New York City Public Schools

9/2007-9/2013 Oliver Wendell Holmes School, I.S. 204Q & P168x District 75

Special Education Teacher – Social Studies

Instruction of Social Studies to 6th, 7th and 8th grades (12:1 and 12:1:1 classes)

Assessment of academic level of performance via historical data, observation, student work analysis and assessments toward implementing specially designed instructional plans to bridge the gap between current levels and grade level expectations. Constant collaboration with core teachers, therapists, administrators and service providers in order to maximize student's abilities while diminishing the effects of their disabilities. Differentiation and grouping implemented according to individual student academic and socio-emotional needs and abilities. Assured federal compliance by preparing annual and triennial IEP's utilizing NYC DOE SESIS software. Maintain close parental contact via phone, texts, emails, conduct cards, conferencing and IEP meetings. Preparation and distribution of quarterly IEP progress reports.

Collaborative Team Teacher – Social Studies

Differentiated lesson format, presentation and expectations so that students with disabilities could access educational materials appropriate to their abilities and needs. Provide small group instruction and guided learning groups to clarify, rephrase and restate unclear material or concepts. Constantly collaborated with teachers, therapists, administrators and service providers in order to maximize student abilities in all subject areas. Collected and analyzed data for class trends, grouping, and individual student needs across various content areas. Assured federal compliance by preparing annual IEP's using IEP Pro software. Maintained close parental contact via phone, emails, conduct cards, conferencing and IEP meetings.

9/2005-6/2007 St. Adalbert School, Queens

5th and 6th grade Lead Teacher – ELA, Religion, Social Studies

Plan, prepare and deliver instructional activities that facilitate active learning experiences. Develop lesson plans while establishing and communicating clear objectives for all learning activities. Identify and select different instructional resources and methods to meet students' varying needs. Observe and evaluate student's performance and development. Assign and grade class work, homework, tests and quizzes. Provide appropriate feedback on work and encourage and monitor the progress of individual students.

Education/Accreditations

Masters of Science in Special Education and General Education-Touro College, New York, NY Bachelor of Arts-Queens College, NY

Employment History

Job #1

Current Job: []
Company: Incarnation School Queens Village
City:
State:
From Date: AUG 2014
To Date: AUG 2016
Do Not Contact: []
Position: 2nd Grade Teacher - All Subjects
Salary:
Supervisor:
Telephone:

Duties: Play a vital part in each students' development, setting the standard for their experience of learning, fostering confidence and helping students to grasp basic concepts such as reading, simple geography

and mathematics. Incorporate interactive learning with games, visual aids, music and other tools to keep students engaged and challenged. Provide differentiation varying learning levels across all subjects,

Leave Reason:

Job #2

Currently Job: []

Company: School for Language and Communication Development

City:

State:

From Date: SEP 2013

To Date: JUL 2014

Do Not Contact: []

Position: Special Education Teaching Assistant

Salary:

Supervisor:

Telephone:

Reading/Writing

Duties:

Provide support for classroom teachers in order to coordinate instructional efforts. Assist with lesson materials, bulletin board displays, exhibits, equipment, and demonstrations. Present subject matter to students under the direction and guidance of teachers, using lectures, discussions, or supervised role-playing methods. Tutor and assist children individually and in small groups in order to help students master assignments and to reinforce learning concepts presented by teachers.

Leave Reason:

Job #3

Company: New York City Public Schools

City:

State:

From Date: SEP 2007

To Date: SEP 2013

Do Not Contact: []

Position: Special Education Teacher - Social Studies

Salary:

Supervisor:

Telephone:

Instruction of Social Studies to 6th, 7th and 8th grades (12:1 and 12:1:1 classes)

Duties:

Assessment of academic level of performance via historical data, observation, student work analysis and assessments toward implementing specially designed instructional plans to bridge the gap between current levels and grade level expectations. Constant collaboration with core teachers, therapists, administrators and service providers in order to maximize student's abilities while diminishing the effects of their disabilities. Differentiation and grouping implemented according to individual student academic and socio-emotional needs and abilities. Assured federal compliance by preparing annual and triennial IEP's utilizing NYC DOE SESIS software. Maintain close parental contact via phone, texts, emails, conduct cards, conferencing and IEP meetings. Preparation and distribution of quarterly IEP progress reports.

Collaborative Team Teacher - Social Studies

Differentiated lesson format, presentation and expectations so that students with disabilities could access educational materials appropriate to their abilities and needs. Provide small group instruction and guided learning groups to clarify, rephrase and restate unclear material or concepts. Constantly collaborated with teachers, therapists, administrators and service providers in order to maximize student abilities in all subject areas. Collected and analyzed data for class trends, grouping, and individual student needs across various content areas. Assured federal compliance by preparing annual IEP's using IEP Pro software. Maintained close parental contact via phone, emails, conduct cards, conferencing and IEP meetings.

Leave Reason:

Education History

School #1

Years Attended:
Graduated: []
School Name: Touro College
City: New York
State: New York
Degree: Masters of Science
Major: Special Education and General Education
GPA:

School #2

Years Attended:
Graduated: []
School Name: Touro College
City: New York
State: New York
Degree: Masters of Science
Major: Special Education and General Education
GPA:

School #3

Years Attended:
Graduated: []
School Name:
City:
State:
Degree:
Major:
GPA:

Professional References

Reference #1

Name:
Relationship:
Email:
Phone:

Reference #2

Name:
Relationship:
Email:
Phone:

Reference #3

Question Set Title: Teacher 16-17

Answered By: Candidate

Score: 0/0 0%

Do you currently hold a valid teacher's certification?

Yes

Please list your current certifications and the state(s) in which you hold this certification.

NY State Certified - 5 - 9 Generalist and Students with Disabilities

Are you considered "Highly Qualified" under NCLB?

Yes

How many years teaching experience (post teaching program) do you have?

More than 5 Years

Please describe your experience working with urban, low-income students and why you have chosen to work with this population.

South Bronx and Long Island City, Queens. Two areas in which students lived in the projects and in foster care. Love working with all students but have a soft spot for students who might be struggling at home.

What do you think are the key factors to ensuring success working with a predominantly low income, urban population of students?

Students need to feel that they are special and cared for no matter who they are.

Describe the academic growth you have achieved with a previous classroom and how you assessed that growth.

Great relationships that have been made throughout the years. Assessments can be anything from formal testing to exit slips, projects, portfolios, reviewing the day after and checking to see what students learned

Explain your understanding of Common Core State Standards and any relevant trainings you have completed.

I have hundreds of hours of PD some of which have been on Common Core....Common Core is seeing what the child understands in ELA and Math after each school year.

Metropolitan Lighthouse Charter School

School wide Testing Dates 2016-2017

Fountas and Pinnell Dates

- F&P #1: September 12 – September 23 (LA and UA)
- F&P #2: January 2017 – (Lower Academy only)
- F&P #3: June 2017 – (LA and UA)

IA Dates

- IA #1: October 31, November 1
- IA #2: January 23 – 24
- IA #3: April 4 – 5
- IA #4: June 19 - 20

NWEA Dates

- BOY: September 15 – 30
- MOY: January 31 - March 3
- EOY: May 22 - June 16

Topic Quizzes (Aligned to CCLS and NYS ELA and Math Exams. Teacher-created).

- Once a month

Curriculum Assessments (Aligned to CCLS and NYS ELA and Math Exams).

- End of unit assessment (Eureka Math and Expeditionary Learning Grades 3-8).
- End of module assessment (Eureka Math and Expeditionary Learning Grades 3-8)

NYS Elementary and Intermediate-Level Testing Schedule

- ELA Grades 3-8 March 28 – March 30
- Math Grades 3-8 May 2 – May 4

Assessment data will be uploaded to LinkIt!

We prepare our students for college through a rigorous arts-infused program.

Metropolitan Lighthouse Charter School

MetLCS 2016-2017 Goals and Indicators

Category	Goal	Indicators for Review Monthly, Quarterly, Semesterly, and/or Annually <i>Note: quantitative and/or qualitative</i>
Academic	SIP goal: 39% Scoring Level 3 or 4 in ELA (grade 3-8)	Quarterly Interim Assessment data Monthly ELA Common Assessments (Unit Quizzes and Module Assessments) Annual NYS ELA and Math Data Grades 3-8
	SIP goal: 47% Scoring Level 3 or 4 in Math (grade 3-8)	Quarterly Interim Assessment data Monthly Math Common Assessments (Topic Quizzes and Module Assessments) Annual NYS ELA and Math Data Grades 3-8
Culture	SIP goal: From Fall 2016 to Spring 2017, we will see implementation of 75% or more of MetLCS teachers and staff using restorative practices (proactive and reactive circles, restorative conversations (using affective statements and questions) as evidenced in monthly culture and climate walkthroughs	Monthly number of incidents and SRR referrals
	At least 95% student attendance	Monthly
Financial	Parents express satisfaction with the school based on NYCDOE Learning Environment Survey, in which the school will receive 7.5 or higher in each of the four survey domains: Academic Expectations, Communication, Engagement, and Safety and Respect. At least 50% of parents have to participate in the survey.	Number of parent events each month, parent attendance at such events
	Semesterly performances and 7th - 8th grade electives showcase scholar talents and artistic expression.	Board School Visits LHA Network Arts Infusion Checklist
Management	The school will maintain/seek out up to three partnerships that provide financial value to the school/scholar and/or are aligned with the school's mission and vision.	Quarterly Community Partnerships Report
	Calendar aligns with DOE calendar with exception of extended school year and an adjustment to a Friday half day.	2017-18 Calendar
	Budget lines will reflect needs of the school.	Quarterly
	Enrollment within 2% of planned enrollment	Quarterly
	SIP goal: Average rating of 3.5/ 5 on the MetLCS DDI & Assessment Rubric.	Documents from data cycle, meeting agendas, coaching sessions, feedback to teachers, and meeting observations
	Rating of "meets" or "exceeds" based on annual Lighthouse Academies school evaluation in the following categories: School Leadership and Instructional	Annually

We prepare our students for college through a rigorous arts-infused program.

Metropolitan Lighthouse Charter School

High School Expansion	Leadership		DOE-Aligned Monthly Teacher Survey
	65% of teachers will return for the 2017-18 school year.		Semesterly reports
	All but 10 teachers will be certified or actively pursuing certification as per NY state charter regulations.		
	MetLCS will remain compliant with all charter authorizer reporting.		Monthly reporting
	TBD upon hire of HS Principal		

We prepare our students for college through a rigorous arts-infused program.

180 W. 165 Street • Bronx, NY 10452 • Ph: 718-893-0640 • Fax: 718-893-0675
www.lighthouse-academics.org

Metropolitan Lighthouse Charter School

Upcoming Events at Met

Fountas and Pinnell Testing – September 13th – 23rd

Afterschool Program (Grades 6-8) – September 13th

NWEA Testing – September 16th – September 30th

School wide Candy Fundraiser – September 16th

Parent Teacher Conferences – October 5th and 6th

Afterschool Program (Grades 3-5) – October 17th

Picture Day – Grades 3-7 – October 28th

Parent Teacher Association Meeting – September 21st

Studio in a School Program Begins – October 17th

We prepare our students for college through a rigorous arts-infused program.

Lighthouse Academies RVP Monthly Board Report

Date: September 15, 2016

RVP: Terri Milsap

The purpose of the monthly board report is to provide timely information to the board regarding Lighthouse's efforts to support, develop, and manage the local schools. The RVP report is organized by the core priorities of Lighthouse Academies for the school year and highlights areas of support and management that are provided to the school on a monthly basis.

SECTION 1: Curriculum and Planning

School began on August 29th. The 1st week was a strong focus on building the culture and climate, orientation for scholars, and revisiting school expectations. Instruction and classroom visits began during the 2nd week of school. This week, Ms. Williams and the ILT began walking through classroom to norm on instructional expectations and debrief observations. I was able to sit in on some of the debrief session and provide feedback on instruction as needed. Ms. Williams will establish clear expectation for walkthrough procedures and coaching expectations. The team is still working to fill a science and special education vacancy, but has made remarkable strides in hiring the best candidates for the original 15 vacancies.

SECTION 2: Assessment and Data-Driven Instruction

An assessment calendar has been created and will be shared with the board at the September meeting.

SECTION 3: Scholar Development and Engagement

Classroom visits by the ILT have included Charlotte Danielson domain 3c Engaging Students in Learning. The ILT discussed the strategies that were used in classrooms to engage students. Feedback will be given to teachers to maximize student learning through increased engagement and participation.

SECTION 4: Coaching and Development

Ms. Williams will begin videotaping coaching sessions and uploading the videos to Bloomboard as a professional development tool. Sue Jamback and I will provide feedback to the principal regarding her coaching videos. Ms. Williams may also use these videos with the instructional leadership team in order to show areas for improvement as well as best practices in coaching. The team plans to use principles from Leverage Leadership to strengthen the coaching model at Met.

SECTION 5: Local Initiatives

No updates here

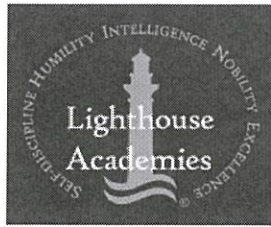
SECTION 6: RDS and LHA Support

I am meeting with Ms. Williams on a weekly basis for coaching sessions. 30 minutes of our time will be designated to classroom walkthroughs. We will debrief each visit and discuss action steps for growth. In addition, I will spend a 1.5 days in each building in our region to observe faculty meetings, coaching sessions, parent meetings, restorative sessions, etc. and provide feedback as necessary.

SECTION 7: Operations

Operations are running smoothly. Ms. Alston will provide any facility updates.

APPROVED



Metropolitan Lighthouse Charter School

Minutes

Board Meeting

Date and Time

Thursday September 22, 2016 at 6:30 PM

Location

180 W. 165th St., Bronx, NY 10452

Trustees Present

A. Ferranti, A. Laraway, C. Corrigan, G. Goldsmith, J. Haber, J. Lee, T. Bryan

Trustees Absent

None

Trustees Arrived Late

J. Lee, T. Bryan

Guests Present

Aaron Hunt, C. Russell, K. Whittaker, M. Alston, M. Rousseau (remote), T. Milsap, T. Williams

I. Opening Items

A. Record Attendance and Guests

B. Call the Meeting to Order

A. Laraway called a meeting of the board of trustees of Metropolitan Lighthouse Charter School to order on Thursday Sep 22, 2016 @ 6:38 PM at 180 W. 165th St., Bronx, NY 10452.

Ms. Laraway reviewed the agenda and called the meeting to order.

C. Approve Minutes

Ms. Corrigan requested that the minutes be amended to reflect a conversation about the threshold requirements for requiring RFPs.

A. Laraway made a motion to approve minutes per the proposed amendment.

G. Goldsmith seconded the motion.

The board **VOTED** unanimously to approve the motion.

II. Public Comments

A. New item

No members of the public were present and wanting to comment.

III. Finance

A. Financial Report

Ms. Corrigan presented the Finance update, including some changes to the current fiscal year budget. Ms. Corrigan explained impact to the budget of a change to the staff health benefits; based on current enrollments, it is projected that is that expenditures will be significantly less than budgeted. Several budget areas may be larger than expected, including per pupil revenue and salary. The School received a NYS grant that will be added to the budget.

J. Lee arrived late.

T. Bryan arrived late.

C. Corrigan made a motion to approve the financial statements from June 2016, July 2016 and August 2016.

A. Laraway seconded the motion.

The board **VOTED** unanimously to approve the motion.

Ms. Corrigan discussed an investment policy drafted by the Finance Committee.

The Committee will follow up with the charter authorizer about guidelines for cash-on-hand.

J. Haber made a motion to notify CSSS of the decision to terminate the Financial Advisory agreement.

T. Bryan seconded the motion.

The board **VOTED** unanimously to approve the motion.

M. Rousseau arrived late.

M. Rousseau left early.

IV. Update from LHA CEO, Khorl Whittaker

A. Update

Mr. Whittaker discussed the process of acquiring financing to purchase the current facility during the window that opens in the next fiscal year. Ms. Corrigan led a discussion about hiring a financial advisor to lead the process on behalf of the Board. Ms. Corrigan will work with LHA to finalize the request for proposals and it will be sent out to various parties for response. Jerry Ballard will provide the board with a detailed timeline for the process by September 28. The board discussed whether to terminate its agreement with CSSS to serve as its financial advisor.

Mr. Whittaker updated the board that the insurance provider will be present at the October board meeting to discuss the Director and Officers insurance. Mr. Whittaker provided an update about LHA. LHA has been considering adding fundraising into its model for purposes such as marketing, creating a more stable network, and other endeavors. Lynesse Harris at LHA is available to support any fundraising efforts that the school decides to undertake.

Mr. Whittaker presented a draft tool the Board might use to evaluate LHA that functions on execution of the contract; function; feedback about individual staff; and LHA reflection on the review. The board discussed implementing the tool this fall for the 2015-2016 school year, and in May of each year moving forward. Ms. Milsap will provide the Board with an electronic version of the document.

V. Education Committee

A. Education Committee Update

Ms. Lee presented an update on the Education Committee. The proposed dashboard will be discussed during the Principal's Report. Ms. Farrenti discussed a non-profit board leadership program at Columbia Business School that provides an MBA student to complete a project for a board; the Education Committee is considering a proposal to bring on a fellow to help create the dashboard.

VI. Principal's Report

A. Principal's Report

Ms. Williams discussed the goals and indicators for the school year. The board discussed the proposed goals and indicators, how the board will know about the school is progressing toward the SIP goals, and how it compares to prior years. Board members will provide any additional feedback to the Education Committee. The Committee, along with the Principal, will provide an updated draft at the next meeting.

Ms. Williams provided an update on the start of the school year, including school culture. Parent teacher conferences will occur at the beginning of October. The school will be refining the criteria for the Principal's List and will be adjusting the grading scheme to more closely reflect scholar learning. An after school program and the response-to-intervention program will begin in October to support scholars with additional learning needs. Ms. Williams discussed the use of restorative practices at the school to manage student disciplinary issues.

J. Haber made a motion to approve the four candidates presented for hire.

J. Lee seconded the motion.

The board **VOTED** unanimously to approve the motion.

VII. RVP Report

A. RVP Report

Ms. Milsap reported on the coaching and instructional "walk-throughs" that began this week. Ms. Milsap reported that there is currently only one teacher vacancy - in Special Education - the leadership team make strong progress filling 14 vacant spots for the beginning of the school year. Ms. Milsap provided an update on data driven instruction and will provide a more complete update at the next meeting. Ms. Milsap provided an overview of the activities she intends to observe and provide coaching on throughout the year.

Ms. Milsap proposed a set of goals for monitoring progress on instructional leadership and will share the twice-annual rubric for evaluating progress.

Ms. Milsap will provide an update on the CPA. Ms. Russell will follow-up with the DOE to review how the CPA can get in the directory of high schools.

VIII. Board Chair Update

A. Board Chair Update

Ms. Laraway did not have any additional updates.

IX. MDO Report

A. Managing Director of Operations

Ms. Alston provided an update on various issues relating to the facility, as well as a climate survey that will be conducted with the staff.

X. Executive Session

A. Executive Session

M. Alston left early.

T. Williams left early.

K. Whittaker left early.

C. Russell left early.

The Board discussed a personnel issue. The Board discussed a potential litigation matter.

A. Laraway made a motion to approve the hire of David Martin as principal of the College Preparatory Academy.

J. Lee seconded the motion.

The board **VOTED** unanimously to approve the motion.

B. New item

XI. Closing Items

A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 9:09 PM.

Respectfully Submitted,
J. Haber

Xerox D125 Copier-Printer
Banner Sheet

amanda.hernandez

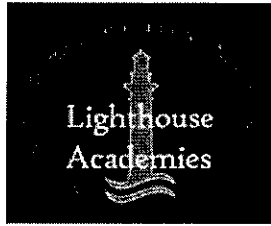
Date & Time : 07/24/2017 2:07 PM

User Name :

amanda.hernandez

Job Name : BOT Meeting Minutes- April 2017.pdf

Start Page



Metropolitan Lighthouse Charter School

Minutes

Board Meeting

Date and Time

Thursday April 27, 2017 at 6:30 PM

Location

180 W. 165th Street, Bronx, NY 10452

Board Members Present

A. Laraway, G. Goldsmith, J. Haber, J. Roland, T. Bryan

Board Members Absent

A. Ferranti, J. Lee

Guests Present

A. Brown, Ana Gasin, C. Russell, Eugene Clark, John Pham, Kurt Davidson, M. Alston, Marcus Sanchez, Meniama Massaly, Santa Sanchez, Shakurat Durosinmi, T. Milsap

I. Opening Items

A. Record Attendance and Guests

B. Call the Meeting to Order

A. Laraway called a meeting of the board of directors of Metropolitan Lighthouse Charter School to order on Thursday Apr 27, 2017 @ 6:44 PM at 180 W. 165th Street, Bronx, NY 10452.

C. Review the Agenda

D. Approve Minutes

J. Roland made a motion to approve minutes from February and March.
A. Laraway seconded the motion.

The board **VOTED** unanimously to approve the motion.

II. Public Comments

A. Public Comments

Ms. Sanchez introduced herself as a parent with two scholars at MetLCS - her oldest will attend a fashion-focused high school in the fall; her younger child will continue to the 5th grade at MetLCS. Ms. Sanchez expressed concern about the breadth of arts and science programming available for scholars. Mr. Davidson and Ms. Alston provided an update on the arts and science programming available and planned for the future, including a plan to hire a visual arts teacher.

Mr. Sanchez asked whether the city provides funding for arts programming. Ms. Milsap explained that the school's budget is dependent upon per-pupil funding; the DOE does not fund this type of program independently.

Ms. Massaly expressed concerns about classroom conduct and impact on student learning, and requested updates on teacher retention. Ms. Massaly recommended that the school hire more veteran teachers. Ms. Goldsmith provided an update on some interventions that are currently underway. Ms. Milsap recommended a one-on-one conversation with Ms. Williams to follow-up on specific additional concerns. Ms. Milsap provided an update on some teacher retention strategies that are being explored, including a partnership with Harvard Business School that will provide advisement on teacher recruitment and retention. Mr. Sanchez expressed concerns about classroom management.

Mr. Sanchez requested information about plans for after school programming for the upcoming school year. Ms. Milsap indicated that the school will continue to have academic programming after school and the partnership with WoodyCrest. Additional programming will be dependent upon the budget.

III. Prospective Board Member Interviews

A. Interviews

Mr. Bryant, candidate for the Board of Trustees, provided an overview of his personal history and resume, including his qualifications to serve on the board of directors.

T. Bryan arrived late.

IV. Principal's Reports

A. Lower Academy Update

Mr. Davidson presented the principal's report for the lower academy (see attachment). Interim assessments indicate that ELA growth is strong and supports a prediction of strong results for scholars. There is wide variation in scholar performance in Math interim assessments. There is much concern of the growth of 5th and 7th graders in Math; Mr. Davidson described interventions to improve scholar learning. Ms. Milsap discussed future interventions that are being explored, like bridge programming or tutors. The board requested Ms. Milsap and the school leadership team provide a plan for interventions and associated costs within the next month. Ms. Milsap explained that the proposed new school leadership structure should improve ability for coaching and support in the upcoming year.

B. Updated Attendance

Ms. Goldsmith provided an update on attendance and efforts, including Spirit Week, to encourage students to come to school. Attendance for the state tests was strong.

C. CPA Update

Mr. Brown provided an overview of the CPA implementation timeline, including an update on teacher and scholar recruitment. The focus of the history and science curricula will be project based learning. Mr. Brown is exploring vendors, partnerships and collaboration with Bronx CPA and the community board. The CPA will provide summer bridge programming for students and parents focused on technology, college readiness, and other skills.

V. Facilities

A. Building Purchase Update

Mr. Pham provided an update on the bond financing. Particular focus over the last month has been on gathering bond financing information, diligence on the ownership structure of the facility, and preparing an application to Build NYC. It is expected that the application to Build NYC will be submitted in late May and approval will be granted in late July. Next steps for the project include a determination about whether the school expects to pursue the rooftop project at this time and preparation for the credit presentation. Mr. Pham and Ms. Rosseau are continuing to evaluate how much debt the school can afford to take on within the current budget. The board will consider the ownership structure of the facility.

B. Monthly Update

Mr. Mustafa provided an update on the FF&E needs for the upcoming year. Mr. Mustafa presented a proposed custodial contract with CEBA, a company that is being used by the other Lighthouse schools in the Bronx.

Mr. Mustafa provided an update on the proposed rooftop construction (see attached), including feedback on the need for and proposed use of an enclosed rooftop space. Mr. Mustafa discussed the limitations and risks associated with the current space. Mr. Mustafa discussed the advantages and limitations of the two proposed structures - a dome or a steel structure. A dome structure would be a more constrained space because it requires access around the perimeter to install and maintain the space; at its mid-point a dome might be 20 feet, smaller on the edges. Both structures could provide for a varsity basketball court, although the dome structure would not be sufficient for certain matches. Dome has a smaller capacity. The board will need to approve any final decisions by May or June in order to include it in the financing and to have the structure ready for use in the 2018-19 academic year.

Mr. Pham and Ms. Rosseau will present a subcommittee of the board a set of financial projections and options regarding the additional financing costs. Mr. Brown and Ms. Milsap will outline for the board the additional academic needs for school. The board, school leadership and LHA will evaluate how or whether funding a rooftop structure might impact the ability to fund those additional academic needs.

A. Laraway made a motion to delegate an ad hoc subcommittee consisting of Ms. Haber and Ms. Laraway to review the proposals and make a decision about whether to fund the rooftop project prior to the May 2017 meeting.

J. Roland seconded the motion.

The board **VOTED** unanimously to approve the motion.

VI. RVP Report

A. Monthly Update

B. Charter Renewal Goals

Ms. Millsap provided an update on the charter renewal goals. The majority of goals are based upon the end of the year test. The school is on track to show improvement at most grade levels. There are 8 academic goals and 5 organizational goals, as well as an attendance goal. In the next academic year additional emphasis will be put on monitoring student progress more diligently and to have plans in place to meet any deficiencies. The renewal visit is expected to take place in Spring 2019.

VII. Finance

A. Financial Report

Ms. Rosseau provided the financial report. End of the month attendance is on target, ensuring maximum pupil revenue. Revenues will be higher than budgeted. Benefits are lower than budgeted, contributing to a projected surplus for the year. Supplementary programs are over budget; they will be covered by extra funding from NYS Senate special funding. Expenditures on substitutes are higher than projected due to teacher vacancies; this is balanced out by lapsed salaries.

Ms. Rosseau expects to present the budget at the May meeting. She is developing a schedule of expenses for the CPA to incorporate into the budget.

A. Laraway made a motion to approve the financials for March.

T. Bryan seconded the motion.

The board **VOTED** unanimously to approve the motion.

VIII. Executive Session

A. Executive Session

The board entered into an executive session to discuss a personnel matter and a matter related to the proposed acquisition of real property.

J. Haber made a motion to approve the appointment of Mr. Bryant to the MetLCS Board of Trustees.

A. Laraway seconded the motion.

The board **VOTED** unanimously to approve the motion.

IX. Closing Items

A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 10:44 PM.

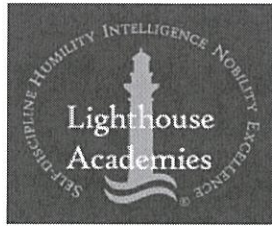
Respectfully Submitted,

J. Haber

A. Laraway made a motion to adjourn the meeting.

T. Bryan seconded the motion.

The board **VOTED** unanimously to approve the motion.



Metropolitan Lighthouse Charter School

Minutes

Board Meeting

Date and Time

Thursday October 27, 2016 at 6:30 PM

Location

180 W. 165th Street, Bronx, NY 10452

Board Members Present

A. Ferranti (remote), A. Laraway (remote), C. Corrigan, G. Goldsmith, J. Haber, J. Lee, J. Roland, T. Bryan

Board Members Absent

Guests Present

Keshia Rahab, Lisnelia Fiugeroa, M. Alston, M. Rousseau (remote), Sean Gallagher, T. Milsap, T. Williams, Tony Tempesta

I. Opening Items

A. Record Attendance and Guests

B. Call the Meeting to Order

J. Haber called a meeting of the board of directors of Metropolitan Lighthouse Charter School to order on Thursday Oct 27, 2016 @ 7:01 PM at 180 W. 165th Street, Bronx, NY 10452.

C. Approve Minutes

T. Bryan made a motion to approve minutes from the Board Meeting on 09-22-16.
C. Corrigan seconded the motion.
The board **VOTED** unanimously to approve the motion.

II. Finance

A.Financial Report

The auditors from Marks Paneth presented the audited financial statements for the fiscal year ending June 30, 2016. They issued a clean opinion.

Ms. Corrigan reviewed the September Financial statements. Ms. Corrigan followed-up with the BOT on some issues raised at the last meeting about guidelines for cash-on-hand and budgeting for expenses related to the opening of the high school.

T. Bryan made a motion to approve financials.

J. Lee seconded the motion.

The board **VOTED** unanimously to approve the motion.

A. Laraway arrived late.

J. Roland arrived late.

III. Board Retreat Agenda

A.Board Retreat Agenda

Mr. Gallagher introduced himself as the Board on Track governance coach for MetLCS. The goals for the upcoming Board Retreat are to talk about governance best practices and working with a CMO, as well as goals for the school in the upcoming year.

A. Laraway left early.

IV. Facilities

A.Building Financing

Ms. Corrigan introduced the facilities report about the financing of the building.

Ms. Russell led a discussion about the project plan for financing the building, including the process for the RFQ for a Financial Advisor that was disseminated in October. An ad hoc subcommittee of the board will review the proposals with Ms. Russell and will recommend finalists at the November board meeting.

V. Principal's Report

A.Principal's Report

Ms. Williams provided the Principal's Report. She discussed the NWEA results and interim assessments that begin in November.

Ms. Williams and Ms. Milsap presented a new MetLCS Dashboard. It was built to meet both the Board and Management's needs.

Ms. Williams discussed a proposal for a Saturday tutoring program beginning in January for scholars in the Upper Academy; a proposed budget will be presented at the November meeting.

VI. Education Committee

A.Education Committee Update

The Education Committee solicited feedback on the dashboard.

VII. RVP Report

A.RVP Report

Ms. Milsap updated the board on the focus of the Leadership Team to review the curriculum and strengthen instructional techniques to ensure all students are engaged in the lesson. Ms. Milsap updated the board on the status of student assessments and a dashboard for tracking MetLCS's progress. MetLCS has been implementing restorative justice approaches to student behavioral issues. Ms. Milsap discussed goals for student improvement and the on-site visit from the LHA support team. The leadership team will develop a plan for improvement based on what was observed.

VIII. MDO Report**A.Managing Director of Operations**

Ms. Alston provided an update on the status of the issue with the HVAC compressor. The board recommend pursuing recouping costs from CSSS and that leadership provide a proposal about ongoing relationship with the CSSS management team.

Ms. Alston provided a sign-up sheet for Board members interested in visiting the school.

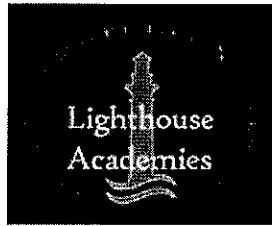
IX. Public Comments**A.New item**

A parent in attendance expressed an interest in more playground space for the school.

X. Closing Items**A.Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 9:19 PM.

Respectfully Submitted,
J. Haber



Metropolitan Lighthouse Charter School

Minutes

Board Meeting

Date and Time

Tuesday November 29, 2016 at 6:30 PM

Location

180 W. 165th St. Bronx, NY

Board Members Present

A. Ferranti, A. Laraway, C. Corrigan, J. Haber, J. Roland, T. Bryan

Board Members Absent

G. Goldsmith, J. Lee

Guests Present

Beth Ferguson, C. Russell, Gordy Lockbaum, Janet Morley, John Phan, Lisnelia Fiugera, Richard Tortora, T. Milsap, T. Williams

I. Opening Items

A.Call the Meeting to Order

A. Laraway called a meeting of the board of directors of Metropolitan Lighthouse Charter School to order on Tuesday Nov 29, 2016 @ 6:35 PM at 180 W. 165th St. Bronx, NY.

B.Record Attendance and Guests

Ms. Laraway called the meeting to order at 6:35.

C.Approve Minutes

A. Laraway made a motion to approve minutes from the Board Meeting on 10-27-16.

C. Corrigan seconded the motion.

The board **VOTED** unanimously to approve the motion.

II. Public Comments

A.New item

There were no public comments.

III. Finance

A.Financial Report

J. Haber made a motion to approve the October financials as presented.

A. Laraway seconded the motion.

The board **VOTED** unanimously to approve the motion.

Ms. Corrigan presented the financial report.

IV. Directors and Officers Insurance

A.D & O Insurance Presentation

Mr. Lockbaum provided an overview of the Director and Officer's liability coverage, including limits on claims and deductibles and umbrella coverage. Coverage is in compliance with the charter authorizer's requirements and any requirements of the school's lease. Boards may consider adding additional coverage beyond the minimum requirements. Board indemnification for any amounts not covered by insurance is governed by the organization's bylaws.

V. Facilities

A.Building Financing

Ms. Corrigan introduced the two firms that are finalists to be hired as financial advisor for the project to purchase the MetLCS facility. Ms. Corrigan provided an overview of the role of the financial advisor.

Mr. Phan from Urban Futures presented their proposal to serve as financial advisor, including qualifications and experience working on similar types of transactions with charter schools. Mr. Morley, Mr. Totoro and Ms. Ferguson from Capital Markets Advisors presented their proposal to serve as financial advisor, including qualifications and experience working on municipal transactions. Discussion about the proposal and various risks and considerations of the transaction ensued.

T. Bryan arrived late.

B.Vote on Financial Advisor Presentations

The board engaged in a conversation around the two proposals. Ms. Corrigan discussed the specializations of various firms and the board weighed the various factors related to the presentations, including expertise of the firm, amount of experience working on transactions related to charter schools, and experience with like transactions.

J. Haber made a motion to approve the hire of Urban Futures, Inc to act as financial advisor in the transaction and to authorize Ms. Corrigan to negotiate the contract on behalf of the board.

A. Laraway seconded the motion.

The board **VOTED** to approve the motion.

Roll Call

J. Haber Aye

G. Goldsmith Absent
J. Roland Aye
A. Ferranti No
T. Bryan Aye
C. Corrigan Aye
J. Lee Absent
A. Laraway Aye

VI. Principal's Report

A.Principal's Report

Ms. Williams presented the principal's report, which includes a new dashboard produced by LHA. Ms. Williams led a discussion around the interim assessments and on-going strategies to support scholar success. Ms. Williams discussed a number of staffing changes and on-going recruitment efforts for open positions. A. Laraway made a motion to approve the proposed hires. T. Bryan seconded the motion. The board **VOTED** unanimously to approve the motion.

VII. Education Committee

A.Education Committee Update

Committee did not have a report.

VIII. RVP Report

A.RVP Report

Ms. Milsap presented an update on the dashboard and will present a revised version at the December meeting. Ms. Milsap discussed the Tiered Support Site Visit and resulting feedback on how to improve interventions for students. A follow-up visit will occur in December.

Ms. Milsap discussed the November Board Retreat. The board discussed skill sets desired for potential new members. The board will discuss governance goals and fundraising at a future meeting.

Ms. Milsap provided an update on the candidates for the high school principal role. Ms. Milsap will provide an update on the planning process at the December meeting.

IX. MDO Report

A.Managing Director of Operations

Ms. Russell provided an update on the contract with CSSS and indicated that CSSS is going out of business. Ms. Russell will provide a proposal for covering those services for the duration of the school year at the December Board meeting.

Ms. Russell discussed the proposal for the rooftop play space and will begin to research and prepare a revised proposal.

X. Closing Items

A.Adjourn Meeting

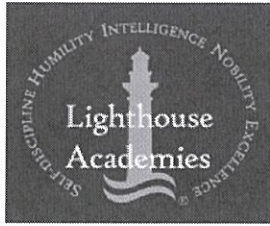
J. Haber made a motion to adjourn the meeting.

T. Bryan seconded the motion.

The board **VOTED** unanimously to approve the motion.

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 9:00 PM.

Respectfully Submitted,
A. Laraway



Metropolitan Lighthouse Charter School

Minutes

Board Meeting

Date and Time

Tuesday November 29, 2016 at 6:30 PM

Location

180 W. 165th St. Bronx, NY

Board Members Present

A. Ferranti, A. Laraway, C. Corrigan, J. Haber, J. Roland, T. Bryan

Board Members Absent

G. Goldsmith, J. Lee

Guests Present

Beth Ferguson, C. Russell, Gordy Lockbaum, Janet Morley, John Phan, Lisnelia Fiugera, Richard Tortora, T. Milsap, T. Williams

I. Opening Items

A.Call the Meeting to Order

A. Laraway called a meeting of the board of directors of Metropolitan Lighthouse Charter School to order on Tuesday Nov 29, 2016 @ 6:35 PM at 180 W. 165th St. Bronx, NY.

B.Record Attendance and Guests

Ms. Laraway called the meeting to order at 6:35.

C.Approve Minutes

A. Laraway made a motion to approve minutes from the Board Meeting on 10-27-16.

C. Corrigan seconded the motion.

The board **VOTED** unanimously to approve the motion.

II. Public Comments

A.New item

There were no public comments.

III. Finance

A.Financial Report

J. Haber made a motion to approve the October financials as presented.

A. Laraway seconded the motion.

The board **VOTED** unanimously to approve the motion.

Ms. Corrigan presented the financial report.

IV. Directors and Officers Insurance

A.D & O Insurance Presentation

Mr. Lockbaum provided an overview of the Director and Officer's liability coverage, including limits on claims and deductibles and umbrella coverage. Coverage is in compliance with the charter authorizer's requirements and any requirements of the school's lease. Boards may consider adding additional coverage beyond the minimum requirements. Board indemnification for any amounts not covered by insurance is governed by the organization's bylaws.

V. Facilities

A.Building Financing

Ms. Corrigan introduced the two firms that are finalists to be hired as financial advisor for the project to purchase the MetLCS facility. Ms. Corrigan provided an overview of the role of the financial advisor.

Mr. Phan from Urban Futures presented their proposal to serve as financial advisor, including qualifications and experience working on similar types of transactions with charter schools. Mr. Morley, Mr. Totoro and Ms. Ferguson from Capital Markets Advisors presented their proposal to serve as financial advisor, including qualifications and experience working on municipal transactions. Discussion about the proposal and various risks and considerations of the transaction ensued.

T. Bryan arrived late.

B.Vote on Financial Advisor Presentations

The board engaged in a conversation around the two proposals. Ms. Corrigan discussed the specializations of various firms and the board weighed the various factors related to the presentations, including expertise of the firm, amount of experience working on transactions related to charter schools, and experience with like transactions.

J. Haber made a motion to approve the hire of Urban Futures, Inc to act as financial advisor in the transaction and to authorize Ms. Corrigan to negotiate the contract on behalf of the board.

A. Laraway seconded the motion.

The board **VOTED** to approve the motion.

Roll Call

J. Haber Aye

G. Goldsmith Absent
J. Roland Aye
A. Ferranti No
T. Bryan Aye
C. Corrigan Aye
J. Lee Absent
A. Laraway Aye

VI. Principal's Report

A.Principal's Report

Ms. Williams presented the principal's report, which includes a new dashboard produced by LHA. Ms. Williams led a discussion around the interim assessments and on-going strategies to support scholar success. Ms. Williams discussed a number of staffing changes and on-going recruitment efforts for open positions. A. Laraway made a motion to approve the proposed hires. T. Bryan seconded the motion. The board **VOTED** unanimously to approve the motion.

VII. Education Committee

A.Education Committee Update

Committee did not have a report.

VIII. RVP Report

A.RVP Report

Ms. Milsap presented an update on the dashboard and will present a revised version at the December meeting. Ms. Milsap discussed the Tiered Support Site Visit and resulting feedback on how to improve interventions for students. A follow-up visit will occur in December.

Ms. Milsap discussed the November Board Retreat. The board discussed skill sets desired for potential new members. The board will discuss governance goals and fundraising at a future meeting.

Ms. Milsap provided an update on the candidates for the high school principal role. Ms. Milsap will provide an update on the planning process at the December meeting.

IX. MDO Report

A.Managing Director of Operations

Ms. Russell provided an update on the contract with CSSS and indicated that CSSS is going out of business. Ms. Russell will provide a proposal for covering those services for the duration of the school year at the December Board meeting.

Ms. Russell discussed the proposal for the rooftop play space and will begin to research and prepare a revised proposal.

X. Closing Items

A.Adjourn Meeting

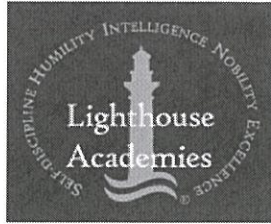
J. Haber made a motion to adjourn the meeting.

T. Bryan seconded the motion.

The board **VOTED** unanimously to approve the motion.

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 9:00 PM.

Respectfully Submitted,
A. Laraway



Metropolitan Lighthouse Charter School

Minutes

Board Meeting

Date and Time

Monday December 19, 2016 at 6:30 PM

Location

180 W. 165th St. Bronx, NY

Board Members Present

A. Ferranti, A. Laraway, C. Corrigan (remote), G. Goldsmith, J. Haber, J. Lee, J. Roland

Board Members Absent

T. Bryan

Guests Present

Alicia Gonzalez, C. Russell (remote), M. Alston, T. Milsap (remote), T. Williams

I. Opening Items

A. Record Attendance and Guests

B. Call the Meeting to Order

A. Laraway called a meeting of the board of directors of Metropolitan Lighthouse Charter School to order on Monday Dec 19, 2016 @ 6:35 PM at 180 W. 165th St. Bronx, NY.

A. Laraway reviewed the agenda

C. Approve Minutes

A. Laraway made a motion to approve minutes from the Board Meeting on 11-29-16.

A. Ferranti seconded the motion.

The board **VOTED** unanimously to approve the motion.

II. Public Comments

A. New item

Ms. Gonzalez requested that the school provide additional updates to parents about staffing changes at MetLCS.

III. Education Committee

A. Education Committee

Mr. McNatt provided an update on the implementation of the Restorative Justice approach to student behavior. At this time last year MetLCS had four suspensions; this year there are none. Instead behavioral interventions focus on conversations with families and students, rather than punitive actions toward students. Culturally, scholars seem to like restorative justice as a means of having a conversation about problems and building relationships among scholars. Mr. McNatt reported that the new system has reduced the amount of teaching time that students are spending outside of the classroom for disciplinary issues.

IV. Finance

A. Financial Report

Ms. Corrigan reviewed the November financial statements. Ms. Corrigan indicated that the capital building lease line would change based upon revised findings from the auditors. Ms. Corrigan reviewed amendments Marks Paneth had made to the audited financials to correctly reflect the appraised value of the building (per a 2013 appraisal).

A. Laraway made a motion to approve the Amended Audited Financial Statements for FY16.

J. Haber seconded the motion.

The board **VOTED** unanimously to approve the motion.

A. Laraway made a motion to approve the November monthly financials.

A. Ferranti seconded the motion.

The board **VOTED** unanimously to approve the motion.

Ms. Corrigan updated the board on the current lease for the facility at 180 W. 165th Street and option to purchase the building. The auditors from Marks Paneth discussed with the Finance Committee their belief that the market price for the buy-out option built into the lease is higher than the actual market value; Marks Paneth recommended the board obtain a second appraisal on the building and discuss the purchase price with Turner Agassi. The Finance Committee will discuss with Jerry Ballard to recommend a strategy to the full board.

Ms. Corrigan reported on progress on the project plan, including RFQs that have been issued for underwriter, borrower counsel and bond counsel.

John Phan will provide an overview of bonds to the Board at a date to be scheduled in January.

C. Corrigan left early.

V. Facilities

A. Facilities

Ms. Russell discussed the contract with CSSS, which has been terminated by CSSS effective the end of December. There will be a transition of forms, records

and other materials from CSSS to LHA. LHA will take on the CSSS responsibilities for the remainder of the academic year at no extra charge.

Ms. Russell provided an update on the project to investigate options for outfitting the rooftop with materials for additional play space for scholars. The board engaged in conversation about the options and provided guidance on next steps for fleshing out the scenarios.

VI. Principal's Report

A. Principal's Report

Ms. Williams provided an update on the Principal's Dashboard: Enrollment is above the budgeted target. Student attendance is still below goal - Ms. Goldsmith will conduct home visits to those families whose scholars have been frequently absent and tardy. Ms. Williams explained that MetLCS will run a Saturday program for scholars in 6th through 8th grades, beginning in January and targeting particular students in those grades. Ms. Williams discussed staff turnover, which seems to be attributed to personal circumstances rather than factors indicative of issues within MetLCS. Ms. Williams discussed how communication is made to parents and staff about staffing changes.

J. Lee left early.

VII. RVP Report

A. RVP Report

Ms. Milsap provided the RVP report, including an update on the plan for the CPA. Ms. Milsap discussed the Response to Intervention (RTI) period and the strength of the activities in that block of time aimed at providing extra support for scholars. The data from the interim assessments is being used for strategic planning; a second set of assessments will be given to scholars in February. The upcoming Tiered Support Visit will focus on RTI and using NWEA and IA data so that it can be used in a stronger way to make predictions about scholar achievement.

VIII. Manager of Operations Report

A. MDO Report

Ms. Alston provided an update on the Charter School Directory, which has been updated to include the CPA.

IX. Executive Session

A. Executive Session

The Board did not conduct an executive session.

X. Closing Items

A. Adjourn Meeting

A. Laraway made a motion to adjourn the meeting.

J. Haber seconded the motion.

The board **VOTED** unanimously to approve the motion.

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:50 PM.

Respectfully Submitted,

J. Haber

APPROVED



Metropolitan Lighthouse Charter School

Minutes

MetLCS January 2017 Board Meeting

Date and Time

Thursday January 26, 2017 at 6:30 PM

Location

180 W. 165th St. Bronx, NY

Board Members Present

A. Ferranti, A. Laraway, J. Haber, J. Roland, T. Bryan

Board Members Absent

G. Goldsmith, J. Lee

Guests Present

Ana Gabin, Bill Wildman, Bruce Sorensen, C. Russell, John Pellicci, John Pham, John Snider, Kevin Quinn, Matt Lewin, Monica Capella, Paul Clancy, Steven Rabinowitz, Steven Riley, T. Milsap, T. Williams

I. Opening Items

A. Record Attendance and Guests

B. Call the Meeting to Order

A. Laraway called a meeting of the board of directors of Metropolitan Lighthouse Charter School to order on Thursday Jan 26, 2017 @ 6:52 PM at 180 W. 165th St. Bronx, NY.

C. Approve Minutes

A. Laraway made a motion to approve minutes from the Board Meeting on 12-19-16.

J. Haber seconded the motion.

The board **VOTED** unanimously to approve the motion.
J. Haber made a motion to remove Cathy Corrigan from the Board.
A. Laraway seconded the motion.
The board **VOTED** unanimously to approve the motion.

II. Public Comments

A.New item

Ms. Capella requested that the Board provide additional information about the departure of her child's math teacher. The parent indicated she does not believe the substitute teacher is qualified for math. Ms. Williams discussed the qualifications of the substitute teacher who has a degree in math. The school is actively searching for a qualified full-time teacher. Ms. Milsap and Ms. Williams indicated that they will go into the classroom to observe the teacher and Ms. Williams will follow-up with the parent.

Ms. Gabin requested additional information about the fourth grade teacher who resigned mid-year. The parent expressed concern about turnover and students adjusting to new teachers in the middle of the year. Ms. Williams will follow-up with the teacher about concerns about cell phone use in the classroom.

III. Board Chair Update

A.Board Chair Update

Ms. Laraway reviewed a board assessment instrument being delivered through Board on Track that should be completed before the February 2017 meeting. The board discussed the recruitment of new trustees.

IV. Facilities

A.Facilities

Mr. Pham provided an overview of the project to purchase the facility at 180 W. 165th Street. Mr. Pham will be providing a financial analysis comparing the options to rent or own the facility. The Board will interview candidates to serve as counsel for any transaction. Mr. Pham provided an overview of the process of hiring counsel and the role of those parties. The Board received 8 proposals for underwriter; it will interview two candidates. The Board received 4 proposals for legal counsel; it will interview three candidates.

The board interviewed teams from RBC Capital Markets and Piper Jaffrey who had submitted a proposal to represent MetLCS as underwriters in a bond issuance.

The firms presented their experience with municipal bond transactions, charter schools, and working with the other various parties that would be involved in such a transaction. The board asked questions about their experience.

J. Roland made a motion to have a subgroup of the board, including Ms. Haber and Ms. Farrenti, interview a third candidate for borrower's counsel, Orrick, and make a decision to hire an attorney on behalf of MetLCS.

A. Laraway seconded the motion.

The board **VOTED** unanimously to approve the motion.

A. Laraway made a motion to hire Piper Jaffrey as underwriter.

A. Ferranti seconded the motion.

The board **VOTED** unanimously to approve the motion.

Ms. Russell discussed that a student/faculty group from Mercy College will to do a pro bono consulting project around the rooftop. Mr. Pham discussed that in order to include any costs for outfitting the rooftop in the bond issuance MetLCS would need to get variances and other permissions for such work in advance of the bond

offering. Mansoor Mustafa, a former member of the LHA finance team, will take on a new role in facilities for LHA to support the schools.

V. Executive Session

A.Executive Session

The Board met with candidates for borrower's counsel and discussed matters including the proposed acquisition of real property.

VI. Principal's Report

A.Principal's Report

Ms. Williams presented the Principal's report. Staffing continues to be a significant concern; many vacancies have been filled but there additional teacher vacancies remain. Ms. Milsap and Ms. Williams are trying to find creative staffing solutions to ensure that students are supported. Ms. Williams also discussed issues around attendance at the school.

The scholars took their second set of assessments this week; NWEA testing begins on Monday. Results will be reviewed at the February board meeting. NWEA is expected to be an indicator of proficiency on the NYS exams.

The Lighthouse Tiered Support Visit will take place on January 26 to give MetLCS leadership support around data-driven coaching and support for scholars.

Saturday school began last Saturday for 6-8 scholars who are considered "pushable".

VII. RVP Report

A.RVP Report

Ms. Milsap presented the RVP report and discussed data from Interim Assessments, which look at what students learn from the curriculum, and the NWEA, which predicts how well the students will do on the state test. At the February meeting Ms. Milsap will provide a presentation about NWEA and how to interpret the data and steps the school is taking to support scholars.

Ms. Milsap discussed the plans for the expansion to a high school (the CPA). There are several principal candidates in the pipeline and LHA's human resources team is working to cultivate additional candidates. Ms. Milsap is continuing to prepare logistics to open the school, including ordering materials and safety plans. A budget and hiring plan will be developed and curriculum will be discussed at a February RVP meeting. Of the 52 current eighth grade scholars, 20 have said they intend to return for ninth grade.

VIII. Education Committee

A.Education Committee

At the next meeting the Education Committee will provide an update on the School Improvement Plan.

IX. Finance

A.Financial Report

Mr. Bryan presented the finance report. The balance sheet looks healthy, owing largely to savings in health care. No other material updates.
A. Laraway made a motion to approve financial statements.
A. Ferranti seconded the motion.
The board **VOTED** unanimously to approve the motion.

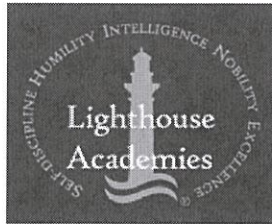
X. Closing Items

A. Adjourn Meeting

A. Laraway made a motion to adjourn the meeting at 10:25.
T. Bryan seconded the motion.
The board **VOTED** unanimously to approve the motion.
There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 9:00 PM.

Respectfully Submitted,
J. Haber

DRAFT



Metropolitan Lighthouse Charter School

Minutes

MetLCS February 2017 Board Meeting

Date and Time

Monday February 27, 2017 at 6:30 PM

Location

180 W. 165th St. Bronx

Board Members Present

A. Ferranti, A. Laraway, G. Goldsmith, J. Haber, J. Lee, J. Roland

Board Members Absent

T. Bryan

Guests Present

Ana Gasin, Andrea Moore, C. Russell (remote), Dave Britton, Eric Tillman, Ingrid Vargas, Lisnelia Figueroa, M. Alston, M. Rousseau, Mariama Massaly, Olga M. Francisco, Samantha Lalli, Shakurat Durosinmi, T. Milsap, T. Williams

I. Opening Items

A. Record Attendance and Guests

B. Call the Meeting to Order

A. Laraway called a meeting of the board of directors of Metropolitan Lighthouse Charter School to order on Monday Feb 27, 2017 @ 6:30 PM at 180 W. 165th St. Bronx.

C. Approve Minutes

A. Laraway made a motion to approve minutes from the MetLCS January 2017 Board Meeting on 01-26-17.
J. Lee seconded the motion.

The board **VOTED** to approve the motion.

II. Public Comments

A. Public Comments

The parent of a seventh grade scholar indicated concern about the impact of the lack of seventh grade math teacher on her son's education and expressed concern about whether to pull her scholar out of the school. Ms. Williams described to the steps she's taking to ensure the scholars are successful and implored them to visit the school. Ms. Milsap recommended that the school hold a session for 7th grade parents.

Ms. Massaly expressed her appreciation that the school is taking time to hire the right people, but expressed her opinion that the school needs to talk about teacher retention in order to keep highly performing teachers; there is too much turnover. It was recommended that Ms. Williams talk to particular teachers to find out what keeps them at MetLCS. Ms. Massaly expressed concern that she receives a good report about her scholar, but then the scholar has to go to summer school and said that she does not believe that the teachers are qualified. Ms. Massaly requested that if teachers are fired, parents are notified about the change and what the plan is to fix it.

Ms. Goldsmith explained that she believes the school is working hard to make sure all parents are informed when changes happen; she expressed that she understands the impact of turnover on families and scholars. Ms. Goldsmith acknowledged that her kids are in fourth grade, too, and understands the frustration of other parents. Ms. Goldsmith expressed that she believes the school is working tirelessly to get teachers who will stay and know what they're doing and are equipped to manage the class. She indicated that incentives are a good idea to make sure teachers want to stay. She will continue to work to ensure parents know what is going on.

A parent expressed that sometimes there is a need to hold parents responsible for the student behavior. She asked whether teachers are leaving because they're not used to the environment or having to hold scholars responsible. The parent expressed that she wants the best for her child's education.

A parent expressed that parents need to set standards in house and need to look inward at their own homes.

III. Board Chair Update

A. Board Member Interview

The board did not interview any candidates.

B. BOT Assessment

Mr. Britton provided an update on the Board Assessment. He indicated that the board should consider the skills and experience it's looking for and recruit accordingly. He suggested adopting new job descriptions for board members. A. Ferranti arrived late.

IV. Facilities

A. Facilities Update

Mansoor Mustafa has taken on the roles that CSSS previously provided to MetLCS, he will provide an update to the board at the March meeting. A plan for the future will be discussed at the next meeting.

B. Roof Update

Ms. Russell provided an update on the rooftop project - she is developing a proposal for the board.

C. Purchasing Update

John Pham provided an update about the building financing project. A kick-off call took place on March 2 to review what needs to be done for the financing, including due diligence and an application to Build NYC. The process is expected to take 4-5 months. Any decisions on new projects that will be added into the financing need to be made in approximately 6 weeks.

V. Principal's Report

A. PAL Report

Ms. Williams discussed the factors that are contributing to lower than expected student attendance. This is the first year that most scholars are coming from the local neighborhood, many of the students who have not been to pre-K. In addition, 7th graders do not qualify for a school bus and instead rely upon public transportation. Parents tend to keep students home during inclement weather and in the winter when it gets dark earlier. The number of students with siblings in the school has grown; when one sibling is home sick, all siblings are often kept home from school. Ms. Williams and Ms. Goldsmith have been speaking with parents and families. Ms. Goldsmith indicated that some behaviors are changing based on these conversations and attendance is improving. The board asked whether there were any available benchmarks. At BLCS this is also a problem for K-2. The board requested an update on progress of this in the future. Ms. Williams presented the principal's report and dashboard. Ms. Williams discussed the recruitment for teacher vacancies. It is a priority to hire a seventh grade math teacher within the next few weeks. Ms. Williams discussed that classroom management will be a major issue for the new teacher. The school leadership team will provide additional support for that teacher so that they can be successful.

Ms. Williams discussed programming leading up to the state tests to engage scholars in preparation.

B. Retention Plan

Ms. Milsap hosted a staffing summit for the principals for two days to discuss the plan for teacher retention. The focus of conversation was around retention, recruitment and on-boarding. The principals developed a plan for how they can be more competitive in the charter school market, this included several strategies include retention bonuses. The board discussed the bonus structure and other ideas. Ms. Ferrenti asked about bonuses and why LHA had us get rid of them and is bringing back a form of bonus. Mr. Ballard suggested this is important as a retention strategy in New York; it not something they're doing across the board at LHA. Any new bonus structure will be based upon specific things teachers do, rather than for all teachers.

C. Mid Year Academic Update

Ms. Williams provided a mid-year update on academic update on. The school has developed a plan of action for each grade level to address weaknesses identified

through the interim assessments. Overall, ELA tends to be an area of weakness for the school. The Math curriculum includes many repetitive drills ("sprints") to ensure that scholars understand their basic facts. As math becomes more multi-stepped it becomes more difficult. In ELA, scholars across the board struggle with understanding the "central idea" and the background knowledge and supporting a main idea with details (going back into a text support an answer by pulling out the details from what they're reading). To work on this, teachers are doing a push on "high interest" reading in order to build stamina in reading. Vocabulary is another area of weakness; teachers are implementing various initiatives to strengthen vocabulary on an individual basis.

Ms. Williams discussed interventions to improve scholar performance. Ms. Lee asked about the impact of Alida and Kurt going into the classroom on supporting teachers. Ms. Williams indicated that there is a strain, but the scholars need to have someone consistent who knows and understands the content in the classroom. Ms. Williams has made some shifts in coaching to prioritize the teachers who need weekly support to redistribute the load and ensure teachers are still coached. Schedules were revised to ensure that teachers had time to co-plan, review data together, etc. The initial feedback from teachers is positive.

Ms. Williams discussed the intersection of struggles in ELA with Math. She has encouraged parents to work with students on math problems at home.

The board requested that Ms. Milsap provide comparisons to see how we're doing as compared to district schools and other charter schools in NYC.

VI. RVP Report

A. CPA Updates

Ms. Milsap provided an update on planning for the CPA. Three principal candidates remain in the pool and on-site interviews will take place on March 10.

Ms. Lee, Ms. Ferrenti and Ms. Goldsmith will participate in the interview process and make a hiring recommendation to the full board.

The board requested that a review of the Charter Renewal Goals be added to the March agenda.

B. LHA Referral Structure

There was no update.

VII. Education Committee

A. Education Committee

There was no update.

VIII. Finance

A. Financial Report

Ms. Rousseau provided the financial update. The Net Assets and Building Lease Capital sections of the budget were updated in response to the audit findings.

The school is currently seeing savings in health insurance and other benefits; there are higher costs on payroll; and higher costs on occupancy, due to unforeseen repairs and maintenance.

A budget for the 2017-18 academic year will be prepared and presented in April. The board asked that it look forward a few years and that a separate budget be created for the lower and upper academies.

IX. Executive Session

A. Executive Session

The board discussed a personnel matter.

X. Closing Items

A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 10:30 PM.

Respectfully Submitted,
J. Haber



Metropolitan Lighthouse Charter School

Minutes

MetLCS March 2017 Board Meeting

Date and Time

Thursday March 23, 2017 at 6:30 PM

Board Members Present

A. Ferranti, A. Laraway, G. Goldsmith, J. Haber, J. Lee, J. Roland (remote), T. Bryan

Board Members Absent

Guests Present

Arthur Brown, C. Russell (remote), Erika Rodriguez, John Pham, M. Rousseau (remote), Mansoor Mustafa, Robert Bautista

I. Opening Items

A. Record Attendance and Guests

B. Call the Meeting to Order

A. Laraway called a meeting of the board of directors of Metropolitan Lighthouse Charter School to order on Thursday Mar 23, 2017 @ 6:30 PM.

C. Approve Minutes

The Board will review the minutes from February at the April meeting.

II. Public Comments

A. Public Comments

Mr. Bautista, the new RTI teacher, introduced himself to the board.

Ms. Rodriguez, a parent expressed concern about the rooftop and whether it is safe for the students.

III. Board Chair Update

A. Update

Ms. Laraway presented the Board Chair update. Board members are encouraged to visit the school this spring or attend a field trip with students.

Ms. Laraway discussed board recruitment. The ideal size for the board is 9 to 11 members. The board will look to add members with some of the following backgrounds or skill sets: finance, Spanish speaker, human resources, facilities, current teacher or principal, practicing attorney. The board discussed recruitment of an additional parent board member.

IV. Facilities

A. Facility Purchase Update

Mr. Pham provided an update on the building financing, including the timing and structure of the transaction. The project is currently on track for a timely submission to Build NYC; approval is expected in June 2017 with an issuance projected for late-summer 2017.

The board will continue to evaluate a proposal to further develop the rooftop and has been advised to make a decision, for purposes of financing, by June 2017.

The board has requested that LHA provide an analysis of the additional cost per year of financing such a project.

Timing of rooftop amount ... should decide by June 2017. Will need to do an analysis of how much will cost per year. Application for the conduit issuer, Build NYC, is due April 25, 2017. On track to submit to Build NYC in May and expect to get approval in June; expect issuance in late Summer 2017.

B. Introduction to LHA Facilities support

Mr. Mustafa addressed the transition of the facilities contract. In January 2017 Lighthouse Academies assumed the contract between CSSS and MetLCS to manage the facilities in order to maintain historic records and documentation and preserve the services for schools. LHA will be responsible for the services outlined in the contract with CSSS. Moving forward, these responsibilities will become part of the agreement with LHA. Services will be managed by LHA regional facilities personnel, including Ms. Russell. Mr. Mustafa will provide a monthly report to the Board, including a series of KPIs.

C. Monthly Update

Mr. Mustafa discussed the progress of the project to explore enhancement of the rooftop with an enclosure. LHA has engaged three architectural firms. PFA completed a development analysis, which provides four options for the project.

The next step would be a feasibility study to determine which of the project options are possible. The Board requested that Mr. Mustafa and Ms. Russell work with the teachers and principal to develop and present the purposes and priorities for the rooftop space. Mr. Mustafa will also explore short term options for the roof flooring.

V. Principal's Report

A. PAL Report

Ms. Williams presented an overview of the school dashboard. Ms. Williams discussed a planned intervention with families of kindergarten students to encourage more consistent attendance.

The students will begin their New York State testing next week.

Based on the results of an intent to return form, Ms. Williams is projecting the following teacher vacancies that will need to be filled for the upcoming year: 3 in the upper academy, 3 in the lower academy; and 3 interventionists. There are two current openings for interventionists. Some other teachers may not be asked back. Ms. Milsap discussed the variety of reasons that staff will not return. Ms. Laraway asked that the budget for the retention strategies be discussed at the next meeting.

VI. RVP Report

A. CPA Updates

Ms. Milsap introduced Mr. Brown who has been hired as the principal for the CPA; he will begin his role in April 2017.

B. Charter Renewal Goals

Ms. Milsap will provide a comprehensive overview of the charter renewal goals at the April meeting. The Board reviewed a comparison of MetLCS performance against a set of comparison charter schools in NYC, as well as against the district.

Ms. Milsap discussed the common assessments being disseminated at the school and the impact on teaching and learning. Ms. Williams and Ms. Milsap continue to conduct targeted classroom walk-throughs to provide additional feedback to teachers to strengthen instruction.

VII. Education Committee

A. Education Committee

The Education Committee will present an update on the dashboard at the April 1, 2017 meeting. The committee will continue to incorporate an education-related topic into each meeting.

VIII. Finance

A. Financial Report

Ms. Rousseau provided the financial report: the cash position remains strong; student enrollment is on track. Revenues are higher than projected due to additional enrollment. Variances on expenditures for staffing are the result of vacancies being filled by temporary workers.

T. Bryan made a motion to Approve the February financial statements.

A. Laraway seconded the motion.

The board **VOTED** unanimously to approve the motion.

IX. Closing Items

A. Adjourn Meeting

A. Laraway made a motion to adjourn the meeting.

J. Haber seconded the motion.

The board **VOTED** unanimously to approve the motion.

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 9:00 PM.

Respectfully Submitted,

J. Haber



Metropolitan Lighthouse Charter School

Minutes

Board Meeting

Date and Time

Thursday April 27, 2017 at 6:30 PM

Location

180 W. 165th Street, Bronx, NY 10452

Board Members Present

A. Laraway, G. Goldsmith, J. Haber, J. Roland, T. Bryan

Board Members Absent

A. Ferranti, J. Lee

Guests Present

A. Brown, Ana Gasin, C. Russell, Eugene Clark, John Pham, Kurt Davidson, M. Alston, Marcus Sanchez, Meniama Massaly, Santa Sanchez, Shakurat Durosinmi, T. Milsap

I. Opening Items

A. Record Attendance and Guests

B. Call the Meeting to Order

A. Laraway called a meeting of the board of directors of Metropolitan Lighthouse Charter School to order on Thursday Apr 27, 2017 @ 6:44 PM at 180 W. 165th Street, Bronx, NY 10452.

C. Review the Agenda

D. Approve Minutes

J. Roland made a motion to approve minutes from February and March.
A. Laraway seconded the motion.

The board **VOTED** unanimously to approve the motion.

II. Public Comments

A. Public Comments

Ms. Sanchez introduced herself as a parent with two scholars at MetLCS - her oldest will attend a fashion-focused high school in the fall; her younger child will continue to the 5th grade at MetLCS. Ms. Sanchez expressed concern about the breadth of arts and science programming available for scholars. Mr. Davidson and Ms. Alston provided an update on the arts and science programming available and planned for the future, including a plan to hire a visual arts teacher.

Mr. Sanchez asked whether the city provides funding for arts programming. Ms. Milsap explained that the school's budget is dependent upon per-pupil funding; the DOE does not fund this type of program independently.

Ms. Massaly expressed concerns about classroom conduct and impact on student learning, and requested updates on teacher retention. Ms. Massaly recommended that the school hire more veteran teachers. Ms. Goldsmith provided an update on some interventions that are currently underway. Ms. Milsap recommended a one-on-one conversation with Ms. Williams to follow-up on specific additional concerns. Ms. Milsap provided an update on some teacher retention strategies that are being explored, including a partnership with Harvard Business School that will provide advisement on teacher recruitment and retention. Mr. Sanchez expressed concerns about classroom management.

Mr. Sanchez requested information about plans for after school programming for the upcoming school year. Ms. Milsap indicated that the school will continue to have academic programming after school and the partnership with WoodyCrest. Additional programming will be dependent upon the budget.

III. Prospective Board Member Interviews

A. Interviews

Mr. Bryant, candidate for the Board of Trustees, provided an overview of his personal history and resume, including his qualifications to serve on the board of directors.

T. Bryan arrived late.

IV. Principal's Reports

A. Lower Academy Update

Mr. Davidson presented the principal's report for the lower academy (see attachment). Interim assessments indicate that ELA growth is strong and supports a prediction of strong results for scholars. There is wide variation in scholar performance in Math interim assessments. There is much concern of the growth of 5th and 7th graders in Math; Mr. Davidson described interventions to improve scholar learning. Ms. Milsap discussed future interventions that are being explored, like bridge programming or tutors. The board requested Ms. Milsap and the school leadership team provide a plan for interventions and associated costs within the next month. Ms. Milsap explained that the proposed new school leadership structure should improve ability for coaching and support in the upcoming year.

B. Updated Attendance

Ms. Goldsmith provided an update on attendance and efforts, including Spirit Week, to encourage students to come to school. Attendance for the state tests was strong.

C. CPA Update

Mr. Brown provided an overview of the CPA implementation timeline, including an update on teacher and scholar recruitment. The focus of the history and science curricula will be project based learning. Mr. Brown is exploring vendors, partnerships and collaboration with Bronx CPA and the community board. The CPA will provide summer bridge programming for students and parents focused on technology, college readiness, and other skills.

V. Facilities

A. Building Purchase Update

Mr. Pham provided an update on the bond financing. Particular focus over the last month has been on gathering bond financing information, diligence on the ownership structure of the facility, and preparing an application to Build NYC. It is expected that the application to Build NYC will be submitted in late May and approval will be granted in late July. Next steps for the project include a determination about whether the school expects to pursue the rooftop project at this time and preparation for the credit presentation. Mr. Pham and Ms. Rosseau are continuing to evaluate how much debt the school can afford to take on within the current budget. The board will consider the ownership structure of the facility.

B. Monthly Update

Mr. Mustafa provided an update on the FF&E needs for the upcoming year. Mr. Mustafa presented a proposed custodial contract with CEBA, a company that is being used by the other Lighthouse schools in the Bronx.

Mr. Mustafa provided an update on the proposed rooftop construction (see attached), including feedback on the need for and proposed use of an enclosed rooftop space. Mr. Mustafa discussed the limitations and risks associated with the current space. Mr. Mustafa discussed the advantages and limitations of the two proposed structures - a dome or a steel structure. A dome structure would be a more constrained space because it requires access around the perimeter to install and maintain the space; at its mid-point a dome might be 20 feet, smaller on the edges. Both structures could provide for a varsity basketball court, although the dome structure would not be sufficient for certain matches. Dome has a smaller capacity. The board will need to approve any final decisions by May or June in order to include it in the financing and to have the structure ready for use in the 2018-19 academic year.

Mr. Pham and Ms. Rosseau will present a subcommittee of the board a set of financial projections and options regarding the additional financing costs. Mr. Brown and Ms. Milsap will outline for the board the additional academic needs for school. The board, school leadership and LHA will evaluate how or whether funding a rooftop structure might impact the ability to fund those additional academic needs.

A. Laraway made a motion to delegate an ad hoc subcommittee consisting of Ms. Haber and Ms. Laraway to review the proposals and make a decision about whether to fund the rooftop project prior to the May 2017 meeting.

J. Roland seconded the motion.

The board **VOTED** unanimously to approve the motion.

VI. RVP Report

A. Monthly Update

B. Charter Renewal Goals

Ms. Millsap provided an update on the charter renewal goals. The majority of goals are based upon the end of the year test. The school is on track to show improvement at most grade levels. There are 8 academic goals and 5 organizational goals, as well as an attendance goal. In the next academic year additional emphasis will be put on monitoring student progress more diligently and to have plans in place to meet any deficiencies. The renewal visit is expected to take place in Spring 2019.

VII. Finance

A. Financial Report

Ms. Rosseau provided the financial report. End of the month attendance is on target, ensuring maximum pupil revenue. Revenues will be higher than budgeted. Benefits are lower than budgeted, contributing to a projected surplus for the year. Supplementary programs are over budget; they will be covered by extra funding from NYS Senate special funding. Expenditures on substitutes are higher than projected due to teacher vacancies; this is balanced out by lapsed salaries.

Ms. Rosseau expects to present the budget at the May meeting. She is developing a schedule of expenses for the CPA to incorporate into the budget.

A. Laraway made a motion to approve the financials for March.

T. Bryan seconded the motion.

The board **VOTED** unanimously to approve the motion.

VIII. Executive Session

A. Executive Session

The board entered into an executive session to discuss a personnel matter and a matter related to the proposed acquisition of real property.

J. Haber made a motion to approve the appointment of Mr. Bryant to the MetLCS Board of Trustees.

A. Laraway seconded the motion.

The board **VOTED** unanimously to approve the motion.

IX. Closing Items

A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 10:44 PM.

Respectfully Submitted,

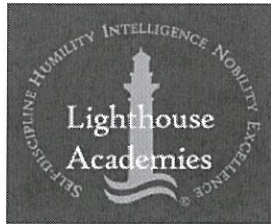
J. Haber

A. Laraway made a motion to adjourn the meeting.

T. Bryan seconded the motion.

The board **VOTED** unanimously to approve the motion.

DRAFT



Metropolitan Lighthouse Charter School

Minutes

MetLCS May 2017 Board Meeting

Date and Time

Thursday May 25, 2017 at 6:30 PM

Location

180 W. 165th St. Bronx, NY

Board Members Present

A. Ferranti, A. Laraway, G. Goldsmith, J. Haber, J. Roland

Board Members Absent

J. Lee, T. Bryan

Guests Present

A. Brown, Aaron Bothner, Adrain Bryant, Anuj Khatiwada, C. Russell (remote), M. Alston, M. Rousseau, Samantha Lalli, T. Milsap, T. Williams

I. Opening Items

A. Record Attendance and Guests

B. Call the Meeting to Order

A. Laraway called a meeting of the board of directors of Metropolitan Lighthouse Charter School to order on Thursday May 25, 2017 @ 6:33 PM at 180 W. 165th St. Bronx, NY.

C. Review the Agenda

D. Approve Minutes

A. Laraway made a motion to approve minutes from the Board Meeting on 04-27-17.

J. Roland seconded the motion.
The board **VOTED** unanimously to approve the motion.

II. Public Comments

A. Public Comments

There were no public comments.

III. Board Chair Update

A. Update

Ms. Laraway discussed on-boarding of new board members. The board will continue to recruit a second parent board member and a community board member.

IV. Prospective Board Member Interviews

A. Interviews

The board interviewed Anuj Khatiwada, a prospective board member. Mr. Khatiwada provided an overview of his background and interest in joining the board. Mr. Khatiwada has experience attending and working in charter schools, and would be able to provide insight in the area of teacher retention and development. Mr. Khatiwada is interested in contributing to the finance or education committees.

A. Ferranti arrived late.

The board interviewed Aaron Bothner a candidate for the board of trustees who discussed his background and interest in joining the board of trustees. Mr. Bothner has experience as an educator and in real estate; he expressed interest in participating on the finance committee. Mr. Bothner has prior experience serving on several nonprofit boards.

V. Education Committee

A. New Dashboard

Ms. Lalli presented a draft of the new data dashboard created in conjunction with the Education Committee. The goal of the project is to provide a dashboard for management to review on a regular basis to understand how well the school is performing. She provided recommendations about the dashboard and its use, including a timeline for regularly reviewing various dashboard metrics and to include the dashboard on the monthly agenda. The board engaged in conversation around the metrics selected. The Education Committee and school leaders will work to implement the dashboard throughout the upcoming school year.

VI. Principal's Reports

A. Lower Academy Update

Ms. Williams reviewed the monthly dashboard. Ms. Williams plans to reorganize the structure of the teaching leadership team for the 2017-18 school year. The team will now include an assistant vice principal and a new teacher coach for grades K-2. Recruitment for members of the leadership team is ongoing and expected to be completed within the next month.

B. 2017-2018 Calendar

A. Laraway made a motion to approve school calendar for 2017-18.

J. Haber seconded the motion.

The board **VOTED** unanimously to approve the motion.

Ms. Milsap presented the proposed calendar for the 2017-18 school year. The calendar complies with requirements for school instruction and includes numerous dates for teacher development. The calendar mostly aligns with that of the DOE and BLCS.

C. CPA Update

Mr. Brown provided an update on the progress with the CPA including new partnerships, a plan for a summer bridge program, teacher recruitment, and the school website.

VII. Facilities

A. Monthly Update

Ms. Russell provided an update on the rooftop project. At the last meeting, the board delegated a subcommittee to review and make a final recommendation on the project. Ms. Laraway and Ms. Haber recommended the school move forward with plans to build a steel structure on the roof that would provide space for physical education, performance, meeting space, and other needs. Mr. Mustafa has been working with the architects to prepare a feasibility study and a more detailed budget for the project.

B. MetLCS Facility Purchase

Ms. Russell provided an update on the project to finance the school facility. An application was submitted to Build NYC on May 25 and the project is on-track for a bond issuance in mid-August. The money raised through the tax-exempt bond will also pay for the build-out of the rooftop structure.

The board put forth the following resolution with regard to the structure of the bond transaction.

RESOLVED, that the School hereby approves the formation of a limited liability company to be initially wholly owned by the School to accomplish certain financing transactions for the benefit of the School, including the issuance of the Bonds, and agrees to serving as its sole member;

RESOLVED FURTHER, that the School hereby approves the formation of a separate not-for-profit corporation to be affiliated with the School to accomplish certain financing transactions for the benefit of the School, including the issuance of the Bonds, and agrees to appointing members of the board of directors thereof, if necessary, and taking certain other actions with respect to such not-for-profit corporation as to be set forth in the Bylaws of such not-for-profit corporation;

RESOLVED, that the School hereby authorizes and directs Jessica Haber and Anne Laraway to take any actions necessary to accomplish the formation of, and ongoing obligations of the School with respect to, the limited liability company and the not-for-profit corporation described herein, and further that any actions taken by the officers of the school in furtherance of the foregoing resolutions prior to the date hereof are hereby ratified and approved as actions of the School.

A. Laraway made a motion to moves to approve the resolution set forth above.

J. Roland seconded the motion.

The board **VOTED** unanimously to approve the motion.

VIII. RVP Report

A. Monthly Update

Ms. Milsap provided an update on hiring at the lower academy and CPA: she will participate in the interviews for the leadership roles in the lower academy, as well as the CPA's teacher interviews. Ms. Russell will continue to provide support with additional outreach and candidate screening.

Mr. Brown will be attend an upcoming training on the restorative justice approach and will plan to train new teachers.

Ms. Milsap provided an update on the partnership with Harvard Business School to evaluate current policies and practice around teacher recruitment and retention. Preliminary findings indicate that they will recommend that MetLCS and BLCS hire a Chief Talent Officer for the region to work with both schools. The Harvard team will present their final findings in late June to teams from both schools and leadership from LHA; Board members from both schools are invited to participate..

B. Charter Renewal Process

MetLCS will be up for its charter renewal in 2018. Ms. Milsap provided an overview of the process timeline, including expectations for board members.

IX. Finance

A. Financial Report

Ms. Rosseau provided an overview of the April financials, indicating that the school continues to be in good financial health. Net assets are strong and a surplus of \$535,000 is projected for the end of the school year. End of the month enrollment was strong and above target. Cash flow, as indicated in the statement of financial position, is good. There was nothing unusual to report in the Statement of Activity. Ms. Rosseau indicated that the financials are on-track for this point in the school year.

A. Laraway made a motion to approve April financial statements.

J. Haber seconded the motion.

The board **VOTED** unanimously to approve the motion.

The board discussed the reimbursement resolution set forth in the meeting attachments.

J. Haber made a motion to approve the reimbursement resolution.

J. Roland seconded the motion.

The board **VOTED** unanimously to approve the motion.

B. 2017-2018 Budget

Ms. Rousseau provided an overview of the proposed budget for FY18. Revenue will increase due to an increase in per pupil funding of \$500, an increase in rental assistance, and special funding from the New York State Senate. The Senate funding will be paid in April 2018 and is unlikely to continue past next year. Expenses for FY18 include an assumption of rent based upon a 35-year bond, a rooftop space that will cost \$2 million and a level debt service amount.

The board discussed several expenses allocated in the budget. School leadership indicated a need to increase the payroll expenses by approximately \$78,000 in order to hire more experienced incoming teachers at the DOE + 10% rate. Ms.

Laraway asked Ms. Rousseau to follow-up with some options of how this could be achieved. The board also asked Ms. Rousseau to follow-up with the auditors about how it could access some of the funds saved in prior years to fund one-time future initiatives. Ms. Laraway and Ms. Haber will follow-up with LHA to resolve a disagreement about the formula for calculating the service fee due to LHA. Mr. Bryant brought up a question about the allocation for substitute teachers in FY18; Ms Rousseau will review and follow-up with the board. Ms. Rousseau will also follow-up with the auditors about a number of questions regarding the balance sheet.

The board will review for approval an updated version of the proposed budget at its June meeting. Ms. Rousseau will work with the school leadership and the finance committee in the meantime to resolve the question around available funds for salaries so that hiring decisions may be made.

X. Executive Session

A. Executive Session

The board discussed the two candidates for the board of trustees, Mr. Bothner and Mr. Khatiwada.

A. Laraway made a motion to invite Mr. Bothner and Mr. Khatiwada to join the MetLCS board of trustees.

J. Haber seconded the motion.

The board **VOTED** unanimously to approve the motion.

XI. Closing Items

A. Adjourn Meeting

The board discussed planning an end of the year party for the teachers and staff of MetLCS. An ad hoc committee will work with school leaders to determine a date and logistics.

The board discussed the appointment of a new Treasurer and nominated Mr. Bryant, pending the confirmation from the DOE of his appointment to the board.

A. Laraway made a motion to appoint Adrain Bryant as Treasurer of MetLCS, pending the confirmation from the DOE of his appointment to the board.

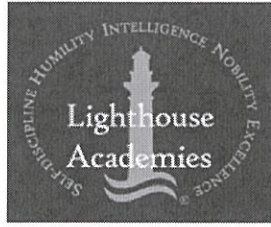
J. Haber seconded the motion.

The board **VOTED** unanimously to approve the motion.

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 9:45 PM.

Respectfully Submitted,
J. Haber

DRAFT



Metropolitan Lighthouse Charter School

Minutes

MetLCS June 2017 Board Meeting

Date and Time

Thursday June 22, 2017 at 6:30 PM

Location

180 W. 165th St. Bronx, NY

Trustees Present

A. Ferranti, A. Khatiwada, A. Laraway, G. Goldsmith, J. Haber, J. Lee, T. Bryan

Trustees Absent

J. Roland

Trustees Arrived Late

T. Bryan

Guests Present

A. Brown, Aaron Bothner, Adrain Bryant, C. Russell, John Phan, M. Alston, M. Rousseau, Stefanie Coyle, T. Milsap, T. Williams

I. Opening Items

A. Record Attendance and Guests

B. Call the Meeting to Order

A. Laraway called a meeting of the board of trustees of Metropolitan Lighthouse Charter School to order on Thursday Jun 22, 2017 @ 6:30 PM at 180 W. 165th St. Bronx, NY.

C. Review the Agenda

D. Approve Minutes from May 25th, 2017 Board Meeting

A. Laraway made a motion to approve minutes of the May meeting.

A. Ferranti seconded the motion.

The board **VOTED** unanimously to approve the motion.

II. Public Comments

A. Public Comments

There were no public comments.

III. Board Chair Update

A. New Board Member Interview

Ms. Laraway presented Stefanie Coyle as a prospective board member. Ms. Coyle presented the background and skills that qualify her to serve on the board.

Ms Coyle has a background in a number of education-related positions, including as a teacher through Teach for America; a grant writer for on a regional team at Teach for America; an education lawyer on at Success Academy where she worked on a variety of legal issues and supported them as they opened their first high school in the Bronx. She currently works for the Department of Education on labor relations matters. Ms Coyle expressed an interest in joining the board so that she could help guide the school to achieving its big picture goals.

T. Bryan arrived late.

B. Board Member Term Renewals

The board reviewed the terms of its membership.

J. Haber made a motion to ratify the renewal of a two year term of service for the following board members: Anne Laraway (effective September 2016); Jessica Haber (effective August 2016); Tim Bryan (effective August 2016); Janice Lee (effective June 2015) and Genai Goldsmith (effective October 2016).

A. Laraway seconded the motion.

The board **VOTED** unanimously to approve the motion.

J. Haber made a motion to renew the term of Janice Lee for 2 years.

A. Laraway seconded the motion.

The board **VOTED** unanimously to approve the motion.

C. Board of Trustees Meeting Calendar

J. Haber made a motion to approve the board meeting calendar with an adjustment to the May meeting date.

T. Bryan seconded the motion.

The board **VOTED** unanimously to approve the motion.

D. All Board Chair Call Update

Ms. Laraway provided an update on the call with all of the board leaders throughout the Lighthouse network. LHA is scheduling an in-person meeting in August or September for board leaders to share best practices and connect.

There were no updates on the LHA strategy or fundraising plans.

E. BOT Member Onboarding

The board discussed on-boarding of its new members. Ms. Haber, Ms. Lee and Ms. Laraway volunteered to serve as buddies to the new members. Ms. Haber will provide an orientation to the history and essentials of board service prior to

the July meeting. Ms. Alston will provide new members with access to LHA email and Board on Track.

IV. Education Committee

A. Update

Updates discussed at the last meeting were made to the dashboard; the school will identify staff members who will operationalize the data collection. A new data specialist starting July 1 will be the point person for this from the school in conjunction with the education committee.

V. Principal's Reports

A. Lower Academy Update

Ms. Williams provided an update on the lower academy. Final enrollment was 468, which is at the target; attendance was about 93% overall for the year (compared to 95% last year). There were only three suspensions for the school year, a decrease due to the use of the restorative approach. There are remain a number of open positions, which Ms. Williams expects to fill before mid-August.

Hiring continues for the for leadership team: Mr. Davidson will remain in the assistant principal role; an ELA coach was hired; they're in the final stages of interviews for a K-2 coach; and they're still seeking a math coach.

Met received "cut scores" on the state tests, which is information about students who performed the lowest on the test. This is generally used to determine who qualifies for summer school or to be retained in their current grade. The indications from that set of results is that the school moved the needle on the bottom quartile of students; a complete set of scores will be available in August.

B. CPA Update

Mr. Brown presented update on the CPA:

- * Staffing update: hired a social studies teacher - 10 years of experience; big day of interviews tomorrow
 - * Scholar applications: 34 confirmed enrollment; 16 preliminary enrollment; budget is 52, goal is 60 scholars so that we have a cushion
 - * Parent meeting event: will talk about goals, uniforms, summer program, and parent involvement
 - * Dream Yard: a partnership with this organization will allow the school to offer art/drama for first year as electives
 - * Bronx Council on Arts: working with this program to provide an after school music program
 - * NYC Charter Athletic Association: CPA is working with this organization to provide sports programs. The CPA is likely to offer junior varsity basketball for boys/girls and volleyball. The school will look for a coach.
 - * Summer Bridge: planning a 2 week program in July/August;
- Ms. Laraway recommended a marketing plan / brochure to be able to communicate to parents and other prospective students and to respond to concerns parents had expressed about services that would be offered at the school.

VI. Facilities

A. Monthly Update

Ms. Russell updated the board that LHA and PFA have initiated design and development phase for the rooftop; this phase will last one or two months. The plan is to have construction begin in May or June 2018 with the rooftop ready for use by December 2018. Board members engaged in conversation about the project. PFA will provide some sketches and schematics for feedback, including floor plans and exterior views by August.

B. MetLCS Facility Purchase

Mr. Phan provided an update on the facility purchase. The Build NYC application and supplemental application were submitted. A public hearing scheduled on July 20 will allow members of the public to comment on the project and financing; it is expected to be non-controversial. Build NYC will submit a recommendation with a narrative about the school; it is not necessary for the school to submit any additional materials or prepare any statements. It is expected that the board of Build NYC will approve the project on July 25. Upon approval the NYC Mayor will need to sign a resolution for the financing application; this is expected to take 4-6 weeks. By mid-to-late August marketing to investors will begin (approx 2-3 weeks). The deal is expected to close by late September. The support organization was formed and 501(c)3 status is expected within 2-3 months.

Mr. Phan provided an additional update on the bond process and credit rating process. It is anticipated that Moody's will evaluate the credit rating. Mr. Bryant asked questions about whether there are issues if an institutional investor evaluates the deal differently from the ratings agency; Mr. Phan explained that this often occurs in deals and in that case an investor would choose to either not buy the bond or to demand a higher interest rate. Mr. Phan reported on current bond interest rates.

VII. RVP Report

A. Monthly Update

Ms. Milsap provided the RVP update. Plans for the summer include supporting the principals on the following: working with the CPA need to unpack curriculum; 2-week summer PDI focused on curriculum, school culture, assessment; review of end of year assessments to plan for year and interventions that need to be in place.

Ms. Milsap provided an update on the final presentation from Harvard Business School on building school culture and teacher retention. Key findings include that teachers want more opportunities for PD, coaching/feedback and involvement with arts infusion. Key recommendations included the hire of a chief talent officer for region who works on talent recruitment and retention, adding teacher/staff retention to the principal evaluation, and creating a forum for teachers to share ideas. Ms. Williams has begun to form a teacher's council as the first step in follow-up. The consultants provided a road map for how to follow recommendations, including owners and stakeholders.

Ms. Laraway recommended that the ideas that the retention ideas that are already being funded for FY18 be shared with the staff.

B. Charter Renewal Process

Ms. Milsap and Ms. Russell are working with Sue Jamback at LHA about how to approach the charter renewal application, including the review of potential consultants. They will provide the board with a recommendation for approaching renewal.

C. Operations Items

Ms. Russell asked board members to complete the required financial disclosure form by August 1.

Ms. Russell presented the Personnel Handbook for review. The major change was to combine the paid time off and sick leave policies to clear-up prior confusion, standardize the policy across regions and ensure compliance with relevant laws.

Similarly, the benefits policy was updated to comply with a new state law providing benefits to employees who work 30 hours or more. The time frame for benefits was also updated to extend through the summer in order to encourage teachers to be more open about their future plans. Ms. Haber asked how this would impact the budget and if this would add additional expense. Ms. Rosseau does not believe there would be an impact since benefits for new teachers do not start until 30 days after an employee is hired. Ms. Rosseau will follow-up on the cut-off date for teachers to receive benefits through the summer, applicable budget implications, and the effective date.

A. Laraway made a motion to approve the personnel handbook.

T. Bryan seconded the motion.

The board **VOTED** unanimously to approve the motion.

VIII. Finance

A. Financial Report

Ms. Rosseau updated that as of May the school has a strong cash position and forecasts that net income will be higher than last month; should have \$5M in bank - \$70k that's restricted. She provided an overview of a few areas of particular note: On the statement of activities it appears that Title I and Title II revenues haven't been realized, but these should be fully accrued for summer by end of June. A number of expenses haven't yet been reported including depreciation or billing capital lease payable; this will happen with adjusted audited financials and the adjustment will happen at end of June. The expenditures for substitutes are higher than budget, but there are savings from vacancies on full-time lines so payroll is overall expected to land under budget. There are some additional expenses for the bond and rooftop projects that will be reimbursed from the bond proceeds.

J. Haber made a motion to approve May financial report.

J. Lee seconded the motion.

The board **VOTED** unanimously to approve the motion.

B. 2017-2018 Budget

MaryBeth discussed updates to the FY18 budget that were made since the last meeting:

- * Line 70 - added in \$40,000 for substitutes

- * In discussion with principals, updated staffing salaries to include necessary anticipated increases for new hires.

- * Adjusted some assumptions (e.g., taxes and benefits) to create savings in a number of areas in order to cover planned expenses for new hires.

- * Line 157 - the board asked about increase in telecommunications. Mary Beth will need to investigate this line.

The principals and board discussed the need for additional expenses for the CPA, including \$5000 in stipends for summer planning and \$25000 for a part-time world languages teacher.

A. Laraway made a motion to approve the FY18 budget with the intent to add a new line for summer planning CPA of \$5000 (taking out the lead teacher CPA role); adding line for \$25000 for a part-time world languages teacher for the CPA. T. Bryan seconded the motion.

The board **VOTED** unanimously to approve the motion.

IX. Executive Session

A. Executive Session

The board entered into an executive session to discuss the application of the potential new board member.

X. Closing Items

A. Adjourn Meeting

A. Laraway made a motion to bring Stefanie to board.

A. Ferranti seconded the motion.

The board **VOTED** unanimously to approve the motion.

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 9:08 PM.

Respectfully Submitted,

J. Haber

A. Laraway made a motion to adjourn the meeting.

J. Haber seconded the motion.

The motion did not carry.



Entry 11 Enrollment and Retention of Special Populations

Created: 07/24/2017 • Last updated: 07/25/2017

Instructions for Reporting Enrollment and Retention Strategies

Describe the efforts the charter school has made in 2016-2017 toward meeting targets to attract and retain enrollment of students with disabilities, English language learners, and students who are economically disadvantaged. In addition, describe the school's plans for meeting or making progress toward meeting its enrollment and retention targets in 2017-2018.

Recruitment/Attraction Efforts Toward Meeting Targets

	Describe Efforts Toward Meeting Recruitment Targets 2016-17)	Describe Plans Toward Meeting Recruitment Targets 2017-18)
Economically Disadvantaged	<p>Meal program was covered at school open house, on application and during tours.</p> <p>Support is offered to assist families in completing all necessary paperwork to ensure eligible scholars participate in the lunch program.</p> <p>Recruitment occurred throughout neighborhoods surrounding the school and in the local district.</p>	<p>All school brochures, mailings and application will mention that the school accommodates scholars with disabilities, English language learners and participates in the free and reduced lunch program</p> <p>A Google language translator drop down will be maintained to the school website.</p> <p>School information session(s) will be held in trusted cultural centers in the community to attract more families who speak a language other than English.</p> <p>Advertising materials will be distributed in the primary languages other than English spoken in the area.</p> <p>With notice, translators will be made available for families at school events, such as Parent Teacher Conferences.</p>
	<p>Direct mail advertising in languages other than English</p> <p>Other advertising (e.g. radio, TV, flyer) in languages other than English</p>	<p>All school brochures, mailings and application will mention that the school accommodates scholars with disabilities, English language learners and participates in the free and reduced lunch program</p> <p>A Google language translator drop down will be maintained to the school website.</p>

English Language Learners	<p>Outreach by multi-lingual staff</p> <p>Outreach to immigrant community/ies</p> <p>Outreach to specialized feeder schools and programs</p> <p>Advertising and school materials are translated as needed</p>	<p>School information session(s) will be held in trusted cultural centers in the community to attract more families who speak a language other than English.</p> <p>Advertising materials will be distributed in the primary languages other than English spoken in the area.</p> <p>With notice, translators will be made available for families at school events, such as Parent Teacher Conferences.</p>
Students with Disabilities	<p>Outreach to specialized feeder schools and programs</p>	<p>All school brochures, mailings and application will mention that the school accommodates scholars with disabilities, English language learners and participates in the free and reduced lunch program</p> <p>A Google language translator drop down will be maintained to the school website.</p> <p>School information session(s) will be held in trusted cultural centers in the community to attract more families who speak a language other than English.</p> <p>Advertising materials will be distributed in the primary languages other than English spoken in the area.</p> <p>With notice, translators will be made available for families at school events, such as Parent Teacher Conferences.</p>

Retention Efforts Toward Meeting Targets

	Describe Efforts Toward Meeting Retention Targets 2016-17)	Describe Plans Toward Meeting Retention Targets 2017-18)
Economically Disadvantaged	<p>Provide resources such as early drop off and after school services to support families.</p> <p>Extended school day and school year.</p> <p>Work with Parent Association to identify services that would better support parents and students.</p> <p>Work with local Community Based Organizations to provide scholars with extra-curricular activities and academic services.</p>	<p>Provide resources such as early drop off and after school services to support families.</p> <p>Extended school day and school year.</p> <p>Work with Parent Association to identify services that would better support parents and students.</p> <p>Work with local Community Based Organizations to provide scholars with extra-curricular activities and academic services.</p>
English Language Learners	<p>Direct English language instruction for ELL students.</p> <p>Collaboration between English Language instructors and content teachers.</p> <p>Translated documents (such as parent newsletters) provided in languages such as Spanish.</p> <p>Parent events include a translator (Spanish).</p>	<p>Direct English language instruction for ELL students.</p> <p>Collaboration between English Language instructors and content teachers.</p> <p>Translated documents (such as parent newsletters) provided in languages such as Spanish.</p> <p>Parent events include a translator (Spanish).</p>
Students with Disabilities	<p>Host workshops on special education for parents to provide them with tools they can use at home to support their scholars.</p> <p>Professional development for teaching staff around differentiated learning.</p> <p>Conduct end of the year meetings with parents of scholars with disabilities to review progress/goals and create action plans for upcoming year.</p>	<p>Host workshops on special education for parents to provide them with tools they can use at home to support their scholars.</p> <p>Professional development for teaching staff around differentiated learning.</p> <p>Conduct end of the year meetings with parents of scholars with disabilities to review progress/goals and create action plans for upcoming year.</p>



Entry 12 Classroom Teacher and Administrator Attrition

Created: 07/24/2017 • Last updated: 07/26/2017

Report changes in teacher and administrator staffing.

Instructions for completing the Classroom Teacher and Administrator Attrition Tables

Charter schools must complete the two tables named 2016-2017 Classroom Teacher and Administrator Attrition to report changes in teacher and administrator staffing in 2016-2017. Please provide the full time equivalent (FTE) of staff on June 30, 2016; the FTE for any departed staff from July 1, 2016 through June 30, 2017; the FTE for added staff from July 1, 2016 through June 30, 2017; and the FTE of staff added in newly created positions from July 1, 2016 through June 30, 2017 using the two tables provided.

Classroom Teacher Attrition Table

	FTE Classroom Teachers on June 30, 2016	FTE Classroom Teachers Departed 7/1/16 - 6/30/17	FTE Classroom Teachers Filling Vacant Positions 7/1/16 - 6/30/17	FTE Classroom Teachers Added in New Positions 7/1/16 - 6/30/17	FTE of Classroom Teachers on June 30, 2017
	40	8	18	1	36

Administrator Position Attrition Table

	FTE Administrative Positions on June 30, 2016	FTE Administrators Departed 7/1/16 - 6/30/17	FTE Administrators Filling Vacant Positions 7/1/16 - 6/30/17	FTE Administrators Added in New Positions 7/1/16 - 6/30/17	FTE Administrative Positions on June 30, 2017
	14	2	1	1	13

Thank you



Entry 13 Uncertified Teachers

Created: 07/24/2017 • Last updated: 07/25/2017

FTE Count of All Teachers 36
(Certified and Uncertified) as of
June 30, 2017

FTE Count of All Certified 24
Teachers as of June 30, 2017

Instructions for Reporting Percent of Uncertified Teachers

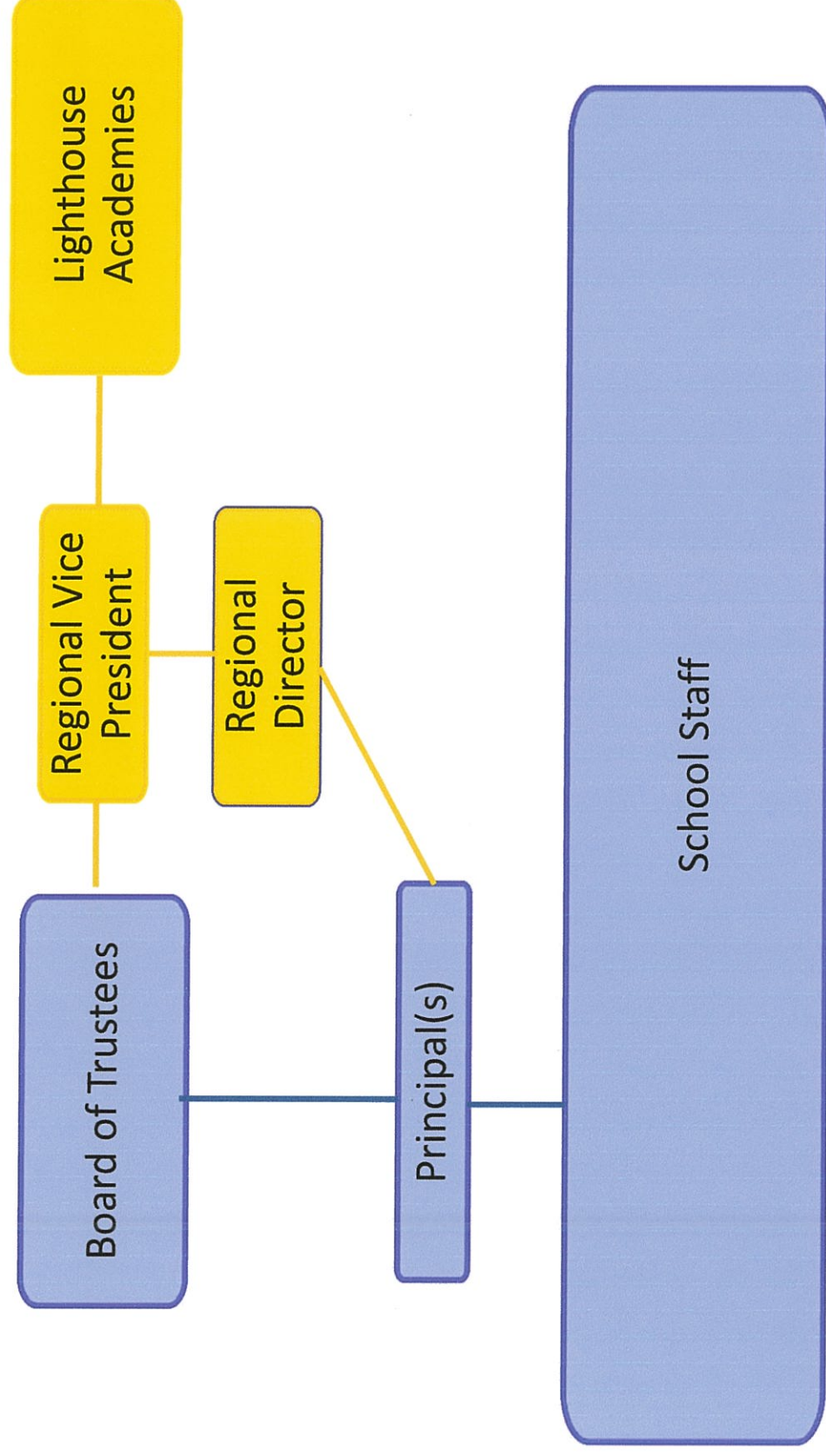
The table below is reflective of the information collected through the online portal for compliance with New York State Education Law 2854(3)(a-1) for teaching staff qualifications. Enter the relevant full time equivalent (FTE) count of teachers in each column. For example, a school with 20 full time teachers and 5 half time teachers would have an FTE count of 22.5. If more than one column applies to a particular teacher, please select one column for the FTE count. Please do not include paraprofessionals, such as teacher assistants.

FTE count of uncertified teachers on June 30, 2017, and each uncertified teacher should be counted only once.

1. Total FTE count of uncertified teachers (6-30-17)	12
2. FTE count of uncertified teachers with at least three years of elementary, middle or secondary classroom teaching experience (6-30-17)	7
3. FTE count of uncertified teachers who are tenured or tenure track college faculty (6-30-17)	0
4. FTE count of uncertified teachers with two years of Teach for America experience (6-30-17)	0
5. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (6-30-17)	0
6. FTE count of uncertified teachers who do not fit into any of the prior four categories (6-30-17)	5

Thank you.

B LCS & MetLCS Organizational Structure



2017 - 2018 MetLCS (K-8th) and MetCPA (9th) Calendar Updated 05.18.2017

July 2017						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

August 2017						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September 2017						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October 2017						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November 2017						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

December 2017						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

July						
10 to 27 Summer SHINE (Mon - Thurs)- LCS						
31 Summer Bridge Program- CPA						

August						
1 to 11 Summer Bridge Program- CPA						
28 First Day of School for all Scholars						
28 Early Dismissal for K scholars only (1:00pm)						
29 Early Dismissal for K only (1:00pm)						
30 Early Wed Dismissal begins for all Scholars (1:00pm)						
31 Early Dismissal for K only (1:00pm)						

September						
1 Eid al-Adha - MetLCS is closed						
4 Labor Day - MetLCS is closed						
6 CPA Open House						
13 Lower Academy Open House						
20 Upper Academy Open House						

October						
9 Columbus Day - MetLCS is closed						

November						
1 Quarter 1 Ends						
7 Election Day/PD Day - No school for all scholars						
10 Veterans Day - No School for all scholars						
15 Parent Teacher Conference						
23 to 24 Thanksgiving - No school for all scholars						

December						
22 to 29 Winter Break (No School for Scholars)						

January 2018						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February 2018						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

March 2018						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

April 2018						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

May 2018						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

June 2018						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

January						
1 Winter Break -MetLCS is closed						
2 Staff and Scholars Return						
15 Martin Luther King Jr. Day - No school for all scholars						
22 to 25 Midterm Examinations- CPA						
24 Quarter 2 Ends						

February						
7 Parent Teacher Conference						
16 to 23 Winter Break (No School for all Scholars)						
26 Staff and Scholars Return						

March						
23 Early Dismissal for Scholars						
26 to 30 Spring Break (No School for Scholars)						

April						
2 Spring Break (No School for Scholars)						
3 Staff and Scholars Return						
4 Quarter 3 Ends						
9 to 30 NYSESLAT Speaking State Test						
11 to 13 Grades 3 - 8 ELA State Test (No early dismissal on Wed for LCS)						
18 Parent Teacher Conference						

May						
1 to 3 Grades 3 - 8 Mathematics State Test (No early dismissal on Wed for LCS)						
1 to 18 NYSESLAT Speaking State Test						
7 to 18 NYSESLAT Listening, Reading and Writing State Test						
23 to 31 Grade 4 Science Performance Test						
23 to 31 Grade 8 Science Performance Test						
28 Memorial Day - MetLCS is closed						

June						
1 Grade 4 and 8 Science Performance Test						
4 Grade 4 and 8 Science Written State Test						
11 PD Day - No School for all Scholars						
12 to 22 New York State Regents Examinations - CPA						
14 Quarter 4 Ends						
15 Eid el-Fitr - MetLCS is closed						
20 8th Grade Prom- LCS						
21 8th Grade Graduation- LCS						
22 Kindergarten Moving Up Ceremony- LCS						
27 Last Day of School for all Scholars (Family Fun Day 9:00am - 1:00pm)						