



Entry 1 School Information

Created: 07/28/2016

Last updated: 08/01/2016

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 or you may not be assigned the correct tasks.

Page 1

a. SCHOOL NAME AND BEDS#

(Select name from the drop down menu)

IMAGINE ME LEADERSHIP CS (NYC CHANCELLOR) 331900860973

b. CHARTER AUTHORIZER

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

NYCDOE-Authorized Charter School

c. DISTRICT / CSD OF LOCATION

NYC CSD 19

d1. SCHOOL INFORMATION

	PRIMARY ADDRESS	PHONE NUMBER	FAX NUMBER	EMAIL ADDRESS
	818 Schenck Avenue Brooklyn, New York 11207			

d2. PHONE CONTACT NUMBER FOR AFTER HOURS EMERGENCIES

Contact Name	Dr. Katherine Corbett

Title	Executive Director
Emergency Phone Number (###-###-####)	

e. SCHOOL WEB ADDRESS (URL)

www.imaginemeleadership.org

f. DATE OF INITIAL CHARTER

09/2010

g. DATE FIRST OPENED FOR INSTRUCTION

09/2010

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

MISSION STATEMENT

(No response)

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

KEY DESIGN ELEMENTS (Brief description)

Variable 1	•High Academic Expectations •Strong, Diverse School Culture •Devoted, Hands-On Educators
Variable 2	•Parent & Community Involvement •Rich Liberal Arts Curriculum •After School Program (Imagine U)
Variable 3	•Smaller Class Sizes •Focus on Math and Science
Variable 4	(No response)
Variable 5	(No response)
Variable 6	(No response)

Variable 7	(No response)
Variable 8	(No response)
Variable 9	(No response)
Variable 10	(No response)

i. TOTAL ENROLLMENT ON JUNE 30, 2016

219

j. GRADES SERVED IN SCHOOL YEAR 2015-16

Check all that apply

Grades Served	K, 1, 2, 3, 4, 5
---------------	------------------

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

No

Page 2

I1. FACILITIES

Does the school maintain or operate multiple sites?

No, just one site.

I2. 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	818 Schenck Ave	347-985-				

as primary site)	Brooklyn, NY 11207	2140	CSD 19	K-5	Yes	Rent/Lease
Site 2						
Site 3						

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

	Name	Work Phone	Alternate Phone	Email Address
School Leader	Mr. Bevon Thompson	[REDACTED]	[REDACTED]	[REDACTED]
Operational Leader	Dr. Katherine Corbett	[REDACTED]	[REDACTED]	[REDACTED]
Compliance Contact	Dr. Katherine Corbett	[REDACTED]	[REDACTED]	[REDACTED]
Complaint Contact	Mr. Bevon Thompson	[REDACTED]	[REDACTED]	[REDACTED]

m1. Is the school or are the school sites co-located?

No

Page 3

n1. Were there any revisions to the school's charter during the 2015-16 school year? (Please include approved or pending material and non-material charter revisions).

No

o. Name and Position of Individual(s) Who Completed the 2015-16 Annual Report.

Mr. Bevon Thompson

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).

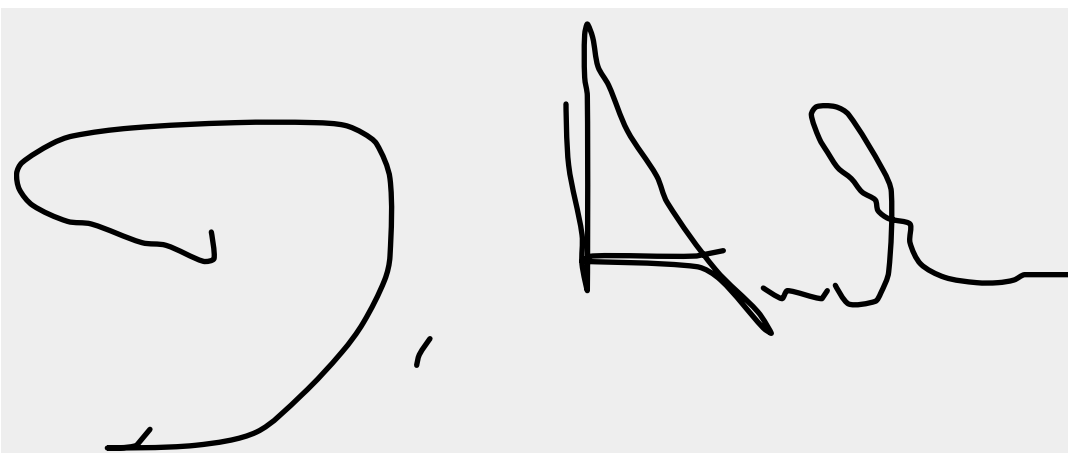
Responses Selected:

Yes

Signature, Head of Charter School

A handwritten signature in black ink on a light gray background. The signature is stylized, starting with a large, looped 'S' followed by a series of sharp, vertical strokes and a long, sweeping horizontal line that ends in a small upward flick.

Signature, President of the Board of Trustees

A handwritten signature in black ink on a light gray background. The signature is stylized, starting with a large, looped 'S' followed by a series of sharp, vertical strokes and a long, sweeping horizontal line that ends in a small upward flick.

Date

2016/08/01

Thank you.



Entry 2 Link

Last updated: 08/01/2016

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1. NEW YORK STATE REPORT CARD

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).

<https://data.nysed.gov/reportcard.php?instid=800000067234&year=2014&createreport=1&enrollment=1&avgclasssize=1&freelunch=1&attendance=1&suspensions=1&teacherqual=1&teacherturnover=1&staffcounts=1&38ELA=1&38MATH=1&48SCI=1&naep=1&elemELA=1&elemMATH=1&elemSci=1&unweighted=1>



Entry 3 Progress

Created: 10/31/2016

Last updated: 11/01/2016

Page 1

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, 2016. If the goals are based on student performance data that the school will not have access to before August 1, 2016 (e.g., the NYS Assessment results), explain this in the "2015-2016 Progress Toward Attainment of Goal" column. The information can be updated when available. Please complete and submit no later than November 1, 2016.

1. ACADEMIC STUDENT PERFORMANCE GOALS

2015-16 Progress Toward Attainment of Academic Goals

	Academic Student Performance Goal	Measure Used to Evaluate Progress Toward Attainment of Goal	Goal - Met, Partially Met, or Not Met	If Not Met, Describe Efforts School Will Take
Academic Goal 1	For each year of the school's renewal term, the percentage of the school's students who score at or above Level 3 on the NYS ELA examination must exceed such percentage of the CSD in which the school is located	NYS Common Core Exam	Met	
	For each year of the school's renewal term, the percentage of the school's students who score at or	NYS Common Core		

Academic Goal 2	above Level 3 on the NYS Math examination must exceed such percentage of the CSD in which the school is located	Exam	Met	
Academic Goal 3	For each year of the school's renewal charter term, the percentage of the school's students who scored at or above Level 3 on the NYS ELA examination must exceed the such percentage for the city	NYS 4th Grade Science Exam	Met	
Academic Goal 4	For each year of the school's renewal charter term, the percentage of the school's students who scored at or above Level 3 on the NYS Math examination must exceed the such percentage for the city	NYS Common Core Exam	Met	
Academic Goal 5	Based on the proficiency rates on the NYS ELA examination, the school will demonstrate positive academic growth in each year of the charter term.	NYS Common Core Examination	Met	
Academic Goal 6	Based on the proficiency rates on the NYS Math examination, the school will demonstrate positive academic growth in each year of the charter term.	NYS Common Core Examination	Met	
	English language			

Academic Goal 7	learner, student with disabilities, and/or students eligible for FRLP, the school will demonstrate positive academic growth on NYS ELA examination proficiency rate for the applicable population in each year of the charter term.	NYS Common Core Examination	Met	
Academic Goal 8	English language learner, student with disabilities, and/or students eligible for FRLP, the school will demonstrate positive academic growth on NYS Math examination proficiency rate for the applicable population in each year of the charter term.	NYS Common Core Examination	Met	

2. Do have more academic goals to add?

No

3. Do have more academic goals to add?

No

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4. ORGANIZATIONAL GOALS

2015-16 Progress Toward Attainment of Organizational Goals

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	Organizational Goal	Measure Used to Evaluate Progress	Goal - Met, Partially Met, or Not Met	If Not Met, Describe Efforts School Will Take
Org Goal 1	Each year of the charter term, parents will expressed satisfaction with the school's program. based on the NYC DOE School Survey. The schoool will have a perectatge of parents that meets of exceeds citywide averages that agree or strongly agree with the key questions indicating satisfaction indentified in the NYC DOE Charter School Accountability Handbook.	NYC DOE Survey	Met	
Org Goal 2	Each year of the charter term, staff will expressed satisfaction with the school's program. based on the NYC DOE School Survey. The schoool will have a perectatge of parents that meets of exceeds citywide averages that agree or strongly agree with the key questions indicating satisfaction indentified in the NYC DOE Charter School Accountability Handbook.	NYC DOE Survey	Met	
Org Goal 3				

Org Goal 4				
Org Goal 5				

5. Do you have more organizational goals to add?

No

6. FINANCIAL GOALS

2015-16 Progress Toward Attainment of Financial Goals

	Financial Goals	Measure Used to Evaluate Progress	Goal - Met, Partially Met, or Not Met	If Not Met, Describe Efforts School Will Take
Financial Goal 1	Each year, the school will maintain a stable cash flow as evidenced by having 60 days of unrestricted cash on hand reported on their yearly independent fiscal audit	Fiscal Audit Report	Met	
Financial Goal 2	Each year, the will operate a balance budget.	Annual Budget	Met	
Financial Goal 3				
Financial Goal 4				
Financial Goal 5				



Entry 4 Expenditures per Child

Created: 07/28/2016

Last updated: 08/01/2016

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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 2015-16 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	3023545
Line 2: Year End FTE student enrollment	220
Line 3: Divide Line 1 by Line 2	13743

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 2015-16 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)	2461423
Line 2: Management and General Cost (Column)	333756
Line 3: Sum of Line 1 and Line 2	2795179
Line 5: Divide Line 3 by the Year End FTE student enrollment	12705

Thank you.



Entry 6a Audited Statements

Created: 07/29/2016

Last updated: 11/01/2016

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.

Page 1

School Based Fiscal Contact Information

	School Based Fiscal Contact Name	School Based Fiscal Contact Email	School Based Fiscal Contact Phone
	Katherine Corbett	[REDACTED]	[REDACTED]

Audit Firm Contact Information

	School Audit Contact Name	School Audit Contact Email	School Audit Contact Phone	Years Working With This Audit Firm
	Scott Goldberg	[REDACTED]	[REDACTED]	3

If Applicable:

	Outsourced Financial Services Firm Name	Outsourced Financial Services Contact	Outsourced Financial Services Email	Outsourced Financial Services Phone	Years Working With This Firm

Please upload as one combined file:

- a. the independent auditor's report on financial statements and notes; and
- b. reports on internal controls over financial reporting and compliance

<https://nysed-cso-reports.fluidreview.com/media/assets/survey-uploads/84001/6274527-F7wWrRhhE3/Imagine%20Me%2006-30-16%20Financial.pdf>



Entry 6b Additional Financial Docs

Last updated: 11/01/2016

The additional items listed below should be uploaded if applicable. Please explain the reason(s) if the items are not included. Examples might include: a written management letter was not issued; the school did not expend federal funds in excess of the Single Audit Threshold of \$750,000; the corrective action plan will be submitted by the following date (should be no later than 30 days from the submission of the report); etc.

Page 1

1. Management Letter

<https://nysed-cso-reports.fluidreview.com/media/assets/survey-uploads/84010/7109950-8mMlunnVv3/FY17.%20AUDIT.%20MANAGEMENT%20RESPONSE%20LETTER.PDF>

Explanation for not uploading the Management Letter.

(No response)

2. Form 990

(No response)

Explanation for not uploading the Form 990.

We have not yet filed a 990 for this year. This is in process.

3. Federal Single Audit

Note: A copy of the Federal Single Audit must be filed with the Federal Audit Clearinghouse. Please refer to OMB Uniform Guidelines for the federal filing requirements.

(No response)

Explanation for not uploading the Federal Single Audit.

We are not subject to Federal Single Audit

4. CSP Agreed Upon Procedure Report

(No response)

Explanation for not uploading the procedure report.

n/a

5. Evidence of Required Escrow Account

<https://nysed-cso-reports.fluidreview.com/media/assets/survey-uploads/84010/7109950-pN6H0Nalce/Cap1.%20Escrow.%202016.09.pdf>

Explanation for not uploading the Escrow evidence.

(No response)

6. Corrective Action Plan

A **Corrective Action Plan** for Audit Findings and Management Letter Recommendations, which must include:

- a. The person responsible
- b. The date action was taken, or will be taken
- c. Description of the action taken
- d. Evidence of implementation (if available)

(No response)

Explanation for not uploading the Corrective Action Plan.

No corrective action plan is required.

October 27, 2016

Mayer Hoffman McCann P.C.
An Independent CPA Firm
1065 Avenue of the Americas
New York, NY 10018

This representation letter is provided in connection with your audit of the financial statements of Imagine Me Leadership Charter School (the "Organization"), which comprise the statement of financial position as of June 30, 2016, and the related statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements, for the purpose of expressing an opinion as to whether the financial statements are presented fairly, in all material respects, in accordance with accounting principles generally accepted in the United States (U.S. GAAP).

Certain representations in this letter are described as being limited to matters that are material. Items are considered material, regardless of size, if they involve an omission or misstatement of accounting information that, in light of surrounding circumstances, makes it probable that the judgment of a reasonable person relying on the information would be changed or influenced by the omission or misstatement. An omission or misstatement that is monetarily small in amount could be considered material as a result of qualitative factors.

We confirm, to the best of our knowledge and belief, as of September 15, 2016, the following representations made to you during your audit.

Financial Statements

- 1) We have fulfilled our responsibilities, as set out in the terms of the audit engagement letter dated September 7, 2016.
- 2) The financial statements referred to above are fairly presented in conformity with accounting principles generally accepted in the United States (U.S. GAAP).
- 3) We acknowledge our responsibility for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.
- 4) We acknowledge our responsibility for the design, implementation, and maintenance of internal control to prevent and detect fraud.
- 5) Significant assumptions we used in making accounting estimates, including those measured at fair value, are reasonable.
- 6) Related party relationships and transactions have been appropriately accounted for and disclosed in accordance with the requirements of U.S. GAAP.
- 7) All events subsequent to the date of the financial statements and for which U.S. GAAP requires adjustment or disclosure have been adjusted or disclosed.
- 8) The effects of uncorrected misstatements are immaterial, both individually and in the aggregate, to the financial statements as a whole. A list of the uncorrected misstatements is attached to the representation

letter.

- 9) The effects of all known actual or possible litigation, claims, and assessments have been disclosed to you and accounted for and disclosed in the financial statements in accordance with U.S. GAAP.
- 10) Material concentrations have been properly disclosed in accordance with U.S. GAAP.
- 11) Guarantees, whether written or oral, under which the Organization is contingently liable, have been properly recorded or disclosed in accordance with U.S. GAAP.
- 12) There are no designations of net assets disclosed to you that were not properly authorized and approved, or reclassifications of net assets that have not been properly reflected in the financial statements.

Information Provided

- 13) We have provided you with:
 - a) Access to all information, of which we are aware, that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, and other matters.
 - b) Additional information that you have requested from us for the purpose of the audit.
 - c) Unrestricted access to persons within the entity from whom you determined it necessary to obtain audit evidence.
 - d) Completeness and availability of all minutes of the meetings of the governing board and related committees, or summaries of actions of recent meetings for which minutes were not yet prepared.
 - e) Communications from regulatory agencies concerning noncompliance with, or deficiencies in, financial reporting practices.
- 14) All material transactions have been recorded in the accounting records and are reflected in the financial statements.
- 15) We have disclosed to you the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud.
- 16) We have no knowledge of any fraud or suspected fraud that affects the Organization and involves:
 - a) Management,
 - b) Employees who have significant roles in internal control, or
 - c) Others where the fraud could have a material effect on the financial statements.
- 17) We have no knowledge of any allegations of fraud or suspected fraud affecting the Organization's financial statements communicated by employees, former employees, grantors, regulators, or others.
- 18) We have disclosed to you all known instances of noncompliance or suspected noncompliance with laws and regulations whose effects should be considered when preparing financial statements.
- 19) We have disclosed to you the identity of the Organization's related parties and all the related party relationships and transactions of which we are aware.
- 20) We have disclosed to you all known actual or possible litigation, claims, and assessments whose effects should be considered when preparing the financial statements..
- 21) The Organization has satisfactory title to all owned assets, and there are no liens or encumbrances on such assets nor has any asset been pledged as collateral.
- 22) We are responsible for compliance with the laws, regulations, and provisions of contracts and grant agreements applicable to us; and we have identified and disclosed to you all laws, regulations and provisions of contracts and grant agreements that we believe have a direct and material effect on the determination of financial statement amounts or other financial data significant to the audit objectives.
- 23) We have complied with all restrictions on resources (including donor restrictions) and all aspects of contractual and grant agreements that would have a material effect on the financial statements in the event of noncompliance. This includes complying with donor requirements.
- 24) We have reviewed and agreed with all the adjusting and reclassifying entries and will post them to our general ledger.

- 25) We have a process to track the status of audit findings and recommendations.
- 26) We have identified to you any previous audits, attestation engagements, and other studies related to the audit objectives and whether related recommendations have been implemented.
- 27) We have provided our views on reported findings, conclusions, and recommendations, as well as our planned corrective actions, for the report.
- 28) As part of your audit, you prepared the draft financial statements and related notes. We have designated an individual with suitable skill, knowledge, or experience to oversee your services and have made all management decisions and performed all management functions. We have reviewed, approved, and accepted responsibility for those financial statements and related notes and schedule of expenditures of federal awards.
- 29) We have calculated a functional expense allocation methodology that we believe is reasonable
- 30) We have evaluated and classified any subsequent events as recognized or nonrecognized and disclosed the date through which this determination was made. No events, including instances of noncompliance, have occurred subsequent to the statement of financial position date and through the date of this letter that would require adjustment to or disclosure in the aforementioned financial statements or in the schedule of findings and questioned costs.
- 31) The Organization has not made any employer contributions to the 403(b) plan as of June 30, 2016 and the year then ended.

Signature: 
Title: Executive Director

IMAGINE ME LEADERSHIP CHARTER SCHOOL
 ESCROW ACCOUNT
 818 SCHENCK AVE
 BROOKLYN NY 11207

Speak to a dedicated business solutions expert
 at 1-888-755-2172 — a one-stop number for
 both your business and personal needs.

ACCOUNT SUMMARY FOR PERIOD SEPTEMBER 01, 2016 - SEPTEMBER 30, 2016

Business Analyzed Checking [REDACTED]		IMAGINE ME LEADERSHIP CHARTER SCHOOL	
Previous Balance 08/31/16	\$75,000.00	Number of Days in Cycle	30
0 Deposits/Credits	\$0.00	Minimum Balance This Cycle	\$75,000.00
0 Checks/Debits	\$0.00	Average Collected Balance	\$75,000.00
Service Charges	\$0.00		
Ending Balance 09/30/16	\$75,000.00		

ACCOUNT DETAIL FOR PERIOD SEPTEMBER 01, 2016 - SEPTEMBER 30, 2016

Business Analyzed Checking [REDACTED]		IMAGINE ME LEADERSHIP CHARTER SCHOOL		
Date	Description	Deposits/Credits	Withdrawals/Debits	Resulting Balance
09/01				\$75,000.00
	No Account Activity this Statement Period			
09/30				\$75,000.00
Total		\$0.00	\$0.00	
No Items Processed				

Thank you for banking with us.

PAGE 1 OF 2

An Important Message to Our Clients

What should I do if I find an error or problem on my statement?

In case of error or questions about your electronic transfers telephone us at 1-888-755-2172 or write us at Capital One, N.A., 7933 Preston Rd. Plano, Texas 75024, Attn: Customer Service Center as soon as you can, if you think your statement or receipt is wrong or if you need more information about a transfer on the statement or receipt.

For small business accounts: Please refer to your Electronic Fund Transfer Agreement/Disclosure for additional information.

For consumer accounts: We must hear from you no later than 60 days after we sent you the FIRST statement on which the error or problem appeared.

1. Tell us your name and account number (if any).
2. Describe the error or the transfer you are unsure about, and explain as clearly as you can why you believe it is an error or why you need more information.
3. Tell us the dollar amount of the suspected error.

We will investigate your complaint and will correct any error promptly. If we take more than 10 business days to do this, we will credit your account for the amount you think is in error, so that you will have the use of the money during the time it takes us to complete our investigation.

New York State Education Department

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

2015-16 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	Funding by School District information for all NYS School district is located on the State Aid website at https://stateaid.nysed.gov/charter/ . Refer to this website for per-pupil tuition funding for all school districts. 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.

IMAGINE ME LEADERSHIP CHARTER SCHOOL

PROJECTED BUDGET FOR 2016-2017

PROJECTED BUDGET FOR 2016-2017							Assumptions
July 1, 2016 to June 30, 2017							DESCRIPTION OF ASSUMPTIONS - Please note assumptions when applicable
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	4,244,450	-	-	-	-	4,244,450	
Total Expenses	4,056,027	-	-	-	75,000	4,131,027	
Net Income	188,423	-	-	-	(75,000)	113,423	
Actual Student Enrollment	264	-	-	-	-	-	
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	\$14,027.00	3,703,128	-	-	-	3,703,128	
School District 2 (Enter Name)		-	-	-	-	-	
School District 3 (Enter Name)		-	-	-	-	-	
School District 4 (Enter Name)		-	-	-	-	-	
School District 5 (Enter Name)		-	-	-	-	-	
		3,703,128	-	-	-	3,703,128	
Special Education Revenue		300,000	-	-	-	300,000	
Grants		-	-	-	-	-	
Stimulus		-	-	-	-	-	
Other		86,000	-	-	-	86,000	PICCS
Other State Revenue		-	-	-	-	-	
TOTAL REVENUE FROM STATE SOURCES		4,089,128				4,089,128	
REVENUE FROM FEDERAL FUNDING							
IDEA Special Needs		17,632	-	-	-	17,632	
Title I		104,936	-	-	-	104,936	
Title Funding - Other		7,393	-	-	-	7,393	TITLE 2
School Food Service (Free Lunch)		-	-	-	-	-	
Grants		-	-	-	-	-	
Charter School Program (CSP) Planning & Implementation		-	-	-	-	-	
Other		5,000	-	-	-	5,000	DBNA
Other Federal Revenue		-	-	-	-	-	
TOTAL REVENUE FROM FEDERAL SOURCES		134,961				134,961	
LOCAL and OTHER REVENUE							
Contributions and Donations, Fundraising		-	-	-	-	-	
Erate Reimbursement		-	-	-	-	-	
Interest Income, Earnings on Investments,		-	-	-	-	-	
NYC-DYCD (Department of Youth and Community Developmnt.)		-	-	-	-	-	
Food Service (Income from meals)		-	-	-	-	-	
Text Book		20,361	-	-	-	20,361	NYSTYL
Other Local Revenue		-	-	-	-	-	
TOTAL REVENUE FROM LOCAL and OTHER SOURCES		20,361				20,361	
TOTAL REVENUE		4,244,450				4,244,450	
							List exact titles and staff FTE*s (Full time equiulivalent)
EXPENSES							
ADMINISTRATIVE STAFF PERSONNEL COSTS							
	No. of Positions						
Executive Management	1.00	162,240	-	-	-	162,240	
Instructional Management	1.00	147,098	-	-	-	147,098	
Deans, Directors & Coordinators	1.00	85,696	-	-	-	85,696	
CFO / Director of Finance	1.00	61,273	-	-	-	61,273	
Operation / Business Manager	1.00	48,204	-	-	-	48,204	
Administrative Staff	1.00	44,133	-	-	-	44,133	
TOTAL ADMINISTRATIVE STAFF	6	548,644				548,644	
INSTRUCTIONAL PERSONNEL COSTS							
Teachers - Regular	17.00	935,000	-	-	-	935,000	
Teachers - SPED	6.00	330,000	-	-	-	330,000	
Substitute Teachers	-	-	-	-	-	-	

IMAGINE ME LEADERSHIP CHARTER SCHOOL

PROJECTED BUDGET FOR 2016-2017

PROJECTED BUDGET FOR 2016-2017							Assumptions
July 1, 2016 to June 30, 2017							DESCRIPTION OF ASSUMPTIONS - Please note assumptions when applicable
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	4,244,450	-	-	-	-	4,244,450	
Total Expenses	4,056,027	-	-	-	75,000	4,131,027	
Net Income	188,423	-	-	-	(75,000)	113,423	
Actual Student Enrollment	264	-				-	
Total Paid Student Enrollment	-	-				-	
PROGRAM SERVICES							
	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL	
Teaching Assistants	7.00	264,550	-	-	-	264,550	
Specialty Teachers	-	-	-	-	-	-	
Aides	2.00	58,350	-	-	-	58,350	
Therapists & Counselors	2.00	112,616	-	-	-	112,616	
Other	2.00	123,059	-	-	-	123,059	GRADE ADVISORS (2)
TOTAL INSTRUCTIONAL	36	1,823,575				1,823,575	
NON-INSTRUCTIONAL PERSONNEL COSTS							
Nurse	-	-	-	-	-	-	
Librarian	-	-	-	-	-	-	
Custodian	-	-	-	-	-	-	
Security	-	-	-	-	-	-	
Other	-	-	-	-	-	-	
TOTAL NON-INSTRUCTIONAL							
SUBTOTAL PERSONNEL SERVICE COSTS	42	2,372,219				2,372,219	
PAYROLL TAXES AND BENEFITS							
Payroll Taxes		220,000	-	-	-	220,000	
Fringe / Employee Benefits		264,000	-	-	-	264,000	
Retirement / Pension		-	-	-	-	-	
TOTAL PAYROLL TAXES AND BENEFITS		484,000				484,000	
TOTAL PERSONNEL SERVICE COSTS		2,856,219				2,856,219	
CONTRACTED SERVICES							
Accounting / Audit		35,000	-	-	-	35,000	
Legal		69,000	-	-	-	69,000	
Management Company Fee		-	-	-	-	-	
Nurse Services		-	-	-	-	-	
Food Service / School Lunch		-	-	-	-	-	
Payroll Services		-	-	-	-	-	
Special Ed Services		-	-	-	-	-	
Titlement Services (i.e. Title I)		-	-	-	-	-	
Other Purchased / Professional / Consulting		29,000	-	-	-	29,000	
TOTAL CONTRACTED SERVICES		133,000				133,000	
SCHOOL OPERATIONS							
6 M Board Expenses		9,000	-	-	-	9,000	
6 A Classroom / Teaching Supplies & Materials		46,000	-	-	-	46,000	
6 B Special Ed Supplies & Materials		17,000	-	-	-	17,000	
6 C Textbooks / Workbooks		40,000	-	-	-	40,000	
6 J Supplies & Materials other		20,000	-	-	-	20,000	
7 E Equipment / Furniture		40,000	-	-	-	40,000	
6 N Telephone		7,000	-	-	-	7,000	
5G 6O Technology		63,400	-	-	-	63,400	Apple Lease and Website
6 F Student Testing & Assessment		30,000	-	-	-	30,000	
6 H Field Trips		6,000	-	-	-	6,000	
6 I Transportation (student)		11,988	-	-	-	11,988	
6 D Student Services - other		55,000	-	-	-	55,000	
6 P Office Expense		25,000	-	-	-	25,000	
6 Q Staff Development		29,600	-	-	-	29,600	
6 R Staff Recruitment		1,400	-	-	-	1,400	
6 K Student Recruitment / Marketing		6,000	-	-	-	6,000	
6 S School Meals / Lunch		5,500	-	-	-	5,500	
Travel (Staff)		-	-	-	-	-	

IMAGINE ME LEADERSHIP CHARTER SCHOOL

PROJECTED BUDGET FOR 2016-2017

PROJECTED BUDGET FOR 2016-2017							Assumptions
July 1, 2016 to June 30, 2017							DESCRIPTION OF ASSUMPTIONS - Please note assumptions when applicable
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	4,244,450	-	-	-	-	4,244,450	
Total Expenses	4,056,027	-	-	-	75,000	4,131,027	
Net Income	188,423	-	-	-	(75,000)	113,423	
Actual Student Enrollment	264	-				-	
Total Paid Student Enrollment	-	-				-	
PROGRAM SERVICES							
	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL	
6 T Fundraising	-	-	-	-	-	-	
6E 6G /V Other	94,000	-	-	-	-	94,000	jumpstart/ memberships/ incentives/ bank fees
TOTAL SCHOOL OPERATIONS	506,888					506,888	
FACILITY OPERATION & MAINTENANCE							
Insurance	44,000	-	-	-	-	44,000	
Janitorial	75,000	-	-	-	-	75,000	
Building and Land Rent / Lease	349,920	-	-	-	-	349,920	
Repairs & Maintenance	5,000	-	-	-	-	5,000	
Equipment / Furniture	50,000	-	-	-	-	50,000	
Security	-	-	-	-	-	-	
Utilities	36,000	-	-	-	-	36,000	
TOTAL FACILITY OPERATION & MAINTENANCE	559,920					559,920	
DEPRECIATION & AMORTIZATION							
	-	-	-	-	-	-	
DISSOLUTION ESCROW & RESERVES / CONTINGENCY							
	-	-	-	-	75,000	75,000	
TOTAL EXPENSES	4,056,027				75,000	4,131,027	
NET INCOME	188,423	-	-	-	(75,000)	113,423	
ENROLLMENT - *School Districts Are Linked To Above Entries*							
	REGULAR EDUCATION	SPECIAL EDUCATION	TOTAL ENROLLED				
District of Location			-				
School District 2 (Enter Name)			-				
School District 3 (Enter Name)			-				
School District 4 (Enter Name)			-				
School District 5 (Enter Name)	264		264				
TOTAL ENROLLMENT	264		264				
REVENUE PER PUPIL	16,077	-	-				
EXPENSES PER PUPIL	15,364	-	-				

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

Trustee Name:

DAVID AVILES

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

IMAGINE ME LEADERSHIP Charter School

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

CHAIRMAN

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

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:

Deirdra Smith

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

Imagine Me Leadership Charter School

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

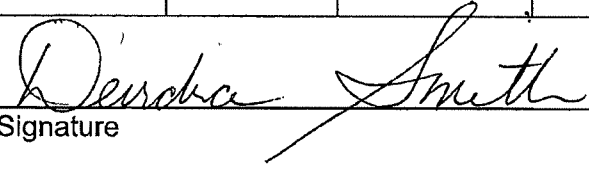
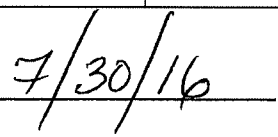
4. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) governed by the Education Corporation during the time you have served on the 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>		

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

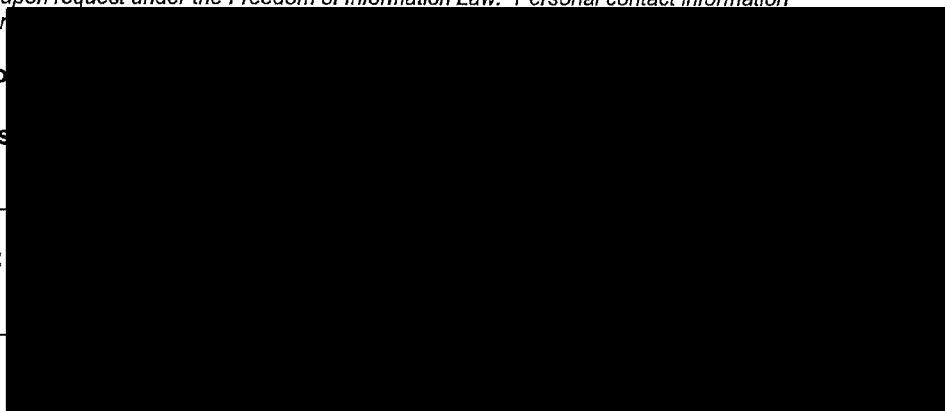
Business Telephone:

Business Address:

E-mail Address:

Home Telephone:

Home Address:



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

Trustee Name:

DAVID K. BRAUNLEY

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

IMAGINE ME LEADERSHIP CHARTER SCHOOL

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

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.

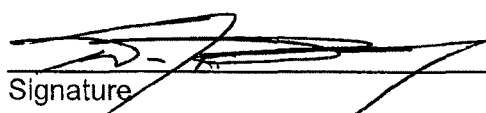
4. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) governed by the Education Corporation during the time you have served on the 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
ST. PAUL ECONOMIC DEVELOPMENT CORP	LANDLORD	300K +	N/A	NOT A FIDUCIARY

Signature 

Date 7/30/16

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.

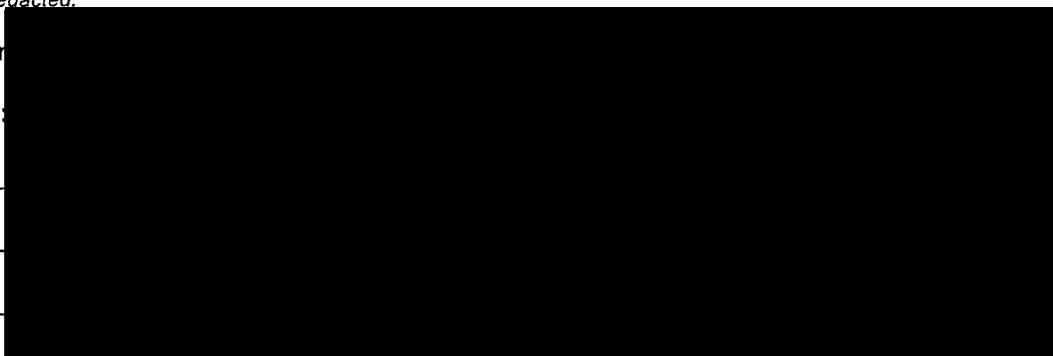
Business Telephone:

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:

LaToya Kittrell

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

Imagine Me Leadership Charter School

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

parent representative, 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

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

S. Kittrell
Signature

7/30/16
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

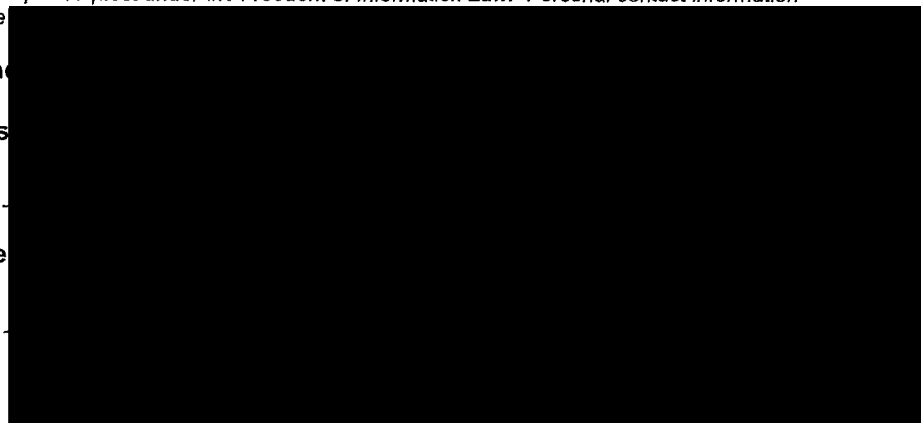
Business Telephone:

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:

Ann-Marie Hurt

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

Imagine Me Leadership C.S.

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

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>			

<i>Please write "None" if applicable. Do not leave this space blank.</i> ~ 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

7/30/16
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

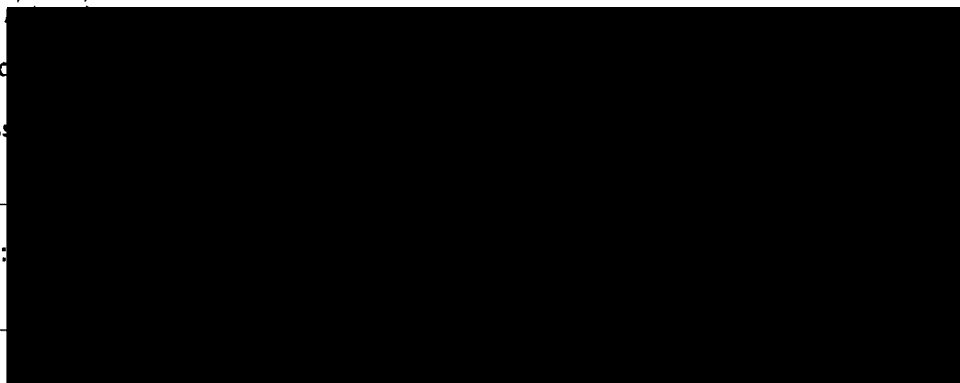
Business Telephone:

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:

Jamice Chen

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

Imagine 21st Leadership Charter School

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

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

Signature James C. [Signature] Date 7/29/16

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.

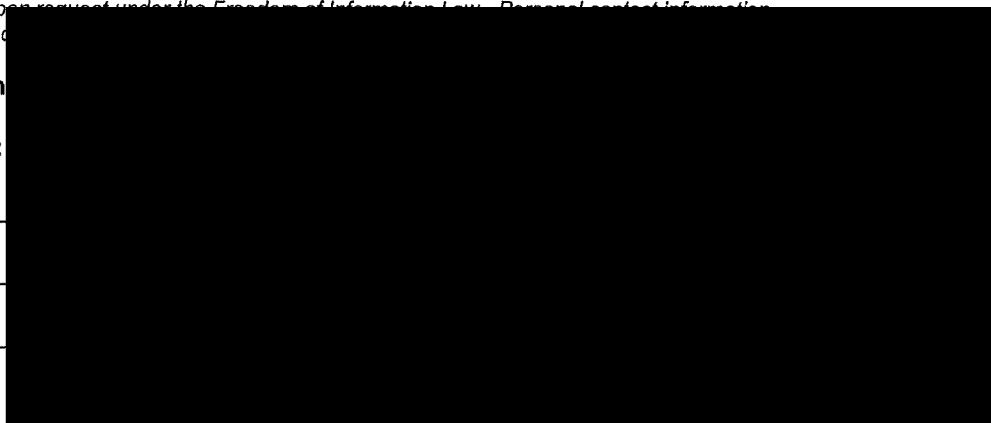
Business Telephone: _____

Business Address: _____

E-mail Address: _____

Home Telephone: _____

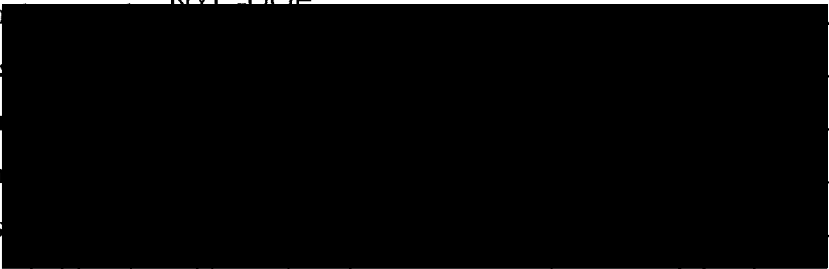
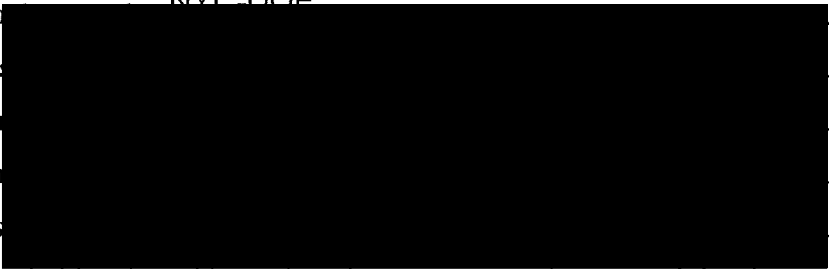
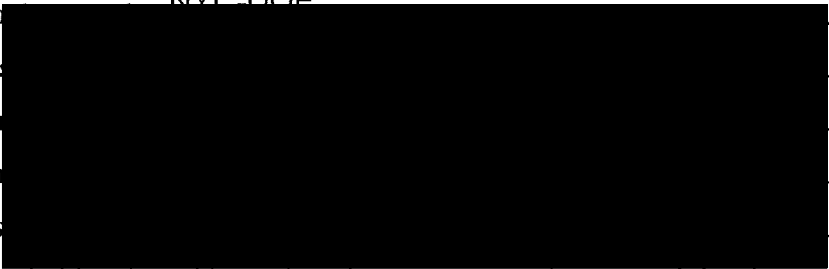
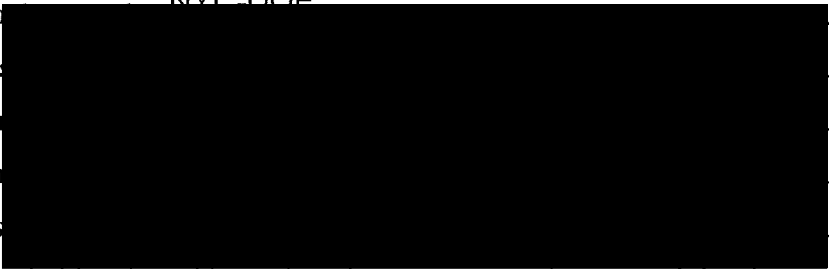
Home Address: _____



Appendix F: Disclosure of Financial Interest Form

**Disclosure of Financial Interest by a New York Charter School Board of Trustees Member
Annual Report**

**Note: This Disclosure is a public record, but asterisked data fields will be redacted.*

1. **Trustee Name (print)** Dr. Arthur H Pritchard
2. **Charter School Name** Imagine Me Leadership Charter School
3. **Charter Author** NYC DOE
4. **Home Address** 
5. **Business Address** 
6. **Daytime Phone** 
7. **E-Mail Address** 
8. **List all positions held on board (e.g., chair, treasurer, parent representative)**

9. Is the trustee an employee of the school? ☐ Yes ☒ No

If Yes, please provide a description of the position you hold and your responsibilities, your salary and your start date.

10. Is the trustee an employee or agent of the management company or institutional partner of the charter school? ☐ Yes ☒ No

If Yes, please provide a description of the position you hold and your responsibilities, your salary and your start date.

11. 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 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 Question 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	None	None	None

12. 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 **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member or person 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 that is doing business with the school through a management or services agreement, please identify only the name of the organization, your position in the organization as well as the relationship between such organization and the school. If there was no financial interest, write **None**.

Organization conducting business with the school	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 and the nature of the interest	Steps Taken to Avoid Conflict of Interest
None	None	None	None	None

Arthur Hopitaland
Signature

10-2-2016
Date



Entry 9 BOT Table

Created: 08/01/2016

Last updated: 11/01/2016

Page 1

1. Current Board Member Information

	Trustee Name	Email Address	Position on the Board	Committee Affiliations	Voting Member? (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)
1	Mr. David Aviles	[REDACTED]	Chair/Board President	Finance/Real Estate	Yes		
2	Dr. Ann-Marie Hurt	[REDACTED]	Vice Chair/Vice President	Education	Yes		
3	Rev. David Brawley	[REDACTED]	Secretary	Real Estate/HR	Yes		
4	Ms. LaToya Kittrell	[REDACTED]	Parent Representative	Education	Yes		
5	Ms. Janice Chen	[REDACTED]	Treasurer	Finance /HR	Yes		
6	Ms. Deirdra Smaith	[REDACTED]	Trustee/Member	Education	Yes		
7	Art Pritchard	[REDACTED]	Trustee/Member	Education	Yes		
8							
9							
10							

11							
12							
13							
14							
15							
16							
17							
18							
19							
20							

2. Total Number of Members on June 30, 2015

7

3. Total Number of Members Joining the Board 2015-16 School Year

1

4. Total Number of Members Departing the Board during the 2015-16 School Year

0

5. Number of Voting Members 2015-16, as set by the by-laws, resolution or minutes

7

6. Number of Board Meetings Conducted in the 2015-16 School Year

12

7. Number of Board Meetings Scheduled for the 2016-17 School Year

Thank you.

IMLCS Board Meeting
Thursday, July 30, 2015
David Aviles, Chairperson

Call to Order and Welcome - Rev. Brawley made a motion to call the meeting to order at 7:10pm. Motion was seconded by Dr. Hurt; all were in favor.

Board Members Present: Rev. David K. Brawley, Dr. Ann-Marie Hurt, LaToya Kittrell and Janice Chen.

Attendees - No attendees

Public Participation - (see Board Meeting Public Participation Guidelines and Public Participation Sign in Sheet)
- No public participation.

Approval of the June 18, 2015 minutes

Upon review of the minutes, the board asked that the following correction be made:

Include in the minutes that the school was asked to do a cost comparison for the custodial staff

Rev. Brawley made a motion to accept the minutes with the necessary correction. Motion was seconded by Janice Chen; all were in favor.

Chairpersons Report - Chairperson, David Aviles was not present.

Finance Report - Document will be attached once emailed

Janice Chen circulated the budget

Did not see the line of credit on spread sheet

Proposed budget was submitted by the Executive Director

Correction to the line of credit 50k savings account; funds are unrestricted

Janice Chen will send corrections with the annual to the board clerk

Rev. Brawley made a motion to accept the Fiscal Report. Motion was seconded by LaToya Kittrell; all were in favor.

School Leaders Report

Dr. Corbett was not present; the Board Clerk, Trina Scotland reported the following in her absence:

On August 10th IMLCS will accept individuals who would like to enroll in Kindergarten

Students will begin school will start on August 24, 2015; letters have been mailed to parents

IMLCS is the recipient of the Downtown Brooklyn Initiative for \$5,000; it's out in the media

IMLCS is still waiting on test results

Janice Chen made a motion to accept the School Leaders Report. Motion was seconded by Rev. Brawley; all were in favor.

Adjournment

Dr. Hurt made a motion to adjourn the meeting. Motion was seconded by LaToya Kittrell; all were in favor.
Meeting was adjourned at 7:59pm.

IMLCS Board Meeting
Thursday, August 27, 2015
David Aviles, Chairperson

Call to Order and Welcome – David Aviles made a motion to call the meeting to order at 7:00pm. Motion was seconded by Art Pritchard; all were in favor.

Board Members Present : David Aviles, Rev. Brawley, LaToya Kittrell, Janice Chen and Art Pritchard

Attendees – Mitchell Gregg, George Leonard and Bayon Thomasoo

Public Participation – (see Board Meeting Public Participation Guidelines and Public Participation Sign in Sheet) – Marysra Fields (Parent) was present.

Approval of the July 30, 2015 minutes

Board reviewed the minutes.

Art Pritchard made a motion to accept the minutes. Motion was seconded by LaToya Kittrell; all were in favor.

School Leaders Report

Principal Thompson stated the following:

Math and ELA Data Review

Making progress Chalk Beat had IMLCS as the most improved.

School Diggers tracks progress and IMLCS made the top 10 list.

ELA scores are neck and neck with the district scores.

75% of students made gains in ELA and 74% of the students made gains in Math.

11 of the 22 young leaders in the 5th grade made progress.

Principal Thompson stated IMLCS is meeting expectations as far as closing the achievement gap.

Exam Data Review

Preliminary data and based on where the Leaders were heading last year. Administration put together guidelines and instructional priorities for IMLCS teachers.

Based on where we want to go and be for the 2015-2016 school year, the goal is to get the young leaders talking and lead with the data driven instruction and data talk.

All IMLCS staff, from the kitchen to the classroom must know the organizational data and everyone is aware of what the goal is; the areas where the leaders are strong as well as the areas where the leaders are weak so that the numbers can be driven forward.

Summary Sheet was distributed to provide talking point highlights for the Board Members in regards to the data i.e. proficiency and approval ratings etc.

School Leaders Report Summary

The only Metrix that was put before IMLCS that has not been met is ELA scores.

School is solid on everything – operational, financial, attendance, parent satisfaction (per the survey's that were submitted) and IMLCS is a financially sound institution.

IMLCS Board Meeting
Thursday, August 27, 2015
David Ayiles, Chairperson

Gurian Institute

In an effort to increase knowledge about teaching boys, Gurian Institute was invited to the IMLCS Spring Retreat. Staff learned what makes a boy a boy and male thinking and progressing and male learning.

Teachers were taught strategies that can be implemented in their classrooms; the teaching goes beyond some of the learners comfort level.

Brain Breaks: every 15 minutes or so do something different to break the monotony in the classroom.

At the end of the workshop each teacher committed to trying something that is boy/male centered in their classrooms.

May even incorporate boy style furniture in the classrooms and kinesthetic balls; i.e. some boys work better standing up. Boys show affection by aggression; i.e. hitting each other as a greeting and teachers have to be able to know the difference.

Attendance

Rev. Brawley asked was there an impact starting school 2 weeks early?

It was brilliant to start early; starting early helps to work out the bumps and bruises that often occur at the very beginning of the school year.

For students that are not present, phone calls are being made to parents to remind parents that school is in session and to follow up on the status of the student; some students are still on vacation.

Rev. Brawley motioned for the School Leaders Report to be accepted. Art Pritchard seconded; all were in favor.

Finance Committee Report

Janice handed out the proposed budget and shared that the unrestricted funds are calculated into the budget.

Beginning balance does include the restricted account.

Same budget as last month with a few minor changes.

A handout of a model maintenance contract was distributed; 1st read of the maintenance contract for the Board's review.

This is a proposal and for the next meeting which would be the 2nd read, if the Board approves then the contract will be reformatted and forwarded.

Principal Thompson has a copy of the maintenance contract for review also.

Janice will continue to make amendments to the budget; next month there will be an 18K reduction to the ending balance.

A proposed budget is submitted, but at the end of the year there will be an actual that reflects the monies spent during the school year.

When asked about the number of students by Rev. Brawley, Principal Thompson stated that the goal is to reach the 264 goal for students.

Rev. Brawley asked that all contracts be bought before the Board for approval next month.

Laroya Kittrell motioned for the Finance Committee Report to be accepted. David Ayiles seconded; all were in favor.

Board Committees - Ann-Marie was not present.

Art Pritchard stated that the Recruitment Committee will have a report at the next meeting regarding progress made thus far.

2 people have been identified; Art will work on getting the candidates to meet with the Board.

Rev. Brawley stated that the schools input will be needed because the Board needs a parent.

ALCS Board Meeting
Thursday, August 27, 2015
David Aviles, Chairperson

Action Item

Motion: The Board articulate a clear protocol and procedure regarding the human resources management, specifically as it relates to terminating employees and that in the interim, all matters, conversations, correspondence, pertaining to termination of employees be sent to our retained legal counsel prior to that of said employee.

Rewording of the above Motion: Janice motioned that the Board formulate a clear protocol that prior to the termination of an employee that the correspondence and written material and the actual protocol be sent to legal counsel first before the actual termination. David Aviles seconded; all were in favor.

Discussion of Action Item

All Board Members are in agreement that termination matters should be forwarded to counsel first; with the understanding that counsel is only there for advice.

Janice asked to table this action until a definitive protocol model can be found and/or created

Nataysia Fields (Parent) suggested that corrective action should be implemented

Also possibly add a resolution that if the person is a danger to the safety to the school or persons in the school, no termination action should take place without notice to the Board.

Art Pritchard stated that the motion is 3 parts:

1st motion During the interim period, prior to the passage of protocol on this subject any contemplated action involving termination be reviewed by the attorney and brought to the attention of the Board prior to taking action.

2nd motion The research leading to knowing what the protocol and procedures should be

3rd motion The understanding that out of the research will come a motion before the adoption of the protocol. (possibly at the next meeting)

Rev. Brawley made a motion to accept all 3 motions. Janice Chen seconded; all were in favor.

Executive Session

At 8:02pm, Rev. Brawley motioned that the Board go into Executive Session to discuss a personnel matter at the request of Art Pritchard. David Aviles seconded; all were in favor.

Adjournment

Executive session was adjourned at 8:24pm.

IMLCS Board Meeting
Thursday, October 8, 2015
David Aviles, Chairperson

Call to Order and Welcome – Rev. Brawley made a motion to call the meeting to order and accept the agenda at 6:46pm. Motion was seconded by Janice Chen; all were in favor. Quorum was present for the transaction of

Board Members Present: David Aviles, Dr. Annmarie Hurt, Rev. Brawley, Janice Chen and LaToya Kittrell

Attendees - Bevon Thompson and Dr. Corbett

Public Participation - (see Board Meeting Public Participation Guidelines and Public Participation Sign in Sheet) - No public participation per David Aviles.

Approval of the August 27, 2015 minutes

Board reviewed the minutes.

David Aviles made a motion to accept the minutes. Motion was seconded by Janice Chen; all were in favor.

Finance Committee Report

Janice Chen stated that more up to date numbers will be available for the October 22nd meeting.

Auditors report is favorable.

David Aviles made a motion to accept the Finance Committee Report. Motion was seconded by Rev. Brawley; all were in favor.

Chairpersons Report

David Aviles stated that he attended a meeting at the DOE.

The purpose of the meeting was to talk about re-chartering with as much help as possible from the DOE.

The DOE will be visiting the school on Thursday, October 22nd.

David Aviles will do a follow up meeting at the DOE, date TBD.

Janice Chen made a motion to accept the Chairpersons Report. Motion was seconded by Rev. Brawley; all were in favor.

Board Committee Report

Latoya Kittrell stated:

That the school should conduct an evaluation.

That it would be in the best interest of the board for a date to be set to review the evaluation process.

The evaluation should be done sooner than later since the DOE will be coming to visit the school this month.

Latoya Kittrell also stated that she will be sending an email with proposed dates to be agreed upon by all.

Dr. Hurt stated:

That she is at Frederick Douglass Academy and 10 graduates from Imagine Me Leadership Charter School now attend.

If these young men are the examples, then the school did an excellent job preparing and educating them.

David Aviles made a motion to accept the Board Committees Report. Motion was seconded by Janice Chen; all were in favor.

School Leaders Report

Principal Bevon Thompson stated:

Leaders have been in school longer than the DOE, school started on August 17th.

The DOE plans to interview school leaders, classroom observations and interview teachers and students when they come on October 22nd.

It is expected that the DOE will be present at the Public Board Meeting on October 22nd and may also conduct interviews with the board members.

Parents will be organized so that there will be a large turnout.

The renewal visit is scheduled for December 8th.

The school quality report is available; ELA is 18.4% and math is 42%.

Citywide data has not been released yet.

School Digger has IMLES as one of the 10 most improved schools in New York State.

Preliminary data will be available for the board meeting in November which will include projected numbers.

Principal Thompson is still in contact with a majority of the parents of the graduates.

A Special Ed teacher was hired for the third grade; still need to hire a Special Ed teacher for the 2nd and 5th grades.

Rev. Brawley made a motion to accept the School Leaders report. Motion was seconded by David Aviles; all were in favor.

Old Business

Janice Chen made a motion to have the name of the employee redacted on all public records.

Refer to him as Former Employee EE.

The letter will state that Former Employee EE failed to respond in a timely manner and the Board is not requiring administration to issue a letter of hire to him.

Janice stated that she will also include in the letter the following:

"Good luck in your future endeavors and you can reapply in the next school year."

Janice also asked that the letter be put on letterhead.

Rev. Brawley made a motion that correspondence prepared for Former Employee EE for reconsideration of employment be sent with necessary amendments with the concluding paragraph as stated above. Motion was seconded by David Aviles; all were in favor.

Imagine Me Leadership Charter School
Board Meeting: December 15, 2015
David Aviles, Chairperson

AGENDA

Call to Order and Welcome - (See Board Meeting Procedure Guidelines)

Approval of November 24, 2015 Board Meeting Minutes

Public Participation - (See Board Meeting Public Participation Guidelines and
Public Participation Sign-In Sheet)

Reports

- Chairperson's Report
- Finance Committee Report
- Board Committees
- School Leader's Report

Action Items

2 part Termination Protocol and Procedures

Discussion Item – Enter into the policy adoption procedure for 2-part termination.

Motion - Based on the request of Dr. Pritchard, the following policies are submitted for consideration and adoption as the First Reading. These policies are:

Policies Required by Law or Charter

Policy 1107 – Equal Opportunity

Policy 1108 – Interpreters for Hearing Impaired Parents

Policy 1105- Parent Involvement

Policy 1106 – Drug Free Workplace

Policy 1104 – Sexual Harassment

Motion – Based on the request of Dr. Pritchard, the following policies are submitted for consideration and adoption as the Final Adoption.

Policy 2207 – Board Re-Organization Meeting

Policy 2111 - Board Member Authority

Policy 2112 – Board Member Position Description

Policy 2114 – Board Member Recruitment

Policy 2115 – New Board Member Orientation

Adjournment

Executive Session

IMLCS Board Meeting
Tuesday, December 15, 2015
David Aviles, Chairperson

Call to Order and Welcome – David Aviles made a motion to call the meeting to order at 6:36 pm and to accept the agenda. Motion was seconded by Janice Chen; all were in favor.

Board Members Present – David Aviles, Rev. David K Brawley, Janice Chen, Art Pritchard, LaToya Kittrell, Ann Marie Hurt and Deirdra Smith.

Attendees – Bevon Thompson.

Public Participation - (see Board Meeting Public Participation Guidelines and Public Participation Sign in Sheet) - no public participation per Rev. Brawley.

Approval of the November 24, 2015 minutes

Board reviewed the minutes. Janice Chen made a motion to accept the minutes. Art Pritchard seconded the motion; all were in favor.

Chairpersons Report – No Report.

Finance Committee Report

- Janice Chen stated that budget versus actuals was distributed for the boards review.
- No major adjustments have been made.

Lawyers Alliance

- Lawyers Alliance has requested some additional information so their review of IMLCS has not been completed.
- Janice Chen will report on Lawyers Alliance at the next meeting.

Art Pritchard made a motion to accept the Finance Committee Report. Rev. Brawley seconded the motion; all were in favor.

Board Committee Reports

Dr. Pritchard stated the following:

- After their (Rev. Brawley and Dr. Pritchard) meeting with Deirdra Smith they are recommending the election of Deirdra Smith to the Board.
- Motion to request the president to hold an election for Deirdra Smith to be voted in as a board member for 3 years.
- At the next meeting Deirdra will be a voting member of the Board.

Motion 3 (see page 3): Based on the recommendation of the Board Development Committee the Board President will conduct an election for Deirdra Smith to become a member of the IMLCS Board of Trustees.

Chairperson David Aviles made a motion to elect Deirdra Smith to the IMLCS Board. Janice Chen seconded the motion; all were in favor.

School Leaders Report

Principal Thompson stated the following:

IMLCS Board Meeting
Tuesday, December 15, 2015
David Aviles, Chairperson

DOE December 8th visit

- Visit consisted of classroom observations, parent interviews, and the day ended with a public board meeting.
- Principal Thompson's assessment of the day is that the observations of the new teachers; there was an improvement from what they observed in November.
- Additional feedback was that the data from last year was impressive.
- At the end of January DOE will send an initial report to be reviewed by Administration for accuracy.
- IMLCS will go up for voting in March 2016.
- The push is for a 5 year renewal.

Professional Development

- Principal Thompson and some other staffers went to Boston to Coalition of Schools Educating Boys of Color annual conference.
- Workshops were about Rites of Passage and Discipline and using the Coalitions Curriculum.
- DOE will invite them to NYC to do a similar conference; Principal Thompson is working out the possibility of getting on that agenda and as a part of their NYC promo.

IMLCS Featured

- Pix Newsletter highlighting the progress that was made in ELA and Math scores in 2013.
- Also highlighted that the 4th graders will be taking the Biology Regents exams in June.

IMLCS After School

- Currently doing a value added assessment.
- Saturday academy will begin the week of January 18th from 9am - 12noon.
- During the Mid-Winter Recess In February, the Leaders will begin the traditional push to prepare for upcoming tests.

Benchmark Review Report

- 3% of the 3rd grade Leaders are trending like they're going to pass; number is expected to increase.
- 31% of 4th graders are trending strong in ELA.
- As more data becomes available during the year, the numbers will be revised.
- 5th graders are expected to have a breakout year.
- January/February there will be a different set of numbers and then in March we'll see where the leaders are.
- The goal is to land within a few percentage points of the projection.
- There is much confidence in their ability to perform well on the test; the results will be very close to what is projected; which is based on what they're doing now.
- Dr. Pritchard asked Principal Thompson to make a note to the revised report stating why the calculations don't add up to 100%.

Janice Chen made a motion to remove the raw data and to only include the projections for public review.

- Principal Thompson shared that each grade is taking on a social action projects.

ratings on the report conflicts with the ratings on the School Quality Snapshot Report.

Essential Question Two

- Curriculum:
 - IMLCS uses Journey's for reading and not Scott Foresman.
- Staffing:
 - The NYC DOE Performance Goals for 2014-2015 (page 4) required 90 percent of all instructional staff employed during the school year to return **or to be asked to return the following school year**. As reported in the Renewal Report, all but two were invited to return.
 - One leadership team member changed her position from full time employee to part-time per diem. She is still serving the school in the position of Professional Learning Coach.
- Supportive Environment
 - NYC DOE Performance Goals for 2014-2015 did not required IMLCS to meet an enrollment rate for ELL or students eligible for Free and Reduced Price Lunch.
 - In accordance to the NYC DOE School Survey parent and staff responses exceeded Citywide averages in all six categories therefore IMLCS should receive a "MET" on this standard.
- School Culture:
 - The IMLCS students' participate in a coming -of- ceremony before advancing to 6th grade and not 5th.
- Compliance (with applicable laws)
 - The term **rate** in the first six standards is not equivalent to the term **target** used in framework standard; therefore the language utilized does not clearly identify the required standard. IMLCS should not receive "NOT Met" in these six standards when the language used in the report is misaligned with the standards in the framework.
 - NYC DOE Performance Goals for 2014-2015 did not require either an enrollment target or rate for SWD's, ELL's, and FRPL's.
 - The school's discipline policy was upgraded to include a due process that is consistent federal laws and regulations governing the placement of SWD. The upgraded discipline

policy was forwarded to the Charter Oversight and made available to parents (see pages 33-34).

Essential Question Three

- **Short-term Financial Viability:**

- The NYC DOE Performance Goals for 2014-2015 do not require IMLCS to have 60 days of cash on hand to cover operating expenses. IMLCS was required to have 30 days and that goal was met.

Appendix E: Additional Accountability Data

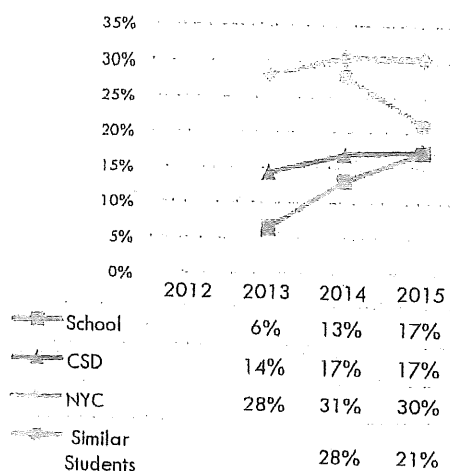
Please refer to additional accountability reports for this school on the NYC DOE's web site at <http://schools.nyc.gov/community/charters/information/doeauthorizedschools.htm>.

The NYC DOE's School Quality Reports are available on the NYC DOE's web site at <http://schools.nyc.gov/Accountability/tools/report/default.htm>. These reports may provide Chancellor-authorized school communities with additional data, but please note that the reports are not specific to the terms of the charter or to the 2015-16 Accountability Framework for NYC DOE Chancellor-Authorized Charter Schools.

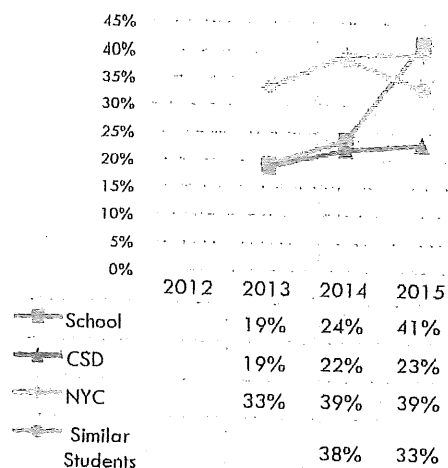
Appendix F: Historical Academic Performance

Due to the length of the prior charter term (1.5 year), this school only has one year of assessment data available for evaluative purposes. Below are the school's academic results from previous years, for purely informational purposes.

ELA Proficiency



Math Proficiency



Grade-Level Proficiency in English Language Arts

	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015
Imagine Me Leadership Charter School					
Grade 3	-	-	6.4%	12.8%	21.6%
Grade 4	-	-	-	13.5%	7.0%
Grade 5	-	-	-	-	27.3%
Grade 6	-	-	-	-	-
Grade 7	-	-	-	-	-
Grade 8	-	-	-	-	-
PERCENTAGE POINT DIFFERENCE FROM CSD 19					
Grade 3	-	-	-7.8	-2.8	4.6
Grade 4	-	-	-	-4.6	-10.4
Grade 5	-	-	-	-	9.4
Grade 6	-	-	-	-	-
Grade 7	-	-	-	-	-
Grade 8	-	-	-	-	-

Grade-Level Proficiency in Math					
	2010- 2011	2011- 2012	2012- 2013	2013- 2014	2014- 2015
Imagine Me Leadership Charter School					
Grade 3	-	-	19.1%	21.3%	41.2%
Grade 4	-	-	-	27.0%	30.2%
Grade 5	-	-	-	-	63.6%
Grade 6	-	-	-	-	-
Grade 7	-	-	-	-	-
Grade 8	-	-	-	-	-
PERCENTAGE POINT DIFFERENCE FROM CSD 19					
Grade 3	-	-	0.4	1.0	19.1
Grade 4	-	-	-	3.3	9.4
Grade 5	-	-	-	-	37.1
Grade 6	-	-	-	-	-
Grade 7	-	-	-	-	-
Grade 8	-	-	-	-	-

IMLCS Board Meeting
Tuesday, December 15, 2015
David Aviles, Chairperson

Chairperson David Aviles made a motion to accept the school leaders report. Rev. Brawley seconded the motion; all were In favor.

Motion 1: Upon the recommendation of the IMLCS Board President, the one-year contract for the period August 1, 2015 to July 31, 2016, between the IMLCS Board and Dr. Katherine Corbett for her services as Executive Director, be approved. (See Attachment).
Art Pritchard made a motion that the one year contract be voted on. Janice Chen seconded the motion; all were in favor.

Motion 2: Upon the recommendation of the IMLCS Board President, the one-year contract for the period August 1, 2015 to July 31, 2016, between the IMLCS Board and Mr. Bevon Thompson for his services as Principal, be approved. (See Attachment)
Art Pritchard made a motion that the one year contract be voted on. Janice Chen seconded the motion; all were in favor.

Motion 3: Based on the recommendation of the Board Development Committee, the Board President will conduct an election for Deirdra Smith to become a member of the Imagine Me Leadership Board. (see motion and vote on page (1) one)

Motion 4: In its transition from a founding to governance status with emphasis on the development of policies affecting board actions, the board accepts for the numerical policy framework, 1104, 1105, 1106, and 1108, for second reading. (These titles are required by Federal and/or State Law).

Art Pritchard stated that the Board and Board Secretary will receive a policy book at the next meeting.

Art Pritchard made a motion to accept Titles 1104, 1105, 1106 and 1108 for the second reading.
Janice Chen seconded the motion; all were in favor.

Adjournment

Meeting was adjourned at 7:17pm.



January 21, 2016 - School Leadership Report

Katherine Corbett
Executive Director

Teaching and Learning/Professional Development/Organizational Planning and Development

Area	Action Plan	Status	Date Completed/Target Dates
TEACHER OBSERVATIONS	UTILIZING THE DANIELSON FRAMEWORK TEACHERS WILL RECEIVE PRE/OBS/POST REVIEWS	ON-GOING IMPLEMENTATION	ON-GOING
PROFESSIONAL DEVELOPMENT	DATA MEETING STATE DATA REPORTING - THOMPSON GUY COUNSELORS TO COSEBOC CHARTER RENEWAL SCHOOL REPORT FEEDBACK	ON-GOING DATA REVIEWS WEBINAR - JANUARY 20, 2016 REG. - FOR BOSTON REGIONAL MEETING TO BE SENT BY 1/25/16 TO PAUL BRYNE	ON - GOING COMPLETED AS SCHEDULED COMPLETED 12/14/16 COMPLETED 1/21/16
RENEWAL FEEDBACK			

Area	Action Plan	Status	Date
PARENT INVOLVEMENT	OPEN SCHOOL DAY	FEBRUARY 25, 2016	NOTICE ON SCHOOL CALENDAR
COMMUNITY PARTNERSHIPS	CREATIVE OUTLET BROOKLYN ARTS PURE ELEMENTS MEDGAR EVERS PREPARATORY HIGH SCHOOL	MASTER CLASSES AND PERFORMANCES HELD JANUARY 18, 2016 FEBRUARY 12, 2016	COMPLETED JAN. 18, 2016
TEST READINESS	SATURDAY TEST PREP 9 AM - 12:00 PM WINTER BREAK TEST PREP	NOTICES TO PARENTS SENT STAFFING IDENTIFIED GRADES 3 - 5	START-UP - 1/23/16 ENDING - APRIL 2, 2016

GRANT APPLICATIONS	DBNA MID-YEAR REPORT	UPDATES ON RITES-OF-PASSAGE PROGRAM	1/15/16
TECHNOLOGY	32 IPADS AND ONE CHARGING CART ORDERED FOR GRADES K - 2	ONSITE PROCESSIONAL DEVELOPMENT PROVIDED WITH PACKAGE	12/18/16 - ORDERED 2/2/16 - DELIVERY DUE

We have reviewed the draft of the DOE Renewal report sent to IMLCS on January 19, 2016. Attached you will find documents to support the edits that IMLCS is requesting:

- **Renewal Recommendations:**

- The first and last bullets in reference to the submission of an academic improvement and operational improvement plans are incorrect. IMLCS was not required to submit neither of the two improvement plans. - See NYC DOE Performance Goals 2014-2015 – Exhibit D

Essential Question One

- **Comparative Academic Performance:**

- NYS ELA exam proficiency rates exceed comparable community school district rates. The language on the NYC DOE Performance Goals of 2014-2015 required IMLCS to **meet or exceed** the NYS and CSD proficiency rates. See NYC DOE 2014-2015 School Quality Snapshot Report – Data report reports ELA performance on State Tests for IMLCS – 18% and District – 17%. Therefore this standard should read “Met”.
- NYS ELA exam proficiency rates exceed comparable DOE-defined comparison group rates. This standard was not included or required on the NYC DOE Performance Goals for 2014-2015 (page 2)
- **Closing the Achievement Gap:**
 - NYS ELA proficiency rates for students with Disabilities (SWD) exceeding CSD rates, and citywide rates conflicts with NYC DOE 2014-2015 School Quality Snapshot Report data. According to the Snapshot Report both standards should read, “MET”.
 - Both ratings for the standard NYS exam proficiency rates for students eligible for free and reduced price lunch exceeding CSD and Citywide rates should read N/A due to the fact that neither of these standards were included in the NYC DOE Performance Goals for 2014-2015 for IMLCS. According to the DOE School Quality Snapshot Report for 2014-2015, IMLCS received level 4’s in the following areas for Closing the Achievement Gap in student achievement in ELA –Students with Special Needs and City’s Lowest Performing Students. The

ratings on the report conflicts with the ratings on the School Quality Snapshot Report.

Essential Question Two

- Curriculum:
 - IMLCS uses Journey's for reading and not Scott Foresman.
- Staffing:
 - The NYC DOE Performance Goals for 2014-2015 (page 4) required 90 percent of all instructional staff employed during the school year to return **or to be asked to return the following school year**. As reported in the Renewal Report, all but two were invited to return.
 - One leadership team member changed her position from full time employee to part-time per diem. She is still serving the school in the position of Professional Learning Coach.
- Supportive Environment
 - NYC DOE Performance Goals for 2014-2015 did not required IMLCS to meet an enrollment rate for ELL or students eligible for Free and Reduced Price Lunch.
 - In accordance to the NYC DOE School Survey parent and staff responses exceeded Citywide averages in all six categories therefore IMLCS should receive a "MET" on this standard.
- School Culture:
 - The IMLCS students' participate in a coming -of- ceremony before advancing to 6th grade and not 5th.
- Compliance (with applicable laws)
 - The term **rate** in the first six standards is not equivalent to the term **target** used in framework standard; therefore the language utilized does not clearly identify the required standard. IMLCS should not receive "NOT Met" in these six standards when the language used in the report is misaligned with the standards in the framework.
 - NYC DOE Performance Goals for 2014-2015 did not require either an enrollment target or rate for SWD's, ELL's, and FRPL's.
 - The school's discipline policy was upgraded to include a due process that is consistent federal laws and regulations governing the placement of SWD. The upgraded discipline

policy was forwarded to the Charter Oversight and made available to parents (see pages 33-34).

Essential Question Three

- **Short-term Financial Viability:**

- The NYC DOE Performance Goals for 2014-2015 do not require IMLCS to have 60 days of cash on hand to cover operating expenses. IMLCS was required to have 30 days and that goal was met.

Renewal Report
for Imagine Me Leadership
Charter School

SCHOOL YEAR 2015-16

NEW YORK CITY DEPARTMENT OF EDUCATION
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This report contains the findings and recommendations of the New York City Department of Education (NYC DOE) regarding the charter school's application for charter renewal. This report is based on a cumulative record of the school's progress, including but not limited to oversight visits, annual reports, and formal correspondence between the school and its authorizer, the NYC DOE Chancellor, all of which are conducted in order to evaluate and monitor the charter school's academic, fiscal, and operational performance. Additionally, the NYC DOE, on behalf of the Chancellor, incorporates into this report its findings from the renewal application process, which includes a written application, review of student achievement data, and a school visit by the Office of School Design and Charter Partnerships (OSDCP) and other staff from the NYC DOE. Upon review of all the relevant materials, a recommendation is made to the NYC DOE Chancellor. The Chancellor's determination, and the findings on which that decision is based, is then submitted to the New York State Board of Regents.

For more information on how OSDCP makes renewal recommendations to the Chancellor, please see the NYC DOE OSDCP Accountability Handbook available on the NYC DOE web site at <http://schools.nyc.gov/community/charters/contacts/DOEResources.htm>

Part 1: Summary of Renewal Recommendation

Charter School Background

Imagine Me Leadership Charter School is an all-boys elementary school located in the East New York neighborhood of Brooklyn in Community School District 19. The school is located in private space and is not co-located with any other New York City public schools.

The school is in its second charter term.

School Mission

Imagine Me Leadership Charter School (IMLCS) will provide a positive, nurturing environment, along with an exciting, rigorous, academic and cultural program where boys learn to become responsible citizens, life-long learners and community leaders. They will develop a sense of self by knowing who they are, and what they are expected to become, thus, allowing them to be confident and prepared to face the challenges in a competitive world.

Imagine Me Leadership Charter School	
School Leader(s)	Dr. Katherine Corbett (Executive Director), Mr. Bevon Thompson (Principal)
Board Chair(s)	David Aviles
Charter Management Organization (if applicable)	N/A
Other Partner(s)	N/A
District(s) of Location	NYC Community School District 19
Physical Address(es)	818 Schenck Avenue, Brooklyn, NY 11207
Facility Owner(s) ¹	Private
Enrollment ²	220
Grades Served	K-5

¹ According to NYC DOE Location Code Generation and Managements System.

² According to ATS data as of October 14, 2015.

Renewal Recommendation

Imagine Me Leadership Charter School was previously renewed for a 1.5 year term in the 2014-15 academic year with the following conditions:

- As part of its oversight of Imagine Me Leadership Charter School in its next term, the NYC DOE will require the school to submit an academic improvement plan to address concerns regarding performance and growth on the NYS English Language Arts and math assessments. This plan should include timelines, interim progress goals and benchmarks, details on data-driven instructional program design, professional development and assigned responsibilities. A draft of the plan should be submitted to the NYC DOE no later than April 15, 2015. The school must implement the plan prior to the start of the 2015-16 school year and the plan must be in effect for the remainder of this charter term.
- In each year of the charter term, the school must demonstrate its ability to close the achievement gap for students in the lowest third citywide: the school's percentage of students in the lowest third citywide in the 75th growth percentile on the New York State ELA assessment must meet or exceed the elementary school citywide average for students in the lowest third citywide in the 75th growth percentile.
- In each year of the charter term, the school must demonstrate its ability to close the achievement gap for students in the lowest third citywide: the school's percentage of students in the lowest third citywide in the 75th growth percentile on the New York State math assessment must meet or exceed the elementary school citywide average for students in the lowest third citywide in the 75th growth percentile.
- The school must demonstrate academic growth, as measured by the school's median adjusted growth percentile in ELA, for each year of the charter term. The school's ELA median adjusted growth percentile for the school's students will be at or above 50 percent of city percent of range for ELA median adjusted growth in each year of the charter term.
- The school must demonstrate academic growth, as measured by the school's median adjusted growth percentile in math, for each year of the charter term. The school's math median adjusted growth percentile for the school's students will be at or above 50 percent of city percent of range for math median adjusted growth in each year of the charter term.
- The school will submit quarterly financial statements to the NYC DOE within 45 days of the close of each fiscal quarter. The school will submit a memorandum describing strategies for how the school will increase its unrestricted days of cash on hand from 18 to at least 30, without an infusion of cash, by the end of the 2015 fiscal year (June 30, 2015).
- The school will develop and present an operational improvement plan focused on Board development and school leadership/culture development, with specific mention of professional development for each the Board and school leadership team to continue to develop capacity, professional development for the staff to address turnover and instructional staff instability, school leadership plans to create improved working conditions for staff, and Board efforts to assess and manage staff satisfaction. This plan should include timelines, interim progress goals and benchmarks, details on data-driven instructional program design, professional development (including for the Board as appropriate) and assigned responsibilities. A draft of the plan shall be submitted to the NYC DOE on or before April 15, 2015. The school must implement the plan prior to the start of the 2015-16 school year and the plan must be in effect for the remainder of this charter term.

Imagine Me Leadership Charter School has partially satisfied currently applicable conditions placed upon it for future renewal.

Imagine Me Leadership Charter School	
School Opened For Instruction	2010-2011
Date of First Renewal	2014-2015
Current Charter Term Expiration Date	June 30, 2016
Current Authorized Grade Span	K-5
Current Authorized Enrollment	264

Part 2: Background on the Charter Renewal Process

Renewal Process

In the final year of its charter, a Chancellor-authorized charter school seeking renewal must demonstrate its success during its most recent charter term and establish goals and objectives for its next charter term. The renewal process offers an opportunity for the school to reflect on its experiences during its current term; to make a compelling, evidence-based case that it deserves an additional charter term; and, if renewed, to build an ambitious plan that will positively impact future students. Schools up for renewal must submit a complete renewal application no later than November 2, 2015.

The NYC DOE Chancellor-Authorized Charter School Accountability Framework (framework), developed by the Office of School Design and Charter Partnerships (OSDCP), is aligned with the New York State Charter Schools Act [Ed.L. §§2851(4)] and is used to evaluate a charter school's renewal application. A school must be able to demonstrate, supported by the school's renewal application and other data, that it can satisfy

the three essential questions of the framework:

1. Is the school an academic success?
2. Is the school effective and well run?
3. Is the school financially viable?

Schools are asked to present a compelling, evidence-based case that they have, over the course of their charter term, been academically successful, effective and well run, and financially viable. Schools are also asked to detail their plans for the proposed charter term, including ambitious and measurable objectives as well as any requested revisions to the school's original charter application, and responses to any conditions set for the school previously.

The renewal application consists of the following parts: Executive Summary; Application Narrative; Required Attachments; Supporting Documents and Evidence; Revised Charter and Summary of Revisions; Required Exhibits for Revised Charter.

The OSDCP Charter Authorizing Team will review and may respond to a submitted renewal application with clarifying questions and requests for additional information. Each school's Charter Authorizing Team point of contact will work with the school to establish an appropriate timeframe for complying with these requests. If the school's application is incomplete, it will be returned to the school with feedback from the team. In addition to the school's renewal application, the Charter Authorizing Team will conduct a renewal visit at the school. Based on the school's application, the renewal site visit, review of documentation submitted to the NYC DOE and the New York State Education Department (NYSED) during the school's charter term, and previous oversight reports, the Charter Authorizing Team will prepare a draft of its findings to share with the school for factual corrections, and will ultimately submit a renewal recommendation to the Chancellor and the Board of Regents.

Schools are advised to carefully review the instructions and guidelines provided in this document, as well as the amended New York State Charter Schools Act, to prepare a renewal application for submission to Charter Authorizing Team.

Statutory Basis for Renewal

The determination of whether to approve a renewal application rests in the sole discretion of a charter school's authorizer. The Act states the following regarding the renewal of a school's charter:

§ 2851(4): Charters may be renewed, upon application, for a term of up to five years in accordance with the provisions of this article for the issuance of such charters pursuant to section twenty-eight hundred fifty two of this article; provided, however, that a renewal application shall include:

- (a) A report of the progress of the charter school in achieving the educational objectives set forth in the charter.
- (b) A detailed financial statement that discloses the cost of administration, instruction and other spending categories for the charter school that will allow a comparison of such costs to other schools, both public and private. Such statement shall be in a form prescribed by the board of regents.
- (c) Copies of each of the annual reports of the charter school required by subdivision two of section twenty-eight hundred fifty-seven of this article, including the charter school report cards and the certified financial statements.
- (d) Indications of parent and student satisfaction.
- (e) The means by which the charter school will meet or exceed enrollment and retention targets as prescribed by the board of regents or the board of trustees of the state university of New York, as applicable, of students with disabilities, English language learners, and students who are eligible applicants for the free and reduced price lunch program which shall be considered by the charter entity prior to approving such charter school's application for renewal. When developing such targets, the board of regents and the board of trustees of the state university of New York shall ensure (1) that such enrollment targets are comparable to the enrollment figures of such categories of students attending the public schools within the school district, or in a city school district in a city having a population of one million or more inhabitants, the community school district, in which the charter school is located; and (2) that such retention targets are comparable to the rate of retention of such categories of students attending the public schools within the school district, or in a city school district in a city having a population of one million or more inhabitants, the community school district, in which the proposed charter school would be located.

Such renewal application shall be submitted to the charter entity no later than six months prior to the expiration of the charter; provided, however, that the charter entity may waive such deadline for good cause shown.

Renewal Outcomes

After the NYC DOE's review of the school's renewal application, and completion of the renewal site visit, the Charter Authorizing Team will release a draft report of their findings. The report will align to the framework and may include assessment results, evidence from classroom observations, leadership interviews, NYC DOE School Survey results, public hearings and other community feedback, as well as a variety of other data. Schools will be given the opportunity to correct factual errors in the report. If the Charter Authorizing Team approves the renewal application and the Chancellor recommends renewal for the school, prior to the school's charter expiration date, the Charter Authorizing Team will send the renewal report and recommendation along with the school's renewal application and other supporting evidence to the Board of Regents for its approval. If the Charter Authorizing Team determines that renewal is not warranted, the school will be informed in writing of the reasons for the non-renewal.

The Charter Authorizing Team may recommend three potential outcomes for charter schools applying for renewal: full-term renewal (with or without conditions), short-term renewal (with or without conditions), or non-renewal. More information on each type of renewal is below.

Full-Term Renewal

In cases where a school has clearly and consistently demonstrated high academic performance, a compliant environment that supports the health, safety, and well-being of all students, operational stability, and financial viability, a five-year renewal may be recommended (with or without conditions).

Short Term Renewal

In cases where a school has demonstrated mixed academic results or uncertain organizational or financial viability, a short-term renewal may be recommended (with or without conditions).

Non-Renewal

Renewal is not automatic. In cases where a school has failed to demonstrate significant progress, has low levels of student achievement, is in severe financial distress, or is in violation of its charter, non-renewal may be recommended.

Charter schools that receive non-renewal decisions are provided with due process, including an opportunity to submit a written response and an opportunity to make an oral presentation, whereby these schools may appeal the non-renewal decision.

Part 3: Findings

An important note about meeting the standards of the framework:

We measure a school's ability to meet the standards of the framework by looking at aggregated outputs. Standards in Essential Question 1 are measured for all students who completed exams at all grade levels.

If a school met the standard each year of the charter term, the standard will be marked "Met." If a school met the standard in one or more years during the charter term, but did not meet the standard each year of the charter term, the standard will be marked "Partly Met." If a school did not meet the standard for any year during the charter term, the standard will be marked "Not Met."

DRAFT

Essential Question 1: Is the school an academic success?

The OSDCP Charter Authorizing Team reviewed the following primary and secondary evidence to evaluate whether Imagine Me Leadership Charter School met or did not meet the standards for Essential Question 1:

- Primary Evidence: New York State (NYS) assessments including Regents, Grades 3-8 English Language Arts (ELA) and Math³, Grades 4 and 8 Science, and New York State Alternative Assessment (NYSAA); Graduation rates; Post-secondary enrollment; Charter school academic goals
- Secondary Evidence: NYC DOE School Quality Reports; College and Career Preparatory Course Index (CCPCI); College Readiness Index (CRI), NYS Mean Growth Percentile

At the time of renewal, Imagine Me Leadership Charter School has partially demonstrated academic success.

The school was last renewed in January, 2015. As a result, the NYC DOE has one year of NYS assessment data and one year of other academic indicator(s) to evaluate the academic achievement and progress of the students at Imagine Me Leadership Charter School.

For additional academic data, including grade-level proficiency on NYS assessments, please see Appendix B. For detailed information on the school's progress in meeting the academic goals outlined in its charter agreement, please see Appendix C.⁴ These goals relate to academic performance, academic growth, college and career readiness, and closing the achievement gap.

Detail on OSDCP's findings for Essential Question 1 is below.

³ Grade 3-8 ELA and Math proficiency rates are based on attribution using BEDS day enrollment for the applicable school year.

⁴ Please note that in analyzing a school's progress towards its academic goals as outlined in its charter agreement, the NYC DOE did not review goals that measured a school's academic performance relative to 75% absolute proficiency for school years 2012-2013 and beyond because of the move to Common Core Learning Standards in 2012-2013. In addition, beginning with the 2013-2014 school year, due to a change in state regulation, the NYC DOE will not review goals that are related to standardized assessments for students in grades K-2 or NYC DOE Progress Report grades.

Comparative Academic Performance

Standard	Met	Partly Met	Not Met
NYS ELA exam proficiency rates exceed comparable community school district (CSD) rates			
NYS ELA exam proficiency rates exceed comparable Citywide rates			
NYS ELA exam proficiency rates exceed comparable DOE-defined comparison group rates ⁵			
NYS Math exam proficiency rates exceed comparable CSD rates			
NYS Math exam proficiency rates exceed comparable Citywide rates			
NYS Math exam proficiency rates exceed comparable DOE-defined comparison group rates			
NYS Science exam proficiency rates exceed comparable CSD rates			
NYS Science exam proficiency rates exceed comparable Citywide rates			
NYS Science exam proficiency rates exceed comparable DOE-defined comparison group rates ⁶			N/A
NYS ELA Regents exam pass rates exceed Citywide rates			N/A
NYS Math Regents exam pass rates exceed Citywide rates			N/A
NYS Science Regents exam pass rates exceed Citywide rates			N/A
Graduation rates ⁷ exceed Citywide rates			N/A

Academic Growth

Standard	Met	Partly Met	Not Met
NYS ELA exam proficiency rates increase			
NYS Math exam proficiency rates increase			
NYS Regents exam pass rates increase			N/A
Graduation rates increase			N/A

⁵ The NYC DOE defines comparison groups; these groups are subject to change (in previous years, these groups have been referred to as "peer groups" and "similar schools"). Please refer to the NYC DOE's school quality resources for a current definition.

⁶ The NYC DOE does not define comparison groups for the NYS Science exam; this standard will be marked "NA" for all Chancellor-authorized charter schools.

⁷ The NYC DOE evaluates all applicable graduation rates.

Closing the Achievement Gap

Standard	Met	Partly Met	Not Met
NYS ELA exam proficiency rates for English Language Learners (ELLs) exceed CSD rates		N/A	
NYS ELA exam proficiency rates for ELLs exceed Citywide rates		N/A	
NYS Math exam proficiency rates for ELLs exceed CSD rates		N/A	
NYS Math exam proficiency rates for ELLs exceed Citywide rates		N/A	
NYS ELA exam proficiency rates for Students with Disabilities (SWD) exceed CSD rates			
NYS ELA exam proficiency rates for SWD exceed Citywide rates			
NYS Math exam proficiency rates for SWD exceed CSD rates			
NYS Math exam proficiency rates for SWD exceed Citywide rates			
NYS ELA exam proficiency rates for students eligible for free and reduced price lunch (FRPL) ⁸ exceed CSD rates			
NYS ELA exam proficiency rates for students eligible for FRPL exceed Citywide rates			
NYS Math exam proficiency rates for students eligible for FRPL exceed CSD rates			
NYS Math exam proficiency rates for students eligible for FRPL exceed Citywide rates			
NYS Regents exam pass rates for ELLs exceed Citywide rates		N/A	
NYS Regents exam pass rates for SWD exceed Citywide rates		N/A	
NYS Regents exam pass rates for students eligible for FRPL exceed Citywide rates		N/A	
Graduation rates for ELLs exceeds Citywide rates		N/A	
Graduation rates for SWD exceeds Citywide rates		N/A	
Graduation rates for students eligible for FRPL exceeds Citywide rates ⁹		N/A	

College & Career Readiness (for grades 9-12 only)

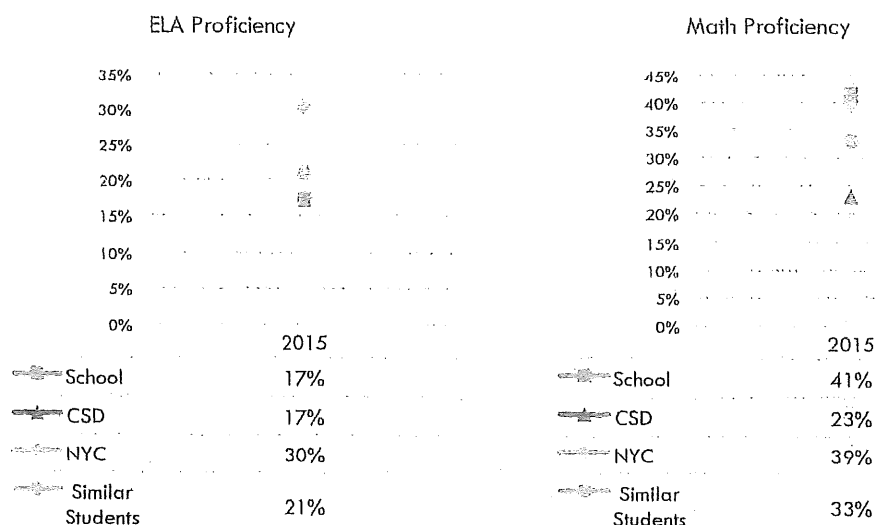
Standard	Met	Partly Met	Not Met
Postsecondary enrollment rates exceed Citywide rates ¹⁰		N/A	
College & Career Preparatory Course Index exceeds Citywide average		N/A	
College Readiness Index exceeds Citywide average		N/A	

⁸ The "students eligible for FRPL" grouping is inclusive of all students in the economically disadvantaged students grouping used by NYSED.

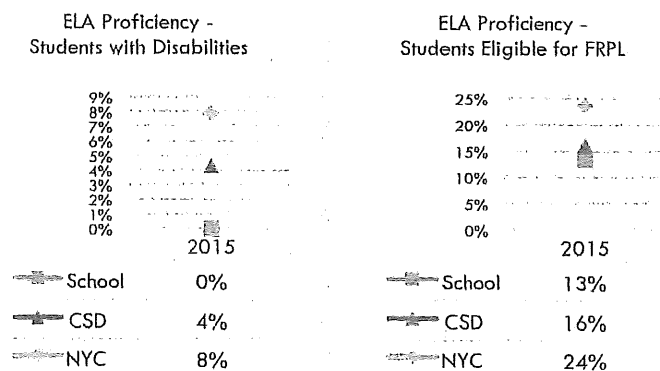
⁹ The NYC DOE does not report Citywide graduation rates for students eligible for FRPL; this standard will be marked "NA" for all Chancellor-authorized charter schools.

¹⁰ The NYC DOE evaluates all applicable postsecondary enrollment rates.

Overall Proficiency¹¹



Closing the Achievement Gap – English Language Arts¹²

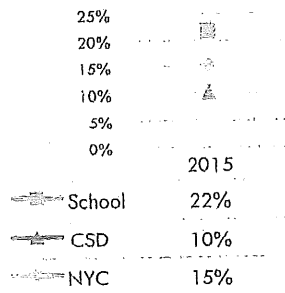


¹¹ Due to the length of the prior charter term (1.5 year), this school only has one year of assessment data available. For a comparison of the school's current academic results to the previous year's academic results, please see Appendix F. Note that Appendix F is provided for informational purposes, not evaluative purposes.

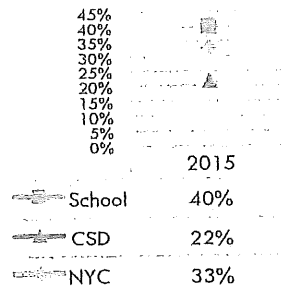
¹² Please note that the school did not serve the minimum number of English Language Learner students in any school year to receive data on the ELA proficiency of English Language Learner students

Closing the Achievement Gap – Math¹³

Math Proficiency -
Students with Disabilities



Math Proficiency -
Students Eligible for FRPL



¹³ Please note that the school did not serve the minimum number of English Language Learner students in any school year to receive data on the Math proficiency of English Language Learner students.

Essential Question 2: Is the school effective and well run?

The OSDCP Charter Authorizing Team reviewed the following primary and secondary evidence to evaluate whether Imagine Me Leadership Charter School met or did not meet the standards for Essential Question 2:

- Primary Evidence: NYC DOE School Survey; Attendance data; Retention data (ATS); Student discipline data; Received complaints and other feedback; board by-laws and meeting minutes; School leadership, board, and staff interviews; Operational policies and procedures; School records pertaining to health, safety, and civil rights; Charter and charter agreement; NYSED BEDS data; NYSED TEACH system data
- Secondary Evidence: Student/Family and Staff Handbooks; Parents Association meeting calendar and minutes; School visit observations; Operational organizational chart; Professional development plans and resources; Other school records

At the time of this school's renewal, Imagine Me Leadership Charter School has demonstrated its effectiveness, including a supportive environment, operational stability, and compliance with applicable laws and regulations.

Curriculum

The school uses the Scott Foresman Reading Street curriculum for reading, and Go Math (grades K-1) and Envision Math (grades 2-5) for math.

Assessments and Use of Data

The school collects and analyzes four sets of data: New York State examinations in ELA, Mathematics, and Science; Rally! Interim assessments; iReady assessments in ELA and Mathematics, and Fountas and Pinnell reading levels. The school's data coordinator prepares item analysis reports of the assessments for the principal, who reviews the data and analysis with teachers at their regularly scheduled meetings. Teachers are expected to adjust lesson plans and instructional materials to respond to assessment data.

Enrichment Opportunities

The school offers an Academic Intervention Extended Day program that takes place Mondays through Thursdays from October to January for students in all grades who are not making progress toward performance standards. Test prep is offered for students in grades 3-5 on Saturdays from January to April and during Mid-Winter Break.

Special Populations

As an all-boys school, Imagine Me Leadership Charter School makes efforts to meet the learning needs of young males through a variety of classroom strategies and professional development for teachers. Teachers are encouraged to use movement and regular breaks from academic activities in their classrooms and allow students to use tactile tools to improve their focus. Implementation of these strategies is inconsistent across the school.

Members of the Simeon Guild, a community organization, volunteer their time at the school to mentor students, and each grade has a male advisor that remains with the cohort over the course of their time at the school, serving as a point of contact for families and social/emotional support for students.

The school is a member of the Coalition of Schools Educating Boys of Color and has contracted with the Gurian Institute to provide professional development on how boys learn and methods of increasing engagement in all-male classrooms.

Staffing

48% of the school's staff – 43% of instructional staff – did not return for the 2015-16 school year. While the school invited all but two staff members to return, many chose not to for a variety of reasons. One member of the leadership team did not return.

The school intentionally seeks to hire male teachers who can serve as mentors to their male students. Currently 39% of the school's staff is male.

Professional Development

The school offered a week-long professional development session prior to the start of the 2015-16 school year, and a full-day professional development session in November, 2015, with another full-day session scheduled for June, 2016. A significant portion of the summer sessions were led by the Gurian Institute, focused on instructional practices targeted at young males.

The leadership team leads monthly meetings for the upper and lower school staff teams and grade teams meet on a weekly basis.

A contracted coach meets with each math teacher every other week, leads professional development for the math team and occasionally models instruction.

Teachers meet in Professional Learning Communities in order to deepen their content knowledge and improve student achievement by discussing, debating and sharing best practices of reading and math strategies. These sessions are led on a bi-weekly basis by a veteran ELA teacher and the math coach.

Supportive Environment

Imagine Me Leadership Charter School's student attendance rate for the 2014-15 school year was 94%, which was five percentage points higher than the district average and two percentage points higher than the city average. The student retention rate from the 2014-15 school year to this year was 80%, which was two percentage points below the district average and six percentage points below the city average.

The school has an active Student Support Team, which plans incentives and culture-building activities; Parent Association, which plans parent engagement activities and workshops; and Personnel Advisory Team, which works with the school's leadership team to address personnel issues that arise. Grade advisors serve as primary points of contact for parents and as a support system for students over the course of their time at the school.

The principal frequently observes teachers informally and meets with them regularly to debrief observations and plan. Teachers are evaluated using the Danielson Framework for Teaching and Learning and are given an annual rating of Highly Effective, Effective, Developing, or Ineffective. Teachers who earn ratings of Effective or Highly Effective can qualify for performance based bonuses through the school's Teacher Incentive Fund grant.

The school met the enrollment target for Students with Disabilities (SWD), but has not for English Language Learners (ELL) or students eligible for Free and Reduced Priced Lunch (FRPL).

The school met the retention target for ELLs and SWD, but did not for FRPL.

79% of teachers completed the NYCDOE School Survey, compared to a citywide rate of 81%.

61% of parents completed the NYCDOE School Survey, compared to a citywide rate of 49%.

Satisfaction rates for teachers and parents were consistently above citywide averages.

School Culture

Imagine Me Leadership Charter School holds monthly school-wide assemblies that celebrate student achievement, progress, and attendance.

The school partners with the Simeon Guild, a community organization, to provide students with male role models.

Students participate in a coming-of-age ceremony before advancing to 5th grade.

The school implements a Response to Intervention (RTI) protocol, where at-risk students are assessed to determine individual needs and where recommendations for individualized instructional strategies are made.

On December 8, 2015, a public hearing was held to solicit comments from the school community. 63 members of the community attended. 17 speakers were in favor of the school's renewal and no speakers were in opposition to the renewal.

Governance

The current Board of Trustees is comprised of six members and is chaired by David Aviles. The founding board chair is still a member of the Board. The level of membership is consistent with the minimum of five and maximum of 13 members established in the Board's bylaws, but is inconsistent with the bylaw stating that "at all times there shall be an odd number of trustees".

The school's bylaws indicate that the Board is to hold monthly meetings. The Board met 11 times in 2015 and has posted the minutes on the school's website.

For detailed information on the school's progress in meeting the operational goals outlined in its charter agreement, please see Appendix C. These goals relate to school environment, leadership, governance, and compliance.

For detailed information on the efforts the school is taking to enroll and retain students with disabilities (SWDs), English Language Learners (ELLs), and students who are eligible for Free or Reduced Price Lunch (FRPL), as per the NYS Charter Schools Act, please see Appendix D.

Detail on OSDCP's findings for Essential Question 2 is below.

Supportive Environment

<i>Standard</i>	<i>Met</i>	<i>Partly Met</i>	<i>Not Met</i>
School program differentiates instruction for SWD			
School program differentiates instruction for ELLs			
School schedule and program offers defined opportunities for remediation and acceleration			
School utilizes an interim assessment system			
School has a compliant, formal, and posted procedure for parents and staff to express concerns to school leadership, the Board, and the authorizer			
Parent, staff, and student responses on the NYC DOE School Survey exceed Citywide averages			
Student attendance rate exceeds CSD average			
Student attendance rate exceeds Citywide average			
Improved student retention rate over course of charter			

Partly Met Standards – Supportive Environment

- Over the course of the renewal visits, the Charter Authorizing Team noticed mixed evidence in classrooms and lesson plans of differentiated instruction for SWD.
- Over the course of the renewal visits, the Charter Authorizing Team noticed mixed evidence in classrooms and lesson plans of differentiated instruction for ELLs.
- Parent responses on the 2014-15 NYC DOE School Survey were below the Citywide average for one question.

Operational Stability

Standard	Met	Partly Met	Not Met
School has an operations manual			
School meets all DOE deadlines for annual reporting requirements			
School meets all DOE deadlines for the Annual NYC DOE Charter School Survey			
School meets all DOE deadlines for renewal application documents			
School has documented teacher evaluation procedures			
School has documented professional development opportunities			
School has a formal process for evaluating progress against charter school goals			
Board has a formalized governance structure including lines of accountability for the board, school leadership, and all staff			
Board has developed a succession plan for board and school leadership			
Board has access to legal counsel			
Board meetings consistently meet quorum			

Partly Met Standards – Operational Stability

- The school's Board is in the process of growing to include members that will be able to provide consistent and stable oversight to the school. The Board had no succession plan in place for the Executive Director or Principal, but are beginning to groom a teacher for an as-yet-undefined future leadership role.

Compliance (with all applicable laws & regulations)

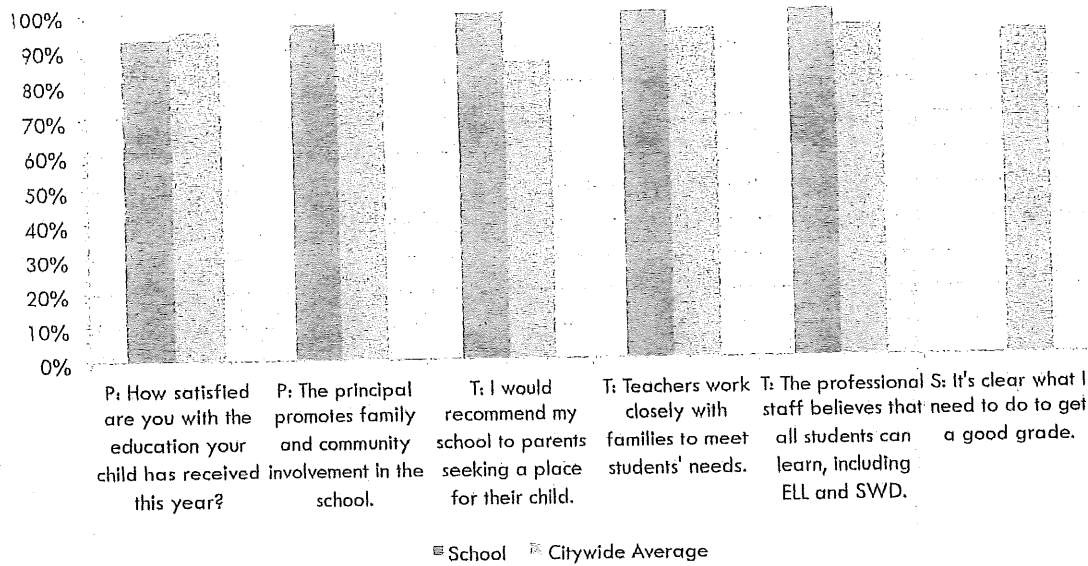
Standard	Met	Partly Met	Not Met
School's SwD enrollment rate exceeds CSD rate			
School's ELL enrollment rate exceeds CSD rate			
School's FRPL enrollment rate exceeds CSD rate			
School's SwD retention rate exceeds CSD rate			
School's ELL retention rate exceeds CSD rate			
School's FRPL retention rate exceeds CSD rate			
School is in compliance with its charter and its charter agreement			
School is in good standing with authorizer			
School has discipline policy that is consistent with due process and with state and federal laws and regulations governing the placement of SWD			
School has required facility documents (lease, certificate of occupancy, fire and safety inspections)			
School is in compliance with teacher certification requirements proscribed in N.Y. Educ. Law § 2854(3)(a-1)			
School is in compliance with employee fingerprinting requirements			
School has an appropriate safety plan			
School has appropriate insurance documentation			
School is meeting Department of Health immunization requirements			
School has submitted its Annual Report to NYSED and posted it online			
School has followed all applicable lottery and enrollment regulations			
Board held the required number of meetings			
School and board follows posting and procedural requirements of NYS Open Meetings Law			
School and board follows posting and procedural requirements of Freedom of Information Law (FOIL) ¹⁴			N/A

Partly Met Standards – Compliance

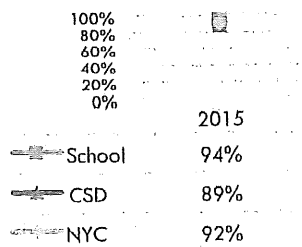
- The school discipline policy was not determined to be compliant with federal law as the blanket reference to IDEA is not sufficient.

¹⁴ The New York Charter Schools Act makes charter schools subject to FOIL (§2854[1][e]). The New York City Department of Education monitors charter school compliance with FOIL through the complaint process outlined in §2855(4) of the New York State Charter Schools Act. All complaints received through this process are investigated by the Office of School Design and Charter Partnerships. Noncompliance with any applicable laws and regulations, including FOIL, are addressed and documented.

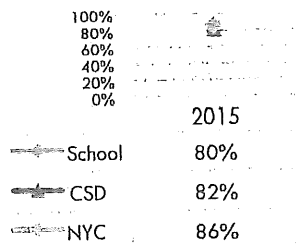
Percent Satisfaction on the NYC School Survey



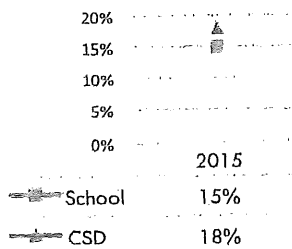
Attendance Rates



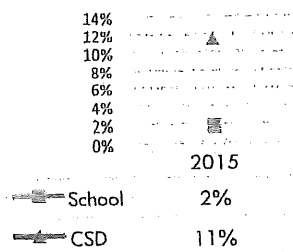
Retention Rates



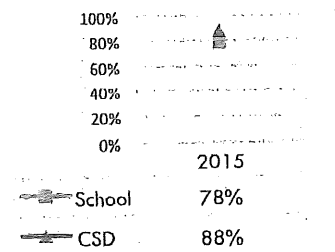
Enrollment - Students with Disabilities



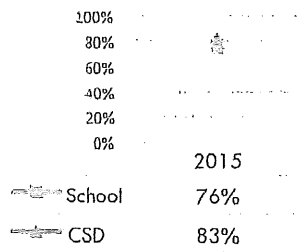
Enrollment - English Language Learners



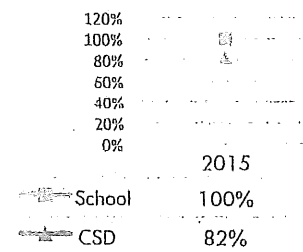
Enrollment - Students Eligible for FRPL



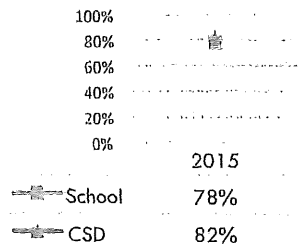
Retention - Students with Disabilities



Retention - English Language Learners



Retention - Students Eligible for FRPL



Essential Question 3: Is the school financially viable?

The OSDCP Charter Authorizing Team reviewed the following primary and secondary evidence to evaluate whether Imagine Me Leadership Charter School met or did not meet the standards for Essential Question 3:

- Primary Evidence: Audited financial statements; Projected budgets
- Secondary Evidence: Quarterly financial statements; Escrow accounts and other fiscal reporting documents

At the time of this school's renewal, Imagine Me Leadership Charter School has demonstrated financial viability.

An independent audit performed for fiscal year 2015 (FY15) showed no material findings.

For detailed information on the school's progress in meeting the financial goals outlined in its charter agreement, please see Appendix C. These goals relate to short- and long-term financial viability.

Detail on OSDCP's findings for Essential Question 3 is below.

Short-term Financial Viability

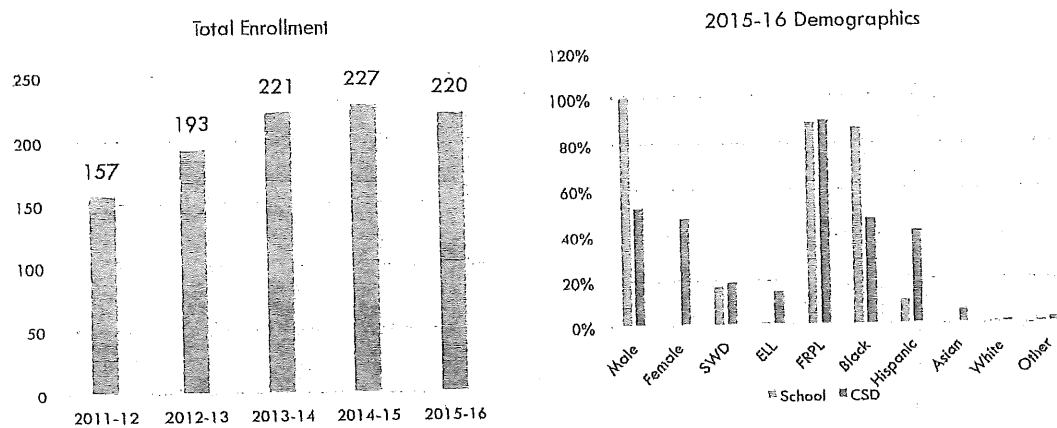
Standard	Met	Partly Met	Not Met
Cash position – school has at least 60 days of cash on hand to cover operating expenses			
Liabilities – school has sufficient cash flow to cover 100% of liabilities expected over the next 12 months			
Projected revenues – actual enrollment should be within 15% of projected (budgeted) enrollment			
Debt management – school met all debt obligations			

Long-term Financial Sustainability

Standard	Met	Partly Met	Not Met
School operated at a surplus each year over the course of the previous charter term (more total revenues than expenses)			
Aggregated total margin – school operated at a surplus over the course of the previous charter term		N/A	
Debt to assets ratio less than 1.0 over the course of the previous charter term			
Aggregate assets to liabilities ratio greater than 1.0 over the course of the previous charter term		N/A	
One-year cash flow – positive cash flow over previous two fiscal years (change in cash balance is positive)			
Multi-year cash flow – positive cash flow over previous charter term		N/A	

Appendix A: School Overview

Enrollment and Demographics



Programming, Admissions, and Lottery¹⁵

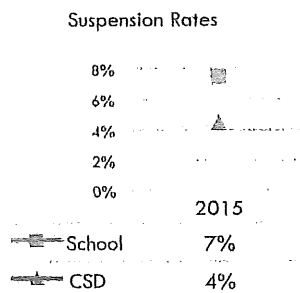
Number of Instructional Days	189
Pre-Kindergarten Program	No
Afterschool Program and/or Other Activities	Yes
Summer Academic Program	Yes
Saturday Instruction	Yes
Primary Entry Grade(s)	K
Additional Grade(s) for which Student Applications are Accepted	1-5
Does School Enroll New Students Mid-Year?	Yes
Number of Applicants for Admission (School Year 2015-2016)	100
Number of Students Accepted via the Lottery (School Year 2015-2016)	25
Lottery Preferences	
Attends a Failing School	No
Does Not Speak English at Home	No
Receives SNAP or TANF Benefits	No
Eligible for Free or Reduced-Price Lunch	No
Has IEP and/or Receives Special Education Services	No
Homeless or Living in Shelter or Temporary Residence	No
Lives in New York City Housing Authority Housing	No
Unaccompanied Youth	No

¹⁵ Based on self-reported data from the 2015-2016 DOE Annual Charter School Survey.

Current Board of Trustees

Board Member Name	Position	Committee(s)
1. David Ayiles	Chair	Executive, Academic Accountability
2. Ann-Marie Hunt	Vice Chair	Executive, Academic Accountability
3. Janice Chen	Treasurer	Executive, Finance
4. Rev. David Brawley	Secretary	Executive, Finance, Fundraising
5. Arthur Pritchard	Member	Academic Accountability
6. LaToya Kittrell	Member	Executive, Academic Accountability

Suspension and Expulsion Rates¹⁶



	2015
# of Suspension	17
Suspension Rate	7%
# of Expulsions	0
Expulsion Rate	-

Future Plans

As reported by school leadership and the school's Board, the following was noted:

- The school has applied to expand from a K-5 school to a K-8 school.

¹⁶ Suspension rates include aggregated in- and out-of-school rates.

Appendix B: Academic Performance

Students scoring at or above Level 3 on NYS assessments:

Grade-Level Proficiency in English Language Arts	
2014-2015	
Imagine Me Leadership Charter School	
Grade 3	21.6%
Grade 4	7.0%
Grade 5	27.3%
PERCENTAGE POINT DIFFERENCE FROM CSD 19	
Grade 3	4.6
Grade 4	-10.4
Grade 5	9.4

Grade-Level Proficiency in Math	
2014-2015	
Imagine Me Leadership Charter School	
Grade 3	41.2%
Grade 4	30.2%
Grade 5	63.6%
PERCENTAGE POINT DIFFERENCE FROM CSD 19	
Grade 3	19.1
Grade 4	9.4
Grade 5	37.1

Appendix C: Charter School Goals

According to annual reports submitted to NYSED over each year of the school's charter term, the school achieved/met its goals as follows:

- Academic Goals:¹⁷
 - 2 of 4 applicable academic charter goals in its most recent year
 - 2 of 4 applicable academic charter goals over the course of the charter term
- Operational Goals:
 - 2 of 4 applicable operational charter goals in its most recent year
 - 2 of 4 applicable operational charter goals over the course of the charter term
- Financial Goals:
 - 3 of 3 applicable financial charter goals in its most recent year
 - 3 of 3 applicable financial charter goals over the course of the charter term

Charter Goals		2014-2015
Academic Goals	For each year of the school's next charter term, the school will show academic performance with a percent of students proficient at or above Level 3 that meets or exceeds the percent proficient of the Community School District (CSD) of location and also meets or exceeds the citywide percent proficient on the New York State ELA examination.	Partially Met
	For each year of the school's next charter term, the school will show academic performance with a percent of students proficient at or above Level 3 that meets or exceeds the percent proficient of the Community School District (CSD) of location and also meets or exceeds the citywide percent proficient on the New York State math examination.	Met
	For each year of the school's next charter term, each grade-level cohort will demonstrate growth with a reduction by a half the gap between the percent at or above Level 3 on the previous year's NYS ELA exam (baseline) and the CSD or citywide percent (whichever is higher) of students proficient at or above Level 3 on the current year's State ELA exam. For schools in which the number of students scoring above proficiency in a grade-level cohort exceeded the CSD or citywide percent proficient (whichever is higher) on the previous year's ELA exam, the school is expected to demonstrate growth comparable to the CSD in the current year.	Partially Met
	For each year of the school's next charter term, each grade-level cohort will demonstrate growth with a reduction by a half the gap between the percent at or above Level 3 on the previous year's NYS math exam (baseline) and the CSD or citywide percent (whichever is higher) of students proficient at or above Level 3 on the current year's State math exam. For schools in which the number of students scoring above proficiency in a grade-level	Met

¹⁷ Because of the move to Common Core standards in 2012-13, the NYC DOE did not evaluate goals that measure a school's actual performance relative to 75% or greater absolute proficiency on the NYS ELA and math exams or goals that measure reducing the performance gap of a cohort in ELA and math assessments in its analysis of progress towards goals for the 2012-13 school year. Goals that refer to comparative academic performance of the school (e.g., to the CSD) were included in the analysis. In addition, beginning with the 2013-14 school year, the NYC DOE will not evaluate goals that are related to NYC DOE Progress Report Grades or, due to a change in state regulation, goals that are related to standardized assessments for students in grades kindergarten through two in its analysis of progress towards goals.

	cohort exceeded the CSD or citywide percent proficient (whichever is higher) on the previous year's math exam, the school is expected to demonstrate growth comparable to the CSD in the current year.	
Operational Goals	In each year of the charter term, parents will express satisfaction with the school's program, based on the NYC DOE School Survey. On key questions as identified in the NYC DOE Charter Schools Accountability Handbook, the school will have a percentage of parents that agree or strongly agree that meets or exceeds citywide averages. The school will only have met this goal if 50% or more parents participate in the survey.	Met
	In each year of the charter term, staff will express satisfaction with the school's program, based on the NYC DOE School Survey. On key questions as identified in the NYC DOE Charter Schools Accountability Handbook, the school will have a percentage of staff that agree or strongly agree that meets or exceeds citywide averages. The school will only have met this goal if 50% or more staff participate in the survey.	Met
	Each year, 95 percent of all students enrolled on the last day of the school year will return the following school year.	Not Met
	Each year, the school will have an average daily student attendance rate of at least 95 percent.	Not Met
Financial Goals	The school will undergo an independent financial audit that will result in an unqualified opinion and no major findings.	Met
	The will operate on a balanced budget and maintain a stable cash flow	Met
	The school will submit quarterly financial statements to the NYC DOE within 45 days of the close of each fiscal quarter. The school will submit a memorandum describing strategies for how the school will increase its unrestricted days of cash on hand from 18 to at least 30, without an infusion of cash, by the end of the 2015 fiscal year (June 30, 2015).	Met

Imagine Me Leadership Charter School

Proposed Renewal Charter Term: _____

ACTUALS FOR FY 16

Total Revenue	2,353,121
Total Expenses	1,897,309
Net Income (Before Cash Flow Adjustments)	455,812
Year End Student Enrollment	220
Total Paid Student Enrollment	-

PROJECTED BUDGET FOR RENEWAL CHARTER PERIOD

Total Revenue	3,853,857
Total Expenses	3,929,522
Net Income (Before Cash Flow Adjustments)	-75,665
Actual Student Enrollment	220
Total Paid Student Enrollment	15

REVENUE

Source	Sub-Totals	Add. Income	Remaining	Quarter 1 JULY- SEPT	Quarter 2 OCT- DEC	Total for FY16 Annual
STATE						
IMCLS	13,877		880,679	1,221,176	951,085	2,172,261
Special Education Revenue	3,052,940		422,997			
Other	422,997					
TOTAL REVENUE FROM STATE SOURCES	3,475,937	0	1,303,676	1,221,176	951,085	2,172,261
FEDERAL						
IDEA Special Needs	13,632		0	0	0	0
Title I	89,037		89,037	0	0	0
Title II	6,273		6,273	0	0	0
Title Funding- Previous Year	74,600		0	74,600	0	74,600
School Food Service (Free Lunch)	-		0	0	0	0
PICCS (Aspiring Teachers/Assessments)	99,610		85,450	0	14,160	14,160
Grants	-	5,000	0	5,000	0	5,000
TOTAL REVENUE FROM FEDERAL SOURCES	283,152	5,000	180,760	79,600	14,160	93,760
LOCAL/ OTHER						
Contributions and Donations	-	584	0	0	584	584
Fundraising-IMCLS	-	9,659	0	3,560	6,099	9,659
Erate Reimbursement	-	-	0	0	0	0
Erate Reimbursement	-	-	0	0	0	0
Earnings on Investments	-	-	0	44	48	92
Interest Income	-	92	0	678	1,088	1,765
Food Service (Income from meals)	-	1,765	0	0	0	0
Text Book (NYSTYL)	19,768	-	19,768	0	0	0
Text Book (NYSTYL)	75,000	-	0	0	0	0
Escrow Held	-	-	0	0	0	0
TOTAL REVENUE FROM LOCAL and OTHER SOURCES	94,768	12,100	19,768	4,282	7,818	87,100
TOTAL REVENUE	3,853,857	17,100	1,500,736	1,905,058	973,063	2,353,121

Proposed Renewal Charter Term:

FOR SERVICE ONLY

Imagine Me Leadership Charter School

Proposed Renewal Charter Term:

EXPENSES

Source	Sub- Totals	Add. Income	Remaining	Quarter 1 JULY- SEPT	Quarter 2 OCT- DEC	Total for FY15 Annual
CONTRACTED SERVICES						
5 A Accounting / Audit	35,000		11,283	3,025	20,692	23,717
B Legal	69,000	25,000	48,954	42,000	3,046	45,046
C Cleaning Fee	75,000		37,500	12,500	25,000	37,500
D Security Services	35,000		20,020	4,380	10,600	14,980
E Food Service / School Lunch		1,765	1,240	0	525	525
F Payroll Services			0			0
G IT Services and Apple Lease	90,400		64,970	9,795	15,634	25,430
H Titlement Services (i.e. Title I)			0			0
I Other Purchased / Professional / Consulting	29,000		19,076	2,000	7,924	9,924
TOTAL CONTRACTED SERVICES	333,400	26,765	203,043	73,700	83,421	157,122
SCHOOL OPERATIONS						
6 A Classroom / Teaching Supplies & Materials	45,500		10,907	33,408	1,185	34,593
B Special Ed Supplies & Materials	14,000		10,250	3,750	0	3,750
C Textbooks / Workbooks	47,500		164	44,777	2,558	47,336
D Student Services and Test Prep	48,000	14,160	22,927	2,596	36,637	39,233
E FY16 Jumpstart	47,007		0	47,007	0	47,007
F Student Testing & Assessment	30,000		7,440	22,560	0	22,560
G School Services & Memberships	11,000		9,167	408	1,425	1,833
H Field Trips	6,000		3,652	0	2,348	2,348
I Transportation (student)	11,988		11,928	0	60	60
J Supplies & Materials other	20,000		16,982	2,013	1,005	3,018
K Student Recruitment/ Marketing	6,000		2,915	2,038	1,047	3,085
L Incentives (Student/ Staff)	12,599		10,206	801	1,592	2,393
M Board Expenses	9,000		5,109	2,992	900	3,892
N Telephone	7,000		4,503	1,498	999	2,497
O Technology (Website)	2,000		304	1,696	0	1,696
P Office Expense	22,000		10,851	7,397	3,753	11,149
Q Staff Development	39,600		23,704	6,456	9,440	15,896
R Staff Recruitment	1,400		947	453	0	453
S Staff Meals/ Lunch	5,000		1,503	400	3,097	3,497
T Fundraising- IMCLS	0	9,659	96	4,800	4,763	9,563
U Fundraising- PA	0	9,567	4,350	0	5,217	5,217
V Bank Fees	3,000		1,959	625	416	1,041
TOTAL SCHOOL OPERATIONS	388,594	33,386	159,864	185,675	76,441	262,116
7 A Insurance	35,000		-912	31,960	3,952	35,912
B Janitorial			0	0	0	0
C Building and Land Rent / Lease	324,000		137,000	106,000	81,000	187,000
D Repairs & Maintenance	5,000		1,537	525	2,938	3,463
E Equipment / Furniture	20,000		3,421	10,228	6,351	16,579
G Utilities	36,000		21,380	8,214	6,406	14,620
TOTAL FACILITY OPERATION & MAINTENANCE	420,000	0	162,426	156,927	100,647	257,574

Imagine Me Leadership Charter School

Proposed Renewal Charter Term: 1/2-1/2016

DISSOLUTION ESCROW & RESERVES / CONTINGENCY	175,000
ADDITIONAL INCOME	50,451
TOTAL EXPENSES	5,929,522

ENROLLMENT - *School Districts Are Linked To Above Entries*

Title Funding- Previous Year

0

TOTAL ENROLLMENT

REVENUE PER PUPIL

EXPENSES PER PUPIL

CASH FLOW ADJUSTMENTS

OPERATING ACTIVITIES

Example - Add Back Depreciation

Other

Total Operating Activities

INVESTMENT ACTIVITIES

Example - Subtract Property and Equipment Expenditures

Other

Total Investment Activities

FINANCING ACTIVITIES

Example - Add Expected Proceeds from a Loan or Line of Credit

Other

Total Financing Activities

Total Cash Flow Adjustments

NET INCOME

Beginning Cash Balance

ENDING CASH BALANCE



January 21, 2016 - School Leadership Report

Katherine Corbett
Executive Director

Teaching and Learning/Professional Development/Organizational Planning and Development

Area	Action Plan	Status	Date Completed/Target Dates
TEACHER OBSERVATIONS	UTILIZING THE DANIELSON FRAMEWORK TEACHERS WILL RECEIVE PRE/OBS/POST REVIEWS	ON-GOING IMPLEMENTATION	ON-GOING
PROFESSIONAL DEVELOPMENT	DATA MEETING	ON-GOING DATA REVIEWS	ON - GOING
RENEWAL FEEDBACK	STATE DATA REPORTING - THOMPSON GUY	WEBINAR - JANUARY 20, 2016	COMPLETED AS SCHEDULED
	COUNSELORS TO COSEBOC	REG. -FOR BOSTON REGIONAL MEETING	COMPLETED 12/14/16
	CHARTER RENEWAL SCHOOL REPORT FEEDBACK	TO BE SENT BY 1/25/16 TO PAUL BRYNE	COMPLETED 1/21/16

Area	Action Plan	Status	Date
PARENT INVOLVEMENT	OPEN SCHOOL DAY	FEBRUARY 25, 2016	NOTICE ON SCHOOL CALENDAR
COMMUNITY PARTNERSHIPS	CREATIVE OUTLET BROOKLYN ARTS PURE ELEMENTS MEDGAR EVERS PREPARATORY HIGH SCHOOL	MASTER CLASSES AND PERFORMANCES HELD JANUARY 18, 2016 FEBRUARY 12, 2016	COMPLETED JAN. 18, 2016
TEST READINESS	SATURDAY TEST PREP 9 AM - 12:00 PM WINTER BREAK TEST PREP	NOTICES TO PARENTS SENT STAFFING IDENTIFIED GRADES 3 - 5	START-UP - 1/23/16 ENDING - APRIL 2, 2016

GRANT APPLICATIONS	DBNA MID-YEAR REPORT	UPDATES ON RITES-OF-PASSAGE PROGRAM	1/15/16
TECHNOLOGY	32 IPADS AND ONE CHARGING CART ORDERED FOR GRADES K - 2	ONSITE PROCESSIONAL DEVELOPMENT PROVIDED WITH PACKAGE	12/18/16 - ORDERED 2/2/16 - DELIVERY DUE

We have reviewed the draft of the DOE Renewal report sent to IMLCS on January 19, 2016. Attached you will find documents to support the edits that IMLCS is requesting:

- **Renewal Recommendations:**

- The first and last bullets in reference to the submission of an academic improvement and operational improvement plans are incorrect. IMLCS was not required to submit neither of the two improvement plans. - See NYC DOE Performance Goals 2014-2015 – Exhibit D

Essential Question One

- **Comparative Academic Performance:**

- NYS ELA exam proficiency rates exceed comparable community school district rates. The language on the NYC DOE Performance Goals of 2014-2015 required IMLCS to **meet or exceed** the NYS and CSD proficiency rates. See NYC DOE 2014-2015 School Quality Snapshot Report – Data report reports ELA performance on State Tests for IMLCS – 18% and District – 17%. Therefore this standard should read “Met”.
- NYS ELA exam proficiency rates exceed comparable DOE-defined comparison group rates. This standard was not included or required on the NYC DOE Performance Goals for 2014-2015 (page 2)
- **Closing the Achievement Gap:**
 - NYS ELA proficiency rates for students with Disabilities (SWD) exceeding CSD rates, and citywide rates conflicts with NYC DOE 2014-2015 School Quality Snapshot Report data. According to the Snapshot Report both standards should read, “MET”.
 - Both ratings for the standard NYS exam proficiency rates for students eligible for free and reduced price lunch exceeding CSD and Citywide rates should read N/A due to the fact that neither of these standards were included in the NYC DOE Performance Goals for 2014-2015 for IMLCS. According to the DOE School Quality Snapshot Report for 2014-2015, IMLCS received level 4’s in the following areas for Closing the Achievement Gap in student achievement in ELA –Students with Special Needs and City’s Lowest Performing Students. The

IMLCS Board Meeting
Thursday, January 21, 2016
David Aviles, Chairperson

Call to Order and Welcome – David Aviles made a motion to call the meeting to order at 7:12pm and to accept the agenda. Motion was seconded by Janice Chen; all were in favor.

Board Members Present – David Aviles, Rev. David K Brawley, Janice Chen, Dr. Ann Marie Hurt and Deirdra Smith.

Attendees – Dr. Katherine Corbett

Public Participation - (see Board Meeting Public Participation Guidelines and Public Participation Sign in Sheet) - no public participation per David Aviles.

Approval of the December 15, 2015 minutes

Board reviewed the minutes. Rev. Brawley made a motion to accept the minutes. Janice Chen seconded the motion; all were in favor.

Chairpersons Report – No Report

School Leaders Report

Dr. Corbett shared the following:

Renewal Report

- A review of the Renewal Report from the Department of Education.
- The report was more favorable than last years report.
- Need a representative from the Board to be present on February 2nd, which is the date that the Department of Education will make the decision on how many years IMLCS will be renewed for.
- Principal Thompson will share Benchmark Data at next months meeting.

Saturday School and Test Preparation

- Saturday School will begin on Saturday, January 30th and end on Saturday, April 2nd. Time is 9am – 12noon.
- Saturday School is mandated for grades 3, 4 and 5.
- During Winter Break, the students will be in session on February 15th – February 18th from 9am – 12noon for test preparation.

Downtown Brooklyn Initiative

- Downtown Brooklyn Initiative is requesting a mid – year report, this is a requirement from 5K that DBI awarded to IMLCS last year.
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- As a motivation for the scholars, there is a pool of incentives for those who complete 500 lessons, which include movie tickets, a bicycle and tickets to the Barclay's.

Fund Raiser

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IMLCS Board Meeting
Thursday, January 21, 2016
David Aviles, Chairperson

18th.

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End of Year Trip and Staff Retreat

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Chairperson David Aviles made a motion to accept the school leaders report. Janice Chen seconded the motion; all were in favor.

Finance Committee Report

- Janice Chen stated that budget versus actuals was distributed for the boards review.
- Last years ending balance will remain the same provided we spend the hypothetical budget.

Chairperson David Aviles made a motion to accept the finance committee report. Janice Chen seconded the motion; all were in favor.

Board Committee Reports – No Report

Adjournment

Meeting was adjourned at 7:47pm.

Executive Session

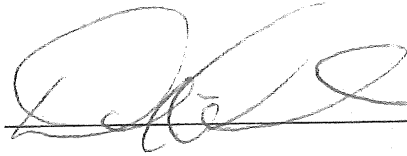
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Imagine Me Leadership Charter School

Sign In Sheet

Thursday, March 3, 2016

David Aviles



Rev. David K. Brawley

LaToya Kittrell

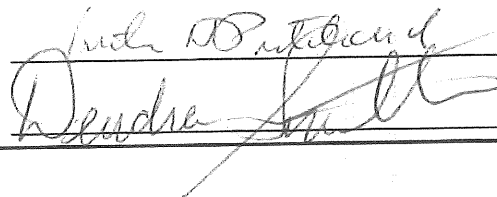


Janice Chen



Ann-Marie Hurt

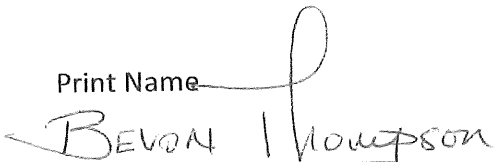
Arthur Pritchard



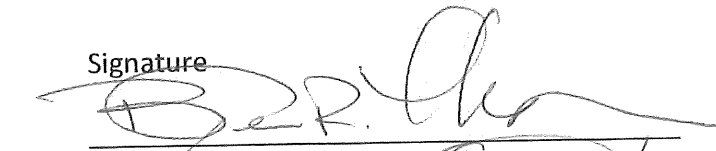
Deirdra Smith

Attendees

Print Name


BEVON Thompson
KATHERINE Corbett

Signature

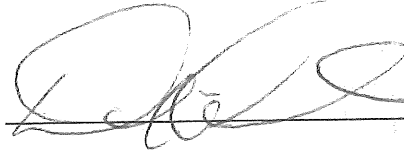

Katherine Corbett

Imagine Me Leadership Charter School

Sign In Sheet

Thursday, March 3, 2016

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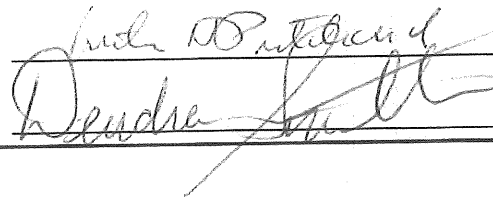


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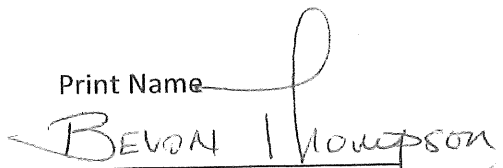
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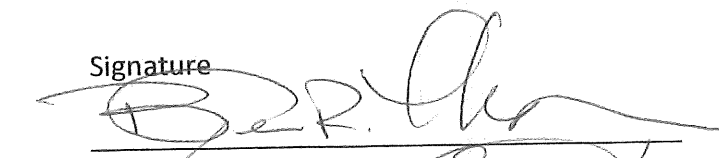
Deirdra Smith

Attendees

Print Name


BEVON Thompson
KATHERINE Corbett

Signature


Katherine Corbett

	WINTER BREAK TEST PREP	GRADES 3 - 5	ENDING - APRIL 2, 2016
PARENT ACADEMY	MATHEMATICS	GRADES K - 5	3/5/16
GRANT APPLICATIONS	MID-YEAR REPORT FOR DBNA GRANT ELIZABETH ROHATYN TEACHING MATTERS AWARD	WRITTEN COMPLETED 1/22/16 VISIT COMPLETED 3/2/16 SUBMITTED 3/1/16	BOTH COMPLETED BY 3/3/16 DUE DATE 5/10/16
TECHNOLOGY	32 IPADS AND ONE CHARGING CART ORDERED FOR GRADES K - 2 FIREWALL BLOCKING PARENT WORKSHOP - SOCIAL MEDIA	ONSITE PROCESSIONAL DEVELOPMENT PROVIDED WITH PACKAGE FLEXIBLE SYSTEM FEBRUARY 13, 2016	12/18/16 - ORDERED 2/2/16 - DELIVERY DUE CART RECEIVED 2/22/16 IPADS - DELIVERY DELAYED
DOE SCHOOL SURVEYS	PARENTS, TEACHERS, EDUCATIONAL ASSISTANTS	POSTCARDS DISTRIBUTED	4/1/16
RECRUITMENT	VISITATIONS TO DAY CARES CONTACTS TO LOCAL ORGANIZATIONS FIRST OF THREE MAILINGS - DIRECT MAIL OPEN HOUSE	WEEK OF 2/11/16 MARCH 2, 2016 MARCH 10, 2016	COMPLETED AS SCHEDULED

Recruitment Update as of 2/29/16:

Online applications total: 277 boys: 155

Paper applications: 22

Applications for siblings: 12



February 25, 2016 - School Leadership Report

Katherine Corbett
Executive Director

Teaching and Learning/Professional Development/Organizational Planning and Development

Area	Action Plan	Status	Date Completed/Target Dates
TEACHER OBSERVATIONS	UTILIZING THE DANIELSON FRAMEWORK TEACHERS WILL RECEIVE PRE/OBS/POST REVIEWS	ON-GOING IMPLEMENTATION	ON-GOING
PROFESSIONAL DEVELOPMENT	DATA REVIEWS ON-SITE ELA AND MATH CONSULTANTS TEST COORDINATOR WORKSHOP	ON-GOING DATA REVIEWS T. THOMPSON – MATH/C. FOLAND -ELA ATTENDED BY MS. ARISTILDE	ON – GOING
RENEWAL FEEDBACK	TELEPHONE CONFERENCE WITH PAUL BYRNE	ON CALL WITH DAVID AVILES/JEN CHEN/BEVON THOMPSON/ KATHERINE CORBETT	COMPLETED 2/12/16

Infrastructure for Student Success

Area	Action Plan	Status	Date
PARENT INVOLVEMENT	OPEN SCHOOL DAY AFTERNOON AND EVENING SESSIONS	FEBRUARY 25, 2016	COMPLETED
COMMUNITY PARTNERSHIPS	CREATIVE OUTLET BROOKLYN ARTS OPERATION SMILE ST. JUDE'S MATH-A-THON	BLACK HISTORY PERFORMANCE DANCE CLASSES K – 5 FEBRUARY 22, 2016 KINDERGARTEN CLASSES	COMPLETED FEB. 15, 2016 2/25/16
TEST READINESS	BENCHMARK ASSESSMENTS SATURDAY TEST PREP 9 AM – 12:00 PM	COMPLETED 1/29/16 NOTICES TO PARENTS SENT STAFFING IDENTIFIED	START-UP – 1/23/16

Imagine Me Leadership Charter School

Proposed Renewal Charter Term: 2015-2016

		Proposed Renewal Charter Term:	2015-2016
DISSOLUTION ESCROW & RESERVES / CONTINGENCY		75,000	
ADDITIONAL INCOME			62,241
TOTAL EXPENSES		3,837,962	
			Expenses Paid To Date 2,216,486
TOTAL INCOME		3,105	
ENROLLMENT - *School Districts Are Linked To Above Entries*			
Title Funding- Previous Year		0	
TOTAL ENROLLMENT		-	
REVENUE PER PUPIL		-	
EXPENSES PER PUPIL		-	
CASH FLOW ADJUSTMENTS			
OPERATING ACTIVITIES			
Example - Add Back Depreciation		-	
Other		-	
Total Operating Activities		-	
INVESTMENT ACTIVITIES			
Example - Subtract Property and Equipment Expenditures		-	
Other		-	
Total Investment Activities		-	
FINANCING ACTIVITIES			
Example - Add Expected Proceeds from a Loan or Line of Credit		-	
Other		-	
Total Financing Activities		-	
Total Cash Flow Adjustments		-	
NET INCOME		(3,105)	
Beginning Cash Balance		352,887	
ENDING CASH BALANCE		349,782	

Imagine Me Leadership Charter School

Proposed Renewal Charter Term: **2015-2016**

				Proposed Renewal Charter Term: 2015-2016			

Imagine Me Leadership Charter School

Proposed Renewal Charter Term: 2015-2016

EXPENSES												
		Source	Sub- Totals	Add. Income	Remaining	Quarter 1 JULY- SEPT	Quarter 2 OCT- DEC	Quarter 3 JAN- MARCH	Quarter 4 APR-JUNE	Total for FY15 Annual		
CONTRACTED SERVICES	5	A Accounting / Audit	35,000		11,283	3,025	20,692	0	0	23,717		
		B Legal	69,000	25,000	48,954	42,000	3,046	0	0	45,046		
		C Cleaning Fee	75,000		31,250	12,500	25,000	6,250	0	43,750		
		D Security Services	35,000		17,020	4,380	10,600	3,000	0	17,980		
		E Food Service / School Lunch	-	1,765	1,240	0	525	0	0	525		
		F Payroll Services	-		0					0		
		G IT Services and Apple Lease	90,400		41,481	9,795	15,634	23,489	0	48,919		
		H Titlement Services (i.e. Title I)	-		0					0		
		I Other Purchased / Professional / Consulting	29,000		17,576	2,000	7,924	1,500	0	11,424		
TOTAL CONTRACTED SERVICES			333,400	26,765	168,805	73,700	83,421	34,239	0	191,361		
INSTRUCTIONAL	6	SCHOOL OPERATIONS										
		A Classroom / Teaching Supplies & Materials	45,500		10,907	33,408	1,185	0	0	34,593		
		B Special Ed Supplies & Materials	17,000		13,250	3,750	0	0	0	3,750		
		C Textbooks / Workbooks	47,500		164	44,777	2,558	0	0	47,336		
		D Student Services and Test Prep	60,000	15,810	30,643	2,596	36,637	5,934	0	45,167		
		E FY16 Jumpstart	47,007		0	47,007	0	0	0	47,007		
NON-INSTRUCT		F Student Testing & Assessment	30,000		7,440	22,560	0	0	0	22,560		
		G School Services & Memberships	8,000		6,167	408	1,425	0	0	1,833		
		H Field Trips	6,000		2,347	0	2,348	1,306	0	3,654		
		I Transportation (student)	8,988		8,928	0	60	0	0	60		
		J Supplies & Materials other	20,000		11,969	6,813	1,005	213	0	8,031		
		K Student Recruitment/ Marketing	6,000		2,497	2,038	1,047	418	0	3,503		
		L Incentives (Student/ Staff)	22,599		20,206	801	1,592	0	0	2,393		
		M Board Expenses	9,000		5,009	2,992	900	100	0	3,992		
		N Telephone	7,000		3,998	1,498	999	504	0	3,002		
		O Technology (Website)	2,000		304	1,696	0	0	0	1,696		
OPERATIONAL		P Office Expense	22,000		10,785	7,397	3,753	65	0	11,215		
		Q Staff Development	29,600		10,228	6,456	9,440	3,476	0	19,372		
		R Staff Recruitment	1,400		947	453	0	0	0	453		
		S Staff Meals/ Lunch	5,000		1,113	400	3,097	390	0	3,887		
		T Fundraising- IMCIS	0	10,099	7,821	0	2,278	0	0	2,278		
		U Fundraising- PA	0	9,567	4,199	0	5,217	151	0	5,368		
		V Bank Fees	3,000		1,815	625	416	144	0	1,185		
	TOTAL SCHOOL OPERATIONS			397,594	35,476	160,738	185,675	73,956	12,701	0	272,332	
	FACILITY OP/ MAINTENANC	7	A Insurance	35,000		2,069	31,960	3,952	1,157	0	37,069	
			B Janitorial	-		0	0	0	0	0	0	
		C Building and Land Rent / Lease	324,000		110,000	106,000	81,000	27,000	0	214,000		
		D Repairs & Maintenance	5,000		1,387	525	2,938	150	0	3,613		
		E Equipment / Furniture	20,000		3,421	10,228	6,351	0	0	16,579		
		F Utilities	36,000		17,027	8,214	6,406	4,353	0	18,973		
TOTAL FACILITY OPERATION & MAINTENANCE			420,000	0	129,766	156,927	100,647	32,660	0	290,234		

Imagine Me Leadership Charter School

Proposed Renewal Charter Term: 2015-2016

EXPENSES

Source		Sub-Totals	Add. Income	Remaining	Quarter 1 JULY- SEPT	Quarter 2 OCT- DEC	Quarter 3 JAN- MARCH	Quarter 4 APR-JUNE	Total for FY15 Annual
ADMINISTRATIVE	PERSONNEL COSTS	# of Positions							
	1 A Executive Management	1.00	156,000	68,500	37,500	37,500	12,500	0	87,500
	B Instructional Management	1.00	141,440	62,107	34,000	34,000	11,333	0	79,333
	C Deans, Directors & Coordinators	1.00	82,400	19,958	34,975	20,600	6,867	0	62,442
	D CFO / Director of Finance	1.00	58,916	25,098	14,494	14,494	4,831	0	33,818
	E Operation / Business Manager	1.00	46,350	19,725	11,325	11,475	3,825	0	26,625
	F Administrative Staff	1.00	42,436	17,716	10,437	10,712	3,571	0	24,720
	TOTAL ADMINISTRATIVE STAFF	6.00	527,542	0	142,731	128,781	42,927	0	314,438
INSTRUCTIONAL	2 A Teachers - Regular	16.00	864,000	408,219	185,678	204,466	65,636	0	455,781
	B Teachers - SPED	5.00	227,800	152,288	40,966	25,910	8,637	0	75,512
	C Substitute Teachers	-	-	0	-	-	-	-	0
	D Teaching Assistants	7.00	264,550	169,397	47,214	35,918	12,022	0	95,153
	E Specially Teachers	-	-	0	-	-	-	-	0
	F Aides	2.00	56,650	24,236	13,842	14,025	4,548	0	32,414
	G Therapists & Counselors	2.00	110,916	61,857	18,601	25,548	4,910	0	49,059
	H Grade Advisor	3.00	120,510	52,610	29,062	29,002	9,836	0	67,900
	TOTAL INSTRUCTIONAL	35.00	1,644,426	0	335,363	334,869	105,587	0	775,819
NON-INSTRUCT	3 A Nurse	-	-	-	-	-	-	-	-
	B Librarian	-	-	-	-	-	-	-	-
	C Custodian	-	-	-	-	-	-	-	-
	D Security	-	-	-	-	-	-	-	-
	E Other	-	-	-	-	-	-	-	-
	TOTAL NON-INSTRUCTIONAL	-	-	0	-	-	-	-	-
	TOTAL PERSONNEL SERVICE COSTS	41.00	2,171,968	0	-	-	-	-	-
PAYROLL TAX/ BEN.	4 A Payroll Taxes/ Fees	-	200,000	81,082	34,270	63,405	21,243	0	118,918
	B Fringe / Employee Benefits	-	240,000	62,592	75,207	79,548	22,653	0	177,408
	C Retirement / Pension	-	-	-975	325	325	325	0	975
	TOTAL PAYROLL TAXES AND BENEFITS	-	440,000	0	109,803	143,278	44,221	0	297,301
	TOTAL PERSONNEL SERVICE COSTS	41.00	2,611,968	0	109,803	143,278	44,221	-	1,387,559

Imagine Me Leadership Charter School

Proposed Renewal Charter Term: 2015-2016

PROJECTED BUDGET FOR RENEWAL CHARTER PERIOD

ACTUALS FOR FY 16

Total Revenue	3,834,857	Total Revenue	2,543,966
Total Expenses	3,837,962	Total Expenses	2,216,486
Net Income (Before Cash Flow Adjustments)	-3,105	Net Income (Before Cash Flow Adjustments)	327,480
Actual Student Enrollment	220	Year End Student Enrollment	220

REVENUE

	Source	Sub-Totals	Add. Income	Remaining	Quarter 1 JULY- SEPT	Quarter 2 OCT- DEC	Quarter 3 JAN- MARCH	Quarter 4 APR-JUNE	Total for FY16 Annual
STATE	INLCS	13,877	3,052,940	676,140	1,221,176	1,155,624	0	0	2,376,800
	Special Education Revenue		422,997	422,997					
	Other								
	TOTAL REVENUE FROM STATE SOURCES	3,475,937	0	1,099,137	1,221,176	1,155,624	0	0	2,376,800
FEDERAL	IDEA Special Needs	13,632		0	0	0	0	0	0
	Title I	89,037		89,037	0	0	0	0	0
	Title II	6,273		6,273	0	0	0	0	0
	Title Funding- Previous Year	74,600		0	74,600	0	0	0	74,600
	School Food Service (Free Lunch)			0	0	0	0	0	0
	PICCS (Aspiring Teachers/Assessments)	80,610		80,610	0	0	0	0	0
	Grants		5,000	0	5,000	0	0	0	5,000
	TOTAL REVENUE FROM FEDERAL SOURCES	264,152	5,000	175,920	79,600	0	0	0	79,600
	Parent Contributions and Donations		584	0	0	584	0	0	584
	Fundraising-IMLCS		10,099	0	3,560	6,099	440	0	10,099
LOCAL / OTHER	Erate Reimbursement			0	0	0	0	0	0
	Erate Reimbursement			0	0	0	0	0	0
	Interest Income		118	0	44	74	0	0	118
	Food Service (Income from meals)		1,765	0	678	1,088	0	0	1,765
	Text Book (NYSTYL)	19,768		19,768	0	0	0	0	0
	Escrow Held	75,000		0	0	0	0	0	75,000
	TOTAL REVENUE FROM LOCAL and OTHER SOURCES	94,768	12,566	19,768	4,282	7,844	440	0	87,566
TOTAL REVENUE		3,834,857	17,566	1,290,891	1,305,058	1,163,468	440	0	2,543,966
			3,852,423						

Imagine Me Leadership Charter School

Board Meeting: March 3, 2016

David Aviles, Chairperson

AGENDA

Call to Order and Welcome - (See Board Meeting Procedure Guidelines)

Approval of Previous Meeting January 21, 2016 Minutes

Public Participation - (See Board Meeting Public Participation Guidelines and Public Participation Sign-In Sheet)

Reports

- Chairperson's Report
- Finance Committee Report
- Board Committees
- School Leader's Report
- Spring Instructional Planning Retreat

Good News, Old Business and Comments

Motion: In its transition from a founding to governance status with emphasis on the development of policies affecting board actions, the board accepts for the numerical policy framework, 1104, 1105, 1106, and 1108, for adoption.

Adjournment

Executive Session

IMLCS Board Meeting
Thursday, January 21, 2016
David Aviles, Chairperson

18th.

- IMLCS will join Medgar Evers Preparatory in March for their Performances.
- \$1,075 was raised; the money was used to purchase speck covers for the iPads for the Kindergarten classes.

End of Year Trip and Staff Retreat

- End of Year trip for the 5th graders will be at Camp Connecticut.
- IMLCS Staff Retreat will be at the Glen Cove Mansion the first weekend in June.

Chairperson David Aviles made a motion to accept the school leaders report. Janice Chen seconded the motion; all were in favor.

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- Last years ending balance will remain the same provided we spend the hypothetical budget.

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Board Committee Reports – No Report

Adjournment

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David Aviles, Chairperson

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Board Committee Reports – No Report

Adjournment

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Executive Session

At 7:47pm, the Board went into Executive Session to discuss a legal matter.

IMLCS Board Meeting
Thursday, January 21, 2016
David Aviles, Chairperson

Call to Order and Welcome – David Aviles made a motion to call the meeting to order at 7:12pm and to accept the agenda. Motion was seconded by Janice Chen; all were in favor.

Board Members Present – David Aviles, Rev. David K Brawley, Janice Chen, Dr. Ann Marie Hurt and Deirdra Smith.

Attendees – Dr. Katherine Corbett

Public Participation - (see Board Meeting Public Participation Guidelines and Public Participation Sign in Sheet) - no public participation per David Aviles.

Approval of the December 15, 2015 minutes

Board reviewed the minutes. Rev. Brawley made a motion to accept the minutes. Janice Chen seconded the motion; all were in favor.

Chairpersons Report – No Report

School Leaders Report

Dr. Corbett shared the following:

Renewal Report

- A review of the Renewal Report from the Department of Education.
- The report was more favorable than last years report.
- Need a representative from the Board to be present on February 2nd, which is the date that the Department of Education will make the decision on how many years IMLCS will be renewed for.
- Principal Thompson will share Benchmark Data at next months meeting.

Saturday School and Test Preparation

- Saturday School will begin on Saturday, January 30th and end on Saturday, April 2nd. Time is 9am – 12noon.
- Saturday School is mandated for grades 3, 4 and 5.
- During Winter Break, the students will be in session on February 15th – February 18th from 9am – 12noon for test preparation.

Downtown Brooklyn Initiative

- Downtown Brooklyn Initiative is requesting a mid – year report, this is a requirement from 5K that DBI awarded to IMLCS last year.
- 5K will be used for the Rites of Passage Getaway and for iPads for the lower grades; 32 iPads and one charging cart has been ordered so the upper grades will be able to continue to use the necessary technology for iReady and Achievement First.
- As a motivation for the scholars, there is a pool of incentives for those who complete 500 lessons, which include movie tickets, a bicycle and tickets to the Barclay's.

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Imagine Me Leadership Charter School

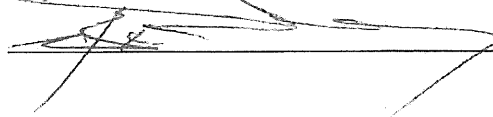
Sign In Sheet

Thursday, March **1** 2016

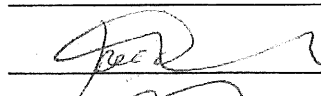
David Aviles



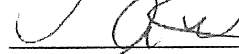
Rev. David K. Brawley



LaToya Kittrell



Janice Chen



Ann-Marie Hurt



Arthur Pritchard



Deirdra Smith

Attendees

Print Name

Signature

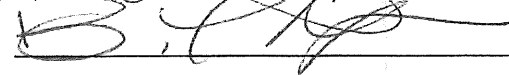
Mitchell Greaves



Katherine Carbett



Brian Thompson



Imagine Me Leadership Charter School

Board Meeting: March 31, 2016

David Aviles, Chairperson

AGENDA

Call to Order and Welcome - (See Board Meeting Procedure Guidelines)

Approval of Previous Meeting March 3, 2016 (February 25th) Minutes

Public Participation - (See Board Meeting Public Participation Guidelines and Public Participation Sign-In Sheet)

Reports

- Chairperson's Report
- Finance Committee Report
- Board Committees
- School Leader's Report
- Spring Instructional Planning Retreat

Good News, Old Business and Comments

Action Item: First reading of Policy Numbers:

1109	Title IX Policy
1110	Comprehensive Attendance Policy
1111	Suspected Child Abuse and Maltreatment
1112	Fingerprint/Conditional Appointment
1102	Family Education Rights and Privacy Act (FERBA)

Adjournment

Executive Session

IMLCS Board Meeting
Thursday, March 3, 2016
David Aviles, Chairperson

Call to Order and Welcome – Janice Chen made a motion to call the meeting to order at 6:50pm and to accept the agenda. Motion was seconded by David Aviles; all were in favor. A quorum was present for the transaction of business.

Board Members Present – David Aviles, Janice Chen, LaToya Kittrell, Art Pritchard and Deirdra Smith

Attendees – Dr. Katherine Corbett and Principal Bevon Thompson

Public Participation - (see Board Meeting Public Participation Guidelines and Public Participation Sign in Sheet) - no public participation per David Aviles.

Approval of the January 21, 2016 minutes

Board reviewed the minutes. Janice Chen made a motion to accept the minutes. Motion was seconded by Art Pritchard; all were in favor.

Chairpersons Report – No Report

School Leaders Report

Principal Thompson shared the following:

Renewal

- The DOE is recommending to the Board of Regents a 3 year renewal.
- Voting meeting will take place in March.
- Parents have been informed.

Data

- Student testing data that took place in January were an approximation of where students should be.
- NYS Dept. of Ed reduced the number of questions and the tests are now untimed.
- The strategy is to develop habits in the students that will help them to properly utilize the time.
 - i.e. students are being taught to annotate the passages which will ultimately teach them how to increase their scores; and acronyms are used to help them hit all of the categories as well as teach them how to deal with extended response questions which are essays.

Dr. Corbett shared the following:

Recruitment

- Next Thursday, March 10, 2016 is the open house during the day and the evening open house is also coming up.
- The school will open in August again this year; students will have an additional 8 days.
- 3 mailings will be done this year; DOE recommended Vanguard to do the mailings but since they did not respond, it was decided that they will use Postmania whose costs are approximately the same as Vanguard.
- Today, March 3rd, Postmania will be mailing 4069 cards to households with ages 5 and 6 in zip

IMLCS Board Meeting
Thursday, March 3, 2016
David Aviles, Chairperson

codes 11207, 11208 and 11221.

- 2nd mailing will be in the beginning of May; 3rd mailing in the beginning of July.
- Presentations have been done at local Daycare Centers.
- School Flyers have been distributed in the community as well.
- This year recruitment efforts will not be cut off at the lottery which is April 1st.
- A second set of marketing materials will be sent out that will allow parents to register their sons on the IMLCS Website in addition to the DOE app.
- As of Monday, February 29th, there were 155 online applications submitted and 22 paper applications.
- There will be 79 open seats
 - Kindergarten 45
 - 1st Grade 18
 - 2nd Grade 3
 - 3rd Grade 3
 - 4th Grade 15
 - 5th Grade 1

Technology

- Additional sets of iPads have been ordered (32); on back order.

Downtown Brooklyn Initiative Mid Year Review

- Walk-through took place yesterday, Wednesday, March 2nd.

Teaching Matters

- IMLCS submitted an application for a 25K grant from Teaching Matters.
- 25K has to be used for something that benefits teachers.
- The goal is to use the award for teachers to go back to school to get their degrees and certifications.

DOE Surveys

- Teachers and parents are filling out the surveys.
- Each year the goal is to try to improve the survey responses.

Parents Math Academy

- This Saturday, March 5th is the Math Academy for Parents.

Retreat

- Instructional Planning Retreat is Friday, June 3rd and Saturday, June 4th.
- Retreat will take place at the Glen Cove Mansion.
- Board is asked to RSVP asap.
- Dr. Derek Greenfield from New Orleans will facilitate the Team Building Session on Saturday.
- Instructional Focus will be with the Gurian Institute – Turn Key Trainer is Vernell Green on Saturday morning.

IMLCS Board Meeting
Thursday, March 3, 2016
David Aviles, Chairperson

Principal Thompson's Ask

- Benefits for the Staff - there are only 2 meetings to settle this issue.

Janice Chen made a motion to accept the school leaders report. The motion was seconded by Art Pritchard; all were in favor.

Finance Committee Report

- Janice Chen stated that budget versus actuals was distributed for the boards review.
- There was a little gain at the end.
- Actuals reflect subtractions of the month to month expenses.
- February will not be closed until March 10th.

Art Pritchard made a motion to accept the Finance Committee Report. The motion was seconded by LaToya Kittrell; all were in favor.

Board Committee Reports – No Report

Comments

- Board agreed to The Tarrytown House for their Retreat in August.
- Since the school has been renewed for 3 years, Dr. Pritchard stated that it is not too soon to start thinking about the new building and the growth of a K-8 Program. At the next Board meeting to discuss for 10 minutes – How would this be addressed with an ad hoc committee.
- Pre K can also be a part of the conversation.
- Policies that will be passed this evening; 5 more will be submitted at the next meeting for a first reading.
- Next meeting date will be Thursday, March 31st at 6:30pm instead of Thursday, March 17th.

Motion: In its transition from a founding to governance status with emphasis on the development of policies affecting board actions, the board accepts for the numerical policy framework. Policies:

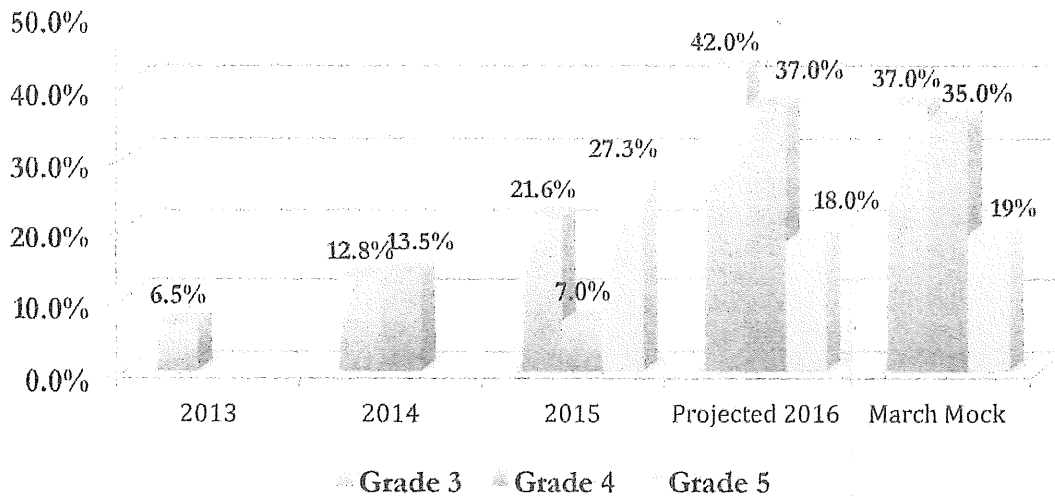
1104 Sexual Harassment
1105 Parent Involvement
1106 Drug Free Workplace
1108 Interpreters for Hearing Impaired

Art Pritchard made a motion to adopt these policies. The motion was seconded by Janice Chen; all were in favor.

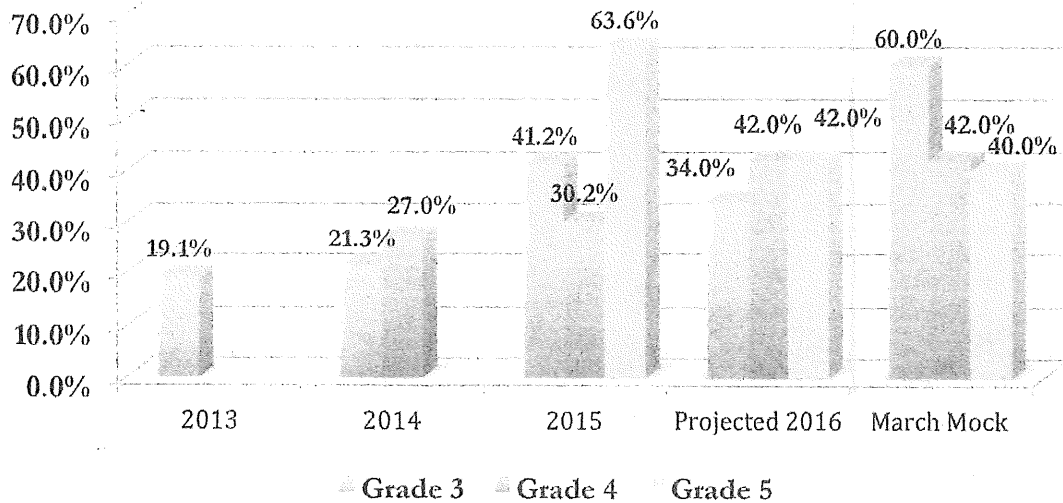
Adjournment

Meeting was adjourned at 7:40pm. Janice Chen stated for the record that this meeting was adjourned and is the make up meeting for the February 25th meeting.

Proficiency Rates for ImagineMe Students In ELA



Proficiency Rates for ImagineMe Students In Math



Imagine Me Leadership Charter School

Proposed Renewal Charter Term: 2015-2016

PROJECTED BUDGET FOR RENEWAL CHARTER PERIOD

Total Revenue	3,821,717
Total Expenses	3,929,522
Net Income (Before Cash Flow Adjustments)	-107,805
Actual Student Enrollment	220
Total Paid Student Enrollment	

ACTUALS FOR FY 16

Total Revenue	3,154,222
Total Expenses	
Net Income (Before Cash Flow Adjustments)	3,154,222
Year End Student Enrollment	220
Total Paid Student Enrollment	

ACTUALS THROUGH THE MONTH OF FEBRUARY 2016

REVENUE																		
Source			Sub-Totals		Add. Income		Remaining		Quarter 1		Quarter 2		Quarter 3		Quarter 4		Total for FY16	
									JULY- SEPT		OCT- DEC		JAN- MARCH		APR-JUNE		Annual	
STATE																		
JMLCS			13,877				97,312		1,221,176		1,155,624		578,827		0		2,955,628	
Special Education Revenue			3,052,940				422,997		1,221,176		1,155,624		578,827		0		2,955,628	
Other			422,997															
TOTAL REVENUE FROM STATE SOURCES			3,475,937				520,309		1,221,176		1,155,624		578,827		0		2,955,628	
FEDERAL																		
IDEA Special Needs			13,632				0		0		0		0		0		0	
Title I			89,037				89,037		0		0		0		0		0	
Title II			6,273				6,273		0		0		0		0		0	
Title Funding- Previous Year			24,600				0		74,600		0		0		0		74,600	
School Food Service (Free Lunch)							0		0		0		0		0		0	
PICCS (Aspiring Teachers/Assessments)			67,470				37,500		0		0		29,970		0		29,970	
Grants			5,000				0		5,000		0		0		0		5,000	
TOTAL REVENUE FROM FEDERAL SOURCES			251,012				132,810		79,600		0		29,970		0		109,570	
LOCAL/ OTHER																		
Contributions and Donations			584				0		0		584		0		0		584	
Fundraising-JMLCS			11,189				0		3,560		6,099		1,530		0		11,189	
Erate Reimbursement							0		0		0		0		0		0	
Erate Reimbursement							0		0		0		0		0		0	
Earnings on Investments							0		44		74		54		0		172	
Interest Income							0		678		1,088		314		0		2,080	
Food Service (Income from meals)			19,768				19,768		0		0		0		0		0	
Text Book (NYSSTL)			75,000				0		0		0		0		0		75,000	
Escrow Held			94,768				14,024		4,282		7,844		1,898		0		89,024	
TOTAL REVENUE FROM LOCAL and OTHER SOURCES			14,024				19,768		4,282		7,844		1,898		0		89,024	

Imagine Me Leadership Charter School

Proposed Renewal Charter Term: 2015-2016

ACTUALS THROUGH THE MONTH OF FEBRUARY 2016

EXPENSES									
Source		Sub-Totals	Add. Income	Remaining	Quarter 1 JULY-SEPT	Quarter 2 OCT-DEC	Quarter 3 JAN-MARCH	Quarter 4 APR-JUNE	Total for FY15 Annual
PERSONNEL COSTS									
1	A Executive Management	1.00	156,000	52,000	37,500	37,500	29,000	0	104,000
	B Instructional Management	1.00	141,440	47,440	34,000	34,000	26,000	0	94,000
	C Deans, Directors & Coordinators	1.00	82,400	13,092	34,975	20,600	13,733	0	69,308
	D CFO / Director of Finance	1.00	58,916	20,267	14,494	14,494	9,662	0	38,649
	E Operation / Business Manager	1.00	46,350	15,900	11,325	11,475	7,650	0	30,450
	F Administrative Staff	1.00	42,436	14,145	10,437	10,712	7,141	0	28,291
	TOTAL ADMINISTRATIVE STAFF	6.00	527,542	162,844	142,731	128,781	93,187	0	364,698
2	A Teachers - Regular	17.00	919,000	396,770	185,678	204,466	132,086	0	522,230
	B Teachers - SPED	6.00	273,360	189,211	40,966	25,910	17,273	0	84,149
	C Substitute Teachers			0				0	0
	D Teaching Assistants	7.00	264,550	157,375	47,214	35,918	24,043	0	107,175
	E Specialty Teachers			0				0	0
	F Aides	2.00	56,650	19,561	13,842	14,025	9,223	0	37,089
	G Therapists & Counselors	2.00	110,916	56,948	18,601	25,548	9,819	0	53,968
	H Grade Advisor	3.00	120,510	42,774	29,062	29,002	19,671	0	77,736
	TOTAL INSTRUCTIONAL	37.00	1,744,986	862,639	335,363	334,869	212,115	0	882,347
3	A Nurse			0				0	0
	B Librarian			0				0	0
	C Custodian			0				0	0
	D Security			0				0	0
	E Other			0				0	0
	TOTAL NON-INSTRUCTIONAL			0				0	0
	TOTAL PERSONNEL SERVICE COSTS	43.00	2,272,528	0					
PAYROLL TAX/ BEN.									
	A Payroll Taxes/ Fees		200,000	59,708	34,270	63,405	42,617	0	140,292
	B Fringe / Employee Benefits		240,000	37,759	75,207	79,548	47,486	0	202,241
	C Retirement / Pension			-975	325	325	325	0	975
	TOTAL PAYROLL TAXES AND BENEFITS		440,000	96,492	109,803	143,278	90,428	0	343,508

PERSONNEL SERVICE COSTS	5.00	2,712,528	0	96,492	109,803	143,278	90,428	0	1,590,554
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Imagine Me Leadership Charter School

Proposed Renewal Charter Term: 2015-2016

ACTUALS THROUGH THE MONTH OF FEBRUARY 2016

EXPENSES

Source	Sub-Totals	Add. Income	Remaining	Quarter 1 JULY-SEPT	Quarter 2 OCT-DEC	Quarter 3 JAN-MARCH	Quarter 4 APR-JUNE	Total for FY15 Annual
CONTRACTED SERVICES								
5 A Accounting / Audit	35,000		11,283	3,025	20,692	0	0	23,717
B Legal	69,000	25,000	48,954	42,000	3,046	0	0	45,046
C Cleaning Fee	75,000		25,000	12,500	25,000	12,500	0	50,000
D Security Services	35,000		14,220	4,380	10,600	5,800	0	20,780
E Food Service / School Lunch		2,080	1,555	0	525	0	0	525
F Payroll Services			0					0
G IT Services and Apple Lease	90,400		36,920	9,795	15,634	28,050	0	53,480
H Titement Services (i.e. Title I)			0					0
I Other Purchased / Professional / Consulting	29,000		14,626	2,000	7,924	4,450	0	14,374
TOTAL CONTRACTED SERVICES	333,400	27,080	152,558	73,700	83,421	50,800	0	207,922

SCHOOL OPERATIONS

INSTRUCTIONAL								
6 A Classroom / Teaching Supplies & Materials	45,500		10,708	33,408	1,185	199	0	34,792
B Special Ed Supplies & Materials	17,000		13,250	3,750	0	0	0	3,750
C Textbooks / Workbooks	47,500		134	44,777	2,558	31	0	47,366
D Student Services and Test Prep	45,000	14,160	13,993	2,596	36,637	5,934	0	45,167
E FY16 Jumpstart	47,007		0	47,007	0	0	0	47,007
F Student Testing & Assessment	50,000		4,092	22,560	0	3,347	0	25,908
G School Services & Memberships	11,000		8,330	408	1,425	837	0	2,670
H Field Trips	6,000		2,347	0	2,348	1,306	0	3,654
I Transportation (student)	11,988		11,928	0	60	0	0	60
J Supplies & Materials other	20,000		15,712	2,013	1,005	1,270	0	4,288
K Student Recruitment/ Marketing	6,000		360	1,470	876	3,294	0	5,640
L Incentives (Student/ Staff)	22,599		19,956	801	1,592	250	0	2,643
M Board Expenses	9,000		4,709	2,992	900	400	0	4,292
N Telephone	7,000		3,494	1,498	999	1,009	0	3,506
O Technology (Website)	2,000		304	1,696	0	0	0	1,696
P Office Expense	22,000		8,907	7,397	3,753	1,943	0	13,093
Q Staff Development	29,600		9,358	6,456	9,440	4,346	0	20,242
R Staff Recruitment	11,400		127	453	0	821	0	1,273
S Staff Meals/ Lunch	5,000		781	400	3,097	723	0	4,219
T Fundraising- IMACS	0	11,189	1,626	4,800	4,763	0	0	9,563
U Fundraising- PA	0	9,567	4,199	0	5,217	151	0	5,368
V Bank Fees	3,000		1,649	625	416	310	0	1,351
TOTAL SCHOOL OPERATIONS	388,594	34,916	135,964	185,108	76,270	26,169	0	287,546
FACILITY OP/ MAINTENANC								
7 A Insurance	35,000		-3,277	31,960	3,952	2,365	0	38,277
B Janitorial	324,000		0	106,000	0	0	0	241,000
C Building and Land Rent/ Lease	5,000		1,187	525	2,938	350	0	3,813
D Repairs & Maintenance	20,000		3,421	10,228	6,351	0	0	16,579
E Equipment / Furniture	36,000		14,761	8,214	6,406	6,619	0	21,29
G Utilities	420,000	0	99,093	156,927	100,647	63,334	0	320,907

Imagine Me Leadership Charter School

Proposed Renewal Charter Term: 2015-2016

DISSOLUTION ESCROW & RESERVES / CONTINGENCY

75,000

ADDITIONAL INCOME
TOTAL EXPENSES

3,929,522

NET INCOME

(307,805)

ENROLLMENT - *School Districts Are Linked To Above Entries*

Title Funding- Previous Year

0

TOTAL ENROLLMENT

-

REVENUE PER PUPIL

-

EXPENSES PER PUPIL

-

CASH FLOW ADJUSTMENTS

OPERATING ACTIVITIES

Example - Add Back Depreciation

Other

Total Operating Activities

-

INVESTMENT ACTIVITIES

Example - Subtract Property and Equipment Expenditures

Other

Total Investment Activities

-

FINANCING ACTIVITIES

Example - Add Expected Proceeds from a loan or Line of Credit

Other

Total Financing Activities

-

Total Cash Flow Adjustments

-

NET INCOME

(107,805)

Beginning Cash Balance

352,882

ENDING CASH BALANCE

245,082



Katherine Corbett
Executive Director

March 17, 2016 - School Leadership Report

Bevon Thompson
Principal

Teaching and Learning/Professional Development/Organizational Planning and Development

Area	Action Plan	Status	Date Completed/Target Dates
TEACHER OBSERVATIONS	UTILIZING THE DANIELSON FRAMEWORK TEACHERS WILL RECEIVE PRE/OBS/POST REVIEWS	ON-GOING IMPLEMENTATION	ON-GOING
PROFESSIONAL DEVELOPMENT	DATA REVIEWS ON-SITE ELA AND MATH CONSULTANTS TEST COORDINATOR WORKSHOP TEST ADMINISTRATION TRAINING ELIZABETH ROHATYIN GRANT WEBINAR	ON-GOING DATA REVIEWS T. THOMPSON – MATH/C. FOLAND-ELA ATTENDED BY MS. ARISTILDE PRINCIPAL BEVON THOMPSON KATHERINE CORBETT	ON – GOING
TEACHER SUPPORT	MEDICAL BENEFIT TEACHER'S LOUNGE	PACKAGE REVIEWS FROM THREE BROKERS: TERRANCE ELLIOT/TARA MULLIGAN/PETER JOHNSTON SPACE UPGRADED FOR TEACHERS	COMPLETED DURING THE MONTH OF MARCH MARCH 18 TH

Infrastructure for Student Success

Area	Action Plan	Status	Date
PARENT ACADEMY			COMPLETED
RECRUITMENT PRESENTATIONS AND MATERIAL DISTRIBUTION	BED. –STUY DAYCARE CENTER CHILDREN'S CORNER STRAWBERRY PATCH LINDEN DAY CARE SALVATION ARMY CENTER DAY – 9:30	MATTHEW JAMISON – PRESENTER KATHERINE CORBETT – PRESENTER KATHERINE CORBETT – CONTACT LATOYA HARRIS/KATHERINE CORBETT KATHERINE CORBETT	COMPLETED FEB. 15, 2016 3/10 & 3/24 3/10 3/10 3/10

OPEN HOUSE	DAY - 9:30 AM - 10:30 AM EVENING - 6:30 - 7:30 PM CONFIRMATION OF CPA ATTENDANCE AT THE LOTTERY - EDGAR JAMES OFFICE		COMPLETED - MARCH 10 TH COMPLETED - MARCH 23 RD .																																			
TOTAL APPLICATIONS AS OF 3/31/16	ONLINE AND PAPER K - 158 (135/23) 1 - 34 (32/2) 2 - 32 (28/4) 3 - 3 (0/3) 4 - 2 (0/2) 5 - 2 (1/1) TOTAL = 230																																					
TENTATIVE ENROLLMENT BREAKDOWN	<table><tr><th></th><th>PROM.</th><th>HO</th><th>NEW</th><th>TOTAL</th></tr><tr><td>K</td><td></td><td>3</td><td>42</td><td>45/3</td></tr><tr><td>1</td><td>24</td><td>1</td><td>20</td><td>45/3</td></tr><tr><td>2</td><td>30</td><td>1</td><td>14</td><td>45/3</td></tr><tr><td>3</td><td>33</td><td>0</td><td>5</td><td>38/2</td></tr><tr><td>4</td><td>39</td><td>0</td><td>4</td><td>43/3</td></tr><tr><td>5</td><td>53</td><td>0</td><td>2</td><td>54/3</td></tr></table> TOTAL - 270		PROM.	HO	NEW	TOTAL	K		3	42	45/3	1	24	1	20	45/3	2	30	1	14	45/3	3	33	0	5	38/2	4	39	0	4	43/3	5	53	0	2	54/3		
	PROM.	HO	NEW	TOTAL																																		
K		3	42	45/3																																		
1	24	1	20	45/3																																		
2	30	1	14	45/3																																		
3	33	0	5	38/2																																		
4	39	0	4	43/3																																		
5	53	0	2	54/3																																		
TEST READINESS	BENCHMARK ASSESSMENTS SATURDAY TEST PREP 9 AM - 12:00 PM		START-UP - 1/23/16 ENDING - APRIL 2, 2016																																			
PARENT ACADEMY	MATHEMATICS	GRADES K - 5	3/5/16																																			
GRANT APPLICATIONS	MID-YEAR REPORT FOR DBNA GRANT	WRITTEN COMPLETED 1/22/16 VISIT COMPLETED 3/2/16	BOTH COMPLETED BY 3/3/16																																			
DOE SCHOOL SURVEYS	ELIZABETH ROHATYN TEACHING MATTERS AWARD PARENTS, TEACHERS, EDUCATIONAL ASSISTANTS	POSTCARDS DISTRIBUTED	DUE DATE 5/10/16 SUBMITTED 3/1/16																																			
	SURVEYS COMPLETED AS OF 3/30	TEACHERS - 65% - 15 PARENTS - 23% - 48	4/1/16																																			

**Imagine Me Leadership Charter School
Tentative Calendar 2016 - 2017**

August	Week of 15th Week of 22th Week of 29th	Monday - Friday Monday - Thursday	Teachers and Staff Return Jumpstart Program	Total # Days of Instruction 8 Days
September	Closed 2nd and 5th Open for Regular School Year 6th	Labor Day Weekend T-F 8 am - 4 pm	Regular School Session Begins	20 Days
October	1	Monday School Closed	Columbus Day	20 Days
November	8	Tuesday Non-attendance Day for Students	Election Day Professional Development Day for Teachers	
November	10	Thursday	Open School Day Afternoon - 1:30 - 4:00 pm 5:00 pm - 7:pm	
	11	Friday	Veterans Day	
November	23 - 25	Wednesday - Friday School Closed	Thanksgiving Recess	17 Days
December	19 - January 2	Monday - Friday School Closed	Winter Recess	12 Days
January	2 16	Mondays School Closed	End of Winter Recess Martin Luther King, Jr. Day	19 Days
February	20 - 24	Monday - Friday School Closed	Midwinter Recess	15 Days

March	9	Thursday	Open School Night 5:00 – 7:00 pm	23 Days
	10	Friday	Open School Afternoon 1:30 – 4:00 pm	
	28 -31	Tuesday - Friday	State ELA Assessment	
April	10 - 18	Monday – Tuesday School Closed	Spring Recess	13 Days
May	2 -5	Tuesday – Friday	State Math Assessment	22 Days
	24 - 26	Wednesday - Friday	4th Grade Science Performance Test	
	29	Monday School Closed	Memorial Day	
	31	Wednesday	Grade 4 State Science Written Assessment	
June	1 - 5	Thursday – Monday	Grade 4 State Science Written Assessment	15 Days
	9 - 10	School Closed for Students on Friday	Instructional Planning Retreat Friday and Saturday	
	21	Wednesday	Last Day for Students	
	23	Friday	Last Day for Teachers and Staff	
			Total # of Instructional Days	184

1000 – Charter School

1100 – Authorizer-Required Policies

1104 - Title IX - Sexual Harassment

The Board of Trustees is committed to safeguarding the right of all students and staff within the School to learn and work in an environment that is free from all forms of sexual harassment and gender discrimination. Therefore, the Board, consistent with state and federal law, condemns all unwelcome and/or unwanted behavior of a sexual nature that may impose a requirement of sexual cooperation as a condition of academic achievement or employment, or that has the purpose or effect of creating an intimidating, hostile or offensive learning or working environment.

Sexual harassment can occur from staff-to-student, student-to-staff, staff-to staff, student-to-student, male-to-female, female-to-male, male-to-male or female-to-female. It shall be a violation of this policy for any student, employee or third party (school visitor, vendor, etc.) to sexually harass, or discriminate based upon gender, any student, employee, or any other individual associated with the school.

Generally, sexual harassment is defined as all sexually inappropriate conduct that is unwelcome and/or unwanted, including sexual advances, requests for sexual favors, and physical or purely verbal conduct of a sexual nature, when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or a student's right to a fair and equal educational opportunity;
2. Submission to or rejection of such conduct by an individual is used as a basis for employment decisions or educational decisions affecting such individual;
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating a sexually intimidating, hostile, or offensive working or learning environment;
4. Conditions exist within the school environment that allow or foster harassing activities of a sexual nature, including but not limited to obscene pictures, lewd jokes, sexual comments, gestures and innuendos, and sexual advances.

Examples of conduct that may constitute sexual harassment and would therefore be prohibited include:

- Unwelcome leering, sexual flirtations or propositions
- Unwelcome sexual slurs, epithets, threats, verbal abuse, derogatory comments or sexually degrading descriptions
- Unwelcome graphic verbal comments about an individual's body or overly personal conversation
- Unwelcome sexual jokes, stories, drawings, pictures, objects or gestures
- Unwelcome spreading of sexual rumors

- Unwelcome teasing or sexual remarks about students enrolled in a predominantly single-sex class
- Unwelcome touching of an individual's body or clothes in a sexual way
- Deliberately limiting a student's access to educational tools based on gender or sexual preference
- Conditioning academic and/or student activity privileges on submission to unwanted sexual conduct from students or staff
- Cornering or blocking of a sexual nature of normal movements

Gender discrimination is defined as pervasive and/or severe conduct intended to intimidate or demean a person or persons of the other gender or that which treats a person of the other gender differently in the learning or working environment because of his or her gender.

The Board also specifically prohibits all student-employee relationships of a sexual or quasi-sexual nature, whether or not consensual.

The Board acknowledges that the determination of whether sexual harassment or gender discrimination has occurred will be objective, based upon the viewpoint of a reasonable person, taking into consideration the perspective of the complainant and/or victim. While the accused's conduct and/or intention may be considered, sexual harassment may be found even where the accused had no intent to sexually harass another individual.

Sexual Harassment Complaints

Any student or employee who believes that he or she has been subjected to sexual harassment or gender discrimination may report all incidents pursuant to the School policy and regulation. Anyone with relevant information may report allegations of harassment or discrimination, whether that person is a student, School employee, parent or guardian, or any other person who has relevant information. The person reporting the harassment or discrimination need not be a witness to the alleged incident of harassment or discrimination in order to report allegations of harassment or discrimination.

Students or their parents/guardians should report harassment or discrimination by another student to the Site Level Complaint Manager. Students and staff should report sexual harassment or gender discrimination by a staff member to the Title IX Compliance Officer. Parents and students have the right to file complaints with the U.S. Department of Education, the U.S. Department of Justice, and other state or local entities.

A staff member, the Principal or the Executive Director shall promptly report to the Site-level Complaint Manager and the Title IX Compliance Officer any harassment on the basis of sex that they observe, are informed of, or reasonably suspect. The Title IX Compliance Officer shall make a determination as to who will investigate the complaint (e.g., Building Principal, Title IX Compliance Officer, Assistant Title IX Compliance Officer, or outside investigator).

Generally, the Site-level Complaint Manager must investigate student-to-student sexual harassment complaints unless the complaint is directed against the Site-level Complaint

Manager, in which case the Title IX Compliance Officer shall investigate it. Depending on the circumstances, the Title IX Compliance Officer may also conduct the investigation of a student-to-student sexual harassment complaint. Any sexual harassment/gender discrimination complaint involving an adult staff member must be reviewed by the Title IX Compliance Officer and investigated by someone not associated with the School site where the complaint arose.

The complainant, the alleged victim, and the alleged witnesses of an incident of harassment or discrimination shall have the right to request that an investigator of the same sex as he or she to interview him or her. The School shall inform the complainant, alleged victim and alleged witnesses of this right prior to interviewing them. In the event that the alleged perpetrator of an incident of harassment or discrimination is the Compliance Officer, that Compliance Officer will not conduct the investigation into the incident.

Any person reporting harassment or discrimination must be treated respectfully and appropriately by the Compliance Officer to whom he or she reports the allegations, and by any other person within the School's control who is involved in the reporting process.

Alleged incidents of harassment or discrimination may be reported anonymously. The School will investigate such alleged incidents to the best of its ability as thoroughly as allegations that are not reported anonymously.

The School will investigate allegations of discrimination or harassment to the best of its ability regardless of whether the alleged victim of the harassment or discrimination is identified or is willing to speak with the Compliance Officer or with any other person investigating the allegations.

In reaching a conclusion regarding whether or not allegations of harassment or discrimination are substantiated, the School will expressly make findings regarding the credibility of the alleged perpetrator. The finding may be that there is insufficient evidence to determine credibility. In all cases, the credibility finding will take into account such factors as whether the alleged perpetrator's statement(s) regarding an alleged prior incident of harassment or discrimination has been contradicted by the statements of the alleged victim or by any witness or witnesses to the alleged prior incident.

Any staff member who fails to report a complaint of sexual harassment or gender discrimination may be subject to disciplinary action in accordance with law and any applicable collectively negotiated agreement.

All complaints of sexual harassment and gender discrimination will be held in confidence to the extent practicable to enable the School to conduct a thorough investigation as permitted by law. While the School respects the privacy and anonymity of all parties and witnesses to complaints brought under this policy, it cannot guarantee absolute confidentiality; for example, the School may have to reveal the identity of a victim or witness to comply with a discovery or disclosure obligation under law. Examples of steps that will be taken to maintain confidentiality are: conducting the investigation interviews in a location that is private, maintaining confidential files

of the investigation, and limiting access to the Final Report and its findings on a need-to-know basis only.

If the School has knowledge of or reason to know of the occurrence of any alleged sexual harassment or gender discrimination, the School shall, even in the absence of a complaint, cause a prompt and thorough investigation of any such incident to be made. The investigation shall be commenced promptly after receipt of the complaint, or after the School has knowledge of or reason to know of the occurrence, and shall be concluded without unreasonable delay, as determined by the discretion of the Title IX Compliance Officer.

All complaints of sexual harassment and gender discrimination shall be taken seriously and an investigation shall be conducted to the extent possible. The investigator shall prepare a written report of the investigation. The report shall be filed with the Title IX Compliance Officer. In the case of an employee complainant, the report also shall be filed in the employee's personnel file. The fact of a disciplinary outcome of any investigation of a sexual harassment/gender discrimination complaint shall only be relayed to the student and his/her guardian or the employee, as the case may be, as well as the accused, in compliance with state and federal privacy laws and regulations. The written report becomes the final School determination 30 days after the issuance of the written report if no appeal is made, or 30 days after the issuance of the appeal determination.

If the results of the School's investigation indicate that sexual harassment, gender discrimination or other inappropriate behavior has occurred, immediate and appropriate corrective action will be taken. Corrective action shall be, among other things, calculated to end the harassment or discrimination and prevent retaliation, and designed to ensure that the offending conduct does not limit and/or interrupt the ability of the complainant (and the victim, if different) to participate in, or benefit from, the educational services, programs and/or opportunities provided by the School. Counseling memoranda, letters of reprimand, mandatory sexual harassment training, and appropriate disciplinary actions, are among the measures that may be taken.

It is the policy of the School to determine when appropriate disciplinary action should be taken against the offending individual in accordance with law, School policy and any applicable collectively negotiated agreement. Disciplinary action up to and including discharge of an employee and permanent suspension of a student may occur. Follow-up inquiries shall be made to ensure that the harassment has not continued or resumed.

If the School has issued a letter to the perpetrator of an incident of harassment or discrimination directing the perpetrator not to engage in further harassing or discriminatory actions, and the perpetrator disobeys that directive and engages in a further act of harassment or discrimination, the School will take additional steps with respect to the perpetrator beyond the actions that have already been taken.

If the complainant, or his/her parent/guardian in the case of a student complainant, or the accused is not satisfied with the results of the investigation, an appeal of the finding may be made to the Board of Trustees within 30 calendar days of the receipt of the written report by the Board of Education.

The Board prohibits retaliation against students or School employees who report allegations of harassment or discrimination on the basis of sex, or who participate in the reporting or investigation of such allegations, including against any witness who testifies in a sexual harassment/gender discrimination investigation. Follow-up inquiries by the Site-level Complaint Manager and the Title IX Compliance Officer shall be made to ensure that the complainant and/or witnesses have not suffered retaliation.

The initiation of a complaint of sexual harassment will not reflect negatively on the student or the employee who initiates the complaint, nor will it affect the student's academic standing, rights, or privileges, or the employee's job assignment, status, rights, privileges, or benefits.

The School shall provide appropriate training to students, to supervisory and other staff, and to Board of Trustees members regarding awareness of and sensitivity to issues involving sexual harassment and gender discrimination, including condemnation of such conduct, the sanctions for harassment and preventive measures to help reduce incidents of sexual harassment.

The Executive Director is directed to develop and implement specific procedures for reporting, investigating and resolving sexual harassment and gender discrimination complaints.

A copy of this policy and its accompanying regulation shall be distributed annually to all students and personnel, as well as new hires, and posted in appropriate places in the School.

General Reference

Education Amendments of 1972, Title IX U.S.C. §1681

34 CFR §§ 100 et seq.

Gebser v. Lago Vista Independent School District, 1998 WL 32355 (1998)

Franklin v. Gwent County Public Schools, 503 U.S. 60 (1992)

Meritor Savings Bank, FSB v. Vinson, 477 U.S. 57 (1986)

Office for Civil Rights: Sexual Harassment Guidance: Harassment of Students by School Employees, Other Students and Third Parties, 62 CFR 12034 (March 13, 1997)

1000 Charter School

1100 – Public Information

1102 - Family Educational Rights and Privacy Act (FERPA)

Introduction – The Family Educational Rights and Privacy Act (FERPA) requires IMLCS issue an annual notification to parents and eligible students explaining their rights under FERPA (34 CFR §99.7) to inspect and amend student records and to consent to the disclosure of student records in particular instances. FERPA also requires that the school provide annual notice of their directory information policies (34 CFR §99.37). Additionally, the federal Protection of Pupil Rights Amendment (PPRA), requires IMLCS to provide notice to parents of students who are scheduled to participate in activities involving the collection, disclosure or use of personal information collected from students for marketing purposes and to allow parents the opportunity to opt out of these activities (20 U.S.C. §1232h(c)(2)(C)(i)).

FERPA Rights- The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights include the right to:

1. **Records Inspection** - Inspect and review the student's education records within 45 days after the day IMLCS receives a request for access.
2. **Parental Request** - Request the amendment of a student education records that the parent or eligible student believes are inaccurate, misleading or otherwise in violation of the student's privacy rights under FERPA.
3. **PII Disclosure** - Provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official may also include a volunteer or contractor outside of the school who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
4. **Complaint Process** - File a complaint with the U.S. Department of Education concerning alleged failures by the [School] to comply with the requirements of FERPA. The address of the Family Policy Compliance Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

IMLCS Responsibilities – Imagine Me Leadership Charter School (IMLCS) will follow all applicable requirements of the Family Educational Rights and Privacy Act (“FERPA”) and implement regulations relating to the confidentiality of student records (34 CFR Part 99). All appropriate staff will be trained in such requirements, and the IMLCS Executive Director or his/her designee will be responsible for ensuring the confidentiality of personally identifiable information within student records.

1. **Right of Parents to Inspect Records** – IMLCS will insure parents the right to inspect and review all of their student’s educational records maintained at the school. Upon receipt of such a request, IMLCS will adhere to the requirements of the Freedom of Information Law. In any event, IMLCS will comply with such a request for access within a reasonable period of time, but in no case more than 45 days after it has received the request.
2. **Request for Amendment** – IMLCS has the authority to decide whether or not to amend to record. If the school decides to amend to record, it will do so. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. **Disclosure of Personally Identifiable Information (PII)** - Generally, IMLCS must have written permission from the parent in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
 - School officials with legitimate educational interest
 - Other schools to which a student is transferring
 - Specified officials for audit or evaluation purposes
 - Appropriate parties in connection with financial aid to a student;
 - Organizations conducting certain studies for or on behalf of the school
 - Accrediting organizations
 - To comply with a judicial order or lawfully issued subpoena
 - Appropriate officials in cases of health and safety emergencies
 - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Parent Responsibilities –

1. **Right to Inspect Records** - Parents or eligible students should submit a written request to the school Executive Director that identifies the records they wish to inspect who will make arrangements for access and provide notification of the time and place where the records may be inspected.
2. **Right to Amend** - Parents or eligible students who wish to ask IMLCS to amend a record should write the Executive Director, clearly identify the part of the record they want changed and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the parent may exercise their right to a hearing. Additional information

regarding the hearing procedures will be provided to the parent when notified of the right to a hearing.

3. **Permission to Disclose** - Before disclosure of any personally identifiable information relating to a student to someone other than the parent or eligible student, parents will provide on request of the school IMLCS a signed and dated written consent of the parent or eligible student.
4. **Appeal** - The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

Maintenance of Files - All files required by law to be kept confidential shall be kept under lock, in a place and manner that restricts access to only those individuals who are authorized to view these records. More specifically, special education records shall be kept under a locked file cabinet under the supervision of the Executive Director or his/her designee in his or her secure office. The Executive Director or his/her designee shall maintain a list of those staff allowed to access specific files, including the respective student's teacher and parent. A sign-out sheet shall be maintained by the Executive Director or his/her designee for all records to keep track of their location at all times.

Directory Information - IMLCS may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, IMLCS will tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that IMLCS not disclose directory information about them. IMLCS will notify parents and eligible students annually of their rights under FERPA. The actual means of notification used by IMLCS is a special letter to parents and guardians.

General Reference:

34 CFR § 99.31
34 CFR § 99.7
20 U.S.C. § 1232h(c)(2)(C)(i))

Adoption Date:

1000 – Charter School

1100- Authorizer Required Policies

1110 – Comprehensive Attendance Policy

The Board of Trustees, in accordance with the state Education Law, requires that each minor regularly attend school full-time from the first day of session in September of the school year in which the minor becomes six years of age through the last day of the school year in which such minor becomes 16 years of age, unless he/she has completed a four-year high school course of study. He/She may attend a school other than a public school or receive home instruction, provided the instruction is equivalent to that given in the public schools.

It shall be the responsibility of the Executive Director to prepare and the Board to enact appropriate rules and regulations to monitor the attendance of all children below the age of 16.

COMPULSORY ATTENDANCE AGE

All children are required by law to attend school full time, from the first day of session in September of the school year in which the minor becomes six years of age through the last day of the school year in which such minor becomes 16 years of age, unless he/she has completed a four-year high school course of study. A minor who has completed a four-year high school course of study is not required to attend.

Children who reach their fifth birthday on or before December 1st of the year of matriculation will be admitted to kindergarten. Proof of age must be presented in the form of a birth certificate, baptismal certificate, or passport.

MAINTENANCE OF ATTENDANCE RECORDS

In accordance with state law and regulations, it is the policy of Imagine Me Leadership Charter School to ensure the maintenance of adequate attendance records verifying the attendance of all children at instruction and the creation of the means to examine attendance patterns so as to develop effective intervention strategies to improve student attendance.

It is the objective of this policy to encourage each student to attend school on time for the maximum number of days and instructional periods possible. In furtherance of this objective, the School shall utilize strategies such as positive attendance incentives and appropriate disciplinary and other consequences, as well as the integration of attendance standards for the purposes of conferral of course credit.

Attendance records will be maintained by the school secretaries for grades K-5 on a daily basis. School-wide attendance reporting and accounting will be done by a person designated by the Executive Director.

Any student absent from school for reasons other than a school-authorized activity, shall bring a dated excuse, verified by a parent's or a guardian's signature, upon the student's return to school.

School officials shall be diligent in their efforts to correct persistent patterns of illegal/unexcused absence on the part of students.

I. Record Keeping

- A. Effective no later than July 1, 2015, attendance record keeping shall conform to the following:
1. As a non-departmentalized K-5 school, Imagine Me Leadership Charter School shall have attendance taken once each day.
 2. In Grades K-5, events of late arrival or early departure shall be recorded as excused or unexcused as provided for in this policy.
 3. A record shall be maintained of each scheduled day of instruction during which school is closed for all or part of the day because of extraordinary circumstances including adverse weather, failure of the heating system or water supply, fuel supply shortage or structural damage to the building, etc.
 4. A record shall be made of the date when a student withdraws from enrollment or is dropped from enrollment in accordance with §3202(3-a) of the Education Law.
- B. All entries in the register of attendance shall be made by a teacher or another employee designated by the Board of Trustees. Any individual authorized to make entries in the register of attendance shall, by oath or affirmation, verify the contents of the entries.
- C. The register of attendance shall consist of any written or electronic record to record attendance, absence, tardiness or early departure of a student. The register shall be maintained for every period that a student is scheduled to attend actual instruction or supervised study during the course of the school day during the school year, from July 1st through June 30th. The register at every school building shall include separate notations regarding student presence, absence, tardiness and early departure. The contents of the register for each student shall contain the information prescribed in regulations of the Commissioner of Education (Part 104).
- D. The coding system shall incorporate the following: CC for class cut (unexcused); TE for excused tardy; TR for truant (unexcused); HT for home tutoring (positive); SV for school visitation (excused); DR for doctor or dentist appointment (excused); SU for suspended (positive); FT for field trip (positive); ISA for in-school activity (excused); ILL for illness (excused); CS for community service (excused); CT for court date (excused); DF for death in the family (excused); AT for action taken (positive); TDY for unexcused tardy; UNX for unexcused; SE for school event (excused); EXC for excused; N/R for note

without legal reason (unexcused); JS for job shadow (excused); and UNV for unverified absence.

II. Excused and Unexcused Absences

The Board recognizes the following as excused student absences, each of which must be verified by the student's parent/guardian or school personnel, where applicable:

1. Personal illness
2. Illness or death in the immediate family
3. Religious observance
4. Required attendance in court
5. Approved school-sponsored activities, including field trips, interscholastic athletics, musical and other competitions
6. Directed or authorized presence at the Administrative Offices or Nurse's Office.
7. Quarantine
8. Dental and medical appointments
9. Unsafe travel conditions

Any absence not provided for on the excused list shall be deemed an unexcused absence.

The Board strongly discourages parents from taking their children out of school for the purpose of a family trip or vacation. If such a situation is unavoidable, parents should provide advance notice to the main office staff. All work must be completed within a reasonable period of time upon the child's return, as determined by the teacher.

Each absence must be accounted for. It is the parent's/guardian's responsibility to notify the office on the morning of an absence. It is essential that parents/guardians provide a written excuse for each absence. Such excuse should contain the reason and date of absence. The written excuse must be presented by the student on the day when returning to school following such absence.

III. Student Absenteeism

Educational research indicates that regular class attendance is highly correlated with academic success. There is no educational substitute for high quality teacher-student interaction in a classroom environment. From time to time, students may be absent from school due to illness, family obligations, and so on. It is the responsibility of the student and his parents to keep up with any work or instruction missed. In the event that students display chronic absences from school, the following provisions will be adhered to.

The following provisions and definitions will apply for this policy:

- A. Students who are more than fifteen minutes late for a class will be considered absent from the class.

B. Students will not be counted as absent for the following reasons:

1. External suspension
2. In-school suspension
3. Long-term illness when the school has arranged for the student's educational needs (i.e. home tutoring)
4. A student on a field trip will receive positive attendance for the entire day.

Attendance interventions

Before a student is absent nine (9) days in a semester course, or nineteen (19) days in a full year course, or when a student exhibits a pattern of unexcused absences or tardiness, the Executive Director or his/her designee will meet with the student and his parent to discuss measures that can be taken to improve attendance. Also at this time, a letter will be sent to the parent(s)/guardian(s) with a notification of these absences and concern regarding academic achievement. The Executive Director or his/her designee will also make contact with the parent(s)/guardian(s) by telephone or in person at a meeting scheduled for this purpose and will document this contact.

Such efforts to improve attendance may include but not be limited to:

- Discussions with the student's teacher or teachers.
- Discussions and/or meetings with the student and his/her parent(s)/ guardian(s)
- Discussions with the student's guidance counselor or the Principal
- Permanent or temporary suspension of extra-and co-curricular activity privileges, including but not limited to athletics, clubs meetings and activities, and dances
- Permanent or temporary suspension of early dismissal, late arrival, or open campus privileges
- Reassignment to academic study halls

IV. Encouraging Student Attendance

A. With the approval of the Executive Director, in consultation with guidance services, teachers at IMLCS shall utilize attendance incentives (addressing not only attendance but also tardiness and early departure as well), including recognition of students with good attendance and commendation certificates issued to the student's parent(s)/guardian(s).

B. In the event that the school level interventions have not improved the student's attendance, the Principal may recommend interventions such as a Person In Need of Supervision (PINS) petition to the Family Court and/or contact with the appropriate social services agency to initiate a neglect petition.

V. Oversight Responsibilities

- A. The Executive Director and/or his/her administrative designee shall be responsible for reviewing student attendance records and initiating appropriate action consistent with this policy.
- B. The Board of Trustees shall annually review building level student attendance records to determine if the comprehensive student attendance policy is effective. If a decline in attendance is evident, the Board shall revise the policy as deemed necessary to improve student attendance.

VI. Distribution of Policy

The Executive Director, at the direction of the Board of Trustees, shall publish to the community information about the School's Comprehensive Student Attendance Policy. The policy shall be available and explained at student assemblies, at assemblies on open school nights (if any), and a plain language summary of the policy shall be prepared for distribution to parents or guardians. Each teacher and new teacher(s), promptly upon hire, shall be provided with a copy of the policy and any amendments thereto. Copies of the policy shall also be maintained by the School's Records Access Officer for issuance upon request by any interested party.

Education Law §§1709; 1711; 1712; 2503; 2514; 2555; 3201; 3202(1-a); 3205-3213; 3024; 3225; 3202(1-a) 8 NYCRR §101; §175.6; Family Court Act §§711 et seq

1000 – Charter School

1100 – Authorizer-Required Policy

1111 - Suspected Child Abuse and Maltreatment

The purpose of mandatory reporting is to identify suspected abused and maltreated children as soon as possible, so that such children determined to be abused or maltreated can be protected from further harm and, where appropriate, can be offered services to assist them and their family.

Pursuant to applicable law, any school official or employee who has reasonable cause to know or suspect that a child has been subjected to abuse or maltreatment will immediately report this to the Principal who will report the case to the New York State Child Abuse and Maltreatment Register, as required by law.

The report shall be made by telephone or by telephone facsimile machine on a form supplied by the Commissioner of Social Services. A written report shall be made within forty-eight hours to the appropriate local child protective service, and to the statewide Central Register for Child Abuse and Maltreatment.

School employees and officials will not contact the child's family or any other person to determine the cause of the suspected abuse or maltreatment. It is not the responsibility of the school official or employee to prove that the child has been abused or maltreated.

Any school official or employee who has cause to suspect that the death of any child is a result of child abuse or maltreatment must report that fact to the appropriate medical examiner or coroner.

In accordance with the law, any employee who fails to report an instance of suspected child abuse or maltreatment may be guilty of a Class A misdemeanor and may be held liable for the damages caused by the failure to report. The law grants employees and other persons who report instances of child abuse immunity in good faith from any liability that might otherwise be incurred.

The School will cooperate to the extent possible with authorized child protective services workers in investigations of alleged child abuse.

The School shall maintain an ongoing training program which will address the identification and reporting of child abuse and maltreatment. Attendance at sessions of this training program shall be required of all district employees who come in contact with students. Attendance records shall be kept, and notations will be made in personnel files as to the dates of attendance.

The Executive Director shall develop, with input from appropriate personnel, a plan for implementation of such a training program, to be approved by the Board. In addition, the policy and regulations will be included in all employee handbooks and distributed annually to all

personnel who are not covered under existing handbooks. The Executive Director will prepare and implement all regulations as are necessary to accomplish the intent of this policy.

A copy of this policy, along with the administrative regulations explaining the reporting requirements, shall be distributed to all members of the professional staff.

Child Protective Services Act of 1973, Social Services Law §§411 et seq.

Family Court Act §1012

Family Educational Rights and Privacy Act,

20 U.S.C. §1232g, 45 CFR §99.36

Education Law §3209-a

1000 – Charter School

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Child Protective Services Act of 1973, Social Services Law §§411 et seq.
Family Court Act §1012
Family Educational Rights and Privacy Act,
20 U.S.C. §1232g, 45 CFR §99.36
Education Law §3209-a

Imagine Me Leadership Charter School

Sign in Sheet

Thursday, April 21, 2016

David Aviles

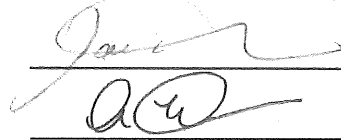


Rev. David K. Brawley

LaToya Kittrell



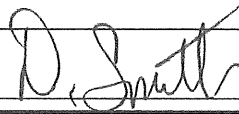
Janice Chen



Ann-Marie Hurt



Arthur Pritchard

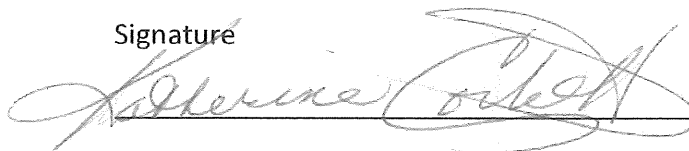


Deirdra Smith

Attendees

Print Name

Signature



Imagine Me Leadership Charter School

Board Meeting: April 21, 2016

David Aviles, Chairperson

AGENDA

Call to Order and Welcome - (See Board Meeting Procedure Guidelines)

Approval of Previous Meeting March 31, 2016 Minutes

Public Participation - (See Board Meeting Public Participation Guidelines and Public Participation Sign-In Sheet)

Reports

- Chairperson's Report
- Finance Committee Report
- Board Committees
- School Leader's Report
- Spring Instructional Planning Retreat

Good News, Old Business and Comments

Adjournment

Executive Session

IMLCS Board Meeting
Thursday, March 31, 2016
David Aviles, Chairperson

Call to Order and Welcome – Janice Chen made a motion to call the meeting to order at 7:13pm and to accept the agenda. Motion was seconded by Art Pritchard; all were in favor. A quorum was present for the transaction of business.

Board Members Present – David Aviles, Ann Marie Hurt, Rev. Brawley, Janice Chen, Art Pritchard and Deirdra Smith.

Attendees – Dr. Katherine Corbett, Principal Bevon Thompson and Mitchell Greggs.

Public Participation - (see Board Meeting Public Participation Guidelines and Public Participation Sign in Sheet) - no public participation per David Aviles.

Approval of the March 3, 2016 minutes

Board reviewed the minutes. Janice Chen made a motion to accept the minutes. Motion was seconded by Rev. Brawley; all were in favor.

Chairpersons Report

- Chair Aviles shared that the School Leaders did what they were supposed to do in order to get IMLCS to the next levels.
- Everyone is pleased with the 3 year renewal.
- Middle School prospect looks promising.

School Leaders Report

Principal Thompson shared the following:

Data (see attached)

- 3rd grade ELA is predicted to be closer to the math projection; expecting great things from the 3rd grade.
- The thought is that they're eager to get it done on Tuesday.
- The 3rd graders jumped 20 points because the teacher received the feedback made by Principal Thompson and worked with the math coach to implement those suggestions.

Dr. Corbett shared the following:

Enrollment

- The goal is to work on the following groups K, 1 and 2.
- 160 Kindergarten applications only have space for 45; it is certain that there will be a waiting list.
- Enrollment will be extended; the application will be available online on the IMLCS website.
- Letters have been sent to those who filled out paper and online applications to thank them for their interest and we look forward to seeing them at the lottery.
- The lottery will be held on April 21, 2016; a representative from Edgar James, CPA will be present to oversee the lottery.

IMLCS Board Meeting
Thursday, March 31, 2016
David Aviles, Chairperson

Surveys

- Completed Surveys - 78% teachers; 25% parents.
- Tomorrow is the last day and there is a push on it; letters went out with incentives for classrooms with the highest number of surveys submitted.

Health Benefits

- Broker and personnel advisory team met.
- Some of the teachers present expressed that because they are healthy they would rather have a package that isn't costly; would not use all that is being offered.
- Feedback from staff was to have a mixture; the broker agreed to sit with the team and work it all out by mid April.
- In Network and Out of Network Programs are available.

Retreat

- The Glen Cove Mansion Retreat documents were distributed.
- Due to a conflict, Dr. Derek Greenfield from New Orleans is not able to attend the retreat; Vernell Green from the Gurian Institute is still on schedule for both days.

Janice Chen made a motion to accept the School Leaders Report. Motion was seconded by Art Pritchard; all were in favor.

Finance Committee Report

- Janice Chen began the report with the costs of the Health Benefits Costs; costs of the benefits packages cannot be determined until the teachers make their selection.
- There's an anticipated 7% to 10% increase in the health care coverage budget.
- Budget versus actuals were up to date through February; March numbers will be presented at the April meeting.

David Aviles made a motion to accept the minutes. Motion was seconded by Art Pritchard; all were in favor.

Board Committee Reports – No Report

Action Item: First reading of Policy Numbers:

1109 Title IX Policy
1110 Comprehensive Attendance Policy
1111 Suspected Child Abuse and Maltreatment
1112 Fingerprint/Conditional Appointment
1102 Family Education Rights and Privacy Act (FERPA)

- Dr. Pritchard stated that he will determine if the Employee Manual and these policies are in sync by next months meeting

Art Pritchard made a motion to place these policies in first reading. The motion was seconded by Janice Chen; all were in favor.

IMLCS Board Meeting
Thursday, March 31, 2016
David Aviles, Chairperson

Executive Session

- Art Pritchard made a motion to go to Executive Session to discuss a financial matter. The motion was seconded by Janice Chen; all were in favor.

Adjournment

Public Meeting was adjourned at 7:50pm at which time Executive Session began.

Health Plans	Total Cost (monthly)	Number Participating	Total Monthly Cost	Employer Cost 80%
HealthPass/Oxford F Silver PPO 40/70 (PPOc) (UCR=140%)				
Employee	\$755.75	1	\$755.75	\$604.60
Employee + Spouse	\$1,506.79	0	\$0.00	\$0.00
Employee + Child	\$1,283.72	1	\$1,283.72	\$1,026.98
Employee + Family	\$2,145.93	0	\$0.00	\$0.00
HealthPass/Oxford L Gold EPO 30/60 Gated (EPOc) (UCR=N/A)				
Employee	\$766.97	11	\$8,436.67	\$6,749.34
Employee + Spouse	\$1,529.25	1	\$1,529.25	\$1,223.40
Employee + Child	\$1,302.82	2	\$2,605.64	\$2,084.51
Employee + Family	\$2,177.93	0	\$0.00	\$0.00
HealthPass/Oxford L Silver EPO 40/70 Gated (EPOc) (UCR=N/A)				
Employee	\$673.86	1	\$673.86	\$539.09
Employee + Spouse	\$1,343.02	0	\$0.00	\$0.00
Employee + Child	\$1,144.52	0	\$0.00	\$0.00
Employee + Family	\$1,912.55	0	\$0.00	\$0.00
HealthPass/CareConnect Standard Platinum EPO (EPO) (UCR=N/A)				
Employee	\$596.70	3	\$1,790.10	\$1,432.08
Employee + Spouse	\$1,187.45	0	\$0.00	\$0.00
Employee + Child	\$1,011.70	3	\$3,035.10	\$2,428.08
Employee + Family	\$1,690.70	0	\$0.00	\$0.00
HealthPass/CareConnect Value Gold CoPay EPO (EPO) (UCR=N/A)				
Employee	\$434.70	2	\$869.40	\$695.52
Employee + Spouse	\$862.45	0	\$0.00	\$0.00
Employee + Child	\$734.70	0	\$0.00	\$0.00
Employee + Family	\$1,227.70	0	\$0.00	\$0.00
Totals		25	\$ 20,979.49	\$ 16,783.59
Cost for the Year			\$ 251,753.88	\$ 201,403.10

Aetna Gold OAEPO 1000 90% ID: 14030058 (EPOc) (UCR=N/A)				
	Cost	Participants	Total Monthly Cost	Employer Cost 80%
Employee	\$776.66	18	\$13,979.88	\$11,183.90
Employee + Spouse	\$1,553.31	1	\$1,553.31	\$1,242.65
Employee + Child	\$1,320.31	6	\$7,921.86	\$6,337.49
Employee + Family	\$2,213.47	0	\$0.00	\$0.00
Totals		25	\$23,455.05	\$18,764.04
Cost for the Year			\$281,460.60	\$225,168.48

HealthPass will save the school:

\$1,980.45 per month
\$23,765.38 per year

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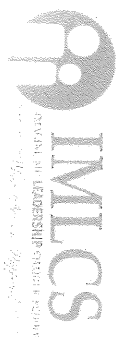
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\$23,765.38 per year



April 21, 2016 - School Leadership Report

Katherine Corbett
Executive Director

Bevon Thompson
Principal

Teaching and Learning/Professional Development/Organizational Planning and Development

Area	Action Plan	Status	Date Completed/Target Dates
TEACHER OBSERVATIONS	UTILIZING THE DANIELSON FRAMEWORK TEACHERS WILL RECEIVE PRE/OBS/POST REVIEWS	ON-GOING IMPLEMENTATION	ON-GOING
PROFESSIONAL DEVELOPMENT	DATA REVIEWS ON-SITE ELA AND MATH CONSULTANTS TEST ADMINISTRATION TRAINING STRATEGIES THAT ADDRESS THE NEEDS OF BOYS	ON-GOING DATA REVIEWS T. THOMPSON – MATH/C. FOLAND -ELA PRINCIPAL BEVON THOMPSON COALITION OF SCHOOLS EDUCATING BOYS OF COLOR – NYC CONFERENCE MR. LEONARD/MR. MIKE/MS. YOUNG/MS. GASTON ATTENDING PACKAGE REVIEWS FROM TARA MULLIGAN	ON – GOING 5/21/16
TEACHER SUPPORT	MEDICAL BENEFIT	PACKAGE REVIEWS FROM TARA MULLIGAN	COMPLETED DURING THE MONTH OF APRIL
TEACHER RECRUITMENT	ENGAGEMENT IN BROOKLYN CHARTER FAIR	PRINCIPAL THOMPSON TO REPRESENT IMLCS	4/21/16
MORALE	AWARDS FROM SENATOR PERSAUD	PARENT COORDINATOR PTA PRESIDENT GUIDANCE COUNSELOR GRADE ADVISORS	4/8/16

Infrastructure for Student Success

Area		Action Plan	Status	Date																																		
PARENT ACADEMY RECRUITMENT	LOTTERY	CONFIRMATION OF CPA ATTENDANCE AT THE LOTTERY - EDGAR JAMES OFFICE	4/6/16	COMPLETED AS PLANNED																																		
TOTAL APPLICATIONS AS OF 4/21/16	LETTERS SENT TO APPLICANTS	4/8/16	COMPLETED - AS PLANNED																																			
	SECOND MAILING BY POSTMANIA WITH CHANGED POSTCARDS	4/21/16	COMPLETED - AS PLANNED																																			
	ONLINE AND PAPER																																					
	K - 158																																					
	1 - 39 2 - 32 3 - 3 4 - 2 5 - 2 TOTAL = 236																																					
TENTATIVE ENROLLMENT BREAKDOWN	<table><tr><th></th><th>PROM.</th><th>HO</th><th>NEW</th><th>TOTAL</th></tr><tr><td>K</td><td>3</td><td>42</td><td>45/3</td><td>45/3</td></tr><tr><td>1</td><td>24</td><td>1</td><td>20</td><td>45/3</td></tr><tr><td>2</td><td>30</td><td>1</td><td>14</td><td>45/3</td></tr><tr><td>3</td><td>33</td><td>0</td><td>5</td><td>38/2</td></tr><tr><td>4</td><td>39</td><td>0</td><td>4</td><td>43/3</td></tr><tr><td>5</td><td>53</td><td>0</td><td>2</td><td>54/3</td></tr></table>		PROM.	HO	NEW	TOTAL	K	3	42	45/3	45/3	1	24	1	20	45/3	2	30	1	14	45/3	3	33	0	5	38/2	4	39	0	4	43/3	5	53	0	2	54/3		
	PROM.	HO	NEW	TOTAL																																		
K	3	42	45/3	45/3																																		
1	24	1	20	45/3																																		
2	30	1	14	45/3																																		
3	33	0	5	38/2																																		
4	39	0	4	43/3																																		
5	53	0	2	54/3																																		
NYS TESTING	TOTAL - 270 IMPLEMENTED AS SCHEDULED	100% TOOK BOTH ELA AND MATH TESTS	COMPLETED - 4/20/16																																			
SCHOOL INCENTIVES	TRIPS LIFE CYCLE OF A BUTTERFLY NEW ROC CITY JUNGLE BOOK BEAUTY AND THE BEAST HARLEM HOOPSTERS	4/20/16 4/19/16 4/21/16 5/13/16 5/18 /16 & 5/19/16																																				

FUND RAISER	BOYS AND MEN WHO DANCE BENEFIT CONCERT	AWARDS - LIVING LEGEND - GEORGE FAISON VISIONARIES - JAMEL GAINES, OBEDIAH WRIGHT, ROBERT EVANS TORCH BEARERS - JARED LEWIS, DANNY SOTO, LAI WORRELL, KEVIN JOSEPH	LETTERS SENT 4/18/16
VAL-ED SURVEY	TEACHERS, EDUCATIONAL ASSISTANTS	PICCS SURVEY SYSTEM	4/19/16
	SURVEYS COMPLETED AS OF 4/19/16		
DOE SURVEY	PARENTS AND SCHOOL		
	SNACK PACKS	90% TEACHERS / 35% PARENTS - ONLINE (MAIL-IN DOCUMENTS NOT INCLUDED)	AS OF 4/1/16
COMMUNITY OUTREACH SOCIAL ACTION PROJECTS	FUNDS RAISED BY KINDERGARTEN BOOK DRIVE LED BY GRADE 4	SENT TO PS 211 SENT TO ST. JUDE'S HOSPITAL GIVEN TO IMLCS LOWER GRADES	COMPLETED BY 4/22/16

Efforts used by IMLCS to attract and retain a greater enrollment of students with disabilities, English language learners, and students who are eligible for free and reduced priced lunch.

Retention

IMCLS will endeavor to retain 95% of our student population for the 2015-2016 school year. While there are a number of factors that will contribute to the success of retention rates, we believe that the relationship faculty and staff formed with the parents and students will allow us to meet this goal. The School's objective in the future years of the charter is to have 99-100% retention and will work diligently to reach the goal by better parent engagement, assessing student needs, and retaining staff in an effort to build stronger stable relationships.

Enrollment and Recruitment

IMLCS conducted the following enrollment efforts for the 2015-2016 school year:

- In August 2014, IMLCS revised and distributed the Parent-Student Handbook to include enrollment and re-enrollment guidelines. In addition, phone blast and parent re-enrollment forms were distributed to all parents of current students.
- School Tours for parents and daycare center directors were held on three consecutive Thursdays during the Month of March 2016, along with individual tours by appointment. We also hosted two open houses in March.
- All brochures, posters and flyers were updated and distributed in daycare centers, youth facilities and public building where we had permission. In addition, recruitment ads were placed in local newspapers.
- IMLCS visited and provided on-site enrollment presentations to approximately 10 daycare centers in District 19 and 3 daycare centers outside of the district.
- IMLCS is on the New York City Charter School Center list of school, which also supported our recruitment efforts with an online application.
- In April 2016 IMLCS conducted its annual lottery for incoming kindergarten students. Edgar James, CPA, administered the lottery. District 19 was given 70% of the seats and 30% of the seats were given to those of outside the district. District 19 is a community plagued with poverty high high-school dropout rate, substance abuse, violence, unemployment, and underemployment. A good proportion of students from this district come with various disabilities, and our literature and school culture reflects our abilities to work cohesively with this population.



Entry 12 Teacher and Administrator Attrition

Created: 07/28/2016

Last updated: 08/01/2016

Report changes in teacher and administrator staffing.

Page 1

Instructions for completing the Teacher and Administrator Attrition Tables

The following tables reflect formatting in the online portal required for Regents authorized charter schools. Schools should provide, for teachers and administrators only, the full time equivalent (FTE) of staff on June 30, 2015; the FTE for added staff from July 1, 2015 through June 30, 2016; and the FTE for any departed staff from July 1, 2015 through June 30, 2016 using the two tables provided.

2015-16 Teacher Attrition Table

	FTE Teachers on June 30, 2015	FTE Teachers Departed 7/1/15 - 6/30/16	FTE Teachers Filling Vacant Positions 7/1/15 - 6/30/16	FTE Teachers Added in New Positions 7/1/15-6/30/16	FTE of Teachers on June 30, 2016
	12	3	10	8	17

2015-16 Administrator Position Attrition Table

	FTE Administrative Positions on June 30, 2015	FTE Administrators Departed 7/1/15 - 6/30/16	FTE Administrators Filling Vacant Positions 7/1/15 - 6/30/16	FTE Administrators Added in New Positions 7/1/15-6/30/16	FTE Administrative Positions on June 30, 2016
	4	1	0	0	3

Thank you



Entry 13 Uncertified Teachers

Created: 08/01/2016

Last updated: 11/01/2016

Page 1

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.

Staff Qualifications (June 30, 2016)

Note: Columns should sum to the FTE count of Teachers on June 30, 2016, and each teacher should be in only one column.

1. Total FTE Count of Uncertified Teachers (6-30-16)	5
2. FTE count of uncertified teacher with at least three years of elementary, middle or secondary classroom teaching experience (6-30-16)	5
3. FTE count of uncertified teachers who are tenured or tenure track college faculty (6-30-16)	0
4. FTE count of uncertified teachers with two years of Teach for America experience (6-30-16)	0
5. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (6-30-16)	1
6. FTE count of uncertified teachers who do not fit into any of the prior four categories (6-30-16)	0

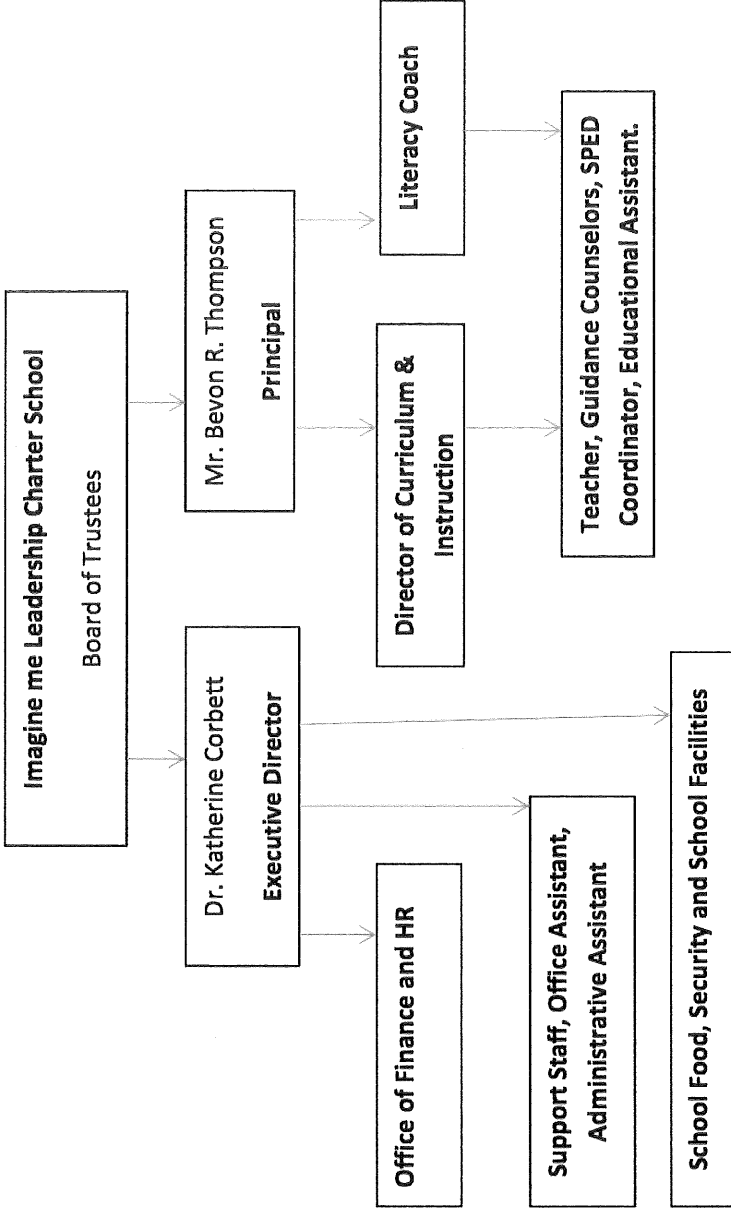
Thank you.

Imagine Me Leadership Charter School

818 Schenck Ave

Brooklyn, NY 11207

Organizational Chart



IMAGINE ME LEADERSHIP CHARTER SCHOOL
TENTATIVE CALENDAR 2016- 2017

August	Week of 15 th Week of 22 nd Week of 29 th	Monday – Friday Monday - Thursday	Teacher and Staff Return Jumpstart Program	Total # Days of Instruction 8 Days
September	Closed 2 nd & 5 th Open for Regular School, 6 th	Labor Day Weekend T-F 8am - 4pm	Regular School Session Begins	20 Days
October	1 st	Monday School Closed	Columbus Day	20 Days
November	8 th	Tuesday Non-attendance Day for Students	Election Day PD Day for Teachers	
November	10 th 11 th	Thursday Friday	Open School Day Afternoon (1:30 pm - 4:00 pm) Night (5:00 pm – 7:00 pm) Veterans Day	
November	23 rd – 25 th	Wednesday – Friday School Closed	Thanksgiving Recess	17 Days
December	19 th – January 2 nd	Wednesday – Friday School Closed	Winter Recess	12 Days
January	2 nd 18 th	Monday School Closed	End of Winter Recess Martin Luther King, Jr. Day	19 Days
February	20 – 24	Monday – Friday School Closed	Midwinter Recess	15 Days
March	9 th 10 th 28 th - 31 st	Thursday Friday Tuesday - Friday	Open School Day Afternoon (1:30 pm – 4:00pm) Night (5:00 pm – 7:00pm) State ELA Assessment	23 Days
April	10 th – 18 th	Monday – Tuesday School Closed	Spring Recess	13 Days
May	2 nd - 5 th 24 th - 26 th 29 th 31 st	Tuesday – Friday Wednesday- Friday Monday (School Closed) Wednesday	State Math Assessment Grade 4 State Science Performance Test Memorial Day Grade 4 State Science Written Assessment	22 Days
June	1 st – 5 th 9 th - 10 th 21 st 23 rd	Thursday – Monday School Closed for Student on Friday Wednesday Friday	Grade 4 State Science Written Assessment Instructional Planning Retreat Friday and Saturday Last Day for Students Last Day for Teachers and Staff	
		Grand total	Total # of Instructional Days	184