



# Entry 1 School Information

Created: 07/05/2017 • Last updated: 07/20/2017

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

**a. SCHOOL NAME AND BEDS#** HEBREW LANGUAGE ACADEMY CS (NYC CHANCELLOR)

(Select name from the drop down menu)

**b. CHARTER AUTHORIZER** NYCDOE-Authorized Charter School

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

**c. DISTRICT / CSD OF LOCATION** NYC CSD 22

## d1. SCHOOL INFORMATION

	PRIMARY ADDRESS	PHONE NUMBER	FAX NUMBER	EMAIL ADDRESS
	2186 Mill Ave. Brooklyn, NY 11234	[REDACTED]		

## d2. PHONE CONTACT NUMBER FOR AFTER HOURS EMERGENCIES

Contact Name	Michelle Galeotti
Title	Director of Operations
Emergency Phone Number (###-###-####)	[REDACTED]

**e. SCHOOL WEB ADDRESS (URL)** [www.hlacharterschool.org](http://www.hlacharterschool.org)

**f. DATE OF INITIAL CHARTER** 07/2009

**g. DATE FIRST OPENED FOR INSTRUCTION** 08/2009

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

## MISSION STATEMENT

The Hebrew Language Academy Charter School ("HLA") is a dual language public elementary school located in Brooklyn, New York. Founded in 2009, HLA's mission is to provide a nurturing yet rigorous early childhood dual language program committed to fostering academic excellence and a high degree of Hebrew language proficiency. Our school provides students with a sophisticated core curriculum in English Language Arts, mathematics, the sciences, social studies, art, music, technology and physical education. We incorporate Hebrew language instruction across the curriculum through a partial immersion proficiency model.

At HLA, we recognize that our students are growing up in an increasingly "global" community. Our entire educational program is geared towards providing students with a solid foundation to become ethical, productive citizens in this global community. We help our students learn social and civic responsibility through the integration of community service and service learning into their classroom studies, and diversity, tolerance and openness are emphasized throughout the curriculum and school life.

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

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

Variable 1	The Workshop Model: The workshop model of instruction is used to deliver a balanced literacy approach to teaching and learning is a critical component of our school. Lessons are delivered using a mini-lesson format so as to support the Gradual Release of Responsibility for building independent learners. The workshop model enables learners to be actively engaged in thinking and learning while being scaffolded toward independence.
Variable 2	Immersive Hebrew Instruction: HLA provides immersive Hebrew Language Instruction every day and to all students. Hebrew language Instruction is delivered through the Proficiency Model of Instruction which is aligned with best practices documented by the American Council on the Teaching of Foreign Languages (ACTFL).
Variable 3	Data-driven Culture: A data-driven culture sits at the foundation of HLA’s instructional program.
Variable 4	Supporting Diversity: The school’s practices (recruitment, instruction, curriculum, family engagement, classroom management, discipline, etc.) and culture fully support diversity, including racial, economic, cultural, linguistic, and special needs.
Variable 5	Service Learning: Service Learning is a central element of HLA's educational program in order to help students internalize the values of social responsibility and understanding of diverse cultures.
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, 2017** 618

**j. GRADES SERVED IN SCHOOL YEAR 2016-17**

Check all that apply

Grades Served	K, 1, 2, 3, 4, 5, 6, 7
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**k1. DOES THE SCHOOL CONTRACT WITH A CHARTER OR EDUCATIONAL MANAGEMENT ORGANIZATION?** Yes

**k2. NAME OF CMO/EMO AND ADDRESS**

NAME OF CMO/EMO	Hebrew Public
PHYSICAL STREET ADDRESS	
CITY	
STATE	
ZIP CODE	
EMAIL ADDRESS	

**l1. FACILITIES**

Does the school maintain or operate multiple sites?

	No, just one site.
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## 12. SCHOOL SITES

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

	Physical Address	Phone Number	District/CSD	Grades Served at Site	School at Full Capacity at Site	Facilities Agreement
Site 1 (same as primary site)	2186 Mill Ave, Brooklyn, NY 11234	[REDACTED]	BROOKLYN (TOTAL)	K-8	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	Peter Katcher	[REDACTED]	[REDACTED]	[REDACTED]
Operational Leader	Michelle Galeotti	[REDACTED]	[REDACTED]	[REDACTED]
Compliance Contact	Michelle Galeotti	[REDACTED]	[REDACTED]	[REDACTED]
Complaint Contact	Peter Katcher	[REDACTED]	[REDACTED]	[REDACTED]

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

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

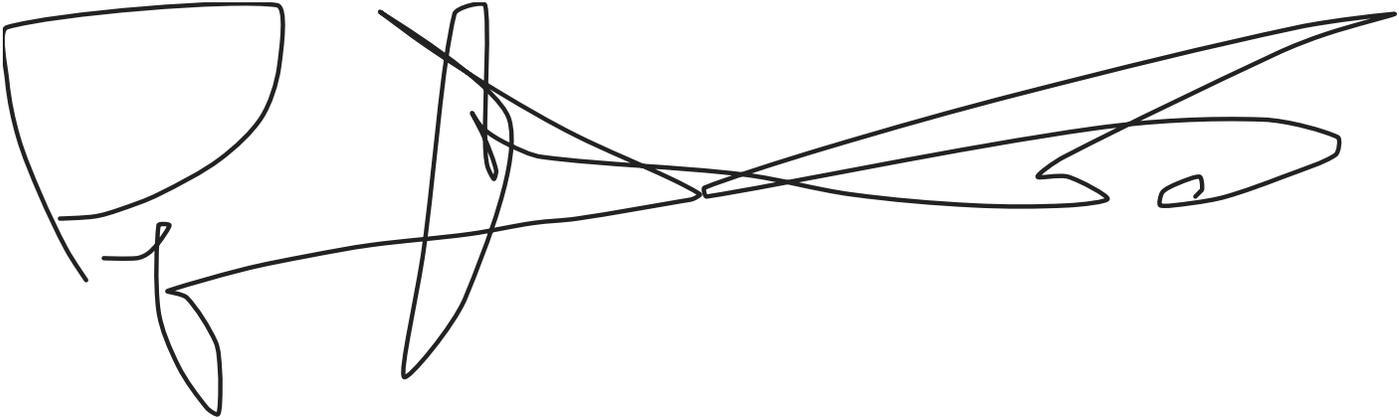
**o. Name and Position of Individual(s) Who Completed the 2016-17 Annual Report.**

Peter Katcher

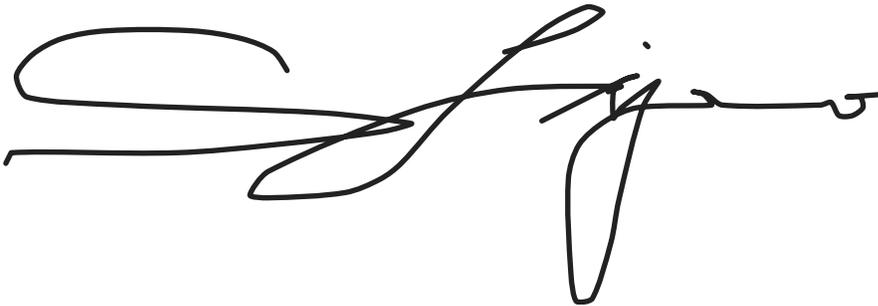
**p. Our signatures below attest that all of the information contained herein is truthful and accurate and that this charter school is in compliance with all aspects of its charter, and with all pertinent Federal, State, and local laws, regulations, and rules. We understand that if any information in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

Yes

**Signature, Head of Charter School**

A handwritten signature in black ink, appearing to read 'Peter Katcher', written over a large, faint, light-colored watermark or background graphic.

**Signature, President of the Board of Trustees**

A handwritten signature in black ink, appearing to read 'John...', written over a large, faint, light-colored watermark or background graphic.

**Date**

2017/07/31

**Thank you.**



# Entry 2 NYS School Report Card Link

Last updated: 07/20/2017

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## 1. NEW YORK STATE REPORT CARD

<https://data.nysed.gov/reportcard.php?year=2015&instid=800000064234>

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

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



# Entry 3 Progress Toward Goals

Created: 07/20/2017 • Last updated: 08/01/2017

## PROGRESS TOWARD CHARTER GOALS

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

## 1. ACADEMIC STUDENT PERFORMANCE GOALS

### 2016-17 Progress Toward Attainment of Academic Goals

	Academic Student Performance Goal	Measure Used to Evaluate Progress Toward Attainment of Goal	Goal - Met or Not Met	If Not Met, Describe Efforts School Will Take
Academic Goal 1	Absolute Performance on NYS Examinations. 75% of all students tested in grades 3-5 who were enrolled in HLA for at least two consecutive BEDS dates will perform at or above Level 3 on ELA and Math examinations. HLA's aggregate performance index on the ELA and Math exam will meet its Annual Yearly Progress. 75% of all tested students in grade 4 who were enrolled for at least two consecutive BEDS dates will perform at or above Level 3 on the grade 4 Science Performance and Written exam	Results not yet available		Results not yet available
	Comparative			

<p>Academic Goal 2</p>	<p>progress in NYS ELA and Math Percentage of students performing at or above Level 3 on the NYS ELA and Math examination will exceed the average performance of students tested in the same grades as CSD 22</p>	<p>This information will be provided when all data is available</p>	<p>This information will be provided when all data is available</p>	<p>This information will be provided when all data is available</p>
				<ul style="list-style-type: none"> <li>• Despite many instructional challenges such as building construction issues and leadership turn-over, there were many gains made in reading: <ul style="list-style-type: none"> <li>o All grades K-4 had an average NWEA reading score that was above norm grade level</li> <li>o Spring to spring all grades 1-4 surpassed typical growth expectations in reading (Kindergarten cannot be included since they are new in fall and have no spring 2015-2016 test data for comparison)</li> <li>o The school mean national percentile ranking in reading spring 2017 was the 68th percentile, which is well above the national norm at the 50th percentile. This was also a significant increase of 30 percentiles from our reading national ranking in spring 2016.</li> <li>o Students on or above grade level</li> </ul> </li> </ul>

Academic Goal 3

Absolute Performance on NWEA Reading and Math. 75% of all tested students who were enrolled at HLA for at least two consecutive BEDS dates will perform at or above grade level on the spring administration of the NWEA Reading and Math test

NWEA progress report, RIT, and quadrant reports

Not Met

(level 3 and 4 benchmark) on Fountas and Pinnell increased by 7% from Winter to Spring testing.

- Efforts the school will make to meet goals in the 2017-2018 year:
  - o Partnership with the Lavinia Group to get teachers trained at teaching The Close Reading for Meaning approach which gives students the tools to understand both the literal and deeper meaning of any nonfiction or fiction text, examine craft and structure, and develop evidence-based ideas.
  - o Partnership with Wilson Foundations to get teachers trained in research-based materials and strategies for reading, spelling, and handwriting.
  - o Expanded partnership with ThinkCERCA to get teachers trained in instruction of argumentative writing through ThinkCERCA, an online program where students read passages of text, analyze the text and then respond to a critical thinking prompt using a writing framework.
  - o Consistent use of data from internal assessments such as NWEA and Compass

				<p>Learning to regularly monitor students' progress and adjust instruction as needed throughout the year.</p> <ul style="list-style-type: none"> <li>o Focus on personalized learning methods such as Compass Learning, a web-based program that creates a personalized learning path for each student based on their NWEA results, small group instruction, and tailored assignments to meet all students where they are at.</li> <li>o Addition of an additional academic leadership member replacing the single role of Director of Curriculum and Instruction K-4 with two Academic Deans for K-2 and 3-5.</li> <li>Addition of a Behavior Interventionist to the leadership team to assist teachers with behavior management and allow Academic Deans to remain focused on instruction and coaching.</li> </ul>
<p>Academic Goal 4</p>	<p>Comparative progress in NYS ELA and Math. Each year the percentage of students performing at or above Level 3 on the NYS ELA and Math exam in each tested grade will be in the majority of grades exceed the average performance</p>	<p>This information will be provided when all data is available</p>		<p>This information will be provided when all data is available</p>

of students tested in the same grades of CSD 22. This will be measured by an analysis of performance compared to CSD's conducted by NYCDOE

Absolute Performance in Hebrew proficiency: 75% of students will perform at the proficiency level indicated below based upon # of BEDS days

1 BEDS DAY  
 Speaking - Novice  
 Mid -Meet Listening - Novice - Mid Strong  
 Reading - Novice Low  
 Writing - Novice Low

2 BEDS DAYS  
 Speaking - Novice  
 Mid-Strong Listening - Novice High-  
 Emergent Reading - Novice Mid-Meet  
 Writing - Novice Mid - Meet

3 BEDS DAYS  
 Speaking - Novice High-Strong  
 Listening - Intermediate Low- Emergent  
 Reading - Novice High-Meet  
 Writing - Novice High-Meet

4 BEDS DAYS  
 Speaking - Intermediate Low- Emergent  
 Listening - Intermediate Low-Meet  
 Reading - Novice High - Strong  
 Writing - Novice High - strong

5 BEDS DAYS  
 Speaking - Intermediate Low -

Academic Goal 5

This information will be provided when all data is available

This information will be provided when all data is available

	Meet Listening - Intermediate Low-Strong Reading - Intermediate Low-Emergent Writing-Intermediate Low-Emergent			
Academic Goal 6	<p>Absolute Performance on Fountas and Pinnell Benchmark Assessment System 75% of k students who were enrolled at the school on BEDS day will perform at or above grade level on the spring administration of the Foundal and Pinnell Benchmark Assessment System. 75% of students in grades K-5 who were enrolled at the school on BEDS day for at least two consecutive years will perform at or above grade level on the spring administration of the Fountas and Pinnell Benchmark Assessment System.</p>	This information will be provided when all data is available		This information will be provided when all data is available
Academic Goal	<p>Value Added Performance/Progress  Each year grade level cohorts of students will reduce by one half, the gap between the percent at grade level on the previous spring administration of the ITBS reading and math test and 75% at or above grade level (NCE=50) in the current spring. Each year each</p>	This information will be provided when all		This information will be provided when all

7	grade level cohort of students will reduce by one half the gap between the percentage at or above level 3 on the previous year's NYS Reading and Math exam and 75% at or above Level 3 in the previous year, and the cohort will remain above 75%at or above Level 3 in the current year.	data is available		data is available
Academic Goal 8	Comparative Progress on ELA and Math Each year the percent of student performing at or above Level 3 on the NYS ELA and Math in each tested grade will in the majority of grades exceed the average performance of students tested in the same grades of CSD22. This will be measured by an analysis of performance compared to CSD's conducted by NYCDOE.	This information will be provided when all data is available		This information will be provided when all data is available

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

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

**4. ORGANIZATIONAL GOALS**

**2016-17 Progress Toward Attainment of Organizational Goals**

	Organizational	Measure Used to	Goal - Met or Not	If Not Met,
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	Goal	Evaluate Progress	Met	Describe Efforts School Will Take
Org Goal 1	<p>a) Student Engagement School will have an annual average attendance rate of at least 95%, factoring out students who are excused from school for religious observance.</p> <p>b) 95% of all students enrolled on the 1st day of school year who do not move will return the following September</p>	ATS, Powerschool attendance	Met	
Org Goal 2	<p>Strong Culture and Supportive Relationships 80% of parents responding to the survey will express satisfaction with HLA's program based on the NYCDOE Learning Environment Survey</p> <p>80% of teachers responding to the survey will express satisfaction with HLA's program based on the NYCDOE Learning Environment Survey</p>	NYC Survey	Met	
	<p>Responsive School Leadership a) Head of School will present program reports that outline enrollment,</p>			

Org Goal 3	<p>attendance, discharge status, etc. as well as any available testing results at every Board of Trustees meeting.</p> <p>The Head of School and Director of Finance will present an up to date financial Report. Board minutes will reflect these activities.</p> <p>b)At any given time at least 95% of members of the BOT will be an active member of a subcommittee of the Board</p>	Board minutes, sub committe	Met	
Org Goal 4				
Org Goal 5				

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

No

**6. FINANCIAL GOALS**

## 2016-17 Progress Toward Attainment of Financial Goals

	Financial Goals	Measure Used to Evaluate Progress	Goal - Met or Not Met	If Not Met, Describe Efforts School Will Take
Financial Goal 1	Enrollment stability - annually student enrollment will be within 15% of full enrollment as defined in the school's contract	ATS Student Enrollment	Met	
Financial Goal 2	HLA will undergo an independent financial audit that will result in an unqualified opinion and no major findings	Independent Financial Audit	Met	Results not yet available
Financial Goal 3	HLA operates on a balanced budget and maintain a stable cash flow.	Independent Financial Audit		Results not yet available
Financial Goal 4				
Financial Goal 5				



# Entry 4 Expenditures per Child

Last updated: 07/24/2017

## Financial Information

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

### 1. Total Expenditures Per Child

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

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

Line 1: Total Expenditures	10893546
Line 2: Year End FTE student enrollment	615
Line 3: Divide Line 1 by Line 2	17711

## 2. Administrative Expenditures per Child

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

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

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

### Notes:

**The information on the Schedule of Functional Expenses on pages 41-43 of the Audit Guide can help schools locate the amounts to use in the two per pupil calculations:**

**<http://www.p12.nysed.gov/psc/AuditGuide.html>.**

**Employee benefit costs or expenditures should not be reported in the above calculations.**

Line 1: Relevant Personnel Services Cost (Row)	450463
Line 2: Management and General Cost (Column)	464775
Line 3: Sum of Line 1 and Line 2	915237
Line 5: Divide Line 3 by the Year End FTE student enrollment	1488

**Thank you.**



# Entry 6d Additional Financial Docs

Last updated: 07/24/2017

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.

## 1. Management Letter

(No response)

**Explanation for not uploading the Management Letter.**

To be provided 11/1/17 with Audited Financial Statements

## 2. Form 990

(No response)

**Explanation for not uploading the Form 990.**

N/A To be completed after 11/1/17 with Audited Financial Statements

## 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.**

N/A - The school did expend more than \$750,000 of federal funding in FY16-17.

## 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/resp/10974949/pN6H0Nalce/>

**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.** N/A - Corrective Action Plan not required



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**COMM MARKET RATE INVEST**

████████████████████  
 June 1, 2017 - June 30, 2017  
 Page 1 of 1

\*112346308868\*

HEBREW LANGUAGE ACADEMY CHARTER  
 SCHOOL  
 ESCROW ACCOUNT  
 2186 MILL AVE  
 BROOKLYN NY 11234-6308

**Questions?**  
 Call 1-877-472-2249 or write:  
 HSBC  
 P.O. Box 9  
 Buffalo, New York 14240

SUMMARY OF ACTIVITY FOR THE PERIOD 06/01/17 TO 06/30/17

DATE OF LAST STATEMENT WAS 05/31/17

YOUR BALANCE ON 05/31/17 WAS 70,900.39  
 THERE WERE WITHDRAWALS AND SUBTRACTIONS .00  
 THERE WERE DEPOSITS AND OTHER ADDITIONS .00  
 INTEREST POSTED THIS PERIOD 16.56  
 YOUR BALANCE ON 06/30/17 70,916.95

INTEREST PAID THIS YEAR 96.14

## TRANSACTION DETAIL

DATE POSTED	DESCRIPTION OF TRANSACTIONS	WITHDRAWALS AND OTHER SUBTRACTIONS	DEPOSITS AND OTHER ADDITIONS	BALANCE
06/16/17	INTEREST PAID FROM 05/19/17 THROUGH 06/18/17 INCLUSIVE AVERAGE DAILY LEDGER BALANCE \$70,900.39		16.56	70,916.95
06/30/17	\$16.03 INTEREST EARNED FROM 06/01/17 THROUGH 06/30/17 INCLUSIVE INTEREST IS NOT AVAILABLE UNTIL CREDITED TO ACCOUNT AVERAGE DAILY LEDGER BALANCE \$70,908.67 ANNUAL PERCENTAGE YIELD EARNED 00.28 %			70,916.95

Please examine your statement at once. For your convenience, instructions for balancing your account are included.

If you change your address, please notify your branch office of your new address. All deposited items are credited subject to final payment.



## How to balance your Account

<b>USE THESE STEPS TO BRING YOUR REGISTER BALANCE INTO AGREEMENT WITH THIS STATEMENT.</b>		
1. Adjust your register balance for interest (if any) not previously recorded.		
2. Compare deposits, interest and other additions shown on this statement with your records.		
a) Adjust your register balance for any automatic transfers or other additions not previously recorded.		
b) Record recent deposits made but not showing on this statement in area "A."		
3. Compare checks shown on this statement with your records and record in area "B" all checks/withdrawals which have been written or made but have not been charged to your account.		
4. Compare other subtractions shown on this statement with your records.		
a) List those which have been made but are not shown on this statement in area "B."		
b) Adjust your register balance for any other subtractions not previously recorded.		
5. Compare fees charged to your account with your records and adjust your register balance for any not previously recorded.		
6. Enter new balance shown on statement.		
7. Enter total area "A."		
8. Add lines 6 and 7.		
9. Enter total from area "B."		
10. Subtract line 9 from line 8. This should be your present register balance. If not, the most common mistakes are either an error in arithmetic or a service charge not listed in your register. If you need further assistance, please bring this statement to your banking office.		

AREA "A"	AMOUNT	
<b>TOTAL</b>		

AREA "B"	AMOUNT	
<b>TOTAL</b>		
Add the Check Charges for the outstanding checks listed above, if applicable.		
<b>GRAND TOTAL</b>		

### For Consumer Accounts Only:

#### IN CASE OF ERRORS OR QUESTIONS ABOUT YOUR ELECTRONIC TRANSFERS

Electronic transfers (called transfers below) mean a) deposits, withdrawals, or payments made at an ATM or store terminal, b) bill payer transfers, c) all other electronic transfers (e.g., payroll deposits, Social Security deposits, insurance payments, etc.).

If you think your statement or receipt is wrong, or if you need more information about a transfer on the statement or receipt, TELEPHONE US OR WRITE TO US AS SOON AS YOU CAN -- USE THE TELEPHONE NUMBER OR ADDRESS ON THE FRONT OF THIS STATEMENT.

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 there 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.





# Entry 5d Financial Services Contact Information

Created: 07/24/2017 • Last updated: 07/26/2017

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

## 1. School Based Fiscal Contact Information

School Based Fiscal Contact Name	School Based Fiscal Contact Email	School Based Fiscal Contact Phone
Peter Katcher	[REDACTED]	[REDACTED]

## 2. Audit Firm Contact Information

School Audit Contact Name	School Audit Contact Email	School Audit Contact Phone	Years Working With This Audit Firm
Michelle Cain	[REDACTED]	[REDACTED]	1

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

Firm Name	Contact Person	Mailing Address	Email	Phone	Years with Firm
Charter School Business Managment	Heather Blumberg	[REDACTED]	[REDACTED]	[REDACTED]	6

# New York State Education Department

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

## 2017-18 Budget & Cash Flow Template

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

1	Complete ALL SIX columns in <b>BLUE</b>
2	Enter information into the <b>GRAY</b> cells
3	Cells containing <b>RED</b> 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 <a href="https://stateaid.nysed.gov/charter/">https://stateaid.nysed.gov/charter/</a> . Refer to this website for per-pupil tuition funding for all school districts. Rows may be inserted in the worksheet to accommodate 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.

**Hebrew Language Academy Charter School -**

**PROJECTED BUDGET FOR 2017-2018 -**

**July 1, 2017 to June 30, 2018 -**

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

	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL
Total Revenue	11,036,810	1,512,139	-	-	836,292	13,385,241
Total Expenses	9,978,121	2,198,578	-	-	1,056,696	13,233,396
Net Income	1,058,689	(686,439)	-	-	(220,404)	151,845
Actual Student Enrollment	710	74				-
Total Paid Student Enrollment	-	-				-

**PROGRAM SERVICES**

**SUPPORT SERVICES**

REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL
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**REVENUE**

**REVENUES FROM STATE SOURCES**

Per Pupil Revenue	CY Per Pupil Rate	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL
<b>District of Location</b>	\$14,527.00	9,479,615	-	-	-	834,555	10,314,170
School District 2 (Enter Name)		-	-	-	-	-	-
School District 3 (Enter Name)		-	-	-	-	-	-
School District 4 (Enter Name)		-	-	-	-	-	-
School District 5 (Enter Name)		-	-	-	-	-	-
		<b>9,479,615</b>				<b>834,555</b>	<b>10,314,170</b>
Special Education Revenue		-	1,271,082	-	-	-	1,271,082
Grants							
Stimulus		-	-	-	-	-	-
Other		-	-	-	-	-	-
Other State Revenue		991,094	115,316	-	-	-	1,106,411
<b>TOTAL REVENUE FROM STATE SOURCES</b>		<b>10,470,710</b>	<b>1,386,398</b>			<b>834,555</b>	<b>12,691,663</b>

**REVENUE FROM FEDERAL FUNDING**

IDEA Special Needs	-	58,000	-	-	-	-	58,000
Title I	207,860	24,185	-	-	-	-	232,045
Title Funding - Other	7,356	856	-	-	-	-	8,212
School Food Service (Free Lunch)	143,066	16,646	-	-	-	-	159,712
Grants							
Charter School Program (CSP) Planning & Implementation	111,524	12,976	-	-	-	-	124,500
Other	-	-	-	-	-	-	-
Other Federal Revenue	-	-	-	-	-	-	-
<b>TOTAL REVENUE FROM FEDERAL SOURCES</b>		<b>469,806</b>	<b>112,663</b>				<b>582,469</b>

**LOCAL and OTHER REVENUE**

Contributions and Donations, Fundraising	-	-	-	-	-	-	-
Erate Reimbursement	15,863	3,704	-	-	1,723	-	21,290
Interest Income, Earnings on Investments,	134	31	-	-	15	-	180
NYC-DYCD (Department of Youth and Community Developmt.)	-	-	-	-	-	-	-
Food Service (Income from meals)	26,873	3,127	-	-	-	-	30,000
Text Book	53,424	6,216	-	-	-	-	59,640
Other Local Revenue	-	-	-	-	-	-	-
<b>TOTAL REVENUE FROM LOCAL and OTHER SOURCES</b>		<b>96,295</b>	<b>13,078</b>			<b>1,737</b>	<b>111,110</b>

<b>TOTAL REVENUE</b>		<b>11,036,810</b>	<b>1,512,139</b>			<b>836,292</b>	<b>13,385,241</b>
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**EXPENSES**

**ADMINISTRATIVE STAFF PERSONNEL COSTS**

	No. of Positions	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL
Executive Management	1.00	103,772	15,965	-	-	39,912	159,650
Instructional Management	1.00	89,577	10,423	-	-	-	100,000

Deans, Directors & Coordinators	4.00	309,130	35,968	-	-	-	345,098
CFO / Director of Finance	-	-	-	-	-	-	-
Operation / Business Manager	1.00	-	-	-	-	103,000	103,000
Administrative Staff	7.00	-	-	-	-	345,975	345,975
<b>TOTAL ADMINISTRATIVE STAFF</b>	<b>14</b>	<b>502,480</b>	<b>62,356</b>			<b>488,888</b>	<b>1,053,723</b>

**INSTRUCTIONAL PERSONNEL COSTS**

Teachers - Regular	57.00	3,173,610	246,412	-	-	-	3,420,023
Teachers - SPED	9.00	-	528,400	-	-	-	528,400
Substitute Teachers	-	-	-	-	-	-	-
Teaching Assistants	2.00	93,374	10,864	-	-	-	104,238
Specialty Teachers	9.00	472,443	54,970	-	-	-	527,413
Aides	-	-	-	-	-	-	-
Therapists & Counselors	3.00	71,662	126,248	-	-	-	197,910
Other	-	188,471	21,929	-	-	-	210,400
<b>TOTAL INSTRUCTIONAL</b>	<b>80</b>	<b>3,999,560</b>	<b>988,824</b>				<b>4,988,384</b>

**NON-INSTRUCTIONAL PERSONNEL COSTS**

Nurse	-	-	-	-	-	-	-
Librarian	-	-	-	-	-	-	-
Custodian	-	-	-	-	-	-	-
Security	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
<b>TOTAL NON-INSTRUCTIONAL</b>							

**SUBTOTAL PERSONNEL SERVICE COSTS**

<b>94</b>	<b>4,502,040</b>	<b>1,051,179</b>			<b>488,888</b>	<b>6,042,107</b>
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**PAYROLL TAXES AND BENEFITS**

Payroll Taxes		381,791	89,144	-	-	41,460	512,394
Fringe / Employee Benefits		669,747	156,379	-	-	72,730	898,856
Retirement / Pension		94,543	22,075	-	-	10,267	126,884
<b>TOTAL PAYROLL TAXES AND BENEFITS</b>		<b>1,146,081</b>	<b>267,598</b>			<b>124,456</b>	<b>1,538,134</b>

**TOTAL PERSONNEL SERVICE COSTS**

	<b>5,648,121</b>	<b>1,318,777</b>			<b>613,343</b>	<b>7,580,241</b>
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**CONTRACTED SERVICES**

Accounting / Audit		-	-	-	-	69,785	69,785
Legal		-	-	-	-	25,000	25,000
Management Company Fee		439,550	102,630	-	-	47,732	589,913
Nurse Services		-	-	-	-	-	-
Food Service / School Lunch		-	-	-	-	-	-
Payroll Services		9,686	2,262	-	-	1,052	13,000
Special Ed Services		-	-	-	-	-	-
Titlement Services (i.e. Title I)		-	-	-	-	-	-
Other Purchased / Professional / Consulting		360,630	48,431	-	-	5,999	415,059
<b>TOTAL CONTRACTED SERVICES</b>		<b>809,867</b>	<b>153,323</b>			<b>149,568</b>	<b>1,112,757</b>

**SCHOOL OPERATIONS**

Board Expenses		-	-	-	-	-	-
Classroom / Teaching Supplies & Materials		164,372	19,125	-	-	-	183,497
Special Ed Supplies & Materials		-	-	-	-	-	-
Textbooks / Workbooks		157,176	18,288	-	-	-	175,464
Supplies & Materials other		-	-	-	-	-	-
Equipment / Furniture		-	-	-	-	-	-
Telephone		21,459	5,010	-	-	2,330	28,800
Technology		8,958	1,042	-	-	-	10,000
Student Testing & Assessment		22,394	2,606	-	-	-	25,000
Field Trips		25,171	2,929	-	-	-	28,100
Transportation (student)		12,093	1,407	-	-	-	13,500
Student Services - other		29,561	3,439	-	-	-	33,000
Office Expense		39,118	9,134	-	-	4,248	52,500
Staff Development		96,259	13,556	-	-	2,185	112,000
Staff Recruitment		23,426	5,470	-	-	2,544	31,440
Student Recruitment / Marketing		40,310	4,690	-	-	-	45,000
School Meals / Lunch		206,902	24,073	-	-	-	230,975

Travel (Staff)	76,133	9,382	-	-	485	86,000
Fundraising	-	-	-	-	-	-
Other - School Operations	42,845	10,004	-	-	4,653	57,501
<b>TOTAL SCHOOL OPERATIONS</b>	<b>966,176</b>	<b>130,156</b>			<b>16,445</b>	<b>1,112,777</b>

**FACILITY OPERATION & MAINTENANCE**

Insurance	52,853	12,341	-	-	5,739	70,933
Janitorial	-	-	-	-	-	-
Building and Land Rent / Lease	1,929,589	450,539	-	-	209,539	2,589,667
Repairs & Maintenance	183,920	42,943	-	-	19,972	246,836
Equipment / Furniture	-	-	-	-	-	-
Security	68,688	16,038	-	-	7,459	92,185
Utilities	147,532	34,447	-	-	16,021	198,000
<b>TOTAL FACILITY OPERATION &amp; MAINTENANCE</b>	<b>2,382,582</b>	<b>556,308</b>			<b>258,730</b>	<b>3,197,621</b>

**DEPRECIATION & AMORTIZATION**

	171,376	40,014	-	-	18,610	230,000
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**DISSOLUTION ESCROW & RESERVES / CONTIGENCY**

	-	-	-	-	-	-
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**TOTAL EXPENSES**

	<b>9,978,121</b>	<b>2,198,578</b>			<b>1,056,696</b>	<b>13,233,396</b>
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**NET INCOME**

	<b>1,058,689</b>	<b>(686,439)</b>	-	-	<b>(220,404)</b>	<b>151,845</b>
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**ENROLLMENT - \*School Districts Are Linked To Above Entries\***

District of Location  
School District 2 (Enter Name)  
School District 3 (Enter Name)  
School District 4 (Enter Name)  
School District 5 (Enter Name)

	REGULAR EDUCATION	SPECIAL EDUCATION	TOTAL ENROLLED
	710	74	710
			-
			-
			-
			-
<b>TOTAL ENROLLMENT</b>	<b>710</b>	<b>74</b>	<b>710</b>
<b>REVENUE PER PUPIL</b>	15,545	20,434	-
<b>EXPENSES PER PUPIL</b>	14,054	29,711	-



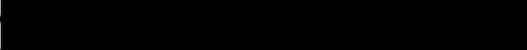
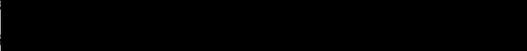
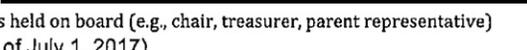




Appendix F: Disclosure of Financial Interest Form

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.

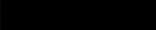
1. Trustee Name (print) Aaron Listhaus
2. Charter School Name Hebrew Language Academy
3. Charter Authorizer Entity NYDOE
4. Home Address 
5. Business Address 
6. Daytime Phone 
7. E-Mail Address 
8. List all positions held on board (e.g., chair, treasurer, parent representative)  
Secretary (as of July 1, 2017)

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.

I am the Chief Programs Officer for Hebrew Public which manages HLA as a CMO. I have worked for Hebrew Public since January 2011 



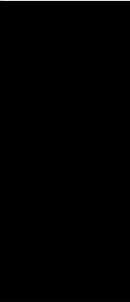
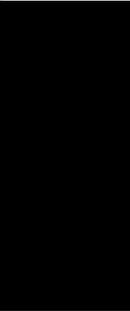
# Entry 9 BOT Table

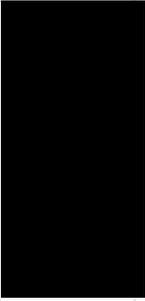
Created: 07/06/2017 • Last updated: 07/24/2017

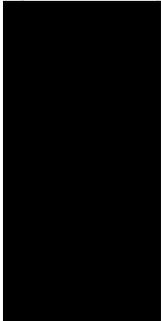
(tab across or use scroll bar at bottom of table)

## 1. Current Board Member Information

	Trustee Name	Email Addresses	Position on the Board	Committee Affiliations	Voting Member Per By-Laws? (Y/N)	Area of Expertise, and/or Additional Role at School (parent, staff member, etc.)	Number of Terms Served and Length of Each (Include election date and term expiration)	Number of Board Mtgs Attended during 2016-17?
1	Shari Lipner	[REDACTED]	Chair/Board President	Executive and Nominating, Education and Accountability	Yes	Parent of student(s); long standing community member ; MD	1 term. Elected in April 2016 to complete term of former member. Term ends June 30, 2018.	10
				Execut		Attorney and	1 term. Elected in May 2017 to	

2	Mike Tobman		Vice Chair/ Vice President	ive and Nominating; Finance and Audit	Yes	Political Consultant; Brooklyn resident	complete term of former member. Term ends June 30, 2019.	5 or less
3	Stella Binkevich		Treasurer	Executive and Nominating; Finance and Audit	Yes	Financial Services	1 term. Elected in May 2017 to complete term of former member. Term ends June 30, 2019.	5 or less
4	Aaron Listhaus		Secretary	Executive and Nominating; Finance and Audit; Education and Accountability	Yes	Education	2 terms. Elected in May 2017 to complete term of former member. Relected to a new term starting July	5 or less

				y			1, 2017 and ending June 30, 2020.	
5	Karim Camara		Trustee/Member		Yes	Reverend; State Govt employee; Brooklyn resident	3 terms. Elected in 2009 as founding member. Re-elected in 2012 and 2015, respectively. Current term ends June 30, 2018.	5 or less
6	Norman Green		Trustee/Member	Education and Accountability	Yes	Education, Brooklyn Resident	3 terms. Elected in 2009 as founding member. Re-elected in 2012 and 2015, respectively. Current term ends June	9

							30, 2018.	
7	Ella Zalkind		Trustee/Member		Yes	Attorney, former school parent	3 terms. Elected in 2009 as founding member. Re-elected in 2012 and 2015, respectively. Current term ends June 30, 2018.	5 or less
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								

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

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

**4. Total Number of Members Departing the Board during the 2016-17 School Year** 6

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

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

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

**Thank you.**



# Entry 10 - Board Meeting Minutes

Last updated: 07/25/2017

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

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

**A. Provide a URL link to the** (No response)  
**Monthly Board Meeting Minutes**  
**which are posted on the School's**  
**web page.**

**OR**

**B. Upload All Monthly Board Meeting Minutes**

Combine into one .PDF file

<https://nysed-cso-reports.fluidreview.com/resp/10994617/wNFCVDEEJA/>



Hebrew Language Academy Charter School &  
Board of Trustees Meeting &  
Tuesday, July 19<sup>th</sup>, 2016 – 6:30 PM &  
2186 Mill Avenue, Brooklyn, NY 11234 &

### **Minutes**

#### **Trustees Present**

Sara Berman\* &  
Allyson Galishoff\* &  
David Gedzelman\* &  
Shari Lipner &  
Eli Schaap\* &  
Hindie Weissman &  
*\*by video conference #*

#### **Also Present**

Shane Goldstein-Smith, Executive Director for New York Metro Region of Hebrew Public  
Jordan Grant, Associate Director for New York Metro Region of Hebrew Public  
Peter Katcher, Interim Head of School  
Elyse Piker, Director for School Operations for New York Metro Region of Hebrew Public  
Jon Rosenberg, CEO and President of Hebrew Public

1. Call to Order &

Sara Berman called the meeting to order at 6:41 PM. &

2. Adoption of Agenda &

Sara Berman made a motion to adopt this meeting's agenda. Eli Schaap seconded and the motion carried unanimously.

3. Approval of Minutes &

Sara Berman made a motion to adopt the minutes from the June 2016 board meeting. Shari Lipner seconded and the motion carried unanimously.

4. Public Comments

None.

5. Staff Comments

None.

6. Parent Organization Comments

None.

7. Head of School's Report

Peter Katcher gave the report which had been distributed previously to the Board. It has also been posted on the School's website.

8. CMO Update

a. Executive

Shane Goldstein-Smith updated the board on the CMO's onboarding of Peter Katcher as the new Interim Head of School and Ms. Natalie Edugene-Guiteau as the Middle School Director.

b. Operations

Elyse Piker updated the board on the CMO's developments with new vendors for the upcoming school year.

c. Instruction

Hindie Weissman updated the board on staffing changes and needs as well as the soon to-be-released test scores for grades 3-6.

9. Committee Reports

a. Finance Committee

Eli Schaap reported that the Finance Committee has been working regularly to approve expenses of \$5,000 or more by email. On July, 14, 2016, the committee met by conference call to review and discuss the first draft of the financial reports as of June 30,2016. The committee

will continue to review the financial reports as of June 30, 2016 and will approve once the reports are finalized. The board had previously approved the May 31<sup>st</sup> financial reports.

b. Education Committee

David Gedzelman reported that the Education committee met by phone on Thursday, July 14, 2016. The grades 3-6 ELA and Math Instructional Report was discussed. Updates regarding Hebrew and General Studies teacher staffing vacancies and summer school enrollment were also shared. The need for an additional ICT class on grade 4 and its budgetary implications was also discussed.

10. Adjournment

Sara Berman made a motion to adjourn. Allyson Galishoff seconded and the motion carried unanimously.

The meeting was adjourned at 7:03 pm.



Hebrew Language Academy Charter School &  
Board of Trustees Meeting &  
Tuesday, August 16, 2016 – 6:30 PM &  
2186 Mill Avenue, Brooklyn, NY 11234 &

**Minutes**

**Trustees Present**

Sara Berman\* &

Allyson Galishoff\* &

Norman Green\* &

Shari Lipner &

Eli Schaap\* &

Hindie Weissman &

*\*by video conference #*

**Also Present**

Shane Goldstein-Smith, Executive Director for New York Metro Region of Hebrew Public

Peter Katcher, Head of School

Elyse Piker, Director for School Operations for New York Metro Region of Hebrew Public

1. Call to Order

Sara Berman called the meeting to order at 6:30 PM.

2. Adoption of Agenda

Sara Berman made a motion to adopt this meeting's agenda. Allyson Galishoff seconded and the motion carried unanimously.

3. Approval of Minutes

Sara Berman made a motion to adopt the minutes from the July 2016 board meeting. Hindie Weissman seconded and the motion carried unanimously.

4. Public Comments

None.

5. Staff Comments

None.

6. Parent Organization Comments

None.

7. Head of School's Report

Peter Katcher gave the report which had been distributed previously to the Board. It has also been posted on the School's website.

8. CMO Update

a. Executive

Shane Goldstein-Smith updated the board on the CMO's developments in anticipation of the coming school year and discussed prospective changes to the HLA personnel handbook.

b. Instruction &

Hindie Weissman informed the board about the recently released test scores for grades 3-6. &

9. Committee Reports &

a. Finance Committee &

Eli Schaap reported that the Finance Committee has been working regularly to approve expenses of \$5,000 or more by email. On July, 14, 2016, the committee met by conference call to review and discuss the first draft of the financial reports as of June 30, 2016. The committee will continue to review the financial reports as of June 30 and July 31, 2016 respectively, and will approve once the reports are finalized. The board had previously approved the May 31 financial reports.

b. Education Committee

Hindie Weissman reported that the HLA Education Committee met by phone on Monday, August 8 to discuss the 2015-2016 NYS test scores and instructional next steps around addressing the areas identified by the NYS assessment. Hiring and specialized services supports were also discussed. Teachers begin on August 22 and school begins on September 6.

#### 10. Board Actions

##### a. Motion to adopt revisions to the Personnel Handbook

Sara Berman made a motion to adopt a new teacher incentive structure and clearer policy for time taken off for Religious Observances to the personnel handbook. Shari Lipner seconded and the motion carried unanimously.

#### 11. Adjournment

Sara Berman made a motion to adjourn. Norman Green seconded and the motion carried unanimously. &

The meeting was adjourned at 7:11 pm. &



Hebrew Language Academy Charter School &  
Board of Trustees Meeting &  
Tuesday, September 27, 2016 – 6:30 PM &  
2186 Mill Avenue, Brooklyn, NY 11234 &

**Minutes**

**Trustees Present**

Sara Berman

Karim Camara\*

Allyson Galishoff

Norman Green

Shari Lipner

Eli Schaap

Ella Zalkind

*\*Attended via video conference call*

**Also Present**

Shane Goldstein-Smith, Executive Director for New York Metro Region of Hebrew Public

Peter Katcher, Head of School

Robin Natman, Director of Talent and Recruitment for Hebrew Public

Jon Rosenberg, President and CEO of Hebrew Public

1. Call to Order

Sara Berman called the meeting to order at 6:31 PM.

2. Adoption of Agenda

Sara Berman made a motion to adopt this meeting's agenda. Norman Green seconded and the motion carried unanimously.

3. Approval of Minutes

Sara Berman made a motion to adopt the minutes from the August 2016 board meeting. Eli Schaap seconded and the motion carried unanimously.

4. Public Comments

None.

5. Staff Comments

None.

6. Parent Organization Comments

None.

7. Head of School's Report

Peter Katcher gave the report which had been distributed previously to the Board. It has also been posted on the School's website.

8. CMO Update

Shane Goldstein-Smith updated the board on the CMO's developments as well as a brief overview of the beginning of the school year.

9. Committee Reports

a. Finance Committee

Eli Schaap reported that the Finance Committee has been working regularly to approve expenses of \$5,000 or more by email. On September 21, 2016, the committee met by phone and voted to recommend that the Board accept the financial reports as of June 30, 2016 and July 31, 2016, respectively.

10. Board Actions

a. Acceptance of financial reports as of June 30 and July 31, 2016.

Eli Schaap made a motion to approve the financial reports as of June 30 and July 31, 2016, respectively. Sara Berman seconded and the motion carried unanimously.

b. Lease Amendment

Eli Schaap made a motion to authorize the head of school to approve the third amendment to the re-stated sublease with the updated rent schedule through the school year ending June 30, 2024. Allyson Galishoff seconded and the motion carried unanimously.

11. Executive Session

Sara Berman made a motion to go into executive session to discuss a personnel issue. Eli Schaap seconded and the motion carried unanimously.

Sara Berman made a motion to go out of Executive Session. Ella Zalkind seconded and the motion carried unanimously.

No votes or actions were taken during this time.

12. Adjournment &

Sara Berman made a motion to adjourn. Karim Camara seconded and the motion carried unanimously. &

The meeting was adjourned at 7:49 pm. &



Hebrew Language Academy Charter School &  
Board of Trustees Meeting &  
Thursday, October 20, 2016 – 6:30 PM &  
2186 Mill Avenue, Brooklyn, NY 11234 &

**Minutes**

**Trustees Present**

Norman Green

Ella Zalkind

**Also Present**

Shane Goldstein-Smith, Executive Director for New York Metro Region of Hebrew Public

Peter Katcher, Head of School

1. Call to Order

Norman Green called the meeting to order at 6:35 PM.

2. Adoption of Agenda

The agenda could not be adopted as a quorum was not present. The agenda will be adopted at the next meeting when a quorum is present.

3. Approval of Minutes

The September 2016 minutes could not be adopted as a quorum was not present. The minutes will be adopted at the next meeting when a quorum is present.

4. Public Comments

None.

5. Staff Comments

None.

6. Parent Organization Comments

None.

7. Head of School's Report

Peter Katcher gave the report which had been distributed previously to the Board. It has also been posted on the School's website.

8. CMO Update &

Shane Goldstein-Smith updated the board on the CMO's developments. &

9. Committee Reports &

a. Finance Committee &

Norman Green reported that the Finance Committee has been working regularly to approve expenses of \$5,000 or more by email. On October 13, 2016, the committee met by conference call to review both the audited financial statement for the fiscal year ending June 30, 2016 and the monthly financial reports as of August 31, 2016. The committee voted to recommend that both documents be accepted by the Board.

b. Education Committee

Ella Zalkind reported that the Education Committee met on Thursday, August 13 and discussed the rollout of NWEA MAP testing, the usage and management of SETSS providers, the data driven instruction training being delivered by Atlantic Research Partners (and supported by Hebrew Public), as well as current enrollment status.

10. Board Actions

a. **Acceptance of financial reports as of August 31, 2016**

The Financial reports as of August 31, 2016 could not be accepted, as a quorum was not present. The reports will be adopted at the next meeting when a quorum is present.

b. **Acceptance of the Audited Financials FYE June 30, 2016**

The Audited Financials FYE June 30, 2016 could not be accepted, as a quorum was not present. The reports will be adopted at the next meeting when a quorum

11. Adjournment &

Norman Green closed the meeting at 645 pm. &



Hebrew Language Academy Charter School &  
Board of Trustees Meeting &  
Tuesday, November 15, 2016 – 6:30 PM &  
2186 Mill Avenue, Brooklyn, NY 11234 &

**Minutes**

**Trustees Present**

Sara Berman\* &

Allyson Galishoff\* &

David Gedzelman\* &

Norman Green\*\* &

Shari Lipner &

Eli Schaap\* &

\*by video conference &

\*\* by phone &

**Also Present**

Michelle Galeotti, HLA Director of Operations

Shane Goldstein-Smith, Executive Director for New York Metro Region of Hebrew Public

1. Call to Order

Shane Goldstein-Smith called the meeting to order at 6:31 PM.

2. Adoption of Agenda(s)

David Gedzelman made a motion to adopt the agenda(s) from the October and November 2016 board meetings, respectively. Shari Lipner seconded and the motion carried unanimously.

3. Approval of Minutes

David Gedzelman made a motion to approve the minutes from the September and October 2016 board meetings, respectively. Sara Berman seconded and the motion carried unanimously.

#### 4. & Committee Reports

##### a. Finance Committee &

Eli Schaap reported that the Finance Committee has been working regularly to approve & expenses of \$5,000 or more by email. On November 8, 2016, the committee met by & phone and voted to recommend that the Board accept the financial reports as of September 30, 2016. &

##### b. Education Committee &

Norman Green reported that the Education Committee met by phone on Tuesday, & November 8 to discuss academic data, school programs, student support services, and current enrollment. &

#### 5. & Board Actions

##### a. Motion to approve the financial reports as of August 31, 2016 &

David Gedzelman made a motion to approve the financial reports as of August 31, 2016. & Eli Schaap seconded and the motion carried unanimously. &

##### b. Motion to approve the financial reports as of September 30, 2016 &

David Gedzelman made a motion to approve the financial reports as of September 30, & 2016. Allyson Galishoff seconded and the motion carried unanimously. &

##### c. & Motion to amend the school lottery preference for children of HLA staff members

Sara Berman made a motion to amend the school lottery as of November 9, 2016 to add an enrollment preference for children of full-time employees, not exceeding 10% of the school's total student population pending authorize approval. Shari Lipner seconded and the motion carried unanimously. In doing so, the board passed the following resolution:

The resolutions hereinafter set forth as the action of the Board of Trustees of HEBREW LANGUAGE ACADEMY CHARTER SCHOOL (the "School") have been duly adopted at a meeting of the Board of Trustees of the School (the "Board") duly called and held for such purpose, and do hereby direct that these Resolutions be filed in the minute book of the School:

WHEREAS, Hebrew Language Academy Charter School (the "School") was granted a charter by the Department of Education of the University of the State of New York (the "Authorizer") on or about January 9, 2009 to operate pursuant to its charter application (the "Application") which was incorporated by reference into the Charter Agreement (the "Agreement") signed by and between the Authorizer and the School on or about January 15, 2009; and

WHEREAS, the Application and the Agreement state that the School will have a lottery preference in this order of: 1: siblings of enrolled students; 2: Residents of community school district twenty-two; 3: out-of-district residents; and

WHEREAS, retaining trained, qualified staff is essential to the success of the School, and

WHEREAS, an additional lottery preference providing seats in the School to children of staff members will increase the School's chances of retaining qualified instructional staff, thereby increasing the capacity and the quality of the education delivered to the School's students; and

WHEREAS, after due consideration and planning, the School's leadership has determined that adding in this lottery preference will be an additional initiative to hire and retain quality staff;

Be it RESOLVED, that the lottery preference will be amended to this order beginning with admissions for the 2017-18 school year pending approval by the Authorizer.: 1: siblings of enrolled students; 2: children of staff; 3: residents of community school district three; 4: out-of-district residents.

d. & Motion to amend the school's charter to backfill classes in grades 3,4 and 5 for the 2017-2018 school year

Allyson Galishoff made a motion to amend the school's charter to backfill classes in grades 3,4 and 5 for the 2017-2018 school year pending authorizer approval. Sara Berman seconded and the motion carried unanimously. In doing so, the board passed the following resolution:

The resolutions hereinafter set forth as the action of the Board of Trustees of HEBREW LANGUAGE ACADEMY CHARTER SCHOOL (the "School") have been duly adopted at a meeting of the Board of Trustees of the School (the "Board") duly called and held for such purpose, and do hereby direct that these Resolutions be filed in the minute book of the School:

WHEREAS, Hebrew Language Academy Charter School (the "School") was granted a charter by the Department of Education (the "Authorizer") on or about January 9, 2009 to operate pursuant to its charter application (the "Application") which was

incorporated by reference into the Charter Agreement (the "Agreement") signed by and between the Authorizer and the School on January 12, 2009; and

WHEREAS, the Application and the Agreement state that the School will have a policy to not accept students for backfilling beyond grade 2 in order to ensure efficient and adequate Modern Hebrew instruction; and

WHEREAS, the School's leadership has determined that the original goal regarding backfilling is superseded by the School's obligation to serve as many students as feasible, and

WHEREAS, the School's leadership has determined that backfilling in grades 3,4 and 5 will be an additional incentive to parents who are looking for one school for high quality education for all of their K-8 children;

Be it RESOLVED, that the charter be amended to allow backfilling in grades 3, 4 and 5 beginning with the 2017-18 school year, pending approval by the Authorizer.

6. Head of School's Report

Shane Goldstein-Smith gave the report that had been distributed previously to the Board. It has also been posted on the School's website.

7. CMO Update &

Shane Goldstein-Smith updated the board on the CMO's developments. &

8. Public Comments &

None. &

9. Staff Comments &

None. &

10. Parent Organization Comments &

None. &

11. Adjournment &

David Gedzelman made a motion to adjourn the meeting at 6:56 pm. Shari Lipner seconded and the motion carried unanimously.



Hebrew Language Academy Charter School &  
Board of Trustees Meeting &  
Tuesday, December 13, 2016 – 6:30 PM &  
2186 Mill Avenue, Brooklyn, NY 11234 &

**Minutes**

**Trustees Present**

Sara Berman\*

Shari Lipner

\*by video conference

**Also Present**

Peter Katcher, Head of School

Elyse Piker, Director of Operations for the NY Region of Hebrew Public

Susan Batish, HLA Parent

Cynthia Greenwald, HLA Parent

1. Call to Order

Peter Katcher opened the meeting at 6:32 PM.

2. Adoption of Agenda(s)

The agenda could not be adopted as quorum was not present. The agenda will be adopted at the next meeting where there is a quorum.

3. Approval of Minutes

The minutes could not be approved as quorum was not present. The minutes will be approved at the next meeting where there is a quorum.

4. Head of School's Report

Peter Katcher gave the report that had been distributed previously to the Board. It has also been posted on the School's website.

5. Public Comments

None.

6. Staff Comments

None.

7. Parent Organization Comments

None.

8. Adjournment &

Peter Katcher closed the meeting at 6:50 pm. &



Hebrew Language Academy Charter School &  
Board of Trustees Meeting &  
Tuesday, January 24, 2017 – 6:30 PM &  
2186 Mill Avenue, Brooklyn, NY 11234 &

**Minutes**

**Trustees Present**

Norman Green\*

Shari Lipner

\*by video conference

**Also Present**

Jordan Grant, Associate Director for the NY Region of Hebrew Public

Peter Katcher, Head of School

Elyse Piker, Director of Operations for the NY Region of Hebrew Public

1. Call to Order

Peter Katcher opened the meeting at 6:48 PM.

2. Adoption of Agenda(s)

The agenda could not be adopted as quorum was not present. The agenda will be adopted at the next meeting where there is a quorum.

3. Approval of Minutes

The minutes could not be approved as quorum was not present. The minutes will be approved at the next meeting where there is a quorum.

4. Head of School's Report

Peter Katcher gave the report that had been distributed previously to the Board. It has also been posted on the School's website.

5. Public Comments

None.

6. Staff Comments

None.

7. Parent Organization Comments

None.

8. Adjournment &

Peter Katcher closed the meeting at 7:03 pm. &



Hebrew Language Academy Charter School &  
Board of Trustees Meeting &  
Tuesday, February 14, 2017 – 6:30 PM &  
2186 Mill Avenue, Brooklyn, NY 11234 &

### Minutes

#### **Trustees Present**

Sara Berman\* &

Karim Camara\* &

Norman Green\* &

Shari Lipner &

Ella Zalkind\*\* &

\*by video conference &

\*\*by phone (does not count for quorum) &

#### **Also Present**

Cynthia Greenwald, Co-Chair of the PO

Peter Katcher, Head of School

Elyse Piker, Director of Operations for the NY Region of Hebrew Public

#### 1. Call to Order

Peter Katcher opened the meeting at 6:33 PM.

#### 2. Adoption of Agenda(s)

Sara Berman made a motion to adopt the agenda(s) from December 2016, January and February 2017 board meetings, respectively. Karim Camara seconded and the motion carried unanimously.

3. Approval of Minutes &

Sara Berman made a motion to approve the minutes from the November and December 2016 and January 2017 board meetings, respectively. Norman Green seconded and the motion carried unanimously. &

4. Head of School's Report &

Peter Katcher gave the report that had been distributed previously to the Board. It has also & been posted on the School's website. &

5. Public Comments &

None. &

6. Staff Comments &

None. &

7. Parent Organization Comments &

Cynthia Greenwald, co-chair of the HLA PO, informed the board of recent PO activity within the school. She elaborated on the success of a *Pennywars* fundraiser that the school held which raised \$3,400 for the school. She also discussed increased diversity progress made for PO & membership. &

8. Adjournment &

Sara Berman made a motion to adjourn. Shari Lipner seconded and the motion carried unanimously. &

The meeting was adjourned at 6:48 pm. &



Hebrew Language Academy Charter School &  
Board of Trustees Meeting &  
Tuesday, March 28, 2017 – 6:30 PM &  
2186 Mill Avenue, Brooklyn, NY 11234 &

**Minutes**

**Trustees Present**

Sara Berman\*

Norman Green

Shari Lipner

Ella Zalkind\*

\*by video conference

**Also Present**

Cynthia Greenwald, Co-Chair of the PO

Shane Goldstein-Smith, Executive Director of the NY Region for Hebrew Public

HLA Parent

Peter Katcher, Head of School

Elyse Piker, Director of Operations for the NY Region of Hebrew Public

1. Call to Order

Sara Berman called the meeting to order at 6:43 PM.

2. Adoption of Agenda(s)

Sara Berman made a motion to adopt the March 2017 agenda. Norman Green seconded and the motion carried unanimously.

3. Approval of Minutes &

Sara Berman made a motion to approve the minutes from the February 2017 board meeting. Shari Lipner seconded and the motion carried unanimously.

4. Resignation of Sara Berman as Board Chair

Citing competing commitments, Sara Berman resigned as Board Chair. She thanked the board for its support over the years and promised to continue supporting HLA going forward.

5. Motion to elect Shari Lipner as Board Chair

To fill the remainder of the term left by her resignation, Sara Berman made a motion to elect Shari Lipner as Board Chair. Ella Zalkind seconded and the motion carried unanimously.

6. Motion to elect Aaron Listhaus, Stella Binkevich and Mike Tobman as board Trustees

Sara introduced Aaron Listhaus, Stella Binkevich and Mike Tobman to the board. She informed the board that all three serve on the board of HLA 2, a sister school to HLA set to open in the fall of 2017. In addition to being board members, Aaron serves as Secretary, Stella as Treasurer and Mike as Vice-Chair. Aaron and Mike have worked for Hebrew Public for over five years, Aaron as the Executive Director for National Programs and Mike as a consultant specializing in political matters. Both are Brooklyn born and have a unique understanding of charter school and local matters. Stella is also a Brooklyn native with deep roots in the Russian community. Additionally, she is an inaugural member of the HLA 2 board and brings with her a financial and political background. Sara then added that she felt that all three would bring tremendous knowledge and gravitas to the HLA board.

Sara Berman then made a motion to elect Aaron Listhaus, Stella Binkevich and Mike Tobman to the Board of Trustees subject to the approval, tacit or explicit, of the New York City Department of Education. Norman Green seconded and the motion carried unanimously.

7. Motion to elect Mike Tobman Vice-Chair for the remainder of the vacancy's term

Sara Berman made a motion to elect Mike Tobman Vice-Chair for the remainder of the vacancy's term. Ella Zalkind seconded and the motion carried unanimously.

8. Motion to elect Stella Binkevich Treasurer for the remainder of the vacancy's term [Sara]

Sara Berman made a motion to elect Stella Binkevich Treasurer for the remainder of the & vacancy's term. Shari Lipner seconded and the motion carried unanimously. &

## 9. Head of School's Report &

Peter Katcher delivered his report that had been posted previously on the school's website. &

## 10. Board Actions

- a. &Motion to amend the bylaws to change the seven standing committees to three; & Executive and Nominating, Finance and Audit, and Education and Accountability &

Sara Berman made a motion to amend the bylaws pending approval by the authorizer, to change the seven standing committees to three; Executive and Nominating, Finance and Audit and Education and Accountability. Norman Green seconded and the motion passed unanimously. The resolution of said motion states:

The resolutions hereinafter set forth as the action of the Board of Trustees of HEBREW LANGUAGE ACADEMY CHARTER SCHOOL (the "School") have been duly adopted at a meeting of the Board of Trustees of the School (the "Board") duly called and held for such purpose, and do hereby direct that these Resolutions be filed in the minute book of the School:

WHEREAS, Hebrew Language Academy Charter School (the "School") was granted a charter by the Department of Education of the University of the State of New York (the "Authorizer") on or about January 9, 2009 to operate pursuant to its charter application (the "Application") which was incorporated by reference into the Charter Agreement (the "Agreement") signed by and between the Authorizer and the School on or about January 15, 2009; and

WHEREAS, the Application and the Agreement state that the School will have the following standing committees; Executive, Finance, Education, Nominating, Accountability, Church and State, and Personnel.

WHEREAS, after due consideration and planning the school board has decided to consolidate the standing seven committees into three standing ones in an effort to improve efficiency.

WHEREAS, the board has determined that three standing committees shall assume the responsibilities of the former seven.

WHEREAS, the new standing committees shall be: Executive and Nominating, Finance & Audit and, Education & Accountability.

WHEREAS, the Education & Accountability committee shall assume the responsibilities of both the former Church and State and Personnel committees.

Be it RESOLVED, that the new aforementioned committee structure will be amended to this order in the school's Bylaws and Charter.

b. & Motion to approve the Amended FPP

Sara Berman made a motion to approve the amended FPP. Ella Zalkind seconded and the motion carried unanimously.

c. & Motion to approve the 2015 I-990

Sara Berman made a motion to approve the I-990 for 2015. Shari Lipner seconded and the motion carried unanimously.

d. & Motion to approve the agreement with new auditors for the 2016-2017 school year

Sara Berman made a motion to approve the agreement with the new auditors for the 2016-2017 school year. Norman Green seconded and the motion carried unanimously.

e. & Motion to empanel three board trustees to serve as an appellate board for a student disciplinary matter

Sara Berman made a motion to empanel three board trustees to serve as an appellate board for a student disciplinary matter. Norman Green seconded and the motion carried unanimously.

11. Public Comments

An HLA Parent commented on the creation of HLA 2 in nearby CSD 21. He expressed concern that one school would take students from the other.

12. Parent Organization Comments

Cynthia Greenwald, co-chair of the PO, reported to the board on the success of teacher appreciation day which had been held the previous week.

13. Staff Comments

None.

14. Adjournment

Sara Berman made a motion to adjourn. Shari Lipner seconded and the motion carried unanimously. The meeting was adjourned at 7:03 pm.



Hebrew Language Academy Charter School &  
Board of Trustees Meeting &  
Tuesday, April 25, 2017 – 6:30 PM &  
2186 Mill Avenue, Brooklyn, NY 11234 &

### Minutes

#### **Trustees Present**

Sara Berman\*

Allyson Galishoff\*

Norman Green\*

Shari Lipner

Ella Zalkind

\*by video conference

#### **Also Present**

Susan Batish, Co-Chair of the PO

Cynthia Greenwald, Co-Chair of the PO

Shane Goldstein-Smith, Executive Director of the NY Region for Hebrew Public

6 HLA Parents

#### 1. Call to Order

Shari Lipner called the meeting to order and reminded those present to sign up for public comments at 6:47 PM.

#### 2. Adoption of Agenda(s)

Shari Lipner made a motion to adopt the April 2017 agenda. Norman Green seconded and the motion carried unanimously.

### 3. & Approval of Minutes

Shari Lipner made a motion to approve the minutes from the March 2017 board meeting. Allyson Galishoff seconded and the motion carried unanimously.

### 4. & Head of School's Report

Shane Goldstein-Smith delivered the HOS report that had been posted previously on the school's website. She made mention of:

- State math testing which would commence the following week and continue through early May.
- The school's ongoing partnership with Atlantic Researchers for up-to-date ELA/Math Testing.
- Spring NWEA testing would take place in June.
- The PO would continue to work with school leadership re: end of year events

### 5. & Public Comments

Four HLA Parents commented on the cancellation of the graduation ceremony for the & 5<sup>th</sup> grade. &

Another HLA Parent commented on the cancellation of certain school trips. &

### 6. & Parent Organization Comments

Cynthia Greenwald, co-chair of the PO, reported that the PO had recently brought firefighters to HLA to meet with the students and arranged for bookmobiles to come the school to get the students excited about reading.

Susan Batish, co-Chair of the PO, reported that the school would hold an inaugural STEAM fair later in the spring.

### 7. & Staff Comments

None.

### 8. & Adjournment

Shari Lipner made a motion to adjourn. Ella Zalkind seconded and the motion carried unanimously. The meeting was adjourned at 7:15 pm.



Hebrew Language Academy Charter School &  
Board of Trustees Meeting &  
Tuesday, May 23, 2017 – 6:30 PM &  
2186 Mill Avenue, Brooklyn, NY 11234 &

**Minutes**

**Trustees Present**

Norman Green\*

Shari Lipner

Aaron Listhaus

Mike Tobman

\*by video conference

**Also Present**

Susan Batish, Co-Chair of the PO

Ashley Furan, Head of School for Hebrew Language Academy 2 (“HLA 2”)

Cynthia Greenwald, Co-Chair of the PO

Shane Goldstein-Smith, Executive Director of the NY Region for Hebrew Public\*

Peter Katcher, Head of School

Elyse Piker, Hebrew Public Director of School Operations

2 HLA Parents

1. Call to Order

Shari Lipner called the meeting to order and reminded those present to sign up for public comments at 6:34 PM.

2. Adoption of Agenda(s)

Shari Lipner made a motion to adopt the May 2017 agenda. Aaron Listhaus seconded and the motion carried unanimously.

### 3. Approval of Minutes

Shari Lipner made a motion to approve the minutes from the April 2017 board meeting. Norman Green seconded and the motion carried unanimously.

### 4. Head of School's Report

Peter Katcher delivered the HOS report that had been posted previously on the school's website. He briefly discussed end of the year activities at the school and the continuation of student testing.

### 5. Welcome to the new board members

Shari Lipner welcomed Stella Binkevich, Aaron Listhaus and Mike Tobman to the HLA board. This meeting was the first where they could take their seats. Mike joins the board as vice-chair and Stella joins as treasurer.

### 6. Resignation of Sara Berman and Allyson Galishoff

Shari Lipner announced the resignation of Sara Berman and Allyson Galishoff from the HLA Board effective May 15, 2017. Shari read their letters of resignation and highlighted that both Sara and Allyson would remain active in their support of the school. The Board thanked both Sara and Allyson for their years of service and wished them well.

### 7. Board Actions

#### a. Amending the charter to change the school year from 190 days to 185 days

Shari Lipner made a motion to amend the charter to change the school year from 190 days to 185 days pending authorizer approval. Aaron Listhaus seconded and the motion carried unanimously. The board resolution reads as follows:

The resolutions hereinafter set forth as the action of the Board of Trustees of HEBREW LANGUAGE ACADEMY CHARTER SCHOOL (the "School") have been duly adopted at a meeting of the Board of Trustees of the School (the "Board") duly called and held for such purpose, and do hereby direct that these Resolutions be filed in the minute book of the School:

WHEREAS, Hebrew Language Academy Charter School (the "School") was granted a charter by the Department of Education of the University of the State of New York (the "Authorizer") on or about January 15, 2009, to operate pursuant to its charter application (the "Application") which was incorporated by reference into the Charter Agreement (the "Agreement") signed by and between the Authorizer and the School on or about March 11, 2015 ; and

WHEREAS, the Application and the Agreement state that the School will have 190 days of sessions

WHEREAS, the board has determined that parents have found the 190-day school year a challenge to align with family vacation plans during the summer

WHEREAS, the board has determined that the school staff would benefit from 5 more days of professional development

WHEREAS, after due consideration and planning the school board has determined that 185 days of sessions will be more than sufficient for instruction and, will increase the productivity of both the school staff and student body

THEREFORE, the board shall change the number of school days to 185 effective the school year 2017-2018 pending approval from the authorizer

Be it RESOLVED, that the new aforementioned total of school days per calendar year will be amended to this order in the school's Charter

b. & Adoption of Middle School Dress Code

After a discussion and review of the proposed code, Shari Lipner made a motion to adopt the middle school dress code. Mike Tobman seconded and the motion carried unanimously.

8. & Public Comments

An HLA parent commented on the positive influence Mr. Katcher and his leadership team had on school culture during the year.

9. & Parent Organization Comments

Cynthia Greenwald, co-chair of the PO, reported that PO had a raffle and musical scheduled for the end of the year to raise money for the school.

10. & Staff Comments

None.

11. & Executive Session

Shari Lipner made a motion to go into executive session to discuss personnel issues. Norman Green seconded and the motion carried unanimously.

Aaron Listhaus made a motion to go out of Executive Session. Mike Tobman seconded and the motion carried unanimously. &

No votes or actions were taken during this time. &

## 12. Adjournment

Shari Lipner made a motion to adjourn. Aaron Listhaus seconded and the motion carried unanimously. The meeting was adjourned at 7:12 pm.



Hebrew Language Academy Charter School &  
Board of Trustees Annual Meeting &  
Tuesday, June 20, 2017 – 6:30 PM &  
2186 Mill Avenue, Brooklyn, NY 11234 &

### Minutes

#### **Trustees Present**

Norman Green\* &

Shari Lipner &

Aaron Listhaus\* &

Mike Tobman &

Ella Zalkind\*\* &

\*by video conference &

\*\* by phone (does not count for quorum) &

#### **Also Present**

Susan Batish, Co-Chair of the PO

Cynthia Greenwald, Co-Chair of the PO

Shane Goldstein-Smith, Chief Schools Officer for Hebrew Public

Peter Katcher, Head of School

Elyse Piker, Hebrew Public Director of School Operations\*

Elly Rosenthal, Chief Financial Officer for Hebrew Public\*\*

2 HLA Parents

#### I. Call to Order

Shari Lipner called the meeting to order and reminded those present to sign up for public comments at 6:31 PM.

## 2. Adoption of Agenda(s) &

Shari Lipner made a motion to adopt the June 2017 agenda. Norman Green seconded and the motion carried unanimously.

## 3. Approval of Minutes

Shari Lipner made a motion to approve the minutes from the May 2017 board meeting. Mike Tobman seconded and the motion carried unanimously.

## 4. Head of School's Report

Peter Katcher delivered the HOS report that had been posted previously on the school's website. He briefly discussed:

- a. The completion of ELA, math and science testing for the school year
- b. The completion of the class lists for the upcoming school year
- c. The approaching conclusion of all spring NWEA testing
- d. Scheduled professional development for August 2017
- e. The success of the school musical "the 16<sup>th</sup> sheep" which was performed by students and faculty in mid-June

## 5. Items for Discussion

- a. Approval of the school calendar for the 2017-2018 school year

Shane Goldstein-Smith introduced the calendar for the upcoming school year. Shari Lipner made a motion to approve the school calendar for the 2017-2018 school year. Mike Tobman seconded and the motion passed unanimously.

- b. Approval of the board calendar for the 2017-2018 school year

After a discussion, Shari Lipner made a motion to approve the board calendar for the 2017-2018 school year. Norman Green seconded and the motion passed unanimously.

- c. Approval of the 2017-2018 annual budget

After an introduction from Elly Rosenthal, Shari Lipner made a motion to accept the finance and audit committee's recommendation and approve the 2017-2018 annual budget. Aaron Listhaus seconded and the motion carried unanimously.

- d. Approval of vendor contracts for the 2017-2018 year

As part of her introduction on the budget, Elly Rosenthal listed the vendor agreements that the school required authorization to enter into for the upcoming school year. Shari Lipner made a motion to accept the finance recommendations and approve the following vendor contracts for the 2017-2018 school year:

ARJ Transporation Inc	Staff Transportation	\$400 per bus per day \$78,000
ARJ Transporation Inc	Student Transportation	\$375 per bus per day \$13,500
Bosmat Oded	Israeli Dance	\$55 per class \$ 22,000
City Investigations	Security Services	32 per hour Armed; 17 per hour unarmed \$73,000
Firequest Corp	Sprinkler Inspections	\$1,800
MMB	Auditor	\$19,500
Rodriguez Valle Creative	Website Maintenance	\$1,080
Schindler	Elevator Maintenance	\$2,700
TBM	Custodial Maintenance	\$189,396
EDIT	IT Vendor	\$39,000
REGINA CATERERS	Food Vendor	228,000
Lavinia Group	Professional Development	\$80,000
Think Cerca	Professional Development	\$21,475
Compass Learning	Professional Development	\$13,495
Wilson Foundations	Professional Development	\$8,450

e. Approval of a board term renewal for Aaron Listhaus

Shari Lipner made a motion to accept the executive and nominating committee's recommendation and approve Aaron Listhaus for a new board term ending June 30, 2020. Norman Green seconded and the motion carried unanimously.

f. Approval of the board slate of officers for 2017-2018

Shari Lipner made a motion to accept the executive and nominating committee's recommendation of the following board slate of officers for the 2017-2018 year:

- Shari Lipner, Chair
- Mike Tobman, Vice-Chair
- Stella Binkevich, Treasurer
- Aaron Listhaus, Secretary

Norman Green seconded and the motion carried unanimously.

6. Public Comments &

Reuven Weinstein, a HLA parent, complimented the staff and Peter Katcher on a successful & school year. &

Susan Batish commented on the school's successful end of year festivities. &

7. Parent Organization Comments &

Cynthia Greenwald, co-chair of the PO, commented on the success of the Hebrew Musical "The & 16<sup>th</sup> Sheep". &

8. Staff Comments &

None. &

9. Executive Session &

Mike Tobman made a motion to go into executive session to discuss a personnel matter. Aaron & Listhaus seconded and the motion carried unanimously. &

No board actions or votes were made at this time. &

Aaron Listhaus made a motion to come out of executive session. Norman Green seconded and & the motion carried unanimously.

10. Adjournment

Mike Tobman made a motion to adjourn. Norman Green seconded and the motion carried unanimously. The board was adjourned at 7:32 pm.



# Entry 11 Enrollment and Retention of Special Populations

Created: 07/20/2017 • Last updated: 07/26/2017

## Instructions for Reporting Enrollment and Retention Strategies

Describe the efforts the charter school has made in 2016-2017 toward meeting targets to attract and retain enrollment of students with disabilities, English language learners, and students who are economically disadvantaged. In addition, describe the school’s plans for meeting or making progress toward meeting its enrollment and retention targets in 2017-2018.

## Recruitment/Attraction Efforts Toward Meeting Targets

	Describe Efforts Toward Meeting Recruitment Targets 2016-17)	Describe Plans Toward Meeting Recruitment Targets 2017-18)
Economically Disadvantaged	<p>In order to reach out to economically disadvantaged families, HLA engaged in an extensive media campaign with advertisements online, in print and on the radio in multiple languages. Among the community-based newspapers in which HLA placed advertisements in foreign languages were: Flatbush Life, Caribbean Life, Kings Courier, Sheepshead Bites, Mill Basin Courier, The Reporter, Yediot, Net Cost Market, and on radio stations such as DaNu Radio, Davidzon Radio, and Kol Hashalom Radio. In addition to the media campaign, HLA reached out to many community-based organizations (CBOs) including all the YW-YMCA and YW-YMHA’s. HLA also reached out to NYCHA tenant organization leaders as well as many Head Start, Pre-K and daycare programs. HLA held information sessions at these venues during their respective parent events. Applications were distributed to all attendees. HLA also conducted a door-to-door campaign at many daycare centers and pre-schools throughout CSD 22 to distribute its brochures. HLA publishes its marketing materials in the dominant languages of the community in order to proactively reach immigrant families. HLA posts its lottery application on its website in Spanish, Chinese and Creole in addition to Russian, Hebrew and English.</p>	<p>The school will continue to host informational sessions and work with local CBO's to continue meeting our targets.</p>

<p>English Language Learners</p>	<p>In order to reach out to families for whom English was not their first language and to ensure that the school's admissions process was highly accessible to families of diverse backgrounds, HLA engaged in an extensive media campaign with advertisements online, in print and on the radio in multiple languages. Among the community-based newspapers in which HLA placed advertisements in foreign languages were: Flatbush Life, Caribbean Life, Kings Courier, Sheepshead Bites, Mill Basin Courier, The Reporter, Yediot, Net Cost Market, and on radio stations such as DaNu Radio, Davidzon Radio, and Kol Hashalom Radio. In addition to the media campaign, HLA reached out to many community-based organizations (CBOs) including all the YW-YMCA and YW-YMHA's. HLA also reached out to NYCHA tenant organization leaders as well as many Head Start, Pre-K and daycare programs. HLA held information sessions at these venues during their respective parent events. Applications were distributed to all attendees. HLA also conducted a door-to-door campaign at many daycare centers and pre-schools throughout CSD 22 to distribute its brochures. HLA publishes its marketing materials in the dominant languages of the community in order to proactively reach immigrant families. HLA posts its lottery application on its website in Spanish, Chinese and Creole in addition to Russian, Hebrew and English. Importantly, HLA's recruitment efforts targeting parents of ELLs included information about HLA's ELL program, how it supports children's acquisition of English and how the study of a third language, that of Hebrew, would positively impact their child's ability to become secure in English.</p>	<p>The school will continue to host informational sessions and work with local CBO's to continue meeting our targets.</p>
	<p>In order to reach parents of SWD, HLA's efforts included information about its robust and comprehensive special education program and staffing to support SWD and its commitment to educating children in an inclusive environment. This past year, HLA's special education services included related services such as speech, counseling, OT, PT, APE, SETSS and ICT classrooms in various</p>	

Students with Disabilities

grades. These ICT classes provided enhanced special education services for HLA's student population, allowed new admits to receive mandated IEP services and enabled HLA to provide a continuum of services for the current student population as children's needs changed. The Director of Special Education will ensure special education compliance and support special education services, oversee ELL programs, and ensure HLA's compliance with state and federal laws and regulations. The DSE will also oversee the Title I program. HLA's full time DSE will work with parents, general studies teachers and special education teachers to facilitate initial referral and ensure compliance with IEP mandates. The School's comprehensive special education program allows HLA to continue attract, retain and support its SWD population. In recruiting families eligible for FRL, HLA informed prospective parents of its Reading Specialists, one for lower grades and one for upper grades, to support student struggling in literacy and the range of Academic Intervention, and a math specialist.

The school will continue to host informational sessions and work with local CBO's to continue meeting our targets.

## Retention Efforts Toward Meeting Targets

	Describe Efforts Toward Meeting Retention Targets 2016-17)	Describe Plans Toward Meeting Retention Targets 2017-18)
Economically Disadvantaged	The school hosted workshops and family events to engage families. The school support team of Social Worker and DSSS worked with families to identify needs and provide support. Scholarship and other financial support is provided to those in need.	The Director of Special Education will continue to ensure that the school support team engages with our families and students. Scholarship opportunities will continue, as will the workshops and events designed to engage our families.
English Language Learners	Services are provided throughout the year to support struggling learners in achieving benchmark levels, in addition to highlighting its ELL and special education program. A full-time ESL teacher provided pull out and push in ESL services to those children entitled to services, throughout the school year. This service will continue for school year 2017-18.	The DSE will continue to work with parent's, students, and families to ensure that students are provided all ESL services. HLA's full-time ESL teacher will continue to provide pull out and push in ESL services to those children entitled to services, throughout the school year
Students with Disabilities	Services are provided throughout the year to support struggling learners in achieving benchmark levels.	The Director of Special Education will continue to ensure special education compliance and support special education services, oversee ELL programs, and ensure HLA's compliance with state and federal laws and regulations. The DSE will also oversee the Title I program. HLA's full time DSE will work with parents, general studies teachers and special education teachers to facilitate initial referral and ensure compliance with IEP mandates. The School's comprehensive special education program allows HLA to continue attract, retain and support its SWD population. HLA has two Reading Specialists, one for lower grades and one for upper grades, to support student struggling in literacy and the range of Academic Intervention, as well as a Math Specialist



# Entry 12 Classroom Teacher and Administrator Attrition

Created: 07/06/2017 • Last updated: 07/20/2017

Report changes in teacher and administrator staffing.

## Instructions for completing the Classroom Teacher and Administrator Attrition Tables

Charter schools must complete the two tables named 2016-2017 Classroom Teacher and Administrator Attrition to report changes in teacher and administrator staffing in 2016-2017. Please provide the full time equivalent (FTE) of staff on June 30, 2016; the FTE for any departed staff from July 1, 2016 through June 30, 2017; the FTE for added staff from July 1, 2016 through June 30, 2017; and the FTE of staff added in newly created positions from July 1, 2016 through June 30, 2017 using the two tables provided.

### Classroom Teacher Attrition Table

	FTE Classroom Teachers on June 30, 2016	FTE Classroom Teachers Departed 7/1/16 - 6/30/17	FTE Classroom Teachers Filling Vacant Positions 7/1/16 - 6/30/17	FTE Classroom Teachers Added in New Positions 7/1/16 - 6/30/17	FTE of Classroom Teachers on June 30, 2017
		3	3	4	

### Administrator Position Attrition Table

	FTE Administrative Positions on June 30, 2016	FTE Administrators Departed 7/1/16 - 6/30/17	FTE Administrators Filling Vacant Positions 7/1/16 - 6/30/17	FTE Administrators Added in New Positions 7/1/16 - 6/30/17	FTE Administrative Positions on June 30, 2017
	7	1	0	3	7

Thank you



# Entry 13 Uncertified Teachers

Created: 07/24/2017 • Last updated: 07/26/2017

**FTE Count of All Teachers (Certified and Uncertified) as of June 30, 2017** 66

**FTE Count of All Certified Teachers as of June 30, 2017** 35

## Instructions for Reporting Percent of Uncertified Teachers

The table below is reflective of the information collected through the online portal for compliance with New York State Education Law 2854(3)(a-1) for teaching staff qualifications. Enter the relevant full time equivalent (FTE) count of teachers in each column. For example, a school with 20 full time teachers and 5 half time teachers would have an FTE count of 22.5. If more than one column applies to a particular teacher, please select one column for the FTE count. Please do not include paraprofessionals, such as teacher assistants.

**FTE count of uncertified teachers on June 30, 2017, and each uncertified teacher should be counted only once.**

1. Total FTE count of uncertified teachers (6-30-17)	27
2. FTE count of uncertified teachers with at least three years of elementary, middle or secondary classroom teaching experience (6-30-17)	15
3. FTE count of uncertified teachers who are tenured or tenure track college faculty (6-30-17)	0
4. FTE count of uncertified teachers with two years of Teach for America experience (6-30-17)	0
5. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (6-30-17)	1
6. FTE count of uncertified teachers who do not fit into any of the prior four categories (6-30-17)	12

**Thank you.**



Hebrew Language Academy  
CHARTER SCHOOL

School Contact Information: 2017-2018

School Phone Number: 718-377-7200 • Website: [www.hlacharterschoo](http://www.hlacharterschoo)

<b>SCHOOL LEADERSHIP</b>
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Head of School
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Assistant Head of School
--------------------------

Director of Hebrew Curriculum & Instruction
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Asst. Director of Hebrew Curriculum & Instruction
---

Director of Operations
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Director of Special Education
-------------------------------

Academic Coach- ELA and Social Studies
--

Academic Coach- Math and Science
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<b>KINDERGARTEN</b>
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General Studies Teacher
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Special Education Teacher
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Hebrew Team
-------------

<b>GRADE 1</b>
----------------

General Studies Teacher
-------------------------

Special Education Teacher
---------------------------

Hebrew Team
-------------

<b>GRADE 2</b>
----------------

General Studies Teacher
Special Education Teacher
Hebrew Team

<b>GRADE 3</b>
General Studies Teacher
Special Education Teacher
Hebrew Team

<b>GRADE 4</b>
General Studies Teacher
Special Education Teacher
Hebrew Team

<b>GRADE 5</b>
ELA/SOCIAL STUDIES
MATH/SCIENCE
Special Education Teacher
Hebrew Team

**GRADE 6**

ELA/SOCIAL STUDIES

MATH/SCIENCE

Special Education Teacher

Hebrew Team

**GRADE 7**

ELA

Math

Social Studies

Science

Special Education Teacher ELA/SS

Special Education Teacher Math/Science

Hebrew Team

**GRADE 8**

ELA

Math

Social Studies

Science

Special Education Teacher ELA/SS

Special Education Teacher Math/Science

Hebrew Team

**CO-CURRICULAR TEACHERS**

Physical Education
Music
Art
STEM

<b><i>Student Support / Academic Specialists</i></b>
Guidance Counselor
Social Worker
Learning Specialist
Hebrew Sped
SETSS

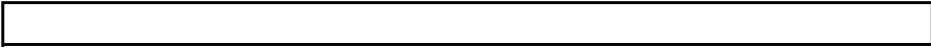
<b>FLOATERS</b>
GenEd Floater
Hebrew Floater

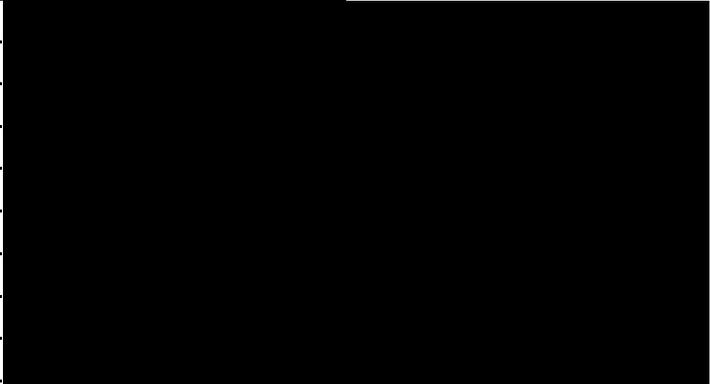
<b>OPERATIONS STAFF</b>
Lisa Beckford
Kim Rivera
Sasha Korenblit
Marcie Rader
Lyvette Robles

<b>HEBREW PUBLIC</b>
Jon Rosenberg
Shane Goldstein-Smith
Elyse Piker

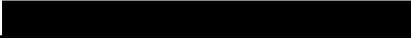
<b>FAQ: I need help- who do I contact?</b>
<b>Area I need help with:</b>
My child is sick, has to take medication, has a broken bone, etc.
School safety, behavioral issues, bullying, arrival, dismissal
Curriculum and Instruction
Student dismissal changes
Special Education, IEPs, student services

General school questions, leave a message for a teacher or other staff member

<b>NAME</b>	<b>PHONE EXTE</b>
Peter Katcher	
Sean Glasco	
Arleen Danon	
Sarit Delouya	
Michelle Galeotti	
Jennifer Crocker	
Maria Rosen	
Natalie Guiteau	

<b>K11 / YERUSHALAYIM</b>	<b>K12 / HAIFA</b>
Sarah Campbell 	Cheryl Regina 
Jessica Hoenig 	
Larisa Lulko 	Sigal Shmoni 

<b>I01 / BEER SHEVA</b>	<b>I02 / EILAT</b>
Jacqueline Gelbart 	Shannon Bishop 
Erika Keaster 	
Maggie Ben-Zekry 	Rachel Reyz 

<b>201 / TEVERYAH</b>	<b>202 / HERTZELIYA</b>
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Garshia Stimpson [REDACTED]	Angeline Darlington [REDACTED]
Daniella Steinberg [REDACTED]	Rebecca Novikov [REDACTED]
Maggie Ben-Zekry [REDACTED]	Rachel Reyz [REDACTED]

<b>301 / NAHARIYA</b>	<b>302 / TZE FAT</b>
David Crandon [REDACTED]	Amanda LePera [REDACTED]
Eve Shames [REDACTED]	
Martine Noah [REDACTED]	Limor Avtalion [REDACTED]

<b>401 / REHOVOT</b>	<b>402 / BINYAMINA</b>
Linda Forrest [REDACTED]	Nayana Devadas [REDACTED]
<b>VACANCY</b>	
Martine Noah [REDACTED]	Limor Avtalion [REDACTED]

<b>501 / ASHDOD</b>	<b>502 / METULLA</b>
Jennifer Finney [REDACTED]	<b>VACANCY</b>
Marie Pusateri [REDACTED]	Cori Patick [REDACTED]
<b>VACANCY</b>	
Orna Zeitouni [REDACTED]	Sima Garber [REDACTED]

<b>601 / HOLON</b>	<b>602 / GIVATAYIM</b>
Jennifer Finney [REDACTED]	Jesselyn Santiago [REDACTED]
Marie Pusateri [REDACTED]	
Mira Yusupov [REDACTED]	Oksana Mosheev [REDACTED]

<b>701 / RAHAT</b>	<b>702 / NATZRAT</b>
Adam Abbott [REDACTED]	Adam Abbott [REDACTED]
Yves St. Fort [REDACTED]	Yves St. Fort [REDACTED]
Fior Plasencia [REDACTED]	Fior Plasencia [REDACTED]
Stephanie Leverone [REDACTED]	
Orna Zeitouni [REDACTED]	Sima Garber [REDACTED]

<b>801 / DEGANIA</b>	<b>802 / YOTVATA</b>
Deb Gravina [REDACTED]	Deb Gravina [REDACTED]
Matthew Leister [REDACTED]	Matthew Leister [REDACTED]
Fior Plasencia [REDACTED]	Fior Plasencia [REDACTED]
Stephanie Leverone [REDACTED]	
Mira Yusupov [REDACTED]	Oksana Mosheev [REDACTED]

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Stacey McPartland [REDACTED]	Bryan Rosen [REDACTED]
Kasey Porter [REDACTED]	Jonathan Witelson [REDACTED]
<b>Vacancy</b>	
Grace Kelly [REDACTED]	

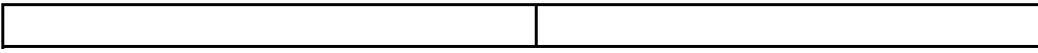
<b>Name</b>	<b>En</b>
Lisa Amster Blugh	[REDACTED]
Julia Deane	[REDACTED]
Joanne Cavanaugh	[REDACTED]
Chavi Raksin	[REDACTED]
Elana Schneider	[REDACTED]

<b>Name</b>	
Olivia Toomey	[REDACTED]
Perla Katzberg	[REDACTED]

<b>POSITION</b>	<b>CON'</b>
Operations Manager	[REDACTED]
Operations Associate	[REDACTED]
Community Relations Coordinator	[REDACTED]
Operations Coordinator	[REDACTED]
Assistant Director, Operations	[REDACTED]

<b>POSITION</b>	<b>CON'</b>
President and CEO, Hebrew Public	[REDACTED]
Executive Director, NY Region	[REDACTED]
Director of School Operations, NY Region	[REDACTED]

<b>Person</b>	<b>Contact In</b>
Luda, School Nurse	[REDACTED]
Sean Glasco, Assistant Head of School	[REDACTED]
Operations Staff	[REDACTED]
Jennifer Crocker, Direct of Special Education	[REDACTED]



<b>K13 / TEL-AVIV</b>
Tammy Gibson-Frasert 
Osnat Arussy 

<b>I03 / NETANYA</b>
Julia Shekhman 
Efrat Vazana 

<b>203 / NETANYA</b>
----------------------

Anne Mari Macaluso

Efrat Vazana

**303 / YAFFO**

Stacy Leckawicz

Nirit Sivan

**403 / AKKO**

Samantha Poland

Nirit Sivan

**503 / RA'ANANA**

Cori Patick

Ora Nimni

**603 / ARAD**

Jesselyn Santiago

[REDACTED]

Shachar Davidovich

[REDACTED]

**703 / USFIYA**

Adam Abbott

[REDACTED]

Yves St. Fort

[REDACTED]

Fior Plasencia

[REDACTED]

Ora Nimni

[REDACTED]

**803 / EIN GEV**

Deb Gravina

[REDACTED]

Matthew Leister

[REDACTED]

Fior Plasencia

[REDACTED]

Shachar

Adam Bluth

Gal Witelson

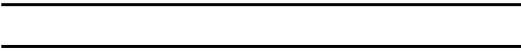
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TACT

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nformation

**Hebrew Language Academy Charter School 2017-18 Academic Calendar**

<b>Tuesday 9/5/17</b>	<b>First Day of School (regular school day for all)</b>	Friday 3/30/18 – Friday 4/6/18	Spring Recess (school closed – school resumes 4/9/17)
Thursday 9/14/17	Back to School Night Grades K-4 6:00-8:00 PM	Tuesday 4/10/18 – Tuesday 4/17/18	Grade 3-8 NYS ELA Assessment
Tuesday 9/19/17	Back to School Night Grades 5-8 6:00-8:00 PM	Monday 4/23/18	Half Day: 12 noon dismissal (Parent Teacher conferences 12:00-7:00)
Wednesday 9/20/17	Half Day: 12 noon dismissal (Prof. Development for staff)	Tuesday 5/1/18 – Tuesday 5/8/18	Grades 3-8 NYS Math Assessment
Thursday 9/21/17- Friday 9/22/17	Rosh Hashanah (school closed)	Wednesday 5/23/18- Friday 6/1/18	Grade 4 and 8 Science Performance Assessment
Monday 10/9/17	Columbus Day (school closed)	Monday 5/28/18	Memorial Day (School Closed)
Tuesday 11/7/17	Election Day (school closed; PD for staff)	Monday 6/4/18	Grade 4 and 8 NYS Science Written Assessment
Wednesday 11/22/17	Fall at HLA Half Day: 12 noon dismissal	Monday 6/11/18- Friday 6/15/18	Israel Independence Celebration
Thursday 11/23/17- Friday 11/24/17	Thanksgiving Break (school closed)	Monday 6/18/18	Grade 8 Dance 6- 8PM
Monday 12/4/17	Half Day: 12 noon dismissal (Parent Teacher conferences 12:00-7:00)	Tuesday 6/19/17	Kindergarten Moving Up Ceremony 9:30 – 11:00 AM
Monday 12/25/17 – Monday 1/1/18	Winter Recess (school closed – school resumes 1/2/18)	Wednesday 6/20/18	Grade 8 EOY Trip
1/10/18	Half Day: 12 noon dismissal (Prof. Development for staff)	Thursday 6/21/18	Grade 8 Graduation Ceremony 6:30 -8:00 PM
Monday 1/15/18	Dr. Martin Luther King Jr. Day (school closed)	Monday 6/25/18	Half Day: 12 noon dismissal (Prof. Development for staff)
Friday 2/16/18- Friday 2/23/18	Midwinter Recess (school closed)	<b>Tuesday 6/26/18</b>	<b>LAST DAY OF SCHOOL and Report Card distribution 12:00 pm DISMISSAL</b>

			<b>NWEA Assessment (ALL GRADES)</b>	<b>Fall: September 11-15 Winter: December 12-22 Spring: June 18-22</b>
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