



# I. SCHOOL INFORMATION AND COVER PAGE (To be Completed By All Charter Schools)

Created: 07/12/2015

Last updated: 07/14/2015

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

## Page 1

### 1. SCHOOL NAME AND AUTHORIZER

(Select name from the drop down menu)

LA CIMA CS (REGENTS) 331600860924

### 2. CHARTER AUTHORIZER

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

Regents-Authorized Charter School

### 3. DISTRICT / CSD OF LOCATION

NYC CSD 16

### 4. SCHOOL INFORMATION

	PRIMARY ADDRESS	PHONE NUMBER	FAX NUMBER	EMAIL ADDRESS
	800 Gates Avenue, 3rd floor Brooklyn, NY 11221	718-443-2136	718-443-7291	

### 4a. PHONE CONTACT NUMBER FOR AFTER HOURS EMERGENCIES

Contact Name	Tara Phillips
Title	Executive Director
Emergency Phone Number (###-###-####)	

### 5. SCHOOL WEB ADDRESS (URL)

[www.lacimacharterschool.org](http://www.lacimacharterschool.org)

### 6. DATE OF INITIAL CHARTER

2008-06-01 00:00:00

## 7. DATE FIRST OPENED FOR INSTRUCTION

2008-08-01 00:00:00

## 8. FINAL VERIFIED BEDS ENROLLMENT FOR THE 2014-15 School Year as reported to Department's Office of Information and Reporting Services (via the NYC DOE for charter schools in NYC) in August.

414

## 9. GRADES SERVED IN SCHOOL YEAR 2014-15

Check all that apply

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

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

	Yes/No	Name of CMO/EMO
	No	

## Page 2

## 11. FACILITIES

Will the School maintain or operate multiple sites?

No, just one site.

## 12. SCHOOL SITES

Please list the sites where the school will operate in 2015-16.

	Physical Address	Phone Number	District/CSD	Grades Served at Site	School at Full Capacity at Site	Facilities Agreement
Site 1 (same as primary site)	800 Gates Avenue, 3rd floor Brooklyn, NY 11221	718-443-2136	CSD 16	K-5	Yes	DOE space
Site 2						
Site 3						

## 12a. Please provide the contact information for Site 1 (same as the primary site).

Name	Work Phone	Alternate Phone	Email Address
------	------------	-----------------	---------------

School Leader	Tara Phillips	718-443-2136	[REDACTED]	[REDACTED]
Operational Leader	Adel Hageb	718-443-2136	[REDACTED]	[REDACTED]
Compliance Contact	Adel Hageb	718-443-2136	[REDACTED]	[REDACTED]
Complaint Contact	Tara Phillips	718-443-2136	[REDACTED]	[REDACTED]

**13. Are the School sites co-located?**

Yes

**13a. Please list the terms of your current co-location.**

	Date School will leave current co-location	Is school working with NYCDOE to expand into current space?	If so, list year expansion will occur.	Is school working with NYCDOE to move to separate space?	If so, list the proposed space and year planned for move	School at Full Capacity at Site
Site 1 (primary site)	N/A	No		No		Yes
Site 2						
Site 3						

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**14. Were there any revisions to the school's charter during the 2014-2015 school year? (Please include both those that required authorizer approval and those that did not require authorizer approval).**

No

**15. Name and Position of Individual(s) Who Completed the 2014-15 Annual Report.**

Tara Phillips, Executive Director

**16. 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 use the mouse on your PC or the stylist on your mobile device to sign your name).**

**Responses Selected:**

Yes

**Signature, Head of Charter School**

A handwritten signature in black ink on a light gray background. The signature reads "Janna Phillips" in a cursive, flowing script.

Signature, President of the Board of Trustees

A second handwritten signature in black ink on a light gray background, identical to the one above, reading "Janna Phillips" in cursive.

Thank you.

 **Appendix A: Link to the New York State School Report Card**

Created: 07/12/2015  
Last updated: 07/14/2015

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Page 1

Charter School Name:

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**1. NEW YORK STATE REPORT CARD**

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

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

<http://data.nysed.gov/reportcard.php?instid=800000061085&year=2014&createreport=1&enrollment=1&avgclasssize=1&freelunch=1&attendance=1&teacherqual=1&teacherturnover=1&staffcounts=1&38ELA=1&38MATH=1&48SCI=1&naep=1&nyseslat=1&elemELA=>



# Appendix A: Progress Toward Goals

Created: 07/14/2015  
Last updated: 10/08/2015

Page 1

Charter School Name:

## 1. NEW YORK STATE REPORT CARD

Provide a direct URL or web link to the most recent New York State School Report Card for the charter school (See <https://reportcards.nysed.gov/>) which captures school-level enrollment and demographic information, staff qualifications, electronic student records, and attendance rates, as prescribed by New York State statute (8 NYCRR 119.3).

(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).

<http://data.nysed.gov/reportcard.php?instid=800000061085&year=2014&createreport=1&enrollment=1&avgclasssize=1&freelunch=1&attendance=1&teacherqual=1&teacherturnover=1&staffcounts=1&38ELA=1&38MATH=1&48SCI=1&naep=1&nyseslat=1&elemELA=1&>

## 2. APPENDIX A: 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, 2015. If the goals are based on student performance data that the school will not have access to before August 1, 2015 (e.g., the NYS Assessment results), explain this in the "2014-2015 Progress Toward Attainment of Goal" column. The information can be updated when available. **Appendix A must be fully completed no later than November 1, 2015.**

### 2a. ACADEMIC STUDENT PERFORMANCE GOALS

#### 2014-15 Progress Toward Attainment of Academic Goals

	Academic Student Performance Goal	Measure Used to Evaluate Progress Toward Attainment of Goal	2014-2015 Progress Toward Attainment of Goal - Met, Partially Met, or Not Met	If Not Met, Describe Efforts School Will Take
Academic Goal 1	For the 2014-2015 school year, at least 80% of third, fourth and fifth graders who have been enrolled at La Cima Elementary Charter School for 3 or more years will perform at or above Level 3 on the New York State ELA and Math examinations.	Scaled NYS Test Scores	Not met	In 2014-2015, La Cima's overall proficiency in ELA was 23% and 42% in Math. From 2014 to 2015, we saw a 20% increase in proficiency in 5th grade in ELA and a 9% increase in Math. Since we have not met the 80% goal for either Math and ELA, we are taking some steps to continue to increase proficiency for our scholars, in addition to adjusting the goals to be more realistic based on past performance. Some steps we are taking: 1. Re-evaluating our partnership with ANet to determine if our assessments need to be more summative and predictive. 2. We will be using some of the Marzano tools as they pertain to performance scales, so we can create more accurate rubrics that monitor scholar's learning in real time.
Academic Goal 2	Each year, the school will make AYP as determined by performance on NY State assessments,	Scaled NYS Test Scores	Goal met	
Academic Goal 3	Close the gap goal. In both ELA and Math, we will close the gap between prior year performance and 80% proficiency by half.	NYS Test scores for 4th and 5th grades	Not met.	Our data analysis revealed that several of our scholars did not remain proficient from the prior year. One major priority this year is to keep 100% of proficient scholars proficient. Our instructional leadership will be coaching our teachers on developing lesson plans that include activities that meet the complexity of the standards.
Academic Goal 4	Comparative goal: We will outperform the district in ELA and Math.	Scaled NYS Test Scores	This goal was met	
Academic Goal 5				
Academic Goal 6				
Academic Goal 7				
Academic Goal 8				

#### 2a1. Do have more academic goals to add?

No

#### 2a2. Do have more academic goals to add?

No

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### 2b. ORGANIZATIONAL GOALS

**2014-15 Progress Toward Attainment of Organizational Goals**

	Organizational Goal	Measure Used to Evaluate Progress	2014-15 Progress Toward Attainment	If Not Met, Describe Efforts School Will Take
Org Goal 1	Each year, the school will comply with all applicable laws, rules, regulations, and contract terms including, but not limited to, the New York Charter Schools Act, the New York Freedom of Information Law, the New York Open Meetings, the federal Individuals with Disabilities Act, and the federal Family Educational Rights and Privacy Act.	•Board review as of May 2015	• Goal met as per board review and vote as of Spring 2015	
Org Goal 2	Each year, student enrollment will be within 15% of full enrollment.	Enrollment data	This goal was met. The board voted to revise the maximum enrollment to 430 students. La Cima's enrollment by the end of the 2014-2015 school year was 406 students.	
Org Goal 3	Each year, parents/guardians will express satisfaction with the school's program, based on the school's Parent/Guardian Survey in which at least 80% of all parents provide a positive response to each of the survey items.	NYC DOE Spring Survey data	This goal was met. La Cima received 94% positive responses from the participating families	
Org Goal 4				
Org Goal 5				

**2b.1 Do you have more organizational goals to add?**

No

**2c. FINANCIAL GOALS**

**2014-15 Progress Toward Attainment of Financial Goals**

	Financial Goals	Measure Used to Evaluate Progress	2014-2015 Progress Toward Attainment	If Not Met, Describe Efforts School Will Take
Financial Goal 1	Upon completion of the school's first year of operation and each year thereafter, the school will undergo an independent financial audit that will result in an unqualified opinion and no major findings.	Fruchter, Rosen and Co.'s audit report	This information is not available at this time	
Financial Goal 2	Each year, the school will operate on a balanced budget and maintain a stable cash flow.	Budget approved as of June 2014.	This goal was met. Due to the increase in enrollment and the stabilization of spending, La Cima ended the 2014-2015 school year with a large revenue surplus.	
Financial Goal 3				
Financial Goal 4				
Financial Goal 5				



# Appendix B: Total Expenditures and Administrative Expenditures per Child

Created: 07/13/2015

Last updated: 07/30/2015

## Page 1

**Charter School Name:**

### **B. 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 2014-15 Schedule of Functional Expenses) and divide by the year end per pupil count. (Integers Only. No dollar signs or commas).

Line 1: Total Expenditures	6308891
Line 2: Year End Per Pupil Count	408
Line 3: Divide Line 1 by Line 2	15446

#### **2. Administrative Expenditures per Child**

To calculate '**Administrative Expenditures per Child**' take the relevant portion from the 'personnel services cost' row and the 'management and general' column (from the unaudited 2014-15 Schedule of Functional Expenses) and divide by the year end per pupil count. 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 officers, the treasurer, the finance or business offices, the purchasing unit, the employee personnel offices, the records management offices, or a public information and services offices. 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.

Please note the following:

- Do not include the FTE of personnel dedicated to administration of the instructional programs.
- Do not include Employee Benefit costs or expenditures in the above calculations.
- A template for the Schedule of Functional Expenses is provided on page 20 of the 2014-15 Annual Report Guidelines to assist schools identify the categories of expenses needed to compute the two per pupil calculations. This template does not need to be completed or submitted on August 1st as it will be submitted November 1st as part of the audited financial statements. Therefore schools should use unaudited amounts for these per pupil calculations. (See the 2014-15 Annual Report Guidelines in "Resources" area of your portal task page).

**To calculate '**Administrative Expenditures per Child**' take the relevant portion from the 'personnel services cost' row and the 'management and general' column (from the 2014-15 Schedule of Functional Expenses) and divide by the year end per pupil count. (Integers Only. No dollar signs or commas).**

Line 1: Relevant Personnel Services Cost (Row)	716267
Line 2: Management and General Cost (Column)	182735
Line 3: Sum of Line 1 and Line 2	899002
Line 4: Year End Per Pupil Count	408
Line 5: Divide Line 3 by the Year End Per Pupil Count	2203

***Thank you.***



**Financial**

**School Name:**

**Date:**

**School Fiscal Contact Name:**

**School Fiscal Contact Email:**

**School Fiscal Contact Phone:**

**District of Location:**

**Authorizer:**

**Years of Operation:**

**Facility:**

**Grades Currently Served:**

**Planned Grades at Full Capacity:**

**Enrollment:**

**Max Enrollment:**

**Year of Most Recent Data**

**School Fiscal Contact Phone:**

**School Audit Firm Name:**

**School Audit Contact Name:**

**School Audit Contact Email:**

**School Audit Contact Phone:**

**Latest Audit Period (through June 30):**

**Do Not Use this Box**



## Audit Supplemental Data Request Form

*for Regents-Authorized Charter Schools*

**La Cima Charter School**

August 1, 2015

Adel Hageb

CSD of Location

SED

8

Public

K-5

K-5

406

430

2015

718-443-2136

Fruchter and Rosen

SchoolAudit\_FirmName\_ContactName

SchoolAudit\_ContactEmail

555-555-1313

2015

La Cima Charter School2015

**FILL IN GRAY CELLS**

**La Cima Charter School**

STATEMENTS OF FINANCIAL POSITION

FOR THE YEARS ENDED JUNE 30,

	<u>2015</u>	<u>2014</u>
<b>ASSETS</b>		
<b>CURRENT ASSETS</b>		
Cash and cash equivalents	\$963,674	\$667,162
Grants and contracts receivable	130,854	101,746
Accounts receivables	-	-
Inventory	-	-
Prepaid Expenses	74,879	159,733
Contributions and other receivables	-	-
Other	-	-
<b>TOTAL CURRENT ASSETS</b>	<b>\$1,169,407</b>	<b>\$928,641</b>
<b>OTHER ASSETS</b>		
Investments	\$1,068,377	\$1,063,296
Property, Plant and Equipment, Net	604,151 ##	464,626
Restricted Cash	75,005	75,005
<b>OTHER ASSETS</b>	<b>\$1,747,533</b>	<b>\$1,602,927</b>
<b>TOTAL ASSETS</b>	<b>\$2,916,940</b>	<b>\$2,531,568</b>
<b>LIABILITIES AND NET ASSETS</b>		
<b>CURRENT LIABILITIES</b>		
Accounts payable and accrued expenses	\$97,000	\$139,869
Accrued payroll and benefits	496,689	417,765
Refundable Advances	-	-
Dreferred Revenue	-	-
Current maturities of long-term debt	-	-
Short Term Debt - Bonds, Notes Payable	-	-
Other	-	-
<b>TOTAL CURRENT LIABILITIES</b>	<b>\$593,689</b>	<b>\$557,634</b>
<b>LONG-TERM DEBT, net current maturities</b>	<b>\$-</b>	<b>\$-</b>
<b>TOTAL LIABILITIES</b>	<b>\$593,689</b>	<b>\$557,634</b>
<b>NET ASSETS</b>		
Unrestricted	\$2,323,251	\$1,973,934
Temporarily restricted	-	-
<b>TOTAL NET ASSETS</b>	<b>\$2,323,251</b>	<b>\$1,973,934</b>
<b>TOTAL LIABILITIES AND NET ASSETS</b>	<b>\$2,916,940</b>	<b>\$2,531,568</b>

Check

0

-

**FILL IN GRAY CELLS**

**La Cima Charter School**  
**STATEMENTS OF ACTIVITIES**  
**FOR THE YEARS ENDED JUNE 30,**

	2015			2014
	Unrestricted	Temporarily Restricted	Total	Total
<b>REVENUE, GAINS AND OTHER SUPPORT</b>				
State & Local Operating Revenue	\$6,337,123	\$-	\$6,337,123	\$5,589,352
Federal - Title and IDEA	271,018	-	271,018	298,908
Federal - Other	-	-	-	-
State and City Grants	30,925	-	30,925	45,249
Contributions and private grants	5,000	-	5,000	2,298
After school revenue	-	-	-	6,208
Other	7,142	-	7,142	7,324
Food Service/Child Nutrition Program	-	-	-	-
<b>TOTAL REVENUE, GAINS AND OTHER SUPPORT</b>	\$6,651,208	\$-	\$6,651,208	\$5,949,339
<b>EXPENSES</b>				
Program Services				
Regular Education	\$4,789,437	\$-	\$4,789,437	\$4,457,300
Special Education	611,283	-	611,283	573,373
Other Programs	16,875	-	16,875	16,815
Total Program Services	\$5,417,595	\$-	\$5,417,595	\$5,047,488
Supporting Services				
Management and general	\$884,296	\$-	\$884,296	\$842,884
Fundraising	-	-	-	8,767
<b>TOTAL OPERATING EXPENSES</b>	\$6,301,891	\$-	\$6,301,891	\$5,899,139
<b>SURPLUS / (DEFICIT) FROM SCHOOL OPERATIONS</b>	\$349,317	\$-	\$349,317	\$50,200
Contributions				
Foundations	\$-	\$-	\$-	\$-
Individuals	-	-	-	-
Corporations	-	-	-	-
Fundraising	-	-	-	-
Interest income	-	-	-	-
Miscellaneous income	-	-	-	-
Net assets released from restriction	-	-	-	-
<b>TOTAL SUPPORT AND OTHER REVENUE</b>	\$-	\$-	\$-	\$-
<b>CHANGE IN NET ASSETS</b>	\$349,317	\$-	\$349,317	\$50,200
NET ASSETS BEGINNING OF YEAR	\$1,973,934	\$-	\$1,973,934	\$1,923,734
PRIOR YEAR/PERIOD ADJUSTMENTS	-	-	-	-
<b>NET ASSETS - END OF YEAR</b>	\$2,323,251	\$-	\$2,323,251	\$1,973,934

LA CIMA CHARTER SCHOOL  
FINANCIAL STATEMENTS  
JUNE 30, 2015 AND 2014

LA CIMA CHARTER SCHOOL  
FINANCIAL STATEMENTS  
JUNE 30, 2015 AND 2014

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FRUCHTER ROSEN & COMPANY, P.C.  
CERTIFIED PUBLIC ACCOUNTANTS  
156 WEST 56<sup>TH</sup> STREET  
NEW YORK, NEW YORK 10019

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TEL: (212) 957-3600  
FAX: (212) 957-3696

INDEPENDENT AUDITORS' REPORT

TO THE BOARD OF TRUSTEES OF  
LA CIMA CHARTER SCHOOL

***Report on the Financial Statements***

We have audited the accompanying financial statements of La Cima Charter School (the "School") (a not-for-profit corporation), which comprise the statement of financial position as of June 30, 2015, and the related statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements.

***Management's Responsibility for the Financial Statements***

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

***Auditors' Responsibility***

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the School's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the School's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

## ***Opinion***

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the School as of June 30, 2015, and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

## ***Report on Summarized Comparative Information***

We have previously audited the School's 2014 financial statements, and our report dated September 12, 2014, expressed an unmodified opinion on those audited financial statements. In our opinion, the summarized comparative information presented herein as of and for the year ended June 30, 2014, is consistent, in all material respects, with the audited financial statements from which it has been derived.

## ***Other Reporting Required by Government Auditing Standards***

In accordance with *Government Auditing Standards*, we have also issued our report dated October 15, 2015, on our consideration of the School's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the School's internal control over financial reporting and compliance.

  
FRUCHTER ROSEN & COMPANY, P.C.  
Certified Public Accountants

New York, New York  
October 15, 2015

LA CIMA CHARTER SCHOOL  
STATEMENTS OF FINANCIAL POSITION  
JUNE 30,

	2015	2014
<b>ASSETS</b>		
Current assets:		
Cash and cash equivalents	\$ 1,206,520	\$ 667,162
Grants and contracts receivable	247,910	101,746
Prepaid expenses and other current assets	74,879	159,733
Total current assets	1,529,309	928,641
Other assets:		
Investments	1,068,377	1,063,296
Property and equipment, net of accumulated depreciation and amortization of \$607,095 and \$438,699, respectively	606,832	464,626
Restricted cash	75,005	75,005
Total other assets	1,750,214	1,602,927
<b>TOTAL ASSETS</b>	<b>\$ 3,279,523</b>	<b>\$ 2,531,568</b>
<b>LIABILITIES AND UNRESTRICTED NET ASSETS</b>		
Current liabilities:		
Accounts payable and accrued expenses	\$ 240,457	\$ 139,869
Accrued payroll and payroll taxes	408,366	417,765
Refundable advances	12,412	-
Total current liabilities	661,235	557,634
Unrestricted net assets	2,618,288	1,973,934
<b>TOTAL LIABILITIES AND UNRESTRICTED NET ASSETS</b>	<b>\$ 3,279,523</b>	<b>\$ 2,531,568</b>

The accompanying notes are an integral part of the financial statements.

LA CIMA CHARTER SCHOOL  
STATEMENTS OF ACTIVITIES  
FOR THE YEARS ENDED JUNE 30,

	2015	2014
Revenue and support:		
State and local per pupil operating revenue	\$ 6,463,318	\$ 5,589,352
Federal grants	268,651	298,908
State and city grants	31,686	45,249
Contributions and private grants	-	2,298
After school revenue	-	6,208
Investment income, net	5,430	7,324
Other income	1,979	-
	6,771,064	5,949,339
 Expenses:		
Program services:		
Regular education	4,050,233	4,457,300
Special education	939,285	573,373
After school program	23,474	16,815
Total programs services	5,012,992	5,047,488
Supporting services:		
Management and general	1,113,718	842,884
Fundraising	-	8,767
	6,126,710	5,899,139
 Changes in unrestricted net assets	644,354	50,200
 Unrestricted net assets - beginning of year	1,973,934	1,923,734
 Unrestricted net assets - end of year	\$ 2,618,288	\$ 1,973,934

The accompanying notes are an integral part of the financial statements.

LA CIMA CHARTER SCHOOL  
STATEMENTS OF CASH FLOWS  
FOR THE YEARS ENDED JUNE 30,

	2015	2014
CASH FLOWS FROM OPERATING ACTIVITIES		
Changes in unrestricted net assets	\$ 644,354	\$ 50,200
Adjustments to reconcile changes in unrestricted net assets to net cash provided by operating activities:		
Depreciation and amortization	168,396	128,419
Unrealized (gain) on investments	(5,081)	(6,876)
Changes in certain assets and liabilities:		
(Increase) in grants and contracts receivable	(146,164)	(52,696)
Decrease (Increase) in prepaid expenses and other current assets	84,854	(109,858)
Increase (Decrease) in accounts payable and accrued expenses	100,588	(24,286)
(Decrease) Increase in accrued payroll and payroll taxes	(9,399)	116,350
Increase (Decrease) in refundable advances	12,412	(2,895)
	849,960	98,358
NET CASH PROVIDED BY OPERATING ACTIVITIES		
CASH FLOWS FROM INVESTING ACTIVITY		
Purchases of property and equipment	(310,602)	(106,533)
	(310,602)	(106,533)
NET CASH (USED IN) INVESTING ACTIVITY		
NET INCREASE (DECREASE) IN CASH AND CASH EQUIVALENTS	539,358	(8,175)
CASH AND CASH EQUIVALENTS - BEGINNING OF YEAR	667,162	675,337
CASH AND CASH EQUIVALENTS - END OF YEAR	\$ 1,206,520	\$ 667,162

The accompanying notes are an integral part of the financial statements.

LA CIMA CHARTER SCHOOL  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2015 AND 2014

NOTE 1 - PRINCIPAL BUSINESS ACTIVITY AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Nature of Organization

La Cima Charter School (the "School") is a New York State, not-for-profit educational corporation that was incorporated on January 15, 2008 to operate a charter school pursuant to Article 56 of the Education Law of the State of New York. The School was granted a provisional charter on January 15, 2008 valid for a term of five years and renewable upon expiration by the Board of Regents of the University of the State of New York. The School renewed its charter for an additional three-year term expiring June 30, 2016. The School's mission is to prepare students for academic and life-long success through a rigorous and relevant academic program. The School's vision is to develop scholars who have the intellectual capacity, the emotional strength of character and the social capital to be individually successful, and to act as effective change-makers in their communities. Classes commenced in Bedford-Stuyvesant, Brooklyn, New York, in August 2008 and the School provided education to approximately 410 students in grades kindergarten through fifth during the 2014-2015 academic year.

The School shares space with a New York City public school at no annual cost. The School occupies approximately 9,750 square feet on one floor of a public school building. The School also shares the gymnasium and cafeteria with the public school which approximates 4,375 square feet. The School is not responsible for rent, utilities, custodial services, maintenance and school safety services other than security related to the School's programs that take place outside the district's school day. The School was unable to determine a value for the contributed space and related services and did not record any value for use of donated facilities.

Food and Transportation Services

The New York City Department of Education provides free lunches and reduced-price lunches and transportation directly to some of the School's students. Such costs are not included in these financial statements. The School covers the unreimbursed cost of lunches for children not entitled to the free lunches. The Office of Pupil Transportation provides free transportation to the majority of students during the district's school days.

Tax Status

The School is exempt from Federal income tax under Section 501(a) of the Internal Revenue Code as an organization described in Section 501(c)(3) and a similar provision under New York State income tax laws. The School has also been classified as an entity that is not a private foundation within the meaning of Section 509(a) and qualifies for deductible contributions as provided in Section 170(b)(1)(A)(ii). The School did not have net unrelated business income for the years ended June 30, 2015 and 2014.

The School's accounting policy provides that a tax expense or benefit from an uncertain tax position may be recognized when it is more likely than not that the position will be sustained upon examination, including resolutions of any related appeals or litigation processes, based on the technical merits. The School has no uncertain tax position resulting in an accrual of tax expense or benefit.

LA CIMA CHARTER SCHOOL  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2015 AND 2014

NOTE 1 - PRINCIPAL BUSINESS ACTIVITY AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Tax Status (continued)

IRS Forms 990 filed by the School are subject to examination by the Internal Revenue Service up to three years from the extended due date of each return. Forms filed by the School are no longer subject to examination for the fiscal years June 30, 2011, and prior.

Basis of Presentation

The financial statement presentation follows the requirements of the Financial Accounting Standards Board ("FASB") in its Accounting Standards Codification ("ASC") No. 958-205 which provides guidance for the classification of net assets. The amounts for each of the three classes of net assets are based on the existence or absence of donor-imposed restrictions described as follows:

Unrestricted

Net assets of the School whose use has not been restricted by an outside donor or by law. They are available for any use in carrying out the operations of the School.

Temporarily Restricted

Net assets of the School whose use has been limited by donor-imposed stipulations that either expire with the passage of time or can be fulfilled and removed by actions of the School. When such stipulations end or are fulfilled, such temporarily restricted net assets are reclassified to unrestricted net assets and reported in the statement of activities and changes in net assets, as net assets released from restrictions.

Permanently Restricted

Net assets of the School whose use has been permanently limited by donor-imposed restrictions. Such assets include contributions required to be invested in perpetuity, the income from which is available to support charitable purposes designated by the donors.

As of June 30, 2015 and 2014, the School had no temporarily or permanently restricted net assets.

Revenue and Support

Contributions are recognized when the donor makes a promise to give to the School that is, in substance, unconditional. Grants and other contributions of cash are reported as temporarily restricted support if they are received with donor stipulations. Restricted contributions and grants that are made to support the School's current year activities are recorded as unrestricted revenue. Contributions of assets other than cash are recorded at their estimated fair value at the date of donation.

Revenue from the state and local governments resulting from the School's charter status and based on the number of students enrolled is recorded when services are performed in accordance with the charter agreement. Federal and other state and local funds are recorded when expenditures are incurred and billable to the government agency.

LA CIMA CHARTER SCHOOL  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2015 AND 2014

NOTE 1 - PRINCIPAL BUSINESS ACTIVITY AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Use of Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenue and expenses during the reporting period. Accordingly, actual results could differ from those estimates.

Cash and Cash Equivalents

For the purpose of the statements of cash flows, the School considers all highly liquid debt instruments purchased with a maturity of three months or less to be cash equivalents.

Concentration of Credit Risk

Financial instruments which potentially subject the School to concentrations of credit risk are cash and cash equivalents. The School places its cash and cash equivalents on deposit in what it believes to be highly credited financial institutions. Cash balances may exceed the FDIC insured levels of \$250,000 per institution at various times during the year. The School believes that there is little risk in any losses and has not experienced any losses in such accounts.

The School also invests some of its funds in professionally managed portfolios containing various types of fixed income securities. Such investments are exposed to market and credit risks. As a result, the investment balances reported in the accompanying financial statements may not be reflective of the portfolio's value during subsequent periods.

Restricted Cash

Under the provisions of its charter, the School established an escrow account to pay for legal and audit expenses that would be associated with a dissolution should it occur.

Property and Equipment

Purchased property and equipment are recorded at cost. Maintenance and repairs are expensed as incurred. All property and equipment purchased with government funding, whereas the government agency retains legal title to the long lived asset, is expensed as incurred. Depreciation and amortization is provided on the straight line method over the estimated useful lives as follows:

Furniture and fixtures	7 years
Computers and equipment	5 years
Software	3 years
Library books	5 years
Music supplies	3 years
Leasehold improvements	15 years

LA CIMA CHARTER SCHOOL  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2015 AND 2014

NOTE 1 - PRINCIPAL BUSINESS ACTIVITY AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Refundable Advances

The School records certain government operating revenue as refundable advances until related services are performed, at which time they are recognized as revenue.

Reclassifications

Certain 2014 accounts have been reclassified to conform to the 2015 financial statement presentation. The reclassifications have no effect on 2014 total assets, liabilities, net assets, and changes in net assets.

Comparative Financial Information

The accompanying statements of activities and schedule of functional expenses are presented with summarized comparative information. Such prior year information is not presented by net asset class in the statements of activities or by functional category in the schedule of functional expenses. Accordingly, such information should be read in conjunction with the School's 2014 financial statements from which the summarized information was derived.

NOTE 2 - GRANTS AND CONTRACTS RECEIVABLE

Grants and contracts receivable consist of federal, state, and city entitlements and grants. The School expects to collect these receivables within one year.

NOTE 3 - PROPERTY AND EQUIPMENT

Property and equipment consisted of the following as of June 30,:

	2015	2014
Furniture and fixtures	\$ 187,106	\$ 157,462
Computers and equipment	505,890	316,968
Software	108,030	104,880
Library books	28,257	26,615
Music supplies	14,148	11,971
Leasehold improvements	370,496	285,429
	1,213,927	903,325
Less: Accumulated depreciation and amortization	(607,095)	(438,699)
	\$ 606,832	\$ 464,626

Depreciation and amortization expense was \$168,396 and \$128,419 for the years ended June 30, 2015 and 2014, respectively.

LA CIMA CHARTER SCHOOL  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2015 AND 2014

NOTE 4 - INVESTMENTS

Investments held by the School consisted of the following at June 30,:

	2015	
	Cost Basis	Market Value
Unrestricted:		
Fixed income bond funds	\$ 1,000,000	\$ 1,068,377
	2014	
	Cost Basis	Market Value
Unrestricted:		
Fixed income bond funds	\$ 1,000,000	\$ 1,063,296

The following schedule summarizes investment income for the years ended June 30,:

	2015	2014
Interest and dividend income	\$ 349	\$ 448
Unrealized gain	5,081	6,876
	\$ 5,430	\$ 7,324

NOTE 5 - FAIR VALUE MEASUREMENTS

FASB ASC 820-10, *Fair Value Measurements*, establishes a framework for measuring fair value. The framework provides a fair value hierarchy that prioritizes the inputs to valuation techniques used to measure fair value. The hierarchy gives the highest priority to unadjusted quoted prices in active markets for identical assets or liabilities (level 1 measurement) and the lowest priority to unobservable inputs (level 3 measurements). The three levels of fair value hierarchy under FASB ASC 820-10 are described as follows:

- Level 1 – Inputs to the valuation methodology are unadjusted quoted prices for identical assets or liabilities in active markets that the plan has the ability to access.
- Level 2 – Inputs other than quoted prices included in level 1 that are observable for the asset or liability, either directly or indirectly including inputs in markets that are not considered to be active.
- Level 3 – Inputs to the valuation methodology are unobservable and significant to the fair value measurement.

LA CIMA CHARTER SCHOOL  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2015 AND 2014

NOTE 5 - FAIR VALUE MEASUREMENTS (Continued)

The asset's or liability's fair value measurement level within the fair value hierarchy is based on the lowest level of any input that is significant to the fair value measurement. Valuation techniques used need to maximize the use of observable inputs and minimize the use of unobservable inputs.

The following tables set forth by level, within the fair value hierarchy, the School's investments at June 30,:

	2015			
	Level 1	Level 2	Level 3	Total
Unrestricted:				
Fixed income bond funds	<u>\$1,068,377</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$1,068,377</u>
	2014			
	Level 1	Level 2	Level 3	Total
Unrestricted:				
Fixed income bond funds	<u>\$1,063,296</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$1,063,296</u>

NOTE 6 - CONTINGENCY

Certain grants and contracts may be subject to audit by the funding sources. Such audits might result in disallowances of costs submitted for reimbursements. Management is of the opinion that such cost disallowances, if any, will not have a material effect on the accompanying financial statements. Accordingly, no amounts have been provided in the accompanying financial statements for such potential claims.

NOTE 7 - COMMITMENTS

The School leases office equipment under non-cancelable operating leases expiring June 30, 2016. Future minimum lease payments under the leases for the year ending June 30, 2016 are \$6,558.

NOTE 8 - REVENUE CONCENTRATION

The School receives a substantial portion of its support and revenue from the New York City Department of Education. If the charter school laws were modified, reducing or eliminating these revenues, the School's finances could be materially adversely affected.

LA CIMA CHARTER SCHOOL  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2015 AND 2014

NOTE 9 - FUNCTIONAL ALLOCATION OF EXPENSE

Directly identifiable expenses are charged to programs and supporting services. Expenses related to more than one function are charged to programs and supporting services on the basis of periodic time and expense studies. Management and general expenses includes those expenses that are not directly identifiable with any other specific function, but provide for the overall support and direction of the School.

NOTE 10 - RETIREMENT PLAN

The School maintains a retirement plan qualified under Internal Revenue Code 403(b) for the benefit of its eligible employees. Under this plan, the School can elect to contribute an amount equal to at least 3% of the participant's annual compensation. In addition, the School can also elect to make a discretionary contribution to the employees who are eligible, not to exceed 5% of their annual compensation. Employer match for the years ended June 30, 2015 and 2014, amounted to \$121,542 and \$79,659, respectively.

NOTE 11 - SUBSEQUENT EVENTS

In preparing these financial statements, the School has evaluated events and transactions for potential recognition or disclosure through October 15, 2015, the date the financial statements were available to be issued.

A former employee filed a complaint against the School on July 29, 2015. The complaint sets forth causes for unpaid wages including minimum and overtime. The action is currently at the pleading stage and management believes the lawsuit is unfounded. The School accrued an estimated \$40,000 at June 30, 2015 to cover any legal expenses.

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INDEPENDENT AUDITORS' REPORT  
ON SUPPLEMENTARY INFORMATION

TO THE BOARD OF TRUSTEES OF  
LA CIMA CHARTER SCHOOL

We have audited the financial statements of La Cima Charter School (a not-for-profit corporation) as of and for the year ended June 30, 2015, and have issued our report thereon dated October 15, 2015 which contained an unmodified opinion on those financial statements. Our audit was performed for the purpose of forming an opinion on the financial statements as a whole. The schedule of functional expenses is presented for the purposes of additional analysis and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated in all material respects in relation to the financial statements as a whole.

  
FRUCHTER ROSEN & COMPANY, P.C.  
Certified Public Accountants

New York, New York  
October 15, 2015

LA CIMA CHARTER SCHOOL  
SCHEDULE OF FUNCTIONAL EXPENSES  
FOR THE YEARS ENDED JUNE 30,

	2015							2014
	No. of Positions	Program Services			Supporting Services			
		Regular Education	Special Education	Other Education	Total Program Services	Management and General	Total	
Personnel services costs								
Administrative staff personnel	19	\$ 748,709	\$ 108,579	\$ -	\$ 857,288	\$ 650,635	\$ 1,507,923	\$ 1,468,945
Instructional personnel	36	1,854,139	525,858	16,575	2,396,572	-	2,396,572	2,341,741
Non-Instructional personnel	5	-	-	-	-	91,862	91,862	85,720
Total salaries and staff	60	2,602,848	634,437	16,575	3,253,860	742,497	3,996,357	3,896,406
Fringe benefits and payroll taxes		584,334	142,430	3,721	730,485	166,689	897,174	862,613
Retirement		79,161	19,295	504	98,960	22,582	121,542	79,658
Staff development		71,890	13,161	-	85,051	21,159	106,210	164,030
Legal services		-	-	-	-	44,760	44,760	-
Accounting/audit services		-	-	-	-	20,264	20,264	18,250
Other purchased/professional/consulting services		81,689	17,745	-	99,434	8,942	108,376	77,644
Marketing/recruitment		21,918	2,242	-	24,160	3,226	27,386	51,956
Supplies and materials		169,545	33,972	-	203,517	4,854	208,371	247,559
Food service		46,946	4,913	1,816	53,675	-	53,675	47,708
Student services		92,307	20,051	-	112,358	-	112,358	90,938
Office expenses		12,217	1,222	-	13,439	907	14,346	19,171
Insurance		14,344	3,496	91	17,931	4,092	22,023	19,966
Utilities		1,090	266	69	1,425	249	1,674	-
Technology		125,459	12,546	-	138,005	18,819	156,824	163,864
Equipment/furnishings		26,399	5,734	-	32,133	11,279	43,412	14,250
Repairs and maintenance		10,409	1,041	-	11,450	1,561	13,011	7,986
Depreciation and amortization		109,677	26,734	698	137,109	31,287	168,396	128,419
Special events		-	-	-	-	-	-	110
Other expenses		-	-	-	-	10,551	10,551	8,611
Total		<u>\$ 4,050,233</u>	<u>\$ 939,285</u>	<u>\$ 23,474</u>	<u>\$ 5,012,992</u>	<u>\$ 1,113,718</u>	<u>\$ 6,126,710</u>	<u>\$ 5,899,139</u>

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INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL  
REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF  
FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH  
*GOVERNMENT AUDITING STANDARDS*

TO THE BOARD OF TRUSTEES OF  
LA CIMA CHARTER SCHOOL

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of La Cima Charter School (the "School") (a not-for-profit corporation), which comprise the statement of financial position as of June 30, 2015, and the related statements of activities, and cash flows for the year then ended, and the related notes to the financial statements, and have issued our report thereon dated October 15, 2015.

***Internal Control Over Financial Reporting***

In planning and performing our audit of the financial statements, we considered the School's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the School's internal control. Accordingly, we do not express an opinion on the effectiveness of the School's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the School's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

***Compliance and Other Matters***

As part of obtaining reasonable assurance about whether the School's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

We noted certain matter that was reported to the management of the School in a separate letter dated October 15, 2015.

***Purpose of this Report***

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the School's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the School's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

  
FRUCHTER ROSEN & COMPANY, P.C.  
Certified Public Accountants

New York, New York  
October 15, 2015

# New York State Education Department

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

### 2015-16 Budget & Cash Flow Template

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

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<b>1</b>	Complete ALL SIX columns in <b>BLUE</b>
<b>2</b>	Enter information into the <b>GRAY</b> cells
<b>3</b>	Cells containing <b>RED</b> triangles in the upper right corner in columns B through G contain guidance on that particular item
<b>4</b>	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 accomodate additional districts if necessary.
<b>5</b>	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.

**La Cima Charter School**

**PROJECTED BUDGET FOR 2015-2016**

PROJECTED BUDGET FOR 2015-2016							Assumptions
July 1, 2015 to June 30, 2016							DESCRIPTION OF ASSUMPTIONS - Please note assumptions when applicable
Please Note: The student enrollment data is entered below in the Enrollment Section beginning in row 155. This will populate the data in row 10.							
	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL	
Total Revenue	5,868,180	736,190	-	-	-	6,604,370	
Total Expenses	5,062,069	367,996	-	5,000	1,116,029	6,551,094	
Net Income	806,111	368,194	-	(5,000)	(1,116,029)	53,276	
Actual Student Enrollment	420	48				-	
Total Paid Student Enrollment	395	-				395	
	PROGRAM SERVICES			SUPPORT SERVICES			
	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL	
<b>REVENUE</b>							
<b>REVENUES FROM STATE SOURCES</b>							
Per Pupil Revenue	CY Per Pupil Rate						
District of Location		-	-	-	-	-	
La Cima	\$13,877.00	5,481,415	706,190	-	-	6,187,605	
School District 3 (Enter Name)		-	-	-	-	-	
School District 4 (Enter Name)		-	-	-	-	-	
School District 5 (Enter Name)		-	-	-	-	-	
		5,481,415	706,190	-	-	6,187,605	
Special Education Revenue		-	-	-	-	-	
Grants		-	-	-	-	-	
Stimulus		-	-	-	-	-	
Other		-	-	-	-	-	
Other State Revenue		90,000	-	-	-	90,000	additional state funding @225 per student
<b>TOTAL REVENUE FROM STATE SOURCES</b>		5,571,415	706,190	-	-	6,277,605	
<b>REVENUE FROM FEDERAL FUNDING</b>							
IDEA Special Needs		-	30,000	-	-	30,000	
Title I		207,000	-	-	-	207,000	
Title Funding - Other		7,000	-	-	-	7,000	
School Food Service (Free Lunch)		-	-	-	-	-	
Grants		-	-	-	-	-	
Charter School Program (CSP) Planning & Implementation		-	-	-	-	-	
Other		-	-	-	-	-	
Other Federal Revenue		-	-	-	-	-	
<b>TOTAL REVENUE FROM FEDERAL SOURCES</b>		214,000	30,000	-	-	244,000	
<b>LOCAL and OTHER REVENUE</b>							
Contributions and Donations, Fundraising		5,000	-	-	-	5,000	
Erate Reimbursement		39,415	-	-	-	39,415	
Interest Income, Earnings on Investments,		8,350	-	-	-	8,350	
NYC-DYCD (Department of Youth and Community Developmt.)		-	-	-	-	-	
Food Service (Income from meals)		-	-	-	-	-	
Text Book		-	-	-	-	-	
Other Local Revenue		30,000	-	-	-	30,000	NYSTL
<b>TOTAL REVENUE FROM LOCAL and OTHER SOURCES</b>		82,765	-	-	-	82,765	
<b>TOTAL REVENUE</b>		5,868,180	736,190	-	-	6,604,370	
<b>EXPENSES</b>							
<b>ADMINISTRATIVE STAFF PERSONNEL COSTS</b>	No. of Positions						
Executive Management	1.00	-	-	-	147,500	147,500	
Instructional Management	4.00	308,304	87,769	-	-	396,073	
Deans, Directors & Coordinators	3.00	238,000	-	-	-	238,000	
CFO / Director of Finance	1.00	-	-	-	113,300	113,300	
Operation / Business Manager	1.00	-	-	-	76,000	76,000	
Administrative Staff	9.00	-	-	-	353,890	353,890	
<b>TOTAL ADMINISTRATIVE STAFF</b>	<b>19</b>	<b>546,304</b>	<b>87,769</b>	<b>-</b>	<b>690,690</b>	<b>1,324,763</b>	
<b>INSTRUCTIONAL PERSONNEL COSTS</b>							
Teachers - Regular	32.00	2,028,188	-	-	-	2,028,188	
Teachers - SPED	1.00	-	63,375	-	-	63,375	
Substitute Teachers	-	-	-	-	-	-	
Teaching Assistants	-	-	-	-	-	-	

List exact titles and staff FTE's ( Full time equivalent)



**La Cima Charter School**

**PROJECTED BUDGET FOR 2015-2016**

PROJECTED BUDGET FOR 2015-2016							Assumptions
July 1, 2015 to June 30, 2016							DESCRIPTION OF ASSUMPTIONS - Please note assumptions when applicable
Please Note: The student enrollment data is entered below in the Enrollment Section beginning in row 155. This will populate the data in row 10.							
	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL	
Total Revenue	5,868,180	736,190	-	-	-	6,604,370	
Total Expenses	5,062,069	367,996	-	5,000	1,116,029	6,551,094	
Net Income	806,111	368,194	-	(5,000)	(1,116,029)	53,276	
Actual Student Enrollment	420	48				-	
Total Paid Student Enrollment	395	-				395	
	PROGRAM SERVICES			SUPPORT SERVICES			
	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL	
Other	4,500	-	-	-	-	4,500	Afterschool program & Saturday Academy
<b>TOTAL SCHOOL OPERATIONS</b>	<b>628,656</b>	<b>8,428</b>	<b>-</b>	<b>5,000</b>	<b>87,430</b>	<b>729,514</b>	
<b>FACILITY OPERATION &amp; MAINTENANCE</b>							
Insurance	-	-	-	-	-	-	
Janitorial	-	-	-	-	1,242	1,242	
Building and Land Rent / Lease	-	-	-	-	-	-	
Repairs & Maintenance	12,000	-	-	-	7,100	19,100	includes carpet cleaning
Equipment / Furniture	-	-	-	-	-	-	
Security	-	-	-	-	7,000	7,000	DOE Permit
Utilities	-	-	-	-	1,500	1,500	
<b>TOTAL FACILITY OPERATION &amp; MAINTENANCE</b>	<b>12,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>16,842</b>	<b>28,842</b>	
DEPRECIATION & AMORTIZATION	153,992	14,334	-	-	36,450	204,776	
DISSOLUTION ESCROW & RESERVES / CONTINGENCY	-	-	-	-	-	-	
<b>TOTAL EXPENSES</b>	<b>5,062,069</b>	<b>367,996</b>	<b>-</b>	<b>5,000</b>	<b>1,116,029</b>	<b>6,551,094</b>	
<b>NET INCOME</b>	<b>806,111</b>	<b>368,194</b>	<b>-</b>	<b>(5,000)</b>	<b>(1,116,029)</b>	<b>53,276</b>	
<b>ENROLLMENT - *School Districts Are Linked To Above Entries*</b>	<b>REGULAR EDUCATION</b>	<b>SPECIAL EDUCATION</b>	<b>TOTAL ENROLLED</b>				
District of Location							
La Cima	420	48	468				
School District 3 (Enter Name)			-				
School District 4 (Enter Name)			-				
School District 5 (Enter Name)			-				
<b>TOTAL ENROLLMENT</b>	<b>420</b>	<b>48</b>	<b>468</b>				
<b>REVENUE PER PUPIL</b>	<b>13,972</b>	<b>15,337</b>	<b>-</b>				
<b>EXPENSES PER PUPIL</b>	<b>12,053</b>	<b>7,667</b>	<b>-</b>				



# Audited Financial Statement Checklist

Last updated: 10/27/2015

Page 1

**Charter School Name:**

**1. Please check each item that is included in the 2014-15 Audited Financial Statement submitted for your charter school.**

	Yes/No
Audited Financial Statements (including report on compliance and report on internal control over financial reporting)	Yes
Single Audit (if applicable)	Yes
CSP Agreed Upon Procedures (if applicable)	Not Applicable
Management Letter	No
Report on Extracurricular Student Activity Accounts (if applicable)	Not Applicable
Corrective Action Plans for any Findings	Not Applicable

**2. Please indicated if there is a finding(s) noted in any of the following sections of your charter school's 2014-15 Audited Financial Statement.**

	Yes/No
Report on Compliance	No
Report on Internal Control over Financial Reporting	No
Single Audit	No
CSP Agreed Upon Procedures Report	No
Management Letter	No

**Thank you.**



# Appendix F: BOT Membership Table

Created: 07/13/2015

Last updated: 07/19/2015

## Page 1

### 1. Current Board Member Information

	Trustee Name	Email Address	Committee Affiliation(s)	Voting Member? (Y/N)	Area of Expertise, and/or Additional Role and School (parent, staff member, etc.)	Number of Terms Served and Length of Each (Include election date and term expiration)
1	Nakia Booth	[REDACTED]	Chair/Board President	Yes	Human Resources	2 1-year terms, March 2013-February 2016
2	Heather Caudill	[REDACTED]	Vice Chair/Vice President	Yes	Educator/Entrepreneur/Co-founder	2-1 year terms, July 2013-June 2016
3	Gordon Watson	[REDACTED]	Treasurer	Yes	Finance	2-1 year terms, October 2013-October 2016
4	Mike Guinan	[REDACTED]	Trustee/Member	Yes	Educator	2-1 year terms, July 2013-June 2016
5	Lucy Joffe	[REDACTED]	Trustee/Member	Yes	Attorney	2-1 year terms, October 2013-October 2016
6	Lenworth Stephenson	[REDACTED]	Trustee/Member	No	Human Resources Expert	1st--1 year term, April 2015-April 2018
7						
8						
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16						
17						
18						
19						

20						
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**2. Total Number of Members Joining Board during the 2014-15 school year**

2

**3. Total Number of Members Departing the Board during the 2014-15 school year**

2

**4. According to the School's by-laws, what is the maximum number of trustees that may comprise the governing board?**

11

**5. How many times did the Board meet during the 2014-15 school year?**

12

**6. How many times will the Board meet during the 2015-16 school year?**

12

**Thank you.**

# Minutes

## La Cima Elementary Charter School

### Board Meeting

Wednesday Jul 16, 2014 @ 6:00 PM at NYC Charter Center

#### **Board Members Present**

Gordon Watson, Heather Caudill (remote), Lucy Joffe, Mike Guinan, Nakia Booth

#### **Ex officio Members Present**

Adel Hageb, Tara Phillips

#### **Guests Present**

Byron Young, Christiana Cavaliere, Monique Lowery

### **I. Opening Items**

#### **Call the Meeting to Order**

Nakia Booth called a meeting of the board of trustees of La Cima Elementary Charter School to order on Wednesday Jul 16, 2014 @ 6:17 PM at NYC Charter Center.

#### **Approve Minutes**

N. Booth made a motion to approve minutes from the Board Meeting on 06-18-14.

Lucy Joffe seconded the motion.

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

### **II. Academic Committee**

#### **Preliminary Data**

T. Phillips shared 2013 Preliminary NYS ELA & Math Results showing the variance between last year's preliminary data vs. actual data highlighting the discrepancy between preliminary and actual data. L. Joffe reported that there was a committee call last week and will schedule the next call after 2014 test results are distributed.

### **III. Executive Committee**

#### **Executive Director Evaluation**

H. Caudill reported a 50-50% return rate for the Employee Survey. T. Philips will send reminder emails to staff. Board Survey will be distributed to the board this week and another survey will be distributed to outside operational partners. All results by end of July and will discuss during Task Force conference call and will discuss results via Executive Session during August board meeting.

### **IV. Governance Committee**

#### **Resignation Acceptance and Removal of Trustees (Leave of Absence)**

N. Booth made a motion to remove Laurice Rodriguez.

Gordon Watson seconded the motion.

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

N. Booth made a motion to remove Jen DeCosta.

Gordon Watson seconded the motion.

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

N. Booth made a motion to accept the formal resignation of Shereem Herndon-Brown.

Mike Guinan seconded the motion.

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

### **Board Matrix, Recruiting Policy, Trustee Job Description Review**

The Governance Committee did not have a conference call but conducted discussions via email and updated board org chart. The group discussed renaming the Fundraising Committee to Marketing/Fundraising Committee to focus on the marketing goals for the 2014-15 school year.

Recruitment Policy With respect to orientation, the committee asked the board to consider if board members should be present during orientation as a requirement for the policy. The board decided to not include board representation at orientation in the recruitment policy but to leave it as aspirational best practices. Job Description for Trustees J. Swayne made one change with respect to providing leadership to board committees. Added more detail about committee requirement and time commitment. Updated committee name from Fundraising to Fundraising/Marketing.

N. Booth made a motion to approve the three policies.

Lucy Joffe seconded the motion.

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

### **By-laws**

J. Swayne changed the name of the Fundraising committee name in the by-laws.

### **Parent Complaint Process**

J. Swayne discussed the policy and requirements and updated documents to make the policy more clear and user friendly.

N. Booth made a motion to approve the complaint process.

Lucy Joffe seconded the motion.

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

### **Conflict of Interest Policy**

J. Swayne discussed policy and the board discussed changes to the Conflict of Interest definition.

N. Booth made a motion to approve the Conflict of Interest Policy.

Lucy Joffe seconded the motion.

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

### **Code of Conduct**

The board discussed if we need to include any NYC Citywide Standards in our policy and determined that the Governance committee will work through this issue.

### **Executive Session: Potential Candidates Update**

N. Booth made a motion to go into Executive Session and include Tara Phillips.

Lucy Joffe seconded the motion.

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

## **V. Closing Items**

### **Adjourn Meeting**

N. Booth made a motion to adjourn the meeting.

Mike Guinan seconded the motion.

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

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 08:01 pm.

Respectfully Submitted,  
Nakia Booth

# Minutes

## La Cima Elementary Charter School Board Meeting

Tuesday Sep 16, 2014 @ 6:00 PM at La Cima 800 Gates Ave

### **Board Members Present**

Gordon Watson, Heather Caudill, Jennifer Swayne (remote), Lucy Joffe, Mike Guinan, Nakia Booth

### **Board Members Absent**

Jason Rapp

### **Ex officio Members Present**

Adel Hageb

### **Guests Present**

B. Austin, Byron Young, Christiana Cavaliere, Monique Lowery

## **I. Opening Items**

### **Call the Meeting to Order**

Heather Caudill called a meeting of the board of trustees of La Cima Elementary Charter School to order on Tuesday Sep 16, 2014 @ 6:20 PM at La Cima 800 Gates Ave.

### **Approve Minutes**

## **II. Executive Director Report**

### **Monthly Report**

T. Philips hired four Para-professionals and one Behavior Intervention Specialist and provided an update on maximum enrollment (now 406). Staff will reconvene to discuss next steps regarding to increasing enrollment for Kindergarten. T. Philips noted an increase of 30% in IEPs. Occupational Therapy and Speech provider on site and will begin counseling soon. La Cima will hire another dual language speech provider to accommodate the number of students who have IEPs.

### **Middle School Due Diligence Report**

LCCS renewal process begins Spring 2015. T. Phillips discussed process and timeline and will present to board soon to vote on Middle School expansion.

### **State School of Character Award**

Character Education Partnership. Application is due Dec. 12 and T. Watson is beginning the process. Gordon Watson arrived late.

## **III. Finance & Audit**

### **July & August YTD & FY15 Forecast**

A. Hageb presented the July & Aug. YTD Financial Report and noted that the enrollment increase resulted in surplus of YE forecast. Expenses remain equal to budget and the Finance Committee is going through corrections.

A. Hageb made a motion to approve July & Aug. YTD Financial Report.

Gordon Watson seconded the motion.

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

### **Performance Pay FY14**

A. Hageb reviewed the performance pay proposal and both the Finance and Academic Committees are recommending approval by the board. G. Watson will draft a letter from board to distribute to all LCCS staff.

H. Caudill made a motion to approve the performance pay bonus for outperforming the State in Math on the NYS Math Exam.

Nakia Booth seconded the motion.

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

#### **403b Match FY14**

A. Hageb reviewed the policy for 403b Matching.

H. Caudill made a motion to approve a 3% match for 403b contributions.

Nakia Booth seconded the motion.

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

#### **Operations Manager add to Checking account**

A. Hageb discussed giving the new Operations Manager, B. Austin, check signing authority.

H. Caudill made a motion to approve giving B. Austin check signing authority.

Lucy Joffe seconded the motion.

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

#### **Audit Update**

A. Hageb reported that the school has completed the audit update. There will be another committee call before submission to the authorizer.

### **IV. Academic**

#### **NYS ELA and Math Results**

T. Phillips reviewed student results of the NYS ELA, Math and Science exams and reviewed next steps to address areas of weakness with respect to testing.

### **V. Governance**

#### **Code of Conduct Update**

J. Swayne presented the Code of Conduct policy and reported that the school was finalizing policy and will present to board to vote on at a later meeting.

#### **Dates for Upcoming Board Meetings**

The board will finalize the calendar of meetings at a later date.

### **VI. ED Evaluation Task Force**

#### **ED Evaluation and Offer (Executive Session)**

H. Caudill made a motion to go into Executive Session.

Nakia Booth seconded the motion.

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

H. Caudill made a motion to vote of ED offer letter and cost of living increase.

Lucy Joffe seconded the motion.

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

### **VII. Closing Items**

#### **Adjourn Meeting**

H. Caudill made a motion to adjourn the meeting.

Gordon Watson seconded the motion.

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

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 08:17 pm.

Respectfully Submitted,  
Nakia Booth

# Minutes

## La Cima Elementary Charter School

### Board Meeting

Wednesday Oct 15, 2014 @ 6:00 PM at La Cima

#### **Board Members Present**

Byron Young, Heather Caudill, Jason Rapp, Lucy Joffe, Mike Guinan, Nakia Booth

#### **Board Members Absent**

Gordon Watson

#### **Ex officio Members Present**

Adel Hageb, Christiana Cavaliere, Monique Lowery, Tara Phillips

#### **Guests Present**

Sorinel Morel

## I. Opening Items

#### **Call the Meeting to Order**

Heather Caudill called a meeting of the board of trustees of La Cima Elementary Charter School to order on Wednesday Oct 15, 2014 @ 6:12 PM at La Cima .

#### **Approve Minutes**

H. Caudill made a motion to to approve minutes from the Board Meeting on 09-16-14.

Lucy Joffe seconded the motion.

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

## II. Executive Director

#### **Executive Director's Monthly Report**

T. Phillips reported that a second grade teacher resigned and a candidate search is currently underway. Provisional coverage made by another second grade staff and former second grade teacher. T. Phillips provided an update on IEP enrollment which included an increase of students which helped to compensate for student attrition, as well as led a discussion on disciplinary data. Four new third graders were enrolled, bring the total student body up to 415 total students.

#### **Middle School Due Diligence process**

T. Phillips reported on the status of middle school counseling. She noted that the guidance counselor was working on test prep, scholar statements, and middle school open house visits for fifth grade students. T. Phillips reported that families are beginning to raise questions about the cost of independent schools and would like to address the Fundraising Committee to consider any fundraising initiatives.

#### **Code of Conduct**

T. Phillips presented an updated policy to the board and will review with Governance committee. The Governance Committee will present to the full board at the November meeting for vote.

## III. Academic

#### **Diagnostic Reading Results**

T. Phillips reviewed BASELINE STEP and DRA Performance data for grades K – 5 and discussed future action steps with respect to closing the reading gap year over year by grade level including evaluating summer loss. T. Phillips will prepare Summer School data analysis for next Academic Committee meeting to present to board

review.

### **November School Visit**

The Academic Committee has planned a school visit on Wednesday, November 12th and will schedule the November board meeting for the same date. The committee also agreed to change the structure of monthly calls having a data call every other month.

Byron Young left early.

## **IV. Finance & Audit**

### **Audit Update**

J. Rapp reviewed the management letter for the audit.

J. Rapp made a motion to approve the management letter.

Mike Guinan seconded the motion.

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

### **Form 990**

A. Hageb reviewed the Form 990.

J. Rapp made a motion to approve Form 990.

Lucy Joffe seconded the motion.

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

### **September YTD Financial Report**

J. Rapp presented September YTD Financial Report.

J. Rapp made a motion to approve September YTD Financial Report.

Mike Guinan seconded the motion.

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

### **Bonus Update**

The staff and faculty bonuses were well received and a great morale booster.

## **V. Governance**

### **Board Candidate Update**

H. Caudill provided an update on board candidate pipeline and noted that the Governance Committee will continue to engage candidate as we do not currently have a vacant seat.

### **Nomination and Voting on Board Chair, Secretary, and Governance Committee Chair**

H. Caudill made a motion to accept the resignation of Jennifer Swayne.

Mike Guinan seconded the motion.

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

H. Caudill made a motion to nominate Nakia Booth as board Chair.

Mike Guinan seconded the motion.

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

M. Guinan made a motion to nominate Heather Caudill as Interim Secretary.

Lucy Joffe seconded the motion.

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

Jennifer Swayne resigned from board. Nomination of Governance Committee Chair will be tabled until the November board meeting.

### **Calendar of Meetings**

Upcoming meetings were confirmed and the remaining meetings will be finalized at the November meeting.

## **VI. Closing Items**

### **Adjourn Meeting**

M. Guinan made a motion to adjourn the meeting.

Lucy Joffe seconded the motion.

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

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 08:02 pm.

Respectfully Submitted,  
Nakia Booth

# Minutes

## La Cima Elementary Charter School Board Meeting

Wednesday Nov 12, 2014 @ 11:00 AM at La Cima

### **Board Members Present**

Byron Young, Gordon Watson, Heather Caudill, Lucy Joffe, Mike Guinan, Nakia Booth

### **Board Members Absent**

Jason Rapp

### **Ex officio Members Present**

Adel Hageb, Christiana Cavaliere, Monique Lowery, Tara Phillips

### **Guests Present**

Dermoth Mattison

## **I. Opening Items**

### **Call the Meeting to Order**

Nakia Booth called a meeting of the board of trustees of La Cima Elementary Charter School to order on Wednesday Nov 12, 2014 @ 11:15 AM at La Cima.

### **Approve Minutes**

Minutes for October meeting will be approved in the December 2014 meeting.

## **II. Leader**

### **Executive Director's Monthly Report**

ED presented the monthly report and updated the Board on upcoming deadlines.

### **Middle School Due Diligence Update**

### **National Schools of Character Award Update**

### **Taproot Grant**

Board discussed benefits of Taproot grant for website redesign or marketing materials.

## **III. Finance & Audit**

### **October YTD Financial Report**

Director of Finance and Operations/Member of the Finance Committee presented the monthly financials for October YTD.

G. Watson made a motion to approve monthly financials.

Heather Caudill seconded the motion.

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

## **IV. Governance**

### **Code of Conduct**

Board discussed current Code of Conduct and will review and make modifications by December.

### **Nomination of Board Secretary and Governance Committee Chair**

Board decided to table the remainder of the items on the agenda until the committees have been reorganized in

December due to our recent Board membership transitions. These items will then be the focus of the new Governance Committee.

## **Board Matrix, Recruiting, Trustee Job Description**

### **Social Media Policy**

## **V. Academic**

### **School Visit**

Academic Committee Chair led a discussion about the school visit on November 12th from 8am to 11am. The discussion focused on takeaways and next steps for school based team. The committee will plan another visit in the next semester.

## **VI. Leader Support And Eval**

### **Status of Leader Support and Evaluation Process**

Co-chair of the school leader evaluation team updated the board on the progress to date.

## **VII. Closing Items**

### **Adjourn Meeting**

M. Guinan made a motion to adjourn the meeting.

Gordon Watson seconded the motion.

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

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 01:00 pm.

Respectfully Submitted,  
Nakia Booth

# Minutes

## La Cima Elementary Charter School Board Meeting

Wednesday Dec 10, 2014 @ 6:00 PM at La Cima

### **Board Members Present**

Byron Young, Heather Caudill, Jason Rapp, Nakia Booth

### **Board Members Absent**

Gordon Watson, Lucy Joffe, Mike Guinan

### **Ex officio Members Present**

Adel Hageb

### **Guests Present**

Christiana Cavaliere, Monique Lowery, Nekpen Osuan

## **I. Opening Items**

### **Call the Meeting to Order**

Heather Caudill called a meeting of the board of trustees of La Cima Elementary Charter School to order on Wednesday Dec 10, 2014 @ 6:37 PM at La Cima.

### **Approve October Meeting Minutes**

N. Booth made a motion to approve minutes from the Board Meeting on 10-15-14.

Byron Young seconded the motion.

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

### **Approve November Meeting Minutes**

N. Booth made a motion to approve minutes from the Board Meeting on 11-12-14.

Byron Young seconded the motion.

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

## **II. Leader Support And Eval**

### **Status of Leader Support and Evaluation Process**

Heather provided an update on the process. The Executive Director has provided draft goals for 2015. The committee will review during the retreat.

## **III. Leader**

### **Executive Director's Monthly Report**

#### **Taproot Grant**

The board was provided an update on grant status.

#### **National Schools of Character Award Update**

Heather Caudill provided an overview of the National Character Award self-assessment. Board members discussed the rubric score and decided that Heather Caudill would submit the final version to the Executive Director.

#### **FRPL Numbers/School Lunch Form Progress**

The board reviewed the connection between FRPL and overall school compliance and evaluation.

## IV. Finance & Audit

### November YTD Financial Report

N. Booth made a motion to approve the financials for November.

Heather Caudill seconded the motion.

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

## V. Academic

### First IA Cycle Results

The board reviewed the academic results for IA #1 previously discussed during the academic committee meeting. School leadership provided a road map to address weaknesses between now and the next IA cycle.

### School Visit (November) & Next Visit

## VI. Governance

### Code of Conduct Update

The Board was provided an update about the status of the Code of Conduct revisions. The school leadership team is finalizing an internal version. The Executive Director will submit this draft to the Governance Committee for review by early January.

### Board Recruiting

The Board was reintroduced to Nekpen Osuan. She is interested in joining the board when a position is available. The Governance Committee will revisit board recruitment in January.

### Board Retreat

The board discussed the upcoming retreat. The focus will be on revisiting process, reorganizing some committees, and developing committee goals/priorities.

### Calendar of Board Meetings SY14-15

The board confirmed calendar dates through the remainder of the 2014 - 2015 school year. These dates are as follows: January 28, February 18, March 11, April 15, May 13, June 10, and July 29.

### Board on Track

H. Caudill made a motion to approve the renewal of Board on Track.

Jason Rapp seconded the motion.

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

## VII. Closing Items

### Adjourn Meeting

N. Booth made a motion to to adjourn the meeting.

Byron Young seconded the motion.

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

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 08:00 pm.

Respectfully Submitted,  
Heather Caudill

# Minutes

## La Cima Elementary Charter School Board Meeting

Saturday Dec 13, 2014 @ 10:00 AM at 286 Clinton Avenue, Apt 1c, Brooklyn, NY

### Board Members Present

Gordon Watson, Heather Caudill, Lucy Joffe, Mike Guinan, Nakia Booth

### I. Opening Items

#### Call the Meeting to Order

Heather Caudill called a meeting of the board of trustees of La Cima Elementary Charter School to order on Saturday Dec 13, 2014 @ 10:23 AM at 286 Clinton Avenue, Apt 1c, Brooklyn, NY.

### II. Board Assessment Review

#### Review Board Assessment

Board Chair shared the results of the board self assessment. Highlighted the importance of improving process. Developed Priorities based on results.. 1. Support ED in achieving organizational goals 2. Support school through renewal process 3. Add 3 new board members by June and establish process for onboarding (including pipeline planning) 4. Goal to have 4 self-sustaining high functioning committees 5. Use board on track more effectively and important documentation 6. Identify and secure board intern for committee support 7. Improve board meeting structure to make it more efficient and commit to doing homework 8. Revamp attendance and remote participation process 9. Continue to strengthen relationship with the ED 10. Establish board calendar and follow through remainder of year 11. Timely implementation of ED evaluation process.

### III. Committee Organization & Goals

#### Reorganize committees and establish next steps

Proposed New Officer - Gordon Watson - Treasurer Elect Reorganized the Committees - Proposed for January 2015 -Academic Committee (Heather Caudill, Mike Guinan, Lucy Joffe - Chair, Gordon Watson) -Finance Committee (Mike Guinan, Gordon Watson - Chair, Jason Rapp, Byron) -Governance Committee (Heather Caudill - Chair, Lucy Joffe, Byron Young) Executive Committee (Nakia Booth, Heather Caudill, Lucy Joffe, Gordon Watson) Wellness Task Force (Byron Young, Heather Caudill) Committee Tasks -Develop/Revise Committee Descriptions -Develop Committee Priorities with Goals/Timelines -Establish Committee Meeting Dates.

### IV. Closing Items

#### Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 02:07 pm.

Respectfully Submitted,  
Heather Caudill

# Minutes

La Cima Elementary Charter School

## Board Meeting

Wednesday Jan 15, 2014 @ 6:00 PM at La Cima

### Board Members Present

G. Watson, J. Swayne, L. Joffe, M. Guinan, N. Booth

### Board Members Absent

H. Caudill (remote), J. Rapp, S. Herndon-Brown

### Guests Present

A. Hageb, C. Cavaliere, D. McKnight, Giovanna Fischer, Jeneen Jenkins, Karen Fraiser, LaKeisha George, M. Lowery, Nicole Blair-Barzey, Pamala Noli, Sorinel Morel, T. Phillips

## I. Opening Items

### Call the Meeting to Order

J. Swayne called a meeting of the board of trustees of La Cima Elementary Charter School to order on Wednesday Jan 15, 2014 @ 6:15 PM at La Cima.

### Approve 11/13/13 Minutes

J. Swayne made a motion to approve November 13, 2013 minutes.

G. Watson seconded the motion.

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

### Approve 11/23/13 Minutes

J. Swayne made a motion to approve November 23, 2014 minutes.

G. Watson seconded the motion.

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

## II. Finance & Audit Committee

### December 2013 YTD Financials & Year-end Projection

A. Hageb reported a reduction of \$100k deficit due to an increase in special education student enrollment. Expense levels are projected to remain unchanged for the rest of the year. The school's cash position is strong due to shifts in compensation, lower depreciation and computer spend.

J. Swayne made a motion to approve 2013 YTD Financials.

M. Guinan seconded the motion.

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

## III. Director's Report

### Family Engagement

D. McKnight discussed the family engagement work she is developing for the La Cima community including faculty, administration, students and parents. There was a successful community health fair with over 30 different organizations represented. Other events proposed include CPR classes for safety, self-defense class twice per month for child safety, dental van twice per year, healthy eating initiatives with local chefs for healthy cooking alternatives for families, and monthly La Cima Cinema with child

care. Currently looking for satellite locations for additional services such as legal and acupuncture. D. McKnight introduced consultants Pam Noli and Karen Frasier whom she brought to La Cima to work with the faculty and administration around race.

### **Parent Survey Results**

Due to time restrictions, results will be emailed to board.

### **Courageous Conversations about Race**

Presentation by consultants P. Noley and Karen on "Courageous Conversations About Race" with a goal to increase achievement of all students and increase achievement gaps identified by race.

### **General Report**

T. Phillips presented the General Report. La Cima is still looking for learning lab specialists a learning specialists. T. Phillips to provide data to the board regarding student survey on their perspective on school and their relationships with teachers, leadership, etc. C. Cavaliere presented data strategy for teachers to determine predictability for state exams and discussed methods and strategies for Saturday academy to monitor student and teacher progress.

### **Draft Strategic Planning Goals**

T. Phillips discussed the Strategic Plan and laid out the priorities and five year goals for La Cima. Next steps include getting senior leadership team feedback, board approval, determining budget implications of strategies and determining benchmarks to evaluate progress on goals.

## **IV. Academic Committee**

### **Teacher Compensation Plan**

M. Guinan reported that the Academic Committee decided to award a bonus to teachers if they outperformed the NYS average with 2nd tier bonuses earned by outperforming by 10%.

M. Guinan made a motion to vote on Teacher Compensation Plan.

G. Watson seconded the motion.

The board **VOTED** unanimously to approve the motion. M. Guinan left early.

## **V. Closing Items**

### **Adjourn Meeting**

J. Swayne made a motion to adjourn January 15th meeting.

N. Booth seconded the motion.

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

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 08:21 pm.

Respectfully Submitted,

N. Booth

# Minutes

## La Cima Elementary Charter School

### Board Meeting

Wednesday Feb 18, 2015 @ 6:00 PM at La Cima Charter School

#### **Board Members Present**

Gordon Watson (remote), Heather Caudill, Lucy Joffe, Mike Guinan, Nakia Booth

#### **Board Members Absent**

Byron Young

#### **Ex officio Members Present**

Adel Hageb, Tara Phillips

#### **Guests Present**

Christiana Cavaliere, Lenworth Stevenson, Monique Lowery

### **I. Opening Items**

#### **Call the Meeting to Order**

Nakia Booth called a meeting of the board of trustees of La Cima Elementary Charter School to order on Wednesday Feb 18, 2015 @ 6:10 PM at La Cima Charter School.

#### **Approve Minutes**

N. Booth made a motion to approve minutes from the Board Meeting on 01-28-15.

Heather Caudill seconded the motion.

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

### **II. Reports of Officers**

#### **Treasurer's Report: January 2015 YTD Financial Report**

H. Caudill made a motion to approve January 2015 YTD Financial Report.

Mike Guinan seconded the motion.

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

### **III. School Leader Report**

#### **Executive Directory Monthly Report**

T. Phillips highlighted that there were no suspension in January and also discussed enrollment challenges and potential solutions, including contacting the office of space planning. Week of Feb 16 focused on re-enrollment while the following week will be focused on recruitment.

#### **National School of Character Award**

T. Phillips discussed details of the National School of Character Award, noting the ceremony will be held upstate NY on April 15, 2015. The school will purchase a new banner and update all printed collateral to highlight the recent distinction.

#### **Development & Middle School Planning Update**

T. Phillips reviewed her development plans and requested the board create a fundraising/marketing task force to determine short-term fundraising for additional school funding.

### **IV. Academic Committee Report**

## **Academic Committee School Visit 2/20/2015**

Lucy Joffe arrived late.

T. Phillips provided an overview of the second scheduled visit by the Academic Committee.

### **Assessment Workshop Update**

T. Phillips noted that she would work in conjunction with the Academic Committee to provide the data assessment professional development workshop for the board at the March 2015 board meeting.

## **V. Governance Committee Report**

### **Committee Meeting Schedule & Goals**

H. Caudill shared Governance Committee goals for the 2014-2015 calendar year.

### **ED Evaluation & Goals Update**

H. Caudill provided an update on the ED Evaluation and Goals process. A final version will be presented to the board at the March board meeting.

### **Code of Conduct Update**

H. Caudill provided an update on the status of the Code of Conduct document. The board will vote on the final version at the March board meeting.

### **Recruitment Plan**

H. Caudill provided an overview of board recruitment needs, deadlines and protocol.

## **VI. New Business**

### **Bank Signatory Changes**

A. Hageb made a motion to remove J. Rapp from all bank accounts.

Mike Guinan seconded the motion.

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

A. Hageb made a motion to add N. Booth and G. Watson as signatories on all bank accounts.

Mike Guinan seconded the motion.

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

### **Pre-K**

H. Caudill discussed the option of establishing a pre-K at La Cima and will conduct further research and present to the board.

## **VII. Announcements**

### **Black History Month Assembly**

T. Phillips provided an update and invited the board to the assembly celebrating Black History month on February 28.

## **VIII. Closing Items**

### **Adjourn Meeting**

N. Booth made a motion to adjourn the February board meeting.

Heather Caudill seconded the motion.

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

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 07:50 pm.

Respectfully Submitted,  
Nakia Booth

# Minutes

## La Cima Elementary Charter School

### Board Meeting

Wednesday Mar 11, 2015 @ 6:00 PM at NYC Charter Center

#### **Board Members Present**

Byron Young, Gordon Watson (remote), Heather Caudill, Lucy Joffe, Nakia Booth

#### **Board Members Absent**

Mike Guinan

#### **Ex officio Members Present**

Adel Hageb, Tara Phillips

#### **Guests Present**

Atiba Edwards, Christiana Cavaliere, Lenworth Stevenson, Vic X

## I. Opening Items

#### **Call the Meeting to Order**

Nakia Booth called a meeting of the board of trustees of La Cima Elementary Charter School to order on Wednesday Mar 11, 2015 @ 6:15 PM at NYC Charter Center .

#### **Approve February Minutes**

H. Caudill made a motion to approve minutes from the Board Meeting on 02-18-15.

Lucy Joffe seconded the motion.

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

## II. School Leader Report

#### **Executive Directory Monthly Report**

T. Phillips reported to the Board there was no change with respect to IEP data and the school is tracking fewer suspensions this year. She noted that the new behavior specialist has been helpful.

Gordon Watson arrived late.

#### **NYSED Site Visit**

T. Phillips reviewed the plans for the NYSED Site Visit and confirmed board attendance for the Board Focus Group on April 1, 2015 at 8:00 am.

## III. Governance Committee Report

#### **Status of Governance Committee Goals**

H. Caudill reported that the committee would discuss parent participation on the board as well as dual-language curriculum as it aligns with LCCS educational philosophy.

#### **Recruitment Plan**

H. Caudill reviewed the recruitment plan for the remainder of the school year and provided an overview of the recruitment pipeline of potential board trustees.

#### **Select Date for Sept 2015 Board Retreat**

The board selected September 19, 2015 for the annual board retreat. Location is to be determined.

#### **Code of Conduct Update**

N. Booth made a motion to approve the Code of Conduct.

Lucy Joffe seconded the motion.  
The board **VOTED** unanimously to approve the motion.

#### **IV. Academic Committee Report**

##### **Academic Committee Visit update**

The committee has proposed March 25, 2015 for the second Academic Committee school visit. The date will be finalized via email.

#### **V. Reports of Officers**

##### **Treasurer Report: February 2015 YTD Financial Report**

N. Booth made a motion to approve the financials for February 2015.

Lucy Joffe seconded the motion.

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

##### **Chair Report**

N. Booth provided an overview of upcoming events and milestones for the remainder of the SY.

#### **VI. Program**

##### **Data Assessment Professional Development**

T. Phillips presented an overview of the data assessment tools used by the leadership team track academic achievement.

#### **VII. Unfinished Business**

##### **Bank Signatory Updates**

Board members will connect with bank representatives to make the necessary changes to the schools accounts.

##### **ED Evaluation & Goals Update**

H. Caudill updated the board about the ED Evaluation process and expects to deliver the report to Tara by the end of March 2015.

#### **VIII. New Business**

##### **April Board Meeting Reschedule**

Due to scheduling conflicts, the board has agreed to move next month's board meeting to April 14, 2015.

#### **IX. Announcements**

##### **NYS School of Character Award Banquet**

T. Phillips reported that the LCCS and board member N. Booth will travel to Troy, NY on April 15, 2015 to receive the NYS School of Character Award.

#### **X. Closing Items**

##### **Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 08:02 pm.

Respectfully Submitted,  
Heather Caudill

# Minutes

## La Cima Elementary Charter School Board Meeting

Tuesday Apr 14, 2015 @ 6:00 PM at La Cima Charter School

### Board Members Present

Gordon Watson, Heather Caudill (remote), Lucy Joffe, Mike Guinan, Nakia Booth

### Board Members Absent

Byron Young

### Ex officio Members Present

Tara Phillips

### Guests Present

Adel Hageb, Christiana Cavaliere, Kristina Lyle, Lenworth Stephenson, Monique Lowery

## I. Opening Items

### Call the Meeting to Order

Nakia Booth called a meeting of the board of trustees of La Cima Elementary Charter School to order on Tuesday Apr 14, 2015 @ 6:05 PM at La Cima Charter School.

### Approve Minutes

N. Booth made a motion to approve minutes from the Board Meeting on 03-11-15.

Gordon Watson seconded the motion.

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

## II. Officer's Reports

### Treasurer's Report: March 2015 YTD Financial Report

N. Booth made a motion to approve the financials for March 2015.

Mike Guinan seconded the motion.

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

### Chair's Report

The Chair provided an update on board meeting attendance. In addition, the board chair provided an overview of board priorities.

## III. Executive Director Report

### ED Report

The ED provided the board with a demographic/enrollment update, as well as share initial feedback from the State Visit.

## IV. Governance Committee

### Board Recruitment, Policy Revisions, Board Book

The Committee Chair provided a status update on policy revisions as well as the board book updates.

### Board of Trustee Candidates Pipeline Update

The Chair and ED provided an update on the the recruitment pipeline. We have 4 candidates in the formal pipeline.

### **New Board of Trustee: Lenworth Stephenson**

N. Booth made a motion to approve Lenworth Stephenson as a new board member.

Lucy Joffe seconded the motion.

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

### **Update Board Recruitment Policy**

N. Booth made a motion to approve the revisions to the Board Recruitment Policy.

Gordon Watson seconded the motion.

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

## **V. Academic Committee**

### **2nd Academic Committee Visit & Next Steps**

The academic committee will schedule the 3rd and final visit for May 2015.

### **IA2 Results**

The ED provided shared the IA2 results and current tracking with the board. She outlined schoolwide strategies to raise the quality of instruction, which will ultimately impact student achievement.

## **VI. Finance Committee**

### **2015-16 Budget (1st draft review)**

The Finance committee is actively working on the budget for 2015 -2016. They provided a very preliminary draft with the board.

### **Financial Report Explanation Workshop**

The Director of Finance and Operations provided a tutorial on reading and understanding the monthly financials.

## **VII. Closing Items**

### **Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 07:47 pm.

Respectfully Submitted,  
Heather Caudill

# Minutes

## La Cima Elementary Charter School

### Board Meeting

Wednesday May 13, 2015 @ 6:00 PM at La Cima Charter School

#### **Board Members Present**

Byron Young, Gordon Watson, Heather Caudill, Lucy Joffe, Mike Guinan, Nakia Booth

#### **Ex officio Members Present**

Tara Phillips

#### **Guests Present**

Adel Hageb, Brandon Clark, Christiana Cavaliere, Monique Lowery, Sorinel Morel

## **I. Opening Items**

#### **Call the Meeting to Order**

Lucy Joffe called a meeting of the board of trustees of La Cima Elementary Charter School to order on Wednesday May 13, 2015 @ 6:11 PM at La Cima Charter School.

#### **Approve Minutes**

N. Booth made a motion to approve minutes from the Board Meeting on 04-14-15.

Lucy Joffe seconded the motion.

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

## **II. Officer's Reports**

#### **Treasurer's Report: April 2015 YTD Financial Report**

Finance chair reviewed financials. The board discussed developing a strategy to spend the surplus that will impact student achievement. The school is considering summer school and after school options for this upcoming year as a part of the budget discussions and planning.

G. Watson made a motion to approve the financials for April 2015.

Nakia Booth seconded the motion.

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

#### **Chair's Report**

Chair shared priorities for upcoming months: -succession planning -board renewal.

## **III. Executive Director Report**

#### **ED Report**

ED shared updates on ongoing activities at school. There were specific discussions about the 529 College Savings Plan to ensure that all families had access. ED will follow up to find out more about what families are required to have to set up accounts for children.

#### **Charter Renewal Update**

Ed provided an update on the charter renewal application. The board offered external consultants to support in writing. The ED indicated that the staff as the internal capacity to develop the application. The have already begun drafting sections of the application and the revised charter goals for the next term will be prepared for vote in June. Members of the board will reach out to an external consultant for review of charter before it goes to the authorizer in late August.

## **IV. Governance Committee**

## **Governance Committee Priority Update**

### **Complaint Policy**

H. Caudill made a motion to to approve the revised complaint policy.

Mike Guinan seconded the motion.

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

### **FOIL Policy**

H. Caudill made a motion to approve the revised FOIL policy.

Mike Guinan seconded the motion.

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

### **Committee Roles & Expectations**

Committee Chair outlined expectations for committees for the board retreat in August, specifically around setting committee goals and norm.

## **V. Finance Committee**

### **2015-16 Budget (2nd draft review)**

Director of Finance and Operations shared the 2nd version of the budget for 2015 and 2016. We will be voting on the budget at the June meeting. A 10% increase in the cost of benefits is expected.

## **VI. Executive Committee**

### **ED Evaluation Task Force Update**

Chairs presented the newly drafted compensation policy for committee review. The board discussed whether or not COLA should be included in the policy. It was determined that the the policy was flexible enough to allow for the board to consider this.

M. Guinan made a motion to to approve the Executive Director Compensation Policy.

Byron Young seconded the motion.

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

## **VII. Closing Items**

### **Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 08:59 pm.

Respectfully Submitted,  
Mike Guinan

# Minutes

## La Cima Elementary Charter School

### Board Meeting

Wednesday Jun 10, 2015 @ 6:00 PM at La Cima Charter School

#### **Board Members Present**

Gordon Watson, Heather Caudill, Lucy Joffe, Mike Guinan, Nakia Booth

#### **Board Members Absent**

Byron Young

#### **Ex officio Members Present**

Tara Phillips

#### **Guests Present**

Adel Hageb, Brandon Clark, Christiana Cavaliere, Monique Lowery

### I. Opening Items

#### **Call the Meeting to Order**

Nakia Booth called a meeting of the board of trustees of La Cima Elementary Charter School to order on Wednesday Jun 10, 2015 @ 6:09 PM at La Cima Charter School.

#### **Approve Minutes**

N. Booth made a motion to approve minutes from the Board Meeting on 05-13-15.

Mike Guinan seconded the motion.

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

### II. Officer's Reports

#### **Treasurer's Report: May 2015 YTD Financial Report**

G. Watson made a motion to to approve the financials for May 2015.

Mike Guinan seconded the motion.

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

#### **Chair's Report**

### III. Executive Director Report

#### **ED Report - June 2015**

ED shared the report and highlighted that the website will be redesigned this summer. In addition, recruitment is low for Kindergarten. The school-based team is exploring options to increase recruitment. Key successes this spring include Excellence in Wellness Award, Spring in the Stuy, and continued work with Les Nubians.

#### **Charter Renewal Goals Update**

ED shared draft charter renewal goals as discussed by the academic committee. The document will be revised based on feedback and presented to the academic committee in July.

#### IV. Governance Committee

##### **Governance Committee Priority Update**

###### **Bylaws Revisions**

H. Caudill made a motion to approve the revised bylaws for 2015-2016 school year.

Lucy Joffe seconded the motion.

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

###### **Trustee Resignation: Byron Young**

H. Caudill made a motion to accept the resignation of Byron Young.

Mike Guinan seconded the motion.

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

##### **Board Composition & Recruitment Update**

#### V. Finance Committee

##### **2015-16 Budget (Final)**

G. Watson made a motion to approve the budget for the 2015 -2016 school year.

Mike Guinan seconded the motion.

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

##### **Fiscal Manual Changes**

G. Watson made a motion to approve the changes to the financial policies for 2015 - 2016.

Mike Guinan seconded the motion.

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

#### VI. Executive Committee

##### **ED Evaluation Task Force Update**

Staff surveys were disseminated. Board and external stakeholder surveys will be disseminated in late June and early July.

#### VII. Executive Session

##### **ED Compensation Adjustment**

G. Watson made a motion to to approve the salary adjustment for the Executive Director position.

Mike Guinan seconded the motion.

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

##### **Board Chair Update with Tara Phillips**

#### VIII. Closing Items

##### **Adjourn Meeting**

H. Caudill made a motion to adjourn the meeting.

Lucy Joffe seconded the motion.

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

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 08:14 pm.

Respectfully Submitted,  
Heather Caudill



## Enrollment and Retention Strategy 2014-2015

La Cima actively recruits ELL, SWD and FRL students using the following methods:

1. We contact and provide recruitment and application materials to all the Universal PK's in District 16. The children in these preschools typically qualify for Free and Reduced Price lunch and are representative of a wide range of academic abilities, including students with disabilities. We also recruit from school that we have long standing partnerships with from which many of our current students with disabilities came.
2. We contract Vanguard to send our recruitment and application materials to several zipcodes in Brooklyn, prioritizing Bushwick and East New York, to ensure that we reach as broad and diverse of a population as possible.
3. We have a Spanish translator on staff who attended information sessions at the local daycares with our Student Information Manager. By having a Spanish speaker representing La Cima, we were better able to reach and communicate with Spanish-speaking families.
4. We held a specific registration session for applicants with IEP's at which time, they could learn more about our services as a school and how we would work together to support their child and engage with the CSE.
5. We also target neighborhoods like Bushwick which has a larger ELL population. We produce our materials in Spanish as well.
4. We recruit among our existing families who have relationships within the community. Our current population is 90% FRL and over 5% ELL so we are confident that by targeting our current families in our recruitment efforts, they will have contact with potential La Cima families that are representative of high need populations.

For the 2015-2016 recruitment season, we plan to employ the same strategies as we have been successful in reaching the target populations. We also have ICT classes K-5, which will allow us to better attract and serve scholars with IEP's.

Additionally, we are revising our website for better marketing purposes and potentially engaging more high scale advertising methods, i.e. bus shelter ads, newspaper ads so that we can cast a broader net. We hope that our selection as a National School of Character will attract families who value the holistic growth and development of their child.



Para uso de la oficina: (O)

Date Received:

Initials:

### Solicitud De Admisión

Año escolar 2015-2016

#### Información del estudiante

Solicitando el grado: (escoger uno):  K  1  2  3  4  5 Grado actual (14 – 15 Año escolar): \_\_\_\_\_

Nombre del niño(a): \_\_\_\_\_ Fecha de Nacimiento: \_\_\_\_\_ Genero : ( Circule uno) niña niño

Dirección: \_\_\_\_\_ Apto: \_\_\_\_\_ Ciudad: \_\_\_\_\_ código: \_\_\_\_\_

Tipo de Residencia:  Residencia Permanente  Temporaria /Transicional Comunidad escolar del Distrito (CSD) #: \_\_\_\_\_

Tiene algun hermano(a) en La Cima?  Y  N Nombre del hermano(a): \_\_\_\_\_ Grado: \_\_\_\_\_

Nombre de la escuela actual: \_\_\_\_\_

Dirección de la escuela: \_\_\_\_\_ Ciudad: \_\_\_\_\_ estado: \_\_\_\_\_ codigo: \_\_\_\_\_

Como se entero de La Cima?  Guardería  correo  Panfletos/Poste  En-línea  Otro \_\_\_\_\_

#### Información del Padre y/o Guardián

3) Nombre: \_\_\_\_\_ Relación con el niño(a): \_\_\_\_\_

Dirección: \_\_\_\_\_ Apto: \_\_\_\_\_ Ciudad: \_\_\_\_\_ código: \_\_\_\_\_

Teléfono de casa: \_\_\_\_\_ Celular: \_\_\_\_\_ teléfono de trabajo: \_\_\_\_\_

Correo Electrónico: \_\_\_\_\_

4) Nombre: \_\_\_\_\_ Relación con el niño(a): \_\_\_\_\_

Teléfono de casa: \_\_\_\_\_ celular: \_\_\_\_\_ teléfono de casa: \_\_\_\_\_

#### Información del hermano(a) del aplicante

Tiene algún hermano(a) también aplicando a La Cima este año?  Y  N (Escoja uno)

Nombre del hermano(a)	Fecha de Nacimiento	Grade (Aplicante)	Escuela Actual

#### Fecha límite de la Aplicación e Información

Por correo: deben enviarse antes del Viernes, 27 de marzo 2015.

Mediante entrega en mano: debe ser recibida antes de las 5:00 pm el Miércoles, 01 de abril 2015.

Por fax, correo electrónico o en línea: deben ser recibidas no más tarde de las 11:59 pm del Miércoles, 1 de Abril 2015.

Por favor, correo, fax, correo electrónico o llevar esta solicitud a: **La Cima Elementary Charter School**

**800 Gates Avenue, 3<sup>rd</sup> floor, Brooklyn, NY 11221**

**(Esquina con Stuyvesant Avenue – B52 bus, J to Gates, A to Utica)**

**Email: admissions@lacimacharterschool.org; Fax: (718) 443-7291**

#### Información de lotería

• Todos los niños pueden asistir a las escuelas públicas de Nueva York también son elegibles para asistir a La Cima Charter School.

\*\* Los niños tienen que cumplen 5 años de edad el 31 de diciembre de 2015 para ser elegibles para Kindergarten para el año escolar 2015-2016.

• Los niños que viven en la CDS 16 se les dará prioridad en el sorteo, que se celebrará el Lunes, 13 de abril 2015 a las 14:00

• Todos los niños que tienen un hermano que asiste / es aceptado para asistir a la Escuela Primaria La Cima Charter se le dará una preferencia.

Estoy de acuerdo en que los registros escolares, fotos y video del estudiante para el que estoy presentando esta solicitud podrán ser utilizados por La Cima Charter School y para los estudiantes en esta escuela charter.. En estos estudios, se informaron sólo los resultados agregados, no los resultados individuales de los estudiantes.

Firma del padre/Guardian: \_\_\_\_\_

Fecha: \_\_\_\_\_

# CONTRACT/CONTRATO 2015-2016

To accept your child's seat for the 2015-2016 school year, fill out and sign the Acceptance Contract, and **return to La Cima by Thursday, April 30, 2015 or the seat will go to the waitlist.**

I, \_\_\_\_\_, parent/guardian of \_\_\_\_\_, understand that s/he has been selected for a seat in the **Kindergarten** class of La Cima Elementary Charter School.

- I accept this seat for the 2015-2016 school year** and I understand that I will have to complete additional forms to register my child at La Cima. Failure to do so will result in your child's seat being offered to someone else. I will participate in one of the registration sessions listed below and have my child attend beginning Monday, August 17, 2015.
- I decline this seat for the 2015-2016** school year and I understand that if I ever want to register my child at a later time, I will have to submit a new application and start the application process over again.

Signature \_\_\_\_\_

Date \_\_\_\_\_

## REGISTRATION SESSIONS

**You must attend one of the registration sessions below.** Please select **one** registration date.

- Saturday, April 25<sup>th</sup>, 10:30am -12:00pm  
 Wednesday, April 29<sup>th</sup>, 4:30pm - 6:00pm  
 Thursday, April 30<sup>th</sup>, 5:30pm - 7:00pm

**If your child has an IEP (Individualized Education Plan), please call Ms. Dai to learn more about a special registration session.**

On the day of registration, please bring the following documents:

- Birth Certificate
- Immunization Record (A physical done in 2015 must be provided on or before August 17, 2015)
- Proof of Address (Utility (Gas, Electric or Water) Bill, original Housing Statement or Lease, Notarized Letter indicating child lives in home with guardian/grown up)
- Individualized Educational Plan (if applicable)

**Complete and return via fax, email, or mail no later than April 30, 2015.** After that date, your child's seat will be offered to the next child on a waiting list.

La Cima Elementary Charter School  
800 Gates Avenue, 3rd Floor  
Brooklyn, NY 11221  
Fax: 718.443.7291

Email: [admissions@lacimacharterschool.org](mailto:admissions@lacimacharterschool.org)

[www.LaCimaCharterSchool.org](http://www.LaCimaCharterSchool.org)



# CONTRACT/CONTRATO 2015-2016

Para aceptar su puesto para el año escolar 2015-2016, llenar y firmar este Contrato **y devolver antes del jueves 30 de abril o el puesto ira al próximo en lista de espera.**

Yo, \_\_\_\_\_, padre/tutor de \_\_\_\_\_, entiendo que mi hijo/a gano un puesto en **Kinder** en La Cima Elementary Charter School.

- Acepto este puesto para el año escolar 2015-2016** y entiendo que tendré que completar formularios adicionales para registrar mi hijo/a en La Cima. Si no completo estos pasos, el puesto se puede perder.
- No acepto este puesto para el año escolar 2015-2016** y entiendo que si en algún otro punto quiero registrar mi hijo/a tendré que aplicar completamente de nuevo.

Firma \_\_\_\_\_

Fecha \_\_\_\_\_

## SESIONES DE REGISTRO

**Es mandatorio asistir a unas de las próximas fechas para registrarse.** Favor de seleccionar **una** fecha.

- el sabado, 25 de Abril, 10:30am - 12:00pm*
- el miercoles 29 de Abril, 4:30pm - 6:00pm*
- el jueves, 30 de Abril, 5:30pm - 7:00pm*

**Si su hija o hijo tiene un IEP (Programa de Educación Individualizado), por favor llame a Ms. Dai para aprender más sobre un sesión de registro especial.**

Favor de traer los documentos siguientes a su sesión de registro:

- Partido de nacimiento
- Evidencia de vacunas
- Evidencia de dirección (contrato de arrendamiento del apartamento o casa, carta notariado indicando que su hijo/a vive en esa dirección, cuenta de agua, luz, etc.)
- Plan Individual Educativo (IEP), a quienes aplica

**Llenar y devolver vía fax, email, o correo antes de 30 de Abril del 2015.** Después de esa fecha, su puesto será ofrecido al próximo alumno en la lista de espera.

La Cima Elementary Charter School  
800 Gates Avenue, 3rd Floor  
Brooklyn, NY 11221  
Fax: 718.443.7291

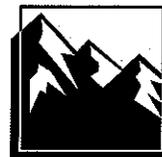
Email: [admissions@lacimacharterschool.org](mailto:admissions@lacimacharterschool.org)

[www.LaCimaCharterSchool.org](http://www.LaCimaCharterSchool.org)



Thank you for distributing our school's 2015-2016 applications to your students. We look forward to building upon the academics that you have instilled in your students through our rigorous and relevant academic program.

LA CIMA



ELEMENTARY  
CHARTER  
SCHOOL

800 Gates Avenue, 3rd Floor  
Brooklyn, New York 11221  
Phone (718) 443-2136  
Fax (718) 443-7291

**OUR MISSION**  
To prepare students for academic and life-long success through a rigorous and relevant academic program.

**OUR VISION**  
To develop students who have the intellectual capacity, social capital and emotional strength of character to be personally successful and to act as effective change-makers in their communities.

Important Dates	
<b>*School Tours and Open Houses</b> <b>(Please RSVP by calling 718-443-2136 or emailing admissions@lacimacharterschool.org)</b> <b>*Attendance not required</b>	Wednesday mornings at 8:30a.m. Tuesday, March 10, 2015 – 8:00 a.m. Thursday, March 26, 2015 – 5:30 p.m.
<b>Application Deadline</b>	Wednesday, April 1, 2015
<b>Lottery</b> <b>*Attendance not required</b>	Monday, April 13, 2014- 12 p.m.

Your families can return the application one of three ways:

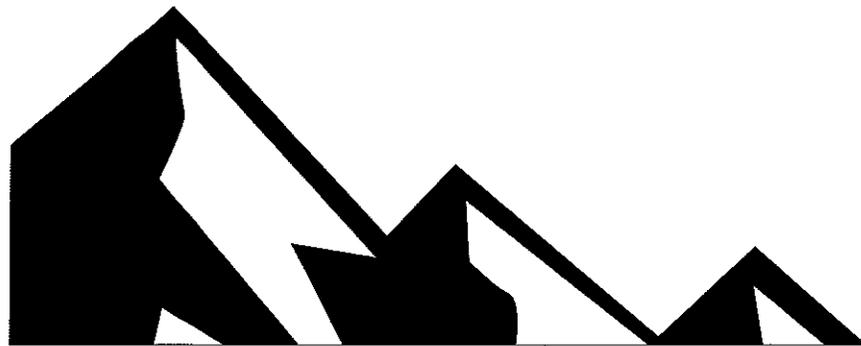
Fax (April 1, 2015 at 11:59 p.m.)	Email (April 1, 2015 at 11:59 p.m.)	Mail (Postmark by March 27, 2015)
718-443-7291	admissions@lacimacharterschool.org	La Cima Elementary Charter School Attn: Admissions 800 Gates Ave, 3 <sup>rd</sup> Floor Brooklyn, NY 11221

Again, please let us know if there are any upcoming events at your school. We would love to meet your families and share more information about our school.

Best,

Dai Jiménez

Student Information Manager



Gracias por la distribución de aplicaciones para el año escolar 2015-2016 para los alumnos. Esperamos poder construir sobre el aprendizaje que han comenzado en la educación infantil a través de nuestro riguroso programa académico de primaria.



**ELEMENTARY  
CHARTER  
SCHOOL**

800 Gates Avenue, 3rd Floor  
Brooklyn, New York 11221  
Phone (718) 443-2136  
Fax (718) 443-7291

**OUR MISSION**  
To prepare students for academic and life-long success through a rigorous and relevant academic program.

**OUR VISION**  
To develop students who have the intellectual capacity, social capital and emotional strength of character to be personally successful and to act as effective change-makers in their communities.

Fechas importantes	
<b>Visitas a la escuela y casas abiertas (porfavor confirme su asistencia al llamar 718-443-2136 o por correo electrónico <a href="mailto:admissions@lacimacharterschool.org">admissions@lacimacharterschool.org</a>) *La asistencia no es necesaria</b>	miércoles por la mañana a 8:30a.m.  martes, 10 de marzo 2015 – 8:00am. jueves, 26 de marzo 2015– 5:30 p.m.
<b>Fecha límite de inscripción</b>	miércoles, 1 de abril 2015
<b>Lotería * La asistencia no es necesaria</b>	Lunes, 13 de abril 2015 - 12 p.m.

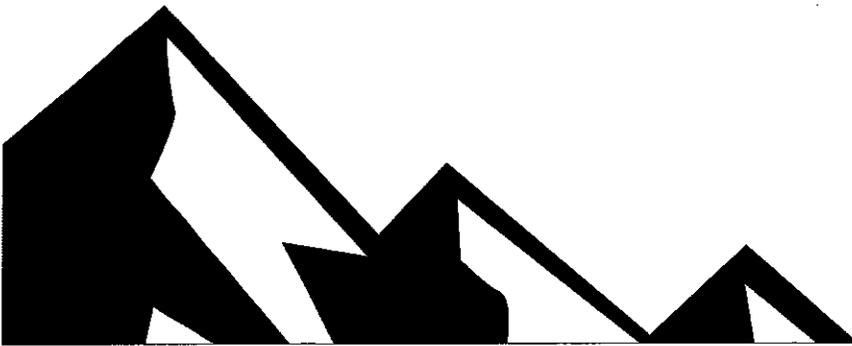
Sus familias pueden regresar las aplicaciones de cuatro maneras.

Fax (1 de abril 2015 a 11:59 p.m.)	Correo electrónico (1 de abril 2015 a 11:59 p.m.)	Correo (Señal Postal Antes del 27 de marzo)
<b>718-443-7291</b>	<a href="mailto:admissions@lacimacharterschool.org">admissions@lacimacharterschool.org</a>	La Cima Charter School Attn: Admissions 800 Gates Ave, 3 <sup>rd</sup> Floor Brooklyn, NY 11221

Por favor, considere nosotros para cualquier evento futuro como miembro de nuestro personal le encantaría conocer a tu familia y compartir más información sobre nuestra escuela. No dude en contactar con nosotros con cualquier pregunta o información sobre eventos próximos.

Dai Jiménez

Student Information Manager



# Climbing the Mountain to College and Beyond



Our students learn through a community garden partnership, art, music and physical education.

All students can succeed. Families receive daily and monthly progress reports to track their scholar's success.

All students should have the ability to speak, read and write in more than one language. Our students begin Spanish instruction in Kindergarten.

## WE ARE CURRENTLY ACCEPTING APPLICATIONS FOR GRADES K- 5.

Preference is given to District 16 applicants.  
Application must be received by April 1, 2015.

## OPEN HOUSES

Please RSVP to attend one of our open houses listed below. You may also call to schedule a visit.

Wednesday, February 11 at 5pm  
Wednesday, February 25 at 5pm  
Tuesday, March 10 at 8am  
Thursday, March 26 at 5:30pm

## OUR MISSION

To prepare our scholars for academic and life-long success through a rigorous and relevant academic program.

## OUR VISION

To develop students who have the intellectual capacity, social capital, and emotional strength of character to be personally successful, and to act as effective change-makers in their communities.

## CONTACT

800 Gates Avenue  
3rd Floor  
Brooklyn, NY 11221

[www.lacimacharterschool.org](http://www.lacimacharterschool.org)  
[admissions@lacimacharterschool.org](mailto:admissions@lacimacharterschool.org)



# Subiendo a la montaña universidad y más allá



Además de los temas tradicionales, nuestros estudiantes aprenden a través de una asociación de jardín comunitario arte, la música y las clases de educación física.

Creemos que todos los estudiantes, independientemente de su nivel socioeconómico, raza / etnia, cultura o necesidades especiales pueden tener éxito. Mantenemos un registro acerca su progreso para asegurarnos.

Los estudiantes tienen clases de español desde que empiezan Kindergarten. Creemos que todos los estudiantes deben tener la capacidad de hablar, leer y escribir en más de un idioma.

## ACTUALMENTE ESTAMOS ACEPTANDO SOLICITUDES PARA LOS GRADOS K- 5.

Se da preferencia a los residentes del Distrito 16. La solicitud debe ser recibida el 1 de Abril de 2015.

## JORNADAS DE PUERTAS ABIERTA

Por favor confirmar su asistencia para asistir a una de nuestras jornadas de puertas abiertas se enumeran a continuación. También puede llamar para programar una visita.

Miércoles, 11 de Febrero del 2015 - 5pm  
Miércoles, 25 de Febrero del 2015 - 5pm  
Martes, 10 de Marcha del 2015 - 8am  
Jueves, 26 de Marcha del 2015 - 5:30pm

## NUESTRA MISIÓN

Preparar a nuestros estudiantes en el sector académico y durante todo el éxito de la vida a través de un programa académico riguroso y relevante.

## NUESTRA VISIÓN

Desarrollar estudiantes que tengan la capacidad intelectual, el capital social, y la fuerza emocional personalmente satisfactoria, y para actuar como eficaces agentes de cambio en sus comunidades.

## CONTACTO

800 Gates Avenue  
3rd floor  
Brooklyn, NY 11221

[www.lacimacharterschool.org](http://www.lacimacharterschool.org)  
[admissions@lacimacharterschool.org](mailto:admissions@lacimacharterschool.org)





# Appendix I: Teacher and Administrator Attrition

Created: 07/13/2015

Last updated: 07/14/2015

Report changes in teacher and administrator staffing.

Page 1

**Charter School Name:**

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

**ALL charter schools should provide, for teachers and administrators only, the full time equivalent (FTE) of staff on June 30, 2014, the FTE for added staff from July 1, 2014 through June 30, 2015, and the FTE for any departed staff from July 1, 2014 through June 30, 2015 using the two tables provided.**

### **2013-14 Teacher Attrition Table**

	FTE Teachers on June 30, 2014	FTE Teachers Additions 7/1/14 – 6/30/15	FTE Teacher Departures 7/1/14 – 6/30/15
	39	13	13

### **2013-14 Administrator Position Attrition Table**

	FTE Administrator Positions On 6/30/2014	FTE Administrator Additions 7/1/14 – 6/30/15	FTE Administrator Departures 7/1/14 – 6/30/15
	15	4	4

**Thank you**



# Appendix J: Uncertified Teachers

Last updated: 07/14/2015

**"thirty per centum or 5 teachers, whichever is less"**

To comply with NYS Education Law Section 2854(3)(a-1), please report the (FTE) count of uncertified and certified teaching staff as of the last day of school for the 2014-15 school year.

## Page 1

**Charter School Name:**

### Note Definition of FTE:

Full-time equivalent employees equal the number of employees on full-time schedules plus the number of employees on part-time schedules converted to a full-time basis. The number of full-time equivalent employees in each industry is the product of the total number of employees and the ratio of average weekly hours per employee for all employees to average weekly hours per employee on full-time schedules. An industry's full-time equivalent employment will be less than the number of its employees on full- and part-time schedules, unless it has no part-time employees (U.S. Commerce--Bureau of Economic Analysis at: [http://www.bea.gov/faq/index.cfm?faq\\_id=368#sthash.8Rbj89kq.dpuf](http://www.bea.gov/faq/index.cfm?faq_id=368#sthash.8Rbj89kq.dpuf))

How many **UNCERTIFIED** Full-Time Equivalent Teachers were employed in the charter school as of last day of school in 2014-15?

**For each applicable category (i-iv), input the relevant full time equivalent (FTE) count of teachers.**

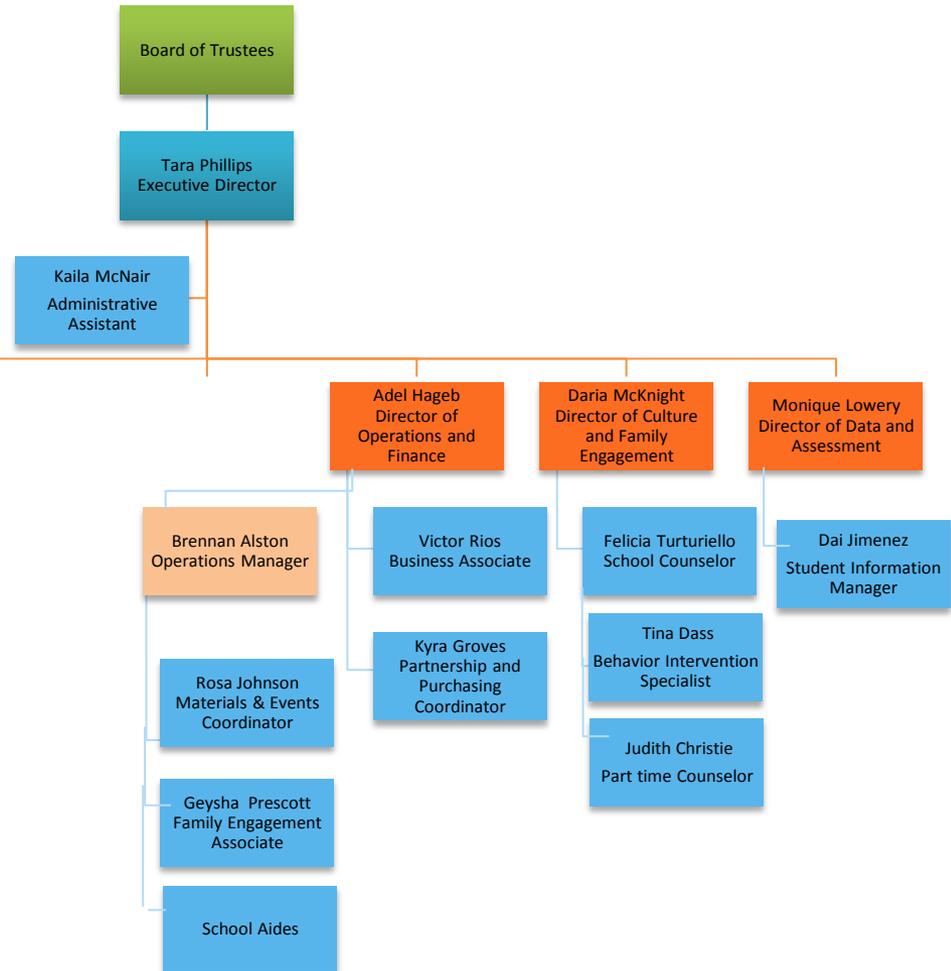
	FTE - (June 30, 2015)
(i) uncertified teachers with at least three years of elementary, middle or secondary classroom teaching experience	1
(ii) individuals who are tenured or tenure track college faculty	0
(iii) individuals with two years satisfactory experience through Teach for America	0
(iv) individuals who possess exceptional business, professional, artistic, athletic, or military experience	0
FTE count of uncertified teachers who do not fit into any of the four statutory categories	4
<b>Total</b>	<b>5.0</b>

How many **CERTIFIED** Full-Time Equivalent Teachers were employed in the charter school as of the last day of school in 2014-15?

33

Thank you.

# ALL TEAM 2014-2015



## La Cima's Mission and Key Design Elements

### Mission:

*The mission of La Cima Elementary Charter School is to prepare our students for academic and lifelong success through a rigorous and relevant academic program.*

### Key Design Elements:

*Small school design* – There are co-teaching classes in grades Kindergarten through third grade with an average of 25 students in each classroom. This ensures relationship-building between students and teachers as well as individualized instruction for differentiation.

*Dual-language* – La Cima is not implementing a dual-language program due to the demographics of the community in which we were co-located. We do have a Spanish Language Arts class that students attend at least twice a week.

*Carol Dweck, Paolo Friere and Lisa Delpit Principles*—La Cima was founded on the growth mindset philosophy, as well as with the vision of addressing social justice through education. Our Humanities curriculum is based on thematic units that combine current events, social studies and community exploration to build change-makers in our scholars. The curriculum culminates with a 5<sup>th</sup> grade social justice action project in which scholars identify a current problem and develop a plan to solve the problem and give voice to their concerns to those in power.

*Data Driven Instruction* – Through a cycle of alignment, administration, analysis and action, La Cima implements a data driven culture, using Common Core aligned and comprehensive assessments in ELA and Math to drive daily instruction. Teachers hold daily data meetings and quarterly Data days to analyze exit ticket, end-of-unit and interim assessment data to modify instruction to maximize student learning. Instructional leaders use the data to set goals for their teams and to provide individualized coaching to drive student outcomes.

*C.A.R.E. Principles and Character Education*—La Cima's character education program is rooted in our C.A.R.E. principles of community, accountability, reconciliation and effective effort. We believe that building our scholars' character in addition to their academic skills is essential to ensuring their lifelong success. We implement the program by focusing on a principle and corresponding value each month. We also track our scholars' daily representations of C.A.R.E. and communicate this information to families. This year, La Cima was named a National School of Character in acknowledgement of our implementation of C.A.R.E. and the lasting impact it has on our scholars and community.



# Required Form: 2014-15 Appendix E - Trustee Disclosure of Financial Interest Form

Created Tuesday, October 06, 2015

<https://nysed.fluidsurveys.com/account/surveys/537586/responses/export//s/Regents-Appendix-E-BOT-Form/ecfdb02689f6aa597b>

## Page 1

Please open the link to this form using **Google Chrome** as your browser. Doing so will allow you to input your signature on page 2 of the form. Thank you.

### 1. TRUSTEE NAME

	First Name	Last Name
Trustee Name	Atiba	Edwards

### 2. \*Your Home Address:

2. *Your Home Address:   Street Address	[REDACTED]
2. *Your Home Address:   City/State	[REDACTED]
2. *Your Home Address:   Zip	[REDACTED]

### 3. \*Your Business Address

3. *Your Business Address   Street Address	[REDACTED]
3. *Your Business Address   City/State	[REDACTED]
3. *Your Business Address   Zip	[REDACTED]

### 4. \*Daytime Phone Number:

[REDACTED]

### 5. \*E-mail Address:

[REDACTED]

6. I am a Trustee of a parent education corporation listed below which governs one or more charter schools.

*No, I am not.*

7. Select the name of the education corporation that operates a single charter school.

*LA CIMA CS (REGENTS) 331600860924*

8. Select all positions you have held on the Board:

(check all that apply)

- 
- Other, please specify...: Trustee
- 

9. Are you a trustee and also an employee of the school?

No

10. Are you a trustee and an employee or agent of the management company or institutional partner of the charter school?

No

11. Have you or any of your immediate family members or any persons who live with you in your house had an interest in or engaged in a transaction with the charter school during the time you have served on the board, and in the six-month period prior to such service?

No

12. Are you a member, director, officer or employee of an organization formally partnered with a school that is doing business with the charter school and in which such entity, during your tenure as a trustee, you and/or your immediate family member or person living in your house had a financial interest or relationship?

No

Signature of Trustee

Two handwritten signatures in black ink. The first signature is on the left and the second is on the right. Both are cursive and stylized.

**Thank you.**

# Required Form: 2014-15 Appendix E - Trustee Disclosure of Financial Interest Form

Created Tuesday, October 06, 2015

<https://nysed.fluidsurveys.com/account/surveys/537586/responses/export//s/Regents-Appendix-E-BOT-Form/bbbff650b1c4f722fe>

## Page 1

Please open the link to this form using **Google Chrome** as your browser. Doing so will allow you to input your signature on page 2 of the form. Thank you.

### 1. TRUSTEE NAME

	First Name	Last Name
Trustee Name	Gordon	Watson

### 2. \*Your Home Address:

2. *Your Home Address:   Street Address	[REDACTED]
2. *Your Home Address:   City/State	[REDACTED]
2. *Your Home Address:   Zip	[REDACTED]

### 3. \*Your Business Address

3. *Your Business Address   Street Address	[REDACTED]
3. *Your Business Address   City/State	[REDACTED]
3. *Your Business Address   Zip	[REDACTED]

### 4. \*Daytime Phone Number:

[REDACTED]

### 5. \*E-mail Address:

[REDACTED]

6. I am a Trustee of a parent education corporation listed below which governs one or more charter schools.

*No, I am not.*

7. Select the name of the education corporation that operates a single charter school.

*LA CIMA CS (REGENTS) 331600860924*

8. Select all positions you have held on the Board:

(check all that apply)

---

- Treasurer
- 

9. Are you a trustee and also an employee of the school?

No

10. Are you a trustee and an employee or agent of the management company or institutional partner of the charter school?

No

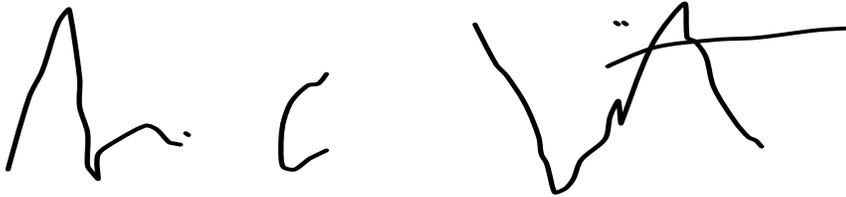
11. Have you or any of your immediate family members or any persons who live with you in your house had an interest in or engaged in a transaction with the charter school during the time you have served on the board, and in the six-month period prior to such service?

No

12. Are you a member, director, officer or employee of an organization formally partnered with a school that is doing business with the charter school and in which such entity, during your tenure as a trustee, you and/or your immediate family member or person living in your house had a financial interest or relationship?

No

Signature of Trustee

Handwritten signature in black ink, appearing to be 'A. C. V. A.' with a horizontal line extending from the end.

**Thank you.**

# Required Form: 2014-15 Appendix E - Trustee Disclosure of Financial Interest Form

Created Tuesday, October 06, 2015

<https://nysed.fluidsurveys.com/account/surveys/537586/responses/export//s/Regents-Appendix-E-BOT-Form/6df83cc482b31f7965>

## Page 1

Please open the link to this form using **Google Chrome** as your browser. Doing so will allow you to input your signature on page 2 of the form. Thank you.

### 1. TRUSTEE NAME

	First Name	Last Name
Trustee Name	Nakia	Booth

### 2. \*Your Home Address:

2. *Your Home Address:   Street Address	[REDACTED]
2. *Your Home Address:   City/State	[REDACTED]
2. *Your Home Address:   Zip	[REDACTED]

### 3. \*Your Business Address

3. *Your Business Address   Street Address	[REDACTED]
3. *Your Business Address   City/State	[REDACTED]
3. *Your Business Address   Zip	[REDACTED]

### 4. \*Daytime Phone Number:

[REDACTED]

### 5. \*E-mail Address:

[REDACTED]

6. I am a Trustee of a parent education corporation listed below which governs one or more charter schools.

*No, I am not.*

7. Select the name of the education corporation that operates a single charter school.

*LA CIMA CS (REGENTS) 331600860924*

8. Select all positions you have held on the Board:

(check all that apply)

---

• Chair/President

• Secretary

---

9. Are you a trustee and also an employee of the school?

*No*

10. Are you a trustee and an employee or agent of the management company or institutional partner of the charter school?

No

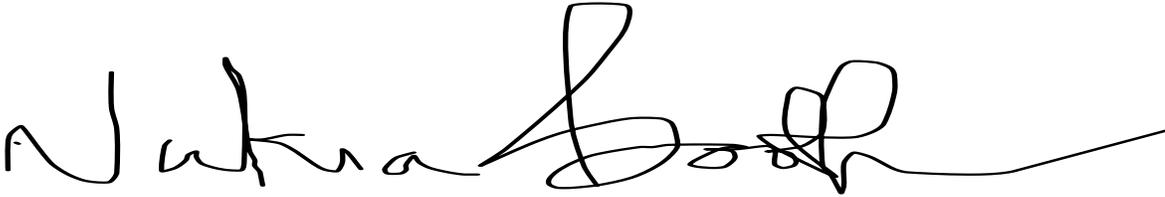
11. Have you or any of your immediate family members or any persons who live with you in your house had an interest in or engaged in a transaction with the charter school during the time you have served on the board, and in the six-month period prior to such service?

No

12. Are you a member, director, officer or employee of an organization formally partnered with a school that is doing business with the charter school and in which such entity, during your tenure as a trustee, you and/or your immediate family member or person living in your house had a financial interest or relationship?

No

Signature of Trustee

A handwritten signature in black ink, appearing to read "Nuhwa Booth". The signature is fluid and cursive, with a long horizontal line extending to the right.

**Thank you.**

# Required Form: 2014-15 Appendix E - Trustee Disclosure of Financial Interest Form

Created Tuesday, October 06, 2015

<https://nysed.fluidsurveys.com/account/surveys/537586/responses/export//s/Regents-Appendix-E-BOT-Form/bb3397a8fa4ed13e62>

## Page 1

Please open the link to this form using **Google Chrome** as your browser. Doing so will allow you to input your signature on page 2 of the form. Thank you.

### 1. TRUSTEE NAME

	First Name	Last Name
Trustee Name	Heather	Caudill

### 2. \*Your Home Address:

2. *Your Home Address:   Street Address	[REDACTED]
2. *Your Home Address:   City/State	[REDACTED]
2. *Your Home Address:   Zip	[REDACTED]

### 3. \*Your Business Address

3. *Your Business Address   Street Address	[REDACTED]
3. *Your Business Address   City/State	[REDACTED]
3. *Your Business Address   Zip	[REDACTED]

### 4. \*Daytime Phone Number:

[REDACTED]

### 5. \*E-mail Address:

[REDACTED]

6. I am a Trustee of a parent education corporation listed below which governs one or more charter schools.

*No, I am not.*

7. Select the name of the education corporation that operates a single charter school.

*LA CIMA CS (REGENTS) 331600860924*

8. Select all positions you have held on the Board:

(check all that apply)

- 
- Vice Chair/Vice President
- 

9. Are you a trustee and also an employee of the school?

*No*

10. Are you a trustee and an employee or agent of the management company or institutional partner of the charter school?

No

11. Have you or any of your immediate family members or any persons who live with you in your house had an interest in or engaged in a transaction with the charter school during the time you have served on the board, and in the six-month period prior to such service?

No

12. Are you a member, director, officer or employee of an organization formally partnered with a school that is doing business with the charter school and in which such entity, during your tenure as a trustee, you and/or your immediate family member or person living in your house had a financial interest or relationship?

No

Signature of Trustee

A handwritten signature in black ink that reads "Heather Casfield". The signature is written in a cursive, flowing style.

**Thank you.**

# Required Form: 2014-15 Appendix E - Trustee Disclosure of Financial Interest Form

Created Wednesday, October 07, 2015

<https://nysed.fluidsurveys.com/account/surveys/537586/responses/export//s/Regents-Appendix-E-BOT-Form/8ea3a0f79722217f3c>

## Page 1

Please open the link to this form using **Google Chrome** as your browser. Doing so will allow you to input your signature on page 2 of the form. Thank you.

### 1. TRUSTEE NAME

	First Name	Last Name
Trustee Name	Lenworth	Stephenson

### 2. \*Your Home Address:

2. *Your Home Address:   Street Address	[REDACTED]
2. *Your Home Address:   City/State	[REDACTED]
2. *Your Home Address:   Zip	[REDACTED]

### 3. \*Your Business Address

3. *Your Business Address   Street Address	[REDACTED]
3. *Your Business Address   City/State	[REDACTED]
3. *Your Business Address   Zip	[REDACTED]

### 4. \*Daytime Phone Number:

[REDACTED]

### 5. \*E-mail Address:

[REDACTED]

6. I am a Trustee of a parent education corporation listed below which governs one or more charter schools.

*No, I am not.*

7. Select the name of the education corporation that operates a single charter school.

*LA CIMA CS (REGENTS) 331600860924*

8. Select all positions you have held on the Board:

(check all that apply)

- 
- Secretary
- 

9. Are you a trustee and also an employee of the school?

No

10. Are you a trustee and an employee or agent of the management company or institutional partner of the charter school?

No

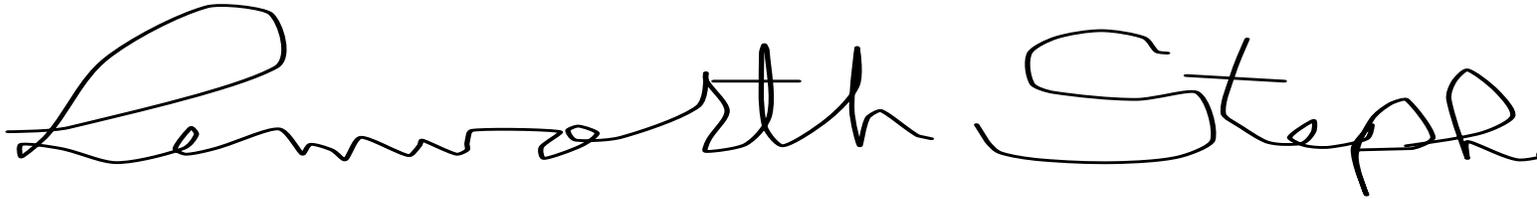
11. Have you or any of your immediate family members or any persons who live with you in your house had an interest in or engaged in a transaction with the charter school during the time you have served on the board, and in the six-month period prior to such service?

No

12. Are you a member, director, officer or employee of an organization formally partnered with a school that is doing business with the charter school and in which such entity, during your tenure as a trustee, you and/or your immediate family member or person living in your house had a financial interest or relationship?

No

Signature of Trustee

A handwritten signature in black ink that reads "Lemworth Stepp". The signature is written in a cursive style with a large initial 'L' and a prominent 'S'.

**Thank you.**

# Required Form: 2014-15 Appendix E - Trustee Disclosure of Financial Interest Form

Created Friday, October 09, 2015

<https://nysed.fluidsurveys.com/account/surveys/537586/responses/export//s/Regents-Appendix-E-BOT-Form/fa991a1ea36e5c57d9>

## Page 1

Please open the link to this form using **Google Chrome** as your browser. Doing so will allow you to input your signature on page 2 of the form. Thank you.

### 1. TRUSTEE NAME

	First Name	Last Name
Trustee Name	Lucy	Joffe

### 2. \*Your Home Address:

2. *Your Home Address:   Street Address	[REDACTED]
2. *Your Home Address:   City/State	[REDACTED]
2. *Your Home Address:   Zip	[REDACTED]

### 3. \*Your Business Address

3. *Your Business Address   Street Address	[REDACTED]
3. *Your Business Address   City/State	[REDACTED]
3. *Your Business Address   Zip	[REDACTED]

### 4. \*Daytime Phone Number:

[REDACTED]

### 5. \*E-mail Address:

[REDACTED]

6. I am a Trustee of a parent education corporation listed below which governs one or more charter schools.

*No, I am not.*

7. Select the name of the education corporation that operates a single charter school.

*LA CIMA CS (REGENTS) 331600860924*

8. Select all positions you have held on the Board:

(check all that apply)

*(No response)*

9. Are you a trustee and also an employee of the school?

*No*

10. Are you a trustee and an employee or agent of the management company or institutional partner of the charter school?

No

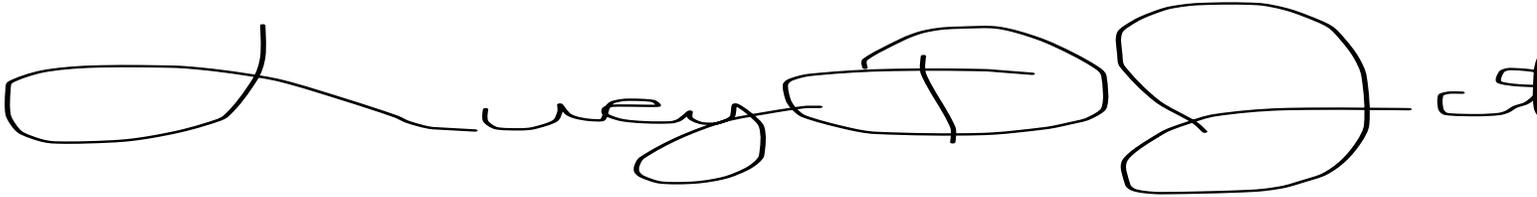
11. Have you or any of your immediate family members or any persons who live with you in your house had an interest in or engaged in a transaction with the charter school during the time you have served on the board, and in the six-month period prior to such service?

No

12. Are you a member, director, officer or employee of an organization formally partnered with a school that is doing business with the charter school and in which such entity, during your tenure as a trustee, you and/or your immediate family member or person living in your house had a financial interest or relationship?

No

Signature of Trustee

A handwritten signature in black ink, consisting of several large, stylized loops and a long horizontal stroke.

**Thank you.**