

# I. SCHOOL INFORMATION AND COVER PAGE

Created Monday, June 16, 2014  
Updated Thursday, July 31, 2014

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## Page 1

### 1. SCHOOL NAME

(Select School name from dropdown menu; BEDS # appears first)

331400860945 NORTHSIDE CHS

### 2. CHARTER AUTHORIZER

Regents-Authorized Charter School

### 3. DISTRICT / CSD OF LOCATION

NYC CSD 14

### 4. SCHOOL INFORMATION

PRIMARY ADDRESS	PHONE NUMBER	FAX NUMBER	EMAIL ADDRESS
424 Leonard Street Brooklyn, NY 11222	347-390-1273	347-390-1274	

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

Contact Name	Racquel Brown
Title	Director of Operations
Emergency Phone Number (###-###-####)	

### 5. SCHOOL WEB ADDRESS (URL)

<http://www.northsidechs.org/>

### 6. DATE OF INITIAL CHARTER

2009-01-01 00:00:00

### 7. DATE FIRST OPENED FOR INSTRUCTION

2009-08-01 00:00:00

### 8. TOTAL NUMBER OF STUDENTS ENROLLED IN 2013-14 (as reported on BEDS Day)

(as reported on BEDS Day)

**9. GRADES SERVED IN SCHOOL YEAR 2013-14**

Check all that apply

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 9

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 10

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 11

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

Yes/No	Name of CMO/EMO
No	

## 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 2014-15.

	Physical Address	Phone Number	District/CSD	Grades Served at Site	School at Full Capacity at Site	Facilities Agreement
Site 1 (same as primary site)	424 Leonard Street, Brooklyn, NY 11222	(347) 390-1273	CSD 14	9-12	Yes	DOE space

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

	Name	Work Phone	Alternate Phone	Email Address
School Leader	Kathleen Curatolo			
Operational Leader	Racquel Brown			
Compliance Contact	Racquel Brown			
Complaint Contact	Kathleen Curatolo			

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

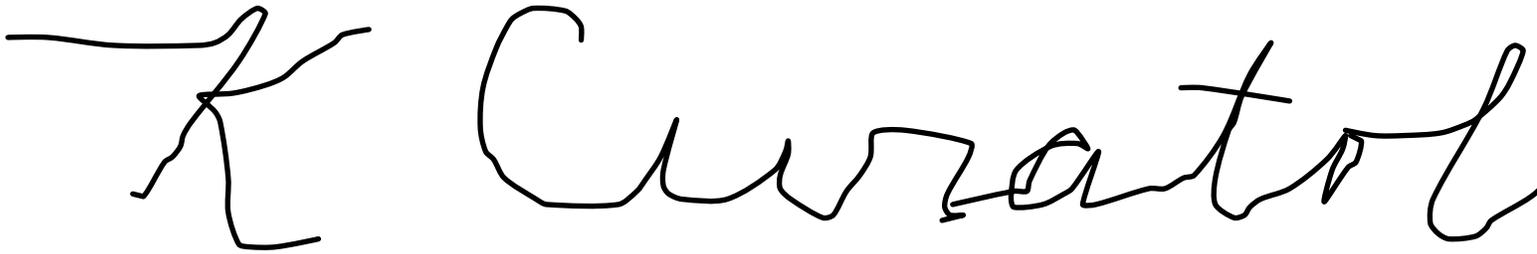
14. Were there any revisions to the school's charter during the 2013-2014 school year? (Please include both those that required authorizer approval and those that did not require authorizer approval).

No

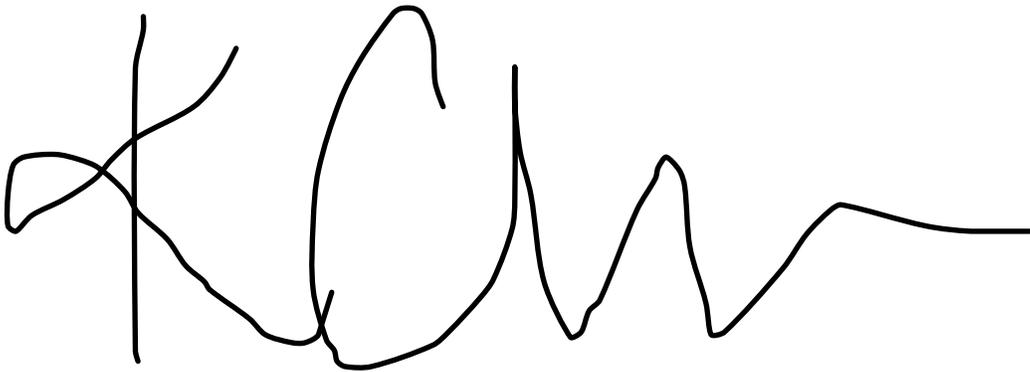
16. Our signatures below attest that all of the information contained herein is truthful and accurate and that this charter school is in compliance with all aspects of its charter, and with all pertinent Federal, State, and local laws, regulations, and rules. We understand that if any information in 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 stylus on your mobile device to sign your name).

• Yes

Signature, Head of Charter School

A handwritten signature in black ink that reads "K Curator". The signature is written in a cursive style with a large, stylized initial "K".

Signature, President of the Board of Trustees

A handwritten signature in black ink, appearing to be "K. Curator". The signature is written in a cursive style with a large, stylized initial "K".

Thank you.

# Appendix A: Progress Toward Goals

Created Thursday, July 17, 2014

Updated Thursday, July 24, 2014

## Page 1

Charter School Name: 331400860945 NORTHSIDE CHS

### 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=800000063771&year=2013&createreport=1&enrollment=1&freelunch=1&attendance=1&teacherq>

### 2. APPENDIX A: PROGRESS TOWARD CHARTER GOALS

#### 2a. ACADEMIC STUDENT PERFORMANCE GOALS

If the results are not available by August 1st, please list the goals and explain this in the "progress toward goal attainment" column. This task will reopen for the school to update and finalize by the November 1, 2014 due date.

#### 2013-14 Progress Toward Attainment of Academic Goals

	Academic Student Performance Goal	Measure Used to Evaluate Progress	2013-2014 Progress Toward Attainment	If Not Met, Describe Efforts to be Taken
Academic Goal 1	After reviewing the Performance Framework, the Board of Trustees felt that the academic performance benchmarks comprehensively address the most pertinent areas of accountability for our next charter term. Therefore, NCHS has not included any additional charter specific goals related to academic performance.	N/A	N/A	N/A

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

No

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

No

## 2b. ORGANIZATIONAL GOALS

### 2013-14 Progress Toward Attainment of Organizational Goals

	Organizational Goal	Measure Used to Evaluate Progress	2013-14 Progress Toward Attainment	If Not Met, Describe Efforts to be Taken
Org Goal 1	Each year, members of the Board will complete a self-evaluation process designed to ensure adequacy, alignment, and coherence of actions toward furthering the school's mission, program, and goals. The process will include self-assessment at the start of the school year, the development of personal and full board growth outcomes, and self-assessment at the end of the school year to determine the extent of growth.	Self-evaluation	This goal has been met.	
Org Goal 2	Each year, the Principal will complete a self-evaluation process designed to ensure adequacy, alignment, and coherence of actions toward furthering the school's mission, program, and goals. The process will include self-assessment at the start of the school year, the development of personal growth outcomes, and self-assessment at the end of the school year to determine the extent of growth.	Self-evaluation	This goal has been met.	

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

No

## 2c. FINANCIAL GOALS

### 2013-14 Progress Toward Attainment of Financial Goals

	Financial Goals	Measure Used to Evaluate Progress	2013-2014 Progress Toward Attainment	If Not Met, Describe Efforts to be Taken
Financial Goal 1	After reviewing the Performance Framework, the Board of Trustees felt that the benchmarks for organizational soundness comprehensively address the most pertinent areas of accountability for our next charter term. Therefore, NCHS has not included any additional charter specific goals related to financial performance.			

# Appendix I: Teacher and Administrator Attrition

Created Monday, June 16, 2014

Updated Thursday, July 24, 2014

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## Page 1

Charter School Name: 331400860945 NORTHSIDE CHS

### 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, 2013, the FTE for added staff from July 1, 2013 through June 30, 2014, and the FTE for any departed staff from July 1, 2013 through June 30, 2014 using the two tables provided.

### 2013-14 Teacher Attrition Table

FTE Teachers on June 30, 2013	FTE Teachers Additions 7/1/13 – 6/30/14	FTE Teacher Departures 7/1/13 – 6/30/14
36	8	1

### 2013-14 Administrator Position Attrition Table

FTE Administrator Positions On 6/30/2013	FTE Administrator Additions 7/1/13 – 6/30/14	FTE Administrator Departures 7/1/13 – 6/30/14
3	0	0

Thank you

# Appendix J: Uncertified Teachers

Created Tuesday, July 22, 2014

Updated Thursday, July 24, 2014

## Page 1

Charter School Name: 331400860945 NORTHSIDE CHS

### 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 2013-14?

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

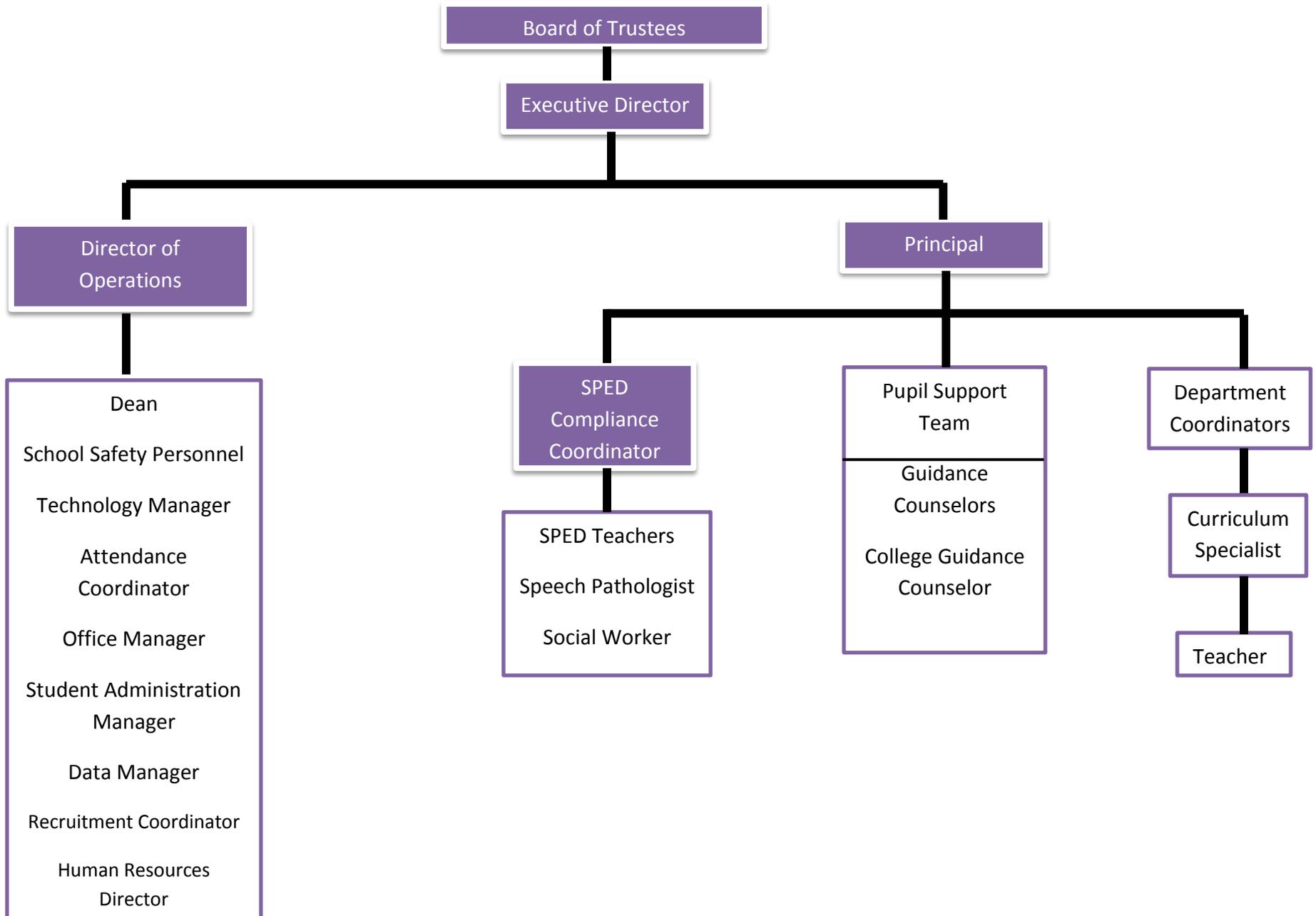
	FTE
(i) uncertified teachers with at least three years of elementary, middle or secondary classroom teaching experience	2
(ii) tenured or tenure track college faculty	0
(iii) individuals with two years satisfactory experience through Teach for America	0
(iv) individuals who possess exceptional business, professional, artistic, athletic, or military experience	2
Total FTE (Sum of all Uncertified Teaching Staff)	4

How many CERTIFIED Full-Time Equivalent Teachers were employed in the charter school as of the last day of school in 2013-14?

33

Thank you.

2014 – 2015  
Northside Charter High School  
Organizational Chart



# Appendix B: Total Expenditures and Administrative Expenditures per Child

Created Thursday, July 31, 2014

## Page 1

Charter School Name: 331400860945 NORTHSIDE CHS

### 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 2013-14 Schedule of Functional Expenses) and divide by the count of students you reported on of BEDS Day. (Integers Only. No dollar signs or commas).

1. Total Expenditures Per Child   Line 1: Total Expenditures	5047024
1. Total Expenditures Per Child   Line 2: BEDS Day Pupil Count	388
1. Total Expenditures Per Child   Line 3: Divide Line 1 by Line 2	13008

#### 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 2013-14 Schedule of Functional Expenses) and divide by the BEDS 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 21 of the 2012 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 2013-14 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 2013-14 Schedule of Functional Expenses) and divide by the count of students as of BEDS Day. (Integers Only. No dollar signs or commas).

To calculate 'Administrative Expenditures per Child' take the relevant portion from the 'personnel services cost' row and the 'management and general' column (from the 2013-14 Schedule of Functional Expenses) and divide by the count of students as of BEDS Day. (Integers Only. No dollar signs or commas).   Line 1: Relevant Personnel Services Cost (Row)	642308
To calculate 'Administrative Expenditures per Child' take the relevant portion from the 'personnel services cost' row and the 'management and general' column (from the 2013-14 Schedule of Functional Expenses) and divide by the count of students as of BEDS Day. (Integers Only. No dollar signs or commas).   Line 2: Management and General Cost (Column)	164883
To calculate 'Administrative Expenditures per Child' take the relevant portion from the 'personnel services cost' row and the 'management and general' column (from the 2013-14 Schedule of Functional Expenses) and divide by the count of students as of BEDS Day. (Integers Only. No dollar signs or commas).   Line 3: Sum of Line 1 and Line 2	807192
To calculate 'Administrative Expenditures per Child' take the relevant portion from the 'personnel services cost' row and the 'management and general' column (from the 2013-14 Schedule of Functional Expenses) and divide by the count of students as of BEDS Day. (Integers Only. No dollar signs or commas).   Line 4: BEDS Day Pupil Count	388
To calculate 'Administrative Expenditures per Child' take the relevant portion from the 'personnel services cost' row and the 'management and general' column (from the 2013-14 Schedule of Functional Expenses) and divide by the count of students as of BEDS Day. (Integers Only. No dollar signs or commas).   Line 5: Divide Line 3 by the BEDS Day Pupil Count	2080

Thank you.



**Financial A**

**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*

**Northside Charter High School**

August 1, 2014

Racquel Brown

DOE

Public

9-12

9-12

396

440

2014

347-390-1273

Fruchter, Rosen & Company P.C

(212) 957-3600

2014

Northside Charter High School2014



# Audited Financial Statement Checklist

Created Thursday, October 30, 2014

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## Page 1

Charter School Name:

1. Please check each item that is included in the 2013-14 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)	Not Applicable
CSP Agreed Upon Procedures (if applicable)	Not Applicable
Management Letter	Yes
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 2013-14 Audited Financial Statement.

	Yes/No
Report on Compliance	No
Report on Internal Control over Financial Reporting	No
Single Audit	Not Applicable
CSP Agreed Upon Procedures Report	Not Applicable
Management Letter	No

Thank you.

NORTHSIDE CHARTER HIGH SCHOOL

FINANCIAL STATEMENTS

JUNE 30, 2014 AND 2013

NORTHSIDE CHARTER HIGH SCHOOL  
FINANCIAL STATEMENTS  
JUNE 30, 2014 AND 2013

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

## INDEPENDENT AUDITORS' REPORT

TO THE BOARD OF TRUSTEES OF  
NORTHSIDE CHARTER HIGH SCHOOL

### ***Report on the Financial Statements***

We have audited the accompanying financial statements of Northside Charter High School (the "School") (a not-for-profit corporation), which comprise the statement of financial position as of June 30, 2014, 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.

### ***Auditor's 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 auditor's 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, 2014, 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 2013 financial statements, and our report dated August 29, 2013, 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, 2013, 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 August 14, 2014, 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  
August 14, 2014

NORTHSIDE CHARTER HIGH SCHOOL  
STATEMENTS OF FINANCIAL POSITION  
JUNE 30,

	2014	2013
<b>ASSETS</b>		
Current assets:		
Cash and cash equivalents	\$ 2,674,622	\$ 1,544,842
Grants and contracts receivable	33,568	181,263
Prepaid expenses and other current assets	148,525	26,814
	2,856,715	1,752,919
Other assets:		
Property and equipment, net of accumulated depreciation and amortization of \$227,164 and \$149,153, respectively	212,604	209,804
Restricted cash	75,419	75,310
	288,023	285,114
<b>TOTAL ASSETS</b>	<b>\$ 3,144,738</b>	<b>\$ 2,038,033</b>
 <b>LIABILITIES AND UNRESTRICTED NET ASSETS</b>		
Current liabilities:		
Accounts payable and accrued expenses	\$ 29,880	\$ 17,145
Accrued payroll and payroll taxes	334,353	268,850
Refundable advances	74,712	1,558
	438,945	287,553
Unrestricted net assets	2,705,793	1,750,480
<b>TOTAL LIABILITIES AND UNRESTRICTED NET ASSETS</b>	<b>\$ 3,144,738</b>	<b>\$ 2,038,033</b>

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

NORTHSIDE CHARTER HIGH SCHOOL  
STATEMENTS OF ACTIVITIES  
FOR THE YEARS ENDED JUNE 30,

	2014	2013
Revenue and support:		
State and local per pupil operating revenue	\$ 5,681,561	\$ 5,746,278
Federal grants	281,677	274,449
State grants	28,241	29,292
Donated goods	-	86,278
Other revenue	10,859	3,241
	6,002,338	6,139,538
Expenses:		
Program services:		
Regular education	3,724,841	3,015,638
Special education	408,747	446,388
Total program services	4,133,588	3,462,026
Supporting services:		
Management and general	913,437	919,539
Total expenses	5,047,025	4,381,565
Changes in unrestricted net assets	955,313	1,757,973
Unrestricted net assets - beginning of year	1,750,480	(7,493)
Unrestricted net assets - end of year	\$ 2,705,793	\$ 1,750,480

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

NORTHSIDE CHARTER HIGH SCHOOL  
STATEMENTS OF CASH FLOWS  
FOR THE YEARS ENDED JUNE 30,

	2014	2013
CASH FLOWS FROM OPERATING ACTIVITIES		
Changes in unrestricted net assets	\$ 955,313	\$ 1,757,973
Adjustments to reconcile changes in unrestricted net assets to net cash provided by operating activities:		
Depreciation and amortization	78,010	71,557
Donated property and equipment	-	(86,278)
Changes in operating assets and liabilities:		
Decrease (Increase) in grants and contracts receivable	147,695	(88,603)
(Increase) Decrease in prepaid expenses and other current assets	(121,711)	158,222
Increase (Decrease) in accounts payable and accrued expenses	12,735	(261,590)
Increase (Decrease) in accrued payroll and payroll taxes	65,503	(11,677)
Increase in refundable advances	73,154	1,558
	1,210,699	1,541,162
NET CASH PROVIDED BY OPERATING ACTIVITIES		
CASH FLOWS FROM INVESTING ACTIVITIES		
Purchase of property and equipment	(80,810)	(4,775)
(Increase) in restricted cash	(109)	(56)
	(80,919)	(4,831)
NET CASH (USED IN) INVESTING ACTIVITIES		
NET INCREASE IN CASH AND CASH EQUIVALENTS	1,129,780	1,536,331
CASH AND CASH EQUIVALENTS - BEGINNING OF YEAR	1,544,842	8,511
CASH AND CASH EQUIVALENTS - END OF YEAR	\$ 2,674,622	\$ 1,544,842

NON-CASH INVESTING ACTIVITIES:

For the year ended June 30, 2013, the School received \$86,278 of capitalized donated property and equipment.

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

NORTHSIDE CHARTER HIGH SCHOOL  
NOTES TO THE FINANCIAL STATEMENTS  
JUNE 30, 2014 AND 2013

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

Nature of Organization

Northside Charter High School (the "School") is a New York State, not-for-profit educational corporation that was incorporated on January 13, 2009 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 13, 2009, 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. On February 11, 2014, the Board of Regents approved and issued the renewal to the charter for a period of three years, effective January 14, 2014 to June 30, 2017. The School's mission is to provide a 9-12 grade educational program that results in mastery of the New York State Learning Standards, high school graduation, and acceptance to colleges and universities of choice by all students. In addition, the School will develop and maintain a school culture that endorses high expectations that challenge each student to recognize and achieve his/her full potential within a school environment that is nurturing, professional and that fosters within each student an appreciation for life-long learning. The School provided education to approximately 380 students in ninth through twelfth grades during the 2013-2014 academic year.

The School shares space with a New York City public school beginning in August 2009. The School occupies approximately 23,100 square feet on one floor of a public school building. The School also shares the gymnasium, auditorium and cafeteria with the public school which approximate 16,300 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

The New York City Department of Education provides free lunches 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 students not entitled to the free lunches. The Office of Pupil Transportation provides free transportation to the majority of the 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 is subject to income taxes only on net unrelated business income. The School did not have any unrelated business income for the years ended June 30, 2014 and 2013.

NORTHSIDE CHARTER HIGH SCHOOL  
NOTES TO THE FINANCIAL STATEMENTS  
JUNE 30, 2014 AND 2013

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

Tax Status (Continued)

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 positions resulting in an accrual of tax expense or benefit.

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 990 filed by the School are no longer subject to examination for fiscal year ended June 30, 2010 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

Unrestricted net assets of the School are assets whose use has not been restricted by an outside donor or by law. The unrestricted net assets represent the portion of expendable funds that are available for the support of the operations of the School.

Temporarily Restricted

Temporarily restricted net assets are used to differentiate resources, the use of which is restricted by donors or grantors to a specific time or period or for a specific purpose. Temporarily restricted gifts are recorded as additions to temporarily restricted net assets in the period received. When restricted net assets are expended for their stipulated purpose, temporarily restricted net assets become unrestricted net assets and are reported in the statements of activities as net assets released from restrictions.

Permanently Restricted

Permanently restricted net assets are those contributions and other inflows of assets whose use by the School is limited by donor-imposed stipulations that either expire by passage of time or can be fulfilled or otherwise removed by actions of the School. The income derived from these permanently restricted funds, is usually classified as unrestricted and can be used for the general purpose of the School.

The School had no temporarily or permanently restricted net assets at June 30, 2014 and 2013.

NORTHSIDE CHARTER HIGH SCHOOL  
NOTES TO THE FINANCIAL STATEMENTS  
JUNE 30, 2014 AND 2013

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

Cash and Cash Equivalents

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

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.

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.

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.

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:

Computers and equipment	5 years
Furniture and fixtures	5 years
Software	5 years
Leasehold improvements	5 years
Website	5 years

NORTHSIDE CHARTER HIGH SCHOOL  
 NOTES TO THE FINANCIAL STATEMENTS  
 JUNE 30, 2014 AND 2013

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

Comparative Financial Information

The accompanying statements of activities and 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 statements of functional expenses. Accordingly, such information should be read in conjunction with the School's 2013 financial statements from which the summarized information was derived.

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.

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 2013 accounts have been reclassified to conform to the 2014 financial statement presentation. The reclassifications have no effect on the 2013 net assets and changes in net assets.

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 consists of the following at June 30,:

	2014	2013
Computers and equipment	\$ 359,292	\$ 309,476
Furniture and fixtures	14,224	11,437
Software	22,790	19,295
Leasehold improvements	17,775	-
Website	25,687	18,749
	439,768	358,957
Less: Accumulated depreciation and amortization	(227,164)	(149,153)
	\$ 212,604	\$ 209,804

Depreciation and amortization expense was \$78,010 and \$71,557 for the years ended June 30, 2014 and 2013, respectively.

NORTHSIDE CHARTER HIGH SCHOOL  
NOTES TO THE FINANCIAL STATEMENTS  
JUNE 30, 2014 AND 2013

NOTE 3 - PROPERTY AND EQUIPMENT (CONTINUED)

For the year ended June 30, 2013, the School received donated property and equipment in the amount of \$86,278 from another charter school.

NOTE 4 - 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 5 - 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.

NOTE 6 - 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 expense 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 7 - PENSION PLAN

The School maintains a pension plan qualified under Internal Revenue Code 403(b) for the benefit of its eligible employees. Under the plan, the School provided matching contributions up to 1% to the plan. The amount charged to operations for fees and matching contributions to this plan amounted to \$25,962 and \$20,890 for the years ended June 30, 2014 and 2013, respectively.

NOTE 8 - SUBSEQUENT EVENTS

In preparing these financial statements, the School has evaluated events and transactions for potential recognition or disclosure through August 14, 2014, the date the financial statements were available to be issued.

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  
ON SUPPLEMENTARY INFORMATION

TO THE BOARD OF TRUSTEES OF  
NORTHSIDE CHARTER HIGH SCHOOL

We have audited the financial statements of Northside Charter High School (the "School") as of and for the year ended June 30, 2014, and have issued our report thereon dated August 14, 2014, 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  
August 14, 2014

NORTHSIDE CHARTER HIGH SCHOOL  
SCHEDULE OF FUNCTIONAL EXPENSES  
FOR THE YEARS ENDED JUNE 30,

	2014					2013
	Program Services			Management and		
	Regular Education	Special Education	Total	General	Total	
Salaries	\$ 2,706,385	\$ 287,921	\$ 2,994,306	\$ 642,310	\$ 3,636,616	\$ 3,139,146
Payroll taxes and employee benefits	447,668	47,626	495,294	106,245	601,539	587,597
Accounting and audit fees	-	-	-	20,250	20,250	20,250
Contractual services	233,834	24,877	258,711	55,496	314,207	273,279
Other professional services	-	-	-	53,389	53,389	38,042
Supplies	7,427	1,857	9,284	3,095	12,379	13,175
Telephone and internet	12,560	2,512	15,072	5,024	20,096	19,404
Postage and shipping	2,579	1,172	3,751	939	4,690	5,759
Printing and copying	9,678	4,399	14,077	3,520	17,597	6,349
Travel and conferences	1,716	-	1,716	-	1,716	6,184
Textbooks and classroom supplies	96,836	10,302	107,138	-	107,138	64,336
Student activities and fees	29,091	-	29,091	-	29,091	3,186
School events	22,710	2,416	25,126	-	25,126	24,755
Insurance	71,053	8,882	79,935	8,882	88,817	83,890
Dues and subscriptions	-	-	-	2,045	2,045	1,485
Advertising	5,147	1,029	6,176	686	6,862	739
Technology and equipment	13,168	4,052	17,220	3,039	20,259	9,619
Depreciation and amortization	58,508	11,702	70,210	7,800	78,010	71,557
Miscellaneous	6,481	-	6,481	717	7,198	12,813
Total	<u>\$ 3,724,841</u>	<u>\$ 408,747</u>	<u>\$ 4,133,588</u>	<u>\$ 913,437</u>	<u>\$ 5,047,025</u>	<u>\$ 4,381,565</u>

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INDEPENDENT AUDITORS' 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  
NORTHSIDE CHARTER HIGH 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 Northside Charter High School (the "School"), which comprise the statement of financial position as of June 30, 2014, 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 August 14, 2014.

***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 entity'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.

TO THE BOARD OF TRUSTEES OF  
NORTHSIDE CHARTER HIGH SCHOOL

***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*.

***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  
August 14, 2014

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

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

August 14, 2014

Audit Committee of the Board of Trustees of  
Northside Charter High School  
424 Leonard Street  
Brooklyn, NY 11222

In planning and performing our audit of the financial statements of Northside Charter High School (the "School") as of and for the year ended June 30, 2014, in accordance with auditing standards generally accepted in the United States of America, we considered the School's internal control over financial reporting (internal control) as a basis for designing 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.

Our consideration of internal control was for the limited purpose described in the first paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses. 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.

This communication is intended solely for the information and use of management, Board of Trustees, federal, state and local awarding agencies, The State Education Department of the State University of New York, and others within the School, and is not intended to be, and should not be, used by anyone other than these specified parties.

We appreciate your cooperation and the assistance we received during the course of our audit.

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

New York, New York  
August 14, 2014



**Northside Charter High School**

**PROJECTED BUDGET FOR 2014-2015**

**July 1, 2014 to June 30, 2015**

Please Note: The student enrollment data is entered below in the Enrollment Section beginning in row 147. This will populate the data in row 9.

PROJECTED BUDGET FOR 2014-2015							Assumptions
July 1, 2014 to June 30, 2015							DESCRIPTION OF ASSUMPTIONS - Please note assumptions when applicable
	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL	
Total Revenue	5,456,153	805,010	-	-	300	6,261,462	
Total Expenses	4,391,973	720,036	-	5,180	560,485	5,677,674	
Net Income	1,064,180	84,974	-	(5,180)	(560,185)	583,789	
Actual Student Enrollment	-	-	-	-	-	-	
Total Paid Student Enrollment	-	-	-	-	-	-	
PROGRAM SERVICES							
	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL	
Therapists & Counselors	5.00	283,749	38,693	-	-	322,442	
Other	-	211,200	28,800	-	-	240,000	
<b>TOTAL INSTRUCTIONAL</b>	<b>40</b>	<b>2,425,499</b>	<b>421,313</b>	<b>-</b>	<b>-</b>	<b>2,846,812</b>	
NON-INSTRUCTIONAL PERSONNEL COSTS							
Nurse	-	-	-	-	-	-	
Librarian	-	-	-	-	-	-	
Custodian	-	-	-	-	-	-	
Security	2.00	-	-	-	83,232	83,232	
Other	-	-	-	-	-	-	
<b>TOTAL NON-INSTRUCTIONAL</b>	<b>2</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>83,232</b>	<b>83,232</b>	
<b>SUBTOTAL PERSONNEL SERVICE COSTS</b>	<b>54</b>	<b>3,050,876</b>	<b>506,592</b>	<b>-</b>	<b>5,180</b>	<b>3,874,838</b>	
PAYROLL TAXES AND BENEFITS							
Payroll Taxes	-	260,011	42,787	-	-	329,128	
Fringe / Employee Benefits	-	286,770	47,190	-	-	363,000	
Retirement / Pension	-	32,191	5,297	-	-	40,748	
<b>TOTAL PAYROLL TAXES AND BENEFITS</b>	<b>-</b>	<b>578,972</b>	<b>95,274</b>	<b>-</b>	<b>-</b>	<b>732,876</b>	
<b>TOTAL PERSONNEL SERVICE COSTS</b>	<b>-</b>	<b>3,629,848</b>	<b>601,865</b>	<b>-</b>	<b>5,180</b>	<b>4,607,714</b>	
CONTRACTED SERVICES							
Accounting / Audit	-	189,600	31,200	-	-	240,000	
Legal	-	15,800	2,600	-	-	20,000	
Management Company Fee	-	-	-	-	-	-	
Nurse Services	-	-	-	-	-	-	
Food Service / School Lunch	-	2,640	360	-	-	3,000	
Payroll Services	-	11,850	1,950	-	-	15,000	
Special Ed Services	-	-	-	-	-	-	
Titlement Services (i.e. Title I)	-	-	-	-	-	-	
Other Purchased / Professional / Consulting	-	10,120	1,380	-	-	77,000	
<b>TOTAL CONTRACTED SERVICES</b>	<b>-</b>	<b>230,010</b>	<b>37,490</b>	<b>-</b>	<b>-</b>	<b>355,000</b>	
SCHOOL OPERATIONS							
Board Expenses	-	-	-	-	-	-	
Classroom / Teaching Supplies & Materials	-	53,601	7,309	-	-	60,910	
Special Ed Supplies & Materials	-	-	-	-	-	-	
Textbooks / Workbooks	-	30,800	4,200	-	-	35,000	
Supplies & Materials other	-	-	-	-	-	-	
Equipment / Furniture	-	-	-	-	-	-	
Telephone	-	19,750	3,250	-	-	25,000	
Technology	-	54,741	9,008	-	-	69,292	
Student Testing & Assessment	-	30,800	4,200	-	-	35,000	
Field Trips	-	17,600	2,400	-	-	20,000	
Transportation (student)	-	-	-	-	-	-	
Student Services - other	-	80,520	10,980	-	-	91,500	
Office Expense	-	-	-	-	43,000	43,000	
Staff Development	-	59,250	9,750	-	-	75,000	
Staff Recruitment	-	12,640	2,080	-	-	16,000	
Student Recruitment / Marketing	-	26,400	3,600	-	-	30,000	
School Meals / Lunch	-	4,400	600	-	-	5,000	
Travel (Staff)	-	-	-	-	5,000	5,000	
Fundraising	-	-	-	-	-	-	
Other	-	-	-	-	5,000	5,000	
<b>TOTAL SCHOOL OPERATIONS</b>	<b>-</b>	<b>390,501</b>	<b>57,377</b>	<b>-</b>	<b>67,823</b>	<b>515,702</b>	
FACILITY OPERATION & MAINTENANCE							
Insurance	-	73,673	12,123	-	-	93,257	

**Northside Charter High School**

**PROJECTED BUDGET FOR 2014-2015**

**July 1, 2014 to June 30, 2015**

Please Note: The student enrollment data is entered below in the Enrollment Section beginning in row 147. This will populate the data in row 9.

PROJECTED BUDGET FOR 2014-2015							Assumptions
July 1, 2014 to June 30, 2015							DESCRIPTION OF ASSUMPTIONS - Please note assumptions when applicable
	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL	
Total Revenue	5,456,153	805,010	-	-	300	6,261,462	
Total Expenses	4,391,973	720,036	-	5,180	560,485	5,677,674	
Net Income	1,064,180	84,974	-	(5,180)	(560,185)	583,789	
Actual Student Enrollment	-	-	-	-	-	-	
Total Paid Student Enrollment	-	-	-	-	-	-	
PROGRAM SERVICES							
	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL	
Janitorial	-	-	-	-	-	-	
Building and Land Rent / Lease	-	-	-	-	-	-	
Repairs & Maintenance	-	-	-	-	10,000	10,000	
Equipment / Furniture	-	-	-	-	-	-	
Security	-	-	-	-	-	-	
Utilities	-	-	-	-	-	-	
<b>TOTAL FACILITY OPERATION &amp; MAINTENANCE</b>	<b>73,673</b>	<b>12,123</b>	<b>-</b>	<b>-</b>	<b>17,461</b>	<b>103,257</b>	
DEPRECIATION & AMORTIZATION	67,940	11,180	-	-	6,880	86,000	
DISSOLUTION ESCROW & RESERVES / CONTIGENCY	-	-	-	-	10,000	10,000	
<b>TOTAL EXPENSES</b>	<b>4,391,973</b>	<b>720,036</b>	<b>-</b>	<b>5,180</b>	<b>560,485</b>	<b>5,677,674</b>	
<b>NET INCOME</b>	<b>1,064,180</b>	<b>84,974</b>	<b>-</b>	<b>(5,180)</b>	<b>(560,185)</b>	<b>583,789</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							
School District 2 (Enter Name)							
School District 3 (Enter Name)							
School District 4 (Enter Name)							
School District 5 (Enter Name)							
<b>TOTAL ENROLLMENT</b>	<b>-</b>	<b>-</b>	<b>-</b>				
<b>REVENUE PER PUPIL</b>	<b>-</b>	<b>-</b>	<b>-</b>				
<b>EXPENSES PER PUPIL</b>	<b>-</b>	<b>-</b>	<b>-</b>				

# Appendix E: Disclosure of Financial Interest Form

Created Tuesday, July 22, 2014

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Page 1

331400860945 NORTHSIDE CHS

An Appendix E: Disclosure of Financial Interest Form must be completed for each active Trustee who served on the charter school's Board of Trustees during the 2013-14 school year. Trustees are at times difficult to track down in the summer months. Trustees may complete and submit at their leisure (but before the deadline) their individual form at:

<http://fluidsurveys.com/surveys/vickie-smith/appendix-e-trustee-disclosure-form/>. Trustees may download and/or email their forms to you upon completion.

Trustees who are technologically advanced may complete the survey using their smartphones or other mobile devices by downloading the this bar code link to the survey <https://fluidsurveys.com/account/surveys/540612/publish/qrcode/>. (Make sure you have the bar code application reader on your phone).

If a Trustee is unable to complete the form by the deadline (i.e, out of the country), the school is responsible for submitting the information required on the form for that individual trustee.

Just send the links via email today to your Trustees requesting that they each complete their form as soon as possible.  
Thank you.

Yes, each member of the school's Board of Trustees has received a link to the Disclosure of Financial Interest Form.

Yes

Thank you.

# Appendix F: BOT Membership Table

Created Thursday, June 19, 2014

Updated Tuesday, July 29, 2014

## Page 1

331400860945 NORTHSIDE CHS

### 1. Current Board Member Information

	Full Name of Individual Trustees	Position on Board (Officer or Rep).	Voting Member	Area of Expertise &/or Additional Role	Terms Served & Length (include date of election and expiration)	Committee affiliations
1	Jairo Guzman	Secretary	Yes	non-profit management; parent	In 2nd term; Elected January 2012	Education & Accountability
2	Matteo Gallo	Vice Chair/Vice President	Yes	Finance	In 2nd term; Elected January 2012	Executive Finance
3	Kaley Child	Chair/President	Yes	Legal	In 2nd term; Elected January 2012	Executive Education & Accountability
4	Matthew Brian	Treasurer	Yes	Real Estate	In 1st term; Elected November 2013	Finance
5	Willie Scott	Member	Yes	Non-profit Management	In 2nd term; Elected January 2012	Education & Accountability
6	Douglas Giles	Member	Yes	Business Management	In 1st term; Elected November 2012	Finance
7	John Woods	Member	Yes	Education	In 1st term; Elected January 2013	Education & Accountability
8	Troy McGhie	Member	Yes	Education	In 1st term; Elected May 2014	Education & Accountability
9	Hammad Graham	Member	Yes	Real Estate	In 1st term; Elected May 2014	Education & Accountability

### 2. Total Number of Members Joining Board during the 2013-14 school year

3

### 3. Total Number of Members Departing the Board during the 2013-14 school year

1

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

15

### 5. How many times did the Board meet during the 2013-14 school year?

12

6. How many times will the Board meet during the 2014-15 school year?

12

Thank you.

**Northside Charter High School  
Board of Trustees Meeting  
July 10, 2013  
Minutes**

The meeting was held at: Carmine's Pizzeria, Graham Avenue, Brooklyn, NJ 11211

**PRESENT**

Jairo Guzman, Board Chair  
John Woods, Trustee  
Douglas Giles, Trustee

Matteo Gallo, Trustee  
Willie Scott, Trustee

**ABSENT**

Kaley Childs, Trustee

Colleen Bonnick-Lewis, Treasurer

**GUESTS**

Reshma Baig, School Leader  
Jean Zurn, CSBM  
Racquel Brown, Dir. Of Ops.  
Laron Walker, CSBM

Mary Kenny, Minutes Transcriber  
Steve Reid, CSBM

The meeting opened at 6:00 pm.

**1. Executive Committee**

**Approval of Agenda**

Mr. Scott made a motion to approve the Agenda. Mr. Woods was second. All were in favor.

**Approval of June Board Minutes**

Mr. Gallo clarified a section of the Minutes:

- Page 3, Board Officers' Elections - Strike first and second sentences to read: "All officers were voted in as they currently stand."

Mr. Gallo made a motion to approve the minutes with change. Mr. Woods second. All were in favor.

**Notice of Name Change**

Ms. Brown stated that we received a copy of the Amendment of Provisional Charter granting the school permission to change the corporate name of the school to Northside Charter High School.

**2. Finance Committee**

**Monthly Financial Review for March**

Ms. Zurn reported that there was a net of \$1.67 million in revenue. She also reported to the Board on: Per Pupil funds, E-rate, Staff incentives, Guidance Counselor personnel, student scholarships and staff benefits.

Mr. Reid reported on the upcoming audit. His company has been working with the school in gathering documents together and he is confident that the school is in a good place and is 90% ready to submit by mid August.

Mr. Reid also reported that he has learned that Per Pupil funds may be used towards a purchase of a building for the school. He stated that we have solid finances and should plan for the future.

Mr. Reid advised the Board that they should think about investing monies in a high-interest savings account.

Mr. Reid also stated that the Board needs to make a decision about insurance.

### **3. Board Development**

#### **Board Member Recruitment**

Mr. Giles mentioned that he has someone in mind and is working on getting him on board. Mr. Guzman said that he is constantly recruiting and is reaching out to alumni to come.

#### **2013-14 Academic Calendar**

Ms. Baig spoke about the revised calendar and said that September 9 is the official first day of school for all students. She said that because of the construction on the building, this is a safer date than was originally planned. Ms. Brown said that she has visited the building and noticed that a lot of work is being done.

### **4. Educational and Accountability Committee**

#### **Principal's Report/Human Resources**

Ms. Baig reported on graduation data: we had an 85% graduation rate, which is higher than the NYC DOE rate of 60.9%. Ms. Baig reported that one student has been accepted into Cornell University.

Ms. Baig said that she is looking to hire a SpEd teacher for Math and has interviews set up for next week. She has already hired a SpEd Compliance Coordinator.

#### **Operations Update/Recruitment Update/Technology Update**

Ms. Brown reported that she drafted a letter to the new incoming school with prices for the existing air conditioners. She also reported that we were able to find storage for the mac's and laptops and she e-mailed the bids to the Board. She then spoke about CSBM's contract.

Ms. Brown reported that we currently have 74 9th graders enrolled and has set up tables outside

Diana Reyna's office to recruit new students.

Ms. Brown reported that Mr. Deas was able to get the internet up and running.

Ms. Brown also reported that Jamal Young will be in touch about our monthly submissions.

#### **4. Next Meeting**

August 14, 2013 @ 6pm.

#### **5. Motion to Adjourn Meeting**

Mr. Woods Motioned to Adjourn. Mr. Scott seconded. All were in Favor.

**Northside Charter High School  
Board of Trustees Meeting  
August 14, 2013  
Minutes**

**The meeting was held at:** Carmine's Pizzeria, 358 Graham Avenue, Brooklyn, NY 11211

**PRESENT**

Matteo Gallo, Trustee

Willie Scott, Trustee

Douglas Giles, Trustee

Kaley Childs, Trustee

Colleen Bonnick-Lewis, Treasurer

**ABSENT**

Jairo Guzman, Board Chair

John Woods, Trustee

**GUESTS**

Reshma Baig, School Leader  
Transcriber

Mary Kenny, Minutes

Steve Reid, CSBM  
HR.

Jesenia Rodriguez,

Racquel Brown, Dir. Of Ops.  
Laron Walker, CSBM

Kathleen Curatolo  
Matthew Brian

The meeting opened at 6:00 pm.

**1. Executive Committee**

**Approval of Agenda**

Mr. Scott made a motion to approve the Agenda. Mr. Giles was second. All were in favor.

**Approval of July 10, 2013 Board Minutes**

Changes:

- Page 1, Add address to the location of meeting.
- Strike "90%" from second paragraph under Finance Committee to read: he is confident that the school is in a good place and is ready to submit by mid August.
- Page 2, strike "and is working on getting him on board."

Mr. Scott made a motion to approve the minutes with change. Mr. Giles seconded. All were in favor.

**Executive Director Candidate**

Ms. Curatolo was introduced at the meeting as someone who has experience as an administrator and as a manager. The Board is confident that she will help the school move forward and Ms. Childs asked the Board to make a motion to approve bringing Ms. Curatolo on board for the 2013-14 school year. Mr. Gallo was first and Ms. Childs seconded. All were in favor.

### **Charter Renewal Application**

Ms. Childs reported that it is in good shape for submission by August 31.

### **Amendment Notice of Name Change**

Ms. Brown stated that we received the official notice that it has been approved.

### **Approval of 2013-14 Student Life Guide**

Ms. Childs made a motion to approve the 2013-14 Student Life Guide as it stands and with any changes that the Board members and administrators make before it is distributed to the student body. Mr. Scott seconded. All were in favor.

### **Approval of 2013-14 Personnel Handbook**

Ms. Childs made a motion to approve the 2013-14 Personnel Handbook as it stands and with any changes that the Board members and administrators make before it is distributed to the employees.

Mr. Scott seconded. All were in favor.

## **2. Finance Committee**

### **Monthly Financial Review for July**

Mr. Reid reported on the upcoming audit and said that we have submitted the package to the auditors who will get back with open items by next week. Then a draft will be sent to the Board and after it is approved, the auditors will come to give feedback.

Mr. Reid reported little activity for July's finances but that the school had a savings on the CSBM contract. Also, we budgeted for less students than there actually is.

Ms. Bonnick-Lewis questioned the one-time lump sum of \$200,000 given to CSBM as it was not discussed at the last meeting and that she has concern about their performance. Mr. Gallo said that the discussion occurred via emails among the Board, which he has saved. Ms. Bonnick-Lewis asked for a motion to vote retroactive on the lump sum payment to CSBM. Mr. Giles seconded. Two opposed. All the rest were in favor.

Mr. Gallo also mentioned that at last month's meeting, the insurance check was already cut and the expense was already pre-approved via emails.

## **3. Board Development**

### **Board Member Recruitment**

Mr. Giles introduced Matthew Brian as a potential Board member. Mr. Brian spoke about himself and said that he has experience with non profit organizations. He also told the Board that both his parents were teachers and that he has traveled abroad but is now living in Brooklyn.

## **4. Educational and Accountability Committee**

### **Principal's Report**

Ms. Baig said that she is communicating daily with School Construction Authority, who promised she'd be back in the building by August 5. She has now been told

that they can come in on Monday. Ms. Bonnick-Lewis urged her to hire a moving company to carry all the equipment back into the building.

### **Human Resources**

Ms. Rodriguez reported that the 2013-14 Personnel Handbook has new policies for snow days and cell phones. She also reported that she is looking to hire staff for recruitment. She also stated that there was a decrease in cost for employee medical because we have over 50 employees.

### **Operations Update/Recruitment Update/Technology Update**

Ms. Brown reported that they are still at the temporary office space, but she managed to retrieve the mail and all the bills are being paid.

Recruitment is still on-going at the temporary site.

Ms. Brown also reported that she is trying to get WCHS to pick up their copy machine.

Technology Update: The emails were down because of the domain change.

Uniforms: We are still with the same vendor (Smooth Sports Wear) because they were willing to drop the Believe from the name.

Mr. Gallo asked about the SouthSide High School money. Ms. Brown reported that it is still outstanding.

Ms. Childs reported that the SED Charter School Office renewal visit will be on November 6 and 7 between 8am and 5pm. They have requested to meet with the Board of Trustees.

Ms. Bonnick-Lewis announced that she is resigning as Treasurer immediately and is giving 60 days notice for the Board. Ms. Childs asked for a written notice and for it to be effective September 15. The Board discussed the nomination of a new Treasurer and Mr. Giles volunteered to be an interim Treasurer. Mr. Brian expressed an interest in the position and stepped out of the room so the Board can discuss his nomination.

Ms. Childs made a motion to approve Mr. Brian as a Board member pending state approval. Mr. Giles seconded and all were in favor.

Ms. Childs made a motion to approve Mr. Giles as interim Treasurer. Ms. Bonnick-Lewis seconded. All were in favor.

### **Next Meeting**

September 11, 2013 @ 6pm.

### **Motion to Adjourn Meeting**

Mr. Scott Motioned to Adjourn. Mr. Giles seconded. All were in Favor.

**Northside Charter High School  
Board of Trustees Meeting  
September 11, 2013  
Minutes**

**The meeting was held at:** 424 Leonard Street, Brooklyn, NY 11206

**PRESENT**

Jairo Guzman, Board Chair  
Matteo Gallo, Trustee  
John Woods, Trustee

Kaley Childs, Trustee *via Skype Video Conf.*  
Matthew Brian, Trustee  
Willie Scott, Trustee

**EXCUSED**

Douglas Giles, Trustee

**GUESTS**

Reshma Baig, School Leader  
Jesenia Rodriguez, Dir. of HR  
Racquel Brown, Dir. of Ops.  
Laron Walker, CSBM

Mary Kenny, Minutes Transcriber  
Kathleen Curatolo, Ex. Dir.  
Steve Reid, CSBM  
Paul LaFranca, 9<sup>th</sup> Grade

The meeting opened at 6:05 pm.

**1. Executive Committee**

**Approval of Agenda**

- Ms. Childs added Executive Director's Contract. Mr. Scott made a motion to approve the Agenda with change. Mr. Woods was second. All were in favor.

**Approval of Board Minutes**

- Page 1, under Executive Director Candidate, change wording of first two sentences to read: "The Executive Director Committee introduced Ms. Curatolo and gave a brief summary of her background. Ms. Childs asked the Board to approve her application."
- Page 1, under Charter Renewal Application: strike the word "it" and add "Charter Renewal Application."
- Page 3, under Operations Update. Second Paragraph, change to read: "Ms. Bonnick-Lewis gave notice that she is resigning from the Board as of the September 2013 Board meeting and resigning as Treasurer effective August 14, 2013. Additionally, Ms. Childs requested Ms. Bonnick-Lewis submit her written resignation from the Board of Trustees. Ms. Bonnick-Lewis made a Motion to approve Mr. Giles as Treasurer and Ms. Childs Seconded. All were in Favor. The Board discussed Mr. Brian's application (he stepped out of the room). Mr. Giles made a Motion to approve Mr. Brian as a new Board member pending SED approval. Ms. Bonnick-Lewis seconded. All were in Favor."
- Mr. Gallo made a motion to approve the Minutes as amended. Mr. Scott seconded. All were in favor.

**Charter Renewal Application Update – SED Visit October 1<sup>st</sup> and 2<sup>nd</sup>**

- The Application was submitted to the State on August 29, 2013 and we have received confirmation that it was received. Our renewal site visit will occur on October 1 and 2.

Members of the Board are requested to be present on October 2 at 9:30 to meet with the State. Ms. Childs will be out of the country but available by Skype. She feels that the renewal could be for a 3 to 5 year term.

### **Executive Director Contract**

- Ms. Childs explained that we received two different proposals on the contract and the Board decided to go with Schneider and Cohen's draft, which Ms. Curatolo signed. The Board officially welcomed her to the school.

## **2. Finance Committee**

### **Audit/ Monthly Financial Review for August**

- Mr. Reid circulated the draft audit, which had no management points this year. It was a clean audit and the next step is to approve it and send it out. The auditors will be present at the next Board meeting to discuss it.
- Mr. Reid stated that there is not much change to the finances except in the Title I and II numbers, which went down. Also, staff numbers changed slightly.

## **3. Board Development**

### **Board Member Recruitment – Pending Candidate Matthew Brian**

- Mr. Brian's package was submitted to SED and we are waiting for a reply. We were told that it was received.
- Mr. Woods has a candidate who will be at the next meeting.

## **4. Educational and Accountability Committee**

### **Principal's Report/Operation Report**

- Ms. Baig reported that we had a successful opening to the new school year. She is happy to have Ms. Curatolo working beside her.
- Enrollment is up and the current register is 395.
- She introduced Mr. LaFranca, the 9<sup>th</sup> Grade Academy Coordinator.
- Ms. Baig reviewed the NYC School Survey Report with the Board and Mr. Scott commended the school on the wonderful numbers.
- Ms. Curatolo told the Board she had an exciting first week and is very impressed with the school. She reported on: uniforms, eating in class, electronics, comp ed., advisory, and the 9<sup>th</sup> Grade Academy.

### **Human Resources**

- Ms. Rodriguez spoke about staff that left. One went to the DOE and one moved to Massachusetts. Two found jobs in Long Island nearer to their homes. She said that she did exit interviews with all. The Board spoke about teacher incentives and how we can be informed before the summer if teachers plan on leaving.

### **Operations Updated**

- Ms. Brown reported to the Board on student orientation, enrollment numbers and recruitment. She mentioned that the new school, Citizens of the World is open and the building had their first fire drill.
- Ms. Brown mentioned that we are opening a Teacher Center with computers.
- Lunchroom issues: we don't have enough tables and some students are left standing. Ms. Brown will meet with the other schools to ask for their assistance in purchasing additional tables.
- School construction is still working on the building after hours. They have not given us a completion date. We have new windows and our equipment has been returned in its right place.
- We received a check for the air conditioners from Citizens of the World.

- WCHS took back their copy machine.

**5. Next Meeting**

- October 9, 2013 @ 6pm.

**6. Motion to Adjourn Meeting**

- Mr. Gallo motioned to Adjourn. Mr. Woods Seconded. All were in Favor.

**Northside Charter High School  
Board of Trustees Meeting  
October 9, 2013  
Minutes**

**The meeting was held at:** 424 Leonard Street, Brooklyn, NY 11206

**PRESENT**

Jairo Guzman, Board Chair  
Matteo Gallo, Trustee  
Douglas Giles, Trustee

Kaley Childs, Trustee *via Skype Video Conf.*  
Matthew Brian, Trustee

**EXCUSED**

Willie Scott, Trustee  
John Woods, Trustee

**UNEXCUSED**

Colleen Bonnick-Lewis

**GUESTS**

Mary Kenny, Minutes Transcriber  
Kathleen Curatolo, Ex. Dir.  
Racquel Brown, Dir. of Ops.  
Laron Walker, CSBM

Jean Zurn, CSBM  
Gus Saliba, Fruchter Rosen & Co.  
Steve Reid, CSBM

The meeting opened at 6:30 pm.

**2. Executive Committee**

**Approval of Agenda**

- Mr. Gallo Made a motion to approve the Agenda. Mr. Giles was second. All were in favor.

**Approval of September Board Minutes**

- Note that Ms. Bonnick-Lewis was Unexcused. (Add that category to future minutes). Mr. Gallo made a motion to approve the Minutes with change. Ms. Childs seconded. All were in favor.

**Charter Renewal Visit Update**

- In a note that Ms. Childs received from Ms. Baig, the State did not do a debrief but Mr. Gallo and Mr. Guzman's conversation with the SED included a timeline, the site visit report and Regents meeting. There will be a full assessment in 2014 after we hear their decision. Overall, the visit went well and Mr. Guzman will highlight important items and circulate among the Board members to discuss.
- The Charter is up in January 2014.

**June 2013 Financial Statement**

- Mr. Saliba reported that the audit went great and felt that an excellent package was received from CSBM. A draft was issued the first week of September with no deficiencies. He went over some key points: cash reserves, per pupil revenue, special education money, donated items from SouthSide Charter HS, management fees, charter renewal services, fundraising, supplies and salaries.

- Mr. Gallo said that we were asked about the cost of insurance and that the SED felt the fees were high. Ms. Brown explained that the number of employees affects the cost level. CSBM will look into the matter and get back to us.
- Trending downward: medical expenses. November's statement will have more data.

## **2. Finance Committee**

### **Monthly Financial Review for September**

- Mr. Reid reported that he reviewed the numbers and projections from leadership and asked Mr. Giles for feedback. He said that the year is still new and not much has changed from last month. Mr. Reid then reviewed the monthly finances with the Board.

## **3. Board Development**

### **Board Member Recruitment – Pending Candidate Matthew Brian**

- Mr. Brian's package was submitted to SED and we are still waiting for a reply. We should have an answer by next month's meeting.
- Mr. Gallo has a candidate who will be at the next meeting.
- The Board would like to add alumni and are also reaching out to former employees.

## **4. Educational and Accountability Committee**

### **Principal's Report/Executive Director Report**

Ms. Curatolo reported on:

- The 9<sup>th</sup> grade Academy has 88 students. 29 have over a 90% average.
- Mid-terms have been rescheduled because of the late start.
- Unannounced teacher observations start tomorrow.
- Attendance coordinator is doing a great job.
- "NTV" had its first airing today, and the students did a wonderful job with it.
- There will be PD's on common core. Every teacher has received the standards and have had three sessions already.
- There will be PD's for Department Coordinators to teacher leadership skills. They email updates to the Principal once a week. (Mr. Gallo remarked that excess money should be spent on PD).
- We have two proposals for the Emergency Alert System so far. One is a very good rate.

### **Operations Updated**

Ms. Brown reported to the Board on:

- New copy machine
- Enrollment: 387
- Website proposals, which need Board approval. (Mr. Gallo asked for a write up on why the school is requesting this and the three bids).
- Lunch room tables. (Mr. Gallo asked that the school reach out to the other two schools asking them to share the cost of the tables. The Building Council meeting is next week and they will add this item to the agenda).
- High school fair is next weekend.
- Ms. Rodriguez has been meeting weekly with teachers on corrective action plan to get them certified.

## **5. Next Meeting**

- November 13, 2013 @ 6pm.

## **6. Motion to Adjourn Meeting**

- Mr. Gallo motioned to Adjourn. Mr. Giles Seconded. All were in Favor.

**Northside Charter High School  
Board of Trustees Meeting  
November 13, 2013  
Minutes**

**The meeting was held at:** 424 Leonard Street, Brooklyn, NY 11206

**PRESENT**

Jairo Guzman, Board Chair  
Matteo Gallo, Trustee  
Douglas Giles, Trustee  
John Woods, Trustee

Kaley Childs, Trustee *via Skype Video Conf.*  
Matthew Brian, Trustee  
Willie Scott, Trustee

**EXCUSED**

None

**UNEXCUSED**

None

**GUESTS**

Mary Kenny, Minutes Transcriber  
Kathleen Curatolo, Ex. Dir.  
Laron Walker, CSBM

Steve Reid, CSBM  
Racquel Brown, Dir. of Ops.  
Moirra Flanagan

The meeting opened at 6:05 pm.

**3. Executive Committee**

**Approval of Agenda**

- Mr. Gallo asked to add an item to the Agenda: Website Update; and asked that Ms. Curatolo include information on insurance payments in her section. Mr. Gallo made a motion to approve the Agenda with additions. Mr. Woods was second. All were in favor.

**Approval of October Board Minutes**

- Mr. Gallo made a motion to approve the Minutes. Mr. Woods seconded. All were in favor.

**2. Finance Committee**

**Monthly Financial Review for October**

- Mr. Reid handed out the new monthly report format from CSBM – Charter School Business Management. He highlighted the financial variance summary page which shows where the budget was and where it is projected to go. Then Mr. Reid explained the financial summary page which showed ratios on projected cash flow. Page 4 gave a brief snap shot of the revenues and expenses. Then he explained in detail the budget vs. the actuals, cash flow analysis as of October 31 and the balance sheet.

**3. Board Development**

**Board Member Status – Colleen Bonnick-Lewis Resignation and Matthew Brian's**

**Approval**

- Ms. Bonnick-Lewis sent an e-mail on October 16, 2013 to Mr. Guzman resigning from the Board. It will be forwarded to SED and her name will now be removed from all official documents, website and bank accounts. Mr. Giles will continue as Treasurer until Mr. Brian becomes Treasurer.

- Mr. Brian has been approved by the State and the Board welcomed him on.
- Mr. Gallo introduced Ms. Moira Flanagan to the meeting who gave a briefing on her background and her interest in joining the Board.

#### **4. Website Update**

- The Board received three proposals for website redesign and development and discussed the pros and cons of each one. Mr. Guzman liked one proposal which allowed the school to own and manage the website in-house and decided on voting for Rodriguez Valle Creative, LLC. Mr. Gallo made a motion and Mr. Scott seconded. All were in favor.

#### **5. Educational and Accountability Committee: Ms. Curatolo**

##### **Leadership Goals/403BUpdate/School Credit Card**

Ms. Curatolo reported on her goals:

- Improving leadership competency of the Principal with action steps and the evidence of such with the Principal's evaluation based on the Reeves' Leadership Performance Matrix.
- Cultivating teacher talent by revamping the recruiting, selecting and hiring process.
- Develop new leadership talent by increasing attendance in professional development workshops.
- Common Core will be implemented in our curriculum to prepare for upcoming Regents Exams. Teachers are being trained by department heads and students will be allowed to sit for either the old or new format for the June Regents. The Board urged that the school offer a wide range of extra help for students to prepare.
- Ms. Curatolo explained the summary of the annual report for the school's 403b Plan and the investment change form from Sentinel Benefits Financial Group. Mr. Gallo asked the school to research what other schools are offering.
- Ms. Curatolo and the Board discussed the pros and cons of a school credit card and decided to come up with a procedure policy for review.
- Ms. Curatolo discussed insurance costs with the Board. Mr. Gallo mentioned at the last meeting that the State thought the costs were high. She explained that we were a high-risk last year because we were not a part of the Believe Network anymore and didn't have 50 employees so weren't eligible to receive those lower rates. Mr. Reid believes that the rates will go down but that it is also a good time to shop around.
- Ms. Brown reported that the school received an "A" on our report card.
- Ms. Brown updated the Board on the costs of the cafeteria tables and the Board decided to go with Boss – Business Office Supply Superstores, Inc.

#### **5. Next Meeting**

- December 11, 2013 @ 6pm.

#### **6. Motion to Adjourn Meeting**

- Mr. Woods motioned to Adjourn. Mr. Gallo Seconded. All were in Favor.

**Northside Charter High School  
Board of Trustees Meeting  
December 11, 2013  
Minutes**

**The meeting was held at:** 424 Leonard Street, Brooklyn, NY 11206

**PRESENT**

Jairo Guzman, Board Chair  
Matteo Gallo, Trustee  
Douglas Giles, Trustee  
John Woods, Trustee

Kaley Childs, Trustee *via Skype Video Conf.*  
Matthew Brian, Trustee  
Willie Scott, Trustee

**EXCUSED**

None

**UNEXCUSED**

None

**GUESTS**

Mary Kenny, Minutes Transcriber  
Kathleen Curatolo, Ex. Dir.  
Marissa Lipovsky

Steve Reid, CSBM  
Racquel Brown, Dir. of Ops.

The meeting opened at 6:05 pm.

**4. Executive Committee**

**Approval of Agenda**

- Mr. Gallo made a motion to approve the Agenda. Mr. Scott was second. All were in favor.

**Approval of November Board Minutes**

- Mr. Gallo asked that the last bullet under #5 be edited to read: Ms. Brown updated the Board on the costs of the cafeteria tables. Also, correct the spelling of Mara Flanagan's name. Mr. Gallo made a motion to approve the Minutes with edits. Mr. Scott seconded. All were in favor.

**Charter Renewal Update**

- Ms. Childs reported that we are expecting a decision on the renewal application in the spring. It has been signed, notarized and Fed Ex'd out.

**2. Finance Committee**

**Monthly Financial Review for November**

- Mr. Reid reviewed the financial report for November and explained the figures for total income, total expenses and total capital expenditures. He said that not much has changed on the revenues and explained Title 1 Funds, personnel expenses, health insurance and the purchase of lunch tables.
- Ms. Brown reported that we received a check from E-rate and said that more will start to come in.

### **3. Board Development**

#### **Board Member Status**

- Mr. Gallo said that he had a chance to speak to Mara Flanagan. She is interested in joining the Board but has started a new job and wants to see how she would distribute her time.
- Mr. Gallo remarked that we are still looking to acquire a member who has an education background. Ms. Curatola said that she has put out a few feelers.

### **4. Educational and Accountability Committee: Ms. Curatolo**

#### **Academic Goals**

- Goal #1 highlights teacher support in the form of ongoing professional development opportunities.
- Goal #2 highlights efforts to employ data analysis to improve curriculum, instruction and PD decisions.
- Goal #3 highlights our efforts for recognition of our excellence and achievement in overcoming adversity. To that end, Ms. Curatolo will write up a synopsis of our achievements, Mr. Woods will edit it and Mr. Scott will distribute it to local papers.

#### **Annual School Grade Correspondence**

- The school received an “A” on our report card, but a “D” in the College Readiness category. Ms. Curatolo showed the Board emails that went out to Sean Murray, Director of Progress Report and his explanation of the D. The category is only worth 10 points and we didn’t have the metrics so the data spreads out. Going forward, they will use different year metrics.

#### **School Credit Card**

- The Board received a draft in their packet of the credit card usage policy. The board will review it and vote on it at the next meeting.
- Ms. Brown reported that she had a meeting with Chase Bank. They spoke about the signature card and requested that they witness the signatures. Since Ms. Childs is in another state, that is difficult. The Board discussed using another bank if the issue isn’t resolved quickly.
- The Board discussed reviewing the academic calendar and drafting a Board calendar.

#### **Technology Consultant**

- The Board discussed the possibility of a tech consultant to assist Jamal, when needed. Ms. Brown will be getting a proposal and bids. Mr. Gallo asked that Jamal write up specific tech needs. Ms. Brown stated that it would not be related to the web site development.
- Enrollment is at 384.

### **5. Next Meeting**

- January 8, 2014 @ 6pm.

### **6. Motion to Adjourn Meeting**

- Mr. Scott motioned to Adjourn. Mr. Gallo Seconded. All were in Favor.

**Northside Charter High School  
Board of Trustees Meeting  
January 8, 2014  
Minutes**

**The meeting was held at:** 424 Leonard Street, Brooklyn, NY 11206

**PRESENT**

Jairo Guzman, Board Chair  
Matteo Gallo, Trustee  
Douglas Giles, Trustee  
John Woods, Trustee

Kaley Childs, Trustee *via Skype Video Conf.*  
Matthew Brian, Trustee  
Willie Scott, Trustee

**EXCUSED**

None

**UNEXCUSED**

None

**GUESTS**

Mary Kenny, Minutes Transcriber  
Reshma Baig, School Leader  
Racquel Brown, Dir. of Ops.  
Laron Walker, CSBM  
Winston Blackburn, Teacher

Steve Reid, CSBM  
Kathleen Curatolo, Ex. Dir.  
Evan Rutberg, Teacher  
Anthony Penoro, Teacher  
Jeffrey Bance, Teacher

The meeting opened at 7:00pm.

**5. Executive Committee**

**Approval of Agenda**

- Mr. Scott made a motion to approve the Agenda. Mr. Gallo was second. All were in favor.

**Approval of December Board Minutes**

- Changes: page two, correct the spelling of Ms. Curatolo's name. Also, delete last two sentences under "Annual School Grade Correspondence." And delete last sentence under "Technology Consultant." Mr. Gallo made a motion to approve the Minutes with edits. Mr. Scott seconded. All were in favor.

**Charter Renewal Update**

- The school received an extension which will be forwarded to the state with the Minutes. A copy was included in the packet. We are expecting a final answer by spring.

**2. Finance Committee**

**Monthly Financial Review for December 2013**

- There was an increase in the number of students enrolled for this reporting period and that netted a favorable gain of \$15,000 in revenue. Also, there was a teaching vacancy which netted a savings, and that position is being paid on an hourly basis.
- The Fiscal Policy needs to be revised as it still has the "Believe" name, as well as, other changes. It will be reviewed and the revised version will be ready for voting at the February meeting. The Board also discussed changing banks since the signature card issue is still not resolved from Chase Bank.

### **3. Board Development**

#### **Board Member Status**

- Teachers who were present at the meeting were asked to help in Board development by reaching out to anyone they may know who would be interested in sitting on the Board.

### **4. Educational and Accountability Reporting: Ms. Curatolo**

#### **School Credit Card**

- The Board discussed receiving a draft last month of the credit card usage policy and apologized for not moving forward on reviewing it before tonight's meeting. They promised to do so within the next two weeks with CSBM's help and the Finance Committee's help. Once reviewed, a vote will be taken.

#### **Technology Consultant**

- The Board discussed the proposal from Charter Tech and the need to hire an outside firm to help with technology in the school. It was decided that the Board, Ms. Curatolo and Jamal will discuss it further to find out why it's necessary to incur this expense or if it would be better to get someone in on an hourly basis when needed. CSBM mentioned that Charter Tech may also be flexible with their hours.

#### **Student Lateness Policy**

- Ms. Curatolo discussed the need for revising the lateness policy because it has become a chronic problem. (85 students are failing first period). The Board agreed and asked that the school monitor the progress after the tougher policy begins in the new semester. Mr. Gallo made a motion to amend the Student Lateness Policy. Mr. Giles seconded. All were in Favor.
- Mr. Gallo asked to have stats at the Board Meetings on enrollment. Currently there are 382 students enrolled.

### **5. Next Meeting**

- February 12, 2014 @ 6pm.

### **6. Motion to Adjourn Meeting**

- Mr. Gallo motioned to Adjourn. Mr. Giles Seconded. All were in Favor.

**Northside Charter High School  
Board of Trustees Meeting  
February 12, 2014  
Minutes**

**The meeting was held at:** 424 Leonard Street, Brooklyn, NY 11206

**PRESENT**

Jairo Guzman, Board Chair  
Matteo Gallo, Trustee  
Douglas Giles, Trustee  
John Woods, Trustee

Kaley Childs, Trustee *via Skype Video Conf.*  
Matthew Brian, Trustee  
Willie Scott, Trustee

**EXCUSED**

None

**UNEXCUSED**

None

**GUESTS**

Mary Kenny, Minutes Transcriber  
Kathleen Curatolo, Ex. Dir.  
Racquel Brown, Dir. of Ops.

Steve Reid, CSBM  
Laron Walker, CSBM

The meeting opened at 6:03pm.

**6. Executive Committee**

**Approval of Agenda**

- Mr. Scott made a motion to approve the Agenda. Mr. Gallo was second. All were in favor.

**Approval of January Board Minutes**

- Changes: page one, #2, Second Bullet - strike second sentence. Page two, #4, First Bullet – strike first two sentences. Also on page two, #4, Second Bullet – add “Deas” to Jamal’s name. Mr. Gallo made a motion to approve the Minutes with edits. Mr. Scott seconded. All were in favor.

**Charter Renewal Update**

- Our Charter has been renewed for three years to June 30, 2017. It needs to be signed and sent back to Albany. Bill Clark and Leslie Templeton said the application was very strong, which the Board felt was a reflection on the students and the great amount of work done in the past and present.

**2. Finance Committee**

**Monthly Financial Review for January 2014**

- CSBM reported to the Board that they reviewed the projections with school leadership which resulted in an overall savings of \$100,000 in the budget. The savings were found in: personnel expenses, summer school projection, benefits, testing assessments and gym equipment. The Board discussed and decided that student services should not be included when looking at saving money. CSBM went on to report that there was a \$15,000 savings in public relations and additional savings in facilities and utilities.

## **2012 – 990**

- The 990 from 2012 has been signed and mailed. A copy was included in the package.
- CSBM will review the Fiscal Policy and report back to the Board.

## **3. Board Development**

### **Board Member Status**

- Mr. Gallo reported that his candidate had to drop out because she has started a new job and cannot commit at this time. Three other members of the Board have candidates in mind and are reaching out to them.

## **4. Educational and Accountability Reporting: Ms. Curatolo**

### **School Credit Card/Community Banks (TD vs. Apple)**

- The Board reviewed the draft of the Credit Card Policy and Ms. Childs stated that she doesn't have any changes to it at the present time but it will be reviewed again as we look at the Fiscal Policy. Ms. Childs made a motion to approve the Credit Card Policy. Mr. Gallo seconded. All were in Favor.
- Ms. Brown reported that she met with the two banks and recommends TD Bank because of their student programs, school credit card and interest-earning CDs. CSBM will meet with them to review all their costs.

### **Principal Evaluation Process Dates**

- The Principal Review Process was reviewed by the Board with Ms. Curatolo They are exploring creating a committee and a time line. Ms. Childs reminded the Board that Ms. Baig's contract runs through June 30 and the Board must review her and Ms. Curatolo, to be consistent, as was done in the past years. No changes can be made under the Reeves' Leadership Performance Matrix for the 2013-14 school year. Going forward, the Board will re-address this policy in an Executive Committee. Ms. Childs told the Board that the data collected in previous years met the SED standards and the Board will continue to endeavor to comply with SED standards, as well as, Federal regulations.

### **Revised 2013-14 School Calendar/Draft 2014-15 School Calendar**

- Ms. Curatolo reviewed the revised 2013-14 school calendar and the 2014-15 school calendar will be decided on in the future.

### **Recruitment/Enrollment Data**

- The Board reviewed the data in their packets and discussed the lottery. Ms. Brown reported that advertisements for the school are in several local bus shelters and the school is actively recruiting at school fairs, open houses and in local middle schools. Currently there are 383 students enrolled.

## **5. Next Meeting**

- March 12, 2014 @ 6pm.

## **6. Motion to Adjourn Meeting**

- Mr. Gallo motioned to Adjourn. Mr. Scott Seconded. All were in Favor.

**Northside Charter High School  
Board of Trustees Meeting  
March 12, 2014  
Minutes**

**The meeting was held at:** 424 Leonard Street, Brooklyn, NY 11206

**PRESENT**

Matteo Gallo, Trustee  
Matthew Brian, Trustee  
John Woods, Trustee

Kaley Childs, Trustee *via Skype Video Conf.*  
Douglas Giles, Trustee

**EXCUSED**

Jairo Guzman, Board Chair  
Willie Scott, Trustee

**UNEXCUSED**

None

**GUESTS**

Mary Kenny, Minutes Transcriber  
Laron Walker, CSBM  
Troy McGhie, Prospective member

Kathleen Curatolo, Ex. Dir.  
Evan Rutberg, Teacher

The meeting opened at 6:05pm.

**7. Executive Committee**

**Approval of Agenda**

- One item was added: Voting on Treasurer Position. Also, change the date under #4 to 2015. Mr. Woods made a motion to approve the Agenda. Mr. Brian was second. All were in favor.

**Approval of February 12, 2014 Board Minutes**

- Ms. Childs made a motion to approve the February Board Minutes. Mr. Woods seconded. All were in favor.

**2. Finance Committee**

**Treasurer Position**

- Mr. Giles was elected as Treasurer upon Ms. Bonnick-Lewis's resignation as Treasurer in August 2013. Mr. Giles's submitted a letter of resignation as Treasurer dated March 12, 2013, to the Board. Ms. Childs made a motion to appoint Mr. Brian as Treasurer. Mr. Giles seconded. All were in Favor.

**Monthly Financial Review for February 2014**

- CSBM reported to the Board and said there were minimal changes to the finances. The Per Pupil numbers stayed the same, and Title 1 funds from the state have not been received. Mr. Walker reported the following changes in expenses: a new Latin teacher was hired, the personnel benefits saw a slight change, and depreciation expenses increased. Mr. Gallo mentioned that we will have the 2014-2015 budget ready by April for Board approval.

### **Fiscal Policies – Updates on Edits**

- The Board is in the process of reviewing the edits on the Fiscal Policies and Procedures, including changes due to the new Credit Card Policy. Updates to the Fiscal Policies and Procedures will be presented in April.

### **TD Bank**

- The paperwork has been started on the transition from Chase Bank to TD Bank, which the Board will review.

### **3. Board Development**

#### **Board Member Status/Mr. Troy McGhie (Prospective Member)**

- Mr. Gallo reported that we are still seeking to increase membership to nine and introduced Mr. Troy McGhie, a prospective candidate. He spoke about himself and mentioned that he is a dean in a DOE high school with over 15 years in education. The Board thanked him for his interest and explained how they are in the process of creating an Education Committee to strengthen their interaction with the community in preparing our students for college.

### **4. Educational and Accountability Reporting: Ms. Curatolo**

#### **Principal Evaluation Process**

- The Principal Review Process comes from the Reeves' Leadership Performance Matrix and will also be used to evaluate the Executive Director, Ms. Curatolo. The process will be started before May with questionnaires going out to all parties and returned to the Board.

#### **Proposal for April 1, 2015 Admissions Lottery**

- Ms. Curatolo reviewed with the Board the increasing number of incoming students with IEP's and how the Regents scores are not reflecting the school's mission of being a college preparatory school. Ms. Curatolo offered a proposal that would include a scholars program to academically advanced students. Ms. Curatolo and the Board reviewed the proposal and discussed the merits of changes to the admissions lottery to include a portion of admissions based on academic record, which would require a change to the charter. The Board and Executive Director will continue to explore the feasibility and impact of such a change in line with the mission and goal of college preparation and excellence.

#### **Graduation Update Status**

- The Board reviewed the data and how this ties in with the new proposal. Ms. Curatolo spoke about creating a new study hall for freshmen to ensure that students are completing and understanding homework that directly relates to topics taught in class. Also they will be taking yoga classes in Phys. Ed. to increase their capacity for concentration, resilience, determination, and focus. The school is looking into other options to raise our standards. Ms. Childs requested Ms. Curatolo develop a program to track alumni success. Ms. Curatolo also discussed recruitment goals and plans to reach out to middle schools for recruitment.

### **5. Next Meeting**

- April 9, 2014 @ 6:00p.m.

### **6. Motion to Adjourn Meeting**

- Mr. Woods motioned to Adjourn. Mr. Brian Seconded. All were in Favor.

**Northside Charter High School  
Board of Trustees Meeting  
April 9, 2014  
Minutes**

**The meeting was held at:** 424 Leonard Street, Brooklyn, NY 11206

**PRESENT**

Matteo Gallo, Trustee

Kaley Childs, Trustee *via Skype Video Conf.*

Douglas Giles, Trustee

John Woods, Trustee

Jairo Guzman, Board Chair

Matthew Brian, Trustee

Willie Scott, Trustee

**EXCUSED**

None

**UNEXCUSED**

None

**GUESTS**

Mary Kenny, Minutes Transcriber

Laron Walker, CSBM

Troy McGhie, Prospective member

Racquel Brown, Dir. Of Operations

Kathleen Curatolo, Ex. Dir.

Steve Reid, CSBM

Hammad Graham, Prospective member

Reshma Baig, Principal

The meeting opened at 6:05pm.

**8. Executive Committee**

**Approval of Agenda**

- Ms. Childs asked if the budget was to be presented and voted on at this meeting. CSBM responded that the final version is being reviewed and will be ready shortly. Mr. Gallo made a motion to approve the Agenda. Mr. Giles was second. All were in favor.

**Approval of March 12, 2014 Board Minutes**

- Ms. Childs read the following suggested changes:

Finance Committee

Mr. Giles was elected as Treasurer upon Ms. Bonnick-Lewis's resignation as Treasurer in August 2013. Mr. Giles is submitting his letter of resignation as Treasurer dated and effective March 12, 2014, to the Board. Ms. Childs made a motion to appoint Mr. Brian as Treasurer. Mr. Giles seconded. All were in Favor. Mr. Brian has been serving on the Finance Committee since being approved by SED as a trustee and has been working closely with Mr. Giles, which will ensure a smooth transition into the role as Treasurer.

The Board is in the process of reviewing the edits on the Fiscal Policies and Procedures, including changes due to the new Credit Card Policy. Updates to the Fiscal Policies and Procedures will be presented in April.

Board Development

The Board thanked him for his interest and explained how they are working to further strengthen the Education and Accountability Committee.

### Educational and Accountability Reporting

Ms. Curatolo offered a proposal that would include a scholars program to academically advanced students. Ms. Curatolo and the Board reviewed the proposal and discussed the merits of changes to the admissions lottery to include a portion of admissions based on academic record, which would require a change to the charter. The Board and Executive Director will continue to explore the feasibility and impact of such a change in line with the mission and goal of college preparation and excellence.

Ms. Curatolo spoke about creating a new study hall for freshmen to ensure that students are completing and understanding homework that directly relates to topics taught in class. Also they will be taking yoga classes in Phys. Ed. to increase their capacity for concentration, resilience, determination, and focus. The school is looking into other options to raise our standards. Ms. Childs requested Ms. Curatolo develop a program to track alumni success. Ms. Curatolo also discussed recruitment goals and plans to reach out to middle schools for recruitment.

- Mr. Gallo motioned to approve the March Board Minutes with changes as verbally read by Ms. Childs and added by Ms. Kenny. Mr. Scott seconded. All were in favor.

## **2. Finance Committee**

### **Monthly Financial Review for March 2014**

- Mr. Walker from CSBM reported to the Board on the numbers in the Monthly Review:
  - Loss of revenue on Per Pupil and Special Ed numbers was because three students were discharged. Also, personnel expenses had a \$15,000 difference due to the hiring of the Latin teacher. And, \$5,000 stipend was spent on chaperones for the senior trip. Administrative expenses included a subscription.
  - A savings of \$10,000 under personnel benefits was from the tuition reimbursement program. Also, graduation numbers are rising because the school is collecting deposits from parents.

### **Fiscal Policies – Updates on Edits**

- Mr. Walker reported that he's been in contact with the Board and they have been comparing the existing policy with a best practices template at CSBM. 98% of the current policy will stay the same but the format will be more modern and up to date. It will be ready for voting on at the next meeting. Mr. Gallo requested that it be sent to the Board with red-line changes and Mr. Reid said that the final draft will get out to the rest of the Board very soon.

### **Bank Accounts with Chase/TD Bank**

- Ms. Brown reported that she needs to visit Chase with the Board members who were signatories to close the old accounts. The paperwork is ready to open the new account at TD Bank, which she will do this week.

## **3. Board Development**

### **Board Member Status/Troy McGhie and Hammad Graham (Prospective Members)**

- Mr. Guzman introduced Mr. Hammad Graham, a prospective candidate. He spoke about himself and mentioned that he is a colleague of Doug Giles and Matt Brian. He said that he was a teacher in Massachusetts and now lives in Brooklyn. Mr. Guzman spoke about the history of the school and welcomed him to the meeting. Everyone then introduced themselves.
- The Board voted on Mr. McGhie's package that SED needs to approve. Ms. Childs' made a motion to accept Mr. McGhie's package as a trustee of the Northside Charter High School Board pending SED approval. Mr. Gallo seconded. All were in favor.

#### **4. Educational and Accountability Reporting**

##### **Principal and Executive Director Evaluation Process**

- Mr. Gallo said that at the last meeting, the Board discussed the evaluation process. Surveys were handed out to parents and staff members and then collected for the Board to review. Now, the Board will do a site visit. Ms. Childs will send the Board a calendar using the Doodle website.

##### **Approval of 2014-15 School Calendar**

- Ms. Curatolo reviewed the calendar with the Board and said that the start date is now September 9, the same as the DOE. Mr. Gallo made a motion to approve the calendar. Mr. Scott seconded. All were in favor.

##### **Graduation Update Status**

- Ms. Curatolo reviewed the status of our graduates and said that teachers are doing everything possible to ensure that at-risk students pass the Regents and have the opportunity to graduate on time. The Board discussed graduation fees and mentioned that Ms. Curatolo's foundation and the school paid for several hardship cases. Ms. Brown spoke about the prom dress event where vendors donated over 200 dresses to students. The Board discussed how that and other positive events could be broadcasted to the public.
- Ms. Brown reported that we had over 200 applications for the Lottery.
- Ms. Brown also reported that at the last building council meeting, Citizens of the World School said that they are to gain five more classrooms. Ms. Baig said that we are operating within the original building utilization plan.
- The school website is ready and just waiting for content.
- Ms. Childs asked for an update on the Student Life Guide. Ms. Curatolo said that it will be ready for the next Board meeting and Ms. Childs asked if the Board can review it prior to the meeting.

#### **5. Next Meeting**

- May 14, 2014 @ 6pm.

#### **6. Motion to Adjourn Meeting**

- Mr. Gallo motioned to Adjourn. Mr. Scott seconded. All were in Favor.

**Northside Charter High School  
Board of Trustees Meeting  
May 14, 2014  
Minutes**

**The meeting was held at:** 424 Leonard Street, Brooklyn, NY 11206

**PRESENT**

Matteo Gallo, Trustee

Kaley Childs, Trustee *via Skype Video Conf.*

John Woods, Trustee

Jairo Guzman, Board Chair

Willie Scott, Trustee

Troy McGhie, Trustee

**EXCUSED**

Matthew Brian, Trustee

Douglas Giles, Trustee

**UNEXCUSED**

None

**GUESTS**

Kathleen Curatolo, Ex. Dir.

Laron Walker, CSBM

Hammad Graham, Prospective member

Racquel Brown, Dir. Of Operations

Reshma Baig, Principal

Steve Reid, CSBM

Mary Kenny, Minutes Transcriber

The meeting opened at 6:10pm.

**9. Executive Committee**

**Approval of Agenda**

- Mr. Scott made a motion to approve the Agenda. Mr. Woods was second. All were in favor.

**Approval of April 2014 Board Minutes**

- Changes:
  - Page 2, #2, Add “Administrative expenses included a membership to American School Counsel for Guidance Department.”
  - Page 3, #4, Change start date to August 28.
- Mr. Scott motioned to approve the April Board Minutes with changes. Mr. Woods seconded. All were in favor.

**Principal & Executive Director Evaluation Process – Update**

- The Board completed their site visit with faculty, staff, students, parents and school leadership. The data is being reviewed and feedback will be shared soon.

**2. Finance Committee**

**Monthly Financial Review for April 2014**

- Mr. Walker from CSBM reported to the Board on the numbers in the Monthly Review:
  - Finances show a savings in Special Education, per-session, employee benefits, prom, graduation, computers, tech consultant, public relations, professional development, marketing, and bank fees.
  - Next year, calculations will be adjusted in accordance with the numbers this year.

### **2014-15 Budget/Fiscal Policies – Updates**

- Matthew Brian and Douglas Giles have worked on the numbers.
- Fiscal Policy is ready and the Board will review. Voting will take place at the June Meeting.

### **TD Bank**

- Closing of the Chase account is nearly finalized.

### **3. Board Development**

#### **Board Member Status: Troy McGhie and Hammad Graham**

- The Board read an email from Jeri Chapman, Assistant in Education Services from the NYSED, stating that all the materials submitted from Troy McGhie's application satisfy the requirements of the charter agreement and to consider the email as official notice. The Board welcomed Mr. McGhie as a new Trustee.
- The Board voted on Mr. Graham's package for submittal to SED. Mr. Gallo made a motion to accept Mr. Graham's package as a trustee of the Northside Charter High School Board pending SED approval. Mr. Scott seconded. All were in favor.

### **4. Educational and Accountability Reporting**

#### **Personnel Handbook Updates**

- Ms. Curatolo said that the entire handbook has been revised and mentioned four specific changes:
  - Change "Care Days" to "Personal/Sick Days"
  - Increase the number of yearly sick days to 10
  - Increase the number of bereavement days to 4 consecutive days
  - Add Community Sick Bank Policy. This policy allows employees to donate days on a voluntary basis to eligible employees who suffer catastrophic illness.

The Board decided to table this item, along with the Fiscal Policy, for next month.

#### **Walentas Family Foundation**

- Ms. Curatolo explained the Walentas Family Foundation Neighborhood School Grant. If awarded the grant, we will use the funds to improve math learning/test scores through technology and software.

#### **Graduation Update Status**

- Graduation will be held on June 27 at 11AM at the Grand Street Campus. 96 students are on track to graduate.
- Freshmen enrollment: 90 students are enrolled and the Board discussed having a "Mixer" for parents and kids.
- Ms. Brown reported on the building council meeting with Citizens of the World School and said that they are requesting three more classrooms. She negotiated with them and we are to gain two larger rooms on the first floor. Ms. Curatolo said that, according to the original building utilization plan, we are only supposed to have 19 rooms but currently are using more.
- The Board discussed the email situation with the school and the need to have a drop box.

#### **Summer Board Meeting Dates**

- The Board decided to keep the meetings scheduled for the second Wednesday in July and August. Mr. Woods announced that he will be living in St. Lawrence next year and will join the meetings by SKYPE.

**5. Next Meeting**

- June 11, 2014 @ 6pm.

**6. Motion to Adjourn Meeting**

- Mr. Gallo motioned to Adjourn. Mr. Scott seconded. All were in Favor.

# Board of Trustees Meeting

## June 11, 2014

### Minutes

**The meeting was held at:** 424 Leonard Street, Brooklyn, NY 11206

#### **PRESENT**

Jairo Guzman, Board Chair

Kaley Childs, Trustee *via Skype Video Conf.*

John Woods, Trustee

Hammad Graham, Trustee

Matteo Gallo, Trustee

Matthew Brian, Trustee

Troy McGhie, Trustee

#### **EXCUSED**

Willie Scott, Trustee

Douglas Giles, Trustee

#### **UNEXCUSED**

None

#### **GUESTS**

Kathleen Curatolo, Ex. Dir.

Laron Walker, CSBM

Mary Kenny, Minutes Transcriber

Tim Korpita, Staff

Reshma Baig, Principal

Steve Reid, CSBM

Racquel Brown, Dir. Of Operations

Nick Burley, Staff

The meeting opened at 6:09pm.

## **10. Executive Committee**

### **Approval of Agenda**

- Add: Voting on 2014-15 Budget, CSBM Contract and Personnel Handbook. Board Elections added as last item. Mr. Gallo made a motion to approve the Agenda. Mr. McGhie was second. All were in favor.

### **Approval of May 2014 Board Minutes**

- Changes:
  - Page 2, #2, Budget, First Bullet: Add “of the 2014-2015 Budget of Northside Charter High School.”
  - Second Bullet: Change sentence to read: Fiscal Policy & Procedures have been revised and was brought to the Board for approval. The Board will review prior to the June Meeting and vote on it then.
- Mr. Gallo motioned to approve the May Board Minutes with changes. Mr. McGhie seconded. All were in favor.

## **2. Finance Committee**

### **Monthly Financial Review for May 2014**

- Mr. Walker, CSBM, reported to the Board
  - The May Finances showed savings in Famis funds, personnel expenses, administration, professional fees, public relations, PD, marketing, recruitment and miscellaneous. The school will end the year with \$2.3 million cash reserves.

### **2014-15 Budget**

- Mr. Walker reviewed the 2014-2015 Budget and explained the numbers for Per Pupil, Special Education, Title I, personnel, per session, summer school, staff bonus, health insurance, supplies, books, testing, college prep, school events, administration fees, technology, professional fees and miscellaneous.
- Voting to approve the 2014-2015 Budget. Mr. Gallo moved to approve the Budget as distributed. Mr. Brian Seconded. All were in Favor.

### **Fiscal Policies Update**

- Ms. Brown asked that a Trustee accompany her to the bank to close the account.
- The major change to the Fiscal Policy is that the school credit card will instead be a debit card.
- Ms. Childs made a motion to approve the Fiscal Policies and Procedures. Mr. Gallo seconded. All were in Favor.

### **CSBM Proposal Contract**

- The Board reviewed the Proposal of Services from CSBM. They discussed the proposed payment schedule on Page 8.
- Voting: Mr. Brian made a motion to accept the Proposal of Services from CSBM for Fiscal Year 2014-2015. Mr. Gallo seconded. All were in Favor.

## **3. Board Development**

### **Board Member Status: Hammad Graham**

- The Board presented an email from Jeri Chapman, Assistant in Education Services from the NYSED, dated Wednesday, May 21, 2014 stating that all the materials submitted for Hammad Graham's application satisfy the requirements of the charter agreement and to consider the email as official notice of NYSED's approval of Mr. Hammad as trustee. The Board welcomed Mr. Graham as a new Trustee.

## **4. Educational and Accountability Reporting**

### **Personnel Handbook Updates**

- Ms. Curatolo reviewed the major changes with the Board.
- Mr. Gallo made a motion to approve the Northside Charter High School Personnel Handbook, 2014-2015. Mr. Woods seconded. All were in Favor.

### **Student Life Guide Updates/Approval**

- Ms. Curatolo said that Ms. Childs edited the Student Life Guide requesting clarifications and corrections. Ms. Curatolo and the administrative team will provide the requested changes and clarifications to the Board prior to the July board meeting, so the Board can vote on it then.

### **Graduation Update Status**

- Ms. Baig reviewed the 2014 cohort projected graduation and the students on track to receive Regents Diplomas, Advanced Regents Diplomas and Local Diplomas. There are 96 students with 80 on track and 14 at risk. Two will not graduate.
- The Board reviewed the college data of the 12<sup>th</sup> grade students with Ms. Baig. The school has begun alumni data tracking.
- We currently have 106 students enrolled for the incoming 9<sup>th</sup> grade class. There will be a freshman orientation next Wednesday.
- The Board discussed the two new rooms on the first floor and utilizing them for health class, yoga, music and theater.

### **Summer Board Meeting Dates**

- The dates for summer are: July 9 and August 13 at the school.

#### **Board Elections for 2014-2015 School Year**

- Jairo Guzman nominated Kaley Childs for the position of Board Chair. All were in Favor.
- Kaley Childs nominated Jairo Guzman for the position of Vice Chair. All were in Favor.
- Matteo Gallo nominated Douglas Giles for the position of Secretary. All were in Favor.
- Kaley Childs nominated Matthew Brian as Trustee. All were in Favor.
- Matteo Gallo stated that he will be submitting his resignation as trustee in the coming months. Mr. Guzman thanked him for his hard work on the Board.

#### **5. Next Meeting**

- July 9, 2014 @ 6pm.

#### **6. Motion to Adjourn Meeting**

- Mr. Gallo motioned to Adjourn. Mr. Brian seconded. All were in Favor.



## ***Appendix H: Enrollment and Retention Efforts***

Northside Charter High School has consistently worked towards creating and implementing instructional strategies to facilitate the learning of all levels of learners.

- Northside employs stand-alone resource room teachers and offers co-taught classes led by general education and special education teachers for all grade levels
- The special education teachers and ESL teacher coordinate with subject course teachers to create lesson plans that are strategic in their capacity and delivery of differentiation
- Our school's social worker not only serves mandated IEP students, but creates workshops and clubs for the general education, IEP and ESL populations who require informal support.
- The Advisory Framework at the school involves guidance counselors, general education and special education teachers and the ESL teacher to create advisory lessons and field trips that will increase awareness and tolerance of the issues faced by all Northside students including those most challenged students.
- Northside's guidance counselors and attendance coordinator provide intervention services at request, and there are various bilingual professionals on staff to accommodate and advocate for parents and families of ESL/ELL community members
- The number of IEP students and ELL students has increased annually with 23% of the class of 2017 requiring support services. Northside's recruitment plan focuses on targeting students in the surrounding neighborhoods. Because of the neighborhood in which the school located, Northside has already enrolled a large number of students who are eligible to receive free and reduced price lunch, as well as a substantial number of ELL students, and does not see this changing in the coming years.

### **Recruitment & Lottery Plan Summary:**

Mr. Anthony Torres, Recruitment Coordinator NCHS

### **Recruitment Overview**

On a year-round basis, Northside's Recruitment Coordinator attends school fairs at both public and non-public schools to recruit student candidates to apply for each grade. The recruitment strategy entails mapping out locations of all junior high schools in the community ("feeder schools") as well as other districts. Northside conducts a blind lottery, thus all students are encouraged to apply, e.g.: SWD, FRPL, ELL.

To ensure that we are making a substantial effort to recruit and enroll students with special needs, Northside is committed to canvassing schools that serve students with IEPs, starting with schools in our district. The other districts where recruitment takes place include all of the districts that connect directly on public transportation lines in the area (as commuting via MTA trains and buses is the standard way that students get to school).

### **Recruitment at School Sites and On-Site**

Northside implements a strategy at each target school of calling the on-site guidance counselors and/or parent coordinators to schedule a time to hand out applications and collect any applications that the guidance counselor may have for Northside. The Recruitment Coordinator speaks with 8<sup>th</sup> grade students individually or in class groups at target schools.

The Recruitment Coordinator also schedules School Tours every Tuesday at Northside and designated Saturdays and evenings. NCHS maintains a waiting list for all grades. The Recruitment Coordinator contacts each applicant when space becomes available to keep enrollment numbers high. Northside also hosts an online application for parents. This application is available through the NYC Charter Center website.

**Lottery Overview:**

All students admitted to the 9<sup>th</sup> grade cohort are selected by a race-, gender-, disability-, and income-blind lottery. The lottery takes place on April 1<sup>st</sup> for students who will enter 9<sup>th</sup> grade in September. Before the lottery takes place, all parents of applicants receive a comprehensive lottery information letter. They are also informed of the types of documentation they will need to provide should their child be selected. Northside admits 100 students every year, and places the rest of the applicants on a waiting list. Students who are accepted have 30 days to enroll, or their seat is handed to the next applicant on the waiting list.

## Schools Visited 2013-2014

### Williamsburg

M.S. 577

Queen of the Rosary Catholic Academy

Young Women's Leadership School of Brooklyn

Northside Catholic Academy

M.S. 582

Beginning with Children

I.S. 318

J.H.S 50

Most Holy Trinity

I.S. 71

Urban Assembly

Lyons Community School

Invictus Preparatory Charter School

### Downtown Brooklyn

P.S. 82

M.S. 226

M.S. 571

M.S. 103

K. 301

K. 596

M.S. 113

Urban Assembly

Satellite West

### Libraries

Bushwick

Greenpoint

### YMCA's

Greenpoint

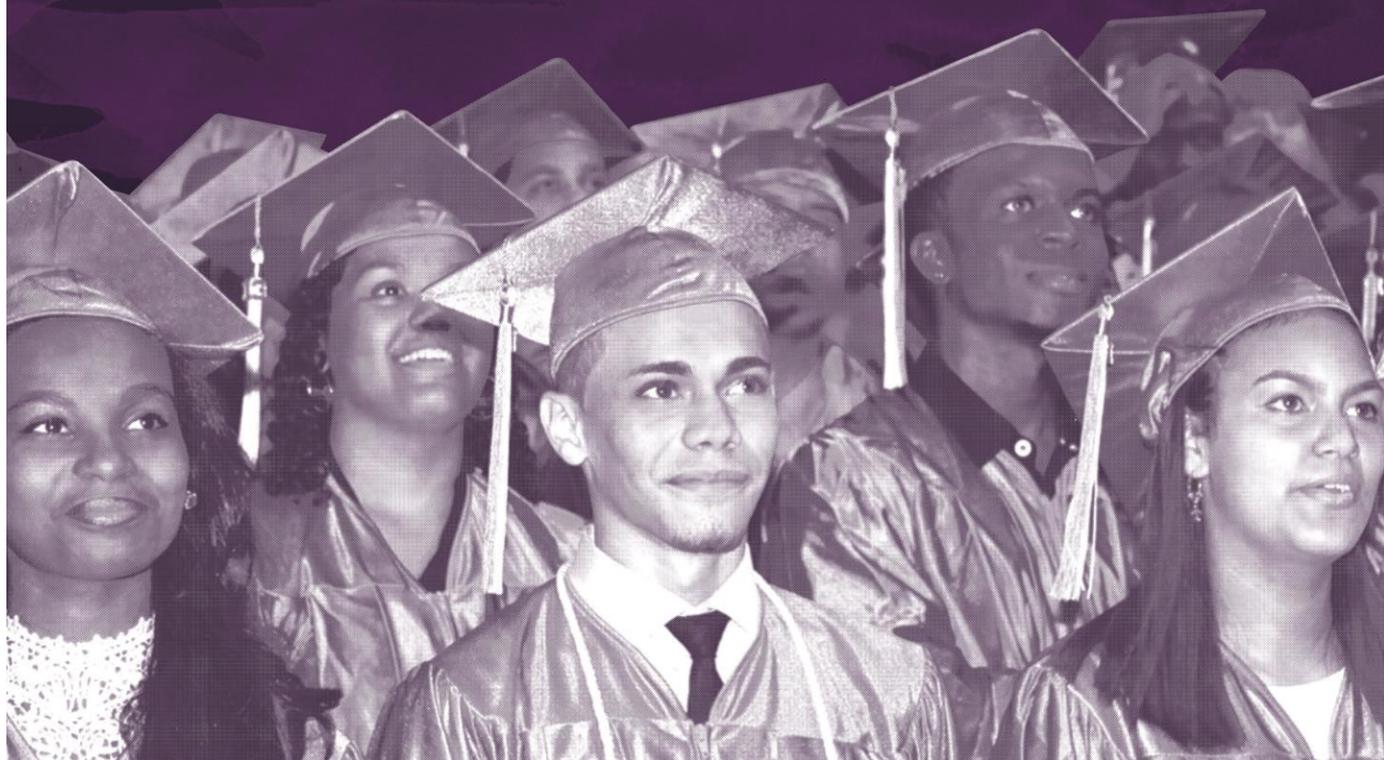
Boriquen Plaza

Park Slope

Be Brave. Be Ambitious.

# Be Northside!

Apply now! Our freshman lottery is on April 1, 2014.



**NORTHSIDE CHARTER HIGH SCHOOL**



**OPEN HOUSE  
TUESDAYS  
9:30AM-11:30AM**



**TO R.S.V.P--PLEASE CALL OUR RECRUITMENT  
COORDINATOR, MR. ANTHONY TORRES: (718)  
502-4098; OR EMAIL [ATORRES@BNSCHS.ORG](mailto:ATORRES@BNSCHS.ORG)**

**424 Leonard St.  
Brooklyn, NY 11222**

**Phone: 347-390-1273  
Fax: 347-390-1274  
E-mail:  
[atorres@northsidechs.org](mailto:atorres@northsidechs.org)**

***Be Brave. Be Bold. Be  
Northside!!***

# Required Form: 2013-14 Appendix E - Disclosure of Financial Interest Form

Created Thursday, July 31, 2014

<https://fluidsurveys.com/account/surveys/540612/responses/export//surveys/vickie-smith/appendix-e-trustee-disclosure-form/6f24e>

## 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:

*Kaley Childs*

2. Charter School Name:

*Northside Charter High School*

3. Charter Authorizer:

*Board of Regents*

4. \*Your Home Address:

4. \*Your Home Address: | Street Address

4. \*Your Home Address: | City/State

4. \*Your Home Address: | Zip

5. \*Your Business Address

5. \*Your Business Address | Street Address

5. \*Your Business Address | City/State

5. \*Your Business Address | Zip

6. \*Daytime Phone Number:

7. \*E-mail Address:

8. Select all positions you held on Board:

(check all that apply)

---

• Chair/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*

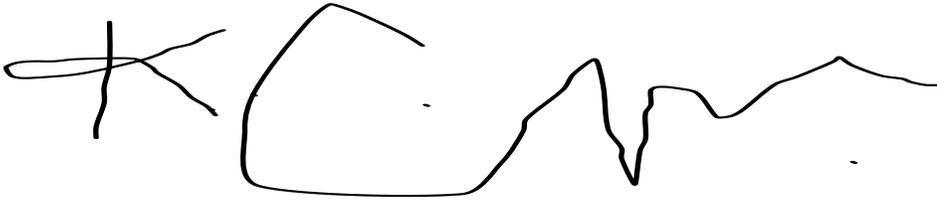
13. Have you or any of your immediate family members or any persons who live with you in your house had an interest in or engaged in a transaction with the charter school during the time you have served on the board, and in the six-month period prior to such service?

No

14. Are you a member, director, officer or employee of an organization formally partnered with 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 a stylized first letter followed by a series of connected, wavy lines.

# Required Form: 2013-14 Appendix E - Disclosure of Financial Interest Form

Created Thursday, July 31, 2014

Updated Monday, May 04, 2015

<https://fluidsurveys.com/account/surveys/540612/responses/export//surveys/vickie-smith/appendix-e-trustee-disclosure-form/a3bc9>

## 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:

*Jairo Guzman*

2. Charter School Name:

*Northside Charter High School*

3. Charter Authorizer:

*Board of Regents*

4. \*Your Home Address:

4. \*Your Home Address: | Street Address

4. \*Your Home Address: | City/State

4. \*Your Home Address: | Zip

5. \*Your Business Address

5. \*Your Business Address | Street Address

5. \*Your Business Address | City/State

5. \*Your Business Address | Zip

6. \*Daytime Phone Number:

7. \*E-mail Address:

8. Select all positions you held on Board:

(check all that apply)

- 
- Chair/President
- 
- Vice Chair/Vice President
- 
- Parent Representative

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*

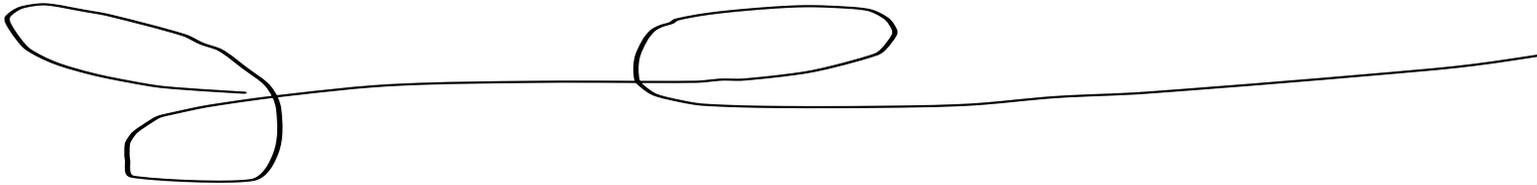
13. Have you or any of your immediate family members or any persons who live with you in your house had an interest in or engaged in a transaction with the charter school during the time you have served on the board, and in the six-month period prior to such service?

No

14. Are you a member, director, officer or employee of an organization formally partnered with 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 a long horizontal line with two large, rounded loops on either side.

# Required Form: 2013-14 Appendix E - Disclosure of Financial Interest Form

Created Thursday, July 31, 2014

<https://fluidsurveys.com/account/surveys/540612/responses/export//surveys/vickie-smith/appendix-e-trustee-disclosure-form/7d01e>

## 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:

*Douglas Giles*

2. Charter School Name:

*Northside Charter High School*

3. Charter Authorizer:

*Board of Regents*

4. \*Your Home Address:

4. \*Your Home Address: | Street Address

4. \*Your Home Address: | City/State

4. \*Your Home Address: | Zip

5. \*Your Business Address

5. \*Your Business Address | Street Address

5. \*Your Business Address | City/State

5. \*Your Business Address | Zip

6. \*Daytime Phone Number:

7. \*E-mail Address:

8. Select all positions you held on Board:

(check all that apply)

---

- Treasurer

- 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*

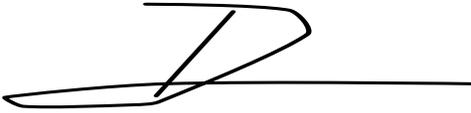
13. Have you or any of your immediate family members or any persons who live with you in your house had an interest in or engaged in a transaction with the charter school during the time you have served on the board, and in the six-month period prior to such service?

No

14. Are you a member, director, officer or employee of an organization formally partnered with 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 consisting of a stylized, cursive letter 'D' followed by a horizontal line extending to the right.A handwritten signature consisting of a stylized, cursive letter 'S' followed by a horizontal line extending to the right.

# Required Form: 2013-14 Appendix E - Disclosure of Financial Interest Form

Created Thursday, July 31, 2014

Updated Monday, May 04, 2015

<https://fluidsurveys.com/account/surveys/540612/responses/export//surveys/vickie-smith/appendix-e-trustee-disclosure-form/2b5da>

## 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:

*Troy McGhie*

2. Charter School Name:

*Northside Charter High School*

3. Charter Authorizer:

*Board of Regents*

4. \*Your Home Address:

4. \*Your Home Address: | Street Address

4. \*Your Home Address: | City/State

4. \*Your Home Address: | Zip

5. \*Your Business Address

5. \*Your Business Address | Street Address

5. \*Your Business Address | City/State

5. \*Your Business Address | Zip

6. \*Daytime Phone Number:

7. \*E-mail Address:

8. Select all positions you held on 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

13. 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

14. Are you a member, director, officer or employee of an organization formally partnered with 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 "Tracy M. Shre". The signature is written in a cursive, flowing style with a long horizontal line extending to the right.

# Required Form: 2013-14 Appendix E - Disclosure of Financial Interest Form

Created Wednesday, August 06, 2014

Updated Monday, May 04, 2015

<https://fluidsurveys.com/account/surveys/540612/responses/export//surveys/vickie-smith/appendix-e-trustee-disclosure-form/80c1c>

## 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:

*John Woods*

2. Charter School Name:

*Northside Charter High School*

3. Charter Authorizer:

*Board of Regents*

4. \*Your Home Address:

4. \*Your Home Address: | Street Address

4. \*Your Home Address: | City/State

4. \*Your Home Address: | Zip

5. \*Your Business Address

5. \*Your Business Address | Street Address

5. \*Your Business Address | City/State

5. \*Your Business Address | Zip

6. \*Daytime Phone Number:

7. \*E-mail Address:

8. Select all positions you held on 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*

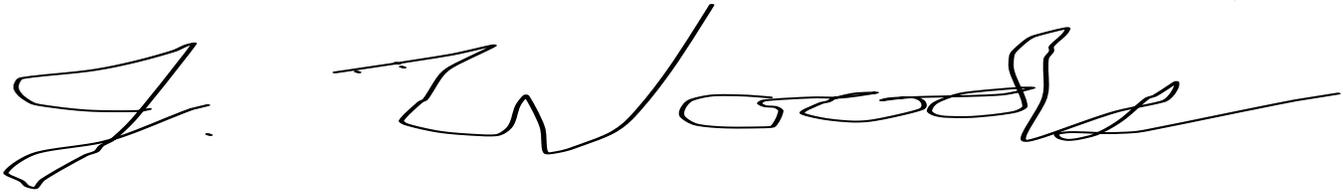
13. Have you or any of your immediate family members or any persons who live with you in your house had an interest in or engaged in a transaction with the charter school during the time you have served on the board, and in the six-month period prior to such service?

No

14. Are you a member, director, officer or employee of an organization formally partnered with 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 "J. W. Wood". The signature is written in a cursive style with a long horizontal line extending to the right.

# Required Form: 2013-14 Appendix E - Disclosure of Financial Interest Form

Created Friday, August 15, 2014

<https://fluidsurveys.com/account/surveys/540612/responses/export//surveys/vickie-smith/appendix-e-trustee-disclosure-form/599b1>

## 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:

*Hammad Graham*

2. Charter School Name:

*Northside Charter High School*

3. Charter Authorizer:

*Board of Regents*

4. \*Your Home Address:

4. \*Your Home Address: | Street Address

4. \*Your Home Address: | City/State

4. \*Your Home Address: | Zip

5. \*Your Business Address

5. \*Your Business Address | Street Address

5. \*Your Business Address | City/State

5. \*Your Business Address | Zip

6. \*Daytime Phone Number:

7. \*E-mail Address:

8. Select all positions you held on 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*

13. 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

14. Are you a member, director, officer or employee of an organization formally partnered with 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 loops and a long horizontal stroke at the end.

# Required Form: 2013-14 Appendix E - Disclosure of Financial Interest Form

Created Thursday, July 31, 2014

Updated Monday, May 04, 2015

<https://fluidsurveys.com/account/surveys/540612/responses/export//surveys/vickie-smith/appendix-e-trustee-disclosure-form/69c71>

## 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:

*Willie Scott*

2. Charter School Name:

*Northside Charter High School*

3. Charter Authorizer:

*Board of Regents*

4. \*Your Home Address:

4. \*Your Home Address: | Street Address

4. \*Your Home Address: | City/State

4. \*Your Home Address: | Zip

5. \*Your Business Address

5. \*Your Business Address | Street Address

5. \*Your Business Address | City/State

5. \*Your Business Address | Zip

6. \*Daytime Phone Number:

7. \*E-mail Address:

8. Select all positions you held on 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*

Page 2

13. 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

14. Are you a member, director, officer or employee of an organization formally partnered with 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