



Entry 1 School Information

Created: 06/19/2017 • Last updated: 08/01/2017

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

a. SCHOOL NAME AND BEDS# RIVERHEAD CS (REGENTS)

(Select name from the drop down menu)

b. CHARTER AUTHORIZER Regents-Authorized Charter School

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

c. DISTRICT / CSD OF LOCATION Riverhead

d1. SCHOOL INFORMATION

	PRIMARY ADDRESS	PHONE NUMBER	FAX NUMBER	EMAIL ADDRESS
	3685 Middle Country Road Calverton, NY 11933	[REDACTED]		

d2. PHONE CONTACT NUMBER FOR AFTER HOURS EMERGENCIES

Contact Name	Raymond Ankrum
Title	Principal/Executive Director
Emergency Phone Number (###-###-####)	[REDACTED]

e. SCHOOL WEB ADDRESS (URL) <http://www.riverheadcharterschool.org>

f. DATE OF INITIAL CHARTER 02/2001

g. DATE FIRST OPENED FOR INSTRUCTION 09/2001

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

MISSION STATEMENT

To create a school environment that fosters the development of academic skills, intellectual habits and character traits necessary for students to maximize their potential in high school, college and the world beyond our students show educational gains.

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

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

Variable 1	A uniquely affirming and supportive school culture: RCS maintains a diverse population, drawing from over a dozen school districts, reflecting the population of Eastern Long Island. Students receive classes in special areas such as special areas such as physical education, art, world language, music, and technology. Morning meetings allow students an opportunity to lead and govern themselves. Celebrations such as Black History month, Multi Cultural Night, Hispanic Heritage gallery walks, etc.
Variable 2	Deep linkages to the surrounding community and project based learning: RCS students have regular opportunities to engage with the surrounding communities. They enjoy trips to local parks, museums, and historical sites. The students partner with different organizations to explore, learn and collaborate on projects. The school will continue to partner Cornell Cooperative, Long Island University and Project Fit America. We will be partnering with Cornell to create a community garden and learn about eating a healthy diet and proper exercise. Students in grades Kindergarten through 5th grade will learn about respect and understanding of differences among all children. The ultimate goal is to improve student cooperation, empathy and mutual respect as well as foster greater inclusion and connectedness utilizing Sanford Harmony program. RCS was awarded a grant through Project Fit America and will receive ongoing training and collaboration through Peconic Bay Medical Center.
Variable 3	A focus on quality of instruction based on individual student needs:

	RCS follows the guidelines of the New York State Common Core Standards. RCS has a longer school day and school year, offer full day kindergarten. Our instruction is driven based on data obtained throughout the school year. Students use technology and multiple intelligence skills to complete final projects.
Variable 4	Technology integration in classrooms Technology is integrated into classrooms at RCS through the use of document cameras, projectors, ipads, Apple TV, classroom computers and a MacBook for all teachers. Students use technology in order to strengthen reading and mathematics skills, access digital content and resources, and conduct research.
Variable 5	Continuous development of staff RCS staff participates in continuous professional development throughout the school year. Professional development time equates to fourteen full day sessions. Professional development is geared toward meeting the needs and staff and students, based on teacher feedback surveys, teacher observations and student data. Experts in a particular field of study, community members and/or RCS staff facilitate professional development sessions. RCS staff members that have attended outside professional development may turn key the session for the entire staff.
Variable 6	Departmentalized instruction beginning in grade 4 Departmentalized instruction begins in grade 4 and continues in grade 5. Students in grades 4 and 5 remain with their classroom teachers for mathematics and English Language Arts, but switch teachers for Science and Social Studies. This allows for fourth and fifth grade teachers to specialize in mathematics, English Language Arts, and Social Studies or Science. In grades 6-8, teachers that are specialized in a particular area provide instruction exclusively in that subject area and may teach multiple grade levels.
Variable 7	(No response)
Variable 8	(No response)
Variable 9	(No response)
Variable 10	(No response)

i. TOTAL ENROLLMENT ON JUNE 30, 2017 417

j. GRADES SERVED IN SCHOOL YEAR 2016-17

Check all that apply

Grades Served	K, 1, 2, 3, 4, 5, 6, 7, 8
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k1. DOES THE SCHOOL CONTRACT WITH A CHARTER OR EDUCATIONAL MANAGEMENT ORGANIZATION? No

l1. FACILITIES

Does the school maintain or operate multiple sites?

No, just one site.

l2. SCHOOL SITES

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

	Physical Address	Phone Number	District/CSD	Grades Served at Site	School at Full Capacity at Site	Facilities Agreement
Site 1 (same as primary site)	3685 Middle Country Road Calverton, NY 11933		RIVERHEAD CSD	K-8	No	Own
Site 2						
Site 3						

I2a. Please provide the contact information for Site 1.

	Name	Work Phone	Alternate Phone	Email Address
School Leader	Raymond Ankrum			
Operational Leader	Nicola Graham			
Compliance Contact	Fabiola Colas			
Complaint Contact	Raymond Ankrum			

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

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

o. Name and Position of Individual(s) Who Completed the 2016-17 Annual Report. Laura Arcuri, Assistant Principal

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

Yes

Signature, Head of Charter School

R. Ankrum

Signature, President of the Board of Trustees

Z. Hartfield

Date

2017/08/01

Thank you.



Entry 2 NYS School Report Card Link

Last updated: 06/19/2017

1. NEW YORK STATE REPORT CARD

<https://data.nysed.gov/profile.php?instid=800000036919>

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

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



Entry 3 Progress Toward Goals

Last updated: 08/01/2017

PROGRESS TOWARD CHARTER GOALS

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

1. ACADEMIC STUDENT PERFORMANCE GOALS

2016-17 Progress Toward Attainment of Academic Goals

	Academic Student Performance Goal	Measure Used to Evaluate Progress Toward Attainment of Goal	Goal - Met or Not Met	If Not Met, Describe Efforts School Will Take
Academic Goal 1	students will achieve at least 80% passing rate on all quarterly assessments	quarterly assessments	Met	students who have met this criteria will be placed in Tiered groups.
Academic Goal 2	80% of students will increase one level on NYS assessments.	NYS Assessments		pending state results
Academic Goal 3	Students will increase their NWEA scores in ELA and Math by 3%	NWEA computerized assessment		pending Fall data
Academic Goal 4				
Academic Goal 5				
Academic Goal 6				
Academic Goal 7				
Academic Goal 8				

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

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

4. ORGANIZATIONAL GOALS

2016-17 Progress Toward Attainment of Organizational Goals

	Organizational Goal	Measure Used to Evaluate Progress	Goal - Met or Not Met	If Not Met, Describe Efforts School Will Take
Org Goal 1	Increase Professional Development both off site and on site.	professional development and teacher evaluations	Met	
Org Goal 2	Increase Parental outreach	parent surveys	Met	
Org Goal 3				
Org Goal 4				
Org Goal 5				

5. Do you have more organizational goals to add? No

6. FINANCIAL GOALS

2016-17 Progress Toward Attainment of Financial Goals

	Financial Goals	Measure Used to Evaluate Progress	Goal - Met or Not Met	If Not Met, Describe Efforts School Will Take
Financial Goal 1				
Financial Goal 2				
Financial Goal 3				
Financial Goal 4				
Financial Goal 5				



Entry 4 Expenditures per Child

Last updated: 07/31/2017

Financial Information

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

1. Total Expenditures Per Child

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

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

Line 1: Total Expenditures	5209355
Line 2: Year End FTE student enrollment	410
Line 3: Divide Line 1 by Line 2	12706

2. Administrative Expenditures per Child

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

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

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

Notes:

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

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

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

Line 1: Relevant Personnel Services Cost (Row)	2672493
Line 2: Management and General Cost (Column)	0
Line 3: Sum of Line 1 and Line 2	2672493
Line 5: Divide Line 3 by the Year End FTE student enrollment	6518

Thank you.

New York State Education Department

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

2017-18 Budget & Cash Flow Template

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

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

Riverhead Charter School -

PROJECTED BUDGET FOR 2017-2018 -

July 1, 2017 to June 30, 2018 -

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

	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL
Total Revenue	8,472,824	190,000	-	-	-	8,662,824
Total Expenses	8,636,097	-	-	-	-	8,636,097
Net Income	(163,273)	190,000	-	-	-	26,727
Actual Student Enrollment	488	24	-	-	-	-
Total Paid Student Enrollment	-	-	-	-	-	-

PROGRAM SERVICES

SUPPORT SERVICES

REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL
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REVENUE

REVENUES FROM STATE SOURCES

Per Pupil Revenue

CY Per Pupil Rate

Riverhead Central School District	\$16,576.00
William Floyd Ufsd	\$14,669.00
Longwood Csd	\$14,880.00
South Country Csd	\$16,451.00
Other Districts	\$15,973.00

3,970,598	67,906	-	-	-	4,038,504
1,131,772	11,759	-	-	-	1,143,531
740,563	54,563	-	-	-	795,126
312,569	31,262	-	-	-	343,831
1,639,322	24,510	-	-	-	1,663,832
7,794,824	190,000				7,984,824

Special Education Revenue

-	-	-	-	-	-
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Grants

Stimulus
Other

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

Other State Revenue

-	-	-	-	-	-
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TOTAL REVENUE FROM STATE SOURCES

7,794,824	190,000				7,984,824
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REVENUE FROM FEDERAL FUNDING

IDEA Special Needs

-	-	-	-	-	-
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Title I

89,000	-	-	-	-	89,000
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Title Funding - Other

10,000	-	-	-	-	10,000
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School Food Service (Free Lunch)

260,000	-	-	-	-	260,000
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Grants

Charter School Program (CSP) Planning & Implementation
Other

-	-	-	-	-	-
20,000	-	-	-	-	20,000

Other Federal Revenue

-	-	-	-	-	-
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TOTAL REVENUE FROM FEDERAL SOURCES

379,000					379,000
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LOCAL and OTHER REVENUE

Contributions and Donations, Fundraising

30,000	-	-	-	-	30,000
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Erate Reimbursement

6,000	-	-	-	-	6,000
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Interest Income, Earnings on Investments,

15,000	-	-	-	-	15,000
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NYC-DYCD (Department of Youth and Community Developmt.)

-	-	-	-	-	-
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Food Service (Income from meals)

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

Text Book

-	-	-	-	-	-
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Other Local Revenue

248,000	-	-	-	-	248,000
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TOTAL REVENUE FROM LOCAL and OTHER SOURCES

299,000					299,000
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TOTAL REVENUE

8,472,824	190,000				8,662,824
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EXPENSES

ADMINISTRATIVE STAFF PERSONNEL COSTS

No. of Positions

Executive Management

1.00

155,000	-	-	-	-	155,000
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Instructional Management

-

-	-	-	-	-	-
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Deans, Directors & Coordinators

7.00

432,000	-	-	-	-	432,000
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Riverhead Charter School

PROJECTED BUDGET FOR 2017-2018

July 1, 2017 to June 30, 2018

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Total Expenses	8,636,097	-	-	-	-	8,636,097
Net Income	(163,273)	190,000	-	-	-	26,727
Actual Student Enrollment	488	24				-
Total Paid Student Enrollment	-	-				-

PROGRAM SERVICES

SUPPORT SERVICES

		REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL
CFO / Director of Finance	1.00	95,000	-	-	-	-	95,000
Operation / Business Manager	1.00	50,500	-	-	-	-	50,500
Administrative Staff	6.00	231,500	-	-	-	-	231,500
TOTAL ADMINISTRATIVE STAFF	16	964,000					964,000
INSTRUCTIONAL PERSONNEL COSTS							
Teachers - Regular	23.00	1,363,854	-	-	-	-	1,363,854
Teachers - SPED	-	-	-	-	-	-	-
Substitute Teachers	2.00	51,650	-	-	-	-	51,650
Teaching Assistants	-	-	-	-	-	-	-
Specialty Teachers	18.00	1,040,373	-	-	-	-	1,040,373
Aides	1.00	36,000	-	-	-	-	36,000
Therapists & Counselors	1.00	57,782	-	-	-	-	57,782
Other	10.00	148,362	-	-	-	-	148,362
TOTAL INSTRUCTIONAL	55	2,698,021					2,698,021
NON-INSTRUCTIONAL PERSONNEL COSTS							
Nurse	-	-	-	-	-	-	-
Librarian	-	-	-	-	-	-	-
Custodian	3.00	102,960	-	-	-	-	102,960
Security	-	-	-	-	-	-	-
Other	1.00	41,600	-	-	-	-	41,600
TOTAL NON-INSTRUCTIONAL	4	144,560					144,560
SUBTOTAL PERSONNEL SERVICE COSTS	75	3,806,581					3,806,581
PAYROLL TAXES AND BENEFITS							
Payroll Taxes		359,203	-	-	-	-	359,203
Fringe / Employee Benefits		529,830	-	-	-	-	529,830
Retirement / Pension		500,000	-	-	-	-	500,000
TOTAL PAYROLL TAXES AND BENEFITS		1,389,033					1,389,033
TOTAL PERSONNEL SERVICE COSTS		5,195,614					5,195,614
CONTRACTED SERVICES							
Accounting / Audit		70,000	-	-	-	-	70,000
Legal		84,000	-	-	-	-	84,000
Management Company Fee		-	-	-	-	-	-
Nurse Services		-	-	-	-	-	-
Food Service / School Lunch		269,908	-	-	-	-	269,908
Payroll Services		-	-	-	-	-	-
Special Ed Services		-	-	-	-	-	-
Titlment Services (i.e. Title I)		-	-	-	-	-	-
Other Purchased / Professional / Consulting		133,835	-	-	-	-	133,835
TOTAL CONTRACTED SERVICES		557,743					557,743

SCHOOL OPERATIONS

Riverhead Charter School

PROJECTED BUDGET FOR 2017-2018

July 1, 2017 to June 30, 2018

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Total Expenses	8,636,097	-	-	-	-	8,636,097
Net Income	(163,273)	190,000	-	-	-	26,727
Actual Student Enrollment	488	24				
Total Paid Student Enrollment	-	-				

PROGRAM SERVICES

SUPPORT SERVICES

	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL
Board Expenses	18,275	-	-	-	-	18,275
Classroom / Teaching Supplies & Materials	34,300	-	-	-	-	34,300
Special Ed Supplies & Materials	-	-	-	-	-	-
Textbooks / Workbooks	44,420	-	-	-	-	44,420
Supplies & Materials other	4,900	-	-	-	-	4,900
Equipment / Furniture	2,625	-	-	-	-	2,625
Telephone	32,539	-	-	-	-	32,539
Technology	68,941	-	-	-	-	68,941
Student Testing & Assessment	-	-	-	-	-	-
Field Trips	7,680	-	-	-	-	7,680
Transportation (student)	-	-	-	-	-	-
Student Services - other	1,125	-	-	-	-	1,125
Office Expense	11,000	-	-	-	-	11,000
Staff Development	19,608	-	-	-	-	19,608
Staff Recruitment	3,750	-	-	-	-	3,750
Student Recruitment / Marketing	-	-	-	-	-	-
School Meals / Lunch	-	-	-	-	-	-
Travel (Staff)	12,000	-	-	-	-	12,000
Fundraising	12,500	-	-	-	-	12,500
Other	29,575	-	-	-	-	29,575
TOTAL SCHOOL OPERATIONS	303,238					303,238

FACILITY OPERATION & MAINTENANCE

Insurance	116,810	-	-	-	-	116,810
Janitorial	17,014	-	-	-	-	17,014
Building and Land Rent / Lease	1,434,536	-	-	-	-	1,434,536
Repairs & Maintenance	191,942	-	-	-	-	191,942
Equipment / Furniture	-	-	-	-	-	-
Security	-	-	-	-	-	-
Utilities	184,200	-	-	-	-	184,200
TOTAL FACILITY OPERATION & MAINTENANCE	1,944,502					1,944,502

DEPRECIATION & AMORTIZATION

DISSOLUTION ESCROW & RESERVES / CONTINGENCY

DEPRECIATION & AMORTIZATION	635,000	-	-	-	-	635,000
DISSOLUTION ESCROW & RESERVES / CONTINGENCY	-	-	-	-	-	-
TOTAL EXPENSES	8,636,097					8,636,097
NET INCOME	(163,273)	190,000	-	-	-	26,727

ENROLLMENT - *School Districts Are Linked To Above Entries*

	REGULAR EDUCATION	SPECIAL EDUCATION	TOTAL ENROLLED
Riverhead Central School District	276	11	287
William Floyd Ufsd	100	2	102
Longwood Csd	57	5	62
South Country Csd	21	4	25
Other Districts	34	2	36

Riverhead Charter School

PROJECTED BUDGET FOR 2017-2018

July 1, 2017 to June 30, 2018

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Total Expenses	8,636,097	-	-	-	-	8,636,097
Net Income	(163,273)	190,000	-	-	-	26,727
Actual Student Enrollment	488	24				-
Total Paid Student Enrollment	-	-				-

PROGRAM SERVICES

SUPPORT SERVICES

	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL
TOTAL ENROLLMENT	488	24	512			
REVENUE PER PUPIL	17,362	7,917	-			
EXPENSES PER PUPIL	17,697	-	-			

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

Trustee Name:

AIMEE LO MONACO

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

RIVERHEAD CHARTER SCHOOL

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

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

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

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

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

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

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

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

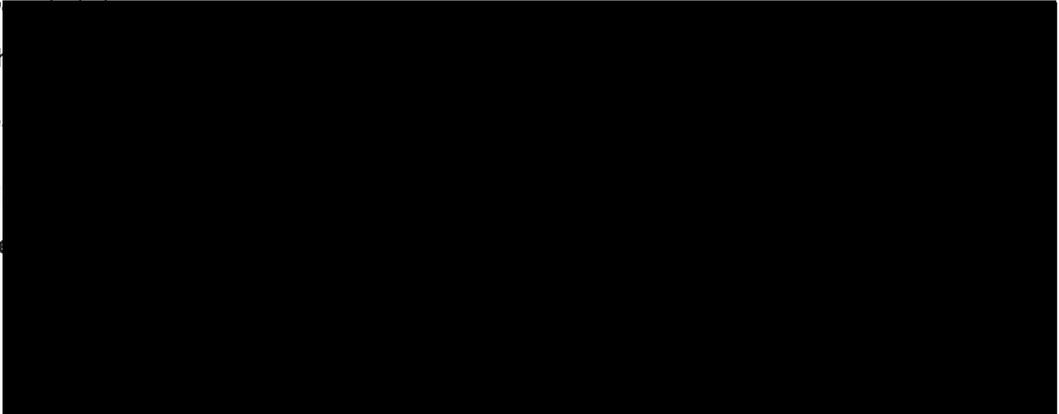
5. Identify each individual, business, corporation, union association, firm, partnership, committee proprietorship, franchise holding company, joint stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) governed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

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

 7/12/17
 Signature Date

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

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



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

Trustee Name:

David Edwards

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

Riverhead Charter School

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

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

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

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

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

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

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

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

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

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

[Signature] _____ Date *3/12/17*

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

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

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

Trustee Name:

Susan Adeyemi

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

Riverhead Charter School

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

Vice President, Treasurer, Secretary.

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

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

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

Yes No

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

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

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

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

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

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

Signature Susan Adeyemi Date 7/12/17

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

Business Telephone: _____

Business Address:

E-mail Address

Home Telephone

Home Address:



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

Trustee Name: Natasha Jeffries

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

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

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

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

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

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

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

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

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

None

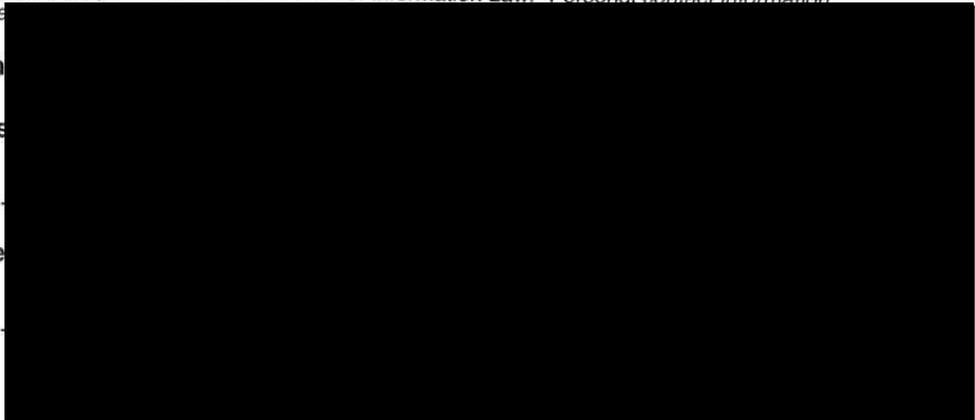
5. Identify each individual, business, corporation, union association, firm, partnership, committee proprietorship, franchise holding company, joint stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) governed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

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps Taken to Avoid Conflict of Interest
<p>Please write "None" if applicable. Do not leave this space blank.</p> <p style="font-size: 2em;">None</p>				

Signature _____ Date 7/12/17

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

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



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

Trustee Name:

Zenobia Hartfield

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

Riverhead Charter School

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

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

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

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

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

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

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

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

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

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

Zenobia Shortfield
Signature

7/12/17
Date

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

Business Telephone:

Business Address:

E-mail Address:

Home Telephone:

Home Address:



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

Trustee Name:

Harry Hestand

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

Riverhead Charter School

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

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

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

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

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

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

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



Entry 9 BOT Table

Created: 07/25/2017 • Last updated: 08/01/2017

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

1. Current Board Member Information

	Trustee Name	Email Addresses	Position on the Board	Committee Affiliations	Voting Member Per By-Laws? (Y/N)	Area of Expertise, and/or Additional Role at School (parent, staff member, etc.)	Number of Terms Served and Length of Each (Include election date and term expiration)	Number of Board Mtgs Attended during 2016-17?
1	Zenobia Hartfield		Chair/ Board President	fundraising	Yes	Legal Representative	2nd term, 3 years 2016-2019	8
2	Aimee Lomonaco		Vice Chair/ Vice President	finance health	Yes	health representative	1st term, length 3 years 2014-2017	8
3	Susan Heintz		Secretary	fundraising, compliance/policy	Yes	community representative	7th year, 3 years 2016-2019	9
4	Harry Histan		Treasurer	Building Finance	Yes	Business representative	5th term, 3 years 2016-2019	8

5	David Edwards		Trustee/Member	Finance	Yes		1st term, 3 years 2017-2020	5 or less
6	Natasha Edwards		Trustee/Member	finance	Yes		1st term, 3 years 2017-2020	5 or less
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								

2. Total Number of Members on June 30, 2016 6

3. Total Number of Members Joining the Board 2016-17 School Year 2

- 4. Total Number of Members Departing the Board during the 2016-17 School Year** 2
- 5. Number of Voting Members 2016-17, as set by the by-laws, resolution or minutes** 6
- 6. Number of Board Meetings Conducted in the 2016-17 School Year** 9
- 7. Number of Board Meetings Scheduled for the [2017-18](#) School Year** 11

Thank you.



Entry 10 - Board Meeting Minutes

Last updated: 08/01/2017

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

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

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

OR

B. Upload All Monthly Board Meeting Minutes

Combine into one .PDF file

<https://nysed-cso-reports.fluidreview.com/resp/11067865/wNFCVDEEJA/>

APPROVED

Riverhead Charter School Board of Trustees

Minutes

Board Meeting

Date and Time

Wednesday July 27, 2016 at 6:30 PM

Location

Riverhead Charter School- Board Room

Board Members Present

Harry Histan, Jane MacArthur, Patricia Harsch, Susan Heinz, Zenobia Hartfield (remote)

Board Members Absent

Aimee Lomonaco

Guests Present

Kaitlyn Kosiorowski, Laura Arcuri, Raymond Ankrum (remote)

I. Opening Items**A.Record Attendance and Guests****B.Call the Meeting to Order**

Zenobia Hartfield called a meeting of the board of trustees of Riverhead Charter School Board of Trustees to order on Wednesday Jul 27, 2016 @ 6:37 PM at Riverhead Charter School- Board Room.

The July 2016 Riverhead Charter School Board of Trustees meeting started with the pledge of allegiance.

C.Approve Minutes

J. MacArthur made a motion to approve minutes.

Harry Histan seconded the motion.

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

D.Public Comment**II. Finance****A.Director of Finance Report**

Ms. Graham informed the board that all cash accounts are in good standing. A list of checks written were provided to the board. RCS is currently still waiting on the

Certificate of Occupancy. It is being held up by the landscaping. At this time a new plan is being submitted to the town of Riverhead for the trees and the layout of the trees. The letter to the DOT is completed and waiting on a signature from Harry Histan.

B.Board Resolution

S. Heinz made a motion to to designate Mr. Harry Histan as the Board Of Trustee member to sign documents for the Department of Transportation.
Patricia Harsch seconded the motion.
The board **VOTED** unanimously to approve the motion.

III. Governance

A.Charter Renewal Application

S. Heinz made a motion to accepted the Board Governance portion of the Charter Renewal benchmark 6.

Patricia Harsch seconded the motion.

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

S. Heinz made a motion to Accept the legal compliance portion of the Charter Renewal with adding the exit interview policy.

Harry Histan seconded the motion.

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

S. Heinz made a motion to Accept the Progressive Discipline Policy for the Charter Renewal benchmark 10.

Patricia Harsch seconded the motion.

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

S. Heinz made a motion to Accept revisions to benchmark 8 Key Decisions and Elements for the Charter Renewal.

Harry Histan seconded the motion.

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

S. Heinz made a motion to Accept the projected enrollment table for benchmark 9 for the Charter Renewal.

Harry Histan seconded the motion.

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

P. Harsch made a motion to Accept the updated work chart for the Charter Renewal benchmark 7.

Harry Histan seconded the motion.

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

S. Heinz made a motion to explore options for renovation of the North Building for future expansion.

Harry Histan seconded the motion.

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

S. Heinz made a motion to accept the Executive Director as a non voting board of trustees member for the Charter Renewal benchmark 6.

Harry Histan seconded the motion.

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

IV. Other Business

A.Public Relations Proposals

S. Heinz made a motion to accept Angela Kambrian for the first 3 months of school (September to November) for public relations. Once the 3 months is complete, the board will reconvene to evaluate for further PR.

Patricia Harsch seconded the motion.

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

Roll Call

Joy Rankin Absent
Susan Heinz Aye
Jane MacArthur No
Zenobia Hartfield Aye
Aimee Lomonaco Absent
Patricia Harsch Aye
Harry Hestand No

B.Sklar Invoice

H. Hestand made a motion to approve the Ted Sklar invoice for payment in the amount of \$75.00.

Susan Heinz seconded the motion.

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

V. Closing Items

A.Adjourn Meeting

H. Hestand made a motion to adjourn the meeting at 8:20pm.

Patricia Harsch seconded the motion.

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

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:20 PM.

Respectfully Submitted,
Kaitlyn Kosiorowski

Riverhead Charter School Board of Trustees

Board Meeting

Date and Time

Wednesday July 27, 2016 at 6:30 PM

Location

Riverhead Charter School- Board Room

Agenda

	Purpose	Presenter	Duration
I. Opening Items			
A.	Record Attendance and Guests	Zenobia Hartfield	5
B.	Call the Meeting to Order	Zenobia Hartfield	5
C.	Approve Minutes	Approve Minutes Zenobia Hartfield	5
D.	Public Comment	Discuss Zenobia Hartfield	10
II. Academic Excellence			
III. CEO Support And Eval			
IV. Development			
V. Facility			
VI. Finance			
A.	Director of Finance Report	Discuss Zenobia Hartfield	30
B.	Board Resolution for DOT	Vote Nicola Graham	5
VII. Governance			
A.	Charter Renewal Application	Vote Zenobia Hartfield	40
VIII. Other Business			
A.	Public Relations Proposals	Vote Zenobia Hartfield	20
B.	Sklar Invoice	Vote Zenobia Hartfield	10
IX. Executive Session			
X. Closing Items			
A.	Adjourn Meeting	Vote	



Finance Report to the RCS Board of Directors

July 2016 Meeting

Cash Account Balances as of May 31, 2016

Unrestricted Cash	
SCNB Revenue (4150)	\$59,671.00
BNB Operating Acct (2455)	\$7,628,349.00
BNB Fundraising Acct (0544)	\$38,276.00
BNB Title Grants (0528)	\$26,328.00
BNB Cash Account (4261)	\$329.00
BNB Reap (0536)	\$23,450.00
Renewal & Replacement Fund (0528)	\$100,000.00
SCNB Dissolution Escrow	\$75,500.00
Total Unrestricted Cash	\$7,951,903.00
Restricted Cash	
10510 · Series A Cash	\$569,800.00
10520 · Series B Cash	\$3.00
10530 · Debt Service Reserve (A)	\$1,504,300.00
10540 · Debt Service Reserve (B)	\$500,457.00
10550 · Capitalized Interest Fund (A)	\$430.00
10560 · Custody Account	\$252.00
10954 · Series B Bond Interest	\$417,210.00
Total Restricted Cash	\$2,992,452.00



Finance Report to the RCS Board of Directors July 2016 Meeting

Enrollment Planning 2		
	Students 15-16	16-17 Students
K	82	52
1	63	78
2	50	60
3	49	43
4	45	47
5	52	43
6	29	49
7	24	28
8	19	24
	413	424

Finance Report to the RCS Board of Directors

July 2016 Meeting



June Highlights

- List of Checks written for June 2016 (see attached) - w/o payroll
- Status on receiving a permanent Certificate of Occupancy:
 - Landscape – certain % of the site is supposed to be left for natural grass which should not be mowed nor water and the oriental plants blocks off that area. (waiting on approval from the Town of Riverhead to revise plan)... *We requested landscape plan to be revised to state the Farmingdale mix for the whole area and we just received the plan and Vic will present it to the Riverhead Town Board this month.*
 - Letter from NYS Department of Transportation regarding the dedication in front of the property... the letter will state the property in front of the old building will be donated if the Town ever needed to expand the street... *We received a certified title and closing papers. NYS DOT is requesting that we get the documents signed and notarized. In addition, they need a copy of the board resolution designating the signing party to execute closing papers on behalf of the BOT RCS. (Proposal to be consistent with prior signed documents to have Mr. Hinstead sign documents)*

Riverhead Charter School

Check Detail

June 2016

Type	Num	Date	Name	Account	Original Amount
Check	wire77005-	42527	NYS and Local Retirement System	22021 · Retirement - ERS	269
Check	wire0622	42543	USPS	50210 · Postage and Delivery	200
Check	wire0627	42548	USPS	50210 · Postage and Delivery	200
Check	1019	42531	Stalina Vertus	50500 · Fundraisers	1,638
Check	6602	42522	Vic Prusinowski	50030 · Consultants	300
Check	6603	42527	Advanced Imaging Systems	50175 · Equip Repairs & Maint	1,498
Check	6604	42527	Anron	50165 · Facility Repairs	4,064
				41900 · Afterschool-Homework Program	
Check	6605	42527	Hernandez Adelaide		38
Check	6606	42527	Home Depot	50180 · Custodial Supplies	63
Check	6607	42527	Kaiser Maintenance, Inc.	50160 · Facilities Maintenance	240
Check	6608	42527	Kaitlyn Kosiorowski	50095 · Office Supplies	17
Check	6609	42527	LEAF	50205 · Communications Exp	1,127
Check	6610	42527	Lilla Debowski	50275 · Miscellaneous	46
Check	6611	42527	National Waste Services, LLC	50160 · Facilities Maintenance	730
Check	6612	42527	Network Outsource	50200 · Technology Expense	2,914
Check	6613	42527	Office Depot	50050 · Classroom Supplies	68
Check	6614	42527	Oriental Trading	50050 · Classroom Supplies	136
Check	6615	42527	Preferred Meal Systems, Inc.	50072 · Student Meals	25,000
Check	6616	42527	Raymond Ankrum	50100 · Travel and Transport	47
Check	6617	42527	Ready Maid	50160 · Facilities Maintenance	4,850
Check	6618	42527	Receiver of Taxes	50155 · Utilities	150
Check	6619	42527	Rossetti Landscaping Inc.	50160 · Facilities Maintenance	1,175
Check	6620	42527	Shoreham Plumbing and Heating Co.	40005 · Base Tuition	140
Check	6621	42527	Verizon.	50205 · Communications Exp	362
Check	6622	42528	Eye Med	50012 · Medical Benefits	166
Check	6623	42528	Lamb & Barnosky, LLP	50250 · Prof Fees - Legal	2,946
Check	6624	42528	LEAF	50205 · Communications Exp	1,122
Check	6625	42528	NYS Teachers Retirement System	22014 · Retirement Loans	238
Check	6626	42528	NYSUT	22008 · Union Dues	2,237
Check	6627	42528	Sun Life Financial	50080 · Insurance	2,432
Check	6628	42528	The Hartford	50012 · Medical Benefits	1,414
Check	6629	42528	Riverhead Charter School	Cash:1061-BNB Money Market- 14	2,000,000
Check	6630	42531	Long Island Aquarium & Exhibition Center	50065 · Field Trips	218
Check	6631	42530	Angela Kambarian DBA Essential Com	50030 · Consultants	3,500
Check	6632	42542	Advanced Imaging Systems	50175 · Equip Repairs & Maint	357
Check	6633	42542	Anron	50165 · Facility Repairs	199
Check	6634	42542	AT&T	50205 · Communications Exp	62
Check	6635	42542	Cintas	50180 · Custodial Supplies	229
Check	6636	42542	Devitt Spellman Barrett LLP	50250 · Prof Fees - Legal	2,970
Check	6637	42542	Eastern Suffolk Boces	50035 · Outside Services	7,258
Check	6638	42542	Emerald Island & Supply Co	50180 · Custodial Supplies	928
Check	6639	42542	Esseks, Hefter & Angel, LLP	50250 · Prof Fees - Legal	180
Check	6640	42542	Fed Ex	50210 · Postage and Delivery	22
Check	6641	42542	Firematic	50160 · Facilities Maintenance	285
Check	6642	42542	Great America Leasing Corporation	50170 · Equipment Rental	84
Check	6643	42542	Heather Libert	50050 · Classroom Supplies	44
Check	6644	42542	Kaitlyn Kosiorowski	50275 · Miscellaneous	8
				41900 · Afterschool-Homework Program	
Check	6645	42542	Kathleen Harris		75

Riverhead Charter School

Check Detail

June 2016

Type	Num	Date	Name	Account	Original Amount
Check	6646	42542	Laura.Arcuri	50275 · Miscellaneous	73
Check	6647	42542	LEAF	50205 · Communications Exp	1,120
Check	6648	42542	Lindsay Davis	50050 · Classroom Supplies	135
Check	6649	42542	National Grid	50155 · Utilities	595
Check	6650	42542	NYSSMA	50060 · Extracurricular Supplies	175
Check	6651	42542	Office Depot	50095 · Office Supplies	67
Check	6652	42542	P.W. Grosser Consulting	50030 · Consultants	600
Check	6653	42542	Peconic Security Alarms, Inc	50160 · Facilities Maintenance	1,620
Check	6654	42542	Preferred Meal Systems, Inc.	50072 · Student Meals	10,703
Check	6655	42542	PSEGLI	50155 · Utilities	7,183
Check	6656	42542	Receiver of Taxes	50155 · Utilities	117
Check	6657	42542	Standard Security Life Insurance Company	50080 · Insurance	470
Check	6658	42542	W.B. Mason Co., Inc,	50050 · Classroom Supplies	587
Check	6659	42543	Eye Med	50012 · Medical Benefits	251
Check	6660	42543	Jennifer Cook	50275 · Miscellaneous	22
Check	6661	42543	Mackenzie Hinrichs	50275 · Miscellaneous	18
Check	6662	42543	Preferred Meal Systems, Inc.	50072 · Student Meals	8,847
Check	6663	42543	Provident Life and Accident Ins CO	50080 · Insurance	235
Check	6666	42550	The Hartford	50012 · Medical Benefits	1,414
Check	6668	42551	NYS Teachers Retirement System	22014 · Retirement Loans	238
Check	6669	42551	NYSUT	22008 · Union Dues	1,779
					2,108,495

APPROVED

Riverhead Charter School Board of Trustees

Minutes

Board Meeting

Date and Time

Wednesday September 14, 2016 at 6:30 PM

Location

RCS Board Room

Board Members Present

Aimee Lomonaco, Harry Histand, Jane MacArthur, Patricia Harsch, Susan Heinz, Zenobia Hartfield (remote)

Board Members Absent**Guests Present**

Claudia Rivera, Fabiola Colas, Jennifer Borst, Jessica Farmer, Kaitlyn Kosiorowski, Laura Arcuri, Nicola Graham, Patricia Benavides, Raymond Ankrum, Shannon Ruffner

I. Opening Items**A.Record Attendance and Guests****B.Call the Meeting to Order**

Zenobia Hartfield called a meeting of the board of trustees of Riverhead Charter School Board of Trustees to order on Wednesday Sep 14, 2016 @ 6:30 PM at RCS Board Room.

The Riverhead Charter School Board of Trustees meeting began with the pledge of allegiance.

C.Approve Minutes

J. MacArthur made a motion to approve minutes from the Board Meeting on 07-27-16 removing Joy Rankin as absent. The board accepted her resignation at the June 2016 board meeting.

Patricia Harsch seconded the motion.

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

D.Public Comment

Ms. Claudia Rivera is very happy with how her son is doing in Kindergarten and very happy with RCS.

II. Academic Excellence

A.Executive Directors Report

Mr. Ankrum informed the board of the success with the August professional developments, sessions included teachers college, mastery connect, peer observations. The back to school BBQ was a huge success. Mr. Ankrum discussed the HEIDI index scores, informing the board that Ms. Jessica Farmer scored the highest with a score of 19 out of 20.

Mr. Ankrum proposed a potential hire Mr. Johnson, informing the board of some media issues that Mr. Johnson had. Mr. Ankrum informed the board that the leadership team met with Mr. Johnson and came back unanimously that they would be happy to work with Mr. Johnson. Mr. Johnson would be placed in 5th grade to pair with new teachers as he is a veteran teacher. Mrs. Colas (HR Manager) also met with Mr. Johnson and let the board know that he was very open and honest with his media related issues.

Mr. Ankrum also informed the board that he believes there needs to be a "factory reset" and a moratorium on bringing on new board members.

Mr. Ankrum presented switching over to Suny. Board requested more information on Suny before making a final decision.

B.DCI-Academic Presentation

Ms. Shannon Ruffner (upper house DCI) and Jennifer Borst (lower house DCI) discussed the 15-16 NYS test results for each testing grade. Mr. Ankrum informed the board of the steps taken to improve test scores such as, starting RTI immediately in the beginning of the school year, conversations with parents whose child scored a 1 or a 2 on their state assessments, new technology for testing year round called NWEA. RCS also started Mastery Connect which is a standards based formative assessment tool. Teachers use mastery connect to gauge students understanding and ensure they master each topic. Mastery connect will allow teachers to keep track of students growth. Ms. Jessica Farmer informed the board that by using this data it will allow students to be pulled in small groups and allow students who are proficient in a subject to help other students. Parents will also be able to see their child's progress on the parent portal.

III. Finance

A.Director of Finance Report

Ms. Nicola Graham discussed cash accounts and informed the board that all accounts are healthy. Title 1,2 and 3 grants have all been submitted. Ms. Graham also filed the quarterly disclosure for the bond. Ms. Graham also informed the board that all districts have now been billed accurately. The current certificate of occupancy expires on 1/10/17. Mr. Harry Histan needs to sign and notarize forms for the Department of Transportation for the dedication of the property. At this time the CO is being held up by the grass on the back field. RCS had two emergency sink holes repaired from Ben at eastern site development. RCS had their preliminary audit, tuition, grants and fundraising are all in good standing. Accounts are good and adhering to guidelines.

Susan Heinz arrived late.

Ms. Heintz arrived at 7:45pm.

B.Board Resolution

H. Histan made a motion to retain Lamb and Barnowski as legal counsel for the 2016/2017 school year.

Aimee Lomonaco seconded the motion.

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

C.Board Resolution

H. Histan made a motion to retain Cerini and Associates as the external auditors at an increase of \$1,500.

Susan Heinz seconded the motion.

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

D.Board Resolution

H. Histan made a motion to retain Corporate accounting solutions.

Patricia Harsch seconded the motion.

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

E.Board Resolution

IV. Other Business

A.Board Self Evaluations

The board agreed to have board self evaluations done before the next board meeting in October. The board will review results during the next meeting and propose a work sessions depending on the results.

A. Lomonaco made a motion to complete board self evaluations and bring results back to the October 2016 board meeting.

Patricia Harsch seconded the motion.

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

B.Board Interview

The board interview Mr. Sanchez for a board of trustees position for the Riverhead Charter School.

The board voted to hold off on bringing on new board members until after a board retreat with its current members. Once the retreat is over the board will see where they stand and take the appropriate action. Mrs. MacArthur will take the lead on coordinating a board retreat. Voting as follows HH-NO, SH-YES, JM-NO, AL-YES, PH-YES.

V. Executive Session

A.Enter Executive Session

H. Histan made a motion to enter executive session at 8:04pm.

Patricia Harsch seconded the motion.

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

B.Staffing

C.Exit Executive Session

H. Histan made a motion to exit executive session at 8:50pm.

Aimee Lomonaco seconded the motion.

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

VI. Closing Items

A.Adjourn Meeting

Mrs. MacArthur left the board meeting at 9:09pm.

A. Lomonaco made a motion to adjourn the meeting at 9:18pm.

Patricia Harsch seconded the motion.

The board **VOTED** unanimously to approve the motion.
There being no further business to be transacted, and upon motion duly made,
seconded and approved, the meeting was adjourned at 9:18 PM.

Respectfully Submitted,
Kaitlyn Kosiorowski

Riverhead Charter School Board of Trustees

Board Meeting

Date and Time

Wednesday September 14, 2016 at 6:30 PM

Location

RCS Board Room

Agenda

	Purpose	Presenter	Duration
I. Opening Items			
A. Record Attendance and Guests		Zenobia Hartfield	5
B. Call the Meeting to Order		Zenobia Hartfield	5
C. Approve Minutes	Approve Minutes	Zenobia Hartfield	5
D. Public Comment	Discuss	Zenobia Hartfield	10
II. Academic Excellence			
A. Executive Directors Report	Discuss	Raymond Ankrum	20
B. DCI-Academic Presentation	Discuss	Raymond Ankrum	20
III. CEO Support And Eval			
IV. Development			
V. Facility			
VI. Finance			
A. Director of Finance Report	Discuss	Zenobia Hartfield	30
B. Board Resolution	Vote	Zenobia Hartfield	5
Board Resolution to retain Lamb and Barnowski as Legal Counsel			
C. Board Resolution	Vote	Zenobia Hartfield	5
Board Resolution to retain Cerini and Associates, LLP as external auditors at an increase of \$1,500 in retainer.			
D. Board Resolution	Vote	Zenobia Hartfield	5
Board resolution to retain Corporate Accounting Solutions as our accountants.			
E. Board Resolution	Vote	Zenobia Hartfield	5
Board Resolution for Capital Market Advisers to continue services for assisting with EMMA filing and speak on behalf of RCS with investors at fee of \$6,000 annually, paid in quarterly installments of \$1,500.			

VII. Governance

VIII. Other Business

A. Board Self Evaluations	Vote	Zenobia Hartfield	20
B. Board Interview	Vote	Zenobia Hartfield	20

IX. Executive Session

A. Enter Executive Session	Vote		5
B. Staffing	Discuss	Zenobia Hartfield	30
Exit Interviews			
C. Exit Executive Session	Vote		5

X. Closing Items

A. Adjourn Meeting	Vote		
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Executive Directors Report September 14, 2016

Executive Director's Report September 2016

Professional development for the summer— very collaborative, overall went really well. Teachers had some key feedback, and we'll implement that during the next PD.

Some of the feedback came from teachers that resisted having to redo training. They had to be reminded that until we have 100% 3's and 4's on state assessments, we need to have an open mind.

Back to school bbq— amazing turnout. Families were engaged, learned of their student and teacher placement. The overall vibe was well received.

Kindergarten week— went well, some of the feedback from the parents was that we may need to turn it into whole day, to better fit the needs and schedules of parents and guardians. (1/2 day kindergarten for the first week)

HEDI index scores: see attached- Jessica Farmer, highest performing teacher with a score of 19. School score was 15, down 2 points from 17.

Week 1-

Went really well. Teachers seem energized, parents are engaged.

We had a meet the leadership team night Wed and Thurs. (9/7-8). Low attendance on both nights, forcing us to think more critically about how we advertised. Lower school night, and upper school night.

State Test Score reports will be going home with parents at meet the school night this Thursday. We are meeting with all of our level 1 students to formulate a plan of action.

RTI is a part of this plan. We will take students that are level 1 and immediately begin intervention.

DCI- presentation on test scores

Joe Johnson— potential candidate for employment (see resume)

Dashboard ppt

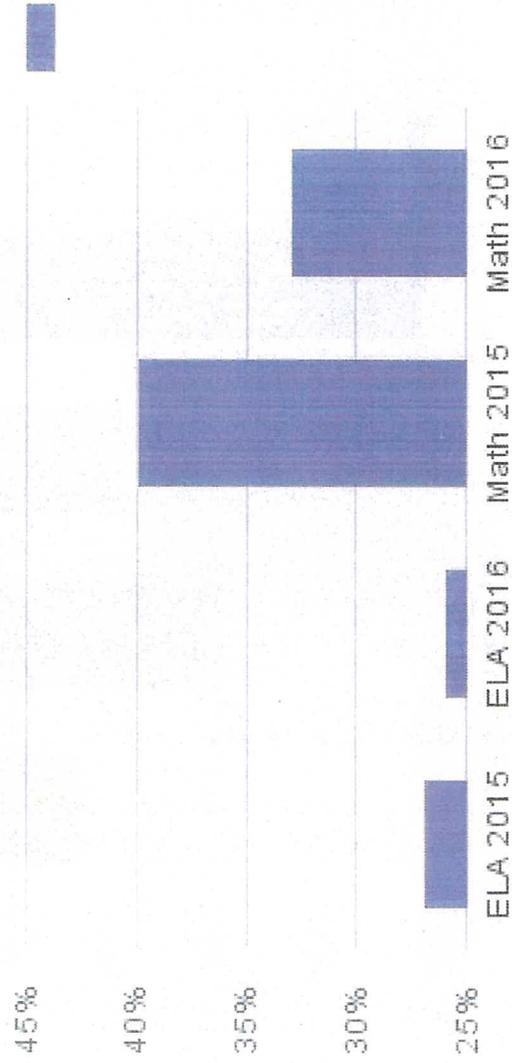
Executive Session: Powerpoint on state of the board

2016 NY State Assessment Results

By Jennifer Borst & Shannon
Ruffner

4th Grade ELA and Math

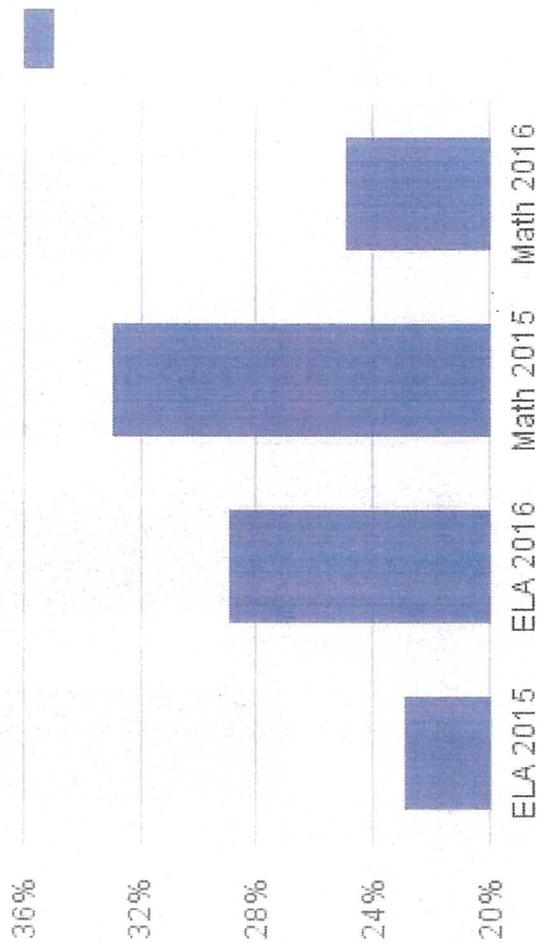
4th Grade State Test Data



ELA: 26%
Math: 33%

6th Grade ELA and Math

6th Grade State Test Data



ELA: 29%
Math: 25%

2016 PERCENTAGE PROFICIENT (L3 - 4) BLACK, HISPANIC, ECONOMICALLY DISADVANTAGED, DISABILITIES, LIMITED ENGLISH

	Grade 3 ELA	Grade 3 Math	Grade 4 ELA	Grade 4 Math	Grade 5 ELA	Grade 5 Math	Grade 6 ELA	Grade 6 Math	Grade 7 ELA	Grade 7 Math	Grade 8 ELA	Grade 8 Math	Avg. % Proficient
Riverhead Central School District	9%	11%	9%	12%	5%	11%	4%	10%	5%	5%	9%	3%	8%
Long Island	24%	25%	21%	25%	15%	22%	16%	21%	15%	16%	19%	8%	19%
Statewide	22%	25%	21%	24%	15%	20%	16%	19%	16%	16%	20%	12%	19%
Roosevelt Children's Academy	26%	22%	18%	29%	15%	18%	11%	15%	18%	17%	40%	12%	20%
Riverhead Charter School	29%	25%	26%	31%	16%	32%	28%	25%	32%	10%	80%	40%	31%

Plan for 2016-2017 School Year

- NWEA
 - National norm-referenced assessment of Math and Reading levels
 - <https://www.nwea.org>
- Mastery Connect
 - Standards-based formative assessment tool
 - <https://www.masteryconnect.com>
- RTI
- Strategic plan for students that scored within Level 1 range
- Streamlined curriculum: TCRWP and Engage NY Modules
- Professional Development
- Peer Observations
- DCI



Finance Report to the RCS Board of Directors September 2016 Meeting

Cash Account Balances as of June 30, 2016

Unrestricted Cash	
SCNB Revenue (4150)	\$59,708.00
BNB Operating Acct (2455)	\$5,271,620.00
BNB Money Market Acct (1435)	\$2,000,789.00
BNB Fundraising Acct (0544)	\$42,211.00
BNB Title Grants (0528)	\$26,329.00
BNB Cash Account (4261)	\$4,967.00
BNB Reap (0536)	\$23,451.00
Renewal & Replacement Fund (0528)	\$100,000.00
<u>SCNB Dissolution Escrow</u>	<u>\$75,503.00</u>
Total Unrestricted Cash	\$7,604,578.00
Restricted Cash	
10510 · Series A Cash	\$569,849.00
10520 · Series B Cash	\$3.00
10530 · Debt Service Reserve (A)	\$1,504,427.00
10540 · Debt Service Reserve (B)	\$500,500.00
10550 · Capitalized Interest Fund (A)	\$430.00
10560 · Custody Account	\$14,155.00
<u>10954 · Series B Bond Interest</u>	<u>\$417,245.00</u>
Total Restricted Cash	\$3,006,609.00



Finance Report to the RCS Board of Directors September 2016 Meeting

July/August Highlights

- Submitted Consolidated Application for Title Grants due 8/31/2016
- Preliminary unaudited Fiscal Year-end Financial Statements as of 6/30/2016
- Filed Quarterly Disclosure Reports to Bond Trustee
- Sent reconciliation for 2015/2016 tuition billing
- Issued Projected 2016/2017 tuition billing
- Drawdown \$22,763 REAP grants money
- Received extension on temp Certificate of Occup... Expires January 10, 2017
- Emergency repairs of 2 sinkholes – 1 by playground and 1 in front of library

		Enrollment 2016-2017	
		Anticipated Enrollment for 16-17	Current Students
16-17	16-17	16-17	16-17
	sections	sections	Avg Class Size
	50	34	2
K			25.0
1	79	78	3
2	59	65	2
3	44	45	2
4	44	50	2
5	45	45	2
6	46	54	2
7	23	22	1
8	24	21	1
	414	414	17
			24.4

Riverhead Charter School
Preliminary Unaudited Profit Loss Statement

Budget vs. Actual

July 2015 through June 2016

Ordinary Income/Expense	<u>Jul '15 - Jun 16</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Income				
40000 · Tuition and Program Revenue				
40005 · Base Tuition	6,529,047	6,521,880	7,167	100%
40010 · SPED Tuition	231,582	175,000	56,582	132%
Total 40000 · Tuition and Program	6,760,629	6,696,880	63,749	101%
41000 · Government Grants				
41025 · Title IA	73,774	50,000	23,774	148%
41030 · Title IIA (Prof Dev)	4,916	10,000	(5,084)	49%
41050 · IDEA Part B (SPED)	19,025			
41055 · Title IIIA (LEP)	-14,206			
41080 · Reap	46,208	10,000	36,208	462%
Total 41000 · Government Grants	129,717	70,000	59,717	185%
41090 · Miscellaneous Revenue - Grants	250			
41500 · Fundraising/Development				
41525 · Donations	1,579			
41550 · Fundraisers	24,774			
41575 · Events	11,619			
41500 · Fundraising/Development	101			
Total 41500 · Fundraising/Development	38,073			
41800 · E-Rate	4,740			
41900 · Afterschool-Homework/Tutoring	11,573			
42000 · Interest Income	4,749	2,000	2,749	237%
42500 · Sales-Meals	253,636			
49960 · Miscellaneous Income	26			
Total Income	7,203,393	6,768,880	434,513	106%
Expense				
50005 · Salaries	2,559,005	2,741,063	(182,058)	93%
50007 · Payroll Taxes				
500075 · FICA/Medicare Expense	195,754	219,285	(23,531)	89%
500078 · SUI Expense	58,867	93,196	(34,329)	63%
Total 50007 · Payroll Taxes	254,621	312,481	(57,860)	81%
50009 · FUTA Expense	0			
50010 · Fringe/Employee Benefits				
50012 · Medical Benefits	253,000	420,000	(167,000)	60%
50015 · Workers Comp	21,781	25,000	(3,219)	87%
Total 50010 · Fringe/Employee Benefits	274,781	445,000	(170,219)	62%
50013 · MTA Expense	0			
50017 · Retirement				
50018 · Retirement - ERS	31,275	324,048	(292,773)	10%
50019 · Retirement - TRS	292,743	54,101	238,642	541%
50017 · Retirement - Other	0			
Total 50017 · Retirement	324,018	378,149	(54,131)	86%
50020 · Other Salary Related	0			
50021 · 401K Plan	278			
50030 · Consultants	30,510	26,500	4,010	115%
50035 · Outside Services	82,946	21,752	61,194	381%
50045 · Core Curriculum Consumables	7,423	17,500	(10,077)	42%

Riverhead Charter School
Preliminary Unaudited Profit Loss Statement
Budget vs. Actual

July 2015 through June 2016

	<u>Jul '15 - Jun 16</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
50050 · Classroom Supplies	27,127	26,860	267	101%
50055 · Athletic Supplies and Equip	737	2,000	(1,263)	37%
50060 · Extracurricular Supplies	1,747	4,650	(2,903)	38%
50065 · Field Trips	6,904	7,200	(296)	96%
50070 · Student Transportation	0	0	-	0%
50072 · Student Meals	220,061			
50075 · Printed Materials & Reprod	1,414	4,500	(3,086)	31%
50080 · Insurance	61,022	70,000	(8,978)	87%
50085 · Dues and Subscriptions	791	10,000	(9,209)	8%
50090 · Employee Recruitment	195	1,500	(1,305)	13%
50095 · Office Supplies	1,723	3,000	(1,277)	57%
50100 · Travel and Transport	4,392	1,000	3,392	439%
50105 · Student Enrollment Costs	350	5,000	(4,650)	7%
50150 · Rent (Facility)	0	2,400	(2,400)	0%
50152 · Real Property Taxes	739			
50155 · Utilities	98,247	186,100	(87,853)	53%
50160 · Facilities Maintenance	90,353	119,907	(29,554)	75%
50165 · Facility Repairs	6,602	16,450	(9,848)	40%
50170 · Equipment Rental	4,473	7,800	(3,327)	57%
50175 · Equip Repairs & Maint	23,126	12,273	10,853	188%
50180 · Custodial Supplies	11,142	16,028	(4,886)	70%
50200 · Technology Expense	46,994	49,933	(2,939)	94%
50205 · Communications Exp	13,002	16,000	(2,998)	81%
50210 · Postage and Delivery	1,844	3,000	(1,156)	61%
50215 · Staff Development	9,900	12,000	(2,100)	83%
50216 · Board Development	9,995	15,000	(5,005)	67%
50220 · Entertainment	-186			
50250 · Prof Fees - Legal	72,260	100,000	(27,740)	72%
50255 · Prof Fees - Accting/Audit	74,598	56,000	18,598	133%
50275 · Miscellaneous	13,505	7,000	6,505	193%
50285 · Bad Debt Expense	2,529			
50300 · Depreciation Expense	570,743	700,000	(129,257)	82%
50500 · Fundraisers	15,528			
50900 · Youth Touch Matching Grai	0			
70277 · Bank Charges	257			
70278 · Merchant Credit Card Fees	300			
Total Expense	<u>4,925,996</u>	<u>5,398,046</u>	<u>(472,050)</u>	<u>91%</u>
Net Ordinary Income	2,277,397	1,370,834	906,563	166%
Other Income/Expense				
Other Income				
45000 · Federal Subsidy QSCB Inte	241,135	200,000	41,135	121%
Total Other Income	<u>241,135</u>	<u>200,000</u>	<u>41,135</u>	<u>121%</u>
Other Expense				
50600 · Bond Interest Expense (A)	1,093,876	1,094,375	(499)	100%
50700 · Bond Interest Expense (B)	372,204	375,232	(3,028)	99%
Total Other Expense	<u>1,466,080</u>	<u>1,469,607</u>	<u>(3,527)</u>	<u>100%</u>
Net Other Income	<u>-1,224,945</u>	<u>-1,269,607</u>	<u>44,662</u>	<u>96%</u>
Net Income	<u>1,052,452</u>	<u>101,227</u>	<u>951,225</u>	<u>1,040%</u>

Riverhead Charter School
Preliminary Unaudited Balance Sheet

As of June 30, 2016
Jun 30, 16

ASSETS

Current Assets

Checking/Savings

Cash

10050 · Petty Cash	145
1054 · BNB Dissolution Escrow Acct	75,503
1055 · BNB Operating Account - 2455	5,271,620
1056 · BNB Fundraising Acct- 0544	42,211
1057 · BNB-Title Grants - 0528	26,329
1058 · BNB Reap Acct-0536	23,451
1059 · BNB Cash Account 4261	4,967
1060 · Renewal & Replacement Fund1	100,000
1061 · BNB Money Market- 1435	2,000,789

Total Cash 7,545,015

10100 · SCNB - Certificate of Deposit 59,708

10500 · Restricted Cash

10510 · Series A Cash	569,849
10520 · Series B Cash	3
10530 · Debt Service Reserve (A)	1,504,427
10540 · Debt Service Reserve (B)	500,500
10550 · Capitalized Interest Fund (A)	430
10560 · Custody Account	14,155
10954 · Series B Bond Interest	417,245

Total 10500 · Restricted Cash 3,006,609

Total Checking/Savings 10,611,332

Accounts Receivable

11000 · Accounts Receivable - Tuition	88,033
11015 · Grants Receivable	90,504
11025 · Reimbursable IDEA	19,024
11035 · Accounts Receivable - Other	2,303
11040 · Due from St & Fed School Lunch	19,853
11120 · Other Receivables	63,021
11125 · Allowance for Doubtful Accounts	-63,021

Total Accounts Receivable 219,717

Other Current Assets

11127 · Accrued Interest Receivable	219,804
12000 · Prepaid Expenses	20,109
12001 · Undeposited Funds	157,986

Total Other Current Assets 397,899

Total Current Assets 11,228,948

Riverhead Charter School
Preliminary Unaudited Balance Sheet

As of June 30, 2016
Jun 30, 16

Fixed Assets

Fixed Assets

14005 · Building	16,685,315
14010 · Building Improvements	673,390
14015 · Building Improvements - Site 2	463,922
14020 · Capitalized Interest	746,796
14025 · Partitions	983
14030 · Equipment	425,864
14035 · Bond Issuance Cost	539,811
14075 · Land	186,649
14080 · Land - Site 2	607,808
14100 · Construction in Progress	0

Total Fixed Assets 20,330,538

Fixed Assets - Accum Depr

15005 · Accum Depr - Building	-1,504,478
15010 · Accum Depr - Bldg Improv	-694,717
15020 · Accum Depr - Capitalized Int	-166,522
15025 · Accum Depr - Partitions	-950
15035 · Accum Depr - Equipment	-286,439
15040 · Accum Depr - Bond issuance cos	-45,119

Total Fixed Assets - Accum Depr -2,698,225

Total Fixed Assets 17,632,313

TOTAL ASSETS 28,861,261

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable

20005 · Accounts Payable	27,740
Total Accounts Payable	<u>27,740</u>

Other Current Liabilities

21005 · Accrued Expenses	81,594
21500 · Deferred Revenue	57,397
22000 · Payroll Liabilities	
22002 · FWT Payable	0
22004 · FICA/Medicare Payable	28,969
22006 · SWT Payable	0
22008 · Union Dues	-330
22010 · FSA	0
22011 · 401K Plan	3,034

Riverhead Charter School
Preliminary Unaudited Balance Sheet

As of June 30, 2016

Jun 30, 16

22012 · Retirement	0
22014 · Retirement Loans	441
22021 · Retirement - ERS	4,192
22022 · Retirement - TRS	352,699
22000 · Payroll Liabilities - Other	0
Total 22000 · Payroll Liabilities	<u>389,005</u>
22001 · Accrued Salaries & Wages	394,533
22020 · Accrued Teachers/Site Bonus	0
22100 · Installment Debt	58,240
22210 · Interest Payable	608,808
Total Other Current Liabilities	<u>1,589,577</u>
Total Current Liabilities	1,617,317
Long Term Liabilities	
23000 · Bond Payable - Series A	16,025,000
23100 · Bond Payable - Series B	4,810,000
Total Long Term Liabilities	<u>20,835,000</u>
Total Liabilities	22,452,317
Equity	
32000 · Unrestricted Net Assets	5,356,491
Net Income	1,052,454
Total Equity	<u>6,408,945</u>
TOTAL LIABILITIES & EQUITY	<u><u>28,861,262</u></u>



Riverhead Charter School

3685 Middle Country Road

Calverton, NY 11933

Phone (631) 369-5800

Fax (631) 369-6687

www.riverheadcharterschool.org

Board of Trustees

Zenobia Hartfield, Board President

Aimee LoMonaco, Vice President

Harry Histan, Treasurer

Susan Heintz, Secretary

Jane MacArthur, Trustee

Patricia Harsch, Trustee

Executive Director

Raymond Ankrum

Director of Finance

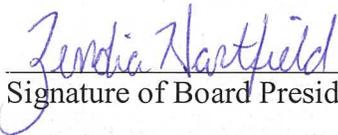
Nicola Graham

Board of Trustees Resolution

This is a certified copy of a resolution that was made at the Riverhead Charter School Board of Trustees meeting held on Wednesday, September 14, 2016. Members voted unanimously to be Resolved, that this Board of Trustees hereby authorizes the approval:

Motion #1

To retain Lamb and Barnowski as the RCS legal counsel for the 2016/2017 school year.



Signature of Board President

9/14/16

Date



Riverhead Charter School

3685 Middle Country Road

Calverton, NY 11933

Phone (631) 369-5800

Fax (631) 369-6687

www.riverheadcharterschool.org

Board of Trustees

Zenobia Hartfield, Board President

Aimee LoMonaco, Vice President

Harry Hestand, Treasurer

Susan Heintz, Secretary

Jane MacArthur, Trustee

Patricia Harsch, Trustee

Executive Director

Raymond Ankrum

Director of Finance

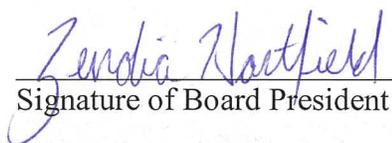
Nicola Graham

Board of Trustees Resolution

This is a certified copy of a resolution that was made at the Riverhead Charter School Board of Trustees meeting held on Wednesday, September 14, 2016. Members voted unanimously to be Resolved, that this Board of Trustees hereby authorizes the approval:

Motion #2

To retain Cerini and Associates as external auditors for the 2016/2017 school year.



Signature of Board President



Date



Riverhead Charter School

3685 Middle Country Road
Calverton, NY 11933
Phone (631) 369-5800
Fax (631) 369-6687

www.riverheadcharterschool.org

Board of Trustees

Zenobia Hartfield, Board President
Aimee LoMonaco, Vice President
Harry Hestand, Treasurer
Susan Heintz, Secretary
Jane MacArthur, Trustee
Patricia Harsch, Trustee

Executive Director
Raymond Ankrum

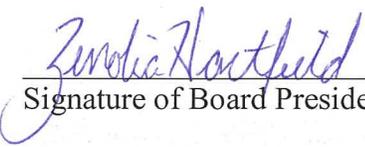
Director of Finance
Nicola Graham

Board of Trustees Resolution

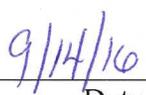
This is a certified copy of a resolution that was made at the Riverhead Charter School Board of Trustees meeting held on Wednesday, September 14, 2016. Members voted unanimously to be Resolved, that this Board of Trustees hereby authorizes the approval:

Motion #3

To retain Corporate Accounting Solutions for accounting services for the 2016/2017 school year.



Signature of Board President



Date

APPROVED

Riverhead Charter School Board of Trustees

Minutes

Board Meeting

Date and Time

Tuesday October 25, 2016 at 5:30 PM

Location

RCS Board Room

Board Members Present

Aimee Lomonaco, Harry Histand, Patricia Harsch, Susan Heinz

Board Members Absent

Jane MacArthur, Zenobia Hartfield

Guests Present

Jennifer Borst, Kaitlyn Kosiorowski, Ken Cerini, Laura Arcuri, Nicola Graham, Raymond Ankrum, Shannon Ruffner, Shona St. Angelo

I. Opening Items

A. Record Attendance and Guests

B. Call the Meeting to Order

Aimee Lomonaco called a meeting of the board of trustees of Riverhead Charter School Board of Trustees to order on Tuesday Oct 25, 2016 @ 5:47 PM at RCS Board Room.

The Riverhead Charter School October 25, 2016 board meeting started with the pledge of allegiance.

C. Approve Minutes

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

Susan Heinz seconded the motion.

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

D. Public Comment

II. Academic Excellence

A. NWEA and Current Academic State at RCS

Mrs. Jennifer Borst discussed and presented information on NWEA the new program to help with student assessment. NWEA testing will take place 4x year. K-2 use headphones to listen to assessments. Each test is 60 minutes taken over 2 days. Reports can be pulled by individual, class, grade and school. Data will be used to help assess the need for student test prep. Student test prep will begin in November as opposed to February. Student data will also be used during CSE meetings. Using the NWEA data will allow RTI to better assess student needs.

III. Finance

A. Director of Finance Report

Ms. Nicola Graham presented the director of finance report, indicating that all accounts are healthy. Ms. Graham presented to the board a list of checks written for September. Ms. Graham filed the 5500 return to the IRS, submitted the insurance certificate for the bond and completed the 3rd district billing and submitted bills to each district.

B. Capital Market's Contract

A. Lomonaco made a motion to enter agreement with Capital Market Advisors for the 2016-2017 school year to help with issues related to the bond. Payments to be paid quarterly at \$1,500 totaling \$6,000 for the year.

Patricia Harsch seconded the motion.

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

IV. Governance

A. Northeast Charter Schools Invoice

S. Heinz made a motion to stay in partnership with Northeast Charter School in the amount of \$10,350 for the 2016-2017 school year.

Aimee Lomonaco seconded the motion.

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

B. Board Meeting with the State

The state is requesting a board phone call or in person meeting on November 9th.

SH-Phone

HH-Phone

PH-Phone

AL-Phone/Meeting

V. Other Business

A. Board Self Evaluations

Mrs. Aimee LoMonaco found the board self evaluation to be very eye opening, and found many opportunities for improvement. Mrs. LoMonaco proposes a work session to discuss and go over results from the board self evaluation. The board found that a weekend evening may work best for all board members.

B. Ken Cerini Annual Report

Ken Cerini and Shona St. Angelo from Cerini and Associates presented the results of the audit conducted of financial statements, system testing and analytical procedures. Mr. Cerini went over the findings in detail and found to be

comfortable with how the school is handling payable's and receivables. Mr. Cerini found a few minor items that needed to be addressed regarding timely cash deposits, dis-enrollment forms, sales tax on purchases and pay rate verification forms.

Mr. Cerini made clear that RCS is in a nice upward trend for net assets. RCS currently has 519.3 days available in resources.

H. Histan made a motion to accept the Cerini and Associates annual financial reports and submit to the state.

Susan Heinz seconded the motion.

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

C.Accept Board Member Resignation

A. Lomonaco made a motion to accepted Jane MacArthur's resignation as a Riverhead Charter School Board of Trustee effective immediately 10/25/16. Mrs. MacArthur's resignation letter was received on 10/25/16.

Harry Histan seconded the motion.

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

VI. Executive Session

A.Enter Executive Session

P. Harsch made a motion to enter executive session at 7:39pm.

Susan Heinz seconded the motion.

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

B.De-Certification Election

C.Exit Executive Session

A. Lomonaco made a motion to exit executive session at 7:53pm.

Patricia Harsch seconded the motion.

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

VII. Closing Items

A.Adjourn Meeting

S. Heinz made a motion to adjourn the meeting at 7:54pm.

Patricia Harsch seconded the motion.

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

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 7:54 PM.

Respectfully Submitted,
Kaitlyn Kosiorowski

Riverhead Charter School Board of Trustees

Board Meeting

Date and Time

Tuesday October 25, 2016 at 5:30 PM

Location

RCS Board Room

Agenda

	Purpose	Presenter	Duration
I. Opening Items			
A. Record Attendance and Guests		Aimee Lomonaco	5
B. Call the Meeting to Order		Aimee Lomonaco	5
C. Approve Minutes	Approve Minutes	Aimee Lomonaco	5
D. Public Comment	Discuss	Aimee Lomonaco	10
II. Academic Excellence			
A. NWEA and Current Academic State at RCS	Discuss	Raymond Ankrum	30
III. CEO Support And Eval			
IV. Development			
V. Facility			
VI. Finance			
A. Director of Finance Report	Discuss	Aimee Lomonaco	30
B. Capital Market's Contract	Vote	Aimee Lomonaco	15
VII. Governance			
A. Northeast Charter Schools Invoice	Vote	Aimee Lomonaco	5
B. State Meeting	Discuss	Aimee Lomonaco	5
The State requested a board phone call or in person meeting to take place on November 9th.			
VIII. Other Business			
A. Board Self Evaluations	Discuss	Aimee Lomonaco	20
B. Ken Cerini Annual Report	Vote	Aimee Lomonaco	60
C. Accept Board Member Resignation	Vote	Aimee Lomonaco	5
IX. Executive Session			
A. De-Certification Election	FYI	Aimee Lomonaco	5
X. Closing Items			
A. Adjourn Meeting	Vote	Aimee Lomonaco	

District Summary Report

Aggregate by School

Term: Fall 2016-2017
 District: Riverhead Charter School
 Grouping: None
 Small Group Display: No



Reading

Riverhead Charter School

MAP: Reading 2-5 NY 2011 V2

NY Common Core English & Literacy PK-12: 2011

Term	Grade	Student Count	Mean RIT	Std Dev	Median	Literature		Informational Text		Vocabulary Acquisition and Use	
						Mean	Std Dev	Mean	Std Dev	Mean	Std Dev
Fall 2016-2017	3	41	187.4	16.4	190	188.5	16.7	186.6	18.4	187.2	16.9
Fall 2016-2017	4	44	193.4	16.2	196	193.9	17.2	191.4	17.2	194.8	17.1
Fall 2016-2017	5	44	205.6	10.4	206	206.9	12.6	205.5	10.7	204.3	12.1

MAP: Reading 6+ NY 2011 V2

NY Common Core English & Literacy PK-12: 2011

Term	Grade	Student Count	Mean RIT	Std Dev	Median	Literature		Informational Text		Vocabulary Acquisition and Use	
						Mean	Std Dev	Mean	Std Dev	Mean	Std Dev
Fall 2016-2017	6	46	209.5	12.8	213	209.2	14.7	209.5	13.1	209.9	13.1
Fall 2016-2017	7	23	212.8	10.3	214	213.8	12.9	211.4	11.4	213.6	11.0
Fall 2016-2017	8	24	220.3	11.4	221	220.9	12.7	219.9	12.4	220.1	11.9

MAP: Reading Primary Grades NY 2011

NY Common Core English & Literacy PK-12: 2011

Term	Grade	Student Count	Mean RIT	Std Dev	Median	Foundational Skills		Language and Writing		Literature and Informational		Vocabulary Use and Functions	
						Mean	Std Dev	Mean	Std Dev	Mean	Std Dev	Mean	Std Dev
Fall 2016-2017	K	50	137.3	8.7	138	134.2	12.1	135.0	9.1	139.1	10.9	140.9	9.9
Fall 2016-2017	1	78	156.6	11.4	155	155.4	10.8	157.8	13.1	156.9	13.5	156.1	12.0
Fall 2016-2017	2	58	175.6	12.9	178	175.3	15.0	176.3	13.2	177.3	14.9	173.2	13.2

Explanatory Notes

Due to statistical unreliability, summary data for groups of less than 10 are not shown.
 A goal mean shown with **bold** indicates represents an area of relatively strong performance.
 A goal mean shown with **bold italic** represents performance that might be an area of concern.
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District Summary Report

Aggregate by School

Term: Fall 2016-2017
 District: Riverhead Charter School
 Grouping: None
 Small Group Display: No



Mathematics

Riverhead Charter School

MAP: Math 2-5 NY 2011 V2

NY Common Core Mathematics PK-12: 2011

Term	Grade	Student Count	Mean RIT	Std Dev	Median	Goal Performance							
						Operations and Algebraic Thinking		Number and Operations		Measurement and Data		Geometry	
						Mean	Std Dev	Mean	Std Dev	Mean	Std Dev	Mean	Std Dev
Fall 2016-2017	3	41	186.1	11.0	188	187.1	13.3	182.8	12.2	187.4	12.7	187.0	12.4
Fall 2016-2017	4	44	196.8	12.4	198	198.1	14.8	196.9	12.7	197.1	14.4	195.2	14.5
Fall 2016-2017	5	44	208.5	9.4	209	209.1	12.3	209.5	10.6	207.2	10.8	208.5	9.7

MAP: Math 6+ NY 2011 V2

NY Common Core Mathematics PK-12: 2011

Term	Grade	Student Count	Mean RIT	Std Dev	Median	Goal Performance							
						Operations and Algebraic Thinking		The Real and Complex Number Systems		Geometry		Statistics and Probability	
						Mean	Std Dev	Mean	Std Dev	Mean	Std Dev	Mean	Std Dev
Fall 2016-2017	6	46	212.4	14.8	212	213.1	15.4	215.4	16.6	212.5	14.8	208.8	16.7
Fall 2016-2017	7	23	213.6	12.5	211	214.5	14.6	213.4	12.1	214.2	13.8	212.4	13.4
Fall 2016-2017	8	24	221.8	13.0	226	224.9	13.8	222.8	15.1	218.6	13.7	220.5	15.1

MAP: Math Primary Grades NY 2011 V2

NY Common Core Mathematics PK-12: 2011

Term	Grade	Student Count	Mean RIT	Std Dev	Median	Goal Performance							
						Operations and Algebraic Thinking		Number and Operations		Measurement and Data		Geometry	
						Mean	Std Dev	Mean	Std Dev	Mean	Std Dev	Mean	Std Dev
Fall 2016-2017	K	50	131.8	10.2	131	128.0	12.3	132.9	10.5	133.1	11.9	133.5	11.9
Fall 2016-2017	1	78	157.6	11.4	158	160.8	13.7	156.5	11.1	156.7	13.2	156.1	13.8
Fall 2016-2017	2	58	178.6	11.1	181	180.2	12.2	179.7	12.8	176.3	11.2	178.5	14.2

Explanatory Notes

Due to statistical unreliability, summary data for groups of less than 10 are not shown.
 A goal mean shown with bold underline represents an area of relatively strong performance.
 A goal mean shown with bold italic represents performance that might be an area of concern. A goal mean shown with bold underline represents an area of relatively strong performance.
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Finance Report to the RCS Board of Directors October 2016 Meeting

Cash Account Balances as of August 31, 2016

Unrestricted Cash	
SCNB Revenue (4150)	\$59,708.00
BNB Operating Acct (2455)	\$5,470,572.00
BNB Money Market Acct (1435)	\$2,002,829.00
BNB Fundraising Acct (0544)	\$44,524.00
BNB Title Grants (0528)	\$26,332.00
BNB Cash Account (4261)	\$2,293.00
BNB Reap (0536)	\$46,218.00
Renewal & Replacement Fund (0528)	\$100,000.00
SCNB Dissolution Escrow	\$75,509.00
Total Unrestricted Cash	\$7,827,985.00
Restricted Cash	
10510 · Series A Cash	\$502,644.00
10520 · Series B Cash	\$3.00
10530 · Debt Service Reserve (A)	\$1,504,678.00
10540 · Debt Service Reserve (B)	\$500,583.00
10550 · Capitalized Interest Fund (A)	\$430.00
10560 · Custody Account	\$8,876.00
<u>10954 · Series B Bond Interest</u>	<u>\$63,792.00</u>
Total Restricted Cash	\$2,581,006.00



Finance Report to the RCS Board of Directors October 2016 Meeting

September Highlights

- List of Checks written for September 2016 (see attached) - w/o payroll
- Filed Form 5500 series return with IRS on 401k plan
- 2015/2016 Annual Audited Financial Statements complete
- Sent updated insurance certificates to Bond Trustee
- Completed 3rd installation of District Tuition billing for October 1
- Enrollment target: 414 max and 409 current enrollment

Tuition District Revenue	Enrollment 2016-2017 Anticipated	Enrollment Current Stds 16-17 sections
Center Moriches	1	
Central Islip	4	
Comsewogue	1	
Connetquot	2	
East Moriches	4	
Eastport-South Manor	1	K 34 47 2
Hampton Bays	2	1 78 78 3
Longwood	49	2 65 57 2
Mattituck-Cutchogue	2	3 45 41 2
Miller Place	2	4 50 46 2
Patchogue-Medford	4	5 45 44 2
Port Jefferson SD	1	6 54 49 2
Riverhead	238	7 22 23 1
Rocky Point	1	8 21 24 1
Shoreham-Wading River	1	414 409 17
South Country	19	
William Floyd	77	
	409	

Riverhead Charter School

Check Detail

September 2016

Type	Num	Date	Name	Account	Paid Amount
Check		9/6/16		70277 · Bank Charges	8
Check	6765	9/14/16	Advanced Imaging Systems	50175 · Equip Repairs & Maint	163
Check	6766	9/14/16	AT&T	50205 · Communications Exp	15
Check	6767	9/14/16	Bale Company	50060 · Extracurricular Supplies	50
Check	6768	9/14/16	Brooke Foisey	50050 · Classroom Supplies	47
Check	6769	9/14/16	Center for Responsive Schools	50060 · Extracurricular Supplies	150
Check	6770	9/14/16	Cintas	50180 · Custodial Supplies	323
Check	6771	9/14/16	Corporate Accounting Solutions	50255 · Prof Fees - Accting/Audit	13,009
Check	6772	9/14/16	CSBM	50035 · Outside Services	1,756
Check	6773	9/14/16	Denise Voegel	50050 · Classroom Supplies	65
Check	6774	9/14/16	Emerald Island & Supply Co	50180 · Custodial Supplies	497
Check	6775	9/14/16	Fed Ex	50210 · Postage and Delivery	24
Check	6776	9/14/16	Granite Telecommunications	50205 · Communications Exp	1,286
Check	6777	9/14/16	Harcourt Outlines	50050 · Classroom Supplies	590
Check	6778	9/14/16	Hernandez 7 Landscaping	50160 · Facilities Maintenance	1,200
Check	6779	9/14/16	Kaiser Maintenance, Inc.	50160 · Facilities Maintenance	240
Check	6780	9/14/16	M.D. Electrical Service	50165 · Facility Repairs	85
Check	6781	9/14/16	Morgan Electronic Sales	50075 · Printed Materials & Reproc	1,000
Check	6782	9/14/16	Nasco	50050 · Classroom Supplies	291
Check	6783	9/14/16	National Grid	50155 · Utilities	167
Check	6784	9/14/16	NYSUT	22008 · Union Dues	2,186
Check	6785	9/14/16	Office Depot	50050 · Classroom Supplies	674
Check	6786	9/14/16	Patricia Benavides	50050 · Classroom Supplies	312
Check	6787	9/14/16	Philadelphia Insurance Companies	50080 · Insurance	3,701
Check	6788	9/14/16	Provident Life and Accident Ins CO	50080 · Insurance	734
Check	6789	9/14/16	Raymond Ankrum	50275 · Miscellaneous	121
Check	6790	9/14/16	Sabrina Cupolo	50050 · Classroom Supplies	247
Check	6791	9/14/16	SCMEA	50060 · Extracurricular Supplies	200
Check	6792	9/14/16	Terry DiResta	50275 · Miscellaneous	31
Check	6793	9/14/16	Verizon Wireless	50205 · Communications Exp	367
Check	6794	9/14/16	Office Depot	50050 · Classroom Supplies	681
Check	6795	9/14/16	Office Depot	50095 · Office Supplies	262
Check	6796	9/15/16	Esseks, Hefter & Angel, LLP	50250 · Prof Fees - Legal	75
Check	6797	9/15/16	National Grid	50155 · Utilities	39
Check	6798	9/15/16	Nicole Lipari	50050 · Classroom Supplies	13
Check	6799	9/15/16	Preferred Meal Systems, Inc.	50072 · Student Meals	10,203
Check	6800	9/15/16	Salerno Brokerage	50080 · Insurance	2,210
Check	6801	9/30/16	Advanced Imaging Systems	50175 · Equip Repairs & Maint	929
Check	6802	9/30/16	Anron	50165 · Facility Repairs	671
Check	6803	9/30/16	Briana Giustiniano	50050 · Classroom Supplies	12
Check	6804	9/30/16	CareerTrack	50215 · Staff Development	99
Check	6805	9/30/16	Clean Life Chem-Dry	50160 · Facilities Maintenance	954
Check	6806	9/30/16	Diane Berry	50275 · Miscellaneous	30

Riverhead Charter School

Check Detail

September 2016

Check	6807	9/30/16	Emerald Island & Supply Co	50180 · Custodial Supplies	545
Check	6808	9/30/16	Eye Med	50012 · Medical Benefits	251
Check	6809	9/30/16	Fed Ex	50210 · Postage and Delivery	42
Check	6810	9/30/16	Firematic	50160 · Facilities Maintenance	335
Check	6811	9/30/16	GovConnection, Inc.	50200 · Technology Expense	1,236
Check	6812	9/30/16	Great America Leasing Corporation	50170 · Equipment Rental	84
Check	6813		Hy Cert Services	50160 · Facilities Maintenance	215
Check	6814	9/30/16	Kyocera Mita America, Inc.	50170 · Equipment Rental	182
Check	6815	9/30/16	Lamb & Barnosky, LLP	50250 · Prof Fees - Legal	2,435
Check	6816	9/30/16	LEAF	50205 · Communications Exp	1,120
Check	6817	9/30/16	Lincoln Life & Annuity Company of NY	50012 · Medical Benefits	2,268
Check	6818	9/30/16	Long Island Air	50160 · Facilities Maintenance	345
Check	6819	9/30/16	National Waste Services, LLC	50160 · Facilities Maintenance	835
Check	6820	9/30/16	NYS Department of Environmental	50275 · Miscellaneous	330
Check	6821	9/30/16	Office Depot	50050 · Classroom Supplies	802
Check	6822	9/30/16	Peconic Security Alarms, Inc	50160 · Facilities Maintenance	85
Check	6823	9/30/16	Preferred Meal Systems, Inc.	50072 · Student Meals	15,961
Check	6824	9/30/16	PSEGLI	50155 · Utilities	14,334
Check	6825	9/30/16	Receiver of Taxes	50155 · Utilities	111
Check	6826	9/30/16	Relle Electric	50165 · Facility Repairs	5,600
Check	6827	9/30/16	S&S Worldwide	50050 · Classroom Supplies	219
Check	6828	9/30/16	SkillPath/NST Seminars	50215 · Staff Development	597
Check	6829	9/30/16	Star Fire Protection Co.	50165 · Facility Repairs	560
Check	6830	9/30/16	Stefanie Werner	50100 · Travel and Transport	20
Check	6831	9/30/16	Terry DiResta	50275 · Miscellaneous	64
Check	6832	9/30/16	The Hartford	50012 · Medical Benefits	1,541
Check	6833	9/30/16	The Reading and Writing Project	50215 · Staff Development	4,000
Check	6834	9/30/16	Time for Kids	50085 · Dues and Subscriptions	205
Check	6835	9/30/16	W.B. Mason Co., Inc,	50050 · Classroom Supplies	880
					100,733



Riverhead Charter School

3685 Middle Country Road

Calverton, NY 11933

Phone (631) 369-5800

Fax (631) 369-6687

www.riverheadcharterschool.org

Board of Trustees

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Aimee LoMonaco, Vice President

Harry Histand, Treasurer

Susan Heintz, Secretary

Patricia Harsch, Trustee

Executive Director
Raymond Ankrum

Director of Finance
Nicola Graham

Board of Trustees Resolution

This is a certified copy of a resolution that was made at the Riverhead Charter School Board of Trustees meeting held on Tuesday, October 25, 2016. Members voted unanimously to be Resolved, that this Board of Trustees hereby authorizes the approval:

Motion #1

To enter in agreement with Capital Market Advisors for the 2016-2017 fiscal year at a fee of \$6,000 payable in \$1,500 quarterly installments.

Zenobia Hartfield

Signature of Board President

10/25/16

Date



Riverhead Charter School

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Calverton, NY 11933

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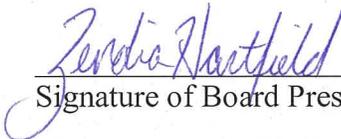
Nicola Graham

Board of Trustees Resolution

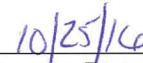
This is a certified copy of a resolution that was made at the Riverhead Charter School Board of Trustees meeting held on Tuesday, October 25, 2016. Members voted unanimously to be Resolved, that this Board of Trustees hereby authorizes the approval:

Motion #2

To accept the immediate resignation of Board Trustee Jane MacArthur, effective October 25, 2016.



Signature of Board President



Date



Riverhead Charter School

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Calverton, NY 11933
Phone (631) 369-5800
Fax (631) 369-6687

www.riverheadcharterschool.org

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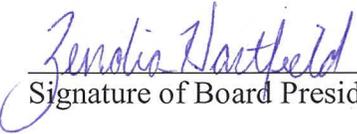
Director of Finance
Nicola Graham

Board of Trustees Resolution

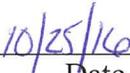
This is a certified copy of a resolution that was made at the Riverhead Charter School Board of Trustees meeting held on Tuesday, October 25, 2016. Members voted unanimously to be Resolved, that this Board of Trustees hereby authorizes the approval:

Motion #3

To accept the Independent Auditor's Report from Cerini and Associates, LLP and authorize to submit the report to NYSED.



Signature of Board President



Date



Riverhead Charter School

3685 Middle Country Road
Calverton, NY 11933
Phone (631) 369-5800
Fax (631) 369-6687

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Executive Director
Raymond Ankrum

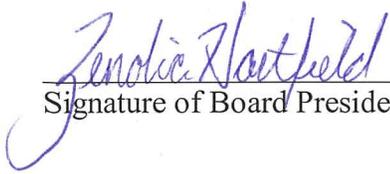
Director of Finance
Nicola Graham

Board of Trustees Resolution

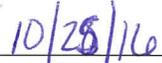
This is a certified copy of a resolution that was made at the Riverhead Charter School Board of Trustees meeting held on Tuesday, October 25, 2016. Members voted unanimously to be Resolved, that this Board of Trustees hereby authorizes the approval:

Motion #4

To stay partnered with Northeast Charter Schools for the 2016/2017 school year.



Signature of Board President



Date

APPROVED

Riverhead Charter School Board of Trustees

Minutes

Board Meeting

Date and Time

Wednesday December 14, 2016 at 6:30 PM

Location

RCS Board Room

RCS Mission Statement

Our mission is to inspire today's learners to become tomorrow's leaders by setting high academic standards, promoting solution-orientated thinking, and embracing the cultural diversity of our community.

Board Members Present

Aimee Lomonaco, Harry Histand, Patricia Harsch, Susan Heinz, Zenobia Hartfield (remote)

Board Members Absent

Guests Present

Fabiola Colas, Jennifer Borst, Kaitlyn Kosiorowski, Laura Arcuri, Nicola Graham, Raymond Ankrum (remote), Shannon Ruffner

I. Opening Items

A. Record Attendance and Guests

Susan Heintz arrived at 6:52pm.

B. Call the Meeting to Order

Zenobia Hartfield called a meeting of the board of trustees of Riverhead Charter School Board of Trustees to order on Wednesday Dec 14, 2016 @ 6:30 PM at RCS Board Room.

The RCS board of trustees meeting began with the pledge of allegiance.

C. Approve Minutes

A. Lomonaco made a motion to approve minutes from the Board Meeting on 10-25-16.

Patricia Harsch seconded the motion.

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

II. Academic Excellence

A.Executive Director's Report

Mrs. Arcuri discussed that RCS is losing teachers due to teachers salaries. Teachers are finding positions elsewhere for more money. Mrs. Arcuri discussed that teachers and administrators have been visiting other charter schools, gaining ideas. RCS is starting "Live Middle School" which is an application where parents and teachers in the middle school can communicate throughout the day. Parents can also go on and track their child's homework, classwork, test grades, missing assignments and see current grades. GradeS K-4 are continuing to use the application DOJO to communicate with parents during the day as well. Mrs. Arcuri talked about how discipline is not always zero tolerance, Mrs. Arcuri is helping the students to learn coping skills and allowing them to use reflection sheets to reflect on their behavior. There have been no major student issues and few suspensions.

Ms. Shannon Ruffner (upper house DCI) and Mrs. Jennifer Borst (lower house DCI) presented to the board how to read the report cards and student progress reports. They also discussed how students reading levels are determined and where on the report cards parents can find their child's level. Ms. Ruffner and Mrs. Borst also discussed and showed how parents can find books in their local library using their child's Fontas and Pinnell score and converting it to a Lexil score if needed.

Mrs. Borst and Ms. Ruffner discussed some of the school visits they attended, one being The Charter School of Harlem where they visited team taught classrooms to see best practices. The teachers who attended this school visit met afterwards to discuss and share out what they learned while being on this school visit. They then shared their feedback in house meetings and with their house leaders. Another school that was visited was St. Hope Leadership Academy which is a 6-8 charter school. St. Hope uses Live Middle School.

III. Finance

A.Director of Finance Report

Ms. Nicola Graham discussed cash accounts and informed the board that all cash accounts are in a healthy state. Mrs. Graham presented the list of checks written for both November and December. Mrs. Graham submitted quarter reports to the bond trustees. The annual audit was filed and submitted with NYS. Mrs. Graham presented the quarterly profit and loss statement and informed the board that everything is running smooth. Mrs. Graham informed the board that RCS is still on track with budget thus far, midyear will tell if there is an issue. Mrs. Graham sent out the 4th quarter billing to the districts. Mrs. Graham was able to gain back a reop grant from last year in the amount of \$21,000.

IV. Governance

A.Board Self Evaluations

Ms. Zenobia Hartfield questioned the board on where they believed there are opportunities to grow and be better as a board. A work session date was agreed upon to go over the board self evaluations. At the work session board members will discuss how to help turn the 1 and 2 grades into higher grades. The work session date is set for January 7th from 8 AM-noon. Mrs. Patricia Harsch to set an agenda and prioritize for the meeting.

V. Executive Session

A.Enter Executive Session

H. Histan made a motion to enter executive session at 7:32 PM.
Aimee Lomonaco seconded the motion.
The board **VOTED** unanimously to approve the motion.

B.Staffing and Contracts

C.Status of Arbitrations

D.Exit Executive Session

S. Heinz made a motion to exit executive session at 9:11 PM.
Patricia Harsch seconded the motion.
The board **VOTED** unanimously to approve the motion.

VI. Closing Items

A.Adjourn Meeting

P. Harsch made a motion to adjourn the meeting at 9:12 PM.
Susan Heinz seconded the motion.
The board **VOTED** unanimously to approve the motion.
There being no further business to be transacted, and upon motion duly made,
seconded and approved, the meeting was adjourned at 9:12 PM.

Respectfully Submitted,
Kaitlyn Kosiorowski



Riverhead Charter School Board of Trustees

Board Meeting

Date and Time

Wednesday December 14, 2016 at 6:30 PM

Location

RCS Board Room

RCS Mission Statement

Our mission is to inspire today's learners to become tomorrow's leaders by setting high academic standards, promoting solution-orientated thinking, and embracing the cultural diversity of our community.



Agenda

	Purpose	Presenter	Duration
I. Opening Items			
A. Record Attendance and Guests			
B. Call the Meeting to Order			
C. Approve Minutes	Approve Minutes	Zenobia Hartfield	5
II. Academic Excellence			
A. Executive Director's Report	Discuss	Raymond Ankrum	30
III. CEO Support And Eval			
IV. Development			
V. Facility			
VI. Finance			
A. Director of Finance Report	Discuss	Zenobia Hartfield	30
VII. Governance			
A. Board Self Evaluations	Discuss	Zenobia Hartfield	30
VIII. Other Business			
IX. Executive Session			
A. Staffing and Contracts	Discuss	Raymond Ankrum	30
B. Status of Arbitrations	FYI	Zenobia Hartfield	5
X. Closing Items			
A. Adjourn Meeting	Vote		

November 18, 2016

Executive Director's Report—

- The state visit went off without a hitch. The state continues to be impressed with our academic progress. They stated "They wanted us to be more toward the state average", a point that we agreed upon. It's no longer enough for us to compare ourselves with RCSD, we need to be aiming to compare ourselves to the more lucrative charter schools in NYC—Success Academy, Icahn Academy, etc.
- We will be in a better place to compete with these schools if we are able to offer the necessary teacher salaries that it will take to sway the talent, and get the type of quality staffing that our students deserve. It's my opinion that high turnover can be attributed to the fact that teachers use RCS as a training ground to get experience, without having to work for TA money in school districts.
- As you are aware, the teachers' union election occurred earlier this month. Based on the counting of the closed ballots, it was decided that NYSUT would continue to represent the teachers at RCS. Peter Verdon, a regional supervisor at NYSUT reached out to initiate a conversation, and discuss how to move forward. I would personally feel more comfortable if those conversations were conducted through counsel.

Upcoming Events:

11/28-12/2- NWEA testing (Round 2): We are looking forward to analyzing this data and using this information in order to help us strengthen our academic program.

12/7 & 12/9- Excellent school visits in NYC—

12/9- Yoga Night

Presentations:

15 Minutes:

Lexile Levels

F&P Levels

15 Minutes:

Student Discipline—More than just consequences

Riverhead Charter School

Check Detail

November 2016

Type	Num	Date	Name	Account	Original Amount
Check	1023	11/10/2016	Schoolathon LLC	50500 · Fundraisers	1,227
Check	6893	11/08/2016	Advanced Imaging Systems	50175 · Equip Repairs & Maint	619
Check	6894	11/08/2016	Anron	50165 · Facility Repairs	3,300
Check	6895	11/08/2016	AT&T	50205 · Communications Exp	45
Check	6896	11/08/2016	Cintas	50180 · Custodial Supplies	258
Check	6897	11/08/2016	Eastern Suffolk Boces	50035 · Outside Services	1,024
Check	6898	11/08/2016	Emerald Island & Supply Co	50180 · Custodial Supplies	479
Check	6899	11/08/2016	Flynn & O'Hara	50275 · Miscellaneous	30
Check	6900	11/08/2016	Harris Works Company	50160 · Facilities Maintenance	6,250
Check	6901	11/08/2016	Hernandez 7 Landscaping	50160 · Facilities Maintenance	1,500
Check	6902	11/08/2016	Home Depot	50160 · Facilities Maintenance	78
Check	6903	11/08/2016	Kaiser Maintenance, Inc.	50160 · Facilities Maintenance	240
Check	6904	11/08/2016	Maile Madigan	50035 · Outside Services	1,000
Check	6905	11/08/2016	National Grid	50155 · Utilities	587
Check	6906	11/08/2016	Network Outsource	50200 · Technology Expense	2,914
Check	6907	11/08/2016	NYS and Local Retirement Sys.	22021 · Retirement - ERS	24,019
Check	6908	11/08/2016	NYS Teachers Retirement Sys.	22022 · Retirement - TRS	117,566
Check	6909	11/08/2016	Office Depot	50095 · Office Supplies	109
Check	6910	11/08/2016	Preferred Meal Systems, Inc.	50072 · Student Meals	3,121
Check	6911	11/08/2016	School Specialty	50055 · Athletic Supplies & Equip	249
Check	6912	11/08/2016	Standard Security Life Ins. Co.	50080 · Insurance	394
Check	6913	11/08/2016	Stefanie Werner	50275 · Miscellaneous	24
Check	6914	11/08/2016	The Hartford	50012 · Medical Benefits	725
Check	6915	11/08/2016	Verizon Wireless	50205 · Communications Exp	54
Check	6916	11/08/2016	Wilson Language Training Corp.	50045 · Core Curriculum	91
Check	6917	11/09/2016	Eye Med	50012 · Medical Benefits	279
Check	6918	11/17/2016	Advanced Imaging Systems	VOID	0
Check	6919	11/17/2016	Anron	VOID	0
Check	6920	11/17/2016	Fed Ex	VOID	0
Check	6921	11/17/2016	Gordon & Rees LLP	VOID	0
Check	6922	11/17/2016	Granite Telecommunications	VOID	0
Check	6923	11/17/2016	Great America Leasing Corp.	VOID	0
Check	6924	11/17/2016	Heinemann	VOID	0
Check	6925	11/17/2016	Kyocera Mita America, Inc.	VOID	0
Check	6926	11/17/2016	Lamb & Barnosky, LLP	VOID	0
Check	6927	11/17/2016	Office Depot	VOID	0
Check	6928	11/17/2016	Philadelphia Insurance Co.	VOID	0
Check	6929	11/17/2016	Preferred Meal Systems, Inc.	VOID	0
Check	6930	11/17/2016	PSEGLI	VOID	0
Check	6931	11/17/2016	Shoreham Plumbing & Heating Cc	VOID	0
Check	6932	11/17/2016	Void	VOID	0
Check	6933	11/17/2016	Void	VOID	0
Check	6934	11/17/2016	Advanced Imaging Systems	50175 · Equip Repairs & Maint	134
Check	6935	11/17/2016	Anron	50165 · Facility Repairs	175
Check	6936	11/17/2016	Fed Ex	50210 · Postage and Delivery	22
Check	6937	11/17/2016	Gordon & Rees LLP	50250 · Prof Fees - Legal	10,000

Riverhead Charter School

Check Detail

November 2016

Check	6938	11/17/2016	Granite Telecommunications	50205	Communications Exp	736
Check	6939	11/17/2016	Great America Leasing Corp.	50170	Equipment Rental	84
Check	6940	11/17/2016	Heinemann	50045	Core Curriculum	146
Check	6941	11/17/2016	Kyocera Mita America, Inc.	50170	Equipment Rental	329
Check	6942	11/17/2016	Lamb & Barnosky, LLP	50250	Prof Fees - Legal	3,823
Check	6943	11/17/2016	Office Depot	50050	Classroom Supplies	72
Check	6944	11/17/2016	Philadelphia Insurance Co.	50080	Insurance	3,701
Check	6945	11/17/2016	Preferred Meal Systems, Inc.	50072	Student Meals	17,006
Check	6946	11/17/2016	PSEGLI	50155	Utilities	106
Check	6947	11/17/2016	Shoreham Plumbing & Heating Cc	40005	Base Tuition	175
Check	6948	11/22/2016	Apollo Fire Safety Co.,	50160	Facilities Maintenance	300
Check	6949	11/23/2016	Raymond Ankrum	50100	Travel and Transport	606
Check	6950	11/23/2016	Standard and Poor's	50030	Consultants	3,000

206,597



Finance Report to the RCS Board of Directors December 2016 Meeting

Cash Account Balances as of October 31, 2016

Unrestricted Cash	
SCNB Revenue (4150)	\$59,708.00
BNB Operating Acct (2455)	\$5,757,709.00
BNB Money Market Acct (1435)	\$2,004,838.00
BNB Fundraising Acct (0544)	\$48,068.00
BNB Title Grants (0528)	\$26,334.00
BNB Cash Account (4261)	\$3,010.00
BNB Reap (0536)	\$46,222.00
Renewal & Replacement Fund (0528)	\$100,000.00
<u>SCNB Dissolution Escrow</u>	<u>\$75,515.00</u>
Total Unrestricted Cash	\$8,121,404.00
Restricted Cash	
10510 · Series A Cash	\$502,728.00
10520 · Series B Cash	\$3.00
10530 · Debt Service Reserve (A)	\$1,504,928.00
10540 · Debt Service Reserve (B)	\$500,667.00
10550 · Capitalized Interest Fund (A)	\$430.00
10560 · Custody Account	\$45,316.00
10954 · Series B Bond Interest	\$191,302.00
Total Restricted Cash	\$2,745,374.00



Finance Report to the RCS Board of Directors December 2016 Meeting

October Highlights

- List of Checks written for October 2016 (see attached) - w/o payroll
- Filed Quarterly Financial Statements as required for continuing disclosure Reports with Bond Trustee
- Filed 2015/2016 Annual Audited Financial Statements with NYSED/Regents
- Sent Appendix A as part of our Disclosure requirements with Bond Trustees
- Color-A-Thon – 10/29/16 another year of great success – Fundraised \$8,481
- Multicultural night on October 27, 2016 was another successful event
- Enrollment target: 414 max and 412 current enrollment

November Highlights

- List of Checks written for November 2016 (see attached) - w/o payroll
- Filed Quarterly Disclosure Reports to Bond Trustee – P&L / B/S
- Issued 4th installation of District Tuition billing for January/February 2017
- Book Fair – fundraised over \$2,000
- Quarterly Profit and Loss Statement as of 9/30/2016
- Recouped loss funds from late drawdown -\$21,033 REAP grants moneyPage 2

Riverhead Charter School
1st Quarter Profit Loss
July 2016 through September 2016
Preliminary (unaudited)

	1st Qtr Jul - Sep 16 Actual	Jul '15-Sept 16 Y-T-D Budget	Variance Actual \$ Over Y-T-D Budget	2016/2017 Approved Budget
Ordinary Income/Expense				
Income				
Tuition and Program Revenue	1,697,644	1,686,367	11,277	6,745,468
Government Grants	89,707	25,250	64,457	119,000
Fundraising/Development	(6)	3,000	(3,006)	30,000
E-Rate	-	1,500	(1,500)	6,000
Afterschool-Homework Program	338	1,790	(1,452)	17,900
Interest Income	4,187	1,250	2,937	5,000
Sales-Meals	1,688	26,000	(24,312)	260,000
Total Income	1,793,558	1,745,157	48,401	7,183,368
Expense				
Salaries	274,578	697,070	(422,492)	2,788,280
Bonuses	15,000	4,755	10,245	19,021
FICA/Medicare Expense	22,628	53,880	(31,252)	215,519
SUI Expense	2,482	16,250	(13,768)	65,000
Medical Benefits	67,265	78,958	(11,693)	315,833
Workers Comp	7,702	10,600	(2,898)	42,400
Retirement - ERS	6,015	13,850	(7,835)	55,400
Retirement - TRS	88,175	100,760	(12,585)	403,040
Consultants	500	8,075	(7,575)	32,300
Outside Services	25,629	21,289	4,340	85,156
Core Curriculum Consumables	2,670	8,888	(6,218)	35,550
Classroom Supplies	6,951	8,112	(1,161)	32,450
Athletic Supplies and Equipment	240	625	(385)	2,500
Extracurricular Supplies	891	1,225	(334)	4,900
Field Trips	(20)	720	(740)	7,200
Student Meals	30,195	23,800	6,395	238,008
Printed Materials & Reprod	1,000	625	375	2,500
Insurance	29,130	20,125	9,005	80,500
Dues and Subscriptions	3,222	2,000	1,222	8,000
Employee Recruitment	-	375	(375)	1,500
Office Supplies	905	750	155	3,000
Travel and Transport	228	1,250	(1,022)	5,000
Student Enrollment Costs	-	188	(188)	750
Rent (Facility)	-	-	-	-
Real Property Taxes	-	225	(225)	900
Utilities	28,158	27,147	1,011	108,590
Facilities Maintenance	19,345	28,871	(9,526)	115,485
Facility Repairs	22,425	3,182	19,243	12,730
Equipment Rental	797	1,532	(735)	6,130
Equip Repairs & Maint	(1,085)	6,137	(7,222)	24,548
Custodial Supplies	2,960	4,051	(1,091)	16,204
Technology Expense	13,776	12,304	1,472	49,216
Communications Exp	10,492	5,759	4,733	23,035
Postage and Delivery	796	625	171	2,500
Staff Development	9,742	3,405	6,337	13,620
Board Development	7,496	3,875	3,621	15,500

Riverhead Charter School
1st Quarter Profit Loss
July 2016 through September 2016
Preliminary (unaudited)

	1st Qtr Jul - Sep 16 Actual	Jul '15-Sept 16 Y-T-D Budget	Variance Actual \$ Over Y-T-D Budget	2016/2017 Approved Budget
Prof Fees - Legal	5,850	20,500	(14,650)	82,000
Prof Fees - Accting/Audit	32,629	16,000	16,629	64,000
Miscellaneous	3,747	2,500	1,247	10,000
Depreciation Expense	34,500	157,500	(123,000)	630,000
Fundraisers	-	1,000	(1,000)	10,000
Youth Touch Matching Grant	10,377	-	10,377	-
Bank Charges	111	100	11	400
Merchant Credit Card Fees	45	87	(42)	350
Total Expense	787,547	1,368,970	(581,423)	5,629,015
Net Ordinary Income	1,006,011	376,187	629,824	1,554,353
Other Income/Expense				
Other Income				
Federal Subsidy QSCB Interest	19,981	62,000	(42,019)	248,000
Total Other Income	19,981	62,000	(42,019)	248,000
Other Expense				
Bond Interest Expense (A)	272,975	272,975	-	1,091,900
Bond Interest Expense (B)	90,126	90,126	-	360,506
Total Other Expense	363,101	363,101	-	1,452,406
Net Other Income	(343,120)	(301,101)	(42,019)	(1,204,406)
Net Income	662,891	75,086	587,805	349,947

Riverhead Charter School

Check Detail

October 2016

Type	Num	Date	Name	Account	Original Amount
Check	1020	10/19/2016	Miss Chocolate Fund Raising Co., Inc.	50500 · Fundraisers	3,176
Check	1021	10/27/2016	Nicholas Loiacono	1056 · BNB Fundraising Acct-	0
Check	1022	10/29/2016	Nicholas Loiacono	50500 · Fundraisers	300
Check	6836	10/06/2016	Aflac	50012 · Medical Benefits	1,074
Check	6837	10/06/2016	Network Outsource	50200 · Technology Expense	2,914
Check	6838	10/06/2016	Provident Life and Accident Ins CO	50080 · Insurance	334
Check	6839	10/07/2016	Advanced Imaging Systems	50175 · Equip Repairs & Maint	339
Check	6840	10/07/2016	AT&T	50205 · Communications Exp	45
Check	6841	10/07/2016	Cintas	50180 · Custodial Supplies	258
Check	6842	10/07/2016	Diane Berry	50275 · Miscellaneous	30
Check	6843	10/07/2016	Eastern Suffolk Boces	50035 · Outside Services	2,773
Check	6844	10/07/2016	Emerald Island & Supply Co	50180 · Custodial Supplies	567
Check	6845	10/07/2016	Eye Med	50012 · Medical Benefits	296
Check	6846	10/07/2016	Fed Ex	50210 · Postage and Delivery	20
Check	6847	10/07/2016	Harris Works Company	50160 · Facilities Maintenance	6,250
Check	6848	10/07/2016	Hernandez 7 Landscaping	50160 · Facilities Maintenance	1,200
Check	6849	10/07/2016	Home Depot	50165 · Facility Repairs	181
Check	6850	10/07/2016	National Grid	50155 · Utilities	186
Check	6851	10/07/2016	NYSUT	22008 · Union Dues	3,178
Check	6852	10/07/2016	Office Depot	50095 · Office Supplies	242
Check	6853	10/07/2016	Philadelphia Insurance Companies	50080 · Insurance	3,701
Check	6854	10/07/2016	Preferred Meal Systems, Inc.	50072 · Student Meals	6,842
Check	6855	10/07/2016	Verizon Wireless	50205 · Communications Exp	598
Check	6856	10/19/2016	Briana Giustiniano	50050 · Classroom Supplies	66
Check	6857	10/19/2016	Cerini & Associates, LLP	50255 · Prof Fees - Accting/Audit	13,000
Check	6858	10/19/2016	Corporate Accounting Solutions	50255 · Prof Fees - Accting/Audit	2,709
Check	6859	10/19/2016	David R. Dorfman & Associates, LLC	50035 · Outside Services	1,700
Check	6860	10/19/2016	Flynn & O'Hara	50275 · Miscellaneous	459
Check	6861	10/19/2016	Granite Telecommunications	50205 · Communications Exp	727
Check	6862	10/19/2016	Great America Leasing Corporation	50170 · Equipment Rental	84
Check	6863	10/19/2016	Infinity Monitoring Co	50160 · Facilities Maintenance	839
Check	6864	10/19/2016	Learning A-Z	50085 · Dues and Subscriptions	440
Check	6865	10/19/2016	Lincoln Life & Annuity Company of NY	50080 · Insurance	2,268
Check	6866	10/19/2016	National Grid	50155 · Utilities	37
Check	6867	10/19/2016	Pioneer Drama Service	50050 · Classroom Supplies	37
Check	6868	10/19/2016	Preferred Meal Systems, Inc.	50072 · Student Meals	8,082
Check	6869	10/19/2016	PSEGLI	50155 · Utilities	9,104
Check	6870	10/19/2016	PSEGLI	1055 · BNB Operating Account -	0
Check	6871	10/19/2016	PSEGLI	1055 · BNB Operating Account -	0
Check	6872	10/19/2016	NYS Teachers Retirement System	1055 · BNB Operating Account -	0
Check	6873	10/19/2016	NYS Teachers Retirement System	22022 · Retirement - TRS	117,566
Check	6874	10/27/2016	Advanced Imaging Systems	50175 · Equip Repairs & Maint	228
Check	6875	10/27/2016	Emerald Island & Supply Co	50180 · Custodial Supplies	171
Check	6876	10/27/2016	FireFly Computers	50200 · Technology Expense	15,498
Check	6877	10/27/2016	Jessica Farmer	50100 · Travel and Transport	18
Check	6878	10/27/2016	Kyocera Mita America, Inc.	50170 · Equipment Rental	299
Check	6879	10/27/2016	Laura.Arcuri	50275 · Miscellaneous	65
Check	6880	10/27/2016	LEAF	50205 · Communications Exp	1,120
Check	6881	10/27/2016	National Waste Services, LLC	50160 · Facilities Maintenance	870

APPROVED

Riverhead Charter School Board of Trustees

Minutes

Board Meeting

Date and Time

Wednesday January 18, 2017 at 6:30 PM

Location

RCS Mission Statement

Our mission is to inspire today's learners to become tomorrow's leaders by setting high academic standards, promoting solution-orientated thinking, and embracing the cultural diversity of our community.

Board Members Present

Aimee Lomonaco, Harry Hestand, Patricia Harsch, Susan Heinz, Zenobia Hartfield (remote)

Board Members Absent

Guests Present

Jennifer Borst, Laura Arcuri, Patricia Benevides, Raymond Ankrum (remote), Roseann Moscatelli, Shannon Ruffner

I. Opening Items

A.Record Attendance and Guests

B.Call the Meeting to Order

Zenobia Hartfield called a meeting of the board of trustees of Riverhead Charter School Board of Trustees to order on Wednesday Jan 18, 2017 @ 6:33 PM. The RCS Board of Trustees meeting started with the pledge of allegiance.

C.Approve Minutes

A. Lomonaco made a motion to approve minutes from the Board Meeting on 12-14-16.

Susan Heinz seconded the motion.

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

II. Academic Excellence

A.Executive Director Report

Mr. Ankrum made the board aware that RCS is starting to stabilize as a unit and that RCS is fully staffed. RCS needed to get creative with the art position. Art has now become art and dance class, if more applications come in for an art position RCS will keep dance as its own elective. The new social worker has hit the ground running, she has implemented a morning meditation session for students. Enrollment has begun, almost double the number of applications than where we were last year at this time. We are continuing to ask parents how they heard about RCS and ensuring that this is being indicated on the applications. With the approval of the new charter the idea of expanding to high school is a conversation that will need to be had in the near future. Mr. Ankrum would like to have the high school under Suny as apposed to Board of Regents, as Suny has more charter high schools. Mr. Ankrum is continuing to do work with Pace University for his dissertation process. Mrs. Arcuri is running the Saturday test prep school. The afterschool program has an administrator on site at all times. Mrs. Borst and Ms. Ruffner gave a DCI presentation on where students currently stand and a prediction of where they will fall on state tests. RCS is having stop, drop and test, which acts as a prep for students for test days. The entire school follows real test day procedures, with a quiet school and testing accommodations. The stop, drop and test help to collect data to show where students currently fall. RCS is taking the following steps to help students prepare for the state exams, Saturday test prep, daily and weekly test prep, small group instruction. RCS also implemented a new program called level up for ELA, students take a small test on Friday's if they receive a 3 or 4 they level up. This gives students the motivation to try harder and give the exams everything they have. The next stop, drop and test will take place on Feb 15th for ELA and Feb 16th for Math. ELA state testing will take place from March 28 to March 30th.

The new NWEA testing and data is extremely helpful in getting students the services they need.

III. Finance

A. Director of Finance Report

Ms. Graham made the board aware that all cash accounts are healthy as of November 30, 2016. A list of checks written were provided to the board. A survey for a certificate of occupancy was completed by Young and Young. The survey was sent to the site developer who will forward it to the town for the final CO. Ms. Graham submitted the annual building inspection on December 15, 2016. The 4th tuition billing was sent to 17 different districts, student accuracy has been maintained. The annual investor call took place on December 22, 2016, the call went very well.

RCS started the enrollment kickoff, to date more applications have been received thus far compared to last year at this time. With approval of the charter renewal a 5 year plan of having 3 kindergarten classes each year and continue to build from there.

IV. Governance

A. Board Training

Mrs. Harsch informed the board of her steps taken to help with board training. Mrs. Harsch spoke with Paul O'Niell who provided options and what he is willing to do to help with training. Mrs. Harsch also has a phone conference on February 6th at 2pm for additional board training. The board currently has a budget of \$7,000 for board training. Mrs. Harsch proposes the board complete one Board on Track webinar a month starting in February. Mrs. Harsch also proposed the board hold a

Saturday work session once a month. The first work session will take place on February 4th at 8:00 am.

V. Executive Session

A. Enter Executive Session

S. Heinz made a motion to enter executive session at 7:31 pm.
Patricia Harsch seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. Personnel Matters

C. Exit Executive Session

H. Hestand made a motion to exit executive session at 8:15 pm.
Aimee Lomonaco seconded the motion.
The board **VOTED** unanimously to approve the motion.

VI. Closing Items

A. Adjourn Meeting

H. Hestand made a motion to adjourn the meeting at 8:16 pm.
Patricia Harsch seconded the motion.
The board **VOTED** unanimously to approve the motion.
There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:16 PM.

Respectfully Submitted,
Kaitlyn Kosiorowski



Riverhead Charter School Board of Trustees

Board Meeting

Date and Time

Wednesday January 18, 2017 at 6:30 PM

Location

RCS Mission Statement

Our mission is to inspire today's learners to become tomorrow's leaders by setting high academic standards, promoting solution-orientated thinking, and embracing the cultural diversity of our community.



Agenda

	Purpose	Presenter	Duration
I. Opening Items			
A. Record Attendance and Guests		Zenobia Hartfield	15
B. Call the Meeting to Order			
C. Approve Minutes	Approve Minutes	Zenobia Hartfield	5
II. Academic Excellence			
A. Executive Director Report	Discuss	Raymond Ankrum	5
III. CEO Support And Eval			
IV. Development			
V. Facility			
VI. Finance			
A. Director of Finance Report	Discuss	Zenobia Hartfield	20
VII. Governance			
A. Board Training	Discuss	Patricia Harsch	20
VIII. Other Business			
IX. Executive Session			
A. Personnel Matters	Discuss	Zenobia Hartfield	20
X. Closing Items			
A. Adjourn Meeting	Vote	Zenobia Hartfield	5

January 11, 2017

Executive Director's Report:

- RCS is starting to stabilize as a unit. For the first time in a while we are fully staffed.
- We had to be innovative in how we filled our Art vacancy (as we had no candidates vying for the Art position). We converted the position into an Art/Dance elective. Mrs. Stiriz has hit the ground running (she started Tuesday 1/10/17). As we walked by, the students looked entirely engaged. It was quite a pleasant surprise.
- Our enrollment push has begun. This year we're looking to have three incoming classes on Kindergarten. We have had some serious success with the lower grades, as noticed in the performance of our 3rd graders last year on the NY State assessment. The key to continuing this success is by investing in the development of the teachers.
- Being the only game in town (Charter school) has its advantages, and its disadvantages. Many times, in order to see best practice, we have to go all the way to NYC in order to see best practices. The state has recently sent out an RFP for schools to submit innovative ideas for new charter schools. Now is our time to develop our high school. It would be better to do it under a brand-new charter, but it could also be done under the same umbrella. I would need the board to approve an exploratory committee to determine if this would be something that we would be interested in. Similar to charter renewal—the board would have to approve a budget for the work to begin.
- Upon confirmation of interest—we would need to assemble a team to then write and submit the charter. If the board is interested, I could get a detailed analysis of the costs both (in-house) and if the work was contracted out. As we know from prior experience, it's always cost saving to do this work from in-house.
- When asked by Trustee LoMonaco about my interest to continue as Executive Director, part of my vision is the development of a High School for our students. The surrounding districts are too large, and even though our students are experiencing success, I feel they would be even more successful in a smaller, more nurturing learning environment.
- I have already begun scouting schools in NYC that have made the transition from k-8 to high school. There are schools in New Orleans, Memphis, D.C, and Chicago—that have similar demographics of students. These schools have all made the transition to high schools. I would want to do a best practices tour, in order to create an innovative (workable and sustainable) solution for our students.
- Ms. Terri our new Social Worker is already paying dividends. I'm seeing things that I've never seen done at RCS. Mediation, proactive approach to finding out the root cause, follow through, no excuses approach is going to be huge in terms of giving our students what they need to be successful. (See attached) The attention to detail is remarkable.

Pace University:

As several of you know, I am in the advanced doctoral stage (dissertation) of my doctorate program. I am working with the Pace University staff to help compile my dissertation on teacher effectiveness. I am exposed to best practices, as well as allowed access to critical

learning spaces that have proven to be helpful in both my research and my approach to my job. Many board members have complimented me on my ability to implement feedback from the board, as well as my maturity as a leader, I owe that in part to my mentors at Pace. This experience has and continues to help me advance the school. I am thankful to the board for allowing me to build and maintain these types of partnerships.

Building Leadership Capacity:

The days of one person being the only person that has a say are long gone. That said—we have fully embraced the concept of distributive leadership. Although as Executive Director, I have the final say, and if anything goes wrong I'm to be held accountable, I have thoroughly enjoyed the growth of our administrators. When tasked with a challenge, they put their best foot forward, and they are knowledge seekers. Do they get everything right, no, but the effort and enthusiasm that they put forth is amazingly enjoyable.

As such—we have created a system of shared responsibility re: after school duties. Because the day is extended, administrators on duty for that day are allowed to arrive later in the morning. For example, if you're on duty until 6:30 pm, you'll arrive at 9:30 am to start the day. (see attached schedule)

Our administrators are also tasked with running our Saturday School program.

Building leadership capacity is important—in case someone falls ill, etc. our daily existence should not be centered around one person. We need to invest in our emerging leaders.

DCI Presentation on Stop, Drop, and Test Data—ELA

Upcoming Dates:

Executive Session:

Ms. Werner Update:

Mr. Schlessinger: Attendance issue (Fab)

Transitioning Ms. Farmer to (full-time) Special Education coordinator

After School Administration Duty
Monday-Friday (4:00-6:30)

Day of the Week	Monday	Tuesday	Wednesday	Thursday	Friday
Administrator	J. Borst	L. Arcuri	S.Ruffner	R. Ankrum	D. Fortunato

Week of: January 9th, 2017

	Monday	Tuesday	Wednesday	Thursday	Friday
8:00 - 8:20	"Morning Meditation"	"Morning Meditation"	"Morning Meditation"	"Morning Meditation"	"Morning Meditation"
9:20 - 9:50		Brian B. (Individual) - Seen			
10:00-10:30				Group (7) Goal: Assertive Communication, Listening, Coping Skills Activity: "Add-a-Thought" exercise (pg. 42), psycho-ed discussion-passive, aggressive and assertive communication. Christian C. Ben F. Logan M. Brian B. Jordan C.	
12:06 - 12:46	Lunch Duty	Lunch Duty	Lunch Duty	Lunch Duty	Lunch Duty
1:00 - 1:30		Group (k-2) - Seen Goal: Introductions, building trust, ground rules and understandin	Group (3-4) Goal: Build self-confidenc ce and assertive communicati on skills		

		g personal space Activity: Art therapy to help identify emotions, "Tell me about yourself" exercise Kaily C. Kimore B. Joseph C. Jacob W.	Activity: Psycho-education -what is "Self-esteem?" -"I Am" exercise (pg 84 "Awesome Activities - Self-esteem building") Jaylen V. T'Neyah G.		
1:30 - 2:00		Logan M. (Individual)		Group (6) *SGI* Goal: Social Skills, Impulse Control, teach students to stop and think Activity: "Problem Solving & Impulse Control" -- worksheet, interactive brainstorming Alex H. YeAbasi B. Marquise C.	
3:00 - 3:30			"Girl Talk" (6) Goal: Communication, boundary setting, peer	"Girl Talk" (6) Goal: Communication, boundary setting, Examination/dis	

Riverhead Charter School

Check Detail

December 2016

Type	Num	Date	Name	Account	Original Amount
Check	1024	12/15/2016	Old Fashion Candy Company	50500 · Fundraisers	1,846
Check	6951	12/01/2016	Advanced Imaging Systems	50175 · Equip Repairs & Maint	508
Check	6952	12/01/2016	Anron	50165 · Facility Repairs	455
Check	6953	12/01/2016	Briana Giustiniano	50050 · Classroom Supplies	23
Check	6954	12/01/2016	Cerini & Associates, LLP	50255 · Prof Fees - Accting/Audit	13,500
Check	6955	12/01/2016	Emerald Island & Supply Co	50180 · Custodial Supplies	486
Check	6956	12/01/2016	LEAF	50205 · Communications Exp	1,120
Check	6957	12/01/2016	National Waste Services, LLC	50160 · Facilities Maintenance	975
Check	6958	12/01/2016	Office Depot	50050 · Classroom Supplies	215
Check	6959	12/01/2016	Preferred Meal Systems, Inc.	50072 · Student Meals	6,822
Check	6960	12/01/2016	PSEGLI	50155 · Utilities	9,532
Check	6961	12/01/2016	Receiver of Taxes	50155 · Utilities	180
Check	6962	12/01/2016	Sabrina Cupolo	50275 · Miscellaneous	116
Check	6963	12/01/2016	Samantha Piwowarski	50050 · Classroom Supplies	28
Check	6964	12/01/2016	Stefanie Werner	50100 · Travel and Transport	21
Check	6965	12/01/2016	Terry DiResta	50275 · Miscellaneous	57
Check	6966	12/01/2016	W.B. Mason Co., Inc,	50050 · Classroom Supplies	587
Check	6967	12/15/2016	Advanced Imaging Systems	50175 · Equip Repairs & Maint	742
Check	6968	12/15/2016	Aflac	50012 · Medical Benefits	386
Check	6969	12/15/2016	AT&T	50205 · Communications Exp	45
Check	6970	12/15/2016	Cintas	50180 · Custodial Supplies	323
Check	6971	12/15/2016	Clement Carpentry	50165 · Facility Repairs	410
Check	6972	12/15/2016	Corporate Accounting Solutions	50255 · Prof Fees - Accting/Audit	2,136
Check	6973	12/15/2016	Eastern Suffolk Boces	50035 · Outside Services	5,275
Check	6974	12/15/2016	Emerald Island & Supply Co	50180 · Custodial Supplies	375
Check	6975	12/15/2016	Eye Med	50012 · Medical Benefits	279
Check	6976	12/15/2016	Granite Telecommunications	50205 · Communications Exp	735
Check	6977	12/15/2016	Great America Leasing Corporation	50170 · Equipment Rental	84
Check	6978	12/15/2016	Harris Works Company	50160 · Facilities Maintenance	6,250
Check	6979	12/15/2016	Home Depot	50180 · Custodial Supplies	95
Check	6980	12/15/2016	Lincoln Life & Annuity Company of N	50080 · Insurance	2,268
Check	6981	12/15/2016	National Grid	50155 · Utilities	1,607
Check	6982	12/15/2016	National Waste Services, LLC	50160 · Facilities Maintenance	975
Check	6983	12/15/2016	Network Outsource	50200 · Technology Expense	3,014
Check	6984	12/15/2016	Office Depot	50095 · Office Supplies	28
Check	6985	12/15/2016	Philadelphia Insurance Companies	50080 · Insurance	3,701
Check	6986	12/15/2016	Preferred Meal Systems, Inc.	50072 · Student Meals	18,330
Check	6987	12/15/2016	Provident Life and Accident Ins CO	50080 · Insurance	223
Check	6988	12/15/2016	PSEGLI	50155 · Utilities	192
Check	6989	12/15/2016	Scholastic Inc.	50050 · Classroom Supplies	199
Check	6990	12/15/2016	Shoreham Plumbing and Heating Co	50165 · Facility Repairs	919
Check	6991	12/15/2016	The Hartford	50012 · Medical Benefits	1,753
Check	6992	12/15/2016	Verizon Wireless	50205 · Communications Exp	688
Check	6993	12/15/2016	W.B. Mason Co., Inc,	50050 · Classroom Supplies	587
Check	6994	12/15/2016	Young & Young	50030 · Consultants	1,200
Check	6995	12/15/2016	NYS Teachers Retirement System	22014 · Retirement Loans	238
Check	6996	12/15/2016	NYSUT	22008 · Union Dues	1,652
Check	6997	12/22/2016	Advanced Imaging Systems	50175 · Equip Repairs & Maint	318
Check	6998	12/22/2016	Brothers II	50210 · Postage and Delivery	130
Check	6999	12/22/2016	Kristina Goldenberg	50100 · Travel and Transport	32
Check	7000	12/22/2016	Kyocera Mita America, Inc.	50170 · Equipment Rental	329
Check	7001	12/22/2016	Lamb & Barnosky, LLP	50250 · Prof Fees - Legal	128
Check	7002	12/22/2016	LEAF	50205 · Communications Exp	1,120
Check	7003	12/22/2016	Mackenzie Hinrichs	50275 · Miscellaneous	51
Check	7004	12/22/2016	Network Outsource	50200 · Technology Expense	3,014
Check	7005	12/22/2016	NWEA	50045 · Core Curriculum Consumables	10,224
Check	7006	12/22/2016	Office Depot	50050 · Classroom Supplies	36

Riverhead Charter School

Check Detail

Check				December 2016		
Check	7007	12/22/2016	P&M Door, LLC	50165	Facility Repairs	849
Check	7008	12/22/2016	Preferred Meal Systems, Inc.	50072	Student Meals	7,885
Check	7009	12/22/2016	PSEGLI	50155	Utilities	3,434
Check	7010	12/22/2016	Receiver of Taxes	50155	Utilities	147
Check	7011	12/22/2016	Town of Riverhead	50152	Real Property Taxes	748

119,625



Finance Report to the RCS Board of Directors

January 2017 Meeting

Cash Account Balances as of November 30, 2016

Unrestricted Cash	
SCNB Revenue (4150)	\$59,708.00
BNB Operating Acct (2455)	\$6,154,051.00
BNB Money Market Acct (1435)	\$2,005,826.00
BNB Fundraising Acct (0544)	\$48,728.00
BNB Title Grants (0528)	\$26,335.00
BNB Cash Account (4261)	\$3,155.00
BNB Reap (0536)	\$67,256.00
Renewal & Replacement Fund (0528)	\$100,000.00
<u>SCNB Dissolution Escrow</u>	<u>\$75,518.00</u>
Total Unrestricted Cash	\$8,540,577.00
Restricted Cash	
10510 · Series A Cash	\$502,771.00
10520 · Series B Cash	\$3.00
10530 · Debt Service Reserve (A)	\$1,505,056.00
10540 · Debt Service Reserve (B)	\$500,709.00
10550 · Capitalized Interest Fund (A)	\$430.00
10560 · Custody Account	\$6.00
<u>10954 · Series B Bond Interest</u>	<u>\$255,067.00</u>
Total Restricted Cash	\$2,764,042.00



Finance Report to the RCS Board of Directors January 2017 Meeting

December Highlights

- List of Checks written for December 2016 (see attached) - w/o payroll
- Submitted Annual Building Inspection Report to NYSED
- Update on building certificate of occupancy: We received the updated survey which includes the playground and project fit from Young & Young. Now, we are waiting on P.W. Grosser to update landscape plan to submit to the Town
- Issued January/February 2016 tuition billing
- Completed Annual Investor call on Thursday, December 22
- Enrollment kickoff - January thru March 31st for 2017/2018 school year
- Events: School Photo Day and Honor Roll Ceremony
- Enrollment target: 414 max and 413 current enrollment

16-17	Enrollment 2016-2017		16-17 sections	16-17 Avg Class Size
	Anticipated Enrollment for 16-17	Current Students		
K	34	51	2	23.5
1	78	78	3	26.0
2	65	56	2	28.5
3	45	44	2	20.5
4	50	46	2	23.0
5	45	44	2	22.0
6	54	47	2	24.5
7	22	23	1	23.0
8	21	24	1	24.0
	414	413	17	24.4



Riverhead Charter School Board of Trustees

February Board Meeting

Date and Time

Wednesday February 8, 2017 at 6:30 PM

Location

Riverhead Charter School Board Room

RCS Mission Statement

Our mission is to inspire today's learners to become tomorrow's leaders by setting high academic standards, promoting solution-orientated thinking, and embracing the cultural diversity of our community.



Agenda

	Purpose	Presenter	Duration
I. Opening Items			
A. Record Attendance and Guests		Zenobia Hartfield	15
B. Call the Meeting to Order			
C. Approve Minutes	Approve Minutes	Zenobia Hartfield	5
II. Academic Excellence			
A. Executive Director Report	Discuss	Raymond Ankrum	5
III. CEO Support And Eval			
IV. Development			
V. Facility			
VI. Finance			
A. Director of Finance Report	Discuss	Zenobia Hartfield	20
VII. Governance			
A. Board Training	Discuss	Patricia Harsch	20
VIII. Other Business			
IX. Executive Session			
A. Human Resources Report	Discuss	Zenobia Hartfield	20
B. Executive Director Personnel Presentation	Discuss	Raymond Ankrum	60
X. Closing Items			
A. Adjourn Meeting	Vote	Zenobia Hartfield	5

APPROVED

Riverhead Charter School Board of Trustees

Minutes

February Board Meeting

Date and Time

Wednesday February 8, 2017 at 6:30 PM

Location

Riverhead Charter School Board Room

RCS Mission Statement

Our mission is to inspire today's learners to become tomorrow's leaders by setting high academic standards, promoting solution-orientated thinking, and embracing the cultural diversity of our community.

Board Members Present

Aimee Lomonaco, Harry Histand, Patricia Harsch, Susan Heinz, Zenobia Hartfield (remote)

Board Members Absent

Guests Present

Deana Fortunato, Fabiola Colas, Jennifer Borst, Kaitlyn Kosiorowski, Laura Arcuri, Nicola Graham, Raymond Ankrum, Sabrina Cupolo, Samantha Piwowarski, Shannon RUFFner

I. Opening Items

A. Record Attendance and Guests

B. Call the Meeting to Order

Zenobia Hartfield called a meeting of the board of trustees of Riverhead Charter School Board of Trustees to order on Wednesday Feb 8, 2017 @ 6:33 PM at Riverhead Charter School Board Room.

The February 8th RCS board meeting started with the pledge of allegiance.

C. Approve Minutes

P. Harsch made a motion to approve minutes from the Board Meeting on 01-18-17.

Harry Histand seconded the motion.

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

Susan Heinz arrived late.

II. Academic Excellence

A.Executive Director Report

Ms. Shannon Ruffner and Mrs. Jennifer Borst gave a DCI report for 2017. RCS has rolled out a new behavior RTI plan following a similar plan to the current academic RTI plan. Tier 1 is universal intervention, Tier 2 is rapid response and Tier 3 will use BIP to find trends to create a plan to help the student. Middle school has implemented a new Morning Advisory program, this takes place each morning for 20 minutes. One teacher is assigned to 8-10 students, students can go to that person at any time for help or with questions. This new program is to help students prepare for high school and through middle school. Students are having discussions, setting goals and role playing different scenarios. Students have responded well to this new program. Teachers are beginning to use Plickers which is a system that teachers can get data on multiple choice questions by scanning in students answer sheets. RCS has started new data walls which are displayed throughout the school. The data is pulled from the NWEA assessments that students take. This tool is used for students to see their progress and set future goals.

III. Finance

A.Director of Finance Report

Mrs. Graham discussed cash balances and informed the board that all accounts are still healthy and increasing. Receivables are improving, Mrs. Graham is including the packets sent to districts students name and SPED information. Mrs. Graham went over the 2nd quarterly report and reports that RCS is currently worth 7 million dollars and assets are continuing to increase. Profit and Loss along with expenses are still in favorable amounts.

IV. Governance

A.Board Training

Mrs. Patricia Harsch spoke with board on track and they advised her that they won't be able to come to RCS for training but would be able to do training via teleconference. Board on Track would charge an additional \$5,000 for teleconference training. Mrs. Harsch also spoke with Paul O'Niell who would come to RCS for training at the cost of \$5,500. Paul O'Niell is open to customization of training where Board on Track you cannot. The board needs to focus when working with a trainer. Mrs. Harsch will reach out to Paul O'Niell to have 2 teleconference training's instead of on site training. S. Heinz made a motion to allow Patricia Harsch to retain Paul O'Niell for 2 teleconference training's. Harry Hestand seconded the motion. The board **VOTED** unanimously to approve the motion.

V. Executive Session

A.Enter Executive Session

H. Hestand made a motion to enter executive sessions at 7:16 PM. Patricia Harsch seconded the motion. The board **VOTED** unanimously to approve the motion.

B.Human Resources Report

C.Executive Director Personnel Presentation

D.Exit Executive Session

H. Histan made a motion to exit executive session at 7:53 PM.
Patricia Harsch seconded the motion.
The board **VOTED** unanimously to approve the motion.

VI. Closing Items

A.Adjourn Meeting

H. Histan made a motion to adjourn the meeting at 7:54 PM.
Patricia Harsch seconded the motion.
The board **VOTED** unanimously to approve the motion.
There being no further business to be transacted, and upon motion duly made,
seconded and approved, the meeting was adjourned at 7:54 PM.

Respectfully Submitted,
Kaitlyn Kosiorowski

**Riverhead Charter School
2nd Quarter Balance Sheet**

As of December 31, 2016
Preliminary (unaudited)

Dec 31, 16

ASSETS

Current Assets

Checking/Savings

Cash

Petty Cash	145
BNB Dissolution Escrow Acct	75,522
BNB Operating Account - 2455	6,823,868
BNB Fundraising Acct- 0544	51,184
BNB-Title Grants - 0528	26,336
BNB Reap Acct-0536	67,259
BNB Cash Account 4261	1,692
Renewal & Replacement Fund1153	100,000
BNB Money Market- 1435	<u>2,006,815</u>

Total Cash 9,152,821

SCNB - Certificate of Deposit 59,708

Restricted Cash

Series A Cash	502,812
Series B Cash	3
Debt Service Reserve (A)	1,505,179
Debt Service Reserve (B)	500,750
Capitalized Interest Fund (A)	430
Custody Account	7
Series B Bond Interest	<u>318,837</u>

Total Restricted Cash 2,828,018

Total Checking/Savings 12,040,547

Accounts Receivable

Accounts Receivable - Tuition	317,224
Reimbursable IDEA	5,027
Due from St & Fed School Lunch	<u>23,162</u>
Total Accounts Receivable	345,413

Other Current Assets

Accrued Interest Receivable	99,911
Prepaid Expenses	<u>4,806</u>
Total Other Current Assets	104,717

Total Current Assets 12,490,677

Fixed Assets

**Riverhead Charter School
2nd Quarter Balance Sheet**

As of December 31, 2016

Preliminary (unaudited)

	<u>Dec 31, 16</u>
Building	16,685,315
Building Improvements	673,390
Building Improvements - Site 2	463,922
Capitalized Interest	746,796
Partitions	983
Equipment	439,464
Bond Issuance Cost	539,811
Land	186,649
Land - Site 2	607,808
Total Fixed Assets	20,344,138
Fixed Assets - Accum Depr	
Accum Depr - Building	(1,666,226)
Accum Depr - Bldg Improv	(724,867)
Accum Depr - Capitalized Int	(176,389)
Accum Depr - Partitions	(949)
Accum Depr - Equipment	(301,143)
Accum Depr - Bond issuance cost	(50,427)
Total Fixed Assets - Accum Depr	(2,920,001)
Total Fixed Assets	17,424,137
TOTAL ASSETS	29,914,814
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	10,901
Other Current Liabilities	
Deferred Revenue	1,142,392
Payroll Liabilities	
Union Dues	1,754
401K Plan	3,495
Retirement Loans	238
401k Roth Plan	3,425
Retirement - ERS	
Retirement - TRS	208,004
Total Payroll Liabilities	216,916
Installment Debt	51,520
Interest Payable	604,441
Total Other Current Liabilities	2,015,269
Total Current Liabilities	2,026,170

Riverhead Charter School
2nd Quarter Balance Sheet

As of December 31, 2016

Preliminary (unaudited)

Dec 31, 16

Long Term Liabilities	
Bond Payable - Series A	15,940,000
Bond Payable - Series B	<u>4,615,000</u>
Total Long Term Liabilities	<u>20,555,000</u>
Total Liabilities	22,581,170
Equity	
Unrestricted Net Assets	6,408,944
Net Income	<u>924,700</u>
Total Equity	<u>7,333,644</u>
TOTAL LIABILITIES & EQUITY	<u><u>29,914,814</u></u>

Riverhead Charter School
2nd Quarter Profit Loss
 July 2016 through December 2016
 Preliminary (unaudited)

	1st Qtr Jul - Sep 16 Actual	2nd Qtr Oct - Dec 16 Actual	Jul - Dec 16 Y-T-D Actual	Jul 16 - Dec 16 Y-T-D Budget	Variance Y-T-D Actual \$ vs Budget	Variance Y-T-D Actual % vs Budget	2016/2017 Approved Budget
Ordinary Income/Expense							
Income							
Tuition and Program Revenue	1,697,644	1,637,791	3,335,435	3,372,734	(37,299)	99%	6,745,468
Government Grants	89,707	51,664	141,371	56,500	84,871	250%	119,000
Fundraising/Development	(6)	14,006	14,000	12,000	2,000	117%	30,000
E-Rate	-	18	18	3,000	(2,982)	1%	6,000
Afterschool-Homework Program	338	4,994	5,332	7,160	(1,828)	74%	17,900
Interest Income	4,187	4,410	8,597	2,500	6,097	344%	5,000
Sales-Meals	1,688	99,320	101,008	104,000	(2,992)	97%	260,000
Total Income	1,793,558	1,812,203	3,605,761	3,557,894	47,867	101%	7,183,368
Expense							
Salaries	274,578	623,685	898,263	1,394,140	(495,877)	64%	2,788,280
Bonuses	15,000	(5,000)	10,000	9,510	490	105%	19,021
FICA/Medicare Expense	22,628	44,533	67,161	107,760	(40,599)	62%	215,519
SUI Expense	2,482	4,874	7,356	32,500	(25,144)	23%	65,000
Medical Benefits	67,265	66,567	133,832	157,916	(24,084)	85%	315,833
Workers Comp	7,702	7,254	14,956	21,200	(6,244)	71%	42,400
Retirement - ERS	6,015	8,985	15,000	27,700	(12,700)	54%	55,400
Retirement - TRS	88,175	91,491	179,666	201,520	(21,854)	89%	403,040
Consultants	500	4,200	4,700	16,150	(11,450)	29%	32,300
Outside Services	25,629	23,805	49,434	42,578	6,856	116%	85,156
Core Curriculum Consumables	2,670	10,991	13,661	17,776	(4,115)	77%	35,550
Classroom Supplies	6,951	3,418	10,369	16,224	(5,855)	64%	32,450
Athletic Supplies and Equipment	240	1,370	1,610	1,250	360	129%	2,500
Extracurricular Supplies	891	147	1,038	2,450	(1,412)	42%	4,900
Field Trips	(20)	-	(20)	2,880	(2,900)	-1%	7,200
Student Meals	30,195	77,087	107,282	95,200	12,082	113%	238,008
Printed Materials & Reprod	1,000	693	1,693	1,250	443	135%	2,500
Insurance	29,130	9,942	39,072	40,250	(1,178)	97%	80,500
Dues and Subscriptions	3,222	6,321	9,543	4,000	5,543	239%	8,000
Employee Recruitment	-	190	190	750	(560)	25%	1,500
Office Supplies	905	276	1,181	1,500	(319)	79%	3,000
Travel and Transport	228	839	1,067	2,500	(1,433)	43%	5,000
Student Enrollment Costs	-	-	-	376	(376)	0%	750
Rent (Facility)	-	-	-	-	-	0%	-
Real Property Taxes	-	-	899	450	449	200%	900
Utilities	28,158	25,193	53,351	54,294	(943)	98%	108,590
Facilities Maintenance	19,345	24,627	43,972	57,742	(13,770)	76%	115,485
Facility Repairs	22,600	(5,511)	17,089	6,364	10,725	269%	12,730
Equipment Rental	797	1,209	2,006	3,064	(1,058)	65%	6,130
Equip Repairs & Maint	(1,085)	4,358	3,273	12,274	(9,001)	27%	24,548
Custodial Supplies	2,960	2,736	5,696	8,102	(2,406)	70%	16,204
Technology Expense	13,776	23,935	37,711	24,608	13,103	153%	49,216
Communications Exp	10,492	(745)	9,747	11,518	(1,771)	85%	23,035
Postage and Delivery	796	219	1,015	1,250	(235)	81%	2,500
Staff Development	9,742	1,790	11,532	6,810	4,722	169%	13,620
Board Development	7,496	-	7,496	7,750	(254)	97%	15,500
Prof Fees - Legal	16,365	3,568	19,933	41,000	(21,067)	49%	82,000
Prof Fees - Accting/Audit	32,629	15,636	48,265	32,000	16,265	151%	64,000
Miscellaneous	3,747	833	4,580	5,000	(420)	92%	10,000
Depreciation Expense	34,500	188,046	222,546	315,000	(92,454)	71%	630,000
Fundraisers	-	7,963	7,963	4,000	3,963	199%	10,000
Youth Touch Matching Grant	10,377	-	10,377	-	10,377	100%	-
Bank Charges	111	45	156	200	(44)	78%	400

Riverhead Charter School
2nd Quarter Profit Loss
 July 2016 through December 2016
 Preliminary (unaudited)

	1st Qtr Jul - Sep 16 Actual	2nd Qtr Oct - Dec 16 Actual	Jul - Dec 16 Y-T-D Actual	Jul 16 - Dec 16 Y-T-D Budget	Variance Y-T-D Actual \$ vs Budget	Variance Y-T-D Actual % vs Budget	2016/2017 Approved Budget
Merchant Credit Card Fees	45	45	90	174	(84)	52%	350
Total Expense	798,237	1,275,615	2,074,751	2,788,980	(714,229)	74%	5,629,015
Net Ordinary Income	995,321	536,588	1,531,010	768,914	762,096	199%	1,554,353
Other Income/Expense							
Other Income							
Federal Subsidy QSCB Interest	19,981	99,911	119,892	124,000	(4,108)	97%	248,000
Total Other Income	19,981	99,911	119,892	124,000	(4,108)	97%	248,000
Other Expense							
Bond Interest Expense (A)	272,975	272,975	545,950	545,950	-	100%	1,091,900
Bond Interest Expense (B)	90,126	90,126	180,252	180,252	-	100%	360,506
Total Other Expense	363,101	363,101	726,202	726,202	-	100%	1,452,406
Net Other Income	(343,120)	(263,190)	(606,310)	(602,202)	(4,108)	101%	(1,204,406)
Net Income	652,201	273,398	924,700	166,712	757,988	555%	349,947



Finance Report to the RCS Board of Directors

February 2017 Meeting

Cash Account Balances as of December 31, 2016

Unrestricted Cash	
SCNB Revenue (4150)	\$59,708.00
BNB Operating Acct (2455)	\$6,823,868.00
BNB Money Market Acct (1435)	\$2,006,815.00
BNB Fundraising Acct (0544)	\$51,184.00
BNB Title Grants (0528)	\$26,336.00
BNB Cash Account (4261)	\$1,692.00
BNB Reap (0536)	\$67,256.00
Renewal & Replacement Fund (0528)	\$100,000.00
<u>SCNB Dissolution Escrow</u>	<u>\$75,522.00</u>
Total Unrestricted Cash	\$9,212,381.00
Restricted Cash	
10510 · Series A Cash	\$502,812.00
10520 · Series B Cash	\$3.00
10530 · Debt Service Reserve (A)	\$1,505,179.00
10540 · Debt Service Reserve (B)	\$500,750.00
10550 · Capitalized Interest Fund (A)	\$430.00
10560 · Custody Account	\$7.00
<u>10954 · Series B Bond Interest</u>	<u>\$318,837.00</u>
Total Restricted Cash	\$2,828,018.00



Finance Report to the RCS Board of Directors February 2017 Meeting

January Highlights

- List of Checks written for January 2017 (see attached) - w/o payroll
- Quarterly Financial Report – 2nd Qtr 2016/2017 (submitted to Bond Trustees)
- Enrollment kickoff - January thru March 31st for 2017/2018 school year
- Registration begins for Next School Year and Intent to return update
- Enrollment target: 414 max and 410 current enrollment

Enrollment 2016-2017

Budgeted		16-17	
Enrollment for 16-17	Current Students	16-17 sections	16-17 Avg Class Size
K	34	50	25.0
1	78	78	26.0
2	65	55	27.5
3	45	44	22.0
4	50	45	22.5
5	45	44	22.0
6	54	47	23.5
7	22	23	23.0
8	21	24	24.0
414	410	17	24.4

Riverhead Charter School

Check Detail

January 2017

Type	Num	Date	Name	Account	Original Amount
Check	1025	01/13/2017	Nicholas Loiacono	50220 · Entertainment	300
Check	7012	01/06/2017	Advanced Imaging Systems	50175 · Equip Repairs & Maint	251
Check	7013	01/06/2017	AT&T	50205 · Communications Exp	45
Check	7014	01/06/2017	Curriculum Associates	50045 · Core Curriculum Consumables	530
Check	7015	01/06/2017	Eastern Site Development, Inc.	50165 · Facility Repairs	3,375
Check	7016	01/06/2017	Emerald Island & Supply Co	50180 · Custodial Supplies	194
Check	7017	01/06/2017	Eye Med	50012 · Medical Benefits	112
Check	7018	01/06/2017	Hernandez 7 Landscaping	50160 · Facilities Maintenance	1,500
Check	7019	01/06/2017	Home Depot	50165 · Facility Repairs	173
Check	7020	01/06/2017	National Charter Schools Conference	50215 · Staff Development	1,600
Check	7021	01/06/2017	NYS Teachers Retirement System	50019 · Retirement - TRS	238
Check	7022	01/06/2017	NYSUT	22008 · Union Dues	1,322
Check	7023	01/06/2017	Office Depot	50050 · Classroom Supplies	113
Check	7024	01/06/2017	Preferred Meal Systems, Inc.	50072 · Student Meals	5,267
Check	7025	01/06/2017	Provident Life and Accident Ins CO	50012 · Medical Benefits	223
Check	7026	01/06/2017	RD Cleaning Company	50160 · Facilities Maintenance	6,625
Check	7027	01/06/2017	Verizon Wireless	50205 · Communications Exp	268
Check	7028	01/06/2017	W.B. Mason Co., Inc,	50050 · Classroom Supplies	587
Check	7029	01/11/2017	Aflac	50012 · Medical Benefits	480
Check	7030	01/11/2017	Cintas	50180 · Custodial Supplies	258
Check	7031	01/11/2017	Eastern Suffolk Boces	50215 · Staff Development	375
Check	7032	01/11/2017	Granite Telecommunications	50205 · Communications Exp	733
Check	7033	01/11/2017	Great America Leasing Corporation	50170 · Equipment Rental	84
Check	7034	01/11/2017	Kyle Williams	50165 · Facility Repairs	180
Check	7035	01/11/2017	Lincoln Life & Annuity Company of New	50012 · Medical Benefits	1,148
Check	7036	01/11/2017	National Grid	50155 · Utilities	3,429
Check	7037	01/11/2017	Philadelphia Insurance Companies	50080 · Insurance	3,701
Check	7038	01/11/2017	Preferred Meal Systems, Inc.	50072 · Student Meals	7,743
Check	7039	01/11/2017	Shoreham Plumbing and Heating Co.	40005 · Base Tuition	125
Check	7040	01/11/2017	Standard Security Life Insurance Comp	VOID	0
Check	7041	01/11/2017	The Hartford	50012 · Medical Benefits	903
Check	7042	01/20/2017	Advanced Imaging Systems	50175 · Equip Repairs & Maint	816
Check	7043	01/20/2017	Clean Life Chem-Dry	50160 · Facilities Maintenance	858
Check	7044	01/20/2017	Corporate Accounting Solutions	50255 · Prof Fees - Accting/Audit	976
Check	7045	01/20/2017	Emerald Island & Supply Co	50180 · Custodial Supplies	413
Check	7046	01/20/2017	Harris Works Company	50160 · Facilities Maintenance	2,708
Check	7047	01/20/2017	Kyocera Mita America, Inc.	50170 · Equipment Rental	329
Check	7048	01/20/2017	Lamb & Barnosky, LLP	50250 · Prof Fees - Legal	133
Check	7049	01/20/2017	Lincoln Life & Annuity Company of New	50012 · Medical Benefits	2,136
Check	7050	01/20/2017	Office Depot	50050 · Classroom Supplies	47
Check	7051	01/20/2017	Preferred Meal Systems, Inc.	50072 · Student Meals	7,814
Check	7052	01/20/2017	PSEGLI	50155 · Utilities	7,878
Check	7053	01/20/2017	Receiver of Taxes	50155 · Utilities	173
Check	7054	01/20/2017	Standard Security Life Insurance Comp	50012 · Medical Benefits	471
Check	7055	01/27/2017	The Birchwood of Polish Town	VOID	0
Check	7056	01/27/2017	The Birchwood of Polish Town	50275 · Miscellaneous	2,560
TOTAL					69,194



Riverhead Charter School Board of Trustees

March 8th Board Meeting

Date and Time

Wednesday March 8, 2017 at 6:30 PM

Location

RCS Board Room

RCS Mission Statement

Our mission is to inspire today's learners to become tomorrow's leaders by setting high academic standards, promoting solution-orientated thinking, and embracing the cultural diversity of our community.



DRAFT

Riverhead Charter School Board of Trustees

Minutes

March 8th Board Meeting

Date and Time

Wednesday March 8, 2017 at 6:30 PM

Location

RCS Board Room

RCS Mission Statement

Our mission is to inspire today's learners to become tomorrow's leaders by setting high academic standards, promoting solution-orientated thinking, and embracing the cultural diversity of our community.

Board Members Present

Aimee Lomonaco, Harry Histand, Susan Heinz, Zenobia Hartfield (remote)

Board Members Absent

Guests Present

Deana Fortunato, Fabiola Colas, Kaitlyn Kosiorowski, Laura Arcuri, Nicola Graham, Raymond Ankrum, Roseann Moscatelli, Shannon Ruffner

I. Opening Items

A. Record Attendance and Guests

B. Call the Meeting to Order

Zenobia Hartfield called a meeting of the board of trustees of Riverhead Charter School Board of Trustees to order on Wednesday Mar 8, 2017 @ 6:37 PM at RCS Board Room.

The RCS board meeting began with the pledge of allegiance.

C. Approve Minutes

A. Lomonaco made a motion to approve minutes from the February Board Meeting on 02-08-17.

Harry Histand seconded the motion.

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

II. Academic Excellence

IV. Governance

A.Board On Track Invoice

S. Heinz made a motion to renew board on track from April 1, 2017 through March 31, 2018 at the rate of \$9,995.

Aimee Lomonaco seconded the motion.

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

B.Board Moratorium

A. Lomonaco made a motion to lift the board moratorium effective March 8, 2017.

Harry Histan seconded the motion.

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

C.Board Bi-Laws Ammendment

A. Lomonaco made a motion to adjust Article 3 section C of the Riverhead Charter School Bi-Laws to reflect the number of trustees to be no less than 4 members and no more than 9 members.

Susan Heinz seconded the motion.

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

D.Board Training

Board members agreed to a teleconference board training with Paul O'Niell on March 25, 2017 from 8:00 am to 10:00 am at the rate of \$2,500.

E.Accept Board Member Resignation

S. Heinz made a motion to accept Patricia Harsch's resignation as an RCS board member.

Harry Histan seconded the motion.

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

V. Executive Session

A.Enter Executive Session

A. Lomonaco made a motion to enter executive session at 7:38 PM.

Harry Histan seconded the motion.

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

B.Human Resources Report

C.Contract Negotiations and Union Meeting Update

A. Lomonaco made a motion to Approve a 3 year contract for Mr. Raymond Ankrum from July 1, 2017 through June 30, 2020. Additional contract details to be determined at a later date.

Susan Heinz seconded the motion.

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

Roll Call

Aimee Lomonaco Aye

Zenobia Hartfield Aye

Harry Histan No

Susan Heinz Aye

A. Lomonaco made a motion to approve Mr. Ankrum's enrollment bonus for the 2015-2016 school year for the 1st and 2nd quarters.

Susan Heinz seconded the motion.

Executive Director's Report

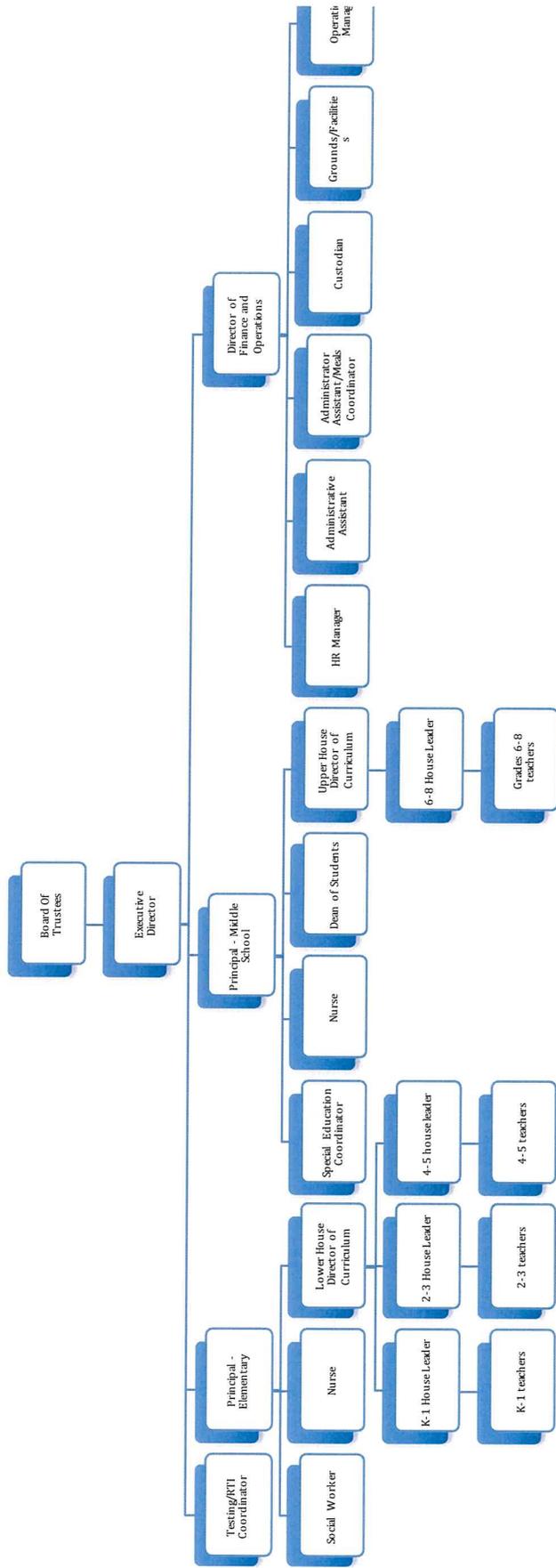
March 2017:

- Black History Month Recap
- Regent Tilles visit and upcoming Board of Regents Vote for expansion, etc.
- Recruitment of new board members



- New proposed organizational chart







Presentations by Senior Leadership Team:





Finance Report to the RCS Board of Directors

March 2017 Meeting

Cash Account Balances as of January 31, 2017

Unrestricted Cash	
SCNB Revenue (4150)	\$59,708.00
BNB Operating Acct (2455)	\$6,704,188.00
BNB Money Market Acct (1435)	\$2,007,871.00
BNB Fundraising Acct (0544)	\$51,417.00
BNB Title Grants (0528)	\$26,337.00
BNB Cash Account (4261)	\$2,073.00
BNB Reap (0536)	\$67,262.00
Renewal & Replacement Fund (0528)	\$100,000.00
<u>SCNB Dissolution Escrow</u>	<u>\$75,525.00</u>
Total Unrestricted Cash	\$9,094,381.00
Restricted Cash	
10510 · Series A Cash	\$502,854.00
10520 · Series B Cash	\$3.00
10530 · Debt Service Reserve (A)	\$1,505,307.00
10540 · Debt Service Reserve (B)	\$500,792.00
10550 · Capitalized Interest Fund (A)	\$430.00
10560 · Custody Account	\$7.00
<u>10954 · Series B Bond Interest</u>	<u>\$382,609.00</u>
Total Restricted Cash	\$2,892,002.00



Finance Report to the RCS Board of Directors March 2017 Meeting

February Highlights

- **February 20-24 Mid Winter Break , Closed Feb 10th due to snow storm**
- List of Checks written for February 2017 (see attached) - w/o payroll
- Issued March/ April 2017 Tuition District Billing – 5th Installment
- Completed and filed the Annual Financial Compliance Report with Riverhead IDA Economic Job Development Corporation
- Submitted quarterly report required for continuing disclosure due 2/16
- Discussion on architects for renovation project
- Continuation of Registration for Next School Year and Intent to return update
- Enrollment target: 414 max and 410 current enrollment

16-17	for 16-17		16-17 sections		Avg Class Size	
K	34	51	2	25.5	51	50
1	78	80	3	26.7	79	78
2	65	54	2	27.0	56	55
3	45	44	2	22.0	42	40
4	50	45	2	22.5	46	45
5	45	44	2	22.0	44	42
6	54	46	2	23.0	47	46
7	22	22	1	22.0	23	21
8	21	24	1	24.0	388	377
	414	410	17	24.4	388	377

Less than 3% not returning for mixed reasons

Riverhead Charter School
Check Detail
February 2017

Type	Num	Date	Name	Account	Original Amount
Check	7057	02/02/2017	Advanced Imaging Systems	VOID	0
Check	7058	02/02/2017	Aflac	VOID	0
Check	7059	02/02/2017	Advanced Imaging Systems	50175 · Equip Repairs & Maint	218
Check	7060	02/02/2017	Aflac	50012 · Medical Benefits	386
Check	7061	02/02/2017	Cardiac Life Products, Inc.	50050 · Classroom Supplies	90
Check	7062	02/02/2017	Clement Carpentry	50165 · Facility Repairs	590
Check	7063	02/02/2017	Eye Med	50012 · Medical Benefits	213
Check	7064	02/02/2017	Heinemann	50045 · Core Curriculum Consumables	66
Check	7065	02/02/2017	Home Depot	50180 · Custodial Supplies	329
Check	7066	02/02/2017	LEAF	22100 · Installment Debt	1,120
Check	7067	02/02/2017	National Waste Services, LLC	50160 · Facilities Maintenance	870
Check	7068	02/02/2017	Network Outsource	50200 · Technology Expense	3,014
Check	7069	02/02/2017	Office Depot	50050 · Classroom Supplies	83
Check	7070	02/02/2017	Preferred Meal Systems, Inc.	50072 · Student Meals	12,673
Check	7071	02/02/2017	Provident Life & Accident Ins CO	50012 · Medical Benefits	139
Check	7072	02/02/2017	Sabrina Cupolo	50275 · Miscellaneous	93
Check	7073	02/02/2017	Verizon Wireless	50205 · Communications Exp	305
Check	7074	02/02/2017	W.B. Mason Co., Inc,	50050 · Classroom Supplies	587
Check	7075	02/02/2017	WRIV Radio	50105 · Student Enrollment Costs	160
Check	7076	02/02/2017	Young & Young	50030 · Consultants	1,200
Check	7077	02/03/2017	NYS Teachers Retirement System	22014 · Retirement Loans	238
Check	7078	02/03/2017	NYSUT	22008 · Union Dues	1,500
Check	7079	02/03/2017	VOID	VOID	0
Check	7080	02/13/2017	Advanced Imaging Systems	50175 · Equip Repairs & Maint	348
Check	7081	02/13/2017	Anron	50165 · Facility Repairs	3,125
Check	7082	02/13/2017	AT&T	50205 · Communications Exp	44
Check	7083	02/13/2017	Bureau of Education & Research, Inc	50215 · Staff Development	245
Check	7084	02/13/2017	Cintas	50180 · Custodial Supplies	258
Check	7085	02/13/2017	Corporate Accounting Solutions	50255 · Prof Fees - Accting/Audit	1,081
Check	7086	02/13/2017	Deana Fortunato	50050 · Classroom Supplies	111
Check	7087	02/13/2017	Eastern Suffolk Boces	50215 · Staff Development	798
Check	7088	02/13/2017	Emerald Island & Supply Co	50180 · Custodial Supplies	284
Check	7089	02/13/2017	Granite Telecommunications	50205 · Communications Exp	734
Check	7090	02/13/2017	Kaiser Maintenance, Inc.	50160 · Facilities Maintenance	4,375
Check	7091	02/13/2017	National Grid	50155 · Utilities	2,660
Check	7092	02/13/2017	Philadelphia Insurance Companies	50080 · Insurance	3,701
Check	7093	02/13/2017	Preferred Meal Systems, Inc.	50072 · Student Meals	3,168
Check	7094	02/16/2017	Riverhead IDA	50030 · Consultants	300
Check	7095	02/16/2017	Advanced Imaging Systems	50175 · Equip Repairs & Maint	134
Check	7096	02/16/2017	Bureau of Education & Research, Inc	50215 · Staff Development	245
Check	7097	02/16/2017	Great America Leasing Corporation	50170 · Equipment Rental	84
Check	7098	02/16/2017	National Grid	50155 · Utilities	807
Check	7099	02/16/2017	Office Depot	50095 · Office Supplies	39
Check	7100	02/16/2017	Preferred Meal Systems, Inc.	50072 · Student Meals	10,463
Check	7101	02/16/2017	PSEGLI	50155 · Utilities	7,394
Check	7102	02/17/2017	VOID	VOID	0
Check	7103	02/17/2017	RD Cleaning Company	50160 · Facilities Maintenance	6,250
TOTAL					70,522



Riverhead Charter School

3685 Middle Country Road

Calverton, NY 11933

Phone (631) 369-5800

Fax (631) 369-6687

www.riverheadcharterschool.org

Board of Trustees

Zenobia Hartfield, Board President

Aimee LoMonaco, Vice President

Harry Hestand, Treasurer

Susan Heintz, Secretary

Executive Director

Raymond Ankrum

Director of Finance

Nicola Graham

Board of Trustees Resolution

This is a certified copy of a resolution that was made at the Riverhead Charter School Board of Trustees meeting held on Wednesday, March 8, 2017. Members voted unanimously to be Resolved, that this Board of Trustees hereby authorizes the approval:

Motion #1

To renew Board on Track for one year in the amount of \$9,995.

Signature of Board President

Date



Riverhead Charter School

3685 Middle Country Road
Calverton, NY 11933
Phone (631) 369-5800
Fax (631) 369-6687

www.riverheadcharterschool.org

Board of Trustees

Zenobia Hartfield, Board President
Aimee LoMonaco, Vice President
Harry Histan, Treasurer
Susan Heintz, Secretary

Executive Director
Raymond Ankrum

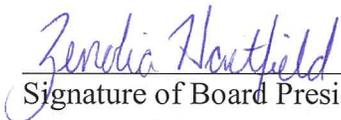
Director of Finance
Nicola Graham

Board of Trustees Resolution

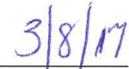
This is a certified copy of a resolution that was made at the Riverhead Charter School Board of Trustees meeting held on Wednesday, March 8, 2017. Members voted unanimously to be Resolved, that this Board of Trustees hereby authorizes the approval:

Motion #3

To accept the organizational work chart as presented effective March 8, 2017.



Signature of Board President



Date

APPROVED

Riverhead Charter School Board of Trustees

Minutes

Board Meeting

Date and Time

Wednesday April 19, 2017 at 6:30 PM

RCS Mission Statement

Our mission is to inspire today's learners to become tomorrow's leaders by setting high academic standards, promoting solution-orientated thinking, and embracing the cultural diversity of our community.

Board Members Present

Aimee Lomonaco, Susan Heinz, Zenobia Hartfield (remote)

Board Members Absent

Harry Histan

Guests Present

Fabiola Colas-Williams, Jeanine Walshon, Jennifer Borst, Jessica Farmer, Kaitlyn Kosiorowski, Laura Arcuri, Nicola Graham, Raymond Ankrum, Roseann Moscatelli, Shannon Ruffner, Tony Whitsons

I. Opening Items

A. Record Attendance and Guests

B. Call the Meeting to Order

Zenobia Hartfield called a meeting of the board of trustees of Riverhead Charter School Board of Trustees to order on Wednesday Apr 19, 2017 @ 6:37 PM.
The April 19, 2017 RCS board meeting began with the pledge of allegiance.

C. Approve Minutes

A. Lomonaco made a motion to approve the March 8, 2017 minutes.
Susan Heinz seconded the motion.
The board **VOTED** unanimously to approve the motion.

II. Academic Excellence

A. Executive Directors Reports

Mr. Ankrum discussed the potential for expanding RCS to include a high school.
Mr. Ankrum provided a preliminary budget amount to begin the amendment of

the new charter. Mr. Ankrum plans on having the charter amendment done in house with the potential of seeking outside help as well. A preliminary budget of \$5,000-\$10,000 was proposed to complete this task and have it submitted to the state for approval by December 2017.

A. Lomonaco made a motion to approve the preliminary budget to amend the charter to include high school grades.

Susan Heinz seconded the motion.

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

Mr. Ankrum discussed that there was 60% participation in the ELA state testing. This is the lowest we have seen. Mr. Ankrum believes this is from lack of teacher enthusiasm projected on students. Mr. Ankrum is planning on hosting town hall meetings regarding testing in September, February and March to prevent this from happening again. Mr. Ankrum believes students feel they can make their own decision regarding whether they take the tests or not. RCS is a pro test taking school.

Teacher recruitment has been successful, RCS hosted a job fair on Saturday April 8th. RCS has upcoming job fairs at St. Joes, Molloy, Manhattan College, Hofstra, Stony Brook and Adelphi.

RCS hosted another parent town hall meeting on April 19, 2017 regarding the potential of a summer school program. This program will be a 5 week program for tier 3 students. Mr. Ankrum wants to pilot the program with 50-75 students along with 5-8 staff members, 1 administrator and a nurse. Mr. Ankrum is also proposing RCS to purchase 2 12-15 passenger vans for use for the summer program along with other events through the school years.

RCS will be revamping the ESL program, currently 40% of the RCS population is Latino students. Revamping the program will help better prepare these students. Mr. Ankrum proposed helping to certify current teachers in ESL with the understanding that they are required to stay at RCS for a certain period of time after.

Mrs. Arcuri discussed the RCS book club made up of 10 teachers and 3 leadership members. The book club is currently reading "Lost at school"- How to help students who fall through the cracks. Mrs. Moscatelli explained a situation where she was able to use what she learned from the book to help a student. The book club is a staff driven club. Mrs. Arcuri also presented ENL data and explained how ENL students are broken down into 4 categories (commanding, expanding, transitioning and entering). A video of the NWEA data and how it is tracked was also presented to the board.

A. Lomonaco made a motion to approve the preliminary budget for the 5 week summer school program starting in 2017.

Susan Heinz seconded the motion.

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

III. Finance

A. Director of Finance Report

Mrs. Graham presented cash and accounts and informed the board that all accounts are healthy. Mrs. Graham also informed the board that different meals companies were contacted and we were most impressed with Whitsons. Mrs. Graham discussed the title 3 grants and that it was approved monies will be used to a testing coordinator and a student liaison for 1 hour in the after school program. RCS met with 3 architects and decided to go with Robert. Phillip Ferraro with a revised amount of \$25,500 for the middle school. On April 18, 2017 RCS held its annual lottery, all completed applications were accepted in all grades. 10 new applications were received the day after the lottery. RCS plans on hitting 500 students on a 480 student budget. A work session is proposed to set real goals and plan for all upcoming's including the middle school, high school and

renovation. Mrs, Graham presented the 2017-2018 budget and explained details of revenues and expenses.

IV. Governance

A. Prospective Board Member Resume

2 potential board candidate resumes were presented to the board. Both candidates will be invited to the May 2017 board meeting.

V. Other Business

A. Whitsons Presentation

Jeanine and Tony from Whitson's food company attended the board meeting to allow board members and teachers to sample a few breakfasts and lunch's. Tony prepared 3 different hot meals along with 3 different cold breakfasts. Tony discussed the possibilities of different meals for students for the upcoming school year. Jeanine discussed the different contract terms, such as a 5 year contract with having Whitson's personnel onsite to prepare the meals each day. Whitsons also provides different types of milk such as, regular, chocolate, strawberry, skim and low fat. Jeanine discussed how Whitsons company can link into our website to provide all nutritional information to parents.

VI. Executive Session

A. Enter Executive Session

A. Lomonaco made a motion to enter executive session at 8:08 pm.
Susan Heinz seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. Human Resources Report

C. Executive Session Votes

A. Lomonaco made a motion to Approve Mr. Raymond Ankrums contract from 2017-2020.
Susan Heinz seconded the motion.
The board **VOTED** unanimously to approve the motion.
A. Lomonaco made a motion to Approve Mr. Raymond Ankrums bonus for the 2015-2016 school year based on goals determined by the board.
Susan Heinz seconded the motion.
The board **VOTED** unanimously to approve the motion.

D. Exit Executive Session

A. Lomonaco made a motion to exit executive session at 8:45 PM.
Susan Heinz seconded the motion.
The board **VOTED** unanimously to approve the motion.

VII. Closing Items

A. Adjourn Meeting

A. Lomonaco made a motion to adjourn the meeting at 8:56 PM.
Susan Heinz seconded the motion.
The board **VOTED** unanimously to approve the motion.
There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:56 PM.



Respectfully Submitted,
Kaitlyn Kosiorowski

Riverhead Charter School Board of Trustees

Board Meeting

Date and Time

Wednesday April 19, 2017 at 6:30 PM

Location

RCS Mission Statement

Our mission is to inspire today's learners to become tomorrow's leaders by setting high academic standards, promoting solution-orientated thinking, and embracing the cultural diversity of our community.

Agenda

	Purpose	Presenter	Duration
I. Opening Items			
A. Record Attendance and Guests		Zenobia Hartfield	
B. Call the Meeting to Order		Zenobia Hartfield	
C. Approve Minutes	Approve Minutes	Zenobia Hartfield	5
II. Academic Excellence			
A. Executive Directors Reports	Discuss	Raymond Ankrum	20
III. CEO Support And Eval			
IV. Development			
V. Facility			
VI. Finance			
A. Director of Finance Report	Discuss	Nicola Graham	20
VII. Governance			
A. Prospective Board Member Resume	Discuss	Zenobia Hartfield	10

VIII. Other Business

A. Whitsons Presentation	Vote	Nicola Graham	20
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Presentation from Whitsons food company for student meals.

IX. Executive Session

A. Human Resources Report	Discuss	Fabiola Colas	20
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X. Closing Items

A. Adjourn Meeting	Vote	Zenobia Hartfield	
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April 2017

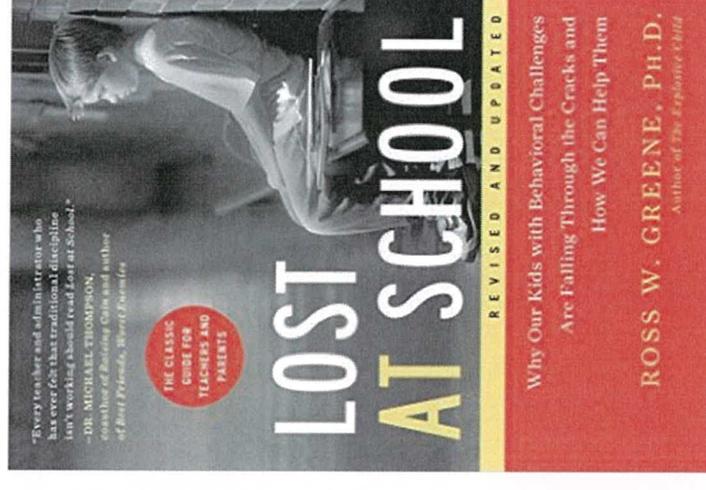
Mrs. Arcuri, Mrs. Fortunato, Mrs. Borst & Ms. Ruffner

Book Club with AP Arcuri

10 teachers, 3 leadership team members

Meets once a month to discuss the book and strategies that can be used in the classroom.

Current Book - *Lost at School*



English as New Language (ENL) & NYSESLAT

New York State English as a Second Language Achievement Test

Students sitting for the 2017 NYSESLAT: 89

K: 14

1-2: 35

3-4: 22

5-6: 16

7-8: 2

Speaking

administered individually & requires students to respond to a word/statement read aloud or to a picture.

Writing



NYSESLAT Performance Levels

Commanding: Students function fluently in listening, reading, writing, and speaking; their skills are equal to those of native English speakers at their appropriate grade level. These students have attained the skills necessary to participate in an English-speaking classroom.

Expanding: Students are able to use skills at a higher level than intermediate students. Although their knowledge and use of English is at a more advanced level, mistakes are made, usually involving more subtle use of language and more difficult levels of vocabulary and grammar.

Transitioning: Students have better English skills than students at the basic level; however, their skills are often not well developed and they make significant errors in the four skill areas.

Entering: Students are simply at the beginning level in the four skill areas. These students' English skills are minimal.

NYSESLAT Performance Levels at RCS (2016)

Commanding: 7

Expanding: 40

Transitioning: 20

Entering/Emerging: 9



Finance Report to the RCS Board of Directors

April 2017 Meeting

Cash Account Balances as of February 28, 2017

Unrestricted Cash	
SCNB Revenue (4150)	\$59,745.00
BNB Operating Acct (2455)	\$5,738,153.00
BNB Money Market Acct (1435)	\$2,008,795.00
BNB Fundraising Acct (0544)	\$47,304.00
BNB Title Grants (0528)	\$26,338.00
BNB Cash Account (4261)	\$2,479.00
BNB Reap (0536)	\$67,265.00
Renewal & Replacement Fund (0528)	\$100,000.00
<u>SCNB Dissolution Escrow</u>	<u>\$75,528.00</u>
Total Unrestricted Cash	\$8,125,607.00
Restricted Cash	
10510 · Series A Cash	\$502,917.00
10520 · Series B Cash	\$3.00
10530 · Debt Service Reserve (A)	\$1,505,494.00
10540 · Debt Service Reserve (B)	\$500,855.00
10550 · Capitalized Interest Fund (A)	\$430.00
10560 · Custody Account	\$7.00
10954 · Series B Bond Interest	\$382,656.00
Total Restricted Cash	\$2,892,362.00



Finance Report to the RCS Board of Directors

April 2017 Meeting

March Highlights

- Whitson lunch program and presentation
- List of Checks written for March 2017 (see attached) - w/o payroll
- Received approval for Title IIIA, LEP \$13,674
- Received semi-annual Qualified School Construction Bond Interest payment
- Discussion on architects for renovation project
- Lottery ceremony was held on April 18, 2017 at 6:30pm in the library – all completed applications was accepted.
- Enrollment target: 414 max and 411 current enrollment
- First Draft Budget proposal for 2017-2018 and salary schedule (see attached)



Finance Report to the RCS Board of Directors April 2017 Meeting

March Highlights

Enrollment 2016-2017 and Projected Enrollment for 2017-2018
FY

16-17	Budgeted		16-17 Avg Class Size	Current Students	Returning Students	Not Returning	NEW	
	Enrollment for 16-17	16-17 sections					INCOMING Students	Projected Enrollment
K	34	2	26.5	53			75	75
1	78	3	26.3	79	51	2	9	60
2	65	2	27.0	54	76	3	4	80
3	45	2	22.0	44	52	2	10	62
4	50	2	22.5	45	38	6	6	44
5	45	2	22.0	44	43	2	9	52
6	54	2	23.0	46	40	4	6	46
7	22	1	22.0	22	42	4	5	47
8	21	1	24.0	24	21	1	1	22
	414	17	24.4	411	363	24	125	488

88% of students returning

Riverhead Charter School
Check Detail
 March 2017

Type	Num	Date	Name	Account	Original Amount
Check		03/02/2017		70278 · Merchant Credit Card Fees	15
Check		03/06/2017		70277 · Bank Charges	45
Deposit		03/31/2017		1055 · BNB Operating Account - 2455	
Check	CC	03/09/2017	Aabaco Small Business	50085 · Dues and Subscriptions	108
Check	CC	03/09/2017	Chalkbeat, Inc.	50090 · Employee Recruitment	249
Check	CC	03/09/2017	Chalkbeat, Inc.	50090 · Employee Recruitment	249
Check	CC	03/13/2017	Indeed	50090 · Employee Recruitment	27
Check	CC	03/15/2017	Amazon	50060 · Extracurricular Supplies	130
Check	CC	03/15/2017	Indeed	50090 · Employee Recruitment	501
Check	CC	03/20/2017	Indeed	50090 · Employee Recruitment	501
Check	CC	03/23/2017	Indeed	50090 · Employee Recruitment	512
Check	CC	03/27/2017	SkillPath/NST Seminars	50215 · Staff Development	149
Check	CC	03/27/2017	Indeed	50090 · Employee Recruitment	500
Check	CC	03/30/2017	Indeed	50090 · Employee Recruitment	501
Check	CC	03/31/2017	Amazon	50060 · Extracurricular Supplies	18
Check	CC	03/31/2017	Amazon	50060 · Extracurricular Supplies	637
Check	7104	03/01/2017	Advanced Imaging Systems	50175 · Equip Repairs & Maint	456
Check	7105	03/01/2017	All County Fire Protection, Inc.	50035 · Outside Services	177
Check	7106	03/01/2017	Anron	50165 · Facility Repairs	195
Check	7107	03/01/2017	Apollo Fire Safety Co.,	50160 · Facilities Maintenance	225
Check	7108	03/01/2017	Corporate Accounting Solutions	50255 · Prof Fees - Accting/Audit	2,027
Check	7109	03/01/2017	Deluxe Business Systems	50095 · Office Supplies	684
Check	7110	03/01/2017	Emerald Island & Supply Co	50180 · Custodial Supplies	484
Check	7111	03/01/2017	Eye Med	50012 · Medical Benefits	201
Check	7112	03/01/2017	Home Depot	50180 · Custodial Supplies	39
Check	7113	03/01/2017	J. Borst	50275 · Miscellaneous	37
Check	7114	03/01/2017	Kaiser Maintenance, Inc.	50160 · Facilities Maintenance	2,870
Check	7115	03/01/2017	Kyocera Mita America, Inc.	50170 · Equipment Rental	329
Check	7116	03/01/2017	Laura.Arcuri	50275 · Miscellaneous	44
Check	7117	03/01/2017	LEAF	22100 · Installment Debt	1,120
Check	7118	03/01/2017	National Waste Services, LLC	50160 · Facilities Maintenance	870
Check	7119	03/01/2017	Network Outsource	50200 · Technology Expense	3,014
Check	7120	03/01/2017	NYS Teachers Retirement System	22014 · Retirement Loans	238
Check	7121	03/01/2017	Office Depot	50050 · Classroom Supplies	188
Check	7122	03/01/2017	Preferred Meal Systems, Inc.	50072 · Student Meals	6,265
Check	7123	03/01/2017	Provident Life and Accident Ins CO	50012 · Medical Benefits	139
Check	7124	03/01/2017	RD Cleaning Company	50160 · Facilities Maintenance	6,250
Check	7125	03/01/2017	Receiver of Taxes	50155 · Utilities	175
Check	7126	03/01/2017	The Hartford	50012 · Medical Benefits	908
Check	7127	03/01/2017	W.B. Mason Co., Inc,	50050 · Classroom Supplies	587
Check	7128	03/01/2017	WRIV Radio	50105 · Student Enrollment Costs	320
Check	7129	03/01/2017	NYSUT	22008 · Union Dues	4,906
Check	7130	03/15/2017	Advanced Imaging Systems	50175 · Equip Repairs & Maint	683
Check	7131	03/15/2017	AT&T	50205 · Communications Exp	44
Check	7132	03/15/2017	BoardOnTrack	50216 · Board Development	9,995
Check	7133	03/15/2017	Cintas	50180 · Custodial Supplies	258
Check	7134	03/15/2017	David R. Dorfman & Associates, LLC	50035 · Outside Services	1,975
Check	7135	03/15/2017	Eastern Suffolk Boces	50215 · Staff Development	747
Check	7136	03/15/2017	Emerald Island & Supply Co	50180 · Custodial Supplies	655
Check	7137	03/15/2017	Granite Telecommunications	50205 · Communications Exp	733
Check	7138	03/15/2017	Great America Leasing Corporation	50170 · Equipment Rental	84
Check	7139	03/15/2017	Kyocera Mita America, Inc.	50170 · Equipment Rental	303
Check	7140	03/15/2017	National Grid	50155 · Utilities	903
Check	7141	03/15/2017	Philadelphia Insurance Companies	50080 · Insurance	3,701
Check	7142	03/15/2017	Preferred Meal Systems, Inc.	50072 · Student Meals	7,264

Riverhead Charter School
Check Detail
March 2017

Check	7143	03/15/2017	PSEGLI	50155 · Utilities	6,134
Check	7144	03/15/2017	Receiver of Taxes	50155 · Utilities	105
Check	7145	03/15/2017	Terry DiResta	50275 · Miscellaneous	132
Check	7146	03/15/2017	Verizon Wireless	50205 · Communications Exp	290
Check	7147	03/15/2017	National Grid	50155 · Utilities	2,423
Check	7148	03/24/2017	Advanced Imaging Systems	50175 · Equip Repairs & Maint	30
Check	7149	03/24/2017	Aflac	50012 · Medical Benefits	386
Check	7150	03/24/2017	Anron	50165 · Facility Repairs	2,916
Check	7151	03/24/2017	Apple Inc.	50200 · Technology Expense	2,764
Check	7152	03/24/2017	LEAF	22100 · Installment Debt	1,120
Check	7153	03/24/2017	Lincoln Life & Annuity Company of NY	50012 · Medical Benefits	4,438
Check	7154	03/24/2017	National Principal Conference	50215 · Staff Development	195
Check	7155	03/24/2017	Network Outsource	50200 · Technology Expense	1,619
Check	7156	03/24/2017	Preferred Meal Systems, Inc.	50072 · Student Meals	10,975
Check	7157	03/24/2017	W.B. Mason Co., Inc,	50050 · Classroom Supplies	587
Check	7158	03/24/2017	National Waste Services, LLC	50160 · Facilities Maintenance	870
Check	7159	03/24/2017	Network Outsource	50200 · Technology Expense	3,014
Check	7160	03/24/2017	RD Cleaning Company	50160 · Facilities Maintenance	6,250
Check	debt032017	03/31/2017	Great West Trust Company LLC	22011 · 401K Plan	724
Check	wire032017	03/31/2017	NYS and Local Retirement System	22021 · Retirement - ERS	436
				TOTAL	109,643



Riverhead Charter School

3685 Middle Country Road
Calverton, NY 11933
Phone (631) 369-5800
Fax (631) 369-6687

www.riverheadcharterschool.org

Board of Trustees

Zenobia Hartfield, Board President
Aimee LoMonaco, Vice President
Harry Histand, Treasurer
Susan Heintz, Secretary

Executive Director
Raymond Ankrum

Director of Finance
Nicola Graham

Board of Trustees Resolution

This is a certified copy of a resolution that was made at the Riverhead Charter School Board of Trustees meeting held on Wednesday, April 19, 2017. Members voted unanimously to be Resolved, that this Board of Trustees hereby authorizes the approval:

Motion #1

The approval of the preliminary budget to amend the charter to include high school grades 9-12.

Signature of Board President

Date



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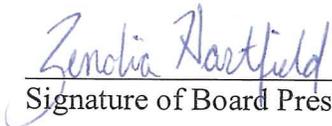
Nicola Graham

Board of Trustees Resolution

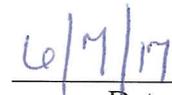
This is a certified copy of a resolution that was made at the Riverhead Charter School Board of Trustees meeting held on Wednesday, April 19, 2017. Members voted unanimously to be Resolved, that this Board of Trustees hereby authorizes the approval:

Motion #2

To approve the preliminary budget for a 5 week summer school program at Riverhead Charter School in the amount of \$30,000.



Signature of Board President



Date



Riverhead Charter School

3685 Middle Country Road

Calverton, NY 11933

Phone (631) 369-5800

Fax (631) 369-6687

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Raymond Ankrum

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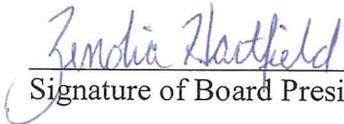
Nicola Graham

Board of Trustees Resolution

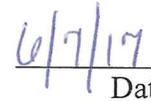
This is a certified copy of a resolution that was made at the Riverhead Charter School Board of Trustees meeting held on Wednesday, April 19, 2017. Members voted unanimously to be Resolved, that this Board of Trustees hereby authorizes the approval:

Motion #3

Approval of Mr. Raymond Ankrum's bonus for the 2015-2016 school year based on goals set, as determined by the board.



Signature of Board President



Date

Riverhead Charter School Board of Trustees

Board Meeting

Date and Time

Thursday May 25, 2017 at 6:30 PM

RCS Mission Statement

Our mission is to inspire today's learners to become tomorrow's leaders by setting high academic standards, promoting solution-orientated thinking, and embracing the cultural diversity of our community.

Agenda

	Purpose	Presenter	Duration
I. Opening Items			
A. Record Attendance and Guests			
B. Call the Meeting to Order			
C. Approve Minutes	Approve Minutes		
II. Academic Excellence			
A. Executive Directors Report	Discuss	Raymond Ankrum	20
III. CEO Support And Eval			
IV. Development			
V. Facility			
VI. Finance			
A. Director of Finance Report	Vote	Nicola Graham	5
VII. Governance			
A. Policy Addition	Vote	Zenobia Hartfield	10
B. Policy Amendment	Vote	Zenobia Hartfield	10
C. Board of Trustee Renewal	Vote	Zenobia Hartfield	5
D. Board Training	Vote	Zenobia Hartfield	20
VIII. Other Business			
IX. Executive Session			
A. Human Resources Report	Vote	Zenobia Hartfield	30

B. Executive Director Report

Discuss

Raymond Ankrum

30

X. Closing Items

A. Adjourn Meeting

Vote

ED Report May 2017 —

We're noticing an alarming number of incidents that involve students harming themselves.

13 ways and the suicide phenomena puts us in a vulnerable position as educators, especially when we do not have an on-site school psychologist.

Kids are at an incredible disposition and are being put up against a tremendous set of pressures and triggers highlighted by society's aies.

This hiring season: Position yet to be filled, i.e. hard to staff positions; Science, and LOTE

Summer school update: 30 student acceptances. Goal is 50 students. Breakfast and lunch will be provided through Island Harvest

Upcoming events:

8th Grade Senior Class Trip to Six Flags — 6/6

Field Day 6/6 6/7 (rain day)

Spring concert 6/8

K Graduation: 6/9

5th Grade Step Up 6/15

8th Grade Graduation: 6/16 @ 9:30 am

Daddy Daughter Dance 6/18 7:00 pm



Finance Report to the RCS Board of Directors

May 2017 Meeting

Cash Account Balances as of March 31, 2017

Unrestricted Cash	
SCNB Revenue (4150)	\$59,820.00
BNB Operating Acct (2455)	\$6,314,171.00
BNB Money Market Acct (1435)	\$2,009,819.00
BNB Fundraising Acct (0544)	\$47,724.00
BNB Title Grants (0528)	\$26,339.00
BNB Cash Account (4261)	\$1,462.00
BNB Reap (0536)	\$67,267.00
Renewal & Replacement Fund (0528)	\$100,000.00
<u>SCNB Dissolution Escrow</u>	<u>\$75,531.00</u>
Total Unrestricted Cash	\$8,702,133.00
Restricted Cash	
10510 · Series A Cash	\$502,975.00
10520 · Series B Cash	\$3.00
10530 · Debt Service Reserve (A)	\$1,505,668.00
10540 · Debt Service Reserve (B)	\$500,912.00
10550 · Capitalized Interest Fund (A)	\$430.00
10560 · Custody Account	\$1.00
<u>10954 · Series B Bond Interest</u>	<u>\$510,200.00</u>
Total Restricted Cash	\$3,020,189.00



Finance Report to the RCS Board of Directors

May 2017 Meeting

April Highlights

- Operations update:
 - – added stop sign and speed limit 5 miles in parking lot
 - – Implementing a Lockdown drill as per NYS requirements (4 per year)
 - – Sprayed school grounds with organic products to minimum risk pesticide \$240 per application (Kaiser Maintenance, Inc.)
 - – Received final Landscape Plans from P.W. Grosser Consulting
 - – Renovations - Architect Robert Phillip Ferraro – renovation team reviewed and did a walk through with the design development drawings. We added 2 offices downstairs, an elevator next to the stairs, and expansion of the ramp to meet handicap building code.
- Finance update:
 - – List of Checks written for April 2017 (see attached) - w/o payroll
 - – School lunch meals served 15 days in April and policy on overdue accounts
 - – Financial Management Auditing & Accounting Workshop (FMAA- NYSASBO)
 - – Quarterly Financial Report – 3rd Qtr 2016/2017 (submitted to Bond Trustees)
 - – On April 18th we accepted 125 completed applications. Since then, we received
 - – Second Draft Budget proposal for 2017-2018 and salary schedule (see attached)



Finance Report to the RCS Board of Directors May 2017 Meeting

April Highlights

Enrollment 2016-2017 and Projected Enrollment for 2017-2018

Class	Current Stdnts			Anticipated		Complete			
	16-17	16-17	17-18	Enrollment	Anticipated	waitlist	waitlist	waitlist	waitlist
Sections	16-17	Student Return	DC	Lottery	Acceptances	4/20	4/25	5/24	Incomplete
K	53	2			75	3	4	9	9
1	79	3	53	52	8	2	3	4	2
2	54	2	79	76	5	3	1	2	2
3	44	2	54	54	10	2	3	4	4
4	45	2	44	38	6	2	4	5	2
5	43	2	45	44	9	2	1	3	3
6	46	2	43	41	6	2			
7	22	1	46	42	5	2			
8	24	1	22	21	1	1			
	410	17	386	368	125	19	16	27	4
				363	488				

Riverhead Charter School
3rd Quarter Profit Loss
July 2016 through March 2017
Preliminary (unaudited)

	1st Qtr Jul - Sep 16 Actual	2nd Qtr Oct - Dec 16 Actual	3rd Qtr Jan - Mar 17 Actual	Jul 16-Mar 17 Y-T-D Actual	Jul 16 - Mar 17 Y-T-D Budget	Variance Y-T-D Actual \$ vs Budget	Variance Y-T-D Actual % vs Budget	2016/2017 Approved Budget
Ordinary Income/Expense								
Income								
Tuition and Program Revenue	1,697,644	1,637,791	1,713,862	5,049,297	5,059,101	(9,804)	100%	6,745,468
Government Grants	89,707	42,114	2,719	134,540	87,750	46,790	153%	119,000
Fundraising/Development	(6)	14,006	1,554	15,554	21,000	(5,446)	74%	30,000
E-Rate	-	18	-	18	4,500	(4,482)	0%	6,000
Afterschool-Homework Program	338	4,994	4,561	9,893	12,530	(2,637)	79%	17,900
Interest Income	4,187	4,410	4,535	13,132	3,750	9,382	350%	5,000
Sales-Meals	1,688	99,320	81,317	182,325	182,000	325	100%	260,000
Total Income	1,793,558	1,802,653	1,808,548	5,404,759	5,370,631	34,128	101%	7,183,368
Expense								
Salaries	274,578	623,685	739,083	1,637,346	2,091,210	(453,864)	78%	2,788,280
Bonuses	15,000	(5,000)	-	10,000	14,266	(4,266)	70%	19,021
FICA/Medicare Expense	22,628	44,533	56,589	123,750	161,639	(37,889)	77%	215,519
SUI Expense	2,482	4,874	30,575	37,931	48,750	(10,819)	78%	65,000
Medical Benefits	67,265	66,567	67,442	201,274	236,875	(35,601)	85%	315,833
Workers Comp	7,702	7,254	9,579	24,535	31,800	(7,265)	77%	42,400
Retirement - ERS	6,015	8,985	10,203	25,203	41,550	(16,347)	61%	55,400
Retirement - TRS	88,175	91,491	93,750	273,416	302,280	(28,864)	90%	403,040
Consultants	500	4,200	1,500	6,200	24,225	(18,025)	26%	32,300
Outside Services	25,629	23,805	21,984	71,418	63,867	7,551	112%	85,156
Core Curriculum Consumables	2,670	10,991	60	13,721	26,663	(12,942)	51%	35,550
Classroom Supplies	6,951	3,418	3,450	13,819	24,337	(10,518)	57%	32,450
Athletic Supplies and Equipment	240	1,370	-	1,610	1,875	(265)	86%	2,500
Extracurricular Supplies	891	147	804	1,842	3,675	(1,833)	50%	4,900
Field Trips	(20)	-	(12)	(32)	5,040	(5,072)	-1%	7,200
Student Meals	30,195	77,087	83,026	190,308	166,600	23,708	114%	238,008
Printed Materials & Reprod	1,000	693	-	1,693	1,875	(182)	90%	2,500
Insurance	29,130	9,942	11,436	50,508	60,375	(9,867)	84%	80,500
Dues and Subscriptions	3,222	6,321	287	9,830	6,000	3,830	164%	8,000
Employee Recruitment	-	190	3,040	3,230	1,125	2,105	287%	1,500
Office Supplies	905	276	959	2,140	2,250	(110)	95%	3,000
Travel and Transport	228	839	27	1,094	3,750	(2,656)	29%	5,000
Student Enrollment Costs	-	-	800	800	563	237	142%	750
Rent (Facility)	-	-	-	-	-	-	0%	-
Real Property Taxes	-	899	-	899	675	224	133%	900
Utilities	28,158	25,193	32,032	85,383	81,442	3,941	105%	108,590
Facilities Maintenance	19,345	24,627	42,779	86,751	86,614	137	100%	115,485
Facility Repairs	22,600	(5,511)	10,682	27,771	9,547	18,224	291%	12,730
Equipment Rental	797	1,209	1,213	3,219	4,597	(1,378)	70%	6,130
Equip Repairs & Maint	(1,085)	4,358	2,944	6,217	18,411	(12,194)	34%	24,548
Custodial Supplies	2,960	2,736	2,891	8,587	12,153	(3,566)	71%	16,204
Technology Expense	13,776	23,935	9,569	47,280	36,912	10,368	128%	49,216
Communications Exp	10,492	(745)	3,228	12,975	17,276	(4,301)	75%	23,035
Postage and Delivery	796	219	300	1,315	1,875	(560)	70%	2,500
Staff Development	9,742	1,790	3,979	15,511	10,215	5,296	152%	13,620
Board Development	7,496	-	9,995	17,491	11,625	5,866	150%	15,500
Prof Fees - Legal	16,365	3,568	1,369	21,302	61,500	(40,198)	35%	82,000
Prof Fees - Accting/Audit	32,629	15,636	4,085	52,350	48,000	4,350	109%	64,000
Miscellaneous	3,747	833	5,518	10,098	7,500	2,598	135%	10,000
Depreciation Expense	34,500	188,046	209,676	432,222	472,500	(40,278)	91%	630,000
Fundraisers	-	7,963	300	8,263	7,000	1,263	118%	10,000
Youth Touch Matching Grant	10,377	-	-	10,377	-	10,377	100%	-
Bank Charges	111	45	45	201	300	(99)	67%	400
Merchant Credit Card Fees	45	45	45	135	262	(127)	52%	350
Total Expense	798,237	1,276,514	1,475,232	3,549,983	4,208,994	(659,011)	84%	5,629,015
Net Ordinary Income	995,321	526,139	333,316	1,854,776	1,161,637	693,139	160%	1,554,353
Other Income/Expense								
Other Income								

Riverhead Charter School
3rd Quarter Profit Loss
 July 2016 through March 2017
 Preliminary (unaudited)

	1st Qtr Jul - Sep 16 Actual	2nd Qtr Oct - Dec 16 Actual	3rd Qtr Jan - Mar 17 Actual	Jul 16-Mar 17 Y-T-D Actual	Jul 16 - Mar 17 Y-T-D Budget	Variance Y-T-D Actual \$ vs Budget	Variance Y-T-D Actual % vs Budget	2016/2017 Approved Budget
Federal Subsidy QSCB Interest	19,981	99,911	34,969	154,861	186,000	(31,139)	83%	248,000
Total Other Income	19,981	99,911	34,969	154,861	186,000	(31,139)	83%	248,000
Other Expense								
Bond Interest Expense (A)	272,975	272,975	272,869	818,819	818,925	(106)	100%	1,091,900
Bond Interest Expense (B)	90,126	90,126	89,506	269,758	270,379	(621)	100%	360,506
Total Other Expense	363,101	363,101	362,375	1,088,577	1,089,304	(727)	100%	1,452,406
Net Other Income	(343,120)	(263,190)	(327,406)	(933,716)	(903,304)	(30,412)	103%	(1,204,406)
Net Income	652,201	262,949	5,910	921,060	258,333	662,727	357%	349,947

**Riverhead Charter School
3rd Quarter Balance Sheet**

As of March 31, 2017
Preliminary (unaudited)

Mar 31, 17

ASSETS

Current Assets

Checking/Savings

Cash

Petty Cash	145
BNB Dissolution Escrow Acct	75,531
BNB Operating Account - 2455	6,314,171
BNB Fundraising Acct- 0544	47,724
BNB-Title Grants - 0528	26,339
BNB Reap Acct-0536	67,267
BNB Cash Account 4261	1,462
Renewal & Replacement Fund1153	100,000
BNB Money Market- 1435	2,009,817

Total Cash 8,642,456

SCNB - Certificate of Deposit 59,820

Restricted Cash

Series A Cash	502,975
Series B Cash	3
Debt Service Reserve (A)	1,505,668
Debt Service Reserve (B)	500,912
Capitalized Interest Fund (A)	430
Custody Account	1
Series B Bond Interest	510,200

Total Restricted Cash 3,020,189

Total Checking/Savings 11,722,465

Accounts Receivable

Accounts Receivable - Tuition	95,563
Reimbursable IDEA	5,027
Due from St & Fed School Lunch	30,030
Total Accounts Receivable	<u>130,620</u>

Other Current Assets

Accrued Interest Receivable	19,982
Prepaid Expenses	-
Total Other Current Assets	<u>19,982</u>

Total Current Assets 11,873,067

Fixed Assets

**Riverhead Charter School
3rd Quarter Balance Sheet**

As of March 31, 2017
Preliminary (unaudited)

	Mar 31, 17
Building	16,685,315
Building Improvements	673,390
Building Improvements - Site 2	463,922
Capitalized Interest	746,796
Partitions	983
Equipment	443,847
Bond Issuance Cost	539,811
Land	186,649
Land - Site 2	607,808
Total Fixed Assets	20,348,521
Fixed Assets - Accum Depr	
Accum Depr - Building	(1,844,688)
Accum Depr - Bldg Improv	(727,872)
Accum Depr - Capitalized Int	(184,224)
Accum Depr - Partitions	(983)
Accum Depr - Equipment	(314,848)
Accum Depr - Bond issuance cost	(57,062)
Total Fixed Assets - Accum Depr	(3,129,677)
Total Fixed Assets	17,218,844
TOTAL ASSETS	29,091,911
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	26,475
Other Current Liabilities	
Deferred Revenue	557,505
Payroll Liabilities	
Union Dues	2,948
401K Plan	636
Retirement Loans	476
401k Roth Plan	4,491
Retirement - ERS	5,366
Retirement - TRS	316,355
Total Payroll Liabilities	330,272
Installment Debt	48,160
Interest Payable	244,978
Total Other Current Liabilities	1,180,915
Total Current Liabilities	1,207,390

Riverhead Charter School
3rd Quarter Balance Sheet

As of March 31, 2017
Preliminary (unaudited)

Mar 31, 17

Long Term Liabilities	
Bond Payable - Series A	15,940,000
Bond Payable - Series B	<u>4,615,000</u>
Total Long Term Liabilities	<u>20,555,000</u>
Total Liabilities	21,762,390
Equity	
Unrestricted Net Assets	6,408,461
Net Income	<u>921,060</u>
Total Equity	<u>7,329,521</u>
TOTAL LIABILITIES & EQUITY	<u><u>29,091,911</u></u>

Riverhead Charter SCHOOL YEAR CALENDAR 2017-2018

August				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18 4
21	22	23	24	25
28	29	30	31	

SEPTEMBER				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15 17
18	19	20	21	22
25	26	27	28	29

OCTOBER				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20 21
23	24	25	26	27
30	31			

NOVEMBER				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17 19
20	21	22	23	24
27	28	29	30	

DECEMBER				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15 16
18	19	20	21	22
25	26	27	28	29

JANUARY				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19 21
22	23	24	25	26
29	30	31		

FEBRUARY				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16 15
19	20	21	22	23
26	27	28		

MARCH				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16 21
19	20	21	22	23
26	27	28	29	30

APRIL				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20 16
23	24	25	26	27
30				

MAY				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18 22
21	22	23	24	25
28	29	30	31	

JUNE				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15 16
18	19	20	21	22
25	26	27	28	29

HOLIDAYS		
August	21	New Teacher Orientation
Aug 28 - Sept 1		Kindergarten Orientation Week 1/2 days
September	4	Labor Day
September	5	First day of school 1-8
September	21-22	Rosh HaShana
September	29	Yom Kippur
October	9	Columbus Day
November	10	Veterans Day
November	22-24	Thanksgiving Recess
Dec 25 - Jan 1		Winter Recess
January	15	Martin Luther King's Birthday
February	19	Presidents Day
February	19-23	Mid Winter Recess
March	30	Good Friday
March 30 - Apr 6		Spring Recess
May	28	Memorial Day
June	22	Last day of school

	staff begins PD
	K orientation 1/2 day
	1/2 day
	Parent conf 1/2 day
	Professional Development 1/2 day
	1/2 day last days of school

- * If 0 snow days used, NO School on 4/9, 5/25, 5/29
- * If 1 snow day used, NO School on 5/25 and 5/29
- * If 2 snow days used, NO School on 5/25
- * If 3 snow days used, calendar unchanged
- * If 4 snow days used, SCHOOL ON 4/6
- * If 5 snow days used, SCHOOL ON 4/5



Riverhead Charter School
Financial Summary
 July 1, 2017 - June 30, 2018

Riverhead Charter School
 3085 Middle Country Road Calverton, NY 11933
www.riverheadcharterschool.org

Board of Trustees
 Zonuba Harfield, Board President
 Renee DiMatteo, Vice President
 Harry Mustard, Treasurer
 Susan Hester, Secretary

	FY14/15 Actual	FY15/16 Budget	FY15/16 Actual	FY16/17 Budget	FY16/17 Actual as of 3/31/2017	Projected Actual FY16/17	FY 17/18 Budget
Enrollment							
Enrolled Students	355	417		414			480
Avg \$ per student	15,288	15,640		15,762			15,973
Revenue							
Base Revenue	5,595,464	6,521,880	6,529,047	6,525,468	5,467,441	7,098,808	7,794,824
SPED Tuition Revenue	258,596	175,000	231,582	220,000	139,061	194,060	190,000
Title IA	70,619	50,000	73,774	89,000	17,836	89,181	89,000
Title IIA (Prof. Development)	13,393	10,000	4,916	10,000	2,154	10,771	10,000
Title IIIA (LEP)	14,206	10,000	4,819	-	2,734	13,674	-
SPECIAL CHARTER SCHOOL AID	-	-	-	-	89,707	89,707	-
REAP	-	-	46,208	20,000	21,033	21,033	20,000
Donations	39,218	-	1,579	-	590	590	-
Fundraisers	34,358	-	24,875	20,000	9,686	14,306	20,000
Events	14,762	-	11,619	10,000	5,258	6,164	10,000
E-Rate	-	-	4,740	6,000	18	1,500	6,000
Afterschool-Homework Help Program	-	-	11,573	17,900	9,893	15,263	12,000
Interest Income	3,344	2,000	4,749	5,000	13,132	16,732	15,000
Sales - Meals	210,526	-	253,636	260,000	199,925	277,925	260,000
Other Income	264,160	200,000	241,411	248,000	235,886	297,887	236,000
Total Revenue	6,518,646	6,968,880	7,444,528	7,431,368	6,214,354	8,147,601	8,662,824
Expenses							
Personnel Operating Expenses	3,220,581	3,876,693	3,412,425	3,904,493	2,332,667	3,903,772	5,195,614
Non-Personnel Operating Expenses	1,375,745	1,521,353	1,514,054	1,724,522	1,156,455	1,600,349	2,005,947
Debt Service Int	1,237,766	1,469,607	1,466,080	1,732,406	1,088,577	1,451,679	1,434,536
Total Expenses	5,834,092	6,867,653	6,392,559	7,361,421	4,577,699	6,955,800	8,636,097
Revenues Less Expenses (Net Assets)	684,554	101,227	1,051,969	69,947	1,636,655	1,191,801	26,727

Assumptions:

- Blended average basic rate \$15,951 and FTE of 480
- Sped estimates based on returning students and blended average rate of \$10,047 for 22 students w/o projected increase
- Non-Personnel Operating Expenses projected to increase 5% in some budget lines

Please note - Bond Principal payment - \$285,000

Riverhead Charter School
Profit & Loss Budget

	2017-2018 Budget	2016-2017 Projected Actual	2016-2017 Budget	2015-2016 Actual	2015-2016 Budget	Variance in Budget
Income						
4000 · Tuition and Program Revenue						
4005 · Base Tuition	7,794,824	7,098,808	6,525,468	6,529,047	6,521,880	1,269,356
40010 · SPED Tuition	190,000	194,060	220,000	231,582	175,000	(30,000)
Total 40000 · Tuition and Program Revenue	7,984,824	7,292,868	6,745,468	6,760,629	6,696,880	1,239,356
41000 · Government Grants						
41025 · Title IA	89,000	89,181	89,000	73,774	50,000	0
41030 · Title IIA (Prof Dev)	10,000	10,771	10,000	4,916	10,000	0
41055 · Title IIIA (LEP)	0	13,674	0	4,819	0	0
41080 · Reap	20,000	21,033	20,000	46,208	10,000	0
41090 · Miscellaneous Revenue - Grants	0	89,707	0	250	0	0
Total 41000 · Government Grants	119,000	224,366	119,000	129,967	70,000	0
41500 · Fundraising/Development						
41525 · Donations	0	590	0	1,579	0	0
41550 · Fundraisers	20,000	14,306	20,000	24,875	0	0
41575 · Events	10,000	6,164	10,000	11,619	0	0
Total 41500 · Fundraising/Development	30,000	21,060	30,000	38,073	0	0
41800 · E-Rate	6,000	1,500	6,000	4,740	0	0
41900 · Afterschool-Homework Program	12,000	15,263	17,900	11,573	0	(5,900)
42000 · Interest Income	15,000	16,732	5,000	4,749	2,000	10,000
42500 · Sales-Meals	260,000	277,925	260,000	253,636	0	0
45000 · Federal Subsidy QSCB Interest	236,000	297,867	248,000	241,135	200,000	(12,000)
49960 · Miscellaneous Income	0	20	0	26	0	0
TOTAL Income	8,662,824	8,147,601	7,431,368	7,444,528	6,968,880	1,243,456

Riverhead Charter School

Profit & Loss Budget

	2017-2018		2016-2017		2015-2016		2015-2016		Variance in Budget
	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Budget	
Expense									
50005 · Salaries	3,806,581	2,633,056	2,647,301	2,559,005	2,741,063	2,559,005	2,741,063	1,159,280	
8% 50007 · FICA/Medicare Expense	291,203	194,280	215,519	195,754	219,285	195,754	219,285	75,685	
6% 50010 · SUI Expense	68,000	65,016	65,000	58,867	93,196	58,867	93,196	3,000	
### 50012 · Medical Benefits	475,000	322,082	315,833	253,000	420,000	253,000	420,000	159,167	
50015 · Workers Comp	54,830	42,199	42,400	21,781	25,000	21,781	25,000	12,430	
50018 · Retirement - ERS	70,000	45,788	55,400	31,275	324,048	31,275	324,048	14,600	
50019 · Retirement - TRS	430,000	441,351	403,040	292,743	54,101	292,743	54,101	26,960	
50020 · Other Salary Related	0	160,000	160,000	278	0	278	0	(160,000)	
50030 · Consultants	38,100	14,276	32,300	30,510	26,500	30,510	26,500	5,800	
50035 · Outside Services	95,735	92,706	85,156	82,946	21,752	82,946	21,752	10,579	
50045 · Core Curriculum Consumables	44,420	22,610	35,550	7,423	17,500	7,423	17,500	8,870	
50050 · Classroom Supplies	34,300	21,396	32,450	27,127	26,860	27,127	26,860	1,850	
50055 · Athletic Supplies and Equipment	2,625	2,235	2,500	737	2,000	737	2,000	125	
50060 · Extracurricular Supplies	4,900	3,066	4,900	1,747	4,650	1,747	4,650	0	
50065 · Field Trips	7,680	2,128	7,200	6,904	7,200	6,904	7,200	480	
50072 · Student Meals	269,908	261,716	238,008	220,061	0	220,061	0	31,900	
50075 · Printed Materials & Reprod	3,875	2,317	2,500	1,414	4,500	1,414	4,500	1,375	
50080 · Insurance	116,810	70,632	80,500	61,022	70,000	61,022	70,000	36,310	
50085 · Dues and Subscriptions	12,325	11,831	8,000	791	10,000	791	10,000	4,325	
50090 · Employee Recruitment	3,750	3,605	1,500	195	1,500	195	1,500	2,250	
50095 · Office Supplies	4,500	2,890	3,000	1,723	3,000	1,723	3,000	1,500	
50100 · Travel and Transport	12,000	2,345	5,000	4,392	1,000	4,392	1,000	7,000	
50105 · Student Enrollment Costs	1,125	989	750	350	5,000	350	5,000	375	
50150 · Rent (Facility)	0	0	0	0	2,400	0	2,400	0	
50152 · Real Property Taxes	1,200	1,124	900	739		739		300	
50155 · Utilities	183,000	112,530	108,590	98,247	186,100	98,247	186,100	74,410	
50160 · Facilities Maintenance	128,571	115,623	115,485	90,353	119,907	90,353	119,907	13,086	
50165 · Facility Repairs	32,125	30,654	12,730	6,602	16,450	6,602	16,450	19,395	
50170 · Equipment Rental	6,246	4,752	6,130	4,473	7,800	4,473	7,800	116	
50175 · Equip Repairs & Maint	25,000	12,355	24,548	23,126	12,273	23,126	12,273	452	
50180 · Custodial Supplies	17,014	12,596	16,204	11,625	16,028	11,625	16,028	810	
50200 · Technology Expense	68,941	63,966	49,216	46,994	49,933	46,994	49,933	19,725	

	2017-2018 Budget	2016-2017 Projected Actual	2016-2017 Budget	2015-2016 Actual	2015-2016 Budget	Variance in Budget
50205 · Communications Exp	32,539	18,735	23,035	13,002	16,000	9,504
50210 · Postage and Delivery	2,625	1,939	2,500	1,844	3,000	125
50215 · Staff Development	19,608	18,916	13,620	9,900	12,000	5,988
50216 · Board Development	18,275	21,367	15,500	9,995	15,000	2,775
50220 · Entertainment	0	0	0	-186	0	0
50250 · Prof Fees - Legal	84,000	41,680	82,000	72,260	100,000	2,000
50255 · Prof Fees - Accting/Audit	70,000	68,349	64,000	74,598	56,000	6,000
50275 · Miscellaneous	16,500	23,015	10,000	16,034	7,000	6,500
50500 · Fundraisers	12,500	11,263	10,000	15,528	2,500	2,500
70277 · Bank Charges	400	300	400	257	0	0
70278 · Merchant Credit Card Fees	350	222	350	300	0	0
50300 · Depreciation Expense	635,000	526,221	630,000	570,743	700,000	5,000
50600 · Bond Interest Expense (A)	1,089,138	1,091,795	1,091,900	1,093,876	1,094,375	(2,762)
50700 · Bond Interest Expense (B)	345,398	359,884	360,506	372,204	375,232	(15,108)
Total Expense	8,636,097	6,955,800	7,081,421	6,392,559	6,867,653	1,554,677
Net Income	26,727	1,191,801	349,947	1,051,969	101,227	(323,221)

Riverhead Charter School

Check Detail

April 2017

Type	Num	Date	Name	Account	Original Amount
Check	CC	04/03/2017	Amazon	50060 · Extracurricular Supplies	4
Check	CC	04/03/2017	Amazon	50060 · Extracurricular Supplies	8
Check	CC	04/03/2017	Amazon	50060 · Extracurricular Supplies	9
Check	CC	04/03/2017	Amazon	50060 · Extracurricular Supplies	30
Check	CC	04/03/2017	Amazon	50060 · Extracurricular Supplies	35
Check	CC	04/04/2017	Amazon	50060 · Extracurricular Supplies	80
Check	CC	04/05/2017	Amazon	50060 · Extracurricular Supplies	11
Check	CC	04/06/2017	Amazon	50200 · Technology Expense	10
Check	CC	04/06/2017	Amazon	50200 · Technology Expense	24
Check	CC	04/06/2017	Asurion	50205 · Communications Exp	199
Check	CC	04/07/2017	Amazon	50200 · Technology Expense	21
Check	CC	04/10/2017	Michaels	50275 · Miscellaneous	27
Check	CC	04/10/2017	Jerry & The Mermaid	50275 · Miscellaneous	39
Check	CC	04/10/2017	Signature Bagels	50275 · Miscellaneous	57
Check	CC	04/10/2017	Indeed	50090 · Employee Recruitment	204
Check	CC	04/11/2017	Best Buy	50200 · Technology Expense	65
Check	CC	04/13/2017	Walmart	50275 · Miscellaneous	115
Check	CC	04/14/2017	Traffic Sign Store	50160 · Facilities Maintenance	29
Check	CC	04/14/2017	Traffic Sign Store	50160 · Facilities Maintenance	260
Check	CC	04/20/2017	B.I. Ink. Inc	50500 · Fundraisers	500
Check	CC	04/21/2017	Stop & Shop	50275 · Miscellaneous	3
Check	CC	04/21/2017	Golden Jalapenos Cafe	50275 · Miscellaneous	23
Check	CC	04/25/2017	Amazon	50050 · Classroom Supplies	334
Check	CC	04/27/2017	The Corporate Connection	50275 · Miscellaneous	139
Check	CC	04/27/2017	Adelphi University	50090 · Employee Recruitment	150
Check	CC	04/27/2017	B.I. Ink. Inc	50500 · Fundraisers	523
Check	6935	04/25/2017	Traffic Sign Store	50160 · Facilities Maintenance	46
Check	7161	04/10/2017	Advanced Imaging Systems	50175 · Equip Repairs & Maint	430
Check	7162	04/10/2017	AT&T	50205 · Communications Exp	44
Check	7163	04/10/2017	Cintas	1055 · BNB Operating Account	0
Check	7164	04/10/2017	Cintas	50180 · Custodial Supplies	323
Check	7165	04/10/2017	Danielle DiGioia	1055 · BNB Operating Account	0
Check	7166	04/10/2017	Emerald Island & Supply Co	50180 · Custodial Supplies	277
Check	7167	04/10/2017	Eye Med	50012 · Medical Benefits	207
Check	7168	04/10/2017	Granite Telecommunications	50205 · Communications Exp	735
Check	7169	04/10/2017	Home Depot	50180 · Custodial Supplies	34
Check	7170	04/10/2017	Kaiser Maintenance, Inc.	50160 · Facilities Maintenance	2,160
Check	7171	04/10/2017	Lamb & Barnosky, LLP	50250 · Prof Fees - Legal	1,248
Check	7172	04/10/2017	National Grid	50155 · Utilities	2,239
Check	7173	04/10/2017	NYS Teachers Retirement System	22014 · Retirement Loans	238
Check	7174	04/10/2017	NYSUT	22008 · Union Dues	3,329
Check	7175	04/10/2017	Office Depot	50050 · Classroom Supplies	257
Check	7176	04/10/2017	P&M Door, LLC	50165 · Facility Repairs	210
Check	7177	04/10/2017	Preferred Meal Systems, Inc.	50072 · Student Meals	16,661
Check	7178	04/10/2017	Provident Life and Accident Ins CO	22100 · Installment Debt	208
Check	7179	04/10/2017	Robert Phillip Ferraro Architect, P.C.	50035 · Outside Services	3,000
Check	7180	04/10/2017	Standard Security Life Insurance Co.	50012 · Medical Benefits	487
Check	7181	04/10/2017	The Hartford	1055 · BNB Operating Account	0

Riverhead Charter School

Check Detail

April 2017

Check	7182	04/10/2017	Verizon Wireless	50205 · Communications Exp	299
Check	7183	04/10/2017	WRIV Radio	50105 · Student Enrollment Costs	320
Check	7184	04/10/2017	Danielle DiGioia	50050 · Classroom Supplies	58
Check	7185	04/10/2017	The Hartford	50012 · Medical Benefits	812
Check	7186	04/10/2017	Great America Leasing Corporation	50170 · Equipment Rental	84
Check	7187	04/10/2017	National Grid	50155 · Utilities	944
Check	7188	04/10/2017	Philadelphia Insurance Companies	50080 · Insurance	3,701
Check	7189	04/19/2017	Suffolk County Vanderbilt Museum	50065 · Field Trips	651
Check	7190	04/25/2017	Advanced Imaging Systems	50175 · Equip Repairs & Maint	826
Check	7191	04/25/2017	Clement Carpentry	50165 · Facility Repairs	1,265
Check	7192	04/25/2017	Emerald Island & Supply Co	50180 · Custodial Supplies	388
Check	7193	04/25/2017	Infinity Monitoring Co	50160 · Facilities Maintenance	480
Check	7194	04/25/2017	Kyocera Mita America, Inc.	50170 · Equipment Rental	147
Check	7195	04/25/2017	Lamb & Barnosky, LLP	50250 · Prof Fees - Legal	122
Check	7196	04/25/2017	LEAF	50200 · Technology Expense	1,120
Check	7197	04/25/2017	Lincoln Life & Annuity Company of NY	50012 · Medical Benefits	2,363
Check	7198	04/25/2017	Musician's Friend	50050 · Classroom Supplies	1,718
Check	7199	04/25/2017	National Waste Services, LLC	50160 · Facilities Maintenance	870
Check	7200	04/25/2017	Office Depot	50050 · Classroom Supplies	24
Check	7201	04/25/2017	Preferred Meal Systems, Inc.	50072 · Student Meals	14,854
Check	7202	04/25/2017	PSEGLI	50155 · Utilities	7,011
Check	7203	04/25/2017	RD Cleaning Company	50160 · Facilities Maintenance	6,250
Check	7204	04/25/2017	Receiver of Taxes	50155 · Utilities	253
Check	7205	04/25/2017	W.B. Mason Co., Inc,	50050 · Classroom Supplies	587
Check	7206	04/25/2017	Advanced Imaging Systems	50175 · Equip Repairs & Maint	97
Check	7207	04/25/2017	Aflac	50012 · Medical Benefits	579
Check	7208	04/25/2017	Anron	50165 · Facility Repairs	85
Check	7209	04/25/2017	Emerald Island & Supply Co	50180 · Custodial Supplies	275
Check	7210	04/25/2017	Provident Life and Accident Ins CO	50050 · Classroom Supplies	139
Check	7211	04/25/2017	Terry DiResta	50275 · Miscellaneous	42
				TOTAL	81,396



Riverhead Charter School

3685 Middle Country Road

Calverton, NY 11933

Phone (631) 369-5800

Fax (631) 369-6687

www.riverheadcharterschool.org

Board of Trustees

Zenobia Hartfield, Board President

Aimee LoMonaco, Vice President

Harry Hestand, Treasurer

Susan Heintz, Secretary

David Edwards, Trustee

Natasha Jeffries, Trustee

Executive Director

Raymond Ankrum

Director of Finance

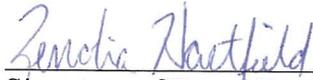
Nicola Graham

Board of Trustees Resolution

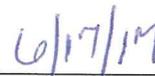
This is a certified copy of a resolution that was made at the Riverhead Charter School Board of Trustees meeting held on Thursday, May 25, 2017. Members voted unanimously to be Resolved, that this Board of Trustees hereby authorizes the approval:

Motion #1

Approval of the Riverhead Charter School 2017-2018 Budget as proposed.



Signature of Board President



Date



Riverhead Charter School

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Calverton, NY 11933

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Director of Finance

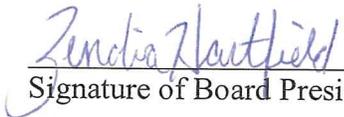
Nicola Graham

Board of Trustees Resolution

This is a certified copy of a resolution that was made at the Riverhead Charter School Board of Trustees meeting held on Thursday, May 25, 2017. Members voted unanimously to be Resolved, that this Board of Trustees hereby authorizes the approval:

Motion #2

Approval of the amendment to policy number 15 Food Service, of the Riverhead Charter School policy manual to include policy 15.1.



Signature of Board President



Date



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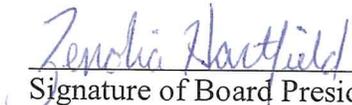
Nicola Graham

Board of Trustees Resolution

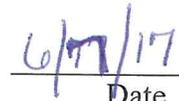
This is a certified copy of a resolution that was made at the Riverhead Charter School Board of Trustees meeting held on Thursday, May 25, 2017. Members voted unanimously to be Resolved, that this Board of Trustees hereby authorizes the approval:

Motion #3

Approval to add a Homelessness policy to the Riverhead Charter School Policy manual.



Signature of Board President



Date



Riverhead Charter School

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Calverton, NY 11933
Phone (631) 369-5800
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Board of Trustees

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Executive Director
Raymond Ankrum

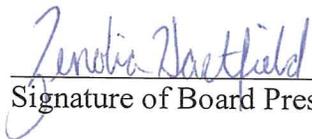
Director of Finance
Nicola Graham

Board of Trustees Resolution

This is a certified copy of a resolution that was made at the Riverhead Charter School Board of Trustees meeting held on Thursday, May 25, 2017. Members voted unanimously to be Resolved, that this Board of Trustees hereby authorizes the approval:

Motion #4

Approval of the continuation of Aimee LoMonaco as a Riverhead Charter School board member with terms from May 2017 to May 2020.



Signature of Board President



Date



Riverhead Charter School

3685 Middle Country Road

Calverton, NY 11933

Phone (631) 369-5800

Fax (631) 369-6687

www.riverheadcharterschool.org

Board of Trustees

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Aimee LoMonaco, Vice President

Harry Histand, Treasurer

Susan Heintz, Secretary

David Edwards, Trustee

Natasha Jeffries, Trustee

Executive Director

Raymond Ankrum

Director of Finance

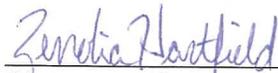
Nicola Graham

Board of Trustees Resolution

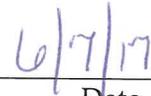
This is a certified copy of a resolution that was made at the Riverhead Charter School Board of Trustees meeting held on Thursday, May 25, 2017. Members voted unanimously to be Resolved, that this Board of Trustees hereby authorizes the approval:

Motion #5

Approval of the continuation of Aimee LoMonaco as the Riverhead Charter School board Vice President with terms from May 2017 to May 2020.



Signature of Board President



Date



Riverhead Charter School

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Calverton, NY 11933

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Board of Trustees

Zenobia Hartfield, Board President

Aimee LoMonaco, Vice President

Harry Histand, Treasurer

Susan Heintz, Secretary

David Edwards, Trustee

Natasha Jeffries, Trustee

Executive Director
Raymond Ankrum

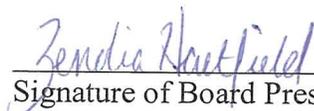
Director of Finance
Nicola Graham

Board of Trustees Resolution

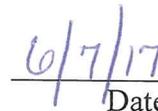
This is a certified copy of a resolution that was made at the Riverhead Charter School Board of Trustees meeting held on Thursday, May 25, 2017. Members voted unanimously to be Resolved, that this Board of Trustees hereby authorizes the approval:

Motion #6

Approval of the Riverhead Charter School 2017-2018 school calendar as presented with 185 days.



Signature of Board President



Date



Entry 11 Enrollment and Retention of Special Populations

Last updated: 06/19/2017

[Instructions for Reporting Enrollment and Retention Strategies](#)

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

Recruitment/Attraction Efforts Toward Meeting Targets

	Describe Efforts Toward Meeting Recruitment Targets 2016-17)	Describe Plans Toward Meeting Recruitment Targets 2017-18)
Economically Disadvantaged	To meet the needs of our students, RCS holds uniform drives during various times of the year for those who require assistance to meet the uniform policy. We also offer a uniform assistance program for new items. Those determined eligible for free and reduced priced lunch will receive breakfast every morning and a hot lunch prepared in the school cafeteria.	RCS will continue to hold uniform drives during various times of the year for those who require assistance to meet the uniform policy. We also offer a uniform assistance program for new items. Those determined eligible for free and reduced priced lunch will receive breakfast every morning and a hot lunch prepared in the school cafeteria.
English Language Learners	Our first step is community outreach. A spreadsheet is created listing locations and contact information for various targets in the surrounding area, including but not limited to; daycare and pre-kindergarten services, libraries, sports leagues, children’s attractions, etc. Representatives from Riverhead Charter School will then visit these locations to provide informational packets in both English and Spanish. Partnerships have also been formed with local Head Starts. This allows members of the RCS teaching staff to attend a parent workshop to provide a more in-depth description of educational opportunities available at RCS. Highlighted during all of our recruitment efforts are specific services offered at RCS such as programs for Special Education students, English Language Learners and Response to Intervention. We strive to provide parents with a complete understanding of the support all students receive and the inclusive nature of our school community. Our classes also have English Language Learning educators available, kindergarten through eighth grade.	Representatives from Riverhead Charter School will visit locations to provide informational packets in both English and Spanish. Partnerships have also been formed with local Head Starts. This allows members of the RCS teaching staff to attend a parent workshop to provide a more in-depth description of educational opportunities available at RCS. Highlighted during all of our recruitment efforts are specific services offered at RCS such as programs for Special Education students, English Language Learners and Response to Intervention. We strive to provide parents with a complete understanding of the support all students receive and the inclusive nature of our school community. Our classes also have English Language Learning educators available, kindergarten through eighth grade.
Students with Disabilities	For our learners with special needs we offer Integrated Co-Teaching settings at every grade level. Surrounding districts supply service providers for those students requiring speech services, and occupational and/or physical therapy.	For our learners with special needs we offer Integrated Co-Teaching settings at every grade level. Surrounding districts supply service providers for those students requiring speech services, and occupational and/or physical therapy.

Retention Efforts Toward Meeting Targets

	Describe Efforts Toward Meeting Retention Targets 2016-17)	Describe Plans Toward Meeting Retention Targets 2017-18)
Economically Disadvantaged	RCS will continue to hold uniform drives during various times of the year for those who require assistance to meet the uniform policy. We also offer a uniform assistance program for new items. Those determined eligible for free and reduced priced lunch will receive breakfast every morning and a hot lunch prepared in the school cafeteria.	RCS will continue to hold uniform drives during various times of the year for those who require assistance to meet the uniform policy. We also offer a uniform assistance program for new items. Those determined eligible for free and reduced priced lunch will receive breakfast every morning and a hot lunch prepared in the school cafeteria.
English Language Learners	Partnerships have also been formed with local Head Starts. This allows members of the RCS teaching staff to attend a parent workshop to provide a more in-depth description of educational opportunities available at RCS. Highlighted during all of our recruitment efforts are specific services offered at RCS such as programs for Special Education students, English Language Learners and Response to Intervention. We strive to provide parents with a complete understanding of the support all students receive and the inclusive nature of our school community. Our classes also have English Language Learning educators available, kindergarten through eighth grade.	Partnerships have also been formed with local Head Starts. This allows members of the RCS teaching staff to attend a parent workshop to provide a more in-depth description of educational opportunities available at RCS. Highlighted during all of our recruitment efforts are specific services offered at RCS such as programs for Special Education students, English Language Learners and Response to Intervention. We strive to provide parents with a complete understanding of the support all students receive and the inclusive nature of our school community. Our classes also have English Language Learning educators available, kindergarten through eighth grade.
Students with Disabilities	For our learners with special needs we offer Integrated Co-Teaching settings at every grade level. Surrounding districts supply service providers for those students requiring speech services, and occupational and/or physical therapy.	For our learners with special needs we offer Integrated Co-Teaching settings at every grade level. Surrounding districts supply service providers for those students requiring speech services, and occupational and/or physical therapy.



Entry 12 Classroom Teacher and Administrator Attrition

Last updated: 07/27/2017

Report changes in teacher and administrator staffing.

Instructions for completing the Classroom Teacher and Administrator Attrition Tables

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

Classroom Teacher Attrition Table

	FTE Classroom Teachers on June 30, 2016	FTE Classroom Teachers Departed 7/1/16 - 6/30/17	FTE Classroom Teachers Filling Vacant Positions 7/1/16 - 6/30/17	FTE Classroom Teachers Added in New Positions 7/1/16 - 6/30/17	FTE of Classroom Teachers on June 30, 2017
	39	22	3	1	38

Administrator Position Attrition Table

	FTE Administrative Positions on June 30, 2016	FTE Administrators Departed 7/1/16 - 6/30/17	FTE Administrators Filling Vacant Positions 7/1/16 - 6/30/17	FTE Administrators Added in New Positions 7/1/16 - 6/30/17	FTE Administrative Positions on June 30, 2017
	5	0	0	2	7

Thank you



Entry 13 Uncertified Teachers

Last updated: 08/01/2017

**FTE Count of All Teachers 38
(Certified and Uncertified) as of
June 30, 2017**

**FTE Count of All Certified 34
Teachers as of June 30, 2017**

Instructions for Reporting Percent of Uncertified Teachers

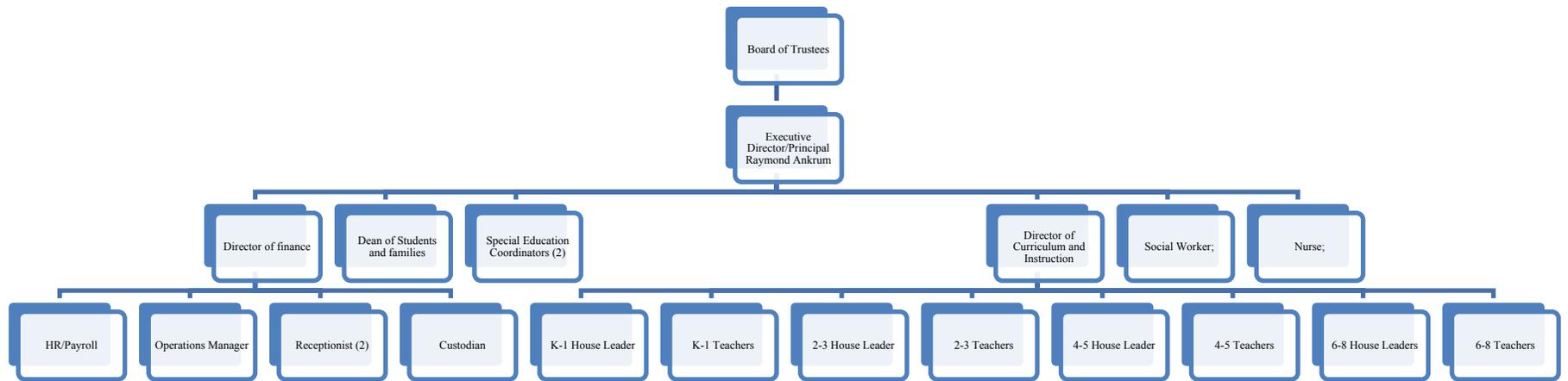
The table below is reflective of the information collected through the online portal for compliance with New York State Education Law 2854(3)(a-1) for teaching staff qualifications. Enter the relevant full time equivalent (FTE) count of teachers in each column. For example, a school with 20 full time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

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

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

Thank you.

Riverhead Charter School Organizational Chart



Riverhead Charter SCHOOL YEAR CALENDAR 2017-2018

August

M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18 4
21	22	23	24	25
28	29	30	31	

SEPTEMBER

M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15 17
18	19	20	21	22
25	26	27	28	29

OCTOBER

M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20 21
23	24	25	26	27
30	31			

NOVEMBER

M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17 19
20	21	22	23	24
27	28	29	30	

DECEMBER

M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15 16
18	19	20	21	22
25	26	27	28	29

JANUARY

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19 21
22	23	24	25	26
29	30	31		

FEBRUARY

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16 15
19	20	21	22	23
26	27	28		

MARCH

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16 21
19	20	21	22	23
26	27	28	29	30

APRIL

M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20 16
23	24	25	26	27
30				

MAY

M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18 22
21	22	23	24	25
28	29	30	31	

JUNE

M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15 16
18	19	20	21	22
25	26	27	28	29

HOLIDAYS

August	21	New Teacher Orientation
Aug 28 - Sept 1		Kindergarten Orientation Week 1/2 days
September	4	Labor Day
September	5	First day of school 1-8
September	21-22	Rosh HaShana
September	29	Yom Kippur
October	9	Columbus Day
November	10	Veterans Day
November	22-24	Thanksgiving Recess
Dec 25 - Jan 1		Winter Recess
January	15	Martin Luther King's Birthday
February	19	Presidents Day
February	19-23	Mid Winter Recess
March	30	Good Friday
March 30 - Apr 6		Spring Recess
May	28	Memorial Day
June	22	Last day of school

staff begins PD

K orientation 1/2 day

1/2 day

Parent conf 1/2 day

Professional Development 1/2 day

1/2 day last days of school

* If 0 snow days used, NO School on 4/9, 5/25, 5/29

* If 1 snow day used, NO School on 5/25 and 5/29

* If 2 snow days used, NO School on 5/25

* If 3 snow days used, calendar unchanged

* If 4 snow days used, SCHOOL ON 4/6

* If 5 snow days used, SCHOOL ON 4/5

Total Days (minus 3 built-in snow days)= 185