

# I. SCHOOL INFORMATION AND COVER PAGE

Created Wednesday, July 24, 2013  
Updated Wednesday, July 31, 2013

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## Page 1

### 1. SCHOOL NAME

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

331900860973 IMAGINE ME LEADERSHIP CS

### 2. CHARTER AUTHORIZER

NYCDOE-Authorized Charter School

### 3. DISTRICT / CSD OF LOCATION

NYC CSD 19

### 4. SCHOOL INFORMATION

PRIMARY ADDRESS	PHONE NUMBER	FAX NUMBER	EMAIL ADDRESS
818 Schenck Ave Brooklyn, NY 11201	347-985-2140	347-985-2145	KCorbett@imlcs.org

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

4a. PHONE CONTACT NUMBER FOR AFTER HOURS EMERGENCIES   Contact Name	Katherine Corbett
4a. PHONE CONTACT NUMBER FOR AFTER HOURS EMERGENCIES   Title	Executive Director
4a. PHONE CONTACT NUMBER FOR AFTER HOURS EMERGENCIES   Emergency Phone Number (###-###-####)	

### 5. SCHOOL WEB ADDRESS (URL)

www.IMLCS.org

### 6. DATE OF INITIAL CHARTER

2010-09-01 00:00:00

### 7. DATE FIRST OPENED FOR INSTRUCTION

2010-09-01 00:00:00

### 8. TOTAL NUMBER OF STUDENTS ENROLLED IN 2012-13 (as reported on BEDS Day)

(as reported on BEDS Day)

**9. GRADES SERVED IN SCHOOL YEAR 2012-13**

Check all that apply

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 K

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 1

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 2

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

Yes/No	Name of CMO/EMO
No	

## 11. FACILITIES

Will the School maintain or operate multiple sites?

No, just one site.

## 12. SCHOOL SITES

Please list the sites where the school will operate in 2013-14.

	Physical Address	Phone Number	District/CS D	Grades Served at Site	School at Full Capacity at Site	Facilities Agreement
Site 1 (same as primary site)	818 Schenck Ave Brooklyn, NY 11207	347-985-21 45	CSD 19	K-4	No	Rent/Lease
Site 2						
Site 3						

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

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

13. Are the School sites co-located?

No

14. Were there any revisions to the school's charter during the 2012-2013 school year? (Please include both those that required authorizer approval and those that did not require authorizer approval).

No

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

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• Yes

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Signature, Head of Charter School

A handwritten signature in black ink, appearing to read "B. Thompson". The signature is written in a cursive, flowing style.

Signature, President of the Board of Trustees

Thank you.

# Signature Page for President of Board of Trustees

Created Wednesday, July 31, 2013

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Page 1

331900860973 IMAGINE ME LEADERSHIP CS

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

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- Yes
- 

Signature, Board President

A handwritten signature in black ink that reads "David K. Stanley". The signature is written in a cursive style with a large, looped initial "D" and a long, sweeping tail on the "y".

Thank you.

# Appendix A: Progress Toward Goals

Created Friday, July 26, 2013

Updated Wednesday, July 31, 2013

## Page 1

### 1. NEW YORK STATE REPORT CARD

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

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

<https://reportcards.nysed.gov/files/2011-12/RC-2012-331900860973.pdf>

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

#### 2a. ACADEMIC STUDENT PERFORMANCE GOALS

If the Progress Toward Charter Goals are based on student performance data that the school will not have access to by August 1, 2013 (e.g., the NYS Assessment results), please list goals and explain this in the "Progress Towards Attainment" column. This information can be updated for Appendix A when available but no later than November 1, 2013. Board of Regents-authorized charter schools that opened for instruction in the fall of 2012 or that were renewed in 2012-13 will be held to the same charter-specific academic goals. Board of Regents-authorized charter schools will also be held accountable to Student Performance Benchmark 1 of the Performance Framework.

#### 2012-13 Progress Toward Attainment of Academic Goals

	Academic Student Performance Goal	Measure Used to Evaluate Progress	2012-2013 Progress Toward Attainment	If Not Met, Describe Efforts to be Taken
Academic Goal 1	Each year, the percent of students performing at or above Level 3 on the State ELA exam in each tested grade will place in the top quartile of all similar schools.	NA	NA	NA
Academic Goal 2	Each year, the percent of students performing at or above Level 3 on the State Math exam in each tested grade will place in the top quartile of all similar schools.	NA	NA	NA
Academic Goal 3	Each year, 95% of all students enrolled during the course of the year will return the	Attendance records	97% retention	Met

	following September.			
Academic Goal 4	Each year the school will be deemed in "Good Standing" on the AYP.	State assessments	NA	NA
Academic Goal 5	Each year, the school will have an average daily student attendance rate of at least 95% as measured by the Automate The Schools (ATS) system.	Attendance records	92% Attendance	<p>Not Met</p> <p>Super storm Sandy and the subsequent Bus Strike at the beginning of the school year had an adverse effect on the school's attendance. Despite these challenges we only missed attendance goal by 3%.</p> <p>The current attendance policy requires Grade Advisors to call and follow up with parents when a student was absent. Additional office staff will also follow up with parents daily basis regarding their student's attendance. If absences persisted, a parent conference was requested. For the most part, the 92% attendance rate showed this procedure worked. In order to achieve 95% attendance, next year, the principal, Mr. Thompson, will closely monitor the attendance procedure and practice. Next school year the Grade Advisor will also play an active role in monitoring student attendance.</p>
Academic Goal 6	Each year at least 80% of participants (students, teachers, parents) will express satisfaction on the community surveys/evaluations as evidenced by neutral or positive responses on the survey.	<p>School generated survey</p> <p>NYC DOE Survey</p>	<p>64% of the parent responded to the NYC DOE Survey.</p> <p>32% of the staff responded to the NYC DOE Survey</p> <p>The schools is still developing an internal survey.</p>	The school will make every effort to ensure that 100% of the staff respond to the survey and 95% of our parents respond to the NYC DOE survey. We will continue work on creating our internal survey to measure satisfaction of all of our stake holders.
Academic Goal 7				
Academic Goal 8				

2a1. Do have more academic goals to add?

No

2a2. Do have more academic goals to add?

No

2b. ORGANIZATIONAL GOALS

2012-13 Progress Toward Attainment of Organizational Goals

	Organizational Goal	Measure Used to Evaluate Progress	2012-2013 Progress Toward Attainment	If Not Met, Describe Efforts to be Taken
Org Goal 1	The board will meet at least ten times a year	Minutes from meeting	Yes. The board met 12 times.	Met
Org Goal 2	Having one parent on the board of trustees	Board membership roster	Yes. Parent was assigned to the board.	Met
Org Goal 3				
Org Goal 4				
Org Goal 5				

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

No

2c. FINANCIAL GOALS

2012-13 Progress Toward Attainment of Financial Goals

	Financial Goals	Measure Used to Evaluate Progress	2012-2013 Progress Toward Attainment	If Not Met, Describe Efforts to be Taken
Financial Goal 1	Each year, student enrollment will be within 15% of full enrollment	Attendance records	Yes	Met
Financial Goal 2	The school will undergo an independent financial audit that will result in an unqualified opinion and no major finding	Independent Auditor's report	Yes	Met
Financial Goal 3	The school will operate on a balanced budget and maintain a stable cash flow	Annual Budget	Yes	Not Met  The school has made significant progress toward operating at a surplus. IMLCS is currently demonstrating an ability to create a strong reserve to support ongoing growth.
Financial Goal 4				
Financial Goal 5				

## Appendix C: Total Expenditures and Administrative Expenditures per Child

Total Expenses per pupil => \$ 2,464,219/189 pupil = 13,038.20

### Total Administrative expenditures per pupil

#### Administrative Salaries and Expenses

Salaries	\$367,100.00
Professional Fees	\$ 24,021.00
General Office	\$ 18,000.00
Telephone	\$ 2,000.00
<b>Total</b>	<b>\$ 411,121.00</b>

Total Administrative expenses per pupil=\$ 411,121.00/189 pupil= \$2,175.24

# Appendix E: Disclosure of Financial Interest Form

Created Wednesday, July 31, 2013

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## Page 1

331900860973 IMAGINE ME LEADERSHIP CS

An Appendix E: Disclosure of Financial Interest Form must be completed for each active Trustee who served on the charter school's Board of Trustees during the 2012-13 school year. Trustees are at times difficult to track down in the summer months. Trustees may complete and submit at their leisure (but before the deadline) their individual form at: <http://fluidsurveys.com/surveys/vickie-smith/appendix-e-disclosure-of-financial-interest-form/>.

Trustees who are technologically advanced may complete the survey using their smartphones or other mobile devices by downloading the this bar code link to the survey <http://fluidsurveys.com/account/surveys/210748/publish/qrcode/>. (Make sure you have the bar code application reader on your phone).

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

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

Thank you.

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

Yes

Thank you.

# Appendix F: BOT Membership Table

Created Wednesday, July 24, 2013

Updated Wednesday, July 31, 2013

## Page 1

331900860973 IMAGINE ME LEADERSHIP CS

### 1. Current Board Member Information

	Full Name of Individual Trustees	Position on Board (Officer or Rep).	Voting Member	Area of Expertise &/or Additional Role	Terms Served & Length (include date of election and expiration)	Committee affiliations
1	Pastor David K. Brawley	Chair/President	Yes	Fundraising	1 year per term/ 8/2009-6/2013	
2	David Aviles	Vice Chair/Vice President	Yes	Nonprofit, Finance	1 year per term/ 8/2009-6/2013	
3	Janice Chen	Treasurer	Yes	Legal, Finance	1 year per term/ 8/2011-6/2013	
4	Anne-Marie Hurt, Ph.D	Secretary	Yes	Education	1 year per term/ 8/2012-6/2013	
5	LaToya Kittrell	Parent Rep	Yes	Education	1 year per term/ 8/2012-6/2013	
6	Michael T. Smith	Member	Yes	Business	1 year per term/ 8/2012-6/2013	
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						

### 2. Total Number of Members Joining Board during the 2012-13 school year

3

### 3. Total Number of Members Departing the Board during the 2012-13 school year

4

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

13

5. How many times did the Board meet during the 2012-13 school year?

12

6. How many times will the Board meet during the 2013-14 school year?

12

Thank you.

## Recruitment and Retention

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

### **Retention**

IMCLCS has retained 97% of our student population for the 2013-2014 school year. While there are a number of factors that contribute to the success of our retention rate what stands out most are the faculty and staff who worked closely with parents on academic goal setting as well as providing enrichment activities during out of school time. In addition, IMLCS provides appropriate services for its special education population and English language learners. The School's objective is to have 99-100% retention and will work diligently to reach the goal by better parent engagement, assessing student needs, and retaining staff in an effort to build stronger stable relationships.

### **Enrollment and Recruitment**

IMCLCS conducted the following enrollment efforts for the 2013-2014 school year:

- In February 2013, IMLCS revised and distributed the Parent-Student Handbook to include enrollment and re-enrollment guidelines. In addition, phone blast and parent re-enrollment forms were distributed to all parents of current students.
- School Tours for parents and daycare center directors were held on three consecutive Thursdays during the Month of March 2013, along with individual tours by appointment.
- All brochures, posters and flyers were updated and distributed in daycare centers, youth facilities and public building where we had permission. In addition, recruitment ads were placed in local newspapers.
- IMLCS visited and provided on-site enrollment presentations to approximately 12 daycare centers in district 19 and 5 daycare centers outside of the district. Parents from IMLCS also participated in some of the presentations.
- IMLCS is on the New York City Charter School Center list of school, which also supported our recruitment efforts with an online application.
- On April 18, 2013 IMLCS conducted its annual lottery for incoming kindergarten students. Edgar James, CPA, administered the lottery. District 19 was given 70% of the seats and 30% of the seats went to those of outside the district. District 19 is a community plagued with poverty high high-school dropout rate, substance abuse, violence, unemployment, and underemployment. A good proportion of students from this district come with various disabilities, and our literature and school culture reflects our abilities to work cohesively with this population. There were 91 invited to participate in the lottery of the available 54 seats 39 went to district 19 and 19 out of district. The remainder were placed on a waiting list. IMLCS also maintained a waiting list for incoming students in grades 1 through 4, and we are currently enrolling students for those available seats.

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

Created Friday, July 26, 2013

<https://fluidsurveys.com/surveys/vickie-smith/appendix-e-disclosure-of-financial-interest-form/3fb9e9336ee15e239017fca4e1efe91>

## Page 1

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

1. Trustee Name:

*David Aviles*

2. Charter School Name:

*Imagine Me Leadership Charter School*

3. Charter Authorizer:

*NYC Department of Education*

4. \*Your Home Address:

4. \*Your Home Address: | Street Address

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

4. \*Your Home Address: | Zip

5. \*Your Business Address

5. \*Your Business Address | Street Address

5. \*Your Business Address | City/State

5. \*Your Business Address | Zip

6. \*Daytime Phone Number:

7. \*E-mail Address:

8. Select all positions you held on Board:

(check all that apply)

- Other, please specify...: CO/CHAIR

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

No

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

No

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

(No response)

13a. 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 held or engaged in with the charter school during the time you have served on the board, and in the six-month period prior to such service. If there has been no such financial interest or transaction, write None. Please note that if you answered Yes to Question 2-4 above, you need not disclose again your employment status, salary, etc.

	Date(s) of Transactions	Nature of Financial Interest/Transaction	Steps Taken to Avoid Conflict of Interest (e.g., did not vote, did not participate in discussion)	Name of Person Holding Interest and Relationship to You
1				
2				
3				
4				
5				

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

(No response)

14a. Identify each individual, business, corporation, union association, firm, partnership, committee proprietorship, franchise holding company, joint stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school and in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member or person living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school that is doing business with the school through a management or services agreement, please identify only the name of the organization, your position in the organization as well as the relationship between such organization and the school. If there was no financial interest, write None.

	Organization Conducting Business with the School	Nature of Business Conducted	Approximate Value of the Business Conducted	Name of Trustee and/or Immediate Family Member with Interest	Steps Taken to Avoid Conflict of Interest
1					
2					
3					
4					
5					

Signature of Trustee

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

Created Thursday, July 25, 2013

Updated Wednesday, July 31, 2013

<https://fluidsurveys.com/surveys/vickie-smith/appendix-e-disclosure-of-financial-interest-form/a1d1c7d44a681585d5eb54c34844c>

## Page 1

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

### 1. Trustee Name:

*David K. Brawley*

### 2. Charter School Name:

*Imagine Me Leadership Charter School*

### 3. Charter Authorizer:

*NYC Department of Education*

### 4. \*Your Home Address:

4. \*Your Home Address: | Street Address

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

4. \*Your Home Address: | Zip

### 5. \*Your Business Address

5. \*Your Business Address | Street Address

5. \*Your Business Address | City/State

5. \*Your Business Address | Zip

### 6. \*Daytime Phone Number:

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

### 8. Select all positions you held on Board:

(check all that apply)

- Chair/President

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

No

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

No

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

No

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

Yes

14a. Identify each individual, business, corporation, union association, firm, partnership, committee proprietorship, franchise holding company, joint stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school and in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member or person living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school that is doing business with the school through a management or services agreement, please identify only the name of the organization, your position in the organization as well as the relationship between such organization and the school. If there was no financial interest, write None.

	Organization Conducting Business with the School	Nature of Business Conducted	Approximate Value of the Business Conducted	Name of Trustee and/or Immediate Family Member with Interest	Steps Taken to Avoid Conflict of Interest
1	St. Paul Community Baptist Church and St. Paul Economic Development Corp. (EDC)	Church rental of school facility.	\$327,267	Rev. David K. Brawley is the Lead Pastor of St. Paul Community Baptist Church; Economic Development Corp. (EDC) is owned by St. Paul.	The EDC Manager oversees building and contracts of EDC tenants
2					
3					
4					
5					

Signature of Trustee

David R. Crawley

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

Created Friday, July 26, 2013

<https://fluidsurveys.com/surveys/vickie-smith/appendix-e-disclosure-of-financial-interest-form/6c90d22c758a0c5d481a7b06c9f07c>

## Page 1

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

1. Trustee Name:

*Janice Chen*

2. Charter School Name:

*Imagine Me Leadership Charter School*

3. Charter Authorizer:

*NYC Department of Education*

4. \*Your Home Address:

4. \*Your Home Address: | Street Address

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

4. \*Your Home Address: | Zip

5. \*Your Business Address

5. \*Your Business Address | Street Address

5. \*Your Business Address | City/State

5. \*Your Business Address | Zip

6. \*Daytime Phone Number:

7. \*E-mail Address:

8. Select all positions you held on Board:

(check all that apply)

- Treasurer

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

No

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

No

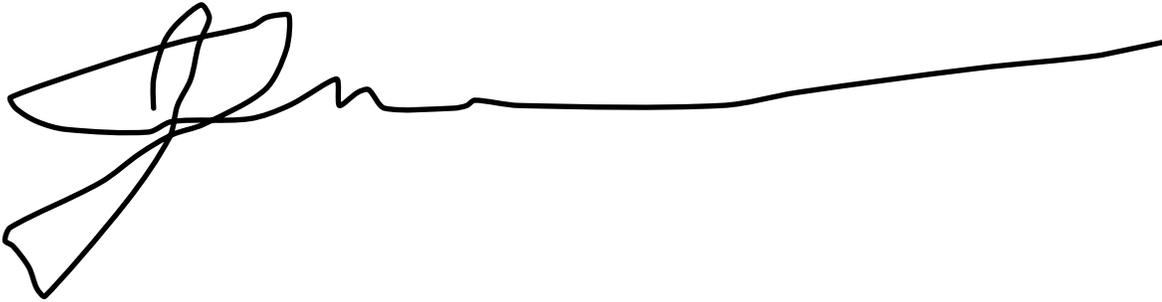
13. Have you or any of your immediate family members or any persons who live with you in your house had an interest in or engaged in a transaction with the charter school during the time you have served on the board, and in the six-month period prior to such service?

No

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

No

Signature of Trustee

A handwritten signature in black ink, consisting of a large, stylized initial 'J' followed by a long, horizontal, slightly wavy line that tapers to the right.

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

Created Thursday, July 25, 2013

<https://fluidsurveys.com/surveys/vickie-smith/appendix-e-disclosure-of-financial-interest-form/c9ec3eeb6ddd5bf86cc25a1ddef219>

## Page 1

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

### 1. Trustee Name:

*Ann-Marie Hurt*

### 2. Charter School Name:

*Imagine Me Leadership Charter School*

### 3. Charter Authorizer:

*NYC Department of Education*

### 4. \*Your Home Address:

4. \*Your Home Address: | Street Address

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

4. \*Your Home Address: | Zip

### 5. \*Your Business Address

5. \*Your Business Address | Street Address

5. \*Your Business Address | City/State

5. \*Your Business Address | Zip

### 6. \*Daytime Phone Number:

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

### 8. Select all positions you held on Board:

(check all that apply)

- Secretary

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• Other, please specify...: Academic Committee Chair

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

*No*

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

*No*

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

No

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

No

Signature of Trustee

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•  
•  
  
•  
•

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

Created Tuesday, July 30, 2013

<https://fluidsurveys.com/surveys/vickie-smith/appendix-e-disclosure-of-financial-interest-form/186f2139478a0ea45cd297f7e89850>

## Page 1

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

1. Trustee Name:

*LaToya Kittrell*

2. Charter School Name:

*Imagine Me Leadership Charter School*

3. Charter Authorizer:

*NYC Department of Education*

4. \*Your Home Address:

4. \*Your Home Address: | Street Address

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

4. \*Your Home Address: | Zip

5. \*Your Business Address

5. \*Your Business Address | Street Address

5. \*Your Business Address | City/State

5. \*Your Business Address | Zip

6. \*Daytime Phone Number:

7. \*E-mail Address:

8. Select all positions you held on Board:

(check all that apply)

*(No response)*

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

No

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

No

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

(No response)

13a. 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 held or engaged in with the charter school during the time you have served on the board, and in the six-month period prior to such service. If there has been no such financial interest or transaction, write None. Please note that if you answered Yes to Question 2-4 above, you need not disclose again your employment status, salary, etc.

	Date(s) of Transactions	Nature of Financial Interest/Transaction	Steps Taken to Avoid Conflict of Interest (e.g., did not vote, did not participate in discussion)	Name of Person Holding Interest and Relationship to You
1				
2				
3				
4				
5				

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

(No response)

14a. Identify each individual, business, corporation, union association, firm, partnership, committee proprietorship, franchise holding company, joint stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school and in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member or person living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school that is doing business with the school through a management or services agreement, please identify only the name of the organization, your position in the organization as well as the relationship between such organization and the school. If there was no financial interest, write None.

	Organization Conducting Business with the School	Nature of Business Conducted	Approximate Value of the Business Conducted	Name of Trustee and/or Immediate Family Member with Interest	Steps Taken to Avoid Conflict of Interest
1					
2					
3					
4					
5					

Signature of Trustee

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

Created Monday, July 29, 2013

<https://fluidsurveys.com/surveys/vickie-smith/appendix-e-disclosure-of-financial-interest-form/bd9f7cd0a03681d946b5048d3ff5b8>

## Page 1

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

1. Trustee Name:

*Michael Todd Smith*

2. Charter School Name:

*Imagine Me Leadership Charter School*

3. Charter Authorizer:

*NYC Department of Education*

4. \*Your Home Address:

4. \*Your Home Address: | Street Address

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

4. \*Your Home Address: | Zip

5. \*Your Business Address

5. \*Your Business Address | Street Address

5. \*Your Business Address | City/State

5. \*Your Business Address | Zip

6. \*Daytime Phone Number:

7. \*E-mail Address:

8. Select all positions you held on Board:

(check all that apply)

*(No response)*

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

No

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

No

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

No

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

No

Signature of Trustee

Three handwritten signatures in black ink. The first signature on the left is 'Michael', the middle one is 'D.', and the one on the right is 'Ami'.