

I. SCHOOL INFORMATION AND COVER PAGE

Created Tuesday, July 01, 2014

Updated Tuesday, September 09, 2014

Page 1

1. SCHOOL NAME

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

580602860032 RIVERHEAD CS

2. CHARTER AUTHORIZER

Regents-Authorized Charter School

3. DISTRICT / CSD OF LOCATION

Riverhead

4. SCHOOL INFORMATION

PRIMARY ADDRESS	PHONE NUMBER	FAX NUMBER	EMAIL ADDRESS
3685 Middle Country Road Calverton, NY 11933	631-369-5800	631-369-6687	

4a. PHONE CONTACT NUMBER FOR AFTER HOURS EMERGENCIES

Contact Name	Michelle Dalpiaz
Title	Director Operations/Finance
Emergency Phone Number (###-###-####)	

5. SCHOOL WEB ADDRESS (URL)

www.riverheadcharterschool.org

6. DATE OF INITIAL CHARTER

2001-09-01 00:00:00

7. DATE FIRST OPENED FOR INSTRUCTION

2001-09-01 00:00:00

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

(as reported on BEDS Day)

9. GRADES SERVED IN SCHOOL YEAR 2013-14

Check all that apply

 K

 1

 2

 3

 4

 5

 6

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

	Yes/No	Name of CMO/EMO
	No	

11. FACILITIES

Will the School maintain or operate multiple sites?

No, just one site.

12. SCHOOL SITES

Please list the sites where the school will operate in 2014-15.

	Physical Address	Phone Number	District/CSD	Grades Served at Site	School at Full Capacity at Site	Facilities Agreement
Site 1 (same as primary site)	3685 Middle Country Road Calverton, NY 11933	631-369-58 00	RIVERHEA D CSD	K - 8	No	Own

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

	Name	Work Phone	Alternate Phone	Email Address
School Leader	Raymond Ankrum	[REDACTED]	[REDACTED]	[REDACTED]
Operational Leader	Michelle Dalpiaz	[REDACTED]	[REDACTED]	[REDACTED]
Compliance Contact	Michelle Dalpiaz	[REDACTED]	[REDACTED]	[REDACTED]

13. Are the School sites co-located?

No

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

No

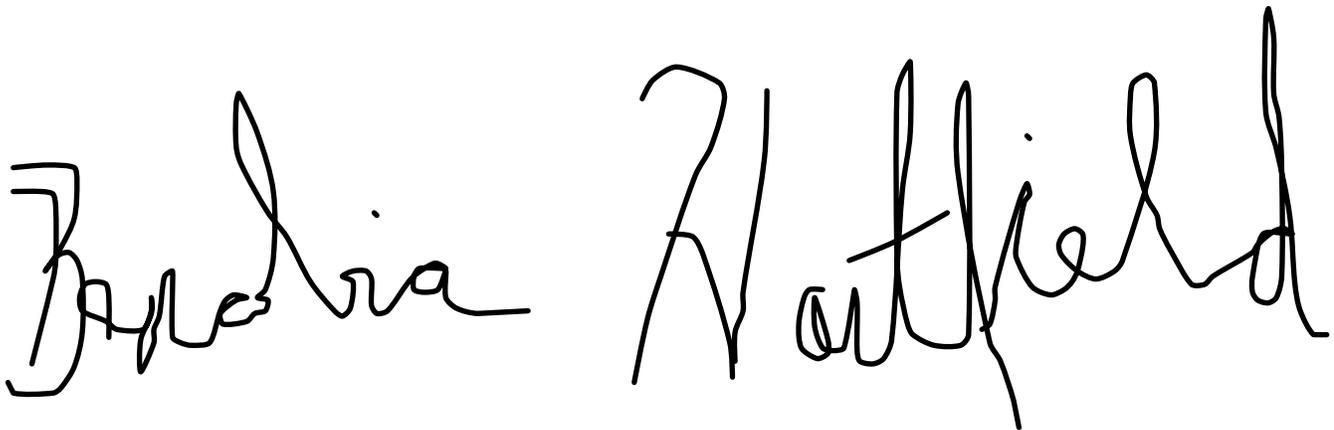
16. Our signatures below attest that all of the information contained herein is truthful and accurate and that this charter school is in compliance with all aspects of its charter, and with all pertinent Federal, State, and local laws, regulations, and rules. We understand that if any information in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

• Yes

Signature, Head of Charter School

A handwritten signature in black ink that reads "Roy J. Anderson, Sr." The signature is written in a cursive style with a large, sweeping initial 'R'.

Signature, President of the Board of Trustees

A handwritten signature in black ink that reads "Barbara Hatfield". The signature is written in a cursive style with a large, sweeping initial 'B'.

Thank you.

Appendix A: Progress Toward Goals

Created Tuesday, July 22, 2014

Updated Wednesday, July 23, 2014

Page 1

Charter School Name: 580602860032 RIVERHEAD CS

1. NEW YORK STATE REPORT CARD

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

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

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

2. APPENDIX A: PROGRESS TOWARD CHARTER GOALS

2a. ACADEMIC STUDENT PERFORMANCE GOALS

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

2013-14 Progress Toward Attainment of Academic Goals

	Academic Student Performance Goal	Measure Used to Evaluate Progress	2013-2014 Progress Toward Attainment	If Not Met, Describe Efforts to be Taken
Academic Goal 1	75% of students enrolled at RCS for at least 3 or more academic years will achieve proficiency in ELA	NYSTP results in grades 3,4,5,6,7. Dates of enrollment.	Data analysis to be completed upon receiving scores for the 13-14 NYSTP. Analysis to be completed by 11/1/14.	
Academic Goal 2	75% of students enrolled at RCS for at least 3 or more academic years will achieve proficiency in Math.	NYSTP results in grades 3,4,5,6,7. Dates of enrollment.	Data analysis to be completed upon receiving scores for the 13-14 NYSTP. Analysis to be completed by 11/1/14.	
Academic Goal 3	The percentage of students meeting or exceeding state standards in ELA who have been enrolled at RCS for at least 3 years will meet or exceed the % school district.	ELA results for RCS and RCSD, grades 3,4,5,6,7 and date of school enrollment.	Data analysis to be completed upon receiving scores for the 13-14 NYSTP. Analysis to be completed by 11/1/14.	
Academic Goal 4	The percentage of students meeting or exceeding state standards in Math who have been enrolled at RCS for at least 3 years will meet or exceed the % of students in Riverhead District.	Math results for RCS and RCSD grades 3,4,5,6 and date of school enrollment.	Data analysis to be completed upon receiving scores for the 13-14 NYSTP. Analysis to be completed by 11/1/14.	

2a1. Do have more academic goals to add?

No

2a2. Do have more academic goals to add?

No

2b. ORGANIZATIONAL GOALS

2013-14 Progress Toward Attainment of Organizational Goals

	Organizational Goal	Measure Used to Evaluate Progress	2013-14 Progress Toward Attainment	If Not Met, Describe Efforts to be Taken
Org Goal 1	To reach a maximum enrollment of 332 students and establish wait lists.	Enrollment Projections derived from completed applications and acceptance letters.	Met. First annual lottery held April 2013: 332 students were enrolled for the 13-14 school year with wait lists in grades K,1,2 and 6. Second annual lottery held April 2014 and 378 students enrolled for 14-15 school year with wait lists in every grade.	
Org Goal 2	Increase number of board members; add board members with expanded skill sets.	Board members applications, approvals by NYS, and appointments	Not Met. There were 8 board members with expanded skill sets at the start of the 13-14 school year. However at the end of the 13-14 school year, there were 4 board members (1 member voted off, 1 member's term not renewed, 2 resignations.)	The Board has been actively recruiting and vetting potential board candidates through the year. Ads were placed in newspapers serving both the south and north shores of Long Island and both counties. Ads were also placed on websites. Board approved 2 candidates in April and forwarded to NYSED for review. NYSED review pending.

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

No

2c. FINANCIAL GOALS

2013-14 Progress Toward Attainment of Financial Goals

	Financial Goals	Measure Used to Evaluate Progress	2013-2014 Progress Toward Attainment	If Not Met, Describe Efforts to be Taken
Financial Goal 1	Maintain Accounts Receivable Aging at less than 90 days	Calculation of average days for Collection	Met. RCS days for collection is 27 days.* Progress will be updated Nov 1 upon completion of annual audit.	
Financial Goal 2	Maintain strong Cash Reserves to prepare for Building Project.	Calculation of Days in Cash Reserve	Met. RCS Days in Cash Reserves is 431.8.* Progress will be updated Nov 1 upon completion of annual audit.	
Financial Goal 3	Maintain strong Liquidity Ratios to prepare for Building Project	Calculation of Liquidity Ratio	Met. Current Liquidity Ratio is 5.35.* Progress will be updated Nov 1 upon completion of annual audit.	

Appendix B: Total Expenditures and Administrative Expenditures per Child

Created Tuesday, July 22, 2014

Updated Wednesday, July 30, 2014

Page 1

Charter School Name: 580602860032 RIVERHEAD CS

B. Financial Information

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

1. Total Expenditures Per Child

To calculate 'Total Expenditures per Child' take total expenditures (from the unaudited 2013-14 Schedule of Functional Expenses) and divide by the count of students you reported on of BEDS Day. (Integers Only. No dollar signs or commas).

1. Total Expenditures Per Child Line 1: Total Expenditures	4214732
1. Total Expenditures Per Child Line 2: BEDS Day Pupil Count	295
1. Total Expenditures Per Child Line 3: Divide Line 1 by Line 2	14287

2. Administrative Expenditures per Child

To calculate 'Administrative Expenditures per Child' take the relevant portion from the 'personnel services cost' row and the 'management and general' column (from the unaudited 2013-14 Schedule of Functional Expenses) and divide by the BEDS per pupil count. The relevant portion that must be included in this calculation is defined as follows:

Administrative Expenditures: Administration and management of the charter school includes the activities and personnel of the offices of the chief school officers, the treasurer, the finance or business offices, the purchasing unit, the employee personnel offices, the records management offices, or a public information and services offices. It also includes those administrative and management services provided by other organizations or corporations on behalf of the charter school for which the charter school pays a fee or other compensation.

Please note the following:

Do not include the FTE of personnel dedicated to administration of the instructional programs.

Do not include Employee Benefit costs or expenditures in the above calculations.

A template for the Schedule of Functional Expenses is provided on page 21 of the 2012 Annual Report Guidelines to assist schools identify the categories of expenses needed to compute the two per pupil calculations. This template does not need to be completed or submitted on August 1st as it will be submitted November 1st as part of the audited financial statements. Therefore schools should use unaudited amounts for these per pupil calculations. (See the 2013-14 Annual Report Guidelines in "Resources" area of your portal task page).

To calculate 'Administrative Expenditures per Child' take the relevant portion from the 'personnel services cost' row and the 'management and general' column (from the 2013-14 Schedule of Functional Expenses) and divide by the count of students as of BEDS Day. (Integers Only. No dollar signs or commas).

To calculate 'Administrative Expenditures per Child' take the relevant portion from the 'personnel services cost' row and the 'management and general' column (from the 2013-14 Schedule of Functional Expenses) and divide by the count of students as of BEDS Day. (Integers Only. No dollar signs or commas). Line 1: Relevant Personnel Services Cost (Row)	451688
To calculate 'Administrative Expenditures per Child' take the relevant portion from the 'personnel services cost' row and the 'management and general' column (from the 2013-14 Schedule of Functional Expenses) and divide by the count of students as of BEDS Day. (Integers Only. No dollar signs or commas). Line 2: Management and General Cost (Column)	201719
To calculate 'Administrative Expenditures per Child' take the relevant portion from the 'personnel services cost' row and the 'management and general' column (from the 2013-14 Schedule of Functional Expenses) and divide by the count of students as of BEDS Day. (Integers Only. No dollar signs or commas). Line 3: Sum of Line 1 and Line 2	653407
To calculate 'Administrative Expenditures per Child' take the relevant portion from the 'personnel services cost' row and the 'management and general' column (from the 2013-14 Schedule of Functional Expenses) and divide by the count of students as of BEDS Day. (Integers Only. No dollar signs or commas). Line 4: BEDS Day Pupil Count	295
To calculate 'Administrative Expenditures per Child' take the relevant portion from the 'personnel services cost' row and the 'management and general' column (from the 2013-14 Schedule of Functional Expenses) and divide by the count of students as of BEDS Day. (Integers Only. No dollar signs or commas). Line 5: Divide Line 3 by the BEDS Day Pupil Count	2215

Thank you.



Financial Audit Supplemental Data Request Form

for Regents-Authorized Charter Schools

School Name: [Riverhead Charter School](#)

Date: [August 1, 2014](#)

School Fiscal Contact Name: [Michelle Dalpiaz](#)
School Fiscal Contact Email: [REDACTED]
School Fiscal Contact Phone: [REDACTED]
District of Location: [Riverhead, NY](#)
Authorizer: [SED](#)
Years of Operation: [13](#)
Facility: [Private](#)
Grades Currently Served: [K-7](#)
Planned Grades at Full Capacity: [K-8](#)
Enrollment: [295](#)
Max Enrollment: [332](#)
Year of Most Recent Data [2014](#)
School Fiscal Contact Phone: [631.369.5800 ext. 2240](#)

School Audit Firm Name: [Cerini & Associates](#)
School Audit Contact Name: [Ken Cerini](#)
School Audit Contact Email: kcerini@ceriniandassociates.com
School Audit Contact Phone: [631-868-1103](#)

Latest Audit Period (through June 30):	2014
Do Not Use this Box	Riverhead Charter School2014

FILL IN GRAY CELLS

Riverhead Charter School

STATEMENTS OF FINANCIAL POSITION

FOR THE YEARS ENDED JUNE 30,

	<u>2014</u>	<u>2013</u>
ASSETS		
CURRENT ASSETS		
Cash and cash equivalents	\$4,714,270	\$4,359,497
Grants and contracts receivable	64,850	60,426
Accounts receivables	277,471	276,095
Inventory	-	-
Prepaid Expenses	9,997	64,513
Contributions and other receivables	-	-
Other	59,426	59,256
TOTAL CURRENT ASSETS	\$5,126,014	\$4,819,787
OTHER ASSETS		
Investments	\$-	\$-
Property, Plant and Equipment, Net	11,929,572	3,467,054
Restricted Cash	9,803,955	75,346
OTHER ASSETS	\$21,733,527	\$3,542,400
TOTAL ASSETS	\$26,859,541	\$8,362,187
LIABILITIES AND NET ASSETS		
CURRENT LIABILITIES		
Accounts payable and accrued expenses	\$123,473	\$665,483
Accrued payroll and benefits	695,976	-
Refundable Advances	-	-
Dreferred Revenue	7,321	2,662
Current maturities of long-term debt	21,105,000	111,260
Short Term Debt - Bonds, Notes Payable	-	121,316
Other	-	-
TOTAL CURRENT LIABILITIES	\$21,931,770	\$900,721
LONG-TERM DEBT, net current maturities	\$-	\$3,151,306
TOTAL LIABILITIES	\$21,931,770	\$4,052,027
NET ASSETS		
Unrestricted	\$4,927,771	\$4,310,160
Temporarily restricted	-	-
TOTAL NET ASSETS	\$4,927,771	\$4,310,160
TOTAL LIABILITIES AND NET ASSETS	\$26,859,541	\$8,362,187

Check

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FILL IN GRAY CELLS

Riverhead Charter School
STATEMENTS OF ACTIVITIES
FOR THE YEARS ENDED JUNE 30,

	2014			2013
	Unrestricted	Temporarily Restricted	Total	Total
REVENUE, GAINS AND OTHER SUPPORT				
State & Local Operating Revenue	\$4,733,596	\$-	\$4,733,596	\$4,470,073
Federal - Title and IDEA	97,867	-	97,867	153,500
Federal - Other	-	-	-	-
State and City Grants	-	-	-	-
Contributions and private grants	-	-	-	-
After school revenue	-	-	-	-
Other	-	-	-	24,929
Food Service/Child Nutrition Program	<u>171,868</u>	<u>-</u>	<u>171,868</u>	<u>-</u>
TOTAL REVENUE, GAINS AND OTHER SUPPORT	\$5,003,331	\$-	\$5,003,331	\$4,648,502
EXPENSES				
Program Services				
Regular Education	\$3,511,808	\$-	\$3,511,808	\$3,232,188
Special Education	-	-	-	-
Other Programs	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Program Services	\$3,511,808	\$-	\$3,511,808	\$3,232,188
Supporting Services				
Management and general	\$702,923	\$-	\$702,923	\$598,652
Fundraising	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
TOTAL OPERATING EXPENSES	\$4,214,731	\$-	\$4,214,731	\$3,830,840
SURPLUS / (DEFICIT) FROM SCHOOL OPERATIONS	\$788,600	\$-	\$788,600	\$817,662
Contributions				
Foundations	\$-	\$-	\$-	\$-
Individuals	2,200	-	2,200	-
Corporations	-	-	-	-
Fundraising	16,731	-	16,731	-
Interest income	5,566	-	5,566	-
Miscellaneous income	5,746	-	5,746	-
Net assets released from restriction	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
TOTAL SUPPORT AND OTHER REVENUE	\$30,243	\$-	\$30,243	\$-
CHANGE IN NET ASSETS	\$818,843	\$-	\$818,843	\$817,662
NET ASSETS BEGINNING OF YEAR	\$4,310,160	\$-	\$4,310,160	\$3,492,498
PRIOR YEAR/PERIOD ADJUSTMENTS	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
NET ASSETS - END OF YEAR	\$5,129,003	\$-	\$5,129,003	\$4,310,160

New York State Education Department

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

Budget and Cash Flow Templates for the 2013 New Charter Applications

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

1	Complete ALL SIX tabs in BLUE
2	Enter information into the GRAY cells
3	Cells labeled in ORANGE contain guidance pertaining to that tab
4	Cells containing RED triangles in the upper right corner in columns B through G contain guidance on that particular item
5	Funding by School District information for all NYS School district is located on the State Aid website at https://stateaid.nysed.gov/charter/ . Refer to this website for per-pupil tuition funding for all school districts. Rows may be inserted in the worksheet to accommodate additional districts if necessary.
6	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 2014-2015

PROJECTED BUDGET FOR 2014-2015							Assumptions
July 1, 2014 to June 30, 2015							DESCRIPTION OF ASSUMPTIONS - Please note assumptions when applicable
Please Note: The student enrollment data is entered below in the Enrollment Section beginning in row 147. This will populate the data in row 9.							
	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL	
Total Revenue	4,792,768	580,855	-	-	27,357	5,400,980	
Total Expenses	3,614,666	916,715	-	-	526,660	5,058,041	
Net Income	1,178,102	(335,860)	-	-	(499,303)	342,939	
Actual Student Enrollment	306	29				-	
Total Paid Student Enrollment	306	29				335	
	PROGRAM SERVICES			SUPPORT SERVICES			
	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL	
REVENUE							
REVENUES FROM STATE SOURCES							
Per Pupil Revenue	CY Per Pupil Rate						
District of Location	\$14,900.00						
School District 2 (Enter Name)							
School District 3 (Enter Name)							
School District 4 (Enter Name)							
School District 5 (Enter Name)							
	4,559,400	432,100	-	-	-	4,991,500	
Special Education Revenue		94,014	-	-	-	94,014	
Grants							
Stimulus							
Other							
Other State Revenue							
TOTAL REVENUE FROM STATE SOURCES	4,559,400	526,114	-	-	-	5,085,514	
REVENUE FROM FEDERAL FUNDING							
IDEA Special Needs							
Title I	42,427	9,952	-	-	-	52,379	
Title Funding - Other	9,463	2,220	-	-	-	11,683	
School Food Service (Free Lunch)							
Grants							
Charter School Program (CSP) Planning & Implementation							
Other							
Other Federal Revenue	179,291	42,056	-	-	27,357	248,704	
TOTAL REVENUE FROM FEDERAL SOURCES	231,181	54,228	-	-	27,357	312,766	
LOCAL and OTHER REVENUE							
Contributions and Donations, Fundraising							
Erate Reimbursement							
Interest Income, Earnings on Investments,	2,187	513	-	-	-	2,700	
NYC-DYCD (Department of Youth and Community Developmt.)							
Food Service (Income from meals)							
Text Book							
Other Local Revenue							
TOTAL REVENUE FROM LOCAL and OTHER SOURCES	2,187	513	-	-	-	2,700	
TOTAL REVENUE	4,792,768	580,855	-	-	27,357	5,400,980	
EXPENSES							List exact titles and staff FTE's (Full time equivalent)
ADMINISTRATIVE STAFF PERSONNEL COSTS	No. of Positions						
Executive Management	1.00	118,929	-	-	29,732	148,661	
Instructional Management	-	-	-	-	-	-	
Deans, Directors & Coordinators	2.00	115,038	-	-	-	115,038	
CFO / Director of Finance	1.00	-	-	-	106,843	106,843	
Operation / Business Manager	1.00	-	-	-	35,000	35,000	
Administrative Staff	3.50	33,456	-	-	92,664	126,120	
TOTAL ADMINISTRATIVE STAFF	9	267,423	-	-	264,239	531,662	
INSTRUCTIONAL PERSONNEL COSTS							
Teachers - Regular	19.00	840,796	-	-	-	840,796	
Teachers - SPED	10.00	-	477,829	-	-	477,829	
Substitute Teachers	1.00	35,000	-	-	-	35,000	
Teaching Assistants	-	-	-	-	-	-	

Riverhead Charter School

PROJECTED BUDGET FOR 2014-2015

PROJECTED BUDGET FOR 2014-2015							Assumptions
July 1, 2014 to June 30, 2015							DESCRIPTION OF ASSUMPTIONS - Please note assumptions when applicable
Please Note: The student enrollment data is entered below in the Enrollment Section beginning in row 147. This will populate the data in row 9.							
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Net Income	1,178,102	(335,860)	-	-	(499,303)	342,939	
Actual Student Enrollment	306	29				-	
Total Paid Student Enrollment	306	29				335	
PROGRAM SERVICES							
	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL	
Specialty Teachers	11.50	527,467	-	-	-	527,467	
Aides	-	-	-	-	-	-	
Therapists & Counselors	1.00	42,500	-	-	-	42,500	
Other	-	-	-	-	-	-	
TOTAL INSTRUCTIONAL	43	1,445,763	477,829	-	-	1,923,592	
NON-INSTRUCTIONAL PERSONNEL COSTS							
Nurse	-	-	-	-	-	-	
Librarian	-	-	-	-	-	-	
Custodian	1.00	34,170	-	-	-	34,170	
Security	-	-	-	-	-	-	
Other	1.00	26,311	-	-	-	26,311	
TOTAL NON-INSTRUCTIONAL	2	60,481	-	-	-	60,481	
SUBTOTAL PERSONNEL SERVICE COSTS	53	1,773,667	477,829	-	264,239	2,515,735	
PAYROLL TAXES AND BENEFITS							
Payroll Taxes		202,198	54,473	-	-	30,123	286,794
Fringe / Employee Benefits		293,614	68,872	-	-	44,802	407,288
Retirement / Pension		323,215	75,816	-	-	49,318	448,349
TOTAL PAYROLL TAXES AND BENEFITS		819,027	199,161	-	-	124,243	1,142,431
TOTAL PERSONNEL SERVICE COSTS		2,592,694	676,990	-	-	388,482	3,658,166
CONTRACTED SERVICES							
Accounting / Audit		39,766	9,328	-	-	6,068	55,162
Legal		10,814	2,536	-	-	1,650	15,000
Management Company Fee		-	-	-	-	-	-
Nurse Services		-	-	-	-	-	-
Food Service / School Lunch		-	-	-	-	-	-
Payroll Services		4,941	1,159	-	-	754	6,854
Special Ed Services		-	-	-	-	-	-
Titelment Services (i.e. Title I)		-	-	-	-	-	-
Other Purchased / Professional / Consulting		17,844	4,186	-	-	2,723	24,753
TOTAL CONTRACTED SERVICES		73,365	17,209	-	-	11,195	101,769
SCHOOL OPERATIONS							
Board Expenses		-	-	-	-	13,000	13,000
Classroom / Teaching Supplies & Materials		24,621	5,775	-	-	-	30,396
Special Ed Supplies & Materials		-	-	-	-	-	-
Textbooks / Workbooks		-	-	-	-	-	-
Supplies & Materials other		14,175	3,325	-	-	-	17,500
Equipment / Furniture		13,233	3,105	-	-	2,019	18,357
Telephone		6,105	1,432	-	-	932	8,469
Technology		35,996	8,444	-	-	5,493	49,933
Student Testing & Assessment		3,402	798	-	-	-	4,200
Field Trips		3,645	855	-	-	-	4,500
Transportation (student)		179,091	42,009	-	-	-	221,100
Student Services - other		8,146	1,911	-	-	-	10,057
Office Expense		5,046	1,184	-	-	5,770	12,000
Staff Development		8,422	1,976	-	-	1,285	11,683
Staff Recruitment		1,081	254	-	-	165	1,500
Student Recruitment / Marketing		5,670	1,330	-	-	-	7,000
School Meals / Lunch		-	-	-	-	-	-
Travel (Staff)		360	85	-	-	55	500
Fundraising		-	-	-	-	-	-

Riverhead Charter School

PROJECTED BUDGET FOR 2014-2015

PROJECTED BUDGET FOR 2014-2015							Assumptions
July 1, 2014 to June 30, 2015							DESCRIPTION OF ASSUMPTIONS - Please note assumptions when applicable
Please Note: The student enrollment data is entered below in the Enrollment Section beginning in row 147. This will populate the data in row 9.							
	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL	
Total Revenue	4,792,768	580,855	-	-	27,357	5,400,980	
Total Expenses	3,614,666	916,715	-	-	526,660	5,058,041	
Net Income	1,178,102	(335,860)	-	-	(499,303)	342,939	
Actual Student Enrollment	306	29				-	
Total Paid Student Enrollment	306	29				335	
PROGRAM SERVICES				SUPPORT SERVICES			
	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL	
Other	4,724	1,108	-	-	1,389	7,221	
TOTAL SCHOOL OPERATIONS	313,717	73,591	-	-	30,108	417,416	
FACILITY OPERATION & MAINTENANCE							
Insurance	27,394	6,426	-	-	4,180	38,000	
Janitorial	89,334	20,955	-	-	13,630	123,919	
Building and Land Rent / Lease	275,744	64,681	-	-	42,075	382,500	
Repairs & Maintenance	11,859	2,781	-	-	1,810	16,450	
Equipment / Furniture	-	-	-	-	-	-	
Security	-	-	-	-	-	-	
Utilities	50,334	11,807	-	-	7,680	69,821	
TOTAL FACILITY OPERATION & MAINTENANCE	454,665	106,650	-	-	69,375	630,690	
DEPRECIATION & AMORTIZATION	180,225	42,275	-	-	27,500	250,000	
DISSOLUTION ESCROW & RESERVES / CONTINGENCY	-	-	-	-	-	-	
TOTAL EXPENSES	3,614,666	916,715	-	-	526,660	5,058,041	
NET INCOME	1,178,102	(335,860)	-	-	(499,303)	342,939	
ENROLLMENT - *School Districts Are Linked To Above Entries*	REGULAR EDUCATION	SPECIAL EDUCATION	TOTAL ENROLLED				
District of Location	306	29	335				
School District 2 (Enter Name)			-				
School District 3 (Enter Name)			-				
School District 4 (Enter Name)			-				
School District 5 (Enter Name)			-				
TOTAL ENROLLMENT	306	29	335				
REVENUE PER PUPIL	15,663	20,029	-				
EXPENSES PER PUPIL	11,813	31,611	-				

Appendix E: Disclosure of Financial Interest Form

Created Wednesday, July 30, 2014

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580602860032 RIVERHEAD 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 2013-14 school year. Trustees are at times difficult to track down in the summer months. Trustees may complete and submit at their leisure (but before the deadline) their individual form at:

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

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

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

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

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

Yes

Thank you.

Appendix F: BOT Membership Table

Created Monday, July 21, 2014

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580602860032 RIVERHEAD 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	Zenobia Hartfield	Chair/President	Yes	Law, HR	One 3 yr term; 2013-2016	Fundraising, Building
2	Emma Klimek	Vice Chair/Vice President	Yes	Education	One 3 yr term; 2012-2015	Compliance/P olicy
3	Harry Histan	Treasurer	Yes	Business Rep	Four 3 year terms beginning 2003; Current 2013-2016	Finance, Building
4	Susan Heintz	Secretary	Yes	Community Rep	Five # year terms beginning 2001; Current 2013-2016	Fundraising, Compliance/P olicy

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

0

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

4

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

9

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

17

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

12

Thank you.



REGULAR MEETING
RIVERHEAD CHARTER SCHOOL BOARD OF TRUSTEES MINUTES
DATE: July 9th, 2013

PLACE: Administration Building
Riverhead Charter School
Calverton, NY 11933

TIME: 6: 40 p.m.

MEMBERS PRESENT:

Ms. Zenobia Hartfield
Ms. Emma Klimek
Ms. Deborah Rutigliano
Mr. Harry Histan
Ms. Renee Harris-Thompson
Ms. Donna Bloxon
Ms. Angela Hughes-Johnson

MEMBERS ABSENT:

Mr. Susan Heintz

STAFF PRESENT:

Mrs. Lilla Debowski, Administrative Assistant/Board Clerk

OTHERS PRESENT:

PLEDGE

ADOPTION OF AGENDA: Trustee Ms. Angela Hughes-Johnson made a motion to adopt the agenda. Seconded by Trustee Ms. Emma Klimek. Carried 6/0/0.

APPROVAL OF CONSENT AGENDA (Includes Meeting Minutes):

Trustee Ms. Donna Bloxon made a motion to accept March 19th, 2013 meeting minutes contingent upon changes approved by the board. Seconded by Trustee Ms. Emma Klimek. Carried 6/0/0.

Trustee Ms. Deborah Rutigliano made a motion to accept June 11th, 2013 meeting minutes. Seconded by Trustee Ms. Emma Klimek. Carried 6/0/0.

PUBLIC COMMENT:

- Parent expressed interest in enrolling three children for the upcoming school year.

NEW BUSINESS:

- a) 2013-2014 Uniforms. Board reviewed Mr. Ankrum's new student uniform changes for the upcoming school year.

- b) National Charter School Conference. Trustee Ms. Zenobia Hartfield briefed the board on the conference recently held in Washington DC.
- c) Work Session Update. Trustee Ms. Renee Harris-Thompson briefed the board on the recent work session reporting that Trustee Ms. Emma Klimek will create a revised format for staffing report data requirements.

COMMMITEES REPORT:

- Fundraising Committee: Trustee Ms. Zenobia Hartfield reported that the committee was considering a silent auction to raise funds for the school.
- Building Committee: Trustee Ms. Deborah Rutigliano reported that the Building project schedule has fallen behind due o the Town's delay to approve the Building Permit. Trustee Rutigliano also reported that the general contractor is working to obtain the excavation permit which is necessary to breaking ground.
- Finance and Audit Committee: No report; meeting pending.
- Compliance/Policy Committee: Trustee Ms. Emma Klimek reported that the committee is reviewing policies that will be forwarded to the full board for review and approval.

DIRECTOR OF FINANCE REPORT: Submitted. (Report Attached)

EXECUTIVE SESSION::

Trustee Mr. Harry Histan made a motion to go in to the executive session at 7:50 PM.

Seconded by Trustee Ms. Angela Hughes-Johnson. Carried 6/0/0.

Trustee Ms. Angela Hughes-Johnson made a motion to leave executive session at 9:09 PM.

Seconded by Trustee Mr. Harry Histan. Carried 6/0/0.

RESOLUTIONS:

- Trustee Ms. Deborah Rutigliano made a motion to accept the changes to Ms. Michelle Dalpiaz contract and the board agrees to present it to her. Seconded by Trustee Ms. Deborah Rutigliano. Carried 6/0/0.
- Trustee Ms. Emma Klimek made a motion to accept the changes to Mr. Raymond Ankrum contract and the board agrees to present it to him. Seconded by Trustee Ms. Angela Hughes-Johnson. Carried 6/0/0.

ADJOURNMENT: Trustee Mr. Harry Histan made a motion to adjourn the board meeting @ 9:16PM. Seconded by Trustee Ms. Angela Hughes-Johnson. Carried 6/0/0.

Next Scheduled Meeting: Tuesday, August 13th @ 6:30PM

Respectfully submitted,

Lilla Debowski, Board Clerk

July 9th, 2013



REGULAR MEETING
RIVERHEAD CHARTER SCHOOL BOARD OF TRUSTEES MINUTES
DATE: August 13th, 2013

PLACE: Administration Building
Riverhead Charter School
Calverton, NY 11933

TIME: 6: 35 p.m.

MEMBERS PRESENT:

Ms. Zenobia Hartfield
Ms. Emma Klimek
Ms. Deborah Rutigliano
Ms. Renee Harris-Thompson
Ms. Donna Bloxon
Ms. Angela Hughes-Johnson

MEMBERS ABSENT:

Mr. Susan Heintz
Mr. Harry Histan

STAFF PRESENT:

Mr. Raymond Ankrum, Principal
Ms. Michelle Dalpiaz, Director of Operations
Mrs. Lilla Debowski, Administrative Assistant/Board Clerk

OTHERS PRESENT:

Ms. Cheryl Inguanta, Parent
Ms. Patricia Sidoo, Parent
Mr. Will Recce
Mr. Keith DeLucia

PLEDGE

APPROVAL OF CONSENT AGENDA (Includes Meeting Minutes):

Trustee Ms. Deborah Rutigliano made a motion to accept June 11th, 2013 meeting minutes..

Seconded by Trustee Ms. Angela Hughes-Johnson. Carried 5/0/0.

Trustee Ms. Deborah Rutigliano made a motion to accept June 16th, 2013 meeting minutes.

Seconded by Trustee Ms. Renee Harris-Thompson. Carried 5/0/0.

Trustee Ms. Emma Klimek made a motion to accept July 9th, 2013 meeting minutes. Seconded by Trustee Ms. Renee Harris-Thompson. Carried 5/0/0.

PUBLIC COMMENT:

Ms. Cheryl Inguanta, a parent at RCS, addressed the board with questions regarding the Board's responses to her previous written requests.

NEW AND OLD BUSINESS:

Building Update. Trustee, Ms. Deborah Rutigliano informed the board, that

August 13th, 2013

Capobianco, the general contractor for the building project, wants to increase their original bid on the project and will not be able to finish the project by the agreed completion date. Stalco, the second lowest bidder is willing to lower their bid \$50K and is able meet the schedule for the project (November 1, 2014 is the substantial move in date.)

See below for Resolutions.

Bond Closing. Trustee Ms. Rutigliano also informed the board that the closing is scheduled for August 30th and all pending contracts must be signed prior to closing. The board discussed the Due Diligence Questionnaire and proposal from Dissemination Agent.

See below for Resolution.

Governance: Trustee Ms. Renee Harris-Thompson briefed the board on governance items that need to be addressed and reviewed prior to being submitted with the charter renewal.

Fundraising Proposal: Trustee Ms. Zenobia Hartfield informed the board that Islanders Sales Manager Agent, Mr. Brian Hell, is willing to donate some paraphernalia for a silent auction. Our school choir/band is also invited to perform at the team's game.

PRINCIPAL REPORT: Mr. Ankrum informed the board that student test scores are in the process of being evaluated.

DIRECTOR OF FINANCE REPORT: Director of Operations Ms. Michelle Dalpiaz submitted report on key indicators including current projected enrollment, monthly cash balances and disbursements. (Report Attached)

EXECUTIVE SESSION::

Trustee Mr. Emma Klimek made a motion to go in to the executive session at 7:40 PM to discuss:

- Hiring/Firing Staff
- Parent Concerns
- Workplace Investigation
- Board Direction/Growth

Seconded by Trustee Ms. Renee Harris-Thompson. Carried 5/0/0.

Trustee Ms. Angela Hughes-Johnson made a motion to leave executive session at 10:21 PM. Seconded by Trustee Ms. Donna Bloxon. Carried 5/0/0.

RESOLUTIONS:

- Trustee Ms. Emma Klimek made a motion to rescind the original offer proposed to contractor Capobianco and will execute contract with Stalco Construction Inc. Seconded by Trustee Ms. Angela Hughes-Jonson. Carried 5/0/1.
- Trustee Ms. Emma Klimek made a motion to accept the proposal from US Bank to be the school dissemination agent for the building project. Seconded by Trustee Ms. Donna Bloxon. Carried 5/0/0

- Trustee Ms. Renee Harris-Thompson made a motion to go forward with the issuance of Federally Taxable Qualified School Construction Bonds in the amount of \$5,000,000 and Tax-Exempt Bonds in the amount of \$16,250,000. Seconded by Trustee Ms. Emma Klimek. Carried 5/0/0.
- Trustee Ms. Deborah Rutigliano made a motion to approve the payment of 14,125.00 to Ali Consulting, LLC. Seconded by Trustee Ms. Donna Bloxon. Carried 5/0/0.

ADJOURNMENT: Trustee Ms. Angela Hughes-Johnson made a motion to adjourn the board meeting @ 10:22PM. Seconded by Trustee Ms. Emma Klimek. Carried 5/0/0.

Next Scheduled Meeting: Saturday, August 17th @ 10:30 AM

Respectfully submitted,

Lilla Debowski, Board Clerk



MEETING – Working Session

RIVERHEAD CHARTER SCHOOL BOARD OF TRUSTEES MINUTES

DATE: August 17, 2013

PLACE: Administration Building
Riverhead Charter School
Calverton, NY 11933

TIME: 10:30 a.m.

MEMBERS PRESENT:

Ms. Deborah Rutigliano
Ms. Donna Bloxon
Ms. Renee Harris-Thompson
Ms. Zenobia Hartfield
Ms. Emma Klimek

MEMBERS ABSENT:

Ms. Susan Heintz
Mr. Harry Histan
Ms. Angela Hughes-Johnson

STAFF PRESENT:

OTHERS PRESENT:

Ms. Inguanta, Parent

Meeting came to order at 10:37am

PUBLIC COMMENT: None

OLD BUSINESS: None

DIRECTOR OF FINANCE REPORT: None

PRINCIPAL REPORT: None

EXECUTIVE SESSION: Trustee Ms. Zenobia Hartfield made a motion to go in to executive session to discuss Mrs. Cheryl Inguanta's concerns at 11:11am. Seconded by Renee Harris-Thompson. Carried 4/0/0.

Trustee Deborah Rutigliano made a motion to come out of executive session at 12:15pm. Seconded by Trustee Emma Klimek. Carried 4/0/0

August 17, 2013

NEW BUSINESS:

The board discussed and finalized the wording for the board oversight and governance section of the RCS charter renewal.

The board discussed and made changes to the boards By-laws version 4 dated June 2011. Changes were made to the boards reinstatement and removal of trustees clause, membership numbers, and the board removed language in J (Executive Committee)

The complaint policy language has been revised and agreed upon.

The board needs to have further conversation on our transportation policy. It has been requested that this policy be placed on the boards September agenda.

The board reviewed and agreed that the code of ethics policy would be revised by Deborah and the language agreed to would be inserted into the boards By-laws. Staff, parent and student code of ethics will be a separate document created by Raymond for the board to review.

Tabled code of conduct, save plan, and the technology plan.

It is being requested that Raymond re-sends to the board his part of the charter renewal. The board would like the entire document put together for final review before being submitted to the State.

ADJOURNMENT: Trustee Deborah Rutigliano made a motion to adjourn the meeting at 2:47pm. Seconded by Donna Bloxon. Carried 4/0/0.

RESOLUTIONS:

- Trustee Emma Klimek made a motion to approve RCS by-laws as amended. Seconded by Deborah Rutigliano. Carried 4/0/0
- Trustee Deborah Rutigliano made a motion to accept the complaint policy. Seconded by Donna Bloxon. Carried 4/0/0
- Trustee Deborah Rutigliano made a motion to approve the code of ethics for trustees with the changes that were agreed to. Seconded by Donna Bloxon. Carried 4/0/0.

Next Scheduled Meeting: @ PM

Respectfully submitted,

Renee Harris-Thompson, Board Secretary

August 17, 2013



SPECIAL MEETING
RIVERHEAD CHARTER SCHOOL BOARD OF TRUSTEES MINUTES
DATE: August 30th, 2013

PLACE: Administration Building
Riverhead Charter School
Calverton, NY 11933

TIME: 1:00 p.m.

MEMBERS PRESENT:

Ms. Zenobia Hartfield
Ms. Emma Klimek
Ms. Susan Heintz
Mr. Harry Histan
Ms. Deborah Rutigliano

MEMBERS ABSENT:

Ms. Donna Bloxon
Ms. Renee Harris-Thompson
Ms. Angela Hughes-Johnson

STAFF PRESENT:

Mr. Raymond Ankrum, Principal
Ms. Michelle Dalpiaz, Director of Operations and Finance
Ms. Lilla Debowski, Administrative Assistant/Board Clerk

PLEDGE

NEW BUSINESS:

Discussion of proposed material charter renewal revision for enrollment and charter renewal application.

PUBLIC COMMENT -None

RESOLUTIONS:

Trustee Ms. Susan Heinz made a motion to authorize the proposed material for the charter revision to increase the current approved maximum enrollment of 400 (projected to occur in 2015-2016) to a maximum enrollment of 434 students projected for 2018-2019, the final year of the proposed charter. Seconded by Trustee Ms. Emma Klimek. Carried 5/0/0.

Trustee Ms. Emma Klimek made a motion to approve the Charter Renewal Application for the next charter period, July 1, 2014 – June 30, 2019. Seconded by Trustee Ms. Susan Heintz. Carried 5/0/0.

ADJOURNMENT: – Trustee Mr. Harry Histan made a motion to adjourn the board meeting @ 1:10PM. Seconded by Trustee Ms. Susan Heintz. Carried 5/0/0.

Respectfully submitted,

Lilla Debowski, Board Clerk

August 30th, 2013



REGULAR MEETING

RIVERHEAD CHARTER SCHOOL BOARD OF TRUSTEES MINUTES

DATE: September 10th, 2013

PLACE: Administration Building
Riverhead Charter School
Calverton, NY 11933

TIME: 6: 41 p.m.

MEMBERS PRESENT:

Ms. Zenobia Hartfield
Ms. Deborah Rutigliano
Ms. Emma Klimek
Mr. Susan Heintz
Mr. Harry Histan

MEMBERS ABSENT:

Ms. Renee Harris-Thompson
Ms. Donna Bloxon
Ms. Angela Hughes-Johnson

STAFF PRESENT:

Mr. Raymond Ankrum, Principal
Ms. Michelle Dalpiaz, Director of Operations
Mrs. Lilla Debowski, Administrative Assistant/Board Clerk

OTHERS PRESENT:

Mr. Will Recce
Mr. Keith DeLucia
Ms. Karalisa Grundner

PLEDGE

APPROVAL OF CONSENT AGENDA (Includes Meeting Minutes):

Trustee Ms. Deborah Rutigliano made a motion to accept August 13th, 2013 meeting minutes..
Seconded by Trustee Ms. Susan Heintz. Carried 5/0/0.

Trustee Ms. Susan Heintz made a motion to accept August 17th, 2013 meeting minutes.
Seconded by Trustee Ms. Deborah Rutigliano. Carried 5/0/0.

PUBLIC COMMENT:

None.

FACILITY:

Building Project

Will Recce presented the board with proposals for Special Inspections and Testing and SWPP Inspector for the building project. **See below for Resolution.**

Ms. Karalisa Grundner, architect from BBS, made a presentation to the board on the interior finishes selected for the new school building (including paint, tile, flooring, countertops, carpet, lighting fixtures, etc). Ms. Grundner informed the board that the finishes will be installed at the Deluxe factory and the modulars would be shipped with the interior materials in place.

September 10th, 2013

PRINCIPAL REPORT: Mr. Ankrum briefed the board on:

- New Hires
- All classrooms being equipped with Common Core Textbooks for school year 2013-2014. Curriculum now aligned with common core.
- 8 days of comprehensive PD's that have been held for teachers before the beginning of new school year
- Quarterly Assessments such as Benchmarks and Fountas & Pinell, to measure students' performance
- Curriculum Mapping K-7
- New House Leaders

DIRECTOR OF FINANCE REPORT: Director of Operations Ms. Michelle Dalpiaz submitted report on key indicators including current projected enrollment, monthly cash balances and disbursements. (Report Attached)

EXECUTIVE SESSION::

Trustee Mr. Harry Hestand made a motion to go in to the executive session at 8:40 PM to discuss Employment Contract. Seconded by Trustee Ms. Susan Heintz. Carried 4/0/0.

Trustee Ms. Harry Hestand made a motion to leave executive session at 9:10 PM. Seconded by Trustee Ms. Susan Heintz. Carried 4/0/0.

RESOLUTIONS:

- Trustee Ms. Deborah Rutigliano made a motion accept the Deluxe Building Systems change order. Seconded by Trustee Ms. Susan Heintz. Carried 4/0/0.
- Trustee Ms. Susan Heintz made a motion to approve VHB Engineering, Surveying and Landscape Architecture, P.C. consultant's weekly rate of \$340 to perform a weekly inspection of Storm Water Pollution Prevention Plan (SWPPP). Seconded by Trustee Ms. Deborah Rutigliano. Carried 4/0/0
- Trustee Ms. Deborah Rutigliano made a motion to approve Municipal Testing to be RCS consultant for Special Inspections. Seconded by Trustee Ms. Susan Heintz. Carried 4/0/0.
- Trustee Ms. Deborah Rutigliano made a motion to remove Ms. Renee Harris-Thompson from Riverhead Charter School Board of Trustees for being unable and unwilling to perform the full board member responsibilities. Seconded by Trustee Mr. Harry Hestand. Carried 4/0/0.
- Trustee Ms. Deborah Rutigliano made a motion to accept the changes to Ms. Michelle Dalpiaz's contract. Seconded by Trustee Ms. Susan Heintz. Carried 4/0/0.
- Trustee Ms. Deborah Rutigliano made a motion to make the school leader a non-voting member of the board. Seconded by Trustee Ms. Susan Heintz. Carried 3/2/0.
- Trustee Ms. Deborah Rutigliano made a motion to make the school leader's title Executive Director. Seconded by Trustee Mr. Harry Hestand. Carried 4/0/0.
- Trustee Ms. Deborah Rutigliano made a motion to accept the changes to Mr. Raymond

Ankrum's contract. Seconded by Trustee Ms. Susan Heintz.

ADJOURNMENT: Trustee Mr. Harry Hestand made a motion to adjourn the board meeting @ 9:13PM. Seconded by Trustee Ms. Susan Heintz. Carried 4/0/0.

Next Scheduled Meeting: Tuesday, October 8th, 2013 @ 6:30PM

Respectfully submitted,

Lilla Debowski, Board Clerk

September 10th, 2013



REGULAR MEETING
RIVERHEAD CHARTER SCHOOL BOARD OF TRUSTEES MINUTES

DATE: October 8th, 2013

PLACE: Administration Bldg.
Riverhead Charter School
Calverton, NY 11933

TIME: 6:35 p.m.

MEMBERS PRESENT:

Ms. Zenobia Hartfield
Ms. Emma Klimek
Ms. Deborah Rutigliano
Mr. Harry Histan
Ms. Susan Heintz
Ms. Donna Bloxon
Ms. Angela Hughes-Johnson

MEMBERS ABSENT:

Ms. Renee Harris-Thompson

STAFF PRESENT:

Mrs. Michelle Dalpiaz, Director of Operations
Mr. Raymond Ankrum, Principal

OTHERS PRESENT:

Mrs. Hannah Cichy, Parent
Ms. Laurie Nigro, Parent
Mr. Keith DeLucia

PLEDGE

ADOPTION OF MINUTES:

Trustee Ms. Deborah Rutigliano made a motion to adopt the 8/13/13 minutes. Seconded by Trustee Emma Klimek. Carried 6/0/0.

Trustee Ms. Angela Hughes-Johnson made a motion to adopt the 8/13/13 minutes. Seconded by Trustee Ms. Deborah Rutigliano. Carried 6/0/0

PUBLIC COMMENT:

Parent, Mrs. Hannah Cichy is questioning why the uniform policy is so strict this year and why there is only 1 approved vendor.

ACADEMIC EXCELLENCE:

Mr. Ankrum reviewed his Principal's report with the Board.

FACILITY:

Ms. Dalpiaz brought an invoice to the board for 50% payment towards a required fence for the Board's approval. Ms. Dalpiaz also informed the board about the ground breaking ceremony that took place Thursday, October 3, 2013.

Mr. Keith DeLucia, from SCC, updated the Board on the building's progress.

FINANCE:

Ms. Dalpiaz reviewed the Director of Finance & Ops report.

GOVERNANCE:

Trustee Ms. Emma Klimek reviewed the board calendar she prepared and asked that the board and the school administration review it and bring back comments/changes.

Trustee Ms. Emma Klimek submitted a draft of principal expectations to the board and the school leader for review and comments/changes.

EXECUTIVE SESSION:

Trustee Ms. Angela Hughes-Johnson made a motion to go in to executive session to discuss a former employee and parental concerns at 7:16pm. Motion seconded by Trustee Ms. Emma Klimek. Carried 6/0/0.

Trustee Mr. Harry Histan made a motion to come out of executive session at 7:38pm. Motion seconded by Trustee Ms. Susan Heinz. Carried 6/0/0.

RESOLUTIONS:

1. Trustee Ms. Deborah Rutigliano made a motion to pay 50% of the \$7,900 invoice from 1998 Peconic, LLC for the fence needed between RCS and its neighbor. Seconded by Trustee Ms. Emma Klimek. Carried 6/0/0.
2. Trustee Ms. Donna Bloxon made a motion to table, until the next board meeting, all resolutions regarding renegotiation of administrative contracts. Seconded by Trustee Mr. Harry Histan. Carried 5/1/0.
3. Trustee Ms. Deborah Rutigliano made a motion to accept Deluxe's change order. Seconded by Trustee Ms. Susan Heinz. Carried 6/0/0.
4. Trustee Ms. Deborah Rutigliano made a motion to approve VHB Engineering, Surveying and Landscape Architecture PC as consultants at a weekly rate of \$340/week to perform Storm Water Pollution Prevention Plus (SWPPP) inspections. Seconded by Trustee Ms. Susan Heinz. Carried 6/0/0.
5. Trustee Ms. Deborah Rutigliano made a motion to approve Municipal Testing to be RCS' consultant for Special Inspections. Seconded by Trustee Ms. Susan Heinz. Carried 6/0/0.

Trustee Ms. Emma Klimek made a comment about the board clerk not being in attendance and asked that a back-up be put in place when the board clerk cannot attend.

ADJOURNMENT:

Trustee Ms. Susan Heinz made a motion to adjourn the board meeting at 8:11PM. Seconded by Trustee Ms. Donna Bloxon. Carried 6/0/0.

Respectfully submitted,

Deborah Rutigliano, Treasurer



SPECIAL MEETING
RIVERHEAD CHARTER SCHOOL BOARD OF TRUSTEES MINUTES
DATE: October 22nd, 2013

PLACE: North Building
Riverhead Charter School
Calverton, NY 11933

TIME: 6: 33 p.m.

MEMBERS PRESENT:

Ms. Zenobia Hartfield
Ms. Emma Klimek
Ms. Deborah Rutigliano
Ms. Susan Heintz
Ms. Donna Bloxon
Ms. Renee Harris-Thompson
Mr. Harry Histan

MEMBERS ABSENT:

Ms. Angela Hughes-Johnson

STAFF PRESENT:

Mrs. Michelle Dalpiaz, Director of Operations and Finance
Mrs. Lilla Debowski, Administrative Assistant/Board Clerk

OTHERS PRESENT:

Ken Cerini

PLEDGE

PUBLIC COMMENT: None

NEW BUSINESS:

1. Mr. Ken Cerini, an external auditor for Riverhead Charter School, has presented to the board the Annual Independent Auditor's Report.

Trustee Ms. Renee Harris Thompson enters the meeting at 6:48 PM.

2. Ms. Dalpiaz presented an invoice to the board for a Builders Risk Insurance Policy, totaling to \$21,383. See Resolutions.

EXECUTIVE SESSION: Trustee Ms. Deborah Rutigliano made a motion to go in to executive session @ 7:05 PM to discuss the personnel matters. Motion seconded by Trustee Ms. Emma Klimek. Carried 6/0/0.

Trustee Mr. Harry Histan made a motion to leave executive session @ 8:03 PM. Seconded by Trustee Ms. Emma Klimek. Carried 6/0/0.

RESOLUTIONS:

- Trustee Ms. Deborah Rutigliano made a motion to accept the Audited Financial Statements and Independent Auditor's Report for the Years ended June 30, 2013 and 2012. Seconded by Trustee Ms. Donna Bloxon. Carried 6/0/0.
- Trustee Ms. Susan Heintz made a motion to pay the entire \$21,383 for Builder's Risk Insurance Policy in quarterly installments totaling to \$5,345 per installment. Seconded by Trustee Ms. Deborah Rutigliano, Carried 6/0/0.
- Trustee Ms. Susan Heintz made a motion to hire the Alpha Group to investigate the allegations against an RCS employee. Seconded by Trustee Mr. Harry Hestand. Carried 6/0/0.
- Trustee Ms. Susan Heintz made a motion to hire Sima Ali to investigate the whistle blower allegation. Seconded by Trustee Mr. Harry Hestand. Carried 4/0/2.
- Trustee Ms. Donna Bloxon made a motion to hire an attorney to attend every board meeting, not as a member, but as consultant to ensure that the board is adhering to all laws. Seconded by Trustee Ms. Renee Harris-Thompson. Failed 2/4/0.

ADJOURNMENT: Trustee Mr. Harry Hestand made a motion to adjourn the board meeting 8:19 PM. Seconded by Trustee Ms. Donna Bloxon. Carried 6/0/0.

Next Scheduled Meeting, November 12, 2013.

Respectfully submitted,

Lilla Debowski, Board Clerk



REGULAR MEETING
RIVERHEAD CHARTER SCHOOL BOARD OF TRUSTEES MINUTES
DATE: November 12th, 2013

PLACE: North Building
Riverhead Charter School
Calverton, NY 11933

TIME: 6:36 p.m.

MEMBERS PRESENT:

Ms. Zenobia Hartfield
Ms. Emma Klimek
Ms. Deborah Rutigliano
Ms. Renee Harris-Thompson
Mr. Susan Heintz
Mr. Harry Histan
Ms. Donna Bloxon
Ms. Angela Hughes-Johnson

MEMBERS ABSENT:

STAFF PRESENT:

Mr. Raymond Ankrum, Principal
Mrs. Lilla Debowski, Administrative Assistant/Board Clerk

OTHERS PRESENT:

PLEDGE

APPROVAL OF CONSENT AGENDA (Includes Meeting Minutes):

Trustee Ms. Deborah Rutigliano made a motion to accept August 30th, 2013 meeting minutes..
Seconded by Trustee Ms. Emma Klimek. Carried 7/0/0.

Trustee Ms. Angela Hughes-Johnson made a motion to accept October 8th, 2013 meeting
minutes. Seconded by Trustee Ms. Emma Klimek. Carried 7/0/0.

Trustee Ms. Susan Heintz made a motion to accept October 22nd, 2013 meeting minutes.
Seconded by Trustee Ms. Deborah Rutigliano. Carried 7/0/0.

PUBLIC COMMENT:

None.

November 12, 2013

PRINCIPAL'S REPORT: Executive Director & Principal, Mr. Raymond Ankrum submitted a report on:

- Upcoming events at RCS (Parent Conferences, Book Fair, etc.)
- Students Suspensions
- New hires, Staff resignation and Staff Promotions
- Annual Surveys

The Board requested a report highlighting student withdrawal data from the past two years.

DIRECTOR OF FINANCE REPORT: Submitted (Report Attached)

FINANCIAL STATEMENT REVIEW: Trustee Ms. Deborah Rutigliano submitted Finance Committee meeting minutes and reviewed RCS Cash Flows, Profits & Loss reports with the board..

The Board also reviewed and approved Form 990, for the tax year July 2012-June 2013, prepared for Riverhead Charter School by Cerini & Associates. (See Resolutions Below)

GOVERNANCE: Draft updates of the annual board calendar were reviewed and discussed.

Final Draft to be submitted for approval at December meeting.

Board members discussed recruiting strategy for additional board members. The board agreed to advertise in local and business media.

EXECUTIVE SESSION::

Trustee Mr. Harry Histan made a motion to go in to the executive session at 8:13 PM to discuss parental concerns, investigations and New York State Site Visit. Seconded by Trustee Ms. Susan Heintz. Carried 6/0/0

Trustee Mr. Harry Histan made a motion to leave executive session at 9:02 PM. Seconded by Trustee Susan Heintz. Carried 6/0/0.

RESOLUTIONS:

- Trustee Ms. Deborah Rutigliano made a motion to accept Form 990, for tax year July 2012-June 2013, prepared for Riverhead Charter School by Cerini & Associates. Seconded by Trustee Ms. Emma Klimek. Carried 7/0/0.
- Trustee Ms. Deborah Rutigliano made a motion for board review of cumulative board member attendance. If a member is found to have more than agreed upon allowable absences, that member will receive official notification from the board that they will be removed from the board if he/she misses another meeting. Seconded by Trustee Mr. Harry Histan. Carried 7/0/0.
- Trustee Ms. Deborah Rutigliano made a motion to remove Trustee Ms. Donna Bloxon from RCS Board of Trustees. Ms. Bloxon was brought on the board to serve as a Parent Representative however her child did not return to RCS for this school year. Seconded by Trustee Ms. Susan Heintz. Carried 4/3/1.

ADJOURNMENT: Trustee Mr. Harry Histan made a motion to adjourn the board meeting @

9:03 PM. Seconded by Trustee Ms. Emma Klimek, Carried 6/0/0.

Next Scheduled Meeting: Tuesday, December 10, 2013 @ 6:30PM

Respectfully submitted,

Lilla Debowski, Board Clerk

November 12, 2013



REGULAR MEETING
RIVERHEAD CHARTER SCHOOL BOARD OF TRUSTEES MINUTES-DRAFT
DATE: December 11th, 2013

PLACE: North Building
Riverhead Charter School
Calverton, NY 11933

TIME: 6: 45 p.m.

MEMBERS PRESENT:

Ms. Zenobia Hartfield
Ms. Susan Heintz
Mr. Harry Histan
Ms. Emma Klimek
Ms. Deborah Rutigliano

MEMBERS ABSENT:

Ms. Renee Harris-Thompson
Ms. Angela Hughes-Johnson

STAFF PRESENT:

Mr. Raymond Ankrum, Principal

OTHERS PRESENT:

PLEDGE

APPROVAL OF CONSENT AGENDA: Trustee Ms. Susan Heintz made a motion to adopt the agenda. Seconded by Trustee Ms. Emma Klimek. Carried 4/0/0.

PUBLIC COMMENT: None

ACADEMIC EXCELLENCE:

Mr. Ankrum presented his Principal's Report, reviewing the school's suspension report, staff changes, staff professional development, staff visits to other high performing charter schools and a revised teacher salary schedule.

The new salary schedule will bring the school's teacher salary more in line with the surrounding area districts. It also included comparisons between RCS and other district salaries. Discussion was regarding the schedule and its feasibility. It was decided that the schedule would be brought back to the Finance Committee to see the effect on the five year budget projection.

Mr. Ankrum reported on his recruitment plan for the school, including a television commercial and pre-school presentation at schools throughout the school's sending districts.

Mr. Ankrum also invited the board to the school's winter concert to be held 12/19/13 at 7:30PM at Riverhead High School.

GOVERNANCE:

Trustee Emma Klimek presented the revised annual board calendar along with a list of suggestions to modify the proposed Board calendar. All the suggestions were reviewed and either added to the calendar or tabled for further discussion. Emma will revise the approved

December 11th, 2013

calendar and distribute it to the board and administration.

Trustee Ms. Zenobia Hartfield presented 6 resumes for potential board members. 3 resumes were for the open parent representative seat and 3 for ninth board seat. Terms and interviews were discussed and it was decided to schedule the interviews for the January meeting.

The board reviewed the draft of the NYS Renewal report and developed responses to the state finding. It will be submitted to NYS by the end of this week.

Trustee Emma Klimek began a discussion regarding the Principal Evaluation Tool to be used and Principal goals. Emma will look at NYS evaluation tools, pick 3 tools and distribute them along with the evaluation tool developed by Trustee Renee Harris-Thompson and the proposed Principal goals to the board for discussion at January's meeting.

Trustee Susan Heintz revisited the discussion of the Principal and Director of Finance employment contract and the school leader title. The board decided to present the latest version of the contracts to the employee and to revise the school leader's title.

FINANCE:

The Director of Operations Report which reports on key indicators including current projected enrollment, monthly cash balances and disbursements was reviewed by the board.

EXECUTIVE SESSION: Trustee Mr. Harry Hestand made a motion to go in to executive session to discuss a personnel employment issue at 7:56pm. Motion seconded by Trustee Ms. Susan Heintz. Carried 4/0/0.

Trustee Mr. Harry Hestand made a motion to leave executive session @ 8:31PM. Seconded by Trustee Ms. Zenobia Hartfield. Carried 4/0/0.

RESOLUTIONS:

Trustee Ms. Deborah Rutigliano made a motion to accept the annual board calendar with the changes as discussed. Seconded by Trustee Mr. Harry Hestand. Carried 4/0/0.

Trustee Ms. Emma Klimek made a motion to accept the latest version of the contracts for the Director of Finance and the Principal. Seconded by Trustee Ms. Susan Heintz. Carried 4/0/0.

Trustee Emma Klimek made a motion to establish the title of Executive Director/Principal as the official title of the school leader of the Riverhead Charter School. Seconded by Trustee Ms. Susan Heintz. Carried 4/0/0.

ADJOURNMENT: Trustee Mr. Harry Hestand made a motion to adjourn the board meeting @ 9:17PM. Seconded by Trustee Ms. Susan Heintz. Carried 4/0/0.

Next Scheduled Meeting: Tuesday, January 14th, 2014

Respectfully submitted,

Deborah Rutigliano, Treasurer

December 11th, 2013



REGULAR MEETING
RIVERHEAD CHARTER SCHOOL BOARD OF TRUSTEES MINUTES
DATE: January 14th, 2013

PLACE: North Building
Riverhead Charter School
Calverton, NY 11933

TIME: 6:36 p.m.

MEMBERS PRESENT:

Ms. Zenobia Hartfield
Ms. Emma Klimek
Ms. Deborah Rutigliano
Ms. Renee Harris-Thompson
Mr. Susan Heintz
Mr. Harry Histan

MEMBERS ABSENT:

Ms. Angela Hughes-Johnson

STAFF PRESENT:

Mr. Raymond Ankrum, Principal
Mrs. Michelle Dalpiaz, Dir. of Finance and Operations
Mrs. Lilla Debowski, Administrative Assistant/Board Clerk

OTHERS PRESENT:

Mr. Will Recce
Mr. Keith DeLucia
Ms. Filosa, Board Interview
Mr. Coates, Board Interview
Ms. Vilfort, Board Interview

PLEDGE

APPROVAL OF CONSENT AGENDA (Includes Meeting Minutes):

Trustee Ms. Emma Klimek made a motion to accept December 11th meeting minutes..
Seconded by Trustee Ms. Susan Heintz. Carried 5/0/0.

PUBLIC COMMENT:

None

FACILITY

Mr. Recce reviewed a written report with the Board on Building Project progress which included the installation of underground utilities and perimeter concrete panels. The report also includes a to date payment schedule to contractors.

DIRECTOR OF FINANCE REPORT: Director of Operations Ms. Michelle Dalpiaz submitted report on key indicators including current projected enrollment, monthly cash balances and

January 14, 2014

disbursements. (Report Attached) Ms. Dalpiaz also reported on enrollment kick off for next year including new online student admission application submissions, intent to return tallies and advertising campaign (print ads, radio and cable television commercials).

GOVERNANCE:

- Board Calendar. The Board reviewed and briefly discussed the new calendar.
- Board Interviews. Ms. Hartfield updated the board on times of scheduled interviews noting that two interviewees cancelled.

At 7:15 PM Board conducted an interview for board trustee with Mr. Anthony Coates.

At 7:45 Board conducted an interview for board trustee with Ms. Vivianne Vilfort, followed by an interview for board trustee with Ms. Linda Filosa at 8:20 PM.

- New York State Visit. The board agreed that a formal response to the state visit will be prepared before the end of the week.

PRINCIPAL'S REPORT: Executive Director & Principal, Mr. Raymond Ankrum submitted a report which included:

- Suspensions by month
- Recap of winter concert
- New hires
- Student recruitment
- Annual surveys

EXECUTIVE SESSION::

Trustee Mr. Harry Histan made a motion to go in to the executive session at 8:42 PM to discuss grievance and contract. Seconded by Trustee Ms. Deborah Rutigliano. Carried 5/0/0

Trustee Mr. Harry Histan made a motion to leave executive session at 9:37 PM. Seconded by Trustee Ms. Deborah Rutigliano. Carried 5/0/0.

RESOLUTIONS:

Trustee Ms. Deborah Rutigliano made the motion to approve the 2012-2013 contract for Ms. Michelle Dalpiaz. Seconded by Susan Heinz. 3/2/0.

ADJOURNMENT: Trustee Mr. Harry Histan made a motion to adjourn the board meeting @ 10:02 PM. Seconded by Trustee Ms. Deborah Rutigliano. Carried 5/0/0.

Next Scheduled Meeting: Tuesday, January 21, 2013 @ 5:00PM

Respectfully submitted,

Lilla Debowski, Board Clerk

January 14, 2014



SPECIAL MEETING
RIVERHEAD CHARTER SCHOOL BOARD OF TRUSTEES MINUTES
DATE: January 23rd, 2014

PLACE: Administration Building
Riverhead Charter School
Calverton, NY 11933

TIME: 5:22 p.m.

MEMBERS PRESENT:

Ms. Zenobia Hartfield
Ms. Emma Klimek
Ms. Renee Harris-Thompson
Mr. Susan Heintz

MEMBERS ABSENT:

Ms. Angela Hughes-Johnson
Mr. Harry Histan
Ms. Deborah Rutigliano

STAFF PRESENT:

Mr. Raymond Ankrum, Principal
Mrs. Lilla Debowski, Administrative Assistant/Board Clerk

OTHERS PRESENT:

PLEDGE

PUBLIC COMMENT:

None

GOVERNANCE:

Trustee Susan Heintz Enters the meeting at 6:03 PM.

- Principal/Executive Director Goals. The Board reviewed and discussed the 2013-2014 Principal's Goals. After discussion and inclusion of suggested changes, the board members approved the goals. See Resolutions.
- Principal's Rubrics. The Board agreed to use sections from both Marshall's and Multidimensional Rubrics as a guide to create its own Principal's Rubrics. The Board will also review previously created Rubrics.
- New York State Visit. The Board reviewed and discussed the Formal Response to the 2013-2014 Renewal Site Visit Report.

OTHER BUSINESS:

- Invoices. Trustee Ms. Zenobia Hartfield presented the board with unpaid invoices from Sima Ali Consulting Group LLC. and Alpha Group. See Resolutions.

January 23, 2014

EXECUTIVE SESSION::

Trustee Ms. Susan Heintz made a motion to go in to the executive session at 7:05 PM to discuss grievance and contracts. Seconded by Trustee Ms. Emma Klimek. Carried 4/0/0

Trustee Ms. Susan Heintz made a motion to end the executive session at 8:20PM. Seconded by Trustee Ms. Emma Klimek. Carried 4/0/0.

RESOLUTIONS:

Trustee Ms. Emma Klimek made the motion pay Sima Ali Consulting Group LLC. in the amount of \$6,737.50 Seconded by Trustee Ms. Susan Heinz. Carried 4/0/0.

Trustee Ms. Susan Heintz made the motion to pay the Alpha Group in the amount of \$5,000.00. Seconded by Trustee Ms. Emma Klimek. Carried 4/0/0.

Trustee Ms. Susan Heintz made the motion to accept the agreed on 2013-2014 Principal Goals (#1, 2, 3 partial 4 and 5). Seconded by Trustee Emma Klimek. Carried 4/0/0.

Trustee Ms. Susan Heintz to approve the principal bonus in the amount of \$5,000.00. Seconded by Trustee Ms. Emma Klimek. Carried 3/1/0.

ADJOURNMENT: Trustee Ms., Susan Heintz made a motion to adjourn the board meeting @ 8:23 PM. Seconded by Trustee Ms. Emma Klimek. Carried 4/0/0.

Next Scheduled Meeting: Tuesday, February 11th, 2014 @ 6:30PM

Respectfully submitted,

Lilla Debowski, Board Clerk

January 23, 2014



REGULAR MEETING
RIVERHEAD CHARTER SCHOOL BOARD OF TRUSTEES MINUTES

DATE: February 11th, 2014

PLACE: Administration Building
Riverhead Charter School
Calverton, NY 11933

TIME: 6:40 p.m.

MEMBERS PRESENT:

Ms. Zenobia Hartfield
Ms. Emma Klimek
Ms. Deborah Rutigliano
Ms. Renee Harris-Thompson
Mr. Susan Heintz
Mr. Harry Histan
Ms. Angela Hughes-Johnson

MEMBERS ABSENT:

STAFF PRESENT:

Mr. Raymond Ankrum, Principal
Mrs. Michelle Dalpiaz, Dir. of Finance and Operations
Mrs. Lilla Debowski, Administrative Assistant/Board Clerk

OTHERS PRESENT:

Mr. Scott Wurm, 7th gr Teacher
Mr. Robert Cook, PE Teacher
Ms. Jennifer Cook, 4th gr Teacher
Ms. Jennifer Borst, 3rd gr Teacher
Ms. Laura Arcuri, 1st gr Teacher
Ms. Lindsay Davis, 1st gr Teacher
Ms. Rios, Board Interview
Ms. Hanauer, Board Interviewee

PLEDGE

Susan Heintz enters the meeting at 6:42PM

APPROVAL OF CONSENT AGENDA (Includes Meeting Minutes):

Trustee Ms. Deborah Rutigliano made a motion to accept January 14th meeting minutes.

Seconded by Trustee Ms. Emma Klimek. Carried 5/0/0.

Trustee Ms. Angela Hughes-Johnson made a motion to accept November 12th meeting minutes.

Seconded by Trustee Ms. Deborah Rutigliano. Carried 5/0/0.

Harry Histan enters the meeting at 6:47 PM

PUBLIC COMMENT:

Mr. Scott Wurm, 7th grade teacher representing the leadership team at RCS, came in front of the

February 11th, 2014

board expressing its support toward our principal Mr. Ankrum. (Letter Attached)

DIRECTOR OF FINANCE REPORT: Director of Operations Ms. Michelle Dalpiaz submitted report on key indicators including current projected enrollment, monthly cash balances and disbursements. Ms. Dalpiaz also presented the 2nd quarter financial report. (Reports Attached)

FACILITY: Project Status submitted. Snowy weather has impacted work; Project is still projected on budget and on schedule

EXECUTIVE SESSION:

Trustee Mr. Harry Hestand made a motion to go in to the executive session at 7:00 PM. Seconded by Trustee Ms. Angela Hughes-Johnson. Carried 6/0/0

Trustee Mr. Harry Hestand made a motion to leave executive session at 7:52 PM. Seconded by Trustee Ms. Angela Hughes-Johnson. Carried 6/0/0.

GOVERNANCE:

Board Interviews.

At 8:00 PM Board conducted an interview for board trustee with Ms. Milagros Rios followed by an interview for board trustee with Ms. Julie Hanauer at 8:30 PM.

Principal Rubrics.

The Board discussed pros and cons of contracting an external unbiased administrator to facilitate Principal evaluation for the 2014-2015 school year.

PRINCIPAL'S REPORT: Report Submitted.

RESOLUTIONS:

Trustee Ms. Deborah Rutigliano made the motion to uphold the Principal's decision to terminate Ms. Jackie Scoglio-Walsh. Seconded by Trustee Ms. Emma Klimek. 6/0/0.

Trustee Ms. Angela Hughes-Johnson made a motion to adopt Kim Marshall's Principal Rubrics with revisions to be made by Policy Committee, unless the blended rubrics that contain Multidimensional and Marshall's Rubrics can be located. Seconded by Trustee Ms. Deborah Rutigliano. Carried 4/2/0.

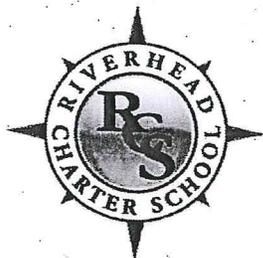
ADJOURNMENT: Trustee Mr. Harry Hestand made a motion to adjourn the board meeting @ 9:09 PM. Seconded by Trustee Ms. Emma Klimek. Carried 5/0/0.

Next Scheduled Meeting: Tuesday March 11th, 2013 @ 6:30PM

Respectfully submitted,

Lilla Debowski, Board Clerk

February 11th, 2014



REGULAR MEETING
RIVERHEAD CHARTER SCHOOL BOARD OF TRUSTEES MINUTES
DATE: March 11th, 2014

PLACE: Administration Building
Riverhead Charter School
Calverton, NY11933

TIME: 6:32 p.m.

MEMBERS PRESENT:

Ms. Emma Klimek
Ms. Renee Harris-Thompson
Mr. Susan Heintz
Mr. Harry Histan

MEMBERS ABSENT:

Ms. Zenobia Hartfield
Ms. Angela Hughes-Johnson

STAFF PRESENT:

Mr. Raymond Ankrum, Principal
Mrs. Michelle Dalpiaz, Dir. of Finance and Operations
Mrs. Lilla Debowski, Administrative Assistant/Board Clerk

OTHERS PRESENT:

Mr. Will Recce
Mr. Keith DeLucia
Sign in Sheet Attached

PLEDGE

Trustee Mr. Harry Histan enters the meeting at 6:36PM

APPROVAL OF CONSENT AGENDA (Includes Meeting Minutes):

Trustee Ms. Susan Heintz made a motion to accept January 23rd meeting minutes. Seconded by Trustee Mr. Harry Histan. Carried 4/0/0.

Trustee Ms. Susan Heintz made a motion to accept February 11th meeting minutes. Seconded by Trustee Mr. Harry Histan. Carried 4/0/0.

PUBLIC COMMENT:

Ms. Mary Ellen Weaver, a former employee of Riverhead Charter School, addressed concerns to the board. (Letter Attached)

Mr. Warren Weaver, husband of Ms. Weaver, addressed board in support of Ms. Weaver's statements.

Trustee Ms. Susan Heintz enters the meeting at 6:41 PM

Trustee Ms. Emma Klimek announced to the Board and Public that NYSED has granted Riverhead Charter School a three year renewal through June 30, 2017.

March 11th, 2014

GOVERNANCE:

- a. Selecting Interviewees to Proceed to Next Step. The Board chose 2 candidates for board member positions. SEE RESOLUTIONS.
Selection of the third candidate was tabled for next board meeting.
- b. Board Resignation. Trustee Ms. Deborah Rutigliano submitted her letter of resignation from the Riverhead Charter School Board of Trustees. SEE RESOLUTIONS.

PRINCIPAL'S REPORT: Executive Director & Principal, Mr. Raymond Ankrum submitted a report which included:

- Suspension report
- Black History Month Celebration and 2nd Annual Science Fair Summary
- Saturday Test Preps
- Change in 13-14 School Calendar due to snow days **SEE RESOLUTIONS
- Staff formal observations

FACILITY: Project Status submitted. Will Recce, the project manager, informed the board that due to frigid weather conditions, modular delivery date is being pushed back by a month. The building project is still projected to be on time and budget.

DIRECTOR OF FINANCE REPORT: Director of Operations Ms. Michelle Dalpiaz submitted dashboard report on key indicators including current and projected enrollment, monthly cash balances and disbursements. Ms. Dalpiaz also presented the Draft Budget for fiscal year 2014-2015. (Reports and Draft attached)

Budget Approval Tabled for next board meeting.

EXECUTIVE SESSION:

Trustee Mr. Harry Histan made a motion to go in to the executive session at 7:46 PM.
Seconded by Trustee Ms. Susan Heintz. Carried 4/0/0

Trustee Mr. Harry Histan made a motion to leave executive session at 9:10 PM. Seconded by Trustee Ms. Susan Heintz. Carried 4/0/0.

RESOLUTIONS:

- Trustee Ms. Renee Harris-Thompson made a motion to select Mr. Anthony Coates as a candidate for the Trustee position on Riverhead Charter School Board of Trustees. Seconded by Trustee Mr. Harry Histan. Carried 4/0/0.
- Trustee Ms. Susan Heintz made a motion to select Ms. Linda Filosa as a candidate for the Trustee position on the Riverhead Charter School Board of Trustees. Seconded by Trustee Mr. Harry Histan. Carried 3/1/0.
- Trustee Ms. Renee Harris-Thompson made a motion to add April 14th to the school calendar to make up a snow day. Seconded by Trustee Ms. Susan Heintz. Carried 4/0/0.
- Trustee Mr. Harry Histan made a motion to accept Ms. Deborah Rutigliano resignation from Riverhead Charter School Board of Trustees. Seconded by Trustee Ms. Susan Heintz. Carried 4/0/0,

- Trustee Ms. Renee Harris-Thompson made a motion to review and make changes to parents, student and staff surveys created for the board by Mr. Marshall Perry. Seconded by Trustee Ms. Susan Heintz. Carried 4/0/0.
- Trustee Ms. Emma Klimek made a motion to proceed with the recruitment of a confidential candidate to serve as a board clerk with the provision that at least 10 hours per week needs to be allocated towards this position. Seconded by Trustee Mr. Harry Histan. Carried 4/0/0.

ADJOURNMENT: Trustee Ms. Emma Klimek made a motion to adjourn the board meeting @ 9:20 PM. Seconded by Trustee Ms. Renee Harris-Thompson. Carried 4/0/0.

Next Scheduled Meeting: Tuesday April 8th, 2013 @ 6:30PM

Respectfully submitted,

Lindsay Jinter on behalf of *Lilla Debowski*
Lilla Debowski, Board Clerk

March 11th, 2014



MEETING – Special Board Meeting
RIVERHEAD CHARTER SCHOOL BOARD OF TRUSTEES MINUTES
DATE: April 2, 2014

TIME: 5:00pm

PLACE: North Building
Riverhead Charter School
Calverton, NY 11933

MEMBERS PRESENT:

Ms. Susan Heintz
Mr. Harry Histand
Ms. Renee Harris-Thompson
Ms. Zenobia Hartfield
Ms. Emma Klimek
Ms. Angela Hughes-Johnson

MEMBERS ABSENT:

STAFF PRESENT:

OTHERS PRESENT:

Meeting came to order at 5:15pm
****Please Note**** The topic “ News Article – Riverhead Local” was mistakenly listed in the governance portion of the agenda. Item was intended for Executive Session due to school personnel matters.

PUBLIC COMMENT: None

OLD BUSINESS:

The board discussed Trustee vacancies and the three remaining candidates. Both candidates that were selected by the board on 3-11-14 have since withdrawn.

The board discussed making modifications to the parent, teacher and student surveys. Each survey will be limited to no more than 25 questions and will be specific and focused on questions that directly relate to the principal. The survey is just one tool that will assist the board in the evaluation process. The members will individually modify and send their results to Renee Harris-Thompson, who will upload the documents to the HighBar website. The board will flush out the surveys and adopt the process during the April 8th meeting.

NEW BUSINESS:

August 17, 2013

Motion made by Angela Hughes-Johnson to come out of executive session at 7:42pm. Seconded by Susan Heintz. Carried 5/0/0.

ADJOURNMENT: Trustee Harry Hestand made a motion to adjourn the meeting at 7:43pm. Seconded by Angela Hughes-Johnson. Carried 5/0/0.

Next Scheduled Meeting: 4-8-14 @ 6:30 PM

Respectfully submitted,

Lindsay Jeter on behalf of Renee Harris Thompson
Renee Harris-Thompson, Board Secretary

August 17, 2013



REGULAR MEETING
RIVERHEAD CHARTER SCHOOL BOARD OF TRUSTEES MINUTES
DATE: April 8th, 2014

PLACE: Secondary Building Classroom
Riverhead Charter School
Calverton, NY 11933

TIME: 6:36 p.m.

MEMBERS PRESENT:

Ms. Zenobia Hartfield
Ms. Emma Klimek
Ms. Renee Harris-Thompson
Mr. Susan Heintz
Mr. Harry Histan

MEMBERS ABSENT:

STAFF PRESENT:

Mrs. Michelle Dalpiaz, Dir. of Finance and Operations
Mrs. Lindsay Finter, Board Clerk

OTHERS PRESENT:

Sign in Sheet Attached

PLEDGE

APPROVAL OF CONSENT AGENDA (Includes Meeting Minutes):

Trustee Ms. Emma Klimek made a motion to accept April 2nd, 2014 meeting minutes with name errors corrected in resolution section. Seconded by Trustee Ms. Renee Harris-Thompson. Carried 2/0/0.

Trustees Mr. Harry Histan and Ms. Susan Heintz enter the meeting at 6:41PM

STUDENT SURVEY:

Trustee Ms. Renee Harris-Thompson discussed the student teacher surveys that were collected, analyzed and uploaded to HighBar. Trustee Ms. Emma Klimek reported the need for parent surveys first in order to begin the evaluation process. Trustee Ms. Klimek stated that student and teacher responses should be the responsibility of the Principal, and if there are changes necessary due student or teacher responses, the Principal would report them to the Board for approval to streamline the process. Trustee Ms. Renee Harris-Thompson disagreed stating that the Board needs to see the entire picture including all responses from all categories. Trustee Ms. Emma Klimek expressed a concern with the survey statements, commenting that the statements lead toward a certain direction and are not neutral. Trustee Ms. Renee Harris-Thompson suggested going back through prior surveys for questions that were more suitable. Trustee Ms.

April 8th, 2014

Susan Heintz agreed that older surveys provided better data and that the old surveys should be reviewed to create a new survey for distribution. SEE RESOLUTIONS.

PUBLIC COMMENT:

Ms. Kelly Thomas, a parent of an RCS student, addressed the Board with concerns of why there is no parent representation on the Board and when that will be addressed.

Ms. Amy LoMonaco, a parent of an RCS student, addressed the Board and the community reminding them that the focus of the meeting should be progress and positivity, focusing on the children not the negative issues. Her son addressed the Board by reciting the RCS School Pledge.

Ms. Ingrid Villa Vicencio, a parent of an RCS student, addressed concerns regarding the school's Principal, Raymond Ankrum and the need for evaluation of his performance as well as confirmation of whether or not Mr. Ankrum will remain Principal for the upcoming school year. Ms. Villa Vicencio commented on the parent/teacher/student surveys stating that many parents do not own computers and are not able to log on and complete the surveys.

Ms. Jaelyn Chavez, a parent of an RCS student, inquired why teachers are being terminated mid-year without any answers being provided to parents.

Mr. Jose Emilio Estrado, a parent of an RCS student, questioned why teachers are being terminated mid-year without informing the parents of the change in staff. Mr. Estrado also questioned the Board as to why there was no Spanish teacher present translating for the non English speaking audience members.

Ms. Katie Reither, a parent of an RCS student, stated that she is new to the RCS school and is confused why teachers are being fired mid-year, and why the Board has conflict with parents, teachers, and community members. Ms. Reither also stated that she observed a class all day in the K-3 building and found all staff to be extremely pleasant and welcoming.

Ms. Elmira Cuello, a parent of an RCS student, inquired why the Principal, Mr. Raymond Ankrum, was not present at the meeting to address parent concerns and questions.

Ms. Amy LoMonaco, a parent of an RCS student, reminded the audience that a Q&A session with Principal Raymond Ankrum would be occurring on multiple dates at the Riverhead Town Hall, and provided the dates and times to the parents.

Mr. Warren Weaver, Calverton Resident and husband of former RCS teacher Mary Ellen Weaver, addressed concerns to the Board. (Letter Attached)

Ms. Myra Lopez, a parent of an RCS student, expressed concern to the Board regarding the current state of the school. Ms. Lopez expressed her views that the staff at RCS is great and working towards success, but that the administration is not. Ms. Lopez stated that the current state of the school is 'sad' and is becoming worse as more parents threaten to remove their children from the school until issues are resolved. Ms. Lopez stated the need to understand what

direction the school is going in, and stated that the school needs to address the parental concerns being presented, provide resolutions and move forward in a more positive direction.

Ms. Nolvj Menjivar, a parent of an RCS student, stated that parents were in attendance of the meeting to gain answers and make decisions regarding whether or not to remove their children from the school. Ms. Menjivar advised that she would not be sending her children to school until the current conflict is resolved.

Ms. Mary Ellen Weaver, a former RCS teacher, addressed concerns to the Board. (Letter Attached)

EXECUTIVE SESSION:

Trustee Mr. Harry Hestand made a motion to go in to the executive session at 7:32 PM. Seconded by Trustee Ms. Susan Heintz. Carried 4/0/0.

Trustee Ms. Emma Klimek made a motion to leave executive session at 8:28 PM. Seconded by Trustee Ms. Susan Heintz. Carried 4/0/0.

GOVERNANCE:

- a. Highbar Membership Renewal. The Board's membership to Highbar is up for its yearly renewal. SEE RESOLUTIONS.
- b. Board Retreat. The board discussed the suggested Board Retreat Agenda and the issues the Board would like to address at the retreat. Trustee Ms. Emma Klimek stated she thinks the schedule does not address the concerns of the RCS Board and needs to be restructured. All trustees stated that the cost of the retreat seemed too high and that they would like to research other retreats locally in NY. The Board agreed to review and revisit at the next meeting.
- c. Board Membership- Trustee Ms. Angela Hughes-Johnson submitted her letter of resignation to the RCS Board. Trustee Ms. Emma Klimek expressed the need for review and editing of the Board bylaws and stated that she will review and make suggestions for next month's meeting. SEE RESOLUTIONS.
- d. Social Media Policy- Trustees Ms. Renee Harris-Thompson and Ms. Emma Klimek presented their work on the RCS Social Media Policy. SEE RESOLUTIONS.
- e. Conflict of Interest Policy- Trustees Ms. Renee Harris-Thompson and Ms. Emma Klimek presented their work on the RCS Conflict of Interest Policy. SEE RESOLUTIONS.

PRINCIPAL'S REPORT: Executive Director & Principal, Mr. Raymond Ankrum submitted a report which included:

- Suspension report
- RCS Unofficial Facebook Page
- Town Hall Meeting Schedule
- Staff formal observations
- Staff recommendations for hire
- Courses for professional development

DIRECTOR OF FINANCE REPORT: Director of Operations Ms. Michelle Dalpiaz submitted dashboard report on key indicators including current and projected enrollment, monthly cash balances and disbursements. Ms. Dalpiaz stated the school currently has 2 applications for every open seat, and although student plans change throughout the summer, the school is on track to have a lottery and full capacity for the upcoming school year. Ms. Dalpiaz stated that she and Principal Mr. Raymond Ankrum are still reviewing different models for building configuration as far as amount of class sections per grade and keeping student teacher ratios low. Ms. Dalpiaz also discussed the progress of the new building construction, stating it was still on track for November 2014. (Reports attached)

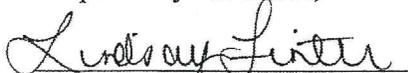
RESOLUTIONS:

- Trustee Ms. Susan Heintz made a motion to review old parent/teacher/student surveys and choose questions to set up a new parent/teacher/student survey. Seconded by trustee Ms. Emma Klimek. Carried 4/0/0.
- Trustee Ms. Emma Klimek made a motion to renew the Board's membership to Highbar for April 1st, 2014-April 1st, 2015. Seconded by trustee Ms. Susan Heintz. Carried 4/0/0.
- Trustee Ms. Emma Klimek made a motion to accept the resignation of trustee Ms. Angela Hughes-Johnson. Seconded by trustee Ms. Susan Heintz. Carried 4/0/0.
- Trustee Ms. Emma Klimek made a motion to accept both the Social Media Policy and the Conflict of Interest Policy and place them on Highbar. Seconded by trustee Ms. Susan Heintz. Carried 4/0/0.

ADJOURNMENT: Trustee Mr. Harry Histan made a motion to adjourn the board meeting @ 9:30 PM. Seconded by Trustee Ms. Zenobia Hartfield. Carried 4/0/0.

Next Scheduled Meeting: Tuesday, April 29th, 2014 @ 6:30PM

Respectfully submitted,


Lindsay Finter, Board Clerk

April 8th, 2014



REGULAR MEETING
RIVERHEAD CHARTER SCHOOL BOARD OF TRUSTEES MINUTES
DATE: April 29th, 2014

PLACE: Administration Building
Riverhead Charter School
Calverton, NY 11933

TIME: 6:30 p.m.

MEMBERS PRESENT:

Ms. Zenobia Hartfield
Ms. Emma Klimek
Ms. Renee Harris-Thompson
Mr. Susan Heintz
Mr. Harry Histan

MEMBERS ABSENT:

STAFF PRESENT:

Mr. Raymond Ankrum, Principal
Lindsay Finter, Board Clerk

OTHERS PRESENT:

Joseph Pinciario, Reporter for Riverhead News Review

PLEDGE

APPROVAL OF CONSENT AGENDA (Includes Meeting Minutes):

Trustee Ms. Renee Harris-Thompson enters the meeting at 6:37p.m.

GOVERNANCE:

A. BOARD MEMBERSHIP:

The Board interviewed three candidates to serve as new Trustees. Ms. Laurie Nigro and Ms. Aimee Lomonaco are parents of students at RCS and were interviewed to serve as both a Trustee and a Parent Representative. Prospective candidate Ms. Nigro discussed her connections to the Riverhead community through other organizations of which she is currently a member or leader of. Ms. Nigro also discussed her employment with the Riverhead News Review explaining that she could assist with press releases for the school. Ms. Nigro also mentioned her fundraising experience as well as experience in marketing new programs to the community. Prospective candidate Ms. Lomonaco discussed the positive impact policies at RCS instills in students encouraging them to 'be good citizens' and stated that the peaceful environment at RCS is what made her decide to enroll her son. Ms. Lomonaco discussed her current work experience in how it relates to being able to perform in dual roles, as she would be doing if she were both an RCS parent as well as a Board Trustee. Prospective candidate Ms.

April 29th, 2014

Arlene Peltola discussed her background experience with the Board including that she has done extensive fundraising and marketing for large public companies, as well as served on the Board of 3 organizations. Throughout her experiences, Ms. Peltola covered issues such as governance, strategic planning, and provided professional development for employees. SEE RESOLUTIONS.

B. PUBLIC COMMENT POLICY:

The Board discussed the drafted policy regarding public commentary guidelines for Board meetings. SEE RESOLUTIONS.

C. CODE OF CONDUCT POLICY:

Trustee Ms. Susan Heintz continued her discussion from last meeting regarding research on code of conduct policies for trustees serving on a Board. Ms. Heintz feels that it is time for RCS to have a policy in place placing ownership on individuals who serve as Board members to conduct themselves in the appropriate manner. The Board reviewed sections of the policy, and trustee Ms. Renee Harris-Thompson indicated that item 2 on the last page regarding Censure, may be in violation of school or educational law. Trustee Ms. Renee Harris-Thompson indicated that she would research the issue and report back to the Board. SEE RESOLUTIONS.

D. NE CHARTER PRESENTATION:

The Board spoke via Skype with Ms. Jill Shahan from the NE Charter Organization regarding strengths and weaknesses of the RCS Board. The Board expressed their need for improvement regarding strategic planning as well as Board member roles and school leadership evaluation. Principal Mr. Raymond Ankrum discussed current test scoring evaluation procedures as well as results and statistics. The Board was advised to plan a meeting for June or July where they could address any issues with Ms. Shahan. Ms. Shahan stated that she plans to go over short term and long term goals with the Board, evaluate their current policies in place and possibly observe a Board meeting to provide feedback.

E. CERINI & ASSOCIATES:

The Board reviewed the proposal from Cerini & Associates regarding pricing for the Annual Audit. SEE RESOLUTIONS.

F. STUDENT SURVEYS:

The Board continued their discussion from last meeting regarding the use of Marshall Perry's services for student survey data collection and analysis. Trustee Ms. Emma Klimek requested that the analysis include a detailed summary of what the data actual means, not in numerical terms. Principal Mr. Raymond Ankrum discussed the importance of having the surveys be placed on the Board calendar for a predetermined time of the year to ensure they are collected systematically each year. SEE RESOLUTIONS.

G. BYLAWS:

Trustee Ms. Emma Klimek presented the Board with her edits to the current Bylaws after her review and research. Trustee Ms. Renee Harris-Thompson also submitted a copy of edits of the Bylaws. Trustee Ms. Emma Klimek stated her edits were based on what direction she believes the RCS Board is going in, as well as what the roles of the members are currently. The Board reviewed each section of the Bylaws approving or changing the edits of the verbiage. SEE

RESOLUTIONS.

EXECUTIVE SESSION:

Trustee Ms. Susan Heintz made a motion to go in to the executive session at 8:58 PM.
Seconded by Trustee Mr. Harry Hestand. Carried 4/0/0.

Trustee Mr. Harry Hestand made a motion to leave executive session at 9:34 PM. Seconded by
Trustee Ms. Renee Harris-Thompson. Carried 4/0/0.

H. SCHOOL CALENDAR:

The Board reviewed the proposed 2014-2015 RCS School Calendar. SEE RESOLUTIONS

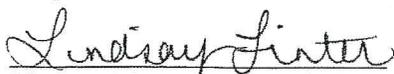
RESOLUTIONS:

- Trustee Ms. Emma Klimek made a motion to adopt the Public Comment Policy.
Seconded by trustee Ms. Renee Harris-Thompson. Carried 4/0/0.
- Trustee Ms. Emma Klimek made a motion to adopt the code of conduct policy. Seconded
by trustee Mr. Harry Hestand. Carried 4/0/0.
- Trustee Ms. Emma Klimek made a motion to accept the proposal from Cerini &
Associates for the Annual Audit. Seconded by trustee Ms. Susan Heintz. Carried 4/0/0.
- Trustee Ms. Emma Klimek made a motion to approve Marshall Perry's proposal for
student surveys. Seconded by trustee Ms. Renee Harris-Thompson. Carried 4/0/0.
- Trustee Ms. Susan Heintz made a motion to accept the changes discussed to the Bylaws
with the addition of new descriptions for Treasurer and Secretary Positions. Seconded by
trustee Ms. Emma Klimek. Carried 5/0/0.
- Trustee Mr. Harry Hestand made a motion to accept the 2014-2015 RCS School
Calendar. Seconded by trustee Ms. Emma Klimek. Carried 4/0/0.
- Trustee Ms. Emma Klimek made a motion to select Ms. Aimee Lomonaco as Parent
Representative/Trustee pending state approval. Seconded by trustee Ms. Susan Heintz.
Carried 4/0/0.
- Trustee Ms. Susan Heintz made a motion to select Ms. Arlene Peltola as a new Trustee
pending state approval. Seconded by trustee Ms. Emma Klimek. Carried 4/0/0.

ADJOURNMENT: Trustee Mr. Harry Hestand made a motion to adjourn the board meeting @
9:40 PM. Seconded by Trustee Ms. Emma Klimek. Carried 4/0/0.

Next Scheduled Meeting: Tuesday May 13th, 2014 @ 6:30PM

Respectfully submitted,



Lindsay Finter, Board Clerk

April 29th, 2014



REGULAR MEETING
RIVERHEAD CHARTER SCHOOL BOARD OF TRUSTEES MINUTES
DATE: May 13th, 2014

PLACE: North Building Classroom
Riverhead Charter School
Calverton, NY 11933

TIME: 6:32 p.m.

MEMBERS PRESENT:

Ms. Zenobia Hartfield
Ms. Emma Klimek
Ms. Renee Harris-Thompson
Mr. Susan Heintz
Mr. Harry Histan

MEMBERS ABSENT:

STAFF PRESENT:

Mr. Raymond Ankrum, Principal
Lindsay Finter, Board Clerk

OTHERS PRESENT:

Joseph Pinciario, Reporter for Riverhead News Review
William Reece, Project Manager for RCS Building Project

PLEDGE

APPROVAL OF CONSENT AGENDA (Includes Meeting Minutes):

Trustee Ms. Susan Heintz made a motion to accept the April 8th, 2014 meeting minutes.
Seconded by Trustee Ms. Emma Klimek. Carried 3/0/0.

Trustee Ms. Emma Klimek made a motion to accept the April 29th, 2014 meeting minutes with
noted name change. Seconded by Trustee Ms. Susan Heintz. Carried 3/0/0.

Trustee Ms. Renee Harris-Thompson enters the meeting at 6:35p.m.

I. FACILITIES:

A. Building Project Update:

Mr. Will Reece, Project Manager for RCS Building Project, presented to the Board on the current status of the new school building progress. Mr. Reece stated that the weather has been a complication but now that the winter weather has passed the progress is back on track. Seven units have already been delivered to RCS, and in the future months there will be regular deliveries of five to six pieces per day. There is a crane scheduled to pick and place these pieces and keep the construction process moving forward. Mr. Reece explained that although there were weather setbacks, everyone is willing to work to meet the original deadlines set for building completion and he believes they will succeed. Mr. Reece also

May 13th, 2014

stated there were a few unexpected budget issues, however there was money previously set aside in contingency for such issues, SEE ATTACHED REPORT.

II. ACADEMIC EXCELLENCE:

A. Executive Director Report:

Principal Mr. Raymond Ankrum discussed student test scores and procedures and reported the number of students who opted out of test taking. Mr. Ankrum discussed a seminar held previously with parents to educate them on Common Core and stated that he planned to have another seminar so that parents could be more informed. Mr. Ankrum stated that staff will be informed of their renewal or non renewal for the 2014-2015 school year on May 27th. Mr. Ankrum stated the school's plans to meet with each staff member individually and conduct exit interviews so that even those who are not returning have an opportunity to ask questions and gain constructive criticism. Mr. Ankrum also discussed RCS's unofficial Facebook page stating that the purpose of social media should be to shed light on all of the positive activities that students participate in at RCS; not to showcase hateful and often untrue commentary. As a result, Mr. Ankrum communicated with the person controlling the unofficial Facebook page and she agreed to take it down. Mr. Ankrum stated that RCS now has an official Facebook, Instagram, and Twitter account that can be used to promote RCS events and also where parents and community members can view what goes on at RCS. Mr. Ankrum stated that staff member and lead teacher Mrs. Cook is the administrator of the RCS Facebook page, and that the page is set up so that all comments must be approved before they are posted, as to prohibit negativity. Teacher Mr. Worm is the administrator of the RCS Twitter account and Mr. Ankrum is the administrator of the RCS Instagram account. Mr. Ankrum discussed important upcoming dates on the school calendar, such as the talent show and Field Day/VIP day. Mr. Ankrum stated that VIP Day (Very Important Person Day) was created to replace the former Mother's Day Tea and Father's Day Root Beer Float events as many students may not necessarily have a mother or father figure in their life. Through the incorporation of VIP Day, students may bring an adult who is important to them in their life and celebrate them while also celebrating Field Day. Applebee's of Riverhead will be catering the RCS Field Day event. Mr. Ankrum also discussed the students' upcoming trip to Washington D.C. stating that they fundraised a large portion of the funds necessary for the trip, and that an additional car was fundraiser was cancelled due to poor weather. Mr. Ankrum expressed plans for next year's trip to be focused on a college visit with students perhaps staying in college dorms for the trip. Mr. Ankrum also provided a list of new hire employee names for the 2014-2015 school year. SEE ATTACHED REPORT. SEE RESOLUTIONS.

III. FINANCE:

A. Director of Finance Report:

Director of Finance and Operations Ms. Michelle Dalpiaz was unable to attend meeting. SEE ATTACHED REPORT.

B. 2014-2015 BUDGET

Due to the absence of Ms. Michelle Dalpiaz the Board tabled the review of the 2014-2015 Budget for the next meeting.

IV. OTHER BUSINESS:

A. Public Relations Proposal:

The Board reviewed a proposal from PRMG regarding providing public relations services for RCS. Principal Mr. Ankrum discussed that RCS has also solicited a proposal from another PR firm, which they are still waiting to receive to compare pricing. Trustee Ms. Emma Klimek stated that although the proposal from PRMG appears costly, she does believe that it would be money well spent. Principal Mr. Ankrum stated that many other charter schools have staff members dedicated full time to public relations and that subbing out the services to an outside company is more cost effective. Trustee Ms. Renee Harris-Thompson stated she would like to review the policy and see if there are any PR services that could be handled internally to reduce the cost. The Board agreed to review the proposal and wait for the other company proposal to arrive to compare costs and make a final decision.

B. Investigation Invoice:

The Board reviewed the Ali Consulting Group invoice for services rendered. SEE RESOLUTIONS.

C. Survey Letters:

The Board reviewed the Parent/Student Survey letters that are to be mailed home to all students.

V. **GOVERNANCE:**

A. Code of Conduct Policy:

The Board revisited the Code of Conduct Policy for Trustees from the April meeting regarding the issue of Censure of a Board Member or Trustee. It was determined that Censure is illegal and the Board discussed proper verbiage changes. SEE RESOLUTIONS.

B. January 2014 Meeting Minutes:

Trustee Ms. Renee Harris-Thompson brought to the Board's attention incorrect vote tallies noted in the January 2014 meeting minutes. SEE RESOLUTIONS.

C. Bylaws Amendment:

The Board reviewed the Bylaws changes made at the April 29th, 2014 meeting and corrected errors. The Board discussed the definition of roles of Board Treasurer and Board Secretary and decided that more research was necessary into each role. The Board will revisit the roles and the Bylaws at the next meeting.

D. Board Membership:

The Board discussed positions of different members of the Board for renewal. Trustee Ms. Renee Harris-Thompson's term as Board Secretary is up for renewal as of May 2014. Ms. Harris-Thompson stated that she would be interested in continuing her position on the Board. The Board members did not make a nomination to renew Ms. Harris-Thompson's term. Trustee Mr. Harry Hestand was nominated as Board Treasurer. Trustee Ms. Susan Heintz was nominated as Board Secretary. Trustee Ms. Emma Klimek was nominated as Board Vice President. Trustee Ms. Zenobia Hartfield was nominated as Board President. Committee memberships were also discussed for renewal. All trustees will remain on their current committees and Board President Zenobia Hartfield will float throughout committees as needed. SEE RESOLUTIONS.

Trustee Ms. Renee Harris-Thompson exits the meeting at 7:28p.m.

EXECUTIVE SESSION:

Trustee Mr. Harry Hestand made a motion to go in to the executive session at 7:36 PM.

May 13th, 2014

Seconded by Trustee Susan Heintz. Carried 3/0/0.

Trustee Mr. Harry Hestand made a motion to leave executive session at 8:15 PM. Seconded by Trustee Ms. Susan Heintz. Carried 3/0/0.

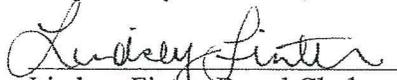
RESOLUTIONS:

- Trustee Ms. Susan Heintz made a motion to approve the April 8th minutes and the April 29th minutes with the noted name change. Seconded by trustee Ms. Emma Klimek.
- Trustee Ms. Emma Klimek made a motion to approve invoice #140218 from Sima Ali Consulting Group. Seconded by trustee Mr. Harry Hestand. Carried 4/0/0.
- Trustee Ms. Susan Heintz made a motion to remove the word censure from page 4 of the Code of Conduct for Trustees Policy and replace it with "Formal discussion concerning action and such discussion should not result in formal disciplinary actions." Seconded by trustee Ms. Emma Klimek. Carried 4/0/0.
- Trustee Ms. Emma Klimek made a motion to nominate trustee Ms. Susan Heintz as Board Secretary. Seconded by trustee Mr. Harry Hestand. Carried 2/0/0.
- Trustee Ms. Susan Heintz made a motion to nominate trustee Ms. Emma Klimek as Board Vice President. Seconded by trustee Mr. Harry Hestand. Carried 2/0/0.
- Trustee Ms. Emma Klimek made a motion to nominate trustee Ms. Zenobia Hartfield as Board President. Seconded by trustee Ms. Susan Heintz. Carried 3/0/0.
- Trustee Ms. Susan Heintz made a motion to accept the new hire name list submitted by Principal Raymond Ankrum for the 2014-2015 school year. Seconded by trustee Mr. Harry Hestand. Carried 3/0/0.

ADJOURNMENT: Trustee Mr. Harry Hestand made a motion to adjourn the board meeting @ 8:16 PM. Seconded by Trustee Ms. Susan Heintz. Carried 3/0/0.

Next Scheduled Meeting: Tuesday June 10th, 2014 @ 6:30PM

Respectfully submitted,


Lindsay Finter, Board Clerk

May 13th, 2014



REGULAR MEETING
RIVERHEAD CHARTER SCHOOL BOARD OF TRUSTEES MINUTES
DATE: June 10th, 2014

PLACE: North Building Classroom
Riverhead Charter School
Calverton, NY 11933

TIME: 6:34 p.m.

MEMBERS PRESENT:

Ms. Zenobia Hartfield
Ms. Emma Klimek
Mr. Susan Heintz
Mr. Harry Histan

MEMBERS ABSENT:

STAFF PRESENT:

Mr. Raymond Ankrum, Principal
Lindsay Finter, Board Clerk

OTHERS PRESENT:

See Attached Sign In Sheet

PLEDGE

I. OPENING ITEMS:

APPROVAL OF CONSENT AGENDA (Includes Meeting Minutes):

Trustee Mr. Harry Histan made a motion to accept the May 13th, 2014 meeting minutes. Seconded by Trustee Ms. Emma Klimek. Carried 3/0/0.

Trustee Ms. Susan Heintz and Principal Raymond Ankrum enter the room at 6:38 p.m..

II. GOVERNANCE:

A. Marshall Perry Survey Results:

The Board discussed the results of the parent/teacher/student survey conducted by Marshall Perry. The board stated that the surveys did not provide the results they were looking for. In response, the board will consider a different type of execution for the survey next year in order to gain a larger participation and prevent multiple responses from the same person/group.

B. Fundraising:

RCS teacher Ms. Lindsey Davis addressed the board asking if teacher/parent fundraising could be reinstated at RCS versus having all of the fundraising be solely through the Board of Trustees. Board President Ms. Zenobia Hartfield stated that the

June 10th, 2014

board encourages parent/teacher fundraising. Ms. Hartfield also asked that the teachers provide a copy of their fundraising event calendar to the Board before distributing it to parents at the upcoming Parent Engagement Meeting.

C. CEO Evaluation:

President Ms. Zenobia Hartfield reminded the Trustees of the Board that they are required to log onto HighBar and complete the CEO Evaluation forms.

D. Board Retreat:

President Ms. Zenobia Hartfield reminded the Trustees of the Board of their upcoming Board Retreat with Jill Shahan, of North East Charter Schools. The retreat is scheduled for Monday, June 16th from 6-10pm in the RCS Administration Building.

III. ACADEMIC EXCELLENCE:

A. Executive Director Report:

Principal Mr. Raymond Ankrum discussed the need for an additional elective in the 2014-2015 school year schedule and stated that Theater Arts may be the selection to fill the elective spot. Mr. Ankrum also discussed important upcoming events at RCS for the end of the school year. Mr. Ankrum also reviewed his Professional Development courses with the Board. SEE ATTACHED REPORT. SEE RESOLUTIONS.

IV. CEO SUPPORT AND EVAL:

V. DEVELOPMENT:

VI. FACILITY:

VII. FINANCE:

A. Finance Report:

Director of Finance and Operations Ms. Michelle Dalpiaz discussed the enrollment totals for the upcoming school year stating that enrollment was up 300%. Ms. Dalpiaz also stated that construction of the new school building is on track for completion at the dates previously estimated. Ms. Dalpiaz provided a copy of Change Order #2 from BBS Architects for \$531.00 for approval by the Board. SEE ATTACHED REPORT. SEE RESOLUTIONS.

B. 2014-2015 Budget:

Ms. Dalpiaz presented the 2014-2015 Budget to the Board and stated to the Board that there is room in the Budget that has been allotted for the hiring of a PR Firm if the Board chooses to do so. The Board voted on the 2nd Draft of the 2014-2015 Budget. SEE ATTACHED REPORT. SEE RESOLUTIONS.

VIII. OTHER BUSINESS:

A. Public Relations Proposals:

The Board reviewed the 3 proposals presented to them from PRMG, Marketing Works, and Essential Communications regarding quotes to represent RCS. The Board stated that of all the quotes, Essential Communications seemed the most customizable in the fact that the Board can pick and choose the services they would like and eliminate other services to conserve costs. The Board discussed having

Essential Communications come to RCS Campus to do a presentation and allow for further questioning before making a decision.

EXECUTIVE SESSION:

Trustee Ms. Susan Heintz made a motion to go in to the executive session at 7:09 PM. Seconded by Trustee Mr. Harry Histan. Carried 3/0/0.

Trustee Mr. Harry Histan made a motion to leave executive session at 8:22 PM. Seconded by Trustee Ms. Emma Klimek. Carried 3/0/0.

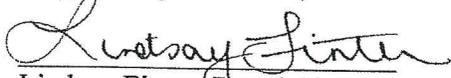
RESOLUTIONS:

- Trustee Mr. Harry Histan made a motion to accept the May 13th, 2014 meeting minutes. Seconded by Trustee Ms. Emma Klimek. Carried 3/0/0.
- Trustee Ms. Emma Klimek made a motion to approve the Professional Development classes submitted by Principal Raymond Ankrum in the amount of \$3600.00, where RCS Board of Trustees will pay the cost of the tuition upon completion of the classes, provided that Mr. Ankrum receives the grade of B or higher for each class. Seconded by trustee Ms. Susan Heintz. Carried 3/0/0.
- Trustee Ms. Susan Heintz made a motion to approve Change Order #2 from BBS Architects in the amount of \$531.00. Seconded by Trustee Ms. Emma Klimek. Carried 3/0/0.
- Trustee Ms. Emma Klimek made a motion to accept the proposed 2014-2015 School Budget 2nd Draft. Seconded by Trustee Ms. Susan Heintz. Carried 3/0/0.

ADJOURNMENT: Trustee Mr. Harry Histan made a motion to adjourn the board meeting @ 8:26 PM. Seconded by Trustee Ms. Emma Klimek. Carried 3/0/0.

Next Scheduled Meeting: Tuesday July 8th, 2014 @ 6:30PM

Respectfully submitted,


Lindsay Finter, Board Clerk

June 10th, 2014

Riverhead Charter School

Appendix H: Enrollment and Retention Efforts

Required of ALL charter schools

UPLOAD DOCUMENTATION – No form provided

Describe the efforts the charter school has utilized in 2013-2014 and a plan for efforts to be taken in 2014-2015 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.

RCS actively works to recruit and retain students with disabilities, English Language Learners, and students who are eligible applicants for the free and reduced price lunch program.

Our recruitment and application materials and flyers are written in both Spanish and English as Spanish is the language of the majority of the population of ELL students in the districts we serve. In addition, RCS enrollment ads are placed in community newspapers that serve the Spanish speaking population. We hire bilingual staff (faculty and administrative) so conversations can be easily exchanged and important information can be communicated accurately to both parents and students.

RCS staffers regularly attend community forums to build relationships with community organizations that serve the local at need populations. This provides the school opportunity to engage community organizers and parents, informing them of the services that are available for their children at RCS. For example, RCS recruiters visit preschools, day care agencies run by Head Start and other community organizations that provide early intervention services and/or offer assistance to low income families.

Solicitud de Estudiante 2014-2015

La entrega para solicitud: el 1 de abril, 2014, 3:30 pm

Lotería: Martes, 22 de abril 2014 a las 6:30 pm en la Biblioteca Pública de Riverhead



Riverhead Charter School

3685 Middle Country Road
Calverton, NY 11933
631 369-5800

*a tuition-free public school of choice
Serving students in grades K-8*

Instrucciones de Solicitud: Complete una para cada niño/a que usted quiera registrar. * Las cosas con un asterisco (*) son las únicas cosas que son requeridos **para aplicar** a este escuela. Las cosas que no tienen un asterisco son opcionales. Por favor presente los siguientes documentos con esta solicitud: • Prueba de Residencia (facturas de LIPA o Keyspan, contrato de arrendamiento) • Certificado de Nacimiento

Solicitud de transportación DEBE SER completada del distrito escolar en cual usted vive para el 31 de marzo, 2014 para asegurar transportación para el año escolar 2014-2015.

Información Estudiantil (Por favor escriba)

*Nombre de Estudiante _____ * Apellido de Estudiante _____

*Mi hijo/a estará en Grado _____ en Septiembre 2014 * Fecha del Nacimiento ____/____/____

*Dirección de Casa _____ Ciudad _____ Estado _____ Código Postal _____

Dirección Postal _____ Ciudad _____ Estado _____ Código Postal _____

Escuela Anterior _____ Ciudad y Estado de Escuela Anterior _____

Tipo de Escuela Anterior: __ Pública __ Particular/Privada __ Privada Religiosa __ En casa El distrito donde vive el niño _____

Información de los padres/Guardián (por favor indique dirección de residencia)

*Nombre de Padre/Guardián _____ *Relación _____ Correo electrónico _____

Teléfono de Casa (____) _____ Teléfono Celular (____) _____ Teléfono Trabaja (____) _____

*Nombre de Padre/Guardián _____ *Relación _____ Correo electrónico _____

Teléfono de Casa (____) _____ Teléfono Celular (____) _____ Teléfono Trabaja (____) _____

Información del Hermanos Nota: Complete un solicitud para cada niño aplicando para admisión

*Hay hermanos/as las que asistan actualmente a la escuela Riverhead Charter? __ Sí __ No

Por favor escriba los nombres y grados y ponga un círculo si son asistiendo actualmente o están aplicando a RCS:

Nombre del hermano o hermana _____ Asistiendo Actualmente Aplicando Grado para septiembre 2014 _____

Nombre del hermano o hermana _____ Asistiendo Actualmente Aplicando Grado para septiembre 2014 _____

Nombre del hermano o hermana _____ Asistiendo Actualmente Aplicando Grado para septiembre 2014 _____

Información Adicional

La información requerida más abajo ayudará a la escuela a identificar datos para propósitos demográficos y NO será utilizada con el propósito de seleccionar.

Sexo: __ Hombre __ Mujer

Grupo Étnico: __ África Americano __ Indio Americano o Nativo __ Asiático __ Caucásico __ Hispano o Latino

¿Cómo tenía noticias de nosotros? __ Periódico __ Sitio del Web __ Folleto; __ Amiga/Familia Nombre _____ Otra _____

Firma de los Padres/Guardián: _____ **Fecha:** ____/____/____

Yo declaro que toda la información arriba es la verdad y es correcta

Declaración de no Discriminación: Una escuela de chárter no se discriminar contra ni limitar la admisión de algún estudiante en una base ilegal, incluyendo la base de grupo étnico, origen nacional, sexo, discapacidad, habilidad intelectual, medidas de logro o aptitud, habilidad atlética, género, credo, religión o ascendencia. Una escuela no se requerir ninguna acción por un estudiante o familia (como una prueba de admisión, entrevista, ensayo, asistencia en una sesión de información. etc.) para un candidato para recibir o presentar un solicitud para admisión a esa escuela.

School Use Only

Date & Time Received: _____ Received By: _____ Lottery #: _____ Wait List #: _____



valor esperanza

La Escuela Riverhead Charter Ofrece

- Matrícula gratis
- Día entero de Jardín Infantil 8:00am – 4:00pm
- Transportación disponible
- Uniformes
- 90 minutos de instrucción de Lectura
- 80 minutos de instrucción de Matemáticas
- Clases de Español – Jardín Infantil a octavo grado

Pequeño y Seguro Ambiente Escolar

- Más atención individualizada
- Valores básicos integrados durante todo el día:
Respeto, Responsabilidad, Compasión, Integridad

Programas Para Satisfacer Las Necesidades Individuales

- Clases de ESL - Inglés como Segundo Idioma
- Educación Especial – clases co-integradas
- Terapia de Lenguaje
- Clases académicamente avanzadas

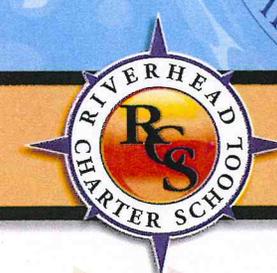
Programas de Enriquecimiento

- Programa de Exploraciones
- Arte, Música, Educación Física, Biblioteca, Medios de Comunicación, Tecnología
- Salas de clase extendidas – Comunidad y Asociaciones comerciales colaboran para facilitar las oportunidades de aprendizaje en la Historia, la Agricultura y la Vida Marina en Long Island

trazar el rumbo

Riverhead Charter School • 3685 Middle Country Road
Calverton, NY 11933 • www.riverheadcharterschool.org
Llame al 631.369.5800 ext. 2250 para más información

TIEMPO PARA UN CAMBIO?



MEDIO AMBIENTE DE ESCUELA PRIVADA EN UN ESCENARIO DE ESCUELA PUBLICA

nuestra misión

La *Escuela Riverhead Charter* es una escuela pública de elección, basada en el desempeño, prestando servicios a las familias del Este de Long Island **con niños en el Jardín Infantil hasta el octavo grado.**

Nuestro nivel de alto rendimiento académico hace hincapié en la excelencia personal y desarrollo de carácter.

Aceptamos la diversidad cultural de nuestra comunidad.



Appendix I: Teacher and Administrator Attrition

Created Monday, July 21, 2014

Page 1

Charter School Name: 580602860032 RIVERHEAD CS

Instructions for completing the Teacher and Administrator Attrition Tables
Board of Regents-authorized charter schools should provide, for teachers and administrators only, the full time equivalent (FTE) of staff on June 30, 2013, the FTE for added staff from July 1, 2013 through June 30, 2014, and the FTE for any departed staff from July 1, 2013 through June 30, 2014 using the two tables provided.

2013-14 Teacher Attrition Table

FTE Teachers on June 30, 2013	FTE Teachers Additions 7/1/13 – 6/30/14	FTE Teacher Departures 7/1/13 – 6/30/14
35	21	19

2013-14 Administrator Position Attrition Table

FTE Administrator Positions On 6/30/2013	FTE Administrator Additions 7/1/13 – 6/30/14	FTE Administrator Departures 7/1/13 – 6/30/14
4	1	1

Thank you

Appendix J: Uncertified Teachers

Created Monday, July 21, 2014

Page 1

Charter School Name: 580602860032 RIVERHEAD CS

Note Definition of FTE:

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

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

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

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

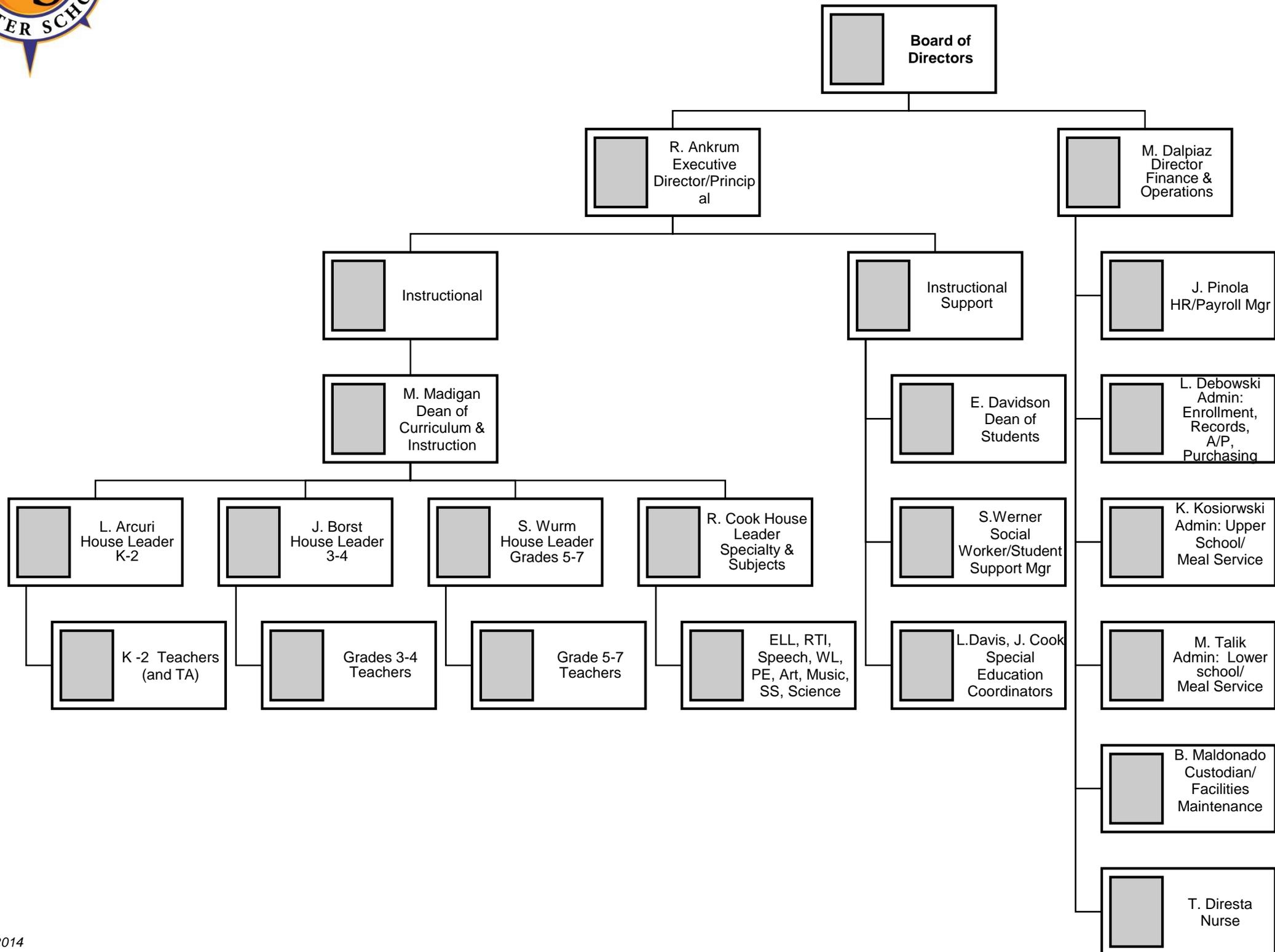
How many CERTIFIED Full-Time Equivalent Teachers were employed in the charter school as of the last day of school in 2013-14?

36

Thank you.



Riverhead Charter School



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

Created Thursday, June 19, 2014

Updated Thursday, September 25, 2014

<https://fluidsurveys.com/account/surveys/540612/responses/export//surveys/vickie-smith/appendix-e-trustee-disclosure-form/e7ab8>

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:

Takako Kono

2. Charter School Name:

Riverhead Charter School

3. Charter Authorizer:

Board of Regents

4. *Your Home Address:

4. *Your Home Address: | Street Address

4. *Your Home Address: | City/State

4. *Your Home Address: | Zip

5. *Your Business Address

5. *Your Business Address | Street Address

5. *Your Business Address | City/State

5. *Your Business Address | Zip

6. *Daytime Phone Number:

7. *E-mail Address:

8. Select all positions you held on Board:

(check all that apply)

• Other, please specify...: Chair/Nominating Committee; Member/Accountability Committee

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

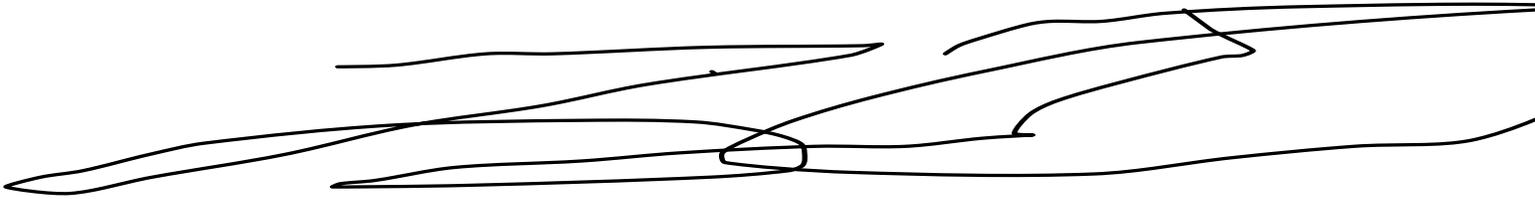
13. Have you or any of your immediate family members or any persons who live with you in your house had an interest in or engaged in a transaction with the charter school during the time you have served on the board, and in the six-month period prior to such service?

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 large, stylized handwritten signature in black ink, consisting of several overlapping loops and lines, extending across the width of the page.

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

Created Sunday, June 22, 2014

Updated Wednesday, April 15, 2015

<https://fluidsurveys.com/account/surveys/540612/responses/export//surveys/vickie-smith/appendix-e-trustee-disclosure-form/8af07>

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:

Jonathan Howard

2. Charter School Name:

Riverhead Charter School

3. Charter Authorizer:

Board of Regents

4. *Your Home Address:

4. *Your Home Address: | Street Address

4. *Your Home Address: | City/State

4. *Your Home Address: | Zip

5. *Your Business Address

5. *Your Business Address | Street Address

5. *Your Business Address | City/State

5. *Your Business Address | Zip

6. *Daytime Phone Number:

7. *E-mail Address:

8. Select all positions you held on Board:

(check all that apply)

(No response)

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

No

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

(No response)

10a. If YES, please provide a description of the position you hold and your responsibilities, your salary and your start date in the next

[cmoeY.0] 10a. If YES, please provide a description of the position you hold and your responsibilities, your salary and your start date in the next Position Held	(No response)
---	---------------

[cmoeY.1] 10a. If YES, please provide a description of the position you hold and your responsibilities, your salary and your start date in the next Responsibilities	(No response)
--	---------------

[cmoeY.2] 10a. If YES, please provide a description of the position you hold and your responsibilities, your salary and your start date in the next Salary	(No response)
--	---------------

[cmoeY.3] 10a. If YES, please provide a description of the position you hold and your responsibilities, your salary and your start date in the next Start Date	(No response)
--	---------------

Page 2

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

No

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

No

Signature of Trustee

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

Created Tuesday, July 01, 2014

Updated Thursday, July 31, 2014

<https://fluidsurveys.com/account/surveys/540612/responses/export//surveys/vickie-smith/appendix-e-trustee-disclosure-form/43715>

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:

Emma Klimek

2. Charter School Name:

Riverhead Charter School

3. Charter Authorizer:

Board of Regents

4. *Your Home Address:

4. *Your Home Address: | Street Address

4. *Your Home Address: | City/State

4. *Your Home Address: | Zip

5. *Your Business Address

5. *Your Business Address | Street Address

5. *Your Business Address | City/State

5. *Your Business Address | Zip

6. *Daytime Phone Number:

7. *E-mail Address:

8. Select all positions you held on Board:

(check all that apply)

-
- Vice Chair/Vice President
-

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

No

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

No

Page 2

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

No

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

No

Signature of Trustee

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

Created Tuesday, July 29, 2014

Updated Wednesday, April 15, 2015

<https://fluidsurveys.com/account/surveys/540612/responses/export//surveys/vickie-smith/appendix-e-trustee-disclosure-form/efb95>

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:

Zenobia Hartfield

2. Charter School Name:

Riverhead Charter School

3. Charter Authorizer:

Board of Regents

4. *Your Home Address:

4. *Your Home Address: | Street Address

4. *Your Home Address: | City/State

4. *Your Home Address: | Zip

5. *Your Business Address

5. *Your Business Address | Street Address

5. *Your Business Address | City/State

5. *Your Business Address | Zip

6. *Daytime Phone Number:

7. *E-mail Address:

8. Select all positions you held on Board:

(check all that apply)

• Chair/President

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

No

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

No

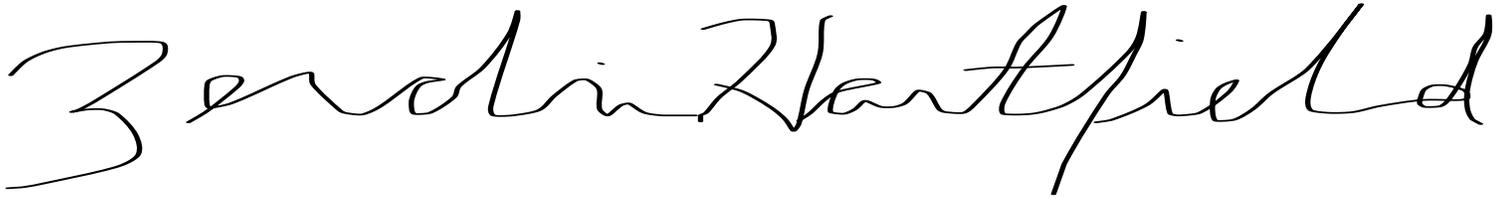
13. Have you or any of your immediate family members or any persons who live with you in your house had an interest in or engaged in a transaction with the charter school during the time you have served on the board, and in the six-month period prior to such service?

No

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

No

Signature of Trustee

A handwritten signature in black ink that reads "Zerin Hartfield". The signature is written in a cursive style with a large, stylized initial 'Z'.

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

Created Tuesday, July 29, 2014

<https://fluidsurveys.com/account/surveys/540612/responses/export//surveys/vickie-smith/appendix-e-trustee-disclosure-form/d4a5e>

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:

Harry Histan

2. Charter School Name:

Riverhead Charter School

3. Charter Authorizer:

Board of Regents

4. *Your Home Address:

4. *Your Home Address: | Street Address

4. *Your Home Address: | City/State

4. *Your Home Address: | Zip

5. *Your Business Address

5. *Your Business Address | Street Address

5. *Your Business Address | City/State

5. *Your Business Address | Zip

6. *Daytime Phone Number:

7. *E-mail Address:

8. Select all positions you held on Board:

(check all that apply)

- Treasurer

- Secretary

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

No

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

No

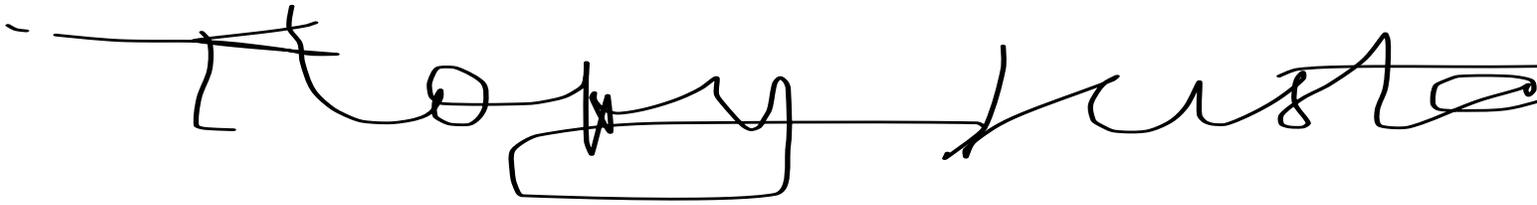
13. Have you or any of your immediate family members or any persons who live with you in your house had an interest in or engaged in a transaction with the charter school during the time you have served on the board, and in the six-month period prior to such service?

No

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

No

Signature of Trustee

A handwritten signature in black ink, written over a horizontal line. The signature is cursive and appears to read "Troy Rusto". The word "Troy" is written in a stylized, rounded cursive, and "Rusto" is written in a more traditional cursive. The signature is positioned above a horizontal line that extends across the width of the page.

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

Created Thursday, June 19, 2014

Updated Wednesday, April 15, 2015

<https://fluidsurveys.com/account/surveys/540612/responses/export//surveys/vickie-smith/appendix-e-trustee-disclosure-form/5ad9c>

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:

Bryan Winther

2. Charter School Name:

Riverhead Charter School

3. Charter Authorizer:

Board of Regents

4. *Your Home Address:

4. *Your Home Address: | Street Address

4. *Your Home Address: | City/State

4. *Your Home Address: | Zip

5. *Your Business Address

5. *Your Business Address | Street Address

5. *Your Business Address | City/State

5. *Your Business Address | Zip

6. *Daytime Phone Number:

[Redacted]

7. *E-mail Address:

[Redacted]

8. Select all positions you held on Board:

(check all that apply)

(No response)

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

No

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

No

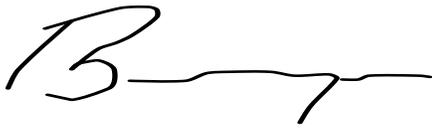
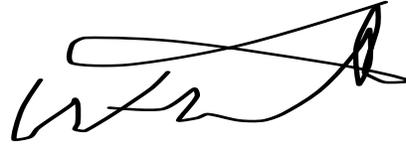
13. Have you or any of your immediate family members or any persons who live with you in your house had an interest in or engaged in a transaction with the charter school during the time you have served on the board, and in the six-month period prior to such service?

No

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

No

Signature of Trustee

A handwritten signature in black ink, appearing to be the name 'Bry' followed by a horizontal line.A handwritten signature in black ink, consisting of several loops and a final flourish.