



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

Last updated: 08/14/2015

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

## Page 1

### 1. SCHOOL NAME AND AUTHORIZER

(Select name from the drop down menu)

RIVERHEAD CS (REGENTS) 580602860032

### 2. CHARTER AUTHORIZER

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

Regents-Authorized Charter School

### 3. DISTRICT / CSD OF LOCATION

Riverhead

### 4. SCHOOL INFORMATION

	PRIMARY ADDRESS	PHONE NUMBER	FAX NUMBER	EMAIL ADDRESS
	3685 Middle Country Road Calverton, N& 11933	631-369-5800	631-369-6687	[REDACTED]

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

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

### 5. SCHOOL WEB ADDRESS (URL)

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

### 6. DATE OF INITIAL CHARTER

2001-02-01 00:00:00

**7. DATE FIRST OPENED FOR INSTRUCTION**

2001-09-01 00:00:00

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

356

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

Check all that apply

Grades Served K, 1, 2, 3, 4, 5, 6, 7, 8

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

	Yes/No	Name of CMO/EMO
	No	N/A

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**11. FACILITIES**

Will the School maintain or operate multiple sites?

No, just one site.

**12. SCHOOL SITES**

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

	Physical Address	Phone Number	District/CSD	Grades Served at Site	School at Full Capacity at Site	Facilities Agreement
Site 1 (same as primary site)	3685 Middle Country Road, Calverton, NY 11933	631-369-5800	RIVERHEAD CSD	K-8	Yes	Own
Site 2						
Site 3						

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

	Name	Work Phone	Alternate Phone	Email Address
School Leader	Raymond Ankrum	631-369-5800		

Operational Leader	Lilla Debowski	631-369-5800		[REDACTED]
Compliance Contact	Laura Arcuri	631-369-5800		[REDACTED]
Complaint Contact	Deana Fortunato	631-369-5800		[REDACTED]

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

No

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

No

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

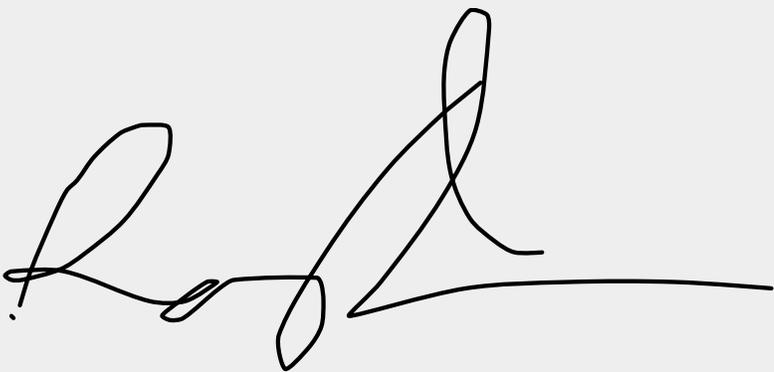
Raymond Ankrum, Executive Director/Principal

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

Responses Selected:

Yes

**Signature, Head of Charter School**



**Signature, President of the Board of Trustees**

A handwritten signature in black ink on a light gray background. The signature consists of the letters 'Z.' followed by a large, stylized, cursive 'H' that loops back to the left, and the word 'Hayfield' written in a cursive script.

**Thank you.**

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

Created: 08/14/2015  
Last updated: 08/18/2015

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Page 1

Charter School Name:

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**1. NEW YORK STATE REPORT CARD**

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

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

<http://data.nysed.gov/reportcard.php?instid=800000036919&year=2013&createreport=1&enrollment=1&avgclasssize=1&freelunch=1&attendance=1&teacherqual=1&teacherturnover=1&staffcounts=1&38ELA=1&38MATH=1&48SCI=1&naep=1&nysaa=1&nyseslat=1&>



# Appendix A: Progress Toward Goals

Created: 08/14/2015

Last updated: 08/18/2015

## Page 1

Charter School Name:

### 1. NEW YORK STATE REPORT CARD

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

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

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

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

The following tables reflect formatting in the online portal required for Board of Regents-authorized charter schools and NYCDOE-authorized charter schools only. Schools should list Progress Toward Charter Goals by August 1, 2015. If the goals are based on student performance data that the school will not have access to before August 1, 2015 (e.g., the NYS Assessment results), explain this in the "2014-2015 Progress Toward Attainment of Goal" column. The information can be updated when available. Appendix A must be fully completed no later than November 1, 2015.

#### 2a. ACADEMIC STUDENT PERFORMANCE GOALS

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

	Academic Student Performance Goal	Measure Used to Evaluate Progress Toward Attainment of Goal	2014-2015 Progress Toward Attainment of Goal - Met, Partially Met, or Not Met	If Not Met, Describe Efforts School Will Take
Academic Goal 1				
Academic Goal 2				
Academic Goal 3				
Academic Goal 4				
Academic Goal 5				
Academic Goal 6				
Academic Goal 7				
Academic Goal 8				

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

(No response)

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

	Academic Student Performance Goal	Measure Used to Evaluate Progress Toward Attainment of Goal	Measure Used to Evaluate Progress Toward Attainment of Goal - Met, Partially Met, Not Met	If Not Met, Describe Efforts School Will Take
Academic Goal 9				
Academic Goal 10				
Academic Goal 11				
Academic Goal 12				
Academic Goal 13				
Academic Goal 14				
Academic Goal 15				
Academic Goal 16				

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

(No response)

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

	Academic Student Performance Goal	Measure Used to Evaluate Progress Toward Attainment of Goal	2014-15 Progress Toward Attainment of Goal - Met, Partially Met, Not Met	If Not Met, Describe Efforts School Will Take
Academic Goal 17				
Academic Goal 18				
Academic Goal 19				
Academic Goal 20				
Academic Goal 21				
Academic Goal 22				
Academic Goal 23				
Academic Goal 24				
Academic Goal 25				
Academic Goal 26				
Academic Goal 27				
Academic Goal 28				
Academic Goal 29				
Academic Goal 30				

**2b. ORGANIZATIONAL GOALS**

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

	Organizational Goal	Measure Used to Evaluate Progress	2014-15 Progress Toward Attainment	If Not Met, Describe Efforts School Will Take
Org Goal 1	For the board to be at minimum member capacity for the whole year, and continuously work in a manner that is cohesive and meaningful to the school.	The board's ability to attract new board members.	The board has added two new board members during Fiscal year 14-15.	The board continues its outreach, and has expanded board capacity by allowing its members to remote in in accordance with NY State Open Meetings Law. The board will continue to actively recruit members to reach its capacity of nine members
Org Goal 2	Board members to increase in its capacity to fundraise for the school, through solicitation, galas, and fundraising events.	Board members raised over 50-k for programs in the school. This is largely due to the enthusiasm brought by new members of the board, as well as through a mixture of members that have served in the capacity for years.	RCS raised more funds in the last year than we have in all of our years combined.	Board members will continue with their energy and desire to want our students to have awesome opportunities to learn.
Org Goal 3	For organizational staff turnover to reduce tremendously. Previous years staff attrition were at or above 40%	Using the staff attrition chart provided by NY state and analyzing the data through comparative analysis from the previous years.	RCS made great progress in reducing staff turnover by over half the previous year's outcome. (See Attrition Table)	RCS will continue to analyze compensation trends, and make every effort to make salaries competitive with the local districts in hopes of keeping and retaining its teachers and staff.
Org Goal 4	Parent communication to increase and improve, and for their to be a variety of events for parents to attend and feel welcome	RCS Family Survey Data	According to the RCS family surveys, 90% of RCS families are happy with the education, level of communication, and overall openness and accessibility of the school	RCS will continue to communicate with parents, hold open forums, and solicit buy-in for changes that may or may not impact the RCS school community
Org Goal 5	Reduction in overall suspension and incorporation of a universal behavior system to be implemented with fidelity from grades K-8	Suspension data correlation between year-to- year suspensions	Suspensions are down more than half, and suspension of students with disabilities is now in accordance with NY state standards, as the corrective action plan instituted has been removed.	RCS will continue with its implementation of our school-wide preventative disciplinary measures through the R.O.Y.A.L. character development initiative

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

No

## 2c. FINANCIAL GOALS

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

	Financial Goals	Measure Used to Evaluate Progress	2014-2015 Progress Toward Attainment	If Not Met, Describe Efforts School Will Take
Financial Goal 1				
Financial Goal 2				
Financial Goal 3				
Financial Goal 4				
Financial Goal 5				



# Appendix B: Total Expenditures and Administrative Expenditures per Child

Created: 08/13/2015

Last updated: 08/18/2015

## Page 1

**Charter School Name:**

### B. Financial Information

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

#### 1. Total Expenditures Per Child

To calculate '**Total Expenditures per Child**' take total expenditures (from the unaudited 2014-15 Schedule of Functional Expenses) and divide by the year end per pupil count. (Integers Only. No dollar signs or commas).

Line 1: Total Expenditures	5743907
Line 2: Year End Per Pupil Count	355
Line 3: Divide Line 1 by Line 2	16180

#### 2. Administrative Expenditures per Child

To calculate '**Administrative Expenditures per Child**' take the relevant portion from the 'personnel services cost' row and the 'management and general' column (from the unaudited 2014-15 Schedule of Functional Expenses) and divide by the year end per pupil count. The relevant portion that must be included in this calculation is defined as follows:

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

Please note the following:

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

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

Line 1: Relevant Personnel Services Cost (Row)	230817
Line 2: Management and General Cost (Column)	378060
Line 3: Sum of Line 1 and Line 2	608877
Line 4: Year End Per Pupil Count	355
Line 5: Divide Line 3 by the Year End Per Pupil Count	1715

***Thank you.***



**Financial**

**School Name:**

**Date:**

**School Fiscal Contact Name:**

**School Fiscal Contact Email:**

**School Fiscal Contact Phone:**

**District of Location:**

**Authorizer:**

**Years of Operation:**

**Facility:**

**Grades Currently Served:**

**Planned Grades at Full Capacity:**

**Enrollment:**

**Max Enrollment:**

**Year of Most Recent Data**

**School Fiscal Contact Phone:**

**School Audit Firm Name:**

**School Audit Contact Name:**

**School Audit Contact Email:**

**School Audit Contact Phone:**

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

**Do Not Use this Box**



## Audit Supplemental Data Request Form

*for Regents-Authorized Charter Schools*

**Riverhead Charter School**

August 17, 2015

Raymond Ankrum

Calverton, NY

Board of Regents

2001-current

Public

K-8

K-8

355

417

2015

631 369-5800

Cerini and Associates

Ken Cerini

[kcerini@ceriniandassociates.com](mailto:kcerini@ceriniandassociates.com)

631 582-1600 X203

2015

Riverhead Charter School2015

**FILL IN GRAY CELLS**

**Riverhead Charter School**

**STATEMENTS OF FINANCIAL POSITION**

FOR THE YEARS ENDED JUNE 30,

	<u>2015</u>	<u>2014</u>
<b>ASSETS</b>		
<b>CURRENT ASSETS</b>		
Cash and cash equivalents	\$6,434,440	\$4,879,508
Grants and contracts receivable	98,218	64,850
Accounts receivables	107,127	181,855
Inventory	-	-
Prepaid Expenses	-	-
Contributions and other receivables	103,308	103,627
Other	-	17,167
<b>TOTAL CURRENT ASSETS</b>	<b>\$6,743,093</b>	<b>\$5,247,007</b>
<b>OTHER ASSETS</b>		
Investments	\$-	\$-
Property, Plant and Equipment, Net	17,947,547	13,779,903
Restricted Cash	3,678,530	9,728,535
<b>OTHER ASSETS</b>	<b>\$21,626,077</b>	<b>\$23,508,438</b>
<b>TOTAL ASSETS</b>	<b>\$28,369,170</b>	<b>\$28,755,445</b>
<b>LIABILITIES AND NET ASSETS</b>		
<b>CURRENT LIABILITIES</b>		
Accounts payable and accrued expenses	\$611,534	\$1,721,092
Accrued payroll and benefits	791,164	634,236
Refundable Advances	-	-
Dreferred Revenue	-	7,321
Current maturities of long-term debt	270,000	-
Short Term Debt - Bonds, Notes Payable	-	-
Other	615,866	615,865
<b>TOTAL CURRENT LIABILITIES</b>	<b>\$2,288,564</b>	<b>\$2,978,514</b>
<b>LONG-TERM DEBT, net current maturities</b>	<b>\$20,835,000</b>	<b>\$21,105,000</b>
<b>TOTAL LIABILITIES</b>	<b>\$23,123,564</b>	<b>\$24,083,513</b>
<b>NET ASSETS</b>		
Unrestricted	\$5,245,606	\$4,671,932
Temporarily restricted	-	-
<b>TOTAL NET ASSETS</b>	<b>\$5,245,606</b>	<b>\$4,671,932</b>
<b>TOTAL LIABILITIES AND NET ASSETS</b>	<b>\$28,369,170</b>	<b>\$28,755,445</b>

Check

-

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**FILL IN GRAY CELLS**

**Riverhead Charter School**

STATEMENTS OF ACTIVITIES

FOR THE YEARS ENDED JUNE 30,

	2015		2014	
	Unrestricted	Temporarily Restricted	Total	Total
<b>REVENUE, GAINS AND OTHER SUPPORT</b>				
State & Local Operating Revenue	\$5,881,689	\$-	\$5,881,689	\$4,789,456
Federal - Title and IDEA	98,218	-	98,218	97,867
Federal - Other	-	-	-	-
State and City Grants	-	-	-	-
Contributions and private grants	-	-	-	-
After school revenue	-	-	-	-
Other	19,504	-	19,504	5,566
Food Service/Child Nutrition Program	<u>229,833</u>	<u>-</u>	<u>229,833</u>	<u>171,603</u>
<b>TOTAL REVENUE, GAINS AND OTHER SUPPORT</b>	\$6,229,244	\$-	\$6,229,244	\$5,064,492
<b>EXPENSES</b>				
Program Services				
Regular Education	\$4,967,799	\$-	\$4,967,799	\$4,042,062
Special Education	167,238	-	167,238	99,395
Other Programs	-	-	-	-
Total Program Services	\$5,135,037	\$-	\$5,135,037	\$4,141,457
Supporting Services				
Management and general	\$581,453	\$-	\$581,453	\$576,273
Fundraising	<u>27,423</u>	<u>-</u>	<u>27,423</u>	<u>3,915</u>
<b>TOTAL OPERATING EXPENSES</b>	\$5,743,913	\$-	\$5,743,913	\$4,721,645
<b>SURPLUS / (DEFICIT) FROM SCHOOL OPERATIONS</b>	\$485,331	\$-	\$485,331	\$342,847
Contributions				
Foundations	\$-	\$-	\$-	\$-
Individuals	-	-	-	-
Corporations	-	-	-	-
Fundraising	88,338	-	88,338	18,930
Interest income	-	-	-	-
Miscellaneous income	-	-	-	-
Net assets released from restriction	-	-	-	-
<b>TOTAL SUPPORT AND OTHER REVENUE</b>	\$88,338	\$-	\$88,338	\$18,930
<b>CHANGE IN NET ASSETS</b>	\$573,669	\$-	\$573,669	\$361,777
NET ASSETS BEGINNING OF YEAR	\$4,671,937	\$-	\$4,671,937	\$4,310,160
PRIOR YEAR/PERIOD ADJUSTMENTS	-	-	-	-
<b>NET ASSETS - END OF YEAR</b>	\$5,245,606	\$-	\$5,245,606	\$4,671,937



*RIVERHEAD CHARTER SCHOOL, INC.*

*FINANCIAL STATEMENTS AND  
INDEPENDENT AUDITORS' REPORT*

*FOR THE YEARS ENDED JUNE 30, 2015 AND 2014*

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Connected  
to your business  
goals  
success

*RIVERHEAD CHARTER SCHOOL, INC.*

*FINANCIAL STATEMENTS AND  
INDEPENDENT AUDITORS' REPORT  
FOR THE YEARS ENDED JUNE 30, 2015 AND 2014  
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## INDEPENDENT AUDITORS' REPORT

To the Board of Directors of  
Riverhead Charter School, Inc.  
Calverton, New York

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

We have audited the accompanying financial statements of Riverhead Charter School, Inc. (a not-for-profit corporation, "the School"), which comprise the statements of financial position as of June 30, 2015 and 2014, and the related statements of activities, functional expenses, and cash flows for the years then ended, and the related notes to the financial statements.

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

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

### *Auditors' Responsibility*

Our responsibility is to express an opinion on these financial statements based on our audits. We conducted our audits in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audits to obtain reasonable assurance about whether the financial statements are free from material misstatement.

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

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

*Opinion*

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the School as of June 30, 2015 and 2014, and the changes in its net assets and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

*Corini & Associates LLP*

Bohemia, New York

October 29, 2015

**RIVERHEAD CHARTER SCHOOL, INC.**

**STATEMENTS OF FINANCIAL POSITION**  
**JUNE 30,**

	<b>2015</b>	<b>2014</b>
<b>ASSETS (Notes 4 and 8)</b>		
<b>Current Assets:</b>		
Cash and cash equivalents (Note 3).....	\$ 6,712,110	\$ 4,866,407
Investments (Note 2).....	59,463	59,426
Prepaid expenses.....	13,492	17,166
Accounts receivable, net (Note 6).....	233,084	285,483
Grants receivable (Note 6).....	98,218	64,850
	<b>TOTAL CURRENT ASSETS</b>	<b>5,293,332</b>
Property and equipment, net (Notes 4, 5, and 8).....	18,007,009	13,779,908
Restricted cash (Notes 7 and 8).....	3,341,516	9,682,210
	<b>TOTAL ASSETS</b>	<b>\$ 28,755,450</b>
<b>LIABILITIES AND NET ASSETS</b>		
<b>Current Liabilities:</b>		
Accounts payable and accrued expenses .....	\$ 1,391,065	\$ 2,355,327
Deferred revenue.....	-	7,321
Interest payable.....	612,336	615,865
	<b>TOTAL CURRENT LIABILITIES</b>	<b>2,978,513</b>
Bonds payable (Note 8).....	21,105,000	21,105,000
	<b>TOTAL LIABILITIES</b>	<b>24,083,513</b>
Commitments and contingencies (Notes 3, 4, 5, 6, 7, 8, and 10)		
<b>Net Assets:</b>		
Unrestricted.....	5,290,434	4,650,799
Temporarily restricted (Note 9).....	66,057	21,138
	<b>TOTAL NET ASSETS</b>	<b>4,671,937</b>
	<b>TOTAL LIABILITIES AND NET ASSETS</b>	<b>\$ 28,755,450</b>

*The accompanying notes are an integral part of these financial statements.*

**RIVERHEAD CHARTER SCHOOL, INC.**

**STATEMENT OF ACTIVITIES  
FOR THE YEAR ENDED JUNE 30, 2015**

	<b>Unrestricted</b>	<b>Temporarily Restricted</b>	<b>Total</b>
<b>REVENUE AND SUPPORT:</b>			
Tuition and program service income (Notes 3, 4, and 9).....	\$ 6,019,667	\$ 44,919	\$ 6,064,586
Government grants (Notes 3 and 7).....	98,218	-	98,218
Investment income (Note 2).....	3,344	-	3,344
Other income (Notes 4 and 8).....	104,498	-	104,498
	<b>6,225,727</b>	<b>44,919</b>	<b>6,270,646</b>
<b>EXPENSES:</b>			
Program services.....	4,769,755	-	4,769,755
Management and general.....	816,337	-	816,337
	<b>5,586,092</b>	<b>-</b>	<b>5,586,092</b>
<b>CHANGE IN NET ASSETS</b>	<b>639,635</b>	<b>44,919</b>	<b>684,554</b>
Net assets, beginning of year.....	4,650,799	21,138	4,671,937
Net assets, end of year.....	\$ 5,290,434	\$ 66,057	\$ 5,356,491

*The accompanying notes are an integral part of these financial statements.*

**RIVERHEAD CHARTER SCHOOL, INC.**

**STATEMENT OF ACTIVITIES  
FOR THE YEAR ENDED JUNE 30, 2014**

	<b>Unrestricted</b>	<b>Temporarily Restricted</b>	<b>Total</b>
<b>REVENUE AND SUPPORT:</b>			
Tuition and program service income (Notes 3, 4, and 9).....	\$ 4,787,248	\$ 21,138	\$ 4,808,386
Government grants (Notes 3 and 7).....	97,867	-	97,867
Investment income (Note 2).....	5,566	-	5,566
Other income (Notes 4 and 8).....	171,603	-	171,603
	<b>5,062,284</b>	<b>21,138</b>	<b>5,083,422</b>
<b>EXPENSES:</b>			
Program services.....	4,141,457	-	4,141,457
Management and general.....	580,188	-	580,188
	<b>4,721,645</b>	<b>-</b>	<b>4,721,645</b>
<b>CHANGE IN NET ASSETS</b>	<b>340,639</b>	<b>21,138</b>	<b>361,777</b>
Net assets, beginning of year.....	4,310,160	-	4,310,160
Net assets, end of year.....	\$ 4,650,799	\$ 21,138	\$ 4,671,937

*The accompanying notes are an integral part of these financial statements.*

**RIVERHEAD CHARTER SCHOOL, INC.**

**STATEMENT OF FUNCTIONAL EXPENSES  
FOR THE YEAR ENDED JUNE 30, 2015**

	<u>Program Services</u>	<u>Management and General</u>	<u>Totals</u>
Salaries and wages.....	\$ 1,931,261	\$ 340,811	\$ 2,272,072
Payroll taxes and related benefits.....	806,237	142,277	948,514
Advertising.....	3,401	-	3,401
Occupancy costs.....	106,664	18,823	125,487
Contracted services.....	146,043	25,772	171,815
Travel and transportation.....	161,989	28,586	190,575
Supplies.....	71,873	12,683	84,556
Core curriculum.....	-	5,106	5,106
Telephone and communications.....	19,510	3,443	22,953
Repairs and maintenance.....	104,261	18,399	122,660
Equipment.....	3,768	-	3,768
Student meals.....	165,607	-	165,607
Depreciation and amortization.....	309,081	54,544	363,625
Interest expense, net (Note 8).....	841,301	148,465	989,766
Conferences.....	13,285	2,344	15,629
Recruitment.....	485	86	571
Insurance.....	36,415	6,426	42,841
Miscellaneous.....	48,574	8,572	57,146
	<u>\$ 4,769,755</u>	<u>\$ 816,337</u>	<u>\$ 5,586,092</u>

**RIVERHEAD CHARTER SCHOOL, INC.**

**STATEMENT OF FUNCTIONAL EXPENSES  
FOR THE YEAR ENDED JUNE 30, 2014**

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	<b>Program Services</b>	<b>Management and General</b>	<b>Totals</b>
Salaries and wages.....	\$ 1,878,570	\$ 256,169	\$ 2,134,739
Payroll taxes and related benefits.....	744,102	101,468	845,570
Advertising.....	9,357	-	9,357
Occupancy costs.....	59,866	3,633	63,499
Contracted services.....	75,906	7,204	83,110
Travel and transportation.....	184,857	264	185,121
Supplies.....	67,975	1,647	69,622
Core curriculum.....	-	3,493	3,493
Telephone and communications.....	6,575	-	6,575
Repairs and maintenance.....	84,655	23,840	108,495
Equipment.....	3,336	-	3,336
Student meals.....	133,844	-	133,844
Depreciation and amortization.....	131,754	17,967	149,721
Interest expense, net (Note 8).....	710,966	145,619	856,585
Conferences.....	11,882	14,014	25,896
Recruitment.....	165	22	187
Insurance.....	22,061	3,008	25,069
Miscellaneous.....	15,586	1,840	17,426
	\$ 4,141,457	\$ 580,188	\$ 4,721,645

**RIVERHEAD CHARTER SCHOOL, INC.**

**STATEMENTS OF CASH FLOWS  
FOR THE YEARS ENDED JUNE 30,**

	<b>2015</b>	<b>2014</b>
<b>CASH FLOWS FROM OPERATING ACTIVITIES:</b>		
Change in net assets.....	\$ 684,554	\$ 361,777
<u>Adjustments to reconcile change in net assets to net cash provided by/</u> <u>(used in) operating activities:</u>		
Depreciation and amortization.....	363,625	149,721
<u>Changes in operating assets and liabilities:</u>		
Prepaid expenses.....	3,674	47,347
Accounts receivable.....	52,399	(9,388)
Grants receivable.....	(33,368)	(4,424)
Restricted cash.....	6,340,694	(9,606,864)
Accounts payable and accrued expenses.....	(964,262)	1,689,844
Interest payable.....	(3,529)	615,865
Deferred revenue.....	(7,321)	4,659
<b>Net cash provided by/(used in) operating activities</b>	<b>6,436,466</b>	<b>(6,751,463)</b>
<b>CASH FLOWS FROM INVESTING ACTIVITIES:</b>		
Purchase of fixed assets.....	(4,590,726)	(10,462,575)
Purchase of investments.....	(37)	(170)
<b>Cash used in investing activities</b>	<b>(4,590,763)</b>	<b>(10,462,745)</b>
<b>CASH FLOWS FROM FINANCING ACTIVITIES:</b>		
Repayment to Edison Schools, Inc.....	-	(111,260)
Repayment of notes payable.....	-	(3,272,622)
Proceeds from bond issuance.....	-	21,105,000
<b>Net cash provided by financing activities</b>	<b>-</b>	<b>17,721,118</b>
<b>Net change in cash</b>	<b>1,845,703</b>	<b>506,910</b>
Cash, beginning of year.....	4,866,407	4,359,497
Cash, end of year.....	\$ 6,712,110	\$ 4,866,407
<b>SUPPLEMENTAL CASH FLOW INFORMATION:</b>		
Cash paid for interest .....	\$ 739,038	\$ 646,400

*The accompanying notes are an integral part of these financial statements.*

# RIVERHEAD CHARTER SCHOOL, INC.

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEARS ENDED JUNE 30, 2015 AND 2014

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### NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

This summary of significant accounting policies of the Riverhead Charter School, Inc. (hereinafter "the School") is presented to assist in understanding the School's financial statements. These financial statements and notes are representations of the School's management, which is responsible for the integrity and objectivity of the financial statements. These accounting policies conform to accounting principles generally accepted in the United States of America and have been consistently applied in the preparation of the financial statements.

Organization: The School is a not-for-profit organization that was incorporated under Article 56 of the Education Law on February 1, 2001 pursuant to a five-year provisional charter granted by the Education Department of the State of New York ("NYSED"). The School's main objective is to offer students a true choice in public education, which promotes love of learning and local exploration. The School's goal is to provide a rigorous community of learning, which is inviting and stimulating to staff and parents, as well as students. The School intends to reverse the current spiral of student failure and meet or exceed State and federal standards, to nurture the individual gifts of every student, and to prepare them for a rewarding community life. For fiscal 2013, the School was approved to provide education to children in kindergarten through sixth grade. Effective September 2013, the School received approval to expand its program to seventh grade, and commencing September 2014, to eighth grade. The School's charter has been renewed by the Education Department of the State of New York through June 30, 2017.

Income Tax Status: The School is exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code and is publicly supported, as described in section 509(a). The School is also exempt from certain State and local taxes. The School evaluated for uncertain tax positions and has determined that there were no uncertain tax positions for 2015 and 2014.

The School files a Form 990 and is exempt from filing a New York state return. The 990 is subject to review and examination by federal taxing authorities. Tax returns for the years ended June 30, 2015, 2014, 2013, and 2012 are open for examination by federal taxing authorities.

Basis of Accounting: The accompanying financial statements have been prepared on the accrual basis of accounting in accordance with accounting principles generally accepted in the United States of America. Revenue is recorded as earned and expenses are recorded when incurred.

Revenue Recognition: The School recognizes revenue on government and private grants when reimbursable expenditures under qualified programs are expended. Grants are typically fully expended within a one-year cycle. Tuition income is earned as education is provided to students enrolled at the School.

Cash Equivalents: For the purposes of the financial statements, cash equivalents represent money market funds with financial institutions.

# RIVERHEAD CHARTER SCHOOL, INC.

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEARS ENDED JUNE 30, 2015 AND 2014

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### NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

Advertising: The School uses advertising to promote its program and fundraising events among the public it serves. The production costs of advertising are expensed as incurred.

Use of Estimates: The presentation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenue and expenses during the reporting period. Actual results could differ from these estimates.

Basis of Presentation: Financial statement presentation follows the recommendations of the Financial Accounting Standards Board, specifically for not-for-profit organizations. The School is required to report information regarding its financial position and activities according to three classes of net assets: unrestricted net assets, temporarily restricted net assets, and permanently restricted net assets.

Unrestricted net assets - Net assets that are not subject to donor-imposed stipulations.

Temporarily restricted net assets - Net assets subject to donor-imposed stipulations that may or will be met, either by action of the School and/or passage of time.

Permanently restricted net assets - Net assets subject to donor-imposed stipulations that must be maintained permanently by the School. Generally, the donors of these assets would permit the School to use all or part of the income earned on any related investments for general or specific purposes.

Donated Services: The School benefits from volunteer services in program and administrative duties from Board members and other volunteers. Even though these donated services are valuable to the School, and help to advance its mission, no amounts have been reflected in the financial statements for these contributed services inasmuch as such services do not meet the criteria for recognition in the financial statements under generally accepted accounting principles in the United States of America, nor do they create or enhance non-financial assets.

Contributions: Contributions are recognized when the donor makes a promise to give to the School that is, in substance, unconditional. Contributions that are restricted by the donor are reported as increases in unrestricted net assets if the restrictions expire in the fiscal year in which the contributions are recognized. All other donor-restricted contributions are reported as increases in temporarily or permanently restricted net assets depending on the nature of the restrictions. When a restriction expires, temporarily restricted net assets are reclassified to unrestricted net assets.

Expense Allocation: Directly identifiable expenses are charged to programs and supporting services. Expenses related to more than one function are allocated to programs and supporting services based upon management estimates.

**RIVERHEAD CHARTER SCHOOL, INC.**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEARS ENDED JUNE 30, 2015 AND 2014**

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**NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)**

Property and Equipment: Property and equipment are stated at original cost. Those assets acquired by gift are carried at fair market value established at the date of acquisition.

Maintenance and repairs are charged to expense and betterments are capitalized. Depreciation expense is computed using the straight-line method over each asset's estimated useful life as follows:

Building .....	25 years
Building improvements .....	10 - 25 years
Equipment.....	3.5 - 5 years
Bond issuance costs.....	20 years

Subsequent Events: The School has evaluated events and transactions that occurred between July 1, 2015 and October 29, 2015, which is the date the financial statements were available to be issued, for possible disclosure and recognition in the financial statements.

**NOTE 2 - INVESTMENTS**

Investments are presented in the statements of financial position at fair value. A fair value hierarchy has been established based upon the observable inputs to the evaluation of an asset or liability as of the measurement date. The three-level valuation techniques are based upon observable and unobservable inputs. Observable inputs reflect market data obtained from independent sources, while unobservable inputs reflect market assumptions. These two types of inputs create the following fair-value levels (Level 1, 2, and 3):

- Level 1 - quoted prices for identical instruments in active markets;
- Level 2 - quoted prices for similar instruments in active markets; quoted prices for identical or similar instruments in markets that are not active; and model-derived valuations the significant inputs for which are observable; and
- Level 3 - instruments the significant inputs for which are unobservable.

All of the investments held by the School are in certificates of deposit ("CD's") which are considered Level 2 investments because they are valued based on quoted prices for similar instruments in active markets.

**NOTE 3 - CONCENTRATIONS AND COMMITMENTS**

From time to time, the School has cash on deposit with a financial institution in excess of Federal Deposit Insurance Corporation-insured limits.

During fiscal 2015, approximately 93% of the School's total support and revenue was comprised of tuition income from several Eastern Suffolk County school districts, the largest of which were: Riverhead Central School District (51%), William Floyd School District (22%), Longwood

## **RIVERHEAD CHARTER SCHOOL, INC.**

### **NOTES TO THE FINANCIAL STATEMENTS FOR THE YEARS ENDED JUNE 30, 2015 AND 2014**

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Central School District (12%), South Country District (5%), and other school districts (10%). The remaining 7% was primarily comprised of revenue related to the School's Student Meal Program (3%), grants from the Education Department of the State of New York (2%), and other income (2%).

During fiscal 2014, approximately 94% of the School's total support and revenue was comprised of tuition income from several Eastern Suffolk County school districts, the largest of which were: Riverhead Central School District (49%), William Floyd School District (24%), Longwood Central School District (14%), South Country District (5%), and other school districts (8%). The remaining 6% was primarily comprised of revenue related to the School's Student Meal Program (4%) and grants from the Education Department of the State of New York (2%).

Effective July 1, 2008, the School entered into a collective bargaining agreement with its teachers and teacher assistants through the Teachers Association. The agreement, which expired on June 30, 2009, provided for merit-based increases for teachers and teachers assistants of 3% for fiscal 2009. On July 9, 2013 the School entered into a new collective bargaining agreement which expired on June 30, 2014. The agreement allowed for retroactive salary adjustments. Salary expense for the year ended June 30, 2014 includes retroactive increases in excess of amounts previously accrued of approximately \$31,572. The School has not reached a new collective bargaining agreement as of the report date. Employees of the School are voting to dissolve the union as discussed in Note 11.

#### **NOTE 4 - CONTRACTUAL OBLIGATIONS**

Prior to July 1, 2008, the School had a management agreement with Edison Schools, Inc. ("Edison") that required Edison, to the extent permitted by law, to provide the School with a complete educational program and the related management and administrative services necessary to implement the program, including billing and collections.

In exchange for its services, the contract specified that Edison would receive a fee based upon the total revenue and earnings of the School, net of debt service and a fixed fee.

On August 22, 2001, the School purchased a building and one acre of land in Calverton, New York for \$850,000. During February 2002, the School also purchased an additional five acres of adjacent land for \$490,000, upon which the new facility was constructed to house the entire student body under one roof. Construction of the new building was completed in January 2015.

In order to finance these and future capital expenditures, the School borrowed \$4,010,488 from Edison, which was evidenced by two promissory notes and was secured by substantially all assets of the School (the "secured debt"). In addition, to cover day to day operations, the School borrowed additional unsecured working capital advances from Edison (the "unsecured working capital advances"). On June 30, 2008, at the time the agreement with Edison was terminated, the School owed Edison \$3,186,840 for such unsecured working capital advances.

*RIVERHEAD CHARTER SCHOOL, INC.*

*NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEARS ENDED JUNE 30, 2015 AND 2014*

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**NOTE 4 - CONTRACTUAL OBLIGATIONS** *(continued)*

On October 24, 2008, the School and Edison signed a termination agreement with regard to the unsecured debt the School owed to Edison. In conjunction with this agreement:

Edison accepted \$3,000,000 in full payment of the unsecured working capital advances it had provided the School. This was evidenced by a promissory note payable at \$1,800,000 during November 2008, with the \$1,200,000 balance payable in sixty monthly payments, commencing in December 2008, of \$22,645 including principal and interest at 5%.

This resulted in forgiveness of debt to the School during fiscal 2008 of \$186,840.

During December 2008, Edison signed an agreement with respect to its secured note. The terms of the termination agreement are as follows:

Edison accepted \$3,725,000 in full settlement of the aforementioned secured debt. This amount is payable over a twenty-year amortization of \$28,880 of principal and interest per month commencing January 2009, with a balloon payment of the then outstanding balance due on the loans' five year anniversary. Providing the School is not in default with any of the terms of the termination agreement, the School, at its option, can renew the loan for three more five-year terms at the same twenty-year amortization as the initial loan. The loan was secured by the School's property which had a net book value of approximately \$2.5 million at June 30, 2014. The debt to Edison bore interest at 7%.

The result of this agreement was forgiveness of debt to the School by Edison of \$687,774, which was reflected as forgiveness of debt income during fiscal 2009.

During fiscal 2014 the remaining principal balances of \$111,260 and \$3,272,622 on the unsecured working capital advances and the secured note, respectively, were paid in full with the 2013 Series Bonds proceeds and an additional forgiveness of debt was recorded in the amount of \$146,891 during the year ended June 30, 2014. This is included in other income on the statement of activities for the year ended June 30, 2014.

# RIVERHEAD CHARTER SCHOOL, INC.

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEARS ENDED JUNE 30, 2015 AND 2014

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### **NOTE 5 - PROPERTY AND EQUIPMENT**

Property and equipment consisted of the following at June 30:

	<b>2015</b>	<b>2014</b>
Land .....	\$ 794,457	\$ 794,457
Building .....	16,957,428	2,237,090
Building improvements .....	1,137,312	1,137,312
Equipment .....	350,484	255,174
Bond issuance costs .....	539,811	539,811
Total cost .....	<u>19,779,492</u>	<u>4,963,844</u>
Less accumulated depreciation and amortization.....	(2,127,483)	(1,763,858)
Construction in progress .....	355,000	10,579,922
Net property and equipment	<u>\$ 18,007,009</u>	<u>\$ 13,779,908</u>

During fiscal 2014, the School commenced construction of a school building to house all of its students. As outlined in Note 8, the School secured bond financing in the amount of \$21,105,000 to cover the cost of the construction and other related costs. In conjunction with this financing, the School incurred \$539,811 of bond issuance costs that are being amortized over the life of the bond issuance.

During the year ended June 30, 2015, the School incurred \$4,258,634 of construction costs, including \$236,781 of capitalized interest, which is net of \$1,479 and \$248,000 of interest income and federal subsidy interest, respectively.

During the year ended June 30, 2014, the School incurred \$10,579,922 of construction costs, including \$199,808 of capitalized interest, which is net of \$3,176 and \$205,872 of interest income and federal subsidy interest, respectively.

During 2002, the School purchased equipment with federal Public Charter Schools Program grant funds. Pursuant to the contract, the New York State Education Department has the right to reclaim equipment purchased with these funds if the program in conjunction with which they are used is terminated. These assets were fully depreciated as of June 30, 2015 and 2014.

### **NOTE 6 - ACCOUNTS AND GRANTS RECEIVABLE**

As of June 30, 2015, accounts receivable consists of tuition receivable from various Long Island-based public school districts. Of the tuition receivable, 55% and 100% of the net balance is due from South Country Central School District as of June 30, 2015 and 2014, respectively. The School has the ability to petition NYSED for monies overdue from the various school districts.

# RIVERHEAD CHARTER SCHOOL, INC.

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEARS ENDED JUNE 30, 2015 AND 2014

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### NOTE 6 - ACCOUNTS AND GRANTS RECEIVABLE (continued)

The School uses the allowance method to determine uncollectible accounts and grants receivable. The allowance for doubtful accounts is based primarily on the School's collection efforts and management's analysis of specific outstanding balances. The School does not impose interest or finance charges on overdue receivable balances. Collectability is assessed on an individual account basis, and uncollectible accounts are written off against the allowance after approval by the School Board. As of both June 30, 2015 and 2014, accounts receivable included a balance of approximately \$63,000 which is due from two school districts who are disputing their balance and have not paid as of June 30, 2015. As such, the School has set up an allowance for doubtful accounts for these receivables.

Furthermore, grants receivable of \$98,218 and \$64,850 at June 30, 2015 and 2014, respectively, were due from various school districts for reimbursable expenses incurred before year-end. A reserve for \$25,000 was established at both June 30, 2015 and 2014 to cover potential uncollectible amounts.

### NOTE 7 - GRANTOR RESTRICTIONS

Financial awards from governmental entities in the form of grants are subject to special audit. Such audits could result in claims against the School for disallowed costs or noncompliance with grantor restrictions. No provision has been made for any liabilities that may arise from such audits since the amounts, if any, cannot be determined at this date.

NYSED requires all charter schools to maintain \$75,000 in a separate account to cover the cost of a potential closure should the School's charter not be renewed. This amount has to be maintained even when the Charter is renewed and has accordingly been reflected as restricted cash on the School's statements of financial position at June 30, 2015 and 2014.

### NOTE 8 - BONDS PAYABLE

On August 22, 2013, the School issued education revenue bonds through the Riverhead IDA Economic Job Development Corporation in the amount of \$21,105,000 to fund the construction of a 50,000 square foot two-story building and related infrastructure to be used as a school building to replace modular buildings located on the School's six-acre campus. The bonds are comprised of \$16,105,000 of Series A tax-exempt bonds ("Series A Bonds") with maturities ranging from August 1, 2015 through August 1, 2048, bearing interest between 3% and 7.04% and \$5,000,000 of Series B federally taxable qualified school construction bonds ("Series B Bonds") that bear interest at 7.65% and mature on August 1, 2034. Interest on the bonds are payable semi-annually on February 1st and August 1st of each year, commencing February 1, 2014.

**RIVERHEAD CHARTER SCHOOL, INC.**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEARS ENDED JUNE 30, 2015 AND 2014**

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**NOTE 8 - BONDS PAYABLE (continued)**

Pursuant to the bond agreement, the proceeds of the loan are to be utilized as follows:

	<u>Series A</u> <u>Tax-Exempt</u>	<u>Series B</u> <u>Taxable</u>	<u>Total</u>
Financing building construction.....	\$ 9,200,000	\$ 4,900,000	\$ 14,100,000
Repayment of Edison Debt.....	3,195,164	-	3,195,164
Debt service reserve fund .....	1,502,925	500,000	2,002,925
Fund Capital interest through			
February 15, 2015 .....	1,545,978	-	1,545,978
Original Issue Discount.....	182,411	-	182,411
Issuance costs.....	627,630	145,492	773,122
Total .....	<u>16,254,108</u>	<u>5,545,492</u>	<u>21,799,600</u>
Paid directly by the School .....	<u>( 149,108)</u>	<u>( 545,492)</u>	<u>( 694,600)</u>
Funded through bond issuance .....	<u>\$ 16,105,000</u>	<u>\$ 5,000,000</u>	<u>\$ 21,105,000</u>

Any excess bond funds at the completion of the projects will be used for the early retirement of debt as determined by the Trustee. As of June 30, 2015 and 2014 there were \$1,161,749 and \$6,501,785 of excess bond funds available, respectively.

The bonds are secured by all of the assets of the School and provide for a lien on gross revenue, a mortgage on the property, and a guarantee by the School. The debt service reserve fund outlined above, must be maintained by the Custodian until all obligations have been repaid. The Series B Bonds provide for direct interest subsidy payments from the US Treasury at the lesser of the tax credit rate at the time of issuance or the 7.65% issuance rate. The bond provides for interest only payments until 2016, at which time the principal will be repaid over the life of the bond based upon specific payment amounts as outlined in the bond agreement.

The bond retirements pursuant to the bond agreement are as follows for the years ending June 30:

2016 .....	\$ 270,000
2017 .....	280,000
2018 .....	285,000
2019 .....	295,000
2020 .....	305,000
Thereafter .....	<u>19,670,000</u>
Total .....	<u>\$ 21,105,000</u>

## RIVERHEAD CHARTER SCHOOL, INC.

### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEARS ENDED JUNE 30, 2015 AND 2014

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#### **NOTE 8 - BONDS PAYABLE (continued)**

The School can redeem the Series A Bonds at any time subsequent to August 1, 2023 without penalty. The maturities of the outstanding debt at that time are \$1,630,000 at August 1, 2033, \$7,295,000 at August 1, 2043, and \$6,330,000 at August 1, 2048. Early redemption of the Series B Bonds can occur subsequent to August 1, 2018 at a premium commencing at 103.5% at August 1, 2018, decreasing to no premium at August 1, 2023. The School must maintain certain financial ratios pursuant to the bond agreement.

Interest expense incurred for the year ended June 30, 2015 on the Series 2013 Bonds totaled \$1,237,766, of which \$236,781 was capitalized as outlined in Note 5. Additionally, the School reported interest earned on unspent bond proceeds and Federal Subsidy interest income of \$1,479 which was offset against capitalized interest and \$248,000 which was offset against interest expense on the statement of financial position and the statement of functional expenses, respectively, for financial statement reporting purposes.

Interest expense incurred for the year ended June 30, 2014 on the Series 2013 Bonds totaled \$1,023,710, of which \$199,808 was capitalized as outlined in Note 5. Additionally, the School reported interest earned on unspent bond proceeds and Federal Subsidy interest income of \$3,176 which was offset against capitalized interest and \$205,872 which was offset against interest expense on the statement of financial position and the statement of functional expenses, respectively, for financial statement reporting purposes.

#### **NOTE 9 - TEMPORARILY RESTRICTED NET ASSETS**

The School's temporarily restricted net assets as of June 30, 2015 and 2014 are for the purpose of funding the National School Lunch Program in the amount of \$66,057 and \$21,138, respectively.

#### **NOTE 10 - LITIGATION**

From time to time the School is subject to certain claims or litigation in the normal course of its operations. Management became aware of 5 claims brought against the School during the year ended June 30, 2015. Management of the School is of the opinion that any claims are either without merit or that the present insurance coverage is sufficient to meet the financial obligations, if any, arising out of such claims or litigation. Additionally, all construction related claims were resolved subsequent to year end.

#### **NOTE 11 - SUBSEQUENT EVENTS**

Subsequent to year end, the School's staff voted to dissolve the teachers' union, however, the vote is sealed as jurisdiction between the New York State Public Employment Relations Board and the National Labor Relations Board is determined. Additionally, in July of 2015, the Standard and Poor's rating on the School's Series 2013 IDA bonds was downgraded from a BBB- to a BB+ with a negative CreditWatch/outlook.

## **OTHER FINANCIAL INFORMATION**



**Report On Internal Control over Financial Reporting and On Compliance and Other Matters  
Based On an Audit of Financial Statements Performed In Accordance  
With Government Auditing Standards**

*Independent Auditor's Report*

To the Board of Directors  
Riverhead Charter School, Inc.  
3685 Middle Country Road  
Calverton, New York 11933

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards issued by the Comptroller General of the United States, the financial statements of Riverhead Charter School, Inc. (hereinafter "the School"), which comprise the statement of financial position as of June 30, 2015 and the related statements of activities, and cash flows for the year then ended, and the related notes to the financial statements, and have issued our report thereon dated October 29, 2015.

**Internal Control over Financial Reporting**

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

Our consideration of internal control over financial reporting was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over financial reporting that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. However, as described in the accompanying schedule of findings and questioned costs, we identified certain deficiencies in internal control over financial reporting that we consider to be material weaknesses.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable

possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. We consider the deficiency described in the accompanying schedule of findings and questioned costs as item 2015-001 to be a material weakness.

### **Compliance and Other Matters**

As part of obtaining reasonable assurance about whether the School's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed instances of noncompliance or other matters that are required to be reported under Government Auditing Standards and which are described in the accompanying schedule of findings and questioned costs as item 2015-001.

### **The School's Response to Findings**

The School's response to the findings identified in our audit are described in the accompanying schedule of findings and questioned costs. The School's response was not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on it.

### **Purpose of This Report**

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

*Cerini & Associates LLP*

Bohemia, New York  
October 29, 2015

**SCHEDULE OF FINDINGS AND QUESTIONED COSTS  
FOR THE YEAR ENDED JUNE 30, 2015 AND 2014**

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**Section I - Findings of Financial Statement Audit**

**Findings #: Student Billing  
2015-001**

**Condition & Criteria:**

The School bills public School districts based upon information input into billing files maintained by management. We noted several instances during the audit where incorrect student enroll start and end dates were being used to calculate tuition in the final invoices sent to the districts. Districts were both over-billed and under-billed throughout the school year, resulting in a net decrease to basic tuition revenue of \$50,278 and a net increase to special education revenue of \$22,649. This issue arose because attendance records were not properly reconciled to the district billing file. Additionally, we noted that billing invoices are sent to districts without being reviewed.

**Questioned costs:** None

**Effect:**

Failure to reconcile attendance records to final district invoices resulted in incorrect billing by the School.

**Cause:**

The School does not have a control in place where attendance records and final billing files are reviewed for accuracy.

**Auditors' Recommendation:**

The School should ensure that school districts are billed correctly for the students enrolled and/or services provided, to avoid over/under billing. Overbilling may be corrected by refunding the money but if under billing is not detected, this will create a loss of revenue for the School. Further, we recommend that a formal review process be put in place for billings. Such a procedure will provide the School with much stronger internal controls over its billing system as well as ensure accuracy for billings provided to the districts. Furthermore, we recommend that the person reviewing the district billings is someone other than the preparer.

**Management's Response:**

We agree with the auditors' recommendation, and the Director of Finance has implemented a new procedure to improve the situation for student billings. This procedure includes a staff member confirming attendance with the use of the E-school attendance software and student files against student billings. In addition, student billings will be reviewed and reconciled once a year prior to last billing for the current school academic year. The procedure was implemented on October 15, 2015 for October 2015 billings and will be performed each billing period thereafter.

*RIVERHEAD CHARTER SCHOOL, INC.*

*SCHEDULE OF FINDINGS AND QUESTIONED COSTS  
FOR THE YEAR ENDED JUNE 30, 2015 AND 2014*

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**Section II - Prior Audit Findings of Financial Statement Audit**

**THERE WERE NO PRIOR AUDIT FINDINGS OR QUESTIONED COSTS FOR THE YEAR ENDED JUNE 30, 2014.**

# New York State Education Department

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

### 2015-16 Budget & Cash Flow Template

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

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

**Riverhead Charter School**

**PROJECTED BUDGET FOR 2015-2016**

PROJECTED BUDGET FOR 2015-2016							Assumptions
July 1, 2015 to June 30, 2016							DESCRIPTION OF ASSUMPTIONS - Please note assumptions when applicable
Please Note: The student enrollment data is entered below in the Enrollment Section beginning in row 155. This will populate the data in row 10.							
	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL	
Total Revenue	6,249,800	175,000	-	-	-	6,424,800	
Total Expenses	4,144,403	-	-	-	-	5,398,046	
Net Income	2,105,397	175,000	-	-	-	1,026,754	
Actual Student Enrollment	383	12					
Total Paid Student Enrollment	383	12				395	
	PROGRAM SERVICES			SUPPORT SERVICES			
	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL	
<b>REVENUE</b>							
<b>REVENUES FROM STATE SOURCES</b>							
Per Pupil Revenue	CY Per Pupil Rate						
District of Location							
Riverhead	\$16,426.00						
Longwood	\$14,519.00						
William Floyd	\$14,730.00						
Other Districts	\$14,518.00						
	-	-	-	-	-	-	
	3,712,276	20,000	-	-	-	3,732,276	
	1,393,824	50,000	-	-	-	1,443,824	
	824,880	80,000	-	-	-	904,880	
	246,820	25,000	-	-	-	271,820	
	6,177,800	175,000	-	-	-	6,352,800	
Special Education Revenue	-	-	-	-	-	-	
Grants							
Stimulus	-	-	-	-	-	-	
Other	-	-	-	-	-	-	
Other State Revenue	-	-	-	-	-	-	
<b>TOTAL REVENUE FROM STATE SOURCES</b>	<b>6,177,800</b>	<b>175,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>6,352,800</b>	
<b>REVENUE FROM FEDERAL FUNDING</b>							
IDEA Special Needs	-	-	-	-	-	-	
Title I	50,000	-	-	-	-	50,000	
Title Funding - Other	20,000	-	-	-	-	20,000	
School Food Service (Free Lunch)	-	-	-	-	-	-	
Grants							
Charter School Program (CSP) Planning & Implementation	-	-	-	-	-	-	
Other	-	-	-	-	-	-	
Other Federal Revenue	-	-	-	-	-	-	
<b>TOTAL REVENUE FROM FEDERAL SOURCES</b>	<b>70,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>70,000</b>	
<b>LOCAL and OTHER REVENUE</b>							
Contributions and Donations, Fundraising	-	-	-	-	-	-	
Erate Reimbursement	-	-	-	-	-	-	
Interest Income, Earnings on Investments,	2,000	-	-	-	-	2,000	
NYC-DYCD (Department of Youth and Community Developmt.)	-	-	-	-	-	-	
Food Service (Income from meals)	-	-	-	-	-	-	
Text Book	-	-	-	-	-	-	
Other Local Revenue	-	-	-	-	-	-	
<b>TOTAL REVENUE FROM LOCAL and OTHER SOURCES</b>	<b>2,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2,000</b>	
<b>TOTAL REVENUE</b>	<b>6,249,800</b>	<b>175,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>6,424,800</b>	
<b>EXPENSES</b>							
<b>ADMINISTRATIVE STAFF PERSONNEL COSTS</b>							
	No. of Positions						
Executive Management	1.00	165,000	-	-	-	165,000	
Instructional Management	-	-	-	-	-	-	
Deans, Directors & Coordinators	2.00	127,500	-	-	-	127,500	
CFO / Director of Finance	1.00	89,500	-	-	-	89,500	
Operation / Business Manager	1.00	43,000	-	-	-	43,000	
Administrative Staff	4.00	139,000	-	-	-	139,000	
<b>TOTAL ADMINISTRATIVE STAFF</b>	<b>9</b>	<b>564,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>564,000</b>	
<b>INSTRUCTIONAL PERSONNEL COSTS</b>							
Teachers - Regular	45.00	2,147,063	-	-	-	2,147,063	
Teachers - SPED	-	-	-	-	-	-	
Substitute Teachers	-	-	-	-	-	-	
Teaching Assistants	-	-	-	-	-	-	

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

**Riverhead Charter School**

**PROJECTED BUDGET FOR 2015-2016**

Assumptions

**July 1, 2015 to June 30, 2016**

DESCRIPTION OF ASSUMPTIONS - Please note assumptions when applicable

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

	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL
Total Revenue	6,249,800	175,000	-	-	-	6,424,800
Total Expenses	4,144,403	-	-	-	-	5,398,046
Net Income	2,105,397	175,000	-	-	-	1,026,754
Actual Student Enrollment	383	12				-
Total Paid Student Enrollment	383	12				395

PROGRAM SERVICES

SUPPORT SERVICES

	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL
--	-------------------	-------------------	-------	-------------	----------------------	-------

Specialty Teachers	-	-	-	-	-	-
Aides	-	-	-	-	-	-
Therapists & Counselors	-	-	-	-	-	-
Other	-	-	-	-	-	-
<b>TOTAL INSTRUCTIONAL</b>	<b>45</b>	<b>2,147,063</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2,147,063</b>
<b>NON-INSTRUCTIONAL PERSONNEL COSTS</b>						
Nurse	-	-	-	-	-	-
Librarian	-	-	-	-	-	-
Custodian	1.00	30,000	-	-	-	30,000
Security	-	-	-	-	-	-
Other	-	-	-	-	-	-
<b>TOTAL NON-INSTRUCTIONAL</b>	<b>1</b>	<b>30,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>30,000</b>
<b>SUBTOTAL PERSONNEL SERVICE COSTS</b>	<b>55</b>	<b>2,741,063</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2,741,063</b>
<b>PAYROLL TAXES AND BENEFITS</b>						
Payroll Taxes	-	312,481	-	-	-	312,481
Fringe / Employee Benefits	-	445,000	-	-	-	445,000
Retirement / Pension	-	378,149	-	-	-	378,149
<b>TOTAL PAYROLL TAXES AND BENEFITS</b>	<b>-</b>	<b>1,135,630</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,135,630</b>
<b>TOTAL PERSONNEL SERVICE COSTS</b>	<b>-</b>	<b>3,876,693</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>3,876,693</b>
<b>CONTRACTED SERVICES</b>						
Accounting / Audit	-	56,000	-	-	-	56,000
Legal	-	100,000	-	-	-	100,000
Management Company Fee	-	-	-	-	-	-
Nurse Services	-	-	-	-	-	-
Food Service / School Lunch	-	-	-	-	-	-
Payroll Services	-	-	-	-	-	-
Special Ed Services	-	-	-	-	-	-
Titlement Services (i.e. Title I)	-	-	-	-	-	-
Other Purchased / Professional / Consulting	-	26,500	-	-	-	26,500
<b>TOTAL CONTRACTED SERVICES</b>	<b>-</b>	<b>182,500</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>182,500</b>
<b>SCHOOL OPERATIONS</b>						
Board Expenses	-	15,000	-	-	-	15,000
Classroom / Teaching Supplies & Materials	-	51,010	-	-	-	51,010
Special Ed Supplies & Materials	-	-	-	-	-	-
Textbooks / Workbooks	-	-	-	-	-	-
Supplies & Materials other	-	-	-	-	-	-
Equipment / Furniture	-	-	-	-	-	-
Telephone	-	-	-	-	-	16,000
Technology	-	-	-	-	-	49,933
Student Testing & Assessment	-	-	-	-	-	21,752
Field Trips	-	7,200	-	-	-	7,200
Transportation (student)	-	-	-	-	-	-
Student Services - other	-	-	-	-	-	-
Office Expense	-	-	-	-	-	7,500
Staff Development	-	12,000	-	-	-	12,000
Staff Recruitment	-	-	-	-	-	1,500
Student Recruitment / Marketing	-	-	-	-	-	5,000
School Meals / Lunch	-	-	-	-	-	-
Travel (Staff)	-	-	-	-	-	1,000
Fundraising	-	-	-	-	-	-

Audit and Acctg

**Riverhead Charter School**

**PROJECTED BUDGET FOR 2015-2016**

PROJECTED BUDGET FOR 2015-2016							Assumptions
July 1, 2015 to June 30, 2016							DESCRIPTION OF ASSUMPTIONS - Please note assumptions when applicable
Please Note: The student enrollment data is entered below in the Enrollment Section beginning in row 155. This will populate the data in row 10.							
	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL	
Total Revenue	6,249,800	175,000	-	-	-	6,424,800	
Total Expenses	4,144,403	-	-	-	-	5,398,046	
Net Income	2,105,397	175,000	-	-	-	1,026,754	
Actual Student Enrollment	383	12				-	
Total Paid Student Enrollment	383	12				395	
	PROGRAM SERVICES			SUPPORT SERVICES			
	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL	
Other	-	-	-	-	-	20,000	
<b>TOTAL SCHOOL OPERATIONS</b>	<b>85,210</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>207,895</b>	
<b>FACILITY OPERATION &amp; MAINTENANCE</b>							
Insurance	-	-	-	-	-	70,000	represents property, GL, Property and other business insurance
Janitorial	-	-	-	-	-	16,028	Supplies
Building and Land Rent / Lease	-	-	-	-	-	2,400	
Repairs & Maintenance	-	-	-	-	-	136,357	primarily cleaning service
Equipment / Furniture	-	-	-	-	-	20,073	
Security	-	-	-	-	-	-	
Utilities	-	-	-	-	-	186,100	
<b>TOTAL FACILITY OPERATION &amp; MAINTENANCE</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>430,958</b>	
DEPRECIATION & AMORTIZATION	-	-	-	-	-	700,000	
DISSOLUTION ESCROW & RESERVES / CONTIGENCY	-	-	-	-	-	-	
<b>TOTAL EXPENSES</b>	<b>4,144,403</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>5,398,046</b>	
<b>NET INCOME</b>	<b>2,105,397</b>	<b>175,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,026,754</b>	
<b>ENROLLMENT - *School Districts Are Linked To Above Entries*</b>	<b>REGULAR EDUCATION</b>	<b>SPECIAL EDUCATION</b>	<b>TOTAL ENROLLED</b>				
District of Location							
Riverhead	223	3	226	Student count is from the July/Aug billing -			
Longwood	92	4	96	Student count is from the July/Aug billing -			
William Floyd	51	5	56	Student count is from the July/Aug billing -			
Other Districts	17		17	above budget			
<b>TOTAL ENROLLMENT</b>	<b>383</b>	<b>12</b>	<b>395</b>				
<b>REVENUE PER PUPIL</b>	<b>16,318</b>	<b>14,583</b>	<b>-</b>				
<b>EXPENSES PER PUPIL</b>	<b>10,821</b>	<b>-</b>	<b>-</b>				



# Audited Financial Statement Checklist

Last updated: 10/30/2015

Page 1

**Charter School Name:**

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

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

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

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

**Thank you.**



# Appendix E: Disclosure of Financial Interest Form

Created: 10/18/2015

Last updated: 10/30/2015

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Page 1

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All trustees who served on an education corporation governing one or more charter schools during the 2014-2015 school year must complete the form in Appendix E (Disclosure of Financial Interest Form). **The Disclosure of Financial Interest Forms are due on November 1, 2015. A link to a safe and secure form that each Trustee must complete by the November 1, 2015 deadline will be provide here by September 1, 2015 or sooner.**

ALL charter schools or merged education corporations must complete the Board of Trustees Membership Table within the online portal in Appendix F (Board of Trustees Membership Table). The Board of Trustees Membership Table must be submitted by August 1, 2015.

Regents-authorized charter schools must upload a complete set of board of trustee Meeting Minutes from July 2014-June 2015 into Appendix G (Board Minutes). Board of Trustee Meeting Minutes must be submitted by August 1, 2015.

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

Yes

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Thank you.



# Appendix F: BOT Membership Table

Created: 08/13/2015

Last updated: 08/15/2015

## Page 1

### 1. Current Board Member Information

	Trustee Name	Email Address	Committee Affiliation(s)	Voting Member? (Y/N)	Area of Expertise, and/or Additional Role and School (parent, staff member, etc.)	Number of Terms Served and Length of Each (Include election date and term expiration)
1	Zenobia Hartfield	[REDACTED]	Chair/Board President	Yes	Law, HR	One 3yr term; 2013 -2016
2	Aimee Lomonaco	[REDACTED]	Vice Chair/Vice President	Yes	Community Outreach/Health	One 3yr term; 2013 -2016
3	Harry Histan	[REDACTED]	Treasurer	Yes	Business Rep	Four 3 yr terms beginning 2003, Current 2013-2016
4	Susan Heintz	[REDACTED]	Secretary	Yes	Community Rep	Five 3 year terms beginning 2001, current 2013-2016
5	Jane Macarthur	[REDACTED]	Trustee/Member	Yes	Fundraising	One 3 year term 2015-2018
6	Joy Rankin	[REDACTED]	Trustee/Member	Yes	Academic	One 3 year term 2015-2018
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						

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

3

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

1

**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 2014-15 school year?**

13

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

13

**Thank you.**

# Minutes

## Riverhead Charter School Board of Trustees Board Meeting

Wednesday Jun 17, 2015 @ 6:30 PM at RCS Board Room

### **Board Members Present**

Aimee Lomonaco, Harry Hstand, Jane MacArthur, Joy Rankin

### **Board Members Absent**

Susan Heinz , Zenobia Hartfield

### **Guests Present**

Lindsay Finter

## I. Opening Items

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

Aimee Lomonaco called a meeting of the board of trustees of Riverhead Charter School Board of Trustees to order on Wednesday Jun 17, 2015 @ 6:42 PM at RCS Board Room.

### **Approve Minutes from May 2015**

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

Harry Hstand seconded the motion.

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

### **Public Comment**

Parents of 7 children who ride the Acme bus, represented by Tara Astromovich, commented that they had received a letter stating the bus would no longer be available for the upcoming school year and inquired as to why that decision was made and if there was anything that could be done to keep the bus to keep their children at RCS. RCS parent Josie Ward addressed the board regarding the current theater teacher, stating she was sharing adult conversations regarding the circumstances of her job which parents feel is not appropriate for children or the school environment. RCS Parent Shena Hobson also spoke about theater teacher stating it was negatively affecting her children in their learning environment. RCS Teacher Anthony Dohrenwend addressed the board stating that he and the rest of the RCS staff present were in attendance in support of Principal Raymond

Ankrum, he feels RCS is a very positive learning environment and he never feels bullied.

### **Public Comment (2)**

RCS Parent Lilia Salcedo and her daughter spoke in favor of the theater teacher, asking the board to consider the effects on students of removing a teacher during the school year.

## **II. Governance**

### **Committee Reports**

No finance committee report. Fundraising committee- trustee Ms. Jane MacArthur reviewed with the board current grants that have been requested by RCS. A grant from the Gardner Foundation to fund field trips to Long Island historical sites was received and Ms. MacArthur spoke with the head of the foundation who seemed positive that RCS would be receiving some money. Ms. MacArthur stated she will follow up later in the week. Ms. MacArthur also stated there were 2 other grants applied for, one for library books which a response wouldn't arrive back until November, and one for ESL curriculum materials, both of which she will keep the board aware of any progress.

### **Board Membership/Recruitment**

Trustee Ms. Jane MacArthur advised the board that she introduced Mr. Ankrum and board president Zenobia Hartfield to a potential candidate for board trustee at the recent RCS Talent Show. Ms. MacArthur will follow up with him to coordinate an interview for the position. Vice President Ms. Aimee Lomonaco also mentioned she had a potential candidate for trustee which she was speaking with to see if it would fit his schedule. Trustee Ms. Joy Rankin also mentioned she may have a potential candidate as well. The Board stressed the importance of diversifying their roster with different concentrations such as finance, education, and legal backgrounds.

## **III. Academic Excellence**

### **Executive Director Report**

Mr. Raymond Ankrum was not present so Ms. Maile Madigan and Ms. Laura Arcuri reported on academic excellence. Ms. Madigan and Ms. Arcuri recapped recent events at RCS including the talent show, field day, a book fair, and discussed upcoming important dates such as Kindergarten and 8th Grade graduations. They also reviewed the new school wide discipline program ROYAL- Respecting Others Yourself the Arts and the Learning environment. They also stated that RCS has began a new benefits program with the help of Director of Finance Ms. Lisa Savino and Human Resources Ms. Jennifer Pinola which enables

RCS staff to have more options in terms of benefits also saving the school money.

#### IV. Facility

##### **Building Project Update**

This was moved to Executive Session discussion.

#### V. Finance

##### **Director of Finance Report-Lisa Savino**

This was moved to Executive Session Discussion.

#### VI. Executive Session

##### **Approval of Contract Goals**

H. Histan made a motion to enter Executive Session at 7:31pm.

Jane MacArthur seconded the motion.

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

J. MacArthur made a motion to approve Director of Finance Lisa Savino's contract with future review of specific goals.

Harry Histan seconded the motion.

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

##### **Employment Concerns**

A. Lomonaco made a motion to leave Executive Session at 10:08pm.

Jane MacArthur seconded the motion.

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

#### VII. Closing Items

##### **Adjourn Meeting**

H. Histan made a motion to adjourn the meeting at 10:18pm.

Jane MacArthur seconded the motion.

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

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 10:18 pm.

Respectfully Submitted,  
Lindsay Finter

## **Minutes**

Riverhead Charter School Board of Trustees

## Board Meeting

Wednesday May 13, 2015 @ 6:30 PM at RCS Board Room

### **Board Members Present**

Aimee Lomonaco, Harry Hestand, Jane MacArthur, Susan Heinz ,  
Zenobia Hartfield (remote)

### **Board Members Absent**

Joy Rankin

### **Guests Present**

Laura Arcuri, Lindsay Finter, Lisa Savino, Raymond Ankrum

## I. Opening Items

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

Zenobia Hartfield called a meeting of the board of trustees of Riverhead Charter School Board of Trustees to order on Wednesday May 13, 2015 @ 6:34 PM at RCS Board Room.

### **Approve Minutes from March 2015**

S. Heinz made a motion to approve minutes from the Board Meeting on 04-15-15.

Aimee Lomonaco seconded the motion.

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

### **Public Comment**

No public comment.

## II. Governance

### **Protocol Re: Communication Between Board and Administration**

Board President Ms. Zenobia Hartfield reviewed proper protocol for communication between board members and RCS Administration and Staff. Ms. Hartfield stated that all communication with staff or administration must go through the board president and that she must be copied on all email communications. Ms. Hartfield also stated a change in protocol for executive session during meetings. Going forward, only the board trustees will be present for executive session, and a staff member if that staff member is addressing an issue during executive session.

### **Board Positions- Annual Elections**

The Board reviewed the current positions and made nominations for the upcoming year.

J. MacArthur made a motion to nominate Ms. Aimee Lomonaco for Board Vice President.

Harry Histan seconded the motion.

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

A. Lomonaco made a motion to nominate Ms. Susan Heintz as Board Secretary.

Harry Histan seconded the motion.

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

S. Heinz made a motion to nominate Mr. Harry Histan as Board Treasurer.

Jane MacArthur seconded the motion.

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

S. Heinz made a motion to nominate Ms. Zenobia Hartfield as Board President.

Aimee Lomonaco seconded the motion.

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

### **Committees**

The Board discussed current committees and members of each committee. The Board discussed which committees they would like to participate in and also made nominations for chairpersons of the committees. Ms. Jane MacArthur and Ms. Susan Heintz will be Fundraising Committee members. Ms. Aimee Lomonaco will be a Finance Committee member. Executive Director Mr. Raymond Ankrum will be a Governance Committee member. Ms. Zenobia Hartfield will float amongst all committees. The committees will meet monthly and report to the Board at monthly Board meeting. See Resolutions for Chairperson nominations.

H. Histan made a motion to nominate Ms. Aimee Lomonaco as Chairperson of the Fundraising Committee.

Susan Heinz seconded the motion.

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

S. Heinz made a motion to nominate Mr. Harry Histan as Chairperson of the Finance Committee.

Aimee Lomonaco seconded the motion.

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

A. Lomonaco made a motion to nominate Ms. Susan Heinz as Chairperson of the Governance Committee.

Harry Histan seconded the motion.

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

### **Highbar Invoice**

Director of Finance Ms. Lisa Savino discussed the usage of Highbar BoardonTrack with the Board as well as its many features that could be utilized by the Board. Ms. Savino also presented the invoice for the

yearly renewal of Highbar. The Board discussed having webinars with Andy Jamieson from Highbar to help with any questions they may have. H. Hestand made a motion to approve the Highbar renewal invoice for one year of service in the amount of \$9,995.00.

Susan Heinz seconded the motion.

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

### III. Academic Excellence

#### **Executive Director Report**

Executive Director Mr. Raymond Ankrum reviewed the Earth Day event that RCS held as well as Teacher Appreciation week. Mr. Ankrum also reviewed important upcoming dates such as a Ladies Tea, a Kindergarten Field Trip, a Zumba Fundraiser, the RCS Talent Show, the Honor Roll Field Trip, Field Day, Kindergarten Graduation, and the 8th Grade Stepping Up Ceremony. Mr. Ankrum proposed the Board subsidizing a portion of continuing education for teachers to obtain certifications that are needed at RCS; provided that the teacher passes the class with a B or higher and commits to a certain amount of years of future service to RCS. Mr. Ankrum will present more details at an upcoming meeting for Board review. Mr. Ankrum also reviewed the idea of expanding to a Pre-K program at RCS in the former Administration Building. Mr. Ankrum presented the 2015-2016 School Calendar for approval.

S. Heinz made a motion to approve the 2015-2016 School Calendar.

Aimee Lomonaco seconded the motion.

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

### IV. Facility

#### **Building Project Update**

Director of Finance Ms. Lisa Savino discussed with the Board the status of the building project. Ms. Savino indicated new liens have been placed on the school building and that they are still working towards a resolution with subcontractor Deluxe. Ms. Savino and Mr. Ankrum are in discussions with RCS legal counsel to prepare an offer for a to be determined amount per dollar that the sub contractors will be paid to complete the work and remove all liens and liability from RCS; provided the Board agrees with this method. Ms. Savino informed the Board that she and Mr. Raymond Ankrum met with subcontractor Stalco and expect to finish up the remainder of the work left to be done on the building. Ms. Savino also stated that School Construction Consultants had provided a new proposal asking for an additional \$20,000.00 to complete the work remaining on the building.

A. Lomonaco made a motion to proceed in negotiations with Deluxe based on Ms. Savino's advice of offering between 60 cents and no more than 90 cents on the dollar to complete the work and release all liens and financial accountability of RCS.

Susan Heinz seconded the motion.

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

S. Heinz made a motion to approve the additional \$20,000.00 in funds to be paid to School Construction Consultants, paying \$10,000.00 now and the remaining \$10,000.00 upon completion of the project and the Certificate of Occupancy is received by RCS.

Harry Histan seconded the motion.

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

## V. Finance

### **Director of Finance Report-Lisa Savino**

Director of Finance Ms. Lisa Savino reviewed the finances of RCS with the Board including the March quarter and Profit & Loss. Ms. Savino stated that she had also worked on financial policies for the RCS Policy manual that is being worked on by Laura Arcuri and Maile Madigan. This manual is to be completed by July 1st. Trustee Susan Heinz will coordinate with Laura to work on the Board portion. Ms. Savino informed the Board that all tuition billings have been mailed out and that billings for the upcoming school year will go out June 1st. Ms. Savino also reviewed the total projected enrollment for the 2015-2016 school year, indicating that letters went out from the lottery and the school is awaiting district confirmations from students.

## VI. Other Business

### **FundRaising Gala- Debrief**

Trustee Ms. Aimee Lomonaco reported to the Board on the recent Fundraiser Gala at the Suffolk Theater. The Gala generated \$14,600.00 in revenue. The venue cost \$13,000.00 and there were some other small costs associated with the event so this year RCS broke even. Ms. Lomonaco stated she is going to put together an agenda for the Fundraising Committee to start working on next year's event in August. Ms. Lomonaco informed the Board that RCS will also be hosting a Chinese Auction at the talent show on June 4th.

## VII. Executive Session

### **Administration Contract Discussions**

H. Histan made a motion to enter Executive Session to discuss contracts and Staffing Decisions at 8:39PM.

Aimee Lomonaco seconded the motion.

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

A. Lomonaco made a motion to approve Executive Director Raymond Ankrum's contract for 2015-2017.

Susan Heinz seconded the motion.

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

**Human Resources Position**

This was tabled pending further discussion.

**Staffing Decisions**

H. Histan made a motion to exit Executive Session at 9:41PM.

Aimee Lomonaco seconded the motion.

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

**VIII. Closing Items**

**Adjourn Meeting**

H. Histan made a motion to adjourn the meeting at 9:44PM.

Jane MacArthur seconded the motion.

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

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 09:44 pm.

Respectfully Submitted,  
Lindsay Finter

**Minutes**

Riverhead Charter School Board of Trustees

Board Meeting

Wednesday Apr 15, 2015 @ 6:30 PM at Riverhead Charter School  
Board Room

**Board Members Present**

Aimee Lomonaco, Harry Histan, Jane MacArthur, Joy Rankin, Susan Heinz

**Board Members Absent**

Zenobia Hartfield

## **Guests Present**

Keith DeLucia, Laura Arcuri, Lindsay Finter, Lisa Savino, Muriel Rountos, Raymond Ankrum, Shannon Ruffner, Will Recce

## **I. Opening Items**

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

Susan Heinz called a meeting of the board of trustees of Riverhead Charter School Board of Trustees to order on Wednesday Apr 15, 2015 @ 6:36 PM at Riverhead Charter School Board Room.

### **Approve Minutes from March 2015**

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

Jane MacArthur seconded the motion.

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

### **Public Comment**

Teachers Ms. Muriel Rountos and Ms. Shannon Ruffner shared an idea they had proposed for rewarding students who perform well on the state exams. Any students who receive a 3 or a 4 on the tests will be able to go to Splish Splash over the summer for a group rate of \$28.99/ticket, cost covered by RCS, as a reward for their hard work.

## **II. Governance**

### **Update Re: Attendance At Other Board Meetings**

The trustees discussed meetings of local boards in which they have attended and observed since the March meeting, sharing common procedures and practices.

### **New Board Member Welcome- Protocol**

The Board welcomed trustee Ms. Joy Rankin to her first meeting as a trustee and reviewed standard meeting protocol.

### **Board Recruitment- What Disciplines Need to be Filled**

The Board discussed the need to recruit trustees who have experience in either the financial field or the technology field.

### **Board Vice President**

J. MacArthur made a motion to nominate trustee Aimee Lomonaco to fill the vacancy of Board Vice President.

Susan Heinz seconded the motion.

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

## **III. Academic Excellence**

### **Executive Director Report**

Executive Director Mr. Raymond Ankrum discussed upcoming important dates and events at RCS. He also reviewed the projected enrollment for

the upcoming school year. Mr. Ankrum also encouraged the board to start adding work sessions between the monthly board meetings. Mr. Ankrum also informed the board that roughly 28 staff members are planning to attend the upcoming fundraiser gala. Mr. Ankrum also requested from the board pay for the 5 Saturdays he provided test preparation at RCS for 4 hours each date at a reduced rate of \$50.00 per hour. Mr. Ankrum stated that he will be donating this \$1000.00 back to RCS to subsidize the cost of admission to the RCS Gala for the staff who are interested in attending.

A. Lomonaco made a motion to deny payment directly to Mr. Raymond Ankrum for hours worked on Saturday test preparation and for the Board to make a direct donation in the amount of \$1000.00 to subsidize the cost of RCS Gala tickets for staff interested in attending.

Harry Hestand seconded the motion.

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

### **RCS Expansion to Pre-K**

Mr. Ankrum discussed potential ideas for expansion and additional revenue for RCS. Mr. Ankrum suggested utilizing the prior administration and/or primary building for a preschool that would be able to begin in September 2016. Mr. Ankrum also discussed the possibility of expanding to grade 12.

### **Testing Update- Understanding Opt-Outs**

Mr. Ankrum discussed the state exams with the board and gave projections for how the students were going to perform. Mr. Ankrum also gave the board details on how many students chose to opt out of the test and discussed the need for parents to be well educated about the state exams.

### **RCS Chain of Command Re: Reporting Issues**

Mr. Ankrum presented a new policy to be posted on RCS website to educate parents at RCS of the proper chain of command in regards to questions or suggestions at the school. The plan maps out different events that may arise and who to go to in each situation.

A. Lomonaco made a motion to adopt the Chain of Command Policy presented by Raymond Ankrum to be posted on RCS's website.

Susan Heinz seconded the motion.

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

### **ROYAL- Character Development Series**

Mr. Ankrum presented to the board a program titled ROYAL (Respecting others, yourself, and learning) in which the administrative team will be teaching a series of character education classes. These character

education classes will also fulfill the requirement from New York State in regards to character education programs at RCS.

#### IV. Facility

##### **Building Project Update- Will Recce to Address the Board**

School Construction Consultants employees Mr. Will Recce and Mr. Keith DeLucia reviewed with the board the current status of the building project. They reviewed a list of items that remain to be completed and also indicated to the board that contractors Deluxe and Stalco have defaulted on payments to their subcontractors resulting in their subcontractors coming directly to RCS for monies owed. The amount owed to subcontractors exceeds the amount that RCS owes Deluxe currently. RCS has a contract with Deluxe and not their subcontractors and as a result RCS is looking for a way to resolve the debt and remaining items with Deluxe directly to avoid liens being placed on the building. Mr. Ankrum and Ms. Savino have an upcoming meeting with the HVAC company on 4/16/2015 to discuss completion of the HVAC work and will also be scheduling an upcoming meeting with the collection agent hired by Deluxe.

The Board also reviewed the proposal from School Construction Consultants for additional compensation and decided to table their decision until the next meeting after individual meetings with subcontractors were completed.

#### V. Finance

##### **Budget Approval**

Director of Finance Ms. Lisa Savino reviewed with the board the proposed budget which they had previously reviewed in work sessions and discussed. Ms. Savino once again explained the increases in utilities from the new school building and upcoming legal fees and insurance being higher than prior years. Ms. Savino also reviewed the gradual percentage increase of teacher salaries to make teacher salaries more comparable to local district salaries and ensure good talent is kept at RCS.

J. MacArthur made a motion to adopt the proposed 2015-2016 budget. Susan Heinz seconded the motion.

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

##### **Director of Finance Report-Lisa Savino**

Director of Finance Ms. Savino reviewed the current financials of the school and projections for the upcoming school year as well as reviewing the proposed 2015-2016 budget.

##### **Administrative Titles**

Executive Director Mr. Raymond Ankrum proposed that current Dean of Students, Ms. Laura Arcuri, and Director of Curriculum and Instruction, Ms. Maile Madigan, be given new titles as Assistant Principal with the possibility of a pay raise to be discussed at a future meeting.

## VI. Other Business

### **Fundraising Gala Update**

Trustee Ms. Aimee Lomonaco encouraged board members to keep fundraising for the RCS Gala in the forms of ticket sales, event sponsorship, and raffle donations. Ms. Lomonaco reviewed the different people and companies she had approached and donations she had received to date.

### **Board Meeting Event- Teachers and Staff**

Trustee Ms. Aimee Lomonaco discussed the proposed May 15th Board event and the board discussed options for potential activities for the evening.

## VII. Executive Session

### **Administration Contract Discussions**

H. Histan made a motion to go into executive session at 7:53 PM to discuss personnel, staff, and contracts.

Aimee Lomonaco seconded the motion.

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

A. Lomonaco made a motion to come out of executive session at 9:42pm.

Susan Heinz seconded the motion.

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

### **Non-Renewal Letters**

### **Human Resources**

### **Leadership Team**

## VIII. Closing Items

### **Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 09:49 pm.

Respectfully Submitted,  
Lindsay Finter

# **Minutes**

## **Riverhead Charter School Board of Trustees Board Meeting**

Wednesday Mar 11, 2015 @ 6:00 PM at Riverhead Charter School

### **Board Members Present**

Aimee Lomonaco, Harry Histan, Jane MacArthur, Susan Heinz ,  
Zenobia Hartfield

### **Board Members Absent**

Emma Klimek

### **Guests Present**

Keith DeLucia, Lindsay Finter, Lisa Savino, Raymond Ankrum, Will  
Recce

## **I. Opening Items**

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

Zenobia Hartfield called a meeting of the board of trustees of Riverhead Charter School Board of Trustees to order on Wednesday Mar 11, 2015 @ 6:36 PM at Riverhead Charter School.

## **Approve Minutes from February 2015 meeting**

S. Heinz made a motion to approve minutes from the Board Meeting on 02-11-15.

Zenobia Hartfield seconded the motion.

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

## **Public Comment**

### **II. Governance**

#### **Board Member Applicant- Joy Rankin**

The Board interviewed a potential trustee candidate Ms. Joy Rankin. Ms. Rankin is currently the director of the Riverhead Library and also has a son enrolled at RCS. Ms. Rankin discussed with the board her past experiences in education and why she would like to become a member of the RCS Board.

A. Lomonaco made a motion to offer a trustee position to Ms. Joy Rankin.

Jane MacArthur seconded the motion.

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

#### **RCS- Authorizer Status**

President Ms. Zenobia Hartfield informed the Board of their new NYSED Representative Ms. Susan Megna who has replaced Ms. Vickie Smith.

#### **Update Re: Attendance At Other Board Meetings**

The Board discussed attending board meetings at other local schools or organizations to observe.

#### **New Board Member Welcome- Protocol**

The Board welcomed Ms. Jane MacArthur for her first meeting as a Riverhead Charter School Board Trustee. The Board also discussed that the March 11th meeting was the last meeting Ms. Emma Klimek planned to attend but she was unable to attend. The Board discussed the need for networking and recruiting new members to fill different focus areas that the Board is currently lacking.

### **III. Academic Excellence**

#### **Executive Director Report**

Executive Director Raymond Ankrum discussed with the Board the school calendar and upcoming events. Mr. Ankrum stated that there will need to be additional school days due to the loss of 3 school days due to snow. Mr. Ankrum also discussed the ACME Bus situation at RCS. Due to financial constraints, the school can no longer fund the ACME buses which bus students beyond the 15 mile radius to RCS for the 2015-2016 school year.

S. Heinz made a motion to make up snow days with a full day on May 26th, and half days on June 29th and June 30th.

Harry Histan seconded the motion.

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

H. Histan made a motion to terminate the 3 ACME buses transporting students beyond the 15 mile radius at the end of the 2014-2015 school year.

Aimee Lomonaco seconded the motion.

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

### **Teacher Survey**

Item was tabled for next meeting.

## **IV. Facility**

### **Building Project Update**

Mr. Will Recce and Keith DeLucia of School Construction Consultants discussed the current state of the new school building project with the board. They reviewed items that are still pending that need to be completed in order for the building to be compliant and other minor issues that need to be repaired. Mr. Recce reviewed the school's original proposal for the project and stated that the project has extended months beyond the anticipated time frame, incurring additional labor costs. Mr. Recce and Mr. DeLucia presented the board with a plan for \$48,800 in additional costs to cover the project management for the 4 months additional time at a reduced rate.

J. MacArthur made a motion to deny additional compensation to School Construction Consultants.

Aimee Lomonaco seconded the motion.

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

## **V. Finance**

### **Director of Finance Report-Budget**

Director of Finance Ms. Lisa Savino reviewed the remaining building construction costs with the board. The project is currently on budget and a portion of the leftover money from the bond will be used to fulfill classroom needs such as furniture and supplies. Ms. Savino also presented a draft budget for the 2015-2016 school year. Ms. Savino reviewed certain line items including the salary increase for teachers that was discussed at the prior meeting, as well as an increase in insurance expenses and utility expenses for the new building. Ms. Savino presented a budget that even with increases still created a surplus reserve for any upcoming issues that may arise. Ms. Savino scheduled 2 upcoming conference calls with the Board to discuss any questions they may have and to discuss any changes that may be necessary prior to approval.

### **Response to NYSED- Audit Management**

Ms. Savino presented to the board her response to inquiries from NYSED regarding procedures and protocols. Ms. Savino drafted a letter addressing all of the concerns, as well as provided copies of policies & procedures implemented to correct the items identified by NYSED.

### **HR Consultant Proposal**

Ms. Savino presented to the board a proposal from HR for Business for a 3 hour training session that will train RCS management staff and board members on topics such as the Civil Rights Act of 1964, The Family Medical Leave Act, the Americans with Disabilities Act, and sexual harassment in the workplace. Ms. Savino stated that when RCS seeks a new insurance carrier having such training will help in reducing the cost of insurance coverage. The Board proposed a date of Thursday, April 16th at 2pm for the training, to take place before the April board meeting.

S. Heinz made a motion to accept the proposal from HR for Business for a 3 hour training session in the amount of \$950.00 plus travel expenses.

Aimee Lomonaco seconded the motion.

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

S. Heinz made a motion to change the April meeting date from Wednesday, April 8th to Thursday, April 16th due to spring recess and board training conflicts.

Aimee Lomonaco seconded the motion.

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

## **VI. Other Business**

### **Fundraising Gala Update**

Trustee Ms. Aimee Lomonaco updated the board of the progress of the upcoming fundraising gala on April 24th from 630pm to 1030pm. Ms. Lomonaco stated that she would be personally visiting local businesses and community members with invitations and speaking with them about becoming sponsors for the event. Ms. Lomonaco explained that the cost of the ticket is \$175.00 per person or \$300.00 per couple. Business can also donate items to be distributed in goody bags at the event. Ms. Lomonaco also stated that she met with Thaddeus Hill of The Timothy Hill Ranch to discuss fundraising strategies and ways to reach out into the community.

### **Strategic Plan Re: Teachers and Staff**

The board discussed an upcoming event where teachers can connect with the members of the Board. The board proposed May 15th in the evening at the school for a game night type of event where teachers and board members can get to know each other.

### **Board Member Departure**

A. Lomonaco made a motion to accept trustee Ms. Emma Klimek's resignation effective March 11th, 2015.

Susan Heinz seconded the motion.

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

### **VII. Closing Items**

#### **Adjourn Meeting**

H. Histan made a motion to adjourn the meeting at 10:35pm.

Aimee Lomonaco seconded the motion.

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

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 10:35 pm.

Respectfully Submitted,  
Lindsay Finter

# Minutes

## Riverhead Charter School Board of Trustees Board Meeting

Wednesday Feb 11, 2015 @ 6:30 PM at RCS Main Building

### **Board Members Present**

Aimee Lomonaco, Emma Klimek, Susan Heinz , Zenobia Hartfield

### **Board Members Absent**

Harry Histan

### **Guests Present**

Andrea Cote, Deborah Rutigliano, Laura Arcuri, Lindsay Finter, Lisa Savino, Mike Miranda, Raymond Ankrum, Susan Rocco

## I. Opening Items

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

Zenobia Hartfield called a meeting of the board of trustees of Riverhead Charter School Board of Trustees to order on Wednesday Feb 11, 2015 @ 6:37 PM at RCS Main Building.

### **Approve Minutes from January 2015 meeting**

E. Klimek made a motion to accept the January 21st, 2015 meeting minutes.

Susan Heinz seconded the motion.

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

### **Public Comment**

## II. Governance

### **Bylaw Amendments**

The Board discussed the role of the Board Secretary position and collaborated to create an accurate job description.

S. Heinz made a motion to accept the proposed job description for the role of Board Secretary in the RCS ByLaws and to complete all edits to create the final version adopted February 11th, 2015.

Aimee Lomonaco seconded the motion.

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

### **Fundraising Prospect**

Trustee Ms. Susan Heintz presented to the Board regarding a vending machine which provides a commission to the school as a fundraising element. Principal Mr. Raymond Ankrum indicated that the school purchases all of the food for their events but would confer with the staff to see if there is interest to place a vending machine in the staff room.

## III. Academic Excellence

### **Executive Director Report**

Principal Mr. Raymond Ankrum presented the Board with former RCS Student, Parent, and Staff survey formats for approval of distribution for the 2014-2015 school year. Mr. Ankrum suggested distributing the parent surveys in the upcoming week and to have student and staff surveys done during the school day with results to be tabulated by Operations Manager Lilla Debowski and sent to Board Clerk Lindsay Finter for review by the Board. Mr. Ankrum also submitted to the board 2 professional development classes he would like to take in order to improve on areas the Board noted in his annual review. Mr. Ankrum also inquired to the Board regarding the status of his bonus. The Board advised that he map out all of the CEO goals and provide evidence of achievement for review at an upcoming meeting to determine if the bonus is merited.

E. Klimek made a motion to accept the RCS staff, parent, and student surveys for distribution with results being tabulated by Operations Manager Lilla Debowski.

Susan Heinz seconded the motion.

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

E. Klimek made a motion to approve payment for 2 professional development classes for Raymond Ankrum, Action Research and District Level Governance in the amount of \$2,750.00, upon completion of the classes with a final grade of B or higher.

Susan Heinz seconded the motion.

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

RCS Parents Andrea Cote and Susan Rocco discussed with the Board the Parent Committee plan to have an Earth Day event at the school.

The event will have various games and crafts all themed towards Earth Day and the students will be able to move between different stations throughout the day.

#### IV. Facility

##### **Building Project Update**

President Zenobia Hartfield presented to the Board an email received from Mr. Will Recce of School Construction Consultants regarding the status of the building project and remaining work items to be completed. The Board discussed how to proceed to ensure that the project is completed in a timely and economical fashion. Director of Finance Ms. Lisa Savino stated that she and Principal Raymond Ankrum will go through the list of remaining items, assign dollar values to them, and create a prioritized list of what needs to be done. Once that is complete, the school can come to a financial agreement with School Construction Consultants. Ms. Savino and Mr. Ankrum will present on this topic at the next meeting.

#### V. Finance

##### **Director of Finance Report-Lisa Savino**

Director of Finance Ms. Lisa Savino provided the Board with an updated status of the finances at RCS. Ms. Savino stated that all district billings have gone out, including Special Education billings which were adjusted to reflect errors in prior billings. Ms. Savino stated that the school is on or close to budget in most categories for the current school year. Ms. Savino is currently working on the 2015-2016 school budget including evaluation the large gap between RCS teacher salaries and local district salaries and an estimated enrollment of 400 students. Ms. Savino will present to the Board a plan to work on closing the gap without causing a strain to the finances at RCS. Ms. Savino also stated that she has a meeting with the town to discuss options for the former administration and north buildings in regards to the possibility of renting them out.

#### VI. Executive Session

##### **Lawsuits**

E. Klimek made a motion to enter executive session at 7:50PM.

Aimee Lomonaco seconded the motion.

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

E. Klimek made a motion to exit executive session at 8:51PM.

Susan Heinz seconded the motion.

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

Trustee Ms. Aimee Lomonaco left the meeting at 8:09PM.

#### VII. Closing Items

##### **Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 09:33 pm.

Respectfully Submitted,  
Lindsay Finter

REGULAR MEETING  
RIVERHEAD CHARTER SCHOOL BOARD OF TRUSTEES MINUTES  
DATE: January 14<sup>th</sup>, 2015

	Room	PLACE: Conference Riverhead Charter School Calverton,
TIME: 6:31 p.m.		
<u>NY11933</u>		

MEMBERS PRESENT:

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

MEMBERS ABSENT:

STAFF PRESENT:

Mr. Raymond Ankrum, Principal  
Ms. Lindsay Finter, Board Clerk  
Ms. Lisa Savino, Director of Finance

OTHERS PRESENT:

Ms. Laura Arcuri- Dean of Students  
Ms. Maile Madigan-Director of Curriculum &  
Instruction  
Myrtha & Jean St. Juste- RCS Parents

PLEDGE

I. **OPENING ITEMS:**

APPROVAL OF CONSENT AGENDA (Includes Meeting Minutes):

Trustee Ms. Emma Klimek made a motion to accept the December 10<sup>th</sup>, 2014 meeting minutes with the noted change regarding Bridgehampton Bank Donation in the amount of \$25,000 and to use the electronic Highbar minutes recording format in the future. Seconded by Trustee Ms. Aimee Lomonaco. Carried 4/0/0.

**II. GOVERNANCE:**

**A. NYS Site Visit Report:**

The Board discussed the need to submit their response to the state's findings by the end of the week. The board reviewed all of their responses checking for errors and compiled a final draft.

**B. Bylaw Amendments:**

Trustee Ms. Emma Klimek presented her edits of the RCS Bylaws including an addition of a recruitment process section which had been requested by the state. President Ms. Zenobia Hartfield presented the description of the Board Treasurer position and trustee Ms. Emma Klimek presented the description of the Board Secretary position. Finance Director Ms. Lisa Savino agreed to do research regarding correct tasks for the Board Secretary position and present at the next board meeting. SEE RESOLUTIONS.

**III. ACADEMIC EXCELLENCE:**

**A. Director of Curriculum and Instruction Report:**

Ms. Maile Madigan presented to the board discussing ELA and Math testing from prior years and data analysis of the results. Ms. Madigan also explained what RCS is currently doing to raise test scores including different programs that are being implemented to reach students of all levels of learning.

**B. Executive Director Mr. Raymond Ankrum reviewed recent events at RCS and important upcoming dates. Mr. Ankrum suggested that the Board should host a meet and greet event where members of the community can meet and interact with Board members. Mr. Ankrum also reviewed the schedule of teacher evaluations and how all staff and students are adjusting to the new school building.**

**IV. CEO SUPPORT AND EVAL:**

**V. DEVELOPMENT:**

**VI. FACILITY:**

**VII. FINANCE:**

**A. Director of Finance Report:**

Director of Finance, Ms. Lisa Savino presented current financials of RCS to the Board. Ms. Savino stated that the Board would more benefit from quarterly reporting and small finance committee meetings on a monthly basis versus overall financial reporting to the Board on a monthly basis.

**VIII. OTHER BUSINESS:**

A. Fundraising Report:

Trustee Ms. Aimee Lomonaco presented to the Board a proposal from the Suffolk Theater regarding a proposed upcoming fundraising event. Ms. Lomonaco stated that an RCS parent has offered to provide the musical entertainment at the event. Ms. Lomonaco suggested that all Board members reach out to friends and other business connections to invite them as guests to the event and stated that she has created an information packet about RCS to be given to anyone interested in sponsoring the event. SEE RESOLUTIONS.

**EXECUTIVE SESSION:**

Trustee Mr. Harry Histan made a motion to go into Executive Session at 8:05PM. Seconded by trustee Ms. Susan Heintz. Carried 4/0/0. Trustee Mr. Harry Histan made a motion to come out of Executive Session at 9:09PM. Seconded by trustee Ms. Emma Klimek. Carried 4/0/0.

**RESOLUTIONS:**

- Trustee Ms. Emma Klimek made a motion to accept the December 10<sup>th</sup>, 2014 meeting minutes with the noted change regarding Bridgehampton Bank Donation in the amount of \$25,000 and to use the electronic Highbar minutes recording format in the future. Seconded by Trustee Ms. Aimee Lomonaco. Carried 4/0/0.
- Trustee Ms. Emma Klimek made a motion to accept the proposed edits to the bylaws, including plugging in the section regarding Board Treasurer, but leaving the position of Board Secretary on hold for next meeting. Seconded by trustee Ms. Susan Heintz. Carried 4/0/0.
- Trustee Ms. Susan Heintz made a motion to book the Suffolk Theater for April 24<sup>th</sup> for the RCS fundraiser event. Seconded by trustee Ms. Emma Klimek. Carried 4/0/0.
- Trustee Ms. Emma Klimek made a motion to hire RCS Human Resources staff member Jennifer Pinola to conduct a training session for the Board members. Seconded by trustee Ms. Susan Heintz. Carried 4/0/0.

**ADJOURNMENT:** Trustee Mr. Harry Histan made a motion to adjourn the board meeting @ 9:11 PM. Seconded by Trustee Ms. Aimee Lomonaco. Carried 4/0/0.

Next Scheduled Meeting: Wednesday, February 11<sup>th</sup>, 2015

Respectfully submitted,

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Lindsay Finter, Board Clerk

# Minutes

## Riverhead Charter School Board of Trustees Board Meeting

Wednesday Dec 10, 2014 @ 6:30 PM at Administration Building

### **Board Members Present**

Aimee Lomonaco, Emma Klimek, Harry Histand, Susan Heinz , Zenobia Hartfield

### **Guests Present**

Ken Cerini, Laura Arcuri, Lindsay Finter, Lisa Savino, Raymond Ankrum

### I. Opening Items

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

Zenobia Hartfield called a meeting of the board of trustees of Riverhead Charter School Board of Trustees to order on Wednesday Dec 10, 2014 @ 6:31 PM at Administration Building.

#### **Approve Minutes from November 2014 meeting**

E. Klimek made a motion to accept the November 12th meeting minutes.

Susan Heinz seconded the motion.

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

#### **Public Comment**

### II. Governance

#### **Board Membership**

The Board discussed the need to recruit new trustees. The Board interviewed Ms. Jane MacArthur, the Senior Director of Development at the College of Arts and Sciences at SUNY Stonybrook, for a position as

a trustee on the board, with a focus in fundraising due to her experience in that area. SEE RESOLUTIONS.

S. Heinz made a motion to offer Ms. Jane MacArthur a trustee position on the RCS Board.

Harry Histan seconded the motion.

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

### **Bylaw Amendments**

Tabled for next meeting.

## III. Academic Excellence

### **Executive Director Report**

Executive Director Mr. Raymond Ankrum discussed the idea of training for Board Trustees as well as the idea of visiting other charter school board meetings to see how other schools function. Mr. Ankrum also reminded the trustees to tap into their professional networks to seek out new board members. Mr. Ankrum suggested that the Board come up with an event to connect with the community and allow parents and members of the community to meet and interact with board members. Mr. Ankrum also discussed upcoming teacher evaluations and student testing. Mr. Ankrum discussed the progress of the new school building and asked that the Board allow Monday, January 5th to be a staff only day so that teachers can set up their new classrooms for students before returning back from winter break on Tuesday, January 6th. SEE RESOLUTIONS.

E. Klimek made a motion to close RCS to students on Monday, January 5th for teacher move in day and reopen RCS on Tuesday, January 6th.

Aimee Lomonaco seconded the motion.

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

## IV. Finance

### **Presentation by Director of Finance**

Director of Finance, Ms. Lisa Savino presented the finance report to the Board. Ms. Savino stated that all January/February district billings went out on time and that now all districts are paying without state intercept. Ms. Savino stated she has a call scheduled with the RCS bond investors on December 16th to go over updates and do an annual review. Ms. Savino stated that she is overseeing all finance issues regarding the new building, making sure that all bills are being paid and budgeting extra contingency money towards teacher wish lists, music equipment, and other various items. Ms. Savino also stated to the Board that Bridgehampton National Bank donated \$25,000 to RCS to use towards a new playground. Ms. Savino expressed to the Board the need

for more finance committee meetings so that the finances can be reviewed into further detail.

### **Auditor Report**

Mr. Ken Cerini from Cerini and Associates presented the Board with the annual auditor report. Mr. Cerini stated they performed a review and made some suggestions as far as procedures at RCS and financial software. Overall, Mr. Cerini said everything at RCS was in line with prior years and RCS was continuing to operate successfully.

## **V. Other Business**

### **Public Relations Proposal**

Tabled for next meeting.

### **Fundraising Report**

Trustee Ms. Aimee Lomonaco reviewed the current state of fundraising at RCS with the Board. Ms. Lomonaco and Ms. Arcuri recently visited the Suffolk Theater to propose a fundraiser event there in the spring, date is to be determined. Ms. Arcuri created a packet with general information about the school that can be distributed to the community to raise awareness about RCS. Ms. Arcuri also asked that the Board members try to connect with local non profits so that the Board can invite different community members to the fundraising event and other events at RCS. Ms. Lomonaco also reminded the Board that the students from RCS will be going caroling at Peconic Bay Medical Center as part of an effort to connect students with the local community. The Board made a decision to appoint Ms. Aimee Lomonaco as the new chair of the fundraising committee, replacing trustee Ms. Susan Heintz. SEE RESOLUTIONS.

E. Klimek made a motion to appoint Ms. Aimee Lomonaco as chair of the Fundraising Committee and have Ms. Susan Heintz remain a committee member rather than the chairperson.

Harry Histan seconded the motion.

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

### **Policy Committee Presentation**

Ms. Laura Arcuri presented to the Board a packet of RCS rules and procedures which she compiled from RCS documents that already exist. Ms. Arcuri stated that there are highlighted areas in which the Board needs to review and add their input. The policy committee will need to review the packet and meet again with Ms. Arcuri to discuss and finalize details.

## **VI. Closing Items**

### **Adjourn Meeting**

H. Histan made a motion to adjourn the meeting at 8:51PM.

Emma Klimek seconded the motion.

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

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 08:51 pm.

Respectfully Submitted,  
Lindsay Finter

# Minutes

## Riverhead Charter School Board of Trustees Board Meeting

Wednesday Dec 10, 2014 @ 6:30 PM at Administration Building

### **Board Members Present**

Aimee Lomonaco, Emma Klimek, Harry Histan, Susan Heinz , Zenobia Hartfield

### **Guests Present**

Ken Cerini, Laura Arcuri, Lindsay Finter, Lisa Savino, Raymond Ankrum

## I. Opening Items

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

Zenobia Hartfield called a meeting of the board of trustees of Riverhead Charter School Board of Trustees to order on Wednesday Dec 10, 2014 @ 6:31 PM at Administration Building.

### **Approve Minutes from November 2014 meeting**

E. Klimek made a motion to accept the November 12th meeting minutes.

Susan Heinz seconded the motion.

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

### **Public Comment**

## II. Governance

### **Board Membership**

The Board discussed the need to recruit new trustees. The Board interviewed Ms. Jane MacArthur, the Senior Director of Development at the College of Arts and Sciences at SUNY Stonybrook, for a position as a trustee on the board, with a focus in fundraising due to her experience in that area. SEE RESOLUTIONS.

S. Heinz made a motion to offer Ms. Jane MacArthur a trustee position on the RCS Board.

Harry Histan seconded the motion.

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

### **Bylaw Amendments**

Tabled for next meeting.

### III. Academic Excellence

#### **Executive Director Report**

Executive Director Mr. Raymond Ankrum discussed the idea of training for Board Trustees as well as the idea of visiting other charter school board meetings to see how other schools function. Mr. Ankrum also reminded the trustees to tap into their professional networks to seek out new board members. Mr. Ankrum suggested that the Board come up with an event to connect with the community and allow parents and members of the community to meet and interact with board members. Mr. Ankrum also discussed upcoming teacher evaluations and student testing. Mr. Ankrum discussed the progress of the new school building and asked that the Board allow Monday, January 5th to be a staff only day so that teachers can set up their new classrooms for students before returning back from winter break on Tuesday, January 6th. SEE RESOLUTIONS.

E. Klimek made a motion to close RCS to students on Monday, January 5th for teacher move in day and reopen RCS on Tuesday, January 6th. Aimee Lomonaco seconded the motion.

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

### IV. Finance

#### **Presentation by Director of Finance**

Director of Finance, Ms. Lisa Savino presented the finance report to the Board. Ms. Savino stated that all January/February district billings went out on time and that now all districts are paying without state intercept. Ms. Savino stated she has a call scheduled with the RCS bond investors on December 16th to go over updates and do an annual review. Ms. Savino stated that she is overseeing all finance issues regarding the new building, making sure that all bills are being paid and budgeting extra contingency money towards teacher wish lists, music equipment, and other various items. Ms. Savino also stated to the Board that Bridgehampton National Bank donated \$25,000 to RCS to use towards a new playground. Ms. Savino expressed to the Board the need for more finance committee meetings so that the finances can be reviewed into further detail.

#### **Auditor Report**

Mr. Ken Cerini from Cerini and Associates presented the Board with the annual auditor report. Mr. Cerini stated they performed a review and made some suggestions as far as procedures at RCS and financial software. Overall, Mr. Cerini said everything at RCS was in line with prior years and RCS was continuing to operate successfully.

### V. Other Business

## **Public Relations Proposal**

Tabled for next meeting.

## **Fundraising Report**

Trustee Ms. Aimee Lomonaco reviewed the current state of fundraising at RCS with the Board. Ms. Lomonaco and Ms. Arcuri recently visited the Suffolk Theater to propose a fundraiser event there in the sprint, date is to be determined. Ms. Arcuri created a packet with general information about the school that can be distributed to the community to raise awareness about RCS. Ms. Arcuri also asked that the Board members try to connect with local non profits so that the Board can invite different community members to the fundraising event and other events at RCS. Ms. Lomonaco also reminded the Board that the students from RCS will be going caroling at Peconic Bay Medical Center as part of an effort to connect students with the local community. The Board made a decision to appoint Ms. Aimee Lomonaco as the new chair of the fundraising committee, replacing trustee Ms. Susan Heintz. SEE RESOLUTIONS.

E. Klimek made a motion to appoint Ms. Aimee Lomonaco as chair of the Fundraising Committee and have Ms. Susan Heintz remain a committee member rather than the chairperson.

Harry Histan seconded the motion.

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

## **Policy Committee Presentation**

Ms. Laura Arcuri presented to the Board a packet of RCS rules and procedures which she compiled from RCS documents that already exist. Ms. Arcuri stated that there are highlighted areas in which the Board needs to review and add their input. The policy committee will need to review the packet and meet again with Ms. Arcuri to discuss and finalize details.

## **VI. Closing Items**

### **Adjourn Meeting**

H. Histan made a motion to adjourn the meeting at 8:51PM.

Emma Klimek seconded the motion.

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

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 08:51 pm.

Respectfully Submitted,  
Lindsay Finter



REGULAR MEETING  
RIVERHEAD CHARTER SCHOOL BOARD OF TRUSTEES MINUTES  
DATE: November 12<sup>th</sup>, 2014

Classroom  
PLACE: North Building  
Riverhead Charter School  
Calverton,  
TIME: 6:35 p.m.  
NY11933

MEMBERS PRESENT:

Ms. Zenobia Hartfield  
Ms. Aimee Lomonaco  
Mr. Harry Histan  
Ms. Emma Klimek

MEMBERS ABSENT:

Ms. Susan Heintz

STAFF PRESENT:

Mr. Raymond Ankrum, Principal  
Consultants  
Ms. Lindsay Finter, Board Clerk  
Ms. Lisa Savino, Director of Finance

OTHERS PRESENT:

Mr. Keith DeLucia– School Construction  
Mr. Will Reece – School Construction  
Consultants  
Ms. Maile Madigan – Director of Curriculum &  
Instruction  
Ms. Corrine Gorniok – ELA Specialist  
Ms. Muriel Rountos – Math Specialist

PLEDGE

IX. **OPENING ITEMS:**

APPROVAL OF CONSENT AGENDA (Includes Meeting Minutes):

Trustee Ms. Emma Klimek made a motion to accept the October 8<sup>th</sup> 2014 meeting minutes. Seconded by Trustee Mr. Harry Histan. Carried 3/0/0.

Trustee Ms. Susan Heintz enters the meeting at 6:43p.m.

X. **GOVERNANCE:**

C. NYSED Site Visit:

The Board discussed the upcoming NYSED site visit on October 15<sup>th</sup>, 2014 and awaits a summary from the state regarding their findings.

D. Board Membership:

The Board was informed that potential trustee Ms. Arlene Peltola is no

longer available to serve on the board at this current time. The board expressed the need to continue recruiting and reaching out to all possible networks in the community for potential future members.

**XI. ACADEMIC EXCELLENCE:**

**C. Executive Director Report:**

Executive Director Mr. Raymond Ankrum discussed the current school year with the Board, and inquired about the current financial status of the school. Mr. Ankrum expressed the need to have financial data available to him before making any staffing decisions for the future. Mr. Ankrum also submitted invoices to the Board related to moving expenses and school supplies for reimbursement approval. SEE RESOLUTIONS.

**D. Presentation on RTI:**

RCS Staff members Ms. Maile Madigan, Ms. Corrine Gorniok, and Ms. Muriel Rountos presented to the Board on the topic of Response to Intervention and how RCS currently implements plans at different levels throughout the different grade levels to serve a variety of students with varying abilities and help keep students on track for success.

**XII. CEO SUPPORT AND EVAL:**

**XIII. DEVELOPMENT:**

**XIV. FACILITY:**

**A. Building Project Update:**

Mr. Keith DeLucia and Mr. Will Reece from School Construction Consultants discussed the current state of the new school building construction with the Board. They presented 2 current issues that are slowing down the project, including a railing system that is pending safety approval and gym flooring installation that is creating timing issues based off of the floor vendor schedule. In addition to some inclement weather last year, Mr. DeLucia and Mr. Reece stated that the project is behind because of these issues but they expect to have the building completed for move in during the Christmas break. Mr. DeLucia and Mr. Reece also have a meeting scheduled with the general contractor to get more information about the day to day status to help speed up the process. They also recommended that the school not release any future funds until tasks are completed and approved.

**XV. FINANCE:**

**B. Director of Finance Report:**

New Director of Finance, Ms. Lisa Savino addressed the board stating that she has spent the last few weeks reviewing the current state of financials at

RCS and keeping everything with billing on track. Ms. Savino explained certain procedural processes she has implemented in regards to money handling processes at RCS. Ms. Savino stated she had sent out the district billings to all of the school districts on time and was on track to have the next cycle out on time as well. Ms. Savino has been working on the RCS bond paperwork and making sure everything is up to date and on time. Ms. Savino explained her timeline for the upcoming thirty days and stated that at the upcoming December Board meeting she would address the budget in regards to Mr. Ankrum and the Board being able to make future plans for staffing.

#### **XVI. OTHER BUSINESS:**

##### **EXECUTIVE SESSION:**

Trustee Ms. Aimee Lomonaco made a motion to go in to the executive session at 8:05 PM. Seconded by Trustee Mr. Harry Histand. Carried 4/0/0.

Trustee Mr. Harry Histand made a motion to leave executive session at 9:29 PM. Seconded by Trustee Ms. Emma Klimek. Carried 4/0/0.

##### **RESOLUTIONS:**

- Trustee Ms. Emma Klimek made a motion to accept the October 8<sup>th</sup> meeting minutes. Seconded by trustee Mr. Harry Histand. Carried 3/0/0.
- Trustee Ms. Emma Klimek made a motion to accept Mr. Raymond Ankrum's invoices for reimbursement as follows: furniture moving in the amount of \$1,556.31, school supplies for teachers in the amount of \$615.42, and a new cell phone in the amount of \$922.23. Seconded by trustee Mr. Harry Histand. Carried 4/0/0.

**ADJOURNMENT:** Trustee Ms. Aimee Lomonaco made a motion to adjourn the board meeting @ 9:56 PM. Seconded by Trustee Ms. Emma Klimek. Carried 4/0/0.

Next Scheduled Meeting: Wednesday, December 10<sup>th</sup>, 2014

Respectfully submitted,

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Lindsay Finter, Board Clerk



REGULAR MEETING  
RIVERHEAD CHARTER SCHOOL BOARD OF TRUSTEES MINUTES  
DATE: October 8<sup>th</sup>, 2014

Building  
TIME: 6:35 p.m.  
NY11933

PLACE: Administration  
Riverhead Charter School  
Calverton,

MEMBERS PRESENT:

Ms. Zenobia Hartfield  
Ms. Aimee Lomonaco  
Mr. Harry Hestand  
Ms. Emma Klimek

MEMBERS ABSENT:

Ms. Susan Heintz

STAFF PRESENT:

Mr. Raymond Ankrum, Principal  
Ms. Lindsay Finter, Board Clerk  
Ms. Lisa Savino, Director of Finance

OTHERS PRESENT:

PLEDGE

**XVII. OPENING ITEMS:**

APPROVAL OF CONSENT AGENDA (Includes Meeting Minutes):

Trustee Ms. Emma Klimek made a motion to accept the September 29<sup>th</sup>, meeting minutes with noted errors changed. Seconded by Trustee Mr. Harry Hestand.  
Carried 3/0/0.

**XVIII. GOVERNANCE:**

E. NYSED Site Visit:

The Board discussed the upcoming NYSED site visit scheduled for October 15<sup>th</sup>, 2014.

F. Board Membership:

The Board noted the attendance of their newest trustee, Ms. Aimee Lomonaco, and also discussed the idea of recruiting new board members.

G. Code of Conduct:

The Board reviewed the Code of Conduct for Trustees policy and signed copies for the 2014-2015 school year.

**XIX. ACADEMIC EXCELLENCE:**

E. Executive Director Mr. Raymond Ankrum discussed the current school year with the Board, reviewing the direction of different instructional programs to keep improving test scores, and informed the board that the Ms. Maile Madigan, Director of Curriculum and Instruction will be making a presentation at the November meeting. Mr. Ankrum went over important upcoming dates for October at the school and parent/teacher committee meetings. Mr. Ankrum also discussed the upcoming NYSED visit and invited the Board members to come on site to the school during the school day to see day to day operations at RCS. Mr. Ankrum also stated to the Board that RCS received a \$25,000 donation towards a new playground. He stated that the project should cost about \$180,000 overall.

**XX. CEO SUPPORT AND EVAL:**

**XXI. DEVELOPMENT:**

**XXII. FACILITY:**

**XXIII. FINANCE:**

C. Director of Finance Report:

New Director of Finance, Ms. Lisa Savino discussed with the Board how she has spent her first few weeks at RCS in regards to handling the finances by getting the accounts up to date, getting invoices paid, and doing some general analysis. She discussed her plan for the upcoming months and discussed with the Board their expectations of any type of reporting they may need from her.

**XXIV. OTHER BUSINESS:**

**EXECUTIVE SESSION:**

Trustee Mr. Harry Hestand made a motion to go in to the executive session at 7:51 PM. Seconded by Trustee Ms. Emma Klimek. Carried 3/0/0.

Trustee Mr. Harry Hestand made a motion to leave executive session at 8:07 PM. Seconded by Trustee Ms. Emma Klimek. Carried 3/0/0.

**RESOLUTIONS:**

- Trustee Ms. Emma Klimek made a motion to accept the September 29<sup>th</sup> meeting minutes with noted error changes. Seconded by trustee Mr. Harry Hestand. Carried 3/0/0.

- Trustee Mr. Harry Histan made a motion to accept Public Officers Law Section 18 (1) (a), the Riverhead Charter School hereby expressly agrees pursuant to Public Officers Law Section 18 (2) (b) to confer the benefits of Public Officers Law Section 18 upon the “employees”, as defined in Public Officers Law Section 18 (1) (b), of the Riverhead Charter School and to be held liable for the costs incurred under its provisions; and it’s further resolved, that these benefits are expressly intended to supplement any and all other existing statutory protections. Seconded by Trustee Ms. Emma Klimek. Carried 3/0/0.

ADJOURNMENT: Trustee Mr. Harry Histan made a motion to adjourn the board meeting @ 8:12 PM. Seconded by Trustee Ms. Emma Klimek. Carried 3/0/0.

Next Scheduled Meeting: Wednesday, November 12<sup>th</sup>, 2014

Respectfully submitted,

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Lindsay Finter, Board Clerk



REGULAR MEETING  
RIVERHEAD CHARTER SCHOOL BOARD OF TRUSTEES MINUTES

DATE: September 29<sup>th</sup>, 2014

PLACE: Administration  
Riverhead Charter School  
Calverton,

Building  
TIME: 6:39 p.m.  
NY11933

MEMBERS PRESENT:

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

MEMBERS ABSENT:

Ms. Emma Klimek

STAFF PRESENT:

Mr. Raymond Ankrum, Principal  
Ms. Lindsay Finter, Board Clerk

OTHERS PRESENT:

PLEDGE

**XXV. OPENING ITEMS:**

APPROVAL OF CONSENT AGENDA (Includes Meeting Minutes):

Trustee Ms. Susan Heintz made a motion to accept the August 12<sup>th</sup>, 2014 meeting minutes. Seconded by Trustee Mr. Harry Histan. Carried 2/0/0.

**XXVI. GOVERNANCE:**

H. Board Membership:

The Board was informed by President Ms. Zenobia Hartfield that both pending trustees, Ms. Aimee Lomonaco and Ms. Arlene Peltola have been approved by NYSED to serve as RCS Board trustees. The Board stated that Ms. Lomonaco would serve as a trustee with a focus on Health related items since NYS does not want any trustee to be designated as a parent representative. The Board also stated that Ms. Peltola would focus on fundraising. SEE RESOLUTIONS.

I. NYSED Site Visit:

The Board discussed the upcoming site visit by NYSED on October 15<sup>th</sup>, 2014.

**XXVII. ACADEMIC EXCELLENCE:**

F. Executive Director Mr. Raymond Ankrum discussed the current school year with the Board, reviewing enrollment totals, past year state test scores, the current staff members and important upcoming events at the school.

**XXVIII. CEO SUPPORT AND EVAL:**

**XXIX. DEVELOPMENT:**

**XXX. FACILITY:**

A. Building Project Update:

The Board discussed the building project and the continual progress of the new building's interior and exterior. Principal Raymond Ankrum stated he is on site speaking with the project managers daily to get progress updates and assure the project is kept on track to be completed as quickly as possible. Mr. Ankrum also informed the Board of furniture donations made by a local law firm and moving assistance provided to the school which helped furnish many classrooms at no cost to the school. Due to the harsh winter conditions last year, the project is estimated to complete soon after the original projected November 1<sup>st</sup> completion date.

**XXXI. FINANCE:**

D. New Director of Finance Contract:

The Board discussed the position formerly titled Director of Finance and Operations being split into two roles, an Operations Manager and a Director of Finance. Mr. Ankrum presented the Board with the promotion of Ms. Lilla Debowski to Operations Manager. The Board reviewed the contract for new hire Lisa C. Savino as Director of Finance for the 2014-2015 school year. SEE RESOLUTIONS.

**XXXII. OTHER BUSINESS:**

**EXECUTIVE SESSION:**

Trustee Mr. Harry Hestand made a motion to go in to the executive session at 7:35 PM. Seconded by Trustee Ms. Susan Heintz. Carried 2/0/0.

Trustee Mr. Harry Hestand made a motion to leave executive session at 8:21 PM. Seconded by Trustee Ms. Susan Heintz. Carried 2/0/0.

**RESOLUTIONS:**

- Trustee Ms. Susan Heintz made a motion to accept the August 12<sup>th</sup>, 2014 meeting minutes. Seconded by Trustee Mr. Harry Hestand. Carried 2/0/0.
- Trustee Ms. Susan Heintz made a motion to accept Aimee Lomonaco as a trustee as opposed to a parent representative with a focus in the health field. Seconded by trustee Mr. Harry Hestand. Carried 2/0/0.
- Trustee Ms. Susan Heintz made a motion to accept Lisa C. Savino's contract with the changes made in the clause regarding taking a second job to state "employee may not take a second job that interferes or conflicts with their duties at RCS". Seconded by Trustee Mr. Harry Hestand. Carried 2/0/0.
- Trustee Ms. Susan Heintz made a motion to accept Lilla Debowski as Operations Manager provided her contract requires her to give thirty days notice to RCS before leaving the job. Seconded by Trustee Mr. Harry Hestand. Carried 2/0/0.

ADJOURNMENT: Trustee Mr. Harry Hestand made a motion to adjourn the board meeting @ 8:24 PM. Seconded by Trustee Ms. Emma Klimek. Carried 2/0/0.

Next Scheduled Meeting: Monday, September 29<sup>th</sup>, 2014 @ 6:30PM

Respectfully submitted,

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Lindsay Finter, Board Clerk

# Minutes

## Riverhead Charter School Board of Trustees Board Meeting

Tuesday Aug 12, 2014 @ 6:30 PM at RCS Administrative Building

### **Board Members Present**

Emma Klimek, Harry Hestand, Zenobia Hartfield

### **Board Members Absent**

Susan Heinz

### **Guests Present**

Raymond Ankrum

## I. Opening Items

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

Zenobia Hartfield called a meeting of the board of trustees of Riverhead Charter School Board of Trustees to order on Tuesday Aug 12, 2014 @ 6:30 PM at RCS Administrative Building.

### **Approve Minutes from July 8th, 2014 meeting**

H. Hestand made a motion to approve minutes from the Board Meeting on 07-08-14.

Emma Klimek seconded the motion.

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

### **Public Comment**

## II. Governance

### **CEO Self Evaluation**

Executive Director Raymond Ankrum completed his self evaluation on HighBar. The Board will complete their evaluation of Mr. Ankrum as soon as the evaluation is available on HighBar.

### **NE Charter School Organization- Training Invoice**

H. Hestand made a motion to Pay the NorthEast Charter School Invoice.

Emma Klimek seconded the motion.

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

### **Code of Conduct Policy- Lunch Detention**

This item was tabled.

### **Board Meeting Day Change**

E. Klimek made a motion to Move the monthly RCS Board meeting from the second Tuesday of each month to the second Wednesday of each month.

Harry Histan seconded the motion.

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

#### **Infraction and Expulsion Policy**

E. Klimek made a motion to have the administration create a policy and procedural manual by August 30, 2015.

Harry Histan seconded the motion.

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

#### **Sick Leave Policy**

The sick leave policy was sent to HR for revision and input.

### III. Facility

#### **Building Project Update**

The Board discussed the use of contingency money from the building project fund. The Board approved the usage of the contingency funds. The status of the building project was reviewed. The project is on schedule and under budget.

### IV. Finance

#### **Director of Finance Report**

The Board will review the investment policy after consideration of professional input by the auditors.

#### **Collection Agent Agreement**

### V. Executive Session

#### **Move into Executive Session**

H. Histan made a motion to move into Executive Session at 7:55pm.

Emma Klimek seconded the motion.

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

#### **Grievance Update**

#### **Parent Complaint**

#### **Exit Executive session**

H. Histan made a motion to end Executive Session at 8:21pm.

Emma Klimek seconded the motion.

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

# Minutes

## Riverhead Charter School Board of Trustees Board Meeting

Tuesday Jul 8, 2014 @ 6:30 PM at Riverhead Charter School

### **Board Members Present**

Emma Klimek, Harry Histan, Susan Heinz , Zenobia Hartfield

### **Guests Present**

Kasey Wehrheim, Lindsay Finter, Maile Madigan, Matt Krongel, Nicolle Krongel, Raymond Ankrum, Tammy Mays

## I. Opening Items

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

Zenobia Hartfield called a meeting of the board of trustees of Riverhead Charter School Board of Trustees to order on Tuesday Jul 8, 2014 @ 6:30 PM at Riverhead Charter School.

### **Approve Minutes**

H. Histan made a motion to approve minutes from the Board Meeting on 06-10-14.

Emma Klimek seconded the motion.

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

### **Public Comment**

Susan Heinz arrived late. 6:45p.m.

## II. Governance

### **Board Table for Submittal to State**

The Board reviewed the table submitted by Trustee Ms. Zenobia Hartfield, to make sure all information regarding Trustees and Committee Memberships was current and accurate.

### **Strategic Plan**

The Board discussed the strategic plan submitted by Trustees Ms. Zenobia Hartfield and Ms. Emma Klimek to review and make edits before submitting to NYSED.

### **PR Presentation**

The Board spoke with a representative from Essential Communications PR Firm via conference call to discuss their options for hiring the firm to do PR for RCS. Essential Communications explained in detail how they would like to help RCS by forming relationships with local media outlets and spreading the word to the community about all of the activities going on at RCS. The Board decided to further discuss their needs and

contact Essential Communications at a future date to discuss their options in more detail before committing to a contract.

### III. Academic Excellence

#### **Executive Director Report**

Principal Mr. Raymond Anrkum reviewed important dates and discussed student data for the upcoming school year. SEE ATTACHED REPORT.

#### **Curriculum**

Director of Curriculum and Instruction Ms. Maile Madigan presented to the Board an overview of New York State standards, including Common Core and the various testing modules used by RCS to track student progress and gear instruction towards improvement and readiness for exams administered by both New York State and RCS. Ms. Madigan explained the different types of assessments in subjects like English Language Arts and Math used to place students in the proper level to ensure their instruction is appropriate for their individual learning goals. Ms. Madigan expressed that each year RCS staff focuses on different areas to specifically work on and improve regarding curriculum. Next year the goals will be working on scope and sequence for Science and Social Studies, as well as a writing program and the incorporation of increased use of technology.

### IV. Facility

#### **Building Permit Renewal**

A. Director of Finance and Operations Ms. Michelle Dalpiaz presented to the Board a building permit for renewal of construction for the new school building. Ms. Dalpiaz explained to the board that the permits can only be obtained for periods of 12 months at a time, and that RCS needs to renew their permit to continue working on the construction of the new school building. The building fee is \$13,264.00.

E. Klimek made a motion to approve the building permit renewal for construction of the new school building in the amount of \$13,264.00.

Harry Histan seconded the motion.

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

### V. Finance

#### **Director of Finance Report**

Director of Finance and Operations Ms. Michelle Dalpiaz discussed the enrollment totals for the upcoming school year, the cash balances, and stated that all the district billings for the 2013-2014 school year are complete pending one district which always requires state intercept. Ms. Dalpiaz also discussed important upcoming dates including the State Education Report and the annual audit. Ms. Dalpiaz presented the annual engagement letter from Corporate Accounting Solutions for the

fiscal year 2014-2015 stating the contract is the same as last year with a 2% increase. SEE ATTACHED REPORT.

E. Klimek made a motion to approve the annual engagement letter from Corporate Accounting Solutions for the 2014-2015 fiscal year.

Harry Hestand seconded the motion.

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

## VI. Other Business

### **Surveys Invoice**

The Board discussed the invoice submitted by Marshall Perry for services rendered regarding the student/parent/teacher surveys.

E. Klimek made a motion to approve the invoice submitted by Marshall Perry for services rendered for student/parent/teacher surveys in the amount of \$1,000.00.

Susan Heinz seconded the motion.

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

## VII. Executive Session

### **Grievance Update**

E. Klimek made a motion to go into executive session at 7:33 p.m.

Susan Heinz seconded the motion.

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

### **Parent Complaint**

### **PayCheck Complaint**

### **Improper Practices Charges**

### **Union Representation Hearing**

### **Teacher Grievance**

H. Hestand made a motion to come out of executive session at 9:26 p.m.

Emma Klimek seconded the motion.

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

## VIII. Closing Items

### **Adjourn Meeting**

H. Hestand made a motion to adjourn the board meeting at 9:33 p.m.

Emma Klimek seconded the motion.

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

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 09:33 pm.

Respectfully Submitted,  
Lindsay Finter

## Recruitment and Retention Efforts

A teacher committee is formed in the beginning of the year in which they brainstorm recruitment ideas and specific locations. A spreadsheet is created with locations and contact information. The committee contacts surrounding daycares, libraries, sports leagues, etc. Riverhead Charter School provides these locations with flyers in both english and spanish. Partnerships have been formed with local Head Starts, in which teachers attend a parent workshop to provide information to their parents about RCS. Throughout our recruitment efforts, we highlight our Special Education program, our ELL program, and our Response to Intervention program in order to provide parents with an understanding of the inclusive nature of our school community so families are aware of our ability to support all students' needs.

At RCS, we offer an ICT (integrated co-teaching) classroom at every grade level to support students with disabilities and students who may need additional support. We have three full time ELL teachers using both the push in and pull out model to meet specific needs our their students. Our social worker is able to provide resources and support to our students and families that are eligible for free and reduced lunch.



# Appendix I: Teacher and Administrator Attrition

Last updated: 08/15/2015

Report changes in teacher and administrator staffing.

Page 1

Charter School Name:

## Instructions for completing the Teacher and Administrator Attrition Tables

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

### 2013-14 Teacher Attrition Table

	FTE Teachers on June 30, 2014	FTE Teachers Additions 7/1/14 – 6/30/15	FTE Teacher Departures 7/1/14 – 6/30/15
	27	13	4

### 2013-14 Administrator Position Attrition Table

	FTE Administrator Positions On 6/30/2014	FTE Administrator Additions 7/1/14 – 6/30/15	FTE Administrator Departures 7/1/14 – 6/30/15
	6	2	2

Thank you



# Appendix J: Uncertified Teachers

Created: 08/15/2015

Last updated: 08/18/2015

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

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

## Page 1

**Charter School Name:**

### Note Definition of FTE:

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

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

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

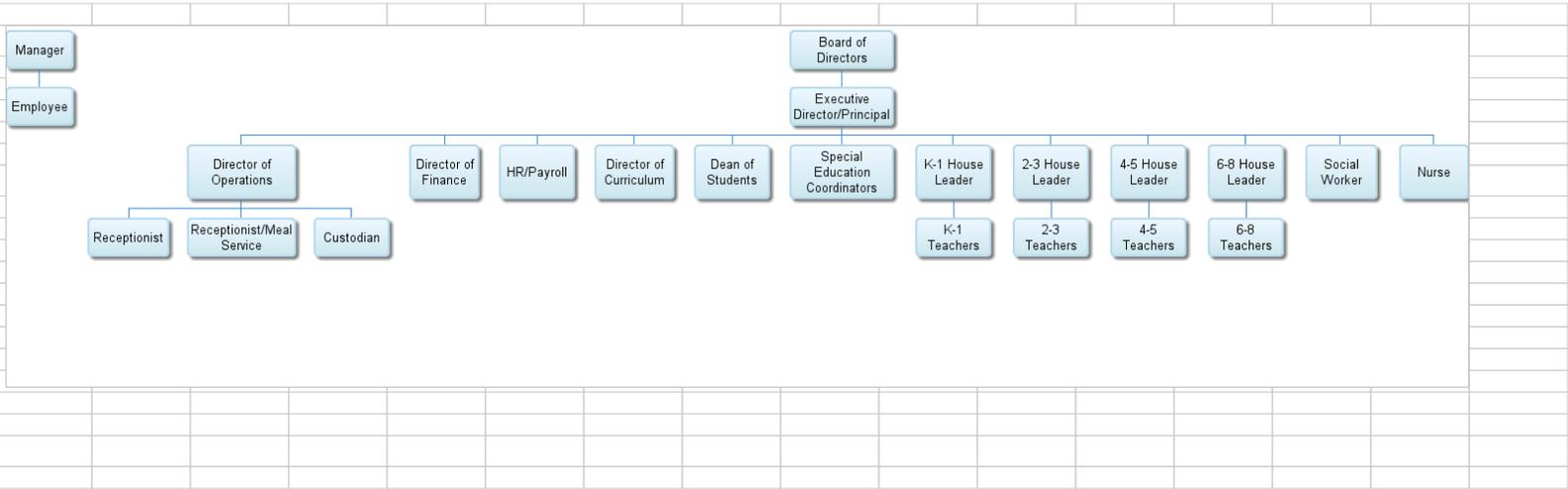
	FTE - (June 30, 2015)
(i) uncertified teachers with at least three years of elementary, middle or secondary classroom teaching experience	0
(ii) individuals who are tenured or tenure track college faculty	0
(iii) individuals with two years satisfactory experience through Teach for America	0
(iv) individuals who possess exceptional business, professional, artistic, athletic, or military experience	0
FTE count of uncertified teachers who do not fit into any of the four statutory categories	0
<b>Total</b>	<b>0.0</b>

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

40

**Thank you.**

Employee	Manager
Executive Director/Principal	Board of Directors
Director of Operations	Executive Director/Principal
Director of Finance	Executive Director/Principal
HR/Payroll	Executive Director/Principal
Director of Curriculum	Executive Director/Principal
Dean of Students	Executive Director/Principal
Special Education Coordinators	Executive Director/Principal
K-1 House Leader	Executive Director/Principal
2-3 House Leader	Executive Director/Principal
4-5 House Leader	Executive Director/Principal
6-8 House Leader	Executive Director/Principal
Social Worker	Executive Director/Principal
Nurse	Executive Director/Principal
K-1 Teachers	K-1 House Leader
2-3 Teachers	2-3 House Leader
4-5 Teachers	4-5 House Leader
6-8 Teachers	6-8 House Leader
Receptionist	Director of Operations
Receptionist/Meal Service	Director of Operations
Custodian	Director of Operations



Riverhead Charter School  
Mission Statement and Key Design Elements

The mission of Riverhead Charter School is to create a school environment that fosters the development of academic skills, intellectual habits and character traits necessary for students to maximize their potential in high school, college, and the world beyond.

***Key Design Elements***

Project Based Learning

Culture and Character Education

Differentiated and individualized Instruction and Co-Integrated Classrooms

Technology Integration

Continuous Staff Development

Departmentalized Instruction Beginning in Grade 4

Explorations

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

Created Wednesday, October 28, 2015

<https://nysed.fluidsurveys.com/account/surveys/537586/responses/export//s/Regents-Appendix-E-BOT-Form/42bba8f5b389c12d20>

## Page 1

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

### 1. TRUSTEE NAME

	First Name	Last Name
Trustee Name	Harry	Histand

### 2. \*Your Home Address:

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

### 3. \*Your Business Address

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

### 4. \*Daytime Phone Number:

[REDACTED]

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

[REDACTED]

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

*No, I am not.*

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

RIVERHEAD CS (REGENTS) 580602860032

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

(check all that apply)

---

- Treasurer
- 

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

No



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

Created Saturday, October 31, 2015

<https://nysed.fluidsurveys.com/account/surveys/537586/responses/export//s/Regents-Appendix-E-BOT-Form/bc1a9a1dc1bbe475f8>

## Page 1

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

### 1. TRUSTEE NAME

	First Name	Last Name
Trustee Name	Zenobia	Hartfield

### 2. \*Your Home Address:

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

### 3. \*Your Business Address

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

### 4. \*Daytime Phone Number:

[REDACTED]

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

[REDACTED]

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

*No, I am not.*

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

*RIVERHEAD CS (REGENTS) 580602860032*

8. Select all positions you have held on the 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

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

No

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

No

Signature of Trustee

A handwritten signature in black ink that reads "Zanelia Hatfield". The signature is written in a cursive style with a large initial "Z" and a distinct "H".

**Thank you.**

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

Created Saturday, October 31, 2015

<https://nysed.fluidsurveys.com/account/surveys/537586/responses/export//s/Regents-Appendix-E-BOT-Form/6b2261acc707cf68e7>

## Page 1

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

### 1. TRUSTEE NAME

	First Name	Last Name
Trustee Name	Susan	Heintz

### 2. \*Your Home Address:

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

### 3. \*Your Business Address

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

### 4. \*Daytime Phone Number:

[REDACTED]

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

[REDACTED]

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

*No, I am not.*

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

RIVERHEAD CS (REGENTS) 580602860032

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

(check all that apply)

---

- Vice Chair/Vice President

---

- Secretary

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

*No*

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

No

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

No

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

No

Signature of Trustee

A handwritten signature in black ink, reading "Susan J. Haint". The signature is written in a cursive style with a large, looped initial "S" and a stylized "Haint".

**Thank you.**

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

Created Saturday, October 31, 2015

<https://nysed.fluidsurveys.com/account/surveys/537586/responses/export//s/Regents-Appendix-E-BOT-Form/6f4ca206715436d53>

## Page 1

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

### 1. TRUSTEE NAME

	First Name	Last Name
Trustee Name	jane	macarthur

### 2. \*Your Home Address:

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

### 3. \*Your Business Address

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

### 4. \*Daytime Phone Number:

[REDACTED]

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

[REDACTED]

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

*No, I am not.*

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

RIVERHEAD CS (REGENTS) 580602860032

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

(check all that apply)

- 
- Other, please specify...: trustee
- 

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

No

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

No

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

No

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

(No response)

12a. Identify each individual, business, corporation, union association, firm, partnership, committee proprietorship, franchise holding company, joint stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school and in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member or person living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school that is doing business with the school through a management or services agreement, please identify only the name of the organization, your position in the organization as well as the relationship between such organization and the school. If there was no financial interest, write **None**.

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

Signature of Trustee

The image shows two distinct handwritten signatures in black ink. The first signature on the left is more compact and stylized, while the second signature on the right is longer and more fluid, with several loops and a long horizontal stroke at the end.

Thank you.

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

Created Tuesday, November 03, 2015

Updated Wednesday, November 25, 2015

<https://nysed.fluidsurveys.com/account/surveys/537586/responses/export//s/Regents-Appendix-E-BOT-Form/9c0a78923dff76de2>

## Page 1

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

### 1. TRUSTEE NAME

	First Name	Last Name
Trustee Name	Aimee	LoMonaco

### 2. \*Your Home Address:

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

### 3. \*Your Business Address

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

### 4. \*Daytime Phone Number:

[REDACTED]

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

[REDACTED]

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

*No, I am not.*

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

RIVERHEAD CS (REGENTS) 580602860032

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

(check all that apply)

---

- Vice Chair/Vice President

---

- Parent Representative

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

*No*

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

No

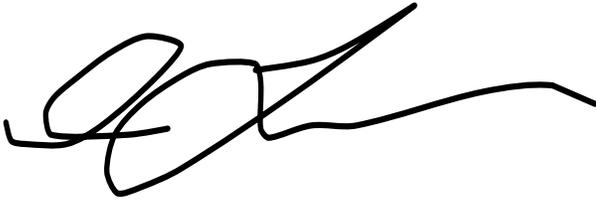
11. Have you or any of your immediate family members or any persons who live with you in your house had an interest in or engaged in a transaction with the charter school during the time you have served on the board, and in the six-month period prior to such service?

No

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

No

Signature of Trustee

A handwritten signature in black ink, consisting of several loops and a long horizontal stroke extending to the right.

**Thank you.**

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

Created Tuesday, November 03, 2015

Updated Monday, November 30, 2015

<https://nysed.fluidsurveys.com/account/surveys/537586/responses/export//s/Regents-Appendix-E-BOT-Form/7b60c4f5f7e0ca4aab>

## Page 1

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

### 1. TRUSTEE NAME

	First Name	Last Name
Trustee Name	Joy	Rankin

### 2. \*Your Home Address:

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

### 3. \*Your Business Address

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

### 4. \*Daytime Phone Number:

[REDACTED]

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

[REDACTED]

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

*Community Partner Charter School Education Corporation*

Beginning with Children Charter School II

Community Partnership Charter School

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

(check all that apply)

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

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

No

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

No

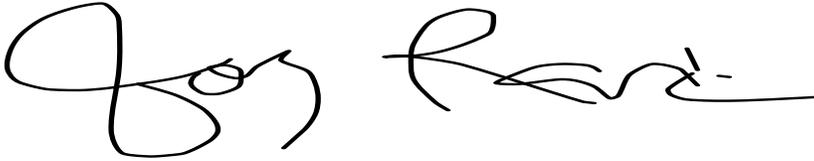
11. Have you or any of your immediate family members or any persons who live with you in your house had an interest in or engaged in a transaction with the charter school during the time you have served on the board, and in the six-month period prior to such service?

No

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

No

Signature of Trustee

A handwritten signature in black ink, appearing to read "Joy Kent". The signature is written in a cursive style with a horizontal line extending to the right.

**Thank you.**