

Bronx Lighthouse Charter School

Board of Trustees
Thursday, December 19th, 2013
6:00 p.m. – 8:00 p.m.
1005 Intervale Avenue

Agenda

(The estimated time for each topic is in parenthesis)

<p>Our Mission</p> <p>We prepare our students for college through a rigorous arts-infused program.</p>
<p>Our Vision</p> <p>All students will be taught by a highly effective teacher in a nurturing environment and will achieve at high levels. Each student will develop the knowledge, skills and values necessary for responsible citizenship and life- long learning. The impact of our collective efforts will fundamentally change public education.</p>

Agenda Item	Time	Facilitator	Attachments	Action Items
<p><u>Opening</u></p> <ul style="list-style-type: none"> • Call the meeting to order • Review of Agenda • Approval of December 2013 Minutes 	5 mins	Ms. Wollensack	Attachment 1 -Pre-Approval December 2013 Minutes	Approval of December 2013 minutes Sign approved minutes
<p><u>Board Governance and Personnel</u></p> <ul style="list-style-type: none"> • BLCS Staff Bonus Goals Payout (2012-2013) • Election of Jennifer Kim as Treasurer • Amendment of Bylaws 	20 mins	Ms. Wollensack	<p style="text-align: center;">Attachment 2- BLCS Staff Bonus Goals Payout (2012-2013)</p> <p style="text-align: center;">Attachment 3- Amended Bylaws</p>	<p>Approval of BLCS Staff Bonus Goals Payout (2012-2013) To be Sent Out Under Separate Cover</p> <p>Elect Jennifer Kim as Treasurer</p> <p>Approve amended Bylaws</p>

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Bronx Lighthouse Charter School

Agenda Item	Time	Facilitator	Attachments	Action Items
<u>Principal's Report</u> <ul style="list-style-type: none"> Discuss PAL dashboard 	20 mins	Ms. Runco Ms. Hardcastle	Attachment 4a -BLCS December Dashboard Attachment 4b -BLCS CPA December Dashboard	
<u>Regional Vice President Report</u> <ul style="list-style-type: none"> RVP Summary Split Budget Imprest Account Regulations Addressing External Email Messages Enrollment Cap Issue A-Net Update Proposed Expulsion Hearing Protocol 	15 mins	Dr. Lewis	Attachment 5a -RVP Summary Attachment 5b -Imprest Account Rules Attachment 5c - Proposed Expulsion Hearing Protocol Attachment 5d – CSSS Board Report (Informational Only)	
<u>Finance</u> <ul style="list-style-type: none"> Review December 2013 Financial Report 	15 mins	Ms. Kim	Attachment 6 - December 2013 Financial Report	Financials will be sent out under separate cover
<u>Public Comments</u>	15 min	Ms. Wollensack		
<u>Executive Session</u>				
<u>Closing</u> <ul style="list-style-type: none"> Upcoming meeting: February 20th 2014 Review of action items Adjournment 	5 mins	Ms. Wollensack		

Attachments:

- Attachment 1**-December 2013 Minutes
- Attachment 2**-BLCS Staff Goals Payout (2012-2013)
- Attachment 3**-Amended Bylaws
- Attachment 4a**-BLCS December Dashboard
- Attachment 4b**-BLCS CPA December Dashboard
- Attachment 5a**-RVP Summary
- Attachment 5b**-Imprest Account Rules
- Attachment 5c**-Proposed Expulsion Hearing Protocol
- Attachment 5d**-CSSS Board Report (Informational Only)
- Attachment 6**-December 2013 Financials

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**BRONX LIGHTHOUSE CHARTER SCHOOL("BLCS")
MINUTES OF A MEETING OF THE BOARD OF TRUSTEES HELD ON THURSDAY,
DECEMBER 19, 2013 AT 6:00 PM AT BRONX COLLEGE PREP ACADEMY, 1005
INTERVALE AVENUE, BRONX, NY 10459.**

Participants in attendance:

- Ms. Evelyn De Gonzalez, Trustee
- Mr. Malik Franklin, Trustee (by video conference)
- Ms. Elizabeth Holcombe, Trustee & Secretary
- Dr. Robert Lewis, LHA Regional Vice President & Trustee (pending DOE approval)
- Mr. Luis Taveras, LHA Regional Operations Manager
- Ms. Dianne Hardcastle, CPA Principal
- Ms. Liz Runco, LA Principal
- Ms. Jennifer Kim, Trustee
- Mr. Mike Ronan, Founder and Former CEO, Lighthouse Academies
- Mr. Khorl Whitaker, CEO, Lighthouse Academies
- Ms. Rebecca Wollensack, Trustee & Chair (participated by phone, not counted for quorum)

The following Trustees were in attendance:

- Ms. Evelyn De Gonzalez
- Mr. Malik Franklin (by video conference)
- Ms. Elizabeth Holcombe
- Ms. Jennifer Kim
- Dr. Robert Lewis (pending DOE approval)

The following Trustees were not in attendance

- Mr. Paul Ko, Trustee and Treasurer
- Ms. Rebecca Wollensack, Trustee and Chair (participated by phone, not counted for quorum)
- Mr. Neal Solon

With a quorum being established, Ms. Holcombe called the meeting to order at 6:11pm. Ms. Wollensack

The Board reviewed minutes from the November meeting. Ms. Kim noted that her name should be included under "invited guests" in Executive Session. Ms. De Gonzalez motioned to approve the November minutes with that change, Ms. Kim seconded the motion, and the Board unanimously approved.

The Board discussed Board governance and personnel matters. Ms. Holcombe made a motion to support the 360 Degree Process for evaluations and coaching at BLCS. Ms. Kim seconded, and the Board unanimously voted in favor of this resolution. The Board next discussed whether to move the date of the January Board meeting to fall after the MLK Day holiday. Ms. De Gonzalez motioned to move the meeting from January 16 to January 23. Ms. Kim seconded the motion and the Board unanimously approved to change the meeting date for January. The Board next discussed the Andy Dousis contracts. Ms. Kim made a motion to table approval of these

contracts until Mr. Ronan and Dr. Lewis could review them in further detail. Ms. De Gonzalez seconded the motion and the Board unanimously voted to table this vote.

The Board next discussed the proposed After-School Stipend Policy for BLCS. Ms. Kim motioned to approve the After-School Stipend Policy, effective at the beginning of the next marking period on January 24. Ms. De Gonzalez seconded the motion and the Board unanimously approved the new policy.

At 7:26pm, Ms. Holcombe made a motion to move into Executive Session to discuss matters of personnel and compensation. Ms. Kim seconded the motion.

Roll call:
Elizabeth Holcombe
Jennifer Kim
Evelyn De Gonzalez
Malik Franklin

The Board invited Dr. Lewis and Mr. Taveras to stay for Executive Session.

The Board discussed a few specific employees and the LHA Compensation Policy.

Ms. Holcombe made a motion to exit Executive Session at 7:40pm. Ms. Kim seconded the motion, and the Board unanimously approved.

Roll call:
Elizabeth Holcombe
Jennifer Kim
Evelyn De Gonzalez
Malik Franklin

As there were several parents and teachers in attendance, as well as Mr. Ronan and Mr. Whitaker, the Board decided to move to the Public Comment and Regional Vice President Report portions of the agenda in order to allow attendees an opportunity to speak before moving into Executive Session to discuss personnel matters. The Board heard Public Comment for 10 minutes.

The Board next heard from Mr. Ronan on his retirement as of June 30 and was introduced to Mr. Whitaker, who will assume CEO duties for Lighthouse Academies. Mr. Ronan also presented BLCS with an award.

The Board next discussed the Finance Report. Ms. Holcombe made a motion to approve the budget amendment authorization with a change from \$42,500 to \$45,000 to include the amount needed to pay bonuses to a part-time faculty member. Ms. Kim seconded the motion and the Board unanimously approved. Ms. Kim next motioned to approve the resolution to add Ms. Hardcastle and Ms. Runco as the check signers for BLCS and remove all other signers. Ms. Holcombe seconded the motion and the Board unanimously approved the resolution.

The Board next heard from the principals on their November dashboards.

At 8:58pm, Ms. Holcombe moved to again enter Executive Session to discuss a personnel matter that was not resolved in the earlier Executive Session. Ms. Kim seconded the motion and the Board unanimously approved.

Roll call:

Jennifer Kim
Elizabeth Holcombe
Evelyn De Gonzalez
Malik Franklin

The Board invited Dr. Lewis, Mr. Taveras, Mr. Ronan, and Mr. Whitaker to stay for the discussion.

Ms. Holcombe motioned to exit Executive Session at 9:27pm, and Ms. Kim seconded.

Roll call:

Elizabeth Holcombe
Jennifer Kim
Malik Franklin
Evelyn De Gonzalez

There being no further business to discuss, Ms. Holcombe made a motion to end the meeting at 9:28pm, Ms. Kim seconded the motion, and the Board unanimously approved closing the meeting.

Signed

~~Ms. Julian Constantine~~

Signed

Mr. Neal Solon

Signed

Ms. Evelyn De Gonzalez

Signed

Mr. Malik Franklin

Signed

Ms. Elizabeth Holcombe

Signed

~~Mr. Paul Ko~~

Signed

Ms. Rebecca Wollensack

Dated: January 23, 2014

AMENDED AND RESTATED BYLAWS
OF
BRONX LIGHTHOUSE CHARTER SCHOOL BOARD OF TRUSTEES
(as of January 23, 2014)

Comment [A1]: Date changed to reflect meeting when bylaw changes are approved

ARTICLE I
LOCATION AND PURPOSE

Section 1.1 Purpose

The purposes of the Board of Trustees shall be to establish policy and conduct oversight for the Bronx Lighthouse Charter School (the "School"). The Board of Trustees shall engage only in those activities permitted by Section 501(c)(3) of the Internal Revenue Code of 1986, as amended from time to time.

Section 1.2 Office Location

The registered office of the corporation shall be located at 1001 Intervale Avenue Bronx, NY 10459. The President may authorize a change in the registered office of the Board of Trustees, provided such location is within the city of New York.

ARTICLE II
MEMBERSHIP

Members shall consist of each person then actively serving on the Board of Trustees.

ARTICLE III
BOARD OF TRUSTEES

Section 3.1 Powers and Responsibility

The Board of Trustees shall have charge, control, and management of the property and affairs of the School.

Section 3.2 Number and Composition

The Board of Trustees shall consist of not less than five or more than eleven persons. If, because of death, resignation, retirement or removal, there are fewer than five Trustees remaining, these remaining Trustees shall constitute the Board of Trustees until the vacancy(ies) are filled as provided herein. In order to reduce the probability of voting deadlocks, every reasonable attempt shall be made to ensure that the Board of Trustees at all times consists of an odd number of persons. At all times, at least one Trustee shall have the experience and proficiency to fulfill each of the following roles: effectively oversee the School's finances, represent the community primarily served by the School, and provide accurate legal advice to the other Trustees. At least two Trustees shall have the experience and proficiency to effectively oversee the school's education program and accountability plan. Trustees, officers, employees, agents or any other persons having a personal or business relationship with any single organization shall hold no more than 40 percent of total seats comprising the Board.

Section 3.3 Qualifications

Any natural person who is at least eighteen years of age who supports the enumerated goals and policy objectives of the School shall be eligible for election or re-election to the Board of Trustees. All

Trustees and prospective Trustees shall complete the questionnaire, which comprised an attachment to the original charter application, and any additional information that the Board may deem appropriate.

Trustees, officers or employees of any single organization shall hold no more than 40 percent of total seats comprising the Board at any one time. No trustee, officer, individual, or employee of a for-profit corporation, limited liability company, or partnership having a business relationship with the charter school involving the provision of educational management services to the charter school shall serve as a voting member of the Board. The Community Board Number 2 of the Bronx shall be entitled to nominate one person to serve as a Trustee. The parents of students enrolled in the charter school shall be entitled to nominate up to two people to serve as Trustees. The Trustees then serving on the Board shall approve all nominees, after review of the nominee's questionnaire and criminal background check, which approval shall not be unreasonably withheld. The vacancy of the seat(s) to be occupied by the parent(s) or the Community Board representative shall not negate the validity or legality of any action taken by the Board of Trustees.

Section 3.4 Term

Subject to Section 3.5 regarding Initial Trustees and Parent Trustee, each other Trustee shall hold office for a term of two years. Trustees may be re-elected for three additional terms of service. When a person has not served on the Board of Trustees for a period of at least six consecutive months, such person shall again be eligible for election to the Board of Trustees.

Section 3.5 Trustees and Parent Trustee(s)

~~The following persons constitute the Board of Trustee.~~ Any successive term of a Trustee shall be for a two-year period, except as stated below with regard to Trustees who are also parent of School students.

~~Trustees:~~

- ~~1. Alfred Chris Torres~~
- ~~2. Evelyn DeGonzalez~~
- ~~3. Malik Franklin~~
- ~~4. Ken Blacklow~~
- ~~5. Priscilla Forsyth~~
- ~~6. Summer Poole~~
- ~~7. Rhonda Curry~~
- ~~8. Paul Ko~~
- ~~9. Rebecca Wollensack~~
- ~~10. Jennifer Turner~~
- ~~11. Dawn Africa Joseph~~

Whenever there is a vacancy in any Board seat designated to be filled by a parent, the Board shall send notice of such vacancy to all parents/guardians. Any parent of a student attending the School may nominate himself/herself to serve as a Trustee. Such nomination shall be made by providing written notice to the Board of Trustees. If there then exist any vacancies on the Board which have been designated for a parent then the Board of Trustees shall provide the nominee with an application and background authorization form. The Board shall then review the application and background check and interview the nominee. The Board shall then vote to choose a nominee to fill a vacant parent seat on the Board. Those Trustees who are also parents of students attending the School, or students who have attended the School within the previous two years, shall serve terms of one year each and may serve for consecutive terms.

Comment [A2]: We should delete this so we don't have to change the bylaws every time we have a new trustee or when a trustee leaves the Board

Section 3.6 Voting

Each Trustee shall be entitled to one vote on all matters coming before the Board of Trustees. There shall be no voting by proxy by any Trustee. Any individual who participates in a board meeting by telephone may not vote.

Section 3.7 Vacancies and Removal

In the event of the expiration of a Trustee's term, or the expansion of the Board of Trustees to create additional terms, the Board of Trustees shall elect persons qualified under Section 3.3 herein to serve such terms. Any vacancy on the Board of Trustees that results from the death, resignation, or removal of a Trustee shall be filled by appointment of a person who meets the qualifications stated in section 3.3 above, by the remaining Board of Trustees. Any Trustee may be removed from office, with or without cause, by the vote of a majority of the Trustees.

Section 3.8 Conflict of Interest

A Trustee may not receive any financial compensation from his/her role as a Trustee. A Trustee will disclose when he/she has a financial, organizational or personal interest in a matter before the Board. A Trustee will abstain from voting on matters in which he/she may have a financial, organization or personal interest.

Section 3.9 Policies

All Trustees shall adhere to the policies adopted by the Board of Trustees, including but not limited to the Conflict of Interest Policy, the Policy Regarding Interaction with and Complaints from Stakeholders, Family Educational Rights and Privacy Act (FERPA) Policy and Freedom of Information Law (FOIL) Policy.

ARTICLE IV MEETINGS OF TRUSTEES

Section 4.1 Regular Meetings

Regular meetings of the Board of Trustees shall be held at such time as the Board President directs. The Board of Trustees shall meet approximately once per calendar month and there shall be not less than ten meetings per year.

Section 4.2 Special Meetings

Subject to the requirements of Section 4.3 herein, special meetings of the Board of Trustees may be called by the President, or upon written request to the President of a majority of the Board of Trustees. Such requests shall be addressed to the Secretary.

Section 4.3 Notice of Meetings

Public notice of the time and place of any meeting of the Board of Trustees scheduled at least one week prior thereto shall be given to the news media and shall be conspicuously posted at the School at least seventy-two hours before such meeting. Public notice of the time and place of any meeting not scheduled at least one week prior thereto shall be given, to the extent practicable, to the news media and shall be

conspicuously posted at the School at a reasonable time prior thereto. To the extent of any conflict between any provision of these by-laws and the Open Meetings Law, the Open Meetings Law shall prevail and control. At the beginning of each school year, notice shall be sent home with one student from each family with the schedule of Board meetings to take place throughout the school year, including the date, time and place of each meeting.

Section 4.4 Quorum

The presence of a majority of the Trustees at a meeting shall constitute a quorum. If a quorum is not attained, the Trustees participating may adjourn the meeting to another place and time, until a quorum is present. If the meeting is adjourned for more than twenty-four (24) hours, notice of the adjournment to another time or place shall be given prior to the time of the adjourned meeting to the Trustees who were not present at the time of the adjournment and notice of such alternate meeting shall be posted at the School prior to the alternate meeting. Any individual who participates in a board meeting by telephone may not be counted for purposes of meeting a quorum.

Section 4.5 Committees

The Board of Trustees may establish such committees from time to time as it deems necessary or desirable to help it accomplish its oversight responsibilities. All committees must have at minimum three members (or not fewer than five Trustees in the case of the Executive Committee). No unilateral authority to direct any member of the staff or management shall be exercised by such committees, unless the Board of Trustees directs and delegates such action to a committee, nor shall such committees engage in decisions that properly belong to management. Committees shall have such authority as may be delegated by the Board of Trustees.

There shall be an Executive Committee consisting of at least ~~three~~ five Trustees. The Executive Committee will monitor school activities, policy implementation, and regulatory guidance in between regular Board meetings. The Executive Committee may transact business on behalf of the School but may not grant degrees or make any removals from office.

Comment [A3]: Changed so as not to have a quorum on Executive Committee calls

There shall be a Finance and Audit Committee whose responsibility it shall be to receive information and conduct activities related to audits, including making reports and recommendations to the entire Board of Trustees.

There shall be an Education and Accountability Committee whose primary task it shall be to oversee the implementation of the School's curriculum and address issues related to education, testing, and special education.

Section 4.6 Action Without a Meeting

Provided the action contemplated is consistent with New York state law and to the extent permitted by the Public Officers Law, the Board of Trustees may take any action that they might otherwise take at a meeting if such action is evidenced by unanimous written consent of all persons then serving on the Board of Trustees. Such unanimous written consent may be executed in separate parts. Within one week of the execution of a unanimous written consent, notice that such resolution has been passed shall be conspicuously posted at the School and shall be available for public inspection.

ARTICLE V OFFICERS

Section 5.1 Number and Qualifications

The principal officers of the Board of Trustees shall be a President, a Secretary/Clerk and a Treasurer, each of whom shall be elected by the Board of Trustees for a period not to exceed two years. No trustee may simultaneously hold the office of President and of Secretary/Clerk. Any officer may serve for no more than three consecutive terms. If a Trustee has not served as an officer for at least six consecutive months, the Trustee may again be elected to serve as an officer.

Section 5.2 President

The President shall lead the Board of Trustees, which oversees the management of the School. If present, the President shall preside over meetings of the Board of Trustees. The President does not possess any authority to singly direct any member of the staff or management. The President shall have such authority as may be delegated to him/her by the Board of Trustees.

Section 5.3 Secretary

The Secretary shall: (a) take minutes at all open meetings which shall consist of a record or summary of all motions, proposals, resolutions and any other matter formally voted upon and the vote thereon; (b) take minutes at executive sessions of any action that is taken by formal vote which shall consist of a record or summary of the final determination of such action, and the date and vote thereon; provided, however, that such summary need not include any matter which is not required to be made public by the freedom of information law of New York; (c) Ensure that the minutes of all meetings are available to the public in accordance with the provisions of the freedom of information law within two weeks from the date of such meeting except that minutes taken at an executive session shall be available to the public within one week from the date of the executive session; (d) see that all notices are duly given in accordance with the provisions of these Bylaws or as required by law; (e) be custodian of the corporate records of the corporation; (f) ensure that all annual filings are made to both the state and federal governments as required by law, with the exception of tax documents; and (g) in general perform all duties incident to the office of Secretary and have such other duties and exercise such authority as from time to time may be delegated or assigned to him/her by the President or by the Board of Trustees.

Section 5.4 Treasurer

The Treasurer shall assist the Board of Trustees in selecting the School's auditor, filing any financial reports required of the Board of Trustees, and overseeing the financial management of the School. No unilateral authority regarding School financial management is vested in the Treasurer. The Treasurer shall have such authority as may be delegated to him/her by the President or by the Board of Trustees.

ARTICLE VI

INDEMNIFICATION OF DIRECTOR, OFFICER OR COMMITTEE MEMBER

Section 6.1 Definitions

(a) "Expenses" include fees, costs, charges, disbursements, attorney fees and any other expenses incurred in connection with a proceeding.

(b) "Liability" includes the obligation to pay a judgment, settlement, penalty, assessment, forfeiture or fine, and reasonable expenses associated therewith.

(c) "Proceeding" means any threatened, pending, or completed civil, criminal, administrative, or investigative action, suit, arbitration or other proceeding, whether formal or informal, which involves foreign, federal, state, or local law and which is brought by or in the right of the corporation or by any other person(s).

Section 6.2 Indemnification

The School shall indemnify each present, former, and future Trustee, officer, or member of a committee appointed by the Board of Trustees (herein the "committee member"), to the extent he or she has been successful on the merits or otherwise in the defense of a proceeding, for all reasonable expenses incurred in the proceeding if the person was a party because he or she is or was a Trustee, officer, or committee member of the corporation.

This provision is intended to indemnify all such persons to the fullest extent allowed by any and all laws of any state, District or territory of the United States or by any federal law.

Section 6.3 Other Indemnification

(a) In cases not included under Section 6.2 herein, the School shall indemnify each present, former, and future Trustee, officer, or committee member against liability incurred by such person in a proceeding to which the person was a party because such person is or was a Trustee, officer, or committee member, unless liability was incurred because the person breached or failed to perform a duty such person owed to the School and the breach or failure to perform constitutes any of the following:

- (1) A willful failure to deal fairly with the School in connection with a matter in which the person has a material conflict of interest.
- (2) A violation of criminal law, unless the Trustee, officer, or committee member had reasonable cause to believe his or her conduct was lawful.
- (3) A transaction from which the Trustee, officer, or committee member, or a member of such person's immediate family, derived an improper personal profit.

(b) The termination of a proceeding by judgment, order, settlement, or conviction, or upon a plea of no contest or an equivalent plea, does not by itself create a presumption that indemnification of the Trustee, officer, or committee member is not required under this subsection.

(c) Indemnification under this section is not required if the Trustee, officer, or committee member has previously received indemnification or allowance of expenses from any person, including the School, in connection with the same proceeding.

Section 6.4 Death

In the event of the death of any person entitled to indemnification under this Article, the benefits provided for herein shall extend to such person's heirs and legal representatives.

Section 6.5 Not Exclusive

The foregoing right to indemnification as set forth herein shall not be exclusive of any other rights to which any Trustee, officer or committee member of the School may otherwise be entitled to under the laws of the State of New York, in effect from time to time.

Section 6.6 Contract

This Article is intended to constitute a contract with each person who, subsequent to its adoption, is serving or shall subsequently serve as a Trustee, officer or committee member.

Section 6.7 Advance Payment of Expenses as Incurred

Upon written request by the person seeking indemnification under Section 6.3 hereof, a majority of the Trustees may authorize the School to pay or reimburse such person's reasonable expenses as incurred if the person requesting such indemnification provides the School with all of the following: (a) a written affirmation of such person's good faith belief that such person has not breached or failed to perform such person's duties to the School and (b) a written undertaking, executed by such person, to repay the allowance and reasonable interest on the allowance to the extent it is ultimately determined under applicable law that the indemnification is not required or permitted as a matter of law.

ARTICLE VII FISCAL YEAR AND FINANCIAL MATTERS

Section 7.1 Fiscal Year

The fiscal year of the School shall be July 1st through June 30th.

Section 7.2 Debts or Encumbrances

No debt or other encumbrance in excess of \$50,000 shall be incurred by the School unless it shall have been authorized prior to such encumbrance by a unanimous written resolution of the Board of Trustees.

Section 7.3 Reimbursement for Prior Expenses

Notwithstanding the provisions in Section 7.2 above, certain debt and monies may be owed by the School in connection with the start up of the School. The Board of Trustees may act to reimburse such expenditures regardless of Section 7.2 or any other provision herein.

ARTICLE VII CONFLICT WITH CHARTER

To the extent there are any conflicts between the terms of the School's charter and the terms of these by-laws, the terms of the charter will control.

ARTICLE VIII AMENDMENTS

These Bylaws may be altered, amended, or repealed, and new Bylaws may be adopted by the Board of Trustees at any meeting of the Board of Trustees. Any Bylaw adopted by the Board of Trustees shall be subject to subsequent amendment or repeal by the Trustees.

CAP Priority		Measure	Annual Goal	Dec.	Comments
Improve Quality of Instruction	Teacher Input	Planning and Preparation - Designing Coherent Instruction (1e) % Proficient or Distinguished	85%	75%	Continued improvement based on regular planning meetings and coaching feedback (lesson planning and observations).
		Planning and Preparation - Designing Student Assessment (1f) % Proficient or Distinguished	85%	68%	Continued improvement based on planning assessments prior to start of unit and implementation of Anet standard analysis. Anet platform used to pull standards-based questions at level of rigor similar to assessments.
		Classroom Environment - Creating an Environment of Respect and Rapport (2a) % Proficient or Distinguished	85%	68%	Ongoing coaching support. Not as much progress as expected due to no work with Andy Dousis during December.
		Classroom Environment - Establishing a Culture of Learning (2b) % Proficient or Distinguished	85%	75%	See above. Increase in teachers proficient in 1e has lead to an increased focus on culture of learning across school.
		Instruction - Using Questioning and Discussion Techniques (3b) % Proficient or Distinguished	85%	50%	Not as much progress as expected as this was a topic to be covered with Andy Dousis in December and January. We be addressed in January and February PD.
		Instruction - Engaging Students in Learning (3c) % Proficient or Distinguished	85%	75%	Continued improvement due to coaching support, observation feedback, engagement-based PDs and work with consultants. Continued work on this during PD in January including workshops, school vists and co-observations.
		Instruction - Using Assessment in Instruction (3d) % Proficient or Distinguished	85%	54%	100% of 2 - 7 ELA and Math teachers using Anet resources to design reteach assessments. 54% reflects teachers proficiently implementing teacher-designed assessments into each lesson as measured by the Danielson framework.
		Average # of observation & f/u feedback meeting per core content teacher	36	3	One week off for Winter Vacation
		Average # of observation & f/u feedback meetings per special ed & AIS teachers	36	3	One week off for Winter Vacation
		Average # of observation & f/u feedback meetings per arts/specials teachers	36	3	One week off for Winter Vacation
		% of teachers that submit academic plans weekly	100%	100%	
		% of teachers that receive weekly coaches/admin feedback on academic plans	100%	100%	

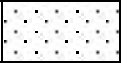
		# of formal LT meetings to discuss classroom data and determine actions to take with teachers/students	36	3	One week off for Winter Vacation
		# of grade level/span or content team meetings	36	3	One week off for Winter Vacation
	Student Output	% of students passing all core subject classes	90%		Will be updated at end of Q2
		% of students failing one core subject class	<7%		See above.
		% of students failing more than one core subject class	<3%		See above.
		% of students (3 - 7) scoring 70% or higher on ANET ELA Assessments (proficient)	85%	13%	See standards/grade level reports for more details.
		% of students (3 - 7) scoring 70% or higher on ANET Math Assessments (proficient)	85%	13%	See above.
		% of students (3 - 7) scoring 85% or higher on ANET ELA Assessments (advanced)	40%	1%	See above.
		% of students (3 - 7) scoring 85% or higher on ANET Math Assessments (advanced)	40%	5%	See above.
		% of students at or above "grade level" on NWEA	85%		NWEA taken again EOY.
older Investment	udent Investment	% of Enrollment	100%	98%	We have avoided filling empty seats to keep enrollment at, but not above, approved enrollment for this school year (as per DOE feedback). CPA is overenrolled, so LA must under-enroll.
		# of Withdrawals	<16	4	
		# of Withdrawals Due to Dissatisfaction	<5	0	
		% of Student Attendance	95%	93%	Mostly excused absences for illness.

Stakeholder	Student	# of In-School Suspensions Referrals	<400	2	Number of ISS and OSS referrals has decreased dramatically since September, as predicted. Students and families have adjusted to updated discipline plan and complaints/concerns/etc. have decreased with the decrease in behavioral infractions. UA ISS/OSS referrals are tied to merit/demerit system which focuses primarily on positive incentives. As percentage of effective teachers increases in domain 2, we would expect these numbers to remain this small.
		# of Students Receiving ISS Referrals	<105	2	See above.
		# of Out of School Suspensions	<100	5	See above.
		# of students receiving OSS	<40	5	See above.
		LHA Student Survey (% favorable responses)	90%		See above.
		DOE School Survey (student portion - average score)	>8.0		
		Quarterly Student Satisfaction Survey (% of Favorable Responses)	90%		
		% of Students Who Complete Quarterly Satisfaction Survey	100%		
Stakeholder	Family Investment	Professional Responsibilities - Communicating with Families (4c) % Proficient or Distinguished	85%	68%	Access to Power School parent portal is set up, allowing more regular academic-based conversation between teachers and staff. Staff consistently follow-up with behavioral concerns (meetings, BIP's, etc.). Meetings are scheduled for any student with 3+ breaks in ISS in a ten day period. UA parents receive weekly character and academic reports.
		% of Parents Attending Parent Teacher Conferences	100%		
		Quarterly Parent Satisfaction Survey Questions (% of Favorable Responses)	90%		
		% of Parents Who Complete Quarterly Parent Satisfaction Survey	100%		
		# of Parent Complaints Escalating Beyond LT (e.g., VP, BOT or DOE)	10	0	
		# of Parents Attending Parent Night	300		

CAP Priority	Measure	Annual Goal	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June	Date
Improve Quality of Instruction	Teacher Input	Percent of faculty developing and implementing proficient and distinguished curricular maps for 2013-14 (Domain 1a, 1c)	100%	100%	95%	95%	95%						
		Percent of faculty developing and implementing proficient and distinguished weekly lesson plans (Domain 1e)	90%	86%	82%	86%	86%						
		Percent of faculty using proficient and distinguished assessments to inform instruction (Domain 1f)	90%	90%	86%	86%	91%						
		Average number of observation & feedback meetings per faculty member	35	4	3	3	2						
		Lesson Plan Submission Rate	100%	100%	100%	100%	100%						
		Percent of faculty implementing proficient and distinguished classroom environments (Domain 2)	90%	76%	82%	82%	86%						
		Number of school leadership team meetings driven by student data (Domain 4b, 4d)	25	4	3	3	2						
		Number of departmental meetings driven by student achievement data (Domain 3d, 4e)	10	2	6	3	1						
	Student Output	Percent of students passing all required courses (will attain more than 10 credits)	90%	66%	63%	56%	61%						
		Percent of students failing one required course (will attain at least 10 credits)	<5%	25%	15%	19%	21%						
		Percent of students in danger of not earning 10 credits (failing more than one required course)	<2%	9%	22%	26%	18%						
		Percent of students in cohort '15 on track for a Regents Diploma	90%	83%	83%	83%	83%						
		Percent of students in cohort '15 on track for an Advanced Regents Diploma	70%	58%	58%	58%	58%						
		Percent of students in cohort '15 within reach of a Regents Diploma in 4 years	100%	98%	98%	98%	98%						
		Percent of students in cohort '16 on track for a Regents Diploma	100%	93%	93%	93%	93%						
		Percent of students in cohort '16 on track for an Advanced Regents Diploma	80%	93%	93%	93%	93%						
		Percent of students in cohort '16 within reach of a Regents Diploma in 4 years	100%	100%	100%	100%	100%						
		Percent of students in cohort '17 on accelerated track for a Regents Diploma/Advanced Regents Diploma	100%	61%	61%	61%	61%						
Student Investment	Percent of enrollment	105%	109%	110%	109%	109%							
	Number of withdrawals	<15	5	1	0	1							
	Number of withdrawals due to dissatisfaction	<3	0	0	0	0							
	Student Attendance Rate	95%	96%	96%	95%	94%							
	Percent of students arriving late	<10%	6%	7%	8%	9%							
	Percent of students on college prep or college ready status	90%	89%	82%	84%	91%							

% of effective teachers planning to return next year

95%



CAP Priority	Measure	Annual Goal	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June	Year to Date	
Improve Quality of Instruction	Teacher Input	TPS-Instructional Planning (% Effective or Highly Effective)	90%	55%	94%	94%	94%	88%	88%	88%	88%			
		TPS-Instructional Delivery (% Effective or Highly Effective)	90%	61%	78%	78%	81%	83%	76%	78%	88%	88%		
		TPS-Assessment (% Effective or Highly Effective)	90%	61%	80%	81%	81%	81%	87%	88%	88%	88%		
		Average # of observation & f/u feedback meeting per core content teacher	34	7	3	4	4	3	3	3	3	3	2	35
		Average # of observation & f/u feedback meetings per special ed & AIS teachers	34	7	2	4	3	2	3	3	3	3	1	31
		% of teachers that submit lesson plans weekly	100%	100%	100%	100%	100%	100%	100%	100%	94%	94%	94%	
		% of teachers that receive weekly instructional coaches/admin feedback on lesson plans	100%	100%	100%	100%	100%	100%	100%	100%	94%	94%	94%	
	Student Output	# of formal LT meetings to discuss classroom data and determine actions to take with teachers/students	24	7	3	3	2	2	2	2	2	4	3	30
		# of DOI or PAL led grade level/span or content team data review meetings	24	3	4	2	2	2	4	2	3	4	2	28
		% of students passing all core subject classes	90%	44%	44%	39%	43%	64%	34%	40%	62%	57%	71%	
		% of students failing one core subject class	<5%	23%	19%	21%	19%	15%	22%	24%	18%	33%	17%	
		% of students failing more than one core subject class	<2%	33%	36%	40%	38%	21%	46%	35%	20%	10%	12%	
		% of teachers incorporating arts infusion strategies weekly	85%				85%	83%	74%	88%	88%	94%	100%	
		% of students at or above "grade level" on NWEA	85%		43.3% ELA 45.5% Math					56% ELA 57% Math			66% ELA 69% Math	66% ELA 69% Math
Stakeholder Investment	Student Investment	% of Enrollment	100%	99%	100%	102%	104%	104%	103%	103%	103%	103%	103%	
		# of withdrawals	<11	2	0	6	3	2	4	1	0	0	0	18
		# of withdrawals due to dissatisfaction	<5	2	1	0	0	0	2	1	0	0	0	6
		% of Student Attendance	95%	98%	97%	97%	95%	93%	94%	94%	95%	94%	95%	95%
		% of Students On-Time	95%	89%	90%	90%	87%	82%	90%	89%	91%	88%	94%	89%
		TPS-Learning Environment (% of teachers scoring Effective or Highly Effective)	90%	55%	78%	88%	88%	94%	88%	88%	88%	94%	94%	
		# of In-School Suspensions Referrals	<300	133	140	92	82	136	99	109	140	137	36	1104
	Family Investment	# of students receiving ISS Referrals	110	68	75	55	53	77	69	66	78	82	26	124
		# of Out of School Suspensions	<100	23	16	8	6	10	6	3	10	9	4	95
		# of students receiving OSS	55	17	14	7	6	10	6	3	8	9	4	
		LHA Student Survey (% favorable responses)	75%				74%					87%		87%
		DOE School Survey (student portion - average score)	>8.0											
		TPS-Family Engagement (% of teachers scoring Effective or Highly Effective)	90%	61%	94%	100%	94%	88%	82%	83%	83%	88%	88%	88%
		% of parents attending Parent Teacher Conference	85%			93%			83%				84%	98%
Human Capital	Monthly parent satisfaction survey questions (% of favorable responses)	80%		75%	71%	N/A	85%	N/A	N/A	89%	N/A	N/A	80%	
	% of parents who completed bi-monthly parent satisfaction survey	75%		8%	14%	N/A	67%	N/A	N/A	44%	N/A	N/A	44%	
	# of parent complaints escalating beyond LT (e.g., VP, BOT or DOE)	5	2	1	0	0	0	0	0	0	0	0	3	
	# of parents attending parent night	150	92	33		15	N/A	N/A	36	N/A	8	N/A	96	
	# of parents attending other/special events at school	150		130	36	29	15	75	8	108	14	180	202	
	# of parents attending Parent Association meetings	100	15	6	11	2	4	4	17	N/A	8	N/A		
	# of parents who volunteered 1 or more times	100	4	5	5	0	5	6	12	8	10	3	15	
LHA Family Survey (% favorable responses)	90%													
DOE School Survey (parent portion - average score)	>8.5													
Human Capital	Staff Attendance	95%	99%	99%	98%	96%	95%	96%	97%	95%			97%	
	% of Staff On-Time	95%	90%	99%	95%	95%	94%	97%	97%	97%	97%	90%	95%	
	TPS-Professionalism (% Effective or Highly Effective)	90%	89%	100%	95%	95%	95%	94%	94%	88%	88%	88%	93%	
	Monthly staff satisfaction survey (% favorable responses)	80%	90%	96%	96%	N/A	94%	89%	97%	N/A	94%	N/A	94%	
	% of staff completing Monthly staff satisfaction survey	90%	61%	95%	65%	N/A	83%	76%	88%	N/A	96%	N/A	81%	
	Weekly PD satisfaction surveys (% favorable responses)	80%	100%	86%	89%	N/A	86%	N/A	94%	N/A	N/A	N/A	91%	
	DOE School Survey (staff portion - average score)	>8.5										N/A		
	% Fully Staffed	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	
	# of open positions projected for next year (SY14)	6					6	4	4	2	3	1		
% of effective teachers planning to return next year	100%					100%	100%	100%	100%	95%	95%	95%		

Enrollment Data Trend Report: Updated as of September 30, 2013

	Target Enrollment	Seats Filled	Open Seats	% students enrolled for 2+ years
8	68	67	1	49
9	46	63	-17	35
10	46	51	-5	35
11	46	45	1	32
TOTAL	206	226	-20	151

	September	2013-14 Year to Date	September 2013
Withdrawals	4	4	
New Admissions	**	2	

Reasons for Withdrawals	# of Withdrawals this month	# of Withdrawals this year	September 2013 Withdrawals
Relocating out of state/district	0	0	
Special Ed Services	0	0	
Transportation	0	0	
Personal/Family	0	0	
Student Behavior/School Discipline	0	0	
Other student(s) in the school	0	0	
School day/year is too long	0	0	
Did not meet expectations	0	0	
Dissatisfied with teacher	0	0	
Dissatisfied with administration or policy	0	0	
Wanted Siblings to attend same institute	0	0	
No-show on first day of school	5	5	
Dissatisfied with sports league and opportunities	0	0	3
Accepted into a Selective Enrollment	0	0	
Expulsion	0	0	
No Comment	0	0	
	5	5	3

Enrollment Data Trend Report: Updated as of October 31, 2013

	Target Enrollment	Seats Filled	Open Seats	% students enrolled for 2+ years
8	68	66	2	48
9	46	63	-17	35
10	46	52	-6	35
11	46	45	1	32
TOTAL	206	226	-20	150

	October	2013-14 Year to Date	September 2013
Withdrawals	1	5	
New Admissions	1	3	

Reasons for Withdrawals	# of Withdrawals this month	# of Withdrawals this year	September 2013 Withdrawals
Relocating out of state/district	1	1	
Special Ed Services	0	0	
Transportation	0	0	
Personal/Family	0	0	
Student Behavior/School Discipline	0	0	
Other student(s) in the school	0	0	
School day/year is too long	0	0	
Did not meet expectations	0	0	
Dissatisfied with teacher	0	0	
Dissatisfied with administration or policy	0	0	
Wanted Siblings to attend same institute	0	0	
No-show on first day of school	0	5	
Dissatisfied with sports league and opportunities	0	0	3
Accepted into a Selective Enrollment	0	0	
Expulsion	0	0	
No Comment	0	0	
	1	6	3

Enrollment Data Trend Report: Updated as of November 30, 2013

	Target Enrollment	Seats Filled	Open Seats	% students enrolled for 2+ years
8	68	66	2	48
9	46	63	-17	35
10	46	51	-5	35
11	46	45	1	32
TOTAL	206	225	-19	150

	November	2013-14 Year to Date	September 2013
Withdrawals	0	5	
New Admissions	0	3	

Reasons for Withdrawals	# of Withdrawals this month	# of Withdrawals this year	September 2013 Withdrawals
Relocating out of state/district	0	1	
Special Ed Services	0	0	
Transportation	0	0	
Personal/Family	0	0	
Student Behavior/School Discipline	0	0	
Other student(s) in the school	0	0	

School day/year is too long	0	0	
Did not meet expectations	0	0	
Dissatisfied with teacher	0	0	
Dissatisfied with administration or policy	0	0	
Wanted Siblings to attend same institute	0	0	
No-show on first day of school	0	5	
Dissatisfied with sports league and opportunities	0	0	3
Accepted into a Selective Enrollment	0	0	
Expulsion	0	0	
No Comment	0	0	
	0	6	3

Enrollment Data Trend Report: Updated as of December 31, 2013

	Target Enrollment	Seats Filled	Open Seats	% students enrolled for 2+ years
8	68	66	2	48
9	46	63	-17	35
10	46	51	-5	35
11	46	45	1	32
TOTAL	206	225	-19	150

	December	2013-14 Year to Date	Summer 2013
Withdrawals	1	6	
New Admissions	0	3	

Reasons for Withdrawals	# of Withdrawals this month	# of Withdrawals this year	Summer 2013 Withdrawals
Relocating out of state/district	1	2	
Special Ed Services	0	0	
Transportation	0	0	
Personal/Family	0	0	
Student Behavior/School Discipline	0	0	
Other student(s) in the school	0	0	
School day/year is too long	0	0	
Did not meet expectations	0	0	
Dissatisfied with teacher	0	0	
Dissatisfied with administration or policy	0	0	
Wanted Siblings to attend same institute	0	0	
No-show on first day of school	0	5	
Dissatisfied with sports league and opportunities	0	0	3
Accepted into a Selective Enrollment	0	0	
Expulsion	0	0	
No Comment	0	0	
	1	7	3

Progress in Student Achievement

All teachers have administered and tracked data from our second round of interim assessments. All student mastery data increased across sections, and we continue to outpace our performance from 2012-13.

We also have administered a second SAT practice assessment for all 11th graders and selected advanced 10th graders. The data significant increases for some students, and a complete assessment report is on it's way to our team.

Teachers continue to prepare students for January Regents Exams, where we will have over 130 students sitting for the Comprehensive English Regents Assessment (an accelerated pace initiative) and students who have failed past exams sitting to re-test. We are enthusiastic about Regents test preparation efforts, and Saturday Regents Prep sessions are being offered for students who will test in January.

College Now Partnership:

16 students completed the first semester of College Now courses and earned college credit. We have been approved to host 2 seperate CollegeNow courses at our school site for the spring semester and are working to have CPA faculty approved as College Now Faculty. This will allow CPA staff to instruct college level courses to our students and should suppliment our academic offerings.

Planning for the Future:

At the start of the year, goals for 8th grade entry were shared with Ms. Runco. These include goals around:

The number of students ready for Algebra, as measured by NWEA scores

The number of students capable of taking HS science courses, as measured via performance tasks and science/math performance data

The number of students capable of taking HS language courses, as measured by teacher-developed end of course assessments

The number of students capable of an accelarated Regents completion track in History, as measured by thematic essay scores and teacher-developed end of course assessments

Engagement Initiatives and Updates

There are no new student engagement initiatives, as we continue to prioritize student academic success given the large number of students failing one or more courses.

It is noteworthy to share that we have implemented the following:

1. Development of an afterschool eligibility list for enrichment participation
2. Overhauled student leadership structures to allow students to prioritize academics first
3. Advisory sessions with a focus on failing students and organization

That said, student engagement programming continues. We are hosting basketball try outs for varsity teams, running a ladies basketball try out, and starting conditioning for a co-ed charter league softball team, and ultimate frisbee team. There is a 9th grade lock in scheduled for January 17th.

Staffing and Human Capital

New Staffing Updates

We welcomed a new Science Teacher, Mr. Ryan McIntyre, our staff. He is undergoing onboarding and taking charge of his Earth Science and Intermediate Level Science courses.

Projections for the Coming Year

We are currently projecting our needs for the 2014-15 year and getting an assessment of staff level comfort.

Asks For the Board

1. Approval of the bonus goals for FY 14
2. Approval of a teacher evaluation system for FY 14
3. Support in accessing advocates to apply pressure to the CSE (committee on special education) who are not fulfilling the law, and who are not fulfilling their role as LEA for our students with Disabilities, a briefing is ready
4. Determination of SPED and ELL coordination compensation policies, as well as the status of the DSC role as a leadership position.
5. A copy of the K-7 culture of achievement plan
6. Approval of afterschool programming asks from the November BOT meeting

RVP Report (January 2014)

1. **Split-line Budget:** I have been in communication with Linda Ahronian, Controller, regarding an allocation of the discretionary funds between for each principal to expend. LHA will develop a proposal and share this with the school leaders prior to the next Board meeting. LHA will then present the recommended allocations to the Board's Finance Committee. The FY 15 school budget will be developed so that the allocation of funds is delineated in the budget for each school and then consolidated for reporting purposes.
2. **Imprest Account Business Rules:** The Imprest Account procedure is included in the BOT packet for your review. In addition, LHA confirmed that we did ensure that the required withholding had been done in December when the bonus checks were written to CPA employees from the Imprest account.
3. **Addressing External Email Messages:** I have discussed with the school leaders expectations of how best to address external emails that may contain inaccurate information. Typically this will be done via the family newsletters.
4. **Over-enrollment and Waiting Lists:** I followed up on the question of whether we can continue to overenroll sections as the school was allowed to do in the past. The Charter School Accountability and Support Office (CSAS) informed me that NYCDOE authorized charter schools are not allowed to over-enroll their schools in anticipation of the natural attrition that usually occurs during the school year. Rather schools are to use their student waiting lists to maintain "full enrollment" status. I need to clarify whether schools are required to enroll students during the school year whenever there is a vacancy if there are students on the wait list.
5. **A-Net Update:** Ms. Runco and I had a teleconference with Tess Mitchner Asinjo regarding A-Net/ curriculum map alignment in early January. I have requested that a member of the Research, Design and Strategy Team (RDS Team) complete a "gap analysis" between upcoming A-net assessments and BLCS' current curriculum maps. We need to determine whether what is being taught is aligned to the Common Core and then whether that is what is being assessed. This high priority work is underway.
6. **Expulsion Hearing Protocol Proposal:** Attached for your review and consideration.



SCHOOL IMPREST ACCOUNT

I. Imprest Account

Purpose: The purpose of this procedure is to outline the procedures for handling the school's Imprest account, disbursements, and reconciliation/replenishment. The purpose of an Imprest Account is to provide the school with a local checking account to cover small and immediate payments of expenditures. The school should not use petty cash system to pay for expenses.

Functional Lead

- ❖ School Operations Manager (SOM)
- ❖ Principal

Notes

- ❖ The Imprest Account should only be used for small and immediate purchases. A local operating account is maintained on the Imprest basis at a minimum, effective amount (normally \$1,000 - \$5,000) and in some instances this amount requires Board approval. An Imprest Account requires proof of every use of the funds. At any point in time, the total of the bank balance + receipts, shall = the local operating fund Imprest amount. This account is established to facilitate payments for unusual or unplanned expenses.
- ❖ In Regions that do not have a Regional Operations Manager (ROM), the Regional Vice President (RVP) is assigned ROM tasks identified throughout this procedure.

II. Related Policies and Procedures:

- ❖ Invoice Processing Procedure

III. Technical Assistance: Controller, Chief Financial Officer (CFO)

IV. Administering Policy:

#	Responsibility	Procedure
1.	CFO	The CFO will discuss the need for opening an Imprest account with the Principal and ROM. After obtaining approval from the board of trustees the CFO will open the Imprest account for the School with the following documents: (1) The vote of the Board of Trustees, authorizing the opening of this account (if applicable) (2) The Blank certificate of Resolution of Corporate Board of Trustees obtained from the Bank (if applicable) (3) Blank signature cards obtained from the designated bank.
2.	CFO	The CFO will fill in all necessary information including the school's Federal ID number and signatures required. Forwards signature cards to school for Principal's signature.
3.	Principal	Signs signature card and forwards to SOM for mailing to LHA's



		Senior Accountant.
4.	SOM	Forward copies of the signed, finalized forms and signature cards to the CFO or the controller.
5.	SOM/Principal	Authorized School personnel will issue all checks on this account. (One individual shall be responsible for the account and must maintain sole control over it. Since the Principal or SOM is able to authorize reimbursements of the account, another person, such as the SOM or ROM, shall be responsible for the account.)
6.	SOM	The SOM will order check stock to be used with the accounting application. Checks written will be entered into the accounting application by the SOM. Consult with the LHA Staff Accountant or Controller.
7.	SOM	Original expense receipts are to be kept in a separate A/P paid file on site, with the check stub stapled to it.
8.	SOM	The School will promptly forward the monthly bank statements and returned checks to the Senior Accountant after verification of activity, for reconciliation on a monthly basis.
9.	SOM	The Standard Reimbursement/Vendor Payment Voucher (FORM XII) provided in this manual is to be used for reimbursement. The SOM will list the checks cut plus bank charges deducted since the last reimbursement form was submitted. This will replenish the account to the original Imprest account balance.
10.	Principal	Signs and approves the Standard Reimbursement/Vendor Payment Voucher. Returns to SOM.
11.	SOM	Forwards the approved Standard Reimbursement/Vendor Payment Voucher to the LHA Staff Accountant or Controller.
12.	CFO or Controller	The CFO or Controller will review the School's Imprest account information and prepare the replenishment check. See Section 4 for payment processing.

Proposed Expulsion Hearing Protocol

There are two proposed “paths” regarding the protocol for expulsion hearings:

1. **Path #1:** Serious infractions that involve “illegal behavior” and almost always result in a student expulsion (possession of weapons, use and/or sale of illegal/prohibited drugs, assaults/actions that cause serious bodily injury)
2. **Path #2:** Four “out-of-school” suspensions for “prohibited” and/or “zero tolerance” behaviors during the school year.

Path #1 (Illegal Behavior)

1. Principal notifies RVP to take actions regarding immediate concerns (police, ambulance, contacting parents, etc.).
2. Principal will issue suspension letter to parent or guardian that details the nature of the offence, the duration of the out of school suspension, notification that the violation will result in an expulsion hearing, the rights and responsibilities of the family/student and notification that the expulsion hearing date will be set within three business days from the start of the suspension. This letter will also be scanned and emailed to all BOT members and the RVP.
3. Within three business days after the issuing of the suspension, a hearing date will be set and the principal shall notify the family in writing of the date/time of the hearing along with their rights according to the family handbook, state, and local statutes (IDEA statutes if applicable) Note: In some cases, IDEA statutes may require that the expulsion hearing be held within 1-3 business days after issuance of an out of school suspension).
4. On the agreed upon date, the hearing should be held with the family of the student, the principal, the RVP and a majority of active BOT members (BOT members may attend in person or virtually). After the hearing has taken place, the BOT will deliberate the facts of the case and render a decision within 24 hours after the hearing has ended. A decision to expel can be done through written consent of the BOT.
5. The principal will issue written notification to the scholar’s parent/guardian regarding the BOT’s decision immediately after the emission of the BOT ruling.

Path #2 (Four Out of School Suspensions: Prohibited and “Zero Tolerance” Behaviors)

1. Principal notifies RVP and BOT that there is an expulsion hearing pending due to excessive suspensions (4).
2. Principal will issue suspension letter to parent or guardian that details the nature of the offence, the duration of the out of school suspension, notification that the violation will result in an expulsion hearing, the rights and responsibilities of the family/student, and notification that the expulsion hearing date will be set within three business days from the start of the suspension. This letter will also be scanned and emailed to BOT members and the RVP.
3. Within three business days after the issuing of the suspension, a hearing date will be set and the principal shall notify the family in writing of the date/time of the hearing along with their rights according to the family handbook, state, and local statutes (IDEA statutes if applicable). *The*

hearing date should be set before the student is due to return from the suspension. In cases where this is not possible, the student should return to classes and the date will be set at the earliest possible date after the conclusion of the suspension.

4. On the agreed upon date, the hearing should be held with the family of the student, the principal, the RVP and at least two active BOT members (BOT members may attend in person or electronically). After the hearing has taken place, the BOT members present at the hearing will deliberate the facts of the case and render a decision. If the decision is not to expel, *the process will end and the child will return to classes*. Under the following circumstances, a majority of the BOT may need to deliberate whether a student is to be expelled under Path #2:
 - A) The BOT members at the hearing are not in agreement with each other regarding whether to expel a student; or
 - B) The BOT members at the hearing support student expulsion.

In these cases, a majority of the full BOT will need to decide the status of the student in question within three business days of the hearing. The student should return to class while a decision of by the majority of BOT members is pending if the suspension period has ended. A final decision to expel should occur through written consent of the full BOT.

5. The principal will issue written notification to the scholar's parent/guardian regarding the BOT's decision immediately after the emission of the BOT ruling.

Expulsion Hearing Packet Contents

The principal will prepare a copy of the following documents for each individual that will be attending/reviewing the expulsion hearing. These documents should be distributed to hearing attendees at least one business day before the expulsion hearing:

1. Attendance Records (current year)
2. Discipline Records- a listing of suspensions (in and out of school), detentions and/or other disciplinary actions for the current school year w/ explanations for those actions.
3. Most recent report card and current classroom grades at the time of the hearing.
4. Any *useful* anecdotal records from school counselors and/or other school personnel.
5. Note: Historical grades, attendance and discipline records may be used only if they show a pattern of behavior (or a shift in that pattern) that is relevant to the circumstances involving the expulsion hearing.



January 6, 2014

Dear Board Members,

Bronx Lighthouse Charter School and Bronx Lighthouse Property Holding Company have contracted with CFM Inc. to provide the services to the Bronx Lighthouse Charter Schools that ensure compliance with the maintenance requirements listed in the School Services Agreement. CFM Inc. is now doing business as Charter School Support Services, Inc. (CSSS) a 501(c)(3) nonprofit organization.

These services include:

1. CSSS arranges for and oversee any repairs needed for the real property at the facility. Minor repairs, such as changing light bulbs or repairing hinges, are performed by the school's on site staff. In addition CSSS has established a preventive maintenance and repair history database using its Service Channel™ PM system. The system includes all of the basic building systems, the scheduled preventative maintenance, work order functions and tracking warranty items. At this time the school has not fully implemented the Service Channel system but we are using it to monitor facility work that CSSS is supporting in the facility.
2. Procurement of school operational services such as, field trip transportation, and other goods and services.
3. Contract development and support for third party vendor services selected by the school.
4. CSSS will conduct an annual safety walk through that includes an extensive checklist reviewed with school leadership. The next walk through is scheduled for January 22, 2014.

Each month we will send a report to the Board on the items listed below.

	All maintenance items have been added to CSSS Inc.'s Service Channel. These items are then sent out as Preventative Maintenance Work Orders to vendors approved by the school.
Building and Grounds Maintenance and Repairs	We have set up a training session with Mr. Luis Taveras to review the use of the system. Next month we will include the following information:



CHARTER

SCHOOL SUPPORT SERVICES, INC.™

	<p><i>This month there were X preventative maintenance work orders to be performed. X have been completed. As an example _____.</i></p> <p><i>In addition there were X work orders for repairs in the schools. X have been completed. As an example _____</i></p> <p><i>There were ____ acts of vandalism at the BLCS.</i></p> <p><i>The estimated costs of the repairs for acts of vandalism are _____.</i></p>
AHERA Compliance	The school will need to have their AHERA Compliances Re-inspection in early 2014. Quotes will be provided to the school in late January.
Procurement	There are no RFPs issued this month. CSSS will issue renewal contracts the following in February/ March 2014: Furniture, Fixture and Equipment (FFE) Services. CSSS can also issue RFPs for independent consultants and provide the school with the necessary contracts for these services.
Capital Projects	There are no capital projects planned at this time.
Other	

Please let me know if you have any questions on these matters, or wish to discuss additional service needs.

Sincerely,

Michael Ronan
CEO

Cc. Phillis Nichols Anderson, Senior Vice President Southern and Eastern Region
Luis Taveras, Regional Operations Manager

Lighthouse Academies®

FINANCIAL REPORT
OF
BRONX LIGHTHOUSE CHARTER SCHOOL
DECEMBER 2013

January 19, 2014

To: The Board of Trustees of
Bronx Lighthouse Charter School (BLCS)

From: Linda Ahronian, Controller – NY, WI, DC, IL, MI
Lighthouse Academies, Inc. (LHA)

CC: Otty Westenfield, CFO (LHA)

Enclosures:

- Financial statements for the five months ended December 31, 2013
 - Statement of Financial Position
 - Statement of Activities
 - Budget amendment FY13 with LA/CPA split on remaining budget

Executive Summary:

	Nov 13	Dec 13		Nov 13	Dec 13
EOM Net Assets	4,470,167	4,399,547	FY14 Enrollment Target	589	589
YTD Net Income / (Loss)	125,642	50,942	EOM Enrollment	632	632
FY14 Forecast Net Income / (Loss)	245,488	260,604	Total Wait List	2,010	2,010
<u>Highlights:</u>					

Statement of Financial Position

- Total cash was \$6M at the end of December 2013, of which \$1.2M is restricted. All deposits are either converted to public funds or are within the FDIC threshold.
- Accrued expenses reflect 7 days of payroll through December 31, 2013. Other payroll related expenses reflected in accrued expenses include retirement and unpaid vacation time.

Statement of Activities

- Statement of Activities reflects the current board approved budget.
 - The School's debt covenant test for the bond is estimated to pass.
- Revenues:
 - The per pupil and special education revenues are recorded at 1/12th the budgeted amount each month.
 - Federal Title grants reflect the year to date related expenditures.
- Expenditures:
 - After School stipends have been reclassified based on detailed payroll report.
 - The CPA FY13 bonuses are reflected under taxes and benefits. An estimated \$20K for LA FY13 bonuses is included in the projection for FY14.

- Explanations of other expenditures are included in the comments column in anticipation of board inquiries as well as a forecasted budget which reflects a proposed revision to the FY14 budget.

Budget Amendment with LA/CPA split

- A budget amendment is enclosed addressing the need to project the remaining amounts allocated to the Lower/Upper Academies and the College Preparatory Academy.
 - Per pupil revenue is based on the actual January 2014 invoice to the City of NY, less 5% per the original budget.
 - Special Education budget is based on actual paid IEPs as of January 2014.
 - All salaries have been projected based on year to date expenses plus the current level of staffing continuing throughout the remaining school year. CPA increases are projected at a full year. The retro portion of the projection is about \$25K.
 - Although there are several salary adjustments, overall salaries decrease \$9K and taxes and benefits decrease \$35K. Benefits decrease mostly due to the level of 401K participation.
 - Staff bonuses assume an increase of \$20K for Lower Academy FY13 bonuses based on the school grade and returning staff.
 - Overall expenses increase \$2.6K whereas overall revenues increase \$249.7K. The changes result in an annual surplus of \$260K.

BRONX LIGHTHOUSE CHARTER SCHOOL
STATEMENT OF FINANCIAL POSITION

	<u>12/31/13</u>	<u>09/30/13</u>	<u>06/30/13</u>	<u>06/30/12</u>
Assets				
Cash	\$ 4,811,886	\$ 3,665,520	\$ 3,346,483	\$ 3,220,841
Accounts and Grants Receivable	122,581	101,765	33,470	132,180
Prepaid Expenses	78,521	56,634	50,134	62,430
Total Current Assets	5,012,988	3,823,920	3,430,088	3,415,451
Property and Equipment (Net)	874,093	275,656	262,099	226,340
Security Deposits	45,685	45,685	45,685	35,610
Cash Restricted - Facility Major Repair Fund	437,579	437,358	437,070	411,124
Cash Restricted - BLCS Sinking Fund	624,999	509,999	509,999	379,999
Cash Restricted - Reserve per Lease	89,692	89,688	89,682	76,586
Cash Restricted - NYC DOE Dissolution	70,254	70,250	70,246	70,231
Total Assets	\$ 7,155,290	\$ 5,252,556	\$ 4,844,868	\$ 4,615,341
Current Liabilities				
Accounts Payable	\$ 167,148	\$ 114,460	\$ (38,276)	\$ 116,632
Accrued Expenses	281,916	353,067	175,823	319,898
Deferred Revenue	1,868,352	974,919	1,035,627	3,162
Capital Lease Payable	438,328	172,122	172,122	172,122
Line of Credit - Bank of America 400K	-	-	-	-
Total Current Liabilities	2,755,744	1,614,568	1,345,297	611,815
Total Net Assets	4,399,547	3,945,357	3,499,571	4,003,526
Total Liabilities and Net Assets	\$ 7,155,290	\$ 5,559,925	\$ 4,844,868	\$ 4,615,341

BRONX LIGHTHOUSE CHARTER SCHOOL
STATEMENT OF ACTIVITIES

1	A	C	D	E	F	G	H	I	J	K	L	M	N	O
2			One Months Ended 12/31/2013			Year-to-Date 12/31/2013			Remaining Budget					
3			One Month - Actual	One Month - Budget	Variance	Six Month(s) - Actual	Six Month(s) - Budget	Variance	Annual Budget FY14 - Approved 7/18/2013 with Dec amendments	Remaining in Budget	Projected FY14	FY14 Budget Changes	GAAP Based projection	difference in projections
4	Revenue													
5	Per Pupil Revenue	accrued monthly at 1/12th of budget	663,950	663,950	0	3,983,702	3,983,702	0	7,967,403	(3,983,702)	8,118,797	151,394	8,118,797	151,394
6	Special Ed Revenue	accrued monthly at 1/12th of budget	44,100	44,100	0	264,599	264,599	0	529,198	(264,599)	658,622	129,424	658,622	129,424
7	Federal IDEA	received at yearend	0	0	0	0	0	0	95,999	(95,999)	95,999	0	95,999	0
8	Title I Revenue	recorded when expensed	25,556	27,417	(1,860)	140,188	164,500	(24,312)	329,000	(188,812)	332,809	3,809	332,809	0
9	InKind - State Textbooks		0	0	0	0	0	0	46,799	(46,799)	46,799	0	46,799	0
10	Title II (a) Revenue	allocation is \$12,681 budget amendment needed	2,536	0	2,536	15,217	12,681	2,536	37,106	(21,889)	12,681	(24,425)	12,681	0
11	Erate Reimb		0	0	0	0	0	0	51,300	(51,300)	60,300	9,000	60,300	0
12	Lunch Program-parent collections		19	1,736	(1,717)	255	3,472	(3,217)	17,360	(17,105)	5,000	(12,360)	5,000	0
13	PDAE Revenue		0	0	0	0	0	0	0	0	0	0	0	0
14	Miscellaneous Income		325	0	325	2,492	0	2,492	0	2,492	3,000	3,000	3,000	0
15	Interest Earned		637	333	304	3,341	2,000	1,341	4,000	(659)	7,400	3,400	7,400	0
16	Uniform Revenue		0	1,500	(1,500)	92	3,000	(2,908)	15,000	(14,908)	1,500	(13,500)	1,500	0
17	Reimbursement from MET - Specialist	shared IT staff	0	863	(863)	1,916	5,180	(3,264)	10,360	(8,444)	10,360	0	10,360	0
18	InKind Rent		0	0	0	0	0	0	0	0	0	0	0	0
19	Other Donations		0	0	0	0	0	0	0	0	0	0	0	0
20	Total Revenue		737,124	739,899	(2,776)	4,411,802	4,439,134	(27,332)	9,103,525	(4,691,723)	9,353,267	249,742	9,353,267	0
21														0
22	Expenses													0
23														0
24	Payroll-Administrative													0
25	Head of School	one time pymt per agreement	0	0	0	50,000	50,000	0	50,000	0	50,000	0	50,000	0
26	Principal		19,969	19,969	0	120,715	119,815	(900)	236,000	115,285	236,000	0	236,000	0
27	Director of Teacher Leadership	2 budgeted - one is Dir of Sch Culture	6,346	12,692	6,346	37,789	76,154	38,365	150,000	112,211	75,000	(75,000)	75,000	0
28	Director of College Transition		6,397	6,397	0	38,844	38,382	(462)	75,600	36,756	76,500	900	76,500	0
29	Director of School Culture	budgeted as Dir of TL	6,346	0	(6,346)	30,724	0	(30,724)	0	(30,724)	75,000	75,000	75,000	0
30	Coord of Family and Community Partnerships	Down one CFCP	5,077	7,319	2,242	39,545	55,735	16,190	109,781	70,236	80,101	(29,680)	80,101	0
31	School Operations Managers		10,238	10,238	0	62,071	61,431	(640)	121,000	58,929	121,000	0	121,000	0
32	Stipends	paid to Briana Sadler	5,000	5,000	0	10,000	10,000	0	10,000	0	10,000	0	10,000	0
33	Office Manager		3,554	3,554	0	21,288	21,323	35	42,000	20,712	42,000	0	42,000	0
34	Administrative Assistant		11,620	8,903	(2,717)	68,954	53,416	(15,538)	105,214	36,260	130,174	24,960	130,174	0
35	Overtime for Office Manager and Admin Asst		1,023	1,777	754	7,801	10,662	2,860	21,000	13,199	18,500	(2,500)	18,500	0
36	Total Payroll-Administrative		75,570	75,849	279	487,731	496,917	9,186	920,595	432,864	914,275	(6,320)	914,275	0
37														0
38	Basic Education													0
39	Classroom Teachers	YTD and monthly results include stipends and payroll adjustments	173,298	120,507	(52,792)	854,581	843,547	(11,034)	1,807,600	953,019	1,942,002	134,402	1,942,002	0
40	Teacher Leader Fellow		6,346	5,000	(1,346)	38,365	35,000	(3,365)	75,000	36,635	75,000	0	75,000	0
41	Teacher Leader Stipends	CPA	0	0	0	0	0	0	10,000	10,000	10,000	0	10,000	0
42	Specialists	CPA - all teachers considered Classroom teachers - budget amendment addresses change	19,292	40,947	21,655	110,966	286,629	175,663	614,204	503,238	235,925	(378,279)	235,925	0
43	Specialist - Assistant Teacher		0	0	0	207	0	(207)	0	(207)	207	207	207	0
44	Substitutes		3,244	5,333	2,089	24,200	40,000	15,800	80,000	55,800	80,000	0	80,000	0
45	Aides	budget increased in amendment	11,254	5,009	(6,245)	61,216	35,064	(26,151)	75,138	13,922	145,154	70,016	145,154	0
46	Total Teaching Salaries		213,434	176,796	(36,638)	1,089,535	1,240,240	150,704	2,661,942	1,572,407	2,488,288	(173,654)	2,488,288	0
47														0

BRONX LIGHTHOUSE CHARTER SCHOOL
STATEMENT OF ACTIVITIES

1	A	C	D	E	F	G	H	I	J	K	L	M	N	O
2			One Months Ended 12/31/2013			Year-to-Date 12/31/2013			Remaining Budget					
3			One Month - Actual	One Month - Budget	Variance	Six Month(s) - Actual	Six Month(s) - Budget	Variance	Annual Budget FY14 - Approved 7/18/2013 with Dec amendments	Remaining in Budget	Projected FY14	FY14 Budget Changes	GAAP Based projection	difference in projections
48	Title I													0
49	Academic Intervention Specialist	budget increased in amendment	7,229	2,982	(4,247)	38,031	20,877	(17,154)	44,737	6,706	79,467	34,730	79,467	0
50	Title I TA's - Ac Inter + Arts Infusion	budget increased in amendment	19,577	13,866	(5,712)	103,406	97,060	(6,346)	207,986	104,580	226,934	18,948	226,934	0
51	Total Title I		26,806	16,848	(9,958)	141,438	117,937	(23,500)	252,723	111,285	306,401	53,678	306,401	0
52														0
53														0
54														0
55	Supplementary Education Stipends													0
56	Remedial After School Program	YTD adjustments	(22,080)	2,595	24,675	7,480	15,571	8,091	31,142	23,662	31,142		31,142	0
57	After School Academics	YTD adjustments	6,185	3,333	(2,852)	6,185	20,000	13,815	40,000	33,815	20,000		20,000	0
58	After School Programs (Arts & Sports)	YTD adjustments	41,860	3,333	(38,527)	45,450	20,000	(25,450)	40,000	(5,450)	60,000		60,000	0
59	Detention Payroll		0	0	0	0	0	0	0	0	0	0	0	0
60	Summer School	Went over budget - need to increase	0	0	0	53,220	27,718	(25,502)	27,718	(25,502)	53,220	25,502	53,220	0
61	Total Supplementary Education Programs		25,965	9,262	(16,703)	112,335	83,289	(29,046)	138,860	26,525	164,362	25,502	164,362	0
62														0
63	Special Education													0
64	Special Education Director		5,500	5,000	(500)	29,941	35,000	5,059	75,000	45,059	75,000	0	75,000	0
65	Special Education Teachers	budget increased in amendment	38,742	19,447	(19,295)	167,579	136,128	(31,451)	291,703	124,124	397,893	106,190	397,893	0
66	ELL Teacher	budget decreased in amendment	4,738	8,590	3,852	16,633	60,130	43,497	128,850	112,217	45,000	(83,850)	45,000	0
67	Total Special Ed Salaries		48,981	33,037	(15,944)	214,154	231,258	17,104	495,553	281,399	517,893	22,340	517,893	0
68														0
69	Service Providers-Other Staff													0
70	School Guidance Counselor		4,569	3,733	(836)	25,200	26,133	933	56,000	30,800	54,000	(2,000)	54,000	0
71	School Psychologist		0	0	0	0	0	0	0	0	0	0	0	0
72	Library Associate		4,578	3,607	(971)	24,774	27,467	2,692	54,101	29,327	54,101	0	54,101	0
73	IT Staff		2,704	2,558	(146)	17,522	19,481	1,959	38,372	20,850	38,372	0	38,372	0
74	IT Staff-Shared with MET		676	640	(37)	4,381	4,870	489	9,593	5,212	9,593	0	9,593	0
75	Head Custodian	switched to salary at \$80K	6,769	4,105	(2,665)	40,224	31,258	(8,966)	61,568	21,344	80,000	18,432	80,000	0
76	Custodians Night FT / PT	budget increased in amendment	10,879	6,112	(4,767)	68,756	46,546	(22,210)	91,681	22,925	124,791	33,110	124,791	0
77	Lunch Room Monitors	need to increase budget	3,520	533	(2,987)	16,233	4,062	(12,171)	8,000	(8,233)	28,000	20,000	28,000	0
78	Total Service Providers-Other Staff		33,696	21,288	(12,408)	197,091	159,816	(37,274)	319,315	122,224	388,857	69,542	388,857	0
79	TOTAL PAYROLL		424,452	333,080	(91,372)	2,242,284	2,329,458	87,173	4,788,988	2,546,704	4,780,076	(8,912)	4,780,076	0
80														0
81														0
82	Taxes & Benefits													0
83	Payroll Taxes		32,431	34,849	2,418	176,545	209,095	32,550	411,853	235,308	411,853	0	411,853	0
84	Health Insurance	Several adjustments in December	64,827	59,935	(4,892)	331,468	359,608	28,140	719,216	387,748	719,216	0	719,216	0
85	Dental & Vision, Disability & Life		3,662	4,186	524	22,674	24,737	2,063	49,474	26,800	49,474	0	49,474	0
86	401k Retirement		2,860	9,725	6,865	17,160	58,352	41,192	114,936	97,776	60,000	(54,936)	60,000	0
87	Bonuses	CPA FY13 bonuses paid	37,500	45,000	7,500	42,500	45,000	2,500	45,000	2,500	65,000	20,000	65,000	0
88	Workers Comp		2,503	4,052	1,549	16,167	23,945	7,778	47,890	31,723	47,890	0	47,890	0
89	Tuition and PD Reimbursement		0	833	833	3,000	3,000	0	10,000	7,000	10,000	0	10,000	0
90	Total Taxes & Benefits		143,783	158,581	14,798	609,513	723,737	114,224	1,398,369	788,856	1,363,433	(34,936)	1,363,433	0
91														0

BRONX LIGHTHOUSE CHARTER SCHOOL
STATEMENT OF ACTIVITIES

1	A	C	D	E	F	G	H	I	J	K	L	M	N	O
2			One Months Ended 12/31/2013			Year-to-Date 12/31/2013			Remaining Budget					
3			One Month - Actual	One Month - Budget	Variance	Six Month(s) - Actual	Six Month(s) - Budget	Variance	Annual Budget FY14 - Approved 7/18/2013 with Dec amendments	Remaining in Budget	Projected FY14	FY14 Budget Changes	GAAP Based projection	difference in projections
92	Staff Development & Recruitment													0
93	Staff Development		41,827	25,043	(16,785)	86,508	75,128	(11,380)	100,171	13,663	100,171	0	100,171	0
94	TLF and Mentoring Stipends		2,500	2,500	0	2,500	2,500	0	5,000	2,500	5,000	0	5,000	0
95	LHA Summer PDI		0	0	0	10,088	13,250	3,162	26,500	16,412	10,088	(16,412)	10,088	0
96	Consultants-Visiting Artists	CPA Dream Yard - after school dance	6,500	500	(6,000)	8,010	3,000	(5,010)	6,000	(2,010)	12,000	6,000	12,000	0
97	Staff Recruitment	budget increased in amendment	3,322	0	(3,322)	22,563	8,000	(14,563)	8,000	(14,563)	25,000	17,000	25,000	0
98	Total Staff Development & Recruitment		54,149	28,043	(26,107)	129,669	101,878	(27,791)	145,671	16,002	152,259	6,588	152,259	0
99														0
100														0
101														0
102	Professional Fees													0
103	Academic Services-LHA		18,750	18,750	0	112,500	112,500	0	225,000	112,500	225,000	0	225,000	0
104	CPA Licensing - LHA		0	0	0	0	0	0	5,000	5,000	5,000	0	5,000	0
105	LHA Travel		1,343	1,000	(343)	8,050	6,000	(2,050)	12,000	3,950	12,000	0	12,000	0
106	Bonus to LHA	FY13 LHA bonus	0	15,000	15,000	15,000	15,000	0	35,000	20,000	15,000	(20,000)	15,000	0
107	Charter Renewal	budget added in amendment	0	0	0	3,125	0	(3,125)	0	(3,125)	3,125	3,125	3,125	0
108	Legal	0	500	500	5,354	500	500	(4,854)	500	(4,854)	6,000	5,500	6,000	0
109	Accounting & Auditing	hotel bill	0	0	0	585	0	(585)	18,000	17,415	18,585	585	18,585	0
110	Computer Support		124	1,667	1,542	1,653	10,000	8,347	20,000	18,347	20,000	0	20,000	0
111	HRIS		2,617	2,083	(534)	13,197	12,500	(697)	25,000	11,803	25,000	0	25,000	0
112	Benefit Administration		15	105	90	1,449	630	(819)	1,260	(189)	3,000	1,740	3,000	0
113	Marketing Expense		0	125	125	1,279	750	(529)	1,500	221	1,500	0	1,500	0
114	Translations		564	417	(147)	2,107	2,500	393	5,000	2,893	5,000	0	5,000	0
115	Tutoring Services & supplies Kaplan and Bell Curve		0	0	0	0	0	0	0	0	0	0	0	0
116	Supplemental Services		0	0	0	0	0	0	0	0	0	0	0	0
117	Assessment and Data Service		0	2,420	2,420	19,989	20,000	11	29,040	9,051	29,040	0	29,040	0
118	Total Professional Fees		23,414	42,067	18,653	184,289	180,380	(3,909)	377,300	193,011	368,250	(9,050)	368,250	0
119														0
120	Supplies													0
121	Classroom Supplies		3,135	9,825	6,690	32,021	23,000	(9,021)	58,950	26,929	58,950	0	58,950	0
122	Textbooks		7,065	0	(7,065)	73,068	75,000	1,932	150,000	76,932	150,000	0	150,000	0
123	State Textbooks		0	0	0	0	0	0	46,799	46,799	46,799	0	46,799	0
124	Library Supplies / Books	library license renewal, books and magazines	2,519	4,903	2,384	14,756	9,805	(4,951)	19,610	4,854	19,610	0	19,610	0
125	Music		119	817	698	1,305	4,903	3,597	9,805	8,500	9,805	0	9,805	0
126	Office Supplies		1,077	15,000	13,923	26,254	22,000	(4,254)	34,400	8,146	34,400	0	34,400	0
127	Custodial Supplies	budget increased in amendment	2,361	12,000	9,639	34,169	28,000	(6,169)	40,000	5,831	60,000	20,000	60,000	0
128	Uniforms		0	1,250	1,250	2,088	2,000	(88)	15,000	12,912	4,000	(11,000)	4,000	0
129	Total Supplies		16,276	43,795	27,518	183,661	164,708	(18,954)	374,564	190,903	383,564	9,000	383,564	0
130														0
131	FFE													0
132	Capital Lease Payments	budget increased in amendment to actual	12,541	10,332	(2,209)	75,244	61,991	(13,253)	123,982	48,738	150,488	26,506	37,622	(112,866)
133	ERATE equipment		0	0	0	0	0	0	0	0	0	0	0	0
134	Purchases of FFE		0	7,917	7,917	45,538	42,000	(3,538)	95,000	49,462	95,000	0	0	(95,000)
135	Total FFE		12,541	18,249	5,708	120,782	103,991	(16,791)	218,982	98,200	245,488	26,506	37,622	(207,866)
136														0

BRONX LIGHTHOUSE CHARTER SCHOOL
STATEMENT OF ACTIVITIES

1	A	C	D	E	F	G	H	I	J	K	L	M	N	O	
2			One Months Ended 12/31/2013			Year-to-Date 12/31/2013			Remaining Budget						
3			One Month - Actual	One Month - Budget	Variance	Six Month(s) - Actual	Six Month(s) - Budget	Variance	Annual Budget FY14 - Approved 7/18/2013 with Dec amendments	Remaining in Budget	Projected FY14	FY14 Budget Changes	GAAP Based projection	difference in projections	
137	Occupancy													0	
138	Rent-BPHC Operating		54,843	54,843	0	329,238	329,058	(180)	658,116	328,878	658,116	0	658,116	0	
139	Rent - InKind		0	0	0	0	1	1	1	1	1	0	1	0	
140	BPHC CPA Operating expense		0	0	0	0	0	0	17,200	17,200	17,200	0	17,200	0	
141	Debt Service Sinking Fund		19,167	19,167	(0)	115,000	115,000	(0)	230,000	115,000	230,000	0	0	(230,000)	
142	Utilities		19,677	21,667	1,989	116,116	130,000	13,884	260,000	143,884	260,000	0	260,000	0	
143	Future Major Repairs Fund		0	0	0	0	0	0	25,000	25,000	25,000	0	25,000	0	
144	Insurance		8,346	18,000	9,654	100,370	84,000	(16,370)	122,400	22,030	122,400	0	122,400	0	
145	Maintenance Contracts	CFM monthly bills, elevator maintenance, security monitoring, annual fire alarm inspection	6,607	7,650	1,043	64,837	45,900	(18,937)	91,800	26,963	91,800	0	91,800	0	
146	Repair & Maintenance -Facility		4,074	5,833	1,759	40,501	70,000	29,499	70,000	29,499	70,000	0	70,000	0	
147	Facility Replacement Reserve funds escrow (Required per lease)		0	0	0	0	0	0	13,079	13,079	13,079	0	0	(13,079)	
148	Security	budget added in amendment	0	0	0	1,232	0	(1,232)	0	(1,232)	2,000	2,000	2,000	0	
149	Telecommunications		7,394	4,750	(2,644)	36,996	28,500	(8,496)	57,000	20,004	67,000	10,000	67,000	0	
150	Total Occupancy		120,107	131,910	11,802	804,290	802,459	(1,832)	1,544,596	740,306	1,556,596	12,000	1,313,517	(243,079)	
151														0	
152	Other Expenses													0	
153	Miscellaneous		1,640	1,000	(640)	5,321	6,000	679	12,000	6,679	12,000	0	12,000	0	
154	Bank Charges	budget increased in amendment	832	167	(666)	2,531	1,000	(1,531)	2,000	(531)	4,000	2,000	4,000	0	
155	Dues & Subscriptions		0	2,900	2,900	7,280	7,300	20	12,253	4,973	12,253	0	12,253	0	
156	Field Trips		2,025	3,333	1,308	9,411	20,000	10,589	40,000	30,589	40,000	0	40,000	0	
157	Student Transportation		0	0	0	24,677	24,300	(377)	43,709	19,032	43,709	0	43,709	0	
158	Travel		0	648	648	0	3,885	3,885	7,770	7,770	1,000	(6,770)	1,000	0	
159	Copying & Printing		3,023	2,280	(743)	18,947	13,679	(5,268)	27,358	8,411	30,000	2,642	30,000	0	
160	Postage & Shipping		1,179	1,230	52	5,574	7,383	1,808	14,765	9,191	12,765	(2,000)	12,765	0	
161	Staff Recognition	CPA staff recognition - t-shirts, food, etc.	3,028	1,667	(1,362)	3,028	10,000	6,972	20,000	16,972	20,000	0	20,000	0	
162	Lunch Program - parent collections	includes a YTD catch up on CPA	5,374	1,523	(3,851)	9,601	4,570	(5,031)	15,234	5,633	20,234	5,000	20,234	0	
163	Parent resources		0	0	0	0	0	0	1,000	1,000	1,000	0	1,000	0	
164	Contingency Reserve		0	0	0	0	0	0	45,518	45,518	46,036	518	0	(46,036)	
165	Total Other Expenses		17,102	14,748	(2,354)	86,372	98,117	11,745	241,607	155,235	242,997	1,390	196,961	(46,036)	
166														0	
167	Total Expenses		811,824	770,471	(41,353)	4,360,860	4,504,727	143,867	9,090,077	4,729,217	9,092,663	2,586	8,595,682	(496,981)	
168														0	
169	Operating Income (Revenue)		(74,700)	(30,571)	(44,129)	50,942	(65,593)	116,535	13,448	37,494	260,604	247,156	757,585	496,981	
170														0	
171														0	
172	Depreciation		0	0	0	0	0	0	0	0	0	0	(261,000)	(261,000)	
173														0	
174	Net Surplus (Deficit) after Loan Payments		(74,700)	(30,571)	(44,129)	50,942	(65,593)	116,535	13,448	37,494	260,604	247,156	496,585	235,981	
175					(0)			0						0	
176														0	

BRONX LIGHTHOUSE CHARTER SCHOOL
STATEMENT OF ACTIVITIES

	A	C	D	E	F	G	H	I	J	K	L	M	N	O
1	One Months Ended 12/31/2013			Year-to-Date 12/31/2013			Remaining Budget							
2			One Month - Actual	One Month - Budget	Variance	Six Month(s) - Actual	Six Month(s) - Budget	Variance	Annual Budget FY14 - Approved 7/18/2013 with Dec amendments	Remaining in Budget	Projected FY14	FY14 Budget Changes	GAAP Based projection	difference in projections
183														
184														
185														
186														
187														
188														
189													496,585	
190														
191													37,622	
192														
193														
194													261,000	
195													240,000	
196													13,079	
197													25,000	
198													-	
199													658,116	
200													230,000	
201													112,866	
202													95,000	
203													2,169,268	
204														
205														
206													37,622	
207													658,116	
208													230,000	
209													112,866	
210														
211													1,038,604	
212														
213														
214													2.09	
215													PASSES	
216													922,943	
217														
218														
219													3.55	
220													PASSES	
221														
222														
223														
224														
225													316,310	
226													135,561	
227													126,162	
228													578,033	
229														
230														
231													261,723	

BRONX LIGHTHOUSE CHARTER SCHOOL

Attachment 6b

	A	J	K	S	U	Y	Z	AB	AC	AD	AE	AF	AG
	Bronx Lighthouse Charter School		Proj. FY14 - Budget Presented at Meeting on 5/16/13	Proj. FY14 - Budget Approved by Board 5/16/13	Proj. FY14 - Amendment #1 - 6/2013	Proj. FY14 - Amendment #2 - 7/2013	change	FY14 amendment for board approval 1/23/14	FY14 Actual through 12/31/2013	Remaining FY14 budget as of 12/31/13	FY14 Remaining budget -LA	FY14 remaining budget - CPA	
1													
2	K	2	46	46	46	46		46			46		
3	1	2	46	46	46	46		46			46		
4	2	2	46	46	46	46		46			46		
5	3	2	46	46	46	46		46			46		
6	4	2	46	46	46	46		46			46		
7	5	2	46	46	46	46		46			46		
8	6	2	46	46	46	46		46			46		
9	7	4	92	92	92	92		92			92		
10	8	3	68	68	68	68		68			68		67
11	9	2	46	46	46	46		46			46		62
12	10	2	46	46	46	46		46			46		52
13	11	2	46	46	46	46		46			46		43
14	12	-	-	-	-	-		-			-		-
15	Enrollment	27	620	620	620	620		632			408		223
16	FTE (Paid enrollment)	-	589.0	589.0	589	589		600			388		212
17	Budgeted under enrolled	-	95%	95%	95%	95%		95%			95%		95%
18			419,337	419,337	419,337	419,337		427,305			276,198		151,107
19													
20	Rate	-	13,527	13,527	13,527	13,527		13,527			13,527		13,527
21	Percentage of enrollment		-	-	-	-		-			65%		35%
22	Increase %												
23								IEPs			35		27
24	Revenue		-	-	-	-					56%		44%
25	Per Pupil Revenue		7,967,403	7,967,403	7,967,403	7,967,403	151,394	8,118,796.51	3,983,702.00	4,135,094.51	2,672,806	1,462,289	based on count
26	Special Ed Revenue		529,198	529,198	529,198	529,198	129,424	658,622	264,599	394,023.10	221,812	172,211	based on Jan 2014 IEP
27	SPED-Federal IDEA		95,999	95,999	95,999	95,999	-	95,999	-	95,999.11	54,042	41,957	based on count
28	Title I Revenue		329,000	329,000	329,000	329,000	3,809	332,809	140,188	192,621.00	124,505	68,116	" "
29	Title II(a) Revenue		37,106	37,106	37,106	37,106	(24,425)	12,681	15,217	(2,536.00)	(1,648)	(888)	" "
30	State Textbook / Library / Tech Grant		46,799	46,799	46,799	46,799	-	46,799	-	46,799.36	30,250	16,550	" "
31	Food Program		17,360	17,360	17,360	17,360	(12,360)	5,000	255	4,745.00	3,067	1,678	" "
32	E-rate Reimbursement for telecomm only		51,300	51,300	51,300	51,300	9,000	60,300	-	60,300.00	38,976	21,324	" "
33	ERATE - internal connections		-	-	-	-	-	-	-	-	-	-	" "
34	Revenue from Students for Uniforms		15,000	15,000	15,000	15,000	(13,500)	1,500	92	1,408.00	910	498	" "
35	Miscellaneous Revenue		-	-	-	-	3,000	3,000	2,492	508.00	328	180	" "
36	Reimbursement from MET - Specialist		10,360	10,360	10,360	10,360	-	10,360	1,916	8,444.44	5,458	2,986	" "
37	Interest Earned		4,000	4,000	4,000	4,000	3,400	7,400	3,341	4,059.00	2,624	1,435	" "
38	Total Revenue		9,103,526	9,103,526	9,103,526	9,103,526	249,741	9,353,268	4,411,802	4,941,466	3,153,130	1,788,336	
39			2%	2%	2%	2%		2%					
40	Expenses												
41													
42	Payroll-Administrative												
43	Head of School	1.0	153,000	153,000	153,000	50,000	0	50,000	50,000	0	-	-	divided evenly
44	Principal for LA	1.0	95,000	95,000	95,000	117,000	0	117,000	59,850	57,150	57,150		
45	Principal for High School	1.0	96,700	96,700	96,700	119,000	0	119,000	60,865	58,135		58,135	
46	Director of Teacher Leadership	3.0	230,000	230,000	230,000	150,000	(75,000)	75,000	37,789	37,211	37,211		
47	Director of College Transition	1.0	76,500	76,500	76,500	75,600	900	76,500	38,844	37,656		37,656	
48	Director of School Culture						75,000	75,000	30,724	44,276		44,276	
49	Coordinator of Family and Community Partnerships	1.0	49,781	49,781	49,781	109,781	(29,680)	80,101	39,545	40,556	-	40,556	
50	Office Manager	1.0	75,000	75,000	75,000	75,000	0	42,000	21,288	20,712		20,712	
51	Stipends						0	10,000	10,000	0	-		allocated to B Sadler
52	School Operations Manager						0	121,000	62,071	58,929	37,500	21,429	
53	Administrative Assistant	5.0	195,977	195,977	195,977	105,214	24,960	130,174	68,954	61,220	61,220		
54	Overtime Salary-Office	-	21,000	21,000	21,000	21,000	(2,500)	18,500	18,500	10,699	10,699		
55	Total Payroll-Administrative	14.0	992,958	992,958	992,958	920,595	(6,320)	914,275	487,731	426,544	203,780	222,764	
56						810,814							
57	Basic Education												allocations add up to:
58	Classroom Teacher Salaries	29.5	1,777,049	1,777,049	1,777,049	1,807,600	134,402	1,942,002	854,581	1,087,421	576,749	510,672	1,087,421
59	Teacher Leader Fellow					75,000		75,000	38,365	36,635		36,635	
60	Teacher Leader Stipends					10,000		10,000	0	10,000		10,000	
61	Specialists	8.0	476,275	476,275	476,275	614,204	(378,279)	235,925	110,966	124,959	124,959		124,959
62	Assistant Teachers							207	207	0			
63	Substitutes	-	80,000	80,000	80,000	80,000	0	80,000	24,200	55,800	36,068	19,732	55,800
64	School Aides	8.0	299,608	299,608	299,608	75,138	70,016	145,154	61,216	83,938	42,798	41,140	83,938
65	OT			0	0	0	0	0	0	0	0	0	-
66	Total Teaching Salaries	45.5	2,632,932	2,632,932	2,632,932	2,661,942	(173,861)	2,488,288	1,089,535	1,398,753	780,574	618,179	1,398,753
67													

BRONX LIGHTHOUSE CHARTER SCHOOL

	A	J	K	S	U	Y	Z	AB	AC	AD	AE	AF	AG
	Brnx Lighthouse Charter School		Proj. FY14 - Budget Presented at Meeting on 5/16/13	Proj. FY14 - Budget Approved by Board 5/16/13	Proj. FY14 - Amendment #1 6/2013	Proj. FY14 - Amendment #2 7/2013	change	FY14 amendment for board approval 1/23/14	FY14 Actual through 12/31/2013	Remaining FY14 budget as of 12/31/13	FY14 Remaining budget -LA	FY14 remaining budget - CPA	
1													
68	Title I												
69	Assessment Specialist												
70	Title 1 AIS	1.0	54,101	54,101	54,101	44,737	34,730	79,467	38,031	41,436	41,436		
71	Title I (Math Intervention Specialist)	1.0	51,000	51,000	51,000		0			0			
72	Title I Teaching Assistant (Academic Intervention)	1.0	44,737	44,737	44,737	207,986	18,948	226,934	103,406	123,528	94,248	29,280	
73	Academic Interventionist	0.5	27,571	27,571	27,571	0	0	0					
74	Academic Interventionist	0.5	30,090	30,090	30,090	0	0	0					
75	Title I Teaching Assistant (Arts Infusion)	0.5	27,050	27,050	27,050	0	0	0					
76	Total Title I	4.5	234,549	234,549	234,549	252,723	53,678	306,401	141,437	164,964	135,684	29,280	
77													
78	Payroll Expense due to extra school days during previously scheduled school breaks. Added school days due to Hurricane Sandy												
79	Winter Break												
80	Spring Break												
81	Total Supplementary over Breaks												
82													
83	Supplementary Educational Stipends												
84	Remedial After-School Program		31,142	31,142	31,142	31,142	0	31,142	7,480	23,662	15,380	8,282	based on percentage of students
85	After School Academics (Enrichment)	all A/S	40,000	40,000	40,000	40,000	(20,000)	20,000	6,185	13,815	8,980	4,835	" "
86	After-School Programs (Arts & Sports)		40,000	40,000	40,000	40,000		60,000	45,450	14,550	9,458	5,093	" "
87	Summer School		27,718	27,718	27,718	27,718		53,220	53,220	0	-	-	" "
88	Detention		0	0	0	0	0	0	0	0	-	-	" "
89	Total Supplementary Programs		138,860	138,860	138,860	138,860	25,502	164,362	112,335	52,027	33,818	18,209	
90													
91	Special Education												
92	Special Education Teachers	5.5	304,388	304,388	304,388	291,703	106,190	397,893	167,579	230,314	105,408	124,906	
93	Special Ed Director	1.0	65,000	65,000	65,000	75,000	0	75,000	29,941	45,059	45,059	-	
94	ELL Teacher	1.0	60,505	60,505	60,505	128,850	(83,850)	45,000	16,633	28,367	28,367	-	
95	Total Student Support Services	7.5	429,893	429,893	429,893	495,553	22,340	517,893	214,153	303,740	178,834	124,906	
96													
97	Service Providers-Other Staff												
98	School Counselor	2.0	113,120	113,120	113,120	56,000	(2,000)	54,000	25,200	28,800	28,800	-	
99	Library Associate	1.0	54,101	54,101	54,101	54,101	0	54,101	24,774	29,327	29,327	-	
100	IT Staff	0.8	38,372	38,372	38,372	38,372	0	38,372	17,522	20,850	13,553	7,298	
101	IT Staff-Shared with MET	0.2	9,593	9,593	9,593	9,593	0	9,593	4,381	5,212	3,388	1,824	
102	Lunch Monitors	1.0	8,000	8,000	8,000	8,000	20,000	28,000	16,233	11,767	11,767	-	
103	Head Custodian (Day)	1.0	61,568	61,568	61,568	61,568	18,432	80,000	40,224	39,776	25,854	13,922	based on percentage of students
104	Custodian (Night: Full-Time/Part-Time)	4.0	130,000	130,000	130,000	91,681	33,110	124,791	68,756	56,035	41,988	14,047	
105	Custodian (Summer, Subs and OT)	1.0	0	0	0	0	0	0		0	-	-	
106	Total Service Providers-Other Staff	11.0	414,754	414,754	414,754	319,315	69,542	388,857	197,090	191,767	154,677	37,090	
107		83	4,843,947	4,843,947	4,843,947	4,788,987	(9,118)	4,780,076	2,242,281	2,537,795	1,487,366	1,050,429	
108	Taxes & Benefits										59%	41%	
109	Payroll Taxes	8.6%	418,265	418,265	418,265	411,853	0	411,853	176,545	235,308	137,911	97,397	based on percentage of salaries
110	Health Insurance	13.5%	655,282	655,282	719,216	719,216	0	719,216	331,468	387,748	252,036	135,712	" "
111	Dental, Disability & Vision	1.0%	46,474	46,474	49,474	49,474	0	49,474	22,674	26,800	28,996	(2,196)	" "
112	401(k) Expense	2.4%	116,185	116,185	116,185	114,936	(54,936)	60,000	17,160	42,840	67,362	(24,522)	" "
113	Bonuses		0	0	0	0	65,000	65,000	42,500	22,500	20,000	2,500	" "
114	Raises		0	0	0	0	0	0		0	-	-	" "
115	Workers Comp	1.0%	46,474	46,474	46,474	47,890	0	47,890	16,167	31,723	20,620	11,103	" "
116	Tuition & PD Reimbursement	0.3%	10,000	10,000	10,000	10,000	0	10,000	3,000	7,000	4,550	2,450	" "
117	Total Taxes & Benefits	0	1,292,679	1,292,679	1,359,614	1,353,368	10,065	1,363,433	609,514	753,919	531,475	222,444	
118													
119	Staff Development & Recruitment												
120	Staff Development		85,000	85,000	100,171	100,171	0	100,171	86,508	13,663	8,881	4,782.05	percentage of salaries
121	Teacher Leader Fellow Stipends		5,000	5,000	5,000	5,000	0	5,000	2,500	2,500	-	2,500	
122	LHA Summer PDI		26,500	26,500	26,500	26,500	(16,412)	10,088	10,088	0	-	-	percentage of salaries
123	Consultants-Visiting Artists		6,000	6,000	6,000	6,000	6,000	12,000	8,010	3,990	2,594	1,397	
124	Staff Recruitment		8,000	8,000	8,000	8,000	17,000	25,000	22,563	2,437	1,584	852.95	
125	Total Staff Development & Recruitment	-	130,500	130,500	145,671	145,671	6,588	152,259	129,669	22,590	13,059	9,532	
126													

BRONX LIGHTHOUSE CHARTER SCHOOL

	A	J	K	S	U	Y	Z	AB	AC	AD	AE	AF	AG
	Brnx Lighthouse Charter School		Proj. FY14 - Budget Presented at Meeting on 5/16/13	Proj. FY14 - Budget Approved by Board 5/16/13	Proj. FY14 - Amendment #1 - 6/2013	Proj. FY14 - Amendment #2 - 7/2013	change	FY14 amendment for board approval 1/23/14	FY14 Actual through 12/31/2013	Remaining FY14 budget as of 12/31/13	FY14 Remaining budget -LA	FY14 remaining budget - CPA	
1													
127	Professional Fees												
128	Academic Services-LHA		225,000	225,000	225,000	225,000	0	225,000	112,500	112,500	56,250	56,250	split evenly
129	LHA CPA Fee		5,000	5,000	5,000	5,000	0	5,000	0	5,000	-	5,000	
130	LHA travel		12,000	12,000	12,000	12,000	0	12,000	8,050	3,950	1,975	1,975	
131	Bonus to LHA		35,000	35,000	35,000	35,000	(20,000)	15,000	15,000	0	-	-	
132	Charter renewal			0	0	0	3,125	3,125	0	0	-	-	
133	Legal		500	500	500	500	5,500	6,000	5,354	646	323	323	
134	Accounting & Auditing		18,000	18,000	18,000	18,000	585	18,585	585	18,000	9,000	9,000	
135	Computer Support		20,000	20,000	20,000	20,000	0	20,000	1,653	18,347	9,174	9,173.50	
136	HRB		25,000	25,000	25,000	25,000	0	25,000	13,197	11,803	6,918	4,885.43	percentage of salaries
137	Benefit Administration		1,260	1,260	1,260	1,260	1,740	3,000	1,449	1,551	909	641.98	percentage of salaries
138	Marketing Expense		1,500	1,500	1,500	1,500	0	1,500	1,279	221	144	77.35	
139	Translations		5,000	5,000	5,000	5,000	0	5,000	2,107	2,893	1,880	1,012.55	
140	Assessment and Data Service		29,040	29,040	29,040	29,040	0	29,040	19,989	9,051	5,883	3,167.85	percentage of students
141	Tutoring						0			0	-	-	
142	Supplemental Services (drama)		0	0	0	0	0	0		0	-	-	
143	Total Professional Fees		-	377,300	377,300	377,300	(9,050)	368,250	184,288	183,962	92,455	91,507	
144													
145	Supplies												
146	Classroom Supplies		58,950	58,950	58,950	58,950	0	58,950	32,021	26,929	17,504	9,425.15	percentage of students
147	Textbooks&consumables		74,135	150,000	0	150,000	0	150,000	73,068	76,932	50,006	26,926.20	percentage of students
148	Textbook Lease -3 years, lease factor .0342374 (14%)			0	61,627	0	0	0	0	0	-	-	percentage of students
149	State Textbook / Library / Tech Grant (In-Kind)		46,799	46,799	46,799	46,799	0	46,799	0	46,799	30,419	16,379.65	percentage of students
150	Science Grant		0	0	0	0	0	0	0	0	-	-	
151	Classroom Libraries / Library		19,610	19,610	19,610	19,610	0	19,610	14,756	4,854	3,155	1,688.90	follows librarian salary
152	Music & PE Supplies		9,805	9,805	9,805	9,805	0	9,805	1,305	8,500	5,525	2,975	percentage of students
153	Office Supplies		34,400	34,400	34,400	34,400	0	34,400	26,254	8,146	5,295	2,851.10	percentage of students
154	Custodial Supplies		40,000	40,000	40,000	40,000	20,000	60,000	34,169	25,831	16,790	9,040.85	percentage of students
155	Uniforms		15,000	15,000	15,000	15,000	(11,000)	4,000	2,088	1,912	1,243	669.20	percentage of students
156	Total Supplies		298,699	374,564	286,192	374,564	9,000	383,564	183,661	199,903	129,937	69,966	
157													
158	FFE												
159	Purchase of new FFE for CPA		0	0	0	0	0	0		0	-	-	
160	Donated Furniture		0	0	0	0	0	0		0	-	-	
161	Capital Lease Payments		123,982	123,982	123,982	123,982	26,506	150,488	75,244	75,244	-	75,244	leases on CPA equipment, etc.
162	ERATE Equipment - Internal Connections		0	0	0	0	0	0	0	0	-	-	
163	FFE CPA		45,000	45,000	45,000	45,000	0	45,000	19,112	25,888	-	25,888	
164	replacement computers		25,000	25,000	25,000	25,000	(25,000)	0	0	0	-	-	
165	FFE LA		25,000	25,000	25,000	25,000	25,000	50,000	26,425	23,575	15,324	8,251.16	percentage of students
166	Total FFE		218,982	218,982	218,982	218,982	26,506	245,488	120,782	124,706	15,324	109,383	
167													
168	Occupancy (includes 30,000 SF expansion eff FY12)												
169	Rent - LA		1	1	1	1	0	1	0	1	1	-	
170	Rent - CPA (BPHC's interest)		658,116	658,116	658,116	658,116	0	658,116	329,238	328,878	-	328,878	CPA rent
171	Rent - CPA (BPHC's operating exp)		17,200	17,200	17,200	17,200	0	17,200	0	17,200	-	17,200	" "
172	Rent - CPA (sinking fund transfer)		230,000	230,000	230,000	230,000	0	230,000	115,000	115,000	-	115,000	" "
173	Moving		0	0	0	0	0	0	0	0	-	-	
174	Utilities (elec, water, etc)		260,000	260,000	260,000	260,000	0	260,000	116,116	143,884	93,525	50,359.40	
175	Facility Reserve - per LA lease		13,079	13,079	13,079	13,079	0	13,079	0	13,079	13,079	-	per LA lease
176	Future Major Repairs Fund - LA		25,000	25,000	25,000	25,000	0	25,000	0	25,000	25,000	-	
177	Future Major Repairs Fund - CPA		0	0	0	0	0	0	0	0	-	-	
178	Insurance		122,400	122,400	122,400	122,400	0	122,400	100,370	22,030	14,320	7,710.50	percentage of students
179	Maintenance Contracts		91,800	91,800	91,800	91,800	0	91,800	64,837	26,963	13,482	13,481.50	split - each has their own contract
180	Facility Repair & Maintenance		70,000	70,000	70,000	70,000	0	70,000	40,501	29,499	19,174	10,324.65	
181	Security			0	0	0	2,000	2,000	1,232	768	768	-	
182	Telecommunications		57,000	57,000	57,000	57,000	10,000	67,000	36,996	30,004	19,503	10,501.40	percentage of salaries
183	Total Occupancy		-	1,544,596	1,544,596	1,544,596	12,000	1,556,596	804,290	752,306	198,851	553,455	
184													

BRONX LIGHTHOUSE CHARTER SCHOOL

	A	J	K	S	U	Y	Z	AB	AC	AD	AE	AF	AG
	Bronx Lighthouse Charter School		Proj. FY14 - Budget Presented at Meeting on 5/16/13	Proj. FY14 - Budget Approved by Board 5/16/13	Proj. FY14 - Amendment #1 6/2013	Proj. FY14 - Amendment #2 7/2013	change	FY14 amendment for board approval 1/23/14	FY14 Actual through 12/31/2013	Remaining FY14 budget as of 12/31/13	FY14 Remaining budget -LA	FY14 remaining budget - CPA	
185	Other Expenses												
186	Miscellaneous		12,000	12,000	12,000	12,000	0	12,000	5,321	6,679	3,340	3,339.50	split evenly
187	Bank Charges		2,000	2,000	2,000	2,000	2,000	4,000	2,531	1,469	735	734.50	* *
188	Dues & Subscriptions		12,253	12,253	12,253	12,253	0	12,253	7,280	4,973	2,486	2,486.48	* *
189	Field Trips		40,000	40,000	40,000	40,000	0	40,000	9,411	30,589	19,883	10,706.15	percentage of students
190	Student Transportation		43,709	43,709	43,709	43,709	0	43,709	24,677	19,032	12,371	6,661.20	*
191	Travel		7,770	7,770	7,770	7,770	(6,770)	1,000	0	1,000	650	350	percentage of salaries
192	Copying & Printing		27,358	27,358	27,358	27,358	2,642	30,000	18,947	11,053	7,184	3,868.55	
193	Postage & Shipping		14,765	14,765	14,765	14,765	(2,000)	12,765	5,574	7,191	4,243	2,948.31	split by salaries
194	Staff Recognition		20,000	20,000	20,000	20,000	0	20,000	3,028	16,972	10,013	6,958.52	split by salaries
195	Lunch Program - parent \$ paid over		15,234	15,234	15,234	15,234	5,000	20,234	9,601	10,633	6,911	3,721.55	percentage of students
196	Fundraising Expense		0	0	0	0	0	0	0	0	-	-	
197	Parent Resources		1,000	1,000	1,000	1,000	0	1,000	0	1,000	500	500	split evenly
198	Contingency		182,071	91,036	91,036	91,036	(45,000)	46,036	0	46,036	46,036		CPA budget cannot handle contingency
199	Total Other Expenses		378,160	287,124	287,124	287,124	(44,128)	242,996	86,370	156,626	114,352	42,275	
200													
201	Total Expenses		9,084,863	9,069,693	9,063,425	9,090,593	1,862	9,092,662	4,360,855	4,731,808	2,582,818	2,148,990	
202													
203	Net Income - budgetary basis		18,663	33,833	40,101	12,933	247,879	260,605	50,947	209,658	570,312	(360,655)	CPA has rent
204													
205													

BRONX LIGHTHOUSE CHARTER SCHOOL

	A	J	K	S	U	Y	Z	AB	AC	AD	AE	AF	AG
	Bronx Lighthouse Charter School		Proj. FY14 - Budget Presented at Meeting on 5/16/13	Proj. FY14 - Budget Approved by Board 5/16/13	Proj. FY14 - Amendment #1 6/2013	Proj. FY14 - Amendment #2 7/2013	change	FY14 amendment for board approval 1/23/14	FY14 Actual through 12/31/2013	Remaining FY14 budget as of 12/31/13	FY14 Remaining budget -LA	FY14 remaining budget - CPA	
1													
206	Convert to GAAP Net Income												
207	Net Income (Loss)		18,663	33,833	40,101	12,933		260,605					
208	Add Backs:												
209	Fixed Asset Additions		0	0	0	0		0					
210	Capital Leases		123,982	123,982	123,982	123,982		150,488					
211	Transfer to Reserved Cash		268,079	268,079	268,079	268,079		268,079					
212													
213	Less:												
214	Depreciation		(261,000)	(261,000)	(261,000)	(261,000)		(261,000)					
215	Interest portion on Capital Leases		(30,996)	(30,996)	(30,996)	(30,996)		(30,996)					
216	Net Income GAAP		118,728	133,898	140,166	112,998		387,176					
217													
240													
241													
242													
243	LEASE SERVICE COVERAGE RATIO												
244													
245													
246	Net Income - budgetary basis		18,663	33,833	40,101	12,933		260,605					
247													
248	Add Back												
249	Interest		-	-	-	-		-					
250	Taxes		-	-	-	-		-					
251	Depreciation and Amort		-	-	-	-		-					
252	LHA fee and bonus		260,000	260,000	260,000	260,000		240,000					
253	Facility Reserve - per LA lease		13,079	13,079	13,079	13,079		13,079					
254	Future Major Repairs Fund - LA		25,000	25,000	25,000	25,000		25,000					
255	Future Major Repairs Fund - CPA		-	-	-	-		-					
256	Rent - CPA (BPHC's interest)		658,116	658,116	658,116	658,116		658,116					
257	Rent - CPA (sinking fund transfer)		230,000	230,000	230,000	230,000		230,000					
258	Capital Lease		123,982	123,982	123,982	123,982		150,488					
259	Capital Asset Additions		-	-	-	71,250		71,250					
260	Net Income available to service Debt		1,328,840	1,344,010	1,350,278	1,394,360		1,648,538					
261													
262													
263	Debt												
264	Interest		30,996	30,996	30,996	30,996		30,996					
265	Rent - CPA (BPHC's interest)		658,116	658,116	658,116	658,116		658,116					
266	Rent - CPA (sinking fund transfer)		230,000	230,000	230,000	230,000		230,000					
267	FFE Capital Lease		123,982	123,982	123,982	123,982		150,488					
268	CPLTD												
269			1,043,094	1,043,094	1,043,094	1,043,094		1,069,600					
270													
271													
272	Lease Service Coverage Ratio (combined) > 1.2		1.27	1.29	1.29	1.34		1.54					
273			Passed	Passed	Passed	Passed		Passed					
274													
275													
276													
277	Lease Service Coverage Ratio (Note A only) >1.5		2.1	2.1	2.1	2.2		2.6					
278			Passed	Passed	Passed	Passed		Passed					
279													
280													
281													
282	Debt Payments Prin + Int by BPHC												
283	NOTE A		345,065	345,065	345,065	345,065		345,065					
284	NOTE B		147,885	147,885	147,885	147,885		147,885					
285	NOTE C		137,631	137,631	137,631	137,631		137,631					
286			630,582	630,582	630,582	630,582		630,582					
287													
288													
289	Note B and C debt Payments		285,516	285,516	285,516	285,516		285,516					
290													
291													