

# Bronx Lighthouse Charter School

**Board of Trustees**  
**Thursday, December 20, 2012**  
**5:30 p.m. – 7:30 p.m.**  
**1001 Intervale Avenue**

## Agenda

(The estimated time for each topic is in parenthesis)

### Our Mission

We prepare our students for college through a rigorous arts-infused program.

### Our Vision

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.

Topic	Time	Facilitator	Attachments	Action Items
<b><u>Opening</u></b> <ul style="list-style-type: none"> <li>• Call the meeting to order</li> <li>• Review of Agenda</li> <li>• Approval of November minutes</li> </ul>	5 mins (5:35)	Chris	<ul style="list-style-type: none"> <li>• <b>Attachment 1</b>-Pre-Approval November 15, 2012 Minutes</li> </ul>	<ul style="list-style-type: none"> <li>• Approval of minutes from November 15, 2012</li> </ul>
<b><u>Board Membership, Recruiting &amp; Selection</u></b> <ul style="list-style-type: none"> <li>• Interview with Trustee candidate</li> <li>• LHA representative Trustee election</li> <li>• Long distance board membership</li> </ul>	20 mins (5:55)	Chris	<ul style="list-style-type: none"> <li>• <b>Attachment 2</b>-E. Holcombe Resume</li> <li>• <b>Attachment 3</b>-Sample Interview Questions</li> </ul>	<ul style="list-style-type: none"> <li>• Election of new Trustee</li> <li>• Approval of new LHA Representative Trustee</li> </ul>
<b><u>Principal's Report</u></b> <ul style="list-style-type: none"> <li>• 2011-2012 Annual Report</li> <li>• Dashboard</li> <li>• Interim Assessment Data</li> <li>• Reflect on New Dashboard template</li> </ul>	25 mins (6:20)	Rick	<ul style="list-style-type: none"> <li>• <b>Attachment 4</b>-Principals' Monthly Dashboard</li> <li>• <b>Attachment 5</b>-CPA Interim Assessment Data</li> </ul>	
<b><u>Personnel</u></b> <ul style="list-style-type: none"> <li>• New Hire Approval:               <ul style="list-style-type: none"> <li>– Joan Cusick</li> </ul> </li> <li>• Executive Session to discuss personnel and staffing issues &amp; Lead Principal's IPDP</li> </ul>	20 mins (6:40)	Rick/Chris		<ul style="list-style-type: none"> <li>• Approval of new hire(s)</li> </ul>
<b><u>Finance</u></b> <ul style="list-style-type: none"> <li>• November Financial Report</li> <li>• Lead Principal's Spending Proposal</li> <li>• Resolution to Open new bank accounts</li> </ul>	40 mins (7:20)	Malik	<ul style="list-style-type: none"> <li>• <b>Attachment 6</b>-November Financial Report</li> <li>• <b>Attachment 7</b>-New Bank Accounts Resolution</li> </ul>	<ul style="list-style-type: none"> <li>• Approval of spending proposal</li> <li>• Approval of New Accounts Resolution</li> </ul>

We prepare our students for college through a rigorous arts-infused program.

# Bronx Lighthouse Charter School

Topic	Time	Facilitator	Attachments	Action Items
<b><u>Regional Director's Report</u></b> <ul style="list-style-type: none"><li>• VP Transition</li></ul>	5 mins (7:25)	Sean		
<b><u>Closing</u></b> <ul style="list-style-type: none"><li>• Upcoming meetings<ul style="list-style-type: none"><li>- January 17</li><li>- February 21</li></ul></li><li>• Review of action items</li><li>• Adjournment</li></ul>	5 mins (7:30)	Chris		

We prepare our students for college through a rigorous arts-infused program.

**BRONX LIGHTHOUSE CHARTER SCHOOL**  
(“BLCS”)

**MINUTES OF A MEETING OF THE BOARD OF TRUSTEES HELD ON THURSDAY,  
NOVEMBER 15, 2012 AT 5:30 PM AT BRONX LIGHTHOUSE CHARTER SCHOOL,  
1001 INTERVALE AVENUE, BRONX, NY 10459.**

Participants in attendance:

- Ms. Priscilla Forsyth, Trustee and LHA Vice President, East Coast
- Mr. Malik Franklin, Trustee and Treasurer
- Mr. Alfred Chris Torres, Trustee and President
- Ms. Evelyn De Gonzalez, Trustee and Secretary
- Mr. Ken Blacklow, Trustee
- Mr. Paul Ko, Trustee
- Ms. Ronda Curry, Trustee
- Mr. Richard Burke, BLCS Principal

The following Trustees were in attendance:

- Mr. Alfred Chris Torres
- Ms. Priscilla Forsyth
- Ms. Evelyn De Gonzalez
- Mr. Malik Franklin
- Ms. Ronda Curry
- Mr. Paul Ko
- Mr. Ken Blacklow

The following Trustees were not in attendance:

- Ms. Rebecca Wollensack

With a quorum established, Mr. Torres called the meeting to order at 5:37 pm.

Mr. Torres moved to approve the minutes from the October 18, 2012 board meeting. Mr. Blacklow seconded the motion, which was approved unanimously.

The Board discussed the final draft of the annual report. Mr. Burke then began to share highlights from the Principal’s Dashboard, which the Board discussed.

Mr. Torres moved to enter into an executive session. Mr. Blacklow seconded the motion which was approved by roll call:

- Rhonda Curry
- Evelyn DeGonzalez
- Jennifer Turner
- Malik Franklin
- Ken Blacklow
- Priscilla Forsyth
- Chris Torres

Resuming the regular open session, Mr. Blacklow moved to elect Julian Constantine as a Parent Trustee. Ms. DeGonzalez seconded the motion which was unanimously approved.

Mr. Blacklow moved to renew Rhonda Curry's (parent trustee) and Priscilla Forsyth's (LHA representative) terms on the board. Mr. Franklin seconded the motion which passed unanimously.

Mr. Burke continued to present the monthly dashboard and answered questions from the board.

Mr. Torres moved to approve the hiring of Kate Girerd, 2<sup>nd</sup> grade teacher.

Mr. Blacklow seconded the motion, which was unanimously approved.

Mr. Blacklow motioned to approve the new LHA Background Check Policy. Mr. Torres seconded the motion, which unanimously approved.

There being no further business, Mr. Blacklow motioned that the meeting be adjourned. Ms. Curry seconded the motion, which passed unanimously.

The meeting was adjourned at 7:50 pm.

Signed

Mr. Ken Blacklow

Signed

Ms. Evelyn De Gonzalez

Signed

Ms. Priscilla Forsyth

Signed

Ms. Jennifer Turner

Signed

Signed

Ms. Rhonda Curry

Signed

Mr. Malik Franklin

Signed

Mr. Paul Ko

Signed

Mr. Alfred Chris Torres

Signed

~~Ms. Rebecca Wollensack~~

Dated: November 15, 2012

Dated: November 15, 2012

**Bronx Lighthouse Charter School  
Board of Trustees  
Executive Session Minutes  
November 15, 2012**

The board discussed the departure of the lower academy principal, Terri Foster, and a couple lower academy teachers.

The board also discussed the parent trustee candidates.

Mr. Torres motioned to exit executive session. Mr. Blacklow seconded the motion, which was approved through via roll call:

Rhonda Curry  
Evelyn DeGonzalez  
Jennifer Turner  
Malik Franklin  
Ken Blacklow  
Priscilla Forsyth  
Chris Torres

## Local Board Questionnaire

1. Explain how you became aware of the proposed charter school and the opportunity to serve as a member of its board if it becomes chartered.
2. Explain why you wish to serve on the board.
3. Describe the knowledge and experience that you would bring to the board.
4. Indicate your understanding of the appropriate role of a public charter school board member.
5. Explain your understanding of the proposed school's mission and/or philosophy.
6. Explain your knowledge of the proposed school's educational program.
7. Explain how you would handle a situation in which you believe one or more members of the school's board are involved in anything considered to be a conflict of interest (working for their own benefit or the benefit of their friends and family)?
8. Indicate if you have previously served on the board of a school district or a nonprofit corporation (including the board of a non-public school) and describe any relevant experience.
9. If your spouse or you:
  - a. Know other prospective board members, please indicate the relationship.
  - b. Are aware of people already known to be prospective school employees, please indicate and describe the relationship.
  - c. Plan to do business with the school, please indicate and describe the relationship and the nature of the potential business.
10. If the school will partner with an educational service provider (management company), please indicate if your spouse or you know of any employees, owners, or agents of that provider. If your answer is yes, please list the individuals you know and the nature of the relationship.
11. Indicate if you anticipate that you, or a company of which you are an employee or in which you have a financial interest, will conduct any business with the educational service provider, the school or both. If so, please describe the potential relationship.
12. Indicate whether you foresee any potential ethical or legal conflicts of interests should you serve on the school's board.

## CPA Student Progress Tracking\*

Grade	Test	Mastery Goal	Baseline Avg	Baseline % at mastery	Round 1 Avg	Rd 1 % at mastery	Round 2 Avg	Rd 2 % at mastery	Round 3 Avg	Rd 3 % at mastery
7	NYS ELA	3 or 4 min 78%	61%	40%	65%	31%	62%	11%		
7	NYS Math	3 or 4 min 54%	36%	35%	73%	79%				
8	NYS ELA	3 or 4 min 79%	57%	17%	68%	31%	77%	51%		
8	NYS Math (only one sec)	3 or 4 min 54%	20%	50%	71%	36%	74%	64%		
8	ILSE	3 or 4 min 57%	42%	80%	66%	56%	77%	79%		
8*	Earth Science Regents	Scaled 65 58%	34%	0%	75%	87%	70%	56%		
8*	Integrated Algebra Regents	Scaled 75 47%	33%	68%	78%	73%	68%			
9	Integrated Algebra Regents	Scaled 75 47%	48%	76%	66%	100%				
9	Living Environment Regents	Scaled 65 47%	N/A	N/A	70%	91%	currently grading	currently grading		
10	Geometry Regents	Scaled 65 47%	68%	N/A	59%	61%	55%	61%	84%	100%
10	Chemistry Regents	Scaled 65 58%	N/A	N/A	73%	95%	56%	57%		
10	Global History Regents	Scaled 65 59%	32%	11%	82%	100%	73%	85%		

\*See description of data on following page.

The attached global summary includes end of year assessments that subgroups of students will take, along with what minimum score will allow for students to make goals. Students were given a baseline assessment at the start of the year, which allowed for teachers to assess starting skills. Baselines were not given for science since students had not been taught any content related to the course, and the math baseline was a foundational skills assessment. Each unit that a teacher completes is accompanied with an end of year aligned assessment to gauge how successful students were in mastering the content from that unit. These unit assessments serve as an interim assessment and allow teachers to determine how well students are doing in preparing for end of course assessments. The global data chart both shows how class averages are changing each unit, as well as how many students are achieving at or above a minimum target score.

FINANCIAL REPORT  
OF  
BRONX LIGHTHOUSE CHARTER SCHOOL  
NOVEMBER 2012

December 13, 2012

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

From: Bob Stearns, Vice President of Finance  
Linda Ahronian, Controller – NY, WI, DC, IL  
Lighthouse Academies, Inc (LHA)

**Enclosures:**

- Financial statements for the one month and the five months ended November 30, 2012.
  - Statement of Financial Position
  - Statement of Activities
- Resolution to open new bank accounts

**Statement of Financial Position**

- Total cash was \$5.1M at the end of November 2012, of which \$1M is restricted.
- Accrued expenses reflect a five day payroll accrual from November 26-30. Other payroll related expenses reflected in accrued expenses include retirement and unpaid FY12 vacation time.
- Deferred revenue reflects the difference between payments received for per pupil revenue and the monthly accruals of 1/12 the projected amounts.
- Grants receivable includes \$116K for Title grant funds expended through November 30, 2012 and the remaining ERATE reimbursement from FY12. ERATE funds are received monthly through credits to the XO Communications account.

**Statement of Activities**

- Revenues:
  - Portions of FY12 grants were spent and recognized during the summer months through the end of their grant periods.
  - A refund was received for sales taxes charged on prior years' utility invoices.
  - Federal IDEA revenue has not been received.
  - No revenue has been recorded in Lunch Program Parent Collections.
  - Federal Title grants reflect the year to date related expenditures; however the consolidated grant funds are not available yet for reimbursement.
- Expenditures:
  - Taxes and benefits are running under by \$106K due to lower than expected participation in the 401K plan and year to date adjustments to the health insurance due to transitioning of staff. Health insurance should even out once all the adjustments and changes are finalized.
  - Visiting Artists budget has not yet been used.
  - FF&E includes the removal and disposal of the promethean boards as well as the installation of the new smart boards.
  - Year to date utilities are low for seasonal reasons, but also because 1005 Intervale Ave. utility expenses do not reflect a full five months.
- FY13 Budget and updated Forecast. The columns L and M reflect new forecasted amounts based on current activity. Due to a proposal from Rick Burke, to be presented and discussed, the budget revision

processed is delayed until next month at which time the school will prepare an amendment to present to the Board. The projected expenses included in the forecast do not reflect the latest proposal and will require added budgeted resources totaling \$200K. Sources would be to increase the per pupil revenue based on current enrollment, or eliminate the contingency expense.

- Per pupil and special education revenues remain the same as requested by the finance committee. Although based on the October enrollment of 574, the annual revenue will be \$7,764,500 for an increase of \$339,048.
- Miscellaneous Revenue of \$33K has been added to reflect a sales tax refund received for 2009-2012 utilities abatement.
- Substitute expense has increased to cover leaves and the lower teacher/specialist salaries.
- Based on the approved July 2012 surplus spending proposal, \$20K has been added to professional development to pay for training associated with Smart Boards, FFE is increased \$90K for additional Smart Boards, the conversion of existing Smart Boards, plus a laptop cart complete with laptops. Also included is an additional \$100K for after school enrichment programs per the approved proposal. These changes have been made to the original FY13 budget approved in March 2012.
- Security expense has been added to cover the cost of interim Fire Watch security details in September and October.

#### **Resolution to open bank accounts**

- Recommendation:
  - To open up to two Money Market Accounts at other banks with FDIC coverage and maintain up to \$250,000 in the account using same signers as Bank of America. Current rates that we use for ING, NCB, and Chase are 0.15% to 0.4%. Other banks have similar rates of 0.4%
  - To open CDARS accounts with 30 day certificate of deposit maturity for balances above \$750K.
  - CDARS is a program where participating banks in a nationwide network offer CDs at various maturities and the full balance is covered by FDIC. The interest rates are usually very low with one bank at 0.08%.
  - A resolution is enclosed to authorize LHA to open these accounts.

#### **Other Banking**

- In July, a resolution was approved to remove the signers on the imprest and lunch checking accounts and add Richard Burke and Briana Sadler as signers. To date, this change has not been implemented. Once implemented, the address on the account should be changed to LHA's Framingham, MA address to maintain separation of duties.

BRONX LIGHTHOUSE CHARTER SCHOOL  
STATEMENT OF FINANCIAL POSITION

	11/30/12	10/31/12	09/30/12	08/31/12	07/31/12	06/30/12
<b>Assets</b>						
Cash	\$ 4,092,539	\$ 4,859,712	\$ 4,211,726	\$ 3,306,680	\$ 3,946,803	\$ 3,220,841
Accounts and Grants Receivable	153,287	125,368	99,499	153,476	127,608	132,180
Prepaid Expenses	124,010	124,010	165,760	114,143	95,877	62,430
Total Current Assets	<u>4,369,836</u>	<u>5,109,091</u>	<u>4,476,985</u>	<u>3,574,299</u>	<u>4,170,287</u>	<u>3,415,451</u>
Property and Equipment (Net)	226,340	226,340	226,340	204,919	226,340	226,340
Security Deposits	35,610	35,610	35,610	86,949	89,969	35,610
Cash Restricted - Facility Major Repair Fund	411,554	411,470	411,383	411,298	411,211	411,124
Cash Restricted - BLCS Sinking Fund	482,499	482,499	412,499	412,499	412,499	379,999
Cash Restricted - Reserve per Lease	76,595	76,594	76,592	76,591	76,589	76,586
Cash Restricted - NYC DOE Dissolution	70,239	70,238	70,236	70,235	70,234	70,231
Total Assets	<u>\$ 5,672,673</u>	<u>\$ 6,411,840</u>	<u>\$ 5,709,645</u>	<u>\$ 4,836,792</u>	<u>\$ 5,457,129</u>	<u>\$ 4,615,341</u>
<b>Current Liabilities</b>						
Accounts Payable	\$ 105,739	\$ 59,457	\$ 113,912	\$ 114,042	\$ 128,922	\$ 116,632
Accrued Expenses	208,693	353,926	290,688	257,037	187,715	319,898
Deferred Revenue	832,406	1,489,916	820,720	83,186	(740,695)	3,162
Capital Lease Payable	172,122	172,122	172,122	172,122	172,122	172,122
Line of Credit - Bank of America 400K	-	-	-	-	-	-
Total Current Liabilities	<u>1,318,960</u>	<u>2,075,421</u>	<u>1,397,442</u>	<u>626,388</u>	<u>(251,936)</u>	<u>611,815</u>
Total Net Assets	<u>4,353,712</u>	<u>4,336,419</u>	<u>4,312,203</u>	<u>4,210,404</u>	<u>5,709,065</u>	<u>4,003,526</u>
Total Liabilities and Net Assets	<u>\$ 5,672,673</u>	<u>\$ 6,411,840</u>	<u>\$ 5,709,645</u>	<u>\$ 4,836,792</u>	<u>\$ 5,457,129</u>	<u>\$ 4,615,341</u>

BRONX LIGHTHOUSE CHARTER SCHOOL  
STATEMENT OF ACTIVITIES

			Month Ended 11/30/2012			Year-to-Date 11/30/2012			Remaining Budget		Projected FY13	FY13 Budget Changes	Adjustment	GAAP Basis	
			Four Month(s) - Actual	One Month - Actual	One Month - Budget	Variance	Five Month(s) - Actual	Five Month(s) - Budget	Variance	Annual Budget FY13 - Approved 3/28/12 and July changes					Remaining in Budget
<b>Revenue</b>															
Per Pupil Revenue	2,455,150	based on 545, Oct FTE = 574	613,788	613,788	(0)	3,068,938	3,068,938	(0)	7,365,452	(4,296,514)	7,365,452	0	0	3,068,938	
Special Ed Revenue	174,886		43,722	43,722	0	218,608	218,608	0	524,658	(306,050)	524,658	0	0	218,608	
Federal IDEA	0		0	7,086	(7,086)	0	35,428	(35,428)	85,027	(85,027)	85,027	0	0	0	
Title I Revenue	57,423	new grant starts 9/1. need to add carryover of fy12 grant	31,590	26,304	5,286	89,013	131,518	(42,505)	315,644	(226,631)	329,302	13,658	0	89,013	
InKind - State Textbooks	46,337	Offset with In-Kind expenses	0	0	0	46,337	39,780	6,557	39,780	6,557	46,337	6,557	0	46,337	
Title II (a) Revenue	15,810		0	0	0	15,810	15,810	0	32,865	(17,055)	15,810	(17,055)	0	15,810	
Erate Reimb	260,460		0	0	0	260,460	236,000	24,460	236,000	24,460	236,000	0	0	260,460	
Lunch Program-parent collections	0	no deposits reported	0	1,283	(1,283)	0	6,417	(6,417)	15,400	(15,400)	15,400	0	0	0	
PDAE Revenue	0		0	0	0	0	0	0	0	0	0	0	0	0	
Miscellaneous Income	35,151	sales tax refund on utilities	0	0	0	35,151	0	35,151	0	35,151	33,937	33,937	0	35,151	
Interest Earned	1,575	need to increase budget	359	42	318	1,934	500	1,434	500	1,434	2,500	2,000	0	1,934	
Uniform Revenue	8,298		0	1,467	(1,467)	8,298	7,446	851	17,600	(9,303)	17,600	0	0	8,298	
Reimbursement from MET - Specialist	7,966	Reimbursement for Sierra, \$6K from FY12 shared reimbursements	816	0	816	8,782	0	8,782	0	8,782	11,748	11,748	0	8,782	
InKind Rent	0		0	0	0	0	0	0	0	0	0	0	0	0	
Other Donations	0		0	0	0	0	0	0	0	0	0	0	0	0	
<b>Total Revenue</b>	<b>3,063,055</b>		<b>690,275</b>	<b>693,690</b>	<b>(3,415)</b>	<b>3,753,330</b>	<b>3,760,445</b>	<b>(7,115)</b>	<b>8,632,926</b>	<b>(4,879,596)</b>	<b>8,683,771</b>	<b>50,845</b>	<b>0</b>	<b>3,753,330</b>	
<b>Expenses</b>															
<b>Payroll-Administrative</b>															
Head of School	50,769	paid @ \$150K; anniversary date 1/25	12,692	13,454	762	63,462	67,269	3,808	159,000	95,538	159,000	0	0	63,462	
Principal	66,808	T Foster paid through 11/30	17,439	17,008	(431)	84,247	85,038	792	201,000	116,753	207,000	6,000	0	84,247	
Director of Instruction	25,672	received retro increase	9,679	6,346	(3,333)	35,352	31,731	(3,621)	75,000	39,648	75,000	0	0	35,352	
Director of College Transition	25,385		6,346	6,346	(0)	31,731	31,731	(0)	75,000	43,269	75,000	0	0	31,731	
Business Manager	23,090	new BM salary is 68K; need to amend budget by increasing line 10K	5,754	4,894	(860)	28,844	24,469	(4,375)	57,836	28,992	68,000	10,164	0	28,844	
Administrative Assistant	43,026	reclassified R Thomas to Admin from Aides	11,829	11,554	(275)	54,855	57,772	2,917	136,553	81,698	136,553	0	0	54,855	
Overtime for Office Manager and Admin Asst	7,062		1,255	2,115	860	8,317	10,577	2,260	25,000	16,683	25,000	0	0	8,317	
<b>Total Payroll-Administrative</b>	<b>241,813</b>		<b>64,995</b>	<b>61,718</b>	<b>(3,277)</b>	<b>306,808</b>	<b>308,588</b>	<b>1,780</b>	<b>729,389</b>	<b>422,581</b>	<b>745,553</b>	<b>16,164</b>	<b>0</b>	<b>306,808</b>	
<b>Basic Education</b>															
Classroom Teachers	386,803	below budget due to LOA's and transitions	118,642	130,152	11,510	505,445	562,020	56,575	1,538,160	1,032,715	1,425,000	(113,160)	0	505,445	
Specialists	109,220	reclassified Fasi to Aides - not certified	10,176	37,975	27,799	119,396	163,985	44,589	448,800	329,404	435,000	(13,800)	0	119,396	
Substitutes	54,898	Subs high in Nov due to reclass of permanent subs and LOA's	29,927	6,203	(23,724)	84,824	26,786	(58,039)	73,308	(11,516)	160,000	86,692	0	84,824	
Aides	71,378	reclassified Fasi from specialist - not certified	38,339	16,830	(21,509)	109,716	72,675	(37,041)	198,900	89,184	198,900	0	0	109,716	
<b>Total Teaching Salaries</b>	<b>622,298</b>		<b>197,083</b>	<b>191,160</b>	<b>(5,923)</b>	<b>819,382</b>	<b>825,465</b>	<b>6,084</b>	<b>2,259,168</b>	<b>1,439,787</b>	<b>2,218,900</b>	<b>(40,268)</b>	<b>0</b>	<b>819,382</b>	
<b>Title I</b>															
Academic Intervention Specialist	28,497	Budget is 2 full time. Currently allocating 1 full time and 2 part time.	9,339	9,232	(107)	37,836	39,863	2,028	109,100	71,264	103,550	(5,550)	0	37,836	
Title I TA's - Ac Inter + Arts Infusion	28,533		7,622	7,650	27	36,156	33,033	(3,123)	90,405	54,249	96,900	6,495	0	36,156	
<b>Total Title I</b>	<b>57,030</b>		<b>16,961</b>	<b>16,881</b>	<b>(80)</b>	<b>73,991</b>	<b>72,896</b>	<b>(1,095)</b>	<b>199,505</b>	<b>125,514</b>	<b>200,450</b>	<b>945</b>	<b>0</b>	<b>73,991</b>	
<b>Supplementary Education Stipends</b>															
After-School Program	31,952	After School programs began in Sept. Increased 100K based on July spending proposal approved	19,616	11,897	(7,719)	51,568	51,373	(195)	140,600	89,032	140,600	0	0	51,568	
Detention Payroll	0		0	0	0	0	457	457	1,250	1,250	1,250	0	0	0	
Summer School	29,320	reclassified to manual checks	(2,102)	0	2,102	27,218	25,000	(2,218)	50,000	22,782	29,320	(20,680)	0	27,218	
<b>Total Supplementary Education Programs</b>	<b>61,272</b>		<b>17,514</b>	<b>11,897</b>	<b>(5,617)</b>	<b>78,785</b>	<b>76,830</b>	<b>(1,956)</b>	<b>191,850</b>	<b>113,065</b>	<b>171,170</b>	<b>(20,680)</b>	<b>0</b>	<b>78,785</b>	
<b>Special Education</b>															
Special Education Director	17,798		5,273	5,458	185	23,072	23,569	498	64,505	41,434	62,622	(1,883)	0	23,072	
Special Education Teachers	82,486		24,423	27,687	3,264	106,909	119,556	12,648	327,207	220,298	290,000	(37,207)	0	106,909	
ELL Teacher	0	Not yet hired	0	4,939	4,939	0	21,326	21,326	58,366	58,366	25,000	(33,366)	0	0	
<b>Total Special Ed Salaries</b>	<b>100,284</b>		<b>29,696</b>	<b>38,084</b>	<b>8,387</b>	<b>129,980</b>	<b>164,452</b>	<b>34,471</b>	<b>450,078</b>	<b>320,098</b>	<b>377,622</b>	<b>(72,456)</b>	<b>0</b>	<b>129,980</b>	
<b>Service Providers-Other Staff</b>															
School Guidance Counselor	32,620		9,831	9,753	(78)	42,450	42,114	(336)	115,260	72,810	116,180	920	0	42,450	
School Psychologist	0		0	0	0	0	0	0	0	0	0	0	0	0	
Family/Parent Coordinator	17,495	budget needs to be increased	4,289	3,521	(768)	21,784	17,607	(4,177)	41,616	19,832	51,332	9,716	0	21,784	
Library Associate	14,892	Title changed to Associate - not certified	4,488	4,488	0	19,380	22,440	3,060	53,040	33,660	53,040	0	0	19,380	
IT Staff	10,822	Need to budget	2,920	0	(2,920)	13,741	0	(13,741)	(13,741)	(13,741)	31,512	31,512	0	13,741	
IT Staff-Shared with MET	2,062	Billed to Met , need to budget the position	540	0	(540)	2,602	0	(2,602)	0	(2,602)	8,073	8,073	0	2,602	

BRONX LIGHTHOUSE CHARTER SCHOOL  
STATEMENT OF ACTIVITIES

			Month Ended 11/30/2012			Year-to-Date 11/30/2012			Remaining Budget		Projected FY13	FY13 Budget Changes	GAAP CONVERSION	
			One Month - Actual	One Month - Budget	Variance	Five Month(s) - Actual	Five Month(s) - Budget	Variance	Annual Budget FY13 - Approved 3/28/12 and July changes	Remaining in Budget			Adjustment	GAAP Basis
	Four Month(s) - Actual													
65	Head Custodian	21,489	6,283	5,118	(1,165)	27,772	25,592	(2,181)	60,489	32,717	64,889	4,400	0	27,772
66	Custodians Night FT / PT	52,463	11,012	9,791	(1,221)	63,475	48,954	(14,520)	115,710	52,235	144,000	28,290	0	63,475
67	Lunch Room Monitors	9,375	3,000	2,115	(884)	12,374	10,577	(1,798)	25,000	12,626	30,000	5,000	0	12,374
68	Total Service Providers-Other Staff	161,217	42,362	34,787	(7,575)	203,579	167,284	(36,295)	411,115	207,536	499,026	87,911	0	203,579
69	TOTAL PAYROLL	1,243,914	368,611	354,526	(14,085)	1,612,525	1,615,514	2,989	4,241,105	2,628,581	4,212,721	(28,384)		1,612,525
70														
71														
72	Taxes & Benefits													
73	Payroll Taxes	100,228	25,314	30,837	5,523	125,541	154,183	28,642	364,433	238,892	379,145	14,712	0	125,541
74	Health Insurance	131,361	60,602	48,311	(12,292)	191,963	241,554	49,591	570,945	378,982	577,305	6,360	0	191,963
75	Dental & Vision, Disability & Life	11,748	3,630	3,426	(204)	15,377	17,132	1,754	40,493	25,116	40,944	451	0	15,377
76	401k Retirement	20,000	5,000	8,566	3,566	25,000	42,829	17,829	101,231	76,231	102,359	1,128	0	25,000
77	Bonuses	0	0	0	0	0	0	0	152,213	152,213	140,213	(12,000)	0	0
78	Workers Comp	9,573	2,393	3,426	1,033	11,966	17,132	5,166	40,493	28,527	40,944	451	0	11,966
79	Tuition and PD Reimbursement	673	0	846	846	673	4,231	3,558	10,000	9,327	10,000	0	0	673
80	Total Taxes & Benefits	273,581	96,939	95,412	(1,527)	370,521	477,059	106,539	1,279,808	909,287	1,290,910	11,102	0	370,521
81														
82	Staff Development & Recruitment													
83	Staff Development	27,694	1,299	5,437	4,138	28,993	27,183	(1,810)	64,250	35,257	64,250	0	0	28,993
84	TLF and Mentoring Stipends	0	0	423	423	0	2,115	2,115	5,000	5,000	5,000	0	0	0
85	LHA Summer PDI	54,944	0	0	0	54,944	49,250	(5,694)	49,250	(5,694)	54,944	5,694	0	54,944
86	Consultants-Visiting Artists	0	0	1,866	1,866	0	9,329	9,329	22,050	22,050	22,050	0	0	0
87	Staff Recruitment	13,003	0	667	667	13,003	3,334	(9,669)	7,880	(5,123)	13,000	5,120	0	13,003
88	Total Staff Development & Recruitment	95,641	1,299	8,392	7,093	96,940	91,211	(5,729)	148,430	51,490	159,244	10,814	0	96,940
89														
90														
91														
92	Professional Fees													
93	Academic Services-LHA	75,000	18,750	18,750	0	93,750	93,750	0	225,000	131,250	225,000	0	0	93,750
94	CPA Licensing - LHA	0	0	0	0	0	5,000	5,000	5,000	5,000	5,000	0	0	0
95	LHA Travel	2,728	0	1,000	1,000	2,728	5,000	2,272	12,000	9,272	12,000	0	0	2,728
96	Bonus to LHA	0	0	0	0	0	0	0	35,000	35,000	35,000	0	0	0
97	Charter Renewal	0	0	417	417	0	2,083	2,083	5,000	5,000	5,000	0	0	0
98	Legal	0	0	417	417	0	2,083	2,083	5,000	5,000	5,000	0	0	0
99	Accounting & Auditing	288	0	0	(0)	288	0	(288)	18,000	17,712	18,000	0	0	288
100	Computer Support	8,898	1,135	2,000	865	10,033	10,000	(33)	24,000	13,967	24,000	0	0	10,033
101	HRIS	6,226	787	2,431	1,644	7,013	12,155	5,142	29,172	22,159	29,172	0	0	7,013
102	Benefit Administration	924	0	100	100	924	500	(424)	1,200	276	1,200	0	0	924
103	Marketing Expense	964	0	125	125	964	625	(339)	1,500	536	1,500	0	0	964
104	Translations	1,871	665	1,667	1,002	2,536	8,333	5,797	20,000	17,464	20,000	0	0	2,536
105	Supplemental Services	0	875	0	(875)	875	0	(875)	0	(875)	0	0	0	875
106	Assessment and Data Service	4,485	0	2,200	2,200	4,485	11,000	6,515	26,400	21,915	26,400	0	0	4,485
107	Total Professional Fees	108,383	22,212	29,106	6,894	123,596	150,530	26,934	407,272	283,676	407,272	0	0	123,596
108														
109	Supplies													
110	Classroom Supplies	33,626	7,491	4,913	(2,578)	41,117	42,248	1,131	58,950	17,833	58,950	0	0	41,117
111	Textbooks	13,410	11,024	6,178	(4,846)	24,435	30,890	6,455	74,135	49,700	74,135	0	0	24,435
112	State Textbooks	46,337	0	0	0	46,337	39,780	(6,557)	39,780	(6,557)	46,337	6,557	0	46,337
113	Library Supplies / Books	3,868	95	1,634	1,540	3,962	8,171	4,209	19,610	15,648	19,610	0	0	3,962
114	Music	0	0	817	817	0	4,085	4,085	9,805	9,805	9,805	0	0	0
115	Office Supplies	6,115	12,396	2,867	(9,529)	18,510	14,333	(4,177)	34,400	15,890	34,400	0	0	18,510
116	Custodial Supplies	11,982	8,973	4,925	(4,048)	20,954	24,625	3,671	59,100	38,146	59,100	0	0	20,954
117	Uniforms	12,493	0	1,357	1,357	12,493	6,786	(5,707)	16,286	3,793	16,286	0	0	12,493
118	Total Supplies	127,830	39,978	22,691	(17,288)	167,809	170,918	3,109	312,066	144,257	318,623	6,557	0	167,809
119														
120	FFE													
121	Capital Lease Payments	22,599	13,341	10,332	(3,009)	35,940	51,659	15,719	123,982	88,042	123,982	0	0	35,940
122	ERATE equipment	260,460	0	0	0	260,460	240,000	(20,460)	240,000	(20,460)	260,460	20,460	0	260,460
	Purchases of FFE	63,222	30,699	15,304	(15,395)	93,922	91,825	(2,097)	183,650	89,728	183,650	0	0	93,922
123	Total FFE	346,281	44,040	25,636	(18,404)	390,321	383,484	(6,837)	547,632	157,311	568,092	20,460	0	390,321
124														
125														
126	Occupancy													
127	Rent-BPHC Operating	219,372	54,843	56,276	1,433	274,215	281,382	7,167	675,316	401,101	675,316	0	0	274,215
128	Rent - InKind	0	0	0	0	0	0	0	1	1	1	0	0	0
129	Debt Service Sinking Fund	102,500	0	10,833	10,833	102,500	54,167	(48,333)	130,000	27,500	130,000	0	(102,500)	0
130	Utilities	78,350	16,183	38,333	22,151	94,532	191,667	97,134	460,000	365,468	460,000	0	0	94,532

BRONX LIGHTHOUSE CHARTER SCHOOL  
STATEMENT OF ACTIVITIES

			Month Ended 11/30/2012			Year-to-Date 11/30/2012			Remaining Budget		GAAP CONVERSION			
			Four Month(s) - Actual	One Month - Actual	One Month - Budget	Variance	Five Month(s) - Actual	Five Month(s) - Budget	Variance	Annual Budget FY13 - Approved 3/28/12 and July changes	Remaining in Budget	Projected FY13	FY13 Budget Changes	Adjustment
131	Future Major Repairs Fund	0	0	0	0	0	0	0	25,000	25,000	25,000	0	0	0
132	Insurance	79,414	11,000	20,400	9,400	90,414	81,600	(8,814)	120,000	29,586	120,000	0	0	90,414
133	Maintenance Contracts	30,501	1,771	7,500	5,729	32,272	37,500	5,228	90,000	57,728	90,000	0	0	32,272
134	Repair & Maintenance -Facility	30,459	795	6,667	5,872	31,254	33,333	2,079	80,000	48,746	80,000	0	0	31,254
135	Facility Replacement Reserve funds escrow (Required per lease)	0	0	0	0	0	0	0	13,079	13,079	13,079	0	0	0
136	Security	19,437	5,623	0	(5,623)	25,061	0	(25,061)		(25,061)	25,000	25,000		25,061
137	Telecommunications	15,071	5,731	5,583	(148)	20,802	27,917	7,115	67,000	46,198	67,000	0	0	20,802
138	Total Occupancy	575,104	95,946	145,593	49,647	671,050	707,565	36,515	1,660,396	989,346	1,685,396	25,000	(102,500)	568,550
139					0									
140	Other Expenses				0									
141	Miscellaneous	2,015	444	985	541	2,459	4,925	2,466	11,820	9,361	11,820	0	0	2,459
142	Bank Charges	324	30	533	503	354	2,667	2,313	6,400	6,046	6,400	0	0	354
143	Dues & Subscriptions	13,840	0	0	0	13,840	10,870	(2,970)	10,870	(2,970)	15,600	4,730	0	13,840
144	Field Trips	2,475	3,250	3,561	311	5,725	17,806	12,081	42,735	37,010	42,735	0	0	5,725
145	Student Transportation	24,300	0	0	0	24,300	21,855	(2,446)	43,709	19,409	43,709	0	0	24,300
146	Travel	1,972	10	648	638	1,982	3,238	1,256	7,770	5,788	7,770	0	0	1,982
147	Copying & Printing	7,632	2,243	2,280	37	9,875	11,399	1,525	27,358	17,483	27,358	0	0	9,875
148	Postage & Shipping	3,797	207	1,230	1,023	4,004	6,152	2,148	14,765	10,761	14,765	0	0	4,004
149	Staff Recognition	3,785	4,184	821	(3,363)	7,969	4,104	(3,865)	9,850	1,881	9,850	0	0	7,969
150	Lunch Program - parent collections	1,789	600	1,270	670	2,389	6,348	3,959	15,234	12,846	15,234	0	0	2,389
151	Parent resources	0	0	83	83	0	417	417	1,000	1,000	1,000	0	0	0
152	Contingency Reserve	0	0	0	0	0	0	0	43,165	43,165	43,165	0	0	0
153	Total Other Expenses	61,927	10,968	11,411	443	72,895	89,780	16,884	234,676	161,781	239,406	4,730	0	72,895
154														
155	Total Expenses	2,832,662	679,994	692,767	12,773	3,505,655	3,686,061	180,406	8,831,385	5,325,730	8,881,664	50,279	(102,500)	3,403,155
156														
157	Operating Income (Revenue)	230,393	10,281	923	9,358	247,674	74,384	173,290	(198,459)	446,133	(197,893)	566	102,500	350,174
158														
159														
160	Depreciation	0	0	0	0	0	0	0	0	0	0	0	0	0
161														
162	Net Surplus (Deficit) after Loan Payments	230,393	10,281	923	9,358	247,674	74,384	173,290	(198,459)	446,133	(197,893)	566	102,500	350,174
163														
164														
165	Beginning Balance													4,003,538
166														
167	Ending Balance												102,500	4,353,712
168														

**RESOLUTION OF**  
**THE BOARD OF DIRECTORS OF**  
**Bronx Lighthouse Charter School**

December 20, 2012

WHEREAS, Bronx Lighthouse Charter School's (METLCS) Board of Directors has the responsibility for authorizing the opening of new bank accounts, and

WHEREAS the Federal Deposit Insurance Corporation (FDIC) is currently insuring all deposits held at FDIC participating banks on deposits held in non-interest bearing accounts through December 31, 2012, and

WHEREAS beginning January 1, 2013, the FDIC will no longer have unlimited coverage for non-interest bearing accounts and will insure deposits up to \$250,000 per depositor at each FDIC bank, and

WHEREAS, METLCS has a service agreement with Lighthouse Academies, Inc. to manage the schools financial systems and,

WHEREAS the Vice President of Finance of LHA recommends opening two new money market accounts and one CDARS account at FDIC covered banks to increase the FDIC coverage at all times with signers on the accounts to be Robert Stearns, VP Finance, Michael Ronan, President of LHA, Linda Ahronian, Controller, and Howard Hammond, Controller, with two signatures on checks in excess of \$10,000, and,

RESOLVED that the Board of Directors of BLCS approves the recommendation to open the new bank accounts insured by the FDIC, with the signers as recommended.

\_\_\_\_\_

, Secretary

\_\_\_\_\_

Date