

Application: Imagine Me Leadership Charter School

Derrick Cerisier - dcerisier@imlcs.org
2021-2022 Annual Report

Entry 1 School Info and Cover Page

In Progress - Last edited: Sep 12 2022

Instructions

Required of ALL Charter Schools

Each Annual Report begins with a completed School Information and Cover Page. The information is collected in a survey format within Annual Report portal. When entering information in the portal, some of the following items may not appear, depending on your authorizer and/or your responses to related items.

Entry 1 School Information and Cover Page

(New schools that were not open for instruction for the 2021-2022 school year are not required to complete or submit an annual report this year).

Please be advised that you will need to complete this cover page (including signatures) before all of the other tasks assigned to you by your school's authorizer are visible on your task page. While completing this cover page task, please ensure that you select the correct authorizer (**as of June 30, 2022**) or you may not be assigned the correct tasks.

BASIC INFORMATION

a. SCHOOL NAME

(Select name from the drop down menu)

IMAGINE ME LEADERSHIP CHARTER SCHOOL 800000067234

a1. Popular School Name

Imagine Me

b. CHARTER AUTHORIZER (As of June 30th, 2021)

Please select the correct authorizer as of June 30, 2022 or you may not be assigned the correct tasks.

NEW YORK CITY CHANCELLOR OF EDUCATION

d. DISTRICT / CSD OF LOCATION

CSD #19 - BROOKLYN

e. DATE OF INITIAL CHARTER

(No response)

f. DATE FIRST OPENED FOR INSTRUCTION

(No response)

c. School Unionized

Is your charter school unionized?

No

f. APPROVED SCHOOL MISSION (Regents, NYCDOE, and Buffalo BOE authorized schools only)

MISSION STATEMENT

(No response)

g. KEY DESIGN ELEMENTS (Regents, NYCDOE, and Buffalo BOE authorized schools only)

KEY DESIGN ELEMENTS (Briefly describe each Key Design Elements (KDE) as presented in the schools approved charter. KDEs are those general aspects of the school that are innovative or unique to the school's mission and goals, are core to the school's overall design, and are critical to its success.

KDE 1	(No response)
KDE 2	(No response)
KDE 3	(No response)
KDE 4	(No response)
KDE 5	(No response)
KDE 6	(No response)
KDE 7	(No response)
KDE 8	(No response)
KDE 9	(No response)
KDE 10	(No response)

Need additional space for variables

(No response)

g1. KEY DESIGN ELEMENTS (Regents, NYCDOE, and Buffalo BOE authorized schools only)

KDE 11	(No response)
KDE 12	(No response)
KDE 13	(No response)
KDE 14	(No response)
KDE 15	(No response)
KDE 16	(No response)
KDE 17	(No response)
KDE 18	(No response)
KDE 19	(No response)
KDE 20	(No response)

h. SCHOOL WEB ADDRESS (URL)

imaginemeleadership.org

i. Total Approved Charter Enrollment for 2021-2022 School Year (exclude Pre-K program enrollment)

360

j. Total Enrollment on June 30, 2022 (exclude Pre-K program enrollment)

256

k. Grades Served during the 2021-2022 School Year (exclude Pre-K program students)

Check all that apply

Grades Served	K, 1, 2, 3, 4, 5, 6, 7, 8
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l1. DOES THE SCHOOL CONTRACT WITH A CHARTER OR EDUCATIONAL MANAGEMENT ORGANIZATION?

No

FACILITIES INFORMATION

m. FACILITIES

Will the school maintain or operate multiple sites in 2022-2023?

No, just one site.

IMAGINE ME LEADERSHIP CHARTER SCHOOL 800000067234

School Site 1 (Primary)

m1. SCHOOL SITES

Please provide information on Site 1 for the upcoming school year.

	Physical Address	Phone Number	District/CSD	Grades to be Served at Site for coming year (K-5, 6-9, etc.)	Receives Rental Assistance for Which Grades (If yes, enter the appropriate grades. If no, enter No).
Site 1					

m1a. Please provide the contact information for Site 1.

	Name	Title	Work Phone	Alternate Phone	Email Address
School Leader					
Operational Leader					
Compliance Contact					
Complaint Contact					
DASA Coordinator					
Phone Contact for After Hours Emergencies					

m1b. Is site 1 in public (co-located) space or in private space?

(No response)

m1c. Please list the terms of your current co-location.

	Date school will leave current co-location	Is school working with NYCDOE to expand into current space?	If so, list year expansion will occur.	Is school working with NYCDOE to move to separate space?	If so, list the proposed space and year planned for move	School at Full Capacity at Site
Site 1						

IF LOCATED IN PRIVATE SPACE IN NYC OR IN DISTRICTS OUTSIDE NYC

m1d. Upload a current Certificate of Occupancy (COO) and the annual Fire Inspection Report for school site 1 if located in private space in NYC or located outside of NYC .

Certificate of Occupancy and Fire Inspection. Provide a copy of a current and non-expired certificate of occupancy (if outside NYC or in private space in NYC). For schools that are not in district space (NYC co-locations), provide a copy of a current and non-expired certificate of occupancy, and a copy of the current annual fire inspection results, which should be dated on or after July 1, 2021.

- Fire inspection certificates must be updated annually. For the upcoming school year 2022-2023, the fire inspection certificate must be dated after July 1, 2021.
- If the fire inspection certificate is dated after the August 1, 2022 submission of the Annual Report, please submit the new certificate with the Annual Report entries due on November 1, 2022.

Site 1 Certificate of Occupancy (COO)

Site 1 Fire Inspection Report

CHARTER REVISIONS DURING THE 2021-2022 SCHOOL YEAR

n1. Were there any revisions to the school's charter during the 2021-2022 school year? (Please include approved or pending material and non-material charter revisions).

(No response)

n2. Summary of Charter Revisions

	Category (Select Best Description)	Specific Revision (150 word limit)	Date Approved by BOT (if applicable)	Date Approved by Authorizer (if applicable)
1				
2				
3				
4				
5				

More revisions to add?

(No response)

o. Has your school's Board of Trustee's approved a budget for the 2021-2022 FY?

(No response)

ATTESTATIONS

p. Individual Primarily Responsible for Submitting the Annual Report. (To write type in a phone number with an extension, please use this format: 123-456-7890-3. The dash and number 3 at the end of the phone number refers to the individual's phone extension. Do not type in the work extension or the abbreviation for it - just the dash and the extension number after the phone number).

Name	(No response)
Position	(No response)
Phone/Extension	(No response)
Email	(No response)

p. Our signatures (Executive Director/School Leader/Head of School and Board President) below attest that our school has reviewed, understands and will comply with the employee clearance and fingerprint requirements as outlined in Entry 10 and found in the [NYSED CSO Fingerprint Clearance Oct 2019 Memo](#). Click **YES** to agree.

No Responses Selected

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

No Responses Selected

Signature, Head of Charter School



Signature, President of the Board of Trustees



Date

(No response)

Thank you.



Entry 3 Progress Toward Goals

Incomplete

Instructions

Regents, NYCDOE, and Buffalo BOE-Authorized Charter Schools ONLY

The following tables reflect formatting in the online portal required for Board of Regents, NYCDOE, and Buffalo BOE authorized charter schools only. These charter schools should report all Progress Toward Charter Goals as per their currently approved charters no later than **November 1, 2022**.

PLEASE NOTE: This is a required task, and it is marked optional for administrative purposes only.

Entry 3 Progress Toward Goals

PROGRESS TOWARD CHARTER GOALS

Regents, NYCDOE, and Buffalo BOE-Authorized Charter Schools ONLY

Complete the tables provided. List each goal and measure as contained in the school's currently approved charter, and indicate whether the school has met or not met the goal. Please provide information for all goals no later than November 2, 2022.

IMAGINE ME LEADERSHIP CHARTER SCHOOL 800000067234

1. ACADEMIC STUDENT PERFORMANCE GOALS

Regents, NYCDOE, and Buffalo BOE-Authorized Charter Schools ONLY

The following tables reflect formatting in the online portal required for Board of Regents, NYCDOE, and Buffalo BOE authorized charter schools only. These charter schools should report all Progress Toward Charter Goals as per their currently approved charters no later than **November 1, 2022**.

2021-2022 Progress Toward Attainment of Academic Goals

	Academic Student Performance Goal	Measure Used to Evaluate Progress Toward Attainment of Goal	Goal - Met, Not Met or Unable to Assess	If not met, describe efforts the school will take to meet goal. If unable to assess goal, type N/A for Not Applicable
Academic Goal 1				
Academic Goal 2				
Academic Goal 3				
Academic Goal 4				
Academic Goal 5				
Academic Goal 6				
Academic Goal 7				
Academic Goal 8				
Academic Goal 9				
Academic Goal 10				

2. Do have more academic goals to add?

(No response)

2021-2022 Progress Toward Attainment of Academic Goals

	Academic Student Performance Goal	Measure Used to Evaluate Progress Toward Attainment of Goal	Goal - Met, Not Met or Unable to Meet	If not met, describe efforts the school will take to meet goal. If unable to assess goal, type N/A for Not Applicable
Academic Goal 21				
Academic Goal 22				
Academic Goal 23				
Academic Goal 24				
Academic Goal 25				
Academic Goal 26				
Academic Goal 27				
Academic Goal 28				
Academic Goal 29				
Academic Goal 30				
Academic Goal 31				
Academic Goal 32				
Academic Goal 33				
Academic Goal 34				
Academic Goal 35				
Academic Goal 36				
Academic Goal 37				
Academic Goal 38				
Academic Goal 39				
Academic Goal 40				
Academic Goal 41				

Academic Goal 42				
Academic Goal 43				
Academic Goal 44				
Academic Goal 45				
Academic Goal 46				
Academic Goal 47				
Academic Goal 48				
Academic Goal 49				
Academic Goal 50				
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Academic Goal 59				
Academic Goal 60				
Academic Goal 61				
Academic Goal 62				
Academic Goal 63				
Academic Goal 64				
Academic Goal 65				
Academic Goal 66				
Academic Goal 67				
Academic Goal 59				

Academic Goal 60				
Academic Goal 61				
Academic Goal 62				

4. ORGANIZATION GOALS

For the 2021-2022 school year, any organization goals that cannot be evaluated due to school closure resulting in a lack of data and changes in testing, surveying, and other usual practices should be reported as “N/A”.

2021-2022 Progress Toward Attainment of Organization Goals

	Organizational Goal	Measure Used to Evaluate Progress	Goal - Met, Not Met, or Unable to Assess	If not met, describe efforts the school will take to meet goal. If unable to assess goal, type N/A for Not Applicable
Org Goal 1				
Org Goal 2				
Org Goal 3				
Org Goal 4				
Org Goal 5				
Org Goal 6				
Org Goal 7				
Org Goal 8				
Org Goal 9				
Org Goal 10				
Org Goal 11				
Org Goal 12				
Org Goal 13				
Org Goal 14				
Org Goal 15				
Org Goal 16				
Org Goal 17				
Org Goal 18				
Org Goal 19				
Org Goal 20				

5. Do have more organizational goals to add?

(No response)

6. FINANCIAL GOALS

2021-2022 Progress Toward Attainment of Financial Goals

	Financial Goals	Measure Used to Evaluate Progress	Goal - Met, Not Met, or Partially Met	If not met, describe efforts the school will take to meet goal.
Financial Goal 1				
Financial Goal 2				
Financial Goal 3				
Financial Goal 4				
Financial Goal 5				

7. Do have more financial goals to add?

(No response)

2021-2022 Progress Toward Attainment of Financial Goals

	Financial Goals	Measure Used to Evaluate Progress	Goal - Met, Not Met, or Partially Met	If not met, describe efforts the school will take to meet goal.
Financial Goal 6				
Financial Goal 7				
Financial Goal 8				
Financial Goal 9				
Financial Goal 10				

Thank you.

Entry 4 - Audited Financial Statements

Incomplete

Required of ALL Charter Schools

ALL SUNY-authorized charter schools must upload the financial statements and related documents in PDF format into the SUNY Epicenter system no later than **November 1, 2022**. SUNY CSI will forward to NYSED CSO. **SUNY-authorized charter schools** are asked to ensure that security features such as password protection are turned off.

ALL Regents, NYCDOE, and Buffalo BOE-authorized charter schools must upload final, audited financial statements to the [Annual Report Portal](#) no later than **November 1, 2022**. Upload the independent auditor's report, any advisory and/or management letter, and the internal controls report as one submission, combined into a PDF file, ensuring that security features such as password protections are removed from all school uploaded documents.

PLEASE NOTE: This task appears as visible and optional task in the online portal until August 1 2022 but will be identified as a required task thereafter and due on November 1, 2022. This is a required task, and it is marked optional for administrative purposes only.

Entry 4b – Audited Financial Report Template (BOR/NYC/BOE)

Incomplete

Instructions - Regents-Authorized Charter Schools ONLY

Regents-authorized schools must download and complete the Excel spreadsheet entitled “Audited Financial Report Template” from the online portal or the [2021-2022 Annual Reports](#) webpage. Upload the completed file in Excel format and submit by **November 1, 2022**.

EDUCATION CORPORATIONS WITH MORE THAN ONE SCHOOL SHOULD COMPLETE THE EXCEL SPREADSHEET FOR THE EDUCATION CORPORATION AS A WHOLE, NOT FOR THE INDIVIDUAL SCHOOLS. PLEASE SUBMIT THE SAME EXCEL SPREADSHEET FOR EACH OF THE SCHOOLS.

PLEASE NOTE: This is a required task, and it is marked optional for administrative purposes only.

Entry 4c – Additional Financial Documents

Incomplete

Instructions - Regents, NYCDOE and Buffalo BOE authorized schools must upload financial documents and submit by **November 1, 2022**. The items listed below should be uploaded, with an explanation if not applicable or available. For example, a “federal Single Audit was not required because the school did not expend federal funds of more than the \$750,000 Threshold.”

1. Advisory and/or Management letter
2. Federal Single Audit
3. CSP Agreed-Upon Procedure Report
4. Evidence of Required Escrow Account for each school^[1]
5. Corrective Action Plan for Audit Findings and Management Letter Recommendations

^[1] Note: For BOR schools chartered or renewed after the 2017-2018 school year, the escrow account per school is \$100,000.

PLEASE NOTE: This is a required task, and it is marked optional for administrative purposes only.

Entry 4d - Financial Services Contact Information

Completed - Aug 1 2022

Regents, NYCDOE, and Buffalo BOE authorized schools should enter financial contact information directly into the form within the portal by **November 1, 2022**.

Form for "Financial Services Contact Information"

1. School Based Fiscal Contact Information

	School Based Fiscal Contact Name	School Based Fiscal Contact Email	School Based Fiscal Contact Phone
	Derrick Cerisier	dcerisier@imlcs.org	347-985-2140

2. Audit Firm Contact Information

	School Audit Contact Name	School Audit Contact Email	School Audit Contact Phone	Years Working With This Audit Firm
	Linda Leung	lleung@bdo.com	646-519-7145	5

3. If applicable, please provide contact information for the school's outsourced financial services firm.

	Firm Name	Contact Person	Mailing Address	Email	Phone	Years With Firm

Entry 5 – Fiscal Year 2022-2023 Budget

Incomplete

SUNY-authorized charter schools should download the [2022-23 Budget and Quarterly Report Template and the 2022-23 Budget Narrative Questionnaire](#) from the SUNY website and upload the completed template into Epicenter. SUNY CSI will forward to NYSED CSO. **Due November 1, 2022.**

Regents, NYCDOE, and Buffalo BOE authorized charter schools should upload a copy of the school's FY22 Budget using the [2022-2023 Budget Template](#) in the portal or from the Annual Report website. **Due November 1, 2022.**

The assumptions column should be completed for all revenue and expense items unless the item is self-explanatory. Where applicable, reference the page number or section in the application narrative that indicates the assumption being made. For instance, student enrollment would reference the applicable page number in Section I, C of the application narrative.

PLEASE NOTE: This is a required task, and it is marked optional for administrative purposes only.

Entry 6 – Board of Trustees Disclosure of Financial Interest Form

Completed - Aug 1 2022

Due on August 1, 2022, each member of the charter school's Board of Trustees who served on a charter school education corporation governing one or more charter schools for any period during the 2021-2022 school year must complete and sign a [Trustee Disclosure of Financial Interest Form](#). Acceptable signature formats include:

- Digitally certified PDF signature (i.e., DocuSign)
- Manual signature (1. download to print, 2. manually sign, 3. scan signed document to PDF, and 4. upload into portal)

All completed forms must be collected and uploaded in .PDF format for each individual member. **The education corporation is responsible for completing the form for trustees who left the board during the reporting year.**

Forms completed from past years will not be accepted. **Only the latest version of the form** (updated in April, 2022) is acceptable.).

Trustees serving on an education corporation that governs more than one school are not required to complete a separate disclosure for each school governed by the education corporation. In the Disclosure of Financial Interest Form, trustees must disclose information relevant to any of the schools served by the governing education corporation.

[FY2022 Board Disclosure](#)

Filename: FY2022_Board_Disclosure.pdf Size: 2.4 MB

Entry 7 BOT Membership Table

Incomplete

Instructions

Required of ALL charter schools

ALL charter schools or education corporations governing multiple schools must complete the Board of Trustees Membership Table within the online portal. Please be sure to include and identify parents who are members of the Board of Trustees and indicate whether parents are voting or non-voting members.

Entry 7 BOT Table

1. SUNY-AUTHORIZED charter schools are required to provide information for VOTING Trustees only.
2. REGENTS, NYCDOE, and BUFFALO BOE-AUTHORIZED charter schools are required to provide information for all --VOTING and NON-VOTING-- trustees.

IMAGINE ME LEADERSHIP CHARTER SCHOOL 800000067234

Authorizer:

Who is the authorizer of your charter school?

(No response)

1. 2021-2022 Board Member Information (Enter info for each BOT member)

	Trustee Name	Trustee Email Address	Position on the Board	Committee Affiliations	Voting Member Per By-Laws (Y/N)	Number of Terms Served	Start Date of Current Term (MM/DD/ YYYY)	End Date of Current Term (MM/DD/ YYYY)	Board Meetings Attended During 2021- 2022
1									
2									
3									
4									
5									
6									
7									
8									
9									

1a. Are there more than 9 members of the Board of Trustees?

(No response)

1b. Board Member Information

	Trustee Name	Trustee Email Address	Position on the Board	Committee Affiliations	Voting Member Per By-Laws (Y/N)	Number of Terms Served	Start Date of Current Term (MM/DD/ YYYY)	End Date of Current Term (MM/DD/ YYYY)	Board Meetings Attended During 2021- 2022
10									
11									
12									
13									
14									
15									

1c. Are there more than 15 members of the Board of Trustees?

(No response)

1d. 2021-2022 Board Member Information

	Trustee Name	Trustee Email Address	Position on the Board	Committee Affiliations	Voting Member Per By-Laws (Y/N)	Number of Terms Served	Start Date of Current Term (MM/DD/YYYY)	End Date of Current Term (MM/DD/YYYY)	Board Meetings Attended During 2021- 2022
16									
17									
18									
19									
20									
21									

2. INFORMATION ABOUT MEMBERS OF THE BOARD OF TRUSTEES

1. SUNY-AUTHORIZED charter schools provide response relative to VOTING Trustees only.
2. REGENTS, NYCDOE, and BUFFALO BOE-AUTHORIZED charter schools provide a response relative to all trustees.

a. Total Number of BOT Members on June 30, 2022	(No response)
b.Total Number of Members Added During 2021-2022	(No response)
c. Total Number of Members who Departed during 2021-2022	(No response)
d.Total Number of members, as set in Bylaws, Resolution or Minutes	(No response)

3. Number of Board meetings held during 2021-2022

(No response)

4. Number of Board meetings scheduled for 2022-2023

(No response)

Total number of Voting Members on June 30, 2022:

(No response)

Total number of Voting Members added during the 2021-2022 school year:

(No response)

Total number of Voting Members who departed during the 2021-2022 school year:

(No response)

Total Maximum Number of Voting members in 2021-2022, as set by the board in bylaws, resolution, or minutes:

(No response)

Thank you.

Entry 8 Board Meeting Minutes

Completed - Aug 1 2022

Instructions - Required of Regents, NYCDOE, and Buffalo BOE Authorized Schools ONLY

Schools must upload a complete set of monthly board meeting minutes (July 2021-June 2022), which should match the number of meetings held during the 2021-2022 school year, as indicated in the above table. The minutes provided must be the final version approved by the school's Board of Trustees and may be uploaded individually or as one single combined file. Board meeting minutes must be submitted by **August 1, 2022**.

IMLCS meeting minutes december2021

Filename: IMLCS_meeting_minutes_december2021.pdf **Size:** 146.9 kB

IMLCS meeting minutes 11182021

Filename: IMLCS_meeting_minutes_11182021.pdf **Size:** 142.4 kB

[IMLCS meeting minutes march2022](#)

Filename: IMLCS_meeting_minutes_march2022.pdf Size: 145.4 kB

[IMLCS meeting minutes may2022](#)

Filename: IMLCS_meeting_minutes_may2022.pdf Size: 146.6 kB

[IMLCS meeting minutes february2022](#)

Filename: IMLCS_meeting_minutes_february2022.pdf Size: 187.4 kB

[IMLCS meeting minutes june2022](#)

Filename: IMLCS_meeting_minutes_june2022.pdf Size: 145.5 kB

[IMLCS meeting minutes09092021](#)

Filename: IMLCS_meeting_minutes09092021.pdf Size: 165.8 kB

[IMLCS meeting minutes10142021](#)

Filename: IMLCS_meeting_minutes10142021.pdf Size: 144.0 kB

[IMLCS meeting minutesdecember2021](#)

Filename: IMLCS_meeting_minutesdecember2021.pdf Size: 155.8 kB

[IMLCS meeting minutes07082021](#)

Filename: IMLCS_meeting_minutes07082021.pdf Size: 184.1 kB

[IMLCS meeting minutes08122021](#)

Filename: IMLCS_meeting_minutes08122021.pdf Size: 188.9 kB

[IMLCS meeting minutesapril2022](#)

Filename: IMLCS_meeting_minutesapril2022.pdf Size: 141.6 kB

Entry 9 Enrollment & Retention

Incomplete

[Instructions for submitting Enrollment and Retention Efforts](#)

Required of ALL Charter Schools

Describe the good faith efforts the charter school has made in 2021-2022 toward meeting targets to attract and retain the enrollment of Students with Disabilities (SWDs), English Language Learners (ELLs), and students who are economically disadvantaged. In addition, describe the school's plans for meeting or making progress toward meeting its enrollment and retention targets in 2022-2023.

Entry 9 Enrollment and Retention of Special Populations

Recruitment/Attraction Efforts Toward Meeting Targets

	Describe Recruitment Efforts in 2021-2022	Describe Recruitment Plans in 2022-2023
Economically Disadvantaged		
English Language Learners		
Students with Disabilities		

Retention Efforts Toward Meeting Targets

	Describe Retention Efforts in 2021-2022	Describe Retention Plans in 2022-2023
Economically Disadvantaged		
English Language Learners		
Students with Disabilities		

Entry 10 – Teacher and Administrator Attrition

Completed - Sep 15 2022

Form for "Entry 10 – Teacher and Administrator Attrition" Revised to Employee Fingerprint Requirements Attestation

A. TEACH System – Employee Clearance

Charter schools must ensure that all prospective employees^[1] receive clearance through [the NYSED Office of School Personnel Review and Accountability](#) (OSPRA) prior to employment. **This includes paraprofessionals and other school personnel who are provided or assigned by the district of location, or related/contracted service providers.** After an employee has been cleared, schools are required to maintain proof of such clearance in the file of each employee. For the safety of all students, charter schools must take immediate steps to terminate the employment of individuals who have been denied clearance. Once the employees have been terminated, the school must terminate the request for clearance in the TEACH system.

In the Annual Report, charter schools are asked to confirm that all employees have been cleared through the NYSED TEACH system; and, if denied clearance, confirm that the individual or employee has been removed from the TEACH system, and is not employed by the school.

^[1] Employees who must be cleared include, but are not limited to, teachers, administrative staff, janitors, security personnel and cafeteria workers, and other staff who are present when children are in the school building. **This includes paraprofessionals and other school personnel that are provided or assigned by the district of location, as well as related/contracted service providers.** See NYSED memorandum dated October 1, 2019 at http://www.nysed.gov/common/nysed/files/programs/charter-schools/employee_fingerprinting_10_1_2019.pdf or visit the NYSED website at: <http://www.highered.nysed.gov/tsei/ospa/fingerprintingcharts.html> for more information regarding who must be fingerprinted. Also see, 8 NYCRR §87.2.

B. Emergency Conditional Clearances

Emergency Conditional Clearances

Charter schools are **strongly discouraged** from using the emergency conditional clearance provisions for prospective employees. This is because the school must request clearance through NYSED TEACH, and the school's emergency conditional clearance of the employee terminates automatically once the school receives notification from NYSED regarding the clearance request. Status notification is provided for all prospective employees through the NYSED TEACH portal within 48 hours after the clearance request is submitted. Therefore, at most, a school's emergency conditional clearance will be valid for only 48 hours after approval by the board.

Schools are not permitted to renew or in any way re-establish a prospective employee's emergency conditional clearance after status notification is sent by NYSED through the TEACH portal.

Schools are asked to attest that they have reviewed and understand these requirements. More information can be found in the memo at [NYSED CSO Employee Clearance and Fingerprint Memo 10-2019](#).

Attestation

Responses Selected:

I hereby attest that the school has reviewed, understands, and will comply with these requirements.

Entry 11 Percent of Uncertified Teachers

Incomplete

Instructions

Required of Regents, NYCDOE, and Buffalo BOE Authorized Charter Schools ONLY

The table below reflects the information collected through the online portal for compliance with New York State Education Law 2854(3)(a-1) for teaching staff qualifications. Uncertified teachers are those not certified pursuant to the State Certification Requirements established by the NYSED Commissioner of Education.

Enter the relevant full-time equivalent (FTE) count of teachers in each column. For example, a school with 20 full-time teachers and 5 half-time teachers would have an FTE count of 22.5.

Entry 11 Uncertified Teachers

School Name:

Instructions for Reporting Percent of Uncertified Teachers

Required of Regents, NYCDOE, and Buffalo BOE Authorized Charter Schools

The table below reflects the information collected through the online portal for compliance with New York State Education Law 2854(3)(a-1) for teaching staff qualifications. Uncertified teachers are those not certified pursuant to the State Certification Requirements established by the NYSED Commissioner of Education. Enter the relevant full-time equivalent (FTE) count of teachers in each column. For example, a school with 20 full-time teachers and 5 half-time teachers would have an FTE count of 22.5.

If more than one line applies to a teacher, please include in only one FTE uncertified category. Please do not include paraprofessionals, such as teacher aides.

CATEGORY A. 30% OR 5 UNCERTIFIED TEACHERS WHICHEVER IS LESS

	FTE Count
i. FTE count of uncertified teacher with at least three years of elementary, middle or secondary classroom teaching experience (as of June 30, 2022)	
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2022)	
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2022)	
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2022)	
Total Category A: 5 or 30% whichever is less	0

CATEGORY B. PLUS FIVE UNCERTIFIED TEACHERS IN MATHEMATICS, SCIENCE, COMPUTER SCIENCE, TECHNOLOGY OR CAREER AND TECHNICAL EDUCATION.

	FTE Count
i. Mathematics	
ii. Science	
iii. Computer Science	
iv. Technology	
v. Career and Technical Education	
Total Category B: not to exceed 5	0

CATEGORY C: PLUS 5 ADDITIONAL UNCERTIFIED TEACHERS

	FTE Count
i. FTE count of uncertified teacher with at least three years of elementary, middle or secondary classroom teaching experience (as of June 30, 2022)	
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2022)	
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2022)	
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2022)	
Total Category C: not to exceed 5	0

TOTAL FTE COUNT OF UNCERTIFIED TEACHERS (Sum of Categories A, B AND C)

(Include teachers who do not fit in one of these categories or if did fit would exceed the numerical limits for that category)

	FTE Count
Total	

CATEGORY D: TOTAL FTE COUNT OF UNCATEGORIZED, UNCERTIFIED TEACHERS

(Include teachers who do not fit in one of these categories or if did fit would exceed the numerical limits for that category)

	FTE Count
Total Category D	

CATEGORY E: TOTAL FTE COUNT OF CERTIFIED TEACHERS

	FTE Count
Total Category E	

CATEGORY F: TOTAL FTE COUNT OF ALL TEACHERS

Please do not include paraprofessionals, such as teacher aides.

	FTE Count
Total Category F	

Thank you.



Entry 12 Organization Chart

Completed - Jul 29 2022

[Instructions](#)

Required of Regents, NYCDOE, and Buffalo BOE Authorized Charter Schools ONLY

Upload the 2021-2022 **Organization Chart**. The organization chart should include position titles and reporting relationships. Employee names should **not** appear on the chart.

[SY 2021-2022 IMLCS Organizational Chart](#)

Filename: SY_2021-2022_IMLCS_Organizational_Chart_.pdf Size: 282.8 kB

Entry 13 School Calendar

Completed - Jul 29 2022

[Instructions for submitting School Calendar](#)

Required of ALL Charter Schools

If the charter school has a tentative calendar based on available information and guidance at the time, please submit with the August 1, 2022 submission. Charter schools must upload a final school calendar into the portal and may do so at any time but no later than **September 15, 2022**.

School calendars must meet the [minimum instructional requirements](#) as required of other public schools "... *unless the school's charter requires more instructional time than is required under the regulations.*"

Board of Regents-authorized charter schools also are required to submit school calendars that clearly indicate the start and end date of the instructional year AND the number of instructional hours and/or instructional days for each month. See an example of a calendar showing the requested information. Schools are encouraged to use a calendar template and ensure there is a monthly tally of instructional days.

PLEASE NOTE: This is a required task, and it is marked optional for administrative purposes only.

[School Yearly Calendar 2021-2022](#)

Filename: School_Yearly_Calendar_2021-2022.pdf Size: 234.9 kB

Entry 14 Links to Critical Documents on School Website

Incomplete

[Instructions](#)

Required of ALL Charter Schools noting that SUNY-authorized charter schools are not required to submit item 5: Authorizer-approved DASA policy and NYSED-Approved School Discipline Policy

By law, each charter school is required to maintain certain notices and policies listed on its website. Please insert the link from the school's website for each of the items:

1. Current Annual Report (i.e., 2021-2022 Annual Report);[\[1\]](#)
2. Board meeting notices, agendas and documents;
3. New York State School Report Card;
4. Authorizer-approved DASA Policy and NYSED-Approved School Discipline Policy **(For Regents, NYCDOE, and Buffalo BOE-Authorized Charter Schools ONLY)**;
5. District-wide safety plan, not a building level safety plan (as per the September 2021 [Emergency Response Plan Memo](#);
6. Authorizer-approved FOIL Policy; and
7. Subject matter list of FOIL records. (Example: See [NYSED Subject Matter List](#))

[\[1\]](#) Each charter school is required to make the Annual Report publicly available by August 1 and to post on their respective charter school website. Each school should post an updated and complete version to include accountability data and financial statements that are not or may not be available until after the August deadline (i.e., Report when financials have been submitted in November.)

Form for Entry 14 Links to Critical Documents on School Website

School Name: Imagine Me Leadership Charter School

Required of ALL Charter Schools noting that SUNY-authorized charter schools are not required to submit item

4: Authorizer-approved DASA policy and NYSED-Approved School Discipline Policy

By law, each charter school is required to maintain certain notices and policies listed on its website. Please insert the link from the school's website for each of the items:

	Link to Documents
1. Current Annual Report (i.e., 2021-2022 Annual Report)	
2. Board meeting notices, agendas and documents	
3. New York State School Report Card	
4. Authorizer-approved DASA Policy and NYSED-Approved School Discipline Policy (For Regents, NYCDOE, and Buffalo BOE-Authorized Charter Schools ONLY)	
5. District-wide safety plan, not a building level safety plan (as per the September 2021 Emergency Response Plan Memo	
6. Authorizer-approved FOIL Policy	
7. Subject matter list of FOIL records. (Example: See NYSED Subject Matter List)	

Thank you.



5. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of this school? No

If Yes, please describe the nature of your relationship and how this person could benefit from your participation.

6. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

☐ Yes ☒ No

If **Yes**, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

7. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six-month period prior to such service. If there has been no such interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-3 above, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of financial interest/transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you
N/A			
Please write "None" if applicable. Do not leave this space blank.			

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

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest
N/A				
Please write "None" if applicable. Do not leave this space blank.				

Signature 

Date 7/28/2022

Please note that this document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. Personal contact information provided below will be redacted.

Business Telephone:



last revised 06/8/2020

**Disclosure of Financial Interest by a Current or Proposed Board of
Trustees Member**

Name:

LaToya Kittrell

Name of Charter School Education Corporation (the Charter School Name, if the charter school is the only school operated by the education corporation):

Imagine Me Leadership Charter

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g. president, treasurer, parent representative).

Vice President

2. Are you an employee of any school operated by the education corporation?

Yes ☒ No

If **Yes**, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

3. Are you related, by blood or marriage, to any person employed by the school?

NO

If **Yes**, please describe the nature of your relationship and how this person could benefit from your participation.

4. Are you related, by blood, marriage, or legal adoption/guardianship, to any student currently enrolled in the school?

NO

If **Yes**, please describe the nature of your relationship and how this person could benefit from your participation.

5. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of this school?

NO

If Yes, please describe the nature of your relationship and how this person could benefit from your participation.

6. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

☐ Yes ☒ No

If **Yes**, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

7. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six-month period prior to such service. If there has been no such interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-3 above, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of financial interest/transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you
<p><i>Please write "None" if applicable. Do not leave this space blank.</i></p> <p>NONE</p>			

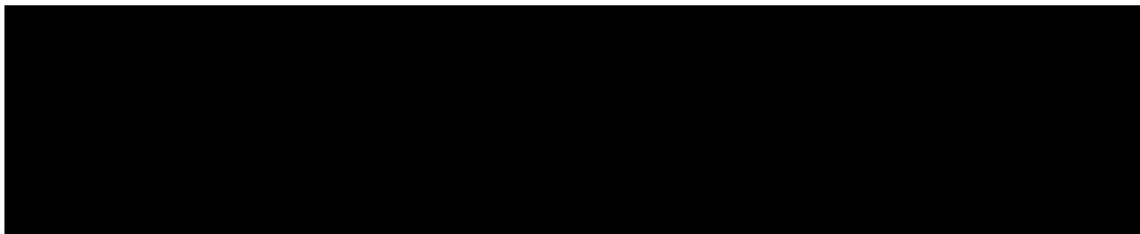
8. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation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

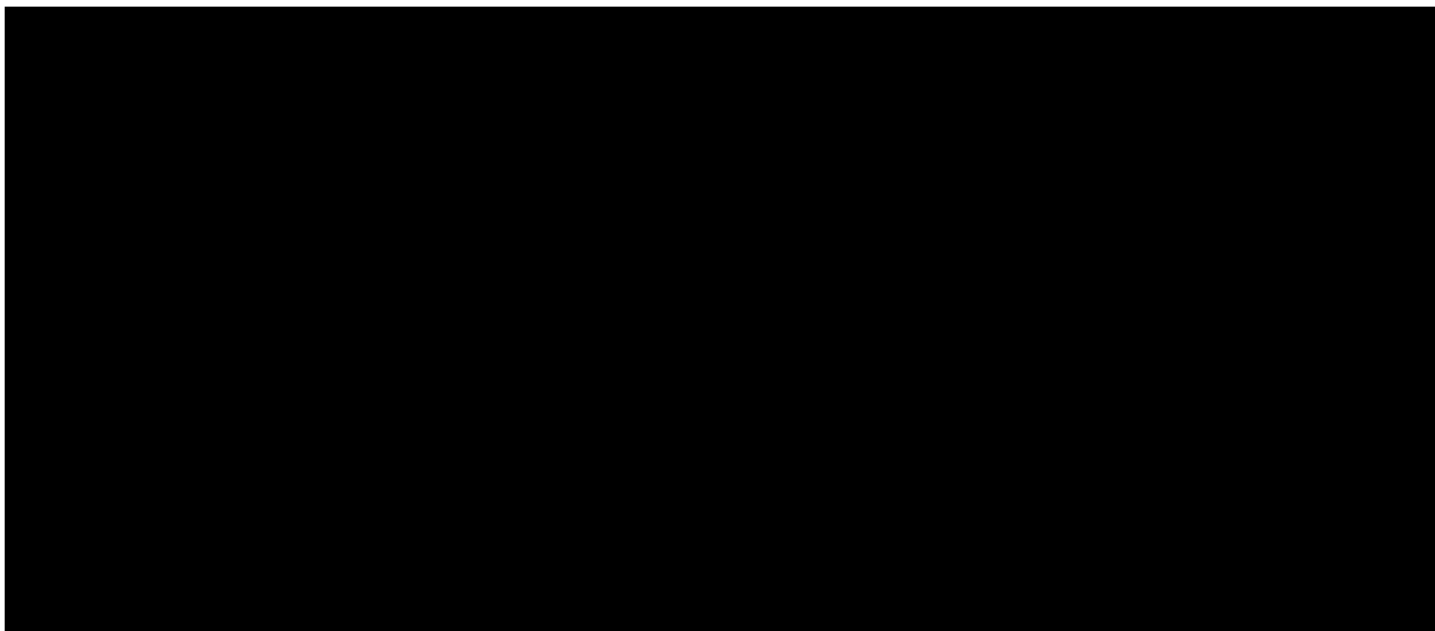
Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest
<p><i>Please write "None" if applicable. Do not leave this space blank.</i></p> <p>NONE</p>				

L. Kittrell
Signature

7/28/22
Date

Please note that this document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. Personal contact information provided below will be redacted.





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**Disclosure of Financial Interest by a Current or Proposed Board of
Trustees Member**

Name: DAVID Aviles

Name of Charter School Education Corporation (the Charter School Name, if the charter school is the only school operated by the education corporation):

FMLS Cypress School

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g. president, treasurer, parent representative).

BOARD MEMBER.

2. Are you an employee of any school operated by the education corporation?

Yes ☒ No

If **Yes**, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

X

3. Are you related, by blood or marriage, to any person employed by the school?

NO

If **Yes**, please describe the nature of your relationship and how this person could benefit from your participation.

X

4. Are you related, by blood, marriage, or legal adoption/guardianship, to any student currently enrolled in the school?

NO

If **Yes**, please describe the nature of your relationship and how this person could benefit from your participation.

X

5. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of this school?

NO

If Yes, please describe the nature of your relationship and how this person could benefit from your participation.



6. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

___ Yes ☒ No

If **Yes**, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.



7. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six-month period prior to such service. If there has been no such interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-3 above, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of financial interest/transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you
<i>Please write "None" if applicable. Do not leave this space blank.</i>			

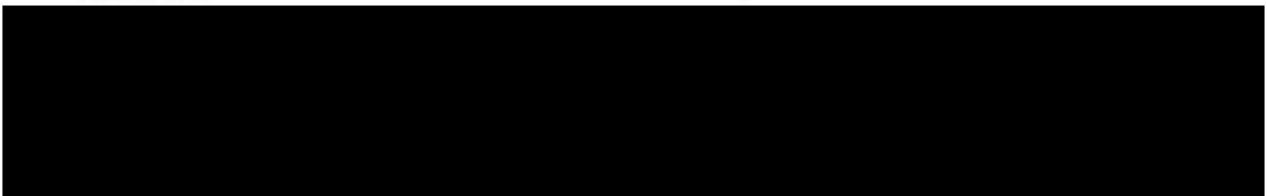
8. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation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

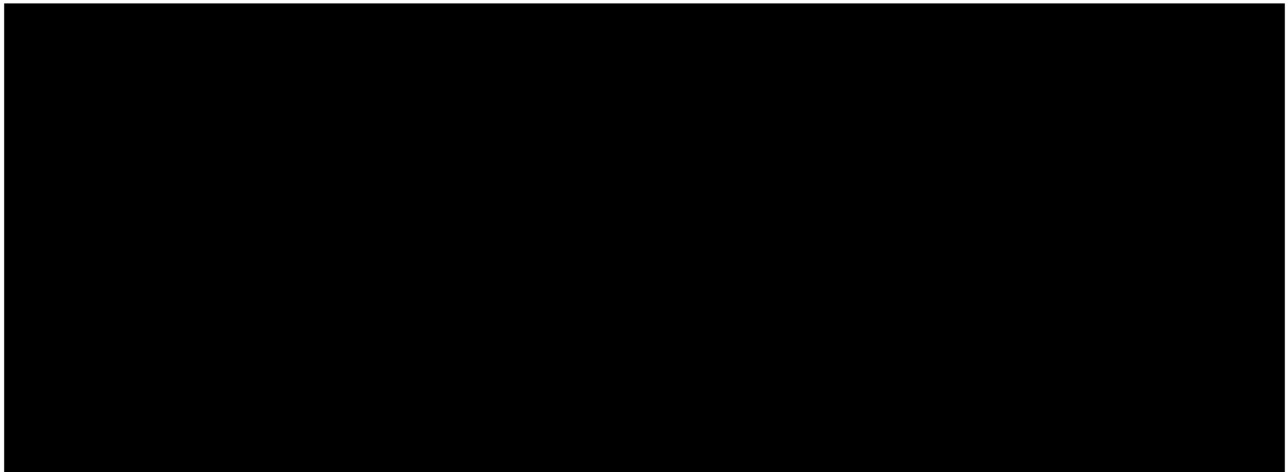
Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest
<i>Please write "None" if applicable. Do not leave this space blank.</i>				


Signature


Date

Please note that this document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. Personal contact information provided below will be redacted.





last revised 06/8/2020

Disclosure of Financial Interest by a Current or Proposed Board of Trustees Member	
1. Name of the member	_____
2. Name of the organization	_____
3. Position held by the member	_____
4. Description of the financial interest	_____
5. Date of disclosure	_____

Name:

NAME: ANN-MARIE HURT

Name of Charter School Education Corporation (the Charter School Name, if the charter school is the only school operated by the education corporation):

IMAGINE ME LEADERSHIP CHARTER SCHOOL

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g. president, treasurer, parent representative).

TREASURER

2. Are you an employee of any school operated by the education corporation?
Yes ☒ No

If **Yes**, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

3. Are you related, by blood or marriage, to any person employed by the school?

If **Yes**, please describe the nature of your relationship and how this person could benefit from your participation.

No.

4. Are you related, by blood, marriage, or legal adoption/guardianship, to any student currently enrolled in the school?

If **Yes**, please describe the nature of your relationship and how this person could benefit from your participation.

No

5. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of this school?

No

If Yes, please describe the nature of your relationship and how this person could benefit from your participation.

6. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

☐ Yes ☒ No

If **Yes**, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

7. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six-month period prior to such service. If there has been no such interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-3 above, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of financial interest/transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you
Please write "None" if applicable. Do not leave this space blank.			
N	O	N	E

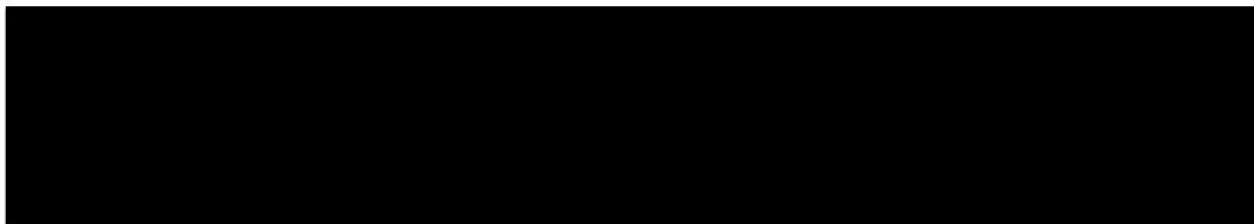
8. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation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

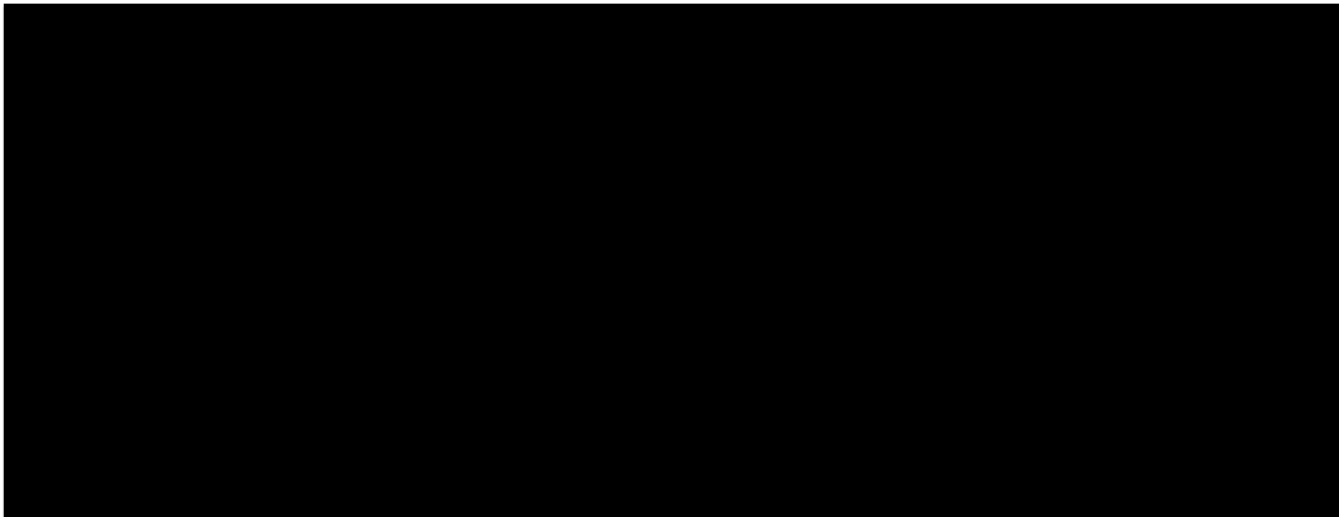
Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest
Please write "None" if applicable. Do not leave this space blank.				
	N	O	N	E

Signature

Date

Please note that this document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. Personal contact information provided below will be redacted.





last revised 06/8/2020

**Disclosure of Financial Interest by a Current or Proposed Board of
Trustees Member**

Name:

Yvonne L. Graham

Name of Charter School Education Corporation (the Charter School Name, if the charter school is the only school operated by the education corporation):

Imagine Me Leadership Charter School

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g. president, treasurer, parent representative).

2. Are you an employee of any school operated by the education corporation?
Yes ☒ No

If **Yes**, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

3. Are you related, by blood or marriage, to any person employed by the school?

No.

If **Yes**, please describe the nature of your relationship and how this person could benefit from your participation.

4. Are you related, by blood, marriage, or legal adoption/guardianship, to any student currently enrolled in the school? No

If **Yes**, please describe the nature of your relationship and how this person could benefit from your participation.

5. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of this school? No

If Yes, please describe the nature of your relationship and how this person could benefit from your participation.

6. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

☐ Yes ☒ No

If **Yes**, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

7. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six-month period prior to such service. If there has been no such interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-3 above, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of financial interest/transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you
Please write "None" if applicable. Do not leave this space blank.			
None	None	None	None

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

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest
<i>Please write "None" if applicable. Do not leave this space blank.</i> NONE				

Guonne L. Graham
 Signature

7/28/2022
 Date

Please note that this document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. Personal contact information provided below will be redacted.

Business Telephone:

Business Address:



last revised 06/8/2020

**Disclosure of Financial Interest by a Current or Proposed Board of
Trustees Member**

Name:

Aisha Greene

Name of Charter School Education Corporation (the Charter School Name, if the charter school is the only school operated by the education corporation):

Imagine Me Leadership Charter School

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g. president, treasurer, parent representative).

2. Are you an employee of any school operated by the education corporation?
Yes ☒ No

If **Yes**, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

3. Are you related, by blood or marriage, to any person employed by the school?

If **Yes**, please describe the nature of your relationship and how this person could benefit from your participation.

NO

4. Are you related, by blood, marriage, or legal adoption/guardianship, to any student currently enrolled in the school?

If **Yes**, please describe the nature of your relationship and how this person could benefit from your participation.

NO

5. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of this school?

If Yes, please describe the nature of your relationship and how this person could benefit from your participation.

NO

6. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

___ Yes ☒ No

If **Yes**, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

7. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six-month period prior to such service. If there has been no such interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-3 above, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of financial interest/transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you
Please write "None" if applicable. Do not leave this space blank. None			

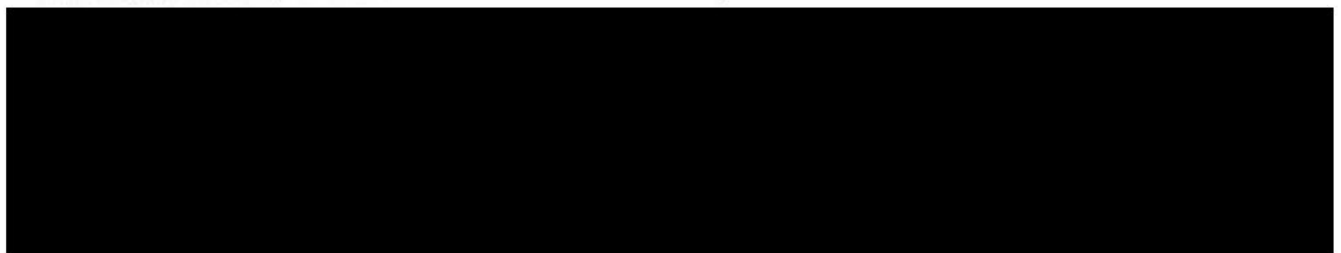
8. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation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

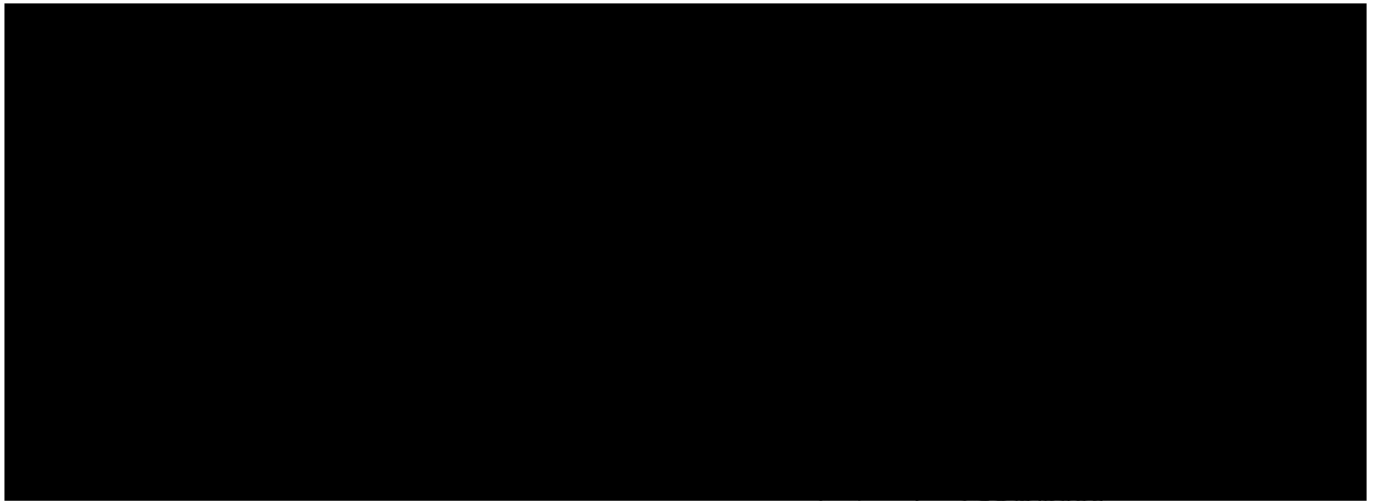
Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest
<i>Please write "None" if applicable. Do not leave this space blank.</i> None				

Aisha Greene
Signature

7/28/22
Date

Please note that this document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. Personal contact information provided below will be redacted.





last revised 06/8/2020

IMLCS Board Meeting
Thursday, December 9, 2021
Janice Chen, Chairperson

Call to Order and Welcome – Janice Chen called the meeting to order at 6:50 pm. The motion was seconded by Ann-Marie Hurt; all were in favor. A quorum was present for the transaction of business.

Board Members Present – Janice Chen, Ann-Marie Hurt, David Aviles, Bruce Booker, LaToya Kittrell, Yvonne Graham, and Aisha Greene

Attendees – Derrick Cerisier, Dr. Gaston, Dr. Corbett, Mrs. Aristilde, 20 teachers (IMLCS Staff and parents)

Public Participation - (see Board Meeting Public Participation Guidelines and Public Participation Sign-in Sheet) – No public participation.

Approval of the November 2021 minutes

Yvonne Graham made a motion to accept the minutes. The motion was seconded by David Aviles; all were in favor.

School Leaders Report

Dr. Corbett shared the following:

Thank you to Staff

- Dr. Corbett began the meeting by thanking the teachers and the staff for their dedication and hard work

COVID Update

- Only two adults tested positive:
 - One in August and the other in October; there have been no positive test results in November and December
 - 24 Leaders have tested positive and will do remote learning; some will return on Monday, and some will return on Wednesday
 - The Leaders can be tested for COVID twice a week; adults can be tested once a month
 - Testing days are Monday and Wednesday

Dr. Gaston shared the following:

Infrastructure Updates

- The Specialized High School Exam Test Prep was completed on December 3rd
- Remote Leaders will follow the same schedule as in-person Leaders; the Leaders will receive their instruction in-person and remotely simultaneously
- Remote students must be in uniform while class is in session

Mrs. Aristilde shared the following:

Spirit Fridays

- Last Friday, everyone came to school in their sports t-shirt or jersey

IMLCS Board Meeting
Thursday, December 9, 2021
Janice Chen, Chairperson

- Tomorrow is Pajama Day
- Crazy Hat Day is on Friday, December 17th
 - Also, the Scholastic Book sale will take place; the cost of the books will be from .50 cents to \$2.00
- Next week, December 14th – December 16th, Smile Dental will be on the premises for those who have signed up for services
- Celebrating Success will take place on Friday, December 17th

AP Derrick shared the following:

Financial Infrastructure Updates

- The landlord installed a new water heater in the Pre-K classroom
- Willscot and United Site Services visited the campus numerous times to address maintenance issues related to the modular classrooms
- Consolidated Grant Funding and ARP Esser Grant have been approved

Ann-Marie Hurt made a motion to accept the school leader's report. The motion was seconded by LaToya Kittrell; all were in favor.

Janice Chen shared the following:

Hiring Committee

- There is no posting for the principal's position; the draft is being finalized
- So far, one staff member is on the interview panel; there are two more positions available
- Janice provided her email address for anyone interested in joining the panel

New Location for the School

- Janice is looking for a new site for the school and is currently in talks with a company, Transwestern, that will pinpoint three or four locations to look at for development

Janice asked for a motion for permission to engage Transwestern to discuss and scout out possible sites and to take the next step into looking for another location for the school within the school district.

LaToya Kittrell made a motion to accept the Transwestern search for a new location in the district. The motion was seconded by David Aviles; all were in favor.

Adjourned

The meeting was adjourned at 7:15 pm. David Aviles made a motion to adjourn the meeting. The motion was seconded by Ann-Marie; all were in favor.

IMLCS Board Meeting
Thursday, November 18, 2021
Janice Chen, Chairperson

Call to Order and Welcome – Janice Chen called the meeting to order at 6:46 pm. The motion was seconded by Ann-Marie Hurt; all were in favor. A quorum was present for the transaction of business.

Board Members Present – Janice Chen, Ann-Marie Hurt, Deirdra Smith, David Aviles, Bruce Booker, and Aisha Greene

Attendees – Derrick Cerisier, Dr. Gaston, Dr. Corbett, 30+ teachers, IMLCS Staff, and parents

Public Participation - (see Board Meeting Public Participation Guidelines and Public Participation Sign-in Sheet) – No public participation.

Approval of the October 14, 2021 minutes

Aisha Greene made a motion to accept the minutes. The motion was seconded by Deirdra Smith; all were in favor.

School Leaders Report

AP Gaston shared the following:

Infrastructure Update

- The Specialized High School Exam, test prep began on November 15th
- Professional Development was held on November 10th; the following was offered:
 - Refocus on School Mission
 - Content Vertical Planning
 - Restorative Justice and Positive Behavior Support
 - Use of Technology

Infrastructure for Student Success

- Parent-Teacher Conference was held on November 10th
- Celebrating Success, Toy Drive, and Snack Box Drive will be held in December

AP Derrick shared the following:

Financial Infrastructure Updates

- CHiP – The Charter School Information Portal; Oversight Reporting was complete on November 1st
- The Audit is complete; the findings are as follows:
 - No material weaknesses
 - No significant deficiencies
 - No findings
- The school inventory is being revised and upgraded

David Aviles made a motion to accept the school leader's report. The motion was seconded by Ann-Marie Hurt; all were in favor.

IMLCS Board Meeting
Thursday, November 18, 2021
Janice Chen, Chairperson

Janice Chen shared the following:

Hiring Committee

- There is a posting for the principal's position for those who want to be on the hiring committee
 - The committee will consist of two parents (one slot open) and three staff members; every one that is interested should email Janice Chen

New Location

- Janice Chen is currently in preliminary talks with Transwestern about finding a new location for the school, preferably in this school district
- An update will be given at an upcoming meeting

Adjourned

The meeting was adjourned at 6:58 pm. Ann-Marie Hurt made a motion to adjourn the meeting. The motion was seconded by Aisha Greene; all were in favor.

IMLCS Board Meeting
Thursday, March 10, 2022
Janice Chen, Chairperson

Call to Order and Welcome – Janice Chen called the meeting to order at 6:46 pm. The motion was seconded by Ann-Marie Hurt; all were in favor. A quorum was present for the transaction of business.

Board Members Present – Janice Chen, Ann-Marie Hurt, LaToya Kittrell, Yvonne Graham, and Aisha Greene

Attendees – Dr. Gaston, Dr. Corbett, Mrs. Aristilde, IMLCS Staff, and parents

Public Participation - (see Board Meeting Public Participation Guidelines and Public Participation Sign-in Sheet) – No public participation.

Approval of the February 2022 minutes

LaToya Kittrell made a motion to accept the minutes as corrected. The motion was seconded by Aisha Green; all were in favor.

School Leaders Report

Dr. Corbett shared the following:

Promotional Criteria

- Promotional Criteria was sent to the IMLCS Community so that everyone is clear on what the promotion standards are for the year
 - The information was shared in hard copy and on Jupiter
- Due to COVID, the Leader will be looked at holistically, including attendance, and changes in instructional practices (such as in-person and virtual instruction)
- Teachers are asked to use the formative and summative assessments, as well as the benchmarks, to determine the Leader's readiness for the next level of instruction
 - This is in line with the model that the DOE is implementing
- Follow-up with the parents that requested to opt out of the state-mandated testing and their concern about how state-mandated testing will impact promotion
 - As with the DOE, state testing is not mandated and will not be utilized to determine promotion
- Mid-year PID meetings are scheduled for tomorrow
- A letter of concern and PID letters are different

COVID Safety Practices

- As of Monday, wearing a mask is optional in grades K through eight only
- Pre-K is still mandated; both students and faculty are mandated to wear masks
- Most of the Leaders are still wearing masks
- Deep cleaning practices will remain in place, and the individual desk screens will not be removed
- COVID testing in the building will be discontinued in April; home testing kits will be sent home, one for each person in the household
- Adults entering the building must provide proof of vaccination

IMLCS Board Meeting
Thursday, March 10, 2022
Janice Chen, Chairperson

- BMS will provide pop-up on-campus vaccinations for ages 5 – adult on March 12th, 10:00 am – 2:00 pm

Instructional Updates

- Tomorrow is a non-attendance day for students and faculty professional development day. Some activities include:
 - A 5-hour mandated training for Pre-K teachers from 7:30 am to 12:30 pm
 - Payroll training for one person
 - Pre-audit preparation
- Miss Aristilde will work with the grade advisors on cultural planning for April – to June
- Megan Ross (HR) will focus on the teacher survey preference sheets for the annual retreat, which will be held at Glen Cove Mansion, along with the logistics
- Restorative Discipline will take place 11:30 am – 12:30 pm
- Faculty will convene at Dave and Busters in Gateway from 12:30 pm – 1:00 pm
- Chat and Chew at 1:00 pm

Infrastructure for Student Success

- Dr. Corbett acknowledged Miss Legree and Mrs. Aristilde's leadership for an excellent Oratory Competition
- IMLCS is currently in test-prep mode

Yvonne Graham made a motion to accept the school leader's report. The motion was seconded by LaToya Kittrell; all were in favor.

Janice Chen shared the following:

New Location Search Update

- Since last month's meeting, AP Derrick, Dr. Corbett, and Chairperson Chen visited three buildings
- One is being considered as a possibility for a temporary location; IMLCS can apply for temporary space at District 19
- Another meeting with Open Impact Realty is scheduled for next week

Principal Position Posting

- A full screening panel is set to review resumes and conduct interviews for the principal position
- The candidates will be asked to interview in the next two weeks
- Parents and members of staff are on the screening committee

Parent Question

- A parent asked a question for clarity; Mrs. Aristilde agreed to call the parent after the meeting to provide clarity

Adjourned

The meeting was adjourned at 7:16 pm. Janice Chen made a motion to adjourn the meeting. The motion was seconded by Aisha Greene; all were in favor.

IMLCS Board Meeting
Thursday, May 12, 2022
Janice Chen, Chairperson

Call to Order and Welcome – Janice Chen called the meeting to order at 6:47 pm. The motion was seconded by David Aviles; all were in favor. A quorum was present for the transaction of business.

Board Members Present – Janice Chen, LaToya Kittrell, Ann-Marie Hurt, David Aviles, and Aisha Greene

Attendees – Dr. Katherine Corbett, Dr. Gaston, AP Derrick Cerisier, Bruce Booker, Janell Bailey, Christie Burnham, Donica Jean Baptiste, Felicia Legree, Shamel Caldwell, Mr. Caliek, Jennie Canty, RF

Public Participation - (see Board Meeting Public Participation Guidelines and Public Participation Sign-in Sheet) – No public participation.

Approval of the May 12, 2022 minutes

David Aviles made a motion to accept the minutes. The motion was seconded by Aisha Greene; all were in favor.

School Leaders Report

Dr. Corbett shared the following:

Operational Updates

- For budget reasons, the Instructional Planning Retreat will not be overnight
- The retreat will be a full day possibly at the Crowne Plaza JFK on June 2nd, and June 3rd from 8:00 am to 3:00 pm each day

Teacher Preferences

- There will be several vacancies next year
- The number of open positions is:
 - ELA 3, Math 3, and Social Studies 3
- Interviewing has begun; some positions will not be filled; the new principal will fill them

Summer Boost Program

- The Summer Boost Program will run from July 12th to August 12th

COVID Testing Update

- Inspire Diagnostics will no longer be able to provide free COVID testing
- Parents will have to provide their insurance so that their children can be tested
- Teachers will have to provide their insurance to be tested
- At-home tests have been sent home with the Leaders

Dr. Gaston shared the following:

Instructional Updates

- The final I-Ready testing started today and will end on Wednesday

IMLCS Board Meeting
Thursday, May 12, 2022
Janice Chen, Chairperson

- The final Fountas & Pinnell begins on May 27th
- The final Benchmark exams are from May 24th to May 26th

Moving Up Ceremony and Graduation

- The Moving Up Ceremony for Pre-K and K is on June 21st at 9:00 am
- The Moving Up Ceremony for the 4th Grade is on June 21st at 11:00 am
- The 8th Grade Graduation will be on June 22nd at New York City Tech

AP Cerisier shared the following:

Facilities Update

- Due to a vendor change, all ten pod bathrooms are fully operational

Financial Update

- The 990 has been e-filed
- The paperwork for the summer program has been submitted

Aisha Greene made a motion to accept the school leader's report. The motion was seconded by LaToya Kittrell; all were in favor.

Chairperson Chen shared the following:

New Location Search Update

- Two proposals were requested; the second proposal is coming from a developer that heard the school was looking for a new location
- The property was on Berriman
- If the request for a space in the Charter School Network doesn't work, we may be able to try again to get temporary Public-School space; on the basis that the school is moving to a new space

Principal Hire Update

- One candidate was selected for an interview next week
 - He will spend most of the day at the school and will meet with the Board
- The plan is to have the candidate ready by the end of May
- The screening panel was four people from the Board, four people from the school, and two parent members

Adjourned

The meeting was adjourned at 7:14 pm. David Aviles made a motion to adjourn the meeting. The motion was seconded by Aisha Greene; all were in favor.

IMLCS Board Meeting
Thursday, February 10, 2022
Janice Chen, Chairperson

Call to Order and Welcome – Janice Chen called the meeting to order at 6:40 pm. The motion was seconded by Ann-Marie Hurt; all were in favor. A quorum was present for the transaction of business.

Board Members Present – Janice Chen, Ann-Marie Hurt, LaToya Kittrell, Yvonne Graham, and Aisha Greene

Attendees – Dr. Gaston, Dr. Corbett, Mrs. Aristilde, AP Derrick Cerisier, Bruce Booker and teachers (IMLCS Staff and parents)

Public Participation - (see Board Meeting Public Participation Guidelines and Public Participation Sign-in Sheet) – No public participation.

Approval of the January 2022 minutes

LaToya Kittrell made a motion to accept the minutes. The motion was seconded by Yvonne Graham; all were in favor.

School Leaders Report

Dr. Corbett shared the following:

COVID Update

- No students have tested positive for COVID; testing is still done twice a week with Inspire Diagnostics
- This Saturday, February 12th, Brownsville Multiservice Family Health Center will partner with IMLCS as a pop-up site for free COVID-19 (Pfizer Vaccine) for Leaders ages five and up
 - This service is to the public and will take place from 10:00 am - 2:00 pm

Dr. Gaston shared the following:

Instructional Updates

- Mock Regents exams were administered to eighth graders
- I-Ready, Math, and ELA Diagnostic testing is complete
- Report cards will be distributed tomorrow

Mrs. Aristilde shared the following:

Valentine's Day Boutique

- The Valentine's Day Boutique began yesterday and will be extended to Monday while supplies last

Monthly Book Sales

- The book sale is next week for two days; Tuesday Pre-K to 4th grade and Wednesday 5th grade to 8th grade
- The book prices will range from fifty cents to three dollars

IMLCS Board Meeting
Thursday, February 10, 2022
Janice Chen, Chairperson

Oratory Competition

- The Oratory Competition will take place on Monday, February 28th
- The theme is Keep Pushing Forward; the Blueprint for Success

Graduation

- The first Graduation for the 8th grade is on June 22nd at 10:00 am at New York City Tech Auditorium

AP Derrick Cerisier shared the following

Facilities Update

- The Landlord made repairs to both gates; on the Schenck Avenue and Hendrix Street sides of the building

Yvonne Graham made a motion to accept the school leader's report. The motion was seconded by Aisha Greene; all were in favor.

Janice Chen shared the following:

New Location for the School Update

- Janice Chen continue talks with Lindsay Ornstein from Open Impact Real Estate
- Preliminary projections were made for the new location
- Ms. Ornstein would like the focus to be on expanding the revenue
- Looking into a temporary space while looking for the actual location

Principal Position Posting

- The posting for the principal position is still up and will remain up until next week
- There have been many responses, and Janice will speak to the board and the screening panel

March Meeting Date

- March 10, 2022 is the next meeting date

Ebony Johnson

- Agreed to have a phone conversation with Ebony Johnson because she was having technical problems

Adjourned

The meeting was adjourned at 7:02 pm. Yvonne Graham made a motion to adjourn the meeting. The motion was seconded by Aisha Greene; all were in favor.

IMLCS Board Meeting
Thursday, June 9, 2022
Janice Chen, Chairperson

Call to Order and Welcome – Janice Chen called the meeting to order at 6:46 pm. The motion was seconded by David Aviles; all were in favor. A quorum was present for the transaction of business.

Board Members Present – Janice Chen, LaToya Kittrell, Ann-Marie Hurt, Deirdra Smith, David Aviles, and Aisha Greene

Attendees – Dr. Katherine Corbett, Dr. Gaston, AP Derrick Cerisier, Bruce Booker, Janell Bailey, Christie Burnham, Donica Jean Baptiste, Felicia Legree, Shamel Caldwell, Mr. Caliek, Jennie Canty, C. Cabrera, Mrs. Burnham, Briana Watson, Kelly Efferson, Mr. Ryan, Tracy Johnson, Leah Jemison, Norma Leal, Mr. Moore, Felicia Legree, Avril Williams, Mr. Britton, Shakeya Edmonds, Michael Whitfield

Public Participation - (see Board Meeting Public Participation Guidelines and Public Participation Sign-in Sheet) – No public participation.

Approval of the May 12, 2022 minutes

Aisha Greene made a motion to accept the minutes. The motion was seconded by Deirdra Smith; all were in favor.

School Leaders Report

Dr. Corbett shared the following:

End of Year Activities

Instructional Planning Retreat

- The 8th Instructional Planning Retreat took place on Thursday and Friday
- iReady Rep Maria Caninici was present to lead the school in reviewing the benchmark data
- Next year's Student Handbook was reviewed

Moving Up Ceremony and Graduation

- The Moving Up Ceremony for Pre-K and K is on June 21st at 9:00 am
- The Moving Up Ceremony for the 4th Grade is on June 21st at 11:00 am
- The 8th Grade Graduation will be on June 22nd at New York City Tech at 2:00 pm
 - Ari Newman is the valedictorian and the keynote speaker
 - Joshua Ayrende is the salutatorian
 - Shawn White will do the welcome
 - Zaire Peterson will recite the school creed

IMLCS Board Meeting
Thursday, June 9, 2022
Janice Chen, Chairperson

Summer Boost Program

- Two applications were submitted; IMLCS was awarded \$180,000 for the Summer Boost Program, which will focus on instructional support, enrichment activities
 - Food services will be provided on the premises
 - This program will serve 110 leaders; every Friday, Leaders will go on a trip
 - The program will be at no cost to the participants/Leaders
 - The dates of operation are July 12th to August 12th
 - Eight Imagine Me graduates will be hired as camp assistants at a pay rate of \$15.00 per hour
- The Pre-K Leaders have been involved in NYC Kids Rise; IMLCS received a \$1,800 contribution, which will go toward their college costs

David Aviles made a motion to accept the school leader's report. The motion was seconded by Aisha Greene; all were in favor.

Chairperson Chen shared the following:

New Location Search Update

The address for the property on New Lots Avenue is 556 New Lots, Brooklyn and the Linden Blvd property's address is 78-15 Linden Boulevard, Howard Beach

- Chairperson Chen would like the developers to make a presentation at the Board Retreat in July
 - All public comments regarding the properties can be made directly to Janice Chen by phone or email

Principal Hire Vote #1

David Aviles motioned to approve hiring Dr. Lewis Robinson as the IMLCS principal for the upcoming school year. The motion was seconded by Aisha Greene; all were in favor.

Principal Hire Vote #2

Ann-Marie Hurt motioned to approve the Principal for three years; the first year as Interim Acting Principal, then Principal, and the second and third year as Principal CEO. The motion was seconded by LaToya Kittrell; all were in favor.

Adjourned

The meeting was adjourned at 7:17 pm. David Aviles made a motion to adjourn the meeting. The motion was seconded by Aisha Greene; all were in favor.

IMLCS Board Meeting
Thursday, September 9, 2021
Janice Chen, Chairperson

Call to Order and Welcome – Janice Chen called the meeting to order at 6:51 pm. The motion was seconded by Ann-Marie Hurt; all were in favor. A quorum was present for the transaction of business.

Board Members Present – Janice Chen, LaToya Kittrell, Ann-Marie Hurt, Bruce Booker, David Aviles, Deirdra Smith, and Aisha Greene

Attendees – AP Derrick Cerisier, AP Dr. Gaston, and 26 teachers and IMLCS staff

Public Participation - (see Board Meeting Public Participation Guidelines and Public Participation Sign-in Sheet) -

Approval of the August 12, 2021 minutes

Deirdra Smith made a motion to accept the minutes. The motion was seconded by Aisha Green; one abstained, and five were in favor.

School Leaders Report

Dr. Gaston shared the following:

Instructional Updates

- The teacher leaders were chosen and assigned support staff and responsibilities
- Remote protocols were updated as it pertains to school closures due to inclement weather or health shutdowns
- Updating online instructional infrastructure student testing is underway; Staff is discussing Fountas and Pinnell and iReady
- Benchmark exams are going to take place in October

Recruitment

- Saturday, September 11th, 10:00 am – 12:00 pm, is going to be the first of monthly events that Dr. Gaston will spearhead for recruitment

Back To School Night

- On Saturday, September 15th, is Back to School night
- The plan is to have monthly events to get more visibility in the community

AP Derrick shared the following:

Financial Facilities Report

- IMLCS is working on the American Rescue Plan doc, which is due at the end of the month
- Currently working on the Audit, initial docs are being sent to the auditors this evening
- IMLCS is currently fully staffed

Yvonne Graham made a motion to accept the school leader's report. The motion was seconded by Deirdra Smith; all were in favor.

IMLCS Board Meeting
Thursday, September 9, 2021
Janice Chen, Chairperson

Chairperson's Report

Janice Chen shared the following:

- It seems that because there has been a staffing change with Principal Thompson leaving and that there is understandably some anxiety amongst the staff
- Some staff members shared that it was important for Dr. Gaston to be named, Principal not Interim Acting Principal of IMLCS and that Dr. Gaston has their support
- The Board members shared that she has to be named Interim Acting Principal because there is a process that has to take place, which includes posting the job

Janice Chen called for the following votes

Vote #1

David Aviles made a motion for the Board to approve Dr. Rolanda Gaston as the Interim Acting Principal. The motion was seconded by Deirdra Smith; all were in favor.

Vote #2 Deirdra Smith made a motion to hire Dr. Corbett as a Consultant and professional support for Dr. Gaston during this time and through the year. The motion was seconded by LaToya Kittrell; all were in favor.

Executive Session

At 7:51 pm, the Board went into Executive Session to discuss the hiring committee. Executive Session ended at 8:06 pm.

Coming out of Executive Session, at 8:06 pm, the Board discussed the composition of the hiring committee.

- Deirdra Smith made a motion that the formulation of the hiring committee consists of the Education Committee of the Board. Doctor Corbett as a Consultant and a member of the staff. One additional member of the staff and the President of the Parent Association or a member of the Executive Board of the Parent Association if the President is unwilling or unable to do it. The motion was seconded by Ann-Marie Hurt; all were in favor.

Adjourned

The meeting was adjourned at 8:07 pm. LaToya Kittrell made a motion to adjourn the meeting. The motion was seconded by David Aviles; all were in favor.

IMLCS Board Meeting
Thursday, October 14, 2021
Janice Chen, Chairperson

Call to Order and Welcome – Janice Chen called the meeting to order at 6:42 pm. The motion was seconded by Ann-Marie Hurt; all were in favor. A quorum was present for the transaction of business.

Board Members Present – Janice Chen, LaToya Kittrell, Ann-Marie Hurt, Deirdra Smith, Yvonne Graham, and Aisha Greene

Attendees – Derrick Cerisier, Dr. Gaston, Dr. Corbett, and 52 teachers, IMLCS Staff, and parents

Public Participation - (see Board Meeting Public Participation Guidelines and Public Participation Sign-in Sheet) – Ms. Newman, Felicia Legree, Shamel Caldwell, Harriett Livan, Derek Wyche, Mr. Gaston, Bevon Thompson, Gail Frederick, Donica Jean Baptiste, Ms. Canty, Janay Williams, Brion White, Norma Leal, Mrs. Robertson, Mr. Leonard

Approval of the September 9, 2021 minutes

Yvonne Graham made a motion to accept the minutes. The motion was seconded by Aisha Greene; all were in favor.

School Leaders Report

Dr. Corbett shared the following:

Infrastructure for Student Success

- Dr. Corbett attended a meeting with East Brooklyn Congregations (EBC) and Deputy Inspector Rohan Griffith of the 75th Precinct
 - A request was made for a crossing guard and improved communication regarding area emergencies
- The Afterschool Program for grades 1 – 8 began on October 4th; the time is 3:00 pm - 5:30 pm daily; the program will run to June
Bring a Male to Zoom Day is October 19th

AP Derrick shared the following:

Financial Infrastructure Updates

- IMLCS received a notice of Loan Forgiveness of 100% for the SBA Loan
- The audit is in the final phase

Facilities Update

- The final electrical update is scheduled for October 15th

Deirdra Smith made a motion to accept the school leader's report. The motion was seconded by Ann-Marie Hurt; all were in favor.

IMLCS Board Meeting
Thursday, October 14, 2021
Janice Chen, Chairperson

Janice Chen called for the following votes:

Vote #1

Deirdra Smith made a motion for the Board to approve that Dr. Corbett is offered the position of Executive Director of IMLCS. The motion was seconded by Aisha Greene; all were in favor.

Vote #2

Ann-Marie Hurt made a motion for the Board to approve to submit the application for modification for IMLCS to be co-ed for Middle School only. The motion was seconded by Yvonne Graham; all were in favor.

Dr. Gaston and Derrick Cerisier will remain in their current AP positions.

Adjourned

The meeting was adjourned at 7:58 pm. Deirdra Smith made a motion to adjourn the meeting. The motion was seconded by LaToya Kittrell; all were in favor.

IMLCS Board Meeting
Thursday, January 13, 2022
Janice Chen, Chairperson

Call to Order and Welcome – Janice Chen called the meeting to order at 6:37 pm. The motion was seconded by Ann-Marie Hurt; all were in favor. A quorum was present for the transaction of business.

Board Members Present – Janice Chen, Ann-Marie Hurt, David Aviles, Bruce Booker, LaToya Kittrell, Yvonne Graham, and Aisha Greene

Attendees – Dr. Gaston, Dr. Corbett, Mrs. Aristilde, and 20 teachers (IMLCS Staff and parents)

Public Participation - (see Board Meeting Public Participation Guidelines and Public Participation Sign-in Sheet) – No public participation.

Approval of the December 2021 minutes

Yvonne Graham made a motion to accept the minutes. The motion was seconded by David Aviles; all were in favor.

School Leaders Report

Dr. Corbett shared the following:

Re-Opening Plan

- All leaders and staff will return to in-person learning and instruction on January 18th
- All staff and leaders must present a negative COVID test result upon return

COVID Update

- Inspire Diagnostics has provided on-site testing for leaders and families
- At-home COVID test kits are available for pick up for IMLCS families
 - The 1st distribution dates were January 12th – January 14th
- IMLCS has been invited to partner with Brownsville Multi-Service Family Health Center to serve as a pop-up site for free Pfizer Vaccinations for students ages five and up

Graduation 2022

- The IMLCS Graduation will take place on Wednesday, June 22nd at 10:00 am
- The ceremony will take place at Medgar Evers College

Dr. Gaston shared the following:

Infrastructure Updates

- Schoolwide remote learning instruction started on January 3rd
- IMLCS will also continue with a fully remote program
 - Fully remote students will follow the same schedule that is available to in-person leaders; remote learners schedules will not be interrupted
 - The homeroom teachers will send the workflow schedule via Jupiter Ed and Google Classroom

IMLCS Board Meeting
Thursday, January 13, 2022
Janice Chen, Chairperson

Benchmark II Exams and I-Ready Exams

- Were administered before the holiday break
- I-Ready Math and ELA Diagnostic testing are scheduled for the last week in January

Mrs. Aristilde shared the following:

Spirit Fridays

- The next Spirit Friday is January 28, 2022
 - The Student Council will determine the theme

Monthly Book Sales

- The book sale was a success; Mrs. Aristilde would like to have a book sale monthly if possible

Infrastructure Protocols

- Attendance protocols are in place
 - There are three people assigned to call families as follows:
 - Pre-K and K, 1st grade - 4th grade, and 5th grade – 8th grade
 - AP Derrick will follow up on all attendance red-flags

Yvonne Graham made a motion to accept the school leader's report. The motion was seconded by LaToya Kittrell; all were in favor.

Janice Chen shared the following:

New Location for the School Update

- Dr. Corbett and Chairperson Chen met with Lindsay Ornstein from Open Impact Real Estate
- Ms. Ornstein is going to assist with looking for a new location for the school
- One of the options is to find a building that is already built; the other option is to work with a developer to build to the administration's specifications
- The priority is to remain in the current school district

Principal Position Posting

- The posting for the principal position is on indeed.com; and will remain up through February
- There have been a few responses

Adjourned

The meeting was adjourned at 7:01 pm. David Aviles made a motion to adjourn the meeting. The motion was seconded by Yvonne Graham; all were in favor.

IMLCS Board Meeting
Thursday, July 8, 2021
Janice Chen, Chairperson

Call to Order and Welcome – Janice Chen called the meeting to order at 6:46 pm. The motion was seconded by Ann-Marie Hurt; all were in favor. A quorum was present for the transaction of business.

Board Members Present – Janice Chen, LaToya Kittrell, Ann-Marie Hurt, Bruce Booker, Yvonne Graham, David Aviles, Deirdra Smith, and Aisha Greene

Attendees – No school leaders present.

Public Participation - (see Board Meeting Public Participation Guidelines and Public Participation Sign-in Sheet)- no participation.

Approval of the June 10, 2021 minutes

LaToya Kittrell made a motion to accept the minutes. The motion was seconded by David Aviles; all were in favor.

School Leaders Report

- No School Leaders Report

Chairperson's Report

Janice Chen had a number of items that required the Board's approval, they are:

Agenda Item #1

Budget and New Location

- Janice reviewed the proposed budget and the update on the school's move to a new location with the Board.

David Aviles made a motion to accept the budget. The motion was seconded by Ann-Marie Hurt; all were in favor.

Agenda Item #2

Principal Thompson's Annual Bonus

In light of COVID and that the usual metrics are not in place due to the cancellation of State Exams, the vote regarding Principal Thompson's bonus will be tabled for discussion and evaluation at the Board Retreat on July 22nd.

Agenda Item #3

Signing Bonuses for the AP's

- Principal Thompson wants to give the AP's \$3,000 signing bonuses this year; no vote is needed

Agenda Item #4

- Principal Thompson would like to pass a COVID-19 Vaccination Policy Mandate for staff
 - The Board's suggestion is that he waits for a State-wide policy

IMLCS Board Meeting
Thursday, July 8, 2021
Janice Chen, Chairperson

Agenda Item #5

- The school seeks to expand the Pre-K to one class for the next school year; staffing is already in the budget
- There are currently two Pre-K classes with 10-12 students each

The Board suggested tabling the discussion for the Board Retreat on July 22nd.

Deirdra Smith made a motion to expand the Pre-K by one class for the new school year. The motion was seconded by David Aviles; all were in favor.

Agenda Item #6

To accommodate the expansion/relocation, the school seeks to make the middle school co-ed in the future.

This matter has been tabled for discussion at the Board Retreat on July 22nd, or next month's meeting.

The next meeting is Thursday, August 12th, in person.

Adjourned

The meeting was adjourned at 7:51 pm. David Aviles made a motion to adjourn the meeting. The motion was seconded by Yvonne Graham; all were in favor.

IMLCS Board Meeting
Thursday, August 12, 2021
Janice Chen, Chairperson

Call to Order and Welcome – Janice Chen called the meeting to order at 6:36 pm. The motion was seconded by Ann-Marie Hurt; all were in favor. A quorum was present for the transaction of business.

Board Members Present – Janice Chen, LaToya Kittrell, Ann-Marie Hurt, Bruce Booker, David Aviles, Deirdra Smith, and Aisha Greene

Attendees – AP Derrick Cerisier, Jeanie Canty, and AP Dr. Gaston

Public Participation - (see Board Meeting Public Participation Guidelines and Public Participation Sign-in Sheet)- no participation.

Approval of the July 8, 2021 minutes

Bruce Booker made a motion to accept the minutes. The motion was seconded by David Aviles; all were in favor.

School Leaders Report

Dr. Gaston shared the following:

Instructional Updates

- The teachers return for training and orientation on August 16th
 - During this week, the teachers will prepare six weeks of lesson plans
- The Leaders return on August 23rd
 - Jumpstart begins; the students will be reacquainted to being in the building
 - There will be a review of the COVID mandates
- Pre-K returns on September 7th

Infrastructure for Student Success

- Back to School Night is on September 15th; this will be an opportunity for parents to meet the teachers

AP Derrick shared the following:

Financial/Facilities Report

- The ESSER II Grants were submitted; the amount is \$379,066
- The American Rescue Plan is being put together; the amount is \$800,000 spread over two years by way of reimbursement
- The audit is fully underway
- Con Ed is completely set up; the school passed the final inspection in June
 - The pods are completely electrified by Con Ed's infrastructure

David Aviles made a motion to accept the school leader's report. The motion was seconded by LaToya Kittrell; all were in favor.

IMLCS Board Meeting
Thursday, August 12, 2021
Janice Chen, Chairperson

Chairperson's Report

Janice Chen shared the following:

Board Retreat Discussion for the Record

- The School Board recommends that we take a survey of stakeholders, including parents, and staff of whether or not the school should go Co-ed in middle school
 - K – 5 will remain an all-boys school
- The School Board recommends that a survey be done; Principal Thompson indicated that it's being incorporated into the start of school, and results should be available at the next Board meeting

Vote:

- The school needs to pass a COVID-19 vaccination policy for returning staff

Ann-Marie made a motion to adopt, on an ongoing basis, whatever policy, and guidelines the NYC DOE promulgates and releases. The motion was seconded by Latoya Kittrell; all were in favor

Executive Session

The Board went into Executive Session to discuss an HR matter.

The Board voted to approve Principal Thompson's evaluation as it was presented. The conclusion is that we do award the bonus of \$7500 plus a \$2500 bonus totaling \$10,000. The vote was had; all present approved, there were no nays and no abstentions.

New Building

- We have retained attorneys to review the letter of intent and the lease to follow
 - The attorneys on both sides are in talks
- Janice anticipates that the Letter of Intent will be signed and negotiated
- A call will take place on Tuesday, which will be followed up with bullet points to the Board

Adjourned

The meeting was adjourned at 7:12 pm. David Aviles made a motion to adjourn the meeting. The motion was seconded by Bruce Booker; all were in favor.

IMLCS Board Meeting
Thursday, April 14, 2022
Janice Chen, Chairperson

Call to Order and Welcome – Janice Chen called the meeting to order at 6:15 pm. The motion was seconded by David Aviles; all were in favor. A quorum was present for the transaction of business.

Board Members Present – Janice Chen, LaToya Kittrell, Yvonne Graham, Deirdra Smith, David Aviles, and Aisha Greene

Attendees – Donica Jean Baptiste

Public Participation - (see Board Meeting Public Participation Guidelines and Public Participation Sign-in Sheet) – No public participation.

Approval of the March 2022 minutes

Deirdra Smith made a motion to accept the minutes. The motion was seconded by David Aviles; all were in favor.

School Leaders Report

Janice Chen shared the following:

Open School Night

- Open school night is happening at the same time as tonight's Board meeting; therefore, AP Cerisier, AP Gaston, and school staff are not present

COVID Update

- The third grade went remote on Tuesday because several students and a staff member tested positive

Spring Recess

- Spring Recess is next week
- The Leaders and staff will return on April 25th

Math Assessments and Science Test

- Math assessments are from April 26th to April 28th
- The Science test is from May 23rd to May 27th

Staff Retreat

- The staff retreat is from June 2nd to June 4th
- Chairperson Chen will ask the Board to attend

New Location Search Update

- AP Cerisier, Dr. Corbett, and Chairperson Chen met with Open Impact Realty and created a programming of rooms needed for the new school, which includes both schools
- Two plans were created: a 30,000 square feet plan and a 40,000 square feet plan

IMLCS Board Meeting
Thursday, April 14, 2022
Janice Chen, Chairperson

Principal Position Update

- Five candidates were interviewed since last month's meeting
 - Two candidates are very strong and will move to stage 3 of the interview process
 - Stage 3 requires writing samples and artifacts of their work
- Stage 4, the candidate will be asked to come in and possibly attend the staff retreat so that they can observe how the staff interacts with each other
- Once selected, Chairperson Chen will call for a meeting with the new principal, the Board, and Dr. Corbett

Co-Ed Middle School

- The State has approved the request for a co-ed middle school

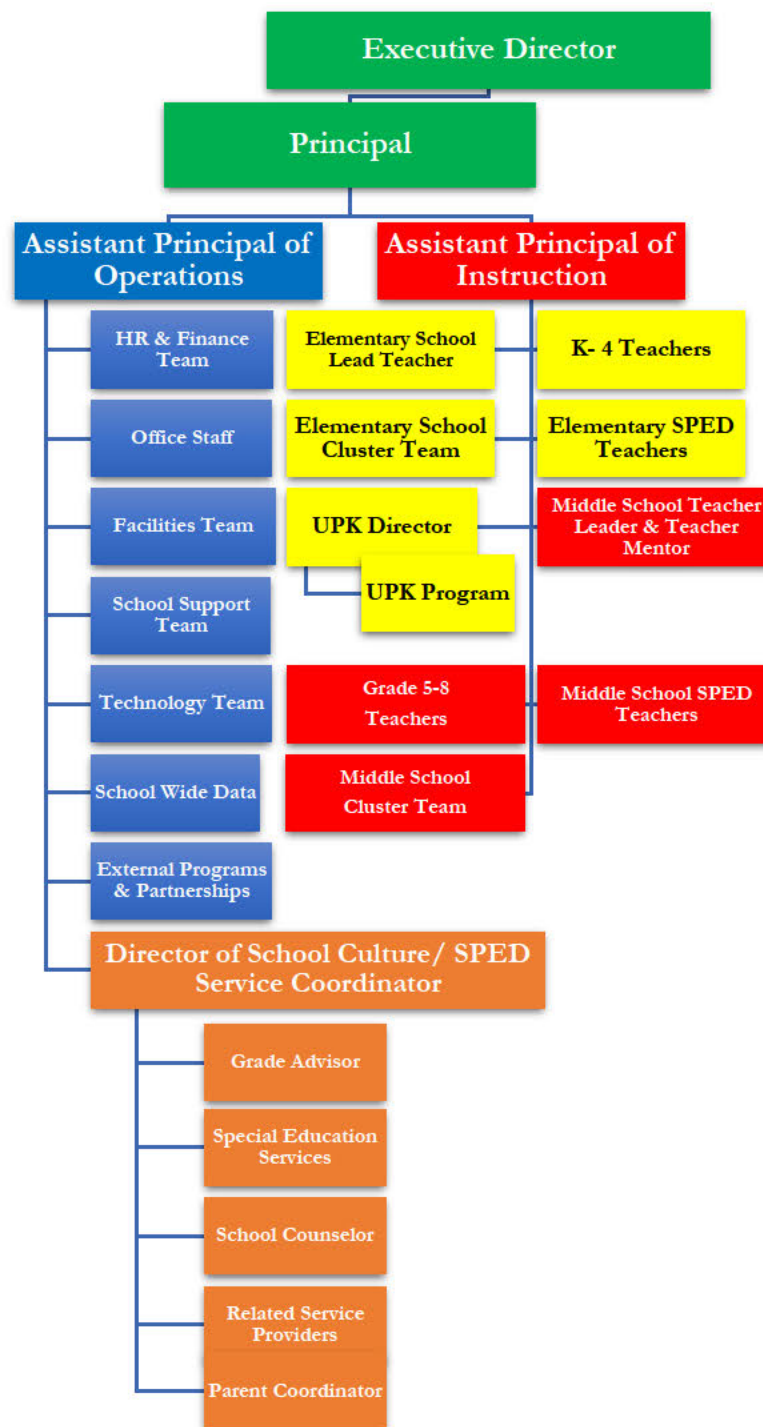
Yvonne Graham made a motion to accept the school leader's report. The motion was seconded by David Aviles; all were in favor.

Adjourned

The meeting was adjourned at 6:45 pm. Aisha Greene made a motion to adjourn the meeting. The motion was seconded by Deirdra Smith; all were in favor.



2021-2022 Organizational Chart



Where Success Happens!

Annual School Year Calendar 2021-2022

August	<p>16th, 17th, 18th, 19th</p> <p>23rd, 24th, 25th, 26th</p> <p>30th, 31st</p>	<p>Teachers and Staff Return</p> <p>Jumpstart Program (K-8th)</p> <p>Jumpstart Program (K-8th)</p>
September	<p>1st, 2nd</p> <p>6th</p> <p>Open for Regular School, 7th</p> <p>7th</p>	<p>Jumpstart Program (K-8th)</p> <p>Labor Day (School Closed)</p> <p>Regular School Session Begins</p> <p>First Day of School for Pre-Kindergarten</p>
October	<p>11th</p>	<p>Indigenous Day (Columbus Day)</p> <p>School Closed</p>
November	<p>10th</p> <p>11th</p> <p>24th – 26th</p> <p>29th</p>	<p>No School for Students</p> <p>PD Day for Teachers</p> <p>Open School Day/Night</p> <p>Veterans Day (School Closed)</p> <p>Thanksgiving Recess (School Closed)</p> <p>Staff & Students Return</p>
December	<p>20th – 31st</p>	<p>Winter Recess (School Closed)</p>
January	<p>3rd</p> <p>17th</p>	<p>Staff & Students Return</p> <p>Dr. Martin Luther King Jr. Day (School Closed)</p>
February	<p>21st – 25th</p> <p>28th</p>	<p>Mid-Winter Recess (School Closed)</p> <p>Staff & Students Return</p>
March	<p>29th – 31st</p>	<p>ELA State Assessment</p>
April	<p>14th</p> <p>15th-22nd</p> <p>25th</p> <p>26th – 28th</p>	<p>No School for Students</p> <p>PD Day for Teachers</p> <p>Open School Day/Night</p> <p>Spring Recess (School Closed)</p> <p>Staff & Students Return</p> <p>Math State Assessment</p>
May	<p>23rd – 27th & 31st</p> <p>30th</p>	<p>Grade 4 State Science Performance Test</p> <p>Memorial Day (School Closed)</p>
June	<p>2nd-4th</p> <p>6th</p> <p>17th</p> <p>21st</p> <p>24th</p> <p>29th</p>	<p>No School for Students</p> <p>Staff Instructional Retreat</p> <p>Science Written Exam</p> <p>8th Grade Graduation</p> <p>Moving Up Ceremony</p> <p>Kindergarten & 4th Grade</p> <p>Last Day of School for Leaders</p> <p>Half Day of School for Leaders</p> <p>Last Day of School for Teachers</p> <p>Last Day for Administrators</p>