

Application: Imagine Me Leadership Charter School

Bevon Thompson - bthompson@imlcs.org
2020-2021 Annual Report

Entry 1 School Info and Cover Page

Completed Aug 2 2021

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 2020-2021 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, 2021)** 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 331900860973

a1. Popular School Name

Imagine Me Leadership Charter School

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

Please select the correct authorizer as of June 30, 2021 or you may not be assigned the correct tasks.

NEW YORK CITY CHANCELLOR OF EDUCATION

c. DISTRICT / CSD OF LOCATION

CSD #19 - BROOKLYN

d. DATE OF INITIAL CHARTER

7/2010

e. DATE FIRST OPENED FOR INSTRUCTION

9/2010

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

MISSION STATEMENT

Imagine Me Leadership Charter School (IMLCS) will provide a positive, nurturing environment along with an exciting, rigorous, academic, and cultural program where boys learn to become responsible citizens, life-long learners, and community leaders. They will develop a sense of self by knowing who they are and what they are expected to become, thus, allowing them to be confident and prepared to face the challenges in a competitive world.

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	(1) Academic Rigor – IMLCS's school day is approximately 1 hour and 40 minutes longer than the typical NYC public school day. Students are expected to maintain a positive self-concept and attitude toward learning. Realizing the unique learning styles of boys, lessons is chunked into 15-20 minute blocks within a lesson;
KDE 2	Culture – IMLCS boys are called "leaders" in preparation for what they are being groomed to become. A leadership curriculum has been instituted throughout the school. The boys learn one leadership skill each month which they are expected to exhibit throughout the school year
KDE 3	Community –The community's involvement in the school is the third part of the IMLCS design.
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

h. SCHOOL WEB ADDRESS (URL)

<https://www.imaginemeleadership.org>

i. TOTAL MAX APPROVED ENROLLMENT FOR THE 2020-2021 SCHOOL YEAR (exclude Pre-K program enrollment)

309

j. TOTAL STUDENT ENROLLMENT ON JUNE 30, 2021 (exclude Pre-K program enrollment)

267

k. GRADES SERVED IN SCHOOL YEAR 2020-2021 (exclude Pre-K program students)

Check all that apply

Grades Served

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

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 2021-2022?

	No, just one site.
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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	818 Schenck Ave, Brooklyn, NY 11207	437-985-2140	NYC CSD 19	K-8	5-8

m1a. Please provide the contact information for Site 1.

	Name	Work Phone	Alternate Phone	Email Address
School Leader	Bevon Thompson	347-985-2140		bthompson@imlcs.org
Operational Leader	Derrick Cerisier	347-985-2140		DCerisier@imlc.org
Compliance Contact	Bevon Thompson	347-985-2140		bthompson@imlcs.org
Complaint Contact	Bevon Thompson	347-985-2140		bthompson@imlcs.org
DASA Coordinator	Christina Aristilde	347-985-2140		caristilde@imlcs.org
Phone Contact for After Hours Emergencies	Bevon Thompson	516-260-6768		bthompson@imlcs.org

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

Private Space

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.

Site 1 Certificate of Occupancy (COO)

[Certificate of Occupancy \(1\).pdf](#)

Filename: Certificate of Occupancy (1).pdf **Size:** 1.6 MB

Site 1 Fire Inspection Report

[Certificate of Occupancy \(1\).pdf](#)

Filename: Certificate of Occupancy (1).pdf **Size:** 1.6 MB

CHARTER REVISIONS DURING THE 2020-2021 SCHOOL YEAR

n1. Were there any revisions to the school's charter during the 2020-2021 school year? (Please include approved or pending material and non-material charter revisions).

No

o. Has your school's Board of Trustee's approved a budget for the 2020-2021 FY?

(No response)

ATTESTATIONS

p. Individual Primarily Responsible for Submitting the Annual Report.

Name	Bevon Thompson
Position	Principal and CEO
Phone/Extension	347-985-2140
Email	bthompson@imlcs.org

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.**

Responses Selected:

Yes

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).**

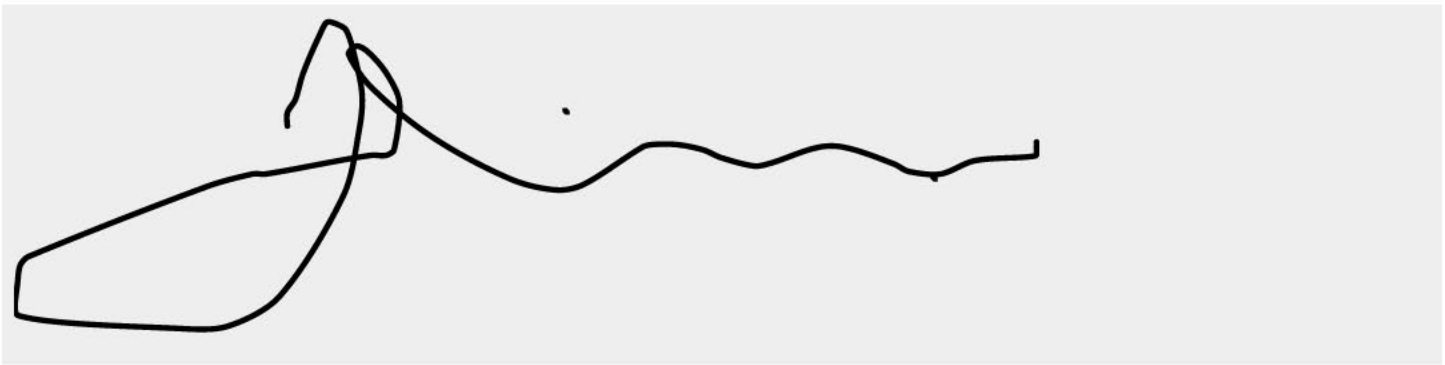
Responses Selected:

Yes

Signature, Head of Charter School

A handwritten signature in black ink on a light gray background. The signature is stylized, starting with a large 'B' and ending with a long horizontal line.

Signature, President of the Board of Trustees

A handwritten signature in black ink on a light gray background. The signature is stylized, starting with a large 'B' and ending with a long horizontal line.

Date

Aug 3 2021

Thank you.



Entry 3 Progress Toward Goals

In Progress Last edited: Aug 2 2021

Instructions

Regents, NYCDOE, and Buffalo BOE-authorized charter schools

For the 2020-2021 school year, any academic or

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”. **Deadline is November 1, 2021.**

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

Board of Regents-authorized and NYCDOE-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, 2021.

1. ACADEMIC STUDENT PERFORMANCE GOALS

For the 2020-2021 school year, any academic 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”.

2020-2021 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			Unable to Assess	N/A
Academic Goal 2			Unable to Assess	N/A
Academic Goal 3				N/A
Academic Goal 4				N/A
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

4. ORGANIZATION GOALS

For the 2020-2021 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”.

2020-2021 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

2020-2021 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)

2020-2021 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

Completed Oct 30 2021

Required of ALL Charter Schools

ALL SUNY-authorized charter schools must upload the financial statements in .pdf format into the SUNY Epicenter system no later than **November 1, 2021**. SUNY CSI will forward to NYSED CSO.

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, 2021**. 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 protection are turned off.

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

[Imagine Me Leadership Charter School - Financial Statements - June 30 2021](#)

Filename: Imagine Me Leadership Charter Schoo nPEtZvR.pdf **Size:** 699.7 kB

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

Completed Oct 30 2021

[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 website at [2020-2021 Charter School Annual Report webpage](#). Upload the completed file in Excel format. **Due November 1, 2021.**

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.

[FY 21 Audited Annual Financial Report](#)

Filename: FY 21 Audited Annual Financial Report.xlsx **Size:** 65.3 kB

Entry 4c - Additional Financial Documents

Completed Nov 1 2021

Instructions - Regents, NYCDOE and Buffalo BOE authorized schools must upload financial documents in this section **by November 1, 2021**. 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.

[FY21 IMLCS Management Representation Letter](#)

Filename: FY21 IMLCS Management Representation Letter.pdf **Size:** 466.0 kB

Entry 4d - Financial Services Contact Information

Completed Oct 30 2021

Instructions: Please enter the contact information for school staff, firms or other entities providing financial services to the education corporation **by November 1, 2021**.

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		

2. Audit Firm Contact Information

	School Audit Contact Name	School Audit Contact Email	School Audit Contact Phone	Years Working With This Audit Firm
	Jimmy Vora			3

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 2021-2022 Budget

Completed Oct 30 2021

Instructions - Regents, NYCDOE, and Buffalo BOE authorized charter schools should upload a copy of the school's FY21 Budget using the 2021-2022 [Projected Annual Budget template](#) in the portal or from the Annual Report website **by November 1, 2021**.

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.

Instructions - SUNY authorized charter schools should download the [2021-2022 Budget and Quarterly Report Template](#) on the SUNY website or Epicenter and upload the completed template into the portal **by November 1, 2021**.

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

[Comprehensive Budget SY 2021-2022](#)

Filename: Comprehensive Budget SY 2021 2022.xlsx **Size:** 36.6 kB

Entry 6 - Board of Trustees Disclosure of Financial Interest

Form

Completed Aug 2 2021

Required of ALL Charter Schools by August 2

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 2020-2021 school year must complete a signed:

- Regents, NYCDOE, and Buffalo BOE Authorized Schools: [Disclosure of Financial Interest Form](#)
- SUNY- Authorized Charter Schools: [SUNY Trustee Financial Disclosure Form](#)

All completed forms must be collected and uploaded in .PDF format for each individual member. **If a trustee is not able or available to complete the form by the deadline, the education corporation is responsible for doing so on behalf of the trustee.** (Forms completed from past years will not be accepted).

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. Note: Docusign is accepted.

[2021 Financial Disclosures](#)

Filename: 2021 Financial Disclosures.pdf Size: 15.6 MB

Entry 7 BOT Membership Table

Completed Aug 2 2021

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.

1. 2020-2021 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 2020-2021
1	Janice Chen		Chair	Executive/Academic Accountability	Yes	9	07/01/2020	06/30/2021	12
2	LaToya Kittrell		Vice Chair	Executive/Academic Accountability	Yes	8	07/01/2020	06/30/2021	10
3	Ann-Marie Hurt, DPM		Treasurer	Executive/Finance	Yes	8	07/01/2020	06/30/2021	12
4	Deirdra Smith		Secretary	Executive/Finance/Fund Raising	Yes	4	07/01/2020	06/30/2021	11
5	Rev. David K. Brawley		Trustee/Member	Executive/Academic Accountability	Yes	10	07/01/2020	06/30/2021	12
6	David Aviles		Trustee/Member	Executive/Academic Accountability	Yes	10	07/01/2020	06/30/2021	8

7	Yvonne Graham		Trustee/Member	Executive/Academic Accountability	Yes	3	07/01/2020	06/30/2021	12
8	Aisha Greene		Parent Rep		Yes	3	07/01/2020	06/30/2021	10
9									

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

No

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, 2021	8
b.Total Number of Members Added During 2020-2021	0
c. Total Number of Members who Departed during 2020-2021	0
d.Total Number of members, as set in Bylaws, Resolution or Minutes	8

3. Number of Board meetings held during 2020-2021

12

4. Number of Board meetings scheduled for 2021-2022

12

Thank you.

Entry 8 Board Meeting Minutes

Completed Aug 2 2021

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

Schools must upload a complete set of monthly board meeting minutes (July 2020-June 2021), which should match the number of meetings held during the 2020-2021 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 2, 2021.

[IMLCS Board Meeting July 2020](#)

Filename: IMLCS Board Meeting July 2020.pdf **Size:** 121.5 kB

[IMLCS Board Meeting August 2020](#)

Filename: IMLCS Board Meeting August 2020.pdf **Size:** 166.1 kB

[IMLCS Board Meeting January 2021](#)

Filename: IMLCS Board Meeting January 2021.pdf **Size:** 238.3 kB

[IMLCS Board Meeting April 2021](#)

Filename: IMLCS Board Meeting April 2021.pdf **Size:** 187.2 kB

[IMLCS Board Meeting February 2021](#)

Filename: IMLCS Board Meeting February 2021.pdf **Size:** 187.9 kB

[IMLCS Board Meeting December 2020](#)

Filename: IMLCS Board Meeting December 2020.pdf **Size:** 213.7 kB

[IMLCS Board Meeting June 2021](#)

Filename: IMLCS Board Meeting June 2021.pdf **Size:** 155.7 kB

[IMLCS Board Meeting March 2021](#)

Filename: IMLCS Board Meeting March 2021.pdf **Size:** 193.4 kB

[IMLCS Board Meeting May 2021](#)

Filename: IMLCS Board Meeting May 2021.pdf **Size:** 174.1 kB

[IMLCS Board Meeting September 2020](#)

Filename: IMLCS Board Meeting September 2020.pdf **Size:** 129.9 kB

[IMLCS Board Meeting October 2020](#)

Filename: IMLCS Board Meeting October 2020.pdf **Size:** 185.5 kB

[IMLCS Board Meeting November 2020](#)

Filename: IMLCS Board Meeting November 2020.pdf **Size:** 222.8 kB

Entry 9 Enrollment & Retention

Completed Aug 2 2021

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

ALL charter schools must complete this section. Describe the good faith efforts the charter school has made in 2020-2021 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 2021-2022.

Entry 9 Enrollment and Retention of Special Populations

[Instructions for Reporting Enrollment and Retention Strategies](#)

Describe the efforts the charter school has made in 2020-2021 toward meeting targets to attract and retain enrollment of students with disabilities, English language learners, 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 2021-2022.

Recruitment/Attraction Efforts Toward Meeting Targets

	Describe Recruitment Efforts in 2020-2021	Describe Recruitment Plans in 2021-2022
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Economically Disadvantaged	<p>2019 2020 recruitment plans will be extremely data driven. We have collected information from new incoming students and students that applied but chose to put their students elsewhere. We will be implementing a new communication and engagement plan that will keep applicants engaged from the moment they apply to the point where they officially enroll. This was a need identified when looking at economically disadvantaged students.</p> <p>Our immediate school district and neighboring community are in the heart of an economically disadvantaged area which makes canvassing this area a search for the targeted population. We have established a new school recruitment team that will be given monthly quotas for outreach measures that will be assessed monthly for outcomes. This team consists of 10 individuals that will rotate in person efforts as well as manage all non personnel marketing outreach. There will also be an assistant principal that will be managing and assessing the efficacy of the plan to institute any necessary adjustments to ensure that targets are being met.</p>	<p>2020-2021 recruitment plans will be extremely data driven and will involve expanding our footprint in social media. We have collected information from new incoming students and students that applied but chose to put their students elsewhere. We will be implementing a new communication and engagement plan that will keep applicants engaged from the moment they apply to the point where they officially enroll. This was a need identified when looking at economically disadvantaged students.</p> <p>Our immediate school district and neighboring community are in the heart of an economically disadvantaged area which makes canvassing this area a search for the targeted population. We have established a new school recruitment team that will be given monthly quotas for outreach measures that will be assessed monthly for outcomes. This team consists of 10 individuals that will rotate in person efforts as well as manage all non personnel marketing outreach. There will also be an assistant principal that will be managing and assessing the efficacy of the plan to institute any necessary adjustments to ensure that targets are being met.</p>
	Our materials this upcoming year will not only be translated into multiple languages but also	

English Language Learners	<p>clearly communicate how we plan to address the needs of their students as they learn to access the English language. We plan on ensuring that a representative of the staff that is capable of communicating in other languages is present at in person recruitment efforts, such as open houses and school fairs. Prospective ELL students will also be engaged consistently throughout the year through our social media and communication plan. We will also engage with community based organizations that service ELL/MLL students to create a pipeline from the service provider to our school. In school we have added a foreign language class to help create a sense of community for those students that come from homes where English is not the primary language. This will be one of the staples that we market to our ELL/MLL targets.</p>	<p>Our recruitment efforts for ELL/MLL students consisted of similar efforts for the economically disadvantaged. Specifically for the ELL/MLL populations, we translated all of our recruitment materials into Spanish to target a population that we could serve. We also enlisted the support of our existing staff and parents that may have access to families with ELL students.</p>
Students with Disabilities	<p>Our expanded student recruitment team consists of our two school counselors, one of which is the special education coordinator, to identify outreach targets to specifically engage families of students with disabilities. They both have a wealth of experience with organizations that serve the previously mentioned population. Our recruitment efforts will highlight the services our school can accommodate as we make more efforts to accommodate more services in the school.</p>	<p>The recruitment efforts for Students with Disabilities were embedded in our overall recruitment efforts. There was an effort to help identify students with disabilities during daycare visits, open houses, and community meetings.</p>

Retention Efforts Toward Meeting Targets

	Describe Retention Efforts in 2020-2021	Describe Retention Plans in 2021-2022
Economically Disadvantaged	<p>Along with creating a positive school environment where learning is a priority, we hired an additional school counselor with experience in helping families of economically disadvantaged students. As a member of the newly created school culture team, the counselor and team will work on identifying supports and services for families that will ensure that they can focus on the education of their students while getting help for the everything that isn't of an educational focus.</p> <p>Describe Retention Efforts in 2018 19</p> <p>Describe Retention Plans in 2019 20</p> <p>Economically Disadvantaged 2/3</p> <p>As part of our new communication plan, we will also ensure that this targeted population will know the plans for them as the school continues to grow and make them a contributor to developing school goals.</p>	<p>We will continue to expand on our 2021 effort in 2022:</p> <p>Along with creating a positive school environment where learning is a priority, we hired an additional school counselor with experience in helping families of economically disadvantaged students. As a member of the newly created school culture team, the counselor and team will work on identifying supports and services for families that will ensure that they can focus on the education of their students while getting help for the everything that isn't of an educational focus.</p>
English Language Learners	<p>IMLCS conducted three waves of targeted mass mailing using Postmania Marketing company. IMLCS participated in community parent information presentations at libraries and Day Care centers. Materials and applications were distributed to the community. IMLCS offered on-site presentations to Parent</p>	<p>We will continue to expand on our 2021 efforts in 2022:</p>

	<p>Associations for schools in CSD 19. (Public schools responded better to on-site visits with school administration this year than presentations offered at Parent Association meetings.)</p> <p>.</p>	
Students with Disabilities	<p>IMLCS will continue its Academic Intervention program which provides additional instruction for low-performing students with or without IEP's. The IMLCS Academic Intervention program provided up to four days of extended day tutoring on site during the school year; and an hour a day up to four days a week during the month of July. During the 2020-2021 school year, IMLCS will provide eight days of instruction during the month of August for all students. IMLCS will schedule professional development sessions during the regular school week in order not to interrupt the flow of student's instructional calendar. Registration will continue to be open on-line for IMLCS conducted three waves of targeted mass mailing using Postmania Marketing company. IMLCS participated in community parent information presentations at libraries and Day Care centers. Materials and applications were distributed to the community. IMLCS offered on-site presentations to Parent Associations for schools in CSD 19. (Public schools responded better to on-site visits with school administration this year</p>	<p>We will continue to expand on our 2021 efforts in 2022:</p>

Entry 10 – Teacher and Administrator Attrition

Completed Aug 2 2021

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 that 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 that 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.p12.nysed.gov/psc/aboutcharterschools/lawsandregs/EmployeeFingerprintOct19.pdf> or visit the NYSED website at: <http://www.highered.nysed.gov/tsei/ospra/fingerprintingcharts.html> for more information regarding who must be fingerprinted. Also see, 8 NYCRR §87.2.

B. Emergency Conditional Clearances

Charter schools are **strongly discouraged** from using the emergency conditional clearance provisions for prospective employees. This is because the school must simultaneously 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

<http://www.p12.nysed.gov/psc/aboutcharterschools/lawsandregs/EmployeeFingerprintOct19.pdf>.

Attestation

Responses Selected:

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

Entry 11 Percent of Uncertified Teachers

Completed Aug 2 2021

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, 2021)	6
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2021)	0
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2021)	0
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2021)	0
Total Category A: 5 or 30% whichever is less	6.0

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

	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, 2021)	4
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2021)	0
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2021)	0
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2021)	0
Total Category B: not to exceed 5	4.0

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, 2021)	0
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2021)	0
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2021)	0
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2021)	0
Total Category C: not to exceed 5	0.0

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	5

CATEGORY E: TOTAL FTE COUNT OF CERTIFIED TEACHERS

	FTE Count
Total Category E	7

CATEGORY F: TOTAL FTE COUNT OF ALL TEACHERS

Please do not include paraprofessionals, such as teacher aides.

	FTE Count
Total Category F	22



Thank you.

Entry 12 Organization Chart

Completed Aug 2 2021

[Instructions](#)

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

Upload the 2020-2021 **Organization Chart**. The organization chart should include position titles and reporting relationships. Employee names should not appear on the chart

2020-2021 IMLCS Organizational Chart

Filename: 2020 2021 IMLCS Organizational Chart.pdf Size: 302.8 kB

Entry 13 School Calendar

Completed Aug 2 2021

[Instructions for submitting School Calendar](#)

Required of ALL Charter Schools

Given these uncertain and changing times, charter schools may or may not have a school calendar ready to upload by the submission deadline this year of August 2, 2021. If the charter school has a tentative calendar based on available information and guidance at the time, please submit with the August 2nd submission. Charter schools will be able to upload an updated school calendar into the portal at any time but no later than **September 15, 2021**.

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 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.

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

2020-2021 IMLCS School Calendar

Filename: 2020 2021 IMLCS School Calendar.pdf **Size:** 417.2 kB

Entry 14 Links to Critical Documents on School Website

Completed Aug 2 2021

Instructions

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

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. Most recently filed Annual Report (i.e., 2019-2020 Annual Report);
2. Most recent board meeting notice, documents to be discussed at the meeting (if any), and webcast of Board meetings (if held virtually per Governor's Executive Order);
3. Link to New York State School Report Card;
4. Lottery Notice announcing date of lottery;
5. Authorizer-approved DASA Policy;
6. District-wide safety plan and Authorizer-approved Discipline Policy (as per August 29, 2019 [Emergency Response Plan Memo](#));
7. Authorizer-approved FOIL Policy; and
8. Subject matter list of FOIL records.
9. Link to School Reopening Plan

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 5: Authorizer-approved DASA 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. Most Recent Annual Report (i.e., 2019-20)	https://www.imaginemeleadership.org/financial-statements
2. Most recent board meeting notice, documents to be discussed at the meeting (if any)	https://www.imaginemeleadership.org/board-meeting
2a. Webcast of Board Meetings (per Governor's Executive Order)	https://www.imaginemeleadership.org/board-meeting
3. Link to NYS School Report Card	https://data.nysed.gov/essa.php?instid=800000067234&year=2020&createreport=1&OverallStatus=1&section_1003=1&EMStatus=1&naep=1&expend=1&staffqual=4&feddata=1
4. Lottery Notice announcing date of lottery	https://www.imaginemeleadership.org/important-policies
5. Authorizer-approved DASA Policy (For Regents, NYCDOE, and Buffalo BOE Authorized Charter Schools ONLY);	https://www.imaginemeleadership.org/important-policies
6. District-wide Safety Plan	https://www.imaginemeleadership.org/important-policies
6a. Authorizer-Approved Discipline Policy (as per August 29, 2019 Emergency Response Plan Memo)	https://www.imaginemeleadership.org/important-policies
7. Authorizer-Approved FOIL Policy	https://www.imaginemeleadership.org/important-policies
8. Subject matter list of FOIL records	https://www.imaginemeleadership.org/important-policies

Thank you.





IMAGINE ME LEADERSHIP CHARTER SCHOOL

FINANCIAL STATEMENTS **JUNE 30, 2021 AND 2020**

IMAGINE ME LEADERSHIP CHARTER SCHOOL

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INDEPENDENT AUDITOR'S REPORT

To the Board of Trustees
Imagine Me Leadership Charter School
Brooklyn, New York

Report on the Financial Statements

We have audited the accompanying financial statements of Imagine Me Leadership Charter School (the "School"), which comprise the statement of financial position as of June 30, 2021, and the related statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

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

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.

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

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

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Imagine Me Leadership Charter School as of June 30, 2021, and the changes in its net assets and its cash flows for the year then ended, in accordance with accounting principles generally accepted in the United States of America.



Other Matter

The financial statements of Imagine Me Leadership Charter School as of and for the year ended June 30, 2020 were audited by MBAF CPAs, LLC ("MBAF"), whose partners and professional staff joined BDO USA, LLP as of January 16, 2021, and has subsequently ceased operations. MBAF expressed an unmodified opinion on those statements in their report dated October 27, 2020.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated October 29, 2021 on our consideration of Imagine Me Leadership Charter School's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the School's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Imagine Me Leadership Charter School's internal control over financial reporting and compliance.

BDO USA, LLP

New York, NY
October 29, 2021

IMAGINE ME LEADERSHIP CHARTER SCHOOL**STATEMENTS OF FINANCIAL POSITION****JUNE 30, 2021 AND 2020**

ASSETS	2021	2020
Cash	\$ 945,044	\$ 1,492,589
Cash - restricted	75,050	75,000
Grants and other receivables	195,092	144,052
Prepaid and other assets	76,527	57,970
Property and equipment, net	<u>245,125</u>	<u>315,898</u>
TOTAL ASSETS	<u>\$ 1,536,838</u>	<u>\$ 2,085,509</u>
LIABILITIES AND NET ASSETS		
LIABILITIES		
Accounts payable and accrued expenses	\$ 65,823	\$ 433,276
Accrued salaries and other payroll related expenses	510,142	426,556
Due to NYC Department of Education	13,280	-
Loan payable - Paycheck Protection Program	<u>604,100</u>	<u>604,100</u>
TOTAL LIABILITIES	1,193,345	1,463,932
NET ASSETS		
Net assets - without donor restrictions	<u>343,493</u>	<u>621,577</u>
TOTAL LIABILITIES AND NET ASSETS	<u>\$ 1,536,838</u>	<u>\$ 2,085,509</u>

See accompanying notes to the financial statements.

IMAGINE ME LEADERSHIP CHARTER SCHOOL
STATEMENTS OF ACTIVITIES
FOR THE YEARS ENDED JUNE 30, 2021 AND 2020

	2021	2020
OPERATING REVENUE WITHOUT DONOR RESTRICTIONS		
State and local per pupil operating revenue	\$ 4,872,401	\$ 4,326,326
Government grants and contracts	<u>313,958</u>	<u>179,801</u>
	<u>5,186,359</u>	<u>4,506,127</u>
EXPENSES		
Program services	4,710,901	4,140,672
Management and general	<u>766,564</u>	<u>770,601</u>
	<u>5,477,465</u>	<u>4,911,273</u>
DEFICIT FROM SCHOOL OPERATIONS	<u>(291,106)</u>	<u>(405,146)</u>
SUPPORT AND OTHER INCOME		
Interest and miscellaneous income	<u>13,022</u>	<u>85,261</u>
CHANGE IN NET ASSETS WITHOUT DONOR RESTRICTIONS	(278,084)	(319,885)
NET ASSETS - BEGINNING OF YEAR	<u>621,577</u>	<u>941,462</u>
NET ASSETS - END OF YEAR	<u>\$ 343,493</u>	<u>\$ 621,577</u>

See accompanying notes to the financial statements.

IMAGINE ME LEADERSHIP CHARTER SCHOOL

STATEMENT OF FUNCTIONAL EXPENSES

FOR THE YEAR ENDED JUNE 30, 2021

	No. of Positions	Program Services		Total	Supporting Services	
		Regular Education	Special Education		Management and General	2021
Personnel services costs:						
Instructional personnel	37	\$ 1,308,847	\$ 230,973	\$ 1,539,820	\$ 355,511	\$ 1,895,331
Administrative personnel	14	495,239	87,395	582,634	175,102	757,736
Salaries and wages	51	1,804,086	318,368	2,122,454	530,613	2,653,067
Payroll taxes and employee benefits		557,846	98,522	656,368	26,055	682,423
Classroom supplies and instructional materials		141,237	24,944	166,181	42,567	208,748
Interest and bank service charge		1,013	179	1,192	-	1,192
Office expense		23,825	4,208	28,033	-	28,033
Printing and photocopying		397	70	467	-	467
Depreciation expense		77,727	13,728	91,455	22,180	113,635
Repairs and maintenance		30,615	5,407	36,022	8,736	44,758
Staff professional development		12,463	2,201	14,664	-	14,664
Recruitment		15,473	2,731	18,204	-	18,204
Professional fees		240,492	42,474	282,966	35,667	318,633
Utilities		42,437	7,495	49,932	8,606	58,538
Equipment rental		434,007	76,650	510,657	-	510,657
Rent		301,510	53,250	354,760	86,037	440,797
Travel and meals		15,340	2,709	18,049	67	18,116
Bad debt		64,049	11,312	75,361	1,219	76,580
Miscellaneous expenses		241,485	42,651	284,136	4,817	288,953
		\$ 4,004,002	\$ 706,899	\$ 4,710,901	\$ 766,564	\$ 5,477,465

See accompanying notes to the financial statements.

IMAGINE ME LEADERSHIP CHARTER SCHOOL

STATEMENT OF FUNCTIONAL EXPENSES

FOR THE YEAR ENDED JUNE 30, 2020

	No. of Positions	Program Services		Total	Supporting Services	
		Regular Education	Special Education		Management and General	2020
Personnel services costs:						
Instructional personnel	36	\$ 1,355,360	\$ 224,192	\$ 1,579,552	\$ 384,375	\$ 1,963,927
Administrative personnel	18	677,680	112,096	789,776	192,188	981,964
Salaries and wages	54	2,033,040	336,288	2,369,328	576,563	2,945,891
Payroll taxes and employee benefits		572,123	94,636	666,759	26,467	693,226
Classroom supplies and instructional materials		45,919	7,596	53,515	13,283	66,798
Insurance		28,006	4,632	32,638	7,916	40,554
Interest and bank service charge		2,378	393	2,771	-	2,771
Office expense		11,935	1,974	13,909	-	13,909
Printing and photocopying		8,257	1,366	9,623	-	9,623
Depreciation expense		15,652	2,589	18,241	4,424	22,665
Repairs and maintenance		52,221	8,638	60,859	14,760	75,619
Staff professional development		4,488	742	5,230	-	5,230
Recruitment		6,400	1,059	7,459	-	7,459
Professional fees		150,630	24,916	175,546	22,127	197,673
Utilities		20,069	3,320	23,389	4,031	27,420
Equipment rental		198,889	32,898	231,787	-	231,787
Rent		354,820	58,691	413,511	100,286	513,797
Travel and meals		11,267	1,864	13,131	49	13,180
Miscellaneous expenses		36,761	6,215	42,976	695	43,671
		\$ 3,552,855	\$ 587,817	\$ 4,140,672	\$ 770,601	\$ 4,911,273

See accompanying notes to the financial statements.

IMAGINE ME LEADERSHIP CHARTER SCHOOL
STATEMENTS OF CASH FLOWS
FOR THE YEARS ENDED JUNE 30, 2021 AND 2020

	2021	2020
CASH FLOWS FROM OPERATING ACTIVITIES		
Cash received from operating revenue	\$ 5,148,599	\$ 4,451,868
Cash paid to employees and suppliers	(5,666,254)	(4,436,404)
Cash received from interest income	143	634
Other cash received	<u>12,879</u>	<u>84,627</u>
NET CASH (USED IN) PROVIDED BY OPERATING ACTIVITIES	<u>(504,633)</u>	<u>100,725</u>
CASH FLOWS FROM INVESTING ACTIVITIES		
Purchase of property and equipment	<u>(42,862)</u>	<u>(306,993)</u>
CASH FLOWS FROM FINANCING ACTIVITIES		
Proceeds from Paycheck Protection Program	<u>-</u>	<u>604,100</u>
NET (DECREASE) INCREASE IN CASH	<u>(547,495)</u>	<u>397,832</u>
CASH AND CASH - RESTRICTED - BEGINNING OF YEAR	<u>1,567,589</u>	<u>1,169,757</u>
CASH AND CASH - RESTRICTED - END OF YEAR	<u>\$ 1,020,094</u>	<u>\$ 1,567,589</u>

Reconciliation of change in net assets to net cash (used in) provided by operating activities:

Change in net assets	\$ (278,084)	\$ (319,885)
Adjustments to reconcile change in net assets to net cash (used in) provided by operating activities:		
Depreciation	113,635	22,665
Bad debt expense	76,580	-
Changes in operating assets and liabilities:		
Grants and other receivables	(127,620)	(52,392)
Prepaid and other assets	(18,557)	(20,470)
Accounts payable and accrued expenses	(367,453)	405,879
Accrued salaries and other payroll related expenses	83,586	66,795
Due from (to) NYC Department of Education	<u>13,280</u>	<u>(1,867)</u>
NET CASH (USED IN) PROVIDED BY OPERATING ACTIVITIES	<u>\$ (504,633)</u>	<u>\$ 100,725</u>

SUPPLEMENTAL DISCLOSURES OF CASH FLOW INFORMATION:

Cash and cash - restricted consist of:

Cash	\$ 945,044	\$ 1,492,589
Cash - restricted	<u>75,050</u>	<u>75,000</u>
Total	<u>\$ 1,020,094</u>	<u>\$ 1,567,589</u>

See accompanying notes to the financial statements.

IMAGINE ME LEADERSHIP CHARTER SCHOOL

NOTES TO FINANCIAL STATEMENTS JUNE 30, 2021 AND 2020

1. NATURE OF THE ORGANIZATION

Imagine Me Leadership Charter School (the "School") is a New York State, not-for-profit educational corporation that was incorporated on November 20, 2009 to operate a charter school pursuant to Article 56 of the Educational Law of the State of New York. The School was granted a provisional charter on January 12, 2010, which is renewable upon expiration by the Board of Regents of the University of the State of New York. The School opened its doors in the fall of 2010 in Brooklyn, New York with a rigorous academic program and a highly structured and supportive school culture. The School is designed to provide a positive, nurturing environment, where boys learn to become responsible citizens, life-long leaders and community leaders. The School's charter was renewed for an additional five years, expiring in July 2024.

The School is exempt from federal income tax under Section 501(a) of the Internal Revenue Code ("IRC") as an organization described in Section 501(c)(3) of the IRC and a similar provision under New York State income tax laws. The School has also been classified as an entity that is not a private foundation within the meaning of Section 509(a) of the IRC and qualifies for deductible contributions as provided in Section 170(b)(1)(A)(ii) of the IRC.

The School operates classes for students in kindergarten through fifth grade.

2. SIGNIFICANT ACCOUNTING POLICIES

Financial Statement Presentation

The School's financial statements have been prepared on the accrual basis of accounting in accordance with accounting principles generally accepted in the United States of America ("U.S. GAAP").

The classification of the School's net assets and its support, revenues, and expenses is based on the existence or absence of donor-imposed restrictions. It requires that the amounts for each of the two classes of net assets – with donor restrictions or without donor restrictions – be displayed in a statement of financial position and that the amount of change in each of those classes of net assets be displayed in a statement of activities.

These classes are defined as follows:

Net Assets with Donor Restrictions consist of contributions and other inflows of assets whose use is subject to donor-imposed restrictions that are more specific than broad limits reflecting the nature of the not-for-profit entity, the environment in which it operates and the purposes specified in its articles of incorporation or bylaws or comparable documents. Donor-imposed restrictions may be temporary in nature, such as stipulating that resources may be used only after a specified date or limited to specific programs or services. Certain donor-imposed restrictions are perpetual in nature.

Net Assets without Donor Restrictions consist of contributions and other inflows of assets whose use is not subject to donor-imposed restrictions. This net asset category includes both contributions not subject to donor restrictions and exchange transactions, and are, therefore, available for general operations.

The School had no net assets with donor restrictions at June 30, 2021.

Cash – Restricted

An escrow account in the amount of \$75,050 and \$75,000 was held aside under the provisions of the School's charter to pay for legal and audit expenses that would be associated with a dissolution should it occur, as required by the New York State Education Department as of June 30, 2021 and 2020, respectively.

IMAGINE ME LEADERSHIP CHARTER SCHOOL

NOTES TO FINANCIAL STATEMENTS JUNE 30, 2021 AND 2020

2. SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Grants and Other Receivables

Grants and other receivables represent unconditional promises to give by donors. Grants and other receivables that are expected to be collected within one year and are recorded at net realizable value are \$195,092 and \$144,052 at June 30, 2021 and 2020, respectively. The School wrote off receivables of \$76,580 for the year ended June 30, 2021. The School did not write off any receivables for the year ended June 30, 2020. The School evaluates the collectivity of the receivables and employs the allowance method. No allowance for uncollectible accounts for grants receivable was necessary as of June 30, 2021 and 2020. Such estimate is based on management's assessments and historical information, the aged basis of its receivables, as well as current economic conditions.

Contributions

Transfers of cash or other assets or settlement of liabilities that are both voluntary and nonreciprocal are recognized as contributions.

Contributions may either be conditional or unconditional. A contribution is considered conditional when the donor imposes both a measurable barrier and a right of return. Conditional contributions are recognized as revenue on the date all donor-imposed barriers are overcome or explicitly waived by the donor. Barriers may include specific and measurable outcomes, limitations on the performance of an activity and other stipulations related to the contribution. A donor has a right of return of any assets transferred or a right of release of its obligation to transfer any assets in the event the School fails to overcome one or more barriers. Assets received before the barrier is overcome are accounted for as refundable advances.

Unconditional contributions may or may not be subject to donor-imposed restrictions. Donor-imposed restrictions limit the use of the donated assets as to time or purpose restrictions.

Contributions subject to donor restrictions are recognized in changes in net assets with donor restrictions. When a purpose restriction is satisfied or when a time restriction expires, the contribution is reported as net assets released from restrictions and is recognized in changes in net assets without donor restrictions in the statement of activities.

Revenue Recognition

Per-Pupil Revenue

The School recognizes revenues from per-pupil funding in the fiscal year in which the academic programs are provided. Per-pupil revenue is billed and received based on the total number of full-time equivalent ("FTE") students and the basic charter school tuition rate for the school district of residence of the students attending the School in any given fiscal year for general education and special education. The FTE is formula-driven and based on the number of days the student has been with the School as a proportion of the number of days in the entire school year (the calculation is done by using the New York State calculator online). The School's total student population includes general education and special education students. The School has determined that revenue from its students has the same performance obligations, types of contract, and services rendered. As a result, the student body is viewed as one customer base for revenue purposes. The School uses a portfolio approach to account for per-pupil contracts as a collective group rather than recognizing revenue on an individual-contract basis. The School believes that revenue recognized by utilizing the portfolio approach approximates the revenue that would have been recognized if an individual contract approach were used.

IMAGINE ME LEADERSHIP CHARTER SCHOOL

NOTES TO FINANCIAL STATEMENTS JUNE 30, 2021 AND 2020

2. SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Revenue Recognition (continued)

Per-Pupil Revenue (continued)

Per-pupil invoicing is managed on a bi-monthly basis to the funding source (local school district). Billing is a function of student enrollment for the upcoming fiscal year, which is the basis for the first two invoices per-pupil due June 1st and July 31st, which is a projection. Subsequent invoices are due bi-monthly. With the implementation of an automated-invoicing process through a dedicated website, the submission of each invoice is done online. After the year is complete, the School submits the FTE per-pupil reconciliation, listing every student who attended any part of the year, and the FTE each represents. Based on this final count, it calculates how much should have been paid to the School and included in the reconciliation will be any amounts due from the funding source included in grants and other receivables on the statement of financial position at year end, or any amounts payable to the funding source included as a liability on the statement of financial position at year end, as amounts are true up to actual based on actual numbers submitted at year end.

Additional funding is also provided to support special education services. All students who are identified to need special education services or settings have an Individualized Education Program ("IEP"), formalized for his or her unique needs. Based on this IEP, the student is categorized into one of three levels of service: 0-20% service, 20-60% service, or 60% or more service required and provided by the School. For a student receiving less than 20% in services, no additional funding is received. For a student receiving services between 20% and 60% and 60% or more services of the school day, additional funding per FTE is received. Billing for this support is incorporated into the per-pupil invoices and is also settled in the same FTE per-pupil reconciliation process.

As the students receive the benefit of these services simultaneously as the School is providing them, the School recognizes per-pupil revenue from these services over time. The School believes that this method provides a reasonable depiction of the transfer of services over the term of the performance obligation based on the services needed to satisfy the obligation. Generally, performance obligations satisfied over time relate to students receiving academic or school services. The School measures the performance obligation from admission or enrollment into the School to the point when the student is discharged or the end of the school year where it is no longer required to provide services to the student, which is generally at the time of discharge or the completion of the school year. All of these services are bundled and considered a single-performance obligation, and as such, the School accounts for these bundled-performance obligations under state and local per pupil operating revenue in the statement of activities and recognizes the per-pupil revenue over time.

Government Grants

Revenue from federal, state, and local government grants and contracts is recognized by the School when qualifying expenditures are incurred and billable to the government, or when required services have been provided.

Contract Assets and Contract Liabilities

In accordance with Accounting Standards Codification ("ASC") 606, contract assets are to be recognized when an entity has the right to receive consideration in exchange for goods or services that have been transferred to a customer when that right is conditional on something other than the passage of time. The School does not recognize contract assets, as the right to receive consideration is unconditional in accordance with the passage of time criteria. Also, in accordance with ASC 606, contract liabilities are to be recognized when an entity is obligated to transfer goods or services for which consideration has already been received. The School does not receive consideration prior to the transfer of goods or services and, therefore, does not recognize contract liabilities.

IMAGINE ME LEADERSHIP CHARTER SCHOOL

NOTES TO FINANCIAL STATEMENTS JUNE 30, 2021 AND 2020

2. SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Contributions of Nonfinancial Assets

The School may receive contributed services that are an integral part of its operations. Such services are only recorded as contributions of nonfinancial assets, at their fair value, provided the services received create or enhance nonfinancial assets, require specified skills provided by individuals possessing those skills, and typically need to be purchased, if not provided by donation.

Property and Equipment

Property and equipment are stated at cost and are depreciated on the straight-line method over the estimated useful lives of the assets. Leasehold improvements are amortized over the lesser of the useful life of the asset or the lease term. The School has established a \$1,000 threshold above which assets are evaluated to be capitalized. Property and equipment acquired with certain government contract funds is recorded as an expense pursuant to the terms of the contract in which the government funding source retains ownership of the property. Maintenance and repairs are charged to expense as incurred; major renewals and betterments are capitalized, based on the established threshold.

Impairment

The School reviews long-lived assets to determine whether there has been any permanent impairment whenever events or circumstances indicate the carrying amount of an asset may not be recoverable. If the sum of the expected future undiscounted cash flows is less than the carrying amount of the assets, the School recognizes an impairment loss. No impairment losses were recognized for the years ended June 30, 2021 and 2020.

Advertising

The School expenses advertising costs as incurred. The School incurred \$13,655 and \$3,564 of advertising costs for the years ended June 30, 2021 and 2020, respectively, which is included in the accompanying statements of functional expenses under recruitment.

Functional Allocation of Expenses

The costs of providing programs and other activities have been summarized on a functional basis and by natural classification in the accompanying statement of activities. Accordingly, certain costs have been allocated among the respective programs and activities according to the functional categories, as follows:

Program Services – This category represents expenses related to general education and special education for certain students requiring additional attention and guidance. These costs are allocated based on the FTE allocation method.

Management and General – This category represents expenses related to the overall administration and operation of the School that are not specific to any program services or development. These costs are allocated based on time and effort.

Fundraising – This category represents expenses directly associated with the School's effort to raise funds to support the operations for the School. These costs are allocated based on time and effort.

Estimates

The preparation of financial statements in conformity with U.S. GAAP requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

IMAGINE ME LEADERSHIP CHARTER SCHOOL

NOTES TO FINANCIAL STATEMENTS JUNE 30, 2021 AND 2020

2. SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Reclassifications

Certain accounts in the June 30, 2020 financial statements have been reclassified to conform to the June 30, 2021 presentation. These reclassifications had no effect on net income or net assets.

Subsequent Events

The School has evaluated events through October 29, 2021, which is the date the financial statements were available to be issued.

Income Taxes

The School is exempt from federal, state and local income taxes under Section 501(c)(3) of the Internal Revenue Code (the "IRC") and, therefore, has made no provision for income taxes in the accompanying financial statements. In addition, the School has been determined by the Internal Revenue Service not to be a "private foundation" within the meaning of Section 509(a) of the IRC. There was no unrelated business income for the year ended June 30, 2021.

Under U.S. GAAP, an organization must recognize the tax benefit associated with tax positions taken for tax-return purposes when it is more likely than not that the position will not be sustained upon examination by a taxing authority. The School does not believe it has taken any material uncertain tax positions and, accordingly, it has not recorded any liability for unrecognized tax benefits. The School is subject to routine audits by a taxing authority. As of June 30, 2021, the School was not subject to any examination by a taxing authority.

Adopted Accounting Pronouncement

Revenue from Contracts with Customers (Topic 606)

During the year ended June 30, 2021, the School adopted Accounting Standards Update ("ASU") 2014-09, *Revenue from Contracts with Customers* (Topic 606), as of July 1, 2020 using the modified-retrospective approach. This guidance requires an entity to recognize revenue to depict the transfer of promised goods and services to customers in an amount that reflects the consideration to which the entity expects to be entitled in exchange for these goods or services. The School's revenue is derived primarily from per-pupil revenue for services provided to students. Per-pupil revenues are recognized as revenue over the course of the academic school year or program for which it is earned. The adoption of ASU 2014-09 did not result in a material change to the timing of when revenue is recognized.

Recent Accounting Pronouncements

Lease Accounting

In February 2016, the Financial Accounting Standards Board ("FASB") issued ASU 2016-02, *Leases*, which will require lessees to recognize a lease liability, which is a lessee's obligation to make lease payments arising from a lease, measured on a discounted basis; and a right-of-use asset, which is an asset that represents the lessee's right to use, or control the use of, a specified asset for the lease term. The standard is effective for non-public business entities for fiscal years beginning after December 15, 2021. The School is currently evaluating the impact of the adoption of ASU 2016-02.

Presentation and Disclosures by Not-for-Profit Entities for Contributed Nonfinancial Assets

In September 2020, the FASB issued ASU 2020-07, *Presentation and Disclosures by Not-For-Profit Entities for Contributed Nonfinancial Assets* (Topic 958). The update requires not-for-profits to present contributed nonfinancial assets as a separate line item on the statement of activities, and to disclose information regarding each type of contributed nonfinancial assets. The update is effective for financial statements issued for fiscal years beginning after June 15, 2021, and interim periods within fiscal years beginning after June 15, 2022, with early application permitted. The School is currently evaluating the impact of the adoption of ASU 2020-07.

IMAGINE ME LEADERSHIP CHARTER SCHOOL

NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2021 AND 2020**3. LIQUIDITY AND AVAILABILITY OF RESOURCES**

The School maintains a policy of structuring its financial assets to be available as its general expenditures, liabilities and other obligations come due. The School's management meets monthly to address projected cash flows to meet its operational expenditures. The School's financial assets available within one year of the statements of financial position date for general expenditures are as follows:

	2021	2020
Cash	\$ 945,044	\$ 1,492,589
Cash - restricted	75,050	75,000
Grants and other receivables	195,092	144,052
Total financial assets	<u>1,215,186</u>	<u>1,711,641</u>
Less amounts unavailable for general expenditures within one year due to:		
Restricted by contract	<u>(75,050)</u>	<u>(75,000)</u>
Total financial assets available to management for general expenditures within one year	<u>\$ 1,140,136</u>	<u>\$ 1,636,641</u>

4. PROPERTY AND EQUIPMENT

Property and equipment consist of the following as of June 30,:

	2021	2020	Estimated Useful Life
Equipment	\$ 97,301	\$ 54,439	3-5 years
Furniture	92,126	92,126	7 years
Computers	319,493	319,493	3 years
Software	15,025	15,025	5 years
Website	1,190	1,190	3 years
			Lesser of the useful life of the asset or the lease term
Leasehold improvements	<u>346,293</u>	<u>346,293</u>	
	871,428	828,566	
Less: accumulated depreciation	<u>(626,303)</u>	<u>(512,668)</u>	
	<u>\$ 245,125</u>	<u>\$ 315,898</u>	

Depreciation expense for the years ended June 30, 2021 and 2020 was \$113,635 and \$22,665, respectively.

5. LOAN PAYABLE - PAYCHECK PROTECTION PROGRAM

On May 13, 2020, the School received a loan in the amount of \$604,100 through the Paycheck Protection Program of the 2020 CARES Act ("PPP") administered by the Small Business Administration. The loan is due on May 13, 2022, and bears interest at 1.00 percent. Monthly payments of principal and interest commence on November 13, 2020. The School may prepay the loan at any time prior to maturity with no prepayment penalties. Funds from the loan may only be used for certain purposes, including payroll, benefits, rent, and utilities. Under the terms of the PPP, all or a portion of the loan may be forgiven based on certain requirements being met. The School did not make any payments towards the loan.

IMAGINE ME LEADERSHIP CHARTER SCHOOL

NOTES TO FINANCIAL STATEMENTS JUNE 30, 2021 AND 2020

5. LOAN PAYABLE - PAYCHECK PROTECTION PROGRAM (CONTINUED)

Subsequently on September 8, 2021, the School received notification from the Small Business Administration that the School's forgiveness application of the PPP Loan and accrued interest was approved in full.

6. PENSION PLAN

Effective March 1, 2011, the School implemented a 403(b) plan with Principal Financial Group for its employees. Employees are automatically enrolled in the plan as soon as they become an employee of the School. Employees are automatically enrolled at 4% but may change their percentage at any time not to exceed 10% of their pay. The School may make discretionary and matching contributions to the plan. The School contributed \$1,300 and \$1,441 to the plan for the years ended June 30, 2021 and 2020. The plan has a three-year schedule at which point employees become fully vested in the School's contributions.

The School is a participating employer in the Teachers' Retirement System of the City of New York ("TRS" or the "Plan"), a cost-sharing multiple-employer public employee retirement system that provides pension benefits for all the teachers and administrative personnel employed by the Department of Education and certain employees of charter schools and the City University of New York. As a participating employer of the Plan, the School is not permitted to withdraw from the Plan.

Employer contributions to the Plan are determined by the Plan's Chief Actuary of the Office of the Actuary in accordance with state statutes and city laws, and include amounts to reduce the Plan's underfunding.

Accounting standards require employers participating in multiemployer plans to provide detailed quantitative and qualitative disclosures for these plans. TRS, which is sponsored by the City of New York, does not impose an expiration date on participating employers. The zone status is consistent with the Pension Protection Act and is for the Plan's year-end at June 30, 2020. The zone status is based on information provided in the TRS Comprehensive Annual Financial Report, which includes information from TRS' actuary and is certified by TRS' auditor. Among other factors, plans in the red zone are generally less than 65 percent funded, plans in the yellow zone are less than 80 percent funded and plans in the green zone are at least 80 percent funded. TRS did not report a rehabilitation plan. Information related to the Plan is comprised of the following:

<i>Pension Fund</i>	<i>Plan Month/Day End Date</i>	<i>Zone Status</i>	<i>Contributions</i>	
			<i>2021</i>	<i>2020</i>
<i>Teachers' Retirement System</i>	06/30	<i>Yellow – As of June 30, 2020</i>	<i>\$131,750</i>	<i>\$129,736</i>

7. RISK MANAGEMENT

- A. The School is exposed to various risks of loss related to torts; thefts of, damage to, and destruction of assets; injuries to employees; and natural disasters. The School maintains commercial insurance to help protect itself from such risks. The School also intends to defend its positions on these matters. As of June 30, 2021, there are no matters for which the School believes the ultimate outcome would have a material adverse effect on the School's financial position.
- B. The School entered into contractual relationships with certain governmental funding sources. The governmental agencies may request return of funds as a result of noncompliance by the School, as well as additional funds for the use of facilities. The accompanying financial statements make no provision for the possible disallowance or refund. The School is of the opinion that such cost disallowances, if any, will not have a material effect in the School's financial statements.

IMAGINE ME LEADERSHIP CHARTER SCHOOL

NOTES TO FINANCIAL STATEMENTS JUNE 30, 2021 AND 2020

7. RISK MANAGEMENT (CONTINUED)

- C. On March 27, 2020, the Coronavirus Aid, Relief, and Economic Security Act ("CARES") was signed into law in response to the coronavirus (COVID-19) pandemic. The CARES Act includes many measures to provide relief to companies and organizations. Under the CARES Act, the Local Education Agencies (LEAs) received funds from the Elementary and Secondary School Emergency Relief ("ESSER") fund to provide equitable services to students and teachers in non-public schools. The School was granted funds to defray the COVID-19 outbreak costs under the aforementioned ESSER fund during the year ended June 30, 2021.

8. CONCENTRATIONS

Financial instruments that potentially subject the School to a concentration of credit risk include cash accounts at a major financial institution that, at times, exceeded the Federal Deposit Insurance Corporation insured limit of \$250,000.

The School received approximately 95% and 94% of its total revenue from per pupil funding from the NYCDOE during the years ended June 30, 2021 and 2020, respectively.

The School's grants and other receivables consist of three major grantors accounting for 96% as of June 30, 2021. The School's grants and other receivables consist of two major grantors accounting for 100% as of June 30, 2020.

The School's payables consist of three major vendors accounting for 100% at June 30, 2021. The School's payables consist of three major vendors accounting for 91% at June 30, 2020.

9. COMMITMENT AND CONTINGENCIES

The School entered into a lease agreement with Saint Paul Community Baptist Church for leasing the premises at 818 Schenck Avenue, Brooklyn, NY 11207 which expired on June 30, 2020. The School is currently negotiating an extension to the lease while continuing to occupy the building and paying monthly rent of \$36,733.

Rent expense and occupancy costs for the years ended June 30, 2021 and 2020 was \$440,797 and \$513,797, respectively, which is included in the accompanying statements of functional expenses under rent.

In August 2019, the School entered into a 48-month lease for modular classrooms with total monthly rental charges of \$38,588. It was placed into service during the fall school year of 2020.



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Independent Auditor's Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance With Government Auditing Standards

To the Board of Trustees
Imagine Me Leadership Charter School
Brooklyn, New York

We have audited in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, the financial statements of Imagine Me Leadership Charter School (the "School"), which comprise the statement of financial position as of June 30, 2021, and the related statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements, and have issued our report thereon dated October 29, 2021.

Internal Control Over Financial Reporting

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

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the School's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations during our audit, we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the School's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

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

BDO USA, LLP

New York, NY
October 29, 2021

IMAGINE ME LEADERSHIP CHARTER SCHOOL

**SCHEDULE OF FINDINGS AND QUESTIONED COSTS
FOR THE YEAR ENDED JUNE 30, 2021**

1. SUMMARY OF AUDITOR'S RESULTS

Financial Statements

Type of report the auditor issued on whether the financial statements audited were prepared in accordance with generally accepted accounting principles:

Unmodified

Internal control over financial reporting:

- Material weakness(es) identified?
- Significant deficiency(ies) identified?

<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> None reported
<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

Noncompliance material to financial statements

2. FINANCIAL STATEMENT FINDINGS

There were no findings related to the financial statements that are required to be reported in accordance with generally accepted government auditing standards.

IMAGINE ME LEADERSHIP CHARTER SCHOOL

SCHEDULE OF PRIOR AUDIT FINDINGS JUNE 30, 2021

FINANCIAL STATEMENT FINDINGS

Finding: 2020-01

Condition: Sound internal controls provide a uniform system wherein management designates responsible personnel to perform supervision, review and approval functions over key financial reporting processes. There is only one individual with access to the journal entry process and no other individual reviews the journal entries or supporting documentation. This individual is also responsible for cash disbursements and bank reconciliations.

Current Status:

The finding has been corrected as of October 29, 2021, which is the date the financial statements were available to be issued.

Finding: 2020-02

Condition: The School should prepare and review analyses of balance sheet accounts, including property and equipment, accounts receivable, accounts payable and accrued expense on a monthly basis and reconcile to the respective general ledger control account. These specific analyses were not prepared/reviewed by the School throughout the year and when prepared, did not agree to the general ledger detail.

Current Status:

The finding has been corrected as of October 29, 2021, which is the date the financial statements were available to be issued.



Dr. Katherine Corbett, Executive Director

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October 29, 2021

BDO USA, LLP
600 Third Avenue Third Floor,
New York, NY 10016

Ladies and gentlemen:

We are providing this letter in connection with your audit the statement of financial position as of June 30, 2021, and the related statements of activities, functional expenses and cash flows for the year then ended, and the related notes to the financial statements, for the purpose of expressing an opinion as to whether the financial statements present fairly, in all material respects, the financial position, changes in net assets, and cash flows of Imagine Me Leadership Charter School (the "School") in conformity with accounting principles generally accepted in the United States of America. We confirm that we are responsible for the preparation and fair presentation in the financial statements of financial position, changes in net assets, and cash flows in conformity with accounting principles generally accepted in the United States of America.

Certain representations in this letter are described as being limited to matters that are material. Items are considered material, regardless of size, if they involve an omission or misstatement of accounting information that, in the light of surrounding circumstances, makes it probable that the judgment of a reasonable person relying on the information would be changed or influenced by the omission or misstatement.

We confirm, to the best of our knowledge and belief, as of the date of this representation letter, as entered on the first page, the following representations made to you during your audit:

- (1) We have fulfilled our responsibilities, as set out in the terms of the audit engagement letter dated April 28, 2021, for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America.
- (2) We have fulfilled our responsibility, as set out in the terms of the aforementioned audit engagement letter, for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.
- (3) The financial statements include all assets and liabilities under the entity's control.
- (4) We have made available to you:
 - (a) All financial records, and related data, including the names of all related parties and all relationships and transactions with related parties, as agreed upon in the terms of the aforementioned audit engagement letter.
 - (b) All additional information that you have requested from us for the purpose of the audit.

Where Success Happens!



Dr. Katherine Corbett, Executive Director

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- (c) Unrestricted access to persons within the entity from whom you determined it necessary to obtain audit evidence.
 - (d) Minutes of the meetings of directors and committees of directors that were held from (beginning of the period under audit) to the date of this letter, or summaries of actions of recent meetings for which minutes have not yet been prepared.
- (5) There have been no communications from regulatory agencies concerning noncompliance with or deficiencies in financial reporting practices.
- (6) There are no material transactions that have not been properly recorded in the accounting records underlying the financial statements. The financial statement misstatements relating to accounts and disclosures identified and discussed with us in the course of the audit that are included in the attached schedule of corrected misstatements, have been corrected. We have evaluated the propriety of the corrected misstatements based on a review of both the applicable authoritative literature and the underlying supporting evidence from our files and confirm our responsibility for the decision to correct them.
- (7) We acknowledge our responsibility for the design, implementation, and maintenance of internal control to prevent and detect fraud or noncompliance. We have disclosed to you the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud or noncompliance. We have no knowledge of any:
- (a) Fraud or suspected fraud involving management or involving employees who have significant roles in internal control, whether or not perceived to have a material effect on the financial statements.
 - (b) Fraud or suspected fraud involving others where the fraud could have a material effect on the financial statements.
 - (c) Allegations of fraud or suspected fraud affecting the School received in communications from employees, former employees, regulatory agencies, grantors, law firms, predecessor accounting firms, or others.
 - (d) Instances of noncompliance or suspected noncompliance with provisions of laws, regulations, contracts or grant agreements, or abuse, whose effects, both quantitatively and qualitatively, should be considered when preparing the financial statements.
- (8) We have no plans or intentions that may materially affect the carrying value or classification of assets, liabilities, or net asset balances.
- (9) The following, where applicable and material, have been properly recorded or disclosed in the financial statements:
- (a) The identity of all related parties and all related party relationships and transactions of which we are aware (e.g., transactions with unconsolidated subsidiaries; affiliates under common control with the entity or that are directly or indirectly controlled by the entity; directors, management, and members of their immediate families), including sales, purchases, loans, transfers, leasing arrangements, and guarantees, and amounts receivable from or payable to related parties.

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- (b) Arrangements with financial institutions involving compensating balances or other arrangements involving restrictions on cash balances and line-of-credit or similar arrangements.
- (c) All derivative instruments and any embedded derivative instruments that require bifurcation, in accordance with FASB ASC 815, *Derivatives and Hedging*.
- (d) Guarantees, whether written or oral, under which Imagine Me Leadership Charter School is contingently liable.
- (e) Significant estimates and material concentrations known to management that are required to be disclosed in accordance with FASB ASC 275-10, *Risk and Uncertainties - Overall*. In that regard, all accounting estimates that could be material to the financial statements, including key factors and significant assumptions underlying those estimates, have been identified, and we believe the estimates are reasonable in the circumstances. The methods, significant assumptions, and the data used in making the accounting estimates and the related disclosures are appropriate to achieve recognition, measurement, and disclosure that is in accordance with accounting principles generally accepted in the United States of America (other comprehensive basis of accounting). (Significant estimates are estimates at the statement of financial position (balance sheet) date that could change materially within the next year. Concentrations refer to volumes of business, revenues, available sources of supply, or markets or geographic areas for which events could occur that would significantly disrupt normal finances within the next year.).
- (f) The effects of all known actual or possible litigation, claims, and other liabilities or gain or loss contingencies that are required to be accrued or disclosed by FASB ASC 450, *Contingencies*, including:
 - Pending or anticipated tax assessments or refunds, other potential or pending claims, lawsuits by or against any branch of government or others;
 - Written or oral guarantees, endorsements, or unused letters of credit;
 - Unusual warranties or guarantees; or
 - Labor claims or negotiations.

FASB ASC 450-20, *Loss Contingencies*, requires loss contingencies to be accrued if it is probable an asset has been impaired or a liability incurred at the statement of financial position date and the amount of loss can be reasonably estimated. Such contingencies must be disclosed, but may not be accrued, if the loss is reasonably possible (but not probable) or the loss is probable but the amount of loss cannot be reasonably estimated.

- (g) Commitments, such as:
 - Major fixed asset purchase agreements;
 - More-than-one-year employment arrangements or contracts with suppliers or customers, or one-year-or-longer term leases;
 - Deferred compensation, bonuses, pension and profit-sharing plans, or severance pay; or

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- Pending sale or merger of all or a portion of the business or of an interest therein or acquisition of all or a portion of the business, assets or securities of another entity;
- (h) Joint ventures or other participations, the detailed transactions of which are not carried on our books.
- (i) Foreign currency transaction gains or losses, as well as translation of foreign currency financial statements.
- (10) There are no:
 - (a) Violations or possible violations of laws or regulations and provisions of contracts and grant agreements (including the failure to file reports required by regulatory bodies (e.g., EPA, OCC, FDIC, DOL, Medicare, U.S. Customs Service, HIPAA, IRS, Dept. of Commerce, state and municipal authorities) when the effects of failing to file could be material to the financial statements) whose effects should be considered for disclosure in the financial statements or as a basis for recording a loss contingency.
 - (b) Unasserted claims or assessments that our lawyer has advised us are probable of assertion and must be disclosed in accordance with FASB ASC 450.
 - (c) Side agreements or other arrangements (either written or oral) that have not been disclosed to you.
 - (d) Designation of net assets disclosed to you that were not properly authorized and approved, or reclassifications of net assets that have not been properly reflected in the financial statements.
- (11) Receivables recorded in the financial statements represent valid claims against debtors or grantors for sales, contributions, pledges, or other charges arising on or before the statement of financial position date and have been appropriately reduced to their estimated net realizable value.
- (12) During the fiscal year ended June 30, 2021, the NYCDOE owed the School Title I, Title II, CSP, and ESSER grant funds totaling \$195,092.
- (13) With regard to items reported at fair value: (a) the underlying assumptions are reasonable and they appropriately reflect management's intent and ability to carry out its stated courses of action, (b) the measurement methods and related assumptions used in determining fair value are appropriate in the circumstances and have been consistently applied, (c) the disclosures related to fair values are complete, adequate, and in conformity with U.S. GAAP and (d) there are no subsequent events that require adjustments to the fair value measurements and disclosures included in the financial statements.
- (14) Imagine Me Leadership Charter School has satisfactory title to all owned assets, and there are no liens or encumbrances on such assets nor has any asset been pledged as collateral.
- (15) We have complied with all aspects of grant agreements and other contractual agreements, including debt covenants, that would have a material effect on the financial statements in the event of noncompliance.
- (16) No discussions have taken place with your firm's personnel regarding employment with Imagine Me Leadership Charter School.

Where Success Happens!



Dr. Katherine Corbett, Executive Director

818 Schenck Ave., Brooklyn New York 11207 | P 347.985.2140 | F 347.985.2145 | info@imaginemeleadership.org | www.imlcs.org

- (17) Imagine Me Leadership Charter School is an exempt organization under Section 501(c)(3) of the Internal Revenue Code as evidenced by determination letter dated June 6, 2008. Any activities of which we are aware that would jeopardize our tax-exempt status, all activities subject to tax on unrelated business income or excise or other tax, have been disclosed to you. All required filings with tax authorities are up-to-date.
- (18) We have complied with all restrictions on resources, including donor restrictions, and all aspects of contractual and grant agreements that would have a material effect on the financial statements in the event of noncompliance. This includes complying with donor requirements to maintain a specific asset composition necessary to satisfy their restrictions.
- (19) Imagine Me Leadership Charter School did not have any net assets with donor restrictions of at June 30, 2021.
- (20) The basis used for the allocation of functional expenses is reasonable, and is in compliance with the provisions of ASU 2016-14.
- (21) As part of your audit, you assisted with the preparation of the financial statements and related notes. We acknowledge our responsibility as it relates to those nonattest/nonaudit services, including that we assume all management responsibilities; oversee the services by designating an individual, preferably within senior management, who possesses suitable skill, knowledge, or experience; evaluate the adequacy and results of the services performed; and accept responsibility for the results of the services. We have reviewed, approved, and accepted responsibility for the financial statements and related notes.
- (22) We are responsible for compliance with laws, regulations, and provisions of contracts and grant agreements applicable to us and we have identified and disclosed to you all laws, regulations, and provisions of contracts and grant agreements that we believe have a direct and material effect on the determination of financial statement amounts or other financial data significant to the audit objectives.
- (23) Expenditures of federal awards were below the \$750,000 threshold in the audit period for the year ended June 30, 2021, and we were not required to be audited in accordance with the Uniform Guidance.
- (24) There have been no known or suspected breaches of sensitive information (e.g., personnel files) caused by cyber-attack or other means, or other cybersecurity incidents, where the breach or other incidents could have a material effect on the financial statements.
- (25) In conjunction with your audit of the financial statements of Imagine Me Leadership Charter School as of June 30, 2021 for the purpose of expressing an opinion as to whether the financial statements present fairly, in all material respects, the financial position, results of operations, and cash flows of Imagine Me Leadership Charter School in conformity with accounting principles generally accepted in the United States of America, we confirm, to the best of our knowledge and belief, as of the date of this representation letter, the following representations made to you during our audit:
- To the extent our normal procedures and controls related to our financial close or other reporting processes at any of our locations were adversely impacted by the COVID-19 outbreak, we took appropriate actions and safeguards to reasonably ensure the fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America.

Where Success Happens!



Dr. Katherine Corbett, Executive Director

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- Other than as disclosed in note 7 to the financial statements, no other impacts from COVID-19 outbreak are necessary to be reflected in those financial statements.
 - Disclosures included in the financial statements regarding relevant significant business, financial, and reporting impacts of the COVID-19 outbreak accurately reflect management's full consideration of such impacts.
- (26) In connection with any electronic presentation of the financial statements and your audit report thereon on our web site, we acknowledge that:
- We are responsible for the preparation, presentation, and content of the financial statements in the electronic format.
 - If your audit report is presented on our web site, the full financial statements upon which you reported and to which you appended your signed report will be presented.
 - We will clearly indicate in the electronic presentation on our web site the financial information that is subject to your audit report. We will clearly differentiate any information that may also be presented by us on or in connection with our web site that was contained in the published version of the financial statements and other supplementary information, but which is not part of the audited financial statements or other financial information covered by your audit report.
 - We have assessed the security over financial statement information and the audit report presented on our web site, and are satisfied that procedures in place are adequate to ensure the integrity of the information provided. We understand the risk of potential misrepresentation inherent in publishing financial information on our web site through internal failure or external manipulation.
 - If the electronic financial statements are generally made available to the public on our web site, we will include a notification to the reader that such financial statements are presented for convenience and information purposes only, and while reasonable efforts have been made to ensure the integrity of such information, they should not be relied on. A copy of the printed financial statements will be provided on request.
- (27) The accounting policies reflected in the opening balances have been consistently applied in the current period's financial statements.
- (28) We have fully disclosed to you all terms of contracts with customers that affect the amount and timing of revenue recognized in the financial statements, including delivery terms, rights of return or price adjustments, side agreements, implicit provisions, unstated customary business practices, and all warranty provisions.
- (29) We are aware that Marc Taub is the engagement partner and is responsible for supervising the engagement and signing the report.



Dr. Katherine Corbett, Executive Director

818 Schenck Ave., Brooklyn New York 11207 | P 347.985.2140 | F 347.985.2145 | info@imaginemeleadership.org | www.imlcs.org

To the best of our knowledge and belief, no events, have occurred subsequent to the statement of financial position date and through the date of this representation letter, as entered on the first page, that would require adjustment to or disclosure in the aforementioned financial statements (except as follows:).

Very truly yours,

Dr. Katherine Corbett, Executive Director

DocuSigned by:

Janice Chen, Chairperson, IMLCS Board of Trustees

—Where Success Happens!—

Disclosure of Financial Interest by a Current or Proposed Board of Trustees Member – Board of Regents-Authorized Charter Schools

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):
Imagine Me Leadership Charter School

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

Broad 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.

3. 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.

4. 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

5. 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**."

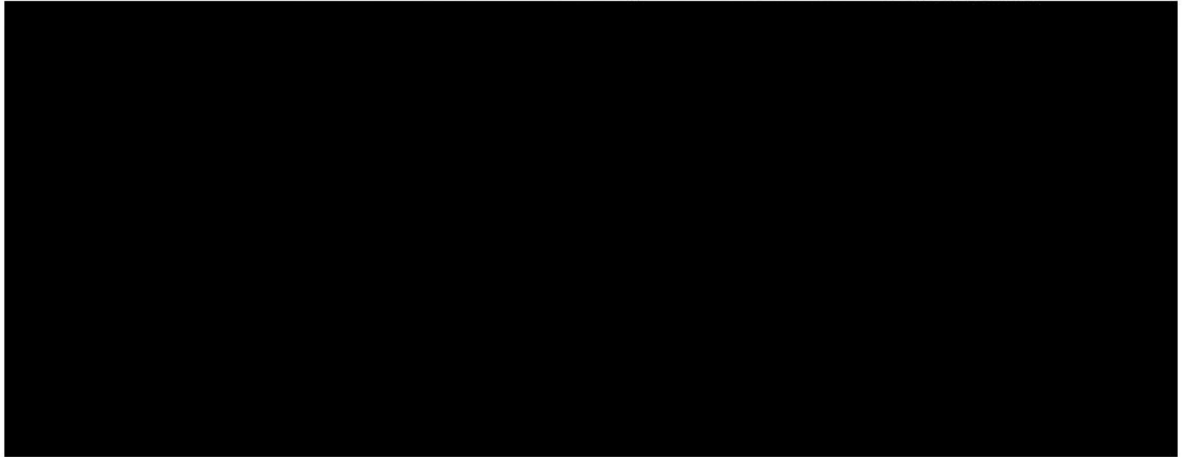
Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest

Signature

A handwritten signature in black ink, consisting of several loops and a final flourish.

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.



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

Name:

Deirdra Smith

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).

Secretary

2. Are you an employee of any school operated by the education corporation?
____**Yes** __**X**__**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.

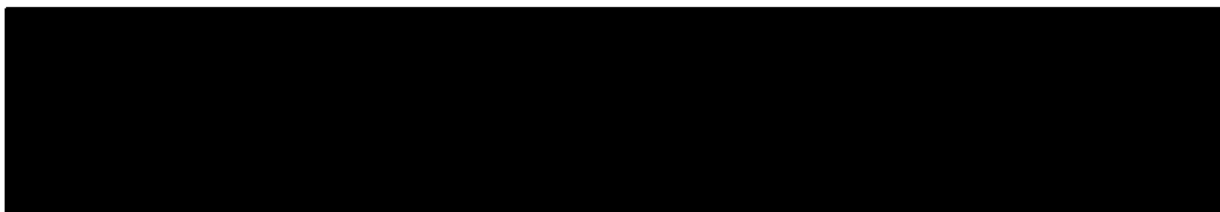
Date(s)	Nature of financial interest/transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you
None			

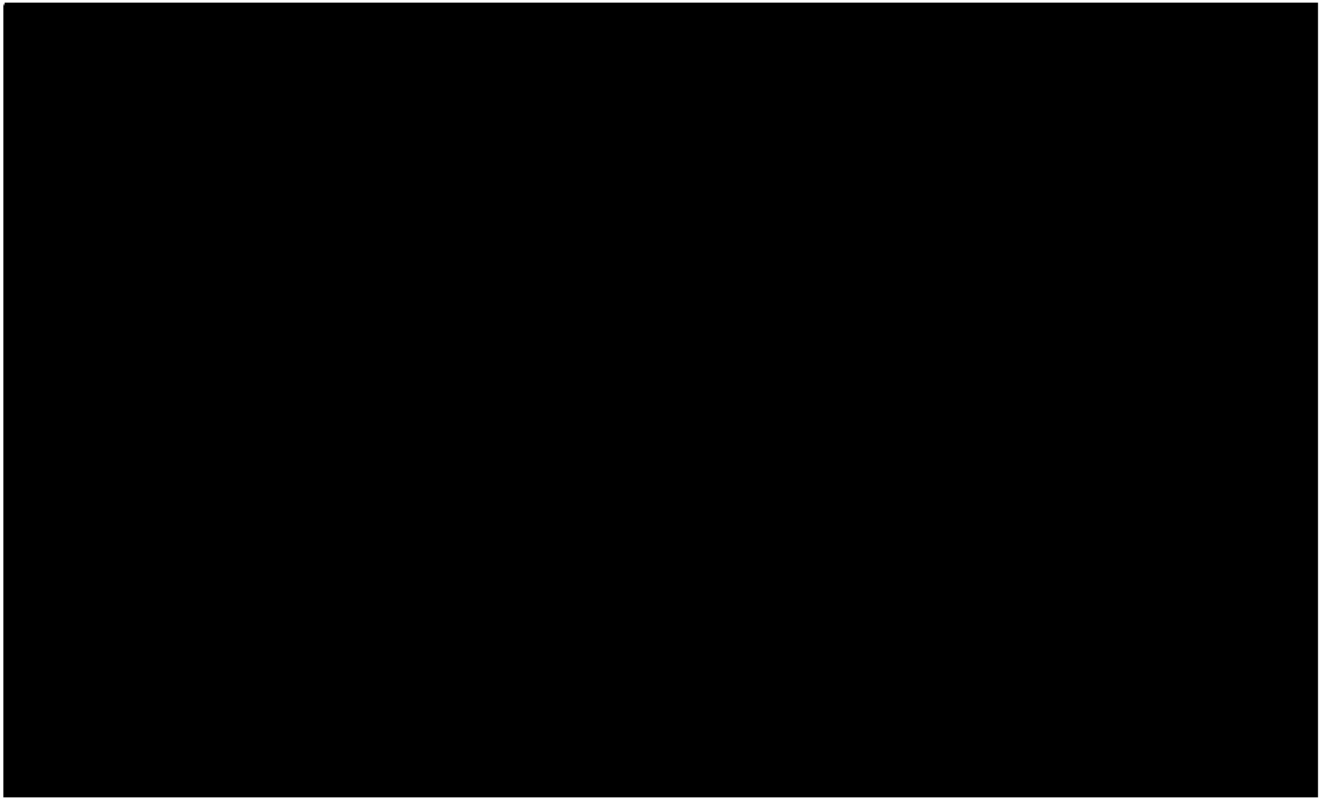
8. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation 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
None				

 7/30/21
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.





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 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** X

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 X 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
NONE	NONE	NONE	NONE
<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.”

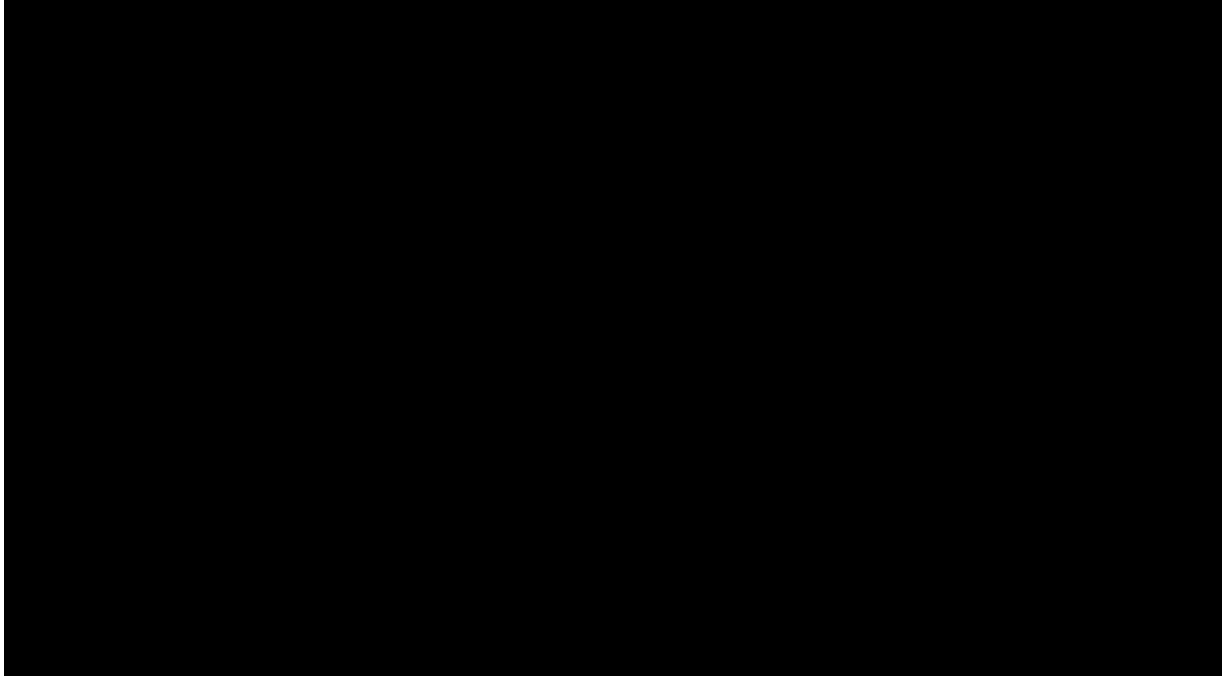
Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest
NONE	NONE	NONE	NONE	NONE
<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.



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

Name: JANICE CHEN

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).**

CHAIRPERSON

- 2. Are you an employee of any school operated by the education corporation?**
____Yes __XX_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 __X__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
	NOT APPLICABLE		
<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 businesses 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>NOT APPLICABLE</p> <p><i>Please write "None" if applicable. Do not leave this space blank.</i></p>				

Janice Chen

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.



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

Name: Bruce L. Booker

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).

Board Member

2. Are you an employee of any school operated by the education corporation?
____**Yes** ____**X**____**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? **Yes**

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

Nephew. No Benefit

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>NONE.</i>	<i>NONE</i>	<i>NONE</i>	<i>NONE</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>NONE</i>	<i>NONE</i>	<i>NONE</i>	<i>NONE</i>	<i>NONE</i>

Bruce L. Booker
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.



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).

Parent Participant

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? 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		

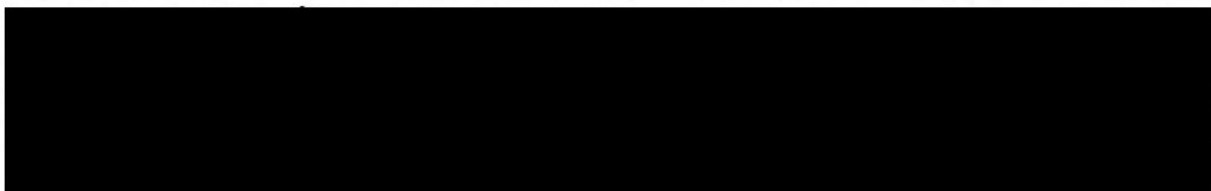
8. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation **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."

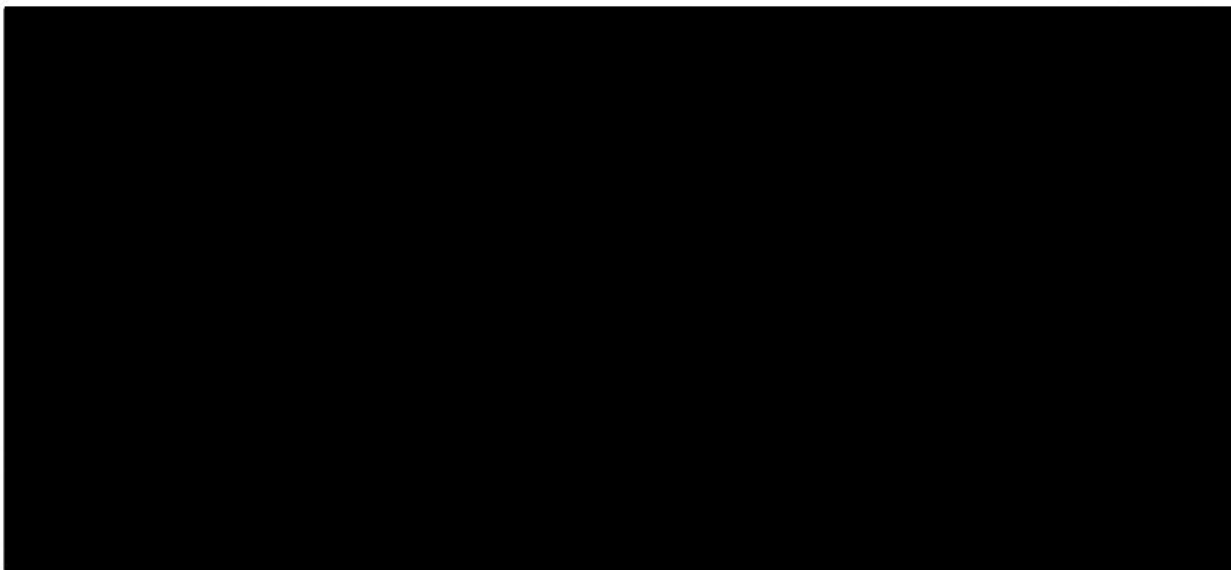
Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps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

Aisha Greene
Signature

7/21/21
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.





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).

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.

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 X 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
None	None	None	None

Please write "None" if applicable. Do not leave this space blank.

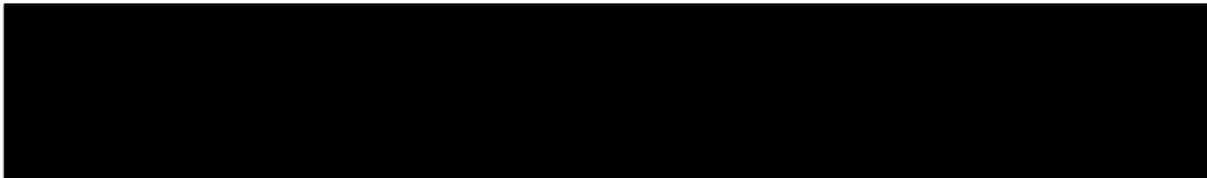
8. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation **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**."

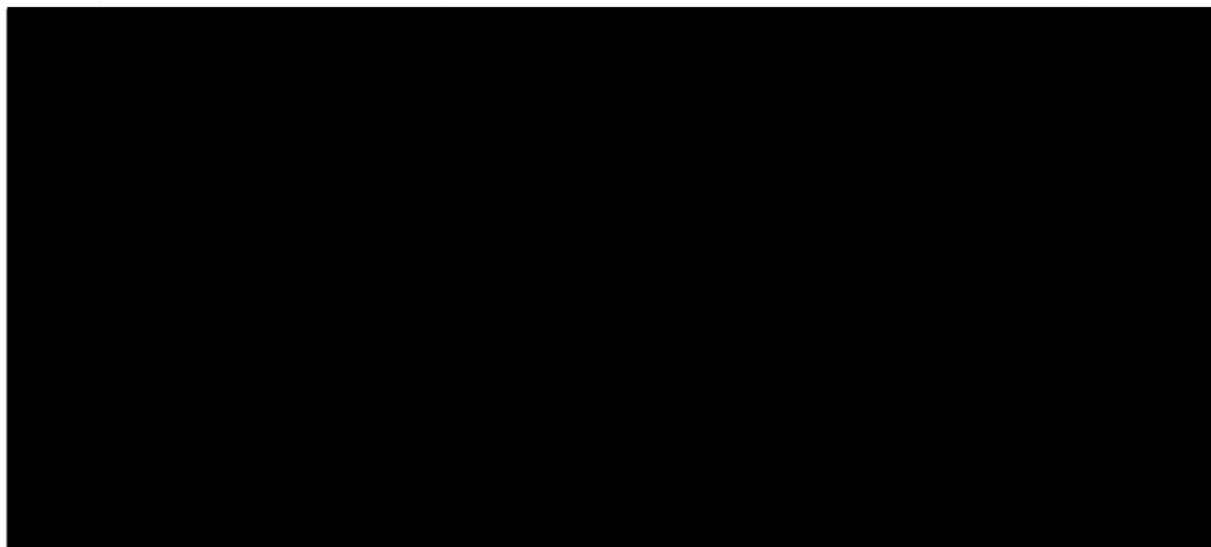
Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest
NONE	NONE	NONE	NONE	NONE

Yvonne L. Graham
Signature

July 17, 2021
Date

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Disclosure of Financial Interest by a Current or Proposed Board of Trustees Member – Board of Regents-Authorized Charter Schools

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 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.

4. 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> <div style="text-align: center; font-size: 2em; font-weight: bold;">NONE</div>			

5. 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>Please write "None" if applicable. Do not leave this space blank.</p> <p style="text-align: center;">NONE</p>				

AD
Signature

6/21/19
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.

IMLCS Board Meeting
Thursday, July 9, 2020
Janice Chen, Chairperson

Call to Order and Welcome – Janice Chen called the meeting to order at 6:45 pm. The motion was seconded by Yvonne Graham; all were in favor. A quorum was present for the transaction of business.

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

Attendees - Principal/CEO Bevon Thompson, AP Cerisier, AP Young and AP Dr. Gaston

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

Approval of the June 19, 2020 minutes

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

School Leaders Report

AP Cerisier shared the following:

Marketing Updates - Enrollment and Recruitment

- Online marketing produced 175 Leads; 57 turned into applications, and 35 are in the enrollment process
- IMLCS is fully stocked for grades 1- 6; still recruiting for Pre-K and Kindergarten and the 7th grade

Principal Thompson shared the following:

Preliminary School Opening Plan

- Principal Thompson did a walk-through of the school with Janice Chen, Yvonne Graham, Derrick Ceresier and the custodial staff
- There are enough rooms for grades K – 2 every day
- The teachers will have to provide all of the subjects
- Middle School will have to go on an alternating days schedule
- Full remote Jump Start will begin in August
- At this time administration is leaning toward a blended learning environment for the 3rd and 4th grade
- On-site instruction for Pre-K - 2nd grade
- Health and safety protocols are going to be implemented

Audit Update

- Janice Chen has sent the engagement letter
- Initial documents for testing
- The cash disbursement trial balance statement, the financial position general ledger, and other reports were sent to the auditors

AP Young shared the following:

Summer Support

- The focus is on at-risk and special education students; these students need more support for remote learning
- Consists of a tutor or teacher one to one three times a week for one hour
- The anticipated end date is August 4th or August 6th

AP Gaston shared the following:

- 47 students attend the summer support classes
 - Grades K – 6

Janice Chen made a motion to accept the School Leaders Report. The motion was seconded by Deirdra Smith; all were in favor.

Chairpersons Report

Review of the Budget and Vote

LaToya Kittrell made a motion to accept the blended school budget as submitted minus line 1B to be voted on and decided by the Board for August. The motion was seconded by Rev. Brawley; all were in favor.

Personnel Vote and Update

Pursuant to the Board's contract with Principal Thompson, Rev. Brawley made a motion to approve the COLA increase of \$5000 for this year for Principal Thompson. The motion was seconded by Yvonne Graham; all were in favor.

Last year the Board agreed to provide a stipend for the board clerk. Janice Chen informed the Board that she is going to enter into a contract with the Board Clerk for the amount that was approved last year. It becomes an automated procedure instead of an invoice procedure, which takes a little more time to process.

Adjourned

The meeting was adjourned at 7:41 pm. Ann-Marie Hurt made a motion to adjourn the meeting. The motion was seconded by Yvonne Graham; all were in favor.

IMLCS Board Meeting
Thursday, August 13, 2020
Janice Chen, Chairperson

Call to Order and Welcome – Janice Chen called the meeting to order at 6:45 pm. The motion was seconded by Yvonne Graham; all were in favor. A quorum was present for the transaction of business.

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

Attendees – No attendees.

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

Approval of the July 9, 2020 minutes

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

School Leaders Report

Janice Chen shared the following:

Re-opening Plan

- The re-opening report was submitted to The New York City Department of Education
- The re-opening plan, the link, and the FAQ were posted to the IMLCS website
- Grades 1 – 4 will have three days of in-person instruction and two days of remote access instruction
- The middle school, cohorts A and B will have two days of in-person instruction and three days of remote access instruction

HVAC System

- An HVAC walkthrough is scheduled for tomorrow; Jaral Chamble will be available for the walkthrough, which will take place between 10:30 am and 11:00 am

PPE

- An order for masks and other PPE essentials were ordered through the state

COVID Preventive Measures

- A survey will be distributed to identify students that have a cough or a temperature or has been exposed to someone that was sick
- A list of testing site locations will be given to parents that need to have their children tested
- The plan is to draft a memo of understanding with at least one site for students and staff to be tested if necessary

Modular Classrooms

- The electrical work should be complete this week
- The Con Ed inspection is on the 18th; Alex at Kurv will have his expeditor complete the necessary paperwork so that the DOE can do the inspection

IMLCS Board Meeting
Thursday, August 13, 2020
Janice Chen, Chairperson

Audit Update

- Janice Chen will meet with the auditors next week; the update is forthcoming

Pre-K Update

- The classrooms are being prepped; orientation will take place on August 19th
- IMLCS passed the Health Department's inspection

Yvonne Graham made a motion to accept the School Leaders Report. The motion was seconded by Deirdra Smith; all were in favor.

Chairpersons Report

Budget

- The revised budget was sent to the Board members and reviewed
- IMLCS received an ESSER technology grant and a FEMA grant for COVID supplies

Dr. Corbett's Contract

Latoya Kittrell made a motion to offer Dr. Corbett a consultant contract for one year for \$120,000 with the amended language and the corrected contract to be reviewed by the Board before presenting the contract to Dr. Corbett. The motion was seconded by Deirdra Smith; all were in favor.

Adjourned

The meeting was adjourned at 7:58 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, January 14, 2021
Janice Chen, Chairperson

Call to Order and Welcome – Janice Chen called the meeting to order at 6:45 pm. The motion was seconded by Rev. Brawley; all were in favor. A quorum was present for the transaction of business.

Board Members Present – Janice Chen, Rev. Brawley, Deirdra Smith, LaToya Kittrell, Ann-Marie Hurt, and David Aviles

Attendees – Principal Bevon Thompson, AP Young, AP Cerisier, AP Dr. Gaston, and Dr. Katherine Corbett

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

Approval of the December 10, 2020 minutes

LaToya Kittrell made a motion to accept the minutes as amended. The motion was seconded by Deirdra Smith; all were in favor.

School Leaders Report

Principal Thompson shared the following:

School Reopening

- On January 4th, the school returned from a 12-day Christmas break

COVID Update

- Principal Thompson reached out to BMS to arrange on-site testing for teachers and students

Remote Learning Update

- On January 9th, the 2nd to 7th grade students will be fully remote
- Pre-K and Kindergarten will continue with in-person instruction

Electronic Device Distribution

- 169 Microsoft Surface devices were distributed
 - Some were LTE enabled, which gives the Leaders access to the internet
 - The 102 returned iPads will be repurposed and used for Pre-K to 1st grade Leaders

GoGuardian

- GoGuardian has been deployed to assist with remote instruction and monitoring where students go on the internet

Board Donation

- Covers for the new devices were purchased with the donation that the board made to the school

Recruitment

- 2000 cards were mailed to families in zip codes: 11207, 11236, and 11208

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

AP Cerisier's Report

WiFi Install

- Thanks to an assist from Congressman Jeffries office; there has been considerable traction with the content side of the electricity for the annex

AP Young's Report

- i-Ready workbooks have been ordered for 2nd – 7th grade students that have problems completing work online
- The oratory competition will take place on February 25th
- In March, the American Heart Association will sponsor a kids heart health challenge event

AP Dr. Gaston's Report

- Mrs. Aristilde and Mr. Ryan are hosting a series of Master Classes
 - The first class will be on financial literacy

David Aviles made a motion to accept the School Leaders Report. The motion was seconded by Rev. Brawley; all were in favor.

Chairperson's Report

- The chairperson report will be tabled until next month

February Board Meeting

- Next month's Board Meeting is on February 11, 2021

Adjourned

The meeting was adjourned at 7:16 pm. Rev. Brawley made a motion to adjourn the meeting. The motion was seconded by David Aviles; all were in favor.

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

Call to Order and Welcome – Janice Chen called the meeting to order at 6:45pm. The motion was seconded by Rev. Brawley; all were in favor. A quorum was present for the transaction of business.

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

Attendees – Principal Bevon Thompson, Avril Williams, AP Young, Donica Jean Baptiste, and ABCD Tabian - Parent(?)

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

Approval of the March 11, 2021 minutes

Rev. Brawley made a motion to accept the minutes. The motion was seconded by Yvonne Graham; 4 were in favor; 1 abstained.

School Leaders Report

Principal Thompson shared the following:

New York State Test

- Everyone is planning for the testing that will take place in a couple of weeks
- Unless they have opted out, all in-person Leaders will take the test on Wednesday; remote Leaders are not required to take the test
- Some remote parents requested that the remote Leaders take the test on-site, which will take place on Friday
 - The process will repeat for the Math and Science exams

Biden and ESSER Funds

- President Biden passed the Federal COVID relief bill which includes monies for education
- Dr. Corbett has attended meetings regarding the funding, which is expected next year
- There is a second round of ESSER Funds available, which consists of some additional funding for lease and rent payments

Blended Instruction

- Blended Learning is back in session this week

Lottery Update

- 37 names were pulled for Pre-K and 30 names for Kindergarten

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

DOE Virtual Visit

- On Tuesday, at 8:30 am, there will be a Virtual Visit
 - The plan is to observe a class in the morning and a class in the afternoon
 - The DOE will meet with the Leadership to discuss challenges they may have
 - The DOE promised a stress-free process

AP Young shared the following:

Parent-Teacher Conference

- The Parent-Teacher Conference will take place virtually, tomorrow from 9:00 am to 7:00 pm
- Parents made appointments to meet with their child's teacher

Step Up Ceremonies

- Work has begun on the planning of the Pre-K, Kindergarten and 4th-grade step-up ceremonies

Rev. Brawley made a motion to accept the School Leaders Report. The motion was seconded by Yvonne Graham; all were in favor.

Chairperson's Report

Social-Emotional Learning Update

- Janice Chen facilitated a conversation with Ms. Aristilde and Deirdra Smith because they have similar backgrounds as Social Workers, to discuss parent concerns and expectations about what they can do for their Leaders during this time of pandemic remote learning
- Another meeting will take place and will include Miss Avril Williams from the PA Board

Adjourned

The meeting was adjourned at 7:14 pm. Ann-Marie Hurt made a motion to adjourn the meeting. The motion was seconded by Yvonne Graham all were in favor.

IMLCS Board Meeting
Thursday, February 11, 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 Rev. Brawley; all were in favor. A quorum was present for the transaction of business.

Board Members Present – Janice Chen, Rev. Brawley, Deirdra Smith, LaToya Kittrell, Ann-Marie Hurt, Yvonne Graham, and David Aviles

Attendees – Principal Bevon Thompson, Cibuswa Hamatheite, Donica Jean Baptiste, AP Derrick Cerisier, Avril Williams, Bruce Booker, and Dr. Katherine Corbett

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

Approval of the January 10, 2021 minutes

Yvonne Graham made a motion to accept the minutes. The motion was seconded by Ann-Marie Hurt; all were in favor.

School Leaders Report

Principal Thompson shared the following:

Instructional Updates

- Daily attendance and engagement is 95% for remote and in-person students
- 26% of the students received Academic Concern letters

Virtual Scholar Academy

- Virtual Scholar Academy will begin on February 27th; the academy will help Leaders build Math and ELA skills

Benchmark Update

- Most Leaders are proficient in the content covered last year. However, they have yet to be proficient in their current grade-level content
- Benchmark 2 was administered this week

Master Classes

- The first two Master Classes have been completed
 - Financial Literacy and Zumba Class

Oratory Competition

- The Oratory Competition is scheduled for February 25th

HEAF Partnership

- HEAF is a non-profit that helps students in Grades 5 – 7 get college and career ready
- 20 middle school leaders have been nominated; their applications have been submitted

IMLCS Board Meeting
Thursday, February 11, 2021
Janice Chen, Chairperson

AP Cerissier's Report

Con Ed Update

- ConEd canceled the February 2nd meeting due to weather; a new date will be given once a window is available

Financial Update

- FEMA has updated guidance about the DR-4480 grant; all projects have been updated from 75% reimbursement to 100% reimbursement
- The second FEMA Grant application is in progress; new costs may become eligible for reimbursement
- The SBA Loan is in the final stages of loan forgiveness

David Aviles made a motion to accept the School Leaders Report. The motion was seconded by Ann-Marie Hurt; 6 were in favor; 1 abstained.

Chairperson's Report

- Janice Chen welcomed Avril Williams, the Vice President of the PTA, to the meeting
- Janice Chen introduced Bruce Booker as a candidate for the IMLCS Board; the introduction was followed by a nomination of Bruce Booker to the Imagine Me Leadership Charter School Board of Trustees

Yvonne Graham made a motion to accept the nomination of Bruce Booker as an IMLCS Board Member. The motion was seconded by Ann-Marie Hurt; all were in favor.

- Rev. Brawley announced that he would resign from the Board once Bruce Booker's official application approval is received from the NYCDOE

Ann-Marie Hurt made a motion to accept Rev. Brawley's resignation from the IMLCS Board of Trustees; he will remain an emeritus member of the Board, and his resignation will not be effective until Bruce Booker's application is approved by the City of New York. The motion was seconded by Deirdra Smith; all were in favor.

Social-Emotional Learning

Parent, Cibutwa Hamatheite, wanted to know more about social-emotional learning programs in the school and an ad hoc committee was created to discuss and investigate the concern

March Board Meeting

- Next month's Board Meeting is on March 11, 2021

Adjourned

The meeting was adjourned at 7:34 pm. Ann-Marie Hurt made a motion to adjourn the meeting. The motion was seconded by Yvonne Graham all were in favor.

IMLCS Board Meeting
Thursday, December 10, 2020
Janice Chen, Chairperson

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

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

Attendees – Principal Bevon Thompson and Donica Jean Baptiste

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

Approval of the November 12, 2020 minutes

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

School Leaders Report

Principal Thompson shared the following:

School Reopening After Temporary Closure

- Pre-K reopened on November 30th
- Kindergarten and Grade 1 returned on December 7th
- Grades 2-5 will return on December 14th
- The Middle School return date is TBD
- Five days a week of in-person instruction is being considered for Pre-K to Grade 5

Student Support

- IMLCS distributed student devices on December 10th and December 11th
- Celebrating Success, the IMLCS version of giving the Leaders toys based on their performance in the school year, took place on December 21st and December 22nd
- The Leaders had their first Successful Virtual Talent Showcase

Enrollment

- Total enrollment is 263

Infrastructure for Success

- Benchmark 1 took place December 1st - 4th; the make-up date was scheduled for December 7th
- The data is still under review

Financial Infrastructure Update

- The SBA Loan Forgiveness 3508 EZ form is ready for Chairperson Chen's signature
- FS-10 for Title I & Title II Grants were approved by the NYS Grants office
- The FEMA Grant reimbursement application is under review

Ann-Marie Hurt made a motion to accept the School Leaders Report. The motion was seconded by Rev. Brawley; all were in favor.

IMLCS Board Meeting
Thursday, December 10, 2020
Janice Chen, Chairperson

Chairperson's Report

Janice Chen stated the following:

Lease

- The lease is still being negotiated
- Janice Chen asked the Board to approve a \$5,000 retainer for the attorney to complete the commercial lease

Deirdra Smith made a motion to approve the \$5,000 retainer for the attorney. The motion was seconded by Aisha Greene; 6 were in favor; one abstained.

January Board Meeting

- Next month's Board Meeting is on January 14th

Adjourned

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

IMLCS Board Meeting
Thursday, June 10, 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, Rev. Brawley, Yvonne Graham, and Aisha Greene

Attendees – Principal Bevon Thompson and Derrick Cerisier

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

Approval of the May13, 2021 minutes

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

School Leaders Report

Principal Thompson shared the following:

Moving Up Ceremonies

- The kindergarten ceremony is on June 18th at 9:00 am; the 4th Grade ceremony is at 11:00 am
- The Pre-K Ceremony will take place on June 22nd at 9:00 am

The Budget

- The budget was submitted to the Board for review and will be voted upon next month

LaToya Kittrell made a motion to accept the School Leaders Report. The motion was seconded by Rev. Brawley; one abstained, three were in favor.

Chairperson's Report

Janice Chen shared the following:

- The Board agreed to an overnight retreat at the Glen Cove Mansion on Thursday, July 22nd and Friday July 23rd
- Deirdra Smith is relocating but will remain a Board Member, and she will attend monthly Board Meetings via Zoom
- The school is actively looking for a new site location off campus
- The next meeting will be on Thursday, July 8th

Adjourned

The meeting was adjourned at 7:17 pm. Ann-Marie Hurt made a motion to adjourn the meeting. The motion was seconded by LaToya Kittrell: all were in favor.

IMLCS Board Meeting
Thursday, March 11, 2021
Janice Chen, Chairperson

Call to Order and Welcome – Janice Chen called the meeting to order at 6:34 pm. The motion was seconded by Rev. Brawley; all were in favor. A quorum was present for the transaction of business.

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

Attendees – Principal Bevon Thompson, Cibuswa Hamatheite, Avril Williams, AP Young, Gail Fredricks, and Ian Young

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

Approval of the February 11, 2021 minutes

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

School Leaders Report

Principal Thompson shared the following:

Instructional Updates

- Blended Instruction for grades 2 through 7 returns on April 5th
 - Parents have until March 22nd to opt-in

Virtual Scholar Academy

- Virtual Scholar Academy began on February 27th
- 56 students are participating, and the Academy is scheduled to end on June 12th, but may be extended into the summer

New York State Test

- The New York State Test waiver was denied
- The ELA State Exam is scheduled for April 20, 2021 – April 22, 2021
- The Math State Exam is scheduled for May 4, 2021 – May 6, 2021

BMS Partnership

- Brownsville Medical Services is a COVID testing partner with IMLCS
- On-site testing will take place twice a month

Master Class

- Part 2 of the Financial Literacy Master Class will take place on March 24th

BKS Youth Fitness and PE

IMLCS Board Meeting
Thursday, March 11, 2021
Janice Chen, Chairperson

- The middle school has started fitness classes with BKS Youth Fitness
- The elementary school has begun PE classes

Spring Break

- The Leaders will be on Spring Break from March 29th to April 2nd

School Videos

- Principal Thompson shared two videos created for the Elementary and Middle School

Ann-Marie Hurt made a motion to accept the School Leaders Report. The motion was seconded by Yvonne Graham; 4 were in favor; 1 abstained.

Chairperson's Report

Social-Emotional Learning Update

- Janice Chen revisited the conversation on the need for Social-Emotional Learning for the remote Leaders and integration into classroom learning, along with what resources are needed now that Leaders are returning to the classrooms
- All Board Members have agreed to dialogue with the school, Principal Thompson, and possibly Mrs. Aristilde on this matter

April Board Meeting

- Next month's Board Meeting is on April 8, 2021

Adjourned

The meeting was adjourned at 7:16 pm. Rev. Brawley made a motion to adjourn the meeting. The motion was seconded by Yvonne Graham all were in favor.

IMLCS Board Meeting
Thursday, May 13, 2021
Janice Chen, Chairperson

Call to Order and Welcome – Janice Chen called the meeting to order at 6:44 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, Yvonne Graham, and Aisha Greene

Attendees – Principal Bevon Thompson, AP Young, Dr. Katherine Corbett, and Derrick Cerisier

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

Approval of the April 8, 2021 minutes

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

School Leaders Report

Principal Thompson shared the following:

Instructional Updates

- The DOE Virtual School Visit went well
- Two classes were visited; and debriefs were conducted at the beginning and the end

Moving Up Ceremonies

- On June 22nd at 9:00 am, the Pre-K ceremony is going to be hybrid; Leaders will be in-person and parents will be remote
- On June 18th at 9:00 am, the kindergarten ceremony is going to be virtual
- On June 18th at 11:00 am, the fourth-grade ceremony is going to be virtual

End of School

- The last day of school for the Leaders is June 18th
- The last day of school for teachers is June 25th
- The last day of school for the School Leadership Team is June 30th

Infrastructure for Student Success Events

- On Saturday, May 15th, there will be a mindfulness workshop for parents
- The art teacher will have a Virtual Art Showcase on May 26th at 6:00 pm
- There will be a Science Showcase on May 28th at 2:00 pm
- The Final Assembly and Poetry Slam Competition is on June 1st at 1:00 pm
- The Talent Show is on June 3rd at 3:00 pm, and the annual Math Bowl is on June 10th at 1:00 pm

IMLCS Board Meeting
Thursday, May 13, 2021
Janice Chen, Chairperson

Lottery

- The lottery has taken place; IMLCS administration is in the process of collecting approximately 301 applications for prospective students

AP Derrick Cerisier shared the following

Financial Infrastructure Update

- IMLCS is in the final approval process of the PPP Loan
- Two grants from President Biden's last stimulus, the CRRSA Grant and the ARP Grants, have specific allotments for schools
- The 990 was submitted to the IRS
- Con Ed came to do an inspection; now the electricians can connect to the content grid; equipment delivery date is pending

Ann-Marie Hurt made a motion to accept the School Leaders Report. The motion was seconded by LaToya Kittrell; all were in favor.

Chairperson's Report

- Janice Chen had no new news to report

Adjourned

The meeting was adjourned at 6:55 pm. Ann-Marie Hurt made a motion to adjourn the meeting. The motion was seconded by Yvonne Graham all were in favor.

IMLCS Board Meeting
Thursday, September 10, 2020
Janice Chen, Chairperson

Call to Order and Welcome – Janice Chen called the meeting to order at 6:45 pm. The motion was seconded by Yvonne Graham; all were in favor. A quorum was present for the transaction of business.

Board Members Present – Janice Chen, Rev. Brawley, Deirdra Smith, Yvonne Graham, LaToya Kittrell, David Aviles, and Ann-Marie Hurt

Attendees – No attendees.

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

Approval of the August 13, 2020 minutes

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

School Leaders Report

School Updates

- Pre-K started today and is off to a very successful start
- Kindergarten classes will open on October 21, 2020
- The 1st grade will open on October 28, 2020
- Grades 2,3,4,5,6 and 7 will open on November 2, 2020
- Students that have not opted for full remote access learning will return on these dates

Building/Facilities

- On the first day of school, there were a few issues that Principal Thompson spoke to Mr. Chamble about; Mr. Chamble was able to solve the issues

Professional Development

- IMLCS has invested money for teacher devices, applications, and software that will sync all of the software that the school is using

Modular Classrooms/Pods

- The electricians are testing the pods
- The first row of pods tested successfully
At the time of this report, the work was not complete; it's anticipated that they're going to work through the week and possibly into the weekend to finish the installation
- IMLCS is on Con Ed's expedited track

Audit Update

- The audit is in progress

IMLCS Board Meeting
Thursday, September 10, 2020
Janice Chen, Chairperson

Funding

IMLCS has been approved for the following:

- The Lease Funding Reconciliation
- The ESSR Grant which is a tech-focused grant

FEMA and SBA Grants

- IMLCS applied for a FEMA Grant and SBA Grants, for which the terms of repayment criteria have not been finalized

Universal Pre-K

- IMLCS passed the Universal Pre-K certification, and that information should be forwarded shortly

Yvonne Graham made a motion to accept the School Leaders Report. The motion was seconded by Deirdra Smith; all were in favor.

Adjourned

The meeting was adjourned at 7:33 pm. Yvonne Graham made a motion to adjourn the meeting. The motion was seconded by LaToya Kittrell; all were in favor.

IMLCS Board Meeting
Thursday, October 22, 2020
Janice Chen, Chairperson

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

Board Members Present – Janice Chen, Rev. Brawley, Deirdra Smith, Yvonne Graham, LaToya Kittrell, and Ann-Marie Hurt

Attendees – Principal Thompson, Cerisier, AP Young, AP Dr. Gatson, Donica Jean Baptiste, and Ms. Peters

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

Approval of the September 10, 2020 minutes

Deirdra Smith made a motion to accept the minutes as presented. The motion was seconded by Yvonne Graham; all were in favor.

School Leaders Report

Principal Thompson shared the following:

School Updates

- In September, the doors opened to blended learning
- There are approximately 26 students that are in person
- Second grade to seventh grade are still learning remotely, which will change on November 2nd
- The digital footprint will be reviewed tomorrow
 - The focus is to see what the Leaders are learning and how do we know what they're learning
 - This will help to generate benchmark assessments

Bring a Male to Zoom

- Guests included a fire captain, a supervisor from Con Ed, and an Executive from Atlantic Records, and others
- They shared their professional experiences and some of their personal challenges on their journey to success

PA

- Jacqueline Wyche is no longer the President; there is a new President

Remote Instruction

- IMLCS is investing time to figure out remote instruction because it appears to be the direction for the future is a hybrid form of instruction

State Exams

- Exam dates have been released

AP Young shared the following:

In-person Instruction

- In-person instruction is going well for Pre-K, Kindergarten, and first-grade
- There are eight Pre-K students, and three are remote at this time
- Remote students are receiving the same instruction as in-person instruction
- In-person Leaders are doing well with social distancing

IMLCS Board Meeting
Thursday, October 22, 2020
Janice Chen, Chairperson

AP Gatson shared the following:

Google Training

- Classes were provided for the Leaders and parents
- The fifth, sixth, and seventh grades had training with their teachers

Social-Emotional Learning

- Miss Aristilde is the lead on the Social-Emotional Learning
- The fifth-grade, sixth-grade and seventh-grade plan together so that they're on the same page
- The older leaders are opening up; they can express themselves and talk about things that the younger Leaders can't

AP Cerisier shared the following:

Facilities

- The pods are electrified through a temporary line
- Once payment is finalized, the work will begin for the actual legitimate electricity to the pods

Audit Update

- A meeting with Finance Committee will be set up for Thursday, October 29th, in hopes to finalize the audit

New Hire

- A new HR Generalist, Megan Ross, has joined the school team this month; the transition has been swift

Surface Devices

- Devices were delivered; still waiting for the keyboard shipment
- Leaders will be trained on how to use the devices

FEMA and SBA Grants

- FEMA accounts have been set up, and the applications have been finalized
- The next phase is to turn in the documentation for reimbursement
- IMLCS is planning to submit the application for loan forgiveness

Ann-Marie Hurt made a motion to accept the School Leaders Report. The motion was seconded by LaToya Kittrell; all were in favor.

Lease Negotiations - Janice Chen stated the following:

Pursuant to her discussion with Jaral Chamble for the year 2020-2021, the total rent for that school year is going to be \$504,000, which is equivalent to \$42,000 per month; it will increase at 3% per year through the 2022-2023 school year, which is \$519,120 for the next school year thereafter is going to be \$534,693.60. There is an increase because the school is taking up a larger footprint in the building, and the parking lot.

Janice Chen asked for a motion for the Board's approval of the rent for the 2020-2021 school year in the amount of 504,000, which is the equivalent to \$42,000 per month and will increase at 3% per year as stated above. Yvonne Graham made the motion. The motion was seconded by Deirdra Smith; all were in favor; one abstained.

The amount will be forwarded to the attorney, who will draft a lease with some provisions that were negotiated with Jaral Chamble. Chair Chen will sign the draft on behalf of the Board.

Adjourned

The meeting was adjourned at 7:15 pm. Rev. Brawley made a motion to adjourn the meeting. The motion was seconded by Yvonne Graham; all were in favor.

IMLCS Board Meeting
Thursday, November 12, 2020
Janice Chen, Chairperson

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

Board Members Present – Janice Chen, Rev. Brawley, Deirdra Smith, LaToya Kittrell, Ann-Marie Hurt, and Aisha Greene

Attendees – Principal Thompson, AP Dr. Gatson, Donica Jean Baptiste, and Ms. Peters

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

Approval of the October 22, 2020 minutes

LaToya Kittrell made a motion to accept the minutes as presented. The motion was seconded by Deirdra Smith; all were in favor.

School Leaders Report

Principal Thompson shared the following:

School Updates

Since meeting on October 22nd

- The Leaders had character dress up day over zoom
 - Different parts of the school participated differently; we had some kids come on camera with their Halloween outfits
- IMLCS held Student Council Elections and Student Assembly this month
- The Virtual Parent-Teacher conference took place on November 10th; parents were allotted 10 minutes to meet with teachers

In-Person Instruction

- November 2nd was our first date of in-person instruction for grades two through seven
- 25 middle school students, and approximately 65 elementary school students were expected
 - Only 2/3 of those students showed up; most parents decided to go remote at the last minute

On/Off Days

- School was open on Election Day
- The school will be closed for Veterans Day

Book Fair

- A two-week virtual book fair will begin on Monday, November 16th

Audit Update

- The audit is complete and the audit results were due to both the State of New York and the City of New York on November 2nd

Benchmark

- This year's benchmark will take place from November 30th to December 4th; the data from that assessment will be reported in December

IMLCS Board Meeting
Thursday, November 12, 2020
Janice Chen, Chairperson

Grant

- There were changes to the Cares Act ESSER Grant; IMLCS had to resubmit

Pods

- The pods are electrified; we're getting approximately a third of the power through a temporary line
- IMLCS is still waiting for Con Ed to do the final install in terms of the power that goes into the pods
 - The electrician has submitted his final checklist and the payments have been made to Con Ed
- The pods also have Wi-Fi; the next step is to run fiber-optic lines to take on the extra load and the extra bandwidth that is going to be generated from the pods

Staff Game Night

- This Friday, the staff is having a virtual game night; an invite will be emailed to the Board

Rev. Brawley made a motion to accept the School Leaders Report. The motion was seconded by LaToya Kittrell; all were in favor; one abstained.

Chairperson's Report

Janice Chen stated the following:

Lease Update

- That she is speaking to the attorney who is drafting the lease with St. Paul
- A conference call is scheduled for tomorrow, Friday, November 13th
 - A copy for signature should be available by the end of next week

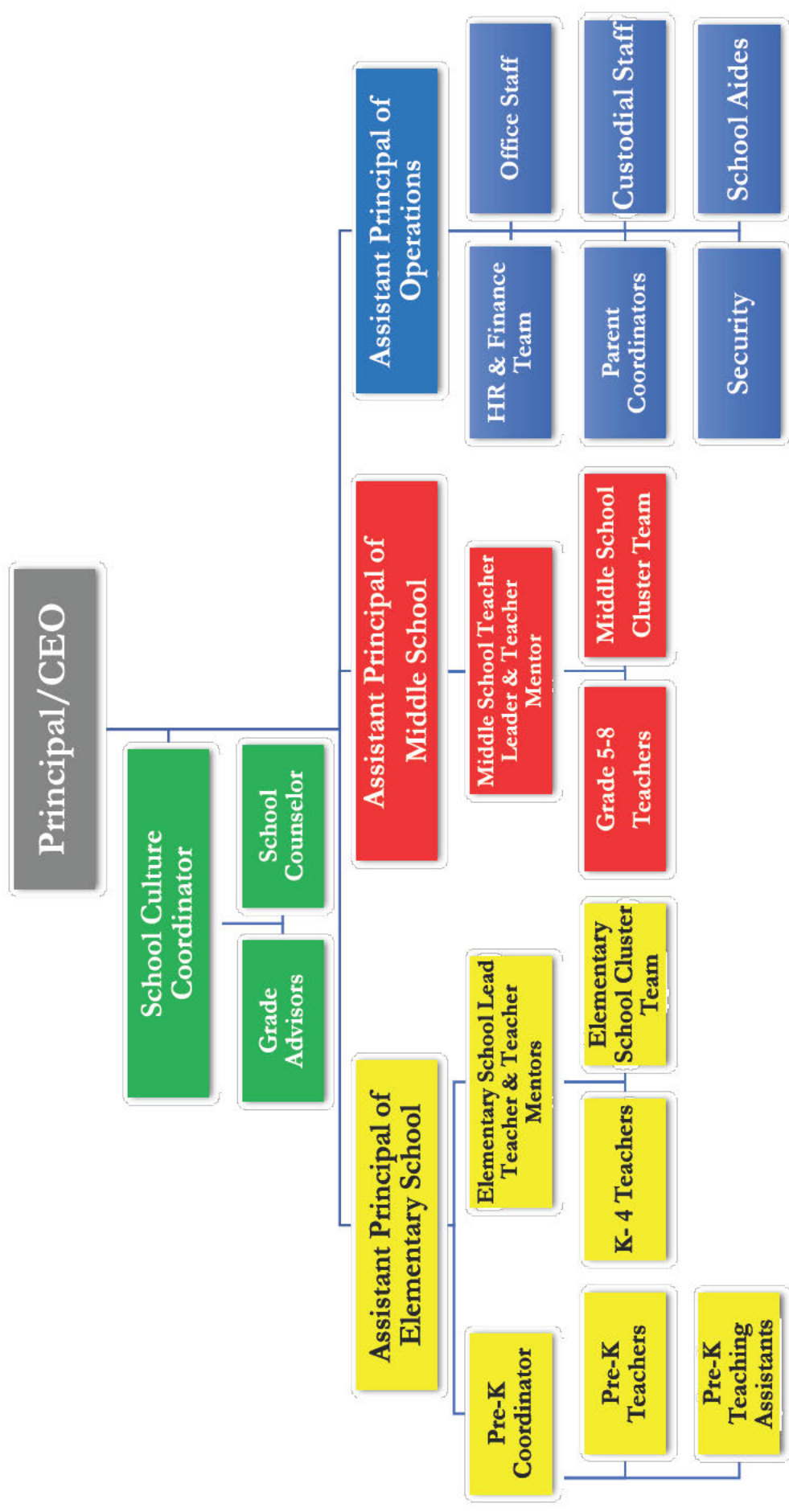
Board Meeting Minutes

- There was a question about the availability of the 2019 – 2020 minutes on the school website; it appears to be passcoded; passcodes need to be removed for public access

Adjourned

The meeting was adjourned at 7:08 pm. Ann-Marie made a motion to adjourn the meeting. The motion was seconded by Rev. Brawley; all were in favor.

2020-2021 Organizational Chart



2020-2021 School Year

September

3	Thurs	Last day of Jumpstart
8	Tues	No School for Students
9	Wed	No School for Students,
10	Thurs	First Day of IN-PERSON for Pre-K Grades K – 7 receive fully remote instruction
16	Wed	Back to School Night
18	Fri	Half-Day of Live Instruction (Remote)
19	Sat	Parent Academy - Tech
21	Mon	First Day of IN-PERSON for Kindergarten
22	Tues	Bring a Male to Zoom Day
28	Mon	First Day of IN-PERSON for Grade 1

October

2	Fri	Half-Day of Live Instruction (Remote)
10	Sat	AIS Begins Parent Academy – ELA
12	Mon	Columbus Day (NO SCHOOL)
17	Sat	Parent Academy – Math
20	Tues	Student Elections
24	Sat	Parent Academy – Science & Media
30	Fri	Character Dress Up Day 1 st Marking Period Ends
31	Sat	Parent Academy – Tech

November

2	Mon	First Day of IN-PERSON for Grades 2 – 7
3	Tues	Student Council Elections Full Day Instruction
9-13	Mon-Fri	Book Fair
9-10	Mon-Tues	Parent-Teacher Conferences
11	Wed	Veteran's Day
25-27	Wed-Fri	Thanksgiving Break

2020-2021 School Year

December

14-18	Mon-Fri	Science Fair
21-22	Mon-Tues	Celebrating Success
23 - 31	Wed- Thurs	Winter Break (NO SCHOOL)

January

1	Fri	New Year's Day (NO SCHOOL)
4	Mon	Students return to school
18	Mon	Dr. Marting Luther King Jr. Day (NO SCHOOL)
29	Fri	2 nd Marking Period Ends

February

1	Mon	Spring Semester Begins
12	Fri	Promotion-In-Doubt Meetings
15-19	Mon-Fri	Mid-Winter Recess
26	Tues	Oratory Competition

March

23`	Tues	Virtual Open House
26	Fri	3 rd Marking Period Ends
29-31	Mon-Wed	Spring Recess

April

1-2	Thurs-Fri	Spring Recess continues
6	Tues	Lottery
9	Fri	Parent-Teacher Conference

May

31	Mon	Memorial Day (NO SCHOOL)
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June

11	Fri	4 th Marking Period Ends
18	Fri	Last Day for Students (Half-Day)
25	Fri	Last Day for Teachers
30	Wed	Last Day for Administrators

THE CITY OF NEW YORK



DEPARTMENT OF BUILDINGS

CERTIFICATE OF OCCUPANCY

BOROUGH Brooklyn

DATE:

APR 8 - 1988 NO. 229511

ZONING DISTRICT R-5

This certificate supersedes C.O. No. 192428

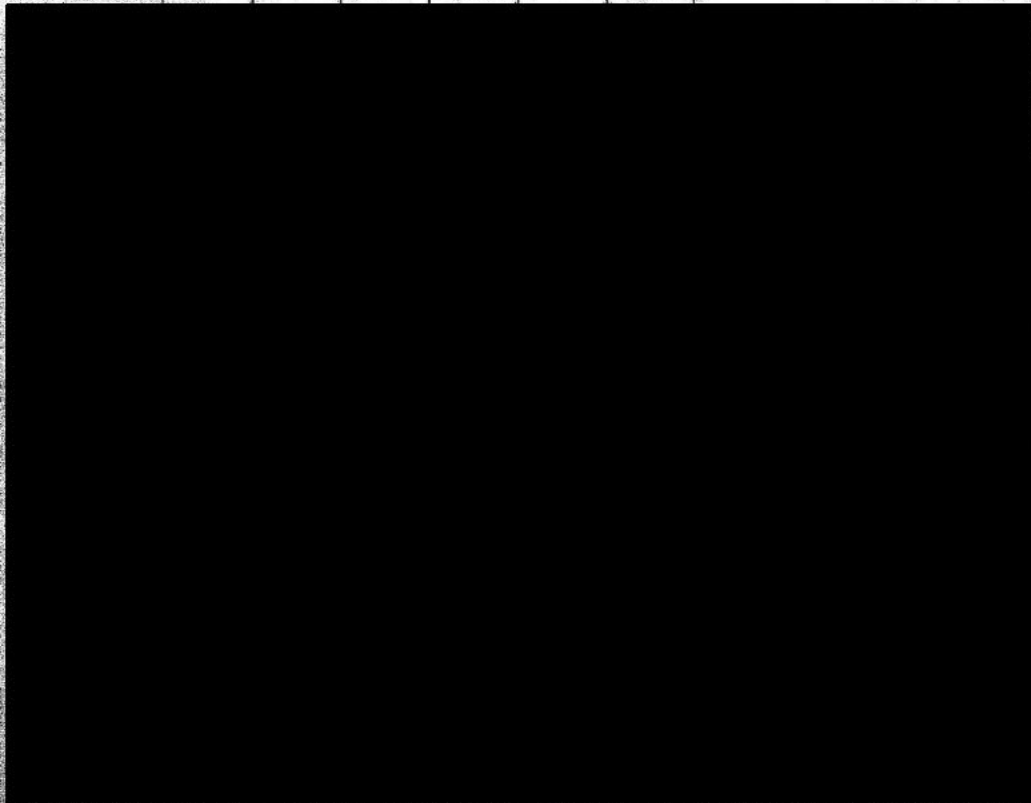
THIS CERTIFIES that the new-altered-existing-building-premises located at
818 Schenk Avenue

Block 4354 Lot 26

CONFORMS SUBSTANTIALLY TO THE APPROVED PLANS AND SPECIFICATIONS AND TO THE REQUIREMENTS OF ALL APPLICABLE LAWS, RULES, AND REGULATIONS FOR THE USES AND OCCUPANCIES SPECIFIED HEREIN

PERMISSIBLE USE AND OCCUPANCY

STORY	LIVE LOAD LBS. PER SQ. FT.	MAXIMUM NO. OF PERSONS PERMITTED	ZONING DWELLING OR ROOMING UNITS	BUILDING CODE HABITABLE ROOMS	ZONING USE GROUP	BUILDING CODE OCCUPANCY GROUP	DESCRIPTION OF USE
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OPEN SPACE USES

(SPECIFY - PARKING SPACES, LOADING BERTHS, OTHER USES, NONE)

NO CHANGES OF USE OR OCCUPANCY SHALL BE MADE UNLESS
A NEW AMENDED CERTIFICATE OF OCCUPANCY IS OBTAINED

THIS CERTIFICATE OF OCCUPANCY IS ISSUED SUBJECT TO FURTHER LIMITATIONS, CONDITIONS AND
SPECIFICATIONS NOTED ON THE REVERSE SIDE

Shirley Klein
BOROUGH SUPERINTENDENT

Charles H. Thomas
COMMISSIONER

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THE CITY OF NEW YORK



DEPARTMENT OF BUILDINGS

CERTIFICATE OF OCCUPANCY

BOROUGH Brooklyn

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APR 8 - 1988 NO. 229511

ZONING DISTRICT R-5

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