

# Application: Imagine Me Leadership Charter Schools

Bevon Thompson - bthompson@imlcs.org  
Annual Reports

## Summary

**ID:** 0000000349  
**Status:** Annual Report Submission  
**Last submitted:** Oct 31 2020 01:43 PM (EDT)

## Entry 1 School Info and Cover Page

**Completed** Aug 3 2020

### 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 2019-20 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, 2020)** 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**

(No response)

**b. CHARTER AUTHORIZER (As of June 30th, 2020)**

Please select the correct authorizer as of June 30, 2020 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**

1/2010

**e. DATE FIRST OPENED FOR INSTRUCTION**

8/2020

**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	(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	(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 2019-2020 SCHOOL YEAR (exclude Pre-K program enrollment)**

339

**j. TOTAL STUDENT ENROLLMENT ON JUNE 30, 2020 (exclude Pre-K program enrollment)**

237

**k. GRADES SERVED IN SCHOOL YEAR 2019-2020 (exclude Pre-K program students)**

Check all that apply

Grades Served

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

**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 2020-2021?

	No, just one site.
--	--------------------

## 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	347-985-2140	NYC CSD 19	K-7	5-7

**m1a. Please provide the contact information for Site 1.**

	Name	Work Phone	Alternate Phone	Email Address
School Leader	Bevon Thompson			<a href="mailto:bthompson@imlcs.org">bthompson@imlcs.org</a>
Operational Leader	Derrick Cerisier			<a href="mailto:dcerisier@imlcs.org">dcerisier@imlcs.org</a>
Compliance Contact	Derrick Cerisier			<a href="mailto:decerisier@imlcs.org">decerisier@imlcs.org</a>
Complaint Contact	Bevon Thompson			<a href="mailto:bthompson@imlcs.org">bthompson@imlcs.org</a>
DASA Coordinator	Christina Aristilde			<a href="mailto:ristilde@imlcs.org">ristilde@imlcs.org</a>
Phone Contact for After Hours Emergencies	Bevon Thompson			<a href="mailto:bthompson@imlcs.org">bthompson@imlcs.org</a>

**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, 2020.**

**Site 1 Certificate of Occupancy (COO)**

[COO.pdf](#)

**Filename:** COO.pdf **Size:** 723.2 kB

**Site 1 Fire Inspection Report**

**CHARTER REVISIONS DURING THE 2019-2020 SCHOOL YEAR**

**n1. Were there any revisions to the school's charter during the 2019-2020 school year? (Please include approved or pending material and non-material charter revisions).**

No

**PLEASE NOTE CHARTER SCHOOLS WILL NO LONGER SUBMIT FINANCIAL STATEMENTS, ANNUAL BUDGETS, AND RELATED FISCAL DATA VIA THE ANNUAL REPORT. HOWEVER, NYSED BOARD OF REGENTS WOULD LIKE TO KNOW IF YOUR SCHOOL'S BOARD OF TRUSTEES HAS APPROVED A BUDGET FOR THE 2020-2021 FISCAL YEAR.**

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

Yes



## ATTESTATION

### p. Individual Primarily Responsible for Submitting the Annual Report.

Name	Bevon Thompson
Position	Principal/CEO
Phone/Extension	347-985-2140
Email	<a href="mailto:bthompson@imlcs.org">bthompson@imlcs.org</a>

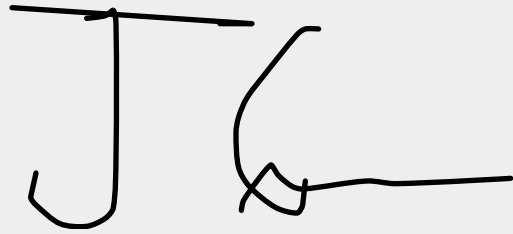
**p. Our signatures (Executive Director/School Leader/Head of School and Board President) below attest that all of the information contained herein is truthful and accurate and that this charter school is in compliance with all aspects of its charter, and with all pertinent Federal, State, and local 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. Check **YES** if you agree and then use the mouse on your PC or the stylus on your mobile device to sign your name).**

### No Responses Selected

Signature, Head of Charter School

A handwritten signature in black ink, appearing to read 'Bevon Thompson', is written on a light gray background. The signature is stylized with large, sweeping loops and a long horizontal stroke at the end.

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

A handwritten signature in black ink, appearing to be 'JK' followed by a horizontal line.

**Date**

Aug 3 2020

**Thank you.**



## **Entry 2 NYS School Report Card**

**Completed** Aug 3 2020 Hidden from applicant

### **Instructions**

#### **SUNY-authorized charter schools only**

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

## **Entry 2 NYS School Report Card Link**

**IMAGINE ME LEADERSHIP CHARTER SCHOOL 331900860973**

## NEW YORK STATE REPORT CARD

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

(Charter schools completing year one will not yet have a School Report Card or link to one.

Please type "URL is not available" in the space provided.)

[https://data.nysed.gov/essa.php?instid=800000067234&year=2019&createreport=1&allchecked=1&OverallStatus=1&section\\_1003=1&EMStatus=1&EMindicators=1&EMcomposite=1&EMgrowth=1&EMcompgrowth=1&EMprogress=1&EMchronic=1&EMpart=1&38ELA=1&38MATH=1&48SCI=1&naep=1&expend=1&staffqual=1&feddata=1](https://data.nysed.gov/essa.php?instid=800000067234&year=2019&createreport=1&allchecked=1&OverallStatus=1&section_1003=1&EMStatus=1&EMindicators=1&EMcomposite=1&EMgrowth=1&EMcompgrowth=1&EMprogress=1&EMchronic=1&EMpart=1&38ELA=1&38MATH=1&48SCI=1&naep=1&expend=1&staffqual=1&feddata=1)

## Entry 3 Progress Toward Goals

Incomplete

## Instructions

Regents, NYCDOE, and Buffalo BOE-authorized charter schools

For the 2019-2020 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".

## 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, 2020.

## 1. ACADEMIC STUDENT PERFORMANCE GOALS

**For the 2019-2020 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”.**

### 2019-20 Progress Toward Attainment of Academic Goals

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

## 2. Do have more academic goals to add?

(No response)

## 2019-2020 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	2019-2020 progress toward attainment of goal Met/Not Met/Unable to Assess During Due to Closure
Academic Goal 11				
Academic Goal 12				
Academic Goal 13				
Academic Goal 14				
Academic Goal 15				
Academic Goal 16				
Academic Goal 17				
Academic Goal 18				
Academic Goal 19				
Academic Goal 20				

## 3. Do have more academic goals to add?

(No response)

## 2019-2020 Progress Toward Attainment of Academic Goals

--	--	--	--	--

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

#### 4. ORGANIZATION GOALS

**For the 2019-2020 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”.**

##### 2019-2020 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

### 2019-2020 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)



## 2019-2020 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 3 Accountability Plan Progress Reports

**Incomplete** Hidden from applicant

### Instructions

### **SUNY-Authorized Charter Schools ONLY**

SUNY-authorized charter schools must download an [Accountability Plan Progress Report template](#). After completing, schools must upload the document into the by September 15, 2020.

## Entry 7 Disclosure of Financial Interest Form

**Completed** Aug 3 2020

### Instructions - Multiple Uploads Permitted

#### **Required of ALL Charter Schools by August 3**

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 2019-2020 school year must complete a signed:

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

- **SUNY- Authorized Charter Schools:** [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.

## **BOT DISCLOSURES**

**Filename:** BOT DISCLOSURES.pdf **Size:** 14.6 MB

### **Entry 8 BOT Membership Table**

**Completed** Aug 3 2020

## **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 8 BOT Table**

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

**IMAGINE ME LEADERSHIP CHARTER SCHOOL 331900860973**

#### **1. 2019-2020 Board Member Information (Enter info for each BOT member)**

	Trustee Name	Position on the	Committ ee	Voting Member	Number of Terms	Start Date of	End Date of	Board Meetings

	and Email Address	Board	Affiliation s	Per By- Laws (Y/N)	Served	Current Term (MM/DD/ YYYY)	Current Term (MM/DD/ YYYY)	Attended During 2019- 2020
1	Janice Chen	Chair	Executive	Yes	9	07/01/20 16	07/01/20 20	12
2	LaToya Kittrell	Vice Chair	Executive /Academi c Accounta bility	Yes	7	07/01/20 16	07/01/20 20	11
3	Ann- Marie Hurt, DPM	Treasurer	Executive /Finance	No	8	07/01/20 16	07/01/20 20	6
4	Deirdra Smith	Secretary	Executive /Finance/ Fund Raiser	No	4	07/01/20 16	07/01/20 20	10
5	Rev. David K. Brawley	Trustee/M ember	Executive /Finance/ Fund Raiser	Yes	11	07/01/20 16	07/01/20 20	12
6	David Aviles	Trustee/M ember	Executive /Academi c Accounta bility	Yes	11	07/01/20 16	07/01/20 20	5 or less
7	Aisha Greene	Trustee/M ember	Executive /Academi c Accounta bility	Yes	2	07/01/20 18	07/01/20 20	9
8	Yvonne Graham	Trustee/M ember	Executive /Academi c Accounta	Yes	3	07/01/20 17	07/01/20 20	8

			bility					
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, 2020	8
b.Total Number of Members Added During 2019-2020	0
c. Total Number of Members who Departed during 2019-2020	0
d.Total Number of members, as set in Bylaws, Resolution or Minutes	5

**3. Number of Board meetings held during 2019-2020**

12

**4. Number of Board meetings scheduled for 2020-2021**

12

**Thank you.**

## Entry 9 Board Meeting Minutes

Completed Aug 3 2020

### Instructions

Schools must upload a complete set of monthly board meeting minutes (July 2019-June 2020), which should match the number of meetings held during the 2019-2020 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 3, 2020.

### [SY 19-20 Board Meeting Minutes \(2\)](#)

Filename: SY 19 20 Board Meeting Minutes 2.pdf Size: 1.3 MB

## Entry 10 Enrollment & Retention

Completed Aug 3 2020

### Instructions for submitting Enrollment and Retention Efforts

**ALL charter schools must complete this section.** Describe the efforts the charter school has made toward meeting targets in 2018-2019 to attract and retain enrollment of Students with Disabilities (SWDs), English Language Learners/Multilingual Learners (ELLs/MLLs), 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 2019-2020.

## Entry 10 Enrollment and Retention of Special Populations

### Instructions for Reporting Enrollment and Retention Strategies

Describe the efforts the charter school has made in 2019-2020 toward meeting targets to attract and retain enrollment of students with disabilities, English language learners/Multilingual 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 2020-2021.

IMAGINE ME LEADERSHIP CHARTER SCHOOL 331900860973

### Recruitment/Attraction Efforts Toward Meeting Targets

	Describe Recruitment Efforts in	Describe Recruitment Plans in
--	---------------------------------	-------------------------------

	2019-2020	2020-2021
Economically Disadvantaged	<p>Before school closings IMLCS completed the following in effort to meet targets to attract and retain enrollment of students with disabilities, English language learners/Multilingual learners, and students who are economically disadvantaged:</p> <p>By the start of March, a pair of administrative team members completed 9 visits to elementary schools and Day Care centers in District 19. During these visits, school guidance counselors and assistant principals were informed about IMLCS' instructional programs and support for learners in targeted populations. Applications were placed in the hands of guidance counselors and assistant principals at the schools who were responsible for helping parents whose children were transitioning from their schools. These visits were well received and productive.</p> <p>During the distance learning phase of the school year, social media outlets were utilized to market the school and provide on-line links to school registration.</p> <p>Parent zoom meetings included outreach to parents to help spread information about the IMLCS registration process.</p> <p>MLCS participated in community parent information presentations at libraries and Day Care centers. Materials and applications were distributed to the community.</p>	<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 programs 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.</p> <p>Registration will continue to be open on-line for all students. Set asides for students with disabilities and English language learners/Multilingual learners will continue to be targeted school goals.</p>

English Language  
Learners/Multilingual Learners

Before school closings IMLCS completed the following in effort to meet targets to attract and retain enrollment of students with disabilities, English language learners/Multilingual learners, and students who are economically disadvantaged: By the start of March, a pair of administrative team members completed 9 visits to elementary schools and Day Care centers in District 19. During these visits, school guidance counselors and assistant principals were informed about IMLCS' instructional programs and support for learners in targeted populations. Applications were placed in the hands of guidance counselors and assistant principals at the schools who were responsible for helping parents whose children were transitioning from their schools. These visits were well received and productive.

During the distance learning phase of the school year, social media outlets were utilized to market the school and provide on-line links to school registration.

Parent zoom meetings included outreach to parents to help spread information about the IMLCS registration process.

MLCS participated in community parent information presentations at libraries and Day Care centers. Materials and applications were distributed to the community.

IMLCS will continue its Academic Intervention program which provides additional instruction for low-performing students with or without IEP's. The IMLCS Academic Intervention programs 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 all students. Set asides for students with disabilities and English language learners/Multilingual learners will continue to be targeted school goals.

Before school closings IMLCS

<p>Students with Disabilities</p>	<p>completed the following in effort to meet targets to attract and retain enrollment of students with disabilities, English language learners/Multilingual learners, and students who are economically disadvantaged: By the start of March, a pair of administrative team members completed 9 visits to elementary schools and Day Care centers in District 19. During these visits, school guidance counselors and assistant principals were informed about IMLCS' instructional programs and support for learners in targeted populations. Applications were placed in the hands of guidance counselors and assistant principals at the schools who were responsible for helping parents whose children were transitioning from their schools. These visits were well received and productive. During the distance learning phase of the school year, social media outlets were utilized to market the school and provide on-line links to school registration. Parent zoom meetings included outreach to parents to help spread information about the IMLCS registration process. MLCS participated in community parent information presentations at libraries and Day Care centers. Materials and applications were distributed to the community.</p>	<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 programs 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 all students. Set asides for students with disabilities and English language learners/Multilingual learners will continue to be targeted school goals.</p>
-----------------------------------	---	---

## Retention Efforts Toward Meeting Targets



	Describe Retention Efforts in 2019-2020	Describe Retention Plans in 2020-2021
Economically Disadvantaged	<p>Before school closings IMLCS completed the following in effort to meet targets to attract and retain enrollment of students with disabilities, English language learners/Multilingual learners, and students who are economically disadvantaged:</p> <p>By the start of March, a pair of administrative team members completed 9 visits to elementary schools and Day Care centers in District 19. During these visits, school guidance counselors and assistant principals were informed about IMLCS' instructional programs and support for learners in targeted populations. Applications were placed in the hands of guidance counselors and assistant principals at the schools who were responsible for helping parents whose children were transitioning from their schools. These visits were well received and productive.</p> <p>During the distance learning phase of the school year, social media outlets were utilized to market the school and provide on-line links to school registration.</p> <p>Parent zoom meetings included outreach to parents to help spread information about the IMLCS registration process.</p> <p>MLCS participated in community parent information presentations at libraries and Day Care centers. Materials and applications were</p>	<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 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>

	distributed to the community.	
English Language Learners/Multilingual Learners	<p>Before school closings IMLCS completed the following in effort to meet targets to attract and retain enrollment of students with disabilities, English language learners/Multilingual learners, and students who are economically disadvantaged: By the start of March, a pair of administrative team members completed 9 visits to elementary schools and Day Care centers in District 19. During these visits, school guidance counselors and assistant principals were informed about IMLCS' instructional programs and support for learners in targeted populations. Applications were placed in the hands of guidance counselors and assistant principals at the schools who were responsible for helping parents whose children were transitioning from their schools. These visits were well received and productive.</p> <p>During the distance learning phase of the school year, social media outlets were utilized to market the school and provide on-line links to school registration.</p> <p>Parent zoom meetings included outreach to parents to help spread information about the IMLCS registration process.</p> <p>MLCS participated in community parent information presentations at libraries and Day Care centers. Materials and applications were distributed to the community.</p>	<p>MLCS will continue its Academic Intervention program which provides additional instruction for low-performing students with or without IEP's. The IMLCS Academic Intervention programs 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.</p> <p>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 than presentations offered at Parent Association meetings.)</p> <p>.</p>

Students with Disabilities	<p>Before school closings IMLCS completed the following in effort to meet targets to attract and retain enrollment of students with disabilities, English language learners/Multilingual learners, and students who are economically disadvantaged:</p> <p>By the start of March, a pair of administrative team members completed 9 visits to elementary schools and Day Care centers in District 19. During these visits, school guidance counselors and assistant principals were informed about IMLCS' instructional programs and support for learners in targeted populations. Applications were placed in the hands of guidance counselors and assistant principals at the schools who were responsible for helping parents whose children were transitioning from their schools. These visits were well received and productive.</p> <p>During the distance learning phase of the school year, social media outlets were utilized to market the school and provide on-line links to school registration.</p> <p>Parent zoom meetings included outreach to parents to help spread information about the IMLCS registration process.</p> <p>MLCS participated in community parent information presentations at libraries and Day Care centers. Materials and applications were distributed to the community.</p>	<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 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>
----------------------------	--	---

## Entry 12 Percent of Uncertified Teachers

## 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.

## Entry 12 Uncertified Teachers

**School Name:** IMAGINE ME LEADERSHIP CHARTER SCHOOL 331900860973

## 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, 2020)	5
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2020)	0
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2020)	0
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2020)	0
Total Category A: 5 or 30% whichever is less	5.0

**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, 2020)	5
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2020)	0
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2020)	0
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2020)	0
Total Category B: not to exceed 5	5.0

**CATEGORY C: PLUS 5 ADDITIONAL UNCERTIFIED TEACHERS**

	FTE Count
i. FTE count of uncertified teacher with at least three years of elementary, middle or secondary classroom teaching experience (as of June 30, 2020)	0
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2020)	0
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2020)	0
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2020)	2
Total Category C: not to exceed 5	2.0

**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	25



Thank you.

## Entry 13 Organization Chart

Completed Aug 3 2020

### [Instructions](#)

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

Upload the 2019-2020 **Organization Chart**. The organization chart should include position titles and reporting relationships. Employee names should not appear on the chart.

### **2019-2020 IMLCS Organizational Chart (5)**

**Filename:** 2019 2020 IMLCS Organizational Chart 5.pdf **Size:** 410.5 kB

## Entry 14 School Calendar

Completed Sep 16 2020

### [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 3, 2020. If the charter school has a tentative calendar based on available information and guidance at the time, please submit with the August 3<sup>rd</sup> submission. Charter schools will be able to upload an updated school calendar into the portal at any time but no later than **September 15, 2020**.

School calendars must meet the [minimum instructional requirements](#) adopted by the Board of Regents in 2018.

**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.**

### **2020-2021 IMLCS School Calendar**

**Filename:** 2020 2021 IMLCS School Calendar.pdf **Size:** 272.4 kB



# Entry 15 Links to Critical Documents on School Website

Completed Aug 3 2020

## 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., 2018-19 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 15 Links to Critical Documents on School Website

**School Name:** Imagine Me Leadership Charter Schools

---

**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:**

	Link to Documents
1. Most Recent Annual Report (i.e., 2018-19)	<a href="https://www.imaginemeleadership.org/financial-statements">https://www.imaginemeleadership.org/financial-statements</a>
2. Most Recent Board Meeting Notice and Related Agenda Item Documents	<a href="https://www.imaginemeleadership.org/board-meeting">https://www.imaginemeleadership.org/board-meeting</a>
2a. Webcast of Board Meetings (per Governor's Executive Order)	<a href="https://www.imaginemeleadership.org/board-meeting">https://www.imaginemeleadership.org/board-meeting</a>
3. Link to NYS School Report Card	<a href="https://data.nysed.gov/essa.php?instid=800000067234&amp;year=2019&amp;createreport=1&amp;allchecked=1&amp;OverallStatus=1&amp;section_1003=1&amp;EMStatus=1&amp;EMindicators=1&amp;EMcomposite=1&amp;EMgrowth=1&amp;EMcompgrowth=1&amp;EMprogress=1&amp;EMchronic=1&amp;EMpart=1&amp;38ELA=1&amp;38MATH=1&amp;48SCI=1&amp;naep=1&amp;expend=1&amp;staffqual=1&amp;feddata=1">https://data.nysed.gov/essa.php?instid=800000067234&amp;year=2019&amp;createreport=1&amp;allchecked=1&amp;OverallStatus=1&amp;section_1003=1&amp;EMStatus=1&amp;EMindicators=1&amp;EMcomposite=1&amp;EMgrowth=1&amp;EMcompgrowth=1&amp;EMprogress=1&amp;EMchronic=1&amp;EMpart=1&amp;38ELA=1&amp;38MATH=1&amp;48SCI=1&amp;naep=1&amp;expend=1&amp;staffqual=1&amp;feddata=1</a>
4. Most Recent Lottery Notice Announcing Lottery	<a href="https://www.imaginemeleadership.org/important-policies">https://www.imaginemeleadership.org/important-policies</a>
5. Authorizer-Approved DASA Policy	<a href="https://www.imaginemeleadership.org/important-policies">https://www.imaginemeleadership.org/important-policies</a>
6. District-wide Safety Plan	<a href="https://www.imaginemeleadership.org/important-policies">https://www.imaginemeleadership.org/important-policies</a>
6a. Authorizer-Approved Discipline Policy (as per August 29, 2019 Emergency Response Plan Memo)	<a href="https://www.imaginemeleadership.org/important-policies">https://www.imaginemeleadership.org/important-policies</a>
7. Authorizer-Approved FOIL Policy	<a href="https://www.imaginemeleadership.org/important-policies">https://www.imaginemeleadership.org/important-policies</a>
8. Subject matter list of FOIL records	<a href="https://www.imaginemeleadership.org/important-policies">https://www.imaginemeleadership.org/important-policies</a>
9. Link to School Reopening Plan	<a href="https://www.imaginemeleadership.org/re-opening-plan">https://www.imaginemeleadership.org/re-opening-plan</a>

Thank you.



## Entry 16 COVID 19 Related Information

Completed Aug 3 2020

### Instructions

#### Required of ALL charter schools

Please provide the number of students attending instruction on the last day instruction was provided within physical school facilities and the number of students participating in virtual programming on the last day such programming was offered for the 2019-2020 school year.

If applicable, please provide the name and publisher of all end of year assessments provided by grade level as well as the number of participating students. Board of Regents-authorized charter schools are encouraged to refer to Appendix B of the [Remote Monitoring and Oversight Plan Spring 2020](#) remote for best practices regarding end of year assessments in a remote learning environment.

## Entry 16 COVID 19 Related Information

School Name: Imagine Me Leadership Charter Schools

### TABLE 1: 2019-2020 Enrollment, Attendance and Participation Between March-June 2020

Please provide the number of students attending instruction on the last day instruction was provided within physical school facilities and the number of students participating in virtual programming on the last day such programming was offered for the 2019-2020 school year.

	Number of students enrolled in school on the last day instruction was provided within physical school facilities	Number of students attending instruction on the last day instruction was provided within physical school facilities	Number of students participating in virtual programming on the last day such programming was offered for the 2019-20 school year
	237	0	237

### Table 2: 2019-2020 Assessments and Grade Participation

If applicable, please provide the name and publisher of all end of year assessments provided by grade level as well as the number of participating students. Board of Regents-authorized charter schools are encouraged to refer to Appendix B of the [Remote Monitoring and Oversight Plan Spring 2020](#) remote for best practices regarding end of year assessments in a remote learning environment.

	Assessment Title	Grade K	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	Grade 7	Grade 8	Grade 9	Grade 10	Grade 11	Grade 12	Number of Participating Students
	Teacher Exams	✓	✓	✓	✓	✓	✓	✓	✗	✗	✗	✗	✗	✗	23
		✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	
		✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	
		✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	
		✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	
		✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	
		✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	
		✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	
		✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	
		✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	
		✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	
		✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	
		✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	
		✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	
		✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	

[illegible]

### Entry 17 Staff Roster - NEW TASK For Regents Schools Only

**Incomplete** Hidden from applicant

## INSTRUCTIONS - NEW TASK FOR REGENTS-AUTHORIZED CHARTER SCHOOLS

Please provide the full name of **ANY and ALL instructional and non-instructional employees** and their respective positions/titles, and employment start dates in the charter school by clicking on the MS Excel file link to the [Staff Roster](#).

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

Name: Aisha Greene

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

Imagine Me Leadership Charter School

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

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

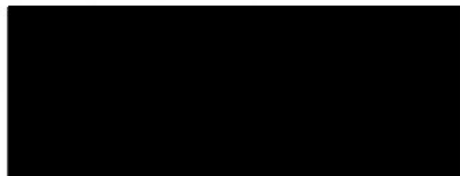
If Yes, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

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



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. <u>None</u>			



--	--	--	--

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."

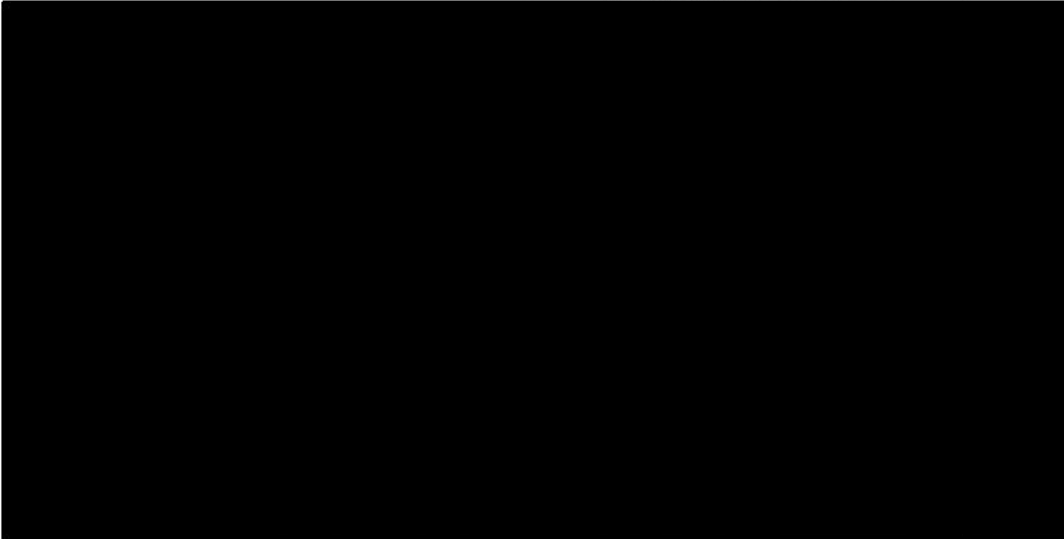
Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps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

Aisha Greene  
Signature

8-3-2020  
Date



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



*last revised 06/8/2020*

<b>Disclosure of Financial Interest by a Current or Proposed Board of Trustees Member</b>
---

**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):**

United Clergy Task Force, Inc.

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

Trustee, former chairperson and treasurer

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

— — — — Y e s — — — xxxx N o

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

not applicable

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.

not applicable

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.

not applicable

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.

not applicable

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 ~~xxx~~ No

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

not applicable

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 s t a t u s , s a l a r y , e t c .

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			

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**."

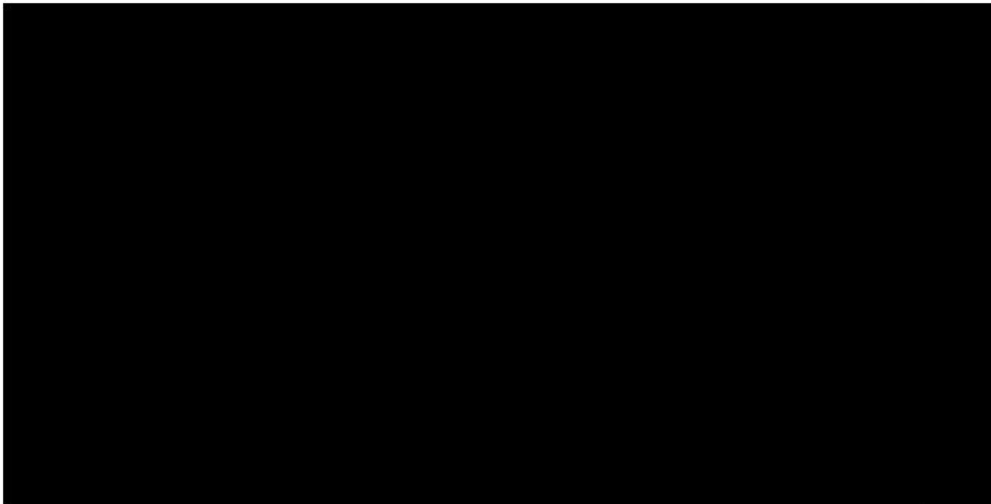
Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps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

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

D Aviles  
Signature

David Aviles 8/3/20 digitally signed  
Date

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



*last revised 06/8/2020*



<b>Disclosure of Financial Interest by a Current or Proposed Board of Trustees Member</b>
---

Name: David K. Brawley

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).

N/A

2. Are you an employee of any school operated by the education corporation?  
\_ \_ \_ \_ **Y** **e** **s** \_ \_ **X** \_ **N** **o**

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 s t a t u s , s a l a r y , e t c .

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			

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

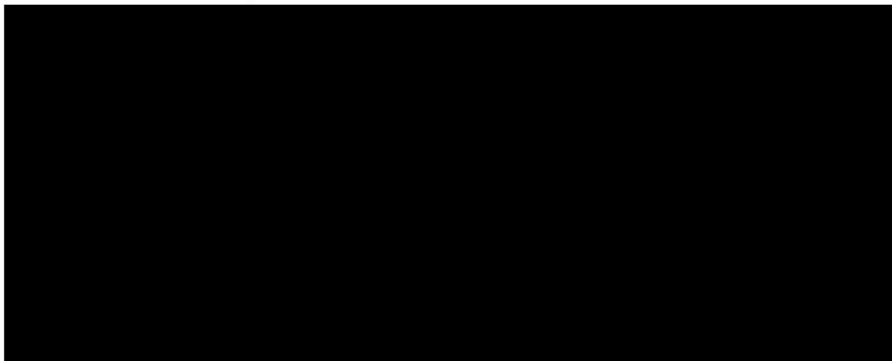
school(s). If there was no financial interest, write "None."

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
St. Paul Economic	Landlord	350K – 400K	N/A	Recusal – not a fiduciary of
<i>Please write "None" if applicable. Do not leave this space blank.</i>				
<u>NONE</u>				
				Corp.

8/3/2020  
Signature \_\_\_\_\_

Date

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



last revised 06/8/2020





<b>Disclosure of Financial Interest by a Current or Proposed Board of Trustees Member</b>
---

**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).

**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? **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			
------	--	--	--

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				

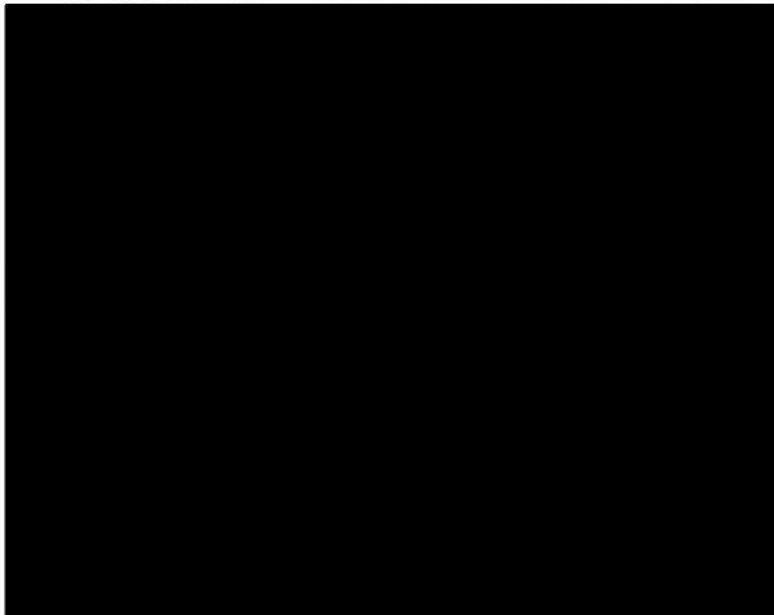


Signature

*Yvonne L. Graham*

Date **August 3, 2020**

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



*last revised 06/8/2020*

<b>Disclosure of Financial Interest by a Current or Proposed Board of Trustees Member</b>
---

**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?

**No**

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

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

**No**

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

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

No

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

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

☐ Yes ☒ No

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

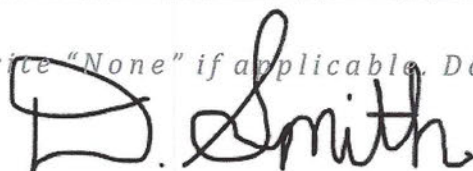
7. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the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

Date(s)	Nature of financial interest/transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you
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				

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



8/3/20

Signature

Date



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



\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*last revised 06/8/2020*

<b>Disclosure of Financial Interest by a Current or Proposed Board of Trustees Member</b>
---

**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):**

---

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** \_\_\_ **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.

N/A

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

Date(s)	Nature of financial interest/transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you
	N/A		

--	--	--	--

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

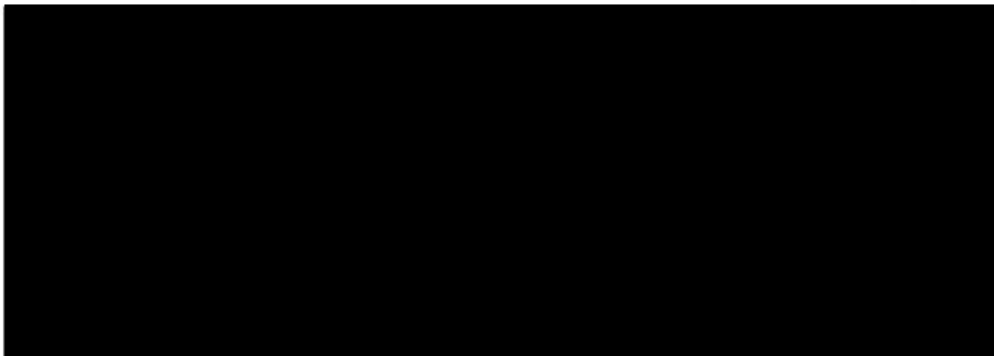
Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps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

A. Hurt

Signature

Date 8/2/2020

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



*last revised 06/8/2020*



<b>Disclosure of Financial Interest by a Current or Proposed Board of Trustees Member</b>
---

**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).

**Vice Chair**

**Member of Education Committee**

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   X   No

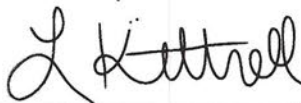
If **Yes**, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

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			

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				



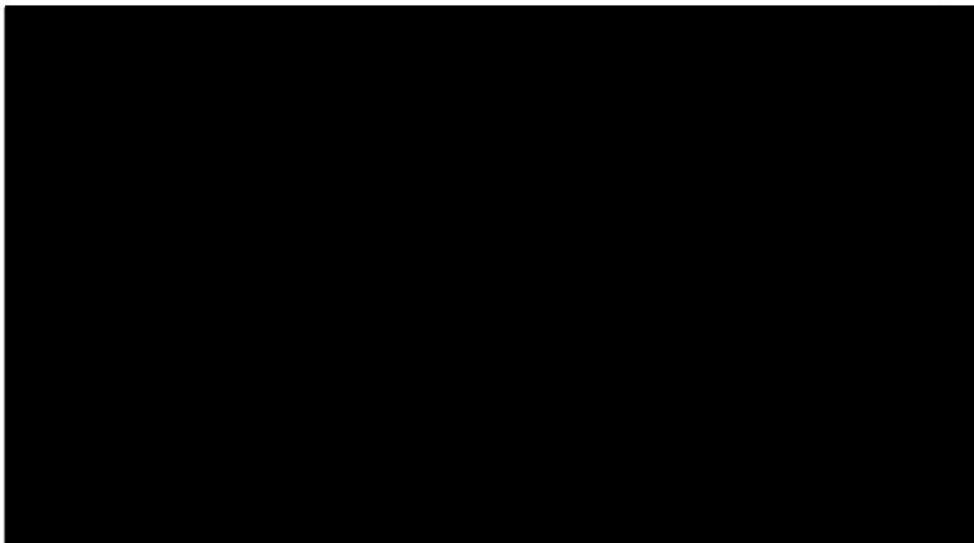
Signature

8.1.2020

Date

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





*last revised 06/8/2020*

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

**Name:** 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).

Board Chairperson

2. Are you an employee of any school operated by the education corporation?  
\_ \_ \_ \_ Y e s \_ \_ \_ XX \_ N o

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

N/A

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.

N/A

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.

N/A

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.

**N/A**

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.

**N/A**

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
<b>None</b> <i>Please write</i>	<b>None</b> <i>"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			

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

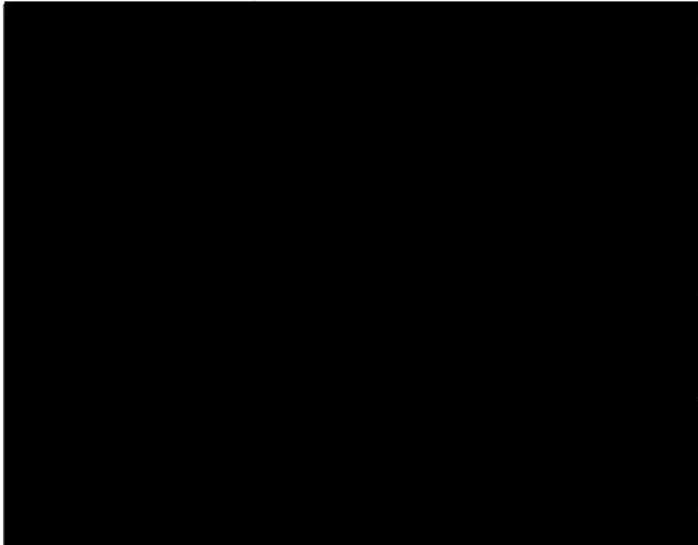
Signature



Janice Chen 08/03/2020

Date

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



---

---

---

---

---

---

*last revised 06/8/2020*

IMLCS Board Meeting  
Thursday, June 13, 2019  
Janice Chen, Chairperson

**Call to Order and Welcome** – Janice Chen called the meeting to order at 7:06 pm. The motion was seconded by Deirdra Smith; all were in favor. A quorum was present for the transaction of business.

**Board Members Present** – Janice Chen, Rev. Brawley, Deirdra Smith, LaToya Kittrell and Aisha Greene

**Attendees** - Katherine Corbett, Bevon Thompson

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

**Approval of the May 9, 2019 minutes**

The Board reviewed the minutes.

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

**School Leaders Report**

**Dr. Corbett stated the following:**

**Organizational Update**

- MBAF is the audit team this year; they are familiar with the school
- Open items are being reviewed so that the audit can be completed in a timely manner

**Department of Education (DOE)**

- Administration received a response from the DOE today regarding co-location
- After being turned down and appealing the decision, the rental assistance process is being considered for grades 5 and grades 6 for current lease agreement and going forward

**Title 1 Application**

- The Title 1 Application is open and Dr. Corbett is working with Art Pritchard to complete it

**Staffing for Next Year**

- There has been internal meetings to discuss the design of the school
- Interviews will begin next week; some of the candidates are from Charter School Fairs that the Administration has attended

**Student Success**

- Performance reports on tests that were just taken
  - Grade 3 100% met the ELA standard and 97.6% met the Math standard
  - Grade 4 100% met the ELA standard and 100% met the Math standard

IMLCS Board Meeting  
Thursday, June 13, 2019  
Janice Chen, Chairperson

- Grade 5 97.4% met the ELA standard and 94.9% met the Math standard

**Current Enrollment**

Kindergarten 23

1<sup>st</sup> grade 28

2<sup>nd</sup> grade 28

3<sup>rd</sup> 42

4<sup>th</sup> 43

5<sup>th</sup> 49

- The challenge with 6<sup>th</sup> grade is that prior to the renewal, the parents were given the option to attend middle school fairs; as a result some students will attend other middle schools such as Medgar Evers
- Students will have the option to come back if they wish
- A mailer will be sent out this summer and it will state that IMLCS now goes to the 8<sup>th</sup> grade

**Kindergarten Orientation**

- There was a Kindergarten orientation last night; the turnout was great
- 22 families were in attendance

**Moving Up Ceremonies/Last day of School**

- The Moving Up Ceremonies are next week, Tuesday, June 18<sup>th</sup>
  - Kindergarten is at 8:30am
  - 4<sup>th</sup> and 5<sup>th</sup> grade are at 2:00pm
  - As the Founder, Rev. Brawley is on both programs
- Wednesday, June 19<sup>th</sup> is the last day of school for leaders and Friday, June 21<sup>st</sup> is the last day for staff

**Summer Office Hours**

- Beginning the 2<sup>nd</sup> week in July, the summer office hours are Monday – Thursday, 8:00am – 4:30pm

**Middle School Uniform**

- The Middle School uniform is a gray shirt with a blue logo and gray pants
- Board Member, Deirdra Smith suggested a fleece shirt with the school logo

**Principal Thompson shared the following:**

- The scores are expected in August and the expectation is that the scores will be stellar
- Principal Thompson is excited about Junior High School and will spend the summer planning the curriculum
- The Junior High School Curriculum will prepare the Leaders for High School



**Next Year's Planned Structure is as follows:**

- There will be an AP over both K- 4 and middle school
- An Operations AP
- A Parent Coordinator for both K-4 and middle school
- School Counselor for the 2 buildings
- An additional Grade Advisor
- There is a possibility for a co-ed Pre-K next year

**Lease Negotiation**

- Dr. Corbett shared that there was a conversation today regarding the contract
- Janice Chen asked to be made aware of the next conference call

**Janice Chen shared the following:**

- As per the architect and vendors of the modular units, there will be 20 classrooms outside; the monthly cost is \$34,953.
- The total cost of the project is \$1,926,053.56. Bathrooms, canopy and gym are not included in this cost and outside total monthly cost
- Contract should be out this week so that the funding and structure can be in place for the beginning school year; the construction of the structure takes longer than the set-up
- A second structure is being considered; a gym; Willscott is not be the contractor for the gym

Vote for approval for the total cost of project \$1,926,053.56. Motion was seconded by Deirdra Smith; all were in favor

Vote for approval for the current monthly cost \$35,000 not to exceed \$45,000 per month. Motion was seconded by LaToya Kittrell; all were in favor.

Vote for approval for an additional base cost of bathrooms, canopy, and gym installation in the amount of \$300,000. Motion was seconded by Rev. Brawley seconded; all were in favor.

Deirdra Smith made a motion to accept the school leaders report. The motion was seconded by Janice Chen; all were in favor.

**Chairpersons Report/Trustees Report**

- School leaders report contains a large portion of the Chairperson's Report
- The final budget is not available because the Administration has not made the formal offer to the staff

**Adjourned**

The meeting was adjourned at 8:04pm. LaToya Kittrell made a motion to adjourn the meeting. The motion was seconded by Rev. Brawley; all were in favor.



IMLCS Board Meeting  
Thursday, July 11, 2019  
Janice Chen, Chairperson

**Call to Order and Welcome** – Janice Chen called the meeting to order at 7:40 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, Ann-Marie Hurt, Yvonne Graham, and Aisha Greene

**Attendees** - No Attendees

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

**Approval of the June 13, 2019 minutes**

The Board reviewed the minutes.

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

**Chairperson's Report/Trustees Report**

**Dr. Corbett's Compensation**

- As of July 1, 2019, through October 31, 2019, the ED compensation will be 174K, and as of November 1, 2019, through June 30, 2020, the ED compensation will be 90K per annum

Yvonne Graham made a motion to approve the above amounts for the letter of hire for the Executive Director. The motion was seconded by Ann-Marie Hurt; all were in favor.

**Principal Thompson's Title Change and Compensation**

- Principal Thompson will step up as CEO of Imagine Me Leadership Charter School, as a result, he has asked for a salary increase to 170K for this school year commencing July 1, 2019, to June 30, 2020

Ann-Marie Hurt made a motion to approve the salary increase for Principal Thompson's new title of CEO. The motion was seconded by Rev. Brawley; all were in favor.

**Board Clerk's Monthly Compensation**

- Janice Chen asked that the Board Clerk's monthly compensation increase from \$200 to \$400

Yvonne Graham made a motion to accept the Board Clerk's monthly compensation, as stated above. The motion was seconded by Aisha Greene; all were in favor. Rev. Brawley abstained.

**Facilities Report**

**Rev. Brawley stated the following:**

IMLCS Board Meeting  
Thursday, July 11, 2019  
Janice Chen, Chairperson

- The construction of the 20 modular classrooms is currently underway
- It is the hope that next week there will be permission from the DOB to move forward
- At the next board meeting, timelines will be available
- The Family Life Center will be available to the school for 6<sup>th</sup> grade use until the modules are complete

**Adjourned**

The meeting was adjourned at 7:55 pm. Yvonne Graham made a motion to adjourn the meeting. The motion was seconded by Rev. Brawley; all were in favor.

IMLCS Board Meeting  
Thursday, August 22, 2019  
Janice Chen, Chairperson

**Call to Order and Welcome** – Janice Chen called the meeting to order at 7:15 pm. The motion was seconded by Deirdra Smith; all were in favor. A quorum was present for the transaction of business.

**Board Members Present** – Janice Chen, LaToya Kittrell, Rev. Brawley (via phone), Yvonne Graham, and Deirdra Smith

**Attendees** - Dr. Katherine Corbett and Principal/CEO Bevon Thompson

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

**Approval of the July 11, 2019 minutes**

The Board reviewed the minutes.

Janice Chen made a motion to amend the minutes to take out all reference to Dr. Corbett's name, Principal Thompson's name, and the Board Clerk, Trina Scotland's name.

Yvonne Graham made a motion to amend the minutes, as stated above. The motion was seconded by Rev. Brawley; all were in favor.

Janice Chen made a motion to amend the titles in the minutes to have all reference to Executive Director changed to Comptroller/Coach.

LaToya Kittrell made a motion to amend the minutes, as stated above. The motion was seconded by Deirdra Smith; all were in favor.

Rev. Brawley made a motion to amend the title in the minutes to have all reference for principal changed to Principal/CEO. The motion was seconded by Yvonne Graham; all were in favor.

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

**School Leaders Report**

**Principal Thompson shared the following:**

- The school opening was smooth; two weeks to prepare was critical to the smooth transition
- The teachers came back last week
  - There was a focus on school culture issues, and academic scope and sequence, review and standards, and lesson planning
- Students returned on Monday and the first four days have been completed and have gone well
- The teachers have been instructed to stress rituals and routines with the Leaders

### **Discipline Events**

- The goal is to communicate with the teachers the steps following a discipline event
  - The discipline event is addressed with the student and parents; however, the teachers have to be looped in to know that the issue was resolved

### **New Staff Hires/Promotions**

- A science teacher for grades 5 and 6
- A history teacher for grades 5 and 6
- A new grade advisor
- A staff person was promoted from within to be the new technology person; in this position, technology classes for the Leaders will be provided
- A second guidance counselor has been hired to do the mandated counseling
  - He is bilingual
- There is a new assistant for the finance/HR office and as a result of the new hire:
  - Work is being streamlined by going paperless; Derrick is identifying the software for the QuickBooks upgrade
  - A Square credit card terminal is replacing the Chase credit card terminal
  - One Drive is being used for forms and communications
  - Envoy is a new scanning system that notifies the recipient that the item has been delivered and picked up and by whom

### **Plans for Additional Hires**

- The goal is to hire a Math teacher for the 3<sup>rd</sup> grade

### **New Auditors**

- MBAF is in the process of doing the audit

### **Willscott**

- Ashley and Arnold (the installer), visited the campus today
- The modules will run from the far fence to the dumpsters, and the side fence to the playground
- There is a punch list of items that need to be completed before they deliver the modules; Mr. Chamble will take care of the open items next week
- The furniture has been delivered to the Family Life Center
  - Three instructional places; for independent work, group work and standard class work
- Per Ashley, the furniture is no charge

### **Title One Application**

- Dr. Pritchard's firm helped to complete the Title One Application; the application has been submitted

### **Test Scores**

- The scores are no longer embargoed
- IMLCS outperformed everyone in every demographic (citywide and statewide)
  - ELA 67.2%
  - Math 73.4%; 5<sup>th</sup> grade Leaders did exceptionally well
  - One highlight is the performance of our Special Ed students at 50%

### **5th Grade Plans**

- The focus this year is on the 5<sup>th</sup> grade
  - Staff in the 5<sup>th</sup> grade has been moved around
  - There are 48 students in the 5<sup>th</sup> grade, which is the largest group

### **Pre-K**

- Eventually, the Board is going to be asked to vote for the Pre-K program; which is currently in the approval process
  - The RFP is expected to come out in January
  - The opening will be in July 2021

### **Enrollment**

- The current enrollment number is 242
- Administration is working on getting the numbers up
  - Parents that left have been notified that the Leaders can come back with a smooth transition
- The goal is to get the number up to 270
- A mass mailing was done in July; canvassing the community and outreach on social media to let the community know that there is limited seating available
- Principal Thompson is networking with partners to get access to their waiting list

### **Upcoming Events**

- September 18<sup>th</sup> is Back to School Night
- September 24<sup>th</sup> is Bring a Male to School

### **Public Recognition**

- Dr. Corbett and Principal Thompson recognized Rev. Brawley and Mr. Chamble for their support

### **After School**

- Will begin Tuesday after Labor Day

IMLCS Board Meeting  
Thursday, August 22, 2019  
Janice Chen, Chairperson

**PTA Meeting**

- The first PTA meeting is on September 18<sup>th</sup> which is the same date as Back to School Night

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

**Facilities Report**

**Rev. Brawley stated the following:**

- The gymnasium is still a high consideration for the parents to get what was promised
- There is a significant expense to make this happen; Rev. Brawley's ask is to be innovative and creative to provide a recreation space for our Leaders
- The construction of the 20 modular classrooms is currently underway
- More updates to come in the fall regarding the development of the new building

**Meeting Reminder**

Janice Chen reminded the Board that the next meeting is Thursday, September 12<sup>th</sup>

**Adjourned**

The meeting was adjourned at 8:05 pm. Yvonne Graham made a motion to adjourn the meeting. The motion was seconded by Deirdra Smith; all were in favor.

IMLCS Board Meeting  
Thursday, October 10, 2019  
Janice Chen, Chairperson

**Call to Order and Welcome** – Janice Chen called the meeting to order at 7:19 pm. The motion was seconded by Deirdra Smith; all were in favor. A quorum was present for the transaction of business.

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

**Attendees** - Dr. Katherine Corbett, Bevon Thompson, Crystal Mullen, Jacqueline Wyche, and Gail Fedrick

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

**Approval of the September 12, 2019 minutes**

The Board reviewed the minutes.

Deidra Smith made a motion to accept the minutes with the noted edits on the master. The motion was seconded by Rev. Brawley; all were in favor.

**School Leaders Report**

**Dr. Corbett shared the following:**

**Audit**

- The feedback session with the audit team, which is led by Samantha Efraim, is scheduled for October 28<sup>th</sup> at 3:00 pm

**Willscott Modules Progress Report**

- Ashley shared that they are waiting on the Department of Buildings approval
- The installation and delivery charges are paid in full since last month
- Rev. Brawley offered a real-time update
  - There is a new DOB Commissioner
  - The architect received an email from the Department of Buildings regarding the next steps
  - The new classrooms are already built; the hope is that the leaders are in their new classrooms next month

**Academic Intervention Program**

- The program has begun
- The participating leaders are strong, the goal is to make them stronger
- 110 leaders are participating in the program at this time
- The schedule is ELA on Monday and Wednesday and math on Thursday and Friday
- The program will run from October 1<sup>st</sup> to the end of the school year



IMLCS Board Meeting  
Thursday, October 10, 2019  
Janice Chen, Chairperson

**Recruitment**

- The online application is up and running
- Participation in Middle school fairs are being considered

**Enrollment**

- The current enrollment number is 232

**Upcoming Trips/Events**

- Grades K-2 are going apple picking; parents are invited
- Grade 3 is going to Philadelphia
- Grade 5 is going to the New York Stock Exchange
- Grade 6 is going to Washington DC, which will include college visits and lunch on the college campus
- On October 31<sup>st</sup> there will be a collection for Bahamas Relief; Trick or Treat for Bahamas Relief

**Principal/CEO Thompson shared the following:**

**Benchmark One**

- Benchmark One is complete
- The data will be reviewed with the teachers

**Pre-K**

- IMLCS Administration began the business application in May and is still working on it
- The RFP opens on October 11<sup>th</sup> and closes around December 11<sup>th</sup>
  - Interviews will take place in January and approval to be a Pre-K provider will be expected in July
- Principal Thompson requested that the Board vote
  - Motion: David Aviles made a motion to permit Principal Thompson to submit the application for Universal Pre-K for Charter Schools RFP. The motion was seconded by Deirdra Smith; all were in favor.
- The business infrastructure is already in place; staff member, Keisha Douglas will be an asset in preparing the RFP, structure, and curriculum
  - Additional staff will be hired

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

**Chairperson's Report**

Janice Chen shared that she will issue a letter of hire tomorrow for Principal Thompson

**Adjourned**

The meeting was adjourned at 7:49 pm. Ann-Marie Hurt made a motion to adjourn the meeting. The motion was seconded by Deirdra Smith; all were in favor.

IMLCS Board Meeting  
Thursday, November 14, 2019  
Janice Chen, Chairperson

**Call to Order and Welcome** – Janice Chen called the meeting to order at 7:07 pm. The motion was seconded by Deirdra Smith; all were in favor. A quorum was present for the transaction of business.

**Board Members Present** – Janice Chen, LaToya Kittrell, Rev. Brawley, Yvonne Graham, and Deirdra Smith

**Attendees** - Principal/CEO Bevon Thompson

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

**Approval of the October 10, 2019 minutes**

The Board reviewed the minutes.

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

**School Leaders Report**

**Principal Thompson shared the following:**

**Audit Update**

- The audit is complete
- There were no material weaknesses
- Most Issues found were a result of the practices of the previous auditors
  - IMLCS will align practices with the new auditors

**Willscott Modules Progress Report**

- The pods have been approved by the Department of Buildings and are waiting for final approval from the Commissioner
- IMLCS has begun to receive rental assistance which will be set aside since the pods are not on site; there is a reconciliation process that happens at the end of the year

**Academic Intervention/Benchmarks**

- Academic Intervention is scheduled to begin
- The second round of benchmarks are about to begin

**Professional Development**

- On November 8<sup>th</sup> there was a professional development
- ELA and Math strategies and changes were discussed
- The teachers are open to the changes
- Changes will be discussed next month

**Enrollment**

- The current enrollment number is 231

IMLCS Board Meeting  
Thursday, November 14, 2019  
Janice Chen, Chairperson

**Upcoming Trips/Events**

- Grade 3 is going to Philadelphia
- Grade 6 is going to Washington DC next Friday
- Upcoming trips also include the Hall of Science and The Transit Museum
- Annual Read-a-Thon is scheduled
  - The children will be paid 5 cents a word to read
  - Last year \$5,000 was raised

**Universal Pre-K Update**

- IMLCS received approval to do business with the City
- The RFP was released
  - Because of the current charter, it's ok to accept boys only
  - Ratio: 2 or more bodies in the room for 18 or more students
- Certified teachers will be hired
- Money is available to make changes to the classrooms
- Modest renovations to bathrooms may be necessary
- DOE provides support
  - Professional development for teachers and coaching
- The application is due on December 17<sup>th</sup> at 2pm
- A lottery is needed if there are more applicants than seats

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

**Facilities Report**

**Rev. Brawley shared the following:**

- The classrooms have been inspected by the DOB and passed
- The objections will be addressed tomorrow in a meeting with the DOB, and an update will be provided after the meeting
- The hope is to be approved tomorrow

**Adjourned**

The meeting was adjourned at 7:30 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, December 12, 2019  
Janice Chen, Chairperson

**Call to Order and Welcome** – Janice Chen called the meeting to order at 7:17 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, LaToya Kittrell, Rev. Brawley, Yvonne Graham, Deirdra Smith (via phone), and Aisha Greene

**Attendees** - Principal/CEO Bevon Thompson, Dr. Katherine Corbett, Gail Fedrick, Jacqueline Wyche, Charlette Gowie, LaToya Harris, Caliek Thompson, Nicholas Robinson, Leon Taylor, Shamel Caldwell

**Public Participation** - (see Board Meeting Public Participation Guidelines and Public Participation Sign in Sheet) – Charlette Gowie and Jacqueline Wyche

**Approval of the November 14, 2019 minutes**

Janice Chen tabled the approval of the minutes for next month.

**School Leaders Report**

**Dr. Corbett shared the following:**

**Audit Update**

- The audit is complete and the administration is now engaged with completing the 990 report to the IRS

**Willscott Modules Progress Report**

- Some of the classroom modules have been delivered, and the bathroom subcontractor has contacted the school for installation
  - The classrooms will extend from the fence to the other end of the parking lot
  - There will be five bathrooms; three for leaders, one for adult males and one for adult females

**Universal Pre-K Update**

- Application is complete as of today and will be submitted on Monday

**Upcoming Events**

- The Winter Performance Showcase will take place on December 16<sup>th</sup> at 6:30 pm immediately following the PA meeting
- The Science Fair will take place on December 17<sup>th</sup> for Grades 3 – 6 and December 18<sup>th</sup> for Grades K – 2;
  - K – 2 are class presentations
- Celebrating Success is on December 20<sup>th</sup>, which is a ½ day
- There will be an end of year party for faculty/staff in the Family Life Center on December 20<sup>th</sup>
- The Instructional Planning Retreat will take place on June 4<sup>th</sup> – June 6<sup>th</sup> at The Glen Cove Mansion

IMLCS Board Meeting  
Thursday, December 12, 2019  
Janice Chen, Chairperson

**Principal Thompson shared the following:**

**Academic Benchmarks**

- The second round of benchmarks are in progress
- There is evidence that learned skills are now being applied
- A full layout of the 2<sup>nd</sup> benchmark will be available at the January meeting

**Test Prep**

- No test prep during the February break

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

**Personnel Issue**

- A personnel issue has been brought before the Board
- 2 parents were given an opportunity to address the Board
  - Chairperson Janice Chen instructed the parents and attendees that the session will be closed in order for the Board to address the issue

**Executive Session**

- At 7:45 pm, the Board went into closed session to discuss the personnel matter and allow the parties to have a dialogue about the incident
- At 8:05 pm, the Board came out of the closed session, the involved parties were dismissed, and the Board went into Executive Session to discuss further

**January Meeting Date Change**

- The date of next month's meeting is January 16<sup>th</sup>

**Adjourned**

The meeting was adjourned at 8:15 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, January 16, 2020  
Janice Chen, Chairperson

**Call to Order and Welcome** – Janice Chen called the meeting to order at 7:10 pm. The motion was seconded by Deirdra Smith; all were in favor. A quorum was present for the transaction of business.

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

**Attendees** - Principal/CEO Bevon Thompson and Comptroller Dr. Katherine Corbett

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

**Approval of the November 14, 2019, and December 12, 2019 minutes**

Latoya Kittrell made a motion to approve the December minutes. The motion was seconded by Deirdra Smith; all were in favor.

Aisha Greene made a motion to approve the November minutes. The motion was seconded by Rev. Brawley; all were in favor.

**School Leaders Report**

**Principal Thompson shared the following:**

**DOE Visit/Pre-K Program**

- The DOE visited the school last Thursday regarding the Pre-K program
  - They observed the classes and asked questions about the application
  - The visit went well
- Approval of the Pre-K program is expected by the end of the month
- Once approved, the Administration will move forward with the recruitment of students and teachers

**Department of Construction and Design**

- The Department of Construction and Design visited the school today
- The purpose of the visit was to determine if the facility was compliant and can it get in compliance in time for the program to open up in September

**Expansion to Grade 12**

- In November, the Administration will ask the DOE to extend IMLCS to grade 12

**Benchmark 2**

- Took place in December
- Teachers are working on the concerns
- The leaders are trending better than last year
- There is no need for the leaders to do a mid-winter recess prep this year
- The mock test will take place at the end of January

IMLCS Board Meeting  
Thursday, January 16, 2020  
Janice Chen, Chairperson

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

**Executive Session**

- At 7:18 pm, the Board went into closed session to discuss facilities and budget concerns
- At 8:00 pm the Board came out of the closed session, the Board had an in-depth discussion about facilities and budget but did not pass a resolution
- The remaining topic has been tabled for next month

**Next Month's Meeting Date**

February's meeting date is Thursday, February 13<sup>th</sup> at 6:30 pm.

**Adjourned**

The meeting was adjourned at 8:07 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, February 13, 2020  
Janice Chen, Chairperson

**Call to Order and Welcome** – Janice Chen called the meeting to order at 7:09 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, LaToya Kittrell, Rev. Brawley, Ann-Marie Hurt, Deirdra Smith, Yvonne Graham and, Aisha Greene

**Attendees** - Principal/CEO Bevon Thompson, Comptroller Dr. Katherine Corbett, Letonia Salisbury, and Xavier Graham

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

**Approval of the January 16, 2020**

Yvonne Graham made a motion to approve the January minutes. The motion was seconded by Rev. Brawley; all were in favor.

**School Leaders Report**

**Dr. Corbett shared the following**

**Organizational Issues**

- The 990 report has been completed and submitted to the IRS
- Steve Reid from The Charter School Business Management has been retained and will begin to review the trial balance report
  - Per his contract, he will be on retainer through the audit which is in the fall

**Modules**

- Con Edison will be on site on February 26<sup>th</sup> to review how the electricity has to be wired
- There will be a special inspection on Friday, February 21<sup>st</sup> that will be submitted to the Department of Buildings

**Common Application Glitch**

- A parent attempting to gain access to the online application reported that there was a glitch
- The issue was addressed by the Common Application Line, and is up and running 3 months after everyone else's
- A mass mailing was done through Post Mania; a 2<sup>nd</sup> mailing is scheduled for the end of February or early March
  - Because of the glitch, a 3<sup>rd</sup> mailing may be necessary
- The online filter did not pick up that IMLCS is an all boys school, applications from girls were received

**Current Enrollment**

- 235 leaders are enrolled
- Some former students have returned

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

**Benchmark**

- The 3<sup>rd</sup> benchmark exams are in progress

**Upcoming Events**

- A special performance for Black History Month is scheduled for Tuesday, March 2<sup>nd</sup> at 9am or 2pm

**Principal Thompson shared the following**

- Mock testing began this week
- Math and ELA are still being graded

**Academic Intervention Service**

- AIS has been extended
- Will have a better understanding of where we are at next months meeting

**Pre-K Update**

- Principal Thompson is still waiting to hear from the Pre-K Coordinators
- After the break, administration will begin advertising for teachers
  - 2 certified teachers
  - 2 EA's
- The hiring commitment is contingent upon a signed contract with the DOE
- Also, there will be an opportunity to canvass for 7<sup>th</sup> grade teachers and other anticipated staff vacancies

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

**Facilities Report**

- Rev. Brawley shared that we are very close to receiving feedback from Department of Buildings which includes obtaining an index number which formalizes our process and acceptance into ulurp
- Parental and school involvement will be needed when we get to the Community Board level

**Chairperson's Report**

- Janice Chen shared that they received an outline of unexpected expenses in respect to facilities that were not anticipated or discussed in the initial talks with Willscott
- Janice asked that the administration sit with her to re-budget with all the new expenditures
- Janice will report back next month on how these changes affect the budget

**Adjourned**

The meeting was adjourned at 7:23 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, March 12, 2020  
Janice Chen, Chairperson

**Call to Order and Welcome** – Janice Chen called the meeting to order at 7:26 pm. The motion was seconded by LaToya Kittrell; all were in favor. A quorum was present for the transaction of business.

**Board Members Present** – Janice Chen, LaToya Kittrell, Rev. Brawley, Deirdra Smith, Yvonne Graham, Aisha Greene (via phone), and David Aviles

**Attendees** - Principal/CEO Bevon Thompson, Comptroller Dr. Katherine Corbett, Fabian Skeete, and Paula Skeete

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

**Approval of the February 13, 2020**

Rev. Brawley made a motion to approve the minutes. The motion was seconded by Deirdra Smith; all were in favor.

**School Leaders Report**

**Dr. Corbett shared the following**

**HR Memo/Self-Quarantine Process**

- The memo states the school policy for staff that has to be out because they have to self-quarantine
  - If a staff member has to be out because of self-quarantine, the employee will not be penalized
- The timekeeping process was also shared with HR; the memo was distributed to both the staff and HR

**Pre-K Update**

- IMLCS has been approved for the next steps
- IMLCS has applied for the school-based childcare permit
- All required documents have been submitted
- The permit should be approved in 10 days

**Spring Recruitment**

- A second mass mailing has been completed
- Dr. Corbett and Mr. Osborne visited nine district 19 elementary schools
- They also met with the parent coordinators, the assistant principals, and guidance counselors at a childcare facility and asked that five students be recommended to attend IMLCS for the 5<sup>th</sup> grade
- There are 3 seats available in grades 5 and 6
  - A 5<sup>th</sup> grade class may have to be added

**Principal Thompson shared the following:**

**COVID-19**

- A letter outlining the plan was sent to parents via Jupiter and will be posted on the IMLCS website

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

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

**Facilities Report**

- Rev. Brawley shared that the ULURP process is happening, today we are signing off on the pre-application
- Rev. Brawley suggested that there be a meeting between the landlord and the school that discusses the 5-year lease and a memo of understanding which will incorporate moving into the new property

**Pods Update**

- There is an upcoming inspection with Con Ed and two electricians on March 17<sup>th</sup>

**Chairperson's/Finance Report**

**Janice Chen stated the following:**

- The current rent is 408,000 this year which is the same that was paid in the 2018-2019 school year
- The proposal is to do the 8% increase one more time to the amount of \$440,797.68
- If the amount is approved, the school will begin to pay this amount in April and will pay retroactively for the months in the 2019-2020 school year
- The retroactive amount is \$32,000
- Elder Chamble is asking for Imagine Me to pay the water bill on the 818 side of the building
- The anticipation is that the pods would be in use and we will start negotiations for the new five-year lease which will be from July 1, 2020 to June 30, 2025

Vote 1: Does the Board approve of the 8% increase to the amount of \$440,797.68 for the 2019 – 2020 school year?

Yvonne Graham made a motion to approve the above. The motion was seconded by David Aviles; all were in favor; one abstained.

Vote 2: Moving forward the water bill for the 818 side of the building should be paid by Imagine Me Leadership Charter School.

David Aviles made a motion to approve the above. The motion was seconded by LaToya Kittrell; all were in favor; one abstained.

**Adjourned**

The meeting was adjourned at 8:05 pm. David Aviles made a motion to adjourn the meeting. The motion was seconded by Yvonne Graham; all were in favor.

IMLCS Board Meeting  
Thursday, May 14, 2020  
Janice Chen, Chairperson

**Call to Order and Welcome** – Janice Chen called the meeting to order at 6:39 pm. The motion was seconded by LaToya Kittrell; all were in favor. A quorum was present for the transaction of business.

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

**Attendees** - Principal/CEO Bevon Thompson and Comptroller Dr. Katherine Corbett

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

**Approval of the March 12, 2020 and April 23, 2020**

Yvonne Graham made a motion to accept the March 12<sup>th</sup> minutes. The motion was seconded by Rev. Brawley; one abstained.

Ann-Marie Hurt made a motion to accept the April 23<sup>rd</sup> minutes. The motion was seconded by Rev. Brawley; all were in favor.

**School Leaders Report**

**Dr. Corbett shared the following:**

**Student Recruitment Social Media Campaign and Advertisements**

- Underdog was hired to start a test run on Facebook and Instagram
- In-App Marketing is a secondary company that flashes the school information onto apps such as YouTube
- Bus ads are scheduled to run for one month

**DocuSign**

- DocuSign is used for parents to submit the documents that are needed for registration i.e. immunization forms, birth certificates, and proof of residency

**Re-entry Planning**

- The parent Town Hall meetings is on May 28<sup>th</sup>
- The Staff Town Hall meeting is on May 22<sup>nd</sup>

**Modules**

- An agreement was made with the electrician
- Discussions have begun to get the canopy installed

**Audit**

- Charter School Business Management is preparing for the fall audit

**Budget Preparation**

- The Universal Pre-K budget has been reviewed and tweaked

**PPP Loan**

- The school was approved; monies must be spent by June 30<sup>th</sup> to be forgiven; after the 30<sup>th</sup> it is considered a low interest loan

**Calendar**

- The onsite and blended learning budget is in progress
- The goal is to have the budgets prepared for the Boards review before the next meeting

**Principal Thompson shared the following:**

**Report Cards**

- Were delivered on May 5<sup>th</sup>

### **Parent Teacher Conference**

- The virtual Parent-Teacher conference is scheduled for Friday, May 15<sup>th</sup>
- Parents set up meetings by using Calendly, which can be integrated into both Outlook and Zoom accounts

### **Assessments**

- Assessments will take place in May and in June
- The June assessment will be used to give a baseline

### **G-Suite**

- IMLCS was approved for G-Suite which enables the school to use Google Classroom; rollout will begin with middle school leaders
- The leaders and teachers are becoming familiar with the new platform

### **E-Library**

- IMLCS is looking into building an e-library, the pause is that there will be another platform for teachers, leaders, and parents to interact with
- The rollout is expected at the end of June, which will help with summer reading and summer assignments

### **Teacher Observations**

- A modified version of teacher observations is being implemented

### **Professional Development**

- Master Teachers Professional Development program is used
- A few elements will be selected and implemented into some of the weekly meetings

### **Summer Planning**

- Summer packets possibly in PDF format will be distributed via email; there are families that don't have the ability to print and/or have internet issues; a packet will be mailed to these families

### **Professional Development for Teachers**

- The teachers have to learn a lot quickly; it may be necessary to offer some summer professional development, which includes tech-based, remote learning, and new platforms that will be rolled out in the summer

### **School Culture**

- There was a school assembly on May 4<sup>th</sup>; 247 participants logged on
- The next school assembly is scheduled for June 2<sup>nd</sup>; the annual honor roll recognition ceremony is scheduled

### **Teacher Appreciation**

- Teachers and staff will receive a gift in the mail; this year, a Powerpoint presentation slide was shared in the last staff meeting virtually

### **Moving Up Ceremonies and End of Year Calendar**

- The Moving Up Ceremonies are scheduled for June 18<sup>th</sup>
  - Kindergarten in the morning and 4<sup>th</sup> grade in the afternoon
- Report Cards will be distributed on June 19<sup>th</sup>
- PA Meetings are on May 20<sup>th</sup> and June 17<sup>th</sup>
- The 4<sup>th</sup> quarter term is from May 1<sup>st</sup> to June 5<sup>th</sup>
- The last day for Students is June 19<sup>h</sup>

Yvonne Graham made a motion to accept the School Leaders Report. The motion was

IMLCS Board Meeting  
Thursday, May 14, 2020  
Janice Chen, Chairperson

seconded by LaToya Kittrell; all were in favor.

**Adjourned**

The meeting was adjourned at 7:23 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, April 23, 2020  
Janice Chen, Chairperson

**Call to Order and Welcome** – Janice Chen called the meeting to order at 7:04 pm. The motion was seconded by LaToya Kittrell; all were in favor. A quorum was present for the transaction of business.

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

**Attendees** - Principal/CEO Bevon Thompson, Comptroller Dr. Katherine Corbett, and Derrick Cerisier

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

**Approval of the March 12, 2020**

Janice Chen tabled the approval of the minutes until next month's meeting.

**School Leaders Report**

**Dr. Corbett shared the following**

**Budget and Projected Budget Cuts**

- There is a possibility of a 5% per capita decrease in funds and a 10% - 15% increase in insurance costs

**Student Recruitment**

- The Lottery will not be conducted this year; Charter Oversight has been notified
- A 3<sup>rd</sup> mailer and bus advertisements are a possibility

**Pre-K Update**

- There have not been any updates from the DOE

**Principal Thompson shared the following:**

**First Week of School Closing March 16, 2020 – March 20, 2020 - Operations**

- There was an emergency call meeting on March 16th with the staff
- During this week 92 iPads were distributed to students
- Teachers contacted the students to explain next steps
- Registration for G Suite for Staff

**March 16, 2020 – March 20, 2020 - Instructional**

- Instructional packet and materials were distributed to families without internet access
- Remote Learning expectation memo was distributed to staff

**School Closing – Operations**

**March 23, 2020 – March 27, 2020**

- Zoom Video Conferencing Access was set up
- Jupiter Grade Access was set up which tracks student attendance (a

IMLCS Board Meeting  
Thursday, April 23, 2020  
Janice Chen, Chairperson

- communication and learning platform)
- OneDrive is where all IMLCS documents are stored
- Ring Central access and setup; a communication hub for IMLCS
  - All information was posted on the school website
- Zoom is set up and will be used for classroom instruction and check-ins
- Go To Meetings is used for Administrative meetings and small group meetings

**School Closing – Instructional**

**March 23, 2020 – March 27, 2020**

- The Master Schedule for remote learning was distributed to students and families
- Zoom Video classes began for all grades
- School Team Meetings were scheduled
  - Grade level meetings, subject-based content meetings, school culture meetings, and special education planning meetings

**School Closing – Operations**

**March 30, 2020 – April 3, 2020**

- Benefits Enrollment opened

**School Closing – Instructional**

**March 30, 2020 – April 3, 2020**

- The Meaningful Student Interaction Memo was released to staff as a guide for continuity of instruction for the remainder of the school year

**Major Calendar Changes**

- Staff operated on a modified/split schedule(s) during Spring Break; April 13, 2020 – April 17, 2020
- Report Cards will be distributed on May 1, 2020 and June 19, 2020
- School Assemblies will take place on May 5, 2020 and June 2, 2020
- Parent-Teacher Conference Week – May 17, 2020 through May 22, 2020
- PA Meetings will take place on April 24, 2020, May 20, 2020 and June 17, 2020
- The Quarter 3 Term will be extended from February 3, 2020 to April 30, 2020
- Quarter 4 Term is from May 1, 2020 to June 5, 2020

**Continuity of Instruction Considerations**

- Promotional Criteria and Policies
- Continued Professional Development
  - Helping teachers to provide better instruction
- Parent Training and Engagement
  - Tech Support helped parents with Zoom downloading and navigation of Jupiter Grade
  - The plan is to provide group training in 2 months
  - New York State Testing has been canceled

**Virtual Infrastructure and Blended Learning Environment**

- The implementation of Classroom instruction and an online component infrastructure is being discussed in case remote learning is needed in the future
  - The plan is to purchase Chromebooks for 5<sup>th</sup> and 6<sup>th</sup> grades

**Social-Emotional Support**

- ADP has an EAP for teachers

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

**Facilities Report**

**Pods Update**

**Dr. Corbett shared the following:**

- Con Ed did come to inspect the pods for electricity
- September 28<sup>th</sup> is the installation date

**Votes**

Vote 1: Janice Chen asked for a motion to approve the renewal of the ADP Health Benefits package for the staff.

Rev. Brawley made a motion to approve the above. The motion was seconded by Ann-Marie Hurt; all were in favor.

Vote 2: The liability insurance vote will be tabled until the next meeting

Vote 3: Janice Chen asked for a motion to approve an application for the Payment Protection Program.

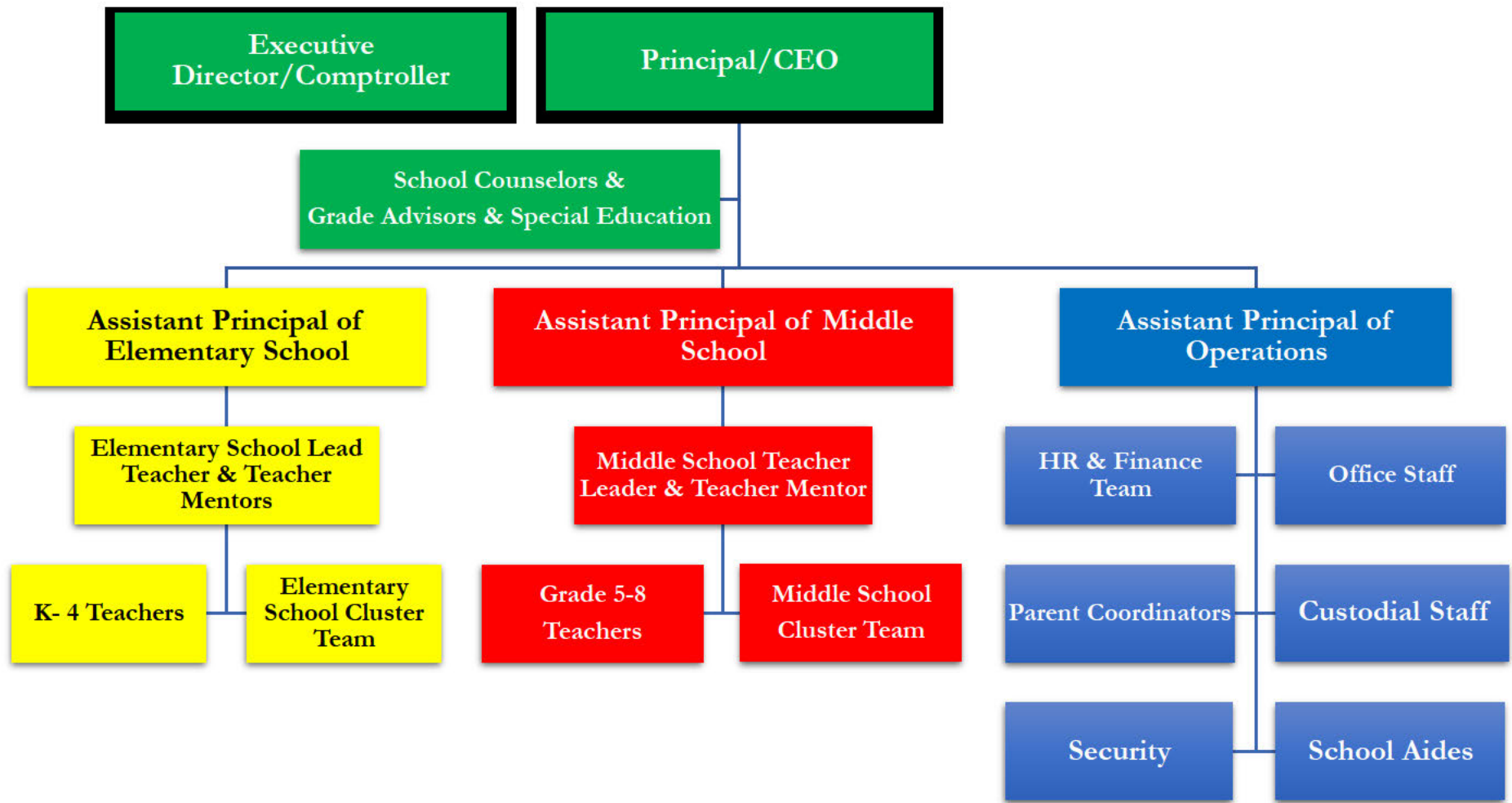
Yvonne Graham made a motion to approve the above. The motion was seconded by Ann-Marie Hurt; all were in favor.

**Adjourned**

The meeting was adjourned at 9:11 pm. Rev. Brawley made a motion to adjourn the meeting. The motion was seconded by Ann-Marie Hurt; all were in favor.



## 2019-2020 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 <b>IN-PERSON</b> for Pre-K Grades K – 7 receive fully remote instruction
16	Wed	Back to School Night
21	Mon	First Day of <b>IN-PERSON</b> for Kindergarten
28	Mon	First Day of <b>IN-PERSON</b> for Grade 1

**October**

10	Sat	AIS Begins for all grades 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 <sup>st</sup> Marking Period Ends
31	Sat	Parent Academy – Technology

**November**

2	Mon	First Day of IN-PERSON Instruction 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 (NO SCHOOL)
25-27	Wed-Fri	Thanksgiving Break (NO SCHOOL)

## 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 <sup>nd</sup> Marking Period Ends

### February

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

### March

26	Fri	3 <sup>rd</sup> Marking Period Ends
29-31	Mon-Wed	Spring Recess

### April

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

### May

31	Mon	Memorial Day (NO SCHOOL)
----	-----	--------------------------

### June

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





# 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



TOTAL: Nursery, Classrooms and Offices  
Old Code

Fire Department approval letter dated September 19, 1986  
(Individually Coded Fire Alarm)

Fire Department letter dated August 15, 1986  
(Fire Alarm System)

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.

*Sh. L. Kle...*