Application: Metropolitan Lighthouse Charter School

Melissa Alston - melissa.alston@met.lha.net
Annual Reports

Summary

ID: 0000000103
Status: Annual Report Submission
Last submitted: Oct 20 2020 12:32 PM (EDT)

Entry 1 School Info and Cover age

Completed Jul 16 2020

Instructions

Required of ALL Charter Schools

Each Annual Report begins with a completed School Information and Cover age. The nformat on 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)

METROPOLITAN LIGHTHOUSE CHARTER SCHOOL 320900860962

a1. Popular School Name

Metropolitan Lighthouse Charter School

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 # 9 - BRONX

d. DATE OF INITIAL CHARTER

8/2010

e. DATE FIRST OPENED FOR INSTRUCTION

8/2010

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

MISSION STATEMENT

Metropolitan Lighthouse Charter School has a singular mission to prepare students for college, career, and life.

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	MORE TIME FOR LEARNING MetLCS has an extended school day and school year, where we provide additional meaningful instruction for scholars. Additionally, we have extended learning opportunities such as tutoring programs and an after school partnership to support scholars.
KDE 2	RIGOROUS, STANDARDS-BASED CURRICULUM MetLCS' curricula are research-based, providing rigorous instruction at all grade levels in all content areas. MetLCS utilizes the EngageNY curriculum for both ELA and Math. This curriculum has been recognized as being the most aligned to the CCLS, according to a nationally recognized independent study of curricula. MetLCS teachers provide scaffolds and utilize small group instruction time to support scholars in

	meeting the demands of a rigorous curriculum.
KDE 3	DATA DRIVEN INSTRUCTION FOR ALL All instructional decisions at MetLCS are driven by data. Teachers and leaders use data on a daily basis to determine small group interventions such as our daily small group block for ELA and math, coaching needs of teachers, tutoring support for scholars, and enrichment opportunities such as the 8th grade Algebra regents course.
KDE 4	EMPOWERING HEART AND MINDS At MetLCS, we believe it is just as important to support scholars' emotional needs as it is to support their academic needs. On staff, we have a school counselor and a school social worker, who collaboratively create systems around character building and intervention supports.
KDE 5	RESTORATIVE PRACTICES MetLCS has spent the past two years developing our staff's capacity around being a school that is truly restorative as opposed to punitive. Our deans, counselors, school administrators, and many teachers have been formally trained in IIRP restorative practices and we believe in building strong character in our scholars.
KDE 6	ARTS INFUSION Arts infusion is part of the Lighthouse Academies instructional model. MetLCS has visual arts programming for scholars, dance opportunities, and outside partnerships with organizations which bring in music and dramatic performances. Additionally, our teachers work to

	embed artistic expression into daily lessons so that scholars have a different way to represent their learning.
KDE 7	PARENTAL AND COMMUNITY PARTNERSHIPS MetLCS believes in having families as partners in scholar learning. We have high levels of participation through conferences, back to school nights, Coffee and Conversations with the principal, and events such as Spirit week, the book fair, and end of year ceremonies.
KDE 8	(No response)
KDE 9	(No response)
KDE 10	(No response)

Need additional space for variables

No

h. SCHOOL WEB ADDRESS (URL)

https://met.lha.net

i. TOTAL MAX APPROVED ENROLLMENT FOR THE 2019-2020 SCHOOL YEAR (exclude Pre-K program enrollment)

624

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

635

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, 8, 9, 10, 11

l1. DOES THE SCHOOL CONTRACT WITH A CHARTER OR EDUCATIONAL MANAGEMENT ORGANIZATION?

Yes

l2. NAME OF CMO/EMO AND ADDRESS

NAME OF CMO/EMO	Lighthouse Academies
PHYSICAL STREET ADDRESS	29140 Chapel Park Drive, Building 5A
CITY	Wesley Chapel
STATE	FFLL
ZIP CODE	33543
EMAIL ADDRESS	sarah.gallagher@lha.net
CONTACT PERSON NAME	Sarah Gallagher

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	180 W. 165th Street Bronx, NY 10452	718.893.0640	NYC CSD 9	K-12	Yes, 7-12

m1a. Please provide the contact information for Site 1.

	Name	Work Phone	Alternate Phone	Email Address
School Leader	Tyra Williams	[redacted]		tyra.williams@met.lha.net
Operational Leader	Melissa Alston			melissa.alston@met.lha.net
Compliance Contact	Melissa Alston			melissa.alston@met.lha.net
Complaint Contact	Melissa Alston			melissa.alston@met.lha.net
DASA Coordinator	Elizabeth Hillin			elizabeth.hillin@met.lha.net
Phone Contact for After Hours Emergencies	Melissa Alston			melissa.alston@met.lha.net

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_Final.pdf

Filename: CoO_Final.pdf **Size:** 34.1 kB

Site 1 Fire Inspection Report

Fire Inspection.pdf

Filename: Fire Inspection.pdf **Size:** 327.5 kB

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).

Yes

n2. Summary of Charter Revisions

	Category (Select Best Description)	Specific Revision (150 word limit)	Date Approved by BOT (if applicable)	Date Approved by Authorizer (if applicable)
		Intent to amend its current lottery preferences (sibling preference		

		and Community School District 9 preference only) to include a preference for incoming Scholars with Disabilities (SWD) and English Language Learners (ELLs). The preference would be as follows Siblings, Scholars with Disabilities, English Language Learners and Community School District (CSD) 9 res dents The rationale for this non-material change request is that MetLCS wants to ensure it is serving scholars in the same capacity that the neighboring community is, CSD 9. Following our most recent charter renewal process (2018 - 2019school year), it was determined that there were several key areas in which we were lacking in relation to the recruitment and retention of these special populations. By pursuing this request, we can		
1	Change in admissions/enrollment policy		8/22/2019	02/18/2020

		ensure a greater impact on scholars with the highest need and ensure our population reflects the district in which we reside.		
2				
3				
4				
5				

More revisions to add?

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	Monica Rivera
Position	Director, Operations
Phone/Extension	813-967-8312
Email	monica.rivera@lha.net

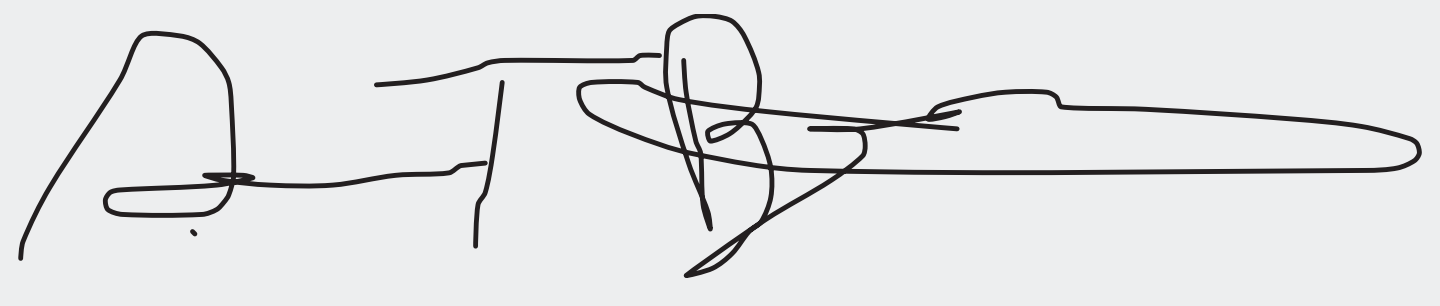
p. Our signatures (Executive Director/School Leader/Head of S ool and Board President) below attest that all of the information contained herein is truthful and accurate and that this charter school is in compliance with all aspects of its charter, and with all pertinent Federal, State, and local laws, 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).

Responses Selected:

Yes

Signature, Head of Charter School

Signature, President of the Board of Trustees



Date

Jul 16 2020

Thank you.

Entry 2 NYS School Report Card

Completed Jul 16 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

METROPOLITAN LIGHTHOUSE CHARTER SCHOOL 320900860962

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=800000067031&year=2019&createreport=1&allchecked=1&OverallStatus=1&section_1003=1&EMStatus=1&EMindicators=1&EMcomposite=1&EMgrowth=1&EMcompgrowth=1&EMelp=1&EMprogress=1&EMchronic=1&EMpart=1&HSindicators=1&HSelp=1&HSchronic=1&38ELA=1&38MATH=1&48SCI=1&regents=1&nyseslat=1&naep=1&feddata=1

Entry 3 Progress Toward Goals

Completed Sep 10 2020

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

	Academ c tudent 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	For each year of the school’s renewal charter term, the percentage of the school’s students who score at or above Level 3 on the New York State ELA examination meets or exceeds such percentage for the Community School District(s) (CSD) in which the school is located.	NY ELA State Exam; Interim Assessment Data	Unable to Assess	Due to COVID-19, we do not have state exam data. However, due to the strategies employed throughout the school year, data-driven work of our instructional staff, and strategic academic partnerships, interim assessment data indicated double-digit growth in ELA for the school year as compared to prior years on the same assessment.

Academic Goal 2	For each year of the school’s renewal charter term, the percentage of the school’s students who score at or above Level 3 on the New York State ELA examination meets or exceed such percentage for New York City	NY ELA State Exam; Interim Assessment Data	Unable to Assess	
Academic Goal 3	For each year of the school's renewal charter term, the percentage of the school’s students who score at or above Level 3 on New York State Mathematics examination meets or exceeds such percentage of the Community School District(s) (CSD).	NY Math State Exam; Interim Assessment Data	Unable to Assess	Due to COVID-19, we do not have state exam data. However, due to the strategies employed throughout the school year, data-driven work of our instructional staff, and standards driven professional development, interim assessment data indicated strong growth in Mathematics for the school year as compared to prior years on the same assessment.
	For each year of the school’s renewal charter term, the			

Academic Goal 4	percentage of the school’s students who score at or above Level 3 on the New York State Mathematics examination meets or exceed such percentage for New York City	NY Math State Exam; Interim Assessment Data	Unable to Assess	
Academic Goal 5	For each year of the school's renewal charter term, at least 75% of students in the relevant NYSED four-year graduation accountability cohort will earn at least a mark of 75 on an English Regents Exam (Comprehensive English or Common Core English Language Arts) by the end of June of their fourth year in the cohort. A student will be counted toward this goal if they have taken at least one English Regents Exam during the time they were actively enrolled at the school, and only English Regents Exams taken		Unable to Assess	Efforts: Read ng Interventions: System 44 & Read 180 Pre-AP Curriculum Designated Intervention Period Regular Assessment & Re-Teach Cycle of Skills and Sub-skills

	during the time they were actively enrolled at the school will be counted. (Relevant for schools serving grades 9-12)			
Academic Goal 6	For each year of the school's renewal charter term, at least 75% of students in the relevant NYSED four-year graduation accountability cohort will earn at least a mark of 75 on an on a math Regents Exam (Common Core Algebra I, Common Core Geometry, Common Core Algebra II, Integrated Algebra, Geometry, Algebra 2/Trigonometry) by the end of June of their fourth year in the cohort. A student will be counted toward this goal if they have taken at least one math Regents Exam during the time they were actively enrolled at the school, and only math Regents Exams taken		Unable to Assess	Efforts: Math Intervention (Math 180) Pre-AP Curriculum Math Lab (review, retention, and deepen conceptual and procedural fluency Practical/Real world application exper ences)

	during the time they were actively enrolled at the school will be counted. (Relevant for schools serving grades 9-12)			
Academic Goal 7	For each year of the school's renewal charter term, at least 75% of students with disabilities in the relevant NYSED four-year graduation accountability cohort will earn at least a mark of 75 on an English Regents Exam (Comprehensive English or Common Core English Language Arts) by the end of June of their fourth year in the cohort. A student will be counted toward this goal if they have taken at least one English Regents Exam during the time they were actively enrolled at the school, and only English Regents Exams taken during the time they were actively enrolled at the school will be		Unable to Assess	Efforts: Read ng Interventions: System 44 & Read 180 Pre-AP Curriculum Designated Intervention Period Regular Assessment & Re-Teach Cycle of Skills and Sub-skills

	counted. Students will be considered students with disabilities for the purposes of this goal if they were classified as a student with a disability in AT on 10/31 of any of the four cohort high school years. (Relevant for schools serving grades 9-12)			
Academic Goal 8	For each year of the school's renewal charter term, at least 75% of students with disabilities in the relevant NYSED four-year graduation accountability cohort will earn at least a mark of 75 on a math Regents Exam (Common Core Algebra I, Common Core Geometry, Common Core Algebra II, Integrated Algebra, Geometry, Algebra 2/Trigonometry) by the end of June of their fourth year in the cohort. A student will be counted toward this goal if they		Unable to Assess	Efforts: Math Intervention (Math 180) Pre-AP Curriculum Math Lab (review, retention,

	have taken at least one math Regents Exam during the time they were actively enrolled at the school, and only math Regents Exams taken during the time they were actively enrolled at the school will be counted. Students will be considered students with disabilities for the purposes of this goal if they were classified as a student with a disability in AT on 10/31 of any of the four cohort high school years. (Relevant for schools serving grades 9-12)			and deepen conceptual and procedural fluency Practical/Real world application exper ences)
	For each year of the school's renewal charter term, at least 75% of English language learners in the relevant NYSED four-year graduation accountability cohort will earn at least a mark of 75 on an English Regents Exam (Comprehensive English or			

Academic Goal 9	Common Core English Language Arts) by the end of June of their fourth year in the cohort. A student will be counted toward this goal if they have taken at least one English Regents Exam during the time they were actively enrolled at the school, and only English Regents Exams taken during the time they were actively enrolled at the school will be counted. Students will be considered English language learners for the purposes of this goal if they were classified as an English language learner in AT on 10/31 of any of the four cohort high school years. (Relevant for schools serving grades 9-12)		Unable to Assess	Efforts: Read ng Interventions: System 44 & Read 180 Pre-AP Curriculum Designated Intervention Period Regular Assessment & Re-Teach Cycle of Skills and Sub-skills
	For each year of the school's renewal charter term, at least 75% of English language learners in the relevant NYSED four-year			

Academic Goal 10	graduation accountability cohort will earn at least a mark of 75 on a math Regents Exam (Common Core Algebra I, Common Core Geometry, Common Core Algebra II, Integrated Algebra, Geometry, Algebra 2/Trigonometry) by the end of June of their fourth year in the cohort. A student will be counted toward this goal if they have taken at least one math Regents Exam during the time they were actively enrolled at the school, and only math Regents Exams taken during the time they were actively enrolled at the school will be counted. Students will be considered English language learners for the purposes of this goal if they were classified as an English language learner in AT on 10/31 of any of the four cohort high school years.		Unable to Assess	Efforts: Math Intervention (Math 180) Pre-AP Curriculum Math Lab (review, retention, and deepen conceptual and procedural fluency Practical/Real world application exper ences)

	(Relevant for schools serving grades 9-12)			

2. Do have more academic goals to add?

No

3. Do have more academic goals to add?

Yes

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
	Each year, the school self-reported average daily student			

Org Goal 1	attendance rate shall meet or exceed the average daily attendance for the Community School District (CSD) of location for elementary and middle schools and the citywide average for high schools.	Alma, our school database and ATS the city database	Unable to Assess	With a shift to remote learn ng and no direction in how to take remote attendance, we developed our own system as a school.
Org Goal 2	Each year, the retention rate will exceed the rate of the Community School District (CSD) of location	The retention rate for a given year is defined as the percentage of students enrolled in AT on 10/31 of that year who are still enrolled in at the school in AT on 10/31 the following school year, excluding terminating grades.	Met	
Org Goal 3	Each year, the school will meet or exceed any applicable student enrollment targets, as prescribed by the Board of Regents, for English language learners.	District 9 yearly reporting for ELL percent	Unable to Assess	Updated numbers have not been released.

Org Goal 4	Each year, the school will meet or exceed any applicable student enrollment targets, as prescribed by the Board of Regents, for students with disabilities.	District 9 yearly reporting for SpEd percent	Unable to Assess	Updated numbers have not been released.
Org Goal 5	Each year , the school will meet or exceed any applicable student enrollment targets, as prescribed by the Board of Regents, for students eligible for the Free or Reduced Price Lunch program.	RMEL ATS Report ng	Met	
Org Goal 6	In each year of the charter term, parents will express satisfaction with the school's program, based on NYC DOE School Survey. The School will have a percentage of parents that meers or exceeds citywide averages in positive responses. The school will only have met this goal if at least 50% of parents participate	NYC DOE Survey and School Trackers	Unable to Assess	Updated results have not been published.

	in the survey.			
Org Goal 7	In each year of the charter term, staff will express satisfaction with the school's program based on the NYC DOE School Survey. The school will have a percentage of staff that meets or exceeds citywide average in positive responses. The school will only have met this goal if at least 50% of staff participate in the survey.	NYC DOE Survey and School Trackers	Met	
Org Goal 8	In each year of the charter term, students will express satisfaction with the school's program based on the NYC DOE School Survey. The school will have a percentage of students that meets or exceeds citywide average in positive responses. The school will only have met this goal if at least 50% of staff participate in the survey.	NYC DOE Survey and School Trackers	Met	

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

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	Each year, the school will maintain a stable cash flow as evidenced by having 60 days of unrestricted cash on hand reported in their yearly independent fiscal audit.	Unaudited financial statements as of 6/30/20 show 207 days unrestricted cash on hand.	Met	
Financial Goal 2	Each year, the school will operate on a balanced budget. A budget will be considered “balanced” if revenues equal or exceed expend tures.	The FY20 Budgeted surplus was $287,835. The surplus per the unaudited financials for 6/30/20 show a surplus of $882,712.	Met	
Financial Goal 3	Each year, the school with meet or exceed 85% of their authorized enrollment on 10/31 as recorded in ATS.	Enrollment as reported n AT s 629/534, as of 10/31/19. Continued strong enrollment is expected to continue.	Met	
Financial Goal 4				
Financial Goal 5				

7. Do have more financial goals to add?

No

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 Jul 28 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.

Barnes, Constance

Filename: Barnes Constance.pdf **Size:** 373.8 kB

Bothner, Aaron

Filename: Bothner Aaron.pdf **Size:** 373.0 kB

Bryan, Tim

Filename: Bryan Tim.pdf **Size:** 343.6 kB

Brisseau, Kamaria

Filename: Brisseau Kamaria.pdf **Size:** 373.8 kB

Pressley, Shanta

Filename: Pressley Shanta.pdf **Size:** 373.7 kB

Khatiwada, Anuj

Filename: Khatiwada Anuj.pdf **Size:** 372.3 kB

Huda, Sohpia

Filename: Huda Sohpia.pdf **Size:** 372.0 kB

Boulet, Jessica

Filename: Boulet Jessica.pdf **Size:** 373.9 kB

Chen, Ellen

Filename: Chen Ellen.pdf **Size:** 372.1 kB

Dorrie, Michael

Filename: Dorrie Michael.pdf **Size:** 373.8 kB

Shabazz, Kahari

Filename: Shabazz Financial Disclosure.pdf **Size:** 106.0 kB

Entry 8 BOT Membership Table

Completed Jul 24 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.

METROPOLITAN LIGHTHOUSE CHARTER SCHOOL 320900860962

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

	Trustee Name and Email Address	Pos t on on the Board	Committee Affiliations	Voting Member Per By-Laws (Y/N)	Number of Terms Served	Start Date of Current Term (MM/DD/YYYY)	End Date of Current Term (MM/DD/YYYY)	Board Meetings Attended During 2019-2020
1	Aaron Bothner; [redacted]	Chair	Governance, finance	Yes	1	07/01/2019	06/30/2021	12
2	Tim Bryan; [redacted]	Trustee/Member	Finance	Yes	4	06/25/2020	06/25/2022	10
3	Anuj Khatiwada; [redacted]	Vice Chair	Governance, education	Yes	1	06/25/2020	06/25/2022	11
	Ellen		Governan					

4	Chen; [redacted]	Trustee/Member	ce, finance, education	Yes	1	07/01/2019	06/30/2021	11
5	Jessica Boulet; [redacted]	Secretary	Governance, education	Yes	1	07/01/2019	06/30/2021	11
6	Kamar a Brisseau; [redacted]	Trustee/Member	Finance	Yes	1	06/25/2020	06/25/2022	11
7	Jamal McDonald; [redacted]	Trustee/Member		Yes	1	07/01/2019	07/16/2020	5 or less
8	Michael Dorrie; [redacted]	Trustee/Member	Education	Yes	1	07/01/2019	06/30/2021	9
9	Shanta Pressley; [redacted]	Treasurer	Governance, finance	Yes	1	07/01/2019	06/30/2021	11

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

Yes

1b. Current Board Member Information

	Trustee Name and Email Address	Pos t on on the Board	Committee Affiliations	Vot ng Member Per By-Laws (Y/N)	Number of Terms Served	Start Date of Current Term (MM/DD/YYYY)	End Date of Current Term (MM/DD/YYYY)	Board Meetings Attended During 2019-2020
10	Aluta Khanyile; [redacted]	Trustee/Member		Yes	1	07/01/2020	06/30/2021	5 or less
11	Sophia Huda; [redacted]	Trustee/Member	Education	Yes	1	06/25/2020	06/30/2021	5 or less
12	Khari Shabazz; [redacted]	Trustee/Member		Yes	1	06/25/2020	06/30/2021	5 or less
13	Constance Barnes; [redacted]	Trustee/Member		Yes	1	06/25/2020	06/30/2021	5 or less
14								
15								

1c. Are there more than 15 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	13
b.Total Number of Members Added During 2019-2020	10
c. Total Number of Members who Departed during 2019-2020	1
d.Total Number of members, as set in Bylaws, Resolution or Minutes	15

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 Jul 24 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.

2019_01_24_board_meeting_minutes

Filename: 2019 01 24 board meeting minutes.19313.pdf **Size:** 106.4 kB

2019_07_25_board_meeting_minutes

Filename: 2019 07 25 board meeting minutes.25138 rYQUiCv.pdf **Size:** 122.1 kB

2019_04_25_board_meeting_minutes

Filename: 2019 04 25 board meeting minutes.19316.pdf **Size:** 98.8 kB

2019_03_28_board_meeting_minutes

Filename: 2019 03 28 board meeting minutes.19315.pdf **Size:** 124.4 kB

2019_05_23_board_meeting_minutes

Filename: 2019 05 23 board meeting minutes.19317.pdf **Size:** 96.8 kB

2019_08_22_board_meeting_minutes

Filename: 2019 08 22 board meeting minutes.25139 vWYiPG3.pdf **Size:** 105.5 kB

2019_09_26_board_meeting_minutes

Filename: 2019 09 26 board meeting minutes.25140 FQJPpAC.pdf **Size:** 129.1 kB

2019_06_10_board_meeting_minutes

Filename: 2019 06 10 board meeting minutes.18385.pdf **Size:** 127.6 kB

2019_02_28_board_meeting_minutes

Filename: 2019 02 28 board meeting minutes.19314.pdf **Size:** 101.3 kB

2019_12_18_board_meeting_minutes

Filename: 2019 12 18 board meeting minutes.25143 njFXETf.pdf **Size:** 154.4 kB

2019_11_20_board_meeting_minutes

Filename: 2019 11 20 board meeting minutes.25142 o0vziED.pdf **Size:** 125.2 kB

2020_02_27_board_meeting_minutes

Filename: 2020 02 27 board meeting minutes.28558 JuyGulV.pdf **Size:** 161.9 kB

2020_03_26_board_meeting_minutes

Filename: 2020 03 26 board meeting minutes.28559 oUjb6j1.pdf **Size:** 158.6 kB

2020_04_23_board_meeting_minutes

Filename: 2020 04 23 board meeting minutes.28560 AuwxURH.pdf **Size:** 160.4 kB

2020_01_23_board_meeting_minutes

Filename: 2020 01 23 board meeting minutes.28557 l7aaSUF.pdf **Size:** 158.9 kB

2019_10_24_board_meeting_minutes

Filename: 2019 10 24 board meeting minutes.25141 fVZjEqw.pdf **Size:** 152.0 kB

2020_05_28_board_meeting_minutes

Filename: 2020 05 28 board meeting minutes.28561 ovdkBnF.pdf **Size:** 139.1 kB

2020_06_25_board_meeting_minutes

Filename: 2020 06 25 board meeting minutes.pdf **Size:** 164.8 kB

Entry 10 Enrollment & Retention

Completed Jul 16 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.

METROPOLITAN LIGHTHOUSE CHARTER SCHOOL 320900860962

Recruitment/Attraction Efforts Toward Meeting Targets

	Describe Recruitment Efforts in	Describe Recruitment Plans in

	2019-2020	2020-2021
Economically Disadvantaged	We continue to partner to build our relationships with local community based organization. Visited multiple day cares in the community agencies to share the schools mission and vision to current families. Held recruitment in most struggling neighborhoods where many of these students reside. Held touring days to briefly introduce our schools mission and vision to parents.	We continue to partner to build our relationships with local community based organization. Visited multiple day cares in the community agencies to share the schools mission and vision to current families. Held recruitment in most struggling neighborhoods where many of these students reside. Held touring days to briefly introduce our schools mission and vision to parents. Partnered with preschools in the neighborhood to provide them with knowledge about the school. Partnered with 5-8 and k-8 schools to recruit 9th graders. Radio ad played for 3 months in the Bronx and on popular radio platforms. Word of mouth with existing parents and families.
	We continue to translate all school brochures, flyers and recruiting material in primary language spoken in the area other than English.	We continue to translate all school brochures, flyers and recruiting material in primary language spoken in the area other than English. Advertise strategically: in Community colleges, local libraries, public stops, HR Centers and cultural centers in

English Language Learners/Multilingual Learners	Advertise strategically: in Community colleges, local libraries, public stops, HR Centers and cultural centers in the area. Community outreach using key stakeholders. ELL coordinator and teachers assist with recruitment and our touring days. School website is now available in 7 other languages other than English.	the area. Community outreach using key stakeholders. ELL coordinator and teachers assist with recruitment and our touring days. School website is now available in 7 other languages other than English. Radio ad played for 3 months in English and Spanish. Word of mouth with existing parents and families.
Students with Disabilities	Continue to advertise our services in all recruiting materials. Developed a more detailed website outlining in detail the schools instructional support. Sped Coordinator assist with recruiting. Continue to outreach specialized feeder schools and programs. Partnered with CSI providing flyers and brochures as an options for current families. Recruiting material provide	Continue to advertise our services in all recruiting materials. Developed a more detailed website outlining in detail the schools instructional support. Sped Coordinator assist with recruiting. Continue to outreach specialized feeder schools and programs. Partnered with CSI providing flyers and brochures as an options for current families. Recruiting material provide schools inclusion model: special education services as well as counseling.

	schools inclusion model: special education services as well as counseling.	Word of mouth with existing parents and families. Radio ad played for 3 months in the Bronx and on popular radio platforms.

Retention Efforts Toward Meeting Targets

	Describe Retention Efforts in 2019-2020	Describe Retention Plans in 2020-2021
Economically Disadvantaged	Continue to support families with early drop off and after school enriched program. Continue to support parent with an extended school. Continue to work closely with local community based organization to assist scholars with enriched programs and academic services. Parent coordinator will better support families, and parents.	Continue to support families with early drop off and after school enriched program. Continue to support parent with an extended school day and year. Continue to work closely with local community based organization to assist scholars with enriched programs and academic services. Parent coordinator will better support families and parents. Increased culture team members to ensure reach for support increased.
English Language Learners/Multilingual Learners	Teachers will continue to provide accommodations and extra support where needed. An interpreter will continue to assist with translations during parent events.	Teachers will continue to provide accommodations and extra support where needed. An interpreter will continue to assist with translations during parent events. Increased the ELL team by one

		team member to ensure that we had adequate support for increasing ELL population.
Students with Disabilities	It remains a priority to retain our student with disabilities. We will continue to offer support services to better serve our students need. Sped coordinator will continue to work with third party off site agencies to provided scholars with support services as needed. Continue to conduct meeting with parents to review scholar's performance.	It remains a priority to retain our student with disabilities. We will continue to offer support services to better serve our students need. Sped coordinator will continue to work with third party off site agencies to provided scholars with support services as needed. Continue to conduct meeting with parents to review scholar's performance.

Entry 12 ercent of Uncertified Teachers

Completed Jul 16 2020

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: **METROPOLITAN LIGHTHOUSE CHARTER SCHOOL 320900860962**

Instructions for Reporting Percent of Uncertified Teachers

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

T e table below refle ts t e information olle ted t roug t e 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)	2
. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2020)	1
Total Category A: 5 or 30% whichever is less	8.0

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)	6
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2020)	3
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2020)	0
. 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	9.0

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)	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)	2
. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2020)	1
Total Category C: not to exceed 5	8.0

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	9

CATEGORY E: TOTAL FTE COUNT OF CERTIFIED TEACHERS

	FTE Count
Total Category E	13

CATEGORY F: TOTAL FTE COUNT OF ALL TEACHERS

Please do not include paraprofessionals, such as teacher aides.

	FTE Count
Total Category F	53

Thank you.

Entry 13 Organization Chart

Completed Jul 19 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.

Organizational Chart

Filename: Organizational Chart GM2vXkm.pdf **Size:** 396.4 kB

Entry 14 School Calendar

Completed Sep 10 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 3rd submission. Charter schools will be able to upload an updated chool 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.

Calendar 2020 - 2021 MetLCS_CPA Updated 09

Filename: Calendar 2020 2021 MetLCS CPA Updated 09.03.pdf **Size:** 62.6 kB

Entry 15 Links to Critical Documents on School Website

Completed Jul 28 2020

Instructions

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

By law, each charter school 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 olicy;
6. District-wide safety plan and Authorizer-approved Discipline olicy (as per August 29, 2019 Emergency Response Plan Memo);
7. Authorizer-approved FOIL olicy; 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: Metropolitan Lighthouse Charter School

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)	https://met.lha.net/about/public-information
2. Most Recent Board Meeting Notice and Related Agenda Item Documents	https://met.lha.net/community/information-and-forms
2a. Webcast of Board Meetings (per Governor's Executive Order)	https://met.lha.net/community/information-and-forms
3. Link to NYS School Report Card	https://met.lha.net/community/information-and-forms
4. Most Recent Lottery Notice Announcing Lottery	https://met.lha.net/apply
5. Authorizer-Approved DASA Policy	https://met.lha.net/community/information-and-forms
6. District-wide Safety Plan	https://met.lha.net/community/information-and-forms
6a. Authorizer-Approved Discipline Policy (as per August 29, 2019 Emergency Response Plan Memo)	https://met.lha.net/community/information-and-forms
7. Authorizer-Approved FOIL Policy	https://met.lha.net/community/information-and-forms
8. Subject matter list of FOIL records	https://met.lha.net/community/information-and-forms
9. Link to School Reopening Plan	https://docs.google.com/document/d/1QSAqKMb6ojgYBYbds_EoJ0o7DOSRtugCMvRmZK6MSls/edit?usp=sharing

Thank you.

Entry 16 COVID 19 Related Information

Completed Jul 27 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: Metropolitan Lighthouse Charter School

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
	635	635	635

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.

	Ass	Gra	Gra	Gra	Gra	Gra	Gra	Gra	Gra	Gra	Gra	Gra	Gra	Gra	Nu

	essment Title	de K	de 1	de 2	de 3	de 4	de 5	de 6	de 7	de 8	de 9	de 10	de 11	de 12	mber of Participating Students
	MClass	✔	✔	✔	✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	161
	Interim Assessments via Edcite	✖	✖	✖	✔	✔	✔	✔	✔	✔	✖	✖	✖	✖	320
	Interim Assessments via Castle Learning	✖	✖	✖	✖	✖	✖	✖	✖	✖	✔	✔	✔	✔	154
		✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	
		✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	
		✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	
		✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	
		✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	
		✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	
		✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	

		✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	
		✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	
		✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	
		✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	
		✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	
		✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	
		✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	
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		✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	
		✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	
		✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	
		✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	
		✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	
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		✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	
Tota l														635. 0

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.

DocuSign Envelope ID: 00CACC78-9D8C-4B85-8218-788F406130FF

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

Name:

Constance Barnes

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

Metropolitan Lighthouse 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** ____**No** (X)

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

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

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?

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?

DocuSign Envelope ID: 00CACC78-9D8C-4B85-8218-788F406130FF

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.

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**
none	none	none	none

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

DocuSign Envelope ID: 00CACC78-9D8C-4B85-8218-788F406130FF

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

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

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

DocuSigned by:
Constance Barnes
8218EC615BC7437...

6/30/2020

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.

Business Telephone: [redacted]

DocuSign Envelope ID: 00CACC78-9D8C-4B85-8218-788F406130FF

Business Addre
_____

E-mail Address:
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Home Telephon
_____

Home Address:
_____

last revised 06/8/2020

DocuSign Envelope ID: B2D0B666-1785-4CEE-ABB0-5E8D2252161D

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

Name:

Aaron Bothner

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

Metropolitan Lighthouse Charter School

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

Chair

2. Are you an employee of any school operated by the education corporation? ____**Yes** ____**No** (X)

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

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

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?

DocuSign Envelope ID: B2D0B666-1785-4CEE-ABB0-5E8D2252161D

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.

No

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

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

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

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

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

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

DocuSigned by:
Aaron Bottner
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Signature

6/25/2020
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.

Business Telephone: [redacted]

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DocuSign Envelope ID: 7576A308-D6D7-4916-ADA4-407509C49B02

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

Name:

Tim Bryan

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

Metropolitan Lighthouse Charter School

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

Trustee

2. Are you an employee of any school operated by the education corporation? ____**Yes** ____**No** (X)

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

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

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?

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?

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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.

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	N/A	N/A	N/A

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

DocuSign Envelope ID: 7576A308-D6D7-4916-ADA4-407509C49B02

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	N/A	N/A	N/A	N/A

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

DocuSigned by:
Tim Bryan
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6/25/2020

Signature Date

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Business Telephone: N/A

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Business Address: N/A

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

Name:

Kamaria Brisseau

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

Metropolitan Lighthouse Charter School

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

Board member

2. Are you an employee of any school operated by the education corporation?
____**Yes** ____**No** (X)

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

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

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?

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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.

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**
None	None	None	None

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

DocuSign Envelope ID: 876A0811-A229-480F-BE8D-8C185E570424

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

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

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

DocuSigned by:
Kamaria Brisseau
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6/30/2020

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.

Business Telephone: [redacted]

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

Name:

Shanta Pressley

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

Metropolitan Lighthouse Charter School

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

Treasurer

2. Are you an employee of any school operated by the education corporation? ____**Yes** ____**No** (X)

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

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

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?

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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.

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**
None	None	None	None

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

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

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

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

DocuSigned by:
Shanta Pressley
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6/30/2020

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.

Business Telephone: [redacted]

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

Name:

Anuj Khatiwada

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

Metropolitan Lighthouse Charter School

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

Vice chair

2. Are you an employee of any school operated by the education corporation? ____**Yes** ____**No** (X)

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

Na

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.

Na

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.

Na

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?

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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.

Na

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**
Na	Na	Na	Na

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

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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
Na	Na	Na	Na	Na

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

DocuSigned by:
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6/25/2020

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.

Business Telephone [redacted]

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

Name:

Sophia Huda

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

Metropolitan Lighthouse Charter School

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

Board Member

2. Are you an employee of any school operated by the education corporation? ____**Yes** ____**No** (X)

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

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

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?

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?

DocuSign Envelope ID: 35C29A06-30FF-405B-8A1C-E3D0EF1071AA

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.

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	N/A	N/A	N/A

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

DocuSign Envelope ID: 35C29A06-30FF-405B-8A1C-E3D0EF1071AA

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	N/A	N/A	N/A	N/A

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

DocuSigned by:
Sophia Huda
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6/25/2020

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.

Business Telephone: _____ [redacted] _____

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last revised 06/8/2020

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

Name:

Jessica Boulet

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

Metropolitan Lighthouse Charter School

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

Secretary, Governance Committee Chair, member of the Education Committee, member of new External Relations Committee

2. Are you an employee of any school operated by the education corporation? ____**Yes** ____**No** (X)

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

N/A

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, N/A

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, 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?

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

No, 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** _X_**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**
None	None	None	None

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

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

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

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

DocuSigned by:
Jessica Boulet
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6/25/2020

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.

Business Telephone [redacted]

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

Name:

Ellen Chen

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

Metropolitan Lighthouse Charter School

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

Education Committee Chair; member of the Governance, Finance, and Nominating committees

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.

NA

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.

NA

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.

NA

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?

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

NA

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.

NA

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

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

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

DocuSign Envelope ID: D1793313-5C56-4500-A640-0C48E097EEB8

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

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

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

DocuSigned by:
Ellen Chen
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7/14/2020

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.

Business Telephone [redacted]

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Business Address: NA

E-mail Address: [redacted]

Home Telephone: NA

Home Address: NA

last revised 06/8/2020

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

Name:

Michael Dorrie

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

Metropolitan Lighthouse Charter School

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

Education committee member

2. Are you an employee of any school operated by the education corporation?
____**Yes** ____**No** (X)

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

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

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?

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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.

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 status, salary, etc.

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

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

DocuSign Envelope ID: 723BE45F-41ED-44D2-844A-1C0E967D1AAA

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
Not applicable	Not applicable	Not applicable	Not applicable	Not applicable

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

DocuSigned by:
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7/16/2020

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.

Business Telephone: [redacted]

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Business A

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

Name:

Khari Shabazz

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

Metropolitan Lighthouse Charter School

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

   Board Member

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

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

3. Are you 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.

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

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

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

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

Khari Shabazz 6/4/20

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.

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APPROVED

Metropolitan Lighthouse Charter School

Minutes

MetLCS Board Meeting

Date and Time
Thursday January 24, 2019 at 6:30 PM

Location
180 W, 165th Street Bronx, NY 10452

Mission

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

Vision

All students will be taught by a highly effective teacher in a nurturing environment and will achieve at high levels. Each student will develop the knowledge, skills and values necessary for responsible citizenship and life-long learning. The impact of our collective efforts will fundamentally change public education.

Trustees Present
A. Bothner, A. Khatiwada, J. Haber, L. Williams, S. Nesterova, T. Bryan

Trustees Absent
A. Demir

Guests Present
C. Russell, K. Davidson, M. Alston, M. Rivera, M. Rousseau (remote), Ms. Fleischman, T. Williams

I. Opening Items

A. Record Attendance and Guests

B. Call the Meeting to Order

J. Haber called a meeting of the board of trustees of Metropolitan Lighthouse Charter School to order on Thursday Jan 24, 2019 @ 6:31 PM at 180 W, 165th Street Bronx, NY 10452.

C. Review the Agenda

Ms. Haber went over the agenda for the meeting.

II. Staff Presentation

A. Staff Presentation

Mr. Davidson introduced Ms. Fleischman - Special Education Coordinator / Teacher. Ms. Fleischman talked about her role. Ms. Fleischman is also working with an intern from the NYU. In addition, Ms. Fleischman talked about DOE recommendations regarding special education efforts of the school. The Board asked questions about the plan and next steps. Ms. Fleischman will be looking into the needs of the school and putting together a plan.

The Board recommended appointing someone who could be directly responsible for the progress on the expansion. Mr. Davidson and Ms. Williams agreed and suggested that Ms. Fleischman was already working in the role.

III. Principal's Report

A. K - 8 Update

Mr. Davidson went over the principal's report (Attachment: MetLCS PAL Board Report). Mr. Davidson talked about IA data in Section 3 of the report. Mr. Davidson highlighted a dramatic growth in scores in ELA. In addition, Mr. Davidson talked about mock tests that scholars will be talking leading up to the tests. The Board recommended engaging parents and self-help for scholars that could have a positive impact. The Board will be looking forward to future updates on the progress and improvements.

B. 9 - 10 Update

Ms. Williams went over the CPA report (Attachment: PAL Board Report). Ms. Williams mentioned data in the report. In addition, Ms. Williams talked about goals in a Strategic plan of the report. Ms. Williams mentioned a new program used by scholars, Reading Plus. Ms. Williams will follow up next months on other goals and test results.

The Board asked for updates during the next board meeting on the progress with exams and other goals Ms. Williams is working on.

IV. Executive Director Update

A. Lottery Update

Ms. Russell discussed lottery numbers and a call with the bondholders.

B. Monthly Update

Ms. Russell talked about the candidates for the ED role and their qualifications.

Teachers are currently going through the Mid-Year evaluations.

V. Public Comments

A. Public Comments

Ms. Haber led the public comments portion of the meeting. No comments were made.

VI. Board Governance

A. Approve Minutes from December 13, 2018 Meeting

T. Bryan made a motion to approve minutes from the MetLCS Board Meeting on 12-13-18 MetLCS Board Meeting on 12-13-18.
J. Haber seconded the motion.
The board **VOTED** unanimously to approve the motion.

VII. School Operations

A. Financial Report

Ms. Rousseau went over the financial report (Attachment: Financial Report for December 2019). The Board asked about the fluctuation in the surplus. Ms. Rousseau explained the fluctuation comes from the accrual of employee pay that will be paid at the end of the June.
J. Haber made a motion to approve financials.
A. Khatiwada seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. Investment Policy Update

Ms. Rousseau will follow on the fees from the banks in a week.

C. Facilities

Ms. Russell went over the Facilities Report. Monica Rivera will be in charge of the facilities for the Met. The Board suggested that Monica follow up with Mansoor on the condition of the roof so that she can monitor it.

VIII. Education Committee

A. Education Committee Report

Mr. Khatiwada went over the updates, there were no comments from the Board.

IX. 180 W. 165th LLC Transfer Documents

A. 180 W. 165th LLC Transfer Documents

Counsel was present during the discussion.
The board discussed a number of resolutions related to the transfer of the sole membership interest in 180 W. 165th Street LLC to Metropolitan Support Corporation, attached as an addendum to these minutes.
Ms. Haber made a motion to approve the resolutions described and attached to these minutes in full.
J. Haber made a motion to approve the transfer.
A. Khatiwada seconded the motion.
The board **VOTED** to approve the motion.

X. Executive Session

A. Executive Session

Ms. Haber motioned to move into Executive Session. Mr. Bothner seconded the motion. The executive session was conducted to discuss matters related to school safety.

XI. Closing Items

A. Adjourn Meeting

Ms. Haber motioned to exit from Executive Session. Mr. Bothner seconded the motion. There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 9:00 PM.

Respectfully Submitted,
S. Nesterova

APPROVED

Metropolitan Lighthouse Charter School

Minutes

Metropolitan Lighthouse Charter School Board Meeting

Date and Time
Thursday July 25, 2019 at 6:30 PM

Location
180 W, 165th Street Bronx, NY 10452 Call In # 813-967-8308 Passcode # 74216

Mission

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

Vision

All students will be taught by a highly effective teacher in a nurturing environment and will achieve at high levels. Each student will develop the knowledge, skills and values necessary for responsible citizenship and life-long learning. The impact of our collective efforts will fundamentally change public education.

Trustees Present
A. Bothner, A. Khatiwada, E. Chen, J. Haber, S. Nesterova, T. Bryan

Trustees Absent
None

Guests Present
C. Russell, Jessica Boulet, K. Davidson, Kamaria Brisseau, M. Alston, M. Rousseau (remote), Shanta Pressley, T. Williams (remote)

I. Opening Items

A. Record Attendance and Guests

B. Call the Meeting to Order

J. Haber called a meeting of the board of trustees of Metropolitan Lighthouse Charter School to order on Thursday Jul 25, 2019 @ 6:35 PM at 180 W, 165th Street Bronx, NY 10452 Call In # 813-967-8308 Passcode # 74216.

C. Review the Agenda

Ms. Haber went over the agenda for the meeting.

II. Principal's Report

A. 9 - 10 Update

Ms. Williams went over a CPA report (Attachment: PAL Board Report). Ms. Williams emphasized success with restorative practices. Ms. Williams went over the improvement goals, Regents and NWEA scores. In addition, Ms. Williams presented 2019 MetCPA Summer Work Plan.

B. K - 8 Update

Mr. Davidson went over the principal's report (Attachment: MetLCS PAL Board Report). Mr. Davidson talked about NWEA Reading and Math data.

C. New Hires

J. Haber made a motion to approve new hires for K-8.
T. Bryan seconded the motion.
The board **VOTED** unanimously to approve the motion.

III. LHA Updates

A. Enrollment Update

Ms. Alson provided enrolment updates.

B. Principal Evaluations

Ms. Russell gave updates on the principal evaluation progress.

IV. Public Comments

A. Public Comments

Ms. Haber led the public comments portion of the meeting. No comments were made.

V. Board Governance

A. Approve Minutes from June 2019 Meeting

Ms. Haber provided comments for June minutes. The minutes will be voted on during the next board meeting.
J. Haber made a motion to approve minutes from the MetLCS Board Meeting on 06-10-19 MetLCS Board Meeting on 06-10-19.
A. Bothner seconded the motion.
The motion did not carry.

B. Board Recruitment

Mr. Bothner gave updates on recruitment for the board.

C. LHA Service Agreement

Ms. Haber gave an update regarding the progress on LHA Service Agreement. The details of the agreement and changes will be discussed during the executive session.

VI. School Operations

A. Financial Report

Ms. Rousseau went over the financial report (Attachment: Financial Report for June 2019).

B. Investment Policy Update

Mr. Bothner gave updates regarding investment policies. The finance committee reviews performance during the finance committee calls. The quarterly update will be provided to the board.

C. Facilities

Ms. Russell provided the facilities update. In addition, Ms. Russell provided rooftop project updates, the project is on track.

D. Lottery Preferences

Ms. Russell talked about including weights into the lottery. Ms. Russell will provide a draft of the non-material charter renewal revision.

E. NYSED Annual Report - Financial Disclosure Form

The Board filled out the form

F. Facilities Appeal

Ms. Russell provided an update, the application for rental assistance is with DOE.

G. Executive Director Regional Position

Ms. Russell provided updates regarding a new candidate.

VII. Education Committee

A. Education Committee Report

Mr. Khatiwada went over the updates, there were no comments from the Board. The committee is building goals for the next academic year with principals.

VIII. Board Member Interviews

A. Board Member Interviews

J. Haber made a motion to approve Jessica Boulet as a board member.
S. Nesterova seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

A. Khat wada	Absta n
E. Chen	Aye
A. Bothner	Absta n
T. Bryan	Aye
J. Haber	Aye
S. Nesterova	Aye

J. Haber made a motion to approve Kamaria Brisseau as a board member.
S. Nesterova seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

A. Bothner	Aye

A. Khat wada Aye
S. Nesterova Aye
E. Chen Aye
J. Haber Aye
T. Bryan Aye

J. Haber made a motion to approve Shanta Pressley as a board member.
T. Bryan seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

E. Chen Absta n
A. Bothner Aye
J. Haber Aye
S. Nesterova Aye
T. Bryan Aye
A. Khat wada Aye

IX. Executive Session

A. Executive Session

Ms. Haber motioned to move into Executive Session. Mr. Bothner seconded the motion. The executive session was conducted to discuss board candidates and CMO agreement.

Ms. Haber motioned to exit from Executive Session. Mr. Bothner seconded the motion.

B. Delegate J. Haber and A. Bothner to finalize and execute LHA service agreement

S. Nesterova made a motion to delegate J. Haber and A. Bothner finalize and execute the agreement.
E. Chen seconded the motion.
The board **VOTED** unanimously to approve the motion.

X. Closing Items

A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 9:39 PM.

Respectfully Submitted,
S. Nesterova

APPROVED

Metropolitan Lighthouse Charter School

Minutes

MetLCS Board Meeting

Date and Time
Thursday April 25, 2019 at 6:30 PM

Location
180 W, 165th Street Bronx, NY 10452

Mission

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

Vision

All students will be taught by a highly effective teacher in a nurturing environment and will achieve at high levels. Each student will develop the knowledge, skills and values necessary for responsible citizenship and life-long learning. The impact of our collective efforts will fundamentally change public education.

Trustees Present
A. Khatiwada, J. Haber, L. Williams, S. Nesterova (remote), T. Bryan

Trustees Absent
A. Bothner

Guests Present
Jerry Ballard, K. Davidson, M. Rousseau (remote), T. Williams

I. Opening Items

A. Record Attendance and Guests

B. Call the Meeting to Order

J. Haber called a meeting of the board of trustees of Metropolitan Lighthouse Charter School to order on Thursday Apr 25, 2019 @ 7:00 PM at 180 W, 165th Street Bronx, NY 10452.

C. Review the Agenda
Ms. Haber went over the agenda for the meeting.

II. Principal's Report

A. K - 8 Update
Mr. Davidson discussed testing. Mr. Davidson mentioned that he is having chronic absentee meetings with families. In addition, Mr. Davidson gave updates on staffing for the next year. Mr. Davidson proposed leadership changes for his admin team.

B. 9 - 10 Update
Ms. Williams gave updates on IA scores and what to do with regents moving forward.

III. LHA Updates

A. Charter Renewal Process Update
Jerry Ballard discussed charter renewal. In addition, he gave an update on ED search. More updates will follow on Monday.

Principals will add input to the shared document and will send it back to the board. When both, the board and the principals, contribute and agree on the final edits, the document will be sent to LHA.

B. Monthly Update
Mr. Ballard discussed attendance counting reporting change that will follow updated state laws. Mr. Ballard discussed construction, the building closure will happen on July 26th to August 1st.

C. Lottery Update
LHA made a recommendation to put application for SPED, ELL, Sibling preference in the exact order.

IV. Public Comments

A. Public Comments
Ms. Haber led the public comments portion of the meeting. No comments were made.

V. School Operations

A. Financial Report
Ms. Rousseau went over the financial report (Attachment: Financial Report for March 2019).
J. Haber made a motion to approve the financials for March 2019.
T. Bryan seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. Investment Policy Update
LHA will have spending policy draft for investments in May meeting.

C. FY20 Budget Update

D. Facilities

VI. Education Committee

A. Education Committee Report

B. School Calendar

J. Haber made a motion to approve school calendar.
T. Bryan seconded the motion.
The board **VOTED** unanimously to approve the motion.

VII. Board Governance

A. Approve Minutes from March 28, 2019 Meeting

T. Bryan made a motion to approve minutes from the MetLCS Board Meeting on 03-28-19 MetLCS Board Meeting on 03-28-19.
A. Khatiwada seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. Board Recruitment

C. Board Interview

The board interviewed Ellen Chen.

D. Calendars

E. LHA Service Agreement

VIII. Executive Session

A. Executive Session

In the executive session, the Board discussed strategy and staffing.

B. After exiting executive session

J. Haber made a motion to approve Ellen Chen as a new board member.
L. Williams seconded the motion.
The board **VOTED** unanimously to approve the motion.

IX. Closing Items

A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 9:04 PM.

Respectfully Submitted,
S. Nesterova

APPROVED

Metropolitan Lighthouse Charter School

Minutes

MetLCS Board Meeting

Date and Time
Thursday March 28, 2019 at 6:30 PM

Location
180 W, 165th Street Bronx, NY 10452

Mission

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

Vision

All students will be taught by a highly effective teacher in a nurturing environment and will achieve at high levels. Each student will develop the knowledge, skills and values necessary for responsible citizenship and life-long learning. The impact of our collective efforts will fundamentally change public education.

Trustees Present
A. Bothner, A. Khatiwada, J. Haber, L. Williams, S. Nesterova, T. Bryan

Trustees Absent
None

Guests Present
K. Davidson, Khori Whittaker, M. Mustafa (remote), M. Rivera, Susan Briggs, T. Williams

I. Opening Items

A. Record Attendance and Guests

B. Call the Meeting to Order

J. Haber called a meeting of the board of trustees of Metropolitan Lighthouse Charter School to order on Thursday Mar 28, 2019 @ 6:50 PM at 180 W, 165th Street Bronx, NY 10452.

C. Review the Agenda

Ms. Haber went over the agenda for the meeting.

II. Principal's Report

A. K - 8 Update

Mr. Davidson discussed staff retention data: he explained fluctuations in numbers and how the school is differentiating among other schools when recruiting. The Board requested updates regarding recruiting.
Mr. Davidson presented the interim assessment data. Overall he reported evidence of growth; he noted that the results in third grade showed areas for growth and the school will be adding extra support measures to drive improvements during the remainder of the year.
Mr. Davidson went over the principal's report (Attachment: MetLCS PAL Board Report).

B. 9 - 10 Update

Ms. Williams went over a CPA report (Attachment: PAL Board Report). Ms. Williams went over the improvement goals. Ms. Williams went over the benefits of the program Reading Plus and how it helps teachers and scholars work on reading. The Board requested data to show growth and improvement with Reading Plus.

III. Board Governance

A. Approve Minutes from February 28, 2019 Meeting

A. Bothner made a motion to approve minutes from the MetLCS Board Meeting on 02-28-19 MetLCS Board Meeting on 02-28-19.
T. Bryan seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. Board Recruitment

Ms. Haber talked about recruitment for the board.

IV. LHA Updates

A. Charter Renewal Process Update

Mr. Davidson went over the Renewal Report for Met (attached to the meeting packet). Mr. Davidson presented the DOE's recommendation that the school enroll more scholars who qualify for special education and who are English language learners in order to more closely represent the demographic make-up of the community school district. Mr. Davidson indicated that the principals submitted a letter of intent to the DOE indicating the steps they will take to recruit and enroll more of these scholars.
The Board asked principals to update the dashboard to include metrics aligned with new goals and work with the education committee to monitor them over time.

B. Lottery Update

Ms. Williams discussed the upcoming lottery to enroll new scholars to the school for the 2019-2020 academic year. The lottery will be held on April 10. There are currently 2305 applications for approximately 55 available spots.

C. Monthly Update

Ms. Rivera gave an update regarding recruitment for the Regional Executive Director for LHA. Board Members will be invited to speak with the finalists over the next few weeks and to provide LHA with input prior to the final selection

V. School Operations

A. Financial Report

J. Haber made a motion to approve the financials for February.
A. Bothner seconded the motion.
The board **VOTED** unanimously to approve the motion.
Mr. Mustafa went over the financial report (Attachment: Financial Report for February 2019).
The Board asked about the effect of expenditures related to facilities on financials.
In addition, Mr. Mustafa mentioned budget meeting with principals. A draft of the budget will be presented at the April meeting.
The Board and principals briefly discussed priorities for the FY2020 bidget.

B. Investment Policy Update

Mr. Mustafa mentioned that the process of setting up an investment account with a bank is underway.

C. FY20 Budget Update

The Board, principals and Mr. Mustafa discussed putting together a draft.

D. Facilities

Ms. Rivera went over the facilities report (Attachment: Monthly Facilities Report, March 2019). The Board asked about the rooftop project and the timeline. In addition, the Board asked for an update on the plan for how the space will be used as the school grows to 12th grade. The principals and LHA will provide an update at the April meeting.

VI. Public Comments

A. Public Comments

Ms. Haber led the public comments portion of the meeting. No comments were made.

VII. Education Committee

A. Education Committee Report

Mr. Khatiwada went over the updates. Mr. Khatiwada asked Principals for the report for this year and their plans for improvement for the next year.
There were no comments from the Board.

VIII. Executive Session

A. Executive Session

Ms. Haber motioned to move into Executive Session. Mr. Bothner seconded the motion. The executive session was conducted to discuss matters related to personnel.
Ms. Haber motioned to exit from Executive Session. Mr. Bothner seconded the motion.

B. Executive Session

Ms. Haber motioned to move into Executive Session. Mr. Bothner seconded the motion. The executive session was conducted to discuss matters related to personnel.
Ms. Haber motioned to exit from Executive Session. Mr. Bothner seconded the motion.

IX. CMO Renewal

A. CMO Renewal Negotiations

Mr. Haber opened a line with Khori Whittaker on the phone to discuss LHA CMO renewal. The Board asked questions about future support for the school and plans for the network. Mr. Whittaker presented his vision for LHA including a plan to invest beginning Fall 2019 in positions to support the academic programming including: High School programs, RTI, teacher development, special education, and principal/leadership development. The board engaged in conversation with Mr. Whittaker about LHA's ability to recruit talent and capacity to deliver in these areas.

X. Closing Items

A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 11:00 PM.

Respectfully Submitted,
J. Haber

APPROVED

Metropolitan Lighthouse Charter School

Minutes

MetLCS Board Meeting

Date and Time
Thursday May 23, 2019 at 6:30 PM

Location
180 W, 165th Street Bronx, NY 10452

Mission

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

Vision

All students will be taught by a highly effective teacher in a nurturing environment and will achieve at high levels. Each student will develop the knowledge, skills and values necessary for responsible citizenship and life-long learning. The impact of our collective efforts will fundamentally change public education.

Trustees Present
A. Bothner, A. Khatiwada, L. Williams, T. Bryan

Trustees Absent
J. Haber, S. Nesterova

Guests Present
Ellen Chen, K. Davidson, M. Rivera, M. Rousseau (remote), T. Williams

I. Opening Items

A. Record Attendance and Guests

B. Call the Meeting to Order

A. Bothner called a meeting of the board of trustees of Metropolitan Lighthouse Charter School to order on Thursday May 23, 2019 @ 7:01 PM at 180 W, 165th Street Bronx, NY 10452.

C. Review the Agenda

Mr. Bothner went over the agenda for the meeting.

II. Principal's Report

A. K - 8 Update

Kurt Davidson talked about staff retention and new hires. Mr. Davidson presented a summer plan draft, and discussed revisiting design elements.

B. 9 - 10 Update

Ms. Williams talked about excellent discipline in the school. In addition, Ms. Williams talked about a new hire.

Ms. Williams discussed upcoming regents and that students are prepared. Ms. Williams is expecting NWEA soon.

III. New section

A. Approval of Resumes

A. Bothner made a motion to approve all resumes.

A. Khatiwada seconded the motion.

The board **VOTED** unanimously to approve the motion.

IV. LHA Updates

A. Monthly Update

Title 1 and Annual report are due August 31st.

V. Public Comments

A. Public Comments

Mr. Bothner led the public comments portion of the meeting. No comments were made.

VI. Board Governance

A. Approve Minutes from March 28, 2019 Meeting

T. Bryan made a motion to approve minutes from the MetLCS Board Meeting on 04-25-19 MetLCS Board Meeting on 04-25-19.

A. Khatiwada seconded the motion.

The board **VOTED** unanimously to approve the motion.

VII. School Operations

A. Financial Report

Ms. Rousseau went over the financial report and updates. LHA plans to circulate to the Finance Committee and full Board the budget for an approval vote before the June Board meeting.

A. Bothner made a motion to approve finances.

T. Bryan seconded the motion.

The board **VOTED** unanimously to approve the motion.

VIII. Executive Session

A. Executive Session

In the executive session the Board members had a board strategy discussion.

B. Exiting Executive Session

T. Bryan made a motion to exit executive session.
A. Khatiwada seconded the motion.
The board **VOTED** unanimously to approve the motion.

IX. Closing Items

A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:30 PM.

Respectfully Submitted,
S. Nesterova

APPROVED

Metropolitan Lighthouse Charter School

Minutes

Metropolitan Lighthouse Charter School Board Meeting

Date and Time
Thursday August 22, 2019 at 6:30 PM

Location
180 W, 165th Street Bronx, NY 10452 Call In # 813-967-8308 Passcode # 74216

Mission

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

Vision

All students will be taught by a highly effective teacher in a nurturing environment and will achieve at high levels. Each student will develop the knowledge, skills and values necessary for responsible citizenship and life-long learning. The impact of our collective efforts will fundamentally change public education.

Trustees Present
A. Bothner, E. Chen, J. Haber, S. Nesterova, T. Bryan

Trustees Absent
A. Khatiwada

Guests Present
Adonai Shiman, Annika Brown, C. Russell, Courtney Russell, Jessica Boulet, Joi Culler, K. Davidson, K. McGuire, Liz Hillin, M. Alston, M. Rousseau (remote), Shanta Pressely, T. Williams

I. Opening Items

A. Record Attendance and Guests

B. Call the Meeting to Order

S. Nesterova called a meeting of the board of trustees of Metropolitan Lighthouse Charter School to order on Thursday Aug 22, 2019 @ 6:41 PM at 180 W, 165th Street Bronx, NY 10452 Call In # 813-967-8308 Passcode # 74216.

C. Review the Agenda

Mr. Bothner went over the agenda for the meeting.

II. Staff Presentation

A. Introduction to the 2019 - 2020 MetLCS and MetCPA Leadership Team

Kurt Davidson introduced MetCPA's leadership team:

- Elizabeth Hillin - Director of School Culture
- Adonai John-Shiman - Assistant Principal LCS
- Anthony Brown - Assistant Principal STEM CPA
- Annika Brown - Director of Teacher Leadership STEM LCS
- Joi Culler - Director of Teacher Leadership Humanities LCS

The team talked about their roles and outlined goals for the year.

III. Principal's Report

A. K - 8 Update

Mr. Davidson presented and talked about the School Design (the Board received a presentation).
Mr. Davidson discussed updates regarding recruitment and new hires.
The Board suggested formulating and revisiting the Mission and the Vision statement of the school.

B. Approve new hires for K-8

J. Haber made a motion to approve the hires for K-8.
A. Bothner seconded the motion.
The board **VOTED** unanimously to approve the motion.

C. 9 - 10 Update

Ms. Williams discussed Summer Work Plan and provided updates. Ms. Williams will provide and discuss goals and updates with the Board throughout the year.
In addition, Ms. Williams gave updates regarding recruiting and new hires.

D. Approve the hires for K-8

J. Haber made a motion to approve the hires for K-8.
A. Bothner seconded the motion.
The board **VOTED** unanimously to approve the motion.

E. 2019-2020 Instructional Goals Met CPA

Ms. Williams presented Instructional Goals. She indicated that the goals are in line with charter renewal goals with some modifications. The Board asked about the goal of reaching 75% on Regents and strategy year by year.

F. 2019-2020 Instructional Goals Met K-8

Mr. Davidson discussed instructional Goals. They are in line with charter renewal goals with modifications.

The Board asked about ways of setting goals and thinking ahead in order to set scholars for successful years in high school.

IV. School Operations

A. Financial Report

Ms. Rousseau mentioned that there were technical difficulties with the new reporting system. She will have reports by the next week.

B. Investment Policy Update

Ms. Rousseau will be providing the quarterly report.

C. Facilities

Ms. Russell gave an update about the progress of the construction and estimates for completing the construction. In addition, Ms. Russell mentioned renewing the insurance for construction and the cost.

D. Lottery Preferences

Ms. Russell provided a non-material charter renewal update to for the Board to review.
J. Haber made a motion to approve the update to the lottery policy.
T. Bryan seconded the motion.
The board **VOTED** unanimously to approve the motion.

E. Facilities Appeal

Ms. Russell shared the success of getting rental assistance for the school.

V. LHA Updates

A. Enrollment Update

Melissa Alston gave updates about the enrolment.

B. Principal Evaluations

Ms. Russell provided updates regarding evaluations.

VI. Public Comments

A. Public Comments

Ms. Haber led the public comments portion of the meeting. No comments were made.

VII. Board Governance

A. Approve Minutes from June 2019 Meetings

J. Haber made a motion to approve minutes from the MetLCS Board Meeting on 06-10-19 MetLCS Board Meeting on 06-10-19.
A. Bothner seconded the motion.
The board **VOTED** to approve the motion.

B. Approve Minutes from July 2019 Meetings

J. Haber made a motion to approve minutes from the Metropolitan Lighthouse Charter School Board Meetings on 07-25-19 and 06-10-2019 Metropolitan Lighthouse Charter School Board Meeting on 07-25-19.
A. Bothner seconded the motion.
The board **VOTED** unanimously to approve the motion.

C. LHA Service Agreement

Ms. Haber provided updates regarding the service agreement. The agreement is very close to the completion.

D. LHA Board Retreat

E. School Visit Sign Up

VIII. Education Committee

A. Education Committee Report

The updates will be provided during the next board meeting.

IX. Closing Items

A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 9:00 PM.

Respectfully Submitted,
S. Nesterova

APPROVED

Metropolitan Lighthouse Charter School

Minutes

Metropolitan Lighthouse Charter School Board Meeting

Date and Time
Thursday September 26, 2019 at 6:30 PM

Location
180 W, 165th Street Bronx, NY 10452 Call In # 813-967-8308 Passcode # 74216

Mission

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

Vision

All students will be taught by a highly effective teacher in a nurturing environment and will achieve at high levels. Each student will develop the knowledge, skills and values necessary for responsible citizenship and life-long learning. The impact of our collective efforts will fundamentally change public education.

Trustees Present
A. Bothner, A. Khatiwada, E. Chen, J. Haber, K. Brisseau, S. Nesterova, S. Pressley, T. Bryan

Trustees Absent
None

Guests Present
C. Russell, Daniel Williams, J. Boulet, Joi Culler, K. Davidson, K. McGuire, Kim Perillo, Lauren Thurmond, M. Alston, M. Rivera (remote), M. Rousseau (remote), T. Williams

I. Opening Items

A. Record Attendance and Guests

B. Call the Meeting to Order

J. Haber called a meeting of the board of trustees of Metropolitan Lighthouse Charter School to order on Thursday Sep 26, 2019 @ 6:37 PM at 180 W, 165th Street Bronx, NY 10452 Call In # 813-967-8308 Passcode # 74216.

C. Review the Agenda

Ms. Haber went over the agenda for the meeting.

II. Staff Presentation

A. Staff Presentation

Mr. Davidson introduced staff members:
Joi Culler, Kim Perillo, Lauren Thurmond and Daniel Williams
Ms. Culler, Ms. Perillo and Ms. Thurmond talked about the strategies they use in their classes, how they track progress and implement intervention plans.
Mr. Williams talked about intervention strategies applied to scholars.

III. Principal's Report

A. K - 8 Update

Mr. Davidson presented the Instructional Strategic Plan for 2019-2020. Mr. Davidson talked about what ELA and Math scores are. Mr. Davidson discussed goals and plans set for the year and how to achieve them.

B. 9 - 10 Update

Ms. Williams presented her Instructional Strategic Plan for 2019-2020. Ms. Williams explained her goals and how they will be supported.
Ms. Williams and Mr. Davidson talked about the SpecEd scholars and updated the Board on the current efforts on how to support new enrolled SpecEd students.

IV. Education Committee

A. Education Committee Report

Mr. Khatiwada went over the updates, there were no comments from the Board.
Education Dashboard will be provided in October.

V. LHA Updates

A. Enrollment Update

Ms. Alston provided an update on the enrollment.

B. Approve new hires for MetLHA

J. Haber made a motion to approve new hires.
T. Bryan seconded the motion.
The board **VOTED** unanimously to approve the motion.

C. School Leadership Succession Plan

Ms. Russell and Ms. Haber explained DOE's requirement to develop a succession plan for school leadership.

D. Delegate the creation of succession planning to Education Committee

J. Haber made a motion to approve delegating succession planning to the Education Committee.

K. Brisseau seconded the motion.
The board **VOTED** unanimously to approve the motion.
Education Committee will share a draft in October

VI. Public Comments

A. Public Comments
Ms. Haber led the public comments portion of the meeting. No comments were made.

VII. School Operations

A. Facilities
Ms. Rivera received an updated funding proposal for the rooftop.

B. Approve funds for rooftop project
A. Bothner made a motion to approve 1.4 million to complete rooftop project.
T. Bryan seconded the motion.
The board **VOTED** unanimously to approve the motion.

C. Financial Report
Ms. Rousseau went over the financial report (Attachment: Financial Report for July and August 2019).
Ms. Rousseau will provide investment update in October.

D. Approve funds for a computer lab
A. Bothner made a motion to approve exact amount ($134,292.45) for a computer lab to be funded from the operation reserve.
T. Bryan seconded the motion.
The board **VOTED** unanimously to approve the motion.

E. Approve financials
J. Haber made a motion to approve financials for July and August of 2019.
T. Bryan seconded the motion.
The board **VOTED** unanimously to approve the motion.

F. Lottery Preferences
Ms. Russell provided updates.

G. LHA Board PD
Ms. Russell and the Board discussed the best way to conduct PD.

VIII. Board Governance

A. Approve Minutes from August 2019 Meetings
J. Haber made a motion to approve minutes from the Metropolitan Lighthouse Charter School Board Meeting on 08-22-19 Metropolitan Lighthouse Charter School Board Meeting on 08-22-19.
A. Khatiwada seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. MetLCS Board Elections
J. Haber made a motion to nominate Anuj as the Vice-Chair of the Board in accordance with the Bylaws.
E. Chen seconded the motion.

The board **VOTED** unanimously to approve the motion.

C. Vote to assign classes to the new board members

J. Haber made a motion to to assign Ms. Boulet and Ms. Pressely members to Class A and Ms. Brisseau to Class B Terms are as follows: Classes and Term Renewals Name Term Number Class Begins Ends Bothner, Aaron 1st A 7/1/2019 6/30/2021 Bryan, Tim 3rd B 7/1/2018 6/30/2020 Haber, Jessica 3rd A 7/1/2019 6/30/2021 Khatiwada, Anuj 1st B 7/1/2018 6/30/2020 Ellen Chen 1st A 7/1/2019 6/30/2021 Nesterova, Svitlana 1st B 7/1/2018 6/30/2020 Boulet, Jessica 1st A 7/1/2019 6/30/2021 Brisseau, Kamaria 1st B 7/1/2019 6/30/2020 Pressley, Shanta 1st A 7/1/2019 6/30/2021.
A. Bothner seconded the motion.
The board **VOTED** unanimously to approve the motion.

D. 180 W. 165th Street LLC Board Elections

J. Haber made a motion to assign Anuj Khatiwada, as Chair of LLC and Treasurer of Support Corporation of 180 W. 165th Street LLC Ownership Structure.
E. Chen seconded the motion.
The board **VOTED** unanimously to approve the motion.

E. LHA Service Agreement

Ms. Haber provided updates for the Board.

F. Review of Complaint to the Board

J. Haber made a motion to create a sub-committee to address a complaint to the Board. The members are Ms. Nesterova, Ms. Pressely, and Ms. Boulet contingent on her approval from DOE. In addition, to approve DLA Piper as an independent investigator.
A. Khatiwada seconded the motion.
The board **VOTED** unanimously to approve the motion.
The Board received a complaint and had an opportunity to review the complaint ahead of the meeting. The Board has decided to create a committee to communicate and have an independent investigation by DLA Piper. DLA Piper will be independently investigating the matters addressed in the complaint.

G. Board Bylaws

Aaron Bothner provided a redlined version of the proposed changes to the bylaws and the board decided to review and discuss for approval in October.

IX. Executive Session

A. Executive Session

J. Haber made a motion to move into Executive Session to go over Principal Evaluation.
E. Chen seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. Executive Session

The Board discussed the principal evaluation.

C. Executive Session

J. Haber made a motion to finish Executive Session.
A. Bothner seconded the motion.
The board **VOTED** unanimously to approve the motion.

X. Closing Items

A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 10:17 PM.

Respectfully Submitted,
J. Haber

APPROVED

Metropolitan Lighthouse Charter School

Minutes

MetLCS Board Meeting

Date and Time
Monday June 10, 2019 at 6:30 PM

Location
180 W, 165th Street Bronx, NY 10452

Mission

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

Vision

All students will be taught by a highly effective teacher in a nurturing environment and will achieve at high levels. Each student will develop the knowledge, skills and values necessary for responsible citizenship and life-long learning. The impact of our collective efforts will fundamentally change public education.

Trustees Present
A. Bothner, A. Khatiwada, E. Chen, J. Haber, L. Williams, S. Nesterova, T. Bryan

Trustees Absent
None

Guests Present
K. Davidson, M. Alston, M. Rousseau (remote), T. Williams

I. Opening Items

A. Record Attendance and Guests
A. Khatiwada, E. Chen, S. Nesterova and T. Bryan were present by video conference.

B. Call the Meeting to Order
J. Haber called a meeting of the board of trustees of Metropolitan Lighthouse Charter School to order on Monday Jun 10, 2019 @ 6:48 PM at 180 W, 165th Street Bronx, NY 10452.

C. Review the Agenda

Ms. Haber went over the agenda for the meeting.

II. Principal's Report

A. K - 8 Update

Mr. Davidson went over the principal's report (Attachment: MetLCS PAL Board Report). Mr. Davidson talked about building new partnerships, specifically with Ramapo for Children - the partnership will help to develop teacher-scholar relationships. Mr. Davidson reviewed the areas of planning he will focus on this summer.

B. 9 - 10 Update

Ms. Williams went over a CPA report (Attachment: PAL Board Report). Ms. Williams gave an update on staffing, what positions need to be filled and discussed planning for the next year courses. The Board asked Ms. Williams to lay out the plan for summer work to plan for the next academic year.

III. LHA Updates

A. Enrollment Update

Melissa Alston gave an update on enrolment.

IV. Public Comments

A. Public Comments

Ms. Haber led the public comments portion of the meeting. No comments were made.

V. Board Governance

A. Approve Minutes from May 23, 2019 Meeting

J. Haber made a motion to approve minutes from the MetLCS Board Meeting on 05-23-19 MetLCS Board Meeting on 05-23-19.
A. Bothner seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. Board Recruitment

Aaron Bothner gave an update on recruiting for the board. The Board welcomed Ellen Chen to her first meeting as a board member.

C. LHA Service Agreement

Ms. Haber provided an update regarding the negotiations with LHA for a new service agreement. The current agreement expires in June.

D. Handbooks

Ms. Rousseau talked about the handbook and explained that there were no significant changes to the handbook. The handbook is specific to NY State rules and regulations. Principals will give the final review.

J. Haber made a motion to approve the handbook, subject to the final review by principals.
A. Bothner seconded the motion.
The board **VOTED** unanimously to approve the motion.

E. Extending LHA Service Agreement

The Board discussed an extension of the current LHA service agreement for a 90-day period to allow time for negotiation of a new agreement.
J. Haber made a motion to delegate J. Haber, L. Williams and A. Bothner to finalize an agreement to document the 90 day extension of the LHA service agreement.
S. Nesterova seconded the motion.
The board **VOTED** unanimously to approve the motion.

VI. School Operations

A. Financial Report

Ms. Rousseau went over the financial report (Attachment: Financial Report for May 2019). Waiting for the report from the bank about investments and the account. Ms. Rousseau will follow up with the bank.

B. Investment Policy Update

Ms. Rousseau sent the investment policy to the Finance Committee for review.

C. FY20 Budget Update

Ms. Rousseau went over the Budget Narrative (attached in the meeting packet) and explained the changes and adjustments in the budget. In addition, Ms. Rousseau talked about the impact of the rooftop project on the budget and the reserve.
The Board asked Ms. Rousseau to follow up with Courtney Russell regarding rental assistance program.

J. Haber made a motion to approve 2020 Budget.
T. Bryan seconded the motion.
The board **VOTED** unanimously to approve the motion.

D. Facilities

Ms. Rousseau discussed the gymnasium rooftop project. The details of the cost and financing of the project were provided in the meeting packet. In addition, Ms. Rousseau discussed the timeline for the project.

VII. Education Committee

A. Education Committee Report

Mr. Khatiwada will provide the updates during the next boarding meeting.

VIII. Annual Meeting

A. Trustee Elections

T. Bryan made a motion to approve Aaron Bothner for a new trustee term.
A. Khatiwada seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. Trustee Elections

J. Haber made a motion to approve Tim Bryan for a new trustee term.
A. Bothner seconded the motion.

The board **VOTED** unanimously to approve the motion.

C. Trustee Elections

A. Bothner made a motion to approve Jessica Haber for a new trustee term.
S. Nesterova seconded the motion.
The board **VOTED** unanimously to approve the motion.

D. Trustee Elections

J. Haber made a motion to approve Anuj Khatiwada for a new trustee term.
E. Chen seconded the motion.
The board **VOTED** unanimously to approve the motion.

E. Trustee Elections

J. Haber made a motion to approve Ellen Chen for a new trustee term.
A. Khatiwada seconded the motion.
The board **VOTED** unanimously to approve the motion.

F. Trustee Elections

J. Haber made a motion to approve Leslie Williams for a new trustee term.
E. Chen seconded the motion.
The motion did not carry.

Roll Call	
T. Bryan	No
J. Haber	No
E. Chen	Aye
A. Khat wada	No
L. W ams	Absta n
S. Nesterova	No
A. Bothner	No

Leslie Williams' term was not renewed.

G. Officer Elections

A. Bothner made a motion to approve Jessica Haber for Chair of the Board.
E. Chen seconded the motion.
The board **VOTED** unanimously to approve the motion.

H. Officer Elections

J. Haber made a motion to approve Aaron Bothner for Vice Chair of the Board.
A. Khatiwada seconded the motion.
The board **VOTED** unanimously to approve the motion.

I. Officer Elections

J. Haber made a motion to approve Svitlana Nesterova for Secretary of the Board.
T. Bryan seconded the motion.
The board **VOTED** unanimously to approve the motion.

J. Officer Elections

J. Haber made a motion to approve Tim Bryan for Treasurer of the Board.
A. Khatiwada seconded the motion.
The board **VOTED** unanimously to approve the motion.

K. Committee Appointments

S. Nesterova made a motion to appoint executive committee members: A. Bothner; J. Haber; A. Khatiwada.

T. Bryan seconded the motion.
The board **VOTED** unanimously to approve the motion.

L. Committee Appointments

J. Haber made a motion to appoint finance committee members: T. Bryan; A. Bothner; S. Nesterova.
A. Khatiwada seconded the motion.
The board **VOTED** unanimously to approve the motion.

M. Committee Appointments

J. Haber made a motion to appoint education committee members: A. Khatiwada; E. Chen.
T. Bryan seconded the motion.
The board **VOTED** unanimously to approve the motion.

N. Ad Hoc Work Groups Appointments

J. Haber made a motion to appoint: Facilities work group members: J. Haber; A. Khatiwada; A. Bothner. Board recruitment work group members: A. Khatiwada; A. Bothner; S. Nesterova.
T. Bryan seconded the motion.
The board **VOTED** unanimously to approve the motion.

IX. Closing Items

A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:43 PM.

Respectfully Submitted,
S. Nesterova

APPROVED

Metropolitan Lighthouse Charter School

Minutes

MetLCS Board Meeting

Date and Time
Thursday February 28, 2019 at 6:30 PM

Location
180 W, 165th Street Bronx, NY 10452

Mission

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

Vision

All students will be taught by a highly effective teacher in a nurturing environment and will achieve at high levels. Each student will develop the knowledge, skills and values necessary for responsible citizenship and life-long learning. The impact of our collective efforts will fundamentally change public education.

Trustees Present
A. Bothner, J. Haber, L. Williams, S. Nesterova

Trustees Absent
A. Demir, A. Khatiwada, T. Bryan

Guests Present
C. Russell, J. Livingston, K. Davidson, M. Rivera, M. Rousseau (remote), S. Gallagher, T. Williams

I. Staff Presentation

A. Staff Presentation

Kurt Davidson introduced Anastasia Walfisch and Lauren Thurmond who are reading teachers. They have talked about their program and teaching strategies.

II. LHA Updates

A. Monthly Update

Sarah Gallagher gave updates regarding Executive Director recruitment. Ms. Gallagher expects to have some candidates for discussion in March.

B. Lottery Update

Ms. Russell gave the lottery updates. She referred to the attachment in the meeting packet.

C. Charter Renewal Process Update

Ms. Russell provided an update to the current status of the renewal process.
Ms. Russell provided a draft for performance goals for the school.

III. Opening Items

A. Review the Agenda

Mr. Bothner went over the agenda for the meeting.

B. Record Attendance and Guests

C. Call the Meeting to Order

A. Bothner called a meeting of the board of trustees of Metropolitan Lighthouse Charter School to order on Thursday Feb 28, 2019 @ 7:05 PM at 180 W, 165th Street Bronx, NY 10452.

IV. School Operations

A. Financial Report

Ms. Rousseau went over the financial report (Attachment: Financial Report for January 2019).
A. Bothner made a motion to approve the financials for January 2019.
S. Nesterova seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. Investment Policy Update

Ms. Rousseau talked about investment institutions and discussed a thought process behind choosing the bank.

C. Facilities

Ms. Rivera went over the facilities report (Attachment: Monthly Facilities Report, February 2019). Ms. Rivera mentioned the rooftop project and strategy around expanding the space. Ms. Williams talked about the options for accommodating for the issues with space. The facilities committee will discuss in-depth plans for the school expansion.

V. Board Governance

A. Approve Minutes from January 24, 2019 Meeting

A. Bothner made a motion to approve minutes from the MetLCS Board Meeting on 01-24-19 MetLCS Board Meeting on 01-24-19.
S. Nesterova seconded the motion.
The board **VOTED** unanimously to approve the motion.

VI. Principal's Report

A. K - 8 Update

Mr. Davidson shared pictures from the school events and engagements.
Mr. Davidson talked about District Charter Collaborative and great feedback from the visit.
Mr. Davidson went over the principal's report (Attachment: MetLCS PAL Board Report). Mr. Davidson discussed academic data in the meeting packet. In addition, Mr. Davidson mentioned ELA Mock State Test in March which will help thoroughly to prepare for the State Test.

B. 9 - 10 Update

Ms. Williams went over a CPA report (Attachment: PAL Board Report). Ms. Williams talked about IA data (attached in the meeting packet). In addition, Ms. Williams walked through the Regents Pass Rate.

VII. Public Comments

A. Public Comments

Mr. Bothner led the public comments portion of the meeting. No comments were made.

VIII. Education Committee

A. Education Committee Report

Mr. Williams went over the updates. Mr. Williams talked about 3 DECA students that may qualify for International DECA Conference in Orlando, Florida, which will be happening in April. Leadership is evaluating the costs and logistics of attending and will report to the Finance and Education Committee.

IX. Executive Session

A. Executive Session

In the executive session, the Board spoke with leadership and LHA. In addition, the Board discussed matters regarding administration of examinations.

X. Closing Items

A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 10:40 PM.

Respectfully Submitted,
S. Nesterova

APPROVED

Metropolitan Lighthouse Charter School

Minutes

Metropolitan Lighthouse Charter School Board Meeting

Date and Time
Wednesday December 18, 2019 at 6:30 PM

Location
180 W, 165th Street Bronx, NY 10452 Call In # 813-967-8308 Passcode # 74216

Mission

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

Vision

All students will be taught by a highly effective teacher in a nurturing environment and will achieve at high levels. Each student will develop the knowledge, skills and values necessary for responsible citizenship and life-long learning. The impact of our collective efforts will fundamentally change public education.

Trustees Present
A. Bothner, A. Khatiwada, E. Chen, J. Boulet, J. McDonald, S. Pressley, T. Bryan

Trustees Absent
K. Brisseau, M. Dorrie

Guests Present
C. Russell (remote), Jerry Ballard, K. Davidson, K. McGuire, K. Whittaker, M. Alston, M. Rivera (remote), M. Rousseau (remote), Michael Guzman, T. Williams

I. Opening Items

A. Record Attendance and Guests

B. Call the Meeting to Order

A. Bothner called a meeting of the board of trustees of Metropolitan Lighthouse Charter School to order on Wednesday Dec 18, 2019 @ 6:51 PM at 180 W, 165th Street Bronx, NY 10452 Call In # 813-967-8308 Passcode # 74216.

C. Review the Agenda

Bothner reviewed the agenda with all present.

II. Principal's Report

A. MetLCS K - 8 Staff Presentation

Davidson made a brief introduction in regards to Michael Guzman and the family coordinator position.

Guzman provided an update on K-8 attendance and what impacts the attendance.

BOT member Bryan arrived.

Guzman reported feedback provided by parents in regards to being able to receiving updates from the school. As a result of this feedback, he has begun parent meetings in the morning and evenings. Additionally, he will begin the PTA with 8 parents currently interested in being more involved with the school.

Guzman went on to discuss that he is excited about the scholar of the month beginning in January.

Khatiwada asked a question in regards to the history of parent involvement. Davidson and Williams spoke to the history of parent involvement.

Bothner and Khatiwada expressed to Guzman that they were looking for a parent board member.

B. K - 8 Update

Davidson reported on scholar attendance and an attendance audit.

Davidson reported on enrollment, being 20 scholars above our goal.

Davidson asked the board to look out for an invitation for a specials showcase.

Davidson also noted that an update on the design elements is available in the meeting packet.

C. 9 - 11 Update

Williams reported that she is down 3 scholars to goal.

Williams reported that attendance is at goal at 95%, however, she is still working on lateness.

Williams reported on Cycle I IA data.

Williams explained the interim assessment data. Williams specifically talked about the living environment scores and her next steps to ensure growth.

Williams shared her corrective action plans, which outlines how she asks the teachers to analyze their data. She then uses this as a guide when coaching her teachers. She also

expects that her teachers know what needs to be re-taught a plan for and how the content be taught differently.

Khatiwada asked how struggling teachers utilize the plan. Williams explained that teachers don't fill out these forms alone. Williams also explained that she has identified a peer teacher mentor. Williams also reported on how she and her APs lead teachers to grow and improve on their skills.

Chen asked if there was a record on each of the teacher's action plans to track progression. Williams stated that she keeps them and tracks progress. Williams explained that the corrective action plans happen after each interim assessment; 3 times a year. Williams explained that she expects her teachers to analyze scholar data and ensure that scholars continue to grow.

McDonald asked if there is ever a time when teachers are required to complete the corrective action plan and subsequent growth is not seen. Williams stated that she implements different levels of support based on results. Williams also explained that she would break down each piece of the lessons and try to work through each piece. Williams then stated that if supports that are in place fail, then next level actions involve the school's talent director.

Boulet made a note of the peer teacher mentor and the importance of this type of program.
A. Bothner made a motion to approve the hiring of Vargas.
A. Khatiwada seconded the motion.
The board **VOTED** to approve the motion.
A. Bothner made a motion to approve the hiring of Lancaster.
A. Khatiwada seconded the motion.
The board **VOTED** to approve the motion.

D. MetLCS School Values

Bothner discussed the importance of school values and being able to talk about them. Bothner also noted that we would return to the values conversation in 2020.

E. NYC DOE - School Quality Snapshots

Bothner noted for board members that the snapshot is included in the packet and encouraged the other board members to go through the document.

Bothner stated that more will be discussed in this regard at the next board meeting.

III. Education Committee

A. Education Committee Report

Chen reported that the succession plan has been completed.

Chen reported that a lot of progress has been made with the data dashboard.

Williams reported that the dashboard looks very similar to the school's charter goals. Williams reported that the dashboard is quick and comparative.

Khatiwada shared that the dashboard link was sent out but he will share it out again as it is interactive.

Bothner shared that he is working on building out living documents which will help the board have a greater understanding of data.

Bothner asked Chen to send an email for timeline expectations in regards to the dashboard.

E. Chen made a motion to pass the succession plan.
A. Bothner seconded the motion.
The board **VOTED** unanimously to approve the motion.

IV. LHA Updates

A. Enrollment Update

Alston provided an update on enrollment.

Alston also explained the efforts happening to acquire applications for the 2020-2021 application.

V. Public Comments

A. Public Comments

No public comments.

VI. School Operations

A. Financial Report

Rousseau reported that the school is in a healthy financial position.

Rousseau reported on a difference from last scholar billing to this one and the healthy variance to goal in scholar enrollment.

Rousseau reported on a variance in the taxes and benefits line. She stated that the balance is correct, as she completed an audit to ensure the integrity of the data.

Rousseau reported on the capital expense line and the variance there. She stated that this variance was due to the purchasing of the CPA lab items.
A. Bothner made a motion to to approve the November financials.
T. Bryan seconded the motion.
The board **VOTED** to approve the motion.

B. MetLCS Budget Amendment

Bother shared that over the passed two months, the finance committee has been working with the PALs and finance committee to complete a budget amendment. Bothner also stated that the finance committee is comfortable with presenting the amendment to the full board to vote on.

Rousseau discussed the budget amendment narrative that is included in the meeting packet.

Rousseau discussed a couple of positions that the schools have chosen not to back fill which allowed for additional funds.

Rousseau reported that the PALs also had significant input in the amendment.

Rousseau reported with all changes that there is still a net income surplus. Rousseau stated that she is confident in the amendment.

Bothner asked to be reminded if he was correct in a 3% net income surplus being the goal. Rousseau confirmed.

It was confirmed that the revised budget hit the 3% surplus.
S. Pressley made a motion to accept the amendment to the budget for the fiscal year 2020.
T. Bryan seconded the motion.
The board **VOTED** to approve the motion.

C. MetLCS Audit RFP

Rousseau stated that she worked with the LHA finance team. Rousseau explained the process they took to seek out responses.

Brent expressed that the RFP will be ready to present to the board in January. Brent expressed that we want to have this approved before the next fiscal school year.

Ballard stated that a target date to approve would be by April.

D. Lottery Preferences

Russell stated that the NYCDOE has not yet responded in regards to the lottery preferences. Russell reported that the changes are live and active in the actual lottery system for 2020-2021.

E. LHA Board PD

Russell stated that she had a call with Board on Track to discuss the January BOT training.

Russell reported that she will send out the draft agenda after her follow up call with Board on Track next week.

Whittaker reported that LHA national leaders will report out on updates during the training.

F. Facilities

Rivera reported on the progress of the roof project.

Rivera reported on an isolated leak in one 5th floor classroom that was a result of a construction accident. Rivera reported the error has already been corrected.

Bothner reported that he and Boulet walked the gym.

Pressley asked if the construction project was still on track for early Spring.

Ballard noted that LHA is planning an opening celebration. Ballard suggested naming the gym after someone.

Bothner noted that the naming topic could be discussed at the BOT training in January.

G. MetCPA Space

Bothner reported that this has been a continuous conversation in regards to additional space to ensure that scholars are receiving all they need to be successful.

Bothner explained that the board will vote on the term sheet which will then be sent to the landlord in order to negotiate the lease. Bothner also explained that to complete this, lawyers must be hired to complete this negotiation. Bothner also asked that the facilities sub committee would report out monthly updates in regards to this potential project.

Bothner suggested to approve a 20k budget to hire lawyers and an additional 10k to get the process started to get the additional space up and running by the beginning of the next school year 2020-2021. The 10k will be funded out of the operating reserve.

Bothner explained that in order to keep Met competitive, additional space is needed. Bothner stated that at this point, understanding the money to be approved and the term sheet are the main items to note at this point in the process.

Williams explained that she has had the opportunity to see the space twice. Williams stated that the space has a lot of potential. Williams explained the neighborhood that the space is in; provides potential opportunity for internships, close to transportation. Williams described the spaces in the building and how she envisions utilizing this space. Williams also spoke on the limits of the space and acquiring partnerships in the community. Williams stated that this space and the location will allow for an experience unlike the one that the school's current location can't provide.

Ballard reported that the current building is 40k square feet and the new space is 30k square feet.

Pressley stated that the space is a diamond in the rough. Pressley stated that the space has a lot of potential.

Bryan asked if more scholars will be added.

Ballard stated that one idea is adding 50 more scholars to the K-8.

Khatiwada asked Davidson his opinion. Davidson reported that there wouldn't be much of a change from the current structure and they would look to add these scholars in K-1.

Ballard stated that his goal is to continue to negotiate cost per square foot. Ballard stated that tenant improvement cost is estimated to be $600,000 to $700,000. Ballard also stated that the lease term would be 5 years but potentially 20 years.

Khatiwada stated that there are 9 other high schools in the area of the new potential space. Ballard reported that the programs, not the location are most important. Ballard additionally explained that the location with public transportation is a win for the school.

McDonald asked about the sibling impact. Williams reported that there are only 20 scholars that this will effect.

Khatiwada asked Ballard for a model per square foot for 5 year vs. 20 year in regards to price and budget. Bothner stated that this would be a temp space vs. a permanent space because of the unknowns in regards to expenses, inflation, etc. Bothner stated that he would be interested to know the terms of getting out of a lease if we did go with a long term lease.

Ballard stated that another difference between a 5 year lease and a 20 year lease would be the different in paying property tax. Ballard also noted that we are only authorized for 3 years by the NYC DOE.

Bothner reported in regards to the term sheet: he would like to see the square footage spelled out per floor on the term sheet, shared space should be spelled out on the term sheet.

Bothner questioned about the 10% water reimbursement. Ballard communicated to Rivera to follow up.

Ballard stated that the school's lawyer is who they are looking at to hire for this project, however she has been slow to communicate. Bothner stated that he will reach out to the lawyer to follow up.

Bothner asked a if pre acquisition tax report was completed. Ballard stated that a 5 year property tax projection was completed and he asked Monica to follow up on the details.

Ballard reported on the impact of the space if the charter is not renewed. Ballard stated that he originally presented a 3 year commitment but was given 48 month.

Bothner asked Ballard to push again in regards to the shorter lease. Bothner also wanted to know what the brokers commission is and if it was to stay in the termination terms it should be spelled out.

Bothner stated that there is no reference to how the space is expected to be delivered specifically.

Boulet asked about the lease term start. Ballard stated that it will align with the school year.

Pressley noted that the common space on the other floors may not always be occupied and the school may be able to expand in the future.

Khatiwada asked if there is a layer of protection in case they don't deliver the space on time. Ballard noted that the work to be done is cosmetic.

Boulet questioned about common space bathrooms. Khatiwada requested it be specified that out in the lease terms that the bathroom is not in a common space or for common use.

Ballard stated that the original lease will be presented to the board before it is presented to the school's lawyer.

Bothner requested that Ballard find out who the attorney is that the landlord is utilizing. Bothner stated that there is money in the reserves for this expense and it would not need to be a capital expense.
A. Bothner made a motion to authorize 10k to negotiate the lease and approve the term sheet as is and will delegate the negotiation of the term sheet with an additional 10k potential expenditure if needed to the facilities sub committee.
T. Bryan seconded the motion.
The board **VOTED** to approve the motion.

VII. Board Governance

A. Approve Minutes from November 2019 Meeting

A. Bothner made a motion to approve the minutes from November Metropolitan Lighthouse Charter School Board Meeting on 11-20-19.
T. Bryan seconded the motion.
The board **VOTED** to approve the motion.

B. Calendar Year 2019 Year-in-Review

Bothner stated that there have been a lot of successes this calendar year.

Bothner stated the importance of school values to him and governance best pratice. Bothner also expressed his leadership style.

Bothner explained each value. Integrity, own circumstances, empowering each other, leading with questions, systems thinking, allocating resources, be prepared and ensuring that we are better tomorrow than we are today.

Bothner opened it up for questions and reflections.

Bothner then recapped the year: recognized the PALs and acquired new board members. Bothner reflected on the impact of the school and the school in the community.

C. MetLCS Board Member Assignments

A. Bothner made a motion to add Dorrie into the facilities sub committee.
A. Khatiwada seconded the motion.
The board **VOTED** to approve the motion.
A. Bothner made a motion to add Pressley into the facilities sub committee.
A. Khatiwada seconded the motion.
The board **VOTED** to approve the motion.
A. Bothner made a motion to appoint Pressley to the position of board treasurer.
A. Khatiwada seconded the motion.
The board **VOTED** to approve the motion.
A. Bothner made a motion to appoint Boulet to the position of board secretary.
S. Pressley seconded the motion.
The board **VOTED** to approve the motion.
A. Bothner made a motion to appoint Boulet to the position of head of the board governance committee.
S. Pressley seconded the motion.
The board **VOTED** to approve the motion.

D. BOT Trustee Slate

Bothner reported that the trustee slate is in the packet for reference. Bothner stated that there are two classes; class A runs through June 2021 and class B runs through June 2020. Names are taken in alphabetical order, open positions are slated in alphabetical order and bylaws require that the classes be equal or as equal as possible.

Bothner discussed the openings and and how the new people were filled into those spots and an additional spot was created for McDonald.

Boulet asked if there was anyone in the pipeline for additional board members. Pressley stated that there was.

Met BoT Trustee Slate as of December 2019

Set Trustee Number at (9) People - A is through 6/2021, B is through 6/2020

1. Brisseau, K (B)
2. Bothner, A (A)
3. Bryan, T (B)
4. Chen, E (A)
5. Haber, J (A) - Replace w/ Boulet, J
6. Khatiwada, A (B)
7. Pressley, S (A)
8. Nesterova, S (B) - Replace w/ Dorrie, M
9. McDonald, J (A) - New position

A. Bothner made a motion to approve expanding the board slate to 9 positions.
A. Khatiwada seconded the motion.
The board **VOTED** to approve the motion.
A. Bothner made a motion to approve the replacement of 2 positions and the addition of 1 position.
A. Khatiwada seconded the motion.
Boulet replaced Haber in Class A
Dorrie replaced Nesterova in Class B

A position was added for McDonald in Class A The board **VOTED** to approve the motion.

VIII. Nominating Committee Update

A. Nominating Committee Update

Bothner stated that there were two board members will interview; one in January and one to potentially start in June.

IX. Executive Session

A. Executive Session

A. Bothner made a motion to move into Executive session to discuss a personnel matter.
A. Khatiwada seconded the motion.
The board **VOTED** to approve the motion.
A. Bothner made a motion to get out of executive session.
A. Khatiwada seconded the motion.
The board **VOTED** to approve the motion.

X. Closing Items

A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 9:42 PM.

Respectfully Submitted,
M. Alston

APPROVED

Metropolitan Lighthouse Charter School

Minutes

Metropolitan Lighthouse Charter School Board Meeting

Date and Time
Wednesday November 20, 2019 at 6:30 PM

Location
180 W, 165th Street Bronx, NY 10452 Call In # 813-967-8308 Passcode # 74216

Mission

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

Vision

All students will be taught by a highly effective teacher in a nurturing environment and will achieve at high levels. Each student will develop the knowledge, skills and values necessary for responsible citizenship and life-long learning. The impact of our collective efforts will fundamentally change public education.

Trustees Present
A. Bothner, A. Khatiwada, E. Chen, K. Brisseau, S. Pressley

Trustees Absent
T. Bryan

Guests Present
C. Russell, Jamal McDonald, Jessica Boulet, K. Davidson, K. McGuire, M. Alston, M. Rivera (remote), M. Rousseau (remote), Michael Dorrie, T. Williams

I. Opening Items

A. Record Attendance and Guests

B. Call the Meeting to Order

A. Bothner called a meeting of the board of trustees of Metropolitan Lighthouse Charter School to order on Wednesday Nov 20, 2019 @ 6:51 PM at 180 W, 165th Street Bronx, NY 10452 Call In # 813-967-8308 Passcode # 74216.

C. Review the Agenda

II. Principal's Report

A. K - 8 Update

Principal Kurt Davidson shared current enrollment numbers (21 scholars above). Attendance is still lagging slightly as compared to last school year, meaning within .4 of last year's attendance rate. We are not where we want to be with our 95% goal (at 94.38%). The school is reinstituting parent phone calls and meetings regarding attendance. The school is nearly fulled staffed. Mr. Darius Hawkins joined the school last week as the K - 8 Dean. Additionally Ms. Jomari Nunez joined the team as a School Aide. Bili Scott is a teacher who was hired via School Professionals and is teaching 3rd/4th grade writing. The SpEd Coordinator remains vacant. The school recently conducted its first Interim Assessment at the 3 - 8 level. Principal Davidson distributed the IA scores for ELA and Math. He shared that comparative data for Math does not exist as the assessments are new this year. There is ELA comparative data. Grades 4 - 8 showed improvement from last year while there was a small dip in 3rd grade. Principal Davidson shared some positive highlights, particularly at the middle school level. Additionally the chart includes data to include the percent of scholars scoring at 75% or above, anticipating that this is the proficient rate for the New York State test. The school has been engaging in goal setting (such as K - 2 reading level performance). Principal Davidson feels confidence about 3rd grade's ability to increase their performance. The Board can expect to see more academic data in January of 2020.

A. Bothner made a motion to approve Bili Scott and Jomari Nunez to join the MetLCS K - 8 team.
S. Pressley seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. 9 - 11 Update

Academic data will be more robust at the December 2019 Board meeting. The school is preparing to analyze data from its recent administration of the Interim Assessment. The teachers will be looking at trends for which questions scholars are not able to answer and then demonstrate how they will reteach. Teachers create PowerPoints and have to present to the admin team as to what they will be doing and how it will be different. The School Leadership Team does weekly walkthroughs and share feedback with the staff via "glows and grows". Enrollment is progressing and the K - 11 is short only three scholars. Scholars coming in tend to live in the Highbridge area. Principal Williams meets with all scholars and families as they come to enroll. In terms of attendance the school is meeting its goal. The challenge tends to be with on time arrivals (8:30 a.m. start). Scholar culture continues to be strong. The last staff vacancy was filled yesterday. Mr. James Kinsey was hired as a high school English teacher. The school is ELA teacher heavy to ensure literacy is promoted at the school. 47% of MetCPA parents attended Parent Teacher Conferences which is a strong number for the high school level. A letter is being prepared to go out to parents regarding scholars' Grade Point Average and what their GPA means. This will be implemented for sophomores and juniors. The Thanksgiving feast is upcoming next week (Wednesday), Board members are invited.

Moving forward the Board would like to request a monthly update on the computer lab (9 - 11) and Design Elements (K - 11).

A. Bothner made a motion to approve James Kinsey to join the MetLCS K - 8 team.
S. Pressley seconded the motion.
The board **VOTED** unanimously to approve the motion.

III. Education Committee

A. Education Committee Report

Education Committee Chair Ellen Chen discussed the MetLCS K - 11 Leadership Succession Plan which was emailed to the Board. LHA as well as the school collaborated in order to develop this plan. The Board will review this between now and the December meeting and approve at the December meeting.

The team met with Ms. Megan Whitehead. She is not able to add onto the current dashboard so she is duplicating the dashboard to create a K - 8 version and a 9 - 11 version. She will be working to align the formatting where appropriate.

The Board can expect a draft of the dashboard for the December meeting.

IV. LHA Updates

A. Enrollment Update

Manager, Operations Melissa Alston provided an enrollment update.

For the K - 8 the school is overenrolled by 20 (488)
For the 9 - 11 the school is underenrolled by four (152).

Enrollment efforts will continue.

V. School Operations

A. Financial Report

Controller Mary Beth Rousseau reviewed the financials. The school remains in good shape in terms of the balance sheet. The year to date surplus is over $900,000. There are several new reports in the Board packet as related to the financials. Financial Edge, the school's new financial system, has allowed us to produce additional reports such as the one-month expenditures and how this aligns to the year-long budget, as well as the year-to-date (revenue, budget, variance, etc.). As we are four months into the school year we would expect to be showing approximately 1/3 in terms of both revenue and expenditures, with some variances depending on the line item.

Everything is on track in terms of finances and all covenants are being met. There are no exceptions or major outliers to expect.

The MetLCS Finance Committee agreed to a 3% surplus last year and will continue to maintain this.

The school leaders, LHA, and Finance Committee will work together to prepare a budget amendment for further discussion in December. Courtney Russell and Karin McGuire will work with the Principals to identify any priorities for the school that may need to be addressed via this budget amendment.
A. Bothner made a motion to approve the October financials.
S. Pressley seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. MetLCS Audit

There were no findings on this year's audit.

C. Facilities

Monica Rivera, Director of Facilities, provided a Facilities Update.

The rooftop project remains on schedule. The roof joists were delivered over the weekend and the roof will start to be placed at the beginning of December.

Recent rain caused water to enter the school this past week. The contractor provided a clear explanation of what happened and what would be put in place to prevent this from happening again.

The door locking monitor project required by the Department of Buildings remains an ongoing project. The entire city is backlogged with permitting, inspections, and more. The city may extend the required date for installation.

The Board discussed the rooftop project further. The Principals shared their thoughts and concerns. They will meet with the Manager, Operations to discuss contingency plans for future rain.

Board Chair Aaron Bothner asked for Lighthouse Academies (Monica Rivera and Courtney Russell) to pursue a conversation with the contractor regarding mold testing at the conclusion of the project.

Principal Davidson requested written reassurance to scholars and staff regarding the condition of the building.

D. Lottery Preferences

We have not yet received approval or an update from the authorizer.

E. LHA Board PD

Courtney Russell re-shared the Board Development with Lighthouse Academies and the Metropolitan Lighthouse Charter School Board and asked that all participants complete the Doodle no later than close of business this Friday, November 22. Possible dates include January 11 or January 25, 2019.

VI. Board Governance

A. Approve Minutes from October 2019 Meeting

A. Bothner made a motion to approve minutes from the Metropolitan Lighthouse Charter School Board Meeting on 10-24-19 Metropolitan Lighthouse Charter School Board Meeting on 10-24-19.
K. Brisseau seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. MetLCS Board Bylaws

Board Chair Aaron Bothner circulated a red-lined version of the by-laws. Comments were not received so it is assumed members are prepared to proceed. However, space will be allowed for any comments at this time.

There is one area around setting up the Board Secretary and Board Treasurer as the lead of the Governance Committee and Finance Committee, respectively.

Jessica Boulet mentioned the language around Open Meeting Law and sub-committees; he will follow up with the school's legal counsel.
A. Bothner made a motion to approve the by-laws as presented via email and in the November packet.
K. Brisseau seconded the motion.
The board **VOTED** unanimously to approve the motion.

C. Policies and Procedures Update

A number of policies and procedures will be revisited and where applicable revised in the coming months. The first policy that will be addressed is the Grievance Policy. The Board will receive this to review and provide feedback on prior to the December meeting. Feedback can be submitted via email.

The Board can expect items such as this to come out of the Governance Committee in the upcoming future.

VII. Closing Items

A. Adjourn Meeting

- Board member recruitment/interviews will continue with the Nominating Committee
- The Chair of the Finance Committee will be revisited at the December meeting
- Board members are encouraged to sign up to visit the school

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 9:00 PM.

Respectfully Submitted,
C. Russell

APPROVED

Metropolitan Lighthouse Charter School

Minutes

Metropolitan Lighthouse Charter School Board Meeting

Date and Time
Thursday February 27, 2020 at 6:30 PM

Location
180 W, 165th Street Bronx, NY 10452 Call In # 813-967-8308 Passcode # 74216

Mission

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

Vision

All students will be taught by a highly effective teacher in a nurturing environment and will achieve at high levels. Each student will develop the knowledge, skills and values necessary for responsible citizenship and life-long learning. The impact of our collective efforts will fundamentally change public education.

Trustees Present
A. Bothner, A. Khatiwada, E. Chen, J. Boulet, J. McDonald, K. Brisseau, M. Dorrie (remote), S. Pressley (remote), T. Bryan

Trustees Absent
None

Trustees Arrived Late
J. McDonald

Guests Present
Aluta Khanyile, B. Elliott (remote), C. Russell, Dymah Paige, K. Davidson, K. McGuire, M. Alston, M. Rivera (remote), M. Rousseau (remote), Michael Guzman, T. Williams

I. Opening Items

A. Record Attendance and Guests

B. Call the Meeting to Order

A. Bothner called a meeting of the board of trustees of Metropolitan Lighthouse Charter School to order on Thursday Feb 27, 2020 @ 6:39 PM at
180 W, 165th Street Bronx, NY 10452 Call In # 813-967-8308 Passcode # 74216
.

C. Review the Agenda

Aaron reviewed the agenda.

D. MetLCS Mission/Vision Reflection and Grounding

Jessica shared her vision of what arts infusion means to her.

II. Principal's Report

A. K - 8 Update

Kurt reported that enrollment and attendance remain consistent.

Kurt shared that we are in a good place with staffing. An intent to return 82% of staff have reported that they are intending to return. 18% have shared that they are unsure; are and conversation with the 18% have been had. Teachers in the 18% have reported that they are unsure with themes of compensation and retirement funding as reasons why.

Kurt shared that in IA data, the K-8 is trending upward in the data. He believes that the data driven instruction, culture focus and his team's execution are the reason for the upward trend. He shared that he and his team spend the winter break fine tuning cultural strategies. Kurt reported that the ELA grow looks very promising. In regards to math, there is no comparison apples to apples however Annika Brown has personally created the assessments.

Kurt shared that he had a pep rally with the middle school in order to ensure that they understand their data and the importance of the upcoming state tests.

Kurt lastly shared a Power Point in regards to the need for an additional space. He summarized the impacts of not having enough space in the building for all scholars and all programs needed.

Jessica questioned Kurt about the data and asked for more details. Kurt shared details about the cohorts in order to understand the trends in the data.

Aaron and Anuj also asked Kurt for further clarification on data and comparisons of data.

Aaron acknowledged the Power Point of the additional space and the importance of the issue.
J. McDonald arrived late.

B. 9 - 11 Update

Tyra reported on enrollment and attendance and reported favorable numbers.

Tyra reported on the school improvement goals and data. As the mid year point has just past, there is a comparison point on data.

Tyra shared the January Regents data and results. She shared that Regents can be taken 3 times a year, in January, in June and in August. She believes that January Regents are

given to ensure that scholars have more opportunity to take the test. As a result of this, it is the most struggling learners who take the Regents in January.

Tyra reminded the board that some scholars retook the test to get a college readiness score who had already passed the Regents with a passing score but not a college ready score. She shared that with these results, the charter goal will be met.

Tyra then talked about the plan for those scholars who didn't make the mark for January and what the strategy will look like to get them to pass the June Regents. At this point, Tyra and her assistant principal are focused on working with teachers on this goal.

Tyra noted that the Algebra II was the Regents that showed the least growth. She shared in detail that this is a necessity for an advanced Regents Diploma. It is however, not needed to graduate.

Tyra then reported when the board should expect the next data assessment update.

Tyra shared that scholars will be taking the LOTE in June and taking this advanced test will be taken for a select number of students. This is part of a requirement for an advanced diploma and if passed, fulfills the foreign language requirement credit for college.

Tyra also shared that a select number of scholars are competing in a national competition for DECA.

Kamaria asked Tyra to elaborate on her specific plans for ELA grow. Tyra shared in detail about reading strategies and how it helps grow scholars knowledge.

Jessica asked for more detail on the ELL passage rate across the Regents scores. Tyra shared details in regards to the spectrum of the ELL designation and how that impacts the results. She also shared that there are ELL strategies. She reported that when she visits classrooms she is always looking to see if teachers are implementing the strategies in their lessons.
A. Bothner made a motion to approve the hire of Peter Hufnagel for the CPA.
T. Bryan seconded the motion.
The board **VOTED** unanimously to approve the motion.

III. Education Committee

A. Education Committee Report

Ellen shared that one of her main focuses is on Regents scores. She shared that she is requesting from Tyra and Karina, more data to ensure year over year and by cohort will clearly show where we are. She shared that this is important to do now, as next year will be the first year that we have a graduating cohort class.

Ellen also shared that, in regards to teacher hires, Karin's focus is acquiring talent and retaining teachers. Ellen shared that we need a focus on creative recruiting strategies to ensure success.

Aaron acknowledged the priority in regards to recruitment and retention.

Tyra also introduced Mr. Hufnagel, a new ELA teacher.

IV. LHA Updates

A. Enrollment Update

Melissa reported on the 2020-2021 lottery application and the amount of applicants. She reported on the increase of applicants and the strategies she has employed to ensure an increase in applications. She also reported on ELL and SpEd data as a new note being tracked.

V. Public Comments

A. Public Comments

No public comments.

VI. School Operations

A. Financial Report

Mary Beth reported on the financials. She reported that we are trending a surplus based on spending and total enrollment. She reported that spending has been in line with the budget.

A. Bothner made a motion to the January financials.
T. Bryan seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. MetLCS Audit RFP

Mary Beth reported that she would like to see a vote on which new auditor would be chosen.

Aaron updated that Lighthouse recommended that as a best practice, we had the need to change auditors.
A. Bothner made a motion to retaining MMB as new Met Auditor.
K. Brisseau seconded the motion.
The board **VOTED** unanimously to approve the motion.

C. LHA Gift Card Policy

Aaron shared that this is being discussed and voted on to be proactive in regards to the purchasing of gift cards.

Brent stated that the gift card policy outlines the perimeters in regards to the purchasing of gift cards.
A. Bothner made a motion to approve the gift card policy.
A. Khatiwada seconded the motion.
The board **VOTED** unanimously to approve the motion.

D. Annual Investment Policy Review

Aaron gave an update on the investments; why we have one, how much is in it and the rules in regards to the policy.

Aaron shared that the investment policy is very conservative and the safest form you can get. About two weeks ago, the annual meeting was completed with JP Morgan. In this meeting it was determined that the school would keep the same investment. Likely we will reallocate some money into short term US Treasuries. There are no proposed changes to the investments.

Jamal asked if transferring funds into US Treasury will make us more diversified.
A. Bothner made a motion to create an investment committee.
K. Brisseau seconded the motion.
Jamal joined the Investment Committee and include all members of the existing finance committee.

Members of the committee include:
Shanta (Chair)
Aaron
Kamaria
Tim
Jamal
The board **VOTED** unanimously to approve the motion.
A. Bothner made a motion to approve the investment policy.
T. Bryan seconded the motion.
The board **VOTED** unanimously to approve the motion.

E. Facilities

Monica reported an update on the roof top gymnasium. She shared that during winter break there was a big push for deliveries and work as

Monica shared that construction will be completed the first week of April and the certificate of occupancy inspection is scheduled for April 20, 2020.

Monica will be in New York o April 11, 2020 to ensure all aspects of the project are moving along as scheduled.

Monica also stated that the FDNY inspection is scheduled April 10, 2020.

F. MetLCS Rooftop Ribbon Cutting

Monica proposed that the ribbon cutting ceremony be on the same date as the May board meeting.

Monica also shared the ideas more specifically in regards to the type of ceremony wanted.

Aaron asked the board if there were any high level thoughts.

Anuj shared that this should be a big deal: local community members, news.

Monica suggested a board committee being created for this event. Aaron agreed.

Aluta, Shanta, Aaron and Ellen expressed his interest in being part of the committee.

Aaron acknowledged that the May board meeting date for the event is ideal. May 28, 2020.

Aaron suggested that the chairs of education and finance work with Aluta on this item.
Principals requested that Melissa be the principal's liaison.
A. Bothner made a motion to create a committee for the planning of the ribbon cutting ceremony.
T. Bryan seconded the motion.
Members of the Committee:

- Ellen (member)
- Aluta (member)
- Aaron (chair of committee)
- Shanta (member)

The board **VOTED** unanimously to approve the motion.

G. Lottery Preferences

Courtney reported that the charter amendment in regards to the lottery was finally approved.

Courtney also shared the numbers from the last charter renewal in regards to ELL and SpEd numbers.

Courtney shared the process to ensure this is up and running before the lottery is complicated and her and the school is working on completing the pending necessary tasks.

H. MetCPA Alternative Space

Aaron updated that the board has not yet seen a final lease for the school's attorney and he is hoping to see this in the coming weeks to ensure that the board has time to fully review before the March board meeting.

Anuj asked what the space looked like when the school was just a K-8. Tyra responded.

Anuj requested more information from Lighthouse in regards to the work they have done to ensure that he has all the information he needs to make this decision, informed. Anuj requested from Monica that Jerry provide an executive report with all work that was done up to where we are now.

Dymah asked for clarification and update on this item. Dymah also volunteered to provide a financial forecast and potential revenue drivers with the new space.

Aaron asked for timely communication going forward to ensure that the timeline for voting for March is quickly approaching. Aaron requested that Courtney begin an open items list and share out.

Courtney asked for a deadline for all requested information. Anuj stated two weeks, this would allow for two weeks time for review, questions and discussions.

Aaron asked the following questions: How much have we spent so far? Enrollment number wise, how does all of this fit into the strategy for projections? Has MaryBeth looked into the coverage numbers? Where do we stand with attorneys on the bond documents?

Kurt asked if this is not financially feasible, does the board have a preference as to how to proceed in one building. Anuj responded that a search for more space needs to be conducted. Kamaria discussed space priorities. Aaron asked the principals to think about a plan as well. Anuj asked that if this space isn't acquired, this should be included in the executive summary.

VII. Board Governance

A. Approve Minutes from January 2020 Meeting

A. Bothner made a motion to approve the minutes from January's Board Meeting Metropolitan Lighthouse Charter School Board Meeting on 01-23-20.
A. Khatiwada seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. Board Strategic Initiatives Review

Aaron shared the board review. He reported that the survey is the starting point to coming up with new strategies for the next year.

Jessica will send a link for access to the board review.

Aaron explained the survey and how that translate to the board review.

Aaron requested that all board members review the results and subsequent suggestions that Board on Track provided based on the outcomes of the survey. He also reported that Jessica will send out a survey that will provide a starting point for action for strategic initiatives for the new school year.
Board Executive Dashboard, created by Jessica, was presented to the board.

Jessica elaborated on the dashboard. The dashboard is a tracker of what she is working on. She volunteered to share the template if other committee chairs wanted to utilize the template.

C. MetLCS Values

Aaron reported that as the strategic plans are being created, both Kurt and Tyra's values will be included in the values.

VIII. Nominating Committee Update

A. Nominating Committee Update

Kamaria discussed that there has been a steady flow of applicants for the board member position. She shared that she believes that there should be a pause at this point to ensure that the new board members are really acquainted with the board and the board should also figure out how many board members are ideal for the board.

IX. Board Member Interview

A. Board Member Interivew

Kamaria introduced Dymah as a board interviewee.

Dymah was asked why she wanted to be on the board; she replied about the social disparities and

Dymah was asked what her strengths were; she replied that she has a lot of ideas to help.

Dymah was asked how she would be a valuable asset to fundraising; she replied that her ideas about the roof top.

Dymah was asked what her weaknesses were; she responded she is an introvert. She also acknowledged that she needs to stay on top of the changes to ensure sustainability.

Dyman was asked how she sees herself fitting in socially with the board; she responded that she has no reservation because it is clear that all of the members are working towards the same common goal.

Not afraid to share her ideas, even opposing ones in a productive manner. Run off ideas with new information. Innovative. Real with real life experience.

X. Executive Session

A. Executive Session

A. Bothner made a motion to go into Executive Session.
T. Bryan seconded the motion.
The board **VOTED** unanimously to approve the motion.
A. Bothner made a motion to exit Executive Session.
T. Bryan seconded the motion.
The board **VOTED** unanimously to approve the motion.

A. Bothner made a motion to invite candidate Ms. Dymah Paige to join the Finance sub-committee for three months; after that her candidacy would be reevaluated and she would possibly be asked to join the full Board at the June Annual meeting.
J. McDonald seconded the motion.
The board **VOTED** unanimously to approve the motion.

XI. Closing Items

A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 10:43 PM.

Respectfully Submitted,
M. Alston

APPROVED

Metropolitan Lighthouse Charter School

Minutes

Metropolitan Lighthouse Charter School Board Meeting

Date and Time
Thursday March 26, 2020 at 6:30 PM

Location
180 W, 165th Street Bronx, NY 10452

Courtney Russell is inviting you to a scheduled Zoom meeting.
Topic: MetLCS Board Meeting (vF)
Time: Mar 26, 2020 06:30 PM Eastern Time (US and Canada)
Join Zoom Meeting
https://zoom.us/j/670711731?pwd=VFJ0Y3FMWG50T1czSmFzeS9ZY0pTQT09
Meeting ID: 670 711 731
Password: 544770
One tap mobile
+16465588656,,670711731# US (New York)

Mission

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

Vision

All students will be taught by a highly effective teacher in a nurturing environment and will achieve at high levels. Each student will develop the knowledge, skills and values necessary for responsible citizenship and life-long learning. The impact of our collective efforts will fundamentally change public education.

Trustees Present
A. Bothner (remote), A. Khatiwada (remote), E. Chen (remote), J. Boulet (remote), K. Brisseau (remote), M. Dorrie (remote), S. Pressley (remote), T. Bryan (remote)

Trustees Absent
J. McDonald

Guests Present

A. Khanyile (remote), B. Elliott (remote), C. Russell (remote), K. Davidson (remote), K. McGuire (remote), M. Alston (remote), M. Rivera (remote), T. Williams (remote)

I. Opening Items

A. Record Attendance and Guests

B. Call the Meeting to Order

A. Bothner called a meeting of the board of trustees of Metropolitan Lighthouse Charter School to order on Thursday Mar 26, 2020 @ 6:39 PM at
180 W, 165th Street Bronx, NY 10452

Courtney Russell is inviting you to a scheduled Zoom meeting.
Topic: MetLCS Board Meeting (vF)
Time: Mar 26, 2020 06:30 PM Eastern Time (US and Canada)
Join Zoom Meeting
https://zoom.us/j/670711731?pwd=VFJ0Y3FMWG50T1czSmFzeS9ZY0pTQT09
Meeting ID: 670 711 731
Password: 544770
One tap mobile
+16465588656,,670711731# US (New York)
.
Participants joined as follows:

Aaron - remote/phone
Anuj - remote/video
Ellen - remote/video
Jamal - N/A
Jessica - remote/video
Kamaria - remote/video
Michael - remote/video
Shanta - remote/video
Tim - remote/video
Aluta - remote/phone
Brent - remote/phone
Courtney - remote/video
Karin - remote/video
Kurt - remote/video
Melissa - remote/video
Monica - remote/video
Tyra - remote/video

C. Review the Agenda

Aaron Bothner reviewed the agenda.

Jessica Boulet provided an update regarding Open Meeting Law as it pertains to COVID-19.

D. MetLCS Mission/Vision Reflection and Grounding

Aaron Bothner kicked off with the mission/vision reflection and grounding. He thanked everyone (Board members, school leadership, LHA) for their many efforts over the past few weeks. Everyone did their part to ensure everything that needed to happen did. We have over 600 scholars who depend on us for this critical work.

Where are we now and where do we go from here? There is a lot of unknown. We do know schools are an essential institution for the public. We know that we were asked to redesign hundreds of years of education in three weeks and need to acknowledge all that it took to do that. We know that there is still a lot changing and things we don't have answers for, that is ok. We will continue to make the best decisions we can.

Over the last few weeks we have moved the entire school online. We have worked with many key individuals and groups (NYC DOE, financial advisors, legal counsel, etc.) to ensure all aligned. We continue to focus on strategic planning. Our construction project has continued to date. We have prioritized the needs of the whole child and their families. We will come out of this and go back to school; we will need to have scholars who have made academic progress.

There is one fundamental question we will keep in mind which is what are we doing on a day to day basis to ensure our scholars are making progress towards our charter goals? Aaron will try to keep us focused on that as we move forward.

At this time it is not feasible for us to move forward with the additional space. We would not be able to build out the space at this point; this would be impossible with approvals needed, etc.

E. COVID-19 State of the School Update

Kurt Davidson K - 8 Principal presented. Phase One was preparing everything. Once it happened the school jumped on to connect with families. Materials were checked out to 75% of families. K - 8 and the CPA worked very hard across the board to get families and siblings in. Simultaneously the school has been working on the learning plan. Phase Two is the actual learning. Kurt Davidson presented images from the school and examples of learning resources.

The 3 - 8 grade band has transitioned to online learning; K - 2 is more of a challenge. Scholars are learning at home and doing similar things that they would be doing if at school. The school has posted tools for scholars to show their work. The goal is to get 100% of scholars on board, and to a high degree of quality. The team has been planning for all scholar needs, including but not limited to Students with Disabilities as well as English Language Learners. The social worker is meeting with scholars and families via phone. Scholar work is being graded which is facilitated via Google Classroom. Communicating with families has been of utmost importance. The culture team is supporting all around.

The team has been focused on culture and meetings have continued as usual. Team Zoom meetings have included the infusion of joy and continuation of the family model.

Ellen Chen asked how the school plans to use the data. Team meetings allow for check in around scholar data and adjustments to be made as appropriate. Examples of this would be data showing that scholars are struggling with accessing the content or struggling with the transition. This is being used on a day to day basis to adjust. Additionally staff surveys are being used to get a global synthesis of where the school is. The school is not yet at a place where the data can produce statements such as "65% of scholars in class X01 have mastered the standard ABC".

Tyra Williams 9 - 11 Principal presented. This has been a challenging but exciting last few weeks. The team has come together very well. Castle Learning is the hub of all the CPA work. Teachers have been teaching in whole group as well as in small groups, particularly for those who are struggling with the content. Teachers are remaining scope and sequence they have made that is housed in Alma, the Student Information System. An Interim Assessment will be administered the week of April 13 and will be cumulative, covering all skills and knowledge learned since August of 2019.

Small group instruction allows scholars to get what they needed. Grade Slam is a 24 hour online tutoring program. This allows scholars to go on if there is a concept they do not understand and to access a tutor. There are a lot of logistics that arise as they are running a virtual high school..

Tomorrow's Professional Development will ensure teachers who are lead teachers know how to invite co-teachers into the virtual setting. Additionally the teachers will learn about how to set expectations for behavior and otherwise in this virtual time. For example, scholars can chat on the side. Scholars may not know what their uniform should be or what is appropriate to have in the background.

Jessica Boulet inquired about upcoming Regents examinations. She asked if the Regents would be administered virtually and if so, whether it is possible or not to prepare for same. Principal Williams said this still is to be determined. The AP exam will be administered virtually. The team is uploading Regents-based questions to Castle Learning. The scope and sequence is also based on Regents - the standards, the skills, and strategies that scholars need to be able to know and do.

Michael Dorrie asked about scholar attendance. Castle Learning and Zoom are helping to track attendance. Scholars have homeroom. The school is using a variety of methods to ensure scholars are engaged. Spreadsheets are being used to track communication. Teachers who manage students well, set high expectations, and more - they are having the highest rate of attendance.

Ellen Chen commended the leaders on their efforts, in particular around areas such as tracking attendance.

Aaron Bothner inquired about virtual efforts for college visits; Principal Williams will discuss this idea with her Counselor.

II. Education Committee

A. Education Committee Report

Ellen Chen led us through the Education Committee update. The team has heard about all of the hard work the Principals and others have put in. Next month's Board meeting the committee would like to see more of an intermediate plan. The short term is to ensure we have attendance and that all scholars have access to virtual learning. We want to ensure the teachers are comfortable with the content. The intermediate plan will incorporate how the school will plan and execute for a longer-term closure. Goals would not change, the school would need to continue to strive towards with the charter goals. Ellen also discussed documentation; we need to make sure that whatever effort we put in is well-documented, no matter how small. Additionally the Board would like to see an example of how we are documenting our plans and actions and a table of contents as to what is being documented.

Aaron asked to have a placeholder in the governance section for this item moving forward (documentation).

III. LHA Updates

A. Enrollment Update

Melissa shared that the current number of applications is over 1800. This time last year 500 in district applications existed; this number is already over 800 right now showing a positive trajectory. There are more siblings applying to the school than ever before. This data will need to be validated that the potential incoming scholar is a true sibling. In regards to special populations, there has been a large spike since last time Melissa reported (29%

identified as ELL and 18% identified as SpEd). Finally, a breakdown of applications by day is provided for Board members to review. Recruiting is now taking place completely remotely. The school is utilizing new methods of reaching out to people such as social media.

Aaron Bothner asked if there is anything Melissa anticipates needing to meet the school's special population goals. Melissa shared information in regards to the number of open seats available which is limited beyond Kindergarten.

IV. Public Comments

A. Public Comments

There were no public comments.

V. School Operations

A. Financial Report

Mary Beth walked the team through the February financials.

Looking at the monthly report, the balance sheet is still in a very strong position with 9.9 million in assets. There is an increase from January to February for both assets and liabilities; this is due to funding coming in. Metrics look great. Ratios are strong. Investment accounts are at 8.1 million with $32,000 of expenses per day we are exceeding the required days cash on hand. The numbers are all above requirements for the bond covenants.

The budgeted enrollment was for 629 but the enrollment increased after that; the last billing was at 642 scholars. It is likely we will end up over budget for the year on the revenue side as long as there are no major changes as related to funding given the current state of affairs with Coronavirus.

There is a surplus of over $800,000.

The expense categories are under budget, staff expenses are under budget, and there was also savings in the benefit line. Other non-staff expenses are under budget. The Finance Team will continue to work with the school to make any adjustments needed.

B. MetLCS Investment Update

Brent Elliott spoke about the investments. Everything is very well taken care of and have not dwindled over this time period.

The team had a call with JP Morgan and some money was moved around in the money market to a treasury money market; they will continue to watch this and see if any adjustments are needed.

Aaron Bothner provided additional details. The Investment Committee (Aaron, Jamal, Shanta, Tim ad Kamaria) talked about capital preservation and also what the next few months look like. Aaron discussed the breakdown of funds (approximately four million in cash); through the end of the year there is approximately five million in expenditures that we would want to know we would be able to cover. We want to ensure we maintain enough cash in the event we were to learn we were not going to be getting the revenue required to operate. The school is a very conservative position to fund the operating expenses and the rest of the rooftop expenses.
A. Bothner made a motion to approve the February finances.
M. Dorrie seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

M. Dorr e	Aye
T. Bryan	Aye
A. Bothner	Aye
K. Br sseau	Aye
J. McDona d	Absent
A. Khat wada	Aye
E. Chen	Aye
J. Bou et	Aye
S. Press ey	Aye

C. FY21 Budget

Brent Elliott gave a high level overview of the budget process. This included an initial meeting with the Finance team, the school, and LHA to review needs. The budget was based on 663 scholars. The team talked about staffing, materials, professional development, and more. A preliminary budget is prepared although they will continue to work on this in the coming months with a May vote.

The Finance Committee (Aaron, Jamal, Shanta, Tim ad Kamaria) supports moving the vote to the May meeting given the state of affairs with the Coronavirus.
A. Bothner made a motion to move the FY21 budget vote to the May meeting.
S. Pressley seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

E. Chen	Aye
J. McDona d	Absent
A. Khat wada	Aye
S. Press ey	Aye
A. Bothner	Aye
M. Dorr e	Aye
K. Br sseau	Aye
J. Bou et	Aye
T. Bryan	Aye

D. Facilities

Monica Rivera provided an update on the facility and the rooftop project.

There was approximately two weeks of contractual construction left. Windows have been installed, the floor has been started to be installed. Construction has come to a halt (for a two week pause) due to the Coronavirus and regulations that have been put in place. There are several permits expiring on April 1; much of that work has been completed. The insurance and regular work permit does not expire until July.

Aaron Bothner shared how expensive the insurance is; he would like to get in front of that with the insurance company to see what we can do if the project runs over whenever the insurance policy expires.

E. MetLCS Rooftop Ribbon Cutting

A call took place to discuss the ribbon cutting which will take place at a later date; an additional update will be made at a future meeting. Members of this call included Monica, Aluta, Shanta, Ellen, Aaron, Melissa, and Courtney.

F. MetCPA Alternative Space

The Board came out of the February meeting full steam ahead in terms of evaluating the alternative space. However, as Coronavirus became a challenge, the school will not be

moving forward at this time. It is important to think about what we will do moving forward with a plan of action.

Aaron proposed that we will continue to do the monthly facilities update and the facilities sub-committee (Aaron, Anuj, and Michael) will remain intact. Additionally a monthly report will be provided about progress towards an alternative space by Monica Rivera.

Jessica Boulet inquired about the availability of the space in the future. Monica Rivera shared that after everything calms down it is very possible that we can go back and reconsider the space.

VI. Board Governance

A. Approve Minutes from February 2020 Meeting

J. Boulet made a motion to approve the minutes from Metropolitan Lighthouse Charter School Board Meeting on 02-27-20.
T. Bryan seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call	
S. Press ey	Aye
T. Bryan	Aye
M. Dorr e	Aye
A. Khat wada	Aye
J. McDona d	Absent
J. Bou et	Aye
A. Bothner	Aye
K. Br sseau	Aye
E. Chen	Aye

B. Board Strategic Initiatives Review

All trustees will be receiving Google Forms regarding the LHA evaluation as well as the Board Strategic Initiatives.

Moving forward as we approach the Annual Meeting we will be assessing internal process for how we evaluate and adjust the Board's work.

Board members should think about committees and what they'd like to see in terms of how they'd like their committee to operate, how their committee can interface with others, and any other processes that would be helpful to individuals in being involved and involved more effectively.

Aaron reminded team members that the Board completed the self-assessment. Board members should consider what the low hanging fruit is and what the most important strategic initiatives are that the Board should review.

All team members should review the LHA Service Agreement.

C. MetLCS Values

The team will continue to revisit this in the future.

VII. Nominating Committee Update

A. Nominating Committee Update

The Board decided last month to put a hold on Board member recruitment. Interviews will not be taking place in the near future. There is a person who is interested in interviewing at the May meeting; the feasibility of that will be determined at a later date/time.

Kamaria will send around a questionnaire to gauge what is needed to ensure the Board is whole in terms of skills and qualifications.
A. Bothner made a motion to move into Executive Session regarding a discussion around potential litigation.
T. Bryan seconded the motion.
Courtney Russell was invited to Executive Session.
Aluta Khanyile was invited to Executive Session. The board **VOTED** unanimously to approve the motion.

Roll Call

T. Bryan	Aye
S. Press ey	Aye
M. Dorr e	Aye
K. Br sseau	Aye
A. Khat wada	Aye
J. McDona d	Absent
A. Bothner	Aye
E. Chen	Aye
J. Bou et	Aye

VIII. Executive Session

A. Executive Session

J. Boulet made a motion to exit Executive Session regarding a discussion around potential litigation.
A. Bothner seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

T. Bryan	Aye
E. Chen	Aye
S. Press ey	Aye
J. McDona d	Absent
A. Khat wada	Aye
A. Bothner	Aye
K. Br sseau	Aye
J. Bou et	Aye
M. Dorr e	Aye

J. Boulet made a motion to ratify actions taken to this point regarding potential legal actions taken in Executive Session.
A. Bothner seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

J. Bou et	Aye
T. Bryan	Aye
A. Khat wada	Aye
K. Br sseau	Aye
S. Press ey	Aye
M. Dorr e	Aye
E. Chen	Aye
J. McDona d	Absent
A. Bothner	Aye

J. Boulet made a motion to delegate authority to the members of the Governance Committee (Aaron, Anuj, Ellen, Jessica, Shanta) to continue to pursue the legal matter in regards to the matter outlined in Executive Session.
S. Pressley seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call	
E. Chen	Aye
A. Bothner	Aye
J. Bou et	Aye
K. Br sseau	Aye
A. Khat wada	Aye
S. Press ey	Aye
J. McDona d	Absent
T. Bryan	Aye
M. Dorr e	Aye

IX. Closing Items

A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 10:00 PM.

Respectfully Submitted,
C. Russell

APPROVED

Metropolitan Lighthouse Charter School

Minutes

Metropolitan Lighthouse Charter School Board Meeting

Date and Time
Thursday April 23, 2020 at 6:30 PM

Location
Join Zoom Meeting
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Meeting ID: 928 3712 6608
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+13126266799,,92837126608# US (Chicago)
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Mission

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

Vision

All students will be taught by a highly effective teacher in a nurturing environment and will achieve at high levels. Each student will develop the knowledge, skills and values necessary for responsible citizenship and life-long learning. The impact of our collective efforts will fundamentally change public education.

Trustees Present
A. Bothner (remote), A. Khatiwada (remote), E. Chen (remote), J. Boulet (remote), K. Brisseau (remote), M. Dorrie (remote), S. Pressley (remote), T. Bryan (remote)

Trustees Absent
J. McDonald

Guests Present
A. Khanyile (remote), Anthony Brown, B. Elliott (remote), C. Russell (remote), Jason McNatt, K. Davidson (remote), K. McGuire (remote), Kaditou Conteh, Kirstyanne Prescott, M. Alston (remote),

M. Rivera (remote), M. Rousseau (remote), Megan Whitehead, Stephanie Miranda, T. Williams (remote)

I. Opening Items

A. Record Attendance and Guests

B. Call the Meeting to Order

A. Bothner called a meeting of the board of trustees of Metropolitan Lighthouse Charter School to order on Thursday Apr 23, 2020 @ 6:37 PM at
Join Zoom Meeting
https://zoom.us/j/92837126608?pwd=K1VlYkFYTWFEK2QxQmtEaWpMQ1c4Zz09

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.
Courtney Russell is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting
https://zoom.us/j/92837126608?pwd=K1VlYkFYTWFEK2QxQmtEaWpMQ1c4Zz09

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C. Review the Agenda

Aaron Bothner reviewed the agenda.

D. MetLCS Mission/Vision Reflection and Grounding

Ellen Chen spoke about what the mission and vision means to her. She believes people need to be well-rounded. An art-infused program will help kids to think more broadly and appreciate more about what is not in the books. Additionally, she shared that she is a product of public education. She wholeheartedly believes that public education can change a person. She further shared a specific example one of her favorite teachers in 6th grade.

E. Staff Presentations - Met K - 8

Aaron Bothner reflected on how remote learning started and how we have tracked this process. He stated in thinking of this, the board thought that it would be great to hear from teachers.

Kurt Davidson introduced both Megan Whitehead (6th Grade Math Teacher) and Kaditou Conteh (6th Grade ELA Teacher).

Kaditou Conteh shared that the relationships that were created before the remote learning began are essential to ensuring that remote learning is successful. She also shared that she didn't utilize the Chromebooks with scholars so her transition was a little harder than it was

for math. But she also has structures in place. With the routine she has created, she has seen great results.

Megan Whitehead shared that she feels as though that the teachers work as a team. So after each session they will say whose session they need to attend next. She also stated that she has created a format for her sessions that are consistent for all of her live sessions with scholars. There will be a spirit week to 6th grade next week as well. A lot of the tools that are being utilized are now being utilized in remote learning, so this was an easy transition for our scholars.

Aaron Bothner asked the teachers if they have thought about the transition back to in school learning.

Megan Whitehead shared that she really likes Zoom and feels as though it would still be utilized when school is back in session. She also likes that Zoom records so scholars can access the lessons later.

Kaditou Conteh shared that she also agreed with the recorded lessons really helping students as they are able to continuously access the information.

Ellen Chen complimented the teachers on their work thus far.

Aaron Bothner also complimented the teachers work.

F. Staff Presentations - MetCPA 9 - 12

Tyra Williams introduced Anthony Brown (Assistant Principal), Jason McNatt (Dean of Scholars) and Kirstyanne Prescott (Business CTE teacher).

Kirstyanne Prescott shared that technology has always been intergrated into her class. She shared her screen and shared a current project that the 9th graders are working on. She went through the project instructions and what she is expecting from them with this specific project.

Aaron Bothner thanked Kirstyanne Prescott.

Jason McNatt shared that we may have thought that the transition would be easy, however it was not. High school scholars did not think that online school carried the same expectations as in school. Parent communication is key. Families are opening the "virtual" doors of their homes. The school is also supporting parents through this process. He shared that kids are were really uncomfortable with their settings. He shared a specific example about a scholar and his struggle. He also shared the specific work that he is doing to support this scholar. Communication is the key to remote learning, it takes a village. He said he always knew relationships were important but now more than ever he understands and appreciates them. He said as a result of the overall work, he thinks that they will end the the year in a strong position. He then went over the marking period three report. He detailed the targets and what work was being done to support those scholars. With the supports in place, all scholars will pass classes which is remarkable.

Kamaria Brisseau asked if data cards were an option.

Jason McNatt reported that he would work with Melissa Alston to see if this was a possibility.

Aaron Bothner thanked Jason McNatt for doing all of the remarkable work at the school.

Anthony Brown reported that the virtual world has created a different world. He spoke of the change in schedule and making an open door policy. He shared that he and Ms. Williams are looking at supporting teachers from their point of view but also from the teachers point of view as well. He also shared that he teachers a class per day and that allows him to better understand what teachers experience during this time. He shared that there is also a 24 hour tutoring program where scholars can get the support that they need at any time of the day. Anthony also spoke about blended learning. He also made mention of how the programs they are utilizing helps ensure the rigor is there to ensure the connect to standardized testing.

Aaron Bothner thanked all of the speakers.

G. COVID-19 State of the School Update

Kurt Davidson K-8 Principal reported that the lower school has made contact with every parent in the school. One of the items they are tracking is attendance. Another item they are tracking is the red flag scholars. Those scholars are being tracked by the culture team and being supported accordingly. 66% of the scholars are utilizing the zoom completely 100% of the home. 16% are red flags and 100% of them have been supported remotely by the culture team. 80% of the scholars are in attendance on Zoom. Kurt also shared that because all teachers provide two sessions per day, this allows flexibility for those scholars helping their siblings. Kurt reported that they outlined more detailed expectations with the leaders input over Spring Break. He shared the school also had 4 family town halls last week, two English and two Spanish to ensure accessibility. Kurt also shared specific examples of what assessments look like for math and ELA. On Fridays they have team meetings by grade span. On Tuesdays they have content team meetings. These meetings help assess and ensure rigor of instruction. What makes us unique is the culture of the school. Collaboration and structure are key. A crisis is a chance to get our students ahead if we are on offense and not on defense. The goal is to walk back into the school hitting the ground running.

Aaron Bothner thanked Kurt for providing background on his process.

Tyra Williams CPA Principal shared that they look at a few different platforms to assess the scholar's work, not just Zoom. Teachers are expected to report on level of attendance by scholar. A lot of time is being spent reaching out to families for their support. She reported that there is only one student who they are having a hard time getting in contact with. Tyra shared her screen to show attendance data for the CPA. They track the trending attendance and have conversations with teachers. They utilize this to support teachers where needed. IAs were given this week through Castle Learning. They are timed and randomized. Make ups were allowed but needed to be approved by the principal. Virtual learning does not lessen the accountability level that the scholars are being held to. Her and the team has to find ways to ensure that they produce data that is integrity driven. During May's board meeting results for this month's IAs will be shared out. Additionally, project based learning was opened up to all teachers. She asked her teachers to think outside of the bus and provide authentic learning. Lesson plans need to reflect this thinking. Admin supports teachers with this process. She explained the CPA schedule which runs on a Monday, Wednesday and Friday schedule for small group instruction and Tuesday and Thursday on the regular schedule that reflects what you see in the school building.

Aaron Bothner shared that the overview was helpful. Being able to triangulate between all the data points is helpful. He invited everyone to add questions in the chat for Tyra, Kurt and Karin to answer.

II. Education Committee

A. Education Committee Report

Ellen Chen invited Karin to take the board through the process of project based learning.

Karin McGuire shared that the school leadership team meets, a small group of teachers will collaborate, the national team will meet. There will be more to come here.

III. LHA Updates

A. Enrollment Update

Melissa Alston reported on the number of applications going into the lottery as of March 10th, 2020. She reported a healthy amount of applications considering the shift to remote learning and closing the school building. We had more in district apllications than the 2019-2020 school year and we only down about 500 applications overall. With an estimated 79 seats to fill, we ran the lottery with 2006 applications. This is only a 3% acceptance rate which puts us in a strong position to maintain a healthy waitlist with 97% of our total number of applications being waitlisted.

Melissa Alston also reported that the lottery ran successfully on Wednesday, April 15, 2020 at 5pm. The lottery took place via Zoom and was recorded and the audio was subsequently transcribed. We opened 52 seats for Kindergarten, 25 seats for 9th grade and 2 seats for 12th grade. The deadline for initial acceptance of a seat for those selected in the lottery is Friday, May 1, 2020. About 20 parents attended the Zoom call. We ran the lottery for all 13 grades individually. As of right now we have 32 seats accepted with 8 more days until the deadline for acceptance. From there we will proceed to call parents on the wait list, if needed. Once seats have been fully accepted, we will move on to virtual registration. Our registration process has been fully transformed to be able to be completed online. This includes uploading all support documents. The principals will also create a video message to welcome new families to the Met family. This video will also have clips and pictures of the school environment. I am hoping that this video helps us to welcome families as they will not have the opportunity to be in the building to register.

Jessica Boulet asked whether we were on target for ELL and SpEd recruitment, and Melissa said that she does not have the information now, but she would report out once she does.

Aaron Bothner asked to consider what did we learn and what could be improved.

IV. Public Comments

A. Public Comments

There are no public comments.

V. School Operations

A. Financial Report

MaryBeth Rousseau (LHA Controller) shared out that we are in a strong financial position. The school has 217 days of cash on hand. The ebt to service ratio 2.51. Budgeted enrollment increased to 642. There is a year to date surplus of about one million dollars. The staff expenses line below budget due to vacancies not being filled. Operating supplies and equipment line is over budget due to the purchase of additional chromebooks for remote learning.

A. Bothner made a motion to approve March financials.
T. Bryan seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. MetLCS Investment Update

Brent Elliot reported on the investment of 5 million and the total is now 5.2 million. All investments are all adhered to by board policy.

Kamaria Brisseau shared that it is great news that investments are not down due to the current climate.

C. FY20 Budget Amendment

Aaron Bothner introduced the reason for the second budget amendment of the school year. The principals approached the board to try to utilize some of the operating surplus from this school year to support this decision to add the most value for students. We would be voting on the allocation of this money.

Courtney Russell shared out that the principals sacrificed some items on the budget to ensure that we put people first.

Aaron Bothner identified that Courtney made a good point in that our budgeted dollars are uncertain with an anticipated 5% reduction next year. We need to budget through uncertainty.

Ellen Chen asked how often could budgets be amended. Aaron answered that we would want to only do this during extraordinary circumstances and as per the bylaws. Ellen asked as she wanted to ensure flexibility if remote learning needs to continue. Aaron also shared that they touched based with the auditors to ensure this was allowable.

Mary Beth confirmed they discussed the budget amendment with the auditors

Aaron Bothner credited the principals and LHA for doing this work.
A. Bothner made a motion to approve the FY 20 budget amendment.
S. Pressley seconded the motion.
The board **VOTED** unanimously to approve the motion.

D. FY21 Budget

Aaron Bothner talked briefly through the narrative and invited the board to read it ahead of the vote for May's board meeting. Questions before next meeting should be directed to Shanta Pressley.

E. Spend Policy

Shanta Pressley and Aaron Bothner have been looking to create a spend policy. She shared that she hopes to have a document in front of the board in the next coming months that can then subsequently be implemented for the next school year. Shanta shared this is not a document that currently lives anywhere.

Aaron Bothner invited everyone to share thoughts/research during this process. How much of an investment account should we have and when should it be increased or decreased.

Kamaria Brisseau shared that she would like to help support as she has worked on simiiar projects in the past.

Elen Chen asked for a PPP update. Aaron Bothner stated that LHA approached them on applying for a loan to help support during this time. None of this money is accounted for

anywhere as it is not completed at this time. However more to come on the usage of funds if received.

F. MetLCS Technology RFP

Courtney Russell shared that the principals wanted options in regards to the management of the technology services for the school to compare services and pricing. Because of this an RFP was issued. They were researched and many provided by the New York City Charter Center. Where we are is on Monday, Tyra, Kurt, Karin and Courtney will convene on a call and go through the RFPs that were submitted. The decision needs to be made very quickly following this review.

Aaron Bothner asked if the timing lines up for the next board meeting. Courtney stated that this is not something that the Board has voted on in the past. He stated he would look to rely on what LHA and the principals determine what is best.

G. Facilities

Monica Rivera reported that construction has continued last Wednesday with approval from the city. An FDNY inspection was delayed from May to June. The space will be finished by the the second week of May but cannot be occupied until the FDNY inspection is complete and a certificate of occupancy is issued to the school. She suggested a three month extension on the insurance to ensure project completion.

Aaron shared out that he and Monica are working closely on the insurance piece.

H. MetLCS Rooftop Ribbon Cutting

Monica Rivera reported that a September grand opening would be best at this point. Monica also shared out that there will be money in contingency to support this ceremony.

Aaron Bothner shared out that this will now be a back to school event. The board will revisit this in July to continue to more the project forward.

VI. Board Governance

A. Approve Minutes from March 2020 Meeting

J. Boulet made a motion to approve the minutes from March 2020. Metropolitan Lighthouse Charter School Board Meeting on 03-26-20.
T. Bryan seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. Board Strategic Initiatives Review

Jessica Boulet shared that the board strategic priorities survey needs to be completed by the board, there are only two responses including her thus far.

Aaron Bothner shared with the board that the deadline will extend to the beginning of next week for the board. He also shared the importance here ahead of the annual board meeting.

Kamaria Brisseau asked if it was allowable to schedule a zoom meeting for the board members. Aaron asked Jessica to look into if this was allowable. Jessica reported that it is allowable but if it was more than five people it would be subject to open meeting laws. She suggested maybe taking this to a committee call.

It is Aaron's intention to have this ready in draft for the May board meeting. Aaron asked for a follow up on Doodle to gauge interest.

Aaron reported that the annual board meeting is in June. He stated that he received positive feedback in regards to the meeting. A Doodle for the board's availability in June will also go out.

C. MetLCS Values

Aaron requested that both principals send him what they have in regards to values from the school level.

VII. Nominating Committee Update

A. Nominating Committee Update

Kamaria Brisseau talked about board member specialties. On the current list, the board is seeking the following: finance experience, a member of the community, legal experience, education experience, a parent from the school community, real estate experience, Spanish speaking, someone with technology experience, someone with disability experience and someone with governance experience.

Kamaria asked for an extension for more suggestions.

Ellen Chen stated that she knows a special needs lawyer and asked if she could join as a non-voting member or remote board member. Ellen asked whether the attorney could join the board even though she could not attend in person. Jessica Boulet responded that members of the public who wish to volunteer their expertise could become committee members even without becoming full board members.

Kamaria Brisseau reported that the board recruiting efforts are on pause for now and reopening of the process will be considered in the future.

VIII. Executive Session

A. Executive Session

A. Bothner made a motion to move into executive session to speak about potential litigation and employment matters concerning a corporation.
T. Bryan seconded the motion.
The board **VOTED** unanimously to approve the motion.
J. Boulet made a motion to exit executive session in which potential litigation and employment matters concerning a corporation were discussed.
A. Khatiwada seconded the motion.
The board **VOTED** unanimously to approve the motion.
J. Boulet made a motion to authorize school counsel to proceed with potential litigation with the perimeters discussed in executive session.
S. Pressley seconded the motion.
The board **VOTED** unanimously to approve the motion.

IX. Closing Items

A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 10:15 PM.

Respectfully Submitted,
A. Bothner

APPROVED

Metropolitan Lighthouse Charter School

Minutes

Metropolitan Lighthouse Charter School Board Meeting

Date and Time
Thursday January 23, 2020 at 6:30 PM

Location
180 W, 165th Street Bronx, NY 10452 Call In # 813-967-8308 Passcode # 74216

Mission

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

Vision

All students will be taught by a highly effective teacher in a nurturing environment and will achieve at high levels. Each student will develop the knowledge, skills and values necessary for responsible citizenship and life-long learning. The impact of our collective efforts will fundamentally change public education.

Trustees Present
A. Bothner, A. Khatiwada, E. Chen, J. Boulet, J. McDonald, K. Brisseau, M. Dorrie, S. Pressley, T. Bryan

Trustees Absent
None

Guests Present
Adonai John-Shiman, Aluta Khanyile, B. Elliott (remote), C. Russell, K. Davidson, M. Alston, M. Rousseau (remote), T. Williams

I. Opening Items

A. Record Attendance and Guests

B. Call the Meeting to Order

A. Bothner called a meeting of the board of trustees of Metropolitan Lighthouse Charter School to order on Thursday Jan 23, 2020 @ 6:46 PM at 180 W, 165th Street Bronx, NY 10452 Call In # 813-967-8308 Passcode # 74216.

C. Review the Agenda

Board Chair Aaron Bothner reviewed the agenda.

D. MetLCS Mission/Vision Reflection and Grounding

Board Vice-Chair Anuj Khatiwada shared what the MetLCS Mission/Vision means to him. He reflected upon his experience with the night's K - 8 Electives showcase and how this represents the mission/vision of the school.

II. Principal's Report

A. K - 8 Update

MetLCS K - 8 Principal Kurt Davidson provided his report. Adonai John-Shiman, Vice-Principal of the K - 8, joined Mr. Davidson.

The team shared tonight's focus would be on Kindergarten through Second grades. The Education Committee discussed K - 2 data. With K scholars there is work to be done.

In terms of the attendance data, December was a lower month due to season and holiday break. Several scholars have moved and are enrolled internationally, the school is working with the NYC DOE to get these scholars discharged.

Interim Assessments are underway, today was the first day of testing and this will continue tomorrow. NWEA core testing has been completed and makeups will continue tomorrow.

The NYC DOE School Report Card was discussed. Academics are the biggest area of growth. The school must get K - 2 right to allow the impact to be felt throughout the school. Part of the report card is the scholar, staff, and family survey data. Scholar satisfaction is strong. Family satisfaction is strong. Teacher satisfaction is mixed. The report is another indicator that we continue to focus on quality instruction for scholars.

Ms. Shiman presented. The emphasis of her work is with the K - 2 program, starting at the ground and working the way up. She elaborated on the Fundations program which is a phonemic approach to getting scholars reading-ready. This is coupled with Reading Ready. She also shared assessment data, including NWEA but also a K - 2 specific literacy data tool (mCLASS) which also has an intervention component. This is part of a three-year plan.
A. Bothner made a motion to Approve Ashlee Danielle Doyle to join the MetLCS K - 8 Team as a Specials Teacher.
K. Brisseau seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. 9 - 11 Update

MetCPA 9 - 11 Principal Tyra Williams shared her report. The School Quality Snapshot data for the high school is very similar to the K - 8. Scholars take the survey in grades 6 - 12.

Principal Williams discussed the approach of scholars taking the Regents early in the 9th grade. All but one scholar were asked to take college courses. The school has a partnership with Hostos Community College.

This week is Regents week. January Regents is typically when a scholar has failed one or more Regent. This can be a challenging time of year to give the Regents again. The

English Regents was an 85% pass rate. Scoring is currently taking place so Principal Williams will have this data to provide at the February meeting.

During the Ed Committee call Principal Williams explained one of the hardest things to do is to get scholars who are already struggling to continue to persevere. Struggling learners are not always taking intervention work seriously. The NWEA data is available. The challenge with this is that 11th graders not having an RIT goal. Programs such as Read 180 and Math 180 allow the school to closely explore performance and needs for all scholars in grades 9 - 11. The Principal speaks with scholars about doing their best via avenues such as Town Hall meetings. Scholars have been paired with adult mentors in the building which aligns with College, Career, and Life Readiness. Principal Williams is considering expanding the mentoring program to reach more scholars.

Principal Williams is into a program called Co-op Tech. This provides options for scholars who may be interested in exploring various career paths.

Board Member Tim Bryan inquired about the NYC School Survey and asked the Principals to further explain about the School Leadership ratings on the survey. Curriculum and instruction is well-coordinated at different grade levels was discussed. Principal Davidson shared that curricula and systems have not changed but have been made better over time. Another element was around "The Principal knows what is going on in my classroom". Principal Davidson shared his thoughts on perception versus reality and also his leadership team and work that is being done with Karin McGuire in reviewing and responding to the survey results. Principal Williams discussed survey results about culture in the high school. A committee has been proposed to work on areas that were frustrating teachers around school culture; only one teacher has signed up to date. Principal Williams has chats with her teachers, this serves as a touch point with teachers at least twice a year.

Aaron shared if there are further comments on the survey to reach out to him so he can direct the feedback to the right committee.

III. Education Committee

A. Education Committee Report

Board Member Anuj Khatiwada encouraged all Board members to thoroughly review the dashboard in advance of the Board meeting. Questions should be directed to the Education Committee Chair Ellen Chen.

Karin McGuire sent an email about the computer lab. Board Member Ellen Chen spoke to this and the physical space for the computer lab. Principal Williams shared based on where the school is in terms of space for next year, they are considering next steps. All laptops are being programmed and will be on the 5th floor so they are accessible to teachers as a mobile lab.

IV. LHA Updates

A. Enrollment Update

Manager, Operations Melissa Alston provided the first in a series of updates regarding lottery applications for the 2020 - 2021 school year. She prepared a packet via the school's lottery platform, School Mint, to provide various data to the Board. Melissa shared various methods the school is using to recruit scholars such as an iHeartRadio ad, the operations team going out into the community and actively recruiting, and more.

B. Principal MOY Evaluations

Principal self-reflections are due to Karin McGuire on January 29. Karin's evaluations will then be sent to the Board for review. She will discuss this on the MetLCS Leadership call on February 11. The debrief with Karin will take place the week of February 10. Finally, Principals will have the ability to revise their school action plans by February 21.

Jessica Boulet and Aaron Bothner will discuss the evaluation of Lighthouse Academies.

V. Public Comments

A. Public Comments

There were no public comments.

VI. School Operations

A. Financial Report

Mary Beth Rousseau provided an update around school finances.

The financials for the month of December were discussed. The current assets are 8.4 million and total assets of 9.9 million. Liabilities are at 2.8 million. That gives the school strong ratios of 3.01 meaning there are three assets for every one liability. The debt to asset ratio is very small, 0.28. Cash on hand in operating and investment accounts is 8.3 million, expenses per day are 31 - 32,000 which gives 264 days cash on hand. This is a very strong cash position. The debt service coverage ratio is strong. Net income is at $800,000 with income for debt service over 2 million with a strong debt ratio. The school is in very good strong position all around.

The statement of activities was presented. The net surplus on a budgetary basis has increased from November to December. This is due to the timing of the expenses, this trend is not expected to continue.

$500,000 of the 1.2 million dollar budget has been spent for the rooftop project. The facilities committee will review and respond to Brent's email.

B. Quarterly Investment Update

The school has gained approximately $100,000 which includes unrecognized gains of $17,000.

Approximately 21% is in the money market fund, 12% in short-term investments, and 57% in long-term investments.

The asset allocation is in compliance with the investment policy that the Board adopted.

One thing to note at this point of the year is that the school reallocated, the investments were in corporate-backed funds that did not align with the Investment Policy. These funds were allocated into government securities.

In February the Board will have its annual meeting to approve the Investment Committee; a call will also be scheduled with the Financial Advisor at JP Morgan Chase.

Ellen Chen and Kamaria Brisseau requested to join the call with JP Morgan in February.

C. MetLCS Audit RFP

Brent Elliott discussed the RFP process, the applicants, and the scoring process. The LHA Finance Team has recommended proceeding with MMB to be considered.

The MetLCS Board will vote at the February meeting.

D. Facilities

Courtney Russell provided Monica Rivera's report in her absence.

She discussed the rooftop gymnasium, the elevator requirements, and the potential space for the MetCPA.

The rooftop project is scheduled to be completed in the Spring; there have been slight delays due to approvals needed from the city and some materials being delayed.

LHA and the school are working diligently with Kone to meet the requirement for all NYC buildings with elevators.

Finally, Courtney reviewed the progress made on the potential 9 - 12 space. The lease will be presented and voted upon in February.

Aaron Bothner shared the questions of how we can do this in a way that is revenue neutral and is everyone (LHA, Principals, Board, etc.) bought into this? Aaron shared that the Board would want a budget projection through the length of the lease before signing the lease, and may include more Board involvement than typical.

E. Lottery Preferences

There are no updates at this time. Courtney Russell reached out to the NYC DOE but a response has not yet been received.

VII. Board Governance

A. Approve Minutes from December 2019 Meeting

A. Bothner made a motion to approve the minutes from Metropolitan Lighthouse Charter School Board Meeting on 12-18-19.
T. Bryan seconded the motion.
The board **VOTED** to approve the motion.

Roll Call	
K. Br sseau	Absta n
J. Bou et	Aye
T. Bryan	Aye
E. Chen	Aye
A. Bothner	Aye
A. Khat wada	Aye
J. McDona d	Aye
M. Dorr e	Aye
S. Press ey	Aye

B. Policies and Procedures Update

C. Grievance Policy

Board member Jessica Boulet shared an update regarding the MetLCS Board Grievance policy. The purpose of the update is to make the policy aligned with current practices, Board structure, etc. This document is important for members of the public to be able to access. The document is in line with the Board bylaws.
J. Boulet made a motion to adopt the Grievance policy.
T. Bryan seconded the motion.

The board **VOTED** unanimously to approve the motion.

D. MetLCS Subcommitte Minutes Training

Courtney Russell explained how to use Board on Track to record Committee meeting minutes. This is to ensure the Board follows good governance practices. She also explained how to set up recurring meetings, as well as how to add and set agendas as public, share out the agenda with attendees, and record votes during meetings.

Aaron Bothner highlighted that all Board members need to review and approve the minutes each month. He emphasized that it is useful for record keeping and future reference.

Aaron suggested that we make this a standing agenda item at each monthly meeting.

Courtney clarified that the Chair of each committee is responsible for ensuring that this happens but that this can be delegated, and sometimes should be delegated.

Jessica Boulet explained that the Charter Board Partners resource was included in the Board packet as an example of a good practice for committees to memorialize and share out key decision-making processes with the rest of the Board. She emphasized that this was good practice for internal communication and record-keeping as well as transparency with the public.

E. Board Strategic Initiatives Review

Aaron provided context around year-long processes to memorialize Board practices, policies, etc.

Ellen shared she is interested in revisiting the school website and making improvements to same.

VIII. Nominating Committee Update

A. Nominating Committee Update

Board Member Kamaria Brisseau provided an update regarding recent phone conversations and upcoming phone conversations.

IX. Board Member Interview

A. Board Member Interivew

The structure will be Kamaria will ask the Board member several questions. She will open it up to the Board to ask questions. Finally, Aluta will have the opportunity to ask questions.

Board member candidate Aluta Khanile introduced himself. Aluta responded to a variety of questions including why he wants to join the Board, what he could bring to the Board, his ability to commit, and more. He shared about his work, his personal life, and his desire and commitment to join the MetLCS Board.

The Board members asked several follow up questions.

X. Executive Session

A. Executive Session

The Board discussed a personnel matter.
A. Bothner made a motion to enter into Executive session.
J. Boulet seconded the motion.

The Board entered into Executive session to discuss a personnel matter. The board **VOTED** unanimously to approve the motion.
A. Bothner made a motion to exit out of Executive session.
A. Khatiwada seconded the motion.
The board **VOTED** unanimously to approve the motion.
A. Bothner made a motion to approve Aluta Khanyile to join the MetLCS Board.
A. Khatiwada seconded the motion.
The board **VOTED** to approve the motion.

Roll Call	
T. Bryan	Aye
A. Khat wada	Aye
E. Chen	Aye
J. Bou et	Aye
A. Bothner	Aye
K. Br sseau	Absta n
S. Press ey	Aye
M. Dorr e	Aye
J. McDona d	Aye

XI. Closing Items

A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 9:39 PM.

Respectfully Submitted,
C. Russell

APPROVED

Metropolitan Lighthouse Charter School

Minutes

Metropolitan Lighthouse Charter School Board Meeting

Date and Time
Thursday October 24, 2019 at 6:30 PM

Location
180 W, 165th Street Bronx, NY 10452 Call In # 813-967-8308 Passcode # 74216

Mission

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

Vision

All students will be taught by a highly effective teacher in a nurturing environment and will achieve at high levels. Each student will develop the knowledge, skills and values necessary for responsible citizenship and life-long learning. The impact of our collective efforts will fundamentally change public education.

Trustees Present
A. Bothner, A. Khatiwada, E. Chen, K. Brisseau, S. Nesterova, S. Pressley

Trustees Absent
T. Bryan

Trustees Arrived Late
S. Nesterova, S. Pressley

Guests Present
B. Elliot (remote), C. Russell, J. Boulet, Jamal McDonald, K. Davidson, Keely Webb, Leigh Fisher-Troche, Liz Hillin, M. Alston, M. Rivera (remote), M. Rousseau (remote), Michael Dorrie, T. Williams

I. Opening Items

A. Record Attendance and Guests

B. Call the Meeting to Order

A. Bothner called a meeting of the board of trustees of Metropolitan Lighthouse Charter School to order on Thursday Oct 24, 2019 @ 6:44 PM at 180 W, 165th Street Bronx, NY 10452 Call In # 813-967-8308 Passcode # 74216.

C. Review the Agenda

Aaron Bothner reviewed the agenda for the October 24, 2019 MetLCS Board of Trustees meeting.

II. Staff Presentation

A. Staff Presentation

Keely Webb, MetCPA Counselor, introduced herself. She is in her first year at MetCPA but has an extensive background in education. Thus far, she has focused on college fairs and tours. Her goal is to get students comfortable with questions that will be asked and the language that is used. With the 9th and the 10th graders, the school is focusing on teaching tolerance.

Liz Hillin, K - 8 Director of School Culture, introduced herself. She is in her fifth year at MetLCS and this is her first year in the role. Leigh Fisher-Troche, K - 8 Social Worker, introduced herself. She is in her third year at MetLCS. The team presented the "Met Behavior Intervention and House System 2.0" PowerPoint, which included the school's two culture initiatives for the year. Ramapo for Children's 3R's (Respond, Reflect, Reintegrate) was share along with other key components of the school's efforts around approaches to scholar culture (house system, Met bucks, etc.).

Board members and guests asked questions about the K - 8 presentation (parent buy-in, tracking of referrals and systems, key performance indicators, etc.)

III. Principal's Report

A. K - 8 Update

K - 8 Principal Kurt Davidson briefly discussed the parent complaint received. Lighthouse Academies is in the process of investigating the complaint.

He discussed the school's enrollment (489) which is 21 above the budgeted enrollment. For the month of September 94.73% is the attendance average. The Family Coordinator, Michael Guzman, is working to put various interventions in place around attendance. Two holidays in September and one holiday in October that were not shared with the DOE impacted attendance. There have been some staffing changes since the beginning of the year which Principal Davidson discussed. They are actively looking to fill these positions. In the meantime the Principal is working closely with the Special Education team and the Director, Regional Operations to meet compliance standards.

The academic goals of MetLCS are included in the handout. Baseline data is now available in relation to grade level reading expectations for K - 2. The Kindergarten scholars are coming in stronger than they have in the past. The K - 2 team is very strong. They will possibly come to the next board meeting. NWEA is a nationally normed test. We use this test as a growth metric. Some data is confirming and some data we are diving into more as a team. Anuj Khatiwada asked about the cohort of scholars taking the test from one year to the next. Principal Davidson explained it's not an apples to apples comparison because of the fall out of scholars year over year. Yesterday was the first District Collaborative meeting. We are continuing to build relationships with the DOE. Davidson also attended an NYU event today to partner with NYU for future teacher talent. Davidson feels very confident about the

partnership potential for the 2020-2021 school year. More to come with details around the partnership. Jessica Boulet, (pending) board member asked about the Kindergarten results. Davidson talked about the proficiency/access to the testing format. They are better with touch screens/ipads/phones at this age and need to learn how to utilize chrome book. While there is a learning curve, the team is aware of this and that is why the ensure a lot of support for those scholars when the tests are taken.
J. Boulet arrived late.

B. 9 - 11 Update

Principal Tyra Williams shared that MetCPA is still under-enrolled in the high school (five scholars short). The school is making a concerted effort to communicate with parents and get them to come to the school. Chronic tardiness has been a challenge for the school. The school has created an incentive in order to track this metric. The children love to dress down and they are utilizing that (sneakers) to dress down and motivate scholars for strong attendance (4/4 days on time and present, pass to dress down on Friday). We have three staff vacancies. Two positions are in the process of being filled, one vacancy remains and there is a candidate coming in for a demo lesson. The school expects to be fully staffed in the near future.

NWEA data - below 40% is the low average and what we norm against. Each student is given the RIT score and normed by grade in Reading and Math. The school is trending higher with students who are above average and average. However, there are some scholars below 40% which causes Principal Williams and the school concern. Inventions are in place for Reading and Math (Reading 180 and Math 180) wherein all scholars who scored below proficiency have an intervention period. This takes place via an elective where they earn zero credits but can work to increase their proficiency in these key areas.

The NYC DOE is requiring 75% of scholars to earn a 75 or higher on the English Regents and at least one Math Regents which are college readiness scores. Principal Williams and her team have a plan in place for scholars to receive support and retest. There are two students who are considering graduating as juniors. Parents are being engaged in the decision and process. Scholars at the MetCPA take more credits than are required by the city.

Board Member Ellen Chen inquired about the school's charter goals. Principal Williams discussed NWEA and its alignment (or lack thereof) to charter goals. She clarified that the city looks closely to Regents passing rates.

(Pending) Board Member Jessica Boulet inquired about missing information on the Principal's report as related to English Language Learners and Students with Disabilities. Principal Williams shared this was missing from the report and she will bring it to the November meeting.

IV. Education Committee

A. Education Committee Report

The Dashboard is in progress. Anuj Khatiwada reached out to Jillian who worked on this previously. If Jillian is unable to provide support around unlocking the Dashboard, MetLCS staff member Megan Whitehead will be able to support. Principals Davidson and Williams will continue as is with the Principal's report and the Education Committee will ensure all Board members have access to the Dashboard. The Principals should reach out to the Board with any major updates made to the Dashboard's data.

V. LHA Updates

A. Enrollment Update

Current MetLCS (K - 8) enrollment is 489. Current MetLCPA (9 - 11) enrollment is 151.

B. School Leadership Succession Plan

Anuj Khatiwada, Ellen Chen, and Courtney Russell met via phone to discussion the Succession Plan overview. Ellen and Courtney met with Principal Davidson and Principal Williams to discuss the plan and next steps. The team will meet with Karin McGuire (Lighthouse Academies) next week to discuss the process and begin a draft. The Board/ school expects to have this done in advance of the January 31, 2020 NYC DOE deadline.
S. Pressley arrived late.
S. Nesterova arrived late.

VI. Public Comments

A. Public Comments

There were no public comments.

VII. School Operations

A. Financial Report

Mary Beth Rousseau (LHA Finance) shared that the school is in a strong financial position. There was $6.8 million in cash. $70,000 is restricted in the dissolution fund (Charter requirement). The market value of investment accounts was just shy of $5.1 million. The school is getting a good return on investments.

The debt service projected ratio for the year based on current spending and revenue that is visible will be 1.35.

The financial report now includes the % of the budget spent to date which was a recommendation from Jessica Haber.

There was a bit of a dip in the per pupil revenue for July, August, and September. That has to do with the timing of the funds, it will go down based on the District Billing cycle.

Interest income is very high, higher than budgeted at $50,000.

Expenses are running a bit high in some areas such as Dues and Subscriptions. There are some coding errors, there will be additional support and training provided regarding this matter. The rooftop project is also running above the budget. The projection includes using reserves for the project. A budget amendment was completed. The school is also heavy around supplies and equipment which is mostly typical beginning of the year spend such as textbooks, technology, etc.

The FY19 Budget vs. Actual report was reviewed. These are the preliminary figures for the audit. The net income is $483,000 for the year in the BvA. Board Member Aaron Bothner inquired as to where that money is. Mary Beth Rousseau shared the $168,000 in other income (Turner settlement) will be devoted to the rooftop project funding. The other monies will go into the operating reserves.

Brent Elliot (LHA Finance) presented the investment update. We identified the school was not in compliance with the investment policy. Brent is working closely with JP Morgan to reallocate these investments to be in line with the policy in Treasury Bonds and Notes. Brent will update the Board by early next week around the current portfolio standings.

Aaron Bothner shared that the November review of the investment policy would better align in February (quarterly update, annual update, etc.). He proposed to amend the investment policy to include the first update in February of 2020 and on a calendar basis moving forward.

A. Bothner made a motion to move the investment plan review from November to February annually..
A. Khatiwada seconded the motion.
The board **VOTED** unanimously to approve the motion.

A. Bothner made a motion to approve the September financials.
A. Khatiwada seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. MetLCS Audit

Aaron Bothner discussed due to the timing of the audit and due dates to the city and state the Board would like to approve the finance sub-committee to review and approve the annual audit.

A. Bothner made a motion to delegate authority to the MetLCS finance committee to review/ approve the annual audit
E. Chen seconded the motion.
The board **VOTED** unanimously to approve the motion.

C. Facilities

Monica Rivera provided an update regarding the rooftop gym. The project is on schedule. When you go up to the roof the work that has taken place is very impressive. We are looking to have the roof installed around the Thanksgiving break/early December. Once the roof is up, the interior will be focused on (HVAC, etc.).

There have been significant leaks on the 5th floor. The team has been working hard to address all of the issues that have arisen. Improvements have been seen but water is still trickling in. Monica walked the space earlier today. They will be monitoring the incoming rain this weekend.

On Monday some of the scaffolding will begin to come down. This should help with the leaks in the building. Once the roof is relaid that is the permanent solution to the leaks.

Monica provided an update regarding the bathrooms on the 5th floor. These were not included in the original design so that the requirements of a regulation gym could be met. Therefore, bathrooms were not (and will not) be included on the 5th floor.

Monica is still working with Kone to get the locking mechanisms installed in the elevators. This is due in January of 2020 and is a city requirement.

D. Lottery Preferences

The school submitted the non-material amendment to the NYC DOE and is awaiting an update/approval.

E. LHA Board PD

Courtney Russell provided an update regarding the LHA/MetLCS Board retreat. The available dates are January 11 or January 25. The Board requested that Board on Track facilitate and that they have input over the agenda in advance. Courtney will send out a Doodle, along with a sample agenda (from the LHA NWI schools).

VIII. Board Governance

A. Approve Minutes from September 2019 Meetings

A. Bothner made a motion to approve minutes from the Metropolitan Lighthouse Charter School Board Meeting on 09-26-19 Metropolitan Lighthouse Charter School Board Meeting on 09-26-19.
A. Khatiwada seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. LHA Service Agreement

MetLCS' Service Agreement with Lighthouse Academies was signed yesterday by both Aaron Bothner and Khori Whittaker (LHA CEO). The team will now transition to using that agreement. Aaron will circulate this through email to Board members.

The Service Agreement is tied to the charter renewal (three years). The agreement contains academic and operational components. The document is lengthy and fully outlines who is responsible for what. With the new service agreement, in November, we will be conducting a budget amendment. The Principals and LHA will go through the current budget and communicate out to the board what is needed to successfully complete the rest of the school year with the budget.

C. MetLCS Board Bylaws

Aaron Bothner shared that an annual review of the bylaws took place. During the September meeting it was decided the Board should take some additional time to review the revisions.

(Pending) Board member Jessica Boulet flagged Section 9 and provided feedback around emeritus trustee members. Aaron shared that the school's lawyer advised the language as is. The Board discussed nominating Jessica Haber to the Trustee Emeritus position. Additionally she shared around the Governance Committee and description of the officers (pages 9 and 10) there are committees that these positions should be associated with except for the secretary. Jessica shared she thought that the Secretary could lead the Governance Committee. The Board agreed that this revision should be made in the future.

Aaron shared that Svitlana will be stepping down from the Secretary role of the Board. Anuj shared that he will be stepping down as the leader of the Education Committee.

Committees are as follows:

Education - Ellen (chair), Anuj (member), Jessica Boulet (pending member)
Governance - Aaron (chair), Anuj (member), Shanta, Ellen, Jessica Boulet (pending member)
Nominating - Aaron (member), Shanta (member), Kamaria (member), Ellen (member) - Chair TBD
Finance - Tim (chair). Aaron (member), Svitlana (member), Kamaria (member), Shanta (member)

A. Bothner made a motion to approve the amended bylaws that will include the change Jessica Boulet proposed to make the Secretary the leader of the Governance Committee as well as flexibility (at the Board's discretion) as it pertains to the Treasurer serving as the head of the Finance Committee and the President as the head of the Executive Committee.
A. Khatiwada seconded the motion.
The board **VOTED** unanimously to approve the motion.
A. Khatiwada made a motion to Approve the following committee members: Education - Ellen (chair), Anuj (member), Jessica Boulet Governance - Aaron (chair), Anuj (member), Shanta, Ellen, Jessica Boulet Nominating - Aaron (member), Shanta (member), Kamaria (member), Ellen (member) - Chair TBD Finance - Aaron (member), Svitlana (member), Tim (Chair), Kamaria (member), Shanta (member) and to approve the bylaws as stated. and to approve the emeritus position for a two-year term. and to elect Jessica Haber to the Emeritus Trustee position.
A. Bothner seconded the motion.
The board **VOTED** unanimously to approve the motion.

D. Review of Complaint to the Board

DLA Piper conducted an independent investigation into the complaint received regarding the Board.

Aaron Bothner shared that DLA's findings were that there was no merit to the claims that were made. The Board can do a better job maintaining minutes. Specific feedback was provided around the member class approval. The grievance committee has no further recommendations.

The Board needs to now vote on their recommendation to adopt the recommendation. The review will be communicated back to the party that filed the complaint as well as with the NYC DOE.

A. Bothner made a motion to adopt the grievance policy's recommendation that no further action needs to be taken beyond what was in DLA Piper's report.
A. Khatiwada seconded the motion.
The board **VOTED** unanimously to approve the motion.

IX. Executive Session

A. Executive Session

Tyra Williams, Kurt Davidson, Melissa Alston, and Courtney Russell were invited to stay for the Executive Session to discuss the two candidates.

X. Board Member Interviews

A. Board Member Interview

A. Bothner made a motion to approve candidate Michael Dorrie to join the MetLCS Board.
A. Khatiwada seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. Board Member Interview

A. Bothner made a motion to approve candidate Jamal McDonald to join the MetLCS Board.
A. Khatiwada seconded the motion.
The board **VOTED** unanimously to approve the motion.

XI. Closing Items

A. Adjourn Meeting

Board member school visit sign-up - Board members should plan to visit one time or more during the school year.

Board members should review meeting minutes prior to the upcoming meeting and come with any comments/feedback.

Upcoming Board meeting is Wednesday, November 20.
There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 10:23 PM.

Respectfully Submitted,
C. Russell

DRAFT

Metropolitan Lighthouse Charter School

Minutes

Metropolitan Lighthouse Charter School Board Meeting

Date and Time
Thursday May 28, 2020 at 6:30 PM

Location
180 W, 165th Street Bronx, NY 10452 Call In # 813-967-8308 Passcode # 74216

Mission

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

Vision

All students will be taught by a highly effective teacher in a nurturing environment and will achieve at high levels. Each student will develop the knowledge, skills and values necessary for responsible citizenship and life-long learning. The impact of our collective efforts will fundamentally change public education.

Trustees Present
A. Bothner (remote), A. Khatiwada (remote), E. Chen (remote), J. Boulet (remote), K. Brisseau (remote), M. Dorrie (remote), S. Pressley (remote), T. Bryan (remote)

Trustees Absent
J. McDonald

Guests Present
A. Khanyile (remote), B. Elliott (remote), C. Russell (remote), K. Davidson (remote), K. McGuire (remote), M. Alston (remote), M. Rivera (remote), M. Rousseau (remote), S. Gallagher (remote), T. Williams (remote)

I. Opening Items

A. Record Attendance and Guests

B. Call the Meeting to Order

A. Bothner called a meeting of the board of trustees of Metropolitan Lighthouse Charter School to order on Thursday May 28, 2020 @ 6:41 PM at
180 W, 165th Street Bronx, NY 10452 Call In # 813-967-8308 Passcode # 74216
.

C. Review the Agenda

Aaron Bothner noted his email regarding the agenda and preparedness for the evening's meeting. The team did not have any questions.

D. MetLCS Mission/Vision Reflection and Grounding

Aaron Bothner read the mission and vision.

Shanta Pressley provided her insight on the mission and vision of MetLCS. She believes that young minds are always evolving. With the mission the goal is to create global leaders that lead us to the next generation.

II. Education Committee

A. K - 8 Principal Update

Kurt Davidson prepared his K - 8 Principal presentation. The school is tracking multiple metrics around success. The school is steady with participation and attendance. Approximately 75% of students are attending 100% of live zoom sessions during the week; average daily attendance is at 86%. 10% of scholars are on a "red flag" list where additional supports are needed for scholars and families.

In terms of hiring and retention, Kurt shared scholar and parent data around online learning is positive; teachers are reporting similarly positive feelings about support, preparation, and more.

Finally, Kurt provided an update regarding summer school plans.

T. Bryan made a motion to approve the three candidates (Brittney Becerra, Ciara Leonard, and Emmanuel Raudales).
A. Bothner seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. 9 - 11 Principal Update

Tyra Williams presented her 9 - 11 Principal report. The CPA has been trending at 70 - 75% of scholars who are actively attending Zoom sessions. There has been a dip. The school has been putting a number of supports in place for scholars in need and their families. Tyra described her leadership team and how they are dividing responsibilities to speak to individual scholars and their families and why this time is so critical in their educational career.

Last month, virtual Interim Assessments were administered. These were Regents based. The results were strong. In terms of reliability and validity the school hopes these are a good indication of how scholars would perform on the Regents exams.

The class with the lowest pass rate is the project-based Algebra class. These are struggling scholars. The school is dedicated to ensuring all scholars have what they need. Scholars are participating in small group sessions for additional support. All teachers offer these groups on Mondays, Wednesdays, and Fridays.

The school will host a virtual summer school this summer, Monday through Thursday.

C. Education Committee Report

Ellen Chen provided an update on behalf of the Education Committee. The team continues to do a great job collecting and recording as much data as possible during this time. As we continue on this path data will change and shift. Much of this has to do with how we analyze month by month. We are working towards inputting all the COVID-19 data into the data dashboard.

III. LHA Updates

A. Enrollment Update

Melissa Alston provided an update regarding scholar enrollment for 20 - 21. Things are progressing as expected. 51 Kindergarten scholars are enrolled and registered; three more are needed to hit the budget number of 54. There is a robust wait list. Intent to return processes are underway. This helps to inform numbers to open up seats for, particularly in 9th grade. There are currently eight confirmed eighth graders who will not be returning for 9th grade. There is also one second grader leaving.

Lottery preferences for scholars with IEPs and scholars who may be English Language Learners are being accounted for. The school will continue to make progress towards meeting the DOE's goals around these subpopulations.

The team is currently ahead of schedule.

B. LHA Network Update

Courtney Russell provided an update regarding the LHA/MetLCS Service Agreement. The team has created and will maintain a 30/60/90 day plan to plan for and document efforts around ensuring each major section of the Service Agreement is covered for the current and future months. Board members should look for this in the packet on a monthly basis and also can be discussed with the Executive Committee.

IV. Public Comments

A. Public Comments

There were no public comments.

V. School Operations

A. Financial Report

Mary Beth reviewed the financial reports. Cash and current liabilities are up. When you look at year to date metrics the current ratios are all strong. Cash on hand is robust at 8.2 million. Expenses per day are just over $31,000 per day which puts the school at 262 days cash on hand.

The debt service ratio is 2.63; all ratios/metrics are being exceeded for the bond convenants.

At the end of the month cash was at $8.2 mission; the investment account is at $5.2 million. The return is approximately $250,000 since the initial investment.

Surplus for year to date will drop with teacher summer pay coming up.
T. Bryan made a motion to approve the April financials.
A. Khatiwada seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. FY21 Budget

Brent Elliott shared the narrative and the budget are included in the packet. The team worked closely to develop the budget for tonight's review and approval. All requirements of the Board have been met and to the best of everyone's ability Principal needs were taken into consideration and met wherever possible.

C. Paycheck Protection Program (PPP)

Aaron Bothner shared an update regarding the Paycheck Protection Program. LHA submitted an application on behalf of the school; the school has been awarded approximately 1.2 million. There have been many updates to the program in the recent weeks. There will be a further update available on June 1. Categories for use include areas such as payroll, mortgage interest, utilities, and more. The treasury announced there will be a good faith stipulation for those organizations accepting less than 2 million which MetLCS falls under. Therefore, the school should feel comfortable accepting and planning to use the money. Given all these considerations and more, Aaron has suggested the school accepts the funds.

A. Bothner made a motion to accept the MetLCS Paycheck Protection Program funds as provided by the Small Business Administration.

T. Bryan seconded the motion.

The board **VOTED** unanimously to approve the motion.

D. Spend Policy

Shanta Pressley provided an update regarding the MetLCS Spend Policy.

Aaron and Shanta have been discussing this matter. Shanta has emailed this draft policy to the Finance Committee, along with the Financial Management document that LHA put together.

A document will be presented to the Board for a vote at a later date.

E. MetLCS Technology RFP

Courtney Russell provided an overview of the technology RFP process for Managed Services. The school received two bids, one from MSP (current Managed Services provider) and one from CTS (20 - 21 vendor for Ed Tech).

Courtney presented the one-page document she prepared highlighting the overview, rationale, cost, and more.

A. Bothner made a motion to approve the Managed Services contract with CTS.

A. Khatiwada seconded the motion.

The board **VOTED** unanimously to approve the motion.

F. MetLCS Chromebook Request

Melissa Alston provided an update regarding the Chromebook request. Due to COVID-19, there has been a large distribution of devices to scholars. Many devices have been damaged due to normal wear and tear. The school is planning to ensure they have the devices they need for summer school, 2020 - 2021, and more.

If approved, monies would come from the contingency line item of this year's budget.

Kamaria Brisseau asked Melissa to look further into insurance for things like damage and breakage and what may be able to be covered.

A. Bothner made a motion to approve the Chromebook proposal included in the May 2020 packet.

T. Bryan seconded the motion.

The board **VOTED** unanimously to approve the motion.

G. MetLCS 20 - 21 Calendar

A. Bothner made a motion to approve the 20 - 21 calendar.
A. Khatiwada seconded the motion.
The board **VOTED** unanimously to approve the motion.

H. MetLCS 20 - 21 Board Calendar

A. Bothner made a motion to approve the 20 - 21 Board calendar.
A. Khatiwada seconded the motion.
there will be two additions, the second Saturday of January and the second Saturday of June for the bi-annual Board events. The board **VOTED** unanimously to approve the motion.

I. Facilities

Monica Rivera provided an update on the rooftop progress. She shared pictures in her report and all is progressing as expected.

Monica is working on the details of the insurance policies for the project and will update the Facilities Subcommittee when details are available.

J. MetLCS Rooftop Ribbon Cutting

Monica provided a brief update on the upcoming ribbon cutting ceremony. The event is on hold due to COVID-19.

K. LHA Pre-K Presentation

Monica provided a brief update regarding the Pre-K presentation. The team will discuss this further at its annual meeting in June.

VI. Board Governance

A. Approve Minutes from April 2020 Meeting

J. Boulet made a motion to approve the minutes from Metropolitan Lighthouse Charter School Board Meeting on 04-23-20.
A. Bothner seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. Board Strategic Initiatives Review

The Board is still discussing the LHA mid-year evaluation.

Aaron Bothner provided an additional update. The Board's annual meeting is forthcoming on June 6. Coming out of the January retreat, a ground-up approach to the strategic vision for the Board has been in progress. The Board has been able to collect a great deal of input in the recent months. Aaron has synthesized this information into two documents that will be focused on on June 6. This will include the Core Values/Mission/Vision that is based on the already existing items in the charter. Additionally, the team will go into depth with the Strategic Plan and discuss the what and the how.

Tomorrow Aaron will send the preview documents with what he discussed above. He is looking forward to everyone coming together on June 6. The goal is to pass the strategic plan in June.

In June the Board of Trustees will be voted upon (class B). Additionally, the officers will be re-elected. This year there is also the Nominating Committee in place. Anyone who is in the class that is expiring as of June 30, 2020 and is interested in putting themselves or others forward for a new term would let Kamaria know of their interest. Anyone who is interested in

an officer position should also reach out to Kamaria. The Nominating Committee will then make recommendations to the Board.

Additionally, the bylaws will be reviewed in July.

C. MetLCS Values

See the "Board Strategic Initiatives Review" for an update regarding this matter.

VII. Nominating Committee Update

A. Nominating Committee Update

Kamaria Brisseau provided an update. She shared that MetLCS Board Member Jamal McDonald has moved to Texas. His role on the Board moving forward is to be determined.

Kamaria introduced the three candidates, Khari Shabazz, Sophia Huda, and Constance Barnes.

B. MetLCS Board Member Interviews

The Board interviewed the three candidates.

Each candidate provided a brief update of who they are, what their professional career entails, and a bit more about themselves personally.

The Board asked a variety of questions to each candidate to follow up on the phone interviews that were conducted for each potential Board member.
A. Bothner made a motion to move to Executive Session.
A. Khatiwada seconded the motion.

- Discussion regarding potential litigation
- Discussion around employment matters
- All Board members were invited. Additionally, Sarah Gallagher, Karin McGuire, Tyra Williams, Kurt Davidson, Melissa Alston, Aluta Khanyile, and Courtney Russell were invited to join.

The board **VOTED** unanimously to approve the motion.

VIII. Executive Session

A. Executive Session

The MetLCS Board discussed a matter pertaining to potential litigation.

The MetLCS Board discussed an employment matter.
A. Bothner made a motion to exit out of Executive Session.
M. Dorrie seconded the motion.
The MetLCS Board discussed a matter pertaining to potential litigation.

The MetLCS Board discussed an employment matter. The board **VOTED** unanimously to approve the motion.
A. Bothner made a motion to ratify the personnel discussion.
A. Khatiwada seconded the motion.
The board **VOTED** unanimously to approve the motion.

IX. FY21 Budget

A. FY21 Budget

A. Bothner made a motion to pass the FY21 budget subject to the personnel discussion.
T. Bryan seconded the motion.
The board **VOTED** unanimously to approve the motion.
A. Bothner made a motion to approve Mr. Khari Shabazz as a MetLCS Board Member.
A. Khatiwada seconded the motion.
The board **VOTED** to approve the motion.

Roll Call	
M. Dorr e	Absta n
J. Bou et	Aye
A. Bothner	Aye
S. Press ey	Aye
A. Khat wada	Aye
K. Br sseau	Aye
J. McDona d	Absent
T. Bryan	Aye
E. Chen	Aye

A. Bothner made a motion to approve Ms. Constance Barnes as a MetLCS Board Member.
E. Chen seconded the motion.
The board **VOTED** unanimously to approve the motion.
A. Khatiwada made a motion to approve Ms. Sophia Huda as a MetLCS Board Member.
K. Brisseau seconded the motion.
The board **VOTED** to approve the motion.

Roll Call	
T. Bryan	Aye
S. Press ey	Aye
J. McDona d	Absent
K. Br sseau	Aye
J. Bou et	Absta n
A. Bothner	Absta n
M. Dorr e	Aye
A. Khat wada	Aye
E. Chen	Aye

X. Closing Items

A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 11:30 PM.

Respectfully Submitted,
C. Russell

APPROVED

Metropolitan Lighthouse Charter School

Minutes

Metropolitan Lighthouse Charter School Board Meeting

Date and Time
Thursday June 25, 2020 at 6:30 PM

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

Trustees Present
A. Bothner (remote), A. Khanyile (remote), A. Khatiwada (remote), E. Chen (remote), J. Boulet (remote), K. Brisseau (remote), K. Shabazz (remote), M. Dorrie (remote), S. Pressley (remote), T. Bryan (remote)

Trustees Absent
J. McDonald

Trustees Left Early
M. Dorrie

Guests Present
C. Russell (remote), Constance Barnes, K. Davidson (remote), K. McGuire (remote), M. Alston (remote), M. Rivera (remote), M. Rousseau (remote), Sophie Huda, T. Williams (remote)

I. Opening Items

A. Record Attendance and Guests

B. Call the Meeting to Order

A. Bothner called a meeting of the board of trustees of Metropolitan Lighthouse Charter School to order on Thursday Jun 25, 2020 @ 6:36 PM.

C. Review the Agenda

Aaron Bothner reviewed the agenda for the June board meeting.

D. MetLCS Mission/Vision Reflection and Grounding

Shanta Pressley reflected on the 8th grade graduation celebration via zoom. She shared that the work that the board does is worth it, after seeing the graduation today. Shanta recognized Kurt Davidson and his team for their efforts.

II. Education Committee

A. K - 8 Principal Update

Kurt Davidson opened up by thanking the board for attending the 8th grade graduation via zoom. Kurt reminded that the Kindergarten graduation is tomorrow at 11am via zoom.

Kurt reported that this week there was parent/scholar pick ups for summer reading. Approximately 90% of the K-8 came in to get their bags this week.

Kurt reported that it looks as though the K-8 will end with 87% overall teacher retention rate and a 12 month retention of 80%.

Kurt gave the board an introduction to the K-8's new dance teacher. Her resume is provided in the board packet. She will be able to teach many different types of dance.

Kurt gave a brief update on the re-entry plan and the steps that the leaders have taken to ensure
we are on top of planning with multiple options.

Aaron Bothner asked if there is anything that the board should know to support the school with re-entry. Kurt responded that as of right now, 3 plans are in place: However the conversation right now is premature as there is no direction from the city.

Aaron Bothner requested for the next board meeting that attendance numbers are in the board packet. Kurt agreed.

Jessica Boulet asked about summer school numbers. Kurt reported that about 20%-25% of scholars are mandated to attend. However, the summer school program is open to the entire K-8. Jessica then asked how the number compares to other years. Kurt reported that it is just a slight increase. Kurt stated that having families come in this week allowed for personalized conversations with families.

B. 9 - 11 Principal Update

Tyra Williams that the last few weeks have been very hectic with final grades.

Summer school classes will take place this summer for the five regents classes that are needed to graduate. Admin and culture teams will follow up on this program weekly. Summer school will be conducted virtually through Apex. The program gives the scholars a pre-test to see what they have mastered so the program is very targeted. Apex is a credit recovery program.

Tyra introduced the new social worker that was hired by the CPA. Her resume is in the packet for the board's review.

Tyra updated on the other positions that are open. She feels confident in the interviews that are scheduled for the technology teacher and science/math teacher positions.

Tyra reported that the CPA retention rate is 84%.

Tyra reported on experiences for professional development during the summer for the art teacher and business teacher. There will also be more opportunities with Karin as a partner for the summer for teachers.

Anuj Khatiwada provided recognition to both principals for the retention of teachers over the last 2 years.

Jessica Boulet asked how many scholars chose to enroll in summer school. Tyra stated that she would be able to get the numbers and follow up with Jessica. Tyra also stated that the program is two fold: credit recovery and regents classes program. Tyra reported that her estimate on CPA participation in summer school are about 50%. The program for the summer is mandatory. Tyra also reported about Co-op tech/Hostos, scholars will certification as the programs will continue.

Jessica then asked how the number compares to other years. Tyra reported that it is a huge increase for the CPA. She reported the number was about 10%-15% previously and because it was so low, summer school programs were outsourced as the need wasn't great.
A. Bothner made a motion to approve all resumes.
A. Khatiwada seconded the motion.
The board **VOTED** unanimously to approve the motion.

C. Education Committee Report

Ellen Chen reported that there has been a lot of planning happening recently. She also reported that at next month's board meeting, the data dashboard will be presented.

Aaron Bothner shared that while we aren't getting guidance, we need to ensure we have a system in place and have been proactive. The top 5 goals are align with the charter goals. Aaron shared that he is happy to give input on the dashboard to support.

III. LHA Updates

A. Enrollment Update

Melissa Alston reported out on the K-12 enrollment update. Our goal for kindergarten enrollment is 54, we have 52 scholars fully registered. We have one 2nd grader and four 9th graders who have indicated that they will withdraw but have yet to complete the withdraw document to confirm. We have one confirmed withdrawal for 9th grade and we have identified one scholar to take this seat. We have a total of 8 scholars with IEPs going into Kindergarten as of June 12, 2020. Additionally today, new kindergarteners and their families were welcomed into the building to bring any pending documentation they needed to hand in, receive a school tour, a family welcome bag, a scholar summer bag and those in attendance also completed the home language survey. A makeup day is scheduled for Wednesday, July 1, 2020.

Aaron asked if there were any concerns or if we were tracking well. Melissa responded that we are on par with where we should be.

B. LHA NY Scholar Enrollment Plan

Courtney Russell reported on the NY LHA scholar enrollment plan document. She shared that different charters have different approaches in regards to the management of the wait list throughout the school year. Courtney shared with board and school teams. She recommended that this be looked at and voted on for the July board meeting.

Aaron Bothner requested that everyone take a look at the document ahead of the next board meeting.

C. LHA Network Update

Courtney Russell reported on the 30, 60, 90 day plan in the board packet. Courtney shared that LHA will continue to be transparent through this process and look at this from an academic and operational lense.

Aaron asked if there were any questions or comments. There were no questions or comments.

IV. Public Comments

A. Public Comments

Aaron asked if there were any public comments. There were none.

V. School Operations

A. Financial Report

Mary Beth Rousseau reported that the balance sheet is in a strong position. The school has 8 million in cash on hand. 246 days cash on hand. The debt service ratio is at 2.42, from a covenance standpoint the school is in a good position. In regards to the market value of the investment accounts, we are at just about 5.5 million dollars, having initially invested 5 million dollars. Investments are in a very secure treasury.

In regards to the statement of activities, there will be a significant change in the surplus due to 10 month salaries being paid out for the summer.

B. Paycheck Protection Program (PPP)

Mary Beth Rousseau reported on the PPP. Mary Beth reported that she believes this loan will be forgiven.

Aaron Bothner shared that the interest rate doesn't kick in until 6 months. He also shared that as we continue to plan for next year, the board would want proposed uses for this money for the upcoming year.

Aaron asked Shanta Pressley if there was anything she wanted to add. Shanta responded that she didn't have anything to add.

Aluta Khanyile asked if there was a stipulation in the PPP contract in regards to employee terminations. Mary Beth Rousseau reported that staffing levels need to be restored to February 2020 levels.

Mary Beth shared that the school will meet this requirement.
S. Pressley made a motion to approve the financials as presented.
A. Bothner seconded the motion.
The board **VOTED** unanimously to approve the motion.

C. Spend Policy

Shanta Pressley reported on the spend policy. Shanta requested that the board approve to send this document to the auditor to approve to be put into place in the coming months.

Aaron suggested that any questions or comments should be directed to Shanta or Kamaria by Tuesday. Aaron stated that this would be up for a board vote at the July meeting.

D. Facilities

Monica Riveria reported that the school did not pass the FDNY inspection in June. She reported that the wifi and camera system work is finishing up this week.

Monica reported that Melissa Alston and the construction company will do a final walk through on Tuesday.

Monica reported that the umbrella liability insurance expires on July 31 but the contractors agreed to pay for the extension.

Monica reported that the door locking mechanism on the elevator is still pending and when an update is available she will report out.

Aaron asked if the FDNY inspection could come back before the end of July 31. Monica reported that she is unsure of the timeline.

E. MetLCS Rooftop Ribbon Cutting

Monica Rivera reported that now that we have an end date for the project, Monica and Melissa will have a report ready for the July board meeting.

F. LHA Pre-K Presentation

Monica Rivera asked the board if they have any questions about Pre-K or the guidance.

Aaron Bothner shared that he was interested in learning more about Pre-K.

G. Personnel Handbook

Monica Rivera reported that at the end of the personnel handbook there is a change sheet which outlines all the changes in the handbook.

Monica shared that there are no major changes to the handbook, but the changes that were made are highlighted in the change sheet.

Jessica Boulet shared the importance of the handbook and how it is a reflection of our values to staff.
A. Bothner made a motion to approve the personnel handbook.
J. Boulet seconded the motion.
The board **VOTED** unanimously to approve the motion.

H. Scholar Family Handbook

Karin McGuire reported that at the end of the personnel handbook there is a change sheet which outlines all the changes in the handbook.

Karin asked Melissa Alston if she had anything to add. Melissa reported that another big change is the addition of the sick scholar protocol as it relates to Covid- 19.

A. Bothner made a motion to approve the scholar family handbook.

J. Boulet seconded the motion.
The board **VOTED** unanimously to approve the motion.

I. MetLCS Dissemination Agent

Courtney Russell reported that in conjuction with the bond deal, we need a dissemination agent. John Phan previously worked with the school as a financial advisor with Urban Futures. John Phan is now with a new company and could take this role. Courtney recommended hiring John Phan.

Aaron Bothner reported that we bought the building we are in and issued bonds and we had this relationship with John Phan.

Anuj Khatiwada asked if the fee to John Phan with the new company was the same as the old fee. Courtney reported it was.

J. Disclosure of Financial Interest Form

Aaron Bothner stated that Melissa Alston sent out the financial disclosure document today.

Courtney Russell reported that the annual financial disclosure is updated for June 2020 and that new board members should complete the form as well.

Aaron shared that if you have any issues to reach out to Melissa Alston.

VI. Board Governance

A. Approve Minutes from May 2020 Meeting

J. Boulet made a motion to approve the minutes from Metropolitan Lighthouse Charter School Board Meeting on 05-28-20.
A. Bothner seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. Board Strategic Initiatives Review

Aaron Bothner thanked everyone for their efforts in regards to the strategic plan. Aaron reported that the next board retreat is already on the calendar. Aaron shared that the strategic plan will be reassessed every quarter.

Aaron asked if there are any further reflections on the strategic plan. There were none.
A. Bothner made a motion to approve the updates to the strategic plan updated during the annual board retreat.
J. Boulet seconded the motion.
The board **VOTED** unanimously to approve the motion.

C. MetLCS Values

D. Annual Meeting/Elections

Aaron Bothner shared that the number of board member positions needs to be designated at the annual meeting.

Aaron shared that there are A and B classes that allow for an even amount of board members on each class. If a board member leaves the board, the new board member will take the class of the previous person.

Aaron also reported that the officers are re-elected as well as the committee chairs annually.

E. MetLCS Bylaws Revision

Aaron Bothner reported that the existing bylaws needed to be amended to allow for an increase in the amount of board members on the board.

Kamaria Brisseau reported that the board would like to increase the board member count to 15 to include room for a board member to support with fundraising.
K. Brisseau made a motion to amend the bylaws to increase the amount of board members to 15.
T. Bryan seconded the motion.
The board **VOTED** unanimously to approve the motion.

VII. Nominating Committee Update

A. Nominating Committee Update

A. Bothner made a motion to approve all classes and slates as it is outlined in the board governance summary.
T. Bryan seconded the motion.
The board **VOTED** unanimously to approve the motion.
A. Bothner made a motion to approve Tim Bryan, Anuj Khatiwada, Kamaria Brisseau, Michael Dorrie and Aluta Khanyile to class b as a slate.
S. Pressley seconded the motion.
The board **VOTED** unanimously to approve the motion.
K. Brisseau made a motion to approve the reelection of Shanta Pressley as the treasurer of the board.
A. Khatiwada seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

A. Khany e	Aye
K. Shabazz	Aye
E. Chen	Aye
S. Press ey	Absta n
A. Bothner	Aye
J. McDona d	Absent
T. Bryan	Aye
J. Bou et	Aye
A. Khat wada	Aye
K. Br sseau	Aye
M. Dorr e	Absent

K. Brisseau made a motion to approve Jessica Boulet as the secretary of the board.
A. Khanyile seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

A. Khat wada	Aye
E. Chen	Aye
S. Press ey	Aye
M. Dorr e	Absent
T. Bryan	Aye
A. Bothner	Aye
K. Br sseau	Aye
J. McDona d	Absent
K. Shabazz	Aye
A. Khany e	Aye
J. Bou et	Absta n

Kamaria Brisseau opened up a conversation in regards to the chair of the board historically being white.

Anuj Khatiwada shared that he is committed in the next year to ensuring that the board continues to look more and more like the population the school serves

Aluta Khanyile shared that he appreciates the current leadership and is in favor of continuing as is.

Jessica Boulet shared that board members interested in leadership positions should also consider the secretary position, which also includes the role of chair of the governance committee, as a meaningful path to increased involvement in board operations.

Aaron Bothner shared that he appreciates all of the comments. He also shared that he is very excited about the group of people. Aaron also shared that it is important that we think about board succession planning.
K. Brisseau made a motion to approve Anuj Khatiwada for reelection as vice chair of the board.
S. Pressley seconded the motion.
The board **VOTED** to approve the motion.

Roll Call	
M. Dorr e	Absent
A. Khany e	Aye
K. Br sseau	Aye
A. Khat wada	Absta n
S. Press ey	Aye
J. Bou et	Aye
E. Chen	Aye
A. Bothner	Absta n
T. Bryan	Aye
K. Shabazz	Aye
J. McDona d	Absent

K. Brisseau made a motion to to approve the reelection of Aaron Bothner to chair of the board.
A. Khanyile seconded the motion.
The board **VOTED** to approve the motion.

Roll Call	
E. Chen	Aye
J. McDona d	Absent
J. Bou et	Aye
S. Press ey	Aye
A. Bothner	Absta n
M. Dorr e	Absent
T. Bryan	Aye
A. Khat wada	Aye
A. Khany e	Aye
K. Shabazz	Aye
K. Br sseau	Aye

Ellen Chen introduced the education committee is here to help the principals ensure that the academic goals are in line with the charter goals. The school is data focused.

Shanta Pressley introduced the finance committee. The committee's purpose is to advise and provide oversight for the school by ensure that the school is operating in a sound state based on the funds that are received.

Jessica Boulet introduced governance committee. This committee has two main functions: an executive function, to carry forward smaller discussions that need to take place quickly between monthly board meetings, and an internal governance function, to guide strategic planning and accountability in cooperation with board officers and other committee chairs. It

is generally the case that committee heads are on this committee, however, anyone is welcome to participate.

Aaron Bothner shared that the nominating committee is a permanent (standing) committee under the bylaws, as opposed to an ad hoc working group.

Aaron Bothner discussed the ad hoc working groups. Aaron shared that the facilities group should continue: as the roof project winds down, it will shift its focus in the coming year to looking for potential additional space for the school. He suggested that a working group for CEO evaluations should not be created separately, but should be delegated to the governance committee. The idea of creating the external relations committee came out of the discussion at the annual retreat to support increased attention to community relations and fundraising. Aaron shared that he sees the community relations efforts and the fundraising efforts to have substantial overlap in practice.

Aaron shared to the board that there are open slates and board members should think about what committees and working groups they would like to serve on.
S. Pressley made a motion to approve the nomination of Khari Shabazz join the finance committee.
A. Bothner seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call	
E. Chen	Aye
A. Khany e	Aye
S. Press ey	Aye
T. Bryan	Aye
K. Br sseau	Aye
J. Bou et	Aye
M. Dorr e	Absent
K. Shabazz	Absta n
A. Khat wada	Aye
A. Bothner	Aye
J. McDona d	Absent

K. Brisseau made a motion to to approve the nomination of Sophia Huda and Constance Barnes to join the education committee.
A. Khatiwada seconded the motion.
The board **VOTED** unanimously to approve the motion.
K. Brisseau made a motion to to approve the nomination of Sophia Huda and Aluta Khanyile to join the facilities committee.
A. Khatiwada seconded the motion.
The board **VOTED** unanimously to approve the motion.
K. Brisseau made a motion to to approve the nomination of Aluta Khanyile to join the external relations committee.
T. Bryan seconded the motion.
The board **VOTED** unanimously to approve the motion.
K. Brisseau made a motion to to approve the nomination of Jessica Boulet to join the external relations committee.
S. Pressley seconded the motion.
The board **VOTED** to approve the motion.

Roll Call	
K. Br sseau	Aye
T. Bryan	Aye
A. Bothner	Aye
A. Khat wada	Aye
E. Chen	Aye
K. Shabazz	Aye

S. Press ey	Aye
A. Khany e	Aye
J. Bou et	Absta n
M. Dorr e	Aye
J. McDona d	Absent

K. Brisseau made a motion to to approve the nomination of Khari Shabazz to join the external relations committee.
E. Chen seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

M. Dorr e	Aye
E. Chen	Aye
J. McDona d	Absent
A. Khany e	Aye
K. Shabazz	Absta n
T. Bryan	Aye
S. Press ey	Aye
J. Bou et	Aye
A. Bothner	Aye
K. Br sseau	Aye
A. Khat wada	Aye

Aaron Bothner shared what the entity of 180 West 165th Street LLC is and why it was created. The LLC deals with Metropolitan Lighthouse School business, therefore traditionally its board has been constituted of two Trustees from the Metropolitan Lighthouse School board as well as one person involved in the main operations of the school.

On behalf of the board of 180 West 165th Street LLC, Aaron Bothner motioned to appoint Melissa Alston as the secretary of the 180 West 165th Street LLC. Anuj Khatiwada seconded the motion. It was approved unanimously by the board of 180 West 165th Street LLC.
A. Bothner made a motion to ratify the strategic plan developed at the June annual retreat.
J. Boulet seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

A. Khat wada	Aye
K. Shabazz	Aye
M. Dorr e	Aye
S. Press ey	Aye
T. Bryan	Aye
A. Khany e	Aye
A. Bothner	Aye
E. Chen	Aye
K. Br sseau	Aye
J. Bou et	Aye
J. McDona d	Absent

M. Dorrie left early.

VIII. Executive Session

A. Executive Session

A. Bothner made a motion to go into executive session for a corporate personnel matter.
A. Khatiwada seconded the motion.
Tyra Williams, Kurt Davidson and Melissa Alston were invited. The board **VOTED** unanimously to approve the motion.
A. Bothner made a motion to leave executive session after discussing the corporate personnel matter.
J. Boulet seconded the motion.

The board **VOTED** unanimously to approve the motion.
J. Boulet made a motion to approve the delegation of handling the corporate personnel matters discussed to the governance committee, until the next full board meeting.
A. Khatiwada seconded the motion.
The board **VOTED** unanimously to approve the motion.

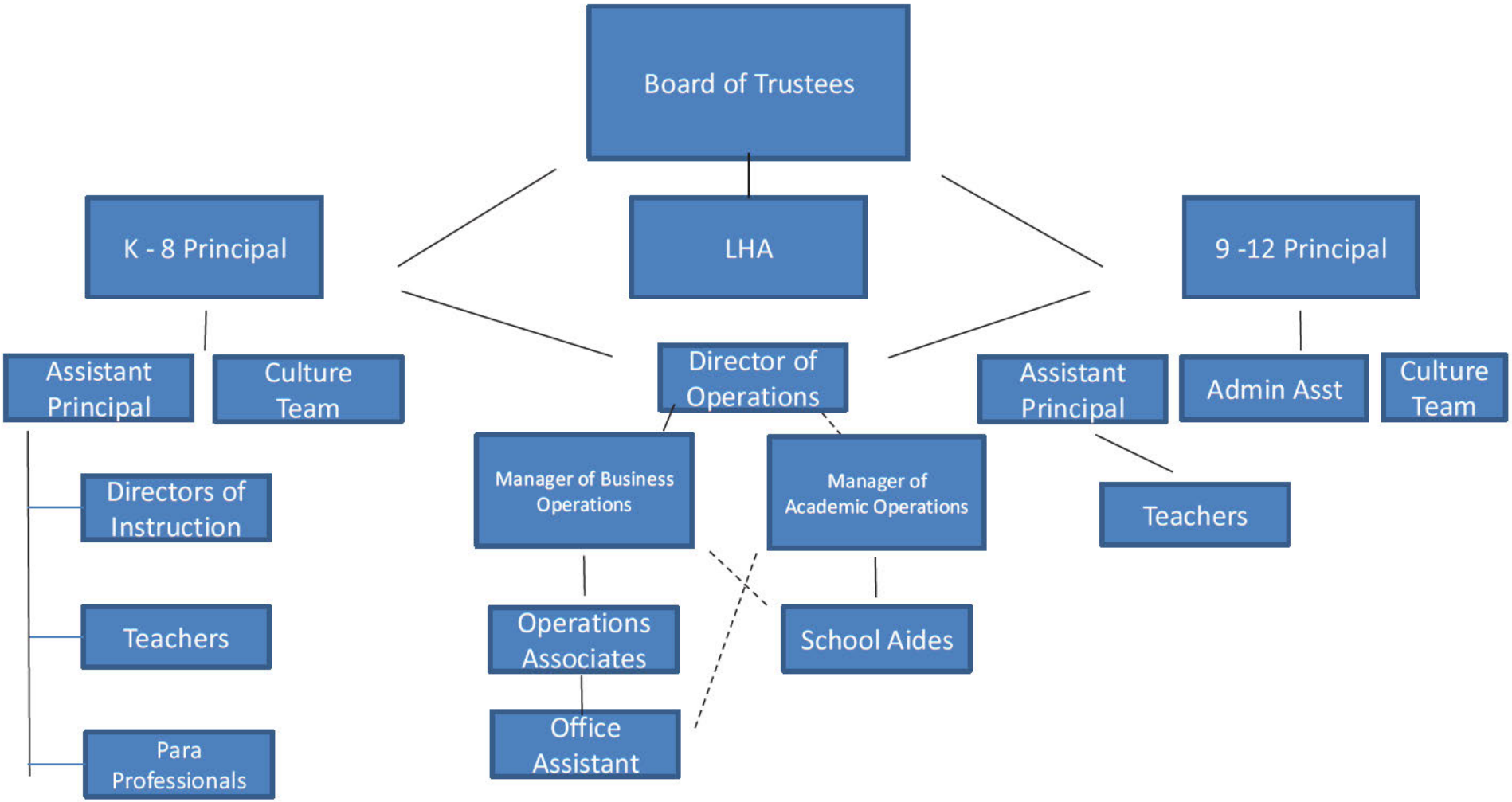
IX. Closing Items

A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 10:07 PM.

Respectfully Submitted,
A. Bothner

Metropolitan Lighthouse Charter School
Organizational Chart



School Event Calendar Template

https://www.vertex42.com/calendars/school-calendar.html

Vertex42
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Year: 2020

Start Day: 1 *1: Sun, 2: Mon*

2020-2021 School Event Calendar

July 2020

Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

July

3	School Closed
6	First Day of Summer School

August 2020

Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

August

6	Last Day of Summer School
10-21	Teacher Training (PDI) All Teachers
24 -31	Scheduled Orientation and Remote Learning Begins

September 2020

Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

September

1-11	Scheduled Orientation and Remote Learning
7	Labor Day (No School Closed)
28	Start of Hybrid Learning (Tentative)

October 2020

Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

October

12	Indiginous Peoples' Day (School Closed)

November 2020

Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

November

3	Election Day (No Students/Training Day for Teachers)
6	End of Marking Period 1
11	Veterans Day (School Closed)
20	Virtual Parent Teacher Conference
25-27	Thanksgiving Break (School Closed)

December 2020

Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

December

21-31	Winter Break (School Closed)

January 2021

Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

January

1	Winter Break (School Closed)
18	Martin Luther King Jr. Day (School Closed)
25	Teacher Training (No Students)
29	End of Marking Period 2
	January Regents Testing (TBD)

February 2021

Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

February

12	Virtual Parent Teacher Conference
15-19	Mid Winter Break (No Students)

March 2021

Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

March

29-31	Spring Break (No Students)

April 2021

Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

April

1-2	Spring Break (No Students)
16	End of Marking Period 3
29	Virtual Parent Teacher Conference
	NYS ELA Examination (TBD)
	NYSESLAT Testing Window (TBD)

May 2021

Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

May

13	Eid al-Fitr (School Closed)
14	Teacher Training Day (No students)
31	Memorial Day (School Closed)
	NYS Math Examination (TBD)
	NYSESLAT Testing Window (TBD)
	8th Grade Science Testing Window (TBD)

June 2021

Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

June

11	End of Marking Period 4
25	Last Day of School
	June Regents Testing Window (TBD)
	8th Grade Science Testing Window (TBD)

Color Key

- School is Closed
- Teacher Training (No School for Scholars)
- Virtual Parent Teacher Conference
- End of the Marking Period
- Summer School
- Start and End Dates of School

Calendar Details

Fridays are Remote Only

Parent Teacher Conferences are Virtual

Testing Dates are not Available at this Time

All dates are subject to change

102796

Approved Fire Prevention Corp.

LICENSED FIRE SUPPRESSION SERVICES

380 West Main Street, Babylon, NY 11702
54-15 46th Street, Maspeth, NY 11378
Phone (800) 497-2959 I Fax (631) 422-6706
info@approvedfireprevention.com

Invoice

[redacted]	05/11/20

Bill To

Metropolitan Lighthouse Charter School
Attn: Melissa Alston
180 West 165th Street
Bronx, NY 10452

Work Location

Primary
Metropolitan Lighthouse Charter School
Attn: Melissa Alston
180 West 165th Street
Bronx, NY 10452

W.O. Number	Terms	Work Scope Summary
Contract	Net 30	Inspections for the 4th Quarter: 04/2020 - 06/2020

Scope of Work Description

Annual Inspection Contract

8) Monthly Sprinkler/Standpipe Inspections at $73.00
2) Quarterly Combination Inspections at $285.00
2) Annual/Semi-Annual Combination Inspections at $465.00
1) Annual Hose Rack Inspection at $180.00
1) Annual PFE Inspection at $105.00

Amount Due for the Quarter: $592.25

Date	Product/Service	Description	Unit Price	Qty	Tax	Amount
05/11/20	Annual Inspection Contract	1/4 of the Annual Inspection Contract	$2,369.00	0.3	$0.00	$592.25
05/11/20	Disclaimer	Please review your inspection deficiencies and alert us if you wish to receive a quote or explanation.	$0.00	0.0	$0.00	$0.00

Subtotal:	$592.25
Tax:	$0.00
Paid:	$0.00
Balance Due:	**$592.25**

MAKE CHECKS PAYABLE TO:
APPROVED FIRE PREVENTION CORP.
380 WEST MAIN STREET
BABYLON, NY 11702

RTS: True / P: True /

Visit us at www.ApprovedFirePrevention.com

Approved Fire Prevention Corp.
380 West Main Street
Babylon, NY 11702
P: 631-422-6702
F: 631-422-6706

No.: 5/11/2020 [redacted]

Quarterly / Annual Sprinkler Inspection

Date: 05/11/2020

FREQUENCY

Type of Inspection	Semi-Annual
IS THIS A COMBINATION SYSTEM?	Yes

*NOTE: If this location has a seperate Standpipe Riser, please fill out the Quarterly/Annual Wet Standpipe form in addition to this form

INSPECTOR INFORMATION

Date	05/11/2020
Inspector's Name	John Parrinello
Work Order #	

LOCATION INFORMATION

Location	Metropolitan Lighthouse Charter School
Store Number	180
Street	180 Wst 165th St
City	Bronx
State	NY
Zip Code	10452
Contact / Phone	Priscila Prado [redacted]
# of Combination Risers	1
Combination Riser Sizes (inches)	6
# of Standpipe Risers	1
Standpipe Riser Sizes (inches)	4

Special Instructions

Note: Annual visual inspection of piping and heads to be performed in common areas only.

PRE-INSPECTION CHECKLIST

Last Annual Inspection	10/2019
Was facility/store manager notified prior to starting inspection?	Yes
Facility/store managers name	Melissa
Was alarm monitoring company notified prior to starting inspection?	N/A
Was last inspection reviewed for deficiencies?	N/A

FIRE DEPARTMENT CONNECTIONS

Are all visible and accessible?	Yes
Are all couplings and swivels free of damage and rotating smoothly?	Yes
Are all plugs, caps and gaskets in place and free of damage?	Yes
Are all identification signs in place?	Yes
Are all clappers in place and appear operable?	Yes
Are all check valves free of leaks?	Yes
Are all automatic drain valves in place and appear operable?	Yes

IN-RACK SPRINKLER HEADS

Is this section of questions applicable for this inspection?	No

MAIN DRAIN

Riser Number (list all risers in this box)	N/A-visual only due to manager not being present to take system offline, visual only

ALARM DEVICES (TESTING)

Did waterflow alarms operate within 90 seconds?	No
Did all tamper devices report to the panel?	N/A
Were all alarm devices found with no physical damage and protective covers in place?	Yes

ALARM DEVICES (VISUAL)

[redacted]

Approved Fire Prevention Corp.
380 West Main Street
Babylon, NY 11702
P: 631-422-6702
F: 631-422-6706

No.: 5/11/2020 [redacted]

Quarterly / Annual Sprinkler Inspection

Date: 05/11/2020

Were all alarm devices found with no physical damage and protective covers in place?

CONTROL VALVES (QUARTERLY)

Are all control valves in the normal open or closed positions?	Yes
Are all control valves properly sealed, locked, or supervised?	Yes
Are all control valves accessible?	Yes
Are all control valves free of physical damage?	Yes
Are all control valves free of external leaks?	Yes

GENERAL INSPECTION ITEMS (QUARTERLY)

Do the supply side water gauges show normal water pressure?	No Gauges
Do the system side water gauges show normal water pressure?	Yes
System Side PSI	86
Are all hydraulic placards securely attached and legible?	None Present
Are all areas that are protected by the wet system properly heated?	Yes
Have all gauges 5 years and older been replaced and tagged?	Yes

PRE-STANDPIPE/HOSE SYSTEM

Is this section of questions applicable for this inspection?	Yes

STANDPIPE/HOSE SYSTEMS

Are all pipes free of damage, corrosion, and properly aligned?	Yes
Are all handwheels secure and free of physical damage?	Yes
Are all outlet hose threads free of physical damage?	Yes
Are all valves free of leaks?	Yes
Are all reducers and caps in place and secure?	N/A
Were all hoses found to be no more than (5) years old (if new) or (3) years from last hydro-static test?	Yes
Were all hoses removed, inspected, found in good condition, and reloaded? (ANNUAL ONLY)	N/A

DEFICIENCIES

Were deficiencies found?	No

ADDITIONAL PICTURES

[redacted]

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Babylon, NY 11702
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F: 631-422-6706

No.: 5/11/2020 [redacted]

Quarterly / Annual Sprinkler Inspection

Date: 05/11/2020

Picture

INSPECTOR NOTES

Additional Comments
Note: visual only due to manager not being present to take system offline.

IMPAIRMENT

What condition was system left in?	Working Condition

POST INSPECTION CHECKLIST

Were all riser tags and card updated?	Yes
Did manual and remote alarm panels reset properly?	Yes
Are all control valves open and system operational?	Yes

ACKNOWLEDGEMENT

The owner and/or owner representative acknowledges the responsibility of the operating condition of the component parts at the time of this inspection. It is agreed that the inspection service provided by the contractor, as prescribed herein, is limited to performing a visual inspection and/or routine testing, and that any investigation or unscheduled testing, modification, maintenance, repair, etc., of the component parts is not included as part of the inspection work performed. It is understood that the information contained herein, is provided to the best knowledge of the party providing such information.

FACILITY/STORE MANAGER'S SIGNATURE

Facility/Store Manager's Signature

FACILITY/STORE MANAGER'S NAME

Facility/Store Manager's Name	No manager on site at time of inspection
Date	05/11/2020

INSPECTOR'S SIGNATURE

[redacted]

Approved Fire Prevention Corp.
380 West Main Street
Babylon, NY 11702
P: 631-422-6702
F: 631-422-6706

No.: 5/11/2020 [redacted]

Quarterly / Annual Sprinkler Inspection

Date: 05/11/2020

Inspector's Signature

INSPECTOR'S NAME

Inspector's Name	John Parrinello
Date	05/11/2020

[redacted]

Approved Fire Prevention Corp.
380 West Main Street
Babylon, NY 11702
P: 631-422-6702
F: 631-422-6706

No.: 5/11/2020 [redacted]

Quarterly / Annual Wet Standpipe Inspection

Date: 05/11/2020

FREQUENCY

Type of Inspection	Other
IS THIS A COMBINATION SYSTEM?	Yes

STANDPIPE SYSTEM

NJDFS Permit	[redacted]
Date	05/11/2020
Inspector's Name	John Parrinello
Work Order #	AFP

LOCATION INFORMATION

Location	Metropolitan Lighthouse Charter School
Store Number	180
Street	180 Wst 165th St
City	Bronx
State	NY
Zip Code	10452
Contact / Phone	Priscila Prado [redacted]
Dry Sprinkler Riser Sizes (inches)	0
Wet Sprinkler Riser Sizes (inches)	0
Number of Combination Risers	1
Combination Riser Sizes (inches)	6
Number of Standpipe Risers	1
Standpipe Riser Sizes	4

Special Instructions

Note: Annual visual inspection of piping and heads to be performed in common areas only.

SYSTEM DESIGN INFORMATION

Number of Risers	2
Sizes	6,4
Number of Fire Department Connections	1
Is system a multi-zone standpipe system?	N/A
Class of service	III
Type of system	Automatic
Hose valve size (in.)	2.5
Hose valve adapter size (in.)	1.5
Hose size (in.)	1.5
Type of nozzle	Straight Stream

ALARM VALVES/RISER CHECK VALVES

Are all alarm line valves on the trim in the open postion?	No

ALARM DEVICES

Did waterflow alarms operate within 90 seconds?	N/A
Did all tamper devices report to the panel?	N/A
Were all devices found with no physical damage and protective covers in place?	Yes

HOSE CABINETS

Are all cabinets accessible and free of physical damage and corrosion?	Yes
Do all cabinets have proper identification?	Yes

FIRE DEPARTMENT CONNECTIONS

Are all visible and accessible?	Yes
Are all couplings and swivels free of damage and rotating smoothly?	Yes
Are all plugs and caps in place and free of damage?	Yes

[redacted]

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380 West Main Street
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F: 631-422-6706

No.: 5/11/2020 [redacted]

Quarterly / Annual Wet Standpipe Inspection

Date: 05/11/2020

Are all gaskets in place and in good condition?	Yes
Are all identification signs in place?	Yes
Are all check valves tight and free of leaks?	Yes
Are all automatic drain valves in place and appear operable?	Yes
Are all clappers in place and appear operable?	Yes

MAIN DRAIN

Riser Number	N/A-visual only due to manager not being present to take system offline, visual only

DEFICIENCIES

Were deficiencies found?	No

IMPAIRMENT

What condition was system left in?	Working Condition

POST INSPECTION CHECKLIST

Were all riser tags updated?	Yes
Was riser card updated?	Yes
Did manual and remote alarm panels reset properly?	Yes
Are all control valves open and system operational?	Yes

ACKNOWLEDGEMENT

The owner and/or owner representative acknowledges the responsibility of the operating condition of the component parts at the time of this inspection. It is agreed that the inspection service provided by the contractor, as prescribed herein, is limited to performing a visual inspection and/or routine testing, and that any investigation or unscheduled testing, modification, maintenance, repair, etc., of the component parts is not included as part of the inspection work performed. It is understood that the information contained herein, is provided to the best knowledge of the party providing such information.

FACILITY/STORE MANAGER'S SIGNATURE

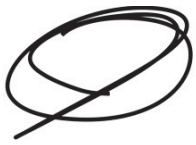
Facility/Store Manager's Signature

FACILITY/STORE MANAGER'S NAME

Facility/Store Manager's Name	No manager on site at time of inspection
Date	05/11/2020

INSPECTOR'S SIGNATURE

Inspector's Signature



INSPECTOR'S NAME

Inspector's Name	John Parrinello
Date	05/11/2020

[redacted]

NYC Buildings

Certificate of Occupancy

CO Number: [redacted]

This certifies that the premises described herein 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. No change of use or occupancy shall be made unless a new Certificate of Occupancy is issued. *This document or a copy shall be available for inspection at the building at all reasonable times.*

A.

Borough: Bronx **Address:** 180 WEST 165TH STREET **Building Identification Number (BIN):** [redacted]	**Block Number:** [redacted] **Lot Number(s):** [redacted] **Building Type:** New	**Certificate Type:** Final **Effective Date:** 04/25/2016

This building is subject to this Building Code: 2008 Code

For zoning lot metes & bounds, please see BISWeb.

B.

Construction classification: [redacted] (2008 Code)

Building Occupancy Group classification (2008 Code)

Multiple Dwelling Law Classification: None

No. of stories: [redacted]	**Height in feet:** [redacted]	**No. of dwelling units:** 0

C.

Fire Protection Equipment:
Standpipe system, Fire alarm system, Sprinkler system, Fire Suppression system

D.

Type and number of open spaces:
None associated with this filing.

E.

This Certificate is issued with the following legal limitations:
None

Borough Comments: None

Borough Commissioner

Commissioner

DOCUMENT CONTINUES ON NEXT PAGE

NYC Buildings

Certificate of Occupancy

CO Number: [redacted]

Permissible Use and Occupancy

All Building Code occupancy group designations below are 2008 designations.

Floor From To	Maximum persons permitted	Live load lbs per sq. ft.	Building Code occupancy group	Dwelling or Rooming Units	Zoning use group	Description of use
[redacted]						

END OF SECTION

Borough Commissioner

Commissioner

END OF DOCUMENT

[redacted]/25/2016 2:47:31 PM