

I. SCHOOL INFORMATION AND COVER PAGE

Created Tuesday, July 09, 2013

Updated Thursday, August 01, 2013

Page 1

1. SCHOOL NAME

(Select School name from dropdown menu; BEDS # appears first)

331400860945 NORTHSIDE CHS

2. CHARTER AUTHORIZER

Regents-Authorized Charter School

3. DISTRICT / CSD OF LOCATION

NYC CSD 14

4. SCHOOL INFORMATION

PRIMARY ADDRESS	PHONE NUMBER	FAX NUMBER	EMAIL ADDRESS
424 Leonard Street Brooklyn, NY 11222	347-390-1273	347-390-1274	info@bnschs.org

4a. PHONE CONTACT NUMBER FOR AFTER HOURS EMERGENCIES

4a. PHONE CONTACT NUMBER FOR AFTER HOURS EMERGENCIES Contact Name	Reshma Baig
4a. PHONE CONTACT NUMBER FOR AFTER HOURS EMERGENCIES Title	Principal
4a. PHONE CONTACT NUMBER FOR AFTER HOURS EMERGENCIES Emergency Phone Number (###-###-####)	

5. SCHOOL WEB ADDRESS (URL)

http://www.bnschs.org

6. DATE OF INITIAL CHARTER

2009-01-01 00:00:00

7. DATE FIRST OPENED FOR INSTRUCTION

2009-08-01 00:00:00

8. TOTAL NUMBER OF STUDENTS ENROLLED IN 2012-13 (as reported on BEDS Day)

(as reported on BEDS Day)

9. GRADES SERVED IN SCHOOL YEAR 2012-13

Check all that apply

 9

 10

 11

 12**10. DOES THE SCHOOL CONTRACT WITH A CHARTER OR EDUCATIONAL MANAGEMENT ORGANIZATION?**

Yes/No	Name of CMO/EMO
No	

11. FACILITIES

Will the School maintain or operate multiple sites?

No, just one site.

12. SCHOOL SITES

Please list the sites where the school will operate in 2013-14.

	Physical Address	Phone Number	District/CS D	Grades Served at Site	School at Full Capacity at Site	Facilities Agreement
Site 1 (same as primary site)	424 Leonard Street Brooklyn, NY 11222	718-781-9830	CSD 14	9-12	Yes	DOE space
Site 2						
Site 3						

12a. Please provide the contact information for Site 1 (same as the primary site).

	Name	Work Phone	Alternate Phone	Email Address
School Leader	Reshma Baig	[REDACTED]	[REDACTED]	[REDACTED]
Operational Leader	Raquel Brown	[REDACTED]	[REDACTED]	[REDACTED]
Compliance Contact	Raquel Brown	[REDACTED]	[REDACTED]	[REDACTED]
Complaint Contact	Mr. Jairo Guzman, BOT President	[REDACTED]		[REDACTED]

13. Are the School sites co-located?

Yes

13a. Please list the terms of your current co-location.

	Date School will leave current co-location	Is school working with NYCDOE to expand into current space?	If so, list year expansion will occur.	Is school working with NYCDOE to move to separate space?	If so, list the proposed space and year planned for move	School at Full Capacity at Site
Site 1 (primary site)	n/a	No		No		Yes
Site 2						
Site 3						

14. Were there any revisions to the school's charter during the 2012-2013 school year? (Please include both those that required authorizer approval and those that did not require authorizer approval).

Yes

15. Summary of Charter Revisions

	Category (Select Best Description)	Specific Revision (150 word limit)	Date Approved by BOT (if applicable)	Date Approved by Authorizer (if applicable)
1	Change in School Name	Northside Charter High School revised its charter to change the school name from Believe Northside Charter High School as the school is no longer affiliated with the Believe network.	12/12/12	4/23/13
2				
3				
4				
5				

16. Our signatures 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 use the mouse on your PC or the stylus on your mobile device to sign your name).

• Yes

Signature, Head of Charter School



Signature, President of the Board of Trustees

Thank you.

Signature Page for President of Board of Trustees

Created Friday, July 26, 2013

Updated Thursday, August 01, 2013

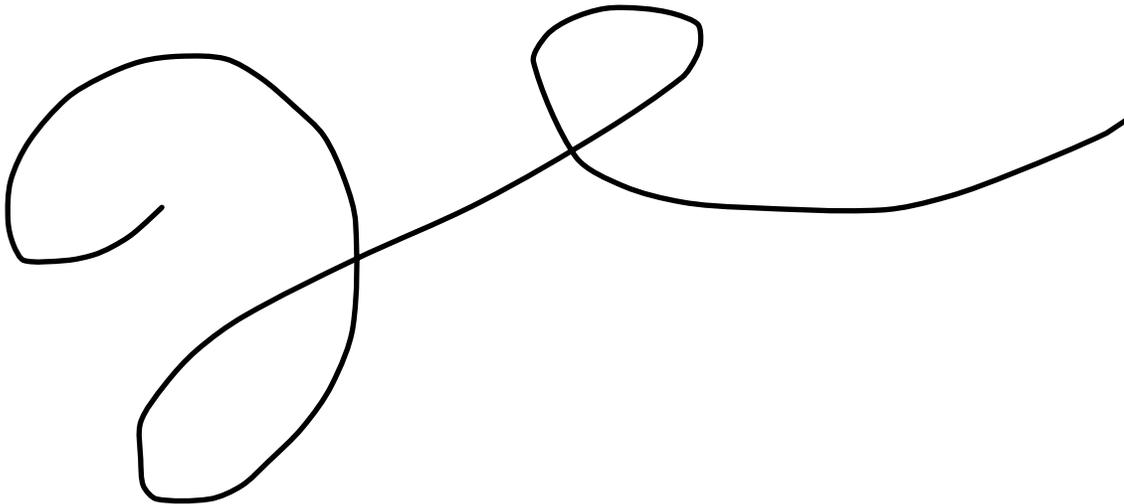
Page 1

331400860945 NORTHSIDE CHS

16. My signature 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 use the mouse on your PC or the stylus on your mobile device to sign your name).

- Yes
-

Signature, Board President

A handwritten signature in black ink, consisting of a large, stylized initial 'S' followed by a long, sweeping horizontal line that ends in a slight upward curve.

Thank you.

Appendix A: Progress Toward Goals

Created Wednesday, July 17, 2013

Updated Wednesday, October 02, 2013

Page 1

1. 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://reportcards.nysed.gov/files/2011-12/RC-2012-331400860945.pdf>

2. APPENDIX A: PROGRESS TOWARD CHARTER GOALS

2a. ACADEMIC STUDENT PERFORMANCE GOALS

If the Progress Toward Charter Goals are based on student performance data that the school will not have access to by August 1, 2013 (e.g., the NYS Assessment results), please list goals and explain this in the "Progress Towards Attainment" column. This information can be updated for Appendix A when available but no later than November 1, 2013. Board of Regents-authorized charter schools that opened for instruction in the fall of 2012 or that were renewed in 2012-13 will be held to the same charter-specific academic goals. Board of Regents-authorized charter schools will also be held accountable to Student Performance Benchmark 1 of the Performance Framework.

2012-13 Progress Toward Attainment of Academic Goals

	Academic Student Performance Goal	Measure Used to Evaluate Progress	2012-2013 Progress Toward Attainment	If Not Met, Describe Efforts to be Taken
Academic Goal 1	Each year, 90% of each cohort will have scored at least 65 on the New York State Regents examination in English Language Arts.	Results from the January, June, and August administration of the Regents examinations.	This goal was not met. 2009 Accountability Cohort: 81.4% of students passed the English Regents with at least a 65. Note: At Northside, we call the students who began 9th grade in 2009 the "2013 Cohort" to set the expectation that they will graduate in four years.	To increase student achievement, NSCHS is continually implementing new initiatives and strengthening its academic program. Program refinements include the use of assessment to inform instruction and better gauge student growth throughout the year and formal and informal professional development. In all grade levels, ELA teachers will be utilizing a writing portfolio-based program to both monitor progress and strategically

target students' writing process and literacy issues.

Students will be required to construct multiple drafts of assigned essays and take part in one-on-one writing conferences with the classroom teacher. By implementing small-group instruction, students will be able to recognize and correct common writing mistakes. In addition, the practice of 'writing across the curriculum' will be incorporated in order to support writing practice in core subject areas.

For example, in Living Environment, students will compose interdisciplinary reports on the "Walking Whale"; guidance and support will be provided by both the Living Environment teacher and the Literacy teacher (who will collaboratively plan with the ELA teacher).

Academic Goal 2

Each year, 90% of each cohort will have scored at least 65 on the New York State Regents examination in Math.

Results from the January, June, and August administration of the Regents examinations.

This goal was not met. 2009 Accountability Cohort: 81.4% of students passed Mathematics Regents with at least a 65.

To increase student achievement in Math, NSCHS will reassess and restructure implementing small-group tutorials during "lunch & learn" review sessions in addition to strategic afterschool regents review sessions.

Data gathered from these new initiatives will focus on what aspects of the regents-prep program require strengthening within the core mathematics program's goals.

Additional program refinements include the use of weekly assessment to inform instruction and better gauge student growth throughout the year and formal and informal professional development. Through these efforts and others, we anticipate an increase in Math Regents

				exam scores in the coming years.
Academic Goal 3	Each year, 90% of each cohort will have scored at least 65 on the New York State Regents examination in Living Environment.	Results from the January, June, and August administration of the Regents examinations.	This goal was not met. 2009 Accountability Cohort: 80.4% of students passed the Living Environment Regents with at least a 65.	To increase student achievement in the Living Environment subject area, NSCHS will strengthen the practice of implementing multiple mock regents examinations throughout the year. Data derived from these mock regents will inform further emphasis and review focus in the curriculum. Teachers will utilize the data to either enhance unit coverage or diminish unit coverage as evidenced by student mastery. Additional program refinements include the use of assessment to inform instruction and better gauge student growth throughout the year and formal and informal professional development. As outlined in our charter, we will also continue to expand and refine our internship and community service program to foster student growth and achievement. Through these efforts and others, we anticipate an increase in ELA Living Environment exam scores in the coming years.
Academic Goal 4	Each year, 90% of each cohort will have scored at least 65 on the New York State Regents examinations in Global History, Geography, and US History.	Results from the January, June, and August administration of the Regents examinations.	This goal was not met. 2009 Accountability Cohort: 80.4% of students passed the Global History Regents with at least a 65. 2009 Accountability Cohort: 82.5% of students passed the US History Regents with at least a 65.	To increase student achievement, BSCHS is continually implementing new initiatives and strengthening its academic program. Program refinements include the use of assessment to inform instruction and better gauge student growth throughout the year and formal and informal professional development. Through these efforts and others, we anticipate an increase in Global History and US History Regents exam scores

				in the coming years.
Academic Goal 5	Each year, the percent of each cohort of students passing the ELA Regents examination will place the school in the top quartile of all similar schools.	2012-2013 NYCDOE Progress Report results: Comparison to Peer Schools.	Our placement in the ranking of similar schools cannot yet be determined as the 2012-2013 NYCDOE Progress Reports have not yet been released. We will submit an update by November 1 to report on our progress toward this goal.	Not Applicable
Academic Goal 6	Each year, the percent of each cohort of SCHS students passing the Math Regents examination will place the school in the top quartile of all similar schools.	2012-2013 NYCDOE Progress Report results: Comparison to Peer Schools.	Our placement in the ranking of similar schools cannot yet be determined as the 2012-2013 NYCDOE Progress Reports have not yet been released. We will submit an update by November 1 to report on our progress toward this goal.	Not Applicable
Academic Goal 7	Each year, grade level cohort of the same students will demonstrate improvement in total Reading Achievement as determined by an average increase of 3.0 NCE over a five year period on the Terra Nova, nationally-normed achievement test, which is administered to all grade 9-12 students annually each spring.	Terra Nova results	This goal was not met. The School no longer administers the Terra Nova exams as we found that the assessments were not providing useful data.	The school currently uses final Regents exam scores as baseline data for returning students and 8th Grade ELA and Math scores for baseline data for incoming 9th Graders.
Academic Goal 8	Each year, grade level cohort of the same students will demonstrate improvement in total Mathematics Achievement as determined by an average increase of 3.0 NCE over a five year period on the Terra Nova, nationally-normed achievement test, which is administered to all grade 9-12 students annually each spring.	Terra Nova results	This goal was not met. The School no longer administers the Terra Nova exams as we found that the assessments were not providing useful data.	The school currently uses final Regents exam scores as baseline data for returning students and 8th Grade ELA and Math scores for baseline data for incoming 9th Graders.

2a1. Do have more academic goals to add?

Yes

2012-13 Progress Toward Attainment of Academic Goals

Academic Student Performance Goal	Measure Used to	2012-2013 Progress Toward Attainment	If Not Met, Describe Efforts to be Taken
-----------------------------------	-----------------	--------------------------------------	--

		Evaluate Progress		
Academic Goal 9	Each year, at least 75% of each student cohort (as defined by New York State) graduates after five years.	School records of graduation rates	This goal has been met. This past June, 85% of our first senior class graduated. These students enrolled as 9th graders in our first year of operation, 2009-2010.	Not yet applicable
Academic Goal 10	Each year, the school will have a daily attendance rate of at least 95%.	Attendance records	This goal was not met. The average daily student attendance for the 2011-2012 school year was 90%.	To increase our attendance rate in the upcoming school year, we intend to conduct a weekly review of all late and/or absent students. When necessary, the guidance counselor and other members of the staff will make calls to parents/guardians of all students with attendance issues. In addition, we will make home visits as needed for chronically absent students. The school's attendance coordinator will work with school leaders to expand and enhance our efforts to provide attendance incentives, such as awards and pizza parties.
Academic Goal 11	Each year, 95% of all students enrolled during the course of the year return the following September.	School records, ATS records	This goal has been met. Of the students who were enrolled in the 2011-2012 school year, 95% returned in September for the 2012-2013 school year.	
Academic Goal 12	Each year, student enrollment will be within 15% of full enrollment as defined in the school's contract. This will be maintained on an ongoing basis and will be monitored bi-monthly.	ATS records	This goal was met. Total enrollment for the school year was 386, falling in the 15% range of targeted enrollment of 400 for the year.	
Academic Goal 13	Each year, student enrollment will be within 15% of full enrollment as defined in the school's contract. The 15% leeway is only applicable to the number of students being less than the stated full enrollment, not any number over it. This will be maintained on an ongoing basis and will be monitored bi-monthly.	ATS records	This goal was met. Total enrollment for the school year was 386, falling in the 15% range of targeted enrollment and not exceeding the total enrollment of 400 in the school's charter.	
Academic Goal 14				
Academic Goal 15				

2a2. Do have more academic goals to add?

No

2b. ORGANIZATIONAL GOALS

2012-13 Progress Toward Attainment of Organizational Goals

	Organizational Goal	Measure Used to Evaluate Progress	2012-2013 Progress Toward Attainment	If Not Met, Describe Efforts to be Taken
Org Goal 1	Each year, members of the Board will complete a self-evaluation process designed to ensure adequacy, alignment, and coherence of actions toward furthering the school’s mission, program, and goals. The process will include self-assessment at the start of the school year, the development of personal and full board growth outcomes, and self-assessment at the end of the school year to determine the extent of growth.	Self-evaluation	This goal was met. The Board of Trustees utilized a self assessment tool created by the New York City Charter School Center.	
Org Goal 2	Each year, the Principal will complete a self-evaluation process designed to ensure adequacy, alignment, and coherence of actions toward furthering the school’s mission, program, and goals. The process will include self-assessment at the start of the school year, the development of personal growth outcomes, and self-assessment at the end of the school year to determine the extent of growth.	Self-evaluation	This goal has been met. Utilizing Monthly Principal's Reports to the Board, NSCHS' school leader adopted a process to continually self-evaluate her work at various points in the school year and to develop personal growth goals.	
Org Goal 3	Each year, parents will express satisfaction with the school’s program, based on the school’s Parent Survey in which at least 80% of all parents, including those that do not respond, provide a positive response to each of the survey items.	NYC DOE Learning Environment Survey	This goal has been partially met. Although the survey responses were overwhelmingly positive, only 24% of our parents completed the survey.	In future years, we will provide incentives for families to complete the form. We will also utilize mass emails, school phone alerts, and school newsletters to remind parents more frequently to complete the survey. In addition, we will also give parents access to the school's computer labs during school events to complete the survey online.
Org Goal 4	Each year, at least 80% of teachers will express satisfaction with school leadership and professional development opportunities as defined by a school administered survey.	NYC DOE Learning Environment Survey	This goal has been met. The survey did, however, glean some information on improvements that could be made in regards to giving time to reflect on and practice instructional strategies and practices covered in professional development	

trainings and workshops.

Org Goal 5	Each year, at least 80% of students will express satisfaction with the learning environment at the school. Students' satisfaction with the school's learning environment will be measured using a student survey.	NYC DOE Learning Environment Survey	This goal has not been met.	Student survey responses showed the need for programs and initiatives that will foster greater respect among the students. There is also a perceived disrespect of teachers and administrators. Under the leadership of the school's Principal, the Guidance staff and social workers will be tasked with tackling this issue.
------------	---	-------------------------------------	-----------------------------	--

2b.1 Do you have more organizational goals to add?

No

2c. FINANCIAL GOALS

2012-13 Progress Toward Attainment of Financial Goals

Financial Goals	Measure Used to Evaluate Progress	2012-2013 Progress Toward Attainment	If Not Met, Describe Efforts to be Taken
Financial Goal 1	Upon completion of the school's first year of operation and every year thereafter, the school will undergo an independent financial audit that will result in an unqualified opinion and no major findings.	Financial audit by school's auditor, Fruchter, Rosen & Co. P.C.	This goal has been met. NSCHS anticipates that the FY13 financial audit will result in an unqualified opinion and no major findings. We will submit an update by November 1 to report on our progress toward this goal.
Financial Goal 2	Each year, the school will operate on a balanced budget and maintain a stable cash flow.	School financial records	This goal has been met. NSCHS operated on a balanced budget and maintained a stable cash flow.
Financial Goal 3			
Financial Goal 4			
Financial Goal 5			

Appendix B: Total Expenditures and Administrative Expenditures Per Child

Northside Charter High School

6/30/2013

Total Number of Enrolled Students (FTE):

379.025

	Total Expenditures	Administrative Expenditures
Total :	\$ 4,359,110.64	\$ 917,687.47
Expenditures Per Pupil:	\$ 11,500.85	\$ 2,421.18



Financial Audit Supplemental Data Request Form

for Regents-Authorized Charter Schools

School Name: [Northside Charter High School](#)

Date: June 30, 2013

School Fiscal Contact Name: Raquel Brown
School Fiscal Contact Email: [REDACTED]
School Fiscal Contact Phone: [REDACTED]
District of Location: 14
Authorizer: SED
Years of Operation: 4
Facility: Co-located
Grades Currently Served: 9th through 12th
Planned Grades at Full Capacity: 9th through 12th
Enrollment: 379.025
Max Enrollment: 400
Year of Most Recent Data: 2013
School Fiscal Contact Phone: [REDACTED]

School Audit Firm Name: Fruchter Rosen & Co
School Audit Contact Name: Gus Saliba
School Audit Contact Email: Gsaliba@frcpas.com
School Audit Contact Phone: 212-957-3600

Latest Audit Period (through June 30): 2012

Do Not Use this Box Northside Charter High School2012

FILL IN GRAY CELLS

Northside Charter High School
STATEMENTS OF FINANCIAL POSITION

FOR THE YEARS ENDED JUNE 30,

	<u>2013</u>	<u>2012</u>
ASSETS		
CURRENT ASSETS		
Cash and cash equivalents	\$ 1,620,073	\$ 83,765
Grants and contracts receivable	-	-
Accounts receivables	172,851	92,660
Inventory	-	-
Prepaid Expenses	21,915	184,106
Contributions and other receivables	-	-
Other	-	-
TOTAL CURRENT ASSETS	\$ 1,814,840	\$ 360,532
OTHER ASSETS		
Investments	\$ -	\$ -
Property, Plant and Equipment, Net	140,781	190,308
Restricted Cash	-	-
OTHER ASSETS	\$ 140,781	\$ 190,308
TOTAL ASSETS	\$ 1,955,621	\$ 550,839
LIABILITIES AND NET ASSETS		
CURRENT LIABILITIES		
Accounts payable and accrued expenses	\$ 18,842	\$ 280,508
Accrued payroll and benefits	260,909	280,527
Refundable Advances	-	-
Dreferred Revenue	-	-
Current maturities of long-term debt	-	-
Short Term Debt - Bonds, Notes Payable	-	-
Other	-	-
TOTAL CURRENT LIABILITIES	\$ 279,751	\$ 561,035
LONG-TERM DEBT, net current maturities	\$ -	\$ -
TOTAL LIABILITIES	\$ 279,751	\$ 561,035
NET ASSETS		
Unrestricted	\$ 1,675,870	\$ (10,196)
Temporarily restricted	-	-
TOTAL NET ASSETS	\$ 1,675,870	\$ (10,196)
TOTAL LIABILITIES AND NET ASSETS	\$ 1,955,621	\$ 550,839
	<i>Check</i>	-

FILL IN GRAY CELLS

Northside Charter High School
STATEMENTS OF ACTIVITIES
 FOR THE YEARS ENDED JUNE 30,

	2013			2012
	Unrestricted	Temporarily Restricted	Total	Total
REVENUE, GAINS AND OTHER SUPPORT				
State & Local Operating Revenue	\$ 5,764,616	\$ -		\$ 4,229,999
Federal - Title and IDEA	258,060	-	258,060	83,763
Federal - Other	19,260	-	19,260	5,578
State and City Grants	-	-	-	-
Contributions and private grants	-	-	-	-
After school revenue	-	-	-	-
Other	-	-	-	-
Food Service/Child Nutrition Program	-	-	-	-
TOTAL REVENUE, GAINS AND OTHER SUPPORT	\$ 6,041,936	\$ -	\$ 277,320	\$ 4,319,341
EXPENSES				
Program Services				
Regular Education	\$ 2,996,701	\$ -	\$ 2,996,701	\$ 3,111,802
Special Education	444,522	-	444,522	467,685
Other Programs	-	-	-	-
Total Program Services	\$ 3,441,223	\$ -	\$ 3,441,223	\$ 3,579,487
Supporting Services				
Management and general	\$ 917,887	\$ -	\$ 917,887	\$ 630,668
Fundraising	-	-	-	-
TOTAL OPERATING EXPENSES	\$ 4,359,110	\$ -	\$ 4,359,110	\$ 4,210,155
SURPLUS / (DEFICIT) FROM SCHOOL OPERATIONS	\$ 1,682,826	\$ -	\$ (4,081,790)	\$ 109,186
Contributions				
Foundations	\$ -	\$ -	\$ -	\$ -
Individuals	1,397	-	1,397	125
Corporations	-	-	-	-
Fundraising	-	-	-	-
Interest income	143	-	143	131
Miscellaneous income	1,701	-	1,701	6,944
Net assets released from restriction	-	-	-	-
TOTAL SUPPORT AND OTHER REVENUE	\$ 3,241	\$ -	\$ 3,241	\$ 7,200
CHANGE IN NET ASSETS	\$ 1,686,067	\$ -	\$ (4,078,549)	\$ 116,385
NET ASSETS BEGINNING OF YEAR	\$ (10,197)	\$ -	\$ (10,197)	\$ (126,582)
PRIOR YEAR/PERIOD ADJUSTMENTS	-	-	-	-
NET ASSETS - END OF YEAR	\$ 1,675,870	\$ -	\$ (4,088,746)	\$ (10,197)

Audited Financial Statement Checklist

Created Tuesday, October 29, 2013

Page 1

Charter School Name

1. Please check each item that is included in the 2012-13 Audited Financial Statement submitted for your charter school.

	Yes	No	NA
Audited Financial Statements (including report on compliance and report on internal control over financial reporting)	True	False	False
Single Audit (if applicable)	False	False	True
CSP Agreed Upon Procedures (if applicable)	False	False	True
Management Letter	True	False	False
Report on Extracurricular Student Activity Accounts (if applicable)	False	False	True
Corrective Action Plans for any Findings	False	False	True

2. Please indicated if there is a finding(s) noted in any of the following sections of your charter school's 2012-13 Audited Financial Statement.

	Yes	No
Report on Compliance	False	True
Report on Internal Control over Financial Reporting	False	True
Single Audit	False	True
CSP Agreed Upon Procedures Report	False	True
Management Letter	False	True

Thank you Gretchen .

NORTHSIDE CHARTER HIGH SCHOOL
(F/K/A BELIEVE NORTHSIDE CHARTER HIGH SCHOOL)

FINANCIAL STATEMENTS

JUNE 30, 2013 AND 2012

NORTHSIDE CHARTER HIGH SCHOOL
(F/K/A BELIEVE NORTHSIDE CHARTER HIGH SCHOOL)
FINANCIAL STATEMENTS
JUNE 30, 2013 AND 2012

CONTENTS

	<u>PAGE</u>
INDEPENDENT AUDITORS' REPORT	1- 2
FINANCIAL STATEMENTS AND SUPPLEMENTARY INFORMATION:	
Statements of financial position	3
Statements of activities	4
Statements of cash flows	5
Notes to the financial statements	6 - 10
Independent auditors' report on supplementary information	11
Schedule of functional expenses	12
INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS	13 - 14

FRUCHTER ROSEN & COMPANY, P.C.
CERTIFIED PUBLIC ACCOUNTANTS
156 WEST 56TH STREET
NEW YORK, NEW YORK 10019

TEL: (212) 957-3600
FAX: (212) 957-3696

INDEPENDENT AUDITORS' REPORT

TO THE BOARD OF TRUSTEES OF
NORTHSIDE CHARTER HIGH SCHOOL
(F/K/A BELIEVE NORTHSIDE CHARTER HIGH SCHOOL)

Report on the Financial Statements

We have audited the accompanying financial statements of Northside Charter High School (F/K/A Believe Northside Charter School) (the "School") (a not-for-profit corporation), which comprise the statement of financial position as of June 30, 2013, and the related statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

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

Auditor's Responsibility

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

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

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

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the School as of June 30, 2013, and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Report on Summarized Comparative Information

We have previously audited the School's 2012 financial statements, and our report dated October 26, 2012, expressed an unmodified opinion on those audited financial statements. In our opinion, the summarized comparative information presented herein as of and for the year ended June 30, 2012, is consistent, in all material respects, with the audited financial statements from which it has been derived.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated August 29, 2013, on our consideration of the School's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the School's internal control over financial reporting and compliance.


FRUCHTER ROSEN & COMPANY, P.C.
Certified Public Accountants

New York, New York
August 29, 2013

NORTHSIDE CHARTER HIGH SCHOOL
(F/K/A BELIEVE NORTHSIDE CHARTER HIGH SCHOOL)
STATEMENTS OF FINANCIAL POSITION
JUNE 30,

	2013	2012
ASSETS		
Current assets:		
Cash and cash equivalents	\$ 1,544,842	\$ 8,511
Grants and contracts receivable	179,705	92,660
Prepaid expenses and other current assets	26,814	185,036
Total current assets	1,751,361	286,207
Other assets:		
Property and equipment, net of accumulated depreciation and amortization of \$149,153 and \$77,596, respectively	209,804	190,308
Restricted cash	75,310	75,254
Total other assets	285,114	265,562
TOTAL ASSETS	\$ 2,036,475	\$ 551,769
 LIABILITIES AND UNRESTRICTED NET ASSETS		
Current liabilities:		
Accounts payable and accrued expenses	\$ 17,145	\$ 278,735
Accrued payroll and payroll taxes	268,850	280,527
Total current liabilities	285,995	559,262
Unrestricted net assets	1,750,480	(7,493)
TOTAL LIABILITIES AND UNRESTRICTED NET ASSETS	\$ 2,036,475	\$ 551,769

The accompanying notes are an integral part of the financial statements.

NORTHSIDE CHARTER HIGH SCHOOL
(F/K/A BELIEVE NORTHSIDE CHARTER HIGH SCHOOL)
STATEMENTS OF ACTIVITIES
FOR THE YEARS ENDED JUNE 30,

	2013	2012
Revenue and support:		
State and local per pupil operating revenue	\$ 5,746,278	\$ 4,206,155
Federal grants	274,449	89,341
State grants	29,292	23,844
Donated goods	86,278	-
Other revenue	3,241	7,201
Total revenue and support	6,139,538	4,326,541
Expenses:		
Program services:		
Regular education	3,015,638	3,109,098
Special education	446,388	467,684
Total program services	3,462,026	3,576,782
Supporting services:		
Management and general	919,539	630,670
Total expenses	4,381,565	4,207,452
Changes in unrestricted net assets	1,757,973	119,089
Unrestricted net assets - beginning of year	(7,493)	(126,582)
Unrestricted net assets - end of year	\$ 1,750,480	\$ (7,493)

The accompanying notes are an integral part of the financial statements.

NORTHSIDE CHARTER HIGH SCHOOL
(F/K/A BELIEVE NORTHSIDE CHARTER HIGH SCHOOL)
STATEMENTS OF CASH FLOWS
FOR THE YEARS ENDED JUNE 30,

	2013	2012
CASH FLOWS FROM OPERATING ACTIVITIES		
Changes in unrestricted net assets	\$ 1,757,973	\$ 119,089
Adjustments to reconcile changes in unrestricted net assets to net cash provide by operating activities:		
Depreciation and amortization	71,557	37,400
Donated property and equipment	(86,278)	-
Changes in operating assets and liabilities:		
(Increase) in grants and contracts receivable	(87,045)	(51,366)
Decrease (Increase) in prepaid expenses and other current assets	158,222	(179,565)
(Decrease) Increase in accounts payable and accrued expenses	(261,590)	230,831
(Decrease) Increase in accrued payroll and payroll taxes	(11,677)	257,705
(Decrease) in due to related parties	-	(126,139)
	1,541,162	287,955
NET CASH PROVIDED BY OPERATING ACTIVITIES		
CASH FLOWS FROM INVESTING ACTIVITIES		
Purchase of property and equipment	(4,775)	(113,262)
(Increase) in restricted cash	(56)	(71,070)
	(4,831)	(184,332)
NET CASH (USED IN) INVESTING ACTIVITIES		
CASH FLOWS FROM FINANCING ACTIVITY		
Proceeds from note payable	-	(100,000)
	-	(100,000)
NET INCREASE IN CASH AND CASH EQUIVALENTS	1,536,331	3,623
CASH AND CASH EQUIVALENTS - BEGINNING OF YEAR	8,511	4,888
CASH AND CASH EQUIVALENTS - END OF YEAR	\$ 1,544,842	\$ 8,511

NON-CASH INVESTING ACTIVITIES:

For the year ended June 30, 2013, the School received \$86,278 of capitalized donated property and equipment.

The accompanying notes are an integral part of the financial statements.

NORTHSIDE CHARTER HIGH SCHOOL
(F/K/A BELIEVE NORTHSIDE CHARTER HIGH SCHOOL)
NOTES TO THE FINANCIAL STATEMENTS
JUNE 30, 2013 AND 2012

NOTE 1 - PRINCIPAL BUSINESS ACTIVITY AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Nature of Organization

Northside Charter High School (F/K/A Believe Northside Charter School) (the "School") is a New York State, not-for-profit educational corporation that was incorporated on January 13, 2009 to operate a charter school pursuant to Article 56 of the Education Law of the State of New York. On April 23, 2013, the School officially changed its name to Northside Charter High School. The School was granted a provisional charter on January 13, 2009, valid for a term of five years and renewable upon expiration by the Board of Regents of the University of the State of New York. The School's mission is to provide a 9-12 grade educational program that results in mastery of the New York State Learning Standards, high school graduation, and acceptance to colleges and universities of choice by all students. In addition, the School will develop and maintain a school culture that endorses high expectations that challenge each student to recognize and achieve his/her full potential within a school environment that is nurturing, professional and that fosters within each student an appreciation for life-long learning. The School provided education to approximately 379 students in ninth through twelfth grade during the 2012-2013 academic year.

The School shares space with a New York City public school beginning in August 2009. The School is not responsible for rent, utilities, custodial services, maintenance and school safety services other than security related to the School's programs that take place outside the district's school day.

The School was placed on probation by its authorizer, The New York State Education Department ("NYSED") on September 21, 2011 through June 30, 2012. The probation order cited concerns about the Board's ability to correctly govern and provide fiscal oversight. NYSED will continue to monitor the School's activities through the charter renewal process which expires January 2014.

Food and Transportation

The New York City Department of Education provides free lunches directly to some of the School's students. Such costs are not included in these financial statements. The School covers the unreimbursed cost of lunches for students not entitled to the free lunches. The Office of Pupil Transportation provides free transportation to the majority of the students during the district's school days.

Tax Status

The School is exempt from Federal income tax under Section 501(a) of the Internal Revenue Code as an organization described in Section 501(c)(3) and a similar provision under New York State income tax laws. The School has also been classified as an entity that is not a private foundation within the meaning of Section 509(a) and qualifies for deductible contributions as provided in section 170(b)(1)(A)(ii). The School is subject to income taxes only on net unrelated business income. The School did not have any unrelated business income for the years ended June 30, 2013 and 2012.

NORTHSIDE CHARTER HIGH SCHOOL
(F/K/A BELIEVE NORTHSIDE CHARTER HIGH SCHOOL)
NOTES TO THE FINANCIAL STATEMENTS
JUNE 30, 2013 AND 2012

NOTE 1 - PRINCIPAL BUSINESS ACTIVITY AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Tax Status (Continued)

The School's accounting policy provides that a tax expense or benefit from an uncertain tax position may be recognized when it is more likely than not that the position will be sustained upon examination, including resolutions of any related appeals or litigation processes, based on the technical merits. The School has no uncertain tax positions resulting in an accrual of tax expense or benefit.

IRS Forms 990 filed by the School are subject to examination by the Internal Revenue Service up to three years from the extended due date of each return. Forms 990 filed by the School are no longer subject to examination for fiscal year ended June 30, 2009 and prior.

Basis of Presentation

The financial statement presentation follows the requirements of the Financial Accounting Standards Board ("FASB") in its Accounting Standards Codification ("ASC") No. 958-205 which provides guidance for the classification of net assets. The amounts for each of the three classes of net assets are based on the existence or absence of donor-imposed restrictions described as follows:

Unrestricted

Unrestricted net assets of the School are assets whose use has not been restricted by an outside donor or by law. The unrestricted net assets represent the portion of expendable funds that are available for the support of the operations of the School.

Temporarily Restricted

Temporarily restricted net assets are used to differentiate resources, the use of which is restricted by donors or grantors to a specific time or period or for a specific purpose. Temporarily restricted gifts are recorded as additions to temporarily restricted net assets in the period received. When restricted net assets are expended for their stipulated purpose, temporarily restricted net assets become unrestricted net assets and are reported in the statements of activities as net assets released from restrictions.

Permanently Restricted

Permanently restricted net assets are those contributions and other inflows of assets whose use by the School is limited by donor-imposed stipulations that either expire by passage of time or can be fulfilled or otherwise removed by actions of the School. The income derived from these permanently restricted funds, is usually classified as unrestricted and can be used for the general purpose of the School.

The School had no temporarily or permanently restricted net assets at June 30, 2013 and 2012.

NORTHSIDE CHARTER HIGH SCHOOL
(F/K/A BELIEVE NORTHSIDE CHARTER HIGH SCHOOL)
NOTES TO THE FINANCIAL STATEMENTS
JUNE 30, 2013 AND 2012

NOTE 1 - PRINCIPAL BUSINESS ACTIVITY AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Revenue and Support

Contributions are recognized when the donor makes a promise to give to the School that is, in substance, unconditional. Grants and other contributions of cash are reported as temporarily restricted support if they are received with donor stipulations. Restricted contributions and grants that are made to support the School's current year activities are recorded as unrestricted revenue. Contributions of assets other than cash are recorded at their estimated fair value at the date of donation.

Revenue from the state and local governments resulting from the School's charter status and based on the number of students enrolled is recorded when services are performed in accordance with the charter agreement. Federal and other state and local funds are recorded when expenditures are incurred and billable to the government agency.

Use of Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenue and expenses during the reporting period. Accordingly, actual results could differ from those estimates.

Cash and Cash Equivalents

For the purpose of the statement of cash flows, the School considers all highly liquid debt instruments purchased with a maturity of three months or less to be cash equivalents.

Concentration of Credit Risk

Financial instruments which potentially subject the School to concentrations of credit risk are cash and cash equivalents. The School places its cash and cash equivalents on deposit in what it believes to be highly credited financial institutions. Cash balances may exceed the FDIC insured levels of \$250,000 per institution at various times during the year. The School believes that there is little risk in any losses and has not experienced any losses in such accounts.

Property and Equipment

Purchased property and equipment are recorded at cost. Maintenance and repairs are expensed as incurred. All property and equipment purchased with government funding, whereas the government agency retains legal title to the long lived asset is expensed as incurred. Depreciation and amortization is provided on the straight line method over the estimated useful lives as follows:

Computers and equipment	5 years
Furniture and fixtures	5 years
Software	5 years
Website	5 years

NORTHSIDE CHARTER HIGH SCHOOL
(F/K/A BELIEVE NORTHSIDE CHARTER HIGH SCHOOL)
NOTES TO THE FINANCIAL STATEMENTS
JUNE 30, 2013 AND 2012

NOTE 1 - PRINCIPAL BUSINESS ACTIVITY AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Comparative Financial Information

The accompanying statements of activities and functional expenses are presented with summarized comparative information. Such prior year information is not presented by net asset class in the statement of activities or by functional category in the statement of functional expenses. Accordingly, such information should be read in conjunction with the School's 2012 financial statements from which the summarized information was derived.

Restricted Cash

Under the provisions of its charter, the School established an escrow account to pay for legal and audit expenses that would be associated with a dissolution should it occur.

Refundable Advances

The School records certain government operating revenue as refundable advances until related services are performed, at which time they are recognized as revenue.

Reclassifications

Certain 2012 accounts have been reclassified to conform to the 2013 financial statement presentation. The reclassifications have no effect on the 2012 total assets, liabilities, net assets and changes in net assets.

NOTE 2 - GRANTS AND CONTRACTS RECEIVABLE

Grants and contracts receivable consist of federal and city entitlements and grants. The School expects to collect these receivables within one year.

NOTE 3 - PROPERTY AND EQUIPMENT

Property and equipment consists of the following at June 30,:

	2013	2012
Computers and equipment	\$ 309,476	\$ 230,124
Furniture and fixtures	11,437	1,215
Software	19,295	17,816
Website	18,749	18,749
	358,957	267,904
Less: Accumulated depreciation and amortization	149,153	77,596
	\$ 209,804	\$ 190,308

Depreciation and amortization expense was \$71,557 and \$37,400 for the years ended June 30, 2013 and 2012, respectively.

For the year ended June 30, 2013, the School received donated property and equipment in the amount of \$86,278 from another charter school.

NORTHSIDE CHARTER HIGH SCHOOL
(F/K/A BELIEVE NORTHSIDE CHARTER HIGH SCHOOL)
NOTES TO THE FINANCIAL STATEMENTS
JUNE 30, 2013 AND 2012

NOTE 4 - CONTINGENCY

Certain grants and contracts may be subject to audit by the funding sources. Such audits might result in disallowances of costs submitted for reimbursements. Management is of the opinion that such cost disallowances, if any, will not have a material effect on the accompanying financial statements. Accordingly, no amounts have been provided in the accompanying financial statements for such potential claims.

NOTE 5 - REVENUE CONCENTRATION

The School receives a substantial portion of its support and revenue from the New York City Department of Education. If the charter school laws were modified, reducing or eliminating these revenues, the School's finances could be materially adversely affected.

NOTE 6 - FUNCTIONAL ALLOCATION OF EXPENSE

Directly identifiable expenses are charged to programs and supporting services. Expenses related to more than one function are charged to programs and supporting services on the basis of periodic time and expense studies. Management and general expense includes those expenses that are not directly identifiable with any other specific function, but provide for the overall support and direction of the School.

NOTE 7 - PENSION PLAN

The School maintains a pension plan qualified under Internal Revenue Code 403(b) for the benefit of its eligible employees. Under the plan, the School provided matching contributions up to 1% to the plan. The amount charged to operations for fees and matching contributions to this plan amounted to \$20,890 and \$26,945 for the years ended June 30, 2013 and 2012, respectively.

NOTE 8 - SUBSEQUENT EVENTS

In preparing these financial statements, the School has evaluated events and transactions for potential recognition or disclosure through August 29, 2013, the date the financial statements were available to be issued.

FRUCHTER ROSEN & COMPANY, P.C.
CERTIFIED PUBLIC ACCOUNTANTS
156 WEST 56TH STREET
NEW YORK, NEW YORK 10019

TEL: (212) 957-3600
FAX: (212) 957-3696

INDEPENDENT AUDITORS' REPORT
ON SUPPLEMENTARY INFORMATION

TO THE BOARD OF TRUSTEES OF
NORTHSIDE CHARTER HIGH SCHOOL
(F/K/A BELIEVE NORTHSIDE CHARTER HIGH SCHOOL)

We have audited the financial statements of Northside Charter High School (F/K/A Believe Northside Charter School) as of and for the year ended June 30, 2013, and have issued our report thereon dated August 29, 2013, which contained an unmodified opinion on those financial statements. Our audit was performed for the purpose of forming an opinion on the financial statements as a whole. The schedule of functional expenses is presented for the purposes of additional analysis and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated in all material respects in relation to the financial statements as a whole.


FRUCHTER ROSEN & COMPANY, P.C.
Certified Public Accountants

New York, New York
August 29, 2013

NORTHSIDE CHARTER HIGH SCHOOL
(F/K/A BELIEVE NORTHSIDE CHARTER HIGH SCHOOL)
SCHEDULE OF FUNCTIONAL EXPENSES
FOR THE YEARS ENDED JUNE 30,

2013

	Program Services			Management and General		Total	2012
	Regular Education	Special Education	Total	Management and General	Total		
Salaries	\$ 2,279,786	\$ 333,761	\$ 2,613,547	\$ 525,599	\$ 3,139,146	\$	2,560,850
Payroll taxes and employee benefits	421,139	61,855	482,994	97,972	580,966		451,134
Accounting and audit fees	-	-	-	20,250	20,250		20,250
Professional fees other	52,506	8,316	60,822	-	60,822		18,250
Legal fees	-	-	-	-	-		28,224
Financial management services	-	-	-	246,667	246,667		63,333
Professional development	9,670	1,532	11,202	-	11,202		10,698
Supplies	7,905	1,976	9,881	3,294	13,175		15,638
Telephone	12,127	2,425	14,552	4,852	19,404		38,353
Postage and shipping	3,168	1,440	4,608	1,151	5,759		4,780
Printing and copying	3,492	1,587	5,079	1,270	6,349		18,186
Management fees	-	-	-	-	-		752,974
Travel and conferences	6,184	-	6,184	-	6,184		745
Textbooks and classroom supplies	55,539	8,797	64,336	-	64,336		73,583
Student activities and fees	3,186	-	3,186	-	3,186		849
School events	21,370	3,385	24,755	-	24,755		11,574
Insurance	67,112	8,389	75,501	8,389	83,890		38,335
Technology and equipment	7,120	2,191	9,311	1,643	10,954		23,964
Depreciation and amortization	53,668	10,734	64,402	7,155	71,557		37,400
Miscellaneous	11,666	-	11,666	1,297	12,963		38,332
Total	\$ 3,015,638	\$ 446,388	\$ 3,462,026	\$ 919,539	\$ 4,381,565	\$	4,207,452

TEL: (212) 957-3600
FAX: (212) 957-3696

INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING
AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL
STATEMENTS PERFORMED IN ACCORDANCE WITH
GOVERNMENT AUDITING STANDARDS

TO THE BOARD OF TRUSTEES OF
NORTHSIDE CHARTER HIGH SCHOOL
(F/K/A BELIEVE NORTHSIDE CHARTER HIGH SCHOOL)

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of Northside Charter High School (F/K/A Believe Northside Charter High School) (the "School"), which comprise the statement of financial position as of June 30, 2013, and the related statements of activities, and cash flows for the year then ended, and the related notes to the financial statements, and have issued our report thereon dated August 29, 2013.

Internal Control Over Financial Reporting

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

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

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

TO THE BOARD OF TRUSTEES OF
NORTHSIDE CHARTER HIGH SCHOOL
(F/K/A BELIEVE NORTHSIDE CHARTER HIGH SCHOOL)

Compliance and Other Matters

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

Purpose of this Report

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


FRUCHTER ROSEN & COMPANY, P.C.
Certified Public Accountants

New York, New York
August 29, 2013

FRUCHTER ROSEN & COMPANY, P.C.
CERTIFIED PUBLIC ACCOUNTANTS
156 WEST 56TH STREET
NEW YORK, NEW YORK 10019

TEL: (212) 957-3600
FAX: (212) 957-3696

August 29, 2013

Audit Committee of the Board of Trustees
Northside Charter High School
(F/K/A Believe Northside Charter High School)
424 Leonard Street
Brooklyn, NY 11222

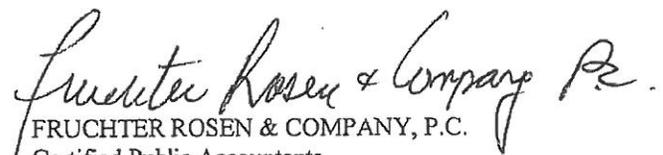
In planning and performing our audit of the financial statements of Northside Charter High School (F/K/A Believe Northside Charter High School) (the "School") as of and for the year ended June 30, 2013, in accordance with auditing standards generally accepted in the United States of America, we considered the School's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the School's internal control. Accordingly, we do not express an opinion on the effectiveness of the School's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected, on a timely basis.

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

This communication is intended solely for the information and use of management, Board of Trustees, federal, state and local awarding agencies, The State Education Department of the State University of New York, and others within the School, and is not intended to be, and should not be, used by anyone other than these specified parties.

We appreciate your cooperation and the assistance we received during the course of our audit.


FRUCHTER ROSEN & COMPANY, P.C.
Certified Public Accountants

New York, New York
August 29, 2013

FRUCHTER ROSEN & COMPANY, P.C.
CERTIFIED PUBLIC ACCOUNTANTS
156 WEST 56TH STREET
NEW YORK, NEW YORK 10019

TEL: (212) 957-3600
FAX: (212) 957-3696

August 29, 2013

To the Audit Committee of the Board of Trustees
Northside Charter High School
(F/K/A Believe Northside Charter High School)

We have audited the financial statements of Northside Charter High School (F/K/A Believe Northside Charter High School) (the "School") for the year ended June 30, 2013, and have issued our report thereon dated August 29, 2013. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated August 29, 2013. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Findings

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by Northside Charter High School (F/K/A Believe Northside Charter High School) are described in Note 1 to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during the year ended June 30, 2013. We noted no transactions entered into by the School during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected..

Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users.

The financial statement disclosures are neutral, consistent, and clear.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. In addition, none of the misstatements detected as a result of audit procedures and corrected by management were material, either individually or in the aggregate, to the financial statements taken as a whole.

Disagreements with Management

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated August 29, 2013.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the School's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the School's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Other Matters

With respect to the supplementary information accompanying the financial statements, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with U.S. generally accepted accounting principles, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

This information is intended solely for the use of the Board of Trustees and management of Northside Charter High School (F/K/A Believe Northside Charter High School) and is not intended to be, and should not be, used by anyone other than these specified parties.

Very truly yours,


FRUCHTER ROSEN & COMPANY, P.C.
Certified Public Accountants

Believe Northside Charter High School
Proposed Budget 2013 -2014

New Budget FY14

Revenue

4000 State Grants	
4001 Per Pupil Fund	5,004,990
4002 Special Ed Funds	606,090
4003 NYSTL/NYSSL/NYSLIB	30,202
Total 4000 State Grants	5,641,282
4100 Federal funding	
4101 Title I	201,719
4102 Title II	8,903
4104 IDEA Funding	46,741
4105 E-Rate	23,760
Total 4100 Federal funding	281,123
4200 Contributions & Donations	
4202 Unrestricted- Foundation Contributions	3,500
Total 4200 Contributions & Donations	3,500
4400 Interest & Investment Income	
4401 Interest-savings/short-term investments	200
Total 4400 Interest & Investment Income	200
4800 Miscellaneous/ Other Income	
4803 Other Miscellaneous Income	0
4804 In-Kind Asset Income	0
Total 4800 Miscellaneous/ Other Income	0
Total Income	5,926,105
Expenses	
5000 Personnel Expenses	
5100 Administrative Staff	
5101 Administrative Leadership	377,040
5102 Administrative Support/ Office Services	320,280
5103 Security/ Custodial	91,800

Believe Northside Charter High School
Proposed Budget 2013 -2014

	New Budget FY14
Total 5100 Administrative Staff	789,120
5200 Instructional Staff	
5201 Classroom Teachers	1,869,900
5202 Special Education Teachers	273,360
5203 Counselors/Social Workers	387,120
5205 Specialist	69,360
Total 5200 Instructional Staff	2,599,740
5400 Per Session	15,000
5500 Summer School & Other	45,000
5510 Staff Incentives/Bonus	174,000
5520 Care Day Payout	39,102
Total 5000 Personnel Expenses	3,661,962
5600 Personnel Benefits	
5601 Social Security- EE Exchange	0
5602 Social Security- ER Exchange	227,042
5603 Medicare- EE Exchange	0
5604 Medicare- ER Exchange	53,098
5605 Federal Payroll Tax Exchange	0
5606 State Payroll Tax Expense	0
5607 Local Payroll Tax Exchange	0
5608 NY Metro Tax	0
5609 NYS SUI/ Disability	16,074
5610 403(B) Contribution- EE Exchange	0

Believe Northside Charter High School
Proposed Budget 2013 -2014

	New Budget FY14
5612 403(B) Plan Fees	7,000
5614 403(B) Match	33,889
5615 Tuition Reimbursement	50,400
5616 Garnishment Clearing Account	0
5617 Misc Deduction	0
5618 Staff Incentives	0
5620 Employee Insurances	
5621 Health Insurance	340,000
5622 Dental insurance	13,500
5623 Life, Disability, AD& D Insurance	14,000
5624 Workers Comp Insurance	22,000
Total 5620 Employee Insurances	389,500
Total 5600 Personnel Benefits	777,002
6000 Direct Educational Expenses	
6001 Classroom Supplies	35,000
6002 Textbooks/ Materials	20,000
6004 Testing/ Assessment	25,000
6005 Gym Equipment & Supplies	15,000
6008 Food Services	2,000
6009 Student Support/ Emergencies	1,500
6010 Scholarships	40,000
6012 NYSTL/NYSSL/NYSLIB	30,202
6015 School Events and Sports	
6016 School Events	28,000
6017 Student Leagues	15,000

Believe Northside Charter High School
Proposed Budget 2013 -2014

	<u>New Budget FY14</u>
6020 Graduation	25,000
Total 6015 School Events and Sports	68,000
Total 6000 Direct Educational Expenses	236,702
7000 Administrative Expenses	
7001 Office Supplies	10,000
7002 Phone/ Internet	20,000
7003 Postage & shipping	10,000
7004 Printing/ Copying	1,000
7005 Copier/ Fax Lease	10,000
7006 Books/ Subscriptions/ References	1,000
7007 Staff Meals/Events	7,000
7008 Staff Travel/ Transportation/ Accommodations	3,000
7009 Technology Expenses	5,000
7012 Non-Capitalized Computers	0
7016 Copy Paper & Toner	6,000
Total 7000 Administrative Expenses	73,000
7100 Professional Fees	
7101 Accounting and Audit Fees	20,000
7102 Legal fees	20,000
7103 Temporary/ Contract Help	5,000
7104 Payroll Service Fees	15,000
7105 Substitute Services	10,000
7108 Computer/Tech Consultants	25,000
7109 Professional Fees Other	20,000
7112 Financial Management Services	220,000
PR Consultant	25,000
Total 7100 Professional Fees	360,000
7200 Insurances	
7201 Liability insurance	73,983

Believe Northside Charter High School
Proposed Budget 2013 -2014

	New Budget FY14
7205 Umbrella	8,650
7206 Accident	6,367
Total 7200 Insurances	89,000
7300 Professional Development	
7301 Staff development	20,000
7302 Leadership Development	10,000
7303 Board Development	5,000
Total 7300 Professional Development	35,000
7400 Marketing & Recruitment	
7401 Student Recruitment	10,000
7402 Staff Recruitment	16,000
7404 Marketing/ Advertising	20,000
Total 7400 Marketing & Recruitment	46,000
8100 Facilities & Utilities	
8109 Repairs & Maintenance	10,000
Total 8100 Facilities & Utilities	10,000
8300 Miscellaneous Expenses	
8301 Bank & Credit Card Misc. Fees	2,000
8306 Membership dues - organization	1,500
8307 Expense Suspense	0
8308 Other Miscellaneous Service Cost	1,500
8309 Discretionary Fund	10,000
Total 8300 Miscellaneous Expenses	15,000
8800 Depreciation Expenses	50,000
8801 In-Kind Depreciation Expenses	0
Total Expenses	5,353,667
Net Revenue	572,438

**Believe Northside Charter High School
Proposed Budget 2013 -2014**

New Budget FY14

Capital Expenses

1600 Total Fixed Assets

1601 Furniture, Fixture, & Equipment	0
1602 Software	0
1603 Website Development	5,000
1604 Gym Equipment	0
1606 Leasehold Improvements	20,000
1607 Computers & Equipment	0
1608 In-Kind Furniture, Fixture & Equipment	0
1609 In-Kind Software	0
1610 In-Kind Website Development	0
1611 In-Kind Computers & Equipment	0
Total for 1600 Total Fixed Assets	<hr/> 25,000 <hr/>

Appendix E: Disclosure of Financial Interest Form

Created Wednesday, July 17, 2013

Page 1

331400860945 NORTHSIDE CHS

An Appendix E: Disclosure of Financial Interest Form must be completed for each active Trustee who served on the charter school's Board of Trustees during the 2012-13 school year. Trustees are at times difficult to track down in the summer months. Trustees may complete and submit at their leisure (but before the deadline) their individual form at: <http://fluidsurveys.com/surveys/vickie-smith/appendix-e-disclosure-of-financial-interest-form/>.

Trustees who are technologically advanced may complete the survey using their smartphones or other mobile devices by downloading the this bar code link to the survey <http://fluidsurveys.com/account/surveys/210748/publish/qrcode/>. (Make sure you have the bar code application reader on your phone).

If a Trustee is unable to complete the form by the deadline (i.e, out of the country), the school is responsible for submitting the information required on the form for that individual trustee.

Just send the links via email today to your Trustees requesting that they each complete their form as soon as possible.

Thank you.

Yes, each member of the school's Board of Trustees has received a link to the Disclosure of Financial Interest Form.

Yes

Thank you.

Appendix F: BOT Membership Table

Created Wednesday, July 17, 2013

Updated Thursday, August 01, 2013

Page 1

331400860945 NORTHSIDE CHS

1. Current Board Member Information

	Full Name of Individual Trustees	Position on Board (Officer or Rep).	Voting Member	Area of Expertise &/or Additional Role	Terms Served & Length (include date of election and expiration)	Committee affiliations
1	Jairo Guzman	Chair/President	Yes	non-profit management; parent	Served less than 1 term; Elected January 2012	Executive Education & Accountability
2	Matteo Gallo	Vice Chair/Vice President	Yes	Finance	Served less than 1 term; Elected January 2012	Executive Finance
3	Colleen Bonnick-Lewis	Treasurer		Finance	Served less than 1 term; Elected October 2011	Executive Finance
4	Kaley Childs	Secretary	Yes	Attorney by profession	Served less than 1 term; Elected January 2012	Education & Accountability
5	Doug Giles		Yes	Business Management	Served less than 1 term; Approved 11/12	Finance
6	Willie Scott		Yes	Non-profit management	Served less than 1 term; Elected January 2012	Education & Accountability
7	John Wood		Yes	Education	Served less than 1 term; Approved 1/13	Education & Accountability
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						

2. Total Number of Members Joining Board during the 2012-13 school year

2

3. Total Number of Members Departing the Board during the 2012-13 school year

0

4. According to the School's by-laws, what is the maximum number of trustees that may comprise the governing board?

15

5. How many times did the Board meet during the 2012-13 school year?

10

6. How many times will the Board meet during the 2013-14 school year?

12

Thank you.



**Believe Northside Charter High School
Board of Trustees Special Meeting
September 12, 2012
Minutes**

The meeting was held at: 424 Leonard Street, Brooklyn, NY 11206

PRESENT

Jairo Guzman, Board Chair
Kaley Childs

Matteo Gallo
Willie Scott

GUESTS

Reshma Baig, School Leader
Kate Metzler, APG
Cliff Chuang

Mary Kenny, Minutes Transcriber
Steve Reid, CSBM
Miriam Cuevas

EXCUSED

Colleen Bonnick-Lewis, Treasurer

The meeting opened at 6:10 pm. Mr. Guzman welcomed everyone and asked that we introduce ourselves.

1. Executive Committee

▪ **Approval of Agenda**

Mr. Guzman moved two items back to allow Ms. Childs to arrive. Mr. Scott made a motion to approve the Agenda with the change. Mr. Gallo was Second. All were in Favor.

▪ **Approval of Board Minutes**

Mr. Scott made a motion to approve the Minutes. Mr. Gallo Seconded. All were in Favor.

▪ **Approval of Board Meeting Calendar**

Mr. Gallo made a motion to approve the Board Calendar. Mr. Scott was Second. All were in Favor.

2. CSBM Update/Finance Committee

Mr. Reid from Charter School Business Management updated the Board with an overview of his company's work this past summer. He said that they have recreated the entire fiscal books from 2011-12 with a new accounting system. Everything is up-to-date and ready for the first phase of the audit: per-pupil numbers, Title funds, etc. He has submitted the final forms for title funds and is in contact with Jamal Young for his help in expediting it. Mr. Reid said that the final package should be ready to submit by next week. The auditors will then give a draft to the Board by early October.

Mr. Reid said that going forward, the leadership will be involved in projections and decision making. His company will report on a monthly basis to ensure that everyone is up-to-date with information for the audits. The Finance Committee will be involved as well. Mr. Reid explained the preliminary report before the Board, highlighting the difference in reporting 10 month salary employees and 12 month

administrators. Mr. Gallo asked about monies owed to us by the other Charter schools. Also, Mr. Reid explained the E rate funding and the Profit and Loan page.

3. Board Development

Mr. Guzman spoke about the importance of adding members to the Board. One candidate was reviewed and told that she would not be a good fit, because she was more interested in the day to day running of the school. Mr. Guzman reached out to United Way who will be sending a list of three to four names. We are very interested in obtaining a candidate with an education background. He mentioned to the Board that the policy of Board attendance should be reviewed, because it is a big commitment for some people. Mr. Gallo said that we should reach out to Ms. Metzler's candidate and Mr. Guzman asked that everyone bring one name to the next meeting.

4. Educational and Accountability Committee

- **Principal's Update/Enrollment/Operations**
- **Guidance Updates**

Ms. Baig said that it was a pleasure to work with Mr. Reid and his crew because they are very diligent and have been a profound help. Enrollment is at 377 and it is a continuing process. She said that the school attends recruitment centers and canvasses the neighborhood. Ms. Baig reported that some employees left over the summer to work in public schools and she feels it is because they consider those schools more stable. She stated that she has replaced them with great people and our HR person really understands the mission of the school. The Board spoke about incentives to keep our good teachers.

Ms. Metzler reported to the Board on the switch from Blackbaud to the Power School system. She said that it is very teacher-friendly, but it was a huge undertaking to bring it up-to-date.

Ms. Metzler said that we have our first senior class who are currently working on college choices. PSAT's are coming up soon. Also, the school now offers two AP classes. The Board asked about Regents scores and the new uniform policy.

- **Approval of Expulsion Appeal Policy**

Ms. Childs reported to the Board that she and the administration worked very hard on the Student Life Guide to ensure clear policies. Most importantly, the expulsion appeal policy was refined. She looked at other charter schools in New York and came up with a policy that would allow the Board to make consistent decisions. Ms. Childs made a motion to approve the new Expulsion Policy on Page 18 in the 2012-2013 Student Life Guide. Mr. Gallo seconded. All were in Favor.

Ms. Childs spoke about the discipline policy and said that she worked with the administration to construct a policy that could get students the most out of their life here at the school. Again, she looked at five or six other charter schools for a guideline. Ms. Metzler mentioned that all the students have seen the policy and signed it. It now needs to be uploaded on the website.

5. Next Meeting: October 10, 2012 @ 6pm

6. Motion to Adjourn Meeting

Mr. Gallo made a motion to adjourn. Mr. Scott Seconded. All were in Favor.



**Believe Northside Charter High School
Board of Trustees Meeting
October 10, 2012
Minutes**

The meeting was held at: 424 Leonard Street, Brooklyn, NY 11206

PRESENT

Jairo Guzman, Board Chair
Kaley Childs, Trustee

Colleen Bonnick-Lewis, Treasurer
Willie Scott, Trustee

GUESTS

Reshma Baig, School Leader
Kate Metzler, APG
Jamal Deas, Tech Mgr.
Jesenia Rodriguez, Dir. of HR
Ana Jaramillo
Racquel Brown, Dir. of Op.

Mary Kenny, Minutes Transcriber
Steve Reid, CSBM
Douglas Giles
Trimerial Whately
Linda Medina

EXCUSED

Matteo Gallo, Trustee

The meeting opened at 6:00 pm with introductions.

1. Executive Committee

▪ **Approval of Agenda**

Mr. Guzman made a motion to approve the Agenda. Colleen Bonnick-Lewis was Second. All were in Favor.

▪ **Approval of Board Minutes**

Mr. Guzman made a motion to approve the Minutes. Ms. Childs Seconded. All were in Favor.

2. Finance Committee

Mr. Reid from Charter School Business Management updated the Board on what has been happening since the last meeting. His team met with the school leadership and came up with projections that will help the school in the coming year. He explained to the Board Title 1 funding and how the per pupil numbers can fluctuate throughout the year. He felt good about the budget because the numbers were conservative. He reminded everyone that lunch forms are essential for funding and said that an increase in the number of students increases the funding.

Mr. Reid said that personnel numbers are under, but that also fluctuates. He also explained that expenses for education are over budget, but that is usually the situation at the beginning of every school year. He spoke about professional fees, insurance fees, repairs and maintenance. Personnel numbers were basically kept the same. The school has a surplus of one million dollars but there is a big difference

between the cash flow and the P&L (Profit and Loan) statement. The Board discussed insurance needs for banking.

Mr. Reid stated that he will have a revised budget to present to the Board at the next meeting with documented changes. He and Colleen Bonnick-Lewis will go over the budget line by line.

Mr. Reid reported on the status of the audit and the process. His team will review the draft once its submitted by the auditors and bring it to Colleen Bonnick-Lewis and the Finance Committee for approval. The Board will also have a chance to review it and approve. The auditors will come to a meeting and explain the process.

Ms. Colleen Bonnick-Lewis told the Board about a call she received today regarding the rebate check on the umbrella policy. She said we should receive a letter about what will be disbursed, how and when the check from the Believe Network account should come. The caller explained that the rebate will include Williamsburg Charter HS.

3. Board Development

Ms. Childs reported to the board that we received a letter from the SED stating that we are officially off probation. Still, they listed five oversights which included meetings, submitting documents, budgets, financial statements, enrollment, etc. She said that we drafted a response to the items that we feel were misstated. We will post our response on the website and distribute it to the public.

She also said that we would be drafting a further response with regard to the erroneous statements in the letter regarding lack of board meetings over the summer and that information that was in fact submitted was not received.

Ms. Childs spoke about Board recruitment and said that Mr. Gallo has a candidate with an educational background who she will speak with this week. The Board discussed the requirements of attending monthly meetings.

The Board then discussed the process of elections, stepping down and the by-laws. It was decided that the annual meeting will take place in June. Mr. Guzman made a Motion to accept the date of the annual meeting. Colleen Bonnick-Lewis Seconded. All were in Favor.

4. Educational and Accountability Committee

Ms. Baig said that members of the Northside Charter High School staff were here to report to the Board on different departments. She explained the FAMIS budget: \$23,000 for textbooks, \$5,000 for data and \$2,000 for library resources.

Jamal Deas reported to the Board on technology and making the transition from BHSN. The bulk of the work has been set ups and migration to the new domain. He said the web page is a top priority and reported that the Board may still post things to the old site. In the packet handed out was a project timeline.

Ms. Rodriguez reported on Human Resources and said that the total number of current staff members on payroll was 50. She spoke about the increase in the number of Care Days from 5 to 8 as a "thank you" to the staff. The Board discussed the policy and asked that the Board be notified first of any addendums to the employee policy manuals. They discussed ½ Care Days, the tardy policy and the DOE absence policy. Ms. Rodriguez also explained the school's employee benefits since separating from the Network.

Ms. Brown reported on student enrollment and recruitment. She said that the school is making every effort to increase the enrollment number of 376 up to 400. Ms. Brown attended the high school fair and received over 100 parent contacts. She asked the Board for approval to purchase advertisement materials. Ms. Bonnick –Lewis reminded everyone that it is critical to get our numbers up to 400 She said that it is important that we hire a recruitment person The Board stated that the budget could support a full time position.

Ms. Kate Metzler gave an update on the guidance department and said that students are struggling mostly in science and so they have been making calls home to parents. There are 95 current seniors, with 66 on track to graduate. Interventions are in place to provide counseling, individual preps and parent conferences. A trip is planned to St. John's College and PSAT's will be given next week. 80 students are applying to college. The Board discussed the option next year for early decision. Graduation is already being planned with the Grand Street Campus as the venue.

Ms. Baig spoke about the teacher of the month, Ms. Martinez, who has done amazing work so far this year.

5. New Business

- We need to add new members to the Board: Non-voting student, alumni student and parent.
- We've been invited to a Recruitment function at CSBM.
- Mr. Giles spoke about his background and his interest in joining the Board. Ms. Childs made a motion to approve his application (contingent on his submitting a resume). Ms. Bonnick-Lewis was Second. All were in Favor. Mr. Giles' application will be submitted to the State for approval.
- The PA spoke to the Board about setting up a scholarship fund. They discussed fundraising, raffle drives, merchant donations, etc.

6. Next Meeting: November 14, 2012 @ 6pm

7. Motion to Adjourn Meeting

Mr. Scott Made a Motion. Ms. Bonnick-Lewis Seconded. All were in Favor.



Believe Northside Charter High School

Board of Trustees Meeting

November 14, 2012

Minutes

The meeting was held at: 424 Leonard Street, Brooklyn, NY 11206

PRESENT

Matteo Gallo, Trustee
Kaley Childs, Trustee – by Skype video conference
Douglas Giles, Trustee
Colleen Bonnick-Lewis, Treasurer
Willie Scott, Trustee

GUESTS

Reshma Baig, School Leader
Kate Metzler, APG
Jamal Deas, Tech Mgr.
Jesenia Rodriguez, Dir. of HR
Gabrielle Wyatt, DOE
Anthony Torres
John Woods
Mary Kenny, Minutes Transcriber
Steve Reid, CSBM
Racquel Brown, Dir. of Op.
Gus Saliba, Auditor
Lorey Lefty, DOE
Linda Medina
Jean Zurn, CSBM

EXCUSED

Jairo Guzman, Board Chair

The meeting opened at 6:00 pm.

1. Executive Committee

▪ Approval of Agenda

Ms. Bonnick-Lewis made a motion to approve the Agenda. Mr. Gallo was second. All were in favor.

▪ Approval of Board Minutes

Ms. Bonnick-Lewis commented that she sent revisions to Ms. Kenny and reviewed them for the Board. Ms. Bonnick-Lewis made a motion to approve the Minutes with her revisions. Mr. Gallo seconded. All were in favor.

▪ Health Insurance Rebate Payment from WCHS

Ms. Bonnick-Lewis stated that she would like to see a breakdown of who will receive the rebate, and the Board decided that it would be against privacy rules to discuss in a public forum. Ms. Bonnick-Lewis decided that we will table the discussion for the next meeting after the Board reviews the details and made a motion. Mr. Gallo seconded. All were in favor.

▪ Process of a School Name Change

Ms. Bonnick-Lewis made a motion to: A) come up with suggestions for a new school name, which may include the students in the decision making, and B) at the very least, remove "Believe" from the name. Ms. Childs Seconded. All were in Favor. Ms. Bonnick-Lewis asked Ms. Baig to get the ball rolling on this as she would like to submit the change to the state by January.

▪ **Teacher Performance Review Process**

Ms. Bonnick-Lewis stated that in our budget, we discussed incentives and she would like suggestions to come before the Board. Further, the Board requested the process by which teachers will be evaluated be presented to the Board.

▪ **Guest Presentation – Ms. Wyatt, NYCDOE Office of Portfolio Planning**

Ms. Wyatt and Ms. Lefty spoke before the Board about the possibility of a new school in the building for the 2013-2014 school year. She stated that it would be a K to 5 “Citizens of the World Charter School.” She explained the A190 process which requires that they meet with the existing schools to discuss proposals. (Every year the space is evaluated.) Next, it is presented to the CEC14 for analysis. Ms. Wyatt mentioned that with the closing of Believe Southside Charter HS, the building is under-utilized and mentioned enrollment projections and the footprint of the schools. She stated that we are occupying rooms for 800 students and should only be using 16 rooms.

Ms. Baig stated that she expressed her concerns over the proposal and their response was that we need to be creative with our schedule in as far as special education needs, lunch periods, etc. Mr. Gallo stated that the school just finished planning for expansion (programs, furniture, wiring, etc.). Ms. Wyatt stated that the Office of Space Planning will assist the school with this. She said that we can comment at the next public meeting (December 5 at the CEC) in which her office is required to respond to each comment. The Board will be in attendance to appeal the proposal.

2. Finance Committee

▪ **2012 Financial Statement (Auditor Gus)**

Mr. Saliba, Auditor, explained the auditing process and said that he has no recommendations because the year-end package was very good (Clean Opinion) He reviewed his handout:

Page 2

Statement of Financial Position – Mr. Saliba said that one goal is to bring up the cash number which looks better than last year.

Page 3

Statement of Activities – This sheet shows fundraising, per-pupil revenue, grants, etc.

Page 4

Statements of Cash Flow – Mr. Saliba said that this is a balance sheet showing increases and decreases.

Page 12

Schedule of Functional Expenses – This sheet explains payroll, legal fees, supplies, insurance, etc.

▪ **Monthly Financial Review**

Mr. Reid from Charter School Business Management updated the Board by reviewing his report. He met with the leadership to see if the projections moved but all remained static except for personnel benefits. He said that the school should end with a surplus cash flow. Ms. Bonnick-Lewis said she would like to see money put into a savings account as a reserve. She made a motion to save \$20,000 a month in a reserve account which the Board can then lower or increase the amount in the future. Mr. Gallo seconded. All were in favor.

Mr. Reid said he is refining the budget with the Finance Committee and will bring it before the Board. He then introduced Jean Zurn who helped him.

▪ **Credit Card Request**

Ms. Bonnick-Lewis proposed that instead of a credit card, the school will have a debit card. She made a motion to allow the school to have a debit card system and also moved to draft a resolution in the

Financial Policy and Procedures. This will be brought in front of the Board. Mr. Gallo seconded. All were in favor.

3. Board Development

▪ Response to SED's Request

Ms. Childs reported that she expects to have the response sent to the SED by Thanksgiving. The draft will be given to the Board first to be approved.

▪ Board Member Recruitment: Approval Letter for Mr. Giles

Mr. Gallo said that we received an approval letter for Douglas Giles to sit on the Board. Everyone congratulated him.

▪ New Candidate for Review: Mr. Woods

Mr. Gallo introduced John Woods who has shown an interest in becoming a member. Mr. Woods is an English Professor at Nassau community College and spoke a little about himself and his relevant background. Ms. Childs made a motion to accept Mr. Wood's application. Ms. Bonnick-Lewis seconded. All were in favor.

4. Educational and Accountability Committee

▪ Principal's Report

Ms. Baig reported that the school was not damaged by Hurricane Sandy but she has revised the calendar due to lost days. Two new staff members were hired since the last meeting. Ms. Baig also said that she will email the proposal from CEC to the Board.

▪ Technology Update

Mr. Deas reported that the webpage was revised and will launch as soon as Ms. Baig approves it. The Board discussed the change to the school name and wants an estimate on the cost.

▪ Human Resources Update

Ms. Rodriguez introduced Anthony Torres. Mr. Torres is the new student recruiter. She also said that we have a new ESL teacher and Special Education teacher. Ms. Rodriguez asked the Board to approve the new benefits document which is distributed to new teachers. The plan was drafted by the insurance brokers and is in effect already. Ms. Bonnick-Lewis made a motion. Mr. Gallo seconded. All were in favor.

▪ Operations Update

Ms. Brown reported that enrollment numbers went down because several families moved out of state. She also reported that bills are paid with the exception of the copy machine contract because it was shared with Southside Charter HS.

▪ Guidance Update

Ms. Metzler said that the semester ends in January. She will have grades at that time. She reported that the college office is busy helping students with that process. She also said that we have our first student council and voting takes place next week. She's encouraging the nominees to attend Board meetings. Ms. Metzler reported that we have students on the National Honor Society and every member in the society will become a peer tutor.

▪ Recruitment Update

Mr. Torres handed out to the Board brochures and flyers he is using to recruit students for September. The Board discussed the importance of recruiting students immediately to get our enrollment to 400, or we are in danger of losing our charter.

5. Next Meeting: December 12, 2012 @ 6pm

6. Motion to Adjourn Meeting

Ms. Bonnick-Lewis made a motion. Mr. Gallo seconded. All were in favor.



Believe Northside Charter High School
Board of Trustees Meeting
December 12, 2012
Minutes

The meeting was held at: 424 Leonard Street, Brooklyn, NY 11206

Present:

Jairo Guzman, Chairperson
Colleen Bonnick-Lewis, Treasurer
Kaley Childs, Secretary, *via Skype video conference*
Matteo Gallo, Trustee

Guests:

Reshma Baig, *Principal*
Racquel Brown, *Director of Operations*
Jesenia Rodriguez, *Director of Human Resources*
Jamal Deas, *Technology Manager*
Anthony Torres, *Operations Support Personnel and Student Recruitment Coordinator*
John Woods, *Professor and pending board member*
Steve Reid, CSBM
Tammy Whatley

Excused:

Willie Scott, Trustee
Douglas Giles, Trustee
Kate Metzler, AP of Guidance

The meeting opened at 6:05 p.m.

1. Executive Committee

- **Approval of Agenda:** Mr. Guzman made a motion to approve the agenda. Mr. Gallo Seconded. All were in favor.
- **Approval of Board Minutes:** Mr. Guzman] made a motion to approve the minutes. Mr. Gallo Seconded. All were in favor.
- **Health Insurance Rebate**
 - Williamsburg has not been transparent and proven how the rebate amount was calculated. Ms. Bonnick-Lewis stated that Williamsburg needs to provide a written statement of their calculation method. Mr. Reid will reach out to Williamsburg for such statement and proof.
- **Space Public Hearing Feedback**

- Mr. Gallo gave a synopsis of the Space Public Hearing. He stated it was a very contentious hearing centered on public politics of public schools versus charter schools instead of the actual space, and that the arguments degenerated rapidly. He stated that people did not support another junior elementary school coming in. Ms. Baig stated she was heckled during the meeting, but the advocates for the School attempted to keep focused and make valid arguments for the School to keep the current space. The December 20, 2012, meeting will make the formal approval of the space. It will take place in Manhattan, Fashion Industry High School. Board suggested the School Leadership Team contact parents again to ask them attend this meeting in Manhattan. Ms. Baig said that counselors will call parents. Mr. Gallo and Mr. Guzman will continue to follow up on this matter and will find out the appeal process.
- **Process of a School Name Change**
 - Ms. Baig stated she and the School Leadership Team consulted with faculty and students and took recommendations for a new name for the School. She stated the majority of the School voted for “Northside Charter High School”. Ms. Bonnick-Lewis proposed a fourth name “Northside Community High School”.
 - Mr. Gallo made a motion to approve “Northside Charter High School” as the new name for the School. Ms. Bonnick-Lewis Seconded. All were in Favor.
 - Ms. Childs will draft the resolution, petition for amendment, and cover letter for the name change, and subsequently send it to the SED and Board of Regents for approval.
- **Teacher Performance Review Process**
 - Ms. Baig has a draft of the process by which teachers will be evaluated, which she will present to the Board at the next Board Meeting. The Board requested Ms. Baig present the Teachers Performance Matrix, the process that will be used, and the key performance indicators for the school.
- **Charter Renewal Timeline**
 - Ms. Childs has been researching the charter renewal process. She indicated that it appears that the School must submit the renewal application no less than 6 months of the expiration date of our current charter. The renewal process includes site visits and interviews with staff as well as submission of the actual application. Ms. Childs will put together a specific timeline and detailed list of the requirements and will circulate to the Board and School Leadership Team.
 - The Board discussed hiring someone who can help with this process. Mr. Gallo said he will reach out to the Charter Center and other contacts he has that have helped other schools with charter renewal. Ms. Childs will reach out to CSBM.

2. Finance Committee

Mr. Reid from Charter School Business Management (CSBM) updated the Board regarding the updated Budget. He then explained CSBM’s process: CSBM looked at the numbers and then sat down with Racquel Brown and Reshma Baig to discuss the expectations that the School has for the entire fiscal year. They then consulted with Colleen Bonnick-Lewis who thoroughly reviewed it focusing on the various revenues, expenses, and capitalized items. Mr. Reid explained there is one big difference under the capital expenses (accounts from 1608 through 1611), which are contributions received from Southside. Mr. Reid stated that after speaking with the auditors, one update he suggested is that there are a couple of ways of recording that revenue, one which is to offset the depreciation expense every single year so it will net out as a 0. Because this will offset P&L, he suggests that the School take the full incline amount as income this fiscal year. This would be depreciating the life span of these items (presuming about 3 years), about \$35,000 of expense, and then the School will be fully recognizing the income value of that, which would be about \$108,000. The School would then have the variance of \$80,000 that would look favorable for the School this year. On

the flipside, the School will see an additional \$35,000 for the next two years in depreciation expense. Mr. Reid emphasized that this was the auditor's suggestion, and he would make this change if the Board approves it.

Mr. Reid discussed the Reserve Fund, which we originally budgeted at \$120,000. It has been changed it to \$200,000, representing \$20,000 for each month the school is open in the year.

Ms. Bonnick-Lewis made a motion to approve the budget modifications for this fiscal year. Mr. Guzman Seconded. All were in Favor!

Mr. Reid discussed that there has not been much movement in the P&L Statement and that it is better refined. He stated the staff incentives were originally under the employee benefits portion; however, since he now understands that it was intended to be a salary payout, it was moved and increased the FICA expenses. His team accounted for 374 current FTEs and he does not envision too much of a change there. Mr. Reid explained the 403(b) plan expense increased and the FICA expense increased, but a mass majority of other items remained constant.

Mr. Reid discussed the Cash Flow Statement finding it to be solid and in a good position. Finally, in late January/early February, Mr. Reid and his team will be meeting with the School Leadership Team and Board to craft the budget for next year and discuss salary increases.

Ms. Bonnick-Lewis discussed the purchase in the amount of \$10,000 by the School of uniforms by which they did not follow the procurement process because they deemed it an emergency situation. Ms. Bonnick-Lewis stated that this was an exemption to the Financial Policy and understands it will not happen again. She is not recommending termination although it is a terminable offense. The School purchased the uniforms and the students are to reimburse the School for them. The School has only received \$1,700 of the \$10,000 back from students. The Board discussed that if something on a line item is going to add up to \$10,000, even if it is spent in portions thereof, that it should rise to the signing level. The Board requested the School Leadership Team draft a formal policy and procedure for the purchase of school uniforms based on our comments and present it at the next Board Meeting so that the Board can vote on it.

3. Board Development

- **Response to SED's Request**
 - Mr. Guzman confirmed the Board's response letter correcting items in the SED's letter of September 14, 2012 regarding their review of the Secondary Remedial Action Plan was sent to the SED via regular mail and email. No response from the SED to the Board's letter has been received.
- **Board Member Recruitment: Pending Candidate Mr. Woods**
 - The State has not responded to Mr. Woods' application. Ms. Bonnick-Lewis will follow up with the State.

4. Educational and Accountability Committee

- **Principal's Report, Ms. Baig**
 - Junot Diaz, famous writer came to this school and spoke to our kids. He requested an intimate setting. This was a memorable experience for the kids.
 - The January Regents are coming up, kids are signed up. Ms. Baig will forward the calendar to the Board.
- **Technology Update, Mr. Deas**
 - Mr. Deas stated the website was completely redone several weeks ago. He presented his thoughts on the cost estimate of the name change, which he estimated to be about \$1,500. He will look into the domain name service to see if the new name is available. Also included in the cost is the mailbox exchange, which will be a large project. He suggested that it will be best to do so during the summer.
- **Human Resources Update, Ms. Rodriguez**

- Ms. Rodriguez stated there were no major changes or updates.
- **Operations Update, Ms. Brown**
 - Ms. Brown stated that they are currently working on the budget. The School recently got the tax-exempt letter. Ms. Brown stated that we are in the process of planning for the 2013-2014 budget, and we need to fundraise. Ms. Bonnick-Lewis explained that fundraising is a primary responsibility for all board members, and that the Board will discuss and be involved in the fundraising efforts. Mr. Gallo discussed the possibility of hiring a grant writer and that CSBM has contacts who can help keep us focused in the budget and fundraising efforts.
- **Guidance Updates, Ms. Metzler**
 - Ms. Baig presented on behalf of Ms. Metzler. College update: 83 students are completing the college application. The other students are doing the individual applications as opposed to the common application. Many students are also applying to CUNY. The current trend is that students are applying first to the 2-year school, and then the 4-year school. There is no early college admissions update yet.
 - Ms. Baig discussed Academic Intervention. She stated the National Honor Students are tutoring students who are at risk. The School is giving mock Regents exams, and teachers are volunteering during their lunches for the Regents Prep Institute with students to further strengthen their testing abilities. During the break, all students are getting a transcript and those students that are at risk are getting a solid intervention, so they understand that there is hope and we are giving these kids all the opportunity they have to succeed.
 - Ms. Bonnick-Lewis requested the School Leadership team provide numerical data as part of the packets. (Example – passing grade, teacher student ratio. Any data that helps understand how well the school is doing.)
- **Recruitment Update, Mr. Torres**
 - Mr. Torres stated the School has 6 new students, with a few more students pending. There are currently 40 applications for the 9th grade for next year.
 - The Board stressed the importance of raising enrollment numbers to 400 especially in light of the upcoming charter renewal. The Board suggested the School should maybe go outside the waiting list and have other recruitment options.

5. Next Meeting: January 9, 2013, 6:00 p.m.

6. Motion to Adjourn Meeting:

Mr. Guzman made a Motion. Mr. Gallo Seconded. All were in Favor.

APPROVED MOTIONS

- **Approval of Agenda:** Mr. Guzman made a motion to approve the agenda. Mr. Gallo Seconded. All were in favor.
- **Approval of Board Minutes:** Mr. Guzman made a motion to approve the minutes. Mr. Gallo Seconded. All were in favor.
- **Motion to Approve Budget Modifications:** Ms. Colleen Bonnick-Lewis made a motion to approve the budget modifications for this fiscal year. Mr. Guzman Seconded. All were in Favor.
- **Motion to Approve Name Change:** Mr. Gallo made a motion to approve “Northside Charter High School” as the new name for the School. Ms. Bonnick-Lewis Seconded. All were in Favor.
- **Motion to Adjourn Meeting:** Mr. Guzman made a Motion. Mr. Gallo Seconded. All were in Favor.



**Believe Northside Charter High School
Board of Trustees Meeting
January 9, 2013
Minutes**

The meeting was held at: 424 Leonard Street, Brooklyn, NY 11206

PRESENT

Matteo Gallo, Trustee
Douglas Giles, Trustee

Willie Scott, Trustee
John Woods, Trustee

GUESTS

Reshma Baig, School Leader
Kate Metzler, APG
Jesenia Rodriguez, Dir. of HR

Mary Kenny, Minutes Transcriber
Racquel Brown, Dir. of Op.
Jean Zum, CSBM

EXCUSED

Jairo Guzman, Board Chair
Kaley Childs, Trustee
Colleen Bonnick-Lewis, Treasurer

The meeting opened at 6:00 pm.

1. Executive Committee

▪ **Approval of Agenda**

Mr. Scott made a motion to approve the Agenda (with change to Mr. Wood's status as a pending candidate.) Mr. Gallo was second. All were in favor.

▪ **Approval of Board Minutes**

Mr. Gallo made a motion to approve the Minutes. Mr. Scott seconded. All were in favor.

▪ **Uniform Policy**

Ms. Brown reviewed the draft of the Uniform Policy and explained scholarships for families who cannot afford the costs. Ms. Bonnick-Lewis will review the applications with the guidelines according to meal codes. Ms. Brown also explained the revised procurement process. She said that our current stock has the previous school name printed on shirts.

Mr. Gallo commented that the draft is a good guideline and would like to see a timeline added. The Board also would like to purchase a small inventory for any transfer students who may come in late in the year. The Board will then review the policy and discuss at the next meeting.

▪ **Teacher Performance Review**

Ms. Baig asked the Board to review the Teacher Evaluation Form in their packets. She explained the standards which are in line with the State standards. Ms. Baig said that teachers are expected to identify their goals and show evidence of achieving those goals. They are evaluated twice a year after formal observations. She stated that teachers submit binders of work every Sunday night.

Mr. Gallo stated that the form is a draft that the Board will discuss in a committee meeting. They will revisit it at the next Board meeting.

- **Key Performance Indicators**

Ms. Baig explained that this is a process for the school to see how we judge ourselves. We use the school's progress report as well as three other indicators: student progress based on promotion, student performance based on type of diploma and also college and career readiness.

Mr. Gallo would like the Board to take a look at it, especially in light of the new Charter renewal process.

- **Charter Renewal Process Timeline**

Mr. Gallo reported that we are in the process of seeking outside help to guide us through the process. CSBM will put a proposal together for Mr. Woods and Ms. Childs to look at.

2. Finance Committee

- **Monthly Financial Review for December (Ms. Zurn)**

Ms. Zurn reviewed the monthly budget and Profit and Loan sheet with the Board. She reported that the modified budget shows that there are not a lot of changes except for Title 1 numbers and the balance sheet shows a good cash flow. The Profit and Loan sheet shows that we budgeted conservatively in Special Education funds, NYSTL, and Per Pupil figures. The only issue she saw was in administration fees (Copier). Ms. Brown explained the issue with the copier.

3. Board Development

- **Mr. Woods**

Mr. Gallo explained that Mr. Woods is no longer a pending candidate but rather was actually voted on the Board. Everyone congratulated Mr. Woods. Mr. Woods is an English Professor at Nassau Community College

4. Educational and Accountability Committee

- **Principal's Report/Guidance Update**

Ms. Metzler reported to the Board on weekly attendance rates for November and December. She then reviewed the college process regarding scholarships, SATs, FAFSAs and acceptance letters. The Board looked at her handout for Pass/Fail Rates by Course as of 1/4/13. Ms. Metzler said she was hesitant to review it because finals are next week and she will have more concrete data at the next meeting. The Board asked about interventions for failing students and Ms. Baig explained the school's tutoring process and calls home. If a student fails, she said that we better be able to answer why.

- **Technology Update**

Mr. Deas was not at the meeting but Ms. Brown updated the Board. She talked about the web page and technology concerns in regard to space in the building.

- **Human Resources Update**

Ms. Rodriguez said that there are no current staffing issues.

- **Operations Update**

Ms. Brown reported that she had a meeting last Friday with the CEA for the DOE custodial engineers. She said that they have permits to do construction on the windows and so the building will be off limits for the summer. This impacts summer school, recruitment, uniform night and working administration staff. They have been brainstorming and will meet with Diana Reyna to discuss the issue.

Mr. Gallo asked Ms. Brown to keep the Board updated on the plan for summer school and office space. Mr. Scott asked her to reach out to Assemblyman Joseph Lentol and cc him on the correspondence.

▪ **Recruitment Update**

Mr. Torres was not present but Ms. Brown updated the Board on recruitment. We have 30 RSVPs for our next Open House. Eight students are currently enrolled for January and we are still trying to attain our goal of 400 students in total. The Board spoke about recruitment efforts in the community. Mr. Gallo asked what the number was of total applications for incoming students vs. last year's numbers. Ms. Brown said that there was no data on that because the Network was doing recruitment last year. Mr. Gallo asked the administration to keep stats on enrollment moving forward.

5. Next Meeting: February 13, 2013 @ 6pm.

6. Motion to Adjourn Meeting

Mr. Gallo made a motion. Mr. Scott seconded. All were in favor.



**Believe Northside Charter High School
Board of Trustees Meeting
February 13, 2013
Minutes**

The meeting was held at: 424 Leonard Street, Brooklyn, NY 11206

PRESENT

Jairo Guzman, Board Chair
Matteo Gallo, Trustee
John Woods, Trustee

Kaley Childs, Secretary, *via Skype Video Conference*
Colleen Bonnick-Lewis, Treasurer

GUESTS

Reshma Baig, Principal
Kate Metzler, APG
Jesenia Rodriguez, Dir. of HR
Paul LaFranca
Jamal Deas

Mary Kenny, Minutes Transcriber
Racquel Brown, Dir. of Op.
Jean Zurn, CSBM
Anthony Torres

EXCUSED

Willie Scott, Trustee

Douglas Giles, Trustee

The meeting opened at 6:00 pm.

**1 Executive Committee
Approval of Agenda**

Mr. Guzman made a motion to approve the Agenda (with an additional item added by Ms. Childs: Correspondence Policy.) Ms. Bonnick-Lewis was second. All were in favor.

Approval of Board Minutes

Ms. Bonnick-Lewis made corrections to the Minutes:

- Page 1, Uniform Policy, strike 2nd sentence.
- Page 1, Uniform Policy, change previous name to current name.
- Page 2, Charter Renewal, change sentence to read: "The Board is requesting proposals to help with the Charter renewal application".
- Page 2, Educational, strike fourth and last sentence.
- Page 2, Technology Update, change second sentence to read: "She notified the Board that the webpage was up and operational."

Ms. Bonnick-Lewis made a motion to approve the Minutes with changes. Mr. Gallo seconded. All were in favor.

Draft Letter to Deputy Chancellor Mark Sternberg RE: Building Utilization Plan

- There will be a new school added to the campus but the floor plan was incorrect. Ms. Baig drafted a letter stating that we are due more rooms.
- Ms. Bonnick-Lewis made a motion to approve the draft letter subject to review by Board, comment and distribute by Friday. Mr. Gallo seconded. All were in favor.

Review of Proposal: BSCHS Funds

- The Board came to a consensus to remove the last item from the proposed budget: I Pads. Instead, the funds will be used to purchase software, laptops or update the hardware already existing in the school. The Board discussed sustaining this program going forward.
- Mr. Guzman made a motion to approve the Proposal of Funds with changes. Ms. Bonnick-Lewis seconded. All were in favor.

Summer School/Space Issues

- Councilwoman Reyna has offered the use of space in her office for administrators' use this summer.
- Charles Fischer informed us that adults are allowed in the building, but no work will take place while they are in attendance. Summer school will be held at other locations. A letter will go out with our schedule.

Uniform Policy

- The Board tabled the discussion for next month's meeting after the school researches vendors.

Teacher Performance Evaluation Review/Key Performance Indicators

- The Board discussed incentive packages in association with the Teacher Performance Evaluation and tabled this item for next month.
- The Board discussed different standards for the Key Performance Indicators and how to compare the stats to last year. Ms. Bonnick-Lewis will re-send them for the Board to comment and make a final vote next month.

Charter Renewal Process Timeline

- The Board discussed the charter renewal process timeline and reviewed the three proposals for consultants: Perry Kaplan, CSBM, and Daniel Pasek Consulting LLC. Ms. Childs made a motion to accept the proposal from and enter into contract with Daniel Pasek Consulting. Mr. Gallo Seconded. All were in Favor.

School Name Change Timeline

- All required documents will be sent to SED..

Correspondence Policy

- The Board decided to amend the By-Laws to include a Correspondence Policy to ensure that all documents are being properly handled. Ms. Bonnick-Lewis Motioned to have the Correspondence Policy added to the By-Laws. Mr. Woods Seconded. All were in Favor.

2 Finance Committee

Monthly Financial Review for January

- Ms. Zurn reported no changes for January.

Review 990

- The Board discussed that Candace Cobo's name appears on the 990 as of June, 2012. Ms. Bonnick-Lewis made a motion to approve the submission of the 990 as required. Mr. Gallo Seconded. All were in Favor.

- Ms. Bonnick-Lewis discussed money disbursements through petty cash/checks. All reimbursements must have an explanation in the register. The school will discuss the options of how to disburse reimbursements with the consultants.

3 Board Development

- The Board is still actively recruiting board members to strengthen the constituency..

4. Educational and Accountability Committee

Principal's Report

- Ms. Baig asked her team to report to the Board.

Technology Update

- Mr. Deas handed out a proposal by E-Rate Advantage LLC consulting. The Board discussed the timeline and the need for other proposals to compare services. A wish list will be put together and circulated and bids will be put in before March 15.

Human Resources

- Ms. Rodriguez discussed comparing vendors in regard to the name change on the school. Medical benefits need to be renewed and employees have 30 days to choose. Ms. Rodriguez will circulate information to the Board.

Guidance Update

- Ms. Metzler updated the Board on data for graduation, Regents and students on track. She reported that most students are passing and showed the Board a list of college acceptances.

Recruitment Update

- Mr. Torres updated the Board on the recruitment process. He explained community outreach, open houses, applications and the lottery system. He reported to the Board that all applications are being mailed to all grades through Vanguard.

4 Next Meeting

- March 13, 2013 @ 6pm.

5 Motion to Adjourn Meeting

- Ms. Bonnick-Lewis Motioned to Adjourn. Mr. Gallo Seconded. All were in Favor.



**Believe Northside Charter High School
Board of Trustees Meeting
March 13, 2013
Minutes**

The meeting was held at: 424 Leonard Street, Brooklyn, NY 11206

PRESENT

Kaley Childs, Trustee *via Skype Video Conf.*
John Woods, Trustee

Matteo Gallo, Trustee
Willie Scott, Trustee

GUESTS

Reshma Baig, School Leader
Kate Metzler, APG
Jean Zurn, CSBM
Jamal Deas, Technology
Nora Clancy, Pasek Consulting
Paul LaFranca

Mary Kenny, Minutes Transcriber
Jesenia Rodriguez, Dir. of HR
Steve Reid, CSBM
Dan Pasek, Pasek Consulting
Brigid Dunn, Pasek Consulting

EXCUSED

Jairo Guzman, Board Chair
Douglas Giles, Trustee

Colleen Bonnick-Lewis, Treasurer

The meeting opened at 6:00 pm.

1. Executive Committee

Approval of Agenda

- Mr. Gallo made a motion to approve the Agenda. Ms. Childs was second. All were in favor.

Approval of Board Minutes

- Ms. Childs made a change to the Minutes:
 - Page 1, Agenda items: Add as 1st item after Minutes - Pasek Consulting/Charter Renewal Update. Mr. Pasek, Ms. Clancy and Ms. Dunn will present on progress and take questions. (20 minutes).
 - Delete typo on Pages 2 and 3 (extra period).
 - Mr. Gallo made a motion to approve the Minutes with changes. Ms. Childs seconded. All were in favor.

Charter Renewal Process Timeline: Presentation by Dan Pasek

- Mr. Pasek gave a history of the company and the process to renew our charter. The four main components are:

- | | |
|------------------------|----------------|
| - Academics | - Organization |
| - Finance & Compliance | - Future plans |

Mr. Pasek stated that they are working with the school to gather data and have identified some very good strengths. Going forward, the school needs to think about our graduates, what their college plans are and what the alumni will accomplish in the future. Pasek will reach out to SED to get the timeline for renewal.

School Performance Indicators (CSBM)

- Mr. Reid said that Ms. Bonnick-Lewis asked him to mention to the Board that she wants the school to think about what our needs are going forward, back it up with data and then sell it to donors. We can then track our success through the donor funds. The Board discussed tracking data through Power School and perhaps setting up training seminars.

2. Finance Committee

Monthly Financial Review for February

- Ms. Zurn reported that they are very happy with the financials because there were no big surprises. It is adjusted based on per pupil and we have an increase in that account. She spoke about miscellaneous items such as upcoming school trips and per session for staff. Mr. Reid reviewed the balance sheet and said that we are making an effort to end in a good cash flow reserve.

3. Board Development

- Ms. Childs has reached out to the career director at her school for a candidate that would have a legal background. Mr. Gallo said that we are hoping to get to nine Board members.

4. Educational and Accountability Committee

Principal's Report/Operation Report/Recruitment Update

- Ms. Baig gave an update on enrollment numbers and said that we have 106 on the waiting list. She said that we are actively recruiting.
- Ms. Baig stated that we will have an in-depth academic report at the next meeting which will include Mid-Term scores. (Mid-Terms take place April 1-5).
- Spring Break Summer School – Ms. Baig said that we will have make up classes during spring break to get students on track for graduation.
- Three students have been accepted to NYU Science Scholar program.
- Senior trip will be to Honors Haven Resort.
- Next Board Meeting will also be Parent/Teacher night.
- Mr. Gallo asked leadership to acquire a written agreement from the contractors ensuring that adults will be allowed in building during construction, etc.

Guidance Update

- Ms. Metzler updated the Board on College Kick Off week. Staff will mentor students on their own college experience.
- SAT's are in June and prep class begin in April.

Technology Update

- Mr. Deas handed out the summary of tech bids. The Board discussed the difference in the bids and would like a written narrative on why we chose one over the others. Mr. Deas will distribute a pros and cons sheet to the Board.

Human Resources

- Ms. Rodriguez discussed various issues with personnel and said that one employee is going out on maternity leave. We have hired a replacement that is already in the school.

4. Next Meeting

- April 10, 2013 @ 6pm.

5. Motion to Adjourn Meeting

- Mr. Gallo Motioned to Adjourn. Mr. Scott Seconded. All were in Favor.



**Believe Northside Charter High School
Board of Trustees Meeting
April 10, 2013
Minutes**

The meeting was held at: 424 Leonard Street, Brooklyn, NY 11206

PRESENT

Kaley Childs, Trustee *via Skype Video Conf.*
John Woods, Trustee
Jairo Guzman, Board Chair
Douglas Giles, Trustee

Matteo Gallo, Trustee
Willie Scott, Trustee
Colleen Bonnick-Lewis, Treasurer

GUESTS

Reshma Baig, School Leader
Kate Metzler, APG
Jean Zurn, CSBM
Jamal Deas, Technology
Paul LaFranca
Jeff Hendrikson
John MacElueen

Mary Kenny, Minutes Transcriber
Jesenia Rodriguez, Dir. of HR
Steve Reid, CSBM
Racquel Brown, Dir. Of Ops.
Michelle Lozada, CSBM
Ian T. Gibbons
B. Reddy

The meeting opened at 6:00 pm.

1. Executive Committee

Approval of Agenda

- Mr. Gallo made a motion to approve the Agenda. Mr. Scott was second. All were in favor.

Approval of Board Minutes

- Ms. Colleen Bonnick-Lewis made a change to the Minutes:
 - Page 2, School Performance Indicators: clarify that the school previously used Blackbaud to track our performance and we continue to capture the key performance points through data collected by Power School and looking forward, identify where the school wants to go.
 - Page 2, Finance Committee: change the first sentence to read, "Ms. Zurn reported no change with financials."

Mr. Scott made a motion to approve the Minutes with changes. Mr. Gallo seconded. All were in favor.

Auditor's Engagement Letter

- Mr. Gallo Made a Motion to sign the Auditor's Engagement Letter. Mr. Scott Seconded. All were in Favor.

2. Finance Committee

Monthly Financial Review for March

- Mr. Reid introduced Ms. Lozada to the Board.

- Ms. Zurn reported that there was no change to the revenue side. Mr. Reid said we are being conservative in our projections.
- Ms. Bonnick-Lewis said the proposed budget will be ready by next week for discussion and presented to the Board in May for final approval.
- Ms. Bonnick-Lewis will send out a draft of the incentive pay out.
- Ms. Baig will have a full report on scholarships for the Board. Ms. Bonnick-Lewis congratulated her and the school for their work on this.
- Mr. Deas will give a report to the Board on technology inventory.
- The Board asked for a print out on Power School for review and vote at next meeting.

3. Board Development

Board Member Recruitment

- Mr. Woods mentioned that he has a candidate who will attend the next meeting. The goal is to get to nine Board members and the Board is actively recruiting candidates.
- Ms. Bonnick-Lewis spoke about reviewing term limits.

4. Educational and Accountability Committee

Principal's Report/Operation Report/Recruitment Update

- Ms. Baig deferred to her team for reports:

Guidance Update

- Upcoming events for students: Regents prep, SAT prep, College Fair, College Visits, Parent/Teacher Conferences, and Mid Terms were held last week. Ms. Metzler reported that our likely valedictorian has been accepted to Cornell University.
- The Board requested that the school provide data on discipline issues and consequences.

Technology Update

- Mr. Deas updated the Board on storage needs for tech in the building. We are losing seven classes on the third floor.

Human Resources

- The school lost a staff member and the social studies team has pitched in to cover classes. Staff will soon sign Intent to Return forms. The Board discussed their 10-month contract and pay through the summer.
- Four members of the Board signed the Resolution for Name Change which was already voted on and approved.

Operations Updated

- 159 applications have been received for seats in September. The deadline is May 1.
- Graduation will take place on June 28 at the Grand Street Campus.
- Ms. Brown will have something in writing from the Construction Company regarding the safety of employees.
- Sonia Parks attended the meeting held for the name change and there will now be a hearing.

4. Next Meeting

- May 8, 2013 @ 6pm.

5. Motion to Adjourn Meeting

- Mr. Scott Motioned to Adjourn. Mr. Gallo Seconded. All were in Favor.

**Northside Charter High School
Board of Trustees Meeting
May 8, 2013
Minutes**

The meeting was held at: 424 Leonard Street, Brooklyn, NY 11206

PRESENT

Kaley Childs, Trustee *via Skype Video Conf.*
John Woods, Trustee

Matteo Gallo, Trustee
Willie Scott, Trustee

EXCUSED

Jairo Guzman, Board Chair
Douglas Giles, Trustee

Colleen Bonnick-Lewis, Treasurer

GUESTS

Reshma Baig, School Leader
Kate Metzler, APG
Jean Zurn, CSBM
Ian T. Gibbons

Mary Kenny, Minutes Transcriber
Jesenia Rodriguez, Dir. of HR
Racquel Brown, Dir. Of Ops.
Brian Reddy

The meeting opened at 6:20 pm.

1. Executive Committee

Approval of Agenda

- Mr. Gallo made a motion to approve the Agenda. Mr. Scott was second. All were in favor.

Approval of Board Minutes

- Change: page 2, #4 – strike “likely valedictorian”
- Mr. Gallo made a motion to approve the Minutes with changes. Mr. Woods seconded. All were in favor.

Name Change Notification Letter

- Ms. Childs reported that we received approval from SED to operate as Northside Charter High School. We are in the process of changing the name of all logos, letterhead, bank statements, etc.

2. Finance Committee

Monthly Financial Review for April

- Ms. Zurn reviewed the balance sheet. No significant changes other than in Special Education and FTE.

Presentation/Approval of 2013-14 Budget

- Ms. Zurn reported that we have been conservative in our projections. The Budget is based on 370 student enrollment. The Board reviewed the numbers for Sped, NYSTL, teacher salaries, summer school and staffing positions. Also, Ms. Rodriguez mentioned the proposed College Tuition Assistance Program for staff and the payout program for unused vacation days.

- The proposed budget also included health insurance, supplies, textbooks, ACT test, Gym equipment, scholarships, school events, professional development, Principal's discrepancy fund, capital expenses and website development.

3. Board Development

Board Member Recruitment

- Mr. Woods mentioned that he has a candidate who couldn't attend tonight's meeting but will try to come next month. Mr. Scott also has a candidate who will try to attend in June. For the record, the Board's goal is to get to nine members as soon as possible with the right candidate.

4. Educational and Accountability Committee

Principal's Report/Operation Report/Recruitment Update

- Ms. Baig had an emergency and had to leave the meeting.

Guidance Update

- Ms. Metzler introduced Mr. Gibbons who gave the Board an update on Guidance issues. He mentioned upcoming important dates, such as, AP exams and awards ceremonies. Mr. Gibbons reviewed the current academic interventions for the end of the year. Mr. Gallo asked for graduation stats.

Human Resources

- Ms. Rodriguez spoke about the college assistance program, which Ms. Childs said is in line with the Personnel Guide.

Operations Updated

- Ms. Brown reported that the new school is already preparing to move into the third floor and she has met the principal, who seems to be willing to work with Northside. They spoke about air conditioners and furniture.
- The construction crew is working on the building and wants us to evacuate the building by July 1.

Recruitment

- Ms. Brown reported that we now have 53 students registered for September's 9th grade class, higher than at this time last year.

5. Next Meeting

- June 12, 2013 @ 6pm.

6. Motion to Adjourn Meeting

- Mr. Scott Motioned to Adjourn. Mr. Woods Seconded. All were in Favor.

**Northside Charter High School
Board of Trustees Meeting
June 12, 2013
Minutes**

The meeting was held at: 424 Leonard Street, Brooklyn, NY 11206

PRESENT

Jairo Guzman, Board Chair
Matteo Gallo, Trustee
John Woods, Trustee

Kaley Childs, Trustee *via Skype Video Conf.*
Douglas Giles, Trustee

EXCUSED

Colleen Bonnick-Lewis, Treasurer

Willie Scott, Trustee

GUESTS

Reshma Baig, School Leader
Jesenia Rodriguez, Dir. of HR
Racquel Brown, Dir. Of Ops.
Michelle Borer, 12th Grade GC
Brian Reddy
Laron Walker
Karol Petreshock

Mary Kenny, Minutes Transcriber
Jean Zurn, CSBM
Ms. Gagliardi, College Director
Ian T. Gibbons
Steve Reid, CSBM
Matthew Mazauskas

The meeting opened at 6:20 pm.

1. Executive Committee

Approval of Agenda

- Ms. Childs added Charter Renewal and Exhibits to #1 Executive Committee Report. Also added: #5 Next Meeting: July 10 @6pm and then the Board will meet the 2nd Wednesday in August. Mr. Gallo made a motion to approve the Agenda with changes. Mr. Woods was second. All were in favor.

Approval of Board Minutes

- Note that Mr. Gallo was very pleased with the May 8, 2013 Minutes. Add: Ms. Brown presented the Principal's Report. Mr. Gallo made a motion to approve the Minutes as amended. Mr. Woods seconded. All were in favor.

Space Update/Summer Availability

- Ms. Baig reported that she received notice yesterday that everyone must vacate the building by June 28 at 6pm (despite being told otherwise by DOE School Construction). School leadership can return on August 5 and non-instructional employees can return on August 12. Being proactive, we registered our students for summer school at their home district but administration needs to find space.
 - Mr. Reid will look into the situation.
 - Ms. Brown will forward all the correspondence to Ms. Childs so she can reach out to space planning.

Charter Renewal

- Ms. Childs reviewed the exhibits with the Board and asked for a motion to approve. She explained that it will be approved and then edited before submission with Board signatures. Mr. Gallo made a motion to approve all amendments and exhibits to the Charter Renewal Application. Ms. Childs seconded. All were in favor.

2. Finance Committee

Monthly Financial Review for May

- Ms. Zurn reviewed the financials with the Board. Major changes included summer school funds and graduation rental.
- Mr. Reid reviewed the cash position and said that we were very conservative. The Board discussed savings and how it can be utilized for educational purposes next year.

3. Board Development

Board Member Recruitment

- Mr. Woods reported to the Board that his candidate has dropped out because he can't make a commitment right now. Mr. Guzman spoke about a former employee of the school who has expressed interest and after doing some investigation, has found out that he would be allowed to sit on the Board.

Board Officers Election

- The Board agreed to push this item to the end of the Agenda.

Draft 2013-14 School Calendar

- Ms. Baig introduced two calendars, one marked "regular" and one "safe" as a precaution to a delay in school construction completing the work on time.
- The Board calendar needs to be amended to add July 10 and August 14. Mr. Guzman made a motion to approve the amended calendar. Mr. Woods seconded. All were in favor.

4. Educational and Accountability Committee

Principal's Report/Operation Report

- Ms. Baig stated that academic results will be available at the end of the month.

Guidance Update

- Ms. Borer said we anticipate a strong graduation rate for our first graduation but are still awaiting Regents results. 85 students are on track and the others are determined to finish their education. 77 students have been accepted into college with one going on to beauty school and one going to work. Mr. Gallo requested that we retain as much information as possible for the future.

Technology Update

- Mr. Deas has been cloning the server so that the school is not without communication this summer.

Human Resources

- Ms. Rodriguez spoke about the employee benefits renewals.
- The school is in need of an additional Special Education teacher, which was not budgeted. Ms. Baig said that we need to serve those students and in keeping with legal mandates, we would need another Sped teacher. She spoke with Ms. Bonnick-Lewis on this issue and is willing to do

without an extra Social Studies person, as budgeted. Mr. Gallo said that the extra spending is not the question but the Board needs to do their diligence in researching spending.

Operations Updated

- Ms. Brown reported that the construction crew is working on the building and the project manager is coming in next week to inventory and store our valuables. Ms. Childs suggested that Mr. Deas get three bids right away and also have an emergency plan for off-site storage of equipment.
- We are in the process of changing the school name and the bank needs a sealed document from the DOE.
- We are in talks with the new school principal about purchasing or leasing the air conditioners.
- Ms. Brown will reach out to Councilwomen Reyna for the use of office space this summer.

Recruitment

- Ms. Brown reported that current enrollment is 387. We have 65 students enrolled for September and more appointments to meet with families.

Board Officers Election

- Ms. Childs reminded the Board that they voted in October to have elections in June and discussed the issue. It was decided that we would keep the current slate. Mr. Gallo made a motion to keep the slate as is for the next school calendar year. Mr. Woods seconded and all were in favor.

5. Next Meeting

- July 10, 2013 @ 6pm.

6. Graduation Date

- June 28, 2013 @11am. Mr. Guzman will speak at graduation.

7. Motion to Adjourn Meeting

- Mr. Gallo motioned to Adjourn. Mr. Woods Seconded. All were in Favor.

Appendix H: Enrollment and Retention Efforts

- Northside has consistently worked towards creating and implementing instructional strategies to facilitate the learning of all levels of learners.
- Northside has stand-alone resource room teachers for all grade levels.
- The special Education teachers and ESL teacher coordinate with subject course teachers to create lesson plans that are strategic in their capacity and delivery of differentiation
- Our school's social worker not only serves mandated IEP students, but creates workshops and clubs for the IEP population and ESL population who require informal support.
- The Advisory Framework at the school consults with the Special Education and ESL teachers to create advisory lessons and field trips that will increase awareness and tolerance of the issues faced by our most challenged students.
- Our guidance counselors and attendance coordinator provide intervention services at request, and there are various bilingual professionals on staff to accommodate and advocate for parents and families of our ESL/ELL community members
- Our recruitment plan focuses on targeting those students in our surrounding neighborhood. Because of the neighborhood in which we are located, we have already enrolled a large number of students who are eligible to receive free and reduced price lunch, as well as a substantial number of ELL students, and we do not see this changing in the coming years.

Northside Charter High School

Recruitment & Lottery Plan Summary:

By Mr. Anthony Torres, Recruitment Coordinator NCHS

Recruitment Overview

On a full school year basis (in addition to the summer months) I attend school fairs to recruit student candidates to apply for each grade. The recruitment strategy entails mapping out locations of all junior high schools in the community ("feeder schools") as well as other districts. Northside conducts a blind lottery, thus all students are encouraged to apply, e.g.: SWD, FRPL, ELL.

Northside has a partnership with the Charter School SPED Collaborative and is committed to canvassing recruitment in schools that serve students with IEPs.

The other districts where recruitment takes place include, but are not limited to, the districts that connect directly on public transportation lines in the area (as commuting via MTA trains and buses is the standard way that students get to school). Both public, private, (parochial) schools are visited.

Recruitment at School Sites

The strategy at each school is to call the on-site guidance counselors and/or parent coordinators to schedule a time to hand out applications and collect any applications that the guidance counselor may have for Northside. NCHS maintains a rolling waiting list for all grades. I contact each applicant periodically to keep our enrollment numbers high.

Northside also hosts an online application for parents. This application is available through the NYC Charter Center website.

Lottery Overview:

Throughout the school year we accept applications for the new 9th grade cohort (for the upcoming school year) which are then placed on a wait list for the upcoming lottery.

All applications are marked with a wait list number. Weeks before the lottery is conducted parents receive a comprehensive lottery information letter. In this 'lottery letter', parents are provided details of lottery date and time; in addition, parents are informed that they should bring their child's school records, immunization, proof of address (and other admissions documentation) should their child's name be chose during the lottery.

During the lottery all of the parents and students sit in the auditorium as a staff member calls out each student's name one by one until we have reached our quota; which is 100 students.

Northside Charter High School

All students who are accepted have 30 days to fully enroll in order to 'claim' their seat as part of Northside's incoming freshmen class. After the 30 days grace period, the 'seat' that the child got in the lottery is turned over to the waiting list. The seat is then declared 'open' and we methodically start contacting students' parents in the order of their official waitlist number.



Northside's Week-by-Week STUDENT RECRUITMENT DATA JAN 2013 – JUNE 2013

DATE: <i>the week of...</i>	APPLICATIONS RECEIVED						COMMUNITY OUTREACH & OPEN HOUSE DATA		
	9	10	11	12	TOTAL		Schools visited this week/Contact person	Open house date and # of families to R.S.V.P	Families in attendance
1/14-1/18	7				7		Urban Assembly/Ms. Carlyle Beginning with children/MS. Pardo M.S 582 /Ms. Goldsteind Young women's Leadership school of Brooklyn Partnership Charter School/Ms.Thompson		
1/21-1/25	5	1	2	1	9		Lyons	1/26/13 R.S.V.P -15	2
1/28-2/1	10	2	1	1	14		K 596-Knowledge & Power Academy/Ms. Mckinley MS 113 Ronalds Edmonds Learning/ Krevsky Urban Assembly Academy/Ms. Smith K 313 Satellite West/ Ms. Thomas		
2/4-2/8	6	1			7		Community Outreach	2/16/13 R.S.V.P -5	
2/11-2/15	1	3	1		5			2/16/13 R.S.V.P -7 (Total-12)	2
2/18-2/22	1				1				
2/25-3/1	6	1			7				
3/4-3/8	11	1	1		13			3/9/13 (Total-7)	2
3/11-3/15	30	2	4		36		Brooklyn Charter School Fair Community Outreach		
3/18-3/22	17	1			18		Lottery Prep		
3/22-3/26	10	2	2		14		Lottery Prep		
2013-2014					161				

9th Grade Waitlist									
6/3-6/7						<u>M.S 577</u> <u>Queen of the Rosary Catholic Academy</u> <u>Young Women’s Leadership School of Brooklyn</u> <u>Northside Catholic Academy</u> <u>M.S. 582</u> <u>Bushwick Library</u> <u>Greenpoint Library</u> <u>Y.M.C.A – Greenpoint, Boriquen</u>			
6/10-6/14						<u>Beginning with Children</u> <u>I.S 318</u> <u>J.H.S 50</u> <u>Most Holy Trinity</u> <u>Brooklyn Library</u> <u>Urabn Assembly</u> <u>I.S. 71</u>			
7/8-7/12						<u>Community Recruitment</u> <u>Contacting Waitlist</u>			
7/15-7/19						<u>Brooklyn Enrollment Center</u> <u>Community Recruitment</u> <u>Contacting Waitlist</u>			
2013-2014 9th Grade Enrollment					75 Total Students				

Northside's MISSION

The mission of Northside Charter High School ("NCHS" or "School") is to provide a 9-12 educational program that results in mastery of the New York State Learning Standards, high school graduation, and acceptance to colleges and universities of choice by all students. In addition, NCHS will develop and maintain a school culture that endorses high expectations that challenge each student to recognize and achieve his/her full potential within a school environment that is nurturing, professional and that fosters within each student an appreciation for life-long learning. Importantly, all NCHS students will mature intellectually, socially and morally as a result of being an active member of the NCHS school community. NCHS will achieve these outcomes through the effective delivery of a comprehensive and rigorous liberal arts program that includes a state standards aligned curricula, high quality texts and materials, easy access to modern technologies and teaching methods that are attentive to the appropriate developmental level and learning needs of each student. The school's comprehensive assessment program and modern information technology system will allow teachers and administrators to regularly and easily access historical and current student data that is recognized by the school as a significant part of the decision-making process.

Special Education Team's Mission

At Northside, we pride ourselves on our ability to serve the diverse needs of all of our students. Our Special Education team strives to ensure that every student receives the appropriate accommodations in order to optimize learning opportunities and academic achievement. We work hard to support our students and families and to help our students gain the most from their educational experiences at Northside Charter High School. We believe every child can succeed at Northside.

Special Education Team

2012-2013

Special Educ. Teachers

Mr. Kirk A'Gard
[REDACTED]

Ms. Rachel Corr
[REDACTED]

Mr. Craig Lewner
[REDACTED]

Mr. Matthew Mazauskas
[REDACTED]

ELL Coordinator

Mr. Eric Rickmers
[REDACTED]

School Social Worker

Ms. Shomari Gallagher
[REDACTED]

Speech Pathologist

Ms. Olga Mastov
[REDACTED]



Northside
CHARTER HIGH SCHOOL

Specialized Services



Northside
CHARTER HIGH SCHOOL

Northside Charter High School

424 Leonard Street

Brooklyn, New York 11222

Phone: (347) 390-1273 Fax: (347) 390-1274



What is Special Education?

Special education is a unique educational program outlined in an Individualized Education Plan (IEP). The services are designed to develop the academic growth of children with disabilities. Special education processes and protocols are guided by federal and state law and NYC education policy.

How Does Special Education Work Within Northside Charter High School?

It is Northside Charter High School's goal to ensure that all students obtain quality and equal education regardless of a student's academic challenges. At Northside Charter High School, we meet these goals by offering smaller class sizes, a longer school day and year, and a "full-inclusion" educational program.

Committee on Special Education (CSE)

Northside Charter High School works in partnership with the New York City Department of Education's Committee on Special Education 8. All IEPs and meetings are determined and facilitated by the CSE.

English Language Learners (ELL)

We are dedicated to serving the needs of English Language Learners— students who speak a language other than English at home and score below proficient on English assessments when they enter our school system.



Special Education PROGRAMS OFFERED

2012-2013

- ⊙ Resource Room (SETTS)
- ⊙ Integrated Co-Teaching (ICT)
for select core courses
- ⊙ Related Services On-Site
(Mandated Counseling & Speech Services)
- ⊙ Testing Accommodations

* Please Note: We do NOT currently offer self contained Special Education classes, including 15:1, 12:1, and 8:1.

English Language Learners PROGRAMS OFFERED

2012-2013

- ⊙ ESL Beginner Course
- ⊙ ESL Advanced Course

* Please Note: We do NOT currently offer bilingual, dual-language, or language immersion education programs.



Specialized Services Student Enrollment

- Northside is committed to working with every general and special education student that enrolls.
- However, as a small school, we are limited in the resources we have available to serve our Special Education and English Language Learner students.
- If a parent chooses to enroll their child at Northside and we do not offer his/her current program, the SPED team will meet with the parent to review the most comparable services Northside can offer.
- Parents must sign a consent form acknowledging that they understand the program their child will receive at Northside.



Northside
CHARTER HIGH SCHOOL

2013-2014 Admission Application

BELIEVE Northside Charter High School | 424 Leonard Street | 4th Floor

Brooklyn, NY | 11222

Student Information

Name of Student Applicant: _____

Gender of Child: Female Male Date of Birth: ____ / ____ / ____

In September 2013, what grade is the student scheduled to attend? 9th 10th 11th 12th

Does the student applicant reside in NYC Community School District 14? Yes No

Legal Guardian Information

First & Last Name/Relationship to student: _____

Address: _____ City, State, Zip:

Home Phone: _____ Email: _____

Mobile: _____ Work: _____

Previous Schooling Information

Name of School/Program	Year (s) Attended	School District/Region

Other Children in Household

Full Name	Male/Female	D.O.B	Grade	Relationship	School

BELIEVE Northside has reserved seats for students who meet at least ONE of the following criteria at the time of the applications deadline: (1) a student who scored a 1 or 2 on the most recent New York State English Language Arts exam for which that student's scores is available. (2) a student who scored a 1 or 2 on the most recent New York State Mathematics exam for which that student's score is available.

For Transfer students: (1) a student who scored below 65% on the most recent New York State English Language Arts Regents exam for which that students' score is available. (2) a student who scored below 65% on the most recent New York State Mathematics Regents exam for which that students' score is available. (3) a student who failed 4 or more classes in the last academic year for which that students transcript is available.

If your child meets one of these criteria, you may voluntarily provide this information below. By providing this information your child may qualify for one of the reserved seats described above.

NYS ELA exam score _____ grade taken _____

NYS Math exam score _____ grade taken _____

ELA Regents exam score _____ grade taken _____

Math Regents exam score _____ grade taken _____

Did Applicant fail 4 or more classes in the last academic year? Yes No

"From staff, faculty, admin, to students, the palpable feeling of belonging should greet all Northside family members. Northside is a circle of helping professionals united to serve all students. Our mission compels us to see the strengths of all students; to envision all as individuals who are capable of the 'good to great' trajectory".

-Ms. Reshma Baig
Principal, Northside Charter High School

BNCHS vs. REGULAR (NYC DOE) PUBLIC SCHOOLS

How we are DIFFERENT:

- >Extended School Day: **M, T, Th, F**: 7:55am—4pm ; **Wed**: from 7:55am—1pm
- >Required **UNIFORM: Grade Level Polo + Black Pants + Black shoes**
- >**Higher Standards**: 70% is the minimum passing grade
- >**Latin**: is the required language to fulfill the LOTE regents diploma requirement
- >**Grade Support Teams**: social emotional & academic support (Advisory Model)

How we are SIMILAR:

- >**College Prep**: BNCHS prepares students for college and beyond!
- >BNCHS grants **New York State Regents Diplomas** and **Advanced Regents Diplomas**
- >BNCHS offers **Advanced Placement Courses** for college credit:
(AP Literature & Composition, AP Calculus, AP Biology, AP Language)
- >**Extracurricular**: Young Womens' Leadership Club, Male Leaders' Club, Theater Arts, Yoga Club
- >**Athletics**: Baseball, Softball, Basketball, Track, Soccer, Flag Football

STUDENTS' REGENTS DATA

New York State Regents Exams
95% passed the **English Regents**
90% passed **Living Environment Regents**
88% passed **Integrated Algebra Regents**

SCHOOL ADDRESS : 424 Leonard Street. Brooklyn, NY 11222 4th Floor (at Bayard Street)

DIRECTIONS: (Subway) **L** : to Lorimer St. OR **G** to Nassau Ave.
(Bus) B43,B48, B24, B62, Q59, Q54

Applications may be mailed or faxed :

(PHONE) 347-390-1273

(FAX) 347- 390-1274

www.bnschs.org

Required Form: Appendix E - Disclosure of Financial Interest Form

Created Thursday, June 20, 2013

<http://fluidsurveys.com/surveys/vickie-smith/appendix-e-disclosure-of-financial-interest-form/e4e7b0f3c223db9f6175e41869a>

Page 1

Please open the link to this form using **Google Chrome** as your browser. Doing so will allow you to input your signature on page 2 of the form. Thank you.

1. Trustee Name:

John Woods

2. Charter School Name:

Believe Northside Charter High School

3. Charter Authorizer:

NYC Department of Education

4. *Your Home Address:

Variable	Response
4. *Your Home Address: Street Address	[REDACTED]
4. *Your Home Address: City/State	[REDACTED]
4. *Your Home Address: Zip	[REDACTED]

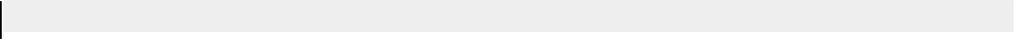
5. *Your Business Address

Variable	Response
5. *Your Business Address Street Address	[REDACTED]
5. *Your Business Address City/State	[REDACTED]
5. *Your Business Address Zip	[REDACTED]

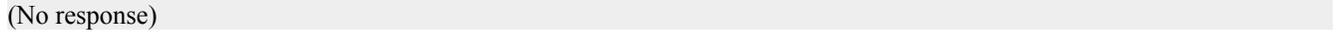
6. *Daytime Phone Number:

[REDACTED]

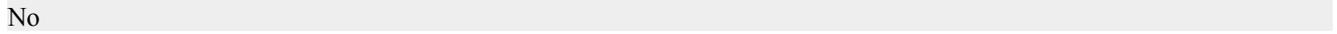
7. *E-mail Address:

 
8. Select all positions you held on Board:

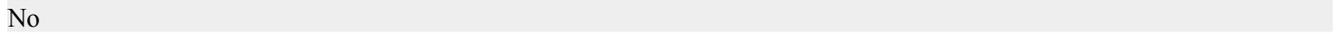
(check all that apply)


(No response)

9. Are you a trustee and also an employee of the school?


No

10. Are you a trustee and an employee or agent of the management company or institutional partner of the charter school?


No

13. Have you or any of your immediate family members or any persons who live with you in your house had an interest in or engaged in a transaction with the charter school during the time you have served on the board, and in the six-month period prior to such service?

No

14. Are you a member, director, officer or employee of an organization formally partnered with school that is doing business with the charter school and in which such entity, during your tenure as a trustee, you and/or your immediate family member or person living in your house had a financial interest or relationship?

No

Signature of Trustee

A handwritten signature in black ink, appearing to read "John W. [unclear]". The signature is written in a cursive style with a large initial "J" and a long, sweeping underline.

Required Form: Appendix E - Disclosure of Financial Interest Form

Created Tuesday, July 16, 2013

<http://fluidsurveys.com/surveys/vickie-smith/appendix-e-disclosure-of-financial-interest-form/8518d4cf56d0fbe044b826e455>

Page 1

Please open the link to this form using **Google Chrome** as your browser. Doing so will allow you to input your signature on page 2 of the form. Thank you.

1. Trustee Name:

Kaley Renee Childs

2. Charter School Name:

Believe Northside Charter High School

3. Charter Authorizer:

Board of Regents

4. *Your Home Address:

Variable	Response
4. *Your Home Address: Street Address	[REDACTED]
4. *Your Home Address: City/State	[REDACTED]
4. *Your Home Address: Zip	[REDACTED]

5. *Your Business Address

Variable	Response
5. *Your Business Address Street Address	[REDACTED]
5. *Your Business Address City/State	[REDACTED]
5. *Your Business Address Zip	[REDACTED]

6. *Daytime Phone Number:

[REDACTED]

7. *E-mail Address:

8. Select all positions you held on Board:

(check all that apply)

-
- Secretary
-

9. Are you a trustee and also an employee of the school?

No

10. Are you a trustee and an employee or agent of the management company or institutional partner of the charter school?

No

Page 2

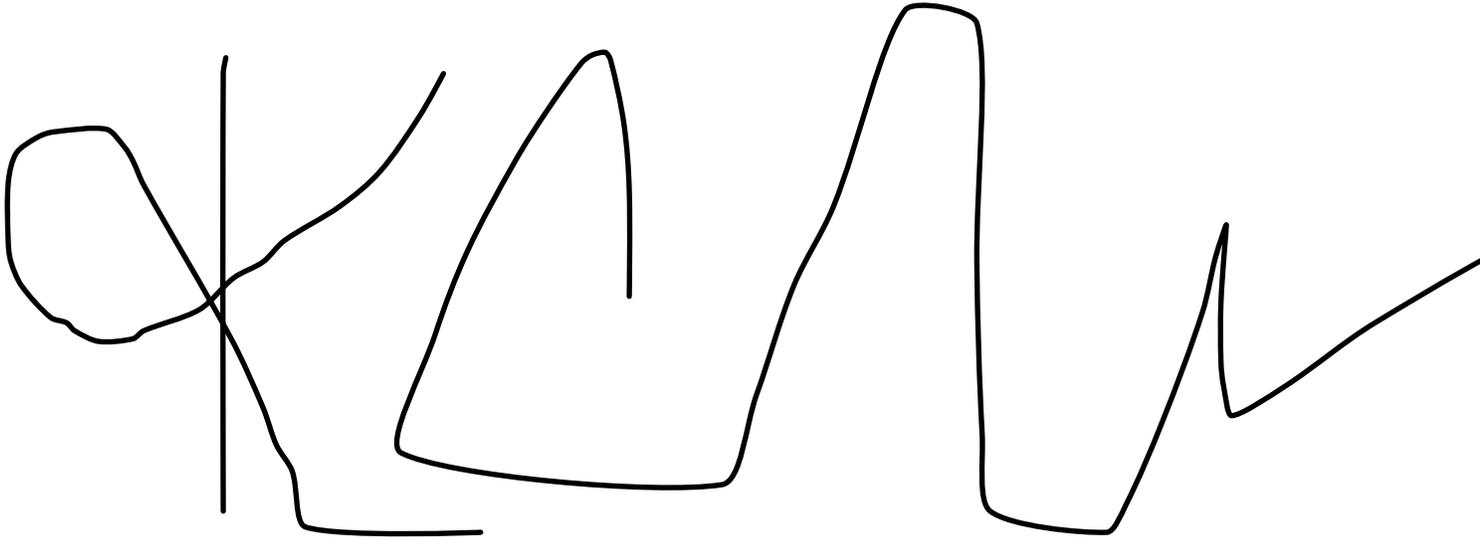
13. Have you or any of your immediate family members or any persons who live with you in your house had an interest in or engaged in a transaction with the charter school during the time you have served on the board, and in the six-month period prior to such service?

No

14. Are you a member, director, officer or employee of an organization formally partnered with school that is doing business with the charter school and in which such entity, during your tenure as a trustee, you and/or your immediate family member or person living in your house had a financial interest or relationship?

No

Signature of Trustee

A handwritten signature in black ink, consisting of several large, stylized loops and a vertical line, extending across the width of the page.

Required Form: Appendix E - Disclosure of Financial Interest Form

Created Monday, July 29, 2013

<http://fluidsurveys.com/surveys/vickie-smith/appendix-e-disclosure-of-financial-interest-form/d786d5f631e656ca9af6d06c20c>

Page 1

Please open the link to this form using **Google Chrome** as your browser. Doing so will allow you to input your signature on page 2 of the form. Thank you.

1. Trustee Name:

Jairo Guzman

2. Charter School Name:

Believe Northside Charter High School

3. Charter Authorizer:

SUNY

4. *Your Home Address:

Variable	Response
4. *Your Home Address: Street Address	[REDACTED]
4. *Your Home Address: City/State	[REDACTED]
4. *Your Home Address: Zip	[REDACTED]

5. *Your Business Address

Variable	Response
5. *Your Business Address Street Address	[REDACTED]
5. *Your Business Address City/State	[REDACTED]
5. *Your Business Address Zip	[REDACTED]

6. *Daytime Phone Number:

[REDACTED]

7. *E-mail Address:

8. Select all positions you held on Board:

(check all that apply)

-
- Chair/President
-

9. Are you a trustee and also an employee of the school?

No

10. Are you a trustee and an employee or agent of the management company or institutional partner of the charter school?

No

Page 2

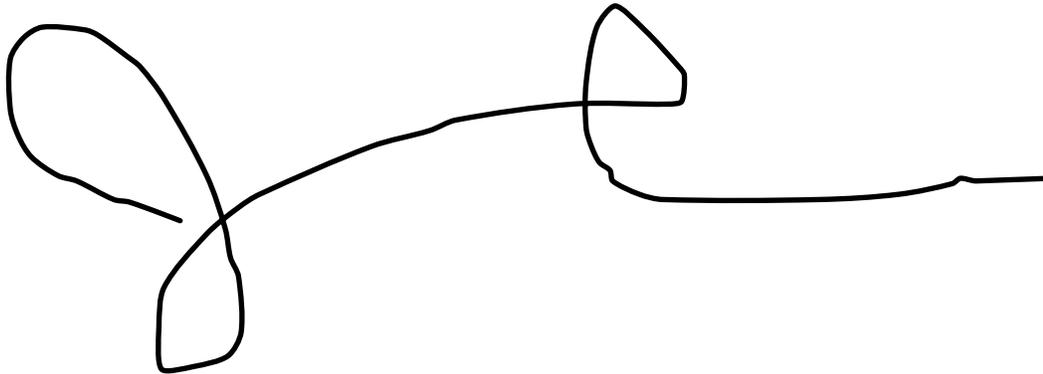
13. Have you or any of your immediate family members or any persons who live with you in your house had an interest in or engaged in a transaction with the charter school during the time you have served on the board, and in the six-month period prior to such service?

No

14. Are you a member, director, officer or employee of an organization formally partnered with school that is doing business with the charter school and in which such entity, during your tenure as a trustee, you and/or your immediate family member or person living in your house had a financial interest or relationship?

No

Signature of Trustee

A handwritten signature in black ink, consisting of a large, stylized initial 'S' followed by a horizontal line that ends in a small loop.

Required Form: Appendix E - Disclosure of Financial Interest Form

Created Monday, July 29, 2013

<http://fluidsurveys.com/surveys/vickie-smith/appendix-e-disclosure-of-financial-interest-form/1ce7943cd2b2deb70016e2f3b8>

Page 1

Please open the link to this form using **Google Chrome** as your browser. Doing so will allow you to input your signature on page 2 of the form. Thank you.

1. Trustee Name:

Matteo Gallo

2. Charter School Name:

Believe Northside Charter High School

3. Charter Authorizer:

Board of Regents

4. *Your Home Address:

Variable	Response
4. *Your Home Address: Street Address	[REDACTED]
4. *Your Home Address: City/State	[REDACTED]
4. *Your Home Address: Zip	[REDACTED]

5. *Your Business Address

Variable	Response
5. *Your Business Address Street Address	[REDACTED]
5. *Your Business Address City/State	[REDACTED]
5. *Your Business Address Zip	[REDACTED]

6. *Daytime Phone Number:

[REDACTED]

7. *E-mail Address:

8. Select all positions you held on Board:

(check all that apply)

-
- Vice Chair/Vice President
-

9. Are you a trustee and also an employee of the school?

No

10. Are you a trustee and an employee or agent of the management company or institutional partner of the charter school?

No

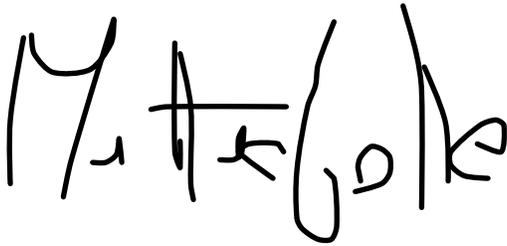
13. Have you or any of your immediate family members or any persons who live with you in your house had an interest in or engaged in a transaction with the charter school during the time you have served on the board, and in the six-month period prior to such service?

No

14. Are you a member, director, officer or employee of an organization formally partnered with school that is doing business with the charter school and in which such entity, during your tenure as a trustee, you and/or your immediate family member or person living in your house had a financial interest or relationship?

No

Signature of Trustee

A handwritten signature in black ink, appearing to read "M. A. Golik". The signature is written in a cursive style with a large initial "M" and a distinct "G" at the end.

Required Form: Appendix E - Disclosure of Financial Interest Form

Created Thursday, August 01, 2013

<http://fluidsurveys.com/surveys/vickie-smith/appendix-e-disclosure-of-financial-interest-form/d05c4a01e36606f053de1b6b9b>

Page 1

Please open the link to this form using **Google Chrome** as your browser. Doing so will allow you to input your signature on page 2 of the form. Thank you.

1. Trustee Name:

Colleen Bonnicklewis

2. Charter School Name:

Believe Northside Charter High School

3. Charter Authorizer:

Board of Regents

4. *Your Home Address:

Variable	Response
4. *Your Home Address: Street Address	[REDACTED]
4. *Your Home Address: City/State	[REDACTED]
4. *Your Home Address: Zip	[REDACTED]

5. *Your Business Address

Variable	Response
5. *Your Business Address Street Address	N/A
5. *Your Business Address City/State	(No response)
5. *Your Business Address Zip	(No response)

6. *Daytime Phone Number:

[REDACTED]

7. *E-mail Address:

8. Select all positions you held on Board:

(check all that apply)

-
- Treasurer
-

9. Are you a trustee and also an employee of the school?

No

10. Are you a trustee and an employee or agent of the management company or institutional partner of the charter school?

No

Page 2

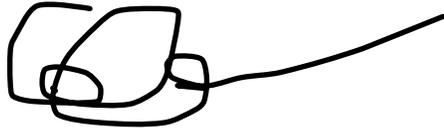
13. Have you or any of your immediate family members or any persons who live with you in your house had an interest in or engaged in a transaction with the charter school during the time you have served on the board, and in the six-month period prior to such service?

No

14. Are you a member, director, officer or employee of an organization formally partnered with school that is doing business with the charter school and in which such entity, during your tenure as a trustee, you and/or your immediate family member or person living in your house had a financial interest or relationship?

No

Signature of Trustee

A handwritten signature in black ink, consisting of several overlapping loops and a long horizontal stroke extending to the right.

Required Form: Appendix E - Disclosure of Financial Interest Form

Created Thursday, August 01, 2013

<http://fluidsurveys.com/surveys/vickie-smith/appendix-e-disclosure-of-financial-interest-form/ffa1f5af458b6c2d4f994adb95e6>

Page 1

Please open the link to this form using **Google Chrome** as your browser. Doing so will allow you to input your signature on page 2 of the form. Thank you.

1. Trustee Name:

Douglas G. Giles

2. Charter School Name:

Believe Northside Charter High School

3. Charter Authorizer:

Board of Regents

4. *Your Home Address:

Variable	Response
4. *Your Home Address: Street Address	[REDACTED]
4. *Your Home Address: City/State	[REDACTED]
4. *Your Home Address: Zip	[REDACTED]

5. *Your Business Address

Variable	Response
5. *Your Business Address Street Address	[REDACTED]
5. *Your Business Address City/State	[REDACTED]
5. *Your Business Address Zip	[REDACTED]

6. *Daytime Phone Number:

[REDACTED]

7. *E-mail Address:

8. Select all positions you held on Board:

(check all that apply)

(No response)

9. Are you a trustee and also an employee of the school?

No

10. Are you a trustee and an employee or agent of the management company or institutional partner of the charter school?

No

Page 2

13. Have you or any of your immediate family members or any persons who live with you in your house had an interest in or engaged in a transaction with the charter school during the time you have served on the board, and in the six-month period prior to such service?

No

14. Are you a member, director, officer or employee of an organization formally partnered with school that is doing business with the charter school and in which such entity, during your tenure as a trustee, you and/or your immediate family member or person living in your house had a financial interest or relationship?

No

Signature of Trustee

A handwritten signature in black ink, appearing to read "D. Gilman". The signature is written in a cursive style with a large, looped initial "D" and a long, sweeping underline.

Required Form: Appendix E - Disclosure of Financial Interest Form

Created Tuesday, July 16, 2013

<http://fluidsurveys.com/surveys/vickie-smith/appendix-e-disclosure-of-financial-interest-form/ae32321dab8d04d5c081214f7e>

Page 1

Please open the link to this form using **Google Chrome** as your browser. Doing so will allow you to input your signature on page 2 of the form. Thank you.

1. Trustee Name:

Willie scott

2. Charter School Name:

Believe Northside Charter High School

3. Charter Authorizer:

Board of Regents

4. *Your Home Address:

Variable	Response
4. *Your Home Address: Street Address	[REDACTED]
4. *Your Home Address: City/State	[REDACTED]
4. *Your Home Address: Zip	[REDACTED]

5. *Your Business Address

Variable	Response
5. *Your Business Address Street Address	[REDACTED]
5. *Your Business Address City/State	[REDACTED]
5. *Your Business Address Zip	[REDACTED]

6. *Daytime Phone Number:

[REDACTED]

7. *E-mail Address:

(No response)

8. Select all positions you held on Board:

(check all that apply)

-
- Other, please specify...: Member
-

9. Are you a trustee and also an employee of the school?

No

10. Are you a trustee and an employee or agent of the management company or institutional partner of the charter school?

No

Page 2

13. Have you or any of your immediate family members or any persons who live with you in your house had an interest in or engaged in a transaction with the charter school during the time you have served on the board, and in the six-month period prior to such service?

(No response)

13a. 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 held or engaged in with the charter school 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 financial interest or transaction, write None. Please note that if you answered Yes to Question 2-4 above, you need not disclose again your employment status, salary, etc.

	Date(s) of Transactions	Nature of Financial Interest/Transaction	Steps Taken to Avoid Conflict of Interest (e.g., did not vote, did not participate in discussion)	Name of Person Holding Interest and Relationship to You
1	(No response)	(No response)	(No response)	(No response)
2	(No response)	(No response)	(No response)	(No response)
3	(No response)	(No response)	(No response)	(No response)
4	(No response)	(No response)	(No response)	(No response)
5	(No response)	(No response)	(No response)	(No response)

14. Are you a member, director, officer or employee of an organization formally partnered with school that is doing business with the charter school and in which such entity, during your tenure as a trustee, you and/or your immediate family member or person living in your house had a financial interest or relationship?

(No response)

14a. Identify each individual, business, corporation, union association, firm, partnership, committee proprietorship, 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 and in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member or person 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 that is doing business with the school through a management or services agreement, please identify only the name of the organization, your position in the organization as well as the relationship between such organization and the school. If there was no financial interest, write None.

	Organization Conducting Business with the School	Nature of Business Conducted	Approximate Value of the Business Conducted	Name of Trustee and/or Immediate Family Member with Interest	Steps Taken to Avoid Conflict of Interest
1	(No response)	(No response)	(No response)	(No response)	(No response)
2	(No response)	(No response)	(No response)	(No response)	(No response)
3	(No response)	(No response)	(No response)	(No response)	(No response)
4	(No response)	(No response)	(No response)	(No response)	(No response)
5	(No response)	(No response)	(No response)	(No response)	(No response)

Signature of Trustee