

# I. SCHOOL INFORMATION AND COVER PAGE

Created Friday, August 16, 2013

## Page 1

### 1. SCHOOL NAME

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

320800860962 METROPOLITAN LIGHTHOUSE CS

### 2. CHARTER AUTHORIZER

NYCDOE-Authorized Charter School

### 3. DISTRICT / CSD OF LOCATION

NYC CSD 7

### 4. SCHOOL INFORMATION

PRIMARY ADDRESS	PHONE NUMBER	FAX NUMBER	EMAIL ADDRESS
500 Courtlandt Avenue	718-893-0640	718-893-0675	crussell@lighthouse-academies.org

### 4a. PHONE CONTACT NUMBER FOR AFTER HOURS EMERGENCIES

4a. PHONE CONTACT NUMBER FOR AFTER HOURS EMERGENCIES   Contact Name	Courtney Russell
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.lighthouse-academies.org/schools/metropolitan>

### 6. DATE OF INITIAL CHARTER

2009-09-01 00:00:00

### 7. DATE FIRST OPENED FOR INSTRUCTION

2010-08-01 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

• K

• 1

• 2

• 3

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

Yes/No	Name of CMO/EMO
Yes	Lighthouse Academies

### 10a. Please provide the name and contact information for each of the following individuals who are management level personnel associated with the CMO.

	Name	Work Phone	Alternate Phone	Email Address	Contact this individual also in emergencies
CEO (e.g., network superintendent)	Mike Ronan	[REDACTED]	[REDACTED]	[REDACTED]	No
CFO (e.g., network CFO)	Otty Westenfeld	[REDACTED]	[REDACTED]	[REDACTED]	No
Compliance Contact	Courtney Russell	[REDACTED]	[REDACTED]	[REDACTED]	Yes
Complaint Contact	Courtney Russell	[REDACTED]	[REDACTED]	[REDACTED]	Yes

### 11. FACILITIES

Will the School maintain or operate multiple sites?

(No response)

### 12. SCHOOL SITES

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

	Physical Address	Phone Number	District/CSD	Grades Served at Site	School at Full Capacity at Site	Facilities Agreement
Site 1 (same as primary site)	500 Courtlandt Avenue	718-893-0640	CSD 7	K-5	No	Rent/Lease
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	Courtney Russell	[REDACTED]	[REDACTED]	[REDACTED]
Operational Leader	Courtney Russell	[REDACTED]	[REDACTED]	[REDACTED]
Compliance Contact	Courtney Russell	[REDACTED]	[REDACTED]	[REDACTED]
Complaint Contact	Courtney Russell	[REDACTED]	[REDACTED]	[REDACTED]

12b. Please provide the contact information for Site 2.

	Name	Work Phone	Alternate Phone	Email Address
School Leader				
Operational Leader				
Compliance Contact				
Complaint Contact				

12c. Please provide the contact information for Site 3.

	Name	Work Phone	Alternate Phone	Email Address
School Leader				
Operational Leader				
Compliance Contact				
Complaint Contact				

### 13. Are the School sites co-located?

No

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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

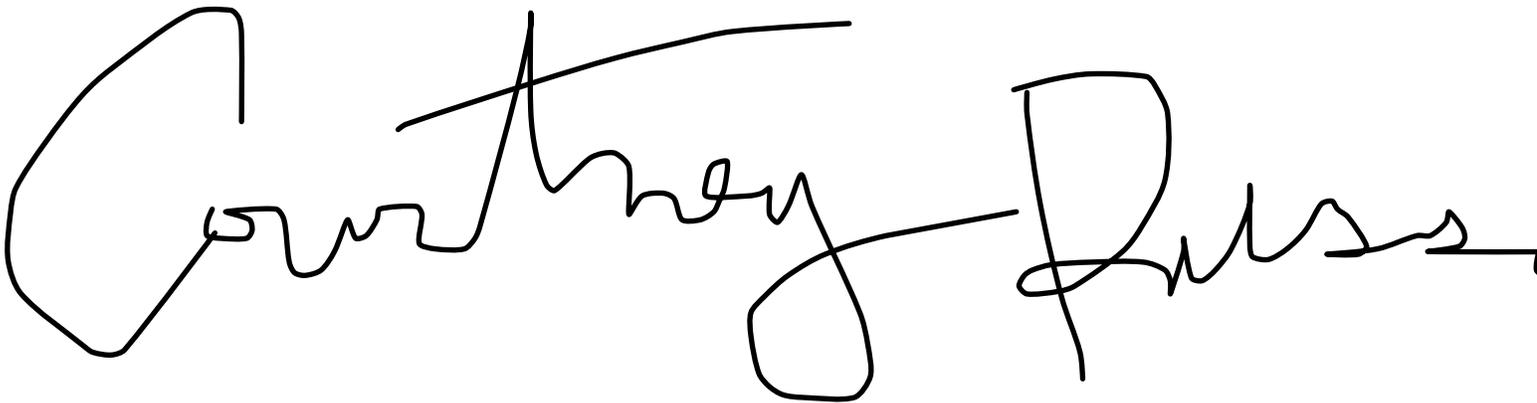
15. Summary of Charter Revisions

	Category (Select Best Description)	Specific Revision (150 word limit)	Date Approved by BOT (if applicable)	Date Approved by Authorizer (if applicable)
1	Change District or CSD of Location	Moved to CSD 7	August 2012	August 2011
2	Change in schedule/calendar	Early Release for Wednesday Professional Development for Teachers	May 2012	May 2012
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.

# Appendix A: Progress Toward Goals

Created Friday, August 16, 2013

Updated Monday, August 19, 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-2012-320800860962.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, 75% of 3rd-6th graders who have been enrolled at the school for at least two consecutive years will perform at or above Level 3 on the NYS ELA exam.	New York State 2013 English Language Arts Exam	TBD based on NYS Assessment results	
Academic Goal 2	Each year, 75% of 3rd-6th graders who have been enrolled at the school for at least two consecutive years will perform at or above Level 3 on the NYS Math exam.	New York State 2013 Mathematics Exam	TBD based on NYS Assessment results	
Academic Goal 3	Each year, 75% of 4th graders who have been enrolled at the school for at least two consecutive years will perform at or above Level 3 on the NYS Science exam.	New York State 2013 Science Exam	TBD based on NYS Assessment results	
Academic Goal 4	Each year, the percent of students performing at or above Level 3 on the State ELA and Math exams in each tested grade will exceed the average performance of students tested in the same grades of the	New York State 2013 English Language Arts and Mathematics Exam	TBD based on NYS Assessment results	

	Community School District in which the school is located.		
Academic Goal 5	For years 2-4 of the charter, the school will receive a “B” or higher on the Student Progress section of the NYCDOE Progress Report.	NYCDOE Progress Report 2012-2013	TBD based on NYS Assessment results
Academic Goal 6	For years 2 through 5 of the charter, each grade level cohort of the same students will reduce by one half the gap between the percent at or above Level 3 on the previous year’s NYS ELA and Math exams (baseline) and 75% at or above Level 3 on the current year’s NYS ELA and Math exams. If the number of students scoring above proficiency (Level 3) exceeded 75% of the previous year’s exam, the school is expected to demonstrate growth (above 75%) in the current year.	NYCDOE Progress Report 2012-2013	TBD based on NYS Assessment results
Academic Goal 7	Each year, the school will be deemed “In Good Standing” on the NYS Report Card.		It is likely we will be in good standing this year.
Academic Goal 8	Each year, for a grade level cohort that has been at the school for three full years, the percent at or beyond the national median in reading and math as measured by the Northwest Evaluation Assessment Measures of Academic Progress (NWEA MAP) assessments will increase by 10% of the cohort.		

2a1. Do have more academic goals to add?

(No response)

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 9			
Academic Goal 10			
Academic Goal 11			
Academic Goal 12			
Academic Goal 13			
Academic Goal 14			
Academic Goal 15			

Academic Goal  
16

2a2. Do have more academic goals to add?

(No response)

### 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 17			
Academic Goal 18			
Academic Goal 19			
Academic Goal 20			
Academic Goal 21			
Academic Goal 22			
Academic Goal 23			
Academic Goal 24			
Academic Goal 25			
Academic Goal 26			
Academic Goal 27			
Academic Goal 28			
Academic Goal 29			
Academic Goal 30			

## 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			
Org Goal 2			
Org Goal 3			
Org Goal 4			
Org Goal 5			

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

(No response)

### 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 6			
Org Goal 7			
Org Goal 8			
Org Goal 9			
Org Goal 10			
Org Goal 11			
Org Goal 12			
Org Goal 13			
Org Goal 14			
Org Goal 15			

## 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			
Financial Goal 2			
Financial Goal 3			
Financial Goal 4			
Financial Goal 5			

**APPENDIX C**  
**TOTAL EXPENDITURES AND ADMINISTRATIVE EXPENDITURES PER CHILD**

Metropolitan Lighthouse Charter School	
Statement of Activities	
	Year-to-Date 06/30/2013
	Twelve Months - Actual
<b>Revenue</b>	
Total Revenue	3,628,993
<b>Expenses</b>	
Total Payroll-Administrative	316,785
Basic Education	
Total Teaching Salaries	764,407
Title I	
Total Title I	110,880
Student Support Services	
Total Student Support Services	179,163
Service Providers-Other Staff	
Total Service Providers-Other Staff	42,209
Taxes & Benefits	
Total Taxes & Benefits	371,149
Supplementary Educational Stipends	
Total Supplementary Programs	9,630
Staff Development & Recruitment	
Total Staff Development & Recruitment	88,368
PCSP Staff Dev - Other	
Total Staff Development - PCSP	
Professional Fees	
Total Professional Fees	264,260
Supplies	
Total Supplies	89,564
FFE	
Total FFE	21,571
Occupancy	
Total Occupancy	71,887
Other Expenses	
Total Other Expenses	122,791
Total Expenses	2,452,664
<b>Operating Income [Annual Surplus]</b>	<b>1,176,329</b>
# of students enrolled	184
<b>Total Expenditures per Student</b>	<b>\$ 13,330</b>
Beginning Balance	451,383
Ending Balance	<b>\$ 1,641,225</b>

**APPENDIX C**  
**TOTAL EXPENDITURES AND ADMINISTRATIVE EXPENDITURES PER CHILD**

<b>Administrative Expenses</b>	
Metropolitan Lighthouse Charter School	YTD 063012
Expenses	
Payroll-Administrative	
Principal	125,481
Director of Instruction	82,315
Business Manager	51,569
<b>Total Payroll-Administrative</b>	<b>259,365</b>
Other Administrative Expenses	
Legal	-
Accounting & Auditing	15,500
Computer Support	13,752
HRB	7,786
Benefit Administration	888
Marketing Expense	7,302
Office Supplies	6898.82
Miscellaneous	4826.99
Bank Charges	270.31
Dues & Subscriptions	4535.36
Copying & Printing	6,829
Postage & Shipping	3,838
	72,426
<b>Total Administrative Expenditures</b>	<b>331,792</b>
# of students	184
<b>Administrative Expenditures per Child</b>	<b>\$ 1,803</b>

# Appendix F: BOT Membership Table

Created Monday, August 19, 2013

## Page 1

320800860962 METROPOLITAN LIGHTHOUSE CS

### 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	Anne Laraway	Chair/President	Yes	Executive		
2	Jessica Haber	Secretary	Yes	Executive		
3	Roj Robinson	Treasurer	Yes	Finance		
4	Sean Precious	Member	Yes	Education		
5	Jason Rawlins	Member	Yes	Executive		
6	Tim Bryan	Member	Yes	Finance		
7	Janice Lee	Member	Yes	Finance		
8	Gina Calvache	Parent Rep	Yes	Community		
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

7

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

11

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

11

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

11

Thank you.

In 2012-13, the school made a good faith effort to attract and retain a greater enrollment of students with disabilities, English language learners, and students who are eligible applicants for the free and reduced price lunch program. The following list summarizes the actions taken.

#### Students with Special Needs

- Outreach to specialized feeder schools and programs

#### English Language Learners

- Direct mail advertising in languages other than English
- Other advertising (e.g. radio, TV, flyer) in languages other than English
- Outreach by multi-lingual staff
- Outreach to immigrant community/ies
- Outreach to specialized feeder schools and programs
- Advertising and school materials are translated as needed

#### Students Eligible for Free and Reduced Lunch Programs

- Meal program was covered at school open house, on application and during tours
- Support is offered to assist families in completing all necessary paperwork to ensure eligible students participate in the lunch program
- Recruitment occurred throughout neighborhoods surrounding the school and in the local district

Going forward in 2013-14, the school plans to utilize additional measures.

- All school brochures, mailings and application will mention that the school accommodates students with disabilities, English language learners and participates in the free and reduced lunch program
- A Google language translator dropdown will be added to the school website
- School information session(s) will be held in trusted cultural centers in the community to attract more families who speak a language other than English
- Advertising materials will be distributed in the primary languages other than English spoken in the area
- With notice, translators will be made available for families at school events, such as parent-teacher conferences

# Required Form: Appendix E - Disclosure of Financial Interest Form

Created Monday, August 19, 2013

<http://fluidsurveys.com/surveys/vickie-smith/appendix-e-disclosure-of-financial-interest-form/c5ca9a72f94deec625550e93bc69e5b>

## 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:

*Tim Bryan*

### 2. Charter School Name:

*Metropolitan Lighthouse Charter School*

### 3. Charter Authorizer:

*NYC Department of Education*

### 4. \*Your Home Address:

4. \*Your Home Address: | Street Address

4. \*Your Home Address: | City/State

4. \*Your Home Address: | Zip

### 5. \*Your Business Address

5. \*Your Business Address | Street Address

5. \*Your Business Address | City/State

5. \*Your Business Address | Zip

### 6. \*Daytime Phone Number:

### 7. \*E-mail Address:

### 8. Select all positions you held on Board:

(check all that apply)

- Other, please specify...: Trustee

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

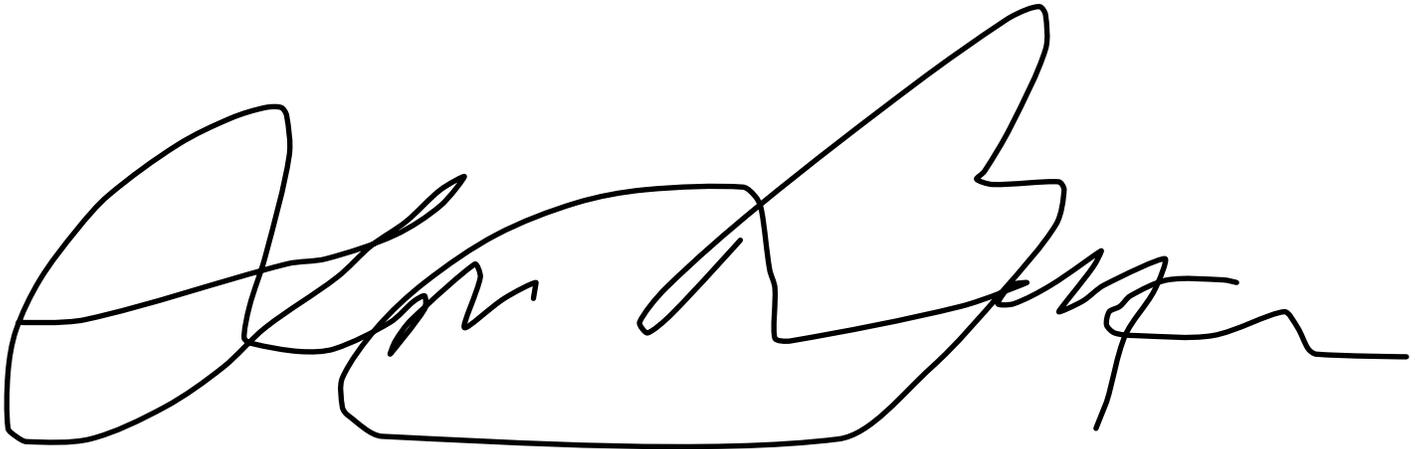
13. Have you or any of your immediate family members or any persons who live with you in your house had an interest in or engaged in a transaction with the charter school during the time you have served on the board, and in the six-month period prior to such service?

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 large, stylized handwritten signature in black ink, consisting of several overlapping loops and a long horizontal stroke at the end.

# Required Form: Appendix E - Disclosure of Financial Interest Form

Created Thursday, August 22, 2013

Updated Friday, October 25, 2013

<http://fluidsurveys.com/surveys/vickie-smith/appendix-e-disclosure-of-financial-interest-form/075caa7a458f78b4240ebecdcfbde45>

## 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:

*Gina Calvache*

### 2. Charter School Name:

*Metropolitan Lighthouse Charter School*

### 3. Charter Authorizer:

*NYC Department of Education*

### 4. \*Your Home Address:

4. \*Your Home Address: | Street Address

4. \*Your Home Address: | City/State

4. \*Your Home Address: | Zip

### 5. \*Your Business Address

5. \*Your Business Address | Street Address

5. \*Your Business Address | City/State

5. \*Your Business Address | Zip

### 6. \*Daytime Phone Number:

### 7. \*E-mail Address:

### 8. Select all positions you held on Board:

(check all that apply)

- Parent Representative

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

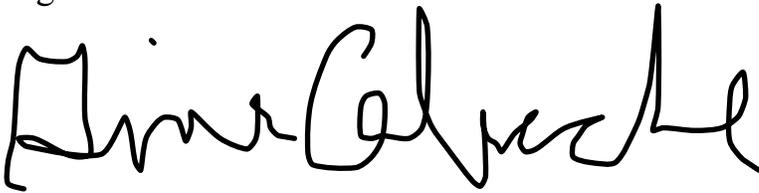
13. Have you or any of your immediate family members or any persons who live with you in your house had an interest in or engaged in a transaction with the charter school during the time you have served on the board, and in the six-month period prior to such service?

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 "Amir Aljorche". The signature is written in a cursive style with a large initial 'A' and a long, sweeping tail.

# Required Form: Appendix E - Disclosure of Financial Interest Form

Created Wednesday, August 21, 2013

<http://fluidsurveys.com/surveys/vickie-smith/appendix-e-disclosure-of-financial-interest-form/a1afc5c3d4f873e860fadb9b9181abb>

## 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:

Jessica Haber

2. Charter School Name:

Metropolitan Lighthouse Charter School

3. Charter Authorizer:

NYC Department of Education

4. \*Your Home Address:

4. \*Your Home Address: | Street Address

4. \*Your Home Address: | City/State

4. \*Your Home Address: | Zip

5. \*Your Business Address

5. \*Your Business Address | Street Address

5. \*Your Business Address | City/State

5. \*Your Business Address | Zip

6. \*Daytime Phone Number:

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

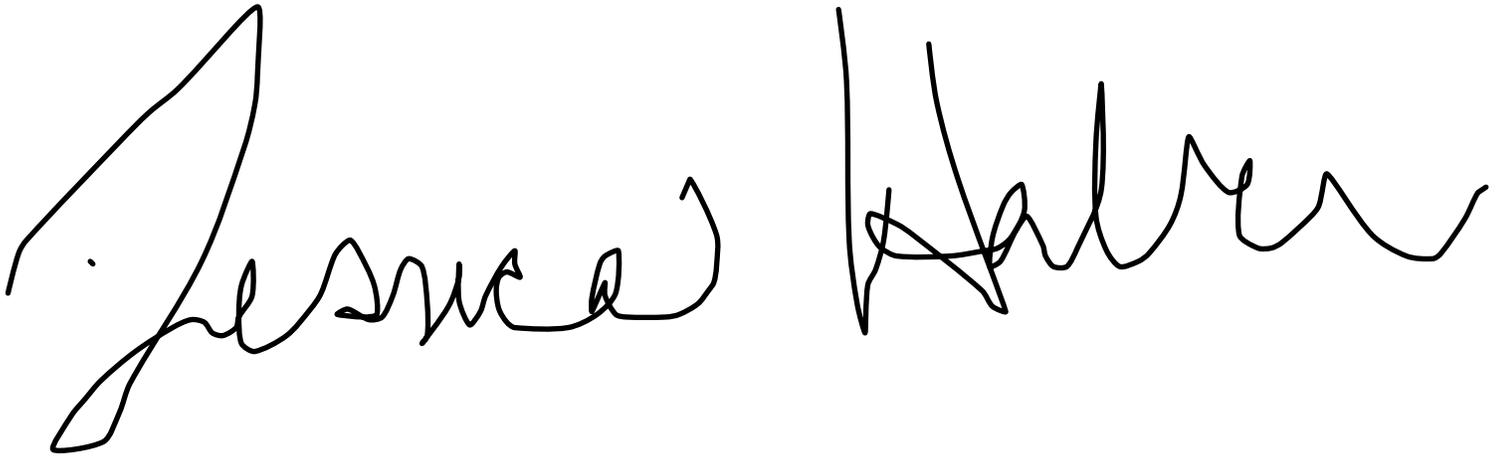
13. Have you or any of your immediate family members or any persons who live with you in your house had an interest in or engaged in a transaction with the charter school during the time you have served on the board, and in the six-month period prior to such service?

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

Two handwritten signatures in black ink. The signature on the left is written in a cursive style and appears to read 'Jesusca'. The signature on the right is also in cursive and appears to read 'Halter'.

# Required Form: Appendix E - Disclosure of Financial Interest Form

Created Wednesday, August 21, 2013

<http://fluidsurveys.com/surveys/vickie-smith/appendix-e-disclosure-of-financial-interest-form/22d81120d9e83f4ccee6f06e28a95ef>

## 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:

*Anne Laraway*

### 2. Charter School Name:

*Metropolitan Lighthouse Charter School*

### 3. Charter Authorizer:

*NYC Department of Education*

### 4. \*Your Home Address:

4. \*Your Home Address: | Street Address

4. \*Your Home Address: | City/State

4. \*Your Home Address: | Zip

### 5. \*Your Business Address

5. \*Your Business Address | Street Address

5. \*Your Business Address | City/State

5. \*Your Business Address | Zip

### 6. \*Daytime Phone Number:

### 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

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 "Anna [unclear]", written in a cursive style.

# Required Form: Appendix E - Disclosure of Financial Interest Form

Created Wednesday, August 21, 2013

<http://fluidsurveys.com/surveys/vickie-smith/appendix-e-disclosure-of-financial-interest-form/1ac2000ae47dca5443803f7beea7010>

## 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:

*Janice Lee*

### 2. Charter School Name:

*Metropolitan Lighthouse Charter School*

### 3. Charter Authorizer:

*NYC Department of Education*

### 4. \*Your Home Address:

4. \*Your Home Address: | Street Address

4. \*Your Home Address: | City/State

4. \*Your Home Address: | Zip

### 5. \*Your Business Address

5. \*Your Business Address | Street Address

5. \*Your Business Address | City/State

5. \*Your Business Address | Zip

### 6. \*Daytime Phone Number:

### 7. \*E-mail Address:

### 8. Select all positions you held on Board:

(check all that apply)

- Other, please specify...: Trustee

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

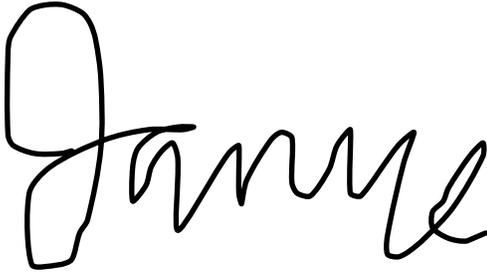
13. Have you or any of your immediate family members or any persons who live with you in your house had an interest in or engaged in a transaction with the charter school during the time you have served on the board, and in the six-month period prior to such service?

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 that reads "Jamie". The letters are cursive and connected, with a large initial 'J'.A handwritten signature in black ink that reads "Lee". The letters are cursive and connected, with a large initial 'L'.