operated exclusively for religious, charitable, literary or educational purposes and which otherwise qualifies as an organization described in Section 501 (c) (3) of the Internal Revenue Code of 1986, as now in effect or as it may hereafter be amended.

The Corporation shall not directly or indirectly carry on any activity which would prevent it from obtaining exemption from Federal income taxation as a corporation described in Section 501 (c) (3) of the Internal Revenue Code of 1986, as now in effect or as it may hereafter be amended, or cause it to lose such exempt status, or carry on any activity not permitted to be carried on by a corporation, contributions to which are deductible under Section 170 (c) (2) of the Internal Revenue Code of 1986, as now in effect or as it may hereafter be amended.

3. The principal office of the Corporation is to be located in the County of New York, in the State of New York.

4. The names and addresses of the initial directors of the Corporation are as follows:

Name/Address	Printed Name/Signature
Raymond Rivera LPAC Urban Ministry Complex 14 West 170th Street Bronx, NY 10452	Raymond Rivera
David Traverso [redacted]	David Traverso
Wilfredo Laboy [redacted]	Wilfredo Laboy
David Anglada [redacted]	David Anglada
Olga Torres-Simpson [redacted]	Olga Torres-Simpson

5. The Corporation hereby designates the Secretary of State of the State of New York as its agent for the purpose of receiving process against the Corporation. The

3

address to which the Secretary of State shall mail a copy of process in any action or proceeding against the Corporation which may be served upon him is:

Latino Pastoral Action Center
14 West 170th Street
Bronx, NY 10452

[redacted]

6. Upon dissolution of the Corporation for any reason, all assets and property held by it, after payment of all its liabilities, shall be transferred to such other charitable organization or organizations as the Board of Directors may determine, with the approval of a Justice of the Supreme Court of the State of New York, to be administered or used in such manner as will best accomplish the general purposes of the Corporation. In no event shall any of such assets or property be distributed to any member, trustee, officer of the Corporation or any private individual or shareholder of the Corporation.

4

Its incorporator is eighteen (18) year of age or older.

IN WITNESS WHEREOF, this certificate has been signed by the undersigned who affirms that the statements made herein are true under the penalties of perjury.

Incorporator Raymond Rivera

Raymond Rivera, 14 West 170th Street, Bronx, NY 10461

this 26 day of Jan 1996.

Notary Public

JAYSON LUTZKY
NOTARY PUBLIC STATE OF NEW YORK
No. 31-4788700
Qualified In Westchester County
Commission Expires August 31, 199_

JAYSON...
NOTARY PUBLIC STATE
No. 31-4...
Qualified In Westchester County
Commission Expires ...

5

Affidavit Authorizing Incorporation of an Unincorporated Association

STATE OF NEW YORK

COUNTY OF BRONX

Raymond Rivera being duly sworn, deposes and says:

14 West 170th Street, Bronx, NY 10452

That he is the subscribe to the foregoing Certificate of Incorporation of the Latino Pastoral Action Center. The Certificate of Incorporation of an existing unincorporated association. The subscriber of such Certificate of Incorporation is a member of the Latino Pastoral Action Center, an unincorporated association.

That the purposes set forth in said Certificate of Incorporation are the same as those of the said unincorporated association.

I am the sole subscriber to said Certificate of Incorporation and have been duly authorized as a committee of one to incorporate the said unincorporation.

Raymond Rivera

Raymond Rivera, 14 West 170th Street

Bronx, NY 10451

Sworn to me before this day [illegible]

Notary Public

JAYSON LUTZKY
NOTARY PUBLIC STATE OF NEW YORK
No. 31-4795700
Qualified in Westchester County
Commission Expires August 31, 1987

6

State of New York }
Department of State } ss:

I hereby certify that the annexed copy has been compared with the original document in the custody of the Secretary of State and that the same is a true copy of said original.

Witness my hand and seal of the Department of State on JUN 26 1996

STATE OF NEW YORK
DEPARTMENT OF STATE

Special Deputy Secretary of State

Response 13b - Partner Commitment

Attached is a letter of commitment from the Latino Pastoral Action Center.

Latino Pastoral Action Center

Rev. Dr. Raymond Rivera
Founder & President

January 9, 2019

Board of Trustees SUNY Charter Schools Institute
SUNY Plaza
353 Broadway
Albany, N.Y. 2246

Dear Board of Trustees,

The Latino Pastoral Action Center is the community sponsor and partner organization of Family Life Academy Charter Schools. We are committed to supporting the establishment of FLACS IV. We look forward to providing supportive services to the children and families of this school. We will also maximize and leverage the relationships of our vast network of community-based organizations, faith-based organizations, and churches that will ensure that this school is an integral part of the community it intends to service. Our support of FLACS IV in no way diminishes the support that we will continue to provide for the existing FLACS schools.

In peace and freedom,

Raymond Rivera

Raymond Rivera
President and Founder

Scanned with CamScanner

Response 14a - Board Members

Recruiting and Selecting Board Members

As a replication, FLACS IV will be governed by the existing FLACS board. The board currently has 16 voting members and 5 non-voting members, and one additional voting and non-voting member are proposed for the board. Other than because of normal attrition of board members and the nomination of new Parent Association (PA) members each year, it is not anticipated that the board will need to seek new members prior to the opening of FLACS IV. One of the ad hoc committees of the board is the nominating committee. This committee is tasked with reviewing potential board members and then nominating those that who would be add value to the board of trustees and serve the interests of FLACS. Table 14-1 below lists the current membership of the FLACS board.

Table 14-1: Current Family Life Academy Charter Schools Board Membership

	Trustee Name	Position on the Board (Officer or Constituent Representative)	Committee Affiliations (If Any)	Expertise and/or Role at School	Voting	Ex-Officio
1.	Miguel Peña	Chair	CEO Evaluation	Parental Involvement	Yes	No
2.	Susana Rivera Leon	Vice-Chair	Accountability, Nominating, New Facilities	LPAC CEO, Executive Leadership	Yes	No
3.	Hilda Sanchez	Secretary	Accountability, Finance, CEO Evaluation	Education	Yes	No
4.	Pedro Alvarez	Treasurer	Finance, New Facilities	Finance	Yes	No
5.	Florence Wolpoff	None	Accountability, CEO Evaluation	Education	Yes	No
6.	Bryan Rivera	None	Finance, Nominating, Fundraising	Community Relations	Yes	No
7.	Dr. Janet Lerner	None	Nominating	Social Work	Yes	No
8.	Marvin Dutton	None	Finance	Finance	Yes	No
9.	Rev. Raymond Rivera	None	Nominating, Fundraising, New Facilities	LPAC President	Yes	No
10.	Kevin Kearns	None	New Facilities	Finance and Facilities	Yes	No
11.	Wanda Torres Mercado	None	Fundraising	Program Development	Yes	No
12.	Joseph Holland	None	Finance	Law and Real Estate	Yes	No
13.	Kelly Nuñez	None	Fundraising	PA President FLACS I	Yes	Yes
14.	Raphael McDonald	None	None	PA President FLACS II Elem.	Yes	Yes
15.	Marina Salazar	None	None	PA President FLACS II MS	Yes	Yes

16.	Jorge Torres	None	None	PA President FLACS III	Yes	Yes
17.	TBD	None	None	PA President FLACS IV	Yes	Yes
NV	Evelyn Centeno	None	None	FLACS I Principal	No	Yes
NV	Kathy Ortiz	None	None	FLACS II Elementary Principal	No	Yes
NV	Michael Adler	None	None	FLACS II MS Principal	No	Yes
NV	Andrea Hernandez	None	None	FLACS III Principal	No	Yes
NV	TBD	None	None	FLACS IV Principal	No	Yes
NV	Francisco Lugovina	Chairman Emeritus	CEO Evaluation	Chairman Emeritus	No	Yes

Because this board is already formed and governing the other FLACS schools, there will be new elections for officers and committees before the school opens.

Response 14b - Education Corporation Board Roles and Responsibilities

The board of trustees is the policy-making body of FLACS. Their primary role is to:

- Select and hire the chief executive officer and school principals;
- Monitor school and network academic performance;
- Monitor school and network fiscal performance; and:
- Evaluate the CEO and school principals and holding them accountable for achievement of the school's mission and goals.

The board hires the CEO. Together with the CEO, the board hires school principals. In turn, the CEO hires the rest of the network staff and is responsible for their performance; the principals hire school staff and are responsible for their performance. The board oversees the annual evaluation of the CEO and principals.

At every meeting, the board monitors academic performance of all schools, which is provided to the board by the network data specialist. The board ensures that each school is on track to meet their accountability goals by the end of the year. In addition, one of the standing committees is the Accountability Committee. At every meeting the board monitors the fiscal performance of the school. This information is provided by the Finance Committee who meet in advance of every meeting.

Response 14c - Education Corporation Board Design

Number of Trustees

FLACS IV will have the same governance structure as all other schools in the FLACS network. All FLACS schools operate under one consolidated board of trustees as part of one corporation that oversees the total operation of each school. The consolidated FLACS board of trustees may have as few as 7 and as

many as 21 voting members according to its by-laws. The rationale behind this size is to include representatives a diversity of expertise in the board members. Current membership includes accountants, lawyers, educators, parents, and local residents and merchants; in some cases individuals have multiple areas of identification. The PA president of each school also serves on the board; this design is intended to ensure there is always parent voice on the board.

Officer Positions

There are four officer positions in the board: Chair, Vice-Chair, Secretary and Treasurer. The Chair has the general responsibility for organizing and leading the board's oversight of the affairs of the FLACS Schools and the network administrative team. The Chair moderates FLACS board meetings is an ex-officio member of all committees. The Vice-Chair performs all the duties prescribed to the Chair should the Chair be absent or unable to perform the respective duties. The Secretary keeps a record at the FLACS network offices of all board proceedings; keeps on file all committee and officer's reports; keeps the FLACS official roll and shall call the roll when necessary; produces minutes of regular meetings and make minutes and records available to trustees upon request; and furnishes officers with whatever documents are required for the performance of their duties. The Treasurer, with the support of the network finance office, ensures detailed records are kept of all FLACS properties, receipts and disbursements, make the accounting books available for inspection by trustees upon request, render to the Chair and Board, an accounting of FLACS's financial transactions and condition at least once per fiscal year and as requested; and prepares reports on financial issues required by an agreement on loans.

Ex-Officio Members

The PA president of each school is an ex-officio voting member of the board. The school principals attend board meetings as ex-officio non-voting members.

Standing and Ad Hoc Committees

There are three standing committees that have the full authority of the board: Executive, Accountability, and Finance. The Executive Committee is responsible for planning board meeting agendas, serving as a communication link with the other board members, assessing the charter school’s short and long term needs, presenting a strategic plan to the board, participating in negotiations and issues, participating and facilitating in expulsion hearings, and participating in the student, personnel and parent Grievance Process. The Accountability Committee will participate in a collaborative decision making process related to the instructional programs and materials; review student achievement; review and monitor the professional development plan and school strategic plan; review the status of certified teachers and teacher assistance; conduct regular walk-through of the schools; and provide reports to board as needed. The Finance Committee manages the financial well-being of the organization and reviews all financial agreements and contracts.

There are also several ad hoc committees. Currently these include the Nominating committee, the CEO Evaluation committee, the New Facilities committee, and the Fundraising committee. Other committees may be formed as the need arises.

Delegation of Authority

The Board delegates the day-to-day decision making for the organization to the CEO. They delegate day-to-day fiscal monitoring, contracts and compliance to the CFO.

Information to be Received from Other Bodies

The board receives information from the school leadership and staff on a constant basis. The board receives fiscal, audit and compliance information from the CFO. The board receives academic data from the network data specialists. Network and school staff and principals report on aspects of their curricular programs at board meetings.

Frequency of Board and Committee Meetings

The board meets monthly; some of these sessions may be board retreats or trainings. At times it may be necessary to add additional meetings. The Finance Committee meets in advance of every full Board meeting. The Accountability Committee meets at least three times a year, but may meet more often. The Executive Committee meets at least three times year.

The frequency of ad hoc committees will depend on need. For example, the CEO evaluation committee might only meet once a year; the Nominating Committee would meet whenever there is the need for a new member to join the board.

Procedures for Publicizing and Conducting Monthly School Board Meetings

In accordance with the Act and the NY Open Meetings Law, FLACS publicizes its Board Meetings and ensures that they are open to public. The meetings are publicized on the FLACS website and are sent home to parents in the school's monthly calendar.

Trustee Recruitment and Selection Process and Criteria

The Nomination Committee, which consists of at least three members, identifies and reaches out to potential candidates for the board. The committee also accepts recommendations from the other board members. Potential trustees submit resumes to the committee for review and discussion. The resumes are reviewed by the committee. The nominating committee will invite candidates in for an interview conversation. During this time, the committee determines whether the person would be a good addition to the board. Specifically, the board will look for someone who is committed to the FLACS mission and vision, and whose professional and personal skill-sets will provide a useful lens on the board. When the nominating committee determines that a candidate should be nominated to the board, they will share the rationale for selection with the entire board, who will vote to approve or deny the appointment.

New Trustee Orientation Process

The board has created a *New Board Member Handbook*, which includes information about the mission, vision, and key design elements of the schools, explains what the roles and responsibilities of board members are, and includes all of the board by-laws. This manual is reviewed in depth with the new Board member by one of the current members of the board.

Board/trustee Training and Development

From time to time, it is essential the board receive training and development in order to function effectively. In the past, FLACS has brought in outside consultants to provide training to the Board, scheduled Board retreats, and participated in board training from the NYC Charter School Center.

Response 14d - Stakeholder Participation

The president of the PA serves on the board. This ensures that there is always direct input on the governance of the school from an individual who reflects the interests of the current parent body. Other parents participate in the governance of the school through the PA, who meet monthly and whose voices can be amplified by the PA president's authority on board. Any parent may also attend the board meetings and make comments during the open comment portion of the meeting. Principals meet with parents to solicit feedback through dialogues, surveys and other means; this input is considered in school decision making.

Staff members are invited to attend all board meetings if they so wish. Staff may make comments during the open comment session of each board meeting. Principals meet with teachers to solicit feedback through dialogues, surveys and other means; this input is considered in school decision making.

Response 14e - By-Laws

Article I - Name and Location

Art. I Sec. 1
The name of this corporation shall be Family Life Academy Charter Schools (hereinafter ''FLACS"). Its principal office shall be 14 West 170th Street, Bronx, NY 10452, or such other place as the Board of Trustees may select by resolution or amendment of these bylaws.

Article II - Purpose

Art. II Sec. 1
Family Life Academy Charter Schools, in partnership with the Latino Pastoral Action Center and parents, seeks to create the conditions for self-empowerment for all its K-8 students to achieve high academic standards, help them take responsibility for their own learning, and encourage them to explore and affirm human values. Like a family—and in partnership with the family—FLACS' schools will create a safe, nurturing, and dynamic environment where learning is engaging, meaningful, and joyful. All members of the schools' community will develop the knowledge, skills, and enthusiasm to continue learning throughout their lives, expand their understanding of what is possible for themselves and their world, and lead productive and satisfying lives.

Art. II Sec. 2
On March 31, 2014 the Amended and Restated Fourth Renewal Charter Agreement was executed between the Board of Trustees of the State University of New York and the Board of Trustees of Family Life Academy Charter School (the "Education Corporation") giving authority for the Charter School Education Corporation to operate multiple charter schools, or multiple sites for a single school, in the State as per Education Law 2853(1)(b-1).

As a result, the Family Life Academy Charter Schools Network was created to provide the leadership and support needed to ensure the best possible educational programs and services for the students in the FLACS Schools. A Chief Executive Officer appointed by the Board of Trustees shall be responsible to the Board of Trustees to (1) see that its policies, finances, and programs are properly executed, (2) to provide leadership and (3) to do such other things as may be directed by the Board in carrying out its duties and responsibilities under the law. The CEO and all members of the network's leadership and administrative team, will provide guidance, support and direction to ensure all the schools achieve the highest standard of excellence in all academic programs and systems of operations.

Article III -Board of Trustees

Art. III Sec. 1

The Board of Trustees of FLACS ("Board") shall be the policy-making body of FLACS and shall exercise the powers and authority granted under the law. The Board shall be subject to the limitations of the Education Law, Not-for-Profit Corporation Law, the FLACS charters and these bylaws.

Art. III Sec. 2
The Board shall consist of no less than seven (7) and no greater than twenty-one (21) voting members, and shall fix the number by resolution or amendment of these bylaws.

Art. III Sec. 3
The Board shall elect individuals to serve as Trustees, who in its discretion will serve the interests of FLACS faithfully and effectively.

Art. III Sec. 4
Trustees shall serve without compensation; however, the Board may approve reimbursement of a Trustee's actual and necessary expenses while conducting FLACS business.

Art. III Sec. 5
No more than 40% of the Trustees shall be interested persons. For the purpose of these bylaws, "interested persons" are individuals who are (1) being compensated by FLACS for services rendered to it within the previous 12 months or (2) a family member of any such person.

Art. III Sec. 6
Not more than 40% of the voting persons on the Board may be directors, officers, employees, agents or otherwise affiliated with any single entity (with the exception of FLACS or another charter school), regardless of whether said entity is affiliated or otherwise partnered with FLACS. For the purposes of the foregoing sentence, "single entity" shall mean any individual entity, as well as any and all related entities such as parents, subsidiaries, affiliates and partners. The Trustees, may, at their sole discretion, waive this restriction upon written request from FLACS.

Art. III Sec. 7
Where FLACS has engaged a not-for-profit educational service provider or other entity that provides comprehensive management services to FLACS pursuant to a contract between such entity and FLACS, no more than two (2) Trustees may be affiliated with such not-for-profit entity, or have immediate family members so affiliated, and no more than one (1) such Trustee's affiliation is as a director of such entity; provided, however, that in such case the following restrictions shall apply:

> *Art. III Sec. 7a*
> execution of the contract with the not-for-profit educational service provider or other entity shall constitute cause for removal of excess member(s) from the Board, and removal of such member(s) shall be effectuated by a vote of the Board, provided there is a quorum of the entire Board members present at the meeting;
>
> *Art. III Sec. 7b*
> such member(s) shall not hold the offices of Chairperson or Treasurer of the Board;
>
> *Art. III Sec. 7c*
> when the Board has proper grounds to go into executive session pursuant to New York Open Meetings Law ("Open Meetings Law"), and the Board is to discuss or vote upon an issue related to the not-for-profit management company or entity, the Board shall, after the personnel of such company or entity has had an opportunity to fully address the Board, continue such executive session outside of the presence of such person(s); and
>
> *Art. III Sec. 7d*

the number of Trustees on the Board shall not be less than eight (8) where two (2) Trustees are affiliated with the not-for-profit entity and not less than seven (7) where one (1) Trustee is affiliated with the not-for-profit entity.

Art. III Sec. 8
The Board shall elect the Trustees by vote of a majority of the Trustees in office—whether or not the number of Trustees is sufficient to constitute a quorum—or by the sole remaining Trustee.

Art. III Sec. 8a
The President of each FLACS school's Parents Association shall be an ex-officio voting member of the Board and shall serve until their successors are duly appointed or elected by the Parents Association.

Art. III Sec. 8b
The FLACS Principal of each school shall be an ex-officio non-voting member of the Board.

Art. III Sec. 9
The Board shall have the power to remove Trustees in accordance with the provisions of the Education Law and the Not-for-Profit Corporation Law.

Article IV - Trustees

Art. IV Sec. 1
The Trustees shall be divided into three (3) equal classes to serve one, two and three-year terms, respectively ("Classification Terms") so that thereafter, one-third of the Trustees' terms shall expire at the time of the Annual Meeting over the subsequent three years. All classes shall be as nearly equal in number as possible. Each Trustee elected after the expiration of a Classification Term shall hold office for a term of three years and until such Trustee's successor is duly appointed or elected. The assignment of any Board member to a particular class does not in any way restrict that Board member from participating fully in all Board activities and from serving additional terms.

Art. IV Sec. 2
The term of the Trustees shall begin on July 1st of a given year, and shall be elected by the Board at an Annual Meeting, a regular meeting designated for that purpose, or a special meeting called for that purpose.

Art. IV Sec. 2a
A Trustee's term of office shall not be shortened by any reduction in the number of Trustees resulting from amendment of the FLACS charter or bylaws, or other Board action.

Art. IV Sec. 2b
A Trustee's term of office shall not be extended beyond that for which the Trustee was elected by amendment of the FLACS charter or bylaws, or other Board action.

Art. IV Sec. 3
The term of a Trustee elected to fill a Board vacancy begins on the date of said Trustee's election, and continues for (1) the balance of the unexpired term in the case of a vacancy created by the resignation, removal or death of a Trustee, or (2) the term specified by the Board in the case of a vacancy resulting

from the increase in the number of Trustees authorized, which term shall expire on July 1 of the current or next calendar year.

Art. IV Sec. 3a
A Board vacancy is deemed to occur on the effective date of a resignation of a Trustee, upon the removal of a Trustee, upon declaration of a vacancy pursuant to these bylaws, or upon a Trustee's death. A Board vacancy also is deemed to exist upon the increase by the authorized number of Trustees.

Art. IV Sec. 4
A Trustee may resign by giving written notice to the Board Chair or Secretary. The resignation shall be effective upon receipt of such notice, or at any later date specified in the notice. The acceptance of a resignation by the Board Chair or Secretary shall not be necessary to make it effective, but no resignation shall discharge any accrued obligation or duty of a Trustee.

Art. IV Sec. 5
Trustees have the right to inspect and copy all books, records and documents of every kind, and to inspect the physical properties of FLACS, provided that such inspection is conducted at a reasonable time and after reasonable notice, and provided that such right of inspection and copying is subject to the obligation to maintain the confidentiality of the reviewed information, in addition to any obligations imposed by any federal, state or local law.

Art. IV Sec. 6
Trustees have a duty to maintain the confidentiality of Board actions that are not required by law to be open to the public, including discussions and votes that take place at any Executive Session. Any Trustee violating this confidence may be removed from the Board.

Art. IV Sec. 7
Trustees shall not be personally liable for FLACS debts, liabilities, or other obligations

Article V - Principals

Art. V Sec. 1
The Principal of each FLACS school shall be the chief educational officer of such school and shall have the general and active supervision and management of such school.

Art. V Sec. 2
The FLACS Principals shall, with respect to his or her school:

Art. V Sec. 2a
Have custody of school funds, receive income and receipts, and dispose or cause to be disposed of the same, but only to the extent and subject to such controls as may be established by the CFO/Board Finance Committee.

Art. V Sec. 2b
Keep a record of all receipts and disbursements of funds made by him or her in a manner and form satisfactory to the CFO/Board Finance Committee, and in keeping with good accounting practices.

Art. V Sec. 2c
Have supervision and control of each school's annual budget as approved by the Board.

Article VI - Network

Art. VI Sec. 1
The FLACS Network shall consist of a Network Leadership Team and a Network Administrative Team led by the Chief Executive Officer (CEO), who shall be responsible to the Board of Trustees.

Art. VI Sec. 2
The CEO shall oversee the instructional and administrative aspects of the current three schools.

Art. VI Sec. 2a
The CEO shall ensure uniformity of curricula and staff development in all the FLACS schools.

Art. VI Sec. 2b
The CEO shall oversee central-based administrative and operational functions; including developing and maintaining data warehouse and analysis systems.

Art. VI Sec. 2c
The CEO shall provide oversight of grant development and donor gifts to the schools.

Art. VI Sec. 3
For each FLACS school, the Director of Finance, in consultation with the respective FLACS school Principal, shall:

Art. VI Sec. 3a
On an annual basis, and in consultation with the COO and Board Finance Committee, prepare and present to the Board for its approval a proposed budget for the FLACS schools/network operations for the succeeding fiscal year.

Art. VI Sec. 3b
On an annual basis, prepare and present to the Board a full and detailed report, properly audited, of the receipt and disbursement of all funds, except the investment funds of FLACS, during the preceding fiscal year, together with such other financial reports as may from time to time be required by the Board.

Article VII - Duties of Officers

Art. VII Sec. 1
The Board Officers shall hold the following titles; Chair, Vice Chair, Secretary and Treasurer

Art. VII Sec. 2
The Chair shall have the general responsibility for organizing and leading the Board's oversight of the affairs of the FLACS Schools and the Network Central Administrative team, and such other powers and duties as the Board may prescribe. The Chair shall moderate FLACS Board meetings and be an ex-officio

member of all committees. The Chair shall be subject to the orders of the Board, and none of his or her acts shall conflict with actions taken by FLACS.

Art. VII Sec. 3
The Vice-Chair shall perform all the duties prescribed to the Chair should the Chair be absent or unable to perform the respective duties. In the event the Chair cannot perform his or her duties, the Vice-Chair shall carry out these duties until a new Chair is selected in a subsequent election. The Vice-Chair shall have other such powers and perform other such duties as the Board may prescribe.

Art. VII Sec. 4
The Secretary shall keep a record at the FLACS Network offices of all Board proceedings; shall keep on file all committee and officer's reports; shall keep the FLACS official roll and shall call the roll when necessary; shall produce minutes of regular meetings and make minutes and records available to Trustees upon request; shall furnish officers with whatever documents are required for the performance of their duties; shall maintain record book(s) on hand at every meeting; and in the absence of the Chair and Vice-Chair shall call the meeting to order and preside over them until the immediate election of a Chair pro tem. The Secretary shall have other such powers and perform other such duties as the Board may prescribe.

Art. VII Sec. 5
The Treasurer, with the support of the Office of Finance, shall ensure detailed records are kept of all FLACS properties, receipts and disbursements, make the accounting books available for inspection by Trustees upon request, render to the Chair and Board, an accounting of FLACS's financial transactions and condition at least once per fiscal year and as requested; and prepare reports on financial issues required by an agreement on loans. The Treasurer shall have other such powers and perform such other duties as the Board may prescribe.

Article VIII - Committees

Art. VIII Sec. 1
The Board may create committees for any purpose, and the Board Chair shall appoint members to and designate the committee chairs.

> *Art. VIII Sec. 1a*
> The Board may delegate to a committee any of the authority of the Board, except for election of Trustees, filling vacancies on the Board or committees, fixing Trustee compensation for serving on the Board, amendment or repeal of bylaws or the adoption of new bylaws, establishment of other Board committees and appointment of members thereto, and the amendment or repeal of any resolution of the Board.

Art. VIII Sec. 2
The Board of Trustees may appoint such Standing Committees and/or ad hoc committees as it thinks necessary for the effective governance of the school. The Standing Committees of FLACS shall be Executive, Finance and Accountability.

> *Art. VIII Sec. 2a*
> Standing Committees shall consist of no less than three (3) Trustees, and members shall serve at the pleasure of the Board Chair.

Art. VIII Sec. 2b
The Executive Committee of the Board of Trustees shall consist of the Board Chair, Vice Chair, Secretary and Treasurer. The Executive Committee shall be vested with the responsibility of ensuring effective decision making by the Board, including the following activities:

- Planning board meeting agendas:
- Serving as a communication link with the other board members
- Assessing the charter school's short and long term needs
- Presenting a strategic plan to the board.
- Hire and review the performance and annual compensation of the CEO
- Participate in negotiations and issues
- Participate and facilitate in Expulsion hearings
- Participate in Student, Personnel and Parent Grievance Process

Art. VIII Sec. 2c
The Finance Committee will consist of no less than three (3) Trustees, a majority of which shall have no affiliation with the Latino Pastoral Action Center (LPAC), and shall serve at the pleasure of the Board Chair.

Art. VIII Sec. 2c(1)
All financial agreements between LPAC and FLACS must be approved by the Board; including, but not limited to, the leasehold execution, renegotiation and enforcement thereof must be approved by the Finance Committee as a condition precedent to approval by the Board by majority vote.

Art. VIII Sec. 2c(2)
In the event that the Board Chair has any affiliation with LPAC, the Chair shall not have the power to remove unaffiliated members of the Finance Committee. Removal of such Trustees must be made by a vote of the Board.

Art. VIII Sec. 2d
The Accountability Committee will consist of no less than three (3) Trustees, a majority of which shall have a background in Educational Administration

Art. VIII Sec. 2d(1)
The Accountability Committee shall be vested with the responsibility of program planning, curriculum, professional development and fulfillment of the school's Accountability Plan. Specific responsibilities include:

- Create a Principal evaluation tool
- Together with the CEO conduct end of year evaluation of all Principals
- Participate in a collaborative decision making process related to the instructional programs and materials
- Review student achievement
- Review and monitor the professional development plan and school strategic plan
- Review the status of certified teachers and teacher assistance

- Conduct regular walk-through of the schools
- Provide reports to board as needed

Art VIII Sec. 3
All committees shall keep records of their actions and report such action to the Board at its next meeting

Art VIII Sec. 4
In case of an overlapping of jurisdictions among committees, the Board Chair shall settle the matter.

Article IX - Fiscal Management

Art. IX Sec. 1
The fiscal year of FLACS will begin on July 1 of each year and will end on June 30 of the following year.

Art. IX Sec. 2
Except as otherwise provided in these bylaws, the Board may adopt a resolution authorizing any FLACS Officer or agent to enter into any contract or execute and deliver any instrument in the name or on behalf of FLACS. Such authority may be general or confined to specific instances. Unless so authorized, no Officer, agent or employee shall have any power to bind FLACS by any contract or engagement, to pledge its credit or render it liable monetarily for any purpose or any amount.

Art. IX Sec. 3
Except as otherwise specifically provided by Board resolution, checks, drafts, promissory notes, orders for the payment of money, and other evidence of indebtedness of FLACS must be signed by any two of the following: a Chair, Treasurer, CEO, COO, a FLACS Principal, or the Director of Human Resources. In all instances, two signatures are required.

Art. IX Sec. 4
The FLACS Network Director of Finance, in conjunction with the Finance Committee, shall present annually to the Board, for their approval, an audited balance sheet and statement of income and expenses, certified by an independent certified public accountant firm, prepared in accordance with generally accepted accounting practices.

Article X - Conflicts of Interest

Art X Sec. 1
The General Municipal Law defines prohibited conflicts of interest for school trustees, officers and employees. Under the General Municipal Law, no school officer or employee may have an interest, direct or indirect, in any contract with the School, when such trustee, officer or employee, individually or as a member of the Board, has the power or duty to (a) negotiate, prepare, authorize or approve the contract, or authorize or approve payment under the contract; (b) audit bills or claims under the contract; or (c) appoint an officer or employee who has any of the powers or duties set forth above. No Treasurer may have an interest, direct or indirect, in a bank or trust company designated as a depository or paying agent or for investment of funds of his/her school. This, however, does not preclude payment of lawful compensation and necessary expenses of a school employee in one or more public offices or positions of employment, the holding of which is not prohibited by law.

Art. X Sec. 2
The General Municipal Law enumerates a number of exceptions to its general rule prohibiting conflicts. Specifically, the statute provides that its prohibitions on conflict of interest do NOT apply to:

Art. X Sec. 2a
The General Municipal Law enumerates a number of exceptions to its general rule prohibiting conflicts. Specifically, the statute provides that its prohibitions on conflict of interest do NOT apply to:

Art. X, Sec. 2b
A contract with a person, firm, corporation or association in which a municipal officer or employee has an interest which is prohibited solely by reason of employment as an officer or employee thereof, if the remuneration of such employment will not be directly affected as a result of such contract and the duties of such employment do not directly involve the procurement, preparation or performance of any part of such contract;

Art. X, Sec. 2c
The designation of a newspaper, including but not limited to an official newspaper, for the publication of any notice, resolution, ordinance or other proceeding where such publication is required or authorized by law;

Art. X, Sec. 2d
The purchase by a municipality of real property or an interest therein, provided the purchase and the consideration therefore is approved by order of the supreme court upon petition of the governing board;

Art. X, Sec. 2e
The acquisition of real property or an interest therein, through condemnation proceedings according to law;

Art. X, Sec. 2f
A contract with a membership corporation or other voluntary non-profit corporation or association;

Art. X, Sec. 2g
The sale of lands and notes pursuant to Section 60.10 of the local finance law;

Art. X, Sec. 2h
A contract in which an officer or employee has an interest if such contract was entered into prior to the time he/she was elected or appointed as such officer or employee, but this does not authorize a renewal of any such contract;

Art. X, Sec. 2i
Employment of a licensed physician as school physician for a school upon authorization by a two-thirds vote of the board of trustees;

Art. X, Sec. 2j

A contract with a corporation in which an officer or employee has an interest by reason of stockholdings when less than five percent of the outstanding stock of the corporation is owned or controlled directly or indirectly by such officer or employee;

Art. X, Sec. 2k
A contract for the furnishing of public utility services when the rates or charges therefore are fixed or regulated by the public service commission;

Art. X, Sec. 2l
A contract for the payment of a reasonable rental of a room or rooms owned or leased by an officer or employee when the same are used in the performance of his/her official duties and are so designated as an office;

Art. X, Sec. 2m
A contract for the payment of a portion of the compensation of a private employee of an officer when such employee performs part-time service in the official duties of the office;

Art. X, Sec. 2n
A contract in which a school officer or employee has an interest if the total consideration payable thereunder, when added to the aggregate amount of all consideration payable under contracts in which such person had an interest during the fiscal year, does not exceed the sum of seven hundred and fifty dollars;

Art. X, Sec. 2o
A contract with a member of private industry council established in accordance with the federal job training partnership act or any firm, corporation or association in which such member holds an interest, provided the member discloses such interest to the council and the member does not vote on the contract.

Art. X Sec. 3
In addition, the law clearly states that a trustee, officer or employee may not:

Art. X, Sec. 3a
Directly or indirectly, solicit any gift, or accept or receive any gift having a value of $75 or more, whether in the form of money, service, loan, travel, entertainment, hospitality, thing, or promise, or in any other form, under circumstances in which it could reasonably by inferred that the gift was intended to or could reasonably be expected to influence him/her in the performance of his/her official duties, or was intended as a reward for any official action on his/her part;

Art. X, Sec. 3b
Disclose confidential information acquired in the course of his/her official duties or use such information to further his/her personal interests;

Art. X, Sec. 3c
Receive, or enter into any agreement, express or implied, for compensation for services to be rendered in relation to any matter before the Board; or

Art. X, Sec. 3d
Receive, or enter into any agreement, express or implied, for compensation for services to be rendered in relation to any matter before the Board whereby the compensation is to be dependent or contingent upon any action by the agency. This does not prohibit the fixing of fees based upon the reasonable value of services rendered.

Art. X Sec. 4
Any contract willfully entered into by or with a school in which there is a prohibited interest is void and unenforceable. In addition, any trustee, officer or employee who willfully and knowingly violates the foregoing provisions shall be guilty of a misdemeanor.

Art. X Sec. 5
It should be noted that competitive bidding does not cure the prohibition against having any interest in a contract when the trustee, officer or the employee has the power to approve the contract.

Art. X Sec. 6
The law further authorizes, in addition to any other penalty imposed, that any person who knowingly and intentionally violates the above may be fined, suspended, or removed from office or employment in the manner provided by law.

Art. X Sec. 7
The Legislature has also enacted various disclosure requirements, in an effort to protect the public and to publicize conflicts of interest, so that both the public and the governing body might take appropriate account of any personal interests in assessing the public benefit of a personal transaction.

Art. X Sec. 8
Any trustee, officer or employee who has, will have, or later acquires an interest in any actual or proposed contract with the Board must publicly disclose the nature and extent of such interest in writing to the Board as soon as he/she has knowledge of it.

Art. X Sec. 9
Although certain interests may not be expressly prohibited by law, they are still subject to disclosure requirements. Legal counsel should be sought concerning any question regarding disclosure of specific items.

Art. X Sec. 10
The law requires that written disclosure be made part of and set forth in the minutes of the Board. Once made, no further disclosures with respect to additional contracts with the same party during the remainder of the fiscal year need be made.

Article XI - Indemnification of Corporate Agents and Insurance

Art. XI Sec. 1
FLACS may, to the fullest extent now or hereafter permitted by and in accordance with standards and procedures provided by Sections 721 through 726 of the Not-for-Profit Corporation Law and any amendments thereto, indemnify Trustees, Officers, and agents of FLACS against judgments, fines, amounts paid in settlement and reasonable expenses, including attorney's fees.

Art. XI Sec. 1a
In accordance with Section 726 of the Not-for-Profit Corporation Law, FLACS shall prescribe and maintain insurance to indemnify Trustees and officers of FLACS, on any terms and conditions set forth in a resolution of the Board.

Article XII - Self-Dealing Transactions

Art. XII Sec. 1
Neither FLACS nor the Board shall engage in any self-dealing transactions, except as approved by the Board. "Self-Dealing transaction" is a transaction to which FLACS is a party and in which one or more of the Trustees have material financial interest (''Interest Trustee''). Notwithstanding, the following is not a self-dealing transaction, and is subject to the Board's general standard of care: A transaction that is part of a public or charitable program of FLACS, if the transaction (a) is approved or authorized by the Board in good faith and determined by the Board to be in the best interest of FLACS and without unjustified favoritism, and (b) results in a benefit to one or more Trustees or their families because they are in a class of persons intended to be benefited by the program.

Article XIII - Parliamentary Authority

Art. XIII Sec. 1
Whenever any provision of these bylaws is in conflict with the provisions of the charter, the provisions of the charter shall control.

Art. XIII Sec. 2
The rules contained in the most current edition of Robert's Rules of Order, shall govern FLACS in any parliamentary question in which they are applicable and are not consistent with the charter, these bylaws and any special rules of order FLACS may adopt.

Article XIV - Amendment of Bylaws

Art. XIV Sec. 1
These bylaws may be amended at any FLACS regular meeting by a majority vote of those present, provided the amendment is submitted in writing at the previous regular meeting, and that no bylaws provision by which more than a majority vote shall be required for any specified action by the Trustees shall be amended, suspended or repealed by a smaller vote than that required for action thereunder, and further provided that such material changes must be approved by the SUNY Trustees or their designee.

Response 14f - Code of Ethics

The Board of Trustees recognizes that sound, ethical standards of conduct serve to increase the effectiveness of school board trustees and their staff as educational leaders in their community. Actions based on an ethical code of conduct promote public confidence and the attainment of school goals. The Board also recognizes its obligation under the General Municipal Law to adopt a code of ethics consistent with the provisions of the General Municipal Law, setting forth the standards of conduct required of all school trustees, officers and employees.

Therefore, every officer and employee of the school, whether paid or unpaid, including Board Trustees, shall adhere to the following code of conduct:

1. Gifts: An officer or employee shall not directly or indirectly solicit any gifts; nor shall an officer or employee accept or receive any single gift having a value of $75 or more, or gifts from the same source having a cumulative value of $75 or more over a twelve-month period, whether in the form of money, services, loan, travel, entertainment, hospitality, thing or promise, or any other form, if it could reasonably be inferred that the gift was intended to influence him or her in the performance of his or her official duties or was intended as a reward for any official action on his or her part.

However, the Board welcomes and encourages the writing of letters or notes expressing gratitude or appreciation to staff members. Gifts from children that are principally sentimental in nature and of insignificant financial value may be accepted in the spirit in which they are given.

2. Confidential information: An officer or employee shall not disclose confidential information acquired by him or her in the course of his or her official duties or use such information to further his or her own personal interest. In addition, he/she shall not disclose information regarding any matters discussed in an executive session of the Board, whether such information is deemed confidential or not.

3. Representation before the Board: An officer or employee shall not receive or enter into any agreement, express or implied, for compensation for services to be rendered in relation to any matter before the school board.

4. Representation before the Board for a contingent fee: An officer or employee shall not receive or enter into any agreement, express or implied, for compensation for services to be rendered in relation to any matter before the school board, whereby the compensation is to be dependent or contingent upon any action by the school with respect to such matter, provided that this paragraph shall not prohibit the fixing at any time of fees based upon the reasonable value of the services rendered.

5. Disclosure of interest in matters before the Board: A member of the Board of Trustees and any officer or employee of the school, whether paid or unpaid, who participates in the discussion or gives official opinion to the Board on any matter before the Board shall publicly disclose on the official record the nature and extent of any direct or indirect financial or other private interest he or she has in such matter. The term “interest” means a pecuniary or material benefit accruing to an officer or employee.

6. Investments in conflict with official duties: An officer or employee shall not invest or hold any investment directly in any financial, business, commercial or other private transaction that creates a conflict with his or her official duties.

7. Private employment: An officer or employee shall not engage in, solicit, negotiate for or promise to accept private employment when that employment or service creates a conflict with or impairs the proper discharge of his or her official duties.

8. Future employment: An officer or employee shall not, after the termination of service or employment with the Board, appear before the Board or any panel or committee of the Board, in relation to any case, proceeding, or application in which he or she personally participated during the period of his or her service or employment or that was under his or her active consideration. This shall not bar or prevent the timely filing by a present or former officer or employee of any claim, account, demand or suit against the district on his or her own behalf or on behalf of any member of his or her family arising out of any personal injury or property damage or for any lawful benefit authorized or permitted by law.

Distribution of Code of Ethics

The Chief Executive Officer shall cause a copy of this Code of Ethics to be distributed annually to every officer and employee of the school. Each officer and employee elected or appointed thereafter shall be furnished a copy before entering upon the duties of his or her office or employment.

Penalties

In addition to any penalty contained in any other provision of law, any person who shall knowingly and intentionally violate any of the provisions of the Board's code of ethics may be fined, suspended or removed from office or employment, as the case may be, in the manner provided by law.

Response 14g - Complaint Policy

Any parent/guardian wishing to formally grieve/complain about a procedure, action, or directive of a FLACS employee should follow the FLACS Grievance Procedure below:

Step 1: Have a conversation with the employee regarding the concern. If unsatisfied with the employee's determination or response, then;

Step 2: Notify the Principal within (5) days after meeting with the employee or soon after the occurrence. If unsatisfied with Principal or Principal Designee's determination or response, then;

Step 3: Notify the Chief Executive Officer. If unsatisfied with Chief Executive Officer's determination or response, then;

Step 4: File a formal complaint with the FLACS Board of Trustees in writing. In such instances, the Board Grievance Committee will be the investigators and final arbitrators of the complaint. You may submit a letter or fill out the Grievance/Complaint form available to you from the school's main office. It should be mailed to:

FLACS Board of Trustees
Grievance Committee
14 West 170th Street
Bronx, NY 10452

If unsatisfied with the Board of Trustees' determination or response, then;

Step 5: File a formal complaint with our school Authorizer, the SUNY Charter School Institute, in writing, detailing the complaint and including copies of the letters or statements between you and the FLACS Board of Trustees Grievance Committee. This can be completed electronically or through the mail. The website and mailing address appear below:

http://www.newyorkcharters.org/contact/formal-complaint-form/
OR
Charter Schools Institute
353 Broadway
Albany, NY 12246

Response 14h - Board Member Resumes

Attached are resumes for the current FLACS, and proposed FLACS IV, board of trustees.

Miguel Pena
[redacted]

SUMMARY OF QUALIFICATIONS

* 20 years experience in the customer service field.
*Excellent reputation with customer as a competent, knowledgeable and helpful professional.
*Enjoy my work and consistently greet customers with a smile.
*Honest, reliable, and productive.
***Speaks Spanish fluently**.

RELEVANT SKILLS AND EXPERIENCE

CUSTOMER SERVICE

.Developed a reputation for excellent customer service by:
-Acknowledging the customer's presence and making eye contact.
-Greeting customers in a friendly manner, living them full attention.
-Taking time to answer questions or finding someone else who could.
- Helped increase sales in the higher profit margin as well as customer satisfaction.

SUPERVISION

. As a team leader, supervised new employees to assure customer satisfaction.
. Also I was in charge of training new employees.

ADMINISTRATIVE

. I balanced cash drawer with consistently high level of accuracy.
. As Office Cashier for two years:
-I accurately balanced books and balanced deposits.
-Answered phones -prepared daily sales report -made deposits

EMPLOYNMENT HISTORY

[redacted]

Susana Rivera Leon

[redacted]

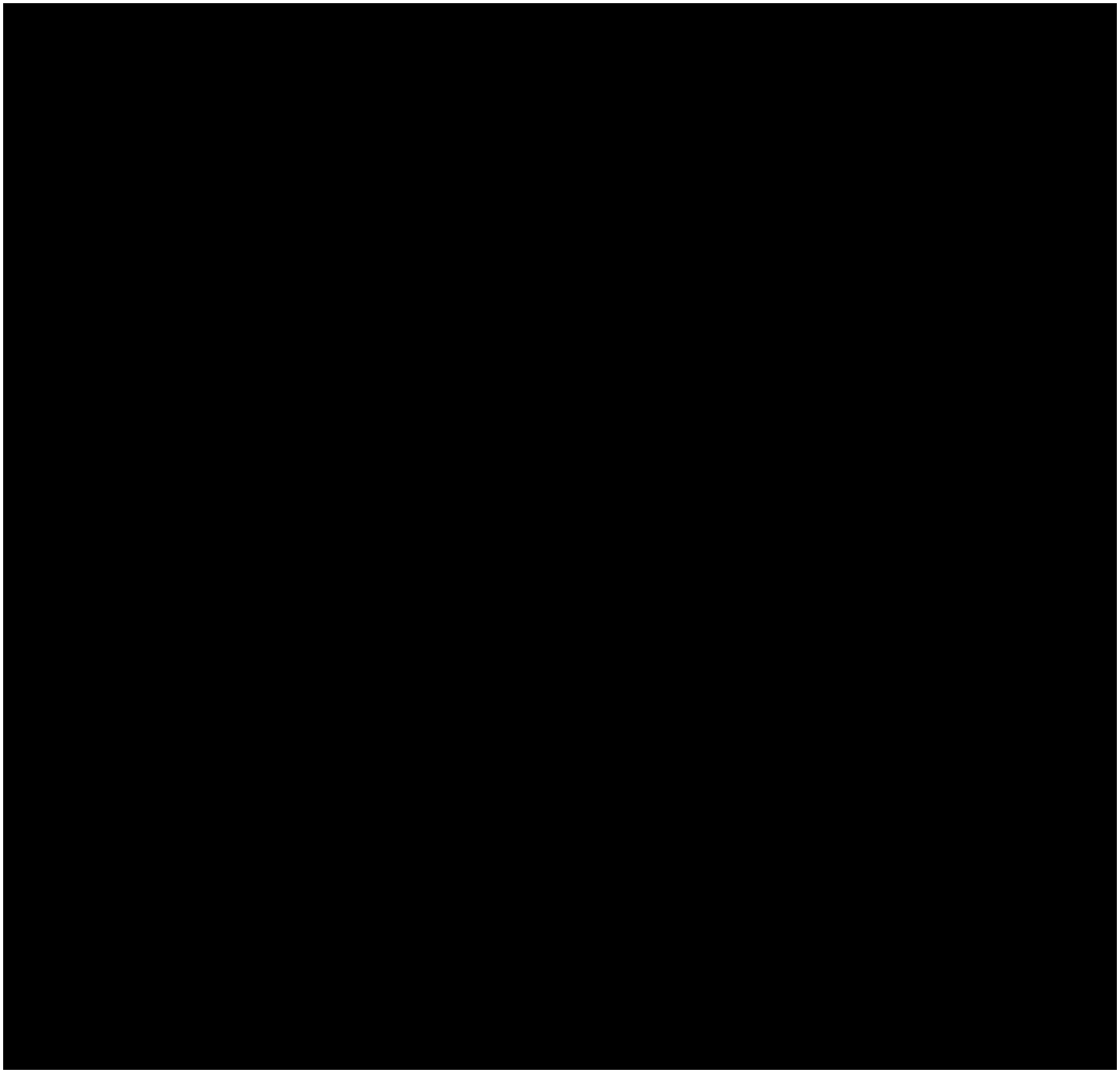
Email: [redacted]

Objective: To obtain employment that will utilize my leadership and management skills

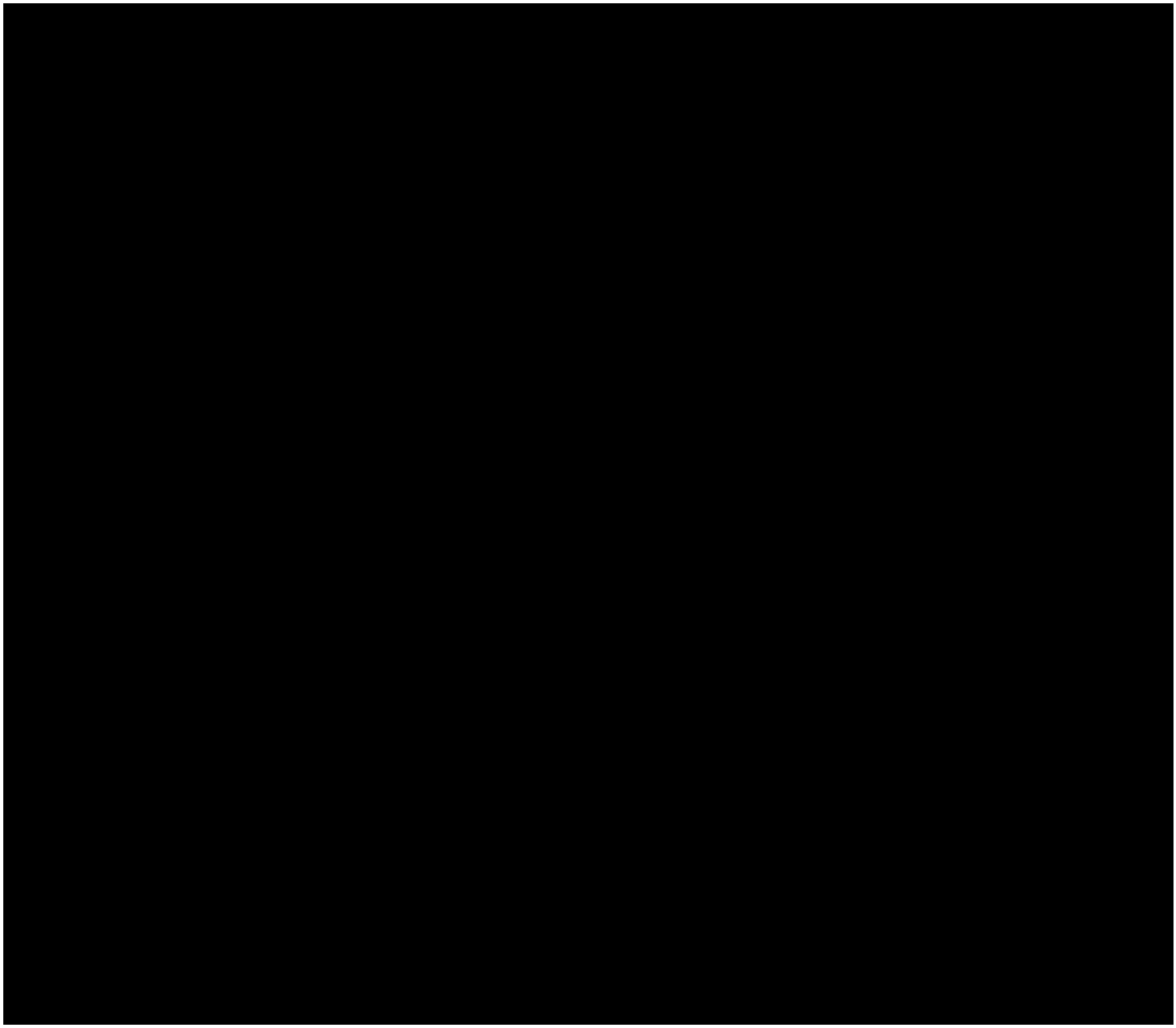
Experience:

[redacted]

Susana Rivera Leon



Susana Rivera Leon



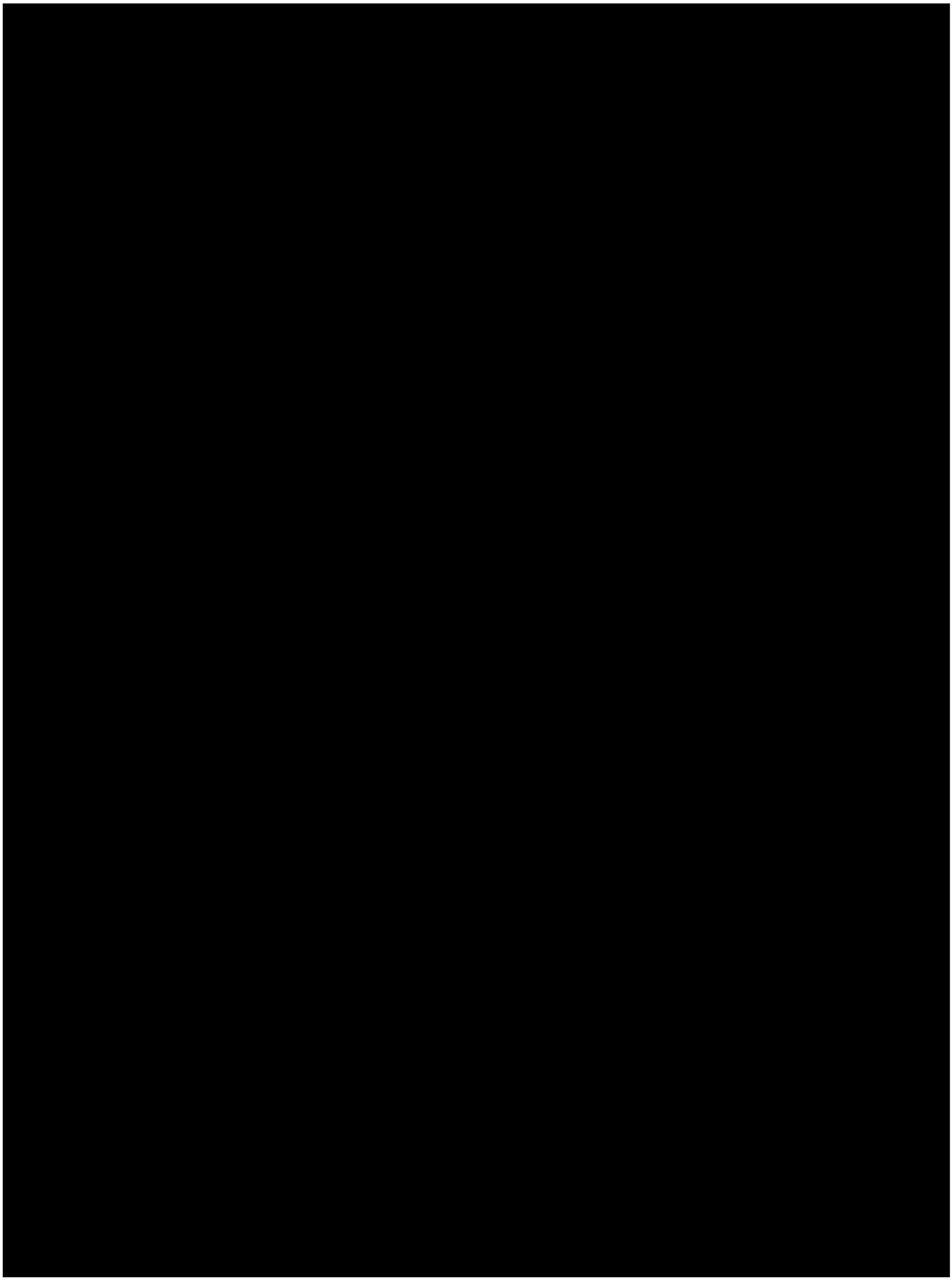
References upon request

HILDA I. SANCHEZ

[redacted]

PROFESSIONAL HISTORY

[redacted]



EDUCATION

Hunter College
New York, New York
Certificate in Administration and Supervision, 1993

Hunter College
New York, New York
MA, Teaching English as a Second Language, 1982

Middlebury College
Middlebury, Vermont
MA, Spanish, 1978

University of Wisconsin
Madison, Wisconsin
BA (Graduated with Distinction), 1970

LICENSES/CERTIFICATES

Certified as AVID (Advancement Via Individual Determination) Coach - 2006
New York State Certificate - School Administrator and Supervisor; School District Administrator
New York City Board of Education Licenses:

- Educational Administrator Levels 1 and 2 in Funded Programs Management
- Educational Administrator Levels 3 and 4 in Funded Programs Management
- Bilingual Common Branches Teacher

Pedro Alvarez

[redacted]

Employment History

[redacted]

[redacted]

[redacted]

Education

06/97 to 06/99 **Monroe College** , Bronx NY BA Accounting
09/96 to 01/98 **Fordham University**, Bronx NY 56 Credit in Public Accounting
01/94 to 06/96 **Monroe College**, Bronx NY Associated Degree in Business Administration
05/92 to 12/93 **SCS Business Institute**, New York NY, ESL and Computer Operator
01/86 to 06/89 **Instituto Tecnologico Santo Dimingo; Intec**, Santo Domingo RD BA
09/77 to 09/85 **Politecnico Las Caobas**, Commercial High School, Santo Domingo RD

FLORENCE G. WOLPOFF

[redacted]

Post Retirement Consultant Experience

[redacted]

[redacted]

MA, Administration and Supervision, Manhattan College 1985
BA, Hunter College, Sociology - Major, Elementary Education - Minor 1961
State Education Department Summer Institutes Summer 2001, 2002
State/City Standards, Lenses of Supervision, Commissioner's Regulations

Professional Development Center, District 10 Summer 2002
Principals' Institute, Fordham University Summer 1999, 2000, 2001
Writing Institute, Teachers' College, Columbia University Summer 1998
Harvard Principal's Center, selected Lectures Summer 1996, 1997, 1998
Conferencing workshop with Carl Anderson, Columbia Teacher's College 2002-2003

Board of Education Administrative Licenses
Education Administrator – Senior Pupil Personnel Supportive Service Instruction Specialist March 1997
Education Administrator – Senior Curriculum Development and Coordination Instruction Specialist March 1997
Principal, Day Elementary School January 1993
Principal, Day Junior High School January 1993
Assistant Principal, Supervision – Social Studies in Day High Schools September 1991
Assistant Principal – Elementary, Intermediate and Junior High Schools March 1986

Family Life Academy Charter School – II
School Board - Member/Secretary Spring 2011 – 2014

Family Life Academy Charter School Network
School Board - Member/Accountability Committee Spring 2014 – Present

Organizational Experience
Women's League for Conservative Judaism VP, Membership, Metro-North Region 6/08 – Present
Women's League for Conservative Judaism Member, International Board 11/08 – Present
NGO representative to the United Nations 7/14-Present
Conservative Synagogue Adath Israel of Riverdale Member, Board of Trustees 6/90 – Present
Member, Ritual Committee 6/85 – Present
President, Sisterhood 7/88 - 6/90, 6/04 – 6/08
Member, Education Committee 6/70 - 6/80

Salanter Akiba Riverdale Academy Member, School Board 9/80 - 6/83

References on Request

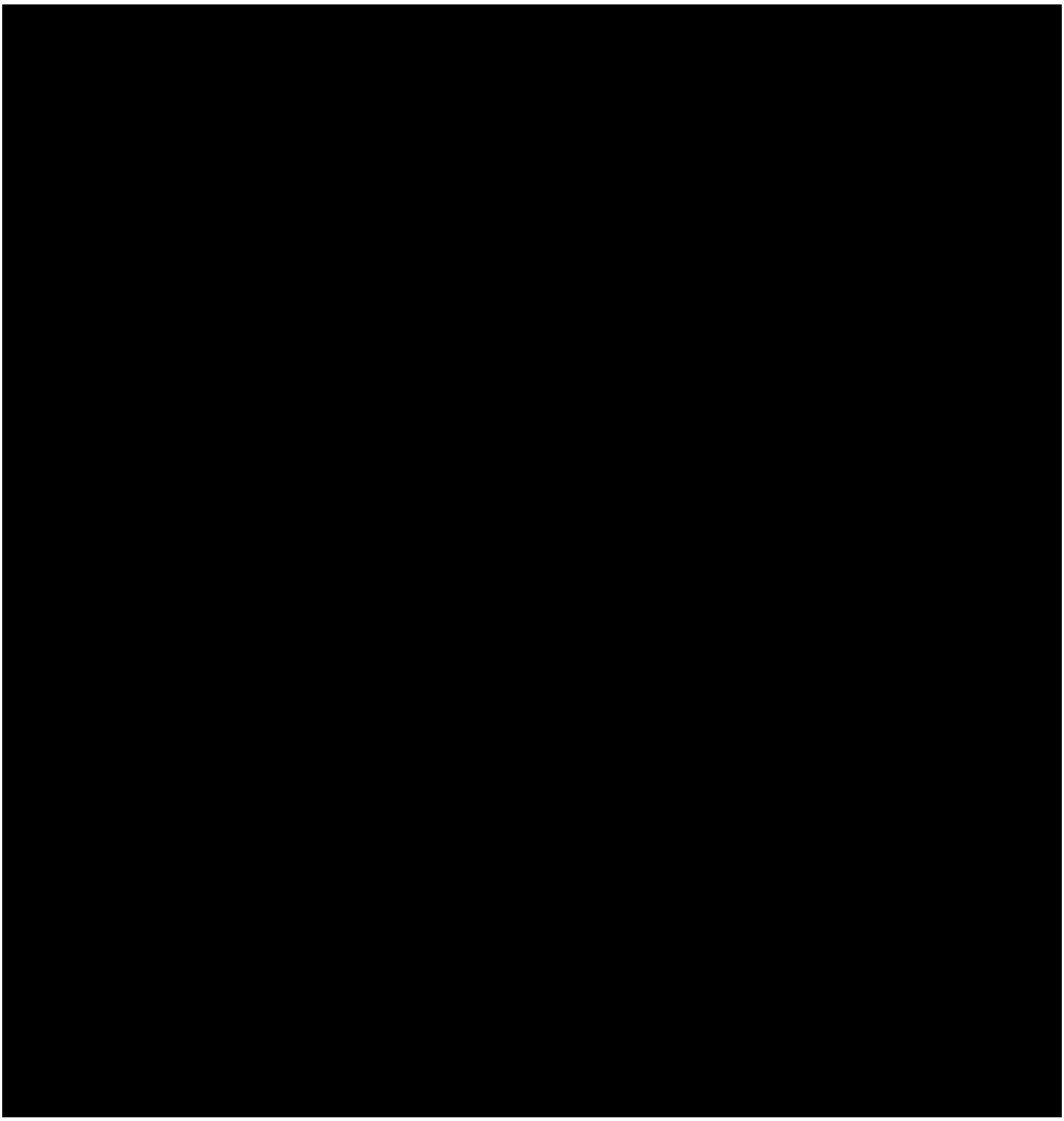
BRYAN RIVERA

[redacted]

Management Professional

Dynamic leader with over 25 years of progressively responsible management experience. Able to define, communicate and fulfill the project's goals and break complex issues into manageable parts. In depth knowledge of crisis prevention and crisis control. Proven ability to run successful operations based on external audits, performance reports, and satisfaction surveys. Strong track record of increasing enrollment, generating revenues, and implementing cost saving measures. Deeply committed to team building, staff development and personnel training.

[redacted]



Education

Siena College
Fordham Preparatory School

Computer Literacy

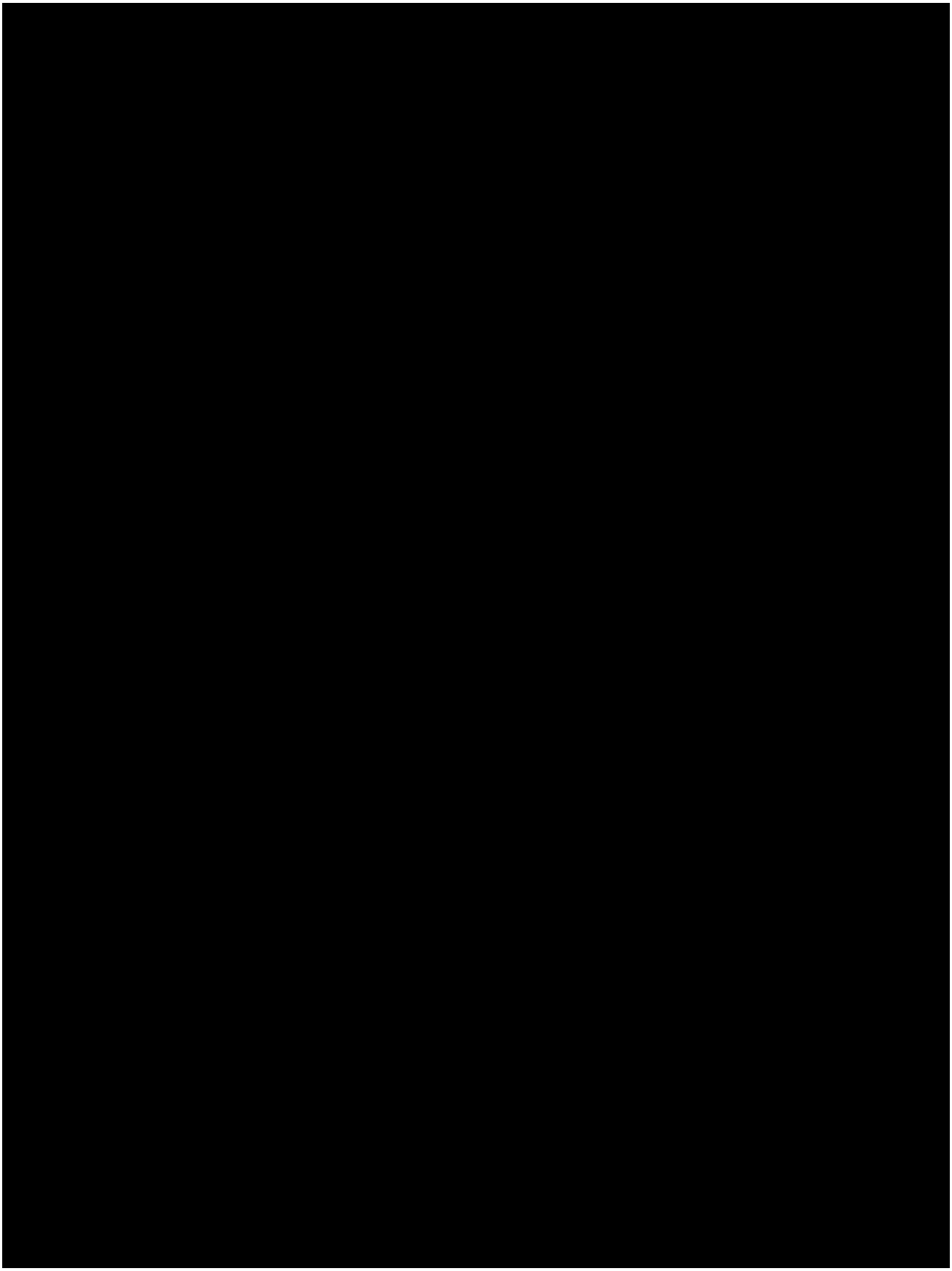
Advanced proficiency in: Microsoft Word, Excel, PowerPoint, Windows OS, Siebel CRM, Oracle, Dundas, eSAAM

MINISTER DR. JANET M. LERNER, PhD, LCSW-R
Social Work Certification #048038-R

[redacted]

EDUCATION:
Brookdale Post Doctoral Fellow,
Columbia University School of Social Work, 1988-1989. Study of dementia-related disorders as they affect minority caregivers. **Doctorate, Social Work, Columbia University School of Social Work,** 1983-1988. Concentration: Research. Field of Practice: Chemical Dependency. Social Science: Personality Theory. Dissertation Topic: Study of the impact of an extended summer orientation program on the persistence of academically disadvantaged college students.
Masters of Arts, Ohio State University Office of Graduate Studies: One-Of-A-Kind Program, 1981-1983. Interdisciplinary Research Masters: Counseling, Anthropology and Performing Arts. Thesis: Structured Improvisation Counseling: A Study of the Use of Ritual and Drama In Homogeneous and Multicultural Settings.
Bachelor of Science in Social Work, Ohio State University College of Social Work, 1960-1962;1971-1973.

[redacted]



SELECT AWARDS AND RECOGNITION:

2017 Certificate of Honor & Appreciation, Women Ministries, Assemblies of God Liberia, Inc.

2016 Majestic Senior, Shining Star Award, Bethel Gospel Assembly

2000 Bronx Woman of the Week

2003 Nominated for Woman of the Year, Human Services

1988 Doctoral Graduate with Distinction, Columbia University School of Social Work.

1984 National Institute of Mental Health Practice-Research Fellowship Recipient.

1983-1985 Graduate Assistant, Ohio State University

1976 Council of International Programs, Exchange Professional to France.

1973 Social Worker Student Award, BSSW, Ohio State

University

SELECT ORGANIZATIONAL AFFILIATIONS:

2002- Northeast Addiction Technology Transfer Center Network, Steering Committee representative from Columbia University Clinical Trials Network
2000- Columbia University Psychiatric Institute, Clinical Trials Network, Long Island Node, Executive Committee
1999- American Counseling Association
1998- Teen Challenge, Brooklyn. Board Member.
1993-1998 Agenda For Children Tomorrow Collaborative: Member, Management Team, Chair, Public Health Task Force
1991-1998 Bronx Perinatal Consortium: Board Member
1992- American Association of Christian Counselors, Charter Member
1992- North American Christians in Social Work
1990-1998 American Public Health Association
1973- National Association of Social Workers
1998- Family Life Academy Charter School. Board Member

BOOKS AND ARTICLES WRITTEN:

Men are Parents, Too, Williams, D. & Lerner, J. 2001
Restoring Families, Overcoming Abusive Relationships through Christ, Lerner, J. Turning Point Ministry Press (LivingFree.org), 2001
He Is The Way, Lerner, J., 2006
Practical Skills for Christian Living. Lerner, J. 2010
Values Conflict Resolution, Lerner, J., 2008.
The Lord Said, Be Available, Lerner, J., Page Publication, 2017.
Restoring the Soul, Overcoming Sexual Abuse, Lerner, J. Page Publishing, 2018.

Published articles or chapters in books:

NIDA Notes, USDHHS, 2000
SAMHSA Lessons Learned in Treatment Women and Children, USDHHS, 2001
The Ohio State University Press, "Structured Improvisation Counseling: A Study of the Use of Ritual and Drama In Homogeneous and Multicultural Settings", Lerner, J., In Doctoral Graduate Presentations Conference Publication, 1985
Families of Black and Hispanic Dementia Patients: Their Use of Formal and Informal Support Services, Final Report to the AARP-Andrus Foundation, 1989.
Social Work in the Treatment of Addiction, in Social Workers, Finding Real Solutions for Real Problems, Edited by the Helen Rehr Center for Social Work Practice, 2015.

Selected Presentations:

SAMHSA, Panel Moderator, San Diego, CA., 1994
SAMHSA Conference to determine grantees for SAMHSA grants.
LivingFree.org (Turning Point Publishing) 2015
NACSW Kansas; AACC, Tennessee; presentations in NYC Churches
International Seminars in Nicaragua (5 times), Dominican Republic, Norway, Jamaica (4 times), Liberia (6 times), Guyana, Germany

Marvin Dutton

[redacted]

Helping individuals and business owners take action concerning a wide range of financial planning decisions.

Certificates & Licenses
Registered representative of HTK Association of Securities Dealer
Series 6-General Securities Representative
Series 63 - Uniform Securities Agent
LUTCF License for Life and Health Insurance for the states of CT, NJ, NY, PA, RI & IL.

Education

Bachelor’s Degree in Business Management — Binghamton University - Binghamton NY.

Raymond Rivera

[redacted]

[redacted]

Educational Experience

- Diploma of Theology Ark Evangelical Bible Institute
  525 Marcy Avenue, Brooklyn, NY

- Master of Theology (TH.M.), Logos College- Graduate School
  Dallas, Texas Major Urban Problems

- Doctor of Divinity (D.D.), Latin American Bible College and Seminary
  La Puente, California

Language Proficiency

Speak, read and write Spanish fluently

References Available Upon Request

Summary Resume of

KEVIN L. KEARNS

[redacted]

PROFESSIONAL EXPERIENCE

[redacted]

EDUCATION

UNIVERSITY OF PENNSYLVANIA/WHARTON SCHOOL 1988
MBA, with distinction, concentration in Finance
MA in International Studies
Fellow of the Lauder Institute of International Management

YALE UNIVERSITY 1983
BA in Economics, awarded *summa cum laude*, distinction in major

BOARD EXPERIENCE

FAMILY LIFE ACADEMY CHARTER SCHOOLS
Member of Board, 2011 to present
Vice Chairman, 2014-15

BRONX ACADEMY OF PROMISE CHARTER SCHOOL
Treasurer, Member of Board
2013 to present

Wanda Torres-Mercado

[redacted]

SUMMARY

- A seasoned nonprofit professional with twenty –five years of progressive experience in program development and implementation, data analysis and evaluation, community collaboration, talent management, and fiscal administration.
- High performing human services leader with expertise in building and optimizing organizational processes, project management, and leveraging resources to maximize results.
- Skilled strategist and innovative thinker with a track record of translating strategic plans into action plans.

AREAS OF EXPERTISE

- Strategic Planning and Leadership
- Project Management
- Multi-Site Operations
- Data Driven Decision Making
- Performance Management
- Grant Making Processes
- Contract Compliance
- Community Conversations
- Financial Plan Development and Fiscal Management
- Continuous Improvement of Operational Processes
- Negotiation, Persuasion, and Effective Communication
- Board Management
- Community Schools
- Collective Impact

PROFESIONAL EXPERIENCE

[redacted]

EDUCATION

Union College, Schenectady, NY ~ Bachelor of Arts, Sociology	1984
Institute for Nonprofit Management, Columbia Graduate School of Business	1996
DOE Child Abuse and Neglect course	

Affiliations: NYS Community Schools Network, Steering Committee Member
Family Life Academy Charter School: Board of Directors, Vice Chair (2012- 16); Member (2016– present)
Mayor's Task Force on Truancy and Chronic Absenteeism, Member (2012-2014)
Bronx Spanish Evangelical Church: Board of Trustees Vice-Pres. (Jan 2014); Pres. (2006–11); Director of Christian Education Dept. (2007–11)

Languages: Fluent in Spanish/English - written and verbal

Clearance: Fingerprinted by: NYC Department of Education, State Central Registry Clearance

Computer Skills: Microsoft Office Suite, Department of Education ATS system, Efforts to Outcomes (ETO) reporting software

References furnished upon request

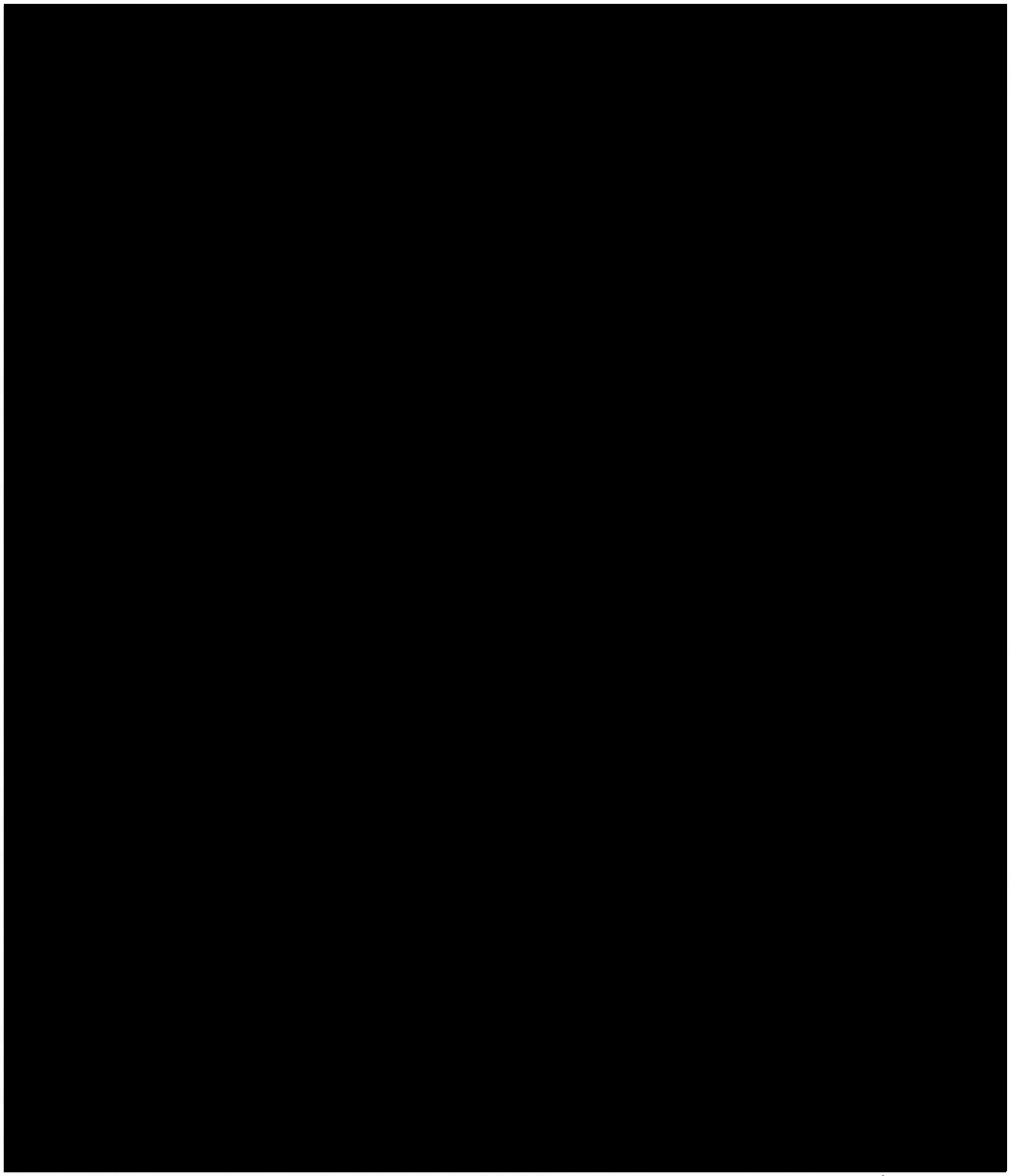
JOSEPH H. HOLLAND

PROFILE

Real estate professional possessing a broad range of experiences over thirty-five years as a developer, attorney, and government official at state-level executive and legislative branches.

EXPERIENCE

[redacted]



EDUCATION

CORNELL UNIVERSITY, ITHACA, NY – B.A., 1978

CORNELL UNIVERSITY, ITHACA, NY – M.A., 1979

HARVARD LAW SCHOOL, CAMBRIDGE, MA – J.D., 1982

Kelly Nuñez

[redacted]

Highly enthusiastic and effective office support professional with expansive experience in general office management, reception handling and appointment scheduling. Driven professional who is able to use sound judgment and manage priorities.

Skills

Office Management	Microsoft Office	Logistic Planning
Meetings Management	Outlook	Bilingual (English/ Spanish)
Correspondence Mgmt	Multi- Tasking	Event Planning

Professional Experience

[redacted]

Education

William Howard Taft High School — Bronx, NY
Academy of Health: Students interested in careers in the healthcare field
Maternity Ward @ Bronx Lebanon Hospital assignment

Rafael McDonald

[redacted]

PROFILE:

- Tri-Lingual, English, French and Spanish.
- Thoroughly trained in all phases of full service, casual dining.
- Highly professional with strong leadership managerial and motivational skills with the goal to create an excellent work place for employees and a positive guest experience.
- Able to analyze and evaluate results, set and exceed objectives.
- Successful in New store openings of high volume restaurant.
- Serv Safe Certified, TIPS Certified.
- Go-to person for updating, and repairing POS system.
- Highly proficient with, OPEN Table, ALOHA systems, Microsoft Word, Excel, Outlook, Power Point,

WORK EXPERIENCE:

[redacted]

EDUCATION

2005 B.A in Criminal Justice

- John Jay College of Criminal Justice - New York, NY

Health Certificate in Food and Mental hygiene New York, NY

John Jay of Criminal Justice - New York, NY

- Certificate of Mediation in Counseling

Jorge Torres

[redacted]

Education

Temple University, *Philadelphia PA.*
BA. Cultural Anthropology and Latin American Studies — GPA 3.1 — *2004- 2009*

Work History

[redacted]

Skills

- Familiar with the use of web-based legal and investigative programs/applications
- Experience with surveillance, observation and use of Surveillance equipment
- Insurance and criminal investigation experience
- Well versed in Microsoft programs including excel, word, outlook and power point
- Completely Fluent in Spanish and English with translation and transcription training
- Strong verbal communication and public speaking skills
- Great Research and writing skills with extensive thesis research experience
- Work well alone and have excellent team building and conflict resolution abilities
- Strong organizational, analytical, critical thinking skills
- Great problem solver and with excellent situational awareness
- Leadership Training and management experience

Activities

- Volunteer Fire Fighter, West Albany Fire District
- President of Lambda Theta Phi Latin Fraternity, Incorporated Alpha Rho Chapter
- Vice President of the Latino Student Association of Temple University
- Rainbow/ Push Wall Street Coalition Conference
- Small business owner
- 2008 Graduate of the LeaderShape Institution
- Collegiate lecturer

Marina Salazar

A highly skilled and organized individual with 20+ years of experience preparing a variety of dishes and maintaining cleanliness standards for my clients.

Work Experience

Education

American LLC — 2002 - 2003
Certificate in English

Skills

Housekeeping
Expertise with cleaning supplies
Customer services skills
English and Spanish speaking
Attention to Detail
Cleanliness kitchen sanitary
Creativity with baking
Culinary experience

Francisco Lugoviña

Francisco Lugoviña has been committed to the Charter School movement for the past decade as founding member of the Board of Trustees of Family Life Academy Charter School and the John Lavelle Preparatory Academy Charter School. He has served as chairperson for both institutions and is credited with being a visionary and developer of these successful schools. Mr. Lugoviña has guided the development of other charter schools, assisting in Board development, fundraising, and initiating state of the art greening and nutrition programs.

He revitalized the Bronx Museum of the Arts and served on that board for 20 years. He served on the Executive Committee of the Phelps-Stokes Fund Board for 15 years; was on the Business Development Committee of the National Hispanic Business Group; and is a Board member of the Greyston Foundation, where he sits on the Housing Development Committee and is Chairman of the Spiritual Pathways Committee.

Mr. Lugoviña received New York City's highest Mayoral award for arts contribution and an award from the Jewish Community Relations Council.

He is an ordained Buddhist priest in the Soto Zen lineage; is a member of the Zen Peacemaker Circles and Peacemaker International; and is the founder of the Hudson River Peacemaker Center-House of One People in Yonkers, New York.

Mr. Lugoviña holds a Bachelor's Degree in Business Administration and Finance from Iona College. He is an avid gardener and is also certified by the Bronx Botanical Gardens as Master Composter. Mr. Lugoviña continues to play golf and racquetball. He is also one that has a lot of fun and laughs a lot.

Response 15a - Relationship Strategies

Family Life Academy Charter School (FLACS) IV is committed to establishing and maintaining an ongoing relationship with the local school district.

The founding team has already reached out to the district office about its intent to replicate and to discuss future partnerships with the district. Specifically, Marilyn Calo reached out to Dr. Kristy De La Cruz, Deputy Superintendent of CSD 9 on December 14, 2018. (A summary of the conversation is included in *Response 04d - Evidence of Outreach).* If approved, the team will reach out to the both the district office again and to individual principals in the district stating when the school will open and disclosing an intent to build partnerships with the school district and schools therein.

In the past, the FLACS network has been involved is other efforts to build relationships with schools in its local school districts. These efforts have included inviting local public school staff to visit the schools and to be part of roundtable discussions. FLACS I was part of a Dissemination Grant in which a coach from FLACS I helped support teachers at one of the local public middle schools in the district over a three year period. FLACS schools have served as a site where local public high school students can complete community service hours. At FLACS III, students from a public high school on the same block volunteer in the school once a week.

The FLACS network recognizes it must continue to seek opportunities to foster district and school partnerships across the local school districts. As a means to create partnerships with other schools in South Bronx, FLACS IV, along with its sister schools, is proposing holding workshops and professional development sessions that would be open to teachers and administrators from educators from any school in CSD 7 and 9. These workshops would be held in FLACS facilities and provided by FLACS staff members. These might happen after school or on the weekends. FLACS would seek funding to help support this initiative to cover the cost of staffing and materials (books, photocopies, refreshments, etc.); otherwise the school would build this cost into its professional development budget. Currently, FLACS is planning to open up the workshops that it offers as the lead school in the New York City English Language Learner consortium to leadership staff that works with ELLs in CSD 7 and 9.

FLACS IV would also consider offering to share the curriculum resources that it has developed with other schools in the South Bronx and/or support local schools in strengthening their curriculum.

At times, the FLACS network has founding it challenging to engage members of the local school district. When inviting local public schools into FLACS schools, the network has received little interest in the past. The network believes that this may stem from an incorrect sense that charter schools and traditional public schools are at odds or from fear over competition for staffing and other resources. FLACS will be cognizant of these concerns as it works to build true partnerships with the district in the future.

Response 15b - School Partnerships

Response 01b - Programmatic Impact lists all of the public schools in CSD 9. Of these, the schools that FLACS IV would specifically try to engage in school partnerships are included in Table 15-1.

Request for Information from
Prospective Charter School Education Corporation Trustee
FORM

Please provide the following information.

Background

1. Name of charter school education corporation for which you intend to serve as a trustee.

2. Full name: Marina Salazar [redacted]
   Home Address: [redacted]
   Business Name and Address:
   Home telephone No.: [redacted] Prefered Contact number
   Work telephone No:.
   E-mail address: [redacted]

3. A brief educational and employment history (you may attach a resume):
   ☒ Resume attached.

4. Please affirm that you will be at least 18 years old by the date of appointment to the education corporation's board. ☒ I affirm.

5. Please indicate whether you currently or have previously served on a board of a school district, another charter school education corporation, a non-public school or any not-for-profit corporation (to the extent not otherwise indicated in your response to Item 3, above).
   ☒ Does not apply to me. ☐ Yes, .

6. Please indicate if you have ever been convicted of a misdemeanor related to honesty or trustworthiness, or a felony. If the answer to this question is yes, please provide details of the offense, the date, disposition, etc. ☒ Does not apply to me. ☐ Yes, .

7. Please indicate if you have ever entered into a settlement agreement, consent decree, adjournment in contemplation of dismissal, assurance of discontinuance or other, similar agreement with the Securities Exchange Commission, Internal Revenue Service, the U.S. attorney general or the attorney general of any state, a U.S. or district attorney or any other law enforcement or regulatory body concerning the discharge of your duties as a board member of a for-profit or not-for profit entity or as an executive of such entity. If the answer to this question is yes, please provide details of the agreement.
   ☒ Does not apply to me. ☐ Yes, .

Conflicts

8. Please indicate whether you or your spouse knows any of the other charter school education corporation trustees, or prospective or former trustees. If so, please indicate the precise nature of your relationship. ☒ I / we do not know any such trustees. ☐ Yes, .

9. Please indicate whether you or your spouse knows any person who is, or has been in the last two years, an employee of the education corporation. If so, indicate the precise nature of your relationship.
   ☒ I / we do not know any such employees. ☐ Yes, .

10. Please indicate whether you or your spouse knows anyone who is doing, or plans to do, business with the education corporation or any of the schools it has the authority to operate (whether as an individual or as a director, officer, employee or agent of an entity). If so, indicate and describe the precise nature of your relationship and the nature of the business that such person or entity is transacting or will be transacting with the education corporation. ☒ I / we do not know any such persons. ☐ Yes, .

11. Please indicate if you, your spouse or other immediate family members anticipate conducting, or are conducting, any business with the education corporation or any school it has the authority to operate. If so, please indicate the precise nature of the business that is being or will be conducted. ☒ I / we do not anticipate conducting any such business. ☐ Yes, .

12. If the education corporation or any of the schools it has the authority to operate contracts with an educational service provider (a management company, whether for-profit or not-for-profit), please indicate whether you or your spouse know any employees, officers, owners, directors or agents of that provider. If the answer is in the affirmative, please describe any such relationship.
   ☒ Not applicable because the education corporation does not contact with a management company or charter management organization.
   ☐ I / we do not know any such persons.
   ☐ Yes, .

13. If the education corporation or any of the schools it has the authority to operate contracts with an educational service provider, please indicate whether you, your spouse or other immediate family members have a direct or indirect ownership, employment, contractual or management interest in the provider. For any interest indicated, please provide a detailed description. ☒ N/A. ☐ I / we have no such interest. ☐ Yes, .

14. If the education corporation or any of the schools it has the authority to operate is partnered with an educational service provider, please indicate if you, your spouse or other immediate family member anticipate conducting, or are conducting, any business with the provider. If so, please indicate the precise nature of the business that is being or will be conducted. ☒ N/A. ☐ I / we or my family do not anticipate conducting any such business. ☐ Yes, .

15. Please indicate whether you, your spouse or other immediate family members are a director, officer, employee, partner or member of, or are otherwise associated with, any organization which filed an application in conjunction with the education corporation or any of the schools it has the authority to operate, i.e., is partnered with the education corporation. (For the identity of all such organizations, please consult with the chair of the board.) To the extent you have provided this information in response to prior items, you may so indicate. ☒ Does not apply to me, my spouse or family. ☐ Yes, .

16. Please indicate any potential ethical or legal conflicts of interests that would, or are likely to, exist should you be approved for service on the education corporation board. Please note that being a parent of a school student, serving on another charter school's board or being employed by the school are conflicts that should be disclosed, but do not make you automatically ineligible to serve as a trustee. ☒ None. ☐ Yes, .

17. Please indicate how you would handle a situation in which you believe one or more members of the education corporation's board are involved in self-dealing (working for their own benefit, or the benefit of their friends and family). Please note that simply confronting the involved trustee is not usually a sufficient answer. I would talk to the Member directly and then reach out to the board for a private meeting in regards to my concern so that if everything is in order and there was no self-dealing the person would be not be open to public questioning.

Other

18. Please affirm that you have read the education corporation's by-laws and conflict-of-interest policies (Code of Ethics). ☒ I affirm.

19. Please provide any other information that you feel pertinent to the SUNY Charter Schools Institute's review.

Certification

I, Marina Sabzer, certify to the best of my knowledge and ability that the information I am providing to the State University of New York/Charter Schools Institute in regards to my application to serve as a member of the board of trustees of the {insert name of education corporation} FCACS is true and correct in every respect.

Marina Sabzer
Signature

11/28/18
Date

Please submit this form with the RFI form to the Institute or via mail, facsimile or e-mail (in PDF with signature) to:

SUNY Charter Schools Institute
353 Broadway
Albany, New York 12246
(518) 445-4250 (phone)
(518) 320-1572 (fax)
[redacted]

Request for Information from
Prospective Charter School Education Corporation Trustee
FORM

Please provide the following information.

Background

1. Name of charter school education corporation for which you intend to serve as a trustee.
   Family Life Academy School
2. Full name: Rafael McDonald
   Home Address: [redacted]
   Business Name and Address:
   Home telephone No.: [redacted]
   Work telephone No:.
   E-mail address: [redacted]
3. A brief educational and employment history (you may attach a resume):
   ☑ Resume attached.
4. Please affirm that you will be at least 18 years old by the date of appointment to the education corporation's board. ☑ I affirm.
5. Please indicate whether you currently or have previously served on a board of a school district, another charter school education corporation, a non-public school or any not-for-profit corporation (to the extent not otherwise indicated in your response to Item 3, above).
   ☑ Does not apply to me. ☐ Yes, .
6. Please indicate if you have ever been convicted of a misdemeanor related to honesty or trustworthiness, or a felony. If the answer to this question is yes, please provide details of the offense, the date, disposition, etc. ☑ Does not apply to me. ☐ Yes, .
7. Please indicate if you have ever entered into a settlement agreement, consent decree, adjournment in contemplation of dismissal, assurance of discontinuance or other, similar agreement with the Securities Exchange Commission, Internal Revenue Service, the U.S. attorney general or the attorney general of any state, a U.S. or district attorney or any other law enforcement or regulatory body concerning the discharge of your duties as a board member of a for-profit or not-for profit entity or as an executive of such entity. If the answer to this question is yes, please provide details of the agreement.
   ☑ Does not apply to me. ☐ Yes, .

as a school trustee. After the Institute approves a trustee in writing, it will ask the education corporation for an updated list of trustees.

D. ***Responsible Tasks***

- Submit a signed copy of the resolution electing the prospective trustee or the signed minutes showing such election to the Institute together with a *Request for Information from Prospective Charter School Education Corporation Trustee* (RFI).
- After each prospective trustee reviews the by-laws, code of ethics and any conflict of interest policies of the education corporation, the board secretary or administrator should have each prospective trustee complete a RFI form, which the education corporation or proposed trustee must submit to the Institute.
- After approval by the Institute, the board secretary or other administrator should inform the new trustee of his or her official seating on the board. The trustee may now vote. The education corporation must send an updated board list to the Institute.
- As a reminder, the Education Corporation must notify the SUNY Trustees within five (5) business days of any of the following education corporation trustee actions: removal; resignation; expiration of term without re-election; or, otherwise leaving the education corporation board.

Conflicts

8. Please indicate whether you or your spouse knows any of the other charter school education corporation trustees, or prospective or former trustees. If so, please indicate the precise nature of your relationship. ☑ I / we do not know any such trustees. ☐ Yes, .

9. Please indicate whether you or your spouse knows any person who is, or has been in the last two years, an employee of the education corporation. If so, indicate the precise nature of your relationship.
☑ I / we do not know any such employees. ☐ Yes, .

10. Please indicate whether you or your spouse knows anyone who is doing, or plans to do, business with the education corporation or any of the schools it has the authority to operate (whether as an individual or as a director, officer, employee or agent of an entity). If so, indicate and describe the precise nature of your relationship and the nature of the business that such person or entity is transacting or will be transacting with the education corporation. ☑ I / we do not know any such persons. ☐ Yes, .

11. Please indicate if you, your spouse or other immediate family members anticipate conducting, or are conducting, any business with the education corporation or any school it has the authority to operate. If so, please indicate the precise nature of the business that is being or will be conducted. ☑ I / we do not anticipate conducting any such business. ☐ Yes, .

12. If the education corporation or any of the schools it has the authority to operate contracts with an educational service provider (a management company, whether for-profit or not-for-profit), please indicate whether you or your spouse know any employees, officers, owners, directors or agents of that provider. If the answer is in the affirmative, please describe any such relationship.
☑ Not applicable because the education corporation does not contact with a management company or charter management organization.
☐ I / we do not know any such persons.
☐ Yes, .

13. If the education corporation or any of the schools it has the authority to operate contracts with an educational service provider, please indicate whether you, your spouse or other immediate family members have a direct or indirect ownership, employment, contractual or management interest in the provider. For any interest indicated, please provide a detailed description. ☐ N/A. ☑ I / we have no such interest. ☐ Yes, .

14. If the education corporation or any of the schools it has the authority to operate is partnered with an educational service provider, please indicate if you, your spouse or other immediate family member anticipate conducting, or are conducting, any business with the provider. If so, please indicate the precise nature of the business that is being or will be conducted. ☐ N/A. ☑ I / we or my family do not anticipate conducting any such business. ☐ Yes, .

15. Please indicate whether you, your spouse or other immediate family members are a director, officer, employee, partner or member of, or are otherwise associated with, any organization which filed an application in conjunction with the education corporation or any of the schools it has the authority to operate, i.e., is partnered with the education corporation. (For the identity of all such organizations, please consult with the chair of the board.) To the extent you have provided this information in response to prior items, you may so indicate. ☑ Does not apply to me, my spouse or family. ☐ Yes, .

16. Please indicate any potential ethical or legal conflicts of interests that would, or are likely to, exist should you be approved for service on the education corporation board. Please note that being a parent of a school student, serving on another charter school's board or being employed by the school are conflicts that should be disclosed, but do not make you automatically ineligible to serve as a trustee. ☑ None. ☐ Yes, .

17. Please indicate how you would handle a situation in which you believe one or more members of the education corporation's board are involved in self-dealing (working for their own benefit, or the benefit of their friends and family). Please note that simply confronting the involved trustee is not usually a sufficient answer.

Other

18. Please affirm that you have read the education corporation's by-laws and conflict-of-interest policies (Code of Ethics). ☑ I affirm.

19. Please provide any other information that you feel pertinent to the SUNY Charter Schools Institute's review.

Certification

I, Rafael McDonald, certify to the best of my knowledge and ability that the information I am providing to the State University of New York/Charter Schools Institute in regards to my application to serve as a member of the board of trustees of the {insert name of education corporation} is true and correct in every respect.

Signature

11/25/18
Date

Please submit this form with the RFI form to the Institute or via mail, facsimile or e-mail (in PDF with signature) to:

SUNY Charter Schools Institute
353 Broadway
Albany, New York 12246
(518) 445-4250 (phone)
(518) 320-1572 (fax)
[redacted]

trustees must be fixed (i.e., when there is a range) the board should do so at or prior to the time of the election of the proposed trustee and clearly reflect same in the minutes. Note: the legal limits on board size are 5 minimum and 25 maximum, although best practice has shown boards of 13 or under to be effective.

- The board secretary or other administrator should review the following to determine the proper qualification of the prospective board member:
    - Charter Agreement section entitled "Governance; School Board; By-laws" (Section 2.2 in recent charters) for the following:
        - compliance with the 40% rule (no more than 40% of the school board may be affiliated with any single entity unless the school has received a waiver from the SUNY); and
        - compliance with provisions prohibiting or restricting board membership for persons associated with a CMO/EMO.
    - Charter Agreement Exhibit A, "Additional Assurances and Terms," if any, which may contain restrictions on board membership or a waiver thereof;
    - Charter Agreement Exhibit A, "Terms of Operation;"
    - By-laws, which may:
        - state what type or "class" of trustee must be elected, e.g., parent, teacher representative, community member;
        - state any conditions that must be met prior to the election or nomination of a proposed trustee (vote of the parent/teacher organization; vote of partner organization, etc.);
        - direct how the trustee will be elected or appointed (super-majority vote, vote of corporate member, etc.); and/or,
        - state how long the term of a trustee will be. When vacant seats are filled, the new trustee serves for the remainder of the prior trustee's term. When new seats are created, the board, chairperson or other methodology in the by-laws may dictate the length of the term, which may be staggered with other terms. It is good practice for the secretary to keep a multi-year elections calendar to track each trustee's term.

The education corporation board or corporate member elects or appoints the *prospective* trustee at a duly convened meeting of the applicable board with a quorum and following any by-laws restrictions on elections such as super-majority provisions. The Institute will approve or reject such proposed trustee in writing within 45 days of submission of *all* of the above required documentation (complete *Request for Information from Prospective Charter School Education Corporation Trustee* ("RFI") and evidence of proper election (e.g., signed resolution or minutes reflecting vote). If the Institute takes no action within the 45 day period, the person may be seated

1. **REQUEST FOR INFORMATION**

A. ***Applicable Charter Agreement Provisions***

The following images show applicable provision from the Model Charter Agreement:

- Section 2.3, *Selection of New Education Corporation Board Members*.

(available at http://www.newyorkcharters.org/model-charter-agreement/), which are the same or very similar to those of each education corporation's Charter Agreement.

2.3 Selection of New Education Corporation Board Members. All Corporate Trustees shall possess appropriate qualifications for membership on the Education Corporation Board, as such qualifications are set forth in the Terms of Operation, and shall be seated pursuant to the following procedures. Prior to the appointment or final election of any new Corporate Trustee, the Education Corporation Board must submit to the Trustees (pursuant to a duly approved resolution of the Education Corporation Board) the name of the proposed Corporate Trustee and such individual must timely provide to the Trustees, in writing and/or in person, such background information as the Trustees shall require (the "**School Trustee Background Information**"). Within forty-five (45) days of receiving the name of the proposed Corporate Trustee and the School Trustee Background Information, the Trustees shall in writing reject or approve such individual. In the event that the Trustees do not provide in writing an approval or rejection within the forty-five (45) day time period, the proposed Corporate Trustee may be seated so long as such action would be consistent with the By-laws and any other applicable Terms of Operation. A failure by the Education Corporation or the proposed Corporate Trustee to timely provide the School Trustee Background Information to the Trustees shall be grounds for his or her rejection.

B. ***Applicable Laws and Regulations***

None.

C. ***Discussion***

In order to legally seat a person on a charter school education corporation board, the following procedures should generally be followed as well as any specific provisions contained in education corporation's by-laws:

- When a board seat becomes vacant or is created, the board (by committee or otherwise) should seek nominations for a person to fill the vacant seat with appropriate qualifications per the Charter Agreement *and* by-laws requirements.

- The board secretary or other administrator should review the by-laws to determine the proper number of trustees that may be seated on the board, or the proper range (e.g., 7-11). If the board has too many members, a request to amend the by-laws must be made to the Institute or the seat may not be filled. In cases where the number of

Request for Information from
Prospective Charter School Trustee

Please provide the following information.

Background

1. Name of Charter School for which you intend to serve as a trustee. Flacs charter school
2. Full name: RAFAEL McDONALD

Home Address: [redacted]
Business Name and Address: [redacted]
Home telephone No.: [redacted]
Work telephone No:. [redacted]
E-mail address: [redacted]

3. A brief educational and employment history (you may attach a resume):
   ☑ Resume attached.
4. Please affirm that you will be at least 18 years old by the date of appointment to the charter school's board. ☑ I affirm.
5. Please indicate whether you currently or have previously served on a board of a school district, another charter school, a non-public school or any not-for-profit corporation (to the extent not otherwise indicated in your response to Item 3, above). ☑ Does not apply to me.
   ☐ Yes, .
6. Please indicate if you have ever been convicted of a misdemeanor related to honesty or trustworthiness, or a felony. If the answer to this question is yes, please provide details of the offense, the date, disposition, etc. ☑ Does not apply to me. ☐ Yes, .
7. Please indicate if you have ever entered into a settlement agreement, consent decree, adjournment in contemplation of dismissal, assurance of discontinuance or other, similar agreement with the Securities Exchange Commission, Internal Revenue Service, the U.S. attorney general or the attorney general of any state, a U.S. or district attorney or any other law enforcement or regulatory body concerning the discharge of your duties as a board member of a for-profit or not-for profit entity or as an executive of such entity. If the answer to this question is yes, please provide details of the agreement.
   ☑ Does not apply to me. ☐ Yes, .

Conflicts

8. Please indicate whether you or your spouse knows any of the other school trustees, or prospective or former school trustees. If so, please indicate the precise nature of your relationship. ☑ I / we do not know any such trustees. ☐ Yes, .
9. Please indicate whether you or your spouse knows any person who is, or has been in the last two years, a school employee. If so, indicate the precise nature of your relationship.
   ☑ I / we do not know any such employees. ☐ Yes, .
10. Please indicate whether you or your spouse knows anyone who is doing, or plans to do, business with the charter school (whether as an individual or as a director, officer, employee or agent of an entity). If so, indicate and describe the precise nature of your relationship and

the nature of the business that such person or entity is transacting or will be transacting with the school. ☑ I / we do not know any such persons. ☐ Yes, .

11. Please indicate if you, your spouse or other immediate family members anticipate conducting, or are conducting, any business with the school. If so, please indicate the precise nature of the business that is being or will be conducted. ☑ I / we do not anticipate conducting any such business. ☐ Yes, .

12. If the school contracts with an educational service provider (a management company, whether for-profit or not-for-profit), please indicate whether you or your spouse know any employees, officers, owners, directors or agents of that provider. If the answer is in the affirmative, please describe any such relationship.
☐ Not applicable because the school does not contact with a management company or charter management organization.
☑ I / we do not know any such persons.
☐ Yes, .

13. If the school contracts with an educational service provider, please indicate whether you, your spouse or other immediate family members have a direct or indirect ownership, employment, contractual or management interest in the provider. For any interest indicated, please provide a detailed description. ☑ N/A. ☐ I / we have no such interest. ☐ Yes, .

14. If the school is partnered with an educational service provider, please indicate if you, your spouse or other immediate family member anticipate conducting, or are conducting, any business with the provider. If so, please indicate the precise nature of the business that is being or will be conducted. ☑ N/A. ☐ I / we or my family do not anticipate conducting any such business. ☐ Yes, .

15. Please indicate whether you, your spouse or other immediate family members are a director, officer, employee, partner or member of, or are otherwise associated with, any organization which filed an application in conjunction with the charter school, i.e., is partnered with the charter school. (For the identity of all such organizations, please consult with the chair of the charter school board.) To the extent you have provided this information in response to prior items, you may so indicate. ☑ Does not apply to me, my spouse or family. ☐ Yes, .

16. Please indicate any potential ethical or legal conflicts of interests that would, or are likely to, exist should you be approved for service on the school's board. Please note that being a parent of a school student, serving on another charter school's board or being employed by the school are conflicts that should be disclosed, but do not make you automatically ineligible to serve as a trustee. ☑ None. ☐ Yes, .

17. Please indicate how you would handle a situation in which you believe one or more members of the school's board are involved in self-dealing (working for their own benefit, or the benefit of their friends and family). Please note that simply confronting the involved trustee is not usually a sufficient answer. Address the issue at hand, and discuss the matter in further detail and find a resolution of ending of such dealings of personal interest upon decision making for Pilot schools

Other

18. Please affirm that you have read the school board's by-laws and conflict-of-interest policies (Code of Ethics). ☑ I affirm.

19. Please provide any other information that you feel pertinent to the Charter Schools Institute's review.

Certification

I, Rafael McDonald certify to the best of my knowledge and ability that the information I am providing to the State University Trustees/Charter Schools Institute in regards to my application to serve as a member of the board of trustees of the FIACS Charter School is true and correct in every respect.

Signature

10/15/18
Date

Please submit this form with the RFI form to the charter school or via mail, facsimile or e-mail (in PDF with signature) to:

Charter Schools Institute
State University of New York
41 State Street, Suite 700, Albany, NY 12207
Telephone: 518/433-8277; Facsimile 518/427-6510
E-mail: [redacted]

Charter Schools Institute
The State University of New York

Request for Information from Prospective Charter School Trustees

Guidance and Form

Updated: May 21, 2007

Charter Schools Institute
State University of New York
41 State Street, Suite 700
Albany, New York 12207
518/433-8277
Fax: 518/427-6510

Guidance regarding the *Request for Information Form*

Serving on a public charter school board is a position of great trust and responsibility. As a charter school trustee, you would be charged with overseeing the education of all students enrolled in the school, the expenditure of public and private monies directed to the charter school, and, if applicable, the oversight of any charter management entity.

Because of the importance of the position that you seek to assume, the Board of Trustees of the State University of New York requires that new board members be approved by it pursuant to the terms of each school's Charter Agreement. The Charter Schools Institute carries out this responsibility for the State University Trustees through this Request for Information (RFI) process.

Only in very rare cases does the Institute reject properly approved prospective trustees who have provided all information requested on this form. These cases are generally limited to prospective members who would have severe conflicts of interest* in fulfilling their fiduciary or other duties as a charter school board member, who are proposed to be seated in violation of the school's charter or by-laws, or whose background evidences untrustworthiness, e.g., criminal record, a record of financial dealings inimical to the public trust. Accordingly, and in order to expedite the approval of new board members, the Institute requests that you provide full and complete answers to each of the items below (and provide the certification indicated). This will assist the Institute in its review.

Pursuant to New York's Freedom of Information Law (FOIL), any personal information listed on or attached to this form (including the Charter School Trustee Contact Information form) that would constitute an unwarranted invasion of personal privacy will not be disclosed to the public pursuant to FOIL (home address, telephone number, etc.).

---

* A conflict of interest is generally defined as a situation in which someone has differing or competing professional or personal interests, and do not necessarily have to involve monetary interests. In the case of a charter school trustee, who has a duty of loyalty to the charter school on whose board he or she sits, such differing or competing interests can complicate corporate decision making. Examples of conflicts of interest include the following:

- being a charter school trustee of more than one charter school at the same time;
- being paid by a charter school as an employee or contractor while serving as a school trustee;
- being a parent of a student of a charter school on whose board you sit, especially when making decisions related to your child's teachers; and
- being a charter school trustee while your spouse's company or employer is doing business with the charter school.

In many cases, conflicts are waiveable as long as the trustee discloses the interests to the school board and recuses his- or herself from voting when conflicted. In rare cases the conflict of interest will mandate that either one of the competing interests be given up. For example, a school trustee cannot work for a for-profit management company that manages the charter school's operations.

Questions related to conflict of interest may be addresses to the school's counsel or the General Counsel of the Insitute.

Seating New Trustees: General Procedures

In order to legally seating a person on a charter school board, the following procedures should generally be followed as well as any specific provisions contained in your school's by-laws.

❑	When a board seat becomes vacant or is created, the school board (by committee or otherwise) should seek nominations for a person to fill the vacant seat with appropriate qualifications per the Charter Application, *and* who complies with the Charter Agreement restrictions in Section 2 (and including Exhibit D) *and* school by-laws requirements.
❑	The charter school board secretary or other administrator should review the school by-laws to determine the proper number of trustees that may be seated on the board, or the proper range (e.g., 7-11). If the board has too many members, a request to amend the by-laws must be made to the Institute or the seat may not be filled. In cases where the number of trustees must be fixed (i.e., when there is a range) the school board should do so at or prior to the time of the election of the proposed trustee and clearly reflect same in the minutes. Note: The legal limits on board size are 5 minimum and 25 maximum.
❑	The board secretary or other administrator should review the following to determine the proper qualification of the prospective board member: 1) Charter Agreement paragraph entitled "Governance; School Board; By-laws" (¶ 2.10 in recent charters) for the following: a) compliance with the 40% rule (no more than 40% of the school board may be affiliated with any single entity unless the school has received a waiver from the State University Trustees); b) compliance with provisions prohibiting or restricting board membership for persons associated with a charter management organization (CMO); 2) Charter Agreement Exhibit D, "Additional Assurances and Terms," which may contain restrictions on board membership or a waiver thereof; 3) Charter Agreement Exhibit A, "Terms of Operation," which is either the Charter Application (new schools) or the Key Design Elements (renewal schools). The Charter Application will set forth the school trustee qualifications of the school that are in addition to those required by law (age 18). Key Design Elements may or may not contain such information; 4) By-laws, which may: a) state what type or "class" of trustee must be elected, e.g., parent, teacher representative, community member; b) state any conditions that must be met prior to the election or nomination of a proposed trustee (vote of the parent/teacher organization; vote of partner organization, etc.); c) direct how the trustee will be elected or appointed (super-majority vote, vote of corporate member, etc.); and/or d) state how long the term of a trustee will be. When vacant seats are filled, the new trustee serves for the remainder of the prior trustee's term. When new seats are created, the board, chairperson or other methodology in the by-laws may dictate the length of the term, which be staggered with other terms. It is a good practice for the secretary to keep a multi-year elections calendar to track each trustees' term.
❑	The school board or corporate member elects or appoints the *prospective* school trustee at a duly convened meeting of the school board with a quorum and following any by-laws restrictions on elections such as super-majority provisions.
❑	Submit a signed copy of the resolution electing the prospective trustee or of the signed minutes showing such election to the Institute together with a *Request for Information from Prospective Board Members* (RFI).
❑	After each prospective trustee reviews the by-laws, code of ethics and any conflict of interest policies of the school, the board secretary or administrator should have each prospective trustee complete a RFI form, which the school or proposed trustee must submit to the Institute.
Institute Actions:	The Institute will approve or reject such proposed trustee in writing within 45 days of submission of *all* of the above required documentation (complete RFI with Charter School Trustee Contact Information form, and evidence of proper election (e.g. signed resolution or minutes reflecting vote). If the Institute takes no action within the 45 day period the person may be seated as a school trustee. After the Institute approves a trustee in writing, it will ask the school for an updated list of school trustees.
❑	The school board secretary or other administrator should inform the new trustee of his or her official seating on the school board. The trustee may now vote. The school must send an updated board list to the Institute.

Revised May 21, 2007

Request for Information from Prospective Charter School Trustee

Please provide the following information.

Background

1. Name of Charter School for which you intend to serve as a trustee.
2. Full name: Bryan Rivera
   Home Address: [redacted]
   Business Name and Address: [redacted]
   Home telephone No.: [redacted]
   Work telephone No:.
   E-mail address: [redacted]
3. A brief educational and employment history (you may attach a resume):
   ☑ Resume attached.
4. Please affirm that you will be at least 18 years old by the date of appointment to the charter school's board. ☑ I affirm.
5. Please indicate whether you currently or have previously served on a board of a school district, another charter school, a non-public school or any not-for-profit corporation (to the extent not otherwise indicated in your response to Item 3, above). ☐ Does not apply to me.
   ☑ Yes, I am currently the secretary for LPAC's board.
6. Please indicate if you have ever been convicted of a misdemeanor related to honesty or trustworthiness, or a felony. If the answer to this question is yes, please provide details of the offense, the date, disposition, etc. ☑ Does not apply to me. ☐ Yes, .
7. Please indicate if you have ever entered into a settlement agreement, consent decree, adjournment in contemplation of dismissal, assurance of discontinuance or other, similar agreement with the Securities Exchange Commission, Internal Revenue Service, the U.S. attorney general or the attorney general of any state, a U.S. or district attorney or any other law enforcement or regulatory body concerning the discharge of your duties as a board member of a for-profit or not-for profit entity or as an executive of such entity. If the answer to this question is yes, please provide details of the agreement.
   ☑ Does not apply to me. ☐ Yes, .

Conflicts

8. Please indicate whether you or your spouse knows any of the other school trustees, or prospective or former school trustees. If so, please indicate the precise nature of your relationship. ☐ I / we do not know any such trustees. ☑ Yes, please see attached addendum.
9. Please indicate whether you or your spouse knows any person who is, or has been in the last two years, a school employee. If so, indicate the precise nature of your relationship.
   ☐ I / we do not know any such employees. ☑ Yes, please see attached addendum.
10. Please indicate whether you or your spouse knows anyone who is doing, or plans to do, business with the charter school (whether as an individual or as a director, officer, employee or agent of an entity). If so, indicate and describe the precise nature of your relationship and the nature of the business that such person or entity is transacting or will be transacting with the school. ☑ I / we do not know any such persons. ☐ Yes, .

11. Please indicate if you, your spouse or other immediate family members anticipate conducting, or are conducting, any business with the school. If so, please indicate the precise nature of the business that is being or will be conducted. ☑ I / we do not anticipate conducting any such business. ☐ Yes, .

12. If the school contracts with an educational service provider (a management company, whether for-profit or not-for-profit), please indicate whether you or your spouse know any employees, officers, owners, directors or agents of that provider. If the answer is in the affirmative, please describe any such relationship.
☑ Not applicable because the school does not contact with a management company or charter management organization.
☐ I / we do not know any such persons.
☐ Yes, .

13. If the school contracts with an educational service provider, please indicate whether you, your spouse or other immediate family members have a direct or indirect ownership, employment, contractual or management interest in the provider. For any interest indicated, please provide a detailed description. ☑ N/A. ☐ I / we have no such interest. ☐ Yes, .

14. If the school is partnered with an educational service provider, please indicate if you, your spouse or other immediate family member anticipate conducting, or are conducting, any business with the provider. If so, please indicate the precise nature of the business that is being or will be conducted. ☑ N/A. ☐ I / we or my family do not anticipate conducting any such business. ☐ Yes, .

15. Please indicate whether you, your spouse or other immediate family members are a director, officer, employee, partner or member of, or are otherwise associated with, any organization which filed an application in conjunction with the charter school, i.e., is partnered with the charter school. (For the identity of all such organizations, please consult with the chair of the charter school board.) To the extent you have provided this information in response to prior items, you may so indicate. ☑ Does not apply to me, my spouse or family. ☐ Yes, .

16. Please indicate any potential ethical or legal conflicts of interests that would, or are likely to, exist should you be approved for service on the school's board. Please note that being a parent of a school student, serving on another charter school's board or being employed by the school are conflicts that should be disclosed, but do not make you automatically ineligible to serve as a trustee. ☑ None. ☐ Yes, .

17. Please indicate how you would handle a situation in which you believe one or more members of the school's board are involved in self-dealing (working for their own benefit, or the benefit of their friends and family). Please note that simply confronting the involved trustee is not usually a sufficient answer.

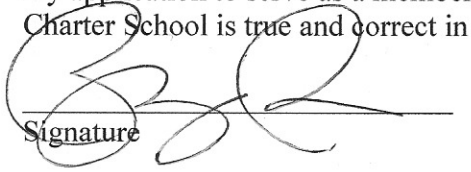
Other

18. Please affirm that you have read the school board's by-laws and conflict-of-interest policies (Code of Ethics). ☑ I affirm.

19. Please provide any other information that you feel pertinent to the Charter Schools Institute's review. I have the same last name as the Rivera family but am not related.

Certification

I, Bryan Rivera, certify to the best of my knowledge and ability that the information I am providing to the State University Trustees/Charter Schools Institute in regards to my application to serve as a member of the board of trustees of the Family Life Academy Charter School is true and correct in every respect.



Signature

3/29/17

Date

Please submit this form with the RFI form to the charter school or via mail, facsimile or e-mail (in PDF with signature) to:

Charter Schools Institute
State University of New York
41 State Street, Suite 700, Albany, NY 12207
Telephone: 518/433-8277; Facsimile 518/427-6510
E-mail: [redacted]

Request for Information from
Prospective Charter School Trustee

Please provide the following information.

Background

1. Name of Charter School for which you intend to serve as a trustee. FLACS II

2. Full name: Francisco Lugovina
   Home Address: [redacted]
   Business Name and Address:
   Home telephone No.: [redacted]
   Work telephone No:.
   E-mail address: [redacted]

3. A brief educational and employment history (you may attach a resume):
   [X] Resume attached.

4. Please affirm that you will be at least 18 years old by the date of appointment to the charter school's board. [X] I affirm.

5. Please indicate whether you currently or have previously served on a board of a school district, another charter school, a non-public school or any not-for-profit corporation (to the extent not otherwise indicated in your response to Item 3, above). [ ] Does not apply to me.
   [X] Yes,.

6. Please indicate if you have ever been convicted of a misdemeanor related to honesty or trustworthiness, or a felony. If the answer to this question is yes, please provide details of the offense, the date, disposition, etc. [X] Does not apply to me. [ ] Yes, .

7. Please indicate if you have ever entered into a settlement agreement, consent decree, adjournment in contemplation of dismissal, assurance of discontinuance or other, similar agreement with the Securities Exchange Commission, Internal Revenue Service, the U.S. attorney general or the attorney general of any state, a U.S. or district attorney or any other law enforcement or regulatory body concerning the discharge of your duties as a board member of a for-profit or not-for profit entity or as an executive of such entity. If the answer to this question is yes, please provide details of the agreement.
   [ ] Does not apply to me. [X] Yes, Settled with IRS Services for taxes owed

Conflicts

8. Please indicate whether you or your spouse knows any of the other school trustees, or prospective or former school trustees. If so, please indicate the precise nature of your relationship. [ ] I / we do not know any such trustees. [X] Yes, work together as policy maker.

9. Please indicate whether you or your spouse knows any person who is, or has been in the last two years, a school employee. If so, indicate the precise nature of your relationship.
   [ ] I / we do not know any such employees. [X] Yes, We have worked together.

10. Please indicate whether you or your spouse knows anyone who is doing, or plans to do, business with the charter school (whether as an individual or as a director, officer, employee or agent of an entity). If so, indicate and describe the precise nature of your relationship and the nature of the business that such person or entity is transacting or will be transacting with

the school. ☐ I / we do not know any such persons. ☒ Yes, persons involved with the potential facility where we plan to locate one school.

11. Please indicate if you, your spouse or other immediate family members anticipate conducting, or are conducting, any business with the school. If so, please indicate the precise nature of the business that is being or will be conducted. ☐ I / we do not anticipate conducting any such business. ☒ Yes, seeking compensation as chairperson if legally possible.

12. If the school contracts with an educational service provider (a management company, whether for-profit or not-for-profit), please indicate whether you or your spouse know any employees, officers, owners, directors or agents of that provider. If the answer is in the affirmative, please describe any such relationship.
☒ Not applicable because the school does not contact with a management company or charter management organization.
☐ I / we do not know any such persons.
☐ Yes, .

13. If the school contracts with an educational service provider, please indicate whether you, your spouse or other immediate family members have a direct or indirect ownership, employment, contractual or management interest in the provider. For any interest indicated, please provide a detailed description ☒ N/A. ☐ I / we have no such interest. ☐ Yes, .

14. If the school is partnered with an educational service provider, please indicate if you, your spouse or other immediate family member anticipate conducting, or are conducting, any business with the provider. If so, please indicate the precise nature of the business that is being or will be conducted. ☒ N/A. ☐ I / we or my family do not anticipate conducting any such business. ☐ Yes, .

15. Please indicate whether you, your spouse or other immediate family members are a director, officer, employee, partner or member of, or are otherwise associated with, any organization which filed an application in conjunction with the charter school, i.e., is partnered with the charter school. (For the identity of all such organizations, please consult with the chair of the charter school board.) To the extent you have provided this information in response to prior items, you may so indicate. ☒ Does not apply to me, my spouse or family. ☐ Yes,.

16. Please indicate any potential ethical or legal conflicts of interests that would, or are likely to, exist should you be approved for service on the school's board. Please note that being a parent of a school student, serving on another charter school's board or being employed by the school are conflicts that should be disclosed, but do not make you automatically ineligible to serve as a trustee. ☐ None. ☒ Yes, Serve on two boards – Family Life Academy Charter School and John Lavelle Preparatory Charter School.

17. Please indicate how you would handle a situation in which you believe one or more members of the school's board are involved in self-dealing (working for their own benefit, or the benefit of their friends and family). Please note that simply confronting the involved trustee is not usually a sufficient answer. Report to Chairman, if need be to the authorizer.

Other

18. Please affirm that you have read the school board's by-laws and conflict-of-interest policies (Code of Ethics). ☒ I affirm.

19. Please provide any other information that you feel pertinent to the Charter Schools Institute's review. None

Certification

I, Francisco Lugovich, certify to the best of my knowledge and ability that the information I am providing to the State University Trustees/Charter Schools Institute in regards to my application to serve as a member of the board of trustees of the _____ Charter School is true and correct in every respect.

Signature

2/16/2011
Date

Please submit this form with the RFI form to the charter school or via mail, facsimile or e-mail (in PDF with signature) to:

Charter Schools Institute
State University of New York
41 State Street, Suite 700, Albany, NY 12207
Telephone: 518/433-8277; Facsimile 518/427-6510
E-mail: [redacted]

Request for Information from Prospective Charter School Trustee

Please provide the following information.

Background

1. Name of Charter School for which you intend to serve as a trustee. FLACS II
2. Full name: Evelyn Castro
   Home Address: [redacted]
   Business Name and Address: N/A
   Home telephone No.: [redacted]
   Work telephone No:. n/A
   E-mail address: [redacted]
3. A brief educational and employment history (you may attach a resume):
   [X] Resume attached.
4. Please affirm that you will be at least 18 years old by the date of appointment to the charter school's board. [X] I affirm.
5. Please indicate whether you currently or have previously served on a board of a school district, another charter school, a non-public school or any not-for-profit corporation (to the extent not otherwise indicated in your response to Item 3, above). [X] Does not apply to me. [ ] Yes,.
6. Please indicate if you have ever been convicted of a misdemeanor related to honesty or trustworthiness, or a felony. If the answer to this question is yes, please provide details of the offense, the date, disposition, etc. [X] Does not apply to me. [ ] Yes, .
7. Please indicate if you have ever entered into a settlement agreement, consent decree, adjournment in contemplation of dismissal, assurance of discontinuance or other, similar agreement with the Securities Exchange Commission, Internal Revenue Service, the U.S. attorney general or the attorney general of any state, a U.S. or district attorney or any other law enforcement or regulatory body concerning the discharge of your duties as a board member of a for-profit or not-for profit entity or as an executive of such entity. If the answer to this question is yes, please provide details of the agreement.
   [X] Does not apply to me. [ ] Yes

Conflicts

8. Please indicate whether you or your spouse knows any of the other school trustees, or prospective or former school trustees. If so, please indicate the precise nature of your relationship. [ ] I / we do not know any such trustees. [X] Yes
9. Please indicate whether you or your spouse knows any person who is, or has been in the last two years, a school employee. If so, indicate the precise nature of your relationship.
   [X] I / we do not know any such employees. [ ]
10. Please indicate whether you or your spouse knows anyone who is doing, or plans to do, business with the charter school (whether as an individual or as a director, officer, employee or agent of an entity). If so, indicate and describe the precise nature of your relationship and the nature of the business that such person or entity is transacting or will be transacting with the school. [ ] I / we do not know any such persons. [X] Yes, Ms. Calo, she will be a

consultant to the FLACS II charter school, I know her through working together at the DOE many years back.

11. Please indicate if you, your spouse or other immediate family members anticipate conducting, or are conducting, any business with the school. If so, please indicate the precise nature of the business that is being or will be conducted. [X] I / we do not anticipate conducting any such business. [ ] Yes,

12. If the school contracts with an educational service provider (a management company, whether for-profit or not-for-profit), please indicate whether you or your spouse know any employees, officers, owners, directors or agents of that provider. If the answer is in the affirmative, please describe any such relationship.
[X] Not applicable because the school does not contact with a management company or charter management organization.
[ ] I / we do not know any such persons.
[ ] Yes, .

13. If the school contracts with an educational service provider, please indicate whether you, your spouse or other immediate family members have a direct or indirect ownership, employment, contractual or management interest in the provider. For any interest indicated, please provide a detailed description. [X] N/A. [ ] I / we have no such interest. [ ] Yes,
.

14. If the school is partnered with an educational service provider, please indicate if you, your spouse or other immediate family member anticipate conducting, or are conducting, any business with the provider. If so, please indicate the precise nature of the business that is being or will be conducted. [X] N/A. [ ] I / we or my family do not anticipate conducting any such business. [ ] Yes, .

15. Please indicate whether you, your spouse or other immediate family members are a director, officer, employee, partner or member of, or are otherwise associated with, any organization which filed an application in conjunction with the charter school, i.e., is partnered with the charter school. (For the identity of all such organizations, please consult with the chair of the charter school board.) To the extent you have provided this information in response to prior items, you may so indicate [X] Does not apply to me, my spouse or family. [ ] Yes,.

16. Please indicate any potential ethical or legal conflicts of interests that would, or are likely to, exist should you be approved for service on the school's board. Please note that being a parent of a school student, serving on another charter school's board or being employed by the school are conflicts that should be disclosed, but do not make you automatically ineligible to serve as a trustee. [X] None. [ ]

17. Please indicate how you would handle a situation in which you believe one or more members of the school's board are involved in self-dealing (working for their own benefit, or the benefit of their friends and family). Please note that simply confronting the involved trustee is not usually a sufficient answer. I would provide written and verbal notice to entire Board

Other

18. Please affirm that you have read the school board's by-laws and conflict-of-interest policies (Code of Ethics). [X] I affirm.

19. Please provide any other information that you feel pertinent to the Charter Schools Institute's review

Certification

I, Evelyn Castro, certify to the best of my knowledge and ability that the information I am providing to the State University Trustees/Charter Schools Institute in regards to my application to serve as a member of the board of trustees of the Family Life Charter-II Charter School is true and correct in every respect.

Evelyn Castro
Signature

2/17/2011
Date

Please submit this form with the RFI form to the charter school or via mail, facsimile or e-mail (in PDF with signature) to:

Charter Schools Institute
State University of New York
41 State Street, Suite 700, Albany, NY 12207
Telephone: 518/433-8277; Facsimile 518/427-6510
E-mail: [redacted]

Request for Information from
Prospective Charter School Trustee

Please provide the following information.

Background

1. Name of Charter School for which you intend to serve as a trustee. FLACS II
2. Full name: Florence G. Wolpoff
   Home Address: [redacted]
   Business Name and Address: [redacted]
   Home telephone No.: [redacted]
   Work telephone No:. [redacted]
   E-mail address: [redacted]
3. A brief educational and employment history (you may attach a resume):
   [X] Resume attached.
4. Please affirm that you will be at least 18 years old by the date of appointment to the charter school's board. [X] I affirm.
5. Please indicate whether you currently or have previously served on a board of a school district, another charter school, a non-public school or any not-for-profit corporation (to the extent not otherwise indicated in your response to Item 3, above). ☐ Does not apply to me.
   [X] Yes,.
6. Please indicate if you have ever been convicted of a misdemeanor related to honesty or trustworthiness, or a felony. If the answer to this question is yes, please provide details of the offense, the date, disposition, etc. [X] Does not apply to me. ☐ Yes, .
7. Please indicate if you have ever entered into a settlement agreement, consent decree, adjournment in contemplation of dismissal, assurance of discontinuance or other, similar agreement with the Securities Exchange Commission, Internal Revenue Service, the U.S. attorney general or the attorney general of any state, a U.S. or district attorney or any other law enforcement or regulatory body concerning the discharge of your duties as a board member of a for-profit or not-for profit entity or as an executive of such entity. If the answer to this question is yes, please provide details of the agreement.
   [X] Does not apply to me. ☐ Yes, .

Conflicts

8. Please indicate whether you or your spouse knows any of the other school trustees, or prospective or former school trustees. If so, please indicate the precise nature of your relationship. ☐ I / we do not know any such trustees. [X] Yes, My husband worked in District #4 when Evelyn Castro was Superintendent.
9. Please indicate whether you or your spouse knows any person who is, or has been in the last two years, a school employee. If so, indicate the precise nature of your relationship.
   [X] I / we do not know any such employees. ☐ Yes, .
10. Please indicate whether you or your spouse knows anyone who is doing, or plans to do, business with the charter school (whether as an individual or as a director, officer, employee or agent of an entity). If so, indicate and describe the precise nature of your relationship and

the nature of the business that such person or entity is transacting or will be transacting with the school. [X] I / we do not know any such persons. [ ] Yes

11. Please indicate if you, your spouse or other immediate family members anticipate conducting, or are conducting, any business with the school. If so, please indicate the precise nature of the business that is being or will be conducted. [X] I / we do not anticipate conducting any such business. [ ] Yes, .

12. If the school contracts with an educational service provider (a management company, whether for-profit or not-for-profit), please indicate whether you or your spouse know any employees, officers, owners, directors or agents of that provider. If the answer is in the affirmative, please describe any such relationship.
[X] Not applicable because the school does not contact with a management company or charter management organization.
[ ] I / we do not know any such persons.
[ ] Yes, .

13. If the school contracts with an educational service provider, please indicate whether you, your spouse or other immediate family members have a direct or indirect ownership, employment, contractual or management interest in the provider. For any interest indicated, please provide a detailed description. [X] N/A. [ ] I / we have no such interest. [ ] Yes, .

14. If the school is partnered with an educational service provider, please indicate if you, your spouse or other immediate family member anticipate conducting, or are conducting, any business with the provider. If so, please indicate the precise nature of the business that is being or will be conducted. [X] N/A. [ ] I / we or my family do not anticipate conducting any such business. [ ] Yes, .

15. Please indicate whether you, your spouse or other immediate family members are a director, officer, employee, partner or member of, or are otherwise associated with, any organization which filed an application in conjunction with the charter school, i.e., is partnered with the charter school. (For the identity of all such organizations, please consult with the chair of the charter school board.) To the extent you have provided this information in response to prior items, you may so indicate. [X] Does not apply to me, my spouse or family. [ ] Yes,.

16. Please indicate any potential ethical or legal conflicts of interests that would, or are likely to, exist should you be approved for service on the school's board. Please note that being a parent of a school student, serving on another charter school's board or being employed by the school are conflicts that should be disclosed, but do not make you automatically ineligible to serve as a trustee. [X] None. [ ] Yes, .

17. Please indicate how you would handle a situation in which you believe one or more members of the school's board are involved in self-dealing (working for their own benefit, or the benefit of their friends and family). Please note that simply confronting the involved trustee is not usually a sufficient answer. After confronting I would go to the Chairman of the Board.

Other

18. Please affirm that you have read the school board's by-laws and conflict-of-interest policies (Code of Ethics). [X] I affirm.

19. Please provide any other information that you feel pertinent to the Charter Schools Institute's review.

Certification

I, Florence G Wolpoff certify to the best of my knowledge and ability that the information I am providing to the State University Trustees/Charter Schools Institute in regards to my application to serve as a member of the board of trustees of the FLACS-II Charter School is true and correct in every respect.

Florence G Wolpoff — Signature

February 16, 2011 — Date

Please submit this form with the RFI form to the charter school or via mail, facsimile or e-mail (in PDF with signature) to:

Charter Schools Institute
State University of New York
41 State Street, Suite 700, Albany, NY 12207
Telephone: 518/433-8277; Facsimile 518/427-6510
E-mail: [redacted]

Request for Information from Prospective Charter School Trustee

Please provide the following information.

Background

1. Name of Charter School for which you intend to serve as a trustee. FLACS II
2. Full name: Greg Nannery
   Home Address: [redacted]
   Business Name and Address:
   Home telephone No.: [redacted]
   Work telephone No:.
   E-mail address: [redacted]
3. A brief educational and employment history (you may attach a resume):
   [X] Resume attached.
4. Please affirm that you will be at least 18 years old by the date of appointment to the charter school's board. [X] X I affirm.
5. Please indicate whether you currently or have previously served on a board of a school district, another charter school, a non-public school or any not-for-profit corporation (to the extent not otherwise indicated in your response to Item 3, above). [X] Does not apply to me.
   ☐ Yes,.
6. Please indicate if you have ever been convicted of a misdemeanor related to honesty or trustworthiness, or a felony. If the answer to this question is yes, please provide details of the offense, the date, disposition, etc. [X] Does not apply to me. ☐ Yes,
7. Please indicate if you have ever entered into a settlement agreement, consent decree, adjournment in contemplation of dismissal, assurance of discontinuance or other, similar agreement with the Securities Exchange Commission, Internal Revenue Service, the U.S. attorney general or the attorney general of any state, a U.S. or district attorney or any other law enforcement or regulatory body concerning the discharge of your duties as a board member of a for-profit or not-for profit entity or as an executive of such entity. If the answer to this question is yes, please provide details of the agreement.
   [X] Does not apply to me. ☐ Yes

Conflicts

8. Please indicate whether you or your spouse knows any of the other school trustees, or prospective or former school trustees. If so, please indicate the precise nature of your relationship. [X] I / we do not know any such trustees. ☐ Yes
9. Please indicate whether you or your spouse knows any person who is, or has been in the last two years, a school employee. If so, indicate the precise nature of your relationship.
   [X] I / we do not know any such employees. ☐
10. Please indicate whether you or your spouse knows anyone who is doing, or plans to do, business with the charter school (whether as an individual or as a director, officer, employee or agent of an entity). If so, indicate and describe the precise nature of your relationship and the nature of the business that such person or entity is transacting or will be transacting with the school. ☐ I / we do not know any such persons. [X]. Yes, Ms. Calo, she will be a

consultant to the FLACS II charter school, I know her through her son-in-law, a friend of mine.

11. Please indicate if you, your spouse or other immediate family members anticipate conducting, or are conducting, any business with the school. If so, please indicate the precise nature of the business that is being or will be conducted. [X] I / we do not anticipate conducting any such business. [ ] Yes,

12. If the school contracts with an educational service provider (a management company, whether for-profit or not-for-profit), please indicate whether you or your spouse know any employees, officers, owners, directors or agents of that provider. If the answer is in the affirmative, please describe any such relationship.
[X] Not applicable because the school does not contact with a management company or charter management organization.
[ ] I / we do not know any such persons.
[ ] Yes, .

13. If the school contracts with an educational service provider, please indicate whether you, your spouse or other immediate family members have a direct or indirect ownership, employment, contractual or management interest in the provider. For any interest indicated, please provide a detailed description. [X] N/A. [ ] I / we have no such interest. [ ] Yes,
.

14. If the school is partnered with an educational service provider, please indicate if you, your spouse or other immediate family member anticipate conducting, or are conducting, any business with the provider. If so, please indicate the precise nature of the business that is being or will be conducted. [X] N/A. [ ] I / we or my family do not anticipate conducting any such business. [ ] Yes, .

15. Please indicate whether you, your spouse or other immediate family members are a director, officer, employee, partner or member of, or are otherwise associated with, any organization which filed an application in conjunction with the charter school, i.e., is partnered with the charter school. (For the identity of all such organizations, please consult with the chair of the charter school board.) To the extent you have provided this information in response to prior items, you may so indicate. [X] Does not apply to me, my spouse or family. [ ] Yes,.

16. Please indicate any potential ethical or legal conflicts of interests that would, or are likely to, exist should you be approved for service on the school's board. Please note that being a parent of a school student, serving on another charter school's board or being employed by the school are conflicts that should be disclosed, but do not make you automatically ineligible to serve as a trustee. [X] None. [ ]

17. Please indicate how you would handle a situation in which you believe one or more members of the school's board are involved in self-dealing (working for their own benefit, or the benefit of their friends and family). Please note that simply confronting the involved trustee is not usually a sufficient answer. I would provide written and verbal notice to the non-self- dealing members of the Board and the school's administration. If immediate action was not taken, I would call an emergency meeting to vote on removing the member. The action I would deem sufficient would have to be removal; a ceasing of the self-dealing would not suffice because said member could no longer be entrusted with their fiduciary duties to the school as a member of the Board of Trustees.

Other

18. Please affirm that you have read the school board's by-laws and conflict-of-interest policies (Code of Ethics). [X] I affirm.

19. Please provide any other information that you feel pertinent to the Charter Schools Institute's review

Certification

I, GREG NANNERY, certify to the best of my knowledge and ability that the information I am providing to the State University Trustees/Charter Schools Institute in regards to my application to serve as a member of the board of trustees of the FAMILY LIFE ACADEMY CHARTER SCHOOL – II is true and correct in every respect.

Greg Nannery
Signature

2/23/2011
Date

Please submit this form with the RFI form to the charter school or via mail, facsimile or e-mail (in PDF with signature) to:

Charter Schools Institute
State University of New York
41 State Street, Suite 700, Albany, NY 12207
Telephone: 518/433-8277; Facsimile 518/427-6510
E-mail: [redacted]

Request for Information from Prospective Charter School Trustee

Please provide the following information.

Background

1. Name of Charter School for which you intend to serve as a trustee. FLACS II
2. Full name: Wanda Torres Mercado
   Home Address: [redacted]
   Business Name and Address: [redacted]
   Home telephone No.: [redacted]
   Work telephone No:.
   E-mail address: [redacted]
3. A brief educational and employment history (you may attach a resume):
   [X] Resume attached.
4. Please affirm that you will be at least 18 years old by the date of appointment to the charter school's board. [X] I affirm.
5. Please indicate whether you currently or have previously served on a board of a school district, another charter school, a non-public school or any not-for-profit corporation (to the extent not otherwise indicated in your response to Item 3, above). [ ] Does not apply to me.
   [X] Yes,.
6. Please indicate if you have ever been convicted of a misdemeanor related to honesty or trustworthiness, or a felony. If the answer to this question is yes, please provide details of the offense, the date, disposition, etc. [X] Does not apply to me. [ ] Yes, .
7. Please indicate if you have ever entered into a settlement agreement, consent decree, adjournment in contemplation of dismissal, assurance of discontinuance or other, similar agreement with the Securities Exchange Commission, Internal Revenue Service, the U.S. attorney general or the attorney general of any state, a U.S. or district attorney or any other law enforcement or regulatory body concerning the discharge of your duties as a board member of a for-profit or not-for profit entity or as an executive of such entity. If the answer to this question is yes, please provide details of the agreement.
   [X] Does not apply to me. Yes,

Conflicts

8. Please indicate whether you or your spouse knows any of the other school trustees, or prospective or former school trustees. If so, please indicate the precise nature of your relationship. [X] I / we do not know any such trustees Yes,
9. Please indicate whether you or your spouse knows any person who is, or has been in the last two years, a school employee. If so, indicate the precise nature of your relationship.
   [X] I / we do not know any such employees. Yes,
10. Please indicate whether you or your spouse knows anyone who is doing, or plans to do, business with the charter school (whether as an individual or as a director, officer, employee or agent of an entity). If so, indicate and describe the precise nature of your relationship and the nature of the business that such person or entity is transacting or will be transacting with the school. [ ] I / we do not know any such persons. [X] Yes, sister on Board of Trustees for potential school facility building

11. Please indicate if you, your spouse or other immediate family members anticipate conducting, or are conducting, any business with the school. If so, please indicate the precise nature of the business that is being or will be conducted. ☐ I / we do not anticipate conducting any such business. ☒ Yes, sister on Board of Trustees for potential school facility building

12. If the school contracts with an educational service provider (a management company, whether for-profit or not-for-profit), please indicate whether you or your spouse know any employees, officers, owners, directors or agents of that provider. If the answer is in the affirmative, please describe any such relationship.
☒ Not applicable because the school does not contact with a management company or charter management organization.
☐ I / we do not know any such persons.
☐ Yes, .

13. If the school contracts with an educational service provider, please indicate whether you, your spouse or other immediate family members have a direct or indirect ownership, employment, contractual or management interest in the provider. For any interest indicated, please provide a detailed description. ☒ N/A. ☐ I / we have no such interest. ☐ Yes, .

14. If the school is partnered with an educational service provider, please indicate if you, your spouse or other immediate family member anticipate conducting, or are conducting, any business with the provider. If so, please indicate the precise nature of the business that is being or will be conducted. ☒ N/A. ☐ I / we or my family do not anticipate conducting any such business. ☐ Yes, .

15. Please indicate whether you, your spouse or other immediate family members are a director, officer, employee, partner or member of, or are otherwise associated with, any organization which filed an application in conjunction with the charter school, i.e., is partnered with the charter school. (For the identity of all such organizations, please consult with the chair of the charter school board.) To the extent you have provided this information in response to prior items, you may so indicate. ☒ Does not apply to me, my spouse or family. ☐ Yes,.

16. Please indicate any potential ethical or legal conflicts of interests that would, or are likely to, exist should you be approved for service on the school's board. Please note that being a parent of a school student, serving on another charter school's board or being employed by the school are conflicts that should be disclosed, but do not make you automatically ineligible to serve as a trustee. ☒ None. ☐ Yes,

17. Please indicate how you would handle a situation in which you believe one or more members of the school's board are involved in self-dealing (working for their own benefit, or the benefit of their friends and family). Please note that simply confronting the involved trustee is not usually a sufficient answer. After addressing member, Report to Chairman, if need be to the authorizer.

Other

18. Please affirm that you have read the school board's by-laws and conflict-of-interest policies (Code of Ethics). ☒ I affirm.

19. Please provide any other information that you feel pertinent to the Charter Schools Institute's review. None

Certification

I, Wanda Torres Mercado certify to the best of my knowledge and ability that the information I am providing to the State University Trustees/Charter Schools Institute in regards to my application to serve as a member of the board of trustees of the Family Life Academy II Charter School is true and correct in every respect.

Wanda Torres Mercado — 2/23/11

Signature — Date

Please submit this form with the RFI form to the charter school or via mail, facsimile or e-mail (in PDF with signature) to:

Charter Schools Institute
State University of New York
41 State Street, Suite 700, Albany, NY 12207
Telephone: 518/433-8277; Facsimile 518/427-6510
E-mail: [redacted]

Charter Schools Institute
The State University of New York

Request for Information from Prospective Charter School Trustees

Guidance and Form

Updated: May 21, 2007

Charter Schools Institute
State University of New York
41 State Street, Suite 700
Albany, New York 12207
518/433-8277
Fax: 518/427-6510

Guidance regarding the *Request for Information Form*

Serving on a public charter school board is a position of great trust and responsibility. As a charter school trustee, you would be charged with overseeing the education of all students enrolled in the school, the expenditure of public and private monies directed to the charter school, and, if applicable, the oversight of any charter management entity.

Because of the importance of the position that you seek to assume, the Board of Trustees of the State University of New York requires that new board members be approved by it pursuant to the terms of each school's Charter Agreement. The Charter Schools Institute carries out this responsibility for the State University Trustees through this Request for Information (RFI) process.

Only in very rare cases does the Institute reject properly approved prospective trustees who have provided all information requested on this form. These cases are generally limited to prospective members who would have severe conflicts of interest* in fulfilling their fiduciary or other duties as a charter school board member, who are proposed to be seated in violation of the school's charter or by-laws, or whose background evidences untrustworthiness, e.g., criminal record, a record of financial dealings inimical to the public trust. Accordingly, and in order to expedite the approval of new board members, the Institute requests that you provide full and complete answers to each of the items below (and provide the certification indicated). This will assist the Institute in its review.

Pursuant to New York's Freedom of Information Law (FOIL), any personal information listed on or attached to this form (including the Charter School Trustee Contact Information form) that would constitute an unwarranted invasion of personal privacy will not be disclosed to the public pursuant to FOIL (home address, telephone number, etc.).

---

* A conflict of interest is generally defined as a situation in which someone has differing or competing professional or personal interests, and do not necessarily have to involve monetary interests. In the case of a charter school trustee, who has a duty of loyalty to the charter school on whose board he or she sits, such differing or competing interests can complicate corporate decision making. Examples of conflicts of interest include the following:

- being a charter school trustee of more than one charter school at the same time;
- being paid by a charter school as an employee or contractor while serving as a school trustee;
- being a parent of a student of a charter school on whose board you sit, especially when making decisions related to your child's teachers; and
- being a charter school trustee while your spouse's company or employer is doing business with the charter school.

In many cases, conflicts are waiveable as long as the trustee discloses the interests to the school board and recuses his- or herself from voting when conflicted. In rare cases the conflict of interest will mandate that either one of the competing interests be given up. For example, a school trustee cannot work for a for-profit management company that manages the charter school's operations.

Questions related to conflict of interest may be addresses to the school's counsel or the General Counsel of the Insitute.

Seating New Trustees: General Procedures

In order to legally seating a person on a charter school board, the following procedures should generally be followed as well as any specific provisions contained in your school's by-laws.

❑	When a board seat becomes vacant or is created, the school board (by committee or otherwise) should seek nominations for a person to fill the vacant seat with appropriate qualifications per the Charter Application, *and* who complies with the Charter Agreement restrictions in Section 2 (and including Exhibit D) *and* school by-laws requirements.
❑	The charter school board secretary or other administrator should review the school by-laws to determine the proper number of trustees that may be seated on the board, or the proper range (e.g., 7-11). If the board has too many members, a request to amend the by-laws must be made to the Institute or the seat may not be filled. In cases where the number of trustees must be fixed (i.e., when there is a range) the school board should do so at or prior to the time of the election of the proposed trustee and clearly reflect same in the minutes. Note: The legal limits on board size are 5 minimum and 25 maximum.
❑	The board secretary or other administrator should review the following to determine the proper qualification of the prospective board member: 1) Charter Agreement paragraph entitled "Governance; School Board; By-laws" (¶ 2.10 in recent charters) for the following: a) compliance with the 40% rule (no more than 40% of the school board may be affiliated with any single entity unless the school has received a waiver from the State University Trustees); b) compliance with provisions prohibiting or restricting board membership for persons associated with a charter management organization (CMO); 2) Charter Agreement Exhibit D, "Additional Assurances and Terms," which may contain restrictions on board membership or a waiver thereof; 3) Charter Agreement Exhibit A, "Terms of Operation," which is either the Charter Application (new schools) or the Key Design Elements (renewal schools). The Charter Application will set forth the school trustee qualifications of the school that are in addition to those required by law (age 18). Key Design Elements may or may not contain such information; 4) By-laws, which may: a) state what type or "class" of trustee must be elected, e.g., parent, teacher representative, community member; b) state any conditions that must be met prior to the election or nomination of a proposed trustee (vote of the parent/teacher organization; vote of partner organization, etc.); c) direct how the trustee will be elected or appointed (super-majority vote, vote of corporate member, etc.); and/or d) state how long the term of a trustee will be. When vacant seats are filled, the new trustee serves for the remainder of the prior trustee's term. When new seats are created, the board, chairperson or other methodology in the by-laws may dictate the length of the term, which be staggered with other terms. It is a good practice for the secretary to keep a multi-year elections calendar to track each trustees' term.
❑	The school board or corporate member elects or appoints the *prospective* school trustee at a duly convened meeting of the school board with a quorum and following any by-laws restrictions on elections such as super-majority provisions.
❑	Submit a signed copy of the resolution electing the prospective trustee or of the signed minutes showing such election to the Institute together with a *Request for Information from Prospective Board Members* (RFI).
❑	After each prospective trustee reviews the by-laws, code of ethics and any conflict of interest policies of the school, the board secretary or administrator should have each prospective trustee complete a RFI form, which the school or proposed trustee must submit to the Institute.
Institute Actions:	The Institute will approve or reject such proposed trustee in writing within 45 days of submission of *all* of the above required documentation (complete RFI with Charter School Trustee Contact Information form, and evidence of proper election (e.g. signed resolution or minutes reflecting vote). If the Institute takes no action within the 45 day period the person may be seated as a school trustee. After the Institute approves a trustee in writing, it will ask the school for an updated list of school trustees.
❑	The school board secretary or other administrator should inform the new trustee of his or her official seating on the school board. The trustee may now vote. The school must send an updated board list to the Institute.

FOR INSTITUTE USE ONLY
FILING FOR SCHOOL YEAR: _____
DATE RECEIVED: _____

DISCLOSURE OF FINANCIAL INTEREST
BY A CHARTER SCHOOL TRUSTEE[1]

1. Name of charter school: Family Life Academy Charter School
2. Trustee's name (print): Susana Rivera Leon
3. Position(s) on board (e.g., chair, treasurer, committee chair, etc.): member
4. Home address: [redacted]
5. Business Address: [redacted]
6. Daytime phone: [redacted]
7. E-mail: [redacted]
8. Is Trustee an employee of the school? ____Yes. ✓ No. If you checked yes, please provide a description of the position you hold, your salary and your start date.

   _____

9. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members have held or engaged in with the charter school during the prior school year. If there has been no such financial interest or transaction, please *write "None."* Please note that if you answered yes to Question 8, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of Financial Interest/Transaction	Steps Taken to Avoid a Conflict of Interest, (e.g., did not vote, did not participate in discussion)	Identity of Person Holding Interest or Engaging in Transaction (e.g., you and/or immediate family member (name)
Nel	addendum		
Please write "None" if applicable. Do not leave this space blank.			

[1] *Form Revised May 24, 2006*

10. 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 charter school *and* in which such entity, during the preceding school year, you and/or your immediate family member(s) 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, you need not list every transaction between such entity and the school that is pursuant to such agreement; rather, please identify only the name of the entity, your position in the entity as well as the relationship between such entity and the charter school. If there was no financial interest, please *write* "*None*."

Entity Conducting Business with the School	Nature of Business Conducted	Approximate Value of the Business Conducted	Name of Trustee and/or Immediate Family Holding an Interest in the Entity Conducting Business with the School and the Nature of the Interest	Steps Taken to Avoid Conflict of Interest
Please write "None" if applicable. Do not leave this space blank.	see addendum None			

Susan Leon

Signature

7/16/12

Date

11. Please indicate if you, your spouse or other immediate family members anticipate conducting, or are conducting, any business with the school. If so, please indicate the precise nature of the business that is being or will be conducted. ☑ I / we do not anticipate conducting any such business. ☐ Yes, .

12. If the school contracts with an educational service provider (a management company, whether for-profit or not-for-profit), please indicate whether you or your spouse know any employees, officers, owners, directors or agents of that provider. If the answer is in the affirmative, please describe any such relationship.
☑ Not applicable because the school does not contact with a management company or charter management organization.
☐ I / we do not know any such persons.
☐ Yes, .

13. If the school contracts with an educational service provider, please indicate whether you, your spouse or other immediate family members have a direct or indirect ownership, employment, contractual or management interest in the provider. For any interest indicated, please provide a detailed description. ☑ N/A. ☐ I / we have no such interest. ☐ Yes, .

14. If the school is partnered with an educational service provider, please indicate if you, your spouse or other immediate family member anticipate conducting, or are conducting, any business with the provider. If so, please indicate the precise nature of the business that is being or will be conducted. ☑ N/A. ☐ I / we or my family do not anticipate conducting any such business. ☐ Yes, .

15. Please indicate whether you, your spouse or other immediate family members are a director, officer, employee, partner or member of, or are otherwise associated with, any organization which filed an application in conjunction with the charter school, i.e., is partnered with the charter school. (For the identity of all such organizations, please consult with the chair of the charter school board.) To the extent you have provided this information in response to prior items, you may so indicate. ☑ Does not apply to me, my spouse or family. ☐ Yes, .

16. Please indicate any potential ethical or legal conflicts of interests that would, or are likely to, exist should you be approved for service on the school's board. Please note that being a parent of a school student, serving on another charter school's board or being employed by the school are conflicts that should be disclosed, but do not make you automatically ineligible to serve as a trustee. ☐ None. ☐ Yes, .

17. Please indicate how you would handle a situation in which you believe one or more members of the school's board are involved in self-dealing (working for their own benefit, or the benefit of their friends and family). Please note that simply confronting the involved trustee is not usually a sufficient answer.

Other #17 after addressing the member, I would report it to chairman, and if need be inform authorizer.

18. Please affirm that you have read the school board's by-laws and conflict-of-interest policies (Code of Ethics). ☑ I affirm.

19. Please provide any other information that you feel pertinent to the Charter Schools Institute's review.

Certification

I, Luisana Tuñón, certify to the best of my knowledge and ability that the information I am providing to the State University Trustees/Charter Schools Institute in regards to my application to serve as a member of the board of trustees of the Family Life Academy Charter School is ~~true~~ and correct in every respect.

Luisana Tuñón
Signature

July 16, 2012
Date

Please submit this form with the RFI form to the charter school or via mail, facsimile or e-mail (in PDF with signature) to:

Charter Schools Institute
State University of New York
41 State Street, Suite 700, Albany, NY 12207
Telephone: 518/433-8277; Facsimile 518/427-6510
E-mail: [redacted]

Conflict of Interest Addendum

Attachment A

Susana Rivera Leon

Board Candidate

- #3 I am a parent of two (2) children that attend FLACS I and I will excuse myself from any voting decisions pertaining to my children's teachers.

- #4 I am the Executive Vice President of the Latino Pastoral Action Center, which is the community sponsor and landlord of FLACS.

- My father, Rev. Dr. Raymond Rivera is the founder of both LPAC and FLACS. He will be stepping down from the FLACS board in the near future; and I plan to continue his vision and legacy on the board. I would also like to disclose that Mrs. Marilyn Calo, the new CEO of the FLACS network of schools is my stepmother. We consider ourselves a community grown charter school and strive to maintain an organic relationship with our community sponsor.

- I am also a board member of the CG Educational Holdings, Corp. which is the company that jointly owns the newly purchased FLACS II building located at 370 Gerard Avenue, Bronx, N.Y. 10451

Request for Information from Prospective Charter School Board Members

RESPONSES OF PEDRO ALVAREZ, AUGUST 9, 2004

CONFLICT OF INTEREST

6. **Please indicate whether you or your spouse knows any of the other board members, or prospective or former board members. If so, please indicate the precise nature of your relationship.**

Nor my wife or I have any connection with other members.

7. **Please indicate whether you or your spouse knows any person who is, or has been in the last two years, a school employee. If so, indicate the precise nature of your relationship.**

As a parent of two students at FLACS we have met with teachers, staff and administration in PTA meetings, PT Conferences and other school activities.

8. **Please indicate whether you or your spouse knows anyone who is doing, or plans to do, business with the charter school (whether as an individual or as a director, officer or employee of an entity). If so, indicate and describe the precise nature of your relationship and the nature of the business that such person or entity is transacting or will be transacting with the school.**

I do not know anyone who is doing, or plans to do, business with FLACS.

9. **Please indicate if you, your spouse or other immediate family member anticipates conducting, or is conducting, any business with the school. If so, please indicate the precise nature of the business that is being or will be conducted.**

I do not anticipate conducting or who are conducting, any business with the school.

10. **If the school is partnered with an educational service provider (a management company, whether for-profit or not-for-profit), please indicate whether you or your spouse knows any employees, officers, owners, directors or agents of that provider. If your answer is in the affirmative, please describe any such relationship.**

I do not know any employees, officers, owners, directors or agents of any partnering education service provider of the school.

11. If the school is partnered with an educational service provider, please indicate whether you, your spouse or other immediate family member has a direct or indirect ownership, employment, contractual or management interest in the provider. For any interest indicated, please provide a detailed description.

My immediate family and I do not have a direct or indirect ownership, employment, contractual or management interest in any partnering interest in any partnering educational service provider of the school.

12. If the school is partnered with an educational service provider, please indicate if you, your spouse or other immediate family member anticipates conducting, or is conducting, any business with the provider. If so, please indicate the precise nature of the business that is being or will be conducted.

My immediate family members and I do not anticipate conducting, or are conducting, business with any partnering educational service provider of the school.

13. Please indicate whether you, your spouse or other immediate family member is a director, officer, employee, partner or member of, or is otherwise associated with, any organization which filed an application in conjunction with the charter school, i.e., is partnered with the charter school. (For the identity of all such organizations, please consult with the chair of the charter school board.) To the extent you have provided this information in response to items 9-12, you may so indicate.

My immediate family members and I are not directors, officers, employees, partners or members of, or are otherwise associated with, any organization that filed an application in conjunction with the charter school.

14. Please indicate the potential ethical or legal conflicts of interests (if any) that would, or are likely to, exist should you be approved for service on the school's board.

I do not foresee any ethical or legal conflicts of interests should I be approved to serve on the school's board.

15. Please indicate how you would handle a situation in which you believe one or more members of the school's board are involved in self-dealing (working for their own benefit, or the benefit of their friends and family).

I will act accordingly with the bylaws of the organization and the rules contained in the government granting the authority to exist.

EDUCATIONAL PHILOSOPHY

16. Please provide your understanding of the school's mission and/or philosophy.

The Family Life Academy Charter School seeks to provide a space for children in the Highbridge community to achieve academic excellence. The school employs a transitional bilingual education methodology to ensure that the students use their existing skills and language skills to become strong English speakers. At the same time, the students continue to learn their native language—primarily Spanish—in a foreign language class. This enables the students to continue to communicate with family and friends who connect in their native language, or who speak a non-English language.

17. Please indicate whether you are familiar with the educational program of the school.

Yes, as a parent I am familiar with the school program, vision and mission through activities such as conferences, meetings, workshops and my children's schoolwork.

18. Please indicate what you believe to be the characteristics of a successful school. In particular, provide the specific steps you think the board of the school will need to take to ensure that this school is and remains successful.

I believe that if everyone in the community gets involved in the educational process of our children we can improve it and make positive changes.

OTHER

19. Please indicate your understanding of the appropriate role of a public charter school board member.

As an educated parent I can see the role of a board member to reach balance decisions on school issues and oversee the day to day operations of the school.

20. Please affirm that you have read the school board's by-laws and conflict of interest policies.

I have read the school board's by-laws and conflict of interest policies.

21. Please provide any other information that you feel pertinent to the Charter Schools Institute's review.

I will be glad to return to the school system part of what I got from it, a professional and meaningful life.

CERTIFICATION

I, NAME, certify to the best of my knowledge and ability that the information I am providing to the State University Trustees/Charter Schools Institute in regards to my application to serve as a member of the board of trustees of the Family Life Academy Charter School is true and correct in every respect.

Signature

8/9/04

Date

CONFLICT OF INTEREST

6. **Please indicate whether you or your spouse knows any of the other board members, or prospective or former board members. If so, please indicate the precise nature of your relationship.**

We do not know any of the members of the board. That includes past or present members.

7. **Please indicate whether you or your spouse knows any person who is, or has been in the last two years, a school employee. If so, indicate the precise nature of your relationship.**

We don't know any of the staff members of the school.

8. **Please indicate whether you or your spouse knows anyone who is doing, or plans to do, business with the charter school (whether as an individual or as a director, officer or employee of an entity). If so, indicate and describe the precise nature of your relationship and the nature of the business that such person or entity is transacting or will be transacting with the school.**

We do not know anyone who is doing or intend to do business with the charter school.

9. **Please indicate if you, your spouse or other immediate family member anticipates conducting, or is conducting, any business with the school. If so, please indicate the precise nature of the business that is being or will be conducted.**

We do not have any family member who is or will be doing business with the school.

10. **If the school is partnered with an educational service provider (a management company, whether for-profit or not-for-profit), please indicate whether you or your spouse knows any employees, officers, owners, directors or agents of that provider. If your answer is in the affirmative, please describe any such relationship.**

We do not know anyone or any institution that is conducting business with the school.

11. If the school is partnered with an educational service provider, please indicate whether you, your spouse or other immediate family member has a direct or indirect ownership, employment, contractual or management interest in the provider. For any interest indicated, please provide a detailed description.

Nor we or any one of my immediate family members have any direct or indirect interest in the school.

12. If the school is partnered with an educational service provider, please indicate if you, your spouse or other immediate family member anticipates conducting, or is conducting, any business with the provider. If so, please indicate the precise nature of the business that is being or will be conducted.

Nor we or any one of my immediate family members have any direct or indirect interest in the school.

13. Please indicate whether you, your spouse or other immediate family member is a director, officer, employee, partner or member of, or is otherwise associated with, any organization which filed an application in conjunction with the charter school, i.e., is partnered with the charter school. (For the identity of all such organizations, please consult with the chair of the charter school board.) To the extent you have provided this information in response to items 9-12, you may so indicate.

Nor we or any one of my immediate family members have any direct or indirect interest in the school.

14. Please indicate the potential ethical or legal conflicts of interests (if any) that would, or are likely to, exist should you be approved for service on the school's board.

None.

15. Please indicate how you would handle a situation in which you believe one or more members of the school's board are involved in self-dealing (working for their own benefit, or the benefit of their friends and family).

I would follow the Board Bylaws regarding self-dealing.

EDUCATIONAL PHILOSOPHY

16. Please provide your understanding of the school's mission and/or philosophy.

The Family Life Academy Charter School seeks to provide a space for children in the Highbridge community to achieve academic excellence. The school employs a transitional bilingual education methodology to ensure that the students use their existing skills and language skills to become strong English speakers. At the same time, the students continue to learn their native language—primarily Spanish—in a foreign language class. This enables the students to continue to communicate with family and friends who connect in their native language, or who speak a non-English language.

17. Please indicate whether you are familiar with the educational program of the school.

As a parent of a third grader at Family Life Academy Charter School, I am very familiar with the work my son brings home and I have had a good relationship with his teachers through conferences and weekly conversations. I have also participated in all PTA meetings and workshops in these past three years. As the President of the PTA since, October, 2003 I have been a part of the Board meetings and have been exposed directly to the written charter and also to presentations from the FLACS Administration and Faculty which is allowing me to understand in more detail our schools educational program.

18. Please indicate what you believe to be the characteristics of a successful school. In particular, provide the specific steps you think the board of the school will need to take to ensure that this school is and remains successful.

The number of students per classroom; FLACS Charter has established no more than 26 children in a classroom. The environment of two teachers per classroom in the lower grades-Our Charter has been amended to this setup. Interaction between Parents, Administration and Faculty- been able to voice concerns and being addressed by Administration and Faculty. Individual attention and development per student and the safety of all students and staff at the school.
To ensure these guidelines I believe the Board must understand and believe in our schools mission, defend and protect all the areas that are showing success and review and if necessary change those that are not.

OTHER

19. Please indicate your understanding of the appropriate role of a public charter school board member.

Oversee and review the schools progress, which happens through monthly meetings, attending workshops, allowing us to ensure the school is complying with its mission to educate our children.

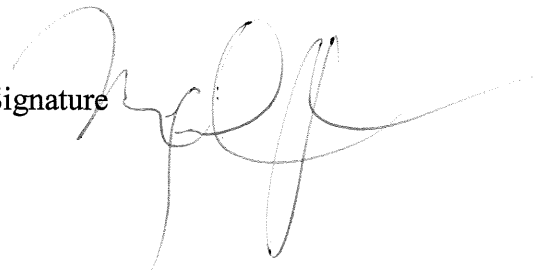
20. Please affirm that you have read the school board's by-laws and conflict of interest policies.

I have read the school board's by-laws and conflict of interest policies.

21. Please provide any other information that you feel pertinent to the Charter Schools Institute's review.

CERTIFICATION

I, NAME, certify to the best of my knowledge and ability that the information I am providing to the State University Trustees/Charter Schools Institute in regards to my application to serve as a member of the board of trustees of the Family Life Academy Charter School is true and correct in every respect.

Signature  Date 1/24/04

Request for Information from Prospective Charter School Board Members

RESPONSES OF LOURDES ALMANZAR, OCTOBER 11, 2003

BACKGROUND

1. **Please provide your educational and employment history. You may do so by attaching a resume.**

My resume is attached.

2. **Please affirm that you will be at least 18 years old by January 1, 2002 (providing your date of birth is not required).**

I will be at least 18 years old by January 1, 2002.

3. **Please indicate how you became aware of the charter school and the opportunity to serve as a member of its board.**

Jose Montes and Susana Rivera informed me that they were members of the FLA Charter School and if I was interested in becoming a member..

4. **Please explain why you wish to serve on the board.**

I am committed to the academic excellence of all children, in particular children from low-income communities of color. The Family Life Academy is located in the Highbridge section of the Southwest Bronx, an economically depressed neighborhood. In addition, I look forward to sharing my knowledge of effective schools and youth development to contribute to the school's quality of education.

5. **Please indicate whether you have previously served on a board of a school district, a non-public school or any not-for profit corporation (to the extent not otherwise indicated in your response on Item 1, above). In addition, please describe any other experience, knowledge or skills you feel is relevant to service on the charter school board.**

In addition to my experience reflected in the attached resume, I have worked with ELL population all my teaching career therefore, understanding their needs and wants. I served in school committee such as the heritage committee where we plan presentations for Black history and Dominican Independence month.

CONFLICT OF INTEREST

6. **Please indicate whether you or your spouse knows any of the other board members, or prospective or former board members. If so, please indicate the precise nature of your relationship.**

I know the Jose Montes and Susana Rivera through my previous employer ASPIRA of New York, Inc.

7. **Please indicate whether you or your spouse knows any person who is, or has been in the last two years, a school employee. If so, indicate the precise nature of your relationship.**

I do not know any school employee.

8. **Please indicate whether you or your spouse knows anyone who is doing, or plans to do, business with the charter school (whether as an individual or as a director, officer or employee of an entity). If so, indicate and describe the precise nature of your relationship and the nature of the business that such person or entity is transacting or will be transacting with the school.**

I do not know anyone who is doing, or plans to do, business with the charter school.

9. **Please indicate if you, your spouse or other immediate family member anticipates conducting, or is conducting, any business with the school. If so, please indicate the precise nature of the business that is being or will be conducted.**

I do not anticipate conducting, or are conducting, any business with the school.

10. **If the school is partnered with an educational service provider (a management company, whether for-profit or not-for-profit), please indicate whether you or your spouse knows any employees, officers, owners, directors or agents of that provider. If your answer is in the affirmative, please describe any such relationship.**

I do not know any employees, officers, owners, directors or agents of any partnering educational service provider of the school.

11. If the school is partnered with an educational service provider, please indicate whether you, your spouse or other immediate family member has a direct or indirect ownership, employment, contractual or management interest in the provider. For any interest indicated, please provide a detailed description.

My immediate family and I do not have a direct or indirect ownership, employment, contractual or management interest in any partnering educational service provider of the school.

12. If the school is partnered with an educational service provider, please indicate if you, your spouse or other immediate family member anticipates conducting, or is conducting, any business with the provider. If so, please indicate the precise nature of the business that is being or will be conducted.

My immediate family members, and I do not anticipate conducting, or are conducting, business with any partnering educational service provider of the school.

13. Please indicate whether you, your spouse or other immediate family member is a director, officer, employee, partner or member of, or is otherwise associated with, any organization which filed an application in conjunction with the charter school, i.e., is partnered with the charter school. (For the identity of all such organizations, please consult with the chair of the charter school board.) To the extent you have provided this information in response to items 9-12, you may so indicate.

My immediate family members, and I are not directors, officers, employees, partners or members of, or are otherwise associated with, any organization that filed an application in conjunction with the charter school.

14. Please indicate the potential ethical or legal conflicts of interests (if any) that would, or are likely to, exist should you be approved for service on the school's board.

I do not foresee any ethical or legal conflicts of interests should I be approved for serve on the school's board.

15. Please indicate how you would handle a situation in which you believe one or more members of the school's board are involved in self-dealing (working for their own benefit, or the benefit of their friends and family).

I would approach the Board chair and executive committee and ask for an immediate inquiry. If it is revealed that a board member is involved in self-dealing, I would ask that the board act on the matter in accordance with its by-laws and standing rules.

EDUCATIONAL PHILOSOPHY

16. Please provide your understanding of the school's mission and/or philosophy.

The Family Life Academy Charter School seeks to provide a space for children in the Highbridge community to achieve academic excellence. The school employs a transitional bilingual education methodology to ensure that the students use their existing skills and language skills to become strong English speakers. At the same time, the students continue to learn their native language—primarily Spanish—in a foreign language class. This enables the students to become biliterate as well as bilingual.

17. Please indicate whether you are familiar with the educational program of the school.

The Family Life Academy Charter School is a transitional bilingual school. The school is available to the children of the Highbridge community, and distinguishes itself in having open enrollment. All students learn English and a foreign language. After English Language Learners transition in to English classes, they continue to learn their native language—primarily Spanish—in a foreign language class.

18. Please indicate what you believe to be the characteristics of a successful school. In particular, provide the specific steps you think the board of the school will need to take to ensure that this school is and remains successful.

The following are the characteristics of a successful, or effective, school:

- Strong academic curriculum that ensures students perform well in state standardized tests
- Qualified teachers with ongoing teacher development opportunities
- Qualified director and administrative staff
- Parents active in their children's education and in ensuring the success of the school
- School has strong ties with parents, community members and institutions, and is accessible to these groups
- Students receive opportunities to learn through formal and informal methods, both during and after school hours
- Students are prepared to transition to middle school or high school
- Continuous rapport among parents, teachers, and administration

The Board should work with the Director to create a quarterly monitoring tool to gauge the progress of the school in agreed upon areas. The Director would be asked to develop and present a baseline report and would produce a quarterly report and presentation. At the end of the fourth quarter, the Director would provide a year-end assessment of the state of the school and would present an annual plan for board consideration and approval.

OTHER

19. Please indicate your understanding of the appropriate role of a public charter school board member.

A public charter school board member should lend support to the school around school policies and in assisting the staff to obtain additional resources to ensure the school provides the highest quality of education it can offer.

20. Please affirm that you have read the school board's by-laws and conflict of interest policies.

I have read the school board's by-laws and conflict of interest policies.

21. Please provide any other information that you feel pertinent to the Charter Schools Institute's review.

n/a

CERTIFICATION

I, Lourdes Almanzar, certify to the best of my knowledge and ability that the information I am providing to the State University Trustees/Charter Schools Institute in regards to my application to serve as a member of the board of trustees of the Family Life Academy Charter School is true and correct in every respect.

Lourdes Almanzar
Signature

October 11, 2003
Date

Lourdes Almanzar

[redacted]

OBJECTIVE

To secure a teaching position where I can use my academic training and experiences to provide students with a learning environment that is challenging and nurturing.

WORK HISTORY

[redacted]

EDUCATION

M. S. ED with Bilingual Ext., Hunter College, 2002
B. A., Hunter College, 1990 New York, NY
Major: Psychology Minor: Education

LICENSES & CERTIFICATES

- Permanent NYC Certification, Pre-K through 6 Bilingual Common Branch
- Permanent NYS Certification,

SPECIAL PROGRAMS & ACTIVITIES

- Participated in CSD 6 Dual Language Fellows Program Action Research Team
- Participated in a Video Journal of Education based on Action Research in NYC
- Participated in the Standard-Based Model Classroom Project at CSD 6
- Presented the Action Research Project at the University of Pennsylvania Ethnography Conference

HONORS & RECOGNITIONS

- Kappa Delta Pi Honor Society Member

School Board Info

September 25, 2008

Mr. Edmund Gaffney
Chair, Board of Trustees
Family Life Academy Charter School
14 West 170th Street
Bronx, New York 10452

Re: Approval of Mr. Ojemen and Mr. Dutton as Family Life Academy Charter School Trustees

Dear Mr. Gaffney:

Based on the information provided to the Charter Schools Institute, and pursuant to paragraph 2.11 of the Charter Agreement between the Family Life Academy Charter School (the "School") and the Board of Trustees of the State University of New York, please be advised that the Institute grants permission to the School to seat Mr. George Ojemen and Mr. Marvin Dutton as members of its board of trustees.

Please forward an updated board member roster to the Institute as soon as possible.

Should you have any questions or concerns, please do not hesitate to contact the Institute.

Sincerely,

Maureen Murphy

Maureen C. Murphy
Director of Charter Accountability

Request for Information from Prospective Charter School Trustee

Please provide the following information.

Background

1. Name of Charter School for which you intend to serve as a trustee. Family Life Academy Charter School
2. Full name: Marvin Dutton
   Home Address: [redacted]
   Business Name and Address: [redacted]
   Home telephone No.: [redacted]
   Work telephone No.: [redacted]
   E-mail address: [redacted]
3. A brief educational and employment history (you may attach a resume):
   ☐ Resume attached.
4. Please affirm that you will be at least 18 years old by the date of appointment to the charter school's board. ☑ I affirm.
5. Please indicate whether you currently or have previously served on a board of a school district, another charter school, a non-public school or any not-for-profit corporation (to the extent not otherwise indicated in your response to Item 3, above). ☑ Does not apply to me.
   ☐ Yes, .
6. Please indicate if you have ever been convicted of a misdemeanor related to honesty or trustworthiness, or a felony. If the answer to this question is yes, please provide details of the offense, the date, disposition, etc. ☑ Does not apply to me. ☐ Yes, .
7. Please indicate if you have ever entered into a settlement agreement, consent decree, adjournment in contemplation of dismissal, assurance of discontinuance or other, similar agreement with the Securities Exchange Commission, Internal Revenue Service, the U.S. attorney general or the attorney general of any state, a U.S. or district attorney or any other law enforcement or regulatory body concerning the discharge of your duties as a board member of a for-profit or not-for profit entity or as an executive of such entity. If the answer to this question is yes, please provide details of the agreement.
   ☑ Does not apply to me. ☐ Yes, .

Conflicts

8. Please indicate whether you or your spouse knows any of the other school trustees, or prospective or former school trustees. If so, please indicate the precise nature of your relationship. ☑ I / we do not know any such trustees. ☐ Yes, .
9. Please indicate whether you or your spouse knows any person who is, or has been in the last two years, a school employee. If so, indicate the precise nature of your relationship.
   ☑ I / we do not know any such employees. ☐ Yes, .
10. Please indicate whether you or your spouse knows anyone who is doing, or plans to do, business with the charter school (whether as an individual or as a director, officer, employee or agent of an entity). If so, indicate and describe the precise nature of your relationship and the nature of the business that such person or entity is transacting or will be transacting with the school. ☑ I / we do not know any such persons. ☐ Yes, .

11. Please indicate if you, your spouse or other immediate family members anticipate conducting, or are conducting, any business with the school. If so, please indicate the precise nature of the business that is being or will be conducted. ☑ I / we do not anticipate conducting any such business. ☐ Yes, .

12. If the school contracts with an educational service provider (a management company, whether for-profit or not-for-profit), please indicate whether you or your spouse know any employees, officers, owners, directors or agents of that provider. If the answer is in the affirmative, please describe any such relationship.
☑ Not applicable because the school does not contact with a management company or charter management organization.
☐ I / we do not know any such persons.
☐ Yes, .

13. If the school contracts with an educational service provider, please indicate whether you, your spouse or other immediate family members have a direct or indirect ownership, employment, contractual or management interest in the provider. For any interest indicated, please provide a detailed description. ☑ N/A. ☐ I / we have no such interest. ☐ Yes, .

14. If the school is partnered with an educational service provider, please indicate if you, your spouse or other immediate family member anticipate conducting, or are conducting, any business with the provider. If so, please indicate the precise nature of the business that is being or will be conducted. ☑ N/A. ☐ I / we or my family do not anticipate conducting any such business. ☐ Yes, .

15. Please indicate whether you, your spouse or other immediate family members are a director, officer, employee, partner or member of, or are otherwise associated with, any organization which filed an application in conjunction with the charter school, i.e., is partnered with the charter school. (For the identity of all such organizations, please consult with the chair of the charter school board.) To the extent you have provided this information in response to prior items, you may so indicate. ☑ Does not apply to me, my spouse or family. ☐ Yes, .

16. Please indicate any potential ethical or legal conflicts of interests that would, or are likely to, exist should you be approved for service on the school's board. Please note that being a parent of a school student, serving on another charter school's board or being employed by the school are conflicts that should be disclosed, but do not make you automatically ineligible to serve as a trustee. ☑ None. ☐ Yes, .

17. Please indicate how you would handle a situation in which you believe one or more members of the school's board are involved in self-dealing (working for their own benefit, or the benefit of their friends and family). Please note that simply confronting the involved trustee is not usually a sufficient answer. I will bring it to the attention of the entire school board. As well as, the Board of Trustees of the State University of N.Y.

Other

18. Please affirm that you have read the school board's by-laws and conflict-of-interest policies (Code of Ethics). ☑ I affirm.

19. Please provide any other information that you feel pertinent to the Charter Schools Institute's review.

Certification

I, Marvin Dutton, certify to the best of my knowledge and ability that the information I am providing to the State University Trustees/Charter Schools Institute in regards to my application to serve as a member of the board of trustees of the Family Life Academy Charter School Center Charter School is true and correct in every respect.

Signature

7-25-08
Date

Please submit this form with the RFI form to the charter school or via mail, facsimile or e-mail (in PDF with signature) to:

Charter Schools Institute
State University of New York
41 State Street, Suite 700, Albany, NY 12207
Telephone: 518/433-8277; Facsimile 518/427-6510
E-mail: [redacted]

FOR INSTITUTE USE ONLY
FILING FOR SCHOOL YEAR: _____
DATE RECEIVED: _____

DISCLOSURE OF FINANCIAL INTEREST
BY A CHARTER SCHOOL TRUSTEE[1]

1. Name of charter school: Family Life Academy
2. Trustee's name (print): Marvin Dutton
3. Position(s) on board (e.g., chair, treasurer, committee chair, etc.): _____
4. Home addres[redacted]
5. Business Address[redacted]
6. Daytime phone:[redacted]
7. E-mail[redacted]
8. Is Trustee an employee of the school? ____Yes. ___✓No. If you checked yes, please provide a description of the position you hold, your salary and your start date.

   _____

9. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members have held or engaged in with the charter school during the prior school year. If there has been no such financial interest or transaction, please *write "None."* Please note that if you answered yes to Question 8, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of Financial Interest/Transaction	Steps Taken to Avoid a Conflict of Interest, (e.g., did not vote, did not participate in discussion)	Identity of Person Holding Interest or Engaging in Transaction (e.g., you and/or immediate family member (name)
Please write "None" if applicable. Do not leave this space blank.	N/A		

[1] *Form Revised May 24, 2006*

10. 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 charter school *and* in which such entity, during the preceding school year, you and/or your immediate family member(s) 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, you need not list every transaction between such entity and the school that is pursuant to such agreement; rather, please identify only the name of the entity, your position in the entity as well as the relationship between such entity and the charter school. If there was no financial interest, please *write* "*None*."

Entity Conducting Business with the School	**Nature of Business Conducted**	**Approximate Value of the Business Conducted**	**Name of Trustee and/or Immediate Family Holding an Interest in the Entity Conducting Business with the School and the Nature of the Interest**	**Steps Taken to Avoid Conflict of Interest**
Please write "None" if applicable. Do not leave this space blank.				

Signature

7-25-08

Date

OK 8/17

RECEIVED
JUL - 6 2011
CHARTER SCHOOLS INSTITUTE

Request for Information from Prospective Charter School Trustee

Please provide the following information.

Background

1. Name of Charter School for which you intend to serve as a trustee: FAMILY LIFE ACADEMY CHARTER SCHOOL
2. Full name: Kevin Lane Kearns
   Home Address: [redacted]
   Business Name and Address: LATINO PASTORAL ACTION CENTER
   Home telephone No.: [redacted]
   Work telephone No:.
   E-mail address:
3. A brief educational and employment history (you may attach a resume):
   ☑ Resume attached.
4. Please affirm that you will be at least 18 years old by the date of appointment to the charter school's board. ☑ I affirm.
5. Please indicate whether you currently or have previously served on a board of a school district, another charter school, a non-public school or any not-for-profit corporation (to the extent not otherwise indicated in your response to Item 3, above). ☑ Does not apply to me.
   ☐ Yes, .
6. Please indicate if you have ever been convicted of a misdemeanor related to honesty or trustworthiness, or a felony. If the answer to this question is yes, please provide details of the offense, the date, disposition, etc. ☑ Does not apply to me. ☐ Yes, .
7. Please indicate if you have ever entered into a settlement agreement, consent decree, adjournment in contemplation of dismissal, assurance of discontinuance or other, similar agreement with the Securities Exchange Commission, Internal Revenue Service, the U.S. attorney general or the attorney general of any state, a U.S. or district attorney or any other law enforcement or regulatory body concerning the discharge of your duties as a board member of a for-profit or not-for profit entity or as an executive of such entity. If the answer to this question is yes, please provide details of the agreement.
   ☑ Does not apply to me. ☐ Yes, .

Conflicts

8. Please indicate whether you or your spouse knows any of the other school trustees, or prospective or former school trustees. If so, please indicate the precise nature of your relationship. ☐ I / we do not know any such trustees. ☑ Yes, I am employed by Raymond Rivera
9. Please indicate whether you or your spouse knows any person who is, or has been in the last two years, a school employee. If so, indicate the precise nature of your relationship.
   ☐ I / we do not know any such employees. ☑ Yes, I know Marilyn Calo, outgoing principal.
10. Please indicate whether you or your spouse knows anyone who is doing, or plans to do, business with the charter school (whether as an individual or as a director, officer, employee or agent of an entity). If so, indicate and describe the precise nature of your relationship and the nature of the business that such person or entity is transacting or will be transacting with the school. ☑ I / we do not know any such persons. ☐ Yes, .

Board voted 6/23

11. Please indicate if you, your spouse or other immediate family members anticipate conducting, or are conducting, any business with the school. If so, please indicate the precise nature of the business that is being or will be conducted. ☑ I / we do not anticipate conducting any such business. ☐ Yes, .

12. If the school contracts with an educational service provider (a management company, whether for-profit or not-for-profit), please indicate whether you or your spouse know any employees, officers, owners, directors or agents of that provider. If the answer is in the affirmative, please describe any such relationship.
☑ Not applicable because the school does not contact with a management company or charter management organization.
☐ I / we do not know any such persons.
☐ Yes, .

13. If the school contracts with an educational service provider, please indicate whether you, your spouse or other immediate family members have a direct or indirect ownership, employment, contractual or management interest in the provider. For any interest indicated, please provide a detailed description. ☑ N/A. ☐ I / we have no such interest. ☐ Yes, .

14. If the school is partnered with an educational service provider, please indicate if you, your spouse or other immediate family member anticipate conducting, or are conducting, any business with the provider. If so, please indicate the precise nature of the business that is being or will be conducted. ☑ N/A. ☐ I / we or my family do not anticipate conducting any such business. ☐ Yes, .

15. Please indicate whether you, your spouse or other immediate family members are a director, officer, employee, partner or member of, or are otherwise associated with, any organization which filed an application in conjunction with the charter school, i.e., is partnered with the charter school. (For the identity of all such organizations, please consult with the chair of the charter school board.) To the extent you have provided this information in response to prior items, you may so indicate. ☑ Does not apply to me, my spouse or family. ☐ Yes, .

16. Please indicate any potential ethical or legal conflicts of interests that would, or are likely to, exist should you be approved for service on the school's board. Please note that being a parent of a school student, serving on another charter school's board or being employed by the school are conflicts that should be disclosed, but do not make you automatically ineligible to serve as a trustee. ☐ None. ☑ Yes, I work for the schools landlord.

17. Please indicate how you would handle a situation in which you believe one or more members of the school's board are involved in self-dealing (working for their own benefit, or the benefit of their friends and family). Please note that simply confronting the involved trustee is not usually a sufficient answer. Brings it to the attention of Board then to CSI

Other

18. Please affirm that you have read the school board's by-laws and conflict-of-interest policies (Code of Ethics). ☑ I affirm.

19. Please provide any other information that you feel pertinent to the Charter Schools Institute's review.

Certification

I, Kevin Kearns, certify to the best of my knowledge and ability that the information I am providing to the State University Trustees/Charter Schools Institute in regards to my application to serve as a member of the board of trustees of the Family Life Academy Charter School is true and correct in every respect.

Signature

6/30/11
Date

Please submit this form with the RFI form to the charter school or via mail, facsimile or e-mail (in PDF with signature) to:

Charter Schools Institute
State University of New York
41 State Street, Suite 700, Albany, NY 12207
Telephone: 518/433-8277; Facsimile 518/427-6510
E-mail: [redacted]

FOR INSTITUTE USE ONLY
FILING FOR SCHOOL YEAR: _____
DATE RECEIVED: _____

DISCLOSURE OF FINANCIAL INTEREST BY A CHARTER SCHOOL TRUSTEE[1]

1. Name of charter school: FAMILY LIFE ACADEMY CS
2. Trustee's name (print): Kevin Kearns
3. Position(s) on board (e.g., chair, treasurer, committee chair, etc.): member
4. Home address: [redacted]
5. Business Address: [redacted]
6. Daytime phone: [redacted]
7. E-mail: [redacted]
8. Is Trustee an employee of the school? ____Yes. ___✓No. If you checked yes, please provide a description of the position you hold, your salary and your start date.

   _____

9. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members have held or engaged in with the charter school during the prior school year. If there has been no such financial interest or transaction, please *write "None."* Please note that if you answered yes to Question 8, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of Financial Interest/Transaction	Steps Taken to Avoid a Conflict of Interest, (e.g., did not vote, did not participate in discussion)	Identity of Person Holding Interest or Engaging in Transaction (e.g., you and/or immediate family member (name)
Please write "None" if applicable. Do not leave this space blank.	NONE		

[1] *Form Revised May 24, 2006*

10. 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 charter school *and* in which such entity, during the preceding school year, you and/or your immediate family member(s) 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, you need not list every transaction between such entity and the school that is pursuant to such agreement; rather, please identify only the name of the entity, your position in the entity as well as the relationship between such entity and the charter school. If there was no financial interest, please *write* "*None.*"

Entity Conducting Business with the School	Nature of Business Conducted	Approximate Value of the Business Conducted	Name of Trustee and/or Immediate Family Holding an Interest in the Entity Conducting Business with the School and the Nature of the Interest	Steps Taken to Avoid Conflict of Interest
Please write "None" if applicable.	N/A	N/A	*Do not leave this space blank.*	

Signature ***Date*** 7/20/11

Request for Information from Prospective Charter School Trustee

Please provide the following information.

Background

1. Name of Charter School for which you intend to serve as a trustee. Family Life Academy Charter Schools
2. Full name: Kelly Nunez
   Home Address: [redacted]
   Business Name and Address: [redacted]
   Home telephone No.: [redacted]
   Work telephone No:.
   E-mail address: [redacted]
3. A brief educational and employment history (you may attach a resume):
   ☑ Resume attached.
4. Please affirm that you will be at least 18 years old by the date of appointment to the charter school's board. ☑ I affirm.
5. Please indicate whether you currently or have previously served on a board of a school district, another charter school, a non-public school or any not-for-profit corporation (to the extent not otherwise indicated in your response to Item 3, above). ☑ Does not apply to me.
   ☐ Yes, .
6. Please indicate if you have ever been convicted of a misdemeanor related to honesty or trustworthiness, or a felony. If the answer to this question is yes, please provide details of the offense, the date, disposition, etc. ☑ Does not apply to me. ☐ Yes, .
7. Please indicate if you have ever entered into a settlement agreement, consent decree, adjournment in contemplation of dismissal, assurance of discontinuance or other, similar agreement with the Securities Exchange Commission, Internal Revenue Service, the U.S. attorney general or the attorney general of any state, a U.S. or district attorney or any other law enforcement or regulatory body concerning the discharge of your duties as a board member of a for-profit or not-for profit entity or as an executive of such entity. If the answer to this question is yes, please provide details of the agreement.
   ☑ Does not apply to me. ☐ Yes, .

Conflicts

8. Please indicate whether you or your spouse knows any of the other school trustees, or prospective or former school trustees. If so, please indicate the precise nature of your relationship. ☑ I / we do not know any such trustees. ☐ Yes, .
9. Please indicate whether you or your spouse knows any person who is, or has been in the last two years, a school employee. If so, indicate the precise nature of your relationship.
   ☑ I / we do not know any such employees. ☐ Yes, .
10. Please indicate whether you or your spouse knows anyone who is doing, or plans to do, business with the charter school (whether as an individual or as a director, officer, employee or agent of an entity). If so, indicate and describe the precise nature of your relationship and the nature of the business that such person or entity is transacting or will be transacting with the school. ☑ I / we do not know any such persons. ☐ Yes, .

11. Please indicate if you, your spouse or other immediate family members anticipate conducting, or are conducting, any business with the school. If so, please indicate the precise nature of the business that is being or will be conducted. ☑ I / we do not anticipate conducting any such business. ☐ Yes, .

12. If the school contracts with an educational service provider (a management company, whether for-profit or not-for-profit), please indicate whether you or your spouse know any employees, officers, owners, directors or agents of that provider. If the answer is in the affirmative, please describe any such relationship.
☐ Not applicable because the school does not contact with a management company or charter management organization.
☑ I / we do not know any such persons.
☐ Yes, .

13. If the school contracts with an educational service provider, please indicate whether you, your spouse or other immediate family members have a direct or indirect ownership, employment, contractual or management interest in the provider. For any interest indicated, please provide a detailed description. ☐ N/A. ☑ I / we have no such interest. ☐ Yes, .

14. If the school is partnered with an educational service provider, please indicate if you, your spouse or other immediate family member anticipate conducting, or are conducting, any business with the provider. If so, please indicate the precise nature of the business that is being or will be conducted. ☐ N/A. ☑ I / we or my family do not anticipate conducting any such business. ☐ Yes, .

15. Please indicate whether you, your spouse or other immediate family members are a director, officer, employee, partner or member of, or are otherwise associated with, any organization which filed an application in conjunction with the charter school, i.e., is partnered with the charter school. (For the identity of all such organizations, please consult with the chair of the charter school board.) To the extent you have provided this information in response to prior items, you may so indicate. ☑ Does not apply to me, my spouse or family. ☐ Yes, .

16. Please indicate any potential ethical or legal conflicts of interests that would, or are likely to, exist should you be approved for service on the school's board. Please note that being a parent of a school student, serving on another charter school's board or being employed by the school are conflicts that should be disclosed, but do not make you automatically ineligible to serve as a trustee. ☑ None. ☐ Yes, .

17. Please indicate how you would handle a situation in which you believe one or more members of the school's board are involved in self-dealing (working for their own benefit, or the benefit of their friends and family). Please note that simply confronting the involved trustee is not usually a sufficient answer. I would consult with a higher official.

Other

18. Please affirm that you have read the school board's by-laws and conflict-of-interest policies (Code of Ethics). ☑ I affirm.

19. Please provide any other information that you feel pertinent to the Charter Schools Institute's review.

Certification

I, Kelly Nuñez, certify to the best of my knowledge and ability that the information I am providing to the State University Trustees/Charter Schools Institute in regards to my application to serve as a member of the board of trustees of the Flacs Charter School is true and correct in every respect.

Kelly Nuñez
Signature

12-13-17.
Date

Please submit this form with the RFI form to the charter school or via mail, facsimile or e-mail (in PDF with signature) to:

Charter Schools Institute
State University of New York
41 State Street, Suite 700, Albany, NY 12207
Telephone: 518/433-8277; Facsimile 518/427-6510
E-mail: [redacted]

Disclosure of Financial Interest by a Current or Proposed Charter School Education Corporation Trustee

Trustee Name:

Kelly Nunez

Name of Charter School Education Corporation (for an unmerged school, this is the Charter School Name):

Family Life Academy Charter Schools

1. List all positions held on the education corporation board (e.g., president, treasurer, parent representative).

2. Is the trustee an employee of any school operated by the Education Corporation?
   ____**Yes** __X__**No**

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

3. Is the trustee an employee or agent of the management company or institutional partner of the charter school(s) governed by the Education Corporation?
   ____**Yes** __X__**No**

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

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

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

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

5. 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(s) governed by the Education Corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, write **None**.

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps Taken to Avoid Conflict of Interest
Please write "None" if applicable. Do not leave this space blank.				
—	NONE			—

Kelly Muz
Signature

12-13-17
Date

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

Business Telephone: [redacted]

Business Address: [redacted]

E-mail Address: [redacted]

Home Telephone: [redacted]

Home Address: [redacted]

Charter Schools Institute
The State University of New York

Request for Information from Prospective Charter School Trustees

Guidance and Form

Updated: May 21, 2007

Charter Schools Institute
State University of New York
41 State Street, Suite 700
Albany, New York 12207
518/433-8277
Fax: 518/427-6510

Guidance regarding the *Request for Information Form*

Serving on a public charter school board is a position of great trust and responsibility. As a charter school trustee, you would be charged with overseeing the education of all students enrolled in the school, the expenditure of public and private monies directed to the charter school, and, if applicable, the oversight of any charter management entity.

Because of the importance of the position that you seek to assume, the Board of Trustees of the State University of New York requires that new board members be approved by it pursuant to the terms of each school's Charter Agreement. The Charter Schools Institute carries out this responsibility for the State University Trustees through this Request for Information (RFI) process.

Only in very rare cases does the Institute reject properly approved prospective trustees who have provided all information requested on this form. These cases are generally limited to prospective members who would have severe conflicts of interest* in fulfilling their fiduciary or other duties as a charter school board member, who are proposed to be seated in violation of the school's charter or by-laws, or whose background evidences untrustworthiness, e.g., criminal record, a record of financial dealings inimical to the public trust. Accordingly, and in order to expedite the approval of new board members, the Institute requests that you provide full and complete answers to each of the items below (and provide the certification indicated). This will assist the Institute in its review.

Pursuant to New York's Freedom of Information Law (FOIL), any personal information listed on or attached to this form (including the Charter School Trustee Contact Information form) that would constitute an unwarranted invasion of personal privacy will not be disclosed to the public pursuant to FOIL (home address, telephone number, etc.).

---

* A conflict of interest is generally defined as a situation in which someone has differing or competing professional or personal interests, and do not necessarily have to involve monetary interests. In the case of a charter school trustee, who has a duty of loyalty to the charter school on whose board he or she sits, such differing or competing interests can complicate corporate decision making. Examples of conflicts of interest include the following:

- being a charter school trustee of more than one charter school at the same time;
- being paid by a charter school as an employee or contractor while serving as a school trustee;
- being a parent of a student of a charter school on whose board you sit, especially when making decisions related to your child's teachers; and
- being a charter school trustee while your spouse's company or employer is doing business with the charter school.

In many cases, conflicts are waiveable as long as the trustee discloses the interests to the school board and recuses his- or herself from voting when conflicted. In rare cases the conflict of interest will mandate that either one of the competing interests be given up. For example, a school trustee cannot work for a for-profit management company that manages the charter school's operations.

Questions related to conflict of interest may be addresses to the school's counsel or the General Counsel of the Insitute.

Seating New Trustees: General Procedures

In order to legally seating a person on a charter school board, the following procedures should generally be followed as well as any specific provisions contained in your school's by-laws.

❑	When a board seat becomes vacant or is created, the school board (by committee or otherwise) should seek nominations for a person to fill the vacant seat with appropriate qualifications per the Charter Application, *and* who complies with the Charter Agreement restrictions in Section 2 (and including Exhibit D) *and* school by-laws requirements.
❑	The charter school board secretary or other administrator should review the school by-laws to determine the proper number of trustees that may be seated on the board, or the proper range (e.g., 7-11). If the board has too many members, a request to amend the by-laws must be made to the Institute or the seat may not be filled. In cases where the number of trustees must be fixed (i.e., when there is a range) the school board should do so at or prior to the time of the election of the proposed trustee and clearly reflect same in the minutes. Note: The legal limits on board size are 5 minimum and 25 maximum.
❑	The board secretary or other administrator should review the following to determine the proper qualification of the prospective board member: 1) Charter Agreement paragraph entitled "Governance; School Board; By-laws" (¶ 2.10 in recent charters) for the following: a) compliance with the 40% rule (no more than 40% of the school board may be affiliated with any single entity unless the school has received a waiver from the State University Trustees); b) compliance with provisions prohibiting or restricting board membership for persons associated with a charter management organization (CMO); 2) Charter Agreement Exhibit D, "Additional Assurances and Terms," which may contain restrictions on board membership or a waiver thereof; 3) Charter Agreement Exhibit A, "Terms of Operation," which is either the Charter Application (new schools) or the Key Design Elements (renewal schools). The Charter Application will set forth the school trustee qualifications of the school that are in addition to those required by law (age 18). Key Design Elements may or may not contain such information; 4) By-laws, which may: a) state what type or "class" of trustee must be elected, e.g., parent, teacher representative, community member; b) state any conditions that must be met prior to the election or nomination of a proposed trustee (vote of the parent/teacher organization; vote of partner organization, etc.); c) direct how the trustee will be elected or appointed (super-majority vote, vote of corporate member, etc.); and/or d) state how long the term of a trustee will be. When vacant seats are filled, the new trustee serves for the remainder of the prior trustee's term. When new seats are created, the board, chairperson or other methodology in the by-laws may dictate the length of the term, which be staggered with other terms. It is a good practice for the secretary to keep a multi-year elections calendar to track each trustees' term.
❑	The school board or corporate member elects or appoints the *prospective* school trustee at a duly convened meeting of the school board with a quorum and following any by-laws restrictions on elections such as super-majority provisions.
❑	Submit a signed copy of the resolution electing the prospective trustee or of the signed minutes showing such election to the Institute together with a *Request for Information from Prospective Board Members* (RFI).
❑	After each prospective trustee reviews the by-laws, code of ethics and any conflict of interest policies of the school, the board secretary or administrator should have each prospective trustee complete a RFI form, which the school or proposed trustee must submit to the Institute.
Institute Actions:	The Institute will approve or reject such proposed trustee in writing within 45 days of submission of *all* of the above required documentation (complete RFI with Charter School Trustee Contact Information form, and evidence of proper election (e.g. signed resolution or minutes reflecting vote). If the Institute takes no action within the 45 day period the person may be seated as a school trustee. After the Institute approves a trustee in writing, it will ask the school for an updated list of school trustees.
❑	The school board secretary or other administrator should inform the new trustee of his or her official seating on the school board. The trustee may now vote. The school must send an updated board list to the Institute.

FOR INSTITUTE USE ONLY
FILING FOR SCHOOL YEAR: _____
DATE RECEIVED: _____

DISCLOSURE OF FINANCIAL INTEREST
BY A CHARTER SCHOOL TRUSTEE[1]

1. Name of charter school: Family Life Academy Charter School
2. Trustee's name (print): Susana Rivera Leon
3. Position(s) on board (e.g., chair, treasurer, committee chair, etc.): member
4. Home address: [redacted]
5. Business Address [redacted]
6. Daytime phone: [redacted]
7. E-mail: [redacted]
8. Is Trustee an employee of the school? ____Yes. ✓ No. If you checked yes, please provide a description of the position you hold, your salary and your start date.

   _____

9. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members have held or engaged in with the charter school during the prior school year. If there has been no such financial interest or transaction, please *write "None."* Please note that if you answered yes to Question 8, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of Financial Interest/Transaction	Steps Taken to Avoid a Conflict of Interest, (e.g., did not vote, did not participate in discussion)	Identity of Person Holding Interest or Engaging in Transaction (e.g., you and/or immediate family member (name)
N/A	addendum		
Please write "None" if applicable. Do not leave this space blank.			

[1] *Form Revised May 24, 2006*

10. 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 charter school *and* in which such entity, during the preceding school year, you and/or your immediate family member(s) 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, you need not list every transaction between such entity and the school that is pursuant to such agreement; rather, please identify only the name of the entity, your position in the entity as well as the relationship between such entity and the charter school. If there was no financial interest, please *write* "*None*."

Entity Conducting Business with the School	Nature of Business Conducted	Approximate Value of the Business Conducted	Name of Trustee and/or Immediate Family Holding an Interest in the Entity Conducting Business with the School and the Nature of the Interest	Steps Taken to Avoid Conflict of Interest
	see addendum Please write "None" if applicable. Do not leave this space blank. none			

Susan Leon
Signature

7/16/12
Date

11. Please indicate if you, your spouse or other immediate family members anticipate conducting, or are conducting, any business with the school. If so, please indicate the precise nature of the business that is being or will be conducted. ☑ I / we do not anticipate conducting any such business. ☐ Yes, .

12. If the school contracts with an educational service provider (a management company, whether for-profit or not-for-profit), please indicate whether you or your spouse know any employees, officers, owners, directors or agents of that provider. If the answer is in the affirmative, please describe any such relationship.
☑ Not applicable because the school does not contact with a management company or charter management organization.
☐ I / we do not know any such persons.
☐ Yes, .

13. If the school contracts with an educational service provider, please indicate whether you, your spouse or other immediate family members have a direct or indirect ownership, employment, contractual or management interest in the provider. For any interest indicated, please provide a detailed description. ☑ N/A. ☐ I / we have no such interest. ☐ Yes, .

14. If the school is partnered with an educational service provider, please indicate if you, your spouse or other immediate family member anticipate conducting, or are conducting, any business with the provider. If so, please indicate the precise nature of the business that is being or will be conducted. ☑ N/A. ☐ I / we or my family do not anticipate conducting any such business. ☐ Yes, .

15. Please indicate whether you, your spouse or other immediate family members are a director, officer, employee, partner or member of, or are otherwise associated with, any organization which filed an application in conjunction with the charter school, i.e., is partnered with the charter school. (For the identity of all such organizations, please consult with the chair of the charter school board.) To the extent you have provided this information in response to prior items, you may so indicate. ☑ Does not apply to me, my spouse or family. ☐ Yes, .

16. Please indicate any potential ethical or legal conflicts of interests that would, or are likely to, exist should you be approved for service on the school's board. Please note that being a parent of a school student, serving on another charter school's board or being employed by the school are conflicts that should be disclosed, but do not make you automatically ineligible to serve as a trustee. ☑ None. ☐ Yes, .

17. Please indicate how you would handle a situation in which you believe one or more members of the school's board are involved in self-dealing (working for their own benefit, or the benefit of their friends and family). Please note that simply confronting the involved trustee is not usually a sufficient answer.

Other

18. Please affirm that you have read the school board's by-laws and conflict-of-interest policies (Code of Ethics). ☑ I affirm.

19. Please provide any other information that you feel pertinent to the Charter Schools Institute's review.

Certification

I, Susana Tuñón, certify to the best of my knowledge and ability that the information I am providing to the State University Trustees/Charter Schools Institute in regards to my application to serve as a member of the board of trustees of the Family Life Academy Charter School is true and correct in every respect.

Susana Tuñón
Signature

July 16, 2012
Date

Please submit this form with the RFI form to the charter school or via mail, facsimile or e-mail (in PDF with signature) to:

Charter Schools Institute
State University of New York
41 State Street, Suite 700, Albany, NY 12207
Telephone: 518/433-8277; Facsimile 518/427-6510
E-mail: [redacted]

Revised May 21, 2007

Conflict of Interest Addendum

Attachment A

Susana Rivera Leon

Board Candidate

- #3 I am a parent of two (2) children that attend FLACS I and I will excuse myself from any voting decisions pertaining to my children's teachers.

- #4 I am the Executive Vice President of the Latino Pastoral Action Center, which is the community sponsor and landlord of FLACS.

- My father, Rev. Dr. Raymond Rivera is the founder of both LPAC and FLACS. He will be stepping down from the FLACS board in the near future; and I plan to continue his vision and legacy on the board. I would also like to disclose that Mrs. Marilyn Calo, the new CEO of the FLACS network of schools is my stepmother. We consider ourselves a community grown charter school and strive to maintain an organic relationship with our community sponsor.

- I am also a board member of the CG Educational Holdings, Corp. which is the company that jointly owns the newly purchased FLACS I I building located at 370 Gerard Avenue, Bronx, N.Y. 10451

Request for Information from Prospective Charter School Trustee

Please provide the following information.

Background

1. Name of Charter School for which you intend to serve as a trustee. Family Life Academy Charter School II (FLACS II)

2. Full name: Hilda Sanchez
   Home Address: [redacted]
   Business Name and Address: Retired
   Home telephone No.: [redacted]
   Work telephone No.:
   E-mail address: [redacted]

3. A brief educational and employment history (you may attach a resume):
   ☒ Resume attached.

4. Please affirm that you will be at least 18 years old by the date of appointment to the charter school's board. ☒ I affirm.

5. Please indicate whether you currently or have previously served on a board of a school district, another charter school, a non-public school or any not-for-profit corporation (to the extent not otherwise indicated in your response to Item 3, above). ☒ Does not apply to me.
   ☐ Yes, .

6. Please indicate if you have ever been convicted of a misdemeanor related to honesty or trustworthiness, or a felony. If the answer to this question is yes, please provide details of the offense, the date, disposition, etc. ☒ Does not apply to me. ☐ Yes, .

7. Please indicate if you have ever entered into a settlement agreement, consent decree, adjournment in contemplation of dismissal, assurance of discontinuance or other, similar agreement with the Securities Exchange Commission, Internal Revenue Service, the U.S. attorney general or the attorney general of any state, a U.S. or district attorney or any other law enforcement or regulatory body concerning the discharge of your duties as a board member of a for-profit or not-for profit entity or as an executive of such entity. If the answer to this question is yes, please provide details of the agreement.
   ☒ Does not apply to me. ☐ Yes, .

Conflicts

8. Please indicate whether you or your spouse knows any of the other school trustees, or prospective or former school trustees. If so, please indicate the precise nature of your relationship. ☐ I / we do not know any such trustees. ☒ Yes, I know the following individuals: Florence Wolpoff, current trustee; Evelyn Castro, former trustee. Mrs. Wolpoff is the wife of a former colleague from my service in Community School District 4. I have known Ms. Castro professionally in various capacities in Community School District 4, from working as teachers together to serving as Director of School Improvement and Program Development while she was Superintendent of Community School District 4.

9. Please indicate whether you or your spouse knows any person who is, or has been in the last two years, a school employee. If so, indicate the precise nature of your relationship.
   ☐ I / we do not know any such employees. ☒ Yes, Mr. Martin Wolpoff, a current

employee of the school was a former colleague of mine in Community School District 4.

10. Please indicate whether you or your spouse knows anyone who is doing, or plans to do, business with the charter school (whether as an individual or as a director, officer, employee or agent of an entity). If so, indicate and describe the precise nature of your relationship and the nature of the business that such person or entity is transacting or will be transacting with the school. ☒ I / we do not know any such persons. ☐ Yes, .

11. Please indicate if you, your spouse or other immediate family members anticipate conducting, or are conducting, any business with the school. If so, please indicate the precise nature of the business that is being or will be conducted. ☒ I / we do not anticipate conducting any such business. ☐ Yes, .

12. If the school contracts with an educational service provider (a management company, whether for-profit or not-for-profit), please indicate whether you or your spouse know any employees, officers, owners, directors or agents of that provider. If the answer is in the affirmative, please describe any such relationship.
☒ Not applicable because the school does not contact with a management company or charter management organization.
☐ I / we do not know any such persons.
☐ Yes, .

13. If the school contracts with an educational service provider, please indicate whether you, your spouse or other immediate family members have a direct or indirect ownership, employment, contractual or management interest in the provider. For any interest indicated, please provide a detailed description. ☐ N/A. ☒ I / we have no such interest. ☐ Yes, .

14. If the school is partnered with an educational service provider, please indicate if you, your spouse or other immediate family member anticipate conducting, or are conducting, any business with the provider. If so, please indicate the precise nature of the business that is being or will be conducted. ☐ N/A. ☒ I / we or my family do not anticipate conducting any such business. ☐ Yes, .

15. Please indicate whether you, your spouse or other immediate family members are a director, officer, employee, partner or member of, or are otherwise associated with, any organization which filed an application in conjunction with the charter school, i.e., is partnered with the charter school. (For the identity of all such organizations, please consult with the chair of the charter school board.) To the extent you have provided this information in response to prior items, you may so indicate. ☒ Does not apply to me, my spouse or family. ☐ Yes, .

16. Please indicate any potential ethical or legal conflicts of interests that would, or are likely to, exist should you be approved for service on the school's board. Please note that being a parent of a school student, serving on another charter school's board or being employed by the school are conflicts that should be disclosed, but do not make you automatically ineligible to serve as a trustee. ☒ None. ☐ Yes, .

17. Please indicate how you would handle a situation in which you believe one or more members of the school's board are involved in self-dealing (working for their own benefit, or the benefit of their friends and family). Please note that simply confronting the involved trustee is not usually a sufficient answer. In the event that I became aware that one or more members of the school board were involved in self-dealing, I would bring the situation before the full school board to afford the parties to respond to all members present and to ensure that the situation was officially expedited in accordance with the by-laws of the school board and New York State regulations governing school boards.

Other

18. Please affirm that you have read the school board's by-laws and conflict-of-interest policies (Code of Ethics). ☒ I affirm.

19. Please provide any other information that you feel pertinent to the Charter Schools Institute's review.

Certification

I, Hilda Sanchez, certify to the best of my knowledge and ability that the information I am providing to the State University Trustees/Charter Schools Institute in regards to my application to serve as a member of the board of trustees of the Family Life Academy Charter School II (FLACS II) is true and correct in every respect.

Hilda Sanchez
Signature

July 9, 2012
Date

Please submit this form with the RFI form to the charter school or via mail, facsimile or e-mail (in PDF with signature) to:

Charter Schools Institute
State University of New York
41 State Street, Suite 700, Albany, NY 12207
Telephone: 518/433-8277; Facsimile 518/427-6510
E-mail: [redacted]

FOR INSTITUTE USE ONLY
FILING FOR SCHOOL YEAR: _____
DATE RECEIVED: _____

DISCLOSURE OF FINANCIAL INTEREST
BY A CHARTER SCHOOL TRUSTEE[1]

1. Name of charter school: Family Life Academy Charter School II
2. Trustee's name (print): Hilda Sanchez
3. Position(s) on board (e.g., chair, treasurer, committee chair, etc.): Member
4. Home address: [redacted]
5. Business Address: Retired
6. Daytime phone: [redacted]
7. E-mail: [redacted]
8. Is Trustee an employee of the school? ____Yes. ____No. If you checked yes, please provide a description of the position you hold, your salary and your start date.

   _____

9. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members have held or engaged in with the charter school during the prior school year. If there has been no such financial interest or transaction, please *write "None."* Please note that if you answered yes to Question 8, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of Financial Interest/Transaction	Steps Taken to Avoid a Conflict of Interest, (e.g., did not vote, did not participate in discussion)	Identity of Person Holding Interest or Engaging in Transaction (e.g., you and/or immediate family member (name)
NONE.			

[1] *Form Revised May 24, 2006*

10. 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 charter school *and* in which such entity, during the preceding school year, you and/or your immediate family member(s) 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, you need not list every transaction between such entity and the school that is pursuant to such agreement; rather, please identify only the name of the entity, your position in the entity as well as the relationship between such entity and the charter school. If there was no financial interest, please *write* "*None.*"

Entity Conducting Business with the School	**Nature of Business Conducted**	**Approximate Value of the Business Conducted**	**Name of Trustee and/or Immediate Family Holding an Interest in the Entity Conducting Business with the School and the Nature of the Interest**	**Steps Taken to Avoid Conflict of Interest**
NONE				

Signature

July 9, 2012
Date

Certification

I, Joseph Holland, certify to the best of my knowledge and ability that the information I am providing to the State University Trustees/Charter Schools Institute in regards to my application to serve as a member of the board of trustees of the Family Life Academy Charter Schools Charter School is true and correct in every respect.

Signature

1/25/2018
Date

Please submit this form with the RFI form to the charter school or via mail, facsimile or e-mail (in PDF with signature) to:

Charter Schools Institute
State University of New York
41 State Street, Suite 700, Albany, NY 12207
Telephone: 518/433-8277; Facsimile 518/427-6510
E-mail: [redacted]

Disclosure of Financial Interest by a Current or Proposed Charter School Education Corporation Trustee

Trustee Name:

Joseph H. Holland

Name of Charter School Education Corporation (for an unmerged school, this is the Charter School Name):

Family Life Academy Charter Schools

1. List all positions held on the education corporation board (e.g., president, treasurer, parent representative).

2. Is the trustee an employee of any school operated by the Education Corporation?
   ____**Yes** _X_**No**

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

3. Is the trustee an employee or agent of the management company or institutional partner of the charter school(s) governed by the Education Corporation?

   ____**Yes** _X_**No**

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

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

NONE

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