

School Information and Cover Page

School Name: Mott Haven Academy Charter School

School Leader: Jessica Nauiokas

School email address: JNauioakas@havenacademy.org

Primary address: 170 Brown Place, Bronx, NY, 10454

School website: www.havenacademy.org

School email: info@havenacademy.org

Telephone: 718-292-7015 Fax: 718-292-7823

BEDS # 320700860925

District/CSD of Location: NYC_CSD 7

Charter authorizer: NYCDOE Chancellor

Chair, Board of Trustees: Patricia Mulvaney

Date school first opened for instruction: August, 2008

2011-12 Enrollment: 214

2011-12 Grades Served: K-4

Our signatures below attest that all of the information contained herein is truthful and accurate.

Jessica Nauiokas

Print Name, Head of Charter School

Jessica Nauiokas 7/18/12

Signature and Date

PATRICIA MULVANEY

Print Name, President, Board of Trustees

Patricia Mulvaney 7.20.12

Signature and Date

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- B. Instructional Time Table (Board of Regents-authorized schools only)
- C. Total Expenditures and Administrative Expenditures Per Child
- D. Unaudited Financial Statements.....N/A
- E. FY 2013 Budget and Narrative
- F. Disclosure of Financial Interest Form (Board Members)
- G. Board of Trustees Membership Table (Board of Regents-authorized schools only)
- H. Enrollment and Retention Targets

New York State School Report Card

Our school report card can be accessed from the following link:

<https://reportcards.nysed.gov/schools.php?year=2011&instid=800000061086>

Key Focus Area Requests

1. Progress Toward Goal Achievement

Academic Goals Table

2011-12 Progress Toward Attainment of Academic Charter Goals			
Academic goal or objective	Measure used to evaluate progress toward attainment of goal or objective	2011-12 progress toward attainment of goal or objective	If not met, describe efforts to be undertaken to meet goal or objective
Beginning in 2008-2009, each grade-level cohort will reduce by one-half the gap between prior year NCE group average in Reading (Terra Nova) and an NCE group average of 50.	Terra Nova Reading Test	<p>Class of 2016 Goal: 45.7 2012 NCE Score: 40.3 Distance from Goal: -5.4</p> <p>Class 2017 Goal: 47.3 2012 NCE Score: 44.4 Distance from Goal: -2.7</p> <p>Class 2018 Goal: 42 2012 NCE Score: 43.6 Distance from Goal: +1.6</p> <p>Class 2019 Goal: N/A 2012 NCE Score: 47.1</p>	<p>Making Progress Toward Goal</p> <p>Our students are making steady gains in reading. We will continue to provide remediation and support, while also focusing on the skills that will be evaluated on the NYS ELA exams. Additionally, we have added several initiatives to target struggling readers in an effort to improve their reading skill and ability level. These include the addition of a Reading Recovery Program and a Summer School Program and our new RTI plan.</p>
Each year (beginning in 2010-2011), 75 percent of 3rd-5th graders will perform at or above Level 3 on the New York State ELA examination.	NYS ELA Assessment	<p>Class of 2016 2012: 20.5%</p> <p>Class of 2017 2012: 33.3%</p>	<p>Making Progress Toward Goal</p> <p>Despite the steady gains we are seeing in our students' reading ability, we are working on ways to improve the way we prepare them to demonstrate their skills on the NY State ELA test. Drastic programmatic changes are being implemented this coming school year which include: staff structures, curriculum plans, coaching methods, assessment cycles and implementation of our new RTI plan.</p>

<p>For years 4 through 5 of the proposed charter, grade-level cohorts of students will reduce by one-half the gap between the percent at or above Level 3 on the previous year's State ELA exam and 75 percent at or above Level 3 on the current year's State ELA exam.</p>	<p>NYS ELA Assessment</p>	<p>Class of 2016 Goal for 2012: 50.5% 2012 Score: 20.5 %</p> <p>Class of 2017 Not Applicable</p>	<p>Making Progress Toward Goal</p> <p>Despite the steady gains we are seeing in our students' reading ability, we are working on ways to improve the way we prepare them to demonstrate their skills on the NY State ELA test. Drastic programmatic changes are being implemented this coming school year which include: staff structures, curriculum plans, coaching methods, assessment cycles and implementation of our new RTI plan.</p>
<p>Each year (2010-11 and beyond), the percent of students performing at or above Level 3 on the State ELA exam in each tested grade will place the school in the top quartile of all similar schools.</p>	<p>NYS ELA Assessment</p>	<p>Results Pending</p>	
<p>Beginning in 2008-2009, each grade-level cohort will reduce by one-half the gap between prior year NCE group average in Math (Terra Nova) and an NCE group average of 50.</p>	<p>Terra Nova Math Test</p>	<p>Class of 2016 Goal: 44.7 2012 NCE Score: 38.2 Distance from Goal: - 6.5</p> <p>Class 2017 Goal: 44.9 2012 NCE Score: 41.6 Distance from Goal: - 3.3</p> <p>Class 2018 Goal: 36.6 2012 NCE Score: 35.8 Distance from Goal: - 0.8</p> <p>Class 2019 Goal: N/A 2012 NCE Score: 36.3</p>	<p>Making Progress Toward Goal</p> <p>Our students are making steady gains math skills. We will continue to provide remediation and support, while also focusing on the skills that will be evaluated on the NYS Math exams. Additionally, we have added several initiatives to target struggling mathematicians in an effort to improve their skill and ability level. These include the addition of Math String Routines in the classroom, intensive Math coaching for teachers and participation in Math Learning Communities. We have also launched a new RTI plan.</p>

<p>Each year (beginning in 2010-2011), 75 percent of 3rd-5th graders will perform at or above Level 3 on the New York State Mathematics examination.</p>	<p>NYS Math Assessment</p>	<p>Class of 2016 2012: 38.5%</p> <p>Class of 2017 2012: 50%</p>	<p>Making Progress Toward Goal</p> <p>Despite the steady gains we are seeing in our students' math abilities, we are working on ways to improve the way we prepare them to demonstrate their skills on the NY State Math test. Drastic programmatic changes are being implemented this coming school year which include: staff structures, curriculum plans, coaching methods, assessment cycles and implementation of our new RTI plan.</p>
<p>For years 4 through 5 of the proposed charter, grade-level cohorts of students will reduce by one-half the gap between the percent at or above Level 3 on the previous year's State Math exam and 75 percent at or above Level 3 on the current year's State Math exam.</p>	<p>NYS Math Assessment</p>	<p>Class of 2016 Goal for 2012: 52% 2012 Score: 38.5 %</p> <p>Class of 2017 Not Applicable</p>	<p>Making Progress Toward Goal</p> <p>Despite the steady gains we are seeing in our students' math abilities, we are working on ways to improve the way we prepare them to demonstrate their skills on the NY State Math test. Drastic programmatic changes are being implemented this coming school year which include: staff structures, curriculum plans, coaching methods, assessment cycles and implementation of our new RTI plan.</p>
<p>Each year (2010-2011 and beyond), the percent of students performing at or above Level 3 on the State Math exam in each tested grade will place the school in the top quartile of all similar schools.</p>	<p>NYS Math Assessment</p>	<p>Results Pending</p>	
<p>Each year, the school will make Adequate Yearly Progress (AYP) in ELA, math and science.</p>	<p>NYSED Report</p>	<p>Results Pending</p>	

Organizational Goals Table

2011-12 Progress Toward Attainment of Organizational Charter Goals			
Organizational goal or objective	Measure used to evaluate progress toward attainment of goal or objective	2011-12 progress toward attainment of goal or objective	If not met, describe efforts to be undertaken to meet goal or objective
Each year, the school will comply with all applicable laws, rules, regulations and contract terms including, but not limited to, the New York Charter Schools Act, the New York Freedom of Information Law, the New York Open Meetings Law, the federal Individuals with Disabilities Education Act, and federal Family Educational Rights and Privacy Act.	Board Policies and Meetings	Haven Academy has complied with all applicable laws, rules and regulations. The Board takes legal compliance matters very seriously and has retained outside counsel to ensure compliance with all relevant laws. Haven Academy has in place and maintains effective systems, policies, procedures and other controls for ensuring that legal and charter requirements are met. Haven Academy's staff has been trained with respect to all applicable procedures and systems. The staff is empowered to identify and address any possible legal or compliance issues and report these matters to the Board or its counsel.	Goal Met
Each year, student enrollment will be within 15% of full enrollment as defined in the school's contract.	This will be maintained on an ongoing basis and monitored bi-monthly.		Goal Met

Financial Goals Table

2011-12 Progress Toward Attainment of Financial Charter Goals			
Financial goal or objective	Measure used to evaluate progress toward attainment of goal or objective	2011-12 progress toward attainment of goal or objective	If not met, describe efforts to be undertaken to meet goal or objective
Upon completion of the school's first year of operation and every year thereafter, the school will undergo an independent financial audit that will result in an unqualified opinion and no major findings.	Independent Auditor ERE annually evaluates the Schools financial practices and status.	The auditor's report contained an unqualified opinion and there were no major findings in our FY 2011 audit report.	Goal Met
Each year, the school will operate on a balanced budget and maintain a stable cash flow.	A balanced budget and cash flow forecast are prepared and approved by the Board at the beginning of the year and regular reviews occur during the year.	The school maintained a positive operating and cash surplus throughout the year and kept within the limits of the budget of operating expenses throughout the school year.	Goal Met

Charter-Specific Goals Table

2011-12 Progress Toward Attainment of Charter-Specific Goals			
Charter-specific goal or objective	Measure used to evaluate progress toward attainment of goal or objective	2011-12 progress toward attainment of goal or objective	If not met, describe efforts to be undertaken to meet goal or objective
Each year, the school will have a daily student attendance rate of at least 95 percent.	Student enrollment records	95%	Goal Met
Each year, 95 percent of all students enrolled during the course of the year will return the following September.	Student enrollment records	95%	Goal Met

<p>Each year, parents will express satisfaction with the school's program, based on the school's Parent Survey in which at least 80% of <i>total</i> parents provide a positive response to each of the survey items.</p>	<p>NYCDOE Learning Environment Survey</p>	<p>Response Rate: 78%</p> <p>Academic Expectations: 9.1 Communication: 8.8 Engagement: 8.9 Safety & Respect: 9.3</p> <p>(out of a possible 10.0)</p>	<p>Goal Met</p> <p>Note: Due to the high quantity of siblings in our school, the survey was taken and submitted by more than 80% of our total parents but the system only recorded 78% of our total students enrolled.</p>
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Key Focus Area Requests and Appendices

1. Progress Toward Charter Goals- See Chart Above, additional information to be submitted later in compliance with authorizer guidelines.
2. Instructional Time (Board of Regents-authorized schools only)- See Appendix B
3. Financial Information-Total Expenditures/Unaudited Financial Statements, Appendix C and D
4. Charter Revisions – We had no material and/or nonmaterial revisions to the school's charter proposed by the school's board of trustees and approved by the school's authorizer and/or the Commissioner and Board of Regents (as appropriate) during the 2011-12 school year.
5. Board of Trustees- See Appendix G
6. Enrollment and Retention Targets –See Appendix H

Appendix B: Instructional Time Table

2011-12 Instructional Time	
Total number of instructional days for the 2011-12 school year	182
First and last day of the 2011-12 school year	August 30- June 20
Length of school day (please note if schedule varies throughout the week or the year)	8:00- 4:00

Appendix C: Total Expenditures and Administrative Expenditures per Child

Mott Haven Academy Charter School

6/30/2012

Total Number of Enrolled Students (FTE):	218,128
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	Total Expenditures	Administrative Expenditures
Total :	\$ 4,935,868.34	\$ 792,164.59
Expenditures Per Pupil:	\$ 22,628.31	\$ 3,631.65

Appendix D: Unaudited Financial Statements

We will be submitting our Audited Financial Statements in accordance with the deadlines.

Appendix E: FY 2013 Budget and Narrative

Budget Overview: Mott Haven - FY13 P&L

July 2012 - June 2013

	<u>Total</u>	
Income		
4100 State Grants		4,210,300.00
4200 Federal Grants		601,460.00
4300 Contributions		793,400.00
4400 Misc. Income		100.00
		<hr/>
Total Income	\$	5,627,171.00
		<hr/>
Gross Profit	\$	5,627,171.00
Expenses		
5000 Compensation		3,348,493.00
5400 Benefits		716,244.00
6100 Administrative		136,650.00
6200 Professional Services		167,000.00
6300 Professional Development		142,600.00
6400 Marketing and Staff/Student Rec		16,000.00
6500 Fundraising Expenses		2,500.00
6600 Student Services		377,300.00
7100 Curriculum and Classroom		131,907.00
8100 Facility		693,028.00
8200 Technology		83,117.00
8900 Miscellaneous Expenses		115,250.00
		<hr/>
Total Expenses	\$	5,996,489.00
		<hr/>
Net Income	-\$	369,318.00

Appendix F: Disclosure of Financial Interest Forms

Disclosure of Financial Interest by a New York Charter School Board of Trustees Members

Forms from all Trustees Follow:

Patricia Mulvaney

Janet Campagna

Bill Baccaglioni

Jessica Nauiokas

Meghan Mackay

Whitney Kneisley

Appendix G: Board of Trustees Membership Table

This Table is required of Board of Regents-authorized charter schools, and optional for charter schools authorized by other chartering entities.

List the board membership and the number of board members joining and leaving the board in the 2011-12 school year.

Current Board Members				
Name	Position on the Board	Committee affiliation(s)	Area of expertise, and/or additional role at school (parent, staff member etc.)	Number of terms served and length of each, including date of election and expiration
Patricia Mulvaney	Chair	Finance	Compliance & Evaluation	4 Terms; elected March 2008
Janet Campagna	Treasurer	Finance	Finance	4 Terms; elected March 2008
Bill Baccaglioni	Trustee	Education Fundraising	Child Welfare Expert	4 Terms; elected March 2008
Jessica Nauiokas	Secretary	Education	MHACS Principal	4 Terms; elected March 2008
Meghan Mackay	Trustee	Education Fundraising	School Leadership; Academic Evaluation	3 Terms; elected November 2009
Whitney Kneisley	Trustee	Education Fundraising	Fundraising; Event Planning; Volunteerism	2 Terms; elected November 2010
Total Members joining the board the 2011-12 school year				0
Total Members departing the board during the 2011-12 school year				0

Appendix H: Enrollment and Retention Targets

The school is currently located in a private facility on 170 Brown Place in District 7, where it moved in 2010. According to an ATS data pull in April 2012, the student body includes 90.1% Free and Reduced Lunch, compared to 86.8% in the district, 20.2% special education students compared to 19.8% in the district, and 11.3% English language learners compared to 18.1% in the district. The school serves a unique student population with one third of our students in foster care, one third at risk of being placed in foster care, and one third from the general community.

Haven Academy makes a good faith effort to attract, retain and educate a greater enrollment of students with disabilities, English language learners and students who are eligible for free and reduced lunch program. Our recruitment materials are widely available, in multiple languages, to all members of our community.

Appendix F: Disclosure of Financial Interest Form

Disclosure of Financial Interest by a New York Charter School Board of Trustees Member
Annual Report

*Note: This Disclosure is a public record, but asterisked data fields will be redacted.

1. Trustee Name (print) Jessica Janiakos
2. Charter School Name Mont-Hudson Learning Charter Schin'
3. Charter Authorizer Entity NYC DOE
4. Home Address*
5. Business Address*
6. Daytime Phone*
7. E-Mail Address*
8. List all positions held on board (e.g., chair, treasurer, parent representative)
Secretary

9. Is the trustee an employee of the school? Yes No

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

Founder and Principal, June 15, 2008

10. Is the trustee an employee or agent of the management company or institutional partner of the charter school? Yes No

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

11. 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 during the time you have served on the board, and in the six-month period prior to such service. If there has been no such financial interest or transaction, write **None**. Please note that if you answered **Yes** to Question 2-4 above, you need not disclose again your employment status, salary, etc.

Date(s)	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
NONE			

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

Organization conducting business with the school	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school and the nature of the interest	Steps Taken to Avoid Conflict of Interest
NONE				

Signature

Missy Co. [unclear]

Date

5/23/12

Appendix F: Disclosure of Financial Interest Form

Disclosure of Financial Interest by a New York Charter School Board of Trustees Member
Annual Report

*Note: This Disclosure is a public record, but asterisked data fields will be redacted.

1. Trustee Name (print) LAURET CAMPANA
2. Charter School Name MOTT HAVEN ACADEMY
3. Charter Authorizer Entity NYC DOE
4. Home Address* _____
5. Business Address* _____
6. Daytime Phone* _____
7. E-Mail Address* _____
8. List all positions held on board (e.g., chair, treasurer, parent representative)
Treasurer

9. Is the trustee an employee of the school? Yes No

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

10. Is the trustee an employee or agent of the management company or institutional partner of the charter school? Yes No

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

11. 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 during the time you have served on the board, and in the six-month period prior to such service. If there has been no such financial interest or transaction, write None. Please note that if you answered Yes to Question 2-4 above, you need not disclose again your employment status, salary, etc.

Date(s)	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
	None		

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

Organization conducting business with the school	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school and the nature of the interest	Steps Taken to Avoid Conflict of Interest
None				

one [unclear]
Signature

5/23/12
Date

Appendix F: Disclosure of Financial Interest Form

**Disclosure of Financial Interest by a New York Charter School Board of Trustees Member
Annual Report**

**Note: This Disclosure is a public record, but asterisked data fields will be redacted.*

1. Trustee Name (print) William F. Baccaglioni
2. Charter School Name Mott Haven Academy Charter School
3. Charter Authorizer Entity NYC DOE
4. Home Address* _____
5. Business Address* _____
6. Daytime Phone* _____
7. E-Mail Address* _____
8. List all positions held on board (e.g., chair, treasurer, parent representative)

9. Is the trustee an employee of the school? Yes No

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

10. Is the trustee an employee or agent of the management company or institutional partner of the charter school? Yes No

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


11. 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 during the time you have served on the board, and in the six-month period prior to such service. If there has been no such financial interest or transaction, write **None**. Please note that if you answered Yes to (Question 2-4 above, you need not disclose again your employment status, salary, etc

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

	discussion)
None	

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

Organization conducting business with the school	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school and the nature of the interest	Steps Taken to Avoid Conflict of Interest
None				


Signature

5/23/12
Date

Appendix F: Disclosure of Financial Interest Form

Disclosure of Financial Interest by a New York Charter School Board of Trustees Member
Annual Report

*Note: This Disclosure is a public record, but asterisked data fields will be redacted.

- 1. Trustee Name (print) Whitney Kneistey
- 2. Charter School Name Not Haven Academy Charter School
- 3. Charter Authorizer Entity _____
- 4. Home Address* _____
- 5. Business Address* _____
- 6. Daytime Phone* _____
- 7. E-Mail Address* _____
- 8. List all positions held on board (e.g. chair, treasurer, parent representative);

9. Is the trustee an employee of the school? ___ Yes No

If Yes, please provide a description of the position you hold and your responsibilities, your salary and your start date

10. Is the trustee an employee or agent of the management company or institutional partner of the charter school? ___ Yes No

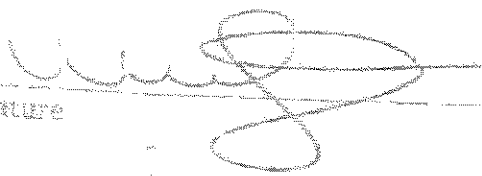
If Yes, please provide a description of the position you hold and your responsibilities, your salary and your start date.

11. 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 during the time you have served on the board, and in the six-month period prior to such service. If there has been no such financial interest or transaction, write None. Please note that if you answered Yes to Question 2-4 above you need not disclose again your employment status, salary, etc.

Date(s)	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
None	None	None	None

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

Organization conducting business with the school	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school and the nature of the interest	Steps Taken to Avoid Conflict of Interest
None	None	None	None	None


Signature

5/25/12
Date

Please print "No." if applicable. Do not leave blank.

Appendix F: Disclosure of Financial Interest Form

**Disclosure of Financial Interest by a New York Charter School Board of Trustees Member
Annual Report**

**Note: This Disclosure is a public record, but asterisked data fields will be redacted*

1. Trustee Name (print) Victoria Mackay
2. Charter School Name North Star Learning Charter School
3. Charter Authority or Entity _____
4. Home Address _____
5. Business Address _____
6. Daytime Phone _____
7. E-Mail Address _____
8. List all positions held on the school (e.g., chair, treasurer, parent representative)
Parent

9. Is the trustee an employee of the school? Yes No

If Yes, please provide a description of the position you hold and your responsibilities, your salary and your work date.

10. Is the trustee an employee or agent of the management company or institutional partner of the charter school? Yes No

If Yes, please provide a description of the position you hold and your responsibilities, your salary and your work date.

11. 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 during the time you have served on the board, and in the six-month period prior to such service, if there has been no such financial interest or transaction, write none. Please note that if you answered Yes to Question 9 or 10 above, you need not disclose about 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	Name of person holding interest or engaging in transaction and relationship to yourself

Discussion

NONE

NONE

NONE

NONE

12. Identify all schools, business corporation, union association, firm, partnership, committee, proprietorship, trust, joint stock company, joint stock company, business or real estate trust, non-profit organization, stock organization or group of people doing business with the school and which you entered during the time of your tenure as a trustee, you and/or your immediate family members, persons living in your house hold, a financial interest or other relationship, you are a member, director, officer or employee of an organization formally participated with or through conducting business with the school through a management or service agreement, name, name, only the name of the organization, your position in the organization, and the relationship between such organization and the school. If there was no firm, answer NONE.

Organization conducting business with the school	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household having an interest in the organization conducting business with the school and the nature of the interest	Steps Taken to Avoid Conflict of Interest
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NONE

NONE

NONE

NONE

NONE

Signature



Date

5/23/12

discussion)

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

Organization conducting business with the school	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school and the nature of the interest	Steps Taken to Avoid Conflict of Interest
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NONE

Signature

Date