

Application: Neighborhood Charter School Harlem

Michelle Santos - msantos@ncschools.org
2022-2023 Annual Report

Summary

ID: 0000000078

Last submitted: Oct 31 2023 09:22 PM (EDT)

Labels: Board of Regents

Entry 1 School Info and Cover Page

Completed - Jul 31 2023

Instructions

Required of ALL Charter Schools

Each Annual Report begins with a completed School Information and Cover Page. The information is collected in a survey format within the [Annual Report Portal](#). When entering information in the portal, some of the following items may not appear, depending on your authorizer and/or your responses to related items.

Entry 1 School Information and Cover Page

(New schools that were not open for instruction for the 2022-2023 school year are not required to complete or submit an annual report this year).

Please be advised that you will need to complete this cover page (including signatures) before all of the other tasks assigned to you by your school's authorizer are visible on your task page. While completing this cover page task, please ensure that you select the correct authorizer (**as of June 30, 2023**) or you may not be assigned the correct tasks.

BASIC INFORMATION

a. SCHOOL NAME

(Select name from the drop down menu)

NEIGHBORHOOD CHARTER SCHOOL OF HARLEM 800000071078

a1. Popular School Name

(No response)

b. CHARTER AUTHORIZER (As of June 30th, 2023)

Please select the correct authorizer as of June 30, 2023 or you may not be assigned the correct tasks.

BOARD OF REGENTS

c. School Unionized

Is your charter school unionized?

No

d. DISTRICT / CSD OF LOCATION

CSD # 6 - MANHATTAN

e. Date of Approved Initial Charter

Sep 1 2011

f. Date School First Opened for Instruction

Aug 27 2012

g. Approved School Mission and Key Design Elements

(Regents, NYCDOE and Buffalo BOE authorized schools only)

The mission of Neighborhood Charter Schools is to provide children with new educational opportunities through a rigorous, comprehensive K-8 program that cultivates the intellectual, social and emotional development of each child. Our school is an inclusive community that serves high-functioning children on the autism spectrum along with their neighborhood peers. Our students will become independent learners and critical thinkers, will acquire the academic skills they need to succeed in college preparatory high schools and will exhibit the social and emotional skills that will allow them to reach their full potential.

h. School Website Address

ncschools.org.

i. Total Approved Charter Enrollment for 2022-2023 School Year

680

j. Total Enrollment on June 30, 2023 - excluding Pre-K program enrollment

615

k. Grades Served

Grades served during the 2022-2023 school year (exclude Pre-K program students):

Use the CTRL button to select multiple grades to accurately capture every grade level served.

Responses Selected:

4
5
6

I. Charter Management Organization

Do you have a [Charter Management Organization](#)?

No

FACILITIES INFORMATION

m. FACILITIES

Will the school maintain or operate multiple sites in 2023-2024?

	No, just one site.
--	--------------------

School Site 1 (Primary)

m1. SCHOOL SITES

Please provide information on Site 1 for the upcoming school year.

		Phone Number	District/CSD	Grades to be Served at Site for previous year (K-5, 6-9, etc.)	Grades to be Served at Site for coming year (K-5, 6-9, etc.)	Receives Rental Assistance for Which Grades (If yes, enter the appropriate grades. If no, enter No).
Site 1	691 St Nicholas Ave New York, NY 10030	646-701-7117	NYC CSD 6	K-8	K-8	3-8

m1a. Please provide the contact information for Site 1.

	Name	Title	Work Phone	Alternate Phone	Email Address
School Leader	Todd Soper	Elementary School Principal	646-701-7117		Tsoper@ncschools.org
Operational Leader	Derrica Newman	Director of Operations	646-701-7117		Dnewman@ncschools.org
Compliance Contact	Michelle Santos	Managing Director of Operations	646-701-7117		Msantos@ncschools.org
Complaint Contact	Daniel McCormick	Executive Director	646-701-7117		Dmccormick@ncschools.org
DASA Coordinator	Daniel McCormick	Executive Director	646-701-7117		Dmccormick@ncschools.org
Phone Contact for After Hours Emergencies	Daniel McCormick	Executive Director	646-701-7117		Dmccormick@ncschools.org

m1b. Is site 1 in public (co-located) space or in private space?

Private Space

IF LOCATED IN PRIVATE SPACE IN NYC OR IN DISTRICTS OUTSIDE NYC

m1d. Upload a current Certificate of Occupancy (COO) and the annual Fire Inspection Report for school site 1 if located in private space in NYC or located outside of NYC .

Certificate of Occupancy and Fire Inspection. Provide a copy of a current and non-expired certificate of occupancy (if outside NYC or in private space in NYC). For schools that are not in district space (NYC co-locations), provide a copy of a current and non-expired certificate of occupancy, and a copy of the current annual fire inspection results, which should be dated on or after July 1, 2023.

- Fire inspection certificates must be updated annually. For the upcoming school year 2023-2024, submit a current fire inspection certificate.
- If the fire inspection certificate is dated after the August 1, 2022 submission of the Annual Report, please submit the new certificate with the Annual Report entries due on November 1, 2023.

Site 1 Certificate of Occupancy (COO)

[Entry 1 - NCS 691 Certificate of Occupancy.pdf](#)

Filename: Entry 1 - NCS 691 Certificate of Occupancy.pdf **Size:** 35.1 kB

Site 1 Fire Inspection Report

This is required, marked optional for administrative purposes.

[Harlem Fire Inspection.pdf](#)

Filename: Harlem Fire Inspection.pdf **Size:** 188.0 kB

n. List of owned, rented, leased facilities not used to educate students

Separate by semi-colon (;)

None

CHARTER REVISIONS DURING THE 2022-2023 SCHOOL YEAR

o. Were there any revisions to the school's charter during the 2022-2023 school year? (Please include approved or pending material and non-material charter revisions).

Please note, listing the revisions here does not constitute a request. Schools are advised to seek revision requests through their authorizer directly.

No

ATTESTATIONS

p. Individual Primarily Responsible for Submitting the Annual Report. (To write type in a phone number with an extension, please use this format: 123-456-7890-3. The dash and number 3 at the end of the phone number refers to the individual's phone extension. Do not type in the work extension or the abbreviation for it - just the dash and the extension number after the phone number).

Name	Daniel McCormick
Position	Executive Director
Phone/Extension	646-284-7126
Email	Dmccormick@ncschools.org

q. Our signatures (Executive Director/School Leader/Head of School and Board President) below attest that all of the information contained herein is truthful and accurate and that this charter school is in compliance with all aspects of its charter, and with all pertinent Federal, State, and local laws, regulations, and rules. We understand that if any information in any part of this report is found to have been deliberately misrepresented, that will constitute grounds for the revocation of our charter. Click **YES to agree and then use the mouse on your PC or the stylus on your mobile device to sign your name).**

Responses Selected:

Yes

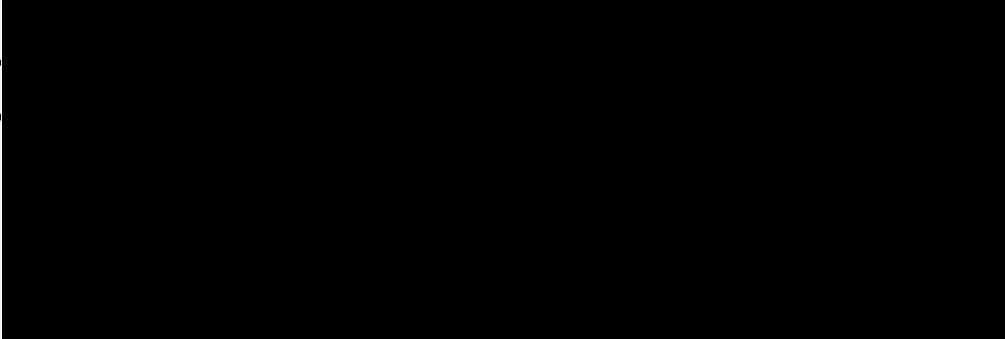
As outlined in ENTRY 10:

Our signatures (Executive Director/School Leader/Head of School and Board President) below attest that our school has reviewed, understands and will comply with the employee clearance and fingerprint requirements as outlined in Entry 10 and found in the [NYSED CSO Fingerprint Clearance Oct 2019 Memo](#). Click **YES** to agree.

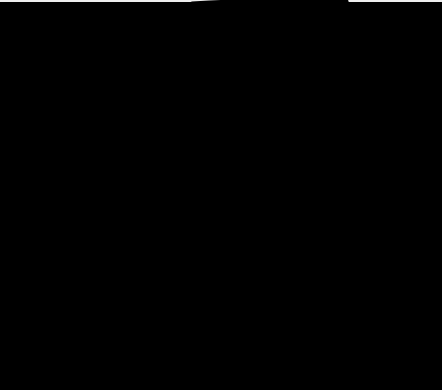
Responses Selected:

Yes

Signature, Head of Charter School

A large black rectangular redaction box covers the signature of the Head of Charter School. The signature is written in black ink on a light gray background.

Signature, President of the Board of Trustees

A large black rectangular redaction box covers the signature of the President of the Board of Trustees. The signature is written in black ink on a light gray background.

Date

Jul 31 2023



Thank you.

Entry 2 Links to Critical Documents on School Website

Completed - Jul 31 2023

Instructions

Required of ALL Charter Schools noting that SUNY-authorized charter schools are not required to submit item 5: Authorizer-approved DASA policy and NYSED-Approved School Discipline Policy

By law, each charter school is required to maintain certain notices and policies listed on its website. Please insert the link from the school's website for each of the items:

1. Current Annual Report (i.e., 2021-2022 Annual Report);[\[1\]](#)
2. Board meeting notices, agendas and documents;
3. New York State School Report Card;
4. Authorizer-approved DASA Policy and NYSED-Approved School Discipline Policy **(For Regents, NYCDOE, and Buffalo BOE-Authorized Charter Schools ONLY)**;
5. District-wide safety plan, not a building level safety plan (as per the September 2021 [Emergency Response Plan Memo](#));
6. Authorizer-approved FOIL Policy; and
7. Subject matter list of FOIL records. (Example: See [NYSED Subject Matter List](#))

[\[1\]](#) Each charter school is required to make the Annual Report publicly available by August 1 and to post on their respective charter school website. Each school should post an updated and complete version to include accountability data and financial statements that are not or may not be available until after the August deadline (i.e., Report when financials have been submitted in November.)

Form for Entry 2 Links to Critical Documents on School Website

School Name: Neighborhood Charter School Harlem

Required of ALL Charter Schools noting that SUNY-authorized charter schools are not required to submit item

4: Authorizer-approved DASA policy and NYSED-Approved School Discipline Policy

By law, each charter school is required to maintain certain notices and policies listed on its website. Please insert the **link** from the school's website for each of the items:

[New York State Report Card](#)

[Emergency Response Plan Memo](#)

[NYSED Subject Matter List](#)

	Link to Documents
1. Current Annual Report (i.e., 2022-2023 Annual Report)	https://drive.google.com/drive/u/0/folders/19aS2KzD2lkYM7z6ETX3cL3mYI0rZpxyB
2. Board meeting notices, agendas and documents	https://ncschools.org/board-meetings/
3. New York State School Report Card	https://ncschools.org/about-ncs/ncs-board/
4. Authorizer-approved DASA Policy and NYSED-Approved School Discipline Policy (For Regents, NYCDOE, and Buffalo BOE-Authorized Charter Schools ONLY)	https://ncschools.org/wp-content/uploads/2022/01/Dignity-for-All-Students-Act-Policy6.13.22-1.pdf
5. District-wide safety plan, not a building level safety plan (as per the September 2021 Emergency Response Plan Memo	https://ncschools.org/wp-content/uploads/2022/01/Harlem-District-Wide-Safety-Plan-23-24.docx.pdf
6. Authorizer-approved FOIL Policy	https://ncschools.org/wp-content/uploads/2020/08/Microsoft-Word-NCSH_FOIL_policy.pdf
7. Subject matter list of FOIL records. (Example: See NYSED Subject Matter List)	https://ncschools.org/wp-content/uploads/2022/06/Neighborhood-Charter-School-FOIL-Subject-Matter-List-.pdf

Thank you.



Entry 3 Progress Toward Goals

Completed - Oct 31 2023

Instructions

Regents, NYCDOE, and Buffalo BOE-Authorized Charter Schools ONLY

The following tables reflect formatting in the online portal required for Board of Regents, NYCDOE, and Buffalo BOE authorized charter schools only. These charter schools should report all Progress Toward Charter Goals as per their currently approved charters no later than **November 1, 2023**.

PLEASE NOTE: This is a required task, and it is marked optional for administrative purposes only.

Entry 3 Progress Toward Goals

PROGRESS TOWARD CHARTER GOALS

Regents, NYCDOE, and Buffalo BOE-Authorized Charter Schools ONLY

Complete the tables provided. List each goal and measure as contained in the school's currently approved charter, and indicate whether the school has met or not met the goal. Please provide information for all goals no later than November 1, 2023.

1. ACADEMIC STUDENT PERFORMANCE GOALS

Regents, NYCDOE, and Buffalo BOE-Authorized Charter Schools ONLY

The following tables reflect formatting in the online portal required for Board of Regents, NYCDOE, and Buffalo BOE authorized charter schools only. These charter schools should report all Progress Toward Charter Goals as per their currently approved charters no later than **November 1, 2023**.

2022-2023 Progress Toward Attainment of Academic Goals

	Academic Student Performance Goal	Measure Used to Evaluate Progress Toward Attainment of Goal	Goal - Met, Not Met or Unable to Assess	If not met, describe efforts the school will take to meet goal. If unable to assess goal, type N/A for Not Applicable
Academic Goal 1	90% of K-2 students will grow one year in reading level	F+P Assessment	Met	
Academic Goal 2	80% of students will be proficient in math according to counting jar proficient measures	Counting Jar	Met	
Academic Goal 3	Grades 3-8 will outperform the District in ELA by 10%	NYS ELA Exam	Met	
Academic Goal 4	Grades 3-8 will outperform the District in Math by 10%	NYS Math Exam	Met	
Academic Goal 5				
Academic Goal 6				
Academic Goal 7				
Academic Goal 8				
Academic Goal 9				
Academic Goal 10				

2. Do have more academic goals to add?

No

4. ORGANIZATION GOALS

For the 2022-2023 school year, any organization goals that cannot be evaluated due to school closure resulting in a lack of data and changes in testing, surveying, and other usual practices should be reported as “N/A”.

2022-2023 Progress Toward Attainment of Organization Goals

	Organizational Goal	Measure Used to Evaluate Progress	Goal - Met, Not Met, or Unable to Assess	If not met, describe efforts the school will take to meet goal. If unable to assess goal, type N/A for Not Applicable
Org Goal 1				
Org Goal 2				
Org Goal 3				
Org Goal 4				
Org Goal 5				
Org Goal 6				
Org Goal 7				
Org Goal 8				
Org Goal 9				
Org Goal 10				
Org Goal 11				
Org Goal 12				
Org Goal 13				
Org Goal 14				
Org Goal 15				
Org Goal 16				
Org Goal 17				
Org Goal 18				
Org Goal 19				
Org Goal 20				

5. Do have more organizational goals to add?

No

6. FINANCIAL GOALS

2022-2023 Progress Toward Attainment of Financial Goals

	Financial Goals	Measure Used to Evaluate Progress	Goal - Met, Not Met, or Partially Met	If not met, describe efforts the school will take to meet goal.
Financial Goal 1				
Financial Goal 2				
Financial Goal 3				
Financial Goal 4				
Financial Goal 5				

7. Do have more financial goals to add?

No

Thank you.

Entry 3 Accountability Plan Progress Reports

Incomplete - Hidden from applicant

Instructions

SUNY-Authorized Charter Schools ONLY- Complete Template and Upload to Epicenter

SUNY-authorized charter schools must download an Accountability Plan Progress Report template at [Accountability Plan Progress Report](#). After completing, SUNY-authorized charter schools must upload the document into the Annual Report Portal, **and** into the SUNY Epicenter document management system by September 15, 2023.

PLEASE NOTE: This is a required task, and it is marked optional for administrative purposes only.

Entry 4 - Audited Financial Statements

Completed - Oct 25 2023

Required of ALL Charter Schools

ALL SUNY-authorized charter schools must upload the financial statements and related documents in PDF format into the [Annual Report Portal](#) and into the SUNY Epicenter document management system no later than **November 1, 2023**. SUNY-authorized charter schools are asked to ensure that security features such as password protection are turned off.

ALL Regents, NYCDOE, and Buffalo BOE-authorized charter schools must upload final, audited financial statements to the [Annual Report Portal](#) no later than **November 1, 2023**. Upload the independent auditor's report, any advisory and/or management letter, and the internal controls report as one submission, combined into a PDF file, ensuring that security features such as password protections are removed from all school uploaded documents.

PLEASE NOTE: This task appears as visible and optional task in the online portal until August 1 2023 but will be identified as a required task thereafter and due on November 1, 2023. This is a required task, and it is marked optional for administrative purposes only.

NEIGHBORHOOD CHARTER SCHOOLS - 06

Filename: NEIGHBORHOOD_CHARTER_SCHOOLS_-_06_tWvfHOe.pdf Size: 421.0 kB

Entry 4a – Audited Financial Report Template (SUNY)

Incomplete - Hidden from applicant

Instructions - SUNY-Authorized Charter Schools ONLY

SUNY-authorized schools must download the Excel spreadsheet entitled “Audited Financial Statement Template” at <http://www.newyorkcharters.org/fiscal/>. After completing, schools must upload the document into the [Annual Report Portal](#) and into the SUNY Epicenter document management system no later than **November 1, 2023**.

PLEASE NOTE: This is a required task, and it is marked optional for administrative purposes only.

Entry 4b – Audited Financial Report Template (BOR/NYC/BOE)

Completed - Oct 25 2023

Instructions - Regents-Authorized Charter Schools ONLY

Regents-authorized schools must download and complete the Excel spreadsheet entitled “Audited Financial Report Template” from the online portal or the [2022-2023 Annual Reports](#) webpage. Upload the completed file in Excel format and submit by **November 1, 2023**.

Please complete one spreadsheet at the Education Corporation level and submit the same spreadsheet for each of the schools.

EDUCATION CORPORATIONS WITH MORE THAN ONE SCHOOL SHOULD COMPLETE THE EXCEL SPREADSHEET FOR THE EDUCATION CORPORATION AS A WHOLE, NOT FOR THE INDIVIDUAL SCHOOLS. PLEASE SUBMIT THE SAME EXCEL SPREADSHEET FOR EACH OF THE SCHOOLS.

PLEASE NOTE: This is a required task, and it is marked optional for administrative purposes only.

FY23 NCS - AuditedFinancialReport - NYSED

Filename: FY23_NCS_-_AuditedFinancialReport_-_NYSED.xlsx Size: 75.8 kB

Entry 4c – Additional Financial Documents

Completed - Oct 25 2023

Regents, NYCDOE and Buffalo BOE authorized schools must upload financial documents and submit by **November 1, 2023**. The items listed below should be uploaded, with an explanation if not applicable or available. For example, a “federal Single Audit was not required because the school did not expend federal funds of more than the \$750,000 Threshold.”

1. Advisory and/or Management letter
2. Federal Single Audit
3. Agreed-Upon Procedure Report

4. Evidence of Required Escrow Account for each school^[1]
5. Corrective Action Plan for Audit Findings and Management Letter Recommendations

^[1] Note: For BOR schools chartered or renewed after the 2017-2018 school year, the escrow account per school is \$100,000.

PLEASE NOTE: This is a required task, and it is marked optional for administrative purposes only.

[NEIGHBORHOOD CHARTER SCHOOLS - 06](#)

Filename: NEIGHBORHOOD_CHARTER_SCHOOLS_-_06_IQ1VdhA.pdf Size: 363.3 kB

[NEIGHBORHOOD CHARTER SCHOOLS - 06](#)

Filename: NEIGHBORHOOD_CHARTER_SCHOOLS_-_06_U8RE4cD.pdf Size: 292.8 kB

[NCSH Escrow 6111 June 2023 Stmt](#)

Filename: NCSH_Escrow_6111_June_2023_Stmt.pdf Size: 48.8 kB

Entry 4d - Financial Contact Information

Completed - Oct 25 2023

Regents, NYCDOE, and Buffalo BOE authorized schools should enter financial contact information directly into the form within the portal by **November 1, 2023**.

Form for "Financial Contact Information"

1. School Based Fiscal Contact Information

	School Based Fiscal Contact Name	School Based Fiscal Contact Email	School Based Fiscal Contact Phone
	Michelle Rumph	mrumph@ncschools.org	646-457-7792

2. Audit Firm Contact Information

	School Audit Contact Name	School Audit Contact Email	School Audit Contact Phone	Years Working With This Audit Firm
	Michelle Cain - Mengel, Metzger, Barr & Co. LLP	mcain@mmb-co.com	585-423-1860	12

3. If applicable, please provide contact information for the school's outsourced financial services firm.

	Firm Name	Contact Person	Mailing Address	Email	Phone	Years With Firm

Entry 5 – Fiscal Year 2023-2024 Budget

Completed - Oct 11 2023

SUNY-authorized charter schools should download the [2023-2024 Budget and Quarterly Report Template and the 2023-2024 Budget Narrative Questionnaire](#) from the SUNY website and upload the completed templates into the Annual Report Portal and into the Epicenter document management system. **Due November 1, 2023.**

Regents, NYCDOE, and Buffalo BOE authorized charter schools should upload a copy of the school's FY22 Budget using the [2023-2024 Budget Template](#) into the Annual Report Portal or from the Annual Report website. **Due November 1, 2023.**

The Assumptions column should be completed for all revenue and expense items unless the item is self-explanatory. Where applicable, reference the page number or section in the application narrative that indicates the assumption being made. For instance, student enrollment would reference the applicable page number in Section I, C of the application narrative.

PLEASE NOTE: This is a required task, and it is marked optional for administrative purposes only.

[FY24 NCS Harlem Projected Annual Budget Template](#)

Filename: FY24_NCS_Harlem_Projected_Annual__yK1S75b.xlsx Size: 40.6 kB

Entry 6 – Board of Trustees Disclosure of Financial Interest Form

Completed - Jul 31 2023

Required of ALL Charter Schools

Each member of the charter school's Board of Trustees who served on a charter school education corporation governing one or more charter schools for any period during the 2022-2023 school year must complete and sign a Trustee [Disclosure of Financial Interest Form](#) is due on August 1, 2023. Acceptable signature formats include:

- Digitally certified PDF signature (i.e., DocuSign)
- Manual signature (1. download to print, 2. manually sign, 3. scan signed document to PDF, and 4. upload into portal)

All completed forms must be collected and uploaded in .PDF format for each individual member. **The education corporation is responsible for ensuring that each member who served on the board during the 2022-2023 school year completes the form.**

Charter schools **must** submit the latest version of the form. Forms completed from past years will not be accepted.

Trustees serving on an education corporation that governs more than one school are not required to complete a separate disclosure for each school governed by the education corporation. In the Trustee Disclosure of Financial Interest Form, trustees must disclose information relevant to any of the schools served by the governing education corporation.

[NCS 22-23 trustee-financial-disclosure-HUBBELL](#)

Filename: NCS_22-23_trustee-financial-disclo_flSV9jX.pdf Size: 155.9 kB

[NCS 22-23 trustee-financial-disclosure-RENDON](#)

Filename: NCS_22-23_trustee-financial-disclo_tUKxZBa.pdf Size: 484.0 kB

[NCS 22-23 trustee-financial-disclosure-SCHNEIDER](#)

Filename: NCS_22-23_trustee-financial-disclo_LYX2w10.pdf Size: 61.0 kB

[NCS 22-23 trustee-financial-disclosure-BAKER](#)

Filename: NCS_22-23_trustee-financial-disclo_klkzvzu.pdf Size: 148.0 kB

[NCS 22-23 trustee-financial-disclosure-JEFFERSON](#)

Filename: NCS_22-23_trustee-financial-disclo_i4zCF9N.pdf Size: 405.6 kB

[NCS 22-23 trustee-financial-disclosure-SOUSSLOFF](#)

Filename: NCS_22-23_trustee-financial-disclo_QAOVLha.pdf Size: 643.8 kB

[NCS 22-23 trustee-financial-disclosure-FENNELL](#)

Filename: NCS_22-23_trustee-financial-disclo_bfrqnLF.pdf Size: 966.5 kB

[NCS 22-23 trustee-financial-disclosure-KAVANAGH](#)

Filename: NCS_22-23_trustee-financial-disclo_jmfYBMS.pdf Size: 1.1 MB

Entry 7 BOT Membership Table

Completed - Jul 31 2023

Instructions

Required of ALL charter schools

ALL charter schools or education corporations governing multiple schools must complete the Board of Trustees Membership Table within the online portal. Please be sure to include and identify parents who are members of the Board of Trustees and indicate whether parents are voting or non-voting members.

Entry 7 BOT Table

1. SUNY-AUTHORIZED charter schools are required to provide information for VOTING Trustees only.
2. REGENTS, NYCDOE, and BUFFALO BOE-AUTHORIZED charter schools are required to provide information for all --VOTING and NON-VOTING-- trustees.

Authorizer:

Who is the authorizer of your charter school?

Board of Regents

1. 2022-2023 Board Member Information (Enter info for each BOT member)

	Trustee Name	Trustee Email Address	Position on the Board	Committee Affiliations	Voting Member Per By-Laws (Y/N)	Number of Completed Terms Served	Start Date of Current Term (MM/DD/YYYY)	End Date of Current Term (MM/DD/YYYY)	Board Meetings Attended During 2022-2023
1	Heidi Baker	[REDACTED]	Secretary	Finance, Accountability	Yes	1	07/01/2021	06/30/2024	9
2	Wylie Fennel	[REDACTED]	Trustee/Member	Finance	Yes	1	04/28/2021	04/26/2024	6
3	Stephanie Hubbell	[REDACTED]	Trustee/Member	Accountability, Nominating, and Governance	Yes	1	04/28/2021	06/30/2024	8
4	Everardo Jefferson	[REDACTED]	Trustee/Member	Governance, Real Estate Task Force	Yes	2	06/23/2020	06/28/2023	5 or less
5	Justena Kavenaugh	[REDACTED]	Trustee/Member	Accountability, Development Task	Yes	4	06/23/2021	06/30/2024	6
6	Walter Rendon	[REDACTED]	Treasurer	Finance, Governance	Yes	2	06/23/2021	06/30/2024	9
7	Cliff Schneider	[REDACTED]	Secretary	Executive, Evaluation, Real Estate	Yes	3	06/23/2021	06/30/2024	9

8	Patricia Soussloff	██████ ██████ ██████ ██	Chair	Executive, Finance, Account ability	Yes				9
9									

1a. Are there more than 9 members of the Board of Trustees?

No

2. INFORMATION ABOUT MEMBERS OF THE BOARD OF TRUSTEES

1. SUNY-AUTHORIZED charter schools provide response relative to VOTING Trustees only.
2. REGENTS, NYCDOE, and BUFFALO BOE-AUTHORIZED charter schools provide a response relative to all trustees.

a. Total Number of BOT Members on June 30, 2023	8
b.Total Number of Members Added During 2022-2023	0
c. Total Number of Members who Departed during 2022-2023	2
d.Total Number of members, as set in Bylaws, Resolution or Minutes	8

3. Number of Board meetings held during 2022-2023

9

4. Number of Board meetings scheduled for 2023-2024

12

Total number of Voting Members on June 30, 2023:

8

Total number of Voting Members added during the 2022-2023 school year:

0

Total number of Voting Members who departed during the 2022-2023 school year:

0

Total Maximum Number of Voting members in 2022-2023, as set by the board in bylaws, resolution, or minutes:

8

Total number of Non-Voting Members on June 30, 2023:

0

Total number of Non-Voting Members added during the 2022-2023 school year:

0

Total number of Non-Voting Members who departed during the 2022-2023 school year:

0

Total Maximum Number of Non-Voting members in 2022-2023, as set by the board in bylaws, resolution or minutes:

0

Board members attending 8 or fewer meetings during 2022-2023

3

Thank you.

Entry 8 Board Meeting Minutes

Completed - Jul 31 2023

Instructions - Required of Regents, NYCDOE, and Buffalo BOE Authorized Schools ONLY

Schools must upload a complete set of monthly board meeting minutes (July 2022-June 2023), which should match the number of meetings held during the 2022-2023 school year, as indicated in the above table. The minutes provided must be the final version approved by the school's Board of Trustees and may be uploaded individually or as one single combined file. Board meeting minutes must be submitted by **August 1, 2023**.

Entry 8 - Board Meeting Minutes

Filename: Entry_8_-_Board_Meeting_Minutes.pdf Size: 223.6 kB

Entry 9 Enrollment & Retention

Completed - Jul 31 2023

Instructions for submitting Enrollment and Retention Efforts

Required of ALL Charter Schools

Describe the good faith efforts the charter school has made in 2022-2023 toward meeting targets to attract and retain the enrollment of Students with Disabilities (SWDs), English Language Learners (ELLs), and students who are economically disadvantaged. In addition, describe the school's plans for meeting or making progress toward meeting its enrollment and retention targets in 2023-2024.

***SUNY-authorized charter schools**

The education corporation must include a plan for the charter to meet or exceed enrollment and retention targets established by the SUNY Trustees for students with disabilities, ELLs, and students who are eligible to participate in the FRPL program. See the [enrollment and retention target calculator](#) to find specific targets.

Entry 9 Enrollment and Retention of Special Populations

Good Faith Efforts to Meet Recruitment Targets (Attract)

	Describe Recruitment Efforts in 2022-2023	Describe Recruitment Plans in 2023-2024
Economically Disadvantaged	<p>Our school is located in an economically disadvantaged area that attracts mostly students in this category due to our location.</p> <p>We have built community relationships with Head Starts and other pre-school programs in the area that serve the community children in order to share information about our school with families and support them with the application process. Our school also provides families with resources including uniform assistance, a free after school program and one to one technology which we share with families during our school tours and fairs.</p>	<p>Our goal is to continue to build strong community relationships with Head Start programs and pre-schools in the community. We strive to continue to provide families with information about our school and support them throughout the application process. Additionally, we will host school tours throughout the school year prior to opening our applications in order to provide families ample time to ask questions, see our beautiful building and connect with the appropriate staff members regarding their scholars' needs if applicable.</p>
English Language Learners	<p>At NCS our priority is to meet the needs of our school community. Below are some ways in which our school has accomplished this with our English Language Learners.</p> <p>We currently visit Head Start programs and pre-schools to share one-pagers and information about our school with the community.</p> <p>Our main office staff includes multi-lingual staff members who support our families throughout the entire application process.</p> <p>Our applications and fliers are provided in English and Spanish.</p> <p>Our website has the capability of being translated into any language by using the "translate" button.</p> <p>Current ELL data is constantly</p>	<p>NCS wants to continue to provide resources to families in their home language. We will continue to do this for our community and ensure all families feel welcomed into our school and supported by our staff members. We will continue to visit Head Start programs and pre-schools in the area to provide additional information about our school. We will also continue to provide our fliers and applications in English and Spanish to all families.</p>

	reviewed and audited to confirm accuracy.	
Students with Disabilities	<p>In an effort to reach enrollment targets, we have contacted clinics who serve families with special needs, case workers, and preschools who have referred students with disabilities to us in the past. Additionally, we visited after school programs, attended community events and visited school fairs. Our school also held school tours to provide families with additional information regarding our programs, answer questions and show them our school building.</p>	<p>We will continue outreach to clinics, case workers and preschools who have referred students with disabilities to our school in the past. We will advertise our programs through social media platforms, school fairs, family referral programs and canvassing our community.</p>

Good Faith Efforts To Meet Enrollment Retention Targets

	Describe Retention Efforts in 2022-2023	Describe Retention Plans in 2023-2024
Economically Disadvantaged	<p>NCS strongly believes in parental involvement. We foster this by remaining in constant communication with our families and work to create spaces in which they can participate. Below are a number of ways in which we plan to meet our retention targets.</p> <p>Through grant funds, NCS provides all families with uniform assistance to support the purchasing of uniforms and we have moved to a more cost-friendly vendor to meet the needs of our community.</p> <p>NCS assigns scholars with one to one technology to provide resources that strengthen their computer skills and prepares them for future State exams.</p> <p>NCS offers a free after school program for all scholars.</p> <p>NCS has partnered with various vendors to provide our scholars with free dental services, information on becoming healthy and responsible adults along with workshops for our families. The workshops offered a space for families to share common concerns and/or questions and best practices and resources families can use at home with their children.</p>	<p>We want to proceed with building community relationships and resources to our school community. We will continue with the efforts from last school year as we received positive feedback from families. Our team will also continue to apply for opportunities that will benefit our scholars and families as they arise.</p>
English Language Learners	<p>NCS offers resources in different languages for families. This includes our weekly newsletters, report cards and in-person support. Additionally, during meetings, we offer translation services to ensure our families feel welcomed and part of the community. This year our school also expanded the MLL team. Our team</p>	<p>At NCS we will continue to strengthen our MLL programming to support our scholars. Our team will also continue reviewing data and ensuring accuracy. Our school has also recently added a new program that will support tracking the progress and data of our students receiving services. Additionally, we</p>

	now consists of a MLL program manager and provider along with a K-8 MLL teacher.	will continue to provide translation for our families.
Students with Disabilities	<p>NCS offers ASD family support groups throughout the school year. We support our families through IEP meetings by providing translation services when necessary. Additionally, we ensure our students are receiving the services required on their IEP. Staff at NCS receive professional development which provides them with the tools to support students throughout the school year and they work closely with families to keep them informed and collaborate on each scholar's individual needs.</p>	<p>For the upcoming school year we will continue to provide the required services to all of our scholars and support our families through the process providing support groups, resources and updates on their child's progress. We currently have a team that includes SLPs, SpEd Coordinators, ASD Program Specialist, Behavior Specialist, Related Services Program Manager and Director of Student Populations who work to ensure scholars are receiving strong support and staff is receiving the proper training.</p>

Entry 10 – Teacher and Administrator Attrition

Completed - Jul 31 2023

Form for "Entry 10 – Teacher and Administrator Attrition" Revised to Employee Fingerprint Requirements Attestation

A. TEACH System – Employee Clearance

Required of ALL Charter Schools

Charter schools must ensure that all prospective employees^[1] receive clearance through [the NYSED Office of School Personnel Review and Accountability](#) (OSPRA) prior to employment. **This includes paraprofessionals and other school personnel who are provided or assigned by the district of location, or related/contracted service providers.** After an employee has been cleared, schools are required to maintain proof of such clearance in the file of each employee. For the safety of all students, charter schools must take immediate steps to terminate the employment of individuals who have been denied clearance. Once the employees have been terminated, the school must terminate the request for clearance in the TEACH system.

In the Annual Report, charter schools are asked to confirm that all employees have been cleared through the NYSED TEACH system; and, if denied clearance, confirm that the individual or employee has been removed from the TEACH system, and is not employed by the school.

1. Emergency Conditional Clearances

Charter schools are **strongly discouraged** from using the emergency conditional clearance provisions for prospective employees. This is because the school must request clearance through NYSED TEACH, and the school's emergency conditional clearance of the employee terminates automatically once the school receives notification from NYSED regarding the clearance request. Status notification is provided for all prospective employees through the NYSED TEACH portal within 48 hours after the clearance request is submitted. Therefore, at most, a school's emergency conditional clearance will be valid for only 48 hours after approval by the board.

Schools are not permitted to renew or in any way re-establish a prospective employee's emergency conditional clearance after status notification is sent by NYSED through the TEACH portal.

Schools are asked to attest that they have reviewed and understand these requirements. More information can be found in the memo at [NYSED CSO Employee Clearance and Fingerprint Memo 10-2019](#).

^[1] Employees who must be cleared include, but are not limited to, teachers, administrative staff, janitors, security personnel and cafeteria workers, and other staff who are present when children are in the school building. **This includes paraprofessionals and other school personnel that are provided or assigned by the district of location, as well as related/contracted service providers.** See NYSED memorandum dated October 1, 2019 at <http://www.nysed.gov/common/nysed/files/programs/charter-schools/employee-fingerprint-oct19.pdf> or visit the NYSED website at: <http://www.highered.nysed.gov/tsei/ospra/fingerprintingcharts.html> for more information regarding who must be fingerprinted. Also see, 8 NYCRR §87.2.

B. Emergency Conditional Clearances

Emergency Conditional Clearances

Charter schools are **strongly discouraged** from using the emergency conditional clearance provisions for prospective employees. This is because the school must request clearance through NYSED TEACH, and the school's emergency conditional clearance of the employee terminates automatically once the school receives notification from NYSED regarding the clearance request. Status notification is provided for all prospective employees through the NYSED TEACH portal within 48 hours after the clearance request is submitted. Therefore, at most, a school's emergency conditional clearance will be valid for only 48 hours after approval by the board.

Schools are not permitted to renew or in any way re-establish a prospective employee's emergency conditional clearance after status notification is sent by NYSED through the TEACH portal.

Schools are asked to attest that they have reviewed and understand these requirements. More information can be found in the memo at [NYSED CSO Employee Clearance and Fingerprint Memo 10-2019](#).

Attestation

Responses Selected:

I hereby attest that the school has reviewed, understands, and will comply with these requirements.

Entry 11 Percent of Uncertified Teachers

Completed - Jul 31 2023

Instructions

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

The table below reflects the information collected through the online portal for compliance with New York State Education Law 2854(3)(a-1) for teaching staff qualifications. Uncertified teachers are those not certified pursuant to the State Certification Requirements established by the NYSED Commissioner of Education.

Enter the relevant full-time equivalent (FTE) count of teachers in each column. For example, a school with 20 full-time teachers and 5 half-time teachers would have an FTE count of 22.5.

Entry 11 Uncertified Teachers

School Name:

Instructions for Reporting Percent of Uncertified Teachers

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

The table below reflects the information collected through the online portal for compliance with New York State Education Law 2854(3)(a-1) for teaching staff qualifications. Uncertified teachers are those not certified pursuant to the State Certification Requirements established by the NYSED Commissioner of Education.

Enter the relevant full-time equivalent (FTE) count of teachers in each column. For example, a school with 20 full-time teachers and 5 half-time teachers would have an FTE count of 22.5.

If more than one line applies to a teacher, please include in only one FTE uncertified category. Please do not include paraprofessionals, such as teacher aides.

CATEGORY A. 30% OR 5 UNCERTIFIED TEACHERS WHICHEVER IS LESS

	FTE Count
i. FTE count of uncertified teacher with at least three years of elementary, middle or secondary classroom teaching experience (as of June 30, 2023)	5
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2023)	
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2023)	
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2023)	
Total Category A: 5 or 30% whichever is less	5.0

CATEGORY B. PLUS FIVE UNCERTIFIED TEACHERS IN MATHEMATICS, SCIENCE, COMPUTER SCIENCE, TECHNOLOGY OR CAREER AND TECHNICAL EDUCATION.

	FTE Count
i. Mathematics	
ii. Science	5
iii. Computer Science	
iv. Technology	
v. Career and Technical Education	0
Total Category B: not to exceed 5	5.0

CATEGORY C: PLUS 5 ADDITIONAL UNCERTIFIED TEACHERS

	FTE Count
i. FTE count of uncertified teacher with at least three years of elementary, middle or secondary classroom teaching experience (as of June 30, 2023)	5
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2023)	
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2023)	
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2023)	
Total Category C: not to exceed 5	5.0

TOTAL FTE COUNT OF UNCERTIFIED TEACHERS (Sum of Categories A, B AND C)

(Include teachers who do not fit in one of these categories or if did fit would exceed the numerical limits for that category)

	FTE Count
Total	15

CATEGORY D: TOTAL FTE COUNT OF UNCATEGORIZED, UNCERTIFIED TEACHERS

(Include teachers who do not fit in one of these categories or if did fit would exceed the numerical limits for that category)

	FTE Count
Total Category D	35

CATEGORY E: TOTAL FTE COUNT OF CERTIFIED TEACHERS

	FTE Count
Total Category E	28

CATEGORY F: TOTAL FTE COUNT OF ALL TEACHERS

Please do not include paraprofessionals, such as teacher aides.

	FTE Count
Total Category F	78

Thank you.



Entry 12 Organization Chart

Completed - Jul 31 2023

[Instructions](#)

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

Upload the 2022-2023 **Organization Chart**. The organization chart should be a graphic representation (A list will not be accepted.) and should include position titles and reporting (hierarchical) relationships. Employee names should **not** appear on the chart.

[Entry 12 Organization Chart 22-23 SY Harlem Title and Reporting Structure](#)

Filename: Entry_12_Organization_Chart_22-23__AYDfkc0.pdf Size: 61.6 kB

Entry 13 School Calendar

Completed - Jul 31 2023

[Instructions for submitting School Calendar](#)

Required of ALL Charter Schools

If the charter school has a tentative calendar based on available information and guidance at the time, please submit with the August 1, 2023 submission. Charter schools must upload a final school calendar into the portal and may do so at any time but no later than **September 15, 2023**.

School calendars must meet the [minimum instructional requirements](#) as required of other public schools "... *unless the school's charter requires more instructional time than is required under the regulations.*"

Board of Regents-authorized charter schools also are required to submit school calendars that clearly indicate the start and end date of the instructional year AND the number of instructional hours and/or instructional days for each month (also used to align to schools with extended days/years referenced in their mission statements/key design elements). See an example of a calendar showing the requested information. Schools **must** use a calendar format and ensure there is a monthly tally of instructional days.

PLEASE NOTE: This is a required task, and it is marked optional for administrative purposes only.

[SY23-24 NCS Calendar V4 \(1\)](#)

Filename: SY23-24_NCS_Calendar_V4_1.pdf Size: 305.3 kB

Entry 14 Staff Roster

Completed - Jul 31 2023

[INSTRUCTIONS](#)

Required of Regents and NYCDOE-authorized Charter Schools ONLY

Please click on the MS Excel [Faculty/Staff Roster Template](#) and provide the following information for **ANY and ALL** instructional and non-instructional employees (all faculty and staff employed by the school during the 2022-2023 school year).

Use of the 2022-2023 Annual Report Faculty/Staff Roster Template is required. Each of the data elements, with the exception of the Notes, are required, and use of the drop-down options, when provided, is also required.

Reminders: Please use the Notes section provided to add any additional information as deemed necessary. Failure to adhere to the guidelines and validations in the Faculty/Staff Roster Template will result in a resubmission of a fully corrected roster.

Here is the complete list of data elements in the roster template and an explanation of what information is required to correctly complete this task.

Roster Data Elements	Explanations
Authorizer NOTE: MUST BE DONE FIRST	Select your school's authorizer from the drop-down list first , before completing the roster.
School Name and Institution ID	Select your school's name from the drop-down list .
Faculty/Staff First Name	Enter the first name of the Faculty/Staff person.
Faculty/Staff Last Name	Enter the last name of the Faculty/Staff person.

TEACH ID	Enter the 7 digit TEACH ID for the Faculty/Staff person.
Role in School	Select the best choice of role of the Faculty/Staff person from the drop-down list .
CPR/AED Certification Status	Select the appropriate choice from the drop-down list .
Hire Date	Enter the date that the Faculty/Staff person was hired.
Start Date	Enter the date that the Faculty/Staff person actually began employment in this school.
Total Years' Experience in this Role	Enter Total Years of Experience that the Faculty/Staff person has in their current role.
Total Years at this School	Enter the Total Years that the Faculty/Staff person has been employed in this school.
Out-of-Certification Justification	Select the appropriate choice from the drop-down list .
Subject Taught	Select the appropriate choice from the drop-down list .
Notes	Optional

[**Harlem Faculty-Staff-Roster 2022 - 2023 \(1\)**](#)

Filename: Harlem_Faculty-Staff-Roster_2022_-_2023_1.xlsx **Size:** 106.3 kB

Optional Additional Documents to Upload (BOR)

Incomplete

NEIGHBORHOOD CHARTER SCHOOLS

NEW YORK, NEW YORK

AUDITED FINANCIAL STATEMENTS

OTHER FINANCIAL INFORMATION

AND

INDEPENDENT AUDITOR'S REPORTS

JUNE 30, 2023

(With Comparative Totals for 2022)



BUSINESS
ADVISORS
AND CPAS

CONTENTS

<u>AUDITED FINANCIAL STATEMENTS</u>	<u>PAGE</u>
Independent Auditor's Report	3
Statement of Financial Position	6
Statement of Activities and Changes in Net Assets	7
Statement of Functional Expenses	8
Statement of Cash Flows	9
Notes to Financial Statements	11
 <u>OTHER FINANCIAL INFORMATION</u>	
Independent Auditor's Report on Other Financial Information	25
Statement of Financial Position by Charter	26
Statement of Activities and Changes in Net Assets by Charter	27
Statement of Functional Expenses by Charter	
Harlem	28
Bronx	29

INDEPENDENT AUDITOR'S REPORT

Board of Trustees
Neighborhood Charter Schools

Report on the Financial Statements

Opinion

We have audited the financial statements of Neighborhood Charter Schools, which comprise the statement of financial position as of June 30, 2023, and the related statements of activities and changes in net assets, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of Neighborhood Charter Schools as of June 30, 2023, and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinion

We conducted our audit in accordance with auditing standards generally accepted in the United States of America (GAAS) and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of Neighborhood Charter Schools and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Change in Accounting Principle

As discussed in Note A to the financial statements, in 2023, Neighborhood Charter Schools adopted new accounting guidance related to accounting for leases. Our opinion is not modified with respect to this matter.

Responsibilities of Management for the Financial Statements

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

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about Neighborhood Charter Schools' ability to continue as a going concern for one year after the date that the financial statements are available to be issued.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with GAAS, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of Neighborhood Charter Schools' internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about Neighborhood Charter Schools' ability to continue as a going concern for a reasonable period of time.

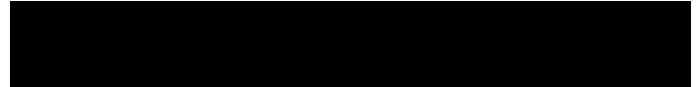
We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we identified during the audit.

Report on Summarized Comparative Information

We have previously audited Neighborhood Charter Schools' June 30, 2022 financial statements, and we expressed an unmodified opinion on those audited financial statements in our report dated October 24, 2022. In our opinion, the summarized comparative information presented herein as of and for the year ended June 30, 2022 is consistent, in all material respects, with the audited financial statements from which it has been derived.

Other Report Required by Government Auditing Standards

In accordance with Government Auditing Standards, we have also issued our report dated October 23, 2023 on our consideration of Neighborhood Charter Schools' internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with Government Auditing Standards in considering Neighborhood Charter Schools' internal control over financial reporting and compliance.



Rochester, New York
October 23, 2023

NEIGHBORHOOD CHARTER SCHOOLS

STATEMENT OF FINANCIAL POSITION

JUNE 30, 2023

(With Comparative Totals for 2022)

<u>ASSETS</u>	June 30,	
	<u>2023</u>	<u>2022</u>
<u>CURRENT ASSETS</u>		
Cash and cash equivalents	\$ 8,470,526	\$ 6,494,676
Cash - capital reserve	1,500,000	1,500,000
Grants and other receivables	1,440,240	1,172,767
Prepaid expenses	<u>356,935</u>	<u>587,402</u>
TOTAL CURRENT ASSETS	11,767,701	9,754,845
<u>OTHER ASSETS</u>		
Property and equipment, net	1,307,906	2,081,092
Due from related party	380,585	326,658
Right-of-use assets - operating	93,452,560	-
Facilities deposits	1,788,425	1,807,118
Cash in escrow	<u>203,756</u>	<u>176,513</u>
	<u>97,133,232</u>	<u>4,391,381</u>
TOTAL ASSETS	<u>\$ 108,900,933</u>	<u>\$ 14,146,226</u>
<u>LIABILITIES AND NET ASSETS</u>		
<u>CURRENT LIABILITIES</u>		
Accounts payable and accrued expenses	\$ 1,726,609	\$ 792,850
Accrued payroll and benefits	1,003,916	960,200
Deferred revenue	-	3,330
Current portion of lease liabilities - operating	<u>1,816,047</u>	<u>-</u>
TOTAL CURRENT LIABILITIES	4,546,572	1,756,380
<u>OTHER LIABILITIES</u>		
Deferred lease incentive	-	19,212
Deferred lease liability	-	3,877,801
Long-term lease liabilities - operating	<u>98,060,195</u>	<u>-</u>
TOTAL LIABILITIES	102,606,767	5,653,393
<u>NET ASSETS</u>		
Without donor restrictions	4,794,166	6,992,833
Without donor restrictions - board designated	<u>1,500,000</u>	<u>1,500,000</u>
TOTAL NET ASSETS	<u>6,294,166</u>	<u>8,492,833</u>
TOTAL LIABILITIES AND NET ASSETS	<u>\$ 108,900,933</u>	<u>\$ 14,146,226</u>

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

NEIGHBORHOOD CHARTER SCHOOLS

STATEMENT OF ACTIVITIES AND CHANGES IN NET ASSETS

YEAR ENDED JUNE 30, 2023
(With Comparative Totals for 2022)

	<u>Year ended June 30,</u>	
	<u>2023</u>	<u>2022</u>
Operating revenue and support:		
State and local per pupil operating revenue	\$ 24,900,604	\$ 23,073,576
NYC DOE rental assistance	3,594,417	3,182,046
Federal and state grants	3,334,022	3,111,355
Private grants	-	68,684
Contributions	8,080	12,000
Other income	<u>114,557</u>	<u>38,291</u>
TOTAL OPERATING REVENUE AND SUPPORT	31,951,680	29,485,952
Expenses:		
Program services:		
Regular education	16,039,557	12,195,234
Special education	14,327,156	13,385,213
Supporting services:		
Management and general	3,775,150	3,525,880
Fundraising and special events	<u>8,484</u>	<u>5,824</u>
TOTAL EXPENSES	<u>34,150,347</u>	<u>29,112,151</u>
CHANGE IN NET ASSETS	(2,198,667)	373,801
Net assets at beginning of year	<u>8,492,833</u>	<u>8,119,032</u>
NET ASSETS AT END OF YEAR	<u>\$ 6,294,166</u>	<u>\$ 8,492,833</u>

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

NEIGHBORHOOD CHARTER SCHOOLS

STATEMENT OF FUNCTIONAL EXPENSES

YEAR ENDED JUNE 30, 2023
(With Comparative Totals for 2022)

		Year ended June 30,							
		2023						2022	
		Program Services			Supporting Services				
No. of positions	Regular education	Special education	Sub-total	Fundraising and special events	Management and general	Sub-total	Total	Total	
Personnel services costs:									
Administrative staff personnel	24	\$ 262,330	\$ 262,329	\$ 524,659	\$ 4,028	\$ 1,519,911	\$ 1,523,939	\$ 2,048,598	\$ 1,962,807
Instructional personnel	161	6,443,068	6,042,855			166,410		12,652,333	12,486,945
Non-instructional personnel	4	119,929		12,485,923	-		166,410	182,866	145,953
Total Personnel services costs	189	6,825,327	6,368,121	18,206,448	4,028	1,686,321	1,690,349	14,883,797	14,595,705
Fringe benefits & payroll taxes		1,939,776	1,689,762		1,043	426,833	-	4,057,414	3,293,916
Retirement		153,711		3,629,538	97	39,700	427,876	336,029	345,897
Legal service			142,521			37,728	39,797	37,728	15,088
Accounting/audit fees				296,232	-	77,292	37,728	77,292	55,722
Other purchased/professional/consulting services		50,836			33	101,785	77,292	199,679	376,771
Building and land rent/lease		3,835,562	3,596,550		2,130	928,494	101,818	8,362,736	5,480,203
Repairs and maintenance		516,993	486,704	974,801	273	122,172	930,624	1,126,142	719,334
Insurance		111,600	101,787	1,003,697	83	31,434	122,445	244,904	218,736
Utilities		137,268	132,409		48	27,521	31,517	297,246	189,525
Supplies/materials		366,230	195,951	213,387			27,569	562,181	557,904
Equipment/furnishings		21,580		269,677	10	4,754		46,884	82,139
Staff development		157,861	20,540	562,181	112	43,144	43,256	363,201	348,315
Marketing/recruitment		125,887	162,084			20,106	4,764	238,646	116,896
Technology		211,473	92,599	42,120	54			445,921	485,844
Food service		684,130	183,622	319,945	131	50,695	20,160		
Office expense		181,114	363,798	218,486			50,826	1,047,928	844,795
Student services		224,869	151,042	395,095	100	38,416		370,672	308,041
Depreciation and amortization		314,098	137,035	562,181		5,138	38,516	367,042	317,634
Loss on disposal of property and equipment		181,242	292,484	332,156	190	79,193	5,138	685,965	740,556
Other			163,122	361,904	152	54,424	79,383	398,940	
				606,582				-	19,130
				344,364			54,576		
		\$ 16,039,557	\$ 14,327,156	\$ 30,366,713	\$ 8,484	\$ 3,775,150	\$ 3,783,634	\$ 34,150,347	\$ 29,112,151
			-	-		-			
				-					

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

NEIGHBORHOOD CHARTER SCHOOLS

STATEMENT OF CASH FLOWS

YEAR ENDED JUNE 30, 2023
(With Comparative Totals for 2022)

	Year ended June 30,	
	2023	2022
<u>CASH FLOWS - OPERATING ACTIVITIES</u>		
Change in net assets	\$ (2,198,667)	\$ 373,801
Adjustments to reconcile change in net assets to net cash provided from operating activities:		
Depreciation and amortization	685,965	740,556
Loss on disposal of property and equipment	398,940	4,033
Changes in certain assets and liabilities affecting operations:		
Grants and other receivables	(267,473)	(486,206)
Prepaid expenses	230,467	(52,052)
Accounts payable and accrued expenses	933,759	(256,306)
Accrued payroll and benefits	43,716	(88,415)
Deferred revenue	(3,330)	(65,362)
Deferred lease incentive	(19,212)	(31,134)
Operating lease liabilities, net of right-of-use assets	6,423,682	-
Deferred lease liability	<u>(3,877,801)</u>	<u>1,261,460</u>
NET CASH PROVIDED FROM OPERATING ACTIVITIES	2,350,046	1,400,375
<u>CASH FLOWS - INVESTING ACTIVITIES</u>		
Purchases of property and equipment	(311,719)	(864,706)
Due from related party	(53,927)	175,564
Change in facilities deposits	<u>18,693</u>	<u>(23,808)</u>
NET CASH USED FOR INVESTING ACTIVITIES	<u>(346,953)</u>	<u>(712,950)</u>
NET INCREASE IN CASH, CASH EQUIVALENTS AND RESTRICTED CASH	2,003,093	687,425
Cash, cash equivalents and restricted cash at beginning of year	<u>8,171,189</u>	<u>7,483,764</u>
CASH, CASH EQUIVALENTS AND RESTRICTED CASH AT END OF YEAR	<u>\$ 10,174,282</u>	<u>\$ 8,171,189</u>

NEIGHBORHOOD CHARTER SCHOOLS

STATEMENT OF CASH FLOWS, Cont'd

YEAR ENDED JUNE 30, 2023
(With Comparative Totals for 2022)

	<u>Year ended June 30,</u>	
	<u>2023</u>	<u>2022</u>
<u>SUPPLEMENTAL DISCLOSURE OF CASH FLOW INFORMATION</u>		
Reconciliation of cash, cash equivalents and restricted cash reported within the statement of financial position that sum to the total amounts shown in the statement of cash flows:		
Cash and cash equivalents	\$ 8,470,526	\$ 6,494,676
Cash - capital reserve	1,500,000	1,500,000
Cash in escrow	<u>203,756</u>	<u>176,513</u>
Total cash, cash equivalents and restricted cash shown in the statement of cash flows	<u>\$ 10,174,282</u>	<u>\$ 8,171,189</u>
<u>NON-CASH INVESTING AND FINANCING ACTIVITIES</u>		
Right-of-use assets obtained in exchange for operating lease liabilities	<u>\$ 45,368</u>	<u>\$ -</u>

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

NEIGHBORHOOD CHARTER SCHOOLS

NOTES TO FINANCIAL STATEMENTS

JUNE 30, 2023

(With Comparative Totals for 2022)

NOTE A: THE CHARTER SCHOOL AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The Charter School

During 2018, the name of the Charter School was officially changed from Neighborhood Charter School of Harlem to Neighborhood Charter Schools (the “Charter School”). The Charter School is a New York State, not-for-profit educational corporation that was incorporated on September 13, 2011 to operate a charter school pursuant to Article 56 of the Educational Law of the State of New York. The Charter School operated one charter school until the Fall of 2019, Neighborhood Charter School: Harlem (“NCSH”). During 2017, the School determined it would open a second charter school in the Fall of 2019, Neighborhood Charter School: Bronx (“NCSB”).

NCSH was granted a provisional charter on September 13, 2011, valid for a term of five years and renewable upon expiration by the Board of Regents of the University of the State of New York. On March 13, 2017, the Board of Regents of the University of the State of New York granted NCSH a provisional charter valid for a term of five years through June 30, 2022 and renewable upon expiration. On June 2, 2022, the Board of Regents of the University of the State of New York extended the provisional charter for a term of five years through June 30, 2027.

NCSH opened its doors in the fall of 2012 in Harlem, New York with a rigorous academic program and a highly structured and supportive school culture. NCSH serves a wide range of students, including students with disabilities and students whose native language is not English, drawn mostly from central Harlem, the community school district in which it is located. It offers a specialized inclusion program for students with high-functioning autism, who constitute approximately 13% of the student body.

During 2017, the Charter School applied for a charter for NCSB which is located in Bronx, New York. NCSB was granted a provisional charter on November 14, 2017, valid for a term of five years through June 30, 2024 and renewable upon expiration by the Board of Regents of the University of the State of New York.

The mission of NCSB is to provide children in the Bronx with new educational opportunities through a rigorous, comprehensive K-8 program that cultivates the intellectual, social and emotional development of each child. NCSB opened its doors in the Fall of 2019 in Bronx, NY.

Basis of accounting

The financial statements of the Charter School have been prepared on the accrual basis of accounting in conformity with accounting principles generally accepted in the United States of America (GAAP).

Classification of net assets

To ensure observance of limitations and restrictions placed on the use of resources available to the Charter School, the accounts of the Charter School are maintained in accordance with the principles of accounting for not-for-profit organizations. This is the procedure by which resources are classified for reporting purposes into net asset groups, established according to their nature and purpose. Accordingly, all financial transactions have been recorded and reported by net asset group.

NEIGHBORHOOD CHARTER SCHOOLS

NOTES TO FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2023

(With Comparative Totals for 2022)

NOTE A: THE CHARTER SCHOOL AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, Cont'd

The assets, liabilities, activities, and net assets are classified based on the existence or absence of donor or grantor-imposed restrictions. Accordingly, net assets and changes therein are classified and reported as follows:

Net Assets Without Donor Restrictions

Net assets available for use in general operations and not subject to donor (or certain grantor) restrictions. The Board of Trustees has discretionary control to use these in carrying on operations in accordance with the guidelines established by the Charter School. The Board may designate portions of the net assets without donor restrictions for specific purposes, projects or investments. At June 30, 2023 and 2022, the Board had designated \$1,500,000 of net assets without donor restrictions to fund capital projects.

Net Assets With Donor Restrictions

Net assets subject to donor (or certain grantor) imposed restrictions. Some donor-imposed restrictions are temporary in nature, such as those that will be met by the passage of time or other events specified by the donor. Other donor-imposed restrictions are perpetual in nature, where the donor stipulates that resources be maintained in perpetuity. Donor-imposed restrictions are released when a restriction expires, that is, when the stipulated time has elapsed, when the stipulated purpose for which the resource was restricted has been fulfilled, or both. The Charter School had no net assets with donor restrictions at June 30, 2023 and 2022.

Revenue recognition

Revenue from Exchange Transactions: The Charter School recognizes revenue in accordance with Financial Accounting Standards Board (FASB) Accounting Standards Update (ASU) 2014-09, Revenue from Contracts with Customers, as amended. ASU 2014-09 applies to exchange transactions with customers that are bound by contracts or similar arrangements and establishes a performance obligation approach to revenue recognition.

The Charter School records substantially all revenues over time as follows:

State and local per pupil revenue

The Charter School recognizes revenue as educational programming is provided to students throughout the year. The Charter School earns state and local per pupil revenue based on the approved per pupil tuition rate of the public school district in which the pupil resides. The amount received each year from the resident district is the product of the approved per pupil tuition rate and the full-time equivalent student enrollment of the Charter School. Each NYS school district has a fixed per pupil tuition rate which is calculated annually by NYSED in accordance with NYS Education Law. Amounts are billed in advance every other month and payments are typically received in six installments during the year. At the end of each school year, a reconciliation of actual enrollment to billed enrollment is performed and any additional amounts due or excess funds received are agreed upon between the Charter School and the district(s) and are paid or recouped. Additional funding is available for students requiring special education services. The amount of additional funding is dependent upon the length of time and types of services provided by the Charter School to each student, subject to a maximum amount based upon a set rate for each district as calculated by NYSED.

NEIGHBORHOOD CHARTER SCHOOLS

NOTES TO FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2023

(With Comparative Totals for 2022)

NOTE A: THE CHARTER SCHOOL AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, Cont'd

Rental assistance

Facilities rental assistance funding is provided by the New York City Dept of Education (NYCDOE) to qualifying charter schools located in the five boroughs of NYC. In order to receive rental assistance funding, a charter school must have commenced instruction or added grade levels in the 2014-15 school year or thereafter, and go through a space request process with the NYCDOE. If NYCDOE is not able to provide adequate space, the charter school can become eligible for rental assistance. Rental assistance is calculated as the lesser of 30% of the per-pupil tuition rate for NYC times the number of students enrolled, or actual total rental costs. As rental assistance is based on the number of students enrolled, revenue is recognized throughout the year as educational programming is provided to students.

The following table summarizes contract balances at their respective statement of financial position dates:

		June 30,	
	2023	2022	2021
Grants and other receivables	\$ 82,089	\$ 38,355	\$ 36,525

Grant revenue

Some of the Charter School's revenue is derived from cost-reimbursable federal and state contracts and grants, which are conditioned upon certain performance requirements and/or the incurrence of allowable qualifying expenses. Amounts received are recognized as revenue when the Charter School has incurred expenditures in compliance with specific contract or grant provisions. Certain grants are subject to audit and retroactive adjustments by its funders. Any changes resulting from these audits are recognized in the year they become known. Qualifying expenditures that have been incurred but are yet to be reimbursed are reported as grants receivable in the accompanying statement of financial position. Amounts received prior to incurring qualifying expenditures are reported as deferred revenue in the accompanying statement of financial position and amounted to \$3,330 at June 30, 2022. There were no such amounts at June 30, 2023. The Charter School received cost-reimbursement grants of approximately \$1,914,500 that have not been recognized because qualifying expenditures have not yet been incurred at June 30, 2023.

Contributions

The Charter School recognizes contributions when cash, securities or other assets, an unconditional promise to give, or a notification of a beneficial interest is received. Conditional promises to give, that is, those with a measurable performance or other barrier, and a right of return, are not recognized until the conditions on which they depend have been substantially met.

Contributions and unconditional promises to give are recorded as revenue in the appropriate class of net assets depending on the existence of any donor restrictions. A contribution that is received and expended in the same period for a specific purpose is classified as revenue without donor restrictions.

NEIGHBORHOOD CHARTER SCHOOLS

NOTES TO FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2023

(With Comparative Totals for 2022)

NOTE A: THE CHARTER SCHOOL AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, Cont'd

Contributions are recorded as restricted support if they are received with donor stipulations that limit the use of the donated assets. When a donor restriction expires, that is, when a stipulated purpose restriction is accomplished, net assets with donor restrictions are reclassified to net assets without donor restrictions and reported in the statement of activities and changes in net assets as net assets released from restrictions.

Cash and cash equivalents

Cash and cash equivalents, including bank deposit accounts and certain money market accounts, are maintained at financial institutions located in New York and are insured by the Federal Deposit Insurance Corporation up to \$250,000 at each institution. In the normal course of business, the cash account balances at any given time may exceed insured limits. However, the Charter School has not experienced any losses in such accounts and does not believe it is exposed to significant risk in cash and cash equivalents.

\$1,500,000 has been segregated on the statement of financial position at June 30, 2023 and 2022, representing the board designated net assets for capital reserve.

Cash in escrow

The Charter School maintains cash in an escrow account in accordance with the terms of their charter agreement. The amount in escrow as of June 30, 2023 and 2022 was \$203,756 and \$176,513, respectively. The escrow account is restricted to fund legal and other costs should the Charter School cease operations and dissolve.

Grants and other receivables

Grants and other receivables are stated at the amount management expects to collect from outstanding balances. Management provides for probable uncollectible amounts based on its assessment of the current status of individual receivables from grants, agencies and others. Balances that are still outstanding after management has used reasonable collection efforts are written off against the allowance for doubtful accounts. There was no allowance for doubtful accounts at June 30, 2023 and 2022.

Property and equipment

Property and equipment are recorded at cost. Depreciation and amortization are computed using the straight-line method on a basis considered adequate to depreciate the assets over their estimated useful lives, which range from two to five years. Leasehold improvements are amortized over the lesser of their estimated useful lives or the remaining lease term.

Major renewals and betterments are capitalized, while repairs and maintenance are charged to operations as incurred. Upon sale or retirement, the related cost and allowances for depreciation are removed from the accounts and the related gain or loss is reflected in operations.

Leases

The Charter School leases building space and equipment and determines if an arrangement is a lease at inception. Operating leases are included in operating lease right-of-use (ROU) assets and lease liabilities on the accompanying statement of financial position.

NEIGHBORHOOD CHARTER SCHOOLS

NOTES TO FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2023

(With Comparative Totals for 2022)

NOTE A: THE CHARTER SCHOOL AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, Cont'd

ROU assets represent the Charter School's right to use an underlying asset for the lease term and lease liabilities represent the obligation to make lease payments arising from the lease. Operating lease ROU assets and liabilities are recognized at commencement date based on the present value of lease payments over the lease term. As most of the leases do not provide an implicit rate, the Charter School uses a risk free rate based on the information available at commencement date in determining the present value of lease payments. The operating lease ROU asset also includes any lease payments made and excludes lease incentives. The lease terms may include options to extend or terminate the lease when it is reasonably certain that the Charter School will exercise that option. Lease expense for operating lease payments is recognized on a straight-line basis over the lease term.

The Charter School's lease agreements do not contain any material residual value guarantees or material restrictive covenants.

In evaluating contracts to determine if they qualify as a lease, the Charter School considers factors such as if the Charter School has obtained substantially all of the rights to the underlying asset through exclusivity, if the Charter School can direct the use of the asset by making decisions about how and for what purpose the asset will be used and if the lessor has substantive substitution rights. This evaluation may require significant judgment.

Tax exempt status

The Charter School is a tax-exempt organization under section 501(c)(3) of the Internal Revenue Code and applicable state regulations and, accordingly, is exempt from federal and state taxes on income.

The Charter School files Form 990 tax returns in the U.S. federal jurisdiction. The tax returns for the years ended June 30, 2020 through June 30, 2023 are still subject to potential audit by the IRS. Management of the Charter School believes it has no material uncertain tax positions and, accordingly it will not recognize any liability for unrecognized tax benefits.

Contributed services

The Charter School receives contributed services from volunteers to serve on the Board of Trustees. The Charter School received transportation services, nursing services, and occupational and physical therapy services from the local district. The Charter School was unable to determine a value for these services.

Marketing costs

The Charter School expenses marketing costs as they are incurred. Total marketing and recruiting costs approximated \$239,000 and \$117,000 for the years ended June 30, 2023 and 2022.

Deferred revenue

The Charter School records grant revenue as deferred revenue until it is expended for the purpose of the grant, at which time it is recognized as revenue.

NEIGHBORHOOD CHARTER SCHOOLS

NOTES TO FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2023

(With Comparative Totals for 2022)

NOTE A: THE CHARTER SCHOOL AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, Cont'd

Use of estimates in the preparation of financial statements

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

Comparatives for the year ended June 30, 2022

The financial statements include certain prior year summarized comparative information in total but not by functional classification. Such information does not include sufficient detail to constitute a presentation in conformity with accounting principles generally accepted in the United States of America. Accordingly, such information should be read in conjunction with the Charter School's financial statements for the year ended June 30, 2022, from which the summarized information was derived.

Adoption of new accounting standard – leases

In February 2016, the FASB issued a new standard related to leases to increase transparency and comparability among entities by requiring the recognition of ROU assets and lease liabilities on the statement of financial position. Most prominent among the changes in the standard is the recognition of ROU assets and lease liabilities by lessees for those leases classified as operating leases under current U.S. GAAP. For nonpublic entities, the FASB voted on May 20, 2020, to extend the guidance in this new standard to be effective for fiscal years beginning after December 15, 2021, and interim periods within fiscal years beginning after December 15, 2022. The Charter School adopted ASC 842 with the date of initial application of July 1, 2022.

The Charter School recognized and measured leases existing at July 1, 2022 (the beginning of the period of adoption) through a cumulative effect adjustment, with certain practical expedients available. Lease disclosures for the year ended June 30, 2022 are made under prior lease guidance in FASB ASC 840.

As part of the adoption of ASC 842, the Charter School elected practical expedients to account for the existing operating leases as operating leases, under the new guidance, without reassessing (a) whether the contracts contain leases under the new standard; (b) whether classification of operating leases would be different in accordance with the new guidance; or (c) whether the unamortized initial direct costs before transition adjustments would have met the definition of initial direct costs in the new guidance at lease commencement.

As a result of the adoption of the new lease accounting guidance, the Charter School recognized on July 1, 2022, operating lease liabilities of \$100,156,105, which represents the present value of the remaining operating lease payments of \$150,476,613, discounted using the Charter School's weighted average risk-free rate of 3.19%, and a right-of-use asset of \$96,598,866, which represents the operating lease liability of \$100,156,105 adjusted for deferred lease liabilities, rent prepayments and lease incentives of \$3,557,239.

The standard had a material impact on the accompanying statement of financial position but did not have a significant impact on the statements of activities and changes in net assets and cash flows. The most significant impact was the recognition of ROU assets and lease liabilities for operating leases.

NEIGHBORHOOD CHARTER SCHOOLS

NOTES TO FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2023

(With Comparative Totals for 2022)

NOTE A: THE CHARTER SCHOOL AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, Cont'd

New accounting pronouncement – credit losses

In June 2016 the FASB issued ASU 2016-13, "Financial Instruments – Credit Losses (Topic 326): Measurement of Credit Losses on Financial Instruments" (ASU 2016-13), which requires entities to use a new impairment model referred to as the current expected credit losses (CECL) model rather than incurred losses. The new standard affects accounting for loans, accounts (trade) receivable, held-to-maturity debt securities, and other financial assets included in the scope. For non-public entities, the new standard is effective for fiscal years beginning after December 15, 2022, including interim periods within those fiscal years. The Charter School is currently evaluating the provisions of this standard to determine the impact the new standard will have on the Charter School's financial position or results of operations.

Subsequent events

The Charter School has conducted an evaluation of potential subsequent events occurring after the statement of financial position date through October 23, 2023, which is the date the financial statements are available to be issued. No subsequent events requiring disclosure were noted.

NOTE B: LIQUIDITY AND AVAILABILITY

The Charter School regularly monitors liquidity required to meet its operating needs and other contractual commitments. The Charter School's main source of liquidity is its cash and cash equivalent accounts.

For purposes of analyzing resources available to meet general expenditures over a 12-month period, the Charter School considers all expenditures related to its ongoing activities of teaching, and public service as well as the conduct of services undertaken to support those activities to be general expenditures.

In addition to financial assets available to meet general expenditures over the next 12 months, the Charter School operates with a balanced budget and anticipates collecting sufficient revenue to cover general expenditures not covered by donor-restricted resources. Refer to the statement of cash flows which identifies the sources and uses of the Charter School's cash.

Financial assets available for general expenditure, that is, without donor or other restrictions limiting their use, within one year of the statement of financial position date, comprise the following at June 30, 2023 and 2022:

	June 30,	
	2023	2022
Cash and cash equivalents	\$ 8,470,526	\$ 6,494,676
Grants and other receivables	1,440,240	1,172,767
Total financial assets available to management for general expenditures within one year	<u>\$ 9,910,766</u>	<u>\$ 7,667,443</u>

NEIGHBORHOOD CHARTER SCHOOLS

NOTES TO FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2023

(With Comparative Totals for 2022)

NOTE B: LIQUIDITY AND AVAILABILITY, Cont'd

The Charter School also has \$1,500,000 of cash which is board-designated as a capital reserve. Although the Charter School does not expect to spend from this board-designated cash, this amount could be made available if necessary.

NOTE C: NET ASSETS

Net assets without donor restrictions are as follows:

	June 30,	
	2023	2022
Undesignated	\$ 3,486,260	\$ 4,911,741
Designated by the Board for capital reserve	1,500,000	1,500,000
Invested in property and equipment	1,307,906	2,081,092
	<u>\$ 6,294,166</u>	<u>\$ 8,492,833</u>

NOTE D: PROPERTY AND EQUIPMENT

Property and equipment consisted of the following:

	June 30,	
	2023	2022
Furniture and fixtures	\$ 1,566,492	\$ 1,469,222
Computers and equipment	1,867,001	1,712,634
Leasehold improvements	1,278,793	1,719,795
	4,712,286	4,901,651
Less accumulated depreciation and amortization	3,404,380	2,820,559
	<u>\$ 1,307,906</u>	<u>\$ 2,081,092</u>

Total depreciation expense was \$685,965 and \$740,556 for the years ended June 30, 2023 and 2022, respectively.

NOTE E: LEASES

Related party facility lease - NCSH

In July 2019, the Charter School entered into a sublease agreement with a related party, Friends of NCSH, Inc. ("Sublandlord") for property located at 691 St. Nicholas Avenue in New York, NY. The sublease calls for current base monthly rent of approximately \$200,000 through June 30, 2050, with annual rent increases of 3% each year thereafter. The sublease also requires the Charter School to pay additional rent as defined in the sublease agreement.

NEIGHBORHOOD CHARTER SCHOOLS

NOTES TO FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2023

(With Comparative Totals for 2022)

NOTE E: LEASES, Cont'd

Facility lease - NCSB

During 2018, the Charter School entered into a twenty-year lease for an additional facility to accommodate NCSB, commencing no later than July 31, 2019. For the period July 31, 2019 to July 31, 2022, the Charter School will lease 26,000 square feet, increasing to 39,000 square feet by July 31, 2023 and 58,000 square feet by July 31, 2025 through July 31, 2039. The lease calls for rent at \$38 per square foot through July 31, 2022, \$56 per square foot through July 31, 2023, \$61 per square foot through July 31, 2024 at which point rent adjusts to \$42 per square foot with subsequent annual increases of 2% per year. In February 2022, the lease was amended to reduce the square footage to be occupied by the Charter School and to reduce rent due for the year ended June 30, 2023 to \$1,378,320. The lease calls for current base monthly rent of approximately \$203,000 at July 1, 2023. The Charter School has a buyout option for leasehold improvements no later than July 31, 2026. In connection with the lease, the Charter School obtained a \$1,000,000 irrevocable standby letter of credit with a bank to serve as a security deposit. The irrevocable standby letter of credit is included in facilities deposits on the accompanying statement of financial position at June 30, 2023 and 2022.

In April 2021, The Charter School entered into a five year lease for a new facility starting August 1, 2021 through June 30, 2026. The lease called for base monthly rent of approximately \$29,000. At June 30, 2022, \$55,167 had been paid to the landlord as a security deposit. Effective June 30, 2023, the Charter School entered into a surrender and release agreement for this location to extinguish the remainder of the lease as of this date. As consideration to terminate the lease early, the Charter School agreed to pay the landlord a surrender fee of \$1,111,565 which represents the base rent due from June 30, 2023 through of the term of the lease in June 2026. The surrender fee is included in accrued expenses in the accompanying statement of financial position at June 30, 2023 and in building and land rent/lease in the accompanying statement of functional expenses for the year ended June 30, 2023. In connection with the lease termination, the Charter School disposed of related leasehold improvements of \$398,940 during the year ended June 30, 2023. Total rental payments for this location, exclusive of the surrender fee, was approximately \$348,000 and \$303,000 for the years ended June 30, 2023 and 2022, respectively.

Equipment Leases

The Charter School has operating leases for copier equipment. The leases have various remaining lease terms ranging from 2 to 3 years with total monthly lease payments of approximately \$5,100.

A summary of lease right-of-use assets and liabilities at June 30, 2023 are as follows:

<u>Statement of Financial Position Classification</u>		
<u>Assets</u>		
Operating Lease	Other Assets	<u>\$ 93,452,560</u>
<u>Liabilities</u>		
Current:		
Operating Lease	Current liabilities	\$ 1,816,047
Non-current		
Operating Lease	Other liabilities	<u>98,060,195</u>
		<u>\$ 99,876,242</u>

NEIGHBORHOOD CHARTER SCHOOLS

NOTES TO FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2023

(With Comparative Totals for 2022)

NOTE E: LEASES, Cont'd

The component of lease expense is as follows:

Operating lease cost:	\$ 6,730,722
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As of June 30, 2023, minimum payments due for lease liabilities for future years are as follows:

<u>Year ending June 30,</u>	<u>Amount</u>
2024	\$ 4,965,816
2025	5,092,944
2026	5,180,512
2027	5,302,176
2028	5,436,048
Thereafter	<u>121,031,747</u>
Total lease payments	147,009,243
Less: Interest	<u>(47,133,001)</u>
Present value of lease liabilities	<u>\$ 99,876,242</u>

Supplemental information for the year ended June 30, 2023:

Cash paid for amounts included in the measurement of lease liabilities:	
Operating cash flows paid for operating leases	\$ 3,514,514
Right-of-use assets obtained in exchange for new lease liabilities (non-cash):	
Operating leases	\$ 45,368
Weighted-average remaining lease term:	
Operating leases	24.12 years
Weighted-average discount rate:	
Operating leases	3.19%

Total rent expense for the years ended June 30, 2023 and 2022 was \$8,362,736 and \$5,480,203, respectively.

NEIGHBORHOOD CHARTER SCHOOLS

NOTES TO FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2023

(With Comparative Totals for 2022)

NOTE F: RELATED PARTY TRANSACTIONS

Friends of NCSH, Inc. ("Friends"), a not-for-profit organization under Section 501(c)(3) of the Code, was formed to provide funding and administrative assistance to promote the application for a charter school, to provide ongoing financial and volunteer support for such school and to engage in any and all activities reasonably related to such purpose. A board member of Friends is also a board member of the Charter School.

During 2014, the Charter School entered into a twenty-year lease for a new facility to be constructed which would commence the later of July 1, 2015 or the time of occupancy. The lease was amended in 2015, 2016 and 2019. \$1,001,400 of deposits relate to this lease, which were used to help fund the cost of the new building. Due to delays, construction was not completed until 2019 and the Charter School obtained occupancy of the facility in July 2019. Effective July 16, 2019, the lease agreement was amended and restated to assign the lessee to Friends, among other terms. The Charter School guarantees this lease. The arrangement for the facility, which is occupied by NCSH, now calls for a thirty-year lease, through June 30, 2050, with base monthly rent of \$135,285 and annual rent increases of 3% each year thereafter. As of the execution of the lease, \$1,000,000 had been paid to the landlord as a tenant construction contribution. Since completion of the facility, \$514,126 of the tenant construction contribution was converted into a security deposit held by the landlord with the remaining \$485,874 of the tenant construction contribution to be repaid to the Charter School in twelve equal monthly installments. In May 2020, the Charter School agreed to receive a total of 10 monthly payments of \$50,000 each. At June 30, 2021, four payments of \$50,000 and one payment of \$73,258 were received resulting in a balance due the Charter School of \$212,616. In March 2022, the lease was amended to extend repayment of the construction contribution. The construction contribution will be repaid in annual installments of \$21,262 through 2031. During the year ended June 30, 2023, two payments of \$21,262 each were received by the Charter School, resulting in a balance due the Charter School of \$170,092 at June 30, 2023. As part of the lease, the Charter School is required to maintain certain financial covenants. At June 30, 2023 and 2022, the Charter school was in compliance with these covenants. The future minimum payments to be paid by Friends on this agreement are as follows:

<u>Year ending June 30,</u>	<u>Amount</u>
2024	\$ 1,773,957
2025	1,827,176
2026	1,881,991
2027	1,938,451
2028	1,996,604
Thereafter	58,973,268
Total	<u>\$ 68,391,447</u>

During the years ended June 30, 2023 and 2022, the Charter School paid certain facility related costs on behalf of Friends. At June 30, 2023 and 2022, \$380,585 and \$326,658, respectively, was due to the Charter School from Friends and included in the accompanying statement of financial position.

The facts exclude the Charter School from the provisions of accounting principles generally accepted in the United States of America which would otherwise require consolidation with Friends.

NEIGHBORHOOD CHARTER SCHOOLS

NOTES TO FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2023

(With Comparative Totals for 2022)

NOTE G: RETIREMENT PLAN

The Charter School sponsors a 401(k) retirement plan (the "Plan") covering most employees. The Charter School matches employees' contributions 100% up to 3% of their annual salaries. The Charter School matches employee's contributions 50% from 3% to 5% of their annual salaries. The Charter School's total contribution to the Plan for the years ended June 30, 2023 and 2022 approximated \$336,000 and \$346,000, respectively.

NOTE H: CONTINGENCY

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

NOTE I: CONCENTRATIONS

At June 30, 2023 and 2022, 94% and 89%, respectively, of grants and other receivables are due from the Federal Government.

For the years ended June 30, 2023 and 2022, total operating revenue and support are comprised of the following:

	June 30,	
	2023	2022
Per-pupil funding provided by New York State	78%	78%
Federal Government grants	*	10%

* Below 10% of total operating revenue and support

The per-pupil rate is set annually by the State based on the school district in which the Charter School's students are located.

NOTE J: FUNCTIONAL EXPENSES

The financial statements report certain categories of expenses that are attributed to more than one program or supporting function. Therefore, expenses require allocation on a reasonable basis that is consistently applied. All expenses that are allocated to more than one program or supporting function are allocated on the basis of estimates of time and effort.

NEIGHBORHOOD CHARTER SCHOOLS

NOTES TO FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2023

(With Comparative Totals for 2022)

NOTE K: ACCOUNTING IMPACT OF COVID-19 OUTBREAK

In response to the COVID-19 outbreak, the Federal Government passed several COVID relief acts which include funding for elementary and secondary education. The Elementary and Secondary School Emergency Relief Fund (ESSER Fund) was established to award grants to state and local educational agencies. The Charter School has recognized \$1,161,203 and \$1,167,335 of revenue relative to ESSER grants during the years ended June 30, 2023 and 2022, respectively. As of June 30, 2023, the Charter School has approximately \$1,914,500 of ESSER grants available for expenditure through September 30, 2024.

NOTE L: RENEWAL PROCESS

NCSB is currently in the process of renewing its charter as granted by the New York State Board of Regents. The Charter currently expires June 30, 2024. The renewal process includes review by New York State Education Department (NYSED) of various operational and governance aspects, including fiscal health and internal controls, board governance, and academic performance. NCSB has submitted its application for renewal. Upon review of the application and results, NYSED will determine if the charter should be renewed and if so, for how long. Successful charter renewals can range from one to five years. At this time, management of NCSB expects the charter to be renewed.

NEIGHBORHOOD CHARTER SCHOOLS

OTHER FINANCIAL INFORMATION

INDEPENDENT AUDITOR'S REPORT ON OTHER FINANCIAL INFORMATION

Board of Trustees
Neighborhood Charter Schools

We have audited the financial statements of Neighborhood Charter Schools as of and for the year ended June 30, 2023, and we have issued our report thereon dated October 23, 2023, which contained an unmodified opinion on those financial statements. Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The 2023 financial information by Charter hereinafter is presented for purposes of additional analysis and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated in all material respects in relation to the financial statements for the year ended June 30, 2023, as a whole.

Rochester, New York
October 23, 2023

NEIGHBORHOOD CHARTER SCHOOLS

STATEMENT OF FINANCIAL POSITION BY CHARTER

JUNE 30, 2023

<u>ASSETS</u>	Neighborhood Charter School Harlem	Neighborhood Charter School Bronx	Eliminations	Total
<u>CURRENT ASSETS</u>				
Cash and cash equivalents	\$ 7,837,222	\$ 633,304	\$ -	\$ 8,470,526
Cash - capital reserve	1,500,000	-	-	1,500,000
Grants and other receivables	705,256	4,578,990	(3,844,006)	1,440,240
Prepaid expenses	141,875	215,060	-	356,935
TOTAL CURRENT ASSETS	10,184,353	5,427,354	(3,844,006)	11,767,701
<u>OTHER ASSETS</u>				
Property and equipment, net	983,227	324,679	-	1,307,906
Due from related party	404,342	(23,757)	-	380,585
Right-of-use assets - operating	59,908,624	33,543,936	-	93,452,560
Facilities deposits	1,788,425	-	-	1,788,425
Cash in escrow	102,035	101,721	-	203,756
	<u>63,186,653</u>	<u>33,946,579</u>	<u>-</u>	<u>97,133,232</u>
TOTAL ASSETS	<u>\$ 73,371,006</u>	<u>\$ 39,373,933</u>	<u>\$ (3,844,006)</u>	<u>\$ 108,900,933</u>
<u>LIABILITIES AND NET ASSETS</u>				
<u>CURRENT LIABILITIES</u>				
Accounts payable and accrued expenses	\$ 5,416,372	\$ 154,243	\$ (3,844,006)	\$ 1,726,609
Accrued payroll and benefits	647,100	356,816	-	1,003,916
Current portion of lease liabilities - operating	523,837	1,292,210	-	1,816,047
TOTAL CURRENT LIABILITIES	6,587,309	1,803,269	(3,844,006)	4,546,572
<u>OTHER LIABILITIES</u>				
Long-term lease liabilities - operating	64,417,743	33,642,452	-	98,060,195
TOTAL LIABILITIES	71,005,052	35,445,721	(3,844,006)	102,606,767
<u>NET ASSETS</u>				
Without donor restrictions	865,954	3,928,212	-	4,794,166
Without donor restrictions - board designated	1,500,000	-	-	1,500,000
TOTAL NET ASSETS	<u>2,365,954</u>	<u>3,928,212</u>	<u>-</u>	<u>6,294,166</u>
TOTAL LIABILITIES AND NET ASSETS	<u>\$ 73,371,006</u>	<u>\$ 39,373,933</u>	<u>\$ (3,844,006)</u>	<u>\$ 108,900,933</u>

NEIGHBORHOOD CHARTER SCHOOLS

STATEMENT OF ACTIVITIES AND CHANGES IN NET ASSETS BY CHARTER

YEAR ENDED JUNE 30, 2023

	Neighborhood Charter School Harlem	Neighborhood Charter School Bronx	Eliminations	Total
Operating revenue and support:				
State and local per pupil				
operating revenue	\$ 16,422,940	\$ 8,477,664	\$ -	\$ 24,900,604
NYC DOE rental assistance	2,216,097	1,378,320	-	3,594,417
Federal and state grants	1,985,213	1,348,809	-	3,334,022
Contributions	8,080	-	-	8,080
Other income	108,102	6,455	-	114,557
TOTAL OPERATING REVENUE AND SUPPORT	20,740,432	11,211,248	-	31,951,680
Expenses:				
Program services:				
Regular education	11,195,589	4,843,968	-	16,039,557
Special education	9,688,213	4,638,943	-	14,327,156
Supporting services:				
Management and general	3,236,898	538,252	-	3,775,150
Fundraising and special events	8,484	-	-	8,484
TOTAL EXPENSES	24,129,184	10,021,163	-	34,150,347
CHANGE IN NET ASSETS	(3,388,752)	1,190,085	-	(2,198,667)
Net assets at beginning of year	5,754,706	2,738,127	-	8,492,833
NET ASSETS AT END OF YEAR	\$ 2,365,954	\$ 3,928,212	\$ -	\$ 6,294,166

NEIGHBORHOOD CHARTER SCHOOLS

STATEMENT OF FUNCTIONAL EXPENSES BY CHARTER – HARLEM

YEAR ENDED JUNE 30, 2023

	No. of positions	Program Services			Supporting Services			Total
		Regular education	Special education	Sub-total	Fundraising and special events	Management and general	Sub-total	
Personnel services costs:								
Administrative staff personnel	21	\$ 262,330	\$ 262,329	\$ 524,659	\$ 4,028	\$ 1,331,892	\$ 1,335,920	\$ 1,860,579
Instructional personnel	106	4,437,466	4,008,166	8,445,632	-	111,599	111,599	8,557,231
Non-instructional personnel	<u>3</u>	<u>107,306</u>	<u>55,994</u>	<u>163,300</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>163,300</u>
Total Personnel services costs	130	4,807,102	4,326,489	9,133,591	4,028	1,443,491	1,447,519	10,581,110
Fringe benefits & payroll taxes		1,413,602	1,208,254	2,621,856	1,043	373,654	374,697	2,996,553
Retirement		116,278	104,652	220,930	97	34,916	35,013	255,943
Legal service		-	-	-	-	37,728	37,728	37,728
Accounting/audit fees		-	-	-	-	77,292	77,292	77,292
Other professional/consulting services		39,447	35,503	74,950	33	93,663	93,696	168,646
Building and land rent/lease		2,541,268	2,287,192	4,828,460	2,130	763,100	765,230	5,593,690
Repairs and maintenance		325,266	292,746	618,012	273	97,672	97,945	715,957
Insurance		99,555	89,602	189,157	83	29,895	29,978	219,135
Utilities		57,856	52,072	109,928	48	17,373	17,421	127,349
Supplies/materials		194,293	101,384	295,677	-	-	-	295,677
Equipment/furnishings		11,571	10,414	21,985	10	3,475	3,485	25,470
Staff development		133,171	137,107	270,278	112	39,989	40,101	310,379
Marketing/recruitment		121,065	87,721	208,786	54	19,490	19,544	228,330
Technology		181,345	153,888	335,233	131	47,051	47,182	382,415
Food service		442,581	230,944	673,525	-	-	-	673,525
Office expense		118,881	106,994	225,875	100	35,698	35,798	261,673
Student services		184,658	96,356	281,014	-	-	-	281,014
Depreciation and amortization		226,408	203,773	430,181	190	67,987	68,177	498,358
Loss on disposal of property and equipment		<u>181,242</u>		<u>344,364</u>		<u>54,424</u>		
		<u>\$ 11,195,589</u>	<u>\$ 9,688,213</u>	<u>\$ 20,883,802</u>	<u>\$ 8,484</u>	<u>\$ 3,236,898</u>	<u>\$ 3,245,382</u>	<u>\$ 24,129,184</u>

163,122

54,576

398,940

NEIGHBORHOOD CHARTER SCHOOLS

STATEMENT OF FUNCTIONAL EXPENSES BY CHARTER – BRONX

YEAR ENDED JUNE 30, 2023

	No. of positions	Program Services			Supporting Services			Total
		Regular education	Special education	Sub-total	Fundraising and special events	Management and general	Sub-total	
Personnel services costs:								
Administrative staff personnel		\$ -	\$ -	\$ -	\$ -	\$ 188,019	\$ 188,019	\$ -
Instructional personnel		2,005,602	2,034,689	4,040,291		54,811	54,811	4,095,102
Non-instructional personnel	<u>3</u>	<u>12,623</u>	<u>-</u>	<u>19,566</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>19,566</u>
Total Personnel services costs	55	2,018,225	2,041,832	4,059,857	-	242,830	242,830	4,302,687
Fringe benefits & payroll taxes	159	526,174	481,508	1,007,682	-	53,179	53,179	1,060,861
Retirement		37,433	37,869	75,302		4,784	4,784	
Legal service		-	-	-	-	-	-	
Accounting/audit fees		-	-	-	-	-	-	80,086
Other professional/consulting services		11,389	11,522	22,911	-	8,122	8,122	
Building and land rent/lease		1,294,294	1,309,358	2,603,652	-	165,394	165,394	2,769,046
Repairs and maintenance		191,727	193,958	385,685	-	24,500	24,500	
Insurance		12,045	12,185	24,230	-	1,539	1,539	410,185
Utilities		79,412	80,337	159,749	-	10,148	10,148	
Supplies/materials		171,937	94,567	266,504	-	-	-	25,769
Equipment/furnishings		10,009	10,126	20,135	-	1,279	1,279	169,897
Staff development		24,690	24,977	49,667	-	3,155	3,155	266,504
Marketing/recruitment		4,822	4,878	9,700	-	616	616	21,414
Technology		30,128	29,734	59,862	-	3,644	3,644	52,822
Food service		241,549	132,854	374,403	-	-	-	10,316
Office expense		62,233	44,048	106,281	-	2,718	2,718	63,506
Student services		40,211	40,679	80,890	-	5,138	5,138	374,403
Depreciation and amortization		87,690	88,711	176,401	-	11,206	11,206	108,999
		<u>\$ 4,843,968</u>	<u>\$ 4,638,943</u>	<u>\$ 9,482,911</u>	<u>\$ -</u>	<u>\$ 538,252</u>	<u>\$ 538,252</u>	<u>\$ 86,028</u>
					-			<u>10,029,163</u>
					-			

NEIGHBORHOOD CHARTER SCHOOLS

NEW YORK, NEW YORK

**SCHEDULES REQUIRED BY GOVERNMENT
AUDITING STANDARDS AND THE UNIFORM
GUIDANCE**

AND

INDEPENDENT AUDITOR'S REPORTS

JUNE 30, 2023



BUSINESS
ADVISORS
AND CPAS

CONTENTS

<u>SCHEDULES REQUIRED BY GOVERNMENT AUDITING STANDARDS AND THE UNIFORM GUIDANCE</u>	<u>PAGE</u>
Independent Auditor's Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with <i>Government Auditing Standards</i>	3
Independent Auditor's Report on Compliance for Each Major Federal Program; Report on Internal Control over Compliance; and Report on the Schedule of Expenditures of Federal Awards in Accordance with the Uniform Guidance	5
Schedule of Expenditures of Federal Awards	8
Schedule of Findings and Questioned Costs	10



BUSINESS
ADVISORS
AND CPAS

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

Board of Trustees
Neighborhood Charter Schools

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, the financial statements of Neighborhood Charter Schools, which comprise the statement of financial position as of June 30, 2023 and the related statements of activities and changes in net assets, functional expenses, and cash flows for the year then ended and the related notes to the financial statements and have issued our report thereon dated October 23, 2023.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered Neighborhood Charter Schools’ internal control over financial reporting (internal control) as a basis for designing procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Neighborhood Charter Schools’ internal control. Accordingly, we do not express an opinion on the effectiveness of Neighborhood Charter Schools’ internal control.

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

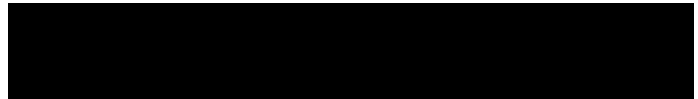
Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit, we did not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

Compliance and Other Matters

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

Purpose of This Report

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



Rochester, New York
October 23, 2023

INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE FOR EACH MAJOR FEDERAL PROGRAM;
REPORT ON INTERNAL CONTROL OVER COMPLIANCE; AND REPORT ON THE SCHEDULE OF
EXPENDITURES OF FEDERAL AWARDS IN ACCORDANCE WITH THE UNIFORM GUIDANCE

Board of Trustees
Neighborhood Charter Schools

Report on Compliance for Each Major Federal Program

Opinion on Each Major Federal Program

We have audited Neighborhood Charter Schools' compliance with the types of compliance requirements identified as subject to audit in the OMB *Compliance Supplement* that could have a direct and material effect on each of Neighborhood Charter Schools' major federal programs for the year ended June 30, 2023. Neighborhood Charter Schools' major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

In our opinion, Neighborhood Charter Schools complied, in all material respects, with the compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2023.

Basis for Opinion on Each Major Federal Program

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America (GAAS); the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States (*Government Auditing Standards*); and the audit requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Our responsibilities under those standards and the Uniform Guidance are further described in the Auditor's Responsibilities for the Audit of Compliance section of our report.

We are required to be independent of Neighborhood Charter Schools and to meet our other ethical responsibilities, in accordance with relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion on compliance for each major federal program. Our audit does not provide a legal determination of Neighborhood Charter Schools' compliance with the compliance requirements referred to above.

Responsibilities of Management for Compliance

Management is responsible for compliance with the requirements referred to above and for the design, implementation, and maintenance of effective internal control over compliance with the requirements of laws, statutes, regulations, rules and provisions of contracts or grant agreements applicable to Neighborhood Charter Schools' federal programs.

Auditor's Responsibilities for the Audit of Compliance

Our objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on Neighborhood Charter Schools' compliance based on our audit. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS, *Government Auditing Standards*, and the Uniform Guidance will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements referred to above is considered material, if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance Neighborhood Charter Schools' compliance with the requirements of each major federal program as a whole.

In performing an audit in accordance with GAAS, *Government Auditing Standards*, and the Uniform Guidance, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding Neighborhood Charter Schools' compliance with the compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances.
- Obtain an understanding of Neighborhood Charter Schools' internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of Neighborhood Charter Schools' internal control over compliance. Accordingly, no such opinion is expressed.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we identified during the audit.

Report on Internal Control Over Compliance

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

Our consideration of internal control over compliance was for the limited purpose described in the Auditor's Responsibilities for the Audit of Compliance section above and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies in internal control over compliance. Given these limitations, during our audit we did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above. However, material weaknesses or significant deficiencies in internal control over compliance may exist that were not identified.

Our audit was not designed for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, no such opinion is expressed.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

Report on Schedule of Expenditures of Federal Awards Required by the Uniform Guidance

We have audited the financial statements of Neighborhood Charter Schools as of and for the year ended June 30, 2023, and have issued our report thereon dated October 23, 2023, which contained an unmodified opinion on those financial statements. Our audit was performed for the purpose of forming an opinion on the financial statements as a whole. The accompanying schedule of expenditures of federal awards is presented for purposes of additional analysis as required by the Uniform Guidance and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the schedule of expenditures of federal awards is fairly stated in all material respects in relation to the financial statements as a whole.



Rochester, New York
October 23, 2023

NEIGHBORHOOD CHARTER SCHOOLS

SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS

YEAR ENDED JUNE 30, 2023

	<u>Federal AL Number</u>	<u>Pass-through Grantor's Number</u>	<u>Total Federal Expenditures</u>
U.S. Department of Education:			
<u>Passed through New York State Education Department:</u>			
Title I - Grants to Local Educational Agencies	84.010	0021	\$ 440,386
Title IIA - Supporting Effective Instruction			
State Grant	84.367	0147	53,355
Title IIIA - ELL and Immigrant Programs	84.365	0293	10,686
Title IV- Student Support and Academic			
Enrichment Program	84.424	0204	28,947
<u>Education Stabilization Funds -</u>			
ESSER II - Elementary and Secondary School			
Emergency Relief Fund	84.425D	5891	744,092
ARP ESSER - American Rescue Plan-Elementary			
and Secondary School Emergency Relief	84.425U	5880	412,775
ARP ESSER HCY - American Rescue Plan Elementary			
and Secondary School Emergency Relief – Homeless			
Children and Youth	84.425W	5218	4,336
<i>Total Education Stabilization Funds</i>			<u>1,161,203</u>
TOTAL U.S. DEPARTMENT OF EDUCATION			1,694,577
U.S. Department of Agriculture:			
<u>Passed through New York State Education Department:</u>			
<i>Child Nutrition Cluster</i>			
School Breakfast Program	10.553	1000004543	228,087
National School Lunch Program	10.555	1000004543	754,005
<i>Total Child Nutrition Cluster</i>			<u>982,092</u>
State Pandemic Electronic Benefit Transfer (P-EBT)			
Administrative Cost Grant	10.649	1000004543	1,884
TOTAL U.S. DEPARTMENT OF AGRICULTURE			<u>983,976</u>
Federal Communications Commission:			
<u>Passed through the Universal Service</u>			
<u>Administrative Company</u>			
Emergency Connectivity Fund Program - COVID	32.009	16067112	89,700
TOTAL FEDERAL COMMUNICATIONS			
COMMISSION			<u>89,700</u>
TOTAL ALL PROGRAMS			<u>\$ 2,768,253</u>

NEIGHBORHOOD CHARTER SCHOOLS

SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS, Cont'd

YEAR ENDED JUNE 30, 2023

NOTE A: BASIS OF PRESENTATION

The above schedule of expenditures of federal awards includes the federal grant activity of Neighborhood Charter Schools and is presented on the accrual basis of accounting. The information in this schedule is presented in accordance with the requirements of Title 2 U.S. Code of Federal Regulations (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Therefore, some amounts presented in this schedule may differ from amounts presented in, or used in the preparation of, the basic financial statements.

NOTE B: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Expenditures reported on the Schedule are reported on the accrual basis of accounting. Such expenditures are recognized following, as applicable, the cost principles contained in Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, wherein certain types of expenditures are not allowable or are limited as to reimbursement.

Neighborhood Charter Schools has elected not to use the 10 percent de minimus indirect cost rate allowed under the Uniform Guidance.

NEIGHBORHOOD CHARTER SCHOOLS

SCHEDULE OF FINDINGS AND QUESTIONED COSTS

YEAR ENDED JUNE 30, 2023

SUMMARY OF AUDITOR'S RESULTS

Financial Statements

Type of auditor's report issued: Unmodified

Internal control over financial reporting:

- Material weakness (es) identified? _____ yes x no
- Significant deficiency(ies) identified that are not considered to be material weaknesses? _____ yes x none reported

Noncompliance material to financial statements noted? _____ yes x no

Federal Awards

Internal control over major programs:

- Material weakness (es) identified? _____ yes x no
- Significant deficiency(ies) identified that are not considered to be material weaknesses? _____ yes x none reported

Type of auditor's report issued on compliance for major programs: Unmodified

Any audit findings disclosed that are required to be reported in accordance with 2 CFR 200.516(a)? _____ yes x no

Identification of major program:

AL Number:

84.425D, 84.425U & 84.425W
10.553, 10.555

Name of Federal Program or Cluster:

ESSER II, ARP ESSER & ARP ESSER HCY
Child Nutrition Cluster

Dollar threshold used to distinguish between type A and type B programs:

\$750,000

Auditee qualified as low-risk auditee? x yes _____ no

NEIGHBORHOOD CHARTER SCHOOLS

SCHEDULE OF FINDINGS AND QUESTIONED COSTS, Cont'd

YEAR ENDED JUNE 30, 2023

FINDINGS – FINANCIAL STATEMENT AUDIT

None.

FINDINGS AND QUESTIONED COSTS – MAJOR FEDERAL AWARD PROGRAMS AUDIT

None.

SCHEDULE OF PRIOR YEAR FINDINGS AND QUESTIONED COSTS

None.

NEIGHBORHOOD CHARTER SCHOOLS

REPORT TO THE FINANCE COMMITTEE

JUNE 30, 2023



BUSINESS
ADVISORS
AND CPAS



BUSINESS
ADVISORS
AND CPAS

October 23, 2023

Finance Committee
Neighborhood Charter Schools

We have audited the financial statements of Neighborhood Charter Schools as of and for the year ended June 30, 2023, and have issued our report thereon dated October 23, 2023. Professional standards require that we advise you of the following matters relating to our audit.

Our Responsibility in Relation to the Financial Statement Audit

As communicated in our engagement letter dated June 28, 2023, our responsibility, as described by professional standards, is to form and express an opinion about whether the financial statements that have been prepared by management with your oversight are presented fairly, in all material respects, in conformity with accounting principles generally accepted in the United States of America. Our audit of the financial statements does not relieve you or management of its respective responsibilities.

Our responsibility, as prescribed by professional standards, is to plan and perform our audit to obtain reasonable, rather than absolute, assurance about whether the financial statements are free of material misstatement. An audit of financial statements includes consideration of internal control over financial reporting as a basis for designing audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control over financial reporting. Accordingly, as part of our audit, we considered the internal control of Neighborhood Charter Schools solely for the purpose of determining our audit procedures and not to provide any assurance concerning such internal control.

We are also responsible for communicating significant matters related to the audit that are, in our professional judgment, relevant to your responsibilities in overseeing the financial reporting process. However, we are not required to design procedures for the purpose of identifying other matters to communicate to you.

Planned Scope and Timing of the Audit

We conducted our audit consistent with the planned scope and timing we previously communicated to management.

Compliance with All Ethics Requirements Regarding Independence

The engagement team, others in our firm, as appropriate, and our firm have complied with all relevant ethical requirements regarding independence. Safeguards in place to eliminate or reduce threats to independence to an acceptable level include a skilled, knowledgeable and experienced Director of Finance and outsourced finance team who review the draft financial statements prior to issuance and accept responsibility for them.

Significant Risks Identified

We have identified the following significant risks:

- Management override
- Revenue recognition
- Improper allocation of expenses to grants
- Misappropriation of assets
- Lease standard implementation

Professional auditing standards require that we identify and assess risks and design and perform our audit procedures to assess those risks. The identification of a risk does not mean that it has occurred, but rather it has the potential to impact the financial statements.

Qualitative Aspects of the Entity's Significant Accounting Practices

Significant Accounting Policies

Management has the responsibility to select and use appropriate accounting policies. A summary of the significant accounting policies adopted by Neighborhood Charter Schools is included in Note A to the financial statements. In February 2016, the FASB issued a new standard related to leases requiring the recognition of right-of-use assets and lease liabilities on the statement of financial position (ASC 842). As disclosed in Note A to the financial statements, during the year, Neighborhood Charter Schools adopted ASC 842. No matters have come to our attention that would require us, under professional standards, to inform you about (1) the methods used to account for significant unusual transactions and (2) the effect of significant accounting policies in controversial or emerging areas for which there is a lack of authoritative guidance or consensus.

Significant Accounting Estimates

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

The most sensitive accounting estimates affecting the financial statements are the allocation of costs for the statement of functional expenses and the collectability of grants and other receivables. We evaluated the key factors and assumptions used to develop the estimates and determined that they are reasonable in relation to the basic financial statements taken as a whole.

Financial Statement Disclosures

Certain financial statement disclosures involve significant judgment and are particularly sensitive because of their significance to financial statement users. The most sensitive disclosures affecting Neighborhood Charter Schools' financial statements relate to revenue and support recognition and lease commitments, which are referred to in the notes of the financial statements.

Significant Difficulties Encountered during the Audit

We are pleased to report we encountered no significant difficulties in dealing with management relating to the performance of the audit.

Uncorrected and Corrected Misstatements

For purposes of this communication, professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that we believe are trivial, and communicate them to the appropriate level of management. Further, professional standards require us to also communicate the effect of uncorrected misstatements related to prior periods on the relevant classes of transactions, account balances or disclosures, and the financial statements as a whole. Management has corrected all such misstatements. In addition, none of the misstatement detected as a result of audit procedures and corrected by management were material, either individually or in the aggregate, to the financial statements taken as a whole.

Disagreements with Management

For purposes of this letter, professional standards define a disagreement with management as a matter, whether or not resolved to our satisfaction, concerning a financial accounting, reporting, or auditing matter, which could be significant to Neighborhood Charter Schools' financial statements or the auditor's report. We are pleased to report no such disagreements arose during the course of the audit.

Representations Requested from Management

We have requested certain written representations from management, which are included in the management representation letter.

Management's Consultations with Other Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters. Management informed us that, and to our knowledge, there were no consultations with other accountants regarding auditing and accounting matters.

Other Significant Matters, Findings or Issues

In the normal course of our professional association with Neighborhood Charter Schools, we generally discuss a variety of matters, including the application of accounting principles and auditing standards, business conditions affecting the entity, and business plans and strategies that may affect the risks of material misstatement. None of the matters discussed resulted in a condition to our retention as Neighborhood Charter Schools' auditors.

Other Matters

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

* * * * *

Should you desire further information concerning these matters, Michelle Cain or Kevin Kopp will be happy to meet with you at your convenience.

This report is intended solely for the information and use of the Board of Trustees, Finance Committee and management of Neighborhood Charter Schools and is not intended to be and should not be used by anyone other than these specified parties.

Very truly yours,

A black rectangular redaction box covering a handwritten signature.

MENGEL, METZGER, BARR & CO. LLP



Statement Period
From June 01, 2023
To June 30, 2023
Page 1 of 2

PRIVATE CLIENT GROUP 266
50 WEST 57TH STREET
NEW YORK, NY 10019

NEIGHBORHOOD CHARTER SCHOOL 8-266
ESCROW
691 ST. NICHOLAS AVE
NEW YORK NY 10030

See Back for Important Information

Primary Account: [REDACTED] 0

IMPORTANT MESSAGE ABOUT IDENTITY THEFT! FLAGSTAR BANK, N.A. WILL NEVER ASK YOU TO PROVIDE PERSONAL OR BUSINESS ACCOUNT INFORMATION THROUGH E-MAIL. IF YOU RECEIVE ANY E-MAIL OR OTHER INQUIRY THAT APPEARS TO COME FROM FLAGSTAR BANK, N.A., DO NOT RESPOND TO IT OR CLICK ON ANY LINKS INCLUDED IN THE E-MAIL. INSTEAD, CALL US TOLL-FREE AT 1-866-744-5463 OR CONTACT YOUR ACCOUNT OFFICER. FOR MORE INFORMATION ON IDENTITY THEFT, VISIT OUR WEBSITE AT WWW.SIGNATURENY.COM. CLICK ON "ABOUT US", "PRIVACY & SECURITY", "IDENTITY THEFT" FOR MORE INFORMATION ON SAFEGUARDING YOUR IDENTITY AND PERSONAL INFORMATION.

Signature Relationship Summary		Opening Bal.	Closing Bal.
BANK DEPOSIT ACCOUNTS			
[REDACTED]	MONOGRAM INSURED MMA	101,733.90	102,035.35
RELATIONSHIP TOTAL			102,035.35



Statement Period
From June 01, 2023
To June 30, 2023
Page 2 of 2

PRIVATE CLIENT GROUP 266
50 WEST 57TH STREET
NEW YORK, NY 10019

NEIGHBORHOOD CHARTER SCHOOL 8-266
ESCROW
691 ST. NICHOLAS AVE
NEW YORK NY 10030

See Back for Important Information

Primary Account: [REDACTED] 0

MONOGRAM INSURED MMA [REDACTED]

Summary

Previous Balance as of June	01, 2023	101,733.90
1 Credits		301.45
Ending Balance as of June	30, 2023	102,035.35

Deposits and Other Credits	
Jun 30 Interest Paid	301.45

Daily Balances	
May 31	101,733.90
Jun 30	102,035.35

===== Interest Summary =====			
* Year-To-Date Interest	983.10		*
* Interest Paid This Period	301.45	Annual Percentage Yield Earned	3.67 % *
* Avg. Balance this Period	101,733.90	Days in Period	30 *
=====			

**Disclosure of Financial Interest by a Current
or Former Trustee**

Trustee Name:

Stephanie Hubbell

Name of Charter School Education Corporation:

Neighborhood Charter Schools

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).

Board Trustee
Accountability Committee (Chair)
Governance Committee member

2. Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

☐ Yes ☒ No

If **Yes**, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

3. Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

☐ Yes ☒ No

If **Yes**, please describe the nature of your relationship and if the student could benefit from your participation.

4. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?

☐ Yes ☒ No

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

5. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

☒ Yes ☒ No

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

2014-2021

09/14-03/21

- Speech Language Pathologist/
Behavior Specialist

Starting \$65,000, ending \$105,000

6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six months prior to such service. If there has been no such interest or transaction, check **None**.

☒ **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 you

7. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation and in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) you reside with had a financial interest or other relationship. If you are a member, director, officer, or employee of an organization formally partnered with and/or 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, check **None**.

☒ **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

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. The personal contact information provided below will be redacted.

Business Telephone:

[REDACTED]

Business Address:

[REDACTED]

E-mail Address:

[REDACTED]

Home Telephone:

[REDACTED]

Home Address:

[REDACTED]

[REDACTED] 6/28/23

Signature **Date**

Acceptable signature formats include:

- Digitally certified PDF signature
- Print form, manually sign, scan to PDF

**Disclosure of Financial Interest by a Current
or Former Trustee**

Trustee Name:

Walter Gabino Rendon

Name of Charter School Education Corporation:

Neighborhood Charter Schools

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).

Board Treasurer

2. Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

☐ Yes ☒ No

If **Yes**, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

3. Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

☐ Yes ☒ No

If **Yes**, please describe the nature of your relationship and if the student could benefit from your participation.

4. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?

☐ Yes ☒ No

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

5. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

☐ Yes ☒ No

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

6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six months prior to such service. If there has been no such interest or transaction, check **None**.

☒ **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 you

7. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) you reside with had a financial interest or other relationship. If you are a member, director, officer, or employee of an organization formally partnered with and/or 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, check **None**.

☒ **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

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Business Telephone:

[REDACTED]

Business Address:

[REDACTED]

E-mail Address:

[REDACTED]

Home Telephone:

[REDACTED]

Home Address:

[REDACTED]

[REDACTED]

June 28, 2023

Signature

Date

Acceptable signature formats include:

- Digitally certified PDF signature
- Print form, manually sign, scan to PDF

last revised 04/2022

Disclosure of Financial Interest by a Current or Former Trustee
--

Trustee Name:

Cliff Schneider

Name of Charter School Education Corporation:

Neighborhood Charter Schools

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).

Vice- Chair

2. Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

☐ Yes ☒ No

If **Yes**, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

3. Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

☐ Yes ☒ No

If **Yes**, please describe the nature of your relationship and if the student could benefit from your participation.

4. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?

☐ Yes ☒ No

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

5. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

☐ Yes ☒ No

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

6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six months prior to such service. If there has been no such interest or transaction, check **None**.

☒ **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 you

7. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) you reside with had a financial interest or other relationship. If you are a member, director, officer, or employee of an organization formally partnered with and/or 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, check **None**.

☒ **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

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Business Telephone:

[REDACTED]

Business Address:

[REDACTED]

E-mail Address:

[REDACTED]

Home Telephone:

[REDACTED]

Home Address:

[REDACTED]

[REDACTED]

7/11/23

Signature

Date

Acceptable signature formats include:

- Digitally certified PDF signature
- Print form, manually sign, scan to PDF

last revised 04/2022

**Disclosure of Financial Interest by a Current
or Former Trustee**

Trustee Name:

Hildi Baker

Name of Charter School Education Corporation:

Neighborhood Charter Schools

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).

Parent Representative
Secretary

2. Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

☐ Yes ☒ No

If **Yes**, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

3. Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

☐ Yes ☒ No

If **Yes**, please describe the nature of your relationship and if the student could benefit from your participation.

4. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?

☐ Yes ☒ No

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

5. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

☐ Yes ☒ No

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

6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six months prior to such service. If there has been no such interest or transaction, check **None**.

☒ **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 you

7. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation and in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) you reside with had a financial interest or other relationship. If you are a member, director, officer, or employee of an organization formally partnered with and/or 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, check **None**.

☒ **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

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. The personal contact information provided below will be redacted.

Business Telephone:

[REDACTED]

Business Address:

[REDACTED]

E-mail Address:

[REDACTED]

Home Telephone:

[REDACTED]

Home Address:

[REDACTED]

[REDACTED]

Signature

06/28/2023

Date

Acceptable signature formats include:

- Digitally certified PDF signature
- Print form, manually sign, scan to PDF

last revised 04/2022

Disclosure of Financial Interest by a Current or Former Trustee
--

Trustee Name:

Name of Charter School Education Corporation:

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).

2. Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

Yes No

If **Yes**, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

3. Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

Yes No

If **Yes**, please describe the nature of your relationship and if the student could benefit from your participation.

4. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?

Yes No

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

5. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

Yes No

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

6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six months prior to such service. If there has been no such interest or transaction, check **None**.

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 you

7. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) you reside with had a financial interest or other relationship. If you are a member, director, officer, or employee of an organization formally partnered with and/or 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, check **None**.

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

-

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. The personal contact information provided below will be redacted.

Business Telephone:

[REDACTED]

Business Address:

[REDACTED]

E-mail Address:

[REDACTED]

Home Telephone:

[REDACTED]

Home Address:

[REDACTED]

[REDACTED]

Signature

Date

Acceptable signature formats include:

- Digitally certified PDF signature
- Print form, manually sign, scan to PDF

last revised 04/2022

**Disclosure of Financial Interest by a Current
or Former Trustee**

Trustee Name:

Patricia Soussloff

Name of Charter School Education Corporation:

Neighborhood Charter Schools

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).

Board Chair

2. Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

☐ Yes ☒ No

If **Yes**, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

3. Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

☐ Yes ☒ No

If **Yes**, please describe the nature of your relationship and if the student could benefit from your participation.

4. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?

☐ Yes ☒ No

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

5. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

☐ Yes ☒ No

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

6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six months prior to such service. If there has been no such interest or transaction, check **None**.

☒ **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 you

7. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) you reside with had a financial interest or other relationship. If you are a member, director, officer, or employee of an organization formally partnered with and/or 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, check **None**.

☒ **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

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. The personal contact information provided below will be redacted.

Business Telephone:

Business Address:

E-mail Address:

Home Telephone:

Home Address:

Signature

Date

June 28, 2023

Acceptable signature formats include:

- Digitally certified PDF signature
- Print form, manually sign, scan to PDF

**Disclosure of Financial Interest by a Current
or Former Trustee**

Trustee Name:

Wylie E Fennell

Name of Charter School Education Corporation:

Neighborhood Charter Schools

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).
Finance Committee

2. Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

☐ Yes ☒ No

If **Yes**, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

3. Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

☐ Yes ☒ No

If **Yes**, please describe the nature of your relationship and if the student could benefit from your participation.

4. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?

☐ Yes ☒ No

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

5. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

☐ Yes ☒ No

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

6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six months prior to such service. If there has been no such interest or transaction, check **None**.

☒ **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 you

7. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) you reside with had a financial interest or other relationship. If you are a member, director, officer, or employee of an organization formally partnered with and/or 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, check **None**.

☒ **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

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. The personal contact information provided below will be redacted.

Business Telephone:

[REDACTED]

Business Address:

[REDACTED]

E-mail Address:

[REDACTED]

Home Telephone:

[REDACTED]

Home Address:

[REDACTED]

[REDACTED]

Signature

Date

7/24/2023

Acceptable signature formats include:

- Digitally certified PDF signature
- Print form, manually sign, scan to PDF

last revised 04/2022

**Disclosure of Financial Interest by a Current
or Former Trustee**

Trustee Name:

JUSTEALIA KAVANAGH

Name of Charter School Education Corporation:

Neighborhood Charter Schools

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).

Board member

2. Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

☐ Yes ☒ No

If Yes, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

3. Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

☐ Yes ☒ No

If Yes, please describe the nature of your relationship and if the student could benefit from your participation.

4. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?

☐ Yes ☒ No

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

5. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

☐ Yes ☒ No

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

6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six months prior to such service. If there has been no such interest or transaction, check **None**.

☒ **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 you

7. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation and in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) you reside with had a financial interest or other relationship. If you are a member, director, officer, or employee of an organization formally partnered with and/or 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, check **None**.

☒ **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

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. The personal contact information provided below will be redacted.

Business Telephone:

Business Address:

E-mail Address:

Home Telephone:

Home Address:

6-28-23

Signature

Date

Acceptable signature formats include:

- Digitally certified PDF signature
- Print form, manually sign, scan to PDF

last revised 04/2022

Neighborhood Charter Schools
Minutes of the Meeting of the Board Trustees
September 28th, 2022

A regularly scheduled meeting of the Board of Trustees (the “Board”) of Neighborhood Charter Schools (the “Education Corporation” or “NCS”) was held on September 28, 2022 at 411 Wales Avenue, Bronx, NY and via Zoom. The meeting was called to order at 6:03 PM.

Trustees Present:

Heidi Baker
Gail Brousal
Stephanie Hubbell
Walter Rendon
Cliff Schneider
Patricia Soussloff
Justena Kavanagh
Everardo Jefferson
Wylie Fennell

Trustees Absent:

Jefferson Hughes

Others in Attendance:

Lindsay Malanga
Michelle Rumph
Alison Rosnick
Michele Santos
Jerry Phelps

Nine of the Ten seated Trustees were in attendance in person and present throughout the meeting, which constituted a quorum for the transaction of business at the meeting.

1. Welcome and Public Comment.

Ms. Soussloff invited public comments, and none were received.

2. Approval of August 2022 Minutes.

Mr. Schneider made a motion to approve and Mr. Rendon seconded the motion to approve the August 2022 Board meeting minutes and the motion was unanimously approved.

3. **Special Presentation:** Alison Rosnick, Director of HR/Talent, presented on the certification data of NCS. NCS currently has about 35% of its teachers certified, which is similar to other charter networks we have reached out to. Due to the decline in the supply of people who want to teach, as well as an increased demand for teachers, hiring is becoming increasingly difficult. NCS is working on ways to attract and support teachers who are uncertified to get their credentials. Ms. Rosnick explained with our partnership with the NYC Charter Center, we are able to identify the pathways teachers need to take to get certified and support them through the process. NCS also offers subsidized tuition at the Relay GSE for teachers who have completed one year of teaching at our school. A discussion ensued.
4. **President's Report.** Ms. Soussloff presented information related to the Governance Committee's work, highlighting that NCS has a Board manual for the Board's use as a guide. She invited all board members to present potential new members so the Governance Committee can vet and add to the group. Ms. Soussloff also reported that the Regents Chancellor Lester Young and others from NYSED (including Lisa Long) visited NCS on September 28th. The visit was a success, including a tour of classroom instruction along with a community conversation held with all stakeholders of the organization. Mr. Schneider was invited to present on the updated Open Meeting Law. Members agreed to attend in person as much as possible, and if not, to follow the guidance outlined. Ms. Soussloff discussed fundraising efforts that will begin in late fall. We will use raised monies to fund our growing after school programming. Members were invited to revise their donor lists as a next step. Discussion ensued.
5. **Executive Director's Report.** Ms. Malanga shared the NCS has been focused on launching the year with a strong first six weeks of school. The schools hosted a virtual curriculum night for families on September 22nd. Ms. Malanga explained that high school placement efforts are underway and a more formal presentation on work being done will be shared by Jerry Phelps in our October board meeting. Further, Ms. Malanga shared that we have adopted iReady for K-8 ELA and math. She shared the data for our beginning of the year testing which shows 23% of students are at or above grade level in ELA and 12% in math across the schools. Ms. Malanga also shared NYS ELA and math results. For 21-22, 57% of students who took the exams at NCS were proficient in ELA and 59% proficient in math. Thirty percent of all NCS students who took the NYS math exam scored a level 4. Reporting on attendance and enrollment, Ms. Malanga shared we currently have 951 students and are looking to fill more seats in Harlem. Attendance is stronger than it was at this point last year, averaging about 92% to date. Senior Director of Special Projects, Jerry Phelps shared out the variety of after school and electives programming NCS rolled out this year. There are still about 30 students on the waitlist in Harlem, however more work is being done to create more seats. Thus far, the schools have conducted a fire drill and an intruder drill. Ms. Malanga shared that NCS is almost fully hired.

Ms. Malanga asked for a motion from the board to approve two new policies for the employee handbook to be effective immediately: 1) 12-month employees may not take more than 3 consecutive PTO days while students are in school unless extenuating

circumstances and approved by the Executive Director, and 2) if PTO is approved by a supervisor who is no longer in place, the employee must get approval of PTO from the new supervisor. Ms. Kavanaugh made the motion to approve the policies, and Ms. Baker seconded. All voted in favor, while Ms. Hubble abstained.

6. **Treasurer's Update.** Mr. Rendon provided an update on the beginning outlook on the 22-23 Budget. As the year still gets underway, budget numbers will be updated "finalized" once enrollment is "finalized" in October. Mr. Rendon reviewed the 5 year forward-looking budget, and again named the potential for NCS to buy-out the Mt. Zion lease (if not assumed by another school) and the impact (positive) on the 5 year Budget.
7. **Adjournment.** There being no further business, Mr. Schneider made a motion which was seconded by Mr. Rendon, to adjourn the meeting and the motion was unanimously approved. The meeting was adjourned at 7:42pm.

Respectfully submitted,

Cliff Schneider, Secretary

I, Cliff Schneider, the duly qualified Secretary of Neighborhood Charter Schools, a New York education corporation, do hereby certify that I reviewed these Minutes, and that the above is a true and complete copy of the Minutes of the meeting of the Board of Trustees of the said corporation held on September 28, 2022.

Dated: September 29, 2022

Neighborhood Charter Schools
Minutes of the Meeting of the Board Trustees
October 26th, 2022

A regularly scheduled meeting of the Board of Trustees (the "Board") of Neighborhood Charter Schools (the "Education Corporation" or "NCS") was held on October 26, 2022 at 691 St. Nicholas Avenue, NY, NY and via Zoom. The meeting was called to order at 6:05 PM.

Trustees Present:

Heidi Baker
Gail Brousal

Stephanie Hubbell
Walter Rendon
Cliff Schneider
Patricia Soussloff
Justena Kavanagh
Wylie Fennell

Trustees Absent:

Jefferson Hughes
Everardo Jefferson

Others in Attendance:

Lindsay Malanga
Michelle Rumph
Michelle Santos
Jerry Phelps
Monique Granados (Pending board seat)

Four of Ten seated Trustees were in attendance in person and four were present on zoom throughout the meeting, which constituted a quorum for the transaction of business at the meeting.

1. Welcome and Public Comment.

Ms. Soussloff invited public comments, and none were received.

2. Approval of September 2022 Minutes.

Ms. Soussloff made a motion to approve and Mr. Schneider seconded the motion to approve the September 2022 Board meeting minutes and the motion was unanimously approved.

3. Special Presentation: Jerry Phelps, Senior Director of Special Projects, presented on the NCS High School Placement support and strategy. Mr. Phelps shared our goals for ensuring 100% of students apply to DOE and charter high schools. Mr. Phelps also presented on the multi-year strategy with families in 6th and 7th grade to prepare them for the process, including SHSAT prep to start in 7th grade this spring. In addition, Mr. Phelps has started to create connections with parochial, independent, and boarding schools. The high school application is due on December 1st, and the middle school HS Placement team is meeting with families one-on-one to support them in their preference and application process. A special session was held for ASD families. Mr. Fennell offered to connect NCS to Beacon High School to support our efforts. A discussion ensued.

4. President's Report. Ms. Soussloff presented information related to the Governance Committee's work, highlighting that NCS has had some shift in board members and may

want to rethink officer structures soon. She mentioned that the governance committee met with a potential board member. Ms. Soussloff also outlined our fundraising efforts that will begin in November. The board is asked to share their contacts for our appeal outreach by November 9th. We will use raised monies to fund our growing after school programming. Discussion ensued.

5. **Executive Director's Report.** Ms. Malanga reported that NCS's enrollment is slightly under target at 950 students compared to the goal of 952. Attendance is trending at about 93% across our schools this year. She also shared that our Director of Special Populations, Jennifer Manning and she were interviewed for Great School Voices regarding our special populations programming. Ms. Malanga discussed hiring and updated the board that the Bronx is fully hired and Harlem still has a few more spots to fill. The school is handling vacancies with internal coverage. This past month, Ms. Malanga stated the schools signed on with Smile NY Outreach Dental to provide those families who choose to opt in with free dental care on site at our schools. Further, the schools celebrated Indigenous Peoples' Day, Latinx Heritage Month, and in the Bronx they had a DEAR in pajamas event where all students read books together in our hallways. NCS continues to lean into our DEI work, and Ms. Malanga stated the progress monitoring subcommittee has met for its beginning of the year session, which yielded great feedback for next steps on the organizational priorities. Academic data show that our NCS students in K-4 are 46% proficient as of this September, according to the F+P assessment and our K-2 students are 45% proficient in counting jar. Ms. Malanga reported that now that we have comparison data for the district, city and state for the 21-22 NYS exams, NCS outperformed Districts 6 and 7, NYC and the State in ELA and Math results across our 3rd-8th grade students. A discussion ensued.
6. **Treasurer's Update.** Mr. Rendon provided an update on the outlook on the 22-23 Budget. After the first PPI submission, the budget shows a variance that will be rectified with the next round of billing due to when the student data for submission was pulled. Mr. Rendon reviewed the 5 year forward-looking budget, and again named the potential for NCS to buy-out the Mt. Zion lease (if not assumed by another school) and the impact (positive) on the 5 year Budget. Ms. Schneider shared updates on the discussions among the lawyers crafting the deal for next steps. Discussion ensued. The Auditors' (MMB) presented the audited financial statements for FYE 6/30/22 at the Finance Committee meeting. The report was clean, with no issues or significant audit findings. The Committee approved the audited financial statements for submission to SED by November 1 deadline.
7. **Adjournment.** There being no further business, Ms. Soussloff made a motion which was seconded by Ms. Hubble, to adjourn the meeting and the motion was unanimously approved. The meeting was adjourned at 7:10pm.

Respectfully submitted,

Cliff Schneider, Secretary

I, Cliff Schneider, the duly qualified Secretary of Neighborhood Charter Schools, a New York education corporation, do hereby certify that I reviewed these Minutes, and that the above is a true and complete copy of the Minutes of the meeting of the Board of Trustees of the said corporation held on October 26, 2022.

Dated: December 7, 2022

Neighborhood Charter Schools
Minutes of the Meeting of the Board Trustees
December 7th, 2022

A regularly scheduled meeting of the Board of Trustees (the “Board”) of Neighborhood Charter Schools (the “Education Corporation” or “NCS”) was held on December 7th, 2022 at 411 Wales Avenue, Bronx, NY and via Zoom. The meeting was called to order at 6:02 PM.

Trustees Present:

Heidi Baker
Gail Brousal
Stephanie Hubbell
Walter Rendon
Cliff Schneider
Patricia Soussloff
Justena Kavanagh
Everardo Jefferson

Trustees Absent:

Wylie Fennell
Monique Granados (Pending board seat)

Others in Attendance:

Lindsay Malanga
Michelle Rumph
Michelle Santos
Michael Renda
Romina Cepeda

Five of Nine seated Trustees were in attendance in person and four were present on zoom throughout the meeting, which constituted a quorum for the transaction of business at the meeting.

1. Welcome and Public Comment.

Ms. Soussloff invited public comments, and none were received.

2. Approval of October 2022 Minutes.

Ms. Soussloff made a motion to approve and Mr. Schneider seconded the motion to approve the October 2022 Board meeting minutes and the motion was unanimously approved.

- 3. Special Presentation:** Michael Renda, Head of School in Harlem, and Romina Cepeda, Middle School Director of Harlem, joined the meeting to share an update on the progress of our middle school thus far for 22-23. Mr. Renda and Ms. Cepeda shared highlights in that the students are enjoying a host of new programming - electives, wellness/mindfulness class for social-emotional learning, Spanish instruction, and a High School placement course for our eighth graders. In addition, the school leaders shared that the PBIS (performance based incentive system) is up and running. This system helps to reinforce good choices in our students and reward them with various prizes based on the points they earn. Mr. Renda and Ms. Cepeda also shared that they are continuing to work on hiring - as there are still two teacher vacancies. Further, they state teacher accountability is another area they are focused on improving. A discussion ensued.
- 4. President's Report.** Ms. Soussloff shared that Jefferson Hughes has resigned from the board. Further, Gail Brousal will step down at the end of the school year after many years of contributing to the NCS board. Ms. Soussloff shared we are still awaiting Monir Hoque and Monique Granados' paperwork to be filed with SED to have them become official board members. With the changing of board members, new positions on the board were discussed. Ms. Soussloff made a motion to make Cliff Schneider the Vice President and Heidi Baker the new board Secretary. Ms. Hubbell seconded the motion and it was unanimously approved. Ms. Soussloff also shared that we sent out our annual appeal and have already raised almost \$30,000 toward our efforts to fund NCS's free after school programming. Ms. Soussloff made a direct appeal to all board members to donate to the school, as this is a requirement of being on our board.
- 5. Executive Director's Report.** Ms. Malanga reported that NCS's enrollment is one student over target at 953 students compared to the goal of 952 based on data from 11.27.22. Attendance is trending at about 91% across our schools this year, as the schools were hit hard by sickness and a few half days. Since we last met Ms. Malanga shared that the students enjoyed Character Day on 10.28, as well as potluck celebrations for Thanksgiving across all the grade levels. In addition, staff had two professional development days - one in person and one on Zoom. Ms. Malanga noted that most

participants no longer loved the Zoom experience, and we will move to more in-person staff PD days going forward. NCS had 29 eighth graders who took the SHSAT exam, eight students took the TACHS exam for entry into Cardinal Hayes, and six girls are working on various pathways to go to independent schools. Ms. Malanga shared that the schools are in the process of taking the middle of year assessments in ELA and Math on iReady and data will be available for review in January to chart student growth to date. She updated the board on new hires to our network, including a Director of ELA, Kat Aschinger, who will begin with us on December 12th, as well as highlighted an internal promotion of Jonathan Bain in our technology department. Ms. Malanga also highlighted that the students will perform their first winter showcases in December, displaying what they've learned so far in their "specials" classes. The staff will enjoy a Holiday Happy Hour on 12.15 and all NCS staff will receive a small holiday gift and a treat from visiting baristas before the winter break. Ms. Malanga shared a draft term sheet shared with Mt. Zion's lawyers for our proposed exit from the Mt. Zion building. A discussion ensued.

6. **Treasurer's Update.** Mr. Rendon provided an update on the outlook on the 22-23 Budget. After the first PPI submission, the budget shows that the variance we had last cycle has been rectified due to our number of students in ATS being fully uploaded as of now. Therefore, Mr. Rendon shared, we are slated to have a balanced budget this year given the compensation savings and other expenses projected. Mr. Rendon also shared that we are still waiting for an update from Mt. Zion regarding a potential early exit from the Property and a have had no update from Mt. Zion's lawyers, though they have our draft terms. Mr. Schneider explained that they may not respond, and that we should not count on any tenants taking over the space that we previously thought were interested. Mr. Schneider shared that he would follow up with Mt. Zion again to express our urgency to uphold the lease financially but also to sign a full release from the building. A discussion ensued.
7. **Executive Session.** There was a motion made by Ms. Soussloff to go into Executive Session to discuss a pending legal matter that was seconded by Mr. Schneider at 6:45pm. A discussion ensued. There was a motion made by Ms. Soussloff to exit Executive Session and seconded by Ms. Hubble at 6:52pm.
8. **Adjournment.** There being no further business, Ms. Soussloff made a motion which was seconded by Mr. Rendon, to adjourn the meeting and the motion was unanimously approved. The meeting was adjourned at 6:53pm.

Respectfully submitted,

Heidi Baker

I, Heidi Baker, the duly qualified Secretary of Neighborhood Charter Schools, a New York education corporation, do hereby certify that I reviewed these Minutes, and that the above is a true and complete copy of the Minutes of the meeting of the Board of Trustees of the said corporation held on December 7, 2022.

Dated: December 7, 2022

Neighborhood Charter Schools
Minutes of the Meeting of the Board Trustees
January 25, 2023

A regularly scheduled meeting of the Board of Trustees (the “Board”) of Neighborhood Charter Schools (the “Education Corporation” or “NCS”) was held on January 25th, 2023 via video and phone conference. The meeting was called to order at 6:04 PM.

Trustees Present:

Heidi Baker*
Stephanie Hubbell*
Walter Rendon*
Cliff Schneider*
Patricia Soussloff*
Everardo Jefferson*
Wylie Fennell

Trustees Absent:

Gail Brousal
Justena Kavanagh

Others in Attendance:

Lindsay Malanga
Michelle Rumph
Michelle Santos
Gitta Carton
Kat Aschinger
Jennifer Manning

Seven of Nine seated Trustees were in attendance on Zoom throughout the meeting, which constituted a quorum for the transaction of business at the meeting.

1. Welcome and Public Comment.

Ms. Soussloff invited public comments, and none were received.

0. Approval of December 2022 Minutes.

Mr. Schneider made a motion to approve and Mr. Rendon seconded the motion to approve the December 2022 Board meeting minutes and the motion was unanimously approved.

0. President's Report. Ms. Soussloff shared the feedback from the Annual Report by the SED. One of the items that they mentioned is that we must hold 12 monthly meetings of the Board of Trustees a year and we will be complying with this requirement moving forward. In terms of fundraising Ms. Soussloff shared that we have raised \$51,556 so far and encouraged all Board members to continue to solicit donations as we have not reached our goal. As has been discussed during previous meetings we are looking for new members to join the NCS board. Ms. Soussloff shared that one of our candidates, Monir Hoque, is dealing with a serious illness in his family and is hoping that he will have more time to work with the NCS board so we are staying in contact with him. There is also another potential candidate has been identified by Ms. Kavanagh who is affiliated with Child Development Center in the Bronx, she will set up a visit with her and Ms. Soussloff to discuss the prospect. Finally, Ms. Soussloff shared that there has been some positive movement on Mt. Zion in that they would be open to NCS buying out the lease by paying the remaining sums under the agreement and bringing the children back to the building at 691 St. Nicholas Avenue, however it is not yet a done deal.

1. Executive Director's Report. Ms. Malanga shared that since our last meeting in December with the close of school for the break NCS ended the year with Winter Specials Showcases at both schools, highlighting this year's enhanced programming in art, physical education, music, Spanish and dance. NCS has launched the first official NCSH basketball team that is a part of the Charter School Athletic League. The team is co-ed and is mostly made up of boys with one girl participating. In the Spring NCS hopes to start a volleyball team and continue to grow the sports programming. Ms. Malanga noted that there is a new requirement from NY State that starting next year state testing will need to be done on computers, and that for the coming year it will only be required for two grades. NCS is contemplating a plan under which more than two grades will take the tests on computers, however third graders will take them on paper. Planning is underway for better space usage at 691 St. Nicholas Avenue now that NCS will be leaving Mt. Zion as well as for the allocation of space in the Bronx since NCS will be taking over the whole second floor in the fall of 2023. Ms. Malanga provided an update on hiring we are still looking to fill the Director of Talent position and that the new Senior Director of HR will be starting with NCS on February 1st. Staff had a professional development day on January 3rd to allow them to prepare for a strong start in 2023. The vision for the 23-24 school year was rolled out earlier in the day to NCS staff that includes emphasis on after school programming, high school placement strategy and support, electives, expanding Spanish instruction to begin in K and art instruction to the middle school in Harlem, and MLL instruction

and support. In addition, NCS will begin to incorporate experiential learning, ie outside of school experiences, into the units of study at a rate of one experience per grade per subject using available resources in New York City.

Ms. Malanga reported that NCS's enrollment has dipped to 946 students across all three schools compared to our target of 952 students based on data as of 01.17.23. Enrollment in Harlem dropped to 617 students, however enrollment in the Bronx is stable at 328 students. Attendance continues to trend at 91% across the schools this year, however it is starting to trend up based on this month's data. Ms. Malanga shared the data collected from assessments students in all grades took in the iReady program in September and December 2022 in ELA and Math. Overall, the data shows that our students grew in proficiency in ELA and Math in that time and that there was a decrease in the number of students in the two lowest levels in both subjects. The data shows gains in proficiency in each of the Special Populations (IEP, ASD and MLL) in both subjects as well. Finally, Ms. Malanga presented the data from the second round of F+P reading tests that were administered to all K-4 students, going from 46% of students reading on grade level to 54% of students reading on grade level from September to December. She noted that the benchmark for "on grade level" changes as the year progresses, therefore the target for proficiency increases as time passes. The end of year goal for F+P is to have at least 75% of all K-4 students reading on grade level.

2. **Treasurer's Update.** Mr. Rendon presented on NCS' financial position and health. He shared that the budget for the 22-23 year is settled and accurate and that NCS is in a good financial position. Revenues are projected to be lower due to slightly lower enrollment. Expenses are also expected to be lower due to position changes and vacancies. There was an increase in programming expenses for the afterschool program and wrap around services. Mr. Rendon provided the upcoming steps to draft the budget for the next year and noted that final negotiations are taking place with Mt. Zion to be fully released from the building. **Mr. Schneider made a motion to approve a lease surrender and termination based on the terms previously discussed to buy out the lease should an agreement be presented by Mt. Zion's counsel before February 15, 2023, which was seconded by Ms. Hubbell. The motion was unanimously approved.**

0. **Adjournment.** There being no further business, Mr. Schneider made a motion which was seconded by Mr. Jefferson, to adjourn the meeting and the motion was unanimously approved. The meeting was adjourned at 7:10 pm.

Respectfully submitted,

Heidi Baker

I, Heidi Baker, the duly qualified Secretary of Neighborhood Charter Schools, a New York education corporation, do hereby certify that I reviewed these Minutes, and that the above is a

true and complete copy of the Minutes of the meeting of the Board of Trustees of the said corporation held on January 25, 2023.

Dated: January 25, 2023

Neighborhood Charter Schools
Minutes of the Meeting of the Board Trustees
February 15, 2023

A regularly scheduled meeting of the Board of Trustees (the “Board”) of Neighborhood Charter Schools (the “Education Corporation” or “NCS”) was held on February 15th, 2023 at 411 Wales Avenue, Bronx, New York 10454, and via video. The meeting was called to order at 6:00 PM.

Trustees Present in Person:

Heidi Baker
Walter Rendon
Justena Kavanagh

Trustees Present by Video:

Stephanie Hubbell
Cliff Schneider
Patricia Soussloff
Wylie Fennell

Trustees Absent:

Gail Brousal
Everardo Jefferson

Others in Attendance:

Michelle Rumph
Michelle Santos
Alison Rosnick
Michael Renda
Nicholas Carton
Jennifer Manning
Mr. Williams IV
She’Vonne Bowman
Coach Sean
James Weindler
Salihbai AR
Marie Destin
Nadia Brown
Ada Eileen’s Mom
Ms. Pierre
Brittney Delerme

Derrica Newman
Johanna

Seven (7) of the nine (9) seated Trustees were in attendance in person or by video and present throughout the meeting, which constituted a quorum for the transaction of business at the meeting.

1. Welcome and Public Comment

Ms. Soussloff began the meeting and invited public comments. No comments were received.

0. Approval of Minutes

A motion was made by Ms. Hubbell and seconded by Mr. Fennell to approve the minutes from the January 25, 2023 Board meeting and was unanimously approved.

0. Vice President's Report- Mt. Zion Update

Mr. Schneider reported that the negotiations for a lease surrender and termination of the Mt. Zion lease were still ongoing and that he hoped that there will be an agreement soon with Mt. Zion's counsel.

1. President's Report

-- Interim Reporting Structure: Ms. Soussloff reported on the Interim Reporting Structure that has been set up to run NCS until a new Executive Director is hired. The following leaders will meet daily at 3:15 pm and report any concerns to the President of the Board of Trustees:

Michael Renda, Head of School K-8, Harlem
Nicholas Carton, Principal, Bronx
Jennifer Manning, Director of Special Populations
Alison Rosnick, Director of Talent and HR
Michelle Rumph, Director of Finance
Michelle Santos, Managing Director of Operations

In addition, Ms. Soussloff will join the meetings as needed.

Ms. Soussloff also indicated that the leaders have requested an increase in compensation for the extra work that they will be undertaking through the end of SY 2022-2023.

-- Search for New Executive Director: Ms. Soussloff reported that Ms. Rosnick, in consultation with Jennifer Lindsay, is working to identify a search firm to start the hiring process for a new Executive Director for NCS. Once the search firm has been selected approval will be sought from the Board for their retention.

-- Message to Families: Ms. Soussloff reported that an email was sent to all NCS families to advise them of Lindsay Malanga's departure from NCS as Executive Director. No questions or comments have been received in response.

5. Finance Update

Ms. Rumph reported that updates on the financial health will resume at the March meeting. NCS is still projected to end SY 2022-2023 on budget and we are still monitoring student enrollment. Additionally, IRS Form 990 for the Tax Year ending on June 30, 2022 and proposed changes to the Fiscal Policies and Procedures Manual will be presented to the Board for approval at the March meeting.

6. Executive Session

A motion was made by Ms. Baker and seconded by Mr. Schneider to enter executive session to discuss the compensation request by the leaders involved in the Interim Reporting Structure for the additional work they are/will be performing through the end of SY 2022-2023 until a new Executive Director is hired. A motion was made by Mr. Schneider and seconded by Ms. Baker to exit executive session. No votes were taken in executive session.

7. Approvals

A motion was made by Mr. Schneider and seconded by Mr. Fennell to approve the per person stipend for leaders involved in the Interim Reporting Structure that was discussed in executive session which was unanimously approved.

A motion was made by Ms. Hubbell and seconded by Mr. Rendon to approve the retention of a search firm to hire a new Executive Director for NCS which was unanimously approved.

0. Adjournment

There being no further business, Mr. Schneider made a motion which was seconded by Mr. Rendon, to adjourn the meeting and the motion was unanimously approved. The meeting was adjourned at 7:26 pm.

Respectfully submitted,

Heidi Baker

I, Heidi Baker, the duly qualified Secretary of Neighborhood Charter Schools, a New York education corporation, do hereby certify that I reviewed these Minutes, and that the above is a true and complete copy of the Minutes of the meeting of the Board of Trustees of the said corporation held on February 15, 2023.

Dated: February 15, 2023

Neighborhood Charter Schools
Minutes of the Meeting of the Board Trustees
March 29, 2023

A regularly scheduled meeting of the Board of Trustees (the “Board”) of Neighborhood Charter Schools (the “Education Corporation” or “NCS”) was held on March 29th, 2023, at 691 St. Nicholas Avenue, New York, NY 10030, and via video. The meeting was called to order at 6:06 PM.

Trustees Present in Person:

Heidi Baker
Stephanie Hubbell
Patricia Soussloff

Trustees Present by Video:

Cliff Schneider
Walter Rendon
Wylie Fennell

Trustees Absent:

Justena Kavanagh
Gail Brousal
Everardo Jefferson

Others in Attendance:

Michelle Rumph
Michelle Santos
Alison Rosnick
Michael Renda
Nicholas Carton
Jennifer Manning
Johanna Gutierrez
Jermain Ottey

Six (6) of the nine (9) seated Trustees were in attendance in person or by video and present throughout the meeting, which constituted a quorum for the transaction of business at the meeting.

1. Welcome and Public Comment

Ms. Soussloff began the meeting and invited public comments. No comments were received.

0. President's Report

Ms. Soussloff reported that the search for a new Executive Director of NCS has begun and turned over the presentation to Ms. Rosnick to provide further details.

Ms. Rosnick announced that Edgility Consulting has been retained to lead the search and the position has been posted. This week the announcement of the search will be sent to all stakeholders and a survey will be promulgated to request their input on the qualities and values that they will want to see in the new Executive Director. Edgility will speak with, screen and set up initial interviews for the candidates with Ms. Soussloff and Mr. Schneider as Search Committee Co-Chairs, then the candidates will meet with the full Search Committee to narrow down the pool. The finalists will be brought to the schools the week after Spring Break to meet with stakeholders before the final decision is made by the Board of Trustees.

1. Executive Committee Report

-- Academics: Mr. Renda reported that NCS celebrated Black History Month in February. Mastery, the preparation program for the upcoming ELA and Math state exams began at the end of February with a day of Professional Development for the teachers and the soft launch of the ELA program. In the last two weeks students participated in dress rehearsals for both exams. Math mastery will be launched on April 3rd.

-- Enrollment: Ms. Santos reported that for SY 22-23 NCS is 10 students below the target number of 952 for the year due to families moving out of the city. There are 615 students out of the target of 627 in Harlem and 327 students out of the target of 325 in the Bronx. As to SY 23-24, Ms. Santos presented that the deadline for the lottery for admission is April 1st and that it will take place on April 10th. NCS has high quality applications for almost half of the seats in Kindergarten and has received over the number of expected applications for Gen Ed seats.

Ms. Manning advised that there are several applications for the ASD Program for both schools and that the numbers are better in the Bronx. Tours are being held weekly and interviews are taking place. Applicants have been invited to participate in the ASD parent support group to make them feel part of our school community. Finally, Ms. Manning mentioned that there are students that enter the ASD program after enrollment due to receiving their diagnosis once they are students at NCS.

-- PTO: Ms. Rosnick described the current PTO policy for 10-month employees as 7 days of PTO with up to 3 rollover days from the prior year's remaining balance. A significant number of staff have taken more time than allotted since the COVID pandemic began. She also stated that the NYC DOE allows 10 PTO days and proposed that in order to stay competitive NCS should match that number.

A motion was made by Ms. Hubbell and seconded by Ms. Baker to change the PTO Policy from 7 days of PTO with up to 3 rollover days from the prior year's remaining balance to 10 days of PTO with up to 2 rollover days from the prior year's remaining balance, which was unanimously approved.

-- Attendance: Ms. Santos stated that as of March 19th attendance is at 91.52%, which is lower than the target of 95%. Current reasons are illnesses that students are subjected to now that masks are no longer required.

-- Culture: Mr. Renda reported in Harlem that there was an incident that occurred off campus in March that led to suspensions for 10 students. In the Bronx, Mr. Carton reported that there was one student without an IEP in crisis behavior for whom data needed to be collected. A psychological evaluation has been scheduled for that student that will lead to an IEP.

2. Treasurer's Update

Mr. Rendon reviewed the year-to-date fiscal snapshot, updated on the progress of the FY24 Budget draft and presented a five-year forecast budget through 2028. He presented the completed IRS Form 990 for the Tax Year ending on June 30, 2022 with a change in the name of the Executive Director as well as the Fiscal Policies and Procedures Manual with a change in threshold approvals. Both items require Board approval. He discussed the Signature Bank fallout on March 13th and its takeover by Flagstar Bank and stated that these events that have not impacted NCS. He advised the Board that vendor CEBA Maintenance has informed NCS that they had not billed for the services they provided at Mt. Zion for 1 ¾ years, that the debt has been negotiated and will be cleared by June 30, 2023, and that NCS is looking for a new vendor to provide cleaning services.

Finally, Mr. Rendon reported that a meeting took place with the attorneys for Mt. Zion. They are open to entering a Surrender and Termination Agreement with NCS and that another school is interested in taking over the space for one year, which would potentially leave NCS responsible for two years of the lease. The payout would reduce the excess cash flow, and the rent expense would increase on the FY23 financials.

A motion was made by Ms. Baker and seconded by Ms. Hubbell to approve the completed IRS Form 990 for the Tax Year ending on June 30, 2022, with the change in the name of the Executive Director, which was unanimously approved.

A motion was made by Ms. Hubbell and seconded by Ms. Baker to approve the Fiscal Policies and Procedures Manual with the change in threshold approvals, which was unanimously approved.

3. Approval of Minutes

A motion was made by Ms. Baker and seconded by Ms. Hubbell to approve the minutes from the February 15, 2023 Board meeting and was unanimously approved.

0. Adjournment

There being no further business, Ms. Hubbell made a motion which was seconded by Ms. Baker, to adjourn the meeting and the motion was unanimously approved. The meeting was adjourned at 6:48 pm.

Respectfully submitted,

Heidi Baker

I, Heidi Baker, the duly qualified Secretary of Neighborhood Charter Schools, a New York education corporation, do hereby certify that I reviewed these Minutes, and that the above is a true and complete copy of the Minutes of the meeting of the Board of Trustees of the said corporation held on March 29, 2023.

Dated: March 29, 2023

Neighborhood Charter Schools
Minutes of the Meeting of the Board Trustees
April 26, 2023

A regularly scheduled meeting of the Board of Trustees (the “Board”) of Neighborhood Charter Schools (the “Education Corporation” or “NCS”) was held on April 26th, 2023, at 411 Waleas Avenue, Bronx, New York 10454, and via video. The meeting was called to order at 6:04 PM.

Trustees Present in Person:

Heidi Baker
Walter Rendon
Patricia Soussloff

Trustees Present by Video:

Wylie Fennell
Stephanie Hubbell

Cliff Schneider
Everardo Jefferson

Trustees Absent:
Justena Kavanagh

Others in Attendance:
Michelle Rumph
Michelle Santos
Alison Rosnick
Michael Renda
Nicholas Carton
Jennifer Manning

Seven (7) of the eight (8) seated Trustees were in attendance in person or by video and present throughout the meeting, which constituted a quorum for the transaction of business at the meeting.

1. Welcome and Public Comment

Ms. Soussloff began the meeting and invited public comments. No comments were received.

2. Approval of Minutes

Ms. Soussloff reminded the Board that Ms. Gail Brousal had resigned from the NCS Board of Trustees “at the end of the year” in Fall 2022. She clarified that Ms. Brousal’s resignation was effective December 2022 and not in June 2023 as was previously understood.

A motion was made by Mr. Schneider and seconded by Mr. Rendon to approve the minutes from the February 15, 2023 Board meeting with an amendment reflecting Ms. Brousal’s resignation as of December 2022 and was unanimously approved.

A motion was made by Mr. Schneider and seconded by Mr. Rendon to approve the minutes from the March 29, 2023 Board meeting with an amendment reflecting Ms. Brousal’s resignation as of December 2022 and was unanimously approved.

0. President’s Report

Ms. Soussloff reported on the progress of the Mt. Zion lease surrender. As of today a charter school that had expressed interest in leasing the Mt. Zion space for one year has decided not to pursue the option. NCS will move forward in finalizing and tendering its surrender agreement. NCS will be responsible for the rent owed for the 3 years remaining on the lease and will receive reimbursement if Mt. Zion locates a new tenant

for any portion of that time. The option of NCS retaining a broker to help Mt. Zion find a new tenant was discussed for the potential of obtaining some reimbursement on the cost of terminating the lease.

1. Executive Committee Report

-- Executive Director Search: Ms. Rosnick provided an update on the process of hiring a new Executive Director for NCS. The goal is to offer the position and fill it before July 1, 2023. Edgility Consulting has put together a selection of 10+ candidates for consideration by the Search Committee from resumes they have received. Most candidates have experience working in charter schools. Each candidate will do a video interview that will be followed by a telephone interview with a member of the search team at Edgility. The Search Committee will select semifinalists to interview via Zoom. The finalists will be selected by the next Board of Trustees meeting at the end of May.

As part of the search Edgility conducted a stakeholder survey about NCS and the Executive Director role. A discussion on the findings ensued.

-- Autism *Acceptance* Month: Ms. Manning explained that NCS has made the decision to celebrate “acceptance” instead of “awareness” based on the discussions taking place in the Autistic community and school lobbies were decorated with rainbows and infinity symbols to represent the full spectrum and diversity within autistic people. Spirit Week is being held this week, leaders have been going into K-2 classrooms as guests to read alouds of different books that promote the themes of acceptance, celebration, and understanding of differences and neurodiversity. Teachers have been using morning meetings and choice time to celebrate neurodiversity. In addition, Ms. Manning presented information on the subjects that are taught by grade in Social Club as part of the ASD program and on topics that have been addressed during the ASD Parent Support Group meetings.

-- Enrollment: Ms. Santos reported that the lottery for SY 23-24 took place on April 10. NCS is on track to fill all Gen Ed Kindergarten seats and is working to fill seats in the upper grades. There are 4 seats in the ASD program accepted for Kindergarten in Harlem and 6 seats in the Bronx, with more applications on the pipeline at both campuses.

2. Treasurer’s Update

Mr. Rendon reviewed the FY23 Budget that is now locked in for the year. Current liquidity and debt ratios are strong, representing a good financial standing. NCS has a projected 3.3 months/101 days of cash on hand, and we will continue to review expenses and update projections for potential savings and adjustments for the remainder of FY23. Next month’s financial report will include the Mt. Zion lease buyout assumptions. Finally, the proposed FY24 Budget will be presented to the Board for a first look and preapproval at the May meeting.

3. Board of Trustees Membership

Ms. Sousloff provided a reminder that we need 2 or 3 more people to join the NCS Board of Trustees to fill seats that are now open as a result of resignations.

4. Adjournment

There being no further business, Mr. Rendon made a motion which was seconded by Mr. Schneider, to adjourn the meeting and the motion was unanimously approved. The meeting was adjourned at 6:53 pm.

Respectfully submitted,

Heidi Baker

I, Heidi Baker, the duly qualified Secretary of Neighborhood Charter Schools, a New York education corporation, do hereby certify that I reviewed these Minutes, and that the above is a true and complete copy of the Minutes of the meeting of the Board of Trustees of the said corporation held on April 26, 2023.

Dated: April 26, 2023

Neighborhood Charter Schools Minutes of the Meeting of the Board Trustees May 31, 2023

A regularly scheduled meeting of the Board of Trustees (the “Board”) of Neighborhood Charter Schools (the “Education Corporation” or “NCS”) was held on May 31st, 2023, at 691 St. Nicholas Avenue, New York, New York 10030, and via video. The meeting was called to order at 6:07 PM.

Trustees Present in Person:

Heidi Baker
Justena Kavanagh
Walter Rendon
Patricia Soussloff

Trustees Present by Video:

Everardo Jefferson
Cliff Schneider

Trustees Absent:

Wylie Fennell
Stephanie Hubbell

Others in Attendance:

Nicholas Carton
Jennifer Manning
Michael Renda
Alison Rosnick
Michelle Rumph
Michelle Santos

Six (6) of the eight (8) seated Trustees were in attendance in person or by video and present throughout the meeting, which constituted a quorum for the transaction of business at the meeting.

1. Welcome and Public Comment

Ms. Soussloff began the meeting and invited public comments. No comments were received.

2. Approval of Minutes

A motion was made by Ms. Baker and seconded by Mr. Schneider to approve the minutes from the April 26, 2023 Board meeting and was unanimously approved.

0. President's Report

Ms. Soussloff discussed the preparation that will be taking place for the end of year Board of Trustees meeting in June that includes committee assignments and the distribution of the self-evaluation tool for Trustees to complete. The responses to the self-evaluation tool will also be provided to the Trustees for review and make changes as needed.

1. Executive Director Search

Ms. Rosnick provided an update on the process of hiring a new Executive Director for NCS. We are on track with the schedule set up for the search, having just wrapped up interviews with the semifinalists. The Search Committee met with a really strong group of candidates and earlier today narrowed down the pool to three, potentially four finalists. Interviews with the chosen finalists are scheduled for next week on Tuesday, Wednesday and Thursday and will include a time for each to meet with the Board of Trustees. Each finalist will visit the schools in Harlem and the Bronx and speak with six groups of stakeholders during the day. The school portion will end by 3:00 or 4:00 pm, then they will meet with the Trustees between 6:00 and 7:30 pm via Zoom. Parent meetings with a different finalist will take place on Zoom at the same time as the Trustees meet with the finalist that toured the schools earlier in the day.

For their meetings with the Trustees, the finalists have been asked to put together a presentation with their vision and strategy for NCS for the next year using high level data that has been provided to them. The meetings will be led by Edgility. Information on the finalists will be distributed to the Trustees by tomorrow.

A motion was made by Ms. Kavanagh and seconded by Mr. Jefferson to give authority to Ms. Soussloff and Mr. Schneider to extend and negotiate an offer for the position of Executive Director of NCS to the chosen finalist within the salary range posted for the job and was unanimously approved.

2. Mt. Zion

Ms. Soussloff reported that we are still waiting to hear from Mt. Zion's attorneys on the proposed lease surrender, in which NCS will be responsible for the rent owed for the 3 years remaining on the lease and will be surrendering all rights and not retaining any obligations to the property. The option of NCS retaining a broker to help Mt. Zion find a new tenant was discussed for the potential of obtaining some reimbursement on the cost of terminating the lease.

3. Executive Committee Report

-- Staff Appreciation Week: Ms. Santos provided a description of the events that took place at NCS to celebrate the staff. These included food trucks, a barista serving specialty coffee, dress down days, and gift card raffles. Scholars wrote thank you notes. The Parent Association in Harlem provided tumblers, a gift card and a scratch off to win 2 hours of PTO and in the Bronx they provided pastries, fruit platters and thank you cards.

-- Computer Based Testing: Mr. Renda and Mr. Carton reported that NCS was selected by NYS to conduct a field test in grade 6 Math at Harlem and grade 3 ELA at the Bronx. NYS conducts the field tests to assess how scholars will perform on practice questions that have the potential to show up on future NYS assessments. The field tests were conducted on the computer earlier today and showed that there is a need to infuse technology into the curriculum. Next year NYS is mandating that the tests for 5th and 8th grades be administered on the computer. NCS is planning for all grades to take them on computers because there is greater leeway on when to conduct them and allows for an easier access to some IEP mandated accommodations such as question reading, where the administration can select that option for an individual scholar and provide the scholar with headphones, then the scholar will be able to click on the questions and have them read by the computer as often as they need it.

4. Treasurer's Update

Mr. Rendon provided a year-to-date fiscal snapshot of FY22-23 and then presented the FY23-24 Draft Budget to the Board for review, stating that the final version will be presented at the June meeting for approval. It shows an increase of 4.05% in the

Per-Pupil Rate (\$18,340 per student) and accounts for staffing increases in network and total number of staff with additional expenditures related to the incoming 5th grade for the Bronx campus. A further discussion on the projected numbers and future considerations ensued.

5. Adjournment

There being no further business, Ms. Kavanagh made a motion which was seconded by Mr. Rendon, to adjourn the meeting and the motion was unanimously approved. The meeting was adjourned at 6:49 pm.

Respectfully submitted,

Heidi Baker

I, Heidi Baker, the duly qualified Secretary of Neighborhood Charter Schools, a New York education corporation, do hereby certify that I reviewed these Minutes, and that the above is a true and complete copy of the Minutes of the meeting of the Board of Trustees of the said corporation held on May 31, 2023.

Dated: May 31, 2023

Neighborhood Charter Schools Minutes of the Meeting of the Board Trustees June 28, 2023

A regularly scheduled meeting of the Board of Trustees (the “Board”) of Neighborhood Charter Schools (the “Education Corporation” or “NCS”) was held on June 28, 2023, at 411 Wales Avenue, Bronx, New York 10454, and via video. The meeting was called to order at 6:09 PM.

Trustees Present in Person:

Heidi Baker
Stephanie Hubbell
Justena Kavanagh
Walter Rendon
Patricia Soussloff

Trustees Present by Video:

Cliff Schneider

Trustees Absent:

Wylie Fennell
Everardo Jefferson

Others in Attendance:

Nicholas Carton
Monique Granados
Jennifer Manning
Jermaine Ottey
Michael Renda
Michelle Rumph
Michelle Santos

Six (6) of the eight (8) seated Trustees were in attendance in person or by video and present throughout the meeting, which constituted a quorum for the transaction of business at the meeting.

1. Welcome and Public Comment

Ms. Soussloff began the meeting and invited public comments. No comments were received.

2. Approval of Minutes

A motion was made by Mr. Schneider and seconded by Ms. Hubbell to approve the minutes from the May 31, 2023 Board meeting and was unanimously approved.

0. President's Report

Ms. Soussloff reported that NCS signed the contract to surrender the lease to the Mt. Zion building today. There are fire violations from 2015 involving the boiler that NCS inherited and will need to clear before the surrender takes place. NCS replaced the boiler during its tenancy, the process to close out the violations is being investigated. Final payment on the lease surrender will be made when NCS is instructed by its attorneys.

1. Executive Director Search

Ms. Soussloff announced that the Board of Trustees has appointed Daniel McCormick as the new Executive Director for NCS. He will begin in the position on July 17, 2023.

2. Nominating and Governance Committee**a. Election of Trustees**

Ms. Soussloff's and Mr. Jefferson's terms are set to expire this year. A motion was made by Ms. Baker and seconded by Ms. Kavanagh to re-elect Ms. Soussloff and Mr. Jefferson for a new three (3) year term, expiring at the June 2026 annual meeting and was unanimously approved.

b. Election of Officers and Committee Members

- i. Slate of Officers
 - President/Chair- Ms. Soussloff
 - Vice President- Mr. Schneider
 - Treasurer- Mr. Rendon
 - Secretary- Ms. Baker
- ii. Committee Members and Chairs
 - Finance: Chaired by Mr. Rendon; Ms. Soussloff, Mr. Fennell and Ms. Baker, Members.
 - Accountability: Chaired by Ms. Hubbell; Ms. Kavanagh and Ms. Baker, Members.
 - Governance: Chaired by Ms. Soussloff; Mr. Jefferson, Mr. Rendon and Ms. Hubbell, Members.
 - Evaluation: Chaired by Mr. Schneider; Ms. Soussloff, Member.
 - Community Outreach Task Force: Chair TBD; Ms. Kavanagh, Ms. Soussloff and Ms. Baker, Members.

A motion was made by Ms. Baker and seconded by Ms. Hubbell to approve the slate of officers and committees and was unanimously approved.

c. Board of Trustees Self Evaluation

Ms. Soussloff referred to the responses of the Board Self Evaluation and the implementation of the actionable items that have been identified by the Trustees. In order to make progress on them she proposed selecting a half dozen items to focus on for the first half of the year then switching midyear to another set of items from the list. A discussion ensued.

3. NCS Employee Handbook

Mr. Ottey presented the following proposed changes to the NCS Employee Handbook to become effective starting in SY23-24:

- a. Full-time employees are eligible for bereavement leave upon hire;
- b. Remove the last two weeks of the academic year as critical dates;
- c. Pregnancy Loss Policy- All eligible employees affected by pregnancy loss are eligible to receive up to a maximum of ten (10) days of full paid leave;
- d. Parental Leave Policy- Up to twelve (12) total weeks of fully paid leave for the employee per one (1) year period beginning on the date of the child's birth or the placement of the child in your home; and
- e. Bereavement Policy-
 - i. Employees are eligible to take up to five (5) consecutive days of bereavement leave for their parent, child (biological, adopted, foster child, step child, legal ward, child of an employee standing in place of a parent), grandparents, sibling, spouse, domestic partner, stepchild, stepparent, mother/father-in-law, brother/sister in law, son/daughter in law.

- ii. Employees are eligible to take up to two (2) consecutive days to attend the funeral of the uncle, aunt, niece, nephew, first cousin.
- iii. A staff member may make a request to their immediate supervisor (and in Paylocity) to use their Paid Time Off (PTO) allowance for the death of family members or friends not covered by this policy, or if the staff member needs additional days off in excess of the time allowances outlined above due to the death of a family member covered by this policy.

A motion was made by Ms. Hubbell and seconded by Mr. Rendon to approve the changes to NCS Employee Handbook to become effected starting in SY23-24 as outlined above and was unanimously approved.

4. Executive Committee Report

-- Mt. Zion- Ms. Santos reported that NCS has been granted additional time to move out of the building and to remove the wall on the first floor gymnasium area and the ceiling tiles, a project that was requested by Mt. Zion as part of the lease surrender.

-- Enrollment- Ms. Santos noted that NCS is at about 95% enrollment for SY23-24 with the enrollment teams continuing to fill the remaining seats.

-- Class of 2023- Mr. Renda reported that 80% of this year's 8th graders were accepted into one of their top 3 choices for high school. There were many more students that applied and were accepted into independent and private high schools and received scholarships than in previous years.

-- Staffing for SY23-24- Mr. Renda reported that almost all elementary and most middle school staff will be returning in the Fall. In Harlem, an offer of employment was made for the position of 3rd-5th Grade Director, however the K-2nd Grade Director position remains open. There will be a new Middle School Principal and Ms. Cepeda will stay as Middle School Director.

Mr. Carton stated that the Bronx is fully hired except for one teacher, a position that opened up due to a move out of the area. The K-2nd Grade Director position will be filled by Ms. Larkin and the 3rd-5th Grade Director position will be filled by Ms. Young.

5. Treasurer's Update

Mr. Rendon provided a financial summary of FY22-23 and the FY23-24 Budget. NCS is ending FY22-23 with 2.9 months/89 days of projected cash on hand in the sum of approximately \$7.9 Million despite an overage in expense due to increases in facility and rent expense from the Mt. Zion lease surrender. Mr. Rendon then presented the FY23-24 Budget for Board approval. It is based on a projected enrollment of 952 students, 620 in Harlem and 400 in the Bronx. NCS is projecting an increased revenue of \$36 Million that is due to several factors, including the addition of a new grade in the Bronx campus, the confirmed increase of 4.05% in the Per-Pupil Rate (\$18,340 per student) and higher

Per-Pupil Rates for Special Education and ASD. Projected expenses account for additional incurred expenditures related to the incoming 5th grade for the Bronx campus, an annual salary increase for staff and a one-time salary increase for 7+ year tenure NCS employees as well as the end of the temporary space lease by NCSH with Mt. Zion.

Ms. Baker made a motion and seconded by Ms. Hubbell to approve the FY 2024 Budget and was unanimously approved.

Finally, Mr. Rendon informed the Board that the multiyear projected budget will be discussed at the next meeting.

6. Adjournment

There being no further business, Ms. Hubbell made a motion which was seconded by Ms. Kavanagh, to adjourn the meeting and the motion was unanimously approved. The meeting was adjourned at 7:08 pm.

Respectfully submitted,

Heidi Baker

I, Heidi Baker, the duly qualified Secretary of Neighborhood Charter Schools, a New York education corporation, do hereby certify that I reviewed these Minutes, and that the above is a true and complete copy of the Minutes of the meeting of the Board of Trustees of the said corporation held on June 28, 2023.

Dated: June 28, 2023

In-School Leadership

Title	Supervisor's title
Head of Schools	Executive Director
ES Director	Head of Schools
MS Director	Head of Schools
MS Assistant Principal of Culture	ES Director

Operations and School Support

Title	Supervisor's title
Director of Operations	Head of Schools
Assistant Director of Operations	Director of Operations
Operations Manager	Director of Operations
Operations Associate	Director of Operations
Operations Associate	Director of Operations
Cafeteria/School Foods Worker	Director of Operations
School Support Associate	Director of Operations

Coordinators and Deans

Title	Supervisor's title
ES Dean	ES Director
MS Dean (2)	MS Director
ES SPED Coordinator (2)	ES Director
MS SPED Coordinator	MS Director

ES Special/Assistant Teachers

Title	Supervisor's title
Assistant Teacher (2)	ES Director
Science Teacher (6)	ES Director
ES Dance Teacher	ES Director
ES Art Teacher	ES Director
ES Physical Education Teacher	ES Director
ES Flex Teacher	ES Director

Related Services and BRIDGE Program

Title	Supervisor's title
Speech Pathologist	Related Services Program Director
Speech Pathologist	Related Services Program Director
Speech Pathologist	Related Services Program Director

Speech Pathologist	Related Services Program Director
Speech Pathologist	Related Services Program Director
BRIDGE Teacher: K-5	ES Director
BRIDGE Teacher: K-5	ES Director
BRIDGE Teacher ELA: 6-8	MS Director
BRIDGE Teacher Math: 6-8	MS Director
Elementary School Counselor	ES Director
Middle School School Counselor	MS Director
ELL Teacher	Director of Special Populations
K-8 Social Worker and High School Placement	Head of Schools

Kindergarten

Title	Supervisor's title
Kindergarten Teachers (6 teachers)	ES Director

1st Grade

Title	Supervisor's title
1st Grade Teachers (6 teachers)	ES Director

2nd Grade

Title	Supervisor's title
2nd Grade Teachers (6 Teachers)	ES Director

3rd Grade

Title	Supervisor's title
3rd Grade Teachers (6 Teachers)	ES Director

4th Grade

Title	Supervisor's title
4th Grade Teachers (6 Teachers)	ES Director

5th Grade

Title	Supervisor's title
5th Grade Teachers (6 Teachers)	ES Director

ELA Department

Title	Supervisor's title
6th Grade ELA Teacher (2)	MS Director
7th Grade ELA Teacher (2)	MS Director

8th Grade ELA Teacher (2)

MS Director

Math Department

Title

6th Grade Math Teacher (2)

7th Grade Math Teacher (2)

8th Grade Math Teacher (2)

Supervisor's title

MS Director

MS Director

MS Director

Science Department

Title

6th Grade Science Teacher (2)

7th Grade Science Teacher (2)

8th Grade Science Teacher (2)

Supervisor's title

MS Director

MS Director

MS Director

History Department

Title

6th Grade History Teacher (2)

7th Grade History Teacher (2)

8th Grade History Teacher (2)

Supervisor's title

MS Director

MS Director

MS Director

MS Specials

Title

MS PE Teacher

MS Spanish

MS Dance Teacher

Supervisor's title

MS Director

MS Director

MS Director

Network Leadership

Title	Supervisor's title
Executive Director	Board of Trustees
Director of Special populations	Executive Director
Director of Science/History	Executive Director
Science Coordinator	Director of Curriculum Science & History
Director of ELA	Executive Director
ES ELA Coordinator (2)	Director of Curriculum ELA
MS ELA Coordinator	Director of Curriculum ELA
Director of Math	Executive Director
ES Math Coordinator (2)	Director of Math Curriculum
MS Math Coordinator	Director of Math Curriculum
Director of Finance	Executive Director
Managing Director of Operations	Executive Director
Director of Facilities	Managing Director of Operations
Director of IT	Managing Director of Operations
Director of Talent and Human Resources	Executive Director
Talent Associate (2)	Director of Talent and Human Resources
HR Manager	Director of Talent and Human Resources
Sr. Director of Human Resources	Director of Talent and Human Resources
Related Services Program Director	Director of Special populations
School Behavior Psychologist	Director of Special populations
Tech Associate	Director of IT
Finance Associate	Director of Finance
Senoir Director of Special Projects	Executive Director



NEIGHBORHOOD CHARTER SCHOOLS | 2023-2024 INSTRUCTIONAL CALENDAR

Final Calendar: Updated June 8, 2023; Total Days of School: 185 Days

4: Independence Day

JULY '23						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

JANUARY '24						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

1: New Year's Day (School Closed)
2: In-Person Staff PD Day (School Closed for Students)
15: MLK Jr. Day (School Closed)
29: End of Quarter 2
29-31: Parent/Teacher Conferences

Total School Days: 20

7: New Leader PD
8-9: Leadership PD
14-15: New Teacher PD
16-25: All Staff PD
23-24: Family Orientations
28: First Day of School (½ Day)
29: Second Day of School (½ Day)
30-31: Half-Day for Kindergarten Only

AUGUST '23						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Total School Days: 4

FEBRUARY '24						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

1-2: Parent/Teacher Conferences (2nd is a ½ Day for Students)
19: Presidents' Day (School Closed)
20-23: Mid-Winter Recess (School Closed)

Total School Days: 16

1: Half-Day for Kindergarten Only
4: Labor Day (School Closed)
21: Back to School/Curriculum Night
25: Yom Kippur (School Closed)

SEPTEMBER '23						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Total School Days: 19

MARCH '24						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

4: In-Person Staff PD Day (½ Day for Students)
29: Good Friday (School Closed)
29: End of Quarter 3

Total School Days: 20

9: Indigenous Peoples' Day (School Closed)
16: In-Person Staff PD Day (Half Day for Students)

OCTOBER '23						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Total School Days: 20

APRIL '24						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

1: Virtual Staff PD Day (School Closed for Students)
8-9: NYS ELA Exam (Grades 3-8)
10: Eid-al Fitr (School Closed)
15-19: Spring Recess (School Closed)
22-26: Parent/Teacher Conferences (26th is a ½ Day for Students)
25: NYS Science Exam (Grade 5)

Total School Days: 15

3: End of Quarter 1
7: Election Day Virtual Staff PD (School Closed for Students)
10: Veterans Day Observed (School Closed)
13-17: Parent/Teacher Conferences (17th is a ½ Day for Students)
22-24: Thanksgiving Recess (School Closed)

NOVEMBER '23						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Total School Days: 17

MAY '24						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

14-15: NYS Math Exam (Grades 3-8)
27: Memorial Day (School Closed)

Total School Days: 22

6: Half-Day
13: Half-Day
21: Half-Day
22-29: Winter Recess (School Closed)

DECEMBER '23						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Total School Days: 15

JUNE '24						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

14: End of Quarter 4
19: Juneteenth (School Closed)
24-26: Half Days of School
26: Last Day of School

*Science Regents will take place during this month

Total School Days: 17



FIRE DEPARTMENT

9 METROTECH CENTER BROOKLYN, N.Y. 11201-3857

BUREAU OF FIRE PREVENTION

Public Buildings Unit

DATE: 12.01.2022.

PREMISES

Neighborhood Charter School
691 Saint Nicholas Avenue
New York NY 10030

Neighborhood Charter School
691 Saint Nicholas Avenue
New York NY 10030

To Whom It May Concern:

The New York City Fire Department ("FDNY"), Bureau of Fire Prevention, Public Buildings Unit conducted an inspection of the above-referenced premises on **11.21.2022**.

~~XXX~~ The inspection did not reveal any violations that FDNY's Public Buildings Unit is authorized to inspect and enforce.

_____ The inspection resulted in issuance of violations of the Fire Code or other laws, rules or regulations that FDNY's Public Buildings Unit is authorized to inspect and enforce.

_____ As of XXXXXX documents were submitted to FDNY as proof of correction, and such correction was deemed acceptable to FDNY

_____ The inspection, and a review of premises records, has disclosed that the premises may not be in compliance with the lawful occupancy established by the New York City Department of Buildings.

This letter shall not be construed to be a permit for, or an approval of the premises. FDNY does not certify that the premises is free from any violation for which it has not inspected, in accordance with its standard inspection protocols. This letter shall not prevent FDNY from inspecting the premises at a later date, requiring the correction of any deficiencies its finds at the premises, and/or issuing violations against the premises for conditions that do not comply with the Fire Code or other laws, rules or regulations.

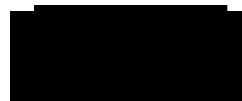
Examined by: _____
Tomasz Korbas, Supervising Inspector, PBU

Certificate of Occupancy

CO Number: 122239434F

This certifies that the premises described herein conforms substantially to the approved plans and specifications and to the requirements of all applicable laws, rules and regulations for the uses and occupancies specified. No change of use or occupancy shall be made unless a new Certificate of Occupancy is issued. *This document or a copy shall be available for inspection at the building at all reasonable times.*

A.	Borough: Manhattan	Block Number: 02050	Certificate Type: Final
	Address: 691 ST. NICHOLAS AVENUE	Lot Number(s): 136	Effective Date: 04/09/2020
	Building Identification Number (BIN): 1090559	Building Type: New	
This building is subject to this Building Code:			
<i>For zoning lot metes & bounds, please see BISWeb.</i>			
B.	Construction classification:	1-B	(2014/2008 Code)
	Building Occupancy Group classification:	E	(2014/2008 Code)
	Multiple Dwelling Law Classification:	HAEA	
	No. of stories: 6	Height in feet: 80	No. of dwelling units: 0
C.	Fire Protection Equipment: Standpipe system, Fire alarm system, Sprinkler system		
D.	Type and number of open spaces: None associated with this filing.		
E.	This Certificate is issued with the following legal limitations: None		
Borough Comments: None			



Borough Commissioner



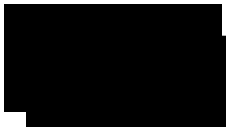
Commissioner

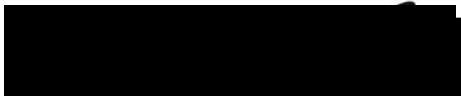
DOCUMENT CONTINUES ON NEXT PAGE

Certificate of Occupancy

CO Number: 122239434F

Permissible Use and Occupancy						
All Building Code occupancy group designations below are 2008 designations.						
Floor From To	Maximum persons permitted	Live load lbs per sq. ft.	Building Code occupancy group	Dwelling or Rooming Units	Zoning use group	Description of use
001	5	OG	S-2 U		3B	TELECOMMUNICATION ROOM, WATER METER ROOM, FIRE PUMP ROOM, ELECTRICAL ROOM, DETENTION TANK ACCESS AREA, REFUSE ROOM AND BICYCLE ROOM
001	46	OG	E B		3A, 3B	SCHOOL CLASSROOM, OFFICES, CONFERENCE ROOMS, NURSE'S OFFICE AND LOBBY
002	226	100	A-3 E		3A, 3B	CAFETERIA
002	29	100	E		3A	SERVING/WARMUP KITCHEN ACCESSORY TO SCHOOL & MULTI PURPOSE ROOM
003	122	100	E B S-2		3A, 3B	SCHOOL CLASSROOM, OFFICES, JANITORS CLOSET, TELECOMMUNICATION ROOM AND RPZ METER ROOM
003	245	100	A-3		3A	GYMNAISUM
004	125	100	E B S-2		3A, 3B	SCHOOL CLASSROOMS, OFFICES, AND JANITOR'S CLOSET
005	293	100	E B S-2		3A, 3B	SCHOOL CLASSROOMS, OFFICES AND JANITOR'S CLOSET
006	247	100	E B S-2		3A, 3B	SCHOOL CLASSROOMS, OFFICES AND JANITOR'S CLOSET
ROF		100	U		3B	ELEVATOR MACHINE ROOM, STAIR BULKHEAD
ZONING LOT EXHIBITS I & III HAVE BEEN FILED AND RECORDED WITH THE DEPARTMENT OF FINANCE UNDER CRFN #S 2016000380161 AND 2016000380162 RESPECTIVELY.						
END OF SECTION						


Borough Commissioner


Commissioner

END OF DOCUMENT

122239434/000 4/9/2020 12:02:03 PM