

Application: Riverhead Charter School

Raymond Ankrum - rankrum@rcsli.org
2022-2023 Annual Report

Summary

ID: 0000000250

Last submitted: Oct 31 2023 05:19 PM (EDT)

Labels: Board of Regents

Entry 1 School Info and Cover Page

Completed - Jul 26 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)

RIVERHEAD CHARTER SCHOOL 800000036919

a1. Popular School Name

RCS

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?

Yes

c1. Name of Union

Select the name of the Union representing your school?

United Federation of Teachers

c2. Date Unionized

Jul 1 2009

d. DISTRICT / CSD OF LOCATION

RIVERHEAD CSD

e. Date of Approved Initial Charter

Jul 1 2009

f. Date School First Opened for Instruction

Sep 4 2001

g. Approved School Mission and Key Design Elements

(Regents, NYCDOE and Buffalo BOE authorized schools only)

Mission: Our mission is to inspire today's learners to become tomorrow's leaders by setting high academic standards, promoting solution orientated thinking, and embracing the cultural diversity of our community.

Key Design:

Focus on quality of instruction based on individual student needs

- High expectations
 - A uniquely affirming and supportive school culture
 - Deep linkages to the surrounding community
 - Integration of technology within classrooms
 - Continuous development of staff
-

h. School Website Address

www.riverheadcharterschool.org

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

947

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

825

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:

k
1
2
3
4
5
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10
11
12

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?

	Yes, 2 sites
--	--------------

School Site 1 (Primary)

m1. SCHOOL SITES

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

	Physical Address	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	3685 Middle Country Rd. Calverton, NY 11933	631-359-5800	Riverhead	K-8	K-8	No

m1a. Please provide the contact information for Site 1.

	Name	Title	Work Phone	Alternate Phone	Email Address
School Leader	Raymond Ankrum	Superintendent	347-443-0535		rankrum@rcsli.org
Operational Leader	Nicola Graham	CFO	631-275-9216		ngraham@rcsli.org
Compliance Contact	Nick Timpone	Dir. K-12 Academics	201-615-5376		ntimpone@rcsli.org
Complaint Contact	Samantha Camillery	K-6 Co-principal	631-379-2846		scamillery@rcsli.org
DASA Coordinator	Dr. Patrick McKinney	HS Principal	631-880-0605		pmckinney@rcsli.org
Phone Contact for After Hours Emergencies	Raymond Ankrum	Superintendent	347-443-0535		rankrum@rcsli.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)

[Certificate of Occupancy ES MS ADMIN.jpg](#)

Filename: Certificate of Occupancy ES MS ADMIN.jpg **Size:** 191.2 kB

Site 1 Fire Inspection Report

This is required, marked optional for administrative purposes.

[ADMIN ES MS Fire Inspection Report.pdf](#)

Filename: ADMIN ES MS Fire Inspection Report.pdf **Size:** 6.6 MB

School Site 2

m2. SCHOOL SITES

Please provide information on Site 2 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 2	5117 A. Sound Ave. Riverhead, NY 11901	631-880-0605	Riverhead	9-11	9-12	no

m2a. Please provide the contact information for Site 2.

	Name	Title	Work Phone	Alternate Phone	Email Address
School Leader	Patrick McKinney	Principal	631-880-0605		pmckinney@rcsli.org
Operational Leader	Nicola Graham	CFO	631-275-9216		ngraham@rcsli.org
Compliance Contact	Magda Talik	Admin Asst	347-564-3307		mtalik@rcsli.org
Complaint Contact	Raymond Ankrum	Superintendent	347-443-0535		rankrum@rcsli.org
DASA Coordinator	Terrell Dozier	School Counselor	631-678-2327		tdozier@rcsli.org
Phone Contact for After Hours Emergencies	Raymond Ankrum	Superintendent	347-443-0535		rankrum@rcsli.org

m2b. Is site 2 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 2 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)

[Certificate of Occupancy ES MS ADMIN.jpg](#)

Filename: Certificate of Occupancy ES MS ADMIN.jpg **Size:** 191.2 kB

Site 2 Fire Inspection Report

This is required, marked optional for administrative purposes.

[ADMIN ES MS Fire Inspection Report.pdf](#)

Filename: ADMIN ES MS Fire Inspection Report.pdf **Size:** 6.6 MB

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	Raymond Ankrum
Position	Superintendent
Phone/Extension	347-443-0535
Email	rankrum@rcsli.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.

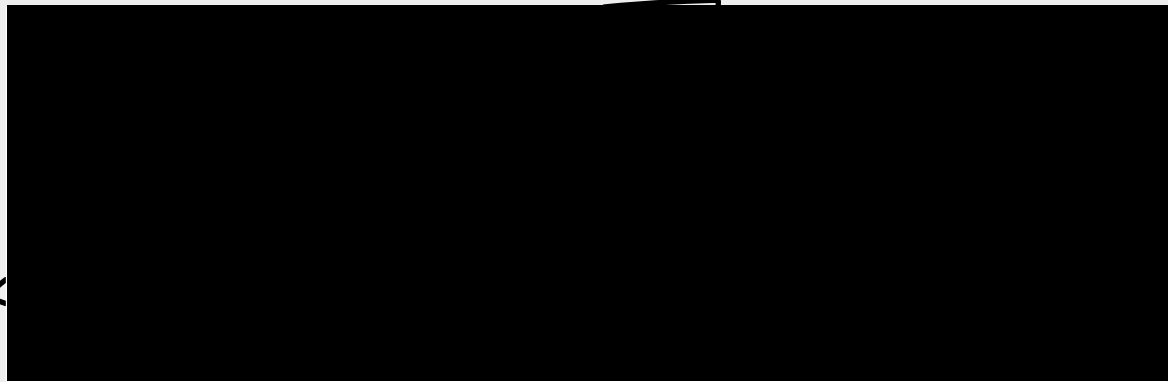
Responses Selected:

Yes

Signature, Head of Charter School

A large black rectangular redaction box covers the signature of the Head of Charter School. A thin black line extends from the right side of the box, and a small curved line is visible on the left side.

Signature, President of the Board of Trustees

A large black rectangular redaction box covers the signature of the President of the Board of Trustees. A small black mark is visible on the left side of the box.

Date

Jul 26 2023



Thank you.

Entry 2 Links to Critical Documents on School Website

Completed - Jul 28 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: Riverhead Charter School

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://www.riverheadcharterschool.org/about-us/annual-audit-report/
2. Board meeting notices, agendas and documents	https://www.riverheadcharterschool.org/about-us/board-of-trustees/
3. New York State School Report Card	https://data.nysed.gov/essa.php?year=2022&instid=800000036919
4. Authorizer-approved DASA Policy and NYSED-Approved School Discipline Policy (For Regents, NYCDOE, and Buffalo BOE-Authorized Charter Schools ONLY)	https://www.riverheadcharterschool.org/wp-content/uploads/2020/07/DASA-policies.pdf
5. District-wide safety plan, not a building level safety plan (as per the September 2021 Emergency Response Plan Memo	https://www.riverheadcharterschool.org/wp-content/uploads/2022/10/RCS-K-12-Emergency-Plan-22-23-1.pdf
6. Authorizer-approved FOIL Policy	https://www.riverheadcharterschool.org/contact/
7. Subject matter list of FOIL records. (Example: See NYSED Subject Matter List)	https://www.riverheadcharterschool.org/wp-content/uploads/2020/07/FOIL.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	Exceed overall proficiency rates of local district on NYS ELA assessment	NYS 3-8 Assessment	Met	N/A
Academic Goal 2	Exceed overall proficiency rates of local district on NYS Math assessment	NYS 3-8 Assessment	Met	N/A
Academic Goal 3	Exceed overall proficiency rates of ELL students across local district on NYS assessment	NYS 3-8 Assessment	Met	N/A
Academic Goal 4	Exceed overall proficiency rates of SWD students across local district on NYS assessment	NYS 3-8 Assessment	Met	
Academic Goal 5	Students will meet/exceed 90% growth using i-Ready Diagnostic Assessments across grades 3-9	i-Ready	Met	
Academic Goal 6				
Academic Goal 7				
Academic Goal 8				
Academic Goal 9				

Academic Goal 10				
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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	1. Academic Excellence: Fostering a culture of high academic standards and ensuring students receive a quality education that prepares them for college, careers, and lifelong learning.	<p>1. **Define SMART Goals:** First, clearly define your SMART goals. Ensure that each goal is specific, measurable, achievable, relevant, and time-bound. The goal should explicitly state what is to be achieved, how it will be measured, when it will be accomplished, and who is responsible for it.</p> <p>2. **Establish Baselines:** Identify where you are starting from in relation to your goal. This will be your baseline data.</p> <p>3. **Identify Key Performance Indicators (KPIs):** Determine what metrics or KPIs you will use to measure the progress towards each goal. These should align closely with your goals and</p>	Met	

be quantifiable.

4. **Create a Tracking System:**
Develop a system to track progress towards each SMART goal. This could be a spreadsheet, a software platform, or another tool that allows you to input data regularly and visualize your progress.

5. **Regularly Collect and Input Data:**
On a regular basis (which may vary depending on the nature of the goal), collect and input data on your KPIs into your tracking system.

6. **Analyze Data:**
Regularly review the data to assess progress towards each goal. Look for trends and patterns. Are you on track to achieve your goal by your target date? If not, why not?

7. **Adjust Strategies:** If your data analysis shows that you are not on track to meet your goal, adjust your strategies

		<p>accordingly. This could involve changing your tactics, allocating more resources, or adjusting the goal itself if it is proving unachievable.</p> <p>8. **Communicate Progress:** Regularly communicate progress towards SMART goals to all relevant stakeholders. This can help maintain accountability, motivate continued effort, and solicit input on how to overcome any challenges that are impeding progress.</p> <p>9. **Review and Refine:** Once a SMART goal has been achieved, or the timeframe for achieving it has elapsed, review the process. What worked well? What didn't? Use these insights to refine future goal-setting and measurement processes.</p>		
Org Goal 2	2. 21st Century Skills: Equipping students with the knowledge, skills,	1. **Define SMART Goals:** First, clearly define your SMART goals. Ensure that	Met	

and competencies required for success in the modern world, including critical thinking, problem-solving, collaboration, creativity, and technological literacy.

each goal is specific, measurable, achievable, relevant, and time-bound. The goal should explicitly state what is to be achieved, how it will be measured, when it will be accomplished, and who is responsible for it.

2. ****Establish Baselines:**** Identify where you are starting from in relation to your goal. This will be your baseline data.

3. ****Identify Key Performance Indicators (KPIs):**** Determine what metrics or KPIs you will use to measure the progress towards each goal. These should align closely with your goals and be quantifiable.

4. ****Create a Tracking System:**** Develop a system to track progress towards each SMART goal. This could be a spreadsheet, a software platform, or another tool that allows you to input data regularly and visualize your

progress.

5. ****Regularly Collect and Input Data:****

On a regular basis (which may vary depending on the nature of the goal), collect and input data on your KPIs into your tracking system.

6. ****Analyze Data:****

Regularly review the data to assess progress towards each goal. Look for trends and patterns. Are you on track to achieve your goal by your target date? If not, why not?

7. ****Adjust**

Strategies:** If your data analysis shows that you are not on track to meet your goal, adjust your strategies accordingly. This could involve changing your tactics, allocating more resources, or adjusting the goal itself if it is proving unachievable.

8. ****Communicate Progress:****

Regularly communicate progress towards SMART goals to all

		<p>relevant stakeholders. This can help maintain accountability, motivate continued effort, and solicit input on how to overcome any challenges that are impeding progress.</p> <p>9. Review and Refine: Once a SMART goal has been achieved, or the timeframe for achieving it has elapsed, review the process. What worked well? What didn't? Use these insights to refine future goal-setting and measurement processes.</p>		
Org Goal 3	<p>3. Community Engagement: Actively involving parents, families, and the broader community in the education process, fostering strong partnerships to support student success and well-being.</p>	<p>1. Define SMART Goals: First, clearly define your SMART goals. Ensure that each goal is specific, measurable, achievable, relevant, and time-bound. The goal should explicitly state what is to be achieved, how it will be measured, when it will be accomplished, and who is responsible for it.</p> <p>2. Establish Baselines: Identify where you are</p>	Partially Met	<p>Community Engagement Plan for Riverhead Charter School</p> <p>Objective: Actively involve parents, families, and the broader community in the education process, fostering strong partnerships to support student success and well-being.</p> <p>1. Parent and Family Workshops: a. Conduct regular workshops and</p>

starting from in relation to your goal. This will be your baseline data.

3. ****Identify Key Performance Indicators (KPIs):****
Determine what metrics or KPIs you will use to measure the progress towards each goal. These should align closely with your goals and be quantifiable.

4. ****Create a Tracking System:****
Develop a system to track progress towards each SMART goal. This could be a spreadsheet, a software platform, or another tool that allows you to input data regularly and visualize your progress.

5. ****Regularly Collect and Input Data:****
On a regular basis (which may vary depending on the nature of the goal), collect and input data on your KPIs into your tracking system.

6. ****Analyze Data:****
Regularly review the data to assess

informational sessions for parents and families on topics such as effective parenting strategies, understanding the school curriculum, supporting homework completion, and promoting student well-being.

b. Collaborate with local organizations, educational experts, and community members to deliver these workshops.

c. Offer sessions in multiple languages to ensure inclusivity and accessibility for all families.

2. Parent-Teacher Association (PTA):
a. Establish an active and engaged PTA that encourages parents and guardians to participate in school-related activities and decision-making processes.

b. Organize regular PTA meetings to discuss key educational topics, foster communication between parents and teachers, and address concerns.
c. Collaborate with

progress towards each goal. Look for trends and patterns. Are you on track to achieve your goal by your target date? If not, why not?

7. ****Adjust Strategies:**** If your data analysis shows that you are not on track to meet your goal, adjust your strategies accordingly. This could involve changing your tactics, allocating more resources, or adjusting the goal itself if it is proving unachievable.

8. ****Communicate Progress:**** Regularly communicate progress towards SMART goals to all relevant stakeholders. This can help maintain accountability, motivate continued effort, and solicit input on how to overcome any challenges that are impeding progress.

9. ****Review and Refine:**** Once a SMART goal has been achieved, or the timeframe for

the PTA to organize fundraising events, community service projects, and school-wide celebrations to promote a sense of belonging and community.

3. Parent Volunteering Program:
a. Develop a structured program that encourages parents and community members to volunteer their time and skills at the school.
b. Identify various volunteering opportunities, such as classroom assistance, library support, event organization, and mentoring programs.
c. Provide necessary training and orientations to ensure parents and volunteers are equipped with the knowledge and skills needed for their assigned roles.

4. Community Partnerships:
a. Establish partnerships with local businesses, community organizations, and educational

achieving it has elapsed, review the process. What worked well? What didn't? Use these insights to refine future goal-setting and measurement processes.

institutions to create opportunities for students and families to engage with the broader community.

b. Collaborate with community partners to offer internships, job shadowing, and career exploration programs for students.

c. Organize community events, such as science fairs, art exhibitions, and cultural festivals, to showcase the talents and achievements of students and foster community participation.

5. Open Communication Channels:

a. Maintain regular and effective communication channels with parents and families through newsletters, emails, websites, and social media platforms.

b. Encourage two-way communication by providing opportunities for parents to share feedback, suggestions, and concerns.

c. Establish a

dedicated parent helpline or email address to address parent inquiries and concerns promptly and efficiently.

6. Home-School Collaborations:

- a. Foster strong partnerships between teachers and parents by organizing regular parent-teacher conferences and progress reports.
- b. Encourage teachers to provide ongoing updates on student progress and classroom activities through online platforms or communication apps.
- c. Provide resources and materials for parents to support their child's learning at home, such as reading lists, educational websites, and learning activities.

7. Outreach Programs:

- a. Develop outreach programs to engage families who may face barriers to involvement, such as language barriers or limited access to transportation.

b. Offer translation services, multilingual materials, and transportation assistance to ensure inclusivity and equal participation.

c. Collaborate with community organizations to provide resources, workshops, and support specifically tailored to the needs of underrepresented or marginalized families.

Evaluation and Assessment:
Regularly assess the effectiveness of the community engagement initiatives through surveys, feedback forms, and focus groups with parents, families, and community members. Use this feedback to make necessary adjustments and improvements to the plan.

By implementing this comprehensive community engagement plan, Riverhead Charter School can actively involve parents, families, and the broader community in the education

				process, fostering strong partnerships to support student success and well-being.
Org Goal 4	4. Equity and Inclusion: Ensuring equitable access to educational opportunities for all students, regardless of their background, socioeconomic status, ethnicity, or special needs, and actively promoting diversity, inclusion, and cultural competence.	<p>1. **Define SMART Goals:** First, clearly define your SMART goals. Ensure that each goal is specific, measurable, achievable, relevant, and time-bound. The goal should explicitly state what is to be achieved, how it will be measured, when it will be accomplished, and who is responsible for it.</p> <p>2. **Establish Baselines:** Identify where you are starting from in relation to your goal. This will be your baseline data.</p> <p>3. **Identify Key Performance Indicators (KPIs):** Determine what metrics or KPIs you will use to measure the progress towards each goal. These should align closely with your goals and be quantifiable.</p> <p>4. **Create a Tracking System:** Develop a system to</p>	Met	

track progress towards each SMART goal. This could be a spreadsheet, a software platform, or another tool that allows you to input data regularly and visualize your progress.

5. ****Regularly Collect and Input Data:****

On a regular basis (which may vary depending on the nature of the goal), collect and input data on your KPIs into your tracking system.

6. ****Analyze Data:****

Regularly review the data to assess progress towards each goal. Look for trends and patterns. Are you on track to achieve your goal by your target date? If not, why not?

7. ****Adjust**

Strategies:** If your data analysis shows that you are not on track to meet your goal, adjust your strategies accordingly. This could involve changing your tactics, allocating more resources, or

		<p>adjusting the goal itself if it is proving unachievable.</p> <p>8. **Communicate Progress:** Regularly communicate progress towards SMART goals to all relevant stakeholders. This can help maintain accountability, motivate continued effort, and solicit input on how to overcome any challenges that are impeding progress.</p> <p>9. **Review and Refine:** Once a SMART goal has been achieved, or the timeframe for achieving it has elapsed, review the process. What worked well? What didn't? Use these insights to refine future goal-setting and measurement processes.</p>		
Org Goal 5	5. Innovation and Continuous Improvement: Encouraging a culture of innovation, embracing new teaching methods, technologies, and educational practices that	1. **Define SMART Goals:** First, clearly define your SMART goals. Ensure that each goal is specific, measurable, achievable, relevant, and time-bound. The goal should explicitly state what is to be	Met	

enhance student learning outcomes, and continually evaluating and refining educational programs based on data and evidence.

achieved, how it will be measured, when it will be accomplished, and who is responsible for it.

2. ****Establish Baselines:**** Identify where you are starting from in relation to your goal. This will be your baseline data.

3. ****Identify Key Performance Indicators (KPIs):**** Determine what metrics or KPIs you will use to measure the progress towards each goal. These should align closely with your goals and be quantifiable.

4. ****Create a Tracking System:**** Develop a system to track progress towards each SMART goal. This could be a spreadsheet, a software platform, or another tool that allows you to input data regularly and visualize your progress.

5. ****Regularly Collect and Input Data:**** On a regular basis (which may vary

depending on the nature of the goal), collect and input data on your KPIs into your tracking system.

6. ****Analyze Data:****

Regularly review the data to assess progress towards each goal. Look for trends and patterns. Are you on track to achieve your goal by your target date? If not, why not?

7. ****Adjust**

Strategies:** If your data analysis shows that you are not on track to meet your goal, adjust your strategies accordingly. This could involve changing your tactics, allocating more resources, or adjusting the goal itself if it is proving unachievable.

8. ****Communicate Progress:****

Regularly communicate progress towards SMART goals to all relevant stakeholders. This can help maintain accountability, motivate continued effort, and solicit

		<p>input on how to overcome any challenges that are impeding progress.</p> <p>9. **Review and Refine:** Once a SMART goal has been achieved, or the timeframe for achieving it has elapsed, review the process. What worked well? What didn't? Use these insights to refine future goal-setting and measurement processes.</p>		
Org Goal 6	<p>6. Financial Sustainability: Establishing sound financial management practices to ensure the long-term viability and sustainability of the school, optimizing resources, and seeking external funding and partnerships when necessary.</p>	<p>1. **Define SMART Goals:** First, clearly define your SMART goals. Ensure that each goal is specific, measurable, achievable, relevant, and time-bound. The goal should explicitly state what is to be achieved, how it will be measured, when it will be accomplished, and who is responsible for it.</p> <p>2. **Establish Baselines:** Identify where you are starting from in relation to your goal. This will be your baseline data.</p> <p>3. **Identify Key</p>	Met	

Performance

Indicators (KPIs):**

Determine what metrics or KPIs you will use to measure the progress towards each goal. These should align closely with your goals and be quantifiable.

4. **Create a

Tracking System:**

Develop a system to track progress towards each SMART goal. This could be a spreadsheet, a software platform, or another tool that allows you to input data regularly and visualize your progress.

5. **Regularly Collect and Input Data:**

On a regular basis (which may vary depending on the nature of the goal), collect and input data on your KPIs into your tracking system.

6. **Analyze Data:**

Regularly review the data to assess progress towards each goal. Look for trends and patterns. Are you on track to achieve your goal by your target date? If

not, why not?

7. ****Adjust**

Strategies:** If your data analysis shows that you are not on track to meet your goal, adjust your strategies accordingly. This could involve changing your tactics, allocating more resources, or adjusting the goal itself if it is proving unachievable.

8. ****Communicate**

Progress:**

Regularly communicate progress towards SMART goals to all relevant stakeholders. This can help maintain accountability, motivate continued effort, and solicit input on how to overcome any challenges that are impeding progress.

9. ****Review and**

Refine:** Once a SMART goal has been achieved, or the timeframe for achieving it has elapsed, review the process. What worked well? What didn't? Use these insights to refine

		future goal-setting and measurement processes.		
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	Increasing Revenue by increasing enrollment	The enrollment numbers are reviewed monthly by the leadership team and discussed at the monthly Board meetings. Currently, we are meeting the target of 89% for aggregate enrollment.	Met	
Financial Goal 2	Increasing Waitlist	The waitlist is monitored monthly by the leadership team and discussed on a quarterly basis at the Board meetings. We closely monitor the size of the waitlist, which serves as an indicator of the interest and demand for enrollment in the school.	Met	
Financial Goal 3	Budget and Monitoring	The annual budget is adopted by the Board. Continuous comparisons between actual spending and budgetary amounts are monitored on a monthly basis by the leadership team. This is then discussed quarterly with stakeholders at	Met	

		the Board meetings. We use the financial statements to identify areas where we may be overspending or where we have saved.		
Financial Goal 4	Financial Analysis	We monitor revenue and expenditures throughout the year to ensure that we can meet our long-term debt and financial obligations. Additionally, we make sure that the revenue generated from increased enrollment covers any associated costs and contributes to the school's financial sustainability.	Met	
Financial Goal 5	Efficient Accounts Receivable management	We monitor the accounts receivable on a monthly basis and discuss the results quarterly at the Board meetings. Reducing the average days in accounts receivable serves as indicator of efficient credit and collections management. This method enhances cash flow and mitigates the risk of bad debts.	Met	

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 30 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.

[RHCS FS 8](#)

Filename: RHCS_FS_8.14_Final.pdf Size: 315.6 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 30 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.

[audited-financial-report-template-nysed](#)

Filename: audited-financial-report-template_MOacAA7.xlsx Size: 73.2 kB

Entry 4c – Additional Financial Documents

Completed - Oct 30 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.

[SAS-114 - Final](#)

Filename: SAS-114_-_Final.pdf Size: 202.4 kB

Entry 4d - Financial Contact Information

Completed - Oct 30 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
	Nicola Graham	ngraham@rcsli.org	631-369-5800

2. Audit Firm Contact Information

	School Audit Contact Name	School Audit Contact Email	School Audit Contact Phone	Years Working With This Audit Firm
	Ken Cerini	kcerini@ceriniandassociates.com	631-582-1600	20

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
	Corporate Accounting Solutions, LLC	Mario Mejia	515 Broadhollow Road, Suite 800 Melville, NY 11747	mmejia@corp acctgsolutions .com	516-486-1020	9

Entry 5 – Fiscal Year 2023-2024 Budget

Completed - Oct 30 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.

[updated-2023-2024-ar-budget-template](#)

Filename: updated-2023-2024-ar-budget-templ_yVqsh3S.xlsx Size: 36.8 kB

Entry 6 – Board of Trustees Disclosure of Financial Interest Form

Completed - Aug 1 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.

[SwiftScan Aug 1, 2023 7](#)

Filename: SwiftScan_Aug_1_2023_7.34_AM.pdf Size: 3.4 MB

[20230717_kJLCiJ_Chjcuhr_Sd_l^ogI](#)

Filename: 20230717_kJLCiJ_Chjcuhr_Sd_l^ogI.pdf Size: 156.5 kB

[2022-2023 annual-report-current-and-former-trustee-financial-disclosure-form](#)

Filename: 2022-2023_annual-report-current-an_sLXyJ9H.pdf Size: 470.2 kB

[2023-07-31 13-09](#)

Filename: 2023-07-31_13-09.pdf Size: 1.8 MB

[2022-2023 annual-report-current-and-former-trustee-financial-disclosure-form-1](#)

Filename: 2022-2023_annual-report-current-an_LHEH0yu.pdf Size: 430.6 kB

Entry 7 BOT Membership Table

Completed - Aug 1 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)

1	Aimee LoMonaco	[REDACTED]	Vice Chair	Health & Safety	Yes	3	8/01/2023	07/31/2024	10
2	David Edwards	[REDACTED]	Chair	Academics	Yes	2	08/01/2023	07/31/2024	10
3	Maria Cintron	[REDACTED]	Treasurer	Finance	Yes	1	08/01/2023	07/31/2023	11
4	Zenobia Hartfield	[REDACTED]	Trustee/Member	Legal Rep	Yes	4	08/01/2023	07/31/2024	10
5	Natasha Jeffries	[REDACTED]	Secretary	Academics	Yes	2	08/01/2023	07/31/2024	10
6									
7									
8									
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	5
b.Total Number of Members Added During 2022-2023	0
c. Total Number of Members who Departed during 2022-2023	1
d.Total Number of members, as set in Bylaws, Resolution or Minutes	5

3. Number of Board meetings held during 2022-2023

10

4. Number of Board meetings scheduled for 2023-2024

12

Total number of Voting Members on June 30, 2023:

0

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:

1

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

9

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

1

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:

1

Board members attending 8 or fewer meetings during 2022-2023

0

Thank you.

Entry 8 Board Meeting Minutes

Completed - Jul 28 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**.

Board Minutes for the Fiscal Year 2022-23

Filename: Board_Minutes_for_the_Fiscal_Year_2022-23.pdf Size: 2.8 MB

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	Riverhead Charter School has undertaken efforts throughout the charter period to attract and retain economically disadvantaged students. This occurs by directing outreach and other recruitment efforts to local areas that serve economically disadvantaged students. Families are invited to tour the school to see what programs and resources they have to offer.	Riverhead Charter School will continue to undertake efforts throughout the charter period to attract and retain economically disadvantaged students. This occurs by directing outreach and other recruitment efforts to local areas that serve economically disadvantaged students. Families are invited to tour the school to see what programs and resources they have to offer.
English Language Learners	Riverhead Charter School has undertaken efforts throughout the charter period to attract and retain English language learners. School literature, in both English and Spanish, is distributed to prospective students' families. During the enrollment process, a Home Language Questionnaire (HLQ) is conducted to every incoming student's family. During the HLQ it will be determined if a student has already been identified as an English Language Learner (ELL) or if the student needs to receive the NYSITELL to identify if they are an ELL student. Once the identification process has been completed, the student will be placed in the appropriate learning environment. Families are invited into the school building to tour the facilities, meet with administration, and learn more about the English as a New Language program.	Riverhead Charter School will continue to undertake efforts throughout the charter period to attract and retain English language learners. School literature, in both English and Spanish, will be distributed to prospective students' families. During the enrollment process, a Home Language Questionnaire (HLQ) will continue to be conducted to every incoming student's family. During the HLQ it will be determined if a student has already been identified as an English Language Learner (ELL) or if the student needs to receive the NYSITELL to identify if they are an ELL student. Once the identification process has been completed, the student will be placed in the appropriate learning environment. Families will be invited into the school building to tour the facilities, meet with administration, and learn more about the English as a New Language program.

<p>Students with Disabilities</p>	<p>Riverhead Charter School has undertaken efforts throughout the charter period to attract and retain students with disabilities. During the enrollment time, families are invited into the school building to tour the facilities, meet with administration, and learn more about the Special Education programs offered. Incoming students with IEPs have their IEPs thoroughly reviewed by the special education administrator, as well as any testing that has already been conducted. The special education administrator will work closely with the families to develop a plan that meets the students' programming and services. If a student is currently in the referral process or the family would like to begin the referral process upon recruitment, the special education administrator will work closely with the family and the student to complete the process.</p>	<p>Riverhead Charter School will continue to undertake efforts throughout the charter period to attract and retain students with disabilities. During the enrollment time, families will be invited into the school building to tour the facilities, meet with administration, and learn more about the Special Education programs offered. Incoming students with IEPs will have their IEPs thoroughly reviewed by the special education administrator, as well as any testing that has already been conducted. The special education administrator will work closely with the families to develop a plan that meets the students' programming and services. If a student is currently in the referral process or the family would like to begin the referral process upon recruitment, the special education administrator will work closely with the family and the student to complete the process.</p>
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Good Faith Efforts To Meet Enrollment Retention Targets

	Describe Retention Efforts in 2022-2023	Describe Retention Plans in 2023-2024
Economically Disadvantaged	Our students and families have access to our social work department when they enter our school. The social worker meets with the families and the students to determine their needs within school as well as outside school.	Our students and families will continue to have access to our social work department when they enter our school. The social worker meets with the families and the students to determine their needs within school as well as outside school.
English Language Learners	Our students begin to receive English as a New Language Services (ENL) once they are identified as English Language Learners (ELL). We have at least one ENL teacher per grade level that supports our learners. The ENL teachers co-teach with the general education teachers during English Language Arts based classes. The ENL teacher also has the opportunity throughout the school day to work with their students in small group instruction.	Our students will continue to begin to receive English as a New Language Services (ENL) once they are identified as English Language Learners (ELL). There will be at least one ENL teacher per grade level that supports our learners. The ENL teachers co-teach with the general education teachers during English Language Arts based classes. The ENL teacher also has the opportunity throughout the school day to work with their students in small group instruction.
Students with Disabilities	Our special education program offers resource room and consult teachers for grades kindergarten through first grade. There are also Academic Intervention Services offered to any student that qualifies for additional assistance in math and reading. As students enter the second grade, we offer Integrated Co-Teaching (ICT) classes to support our students with disabilities. Our ICT classes continue throughout high school and resource room does as well. There are also Academic Intervention Services offered to our students in third grade through middle school.	Our special education program will continue to offer resource room and consult teachers for grades kindergarten through first grade. There will also be Academic Intervention Services offered to any student that qualifies for additional assistance in math and reading. As students enter the second grade, we offer Integrated Co-Teaching (ICT) classes to support our students with disabilities. Our ICT classes will continue throughout high school and resource room does as well. There are also Academic Intervention Services offered to our students in third grade through

Students are able to receive any additional related services throughout the school day.

middle school. Students are able to receive any additional related services throughout the school day.

Entry 10 – Teacher and Administrator Attrition

Completed - Jul 26 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)	0
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2023)	0
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2023)	0
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2023)	0
Total Category A: 5 or 30% whichever is less	0.0

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

	FTE Count
i. Mathematics	0
ii. Science	0
iii. Computer Science	0
iv. Technology	0
v. Career and Technical Education	0
Total Category B: not to exceed 5	0.0

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)	0
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2023)	0
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2023)	0
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2023)	0
Total Category C: not to exceed 5	0.0

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	0

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	0

CATEGORY E: TOTAL FTE COUNT OF CERTIFIED TEACHERS

	FTE Count
Total Category E	80

CATEGORY F: TOTAL FTE COUNT OF ALL TEACHERS

Please do not include paraprofessionals, such as teacher aides.

	FTE Count
Total Category F	80



Thank you.

Entry 12 Organization Chart

Completed - Jul 26 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.

[Org Chart 2021-22](#)

Filename: Org_Chart_2021-22.pdf Size: 27.3 kB

Entry 13 School Calendar

Completed - Jul 26 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.

[Calendar 2023-24 Approved rev1](#)

Filename: Calendar_2023-24_Approved_rev1.pdf Size: 171.3 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.

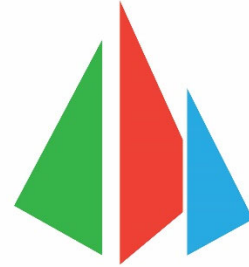
TEACH ID	Enter the 7 digit TEACH ID for the Faculty/Staff person.
Role in School	Select the best choice of role of the Faculty/Staff person from the drop-down list .
CPR/AED Certification Status	Select the appropriate choice from the drop-down list .
Hire Date	Enter the date that the Faculty/Staff person 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

[faculty-staff-roster-template-2023](#)

Filename: faculty-staff-roster-template-202_U4HtK02.xlsx Size: 26.2 kB

Optional Additional Documents to Upload (BOR)

Incomplete



RIVERHEAD

Charter School

RIVERHEAD CHARTER SCHOOL, INC.

*FINANCIAL STATEMENTS AND
INDEPENDENT AUDITORS' REPORT*

FOR THE YEARS ENDED JUNE 30, 2023 AND 2022



Connected
to your business
goals
success

RIVERHEAD CHARTER SCHOOL, INC.

FINANCIAL STATEMENTS AND INDEPENDENT AUDITORS' REPORT FOR THE YEARS ENDED JUNE 30, 2023 AND 2022 TABLE OF CONTENTS

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Independent Auditors' Report

To the Board of Directors of
Riverhead Charter School, Inc.
3685 Middle Country Road
Calverton, New York 11933

Report on the Audit of the Financial Statements

Opinion

We have audited the accompanying financial statements of Riverhead Charter School, Inc. (the "School"), which comprise the statements of financial position as of June 30, 2023 and 2022, and the related statements of activities, functional expenses, and cash flows for the years 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 the School as of June 30, 2023 and 2022, and the results of its operations and its cash flows for the years 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 Government Auditing Standards. Our responsibilities under those standards are further described in the Auditors' Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the School 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 opinions.

Change in Accounting Principle

As discussed in Note 1 to the financial statements, on June 30, 2023, the School adopted new accounting guidance, Accounting Standards Codification ("ASC"), Topic 842, *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 the financial statements in accordance with accounting principles generally accepted in the United States of America, and for 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 the School's ability to continue as a going concern for one year after the date that the financial statements are issued.

Auditors' 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 auditors' 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 the School's 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 the School's 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, significant audit findings, and certain internal control-related matters that we identified during the audit.

Corin & Associates LLP

Bohemia, New York
August 14, 2023

RIVERHEAD CHARTER SCHOOL, INC.

STATEMENTS OF FINANCIAL POSITION
JUNE 30,

	2023	2022
ASSETS		
Current Assets:		
Cash and cash equivalents	\$ 10,592,376	\$ 11,145,909
Prepaid expenses.....	78,239	121,113
Accounts receivable.....	2,460,379	2,106,068
Grants receivable.....	581,391	354,368
	<hr/>	<hr/>
TOTAL CURRENT ASSETS	13,712,385	13,727,458
Property and equipment, net	18,456,135	17,095,167
Security deposit.....	39,900	259,900
Restricted cash	4,730,771	4,901,141
Operating lease right of use asset.....	2,090,864	1,491,048
	<hr/>	<hr/>
TOTAL ASSETS	<u>\$ 39,030,055</u>	<u>\$ 37,474,714</u>
LIABILITIES AND NET ASSETS		
Current Liabilities:		
Current portion of bonds payable, net of unamortized bond issuance costs	\$ 319,075	\$ 309,076
Interest payable.....	550,046	559,565
Grant advances.....	-	64,747
Accounts payable and accrued expenses	1,976,725	1,560,702
Current portion of operating lease liability.....	230,380	156,261
	<hr/>	<hr/>
TOTAL CURRENT LIABILITIES	3,076,226	2,650,351
Bonds payable, net of current portion and unamortized bond issuance costs.....	17,992,704	18,321,779
Operating lease liability, net of current portion.....	1,869,890	1,334,787
	<hr/>	<hr/>
TOTAL LIABILITIES	22,938,820	22,306,917
Net Assets:		
Without donor restrictions.....	15,990,597	14,991,888
With donor restrictions	100,638	175,909
	<hr/>	<hr/>
TOTAL NET ASSETS	16,091,235	15,167,797
	<hr/>	<hr/>
TOTAL LIABILITIES AND NET ASSETS	<u>\$ 39,030,055</u>	<u>\$ 37,474,714</u>

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

RIVERHEAD CHARTER SCHOOL, INC.

**STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED JUNE 30, 2023**

	Without Donor Restrictions	With Donor Restrictions	Total
REVENUE AND SUPPORT:			
Tuition and program service income.....	\$ 15,819,730	\$ -	\$ 15,819,730
Government grants	739,973	-	739,973
Investment income	49,109	-	49,109
Other income.....	120,655	-	120,655
Net assets released from restriction	75,271	(75,271)	-
TOTAL SUPPORT AND REVENUE	16,804,738	(75,271)	16,729,467
EXPENSES:			
Program services.....	14,000,648	-	14,000,648
Management and general.....	1,658,542	-	1,658,542
TOTAL EXPENSES	15,659,190	-	15,659,190
OTHER CHANGES IN NET ASSETS:			
Loss on non-refundable deposit.....	(146,839)	-	(146,839)
CHANGE IN NET ASSETS	998,709	(75,271)	923,438
Net assets, beginning of year.....	14,991,888	175,909	15,167,797
Net assets, end of year.....	\$ 15,990,597	\$ 100,638	\$ 16,091,235

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

RIVERHEAD CHARTER SCHOOL, INC.

**STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED JUNE 30, 2022**

	Without Donor Restricted	With Donor Restricted	Total
REVENUE AND SUPPORT:			
Tuition and Program service income	\$ 13,759,515	\$ 112,435	\$ 13,871,950
Government grants	455,674	-	455,674
Investment income	8,516	-	8,516
Other income.....	49,655	-	49,655
Net assets released from restriction	-	-	-
TOTAL SUPPORT AND REVENUE	14,273,360	112,435	14,385,795
EXPENSES:			
Program services.....	12,173,212	-	12,173,212
Management and general.....	1,247,624	-	1,247,624
TOTAL EXPENSES	13,420,836	-	13,420,836
CHANGE IN NET ASSETS	852,524	112,435	964,959
Net assets, beginning of year.....	14,139,364	63,474	14,202,838
Net assets, end of year.....	\$ 14,991,888	\$ 175,909	\$ 15,167,797

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

RIVERHEAD CHARTER SCHOOL, INC.

**STATEMENT OF FUNCTIONAL EXPENSES
FOR THE YEAR ENDED JUNE 30, 2023**

	Program Services					
	No. of Positions	Regular Education	Special Education	Total	Management and General	Total
Personnel services costs						
Administrative staff personnel.....	27	\$ 1,185,159	\$ 109,690	\$ 1,294,849	933,146	\$ 2,227,995
Instructional personnel.....	126	5,126,941	156,612	5,283,553	-	5,283,553
Non-instructional personnel.....	4	145,540	6,140	151,680	21,516	173,196
Total salaries and staff.....	157	6,457,640	272,442	6,730,082	954,662	7,684,744
Fringe benefits and payroll taxes		2,022,590	85,331	2,107,921	299,009	2,406,930
Advertising.....		9,544	292	9,836	692	10,528
Occupancy.....		387,481	11,836	399,317	28,082	427,399
Contracted services.....		470,467	14,371	484,838	68,774	553,612
Travel and transportation.....		199,895	6,106	206,001	29,221	235,222
Supplies.....		540,834	16,521	557,355	79,060	636,415
Core curriculum.....		12,949	396	13,345	-	13,345
Telephone and communications.....		69,770	2,131	71,901	5,056	76,957
Repairs and maintenance.....		468,163	14,301	482,464	33,930	516,394
Equipment.....		10,414	318	10,732	755	11,487
Student meals.....		796,506	24,331	820,837	-	820,837
Depreciation and amortization.....		692,027	21,139	713,166	50,154	763,320
Interest expense, net of subsidized interest		1,060,132	32,384	1,092,516	76,833	1,169,349
Conferences.....		9,141	279	9,420	1,337	10,757
Recruitment.....		4,937	151	5,088	722	5,810
Insurance.....		139,604	4,264	143,868	10,118	153,986
Bad debt expense.....		-	-	-	-	-
Miscellaneous.....		137,753	4,208	141,961	20,137	162,098
		\$ 13,489,847	\$ 510,801	\$ 14,000,648	\$ 1,658,542	\$ 15,659,190

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

RIVERHEAD CHARTER SCHOOL, INC.

**STATEMENT OF FUNCTIONAL EXPENSES
FOR THE YEAR ENDED JUNE 30, 2022**

	Program Services				Management and General	Total
	No. of Positions	Regular Education	Special Education	Total		
Personnel services costs						
Administrative staff personnel.....	24	\$ 1,076,411	\$ 38,314	\$ 1,114,725	\$ 654,056	\$ 1,768,781
Instructional personnel.....	82	4,695,209	167,124	4,862,333	-	4,862,333
Non-instructional personnel.....	2	90,034	3,205	93,239	10,203	103,442
Total salaries and staff.....	108	5,861,654	208,643	6,070,297	664,259	6,734,556
Fringe benefits and payroll taxes		2,039,551	72,597	2,112,148	231,128	2,343,276
Advertising.....		8,521	303	8,824	621	9,445
Occupancy.....		343,073	12,212	355,285	24,986	380,271
Contracted services.....		351,682	12,518	364,200	39,854	404,054
Travel and transportation.....		7,083	252	7,335	803	8,138
Supplies.....		268,227	9,547	277,774	30,396	308,170
Core curriculum.....		16,300	580	16,880	-	16,880
Telephone and communications.....		43,785	1,559	45,344	3,189	48,533
Repairs and maintenance.....		352,941	12,563	365,504	25,705	391,209
Equipment.....		7,462	266	7,728	543	8,271
Student meals.....		593,387	21,121	614,508	-	614,508
Depreciation and amortization.....		555,858	19,785	575,643	40,483	616,126
Interest expense, net of subsidized interest		1,064,767	37,900	1,102,667	77,547	1,180,214
Conferences.....		15,397	548	15,945	1,745	17,690
Recruitment.....		7,945	283	8,228	900	9,128
Insurance.....		91,931	3,272	95,203	6,695	101,898
Bad debt expense.....		-	-	-	84,577	84,577
Miscellaneous.....		125,241	4,458	129,699	14,193	143,892
		<u>\$ 11,754,805</u>	<u>\$ 418,407</u>	<u>\$ 12,173,212</u>	<u>\$ 1,247,624</u>	<u>\$ 13,420,836</u>

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

RIVERHEAD CHARTER SCHOOL, INC.

**STATEMENTS OF CASH FLOWS
FOR THE YEARS ENDED JUNE 30,**

	2023	2022
CASH FLOWS FROM OPERATING ACTIVITIES:		
Change in net assets.....	\$ 923,438	\$ 964,959
<u>Adjustments to reconcile change in net assets to net cash provided by operating activities:</u>		
Depreciation and amortization.....	763,320	616,126
Amortization of bond issuance costs.....	15,924	15,924
Noncash operating lease expense.....	9,406	-
Bad debt.....	-	84,577
<u>Changes in operating assets and liabilities:</u>		
Prepaid expenses.....	42,874	(65,097)
Accounts receivable.....	(354,311)	(1,424,913)
Grants receivable.....	(227,023)	(158,971)
Interest payable.....	(9,519)	(9,150)
Grant advances.....	(64,747)	64,747
Accounts payable and accrued expenses.....	416,023	237,909
NET CASH PROVIDED BY OPERATING ACTIVITIES	1,515,385	326,111
CASH FLOWS FROM INVESTING ACTIVITIES:		
Purchase of fixed assets.....	(2,124,288)	(1,470,175)
Security deposit refund/(payment).....	220,000	(20,000)
NET CASH USED IN INVESTING ACTIVITIES	(1,904,288)	(1,490,175)
CASH FLOWS FROM FINANCING ACTIVITIES:		
Repayment of bonds payable.....	(335,000)	(325,000)
NET DECREASE IN CASH AND CASH EQUIVALENTS	(723,903)	(1,489,064)
Cash, cash equivalents, and restricted cash, beginning of year.....	16,047,050	17,536,114
Cash, cash equivalents, and restricted cash, end of year.....	<u>\$ 15,323,147</u>	<u>\$ 16,047,050</u>
SUPPLEMENTAL CASH FLOW INFORMATION:		
Cash paid for interest	<u>\$ 1,337,927</u>	<u>\$ 1,353,926</u>
PRESENTATION OF CASH ON THE STATEMENTS OF FINANCIAL POSITION:		
Cash and cash equivalents.....	\$ 10,592,376	\$ 11,145,909
Restricted cash	4,730,771	4,901,141
Cash and cash equivalents, end of year	<u>\$ 15,323,147</u>	<u>\$ 16,047,050</u>

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

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEARS ENDED JUNE 30, 2023 AND 2022**

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

This summary of significant accounting policies of the Riverhead Charter School, Inc. (hereinafter the "School") is presented to assist in understanding the School's financial statements. These financial statements and notes are representations of the School's management, which is responsible for the integrity and objectivity of the financial statements. These accounting policies conform to accounting principles generally accepted in the United States of America and have been consistently applied in the preparation of the financial statements.

Organization: The School is a not-for-profit organization that was incorporated under Article 56 of the Education Law on February 1, 2001 pursuant to a five-year provisional charter granted by the Education Department of the State of New York ("NYSED"). The School's main objective is to offer students a true choice in public education, which promotes love of learning and local exploration. The School's goal is to provide a rigorous community of learning, which is inviting and stimulating to staff and parents, as well as students. The School intends to reverse the current spiral of student failure and meet or exceed State and federal standards, to nurture the individual gifts of every student, and to prepare them for a rewarding community life. Through fiscal 2013, the School was approved to provide education to children in kindergarten through sixth grade. Effective September 2013, the School received approval to expand its program to seventh grade, and effective September 2014, to eighth grade. On March 2, 2017, the School received approval to expand its maximum enrollment to 787 students and renovated its old school and administrative buildings to accommodate the extra classes. Effective September 2020, the School received approval to expand its program to ninth and tenth grades. Effective September 2022, the School received approval to expand its program to eleventh grade and moved the high school classes to a newly renovated high school building. Effective September 2023, the School received approval to expand its program to twelfth grade. The School's charter has been renewed by the Education Department of the State of New York through June 30, 2027.

Income Tax Status: The School is exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code and is publicly supported, as described in section 509(a). The School is also exempt from certain State and local taxes. The School evaluated for uncertain tax positions and has determined that there were no uncertain tax positions for 2023 and 2022. The School files a Form 990 and is exempt from filing a New York state return. The 990 is subject to review and examination by federal taxing authorities.

Recent Accounting Pronouncements: During the year ended June 30, 2023, the School adopted Accounting Standards Codification ("ASC"), Topic 842, *Leases*, for all material long-term operating leases. Under this new accounting pronouncement, the School recognized right-of-use assets and lease liabilities calculated based on the present value of the lease payments not yet paid, discounted using appropriate discount rates at the lease commencement dates. The right-of-use assets are initially equal to the lease liabilities plus any initial direct costs and prepaid lease payments, less any lease incentives received. Under this approach, amortization of right-of-use assets is charged to rent expense, which is recorded on the straight-line basis over the term of each lease, unless another systematic and rational basis is more representative of the time pattern in which use benefit is derived from the leased property, in which case that basis will be used. See Note 4 for related disclosures.

Basis of Accounting: The accompanying financial statements have been prepared on the accrual basis of accounting in accordance with accounting principles generally accepted in the United States of America. Revenue is recorded as earned and expenses are recorded when incurred.

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEARS ENDED JUNE 30, 2023 AND 2022**

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

Revenue Recognition and Receivables: Tuition revenue is recognized ratably across the period in which the related educational instruction is provided.

The School recognizes revenue from government grants and state aid as revenue when eligible costs are incurred, or services are provided. A receivable is recognized to the extent revenue earned exceeds cash advances. Conversely, deferred revenue and refundable advances are recorded when cash advances exceed support and revenue earned.

Performance obligations for all of the School's services are provided and consumed at a point in time, or over one year, and therefore these types of fees allocated to performance obligations are not left unsatisfied or partially unsatisfied at the end of the reporting period.

Contributions and grants made to the School are recognized as revenue upon the receipt of cash or other assets or of unconditional pledges. Contributions are recorded as either with or without restriction depending on whether or not they are received with donor stipulations or time considerations as to their use. Furthermore, contributions received with restrictions are evaluated for donor intent as to whether such contributions must be maintained in perpetuity by the School or they can be expended at a future time or for a specific purpose stipulated by the donor. Contributions received whose restrictions expire within the same fiscal year are recorded as without restriction. Conditional contributions are recorded when the conditions have been met and, if received in advance, are recognized in the statements of financial position as funds received in advance. When a restriction expires (that is, when a stipulated time restriction expires or purpose restriction is satisfied), net assets are reclassified from assets with donor restrictions to net assets without donor restrictions and reported in the statements of activities as net assets released from restrictions.

Deferred Revenue: The School recognizes, as deferred revenue, any amounts received in advance for the following year's tuition.

Cash Equivalents: For the purposes of the financial statements, cash equivalents represent money market funds with financial institutions.

Advertising: The School uses advertising to promote its program activities among the public it serves. The production costs of advertising are expensed as incurred.

Use of Estimates: The presentation 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 these estimates.

Accounts Payable and Accrued Expenses: Accounts payable and accrued expenses on the statements of financial position include accrued salaries of \$907,676 and \$678,488 and contributions due to retirement plans of \$880,004 and \$739,579, for the years ended June 30, 2023 and 2022, respectively.

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEARS ENDED JUNE 30, 2023 AND 2022

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

Basis of Presentation: Financial statement presentation follows the recommendations of the Financial Accounting Standards Board, specifically for not-for-profit organizations. The School is required to report information regarding its financial position and activities according to two classes of net assets:

Net assets without donor restrictions – Net assets that are not subject to donor-imposed stipulations.

Net assets with donor restrictions – Net assets subject to donor-imposed stipulations or other stipulations that may or will be met, either by action of the School and/or the passage of time. When a restriction expires, these net assets are reclassified annually to net assets without donor restrictions and reported in the statement of activities as net assets released from restrictions. Other donor restrictions are perpetual in nature, whereby the donor has stipulated the funds be maintained in perpetuity.

Donated Services: The School benefits from volunteer services in program and administrative duties from Board members and other volunteers. Even though these donated services are valuable to the School, and help to advance its mission, no amounts have been reflected in the financial statements for these contributed services inasmuch as such services do not meet the criteria for recognition in the financial statements under accounting principles generally accepted in the United States of America, nor do they create or enhance non-financial assets.

Expense Allocation: Directly identifiable expenses are charged to programs and supporting services. Expenses related to more than one function are allocated to programs and supporting services based upon management estimates. The most significant expense allocations used in the preparation of these financial statements are as follows:

Salaries	Level of effort
Payroll taxes and fringes	Based upon salaries
Occupancy related costs/Interest.....	Square footage used

Leased Employees: The School has a contract with PrestigePEO (“Prestige”), a professional employer organization for leased employees. Prestige provides comprehensive human resource services to the School and is responsible for personnel, administrative, and benefits management functions, as well as payroll processing. Since Prestige is the employer of record for all employees assigned to the School, they are included in the Prestige quarterly Internal Revenue Service (“IRS”) Form 941, New York State Form NYS-45, and statutory New York State disability and workers compensation filings.

Property and Equipment: Property and equipment are stated at original cost. Those assets acquired by gift are carried at fair market value established at the date of acquisition.

Maintenance and repairs are charged to expense and betterments are capitalized. Depreciation expense is computed using the straight-line method over each asset’s estimated useful life as follows:

Building.....	25 – 39 years
Building improvements	10 – 25 years
Equipment	3.5 – 5 years

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEARS ENDED JUNE 30, 2023 AND 2022**

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

Bond Issuance Costs: Bond issuance costs, net of accumulated amortization, are reported as a direct deduction from the face amount of the bond. Bond issuance costs are amortized on the straight-line basis over the term of the bond and are included in interest expense in the statements of functional expenses.

Subsequent Events: The School has evaluated events and transactions that occurred between July 1, 2023 and August 14, 2023 which is the date the financial statements were available to be issued, for possible disclosure and recognition in the financial statements.

NOTE 2 - CONCENTRATIONS AND COMMITMENTS

The School maintains cash balances at banks which may, at times, exceed the \$250,000 Federal Deposit Insurance Corporation limit. Due to recent bank failures and other uncertainties affecting the banking sector, there may be greater financial and liquidity risk for uninsured deposits held at financial institutions. Although the FDIC has taken significant steps to protect uninsured deposits impacted by these bank failures, there are no assurances surrounding any potential future failures and their impacts on uninsured deposits in terms of both guarantees and the ability to access funds timely. This includes both operating cash and restricted cash.

Restricted cash consisted of the following as of June 30.:

	2023	2022
Debt service reserve fund	\$ 2,020,878	\$ 2,020,776
Excess bond funds	2,016,976	2,704,552
Custody account	492,058	-
Charter dissolution account	100,859	75,813
Repair and Replacement fund	100,000	100,000
Total Restricted cash	<u>\$ 4,730,771</u>	<u>\$ 4,901,141</u>

During fiscal 2023, approximately 88% of the School's total support and revenue was comprised of tuition income from several Eastern Suffolk County school districts, the largest of which were: Riverhead Central School District (61%), William Floyd School District (12%), Longwood Central School District (8%), South Country Central School District (3%), and other school districts (4%). The remaining 12% was primarily comprised of revenue related to the School's Student Meal Program (6%), state and federal grants (5%), and other income (1%).

During fiscal 2022, approximately 91% of the School's total support and revenue was comprised of tuition income from several Eastern Suffolk County school districts, the largest of which were: Riverhead Central School District (61%), William Floyd School District (13%), Longwood Central School District (8%), South Country Central School District (3%), and other school districts (6%). The remaining 9% was primarily comprised of revenue related to the School's Student Meal Program (5%), state and federal grants (3%), and other income (1%).

The School has entered into a collective bargaining agreement with its teachers and teacher assistants through the Teachers' Association. The current agreement expires on June 30, 2026 and provides for raises of 3% each year.

RIVERHEAD CHARTER SCHOOL, INC.

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEARS ENDED JUNE 30, 2023 AND 2022

NOTE 2 - CONCENTRATIONS AND COMMITMENTS (continued)

During December 2022, the School entered into an employment agreement (the "Agreement") with its Superintendent covering the period from July 1, 2022 through June 30, 2027. The Agreement calls for a 5% increase in the Superintendent's base salary for the year ended June 30, 2023, with annual increases of 3% for each year thereafter through the expiration of the Agreement. The Agreement is terminable by the School with 45 days written notice or with no notice for cause, as outlined in the Agreement. The Superintendent can terminate the Agreement at the end of a school year with at least six months written notice.

NOTE 3 - PROPERTY AND EQUIPMENT

Property and equipment consisted of the following at June 30:

	2023	2022
Land	\$ 794,457	\$ 794,457
Construction in Progress	-	1,389,460
Building	19,302,821	19,302,821
Building improvements.....	4,383,967	1,160,012
Equipment.....	957,364	667,570
Total cost.....	25,438,609	23,314,320
Less accumulated depreciation and amortization.....	(6,982,474)	(6,219,154)
Net property and equipment.....	\$ 18,456,135	\$ 17,095,166

NOTE 4 - OPERATING LEASE

During May 2021, the School entered into a 120-month lease for space in Riverhead, New York. Monthly payments were to be \$15,000 for the term of the lease. An amendment to the lease was agreed upon during February 2023 which expanded the space under lease. The amended terms call for monthly payments of \$23,000 from February 2023 through July 2023 and monthly payments of \$25,000 from August 2023 through June 2031, the end of the lease. During the years ended June 30, 2023 and 2022, lease expense relating to the lease was recorded in the amount of \$229,406 and \$180,000 within occupancy on the statements of functional expenses, respectively. During the years ended June 30, 2023 and 2022, there were lease payments relating to the lease in the amount of \$220,000 and \$180,000, respectively. As of June 30, 2023, the approximate future minimum annual lease obligations on the lease are as follows for the years ending June 30,:

2024	\$ 298,000
2025	300,000
2026	300,000
2027	300,000
2028	300,000
Thereafter	900,000
Total	2,398,000
Less: present value discount	(297,730)
Present value of future minimum lease obligations.....	\$ 2,100,270

RIVERHEAD CHARTER SCHOOL, INC.

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEARS ENDED JUNE 30, 2023 AND 2022**

NOTE 4 - OPERATING LEASE (continued)

Short-term lease liabilities	\$	230,380
Long-term lease liabilities.....		<u>1,869,890</u>
Total lease liabilities	\$	<u><u>2,100,270</u></u>
Months remaining		96
Discount rate at commencement		3.43%

NOTE 5 - ACCOUNTS AND GRANTS RECEIVABLE

Accounts receivable consisted of the following as of June 30,:

	2023	2022
Tuition receivable from school districts	\$ 2,116,721	\$ 1,710,426
NYSED	190,835	321,804
Subsidized interest receivable	152,823	73,838
Total accounts receivable.....	<u>\$ 2,460,379</u>	<u>\$ 2,106,068</u>

The School uses the allowance method to determine uncollectible accounts and grants receivable. The allowance for doubtful accounts is based primarily on the School's collection efforts and management's analysis of specific outstanding balances. The School does not impose interest or finance charges on overdue receivable balances. Collectability is assessed on an individual account basis, and uncollectible accounts are written off against the allowance after approval by the School Board. As of both June 30, 2023 and 2022, there was no allowance for doubtful accounts.

NOTE 6 - GRANTOR RESTRICTIONS

Financial awards from governmental entities in the form of grants are subject to special audit. Such audits could result in claims against the School for disallowed costs or noncompliance with grantor restrictions. No provision has been made for any liabilities that may arise from such audits since the amounts, if any, cannot be determined at this date.

NYSED requires all charter schools to maintain \$100,000 in a separate account to cover the cost of a potential closure should the School's charter not be renewed. This amount has to be maintained even when the Charter is renewed and has accordingly been included, along with accumulated interest, in restricted cash on the School's statements of financial position as of June 30, 2023 and 2022. See Note 2 for more information.

RIVERHEAD CHARTER SCHOOL, INC.

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEARS ENDED JUNE 30, 2023 AND 2022

NOTE 7 - BONDS PAYABLE

On August 22, 2013, the School issued education revenue bonds through the Riverhead IDA Economic Job Development Corporation in the amount of \$21,105,000 to fund the construction of a 50,000 square foot two-story building and related infrastructure to be used as a school building to replace modular buildings located on the School's six-acre campus.

The bonds are comprised of \$16,105,000 of Series A tax-exempt bonds ("Series A Bonds") with maturities ranging from August 1, 2015 through August 1, 2048, bearing interest between 3% and 7.04% and \$5,000,000 of Series B federally taxable qualified school construction bonds ("Series B Bonds") that bear interest at 7.65% and mature on August 1, 2034. Interest on the bonds are payable semi-annually on February 1st and August 1st of each year, commencing February 1, 2014. In addition, the School is required to meet certain financial and reporting covenants, which includes a deadline for filing the School's audited financial statements within 45 days of the end of its fiscal year.

Pursuant to the bond agreement, the proceeds of the loan were utilized as follows:

	Series A Tax-Exempt	Series B Taxable	Total
Financing building construction.....	\$ 9,200,000	\$ 4,900,000	\$ 14,100,000
Repayment of Edison Debt.....	3,195,164	-	3,195,164
Debt service reserve fund	1,502,925	500,000	2,002,925
Fund Capital interest through			
February 15, 2015.....	1,545,978	-	1,545,978
Original Issue Discount	182,411	-	182,411
Issuance costs	627,630	145,492	773,122
Total.....	16,254,108	5,545,492	21,799,600
Paid directly by the School.....	(149,108)	(545,492)	(694,600)
Funded through bond issuance.....	<u>\$ 16,105,000</u>	<u>\$ 5,000,000</u>	<u>\$ 21,105,000</u>

Any excess bond funds at the completion of the projects will be used for the early retirement of debt as determined by the Trustee. As of June 30, 2023 and 2022, there were \$506,995 and \$506,970 of excess bond funds available, respectively.

The bonds are secured by all of the assets of the School and provide for a lien on gross revenue, a mortgage on the property, and a guarantee by the School. The debt service reserve fund outlined above, must be maintained by the School with the Custodian until all obligations have been repaid. The Series B Bonds provide for direct interest subsidy payments from the US Treasury at the lesser of the tax credit rate at the time of issuance or the 7.65% issuance rate. The bond provided for interest only payments until 2016, at which time the principal began being repaid over the life of the bond based upon specific payment amounts as outlined in the bond agreement.

RIVERHEAD CHARTER SCHOOL, INC.

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEARS ENDED JUNE 30, 2023 AND 2022

NOTE 7 - BONDS PAYABLE (continued)

The bond retirements pursuant to the bond agreement are as follows for the years ending June 30:

	Gross	Amortization	Net
2024.....	\$ 350,000	\$ (15,924)	\$ 334,076
2025.....	365,000	(15,924)	349,076
2026.....	380,000	(15,924)	364,076
2027.....	395,000	(15,924)	379,076
2028.....	410,000	(15,924)	394,076
Thereafter	16,795,000	(303,601)	16,491,399
Total before debt issuance costs	18,695,000	<u>\$ (383,221)</u>	<u>\$ 18,311,779</u>
Less: unamortized debt issuance costs.....	(383,221)		
Total	<u>\$ 18,311,779</u>		

The School can redeem the Series A Bonds at any time subsequent to August 1, 2023 without penalty. The maturities of the outstanding debt at that time are \$1,630,000 at August 1, 2033, \$7,295,000 at August 1, 2043, and \$6,330,000 at August 1, 2048. Early redemption of the Series B Bonds can occur subsequent to August 1, 2018 at a premium commencing at 103.5% at August 1, 2018, decreasing to no premium at August 1, 2023. The School must maintain certain financial ratios pursuant to the bond agreement.

Interest expense incurred for the year ended June 30, 2023 and 2022 on the Series 2013 Bonds totaled \$1,337,927 and \$1,360,701, respectively. As of June 30, 2023 and 2022, the School reported interest earned on Federal Subsidy interest income of \$168,578 and \$180,487, respectively. Federal Subsidy interest was offset against interest expense on the statements of functional expenses for both the years ended June 30, 2023 and 2022.

Additionally, the IDA requires the School to maintain a Repair and Replacement Fund of \$100,000 in a separate account for as long as the bonds are outstanding. The Repair and Replacement Fund will only be used to pay capital related expenses incurred for maintenance and betterment of the project. Withdrawals from the fund require approval of the Trustee and must meet certain criteria as outlined in the loan agreement. As of both June 30, 2023 and 2022, no funds had been drawn against this fund.

NOTE 8 - NET ASSETS WITH DONOR RESTRICTIONS

The School's net assets with donor restrictions are to fund the School's National School Lunch Program. Net assets with donor restrictions were \$100,638 and \$175,909 as of June 30, 2023 and 2022, respectively.

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEARS ENDED JUNE 30, 2023 AND 2022**

NOTE 9 - RETIREMENT PLANS

The School participates in the New York State Teachers' Retirement System ("TRS") and New York State and Local Employees' Retirement System ("ERS"), collectively (the "Systems"), which are cost-sharing multiple employer public employee retirement systems. The Systems offer a wide range of plans and benefits which are related to years of service and final average salary, as well as vesting of retirement, death and disability benefits. TRS is administered by the New York State Teachers' Retirement Board and provides benefits to plan members and beneficiaries as authorized by the Education Law and the Retirement and Social Security Law of the State of New York. TRS issues a publicly available financial report that contains financial statements and required supplementary information. ERS provides retirement benefits as well as death and disability benefits. New York State Retirement and Social Security Law governs obligations of employers and employees to contribute and provide benefits to employees.

No employee contribution is required for those employees whose service began prior to July 1976. The Systems require employee contributions of 3% of salary for the first 10 years of service for those employees who joined the System from July 1976 through December 2009. Participants whose service began on or after January 1, 2010 through March 31, 2012 are required to contribute 3% (ERS) or 3.5% (TRS) of compensation throughout their active membership in the Systems. Participants whose service began on or after April 1, 2012 are required to contribute a percentage ranging from 3% to 6% each year, based on their level of compensation.

For ERS, the Comptroller annually certifies the rates used, expressed as a percentage of the wages of participants, to compute the contributions required to be made by the School to the pension accumulation fund. The contribution rates for ERS vary depending on the participant's tier. The ERS average contribution rate was 11.6% and 16.2% as of June 30, 2023 and 2022, respectively. For the years ended June 30, 2023 and 2022, required contributions for ERS were \$80,705 and \$83,285, respectively. Pursuant to Article 11 of the Education Law, rates are established annually for TRS by the New York State Teachers' Retirement Board at an actuarially determined rate. The rate is 10.29% and 9.80% of the annual covered payroll as of June 30, 2023 and 2022, respectively. For the years ended June 30, 2023 and 2022, the required contributions for TRS totaled \$605,241 and \$492,784, respectively. Accrued employer contributions due to TRS of \$849,477 and \$716,990 are included in accounts payable and accrued expenses on the statements of financial position as of June 30, 2023 and 2022, respectively. Accrued employer contributions due to ERS of \$30,527 and \$22,589 are included in accounts payable and accrued expenses on the statements of financial position as of June 30, 2023 and 2022, respectively.

NOTE 10 - LITIGATION

From time to time the School is subject to certain claims or litigation in the normal course of its operations. The School is not aware of any claims for the years ended June 30, 2023 and 2022.

RIVERHEAD CHARTER SCHOOL, INC.

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEARS ENDED JUNE 30, 2023 AND 2022**

NOTE 11 – AVAILABILITY AND LIQUIDITY

The following represents the School's financial assets as of June 30,:

	2023	2022
Cash and cash equivalents	\$ 10,592,376	\$ 11,145,909
Accounts receivable	2,460,379	2,106,068
Grants receivable	581,391	354,368
Financial assets available to meet general expenditures over the next twelve months	<u>\$ 13,634,146</u>	<u>\$ 13,606,345</u>

The School's goal is generally to maintain financial assets to meet 90 days of operating expenses (approximately \$3,700,000 net of non-cash expenses).

NOTE 12 – FINANCIAL IMPACTS OF COVID-19

As a result of the spread of the COVID-19 coronavirus, economic uncertainties have arisen, which may negatively impact operating results. The School is anticipating that there will be no decline in its tuition revenue and as such, it is not anticipated that the impact of the COVID-19 pandemic will have a significant long-term impact on the School's financial position or operations.

As a result of the American Rescue Plan and Secondary School Emergency Relief ("ARP ESSER") Act of 2021, the School has budgeted \$727,591 for funds to help the School to safely reopen. The funding allows for expenses that reduce the pandemic's impact on students and schools; these expenses need to be incurred by September 30, 2023. During the years ended June 30, 2023 and 2022, the School utilized \$200,203 and \$269,785, of this funding, respectively, which is included in government grants on the Statement of Activities.

As a result of the Coronavirus Response and Relief Supplemental Appropriations ("CRRSA") Act of 2021 the School has budgeted \$323,736 for funds to prevent, prepare for, and respond to the coronavirus. The funding has to be used by September 30, 2023. During the year ended June 30, 2023, the School utilized \$300,694 of this funding, which is included in government grants on the Statement of Activities. During the year ended June, 30 2022, the School did not utilize any of the funding.

OTHER FINANCIAL INFORMATION

**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***



Independent Auditor's Report

To the Board of Directors
Riverhead Charter School, Inc.
3685 Middle Country Road
Calverton, New York 11933

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of Riverhead Charter School, Inc. (hereinafter the "School"), which comprise the statement of financial position as of June 30, 2023, and the related statements of activities, 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 August 14, 2023.

Internal Control over Financial Reporting

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

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the School'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 the School's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion.

The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of This Report

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

Corin & Associates LLP

Bohemia, New York
August 14, 2023

RIVERHEAD CHARTER SCHOOL, INC.

***SCHEDULE OF FINDINGS AND QUESTIONED COSTS
FOR THE YEAR ENDED JUNE 30, 2023***

Section I - Findings of Financial Statement Audit

There were no findings and questioned costs for the year ended June 30, 2023.

RIVERHEAD CHARTER SCHOOL, INC.

***SCHEDULE OF FINDINGS AND QUESTIONED COSTS
FOR THE YEAR ENDED JUNE 30, 2023***

Section II – Prior Audit Findings of Financial Statement Audit

There were no findings and questioned costs for the year ended June 30, 2022.

August 14, 2023

To the Board of Directors of
Riverhead Charter School, Inc.
3685 Middle Country Road
Calverton, New York 11933

We have audited the financial statements of Riverhead Charter School, Inc. (a not-for-profit corporation, hereinafter “the School”) as of and for the year ended June 30, 2023, and have issued our report thereon dated August 14, 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 May 15, 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 School’s internal control over financial reporting. As part of our audit, we considered the internal control of the School solely for the purpose of determining our audit procedures and not to provide any assurance concerning such internal control. Accordingly, we do not express an opinion on the effectiveness of the School’s 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.

Communication of Internal Control Matters

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 over financial reporting, such that there is a reasonable possibility that a material misstatement of Riverhead Charter School, Inc.’s financial statements will not be prevented or detected and corrected on a timely basis. A reasonable possibility exists when the likelihood of an event occurring is either reasonably possible or probable as defined as follows:

- *Reasonably possible.* The chance of the future event or events occurring is more than remote but less than likely.
- *Probable.* The future event or events are likely to occur.

Our consideration of internal control was for the limited purpose described in the first paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified. We did, however, note a deficiency in internal controls and opportunity for organizational improvement. We have identified the deficiency and provided our recommendations below:

Issue: During the audit, we noted the School did not initially adopt Accounting Standards Codification ("ASC"), Topic 842, Leases. In order to adopt the standard, we proposed an adjustment to record a right of use asset of \$2,090,864 and a lease liability of \$2,100,270.

Recommendation: Management and the outside accountants should be cognizant of the upcoming and newly required accounting standards. This will help ensure management and the Board have accurate financial information in line with accounting standards.

Planned Scope and Timing of the Audit

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

Compliance with All Ethics Requirements Regarding Independence

The engagement team, and others in our firm, as appropriate, and our firm overall, have complied with all relevant ethical requirements regarding independence.

Significant Risks Identified

We take a risk approach to our audit, focusing additional attention on the areas of greatest risk. During the course of our initial risk assessment, we identified the following areas as those we identified as significant risks:

- **Revenue recognition cycle** – Revenue recognition is a significant risk as revenue recognition rules are convoluted and complex and are more susceptible to material misstatement. This affects multiple financial statement areas such as revenue and receivables. We responded to this risk by testing your revenue control environment, substantively testing tuition and program service income, and reviewing contracts and other relationships. Additionally, we performed substantive and analytical testing of receivables. As a result, we determined that revenue recognition methodologies appear to be in conformance with accounting principles generally accepted in the United States of America, and effectively implemented.
- **Expense allocations** – We responded to this risk by reviewing management's methodology for allocating expenses amongst program services and management and general in the statement of functional expenses. We also performed analytical procedures over the expense allocations and explained significant fluctuations. As a result, we determined that the methodology for allocating expenses appears to be reasonable in relation to the financial statements.

Qualitative Aspects of The School'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 the School is included in Note 1 to the financial statements. During the year ended June 30, 2023, the School retroactively adopted Accounting Standards Codification ("ASC"), Topic 842, Leases, for all material long-term operating leases. Under this new

accounting pronouncement, the School recognized right-of-use assets and lease liabilities calculated based on the present value of the lease payments not yet paid, discounted using appropriate discount rates at the lease commencement dates. The right-of-use assets are initially equal to the lease liabilities plus any initial direct costs and prepaid lease payments, less any lease incentives received. Under this approach, amortization of right-of-use assets is charged to rent expense, which is recorded on the straight-line basis over the term of each lease, unless another systematic and rational basis is more representative of the time pattern in which use benefit is derived from the leased property, in which case that basis will be used.

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:

- Management's estimate of the functional classification of expenses is based on estimated levels of efforts of the School's staff members, the space utilized by the programs, various program achievements, and the direct use of certain funds.
- Management's estimate that all Accounts Receivable is collectible and no allowance for doubtful accounts is necessary.
- Management's estimate of the useful lives of its fixed assets.
- Management's estimate of the interest rate used within the calculation of the right of use asset and lease liability.

We evaluated the key factors and assumptions used to develop the above 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. Note 12 to the financial statements discusses the uncertainty of the impact of the COVID-19 pandemic on the future operations and financial position of the School.

Significant Unusual Transactions

For purposes of this communication, professional standards require us to communicate to you significant unusual transactions identified during our audit. There were no significant unusual transactions identified as a result of our audit procedures.

Significant Difficulties Encountered during the Audit

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. During our audit we proposed and management passed on two adjustments whose effects in the current and prior periods, as determined by management, are immaterial, both individually and in the aggregate, to the financial statements taken as a whole. The adjustments were to record medical benefit expense of \$101,248 for July 2022 that was incorrectly recorded in prior year and to reverse salaries of \$150,050 recorded in current year that should have been recorded in prior year. Uncorrected misstatements or matters underlying those uncorrected misstatements could potentially cause future-period financial statements to be materially misstated, even though the uncorrected misstatements are immaterial to the financial statements currently under audit.

In addition, professional standards require us to communicate to you all material, corrected misstatements that were brought to the attention of management as a result of our audit procedures. The following material misstatements that we identified as a result of our audit procedures were brought to the attention of, and corrected by, management:

- To record right of use asset and lease liability as a result of adopting ASC Topic 842.

The overall impact of these adjustments on the School's financial statements was as follows:

<u>Assets</u>	<u>Liabilities</u>	<u>Net Assets</u>	<u>Revenue</u>	<u>Expenses</u>
\$ 2,090,864	\$ 2,100,270	\$ -	\$ -	\$ 9,406

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 the School's financial statements or the auditors' report. No such disagreements arose during the course of the audit.

Circumstances that Affect the Form and Content of the Auditors' Report

For purposes of this letter, professional standards require that we communicate any circumstances that affect the form and content of our auditors' report. There were no such circumstances identified.

Representations Requested from Management

We have requested certain written representations from management, which are included in a separate letter dated August 14, 2023.

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 the School, 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 the School's auditors.

This report is intended solely for the information and use of the Board of Directors and management of the School and is not intended to be and should not be used by anyone other than these specified parties.

Cerini & Associates LLP

Bohemia, New York

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

Trustee Name:

Zenobia Hartfield

Name of Charter School Education Corporation:

Riverhead Charter School

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

Previously Chair - now Board Trustee

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?

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?

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]

8/1/2023

Signature

Date

Acceptable signature formats include:

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☐ Yes ☒ No

last revised 04/2022

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

Trustee Name:

Maria Cintron

Name of Charter School Education Corporation:

Riverhead Charter School

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

: 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.

Parent

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

-
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

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[REDACTED]

Business Address:

[REDACTED]

E-mail Address:

[REDACTED]

Home Telephone:

[REDACTED]

Home Address:

[REDACTED]

[REDACTED]

7/17/2023

Signature

Date

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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.

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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

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None

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[REDACTED]

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last revised 04/2022

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

Trustee Name:

Natasha Jeffries

Name of Charter School Education Corporation:

Riverhead Charter School

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

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

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☒ **None**

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E-mail Address:

[Redacted]

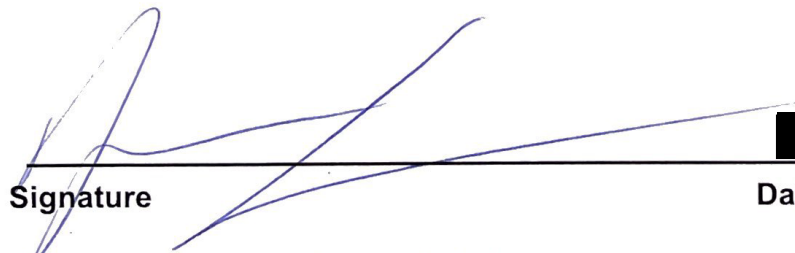
Home Telephone:

[Redacted]

Home Address:

[Redacted]

Signature



Date

[Redacted]

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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.

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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

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-
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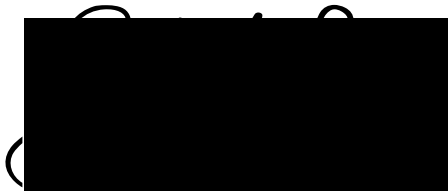
Business Telephone:

Business Address:

E-mail Address:

Home Telephone:

Home Address:



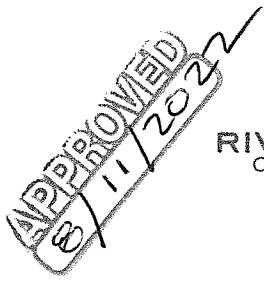
Signature

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Riverhead Charter School
3685 Middle Country Road
Calverton, NY 11933
Phone (631) 369-5800
Elementary Fax (631) 369-6687
Middle School Fax (631) 727-7191
Administration Bldg. Fax (631) 727-7193
www.riverheadcharterschool.org

Board of Trustees

Aimee LoMonaco, Board President
David Edwards, Vice President
Maria Cintron, Treasurer
Natasha Jeffries, Secretary
Zenobia Hartfield, Trustee
Harry Histan, Trustee

Superintendent
Raymond Ankrum

Principal K-5
Dermoth Mattison

Principal 6-10
Dr. Patrick McKinney

Director of Finance and Operations
Nicola Graham

Riverhead Charter School Board of Trustees

Minutes

Board Meeting

Date and Time

Wednesday, July 27, 2022 at 6:30 pm

RCS Mission Statement

Our mission is to inspire today's learners to become tomorrow's leaders by setting high academic standards, promoting solution-oriented thinking and embracing the cultural diversity of our community.

Trustees Present

Aimee LoMonaco, David Edwards (Remote), Maria Cintron, Zenobia Hartfield (Remote).

Guest Present

Raymond Ankrum, Nicola Graham, Dr. Patrick McKinney (Remote), Samantha Camillery, Taylor Henninger, Katherine Gang.

I. Opening Items

A. Record Attendance and Guests

B. Call the Meeting to Order

Aimee LoMonaco called a meeting of the Board of Trustees of Riverhead Charter School to order on July 27, 2022 at 6:41 p.m. The Riverhead Charter School Board of Trustees meeting began with the pledge of allegiance.

C. Approve Minutes

David Edwards made the motion.

Maria Cintron made the second motion.

The board **VOTED** unanimously to approve the Minutes motion of June 15, 2022.



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Superintendent
Raymond Ankrum

Principal K-5
Dermoth Mattison

Principal 6-10
Dr. Patrick McKinney

Director of Finance and Operations
Nicola Graham

D. Public Comment

II. Academic Excellence

A. Superintendent, Mr. Raymond Ankrum

• **Presented June's report:**

- Mr. Ankrum welcomed to a new fiscal year.
- Mr. Ankrum expressed his gratitude to the Board members for all the work they are doing for the school.
- Regarding the importance to be in person in the Board Meetings. Mr. Ankrum expressed "our commitment is to be more in person for board inclusivity".
- Mr. Ankrum discussed about "NY State Charter School Conferences".
- Mrs. LoMonaco will work with Mrs. Salcedo to develop the Board Calendar.
- Mr. Ankrum presented a report about Summer School 2022.
 - ✓ Initially offered to 70 scholars.
 - ✓ 55 scholars took advantage of the opportunity.
 - ✓ There's a virtual option so that summer school is more inclusive than exclusive.
 - ✓ Scholars are receiving instruction based on their individual deficits.
 - ✓ Summer school has been an excellent way to support scholars in their academic growth.
- We have some resignations, two of them relative to the vaccine.
- Mr. Ankrum provided an update regarding the Sound Ave building.

III. Finance

A. Director of Finance and Operation Report, Ms. Nicola Graham

- **Presented Finance & Operation Dashboards.**
 - All cash accounts are healthy.
 - Discussed Cash Disbursements for June 2022 in detail.
 - Informed about the compliance calendar:



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Superintendent
Raymond Ankrum

Principal K-5
Dermoth Mattison

Principal 6-10
Dr. Patrick McKinney

Director of Finance and Operations
Nicola Graham

- ✓ Sent tuition Billing Reconciliation and IDEA fro 2021-2022.
- ✓ Renewed insurance certificates through Salemo Brokerage; General bussiness & Property Insurance. Cyber Liability Policy & Student Accident/Excess.
- ✓ Updated insurance certificates with Bond Trustee for posting on Emma.
- ✓ Sent form 8038-CP to recoup \$95,274 for Qualified School Construction Bond interest pymt.
- ✓ Sumbitted unaudited 4th Quarter Financial Reports as of June 30, 2022 to Bond Trustees.
- Ms. Graham provided an update regarding the Sound Avenue Renovation costs.

IV. Development

V. Facility

• **First Motion:**

The Board approved the motion to accept the Park East Construction Change Order #002 Total Amount \$13,924.75

Maria Cintron made the motion.

David Edwards seconded the motion.

The board **VOTED** unanimously approved the motion.



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Superintendent
Raymond Ankrum

Principal K-5
Dermoth Mattison

Principal 6-10
Dr. Patrick McKinney

Director of Finance and Operations
Nicola Graham

- **Second Motion:**

The Board Approved the motion to retain contractual service with Corporate Accounting Solutions for internal accounting services.

David Edwards made the motion.

Maria Citron seconded the motion.

The board **VOTED** unanimously approved the motion.

- **Third Motion:**

The Board Approved the motion to retain contractual services with Lamb & Barnosky, LLP as a general counsel.

Maria Cintron made the motion.

David Edwards seconded the motion.

The board **VOTED** unanimously approved the motion.

- **Fourth Motion:**

The Board Approved the motion to retain contractual services with Cerini & Associates, LLP as our external auditors.

David Edwards made the motion.

Maria Cintron seconded the motion.

The board **VOTED** unanimously approved the motion.

VI. Governance

Mrs. LoMonaco provided an update regarding Mr. Ankrum's contract. Mrs. LoMonaco will schedule a meeting for Mr. Ankrum's evaluation.

Ms. Graham provided an update regarding the bond refinance. She requested a biography from each board member documenting their professional affiliations.



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Dermoth Mattison

Principal 6-10
Dr. Patrick McKinney

Director of Finance and Operations
Nicola Graham

VII. Other Business

VIII. Closing Items

A. Enter Executive Session

N/A

B. Exit Executive Session

N/A

C. Adjourn Meeting

Maria made a motion to adjourn the meeting of July 27, 2022.

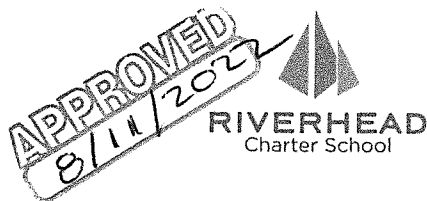
David Edwards seconded the motion.

The board **VOTED** unanimously to approve the motion.

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 7:25 PM.

Respectfully Submitted,

Diana M. Salcedo Gomez.



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Superintendent
Raymond Ankrum

Co-Principals K-6
Taylor Henninger and
Samantha Camillery

Principal 7-8
Katherine Gang

Principal 9-11
Dr. Patrick McKinney

Chief Financial Officer
Nicola Graham

Riverhead Charter School Board of Trustees

Minutes

Special Board Meeting

Date and Time

Tuesday, August 09, 2022 at 6:30pm

RCS Mission Statement

Our mission is to inspire today's learners to become tomorrow's leaders by setting high academic standards, promoting solution-oriented thinking and embracing the cultural diversity of our community.

Trustees Present

Aimee LoMonaco (Remote), Maria Cintron (Remote), Zenobia Hartfield (Remote), Natasha Jeffries (Remote).

Guest Present

Raymond Ankrum (Remote), Nicola Graham (Remote).

I. Opening Items

A. Record Attendance and Guests

B. Call the Meeting to Order

Aimee LoMonaco called a meeting of the Board of Trustees of Riverhead Charter School to order on August 9, 2022, at 6:30 p.m. The Riverhead Charter School Board of Trustees meeting began with the pledge of allegiance.

C. Approve Minutes

D. Public Comment



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Superintendent
Raymond Ankrum

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Taylor Henninger and
Samantha Camillery

Principal 7-8
Katherine Gang

Principal 9-11
Dr. Patrick McKinney

Chief Financial Officer
Nicola Graham

II. Academic Excellence

A. Superintendent, Mr. Raymond Ankrum

III. Finance

A. Director of Finance and Operation Report, Ms. Nicola Graham

IV. Development

V. Facility

• **First Motion:**

The Board approved the motion to accept Park East Contract change order #003 for Additional Electrical Equipment in the amount of \$12,228.87

Maria Cintron made the motion.

Natasha Jeffries seconded the motion.

The board **VOTED** unanimously approved the motion.

• **Second Motion:**

The Board approved the motion to accept Park East Contract change order #004 for Additional Carpentry in the amount of \$19,064.10

Natasha Jeffries made the motion.

Maria Cintron seconded the motion.

The board **VOTED** unanimously approved the motion.



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www.riverheadcharterschool.org

Board of Trustees

Aimee LoMonaco, Board President
David Edwards, Vice President
Maria Cintron, Treasurer
Natasha Jeffries, Secretary
Zenobia Hartfield, Trustee
Harry Histand, Trustee

Superintendent
Raymond Ankrum

Co-Principals K-6
Taylor Henninger and
Samantha Camillery

Principal 7-8
Katherine Gang

Principal 9-11
Dr. Patrick McKinney

Chief Financial Officer
Nicola Graham

- **Third Motion:**

The Board approved the motion to accept Park East Contract change order #005 in the amount of \$14,139.43

Zenobia Hartfield made the motion.

Maria Cintron seconded the motion.

The board **VOTED** unanimously approved the motion.

- **Fourth Motion:**

The Board approved the motion to accept Park East Contract change order #006 in the amount of \$55,681.13 to be assumed by the Landlord as negotiated with attorney.

Zenobia Hartfield made the motion.

Maria Cintron seconded the motion.

The board **VOTED** unanimously approved the motion.

VI. Governance

VII. Other Business

VIII. Closing Items

A. Enter Executive Session

N/A

B. Exit Executive Session

N/A



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C. Adjourn Meeting

Maria Cintron made a motion to adjourn the meeting of August 9, 2022.

Zenobia Hartfield seconded the motion.

The board **VOTED** unanimously to approve the motion.

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 6:58 PM.

Respectfully Submitted,

Diana M. Salcedo Gomez.



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Chief Financial Officer
Nicola Graham

Riverhead Charter School Board of Trustees

Minutes

Board Meeting

Date and Time

Thursday, August 11, 2022 at 6:30 pm

RCS Mission Statement

Our mission is to inspire today's learners to become tomorrow's leaders by setting high academic standards, promoting solution-oriented thinking and embracing the cultural diversity of our community.

Trustees Present

Aimee LoMonaco, David Edwards (Remote), Maria Cintron (Remote), Zenobia Hartfield (Remote), Natasha Jeffries (Remote).

Guest Present

Raymond Ankrum, Nicola Graham, Dr. Patrick McKinney (Remote), Samantha Camillery, Taylor Henninger, Katherine Gang, Nick Timpone, Ken Cerini.

I. Opening Items

A. Record Attendance and Guests

B. Call the Meeting to Order

David Edwards called a meeting of the Board of Trustees of Riverhead Charter School to order on August 11, 2022 at 6:38 p.m. The Riverhead Charter School Board of Trustees meeting began with the pledge of allegiance.

C. Approve Minutes

Maria Cintron made the motion.

Zenobia Hartfield made the second motion.

The board **VOTED** unanimously to approve the Minutes motion of July 27, 2022



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<u>Superintendent</u> Raymond Ankrum	<u>Co-Principals K-6</u> Taylor Henninger and Samantha Camillery	<u>Principal 7-8</u> Katherine Gang	<u>Principal 9-11</u> Dr. Patrick McKinney	<u>Chief Financial Officer</u> Nicola Graham
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Maria Cintron made the motion.

Zenobia Hartfield made the second motion.

The board VOTED unanimously to approve the Minutes of the Special meeting of August 9, 2022.

D. Public Comment

II. Academic Excellence

A. Superintendent, Mr. Raymond Ankrum

III. Finance

A. Director of Finance and Operation Report, Ms. Nicola Graham

- Presented Finance & Operation Dashboards.
 - All cash accounts are healthy.
 - Discussed Cash Disbursements for July 2022 in detail.
 - Informed about the compliance calendar.
 - ✓ Paid semi-annual Bond Principal and Interest payment due 8/1.

Mr. Cerini Auditor's Report

➤ Ken Cerini presented the Financial Statement and Independent Auditors' Report for the Year Ended June 30, 2022 and 2021 to the Board regarding the financial statements of Riverhead Charter School, Inc. (hereinafter "the School"), which comprise the statement of financial position as of June 30, 2022, and the related statements of activities, 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 August 11, 2022.

➤ Report on the Audit of the Financial Statements:

Opinion: In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the School as of June 30, 2022 and 2021, and the results of its operations and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.



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

Zenobia Hartfield made the motion.

Maria Cintron made the second motion.

The board **VOTED** unanimously to approve the motion to accept Financial Statement and Independent Auditors' Report for the Year Ended June 30, 2022 and 2021 conducted by Cerini LLP & Associates.

IV. Development

V. Facility

• **First Motion:**

The Board approved the motion to accept the most recent change order to be assumed

By Memasi architect after execution.

Zenobia Hartfield made the motion.

Natasha Jeffries seconded the motion.

The board **VOTED** unanimously approved the motion.



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VI. Governance

Mrs. LoMonaco provided an update regarding the Sound Avenue building.

VII. Other Business

VIII. Closing Items

A. Enter Executive Session
N/A

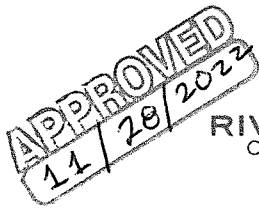
B. Exit Executive Session
N/A

C. Adjourn Meeting
David Edward made a motion to adjourn the August 11, 2022 meeting.
Maria Cintron seconded the motion.
The board **VOTED** unanimously to approve the motion.

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 7:20 PM.

Respectfully Submitted,

Diana M. Salcedo Gomez.



RIVERHEAD
Charter School

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Principal 7-8
Katherine Gang

Principal 9-11
Dr. Patrick McKinney

Chief Financial Officer
Nicola Graham

Riverhead Charter School Board of Trustees

Minutes

Board Meeting

Date and Time

Thursday, October 27th, 2022 at 6:30 pm

RCS Mission Statement

Our mission is to inspire today's learners to become tomorrow's leaders by setting high academic standards, promoting solution-oriented thinking and embracing the cultural diversity of our community.

Trustees Present

Aimee LoMonaco, David Edwards (Remote), Maria Cintron (Remote), Zenobia Hartfield (Remote), Natasha Jeffries (Remote).

Guest Present

Raymond Ankrum, Nicola Graham, Dr. Patrick McKinney, Samantha Camillery, Taylor Henninger, Katherine Gang, Nick Timpone.

I. Opening Items

A. Record Attendance and Guests

B. Call the Meeting to Order

Aimee LoMonaco called a meeting of the Board of Trustees of Riverhead Charter School to order on October 27, 2022 at 6:30 p.m. The Riverhead Charter School Board of Trustees meeting began with the pledge of allegiance.

C. Approve Minutes

David Edwards made the motion.

Zenobia Hartfield made the second motion.

The board **VOTED** unanimously to approve the Minutes motion of August 11, 2022



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<u>Superintendent</u> Raymond Ankrum	<u>Co-Principals K-6</u> Taylor Henninger and Samantha Camillery	<u>Principal 7-8</u> Katherine Gang	<u>Principal 9-11</u> Dr. Patrick McKinney	<u>Chief Financial Officer</u> Nicola Graham
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D. Public Comment

II. Academic Excellence

A. Superintendent, Mr. Raymond Ankrum

- **New Fiscal Year 2022-2023**
 - Mr. Ankrum expressed his gratitude to the board members for the incredible job they do for the school.
 - The school is looking to add two additional board members, one national and one local.
- **Opportunities for Board Learning:**
 - Other type of development the board may need.
 - Board self-assessment.
 - Schedule the superintendent Evaluation System.
- **Revisiting Board Committees:**
 - Mr. Ankrum formulated the following questions to review and advise on the achievement of the Board objectives:
 - What are the current board committees?
 - Who is the board point person for those committees?
 - What are the proposed dates for meeting?
 - How does this information get transmitted to the board?
 - How do we normalize this process to remain consistent to prevent board burnout and/or board turnover?
- **Data Analysis 2022:**
 - Mr. Ankrum advised the board of the data analysis presentation that principals and DCS's will introduce on November.
 - The superintendent pointed out to the board members to feel free to ask questions to the DCS's.
- **Staffing 2022:**
 - The superintendent informed about the multiple points for employees to improve.
 - Mr. Ankrum advised how it has been difficult to find a Science teacher for High School.
- **Building Update 2022:**
 - Mr. Ankrum advised the following regarding the Sound Ave building: "We are currently exploring opportunities to develop the back portion of the land. That buys us another 2-years of learning space for our scholars. We are currently looking at the commons as well as another parcel of land. Athletic fields are a sticking point".



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- **Upcoming Dates & Touch Points 2022:**

- Hispanic Heritage was amazing.
- Polish Heritage celebration is 10/27 at 6:00 p.m.
- State Test scores for everyone else will be released on November 4, 2022.
- W.O.W collaboration is 10/18-19 w/Peconic Bay.

III. Finance

A. Director of Finance and Operation Report, Ms. Nicola Graham

- Presented Finance & Operation Dashboards.
 - All cash accounts are healthy.
 - Discussed Cash Disbursements for September and October 2022 in detail.
 - Informed about the compliance calendar (September 2022).
 - ✓ Issued 1st installation of 2022/2023 District Tuition billing for July/August.
 - ✓ Annual Fire Alarm, System Inspection –completed 7/29 by Star Fire Protection.
 - ✓ Annual Fire Hydrant Inspection – completed 9/2 by Island View Services.
 - ✓ Annual Testing & Maintenance of Backflow Prevention Device-completed 7/9 by Essay.
 - ✓ Filed 2021 IRS Form 5500-SF return with IRS for 403B plan electronically.
 - ✓ Submitted Consolidated Application for Title Grants due 8/31/2022.
 - ✓ Shout Outs:
 - GC made provisions to Open High School on-time.
 - Custodians are able to deliver HS meals in food containers that maintain heat up to 4 hours.
 - Congratulations on reaching 100 + employees.
 - Welcome Back BBQ kick off for the new SY was a hit!
 - Informed about the compliance calendar (October 2022).
 - ✓ Filed 990 Tax Return of Organization Exempt from Income Tax, Due 11/15.
 - ✓ Served 19 days of Breakfast and Lunch in September (9/26 & 9/27 Rosh Hoshanah)
 - ✓ Issued 2nd installation of 2022/2023 District Tuition billion for September/October.
 - ✓ Bus Drills completed.



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- ✓ BEDS Day – 10/5-1st Wednesday in October.
- ✓ Enrollment target: 947 max and 823 enrollments.
- ✓ Update on Furniture, Building, Meal Program and Technology.

IV. Development

V. Facility

• **First Motion:**

To approve A to Z Catering Inc. as the lowest bidder for Food Meal Service Provider.

David Edwards made the motion.

Maria Cintron seconded the motion.

The board **VOTED** unanimously approved the motion.

• **Second Motion:**

To approve Park East Construction Corp. Change order No. 8 Basement Wall Demolition in the amount of \$3,052.00.

Maria Cintron made the motion.

Zenobia Hartfield seconded the motion.

The board **VOTED** unanimously approved the motion.

• **Third Motion:**

To approve Memasi as the architect for the school year 2022-2023.

Natasha Jeffries made the motion.

Zenobia Hartfield seconded the motion.

The board **VOTED** unanimously approved the motion.



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VI. Governance

VII. Other Business

VIII. Closing Items

A. Enter Executive Session
N/A

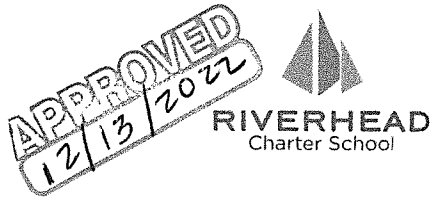
B. Exit Executive Session
N/A

C. Adjourn Meeting
Maria Cintron made a motion to adjourn the meeting of October 27, 2022.
Zenobia Hartfield seconded the motion.
The board **VOTED** unanimously to approve the motion.

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 7:45 PM.

Respectfully Submitted,

Diana M. Salcedo Gomez.



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Katherine Gang

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Riverhead Charter School Board of Trustees

Minutes Board Meeting

Date and Time

Monday, November 28, 2022 at 6:30 pm

RCS Mission Statement

Our mission is to inspire today's learners to become tomorrow's leaders by setting high academic standards, promoting solution-oriented thinking and embracing the cultural diversity of our community.

Trustees Present

Aimee LoMonaco (Remote), David Edwards (Remote), Maria Cintron (Remote), Zenobia Hartfield (Remote), Natasha Jeffries (Remote).

Guest Present

Raymond Ankrum, Nicola Graham, Samantha Camillery (Remote), Taylor Henninger (Remote), Katherine Gang (Remote), Nick Timpone (Remote).

I. Opening Items

A. Record Attendance and Guests

B. Call the Meeting to Order

Aimee LoMonaco called a meeting of the Board of Trustees of Riverhead Charter School to order on November 28, 2022 at 6:32 p.m. The Riverhead Charter School Board of Trustees meeting began with the pledge of allegiance.

C. Approve Minutes

Natasha Jeffries made the motion.

Maria Cintron made the second motion.

The board **VOTED** unanimously to approve the Minutes motion of October 27, 2022

D. Public Comment



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Katherine Gang

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II. Academic Excellence

A. Superintendent, Mr. Raymond Ankrum

- **Opportunities for Board Learning**
 - Mr. Ankrum spoke about the Board retreat 2022-23. He emphasized scheduling the meeting of all board panel members.
 - The Superintendent revisited the Board Committees.
- **New Fiscal Year 2022-23:**
 - Mr. Ankrum discussed the Annual Gala.
Mrs. LoMonaco and Mrs. Cintron reviewed the details of the event.
 - Mr. Ankrum emphasized the following topics:
 - There must be a quorum of board members on site for board meetings.
 - We are looking to add 2 additional board members, one national, one local.
 - The Riverhead Charter school submitted an application for Charter School Growth Fund Seed funding.
- **School Year 2022:**
 - The Superintendent informed that employee recruitment will begin on January 2023.
 - Mr. Ankrum announced the Winter Concert. It will be on Tuesday, December 20, 2022 and Thursday, December 22, 2022. Each grade will be performing a program of pieces about the season and its celebrations to recognize our diverse community.
- **Data Analysis 2022:**
 - RCS is the #1 rated Unionized Charter School in NY State when you combine proficiency levels for both ELA/Math in grades 3-8.
 - Leaders have been working with Vice President of Trustees David Edwards on presenting data to the board.
 - Mr. Timpone presented the Data Overview from ELA and Math with some takeaways and goals.
 - The Director of Academics presented a comparison between Riverhead Charter School and Riverhead Central School District.
 - Mr. Timpone and Mr. McKinney were looking at data from year 2021 to 2022. They analyzed "percent proficient and percent tested".
 - Mr. Timpone advised the following Key Takeaways for ELA 2022:
 - A. Riverhead Charter School (RCS) outscored Riverhead Central School District (RCS D) at every grade 3-8.
 - B. RCS tested more students than RSCD at every grade level 3-8.



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- C. Despite a significant increase in number tested, RCS increased the gap between performance levels when compared to RCSD.
- D. Overall, RCS outscored William Floyd (WFUFSD) and Longwood (LCDS) on the grade 3-8 exam and tested a larger percentage of students.
- E. The majority of the 3-8 charter schools that outperformed RCS came from Success Academy, South Bronx Classical and ICAHN (22/39 schools).
- The director of Academics provided the 2022-2023 ELA goals:
 - Proficiency % goals by grade.
 - 3rd Grade: 55%
 - 4th Grade: 65%
 - 5th Grade: 60%
 - 6th Grade: 60%
 - 7th Grade: 75%
 - 8th Grade: 80%
 - Full implementation of HMH ELA Curriculum.
 - Continued improvement of Guided Reading program.
- Mr. Timpone provided the 2022-2023 ELA School Ranking of Riverhead Charter School VS NYS Charter Schools 2022.
 - Long Island Charter Schools: RCS is Ranked 1 of 5. 1% above #2
 - All 3-8 NYS Charter School: RCS is ranked 41 of 140. 71st percentile.
- Mr. Timpone advised the following Key Takeaways for MATH 2022:
 - A. Riverhead Charter School (RCS) outscored Riverhead Central School District (RCSD) at every grade 3-8.
 - B. RCS tested more students than RCSD at every grade level 3-8.
 - C. Despite a significant increase in number tested, RCS increased the gap between performance levels when compared to RCSD.
 - D. Overall, RCS outscored William Floyd (WFUFSD) and Longwood (LCDS) on the grade 3-8 exam and tested a larger percentage of students.
 - E. The majority of the 3-8 charter schools that outperformed RCS came from Success Academy, South Bronx Classical and ICAHN.
- The director of Academics provided the 2022-2023 MATH goals:
 - Proficiency % goals by grade.
 - 3rd Grade: 55%
 - 4th Grade: 65%
 - 5th Grade: 55%
 - 6th Grade: 60%



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- 7th Grade: 65%
- 8th Grade: 50%
- Continue implementation of Primary Math International (Japan Math) through 6th grade.
- Add STEAM component to Math Blocks.
- Mr. Timpone provided the 2022-2023 MATH School Ranking of Riverhead Charter School VS NYS Charter Schools 2022.
 - Long Island Charter Schools: RCS is Ranked 3 of 5. 2% behind #1
 - All grades 3-8 NYS Charter School: RCS is ranked 48 of 140. 66th percentile.
- Mr. Timpone informed of the upcoming academic presentations:
 - December: teacher Observations.
 - January: Subgroup Analysis HS Projections.
 - February: HS & College Counseling Programs.
 - March: Special Education and ENL at RCS.
 - May: "RCS Students Present" Preview EOY Events.
 - June: End of the Year Data Review.

III. Finance

A. Director of Finance and Operation Report, Ms. Nicola Graham

- Reported Preliminary (Unaudited) 1st Qtr Balance Sheet and Profit Loss (July 2022 - September 30, 2022).
- The approved Budgeted revenue for fiscal 2022-23 is 16,646,240.
- The Y-T-D recognized revenue is 3,662,815.
- The Approved Budgeted expenses for fiscal 2022-23 is 15,773,643.
- The Y-T-D recognized expenses is 2,524,671.
- Overall, on target for revenues and spending budgeted expenses.
- Discussed Cash Disbursements for October 2022 in detail.
- Presented Finance & Operation Dashboards.
 - All cash accounts are healthy.
 - Informed about the compliance calendar (October 2022).
 - ✓ Served 17 days of Breakfast and Lunch in October (10/5 & 10/10 holiday).
 - ✓ Filed 1st Quarterly Financial Statements as required for continuing disclosure with Bond Trustee.
 - ✓ Annual Survey of Charter School Enrollment & Poverty Status for 2022-23.



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Board of Trustees

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Zenobia Hartfield, Trustee
Harry Histan, Trustee

Superintendent
Raymond Ankrum

Co-Principals K-6
Taylor Henninger and
Samantha Camillery

Principal 7-8
Katherine Gang

Principal 9-11
Dr. Patrick McKinney

Chief Financial Officer
Nicola Graham

- ✓ Building sign on Elementary School Building.
- ✓ Enrollment target: 947 max and 816 enrollments.

IV. Development

V. Facility

- Mrs. LoMocano provided an update regarding the new possible construction.
- Regarding the Athletic field attached to the High School building, Mrs. LoMonaco informed that the realtor is reaching out to the owner of a Vineyard that owns about 7 acres.

First Motion:

To approve the lease for the extension of the property in Sound Avenue contingent upon the Board of Regents non-material revision.

David Edwards made the motion.

Maria Cintron seconded the motion.

The board **VOTED** unanimously approved the motion.

Second Motion:

To approve the reduction of retainage from 5% to 3% for Sound Ave and holding the balance in accordance with Park East Construction Corp. contract.

Maria Cintron made the motion.

David Edwards seconded the motion.

The board **VOTED** unanimously approved the motion.

VI. Governance



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VII. Other Business

VIII. Closing Items

A. Enter Executive Session

N/A

B. Exit Executive Session

N/A

C. Adjourn Meeting

Zenobia Hartfield made a motion to adjourn the meeting of November 28, 2022.

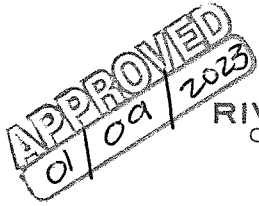
David Edwards seconded the motion.

The board **VOTED** unanimously to approve the motion.

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:03 PM.

Respectfully Submitted,

Diana M. Salcedo Gomez.



RIVERHEAD
Charter School

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Katherine Gang

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Riverhead Charter School Board of Trustees

Minutes **Board Meeting**

Date and Time

Tuesday, December 13, 2022 at 6:30 pm

RCS Mission Statement

Our mission is to inspire today's learners to become tomorrow's leaders by setting high academic standards, promoting solution-oriented thinking and embracing the cultural diversity of our community.

Trustees Present

Aimee LoMonaco (Remote), David Edwards (Remote), Maria Cintron (Remote), Zenobia Hartfield (Remote), Natasha Jeffries (Remote).

Guest Present

Raymond Ankrum, Nicola Graham (Remote), Samantha Camillery (Remote), Taylor Henninger (Remote), Katherine Gang (Remote), Nick Timpone (Remote), Patrick McKinney (Remote).

I. Opening Items

A. Record Attendance and Guests

B. Call the Meeting to Order

Aimee LoMonaco called a meeting of the Board of Trustees of Riverhead Charter School to order on December 13, 2022 at 6:40 p.m. The Riverhead Charter School Board of Trustees meeting began with the pledge of allegiance.

C. Approve Minutes

Natasha Jeffries made the motion.

Zenobia Hartfield made the second motion.

The board **VOTED** unanimously to approve the Minutes motion of November 28, 2022.

D. Public Comment



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II. Academic Excellence

A. Superintendent, Mr. Raymond Ankrum

• **Teacher observations 2022**

- Dr. McKinney introduced the presentation 'Teacher observations 2022'.
- Mr. Timponi spoke regarding the components of the formal observations. He emphasized that Formal Observations are a way in which they are able to evaluate teachers 'progress and performance throughout the year.
- The Director of Academics, Mr. Timponi, discussed the following topics regarding the Teacher Observations:
 - Formal Observations Timeline.
 - Evaluation Rating Overview.
 - Domains (1, 2, 3).
 - Areas of Strength.
 - Areas of Improvement.
 - Consistency in Rating Across all Buildings.
 - DCIs and leader's feedbacks.
 - Professional Development sessions.

• **Peer Observations:**

- Mr. Ankrum provided an update regarding the Peer Observation program, which is completely voluntary.
- The Superintendent informed that this program has an instructional focus where teachers can begin learning from their colleagues.

• **Wait Time:**

- The Middle School Principal, Katherine Gang informed regarding the past Classroom Focus in Middle School, which was "Wait Time". She explained that this instructional focus allowed students to formulate their thoughts before to be called to participate in the class's topic.

• **Winter Break Packets:**

- Mr. Ankrum informed about the academic packets for students. Teachers are getting ready the Winter Break Packets, which are focused on skills that students haven't mastered.

• **Upcoming Dates:**

- PD day 12/14.
- Winter Concert Performances:
 - Grades K-2. Tuesday, December 20, 2022 at 6:30 pm (gym).
 - Grades 3-5 & 6-8. Thursday, December 22, 2022 at 6:30pm (gym).



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- **Fundraising Committee:**
 - Mr. Ankrum informed that all fundraising ideas must go directly through the fundraising committee, then administration.
- **Behavioral Focus and Supports:**
 - The Superintendent discussed student behavior while riding the bus.
- **RCS VS. SENDING DISTRICTS NY State ELA & MATH Grades 3-8 2021-22:**
 - Mr. Ankrum presented a comparison between Riverhead Charter School and Sending Districts.
 - ✓ Highest performing school, RCS.
 - ✓ RCS is testing more students than the sending districts.
 - ✓ RCS Students are on growth trajectories.
 - ✓ Very rarely RCS Students receive 1 scores.

III. Finance

A. Director of Finance and Operation Report, Ms. Nicola Graham

- Discussed Cash Disbursements for November 2022 in detail.
- Presented Finance & Operation Dashboards.
 - All cash accounts are healthy.
 - Informed about the compliance calendar (November 2022).
 - ✓ Served 18 days of Breakfast and 16 Lunches in November (2-1/2 day's Veteran's Day, and Thanksgiving Break).
 - ✓ Issued 3rd installation of District Billing for November/December 2022.
 - ✓ Enrollment target: 947 max.
 - ✓ Currently enrolled: 816.



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<u>Superintendent</u> Raymond Ankrum	<u>Co-Principals K-6</u> Taylor Henninger and Samantha Camillery	<u>Principal 7-8</u> Katherine Gang	<u>Principal 9-11</u> Dr. Patrick McKinney	<u>Chief Financial Officer</u> Nicola Graham
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IV. Development

V. Facility

- Mrs. LoMocano provided an update regarding The High School expansion.
- Mrs. LoMonaco discussed the situation regarding acquiring an Athletic Field for the school.

VI. Governance

VII. Other Business

VIII. Closing Items

A. Enter Executive Session

David Edwards made a motion to enter executive session at 8:00PM.

Maria Cintron seconded the motion.

The board **VOTED** unanimously to approve the motion.

B. Exit Executive Session

David Edwards made a motion to exit executive session at 8:13PM.

Maria Cintron seconded the motion.

The board **VOTED** unanimously to approve the motion.

Motion to adopt the superintendent's contract effective 2022-2027.

Maria Cintron made a motion.

David Edwards seconded the motion.

The board **VOTED** unanimously to approve the motion.

C. Adjourn Meeting

David Edwards made a motion to adjourn the meeting at 8:14PM.

Zenobia Hartfield seconded the motion.

The board **VOTED** unanimously to approve the motion.



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Katherine Gang

Principal 9-11
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There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:14 PM.

Respectfully Submitted,

Diana M. Salcedo Gomez.



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Riverhead Charter School Board of Trustees

Minutes

Board Meeting

Date and Time

Monday, January 09, 2023 at 6:30 pm

RCS Mission Statement

Our mission is to inspire today's learners to become tomorrow's leaders by setting high academic standards, promoting solution-oriented thinking and embracing the cultural diversity of our community.

Trustees Present

Aimee LoMonaco, David Edwards (Remote), Maria Cintron, Zenobia Hartfield (Remote), and Natasha Jeffries.

Guest Present

Raymond Ankrum, Nicola Graham, Samantha Camillery, Taylor Henninger, and Katherine Gang.

I. Opening Items

A. Record Attendance and Guests

B. Call the Meeting to Order

Aimee LoMonaco called a meeting of the Board of Trustees of Riverhead Charter School to order on January 09, 2023, at 6:38 p.m. The Riverhead Charter School Board of Trustees meeting began with the pledge of allegiance.

C. Approve Minutes

David Edwards made the motion.

Natasha Jeffries made the second motion.

The board **VOTED** unanimously to approve the Minutes motion of December 13, 2022.

D. Public Comment



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II. Academic Excellence

A. Superintendent, Mr. Raymond Ankrum

- Mr. Ankrum spoke regarding transportation concerns.
- The superintendent encouraged the Board to think strategically to find solutions.
- The Superintendent discussed the annual conference date, which will be in San Antonio, TX. June 18-21, 2023.
- **Upcoming dates:**
 - 1/16 - School Closed: Martin Luther King Jr. Day
 - 1/17-1/20 - 6th Grade Midterms
 - 1/23 - iReady Winter Diagnostic Begins
 - 1/25 - Half-Day Students/Professional Development: 11:30 am Dismissal
 - 1/27 - End of Second Quarter
 - 2/1 - Report Card Grades/Comments Due in eSchool by 9:00 am
 - 2/3 - Report Cards Sent Home
 - 2/3 - Half-Day Students/Parent-Teacher Conferences: 11:30 am Dismissal
 - 2/6 - 2/10 - Scholastic Book Fair
 - 2/16 - Black History Month Celebration: 6:00 pm
 - 2/17 - Half-Day Students/Professional Development: 11:30 am Dismissal
 - 2/20 - 2/24 - School Closed: Mid-Winter Recess

III. Finance

A. Director of Finance and Operation Report, Ms. Nicola Graham

- Discussed Cash Disbursements for December 2022 in detail.
- Discussed the benefits of switching to the new PEO, Prestige.
- Presented Finance & Operation Dashboards.
 - All cash accounts are healthy.
 - Informed about the compliance calendar (December 2022).
 - ✓ Served 17 days of Breakfast and 15 Lunches in December (12/14 & 12/23 half days).
 - ✓ Enrollment target: 947 max.



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Motion #1

Board resolution to accept and approve the transition to Prestige PEO Service.

Maria Cintron made the motion.

Zenobia Harfield seconded the motion.

The board **VOTED** unanimously to approve the motion.

IV. Development

V. Facility

- Mrs. LoMonaco provided an update regarding acquiring an Athletic Field for the school.

Motion #2

To approve, the School will promptly apply to obtain the necessary approval from its State authorizer for a Charter revision so that it may purchase the real property and the buildings thereon located at 1116 Main Road, Aquebogue, NY 11931 ("the Property") pursuant to a Contract of Sale with Vinland Commons, LLC ("Vinland") dated as of May 18, 2022.

BE IT FURTHER RESOLVED, that upon the School's receipt of such approval prior to May 9, 2023, the School will exercise its option to purchase the Property and execute and provide to Vinland a Notice to Close and proceed to closing of the Contract and pay the balance of the purchase price due pursuant to the Contract.

BE IT FURTHER RESOLVED, that the officers of the School are severally authorized, empowered and directed to take all such actions and to execute any and all documents necessary to accomplish the foregoing.



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Zenobia Harfield made the motion.

Maria Cintron seconded the motion.

The board **VOTED** unanimously to approve the motion.

VI. Governance

VII. Other Business

VIII. Closing Items

A. Enter Executive Session

N/A

B. Exit Executive Session

N/A

C. Adjourn Meeting

Zenobia Hartfield made a motion to adjourn the meeting on January 09, 2023.

Natasha Jeffries seconded the motion.

The board **VOTED** unanimously to approve the motion.

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 7:35 PM.

Respectfully Submitted,

Diana M. Salcedo Gomez.



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Riverhead Charter School Board of Trustees

Minutes

Board Meeting

Date and Time

Wednesday, March 22, 2023, at 6:30 pm

RCS Mission Statement

Our mission is to inspire today's learners to become tomorrow's leaders by setting high academic standards, promoting solution-oriented thinking, and embracing the cultural diversity of our community.

Trustees Present

Aimee LoMonaco, David Edwards (Remote), Maria Cintron, Zenobia Hartfield (Remote), and Natasha Jeffries.

Guest Present

Raymond Ankrum, Nicola Graham, Samantha Camillery, Taylor Henninger, Katherine Gang, Nick Timpone, Lisa Dvoskin, Esq. from Lamb and Barnosky, LLP; Janet Morley from Capital Market Advisors, LLC, Alexander Locascio from Capital Market Advisors, LLC.

I. Opening Items

A. Record Attendance and Guests

B. Call the Meeting to Order

Aimee LoMonaco called a meeting of the Board of Trustees of Riverhead Charter School to order on March 22, 2023, at 6:45 p.m. The Riverhead Charter The School Board of Trustees meeting began with the pledge of allegiance.

C. Approve Minutes

Maria Cintron made the motion.

Natasha Jeffries made the second motion.

The board **VOTED** unanimously to approve the Minutes motion of January 09, 2023.



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D. Public Comment

II. Academic Excellence

A. Superintendent, Mr. Raymond Ankrum

- Mr. Ankrum updated regarding Enrollment 2023-24.
The School currently has 254 applicants for 90-100 spots.
Ethnicity Complete Applications 2023-24:

African American	32
Asian /Pacific	2
Caucasian	18
Hispanic	176
Other	26
TOTAL	254
- The Superintendent discussed Stop drop and test Highlights for ELA 3-8.
Mr. Ankrum reported how students are responding to small group instruction. There is substantial growth from the Winter to the Spring, he said. Teachers are incorporating the feedback received by DCI'S and school leaders, showing how students perform.
- **Upcoming dates Elementary School:**
 - 3/21 - 3/22 - Math Stop Drop #2
 - 3/22 - Virtual Day for K-2
 - 4/3 - 4/10 - Spring Recess
 - 4/14 - End of Third Quarter
 - 4/19 - 4/20 - NYS ELA Tests Grades 3-6
 - 4/19 - Quarter 3 Report Cards due @ 9:00 am
 - 4/21- Half-Day Students/Parent-Teacher Conferences
 - 4/28 - Student Concerns Meeting
- **Upcoming dates Middle School:**
 - 4 Mar. – 4 Oct. - NO SCHOOL - Spring Recess
 - 14 Apr.- End of Q3
 - 19–20 Apr. - NYS ELA Test
 - 19 Apr.- Report Card Grades & Comments Due
 - 21 Apr. - Half-Day for Students (Schedule B), Report Cards sent home, PTCs (1-4 pm) MANDATORY.
 - 26 Apr. - Parent-Teacher Conferences (5-7 pm) MANDATORY.
- **High School Building Updates**
Mr. Ankrum discussed the following topics:
 - Expanding Sound Ave to have six classrooms and indoor gym space.



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- Athletic spaces.
- Factoring in bussing and possibly teaming with parents to go to board meetings and express their displeasure.
- Focusing student recruitment on areas that fall within the bus trajectory.

III. Finance

A. Director of Finance and Operation Report, Ms. Nicola Graham

- Discussed Cash Disbursements for January 2023 in detail.
- Discussed Cash Disbursements for February 2023 in detail.
- Presented Finance & Operation Dashboards.
 - All cash accounts are healthy.
 - Informed about the compliance calendar (January & February 2023).
 - ✓ Served 20 days of Breakfast and 19 Lunches in January (1/15 half day).
 - ✓ W-2s were sent electronically to staff from Extensis.
 - ✓ Buildings/Grounds Repairs and Maintenance Update.
 - ✓ Filed our Annual Financial and Compliance Report with Riverhead IDA Industrial Development Agency.
 - ✓ Issued 4th installation of District Tuition billing for January/February 2023.
 - ✓ Paid semi-annual Bond payment due 2/1/2023.
 - ✓ Sent Form 8038-CP to recoup \$89,110 for Qualified School Construction Bond Interest payment.
 - ✓ 2nd Quarter Financial Reports – as of December 2022 (Submitted to Bond Trustees).
 - ✓ Enrollment target: 947 max and 811 enrollments.



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IV. Development

V. Facility

- Mrs. LoMonaco summarized an overview of the current state of facilities relative to Riverhead Charter School.
 - ✓ Mrs. LoMonaco discussed with the Board Members expanding Sound Avenue Building.
 - ✓ Mrs. LoMonaco discussed the possibility of obtaining a 6-month extension of the Feasibility Period and the current deadline to close the contract is May 17, 2013.

Motion #1

Board resolution to cancel the contract of sale with Vinland Commons, LLC.

David Edwards made the motion.

Natasha Jeffries seconded the motion.

The board **VOTED** unanimously to approve the motion.

Motion #2

Board resolution to accept the school's financial advisors' recommendation to pursue the possible refunding of the current bonds.

David Edwards made the motion.

Maria Cintron seconded the motion.

The board **VOTED** unanimously to approve the motion.

VI. Governance



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VII. Other Business

VIII. Closing Items

A. Enter Executive Session

N/A

B. Exit Executive Session

N/A

C. Adjourn Meeting

Natasha Jeffries made a motion to adjourn the meeting on March 22, 2023.

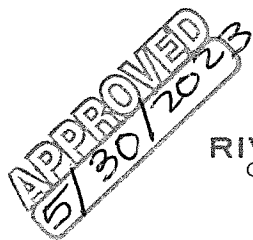
Maria Cintron seconded the motion.

The board **VOTED** unanimously to approve the motion.

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:12 PM.

Respectfully Submitted,

Diana M. Salcedo Gomez.



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Board of Trustees

Aimee LoMonaco, Board President
David Edwards, Vice President
Maria Cintron, Treasurer
Natasha Jeffries, Secretary
Zenobia Hartfield, Trustee
Harry Histan, Trustee

Superintendent
Raymond Ankrum

Co-Principals K-6
Taylor Henninger and
Samantha Camillery

Principal 7-8
Katherine Gang

Principal 9-11
Dr. Patrick McKinney

Chief Financial Officer
Nicola Graham

Riverhead Charter School Board of Trustees

Minutes

Board Meeting

Date and Time

Wednesday, April 26, 2023, at 6:30 pm

RCS Mission Statement

Our mission is to inspire today's learners to become tomorrow's leaders by setting high academic standards, promoting solution-oriented thinking, and embracing the cultural diversity of our community.

Trustees Present

Aimee LoMonaco (absent), David Edwards (Remote), Maria Cintron, Zenobia Hartfield (Remote), and Natasha Jeffries.

Guest Present

Raymond Ankrum, Nicola Graham, Samantha Camillery, Taylor Henninger, Katherine Gang, Nick Timpone, Patrick McKinney.

I. Opening Items

A. Record Attendance and Guests

B. Call the Meeting to Order

David Edwards called a meeting of the Board of Trustees of Riverhead Charter School to order on April 26, 2023, at 6:45 p.m. The Riverhead Charter School Board of Trustees meeting began with the pledge of allegiance.

C. Approve Minutes

Maria Cintron made the motion.

Natasha Jeffries made the second motion.

The board **VOTED** unanimously to approve the Minutes motion of March 22, 2023.

D. Public Comment



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II. Academic Excellence

A. Superintendent, Mr. Raymond Ankrum

- Mr. Ankrum discussed how to make the lottery more equitable. He reached out to the state to inquire about ways to improve equity.
- The Superintendent suggested a program to the board that would enable Teacher Assistants to become certified teachers, with a requirement to stay on the team for at least three years through investment.
- Mr. Ankrum informed regarding ELA Grades 3-8 State Testing. According to the Superintendent, the students performed exceptionally well on the tests, and he extended his congratulations to the teachers and students for their hard work and dedication.
- Mr. Ankrum discussed building updates. It will be a discussion about expanding the building on Sound Avenue. The proposed expansion plans will be reviewed, and the next steps will be discussed during the meeting. As stated by Mr. Ankrum, it is crucial for the school to possess sufficient space and resources that can aid in developing students and educators and facilitate continued progress.
- High school Building Updates:
Expanding Sound Avenue to have potentially six classrooms and an indoor gym space.
Being creative about what athletic spaces can be.
Factoring in bussing and possibly teaming with parents to go to board meetings and express their displeasure.
- Upcoming Dates Elementary School:
 - 4/24-4/28 – NYESLAT Speaking for Grades 2-6
 - 4/28 - Student Concerns Meeting
 - 5/2 & 5/3 – NYS Math Test Grades 3-6
 - 5/10 – 4th Quarter Progress Reports
 - 5/12 – 4th Quarter Progress Reports sent home
 - 5/15-5/20 NYESLAT Wellness on Wheels session #2
- Upcoming Dates Middle School:
 - 4/28 Student Concerns Meeting
 - NYS Math Test (grade 7), Practice Earth Science Regents & Algebra 1 Regents (grade 8).
 - 5/19 Chocolate Fundraiser Ends
 - 5/22 Cohen's Children's Medical Center workshops for all classes during PL.



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Katherine Gang

Principal 9-11
Dr. Patrick McKinney

Chief Financial Officer
Nicola Graham

III. Finance

A. Director of Finance and Operation Report, Ms. Nicola Graham

- Discussed Cash Disbursements for March 2023 in detail.
- Presented Finance & Operation Dashboards.
 - All cash accounts are healthy.
 - Informed about the compliance calendar (March 2023).
 - ✓ Served 23 days of breakfast and 22 days of Lunch for March. PD on 3/15.
 - ✓ Issued 5th Installation of District Tuition Billing for March/April 2023.
 - ✓ Buildings/Grounds Repairs and Maintenance Update.
 - ✓ Completed 2023-24 Survey of Charter School Enrollments and Poverty Status due 4/14.
 - ✓ Completed ARP Homeless Children and Young State Reserve Application due 4/6.
 - ✓ Upcoming NYS Education Stabilization Fund (ESF) Desk Review and Monitoring due 5/10.
 - ✓ Lottery was on April 18. We received 315 completed applications and we accepted 90 applications. 90 Kindergartens. 1 child of RCS employee; 43 Riverhead Residents; 43 siblings of Current Students; 3 Other Districts.

IV. Development

V. Facility

Motion #1

Board resolution to Contract Change Order #PEC-009: Fire Marshall

Maria Cintron made the motion

Natasha Jeffries seconded the motion

The board **VOTED** unanimously to approve the motion.



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Motion #2

Board resolution to Contract Change Order #PEC-010: Temp. Partitions & Walls in place of storefronts/Carpet in Stairwells & Hallway.

Natasha Jeffries made the motion.

Maria Cintron seconded the motion.

Motion #3

Board resolution to Contract Change Order #PEC -011: Additional Paving Based on Updated Plan from Bohler.

Maria Cintron made the motion

Natasha Jeffries seconded the motion

Motion #4

Board resolution to Contract Change Order #PEC-012: Temp. Light Fixtures/Rewiring of Loop Light Fixtures.

Maria Cintron made the motion

Natasha Jeffries seconded the motion

Motion #5

Board resolution to Contract Change Order #PEC -013: Fire Sprinkler Pipe Freeze Emergency.

Maria Cintron made the motion

Natasha Jeffries seconded the motion

VI. Governance

VII. Other Business



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Nicola Graham

VIII. Closing Items

A. Enter Executive Session

N/A

B. Exit Executive Session

N/A

C. Adjourn Meeting

Maria Cintron made a motion to adjourn the meeting on April 26, 2023.

Natasha Jeffries seconded the motion.

The board **VOTED** unanimously to approve the motion.

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 7:13 PM.

Respectfully Submitted,

Diana M. Salcedo Gomez.



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Riverhead Charter School Board of Trustees

Minutes

Board Meeting

Date and Time

Tuesday, May 30, 2023, at 6:30 pm

RCS Mission Statement

Our mission is to inspire today's learners to become tomorrow's leaders by setting high academic standards, promoting solution-oriented thinking, and embracing the cultural diversity of our community.

Trustees Present

Aimee LoMonaco, David Edwards (Remote), Maria Cintron, Zenobia Hartfield (Remote), and Natasha Jeffries.

Guest Present

Raymond Ankrum, Nicola Graham, Taylor Henninger, Katherine Gang, Nick Timpone.

I. Opening Items

A. Record Attendance and Guests

B. Call the Meeting to Order

Aimee LoMonaco called a meeting of the Board of Trustees of Riverhead Charter School to order on May 30, 2023, at 6:30 p.m. The Riverhead Charter School Board of Trustees meeting began with the pledge of allegiance.

C. Approve Minutes

Maria Cintron made the motion.

David Edwards made the second motion.

The board **VOTED** unanimously to approve the Minutes motion of April 26, 2023.

D. Public Comment



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Katherine Gang

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Chief Financial Officer
Nicola Graham

II. Academic Excellence

A. Superintendent, Mr. Raymond Ankrum

- During the meeting, the Superintendent provided information about the expected enrollment for the academic year 2023-2024.
- Mr. Ankrum has announced that 99% of the school staff members have agreed to return for the upcoming school year, which is an excellent retention rate for teachers.
- Mr. Timpone updated the ELA Grades 3-8 State Testing. He was pleased to report that the NYS ELA/Math State testing for grades 3-8 had concluded, and our students had a participation rate of over 90%. Additionally, the Director of Curriculum shared information on the Regent Testing and expressed confidence in our students' preparedness for the upcoming tests.
- The Superintendent provided an update on the building expansion plan for Sound Avenue. Mr. Ankrum mentioned that they are currently collaborating with Bohler and the architects to secure a two-classroom portable trailer at the back of the school. The architects are also in the process of finalizing the long-term buildout plan for the school's rear area. Additionally, he shared that they are exploring the use of the adjacent lot for sports field purposes.
- Upcoming Dates Elementary School:
 - 5/15-5/26 NYESLAT Reading/Writing/Listening
 - 5/24-5/25 Wellness on Wheels session #2
 - 5/25 Art Celebration
 - 5/30 National Honor Society Induction
 - 6/1 Spring Concert Grades 3-6
 - 6/2 Kindergarten Donut with Grown-Ups
 - 6/6 Spring Concert Grades K-2
 - 6/9 Field Day K-6



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Nicola Graham

III. Finance

A. Director of Finance and Operation Report, Ms. Nicola Graham

- Discussed Cash Disbursements for April 2023 in detail.
- Presented Finance & Operation Dashboards.
 - All cash accounts are healthy.
 - Informed about the compliance calendar (April 2023).
 - ✓ Served 14 days of breakfast and 13 days of Lunch for April. Spring break and parent-teacher conferences.
 - ✓ Issued 6th Installation of District Tuition Billing for May/June 2023.
 - ✓ Buildings/Grounds Repairs and Maintenance Update – Changed all HVAC Merv13 Filter & organic tick spray.
 - ✓ Submitted Quarterly F/S Report due 5/15 to Bond Trustee.
 - ✓ 3rd Quarter Financial Statements-Profit & Loss Statement and Balance Sheet Report.
 - ✓ Budget Proposal for 2023-2024.
 - ✓ 2023-2024 Calendar.
- Presented Fiscal Year 2023-24 Proposed Annual Budget.
 - Talked through Current year budget vs actual performance with E/O/Y projections (Revenues).
 - Talked through Current year budget vs actual performance with E/O/Y projections (Expenses).
- Proposed 2023-2024 Fiscal Year Budget an increase of \$1,710,446.
 - Proposed Revenues \$18,356,686
 - Proposed Expenses \$17,799,828
- Presented next year's School Calendar 2023-2024.



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Katherine Gang

Principal 9-11
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Nicola Graham

• **First Motion:**

The Board approved the motion to accept 2023-2024 Proposed Annual Budget.

Maria Cintron made the motion.

David Edwards seconded the motion.

The board VOTED unanimously approved the motion.

• **Second Motion:**

The Board approved the motion to accept the 2023-2024 School Calendar.

David Edwards made the motion.

Maria Cintron seconded the motion.

The board VOTED unanimously approved the motion.

IV. Development

V. Facility

VI. Governance

VII. Other Business



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Nicola Graham

VIII. Closing Items

A. Enter Executive Session

N/A

B. Exit Executive Session

N/A

C. Adjourn Meeting

Maria Cintron made a motion to adjourn the meeting on May 30, 2023.

Natasha Jeffries seconded the motion.

The board **VOTED** unanimously to approve the motion.

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 7: 40 PM.

Respectfully Submitted,

Diana M. Salcedo Gomez.



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Riverhead Charter School Board of Trustees

Minutes Board Meeting

Date and Time

Wednesday, June 21, 2023, at 6:30 pm

RCS Mission Statement

Our mission is to inspire today's learners to become tomorrow's leaders by setting high academic standards, promoting solution-oriented thinking, and embracing the cultural diversity of our community.

Trustees Present

Aimee LoMonaco, David Edwards (Remote), Maria Cintron, Zenobia Hartfield (Remote), and Natasha Jeffries.

Guest Present

Raymond Ankrum, Nicola Graham.

I. Opening Items

A. Record Attendance and Guests

B. Call the Meeting to Order

Aimee LoMonaco called a meeting of the Board of Trustees of Riverhead Charter School to order on June 21, 2023, at 6:46 p.m. The Riverhead Charter School Board of Trustees meeting began with the pledge of allegiance.

C. Approve Minutes

David Edwards made the motion.

Natasha Jeffries made the second motion.

The board **VOTED** unanimously to approve the Minutes motion of May 30, 2023.

D. Public Comment



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II. Academic Excellence

A. Superintendent, Mr. Raymond Ankrum

- At the meeting, the Superintendent conveyed that the Juneteenth Family Fun Day, scheduled for June 24, was postponed due to rain. He also highlighted the event's significance as an opportunity for the wider community to understand and celebrate Juneteenth.
- The Superintendent updated the school ceremonies. The recent celebration included Kindergarteners' stepping up and the 8th graders' stepping up ceremony.
- Mr. Ankrum recently announced the school's plans for a summer bridge academy for 8th graders. The program, led by Mr. Dozier, aims to prepare students for the academic rigor and challenges they will face in high school.
- Regents Testing Season 2023.
 - Some scores have been shared with the board.
 - A full Regents scores report will be provided next month (July 2023).
- 8th Grade Algebra I Regents Results.
 - 54/56 students passed the Algebra I Regents.
 - A reputable NYC network had only 60% of their 8th graders pass.
 - Recommendation for slide: Visual representation of our students' success compared to the NYC network (e.g., bar graph or pie chart).
- The superintendent has announced that the principal will attend board meetings to present academic reports and executive sessions when required.
- Staffing Update 2023
 - The school year of 2023-2024 is fully staffed.
- Mr. Ankrum shared information about the Rural Schools Design Community.
- The Superintendent updated the Board's involvement in the Professional Development (PD) schedule.
 - Possible virtual intros to staff.
 - In-person meet and greet with community members and teachers.



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- Board Self-Assessment:
 - Reminder that it's that time of the year.
 - If you require any assistance, please don't hesitate to inform Mr. Ankrum.
- Board Retreat 2023:
 - Need to schedule a date for the board retreat.
 - Present a calendar with proposed dates and the purpose of the retreat.
- Mr. Ankrum thanked the Board for their dedication to the school.
- Upcoming Dates June 2023:
 - 6/20 Kindergarten Graduation
 - 6/21 – 6/23 Kindergarten Screening
 - 6/23 End of 4th Quarter
 - 6/24 Juneteenth Celebration
 - 6/26 & 6/27 Half-Days of School
 - 6/27 Last Day of School.

III. Finance

A. Director of Finance and Operation Report, Ms. Nicola Graham

- Discussed Cash Disbursements for May 2023 in detail.
- Presented Finance & Operation Dashboards.
 - All cash accounts are healthy.
 - Informed about the compliance calendar (May 2023).
 - ✓ Served 22 days of Breakfast and 21 Lunches in May (Prof Development 5/17 half day).
 - ✓ Unplanned Food Inspection Visit from the Department of Health Services.
 - ✓ Completed Desk Review Monitoring for Education Stabilization Funds for Group C Due 5/10.



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• **First Motion:**

The Board approved the motion to move from Dime Community Bank to Capital One.

Maria Cintron made the motion.

David Edwards seconded the motion.

The board VOTED unanimously approved the motion.

• **Second Motion:**

The Board approved the motion to close the following accounts with Dime Community Bank and transfer the existing balances to a new account with Capital One Bank.

- BNB Fundraising Acct. (0544)
- BNB Money Market Acct (1435)
- BNB Dissolution Escrow Acct. (0965)
- BNB Title Grants Acct. (0528)
- BNB Reap Acct. (0536)
- BNB Renewal & Replace Acct. (1153)

David Edwards made the motion.

Maria Cintron seconded the motion.

The board VOTED unanimously approved the motion.

IV. Development

V. Facility

- Mrs. LoMonaco has given an update regarding the ongoing construction at the Sound Avenue building.

VI. Governance



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VII. Other Business

VIII. Closing Items

A. Enter Executive Session

N/A

B. Exit Executive Session

N/A

C. Adjourn Meeting

Maria Cintron made a motion to adjourn the meeting on June 21, 2023.

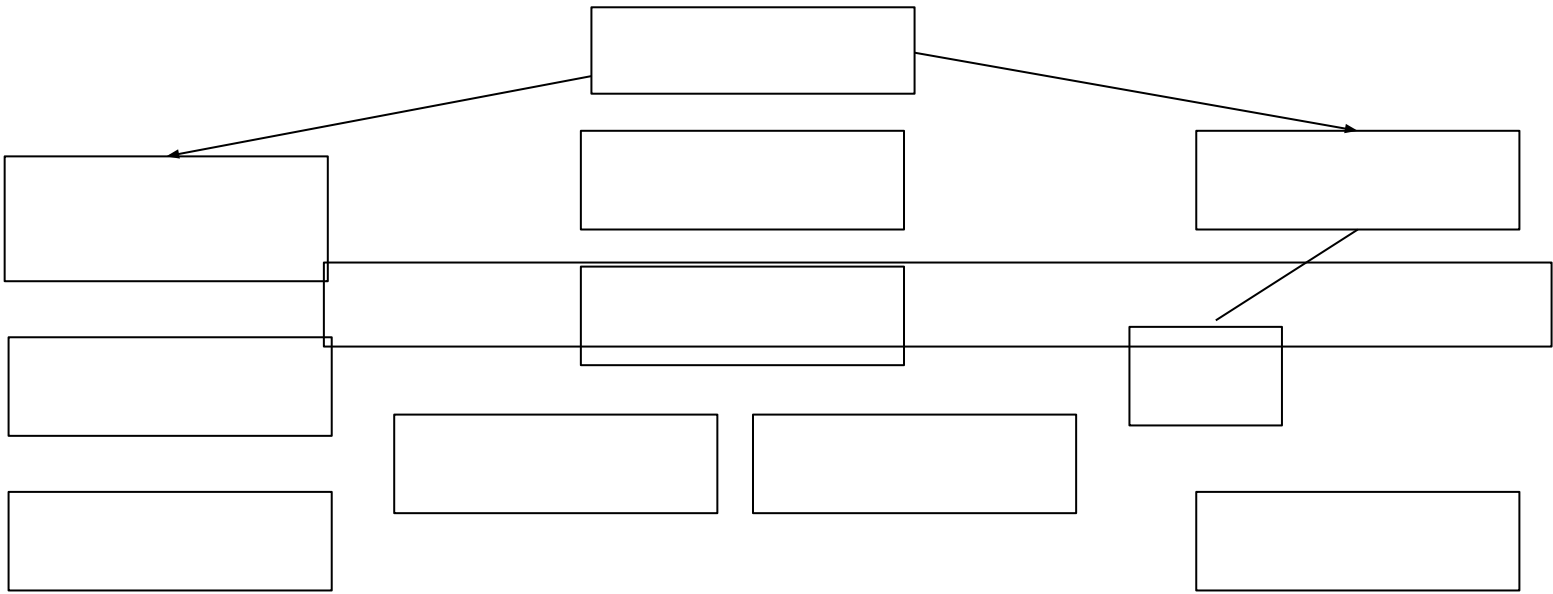
Natasha Jeffries seconded the motion.

The board **VOTED** unanimously to approve the motion.

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 7: 16 PM.

Respectfully Submitted,

Diana M. Salcedo Gomez.



Riverhead Charter SCHOOL YEAR CALENDAR 2023-2024

JULY						
M	T	W	T	F		
	3	4	5	6	7	
	10	11	12	13	14	
	17	18	19	20	21	
	24	25	26	27	28	
	31					

AUGUST						
M	T	W	T	F		
		1	2	3	4	
	7	8	9	10	11	
	14	15	16	17	18	
	21	22	23	24	25	
	28	29	30	31		

SEPTEMBER						
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	4	{5}	6	7	8	
	11	12	13	14	15	17+2
	18	19	20	21	22	
	25	26	27	28	29	

OCTOBER						
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	9	10	11	12	26	
	16	17	18	19	20	21
	23	24	25	26	27	
	30	31				

NOVEMBER						
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	20	21	22	23	24	
	27	28	29	30		

DECEMBER						
M	T	W	T	F		
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	11	12	13	14	15	16
	18	19	20	21	22	
	25	26	27	28	29	

JANUARY						
M	T	W	T	F		
	1	2	3	4	5	
	8	9	10	11	12	
	15	16	17	18	19	21
	22	23	24	25	26	
	29	30	31			

FEBRUARY						
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	19	20	21	22	23	
	26	27	28	29		

MARCH						
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APRIL						
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	8	9	10	11	12	
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	22	23	24	25	26	
	29	30				

MAY						
M	T	W	T	F		
		1	2	3		
	6	7	8	9	10	
	13	14	15	16	17	22
	20	21	22	23	24*	
	27	28*	29	30	31	

JUNE						
M	T	W	T	F		
	3	4	5	6	7	
	10	11	12	13	14	
	17	18	19	20	21	17
	24	25	26	27	28	

DATES TO REMEMBER

September	1 & 5	Superintendent's Conference Days
September	4	Labor Day
September	6	First Day for All Students
September	25	Yom Kippur
October	9	Columbus Day
November	10	Veterans' Day
November	23-24	Thanksgiving Recess
December 25 - Jan. 1		Christmas Recess
January	15	Martin Luther King's Birthday
February	19	Presidents' Day
February	19-23	Mid Winter Recess
March 29 - April 1		Easter Recess
April	22-26	Spring Recess
May	27	Memorial Day
June	19	Juneteenth Observed
June	26	Last Day of Student Attendance and School

staff begins PD

Parent conf 1/2 day

Professional Development 1/2 day

1/2 day

Superintendent's Conference Day

* 185	Instructional Days
* 2	Supt. Conf. Day (9/1-9/2)
187	Total Days

* If 0 snow days used, no school on May 28th, May 24

* If 1 snow day used, no school on May 24

* If 2 snow days used, calendar unchanged

The University of the State of New York
THE STATE EDUCATION DEPARTMENT

ANNUAL NONPUBLIC SCHOOL BUILDING FIRE SAFETY REPORT

(PLEASE PRINT)

All school buildings containing classroom, dormitory, laboratory, physical education, dining, or recreational facilities for student use, which are owned, operated, or leased by nonpublic schools must be inspected at least annually for fire hazard which might endanger the lives of students, teachers, and employees therein. (In compliance with N.Y. Education Law 807-A(1) and New York State Uniform Fire Prevention and Building Code (NYSUFBC)).

School Name

R	I	V	E	R	H	E	A	D		C	H	A	R	T	E	R								
---	---	---	---	---	---	---	---	---	--	---	---	---	---	---	---	---	--	--	--	--	--	--	--	--

Facility/Building Name

[illegible]

Street Address (NO PO Box Numbers)

3	6	8	5		M	I	D	D	L	E		C	O	U	N	T	R	Y		R	O	A	D		
---	---	---	---	--	---	---	---	---	---	---	--	---	---	---	---	---	---	---	--	---	---	---	---	--	--

City/Town/Village

Zip Code

[illegible]

Name of Municipality Responsible for Local Code Enforcement

[illegible]

Nonpublic School BEDS Code

5	8	0	6	0	2	8	6	0	0	3	2
---	---	---	---	---	---	---	---	---	---	---	---

INSTRUCTIONS

- Read the “*Manual for New York State Nonpublic School Facility Fire Safety Inspections*” prior to inspecting the facility.
- A separate report must be completed for each building and location.
- **Part I:** General Information. School officials must complete this section annually.
- **Part II:**
 - Items 08A-2 through 08E-2 on the Non-Conformance Report Sheet – Must be completed for schools with electrically operated partitions (Regulations of the Commissioner 155.25).
 - Items 09A-2 through 25A-3 on the Non-Conformance Report Sheet – Must be completed for all schools (New York State Uniform Fire Prevention and Building Code).
- **Part III (A, B, C and D) Certifications.** To be completed by individuals as indicated.
- This form must be kept on file at the school for three years and must be available for public review.
- **Submitting the Report:** The final submission package includes a total of five pages. After the inspection, sign the Certifications on pages 4 and 5, staple the pages together, and mail to the address above.

Part I: General Information and Fire/Life Safety History
(to be completed annually)

1. Indicate the primary use of this facility: (check one box)

a) Student Instruction		b) Other Student Use (dormitory, dining hall, physical education building, etc.)	X
------------------------	--	--	---

Administration Staff office only

2. Is there a fire sprinkler system in this facility?

Yes _____ No X

If yes, is the sprinkler alarm connected with the building alarm?

Yes _____ No _____

3. Is there a fire hydrant system for facility protection?

Yes X No _____

If yes, indicate ownership of the system.

Public Owned _____ School Owned X Other _____ (specify)

4. Indicate the ownership of this facility.

Leased _____ Owned X Other _____ (specify)

5. What is the current gross square footage of this facility?
(to the nearest whole ten feet)

					1	1	3	3
--	--	--	--	--	---	---	---	---

6. If this facility is used for instruction, complete (a) – (d); otherwise go to question #7.

a) Fire drills were held in accordance with Section 807 of State Education Law and Sections F405 of the 2015 International Fire Code and F403.5.4 of the NYS Uniform Code Supplement.

Yes _____ No _____

b) Average time to evacuate this facility:

--	--	--	--

Minutes Seconds

c) Student instruction in arson and fire prevention was provided in accordance with Section 808 of State Education Law; which requires every school in New York State to provide a minimum of 45 minutes of instruction in arson, fire prevention, injury prevention, and life safety during each month that school is in session.

Yes _____ No _____

d) Employee training in fire prevention, evacuation, and fire safety was provided during the past year, and Records maintained in accordance with Section F406 of the 2015 International Fire Code.

Yes _____ No _____

7. If the fire alarm was activated since the last annual fire inspection, was the fire department immediately notified in accordance with Section F401.3.2 of the 2015 International Fire Code?

Yes X No _____

8. Have there been any fires in this facility since the last annual fire inspection?

Yes _____

No X

If yes, indicate:

a) Number of fires

--	--

b) Total number of injuries

--	--

c) Total cost of property damage

\$

--	--	--	--	--	--	--	--	--

Part II: Nonpublic School Fire Safety Non-Conformance Report Sheet

School Name Riverhead Charter School Building Name Admin Offices

Item #	Non-Conformance	Date Corrected	Item #	Non-Conformance	Date Corrected	Item #	Non-Conformance	Date Corrected
08A-2			13A-2			19E-1		
08B-2			13B-2			19F-1		
08C-2			14A-2			19G-1		
08D-2			14B-2			19H-2		
08E-2			14C-2			20A-1		
09A-2			14D-1			20B-1		
09B-2			14E-1			20C-1		
09C-1			15A-2			21A-3		
09D-1			15B-1			22A-3		
09F-2			15C-2			22B-3		
09G-2			15D-2			22C-3		
10A-2			15E-1			23A-1		
10B-2			16A-2			23B-1		
10C-1			16B-2			23C-1		
10D-1			16C-2			23D-2		
11A-2			17A-3			24A-3		
11B-1			17B-2			25A-3		
11C-2			17C-2					
11D-2			17D-2					
11E-1			17E-1					
12A-1			17F-3					
12B-3			17G-1					
12C-2			17H-2					
12D-2			17I-2					
12E-1			17J-1					
12F-1			17K-1					
12G-1			17L-1					
12H-1			18A-2					
12I-1			18B-2					
12J-1			18C-2					
12K-1			18D-2					
12L-1			19A-3					
12M-1			19B-2					
12N-1			19C-1					
12O-2			19D-1					

If any additional non-conformances are observed, check item 25A-3 and list the Code section below.

Inspector

The inspector has been provided with a copy of the previous year's school fire safety report:

Yes ☒ No ☐

Part III: Nonpublic School Certifications

Please complete sections III-A, Section III-B and/or Section III-C, and Section III-D as directed below

Section III-A Fire Inspection Method

What method(s) did the school authorities use to complete the annual fire inspection for this building? **Check appropriate box(es)**

- ☐ Inspection by the **fire department** of the city, town, village or **fire district** in which the building is located (complete section III-B)
- ☐ Inspection by a **fire corporation** whose territory includes the school building (complete section III-B)
- ☐ Inspection by the **county fire coordinator**, or the officer performing the powers and duties of a county fire coordinator pursuant to a local law, of the county in which the building is located (complete section III-B)
- ☐ **Employing or contracting persons** who, in the judgment of the school authorities, are qualified to make such an inspection (complete section III-C)

For additional information regarding these methods, please refer to: <https://www.nysenate.gov/legislation/laws/EDN/807-A>

Section III-B-Fire Inspection by Local Fire Department, Fire District, Fire Corporation, or County Fire Coordinator

The individual noted below inspected this building on 12.08.20 (date) and the information in this Report represents, to the best of their knowledge and belief, an accurate description of the building and conditions they observed. The individual that performed this inspection has maintained their certification requirements pursuant to 19 NYCRR 1208-3.1.

Inspector's Name: Craig Zitek Title: Chief Fire Marshal

Signature: [Signature] Date: December 22, 2020

Inspector's Organization: Town of Riverhead Fire Marshal's office

Inspector's Telephone #: (631) 727-3000 ext 309 Inspector's Email: zitek@townofriverheadny.gov

Inspector's Registry # (assigned by the NYS Department of State) NY 0007671

Section III-C Fire Inspection by Another Individual

School authorities must give reasonable notice of the date and time the annual fire inspection is to be made to the local fire official who has the regular duty of fighting fire in the building to be inspected. Such official, or any subordinate designated by him, may be present during the inspection and may also file a report of inspection.

The individual noted below inspected this building on _____ (date) and the information in this Report represents, to the best of their knowledge and belief, an accurate description of the building and conditions they observed.

Inspector's Name: _____ Title: _____

Signature: _____ Date: _____

Inspector's Organization: _____

Inspector's Telephone #: _____ Inspector's Email: _____

Inspector's Registry # (assigned by the NYS Department of State) _____

Name of Local Fire Authority: _____

Address of Local Fire Authority: _____

Notification Date: _____ Fire Authority Contact Name: _____

Was a Local Fire Official Representative present at inspection?

☐ Yes

☐ No

Section III-D. School or Building Administrator, Director, or Headmaster

The individual noted below certifies that this building was inspected as indicated in Section III-A above and hereby submits this fire inspection report on behalf of the Board of Trustees and certifies that:

1. Public notice of report availability has been published, and that
2. Any nonconformances noted as corrected on the *Nonpublic Fire Safety Non-Conformance Report Sheet* portion of this report were corrected on the date indicated, and that
3. For any uncorrected nonconformances that appear on this report, the Board of Trustees, has at the meeting held pursuant to Section 807-a of New York State Education Law, conferred with the fire chief concerning the alleged deficiencies appearing on the inspection report and the measures proposed to be taken to correct such deficiencies.

Name: RAYMOND ANKRUM Title: SUPERINTENDENT

Signature:  Telephone #: 631-369-5800

Email: RANKRUM@RCSLI.ORG x2229

The University of the State of New York
THE STATE EDUCATION DEPARTMENT
State Office of Religious and Independent Schools - Room 1078 Education Building Annex
Albany, New York 12234

ANNUAL NONPUBLIC SCHOOL BUILDING FIRE SAFETY REPORT

(PLEASE PRINT)

All school buildings containing classroom, dormitory, laboratory, physical education, dining, or recreational facilities for student use, which are owned, operated, or leased by nonpublic schools must be inspected at least annually for fire hazard which might endanger the lives of students, teachers, and employees therein. (In compliance with N.Y. Education Law 807-A(1) and New York State Uniform Fire Prevention and Building Code (NYSUFPBC)).

School Name

R	I	V	E	R	H	E	A	D		C	H	A	R	T	E	R		S	C	H	O	O	L			
---	---	---	---	---	---	---	---	---	--	---	---	---	---	---	---	---	--	---	---	---	---	---	---	--	--	--

Facility/Building Name

M	I	D	D	L	E		S	C	H	O	O	L														
---	---	---	---	---	---	--	---	---	---	---	---	---	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Street Address (NO PO Box Numbers)

3	6	8	5		M	I	D	D	L	E		C	O	U	N	T	R	Y		R	O	A	D			
---	---	---	---	--	---	---	---	---	---	---	--	---	---	---	---	---	---	---	--	---	---	---	---	--	--	--

City/Town/Village

Zip Code

C	A	L	V	E	R	T	O	N			N	Y														
---	---	---	---	---	---	---	---	---	--	--	---	---	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Name of Municipality Responsible for Local Code Enforcement

T	O	W	N		O	F		R	I	V	E	R	H	E	A	D										
---	---	---	---	--	---	---	--	---	---	---	---	---	---	---	---	---	--	--	--	--	--	--	--	--	--	--

Nonpublic School BEDS Code

5	8	0	6	0	2	8	6	0	0	3	2
---	---	---	---	---	---	---	---	---	---	---	---

INSTRUCTIONS

- Read the “*Manual for New York State Nonpublic School Facility Fire Safety Inspections*” prior to inspecting the facility.
- A separate report must be completed for each building and location.
- **Part I:** General Information. School officials must complete this section annually.
- **Part II:**
 - Items 08A-2 through 08E-2 on the Non-Conformance Report Sheet – Must be completed for schools with electrically operated partitions (Regulations of the Commissioner 155.25).
 - Items 09A-2 through 25A-3 on the Non-Conformance Report Sheet – Must be completed for all schools (New York State Uniform Fire Prevention and Building Code).
- **Part III (A, B, C and D) Certifications.** To be completed by individuals as indicated.
- This form must be kept on file at the school for three years and must be available for public review.
- **Submitting the Report:** The final submission package includes a total of five pages. After the inspection, sign the Certifications on pages 4 and 5, staple the pages together, and mail to the address above.

Part I: General Information and Fire/Life Safety History
(to be completed annually)

1. Indicate the primary use of this facility: (check one box)

a) Student Instruction	<input checked="" type="checkbox"/>	b) Other Student Use (dormitory, dining hall, physical education building, etc.)	
------------------------	-------------------------------------	--	--

2. Is there a fire sprinkler system in this facility? Yes ☒ No ☐

If yes, is the sprinkler alarm connected with the building alarm? Yes ☒ No ☐

3. Is there a fire hydrant system for facility protection? Yes ☒ No ☐

If yes, indicate ownership of the system.

Public Owned _____ School Owned ☒ Other _____ (specify)

4. Indicate the ownership of this facility.

Leased _____ Owned ☒ Other _____ (specify)

5. What is the current gross square footage of this facility?
(to the nearest whole ten feet)

					3	6	2	4
--	--	--	--	--	---	---	---	---

6. If this facility is used for instruction, complete (a) – (d); otherwise go to question #7.

a) Fire drills were held in accordance with Section 807 of State Education Law and Sections F405 of the 2015 International Fire Code and F403.5.4 of the NYS Uniform Code Supplement.

Yes ☒ No ☐

b) Average time to evacuate this facility:

	1		0	1
--	---	--	---	---

Minutes

Seconds

c) Student instruction in arson and fire prevention was provided in accordance with Section 808 of State Education Law; which requires every school in New York State to provide a minimum of 45 minutes of instruction in arson, fire prevention, injury prevention, and life safety during each month that school is in session.

Yes ☒ No ☐

d) Employee training in fire prevention, evacuation, and fire safety was provided during the past year, and Records maintained in accordance with Section F406 of the 2015 International Fire Code.

Yes ☒ No ☐

7. If the fire alarm was activated since the last annual fire inspection, was the fire department immediately notified in accordance with Section F401.3.2 of the 2015 International Fire Code?

Yes ☒ No ☐

8. Have there been any fires in this facility since the last annual fire inspection?

Yes _____

No X

If yes, indicate:

a) Number of fires

--	--

b) Total number of injuries

--	--

c) Total cost of property damage

\$

--	--	--	--	--	--	--	--	--

Part II: Nonpublic School Fire Safety Non-Conformance Report Sheet

School Name Riverhead Charter School Building Name Middle School

Item #	Non-Conformance	Date Corrected	Item #	Non-Conformance	Date Corrected	Item #	Non-Conformance	Date Corrected
08A-2			13A-2			19E-1		
08B-2			13B-2			19F-1		
08C-2			14A-2			19G-1		
08D-2			14B-2			19H-2		
08E-2			14C-2			20A-1		
09A-2			14D-1			20B-1		
09B-2			14E-1			20C-1		
09C-1			15A-2			21A-3		
09D-1			15B-1			22A-3		
09F-2			15C-2			22B-3		
09G-2			15D-2			22C-3		
10A-2			15E-1			23A-1		
10B-2			16A-2			23B-1		
10C-1			16B-2			23C-1		
10D-1			16C-2			23D-2		
11A-2			17A-3			24A-3		
11B-1			17B-2			25A-3		
11C-2			17C-2					
11D-2			17D-2					
11E-1	1	12-22-20	17E-1					
12A-1			17F-3					
12B-3			17G-1					
12C-2			17H-2					
12D-2			17I-2					
12E-1			17J-1					
12F-1			17K-1					
12G-1			17L-1					
12H-1			18A-2					
12I-1			18B-2					
12J-1	1	12-20-20	18C-2					
12K-1			18D-2					
12L-1			19A-3					
12M-1	1	12-22-20	19B-2					
12N-1			19C-1					
12O-2			19D-1					

If any additional non-conformances are observed, check item 25A-3 and list the Code section below.

Inspector

The inspector has been provided with a copy of the previous year's school fire safety report:

Yes ☒ No ☐

Part III: Nonpublic School Certifications

Please complete sections III-A, Section III-B and/or Section III-C, and Section III-D as directed below

Section III-A Fire Inspection Method

What method(s) did the school authorities use to complete the annual fire inspection for this building? **Check appropriate box(es)**


- ☐ Inspection by the **fire department** of the city, town, village or **fire district** in which the building is located (complete section III-B)
- ☐ Inspection by a **fire corporation** whose territory includes the school building (complete section III-B)
- ☐ Inspection by the **county fire coordinator**, or the officer performing the powers and duties of a county fire coordinator pursuant to a local law, of the county in which the building is located (complete section III-B)
- ☐ **Employing or contracting persons** who, in the judgment of the school authorities, are qualified to make such an inspection (complete section III-C)

For additional information regarding these methods, please refer to: <https://www.nysenate.gov/legislation/laws/EDN/807-A>

Section III-B-Fire Inspection by Local Fire Department, Fire District, Fire Corporation, or County Fire Coordinator

The individual noted below inspected this building on 10.08.20 (date) and the information in this Report represents, to the best of their knowledge and belief, an accurate description of the building and conditions they observed. The individual that performed this inspection has maintained their certification requirements pursuant to 19 NYCRR 1208-3.1.

Inspector's Name: Craig Zitek Title: Chief Fire Marshal

Signature:  Date: December 22, 2020

Inspector's Organization: Town of Riverhead Fire Marshal's Office

Inspector's Telephone #: 631-727-3200 ext 309 Inspector's Email: zitek@townofriverhead.ny.gov

Inspector's Registry # (assigned by the NYS Department of State) NY 000 7671

Section III-C Fire Inspection by Another Individual

School authorities must give reasonable notice of the date and time the annual fire inspection is to be made to the local fire official who has the regular duty of fighting fire in the building to be inspected. Such official, or any subordinate designated by him, may be present during the inspection and may also file a report of inspection.

The individual noted below inspected this building on _____ (date) and the information in this Report represents, to the best of their knowledge and belief, an accurate description of the building and conditions they observed.

Inspector's Name: _____ Title: _____

Signature: _____ Date: _____

Inspector's Organization: _____

Inspector's Telephone #: _____ Inspector's Email: _____

Inspector's Registry # (assigned by the NYS Department of State) _____

Name of Local Fire Authority: _____

Address of Local Fire Authority: _____

Notification Date: _____ Fire Authority Contact Name: _____

Was a Local Fire Official Representative present at inspection?

- ☐ Yes
☐ No

Section III-D. School or Building Administrator, Director, or Headmaster

The individual noted below certifies that this building was inspected as indicated in Section III-A above and hereby submits this fire inspection report on behalf of the Board of Trustees and certifies that:

1. Public notice of report availability has been published, and that
2. Any nonconformances noted as corrected on the *Nonpublic Fire Safety Non-Conformance Report Sheet* portion of this report were corrected on the date indicated, and that
3. For any uncorrected nonconformances that appear on this report, the Board of Trustees, has at the meeting held pursuant to Section 807-a of New York State Education Law, conferred with the fire chief concerning the alleged deficiencies appearing on the inspection report and the measures proposed to be taken to correct such deficiencies.

Name: RAYMOND ANKRUM

Title: SUPERINTENDENT

Signature: 

Telephone #: 631-369-5800

Email: RANKRUM@RCSLI.ORG

x2229

The University of the State of New York
THE STATE EDUCATION DEPARTMENT
State Office of Religious and Independent Schools - Room 1078 Education Building Annex
Albany, New York 12234

ANNUAL NONPUBLIC SCHOOL BUILDING FIRE SAFETY REPORT

(PLEASE PRINT)

All school buildings containing classroom, dormitory, laboratory, physical education, dining, or recreational facilities for student use, which are owned, operated, or leased by nonpublic schools must be inspected at least annually for fire hazard which might endanger the lives of students, teachers, and employees therein. (In compliance with N.Y. Education Law 807-A(1) and New York State Uniform Fire Prevention and Building Code (NYSUFPBC)).

School Name

R I V E R H E A D C H A R T E R S C H O O L

Facility/Building Name

E L E M E N T A R Y S C H O O L

Street Address (NO PO Box Numbers)

3 6 8 5 M I D D L E C O U N T R Y R O A D

City/Town/Village

C A L V E R T O N N Y

Zip Code

1 1 9 3 3

Name of Municipality Responsible for Local Code Enforcement

T O W N O F R I V E R H E A D

Nonpublic School BEDS Code

5 8 0 6 0 2 8 6 0 0 3 2

INSTRUCTIONS

- Read the “*Manual for New York State Nonpublic School Facility Fire Safety Inspections*” prior to inspecting the facility.
- A separate report must be completed for each building and location.
- **Part I:** General Information. School officials must complete this section annually.
- **Part II:**
 - Items 08A-2 through 08E-2 on the Non-Conformance Report Sheet – Must be completed for schools with electrically operated partitions (Regulations of the Commissioner 155.25).
 - Items 09A-2 through 25A-3 on the Non-Conformance Report Sheet – Must be completed for all schools (New York State Uniform Fire Prevention and Building Code).
- **Part III (A, B, C and D) Certifications.** To be completed by individuals as indicated.
- This form must be kept on file at the school for three years and must be available for public review.
- **Submitting the Report:** The final submission package includes a total of five pages. After the inspection, sign the Certifications on pages 4 and 5, staple the pages together, and mail to the address above.

Part I: General Information and Fire/Life Safety History
(to be completed annually)

1. Indicate the primary use of this facility: (check one box)

a) Student Instruction	<input checked="" type="checkbox"/>	b) Other Student Use (dormitory, dining hall, physical education building, etc.)	
------------------------	-------------------------------------	--	--

2. Is there a fire sprinkler system in this facility?

Yes ☒ No ☐

If yes, is the sprinkler alarm connected with the building alarm?

Yes ☒ No ☐

3. Is there a fire hydrant system for facility protection?

Yes ☒ No ☐

If yes, indicate ownership of the system.

Public Owned _____ School Owned ☒ Other _____ (specify)

4. Indicate the ownership of this facility.

Leased _____ Owned ☒ Other _____ (specify)

5. What is the current gross square footage of this facility?
(to the nearest whole ten feet)

			4	0	0	0	0
--	--	--	---	---	---	---	---

6. If this facility is used for instruction, complete (a) – (d); otherwise go to question #7.

a) Fire drills were held in accordance with Section 807 of State Education Law and Sections F405 of the 2015 International Fire Code and F403.5.4 of the NYS Uniform Code Supplement.

Yes ☒ No ☐

b) Average time to evacuate this facility:

	1	5	4
--	---	---	---

Minutes Seconds

c) Student instruction in arson and fire prevention was provided in accordance with Section 808 of State Education Law; which requires every school in New York State to provide a minimum of 45 minutes of instruction in arson, fire prevention, injury prevention, and life safety during each month that school is in session.

Yes ☒ No ☐

d) Employee training in fire prevention, evacuation, and fire safety was provided during the past year, and Records maintained in accordance with Section F406 of the 2015 International Fire Code.

Yes ☒ No ☐

7. If the fire alarm was activated since the last annual fire inspection, was the fire department immediately notified in accordance with Section F401.3.2 of the 2015 International Fire Code?

Yes ☒ No ☐

8. Have there been any fires in this facility since the last annual fire inspection?

Yes _____

No X

If yes, indicate:

a) Number of fires

--	--

b) Total number of injuries

--	--

c) Total cost of property damage

\$

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Part II: Nonpublic School Fire Safety Non-Conformance Report Sheet

School Name Riverhead Charter Sch Building Name Elementary School

Item #	Non-Conformance	Date Corrected
08A-2		
08B-2		
08C-2		
08D-2		
08E-2		
09A-2		
09B-2		
09C-1		
09D-1		
09F-2		
09G-2		
10A-2		
10B-2		
10C-1		
10D-1		
11A-2		
11B-1		
11C-2		
11D-2		
11E-1		
12A-1		
12B-3		
12C-2		
12D-2		
12E-1		
12F-1		
12G-1		
12H-1		
12I-1		
12J-1	1	12.22.20
12K-1		
12L-1		
12M-1		
12N-1		
12O-2		

Item #	Non-Conformance	Date Corrected
13A-2		
13B-2		
14A-2		
14B-2		
14C-2		
14D-1		
14E-1		
15A-2		
15B-1		
15C-2		
15D-2		
15E-1		
16A-2		
16B-2		
16C-2		
17A-3		
17B-2		
17C-2		
17D-2		
17E-1		
17F-3		
17G-1		
17H-2		
17I-2		
17J-1		
17K-1		
17L-1		
18A-2		
18B-2		
18C-2		
18D-2		
19A-3		
19B-2		
19C-1		
19D-1		

Item #	Non-Conformance	Date Corrected
19E-1		
19F-1		
19G-1		
19H-2		
20A-1		
20B-1		
20C-1		
21A-3		
22A-3		
22B-3		
22C-3		
23A-1		
23B-1		
23C-1		
23D-2		
24A-3		
25A-3		

If any additional non-conformances are observed, check item 25A-3 and list the Code section below.

Inspector

The inspector has been provided with a copy of the previous year's school fire safety report:

Yes ☒ No ☐

Part III: Nonpublic School Certifications

Please complete sections III-A, Section III-B and/or Section III-C, and Section III-D as directed below

Section III-A Fire Inspection Method

What method(s) did the school authorities use to complete the annual fire inspection for this building? **Check appropriate box(es)**

- ☐ Inspection by the **fire department** of the city, town, village or **fire district** in which the building is located (complete section III-B)
- ☐ Inspection by a **fire corporation** whose territory includes the school building (complete section III-B)
- ☐ Inspection by the **county fire coordinator**, or the officer performing the powers and duties of a county fire coordinator pursuant to a local law, of the county in which the building is located (complete section III-B)
- ☐ **Employing or contracting persons** who, in the judgment of the school authorities, are qualified to make such an inspection (complete section III-C)

For additional information regarding these methods, please refer to: <https://www.nysenate.gov/legislation/laws/EDN/807-A>

Section III-B-Fire Inspection by Local Fire Department, Fire District, Fire Corporation, or County Fire Coordinator

The individual noted below inspected this building on 12.08.20 (date) and the information in this Report represents, to the best of their knowledge and belief, an accurate description of the building and conditions they observed. The individual that performed this inspection has maintained their certification requirements pursuant to 19 NYCRR 1208-3.1.

Inspector's Name: Craig Zitek Title: Chief Fire Marshal

Signature: [Redacted Signature] Date: December 22, 2020

Inspector's Organization: Town of Riverhead Fire Marshal's Office

Inspector's Telephone #: 631-727-3200 ext 209 Inspector's Email: Zitek@townofriverheadny.gov

Inspector's Registry # (assigned by the NYS Department of State) NY 000 9671

Section III-C Fire Inspection by Another Individual

School authorities must give reasonable notice of the date and time the annual fire inspection is to be made to the local fire official who has the regular duty of fighting fire in the building to be inspected. Such official, or any subordinate designated by him, may be present during the inspection and may also file a report of inspection.

The individual noted below inspected this building on _____ (date) and the information in this Report represents, to the best of their knowledge and belief, an accurate description of the building and conditions they observed.

Inspector's Name: _____ Title: _____

Signature: _____ Date: _____

Inspector's Organization: _____

Inspector's Telephone #: _____ Inspector's Email: _____

Inspector's Registry # (assigned by the NYS Department of State) _____

Name of Local Fire Authority: _____

Address of Local Fire Authority: _____

Notification Date: _____ Fire Authority Contact Name: _____

Was a Local Fire Official Representative present at inspection?

- ☐ Yes
☐ No

Section III-D. School or Building Administrator, Director, or Headmaster

The individual noted below certifies that this building was inspected as indicated in Section III-A above and hereby submits this fire inspection report on behalf of the Board of Trustees and certifies that:

1. Public notice of report availability has been published, and that
2. Any nonconformances noted as corrected on the *Nonpublic Fire Safety Non-Conformance Report Sheet* portion of this report were corrected on the date indicated, and that
3. For any uncorrected nonconformances that appear on this report, the Board of Trustees, has at the meeting held pursuant to Section 807-a of New York State Education Law, conferred with the fire chief concerning the alleged deficiencies appearing on the inspection report and the measures proposed to be taken to correct such deficiencies.

Name: RAYMOND ANKRUM

Title: SUPERINTENDENT

Signature: 

Telephone #: 631-369-5800

Email: RANKRUM@RCSLI.ORG

x 2229

The University of the State of New York
THE STATE EDUCATION DEPARTMENT

ANNUAL NONPUBLIC SCHOOL BUILDING FIRE SAFETY REPORT

(PLEASE PRINT)

All school buildings containing classroom, dormitory, laboratory, physical education, dining, or recreational facilities for student use, which are owned, operated, or leased by nonpublic schools must be inspected at least annually for fire hazard which might endanger the lives of students, teachers, and employees therein. (In compliance with N.Y. Education Law 807-A(1) and New York State Uniform Fire Prevention and Building Code (NYSUFBC)).

School Name

[illegible]

Facility/Building Name

A	D	M	I	N	B	U	I	L	D	I	N	G
---	---	---	---	---	---	---	---	---	---	---	---	---

Street Address (NO PO Box Numbers)

3	6	8	5		M	I	D	D	L	E		C	O	U	N	T	R	Y		R	O	A	D		
---	---	---	---	--	---	---	---	---	---	---	--	---	---	---	---	---	---	---	--	---	---	---	---	--	--

City/Town/Village

Zip Code

C	A	L	V	E	R	T	O	N			N	Y								1	1	9	3	3	
---	---	---	---	---	---	---	---	---	--	--	---	---	--	--	--	--	--	--	--	---	---	---	---	---	--

Name of Municipality Responsible for Local Code Enforcement

[illegible]

Nonpublic School BEDS Code

5	8	0	6	0	2	8	6	0	0	3	2
---	---	---	---	---	---	---	---	---	---	---	---

INSTRUCTIONS

- Read the “*Manual for New York State Nonpublic School Facility Fire Safety Inspections*” prior to inspecting the facility.
- A separate report must be completed for each building and location.
- **Part I:** General Information. School officials must complete this section annually.
- **Part II:**
 - Items 08A-2 through 08E-2 on the Non-Conformance Report Sheet – Must be completed for schools with electrically operated partitions (Regulations of the Commissioner 155.25).
 - Items 09A-2 through 25A-3 on the Non-Conformance Report Sheet – Must be completed for all schools (New York State Uniform Fire Prevention and Building Code).
- **Part III (A, B, C and D) Certifications.** To be completed by individuals as indicated.
- This form must be kept on file at the school for three years and must be available for public review.
- **Submitting the Report:** The final submission package includes a total of five pages. After the inspection, sign the Certifications on pages 4 and 5, staple the pages together, and mail to the address above.

Part I: General Information and Fire/Life Safety History
(to be completed annually)

1. Indicate the primary use of this facility: (check one box)

a) Student Instruction		b) Other Student Use (dormitory, dining hall, physical education building, etc.)	X
------------------------	--	--	---

Administration Staff office only

2. Is there a fire sprinkler system in this facility?

Yes _____ No X

If yes, is the sprinkler alarm connected with the building alarm?

Yes _____ No _____

3. Is there a fire hydrant system for facility protection?

Yes X No _____

If yes, indicate ownership of the system.

Public Owned _____ School Owned X Other _____ (specify)

4. Indicate the ownership of this facility.

Leased _____ Owned X Other _____ (specify)

5. What is the current gross square footage of this facility?
(to the nearest whole ten feet)

					1	1	3	3
--	--	--	--	--	---	---	---	---

6. If this facility is used for instruction, complete (a) – (d); otherwise go to question #7.

a) Fire drills were held in accordance with Section 807 of State Education Law and Sections F405 of the 2015 International Fire Code and F403.5.4 of the NYS Uniform Code Supplement.

Yes _____ No _____

b) Average time to evacuate this facility:

--	--	--	--

Minutes Seconds

c) Student instruction in arson and fire prevention was provided in accordance with Section 808 of State Education Law; which requires every school in New York State to provide a minimum of 45 minutes of instruction in arson, fire prevention, injury prevention, and life safety during each month that school is in session.

Yes _____ No _____

d) Employee training in fire prevention, evacuation, and fire safety was provided during the past year, and Records maintained in accordance with Section F406 of the 2015 International Fire Code.

Yes _____ No _____

7. If the fire alarm was activated since the last annual fire inspection, was the fire department immediately notified in accordance with Section F401.3.2 of the 2015 International Fire Code?

Yes X No _____

8. Have there been any fires in this facility since the last annual fire inspection?

Yes _____

No X

If yes, indicate:

a) Number of fires

--	--

b) Total number of injuries

--	--

c) Total cost of property damage

\$

--	--	--	--	--	--	--	--	--

Part II: Nonpublic School Fire Safety Non-Conformance Report Sheet

School Name Riverhead Charter School Building Name Admin Offices

Item #	Non-Conformance	Date Corrected	Item #	Non-Conformance	Date Corrected	Item #	Non-Conformance	Date Corrected
08A-2			13A-2			19E-1		
08B-2			13B-2			19F-1		
08C-2			14A-2			19G-1		
08D-2			14B-2			19H-2		
08E-2			14C-2			20A-1		
09A-2			14D-1			20B-1		
09B-2			14E-1			20C-1		
09C-1			15A-2			21A-3		
09D-1			15B-1			22A-3		
09F-2			15C-2			22B-3		
09G-2			15D-2			22C-3		
10A-2			15E-1			23A-1		
10B-2			16A-2			23B-1		
10C-1			16B-2			23C-1		
10D-1			16C-2			23D-2		
11A-2			17A-3			24A-3		
11B-1			17B-2			25A-3		
11C-2			17C-2					
11D-2			17D-2					
11E-1			17E-1					
12A-1			17F-3					
12B-3			17G-1					
12C-2			17H-2					
12D-2			17I-2					
12E-1			17J-1					
12F-1			17K-1					
12G-1			17L-1					
12H-1			18A-2					
12I-1			18B-2					
12J-1			18C-2					
12K-1			18D-2					
12L-1			19A-3					
12M-1			19B-2					
12N-1			19C-1					
12O-2			19D-1					

If any additional non-conformances are observed, check item 25A-3 and list the Code section below.

Inspector

The inspector has been provided with a copy of the previous year's school fire safety report:

Yes ☒ No ☐

Part III: Nonpublic School Certifications

Please complete sections III-A, Section III-B and/or Section III-C, and Section III-D as directed below

Section III-A Fire Inspection Method

What method(s) did the school authorities use to complete the annual fire inspection for this building? **Check appropriate box(es)**

- ☐ Inspection by the **fire department** of the city, town, village or **fire district** in which the building is located (complete section III-B)
- ☐ Inspection by a **fire corporation** whose territory includes the school building (complete section III-B)
- ☐ Inspection by the **county fire coordinator**, or the officer performing the powers and duties of a county fire coordinator pursuant to a local law, of the county in which the building is located (complete section III-B)
- ☐ **Employing or contracting persons** who, in the judgment of the school authorities, are qualified to make such an inspection (complete section III-C)

For additional information regarding these methods, please refer to: <https://www.nysenate.gov/legislation/laws/EDN/807-A>

Section III-B-Fire Inspection by Local Fire Department, Fire District, Fire Corporation, or County Fire Coordinator

The individual noted below inspected this building on 12.08.20 (date) and the information in this Report represents, to the best of their knowledge and belief, an accurate description of the building and conditions they observed. The individual that performed this inspection has maintained their certification requirements pursuant to 19 NYCRR 1208-3.1.

Inspector's Name: Craig Zitek Title: Chief Fire Marshal

Signature: [Redacted] Date: December 22, 2020

Inspector's Organization: Town of Riverhead Fire Marshal's office

Inspector's Telephone #: (631) 727-3000 ext 309 Inspector's Email: zitek@townofriverheadny.gov

Inspector's Registry # (assigned by the NYS Department of State) NY 0007671

Section III-C Fire Inspection by Another Individual

School authorities must give reasonable notice of the date and time the annual fire inspection is to be made to the local fire official who has the regular duty of fighting fire in the building to be inspected. Such official, or any subordinate designated by him, may be present during the inspection and may also file a report of inspection.

The individual noted below inspected this building on _____ (date) and the information in this Report represents, to the best of their knowledge and belief, an accurate description of the building and conditions they observed.

Inspector's Name: _____ Title: _____

Signature: _____ Date: _____

Inspector's Organization: _____

Inspector's Telephone #: _____ Inspector's Email: _____

Inspector's Registry # (assigned by the NYS Department of State) _____

Name of Local Fire Authority: _____

Address of Local Fire Authority: _____

Notification Date: _____ Fire Authority Contact Name: _____

Was a Local Fire Official Representative present at inspection?

☐ Yes

☐ No

Section III-D. School or Building Administrator, Director, or Headmaster

The individual noted below certifies that this building was inspected as indicated in Section III-A above and hereby submits this fire inspection report on behalf of the Board of Trustees and certifies that:

1. Public notice of report availability has been published, and that
2. Any nonconformances noted as corrected on the *Nonpublic Fire Safety Non-Conformance Report Sheet* portion of this report were corrected on the date indicated, and that
3. For any uncorrected nonconformances that appear on this report, the Board of Trustees, has at the meeting held pursuant to Section 807-a of New York State Education Law, conferred with the fire chief concerning the alleged deficiencies appearing on the inspection report and the measures proposed to be taken to correct such deficiencies.

Name: RAYMOND ANKRUM

Title: SUPERINTENDENT

Signature: 

Telephone #: 631-369-5800

Email: RANKRUM@RCSLI.ORG

x2229

The University of the State of New York
THE STATE EDUCATION DEPARTMENT
State Office of Religious and Independent Schools - Room 1078 Education Building Annex
Albany, New York 12234

ANNUAL NONPUBLIC SCHOOL BUILDING FIRE SAFETY REPORT

(PLEASE PRINT)

All school buildings containing classroom, dormitory, laboratory, physical education, dining, or recreational facilities for student use, which are owned, operated, or leased by nonpublic schools must be inspected at least annually for fire hazard which might endanger the lives of students, teachers, and employees therein. (In compliance with N.Y. Education Law 807-A(1) and New York State Uniform Fire Prevention and Building Code (NYSUFPBC)).

School Name

R	I	V	E	R	H	E	A	D		C	H	A	R	T	E	R		S	C	H	O	O	L			
---	---	---	---	---	---	---	---	---	--	---	---	---	---	---	---	---	--	---	---	---	---	---	---	--	--	--

Facility/Building Name

M	I	D	D	L	E		S	C	H	O	O	L														
---	---	---	---	---	---	--	---	---	---	---	---	---	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Street Address (NO PO Box Numbers)

3	6	8	5		M	I	D	D	L	E		C	O	U	N	T	R	Y		R	O	A	D			
---	---	---	---	--	---	---	---	---	---	---	--	---	---	---	---	---	---	---	--	---	---	---	---	--	--	--

City/Town/Village

Zip Code

C	A	L	V	E	R	T	O	N			N	Y													
---	---	---	---	---	---	---	---	---	--	--	---	---	--	--	--	--	--	--	--	--	--	--	--	--	--

Name of Municipality Responsible for Local Code Enforcement

T	O	W	N		O	F		R	I	V	E	R	H	E	A	D										
---	---	---	---	--	---	---	--	---	---	---	---	---	---	---	---	---	--	--	--	--	--	--	--	--	--	--

Nonpublic School BEDS Code

5	8	0	6	0	2	8	6	0	0	3	2
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INSTRUCTIONS

- Read the “*Manual for New York State Nonpublic School Facility Fire Safety Inspections*” prior to inspecting the facility.
- A separate report must be completed for each building and location.
- **Part I:** General Information. School officials must complete this section annually.
- **Part II:**
 - Items 08A-2 through 08E-2 on the Non-Conformance Report Sheet – Must be completed for schools with electrically operated partitions (Regulations of the Commissioner 155.25).
 - Items 09A-2 through 25A-3 on the Non-Conformance Report Sheet – Must be completed for all schools (New York State Uniform Fire Prevention and Building Code).
- **Part III (A, B, C and D) Certifications.** To be completed by individuals as indicated.
- This form must be kept on file at the school for three years and must be available for public review.
- **Submitting the Report:** The final submission package includes a total of five pages. After the inspection, sign the Certifications on pages 4 and 5, staple the pages together, and mail to the address above.

Part I: General Information and Fire/Life Safety History
(to be completed annually)

1. Indicate the primary use of this facility: (check one box)

a) Student Instruction	<input checked="" type="checkbox"/>	b) Other Student Use (dormitory, dining hall, physical education building, etc.)	
------------------------	-------------------------------------	--	--

2. Is there a fire sprinkler system in this facility? Yes ☒ No ☐

If yes, is the sprinkler alarm connected with the building alarm? Yes ☒ No ☐

3. Is there a fire hydrant system for facility protection? Yes ☒ No ☐

If yes, indicate ownership of the system.

Public Owned _____ School Owned ☒ Other _____ (specify)

4. Indicate the ownership of this facility.

Leased _____ Owned ☒ Other _____ (specify)

5. What is the current gross square footage of this facility?
(to the nearest whole ten feet)

					3	6	2	4
--	--	--	--	--	---	---	---	---

6. If this facility is used for instruction, complete (a) – (d); otherwise go to question #7.

a) Fire drills were held in accordance with Section 807 of State Education Law and Sections F405 of the 2015 International Fire Code and F403.5.4 of the NYS Uniform Code Supplement.

Yes ☒ No ☐

b) Average time to evacuate this facility:

	1		0		1
--	---	--	---	--	---

Minutes

Seconds

c) Student instruction in arson and fire prevention was provided in accordance with Section 808 of State Education Law; which requires every school in New York State to provide a minimum of 45 minutes of instruction in arson, fire prevention, injury prevention, and life safety during each month that school is in session.

Yes ☒ No ☐

d) Employee training in fire prevention, evacuation, and fire safety was provided during the past year, and Records maintained in accordance with Section F406 of the 2015 International Fire Code.

Yes ☒ No ☐

7. If the fire alarm was activated since the last annual fire inspection, was the fire department immediately notified in accordance with Section F401.3.2 of the 2015 International Fire Code?

Yes ☒ No ☐

8. Have there been any fires in this facility since the last annual fire inspection?

Yes _____

No X

If yes, indicate:

a) Number of fires

--	--

b) Total number of injuries

--	--

c) Total cost of property damage

\$

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Part II: Nonpublic School Fire Safety Non-Conformance Report Sheet

School Name Riverhead Charter School Building Name Middle School

Item #	Non-Conformance	Date Corrected	Item #	Non-Conformance	Date Corrected	Item #	Non-Conformance	Date Corrected
08A-2			13A-2			19E-1		
08B-2			13B-2			19F-1		
08C-2			14A-2			19G-1		
08D-2			14B-2			19H-2		
08E-2			14C-2			20A-1		
09A-2			14D-1			20B-1		
09B-2			14E-1			20C-1		
09C-1			15A-2			21A-3		
09D-1			15B-1			22A-3		
09F-2			15C-2			22B-3		
09G-2			15D-2			22C-3		
10A-2			15E-1			23A-1		
10B-2			16A-2			23B-1		
10C-1			16B-2			23C-1		
10D-1			16C-2			23D-2		
11A-2			17A-3			24A-3		
11B-1			17B-2			25A-3		
11C-2			17C-2					
11D-2			17D-2					
11E-1	1	12-22-20	17E-1					
12A-1			17F-3					
12B-3			17G-1					
12C-2			17H-2					
12D-2			17I-2					
12E-1			17J-1					
12F-1			17K-1					
12G-1			17L-1					
12H-1			18A-2					
12I-1			18B-2					
12J-1	1	12-20-20	18C-2					
12K-1			18D-2					
12L-1			19A-3					
12M-1	1	12-22-20	19B-2					
12N-1			19C-1					
12O-2			19D-1					

If any additional non-conformances are observed, check item 25A-3 and list the Code section below.

Inspector

The inspector has been provided with a copy of the previous year's school fire safety report:

Yes ☒ No ☐

Part III: Nonpublic School Certifications

Please complete sections III-A, Section III-B and/or Section III-C, and Section III-D as directed below

Section III-A Fire Inspection Method

What method(s) did the school authorities use to complete the annual fire inspection for this building? **Check appropriate box(es)**


- ☐ Inspection by the **fire department** of the city, town, village or **fire district** in which the building is located (complete section III-B)
- ☐ Inspection by a **fire corporation** whose territory includes the school building (complete section III-B)
- ☐ Inspection by the **county fire coordinator**, or the officer performing the powers and duties of a county fire coordinator pursuant to a local law, of the county in which the building is located (complete section III-B)
- ☐ **Employing or contracting persons** who, in the judgment of the school authorities, are qualified to make such an inspection (complete section III-C)

For additional information regarding these methods, please refer to: <https://www.nysenate.gov/legislation/laws/EDN/807-A>

Section III-B-Fire Inspection by Local Fire Department, Fire District, Fire Corporation, or County Fire Coordinator

The individual noted below inspected this building on 10.08.20 (date) and the information in this Report represents, to the best of their knowledge and belief, an accurate description of the building and conditions they observed. The individual that performed this inspection has maintained their certification requirements pursuant to 19 NYCRR 1208-3.1.

Inspector's Name: Craig Zitek Title: Chief Fire Marshal

Signature:  Date: December 22, 2020

Inspector's Organization: Town of Riverhead Fire Marshal's Office

Inspector's Telephone #: 631-727-3200 ext 309 Inspector's Email: zitek@townofriverhead.ny.gov

Inspector's Registry # (assigned by the NYS Department of State) NY 000 7671

Section III-C Fire Inspection by Another Individual

School authorities must give reasonable notice of the date and time the annual fire inspection is to be made to the local fire official who has the regular duty of fighting fire in the building to be inspected. Such official, or any subordinate designated by him, may be present during the inspection and may also file a report of inspection.

The individual noted below inspected this building on _____ (date) and the information in this Report represents, to the best of their knowledge and belief, an accurate description of the building and conditions they observed.

Inspector's Name: _____ Title: _____

Signature: _____ Date: _____

Inspector's Organization: _____

Inspector's Telephone #: _____ Inspector's Email: _____

Inspector's Registry # (assigned by the NYS Department of State) _____

Name of Local Fire Authority: _____

Address of Local Fire Authority: _____

Notification Date: _____ Fire Authority Contact Name: _____

Was a Local Fire Official Representative present at inspection?

- ☐ Yes
☐ No

Section III-D. School or Building Administrator, Director, or Headmaster

The individual noted below certifies that this building was inspected as indicated in Section III-A above and hereby submits this fire inspection report on behalf of the Board of Trustees and certifies that:

1. Public notice of report availability has been published, and that
2. Any nonconformances noted as corrected on the *Nonpublic Fire Safety Non-Conformance Report Sheet* portion of this report were corrected on the date indicated, and that
3. For any uncorrected nonconformances that appear on this report, the Board of Trustees, has at the meeting held pursuant to Section 807-a of New York State Education Law, conferred with the fire chief concerning the alleged deficiencies appearing on the inspection report and the measures proposed to be taken to correct such deficiencies.

Name: RAYMOND ANKRUM

Title: SUPERINTENDENT

Signature: 

Telephone #: 631-369-5800

Email: RANKRUM@RCSLI.ORG

x2229

The University of the State of New York
THE STATE EDUCATION DEPARTMENT
State Office of Religious and Independent Schools - Room 1078 Education Building Annex
Albany, New York 12234

ANNUAL NONPUBLIC SCHOOL BUILDING FIRE SAFETY REPORT

(PLEASE PRINT)

All school buildings containing classroom, dormitory, laboratory, physical education, dining, or recreational facilities for student use, which are owned, operated, or leased by nonpublic schools must be inspected at least annually for fire hazard which might endanger the lives of students, teachers, and employees therein. (In compliance with N.Y. Education Law 807-A(1) and New York State Uniform Fire Prevention and Building Code (NYSUFPBC)).

School Name

R I V E R H E A D C H A R T E R S C H O O L

Facility/Building Name

E L E M E N T A R Y S C H O O L

Street Address (NO PO Box Numbers)

3 6 8 5 M I D D L E C O U N T R Y R O A D

City/Town/Village

C A L V E R T O N N Y

Zip Code

1 1 9 3 3

Name of Municipality Responsible for Local Code Enforcement

T O W N O F R I V E R H E A D

Nonpublic School BEDS Code

5 8 0 6 0 2 8 6 0 0 3 2

INSTRUCTIONS

- Read the “*Manual for New York State Nonpublic School Facility Fire Safety Inspections*” prior to inspecting the facility.
- A separate report must be completed for each building and location.
- **Part I:** General Information. School officials must complete this section annually.
- **Part II:**
 - Items 08A-2 through 08E-2 on the Non-Conformance Report Sheet – Must be completed for schools with electrically operated partitions (Regulations of the Commissioner 155.25).
 - Items 09A-2 through 25A-3 on the Non-Conformance Report Sheet – Must be completed for all schools (New York State Uniform Fire Prevention and Building Code).
- **Part III (A, B, C and D) Certifications.** To be completed by individuals as indicated.
- This form must be kept on file at the school for three years and must be available for public review.
- **Submitting the Report:** The final submission package includes a total of five pages. After the inspection, sign the Certifications on pages 4 and 5, staple the pages together, and mail to the address above.

Part I: General Information and Fire/Life Safety History
(to be completed annually)

1. Indicate the primary use of this facility: (check one box)

a) Student Instruction	<input checked="" type="checkbox"/>	b) Other Student Use (dormitory, dining hall, physical education building, etc.)	
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2. Is there a fire sprinkler system in this facility?

Yes ☒ No ☐

If yes, is the sprinkler alarm connected with the building alarm?

Yes ☒ No ☐

3. Is there a fire hydrant system for facility protection?

Yes ☒ No ☐

If yes, indicate ownership of the system.

Public Owned _____ School Owned ☒ Other _____ (specify)

4. Indicate the ownership of this facility.

Leased _____ Owned ☒ Other _____ (specify)

5. What is the current gross square footage of this facility?
(to the nearest whole ten feet)

			4	0	0	0	0
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6. If this facility is used for instruction, complete (a) – (d); otherwise go to question #7.

a) Fire drills were held in accordance with Section 807 of State Education Law and Sections F405 of the 2015 International Fire Code and F403.5.4 of the NYS Uniform Code Supplement.

Yes ☒ No ☐

b) Average time to evacuate this facility:

	1	5	4
--	---	---	---

Minutes Seconds

c) Student instruction in arson and fire prevention was provided in accordance with Section 808 of State Education Law; which requires every school in New York State to provide a minimum of 45 minutes of instruction in arson, fire prevention, injury prevention, and life safety during each month that school is in session.

Yes ☒ No ☐

d) Employee training in fire prevention, evacuation, and fire safety was provided during the past year, and Records maintained in accordance with Section F406 of the 2015 International Fire Code.

Yes ☒ No ☐

7. If the fire alarm was activated since the last annual fire inspection, was the fire department immediately notified in accordance with Section F401.3.2 of the 2015 International Fire Code?

Yes ☒ No ☐

8. Have there been any fires in this facility since the last annual fire inspection?

Yes _____

No X

If yes, indicate:

a) Number of fires

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b) Total number of injuries

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c) Total cost of property damage

\$

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Part II: Nonpublic School Fire Safety Non-Conformance Report Sheet

School Name Riverhead Charter Sch Building Name Elementary School

Item #	Non-Conformance	Date Corrected	Item #	Non-Conformance	Date Corrected	Item #	Non-Conformance	Date Corrected
08A-2			13A-2			19E-1		
08B-2			13B-2			19F-1		
08C-2			14A-2			19G-1		
08D-2			14B-2			19H-2		
08E-2			14C-2			20A-1		
09A-2			14D-1			20B-1		
09B-2			14E-1			20C-1		
09C-1			15A-2			21A-3		
09D-1			15B-1			22A-3		
09F-2			15C-2			22B-3		
09G-2			15D-2			22C-3		
10A-2			15E-1			23A-1		
10B-2			16A-2			23B-1		
10C-1			16B-2			23C-1		
10D-1			16C-2			23D-2		
11A-2			17A-3			24A-3		
11B-1			17B-2			25A-3		
11C-2			17C-2					
11D-2			17D-2					
11E-1			17E-1					
12A-1			17F-3					
12B-3			17G-1					
12C-2			17H-2					
12D-2			17I-2					
12E-1			17J-1					
12F-1			17K-1					
12G-1			17L-1					
12H-1			18A-2					
12I-1			18B-2					
12J-1		12.22.20	18C-2					
12K-1			18D-2					
12L-1			19A-3					
12M-1			19B-2					
12N-1			19C-1					
12O-2			19D-1					

If any additional non-conformances are observed, check item 25A-3 and list the Code section below.

Inspector

The inspector has been provided with a copy of the previous year's school fire safety report:

Yes ☒ No ☐

Part III: Nonpublic School Certifications

Please complete sections III-A, Section III-B and/or Section III-C, and Section III-D as directed below

Section III-A Fire Inspection Method

What method(s) did the school authorities use to complete the annual fire inspection for this building? **Check appropriate box(es)**

- ☐ Inspection by the **fire department** of the city, town, village or **fire district** in which the building is located (complete section III-B)
- ☐ Inspection by a **fire corporation** whose territory includes the school building (complete section III-B)
- ☐ Inspection by the **county fire coordinator**, or the officer performing the powers and duties of a county fire coordinator pursuant to a local law, of the county in which the building is located (complete section III-B)
- ☐ **Employing or contracting persons** who, in the judgment of the school authorities, are qualified to make such an inspection (complete section III-C)

For additional information regarding these methods, please refer to: <https://www.nysenate.gov/legislation/laws/EDN/807-A>

Section III-B-Fire Inspection by Local Fire Department, Fire District, Fire Corporation, or County Fire Coordinator

The individual noted below inspected this building on 12.08.20 (date) and the information in this Report represents, to the best of their knowledge and belief, an accurate description of the building and conditions they observed. The individual that performed this inspection has maintained their certification requirements pursuant to 19 NYCRR 1208-3.1.

Inspector's Name: Craig Zitek Title: Chief Fire Marshal

Signature: [Redacted] Date: December 22, 2020

Inspector's Organization: Town of Riverhead Fire Marshal's Office

Inspector's Telephone #: 631-727-3200 ext 209 Inspector's Email: zitek@townofriverheadny.gov

Inspector's Registry # (assigned by the NYS Department of State) NY 000 9671

Section III-C Fire Inspection by Another Individual

School authorities must give reasonable notice of the date and time the annual fire inspection is to be made to the local fire official who has the regular duty of fighting fire in the building to be inspected. Such official, or any subordinate designated by him, may be present during the inspection and may also file a report of inspection.

The individual noted below inspected this building on _____ (date) and the information in this Report represents, to the best of their knowledge and belief, an accurate description of the building and conditions they observed.

Inspector's Name: _____ Title: _____

Signature: _____ Date: _____

Inspector's Organization: _____

Inspector's Telephone #: _____ Inspector's Email: _____

Inspector's Registry # (assigned by the NYS Department of State) _____

Name of Local Fire Authority: _____

Address of Local Fire Authority: _____

Notification Date: _____ Fire Authority Contact Name: _____

Was a Local Fire Official Representative present at inspection?

☐ Yes

☐ No

Section III-D. School or Building Administrator, Director, or Headmaster

The individual noted below certifies that this building was inspected as indicated in Section III-A above and hereby submits this fire inspection report on behalf of the Board of Trustees and certifies that:

1. Public notice of report availability has been published, and that
2. Any nonconformances noted as corrected on the *Nonpublic Fire Safety Non-Conformance Report Sheet* portion of this report were corrected on the date indicated, and that
3. For any uncorrected nonconformances that appear on this report, the Board of Trustees, has at the meeting held pursuant to Section 807-a of New York State Education Law, conferred with the fire chief concerning the alleged deficiencies appearing on the inspection report and the measures proposed to be taken to correct such deficiencies.

Name: RAYMOND ANKRUM

Title: SUPERINTENDENT

Signature: 

Telephone #: 631-369-5800

Email: RANKRUM@RCSLI.ORG

x 2229