

Application: Key Collegiate Charter School

Katie Mazer - kmazer@keycollegiate.org
Annual Reports

Summary

ID: 0000000138
Status: Liaison Review
Last submitted: Nov 2 2020 04:26 PM (EST)
Labels: Board of Regents

Entry 1 School Info and Cover Page

Completed Sep 24 2020

[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 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 2019-20 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, 2020)** or you may not be assigned the correct tasks.

BASIC INFORMATION

a. SCHOOL NAME

(Select name from the drop down menu)

KEY COLLEGIATE CHARTER SCHOOL 332300861127

a1. Popular School Name

Key Collegiate

b. CHARTER AUTHORIZER (As of June 30th, 2020)

Please select the correct authorizer as of June 30, 2020 or you may not be assigned the correct tasks.

BOARD OF REGENTS

c. DISTRICT / CSD OF LOCATION

CSD #23 - BROOKLYN

d. DATE OF INITIAL CHARTER

6/2017

e. DATE FIRST OPENED FOR INSTRUCTION

8/2018

f. APPROVED SCHOOL MISSION (Regents, NYCDOE, and Buffalo BOE authorized schools only)

MISSION STATEMENT

With an unapologetic focus on student success, Key Collegiate Charter School ensures that all students in grades 4-8 have the academic skills, professional habits, and personal drive necessary to gain access to and excel within the high schools and colleges of their choice.

g. KEY DESIGN ELEMENTS (Regents, NYCDOE, and Buffalo BOE authorized schools only)

KEY DESIGN ELEMENTS (Briefly describe each Key Design Elements (KDE) as presented in the schools approved charter. KDEs are those general aspects of the school that are innovative or unique to the school’s mission and goals, are core to the school’s overall design, and are critical to its success.

KDE 1	<p>A rigorous, engaging curriculum with differentiated supports reaches all students.</p> <p>We implement a rigorous curriculum to ensure our students are on track to take Advanced Placement (AP) classes in high school and to succeed in college and beyond. We prepare students to be reading at or above grade level by 7th grade and to take Algebra and the accompanying Regents exam in 8th grade. We implement a literacy-heavy curriculum across all content subjects. We use inquiry-based learning and blended-learning techniques throughout the day to engage and challenge all students, and to best serve the needs of a diversity of learners, including those with disabilities and ELLs. We cater to all students by providing differentiated supports, remediation, and interventions to those who demonstrate a need. Our grade-level ICT classrooms enable us to provide continual support to students with IEPs.</p>
KDE 2	<p>A literacy-intensive curriculum prepares our students to become lifelong learners.</p> <p>Studies indicate that “93 million adults in the U.S.</p>

read at or below the basic level needed to contribute successfully to society.” To change this statistic in Brownsville, we develop students into voracious readers. We implement a literacy-intensive curriculum, with 180 minutes dedicated daily to literacy so students develop the phonics, fluency, and comprehension skills to read, comprehend, and analyze grade-level fiction and non-fiction texts and are prepared to access high-school level material upon matriculation. Our entire curriculum—including courses like math and science traditionally not focused on reading—emphasizes literacy skill development. We challenge students with word problems and teach content-specific and grade-level vocabulary in math and science. We create a culture built on a commitment to and love of reading. Students always have a class novel and a book baggie, full of independent reading books at their level (both fiction and non-fiction) with them.

KDE 3

Enhancing student learning requires frequent data-driven assessment, analysis, and action.

Key Collegiate is unapologetically focused on our educational programming, knowing that inadequate academic preparation is the key factor inhibiting college success. To achieve our mission, we must know with certainty and frequency how each student is performing academically so we can respond accordingly. Regular data-driven assessment and data analysis allows us to accurately know where our students are in their learning trajectories. We use these findings to design action plans to address any gaps in knowledge with urgency—whole group, small group, or individually. Data-informed plans allow us to meet each student where they are in their learning and provide appropriate supports to help them reach grade-level proficiency. Our curriculum is aligned with the CCLS and, subsequently, prepares students for success on state assessments as well as high school AP exams. The annual state assessment will inform our curriculum, as will results from standards-based

interim assessments given three times annually to monitor student progress. Our school calendar includes regular professional development days, designated as “Data Days,” that follow interim assessments; these days are dedicated to data analysis and action planning to ensure we are prepared to support each student in meeting their academic goals. Daily, teachers will use data from standards-based unit exams and daily exit-tickets to track student mastery of skills and content knowledge. We know that “attention to minute-by-minute and day-to-day formative assessment is likely to have the biggest impact on student outcomes”; we collect, track, and analyze student data regularly in service of student achievement and success.

KDE 4

A structured and joyful culture sets the foundation for student achievement.

Students excel in safe, supportive, and structured learning environments where there are clearly defined expectations and achievement-based celebrations. When students have explicit norms and systems to follow, they are better able to focus on learning. Based on trauma-informed practices, we will set these clear expectations during the first week, and model and practice them regularly. All systems and policies are rooted in the belief that if we set high expectations in service of student success and equip students with the supports they need, then everyone will rise to meet these goals. Our focus on creating a joyful culture is evident in the daily school schedule. We dedicate time daily to physical activity during the performing arts & PE electives and lunch/recess. Research indicates the scientific benefits of self-expression and how it releases endorphins and oxytocin increasing feelings of joy. Performing Arts provides students with an opportunity to be both expressive and active—both proven to have benefits on learning. We will provide time for students to interact with peers during daily recess. We have a daily Community Meeting—time for staff and students to build community and celebrate academic growth

and success, in addition to weekly Advisory and monthly Town Halls. Our safe, supportive, and joyful culture empowers students to achieve their academic goals.

KDE 5

Partnerships with families and the community creates a united support system.

Beginning with Home Visits and Family Orientations, we engage our families about the dreams they have for their children and the work it will collectively take to get there. Families are our allies in this work, and when we have a shared goal and vision, our capacity to help students accomplish their academic goals grows exponentially. To create a successful partnership, we remain transparent and keep families informed. We provide regular updates on student progress, academically and behaviorally, with weekly Progress Reports and our weekly newsletter, The Keynote. When students act in a way that is unprofessional or unacceptable at school, we inform families so they can be our partners in building college-going, professional habits for students. Alternatively, when our students demonstrate exceptional work, we share these successes with their families. We include parents/guardians on our college visits and invite families to join us at Town Halls to celebrate individual student and school-wide academic successes. Student success is a victory not just for the child, but for their families as well. We create a partnership with families by engaging with them frequently at different events: Family Orientation, Family Welcome Night, Parent Conferences (3x annually), Family Cafe (each trimester), Winter Workshop performances, and College visits, in addition to our Book Fair, Multi-cultural Potluck dinner, and other fun events during the year.

KDE 6

A focus on professional habit development prepares students for college and career success.

Accomplishing our mission of preparing students to access and excel in the high schools and colleges

of their choice demands more than mastery of academic skills and content. Data shows that 78% of graduating charter school students are enrolling in and starting college the semester after high school graduation; of these students, 38% graduate within six years. A key reason cited for this significant college drop-out rate is a lack of the professional habits—soft skills, specifically executive and interpersonal skills—that help us navigate a new and challenging environment. To meet our goals, we teach the skills and professional habits our students need to function in a variety of environments beyond Key Collegiate. All students partake in a developmentally and age-appropriate Professional Habits curriculum to assist them in developing these skills during daily AM and PM PREP periods and during weekly Advisory sessions. Each year, students take part in a “Professionals Day,” where they engage in conversations about careers and current events with professionals and role models from the community, and practice executive and interpersonal skills. This focus on professional habits is integrated into our school-wide language and norms to continuously reinforce these habits.

KDE 7

High-quality teaching produces strong academic gains and results.

Teachers are the core drivers of academic excellence and therefore, we invest heavily in recruiting, hiring, developing, and retaining our staff. Instruction is outcomes-oriented and rooted in proven practices from our nation’s highest-achieving schools. Teacher development is operationalized through weekly observations, data analysis, and practice-based coaching. Our teacher observation/feedback cycles train and develop teachers to deliver instruction that is targeted, rigorous, and strategic. During summer training, teachers are taught critical instructional skills and given extensive time to practice. Like all trades, practice is necessary before any performance, so we provide time for staff to rehearse before they deliver lessons to students. Our coaching cycle

ensures every teacher is observed weekly, receiving feedback and action steps to work towards and on which they will be evaluated the following week. These weekly meetings are complemented by 27 days of professional development focused on creating and maintaining a strong culture and on providing rigorous and engaging instruction to all students every day.

KDE 8

(No response)

KDE 9

(No response)

KDE 10

(No response)

Need additional space for variables

No

h. SCHOOL WEB ADDRESS (URL)

www.keycollegiate.org

i. TOTAL MAX APPROVED ENROLLMENT FOR THE 2019-2020 SCHOOL YEAR (exclude Pre-K program enrollment)

180

j. TOTAL STUDENT ENROLLMENT ON JUNE 30, 2020 (exclude Pre-K program enrollment)

130

k. GRADES SERVED IN SCHOOL YEAR 2019-2020 (exclude Pre-K program students)

Check all that apply

Grades Served	4, 5, 6
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l1. DOES THE SCHOOL CONTRACT WITH A CHARTER OR EDUCATIONAL MANAGEMENT ORGANIZATION?

No

FACILITIES INFORMATION

m. FACILITIES

Will the school maintain or operate multiple sites in 2020-2021?

No, just one site.

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 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	257 Chester St. Brooklyn, NY 11212	646-604-4428	NYC CSD 23	4-7	4-7

m1a. Please provide the contact information for Site 1.

	Name	Work Phone	Alternate Phone	Email Address
School Leader	Katie Mazer	[REDACTED]	347-633-6059	kmazer@keycollegiate.org
Operational Leader	Renisha Pierre	[REDACTED]	347-452-4896	rpierre@keycollegiate.org
Compliance Contact	Renisha Pierre	[REDACTED]	347-452-4896	rpierre@keycollegiate.org
Complaint Contact	Katie Mazer	[REDACTED]		kmazer@keycollegiate.org
DASA Coordinator	Marcus Taylor	[REDACTED]		mtaylor@keycollegiate.org
Phone Contact for After Hours Emergencies	Katie Mazer	[REDACTED]	410-916-5245	kmazer@keycollegiate.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, 2020.

Site 1 Certificate of Occupancy (COO)

[257 Chester St Final COO.pdf](#)

Filename: 257 Chester St Final COO.pdf **Size:** 35.1 kB

Site 1 Fire Inspection Report

[KCCS Fire Inspection Letter 09.2020.pdf](#)

Filename: KCCS Fire Inspection Letter 09.2020.pdf **Size:** 963.8 kB

CHARTER REVISIONS DURING THE 2019-2020 SCHOOL YEAR

n1. Were there any revisions to the school's charter during the 2019-2020 school year? (Please include approved or pending material and non-material charter revisions).

No

PLEASE NOTE CHARTER SCHOOLS WILL NO LONGER SUBMIT FINANCIAL STATEMENTS, ANNUAL BUDGETS, AND RELATED FISCAL DATA VIA THE ANNUAL REPORT. HOWEVER, NYSED BOARD OF REGENTS WOULD LIKE TO KNOW IF YOUR SCHOOL'S BOARD OF TRUSTEES HAS APPROVED A BUDGET FOR THE 2020-2021 FISCAL YEAR.

o. Has your school's Board of Trustee's approved a budget for the 2020-2021 FY?

Yes

ATTESTATION

p. Individual Primarily Responsible for Submitting the Annual Report.

Name	Katie Mazer
Position	Executive Director
Phone/Extension	646-604-4428
Email	kmazer@keycollegiate.org

p. 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. Check **YES if you agree and then use the mouse on your PC or the stylus on your mobile device to sign your name).**

Responses Selected:

Yes

Signature, Head of Charter School



Signature, President of the Board of Trustees



Date

Jul 27 2020

Thank you.



Entry 2 NYS School Report Card

Completed Sep 24 2020 Hidden from applicant

[Instructions](#)

SUNY-authorized charter schools only

Provide a direct web link to the most recent New York State School Report Card for the charter school (See <https://reportcards.nysed.gov/>) . This report captures school-level enrollment and demographic

information, staff qualifications, electronic student records, and attendance rates, as prescribed by New York State statute (8 NYCRR 119.3).

Entry 2 NYS School Report Card Link

KEY COLLEGIATE CHARTER SCHOOL 332300861127

NEW YORK STATE REPORT CARD

Provide a direct URL or web link to the most recent New York State School Report Card for the charter school (See <https://reportcards.nysed.gov/>).

(Charter schools completing year one will not yet have a School Report Card or link to one. Please type "URL is not available" in the space provided.)

<https://data.nysed.gov/profile.php?instid=800000089570>

Entry 3 Progress Toward Goals

Completed Sep 24 2020

Instructions

Regents, NYCDOE, and Buffalo BOE-authorized charter schools

For the 2019-2020 school year, any academic or 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".

Entry 3 Progress Toward Goals

PROGRESS TOWARD CHARTER GOALS

Board of Regents-authorized and NYCDOE-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 2, 2020.

1. ACADEMIC STUDENT PERFORMANCE GOALS

For the 2019-2020 school year, any academic 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”.

2019-20 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	Each year, 75% of all tested students who are enrolled in at least their second year will perform at proficiency on the New York State English language arts and Mathematics exam for grades 4-8.	NYS ELA & Math Assessment	Unable to Assess	N/A
	At least 65% of all students attending Key Collegiate for two or more years will read at or above grade level as defined by			

Academic Goal 2	performance on the Fountas and Pinnell (F&P) benchmark assessment. At least 75% will read at or above grade level after year three.	F&P BAS	Unable to Assess	N/A
Academic Goal 3	75% of students in grade 8 who take the Algebra Regents exam will pass; this means a score of 65 or higher.	Algebra Regents	Unable to Assess	N/A
Academic Goal 4	Each year, the percent of all tested students who are enrolled in at least their second year and performing at proficiency on the state English language arts and mathematics exam will be greater than that of students in the same tested grades in the local school district.	NYS ELA & Math Assessment	Unable to Assess	N/A
	Each year, the school will exceed its predicted level of performance on the state English language arts and Mathematics exams by an Effect Size of 0.3 or			

Academic Goal 5	above (performing higher than expected to a small degree) per a regression analysis controlling for economically disadvantaged students among all public schools in New York State.	NYS ELA & Math Assessment	Unable to Assess	N/A
Academic Goal 6	Each year, under the state's Growth Model the school's mean unadjusted growth percentile in English language arts and mathematics for all tested students in grades 4-8 will be above the state's unadjusted median growth percentile.	NYS ELA & Math Assessment	Unable to Assess	N/A
Academic Goal 7				
Academic Goal 8				
Academic Goal 9				
Academic Goal 10				

2. Do have more academic goals to add?

No

3. Do have more academic goals to add?

No

4. ORGANIZATION GOALS

For the 2019-2020 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”.

2019-2020 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	An annual survey at the end of the school year will show that, on average, 85% of families (of 85% of families who respond) are satisfied with our academic program.	family survey	Met	
Org Goal 2	An annual survey at the end of year school year will show that, on average, 85% of families (of 85% of families who respond) are satisfied with our communication.	family survey	Met	

Org Goal 3				
Org Goal 4				
Org Goal 5	The school has established a well-functioning organizational structure, clearly delineated roles for staff, management, and board members.	org chart with R&R	Met	
Org Goal 6	The school has systems and protocols that allow for the successful implementation, evaluation, and improvement of its academic program and operations.	bylaws	Met	
Org Goal 7				
Org Goal 8	The Board will conduct a formal annual review of the school leader.	school leader evaluation	Met	
Org Goal 9	The Board will conduct an annual self-evaluation to assess strengths/weaknesses.	board evaluation	Partially Met	
Org Goal 10	The school complies with applicable laws, regulations, and the provisions of its charter.	bylaws & charter	Met	

Org Goal 11	The Board will conduct a formal annual review of bylaws and polices.	annual review	Met	
Org Goal 12	The school is meeting or making annual progress toward meeting the enrollment plan outlined in its charter and its enrollment and retention targets for students with disabilities, English language learners, and students who are eligible applicants for the free and reduced priced lunch program; or has demonstrated that it has made extensive good faith efforts to attract, recruit, and retain such students.	enrollment tracker	Not Met	To address our enrollment challenges, we have increased our recruitment budget, added more events to our calendar, incentivized current families to recommend us, and hired someone to improve our social media campaign.
Org Goal 13	We will enroll and maintain a class of students equal to projected enrollment every year.	recruitment and enrollment tracker	Not Met	To address our enrollment challenges, we have increased our recruitment budget, added more events to our calendar, incentivized current families to recommend us, and hired someone

				to improve our social media campaign.
Org Goal 14	90% of students completing the year will re-enroll the following year.	re-enrollment tracker	Met	
Org Goal 15	The school will average 95% or higher daily student attendance each year.	daily attendance tracker	Partially Met	
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

2019-2020 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	Each year, the school meets or exceed GAAP standards as demonstrated through its annual financial audit.	annual audit	Met	
Financial Goal 2	Each year, Key Collegiate will operate on a balanced budget.	budget analysis	Met	
Financial Goal 3				
Financial Goal 4				
Financial Goal 5				

7. Do have more financial goals to add?

No

Thank you.

Entry 3 Accountability Plan Progress Reports

Incomplete Hidden from applicant

Instructions

SUNY-Authorized Charter Schools ONLY

SUNY-authorized charter schools must download an [Accountability Plan Progress Report template](#). After

completing, schools must upload the document into the by September 15, 2020.

Entry 7 Disclosure of Financial Interest Form

Completed Sep 25 2020

[Instructions - Multiple Uploads Permitted](#)

Required of ALL Charter Schools by August 3

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 2019-2020 school year must complete a signed:

- **Regents, NYCDOE, and Buffalo BOE Authorized Schools:** [Disclosure of Financial Interest Form](#)
- **SUNY- Authorized Charter Schools:** [Trustee Financial Disclosure Form](#)

All completed forms must be collected and uploaded in .PDF format for each individual member. If a trustee is not able or available to complete the form by the deadline, the education corporation is responsible for doing so on behalf of the trustee. (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 Disclosure of Financial Interest Form, trustees must disclose information relevant to any of the schools served by the governing education corporation.

Financial Interst (RNH)

Filename: Financial Interst RNH.pdf **Size:** 1.7 MB

AH-BOT-FinancialDisclosure2020

Filename: AH BOT FinancialDisclosure2020.pdf **Size:** 133.7 kB

FinancialDisclosure2020_RomyDrucker

Filename: FinancialDisclosure2020 RomyDrucker.pdf **Size:** 128.9 kB

JC-BOT-FinancialDisclosure2-2-

Filename: JC BOT FinancialDisclosure2 2 .pdf **Size:** 1.4 MB

NM0FinancialDisclosure2020

Filename: NM0FinancialDisclosure2020.pdf **Size:** 209.1 kB

TFO KC Disclosure _2020

Filename: TFO KC Disclosure 2020.pdf **Size:** 1.0 MB

RR-Financial Disclosure Form KCS

Filename: RR Financial Disclosure Form KCS.pdf Size: 1.2 MB

[FinancialDisclosure2020_NikkiC09242020](#)

Filename: FinancialDisclosure2020_NikkiC09242020.pdf Size: 236.1 kB

[Financial Disclosure2020_MM](#)

Filename: Financial Disclosure2020_MM.pdf Size: 1.8 MB

Entry 8 BOT Membership Table

Completed Sep 24 2020

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 8 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.

KEY COLLEGIATE CHARTER SCHOOL 332300861127

1. 2019-2020 Board Member Information (Enter info for each BOT member)

Trustee Name and Email Address	Position on the Board	Committee Affiliations	Voting Member Per By-Laws (Y/N)	Number of Terms Served	Start Date of Current Term (MM/DD/)	End Date of Current Term (MM/DD/)	Board Meetings Attended During 2019-

						YYYY)	YYYY)	2020
1	Romy Drucker	Chair	Governance; Development	Yes	1	07/01/2020	7/30/2023	12
2	Ron Russo	Vice Chair	Governance	Yes	1	07/01/2020	7/30/2023	11
3	Nikki Carroll	Treasurer	Finance	Yes	1	07/01/2020	7/30/2023	11
4	Nancy Manket	Secretary	Finance, Development	Yes	1	01/01/2018	01/30/2022	11
5	Jason Cali	Trustee/Member	Academic Achievement; Facilities	Yes	1	07/01/2020	7/30/2023	11
6	Michael McNally	Trustee/Member	Finance	Yes	1	07/01/2020	7/30/2023	11
7	Athena Hernandez	Trustee/Member	Student Recruitment sub-committee	Yes	1	07/01/2020	7/30/2023	12
8	Tracy Fray-Oliver	Trustee/Member	Academic Achievement	Yes	1	01/01/2018	01/30/2021	11
9	Ruben Henriquez	Trustee/Member	Academic Achievement	Yes	1	09/01/2019	09/30/2022	11

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, 2020	9
b.Total Number of Members Added During 2019-2020	1
c. Total Number of Members who Departed during 2019-2020	0
d.Total Number of members, as set in Bylaws, Resolution or Minutes	7-15

3. Number of Board meetings held during 2019-2020

12

4. Number of Board meetings scheduled for 2020-2021

12

Thank you.

Entry 9 Board Meeting Minutes

Completed Sep 24 2020

Instructions

Schools must upload a complete set of monthly board meeting minutes (July 2019-June 2020), which should match the number of meetings held during the 2019-2020 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 3, 2020.

[July 2019-Board+Meeting+Minutes](#)

Filename: July 2019 BoardMeetingMinutes .pdf **Size:** 103.1 kB

[August 2019-Board+Meeting+Minutes](#)

Filename: August 2019 BoardMeetingMinutes.pdf **Size:** 107.3 kB

[September 2019 Board+Meeting+Minutes](#)

Filename: September 2019 BoardMeetingMinutes.pdf **Size:** 109.4 kB

[October 2019-Board Meeting Minutes](#)

Filename: October 2019 Board Meeting Minutes.pdf **Size:** 108.0 kB

[November 2019-Board+Meeting+Minutes](#)

Filename: November 2019 BoardMeetingMinutes.pdf **Size:** 307.7 kB

[December 2019-Board+Meeting+Minutes](#)

Filename: December 2019 BoardMeetingMinutes.pdf **Size:** 305.3 kB

[January 2020-Board+Meeting+Minutes](#)

Filename: January 2020 BoardMeetingMinutes.pdf **Size:** 308.0 kB

[February 2020+Board+Meeting+Minutes](#)

Filename: February 2020BoardMeetingMinutes.pdf **Size:** 309.5 kB

[March 2020-Board+Meeting+Minutes](#)

Filename: March 2020 BoardMeetingMinutes.pdf **Size:** 307.2 kB

[April 2020-Board+Meeting+Minutes](#)

Filename: April 2020 BoardMeetingMinutes.pdf **Size:** 307.6 kB

[May 2020-Board+Meeting+Minutes](#)

Filename: May 2020 BoardMeetingMinutes.pdf **Size:** 309.9 kB

[June 2020-Board+Meeting+Minutes](#)

Filename: June 2020 BoardMeetingMinutes.pdf **Size:** 322.7 kB

Entry 10 Enrollment & Retention

Completed Sep 24 2020

Instructions for submitting [Enrollment and Retention Efforts](#)

ALL charter schools must complete this section. Describe the efforts

the charter school has made toward meeting targets in 2018-2019 to attract and retain enrollment of Students with Disabilities (SWDs), English Language Learners/Multilingual Learners (ELLs/MLLs), 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 2019-2020.

Entry 10 Enrollment and Retention of Special Populations

Instructions for Reporting Enrollment and Retention Strategies

Describe the efforts the charter school has made in 2019-2020 toward meeting targets to attract and retain enrollment of students with disabilities, English language learners/Multilingual learners, 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 2020-2021.

KEY COLLEGIATE CHARTER SCHOOL 332300861127

Recruitment/Attraction Efforts Toward Meeting Targets

	Describe Recruitment Efforts in 2019-2020	Describe Recruitment Plans in 2020-2021
Economically Disadvantaged	<p>To recruit economically disadvantaged students in the 2019-20 SY, we did a variety of things based on what we saw work well during the 2018-19 SY, which led to over a 95% FRL.</p> <p>We posted flyers all over the community--specifically in shelters, community centers, soup kitchens, and other places we know are commonly visited by high-need families. We met with and hosted sessions at the local women and children shelters in our area; at these</p>	<p>For the 2020-21 SY, we maintained the efforts that worked for us in the 2019-2020 SY which led to a 95%+ FRL. In addition to flyering at specific locations where we know our high-need student go and returning to the shelters, we also updated our website and flyers to include all the school materials, uniforms, chromebooks, and headphones that we provide directly to students at no cost. Many of our families said they were originally concerned about paying for supplies and a uniform at a</p>

	<p>events, we offered free food and activities for families.</p>	<p>charter school; by including this on our flyer, we solved for this immediately.</p>
<p>English Language Learners/Multilingual Learners</p>	<p>To recruit English Language Learners for the 2019-20 SY, we printed all flyers, information packets, and applications in English and Spanish. Additionally, information and recruitment sessions were presented in both languages. Our website is in the process of being translated so that the site is accessible in both English and Spanish.</p>	<p>For the 2020-21 SY, we continued with the recruitment plans we did in 2019-20, and added some to improve our number of ELLs.</p> <p>Per our 2019-20 plan, to recruit English Language Learners, we printed all flyers, information packets, and applications in English and Spanish. Additionally, information and recruitment sessions were presented in both languages. Our website is in the process of being translated so that the site is accessible in both English and Spanish.</p> <p>To improve our ELL recruitment strategies, we have connected with local Spanish-speaking agencies to find out where ELL-families were spending time and to try to get connected.</p> <p>We also spoke with our current ELL students and encouraged them to share information about Key.</p>
<p>Students with Disabilities</p>	<p>To recruit students with disabilities during the 2019-20 SY, we ensured flyers list the supports we offer for students with disabilities and our openness to serving and supporting all learners. We connected and shared information with local elementary schools and non-profits that support students with disabilities</p>	<p>To recruit students with disabilities for the 2020-21 SY, we continued all the strategies that worked in the past that led to over 30% of our population being SPED students. In addition to what we have done in the past, we also worked with our current SPED families to</p>

	<p>for them to share with students. We provided flyers to local medical centers such as Brownsville Multi-Service Health Center that serve our student population for them to share with patients.</p>	<p>encourage them to send their other children, cousins, or neighbors--many of whom receive services as well.</p>
--	--	---

Retention Efforts Toward Meeting Targets

	Describe Retention Efforts in 2019-2020	Describe Retention Plans in 2020-2021
Economically Disadvantaged	<p>To retain all students--and particularly our economically disadvantaged students, we worked to develop relationships with their families early on to set the foundation for regular communication and to show the student we are united in service of their success.</p> <p>We worked to ensure our ED students had access to summer opportunities and meals and worked to stay in touch so they felt connected during the summer.</p>	<p>To retain all students--and particularly our economically disadvantaged students, we reduced the financial burden on families by providing all supplies—including pieces of the school uniform—free of charge, offering morning and afternoon extensions to the school day so parents/guardians can work later, offering field trips free of cost, and working with families to ensure students have what they need to be successful. Per our commitment to trauma-informed school practices, we will ensure students feel safe and have access to supports. We have a School Counselor on staff who will assist families by connecting them with services they need, including but not limited to medical, child care, and counseling. Our Counselor will support students and serve as a family liaison as necessary.</p>
	<p>To retain our ELLs, we work to ensure our students and families feel fully included in our school community and that they are</p>	

<p>English Language Learners/Multilingual Learners</p>	<p>getting an incredible education. To help them feel part of our community, we ensure that all information is shared in Spanish, and that at in-person events, we have translation services available.</p> <p>We do our absolute best to provide a tremendous education to all of our students, and make intentional choices to best support our ELL students. We implement a structured immersion model with ELLs; they remain part of the general education class, while providing structured scaffolds and differentiation to support language acquisition, including but not limited to graphics, sight word flash cards/word walls, and writing structure templates.</p>	<p>To retain all students--and particularly our ELL students, we work to make sure our families feel part of our school community.</p> <p>We ensure the parents of ELL students feel informed, and send documents home in Spanish, have Spanish-speaking staff in the Main Office, and have translation services available at parent events.</p> <p>We seek them out for feedback and work to ensure they attend all our family events to build community.</p>
<p>Students with Disabilities</p>	<p>To retain students with disabilities, we developed relationships with their families early on to set the foundation for regular communication and to show the student we are united in service of their success. Our Child Study Team ensured students had the appropriate classroom environment set-up, and the necessary curricular and instructional accommodations/modifications; this team worked with teachers to ensure they were implementing the appropriate interventions to support students in their classroom, including the use of an ICT-model. We worked with the District to ensure students receive all necessary services, including but not</p>	<p>To retain students with disabilities during the 2020-21 SY, we worked very closely with our families, especially during our remote learning time, to ensure students and families were fully supported and had all the things they need. All members of our Student Support Team--our SPED coordinator, our Deans, our Counselor, our SPED teachers--all reached out regularly to ensure our students with disabilities were receiving all their services and anything else they needed.</p> <p>Prior to remote learning, we had</p>

limited to speech/language therapy and occupational therapy. Our Child Study Team regularly evaluated how we are supporting each student and made additional accommodations or modifications as necessary to ensure that every student could be successful within our structured, achievement-oriented environment.

very close and positive working relationships with the families of our students with disabilities. We were in regular communication and it was very clear to families that we had big expectations for their child but also that we were supporting them fully in accomplishing these big goals.

Entry 12 Percent of Uncertified Teachers

Completed Sep 24 2020

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.

Entry 12 Uncertified Teachers

School Name: KEY COLLEGIATE CHARTER SCHOOL 332300861127

Instructions for Reporting Percent of Uncertified Teachers

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

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, 2020)	5
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2020)	0
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2020)	0
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2020)	0
Total Category A: 5 or 30% whichever is less	5.0

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

	FTE Count
i. FTE count of uncertified teacher with at least three years of elementary, middle or secondary classroom teaching experience (as of June 30, 2020)	5
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2020)	
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2020)	0
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2020)	0
Total Category B: not to exceed 5	5.0

CATEGORY C: PLUS 5 ADDITIONAL UNCERTIFIED TEACHERS

	FTE Count
i. FTE count of uncertified teacher with at least three years of elementary, middle or secondary classroom teaching experience (as of June 30, 2020)	
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2020)	
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2020)	3
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2020)	1
Total Category C: not to exceed 5	4.0

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	3

CATEGORY F: TOTAL FTE COUNT OF ALL TEACHERS

Please do not include paraprofessionals, such as teacher aides.

	FTE Count
Total Category F	17



Thank you.

Entry 13 Organization Chart

Completed Sep 24 2020

[Instructions](#)

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

Upload the 2019-2020 **Organization Chart**. The organization chart should include position titles and reporting relationships. Employee names should not appear on the chart.

[Y2 School Staff Organizational Chart VF](#)

Filename: Y2 School Staff Organizational Chart VF.pdf Size: 251.2 kB

Entry 14 School Calendar

Completed Sep 24 2020

[Instructions for submitting School Calendar](#)

Required of ALL Charter Schools

Given these uncertain and changing times, charter schools may or may not have a school calendar ready to upload by the submission deadline this year of August 3, 2020. If the charter school has a tentative calendar based on available information and guidance at the time, please submit with the August 3rd submission. Charter schools will be able to upload an updated school calendar into the portal at any time but no later than **September 15, 2020**.

School calendars must meet the [minimum instructional requirements](#) adopted by the Board of Regents in 2018.

Board of Regents-authorized charter schools 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.

[2020-21 KCCS Calendar NYSED Portal](#)

Filename: 2020 21 KCCS Calendar NYSED Portal.pdf Size: 1.8 MB

Entry 15 Links to Critical Documents on School Website

Completed Sep 24 2020

Instructions

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

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. Most recently filed Annual Report (i.e., 2018-19 Annual Report);
2. Most recent board meeting notice, documents to be discussed at the meeting (if any), and webcast of Board meetings (if held virtually per Governor's Executive Order);
3. Link to New York State School Report Card;
4. Lottery Notice announcing date of lottery;
5. Authorizer-approved DASA Policy;
6. District-wide safety plan and Authorizer-approved Discipline Policy (as per August 29, 2019 [Emergency Response Plan Memo](#));
7. Authorizer-approved FOIL Policy; and
8. Subject matter list of FOIL records.
9. Link to School Reopening Plan

Form for Entry 15 Links to Critical Documents on School Website

School Name: **Key Collegiate Charter School**

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

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:

	Link to Documents
1. Most Recent Annual Report (i.e., 2018-19)	https://www.keycollegiate.org/school-information (click on: 2018-19 Annual Report)
2. Most Recent Board Meeting Notice and Related Agenda Item Documents	https://www.keycollegiate.org/board-minutes
2a. Webcast of Board Meetings (per Governor's Executive Order)	https://www.keycollegiate.org/board-minutes
3. Link to NYS School Report Card	https://www.keycollegiate.org/school-information (click on: Academic Results)
4. Most Recent Lottery Notice Announcing Lottery	https://www.keycollegiate.org/upcoming-events (deleted on 5/1/2020-1 month after hosting)
5. Authorizer-Approved DASA Policy	https://www.keycollegiate.org/school-information (click on: student handbook)
6. District-wide Safety Plan	https://www.keycollegiate.org/school-information (click on: school safety plan)
6a. Authorizer-Approved Discipline Policy (as per August 29, 2019 Emergency Response Plan Memo)	https://www.keycollegiate.org/school-information (click on: student handbook)
7. Authorizer-Approved FOIL Policy	https://www.keycollegiate.org/the-team (bottom of page: click on FOIL Policy & Subject Matter List)
8. Subject matter list of FOIL records	https://www.keycollegiate.org/the-team (bottom of page: click on FOIL Policy & Subject Matter List)
9. Link to School Reopening Plan	https://www.keycollegiate.org/sy202021reopening

Thank you.



Entry 16 COVID 19 Related Information

Completed Sep 24 2020

Instructions

Required of ALL charter schools

Please provide the number of students attending instruction on the last day instruction was provided within physical school facilities and the number of students participating in virtual programming on the last day such programming was offered for the 2019-2020 school year.

If applicable, please provide the name and publisher of all end of year assessments provided by grade level as well as the number of participating students. Board of Regents-authorized charter schools are encouraged to refer to Appendix B of the [Remote Monitoring and Oversight Plan Spring 2020](#) remote for best practices regarding end of year assessments in a remote learning environment.

Entry 16 COVID 19 Related Information

School Name: Key Collegiate Charter School

TABLE 1: 2019-2020 Enrollment, Attendance and Participation Between March-June 2020

Please provide the number of students attending instruction on the last day instruction was provided within physical school facilities and the number of students participating in virtual programming on the last day such programming was offered for the 2019-2020 school year.

	Number of students enrolled in school on the last day instruction was provided within physical school facilities	Number of students attending instruction on the last day instruction was provided within physical school facilities	Number of students participating in virtual programming on the last day such programming was offered for the 2019-20 school year
	130	119	118

Table 2: 2019-2020 Assessments and Grade Participation

If applicable, please provide the name and publisher of all end of year assessments provided by grade level as well as the number of participating students. Board of Regents-authorized charter schools are encouraged to refer to Appendix B of the [Remote Monitoring and Oversight Plan Spring 2020](#) remote for best practices regarding end of year assessments in a remote learning environment.

Assessment Title	Grade K	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	Grade 7	Grade 8	Grade 9	Grade 10	Grade 11	Grade 12	Number of Participating Students
iready Math Assessment	✘	✘	✘	✘	✓	✓	✓	✘	✘	✘	✘	✘	✘	126
iready ELA Assessment	✘	✘	✘	✘	✓	✓	✓	✘	✘	✘	✘	✘	✘	126
	✘	✘	✘	✘	✘	✘	✘	✘	✘	✘	✘	✘	✘	
	✘	✘	✘	✘	✘	✘	✘	✘	✘	✘	✘	✘	✘	
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	✘	✘	✘	✘	✘	✘	✘	✘	✘	✘	✘	✘	✘	
	✘	✘	✘	✘	✘	✘	✘	✘	✘	✘	✘	✘	✘	

Disclosure of Financial Interest by a Current or Proposed Board of Trustees Member – Board of Regents-Authorized Charter Schools

Name:

 Ruben Henriquez

Name of Charter School Education Corporation (the Charter School Name, if the charter school is the only school operated by the education corporation):

 Key Collegiate Charter School

1. List all positions held on the education corporation Board of Trustees (“Board”) (e.g. president, treasurer, parent representative).

- **Board Member**

2. Are you an employee of any school operated by the education corporation?
 Yes **X** No

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

3. 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?

 X Yes No

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

For the avoidance of doubt, I would like to disclose that my law firm, White & Case LLP may do pro bono work for Key Collegiate Charter School while I am serving on the Board and I may serve as pro bono counsel for any such

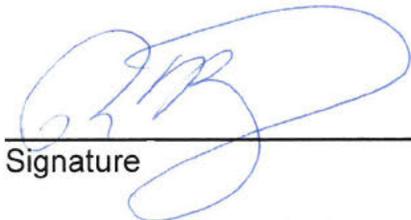
engagement. I am an Associate at White & Case on the Bank Finance Team. I started in November of 2015 and my salary is \$280,000 a year.

4. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six-month period prior to such service. If there has been no such interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-3 above, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of financial interest/transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you
None			

5. 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) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, write "**None**."

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest
None				



Signature

8/23/2019

Date

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



last revised 08/21/2018

Disclosure of Financial Interest by a Current or Proposed Board of Trustees Member

Name:

Athena Hernandez

Name of Charter School Education Corporation (the Charter School Name, if the charter school is the only school operated by the education corporation):

Key Collegiate Charter School

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g. president, treasurer, parent representative).

Board Member, Student Recruitment Task Force

2. Are you an employee of any school operated by the education corporation?
 Yes X No

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

3. Are you related, by blood or marriage, to any person employed by the school?

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

NO

4. Are you related, by blood, marriage, or legal adoption/guardianship, to any student currently enrolled in the school?

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

NO

5. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of this school?

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

NO

6. 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.

7. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six-month period prior to such service. If there has been no such interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-3 above, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of financial interest/transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you
NONE			

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8. 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) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, write "**None.**"

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest
NONE				

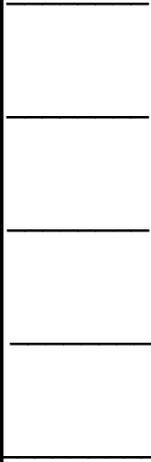


 Signature

7/10/2020

 Date

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



last revised 06/8/2020

Disclosure of Financial Interest by a Current or Proposed Board of Trustees Member

Name: Romy Drucker

Name of Charter School Education Corporation (the Charter School Name, if the charter school is the only school operated by the education corporation):

Key Collegiate Charter School

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g. president, treasurer, parent representative).

President

2. Are you an employee of any school operated by the education corporation?
 Yes **No**

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

3. Are you related, by blood or marriage, to any person employed by the school?

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

NO

4. Are you related, by blood, marriage, or legal adoption/guardianship, to any student currently enrolled in the school? NO

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

5. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of this school? NO

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

6. 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.

7. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six-month period prior to such service. If there has been no such interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-3 above, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of financial interest/transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you
		NONE	

8. 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) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, write “None.”

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest
Walton Family Foundation	School start-up grant provided to Key Collegiate	~\$325,000	Romy Drucker, Deputy Director K-12 Education, Walton Family Foundation	I did not work at the Foundation when the start-up grant was made to Key Collegiate. I have had no role in grant monitoring or reporting.

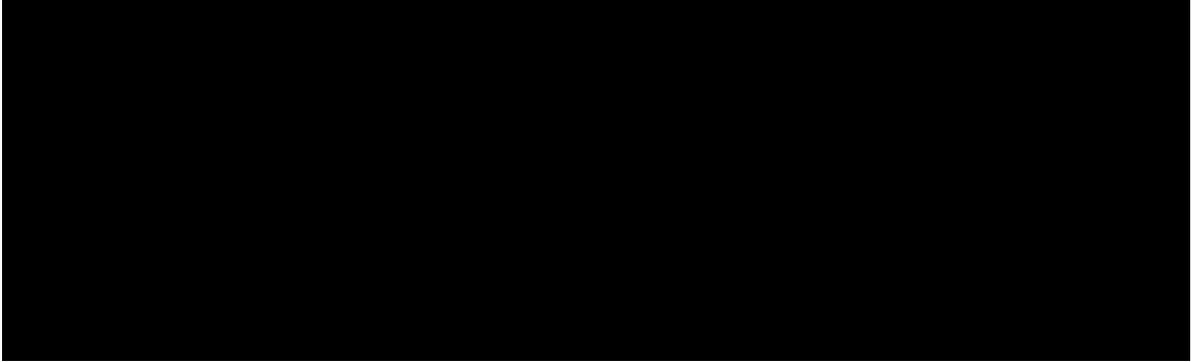
Romy Drucker

 Signature

7/14/20

 Date

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last revised 06/8/2020

Disclosure of Financial Interest by a Current or Proposed Board of Trustees Member

Name:

JASON CALI

Name of Charter School Education Corporation (the Charter School Name, if the charter school is the only school operated by the education corporation):

KEY COLLEGIATE CHARTER SCHOOL

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g. president, treasurer, parent representative).

Board member, Academic Committee member, heading up Facilities search

2. Are you an employee of any school operated by the education corporation?
 Yes X No

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

3. Are you related, by blood or marriage, to any person employed by the school?

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

No

4. Are you related, by blood, marriage, or legal adoption/guardianship, to any student currently enrolled in the school?

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

No

5. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of this school?

No

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

6. 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.

7. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six-month period prior to such service. If there has been no such interest or transaction, write **None**. Please note that if you answered Yes to Questions 2-3 above, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of financial interest/transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you
NONE			



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100

Disclosure of Financial Interest by a Current or Proposed Board of Trustees Member

Name:

Nancy Manket _____

Name of Charter School Education Corporation (the Charter School Name, if the charter school is the only school operated by the education corporation):

Key Collegiate Charter School _____

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g. president, treasurer, parent representative).

Board of Trustees - Secretary

2. Are you an employee of any school operated by the education corporation?
Yes **No**

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

3. Are you related, by blood or marriage, to any person employed by the school?

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

NO

4. Are you related, by blood, marriage, or legal adoption/guardianship, to any student currently enrolled in the school?

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

NO

5. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of this school?

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

NO

6. 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 x **No**

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

7. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six-month period prior to such service. If there has been no such interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-3 above, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of financial interest/transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you
NONE			

8. 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) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, write “None.”

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest
NONE.				



 Signature

Date

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last revised 06/8/2020

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

6. 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.

7. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six-month period prior to such service. If there has been no such interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-3 above, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of financial interest/transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you
None			

Disclosure of Financial Interest by a Current or Proposed Board of Trustees Member

Name:

Tracy Fray-Oliver

Name of Charter School Education Corporation (the Charter School Name, if the charter school is the only school operated by the education corporation):

Key Collegiate

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g. president, treasurer, parent representative).

• Board Member

2. Are you an employee of any school operated by the education corporation?
 Yes No

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

3. Are you related, by blood or marriage, to any person employed by the school? **No.**

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

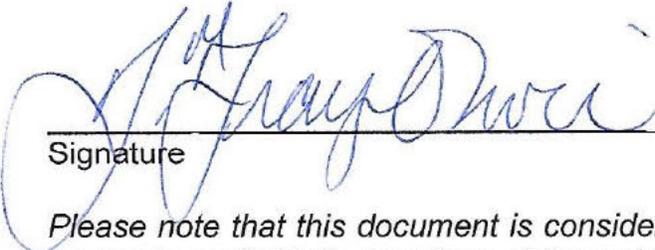
4. Are you related, by blood, marriage, or legal adoption/guardianship, to any student currently enrolled in the school? **No**

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

5. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of this school? **No**

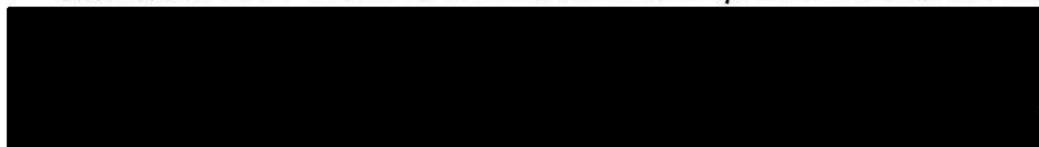
8. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation **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) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, write "None."

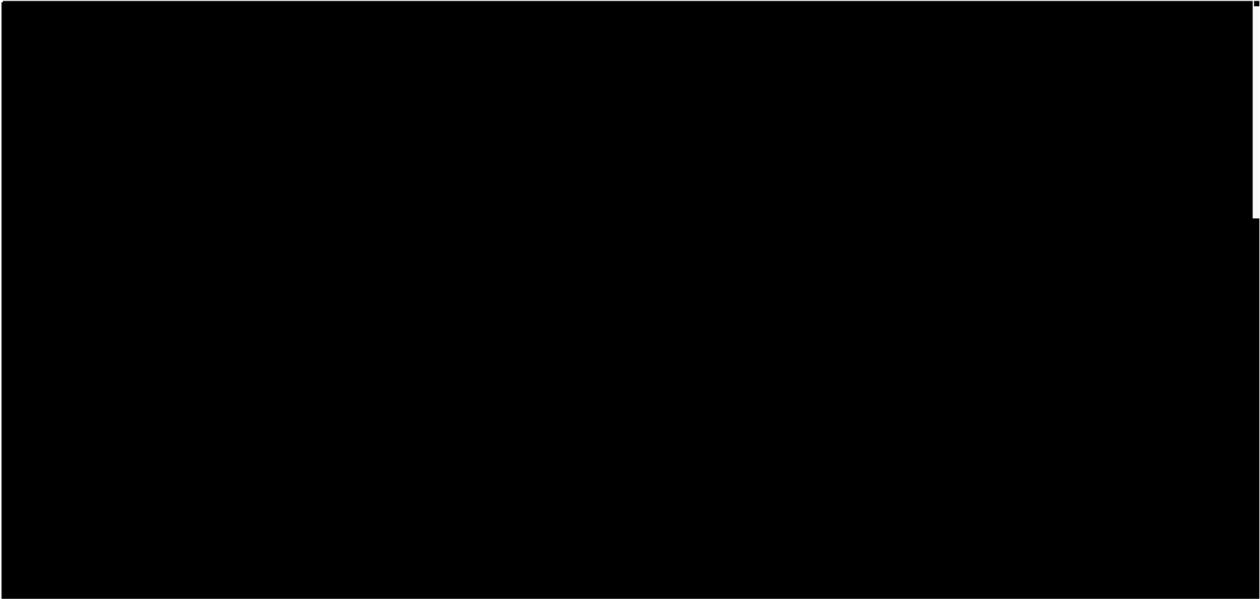
Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest
None				


7/10/20

Signature Date

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Faint, illegible text visible through the paper, appearing as bleed-through from the reverse side.

Handwritten notes or signatures in the middle section of the page, which are extremely faint and difficult to decipher.

Faint text at the bottom of the page, possibly a footer or additional notes, also appearing as bleed-through.

Disclosure of Financial Interest by a Current or Proposed Board of Trustees Member

Name:

Ronald G. Russo

Name of Charter School Education Corporation (the Charter School Name, if the charter school is the only school operated by the education corporation):

Key Collegiate Charter School

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g. president, treasurer, parent representative).

Vice-Chairperson

2. Are you an employee of any school operated by the education corporation?
 Yes **X** **No**

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

3. Are you related, by blood or marriage, to any person employed by the school?
No

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

4. Are you related, by blood, marriage, or legal adoption/guardianship, to any student currently enrolled in the school?

No

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

5. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of this school?

No

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

6. 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

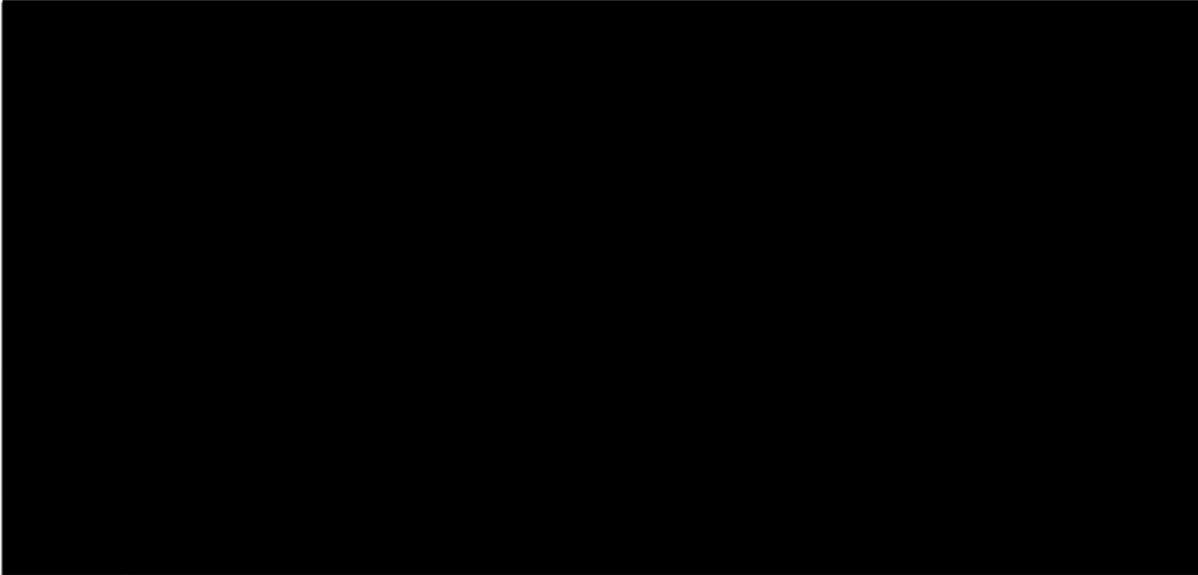
If Yes, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

7. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six-month period prior to such service. If there has been no such interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-3 above, you need not disclose again your employment status, salary, etc.

None

Date(s)	Nature of financial interest/transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you
<i>Please write "None" if applicable. Do not leave this space blank.</i>			

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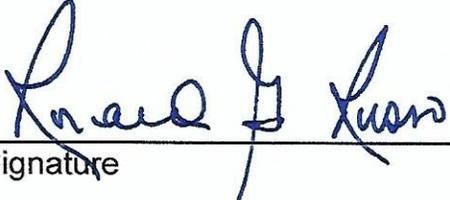


last revised 06/8/ 2020

	NONE		
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8. 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) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, write "None."

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



 Signature

July 15, 2020

 Date

Disclosure of Financial Interest by a Current or Proposed Board of Trustees Member

Name:

 Nikki Carroll

Name of Charter School Education Corporation (the Charter School Name, if the charter school is the only school operated by the education corporation):

 Key Collegiate Charter School

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g. president, treasurer, parent representative).

Treasurer

2. Are you an employee of any school operated by the education corporation?
 Yes X **No**

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

3. Are you related, by blood or marriage, to any person employed by the school?

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

No

4. Are you related, by blood, marriage, or legal adoption/guardianship, to any student currently enrolled in the school?

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

No

5. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of this school?

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

No

6. 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.

7. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six-month period prior to such service. If there has been no such interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-3 above, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of financial interest/transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you
<i>None</i>			

8. 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) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, write “None.”

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest
<i>None</i>				

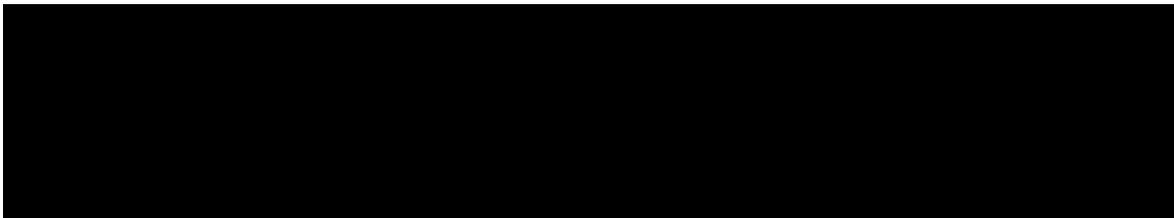


7/14/2020

Signature

Date

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**Disclosure of Financial Interest by a Current or Proposed Board of Trustees
Member**

Name:

Michael McNally

Name of Charter School Education Corporation (the Charter School Name, if the charter school is the only school operated by the education corporation): Key Collegiate Charter School

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g. president, treasurer, parent representative).

N/A

2. Are you an employee of any school operated by the education corporation?
 Yes No

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

3. Are you related, by blood or marriage, to any person employed by the school?

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

No

4. Are you related, by blood, marriage, or legal adoption/guardianship, to any student currently enrolled in the school?

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

No

5. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of this school?

No

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

6. 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.

7. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six-month period prior to such service. If there has been no such interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-3 above, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of financial interest/transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you
None			

8. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real



last revised 06/8/2020

Board of Trustees Meeting July 29, 2019 Minutes

Meeting called to order at 6:05 pm by Romy Drucker, Board Chair

Attendance by Phone

Board Members	Non-Board Members
Romy Drucker - present Ron Russo – present Nikki Carroll – present Jason Cali – present Mike McNally – present Athena Hernandez – present Nancy Manket – present Tracy Fray-Oliver – present	Katie Mazer – HOS Slav Sobkov – Ed Tech

A quorum was present.

Item	Notes
Public Comment	None
Minutes	Chair accepted motion to approve meeting minutes for June 2019. Unanimously approved by Board.
HOS Report	The new school year began today with staff PD. Training this week is for the management team of 9 and all staff will begin training next Monday. Despite all the strides made last year at Key and lots of positive energy from the staff, the shooting at the Brownsville festival this past weekend was a big setback for community
Committee Notes	
Governance Committee	An education attorney was retained to provide counsel on an open issue. A report will be provided to all involved parties by EOD tomorrow. TFO will spearhead the development of a revised protocol to handle any future allegations. She will be presented to the Board in the August meeting. The Governance committee proposed a vote on a potential new board member: Ruben Henriquez. The team voted. Ron Russo made the initial motion; unanimous approval in support of adding new member.
Academic Achievement (AA) Committee	Katie shared State CUT scores for math and literacy which reaffirmed that Key students made significant strides in academic growth this past year.
Recruitment	The 5 th and 6 th grade classes are filled and there is a strong waiting list of potential students. The 4 th grade has filled most seats but the goal is to recruit more students to ensure all those seats are filled as well. 4 th grade recruitment has been particularly challenging this year.
Finance Committee	The non-financial aspects of the audit have begun and the financial aspects will begin on August 15 th . The audit should be completed by September/October prior to the November deadline. The unaudited financials through June 2019 will be circulated to the Board in August. The 401k documents with Sentinel Benefits have been executed and ADP will be advised later this week that it is being terminated. It will be 60 days before ADP is obligated to release the funds.
Development Committee	The Development Committee will meet in August to discuss its strategy for the upcoming school year.
Task Force Reports	
Facilities	Recent updates on proposed permanent space, 442 Saratoga Ave: owners had not received zoning approval from NYCHA. Committee will keep the Board advised of more details during the next few days and recommended next steps.
Adjournment	Meeting was adjourned at 6:45 pm.

Board of Trustees Meeting

August 26, 2019 Minutes

Meeting was called to order at 6:03 pm by Romy Drucker, Board Chair

Board Members	Non-Board Members
Romy Drucker - present Ron Russo – present Nikki Carroll – present Jason Cali – present Mike McNally – present Athena Hernandez – present Nancy Manket – present Tracy Fray-Oliver – present	Katie Mazer – HOS Alex Shawe – Level Field Partners Ruben Henriquez-Proposed Board Member

A quorum was present.

Item	Notes
Public Comment	None
Minutes	A motion was made by Romy Drucker to approve meeting minutes for July 29, 2019. Ron Russo seconded the motion. The minutes were unanimously approved by Board.
HOS Report	<p>Students began their school year last Wednesday with much enthusiasm. Returning staff is complimented by a group of well-qualified new personnel. There is a fantastic team in place for this school year.</p> <p>New York state results were released last week and the school’s results were very impressive compared to the district in both ELA and math. Results were particularly strong in math proficiency for SPED students, which exceeded both state and district results. Staff and students are also very proud of General Ed proficiency results in ELA. Refer to the attached addendum for additional detail. The Board is excited and proud of both the teachers and students for all the progress made in year 1.</p>
Committee Notes	
Governance Committee	A letter was sent in response to the parent complaint with a copy to the State Ed department. There has been no further communication. A Board sub-committee has been established to revise the protocol to deal with any future allegations which will be presented to the Board for approval once finalized.
Recruitment	Katie expects that after Labor Day the 5 th grade and 6 th grade will be fully enrolled with 60 students and 30 students respectively. Recruitment for 4 th grade continues to be a challenge. The goal is to bring enrollment up to 44 – 50 students from current numbers. Romy noted that enrollment for all charter schools in the district has been down this year.
Finance Committee	<p>The financial audit underway and should be completed by September/October prior to the November deadline.</p> <p>Unaudited financials through June 2019 will be circulated to Board members within the next week. Mike is obtaining quotes from additional insurance carriers to determine if Key’s current carrier is competitive and will update the Board at the next meeting.</p> <p>The transition of the 401k administration is in the process. A representative from Sentinel Benefits will be at Key in early September for staff training.</p>
Facilities	<p>A follow-up meeting was held with two elected local officials on Wednesday to discuss permanent space. Working to find compromise.</p> <p>Level Field partners will continue to work with us throughout the process and Romy will keep the Board apprised of future developments..</p>
Adjournment	Ron Russo made a motion to adjourn the meeting at 6:45 pm. Mike McNally seconded the motion and the meeting was adjourned.

	<p>The next Board meeting will be held at Schlam, Stone, and Dolan law firm, 26 Broadway, NYC on September 23rd at 6:30 pm.</p>
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Board of Trustees Meeting September 23, 2019 Minutes

Meeting called to order at 6:00 pm by Ron Russo, Board Vice Chair. Seconded by Ruben Henriquez.

Attendance

Board Members	Non-Board Members
Romy Drucker- present Ron Russo – present Nikki Carroll – present by phone Jason Cali – present Mike McNally – present Athena Hernandez – present Nancy Manket – present Tracy Fray-Oliver – present	Katie Mazer – HOS Slav Sobkov – Ed Tech, present by phone

A quorum was present.

Item	Notes
Public Comment	None
Minutes	Ron Russo (Vice Chair) accepted motion to approve meeting minutes for August 2019. Seconded by Romy Drucker. Unanimously approved by Board.
HOS Report	<p>HOS shared that we have gathered tremendous amount of beginning of school year data on our students (F&P, NWEA MAP, iready) and are using it to tailor instruction.</p> <p>HOS shared that we had Back to School Night last week and a very strong turn-out. During BTS night, we shared all of this BOY data with families, had a meet & greet with teachers, and had a Scholastic Book Fair.</p>
Committee Notes	
Governance Committee	Education Attorney is working to propose new measures for Key. Board will review together at next meeting once the governance committee has received them from lawyer and reviewed.
Academic Achievement (AA) Committee	BOY data is available; waiting for IA#1 data to measure Term 1 growth
Recruitment	Enrollment is down by 30 students. Our 4 th grade is down the most. Team is continuing to market and recruit.
Finance Committee	<p>Reviewed all financials for the year thus far. Shared that even with lower enrollment, our budget is healthy.</p> <p>Audit materials have all been submitted by Key/Edtec; waiting on audit team to finalize and send for final review</p> <p>We are 2 documents away from fully completing the switch from ADP to Sentinel.</p> <p>We are shopping for new insurance brokers and school will work with MM this month to decide which to propose to board.</p>
Development Committee	
Task Force Reports	
Facilities	<p>Team of people are working to resolve our Y3 facilities plan.</p> <p>More decisions will need to be made before the next board meeting; Board has agreed for a reconvening in 2 weeks to discuss.</p>
Adjournment	Motion to adjourn meeting by Ron Russo at 8:08; seconded by Nancy Manket.

Board of Trustees Meeting October 28, 2019 Minutes

Meeting was called to order at 6:03 pm by Ron Russo, Board Vice Chair

Attendance

Board Members	Non-Board Members
Romy Drucker - present Ron Russo – present Nikki Carroll – present Jason Cali – absent Mike McNally – present Athena Hernandez – present by phone Nancy Manket – present Tracy Fray-Oliver – absent Ruben Henriquez - present	Katie Mazer – HOS

A quorum was present.

Item	Notes
Public Comment	None
Minutes	A motion was made by Romy Drucker to approve meeting minutes for September 23, 2019. Ron Russo seconded the motion. The minutes were unanimously approved by Board.
HOS Report	Some exciting new programs this year include Honor Roll, Halloween Celebration, and Thanksgiving student/family/community potluck dinner. Staff and student growth have been positive thus far. Certain school processes and protocols that had been improved upon from last year are working well. Student testing is in process and results will be shared at the next Board meeting.
Committee Notes	
Governance Committee	No report
Recruitment	No report
Finance Committee	The financial audit has been completed and the school received a clean audit. Katie and Renisha were commended by both the Board and the auditors for maintaining accurate and easy to access financial records. Nikki provided a summary of the school’s financial statements through September 30, 2019. Revenue has been adjusted to reflect 130 students for the year and a shift in SPED students. Expenses were adjusted for 2 less teachers. The school remains in a strong financial and cash position. The transition of the 401k administration to Sentinel Benefits is complete and employees have been trained on the new program.
Facilities	The Saratoga facility is no longer an option and the deposit has been returned from Civic Builders. There are currently several other locations under consideration. Romy and Katie will keep the Board apprised of new developments.
Adjournment	Ron Russo made a motion to adjourn the meeting at 7:35 pm. Mike McNally seconded the motion and the meeting was adjourned. The next Board meeting will be held at Schlam, Stone, and Dolan law firm, 26 Broadway, 18 th Fl, NYC on December 16 th at 6:30 pm.

Board of Trustees Meeting

November 25, 2019 Minutes

The meeting, held by phone, was called to order at 6:32 pm by Ron Russo, Board Vice Chair, and seconded by Mike McNally.

Board Members	Non-Board Members
Romy Drucker - absent Ron Russo – present Nikki Carroll – present Jason Cali – present Mike McNally – present Athena Hernandez – present Nancy Manket – present Tracy Fray-Oliver – present Ruben Henriquez - present	Katie Mazer – HOS Slav Sobkav - EdTech

A quorum was present.

Item	Notes
Public Comment	None
Minutes	A motion was made by Ron Russo to approve meeting minutes for October 28, 2019. Nancy Manket seconded the motion. The minutes were unanimously approved by Board.
HOS Report	Katie indicated that November has been a strong month with regard to school spirit, culture, and academic growth. Highlights included the school spelling bees and a multi-cultural family potluck dinner that over 100 people attended. The admin team has made a commitment to host events more regularly to continue to engage families in the school community.
Committee Notes	
Governance Committee	Ruben presented a new complaint policy and security video review policy. After discussion, a motion was made by Ron Russo to accept both policies subject to some minor edits to be made by Ruben after the board meeting. Michael McNally seconded the motion and the 2 policies were unanimously approved by the Board.
Recruitment	No report
Finance Committee	Slav reviewed the monthly and year-to-date financials. There have been no additional changes to student enrollment from the 150 (budget) to 130 (actual) students as adjusted at the beginning of the year. That reduction continues to be partially offset by an increase in SPED students and a reduction in teacher salaries. The higher pupil funding received will be reconciled by a reduction in DOE payments over the remainder in the academic year. Due to high cash reserves going into the year, Key is and will remain in a strong cash position through year-end. Key’s financial dashboard of ratios developed by SUNY continues to confirm a healthy financial position.
Development	A holiday fund-raising newsletter was emailed to Key’s current list of donors today. Board members were asked to follow up on the email with their friends, family, and colleagues to encourage their support.
Facilities	Jason and Katie will keep the Board apprised of on-going negotiations and loop in Athena and Tracy in regarding community and parent outreach.
Adjournment	Ron Russo made a motion to adjourn the meeting at 7:39 pm. Jason Cali seconded the motion and the meeting was adjourned. Ron will coordinate with Romy to set dates for the Board meetings from December through March.

Board of Trustees Meeting

December 16, 2019 Minutes

The meeting was called to order at 6:32 pm by Ron Russo, Board Vice Chair.

Board Members	Non-Board Members
Romy Drucker - present Ron Russo – present Nikki Carroll – not present Jason Cali – present Mike McNally – present Athena Hernandez – present Nancy Manket – present by phone Tracy Fray-Oliver – present Ruben Henriquez – present by phone	Katie Mazer – HOS

A quorum was present.

Item	Notes
Public Comment	None
Minutes	A motion was made by Ron Russo to approve meeting minutes for November 25 , 2019. Athena Hernandez seconded the motion. The minutes were unanimously approved by Board.
HOS Report	Katie indicated that fall student test data has been reviewed and results indicated that students were making some strides but she would like to see more. Trying new ways to address the special needs of Key students will continue to be a primary staff focus. Hiring new teachers and recruiting new students would normally have begun by this time but Katie is waiting to move forward in these areas until the facility decision has been made. A new Ops position has been created to focus exclusively on enrollment recruitment for next year.
Committee Notes	
Governance Committee	No report
Recruitment	No report
Finance Committee	No report
Development	A holiday fund-raising newsletter was emailed to Key’s current list of donors and follow up emails were sent out by Board members. Approximately \$21,000 in donations have been received to date.
Facilities	Since the last Board meeting, another option has become available. Katie and the facilities team are reviewing all current options and getting additional information to ensure we have the best data before taking next steps.
Adjournment	Ron Russo made a motion to adjourn the meeting at 7:30 pm. Michael McNally seconded the motion and the meeting was adjourned. Romy will distribute dates for the Board meetings from January through April within the next week.

Board of Trustees Meeting

January 27, 2020 Minutes

The meeting was called to order at 6:32 pm by Romy Drucker, Board Chair.

Board Members	Non-Board Members
Romy Drucker - present Ron Russo – present Nikki Carroll – present Jason Cali – absent Mike McNally – absent Athena Hernandez – present Nancy Manket – present Tracy Fray-Oliver – present Ruben Henriquez - present	Katie Mazer – HOS Slav Sobkov – Ed Tec

A quorum was present.

Item	Notes
Public Comment	None
Minutes	A motion was made by Ron Russo to approve meeting minutes for December 16, 2019. Nancy Manket seconded the motion. The minutes were unanimously approved by Board.
HOS Report	Katie reported that the school culture is cohesive and the majority of students show positive academic growth. An update on academic metrics will be shared next Board meeting. The current staff is strong and recruiting for new staff is already underway. Two part time recruiters have been recently added to focus exclusively on enrollment. There will also be some additional shifting and re-designing of roles for next year to accommodate Key’s growth.
Committee Notes	
Governance Committee	No report
Finance Committee	Slav reviewed Key’s financial performance through December 2019 and an updated projection for the year ending June 30, 2020. Current results are in line with expectations based on enrollment of 130 students. Operating income is expected to slightly exceed the original budget for the year. The school is in a strong cash position and the metrics captured in the SUNY financial dashboard are positive. The budget process for the 20/21 school year will begin in February with the goal to approve the final budget at the May or June Board meeting.
Development	The December fund-raising initiative collected a total of \$41,000 in donations at no associated expense to the school.
Facilities	The decision was made to remain in the current facility for 1 more year after the church agreed to lease the entire building to the school based on lease terms well within our current facilities allocation. Plans will begin shortly to renovate the space to accommodate 3 more class rooms, a gym, a science lab, and adequate staff offices. In addition, Katie shared that Key was just awarded a \$50,000 LISC grant for financial planning and predevelopment activities related to a more permanent facility.
Adjournment	Ron Russo made a motion to adjourn the meeting at 7:02 pm. Romy Drucker seconded the motion and the meeting was adjourned. The next Board meeting will be at 6:30 pm on Monday, March 3, 2020.

Board of Trustees Meeting March 2, 2020 (February) Minutes

The meeting was called to order at 6:32 pm by Ron Russo, Vice Chair.

Board Members	Non-Board Members
Romy Drucker - present Ron Russo – present Nikki Carroll – present Jason Cali – present Mike McNally – present Athena Hernandez – present Nancy Manket – present Tracy Fray-Oliver – present Ruben Henriquez - present	Katie Mazer – HOS Paul Chin

A quorum was present.

Item	Notes
Public Comment	None
Minutes	A motion was made by Ron Russo to approve meeting minutes for January 27, 2020. Nancy Market seconded the motion. The minutes were unanimously approved by Board.
HOS Report	<p>Katie updated the committee on enrollment. Due to factors outside the school’s control including relocation, receiving permanent housing elsewhere, and placement in D75 schools, 6 students disenrolled school in term 3 and a few more are anticipated over next month. 3 students were added to partially offset the financial impact. The school’s academic performance stats will also be negatively impacted because 6 of the students leaving have been brought to grade level, a significant accomplishment, and the new students are joining well below grade level.</p> <p>The Board was informed of some changes being considered in certain leadership roles and responsibilities for year 3 and the transition plan. In addition, the Board was updated on the school’s test prep ramp up and planning for a coronavirus outbreak in the community.</p>
Committee Notes	
Academic Committee	School wide reading and math results from Fall to Winter based on iReady data, MAP data, and Interim Assessments were reviewed and discussed. Data was also broken down by grade.
Finance Committee	<p>Treasurer reviewed Key’s financial performance through January 2020 and an updated projection for the year ending June 30, 2020. Despite the loss of some students, operating income is expected to slightly exceed the original budget for the year because of careful control of expenses. The school remains in a solid cash position and the metrics captured in the SUNY financial dashboard are positive.</p> <p>The budget process for the 20/21 school year has started with the goal to approve the final budget at the May or June Board meeting.</p>
Development	The December fund-raising initiative collected a total of \$51,372.00 from 62 donors at no associated expense to the school.
Facilities	<p>Plans are continuing to renovate the space to accommodate 3 more classrooms, a gym, a science lab, and adequate staff offices. The goal is to break ground by May 1, 2020 with completion before the 20/21 year begins.</p> <p>The Board approved retaining Level Field Partners to assist Katie in preparing enrollment and facility options analyses as part of the investigation for permanent space.</p>
Adjournment	Ron Russo made a motion to adjourn the meeting at 8:45 pm. Michael McNally seconded the motion and the meeting was adjourned.

Board of Trustees Meeting April 6, 2020 (March) Minutes

The meeting was called to order at 6:35 pm by Ron Russo, Vice Chair.

Board Members	Non-Board Members
Romy Drucker - present Ron Russo – present Nikki Carroll – present Jason Cali – present Mike McNally – present Athena Hernandez – present Nancy Manket – present Tracy Fray-Oliver – present Ruben Henriquez - present	Katie Mazer – HOS

A quorum was present.

Item	Notes
Public Comment	None
Minutes	A motion was made by Ron Russo to approve meeting minutes for the February meeting (rescheduled to March 2, 2020). Nancy Manket seconded the motion. The minutes were unanimously approved by Board.
HOS Report	<p>Katie indicated that remote learning continues and most likely will through the end of the term. The enrollment number remains steady at 130 students.</p> <p>The documentation has been submitted for PPP loans under the CARE Act.</p> <p>Recruitment for new students for the 20/21 school year is extremely challenging given the current environment. Katie’s priority during the next month is to grapple with the short term and longer term implications of that.</p>
Committee Notes	
Finance Committee	<p>Nikki updated the board on the personnel changes at Edtech and the conversation Mike had with them in light of its continued turnover in staff. Going forward, in addition to our new primary contact, there will be 2 othe experienced staff members overseeing our account.</p> <p>Nikki reviewed Key’s financial performance through February 2020 and an updated projection for the year ending June 30, 2020. Consistent with last month’s financial report, year-end operating income is expected to slightly exceed the original budget for the year because of careful control of expenses. The school remains in a solid cash position and the metrics captured in the SUNY financial dashboard are positive.</p> <p>The budget process is on-going for the 20/21 school year, with the goal to approve the final budget at the May or June Board meeting.</p>
Facilities	While the goal was to break ground by May 1, 2020 for the additional church space, this is currently on hold because school construction is considered non- essential, and it is unlikely that the school would have permits approved by May 1, when the construction was planned to start. Katie will now also grapple with this new reality.
Adjournment	Ron Russo made a motion to adjourn the meeting at 7:15 pm. Michael McNally seconded the motion and the meeting was adjourned.

Board of Trustees Meeting

April 27, 2020 Minutes

The meeting was held virtually via Zoom. The meeting was called to order at 6:35 pm by Ron Russo, Vice Chair.

Board Members	Non-Board Members
Romy Drucker - present Ron Russo – present Nikki Carroll – present Jason Cali – present Mike McNally – present Athena Hernandez – present Nancy Manket – present Tracy Fray-Oliver – present Ruben Henriquez - present	Katie Mazer – HOS Bradley Blosser - Edtec

A quorum was present.

Item	Notes
Public Comment	None
Minutes	A motion was made by Ron Russo to approve March meeting minutes on April 2, 2020. Mike McNally seconded the motion. The minutes were unanimously approved by Board.
HOS Report	<p>Katie indicated that remote learning continues and most likely will through the end of the term. Teachers reach out to students on a regular basis and the on-line classes are going as well as can be expected.</p> <p>Katie and the leadership team are now focusing on various scenarios for the opening of next school year given all the uncertainties around COVID-19 and the various state, city, and charter school guidelines. Once the school year has completed, more focus will be given to a longer-term strategic plan as well.</p>
Committee Notes	
Finance Committee	<p>Brad Blosser from Edtech reviewed Key’s financial performance through March 31,2020 and an updated projection for the year ending June 30, 2020. Consistent with past few months’ financial reports, year-end operating income is expected to slightly exceed the original budget for the year because of tight expense control and some savings associated with the school operating remotely from March through year-end.. The school remains in a solid cash position and the metrics captured in the SUNY financial dashboard are positive.</p> <p>A preliminary draft of the 20/21 budget was shared with the Board which included programmatic adaptations due to current projected enrollment numbers. While the budget reflects the school operating at a loss for the next SY, there are ample cash reserves to cover the deficit. The goal will be to present and approve the final budget at the May or June Board meeting.</p>
Facilities	The construction plan for the additional church space Key which was supposed to begin on May 1 has been put on hold while the architects and contractors prepare a scaled down and more affordable proposal. Katie will provide more details at the May Board meeting.
Adjournment	Ron Russo made a motion to adjourn the meeting at 7:35 pm. Romy Drucker seconded the motion and the meeting was adjourned.

Board of Trustees Meeting

May 18, 2020 Minutes (Virtual Zoom Meeting)

The meeting was called to order at 6:33 pm by Ron Russo, Vice Chair.

Board Members	Non-Board Members
Romy Drucker - present Ron Russo – present Nikki Carroll – present Jason Cali – present Mike McNally – present Athena Hernandez – present Nancy Manket – present Tracy Fray-Oliver – present Ruben Henriquez - present	Katie Mazer – HOS Paula Orlando – NYSED Bradley Blosser – Edtech Derian de la Torre - Edtech Bryson Wilson - Edtech

A quorum was present.

Item	Notes
Public Comment	None
Minutes	A motion was made by Ron Russo to approve the April meeting minutes from April 27, 2020. Jason Cali seconded the motion. The minutes were unanimously approved by Board.
HOS Report	<p>Katie indicated that students are navigating the tech required for remote learning well and are “in” school from 8:30 to 3 daily. There has been increased emphasis on student and family support with multiple student touch points and weekly parent check-ins. Strong student and staff attendance rates are re-affirming that the on-line curriculum is being well received and students are engaged.</p> <p>High level instructional planning for the next school year continues although it is challenging with the number of uncertainties around COVID-19 and the various state, city, and charter school guidelines. Organizational planning is moving forward as well which includes several internal promotions and greater delegation of responsibilities.</p>
Committee Notes	
Governance	Romy, Katie, and Nancy are beginning to explore a strategic partnership for school year 21/22 to address enrollment challenges. Levelfield has been retained to help navigate the process.
Finance Committee	<p>Brad Blosser from Edtech provided the April financial update and the latest projection for the year ending June 30, 2020. The school remains in a solid cash position and the metrics captured in the SUNY financial dashboard are positive.</p> <p>A second iteration of the 20/21 budget was shared with the Board which had minimal changes from the prior budget. A stress scenario with levers should they be needed was also reviewed, which was a new and useful analysis.</p>
Facilities	Discussions with the architect and contractor regarding the renovation of the additional church space are on-going to bring down the costs. However, how, when and if the project moves forward remains unclear until the city gives clearer guidelines around education and non-essential construction.
Academic	Current focus has been around end of year assessments and a grading policy that is responsive. Several grading models are under review.
Adjournment	Ron Russo made a motion to adjourn the meeting at 7:35 pm. Mike McNally seconded the motion and the meeting was adjourned.

Board of Trustees Meeting

June 29, 2020 Minutes

The meeting was held virtually on zoom and called to order at 6:33 pm by Ron Russo, Vice Chair.

Board Members	Non-Board Members
Romy Drucker - present Ron Russo – present Nikki Carroll – present Jason Cali – present Mike McNally – present Athena Hernandez – present Nancy Manket – present Tracy Fray-Oliver – present Ruben Henriquez - present	Katie Mazer – HOS Renisha Pierre – Director of Operations Alice James-Yudekovitz – Dean of Curriculum Bradley Blosser – Edtec Derian de la Torre - Edtec Bryson Wilson - Edtec

A quorum was present.

Item	Notes
Public Comment	None
Minutes	A motion was made by Ron Russo to approve the May meeting minutes from May 18, 2020. Romy Drucker seconded the motion. The minutes were unanimously approved by Board.
HOS Report	<p>The school year ended on a high note with a virtual stepping up ceremony that was very well attended and received. Staff is in place for the next SY with 100% acceptance by the team invited back. Changes in the leadership team were also shared. Renisha Pierre has been promoted to School Director and Alice James is stepping up to a bigger role as Academic Director. Katie will be assuming the position of Executive Director. These changes will go into effect on 7/1/2020.</p> <p>Instructional planning for the next school year will continue over the summer for all COVID-related contingencies: in-class teaching, a hybrid model, and remote learning. Special attention is being paid to remote math instruction which requires the most adaptation from the in-school model. Remote Summer Academy will also be available this summer for all interested current and new students.</p>
Committee Notes	
Governance	<p>Romy Drucker made a motion to approve a resolution related to the PPP funds needed and received to maintain Key’s staff and programming as a result of the COVID-19 pandemic. Ron Russo approved the resolution and the resolution was unanimously approved by the Board. Resolution below.</p> <p>Romy Drucker made another motion to approve a non-material resolution to adjust the grades served for the 2020-21 school year to 5th – 8th grade and not enroll a new incoming 4th grade class. Nancy seconded the motion and the resolution was unanimously approved by the Board. Resolution below.</p> <p>Ron indicated that the documentation is being finalized to complete the dissolution of Key Collegiate, Inc. since we operate as Key Collegiate Charter School, a 501(c)(3) charitable organization.</p> <p>Romy, Katie, and Nancy are continuing to work on Key’s long-term strategic plan.</p>
Finance Committee	<p>Brad Blosser from EdTech provided the May financial update and the latest projection for the year ending June 30, 2020. The school remains in a solid cash position and the metrics captured in the SUNY financial dashboard are positive.</p> <p>Edtech presented the final 20/21 budget to the Board which included a stress scenario with levers should they be needed given the uncertain environment. A motion was made by Romy to approve the budget. Nikki seconded the motion and the 20/21 budget was unanimously approved by the Board.</p>

Facilities	The renovation project of the additional church space leased by Key has begun. Jason will update the Board on progress at the next meeting.
Academic	EOY data being aggregated and will be reviewed at the next meeting.
Adjournment	Ron Russo made a motion to adjourn the meeting at 7:35 pm. Mike McNally seconded the motion and the meeting was adjourned.

KEY COLLEGIATE CHARTER SCHOOL

RESOLUTIONS ADOPTED BY THE BOARD OF TRUSTEES: June 2020 Board Meeting

RESOLUTION #1

The Board of Trustees (the “Board”) of **KEY COLLEGIATE CHARTER SCHOOL** (the “Corporation”), a New York education corporation, hereby adopts the following resolutions (the “Resolutions”) as of June 29, 2020:

WHEREAS, as a result of the Pandemic and the ensuing economic uncertainty including without limitation uncertainty related to a recently-adopted New York State budget that has yield a flat to slightly-reduced Per Pupil Funding amount for FY 21, with the potential for the Governor to further reduce if State revenues fluctuate as a result of the Pandemic, the Corporation may experience financial losses, which may include the need to reduce certain staff and otherwise cut back on programming or expenses ; and

WHEREAS, the Corporation applied for and received a loan under the federal Paycheck Protection Program (the “PPP”) and, in connection therewith, executed all required loan documents as well as certain other ancillary, collateral, additional or supplemental documentation (collectively, “Loan Documents”); and

WHEREAS, the Corporation has engaged in such action under the understanding and belief, informed by consultation with its counsel and financial advisors, that the Corporation is eligible to seek, receive and utilize such loans under section 1102 of the Coronavirus Aid, Relief, and Economic Security Act and the federal Small Business Administration’s (“SBA’s”) interpretation thereof as expressed in the SBA’s published guidance thereto; now, therefore, be it

RESOLVED, that the above recitals are incorporated herein by reference; and be it further

RESOLVED, that the Corporation shall use the PPP Funds exclusively for purposes deemed appropriate and lawful under the terms of the PPP Loan; and be it further

RESOLVED, that the Corporation shall, to the maximum extent allowable by law, seek forgiveness of the PPP Loan in accordance with the terms of the PPP Loan; and be it further

RESOLVED, that action by the Corporation or authorized representatives thereof to do and perform, or cause to be done and performed, or to execute and deliver, or cause to be executed and delivered, any and all such other ancillary, collateral, additional or supplemental documentation, under the organizational seal of the Corporation if required, and any further action (including the payment of any fees, expenses and taxes, as they, or any of them, may deem to be necessary or advisable in order to carry into effect the intent of the foregoing resolutions or to comply with the requirements of the



instruments approved or authorized by the foregoing resolutions) is hereby approved, ratified and confirmed; and be it further

RESOLVED, that these Resolutions shall take effect immediately.

RESOLUTION #2

Board of Trustees Resolution of:

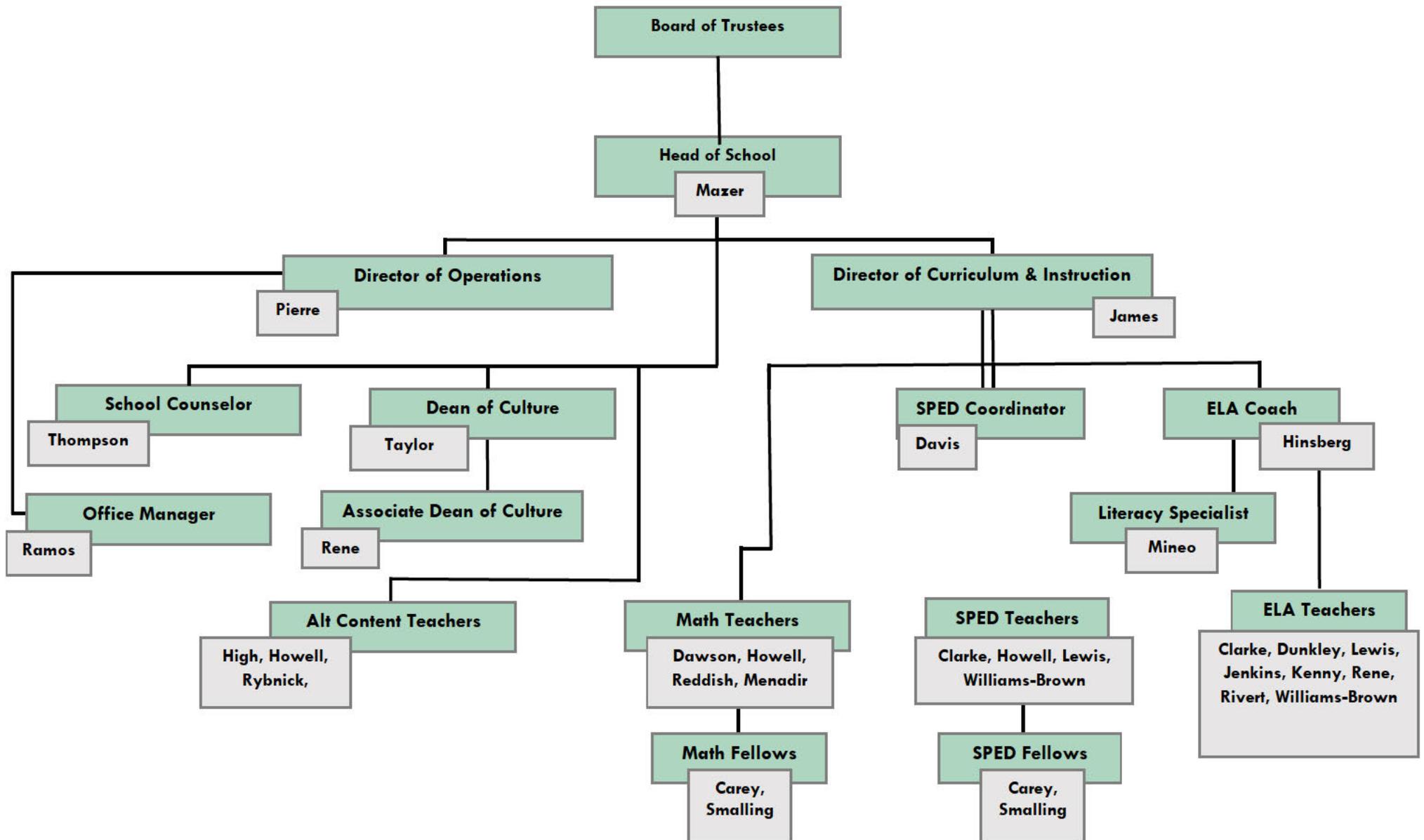
Proposed Changes relating to: Grades Served for the 2020-21 SY

We, being all the Trustees of this corporation, Key Collegiate Charter School, consent and agree that the following corporate resolution was made on June 29, 2020 at 6:30pm at our monthly Board Meeting (due to COVID-19, meeting is held remotely via video-conferencing)

We do hereby consent to the adoption of the following as if it was adopted at a regularly called meeting of the Board of Trustees of this corporation. In accordance with State Law and the bylaws of this corporation, by unanimous consent, the Board of Trustees decided adjust the language around the following components of our charter: grades served for the 2020-21 SY. Specifically, we would like to adjust our grades served for the 2020-21 SY to not enroll a new incoming 4th grade, and serve as a 5-8 grade school for this school year.

With permission from the NYSED, the officers of this corporation are authorized to perform the acts to carry out this corporate resolution.

Y2 School Staff Organizational Chart



key collegiate
charter school

2020-21 PARENT CALENDAR

JULY 2020

		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

AUG 2020

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

SEPT 2020

	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

SEPTEMBER

- 9/2 First Day of School/Remote Learning Begins, Term 1 Begins
- 9/2-9/4 Grade-specific Student Orientation
- 9/7 Labor Day (School Closed)

OCTOBER

- 10/9 School Closed
- 10/12 Native American Remembrance Day (School Closed)

NOVEMBER

- 11/6 Term 1 Ends
- 11/9 Term 2 Begins, In-Person Instruction/Hybrid Model Begins
- 11/11 Veteran's Day (School Closed)
- 11/24 Half Day
- 11/25-11/27 Thanksgiving Break (School Closed)

DECEMBER

- 12/21-1/1 Winter Break (School Closed)

JANUARY

- 1/1 Winter Break (School Closed)
- 1/4 Staff Data Day (No School for Students)
- 1/18 Dr. Martin Luther King Day (School Closed)
- 1/22 Term 2 Ends
- 1/25 Term 3 Begins

FEBRUARY

- 2/15-2/19 Mid-Winter Break (School Closed)

MARCH

- 3/12 Staff Data Day (No School for Students)
- 3/31 Term 3 Ends/Half Day

APRIL

- 4/1-4/2 Easter Break (School Closed)
- 4/5 Term 4 Begins

MAY

- 5/10-5/14 Spring Break (School Closed)
- 5/31 Memorial Day (School Closed)

JUNE/JULY

- 7/2 Term 5 Ends, Last Day of School, Half Day
- 7/9 Final Report Card Mailed Home

OCT 2020

			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

INS. DAYS: 20

NOV 2020

2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

INS. DAYS: 17

DEC 2020

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

INS. DAYS: 14

JAN 2021

				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

INS. DAYS: 18

FEB 2021

1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26

INS. DAYS: 15

MAR 2021

1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

INS. DAYS: 22

APR 2021

			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

INS. DAYS: 20

MAY 2021

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

INS. DAYS: 15

JUNE 2021

	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	1	2

INS. DAYS: 24

KEY

- School Closed
- Half Day
- Term Start & End Days
- Orientation

Updated 9/22/2020

FP Unit 42 Admin CO. E257

FIRE DEPARTMENT CITY OF NEW YORK	FDNY SUMMONS	SUMMONS NO. <u>117432074</u>
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SUPPLEMENTAL INFORMATION FORM

- Instructions:**
1. Be sure to fill in the Summons Number at the top of this form and complete all of the information at the bottom of the form.
 2. Indicate in the Description of Violation section of the FDNY SUMMONS that a "Supplemental Information Form" is attached.
 3. The original (white) copy of this form shall be attached to the FDNY SUMMONS, and the other copies distributed as indicated below.

Violation Category	Supplemental Information
UC 5	FAILURE TO MAINTAIN/RECHARGE/SERVICING TAGS FIRE EXTINGUISHERS IN VIOLATION OF FC 906 PROVIDE PORTABLE FIRE EXTINGUISHERS READILY AVAILABLE AND IN GOOD WORKING ORDER
UC 17	FAILURE TO PROVIDE A CERTIFICATE OF FITNESS HOLDER FOR THE CONDUCTION OF FIRE DRILLS, IN VIOLATION OF FC 901.6.3 (FD) OR (WO) OR (D-20) REMEDY: OBTAIN/OR PRODUCE SUCH CERTIFICATE OF FITNESS
UC 25	FAILURE TO DISCONTINUE USE OF TEMPORARY EXTENSION CORDS/ELECTRICAL WIIRING, IN VIOLATION OF FC 605.5 EXTENSION CORDS AND FLEXIBLE CORDS SHALL NOT BE IN THE SUBSTITUTE FOR PERMANENT WIIRING. EXTENSION CORDS AND FLEXIBLE CORDS SHALL NOT BE AFFIXED TO BUILDINGS OR STRUCTURES, EXTENDED THROUGH WALLS, CEILING, FLOORS, UNDER DOORS OR FLOOR COVERINGS NOR SHALL CORDS BE SUBJECT TO ENVIRONMENTAL DAMAGE OR PHYSICAL IMPACT
NOTE:	CAFETERIA, CLASSROOMS 105, 107

I, an employee of the agency named above, affirm under penalty of perjury that I personally observed the commission of the violation(s) charged above and/or verified their existence through a review of departmental records. False statements made herein are punishable as a Class A Misdemeanor pursuant to section 210.45 of the Penal Law.

SIGNATURE Miguel A. Bautista
 PRINT NAME Miguel A. Bautista
 DATE 9/15/20 TIME 4:45 AM/PM AM

Identification Number 11527026

Certificate of Occupancy

CO Number: 320912081F

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

A.	Borough: Brooklyn	Block Number: 03560	Certificate Type: Final
	Address: 267 CHESTER STREET	Lot Number(s): 18	Effective Date: 01/07/2019
	Building Identification Number (BIN): 3081789	Building Type: Altered	
This building is subject to this Building Code: 1968 Code			
<i>For zoning lot metes & bounds, please see BISWeb.</i>			
B.	Construction classification: 3	(Prior to 1968 Code designation)	
	Building Occupancy Group classification: A-3	(2014/2008 Code)	
	Multiple Dwelling Law Classification: None		
	No. of stories: 2	Height in feet: 20	No. of dwelling units: 1
C.	Fire Protection Equipment: Fire alarm system		
D.	Type and number of open spaces: None associated with this filing.		
E.	This Certificate is issued with the following legal limitations: None		
Borough Comments: None			



Borough Commissioner



Commissioner

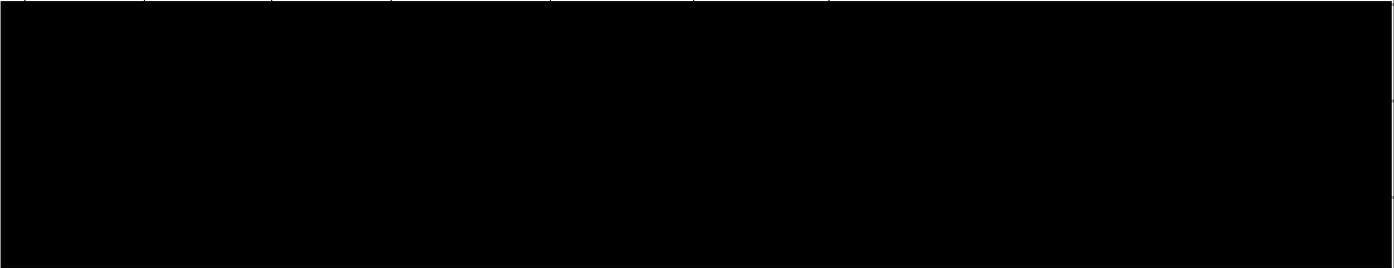
Certificate of Occupancy

CO Number: **320912081F**

Permissible Use and Occupancy

All Building Code occupancy group designations below are 2008 designations.

Floor From To	Maximum persons permitted	Live load lbs per sq. ft.	Building Code occupancy group	Dwelling or Rooming Units	Zoning use group	Description of use
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CARETAKER'S APARTMENT RESTRICTIVE DELCARATION HAS BEEN RECORDER WITH CRFN 2018000168008

END OF SECTION

Borough Commissioner

Commissioner