

# Application: KIPP Academy Charter School

Janessa Hernaez - jhernaez@kippnyc.org  
2020-2021 Annual Report

## Entry 1 School Info and Cover Page

**Completed** Jul 30 2021

### 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 2020-2021 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, 2021)** or you may not be assigned the correct tasks.

## BASIC INFORMATION

### **a. SCHOOL NAME**

(Select name from the drop down menu)

KIPP ACADEMY CHARTER SCHOOL 320700860820

**a1. Popular School Name**

KIPP Academy

**b. CHARTER AUTHORIZER (As of June 30th, 2021)**

Please select the correct authorizer as of June 30, 2021 or you may not be assigned the correct tasks.

NEW YORK CITY CHANCELLOR OF EDUCATION

**c. DISTRICT / CSD OF LOCATION**

CSD # 7 - BRONX

**d. DATE OF INITIAL CHARTER**

3/2000

**e. DATE FIRST OPENED FOR INSTRUCTION**

8/1995



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

MISSION STATEMENT

As part of the national KIPP network of schools, our mission has always been to graduate students with the strength of character and academic abilities needed to succeed in life – and in so doing, to prove that urban schools can deliver an excellent educational experience. KIPP NYC schools follow the KIPP approach to school design, which focuses on (i) high expectations, (ii) character development, (iii) teacher and school leader development, and (iv) supporting students on the journey to and through college.

**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	(No response)
KDE 2	(No response)
KDE 3	(No response)
KDE 4	(No response)
KDE 5	(No response)
KDE 6	(No response)
KDE 7	(No response)
KDE 8	(No response)
KDE 9	(No response)
KDE 10	(No response)

**Need additional space for variables**

No

**h. SCHOOL WEB ADDRESS (URL)**

<https://www.kippnyc.org/schools/kipp-academy-middle-school/>

**i. TOTAL MAX APPROVED ENROLLMENT FOR THE 2020-2021 SCHOOL YEAR (exclude Pre-K program enrollment)**

1220

**j. TOTAL STUDENT ENROLLMENT ON JUNE 30, 2021 (exclude Pre-K program enrollment)**

2114

**k. GRADES SERVED IN SCHOOL YEAR 2020-2021 (exclude Pre-K program students)**

Check all that apply

Grades Served

K, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12

**l1. DOES THE SCHOOL CONTRACT WITH A CHARTER OR EDUCATIONAL MANAGEMENT ORGANIZATION?**

Yes

## I2. NAME OF CMO/EMO AND ADDRESS

NAME OF CMO/EMO	KIPP NYC, LLC
PHYSICAL STREET ADDRESS	1501 Broadway, Suite 1000
CITY	New York
STATE	NYNYNYnn
ZIP CODE	10036
EMAIL ADDRESS	<a href="mailto:aljohnson@kippnyc.org">aljohnson@kippnyc.org</a>
CONTACT PERSON NAME	Alicia Johnson

## FACILITIES INFORMATION

### m. FACILITIES

Will the school maintain or operate multiple sites in 2021-2022?

	Yes, 3 sites
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### 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	250 E. 156th Street Bronx, NY 10451	718-665-3555	NYC CSD 7	5-8	

**m1a. Please provide the contact information for Site 1.**

	Name	Work Phone	Alternate Phone	Email Address
School Leader	Frank Corcoran	718-665-3555		<a href="mailto:fcorcoran@kippnyc.org">fcorcoran@kippnyc.org</a>
Operational Leader	Courtney Field	718-665-3555		<a href="mailto:cfields@kippnyc.org">cfields@kippnyc.org</a>
Compliance Contact	Alicia Johnson	212-991-2610		<a href="mailto:aljohnson@kippnyc.org">aljohnson@kippnyc.org</a>
Complaint Contact	Alicia Johnson	212-991-2610		<a href="mailto:aljohnson@kippnyc.org">aljohnson@kippnyc.org</a>
DASA Coordinator				
Phone Contact for After Hours Emergencies				

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

Co-located Space

**m1c. Please list the terms of your current co-location.**

	Date school will leave current co-location	Is school working with NYCDOE to expand into current space?	If so, list year expansion will occur.	Is school working with NYCDOE to move to separate space?	If so, list the proposed space and year planned for move	School at Full Capacity at Site
Site 1	No plan to leave	No		No		Yes

**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, 2021.**

**Site 1 Certificate of Occupancy (COO)**

**Site 1 Fire Inspection Report**

**School Site 2**

## m2. SCHOOL SITES

Please provide information on Site 2 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 2	730 Concourse Village West Bronx, NY 10451	718-943-3737	NYC CSD 7	k-4	

### m2a. Please provide the contact information for Site 2.

	Name	Work Phone	Alternate Phone	Email Address
School Leader	Anissa Jones	718-943-3737		
Operational Leader	Ilka Brito Santana	718-943-3737		<a href="mailto:ibritosantana@kipponyc.org">ibritosantana@kipponyc.org</a>
Compliance Contact	Alicia Johnson	212-991-2610		<a href="mailto:aljohnson@kipponyc.org">aljohnson@kipponyc.org</a>
Complaint Contact	Alicia Johnson	212-991-2610		<a href="mailto:aljohnson@kipponyc.org">aljohnson@kipponyc.org</a>
DASA Coordinator				
Phone Contact for After Hours Emergencies				

**m2b. Is site 2 in public (co-located) space or in private space?**

Co-located Space

**m2c. Please list the terms of your current co-location.**

	Date school will leave current co-location	Is school working with NYCDOE to expand into current space?	If so, list year expansion will occur.	Is school working with NYCDOE to move to separate space?	If so, list the proposed space and year planned for move	School at Full Capacity at Site
Site 2	No plan to leave					

**School Site 3****m3. SCHOOL SITES**

Please provide information on site 3 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 3	201 E. 144th St., Bronx, NY 10451	212-991-2626	NYC CSD 7	9-12	

**m3a. Please provide the contact information for Site 3.**

	Name	Work Phone	Alternate Phone	Email Address
School Leader	Carlos Capellan	212-991-2626		<a href="mailto:ccapellan@kippnyc.org">ccapellan@kippnyc.org</a>
Operational Leader	Hugh Chen	212-991-2626		<a href="mailto:hchen@kippnyc.org">hchen@kippnyc.org</a>
Compliance Contact	Alicia Johnson	212-991-2610		<a href="mailto:aliohnson@kippnyc.org">aliohnson@kippnyc.org</a>
Complaint Contact	Alicia Johnson	212-991-2610		<a href="mailto:aliohnson@kippnyc.org">aliohnson@kippnyc.org</a>
DASA Coordinator				
Phone Contact for After Hours Emergencies				

**m3b. Is site 3 in public (co-located) space or in private space?**

Private Space



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

**m3d. Upload a current Certificate of Occupancy (COO) and the annual Fire Inspection Report for school site 3 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, 2021.**

### Site 3 Certificate of Occupancy (COO)

[Final CO Certificate Of Occupancy.pdf](#)

**Filename:** Final CO Certificate Of Occupancy.pdf **Size:** 38,0 kB

### Site 3 Fire Inspection Report

[Kipp High School 201 East 144th St 7-21-20 TEST REPORT.pdf](#)

**Filename:** Kipp High School 201 East 144th St 7-21-20 TEST REPORT.pdf **Size:** 817.2 kB

## CHARTER REVISIONS DURING THE 2020-2021 SCHOOL YEAR

**n1. Were there any revisions to the school's charter during the 2020-2021 school year? (Please include approved or pending material and non-material charter revisions).**

No

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

Yes

## ATTESTATIONS

**p. Individual Primarily Responsible for Submitting the Annual Report.**

Name	Janessa C. Hernaez
Position	Associate Director of Student Reporting and Compliance
Phone/Extension	917-270-0708
Email	<a href="mailto:jhernaez@kippnyc.org">jhernaez@kippnyc.org</a>

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

**Responses Selected:**

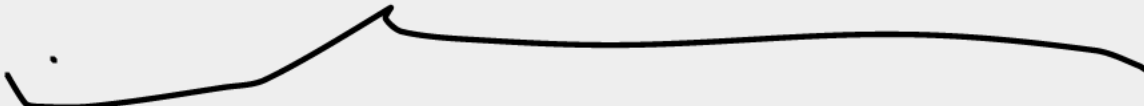
Yes

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

**Responses Selected:**

Yes

**Signature, Head of Charter School**

A handwritten signature in black ink, consisting of a series of connected loops and a long horizontal stroke, is written on a light gray background.

Signature, President of the Board of Trustees



Date

Jul 30 2021

Thank you.



## Entry 3 Progress Toward Goals

Completed Nov 9 2021

### Instructions

**Regents, NYCDOE, and Buffalo BOE-authorized charter schools**

For the 2020-2021 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". **Deadline is November 1, 2021.**

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

## Entry 3 Progress Toward Goals

## PROGRESS TOWARD CHARTER GOALS

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, 2021.

### 1. ACADEMIC STUDENT PERFORMANCE GOALS

**For the 2020-2021 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".**

#### 2020-2021 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
				To ensure students are able to meet our academic goals, our approach toward success is two fold: Provide more opportunities for teacher

Academic Goal 1	<p>Each year, 75 percent of K-2nd graders who have been enrolled at the school on BEDS day for at least two consecutive years will perform at or above grade level in English Language Arts as measured by STEP. For Kindergarteners this equates in a level 2 by the end of the year, a level 5 for 1st grade students and level</p>	STEP	Not Met	<p>development and target students' ability to engage with text by utilizing a research based phonics curriculum. To improve teacher pedagogy as it relates to reading comprehension, teachers are engaging in professional development series focused on guided reading instruction. These sessions, focused on data analysis, goal setting, effective conferring, student discourse, unpacking text complexities, reading skill and strategy development and progress monitoring will allow our educators to refine their skill as well as gain a better understanding of how to meet the needs of diverse learners. Similarly, those with lagging skills will engage in practice clinics facilitated by their direct coach. In addition, this</p>
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8 for 2ndgraders. STEP will assess students' vocabulary, comprehension and phonics skills in order to appropriately determine a reading level.

year we are using Success For All as our phonics based program for our kindergarten-second grade students. Through this program, we are able to build students' skills in phonemic awareness, letter-sound correspondence and word level blending and segmenting. Our phonics block has increased to 60 minutes, and students are working in smaller groups based on their range of skills. To further support our learners, we have built in a 40 min intervention block, where students will receive targeted instruction, based on lagging skills. Every 6-8 weeks, progress checks are used to assess the effectiveness of GR and SFA determine if students are making adequate progress or if there is a need to course correct.

Academic Goal 2	<p>For each year of the school's next charter term, each grade-level cohort will demonstrate growth with a reduction by a half the gap between the percent at or above Level 3 on the previous year's NYS math exam (baseline) and the CSD or citywide percent (whichever is higher) of students proficient at or above Level 3 on the current year's State math exam. For schools in which the number of students scoring above proficiency in a grade-level cohort exceeded the CSD or citywide percent proficient (whichever is higher) on the previous year's ELA exam, the school is expected to demonstrate growth comparable to the CSD in the current year(relevant for schools serving grades 3-8).</p>	NYS ELA exam	Unable to Assess	<p>Due to the pandemic, only 84 students took the NYS ELA exam in grades 3-8. As a result, we are not properly able to assess this goal.</p>
	For each year of			

Academic Goal 3	<p>the school's next charter term, each grade-level cohort will demonstrate growth with a reduction by a half the gap between the percent at or above Level 3 on the previous year's NYS math exam (baseline) and the CSD or citywide percent (whichever is higher) of students proficient at or above Level 3 on the current year's State math exam. For schools in which the number of students scoring above proficiency in a grade-level cohort exceeded the CSD or citywide percent proficient (whichever is higher) on the previous year's math exam, the school is expected to demonstrate growth comparable to the CSD in the current year(relevant for schools serving grades 3-8).</p>	NYS Mathematics Exam	Unable to Assess	<p>Due to the pandemic, only 83 students took the NYS Math exam in grades 3-8. As a result, we are not properly able to assess this goal.</p>
	Each year of the school's next charter term, the			



Academic Goal 4	<p>school will show academic performance with a percent of students proficient at or above Level 3 that meets or exceeds the percent proficient of the Community School District (CSD) of location and also meets or exceeds the citywide percent proficient on the New York State ELA examination(Relevant to schools serving grades 3-8.)</p>	NYS ELA exam	Unable to Assess	<p>Due to the pandemic, only 84 students took the NYS ELA exam in grades 3-8. As a result, we are not properly able to assess this goal.</p>
Academic Goal 5	<p>Each year of the school's next charter term, the school will show academic performance with a percent of students proficient at or above Level 3 that meets or exceeds the percent proficient of the Community School District (CSD) of location and also meets or exceeds the citywide percent proficient on the New York State Math examination(Relevant to schools serving grades 3-8.)</p>	NYS Math Exam	Unable to Assess	<p>Due to the pandemic, only 83 students took the NYS Math exam in grades 3-8. As a result, we are not properly able to assess this goal.</p>

	ant to schools serving grades 3-8.)			
Academic Goal 6	Each year, the percent of students performing at or above Level 3 on the State Science exam in 4th and 8th grade will exceed the average performance of students tested in the same grades of the Community School District in which the school is located and the statewide proficiency average	NYS Science Exam	Unable to Assess	Due to the pandemic, we did not administer any State or culminating end of year assessments so we do not have specific results that address this goal.
Academic Goal 7	Each year, at least 75 percent of students in the high school accountability cohort passing an English Regents exam will have a score of 75 or above by the end of their fourth year.(Relevant to school serving grades 9-12.)	NYS Regents ELA Exam	Met	
				High School students did not take the regents during the pandemic. This

Academic Goal 8	Each year, at least 75 percent of students in the high school accountability cohort passing a math Regents exam will have a score of 70 or above by the end of their fourth year.(Relevant to school serving grades 9-12.)	NYS Regents Math Exam	Not Met	year, in addition to their full period math class, 9th grade students also have a Foundations of Math class that meets every other day. The Foundations class will support in covering the content not mastered in 8th grade. All 9th graders will take the Algebra Regents in June.
Academic Goal 9	"Each year, 75% of students enrolled in grades 9-11 will accumulate 10 or more credits towards graduation. The school will be accountable for all credits accumulated by students who were continuously enrolled in the school including students who have dropped out or enrolled in an accredited GED program, however, excluding the credits accumulated by students who have transferred from or	HS Credit Accumulation	Met	

	to another school, were incarcerated, left the country, or died during the school year. The school will report this each September by submitting a report of student credit accumulation from the previous school year for purposes of the NYC DOE School Quality Reports.			
Academic Goal 10	Each year, the percent of students in the high school accountability cohort scoring at or above the college ready benchmark on the Algebra Regents exam will meet or exceed that of the students in the same cohort across New York City.	NYS Regents Algebra Exam	Unable to Assess	81% of Students in the accountability cohort scored at or above the Math benchmark. We do not yet have comparable data for the NYC Cohorts.

## 2. Do have more academic goals to add?

Yes

## 2020-2021 Progress Toward Attainment of Academic Goals

	Academic Student	Measure Used to	Goal - Met, Not	2019-2020
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	Performance Goal	Evaluate Progress Toward Attainment of Goal	Met or Unable to Assess	progress toward attainment of goal Met/Not Met/Unable to Assess During Due to Closure
Academic Goal 11	Each year, the percent of students in the high school accountability cohort scoring at or above the college ready benchmark on the relevant ELA Regents exam will meet or exceed that of students in the same cohort across New York City.	NYS Regents ELA Exam	Unable to Assess	81% of Students in the accountability cohort scored at or above the ELA benchmark.. We do not yet have comparable data for the NYC Cohorts.
Academic Goal 12	Each year, 80% of the graduating cohort will have scored at least 75 on a New York State Regents examination in Science (Living Environment, Chemistry, or other).	NYS Regents Science exams	Not Met	Please note that we are not requiring all students to take the chem or phycis regents this year.
Academic Goal 13	Each year, 80% of the graduating cohort will have scored at least 75 on the New York	NYS Regents	Not Met	54% of students scored 75 or higher on the Global History Regents. 68% of students were exempted from the

	State Regents examinations in History (Global Studies and U.S. History)	History Exams		US History Regents. 46% of students scored 75+ or were exempted from both regents exams
Academic Goal 14	Each year, 80% of the graduating cohort will have scored at least 75 on the New York State Regents examinations in Spanish	NYS Regents Spanish Exams	Not Met	We are very close to meeting this goal. We have a four year LOTE program. For non-native speakers, it is possible that they did not take the LOTE exam yet. The exam was not offered last June but we are planning on testing students in June.
Academic Goal 15	Each year, 85 percent of students in the Graduation Cohort will gain admission into a two and/or four year college.	College Admission	Met	
Academic Goal 16	Each year, 50 percent of students in the Graduation Cohort will successfully pass a high school AP exam.	AP exams	Not Met	Because of the pandemic, we did not cover as much content and our results in May clearly showed that our students struggled. Additionally, the exam was electronic and that was not ideal. Now that we are back in the building, all, or most of the

				content will be covered and results will improve. We are also looking forward to in person assessments.
Academic Goal 17	Each year, 85 percent of students in the Graduation Cohort will gain admission into a two and/or four year college.	College Admission	Met	
Academic Goal 18	Each year, 70 percent of students in the Graduation Cohort will enroll in a two and/or four year college.	College Enrollment	Met	
Academic Goal 19	Each year, 85 percent of students in the high school Graduation Cohort will graduate after the completion of their fourth year in the cohort.	High School Graduation	Met	
Academic Goal 20	95% of alumni will earn a high school diploma within 5 years of finishing 8th grade.	High School Graduation	Met	

### 3. Do have more academic goals to add?

Yes

#### 2020-2021 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 Meet	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 21	For each year of the next charter term, the school will perform at the 60thpercentile or above compared with citywide averages for its 4-year graduation rate and in the 60thpercentile or above compared with citywide averages for its 6-year graduation rate.	High School Graduation	Met	
Academic Goal 22	50% of alumni will earn a bachelor's degree within 6 years of matriculation	College Graduation	Met	
	"A staff member has been assigned to attendance issues. The parent			



Academic Goal 23	of every student who is absent or late receives a phone call, and the principal sets up meetings with parents of students with excessive absences or tardies."	Daily Attendance	Met	
Academic Goal 24	Each year, 95 percent of all students enrolled on the last day of the school year will return the following September.	Re-Enrollment	Met	
Academic Goal 25	Each year, 90 percent of all instructional staff employed during the prior school year will return and/or be asked to return the following school year.	Teacher Retention	Met	
Academic Goal 26				
Academic Goal 27				
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#### 4. ORGANIZATION GOALS

**For the 2020-2021 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”.**

#### 2020-2021 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
	At least 80% of students will	Free or Reduced		

Org Goal 1	qualify for Free or Reduced Price Lunch	Price Lunch	Met	
Org Goal 2	The percent of students in the incoming class classified as English Language Learners will be equivalent to or exceed that of the local CSD	English Language Learners	Not Met	KIPP NYC is committed to enrolling and retaining English Language Learners. Please see the entry 10 for details about our activities to enroll and retain this population of students.
Org Goal 3	The percent of students in the incoming class who will receive Special Education Services will be equivalent to or exceed that of the local CSD	Special Education Services	Not Met	KIPP NYC is committed to enrolling and retaining students who receive special education services. Please see the entry 10 for details about our activities to enroll and retain this population of students.
Org Goal 4	Each year, the school will comply with all applicable laws, rules, regulations and contract terms including, but not limited to, the New York Charter Schools Act, the New York Freedom of Information Law, the New York Open Meetings Law, the federal Individuals	Compliance	Met	

	with Disabilities Education Act, and federal Family Educational Rights and Privacy Act.			
Org Goal 5	Each year, leadership will engage in strategic goal setting aligned to the organization's mission, beliefs, and long-term priorities.	Strategic Goal Setting	Met	
Org Goal 6	In each year of the charter term, parents will express satisfaction with the school's program, based on the NYC DOE School Survey. On key questions as identified in the NYC DOE Charter Schools Accountability Handbook, the school will have a percentage of parents that agree or strongly agree that meets or exceeds citywide averages. The school will only have met this goal if 50% or more parents participate in the survey.	NYC DOE Learning Environment Survey	Unable to Assess	Due to the pandemic, so we do not have specific results that address this goal.
	The average			

Org Goal 7	percentage of parents responding agree or strongly agree to statements on the HSR survey will exceed 75% in the majority of survey categories. Categories include attainment, culture and climate, school leadership and organizational systems, school talent, and teaching and learning. Only relevant for ES and MS.	Internal KIPP NYC Survey	Met	
Org Goal 8	The average percentage of students responding agree or strongly agree to statements on the HSR survey will exceed 60% in the majority of survey categories. Categories include attainment, character, culture and climate, and teaching and learning. Only relevant for grades 3-8.	Internal KIPP NYC Survey	Met	
Org Goal 9	75% of parents will agree or strongly agree with the statement: "I would recommend	TNTP	Met	

	KIPP to other families”			
Org Goal 10	<p>In each year of the charter term, staff will express satisfaction with the school’s program, based on the NYC DOE School Survey. On key questions as identified in the NYC DOE Charter Schools Accountability Handbook, the school will have a percentage of staff that agree or strongly agree that meets or exceeds citywide averages. The school will only have met this goal if 50% or more staff participate in the survey</p>	NYC DOE Learning Environment Survey	Unable to Assess	Due to the pandemic, we do not have specific results that address this goal.
Org Goal 11	<p>75% of staff will agree or strongly agree with the statement “I would recommend KIPP to a friend as a place of employment”</p>	Internal KIPP NYC Survey	Met	
	<p>The average percentage of teachers responding agree or strongly agree to statements on</p>			

Org Goal 12	the TNTP survey will exceed 60% in the majority of survey categories. Categories include culture and climate, school leadership and organizational systems, school talent, and teaching and learning. Only relevant for ES and MS.	TNTP	Met	
Org Goal 13	75% of students in grades 3 and above will agree or strongly agree with the statement "I would recommend KIPP to my family/friends"	TNTP	Met	
Org Goal 14	In each year of the charter term, students will express satisfaction with the school's program, based on the NYC DOE School Survey. On key questions as identified in the NYC DOE Charter Schools Accountability Handbook, the school will have a percentage of students that agree or strongly agree that meets	NYC DOE Learning Environment Survey	Unable to Assess	



	or exceeds citywide averages. The school will only have met this goal if 50% or more students participate in the survey. (For grades 6-12 only.)			
Org Goal 15				
Org Goal 16				
Org Goal 17				
Org Goal 18				
Org Goal 19				
Org Goal 20				

## 5. Do have more organizational goals to add?

No

## 6. FINANCIAL GOALS

## 2020-2021 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	Upon completion of the school's first year of operation and every year thereafter, the school will undergo an independent financial audit that will result in an unqualified opinion and no major findings.	Financial Audit	Met	
Financial Goal 2	Each year, the school will operate on a balanced budget and maintain a stable cash flow.	Budget	Met	
Financial Goal 3				
Financial Goal 4				
Financial Goal 5				

### 7. Do have more financial goals to add?

No

Thank you.

## Entry 4 - Audited Financial Statements

Completed Nov 5 2021

## **Required of ALL Charter Schools**

**ALL SUNY-authorized charter schools** must upload the financial statements in .pdf format into the SUNY Epicenter system no later than **November 1, 2021**. SUNY CSI will forward to NYSED CSO.

**ALL Regents, NYCDOE, and Buffalo BOE authorized charter schools** must upload final, audited financial statements to the [Annual Report Portal](#) no later than **November 1, 2021**. Upload the independent auditor's report, any advisory and/or management letter, and the internal controls report as one submission, combined into a .PDF file, ensuring that security features such as password protection are turned off.

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

## **Final KIPP Academy 6 30 21 FS**

**Filename:** Final KIPP Academy 6 30 21 FS.pdf **Size:** 476.5 kB

## **Entry 4b - Audited Financial Report Template (BOR/NYC/BOE)**

**Completed** Nov 5 2021

### **Instructions - Regents-Authorized Charter Schools ONLY**

Regents-authorized schools must download and complete the Excel spreadsheet entitled "Audited Financial Report Template" from the online portal or the website at [2020-2021 Charter School Annual Report webpage](#). Upload the completed file in Excel format. **Due November 1, 2021.**

**Education Corporations with more than one school should complete the Excel spreadsheet for the Education Corporation as a whole, not for the individual schools. Please submit the same Excel spreadsheet for each of the schools.**

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

## **Audited Annual Financial Report Template - FINAL ACA 110121**

**Filename:** Audited Annual Financial Report Te aG5x6kB.XLSX **Size:** 76.1 kB

## **Entry 4c - Additional Financial Documents**

**Completed** Nov 5 2021

**Instructions - Regents, NYCDOE and Buffalo BOE authorized schools** must upload financial documents in this section **by November 1, 2021**. The items listed below should be uploaded, with an explanation if not applicable or available. For example, a "federal Single Audit was not required because the school did not expend federal funds of more than the \$750,000 Threshold."

1. Advisory and/or Management letter
2. Federal Single Audit
3. CSP Agreed-Upon Procedure Report
4. Evidence of Required Escrow Account for each school<sup>[1]</sup>
5. Corrective Action Plan for Audit Findings and Management Letter Recommendations

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<sup>[1]</sup> Note: For BOR schools chartered or renewed after the 2017-2018 school year, the escrow account per

school is \$100,000.

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

### **Final KIPP Academy 6 30 21 GOV COMM**

**Filename:** Final KIPP Academy 6 30 21 GOV COMM.pdf **Size:** 227.8 kB

### **Mgt letters 1 2**

**Filename:** Mgt letters 1 2.pdf **Size:** 1.9 MB

### **Mgt letters 1 3**

**Filename:** Mgt letters 1 3.pdf **Size:** 2.0 MB

## **Entry 4d - Financial Services Contact Information**

**Completed** Nov 9 2021

**Instructions:** Please enter the contact information for school staff, firms or other entities providing financial services to the education corporation **by November 1, 2021.**

## **Form for "Financial Services Contact Information"**

### **1. School Based Fiscal Contact Information**

	School Based Fiscal Contact Name	School Based Fiscal Contact Email	School Based Fiscal Contact Phone
	David Rose		

### **2. Audit Firm Contact Information**

	School Audit Contact Name	School Audit Contact Email	School Audit Contact Phone	Years Working With This Audit Firm
	David Sekarak			13

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

	Firm Name	Contact Person	Mailing Address	Email	Phone	Years With Firm

## **Entry 5 - Fiscal Year 2021-2022 Budget**

**Completed** Jul 30 2021

**Instructions - Regents, NYCDOE, and Buffalo BOE authorized charter schools** should upload a copy of the school's FY21 Budget using the 2021-2022 [Projected Annual Budget template](#) in the portal or from the Annual Report website **by November 1, 2021**.

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

**Instructions - SUNY authorized charter schools** should download the [2021-2022 Budget and Quarterly Report Template](#) on the SUNY website or Epicenter and upload the completed template into the portal **by November 1, 2021**.

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

### **[ACA 2022 Budget 073021 - Final](#)**

**Filename:** ACA 2022 Budget 073021 Final.xlsx **Size:** 204.6 kB

## **Entry 6 - Board of Trustees Disclosure of Financial Interest Form**

**Completed** Jul 30 2021

### **Required of ALL Charter Schools by August 2**

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 2020-2021 school year must complete a signed:

- Regents, NYCDOE, and Buffalo BOE Authorized Schools: [Disclosure of Financial Interest Form](#)
- SUNY- Authorized Charter Schools: [SUNY 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. Note: Docusign is accepted.

### [Dewan KIPP NYC Disclosure](#)

**Filename:** Dewan KIPP NYC Disclosure gmKg0Fv.pdf **Size:** 1.1 MB

### [Brunson KIPP NYC Disclosure](#)

**Filename:** Brunson KIPP NYC Disclosure Vxz85Yw.pdf **Size:** 1.1 MB

### [Taft KIPP NYC Disclosure](#)

**Filename:** Taft KIPP NYC Disclosure J89VQ0u.pdf **Size:** 1.1 MB

### [Tilson KIPP NYC Disclosure](#)

**Filename:** Tilson KIPP NYC Disclosure ifOKVtP.pdf **Size:** 1.0 MB

### [Kanu KIPP NYC Disclosure](#)

**Filename:** Kanu KIPP NYC Disclosure 1guemP1.pdf **Size:** 1.1 MB

### [Mayer KIPP NYC Disclosure](#)

**Filename:** Mayer KIPP NYC Disclosure 6IAc5od.pdf **Size:** 1.1 MB

### [Negron KIPP NYC Disclosure](#)

**Filename:** Negron KIPP NYC Disclosure Tcch8Rt.pdf **Size:** 1.0 MB

### [Kaneene KIPP NYC Disclosure](#)

**Filename:** Kaneene KIPP NYC Disclosure VUfc3B0.pdf **Size:** 1.1 MB

## **Entry 7 BOT Membership Table**

**Completed** Jul 30 2021

## **Instructions**

### Required of All charter schools

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

## **Entry 7 BOT Table**

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



**1. 2020-2021 Board Member Information (Enter info for each BOT member)**

	Trustee Name	Trustee Email Address	Position on the Board	Committee Affiliations	Voting Member Per By-Laws (Y/N)	Number of Terms Served	Start Date of Current Term (MM/DD/YYYY)	End Date of Current Term (MM/DD/YYYY)	Board Meetings Attended During 2020-2021
1	Rafael Mayer		Chair	Audit/Finance	Yes	8	07/01/2020	06/30/2021	12
2	Richard Taft		Treasurer	Audit/Finance	Yes	5	07/01/2020	06/30/2021	11
3	Gwendolyn Brunson		Trustee/Member	None	Yes	8	07/01/2020	06/30/2021	12
4	Joe Negron		Trustee/Member	None	Yes	6	07/01/2020	06/30/2021	8
5	Whitney Tilson		Trustee/Member	Audit/Finance	Yes	17	07/01/2020	06/30/2021	9
6					Yes				
7					Yes				
8					Yes				
9									



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

No

**2. INFORMATION ABOUT MEMBERS OF THE BOARD OF TRUSTEES**

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

a. Total Number of BOT Members on June 30, 2021	5
b.Total Number of Members Added During 2020-2021	1
c. Total Number of Members who Departed during 2020-2021	1
d.Total Number of members, as set in Bylaws, Resolution or Minutes	5

**3. Number of Board meetings held during 2020-2021**

13

**4. Number of Board meetings scheduled for 2021-2022**

13

Thank you.

**Entry 8 Board Meeting Minutes**

Completed Jul 30 2021

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

Schools must upload a complete set of monthly board meeting minutes (July 2020-June 2021), which should match the number of meetings held during the 2020-2021 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 2, 2021.

### **FINAL- KIPP Academy Schools Minutes 2**

**Filename:** FINAL KIPP Academy Schools Minutes wJFehLE.pdf **Size:** 334.9 kB

### **FINAL - KIPP Academy Charter School Minutes 9**

**Filename:** FINAL KIPP Academy Charter School x0pvgWP.pdf **Size:** 493.3 kB

### **FINAL - KIPP Academy Charter School Minutes 8**

**Filename:** FINAL KIPP Academy Charter School 05jnU9C.pdf **Size:** 44.1 kB

### **FINAL- KIPP Academy School Board Minutes 11**

**Filename:** FINAL KIPP Academy School Board Mi D7BCj2p.pdf **Size:** 440.1 kB

### **FINAL - KIPP Academy Minutes 1**

**Filename:** FINAL KIPP Academy Minutes 1.12.2 0j0AIvb.pdf **Size:** 441.1 kB

### **FINAL - KIPP Academy Board Minutes 6**

**Filename:** FINAL KIPP Academy Board Minutes iE8MnqW.pdf **Size:** 311.5 kB

### **FINAL - KIPP Academy Board Minutes 3**

**Filename:** FINAL KIPP Academy Board Minutes 3.9.21.pdf **Size:** 248.1 kB

### **FINAL - KIPP Academy Board Minutes 4**

**Filename:** FINAL KIPP Academy Board Minutes 4.20.21.pdf **Size:** 266.9 kB

### **FINAL - KIPP Academy Board Minutes 3**

**Filename:** FINAL KIPP Academy Board Minutes 3.2.21.pdf **Size:** 263.5 kB

### **FINAL - KIPP Academy Charter School Minutes 7**

**Filename:** FINAL KIPP Academy Charter School 0o2GB3G.pdf **Size:** 44.0 kB

### **FINAL - KIPP Academy Board Minutes 5**

**Filename:** FINAL KIPP Academy Board Minutes 5.18.21.pdf **Size:** 245.0 kB

### **FINAL - KIPP Academy Minutes 12**

**Filename:** FINAL KIPP Academy Minutes 12.8.20.pdf **Size:** 428.0 kB

### **FINAL - KIPP Academy School Board Minutes 10**

## Entry 9 Enrollment & Retention

Completed Jul 30 2021

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

**ALL charter schools must complete this section.** Describe the good faith efforts the charter school has made in 2020-2021 toward meeting targets to attract and retain the enrollment of Students with Disabilities (SWDs), English Language Learners (ELLs), and students who are economically disadvantaged. In addition, describe the school's plans for meeting or making progress toward meeting its enrollment and retention targets in 2021-2022.

## Entry 9 Enrollment and Retention of Special Populations

### [Instructions for Reporting Enrollment and Retention Strategies](#)

Describe the efforts the charter school has made in 2020-2021 toward meeting targets to attract and retain enrollment of students with disabilities, English language 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 2021-2022.

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## Recruitment/Attraction Efforts Toward Meeting Targets

	Describe Recruitment Efforts in 2020-2021	Describe Recruitment Plans in 2021-2022
Economically Disadvantaged		Our recruiting efforts specifically target students in high need communities in New York City, and employ efforts that we have found to be effective in enrolling students in these populations. Moreover, our lottery process gives a preference to students eligible for the free and reduced price lunch program.
English Language Learners		To specifically target families with limited English proficiency we recruit using bilingual materials and bilingual staff members.
Students with Disabilities		KIPP NYC actively wants to serve all students. Our schools are not designed to supports students in 12:1:1 settings, but we details the services we can provide to families. Specifically, we have ICT and SETSS programs, certified Special Education teachers, KIPP NYC speech and language therapists providing response to intervention services, and contract with the DOE/CSE for additional mandated services.

## Retention Efforts Toward Meeting Targets

	Describe Retention Efforts in 2020-2021	Describe Retention Plans in 2021-2022
Economically Disadvantaged		<p>KIPP is focused on retaining all students. We provide high quality and highly structured educational programming tailored to the needs of students. In addition we survey students, families, and teachers to gauge the health of our schools and to ensure that our educational programming is meeting and exceeding the needs of our students.</p> <p>Furthermore we leverage best practices from KIPP schools across the country to increase student retention.</p>
English Language Learners		<p>Our efforts to retain ELL students are in line with our efforts to retain all students. In addition, parents and families are kept informed of their child's performance and progress through periodic, bilingual communications. Our ELLS are placed in specialized, evidence based reading programs to ensure they make progress in literacy. ELL students work with trained speech and language therapists.</p>
Students with Disabilities		<p>Our efforts to retain students with disabilities are in line with our efforts to retain all students. As a results of our retention rates for students with disabilities is generally in line with students who have not been classified as having a disability.</p>

# Entry 10 - Teacher and Administrator Attrition

Completed Jul 30 2021

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

### A. TEACH System - Employee Clearance

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

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

<sup>[1]</sup> Employees that must be cleared include, but are not limited to, teachers, administrative staff, janitors, security personnel and cafeteria workers, and other staff who are present when children are in the school building. **This includes paraprofessionals and other school personnel that are provided or assigned by the district of location, as well as related/contracted service providers.** See NYSED memorandum dated October 1, 2019 at <http://www.p12.nysed.gov/psc/aboutcharterschools/lawsandregs/EmployeeFingerprintOct19.pdf> or visit the NYSED website at: <http://www.highered.nysed.gov/tsei/ospra/fingerprintingcharts.html> for more information regarding who must be fingerprinted. Also see, 8 NYCRR §87.2.

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## **B. Emergency Conditional Clearances**

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

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

Schools are asked to attest that they have reviewed and understand these requirements. More information can be found in the memo at

<http://www.p12.nysed.gov/psc/aboutcharterschools/lawsandregs/EmployeeFingerprintOct19.pdf>.

---

### **Attestation**

#### **Responses Selected:**

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

## **Entry 11 Percent of Uncertified Teachers**

**Completed** Jul 30 2021

### **Instructions**

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

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

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

## **Entry 11 Uncertified Teachers**

**School Name:**

# Instructions for Reporting Percent of Uncertified Teachers

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

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, 2021)	4
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2021)	
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2021)	
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2021)	1
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, 2021)	5
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2021)	
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2021)	
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2021)	
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, 2021)	5
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2021)	
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2021)	
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2021)	
Total Category C: not to exceed 5	5.0

**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	20

**CATEGORY E: TOTAL FTE COUNT OF CERTIFIED TEACHERS**

	FTE Count
Total Category E	54

## CATEGORY F: TOTAL FTE COUNT OF ALL TEACHERS

Please do not include paraprofessionals, such as teacher aides.

	FTE Count
Total Category F	89



Thank you.

## Entry 12 Organization Chart

Completed Jul 30 2021

### [Instructions](#)

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

Upload the 2020-2021 **Organization Chart**. The organization chart should include position titles and reporting relationships. Employee names should not appear on the chart

### [ACA 20-21 Org Chart](#)

Filename: ACA 20 21 Org Chart.pdf Size: 679.0 kB

## Entry 13 School Calendar

Completed Jul 30 2021

### [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 2, 2021. If the charter school has a tentative calendar based on available information and guidance at the time, please submit with the August 2<sup>nd</sup> submission. Charter schools will be able to upload an updated school calendar into the portal at any time but no later than **September 15, 2021**.

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

Board of Regents-authorized charter schools 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.

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

## **21-22 KIPP NYC MASTER CALENDAR**

**Filename:** 21 22 KIPP NYC MASTER CALENDAR.pdf **Size:** 97.5 kB

### **Entry 14 Links to Critical Documents on School Website**

**Completed** Jul 30 2021

#### **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., 2019-2020 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 14 Links to Critical Documents on School Website**

**School Name:** KIPP Academy Charter School

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**Required of ALL Charter Schools noting that SUNY-authorized charter schools are not required to submit item 5: Authorizer-approved DASA policy**

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

	Link to Documents
1. Most Recent Annual Report (i.e., 2019-20)	<a href="https://www.kippnyc.org/charter-documentation">https://www.kippnyc.org/charter-documentation</a>
2. Most recent board meeting notice, documents to be discussed at the meeting (if any)	<a href="https://www.kippnyc.org/charter-documentation">https://www.kippnyc.org/charter-documentation</a>
2a. Webcast of Board Meetings (per Governor's Executive Order)	<a href="https://www.kippnyc.org/charter-documentation">https://www.kippnyc.org/charter-documentation</a>
3. Link to NYS School Report Card	<a href="https://data.nysed.gov/essa.php?year=2020&amp;instid=800000034168">https://data.nysed.gov/essa.php?year=2020&amp;instid=800000034168</a>
4. Lottery Notice announcing date of lottery	<a href="https://www.kippnyc.org/enroll">https://www.kippnyc.org/enroll</a>
5. Authorizer-approved DASA Policy (For Regents, NYCDOE, and Buffalo BOE Authorized Charter Schools ONLY);	<a href="https://www.kippnyc.org/wp-content/uploads/2020/09/KIPP-Academy-Middle.pdf">https://www.kippnyc.org/wp-content/uploads/2020/09/KIPP-Academy-Middle.pdf</a>
6. District-wide Safety Plan	<a href="https://www.kippnyc.org/charter-documentation">https://www.kippnyc.org/charter-documentation</a>
6a. Authorizer-Approved Discipline Policy (as per August 29, 2019 Emergency Response Plan Memo)	<a href="https://www.kippnyc.org/wp-content/uploads/2020/09/KIPP-Academy-Middle.pdf">https://www.kippnyc.org/wp-content/uploads/2020/09/KIPP-Academy-Middle.pdf</a>
7. Authorizer-Approved FOIL Policy	<a href="https://www.kippnyc.org/wp-content/uploads/2020/09/KIPP-Academy-Middle.pdf">https://www.kippnyc.org/wp-content/uploads/2020/09/KIPP-Academy-Middle.pdf</a>
8. Subject matter list of FOIL records	<a href="https://www.kippnyc.org/wp-content/uploads/2020/09/KIPP-Academy-Middle.pdf">https://www.kippnyc.org/wp-content/uploads/2020/09/KIPP-Academy-Middle.pdf</a>

**Thank you.**



**KIPP ACADEMY CHARTER SCHOOL**  
**FINANCIAL STATEMENTS AND**  
**SUPPLEMENTARY INFORMATION**  
**YEARS ENDED JUNE 30, 2021 AND 2020**



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## INDEPENDENT AUDITORS' REPORT

Board of Directors  
KIPP Academy Charter School  
Bronx, New York

### **Report on the Financial Statements**

We have audited the accompanying financial statements of KIPP Academy Charter School (a nonprofit organization), which comprise the statements of financial position as of June 30, 2021 and 2020, and the related statements of activities, functional expenses, and cash flows for the years then ended, and the related notes to the financial statements.

### ***Management's Responsibility for the Financial Statements***

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

### ***Auditors' Responsibility***

Our responsibility is to express an opinion on these financial statements based on our audits. We conducted our audits in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Governmental Auditing Standards*, issued by the Comptroller of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.



### ***Opinion***

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of KIPP Academy Charter School as of June 30, 2021 and 2020, and the changes in its net assets and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

### ***Other Matters***

#### ***Other Information***

Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The schedule of expenditures of federal awards, as required by Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, is presented for purposes of additional analysis and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the schedule of expenditures of federal awards is fairly stated, in all material respects, in relation to the basic financial statements as a whole.

### ***Other Reporting Required by Government Auditing Standards***

In accordance with *Government Auditing Standards*, we have also issued our report dated November 1, 2021 on our consideration of KIPP Academy Charter School's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the result of that testing, and not to provide an opinion on the effectiveness of KIPP Academy Charter School's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering KIPP Academy Charter School's internal control over financial reporting and compliance.



**CliftonLarsonAllen LLP**

Plymouth Meeting, Pennsylvania  
November 1, 2021

**KIPP ACADEMY CHARTER SCHOOL  
STATEMENTS OF FINANCIAL POSITION  
JUNE 30, 2021 AND 2020**

	<u>2021</u>	<u>2020</u>
<b>ASSETS</b>		
Cash and Cash Equivalents	\$ 2,832,390	\$ 2,486,241
Grants and Contracts Receivable	390,668	525,665
Prepaid Expenses and Other Assets	1,480,557	1,087,864
Equipment and Improvements	<u>223,291</u>	<u>394,432</u>
Total Assets	<u>\$ 4,926,906</u>	<u>\$ 4,494,202</u>
<b>LIABILITIES AND NET ASSETS (DEFICIT)</b>		
<b>LIABILITIES</b>		
Accounts Payable and Accrued Expenses	\$ 660,684	\$ 201,240
Loans Payable	4,000,000	6,877,567
Capital Lease Obligation	107,203	160,805
Due to Related Parties	<u>2,062,579</u>	<u>1,344,727</u>
Total Liabilities	6,830,466	8,584,339
<b>NET ASSETS (DEFICIT)</b>		
Without Donor Restrictions	(1,950,169)	(4,139,982)
With Donor Restrictions	<u>46,609</u>	<u>49,845</u>
Total Net Assets (Deficit)	<u>(1,903,560)</u>	<u>(4,090,137)</u>
Total Liabilities and Net Assets (Deficit)	<u>\$ 4,926,906</u>	<u>\$ 4,494,202</u>

See accompanying Notes to Financial Statements.

**KIPP ACADEMY CHARTER SCHOOL  
STATEMENTS OF ACTIVITIES  
YEARS ENDED JUNE 30, 2021 AND 2020**

	2021		2020	
	Without Donor Restrictions	With Donor Restrictions	Without Donor Restrictions	With Donor Restrictions
	Total		Total	
<b>OPERATING REVENUE</b>				
State and Local Per Pupil Operating Revenue	\$ 19,375,079	\$ -	\$ 19,375,079	\$ -
Federal Government Grants and Contracts	2,104,985	-	2,104,985	-
Nonfederal Grants and Contracts	289,976	-	289,976	-
Total Operating Revenue	<u>21,770,040</u>	<u>-</u>	<u>21,770,040</u>	<u>-</u>
<b>OPERATING EXPENSES</b>				
Program Services	18,905,946	-	18,905,946	-
Supporting Services	2,701,452	-	2,701,452	-
Total Operating Expenses	<u>21,607,398</u>	<u>-</u>	<u>21,607,398</u>	<u>-</u>
<b>SCHOOL OPERATING REVENUE (DEFICIT)</b>	<u>162,642</u>	<u>-</u>	<u>162,642</u>	<u>(209,846)</u>
<b>OTHER REVENUE AND EXPENSES</b>				
Contributions and Other Grants	18,095	87,533	105,628	16,576
Interest and Other Income	24,640	-	24,640	-
Gain on Extinguishment of Paycheck Protection Program Loan	1,893,667	-	1,893,667	-
Total Other Revenue and Expenses, Net	<u>1,936,402</u>	<u>87,533</u>	<u>2,023,935</u>	<u>16,576</u>
<b>NET ASSETS RELEASED FROM RESTRICTIONS</b>	<u>90,769</u>	<u>(90,769)</u>	<u>21,572</u>	<u>(21,572)</u>
<b>CHANGE IN NET ASSETS</b>				
Net Assets (Deficit) – Beginning of Year	2,189,813	(3,236)	2,186,577	(4,996)
	<u>(4,139,982)</u>	<u>49,845</u>	<u>(4,090,137)</u>	<u>54,841</u>
<b>NET ASSETS (DEFICIT) – END OF YEAR</b>	<u>\$ (1,950,169)</u>	<u>\$ 46,609</u>	<u>\$ (1,903,560)</u>	<u>\$ 49,845</u>
				<u>\$ (4,090,137)</u>

See accompanying Notes to Financial Statements.

**KIPP ACADEMY CHARTER SCHOOL  
STATEMENT OF FUNCTIONAL EXPENSES  
YEAR ENDED JUNE 30, 2021**

	Program Services			Support Services	Total Expenses
	Regular Education	Special Education	Total	Management and General	
Employee Wages	\$ 11,159,868	\$ 1,007,243	\$ 12,167,111	\$ -	\$ 12,167,111
Payroll Taxes and Employee Benefits	3,310,987	152,793	3,463,780	-	3,463,780
Licensing and Management Fee	36,586	-	36,586	2,515,219	2,551,805
Litigation and Legal Services Fees	212,571	-	212,571	-	212,571
Other Professional Fees	105,595	21,474	127,069	-	127,069
Supplies and Materials	734,547	-	734,547	-	734,547
Occupancy	533,343	-	533,343	-	533,343
Telephone and Internet	146,796	-	146,796	-	146,796
Technology Equipment and Materials	521,392	-	521,392	-	521,392
Equipment and Maintenance	249,068	-	249,068	-	249,068
Academic Programming	187,789	458	188,247	-	188,247
Professional Development	145,542	758	146,300	-	146,300
Insurance	-	-	-	164,367	164,367
Depreciation and Amortization	171,141	-	171,141	-	171,141
Events	32,965	15	32,980	-	32,980
Student Transportation and Other Fees	1,586	-	1,586	-	1,586
Memberships and Subscriptions	30,697	-	30,697	-	30,697
Accounting and Audit Services Fees	-	-	-	21,866	21,866
Printing and Publications	37,942	-	37,942	-	37,942
Uncollectible Receivables	2,196	-	2,196	-	2,196
Postage and Shipping	8,263	-	8,263	-	8,263
Miscellaneous	15,222	-	15,222	-	15,222
Candidate Recruiting	1,349	-	1,349	-	1,349
Bank and Other Fees	5,674	-	5,674	-	5,674
Interest Expense	61,100	-	61,100	-	61,100
Use of Donated Materials and Services	10,986	-	10,986	-	10,986
Total Expenditures	<u>\$ 17,723,205</u>	<u>\$ 1,182,741</u>	<u>\$ 18,905,946</u>	<u>\$ 2,701,452</u>	<u>\$ 21,607,398</u>

See accompanying Notes to Financial Statements.

**KIPP ACADEMY CHARTER SCHOOL  
STATEMENT OF FUNCTIONAL EXPENSES  
YEAR ENDED JUNE 30, 2020**

	Program Services			Support Services	Total Expenses
	Regular Education	Special Education	Total	Management and General	
Employee Wages	\$ 10,956,415	\$ 1,174,068	\$ 12,130,483	\$ -	\$ 12,130,483
Payroll Taxes and Employee Benefits	3,203,304	172,557	3,375,861	-	3,375,861
Licensing and Management Fee	36,399	-	36,399	2,241,999	2,278,398
Litigation and Legal Services Fees	202,329	-	202,329	-	202,329
Other Professional Fees	80,366	8,256	88,622	-	88,622
Supplies and Materials	509,244	-	509,244	-	509,244
Occupancy	811,660	-	811,660	-	811,660
Telephone and Internet	157,366	-	157,366	-	157,366
Technology Equipment and Materials	259,969	-	259,969	-	259,969
Equipment and Maintenance	142,366	-	142,366	-	142,366
Academic Programming	161,830	577	162,407	-	162,407
Professional Development	208,337	411	208,748	-	208,748
Insurance	-	-	-	172,146	172,146
Depreciation and Amortization	206,073	-	206,073	-	206,073
Field Lessons	25,927	-	25,927	-	25,927
Consultants	34,972	18,998	53,970	-	53,970
Events	28,825	-	28,825	-	28,825
Student Transportation and Other Fees	21,325	-	21,325	-	21,325
Memberships and Subscriptions	30,543	-	30,543	-	30,543
Accounting and Audit Services Fees	-	-	-	8,004	8,004
Printing and Publications	17,350	-	17,350	-	17,350
Postage and Shipping	3,264	-	3,264	-	3,264
Miscellaneous	2,119	-	2,119	-	2,119
Candidate Recruiting	982	-	982	-	982
Use of Donated Materials and Services	8,197	-	8,197	-	8,197
Bank and Other Fees	671	-	671	-	671
Interest Expense	69,177	-	69,177	-	69,177
Total Expenditures	<u>\$ 17,179,010</u>	<u>\$ 1,374,867</u>	<u>\$ 18,553,877</u>	<u>\$ 2,422,149</u>	<u>\$ 20,976,026</u>

See accompanying Notes to Financial Statements.

**KIPP ACADEMY CHARTER SCHOOL  
STATEMENTS OF CASH FLOWS  
YEARS ENDED JUNE 30, 2021 AND 2020**

	2021	2020
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>		
Receipts from Local, State, and Federal Sources	\$ 21,905,037	\$ 23,581,660
Receipts from Others	2,023,935	138,595
Payments to Suppliers and Vendors	(8,468,443)	(18,761,207)
Payments to Employees	(12,167,111)	(12,130,483)
Net Cash Provided (Used) by Operating Activities	3,293,418	(7,171,435)
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>		
Acquisition of Capital Assets	-	(8,613)
Net Cash Used By Investing Activities	-	(8,613)
<b>CASH FLOWS FROM FINANCING ACTIVITIES</b>		
Repayments of Loans Payable	(1,000,000)	-
Proceeds from Loans Payable	-	6,877,567
Gain on Extinguishment of Paycheck Protection Program Loan	(1,893,667)	-
Repayments of Capital Lease Obligation	(53,602)	(53,602)
Net Cash Provided (Used) By Financing Activities	(2,947,269)	6,823,965
<b>NET INCREASE (DECREASE) IN CASH AND CASH EQUIVALENTS</b>	346,149	(356,083)
Cash and Cash Equivalents – Beginning of Year	2,486,241	2,842,324
<b>CASH AND CASH EQUIVALENTS – END OF YEAR</b>	<u>\$ 2,832,390</u>	<u>\$ 2,486,241</u>
<b>RECONCILIATION OF CHANGE IN NET ASSETS TO NET CASH PROVIDED BY OPERATING ACTIVITIES</b>		
Change in Net Assets	\$ 2,186,577	\$ (71,251)
Adjustments to Reconcile Change in Net Assets to Net Cash Provided (Used) by Operating Activities:		
Depreciation and Amortization	171,141	206,073
Change in Assets and Liabilities:		
Grants and Contracts Receivable	134,997	2,815,480
Prepaid Expenses and Other Assets	(392,693)	(366,384)
Accounts Payable and Accrued Expenses	475,544	(9,604,351)
Due to Related Parties	717,852	(151,002)
Total Adjustments	1,106,841	(7,100,184)
Net Cash Provided (Used) by Operating Activities	<u>\$ 3,293,418</u>	<u>\$ (7,171,435)</u>
<b>NONCASH OPERATING AND FINANCING ACTIVITIES</b>		
Gain on Extinguishment of Paycheck Protection Program Loan	<u>\$ 1,893,667</u>	<u>\$ -</u>

See accompanying Notes to Financial Statements.

**KIPP ACADEMY CHARTER SCHOOL  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2021 AND 2020**

**NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

**Nature of Operations**

KIPP Academy Charter School (the School) is an education corporation that operates as a charter school in the borough of the Bronx, New York City. On May 4, 2000, the Board of Regents of the City of New York for and on behalf of the State Education Department, granted the School a provisional charter valid for a term of five years from the effective date of September 1, 2000 and renewable upon expiration. The provisional charter was renewed on April 14, 2015 and is effective through June 30, 2019. In June 2019, an additional five-year renewal was granted for the School's charter through June 30, 2024.

The School's mission is to prepare students with the academic and character skills necessary to succeed in high school, college, and the competitive world beyond.

In fiscal years 2021 and 2020, the School operated classes for students in grades kindergarten through twelve.

The major source of revenue and support for the School is from state and local funding on a per pupil basis. The New York City Department of Food Services provides free and reduced-price lunches and the New York City Department of Transportation provides transportation vouchers directly to a majority of the School's students. Amounts with respect to these items are not included in these financial statements.

**Financial Statement Presentation**

The financial statements of the School have been prepared on the accrual basis of accounting in accordance with established accounting standards for nonprofit entities. The financial statements have been prepared to focus on the School as a whole and to present balances and transactions according to the existence or absence of donor-imposed restrictions. Accordingly, net assets and changes therein are classified as follows:

*Net Assets With Donor Restrictions* - Net assets subject to donor-imposed stipulations will be met either by actions of the School or by the passage of time.

*Net Assets Without Donor Restrictions* - Net assets not subject to donor-imposed stipulations.

Revenue is reported as an increase in net assets without donor restrictions unless their use is restricted by explicit donor-imposed stipulation or by law. Expenses are reported as decreases in net assets without donor restrictions. Expiration of restrictions on net assets are reported as net assets released from restrictions.

**Use of Estimates**

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

**KIPP ACADEMY CHARTER SCHOOL  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2021 AND 2020**

**NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

**Cash and Cash Equivalents**

Cash and cash equivalents consist of demand deposits.

**Grants and Contract Receivables**

Grants and contract receivables primarily consist of amounts due from the New York Department of Education for federal and state subsidy programs and private grants. Grants and contract receivables are stated at the amount management expects to collect from outstanding balances. As of June 30, 2021 and 2020, no allowance was warranted.

**Governmental Funding**

Revenue from the state and local governments resulting from the School's charter status is based on the number of students enrolled. The revenue is recorded when services are performed in accordance with the charter agreement. Federal and state funds are recognized by the School when the conditions are met.

Revenue from other government grants to which the School is entitled is recognized mostly on student enrollment. Some grants are provided for specific educational endeavors which are not based on student enrollment and are recorded when conditions are met by the grant agreement.

Federal and state funds received prior to the services provided or the related expenditures being incurred are deferred and recorded as refundable advances.

**Contributions**

The School reports gifts of cash and other assets as restricted support if they are received with donor stipulations that limit the use of the donated assets. When a donor restriction expires, that is, when a stipulated time restriction ends or purpose restriction is accomplished, net assets with donor restrictions are reclassified to net assets without restrictions and reported in the statements of activities as net assets released from restrictions. A contribution is conditional if a right of return or right of release exists as well as a barrier. The conditional contribution is recognized once the conditions have been met.

**Donated Goods and Services**

Donated goods and services are recorded at their fair value when such services are rendered or goods are donated. Contributed services are recognized as contributions if the services: (a) create or enhance nonfinancial assets or (b) required specialized skills and are performed by people with those skills and would otherwise be purchased by the School and (c) are measurable.

A number of volunteers have made a contribution of their time to the School. These in-kind contributions have not been reflected in the financial statements since they do not meet the criteria for recognition under accounting standards for contributions.



**KIPP ACADEMY CHARTER SCHOOL  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2021 AND 2020**

**NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

**Equipment, Improvements, Depreciation, and Amortization**

Equipment is recorded at cost. The School capitalizes purchases of equipment in excess of \$2,500. Depreciation is computed using the straight-line method over the estimated useful lives of the respective assets. Equipment acquired with certain government contract funds are recorded as expenses when the grantor retains title.

Improvements to the facility are amortized over the useful life as there is no set lease term for the school building.

**Allocation of Functional Expenses**

The costs of providing services have been summarized on a functional basis in the statements of activities and in the statements of functional expenses. Allocation of expenses to program services and supporting services is completed by direct expenses related to each function.

**Concentration of Credit Risk**

The School maintains its cash in bank deposit accounts which, at times, may exceed federally insured limits.

**Income Taxes**

The School is exempt from federal income taxes under Section 501(c)(3) of the Internal Revenue Code (IRC) and applicable income tax regulations of the state of New York. No provision for income taxes has been established, as the School has no unrelated business activity.

**Uncertain Tax Positions**

The School recognizes and measures its unrecognized tax benefits in accordance with FASB ASC 740, Income Taxes. Using that guidance, tax positions initially need to be recognized in the financial statements when it is more likely than not that the positions will be sustained upon examination by the taxing authorities. It also provides guidance for derecognition, classification, interest and penalties, accounting in interim periods, disclosure and transition.

As of June 30, 2021, the School had no uncertain tax positions that qualified for either recognition or disclosure in the financial statements. Additionally, the School had no interest or penalties related to income taxes.

**Reclassifications**

Certain prior year financial statement amounts have been reclassified to conform to the current year presentation.

**Subsequent Events**

In preparing these financial statements, the School has evaluated events and transactions for potential recognition or disclosure through November 1, 2021, the date the financial statements were available to be issued.

**KIPP ACADEMY CHARTER SCHOOL  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2021 AND 2020**

**NOTE 2 LIQUIDITY**

The School regularly monitors liquidity required to meet its operating needs and commitments, while also striving to maximize the investment of available funds. For purposes of analyzing resources available to meet general expenditures over the next year, the School considers all expenditures related to its ongoing school activities of teaching, educating, and other school activities. In addition to financial assets available to meet general expenditures over the next year, the School operates with a balanced budget and anticipates collecting sufficient revenue from state and local per pupil subsidy, federal and state grants and contributions in the next fiscal year to cover general expenditures.

As of June 30, 2021 and 2020, the following financial assets could be readily made available within one year of the statement of financial position date to meet general expenditures:

	2021	2020
Cash and Cash Equivalents	\$ 2,832,390	\$ 2,486,241
Receivables	390,668	525,665
Total	<u>\$ 3,223,058</u>	<u>\$ 3,011,906</u>

**NOTE 3 RELATED PARTY TRANSACTIONS**

The Knowledge is Power Program Foundation (KIPP Foundation) is a national, nonprofit organization that trains school leaders to open and run academically rigorous public schools. The School is a member of KIPP Foundation's KIPP Network of Schools and, as such, is eligible for a range of benefits and fee-based services. KIPP Foundation charges a license fee to all of the KIPP Charter Schools. See Note 11 for additional information about the license fee agreement.

KIPP NYC, LLC (LLC) is the sole member of KIPP New York, Inc. (KNYI).

LLC is considered a related party due to the usage of the LLC shared services team who handles the back-office functions for the School. In July 2009, the School entered into a shared services fee agreement with LLC for the back-office functions. The management fee is 12% of the revenue as defined in the shared services agreement. The School incurred a management fee to LLC in the amount of \$2,515,219 and \$2,241,999 for the years ended June 30, 2021 and 2020, respectively. The amount due to LLC for shared services as of June 30, 2021 and 2020 was \$170,697 and \$65,140, respectively.

KNYI is the sole member of KTC NYC, LLC (KTC). Amounts due to and from related parties represent short-term timing differences of grants received and expenses incurred on behalf of the School that have not been paid or received as of the financial statement date.

KTC is considered a related party due to the services they provide to the KIPP New York charter schools and school alumni to prepare them for college. The services KTC provides are college advisory, counseling and placement, transition programs, college scholars and career preparation. There were no transactions between KTC and the School during the year.

**KIPP ACADEMY CHARTER SCHOOL  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2021 AND 2020**

**NOTE 3 RELATED PARTY TRANSACTIONS (CONTINUED)**

KIPP NYC Facilities II LLC (Facilities) is a single member limited liability company with KIPP NYC Facility Holdings, Inc. as its sole member. KIPP NYC Facility Holdings Inc. is a Delaware nonstock charitable membership corporation with a mission of securing long-term facilities for KIPP charter schools operating in New York City. KNYI, the School, and KIPP NYC Public Charter Schools are members of KIPP NYC Facility Holdings Inc. The School had no transactions with Facilities during the years ended June 30, 2021 and 2020.

The School and KIPP NYC Public Charter Schools share some common membership on their board of directors.

Amounts due to and from related parties represent short-term timing differences of expenses incurred on behalf of the School that have not been paid or received as of the financial statement date. As of June 30, 2021 and 2020, the School owed various related parties a total of \$2,062,579 and \$1,344,727, respectively.

**NOTE 4 EQUIPMENT AND IMPROVEMENTS**

Equipment and improvements consist of the following:

	2021	2020
Furniture and Fixtures	\$ 98,020	\$ 98,020
Technology	1,953,823	1,953,823
Leasehold Improvements	744,635	744,635
Equipment	260,678	260,678
Total	3,057,156	3,057,156
Less: Accumulated Depreciation and Amortization	(2,833,865)	(2,662,724)
Total Equipment and Improvements	<u>\$ 223,291</u>	<u>\$ 394,432</u>

**NOTE 5 LOANS PAYABLE**

In July 2019, the School entered into a \$5,500,000 Revolver Agreement with KIPP New York, Inc. The purpose of the Agreement is to provide cash flow relief to meet operational expenses. The interest rate on funds borrowed under the Agreement is 2.12% and it expired May 31, 2020. During May 2020, an amendment to the agreement was completed with an updated interest rate of 0.9% and a maturity date as of May 30, 2023. As of June 30, 2021 and 2020, the total amount outstanding was \$4,000,000 and \$5,000,000, respectively.

In May 2020, the School received a loan in the amount of \$1,877,567 to fund payroll through the Paycheck Protection Program (the PPP Loan). The School recorded the loan as long-term debt under ASC 470 as of June 30, 2020. The PPP Loan bears interest at 1% per annum. During the year ended June 30, 2021, the Small Business Administration formally forgave the loan in full along with interest of \$16,100, therefore, the School recorded a gain on extinguishment of debt on the accompanying statement of activities.

**KIPP ACADEMY CHARTER SCHOOL  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2021 AND 2020**

**NOTE 5 LOANS PAYABLE (CONTINUED)**

Minimum loan payments for each year subsequent to June 30, 2021 are as follows:

<u>Year Ending June 30,</u>	<u>Amount</u>
2022	\$ -
2023	4,000,000
Total	<u>\$ 4,000,000</u>

**NOTE 6 RESTRICTIONS ON NET ASSET BALANCES**

Net assets with donor restrictions were available for the following purposes at June 30:

	<u>2021</u>	<u>2020</u>
Purpose Restrictions:		
Arts and Music Programs	\$ 2,365	\$ 2,365
Academic Programs	44,156	47,480
Athletic Programs	53	-
Emergency Assistance Fund	35	-
Total	<u>\$ 46,609</u>	<u>\$ 49,845</u>

**NOTE 7 RESTRICTION RELEASES ON NET ASSET BALANCES**

Net assets with donor restrictions were released for the following purposes at June 30:

	<u>2021</u>	<u>2020</u>
Purpose Restrictions:		
Academic Programs	\$ 4,566	\$ 16,521
Student Food	-	1,897
Athletics	-	3,154
Emergency Assistance Fund	13,230	-
Opportunity Fund	72,973	-
Total	<u>\$ 90,769</u>	<u>\$ 21,572</u>

**NOTE 8 PENSION PLAN**

The School is part of the KIPP NYC 403(b) Retirement Plan, a multiemployer defined contribution plan, under Section 403(b) of the IRC which employees of the School can elect to contribute. Employees, whom option for this plan, can contribute up to the level set by the Internal Revenue Service. The Employer match is a discretionary contribution. The employer contributions to this Plan amounted \$163,683 and \$146,666 for the years ended June 30, 2021 and 2020, respectively.

**KIPP ACADEMY CHARTER SCHOOL  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2021 AND 2020**

**NOTE 8 PENSION PLAN (CONTINUED)**

The School also contributes to the Teachers Retirement System of the City of New York, a multiemployer defined benefit pension plan (the Plan), on behalf of the eligible teachers. The Plan provides New York City educators with retirement, disability, and death benefit services. The School's participation in the Plan constitutes less than 1% of total Plan contributions. The funded status of the Plan was 69.3% at June 30, 2018, the date of the most recent actuarial calculation as indicated in the June 30, 2020 plan audit. The amount charged to operations for contributions to this Plan amounted to \$523,166 and \$554,859 for the years ended June 30, 2021 and 2020, respectively.

**NOTE 9 CAPITAL LEASE OBLIGATIONS**

In September 2018, the School and KIPP NYC Public Charter School entered into a lease for computer equipment under a capital lease that expires in 2023. As of June 30, 2021 and 2020, the leased equipment are reflected at a cost of \$317,586 and related accumulated depreciation of \$210,382 and \$156,781, respectively. The lease requires annual payments of principal of \$53,602. The capital lease agreement states the total annual payments are equal to the cost value of the leased equipment and no interest is included in the payments.

Future minimum payments under the capital lease as of June 30, 2021 are as follows:

<u>Year Ending June 30,</u>	<u>Amount</u>
2022	\$ 53,602
2023	53,601
Total Capital Lease Payments	<u>\$ 107,203</u>

**NOTE 10 SCHOOL FACILITY**

The School occupies three facilities to support its operations. Approximately 25,000 square feet of dedicated and shared space located at 250 East 156th St. in the South Bronx, New York is occupied through an agreement with the New York City Department of Education, which provides the space at no cost. The School is responsible for any overtime-related costs for services provided beyond regular opening hours. These costs have been included in building costs in the accompanying statements of functional expenses.

The School also jointly occupies approximately 132,500 square feet of space at 201 East 144th St. in the South Bronx where the joint high school for KIPP Academy Charter School and KIPP NYC Public Charter Schools resides. The facility was provided to the School at no cost, but the School must provide for continuing maintenance and operating expenses. The expenses are also included in building costs in the accompanying statements of functional expenses. The School also occupies the Mott Haven Facility.

**KIPP ACADEMY CHARTER SCHOOL  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2021 AND 2020**

**NOTE 11 TRADEMARK LICENSE AGREEMENT**

The School has entered into a trademark license agreement with KIPP Foundation subject to a license fee of 1% per pupil operating revenue not to exceed \$30,000 per elementary school, middle school, or high school. For the years ended June 30, 2021 and 2020, the School incurred licensing fees amounting to \$36,586 and \$36,399, respectively.

**NOTE 12 OPERATING EXPENSES**

Operating expenses are presented in the statements of functional expenses, classified according to the significant program activity related to the purpose for which the school exists or supporting service.

The significant activities are:

**Program Services – Regular Education and Special Education**

Represents work (time and materials) that is specifically related to or necessary for the programming aspects of the School under the regular education and special education areas. The activities and related costs directly affecting students or parents fall under these program areas.

**Support Services**

**Management and General**

Time and materials relating to operating the nonprogrammatic/back-end operational functions of the School are reflected as management and general expenses. These expenses include, but are not limited to, human resources, finance, and technology activities.

**Fundraising**

Represents work (time and materials) associated with the School's fundraising program including but not limited to annual mailings, donor meeting, and events. The fundraising expenses were incurred by KIPP NYC, LLC.

**NOTE 13 CONTINGENCY**

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

**KIPP ACADEMY CHARTER SCHOOL  
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS  
YEAR ENDED JUNE 30, 2021**

Federal Grantor/ Pass-Through Grantor/ Program Title	Source Code	Federal CFDA Number	Pass- Through Grantor's Number	Grant/ Contract Period	Grant Amount	Accrued or (Deferred) Revenue at 7/1/20	Total Received for the Year	Federal Disbursements/ Expenditures	Accrued or (Deferred) at 6/30/21
<b>U.S. Department of Education:</b>									
Pass-through New York Department of Education:									
Title I Grant - Improving Academic Achievement	I	84.010A	0021-204110	9/1/19-8/31/20	\$ 685,610	\$ -	\$ 114,697	\$ 114,697	\$ -
Title I Grant - Improving Academic Achievement	I	84.010A	0021-214110	9/1/20-8/31/21	674,719	-	498,521	556,984	58,463
Total Title I Grant - Improving Academic Achievement						-	613,218	671,681	58,463
Title II Grant - Teaching, Principal Training, Recruitment	I	84.367A	0147-204110	9/1/19-8/31/20	78,352	(8,631)	13,059	13,059	(8,631)
Title II Grant - Teaching, Principal Training, Recruitment	I	84.367A	0147-214110	9/1/20-8/31/21	81,630	(11,768)	59,353	78,547	7,426
Total Title II Grant - Teaching, Principal Training, Recruitment						(20,399)	72,412	91,606	(1,205)
Title IV Grant - SSAE Allocation	I	84.424A	0204-204110	9/1/19-8/31/20	53,422	-	8,904	8,904	-
Title IV Grant - SSAE Allocation	I	84.424A	0204-214110	9/1/20-8/31/21	52,356	-	39,267	43,630	4,363
Total Title IV Grant - SSAE Allocation						-	48,171	52,534	4,363
Cares Act - Elementary and Secondary School:									
COVID-19 Emergency Relief Fund (ESSER I and II)	I	84.425D	5890-214110	3/13/20-9/30/22	631,582	-	568,423	612,145	43,722
						-	568,423	612,145	43,722
Total U.S. Department of Education						(20,399)	1,302,224	1,427,966	105,343
<b>U.S. Department of Agriculture:</b>									
Pass-through New York Department of Education:									
School Food Program - Lunch and Snack	I	10.553	n/a	7/1/20-6/30/21	360,452	-	299,916	360,452	60,536
School Food Program - Breakfast	I	10.553	n/a	7/1/20-6/30/21	192,258	-	138,546	192,258	53,712
Total U.S. Department of Agriculture						-	438,462	552,710	114,248
Total Federal Expenditures						\$ (20,399)	\$ 1,740,686	\$ 1,980,676	\$ 219,591
I - Indirect Funding									
D - Direct Funding									

Note: There were no awards passed through to subrecipients

See accompanying Notes to Schedule of Expenditures of Federal Awards.

**KIPP ACADEMY CHARTER SCHOOL  
NOTES TO SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS  
YEAR ENDED JUNE 30, 2021**

**NOTE 1 GENERAL INFORMATION**

The accompanying schedule of expenditures of federal awards presents the activities of the federal financial assistance programs of KIPP Academy Charter School (the School). Financial awards received directly from federal agencies, as well as financial assistance passed through other governmental agencies or nonprofit organizations, are included in the schedule.

**NOTE 2 BASIS OF PRESENTATION**

The accompanying schedule of expenditures of federal awards includes the federal grant activity of the School and is presented on the accrual basis of accounting. The information in this schedule is presented in accordance with the requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*.

**NOTE 3 RELATIONSHIP TO FINANCIAL STATEMENTS**

The schedule of expenditures of federal awards presents only a selected portion of the activities of the School. It is not intended to, nor does it, present either the balance sheet, revenue, expenditures, or changes in net assets. The financial activity for the aforementioned awards is reported in the School's statements of activities.

**NOTE 4 INDIRECT COST RATE**

KIPP Academy Charter School has elected not to use the 10% de minimis indirect cost rate allowed under the Uniform Guidance.





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

Board of Directors  
KIPP Academy Charter School  
Bronx, New York

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of KIPP Academy Charter School, which comprise the statement of financial position as of June 30, 2021, and the related statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements, and have issued our report thereon dated November 1, 2021.

**Internal Control Over Financial Reporting**

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

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

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

### **Compliance and Other Matters**

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

### **Purpose of this Report**

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

A handwritten signature in cursive script that reads "CliftonLarsonAllen LLP".

**CliftonLarsonAllen LLP**

Plymouth Meeting, Pennsylvania  
November 1, 2021



## **INDEPENDENT AUDITORS' REPORT ON COMPLIANCE FOR EACH MAJOR FEDERAL PROGRAM AND REPORT ON INTERNAL CONTROL OVER COMPLIANCE REQUIRED BY THE UNIFORM GUIDANCE**

Board of Directors  
KIPP Academy Charter School  
Bronx, New York

### **Report on Compliance for Each Major Federal Program**

We have audited KIPP Academy Charter School's compliance with the types of compliance requirements described in the *OMB Compliance Supplement* that could have a direct and material effect on each of KIPP Academy Charter School's major federal programs for the year ended June 30, 2021. KIPP Academy Charter School's major federal programs are identified in the summary of auditors' results section of the accompanying schedule of findings and questioned costs.

### ***Management's Responsibility***

Management is responsible for compliance with the requirements of laws, regulations, contracts, and grants applicable to its federal programs.

### ***Auditors' Responsibility***

Our responsibility is to express an opinion on compliance for each of KIPP Academy Charter School's major federal programs based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Those standards and the Uniform Guidance require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about KIPP Academy Charter School's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for each major federal program. However, our audit does not provide a legal determination of KIPP Academy Charter School's compliance.

### ***Opinion on Each Major Federal Program***

In our opinion, KIPP Academy Charter School complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2021.

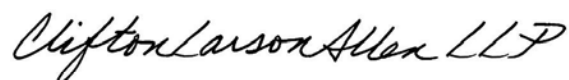
### **Report on Internal Control Over Compliance**

Management of KIPP Academy Charter School is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered KIPP Academy Charter School's internal control over compliance with the types of requirements that could have a direct and material effect on each major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for each major federal program and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of KIPP Academy Charter School's internal control over compliance.

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

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

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



**CliftonLarsonAllen LLP**

Plymouth Meeting, Pennsylvania  
November 1, 2021

**KIPP ACADEMY CHARTER SCHOOL  
SCHEDULE OF FINDINGS AND QUESTIONED COSTS  
YEAR ENDED JUNE 30, 2021**

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***Section I – Summary of Auditors’ Results***

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***Financial Statements***

- |   |            |                                    |
|---|------------|------------------------------------|
| 1. Type of auditors’ report issued:   | Unmodified |                                    |
| 2. Internal control over financial reporting:   |            |                                    |
| • Material weakness(es) identified?   | _____ yes  | _____ <u>X</u> _____ no            |
| • Significant deficiency(ies) identified that are not considered to be material weakness(es)? | _____ yes  | _____ <u>X</u> _____ none reported |
| 3. Noncompliance material to financial statements noted?                                      | _____ yes  | _____ <u>X</u> _____ no            |

***Federal Awards***

- |   |            |                                    |
|---|------------|------------------------------------|
| 1. Internal control over major federal programs:  |            |                                    |
| Material weakness(es) identified?   | _____ yes  | _____ <u>X</u> _____ no            |
| • Significant deficiency(ies) identified that are not considered to be material weakness(es)?         | _____ yes  | _____ <u>X</u> _____ none reported |
| 2. Type of auditors’ report issued on compliance for major federal programs:                          | Unmodified |                                    |
| 3. Any audit findings disclosed that are required to be reported in accordance with 2 CFR 200.516(a)? | _____ yes  | _____ <u>X</u> _____ no            |

***Identification of Major Federal Programs***

**CFDA Number(s)**

84.425D

**Name of Federal Program or Cluster**

U.S. Department of Education – Elementary and Secondary School Emergency Relief Fund (ESSER I and ESSER II)

Dollar threshold used to distinguish between Type A or Type B programs was:

\$ 750,000

Auditee qualified as low-risk auditee?

\_\_\_\_\_ X \_\_\_\_\_ yes      \_\_\_\_\_ no

**KIPP ACADEMY CHARTER SCHOOL  
SCHEDULE OF FINDINGS AND QUESTIONED COSTS (CONTINUED)  
YEAR ENDED JUNE 30, 2021**

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***Section II – Financial Statement Findings***

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Our audit did not disclose any matters required to be reported in accordance with *Government Auditing Standards*.

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***Section III – Findings and Questioned Costs – Major Federal Programs***

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Our audit did not disclose any matters required to be reported in accordance with the Federal Single Audit Act.

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***Section IV – Prior Audit Findings***

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There were no prior year findings required to be reported under the Federal Single Audit Act.







Board of Directors  
KIPP Academy Charter School  
Bronx, New York

We have audited the financial statements of KIPP Academy Charter School as of and for the year ended June 30, 2021, and have issued our report thereon dated November 1, 2021. We have previously communicated to you information about our responsibilities under auditing standards generally accepted in the United States of America, *Government Auditing Standards*, and Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance), as well as certain information related to the planned scope and timing of our audit. Professional standards also require that we communicate to you the following information related to our audit.

### **Significant audit findings**

#### ***Qualitative aspects of accounting practices***

##### **Accounting policies**

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by KIPP Academy Charter School are described in Note 1 to the financial statements.

No new accounting policies were adopted and the application of existing policies was not changed during 2021.

We noted no transactions entered into by the entity during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

##### **Accounting estimates**

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the financial statements were:

- Management's estimate of the due from New York State Education Department is based on amounts anticipated to be received from the state for various aid entitlements for fiscal 2020-2021. Due to the timing of the review and approval of the reimbursements, the actual reimbursement may differ from the estimate. Management expects any differences between estimated and actual amounts will be insignificant.



- Management's estimate of useful lives for depreciable assets and depreciation expense are based on historical information, vendor information, and other sources. The useful life of a depreciable asset determines the amount of depreciation that will be recorded in any given reporting period as well as the amount of accumulated depreciation that is reported at the end of a reporting period. We evaluated the key factors and assumptions used to develop depreciation in determining that it is reasonable in relation to the financial statements taken as a whole.
- Management's estimate of the functional allocation of expenses shared between programs, management and general, and fundraising is based on a reasonable and consistent basis using factors such as direct payroll allocation and percentage breakdown for certain programs. We evaluated the key factors and assumptions used to develop the allocation in determining that it is reasonable in relation to the financial statements taken as a whole.

#### **Financial statement disclosures**

Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users. There were no particularly sensitive financial statement disclosures.

The financial statement disclosures are neutral, consistent, and clear.

#### ***Difficulties encountered in performing the audit***

We encountered no significant difficulties in dealing with management in performing and completing our audit.

#### ***Uncorrected misstatements***

Professional standards require us to accumulate all misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements.

#### ***Corrected misstatements***

None of the misstatements detected as a result of audit procedures and corrected by management were material, either individually or in the aggregate, to the financial statements taken as a whole.

#### ***Disagreements with management***

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditors' report. No such disagreements arose during our audit.

#### ***Management representations***

We have requested certain representations from management that are included in the management representation letter dated November 1, 2021.

***Management consultations with other independent accountants***

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a “second opinion” on certain situations. If a consultation involves application of an accounting principle to the entity’s financial statements or a determination of the type of auditors’ opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

***Significant issues discussed with management prior to engagement***

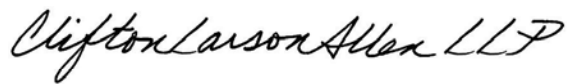
We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to engagement as the entity’s auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our engagement.

***Other information in documents containing audited financial statements***

With respect to the schedule of expenditures of federal awards (SEFA) accompanying the financial statements, on which we were engaged to report in relation to the financial statements as a whole, we made certain inquiries of management and evaluated the form, content, and methods of preparing the SEFA to determine that the SEFA complies with the requirements of the Uniform Guidance, the method of preparing it has not changed from the prior period or the reasons for such changes, and the SEFA is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the SEFA to the underlying accounting records used to prepare the financial statements or to the financial statements themselves. We have issued our report thereon dated November 1, 2021.

\* \* \*

This communication is intended solely for the information and use of the board of directors and management of KIPP Academy Charter School and is not intended to be, and should not be, used by anyone other than these specified parties.

A handwritten signature in cursive script that reads "CliftonLarsonAllen LLP".

**CliftonLarsonAllen LLP**

Plymouth Meeting, Pennsylvania  
November 1, 2021

November 1, 2021

CliftonLarsonAllen LLP  
610 West Germantown Pike, Suite 400  
Plymouth Meeting, PA 19462

This representation letter is provided in connection with your audit of the financial statements of KIPP Academy Charter School, which comprise the statements of financial position as of June 30, 2021 and 2020, and the related statements of activities, functional expenses, and cash flows for the years then ended, and the related notes to the financial statements, for the purpose of expressing an opinion on whether the financial statements are presented fairly, in all material respects, in accordance with accounting principles generally accepted in the United States of America (U.S. GAAP).

Certain representations in this letter are described as being limited to matters that are material. Items are considered material, regardless of size, if they involve an omission or misstatement of accounting information that, in light of surrounding circumstances, makes it probable that the judgment of a reasonable person relying on the information would be changed or influenced by the omission or misstatement.

We confirm, to the best of our knowledge and belief, as of November 1, 2021, the following representations made to you during your audit.

**Financial Statements**

1. We have fulfilled our responsibilities, as set out in the terms of the audit engagement letter dated July 19, 2021, for the preparation and fair presentation of the financial statements in accordance with U.S. GAAP.
2. We acknowledge and have fulfilled our responsibility for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.
3. We acknowledge our responsibility for the design, implementation, and maintenance of internal control to prevent and detect fraud.
4. We acknowledge our responsibility for the design, implementation, and maintenance of internal control over the receipt and recording of contributions.
5. Significant assumptions used by us in making accounting estimates, including those measured at fair value, are reasonable.
7. We have identified all accounting estimates that could be material to the financial statements, including the key factors and significant assumptions used in making those estimates, and we

believe the estimates (including those measured at fair value) and the significant assumptions used in making those accounting estimates are reasonable.

8. Significant estimates have been appropriately accounted for and disclosed in accordance with the requirements of U.S. GAAP. Significant estimates are estimates at the financial statement date that could change materially within the next year.
9. Related party relationships and transactions, including, but not limited to, due to/from accounts, accounts receivable or payable, sales, purchases, loans, transfers, leasing arrangements, and guarantees, have been appropriately accounted for and disclosed in accordance with the requirements of U.S. GAAP.
10. No events, including instances of noncompliance, have occurred subsequent to the financial statement date and through the date of this letter that would require adjustment to, or disclosure in, the financial statements.
12. We have not identified or been notified of any uncorrected financial statement misstatements. In addition, you have proposed adjusting journal entries that have been posted to the entity's accounts. We have reviewed and approved those adjusting journal entries and understand the nature of the changes and their impact on the financial statements. We are in agreement with those adjustments and accept responsibility for them.
13. The effects of all known actual or possible litigation, claims, and assessments have been accounted for and disclosed in accordance with U.S. GAAP.
14. We have obtained full and final releases from all claimants involved in the litigation matter and believe the matter has been finalized as of the Report Date.
16. Material concentrations have been properly disclosed in accordance with U.S. GAAP. Concentrations refer to individual or group concentrations of contributors, grantors, clients, customers, suppliers, lenders, products, services, fund-raising events, sources of labor or materials, licenses or other rights, or operating areas or markets for which events could occur that would significantly disrupt normal finances within the next year.
17. Guarantees, whether written or oral, under which the entity is contingently liable, have been properly recorded or disclosed in accordance with U.S. GAAP.
18. Receivables recorded in the financial statements represent valid claims against debtors for sales or other charges arising on or before the financial statement date and have been reduced to their estimated net realizable value.
19. Arrangements with financial institutions involving compensating balances or other arrangements involving restrictions on cash balances, lines of credit, or similar arrangements have been properly disclosed.

20. We have no plans or intentions that may materially affect the carrying value or classification of assets, liabilities, or net asset balances.
21. The cost allocation methods used to allocate the entity's expenses to the appropriate functional classification as program services, management and general, and fundraising are properly supported by the entity's books and records. The cost allocation methods used are rational, systematic, and consistently applied. The bases used for allocation of functional expenses are reasonable.

#### **Information Provided**

1. We have provided you with:
  - a. Access to all information, of which we are aware, that is relevant to the preparation and fair presentation of the financial statements such as records, documentation, and other matters.
  - b. Additional information that you have requested from us for the purpose of the audit.
  - c. Unrestricted access to persons within the entity from whom you determined it necessary to obtain audit evidence.
  - d. Complete minutes of the meetings of the governing board and related committees, or summaries of actions of recent meetings for which minutes have not yet been prepared.
  - e. All communications from regulatory agencies concerning noncompliance with, or deficiencies in, financial reporting practices.
  - f. Access to all audit or relevant monitoring reports, if any, received from funding sources.
2. All material transactions have been recorded in the accounting records and are reflected in the financial statements and the schedule of expenditures of federal awards.
3. We have disclosed to you the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud.
4. We have no knowledge of any fraud or suspected fraud that affects the entity and involves:
  - a. Management;
  - b. Employees who have significant roles in internal control; or
  - c. Others when the fraud could have a material effect on the financial statements.
5. We have no knowledge of any allegations of fraud, or suspected fraud, affecting the entity's financial statements communicated by employees, former employees, grantors, regulators, or others.

6. We have no knowledge of any instances of noncompliance or suspected noncompliance with provisions of laws, regulations, contracts, and grant agreements, or abuse whose effects should be considered when preparing financial statements.
7. We have determined the school did not reach the required teacher certification level and communicated this information to the NY Charter Center.
8. We have disclosed to you all known actual or possible litigation, claims, and assessments whose effects should be considered when preparing the financial statements.
9. We have obtained full and final releases from all claimants involved in the litigation matter and believe the matter has been finalized as of the Report Date.
10. There are no other material liabilities or gain or loss contingencies that are required to be accrued or disclosed in accordance with U.S. GAAP.
11. We have disclosed to you the identity of the entity's related parties and all the related party relationships and transactions of which we are aware.
12. The entity has satisfactory title to all owned assets, and there are no liens or encumbrances on such assets, nor has any asset been pledged as collateral, except as made known to you and disclosed in the financial statements.
13. We are responsible for compliance with the laws, regulations, and provisions of contracts and grant agreements applicable to KIPP Academy Charter School; and we have identified and disclosed to you all laws, regulations, and provisions of contracts and grant agreements that we believe have a direct and material effect on the determination of financial statement amounts or other financial data significant to the audit objectives.
14. We have complied with all restrictions on resources (including donor restrictions) and all aspects of contractual and grant agreements that would have a material effect on the financial statements in the event of noncompliance. This includes complying with donor requirements to maintain a specific asset composition necessary to satisfy their restrictions.
15. KIPP Academy Charter School is an exempt organization under Section 501(c)(3) of the Internal Revenue Code. Any activities of which we are aware that would jeopardize the entity's tax-exempt status, and all activities subject to tax on unrelated business income or excise or other tax, have been disclosed to you. All required filings with tax authorities are up-to-date.
16. As part of your audit, you prepared the draft financial statements and related notes. We have designated an individual who possesses suitable skill, knowledge, and/or experience to understand and oversee your services; have made all management judgments and decisions; and have assumed all management responsibilities. We have evaluated the adequacy and results of the service. We have reviewed, approved, and accepted responsibility for those financial statements and related notes.

17. In regards to the financial statement preparation services performed by you, we have:

- a. Made all management judgments and decisions and assumed all management responsibilities.
- b. Designated an individual who possesses suitable skill, knowledge, or and/or experience to understand and oversee the services.
- c. Evaluated the adequacy and results of the services performed.
- d. Accepted responsibility for the results of the services.
- e. Ensured that the entity's data and records are complete and received sufficient information to oversee the services.

18. With respect to federal award programs:

- a. We are responsible for understanding and complying with, and have complied with the requirements of Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance) including requirements relating to preparation of the schedule of expenditures of federal awards.
- b. We acknowledge our responsibility for presenting the schedule of expenditures of federal awards (SEFA) and related notes in accordance with the requirements of the Uniform Guidance, and we believe the SEFA, including its form and content, is fairly presented in accordance with the Uniform Guidance. The methods of measurement and presentation of the SEFA have not changed from those used in the prior period, and we have disclosed to you any significant assumptions and interpretations underlying the measurement and presentation of the SEFA.
- c. If the SEFA is not presented with the audited financial statements, we will make the audited financial statements readily available to the intended users of the SEFA no later than the date we issued the SEFA and the auditors' report thereon.
- d. We have identified and disclosed to you all of our government programs and related activities subject to the Uniform Guidance compliance audit, and included in the SEFA expenditures made during the audit period for all awards provided by federal agencies in the form of federal awards, federal cost-reimbursement contracts, loans, loan guarantees, property (including donated surplus property), cooperative agreements, interest subsidies, insurance, food commodities, direct appropriations, and other direct assistance.
- e. We are responsible for understanding and complying with, and have complied with, the requirements of federal statutes, regulations, and the terms and conditions of federal awards related to each of our federal programs and have identified and disclosed to you the requirements of federal statutes, regulations, and the terms and conditions of federal awards that are considered to have a direct and material effect on each major program.

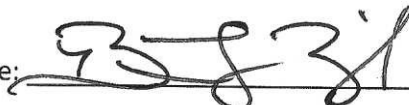


- f. We are responsible for establishing and maintaining, and have established and maintained, effective internal control over compliance for federal programs that provides reasonable assurance that we are managing our federal awards in compliance with federal statutes, regulations, and the terms and conditions of federal awards that could have a material effect on our federal programs. We believe the internal control system is adequate and is functioning as intended.
- g. We have made available to you all federal awards (including amendments, if any) and any other correspondence with federal agencies or pass-through entities relevant to federal programs and related activities.
- h. We have received no requests from a federal agency to audit one or more specific programs as a major program.
- i. We have complied with the direct and material compliance requirements, including when applicable, those set forth in the *OMB Compliance Supplement*, relating to federal awards and confirm that there were no amounts questioned and no known noncompliance with the direct and material compliance requirements of federal awards.
- j. We have disclosed to you any communications from federal awarding agencies and pass-through entities concerning possible noncompliance with the direct and material compliance requirements, including communications received from the end of the period covered by the compliance audit to the date of the auditors' report.
- k. We have disclosed to you the findings received and related corrective actions taken for previous audits, attestation engagements, and internal or external monitoring that directly relate to the objectives of the compliance audit, including findings received and corrective actions taken from the end of the period covered by the compliance audit to the date of the auditors' report.
- l. We have disclosed to you our interpretation of compliance requirements that may have varying interpretations.
- m. We have made available to you all documentation related to compliance with the direct and material compliance requirements, including information related to federal program financial reports and claims for advances and reimbursements.
- n. We have disclosed to you the nature of any subsequent events that provide additional evidence about conditions that existed at the end of the reporting period affecting noncompliance during the reporting period.
- o. There are no known instances of noncompliance with direct and material compliance requirements that occurred subsequent to the period covered by the auditors' report.
- a. We have disclosed to you whether any changes in internal control over compliance or other factors that might significantly affect internal control, including any corrective action we have



taken regarding significant deficiencies and/or material weaknesses in internal control over compliance, have occurred subsequent to the period covered by the auditors' report.

- b. The copies of federal program financial reports provided to you are true copies of the reports submitted, or electronically transmitted, to the respective federal agency or pass-through entity, as applicable.
  - c. We have charged costs to federal awards in accordance with applicable cost principles.
  - d. We are responsible for and have accurately prepared the auditee section of the Data Collection Form as required by the Uniform Guidance.
  - e. We have disclosed to you all contracts or other agreements with service organizations, and we have disclosed to you all communications from the service organizations relating to noncompliance at the service organizations.
20. We have a process to track the status of audit findings and recommendations.
21. We have identified to you any previous audits, attestation engagements, and other studies related to the audit objectives and whether related recommendations have been implemented.

Signature:  Title: CFO

Signature: \_\_\_\_\_ Title: \_\_\_\_\_

November 1, 2021

CliftonLarsonAllen LLP  
610 West Germantown Pike, Suite 400  
Plymouth Meeting, PA 19462

This representation letter is provided in connection with your audit of the consolidated financial statements of KIPP NYC Public Charter Schools, which comprise the consolidated statements of financial position as of June 30, 2021 and 2020, and the related consolidated statements of activities, functional expenses, and cash flows for the years then ended, and the related notes to the consolidated financial statements, for the purpose of expressing an opinion on whether the consolidated financial statements are presented fairly, in all material respects, in accordance with accounting principles generally accepted in the United States of America (U.S. GAAP).

Certain representations in this letter are described as being limited to matters that are material. Items are considered material, regardless of size, if they involve an omission or misstatement of accounting information that, in light of surrounding circumstances, makes it probable that the judgment of a reasonable person relying on the information would be changed or influenced by the omission or misstatement.

We confirm, to the best of our knowledge and belief, as of November 1, 2021, the following representations made to you during your audit.

**Consolidated Financial Statements**

1. We have fulfilled our responsibilities, as set out in the terms of the audit engagement letter dated July 19, 2021, for the preparation and fair presentation of the consolidated financial statements in accordance with U.S. GAAP.
2. We acknowledge and have fulfilled our responsibility for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of consolidated financial statements that are free from material misstatement, whether due to fraud or error.
3. We acknowledge our responsibility for the design, implementation, and maintenance of internal control to prevent and detect fraud.
4. We acknowledge our responsibility for the design, implementation, and maintenance of internal control over the receipt and recording of contributions.
5. Significant assumptions used by us in making accounting estimates, including those measured at fair value, are reasonable.
7. We have identified all accounting estimates that could be material to the consolidated financial statements, including the key factors and significant assumptions used in making those estimates,

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and we believe the estimates (including those measured at fair value) and the significant assumptions used in making those accounting estimates are reasonable.

8. Significant estimates have been appropriately accounted for and disclosed in accordance with the requirements of U.S. GAAP. Significant estimates are estimates at the consolidated financial statement date that could change materially within the next year.
9. Related party relationships and transactions, including, but not limited to, due to/from accounts, accounts receivable or payable, sales, purchases, loans, transfers, leasing arrangements, and guarantees, have been appropriately accounted for and disclosed in accordance with the requirements of U.S. GAAP.
10. No events, including instances of noncompliance, have occurred subsequent to the consolidated financial statement date and through the date of this letter that would require adjustment to, or disclosure in, the consolidated financial statements.
12. We have determined the school did not reach the required teacher certification level and communicated this information to the NY Charter Center.
13. We have not identified or been notified of any uncorrected consolidated financial statement misstatements. In addition, you have proposed adjusting journal entries that have been posted to the entity's accounts. We have reviewed and approved those adjusting journal entries and understand the nature of the changes and their impact on the consolidated financial statements. We are in agreement with those adjustments and accept responsibility for them.
14. The effects of all known actual or possible litigation, claims, and assessments have been accounted for and disclosed in accordance with U.S. GAAP.
16. Material concentrations have been properly disclosed in accordance with U.S. GAAP. Concentrations refer to individual or group concentrations of contributors, grantors, clients, customers, suppliers, lenders, products, services, fund-raising events, sources of labor or materials, licenses or other rights, or operating areas or markets for which events could occur that would significantly disrupt normal finances within the next year.
17. Guarantees, whether written or oral, under which the entity is contingently liable, have been properly recorded or disclosed in accordance with U.S. GAAP.
18. Receivables recorded in the consolidated financial statements represent valid claims against debtors for sales or other charges arising on or before the consolidated financial statement date and have been reduced to their estimated net realizable value.
19. Arrangements with financial institutions involving compensating balances or other arrangements involving restrictions on cash balances, lines of credit, or similar arrangements have been properly disclosed.

20. We have no plans or intentions that may materially affect the carrying value or classification of assets, liabilities, or net asset balances.
21. The cost allocation methods used to allocate the entity's expenses to the appropriate functional classification as program services, management and general, and fundraising are properly supported by the entity's books and records. The cost allocation methods used are rational, systematic, and consistently applied. The bases used for allocation of functional expenses are reasonable.

#### **Information Provided**

1. We have provided you with:
  - a. Access to all information, of which we are aware, that is relevant to the preparation and fair presentation of the consolidated financial statements such as records, documentation, and other matters.
  - b. Additional information that you have requested from us for the purpose of the audit.
  - c. Unrestricted access to persons within the entity from whom you determined it necessary to obtain audit evidence.
  - d. Complete minutes of the meetings of the governing board and related committees, or summaries of actions of recent meetings for which minutes have not yet been prepared.
  - e. All communications from regulatory agencies concerning noncompliance with, or deficiencies in, financial reporting practices.
  - f. Access to all audit or relevant monitoring reports, if any, received from funding sources.
2. All material transactions have been recorded in the accounting records and are reflected in the consolidated financial statements and the schedule of expenditures of federal awards.
3. We have disclosed to you the results of our assessment of the risk that the consolidated financial statements may be materially misstated as a result of fraud.
4. We have no knowledge of any fraud or suspected fraud that affects the entity and involves:
  - a. Management;
  - b. Employees who have significant roles in internal control; or
  - c. Others when the fraud could have a material effect on the consolidated financial statements.
5. We have no knowledge of any allegations of fraud, or suspected fraud, affecting the entity's consolidated financial statements communicated by employees, former employees, grantors, regulators, or others.

6. We have no knowledge of any instances of noncompliance or suspected noncompliance with provisions of laws, regulations, contracts, and grant agreements, or abuse whose effects should be considered when preparing the consolidated financial statements.
7. We have disclosed to you all known actual or possible litigation, claims, and assessments whose effects should be considered when preparing the consolidated financial statements.
8. There are no other material liabilities or gain or loss contingencies that are required to be accrued or disclosed in accordance with U.S. GAAP.
9. We have disclosed to you the identity of the entity's related parties and all the related party relationships and transactions of which we are aware.
10. The entity has satisfactory title to all owned assets, and there are no liens or encumbrances on such assets, nor has any asset been pledged as collateral, except as made known to you and disclosed in the consolidated financial statements.
11. We are responsible for compliance with the laws, regulations, and provisions of contracts and grant agreements applicable to KIPP NYC Public Charter Schools; and we have identified and disclosed to you all laws, regulations, and provisions of contracts and grant agreements that we believe have a direct and material effect on the determination of consolidated financial statement amounts or other financial data significant to the audit objectives.
12. We have complied with all restrictions on resources (including donor restrictions) and all aspects of contractual and grant agreements that would have a material effect on the consolidated financial statements in the event of noncompliance. This includes complying with donor requirements to maintain a specific asset composition necessary to satisfy their restrictions.
13. KIPP NYC Public Charter Schools is an exempt organization under Section 501(c)(3) of the Internal Revenue Code. Any activities of which we are aware that would jeopardize the entity's tax-exempt status, and all activities subject to tax on unrelated business income or excise or other tax, have been disclosed to you. All required filings with tax authorities are up-to-date.
14. We acknowledge our responsibility for presenting the Supplemental Schedule of Financial Position By School, Schedule of Activities By School, Schedule of Functional Expenses – KIPP Star College Prep Charter School, Schedule of Functional Expenses – KIPP NYC Washington Heights Academy Charter School, Schedule of Functional Expenses – KIPP AMP Academy Charter School, Schedule of Functional Expenses – KIPP Infinity Charter School, Functional Expenses – KIPP Freedom Charter School, Functional Expenses – KIPP Bronx II Carter School, Functional Expenses – KIPP Bronx III Carter School, Functional Expenses – KIPP Beyond Charter School and Functional Expenses – KIPP NYC Public Charter Schools (the supplementary information) in accordance with U.S. GAAP, and we believe the supplementary information, including its form and content, is fairly presented in accordance with U.S. GAAP. The methods of measurement and presentation of the supplementary information have not changed from those used in the prior period, and we have disclosed to you any significant assumptions or


interpretations underlying the measurement and presentation of the supplementary information. If the supplementary information is not presented with the audited consolidated financial statements, we will make the audited consolidated financial statements readily available to the intended users of the supplementary information no later than the date we issue the supplementary information and the auditors' report thereon.

15. As part of your audit, you prepared the draft consolidated financial statements and related notes. We have designated an individual who possesses suitable skill, knowledge, and/or experience to understand and oversee your services; have made all management judgments and decisions; and have assumed all management responsibilities. We have evaluated the adequacy and results of the service. We have reviewed, approved, and accepted responsibility for those consolidated financial statements and related notes.
16. In regards to the consolidated financial statement preparation services performed by you, we have:
  - a. Made all management judgments and decisions and assumed all management responsibilities.
  - b. Designated an individual who possesses suitable skill, knowledge, or and/or experience to understand and oversee the services.
  - c. Evaluated the adequacy and results of the services performed.
  - d. Accepted responsibility for the results of the services.
  - f. Ensured that the entity's data and records are complete and received sufficient information to oversee the services.
17. With respect to federal award programs:
  - a. We are responsible for understanding and complying with, and have complied with the requirements of Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance) including requirements relating to preparation of the schedule of expenditures of federal awards.
  - b. We acknowledge our responsibility for presenting the schedule of expenditures of federal awards (SEFA) and related notes in accordance with the requirements of the Uniform Guidance, and we believe the SEFA, including its form and content, is fairly presented in accordance with the Uniform Guidance. The methods of measurement and presentation of the SEFA have not changed from those used in the prior period, and we have disclosed to you any significant assumptions and interpretations underlying the measurement and presentation of the SEFA.
  - c. If the SEFA is not presented with the audited consolidated financial statements, we will make the audited consolidated financial statements readily available to the intended users of the SEFA no later than the date we issued the SEFA and the auditors' report thereon.



- d. We have identified and disclosed to you all of our government programs and related activities subject to the Uniform Guidance compliance audit, and included in the SEFA expenditures made during the audit period for all awards provided by federal agencies in the form of federal awards, federal cost-reimbursement contracts, loans, loan guarantees, property (including donated surplus property), cooperative agreements, interest subsidies, insurance, food commodities, direct appropriations, and other direct assistance.
- e. We are responsible for understanding and complying with, and have complied with, the requirements of federal statutes, regulations, and the terms and conditions of federal awards related to each of our federal programs and have identified and disclosed to you the requirements of federal statutes, regulations, and the terms and conditions of federal awards that are considered to have a direct and material effect on each major program.
- f. We are responsible for establishing and maintaining, and have established and maintained, effective internal control over compliance for federal programs that provides reasonable assurance that we are managing our federal awards in compliance with federal statutes, regulations, and the terms and conditions of federal awards that could have a material effect on our federal programs. We believe the internal control system is adequate and is functioning as intended.
- g. We have made available to you all federal awards (including amendments, if any) and any other correspondence with federal agencies or pass-through entities relevant to federal programs and related activities.
- h. We have received no requests from a federal agency to audit one or more specific programs as a major program.
- i. We have complied with the direct and material compliance requirements, including when applicable, those set forth in the *OMB Compliance Supplement*, relating to federal awards and confirm that there were no amounts questioned and no known noncompliance with the direct and material compliance requirements of federal awards.
- j. We have disclosed to you any communications from federal awarding agencies and pass-through entities concerning possible noncompliance with the direct and material compliance requirements, including communications received from the end of the period covered by the compliance audit to the date of the auditors' report.
- k. We have disclosed to you the findings received and related corrective actions taken for previous audits, attestation engagements, and internal or external monitoring that directly relate to the objectives of the compliance audit, including findings received and corrective actions taken from the end of the period covered by the compliance audit to the date of the auditors' report.
- l. We have disclosed to you our interpretation of compliance requirements that may have varying interpretations.

- m. We have made available to you all documentation related to compliance with the direct and material compliance requirements, including information related to federal program financial reports and claims for advances and reimbursements.
  - n. We have disclosed to you the nature of any subsequent events that provide additional evidence about conditions that existed at the end of the reporting period affecting noncompliance during the reporting period.
  - o. There are no known instances of noncompliance with direct and material compliance requirements that occurred subsequent to the period covered by the auditors' report.
  - a. We have disclosed to you whether any changes in internal control over compliance or other factors that might significantly affect internal control, including any corrective action we have taken regarding significant deficiencies and/or material weaknesses in internal control over compliance, have occurred subsequent to the period covered by the auditors' report.
  - b. The copies of federal program financial reports provided to you are true copies of the reports submitted, or electronically transmitted, to the respective federal agency or pass-through entity, as applicable.
  - c. We have charged costs to federal awards in accordance with applicable cost principles.
  - d. We are responsible for and have accurately prepared the auditee section of the Data Collection Form as required by the Uniform Guidance.
  - e. We have disclosed to you all contracts or other agreements with service organizations, and we have disclosed to you all communications from the service organizations relating to noncompliance at the service organizations.
19. We have a process to track the status of audit findings and recommendations.
20. We have identified to you any previous audits, attestation engagements, and other studies related to the audit objectives and whether related recommendations have been implemented.

Signature:  Title: CFO

Signature: \_\_\_\_\_ Title: \_\_\_\_\_



## **Conflicts of Interest Policy**

### **KIPP NYC Public Charter Schools & KIPP Academy Charter School**

#### **Purpose:**

KIPP NYC Public Charter Schools and KIPP Academy Charter School (collectively, “KIPP NYC”) has adopted a Code of Ethics setting forth for the guidance of trustees, officers and employees the standards of conduct expected of them, including standards with respect to disclosure of conflicts of interest regarding any matter brought or required to be brought before their respective Boards. The Conflict of Interest Policy is part of the Codes of Ethics adopted by each of the Corporations. It provides procedures for addressing, disclosing, and documenting conflicts of interest as such term is used in §§ 800 through 806 of the New York State General Municipal Law (hereafter “the Municipal Law”) and in § 715-a of the Not-for-Profit Corporation Law. It also includes procedures for addressing Related Party Transactions, as such term is defined in § 102 (24) of the Not-for-Profit Corporation Law. The Policy supplements, and does not replace any applicable provisions of the General Municipal Law and other state and federal laws governing conflicts of interest. It applies to all Trustees, Officers and Key Employees of each of the Corporations. The Schools will be referred to herein, individually, as “the Corporation.”

#### **Definitions:**

“Affiliate” means an entity controlled by, in control of, or under common control with the Corporation.

“Audit Committee” means the Audit Committee of the Corporation, as described in the By-laws of the Corporation. The Audit Committee is comprised of at least three Trustees who are Independent Directors as defined in § 102 (21) of the Not-for-Profit Corporation Law and in this Policy.

“Board” means the Board of Trustees.

“Compensation” means direct or indirect remuneration, as well as gifts or favors. A gift or favor that is valued at \$75 or more is expressly prohibited by the Municipal Law when offered to a Trustee, Officer or Key Employee in connection with official duties, but gifts of lesser value may also be subject to this policy.

“Corporation” refers to each of the KIPP NYC Public Charter Schools which have adopted this policy and which are Education Corporations and, as such, subject to provisions of the Not-for-Profit Corporation Law made applicable to education corporations by § 216-a of the Education Law. Each Corporation, as a chartered entity, is also subject to the Conflict of Interest Provisions of §§ 800 through 806 of the General Municipal Law,

“Financial Interest”: A person has a “Financial Interest” in a transaction if such person would receive an economic benefit, directly or indirectly, from such transaction or compensation agreement.

“Independent Director” means a Trustee who (i) is not, and has not been within the last three years, an employee of the Corporation or an Affiliate and does not have a Relative who is, or has been within the last three years, a Key Employee of the Corporation or of an Affiliate; (ii) has not received, and does not have a Relative who has received, in any of the last three fiscal years, more than \$10,000 in direct compensation from the Corporation or from an Affiliate (other than reimbursement for expenses reasonably incurred as a Trustee, Officer or Key Employee); and (iii) is not a current employee of, or does not have a substantial financial interest in, and does not have a Relative who is a current officer of or who has a substantial financial interest in, any entity that has made payments to, or received payments from the Corporation or from an Affiliate for property or services in an amount which, in any of the last three fiscal years, exceeds the lesser of \$25,000 or 2 % of such entity’s consolidated gross revenues. For these purposes, “payment” does not include charitable contributions.

“Key Employee” includes but is not limited to any person who is in a position to exercise substantial influence over the Corporation, as defined from time to time by the Corporation, or who has or shares authority to control or determine a substantial portion of the operating budgets of the Corporation or the schools or compensation for employees.

“Related Party” means: (1) any Trustee, Officer, or Key Employee of the Corporation or an Affiliate; (2) A Relative of any Trustee, Officer, or Key Employee of the Corporation or an Affiliate or (3) any entity in which any individual described in clause (1) or (2) of this definition has a 35% or greater ownership or beneficial interest, except that in the case of a partnership or professional corporation, a Related Party will include an entity in which any individual described in clause (1) or (2) above has a direct or indirect ownership interest in excess of 5%.

“Related Party Transaction” means any transaction or agreement or other kind of arrangement between the Corporation and a Related Party or an entity in which the Related Party has an interest. Related Party Transactions are subject to special provisions for disclosure, evaluation and documentation. In addition, certain Related Party Transactions are subject to limitations described in the Municipal Law. These special provisions and limitations are summarized in this Policy.

“Relative” means an individual’s spouse or domestic partner, as defined in Public Health Law §2994-a, ancestors, siblings (whether whole or half-blood), children (whether natural or adopted), grandchildren, great grandchildren and spouses or domestic partners of ancestors, siblings, children, grandchildren, and great-grandchildren. Children of siblings and their spouses and partners will also be considered Relatives under this Policy.

“School” any school managed by the Corporation.

“Trustees” and “Officers” are the elected individuals responsible for managing the affairs of the Corporation as described in the By-laws.

### **What is a Conflict of Interest?**

For purposes of this Policy, a “Conflict of Interest” arises when the personal, professional or financial interests of a Trustee, Officer or Key Employee diverge or may potentially diverge from the interests of the Corporation. A conflict of interest will arise when a transaction involving the Corporation could financially harm or benefit a person covered by this Policy, but a conflict of interest does not always involve financial interests. A conflict may also involve the use of the services or facilities of the Corporation or may involve the use of staff assistance for purposes other than carrying out professional or fiduciary duties.

Conflicts may also arise if a Trustee, Officer or Key Employee is asked to communicate on behalf of a person or firm with the Corporation. Accordingly, a Trustee, Officer or Key Employee may not communicate with the Board or a School on behalf of a person or a firm, unless requested to do so by the Corporation, and shall avoid engaging in activities that would appear to be unduly influenced by other persons who have a special interest in matters under consideration by the Trustee of the Corporation or employees of one of the Schools. If a Trustee, Officer or Key Employee inadvertently engages in such activities, he/she shall promptly notify the Board in writing of such activities and shall disclose all known facts prior to participating in a Board discussion of these matters.

### **Disclosure of Conflicts of Interest:**

Written disclosure of all potential Conflicts of Interest is required of Trustees, Officers and Key Employees prior to election or appointment and annually thereafter. However, Conflicts of Interest may arise between annual updates and, accordingly, an individual with a duality of interest shall disclose the potential Conflict (a) prior to voting on or otherwise discharging his or her duties with respect to any matter involving the potential Conflict; (b) prior to entering into any contract or transaction involving the Corporation; and (c) as soon as possible after he or she learns of an actual or potential Conflict of Interest. Disclosure of the material facts surrounding the Conflict of Interest shall be made to the Chairperson of the Board and the Chairperson of the Audit Committee. The interested Trustee or Officer shall thereafter refrain from participating in deliberations and decisions relating to the matter unless he or she is asked for information by the Chairperson of the Board or the Audit Committee.

The existence and resolution (as applicable) of any reported Conflict of Interest shall be documented in the appropriate records of the Corporation, including in the minutes of any meeting at which the Conflict of Interest was discussed and voted upon.

A Key Employee who wishes to use staff assistance, services or facilities for purposes other than carrying out professional responsibilities will disclose the Conflict to the Principal of the School who will exercise discretion in allowing or disallowing the proposed use in accordance with this Policy.

### **Annual Statements:**

Without limiting the general and continuing disclosure obligation set forth in the preceding section, the Chairperson of the Audit Committee shall distribute annually to all Trustees, Officers and Key Employees, a form soliciting the disclosure of all potential Conflicts of Interests, including specific information concerning the terms of any contract or transaction with the Corporation and whether the applicable processes set forth in this Policy were used. Each Trustee, Officer and Key Employee shall also annually sign a statement included with the form distributed by the Corporation which affirms such person:

- a. has received a copy of this Policy;
- b. has read and understands this Policy, and
- c. has agreed to comply with this Policy.

Written disclosures shall be submitted to and reviewed by the Chairperson of the Board and the Chairperson of the Audit Committee.

### **Related Party Transactions:**

A Related Party Transaction is a transaction in which the Corporation is a party and a Related Party (as defined above) has a financial interest or another material interest. All rules and principles related to disclosure of Conflicts of Interest apply to Related Party Transactions, but in addition, the Trustees must initiate a formal Audit Committee review or a review by a quorum of the Board consisting of Independent Trustees.

Any Trustee, Officer or Key Employee with an interest in a Related Party Transaction shall make a good faith disclosure of all material facts related to such interest to the Audit Committee. The Audit Committee shall review all the material facts related to the proposed Related Party Transaction and request any additional information that it deems necessary to complete such review.

The Municipal Law prohibits transactions between Charter Schools and for-profit business entities in which a member of the Board of Trustees or a Key Employee has an interest if such Trustee or Key Employee has certain enumerated responsibilities. Accordingly, the Audit Committee will first determine whether or not the Trustee, Officer or Key Employee who has an interest in any proposed contract with a for-profit entity, has the power or duty, individually or as a member of the Board, to (1) negotiate, prepare, authorize or approve the contract or authorize payment thereunder; (2) audit bills or claims under the contract; or (3) appoint an officer or employee who has any of these powers or duties. If the interested Trustee, Officer or Key Employee does not have any of the enumerated responsibilities or if the proposed contract is with a not-for-profit entity, or is otherwise authorized by § 802 of the Municipal Law, the Committee may continue its review.

If a Related Party Transaction is otherwise authorized and the Related Party has a “substantial” financial interest or other material interest in such transaction, as assessed by the Audit Committee, the Audit Committee shall consider alternative transactions to the proposed transaction and the Chairperson of the Committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives. The Committee, after reviewing any such alternatives, shall determine whether the Corporation can obtain, with reasonable efforts, a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.

The Audit Committee shall after considering alternative transactions and/or comparability data, determine whether the transaction or arrangement is fair, reasonable, and in the best interest of the Corporation at the time of its decision.

Following its review the Audit Committee may approve the transaction, or may refer the matter to the Board of Trustees for approval by the Board.

Upon receiving a recommendation from the Audit Committee, the Board may accept the recommendation or make an independent determination as to whether the proposed transaction is fair, reasonable and in the best interests of the Corporation. Upon the affirmative vote of not less than a majority of independent Trustees present, the Trustees may authorize the transaction.

At the time of any deliberation or decision by the Audit Committee or the Board concerning the authorization of a proposed Related Party Transaction, the interested Trustee, Officer or Key Employee shall not be present and shall not attempt to improperly influence any deliberations or voting, provided that the Board, or Audit Committee, may request such individual to provide information regarding the Related Party Transaction prior to the commencement of deliberations or voting.

The minutes of the meeting of the Board and the Audit Committee that conducted the initial review shall provide contemporaneous documentation of the basis for approval, including the Board’s consideration of any alternative transactions. The minutes shall also contain the names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, and a record of any votes taken in connection with the proceedings.

The Corporation shall not enter into a Related Party Transaction unless it is approved in accordance with this Policy. **Any Related Party Transaction that is approved without complying with the procedure set forth in this section shall be void.**

### **Periodic Reviews**

To ensure that the KIPP NYC Public Charter Schools operate in a manner consistent with charitable purposes and do not engage in activities that could jeopardize tax-exempt status, periodic reviews shall be conducted by the Audit Committee of each Corporation. The Audit

Committee shall report to the Board of Trustees. The periodic reviews shall, at a minimum, include the following subjects:

- a. Whether compensation arrangements and benefits are fair and reasonable, based on competent survey information, and in the best interests of the Corporation.
- b. Whether any related party transactions or arrangements with or on behalf of the Corporation are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes and do not result in inurement, impermissible private benefit or in an excess benefit transaction.

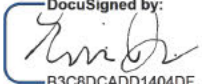
**Violations of the Conflicts of Interest Policy:**

If the Board has reasonable cause to believe that a Trustee, Officer or Key Employee has failed to disclose an actual or possible Conflict of Interest, it shall inform the individual of the basis for such belief and afford that person an opportunity to explain the alleged failure to disclose. If, after hearing the response and after making further investigation as warranted by the circumstances, the Board determines that the Trustee, Officer or Key Employee has failed to disclose an actual or possible Conflict of Interest, it shall take appropriate disciplinary and corrective action.



**KIPP NYC Conflict of Interest Policy 2020-21**  
**Acknowledgement of Receipt**

1. Name of Board Member: Erica Dewan
2. Board(s) on Which Member Serves: KIPP NYC Public School Boards
3. Office(s) Held by Board Member:
4. By my signature below, I certify that I have:
  - a. Received a copy of KIPP NYC's Conflict of Interest Policy;
  - b. Read and understood this Policy; and,
  - c. Agreed to comply with this Policy.

Signature of Board Member:  B3C8DCADD1404DF...

Date: 7/11/2021



## 2021 DISCLOSURE OF FINANCIAL INTEREST FORM

Disclosure of financial interest by a not-for-profit charter school education corporation trustee  
For the school year ended June 30, 2021

Education Corporation, Trustee Name and Position(s)	
Name of education corporation:	KIPP NYC Public Charter Schools
Name of trustee (print):	Erica Dewan
Position(s) on board, if any (e.g., chair, treasurer, committee chair, etc.):	
Email Address:	

Home Address	
Please complete with <b>changes</b> only:	
Street:	
City, State Zip:	New York
Phone:	

Business Address	
Please complete with <b>changes</b> only:	
Business Name:	
Street:	
City, State Zip:	
Phone:	

Questions	
1) Are you, or have you been during the last school year (July 1-June 30), an employee of the education corporation? [If you check <b>yes</b> , answer 1a), 1b), and 1c)].	<input type="radio"/> Yes <input checked="" type="radio"/> No
1a) Description of the position:	
1b) Salary:	
1c) Start date:	
2) Are you related, by blood, marriage, or legal adoption/guardianship, to, or do you cohabitate with, any person (any of the foregoing being an "interested person") who is, or, during the last school year (July 1-June 30), was employed by the education corporation, or who could otherwise benefit from your being a trustee? If yes, please identify each interest/transaction (and provide the requested information) that you ("self") or any interested persons have held or engaged in with the education corporation during the prior school year.	

☒ None



Name and Relationship	Nature of Financial Interest/Transaction	Approximate Value of the Business Conducted	Steps Taken to Avoid a Conflict of Interest, (e.g., did not vote, did not participate in discussion)	Date of Transaction(s) or "Ongoing"
None				

**3) Identify each individual, business, corporation, union association, firm, partnership, committee, proprietorship, franchise holding company, joint stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the education corporation *and* in which such entity, during the preceding school year (July 1 – June 30), you and/or an interested person had a financial interest or other relationship. If you or an interested person are a member, director, officer, or employee of an organization doing business with the education corporation through a management, shared services, or other services agreement, you need not list every transaction between such entity and the education corporation; rather, please identify only the name of the entity, the applicable position in the entity as well as the relationship between such entity and the education corporation.**

☒ None

Name and Relationship	Entity Conducting Business with the Education Corporation	Nature of the Person's Interest in the Entity	Nature of Business Conducted	Approximate Value of the Business Conducted	Steps Taken to Avoid Conflict of Interest	Date of Transaction(s) or "Ongoing"
None						

**Trustee Signature**

DocuSigned by:  B3C8DCADD1404DF...

Signature:

*By signing this Disclosure of Financial Interest Form, the trustee certifies that the information contained in this disclosure is true and accurate to the best of his or her knowledge.*

## **Conflicts of Interest Policy**

### **KIPP NYC Public Charter Schools & KIPP Academy Charter School**

#### **Purpose:**

KIPP NYC Public Charter Schools and KIPP Academy Charter School (collectively, “KIPP NYC”) has adopted a Code of Ethics setting forth for the guidance of trustees, officers and employees the standards of conduct expected of them, including standards with respect to disclosure of conflicts of interest regarding any matter brought or required to be brought before their respective Boards. The Conflict of Interest Policy is part of the Codes of Ethics adopted by each of the Corporations. It provides procedures for addressing, disclosing, and documenting conflicts of interest as such term is used in §§ 800 through 806 of the New York State General Municipal Law (hereafter “the Municipal Law”) and in § 715-a of the Not-for-Profit Corporation Law. It also includes procedures for addressing Related Party Transactions, as such term is defined in § 102 (24) of the Not-for-Profit Corporation Law. The Policy supplements, and does not replace any applicable provisions of the General Municipal Law and other state and federal laws governing conflicts of interest. It applies to all Trustees, Officers and Key Employees of each of the Corporations. The Schools will be referred to herein, individually, as “the Corporation.”

#### **Definitions:**

“Affiliate” means an entity controlled by, in control of, or under common control with the Corporation.

“Audit Committee” means the Audit Committee of the Corporation, as described in the By-laws of the Corporation. The Audit Committee is comprised of at least three Trustees who are Independent Directors as defined in § 102 (21) of the Not-for-Profit Corporation Law and in this Policy.

“Board” means the Board of Trustees.

“Compensation” means direct or indirect remuneration, as well as gifts or favors. A gift or favor that is valued at \$75 or more is expressly prohibited by the Municipal Law when offered to a Trustee, Officer or Key Employee in connection with official duties, but gifts of lesser value may also be subject to this policy.

“Corporation” refers to each of the KIPP NYC Public Charter Schools which have adopted this policy and which are Education Corporations and, as such, subject to provisions of the Not-for-Profit Corporation Law made applicable to education corporations by § 216-a of the Education Law. Each Corporation, as a chartered entity, is also subject to the Conflict of Interest Provisions of §§ 800 through 806 of the General Municipal Law,

“Financial Interest”: A person has a “Financial Interest” in a transaction if such person would receive an economic benefit, directly or indirectly, from such transaction or compensation agreement.

“Independent Director” means a Trustee who (i) is not, and has not been within the last three years, an employee of the Corporation or an Affiliate and does not have a Relative who is, or has been within the last three years, a Key Employee of the Corporation or of an Affiliate; (ii) has not received, and does not have a Relative who has received, in any of the last three fiscal years, more than \$10,000 in direct compensation from the Corporation or from an Affiliate (other than reimbursement for expenses reasonably incurred as a Trustee, Officer or Key Employee); and (iii) is not a current employee of, or does not have a substantial financial interest in, and does not have a Relative who is a current officer of or who has a substantial financial interest in, any entity that has made payments to, or received payments from the Corporation or from an Affiliate for property or services in an amount which, in any of the last three fiscal years, exceeds the lesser of \$25,000 or 2 % of such entity’s consolidated gross revenues. For these purposes, “payment” does not include charitable contributions.

“Key Employee” includes but is not limited to any person who is in a position to exercise substantial influence over the Corporation, as defined from time to time by the Corporation, or who has or shares authority to control or determine a substantial portion of the operating budgets of the Corporation or the schools or compensation for employees.

“Related Party” means: (1) any Trustee, Officer, or Key Employee of the Corporation or an Affiliate; (2) A Relative of any Trustee, Officer, or Key Employee of the Corporation or an Affiliate or (3) any entity in which any individual described in clause (1) or (2) of this definition has a 35% or greater ownership or beneficial interest, except that in the case of a partnership or professional corporation, a Related Party will include an entity in which any individual described in clause (1) or (2) above has a direct or indirect ownership interest in excess of 5%.

“Related Party Transaction” means any transaction or agreement or other kind of arrangement between the Corporation and a Related Party or an entity in which the Related Party has an interest. Related Party Transactions are subject to special provisions for disclosure, evaluation and documentation. In addition, certain Related Party Transactions are subject to limitations described in the Municipal Law. These special provisions and limitations are summarized in this Policy.

“Relative” means an individual’s spouse or domestic partner, as defined in Public Health Law §2994-a, ancestors, siblings (whether whole or half-blood), children (whether natural or adopted), grandchildren, great grandchildren and spouses or domestic partners of ancestors, siblings, children, grandchildren, and great-grandchildren. Children of siblings and their spouses and partners will also be considered Relatives under this Policy.

“School” any school managed by the Corporation.

“Trustees” and “Officers” are the elected individuals responsible for managing the affairs of the Corporation as described in the By-laws.

### **What is a Conflict of Interest?**

For purposes of this Policy, a “Conflict of Interest” arises when the personal, professional or financial interests of a Trustee, Officer or Key Employee diverge or may potentially diverge from the interests of the Corporation. A conflict of interest will arise when a transaction involving the Corporation could financially harm or benefit a person covered by this Policy, but a conflict of interest does not always involve financial interests. A conflict may also involve the use of the services or facilities of the Corporation or may involve the use of staff assistance for purposes other than carrying out professional or fiduciary duties.

Conflicts may also arise if a Trustee, Officer or Key Employee is asked to communicate on behalf of a person or firm with the Corporation. Accordingly, a Trustee, Officer or Key Employee may not communicate with the Board or a School on behalf of a person or a firm, unless requested to do so by the Corporation, and shall avoid engaging in activities that would appear to be unduly influenced by other persons who have a special interest in matters under consideration by the Trustee of the Corporation or employees of one of the Schools. If a Trustee, Officer or Key Employee inadvertently engages in such activities, he/she shall promptly notify the Board in writing of such activities and shall disclose all known facts prior to participating in a Board discussion of these matters.

### **Disclosure of Conflicts of Interest:**

Written disclosure of all potential Conflicts of Interest is required of Trustees, Officers and Key Employees prior to election or appointment and annually thereafter. However, Conflicts of Interest may arise between annual updates and, accordingly, an individual with a duality of interest shall disclose the potential Conflict (a) prior to voting on or otherwise discharging his or her duties with respect to any matter involving the potential Conflict; (b) prior to entering into any contract or transaction involving the Corporation; and (c) as soon as possible after he or she learns of an actual or potential Conflict of Interest. Disclosure of the material facts surrounding the Conflict of Interest shall be made to the Chairperson of the Board and the Chairperson of the Audit Committee. The interested Trustee or Officer shall thereafter refrain from participating in deliberations and decisions relating to the matter unless he or she is asked for information by the Chairperson of the Board or the Audit Committee.

The existence and resolution (as applicable) of any reported Conflict of Interest shall be documented in the appropriate records of the Corporation, including in the minutes of any meeting at which the Conflict of Interest was discussed and voted upon.

A Key Employee who wishes to use staff assistance, services or facilities for purposes other than carrying out professional responsibilities will disclose the Conflict to the Principal of the School who will exercise discretion in allowing or disallowing the proposed use in accordance with this Policy.

### **Annual Statements:**

Without limiting the general and continuing disclosure obligation set forth in the preceding section, the Chairperson of the Audit Committee shall distribute annually to all Trustees, Officers and Key Employees, a form soliciting the disclosure of all potential Conflicts of Interests, including specific information concerning the terms of any contract or transaction with the Corporation and whether the applicable processes set forth in this Policy were used. Each Trustee, Officer and Key Employee shall also annually sign a statement included with the form distributed by the Corporation which affirms such person:

- a. has received a copy of this Policy;
- b. has read and understands this Policy, and
- c. has agreed to comply with this Policy.

Written disclosures shall be submitted to and reviewed by the Chairperson of the Board and the Chairperson of the Audit Committee.

### **Related Party Transactions:**

A Related Party Transaction is a transaction in which the Corporation is a party and a Related Party (as defined above) has a financial interest or another material interest. All rules and principles related to disclosure of Conflicts of Interest apply to Related Party Transactions, but in addition, the Trustees must initiate a formal Audit Committee review or a review by a quorum of the Board consisting of Independent Trustees.

Any Trustee, Officer or Key Employee with an interest in a Related Party Transaction shall make a good faith disclosure of all material facts related to such interest to the Audit Committee. The Audit Committee shall review all the material facts related to the proposed Related Party Transaction and request any additional information that it deems necessary to complete such review.

The Municipal Law prohibits transactions between Charter Schools and for-profit business entities in which a member of the Board of Trustees or a Key Employee has an interest if such Trustee or Key Employee has certain enumerated responsibilities. Accordingly, the Audit Committee will first determine whether or not the Trustee, Officer or Key Employee who has an interest in any proposed contract with a for-profit entity, has the power or duty, individually or as a member of the Board, to (1) negotiate, prepare, authorize or approve the contract or authorize payment thereunder; (2) audit bills or claims under the contract; or (3) appoint an officer or employee who has any of these powers or duties. If the interested Trustee, Officer or Key Employee does not have any of the enumerated responsibilities or if the proposed contract is with a not-for-profit entity, or is otherwise authorized by § 802 of the Municipal Law, the Committee may continue its review.

If a Related Party Transaction is otherwise authorized and the Related Party has a “substantial” financial interest or other material interest in such transaction, as assessed by the Audit Committee, the Audit Committee shall consider alternative transactions to the proposed transaction and the Chairperson of the Committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives. The Committee, after reviewing any such alternatives, shall determine whether the Corporation can obtain, with reasonable efforts, a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.

The Audit Committee shall after considering alternative transactions and/or comparability data, determine whether the transaction or arrangement is fair, reasonable, and in the best interest of the Corporation at the time of its decision.

Following its review the Audit Committee may approve the transaction, or may refer the matter to the Board of Trustees for approval by the Board.

Upon receiving a recommendation from the Audit Committee, the Board may accept the recommendation or make an independent determination as to whether the proposed transaction is fair, reasonable and in the best interests of the Corporation. Upon the affirmative vote of not less than a majority of independent Trustees present, the Trustees may authorize the transaction.

At the time of any deliberation or decision by the Audit Committee or the Board concerning the authorization of a proposed Related Party Transaction, the interested Trustee, Officer or Key Employee shall not be present and shall not attempt to improperly influence any deliberations or voting, provided that the Board, or Audit Committee, may request such individual to provide information regarding the Related Party Transaction prior to the commencement of deliberations or voting.

The minutes of the meeting of the Board and the Audit Committee that conducted the initial review shall provide contemporaneous documentation of the basis for approval, including the Board’s consideration of any alternative transactions. The minutes shall also contain the names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, and a record of any votes taken in connection with the proceedings.

The Corporation shall not enter into a Related Party Transaction unless it is approved in accordance with this Policy. **Any Related Party Transaction that is approved without complying with the procedure set forth in this section shall be void.**

### **Periodic Reviews**

To ensure that the KIPP NYC Public Charter Schools operate in a manner consistent with charitable purposes and do not engage in activities that could jeopardize tax-exempt status, periodic reviews shall be conducted by the Audit Committee of each Corporation. The Audit

Committee shall report to the Board of Trustees. The periodic reviews shall, at a minimum, include the following subjects:

- a. Whether compensation arrangements and benefits are fair and reasonable, based on competent survey information, and in the best interests of the Corporation.
- b. Whether any related party transactions or arrangements with or on behalf of the Corporation are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes and do not result in inurement, impermissible private benefit or in an excess benefit transaction.

**Violations of the Conflicts of Interest Policy:**

If the Board has reasonable cause to believe that a Trustee, Officer or Key Employee has failed to disclose an actual or possible Conflict of Interest, it shall inform the individual of the basis for such belief and afford that person an opportunity to explain the alleged failure to disclose. If, after hearing the response and after making further investigation as warranted by the circumstances, the Board determines that the Trustee, Officer or Key Employee has failed to disclose an actual or possible Conflict of Interest, it shall take appropriate disciplinary and corrective action.



**KIPP NYC Conflict of Interest Policy 2020-21**  
**Acknowledgement of Receipt**

1. Name of Board Member: Gwendolyn Brunson
2. Board(s) on Which Member Serves: KIPP Academy Board; KIPP NYC Public Schools Boards
3. Office(s) Held by Board Member:
4. By my signature below, I certify that I have:
  - a. Received a copy of KIPP NYC's Conflict of Interest Policy;
  - b. Read and understood this Policy; and,
  - c. Agreed to comply with this Policy.

Signature of Board Member:   
2F9B98F9DF6645A...

Date: 7/2/2021





## 2021 DISCLOSURE OF FINANCIAL INTEREST FORM

Disclosure of financial interest by a not-for-profit charter school education corporation trustee  
For the school year ended June 30, 2021

Education Corporation, Trustee Name and Position(s)	
Name of education corporation:	KIPP NYC Public Charter Schools
Name of trustee (print):	Gwendolyn Brunson
Position(s) on board, if any (e.g., chair, treasurer, committee chair, etc.):	
Email Address:	

Home Address	
Please complete with <i>changes</i> only:	
Street:	
City, State Zip:	
Phone:	

Business Address	
Please complete with <i>changes</i> only:	
Business Name:	
Street:	
City, State Zip:	
Phone:	

Questions	
1) Are you, or have you been during the last school year (July 1-June 30), an employee of the education corporation? [If you check <b>yes</b> , answer 1a), 1b), and 1c)].	<input type="radio"/> Yes <input checked="" type="radio"/> No
1a) Description of the position:	
1b) Salary:	
1c) Start date:	
2) Are you related, by blood, marriage, or legal adoption/guardianship, to, or do you cohabitate with, any person (any of the foregoing being an "interested person") who is, or, during the last school year (July 1-June 30), was employed by the education corporation, or who could otherwise benefit from your being a trustee? If yes, please identify each interest/transaction (and provide the requested information) that you ("self") or any interested persons have held or engaged in with the education corporation during the prior school year.	

☒ None

Name and Relationship	Nature of Financial Interest/Transaction	Approximate Value of the Business Conducted	Steps Taken to Avoid a Conflict of Interest, (e.g., did not vote, did not participate in discussion)	Date of Transaction(s) or "Ongoing"
None				

**3) Identify each individual, business, corporation, union association, firm, partnership, committee, proprietorship, franchise holding company, joint stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the education corporation *and* in which such entity, during the preceding school year (July 1 – June 30), you and/or an interested person had a financial interest or other relationship. If you or an interested person are a member, director, officer, or employee of an organization doing business with the education corporation through a management, shared services, or other services agreement, you need not list every transaction between such entity and the education corporation; rather, please identify only the name of the entity, the applicable position in the entity as well as the relationship between such entity and the education corporation.**

☒ None

Name and Relationship	Entity Conducting Business with the Education Corporation	Nature of the Person's Interest in the Entity	Nature of Business Conducted	Approximate Value of the Business Conducted	Steps Taken to Avoid Conflict of Interest	Date of Transaction(s) or "Ongoing"
None						

**Trustee Signature**

DocuSigned by: 

Signature:  2F9B98F9DF6645A...

By signing this Disclosure of Financial Interest Form, the trustee certifies that the information contained in this disclosure is true and accurate to the best of his or her knowledge.

## **Conflicts of Interest Policy**

### **KIPP NYC Public Charter Schools & KIPP Academy Charter School**

#### **Purpose:**

KIPP NYC Public Charter Schools and KIPP Academy Charter School (collectively, “KIPP NYC”) has adopted a Code of Ethics setting forth for the guidance of trustees, officers and employees the standards of conduct expected of them, including standards with respect to disclosure of conflicts of interest regarding any matter brought or required to be brought before their respective Boards. The Conflict of Interest Policy is part of the Codes of Ethics adopted by each of the Corporations. It provides procedures for addressing, disclosing, and documenting conflicts of interest as such term is used in §§ 800 through 806 of the New York State General Municipal Law (hereafter “the Municipal Law”) and in § 715-a of the Not-for-Profit Corporation Law. It also includes procedures for addressing Related Party Transactions, as such term is defined in § 102 (24) of the Not-for-Profit Corporation Law. The Policy supplements, and does not replace any applicable provisions of the General Municipal Law and other state and federal laws governing conflicts of interest. It applies to all Trustees, Officers and Key Employees of each of the Corporations. The Schools will be referred to herein, individually, as “the Corporation.”

#### **Definitions:**

“Affiliate” means an entity controlled by, in control of, or under common control with the Corporation.

“Audit Committee” means the Audit Committee of the Corporation, as described in the By-laws of the Corporation. The Audit Committee is comprised of at least three Trustees who are Independent Directors as defined in § 102 (21) of the Not-for-Profit Corporation Law and in this Policy.

“Board” means the Board of Trustees.

“Compensation” means direct or indirect remuneration, as well as gifts or favors. A gift or favor that is valued at \$75 or more is expressly prohibited by the Municipal Law when offered to a Trustee, Officer or Key Employee in connection with official duties, but gifts of lesser value may also be subject to this policy.

“Corporation” refers to each of the KIPP NYC Public Charter Schools which have adopted this policy and which are Education Corporations and, as such, subject to provisions of the Not-for-Profit Corporation Law made applicable to education corporations by § 216-a of the Education Law. Each Corporation, as a chartered entity, is also subject to the Conflict of Interest Provisions of §§ 800 through 806 of the General Municipal Law,

“Financial Interest”: A person has a “Financial Interest” in a transaction if such person would receive an economic benefit, directly or indirectly, from such transaction or compensation agreement.

“Independent Director” means a Trustee who (i) is not, and has not been within the last three years, an employee of the Corporation or an Affiliate and does not have a Relative who is, or has been within the last three years, a Key Employee of the Corporation or of an Affiliate; (ii) has not received, and does not have a Relative who has received, in any of the last three fiscal years, more than \$10,000 in direct compensation from the Corporation or from an Affiliate (other than reimbursement for expenses reasonably incurred as a Trustee, Officer or Key Employee); and (iii) is not a current employee of, or does not have a substantial financial interest in, and does not have a Relative who is a current officer of or who has a substantial financial interest in, any entity that has made payments to, or received payments from the Corporation or from an Affiliate for property or services in an amount which, in any of the last three fiscal years, exceeds the lesser of \$25,000 or 2 % of such entity’s consolidated gross revenues. For these purposes, “payment” does not include charitable contributions.

“Key Employee” includes but is not limited to any person who is in a position to exercise substantial influence over the Corporation, as defined from time to time by the Corporation, or who has or shares authority to control or determine a substantial portion of the operating budgets of the Corporation or the schools or compensation for employees.

“Related Party” means: (1) any Trustee, Officer, or Key Employee of the Corporation or an Affiliate; (2) A Relative of any Trustee, Officer, or Key Employee of the Corporation or an Affiliate or (3) any entity in which any individual described in clause (1) or (2) of this definition has a 35% or greater ownership or beneficial interest, except that in the case of a partnership or professional corporation, a Related Party will include an entity in which any individual described in clause (1) or (2) above has a direct or indirect ownership interest in excess of 5%.

“Related Party Transaction” means any transaction or agreement or other kind of arrangement between the Corporation and a Related Party or an entity in which the Related Party has an interest. Related Party Transactions are subject to special provisions for disclosure, evaluation and documentation. In addition, certain Related Party Transactions are subject to limitations described in the Municipal Law. These special provisions and limitations are summarized in this Policy.

“Relative” means an individual’s spouse or domestic partner, as defined in Public Health Law §2994-a, ancestors, siblings (whether whole or half-blood), children (whether natural or adopted), grandchildren, great grandchildren and spouses or domestic partners of ancestors, siblings, children, grandchildren, and great-grandchildren. Children of siblings and their spouses and partners will also be considered Relatives under this Policy.

“School” any school managed by the Corporation.

“Trustees” and “Officers” are the elected individuals responsible for managing the affairs of the Corporation as described in the By-laws.

### **What is a Conflict of Interest?**

For purposes of this Policy, a “Conflict of Interest” arises when the personal, professional or financial interests of a Trustee, Officer or Key Employee diverge or may potentially diverge from the interests of the Corporation. A conflict of interest will arise when a transaction involving the Corporation could financially harm or benefit a person covered by this Policy, but a conflict of interest does not always involve financial interests. A conflict may also involve the use of the services or facilities of the Corporation or may involve the use of staff assistance for purposes other than carrying out professional or fiduciary duties.

Conflicts may also arise if a Trustee, Officer or Key Employee is asked to communicate on behalf of a person or firm with the Corporation. Accordingly, a Trustee, Officer or Key Employee may not communicate with the Board or a School on behalf of a person or a firm, unless requested to do so by the Corporation, and shall avoid engaging in activities that would appear to be unduly influenced by other persons who have a special interest in matters under consideration by the Trustee of the Corporation or employees of one of the Schools. If a Trustee, Officer or Key Employee inadvertently engages in such activities, he/she shall promptly notify the Board in writing of such activities and shall disclose all known facts prior to participating in a Board discussion of these matters.

### **Disclosure of Conflicts of Interest:**

Written disclosure of all potential Conflicts of Interest is required of Trustees, Officers and Key Employees prior to election or appointment and annually thereafter. However, Conflicts of Interest may arise between annual updates and, accordingly, an individual with a duality of interest shall disclose the potential Conflict (a) prior to voting on or otherwise discharging his or her duties with respect to any matter involving the potential Conflict; (b) prior to entering into any contract or transaction involving the Corporation; and (c) as soon as possible after he or she learns of an actual or potential Conflict of Interest. Disclosure of the material facts surrounding the Conflict of Interest shall be made to the Chairperson of the Board and the Chairperson of the Audit Committee. The interested Trustee or Officer shall thereafter refrain from participating in deliberations and decisions relating to the matter unless he or she is asked for information by the Chairperson of the Board or the Audit Committee.

The existence and resolution (as applicable) of any reported Conflict of Interest shall be documented in the appropriate records of the Corporation, including in the minutes of any meeting at which the Conflict of Interest was discussed and voted upon.

A Key Employee who wishes to use staff assistance, services or facilities for purposes other than carrying out professional responsibilities will disclose the Conflict to the Principal of the School who will exercise discretion in allowing or disallowing the proposed use in accordance with this Policy.

### **Annual Statements:**

Without limiting the general and continuing disclosure obligation set forth in the preceding section, the Chairperson of the Audit Committee shall distribute annually to all Trustees, Officers and Key Employees, a form soliciting the disclosure of all potential Conflicts of Interests, including specific information concerning the terms of any contract or transaction with the Corporation and whether the applicable processes set forth in this Policy were used. Each Trustee, Officer and Key Employee shall also annually sign a statement included with the form distributed by the Corporation which affirms such person:

- a. has received a copy of this Policy;
- b. has read and understands this Policy, and
- c. has agreed to comply with this Policy.

Written disclosures shall be submitted to and reviewed by the Chairperson of the Board and the Chairperson of the Audit Committee.

### **Related Party Transactions:**

A Related Party Transaction is a transaction in which the Corporation is a party and a Related Party (as defined above) has a financial interest or another material interest. All rules and principles related to disclosure of Conflicts of Interest apply to Related Party Transactions, but in addition, the Trustees must initiate a formal Audit Committee review or a review by a quorum of the Board consisting of Independent Trustees.

Any Trustee, Officer or Key Employee with an interest in a Related Party Transaction shall make a good faith disclosure of all material facts related to such interest to the Audit Committee. The Audit Committee shall review all the material facts related to the proposed Related Party Transaction and request any additional information that it deems necessary to complete such review.

The Municipal Law prohibits transactions between Charter Schools and for-profit business entities in which a member of the Board of Trustees or a Key Employee has an interest if such Trustee or Key Employee has certain enumerated responsibilities. Accordingly, the Audit Committee will first determine whether or not the Trustee, Officer or Key Employee who has an interest in any proposed contract with a for-profit entity, has the power or duty, individually or as a member of the Board, to (1) negotiate, prepare, authorize or approve the contract or authorize payment thereunder; (2) audit bills or claims under the contract; or (3) appoint an officer or employee who has any of these powers or duties. If the interested Trustee, Officer or Key Employee does not have any of the enumerated responsibilities or if the proposed contract is with a not-for-profit entity, or is otherwise authorized by § 802 of the Municipal Law, the Committee may continue its review.

If a Related Party Transaction is otherwise authorized and the Related Party has a “substantial” financial interest or other material interest in such transaction, as assessed by the Audit Committee, the Audit Committee shall consider alternative transactions to the proposed transaction and the Chairperson of the Committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives. The Committee, after reviewing any such alternatives, shall determine whether the Corporation can obtain, with reasonable efforts, a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.

The Audit Committee shall after considering alternative transactions and/or comparability data, determine whether the transaction or arrangement is fair, reasonable, and in the best interest of the Corporation at the time of its decision.

Following its review the Audit Committee may approve the transaction, or may refer the matter to the Board of Trustees for approval by the Board.

Upon receiving a recommendation from the Audit Committee, the Board may accept the recommendation or make an independent determination as to whether the proposed transaction is fair, reasonable and in the best interests of the Corporation. Upon the affirmative vote of not less than a majority of independent Trustees present, the Trustees may authorize the transaction.

At the time of any deliberation or decision by the Audit Committee or the Board concerning the authorization of a proposed Related Party Transaction, the interested Trustee, Officer or Key Employee shall not be present and shall not attempt to improperly influence any deliberations or voting, provided that the Board, or Audit Committee, may request such individual to provide information regarding the Related Party Transaction prior to the commencement of deliberations or voting.

The minutes of the meeting of the Board and the Audit Committee that conducted the initial review shall provide contemporaneous documentation of the basis for approval, including the Board’s consideration of any alternative transactions. The minutes shall also contain the names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, and a record of any votes taken in connection with the proceedings.

The Corporation shall not enter into a Related Party Transaction unless it is approved in accordance with this Policy. **Any Related Party Transaction that is approved without complying with the procedure set forth in this section shall be void.**

### **Periodic Reviews**

To ensure that the KIPP NYC Public Charter Schools operate in a manner consistent with charitable purposes and do not engage in activities that could jeopardize tax-exempt status, periodic reviews shall be conducted by the Audit Committee of each Corporation. The Audit

Committee shall report to the Board of Trustees. The periodic reviews shall, at a minimum, include the following subjects:

- a. Whether compensation arrangements and benefits are fair and reasonable, based on competent survey information, and in the best interests of the Corporation.
- b. Whether any related party transactions or arrangements with or on behalf of the Corporation are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes and do not result in inurement, impermissible private benefit or in an excess benefit transaction.

**Violations of the Conflicts of Interest Policy:**

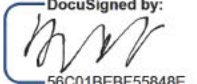
If the Board has reasonable cause to believe that a Trustee, Officer or Key Employee has failed to disclose an actual or possible Conflict of Interest, it shall inform the individual of the basis for such belief and afford that person an opportunity to explain the alleged failure to disclose. If, after hearing the response and after making further investigation as warranted by the circumstances, the Board determines that the Trustee, Officer or Key Employee has failed to disclose an actual or possible Conflict of Interest, it shall take appropriate disciplinary and corrective action.





**KIPP NYC Conflict of Interest Policy 2020-21**  
**Acknowledgement of Receipt**

1. Name of Board Member: Richard Taft
2. Board(s) on Which Member Serves: KIPP Academy Board; KIPP NYC Public Schools Boards
3. Office(s) Held by Board Member: Treasurer
4. By my signature below, I certify that I have:
  - a. Received a copy of KIPP NYC's Conflict of Interest Policy;
  - b. Read and understood this Policy; and,
  - c. Agreed to comply with this Policy.

Signature of Board Member:   
56C01BEBF55848E...

Date: 6/29/2021



## 2021 DISCLOSURE OF FINANCIAL INTEREST FORM

Disclosure of financial interest by a not-for-profit charter school education corporation trustee  
For the school year ended June 30, 2021

Education Corporation, Trustee Name and Position(s)	
Name of education corporation:	KIPP
Name of trustee (print):	Richard Taft
Position(s) on board, if any (e.g., chair, treasurer, committee chair, etc.):	Board
Email Address:	[REDACTED]

Home Address	
Please complete with <i>changes</i> only:	
Street:	[REDACTED]
City, State Zip:	[REDACTED]
Phone:	[REDACTED]

Business Address	
Please complete with <i>changes</i> only:	
Business Name:	[REDACTED]
Street:	[REDACTED]
City, State Zip:	[REDACTED]
Phone:	[REDACTED]

Questions	
1) Are you, or have you been during the last school year (July 1-June 30), an employee of the education corporation? [If you check <b>yes</b> , answer 1a), 1b), and 1c)].	<input type="radio"/> Yes <input checked="" type="radio"/> No
1a) Description of the position:	
1b) Salary:	
1c) Start date:	
2) Are you related, by blood, marriage, or legal adoption/guardianship, to, or do you cohabitate with, any person (any of the foregoing being an "interested person") who is, or, during the last school year (July 1-June 30), was employed by the education corporation, or who could otherwise benefit from your being a trustee? If yes, please identify each interest/transaction (and provide the requested information) that you ("self") or any interested persons have held or engaged in with the education corporation during the prior school year.	

☒ None

Name and Relationship	Nature of Financial Interest/Transaction	Approximate Value of the Business Conducted	Steps Taken to Avoid a Conflict of Interest, (e.g., did not vote, did not participate in discussion)	Date of Transaction(s) or "Ongoing"

**3) Identify each individual, business, corporation, union association, firm, partnership, committee, proprietorship, franchise holding company, joint stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the education corporation *and* in which such entity, during the preceding school year (July 1 – June 30), you and/or an interested person had a financial interest or other relationship. If you or an interested person are a member, director, officer, or employee of an organization doing business with the education corporation through a management, shared services, or other services agreement, you need not list every transaction between such entity and the education corporation; rather, please identify only the name of the entity, the applicable position in the entity as well as the relationship between such entity and the education corporation.**

☒ None

Name and Relationship	Entity Conducting Business with the Education Corporation	Nature of the Person's Interest in the Entity	Nature of Business Conducted	Approximate Value of the Business Conducted	Steps Taken to Avoid Conflict of Interest	Date of Transaction(s) or "Ongoing"

**Trustee Signature**

DocuSigned by:  56C01BEBF55848E...

Signature:

By signing this Disclosure of Financial Interest Form, the trustee certifies that the information contained in this disclosure is true and accurate to the best of his or her knowledge.

## **Conflicts of Interest Policy**

### **KIPP NYC Public Charter Schools & KIPP Academy Charter School**

#### **Purpose:**

KIPP NYC Public Charter Schools and KIPP Academy Charter School (collectively, “KIPP NYC”) has adopted a Code of Ethics setting forth for the guidance of trustees, officers and employees the standards of conduct expected of them, including standards with respect to disclosure of conflicts of interest regarding any matter brought or required to be brought before their respective Boards. The Conflict of Interest Policy is part of the Codes of Ethics adopted by each of the Corporations. It provides procedures for addressing, disclosing, and documenting conflicts of interest as such term is used in §§ 800 through 806 of the New York State General Municipal Law (hereafter “the Municipal Law”) and in § 715-a of the Not-for-Profit Corporation Law. It also includes procedures for addressing Related Party Transactions, as such term is defined in § 102 (24) of the Not-for-Profit Corporation Law. The Policy supplements, and does not replace any applicable provisions of the General Municipal Law and other state and federal laws governing conflicts of interest. It applies to all Trustees, Officers and Key Employees of each of the Corporations. The Schools will be referred to herein, individually, as “the Corporation.”

#### **Definitions:**

“Affiliate” means an entity controlled by, in control of, or under common control with the Corporation.

“Audit Committee” means the Audit Committee of the Corporation, as described in the By-laws of the Corporation. The Audit Committee is comprised of at least three Trustees who are Independent Directors as defined in § 102 (21) of the Not-for-Profit Corporation Law and in this Policy.

“Board” means the Board of Trustees.

“Compensation” means direct or indirect remuneration, as well as gifts or favors. A gift or favor that is valued at \$75 or more is expressly prohibited by the Municipal Law when offered to a Trustee, Officer or Key Employee in connection with official duties, but gifts of lesser value may also be subject to this policy.

“Corporation” refers to each of the KIPP NYC Public Charter Schools which have adopted this policy and which are Education Corporations and, as such, subject to provisions of the Not-for-Profit Corporation Law made applicable to education corporations by § 216-a of the Education Law. Each Corporation, as a chartered entity, is also subject to the Conflict of Interest Provisions of §§ 800 through 806 of the General Municipal Law,

“Financial Interest”: A person has a “Financial Interest” in a transaction if such person would receive an economic benefit, directly or indirectly, from such transaction or compensation agreement.

“Independent Director” means a Trustee who (i) is not, and has not been within the last three years, an employee of the Corporation or an Affiliate and does not have a Relative who is, or has been within the last three years, a Key Employee of the Corporation or of an Affiliate; (ii) has not received, and does not have a Relative who has received, in any of the last three fiscal years, more than \$10,000 in direct compensation from the Corporation or from an Affiliate (other than reimbursement for expenses reasonably incurred as a Trustee, Officer or Key Employee); and (iii) is not a current employee of, or does not have a substantial financial interest in, and does not have a Relative who is a current officer of or who has a substantial financial interest in, any entity that has made payments to, or received payments from the Corporation or from an Affiliate for property or services in an amount which, in any of the last three fiscal years, exceeds the lesser of \$25,000 or 2 % of such entity’s consolidated gross revenues. For these purposes, “payment” does not include charitable contributions.

“Key Employee” includes but is not limited to any person who is in a position to exercise substantial influence over the Corporation, as defined from time to time by the Corporation, or who has or shares authority to control or determine a substantial portion of the operating budgets of the Corporation or the schools or compensation for employees.

“Related Party” means: (1) any Trustee, Officer, or Key Employee of the Corporation or an Affiliate; (2) A Relative of any Trustee, Officer, or Key Employee of the Corporation or an Affiliate or (3) any entity in which any individual described in clause (1) or (2) of this definition has a 35% or greater ownership or beneficial interest, except that in the case of a partnership or professional corporation, a Related Party will include an entity in which any individual described in clause (1) or (2) above has a direct or indirect ownership interest in excess of 5%.

“Related Party Transaction” means any transaction or agreement or other kind of arrangement between the Corporation and a Related Party or an entity in which the Related Party has an interest. Related Party Transactions are subject to special provisions for disclosure, evaluation and documentation. In addition, certain Related Party Transactions are subject to limitations described in the Municipal Law. These special provisions and limitations are summarized in this Policy.

“Relative” means an individual’s spouse or domestic partner, as defined in Public Health Law §2994-a, ancestors, siblings (whether whole or half-blood), children (whether natural or adopted), grandchildren, great grandchildren and spouses or domestic partners of ancestors, siblings, children, grandchildren, and great-grandchildren. Children of siblings and their spouses and partners will also be considered Relatives under this Policy.

“School” any school managed by the Corporation.

“Trustees” and “Officers” are the elected individuals responsible for managing the affairs of the Corporation as described in the By-laws.

### **What is a Conflict of Interest?**

For purposes of this Policy, a “Conflict of Interest” arises when the personal, professional or financial interests of a Trustee, Officer or Key Employee diverge or may potentially diverge from the interests of the Corporation. A conflict of interest will arise when a transaction involving the Corporation could financially harm or benefit a person covered by this Policy, but a conflict of interest does not always involve financial interests. A conflict may also involve the use of the services or facilities of the Corporation or may involve the use of staff assistance for purposes other than carrying out professional or fiduciary duties.

Conflicts may also arise if a Trustee, Officer or Key Employee is asked to communicate on behalf of a person or firm with the Corporation. Accordingly, a Trustee, Officer or Key Employee may not communicate with the Board or a School on behalf of a person or a firm, unless requested to do so by the Corporation, and shall avoid engaging in activities that would appear to be unduly influenced by other persons who have a special interest in matters under consideration by the Trustee of the Corporation or employees of one of the Schools. If a Trustee, Officer or Key Employee inadvertently engages in such activities, he/she shall promptly notify the Board in writing of such activities and shall disclose all known facts prior to participating in a Board discussion of these matters.

### **Disclosure of Conflicts of Interest:**

Written disclosure of all potential Conflicts of Interest is required of Trustees, Officers and Key Employees prior to election or appointment and annually thereafter. However, Conflicts of Interest may arise between annual updates and, accordingly, an individual with a duality of interest shall disclose the potential Conflict (a) prior to voting on or otherwise discharging his or her duties with respect to any matter involving the potential Conflict; (b) prior to entering into any contract or transaction involving the Corporation; and (c) as soon as possible after he or she learns of an actual or potential Conflict of Interest. Disclosure of the material facts surrounding the Conflict of Interest shall be made to the Chairperson of the Board and the Chairperson of the Audit Committee. The interested Trustee or Officer shall thereafter refrain from participating in deliberations and decisions relating to the matter unless he or she is asked for information by the Chairperson of the Board or the Audit Committee.

The existence and resolution (as applicable) of any reported Conflict of Interest shall be documented in the appropriate records of the Corporation, including in the minutes of any meeting at which the Conflict of Interest was discussed and voted upon.

A Key Employee who wishes to use staff assistance, services or facilities for purposes other than carrying out professional responsibilities will disclose the Conflict to the Principal of the School who will exercise discretion in allowing or disallowing the proposed use in accordance with this Policy.

### **Annual Statements:**

Without limiting the general and continuing disclosure obligation set forth in the preceding section, the Chairperson of the Audit Committee shall distribute annually to all Trustees, Officers and Key Employees, a form soliciting the disclosure of all potential Conflicts of Interests, including specific information concerning the terms of any contract or transaction with the Corporation and whether the applicable processes set forth in this Policy were used. Each Trustee, Officer and Key Employee shall also annually sign a statement included with the form distributed by the Corporation which affirms such person:

- a. has received a copy of this Policy;
- b. has read and understands this Policy, and
- c. has agreed to comply with this Policy.

Written disclosures shall be submitted to and reviewed by the Chairperson of the Board and the Chairperson of the Audit Committee.

### **Related Party Transactions:**

A Related Party Transaction is a transaction in which the Corporation is a party and a Related Party (as defined above) has a financial interest or another material interest. All rules and principles related to disclosure of Conflicts of Interest apply to Related Party Transactions, but in addition, the Trustees must initiate a formal Audit Committee review or a review by a quorum of the Board consisting of Independent Trustees.

Any Trustee, Officer or Key Employee with an interest in a Related Party Transaction shall make a good faith disclosure of all material facts related to such interest to the Audit Committee. The Audit Committee shall review all the material facts related to the proposed Related Party Transaction and request any additional information that it deems necessary to complete such review.

The Municipal Law prohibits transactions between Charter Schools and for-profit business entities in which a member of the Board of Trustees or a Key Employee has an interest if such Trustee or Key Employee has certain enumerated responsibilities. Accordingly, the Audit Committee will first determine whether or not the Trustee, Officer or Key Employee who has an interest in any proposed contract with a for-profit entity, has the power or duty, individually or as a member of the Board, to (1) negotiate, prepare, authorize or approve the contract or authorize payment thereunder; (2) audit bills or claims under the contract; or (3) appoint an officer or employee who has any of these powers or duties. If the interested Trustee, Officer or Key Employee does not have any of the enumerated responsibilities or if the proposed contract is with a not-for-profit entity, or is otherwise authorized by § 802 of the Municipal Law, the Committee may continue its review.

If a Related Party Transaction is otherwise authorized and the Related Party has a “substantial” financial interest or other material interest in such transaction, as assessed by the Audit Committee, the Audit Committee shall consider alternative transactions to the proposed transaction and the Chairperson of the Committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives. The Committee, after reviewing any such alternatives, shall determine whether the Corporation can obtain, with reasonable efforts, a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.

The Audit Committee shall after considering alternative transactions and/or comparability data, determine whether the transaction or arrangement is fair, reasonable, and in the best interest of the Corporation at the time of its decision.

Following its review the Audit Committee may approve the transaction, or may refer the matter to the Board of Trustees for approval by the Board.

Upon receiving a recommendation from the Audit Committee, the Board may accept the recommendation or make an independent determination as to whether the proposed transaction is fair, reasonable and in the best interests of the Corporation. Upon the affirmative vote of not less than a majority of independent Trustees present, the Trustees may authorize the transaction.

At the time of any deliberation or decision by the Audit Committee or the Board concerning the authorization of a proposed Related Party Transaction, the interested Trustee, Officer or Key Employee shall not be present and shall not attempt to improperly influence any deliberations or voting, provided that the Board, or Audit Committee, may request such individual to provide information regarding the Related Party Transaction prior to the commencement of deliberations or voting.

The minutes of the meeting of the Board and the Audit Committee that conducted the initial review shall provide contemporaneous documentation of the basis for approval, including the Board’s consideration of any alternative transactions. The minutes shall also contain the names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, and a record of any votes taken in connection with the proceedings.

The Corporation shall not enter into a Related Party Transaction unless it is approved in accordance with this Policy. **Any Related Party Transaction that is approved without complying with the procedure set forth in this section shall be void.**

### **Periodic Reviews**

To ensure that the KIPP NYC Public Charter Schools operate in a manner consistent with charitable purposes and do not engage in activities that could jeopardize tax-exempt status, periodic reviews shall be conducted by the Audit Committee of each Corporation. The Audit



Committee shall report to the Board of Trustees. The periodic reviews shall, at a minimum, include the following subjects:

- a. Whether compensation arrangements and benefits are fair and reasonable, based on competent survey information, and in the best interests of the Corporation.
- b. Whether any related party transactions or arrangements with or on behalf of the Corporation are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes and do not result in inurement, impermissible private benefit or in an excess benefit transaction.

**Violations of the Conflicts of Interest Policy:**

If the Board has reasonable cause to believe that a Trustee, Officer or Key Employee has failed to disclose an actual or possible Conflict of Interest, it shall inform the individual of the basis for such belief and afford that person an opportunity to explain the alleged failure to disclose. If, after hearing the response and after making further investigation as warranted by the circumstances, the Board determines that the Trustee, Officer or Key Employee has failed to disclose an actual or possible Conflict of Interest, it shall take appropriate disciplinary and corrective action.



**KIPP NYC Conflict of Interest Policy 2020-21  
Acknowledgement of Receipt**

1. Name of Board Member: Whitney Tilson
2. Board(s) on Which Member Serves: KIPP Academy Board
3. Office(s) Held by Board Member:
4. By my signature below, I certify that I have:
  - a. Received a copy of KIPP NYC's Conflict of Interest Policy;
  - b. Read and understood this Policy; and,
  - c. Agreed to comply with this Policy.

Signature of Board Member:

DocuSigned by:  
  
F18F9ACB80214D2...

Date:

7/4/2021

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

**Name:**     whitney Tilson

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

KIPP Academy Board

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

2. Are you an employee of any school operated by the education corporation?  
\_\_\_\_\_ **Yes**    <sup>x</sup> **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.

None

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.

None

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.

None

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 <sup>x</sup> \_\_\_\_ 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>Please write “None” if applicable. Do not leave this space blank.</i>			
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

*cable. Do not leave this space blank.*

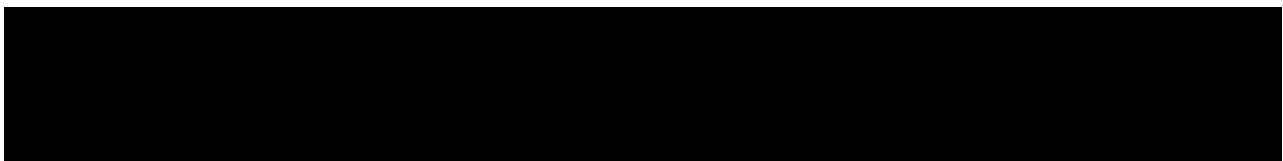
DocuSigned by:  
Hilari J. J.

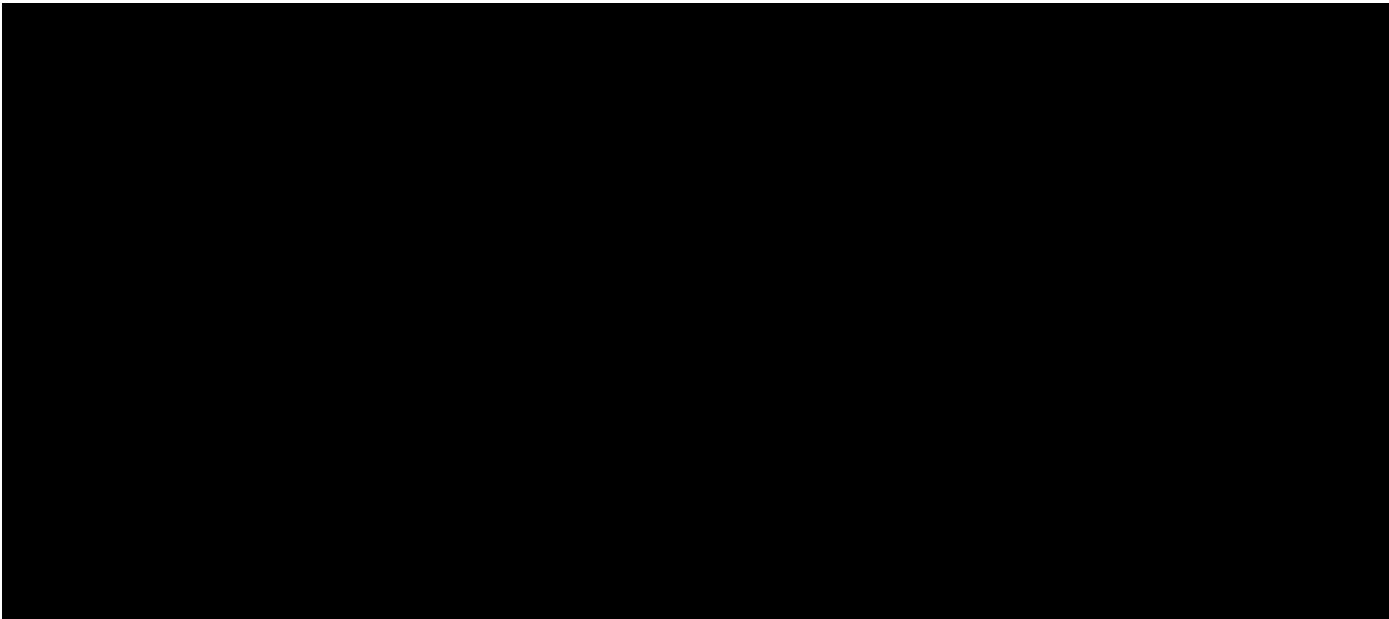
7/4/202

Signature

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.*





## **Conflicts of Interest Policy**

### **KIPP NYC Public Charter Schools & KIPP Academy Charter School**

#### **Purpose:**

KIPP NYC Public Charter Schools and KIPP Academy Charter School (collectively, “KIPP NYC”) has adopted a Code of Ethics setting forth for the guidance of trustees, officers and employees the standards of conduct expected of them, including standards with respect to disclosure of conflicts of interest regarding any matter brought or required to be brought before their respective Boards. The Conflict of Interest Policy is part of the Codes of Ethics adopted by each of the Corporations. It provides procedures for addressing, disclosing, and documenting conflicts of interest as such term is used in §§ 800 through 806 of the New York State General Municipal Law (hereafter “the Municipal Law”) and in § 715-a of the Not-for-Profit Corporation Law. It also includes procedures for addressing Related Party Transactions, as such term is defined in § 102 (24) of the Not-for-Profit Corporation Law. The Policy supplements, and does not replace any applicable provisions of the General Municipal Law and other state and federal laws governing conflicts of interest. It applies to all Trustees, Officers and Key Employees of each of the Corporations. The Schools will be referred to herein, individually, as “the Corporation.”

#### **Definitions:**

“Affiliate” means an entity controlled by, in control of, or under common control with the Corporation.

“Audit Committee” means the Audit Committee of the Corporation, as described in the By-laws of the Corporation. The Audit Committee is comprised of at least three Trustees who are Independent Directors as defined in § 102 (21) of the Not-for-Profit Corporation Law and in this Policy.

“Board” means the Board of Trustees.

“Compensation” means direct or indirect remuneration, as well as gifts or favors. A gift or favor that is valued at \$75 or more is expressly prohibited by the Municipal Law when offered to a Trustee, Officer or Key Employee in connection with official duties, but gifts of lesser value may also be subject to this policy.

“Corporation” refers to each of the KIPP NYC Public Charter Schools which have adopted this policy and which are Education Corporations and, as such, subject to provisions of the Not-for-Profit Corporation Law made applicable to education corporations by § 216-a of the Education Law. Each Corporation, as a chartered entity, is also subject to the Conflict of Interest Provisions of §§ 800 through 806 of the General Municipal Law,

“Financial Interest”: A person has a “Financial Interest” in a transaction if such person would receive an economic benefit, directly or indirectly, from such transaction or compensation agreement.

“Independent Director” means a Trustee who (i) is not, and has not been within the last three years, an employee of the Corporation or an Affiliate and does not have a Relative who is, or has been within the last three years, a Key Employee of the Corporation or of an Affiliate; (ii) has not received, and does not have a Relative who has received, in any of the last three fiscal years, more than \$10,000 in direct compensation from the Corporation or from an Affiliate (other than reimbursement for expenses reasonably incurred as a Trustee, Officer or Key Employee); and (iii) is not a current employee of, or does not have a substantial financial interest in, and does not have a Relative who is a current officer of or who has a substantial financial interest in, any entity that has made payments to, or received payments from the Corporation or from an Affiliate for property or services in an amount which, in any of the last three fiscal years, exceeds the lesser of \$25,000 or 2 % of such entity’s consolidated gross revenues. For these purposes, “payment” does not include charitable contributions.

“Key Employee” includes but is not limited to any person who is in a position to exercise substantial influence over the Corporation, as defined from time to time by the Corporation, or who has or shares authority to control or determine a substantial portion of the operating budgets of the Corporation or the schools or compensation for employees.

“Related Party” means: (1) any Trustee, Officer, or Key Employee of the Corporation or an Affiliate; (2) A Relative of any Trustee, Officer, or Key Employee of the Corporation or an Affiliate or (3) any entity in which any individual described in clause (1) or (2) of this definition has a 35% or greater ownership or beneficial interest, except that in the case of a partnership or professional corporation, a Related Party will include an entity in which any individual described in clause (1) or (2) above has a direct or indirect ownership interest in excess of 5%.

“Related Party Transaction” means any transaction or agreement or other kind of arrangement between the Corporation and a Related Party or an entity in which the Related Party has an interest. Related Party Transactions are subject to special provisions for disclosure, evaluation and documentation. In addition, certain Related Party Transactions are subject to limitations described in the Municipal Law. These special provisions and limitations are summarized in this Policy.

“Relative” means an individual’s spouse or domestic partner, as defined in Public Health Law §2994-a, ancestors, siblings (whether whole or half-blood), children (whether natural or adopted), grandchildren, great grandchildren and spouses or domestic partners of ancestors, siblings, children, grandchildren, and great-grandchildren. Children of siblings and their spouses and partners will also be considered Relatives under this Policy.

“School” any school managed by the Corporation.



“Trustees” and “Officers” are the elected individuals responsible for managing the affairs of the Corporation as described in the By-laws.

### **What is a Conflict of Interest?**

For purposes of this Policy, a “Conflict of Interest” arises when the personal, professional or financial interests of a Trustee, Officer or Key Employee diverge or may potentially diverge from the interests of the Corporation. A conflict of interest will arise when a transaction involving the Corporation could financially harm or benefit a person covered by this Policy, but a conflict of interest does not always involve financial interests. A conflict may also involve the use of the services or facilities of the Corporation or may involve the use of staff assistance for purposes other than carrying out professional or fiduciary duties.

Conflicts may also arise if a Trustee, Officer or Key Employee is asked to communicate on behalf of a person or firm with the Corporation. Accordingly, a Trustee, Officer or Key Employee may not communicate with the Board or a School on behalf of a person or a firm, unless requested to do so by the Corporation, and shall avoid engaging in activities that would appear to be unduly influenced by other persons who have a special interest in matters under consideration by the Trustee of the Corporation or employees of one of the Schools. If a Trustee, Officer or Key Employee inadvertently engages in such activities, he/she shall promptly notify the Board in writing of such activities and shall disclose all known facts prior to participating in a Board discussion of these matters.

### **Disclosure of Conflicts of Interest:**

Written disclosure of all potential Conflicts of Interest is required of Trustees, Officers and Key Employees prior to election or appointment and annually thereafter. However, Conflicts of Interest may arise between annual updates and, accordingly, an individual with a duality of interest shall disclose the potential Conflict (a) prior to voting on or otherwise discharging his or her duties with respect to any matter involving the potential Conflict; (b) prior to entering into any contract or transaction involving the Corporation; and (c) as soon as possible after he or she learns of an actual or potential Conflict of Interest. Disclosure of the material facts surrounding the Conflict of Interest shall be made to the Chairperson of the Board and the Chairperson of the Audit Committee. The interested Trustee or Officer shall thereafter refrain from participating in deliberations and decisions relating to the matter unless he or she is asked for information by the Chairperson of the Board or the Audit Committee.

The existence and resolution (as applicable) of any reported Conflict of Interest shall be documented in the appropriate records of the Corporation, including in the minutes of any meeting at which the Conflict of Interest was discussed and voted upon.

A Key Employee who wishes to use staff assistance, services or facilities for purposes other than carrying out professional responsibilities will disclose the Conflict to the Principal of the School who will exercise discretion in allowing or disallowing the proposed use in accordance with this Policy.

### **Annual Statements:**

Without limiting the general and continuing disclosure obligation set forth in the preceding section, the Chairperson of the Audit Committee shall distribute annually to all Trustees, Officers and Key Employees, a form soliciting the disclosure of all potential Conflicts of Interests, including specific information concerning the terms of any contract or transaction with the Corporation and whether the applicable processes set forth in this Policy were used. Each Trustee, Officer and Key Employee shall also annually sign a statement included with the form distributed by the Corporation which affirms such person:

- a. has received a copy of this Policy;
- b. has read and understands this Policy, and
- c. has agreed to comply with this Policy.

Written disclosures shall be submitted to and reviewed by the Chairperson of the Board and the Chairperson of the Audit Committee.

### **Related Party Transactions:**

A Related Party Transaction is a transaction in which the Corporation is a party and a Related Party (as defined above) has a financial interest or another material interest. All rules and principles related to disclosure of Conflicts of Interest apply to Related Party Transactions, but in addition, the Trustees must initiate a formal Audit Committee review or a review by a quorum of the Board consisting of Independent Trustees.

Any Trustee, Officer or Key Employee with an interest in a Related Party Transaction shall make a good faith disclosure of all material facts related to such interest to the Audit Committee. The Audit Committee shall review all the material facts related to the proposed Related Party Transaction and request any additional information that it deems necessary to complete such review.

The Municipal Law prohibits transactions between Charter Schools and for-profit business entities in which a member of the Board of Trustees or a Key Employee has an interest if such Trustee or Key Employee has certain enumerated responsibilities. Accordingly, the Audit Committee will first determine whether or not the Trustee, Officer or Key Employee who has an interest in any proposed contract with a for-profit entity, has the power or duty, individually or as a member of the Board, to (1) negotiate, prepare, authorize or approve the contract or authorize payment thereunder; (2) audit bills or claims under the contract; or (3) appoint an officer or employee who has any of these powers or duties. If the interested Trustee, Officer or Key Employee does not have any of the enumerated responsibilities or if the proposed contract is with a not-for-profit entity, or is otherwise authorized by § 802 of the Municipal Law, the Committee may continue its review.

If a Related Party Transaction is otherwise authorized and the Related Party has a “substantial” financial interest or other material interest in such transaction, as assessed by the Audit Committee, the Audit Committee shall consider alternative transactions to the proposed transaction and the Chairperson of the Committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives. The Committee, after reviewing any such alternatives, shall determine whether the Corporation can obtain, with reasonable efforts, a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.

The Audit Committee shall after considering alternative transactions and/or comparability data, determine whether the transaction or arrangement is fair, reasonable, and in the best interest of the Corporation at the time of its decision.

Following its review the Audit Committee may approve the transaction, or may refer the matter to the Board of Trustees for approval by the Board.

Upon receiving a recommendation from the Audit Committee, the Board may accept the recommendation or make an independent determination as to whether the proposed transaction is fair, reasonable and in the best interests of the Corporation. Upon the affirmative vote of not less than a majority of independent Trustees present, the Trustees may authorize the transaction.

At the time of any deliberation or decision by the Audit Committee or the Board concerning the authorization of a proposed Related Party Transaction, the interested Trustee, Officer or Key Employee shall not be present and shall not attempt to improperly influence any deliberations or voting, provided that the Board, or Audit Committee, may request such individual to provide information regarding the Related Party Transaction prior to the commencement of deliberations or voting.

The minutes of the meeting of the Board and the Audit Committee that conducted the initial review shall provide contemporaneous documentation of the basis for approval, including the Board’s consideration of any alternative transactions. The minutes shall also contain the names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, and a record of any votes taken in connection with the proceedings.

The Corporation shall not enter into a Related Party Transaction unless it is approved in accordance with this Policy. **Any Related Party Transaction that is approved without complying with the procedure set forth in this section shall be void.**

### **Periodic Reviews**

To ensure that the KIPP NYC Public Charter Schools operate in a manner consistent with charitable purposes and do not engage in activities that could jeopardize tax-exempt status, periodic reviews shall be conducted by the Audit Committee of each Corporation. The Audit

Committee shall report to the Board of Trustees. The periodic reviews shall, at a minimum, include the following subjects:

- a. Whether compensation arrangements and benefits are fair and reasonable, based on competent survey information, and in the best interests of the Corporation.
- b. Whether any related party transactions or arrangements with or on behalf of the Corporation are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes and do not result in inurement, impermissible private benefit or in an excess benefit transaction.

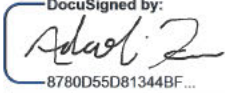
**Violations of the Conflicts of Interest Policy:**

If the Board has reasonable cause to believe that a Trustee, Officer or Key Employee has failed to disclose an actual or possible Conflict of Interest, it shall inform the individual of the basis for such belief and afford that person an opportunity to explain the alleged failure to disclose. If, after hearing the response and after making further investigation as warranted by the circumstances, the Board determines that the Trustee, Officer or Key Employee has failed to disclose an actual or possible Conflict of Interest, it shall take appropriate disciplinary and corrective action.



**KIPP NYC Conflict of Interest Policy 2020-21**  
**Acknowledgement of Receipt**

1. Name of Board Member: Adaobi Kanu
2. Board(s) on Which Member Serves: KIPP NYC Public School Boards
3. Office(s) Held by Board Member:
4. By my signature below, I certify that I have:
  - a. Received a copy of KIPP NYC's Conflict of Interest Policy;
  - b. Read and understood this Policy; and,
  - c. Agreed to comply with this Policy.

Signature of Board Member:   
8780D55D81344BF...

Date: 7/26/2021



## 2021 DISCLOSURE OF FINANCIAL INTEREST FORM

Disclosure of financial interest by a not-for-profit charter school education corporation trustee  
For the school year ended June 30, 2021

Education Corporation, Trustee Name and Position(s)	
Name of education corporation:	KIPP NYC Public Charter Schools
Name of trustee (print):	Adaobi Kanu
Position(s) on board, if any (e.g., chair, treasurer, committee chair, etc.):	
Email Address:	

Home Address	
Please complete with <i>changes</i> only:	
Street:	
City, State Zip:	
Phone:	

Business Address	
Please complete with <i>changes</i> only:	
Business Name:	
Street:	
City, State Zip:	
Phone:	

Questions	
1) Are you, or have you been during the last school year (July 1-June 30), an employee of the education corporation? [If you check <b>yes</b> , answer 1a), 1b), and 1c)].	<input type="radio"/> Yes <input checked="" type="radio"/> No
1a) Description of the position:	
1b) Salary:	
1c) Start date:	
2) Are you related, by blood, marriage, or legal adoption/guardianship, to, or do you cohabitate with, any person (any of the foregoing being an "interested person") who is, or, during the last school year (July 1-June 30), was employed by the education corporation, or who could otherwise benefit from your being a trustee? If yes, please identify each interest/transaction (and provide the requested information) that you ("self") or any interested persons have held or engaged in with the education corporation during the prior school year.	

☒ None

Name and Relationship	Nature of Financial Interest/Transaction	Approximate Value of the Business Conducted	Steps Taken to Avoid a Conflict of Interest, (e.g., did not vote, did not participate in discussion)	Date of Transaction(s) or "Ongoing"

**3) Identify each individual, business, corporation, union association, firm, partnership, committee, proprietorship, franchise holding company, joint stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the education corporation *and* in which such entity, during the preceding school year (July 1 – June 30), you and/or an interested person had a financial interest or other relationship. If you or an interested person are a member, director, officer, or employee of an organization doing business with the education corporation through a management, shared services, or other services agreement, you need not list every transaction between such entity and the education corporation; rather, please identify only the name of the entity, the applicable position in the entity as well as the relationship between such entity and the education corporation.**

☐ None

Name and Relationship	Entity Conducting Business with the Education Corporation	Nature of the Person's Interest in the Entity	Nature of Business Conducted	Approximate Value of the Business Conducted	Steps Taken to Avoid Conflict of Interest	Date of Transaction(s) or "Ongoing"

**Trustee Signature**

DocuSigned by:  8780D55D81344BF...

**Signature:**

*By signing this Disclosure of Financial Interest Form, the trustee certifies that the information contained in this disclosure is true and accurate to the best of his or her knowledge.*

## **Conflicts of Interest Policy**

### **KIPP NYC Public Charter Schools & KIPP Academy Charter School**

#### **Purpose:**

KIPP NYC Public Charter Schools and KIPP Academy Charter School (collectively, “KIPP NYC”) has adopted a Code of Ethics setting forth for the guidance of trustees, officers and employees the standards of conduct expected of them, including standards with respect to disclosure of conflicts of interest regarding any matter brought or required to be brought before their respective Boards. The Conflict of Interest Policy is part of the Codes of Ethics adopted by each of the Corporations. It provides procedures for addressing, disclosing, and documenting conflicts of interest as such term is used in §§ 800 through 806 of the New York State General Municipal Law (hereafter “the Municipal Law”) and in § 715-a of the Not-for-Profit Corporation Law. It also includes procedures for addressing Related Party Transactions, as such term is defined in § 102 (24) of the Not-for-Profit Corporation Law. The Policy supplements, and does not replace any applicable provisions of the General Municipal Law and other state and federal laws governing conflicts of interest. It applies to all Trustees, Officers and Key Employees of each of the Corporations. The Schools will be referred to herein, individually, as “the Corporation.”

#### **Definitions:**

“Affiliate” means an entity controlled by, in control of, or under common control with the Corporation.

“Audit Committee” means the Audit Committee of the Corporation, as described in the By-laws of the Corporation. The Audit Committee is comprised of at least three Trustees who are Independent Directors as defined in § 102 (21) of the Not-for-Profit Corporation Law and in this Policy.

“Board” means the Board of Trustees.

“Compensation” means direct or indirect remuneration, as well as gifts or favors. A gift or favor that is valued at \$75 or more is expressly prohibited by the Municipal Law when offered to a Trustee, Officer or Key Employee in connection with official duties, but gifts of lesser value may also be subject to this policy.

“Corporation” refers to each of the KIPP NYC Public Charter Schools which have adopted this policy and which are Education Corporations and, as such, subject to provisions of the Not-for-Profit Corporation Law made applicable to education corporations by § 216-a of the Education Law. Each Corporation, as a chartered entity, is also subject to the Conflict of Interest Provisions of §§ 800 through 806 of the General Municipal Law,



“Financial Interest”: A person has a “Financial Interest” in a transaction if such person would receive an economic benefit, directly or indirectly, from such transaction or compensation agreement.

“Independent Director” means a Trustee who (i) is not, and has not been within the last three years, an employee of the Corporation or an Affiliate and does not have a Relative who is, or has been within the last three years, a Key Employee of the Corporation or of an Affiliate; (ii) has not received, and does not have a Relative who has received, in any of the last three fiscal years, more than \$10,000 in direct compensation from the Corporation or from an Affiliate (other than reimbursement for expenses reasonably incurred as a Trustee, Officer or Key Employee); and (iii) is not a current employee of, or does not have a substantial financial interest in, and does not have a Relative who is a current officer of or who has a substantial financial interest in, any entity that has made payments to, or received payments from the Corporation or from an Affiliate for property or services in an amount which, in any of the last three fiscal years, exceeds the lesser of \$25,000 or 2 % of such entity’s consolidated gross revenues. For these purposes, “payment” does not include charitable contributions.

“Key Employee” includes but is not limited to any person who is in a position to exercise substantial influence over the Corporation, as defined from time to time by the Corporation, or who has or shares authority to control or determine a substantial portion of the operating budgets of the Corporation or the schools or compensation for employees.

“Related Party” means: (1) any Trustee, Officer, or Key Employee of the Corporation or an Affiliate; (2) A Relative of any Trustee, Officer, or Key Employee of the Corporation or an Affiliate or (3) any entity in which any individual described in clause (1) or (2) of this definition has a 35% or greater ownership or beneficial interest, except that in the case of a partnership or professional corporation, a Related Party will include an entity in which any individual described in clause (1) or (2) above has a direct or indirect ownership interest in excess of 5%.

“Related Party Transaction” means any transaction or agreement or other kind of arrangement between the Corporation and a Related Party or an entity in which the Related Party has an interest. Related Party Transactions are subject to special provisions for disclosure, evaluation and documentation. In addition, certain Related Party Transactions are subject to limitations described in the Municipal Law. These special provisions and limitations are summarized in this Policy.

“Relative” means an individual’s spouse or domestic partner, as defined in Public Health Law §2994-a, ancestors, siblings (whether whole or half-blood), children (whether natural or adopted), grandchildren, great grandchildren and spouses or domestic partners of ancestors, siblings, children, grandchildren, and great-grandchildren. Children of siblings and their spouses and partners will also be considered Relatives under this Policy.

“School” any school managed by the Corporation.

“Trustees” and “Officers” are the elected individuals responsible for managing the affairs of the Corporation as described in the By-laws.

### **What is a Conflict of Interest?**

For purposes of this Policy, a “Conflict of Interest” arises when the personal, professional or financial interests of a Trustee, Officer or Key Employee diverge or may potentially diverge from the interests of the Corporation. A conflict of interest will arise when a transaction involving the Corporation could financially harm or benefit a person covered by this Policy, but a conflict of interest does not always involve financial interests. A conflict may also involve the use of the services or facilities of the Corporation or may involve the use of staff assistance for purposes other than carrying out professional or fiduciary duties.

Conflicts may also arise if a Trustee, Officer or Key Employee is asked to communicate on behalf of a person or firm with the Corporation. Accordingly, a Trustee, Officer or Key Employee may not communicate with the Board or a School on behalf of a person or a firm, unless requested to do so by the Corporation, and shall avoid engaging in activities that would appear to be unduly influenced by other persons who have a special interest in matters under consideration by the Trustee of the Corporation or employees of one of the Schools. If a Trustee, Officer or Key Employee inadvertently engages in such activities, he/she shall promptly notify the Board in writing of such activities and shall disclose all known facts prior to participating in a Board discussion of these matters.

### **Disclosure of Conflicts of Interest:**

Written disclosure of all potential Conflicts of Interest is required of Trustees, Officers and Key Employees prior to election or appointment and annually thereafter. However, Conflicts of Interest may arise between annual updates and, accordingly, an individual with a duality of interest shall disclose the potential Conflict (a) prior to voting on or otherwise discharging his or her duties with respect to any matter involving the potential Conflict; (b) prior to entering into any contract or transaction involving the Corporation; and (c) as soon as possible after he or she learns of an actual or potential Conflict of Interest. Disclosure of the material facts surrounding the Conflict of Interest shall be made to the Chairperson of the Board and the Chairperson of the Audit Committee. The interested Trustee or Officer shall thereafter refrain from participating in deliberations and decisions relating to the matter unless he or she is asked for information by the Chairperson of the Board or the Audit Committee.

The existence and resolution (as applicable) of any reported Conflict of Interest shall be documented in the appropriate records of the Corporation, including in the minutes of any meeting at which the Conflict of Interest was discussed and voted upon.

A Key Employee who wishes to use staff assistance, services or facilities for purposes other than carrying out professional responsibilities will disclose the Conflict to the Principal of the School who will exercise discretion in allowing or disallowing the proposed use in accordance with this Policy.

### **Annual Statements:**

Without limiting the general and continuing disclosure obligation set forth in the preceding section, the Chairperson of the Audit Committee shall distribute annually to all Trustees, Officers and Key Employees, a form soliciting the disclosure of all potential Conflicts of Interests, including specific information concerning the terms of any contract or transaction with the Corporation and whether the applicable processes set forth in this Policy were used. Each Trustee, Officer and Key Employee shall also annually sign a statement included with the form distributed by the Corporation which affirms such person:

- a. has received a copy of this Policy;
- b. has read and understands this Policy, and
- c. has agreed to comply with this Policy.

Written disclosures shall be submitted to and reviewed by the Chairperson of the Board and the Chairperson of the Audit Committee.

### **Related Party Transactions:**

A Related Party Transaction is a transaction in which the Corporation is a party and a Related Party (as defined above) has a financial interest or another material interest. All rules and principles related to disclosure of Conflicts of Interest apply to Related Party Transactions, but in addition, the Trustees must initiate a formal Audit Committee review or a review by a quorum of the Board consisting of Independent Trustees.

Any Trustee, Officer or Key Employee with an interest in a Related Party Transaction shall make a good faith disclosure of all material facts related to such interest to the Audit Committee. The Audit Committee shall review all the material facts related to the proposed Related Party Transaction and request any additional information that it deems necessary to complete such review.

The Municipal Law prohibits transactions between Charter Schools and for-profit business entities in which a member of the Board of Trustees or a Key Employee has an interest if such Trustee or Key Employee has certain enumerated responsibilities. Accordingly, the Audit Committee will first determine whether or not the Trustee, Officer or Key Employee who has an interest in any proposed contract with a for-profit entity, has the power or duty, individually or as a member of the Board, to (1) negotiate, prepare, authorize or approve the contract or authorize payment thereunder; (2) audit bills or claims under the contract; or (3) appoint an officer or employee who has any of these powers or duties. If the interested Trustee, Officer or Key Employee does not have any of the enumerated responsibilities or if the proposed contract is with a not-for-profit entity, or is otherwise authorized by § 802 of the Municipal Law, the Committee may continue its review.

If a Related Party Transaction is otherwise authorized and the Related Party has a “substantial” financial interest or other material interest in such transaction, as assessed by the Audit Committee, the Audit Committee shall consider alternative transactions to the proposed transaction and the Chairperson of the Committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives. The Committee, after reviewing any such alternatives, shall determine whether the Corporation can obtain, with reasonable efforts, a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.

The Audit Committee shall after considering alternative transactions and/or comparability data, determine whether the transaction or arrangement is fair, reasonable, and in the best interest of the Corporation at the time of its decision.

Following its review the Audit Committee may approve the transaction, or may refer the matter to the Board of Trustees for approval by the Board.

Upon receiving a recommendation from the Audit Committee, the Board may accept the recommendation or make an independent determination as to whether the proposed transaction is fair, reasonable and in the best interests of the Corporation. Upon the affirmative vote of not less than a majority of independent Trustees present, the Trustees may authorize the transaction.

At the time of any deliberation or decision by the Audit Committee or the Board concerning the authorization of a proposed Related Party Transaction, the interested Trustee, Officer or Key Employee shall not be present and shall not attempt to improperly influence any deliberations or voting, provided that the Board, or Audit Committee, may request such individual to provide information regarding the Related Party Transaction prior to the commencement of deliberations or voting.

The minutes of the meeting of the Board and the Audit Committee that conducted the initial review shall provide contemporaneous documentation of the basis for approval, including the Board’s consideration of any alternative transactions. The minutes shall also contain the names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, and a record of any votes taken in connection with the proceedings.

The Corporation shall not enter into a Related Party Transaction unless it is approved in accordance with this Policy. **Any Related Party Transaction that is approved without complying with the procedure set forth in this section shall be void.**

### **Periodic Reviews**

To ensure that the KIPP NYC Public Charter Schools operate in a manner consistent with charitable purposes and do not engage in activities that could jeopardize tax-exempt status, periodic reviews shall be conducted by the Audit Committee of each Corporation. The Audit

Committee shall report to the Board of Trustees. The periodic reviews shall, at a minimum, include the following subjects:

- a. Whether compensation arrangements and benefits are fair and reasonable, based on competent survey information, and in the best interests of the Corporation.
- b. Whether any related party transactions or arrangements with or on behalf of the Corporation are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes and do not result in inurement, impermissible private benefit or in an excess benefit transaction.

**Violations of the Conflicts of Interest Policy:**

If the Board has reasonable cause to believe that a Trustee, Officer or Key Employee has failed to disclose an actual or possible Conflict of Interest, it shall inform the individual of the basis for such belief and afford that person an opportunity to explain the alleged failure to disclose. If, after hearing the response and after making further investigation as warranted by the circumstances, the Board determines that the Trustee, Officer or Key Employee has failed to disclose an actual or possible Conflict of Interest, it shall take appropriate disciplinary and corrective action.



**KIPP NYC Conflict of Interest Policy 2020-21**  
**Acknowledgement of Receipt**

1. Name of Board Member: Rafael Mayer
2. Board(s) on Which Member Serves: KIPP Academy Charter School; KIPP NYC  
Public Charter Schools
3. Office(s) Held by Board Member: Chair
4. By my signature below, I certify that I have:
  - a. Received a copy of KIPP NYC's Conflict of Interest Policy;
  - b. Read and understood this Policy; and,
  - c. Agreed to comply with this Policy.

Signature of Board Member:   
0E7B54E4F3924B8...

Date: 6/30/2021



## 2021 DISCLOSURE OF FINANCIAL INTEREST FORM

Disclosure of financial interest by a not-for-profit charter school education corporation trustee  
For the school year ended June 30, 2021

Education Corporation, Trustee Name and Position(s)	
Name of education corporation:	KIPP NYC Public Charter Schools
Name of trustee (print):	Rafael Mayer
Position(s) on board, if any (e.g., chair, treasurer, committee chair, etc.):	Chair
Email Address:	[REDACTED]

Home Address	
Please complete with <i>changes</i> only:	
Street:	[REDACTED]
City, State Zip:	[REDACTED]
Phone:	[REDACTED]

Business Address	
Please complete with <i>changes</i> only:	
Business Name:	
Street:	
City, State Zip:	
Phone:	

Questions	
1) Are you, or have you been during the last school year (July 1-June 30), an employee of the education corporation? [If you check <b>yes</b> , answer 1a), 1b), and 1c)].	<input type="radio"/> Yes <input checked="" type="radio"/> No
1a) Description of the position:	
1b) Salary:	
1c) Start date:	
2) Are you related, by blood, marriage, or legal adoption/guardianship, to, or do you cohabitate with, any person (any of the foregoing being an "interested person") who is, or, during the last school year (July 1-June 30), was employed by the education corporation, or who could otherwise benefit from your being a trustee? If yes, please identify each interest/transaction (and provide the requested information) that you ("self") or any interested persons have held or engaged in with the education corporation during the prior school year.	

☒ None

Name and Relationship	Nature of Financial Interest/Transaction	Approximate Value of the Business Conducted	Steps Taken to Avoid a Conflict of Interest, (e.g., did not vote, did not participate in discussion)	Date of Transaction(s) or "Ongoing"
None				

**3) Identify each individual, business, corporation, union association, firm, partnership, committee, proprietorship, franchise holding company, joint stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the education corporation *and* in which such entity, during the preceding school year (July 1 – June 30), you and/or an interested person had a financial interest or other relationship. If you or an interested person are a member, director, officer, or employee of an organization doing business with the education corporation through a management, shared services, or other services agreement, you need not list every transaction between such entity and the education corporation; rather, please identify only the name of the entity, the applicable position in the entity as well as the relationship between such entity and the education corporation.**

☒ None

Name and Relationship	Entity Conducting Business with the Education Corporation	Nature of the Person's Interest in the Entity	Nature of Business Conducted	Approximate Value of the Business Conducted	Steps Taken to Avoid Conflict of Interest	Date of Transaction(s) or "Ongoing"
None						

**Trustee Signature**

DocuSigned by:  
  
 Signature: 0E7B54E4F3924B8...

By signing this Disclosure of Financial Interest Form, the trustee certifies that the information contained in this disclosure is true and accurate to the best of his or her knowledge.



## **Conflicts of Interest Policy**

### **KIPP NYC Public Charter Schools & KIPP Academy Charter School**

#### **Purpose:**

KIPP NYC Public Charter Schools and KIPP Academy Charter School (collectively, “KIPP NYC”) has adopted a Code of Ethics setting forth for the guidance of trustees, officers and employees the standards of conduct expected of them, including standards with respect to disclosure of conflicts of interest regarding any matter brought or required to be brought before their respective Boards. The Conflict of Interest Policy is part of the Codes of Ethics adopted by each of the Corporations. It provides procedures for addressing, disclosing, and documenting conflicts of interest as such term is used in §§ 800 through 806 of the New York State General Municipal Law (hereafter “the Municipal Law”) and in § 715-a of the Not-for-Profit Corporation Law. It also includes procedures for addressing Related Party Transactions, as such term is defined in § 102 (24) of the Not-for-Profit Corporation Law. The Policy supplements, and does not replace any applicable provisions of the General Municipal Law and other state and federal laws governing conflicts of interest. It applies to all Trustees, Officers and Key Employees of each of the Corporations. The Schools will be referred to herein, individually, as “the Corporation.”

#### **Definitions:**

“Affiliate” means an entity controlled by, in control of, or under common control with the Corporation.

“Audit Committee” means the Audit Committee of the Corporation, as described in the By-laws of the Corporation. The Audit Committee is comprised of at least three Trustees who are Independent Directors as defined in § 102 (21) of the Not-for-Profit Corporation Law and in this Policy.

“Board” means the Board of Trustees.

“Compensation” means direct or indirect remuneration, as well as gifts or favors. A gift or favor that is valued at \$75 or more is expressly prohibited by the Municipal Law when offered to a Trustee, Officer or Key Employee in connection with official duties, but gifts of lesser value may also be subject to this policy.

“Corporation” refers to each of the KIPP NYC Public Charter Schools which have adopted this policy and which are Education Corporations and, as such, subject to provisions of the Not-for-Profit Corporation Law made applicable to education corporations by § 216-a of the Education Law. Each Corporation, as a chartered entity, is also subject to the Conflict of Interest Provisions of §§ 800 through 806 of the General Municipal Law,

“Financial Interest”: A person has a “Financial Interest” in a transaction if such person would receive an economic benefit, directly or indirectly, from such transaction or compensation agreement.

“Independent Director” means a Trustee who (i) is not, and has not been within the last three years, an employee of the Corporation or an Affiliate and does not have a Relative who is, or has been within the last three years, a Key Employee of the Corporation or of an Affiliate; (ii) has not received, and does not have a Relative who has received, in any of the last three fiscal years, more than \$10,000 in direct compensation from the Corporation or from an Affiliate (other than reimbursement for expenses reasonably incurred as a Trustee, Officer or Key Employee); and (iii) is not a current employee of, or does not have a substantial financial interest in, and does not have a Relative who is a current officer of or who has a substantial financial interest in, any entity that has made payments to, or received payments from the Corporation or from an Affiliate for property or services in an amount which, in any of the last three fiscal years, exceeds the lesser of \$25,000 or 2 % of such entity’s consolidated gross revenues. For these purposes, “payment” does not include charitable contributions.

“Key Employee” includes but is not limited to any person who is in a position to exercise substantial influence over the Corporation, as defined from time to time by the Corporation, or who has or shares authority to control or determine a substantial portion of the operating budgets of the Corporation or the schools or compensation for employees.

“Related Party” means: (1) any Trustee, Officer, or Key Employee of the Corporation or an Affiliate; (2) A Relative of any Trustee, Officer, or Key Employee of the Corporation or an Affiliate or (3) any entity in which any individual described in clause (1) or (2) of this definition has a 35% or greater ownership or beneficial interest, except that in the case of a partnership or professional corporation, a Related Party will include an entity in which any individual described in clause (1) or (2) above has a direct or indirect ownership interest in excess of 5%.

“Related Party Transaction” means any transaction or agreement or other kind of arrangement between the Corporation and a Related Party or an entity in which the Related Party has an interest. Related Party Transactions are subject to special provisions for disclosure, evaluation and documentation. In addition, certain Related Party Transactions are subject to limitations described in the Municipal Law. These special provisions and limitations are summarized in this Policy.

“Relative” means an individual’s spouse or domestic partner, as defined in Public Health Law §2994-a, ancestors, siblings (whether whole or half-blood), children (whether natural or adopted), grandchildren, great grandchildren and spouses or domestic partners of ancestors, siblings, children, grandchildren, and great-grandchildren. Children of siblings and their spouses and partners will also be considered Relatives under this Policy.

“School” any school managed by the Corporation.

“Trustees” and “Officers” are the elected individuals responsible for managing the affairs of the Corporation as described in the By-laws.

### **What is a Conflict of Interest?**

For purposes of this Policy, a “Conflict of Interest” arises when the personal, professional or financial interests of a Trustee, Officer or Key Employee diverge or may potentially diverge from the interests of the Corporation. A conflict of interest will arise when a transaction involving the Corporation could financially harm or benefit a person covered by this Policy, but a conflict of interest does not always involve financial interests. A conflict may also involve the use of the services or facilities of the Corporation or may involve the use of staff assistance for purposes other than carrying out professional or fiduciary duties.

Conflicts may also arise if a Trustee, Officer or Key Employee is asked to communicate on behalf of a person or firm with the Corporation. Accordingly, a Trustee, Officer or Key Employee may not communicate with the Board or a School on behalf of a person or a firm, unless requested to do so by the Corporation, and shall avoid engaging in activities that would appear to be unduly influenced by other persons who have a special interest in matters under consideration by the Trustee of the Corporation or employees of one of the Schools. If a Trustee, Officer or Key Employee inadvertently engages in such activities, he/she shall promptly notify the Board in writing of such activities and shall disclose all known facts prior to participating in a Board discussion of these matters.

### **Disclosure of Conflicts of Interest:**

Written disclosure of all potential Conflicts of Interest is required of Trustees, Officers and Key Employees prior to election or appointment and annually thereafter. However, Conflicts of Interest may arise between annual updates and, accordingly, an individual with a duality of interest shall disclose the potential Conflict (a) prior to voting on or otherwise discharging his or her duties with respect to any matter involving the potential Conflict; (b) prior to entering into any contract or transaction involving the Corporation; and (c) as soon as possible after he or she learns of an actual or potential Conflict of Interest. Disclosure of the material facts surrounding the Conflict of Interest shall be made to the Chairperson of the Board and the Chairperson of the Audit Committee. The interested Trustee or Officer shall thereafter refrain from participating in deliberations and decisions relating to the matter unless he or she is asked for information by the Chairperson of the Board or the Audit Committee.

The existence and resolution (as applicable) of any reported Conflict of Interest shall be documented in the appropriate records of the Corporation, including in the minutes of any meeting at which the Conflict of Interest was discussed and voted upon.

A Key Employee who wishes to use staff assistance, services or facilities for purposes other than carrying out professional responsibilities will disclose the Conflict to the Principal of the School who will exercise discretion in allowing or disallowing the proposed use in accordance with this Policy.

### **Annual Statements:**

Without limiting the general and continuing disclosure obligation set forth in the preceding section, the Chairperson of the Audit Committee shall distribute annually to all Trustees, Officers and Key Employees, a form soliciting the disclosure of all potential Conflicts of Interests, including specific information concerning the terms of any contract or transaction with the Corporation and whether the applicable processes set forth in this Policy were used. Each Trustee, Officer and Key Employee shall also annually sign a statement included with the form distributed by the Corporation which affirms such person:

- a. has received a copy of this Policy;
- b. has read and understands this Policy, and
- c. has agreed to comply with this Policy.

Written disclosures shall be submitted to and reviewed by the Chairperson of the Board and the Chairperson of the Audit Committee.

### **Related Party Transactions:**

A Related Party Transaction is a transaction in which the Corporation is a party and a Related Party (as defined above) has a financial interest or another material interest. All rules and principles related to disclosure of Conflicts of Interest apply to Related Party Transactions, but in addition, the Trustees must initiate a formal Audit Committee review or a review by a quorum of the Board consisting of Independent Trustees.

Any Trustee, Officer or Key Employee with an interest in a Related Party Transaction shall make a good faith disclosure of all material facts related to such interest to the Audit Committee. The Audit Committee shall review all the material facts related to the proposed Related Party Transaction and request any additional information that it deems necessary to complete such review.

The Municipal Law prohibits transactions between Charter Schools and for-profit business entities in which a member of the Board of Trustees or a Key Employee has an interest if such Trustee or Key Employee has certain enumerated responsibilities. Accordingly, the Audit Committee will first determine whether or not the Trustee, Officer or Key Employee who has an interest in any proposed contract with a for-profit entity, has the power or duty, individually or as a member of the Board, to (1) negotiate, prepare, authorize or approve the contract or authorize payment thereunder; (2) audit bills or claims under the contract; or (3) appoint an officer or employee who has any of these powers or duties. If the interested Trustee, Officer or Key Employee does not have any of the enumerated responsibilities or if the proposed contract is with a not-for-profit entity, or is otherwise authorized by § 802 of the Municipal Law, the Committee may continue its review.

If a Related Party Transaction is otherwise authorized and the Related Party has a “substantial” financial interest or other material interest in such transaction, as assessed by the Audit Committee, the Audit Committee shall consider alternative transactions to the proposed transaction and the Chairperson of the Committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives. The Committee, after reviewing any such alternatives, shall determine whether the Corporation can obtain, with reasonable efforts, a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.

The Audit Committee shall after considering alternative transactions and/or comparability data, determine whether the transaction or arrangement is fair, reasonable, and in the best interest of the Corporation at the time of its decision.

Following its review the Audit Committee may approve the transaction, or may refer the matter to the Board of Trustees for approval by the Board.

Upon receiving a recommendation from the Audit Committee, the Board may accept the recommendation or make an independent determination as to whether the proposed transaction is fair, reasonable and in the best interests of the Corporation. Upon the affirmative vote of not less than a majority of independent Trustees present, the Trustees may authorize the transaction.

At the time of any deliberation or decision by the Audit Committee or the Board concerning the authorization of a proposed Related Party Transaction, the interested Trustee, Officer or Key Employee shall not be present and shall not attempt to improperly influence any deliberations or voting, provided that the Board, or Audit Committee, may request such individual to provide information regarding the Related Party Transaction prior to the commencement of deliberations or voting.

The minutes of the meeting of the Board and the Audit Committee that conducted the initial review shall provide contemporaneous documentation of the basis for approval, including the Board’s consideration of any alternative transactions. The minutes shall also contain the names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, and a record of any votes taken in connection with the proceedings.

The Corporation shall not enter into a Related Party Transaction unless it is approved in accordance with this Policy. **Any Related Party Transaction that is approved without complying with the procedure set forth in this section shall be void.**

### **Periodic Reviews**

To ensure that the KIPP NYC Public Charter Schools operate in a manner consistent with charitable purposes and do not engage in activities that could jeopardize tax-exempt status, periodic reviews shall be conducted by the Audit Committee of each Corporation. The Audit

Committee shall report to the Board of Trustees. The periodic reviews shall, at a minimum, include the following subjects:

- a. Whether compensation arrangements and benefits are fair and reasonable, based on competent survey information, and in the best interests of the Corporation.
- b. Whether any related party transactions or arrangements with or on behalf of the Corporation are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes and do not result in inurement, impermissible private benefit or in an excess benefit transaction.

**Violations of the Conflicts of Interest Policy:**

If the Board has reasonable cause to believe that a Trustee, Officer or Key Employee has failed to disclose an actual or possible Conflict of Interest, it shall inform the individual of the basis for such belief and afford that person an opportunity to explain the alleged failure to disclose. If, after hearing the response and after making further investigation as warranted by the circumstances, the Board determines that the Trustee, Officer or Key Employee has failed to disclose an actual or possible Conflict of Interest, it shall take appropriate disciplinary and corrective action.



**KIPP NYC Conflict of Interest Policy 2020-21  
Acknowledgement of Receipt**

1. Name of Board Member: Joe Negron
2. Board(s) on Which Member Serves: KIPP Academy Board
3. Office(s) Held by Board Member:
4. By my signature below, I certify that I have:
  - a. Received a copy of KIPP NYC's Conflict of Interest Policy;
  - b. Read and understood this Policy; and,
  - c. Agreed to comply with this Policy.

Signature of Board Member:

DocuSigned by:  
  
7B20C3ED0A65D44E...

Date:

6/30/2021

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

**Name:** Joe Negron

---

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

KIPP Academy

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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.

Principal - KIPP Infinity, STAR, and Beyond - Start 7/2005 (\$175K)

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.

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.

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.

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.


See above

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>Please write “None” if applicable. Do not leave this space blank.</i> None	None	None	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
<i>PI</i>			<i>is space blank.</i>	

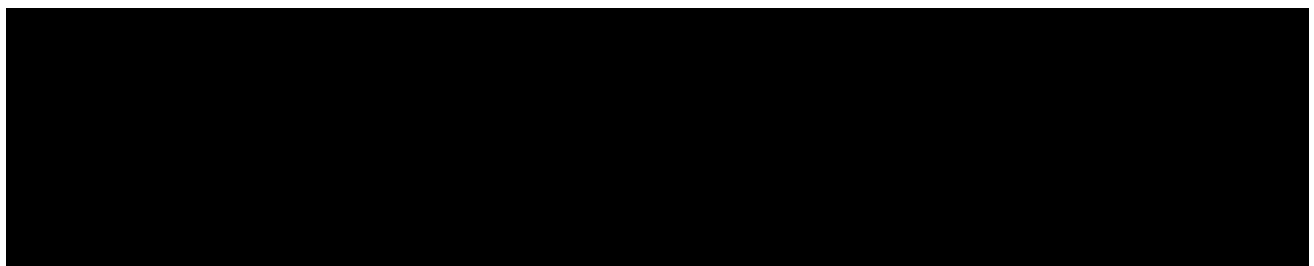
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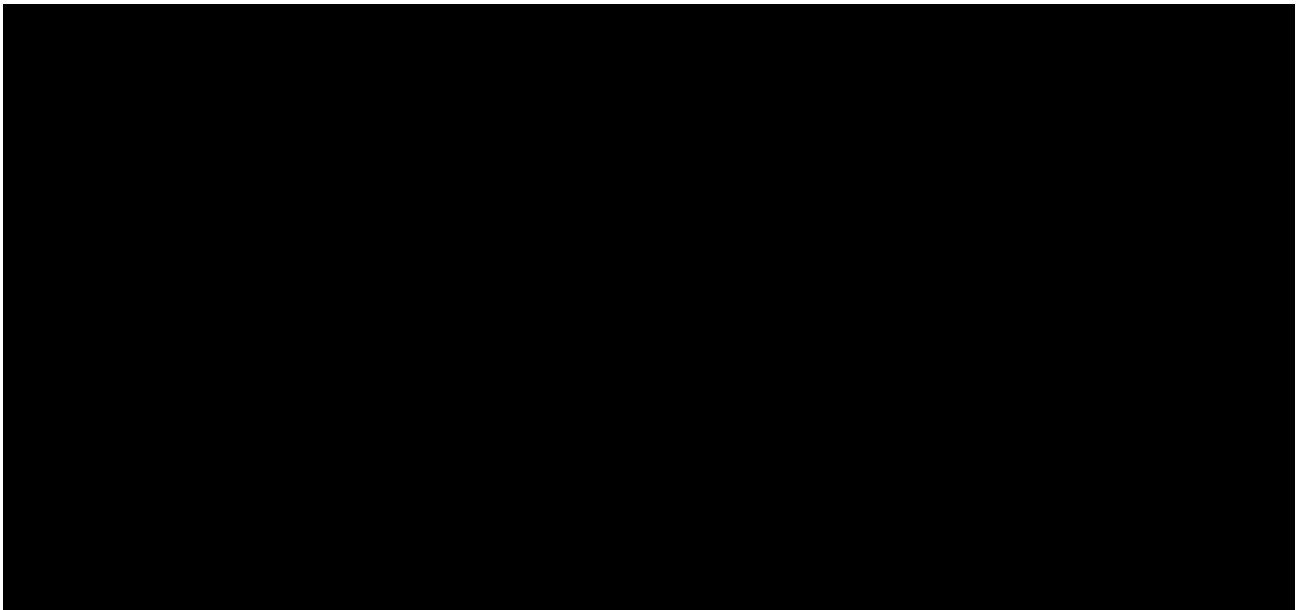
/30/2021

Signature

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.*





## **Conflicts of Interest Policy**

### **KIPP NYC Public Charter Schools & KIPP Academy Charter School**

#### **Purpose:**

KIPP NYC Public Charter Schools and KIPP Academy Charter School (collectively, “KIPP NYC”) has adopted a Code of Ethics setting forth for the guidance of trustees, officers and employees the standards of conduct expected of them, including standards with respect to disclosure of conflicts of interest regarding any matter brought or required to be brought before their respective Boards. The Conflict of Interest Policy is part of the Codes of Ethics adopted by each of the Corporations. It provides procedures for addressing, disclosing, and documenting conflicts of interest as such term is used in §§ 800 through 806 of the New York State General Municipal Law (hereafter “the Municipal Law”) and in § 715-a of the Not-for-Profit Corporation Law. It also includes procedures for addressing Related Party Transactions, as such term is defined in § 102 (24) of the Not-for-Profit Corporation Law. The Policy supplements, and does not replace any applicable provisions of the General Municipal Law and other state and federal laws governing conflicts of interest. It applies to all Trustees, Officers and Key Employees of each of the Corporations. The Schools will be referred to herein, individually, as “the Corporation.”

#### **Definitions:**

“Affiliate” means an entity controlled by, in control of, or under common control with the Corporation.

“Audit Committee” means the Audit Committee of the Corporation, as described in the By-laws of the Corporation. The Audit Committee is comprised of at least three Trustees who are Independent Directors as defined in § 102 (21) of the Not-for-Profit Corporation Law and in this Policy.

“Board” means the Board of Trustees.

“Compensation” means direct or indirect remuneration, as well as gifts or favors. A gift or favor that is valued at \$75 or more is expressly prohibited by the Municipal Law when offered to a Trustee, Officer or Key Employee in connection with official duties, but gifts of lesser value may also be subject to this policy.

“Corporation” refers to each of the KIPP NYC Public Charter Schools which have adopted this policy and which are Education Corporations and, as such, subject to provisions of the Not-for-Profit Corporation Law made applicable to education corporations by § 216-a of the Education Law. Each Corporation, as a chartered entity, is also subject to the Conflict of Interest Provisions of §§ 800 through 806 of the General Municipal Law,

“Financial Interest”: A person has a “Financial Interest” in a transaction if such person would receive an economic benefit, directly or indirectly, from such transaction or compensation agreement.

“Independent Director” means a Trustee who (i) is not, and has not been within the last three years, an employee of the Corporation or an Affiliate and does not have a Relative who is, or has been within the last three years, a Key Employee of the Corporation or of an Affiliate; (ii) has not received, and does not have a Relative who has received, in any of the last three fiscal years, more than \$10,000 in direct compensation from the Corporation or from an Affiliate (other than reimbursement for expenses reasonably incurred as a Trustee, Officer or Key Employee); and (iii) is not a current employee of, or does not have a substantial financial interest in, and does not have a Relative who is a current officer of or who has a substantial financial interest in, any entity that has made payments to, or received payments from the Corporation or from an Affiliate for property or services in an amount which, in any of the last three fiscal years, exceeds the lesser of \$25,000 or 2 % of such entity’s consolidated gross revenues. For these purposes, “payment” does not include charitable contributions.

“Key Employee” includes but is not limited to any person who is in a position to exercise substantial influence over the Corporation, as defined from time to time by the Corporation, or who has or shares authority to control or determine a substantial portion of the operating budgets of the Corporation or the schools or compensation for employees.

“Related Party” means: (1) any Trustee, Officer, or Key Employee of the Corporation or an Affiliate; (2) A Relative of any Trustee, Officer, or Key Employee of the Corporation or an Affiliate or (3) any entity in which any individual described in clause (1) or (2) of this definition has a 35% or greater ownership or beneficial interest, except that in the case of a partnership or professional corporation, a Related Party will include an entity in which any individual described in clause (1) or (2) above has a direct or indirect ownership interest in excess of 5%.

“Related Party Transaction” means any transaction or agreement or other kind of arrangement between the Corporation and a Related Party or an entity in which the Related Party has an interest. Related Party Transactions are subject to special provisions for disclosure, evaluation and documentation. In addition, certain Related Party Transactions are subject to limitations described in the Municipal Law. These special provisions and limitations are summarized in this Policy.

“Relative” means an individual’s spouse or domestic partner, as defined in Public Health Law §2994-a, ancestors, siblings (whether whole or half-blood), children (whether natural or adopted), grandchildren, great grandchildren and spouses or domestic partners of ancestors, siblings, children, grandchildren, and great-grandchildren. Children of siblings and their spouses and partners will also be considered Relatives under this Policy.

“School” any school managed by the Corporation.

“Trustees” and “Officers” are the elected individuals responsible for managing the affairs of the Corporation as described in the By-laws.

### **What is a Conflict of Interest?**

For purposes of this Policy, a “Conflict of Interest” arises when the personal, professional or financial interests of a Trustee, Officer or Key Employee diverge or may potentially diverge from the interests of the Corporation. A conflict of interest will arise when a transaction involving the Corporation could financially harm or benefit a person covered by this Policy, but a conflict of interest does not always involve financial interests. A conflict may also involve the use of the services or facilities of the Corporation or may involve the use of staff assistance for purposes other than carrying out professional or fiduciary duties.

Conflicts may also arise if a Trustee, Officer or Key Employee is asked to communicate on behalf of a person or firm with the Corporation. Accordingly, a Trustee, Officer or Key Employee may not communicate with the Board or a School on behalf of a person or a firm, unless requested to do so by the Corporation, and shall avoid engaging in activities that would appear to be unduly influenced by other persons who have a special interest in matters under consideration by the Trustee of the Corporation or employees of one of the Schools. If a Trustee, Officer or Key Employee inadvertently engages in such activities, he/she shall promptly notify the Board in writing of such activities and shall disclose all known facts prior to participating in a Board discussion of these matters.

### **Disclosure of Conflicts of Interest:**

Written disclosure of all potential Conflicts of Interest is required of Trustees, Officers and Key Employees prior to election or appointment and annually thereafter. However, Conflicts of Interest may arise between annual updates and, accordingly, an individual with a duality of interest shall disclose the potential Conflict (a) prior to voting on or otherwise discharging his or her duties with respect to any matter involving the potential Conflict; (b) prior to entering into any contract or transaction involving the Corporation; and (c) as soon as possible after he or she learns of an actual or potential Conflict of Interest. Disclosure of the material facts surrounding the Conflict of Interest shall be made to the Chairperson of the Board and the Chairperson of the Audit Committee. The interested Trustee or Officer shall thereafter refrain from participating in deliberations and decisions relating to the matter unless he or she is asked for information by the Chairperson of the Board or the Audit Committee.

The existence and resolution (as applicable) of any reported Conflict of Interest shall be documented in the appropriate records of the Corporation, including in the minutes of any meeting at which the Conflict of Interest was discussed and voted upon.

A Key Employee who wishes to use staff assistance, services or facilities for purposes other than carrying out professional responsibilities will disclose the Conflict to the Principal of the School who will exercise discretion in allowing or disallowing the proposed use in accordance with this Policy.

### **Annual Statements:**

Without limiting the general and continuing disclosure obligation set forth in the preceding section, the Chairperson of the Audit Committee shall distribute annually to all Trustees, Officers and Key Employees, a form soliciting the disclosure of all potential Conflicts of Interests, including specific information concerning the terms of any contract or transaction with the Corporation and whether the applicable processes set forth in this Policy were used. Each Trustee, Officer and Key Employee shall also annually sign a statement included with the form distributed by the Corporation which affirms such person:

- a. has received a copy of this Policy;
- b. has read and understands this Policy, and
- c. has agreed to comply with this Policy.

Written disclosures shall be submitted to and reviewed by the Chairperson of the Board and the Chairperson of the Audit Committee.

### **Related Party Transactions:**

A Related Party Transaction is a transaction in which the Corporation is a party and a Related Party (as defined above) has a financial interest or another material interest. All rules and principles related to disclosure of Conflicts of Interest apply to Related Party Transactions, but in addition, the Trustees must initiate a formal Audit Committee review or a review by a quorum of the Board consisting of Independent Trustees.

Any Trustee, Officer or Key Employee with an interest in a Related Party Transaction shall make a good faith disclosure of all material facts related to such interest to the Audit Committee. The Audit Committee shall review all the material facts related to the proposed Related Party Transaction and request any additional information that it deems necessary to complete such review.

The Municipal Law prohibits transactions between Charter Schools and for-profit business entities in which a member of the Board of Trustees or a Key Employee has an interest if such Trustee or Key Employee has certain enumerated responsibilities. Accordingly, the Audit Committee will first determine whether or not the Trustee, Officer or Key Employee who has an interest in any proposed contract with a for-profit entity, has the power or duty, individually or as a member of the Board, to (1) negotiate, prepare, authorize or approve the contract or authorize payment thereunder; (2) audit bills or claims under the contract; or (3) appoint an officer or employee who has any of these powers or duties. If the interested Trustee, Officer or Key Employee does not have any of the enumerated responsibilities or if the proposed contract is with a not-for-profit entity, or is otherwise authorized by § 802 of the Municipal Law, the Committee may continue its review.

If a Related Party Transaction is otherwise authorized and the Related Party has a “substantial” financial interest or other material interest in such transaction, as assessed by the Audit Committee, the Audit Committee shall consider alternative transactions to the proposed transaction and the Chairperson of the Committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives. The Committee, after reviewing any such alternatives, shall determine whether the Corporation can obtain, with reasonable efforts, a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.

The Audit Committee shall after considering alternative transactions and/or comparability data, determine whether the transaction or arrangement is fair, reasonable, and in the best interest of the Corporation at the time of its decision.

Following its review the Audit Committee may approve the transaction, or may refer the matter to the Board of Trustees for approval by the Board.

Upon receiving a recommendation from the Audit Committee, the Board may accept the recommendation or make an independent determination as to whether the proposed transaction is fair, reasonable and in the best interests of the Corporation. Upon the affirmative vote of not less than a majority of independent Trustees present, the Trustees may authorize the transaction.

At the time of any deliberation or decision by the Audit Committee or the Board concerning the authorization of a proposed Related Party Transaction, the interested Trustee, Officer or Key Employee shall not be present and shall not attempt to improperly influence any deliberations or voting, provided that the Board, or Audit Committee, may request such individual to provide information regarding the Related Party Transaction prior to the commencement of deliberations or voting.

The minutes of the meeting of the Board and the Audit Committee that conducted the initial review shall provide contemporaneous documentation of the basis for approval, including the Board’s consideration of any alternative transactions. The minutes shall also contain the names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, and a record of any votes taken in connection with the proceedings.

The Corporation shall not enter into a Related Party Transaction unless it is approved in accordance with this Policy. **Any Related Party Transaction that is approved without complying with the procedure set forth in this section shall be void.**

### **Periodic Reviews**

To ensure that the KIPP NYC Public Charter Schools operate in a manner consistent with charitable purposes and do not engage in activities that could jeopardize tax-exempt status, periodic reviews shall be conducted by the Audit Committee of each Corporation. The Audit



Committee shall report to the Board of Trustees. The periodic reviews shall, at a minimum, include the following subjects:

- a. Whether compensation arrangements and benefits are fair and reasonable, based on competent survey information, and in the best interests of the Corporation.
- b. Whether any related party transactions or arrangements with or on behalf of the Corporation are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes and do not result in inurement, impermissible private benefit or in an excess benefit transaction.

**Violations of the Conflicts of Interest Policy:**

If the Board has reasonable cause to believe that a Trustee, Officer or Key Employee has failed to disclose an actual or possible Conflict of Interest, it shall inform the individual of the basis for such belief and afford that person an opportunity to explain the alleged failure to disclose. If, after hearing the response and after making further investigation as warranted by the circumstances, the Board determines that the Trustee, Officer or Key Employee has failed to disclose an actual or possible Conflict of Interest, it shall take appropriate disciplinary and corrective action.



**KIPP NYC Conflict of Interest Policy 2020-21**  
**Acknowledgement of Receipt**

1. Name of Board Member: Kange Kaneene
2. Board(s) on Which Member Serves: PCS
3. Office(s) Held by Board Member: N/A
4. By my signature below, I certify that I have:
  - a. Received a copy of KIPP NYC's Conflict of Interest Policy;
  - b. Read and understood this Policy; and,
  - c. Agreed to comply with this Policy.

Signature of Board Member:

DocuSigned by:  
*Kange Kaneene*  
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6/29/2021

Date:



## 2021 DISCLOSURE OF FINANCIAL INTEREST FORM

Disclosure of financial interest by a not-for-profit charter school education corporation trustee  
For the school year ended June 30, 2021

Education Corporation, Trustee Name and Position(s)	
Name of education corporation:	KIPP NYC
Name of trustee (print):	Kange Kaneene
Position(s) on board, if any (e.g., chair, treasurer, committee chair, etc.):	N/A
Email Address:	[REDACTED]

Home Address	
Please complete with <i>changes</i> only:	
Street:	[REDACTED]
City, State Zip:	[REDACTED]
Phone:	[REDACTED]

Business Address	
Please complete with <i>changes</i> only:	
Business Name:	[REDACTED]
Street:	[REDACTED]
City, State Zip:	[REDACTED]
Phone:	[REDACTED]

Questions	
1) Are you, or have you been during the last school year (July 1-June 30), an employee of the education corporation? [If you check <b>yes</b> , answer 1a), 1b), and 1c)].	<input type="radio"/> Yes <input checked="" type="radio"/> No
1a) Description of the position:	
1b) Salary:	
1c) Start date:	
2) Are you related, by blood, marriage, or legal adoption/guardianship, to, or do you cohabitate with, any person (any of the foregoing being an "interested person") who is, or, during the last school year (July 1-June 30), was employed by the education corporation, or who could otherwise benefit from your being a trustee? If yes, please identify each interest/transaction (and provide the requested information) that you ("self") or any interested persons have held or engaged in with the education corporation during the prior school year.	

☒ None

Name and Relationship	Nature of Financial Interest/Transaction	Approximate Value of the Business Conducted	Steps Taken to Avoid a Conflict of Interest, (e.g., did not vote, did not participate in discussion)	Date of Transaction(s) or "Ongoing"

**3) Identify each individual, business, corporation, union association, firm, partnership, committee, proprietorship, franchise holding company, joint stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the education corporation *and* in which such entity, during the preceding school year (July 1 – June 30), you and/or an interested person had a financial interest or other relationship. If you or an interested person are a member, director, officer, or employee of an organization doing business with the education corporation through a management, shared services, or other services agreement, you need not list every transaction between such entity and the education corporation; rather, please identify only the name of the entity, the applicable position in the entity as well as the relationship between such entity and the education corporation.**

☐ None

Name and Relationship	Entity Conducting Business with the Education Corporation	Nature of the Person's Interest in the Entity	Nature of Business Conducted	Approximate Value of the Business Conducted	Steps Taken to Avoid Conflict of Interest	Date of Transaction(s) or "Ongoing"

**Trustee Signature**

DocuSigned by:  Kange Kaneene  
FC17C8D2E5F14F4...

Signature:

By signing this Disclosure of Financial Interest Form, the trustee certifies that the information contained in this disclosure is true and accurate to the best of his or her knowledge.

**KIPP Academy Charter School**  
Meeting of the Board of Trustees  
February 9, 2021

The KIPP Academy Board of Trustees (the “Board”) met virtually on February 9, 2021 using the Zoom videoconferencing platform, in accordance with special provisions of New York Executive Orders 202.1, 202.14, 202.28, 202.38, 202.48, 202.55, 202.60, 202.67, 202.72, 202.79, 202.87 and 202.91. In accordance with the Open Meetings Law and the previously referenced Executive Orders, advance notice of the meeting was posted on KIPPNYC.org, the meeting was recorded, and a verbatim written transcript of the meeting was produced. All attendees and guests of the meeting were present by videoconference or telephone. The following Trustees were in attendance: Rafael Mayer, Richard Taft, Gwendolyn Brunson, Joe Negron and Whitney Tilson. Secretary of the Board Aisha Christian, PCS Properties Foundation, Inc Board member Jack Chorowsky, and member of the public Kange Kaneene were also present.

Also in attendance were Directors of KIPP New York, Inc. (Dave Levin, Larry Robbins, Abigail Klem, Lisa Blau, Fred Scott and Angela Diaz) and Trustees of KIPP NYC Public Charter Schools (Rafael Mayer, Richard Taft, Gwendolyn Brunson and Adaobi Kanu). The following KIPP NYC staff members were also in attendance: Jim Manly (Superintendent), Alicia Johnson (President), Aisha Christian, Brian Zied, Jane Martinez Dowling, Lise Martina, Rebecca Sleath, Kerry Mullins, Veneka Chag, Dominique De Armond, Diane Flynn, and Kate Baughman.

**Opening of the Meeting**

Mr. Mayer called the meeting to order and welcomed attendees.

**Public Comments**

Mr. Mayer asked for public comments.

**Board Business**

Ms. Baughman shared her experience as Principal of KIPP All Middle School and answered questions from Board members.

Mr. Manly and Ms. Johnson gave an overview of preparations for hybrid learning.

**Board Vote**

The Board voted to:

- To approve Tristan Fields as Principal of Academy Middle School effective July 1, 2021
- To vote to move into executive session following the public portion of the Board meeting

**Executive Session**

The Board entered executive session pursuant to Section 105(d) of the New York State Open Meeting Law.

**Adjournment**

The meeting was adjourned.



**KIPP Academy Charter Schools**  
**Meeting of the Board of Trustees**  
**September 22, 2020**

The KIPP Academy Charter School Board of Trustees (the “Board”) met virtually on September 22, 2020 using the Zoom videoconferencing platform, in accordance with special provisions of New York Executive Orders 202.1, 202.14, 202.28, 202.38, 202.48, 202.55, and 202.60. In accordance with the Open Meetings Law and the previously referenced Executive Orders, advance notice of the meeting was posted on KIPPNYC.org, the meeting was recorded, and a verbatim written transcript of the meeting was produced. All attendees and guests of the meeting were present by videoconference or telephone. The following Trustees were in attendance: Rafael Mayer, Richard Taft, Whitney Tilson, Joe Negron, and Gwendolyn Brunson. Secretary of the Board, Aisha Christian, was also present.

Also in attendance were Directors of KIPP New York, Inc. (Larry Robbins, Dave Levin, Fred Scott, Valerie Lancaster Beal, Lisa Blau, and Abigail Klem) and Trustees of KIPP NYC Public Charter Schools (Rafael Mayer, Richard Taft, Gwendolyn Brunson, Erica Dewan, and Adaobi Kanu). The following KIPP NYC staff members were also in attendance: Jim Manly (Superintendent), Alicia Johnson (President), Aisha Christian, Jane Martinez Dowling, Candace Rogers, and Rebecca Sleath. There were four members of the public in attendance: Genesis Vallejo, Kange Kaneene, Christina Carroll, and PCS Properties Foundation, Inc. Board Member Jack Chorowsky.

**Opening of the Meeting**

Mr. Mayer called the meeting to order and welcomed attendees.

**Public Comments**

Mr. Mayer asked for public comments.

**Board Business**

Guest staff speaker Genesis Vallejo gave an update on what remote learning is like from a staff perspective. Mr. Manly then gave an overview and status update on remote learning at KIPPNYC.

**Board Vote**

The Board voted:

- To approve the minutes of the June, July, and August 2020 Board meetings.
- To approve the 20-21 new hires (hired before Sept 1, 2020).
- To amend the year-end for KIPP NYC’s 403(b) plan to be December 31 effective this year, such that the plan year from July 1, 2020 to Dec 31, 2020 will be six months in length. Thereafter, each fiscal year for the plan will run from Jan 1-Dec 31 beginning in 2021.

**Adjournment**

The meeting was adjourned.





**KIPP Academy Charter Schools**  
Meeting of the Board of Trustees  
August 25, 2020

The KIPP Academy Charter School Board of Trustees (the “Board”) met virtually on August 25, 2020 using the Zoom videoconferencing platform, in accordance with special provisions of New York Executive Orders 202.1, 202.14, 202.28, 202.38, 202.48 and 202.55. In accordance with the Open Meetings Law and the previously referenced Executive Orders, advance notice of the meeting was posted on KIPPNYC.org, the meeting was recorded, and a verbatim written transcript of the meeting was produced. All attendees and guests of the meeting were present by videoconference or telephone. The following Trustees were in attendance: Rafael Mayer, Richard Taft, Whitney Tilson, and Gwendolyn Brunson. Secretary of the Board, Aisha Christian, was also present.

Also in attendance were Directors of KIPP New York, Inc. (Lisa Blau) and Trustees of KIPP NYC Public Charter Schools (Rafael Mayer, Richard Taft, Erica Dewan and Gwendolyn Brunson). The following KIPP NYC staff members were also in attendance: Jim Manly (Superintendent), Alicia Johnson (President), Aisha Christian, Jane Martinez Dowling, Rebecca Sleath, and Lise Martina. There was one member of the public in attendance: Jack Chorowsky.

**Opening of the Meeting**

Mr. Mayer called the meeting to order and welcomed attendees.

**Public Comments**

Mr. Mayer asked for public comments.

**Board Business**

Mr. Manly gave an overview of the first day of school and KIPP students’ virtual learning experience.

Ms. Johnson presented an update on KIPP NYC’s current school reopening plans.

**Adjournment**

The meeting was adjourned.

**KIPP Academy Charter School**  
**Meeting of the Board of Trustees**  
**November 10, 2020**

The KIPP Academy Charter School Board of Trustees (the “Board”) met virtually on November 10, 2020 using the Zoom videoconferencing platform, in accordance with special provisions of New York Executive Orders 202.1, 202.14, 202.28, 202.38, 202.48, 202.55, 202.60, 202.67, and 202.72. In accordance with the Open Meetings Law and the previously referenced Executive Orders, advance notice of the meeting was posted on KIPPNYC.org, the meeting was recorded, and a verbatim written transcript of the meeting was produced. All attendees and guests of the meeting were present by videoconference or telephone. The following Trustees were in attendance: Rafael Mayer, Richard Taft, Gwendolyn Brunson, and Whitney Tilson. Secretary of the Board Aisha Christian was also present.

Also in attendance were Directors of KIPP New York, Inc. (Larry Robbins, Dave Levin, Valerie Lancaster-Beal, Abigail Klem, Lisa Blau, Fred Scott, Rik Willard) and Trustees of KIPP NYC Public Charter Schools (Rafael Mayer, Richard Taft, Adaobi Kanu, Erica Dewan, and Gwendolyn Brunson). The following KIPP NYC staff members were also in attendance: Jim Manly (Superintendent), Alicia Johnson (President), Aisha Christian, Jane Martinez Dowling, Brian Zied, Kerry Mullins, Diane Flynn, John Powell, Veneka Chag, and Rebecca Sleath. There were two members of the public in attendance: Kange Kaneene and PCS Properties Foundation, Inc. Board Member Jack Chorowsky.

**Opening of the Meeting**

Mr. Mayer called the meeting to order and welcomed attendees.

**Public Comments**

Mr. Mayer asked for public comments.

**Board Business**

Mr. Manly gave an update on KIPP NYC’s hybrid learning plans for Learning Cycle “4”. Mr. Manly answered questions from the Board.

**Board Vote**

The Board voted:

- To approve the minutes of the September and October 2020 Board Meetings.
- To accept the 19-20 KIPP Academy Charter School audit.

**Adjournment**

The meeting was adjourned.

**KIPP Academy Charter School**  
**Meeting of the Board of Trustees**  
**January 12, 2021**

The KIPP Academy School Board of Trustees (the “Board”) met virtually on January 12, 2021 using the Zoom videoconferencing platform, in accordance with special provisions of New York Executive Orders 202.1, 202.14, 202.28, 202.38, 202.48, 202.55, 202.60, 202.67, 202.79, and 202.87. In accordance with the Open Meetings Law and the previously referenced Executive Orders, advance notice of the meeting was posted on KIPPNYC.org, the meeting was recorded, and a verbatim written transcript of the meeting was produced. All attendees and guests of the meeting were present by videoconference or telephone. The following Trustees were in attendance: Rafael Mayer, Richard Taft, Gwendolyn Brunson, Whitney Tilson, and Joe Negron. Secretary of the Board Aisha Christian was also present.

Also in attendance were Trustees of KIPP NYC Public Charter Schools (Rafael Mayer, Richard Taft, Gwendolyn Brunson, Erica Dewan, and Adaobi Kanu). The following KIPP NYC staff members were also in attendance: Jim Manly (Superintendent), Alicia Johnson (President), Aisha Christian, Brian Zied, Jane Martinez Dowling, Lise Martina, Rebecca Sleath, Kerry Mullins, and Chrystal Griffin.

**Opening of the Meeting**

Mr. Mayer called the meeting to order and welcomed attendees.

**Public Comments**

Mr. Mayer asked for public comments.

**Board Business**

Mr. Manly gave an overview of the most recent remote learning feedback from parents.

Ms. Griffin shared her experience of providing remote learning at KIPP Star Middle School and answered questions from Board members.

Ms. Johnson gave an update on KIPPNYC’s preparations for hybrid learning.

**Board Vote**

The Board voted to:

- Re-confirm Rafael Mayer, Richard Taft and Whitney Tilson as members of the Finance and Audit Committee, with Rafael Mayer as Committee Chair
- Approve Anissa Jones as Principal of Academy Elementary School
- Move into executive session following the public portion of the Board meeting

**Executive Session**

The Board entered executive session pursuant to Section 105(d) of the New York State Open Meeting Law.

**Adjournment**

The meeting was adjourned.

**KIPP Academy Charter School**  
Meeting of the Board of Trustees  
June 15, 2021

The KIPP Academy Charter School Board of Trustees (the “Board”) met virtually on June 15, 2021 using the Zoom videoconferencing platform, in accordance with special provisions of New York Executive Order 202.1 and each successor Executive Order to 202, including Executive Order 202.108. In accordance with the Open Meetings Law and the previously referenced Executive Orders, advance notice of the meeting was posted on KIPPNYC.org, the meeting was recorded, and a verbatim written transcript of the meeting was produced. All attendees and guests of the meeting were present by videoconference or telephone. The following Trustees were in attendance: Rafael Mayer, Richard Taft and Gwendolyn Brunson.

Also in attendance were Trustees of KIPP NYC Public Charter Schools (Rafael Mayer, Richard Taft, Gwendolyn Brunson, Adoabi Kanu, and Erica Dewan) and Directors of KIPP New York, Inc. (Dave Levin, Angela Diaz, Larry Robbins, Randy Simpson, Elias Alcantara, Rik Willard, Fred Scott, Lisa Blau, and Abigail Klem.) The following KIPP NYC staff members were also in attendance: Jim Manly (Superintendent), Alicia Johnson (President), Jane Martinez Dowling, Veneka Chag, Brian Zied, Kerry Mullins, Lise Martina, Diane Flynn, John Carter, Rebecca Sleath and Shahum Ajmal. There were two members of the public in attendance: Kange Kaneene and PCS Properties Foundation, Inc. Board Member Jack Chorowsky.

**Opening of the Meeting**

Mr. Mayer called the meeting to order and welcomed attendees.

**Public Comments**

Mr. Mayer asked for public comments.

**Board Business**

Mr. Carter shared his experience as founding Principal of KIPP Inquire and answered questions from Board members.

**Board Votes:**

- Upon a motion by Mr. Mayer the board voted:
  - To approve the filing of IRS Form 990 for Fiscal Year 2020
  - To approve Fiscal Year 2022 budget
  - To approve KIPP Academy Charter School’s repayment of \$1mm of the \$5mm revolver
  - To re-elect for a term of two years the following individuals as members to the Board: Rafael Mayer, Whitney Tilson, and Joseph Negron
  - To approve and re-confirm the appointment of each of Rafael Mayer, Richard Taft and Whitney Tilson as members, and Richard Taft as Chair, of the Audit Committee
  - To ratify and re-confirm the designation of each of Abigail Klem, Valerie Lancaster-Beal, Marva Smalls, Randy Simpson, Rik Willard and Elias Alcantara as a recommended director of the Board on the board of directors of KIPP New York, Inc.
  - To approve the reappointment of Rafael Mayer as the Board’s representative on the board of directors of KIPP NYC Facility Holdings, Inc.

- To approve the reappointment of Rafael Mayer as Chair, James Manly as Superintendent, Richard Taft as Treasurer, and Aisha Christian as Secretary and Compliance Officer
- To approve the authorization of each of the following and their duly appointed successors to negotiate and execute agreements in the name and on behalf of the Board: James Manly, Superintendent and Natalie Webb, Deputy Superintendent
- To approve the minutes of the April and May meetings

**Adjournment**

The meeting was adjourned.

**KIPP Academy Charter School**  
**Meeting of the Board of Trustees**  
**March 9, 2021**

The KIPP Academy Charter School Board of Trustees (the “Board”) met virtually on March 9, 2021 using the Zoom videoconferencing platform, in accordance with special provisions of New York Executive Orders 202.1, 202.14, 202.28, 202.38, 202.48, 202.55, 202.60, 202.67, 202.72, 202.79, 202.87, 202.91 and 202.96. In accordance with the Open Meetings Law and the previously referenced Executive Orders, advance notice of the meeting was posted on KIPPNYC.org, the meeting was recorded, and a verbatim written transcript of the meeting was produced. All attendees and guests of the meeting were present by videoconference or telephone. The following Trustees were in attendance: Rafael Mayer, Richard Taft, Gwendolyn Brunson and Joe Negron. Secretary of the Board Aisha Christian and PCS Properties Foundation, Inc. Board member Jack Chorowsky were also present.

Also in attendance was a Director of KIPP New York, Inc. (Abigail Klem) and Trustees of KIPP NYC Public Charter Schools (Rafael Mayer, Richard Taft, and Gwendolyn Brunson). The following KIPP NYC staff members were also in attendance: Jim Manly (Superintendent), Alicia Johnson (President), Aisha Christian, Brian Zied, Jane Martinez Dowling, Lise Martina, Rebecca Sleath and Tessa Kratz.

**Opening of the Meeting**

Mr. Mayer called the meeting to order and welcomed attendees.

**Public Comments**

Mr. Mayer asked for public comments.

**Board Business**

Mr. Manly gave an overview of KIPP NYC’s first day of hybrid learning.

Ms. Kratz gave an update on the KIPP Through College and Career work to create graduate aims using an equity by design process.

**Adjournment**

The meeting was adjourned.

**KIPP Academy Charter School**  
Meeting of the Board of Trustees  
April 20, 2021

The KIPP Academy Charter School Board of Trustees (the “Board”) met virtually on April 20, 2021 using the Zoom videoconferencing platform, in accordance with special provisions of New York Executive Orders 202.1, 202.14, 202.28, 202.38, 202.48, 202.55, 202.60, 202.67, 202.72, 202.79, 202.87, 202.91, 202.96, 202.97 and 202.98. In accordance with the Open Meetings Law and the previously referenced Executive Orders, advance notice of the meeting was posted on KIPPNYC.org, the meeting was recorded, and a verbatim written transcript of the meeting was produced. All attendees and guests of the meeting were present by videoconference or telephone. The following Trustees were in attendance: Rafael Mayer, Richard Taft, Gwendolyn Brunson and Joe Negron. Secretary of the Board Aisha Christian and PCS Properties Foundation, Inc. Board member Jack Chorowsky were also present.

Also in attendance were Trustees of KIPP NYC Public Charter Schools (Rafael Mayer, Richard Taft, and Gwendolyn Brunson) and Trustees of KIPP New York, Inc. (Dave Levin, Angela Diaz, Larry Robbins, Randy Simpson, Elias Alcantara, Valerie Lancaster-Beal, Fred Scott, Lisa Blau, and Abigail Klem.) The following KIPP NYC staff members were also in attendance: Jim Manly (Superintendent), Alicia Johnson (President), Aisha Christian, Brian Zied, Jane Martinez Dowling, Lise Martina, Brian Zied, Diane Flynn, Dominique Mejia, John Powell, Veneka Chag, Rebecca Sleath and Shahum Ajmal.

**Opening of the Meeting**

Mr. Mayer called the meeting to order and welcomed attendees.

**Public Comments**

Mr. Mayer asked for public comments.

**Board Business**

Ms. Mejia shared her experience as founding Principal of KIPP Affirm and answered questions from Board members.

**Board Vote**

The Board voted:

- To approve the minutes of the November and December 2020 meetings and the January, February and March 2021 Meetings
- To move into executive session following the public portion of the Board meeting

**Executive Session**

The Board entered executive session pursuant to Section 105(d) of the New York State Open Meeting Law.

**Adjournment**

The meeting was adjourned.

**KIPP Academy Charter School**  
Meeting of the Board of Trustees  
March 2, 2021

The KIPP Academy Charter School Board of Trustees (the “Board”) met virtually on March 2, 2021 using the Zoom videoconferencing platform, in accordance with special provisions of New York Executive Orders 202.1, 202.14, 202.28, 202.38, 202.48, 202.55, 202.60, 202.67, 202.72, 202.79, 202.87, 202.91 and 202.96. In accordance with the Open Meetings Law and the previously referenced Executive Orders, advance notice of the meeting was posted on KIPPNYC.org, the meeting was recorded, and a verbatim written transcript of the meeting was produced. All attendees and guests of the meeting were present by videoconference or telephone. The following Trustees were in attendance: Rafael Mayer, Richard Taft, Gwendolyn Brunson, Joe Negron and Whitney Tilson. Secretary of the Board Aisha Christian was also present.

Also in attendance were Trustees of KIPP NYC Public Charter Schools (Rafael Mayer, Richard Taft, Adaobi Kanu, Erica Dewan, and Gwendolyn Brunson.) The following KIPP NYC staff members were also in attendance: Alicia Johnson (President), Aisha Christian, Lise Martina and Rebecca Sleath.

**Opening of the Meeting**

Mr. Mayer called the meeting to order and welcomed attendees.

**Public Comments**

Mr. Mayer asked for public comments.

**Board Vote**

The Board voted to:

- Adopt various resolutions relating to certain governance matters, including, but not limited to, the appointment of officers and authorized signatories; the designation of Board representatives and recommended directors to the Board of KIPP NYC Facility Holdings, Inc. and KIPP New York, Inc., respectively; the appointment of Audit committee members; and the ratification and confirmation of actions previously taken relating to KIPP Academy Charter School.

**Adjournment**

The meeting was adjourned.



**KIPP Academy Charter School**  
Meeting of the Board of Trustees  
July 13, 2020

The KIPP Academy Charter School Board of Trustees (the “Board”) met virtually on July 13, 2020 using the Zoom videoconferencing platform, in accordance with special provisions of New York Executive Orders 202.1, 202.14, 202.28, 202.38, 202.48. In accordance with the Open Meetings Law and the previously referenced Executive Orders, advance notice of the meeting was posted on KIPPNYC.org, the meeting was recorded, and a verbatim written transcript of the meeting was produced. All attendees and guests of the meeting were present by videoconference or telephone. The following Trustees were in attendance: Rafael Mayer, Richard Taft, Whitney Tilson, and Joe Negron. Secretary of the Board, Aisha Christian, was also present.

Also in attendance were Directors of KIPP New York, Inc. (David Levin, Larry Robbins, Jack Chorowsky, Adaobi Kanu, Abigail Klem, Valerie Lancaster Beale, and Fred Scott) and Trustees of KIPP NYC Public Charter Schools (Rafael Mayer, Katherine Shah, Richard Taft, and Erica Dewan). The following KIPP NYC staff members were also in attendance: Jim Manly (Superintendent), Alicia Johnson (President), Aisha Christian, Brian Zied, Jane Martinez Dowling, Rebecca Sleath, Diane Flynn, Ahkilah Johnson and John Powell.

**Opening of the Meeting**

Mr. Mayer called the meeting to order and welcomed attendees.

**Public Comments**

Mr. Mayer asked for public comments.

**Board Business**

Mr. Manly provided a School Restart 2020 update to the Board and answered questions.

**Adjournment**

The meeting was adjourned.

**KIPP Academy Charter School**  
Meeting of the Board of Trustees  
May 18, 2021

The KIPP Academy Charter School Board of Trustees (the “Board”) met virtually on May 18, 2021 using the Zoom videoconferencing platform, in accordance with special provisions of New York Executive Order 202.1 and each successor Executive Order to 202, including Executive Order 202.105. In accordance with the Open Meetings Law and the previously referenced Executive Orders, advance notice of the meeting was posted on KIPPNYC.org, the meeting was recorded, and a verbatim written transcript of the meeting was produced. All attendees and guests of the meeting were present by videoconference or telephone. The following Trustees were in attendance: Rafael Mayer, Richard Taft, Gwendolyn Brunson and Whitney Tilson.

Also in attendance were Trustees of KIPP NYC Public Charter Schools (Rafael Mayer, Richard Taft, and Gwendolyn Brunson) and Directors of KIPP New York, Inc. (Dave Levin, Angela Diaz, Larry Robbins, Randy Simpson, Elias Alcantara, Valerie Lancaster-Beal, Fred Scott, Lisa Blau, and Abigail Klem.) The following KIPP NYC staff members were also in attendance: Jim Manly (Superintendent), Alicia Johnson (President), Jane Martinez Dowling, and Candace Rogers.

**Opening of the Meeting**

Mr. Mayer called the meeting to order and welcomed attendees.

**Public Comments**

Mr. Mayer asked for public comments.

**Board Vote**

There were no board votes.

**Adjournment**

The meeting was adjourned.

**KIPP Academy Charter School**  
Meeting of the Board of Trustees  
December 8, 2020

The KIPP Academy School Board of Trustees (the “Board”) met virtually on December 8, 2020 using the Zoom videoconferencing platform, in accordance with special provisions of New York Executive Orders 202.1, 202.14, 202.28, 202.38, 202.48, 202.55, 202.60, 202.67, 202.72 and 202.79. In accordance with the Open Meetings Law and the previously referenced Executive Orders, advance notice of the meeting was posted on KIPPNYC.org, the meeting was recorded, and a verbatim written transcript of the meeting was produced. All attendees and guests of the meeting were present by videoconference or telephone. The following Trustees were in attendance: Rafael Mayer, Richard Taft, Gwendolyn Brunson and Whitney Tilson. Secretary of the Board Aisha Christian was also present.

Also in attendance were Directors of KIPP New York, Inc. (Abigail Klem and Fred Scott) and Trustees of KIPP NYC Public Charter Schools (Rafael Mayer, Richard Taft, and Gwendolyn Brunson). The following KIPP NYC staff members were also in attendance: Jim Manly (Superintendent), Alicia Johnson (President), Aisha Christian, Brian Zied, Lise Martina, Rebecca Sleath, Roseann Sheehan, Jeff Imwold, Brandi Vardiman, and Maylien Herm.

**Opening of the Meeting**

Mr. Mayer called the meeting to order and welcomed attendees.

**Public Comments**

Mr. Mayer asked for public comments.

**Board Business**

Mr. Manly gave an overview of the most recent K-12 student assessment data.

Mr. Imwold, Ms. Vardiman, and Ms. Herm shared their experiences of running an in-person learning model and answered questions from Board members.

**Board Vote**

The Board held no votes.

**Adjournment**

The meeting was adjourned.

**KIPP Academy Charter Schools**  
Meeting of the Board of Trustees  
October 20, 2020

The KIPP Academy Charter Schools Board of Trustees (the “Board”) met virtually on October 20, 2020 using the Zoom videoconferencing platform, in accordance with special provisions of New York Executive Orders 202.1, 202.14, 202.28, 202.38, 202.48, 202.55, 202.60, and 202.67. In accordance with the Open Meetings Law and the previously referenced Executive Orders, advance notice of the meeting was posted on KIPPNYC.org, the meeting was recorded, and a verbatim written transcript of the meeting was produced. All attendees and guests of the meeting were present by videoconference or telephone. The following Trustees were in attendance: Rafael Mayer, Richard Taft, Gwendolyn Brunson, and Joe Negron. Secretary of the Board Aisha Christian was also present.

Also in attendance were Directors of KIPP New York, Inc. (Valerie Lancaster Beal and Abigail Klem) and Trustees of KIPP NYC Public Charter Schools (Rafael Mayer, Richard Taft, Adaobi Kanu, and Gwendolyn Brunson). The following KIPP NYC staff members were also in attendance: Jim Manly (Superintendent), Alicia Johnson (President), Aisha Christian, Jane Martinez Dowling, Leslie Kim, Brian Zied, Kerry Mullins, and Rebecca Sleath.

**Opening of the Meeting**

Mr. Mayer called the meeting to order and welcomed attendees.

**Public Comments**

Mr. Mayer asked for public comments.

**Board Business**

Ms. Kim gave an overview of the Learning Cycle “1” survey results from parents, students and staff. Ms. Kim then answered questions. Mr. Manly closed the board business by previewing Learning Cycle “3” and “4” plans at KIPPNYC.

**Board Vote**

The Board held no votes.

**Adjournment**

The meeting was adjourned.

<b>Superintendent</b>	James Manly		
<b>ACA ES Principal</b>	Anissa Jones	<b>Deputy Superintendent</b>	Natalie Webb
<b>ACA MS Principal</b>	Frank Corcoran	<b>Deputy Superintendent</b>	Allison Willis Holley
<b>CPHS Principal</b>	Carlos Capellan	<b>Deputy Superintendent</b>	Natalie Webb

KIPP Academy Elementary School

Principal
Anissa Jones
Assitant Principal

Deans (3)

Operations (3)
DOO
SOM
SOA

Social Work Team (2)
Social Worker
Social Worker

Support Services Team (2+ 1 leader)
SPED Coordinator
Interventionist
Speech

Specials +Science (6)
Music

P.E.	
Dance #1	
Dance #2	
Theater	
Science	

Kindergarten (8) Jerry GTL	
Class 1	
Class 2	
Class 3	
Class 4	

1st Grade (6) Kishma GTL	
Class 1 (Cornell)	
Class 2 (Princeton)	
Class 3(Syracuse)	

2nd Grade (6) Amanda GTL	
Class 1 (Caldwell)	
Class 2 (Tuskegee)	
Class 3 (Oakwood)	

3rd Grade (5+TIR) Fatumata GTL	
Class 1(Villanova)	
Class 2 (Hunter)	
Class 3 (Alabama)	
4th Grade (6) Jodi GTL	
Class 1 (GWU)	

Class 2 (Marist)	
Class 3 (Penn State)	

Teacher In-Residence	

KIPP Academy Middle School

Principal (1)
Frank Corcoran

Deans/Directors/APs (4)	
Dean - ELA/Social Studies Dean - Math/Science DS3 Dean of Students PIR/Assistant Principal	

School Operations (4)	
DOO	
SOM	
SOM	
SOA	



Social Work (2)		
School Counselor		
Social Worker		

Student Support Services (5)		
SPED - 5th ELA		
SPED - 6th ELA		
SPED - 7th/8th ELA		
SPED - 5th/6th Math		
SPED - 7th/8th Math		

Specials/Enrichment (2)		
Music		
Music		

5th Grade (4)		
ELA		
Math		
Science		
Social Studies		

6th Grade (4)		
ELA		
Math		
Science		
Social Studies		

7th Grade (4)		
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ELA	
Social Studies	
Math	
Science	

8th Grade (5)	
ELA-R	
ELA W	
Social Studies	
Math	
Science	

Afterschool Program (1)	
Program Director	

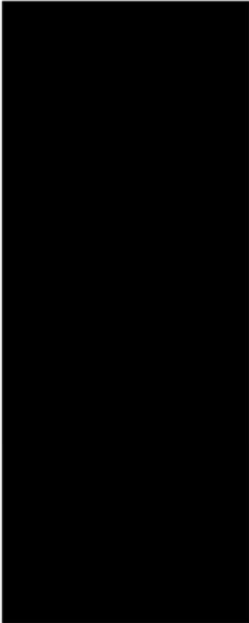
Teacher in Residence (2)	

FT Hourly Staff	

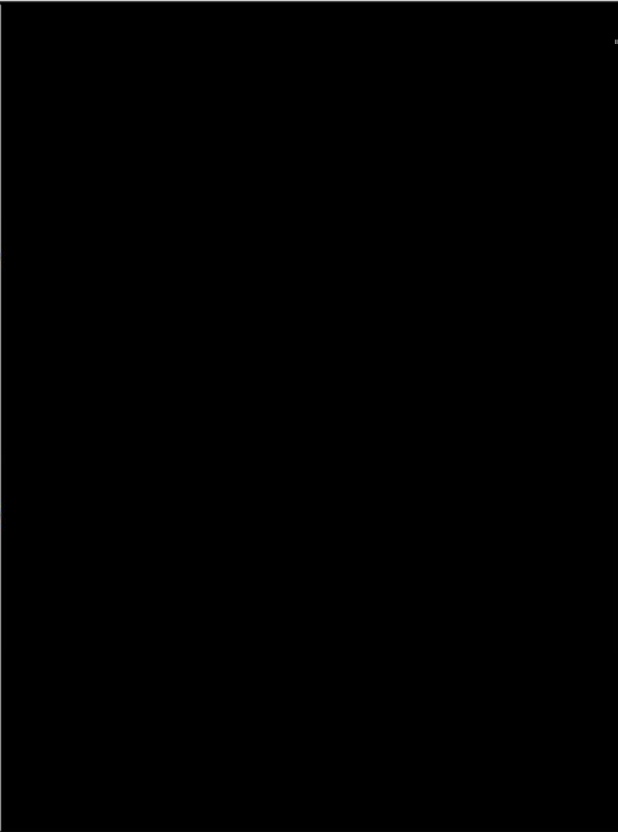
KIPP NYC College Prep High School	
Student Support Services	



English	

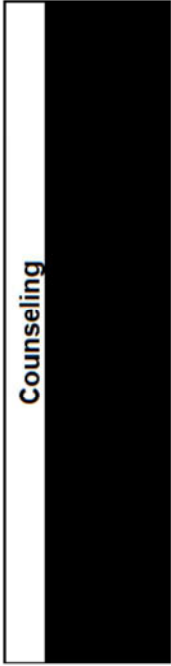
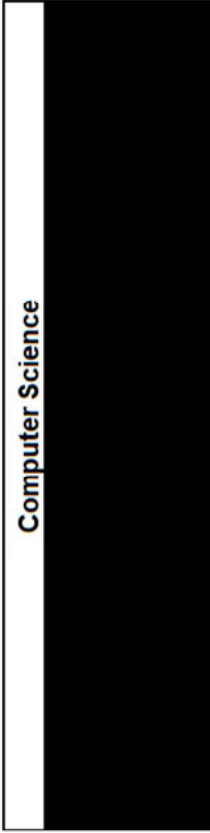
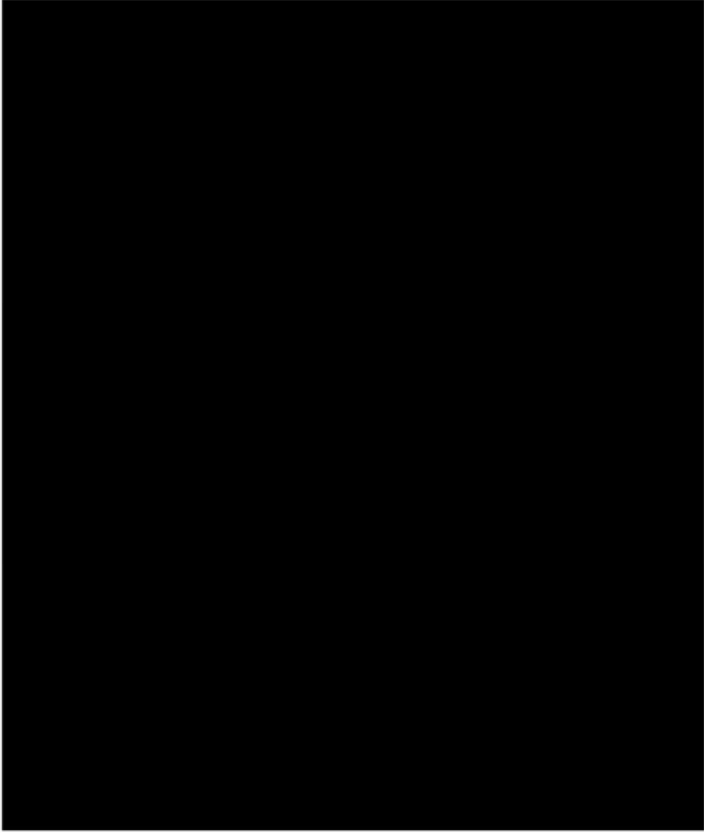


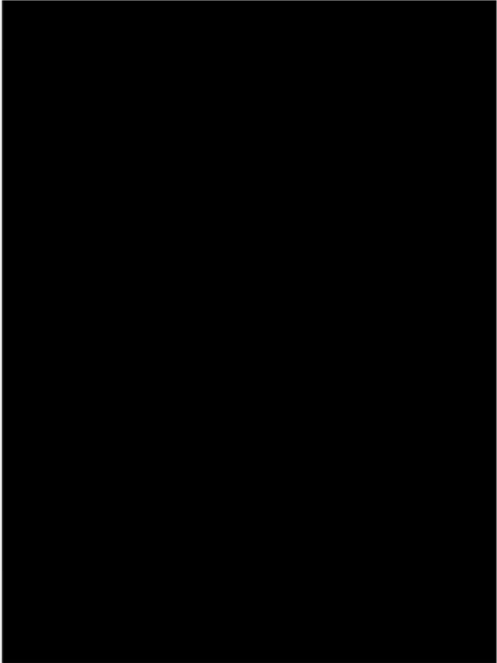
College/Career Counseling



Math







<b>Food Program (not in headcount)</b>

<b>Arts</b>

PE & Health

Deans of Students

Operations

Data

Science

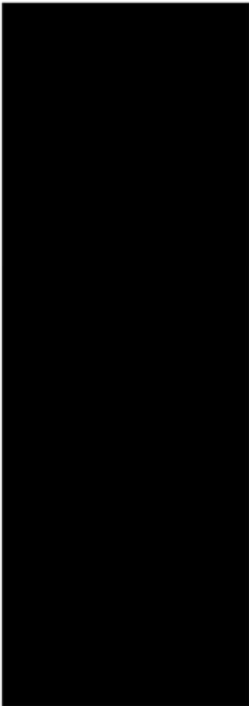


[Redacted]

Teachers in Residence	[Redacted]
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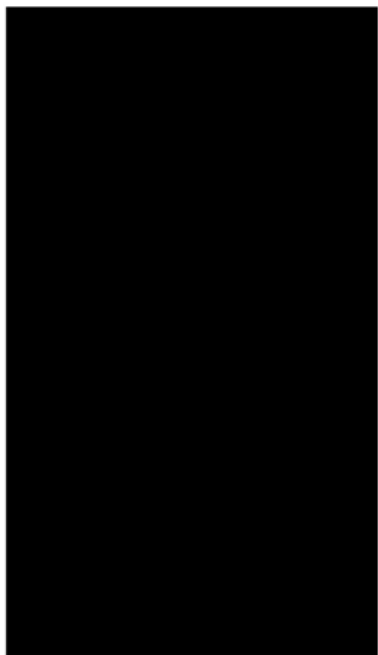
Principal in Residence	[Redacted]
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Social Studies	[Redacted]
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Leadership	
1. Carlos Capellan	

World Languages





	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
Instructional Days: 5	Aug 29	Aug 30	Aug 31	Sep 1	Sep 2	Sep 3	Sep 4	5
W2		BOY K-4 STEP Assessment (for Kindergarten, NTK, and kids returning from remote learning) BoY 5-8 SRI/F&P Assessment						
		3-8 lReady Math Diagnostic						
Instructional Days: 0	Sep 5	Sep 6	Sep 7	Sep 8	Sep 9	Sep 10	Sep 11	0
W3		Labor Day- No School for staff and students	Rosh Hashanah- No School for staff and students	School-Based Work Day	Regional PD/School-Based PD			
					No School for Students			4
Instructional Days: 4	Sep 12	Sep 13	Sep 14	Sep 15	Sep 16	Sep 17	Sep 18	
W4		DOE First Day of School for Students			Yom Kippur- No School for Staff and Students			
Instructional Days: 5	Sep 19	Sep 20	Sep 21	Sep 22	Sep 23	Sep 24	Sep 25	5
W5								
Instructional Days: 5	Sep 26	Sep 27	Sep 28	Sep 29	Sep 30	Oct 1	Oct 2	5
W6				K-8 Wellness Wednesday #1				
Instructional Days: 5	Oct 3	Oct 4	Oct 5	Oct 6	Oct 7	Oct 8	Oct 9	5
W7								
Instructional Days: 4	Oct 10	Oct 11	Oct 12	Oct 13	Oct 14	Oct 15	Oct 16	5
W8		Indigenous People's Day (Previously Columbus Day) - No School for Staff and Students						
Instructional Days: 5	Oct 17	Oct 18	Oct 19	Oct 20	Oct 21	Oct 22	Oct 23	5
W9				K-8 T1 Progress Reports				
Instructional Days: 5	Oct 24	Oct 25	Oct 26	Oct 27	Oct 28	Oct 29	Oct 30	5
W10				K-8 Wellness Wednesday #2				
Instructional Days: 5	Oct 31	Nov 1	Nov 2	Nov 3	Nov 4	Nov 5	Nov 6	5
W11			Election Day (DOE fully remote, asynchronous instructional day)					
		K-4 STEP/F&P Cycle 1						
Instructional Days: 5	Nov 7	Nov 8	Nov 9	Nov 10	Nov 11	Nov 12	Nov 13	5
W12		K-4 STEP/F&P Cycle 1						
					Veterans (DOE Closed-- KIPP NYC in session)			
Instructional Days: 5	Nov 14	Nov 15	Nov 16	Nov 17	Nov 18	Nov 19	Nov 20	5

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
W13				K-4 Math IA #1		T1 Ends	
T1: 13 weeks		K-4 STEP/F&P Cycle 1					Data Deadline for K-1 IAR IA #1
	Nov 21	Nov 22	Nov 23	Nov 24	Nov 25	Nov 26	Nov 27
				Thanksgiving break			
					DOE Closed		
	Nov 28	Nov 29	Nov 30	Dec 1	Dec 2	Dec 3	Dec 4
Instructional Days: 4		T2 Starts					
W14		Regional PD/ School-Based PD Day					
		No School for Students					
	Dec 5	Dec 6	Dec 7	Dec 8	Dec 9	Dec 10	Dec 11
				K-8 T1 Report Card Night			
Instructional Days: 5							
W15				3-4 iReady Math			
	Dec 12	Dec 13	Dec 14	Dec 15	Dec 16	Dec 17	Dec 18
Instructional Days: 5							
W16							
	Dec 19	Dec 20	Dec 21	Dec 22	Dec 23	Dec 24	Dec 25
Instructional Days: 3				K-8 Wellness Wednesday #3		Winter Recess	
W17							
	Dec 26	Dec 27	Dec 28	Dec 29	Dec 30	Dec 31	Jan 1
				Winter Recess		DOE Winter Recess	
					DOE Winter Recess		
Instructional Days: 4	Jan 2	Jan 3	Jan 4	Jan 5	Jan 6	Jan 7	Jan 8
W18		Winter Recess	All Staff and Students Return Date				
Instructional Days: 5	Jan 9	Jan 10	Jan 11	Jan 12	Jan 13	Jan 14	Jan 15
W19							
Instructional Days: 4	Jan 16	Jan 17	Jan 18	Jan 19	Jan 20	Jan 21	Jan 22
W20		MLK Day-- No School for Staff and Students		3-8 ELA IA #1			
Instructional Days: 5	Jan 23	Jan 24	Jan 25	Jan 26	Jan 27	Jan 28	Jan 29
W21				5-8 ELA IA#1 (Book I & II)			
				5-8 iReady Math Mid Year Assessment			
Instructional Days: 3	Jan 30	Jan 31	Feb 1	Feb 2	Feb 3	Feb 4	Feb 5
W22		Regional PD Day/School-Based PD	Lunar New Year-- No School for Staff and Students	Regents			
		No School for Students					

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Instructional Days: 5	Feb 6	Feb 7	Feb 8	Feb 9	Feb 10	Feb 11	Feb 12
W23				K-8 T2 Progress Reports			
				K-4 STEP/F&P Cycle 2 (3-4)			
Instructional Days: 5	Feb 13	Feb 14	Feb 15	Feb 16	Feb 17	Feb 18	Feb 19
W24				K-4 STEP/F&P Cycle 2 (3-4)			
						START DATE: 5-8 F&P Assessment for Tier 2/Tier 3 Students	
	Feb 20	Feb 21	Feb 22	Feb 23	Feb 24	Feb 25	Feb 26
				Mid-Winter Break			
Instructional Days: 5	Feb 27	Feb 28	Mar 1	Mar 2	Mar 3	Mar 4	Mar 5
W25				K-4 Math IA #2			
						K-2 STEP Cycle 2	
Instructional Days: 5	Mar 6	Mar 7	Mar 8	Mar 9	Mar 10	Mar 11	Mar 12
W26				K-2 STEP Cycle 2			
				5-8 Math PT Simulation			
Instructional Days: 5	Mar 13	Mar 14	Mar 15	Mar 16	Mar 17	Mar 18	Mar 19
W27						T2 Ends	
				3-4 ELA Mini-Simulation			
				K-2 STEP Cycle 2			
T2: 13 Weeks			K-2 STEP Cycle 2				Data Deadline for K-1 JAR IA #2 (for kids who are not Exemplary)
Instructional Days: 4	Mar 20	Mar 21	Mar 22	Mar 23	Mar 24	Mar 25	Mar 26
W28		T3 Starts		K-8 Wellness Wednesday #4			
		No School for Students					
		Regional PD/School-Based PD Day					
Instructional Days: 5	Mar 27	Mar 28	Mar 29	Mar 30	Mar 31	Apr 1	Apr 2
W29			NYS 3-8 ELA State Test Administration				
Instructional Days: 5	Apr 3	Apr 4	Apr 5	Apr 6	Apr 7	Apr 8	Apr 9
W30				T2 K-8 Report Card Night			
				3-4 Math Mini-Simulation			
				Apr 13	Apr 14	Apr 15	Apr 16
	Apr 10	Apr 11	Apr 12	Spring Break			
						Good Friday DOE Spring Break	
Instructional Days: 5	Apr 17	Apr 18	Apr 19	Apr 20	Apr 21	Apr 22	Apr 23
W31	Easter Sunday						



	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
				DOE Spring Break passover				
Instructional Days: 5	Apr 24	Apr 25	Apr 26	Apr 27	Apr 28	Apr 29	Apr 30	
W32			NYS 3-8 Math State Test Administration					5
Instructional Days: 4	May 1	May 2	May 3	May 4	May 5	May 6	May 7	
W33		Eid al-Fitr- No School for Staff or Students						4
Instructional Days: 5	May 8	May 9	May 10	May 11	May 12	May 13	May 14	5
W34								
Instructional Days: 5	May 15	May 16	May 17	May 18	May 19	May 20	May 21	5
W35				K-8 T3 Progress Reports				
				Algebra I Regents Simulation				
Instructional Days: 5	May 22	May 23	May 24	May 25	May 26	May 27	May 28	5
W36			K-4 STEP/F&P Cycle 3					
				K-8 Wellness Wednesday #5				
Instructional Days: 4	May 29	May 30	May 31	Jun 1	Jun 2	Jun 3	Jun 4	4
				START DATE: 5-8 EOY F&P Assessment for Tier 2/Tier 3 Students				
				3-8 EOY ELA Authentic Assessment Part II				
W37		Memorial Day- No School for Staff or Students		G2 ELA IA				
			K-4 STEP/F&P Cycle 3					
Instructional Days: 5	Jun 5	Jun 6	Jun 7	Jun 8	Jun 9	Jun 10	Jun 11	5
W38			K-4 STEP/F&P Cycle 3					
			K-4 EOY Math IA					
Instructional Days: 5	Jun 12	Jun 13	Jun 14	Jun 15	Jun 16	Jun 17	Jun 18	5
W39					END DATE: 5-8 EOY F&P Assessment for Tier 2/Tier 3 Students	T3 Ends		
						Data Deadline for 3-8 EOY ELA Authentic Assessment Part I (Portfolio)		
T3: 13 weeks					Regents			
Instructional Days: 3	Jun 19	Jun 20	Jun 21	Jun 22	Jun 23	Jun 24	Jun 25	
W40	Juneteenth	Juneteenth (Observed)- No School for Staff or Students			Last Day of School for K- 8 Students	Last Day of School for K- 8 Staff		3



	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				Regents			
	Jun 26	Jun 27	Jun 28	Jun 29	Jun 30	Jul 1	Jul 2
		DOE Last Day of School for Students					

# Certificate of Occupancy

**CO Number:** 220414157F

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.*

<b>A.</b> <b>Borough:</b> Bronx <b>Address:</b> 201 EAST 144TH STREET <b>Building Identification Number (BIN):</b> [REDACTED]	<b>Block Number:</b> [REDACTED] <b>Lot Number(s):</b> [REDACTED]  <b>Building Type:</b> Altered	<b>Certificate Type:</b> Final <b>Effective Date:</b> 06/19/2015
This building is subject to this Building Code: 2008 Code		
For zoning lot metes & bounds, please see BISWeb.		
<b>B.</b> <b>Construction classification:</b> [REDACTED] (2008 Code) <b>Building Occupancy Group classification:</b> [REDACTED] (2008 Code) <b>Multiple Dwelling Law Classification:</b> None		
<b>No. of stories:</b> [REDACTED] <b>Height in feet:</b> [REDACTED] <b>No. of dwelling units:</b> 0		
<b>C.</b> <b>Fire Protection Equipment:</b> Standpipe system, Fire alarm system, Sprinkler system, Fire Suppression system		
<b>D.</b> <b>Type and number of open spaces:</b> None associated with this filing.		
<b>E.</b> <b>This Certificate is issued with the following legal limitations:</b> None		
<b>Borough Comments:</b> None		



Borough Commissioner



Commissioner



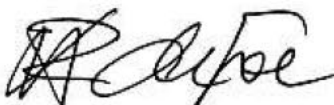
# Certificate of Occupancy

CO Number: 220414157F

## 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
END OF SECTION						



Borough Commissioner



Commissioner

END OF DOCUMENT

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# Report of Inspection/Test

Annual NFPA 25

**SIRINA**  
FIRE PROTECTION  
CORP



2020-07-21

## Property

Kipp High School  
201 East 144th Street  
Bronx NY 10451

Conducted by: Will Villanueva

S12 Citywide sprinkler systems #87761342  
S13 Citywide standpipe systems #87763421  
Nassau County type 2 #20012182

Print Date: 2020-08-11

Sirina Fire Protection

422A  
151 Herricks Road  
Garden City Park NY 11040

## Report of Inspection/Test General Questions

### OWNER SECTION

Is the building occupied?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Are all fire protection systems in service?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
Has the system remained in service without modification since the last inspection?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA		

### SPRINKLER HEADS

Are there the proper number and type of spare sprinklers?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Are visible sprinklers in the proper position: upright, pendent, sidewall?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
Are visible sprinklers free of corrosion and physical damage?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Is there proper clearance below the sprinklers?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
Are visible sprinklers free of foreign materials including paint?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA		

### PIPES

Does visible pipe have no mechanical damage or leaks?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Does visible pipe have no external loads?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
Is the pipe through freezers free if any ice blockage?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA		

### VALVE AREA

Are the gauges on system in good condition and showing normal water supply pressure?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Do valve supervisory switches indicate movement?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
The electrical waterflow alarm devices passed test by opening inspector's test connection/bypass connection with alarms actuating and flow observed?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Are valve enclosures maintaining a minimum of 40 degrees F?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
Are gauges on non-supervised systems in good condition and showing normal water and air pressure?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Is the priming level correct and has the low air pressure signal passed its test?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
Has the quick opening device passed the test?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA		



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## DRY VALVE

Are enclosures around valves maintaining a minimum of 40 degrees F?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Are the gauges on systems without low pressure alarms in good condition and showing normal air and water pressure?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
For freezer systems, gauge near compressor reading the same as gauge near the dry-pipe valve?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Are they free from physical damage?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
Are trim valves in appropriate (open or closed) position?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Is there no leakage in the intermediate chamber?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
Are the gauges on systems with low pressure alarms in good condition and showing normal air and water pressure?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Has the dry-pipe valve passed inspection?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
Is the priming level correct and has the low air pressure signal passed it's test?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Has the quick opening device passed the test?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA

## DELUGE/PREACTION VALVES

For freezer systems, gauge near compressor reading the same as gauge near the preaction valve?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Are preaction and deluge valves free from physical damage?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
Are the electrical components in service?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Are trim valves in appropriate (open or closed) position?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
Is there no leakage in the valve seat?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Are gauges on supervised systems indicate that normal pressure is being maintained?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
Have preaction and deluge valves that need to be opened to be reset passed an internal inspection?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA		

## DELUGE TRIP TEST

Was there free discharge from all nozzles?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Pressure reading at hydraulically most remote nozzle:	N/A
Residual pressure reading at deluge valve:	N/A	Were results comparable to design values?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA

## ALARMS

Have low temperature alarms passed test?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Are alarms and supervisory devices not damaged?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
--	---	---	---

# Report of Inspection/Test

Annual NFPA 25

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2020-07-21

## Property

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201 East 144th Street  
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Do low temperature alarms look ok?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Is the alarm valve free from physical damage?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
Is the trim in correct (open or closed) position?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Is there no leakage in the retarding chamber or drains?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
Have low temperature alarms passed test?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA		

## MAINTENANCE

Are dry-pipe systems kept in dry condition?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Have auxiliary drains been emptied?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
Perform an obstruction investigation if any of the following were found: defective intake screen on pump supplied from open sources, obstructive material discharged during flow tests, foreign material in dry-type valves, foreign material in water during drain test or plugging of inspector's test connection, plugging of pipe or sprinklers found, failure to flush yard piping or surrounding mains following new installation or repairs, record of broken mains in the vicinity, abnormal frequent false-tripping of dry valves, system has just been returned to service after more than 1 year, there is a reason to think the system contains sodium silicate or its derivatives or highly corrosive fluxes in copper pipe, raw water was pumped into the fire department connection, pinhole leaks, a 50% increase in time from the original system acceptance test required for water to reach the inspector's test connection during a full flow test	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Is interior of dry-pipe valves cleaned?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
Have low points been drained before freezing weather?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Perform an obstruction investigation if any of the following were found: defective intake screen on pump supplied from open sources, obstructive material discharged during flow tests, foreign material in dry-type valves, foreign material in water during drain test or plugging of inspector's test connection, plugging of pipe or sprinklers found, failure to flush yard piping or surrounding mains following new installation or repairs, record of broken mains in the vicinity, abnormal frequent false-tripping of dry valves, system has just been returned to service after more than 1 year, there is a reason to think the system contains sodium silicate or its derivatives or highly corrosive fluxes in copper pipe, raw water was pumped into the fire department connection, pinhole leaks, a 50% increase in time from the original system acceptance test required for water to reach the inspector's test connection during a full flow test	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
Have auxiliary drains been opened?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Have compressors and air dryers been maintained according to manufacturer's instructions?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA

## Report of Inspection/Test

Annual NFPA 25

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FIRE PROTECTION  
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2020-07-21

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S12 Citywide sprinkler systems #87761342

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Nassau County type 2 #20012182

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Have low points been drained before freezing weather?

☒ Yes

☐ No

☐ NA



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## Report of Inspection/Test for System - Stair D Basement Cafe South Side

### INSPECTOR TEST CONNECTION

Is drain installed and in good working condition? (note material for install)

☒ Yes  
☐ No  
☐ NA

Return pressure before PRV

N/A

Static pressure before PRV

N/A

Residual pressure before PRV

N/A

Is the condition of the gauge satisfactory?

☒ Yes  
☐ No  
☐ NA

## Report of Inspection/Test for System - Stair D Floor 2

### INSPECTOR TEST CONNECTION

Is drain installed and in good working condition? (note material for install)

☒ Yes  
☐ No  
☐ NA

Return pressure before PRV

N/A

Static pressure before PRV

N/A

Residual pressure before PRV

N/A

Is the condition of the gauge satisfactory?

☒ Yes  
☐ No  
☐ NA

## Report of Inspection/Test for System - Stair D Floor 4

### INSPECTOR TEST CONNECTION

Is drain installed and in good working condition? (note material for install)

☒ Yes  
☐ No  
☐ NA

Return pressure before PRV

N/A

Static pressure before PRV

N/A

Residual pressure before PRV

N/A

Is the condition of the gauge satisfactory?

☒ Yes  
☐ No  
☐ NA

## Report of Inspection/Test for System - Stair D Floor 5

### INSPECTOR TEST CONNECTION

Is drain installed and in good working condition? (note material for install)

☒ Yes  
☐ No  
☐ NA

Return pressure before PRV

N/A

Static pressure before PRV

N/A

Residual pressure before PRV

N/A

# Report of Inspection/Test

Annual NFPA 25

**SIRINA**  
FIRE PROTECTION  
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2020-07-21

## Property

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Is the condition of the gauge satisfactory?

☒ Yes  
☐ No  
☐ NA

## Report of Inspection/Test for System - Break Room Basement

### INSPECTOR TEST CONNECTION

Is drain installed and in good working condition? (note material for install)

☒ Yes  
☐ No  
☐ NA

Return pressure before PRV

N/A

Static pressure before PRV

N/A

Residual pressure before PRV

N/A

Is the condition of the gauge satisfactory?

☒ Yes  
☐ No  
☐ NA

## Report of Inspection/Test for System - Stair B Floor 1

### INSPECTOR TEST CONNECTION

Is drain installed and in good working condition? (note material for install)

☒ Yes  
☐ No  
☐ NA

Return pressure before PRV

N/A

Static pressure before PRV

N/A

Residual pressure before PRV

N/A

Is the condition of the gauge satisfactory?

☒ Yes  
☐ No  
☐ NA

## Report of Inspection/Test for System - Stair B Floor 2

### INSPECTOR TEST CONNECTION

Is drain installed and in good working condition? (note material for install)

☒ Yes  
☐ No  
☐ NA

Return pressure before PRV

N/A

Static pressure before PRV

N/A

Residual pressure before PRV

N/A

Is the condition of the gauge satisfactory?

☒ Yes  
☐ No  
☐ NA

## Report of Inspection/Test for System - Stair B Floor 3

### INSPECTOR TEST CONNECTION

Is drain installed and in good working condition? (note material for install)

☒ Yes  
☐ No  
☐ NA

Return pressure before PRV

N/A

# Report of Inspection/Test

Annual NFPA 25

**SIRINA**  
FIRE PROTECTION  
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2020-07-21

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422A

151 Herricks Road

Garden City Park NY 11040

Static pressure before PRV

N/A

Residual pressure before PRV

N/A

Is the condition of the gauge satisfactory?

☒ Yes

☐ No

☐ NA

## Report of Inspection/Test for System - Stair B Floor 4

### INSPECTOR TEST CONNECTION

Is drain installed and in good working condition? (note material for install)

☒ Yes

☐ No

☐ NA

Return pressure before PRV

N/A

Static pressure before PRV

N/A

Residual pressure before PRV

N/A

Is the condition of the gauge satisfactory?

☒ Yes

☐ No

☐ NA

## Report of Inspection/Test for System - Stair B Floor 5

### INSPECTOR TEST CONNECTION

Is drain installed and in good working condition? (note material for install)

☒ Yes

☐ No

☐ NA

Return pressure before PRV

N/A

Static pressure before PRV

N/A

Residual pressure before PRV

N/A

Is the condition of the gauge satisfactory?

☒ Yes

☐ No

☐ NA

## Report of Inspection/Test for System - Stair A Floor 6

### INSPECTOR TEST CONNECTION

Is drain installed and in good working condition? (note material for install)

☒ Yes

☐ No

☐ NA

Return pressure before PRV

N/A

Static pressure before PRV

N/A

Residual pressure before PRV

N/A

Is the condition of the gauge satisfactory?

☒ Yes

☐ No

☐ NA

## Report of Inspection/Test for System - Stair D Basement Behind Stage

### INSPECTOR TEST CONNECTION



# Report of Inspection/Test

Annual NFPA 25

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FIRE PROTECTION  
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2020-07-21

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Is drain installed and in good working condition? (note material for install)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Return pressure before PRV	N/A
Static pressure before PRV	N/A	Residual pressure before PRV	N/A
Is the condition of the gauge satisfactory?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA		

## Report of Inspection/Test for System - Basement Loading Dock Dry System

### DRY VALVE

Water pressure before test?	N/A	Air pressure before test?	N/A
Controls sprinklers in?	N/A	Location of inspectors test valve?	N/A
Test pipe size?	N/A	At what PSI did the valve operate?	N/A
Time to trip?	N/A	Time to flow water from ITV?	N/A
Was operation satisfactory?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Valve reset dry?	Pass
Condition of body interior?	Pass	Condition of inspectors test valve?	Pass
Condition of moving parts?	Pass	Condition of seats?	Pass
Condition of rubber facing?	Pass	Alarm operation?	No
Operation was?	Pass		

## Report of Inspection/Test for Asset - Standpipe Risers Stairs A, B, C, D, E, F, Behind Stage And Hallway

### INSPECTION

Are the control valves with locks or electrical supervision accessible?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Are the control valves in correct (open or closed) position?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
Are the control valves properly identified?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Are the hose valves in place and free of damage or leaks?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
Are the hose connections caps in place and free of damage?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Are the hose connections valves free of physical or visible obstructions?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
Are the pressure restriction devices in the correct locations?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Is the standpipe piping on the system free of damage?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA

# Report of Inspection/Test

Annual NFPA 25

**SIRINA**  
FIRE PROTECTION  
CORP



2020-07-21

## Property

Kipp High School  
201 East 144th Street  
Bronx NY 10451

Conducted by: Will Villanueva

S12 Citywide sprinkler systems #87761342

S13 Citywide standpipe systems #87763421

Nassau County type 2 #20012182

Print Date: 2020-08-11

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Are the control valves on the piping free of damage?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Are all of the pipe support devices (hangers, seismic bracing, etc.) in place and free of damage?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
Are hose gaskets in place and free of damage?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Are hoses connected to the rack nipple or valve?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
Are the hose tests up to date?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Are hose nozzles in place and free of damage?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA

## TESTING

Have hose valves for Class I and Class III systems passed opening and closing test?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Did hose valve for Class II systems pass opening and closing test?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
Have the pressure reducing valves on hose connections and hose rack assemblies passed the partial flow test?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA		

## HOSE VALVES - Standpipe Risers Stairs A, B, C, D, E, F, Behind Stage And Hallway

Location	Has PRV	Good Condition	PSI	Exercised	Notes
	No	Yes	125	Yes	Recommend installing prd
	No	Yes	100	Yes	Recommend installing PRD
	No	Yes	105	Yes	Recommend installing prd
	No	Yes	105	Yes	Recommend installing prd
	No	Yes	115	Yes	Recommend installing prd
	No	Yes	110	Yes	Recommend installing prd
	No	Yes	110	Yes	Recommend installing prd
	No	Yes	125	Yes	Recommend installing prd
	No	Yes	120	Yes	Recommend installing prd
	No	Yes	125	Yes	Recommend installing prd
	No	Yes	115	Yes	Recommend installing prd
	No	Yes	125	Yes	Recommend installing prd
	No	Yes	125	Yes	Recommend installing prd
	No	Yes	125	Yes	Recommend installing prd
	No	Yes	125	Yes	Recommend installing prd

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## HOSE VALVES - Standpipe Risers Stairs A, B, C, D, E, F, Behind Stage And Hallway

Location	Has PRV	Good Condition	PSI	Exercised	Notes
	No	Yes	120	Yes	Recommend installing prd
	No	Yes	100	Yes	Recommend installing prd
	No	Yes	115	Yes	Recommend installing prd
	No	Yes	125	Yes	Recommend installing prd
	No	Yes	115	Yes	Recommend installing prd
	No	Yes	120	Yes	Recommend installing prd
	No	Yes	105	Yes	Recommend installing prd
	No	Yes	115	Yes	Recommend installing prd
	No	Yes	110	Yes	Recommend installing prd

## FIRE HOSES - Standpipe Risers Stairs A, B, C, D, E, F, Behind Stage And Hallway

Location	Make	Size	Length	Date Manufactured	Hydro Test Date	Pass Fail	Notes
Lobby Floor 1	Crocker	1 1/2"	3-125'	2013-07-02		Pass	

## Report of Inspection/Test for Asset - Cellar 1000 GPM Automatic Fire Pump

### Fire Pump Information

Property Name	Kipp NYC College Preparation High School
Property Address	201 East 144th Street
Pump (Horizontal or Vertical):	
Pump Manufacturer	Peerless Pump
Shop/Serial Number	
Model	5 AEF 8N
Rated GPM	1000
Rated Pressure	85
Rated 150 Pressure	64
Rated 0 Pressure	100
Rated RPM	3550
Suction	Street

# Report of Inspection/Test

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Driver, (electric or diesel engine)	Electric
Engine Manufacturer	Marathon
Engine Shop/Serial Number	
Engine Model	
Rated Horsepower	60
Rated Speed	3555
Rated Voltage	400
Rated Amps	77.5
Phase Cycles	3
Service Factor	1.15
Jockey Pump Manufacturer	Grundfos

## OWNER SECTION

Is there a Jockey Pump on system?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Jockey Settings? (on/off)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
Is the fire pump in service?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Has the pump remained in service since the last inspection?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA

## INSPECTION

Pump house/room proper temperature?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Ventilating louvers free to operate?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
Are suction, discharge and bypass valves open?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Is Piping free from leaks?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
Suction and system pressure gauges normal?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Suction reservoir, if provided, full?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
Wet pit suction screens are clean and in place?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Waterflow test valves in closed position?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
Transfer switch indicating normal situation?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Isolation switch closed?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA



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Pump in correct phase?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Oil level in motor sight glass in correct range?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
Circulation relief valve flowing water?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Pressure relief valves operating with proper pressure downstream while pump is operational?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA

## TESTING

Electric pump started automatically?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Electric motor driven pump ran for 10 min?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
Packing gland showing slight discharge? (Adjust if necessary)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	For automatic stop controllers, record time pump runs after starting:	N/A
Circulation and pressure relief valves operated properly during all flow tests?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	All alarm conditions simulated?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
What is the location of the test header?	N/A	Distance from test header to discharge location?	N/A

## MAINTENANCE

Do Circuit breakers appear clean?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Pressure gauges and sensors accurate?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
Control and power wiring tight?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA		

## FLOW TEST

Did the pump perform equal to the manufacturer's curve within the accuracy limits of the test equipment?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	For electric motors operating under varying voltage, did the voltage stay within the range of 95% to 110% of the rated voltage during the test?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
Was the manufacturer's certified pump test curve available for comparison to the acceptance test?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	For electric motors operating under varying voltage, was the product of the actual voltage and current demand on each phase less than or equal to the product of the rated full load current times the rated voltage times the allowable service factor?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
Was the unit started and brought up to rated speed without interruption under discharge conditions equal to peak load?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Was equipment and gauges calibrated?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
For electric motors operating at the rated voltage and frequency, is the ampere demand on each phase less than or equal to the product of the full load ampere rating times the allowable service factor as stamped on the motor nameplate?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Did the unadjusted performance discharge curve meet or exceed the fire protection system demands?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA



# Report of Inspection/Test

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**SIRINA**  
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Was the governor set to properly regulate the engine speed  
at rated pump speed?

☒ Yes  
☐ No  
☐ NA

Did the gear drive assembly operate without excessive  
objectionable noise, vibration, or heating?

☒ Yes  
☐ No  
☐ NA

Did engine-drive unit show no signs of overload or stress?

☒ Yes  
☐ No  
☐ NA

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## PERFORMANCE

Rated %	Driver speed: RPM	Total Flow	Net Pressure: PSI	Discharge Pressure: PSI	Suction Pressure: PSI
0%	0	0	0	0	0
50%	0	0	0	0	0
100%	0	0	0	0	0
150%	0	0	0	0	0

## ELECTRIC MOTOR

	L1 Voltage	L1 Amperes	L2 Voltage	L2 Amperes	L3 Voltage	L3 Amperes
0%	0	0	0	0	0	0
50%	0	0	0	0	0	0
100%	0	0	0	0	0	0
150%	0	0	0	0	0	0

## Pump Flow Detail

Coefficient (same for all): N/A

Nozzle/Orifice Size: N/A (inches)

### PITOT

	1	2	3	4	5	6
0%	N/A	N/A	N/A	N/A	N/A	N/A
50%	0	0	0	0	0	0
100%	0	0	0	0	0	0
150%	0	0	0	0	0	0

### FLOW

0%	0	0	0	0	0	0
50%	0	0	0	0	0	0
100%	0	0	0	0	0	0
150%	0	0	0	0	0	0

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## MAIN DRAIN FLOW TESTS

System	Initial static	Residual	Static	Seconds to Return to Initial Static	Flow Observed?	Are results comparable to previous test?
	150	80	150	40 seconds	Yes	Yes
	145	70	115	40 seconds	Yes	Yes
	130	55	100	40 seconds	Yes	Yes
	120	50	120	40 seconds	Yes	Yes
	125	90	125	40 seconds	Yes	Yes
	120	50	95	40 seconds	Yes	Yes
	110	45	110	25 seconds	Yes	Yes
	105	50	105	40 seconds	Yes	Yes
	100	50	100	40 seconds	Yes	Yes
	95	55	95	40 seconds	Yes	Yes
	100	65	100	40 seconds	Yes	Yes
	150	80	125	40 seconds	Yes	Yes
	155	95	125	40 seconds	Yes	Yes
					Yes	Yes

## INSPECTORS TEST CONNECTION

System	Location	Description	Time to Alarm (seconds)	Reported?	Smooth Orifice	Easily Accessible	Signs?	Pass?
			52 seconds	Yes	Yes	Yes	Yes	Yes
			75 seconds	Yes	Yes	Yes	Yes	Yes
			45 seconds	Yes	Yes	Yes	Yes	Yes
			2 seconds	Yes	Yes	Yes	Yes	Yes
				Yes	Yes	Yes	Yes	Yes
			30 seconds	Yes	Yes	Yes	Yes	Yes

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## INSPECTORS TEST CONNECTION

System	Location	Description	Time to Alarm (seconds)	Reported?	Smooth Orifice	Easily Accessible	Signs?	Pass?
			50 seconds	Yes	Yes	Yes	Yes	Yes
			60 seconds	Yes	Yes	Yes	Yes	Yes
			50 seconds	Yes	Yes	Yes	Yes	Yes
			57 seconds	Yes	Yes	Yes	Yes	Yes
			50 seconds	Yes	Yes	Yes	Yes	Yes
			35 seconds	Yes	Yes	Yes	Yes	Yes
			40 seconds	Yes	Yes	Yes	Yes	Yes
			58 seconds	Yes	Yes	Yes	Yes	Yes

## VALVES

System	Description	Location	Valve Type	Size	Secured	Open	Easily Accessible	Signs	Exercised	# of Turns	Flow Pass	Tamper Pass
			Butterfly	2-1/2 "	Monitored	Yes	Yes	Yes	Yes		Pass	Pass
			Butterfly	2-1/2 "	Monitored	Yes	Yes	Yes	Yes		Pass	Pass
			Butterball	2 "	Monitored	Yes	Yes	Yes	Yes		Pass	Pass
			Butterfly	3 "	Monitored	Yes	Yes	Yes	Yes		Pass	Pass
			Butterfly	3 "	Monitored	Yes	Yes	Yes	Yes		Pass	Pass
			Butterfly	3 "	Monitored	Yes	Yes	Yes	Yes		Pass	Pass
			Butterfly	3 "	Monitored	Yes	Yes	Yes	Yes		Pass	Pass
			Butterfly	2-1/2 "	Monitored	Yes	Yes	Yes	Yes		Pass	Pass
			Butterfly	3 "	Monitored	Yes	Yes	Yes	Yes		Pass	Pass
			Butterfly	3 "	Monitored	Yes	Yes	Yes	Yes		Pass	Pass
			Butterfly	3 "	Monitored	Yes	Yes	Yes	Yes		Pass	Pass
			Butterfly	3 "	Monitored	Yes	Yes	Yes	Yes		Pass	Pass

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## VALVES

System	Description	Location	Valve Type	Size	Secured	Open	Easily Accessible	Signs	Exercised	# of Turns	Flow Pass	Tamper Pass
			Butterfly	3 "	Monitored	Yes	Yes	Yes	Yes		Pass	Pass
			Butterfly	3 "	Monitored	Yes	Yes	Yes	Yes		Pass	Pass
			OS&Y	8 "	Monitored	Yes	Yes	Yes	Yes		N/A	Pass
			OS&Y	8 "	Monitored	Yes	Yes	Yes	Yes		N/A	Pass
			Butterfly	8 "	Monitored	Yes	Yes	Yes	Yes	9	N/A	Pass
			Butterfly	8 "	Monitored	Yes	Yes	Yes	Yes		N/A	Pass
			Butterfly	8 "	Monitored	Yes	Yes	Yes	Yes		N/A	Pass
			Butterball	2 "	Monitored	Yes	Yes	Yes	Yes		N/A	Pass
			Butterball	2 "	Monitored	Yes	Yes	Yes	Yes		Pass	Pass
			Butterfly	4 "	Not Secured	Yes	Yes	Yes	Yes		N/A	Pass
			Butterfly	4 "	Monitored	Yes	Yes	Yes	Yes		N/A	Pass
			OS&Y	8 "	Monitored	Yes	Yes	Yes	Yes		N/A	Pass
			OS&Y	8 "	Monitored	Yes	Yes	Yes	Yes		N/A	Pass
			OS&Y	8 "	Monitored	Yes	Yes	Yes	Yes		N/A	Pass
			OS&Y	8 "	Monitored	Yes	Yes	Yes	Yes		N/A	Pass
			OS&Y	8 "	Monitored	Yes	Yes	Yes	Yes		N/A	Pass
			OS&Y	8 "	Monitored	Yes	Yes	Yes	Yes		N/A	Pass
			Butterfly	6 "	Monitored	Yes	Yes	Yes	Yes		N/A	Pass

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## Questions with Photos and Notes

Standpipe Risers Stairs A, B, C, D, E, F, Behind Stage And Hallway - Are the hose tests up to date?

Yes

Notes:

*Hose expired*



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## Deficiencies - Basement Loading Dock Dry System

Alarm operation?

No

Notes:

*Signal not received at panel*

# Report of Inspection/Test

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## Inspector Signature

I state that the information on this form is correct at the time and place of my inspection, and all equipment tested at this time was left in operational condition upon completion of this inspection except as noted.

Inspector Name

Will Villanueva

Signature

Date Completed

2020-07-21

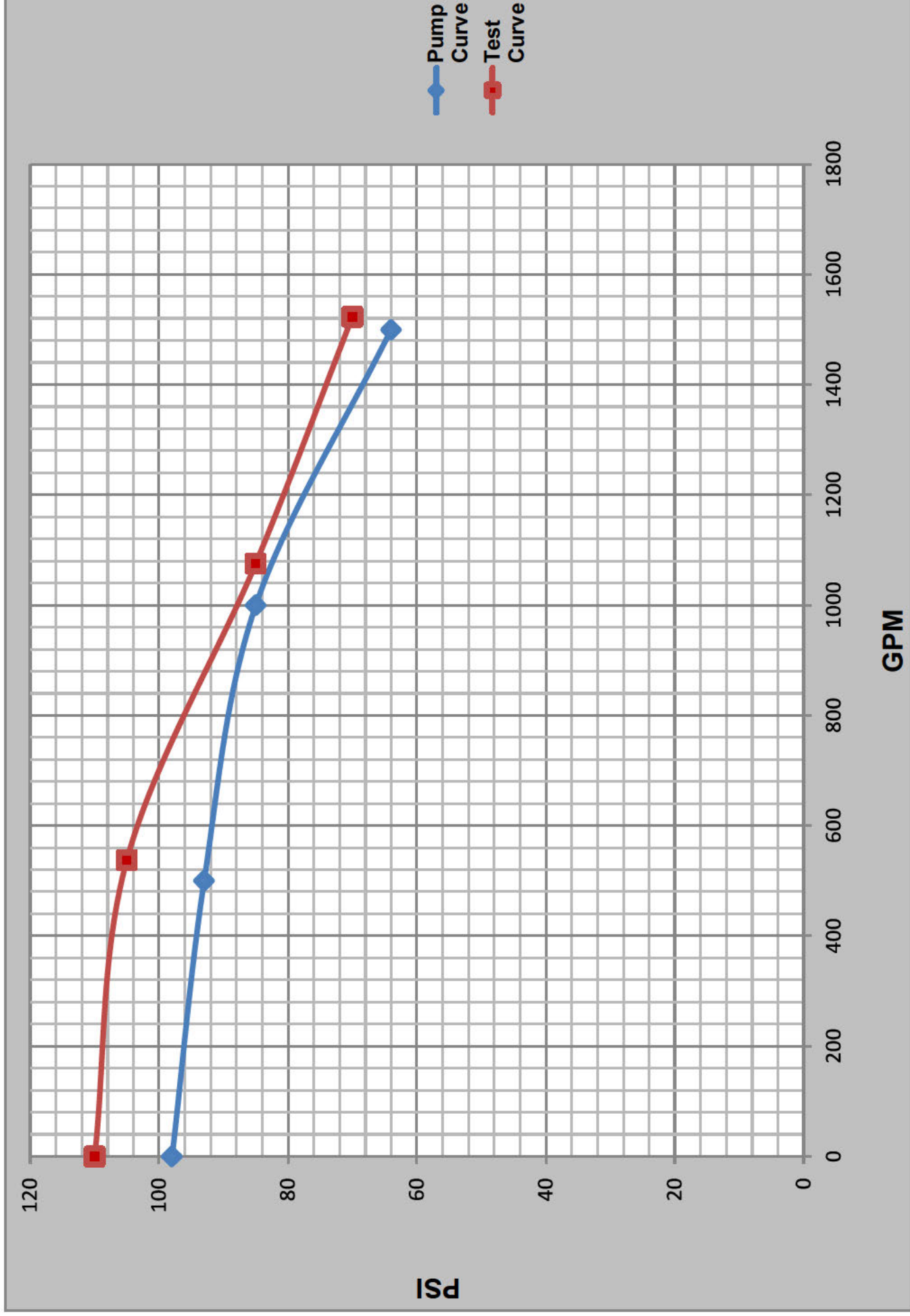


## FIRE PUMP PERFORMANCE TEST DATA

**TEST DATE: 7/28/20**

* Horizontal / Vertical		Manufacturer:	Approved:	Shop or Serial #		Model or Type	
Automatic		Peerless Pump	yes	9927044200-10-A		5AEF8N	
PUMP:	Rated GPM	Rated PSI	Rated RPM	Suction from	pump inlet size	Suction pipe size	Discharge pipe size
	1000	85	3550	street	6"	8"	8"
	Manufacturer:		Approved:	Shop or Serial #		Rated RPM	
	Marathon Electric					3555	
DRIVER:	<input checked="" type="checkbox"/> electric motor	<input type="checkbox"/> diesel engine	rated volts.	operating volt	rated amps	phase	service factor
	▲		200/400		155/77.5	3	1.15
	Manufacturer:		Approved:	Shop or Serial #		Model or Type	
Firetrol		yes	854963-01RE	FTA1930-AM60HH			
Controller	Discharge PSI	Suction PSI	Net Pressure	3555	Volts	AMPS	nozzle size
	150	40	110	3573	212	100	NO FLOW
	50% flow	145	105	3574	212	135	1 3/4"
	100% flow	120	85	3589	212	170	1 3/4"
	150% flow	100	70	3543	212	180	1 3/4"
Test header location		Number of hoses needed & lengths					
In header room on roof between stair A & stair D		4 Hose lengths 75'					
		Type of nozzle					
		pitotless ▲					
		riser psi					

*Kipp University*  
*201 West 14th Street, New York, NY*  
*1000 GPM Pump 7/28/20*



**SIRINA FIRE PROTECTION CORP.**

151 Herricks Road  
 Garden City Park, NY 11040  
 516-942-0400 fax: 516-942-0415


**DRY PIPE TRIP TEST**

NAME: Kipp New York City College Prep High School TEST DATE: 7/2/2019

ADDRESS 201 East 144th Street JOB #: 15710

Dry pipe valve:	#1: vol. gal	#2: vol. gal	#3: vol. gal.
Size Make Model Year	2 Victaulic S/768 10/2/2012		
Controls sprinklers in:			
Pressure (lbs) before test Air / Water	Air 15 PSI Water 125 PSI	Air _____ PSI Water _____ PSI	Air _____ PSI Water _____ PSI
Control valve wide open? (if not, how many turns?)	Open		
Test opening	1/2"		
Test Pipe Size	1"		
Location	Loading Dock		
Operated at:	Air 6 PSI	Air _____ PSI	Air _____ PSI
Time to Trip	min 10 sec	min _____ sec	min _____ sec
Time to Flow	min 25 sec	min _____ sec	min _____ sec
Operation was:	Successful		
Reason for failure or partly satisfactory	None		
Valve reset dry?	Yes		
List repairs made	None		
Condition of:			
Body interior	Good		
Inspectors test flow	Good		
Moving parts	Good		
Seats	Good		
Rubber facing	Good		
Alarm operation?	Good		
Operation was?	Good		

The test reported herein was conducted in accordance with the testing procedure as per NFPA 25.

Test performed by: 

Print Name: Ertan Biçer

Certificate of Fitness Number: 90064692