

# Application: Neighborhood CS-Harlem

Patricia Soussloff - patriciasoussloff@mac.com  
2020-2021 Annual Report

## Entry 1 School Info and Cover Page

**Completed** Aug 2 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)

NEIGHBORHOOD CHARTER SCHOOL OF HARLEM 310500861015

**a1. Popular School Name**

Neighborhood Charter School Harlem

**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.

BOARD OF REGENTS

**c. DISTRICT / CSD OF LOCATION**

CSD # 6 - MANHATTAN

**d. DATE OF INITIAL CHARTER**

9/2011

**e. DATE FIRST OPENED FOR INSTRUCTION**

8/2012

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

MISSION STATEMENT

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

**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	a unique "no excuses" approach to school design that includes a focus on social and emotional learning that will enhance learning and reduce problems
KDE 2	two certified teachers in each classroom to allow us to "meet each student where she is" and respond to the individual needs of each student
KDE 3	an intensive focus on literacy
KDE 4	a longer school day and school year to provide more time for learning
KDE 5	an orderly and supportive culture that allows students to focus on learning
KDE 6	data-driven instruction
KDE 7	a specialized program of supports for ASD (autism spectrum disorders) students
KDE 8	a strong and focused professional development program
KDE 9	partnership with parents to make the home a center of learning
KDE 10	(No response)

**Need additional space for variables**

No

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

<https://ncschools.org/>

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

680

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

673

**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

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

No

**FACILITIES INFORMATION**

**m. FACILITIES**

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

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

**School Site 1 (Primary)**

**m1. SCHOOL SITES**

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

	Physical Address	Phone Number	District/CSD	Grades to be Served at Site for coming year (K-5, 6-9, etc.)	Receives Rental Assistance for Which Grades (If yes, enter the appropriate grades. If no, enter No).
Site 1	691 St. Nicholas Avenue New York, NY 10030	646-701-7117	NYC CSD 6	2-8	Yes, grades 3-8

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

	Name	Work Phone	Alternate Phone	Email Address
School Leader	Michael Renda (2-4)/Ariel Ortiz (5-8)	516-633-3141		<a href="mailto:mrenda@ncschools.org">mrenda@ncschools.org</a>
Operational Leader	Michelle Santos	646-701-7117		<a href="mailto:msantos@ncschools.org">msantos@ncschools.org</a>
Compliance Contact	Lindsay Malanga	646-939-8755		<a href="mailto:Lmalanga@ncschools.org">Lmalanga@ncschools.org</a>
Complaint Contact	Lindsay Malanga	646-939-8755		<a href="mailto:Lmalanga@ncschools.org">Lmalanga@ncschools.org</a>
DASA Coordinator	Lindsay Malanga	646-939-8755		<a href="mailto:Lmalanga@ncschools.org">Lmalanga@ncschools.org</a>
Phone Contact for After Hours Emergencies	Lindsay Malanga	646-939-8755		<a href="mailto:Lmalanga@ncschools.org">Lmalanga@ncschools.org</a>

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

Private Space

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

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

**Certificate of Occupancy and Fire Inspection. Provide a copy of a current and non-expired certificate of occupancy (if outside NYC or in private space in NYC). For schools that are not in district space (NYC co-locations), provide a copy of a current and non-expired certificate of occupancy, and a copy of the current annual fire inspection results, which should be dated on or after July 1, 2021.**

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

[Final Certificate of Occupancy 691 St Nicholas.pdf](#)

**Filename:** Final Certificate of Occupancy 691 St Nicholas.pdf **Size:** 35.1 kB

---

**Site 1 Fire Inspection Report**

[NCS 691 St Nicholas Ave A106 Fire inspection report.pdf](#)

**Filename:** NCS 691 St Nicholas Ave A106 Fire inspection report.pdf **Size:** 100.3 kB

---

**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	421 West 145th Street, New York, NY 10031	unknown	NYC CSD 6	K-1	No

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

	Name	Work Phone	Alternate Phone	Email Address
School Leader	Michael Renda	516-633-3141		<a href="mailto:mrenda@ncschools.org">mrenda@ncschools.org</a>
Operational Leader	Michelle Santos	646-701-7117		<a href="mailto:msantos@ncschools.org">msantos@ncschools.org</a>
Compliance Contact	Lindsay Malanga	646-939-8755		<a href="mailto:Lmalanga@ncschools.org">Lmalanga@ncschools.org</a>
Complaint Contact	Lindsay Malanga	646-939-8755		<a href="mailto:Lmalanga@ncschools.org">Lmalanga@ncschools.org</a>
DASA Coordinator	Lindsay Malanga	646-939-8755		<a href="mailto:Lmalanga@ncschools.org">Lmalanga@ncschools.org</a>
Phone Contact for After Hours Emergencies	Lindsay Malanga	646-939-8755		<a href="mailto:Lmalanga@ncschools.org">Lmalanga@ncschools.org</a>

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

Private Space

---

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

**m2d. Upload a current Certificate of Occupancy (COO) and the annual Fire Inspection Report for school site 2 if located in private space in NYC or located outside of NYC .**

**Certificate of Occupancy and Fire Inspection. Provide a copy of a current and non-expired certificate of occupancy (if outside NYC or in private space in NYC). For schools that are not in district space (NYC co-locations), provide a copy of a current and non-expired certificate of occupancy, and a copy of the current annual fire inspection results, which should be dated on or after July 1, 2021.**

**Site 2 Certificate of Occupancy (COO)**

[421 West 145 St. NY NY c of o.pdf](#)

**Filename:** 421 West 145 St. NY NY c of o.pdf **Size:** 98.0 kB

---

**Site 2 Fire Inspection Report**

[Annual Report Harlem NYSED Fire Inspection 8-1-21.pdf](#)

**Filename:** Annual Report Harlem NYSED Fire Inspection 8-1-21.pdf **Size:** 88.0 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	Lindsay Malanga
Position	Chief of Schools
Phone/Extension	646-939-8755
Email	<a href="mailto:Lmalanga@ncschools.org">Lmalanga@ncschools.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:**

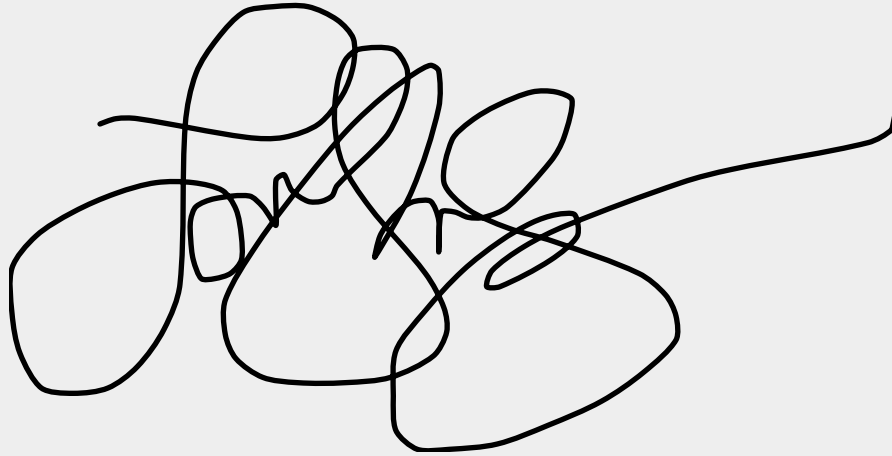
Yes

**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 highly stylized, cursive handwritten signature in black ink on a light gray background. The signature is composed of several large, overlapping loops and a long, sweeping tail that extends to the right.

**Signature, President of the Board of Trustees**

A handwritten signature in black ink on a light gray background. The signature reads "Patricia Sausley" in a cursive script, followed by a large, stylized flourish that ends in a sharp point.

**Date**

Jul 29 2021

**Thank you.**



**Entry 3 Progress Toward Goals**

**Completed** Nov 1 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	Goal - Met, Not Met or Unable to	If not met, describe efforts
--	-----------------------------------	-----------------------------------	----------------------------------	------------------------------

		Toward Attainment of Goal	Assess	the school will take to meet goal. If unable to assess goal, type N/A for Not Applicable
Academic Goal 1	90% of K-4 students will grow one year in reading level	Fountas and Pinnell	Not Met	<p>Changes to Reading and Writing units to reflect a year and half prior worth of remote instruction</p> <ul style="list-style-type: none"> <li>- Emphasis on Guided Reading instruction and professional development in the area of Guided Reading in order to ensure that small group instruction in the area of reading is strong and beneficial</li> <li>- Strong initiative to push independent reading practices in classroom and establish routines to ensure that scholars build this practice from the start of the year</li> </ul>
	80% of K-2 students will be proficient in math			<p>75.91% of scholars were proficient EOY 2020-21.</p> <ul style="list-style-type: none"> <li>-Scholars are doing in-person Counting Jar lessons about once a week.</li> <li>-Math Routines</li> </ul>

Academic Goal 2	according to Counting Jar proficient measures.	Counting Jar Assessment	Not Met	incorporate Counting practice daily. -Teachers pull small counting clubs and provide intervention to scholars that need it.
Academic Goal 3	Grades 3-8 will outperform the District in ELA by 10% in all subgroups.	State Test	Unable to Assess	N/A
Academic Goal 4	Grades 3-8 will outperform the District in Math by 10% in all subgroups.	State Test	Unable to Assess	N/A
Academic Goal 5				
Academic Goal 6				
Academic Goal 7				
Academic Goal 8				
Academic Goal 9				
Academic Goal 10				

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

No

#### 4. ORGANIZATION GOALS

**For the 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
Org Goal 1				
Org Goal 2				
Org Goal 3				
Org Goal 4				
Org Goal 5				
Org Goal 6				
Org Goal 7				
Org Goal 8				
Org Goal 9				
Org Goal 10				
Org Goal 11				
Org Goal 12				
Org Goal 13				



Org Goal 14				
Org Goal 15				
Org Goal 16				
Org Goal 17				
Org Goal 18				
Org Goal 19				
Org Goal 20				

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

No

**6. FINANCIAL GOALS**

**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				
Financial Goal 2				
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 Oct 28 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.**

### NEIGHBORHOOD CHARTER SCHOOLS - 06

Filename: NEIGHBORHOOD CHARTER SCHOOLS 06.3 hUdmY6F.pdf Size: 550.1 kB

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

Completed Dec 20 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.**

### Neighborhood CS of Harlem BEDS-310500861015\_2020-21

Filename: Neighborhood CS of Harlem BEDS 31 VMSXX52.xlsx Size: 471.3 kB

## Entry 4c - Additional Financial Documents

Completed Oct 28 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

<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.**

**[NCS Additional Financial Documents Response](#)**

**Filename:** NCS Additional Financial Documents BZYbgXx.xlsx **Size:** 104.9 kB

**[NCSH Escrow 6111 June 2021 Stmt](#)**

**Filename:** NCSH Escrow 6111 June 2021 Stmt.pdf **Size:** 1.0 MB

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

**Completed** Aug 2 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
	Michelle Rumph	[REDACTED]	[REDACTED]

**2. Audit Firm Contact Information**

	School Audit Contact Name	School Audit Contact Email	School Audit Contact Phone	Years Working With This Audit Firm
	Mengel Metzger Barr & Co. LLP	[REDACTED]	[REDACTED]	8

**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
	Charter School Business Management	Tia Murphy	237 West 35th St., Suite 301, New York, NY 10001	[REDACTED]	[REDACTED]	9

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

**Completed** Aug 2 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.**

**[NCS Harlem Projected Annual Budget Template 2021-22](#)**

**Filename:** NCS Harlem Projected Annual Budget mG9zLC5.xlsx **Size:** 165.5 kB

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

**Completed** Aug 2 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.

**[Entry 6 BOT Disclosure Forms 2020-2021-20210727T003546Z-001](#)**

**Filename:** Entry 6 BOT Disclosure Forms 2020 412YcYr.zip **Size:** 3.4 MB

**Entry 7 BOT Membership Table**

**Completed** Aug 2 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	Heidi Baker		Parent Rep	Finance	Yes	1	04/28/2021	06/26/2024	5 or less
2	Gail Brousal		Trustee/Member	Accountability	Yes	4	06/23/2021	06/26/2024	12
3	Wylie Fennell		Trustee/Member	Finance	Yes	1	04/28/2021	04/26/2024	5 or less
4	Brian Hamilton		Trustee/Member	Evaluation	Yes	3	06/19/2019	06/29/2022	8
5	Stephanie Hubbell		Trustee/Member	Nominating and Governance; Accountability	Yes	1	04/28/2021	06/26/2024	5 or less
6	Jefferson Hughes		Vice Chair	Executive, Evaluation	Yes	4	06/23/2021	06/29/2024	11
7	Everardo Jefferson		Trustee/Member	Nominating and Governance	Yes	2	06/23/2020	06/28/2023	11
8	Justena Kavanaugh		Trustee/Member	Accountability	Yes	3	06/23/2021	06/26/2024	10
9	Samantha Ramos		Parent Rep	Finance	Yes	1	09/25/2019	06/29/2022	5 or less

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

Yes

**1b. Current Board Member Information**

	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
10	Walter Rendon		Treasurer	Nominating and Governance; Finance	Yes	2	06/23/2021	06/26/2024	12
11	Cliff Schneider		Secretary	Executive, Evaluation	Yes	3	06/23/2021	06/26/2024	11
12	Patricia Sousloff		Chair	Executive, Evaluation, Governance, Finance	Yes	4	06/17/2020	06/28/2023	12
13									
14									
15									

**1c. Are there more than 15 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	12
b.Total Number of Members Added During 2020-2021	3
c. Total Number of Members who Departed during 2020-2021	3
d.Total Number of members, as set in Bylaws, Resolution or Minutes	15

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

12

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

12

Thank you.

**Entry 8 Board Meeting Minutes**

Completed Aug 2 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.

**[NCS Board Minutes](#)**

**Filename:** NCS Board Minutes ZBqI48A.pdf **Size:** 5.5 MB

**Entry 9 Enrollment & Retention**

**Completed** Aug 2 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.

**Recruitment/Attraction Efforts Toward Meeting Targets**

	Describe Recruitment Efforts in 2020-2021	Describe Recruitment Plans in 2021-2022
	Current ED Enrollment Percentage at NCSH for fall 2021	

Economically Disadvantaged	<p>is 89.6%, exceeding our target. Recruitment efforts include mass mailings to families with students of the appropriate age in Community School District 6, mailings to organizations serving all targeted groups, visits to local community organizations serving students in the targeted groups, visits to Head Start programs. We conducted school tours and presented informational meetings in English and Spanish. Our recruitment materials include English and Spanish versions and highlight our specialized program for students with high-functioning autism spectrum disorders.</p>	<p>Neighborhood Charter Schools have taken the necessary steps to ensure we will reach maximum enrollment due to setting application targets based on 5 applications to 1 student seat ratio. We have already received a total of 594 applications for the Harlem Campus. As we are still managing COVID-19 and school closures, we are continuing to adjust our outreach plans to ensure we meet our targets and remain in contact with families who have applied. We will continue these successful recruitment practices for 2021-22.</p>
English Language Learners	<p>The current English Language Learners (“ELL”) enrollment for fall 2021 is at least 25% at NCSH, exceeding our enrollment target. NCHS continues to take the following actions/strategies to help us meet our ELL enrollment goals:</p> <ol style="list-style-type: none"> <li>1) Audit of current students’ records to confirm ELL status.</li> <li>2) Outreach to families who live in the neighborhood to enroll at NCSH, including attending fairs, posters, canvassing local daycares and preschools and attending local events. Applications, fliers, and open houses are all offered in English and Spanish. Information sessions are held in English and Spanish.</li> </ol>	<p>For 2021-22, we will continue the successful recruitment plans we have in place.</p>
	NCSH makes substantial efforts	

<p>Students with Disabilities</p>	<p>to attract and retain students with disabilities (SWD students) who comprise 34.18% of our student body. NCSH has exceeded its SWD enrollment targets for 2020-21). Our recruitment materials highlight our specialized program for students with high-functioning autism spectrum disorders (ASD students). To recruit SWD and ASD students we have contacted clinics who serve families with special needs students, case workers, and preschools who have referred students with disabilities to us in the past. For all subgroups we visited after school programs, attended community events, visited school fairs, advertised across all social media platforms, ran referral programs, and canvassed the surrounding areas on a daily basis. Our recruitment marketing materials include English and Spanish and highlight our specialized program for students with high-functioning autism spectrum disorders (ASD students).</p>	<p>For 2021-22, we will continue the successful recruitment plans we have in place.</p>
-----------------------------------	---	---

**Retention Efforts Toward Meeting Targets**

	Describe Retention Efforts in 2020-2021	Describe Retention Plans in 2021-2022
	<p>We deeply care about our families and want to ensure everyone feels safe and supported during this time. In addition to monitoring application trends, we remain in</p>	

Economically Disadvantaged	<p>constant communication with our existing families. Neighborhood Charter Schools strongly believe in parental involvement through creating opportunities that allow our families to stay connected to the school and partner with us in their child's success. We have received positive feedback from our families throughout this school year and we will continue to keep families always informed, so they continue to feel a valuable part of the NCS family. To date, we have very high retention rates across both schools, with only 3 families not returning next school year due to relocation.</p>	<p>We will continue the successful retention plans that are in place and build upon them.</p>
English Language Learners	<p>Non-English-speaking families continue to feel welcome, heard, and communicated with throughout the year, including multi-lingual main office staff, translation available at all school events, ELL-instruction support and connection.</p>	<p>We will continue the successful retention plans that are in place and build upon them.</p>
Students with Disabilities	<p>NCS has a unique ASD Program modeled on best practices and delivered by expert, specially trained staff. This expertise extends to other special needs as well, with the result that SWD's and their families feel well supported. For our ASD Program, NCS holds regular events for families on various aspects of ASD and how they can best support their child.</p>	<p>We will continue the successful retention plans that are in place and build upon them.</p>

## Entry 10 - Teacher and Administrator Attrition

Completed Aug 2 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.

## **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** Aug 2 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)	0
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2021)	0
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)	
<b>Total Category B: not to exceed 5</b>	<b>5.0</b>



**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	29

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

	FTE Count
Total Category E	28

## CATEGORY F: TOTAL FTE COUNT OF ALL TEACHERS

Please do not include paraprofessionals, such as teacher aides.

	FTE Count
Total Category F	72



Thank you.

## Entry 12 Organization Chart

Completed Aug 2 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

### **[Entry 12 Organization Chart 2020-21 Harlem Final](#)**

**Filename:** Entry 12 Organization Chart 2020 21 Oj2tamZ.pdf **Size:** 48.9 kB

## Entry 13 School Calendar

Completed Aug 2 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.**

## [2021-22 Instructional Calendar\\_Updated 7-1-21](#)

Filename: 2021 22 Instructional Calendar Upda bz3VZt5.pdf Size: 417.7 kB

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

Completed Aug 2 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: **Neighborhood CS-Harlem**

---

**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://ncschools.org/for-families/parent-association-and-training/">https://ncschools.org/for-families/parent-association-and-training/</a>
2. Most recent board meeting notice, documents to be discussed at the meeting (if any)	<a href="https://ncschools.org/about-ncs/ncs-board/">https://ncschools.org/about-ncs/ncs-board/</a>
2a. Webcast of Board Meetings (per Governor's Executive Order)	<a href="https://ncschools.org/about-ncs/ncs-board/">https://ncschools.org/about-ncs/ncs-board/</a>
3. Link to NYS School Report Card	<a href="https://data.nysed.gov/essa.php?year=2019&amp;instid=800000071078">https://data.nysed.gov/essa.php?year=2019&amp;instid=800000071078</a>
4. Lottery Notice announcing date of lottery	<a href="https://ncschools.org/wp-content/uploads/2020/08/Lottery-Day-1.pdf">https://ncschools.org/wp-content/uploads/2020/08/Lottery-Day-1.pdf</a>
5. Authorizer-approved DASA Policy (For Regents, NYCDOE, and Buffalo BOE Authorized Charter Schools ONLY);	<a href="https://ncschools.org/for-families/parent-association-and-training/">https://ncschools.org/for-families/parent-association-and-training/</a>
6. District-wide Safety Plan	<a href="https://ncschools.org/about-ncs/ncs-board/">https://ncschools.org/about-ncs/ncs-board/</a>
6a. Authorizer-Approved Discipline Policy (as per August 29, 2019 Emergency Response Plan Memo)	<a href="https://ncschools.org/for-families/parent-association-and-training/">https://ncschools.org/for-families/parent-association-and-training/</a>
7. Authorizer-Approved FOIL Policy	<a href="https://ncschools.org/wp-content/uploads/2020/08/Microsoft-Word-NCSH_FOIL_policy.pdf">https://ncschools.org/wp-content/uploads/2020/08/Microsoft-Word-NCSH_FOIL_policy.pdf</a>
8. Subject matter list of FOIL records	<a href="https://ncschools.org/about-ncs/ncs-board/">https://ncschools.org/about-ncs/ncs-board/</a>

**Thank you.**



**NEIGHBORHOOD CHARTER SCHOOLS**

**NEW YORK, NEW YORK**

**AUDITED FINANCIAL STATEMENTS**

**OTHER FINANCIAL INFORMATION**

**AND**

**INDEPENDENT AUDITOR'S REPORTS**

**JUNE 30, 2021**

**(With Comparative Totals for 2020)**

## CONTENTS

<u>AUDITED FINANCIAL STATEMENTS</u>	<u>PAGE</u>
Independent Auditor's Report	3
Statement of Financial Position	5
Statement of Activities and Changes in Net Assets	6
Statement of Functional Expenses	7
Statement of Cash Flows	8
Notes to Financial Statements	9
 <u>OTHER FINANCIAL INFORMATION</u>	
Independent Auditor's Report on Other Financial Information	22
Statement of Financial Position by Charter	23
Statement of Activities and Changes in Net Assets by Charter	24
Statement of Functional Expenses by Charter	
Harlem	25
Bronx	26
 <u>REPORT REQUIRED BY GOVERNMENT AUDITING STANDARDS</u>	
Independent Auditor's Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with <i>Government Auditing Standards</i>	28

## INDEPENDENT AUDITOR'S REPORT

Board of Trustees  
Neighborhood Charter Schools

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

We have audited the accompanying financial statements of Neighborhood Charter Schools, which comprise the statement of financial position as of June 30, 2021, and the related statements of activities and changes in net assets, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements.

### **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.

### **Auditor's Responsibility**

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States. 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 auditor's 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 Neighborhood Charter Schools' 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 Neighborhood Charter Schools as of June 30, 2021, and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

**Report on Summarized Comparative Information**

We have previously audited Neighborhood Charter Schools' June 30, 2020 financial statements, and we expressed an unmodified opinion on those audited financial statements in our report dated October 27, 2020. In our opinion, the summarized comparative information presented herein as of and for the year ended June 30, 2020 is consistent, in all material respects, with the audited financial statements from which it has been derived

**Other Report Required by Government Auditing Standards**

In accordance with *Government Auditing Standards*, we have also issued our report dated October 25, 2021 on our consideration of Neighborhood Charter Schools' internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Neighborhood Charter Schools' internal control over financial reporting and compliance.

*Mengel, Metzger, Baw & Co. LLP*

Rochester, New York  
October 25, 2021



NEIGHBORHOOD CHARTER SCHOOLS

STATEMENT OF FINANCIAL POSITION

JUNE 30, 2021

(With Comparative Totals for 2020)

<u>ASSETS</u>	<u>June 30,</u>	
	<u>2021</u>	<u>2020</u>
<u>CURRENT ASSETS</u>		
Cash and cash equivalents	\$ 5,832,544	\$ 4,273,492
Cash - capital reserve	1,500,000	1,500,000
Grants and other receivables	686,561	637,690
Prepaid expenses	<u>535,350</u>	<u>169,308</u>
TOTAL CURRENT ASSETS	8,554,455	6,580,490
<u>OTHER ASSETS</u>		
Property and equipment, net	1,960,975	1,675,586
Due from related party	502,222	697,062
Facilities deposits	1,783,310	2,011,401
Cash in escrow	<u>151,220</u>	<u>150,918</u>
	<u>4,397,727</u>	<u>4,534,967</u>
TOTAL ASSETS	<u>\$ 12,952,182</u>	<u>\$ 11,115,457</u>
<u>LIABILITIES AND NET ASSETS</u>		
<u>CURRENT LIABILITIES</u>		
Accounts payable and accrued expenses	\$ 1,049,156	\$ 373,586
Accrued payroll and benefits	1,048,615	1,626,917
Due to related party	-	124,512
Deferred revenue	<u>68,692</u>	<u>191,651</u>
TOTAL CURRENT LIABILITIES	2,166,463	2,316,666
<u>OTHER LIABILITIES</u>		
Deferred lease incentive	50,346	-
Deferred lease liability	<u>2,616,341</u>	<u>1,601,207</u>
TOTAL LIABILITIES	4,833,150	3,917,873
<u>NET ASSETS</u>		
Without donor restrictions	6,619,032	5,697,584
Without donor restrictions - board designated	<u>1,500,000</u>	<u>1,500,000</u>
TOTAL NET ASSETS	<u>8,119,032</u>	<u>7,197,584</u>
TOTAL LIABILITIES AND NET ASSETS	<u>\$ 12,952,182</u>	<u>\$ 11,115,457</u>

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

NEIGHBORHOOD CHARTER SCHOOLS

STATEMENT OF ACTIVITIES AND CHANGES IN NET ASSETS

YEAR ENDED JUNE 30, 2021  
(With Comparative Totals for 2020)

	<u>Year ended June 30,</u>	
	<u>2021</u>	<u>2020</u>
Operating revenue and support:		
State and local per pupil operating revenue	\$ 21,537,803	\$ 19,529,199
NYC DOE rental assistance	3,114,240	2,514,620
Federal and state grants	1,019,519	1,436,039
Private grants	122,967	153,349
Contributions	7,100	17,017
Other income	<u>17,151</u>	<u>111,811</u>
TOTAL OPERATING REVENUE AND SUPPORT	25,818,780	23,762,035
Expenses:		
Program services:		
Regular education	10,681,545	11,012,586
Special education	10,707,296	10,273,115
Supporting services:		
Management and general	3,498,455	2,785,863
Fundraising and special events	<u>10,036</u>	<u>12,865</u>
TOTAL EXPENSES	<u>24,897,332</u>	<u>24,084,429</u>
CHANGE IN NET ASSETS	921,448	(322,394)
Net assets at beginning of year	<u>7,197,584</u>	<u>7,519,978</u>
NET ASSETS AT END OF YEAR	<u>\$ 8,119,032</u>	<u>\$ 7,197,584</u>

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

NEIGHBORHOOD CHARTER SCHOOLS

STATEMENT OF FUNCTIONAL EXPENSES

YEAR ENDED JUNE 30, 2021  
(With Comparative Totals for 2020)

	Year ended June 30,								
	2021							2020	
	No. of positions	Program Services			Supporting Services			Total	Total
Regular education		Special education	Sub-total	Fundraising and special events	Management and general	Sub-total			
Personnel services costs:									
Administrative staff personnel	25	\$ 247,188	\$ 247,191	\$ 494,379	\$ 5,556	\$ 1,461,503	\$ 1,467,059	\$ 1,961,438	\$ 2,239,177
Instructional personnel	135	5,258,182	5,491,257	10,749,439	-	204,294	204,294	10,953,733	6,755,248
Non-instructional personnel	4	114,584	56,506	171,090	-	-	-	171,090	2,903,167
Total Salaries and wages	164	5,619,954	5,794,954	11,414,908	5,556	1,665,797	1,671,353	13,086,261	11,897,592
Fringe benefits & payroll taxes		1,501,831	1,514,105	3,015,936	1,516	435,981	437,497	3,453,433	3,483,519
Retirement		137,698	138,487	276,185	149	40,864	41,013	317,198	210,582
Legal service		-	-	-	-	40,023	40,023	40,023	53,343
Accounting/audit fees		-	-	-	-	158,640	158,640	158,640	220,069
Other purchased/professional/consulting services		25,564	24,859	50,423	31	309,067	309,098	359,521	305,021
Building and land rent/lease		1,968,855	2,046,371	4,015,226	1,888	583,353	585,241	4,600,467	4,452,223
Repairs and maintenance		108,608	126,743	235,351	54	31,984	32,038	267,389	245,659
Insurance		86,396	85,857	172,253	97	25,655	25,752	198,005	210,907
Utilities		(15,975)	(23,168)	(39,143)	8	(4,641)	(4,633)	(43,776)	111,053
Supplies/materials		331,954	162,183	494,137	-	-	-	494,137	548,338
Equipment/furnishings		40,119	41,877	81,996	38	11,884	11,922	93,918	99,588
Staff development		141,990	151,252	293,242	161	42,169	42,330	335,572	375,254
Marketing/recruitment		54,609	36,714	91,323	19	5,513	5,532	96,855	114,169
Technology		173,718	166,997	340,715	166	46,609	46,775	387,490	282,634
Food service		103,882	50,403	154,285	-	-	-	154,285	503,159
Office expense		77,983	79,016	156,999	82	23,135	23,217	180,216	444,436
Student services		50,519	28,316	78,835	-	1,252	1,252	80,087	116,933
Depreciation and amortization		256,903	264,192	521,095	257	76,159	76,416	597,511	406,429
Other		16,937	18,138	35,075	14	5,011	5,025	40,100	3,521
		<u>\$ 10,681,545</u>	<u>\$ 10,707,296</u>	<u>\$ 21,388,841</u>	<u>\$ 10,036</u>	<u>\$ 3,498,455</u>	<u>\$ 3,508,491</u>	<u>\$ 24,897,332</u>	<u>\$ 24,084,429</u>

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

NEIGHBORHOOD CHARTER SCHOOLS

STATEMENT OF CASH FLOWS

YEAR ENDED JUNE 30, 2021  
(With Comparative Totals for 2020)

	<u>Year ended June 30,</u>	
	<u>2021</u>	<u>2020</u>
<u>CASH FLOWS - OPERATING ACTIVITIES</u>		
Change in net assets	\$ 921,448	\$ (322,394)
Adjustments to reconcile change in net assets to net cash provided from operating activities:		
Depreciation and amortization	597,511	406,429
Changes in certain assets and liabilities affecting operations:		
Grants and other receivables	(48,871)	(135,121)
Due from/to related party	70,328	(536,434)
Prepaid expenses	(366,042)	64,933
Accounts payable and accrued expenses	564,107	24,399
Accrued payroll and benefits	(578,302)	603,333
Deferred revenue	(122,959)	(133,349)
Deferred lease incentive	50,346	-
Deferred lease liability	1,015,134	1,601,207
NET CASH PROVIDED FROM OPERATING ACTIVITIES	2,102,700	1,573,003
<u>CASH FLOWS - INVESTING ACTIVITIES</u>		
Purchases of property and equipment	(771,437)	(1,303,278)
Change in facilities deposits	228,091	49,999
NET CASH USED FOR INVESTING ACTIVITIES	(543,346)	(1,253,279)
NET INCREASE IN CASH, CASH EQUIVALENTS, AND RESTRICTED CASH	1,559,354	319,724
Cash, cash equivalents, and restricted cash at beginning of year	5,924,410	5,604,686
CASH, CASH EQUIVALENTS, AND RESTRICTED CASH AT END OF YEAR	<u>\$ 7,483,764</u>	<u>\$ 5,924,410</u>
<u>SUPPLEMENTAL DISCLOSURE OF CASH FLOW INFORMATION</u>		
Reconciliation of cash, cash equivalents, and restricted cash reported within the statement of financial position that sum to the total amounts shown in the statement of cash flows:		
Cash and cash equivalents	\$ 5,832,544	\$ 4,273,492
Cash - capital reserve	1,500,000	1,500,000
Cash in escrow	151,220	150,918
Total cash, cash equivalents, and restricted cash shown in the statement of cash flows	<u>\$ 7,483,764</u>	<u>\$ 5,924,410</u>
<u>NON-CASH OPERATING AND FINANCING ACTIVITIES</u>		
Purchases of property and equipment included in accounts payable	<u>\$ 114,463</u>	<u>\$ -</u>

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

NEIGHBORHOOD CHARTER SCHOOLS

NOTES TO FINANCIAL STATEMENTS

JUNE 30, 2021

(With Comparative Totals for 2020)

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

The Charter School

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

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

NCSH opened its doors in the fall of 2012 in Harlem, New York with a rigorous academic program and a highly structured and supportive school culture. NCSH serves a wide range of students, including students with disabilities and students whose native language is not English, drawn mostly from central Harlem, the community school district in which it is located. It offers a specialized inclusion program for students with high-functioning autism, who constitute approximately 12% of the student body.

During 2017, the Charter School applied for a charter for NCSB which would be located in Bronx, New York. NCSB was granted a provisional charter on November 14, 2017, valid for a term of five years through June 30, 2023 and renewable upon expiration by the Board of Regents of the University of the State of New York.

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

Basis of accounting

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

Classification of net assets

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

NEIGHBORHOOD CHARTER SCHOOLS

NOTES TO FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2021

(With Comparative Totals for 2020)

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

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

*Net Assets Without Donor Restrictions*

Net assets available for use in general operations and not subject to donor (or certain grantor) restrictions. The Board of Trustees has discretionary control to use these in carrying on operations in accordance with the guidelines established by the Charter School. The Board may designate portions of the net assets without donor restrictions for specific purposes, projects or investments. At June 30, 2021 and 2020, the Board had designated \$1,500,000 of net assets without donor restrictions to fund capital projects.

*Net Assets With Donor Restrictions*

Net assets subject to donor (or certain grantor) imposed restrictions. Some donor-imposed restrictions are temporary in nature, such as those that will be met by the passage of time or other events specified by the donor. Other donor-imposed restrictions are perpetual in nature, where the donor stipulates that resources be maintained in perpetuity. Donor-imposed restrictions are released when a restriction expires, that is, when the stipulated time has elapsed, when the stipulated purpose for which the resource was restricted has been fulfilled, or both. The Charter School had no net assets with donor restrictions at June 30, 2021 and 2020.

Revenue recognition

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

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

State and local per pupil revenue

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

NEIGHBORHOOD CHARTER SCHOOLS

NOTES TO FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2021

(With Comparative Totals for 2020)

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

Rental assistance

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

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

	<u>June 30,</u>		
	<u>2021</u>	<u>2020</u>	<u>2019</u>
Grants and other receivables	\$ 36,525	\$ 237,296	\$ 38,517

Grant revenue

Some of the Charter School's revenue is derived from cost-reimbursable federal and state contracts and grants, which are conditioned upon certain performance requirements and/or the incurrence of allowable qualifying expenses. Amounts received are recognized as revenue when the Charter School has incurred expenditures in compliance with specific contract or grant provisions. Certain grants are subject to audit and retroactive adjustments by its funders. Any changes resulting from these audits are recognized in the year they become known. Qualifying expenditures that have been incurred but are yet to be reimbursed are reported as grants receivable in the accompanying statement of financial position. Amounts received prior to incurring qualifying expenditures are reported as deferred revenue in the accompanying statement of financial position and amounted to \$68,692 and \$191,651 at June 30, 2021 and 2020, respectively. The Charter School received cost-reimbursement grants of approximately \$10,500 and \$9,500 that have not been recognized because qualifying expenditures have not yet been incurred at June 30, 2021 and 2020, respectively.

Contributions

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

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

NEIGHBORHOOD CHARTER SCHOOLS

NOTES TO FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2021

(With Comparative Totals for 2020)

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

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

Cash and cash equivalents

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

\$1,500,000 has been segregated on the statement of financial position at June 30, 2021 and 2020, representing the board designated net assets for capital reserve.

Cash in escrow

The Charter School maintains cash in an escrow account in accordance with the terms of their charter agreement. The amount in escrow as of June 30, 2021 and 2020 was \$151,220 and \$150,918, respectively. The escrow account is restricted to fund legal and other costs should the Charter School cease operations and dissolve.

Grants and other receivables

Grants and other receivables are stated at the amount management expects to collect from outstanding balances. Management provides for probable uncollectible amounts based on its assessment of the current status of individual receivables from grants, agencies and others. Balances that are still outstanding after management has used reasonable collection efforts are written off against the allowance for doubtful accounts. There was no allowance for doubtful accounts at June 30, 2021 and 2020.

Property and equipment

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

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

Deferred lease liability

The Charter School leases its facilities. The NCSH lease contains significant pre-determined fixed escalations of the base rent. In accordance with accounting principles generally accepted in the United States of America ("GAAP"), the Charter School recognizes the related rent expense on a straight-line basis and records the difference between the recognized rental expense and the amounts paid under the lease as a deferred lease liability. The amount of additional rent expense in excess of rent paid under the lease was \$1,015,134 and \$1,601,207 for the years ended June 30, 2021 and 2020, respectively.



NEIGHBORHOOD CHARTER SCHOOLS

NOTES TO FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2021

(With Comparative Totals for 2020)

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

Tax exempt status

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

The Charter School files Form 990 tax returns in the U.S. federal jurisdiction. The tax returns for the years ended June 30, 2018 through June 30, 2021 are still subject to potential audit by the IRS. Management of the Charter School believes it has no material uncertain tax positions and, accordingly it will not recognize any liability for unrecognized tax benefits.

Contributed services

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

Marketing costs

The Charter School expenses marketing costs as they are incurred. Total marketing and recruiting costs approximated \$97,000 and \$114,000 for the years ended June 30, 2021 and 2020.

Deferred revenue

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

Use of estimates in the preparation of financial statements

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

Comparatives for the year ended June 30, 2020

The financial statements include certain prior year summarized comparative information in total but not by functional classification. Such information does not include sufficient detail to constitute a presentation in conformity with accounting principles generally accepted in the United States of America. Accordingly, such information should be read in conjunction with the Charter School's financial statements for the year ended June 30, 2020, from which the summarized information was derived.

NEIGHBORHOOD CHARTER SCHOOLS

NOTES TO FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2021

(With Comparative Totals for 2020)

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

New accounting pronouncements

Leases

In February 2016, the FASB issued a new standard related to leases to increase transparency and comparability among entities by requiring the recognition of right-of-use (“ROU”) assets and lease liabilities on the statement of financial position. Most prominent among the changes in the standard is the recognition of ROU assets and lease liabilities by lessees for those leases classified as operating leases under current U.S. GAAP. For nonpublic entities, the FASB voted on May 20, 2020, to extend the guidance in this new standard to be effective for fiscal years beginning after December 15, 2021, and interim periods within fiscal years beginning after December 15, 2022. The Charter School is currently evaluating the provisions of this standard to determine the impact the new standard will have on the Charter School’s financial position or results of operations.

Gifts-in-kind

In September 2020, the FASB issued a new accounting update to improve transparency in the reporting of contributed nonfinancial assets, also known as gifts-in-kind. The update requires not-for-profit entities to present contributed nonfinancial assets separately on the statement of activities, apart from contributions of cash and other financial assets. In addition, the update requires not-for-profit entities to disclose in the notes to the financial statements a breakout of the different types of gifts-in-kind recognized, any donor restrictions associated with the gift, the valuation technique(s) used to arrive at the fair value measure, whether or not the gift-in-kind was monetized, and any policies on monetization. The update is effective for fiscal years beginning after June 15, 2021 and will be applied on a retrospective basis. The Charter School is currently evaluating the provisions of this update to determine the impact it will have on the Charter School’s financial statements.

Reclassifications

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

Subsequent events

The Charter School has conducted an evaluation of potential subsequent events occurring after the statement of financial position date through October 25, 2021, which is the date the financial statements are available to be issued. No subsequent events requiring disclosure were noted.

NEIGHBORHOOD CHARTER SCHOOLS

NOTES TO FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2021

(With Comparative Totals for 2020)

NOTE B: LIQUIDITY AND AVAILABILITY

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

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

In addition to financial assets available to meet general expenditures over the next 12 months, the Charter School operates with a balanced budget and anticipates collecting sufficient revenue to cover general expenditures not covered by donor-restricted resources. Refer to the statement of cash flows which identifies the sources and uses of the Charter School's cash and shows positive cash generated by operations for fiscal year 2021.

Financial assets available for general expenditure, that is, without donor or other restrictions limiting their use, within one year of the statement of financial position date, comprise the following at June 30, 2021 and 2020:

	<u>June 30,</u>	
	<u>2021</u>	<u>2020</u>
Cash and cash equivalents	\$ 5,832,544	\$ 4,273,492
Grants and other receivables	<u>686,561</u>	<u>637,690</u>
Total financial assets available to management for general expenditures within one year	<u>\$ 6,519,105</u>	<u>\$ 4,911,182</u>

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

NOTE C: NET ASSETS

Net assets without donor restrictions are as follows:

	<u>June 30,</u>	
	<u>2021</u>	<u>2020</u>
Undesignated	\$ 4,658,057	\$ 4,021,998
Designated by the Board for capital reserve	1,500,000	1,500,000
Invested in property and equipment	<u>1,960,975</u>	<u>1,675,586</u>
	<u>\$ 8,119,032</u>	<u>\$ 7,197,584</u>

NEIGHBORHOOD CHARTER SCHOOLS

NOTES TO FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2021

(With Comparative Totals for 2020)

NOTE D: PROPERTY AND EQUIPMENT

Property and equipment consisted of the following:

	June 30,	
	2021	2020
Furniture and fixtures	\$ 1,265,089	\$ 1,049,401
Computers and equipment	1,463,880	1,086,674
Leasehold improvements	<u>1,322,138</u>	<u>1,032,132</u>
	4,051,107	3,168,207
Less accumulated depreciation and amortization	<u>2,090,132</u>	<u>1,492,621</u>
	<u>\$ 1,960,975</u>	<u>\$ 1,675,586</u>

Total depreciation expense was \$597,511 and \$406,429 for the years ended June 30, 2021 and 2020, respectively.

NOTE E: SCHOOL FACILITIES

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

<u>Year ending June 30,</u>	<u>Amount</u>
2022	\$ 1,672,125
2023	1,722,286
2024	1,773,957
2025	1,827,176
2026	1,881,991
Thereafter	<u>62,908,323</u>
	<u>\$ 71,785,858</u>

NEIGHBORHOOD CHARTER SCHOOLS

NOTES TO FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2021

(With Comparative Totals for 2020)

NOTE E: SCHOOL FACILITIES, Cont'd

A sublease was entered into effective July 16, 2019 through June 30, 2050 between the Charter School and Friends relative to this property and was amended June 8, 2020. The sublease calls for base monthly rent of approximately \$188,000, with annual rent increases of 3% each year thereafter. The future minimum payments required under this sublease agreement are as follows:

<u>Year ending June 30,</u>	<u>Amount</u>
2022	\$ 2,325,337
2023	2,395,097
2024	2,468,230
2025	2,542,847
2026	2,619,789
Thereafter	<u>93,556,484</u>
	<u>\$ 105,907,784</u>

During 2018, the Charter School entered into a twenty-year lease for an additional facility to accommodate NCSB, commencing no later than July 31, 2019. For the period July 31, 2019 to July 31, 2022, the Charter School will lease 26,000 square feet, increasing to 39,000 square feet by July 31, 2023 and 58,000 square feet by July 31, 2025 through July 31, 2039. The lease calls for rent at \$38 per square foot through July 31, 2022, \$56 per square foot through July 31, 2023, \$61 per square foot through July 31, 2024 at which point rent adjusts to \$42 per square foot with subsequent annual increases of 2% per year. The lease calls for base monthly rent of \$85,788. The Charter School also has a buyout option for leasehold improvements no later than July 31, 2026. In connection with the lease, the Charter School obtained a \$1,000,000 irrevocable standby letter of credit with a bank to serve as a security deposit. The irrevocable standby letter of credit is included in deposits on the accompanying statement of financial position at June 30, 2021.

The future minimum payments for this agreement are as follows:

<u>Year ending June 30,</u>	<u>Amount</u>
2022	\$ 1,029,456
2023	1,518,324
2024	2,436,000
2025	2,493,996
2026	2,552,004
Thereafter	<u>38,213,472</u>
	<u>\$ 48,243,252</u>

NEIGHBORHOOD CHARTER SCHOOLS

NOTES TO FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2021

(With Comparative Totals for 2020)

NOTE E: SCHOOL FACILITIES, Cont'd

In April 2021, The Charter School entered into a five year lease for a new facility which will commence on August 1, 2021 through June 30, 2026. As of the execution of the lease, \$55,167 had been paid to the landlord as a security deposit.

The future minimum payments for this agreement are as follows:

<u>Year ending June 30,</u>	<u>Amount</u>
2022	\$ 331,000
2023	350,000
2024	360,500
2025	371,315
2026	<u>350,583</u>
	<u>\$ 1,763,398</u>

Rent expense for the years ended June 30, 2021 and 2020 was approximately \$4,600,000 and \$4,452,000, respectively.

NOTE F: RELATED PARTY TRANSACTIONS

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

During the years ended June 30, 2021 and 2020, NCSH paid certain facility related costs on behalf of Friends and NCSB received other advances from Friends for startup costs. At June 30, 2021, \$502,222 was due to the Charter School from Friends and no amount is due from the Charter School to Friends and are included in the accompanying statement of financial position. At June 30, 2020, \$697,062 was due to the Charter School from Friends and \$124,512 is due from the Charter School to Friends and are included in the accompanying statement of financial position.

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

NEIGHBORHOOD CHARTER SCHOOLS

NOTES TO FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2021

(With Comparative Totals for 2020)

NOTE G: OPERATING LEASE

The Charter School has entered into certain non-cancelable lease agreements for office equipment expiring at various dates through June 2025. The future minimum payments on these agreements are as follows:

<u>Year ending June 30,</u>	<u>Amount</u>
2022	\$ 66,000
2023	55,000
2024	51,000
2025	40,000
Total	<u>\$ 212,000</u>

In July 2020, the Charter School entered into an arrangement with a new lessor. Part of the agreement was the new lessor would fund the remaining payments on old leases. The Charter School received all cash upfront and at June 30, 2021, remaining payments of \$50,346 are still outstanding on old leases. A deferred lease incentive has been recorded on the statement of financial position at June 30, 2021.

NOTE H: RETIREMENT PLAN

The Charter School sponsors a 401(k) retirement plan (the "Plan") covering most employees. The Charter School matches employees' contributions 100% up to 3% of their annual salaries. The Charter School matches employee's contributions 50% from 3% to 5% of their annual salaries. The Charter School's total contribution to the Plan for the years ended June 30, 2021 and 2020 approximated \$317,000 and \$211,000, respectively.

NOTE I: CONTINGENCY

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

NOTE J: CONCENTRATIONS

At June 30, 2021 and 2020, grants and other receivables are comprised of the following:

	<u>June 30,</u>	
	<u>2021</u>	<u>2020</u>
Federal Government	93%	61%
New York State	5%	28%

For the years ended June 30, 2021 and 2020, approximately 83% and 82%, respectively, of total operating revenue and support came from per-pupil funding provided by New York State. The per-pupil rate is set annually by the State based on the school district in which the Charter School's students are located.

NEIGHBORHOOD CHARTER SCHOOLS

NOTES TO FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2021

(With Comparative Totals for 2020)

NOTE K: FUNCTIONAL EXPENSES

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

NOTE L: ACCOUNTING IMPACT OF COVID-19 OUTBREAK

On January 30, 2020, the World Health Organization (“WHO”) announced a global health emergency because of a new strain of coronavirus (the “COVID-19 outbreak”) and the risks to the international community as the virus spreads globally beyond its point of origin. In March 2020, the WHO classified the COVID-19 outbreak as a pandemic, based on the rapid increase in exposure globally. The full impact of the COVID-19 outbreak continues to evolve as of the date of this report. As such, it is uncertain as to the full magnitude that the pandemic will have on the Charter School’s financial condition, liquidity, and future results of operations. Management is actively monitoring the global situation on its financial condition, liquidity, operations, suppliers, industry, and workforce. Given the daily evolution of the COVID-19 outbreak and the global responses to curb its spread, the Charter School is not able to estimate the effects of the COVID-19 outbreak on its results of operations, financial condition, or liquidity for fiscal year 2022.

In response to the COVID-19 outbreak, the Federal Government passed several COVID relief acts which include funding for elementary and secondary education. The Elementary and Secondary School Emergency Relief Fund (ESSER Fund) was established to award grants to state and local educational agencies. The Charter School has recognized \$157,478 of revenue relative to ESSER grants during the year ended June 30, 2021.

NOTE M: RENEWAL PROCESS

NCSH is currently in the process of renewing its charter as granted by the New York State Board of Regents. The Charter currently expires June 30, 2022. The renewal process includes review by New York State Education Department (NYSED) of various operational and governance aspects, including fiscal health and internal controls, board governance, and academic performance. NCSH has submitted its application for renewal. Upon review of the application and results, NYSED will determine if the charter should be renewed and if so, for how long. Successful charter renewals can range from one to five years. At this time, management of NCSH expects the charter to be renewed.



**NEIGHBORHOOD CHARTER SCHOOLS**

**OTHER FINANCIAL INFORMATION**

INDEPENDENT AUDITOR'S REPORT ON FINANCIAL INFORMATION

Board of Trustees  
Neighborhood Charter Schools

We have audited the financial statements of Neighborhood Charter Schools as of and for the year ended June 30, 2021, and we have issued our report thereon dated October 25, 2021, which contained an unmodified opinion on those financial statements. Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The 2021 financial information by Charter hereinafter is presented for purposes of additional analysis and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated in all material respects in relation to the financial statements for the year ended June 30, 2021, as a whole.

*Mengel, Metzger, Baw & Co. LLP*

Rochester, New York  
October 25, 2021

NEIGHBORHOOD CHARTER SCHOOLS

STATEMENT OF FINANCIAL POSITION BY CHARTER

JUNE 30, 2021

<u>ASSETS</u>	<u>Neighborhood Charter School Harlem</u>	<u>Neighborhood Charter School Bronx</u>	<u>Eliminations</u>	<u>Total</u>
<u>CURRENT ASSETS</u>				
Cash and cash equivalents	\$ 5,102,206	\$ 730,338	\$ -	\$ 5,832,544
Cash - capital reserve	1,500,000	-	-	1,500,000
Grants and other receivables	256,591	429,970	-	686,561
Prepaid expenses	<u>420,367</u>	<u>114,983</u>	<u>-</u>	<u>535,350</u>
TOTAL CURRENT ASSETS	7,279,164	1,275,291	-	8,554,455
<u>OTHER ASSETS</u>				
Property and equipment, net	1,553,738	407,237	-	1,960,975
Due from related party	527,699	(25,477)	-	502,222
Facilities deposits	1,783,310	-	-	1,783,310
Cash in escrow	<u>75,732</u>	<u>75,488</u>	<u>-</u>	<u>151,220</u>
	<u>3,940,479</u>	<u>457,248</u>	<u>-</u>	<u>4,397,727</u>
TOTAL ASSETS	<u>\$ 11,219,643</u>	<u>\$ 1,732,539</u>	<u>\$ -</u>	<u>\$ 12,952,182</u>
<u>LIABILITIES AND NET ASSETS</u>				
<u>CURRENT LIABILITIES</u>				
Accounts payable and accrued expenses	\$ 604,614	\$ 444,542	\$ -	\$ 1,049,156
Accrued payroll and benefits	825,567	223,048	-	1,048,615
Deferred revenue	<u>-</u>	<u>68,692</u>	<u>-</u>	<u>68,692</u>
TOTAL CURRENT LIABILITIES	1,430,181	736,282	-	2,166,463
<u>OTHER LIABILITIES</u>				
Deferred lease incentive	50,346	-	-	50,346
Deferred lease liability	<u>2,616,341</u>	<u>-</u>	<u>-</u>	<u>2,616,341</u>
TOTAL LIABILITIES	4,096,868	736,282	-	4,833,150
<u>NET ASSETS</u>				
Without donor restrictions	5,622,775	996,257	-	6,619,032
Without donor restrictions - board designated	<u>1,500,000</u>	<u>-</u>	<u>-</u>	<u>1,500,000</u>
TOTAL NET ASSETS	<u>7,122,775</u>	<u>996,257</u>	<u>-</u>	<u>8,119,032</u>
TOTAL LIABILITIES AND NET ASSETS	<u>\$ 11,219,643</u>	<u>\$ 1,732,539</u>	<u>\$ -</u>	<u>\$ 12,952,182</u>

NEIGHBORHOOD CHARTER SCHOOLS

STATEMENT OF ACTIVITIES AND CHANGES IN NET ASSETS BY CHARTER

YEAR ENDED JUNE 30, 2021

	<u>Neighborhood Charter School Harlem</u>	<u>Neighborhood Charter School Bronx</u>	<u>Eliminations</u>	<u>Total</u>
Operating revenue and support:				
State and local per pupil operating revenue	\$ 16,829,931	\$ 4,707,872	\$ -	\$ 21,537,803
NYC DOE rental assistance	2,145,891	968,349	-	3,114,240
Federal and state grants	773,012	246,507	-	1,019,519
Private grants	-	122,967	-	122,967
Contributions	7,100	-	-	7,100
Other income	<u>15,971</u>	<u>1,180</u>	<u>-</u>	<u>17,151</u>
TOTAL OPERATING REVENUE AND SUPPORT	19,771,905	6,046,875	-	25,818,780
Expenses:				
Program services:				
Regular education	8,798,997	1,882,548	-	10,681,545
Special education	8,356,605	2,350,691	-	10,707,296
Supporting services:				
Management and general	2,913,284	585,171	-	3,498,455
Fundraising and special events	<u>10,036</u>	<u>-</u>	<u>-</u>	<u>10,036</u>
TOTAL EXPENSES	<u>20,078,922</u>	<u>4,818,410</u>	<u>-</u>	<u>24,897,332</u>
CHANGE IN NET ASSETS	(307,017)	1,228,465	-	921,448
Net assets (deficit) at beginning of year	<u>7,429,792</u>	<u>(232,208)</u>	<u>-</u>	<u>7,197,584</u>
NET ASSETS AT END OF YEAR	<u>\$ 7,122,775</u>	<u>\$ 996,257</u>	<u>\$ -</u>	<u>\$ 8,119,032</u>

NEIGHBORHOOD CHARTER SCHOOLS

STATEMENT OF FUNCTIONAL EXPENSES BY CHARTER – HARLEM

YEAR ENDED JUNE 30, 2021

	No. of positions	Program Services			Supporting Services			Total
		Regular education	Special education	Sub-total	Fundraising and special events	Management and general	Sub-total	
Personnel services costs:								
Administrative staff personnel	22	\$ 247,188	\$ 247,191	\$ 494,379	\$ 5,556	\$ 1,244,103	\$ 1,249,659	\$ 1,744,038
Instructional personnel	102	4,266,051	4,196,674	8,462,725	-	131,469	131,469	8,594,194
Non-instructional personnel	4	114,584	56,506	171,090	-	-	-	171,090
Total	128	4,627,823	4,500,371	9,128,194	5,556	1,375,572	1,381,128	10,509,322
Fringe benefits & payroll taxes		1,286,496	1,239,507	2,526,003	1,516	375,230	376,746	2,902,749
Retirement		123,915	120,502	244,417	149	36,832	36,981	281,398
Legal service		-	-	-	-	40,023	40,023	40,023
Accounting/audit fees		-	-	-	-	158,640	158,640	158,640
Other purchased/professional/ consulting services		25,564	24,859	50,423	31	237,463	237,494	287,917
Building and land rent/lease		1,572,510	1,529,201	3,101,711	1,888	467,412	469,300	3,571,011
Repairs and maintenance		45,053	43,812	88,865	54	13,392	13,446	102,311
Insurance		80,863	78,637	159,500	97	24,036	24,133	183,633
Utilities		6,986	6,793	13,779	8	2,076	2,084	15,863
Supplies/materials		261,212	128,816	390,028	-	-	-	390,028
Equipment/furnishings		31,503	30,635	62,138	38	9,364	9,402	71,540
Staff development		134,323	141,248	275,571	161	39,926	40,087	315,658
Marketing/recruitment		51,976	33,279	85,255	19	4,743	4,762	90,017
Technology		148,492	139,628	288,120	166	41,177	41,343	329,463
Food service		65,421	32,262	97,683	-	-	-	97,683
Office expense		68,419	66,535	134,954	82	20,337	20,419	155,373
Student services		42,830	21,122	63,952	-	-	-	63,952
Depreciation and amortization		213,691	207,807	421,498	257	63,518	63,775	485,273
Other		11,920	11,591	23,511	14	3,543	3,557	27,068
		<u>\$ 8,798,997</u>	<u>\$ 8,356,605</u>	<u>\$ 17,155,602</u>	<u>\$ 10,036</u>	<u>\$ 2,913,284</u>	<u>\$ 2,923,320</u>	<u>\$ 20,078,922</u>

NEIGHBORHOOD CHARTER SCHOOLS

STATEMENT OF FUNCTIONAL EXPENSES BY CHARTER – BRONX

YEAR ENDED JUNE 30, 2021

	No. of positions	Program Services			Supporting Services			Total
		Regular education	Special education	Sub-total	Fundraising and special events	Management and general	Sub-total	
Personnel services costs:								
Administrative staff personnel	3	\$ -	\$ -	\$ -	\$ -	\$ 217,400	\$ 217,400	\$ 217,400
Instructional personnel	33	992,131	1,294,583	2,286,714	-	72,825	72,825	2,359,539
Non-instructional personnel	-	-	-	-	-	-	-	-
<b>Total</b>	<b>36</b>	<b>992,131</b>	<b>1,294,583</b>	<b>2,286,714</b>	<b>-</b>	<b>290,225</b>	<b>290,225</b>	<b>2,576,939</b>
Fringe benefits & payroll taxes		215,335	274,598	489,933	-	60,751	60,751	550,684
Retirement		13,783	17,985	31,768	-	4,032	4,032	35,800
Legal service		-	-	-	-	-	-	-
Accounting/audit fees		-	-	-	-	-	-	-
Other purchased/professional/ consulting services		-	-	-	-	71,604	71,604	71,604
Building and land rent/lease		396,345	517,170	913,515	-	115,941	115,941	1,029,456
Repairs and maintenance		63,555	82,931	146,486	-	18,592	18,592	165,078
Insurance		5,533	7,220	12,753	-	1,619	1,619	14,372
Utilities		(22,961)	(29,961)	(52,922)	-	(6,717)	(6,717)	(59,639)
Supplies/materials		70,742	33,367	104,109	-	-	-	104,109
Equipment/furnishings		8,616	11,242	19,858	-	2,520	2,520	22,378
Staff development		7,667	10,004	17,671	-	2,243	2,243	19,914
Marketing/recruitment		2,633	3,435	6,068	-	770	770	6,838
Technology		25,226	27,369	52,595	-	5,432	5,432	58,027
Food service		38,461	18,141	56,602	-	-	-	56,602
Office expense		9,564	12,481	22,045	-	2,798	2,798	24,843
Student services		7,689	7,194	14,883	-	1,252	1,252	16,135
Depreciation and amortization		43,212	56,385	99,597	-	12,641	12,641	112,238
Other		5,017	6,547	11,564	-	1,468	1,468	13,032
		<u>\$ 1,882,548</u>	<u>\$ 2,350,691</u>	<u>\$ 4,233,239</u>	<u>\$ -</u>	<u>\$ 585,171</u>	<u>\$ 585,171</u>	<u>\$ 4,818,410</u>

**NEIGHBORHOOD CHARTER SCHOOLS**

**REPORT REQUIRED BY GOVERNMENT AUDITING STANDARDS**

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

Board of Trustees  
Neighborhood Charter Schools

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of Neighborhood Charter Schools, which comprise the statement of financial position as of June 30, 2021, and the related statements of activities and changes in net assets, functional expenses and cash flows for the year then ended, and the related notes to the financial statements, and have issued our report thereon dated October 25, 2021.

**Internal Control over Financial Reporting**

In planning and performing our audit of the financial statements, we considered Neighborhood Charter Schools internal control over financial reporting (internal control) 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 Neighborhood Charter Schools internal control. Accordingly, we do not express an opinion on the effectiveness of Neighborhood Charter Schools internal control.

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

Our consideration of internal control over financial reporting 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 financial reporting that might be material weaknesses or significant deficiencies. Given these limitations, during our audit, we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.



### **Compliance and Other Matters**

As part of obtaining reasonable assurance about whether Neighborhood Charter Schools financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the 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 results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

*Mengel, Metzger, Baw & Co. LLP*

Rochester, New York  
October 25, 2021



**SIGNATURE BANK**  
 565 Fifth Avenue, 12<sup>th</sup> Floor  
 New York, NY 10017

Statement Period  
 From June 01, 2021  
 To June 30, 2021  
 Page 1 of 2

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

NEIGHBORHOOD CHARTER SCHOOL 8-266  
 ESCROW  
 421 WEST 145TH STREET  
 NEW YORK NY 10031

See Back for Important Information

Primary Account: [REDACTED] 0

THE BANK HAS CREATED COMBINED BUSINESS PRODUCT TERMS AND CONDITIONS ("TERMS") AND BUSINESS PRODUCT SCHEDULE OF FEES AND SERVICE CHARGES ("FEE SCHEDULE") CAPTURING THE UPDATED TERMS APPLICABLE TO THE BANK'S CASH MANAGEMENT SUITE OF PRODUCTS AND SERVICES ("SERVICES") AND THE FEES APPLICABLE THERETO. THE TERMS WILL GOVERN YOUR USE OF THE SERVICE AS OF, AND REPLACE ALL PRIOR TERM AGREED TO PRIOR TO, JULY 1, 2021. THE TERMS AND FEE SCHEDULE MAY BE REQUESTED AT OUR FINANCIAL CENTERS OR BY CONTACTING YOUR PRIVATE CLIENT GROUP. TERMS ARE ALSO AVAILABLE BY VISITING OUR WEBSITE AT WWW.SIGNATURENY.COM/ABOUT-US/AGREEMENTS-DISCLOSURES.

Signature Relationship Summary	Opening Bal.	Closing Bal.
BANK DEPOSIT ACCOUNTS		
[REDACTED] MONOGRAM INSURED MMA	75,719.72	75,732.17
RELATIONSHIP TOTAL		75,732.17



SIGNATURE BANK

Statement Period
From June 01, 2021
To June 30, 2021
Page 2 of 2

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

NEIGHBORHOOD CHARTER SCHOOL 8-266
ESCROW
421 WEST 145TH STREET
NEW YORK NY 10031

See Back for Important Information

Primary Account: [REDACTED] 0

MONOGRAM INSURED MMA [REDACTED]

Summary

Previous Balance as of June 01, 2021 75,719.72
1 Credits 12.45
Ending Balance as of June 30, 2021 75,732.17

Deposits and Other Credits

Jun 30 Interest Paid 12.45

Daily Balances

May 31 75,719.72 Jun 30 75,732.17

Interest Summary
\* Year-To-Date Interest 75.07 \*
\* Interest Paid This Period 12.45 Annual Percentage Yield Earned 0.20 % \*
\* Avg. Balance this Period 75,719.72 Days in Period 30 \*

Neighborhood Charter Schools  
**Minutes of the Meeting of the Board Trustees**  
June 17, 2020

A regularly scheduled meeting of the Board of Trustees (the “Board”) of Neighborhood Charter Schools (the “Education Corporation” or “NCS”) was held on May 27, 2020 via video and phone conference. The meeting was called to order at 6:04 PM.

**Trustees Present:**

Gail Brousal  
Brian Hamilton  
Jefferson Hughes  
Everardo Jefferson  
Justena Kavanagh  
Jennifer Lindsay  
Andrew Popper  
Samantha Ramos  
Adam Rashid  
Walter Rendon  
Arthur Sadoff  
Cliff Schneider  
Patricia Soussloff

**Trustees Absent:**

Derek Fleming

**Others in Attendance:**

Analiza Wolf  
Sarah Iannucci  
Todd Sopher  
Rachel Broomes  
Victor Rios  
Lauren Carey  
Loretta Kleinberg  
Brittany Moser  
Lindsay Hughes  
Downey Tang  
Claire Henderson  
David and Hurbert Godoy-Hatcher

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

**1. Welcome and Public Comment.**

Ms. Soussloff began the meeting by welcoming teachers and staff. Ms. Soussloff invited public comments and none were received.

**2. Approval of May 2020 Minutes.**

A motion was made by Mr. Hughes and seconded by Mr. Sadoff to approve the May 2020 Board meeting minutes and was unanimously approved.

**3. Nominating and Governance Committee.**

**a. Election of Trustees.**

Ms. Soussloff, Mr. Sadoff, Mr. Popper and Mr. Rashid's terms are set to expire this year. Mr. Popper and Mr. Rashid have elected not to renew their terms, and Ms. Soussloff offered comments on their respective contributions to the Board and NCS and thanked them for their service. Mr. Sadoff moved and Mr. Schneider made a motion to re-elect Ms. Soussloff and Mr. Sadoff for a new three (3) year term, expiring at the June 2023 annual meeting and the motion was unanimously approved.

**b. Election of Officers and Committee Members.**

**i. Slate of Officers-**

1. President/Chair- Ms. Soussloff
2. Vice President- Mr. Hughes
3. Treasurer- Mr. Rendon
4. Secretary- Mr. Schneider

**ii. Committee Members and Chairs**

1. Finance: Chaired by Mr. Rendon; Ms. Lindsay, Mr. Hughes, Mr. Fleming and Ms. Soussloff Members.
2. Accountability: Chaired by Ms. Brousal; Mr. Sadoff, and Ms. Kavanagh Members.
3. Governance: Chaired by Ms. Soussloff; Mr. Jefferson, Mr. Sadoff and Mr. Rendon, Members.
4. Evaluation: Chaired by Mr. Schneider; Mr. Hamilton, Ms. Soussloff and Mr. Jefferson, Members.
5. Fundraising: Chaired by Ms. Kavanaugh; Ms. Soussloff, Ms. Ramos and Mr. Fleming, Members.

A motion was made by Mr. Rendon and seconded by Ms. Brousal to approve the slate of officers and committees and was unanimously approved.

#### **4. Executive Director's Report.**

Ms. Wolf began by thanking teachers and staff as well as a special thanks to Downey Tang and Lindsay Hughes who will be leaving NCS. Ms. Wolf then led the Trustees and others to present on a connection with the NCS mission with a focus on current events affecting the U.S. and our community related to racial injustice and how Scholars will learn about these events. NCS is providing staff and students with support and spaces to process and talk about recent events as well as plans to celebrate Juneteenth.

Ms. Wolf provided an update on the Diversity, Equity and Inclusion efforts. There is a DEI Committee that is working on a variety of initiatives and plans for the next five years and a presentation will be made to the Board shortly.

With respect to plans for the fall, Ms. Wolf presented briefly on existing CDC guidelines and noted that we are awaiting further direction along with the rest of New York from Gov. Cuomo and others regarding what in person facilities will look like in the fall.

Ms. Wolf also provided an update on Harlem real estate: Mt. Zion and the potential for NCS to take space for FY 21, which will not be possible, and Bronx real estate: American Dream is moving out, Dream moving in (as originally planned).

Ms. Wolf presented on the status of enrollment registration. With respect to the Bronx, we are pretty close to meeting targets with respect to families that have completed registration.

#### **5. Finance Report**

Ms. Wolf presented on the budget process and how it has transitioned to be a collaborative process throughout various levels of the organization. The FY 21 projects a surplus of \$188,000 which includes a 3% salary increase for staff as well as a conservative budget for ASD and special education students while maintaining a bonus pool, staff moral-focused events, an afterschool program and sports leagues and extracurricular activities, which may be reduced or cut if required for Covid-19 contingency-related matters such as budget cuts.

A motion was made by Ms. Ramos and seconded by Mr. Sadoff to approve the FY 21 Budget and it was unanimously approved.

#### **6. Family Survey**

Ms. Wolf presented on the results of the family survey which showed that approximately 57% of families have experienced financial issues as a result of the Pandemic, roughly 90% have reliable internet access and over 75% of families agree or strongly agree that they are satisfied

with NCS' remote learning programs, and over 85% agree or strongly agree that they are pleased social and emotional care being provided by NCS at this time 75% are finding remote learning manageable with 25% still finding it hard to manage.

**7. Presentation by Brittany Moser, ASD Coach.**

Ms. Moser provided some information about her teaching background and experience at NCS as a 1<sup>st</sup> grade teacher and then a 3<sup>rd</sup> grade teacher and now the ASD Coach this school year. Ms. Moser presented on case conference, supporting teachers, supporting families during remote learning and supporting inclusion.

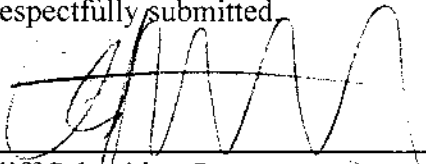
**8. Academic Data.**

Ms. Iannucci presented on the planning that has been underway for next year and the plans that will be implemented, depending on how the Governor approves learning scenarios for the fall with number of students in a building and other metrics. Ms. Iannucci also presented on how assessments may be conducted should remote learning continue into next year and how accommodations and adjustments will be made to account for the environment if Scholars have to take the assessments while not in a school building, versus in the school building where the environment can be controlled and students with certain needs for accommodations can be met.

**9. Adjournment**

There being no further business, Mr. Schneider moved to adjourn and Mr. Hughes seconded a motion to adjourn the meeting which was unanimously approved. The meeting was adjourned at 7:34 pm.

Respectfully submitted,



---

Cliff Schneider, Secretary

I, Cliff Schneider, the duly qualified Secretary of Neighborhood Charter Schools, a New York education corporation, do hereby certify that I prepared these Minutes, and that the above is a true and complete copy of the Minutes of the meeting of the Board of Trustees of the said corporation held on June 17, 2020.

Dated: July 29, 2020

Neighborhood Charter Schools  
**Minutes of the Meeting of the Board Trustees**  
July 29, 2020

A regularly scheduled meeting of the Board of Trustees (the “Board”) of Neighborhood Charter Schools (the “Education Corporation” or “NCS”) was held on July 29, 2020 via video and phone conference. The meeting was called to order at 6:05 PM.

**Trustees Present:**

Gail Brousal  
Derek Fleming  
Brian Hamilton  
Jefferson Hughes  
Everardo Jefferson  
Justena Kavanagh  
Jennifer Lindsay  
Samantha Ramos  
Walter Rendon  
Cliff Schneider  
Patricia Soussloff

**Trustees Absent:**

Arthur Sadoff

**Others in Attendance:**

Analiza Wolf  
Sarah Iannucci  
Nick Carton  
Claire Henderson  
Dr. Morgan Jenkins  
Victor Rios  
Jennifer Buck  
Lauren Carey  
Loretta Kleinberg

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



## **1. Welcome and Public Comment.**

Ms. Soussloff began the meeting by welcoming everyone. Ms. Soussloff invited public comments and none were received.

## **2. Approval of June 2020 Minutes.**

A motion was made by Mr. Hughes and seconded by Mr. Jefferson to approve the June 2020 Board meeting minutes and was unanimously approved.

## **3. Executive Director's Report, Part I- Connection to the Mission.**

Ms. Wolf began by thanking NCS teachers and leaders who planned events for Juneteenth and a video was played showing how NCS families observed Juneteenth celebrations. Ms. Wolf then led the Trustees and others present through a reading of the NCS Vision and reflection on the 2019-20 school year. Instructional wins- including the fast pivot to remote learning- were reviewed. Of note, 85% of families were satisfied with the support received during remote learning. On the operations side, there were a number of wins, too, focused on shutting down facilities and moving to full remote learning, providing each scholar with technology for remote learning, improving operational systems and maintaining bonuses for staff and salary increases despite the New York State funding challenges due to the Pandemic. Organization-wise, there is a lot to celebrate related to the Diversity, Equity and Inclusion initiatives, which is a priority of NCS.

It is also a priority to have a strong remote learning program going forward, and NCS's plan is to run a remote learning only model through Winter Break given all of the considerations for staff and families, this is the best decision. Ms. Iannucci presented details on plans for remote learning, which include more live teaching and flexible scheduling time for one-to-one and small-group instruction for scholars who need extra support. A discussion ensued. Details were shared on the NCS Family Portal and a discussion ensued.

**A motion was made by Mr. Hughes and seconded by Ms. Brousal to provide remote instruction through December 2020 and the motion was unanimously approved.**

Details regarding enrollment were provided at both the Harlem and Bronx campus and a discussion ensued.

## **4. Finance Update**

Ms. Wolf announced that Michelle Rumph (formerly of Heketi Charter School) has been hired as Director of Finance. Ms. Wolf presented on some unanticipated costs since the budget was approved connected to real estate taxes, PPE costs, hiring a technology associate for remote learning and some painting at Harlem. Some of these expenses may be off-set by cost savings on outsourced financial services, supplies and the elimination of the in-person after-school program given remote learning. A discussion ensued regarding the status of the tax abatement process and

potential considerations regarding same looking forward given NYC fiscal challenges. Ms. Wolf also presented on financial stability given flat Per Pupil Funding and needs going forward considering what could be ongoing technology needs with remote learning and how NCS continues to manage its programming with fidelity to the Schools' charters.

**Mr. Schneider moved and Mr. Jefferson seconded a motion to approve changes to the Employee Handbook and was unanimously approved.**

#### **5. Presentation on Strategic Action Plan on DEI.**

Ms. Jenkins began her presentation by discussing the origin of the Committee on DEI and the process and work that has taken place since the fall of 2019., including a call to action, formation of the Committee and process for seating folks on the committee going forward (including a scholar and parent). Currently, the Committee is comprised of 13 members and will ultimately be 15. Ms. Jenkins then presented on the Committee training process, the use of focus groups to collect data and how the data was analyzed and the development of a Strategic Action Plan. 2020-21 school year action items were presented along with the working teams that have contributed to the plan and a timeline of next steps before the commencement of the 2020-21 school year. A discussion ensued.

#### **6. Addition to Trustees to the Board.**

Ms. Soussloff led a discussion regarding prioritizing folks from the school communities to add trustees to the Board that reflect the community and given the two new vacancies on the Board with the departure of Mr. Popper and Mr. Rashid, this is a great opportunity to do so. Ms. Soussloff noted that the Governance Committee spoke about Wylie Fennel- currently on the FONCS Board and with a child in 9<sup>th</sup> grade on the Autism spectrum and connected to NCS since its founding would be a great candidate. The second individual who the Governance Committee would like to consider for a Trustee is Dan Diaz from Eastside Settlement House, previously up for consideration but was unable to be considered due to work obligations at the time.

**A motion was made by G. Brousal and seconded by Mr. Schneider to elect Mr. Fennel to the Board, subject to NYSED approval and the motion was unanimously approved subject to background check and fulfillment of other SED requirements for charter school trustees.**

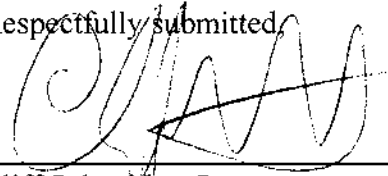
#### **7. Board Self- Evaluation.**

Ms. Soussloff thanked the Board for completing the Self-Evaluation form and early results reflect that Trustees would like additional time to dive into certain matters to strategic planning around real estate (does NCS acquire the ground lease at the Bronx facility) as well as the topic of high school (potentially joining the Vertex Academy program). With respect to high school, the plan is for Ms. Soussloff, Ms. Wolf and Ms. Iannucci to meet with the Vertex team to further the discussion and the Board agreed to setting up an additional strategic planning meeting of the Board to discuss plans for a high school.

## 8. Adjournment

There being no further business, Mr. Schneider moved to adjourn and Mr. Hughes seconded a motion to adjourn the meeting which was unanimously approved. The meeting was adjourned at 7:47 pm.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Cliff Schneider', written over a horizontal line.

Cliff Schneider, Secretary

I, Cliff Schneider, the duly qualified Secretary of Neighborhood Charter Schools, a New York education corporation, do hereby certify that I prepared these Minutes, and that the above is a true and complete copy of the Minutes of the meeting of the Board of Trustees of the said corporation held on July 29, 2020.

Dated: August 26, 2020

Neighborhood Charter Schools  
**Minutes of the Meeting of the Board Trustees**  
August 26, 2020

A regularly scheduled meeting of the Board of Trustees (the “Board”) of Neighborhood Charter Schools (the “Education Corporation” or “NCS”) was held on August 26, 2020 via video and phone conference. The meeting was called to order at 6:06 PM.

**Trustees Present:**

Derek Fleming  
Brian Hamilton  
Jefferson Hughes  
Justena Kavanagh  
Samantha Ramos  
Arthur Sadoff  
Cliff Schneider  
Patricia Soussloff

**Trustees Absent:**

Gail Brousal  
Everardo Jefferson  
Walter Rendon

**Others in Attendance:**

Analiza Wolf  
Sarah Iannucci  
Stephanie Hubbell  
Wylie Fennell  
Michelle Rumph  
Jennifer Lindsay  
Morgan Jenkins

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

**1. Welcome and Public Comment.**

Ms. Soussloff invited public comments and none were received.

**2. Approval of July 2020 Minutes.**

A motion was made by Mr. Hughes and seconded by Mr. Schneider to approve the July 2020 Board meeting minutes and was unanimously approved.

- 3. Connection of the Mission.** Ms. Wolf introduced Stephanie Hubbell, the NCS behavioral specialist. Ms. Hubbell presented on her background and experience and why she focused on speech pathology and special education and her role at NCS and the work underway to help NCS carry out its mission.
- 4. Executive Director's Report.** Ms. Wolf began by presenting an update on NCS's Diversity, Equity and Inclusion efforts which included DEI-specific professional development, and why a focus on DEI is critical. Ms. Wolf and Ms. Iannucci then presented on the plans for the full remote model through December 31, 2020 and how the model was informed by feedback from families—a new initiative is focused on offering families training on technical support as well as support families may require in assisting their children with complete their school work. It is NCS's belief that a successful remote learning experience is a partnership between students, staff and parents. Other elements of the proposed remote learning program were shared. Ms. Wolf also presented updates on enrollment and the waiting list, which is hard to know with certainty whether these numbers are final given the remote learning programming ahead, but staff will be monitoring closely. With that said, it appears that we are on track to meet our budgeted enrollment numbers in both Harlem and the Bronx. Ms. Wolf also introduced Michelle Rumph as NCS's new Director of Finance.

**A motion was made to update signatories on the Signature NY Bank Account to add Michelle (add) Vic (existing), Sherita (existing), Analiza (add) Patti (existing) and Walter (add) and remove Adam and was unanimously approved.**

With respect to the 2020-21 calendar and schedule, NCS will move half-days from Wednesdays to Friday. **In the event that NCS is required to obtain approval from NYSED for this change, a motion was made by Mr. Schneider and seconded by Mr. Hughes to approve the request for a revision to NCS's calendar with respect to half-days and was unanimously approved.**

Ms. Wolf also presented NCS' strategic planning goals related to social-emotional growth, academic models, facilities plans, operations plans and finance plans.

A discussion re: all of the above ensued.

- 5. Executive Session.** A motion was made by Ms. Soussloff and seconded by Mr. Schneider to enter executive session to discuss a confidential personnel matter and was unanimously approved.

## 6. Adjournment

There being no further business, Mr. Schneider moved to adjourn and Mr. Hughes seconded a motion to adjourn the meeting which was unanimously approved. The meeting was adjourned at 7:34 pm.

Respectfully submitted,



---

Cliff Schneider, Secretary

I, Cliff Schneider, the duly qualified Secretary of Neighborhood Charter Schools, a New York education corporation, do hereby certify that I prepared these Minutes, and that the above is a true and complete copy of the Minutes of the meeting of the Board of Trustees of the said corporation held on August 26, 2020.

Dated: September \_\_, 2020



Neighborhood Charter Schools  
**Minutes of the Meeting of the Board Trustees**  
September 30, 2020

A regularly scheduled meeting of the Board of Trustees (the “Board”) of Neighborhood Charter Schools (the “Education Corporation” or “NCS”) was held on September 30, 2020 via video and phone conference. The meeting was called to order at 6:02 PM.

**Trustees Present:**

Gail Brousal  
Everardo Jefferson  
Brian Hamilton  
Jefferson Hughes  
Walter Rendon  
Arthur Sadoff  
Cliff Schneider  
Patricia Soussloff

**Trustees Absent:**

Derek Fleming  
Justena Kavanagh  
Samantha Ramos

**Others in Attendance:**

Analiza Wolf  
Sarah Iannucci  
Ariel Ortiz  
Loretta Kleinberg  
Michael Renda  
Wylie Fennell  
Michelle Rumph  
Jennifer Lindsay  
Heidi Baker  
Andrea D.  
Lauren Carey

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



**1. Welcome and Public Comment.**

Ms. Soussloff invited public comments and none were received.

**2. Approval of August 2020 Minutes.**

A motion was made by Mr. Hughes and seconded by Mr. Schneider to approve the August 2020 Board meeting minutes and was unanimously approved.

**3. Connection of the Mission.** Ms. Wolf introduced Ariel Ortiz, Assistant Principal. Ms. Ortiz presented on her background, experience at NCS and her current role and the programming that NCS is offering to cultivate extraordinary experiences for children.

**4. Executive Director's Report.**

- a. DEI History/Science Highlight.** Ms. Wolf presented more information on NCS's DEI efforts. Ms. Kleinberg was then introduced to provide updates on additions to the curriculum that were made to include DEI-related initiatives as well as current events. A video of students debating a matter was shared as an exemplar. A video was also shared about interviewing primary sources and details were shared about future student projects re: same.
- b. Fall Remote Program.** Ms. Iannucci presented on some wins so far this year in this fully-remote setting, highlighted by the partnership with families, who continue to provide important and helpful feedback. On the challenges/areas to improve front, some of the technology platforms (e.g. sign-ins, assessments, etc.) are a work in progress. Changes have been made to the schedule to move core subjects to the beginning of the day to maintain student attention. On the professional development front, focus is in skill building related to keeping students engaged in remote instruction.
- c. Operations: Enrollment, Facilities, Finance, Data Privacy.** Ms. Wolf presented on enrollment registration, noting that in the Bronx, there is a bit of a cushion (a few students over budgeted enrollment) and there's an effort to continue to enroll. In Harlem, overall enrollment is 42 over budget; however, there's a shortfall of 11 ASD students from the budgeted number. This metric is being monitored and efforts continue to fill open ASD seats. Ms. Wolf presented a budget update and unexpected costs since the FY 21 Budget was approved—approximately \$454,000 to \$654,000 (real estate taxes, PPE supplies, Pandemic-related equipment and staff). There are potential savings of roughly \$469,000 that may help offset these additional expenses (CARES Act credits, not backfilling certain positions, etc.). A Data Privacy Policy to comply with Ed Law Section 2d and the NYSED Commissioner's Regulations were presented. A discussion ensued.

**i. Data Privacy Policy Approval.** A motion was made by Mr. Hughes and seconded by Mr. Renda to approve the Data Privacy policy and was unanimously approved.

**d. Fall Board Planning.** On October 14<sup>th</sup>, there will be a meeting with Abacus to engage in strategic planning around organizational risks, staffing plans, etc., with a goal of having a finished product by the December Board meeting.

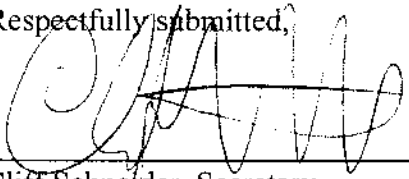
**5. Harlem Middle School Program.** Ms. Ortiz presented on how staff worked to provide an effective remote instruction-based model for middle school students. A discussion ensued.

**6. Executive Session.** A motion was made by Mr. Hamilton and seconded by Ms. Brousal to enter into execution session to discuss specific personnel issues and was unanimously approved. A motion to exit executive session was made by Mr. Schneider and seconded by Mr. Jefferson and unanimously approved. No votes were taken in executive session.

## **7. Adjournment**

There being no further business, Mr. Schneider moved to adjourn and Mr. Jefferson seconded a motion to adjourn the meeting which was unanimously approved. The meeting was adjourned at 7:25 pm.

Respectfully submitted,



---

Cliff Schneider, Secretary

I, Cliff Schneider, the duly qualified Secretary of Neighborhood Charter Schools, a New York education corporation, do hereby certify that I prepared these Minutes, and that the above is a true and complete copy of the Minutes of the meeting of the Board of Trustees of the said corporation held on September 30, 2020.

Dated: October 28, 2020



Neighborhood Charter Schools  
**Minutes of the Meeting of the Board Trustees**  
October 28, 2020

A regularly scheduled meeting of the Board of Trustees (the “Board”) of Neighborhood Charter Schools (the “Education Corporation” or “NCS”) was held on October 28, 2020 via video and phone conference. The meeting was called to order at 6:04 PM.

**Trustees Present:**

Gail Brousal  
Wylie Fennell  
Derek Fleming  
Everardo Jefferson  
Jefferson Hughes  
Jennifer Lindsay  
Justena Kavanagh  
Walter Rendon  
Arthur Sadoff  
Cliff Schneider  
Patricia Soussloff

**Trustees Absent:**

Brian Hamilton  
Samantha Ramos

**Others in Attendance:**

Analiza Wolf  
Sarah Iannucci  
Michael Renda  
Michelle Santos  
Morgan Jenkins  
Michele Rumph  
Victor Rios  
Heidi Baker  
Natashe Ruffin  
Andrea D.  
Licelot Jacquez

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

## 1. **Welcome and Public Comment.**

Ms. Soussloff invited public comments and none were received. Ms. Soussloff noted that we will shortly undertake our annual fundraising appeal. Ms. Soussloff also thanked staff for facilitating classroom visits.

## 1. **Approval of September 2020 Minutes.**

A motion was made by Mr. Sadoff and seconded by Mr. Jefferson to approve the September 2020 Board meeting minutes and was unanimously approved.

1. **Connection to the Mission.** Ms. Wolf introduced Michelle Santos (Director of Operations for NCS-Harlem Elementary) for the connection to the Mission. Ms. Santos presented her leadership story, focused on her background, experience and role at NCS.

## 1. **Executive Director's Report.**

- a. **Enrollment.** Ms. Wolf presented enrollment levels at NCS- Harlem and NCS- Bronx. With respect to student count, Bronx is on target for its budgeted enrollment in both total number and ASD seats. In Harlem, NCS is enrolled above its budgeted enrollment but slightly below ASD budgeted enrollment. With respect to attendance, numbers continue to be in the high nineties each day.
- b. **Operations Scorecard.** Ms. Santos presented each campus's operational goals for each month and whether the goal has been met, is approaching the level of being met or needs improvement. Some highlights: attendance, events, compliance and remote supplies. Some areas of growth: free or reduced lunch form collection, immunizations and documents from families. Ms. Santos noted that directors of operations at each campus complete the Operations Scorecard each month, which is then reviewed with Ms. Wolf and operations staff to work to improve and strive for operational excellence each month.
- c. **Finance.** Ms. Wolf provided an update on finances. With respect to the audit, MMB LLP presented the FY 20 final audited finances at the October Finance Committee Meeting. There are no significant findings or issues. The auditors did recommend updating Financial Policies and Procedures ("FPPs") to align with current policies and internal controls (suggested changes were focused titles of team members and expense approval thresholds) . Mr. Rendon also presented on

feedback received from the auditors, which was all positive. Ms. Wolf noted that we are currently \$700,000 ahead of our budgeted revenue which is a result of certain grants received in connection with PPE and other pandemic-related expenses, enrollment that is over budget as well as certain staff positions that have not been backfilled. Ms. Wolf noted that she hopes to pay out bonuses for this year, while still having the cushion to operate conservatively given the uncertainty around per pupil funding. Ms. Wolf presented on the use of Abacus and next steps regarding same.

**MOTIONS:**

1. **FPPs.** A motion was made by Mr. Schneider and seconded by Mr. Hughes to approve the proposed amendments to the FPPs and was unanimously approved.
2. **FY '20 Audit.** A motion was made by Ms. Brousal and seconded by Mr. Jefferson to approve the FY '20 Audit and was unanimously approved.

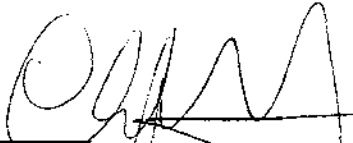
- d. **Family Feedback.** Ms. Iannucci presented on the current status of family satisfaction with remote learning (80+ are satisfied with remote learning and social-emotional support provided to students).
- e. **A day in the life of an NCS K-4 Virtual Scholar.** Mr. Renda presented on the goals of remote learning and a day in the life of a scholar learning via remote instruction. A discussion ensued.
- f. **Remote v. Hybrid Planning.** Ms. Wolf noted that by December 1, NCS plans to confirm whether or not remote learning will continue as of January 1, or if hybrid learning will be implemented. NCS continues to receive feedback from families and will update the Board further at the November Board meeting.

1. **Diversity, Equity and Inclusion Presentation.** Dr. Jenkins delivered a presentation and facilitated a discussion on NCS' DEI efforts.

**1. Adjournment**

There being no further business, Mr. Schneider moved to adjourn and Mr. Sadoff seconded a motion to adjourn the meeting which was unanimously approved. The meeting was adjourned at 7:59 pm.

Respectfully submitted,



Cliff Schneider, Secretary

I, Cliff Schneider, the duly qualified Secretary of Neighborhood Charter Schools, a New York education corporation, do hereby certify that I prepared these Minutes, and that the above is a true and complete copy of the Minutes of the meeting of the Board of Trustees of the said corporation held on October 28, 2020.

Dated: November 18, 2020

Neighborhood Charter Schools  
**Minutes of the Meeting of the Board Trustees**  
November 18, 2020

A regularly scheduled meeting of the Board of Trustees (the “Board”) of Neighborhood Charter Schools (the “Education Corporation” or “NCS”) was held on November 18, 2020 via video and phone conference. The meeting was called to order at 6:05 PM.

**Trustees Present:**

Gail Brousal  
Brian Hamilton  
Jefferson Hughes  
Everardo Jefferson  
Justena Kavanagh  
Walter Rendon  
Arthur Sadoff  
Cliff Schneider  
Patricia Soussloff

**Trustees Absent:**

Samantha Ramos  
Derek Fleming  
Jennifer Lindsay

**Others in Attendance:**

Analiza Wolf  
Sarah Iannucci  
Heidi Baker  
Wylie Fennell  
Michelle Rumph  
Daisy S.  
Germaris Colon  
Mr. B  
Reyes Chavez  
Victor Rios

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



## **1. Welcome and Public Comment.**

Ms. Soussloff invited public comments and none were received. Ms. Soussloff introduced Heidi Baker as the recently-elected PTO President, who will be joining the Board after NYSED approval.

## **2. Approval of October 2020 Minutes.**

A motion was made by Mr. Schneider and seconded by Mr. Rendon to approve the October 2020 Board meeting minutes and was unanimously approved.

- 3. Connection to the Mission.** Ms. Wolf introduced Victor Rios (Director of Operations) for the connection to the Mission. Mr. Rios presented his leadership story, focused on his background, experience and role at NCS, and how his own educational experience in high school guided his career decisions and decision to join Democracy Prep at the age of 17, working full time at Democracy Prep and college at the same time, then to CSBM, La Cima and then NCS.

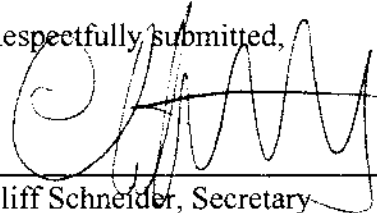
## **4. Executive Director's Report.**

- a. Remote v. Hybrid Plan 2021 Draft.** Ms. Wolf presented on NCS' efforts to work towards the strongest and safest plan for January onwards, taking into account family, staff and authorizer feedback. Under current consideration is staying fully remote until the end of the 2020-21 school year with certain events and/or hosting a learning center for small groups of students to attend remote instruction in an NCS-staffed location; focus on elementary school students and students with IEPs based in Harlem. A discussion ensued.
- b. Enrollment & Attendance.** Ms. Wolf presented an enrollment update. Overall in the Bronx, tracking to be on-budget for enrollment overall (though slightly below for general education) and in Harlem, overall on-budget (though slightly below on ASD). Attendance is on average, 94%.
- c. Finance.** Ms. Wolf noted that consistent with the report last month, NCS continues to operate with a projected surplus.
- d. Safety Plan.** Ms. Wolf and Mr. Rios presented on the Safety Plan and its current status, which was approved by NYSED and also needs to be approved by the Board.
  - i. A Motion was made by Mr. Rendon and seconded by Mr. Hughes to approve the NCS Safety Plan and was unanimously approved.**

- e. **Update on Harlem Facilities.** Ms. Wolf provided an update on potential options for FY 2022 to add facility space. Potential options were presented to provide space for the next three years as overall enrollment is paired down so that the entire K-8 can fit comfortably in 691 St. Nicholas.
5. **Fundraising Discussion.** Ms. Kavanaugh and Ms. Soussloff presented on the fundraising Annual Appeal.
6. **Long-Term Model Presentation.** Ms. Wolf introduced the topic and Abacus, who led a discussion on strategic planning for NCS's long-term model.
7. **Adjournment**

There being no further business, Mr. Sadoff moved to adjourn and Mr. Rendon seconded a motion to adjourn the meeting which was unanimously approved. The meeting was adjourned at 8:00 pm.

Respectfully submitted,



---

Cliff Schneider, Secretary

I, Cliff Schneider, the duly qualified Secretary of Neighborhood Charter Schools, a New York education corporation, do hereby certify that I prepared these Minutes, and that the above is a true and complete copy of the Minutes of the meeting of the Board of Trustees of the said corporation held on November 18, 2020.

Dated: December 16, 2020



Neighborhood Charter Schools  
**Minutes of the Meeting of the Board Trustees**  
December 16, 2020

A regularly scheduled meeting of the Board of Trustees (the “Board”) of Neighborhood Charter Schools (the “Education Corporation” or “NCS”) was held on December 16, 2020 via video and phone conference. The meeting was called to order at 6:04 PM.

**Trustees Present:**

Gail Brousal  
Brian Hamilton  
Jefferson Hughes  
Everardo Jefferson  
Justena Kavanagh  
Jennifer Lindsay  
Walter Rendon  
Arthur Sadoff  
Cliff Schneider  
Patricia Soussloff

**Trustees Absent:**

Derek Fleming  
Samantha Ramos

**Others in Attendance:**

Analiza Wolf  
Sarah Iannucci  
Nick and Gritta Carton  
Morgan Jenkins  
Jennifer Manning  
Ariel Ortiz  
Laura Fennor  
Loretta Kleinberg  
Marsha Dupiton  
Heidi Baker  
Judy DeLeon  
Michael Buerger  
Alicia Etienne  
Imani Dubois

Rachel Stotsky  
Lauren Carey  
Johnny Mazzin  
Sebatian Jones  
Bianco Nuez  
Victor Rios  
Michael Renda  
Alison Roznick  
Fatuma Hydora  
Ms. Pierre

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

**1. Welcome and Public Comment.**

Ms. Soussloff invited public comments and none were received.

**2. Approval of November 2020 Minutes.**

A motion was made by Ms. Brousal and seconded by Mr. Sadoff to approve the November 2020 Board meeting minutes and was unanimously approved.

**3. Connection of the Mission.** Ms. Wolf led the Trustees and others present through a connection to NCS' vision and priorities.

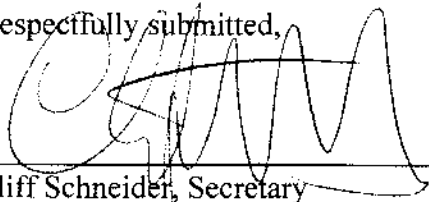
**4. Executive Director's Report.**

- a. Enrollment & Attendance.** Ms. Wolf presented an enrollment update which continues to on target for both Harlem and Bronx campuses. Attendance is averaging 95%, which staff are very proud of.
- b. Finance.** Ms. Wolf presented a financial summary, highlighting that NCS continues to be a financially healthy position and ahead of budget due to enrollment being over budget projections, receipt of grants and reduction in expenses, including a decision not to backfill certain staff positions that are open. Projected surplus is around \$1.3 Million.
- c. Staff Bonus Update.** Ms. Wolf reviewed her proposal to remove incentive (bonus) compensation as of FY 22 because the budget will not sustain bonuses going forward and NCS leadership doesn't believe that bonuses are an effective recruitment tool as there are other ways to incentive staff performance (as recommended by Abacus).

5. **Fundraising Discussion.** Ms. Soussloff presented on the fundraising Annual Appeal and asked that Trustees reach out to their friends, and donate what they are able to towards the Annual Appeal.
6. **Safety Plans.** Revisions to the Safety Plans previously approved were made, and a resolution is required to adopt the Safety Plans.
  - a. **Mr. Sadoff made a motion to approve the revised Safety Plans as presented and Mr. Rendon seconded to motion and it was unanimously approved.**
7. **Facilities.** Ms. Wolf presented on Abacus' facilities recommendation, which is to grow the Harlem campus from 3 sections per grade to 4, which would then provide enough students to afford an additional facility. A discussion ensued.
8. **Long-Term Model Presentation by Abacus, Part II.** Ms. Wolf introduced the team from Abacus, who presented on recommendations for growth with various options presented. A discussion ensued.
9. **Adjournment**

There being no further business, Mr. Jefferson moved to adjourn and Mr. Sadoff seconded a motion to adjourn the meeting which was unanimously approved. The meeting was adjourned at 7:38 pm.

Respectfully submitted,

  
Cliff Schneider, Secretary

I, Cliff Schneider, the duly qualified Secretary of Neighborhood Charter Schools, a New York education corporation, do hereby certify that I prepared these Minutes, and that the above is a true and complete copy of the Minutes of the meeting of the Board of Trustees of the said corporation held on December 16, 2020.

Dated: January 27, 2021



Neighborhood Charter Schools  
**Minutes of the Meeting of the Board Trustees**  
January 27, 2021

A regularly scheduled meeting of the Board of Trustees (the “Board”) of Neighborhood Charter Schools (the “Education Corporation” or “NCS”) was held on January 27, 2021 via video and phone conference. The meeting was called to order at 6:21 PM.

**Trustees Present:**

Gail Brousal  
Brian Hamilton  
Jefferson Hughes  
Everardo Jefferson  
Jennifer Lindsay  
Walter Rendon  
Cliff Schneider  
Patricia Soussloff  
Samanta Ramos

**Trustees Absent:**

Derek Fleming  
Justena Kavanagh  
Arthur Sadoff

**Others in Attendance:**

Wylie Fennell  
Analiza Wolf  
Sarah Iannucci  
Ariel Ortiz  
Loretta Kleinberg  
Michael Renda  
Nick Carton  
Michelle Rumph  
Heidi Baker  
Lauren Carey  
Morgan Jenkins  
Mrs. Rennon  
Jenny Buca  
Mrs. B  
Marsha Dupiton



M. Vega  
Ms. Pierre  
Coach Sean  
Ms. Rangel  
Ms. Tota  
Mr. Sopher  
Alexcia Daniels  
Mr. Weindler

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

**1. Welcome and Public Comment.**

Ms. Soussloff invited public comments and none were received.

**2. Approval of December 2020 Minutes.**

A motion was made by Ms. Brousal and seconded by Mr. Rendon to approve the December 2020 Board meeting minutes and was unanimously approved.

**3. Connection of the Mission.** Ms. Wolf led the Board through a connection to the NCS Mission; the vision and priorities were read aloud.

**4. Executive Director's Report.**

**a. Remote Learning Update.** Ms. Wolf provided updates on successes and challenges during the transition to remote learning. Ms. Wolf notes that the remote program will continue through the spring, and NCS is exploring the possibilities for some in-person instruction and inclusion of learning centers where students can continue remote instruction be within an NCS facility. A survey will be conducted of staff re: staff's interest in returning for in-person instruction.

**b. Operations: Enrollment, Finance, Facilities.**

**i. Enrollment.** Ms. Wolf presented on current enrollment at both campuses, which continues to meet or exceed budgeted targets. With respect to the 2021-22 enrollment process, NCS is targeting 5 applications for every 1 seat. It was noted that while remote recruitment necessitated by the Pademic is a challenge, NCS staff is still confident enrollment targets will be met. So far, ASD applications in particular are coming in strong.

**ii. Finance.** Ms. Wolf noted that NCS is projecting a positive net income of \$1.46 Million. Mr. Rendon offered context on how NCS will

achieve this projected positive income, which includes cost management while still keeping enrollment high and financial security in place. NCS currently has \$8.4 Million of unrestricted cash, which is a good position to be in going into fall 2021 and to enable NCS' long-term strategic plan. Ms. Soussloff presented on fundraising efforts, noting that we are working towards meeting our goal of raising \$100,000 this fiscal year, with 100% of the Board participating by making a donation. Ms. Wolf discussed NCS' desire to retain NCS' "special sauce" in the short and long-term and grow the Harlem campus from 3-4 sections with a 2<sup>nd</sup> building.

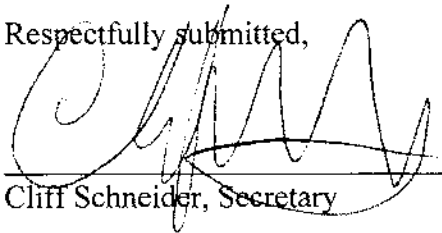
iii. **Facilities.** Ms. Wolf led a discussion on the availability of facility options for the Harlem Campus 2<sup>nd</sup> Building and how each may play into the plan to increase the number of sections at the Harlem Campus. A discussion ensued, with a focus on expanding the Harlem Campus' facilities but not yet focusing on increasing enrollment, since that process requires an amendment to the Charter and more strategic planning. The focus of the conversation turned to pursuing Mt. Zion as a 2<sup>nd</sup> building.

1. **A motion was made by Mr. Rendon and seconded by Mr. Hamilton to pursue a short-term lease for Mt. Zion and delegate Ms. Soussloff, Ms. Wolf and Mr. Schneider with the authority to negotiate terms for a lease for 5 years at rent beginning at \$315,000/year with the understanding that several upgrades and repairs will need to be made at NCS' expense (could be \$200,000 to \$300,000 over the term based on an engineer's report). The motion was unanimously approved.**

## **5. Adjournment**

After a lengthy conversation re: real estate and NCS' planned growth, Ms. Soussloff thanked the Board and staff for their care for NCS. There being no further business, Mr. Schneider moved to adjourn and Mr. Hughes seconded a motion to adjourn the meeting which was unanimously approved. The meeting was adjourned at 7:28 pm.

Respectfully submitted,



---

Cliff Schneider, Secretary

I, Cliff Schneider, the duly qualified Secretary of Neighborhood Charter Schools, a New York education corporation, do hereby certify that I prepared these Minutes, and that the above is a true and complete copy of the Minutes of the meeting of the Board of Trustees of the said corporation held on January 27, 2021.

Dated: February 24, 2021

Neighborhood Charter Schools  
**Minutes of the Meeting of the Board Trustees**  
February 24, 2021

A regularly scheduled meeting of the Board of Trustees (the “Board”) of Neighborhood Charter Schools (the “Education Corporation” or “NCS”) was held on February 24, 2021 via video and phone conference. The meeting was called to order at 6:02 PM.

**Trustees Present:**

Gail Brousal  
Brian Hamilton  
Jefferson Hughes  
Everardo Jefferson  
Justena Kavanagh  
Jennifer Lindsay  
Walter Rendon  
Arthur Sadoff  
Samantha Ramos  
Cliff Schneider  
Patricia Sousloff

**Trustees Absent:**

Derek Fleming

**Others in Attendance:**

Analiza Wolf  
Sarah Iannucci  
Michelle Rumph  
Michael Renda  
Loretta Kleinberg  
Morgan Jenkins  
Ms. Ringel  
Ariel Ortiz  
Coach Sean  
Mrs. Stotsury  
Lauren Carey  
Ms. Pierre  
Alexcia Daniels  
Jasmine Keitt  
Mr. Wendler

Marsha Dupiton  
Jenny Buck

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

### **1. Welcome, Public Comment & Connection to the Mission.**

Ms. Soussloff welcomed everyone to the Board Meeting, invited public comments and none were received. Ms. Soussloff noted that we would begin the meeting with the 2<sup>nd</sup> of four sessions on DEI with Dr. Jenkins. Ms. Wolf led the Trustees and others present through the Connection to the Mission through a video presentation and reading of NCS' vision and priorities.

### **2. DEI Workshop, Part II**

Dr. Jenkins lead the Board and others present through the 2<sup>nd</sup> part of the DEI Workshop, including a breakout session. The Board and staff shared thoughts on the goals of the session and a discussion ensued.

### **3. Executive Director's Report.**

- a. Enrollment.** Ms. Wolf presented an enrollment update which continues to on target for both Harlem and Bronx campuses, noting that even though we are slightly below budget in the Bronx by a few students (general education and ASD program), overall as an organization, we are on strong footing. With respect to 2021-22 enrollment, we are below where we were last year because of remote-only enrollment efforts this year; however, there are good indication tht we will hit our enrollment targets based on demonstrated demand for seats.
- b. Finance.** Ms. Wolf presented a financial summary, highlighting that we are projecting a surplus of north of \$1.6 Million as a result of receipt of certain grants, being mindful of expenses, not backfilling staff positions that were left open and some Covid-related expense savings. Mr. Rendon offered that Ms. Rumph's performance is a major reason as to why we are in a strong financial position this year.
- c. FY 22 Budget Process Update.** Ms. Wolf noted that the draft FY 22 budget will be prepared, shared with the Board for discussion at the May Board Meeting and then put before the Board at the June Board Meeting for approval.
- d. Facilities Update.** Ms. Wolf presented an update on the facilities plan. Moving forward with a short (~5 year) term lease at Mt. Zion provides NCS with the opportunity to engage in long-term planning while at the same time provide NCS

with much-needed additional space by expanding the Harlem Campus. NCS conducted a survey, and north of 75% of families and staff are happy about the potential for expanding the Harlem campus by adding Mt. Zion as a facility.

i. **A MOTION was made by Ms. Brousal and seconded by Mr. Sadoff to approve the Mt. Zion lease transaction based on the term sheet discussed and delegate authority to Ms. Soussloff, Ms. Wolf and Mr. Schneider to complete the Lease consistent with such terms (including minor modifications thereto) without further Board action. The motion was unanimously approved.**

ii. **A MOTION was made by Ms. Kavanaugh and seconded by Mr. Jefferson to approve a request to NYSED for a non-material revision to the NCS Harlem charter to relocate the lower school grades to Mt. Zion and was unanimously approved.**

4. **Approval of January 2021 Minutes.** A motion was made by Mr. Rendon and seconded by Mr. Jefferson to approve the January 2021 minutes and was unanimously approved.

5. **Executive Session.** A motion was made by Mr. Sadoff and seconded by Mr. Jefferson to enter into executive session to discuss a confidential employment matter and was unanimously approved. A discussion ensued. No votes were taken in executive session. Ms. Brousal moved and Ms. Kavanaugh seconded a motion to exit executive session and the motion was unanimously approved.

## 6. Adjournment

There being no further business, Ms. Brousal moved to adjourn and Ms. Kavanaugh seconded a motion to adjourn the meeting which was unanimously approved. The meeting was adjourned at 7:54 pm.

Respectfully submitted,



---

Cliff Schneider, Secretary

I, Cliff Schneider, the duly qualified Secretary of Neighborhood Charter Schools, a New York education corporation, do hereby certify that I prepared these Minutes, and that the above is a true and complete copy of the Minutes of the meeting of the Board of Trustees of the said corporation held on February 24, 2021.

Dated: March 31, 2021



Neighborhood Charter Schools  
**Minutes of the Meeting of the Board Trustees**  
March 31, 2021

A regularly scheduled meeting of the Board of Trustees (the “Board”) of Neighborhood Charter Schools (the “Education Corporation” or “NCS”) was held on March 31, 2021 via video and phone conference. The meeting was called to order at 6:05 PM.

**Trustees Present:**

Gail Brousal  
Jefferson Hughes  
Everardo Jefferson  
Justena Kavanagh  
Jennifer Lindsay  
Walter Rendon  
Samanta Ramos  
Arthur Sadoff  
Cliff Schneider  
Patricia Soussloff

**Trustees Absent:**

Brian Hamilton  
Derek Fleming

**Others in Attendance:**

Analiza Wolf  
Sarah Iannucci  
Michelle Rumph  
Wylie Fennell  
Heidi Baker  
Mrs. Fennon  
Nick Caron  
Emily Miller  
Mrs. Astor  
Mr. Buck  
Marsha Dupiton  
Ms. May  
Mrs. Stotisy  
Mrs. Yorey  
Loretta Kleinberg



Victor Rios  
Mvega  
Coach Sean  
Mr. Pierre  
Jenny Buck

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

**1. Welcome and Public Comment.**

Ms. Soussloff invited public comments and none were received.

**2. Approval of February 2021 Minutes.**

A motion was made by Mr. Rendon and seconded by Mr. Schneider to approve the February 2021 Board meeting minutes and was unanimously approved.

**3. Nominating and Governance Committee Report.**

Ms. Soussloff began by presenting Wylie Fennell as a candidate for nomination to the Board. **The following motion was made by Mr. Schneider and seconded by Mr. Rendon and was unanimously approved:**

*The Neighborhood Charter Schools' Board of Trustees, having conducted a thorough criminal history record check via fingerprinting which is deemed acceptable by NYSED, and having discovered no State or federal criminal history, or having provided information regarding such history to NYSED, if found, and having verified that any academic and/or professional credential or qualification presented by the proposed member is genuine, and having reviewed the application in its entirety, has voted to Wylie Fennell as a member to its Board of Trustees, with a term expiring on the Annual Meeting in June 2024, pending approval by NYSED. The resolution approving Wylie Fennel is adopted upon NYSED's approval.*

A discussion ensued regarding others who may be potential candidates for nomination, including Stephanie Hubble, who has a special education background.

Mr. Sadoff announced that he will be resigning from the Board of of June 30, 2021.

**4. Connection of the Mission.** Ms. Wolf led the Board through a connection to the NCS Mission; the vision and priorities were read aloud. Ms. Iannucci presented updates on spring remote and in-person learning. A discussion ensued. Plans for fall 2021 were presented which include offering a remote learning option as well as plans for utilizing

NCS' facilities if 6 feet versus 3 feet of separation are required and how family engagement will take place. A discussion ensued. It was also shared that an intent to return survey will be circulated, with results shared at the April Board meeting. An update was also provided on NYS testing.

5. **Remote Instruction Programming.** Mr. Carton presented on the spring remote instruction program. A discussion ensued.

## 6. Executive Director's Report.

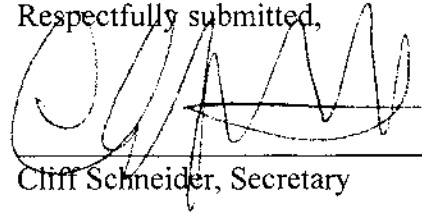
### a. Operations: Enrollment, Attendance, Finance, Facilities, Charter Renewal.

- i. **Enrollment.** Ms. Wolf presented on current enrollment at both campuses. Bronx is slightly below overall enrollment target, but two students above the ASD target. Harlem is 30 students over projected enrollment, but two students below the ASD target. With respect to 2021-22 enrollment, the applications are currently below the target because of the Pandemic, but NCS is receiving many applications from siblings of current students.
- ii. **Attendance.** Ms. Wolf noted that average daily attendance is 95% or higher.
- iii. **Finance.** Ms. Wolf noted that as a result of steady enrollment and staffing levels and other revenue (grant) opportunities and expense reductions, NCS continues to project a surplus for FY 21, now in the amount of \$1.16 Million. Ms. Wolf reviewed the timeline for approval of the FY 22 budget—it will be shared with the Finance Committee in April, presented to the Board at the May Board meeting and presented to the Board for approval at the June Board meeting.
- iv. **Approval of FY 2020 Form 990. \*\*A motion was made by Mr. Rendon and seconded by Ms. Ramos to approve NCS' FY 2020 Form 990 and was unanimously approved.\*\***
- v. **Facilities.** Mr. Schneider provided an updated on the Mt. Zion Lease, noting that it should be completed shortly.
- vi. **Charter Renewal.** NCS will be submitting a renewal application for NCS Harlem by August 16, 2021.

## 7. Adjournment

There being no further business, Mr. Sadoff moved to adjourn and Ms. Ramos seconded a motion to adjourn the meeting which was unanimously approved. The meeting was adjourned at 7:12 pm.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Cliff Schneider', written over a horizontal line.

Cliff Schneider, Secretary

I, Cliff Schneider, the duly qualified Secretary of Neighborhood Charter Schools, a New York education corporation, do hereby certify that I prepared these Minutes, and that the above is a true and complete copy of the Minutes of the meeting of the Board of Trustees of the said corporation held on March 31, 2021.

Dated: April 28, 2021

Neighborhood Charter Schools  
**Minutes of the Meeting of the Board Trustees**  
April 28, 2021

A regularly scheduled meeting of the Board of Trustees (the “Board”) of Neighborhood Charter Schools (the “Education Corporation” or “NCS”) was held on April 28, 2021 via video and phone conference. The meeting was called to order at 6:02 PM.

**Trustees Present:**

Gail Brousal  
Jefferson Hughes  
Justena Kavanagh  
Jennifer Lindsay  
Walter Rendon  
Cliff Schneider  
Patricia Soussloff

**Trustees Absent:**

Brian Hamilton  
Everardo Jefferson  
Samanta Ramos  
Arthur Sadoff  
Wylie Fennell

**Others in Attendance:**

Analiza Wolf  
Sarah Iannucci  
Michael Renda  
Michelle Rumph  
Jenny Buck  
Coach Sean  
Ms. Vega  
Marsha Dupiton  
Heidi Baker  
Loretta Kleinberg  
Mrs. Fennon  
Ms. Pierre  
Stephanie Hubbell

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

**1. Welcome and Public Comment.**

Ms. Soussloff invited public comments and none were received.

**2. Approval of March 2021 Minutes.**

A motion was made by Mr. Hughes and seconded by Mr. Rendon to approve the March 2021 Board meeting minutes and was unanimously approved.

**3. Nominating and Governance Committee Report.**

Ms. Soussloff presented Stephanie Hubbell and Heidi Baker as candidates for nomination to the Board. **The following motion was made by Mr. Schneider and seconded by Mr. Hughes and was unanimously approved:**

*The Neighborhood Charter Schools' Board of Trustees, having conducted a thorough criminal history record check via fingerprinting which is deemed acceptable by NYSED, and having discovered no State or federal criminal history, or having provided information regarding such history to NYSED, if found, and having verified that any academic and/or professional credential or qualification presented by the proposed member is genuine, and having reviewed the application in its entirety, has voted to elect Stephanie Hubbell and Heidi Baker as a members of its Board of Trustees, with a term expiring on the Annual Meeting in June 2024, pending approval by NYSED. The resolution approving Stephanie Hubbell and Heidi Baker is adopted upon NYSED's approval.*

Ms. Soussloff noted that Trustee Derek Fleming will be resigning from the Board given personal and professional responsibilities, with the hope that he will be able to return as a Trustee in the future.

- 4. BOARD ACTION:** Change of Ms. Wolf's title. In order to more accurately reflect Ms. Wolf's job duties and positioning within NCS, it has been proposed that Ms. Wolf's title be changed from Executive Director to Chief Executive Officer. **A motion was made by Mr. Hughes and seconded by Mr. Rendon and unanimously approved.**
- 5. Connection of the Mission.** Ms. Wolf led the Board through a connection to the NCS Mission; the vision and priorities were read aloud.

**6. Executive Director's Report.**

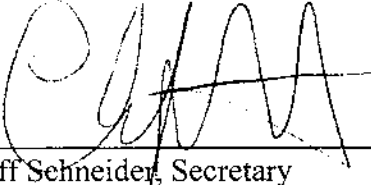
- a. Operations: Enrollment, Attendance, Finance, Facilities, Charter Renewal.**

- i. **Spring 2021 Programs.** Ms. Iannucci provided an update on the launch of in-person programs.
- ii. **Fall 2021 Plans.** Ms. Iannucci presented the fall 2021 forecast and NCS' current efforts to design the fall program. Provided that the three (3) feet social distancing guidelines, there is sufficient physical space for all students to be present for five (5) days per week in-person instruction.
- iii. **Testing.** Ms. Iannucci presented an update on NYS testing and a look ahead.
- iv. **Presentation—A Day in the life of a NCSH K-5 In-Person Scholar.** Mr. Renda presented on life of an in-person scholar. A discussion ensued.
- v. **Enrollment.** FY 21 actual enrollment versus target enrollment remains consistent with previous months (overall, above budget). Applications for FY 22 continue to roll in, though while below targets, strong number of enrollment applications continue to be received from current NCS students' siblings. Of note—the waitlist for NCS Harlem Kindergarten is north of 3,000.
- vi. **Attendance.** Remains stable and strong, both in person and remote.
- vii. **Finance.** NCS continues to project a FY 21 surplus—updated projection \$1.493 Million. The FY 22 budget approval timeline was again reviewed (unchanged from last month).
- viii. **Facilities.** Ms. Wolf noted that the Lease for Mt. Zion has been executed and NYSED final approval is eminent. Renovations are scheduled to begin shortly and should go smoothly for a July 2021 move-in.

## 7. Adjournment

There being no further business, Mr. Schneider moved and Mr. Rendon seconded a motion to adjourn the meeting which was unanimously approved. The meeting was adjourned at 6:58 pm.

Respectfully submitted,



---

Cliff Schneider, Secretary

I, Cliff Schneider, the duly qualified Secretary of Neighborhood Charter Schools, a New York education corporation, do hereby certify that I prepared these Minutes, and that the above is a true and complete copy of the Minutes of the meeting of the Board of Trustees of the said corporation held on April 28, 2021.

Dated: May 26, 2021

Neighborhood Charter Schools  
**Minutes of the Meeting of the Board Trustees**  
May 26, 2021

A regularly scheduled meeting of the Board of Trustees (the “Board”) of Neighborhood Charter Schools (the “Education Corporation” or “NCS”) was held on May 26, 2021 via video and phone conference. The meeting was called to order at 6:03 PM.

**Trustees Present:**

Gail Brousal  
Jefferson Hughes  
Everardo Jefferson  
Justena Kavanagh  
Jennifer Lindsay  
Walter Rendon  
Arthur Sadoff  
Cliff Schneider  
Patricia Soussloff  
Wylie Fennell

**Trustees Absent:**

Brian Hamilton  
Samantha Ramos

**Others in Attendance:**

Analiza Wolf  
Sarah Iannucci  
Nick Carton  
Alison Rosnick  
Stephanie Hubbell  
Ariel Ortiz  
Heide Baker

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

**1. Welcome and Public Comment.**

Ms. Soussloff invited public comments and none were received. Ms. Soussloff noted that Jennifer Lindsay submitted her resignation from the Board with an effective date of May 10, 2021 and the resignation has been accepted and the Board thanks Ms. Lindsay for her service. Ms. Soussloff also noted that the annual meeting is in June, and all committees



will be meeting within the next month and presenting reports at the June meeting. Ms. Soussloff also reported that the renewal application will start to take shape, with parts assigned to various members of the team. Ms. Soussloff then recognized Derek Fleming, a founding Board member, who recently tendered his resignation. Mr. Fleming offered remarks about his journey along with NCS and was thanked by all for his service and dedication to NCS throughout the years.

## **2. Approval of April 2021 Minutes.**

A motion was made by Mr. Schneider and seconded by Mr. Kavanagh to approve the April 2021 Board meeting minutes and was unanimously approved.

## **3. Executive Director's Report.**

### **a. Operations: Enrollment, Attendance, Finance, Facilities, Charter Renewal.**

- i. Introduction of new Director of Ops for Middle School.** Ms. Wolf introduced Derrica Newman as the new Director of Operations for the Middle School and Ms. Newman shared about her experience at NCS and her background.
- ii. Connection to the Mission.** The Mission and Vision of NCS were read.
- iii. Updates and Looking Ahead.** Ms. Iannuci provided updates on high school placements (63% of students go into their top three schools). Ms. Ortiz presented additional detail on high school placements for the fall. A discussion ensued.
- iv. Fall 2021 Plans.** Ms. Wolf noted that even though NYCDOE is going fully in person, NCS will continue to offer a remote option based on the 3 foot distancing rule currently in place so as to not overpromise to families that NCS can go fully in person.
- v. Enrollment.** FY 21 actual enrollment versus target enrollment remains consistent with previous months (overall, above budget). For FY 22, at the Bronx campus, we have a lot of applications and a waiting list, but not a lot of confirmed enrollment yet (for K, only 38 confirmed enrollment with a budgeted number of 51 and operations target of 53). One of the reasons is because families are not getting their bus transportation approved at the stop they are looking for and therefore, they are declining NCS. Ms. Wolf noted that she is going to speak with Office of Pupil Transportation and NYCDOE re: this issue. A discussion ensued. At Harlem, enrollment is more on target to budget and operations targets. With respect to ASD students, at the Bronx Campus, we are below

applications received and students approved; at the Harlem Campus, we are budgeted for 12 new ASD seats and 14 are already confirmed.

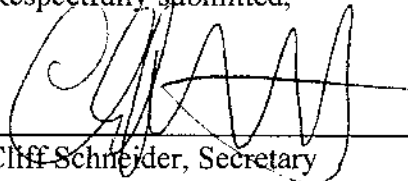
- vi. **Attendance.** Remains stable and strong, both in person and remote (nearly 100% at the Bronx Campus).
- vii. **Finance.** Ms. Wolf and Mr. Rendon presented on finance. NCS continues to project a FY 21 surplus—updated projection \$1.3 Million. The FY 22 budget draft has been prepared, reviewed by the Finance Committee and was shared with the Board. A discussion ensued.
- viii. **Facilities.** Ms. Wolf noted that NYSED approved the addition of Mt. Zion as a facility and construction will begin shortly to make the required renovations.

- 4. **Executive Session.** A motion was made by Mr. Schneider and seconded by Mr. Hughes to enter into executive session to discuss a confidential employment matter, and was unanimously approved and the Board entered into executive session. A motion was made by Mr. Schneider to exit executive session, seconded by Mr. Jefferson and unanimously approved. No votes were taken in executive session.

#### 5. Adjournment

There being no further business, Mr. Schneider moved and Mr. Jefferson seconded a motion to adjourn the meeting which was unanimously approved. The meeting was adjourned at 7:39 pm.

Respectfully submitted,



Cliff Schneider, Secretary

I, Cliff Schneider, the duly qualified Secretary of Neighborhood Charter Schools, a New York education corporation, do hereby certify that I prepared these Minutes, and that the above is a true and complete copy of the Minutes of the meeting of the Board of Trustees of the said corporation held on May 26, 2021.

Dated: June 16, 2021



Neighborhood Charter Schools  
**Minutes of the Meeting of the Board of Trustees**  
June 23, 2021

A regularly scheduled meeting of the Board of Trustees (the “Board”) of Neighborhood Charter Schools (the “Education Corporation” or “NCS”) was held on June 23, 2021 via video and phone conference. The meeting was called to order at 6:03 PM.

**Trustees Present:**

Heidi Baker  
Gail Brousal  
Brian Hamilton  
Stephanie Hubbell  
Everardo Jefferson  
Justena Kavanagh  
Samantha Ramos  
Walter Rendon  
Arthur Sadoff  
Patricia Soussloff

**Trustees Absent:**

Wylie Fennell  
Jefferson Hughes  
Cliff Schneider

**Others in Attendance:**

Analiza Wolf  
Sarah Iannucci  
Loretta Kleinberg  
Laura Fennon  
Marsha Dupiton  
Ariel Ortiz  
Morgan Jenkins  
Sean Edwards  
Junie Pierre  
James Weindler  
Rachel Stotsky

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

**Welcome and Public Comment.**

Ms. Soussloff invited public comments and none were received.

**Approval of May 2021 Minutes.**

A motion was made by Mr. Sadoff and seconded by Mrs. Kavanagh to approve the May 2021 Board meeting minutes and was unanimously approved.

### **Farewell**

Ms. Iannucci, Chief of Schools, is resigning her position; she spoke of her time at NCS. Ms. Soussloff conveyed the Board's gratitude for Ms. Iannucci's superb contributions to NCS.

### **Graduation**

Ms. Wolf showed pictures of NCSH eighth grade graduation. She mentioned that Regent Mead had attended the graduation ceremony.

### **President's Report**

#### **Re-Election of the Board Members with terms expiring**

The following Board members were up for re-election: Gail Brousal, Jefferson Hughes, Justena Kavanagh, Walter Rendon and Cliff Schneider. They were unanimously re-elected.

#### **Election of Officers.**

President	Patricia Soussloff
Vice President	Jefferson Hughes
Treasurer	Walter Rendon
Secretary	Cliff Schneider

All officers were elected by unanimous vote.

#### **Composition of Committees.**

<b>Finance</b>	Walter Rendon, Chair Wiley Fennell Heidi Baker Patricia Soussloff
<b>Accountability</b>	Gail Brousal, Chair Justena Kavanagh Heidi Baker Stephanie Hubbell
<b>Governance</b>	Patricia Soussloff, Chair Everardo Jefferson Stephanie Hubbell Walter Rendon
<b>Evaluation</b>	Cliff Schneider, Chair Brian Hamilton Patricia Soussloff Jefferson Hughes

All committees and committee chairs were unanimously approved.

Fundraising will be *ad hoc* rather than a standing committee.

Further, at the suggestion of Ms. Baker, the Board will establish a Community Relations Task Force.

Ms. Soussloff reminded Board members to submit their Conflict of Interest forms.

### **Chief of School's Report**

Ms. Iannucci spoke of the strong performance despite the constraints of remote learning. The ELA exams showed equal if not superior performance compared to the last in-person data in grade 3 through 8. Lower School mathematics was another area of great strength.

Ms. Iannucci alluded to the high school placement results as Ms. Ortiz had debriefed the Board at the May 26, 2021 meeting.

The results of the Regents examinations show that 69% of the students passed the Algebra examination, and 66% of the students passed the Living Environments exam.

Going forward NCS will strengthen its DEI curricula and supports, build strong social and emotional programs and keep academic content high even with the gaps students have because of this Covid year.

While discussing student achievement, Ms. Kleinberg reminded the Board that the both science and history met only twice weekly and will meet more frequently next school year; Ms. Iannucci confirmed.

**Fall 2021 Plans.** Covid protocol: Students will be separated by three feet in the classroom, six feet during physical education and lunch. There will be daily screenings, temperature scans, and random tests for 20% of scholars and staff.

From August until January in-person classes will meet 5 days per week! There will be a remote option for a small group of students. Students in grades 1 and 2 will be taught by one teacher; students in grades 3 and 4 will be taught by one teacher. Students from the Bronx and Harlem campuses will be combined (30 per class) for these remote classes. Middle Schoolers will live stream their classes. From January to June, all classes will be fully in person. A small afterschool program will be offered.

### **Executive Director's Report**

**Enrollment.** Concerns raised at the May meeting about enrollment have been greatly ameliorated by a very strong month of activity for both campuses, and for the ASD population. NCS is at or close to goal for enrollment in all grades.

### **Connection to Mission**

The Mission and Vision of NCS were read.

**Finance.** This year ended with a net income of \$1,450,000. The budget for FY2022 projects a \$400,000 surplus. Mr. Sadoff moved to accept the budget, Mrs. Kavanagh seconded the motion; the budget was approved.

**Audit.** Ms. Wolf and Mr. Rendon presented on finance. NCS continues to project an FY21 surplus and positive net cash flow.

Audit update:

NCS is continuing auditing services with Mengel Metzger Barr & Co (MMB). The interim audit was conducted in June. The auditors reviewed student files, HR files, and financial records to ensure proper internal controls and compliance.

The final audit for the fiscal year ending 6/30/21 will happen in September. The auditors will review and test final closed numbers to ensure everything is booked correctly and generate audited financial statements for Board approval in October.

FY22 Budget for Board approval:

The 2nd draft of the fiscal year 2022 Budget has been prepared and reviewed by the Finance Committee. Analiza shared highlights with the Board. The FY22 Budget is projecting a net income of \$383k. A motion was made to approve the FY22 Budget and was unanimously approved.

Final FY21 Audited Financial Statements due to NYSED on November 1.

### **Staff Handbook**

Changes were proposed regarding parental leave, dress code and PTO. Discussion ensued. Ms. Brousal moved to accept the changes to the Staff Handbook, Mr. Sadoff seconded the motion. The motion passed with one abstention.

**NCS Renewal Application for Harlem.** Ms. Wolf said that the presence of Regent Mead at NCSH graduation ceremony was a sign of support. The application is due on August 16, 2021. Susan Campbell, a consultant from Achievement First will be working on the application, with assistance from Ms. Iannucci who will also be a consultant.

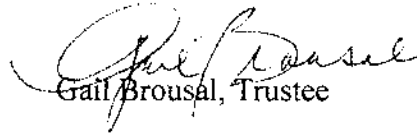
Ms. Wolf advised the Board that Lindsay Malanga had been hired as the new Chief of Schools after a search that began in-house and then expanded. Ms. Malanga will begin after July 4, 2021.

**Executive Session.** A motion was made by Mr. Sadoff and seconded by Ms. Brousal to enter into executive session to discuss a confidential employment matter, and was unanimously approved. The following Trustees attended the Executive session:

Heidi Baker, Gail Brousal, Stephanie Hubbell, Everardo Jefferson, Justena Kavanagh, Samantha Ramos, Arthur Sadoff and Patricia Sousloff. No votes were taken in executive session.

**Adjournment.** There being no further business, Ms. Kavanagh moved and Mr. Sadoff seconded a motion to adjourned the meeting which was unanimously approved. The meeting was adjourned at 7:42 PM.

Respectfully submitted,



Gail Brousal, Trustee

I, Gail Brousal, a duly qualified Trustee of the Neighborhood Charter Schools, a New York education corporation, do hereby certify that I prepared these Minutes, and that the above is a true and complete cop of the Minutes of the meeting of the Board of Trustees of the said corporation held on June 23, 2021.

Dated: July 2, 2021





### **In-School Leadership**

<b>Title</b>	<b>Supervisor's title</b>
ES Principal	Chief of Schools
MS Principal	Chief of Schools
K-2 Dean	ES Principal
3-4 Dean	ES Principal
5-6 Dean	MS Principal
7-8 Dean	MS Principal
ES Director of Operation	ES Principal
MS Director of Operations	MS Principal
Assistant Principal of Culture	MS Principal
ES Assistant Principal	ES Principal
MS Assistant Principal	MS Principal

### **Operations and School Support**

Operations Manager	ES Director of Operations
Operations Manager	MS Director of Operattions
Operations Manager	MS Director of Operattions
Operations Associate	ES Director of Operations
Cafeteria Aide	ES Director of Operations
Security/ School Support Associate	MS Director of Operattions
Security/ School Support Associate	MS Director of Operattions
Operations Intern/Temp	ES Director of Operations

### **Network Leadership**

<b>Title</b>	<b>Supervisor's title</b>
Chief of Schools	Board of Trustees
Supervising Speech and Language Pathologist	Director of Special Education
Director of Special Education	Chief of Schools

### **ES Special/Assistant Teachers**

<b>Title</b>	<b>Supervisor's title</b>
Assistant Teacher: (Grades K-1)	ES Principal
1st and 2nd Grade ScienceTeacher	ES Principal
Kindergarten and 1st Grade Science Teacher	ES Principal
Assistant Teacher: (Grades 1-2)	ES Principal
3rd & 4th Grade Science Teacher	ES Principal
3rd & 4th Grade Science Teacher	ES Principal
ES Art Teacher	ES Principal
Physical Education Teacher :K-4	ES Principal
Flex Teacher ES	ES Principal

## **Related Services and School Support**

<b>Title</b>	<b>Supervisor's title</b>
Speech Pathologist	Supervising Speech and Language Pathologist
Speech Pathologist	Supervising Speech and Language Pathologist
Speech Pathologist	Supervising Speech and Language Pathologist
Speech Pathologist	Supervising Speech and Language Pathologist
Speech Pathologist	Supervising Speech and Language Pathologist
BRIDGE Program: K-4	ES Principal
BRIDGE Program: K-4	ES Principal
BRIDGE Program ELA: 5-8	MS Principal
BRIDGE Program Math: 5-8	MS Principal
Elementary School Counselor	Director of Special Education
Middle School School Counselor	Director of Special Education

## **Kindergarten**

<b>Title</b>	<b>Supervisor's title</b>
Kindergarten Teachers (6 teachers)	ES Principal

## **1st Grade**

<b>Title</b>	<b>Supervisor's title</b>
1st Grade Teachers (8 teachers)	ES Principal

## **2nd Grade**

<b>Title</b>	<b>Supervisor's title</b>
2nd Grade Teachers (6 Teachers)	ES Principal

## **3rd Grade**

<b>Title</b>	<b>Supervisor's title</b>
3rd Grade Teachers (6 Teachers)	ES Principal

## **4th Grade**

<b>Title</b>	<b>Supervisor's title</b>
4th Grade Teachers (6 Teachers)	ES Principal

## **5th Grade**

<b>Title</b>	<b>Supervisor's title</b>
5th Grade Teachers (8 Teachers)	MS Principal

## **ELA Department**

<b>Title</b>	<b>Supervisor's title</b>
6th Grade ELA	MS Principal
6th Grade ELA	MS Principal
7th Grade ELA	MS Principal
7th Grade ELA	MS Principal
8th Grade ELA	MS Principal
8th Grade ELA	MS Principal

### **Math Department**

<b>Title</b>	<b>Supervisor's title</b>
6th Grade Math Teacher	MS Principal
6th Grade Math Teacher	MS Principal
7th Grade Math Teacher	MS Principal
7th Grade Math Teacher	MS Principal
8th Grade Math	MS Principal
8th Grade Math	MS Principal

### **Science Department**

<b>Title</b>	<b>Supervisor's title</b>
6th & 7th Grade Science	MS Principal
8th Grade Science	MS Principal
6th & 7th Grade Science	MS Principal
5th & 8th Grade Science	MS Principal

### **History Department**

<b>Title</b>	<b>Supervisor's title</b>
5th & 6th Grade History	MS Principal
5th & 6th Grade History	MS Principal
7th & 8th Grade History	MS Principal
7th & 8th Grade History	MS Principal

### **MS Specials**

<b>Title</b>	<b>Supervisor's title</b>
STEM Teacher (5th and 8th Science)	MS Principal
PE Teacher (Grades 5-8)	MS Principal
Performing Arts Teacher	MS Principal
MS Dance Teacher	MS Principal

# Neighborhood Charter Schools | 2021-2022 Instructional Calendar

Updated July 1, 2020

	<p><b>JULY 2021</b></p> <table border="1"> <thead> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td></tr> <tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr> <tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr> <tr><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr> <tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td></tr> </tbody> </table>	S	M	T	W	Th	F	S					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	<p><b>JANUARY 2022</b></p> <table border="1"> <thead> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> <tr><td>30</td><td>31</td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table> <p>1 Winter Recess 17 M.L. King Day</p> <p>20 School Days</p>	S	M	T	W	Th	F	S							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31					
S	M	T	W	Th	F	S																																																																																							
				1	2	3																																																																																							
4	5	6	7	8	9	10																																																																																							
11	12	13	14	15	16	17																																																																																							
18	19	20	21	22	23	24																																																																																							
25	26	27	28	29	30	31																																																																																							
S	M	T	W	Th	F	S																																																																																							
						1																																																																																							
2	3	4	5	6	7	8																																																																																							
9	10	11	12	13	14	15																																																																																							
16	17	18	19	20	21	22																																																																																							
23	24	25	26	27	28	29																																																																																							
30	31																																																																																												
<p>4-6 Leader Training 9-10 New Teacher Training and Veteran Teacher Classroom Set Up 11-20 Staff Training 18 Mandatory Orientation for ALL families 23-27 Half Days - all grades</p> <p>7 School Days</p>	<p><b>AUGUST 2021</b></p> <table border="1"> <thead> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr> <tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr> <tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr> <tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr> <tr><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td><td></td></tr> </tbody> </table>	S	M	T	W	Th	F	S	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31					<p><b>FEBRUARY 2022</b></p> <table border="1"> <thead> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> <tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr> <tr><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td></tr> <tr><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td></tr> <tr><td>27</td><td>28</td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table> <p>21-25 Midwinter Recess</p> <p>15 School Days</p>	S	M	T	W	Th	F	S			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28												
S	M	T	W	Th	F	S																																																																																							
1	2	3	4	5	6	7																																																																																							
8	9	10	11	12	13	14																																																																																							
15	16	17	18	19	20	21																																																																																							
22	23	24	25	26	27	28																																																																																							
29	30	31																																																																																											
S	M	T	W	Th	F	S																																																																																							
		1	2	3	4	5																																																																																							
6	7	8	9	10	11	12																																																																																							
13	14	15	16	17	18	19																																																																																							
20	21	22	23	24	25	26																																																																																							
27	28																																																																																												
<p>6 Labor Day</p> <p>21 School Days</p>	<p><b>SEPTEMBER 2021</b></p> <table border="1"> <thead> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td></tr> <tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr> <tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr> <tr><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr> <tr><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td></td><td></td></tr> </tbody> </table>	S	M	T	W	Th	F	S				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30			<p><b>MARCH 2022</b></p> <table border="1"> <thead> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> <tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr> <tr><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td></tr> <tr><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td></tr> <tr><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td></tr> </tbody> </table> <p>29-31 ELA State Exam</p> <p>23 School Days</p>	S	M	T	W	Th	F	S			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31									
S	M	T	W	Th	F	S																																																																																							
			1	2	3	4																																																																																							
5	6	7	8	9	10	11																																																																																							
12	13	14	15	16	17	18																																																																																							
19	20	21	22	23	24	25																																																																																							
26	27	28	29	30																																																																																									
S	M	T	W	Th	F	S																																																																																							
		1	2	3	4	5																																																																																							
6	7	8	9	10	11	12																																																																																							
13	14	15	16	17	18	19																																																																																							
20	21	22	23	24	25	26																																																																																							
27	28	29	30	31																																																																																									
<p>11 Indigenous People's Day</p> <p>20 School Days</p>	<p><b>OCTOBER 2021</b></p> <table border="1"> <thead> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td>2</td></tr> <tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr> <tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr> <tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr> <tr><td>31</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table>	S	M	T	W	Th	F	S						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31							<p><b>APRIL 2022</b></p> <table border="1"> <thead> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td>2</td></tr> <tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr> <tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr> <tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr> </tbody> </table> <p>15 Day Off 26-28 Math State Exam</p> <p>20 School Days</p>	S	M	T	W	Th	F	S						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
S	M	T	W	Th	F	S																																																																																							
					1	2																																																																																							
3	4	5	6	7	8	9																																																																																							
10	11	12	13	14	15	16																																																																																							
17	18	19	20	21	22	23																																																																																							
24	25	26	27	28	29	30																																																																																							
31																																																																																													
S	M	T	W	Th	F	S																																																																																							
					1	2																																																																																							
3	4	5	6	7	8	9																																																																																							
10	11	12	13	14	15	16																																																																																							
17	18	19	20	21	22	23																																																																																							
24	25	26	27	28	29	30																																																																																							
<p>11 Veteran's Day 26-27 Thanksgiving Recess</p> <p>19 School Days</p>	<p><b>NOVEMBER 2021</b></p> <table border="1"> <thead> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr> <tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr> <tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr> <tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr> <tr><td>28</td><td>29</td><td>30</td><td></td><td></td><td></td><td></td></tr> </tbody> </table>	S	M	T	W	Th	F	S		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30					<p><b>MAY 2022</b></p> <table border="1"> <thead> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr> <tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr> <tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr> <tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr> <tr><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td><td></td></tr> </tbody> </table> <p>16-20 Spring Recess 30 Memorial Day</p> <p>16 School Days</p>	S	M	T	W	Th	F	S	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31											
S	M	T	W	Th	F	S																																																																																							
	1	2	3	4	5	6																																																																																							
7	8	9	10	11	12	13																																																																																							
14	15	16	17	18	19	20																																																																																							
21	22	23	24	25	26	27																																																																																							
28	29	30																																																																																											
S	M	T	W	Th	F	S																																																																																							
1	2	3	4	5	6	7																																																																																							
8	9	10	11	12	13	14																																																																																							
15	16	17	18	19	20	21																																																																																							
22	23	24	25	26	27	28																																																																																							
29	30	31																																																																																											
<p>20-31 Winter Recess</p> <p>13 School Days</p>	<p><b>DECEMBER 2021</b></p> <table border="1"> <thead> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td></tr> <tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr> <tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr> <tr><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr> <tr><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td></tr> </tbody> </table>	S	M	T	W	Th	F	S				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		<p><b>JUNE 2022</b></p> <table border="1"> <thead> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td></tr> <tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr> <tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr> <tr><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr> <tr><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td></td><td></td></tr> </tbody> </table> <p>14-24 Regents Window 29 Last Day of School (Half-Day)</p> <p>21 School Days</p>	S	M	T	W	Th	F	S				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30									
S	M	T	W	Th	F	S																																																																																							
			1	2	3	4																																																																																							
5	6	7	8	9	10	11																																																																																							
12	13	14	15	16	17	18																																																																																							
19	20	21	22	23	24	25																																																																																							
26	27	28	29	30	31																																																																																								
S	M	T	W	Th	F	S																																																																																							
			1	2	3	4																																																																																							
5	6	7	8	9	10	11																																																																																							
12	13	14	15	16	17	18																																																																																							
19	20	21	22	23	24	25																																																																																							
26	27	28	29	30																																																																																									

Summer Events

Staff PD/School Closed

1<sup>st</sup> and Last Day of School

School Closed

Half-Day/Staff PD (12:30PM)

State Exam

NOTE: Two snow days will be observed. Inclement weather days beyond the first two snow days will be remote learning days at NCS.



## **Certificate of Occupancy and Fire Inspection**

August 1, 2021

New York State Board of Regents  
State Education Department  
Charter School Office  
89 Washington Avenue  
Albany, New York 12234

To the members of the Board of Regents:

Neighborhood Charter Schools of Harlem (NCS) is currently transitioning two grades to their new location at Mt. Zion Lutheran Church space at 421 West 145th Street, New York, NY 10031. There are upgrades being done to the building and a fire inspection will occur upon completion of the upgrades.

The Certificate of Occupancy is available and has been submitted through the portal with this request for a non-material revision.

Thank you in advance for your consideration of this request.

Kind regards,

Patricia Soussloff  
President, Board of Trustees  
Neighborhood Charter Schools



# FIRE DEPARTMENT

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

## BUREAU OF FIRE PREVENTION

Public Buildings Unit

DATE: 09.25.2020.

### NEIGHBORHOOD CHARTER SCHOOL

Yeshiva Machzikei Hadas  
691 St. Nicholas Ave  
Manhattan, NY 10030

### PREMISES

### NEIGHBORHOOD CHARTER SCHOOL

691 St. Nicholas Ave  
Manhattan, NY 10030

To Whom It May Concern:

The New York City Fire Department ("FDNY"), Bureau of Fire Prevention, Public Buildings Unit conducted an inspection of the above-referenced premises on **09.17.2020**.

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

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

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

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

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

the Fire Code or other laws, rules or regulations.

Examined by: \_\_\_\_\_  
Anirood Budhoo, Supervising Inspector, PBU



DEPARTMENT OF HOUSING AND BUILDINGS

BOROUGH OF MANHATTAN, CITY OF NEW YORK

JT/ lc

No.

Date October 31, 1948

CERTIFICATE OF OCCUPANCY

(Standard form adopted by the Board of Standards and Appeals and issued pursuant to Section 646 of the New York Charter, and Sections C.26-181.0 to C.26-187.0 inclusive Administrative Code 2.1.3.1. to 2.1.3.7. Building Code.)

This certificate supersedes C. O. No.

To the owner or owners of the building or premises:

THIS CERTIFIES that the ~~new~~ altered ~~existing~~ building ~~premises~~ located at

421-425 West 145th street  
33 ft. front

Block 2016 Lot 18

, conforms substantially to the approved plans and specifications, and to the requirements of the building code and all other laws and ordinances, and of the rules and regulations of the Board of Standards and Appeals, applicable to a building of its class and kind at the time the permit was issued; and

CERTIFIES FURTHER that, any provisions of Section 646F of the New York Charter have been complied with as certified by a report of the Fire Commissioner to the Borough Superintendent.

N.B. or Alt. No.— 996/1944  
~~XXXXXX~~

Construction classification— fireproof.

Occupancy classification— Public Building . Height Base. & 4 stories, 50 feet.

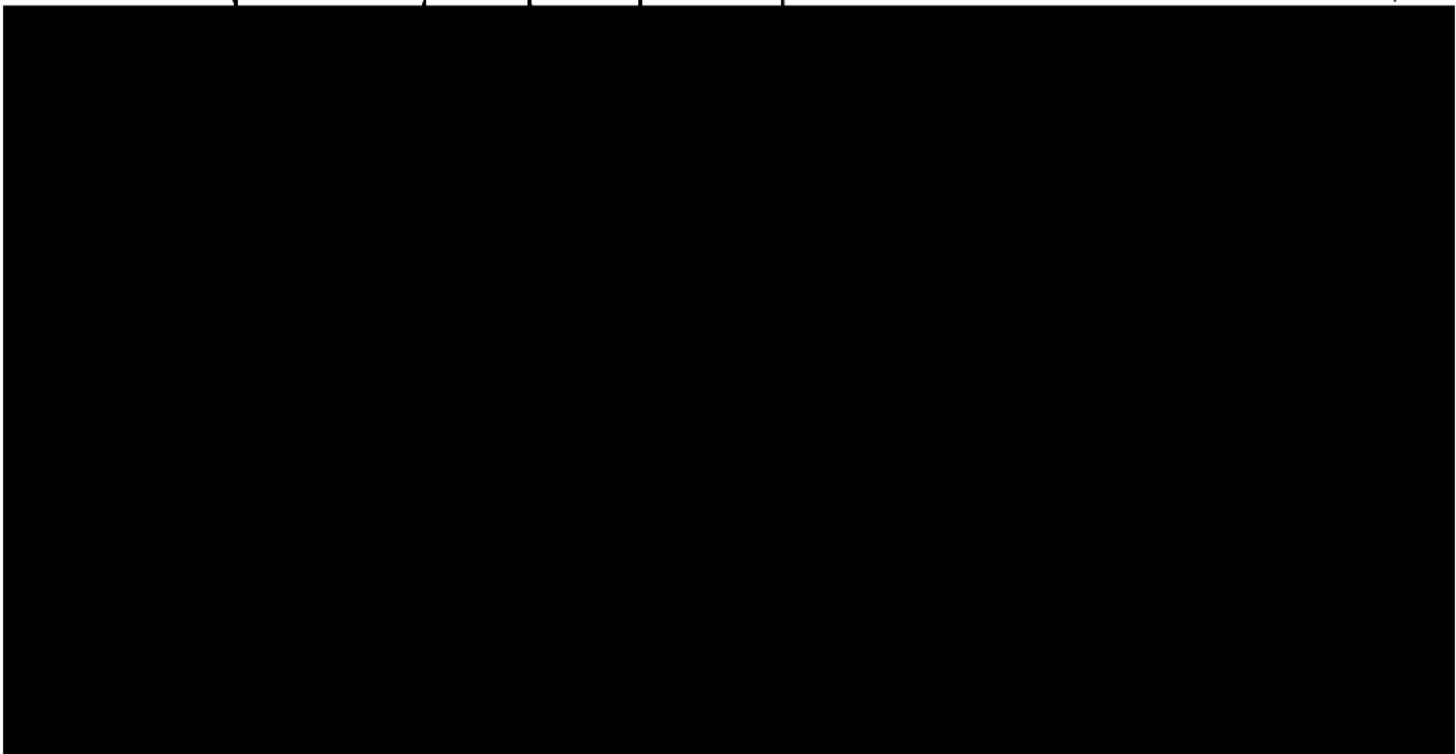
Date of completion— October 8, 1945 . Located in business Use District.

B Area 1½ . Height Zone at time of issuance of permit 1147-1944.

This certificate is issued subject to the limitations hereinafter specified and to the following resolutions of the Board of Standards and Appeals: (Calendar numbers to be inserted here)

PERMISSIBLE USE AND OCCUPANCY

STORY	LIVE LOADS Lbs. per Sq. Ft.	PERSONS ACCOMMODATED			USE
		MALE	FEMALE	TOTAL	



*[Handwritten signature]*

Borough Superintendent. (B)

**NO CHANGES OF USE OR OCCUPANCY NOT CONSISTENT WITH THIS CERTIFICATE SHALL BE MADE UNLESS FIRST APPROVED BY THE BOROUGH SUPERINTENDENT**

Unless an approval for the same has been obtained from the Borough Superintendent, no change or rearrangement in the structural parts of the building, or affecting the light and ventilation of any part thereof, or in the exit facilities, shall be made; no enlargement, whether by extending on any side or by increasing in height shall be made; nor shall the building be moved from one location or position to another; nor shall there be any reduction or diminution of the area of the lot or plot on which the building is located.

The building or any part thereof shall not be used for any purpose other than that for which it is certified.

The superimposed, uniformly distributed loads, or concentrated loads producing the same stresses in the construction in any story shall not exceed the live loads specified on reverse side; the number of persons of either sex in any story shall not exceed that specified when sex is indicated, nor shall the aggregate number of persons in any story exceed the specified total; and the use to which any story may be put shall be restricted to that fixed by this certificate except as specifically stated.

This certificate does not in any way relieve the owner or owners or any other person or persons in possession or control of the building, or any part thereof from obtaining such other permits, licenses or approvals as may be prescribed by law for the uses or purposes for which the building is designed or intended; nor from obtaining the special certificates required for the use and operation of elevators; nor from the installation of fire alarm systems where required by law; nor from complying with any lawful order for additional fire extinguishing appliances under the discretionary powers of the fire commissioner; nor from complying with any lawful order issued with the object of maintaining the building in a safe or lawful condition; nor from complying with any authorized direction to remove encroachments into a public highway or other public place, whether attached to or part of the building or not.

If this certificate is marked "Temporary", it is applicable only to those parts of the building indicated on its face, and certifies to the legal use and occupancy of only such parts of the building; it is subject to all the provisions and conditions applying to a final or permanent certificate; it is not applicable to any building under the jurisdiction of the Housing Division unless it is also approved and endorsed by them, and it must be replaced by a full certificate at the date of expiration.

If this certificate is for an existing building, erected prior to March 14, 1916, it has been duly inspected and it has been found to have been occupied or arranged to be occupied prior to March 14, 1916, as noted on the reverse side, and that on information and belief, since that date there has been no alteration or conversion to a use that changed its classification as defined in the Building Code, or that would necessitate compliance with some special requirement or with the State Labor Law or any other law or ordinance; that there are no notices of violations or orders pending in the Department of Housing and Buildings at this time; that Section 646F of the New York City Charter has been complied with as certified by a report of the Fire Commissioner to the Borough Superintendent, and that, so long as the building is not altered, except by permission of the Borough Superintendent, the existing use and occupancy may be continued.

"§ 646 F. No certificate of occupancy shall be issued for any building, structure, enclosure, place or premises wherein containers for combustibles, chemicals, explosives, inflammables and other dangerous substances, articles, compounds or mixtures are stored, or wherein automatic or other fire alarm systems or fire extinguishing equipment are required by law to be or are installed, until the fire commissioner has tested and inspected and has certified his approval in writing of the installation of such containers, systems or equipment to the Borough Superintendent of the borough in which the installation has been made. Such approval shall be recorded on the certificate of occupancy."

Additional copies of this certificate will be furnished to persons having an interest in the building or premises, upon payment of a fee of fifty cents per copy.

# Certificate of Occupancy

**CO Number: 122239434F**

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

<b>A.</b>	<b>Borough:</b> Manhattan	<b>Block Number:</b> 02050	<b>Certificate Type:</b> Final
	<b>Address:</b> 691 ST. NICHOLAS AVENUE	<b>Lot Number(s):</b> 136	<b>Effective Date:</b> 04/09/2020
	<b>Building Identification Number (BIN):</b> 1090559	<b>Building Type:</b> New	
<b>This building is subject to this Building Code:</b>			
<i>For zoning lot metes &amp; bounds, please see BISWeb.</i>			
<b>B.</b>	<b>Construction classification:</b>	1-B	(2014/2008 Code)
	<b>Building Occupancy Group classification:</b>	E	(2014/2008 Code)
	<b>Multiple Dwelling Law Classification:</b>	HAEA	
	<b>No. of stories:</b> █	<b>Height in feet:</b> █	<b>No. of dwelling units:</b> 0
<b>C.</b>	<b>Fire Protection Equipment:</b> Standpipe system, Fire alarm system, Sprinkler 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: 122239434F

**Permissible Use and Occupancy**

All Building Code occupancy group designations below are 2008 designations.

Floor From To	Maximum persons permitted	Live load lbs per sq. ft.	Building Code occupancy group	Dwelling or Rooming Units	Zoning use group	Description of use
[Redacted Content]						

END OF SECTION



Borough Commissioner



Commissioner

END OF DOCUMENT