

Application: Riverhead Charter School

Raymond Ankrum - rankrum@rcsli.org
2020-2021 Annual Report

Summary

ID: 0000000331

Last submitted: Jan 21 2022 01:23 PM (EST)

Labels: Board of Regents

Entry 1 School Info and Cover Page

Completed Aug 10 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)

RIVERHEAD CHARTER SCHOOL 580602860032

a1. Popular School Name

RCS

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

RIVERHEAD CSD

d. DATE OF INITIAL CHARTER

2/2001

e. DATE FIRST OPENED FOR INSTRUCTION

9/2001

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

MISSION STATEMENT

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

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	Focus on Quality of Instruction Based on Individual Student Needs: In addition to following the guidelines of the New York State Common Core and Next Generation Standards, RCS will guide instructional programming based on individual student needs. This instructional programming is based on a variety of data collection practices that are completed over the course of the school year. Diagnostic, formative, and summative assessment data will be used to determine student need. Collaboration between instructional staff and leadership teams provides the structures used to guide instruction and support students based on their current learning needs.
KDE 2	High Expectations Clearly defined and measurable high expectations for academic achievement and strong character are at the core of RCS’s instructional program. Students, parents, teachers, and staff create and reinforce a culture of high academic achievement and support. Student success and student growth are celebrated in collaboration with families. In addition, RCS will continue to implement a longer

school day, a longer school year, and offer full-day kindergarten to support all students in meeting these high expectations.

KDE 3

A Uniquely Affirming and Supportive School Culture:

RCS maintains a diverse population, drawing from over a dozen school districts, reflecting the population of Eastern Long Island. Students will continue to receive classes in special areas such as physical education, art, world language, music, and technology. Morning meetings allow students an opportunity to lead and govern themselves at the elementary school, and advisory blocks are used to support middle school and high school students in applying the skills they have learned. School-wide celebrations (Black History month, Multicultural Night, Hispanic Heritage, etc.) are held annually with the goal of supporting the school community and enhancing school culture.

KDE 4

Deep Linkages to the Surrounding Community:

RCS students have regular opportunities to engage with the surrounding communities. They will participate in trips to local parks, museums, and historical sites. The students will partner with different organizations to explore, learn, and collaborate on projects. The school will continue to partner with local colleges as well as Project Fit America. Students in grades Kindergarten through 5th grade will learn about respect and understanding of differences among all children. Students in grades 6-12 will be looking to apply these to a variety of learning opportunities and partnerships across the school community and within their local communities. The ultimate goal is to improve student cooperation, empathy, and mutual respect as well as foster greater inclusion and connectedness. RCS was awarded a grant through Project Fit America and will receive ongoing training and collaboration through Peconic Bay Medical Center.

KDE 5

Integration of Technology within Classrooms

Technology is integrated into all classrooms at RCS

using document cameras, projectors, iPads, Apple TV, and a teacher-assigned MacBook. Students will continue to use technology to strengthen reading and mathematics skills, access digital content and resources, and conduct research. All students across the school community have access to a Chromebook and Google Classroom is implemented across the organization. RCS will continue to implement robotics and STEM-specific programming into the curriculum and instructional design.

KDE 6

Continuous Development of Staff
RCS staff will continue to participate in continuous professional development throughout each school year. Professional development time equates to fourteen full-day sessions beyond the typical school day. Professional development is geared toward meeting the needs and staff and students, based on teacher feedback surveys, teacher observations and student data. Experts in a particular field of study, community members and/or RCS staff facilitate professional development sessions. RCS staff members that have attended outside professional development may turnkey the session for the entire staff.

KDE 7

(No response)

KDE 8

(No response)

KDE 9

(No response)

KDE 10

(No response)

Need additional space for variables

No

h. SCHOOL WEB ADDRESS (URL)

www.riverheadcharterschool.org

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

750

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

690

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

Check all that apply

Grades Served

K, 1, 2, 3, 4, 5, 6, 7, 8, 9

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?

No, just one site.

School Site 1 (Primary)

m1. SCHOOL SITES

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

	Physical Address	Phone Number	District/CSD	Grades to be Served at Site for coming year (K-5, 6-9, etc.)	Receives Rental Assistance for Which Grades (If yes, enter the appropriate grades. If no, enter No).
Site 1	3685 Middle Country Rd.	631-369-5800	Riverhead	K-10	No

m1a. Please provide the contact information for Site 1.

	Name	Work Phone	Alternate Phone	Email Address
School Leader	Raymond Ankrum	631-369-5800		rankrum@rcsli.org
Operational Leader	Nicola Graham	631-369-5800		ngraham@rcsli.org
Compliance Contact	Samantha Camillery	631-369-5800		scamillery@rcsli.org
Complaint Contact	Aimee LoMonaco	631-369-5800		ALoMonaco@rcsli.org
DASA Coordinator	Patrick McKinney	631-369-5800		pmckinney@rcsli.org
Phone Contact for After Hours Emergencies	Raymond Ankrum			rankrum@rcsli.org

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

Private Space

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

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

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

Site 1 Certificate of Occupancy (COO)

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

Filename: Certificate of Occupancy ES MS ADMIN.pdf **Size:** 811.5 kB

Site 1 Fire Inspection Report

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

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

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

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:

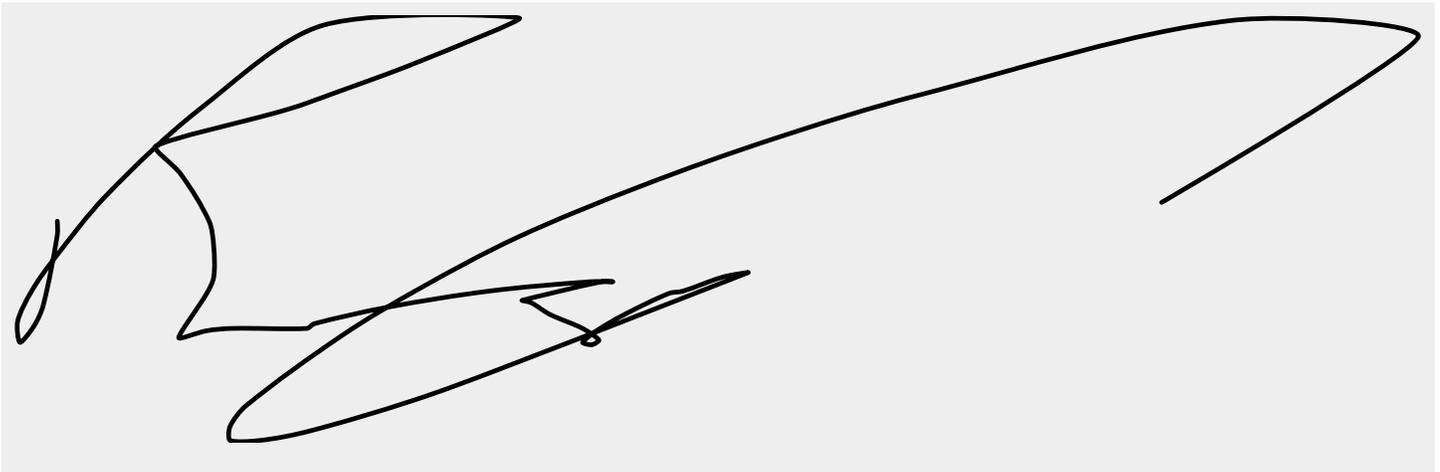
Yes

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 large, stylized handwritten signature in black ink on a light gray background. The signature is highly cursive and fluid, with a long horizontal stroke that curves upwards at the end. It appears to be a single continuous line.

Signature, President of the Board of Trustees



Date

Aug 10 2021

Thank you.



Entry 3 Progress Toward Goals

Completed Oct 29 2021

Instructions

Regents, NYCDOE, and Buffalo BOE-authorized charter schools

For the 2020-2021 school year, any academic or organization goals that cannot be evaluated due to school closure resulting in a lack of data and changes in testing, surveying, and other usual practices should be reported as “N/A”. **Deadline is November 1, 2021.**

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

Entry 3 Progress Toward Goals

PROGRESS TOWARD CHARTER GOALS

Board of Regents-authorized and NYCDOE-authorized charter schools only.

Complete the tables provided. List each goal and measure as contained in the school's currently approved charter, and indicate whether the school has met or not met the goal. Please provide information for all goals no later than November 2, 2021.

1. ACADEMIC STUDENT PERFORMANCE GOALS

For the 2020-2021 school year, any academic goals that cannot be evaluated due to school closure resulting in a lack of data and changes in testing, surveying, and other usual practices should be reported as "N/A".

2020-2021 Progress Toward Attainment of Academic Goals

	Academic Student Performance Goal	Measure Used to Evaluate Progress Toward Attainment of Goal	Goal - Met, Not Met or Unable to Assess	If not met, describe efforts the school will take to meet goal. If unable to assess goal, type N/A for Not Applicable
Academic Goal 1	n/a	n/a	Unable to Assess	n/a
Academic Goal 2	n/a	n/a	Unable to Assess	n/a
Academic Goal 3	n/a	n/a	Unable to Assess	n/a
Academic Goal 4	n/a	n/a	Unable to Assess	n/a
Academic Goal 5	n/a	n/a	Unable to Assess	n/a
Academic Goal 6	n/a	n/a	Unable to Assess	n/a
Academic Goal 7	n/a	n/a	Unable to Assess	n/a
Academic Goal 8	n/a	n/a	Unable to Assess	n/a
Academic Goal 9	n/a	n/a	Unable to Assess	n/a
Academic Goal 10	n/a	n/a	Unable to Assess	n/a

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	n/a	n/a	Unable to Assess	n/a
Org Goal 2	n/a	n/a	Unable to Assess	n/a
Org Goal 3	n/a		Unable to Assess	n/a
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	To stay within the means of our approved budget to show fiduciary responsibilities in governing our school.	Audited Financials	Met	
Financial Goal 2	To have a surplus in funds.	Audited Financials	Met	
Financial Goal 3	To provide teachers with raises in a new five year contract.	Budget, surplus, and audited financials.	Met	
Financial Goal 4				
Financial Goal 5				

7. Do have more financial goals to add?

No

Thank you.

Entry 4 - Audited Financial Statements

Completed Oct 27 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.

Riverhead Charter School Year End June 30, 2021 Financials Final

Filename: Riverhead Charter School Year End J QJdqfon.pdf **Size:** 480.1 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.

Riverhead CS BEDS-580602860032_2020-21

Filename: Riverhead CS BEDS 580602860032 2020 21.xlsx **Size:** 75.5 kB

Entry 4c - Additional Financial Documents

Completed Nov 3 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^[1]
5. Corrective Action Plan for Audit Findings and Management Letter Recommendations

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

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

[Riverhead SAS-114](#)

Filename: Riverhead SAS 114.pdf **Size:** 189.3 kB

[FY 20-21 Riverhead Charter School Single Audit exemption form](#)

Filename: FY 20 21 Riverhead Charter School S ntDBgEw.pdf **Size:** 1.3 MB

Entry 4d - Financial Services Contact Information

Completed Oct 27 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
	Nicola Graham	[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
	Ken Cerini - Cerini & Associates, LLP	[REDACTED]	[REDACTED]	15

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

	Firm Name	Contact Person	Mailing Address	Email	Phone	Years With Firm

Entry 5 - Fiscal Year 2021-2022 Budget

Completed Oct 27 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.

[final2021-2022arbudgettemplate](#)

Filename: final2021 2022arbudgettemplate.xlsx **Size:** 36.4 kB

Entry 6 - Board of Trustees Disclosure of Financial Interest Form

Completed Aug 12 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.

[Aimee L](#)

Filename: Aimee L..pdf **Size:** 97.3 kB

[maria cintron](#)

Filename: maria cintron.pdf **Size:** 181.1 kB

[edwards](#)

Filename: edwards .pdf **Size:** 191.7 kB

[FinancialDisclosure2020](#)

Filename: FinancialDisclosure2020.pdf **Size:** 75.5 kB

[Histand Disclosure](#)

Filename: Histand Disclosure.pdf **Size:** 1.2 MB

Entry 7 BOT Membership Table

Completed Aug 10 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	Aimee LoMonaco		Chair	Health and Wellness	Yes	3	07/01/2020	06/30/2023	11
2	David Edwards		Vice Chair	Academic Success	Yes	2	07/01/2020	6/30/2023	8
3	Natasha Jeffries		Secretary	Academic Success	Yes	2	07/01/2020	06/30/2023	12
4	Harry Histan		Treasurer	Finance	Yes	6	07/01/2019	06/30/2022	8
5	Zenobia Hartfield		Trustee/Member	Compliance/Policy	Yes	3	07/01/2020	06/30/2023	10
6	Maria Cintron		Trustee/Member	Fundraising	Yes	1	07/01/2020	06/30/2023	12
7									
8									
9									

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

No

2. INFORMATION ABOUT MEMBERS OF THE BOARD OF TRUSTEES

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

a. Total Number of BOT Members on June 30, 2021	6
b.Total Number of Members Added During 2020-2021	0
c. Total Number of Members who Departed during 2020-2021	0
d.Total Number of members, as set in Bylaws, Resolution or Minutes	9

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 10 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.

[doc01461420210810143945](#)

Filename: doc01461420210810143945.pdf **Size:** 21.5 MB

Entry 9 Enrollment & Retention

Completed Aug 10 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
Economically Disadvantaged	<p>Many of our students come from low socio-economic backgrounds. We continue to meet students where they are and take them where we want them to go. We continuously analyze the experiences of our students, with the hopes of improving their overall experiences.</p>	<p>We continue to advertise via word of mouth. We scour the community, as well as provide opportunities for the community to engage and collaborate with our school. We will be intentional about building connections with Black and Latino clergy, as well as community leaders, who have connections with socio-economically challenged communities.</p>
English Language Learners	<p>Our ENL population continues to increase yearly. Our school has become a popular destination for speakers of other languages due to the level of outreach we do to support students and families.</p>	<p>Our recruitment plan is to continue to be intentional about providing ENL students with a high-quality experience at our school. By doing this, parents will discuss how happy they are with our school, thus affording us the opportunity to engage other parents.</p>
Students with Disabilities	<p>Our goal and recruitment are centered on providing the best services to our students. We are building relationships with parents and having conversations in ways that are meaningful and from a place of care. Many families have a negative perception of special education services, so we are working to combat narratives that may be untrue in the communities we serve.</p>	<p>Continuing to build trusting relationships with students and families. Bolstering our program to offer additional services to students and families will be our central focus this year.</p>

Retention Efforts Toward Meeting Targets

	Describe Retention Efforts in 2020-2021	Describe Retention Plans in 2021-2022
Economically Disadvantaged	Providing students and families quality education choices by building the relationship between home and school.	Post covid-19, relationship building with parents continues to be a driver for our retention plans.
English Language Learners	Creating an environment that is welcoming to all students has proven to be a value add as we look to increase our diverse student populations yearly.	Continuing to provide services that are intentional in nature, and build the capacity of our ENL learners.
Students with Disabilities	Providing robust options for parents as well as providing good instruction for students to meet yearly targets.	Expanding our programming to make it the least restrictive and also examine our practices to ensure we are collaborating with parents to provide needed services for students.

Entry 10 - Teacher and Administrator Attrition

Completed Aug 10 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^[1] 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.

^[1] 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 10 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)	0
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)	0
Total Category A: 5 or 30% whichever is less	0.0

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

	FTE Count
i. FTE count of uncertified teacher with at least three years of elementary, middle or secondary classroom teaching experience (as of June 30, 2021)	0
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)	0
Total Category B: not to exceed 5	0.0

CATEGORY C: PLUS 5 ADDITIONAL UNCERTIFIED TEACHERS

	FTE Count
i. FTE count of uncertified teacher with at least three years of elementary, middle or secondary classroom teaching experience (as of June 30, 2021)	0
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)	0
Total Category C: not to exceed 5	0.0

CATEGORY D: TOTAL FTE COUNT OF UNCATEGORIZED, UNCERTIFIED TEACHERS

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

	FTE Count
Total Category D	0

CATEGORY E: TOTAL FTE COUNT OF CERTIFIED TEACHERS

	FTE Count
Total Category E	0

CATEGORY F: TOTAL FTE COUNT OF ALL TEACHERS

Please do not include paraprofessionals, such as teacher aides.

	FTE Count
Total Category F	0



Thank you.

Entry 12 Organization Chart

Completed Aug 10 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

[Attachment H Proposed Organizational \(Revision\) Chart](#)

Filename: Attachment H Proposed Organizationa 9lkcyNF.pdf **Size:** 133.9 kB

Entry 13 School Calendar

Completed Aug 10 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 2nd 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.

Calendar 2021-22 Approved 4-29

Filename: Calendar 2021 22 Approved 4 29.pdf **Size:** 101.0 kB

Entry 14 Links to Critical Documents on School Website

Completed Aug 10 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: Riverhead Charter School

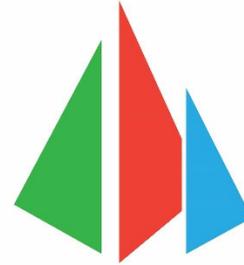
Required of ALL Charter Schools noting that SUNY-authorized charter schools are not required to submit item 5: Authorizer-approved DASA policy

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)	https://www.riverheadcharterschool.org/about-us/annual-audit-report/
2. Most recent board meeting notice, documents to be discussed at the meeting (if any)	https://www.riverheadcharterschool.org/wp-content/uploads/2021/08/Door-Notice-July-29-2021.pdf
2a. Webcast of Board Meetings (per Governor's Executive Order)	https://www.riverheadcharterschool.org/wp-content/uploads/2021/08/zoom_0.mp4
3. Link to NYS School Report Card	https://data.nysed.gov/profile.php?instid=800000036919
4. Lottery Notice announcing date of lottery	https://www.riverheadcharterschool.org/wp-content/uploads/2021/03/Lottery-Notice-Posting-2021.pdf
5. Authorizer-approved DASA Policy (For Regents, NYCDOE, and Buffalo BOE Authorized Charter Schools ONLY);	https://www.riverheadcharterschool.org/wp-content/uploads/2020/07/DASA-policies.pdf
6. District-wide Safety Plan	https://www.riverheadcharterschool.org/wp-content/uploads/2020/09/RCS-School-Safety-Plan-20-21.pdf
6a. Authorizer-Approved Discipline Policy (as per August 29, 2019 Emergency Response Plan Memo)	https://www.riverheadcharterschool.org/wp-content/uploads/2020/08/CODE-of-Conduct.pdf
7. Authorizer-Approved FOIL Policy	https://www.riverheadcharterschool.org/wp-content/uploads/2020/07/FOIL.pdf
8. Subject matter list of FOIL records	https://www.riverheadcharterschool.org/wp-content/uploads/2020/07/FOIL.pdf

Thank you.





RIVERHEAD

Charter School

RIVERHEAD CHARTER SCHOOL, INC.

*FINANCIAL STATEMENTS AND
INDEPENDENT AUDITORS' REPORT*

FOR THE YEARS ENDED JUNE 30, 2021 AND 2020



CERINI
& **LLP**
ASSOCIATES
CERTIFIED PUBLIC ACCOUNTANTS

Connected
to your business
goals
success

RIVERHEAD CHARTER SCHOOL, INC.

**FINANCIAL STATEMENTS AND
INDEPENDENT AUDITORS' REPORT
FOR THE YEARS ENDED JUNE 30, 2021 AND 2020
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INDEPENDENT AUDITORS' REPORT

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

Report on the Financial Statements

We have audited the accompanying financial statements of Riverhead Charter School, Inc. (a not-for-profit corporation, "the School"), which comprise the statements of financial position as of June 30, 2021 and 2020, and the related statements of activities, functional expenses, and cash flows for the years then ended, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

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

Auditors' Responsibility

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

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

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

Opinion

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

Other Reporting Required by Government Auditing Standards

In accordance with Government Auditing Standards, we have also issued our report dated August 12, 2021 on our consideration of the School's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is 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 the School's internal control over financial reporting and compliance.

Cerini & Associates LLP

Bohemia, New York
August 12, 2021

RIVERHEAD CHARTER SCHOOL, INC.

STATEMENTS OF FINANCIAL POSITION
JUNE 30,

	2021	2020
ASSETS		
Current Assets:		
Cash and cash equivalents	\$ 13,400,225	\$ 10,968,981
Accounts receivable.....	765,732	1,719,975
Grants receivable.....	195,397	131,842
Prepaid expenses.....	56,016	250
	TOTAL CURRENT ASSETS	12,821,048
Property and equipment, net	16,241,118	16,818,014
Security Deposit.....	239,900	-
Restricted cash	4,135,889	3,370,671
	TOTAL ASSETS	\$ 33,009,733
LIABILITIES AND NET ASSETS		
Current Liabilities:		
Current portion of bonds payable, net of unamortized bond issuance costs	\$ 293,857	\$ 293,857
Current portion of capital lease payable.....	-	4,480
Interest payable.....	568,715	577,508
Accounts payable and accrued expenses	1,322,793	1,243,905
	TOTAL CURRENT LIABILITIES	2,119,750
Bonds payable, net of current portion and unamortized bond issuance costs.....	18,646,074	18,945,149
	TOTAL LIABILITIES	21,064,899
Net Assets:		
Without donor restrictions.....	14,139,364	11,896,280
With donor restrictions	63,474	48,554
	TOTAL NET ASSETS	11,944,834
	TOTAL LIABILITIES AND NET ASSETS	\$ 33,009,733

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

RIVERHEAD CHARTER SCHOOL, INC.

**STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED JUNE 30, 2021**

	Without Donor Restrictions	With Donor Restrictions	Total
REVENUE AND SUPPORT:			
Tuition and program service income.....	\$ 11,989,934	\$ 14,920	\$ 12,004,854
Government grants	278,170	-	278,170
Investment income	48,726	-	48,726
Other income.....	45,293	-	45,293
TOTAL SUPPORT AND REVENUE	12,362,123	14,920	12,377,043
EXPENSES:			
Program services.....	9,103,125	-	9,103,125
Management and general.....	1,015,914	-	1,015,914
TOTAL EXPENSES	10,119,039	-	10,119,039
CHANGE IN NET ASSETS	2,243,084	14,920	2,258,004
Net assets, beginning of year.....	11,896,280	48,554	11,944,834
Net assets, end of year.....	\$ 14,139,364	\$ 63,474	\$ 14,202,838

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

RIVERHEAD CHARTER SCHOOL, INC.

**STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED JUNE 30, 2020**

	<u>Without Donor Restricted</u>	<u>With Donor Restricted</u>	<u>Total</u>
REVENUE AND SUPPORT:			
Tuition and Program service income	\$ 10,962,524	\$ 25,314	\$ 10,987,838
Government grants	159,016	-	159,016
Investment income	85,641	-	85,641
Other income.....	78,552	-	78,552
	<hr/>	<hr/>	<hr/>
TOTAL SUPPORT AND REVENUE	11,285,733	25,314	11,311,047
EXPENSES:			
Program services.....	8,788,762	-	8,788,762
Management and general.....	819,668	-	819,668
	<hr/>	<hr/>	<hr/>
TOTAL EXPENSES	9,608,430	-	9,608,430
CHANGE IN NET ASSETS	1,677,303	25,314	1,702,617
Net assets, beginning of year.....	<hr/>	<hr/>	<hr/>
	10,218,977	23,240	10,242,217
Net assets, end of year.....	<hr/>	<hr/>	<hr/>
	\$ 11,896,280	\$ 48,554	\$ 11,944,834

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

RIVERHEAD CHARTER SCHOOL, INC.

**STATEMENT OF FUNCTIONAL EXPENSES
FOR THE YEAR ENDED JUNE 30, 2021**

	Program Services			Total	Management and General	Total
	No. of Positions	Regular Education	Special Education			
Personnel services costs						
Administrative staff personnel.....	14	\$ 632,591	\$ 19,083	\$ 651,674	\$ 540,508	\$ 1,192,182
Instructional personnel.....	69	3,435,273	103,629	3,538,902	-	3,538,902
Non-instructional personnel.....	2	75,474	2,277	77,751	10,028	87,779
Total salaries and staff.....	85	4,143,338	124,989	4,268,327	550,536	4,818,863
Fringe benefits and payroll taxes		1,485,843	44,822	1,530,665	197,428	1,728,093
Advertising.....		2,366	71	2,437	171	2,608
Occupancy.....		147,345	4,445	151,790	10,675	162,465
Contracted services.....		293,323	8,848	302,171	38,974	341,145
Supplies.....		173,750	5,241	178,991	23,086	202,077
Core curriculum.....		8,010	242	8,252	-	8,252
Telephone and communications.....		41,787	1,261	43,048	3,027	46,075
Repairs and maintenance.....		264,093	7,967	272,060	19,133	291,193
Equipment.....		9,553	288	9,841	692	10,533
Student meals.....		198,956	6,002	204,958	-	204,958
Depreciation and amortization.....		546,288	16,479	562,767	39,577	602,344
Interest expense, net of subsidized interest		1,079,366	32,560	1,111,926	78,198	1,190,124
Conferences.....		7,792	235	8,027	1,035	9,062
Recruitment.....		3,274	99	3,373	435	3,808
Insurance.....		72,561	2,189	74,750	5,257	80,007
Bad debt expense.....		-	-	-	-	-
Miscellaneous.....		358,915	10,827	369,742	47,690	417,432
		<u>\$ 8,836,560</u>	<u>\$ 266,565</u>	<u>\$ 9,103,125</u>	<u>\$ 1,015,914</u>	<u>\$ 10,119,039</u>

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

RIVERHEAD CHARTER SCHOOL, INC.

**STATEMENT OF FUNCTIONAL EXPENSES
FOR THE YEAR ENDED JUNE 30, 2020**

	Program Services			Total	Management and General	Total
	No. of Positions	Regular Education	Special Education			
Personnel services costs						
Administrative staff personnel.....	14	\$ 663,297	\$ 21,372	\$ 684,669	\$ 458,191	\$ 1,142,860
Instructional personnel.....	62	3,548,902	114,350	3,663,252	-	3,663,252
Non-instructional personnel.....	1	40,639	1,309	41,948	4,421	46,369
Total salaries and staff.....	77	4,252,838	137,031	4,389,869	462,612	4,852,481
Fringe benefits and payroll taxes		1,294,079	41,697	1,335,776	140,766	1,476,542
Advertising.....		24	1	25	3	28
Occupancy.....		122,804	3,957	126,761	8,915	135,676
Contracted services.....		222,614	7,173	229,787	24,214	254,001
Travel and transportation.....		13,277	428	13,705	1,444	15,149
Supplies.....		237,402	7,649	245,051	25,824	270,875
Core curriculum.....		13,129	423	13,552	-	13,552
Telephone and communications.....		41,286	1,330	42,616	2,997	45,613
Repairs and maintenance.....		261,351	8,421	269,772	18,972	288,744
Equipment.....		11,220	362	11,582	815	12,397
Student meals.....		269,859	8,695	278,554	-	278,554
Depreciation and amortization.....		548,607	17,677	566,284	39,825	606,109
Interest expense, net of subsidized interest		1,086,053	34,994	1,121,047	78,839	1,199,886
Conferences.....		17,747	572	18,319	1,929	20,248
Recruitment.....		1,504	50	1,554	164	1,718
Insurance.....		77,223	2,488	79,711	5,606	85,317
Bad debt expense.....		-	-	-	2,022	2,022
Miscellaneous.....		43,399	1,398	44,797	4,721	49,518
		<u>\$ 8,514,416</u>	<u>\$ 274,346</u>	<u>\$ 8,788,762</u>	<u>\$ 819,668</u>	<u>\$ 9,608,430</u>

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

RIVERHEAD CHARTER SCHOOL, INC.

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

	2021	2020
CASH FLOWS FROM OPERATING ACTIVITIES:		
Change in net assets.....	\$ 2,258,004	\$ 1,702,617
<u>Adjustments to reconcile change in net assets to net cash provided by operating activities:</u>		
Depreciation and amortization.....	602,344	606,109
Amortization of bond issuance costs.....	15,925	15,924
Bad debt.....	-	2,022
<u>Changes in operating assets and liabilities:</u>		
Accounts receivable.....	954,243	132,712
Grants receivable.....	(63,555)	(1,351)
Prepaid expenses.....	(55,766)	2,680
Interest payable.....	(8,793)	(8,375)
Accounts payable and accrued expenses.....	78,888	123,618
NET CASH PROVIDED BY OPERATING ACTIVITIES	3,781,290	2,575,956
CASH FLOWS FROM INVESTING ACTIVITIES:		
Purchase of fixed assets.....	(25,448)	(14,453)
Security Deposit.....	(239,900)	-
Sale of investments.....	-	60,179
NET CASH (USED IN)/ PROVIDED BY INVESTING ACTIVITIES	(265,348)	45,726
CASH FLOWS USED IN FINANCING ACTIVITIES:		
Repayment of capital lease payable.....	(4,480)	(13,440)
Repayment of bonds payable.....	(315,000)	(305,000)
CASH USED IN FINANCING ACTIVITIES	(319,480)	(318,440)
NET CHANGE IN CASH	3,196,462	2,303,242
Cash, cash equivalents, and restricted cash, beginning of year.....	14,339,652	12,036,410
Cash, cash equivalents, and restricted cash, end of year.....	<u>\$ 17,536,114</u>	<u>\$ 14,339,652</u>
SUPPLEMENTAL CASH FLOW INFORMATION:		
Cash paid for interest	<u>\$ 1,414,263</u>	<u>\$ 1,415,756</u>
PRESENTATION OF CASH ON THE STATEMENTS OF FINANCIAL POSITION:		
Cash and cash equivalents.....	\$ 13,400,225	\$ 10,968,981
Restricted cash	<u>4,135,889</u>	<u>3,370,671</u>
Cash and cash equivalents, end of year	<u>\$ 17,536,114</u>	<u>\$ 14,339,652</u>

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

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEARS ENDED JUNE 30, 2021 AND 2020**

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

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

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

Income Tax Status: The School is exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code and is publicly supported, as described in section 509(a). The School is also exempt from certain State and local taxes. The School evaluated for uncertain tax positions and has determined that there were no uncertain tax positions for 2021 and 2020. The School files a Form 990 and is exempt from filing a New York state return. The 990 is subject to review and examination by federal taxing authorities.

Recent Accounting Pronouncements: During the year ended June 30, 2021, the School adopted the FASB ASU No. 2018-08, Not-for-Profit Entities (Topic 958): Clarifying the Scope and the Accounting Guidance for Contributions Received and Contributions Made. ASU 2018-08 amends ASC 958, Clarifying the Scope and the Accounting Guidance for Contributions Received and Contributions Made. The amendments in this ASU were intended to assist entities in (1) evaluating whether (reciprocal) transactions subject to other guidance (i.e., ASC 606) and (2) determining whether a contribution(s) is conditional. The School has determined that there is no impact to the financial statements as a result of the adoption of this ASU.

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEARS ENDED JUNE 30, 2021 AND 2020

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

As of July 1, 2019, the School adopted the FASB Accounting Standards Update ("ASU") 2014-09, Revenue from Contracts with Customers (Topic 606) using the modified retrospective approach. ASU 2014-09 supersedes the revenue recognition requirements in ASC 605, Revenue Recognition, and most industry specific guidance. The core principle under ASU 2014-09 is that revenues are recognized to depict the transfer of promised goods or services to customers in an amount that reflects the consideration at which the entity expects to be entitled in exchange for those goods or services. Additionally, ASU 2014-09 requires enhanced disclosures of revenue arrangements.

Under the modified retrospective approach, the guidance is applied to the most current period presented, recognizing a cumulative effect of the adoption change as an adjustment to beginning net assets without donor restrictions. The School has determined that there is no change to the timing of revenue recognition under ASU 2014-09.

In accordance with Accounting Standards Codification (ASC) 606-10-50-13, the School is required to include disclosure of the remaining performance obligations. Due to the nature of the School's contracts, these reporting requirements are not applicable. The majority of the School's contracts meet the exemption as defined in ACS 606-10-50-14 because the performance obligations are part of a contract that has an original expected duration of one year or less. Performance obligations are satisfied as rendered. Payments are due upon receipts of related billing.

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

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

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

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

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEARS ENDED JUNE 30, 2021 AND 2020

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

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

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

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

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

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

Basis of Presentation: Financial statement presentation follows the recommendations of the Financial Accounting Standards Board, specifically for not-for-profit organizations. The School is required to report information regarding its financial position and activities according to two classes of net assets without donor restrictions and with donor restrictions.

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

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

Donated Services: The School benefits from volunteer services in program and administrative duties from Board members and other volunteers. Even though these donated services are valuable to the School, and help to advance its mission, no amounts have been reflected in the financial statements for

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEARS ENDED JUNE 30, 2021 AND 2020

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

these contributed services inasmuch as such services do not meet the criteria for recognition in the financial statements under accounting principles generally accepted in the United States of America, nor do they create or enhance non-financial assets.

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

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

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

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

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

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

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

Subsequent Events: The School has evaluated events and transactions that occurred between July 1, 2021 and August 12, 2021 which is the date the financial statements were available to be issued, for possible disclosure and recognition in the financial statements.

Reclassifications: Cash paid for interest on the statements of cash flows in the prior year financial statements have been reclassified to conform to the current year presentation.

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEARS ENDED JUNE 30, 2021 AND 2020**

NOTE 2 - INVESTMENTS

Investments are presented in the statements of financial position at fair value. A fair value hierarchy has been established based upon the observable inputs to the evaluation of an asset or liability as of the measurement date. The three-level valuation techniques are based upon observable and unobservable inputs. Observable inputs reflect market data obtained from independent sources, while unobservable inputs reflect market assumptions. These two types of inputs create the following fair-value levels (Level 1, 2, and 3):

- Level 1 instruments are valued using observable inputs that reflect quoted prices for identical assets or liabilities in active markets that the School has the ability to access at the measurement date. Level 1 assets include highly-liquid U.S. Treasury securities and exchange-traded equity securities.
- Level 2 instruments are valued using observable inputs, other than quoted prices included in Level 1, for the asset or liability or prices for similar assets and liabilities. Most debt securities and some preferred stocks are model-priced by vendors using observable inputs and are classified within Level 2. Also included in the Level 2 category are derivative instruments that are priced using models with observable market inputs, including interest rates, foreign currency, and certain credit swap contracts.
- Level 3 instruments are valued using valuations that are derived from techniques in which one or more of the significant inputs, are unobservable (including assumptions about risk). Level 3 securities include less liquid securities such as highly structured and/or lower quality, asset-backed securities (“ABS”) and commercial mortgage-backed securities (“CMBS”), including ABS backed by sub-prime loans, and private placement debt and equity securities. Because Level 3 fair values, by their nature, contain unobservable market inputs, as there is no observable market for these assets and liabilities, considerable judgment is used to determine the Level 3 fair values. Level 3 fair values represent the School’s best estimate of an amount that could be realized in a current market exchange absent actual market exchanges.

All of the investments held by the School, for the years ended June 30, 2021 and 2020, are in money markets which are considered Level 1 investments because they are valued based on quoted prices for similar instruments in active markets.

NOTE 3 - CONCENTRATIONS AND COMMITMENTS

From time to time, the School has cash on deposit with financial institutions in excess of Federal Deposit Insurance Corporation-insured limits. This includes both operating cash and restricted cash.

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

	2021	2020
Debt service reserve fund	\$ 2,020,675	\$ 2,020,572
Excess bond funds	1,939,439	1,174,362
Charter dissolution account	75,775	75,737
Repair and Replacement fund	100,000	100,000
Total Restricted cash	\$ 4,135,889	\$ 3,370,671

RIVERHEAD CHARTER SCHOOL, INC.

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEARS ENDED JUNE 30, 2021 AND 2020**

NOTE 3 - CONCENTRATIONS AND COMMITMENTS (Continued)

During fiscal 2021, approximately 95% of the School's total support and revenue was comprised of tuition income from several Eastern Suffolk County school districts, the largest of which were: Riverhead Central School District (69%), William Floyd School District (12%), Longwood Central School District (11%), South Country Central School District (3%), and other school districts (5%). The remaining 5% was primarily comprised of revenue related to the School's Student Meal Program (2%), grants from the Education Department of the State of New York (2%), and other income (1%).

During fiscal 2020, approximately 94% of the School's total support and revenue was comprised of tuition income from several Eastern Suffolk County school districts, the largest of which were: Riverhead Central School District (67%), William Floyd School District (12%), Longwood Central School District (12%), South Country Central School District (3%), and other school districts (6%). The remaining 6% was primarily comprised of revenue related to the School's Student Meal Program (3%), grants from the Education Department of the State of New York (1.5%), and other income (1.5%).

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

NOTE 4 - PROPERTY AND EQUIPMENT

Property and equipment consisted of the following at June 30:

	<u>2021</u>	<u>2020</u>
Land	\$ 794,457	\$ 794,457
Building	19,302,821	19,302,821
Building improvements.....	1,160,012	1,160,012
Equipment.....	586,855	561,407
Total cost.....	21,844,145	21,818,697
Less accumulated depreciation and amortization.....	(5,603,027)	(5,000,683)
Net property and equipment.....	\$ 16,241,118	\$ 16,818,014

NOTE 5 - ACCOUNTS AND GRANTS RECEIVABLE

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

	<u>2021</u>	<u>2020</u>
Tuition receivable from school districts	\$ 567,556	\$ 1,636,895
NYSED	119,255	-
Subsidized interest receivable	78,512	83,080
Other.....	409	-
Total accounts receivable.....	\$ 765,732	\$ 1,719,975

Furthermore, grants receivable of \$195,397 and \$131,842 at June 30, 2021 and 2020, respectively, were due from various school districts for reimbursable expenses incurred before year-end.

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEARS ENDED JUNE 30, 2021 AND 2020**

NOTE 5 - ACCOUNTS AND GRANTS RECEIVABLE (Continued)

The School uses the allowance method to determine uncollectible accounts and grants receivable. The allowance for doubtful accounts is based primarily on the School's collection efforts and management's analysis of specific outstanding balances. The School does not impose interest or finance charges on overdue receivable balances. Collectability is assessed on an individual account basis, and uncollectible accounts are written off against the allowance after approval by the School Board. As of June 30, 2021 and 2020, no allowance has been recorded.

NOTE 6 - GRANTOR RESTRICTIONS

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

NYSED requires all charter schools to maintain \$75,000 in a separate account to cover the cost of a potential closure should the School's charter not be renewed. This amount has to be maintained even when the Charter is renewed and has accordingly been included, along with accumulated interest, in restricted cash on the School's statements of financial position at June 30, 2021 and 2020. See Note 3.

NOTE 7 - BONDS PAYABLE

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

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

RIVERHEAD CHARTER SCHOOL, INC.

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEARS ENDED JUNE 30, 2021 AND 2020**

NOTE 7 - BONDS PAYABLE (Continued)

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

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

Any excess bond funds at the completion of the projects will be used for the early retirement of debt as determined by the Trustee. As of June 30, 2021 and 2020, there were \$506,944 and \$506,918 of excess bond funds available, respectively.

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

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

2022.....	\$ 325,000
2023.....	335,000
2024.....	350,000
2025.....	365,000
2026.....	380,000
Thereafter	<u>17,600,000</u>
Total before debt issuance costs.....	\$ 19,355,000
Less: unamortized debt issuance costs.....	<u>(415,069)</u>
Total	<u>\$ 18,939,931</u>

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEARS ENDED JUNE 30, 2021 AND 2020**

NOTE 7 - BONDS PAYABLE (continued)

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

Interest expense incurred for the year ended June 30, 2021 and 2020 on the Series 2013 Bonds totaled \$1,382,592 and \$1,403,613, respectively. As of June 30, 2021, the School reported interest earned on unspent bond proceeds and Federal Subsidy interest income of \$26 and \$192,468, respectively. As of June 30, 2020, the School reported interest earned on unspent bond proceeds and Federal Subsidy interest income of \$734 and \$203,727, respectively. Federal Subsidy interest was offset against interest expense on the statements of functional expenses for the years ended June 30, 2021 and 2020.

Additionally, the IDA requires the School to maintain a Repair and Replacement Fund of \$100,000 in a separate account for as long as the bonds are outstanding. The Repair and Replacement Fund will only be used to pay capital related expenses incurred for maintenance and betterment of the project. Withdrawals from the fund require approval of the Trustee and must meet certain criteria as outlined in the loan agreement. As of June 30, 2021 and 2020 no funds had been drawn against this fund.

NOTE 8 - WITH DONOR RESTRICTIONS

The School's net assets with donor restrictions as of June 30, 2021 and 2020 are to fund the School's National School Lunch Program in the amount of \$63,474 and \$48,554, respectively.

NOTE 9 - RETIREMENT PLANS

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

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

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEARS ENDED JUNE 30, 2021 AND 2020**

NOTE 9 - RETIREMENT PLANS (Continued)

For ERS, the Comptroller annually certifies the rates used, expressed as a percentage of the wages of participants, to compute the contributions required to be made by the School to the pension accumulation fund. The contribution rates for ERS vary depending on the participant's tier. The ERS average contribution rate was 14.6% as of both June 30, 2021 and 2020. For the years ended June 30, 2021 and 2020, required contributions for ERS were \$67,075 and \$48,543, respectively. Pursuant to Article 11 of the Education Law, rates are established annually for TRS by the New York State Teachers' Retirement Board at an actuarially determined rate. The rate is 9.53% and 8.86% of the annual covered payroll as of June 30, 2021 and 2020, respectively. For the years ended June 30, 2021 and 2020, the required contributions for TRS totaled \$415,929 and \$347,367, respectively.

NOTE 10 - LITIGATION

From time to time the School is subject to certain claims or litigation in the normal course of its operations. The School is not aware of any claims as for the years ended June 30, 2021 and 2020.

NOTE 11 - AVAILABILITY AND LIQUIDITY

The following represents the School's financial assets at:

	June 30, 2021	June 30, 2020
Cash and cash equivalents	\$ 17,536,114	\$ 14,339,652
Accounts receivable	765,732	1,719,975
Grants receivable	195,397	131,842
	18,497,243	16,191,469
Less restricted cash	(4,135,889)	(3,370,671)
Financial assets available to meet general expenditures over the next twelve months	\$ 14,361,354	\$ 12,820,798

The School's goal is generally to maintain financial assets to meet 90 days of operating expenses (approximately \$2,495,105 net of non-cash expenses).

NOTE 12 - FINANCIAL IMPACTS OF COVID-19

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

OTHER FINANCIAL INFORMATION

**Report On Internal Control over Financial Reporting and On
Compliance and Other Matters Based On an Audit of
Financial Statements Performed In Accordance
With Government Auditing Standards**



Independent Auditor's Report

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

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of Riverhead Charter School, Inc. (hereinafter "the School"), which comprise the statement of financial position as of June 30, 2021, and the related statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements, and have issued our report thereon dated August 12, 2020.

Internal Control over Financial Reporting

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

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

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

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the School's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion.

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

Purpose of This Report

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

Corin & Associates LLP

Bohemia, New York
August 12, 2021

*SCHEDULE OF FINDINGS AND QUESTIONED COSTS
FOR THE YEAR ENDED JUNE 30, 2021*

Section I - Findings of Financial Statement Audit

There were no findings and questioned costs for the year ended June 30, 2021.

RIVERHEAD CHARTER SCHOOL, INC.

*SCHEDULE OF FINDINGS AND QUESTIONED COSTS
FOR THE YEAR ENDED JUNE 30, 2021*

Section II - Prior Audit Findings of Financial Statement Audit

There were no findings and questioned costs for the year ended June 30, 2020.



August 12, 2021

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

We have audited the financial statements of Riverhead Charter School, Inc. (a not-for-profit corporation, hereinafter "the School") as of and for the year ended June 30, 2021, and have issued our report thereon dated August 12, 2021. Professional standards require that we advise you of the following matters relating to our audit.

Our Responsibility in Relation to the Financial Statement Audit

As communicated in our engagement letter dated March 24, 2021, our responsibility, as described by professional standards, is to form and express an opinion about whether the financial statements that have been prepared by management with your oversight are presented fairly, in all material respects, in conformity with accounting principles generally accepted in the United States of America. Our audit of the financial statements does not relieve you or management of its respective responsibilities.

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

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

Communication of Internal Control Matters

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the School's financial statements will not be prevented, or detected and corrected on a timely basis.

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

Planned Scope and Timing of the Audit

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

Compliance with All Ethics Requirements Regarding Independence

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

Qualitative Aspects of The School's Significant Accounting Practices

Significant Accounting Policies

Management has the responsibility to select and use appropriate accounting policies. A summary of the significant accounting policies adopted by the School is included in Note 1 to the financial statements. During the year ended June 30, 2021, the School adopted the FASB ASU No. 2018-08, Not-for-Profit Entities (Topic 958): Clarifying the Scope and the Accounting Guidance for Contributions Received and Contributions Made. ASU 2018-08 amends ASC 958, Clarifying the Scope and the Accounting Guidance for Contributions Received and Contributions Made. The amendments in this ASU were intended to assist entities in (1) evaluating whether (reciprocal) transactions subject to other guidance (i.e., ASC 606) and (2) determining whether a contribution(s) is conditional. The School has determined that there is no impact to the financial statements as a result of the adoption of this ASU. There was no significant impact on the School's operations or financial position as a result of adopting the ASU. No other matters have come to our attention that would require us, under professional standards, to inform you about (1) the methods used to account for significant unusual transactions and (2) the effect of significant accounting policies in controversial or emerging areas for which there is a lack of authoritative guidance or consensus.

Significant Accounting Estimates

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

The most sensitive accounting estimates affecting the financial statements are:

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

We evaluated the key factors and assumptions used to develop the above estimates and determined that they are reasonable in relation to the basic financial statements taken as a whole.

Financial Statement Disclosures

Certain financial statement disclosures involve significant judgment and are particularly sensitive because of their significance to financial statement users. Note 12 to the financial statements discusses the uncertainty of the impact of the COVID-19 pandemic on the future operations and financial position of the School.

Significant Difficulties Encountered during the Audit

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

Uncorrected and Corrected Misstatements

For purposes of this communication, professional standards require us to accumulate all known and likely misstatements identified during the audits, other than those that we believe are trivial, and communicate them to the appropriate level of management. Further, professional standards require us to also communicate the effect of uncorrected misstatements related to prior periods on the relevant classes of transactions, account balances or disclosures, and the financial statements as a whole. Management corrected all identified misstatements.

In addition, professional standards require us to communicate to you all material, corrected misstatements that were brought to the attention of management as a result of our audit procedures. There were no material misstatements noted during our audit.

Disagreements with Management

For purposes of this letter, professional standards define a disagreement with management as a matter, whether or not resolved to our satisfaction, concerning a financial accounting, reporting, or auditing matter, which could be significant to the School's financial statements or the auditors' report. No such disagreements arose during the course of the audit.

Representations Requested from Management

We have requested certain written representations from management, which are included in a separate letter dated August 12, 2021.

Management's Consultations with Other Accountants

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

Other Significant Matters, Findings or Issues

In the normal course of our professional association with the School, we generally discuss a variety of matters, including the application of accounting principles and auditing standards, business conditions affecting the entity, and business plans and strategies that may affect the risks of material misstatement.

None of the matters discussed resulted in a condition to our retention as the School's auditors.

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

Cerini & Associates LLP

Bohemia, New York



THE STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW YORK / ALBANY, NY 12234

Director of Audit Services
Tel. (518) 473-4516
E-mail: FSandSingleAudit@nysed.gov

September 16, 2021

Mr. Raymond Ankrum
Riverhead Charter School

Dear Mr. Ankrum:

Our records indicate that your entity has an approaching due date to submit either a Single Audit or Program-Specific Audit reporting package to the Federal Audit Clearinghouse (FAC) or a Single Audit Exemption Form to the New York State Education Department.

In accordance with the United States Office of Management and Budget (OMB) 2 CFR Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements*, non-Federal entities with total annual Federal award expenditures of \$750,000 or more are required to have a Single Audit or Program-Specific Audit conducted for that year. Furthermore, a copy of the corresponding Single Audit or Program-Specific Audit reporting package must be submitted to the FAC within the earlier of 30 days after receipt of the report, or nine months after the end of the audit period, subject to certain extensions granted by OMB.

If total annual Federal award expenditures for all Federal programs are between \$550,000 and \$750,000, the enclosed Single Audit Report Exemption Form **must be completed and returned** to FSandSingleAudit@nysed.gov. Please be sure to complete both pages of the Single Audit Report Exemption Form.

Failure to submit your Single Audit or Program-Specific Audit reporting package to the FAC or Single Audit Exemption Form to FSandSingleAudit@nysed.gov may result in withholding of Federal funds due or other legal remedies. Consequently, it is imperative that every effort is made to submit this information in a timely manner.

If you have any questions, please contact us at FSandSingleAudit@nysed.gov. Thank you for your cooperation.

Sincerely,

James Kampf
Director of Audit Services



SINGLE AUDIT REPORT EXEMPTION FORM (Page 1 of 2)

This form must be completed and submitted if your agency is not required to have a Single Audit or Program-Specific Audit conducted in accordance with 2 CFR Part 200.501 and incurred annual Federal award expenditures between \$550,000 and \$750,000. If the form is not submitted upon request, your agency may be subject to withholding of funding for Federal programs.

Agency Information:

<u>Agency Name and Address</u> Riverhead Charter School 3685 Middle Country Road, Calverton NY 11933		<u>FEIN(s)</u> [REDACTED]	<u>Fiscal Year End Date</u> 6/30/2021
<u>Agency Representative</u> Nicola Graham		<u>Title</u> Director of Finance and Operations	
<u>Telephone</u> 631-369-5800 ext 2240	<u>Fax</u> 631-727-7193	<u>Email</u> ngraham@rcsli.org	

Certification:

For the fiscal year indicated above, the agency did not incur Federal award expenditures of \$750,000 or more for all Federal programs and is not required to have a Single Audit or Program-Specific Audit conducted in accordance with 2 CFR Part 200.501.

<u>Agency Representative's Signature</u> Nicola Graham	<u>Date</u> 11/01/2021
---	---------------------------

Independent Auditor Information:

<u>Firm Name and Address</u> Cenini and Associates LLP 3340 Veterans Memorial Highway Bohemia NY 11710	
<u>CPA Name</u> Ken Cenini	<u>New York State License Number</u> [REDACTED]

The agency must fill in the corresponding information above and sign the form. The completed and signed form should be emailed to FSandSingleAudit@nysed.gov.

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

Name:

AINEE L. LOMONACO

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

RIVERHEAD Charter School

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

President; Vice President; Trustee; Parent representative

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

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

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

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

N/A

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

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

Yes. Two sons enrolled as students. They receive no benefit from my status

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

N/A

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

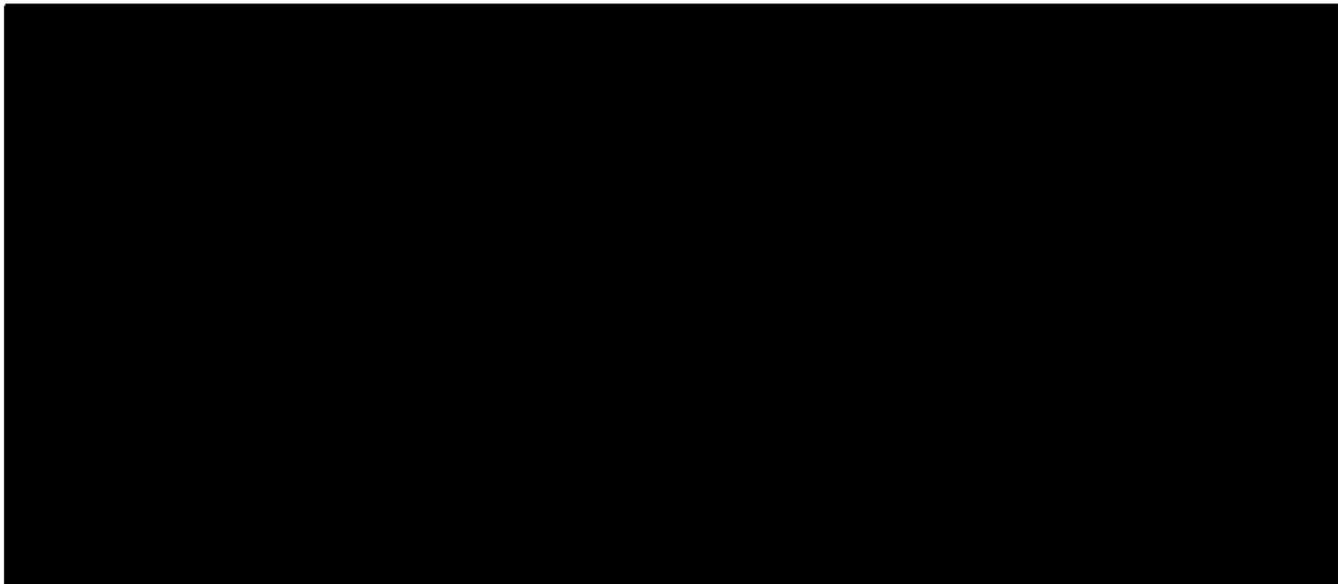
6. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services (“CMO”), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you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

Yes No

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

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

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



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

Name:

Maria Cintron - Leonardo

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

River head Charter School

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

Trustee

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

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

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

no

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

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

yes

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

Daughter

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

no

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

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

Yes No

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

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

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<p>Please write "None" if applicable. Do not leave this space blank.</p> <p><i>None</i></p>			

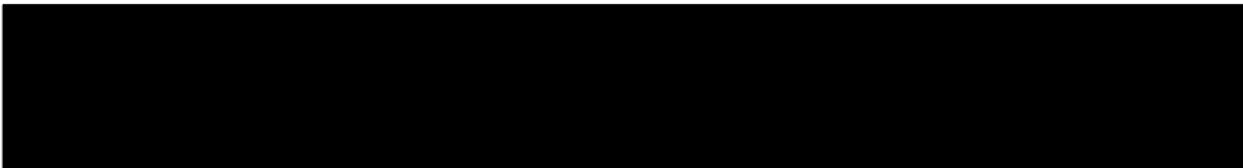
8. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation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

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


8/11/2021

Signature Date

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

Name: David Edwards

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

ENVISION Education

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

Vice President

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

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

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

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

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

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

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

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

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

Yes No

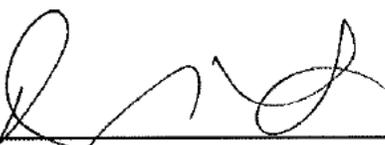
If Yes, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

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

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

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

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

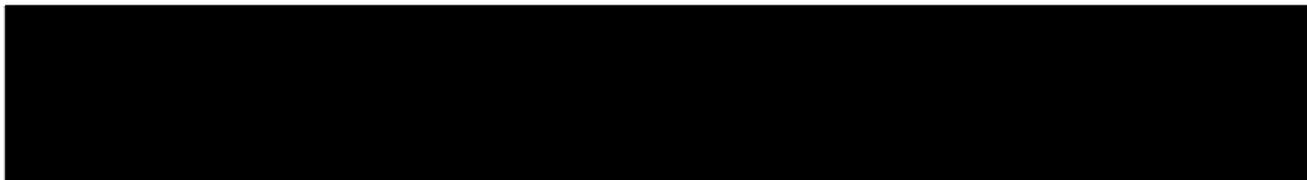


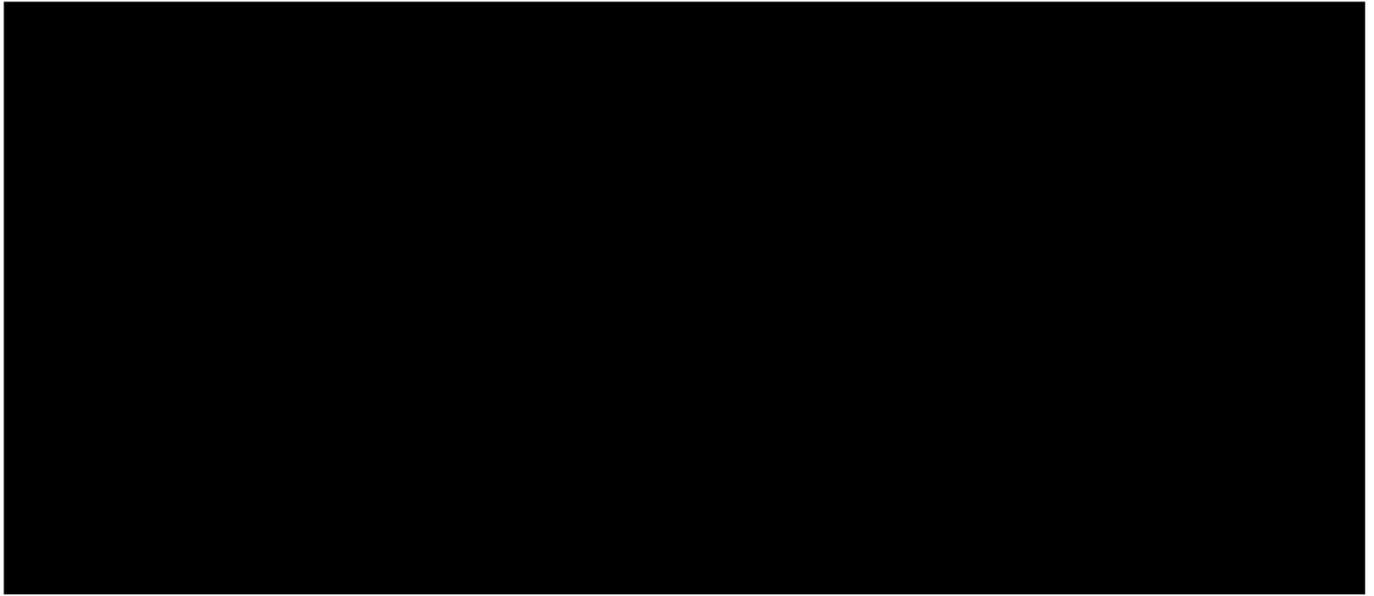
 Signature

08/11/21

 Date

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

Name:

Natasha Jeffries

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

Riverhead Charter School

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

Secretary

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

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

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

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

My niece, by marriage, is employed by the Riverhead Charter School. There is no benefit that my niece would receive from my serving as a trustee because Of my professionalism.

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

If **Yes**, please describe the nature of your relationship and how this person could benefit from your participation. No

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

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

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

Yes X No

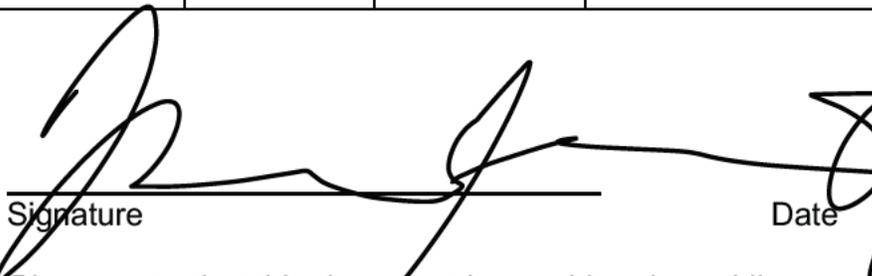
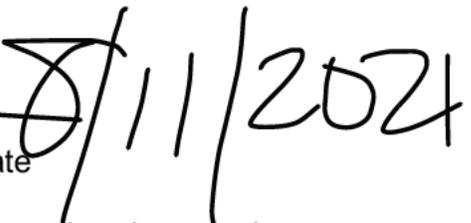
If **Yes**, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

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

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

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

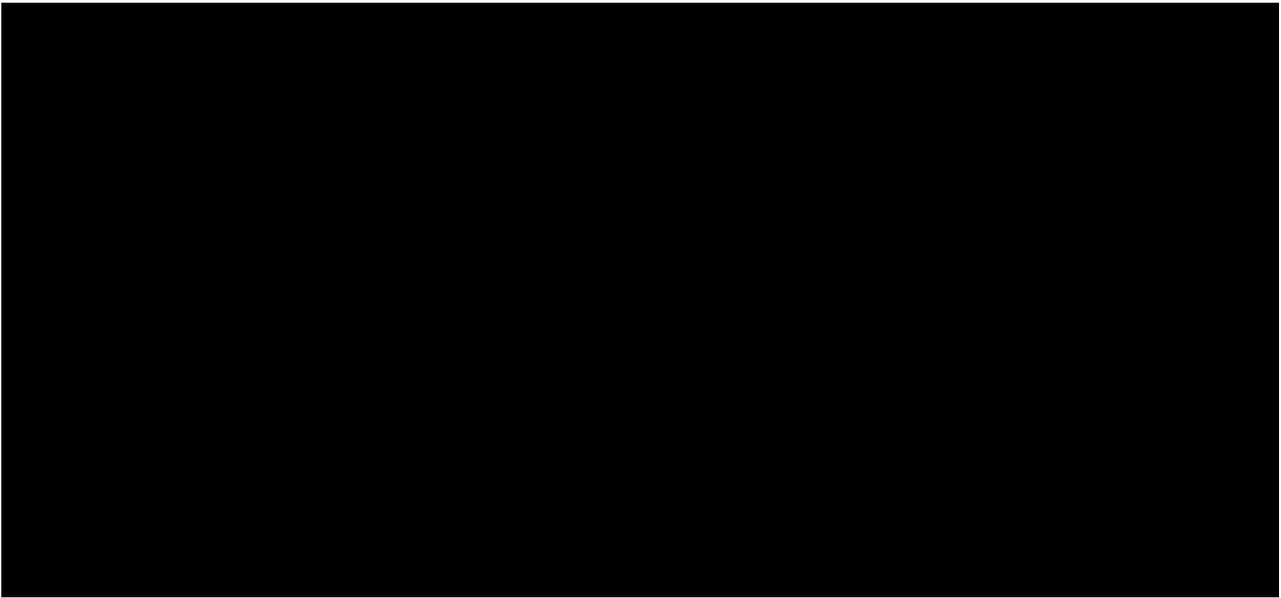
Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps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

Signature _____ Date _____

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

Name:

Harry Hiestand

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

Riverhead Charter School

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

Trustee

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

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

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

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

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

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

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

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

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

Yes No

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

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

None

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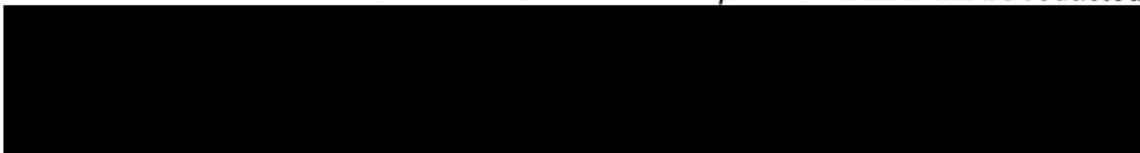
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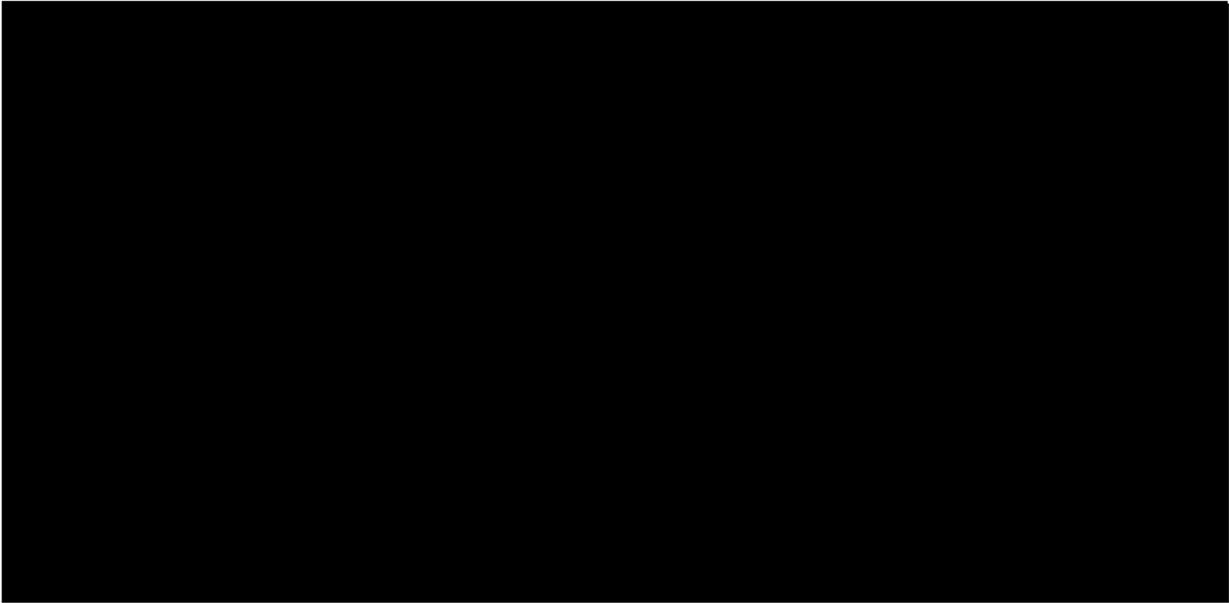
NONE

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

Signature *Henry Hunter* Date *8-10-21*

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Calverton, NY 11933
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Middle School Fax (631) 727-7193
Administration Office Fax (631) 727-7193
www.riverheadcharterschool.org

Board of Trustees

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

Superintendent
Raymond Ankrum

Principal K-5
Laura Arcuri

Principal 6-8
Patrick McKinney

Director of Finance
Nicola Graham

Board of Trustees Meeting Minutes

Date and Time

Thursday July 23, 2020 at 6:30pm

RCS Mission Statement

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

Trustees Present:

David Edwards (remote), Natasha Jeffries (Remote), Zenobia Hartfield (remote), Aimee LoMonaco (Remote)

Guests Present

Raymond Ankrum (Remote), Laura Arcuri (Remote), Kaitlyn Kosiorowski (Remote), Nicola Graham (Remote), Patrick McKinney (Remote), Maria Leonardo (Remote)

I. Opening Items

A. Record Attendance and Guests

B. Call the Meeting to Order

Aimee LoMonaco called a meeting of the board of trustees of Riverhead Charter School to order on Thursday July 23, 2020 at 6:43 PM. The Riverhead Charter School Board of Trustees meeting began with the pledge of allegiance.

C. Approve Minutes

Natasha Jeffries made a motion to approve minutes from the Board Meeting June 18, 2020

Zenobia Hartfield seconded the motion.

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

D. Public Comment

II. Academic Excellence

A. Superintendents Report

Back to School

-Hybrid Models

-Safety First

-Bussing is a huge barrier

-Grade K-2 12:1 Ratio in person

-Grade 3-9 Online

- First 3 weeks

-K 3x a week ½ day or full day

-1st 1x a week ½ day or full day

-2nd 1x a week ½ day or full ay



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Natasha Jeffries, Trustee

Superintendent
Raymond Ankrum

Principal K-5
Laura Arcuri

Principal 6-8
Patrick McKinney

Director of Finance
Nicola Graham

- Half day- Morning and Afternoon sessions
- Full day- 8 classes of 12 students
- K-2 Schedule to mimic a regular schedule

- Look into Acme busing for additional transportation for those who cannot get to school
- Allocate pick up and drop off points
- Schedule is based off family responses

- Roles for employees
 - Work expectations
 - Schedule expectations

- Servicing Special Education students online
- Must get better at servicing special education students

David Edwards made a motion to approve the proposed the 2020-2021 reopening plan with contingency of adding revisions.

Natasha Jeffries seconded the motion.

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

- Summer Program
 - 19 out of 23 students attending daily
 - Parents having trouble pulling up apps on chrombooks
 - May need to purchase iPads

- Summer code of conduct revision
 - Redo of the student code of conduct

Zenobia Hartfield made a motion to approve the summer pilot program with a total budget of \$6750.00

David Edwards seconded the motion.

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

Zenobia Hartfield made a motion to approve the summer code of conduct project with a budget of \$4200.00

David Edwards seconded the motion.

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

Natasha Jeffries made a motion to retain contractual services with Corporate Account Solutions for internal accounting services.

Zenobia Hartfield seconded the motion.



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Superintendent
Raymond Ankrum

Principal K-5
Laura Arcuri

Principal 6-8
Patrick McKinney

Director of Finance
Nicola Graham

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

Natasha Jeffries made a motion to retain contractual services Lamb and Barnowsky as general counsel.

Zenobia Hartfield seconded the motion.

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

Zenobia Hartfield made a motion to retain contractual with Cerini and Associates, LLP as our external auditors.

Natasha Jeffries seconded the motion.

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

Zenobia Hartfield made a motion to retain contractual Whitson's Culinary Group as our school meal provider.

David Edwards seconded the motion.

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

IV. Development

V. Facility

IV. Finance

Director of Finance Report

- Ms. Graham presented a list of checks for June 2020
- Mostly reoccurring expenses
- Vistaprint- new logo items
- Main street print- Graduation shirts for K & 5
- All Island Graphics- 8th grade graduation shirts
- #9269 RCSD Field Trip Buses
- #9271 Wyndanch Tuition Reimbursement
- Reconciled 19/20 school year IDEA
- Renewed with
 - Salerno Brokerage
 - Markel Insurance Co.
 - Cyber Liability
 - Philadelphia Insurance Co.
- Ms, Graham sent insurance certificate to Bond Trustee for posting on EMMA
- Cash Account Healthy

VII. Governance

David Edwards made a motion to renew for Aimee LoMonaco for her 4th term on the board from 2020-2023

Natasha Jeffries seconded the motion.

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



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Director of Finance
Nicola Graham

David Edwards made a motion to renew for Natasha Jeffries for her 2nd term on the board from 2020-2023

Zenobia Hartfield seconded the motion.

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

Natasha Jeffries made a motion to renew for David Edwards for his 2nd term on the board from 2020-2023

Zenobia Hartfield seconded the motion.

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

V. Other Business

- Buyer brokerage agreement
 - Well known in town
 - Owns a lot of property
 - Will help find property
 - Looking for a minimum of 10 acres in Riverhead
 - Enough space for fields/parking/building
 - We cannot go and find another realtor under this contract
 - Fees will be paid by the seller
 - Additional fees for additional services

Zenobia Hartfield made a motion to retain Richmond Realty Corporation for 1 year.

David Edwards seconded the motion.

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

V. Closing Items

Adjourn meeting

Zenobia Hartfield made a motion to adjourn the meeting at 8:14pm

Natasha Jeffries seconded the motion.

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

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

Respectfully Submitted,
Kaitlyn Kosiorowski



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Board of Trustees

Aimee LoMonaco, Board President
David Edwards, Vice President
Harry Hestand, Treasurer
Zenobia Hartfield, Trustee
Natasha Jeffries, Trustee

Superintendent
Raymond Ankrum

Principal K-5
Laura Arcuri

Principal 6-9
Dr. Patrick McKinney

Director of Finance
Nicola Graham

Board of Trustees Meeting Minutes

Date and Time

Thursday August 13, 2020 at 6:30pm

RCS Mission Statement

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

Trustees Present:

David Edwards (remote), Natasha Jeffries (Remote), Zenobia Hartfield (remote), Aimee LoMonaco (Remote)

Guests Present

Raymond Ankrum (Remote), Laura Arcuri (Remote), Kaitlyn Kosiorowski (Remote), Nicola Graham (Remote), Patrick McKinney (Remote), Maria Leonardo (Remote), Ted Campbell (Remote), Ken Cerini (Remote)

I. Opening Items

A. Record Attendance and Guests

B. Call the Meeting to Order

David Edwards called a meeting of the board of trustees of Riverhead Charter School to order on August 13, 2020 at 6:31 PM. The Riverhead Charter School Board of Trustees meeting began with the pledge of allegiance.

C. Approve Minutes

Zenobia Hartfield made a motion to approve minutes from the Board Meeting July 23, 2020

Natasha Jeffries seconded the motion.

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

D. Public Comment

II. Academic Excellence

A. Superintendents Report

PD Schedule

1st week virtual

2nd week in person

Safety protocols in place and adhering to the CDC and state ED guidelines

Recording a live podcast Monday for parents and opening up for questions

Stream live to the RCS facebook account

Planning a virtual town hall for parents



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Nicola Graham

Back to school BBQ will be virtual or a driveby

84 kids opted to stay home for virtual learning and the numbers continue to increase
Re-evaluating every 3 weeks

Special Education students will be accommodated
Space and flexibility to provide services via zoom

IV. Development

V. Facility

Looking at the property across from Splish Splash
Find land before the New Year
Modular building coming August 26 or the 1st/2nd week of September. Waiting on permits from the town.

IV. Finance

Director of Finance Report

VII. Governance

V. Other Business

A. Ken Cerini of Cerini and Associates presented the audited financials for school year 2019-2020.

RCS is up to date on accounting policies

Pandemic has not had an impact on the organization

No difficulties with the audit. Ms. Graham and team ensured all items were wrapped up quickly.

No discrepancies with management

5 adjustments

3 reclassified

2 not overall significant

RCS must watch and spend food program reserves before it hits a 3 month hold

-Purchase equipment

Financial Position

Assets- \$33,009,733

Liabilities- \$21,064,899

Net Assets- \$11,944,834

Liquidity is at 6:1 which is four times what a bank wants to see

Cash Balances

\$10,968,981 which results in positive growth

445 days of cash on hand

57 days receivable



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Laura Arcuri

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Director of Finance
Nicola Graham

Revenue is mostly through tuition. Student population increasing is increasing revenue
\$18,607 cost per child brought in
\$14,813 cost per student
Small overhead on expenses

RCS is in a great financial situation.

Aimee LoMonaco made a motion to approve the 2019-2020 school year financial audit as prepared by Cerini and Associates.

Zenobia Hartfield seconded the motion.

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

V. Closing Items

Adjourn meeting

Zenobia Hartfield made a motion to adjourn the meeting at 7:27pm

Natasha Jeffries seconded the motion.

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

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 7:27 PM.

Respectfully Submitted,
Kaitlyn Kosiorowski



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Director of Finance
Nicola Graham

Board of Trustees Meeting Minutes

Date and Time

Thursday September 24, 2020 at 6:30pm

RCS Mission Statement

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

Trustees Present:

David Edwards (remote), Natasha Jeffries (Remote), Zenobia Hartfield (remote), Aimee LoMonaco (Remote), Harry Hestand

Guests Present

Raymond Ankrum, Laura Arcuri (Remote), Kaitlyn Kosiorowski (Remote), Nicola Graham (Remote), Patrick McKinney (Remote), Maria Leonardo (Remote),

I. Opening Items

A. Record Attendance and Guests

B. Call the Meeting to Order

Aimee LoMonaco called a meeting of the board of trustees of Riverhead Charter School to order on September 24, 2020 at 6:42 PM. The Riverhead Charter School Board of Trustees meeting began with the pledge of allegiance.

C. Approve Minutes

Natasha Jeffries made a motion to approve minutes from the Board Meeting August 13, 2020

David Edwards seconded the motion.

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

D. Public Comment

II. Academic Excellence

A. Superintendents Report

2 last second resignations without giving 2 weeks' notice. This hurts the school as a whole
Senior leadership developing succession plans

Laura Arcuri presented education plans for the elementary school

Hybrid learning-

-178 students Mon/Tues

-160 students Thurs/Fri

-173 students remote

Teachers offer office hours

RTI teaching 2 hours of live instructions



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Teachers are going above and beyond
Brainstorming ideas to help families

Dr. Patrick McKinney presented for middle school
Middle School/ High School are fully remote
8-4 schedule
Introduction to a language is being provided
Stem Course is being provided
Meeting health and PE requirements
8th grade has intro to engineering
Attendance has been great
Visiting houses to help students succeed
Increased security features

Any students not logging on are receiving a visit from Mr. Dozier for assistance

IV. Development

Nicola Graham presented on modular buildings which are on a temporary hold
Hampton Jitney building has 10K sq ft or buildable space
Must get with realtors to see if this could work.

V. Facility

Aimee LoMonaco presented that she spoke with the real estate broker who had 3 potential property options
Will present at the next board meeting
Owner of the property behind RCS anxious to sell the property.
Property across from splash
-Edwards avenue piece of sod farm which is currently solar panels

Goal would be to start breaking ground by the spring
Start with architects for needs
Get architect in on a work session prior to next meeting for proposal of new building

IV. Finance

Director of Finance Report

Ms. Graham presented cash accounts are healthy
Enrollment 687 and budgeted for 692
Cap is 750
Healthy wait list

Ms. Graham submitting for consolidated title grant work \$140 thousand
1st tuition billing for July/Aug was sent out
Semi-annual Series 2013 A&B bonds principal/interest payment



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Nicola Graham

35 k reap grant awarded for technology
22k from erate funding reimbursement for 19/20
Chromebooks have been distributed for all students in grade 2-9
Received a 150 chromebook donation and then an additional 80 chromebook donation
Total cost for purchase of chromebook was \$184,141.
Must get serious on donations, fundraising and grant writing

VII. Governance

V. Other Business

Get a job description for a development officer and grant writer
Full time role director of advancement
1 year paid by school
Raise money for salary

V. Closing Items

Adjourn meeting

David Edwards made a motion to adjourn the meeting at 7:26pm

Zenobia Hartfield seconded the motion.

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

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 7:26 PM.

Respectfully Submitted,
Kaitlyn Kosiorowski



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Raymond Ankrum

Principal K-5
Laura Arcuri

Principal 6-9
Dr. Patrick McKinney

Director of Finance
Nicola Graham

Board of Trustees Meeting Minutes

Date and Time

Thursday October 29, 2020 at 6:30pm

RCS Mission Statement

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

Trustees Present:

David Edwards (remote), Natasha Jeffries (Remote), Harry Hestand, Maria Cintron (Remote)

Guests Present

Raymond Ankrum, Laura Arcuri (Remote), Kaitlyn Kosiorowski (Remote), Nicola Graham, Patrick McKinney (Remote),

I. Opening Items

A. Record Attendance and Guests

B. Call the Meeting to Order

David Edwards called a meeting of the board of trustees of Riverhead Charter School to order on October 29, 2020 at 6:46 PM. The Riverhead Charter School Board of Trustees meeting began with the pledge of allegiance.

C. Approve Minutes

Harry Hestand made a motion to approve minutes from the Board Meeting September 24, 2020

Natasha Jeffries seconded the motion.

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

D. Public Comment

II. Academic Excellence

A. Superintendents Report

I-ready assessments were completed

-Data ready at next board meeting

-I-ready is aligned with NYS assessments

-This will be the 1st year the testing will be with the new standards

-Riverhead opened 5 days K-6 starting Nov 30th

-RCS to monitor what takes place at Riverhead

-RCS to possibly open 5 days after the holidays K-5

-Potential open set for January 11th



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- RCS to create a system where teachers are live streaming
- Middle school to stay remote
- Kids are older and more responsible
- SPED students should be in school (other schools have SPED students attending school)

- Must think about the high school
- 1/4 the way through this school year
- Riverhead is throwing road blocks
- Potential to look outside of Riverhead within 15 miles

Philanthropy

- Willing to donate
- Tracking system has been implemented for donor choose items
- Items from donors choose belong to the school
- Potential for a robotics component for the school

Town hall leadership live stream set for 10/31 at 12:00pm

IV. Development

V. Facility

Tough time

- Elementary School septic system was never closed with the dept of health
- Cannot open other facilities
- Must track down paper work for the closure of the septic system
- Submitted site application on 10/29/20

IV. Finance

Director of Finance Report

- Ms. Graham presented cash accounts are healthy
- Unrestricted cash- \$10,269,591
- Restricted cash- \$3,267,621
- 2nd 2020/2021 Sept and Oct tuition billing was sent
- Filed 2019 IRS 5500-SF return with IRS for 403b electronically
- Enrollment 693 which is over the goal
- Healthy waitlist

Checks

- #9318 Retainer for architect
- #9321 Zverse- staff face shield
- # 9322 Cintas- new microfiber items
- #9331 Tent rental for middle school for back to school orientation
- #9332 Mystery Science membership



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Director of Finance
Nicola Graham

- #9333 MZ Plumbing to check all plumbing and make everything touchless
- #9340 Safe home thermometers for temperature checks
- #9343 Zoom membership
- #9347 GM painting and power washing in the Middle School
- #9341 Staples- for hand sanitizer dispensers with a tray
- #9351 Raymond Ankrum chromebook purchase

VII. Governance

Maria Cintron presented potential partnership with SOFO museum
Potential to develop an environmental science program
SOFO museum is interested in opening an environmental science program in the high school and start the program from the beginning.
Director of SOFO museum would love to come in and speak with the board

V. Other Business

Harry Histan made a motion to appoint Natasha Jeffries as the secretary of the board of trustees for the Riverhead Charter School.

Maria Cintron seconded the motion.

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

V. Closing Items

Adjourn meeting

Harry Histan made a motion to adjourn the meeting at 7:29pm

Maria Cintron seconded the motion.

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

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 7:29 PM.

Respectfully Submitted,
Kaitlyn Kosiorowski



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Raymond Ankrum

Principal K-9
Patrick McKinney

Interim AP
Nicholas Timpone

Director of Finance
Nicola Graham

Board of Trustees Meeting Minutes

Date and Time

Thursday November 19, 2020 at 6:30pm

RCS Mission Statement

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Trustees Present:

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

Guests Present

Raymond Ankrum, Laura Arcuri (Remote), Kaitlyn Kosiorowski (Remote), Nicola Graham, Patrick McKinney (Remote), Steve Goldsberg (Remote), Richard Israel (Remote)

I. Opening Items

A. Record Attendance and Guests

B. Call the Meeting to Order

Aimee LoMonaco called a meeting of the board of trustees of Riverhead Charter School to order on November 19, 2020 at 6:33 PM. The Riverhead Charter School Board of Trustees meeting began with the pledge of allegiance.

C. Approve Minutes

Harry Histan made a motion to approve minutes from the Board Meeting October 29, 2020

Maria Cintron seconded the motion.

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

Zenobia Hartfield made a motion to approve minutes from the Board Work Session Meeting November 5, 2020

Harry Histan seconded the motion.

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

D. Public Comment

II. Academic Excellence

A. Superintendents Report

- COVID surged in zone
- Riverhead is in the yellow zone
- Testing in zone schools



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- Reached out to see if we can get testing done in RCS
- Protocols are in place for safe return or closure
- When NYC schools close this begins a domino affect
- Holidays are coming and don't want to put our staff at risk after the holiday
- 3% infection rate to shut down
- Riverhead and Hampton Bays are already considered hot spots
- Highest rate in Suffolk County and Nassau
- Will see spike over thanksgiving holiday
- Worst case scenario would be to close
- If Riverhead closes we have to close due to no bussing
- Prefer for kids to be at school
- Don't want to put staff at risk
- Kids in 2 Days a week are gaining from being in school
- If we have to have staff quarantine we do not have enough coverage.
- MS and HS are fully virtual

- A new code of conduct has been written which gives a more coning to discipline
- Grievance officer
 - Dean
 - Principal
 - Superintendent
 - Board

IV. Development

V. Facility

Steve Goldsberg reported that the property on the corner of Manor Rd and Rt 25 is selling for 1.75 million. A non-refundable deposit of \$100,000 if required and will be claimed if we do not close on the property by December 28, 2020/

There is another interested buyer in the property who is willing to close by 12/28/20.

Property appears without inquiry, 11 acres zoned for a school.

Question is, is RCS willing to spend \$100,000 for 45 days in option to close.

Rich Israel said the average selling price for other properties is much more than the selling price of this property.

RCS would be purchasing this property at an excellent price.

RCS would need to go in front of the planning board.

Property has value if RCS does not use the property after closing, RCS can turn around and resell the property.

Gaining all approvals could take up to a year with the zoning board.

RCS has been unable to located property under 200k an acre.

This property is a good prospect, good location and includes a traffic light.



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Flip side- Go and pursue another property which would require going to the town for a variance of use and ask for a change in zoning.

Steve Goldsberg mentioned that the property will need
Environmental Report
Order a title
Look at restrictions on the property
Utilities and water to the property
Waste system installed
Government authority for 500 square foot building
-All items can be accomplished

There is a tolerance for risk
Whether or not RCS is willing and prepared to write off \$100,000.
Is the risk worth the reward?

Rich Israel mentioned that he has called the planning board and looking to have a meeting. Hoping to hear back before the holiday or right after the holiday.

- Look into drainage
- Water to the property
- Not in water district until requested
- Bringing water from the hydrant would cost \$300,000 to \$400,000 to do so
- Pay water impact fee

RCS is unable to postpone closing for another year
Board to meet one more time to discuss before signing

Zenobia Hartfield question if RCS can put protections for the school in the contract
Aimee LoMonaco mention RCS's hand are tied with this property because the seller has other offers for the property and is holding out for RCS.

RCS is looking for a phase one environmental survey

IV. Finance

Director of Finance Report

- RCS served 21 days of breakfast
- RCS served 20 days of lunch



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1st Quarter financials ending Sept 30th
Filed with bond trustees
Balance Sheet presented
All cash accounts are healthy
RCS still had profit in 1st quarter
1st Quarter profit and loss statement presented
Profit net income \$999,971

Above our budget because of more students and total expenses have not hit yet

Dues are to new subscriptions for online learning and online curriculum

RCS will be applying for the cares act. A revised application if due Nov 23rd.
Applying for \$107,000

VII. Governance

V. Other Business

V. Closing Items

Adjourn meeting

Harry Histan made a motion to adjourn the meeting at 8:23pm

Maria Cintron seconded the motion.

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

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:23 PM.

Respectfully Submitted,
Kaitlyn Kosiorowski



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Principal K-9
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Interim AP
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Director of Finance
Nicola Graham

Board of Trustees Meeting Minutes

Date and Time

Thursday December 17, 2020 at 6:30pm

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Trustees Present:

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

Guests Present

Raymond Ankrum, Kaitlyn Kosiorowski (Remote), Nicola Graham, Patrick McKinney (Remote), Nick Timpone (Remote)

I. Opening Items

A. Record Attendance and Guests

B. Call the Meeting to Order

Aimee LoMonaco called a meeting of the board of trustees of Riverhead Charter School to order on December 17, 2020 at 6:36 PM. The Riverhead Charter School Board of Trustees meeting began with the pledge of allegiance.

C. Approve Minutes

David Edwards made a motion to approve minutes from the Board Meeting November 19, 2020

Maria Cintron seconded the motion.

The board VOTED unanimously to approve the motion.

D. Public Comment

II. Academic Excellence

A. Superintendents Report

-Post Thanksgiving COVID

-Schools are a low transmission zone

-Homes are high transmission with 75% due to family gatherings

-This prompted for remote learning after thanksgiving until December 14th

-Continue Remote learning and return back to school live in person on January 11, 2021

-Shout out to custodians for building barriers for students

-Cost was under \$100,000 by building as opposed to over \$200,000 to purchase

-December 8th resignation from the K-5 school leader



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Nicola Graham

- Left for local school district
- RCS needs to build security
- Leadership and Admin should not be allowed to give 1 days notice when leaving
- Require 1 month resignation
- Shout out to Patrick McKinney and Nick Timpone for getting the ball running and getting the school to where it needs to be
- Do not want to make a rush hire for this position
- Must look at compensation for senior admin team
- Ms. Hartfield mentioned doing exit interviews
 - Always been a salary issue when staff leaves
- Need to get an HR Specialist or Generalist
- Need to pay our people more for what they do
- Need a comparison $\frac{3}{4}$ comps in surrounding areas
- Need a comparison $\frac{3}{4}$ salary in surrounding areas
- Reach out to Extensis to do exit interviews
- Need to bring in a HR Manager

- Need to look at principal scale and CFO scale to discuss at February board meeting

- Podcast going out before break on parent engagement

- Hired 2 new ENL teachers
- Recommendations are being heard to make best decisions for kids

III. Development

IV. Facility

- Facility search beyond Riverhead within 15 mile radius
- Gift has been that 6-9 is online or we wouldn't have enough space
- Need a space as soon as possible
- Aimee LoMonaco spoke with the realtors who spoke with the planning board and schools can go in to the industrial or agricultural areas
- Property near JR's steakhouse is a possibility
- Need plans from the Architect as soon as possible
 - Sq footage needed
 - How many bathrooms
 - How many kids
 - Need Scope for better contracts
 - Need to have conversation with architect for planning a contract



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www.riverheadcharterschool.org

Board of Trustees

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

Superintendent
Raymond Ankrum

Principal K-9
Patrick McKinney

Interim AP
Nicholas Timpone

Director of Finance
Nicola Graham

V. Finance

Director of Finance Report

-RCS served 17 days of breakfast for November 2020

-RCS served 16 days of lunch for November 2020, difference due to ½ day Parent Conference

Enrollment is at 684 and can go to 750

-Classroom dividers has been a success

-Wood and plexi glass has been used to create these dividers

-Custodians working daily to make this happen

-Contracted the cleaning company for a few days to help out

VI. Governance

VII. Other Business

VIII. Closing Items

A. Enter Executive Session

David Edwards made a motion to enter executive session at 7:18pm

Maria Cintron seconded the motion.

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

B. Exit Executive Session

Zenobia Hartfield made a motion to enter executive session at 7:52pm

Maria Cintron seconded the motion.

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

Adjourn meeting

Zenobia Hartfield made a motion to adjourn the meeting at 7:54pm

David Edwards seconded the motion.

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

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 7:54 PM.

Respectfully Submitted,
Kaitlyn Kosiorowski



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Nicola Graham

Board of Trustees Meeting Minutes

Date and Time

Thursday January 21, 2021 at 6:30pm

RCS Mission Statement

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

Trustees Present:

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

Guests Present

Raymond Ankrum (Remote), Nicola Graham, Patrick McKinney (Remote), Nicholas Timpone (Remote)

I. Opening Items

Record Attendance and Guests

Call the Meeting to Order

Aimee LoMonaco called a meeting of the board of trustees of Riverhead Charter School to order on January 21, 2021 at 6:35 PM. The Riverhead Charter School Board of Trustees meeting began with the pledge of allegiance

Approve Minutes

Natasha Jeffries made a motion to approve minutes from the Board Meeting December 17, 2020.

Harry Histan seconded the motion.

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

Public Comment

II. Academic Excellence

Superintendent, Mr. Raymond Ankrum

- Complimented Principal and Interim Principal on an amazing job with stabilizing school
- Gave an update on Special Education stipend position changes
- Discussed staffing updates
- Praised special area teacher for flexibility and expertise
- Covid-19 update and RCS success on coping with the challenges



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Nicola Graham

- Applauded the operations team on working hard to get RCS school buildings ready for a safe return of all in-person learning students
- Teacher contract negotiations meetings will begin
- Leadership Salaries scale
- Academic dashboard postponed to next board meeting

Principal, Dr. Patrick McKinney

III. Development

IV. Facility

Board of Trustee, Aimee LoMonaco

V. Finance

Director of Finance and Operations Report, Ms. Nicola Graham

Finance Dashboard

- Presented all cash accounts as of October 31, 2020. The accounts are healthy and in good standing.

Operating Dashboard

- Discussed the 2020-21 administrator's resignations and reason for leaving
- Highlighted some of many successes of RCS administrators that were achieved in the past few years

VI. Governance

VII. Other Business

VIII. Closing Items

Adjourn meeting

Harry Histan made a motion to adjourn the meeting at 7:33 pm

Zenobia Hartfield seconded the motion.

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



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Superintendent
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Patrick McKinney

Interim AP
Nicholas Timpone

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There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 7:33 PM.

Respectfully Submitted,

Maria Cianfroga



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Board of Trustees Meeting Minutes

Date and Time

Thursday February 18, 2021 at 6:30pm

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Trustees Present:

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

Guests Present

Raymond Ankrum, Maria Cianfrogna (Remote), Patrick McKinney (Remote)

I. Opening Items

A. Record Attendance and Guests

B. Call the Meeting to Order

Aimee LoMonaco called a meeting of the board of trustees of Riverhead Charter School to order on February 18, 2021 at 6:36 PM. The Riverhead Charter School Board of Trustees meeting began with the pledge of allegiance.

C. Approve Minutes

David Edwards made a motion to approve minutes from the Board Meeting January 21, 2021.

Maria Cintron seconded the motion.

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

D. Public Comment

II. Academic Excellence

A. Superintendents Report, Raymond Ankrum

-Communicate ideas of what the Board of Trustees and Superintendent can do to make Senior leaders feel appreciated. Also need ways for the Board to be supportive of the governing school leadership

-Set a schedule with the Board of Trustees for the rest of the calendar year for work sessions to occur prior to board meetings

-Need the Board to set dates and commit to Board training.

-Set a date for the virtual board retreat with the Senior Leadership team after training has occurred.



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Interim AP
Nicholas Timpone

Director of Finance
Nicola Graham

- Create a Board of Trustees succession plan for members looking to transition after their time commitment has occurred
- Black History Month Celebration: February 24, 2021, 12:30 pm (Virtual)
- We are at the end of interviews and have a Principal Finalist. Next step is to review their 30-60-90 Day Plans.
- Teacher Recruitment is underway and heavily relies on obtaining temporary space
- Still need to address the Resignation Policy
- School policies and the Collective Bargaining Association's, (CBA) are different when it's regarding teacher resignations. The CBA's says 60 days' notice.
- Also, possibly adopt a policy in written language in the administrator contracts to give at least 60 days' notice before resigning
- Comparing applications for 2020-21 vs. 2021-22, applications are down 40%
- Total Kindergarten student enrollment is now 54% from where we were last year
- Some of which can be blamed on COVID-19!
- Student Enrollment ends March 31st
- Currently advertising on WBS
- There are only 2 Kindergarten classes
- Need additional marketing plans to build a Robust Waiting List!

III. Development, David Edwards

- We need to build out a comprehensive marketing and enrollment strategy due to our location
- Have a comprehensive compensation strategy and the proposal from a marketing firm
- Marketing firm can work on Enrollment and Matriculation
- Possibly utilize a professional instead of a school team so they won't have to focus on these things
- Also need to address the bad press
- Total Cost for Board Members' training is \$5,000
- \$10,000 is still in the budget
- We are in a surplus!
- Mr. Edwards is pleased with the Bloomwell Group marketing plan
- The \$3,000 investment represents a 40% discount

A. Short Term Contract for consulting

- Consulting cost \$3,000
- To work on Enrollment and Matriculation

B. Long Term Contract

- For larger budget, I recommend \$16,000 as ongoing cost for marketing plans

IV. Facility, Aimee LoMonaco

- Continued search for a facility within 15 mile radius



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Nicholas Timpone

Director of Finance
Nicola Graham

- Will need marketing if we are building the school
- Have to re-assess. Concerned of public opposition. Hopefully the firm will help us with anyone opposed to the permit
- Can possibly rent a temporary building

Site 1

- Temporary building, currently a church
- Vacating in a couple of months
- Next to Cablevision and Malvese
- Approximately 10,000 sq. ft.
- Has plenty of parking
- Front end can be divided in two classrooms
- Has another large room & other rooms. Possibly 10 classrooms
- Has a kitchen

The Pros,

- Needs very little cosmetic work and is in good condition
- Bathroom may possibly need work done to bring to code
- It is turn-key

The Cons

- Zoned Business A
- Not permitted in that area.
- Will need to check with Riverhead Town to see if they will allow a variance
- Will need a traffic study and memorandum
- Allowed to rent it for 3-4 years
- Cost is \$20.00 sq. ft. Will cost \$200,000 per year plus tax

Site 2

- The Old Kmart Building
- Has a huge space
- Needs some work
- Needs more bathrooms

Site 3

- East Wind
- Wants premium dollar around per sq. ft.
- Current price is \$50 per sq. ft. for the use of the hallways alone!
- Does not have a two year guarantee



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Nicola Graham

Site 4

-Hampton Jitney building

Site 5

- The property behind us
- Priced at \$400,000 per acre.
- Zoned outside of the School Zone
- We will have to check with Riverhead Town in regards to a different zoning
- Great piece of property and a great location that's near our current school!

V. Finance

Director of Finance Report, Nicola Graham, (Not in Attendance)

VI. Governance

VII. Other Business

- Maria Cintron presented advertising up island for student enrollment
- Especially target the catholic schools and those that are closing
- Many catholic schools have closed
- Advertising can bring in those displaced students

VIII. Closing Items

A. Enter Executive Session

David Edwards made a motion to enter executive session at 8:30pm

Maria Cintron seconded the motion.

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

B. Exit Executive Session

Zenobia Hartfield made a motion to exit executive session at 8:45pm

Maria Cintron seconded the motion.

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

Adjourn meeting

Zenobia Hartfield made a motion to adjourn the meeting at 8:45pm

David Edwards seconded the motion.

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



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Superintendent
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Patrick McKinney

Interim AP
Nicholas Timpone

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Nicola Graham

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:45 PM.

Respectfully Submitted,

Maria Cianfroga



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Director of Finance
Nicola Graham

Board of Trustees Meeting Minutes

Date and Time

Thursday March 23, 2021 at 6:30pm

RCS Mission Statement

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

Trustees Present:

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

Guests Present

Raymond Ankrum (Remote), Nicola Graham, Maria Cianfrogna (Remote), Patrick McKinney (Remote), Nicholas Timpone

I. Opening Items

A. Record Attendance and Guests

B. Call the Meeting to Order

Aimee LoMonaco called a meeting of the board of trustees of Riverhead Charter School to order on March 23, 2021 at 6:56 PM. The Riverhead Charter School Board of Trustees meeting began with the pledge of allegiance.

C. Approve Minutes

Harry Histan made a motion to approve minutes from the Board Meeting February 18, 2021.

Zenobia Hartfield seconded the motion.

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

D. Public Comment

II. Academic Excellence

Superintendent, Mr. Raymond Ankrum

A. Superintendents Report,

- In comparing Riverhead Charter School to regular public schools, they have the advantage of generating revenue by raising the taxes. In contrast, the way to gain leverage is by fundraising
- Fundraising has not been done in years except for the Chocolate Candy Sales and Color Run.



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Raymond Ankrum

Principal K-9
Patrick McKinney

Interim AP
Nicholas Timpone

Director of Finance
Nicola Graham

- Discussed the future of fund raising and how The Board of Trustees wants it to look. This will enable us to put together a plan on the development side and raise capital
- May have to update or recreate the Rules and Regulations regarding fund raising
- How does the Board feel about adding a Developmental Director? The main job description would be finding resources, i.e., grants and finding philanthropists that would donate money to Riverhead Charter School
- The new hire would also be responsible in assisting with National Giving campaigns and a Start Up Fund campaign, i.e., the new RCS building project
- David Edwards can be part of the interview process
- What would the budget be for Developmental Director? The new hire's salary may be offset by whatever income he generates for RCS
- The new hire would also be able to do the Marketing and Development for RCS
- March is National Social Workers Month. We will be taking the social workers out to lunch on Friday, Mar 19, 2021
- There's a couple giving days in the year where universities and charter Schools market themselves to philanthropists
- In October, there will be a Nation-wide day that allows one to donate and use as a tax write off.
- National Giving Day is twice a year
- A WEBINAR will take place on Mar 25, 2021 at 3:00 p.m. Board members are encouraged to attend
- Mr. David Frank, will be presenting on what needs to happen for Riverhead Charter School renewals.
- A robust plan will be going into the Charter renewal. Most work can be done "In-house". Some work may have to be outsourced
- 2021-2022 is the Charter renewal year. Next year we will have to submit a litany of documents to prove if we are worthy of a charter renewed for five years, three years, one year or no renewal at all
- The Board will be notified in advance of the benchmarks and the necessary work needed on behalf of the Board of Trustees
- We are on a five year trajectory
- A principal for the K-5 Elementary School has been selected. Please see the 30-60-90 Day plan and the attached resume.
- The best possible candidate has been selected. He's coming from The Academy Charter School in which they perennially outperform the majority of charter schools in Long Island
- In addition, he has a high performance charter school experience and has also ran five to eight programs for the last four years.
- Our new Elementary Principal will start in August



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- Teacher Recruitment is underway and obtaining a temporary space is crucial for the process. It will also allow us the flexibility in staffing needs
- The Board of Trustees contracts Dr. Sylvia Burges for ongoing training as per the superintendent's recommendation
- Summer school was piloted last year and we definitely need summer school this year for students most at risk
- We need more in person instruction. Having the extra two days will be a huge lift on campus for students, parents and teachers
- In comparison to other schools, we transitioned well back into the classroom despite our obstacles, e.g., building pods, etc. We owe a big thanks to Ms. Nicola Graham and staff

Board of Trustee, Mrs. Maria Cintron

- Have not received the rules and regulations yet.
- Spoke with the South Fork National History Museum, (SOFO) regarding Environmental discussions
- Having a meeting and waiting for the Education Coordinator to get back to us
- They are very interested in helping us, especially with the grants
- In the past years SOFO gave Mercy High School grants ranging from \$25,000- \$30,000. Grants were for setting up the greenery, the pods and ecology part of the high school
- Spoke to the museum owner about it and he is very interested in helping us.
- Had a one to one meeting with the Education Coordinator and she wants to know what the rules and regulations are in order to create the Science Education Requirements for New York State
- Would like to reach out to the Long Island Conservatory Center that assists with grants
- Want to also reach out to parents about fundraising but need the rules and regulations first

Principal, Dr. Patrick Mckinney,

- The new incoming principal has had an interview with the committee of teachers
- He has a very clear data driven mind-set towards learning for students
- He can build off the good things that we are doing and really push the teachers and the students forward with professional development

Hybrid Learning:

- We are inviting middle school and high school students back to school 2 days a week.
- 132 students will be hybrid, 37 will be fully virtual.
- Each grade will have one day in the building Monday, Tuesday and Thursday, Friday and the entire middle and high school will be on campus Wednesday on the 2nd floor.



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Data:

- Reviewed data for each grade on the i-ready assessment.
- Showed achievement and growth between fall and winter assessments. This was provided for each grade level, as well as subgroups (ex. ENL, SWD, Race, Ethnicity, Gender)
- Identified correlation between i-Ready assessments in 2019 and state assessments in 2019.
- Discussed lower growth and higher growth in certain grade levels and the high number on "1's" in the MS/HS.
- Reviewed this data for both ELA and Math.

Director of Academics and Assistant Principal, Mr. Nick Timpone

- The newly hired principal is definitely the strongest candidate in terms of alignment with high achieving charter schools.
- He will help step up a robust data driven instructional program across the board.
- The i-ready assessment is a good tool for students improve upon their deficiencies. It allows them to repeat the subject many times
- The growth that we are seeing is due to the use of this diagnostic program and working in conjunction with the teachers

III. Development

Board of Trustee, Mr. David Edwards

- Have a Fundraising Developmental Director is a good idea
- Long term structure is a good idea
- Suggest moving in the direction of getting a Development Director
- Suggest create a job description to move forward with

IV. Facility

Board of Trustee, Aimee LoMonaco

- As what was discussed last time, there are several temporary sites
- Looking at the former church located on Route 58, located next to Cablevision and Malvese
- Speaking with the realtor is becoming clearer that we have to go to the Zoning Board of Appeals, (ZBA)
- Need to find a property in an allowable zone or something that we can work with



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- We have been approached regarding a piece of property on Kroemer Ave. It is located between West Route 58 and Main Street, next to Carl's Equipment and Safe-T-Swim and other industrial business.
- Zoned Industrial A as our current campus
- It allows a vocational school
- It is an 11,000 warehouse space that was formerly Planet Fitness
- It will require a build out to make it a school
- Perfect for buses moving in and out.
- It is separate from other businesses.
- It is a quiet street and has plenty of parking
- There's an outside area for students to exercise
- Of all the locations we looked at this point, this is the most promising
- The town of Riverhead will most likely support it
- The attorney spoke with the Planning Inspector and the town. They expressed more in favor of this site than the others
- Our budget for board development is \$35,000 and we only used about half of that. We still have funds left
- Total proposal cost for development with Dr. Sylvia Burges is \$7,950
- Training would be spanned out over a course of a three to four months

Aimee LoMonaco made a motion to accept the proposal from One Step At a Time Consulting for the board development sessions and for the contract fees as stated in the proposal

Harry Histan seconded the motion.

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

Finance

Director of Finance and Operations Report, Ms. Nicola Graham

Finance Dashboard

All accounts are in black indicating accounts are healthy and positive cash flow

Operating Dashboard

- Total current enrollment count is 675 students. The enrollment decreased by 4 withdrawals since January (personal reasons, moving upstate and moving out of State)



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- Department of Health conducted an unannounced inspection. Inspection was passed with no findings
- Reminder of Lottery Ceremony on April 13th, 2021 @6:30 pm
- January checks report presented to board
- February checks report presented to board
- Student meals were served For 15 days of breakfast and 14 days of lunch in January
- Student meals were served for 15 days of breakfast and lunch in February
- Business Insurance Inspection conducted with 1 finding; need of tree trimming around administration building. Work needs to be completed within 90 days
- Back in January, NYSED announced new COVID-19 Grant to cover expenses encumbered for period 7/1/20-9/30/20. CSBM is assisting with grant application which is due on February 15th. Grant amount allocated for RCS if \$49,950.
- Completed submission of Annual Financial and Compliance with Riverhead IDA Economic Development Corporation. The report included information on employee demographics, bond amounts, yearly interest amounts, yearly principal payment amount and amortization schedule
- 2nd Quarter Financial Reports show both increase in revenues and expenses as compared to last year's reports. The revenue increase was mostly driven by tuition increase. The costs increase came from payroll, payroll benefits and school operation costs
- 2nd Quarter Balance Sheet, Profit Loss Sheet (unaudited) submitted and discussed with board and filed with Bond Trustees, US Bank

VI. Governance

VII. Other Business

VIII. Closing Items

A. Enter Executive Session

Harry Histan made a motion to enter executive session at 8:21pm

Maria Cintron seconded the motion.

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

B. Exit Executive Session

Harry Histan made a motion to exit executive session at 8:32pm

David Edwards seconded the motion.

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



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Board of Trustees

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

Superintendent
Raymond Ankrum

Principal K-9
Patrick McKinney

Interim AP
Nicholas Timpone

Director of Finance
Nicola Graham

Adjourn meeting

Harry Histan made a motion to adjourn the meeting at 8:33pm

Maria Cintron seconded the motion.

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

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:33 PM.

Respectfully Submitted,

Maria Cianfrogna



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Raymond Ankrum

Principal K-9
Patrick McKinney

Interim AP
Nicholas Timpone

Director of Finance
Nicola Graham

Board of Trustees Special Meeting

Date and Time

Thursday April 6, 2021 at 6:00pm

RCS Mission Statement

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

Trustees Present:

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

Guests Present

Raymond Ankrum, Maria Cianfroga (Remote), Steven Godsberg (Remote), Nicola Graham

I. Opening Items

A. Record Attendance and Guests

B. Call the Meeting to Order

Aimee LoMonaco called a meeting of the board of trustees of Riverhead Charter School to order on April 6th, 2021 at 6:03 PM. The Riverhead Charter School Board of Trustees meeting began with the pledge of allegiance.

C. Approve Minutes

D. Public Comment

II. Academic Excellence

III. Development,

IV. Facility, Aimee LoMonaco

- **Calverton Industrial Park, LLC to Riverhead Charter School** – Option agreement finalized with Lamb and Barnosky, presented to BOT for review and discussion. Option agreement and contract to purchase 12.93 acre property contiguous to current campus having the address of Lots 2 and 3, 3651 Middle Country Road, Calverton NY 11933.

David Edwards made a motion to approve Board President signature and execution of option agreement with attached contract between Calverton Industrial Park, LLC and Riverhead Charter School.

Zenobia Hartfield seconded the motion.



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Principal K-9
Patrick McKinney

Interim AP
Nicholas Timpone

Director of Finance
Nicola Graham

Harry Histan entered a Nay vote
Maria Cintron entered an Aye vote
Natasha Jeffries entered an Aye vote

- **Architect Services** request made to Nicola Graham to assist BOT in preparation of a formal request for proposal to be posted for bids on architectural services to commence regarding aforementioned property

V. Finance

VI. Governance

VII. Other Business

VIII. Closing Items

Adjourn meeting

Harry Histan made a motion to adjourn the meeting at 7:19 pm

David Edwards seconded the motion.

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

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

Respectfully Submitted,

Maria Cianfrogna



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Natasha Jeffries, Secretary
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Maria Cintron, Trustee

Superintendent
Raymond Ankrum

Principal K-9
Patrick McKinney

Interim AP
Nicholas Timpone

Director of Finance
Nicola Graham

Board of Trustees Meeting Minutes

Date and Time

Thursday, April 29, 2021 at 6:30pm

RCS Mission Statement

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

Trustees Present:

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

Guests Present

Raymond Ankrum (Remote), Nicola Graham, Maria Cianfrogna (Remote), Nicholas Timpone (Remote)

I. Opening Items

A. Record Attendance and Guests

B. Call the Meeting to Order

Aimee LoMonaco called a meeting of the board of trustees of Riverhead Charter School to order on April 29, 2021 at 6:36 PM. The Riverhead Charter School Board of Trustees meeting began with the pledge of allegiance.

C. Approve Minutes

Zenobia Hartfield made a motion to approve minutes from the Board Meeting April 6, 2021.

Harry Histand seconded the motion.

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

Zenobia Hartfield made a motion to approve the April 23, 2021 Board of Trustees Meeting Minutes

Harry Histand seconded the motion.

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

D. Public Comment



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Superintendent
Raymond Ankrum

Principal K-9
Patrick McKinney

Interim AP
Nicholas Timpone

Director of Finance
Nicola Graham

II. Academic Excellence

Superintendent, Mr. Raymond Ankrum

A. Superintendents Report,

- The 2021 Lottery for student admission took place on 4/13/21 at 6:30 pm. Our waiting list is sizable but not as long as the previous year due to the pandemic
- Sixteen children are on the wait list for the fifth grade. Working on trying to obtain a location to accommodate all the wait-listed and prospective students
- Webinar from NYS Charter School office will determine the new protocol for the charter renewal submission for 2021-22. Riverhead Charter School is aiming for a 5-year renewal
- Annual site visit with the liaison and consultants will be done virtually on 5/20/21 at 1:00 pm
- NYSETELL Tests are being administered to RCS's ELL students. Teachers have done a good job preparing students this year for the NYSETELL exams
- Summer School for 2021 is imperative and will need to budget for it. The budget will be available in May
- Summer School will be a hybrid version. By doing it virtually we will be able to incorporate more students and reach the RCS's most vulnerable students who need the extra push
- Some of the criteria will apply to the students that are lower performers. Will provide broadband to students in need of services. Summer School will be taught in a more fun and simplistic manner.
- Looking to enroll approximately 150 Summer School students
- Contract negotiations with teachers are underway. The meeting will be May 10 2021
- Welcoming new teachers with Charter School experience. It is a different dynamic then when teachers are hired straight out of college or from a district school. Charter School Teachers understand the demands placed upon them
- Interested in hiring a Chinese language teacher for the near future
- RCS will always need to hire teachers due to natural attrition and a healthy percent of attrition is 10%
- RCS's Resignation policy was denied by the Teacher's Union
- The second property site appears to be the best short term solution in with keeping the ninth and tenth graders for the September, 2021-2022 school year. In addition, it is also the most long term economical solution
- Equally important, with the Sound Avenue property, is that it can possibly serve as RCS's future Middle School building
- Mr. Ankrum Presented the RCS 2021-2022 calendar



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Patrick McKinney

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Nicholas Timpone

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Nicola Graham

Board of Trustee, Mrs. Maria Cintron

- Mrs. Cintron is having a meeting with the SOFO Museum in regards to the Environmental Science Program. It is for informational purposes and helping RCS with obtaining funds and grants. Anyone interested in joining are welcome via zoom on Wednesday, May 12, 2021 at 11:00 a.m.

Director of Academics and Assistant Principal, Mr. Nick Timpone

- New York State ELA testing for students began April 21, 2021 for grades three to eight. These tests are opt-in testing for remote students and parents must call in to request it
- ELA and math tests are usually in 2 sessions. This year there will only be one session due to the pandemic. The session one has been completed.
- 75% of the ELA test was released materials. Most passages were from the 2018 test and available to teachers as practice. Tests were shorter and were all multiple choice
- Full Remote Learners were not allowed to take tests virtually. All virtual students were invited to the school for testing. Students were placed in separate locations and were socially distant
- The NYS statistics are 58 Remote Learners took the tests. There were 392 students that were eligible to take the test. A total of 72% of RCS' students took the tests.
- A total of 7.5 students refused to take the tests and sent letters to opt-out. A total of 14.4% of RCS' Remote Learners took the test
- Excited about the new music teacher for Middle School and High School. He is versatile type of teacher. This teacher can possibly fill both roles of Music and Art teacher. He is a music and jazz band teacher. Also, he is very technology savvy. Possibly be able to create music with the computer and enable students to earn an art credit as well.
- We have an exciting robotics program in the sixth grade and it is possible that the new teacher can also get involved in the program. He is an entrepreneur type and will do whatever it takes to keep students engaged.
- Also hired a teacher who is proficient in Spanish and is from Guatemala. She is a World Language teacher and a Spanish Literature teacher which will be a great asset to RCS

Harry Histand made a motion to approve the RCS 2021 – 2022 calendar

Zenobia Hartfield seconded the motion.

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



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Director of Finance
Nicola Graham

III. Development

Board of Trustee, Mr. David Edwards

IV. Facility

Board of Trustee, Aimee LoMonaco

Property Site 1 – Route 58, Riverhead, Planet Fitness Building

- The Planet Fitness property is 11,000 sq. ft. We are at the end of 14 day period in which the Land Owner has to submit documents to the attorney
- Discussed contract terms of leasing property, “Planet Fitness” and presented to the board pros and cons of the contract
- To Lease the property it will cost between \$1.2 million to \$1.5 million to lease. Will have to sign a 10 year lease on this site in order to do the renovation. The lease will be between \$300,000 - \$360,000 per year and is above what it was originally budgeted for
- The attorney for RCS went to Riverhead town for the Planet Fitness Building. It did not get executed immediately and had to speak to several important key figures.
- Riverhead Town will not allow the current zoning and this will leave us vulnerable to a public forum.

Property Site 2 - Sound Ave, Old Northville Property

- The estimated time frame on building a permanent space is about five to seven years
- This piece of property is zoned Agricultural which allows for schools
- Had a conversation with the building and property owner. He said the property is a landmark building and is concerned with its preservation
- The Building has 15,000 sq. ft., two floors and a basement. It has 5000 sq. ft. on each floor
- Can accommodate about nine to ten classrooms and a common area
- The building has new siding, drainage, windows and Heating, Ventilation, and Air Conditioning, (HVAC)
- This building needs sprinklers and an elevator. Moreover, the property owner agreed to split the costs towards the sprinkler installation
- This property won't need any variances and can be an important asset to RCS
- Need to build a ninth and tenth grade for the upcoming school year, September 2021 and is a major concern.



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Patrick McKinney

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Nicholas Timpone

Director of Finance
Nicola Graham

Harry Histan made a motion to approve a request for a proposal for architectural purposes
Zenobia Hartfield seconded the motion.

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

Finance

Director of Finance and Operations Report, Ms. Nicola Graham

Finance Dashboard

All accounts are in black indicating accounts are healthy and positive cash flow

Operating Dashboard

- Total current enrollment is 670. The enrollment decreased by 5 withdrawals since March
- March checks report presented to board
- March and April tuition billing. Serving 19 Districts
- Student meals were served For 20 days of breakfast and 19 days of lunch in March
- Received semi-annual Qualified School Construction Bond interest payment to offset the Series B Bond payment.
- The IRS yearly sequestration rate has decreased to 5.7% from the last 2020 fiscal year
- RCS received approval for the CARES Act grant. We allocated it to the purchase of temperature scanners, hand sanitizers, etc.
- RCS is over budget for expenses related to COVID-19. The budgeted amount was \$250,000
- Now that we received approval for the grant some of the cost will be offset

VI. Governance

VII. Other Business

VIII. Closing Items

A. Enter Executive Session



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Superintendent
Raymond Ankrum

Principal K-9
Patrick McKinney

Interim AP
Nicholas Timpone

Director of Finance
Nicola Graham

Adjourn meeting

Harry Histan made a motion to adjourn the meeting at 7:59pm

Maria Cintron seconded the motion.

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

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 7:59 PM.

Respectfully Submitted,

Maria Cianfrogna



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Superintendent
Raymond Ankrum

Principal K-9
Patrick McKinney

Interim AP
Nicholas Timpone

Director of Finance
Nicola Graham

Board of Trustees Special Meeting

Date and Time

Monday May 10th, 2021 at 6:00pm

RCS Mission Statement

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

Trustees Present:

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

Guests Present

Raymond Ankrum

I. Opening Items

A. Record Attendance and Guests

B. Call the Meeting to Order

Aimee LoMonaco called a meeting of the board of trustees of Riverhead Charter School to order on April 6th, 2021 at 6:15 PM. The Riverhead Charter School Board of Trustees meeting began with the pledge of allegiance.

C. Approve Minutes

D. Public Comment

II. Academic Excellence

III. Development,

IV. Facility, Aimee LoMonaco

• **John Reeve to Riverhead Charter School – Lease**

Final lease agreement received from attorney, reviewed terms of 10-year lease of 15,000 square foot building at 5117A Sound Avenue Riverhead.

Aimee LoMonaco requests trustee votes to approve or disapprove Board President signature and execution of lease agreement by majority vote

Zenobia Hartfield entered an Aye vote

Harry Hestand entered an Aye vote



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Superintendent
Raymond Ankrum

Principal K-9
Patrick McKinney

Interim AP
Nicholas Timpone

Director of Finance
Nicola Graham

David Edward entered an Aye vote

Maria Cintron entered an Aye vote

Natasha Jeffries entered an Aye vote

The Board of Trustees unanimously agree to move forward with lease agreement for educational use and related purposes beginning date of lease signature

V. Finance

VI. Governance

VII. Other Business

VIII. Closing Items

Adjourn meeting

David Edwards made a motion to adjourn the meeting at 6:31 pm

Zenobia Hartfield seconded the motion.

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

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 6:32 PM.

Respectfully Submitted,

Maria Cianfroga



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Maria Cintron, Trustee

Superintendent
Raymond Ankrum

Principal K-9
Patrick McKinney

Interim AP
Nicholas Timpone

Director of Finance
Nicola Graham

Board of Trustees Meeting Minutes

Date and Time

Tuesday, May 25, 2021 at 6:30pm

RCS Mission Statement

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

Trustees Present:

Natasha Jeffries (Remote), Maria Cintron (Remote), Aimee LoMonaco (Remote), Harry Histan

Guests Present

Raymond Ankrum (Remote), Maria Cianfrogna (Remote), Nicola Graham, Patrick McKinney (Remote), Nicholas Timpone (Remote)

I. Opening Items

A. Record Attendance and Guests

B. Call the Meeting to Order

Aimee LoMonaco called a meeting of the board of trustees of Riverhead Charter School to order on May 25, 2021 at 6:32 PM. The Riverhead Charter School Board of Trustees meeting began with the pledge of allegiance.

C. Approve Minutes

Approval of April Minutes Deferred to June Meeting

D. Public Comment

II. Academic Excellence

Superintendent, Mr. Raymond Ankrum

Superintendents Report,

- According to the site report, in the highlighted area, we met every bench mark which is nine
- Riverhead Charter School needs more enrollment, recruitment and retention of students. RCS is also making an effort to reach its target, especially with ENL and ELL students
- RCS needs more of a connection with the community whether it is our students or a collaborative effort with others
- Mr. Ankrum and Mrs. LoMonaco s met with the Riverhead Town Supervisor, Yvette Aguiar. Ms. Aguiar, understands the philosophy behind charter schools and is pro charter schools. Spoke of the opportunities for some of RCS's students going to Town Hall and getting to experience working there



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- Need to identify the high performance students whose interests are: law, legislation and politics. RCS can then possibly connect students with internships. Moreover, this would help strengthen our connection with the community and Riverhead town.
- Meeting between the Riverhead Town Supervisor and the Board of Trustees went well
- In regards to contract negotiations, the asking price was reasonable and within our budget. However, some of the language requests in the contract had a traditional type of a public school feeling to it.
- The Board is happy with the selection of the new teacher hires
- Certain language was put in place for the Teacher contract. Contract states that a certain amount of time must be given before a teacher resigns
- RCS Elementary School's new Principal, Darmoth Mattison, is also a professor and will be an asset in both theory and practice at Riverhead Charter School
- Mr. Mattison made a site visit last week and spent time visiting the classrooms
- Principal Mattison, will be involved with the new hire teacher interviews for the September 2021-2022 school year

Board of Trustee, Mrs. Maria Cintron

Director of Academics and Assistant Principal, Mr. Nick Timpone

III. Development

Board of Trustee, Mr. David Edwards

IV. Facility

Board of Trustee, Aimee LoMonaco

- The Board of Trustees had a meeting at RCS's temporary school building. All Middle School teachers visited the new temporary site on Sound Avenue. Teachers were excited to view the building, saw lots of potential and now have a more solidified vision
- Teachers were even excited over the basement level. In terms of Science, Technology, Engineering and Mathematics, (STEM) and labs
- The Board is speaking with architects and working on the vision; Thinking of having work groups as well to help with ideas of what the school should look like. The building's space has so much opportunity
- Final day for architects to deliver their bids is today, May 25, 2021; Bids were delivered today
- Interview with architects will be next Wednesday. The Board will choose the bid and team that is the best fit for RCS. The prospective firm will need to be able to work on two projects simultaneously. Must be able to focus on the new temporary space and the permanent space
- Ideally would like to be in the temporary space by September 7, 2021



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Nicola Graham

- There are some non-negotiables like an elevator and sprinklers; These must be installed
- No news on the permanent space
- Need a preliminary floor plan and survey. Working on getting a special permit

V. Finance

Director of Finance and Operations Report, Ms. Nicola Graham

Finance Dashboard

Deferred to June Meeting

Operating Dashboard

Deferred to June Meeting

VI. Governance

- Sent contracts for Board Development to consultant, Dr. Sylvia Burgess. She is excited to work with us and has lots of experience. Works with many other boards of trustees as well and deals with different things like diversity and inclusion
- Discussed our concerns with Governance and day to day operations
- Dr. Burgess has a clear understanding of Board Structure and helping us with a strong Committee structure and self-assessment
- Talked about future growth and having our own team
- The consultant's goal is to have an individual session with each person and would like to set up a three to four hour session every other month

Harry Histan made a motion to approve the board development training with One Step at a Time Consulting, LLC to start July 1, 2021.

Natasha Jeffries seconded the motion.

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

VII. Other Business

VIII. Closing Items

A. Enter Executive Session



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Director of Finance
Nicola Graham

Adjourn meeting

Natasha Jeffries made a motion to adjourn the meeting at 6:58pm

Harry Hestand seconded the motion.

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

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

Respectfully Submitted,

Maria Cianfrogna



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Board of Trustees Special Meeting

Date and Time

Wednesday June 9th, 2021 at 6:00pm

RCS Mission Statement

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Trustees Present:

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

Guests Present

Raymond Ankrum

I. Opening Items

A. Record Attendance and Guests

B. Call the Meeting to Order

Aimee LoMonaco called a special meeting of the board of trustees of Riverhead Charter School to order on June 9th, 2021 at 6:04 PM. The Riverhead Charter School Board of Trustees meeting began with the pledge of allegiance.

IV. Facility, Aimee LoMonaco

Bid for Architectural Services

RCS received closed bids from (8) Architectural Firms prior to May 25th, 2021 deadline. All firms were interviewed the week of June 1st, 2021. Based upon the degree of experience with school construction, specifically charter schools, as well as competitive pricing the selection committee determined that Memasi was the most qualified and capable firm with the lowest bid.

Zenobia Hartfield made a motion to accept proposal for Architectural Services and award bid to Memasi.

Maria Cintron seconded the motion.

The board voted unanimously to approve the motion

Adjourn meeting

David Edwards made a motion to adjourn the meeting at 6:16 pm

Natasha Jeffries seconded the motion.

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



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Board of Trustees

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

Superintendent
Raymond Ankrum

Principal K-9
Patrick McKinney

Interim AP
Nicholas Timpone

Director of Finance
Nicola Graham

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 6:17 PM.

Respectfully Submitted,

Maria Cianfrogna



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

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Board of Trustees Meeting Minutes
DRAFT (Pending Approval at BOT Meeting July 22, 2021)

Date and Time

Thursday June 23, 2021 at 6:30pm

RCS Mission Statement

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

Trustees Present:

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

Guests Present

Raymond Ankrum (Remote), Nicola Graham, Maria Cianfrogna (Remote), Patrick McKinney (Remote), Nicholas Timpone (Remote)

Public Guests

Mr. & Mrs. Rivers (Parents of current RCS students)

I. Opening Items

Record Attendance and Guests

Call the Meeting to Order

Aimee LoMonaco called a meeting of the board of trustees of Riverhead Charter School to order on June 23, 2021 at 6:48 PM. The Riverhead Charter School Board of Trustees meeting began with the pledge of allegiance

Approve Minutes

Natasha Jeffries made a motion to approve minutes with revisions from the Board Meeting April 29, 2021.

Maria Cintron seconded the motion.

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

Harry Histan made a motion to approve minutes with revisions from the Board Meeting May 25, 2021.

Natasha Jeffries seconded the motion.

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

Maria Cintron made a motion to approve minutes from the Special Board Meeting June 9, 2021.



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Patrick McKinney

Interim AP
Nicholas Timpone

Director of Finance
Nicola Graham

Natasha Jeffries seconded the motion.
The board **VOTED** unanimously to approve the motion

Public Comment

Mrs. and Mr. Rivers, parents of current 4th and 8th grade students at RCS, voiced their concerns with regards to getting more information about the new High School facility, curriculum and extracurricular activities. The Board President and Superintendent gave parents a recap on the progress of the new building facility. Mr. McKinney briefed the parents on the curriculum, athletic programs and opportunities for the high school students.

II. Academic Excellence

Superintendent, Mr. Raymond Ankrum

- Summarized the last three teacher union negotiations meeting
- Recapped the results of the Algebra and Living Environment Regents exams and reiterated how to use the results can help RCS to be more successful

Principal, Dr. Patrick McKinney

- Recapped the success of 2021 K, 5th and 8th graduations conducted at RCS
- Expansion on Robotics Program for students
- Summer program will be offered for RCS students

III. Development

- Dr. Burgess requests to meet one on one with each RCS board member and schedule a first board training lesson with all board members.

IV. Facility

Board of Trustee, Aimee LoMonaco

- The leadership team had an initial walk through the newly acquired Sound Avenue school house. Ms. Graham briefed phase 1 and phase 2 plan.
- Ms. Graham, who assumed the role to communicate with the architects and engineers involved with the high school project and potential property, recapped and related gathered information to the board
- The board discussed the potentials of property site that is located next to RCS property



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Patrick McKinney

Interim AP
Nicholas Timpone

Director of Finance
Nicola Graham

V. Finance

Director of Finance and Operations Report, Ms. Nicola Graham

Finance Dashboard

- Reviewed with Board current year budget vs actual performance, as of March 31st, with end of the year projections
- Presented proposed 2021-2022 Fiscal Year Budget and reviewed with board
- Presented all cash accounts as of April 30th, 2021. The accounts are healthy and in good standing.

Operating Dashboard

- Discussed successes and implementations that occurred at RCS during school year 2020-21
- Reviewed student enrollment trend and projected enrollment FY 21-22
- Presented anticipated staffing updates FY 21-22
- Summarized classroom needs for High School

Harry Histan made a motion to accept the Proposed Fiscal Year Budget 2021-2022.

Zenobia Hartfield seconded the motion.

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

VI. Governance

David Edwards made a motion to nominate **Aimee LoMonaco** for RCS Board Trustees President. Mrs. LoMonaco accepted the nomination.

Harry Histan seconded the motion.

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

Natasha Jeffries made a motion to nominate **David Edwards** for RCS Board Trustees Vice President. Mr. Edwards accepted the nomination.

Harry Histan seconded the motion.

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

Aimee LoMonaco made a motion to nominate **Maria Cintron** for RCS Board Trustee Treasurer. Mrs. Cintron accepted the nomination.

Zenobia Hartfield seconded the motion.

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

Zenobia Hartfield made a motion to nominate **Natasha Jeffries** for RCS Board Trustee Secretary. Mrs. Jeffries accepted the nomination.



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Patrick McKinney

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Nicholas Timpone

Director of Finance
Nicola Graham

Maria Cintron seconded the motion.
The board **VOTED** unanimously to approve the motion.

VII. Other Business

Harry Histan made a motion to accept the teachers Collective Bargaining Agreement (CBA) with contract terms beginning July 1, 2021 - 2025/2026 school year.

Zenobia Hartfield seconded the motion.

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

VIII. Closing Items

Adjourn meeting

Harry Histan made a motion to adjourn the meeting at 8:30pm

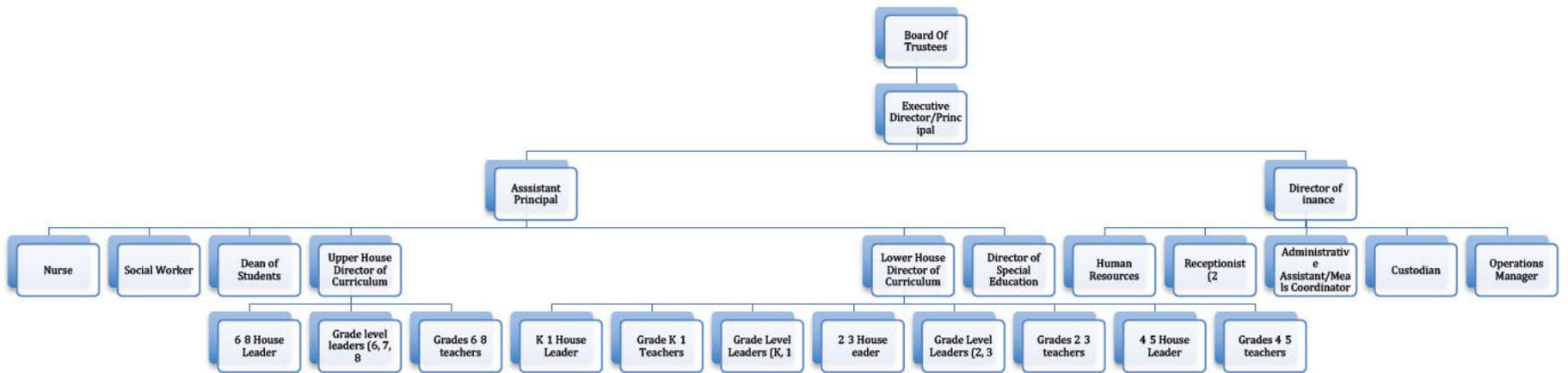
Zenobia Hartfield seconded the motion.

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

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:30 PM.

Respectfully Submitted,

Maria Cianfrogna



Riverhead Charter SCHOOL YEAR CALENDAR 2021-2022

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

AUGUST				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
{30}	{31}			

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

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

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

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

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

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

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

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

MAY				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

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

DATES TO REMEMBER

August	30-31	Superintendent's Conference Day
September	1	First Day for All Students
September	6	Labor Day
September	7-8	Rosh Hashanah
September	16	Yom Kippur
October	11	Columbus Day
November	11	Veterans' Day
November	25-26	Thanksgiving Recess
December	24-31	Christmas Recess
January	17	Martin Luther King's Birthday
February	21	Presidents' Day
February	21-25	Mid Winter Recess
April	15-22	Spring Recess
May	30	Memorial Day
June	20	Juneteenth Observed
June	24	Last Day of Student Attendance and School

 	staff begins PD
 	Parent conf 1/2 day
 	Professional Development 1/2 day
 	1/2 day
{ }	Superintendent's Conference Day

* 185	Instructional Days
* 2	Supt. Conf. Day (8/30 8/31)
187	Total Days

- * If 0 snow days used NO School on 5/27 and 5/31
- * If 1 snow day used NO School on 5/27
- * If 2 snow days used calendar unchanged
- * If 3 snow days used School in Session for Students on 4/22

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

Yes _____

No X

If yes, indicate:

a) Number of fires

--	--

b) Total number of injuries

--	--

c) Total cost of property damage

\$

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

School Name Riverhead Charter School Building Name Admin Offices

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

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

Inspector

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

Yes No

Part III: Nonpublic School Certifications

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

Section III-A Fire Inspection Method

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

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

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

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

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

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

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

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

Inspector's Telephone # [Redacted] Inspector's Email: [Redacted]

Inspector's Registry # (assigned by the NYS Department of State) NY 000 1611

Section III-C Fire Inspection by Another Individual

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

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

Inspector's Name: _____ Title: _____

Signature: _____ Date: _____

Inspector's Organization: _____

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

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

Name of Local Fire Authority: _____

Address of Local Fire Authority: _____

Notification Date: _____ Fire Authority Contact Name: _____

Was a Local Fire Official Representative present at inspection?

- Yes
- No

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

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

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

Name: RAYMOND ANKRUM Title: SUPERINTENDENT

Signature:  Telephone #: 

Em 

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

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

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

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

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

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

If yes, indicate ownership of the system.

Public Owned _____ School Owned Other _____ (specify)

4. Indicate the ownership of this facility.

Leased _____ Owned Other _____ (specify)

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



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

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

Yes No

b) Average time to evacuate this facility:

	0	1
--	---	---

Minutes Seconds

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

Yes No

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

Yes No

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

Yes No

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

Yes _____

No

If yes, indicate:

a) Number of fires

--	--

b) Total number of injuries

--	--

c) Total cost of property damage

\$

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

School Name Riverhead Chester School Building Name Middle School

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

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

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

Yes No

Part III: Nonpublic School Certifications

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

Section III-A Fire Inspection Method

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

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

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

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

The individual noted below inspected this building on 10-08-20 (date) and the information in this Report represents, to the best of their knowledge and belief, an accurate description of the building and conditions they observed. The individual that performed this inspection has maintained their certification requirements pursuant to 19 NYCRR 1208-3.1.

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

Signature: [Signature] Date: December 22, 2020

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

Inspector's Telephone #: [Redacted]

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

Section III-C Fire Inspection by Another Individual

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

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

Inspector's Name: _____ Title: _____

Signature: _____ Date: _____

Inspector's Organization: _____

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

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

Name of Local Fire Authority: _____

Address of Local Fire Authority: _____

Notification Date: _____ Fire Authority Contact Name: _____

Was a Local Fire Official Representative present at inspection?

- Yes
- No

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

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

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

Name: RAYMOND ANKRUM Title: SUPERINTENDENT

Signature:  Telephone # 

Em 

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

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

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

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

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

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

If yes, indicate ownership of the system.
Public Owned School Owned Other (specify)

4. Indicate the ownership of this facility.
Leased Owned Other (specify)

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

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

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

Yes No

b) Average time to evacuate this facility:

	1	5	4
Minutes		Seconds	

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

Yes No

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

Yes No

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

Yes No

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

Yes _____

No X

If yes, indicate:

a) Number of fires

--	--

b) Total number of injuries

--	--

c) Total cost of property damage

\$

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

School Name Riverhead Charter Sch Building Name Elementary School

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

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

Inspector

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

Yes No

Part III: Nonpublic School Certifications

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

Section III-A Fire Inspection Method

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

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

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

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

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

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

Signature:  Date: December 22, 2020

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

Inspector's Telephone # 

Inspector's Registry # (assigned by the NYS Department of State) NY 000 7611

Section III-C Fire Inspection by Another Individual

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

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

Inspector's Name: _____ Title: _____

Signature: _____ Date: _____

Inspector's Organization: _____

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

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

Name of Local Fire Authority: _____

Address of Local Fire Authority: _____

Notification Date: _____ Fire Authority Contact Name: _____

Was a Local Fire Official Representative present at inspection?

- Yes
- No

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

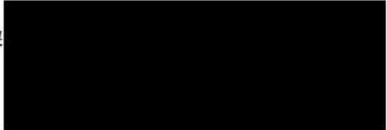
The individual noted below certifies that this building was inspected as indicated in Section III-A above and hereby submits this fire inspection report on behalf of the Board of Trustees and certifies that:

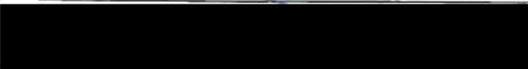
1. Public notice of report availability has been published, and that
2. Any nonconformances noted as corrected on the *Nonpublic Fire Safety Non-Conformance Report Sheet* portion of this report were corrected on the date indicated, and that
3. For any uncorrected nonconformances that appear on this report,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

Name: RAYMOND ANKRUM

Title: SUPER INTENDENT

Signature: 

Telephone # 

Email: 



**BUILDING DEPARTMENT
TOWN OF RIVERHEAD
Suffolk, New York**

Application # 2089
Permit # 17-1046
Owner: Riverhead Charter School
Location: 3685 Middle Country Rd, Calverton, NY
SCTM 600-99.-2-9.1

CERTIFICATE OF OCCUPANCY

No: 027500

Date:08/30/2018

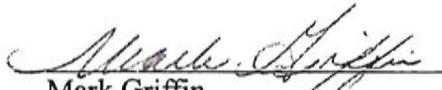
THIS CERTIFIES that the building(s) located at the premises above, conforms substantially to the approved plans and specifications heretofore filed in this office with Building - Zoning Permit No. 17-1046 , dated 11/21/2017, and conforms to all of the applicable provisions of the law. The occupancy for which this is issued is:

Riverhead Charter School- interior alterations including upgrades and exterior repairs

Com-Alteration

Construction Type: *VB*

Occupancy Classification: *E*


Mark Griffin
Building Inspector



**BUILDING DEPARTMENT
TOWN OF RIVERHEAD
Suffolk, New York**

Application # 2088
Permit # 17-1044
Owner: Riverhead Charter School
Location: 3685 Middle Country Rd, Calverton, NY
SCTM 600-99.-2-9.1

CERTIFICATE OF OCCUPANCY

No: 027499

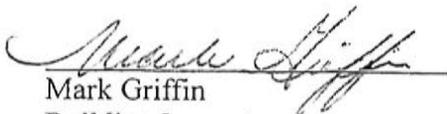
Date:08/30/2018

THIS CERTIFIES that the building(s) located at the premises above, conforms substantially to the approved plans and specifications heretofore filed in this office with Building - Zoning Permit No. 17-1044 , dated 11/21/2017, and conforms to all of the applicable provisions of the law. The occupancy for which this is issued is:

Com-Alteration renovation of administration building for the Charter School

Construction Type: *V-B*

Occupancy Classification: *B*


Mark Griffin
Building Inspector



**BUILDING DEPARTMENT
TOWN OF RIVERHEAD
Suffolk, New York**

Application # 38513
Permit # 39933
Owner: Riverhead Charter School
Location: 3685 Middle Country Rd, Calverton, NY
SCTM 600-99.-2-9.1

CERTIFICATE OF OCCUPANCY

No: 027544

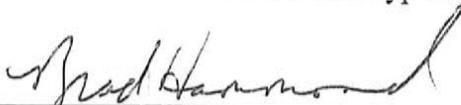
Date:10/12/2018

THIS CERTIFIES that the building(s) located at the premises above, conforms substantially to the approved plans and specifications heretofore filed in this office with Building - Zoning Permit No. 39933 , dated 02/09/2014, and conforms to all of the applicable provisions of the law. The occupancy for which this is issued is:

Com- Building Two Story School Building per Resolution #21 dated February 21, 2013

Construction Type: 2-B

Occupancy Classification: E



Brad Hammond
Building Inspector