

# Application: Great Oaks Charter School NYC

Sherita Smith - ssmith@greatoakscharter.org  
2020-2021 Annual Report

## Entry 1 School Info and Cover Page

**Completed** Aug 2 2021

### Instructions

#### **Required of ALL Charter Schools**

Each Annual Report begins with a completed School Information and Cover Page. The information is collected in a survey format within Annual Report portal. When entering information in the portal, some of the following items may not appear, depending on your authorizer and/or your responses to related items.

## Entry 1 School Information and Cover Page

**(New schools that were not open for instruction for the 2020-2021 school year are not required to complete or submit an annual report this year).**

Please be advised that you will need to complete this cover page (including signatures) before all of the other tasks assigned to you by your school's authorizer are visible on your task page. While completing this cover page task, please ensure that you select the correct authorizer **(as of June 30, 2021)** or you may not be assigned the correct tasks.

## BASIC INFORMATION

### **a. SCHOOL NAME**

(Select name from the drop down menu)

GREAT OAKS CHARTER SCHOOL 310100861055

**a1. Popular School Name**

(No response)

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

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

BOARD OF REGENTS

**c. DISTRICT / CSD OF LOCATION**

CSD # 1 - MANHATTAN

**d. DATE OF INITIAL CHARTER**

2/2013

**e. DATE FIRST OPENED FOR INSTRUCTION**

8/2013

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

MISSION STATEMENT

Great Oaks Charter School will prepare our students to succeed in college by obtaining a four-year degree. We will accomplish this by combining high academic and behavioral expectations for our students with an extraordinary level of individual attention to each student’s needs through tutoring.

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

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

KDE 1	<p>School culture of high academic and behavioral expectations:</p> <p>Our school culture fosters a college-prep mentality, including not only a focus on academic achievement but also the skills necessary for success in college, including collaboration and goal-setting.</p>
KDE 2	<p>Focus on building relationships with students and their families:</p> <p>Throughout the charter term we have emphasized the importance of relationships, which crystalized during the pandemic when we had to clearly communicate with families and maintain their trust as requirements and options constantly changed.</p>
KDE 3	<p>Highly individualized academic program through daily tutoring delivered through the Tutor Corps:</p> <p>Our Fellows program is one of the unique aspects of our school and allows us to support all students in accessing grade level curriculum.</p>

KDE 4	<p>Small school environment:</p> <p>GO-NYC has formed a tight school community, which has been fostered by our mission statement, clear expectations for learning and behavior, regular communication and events to engage families, and social emotional learning and our Lion's Den program.</p>
KDE 5	<p>College-preparatory instruction:</p> <p>As described in Benchmark 2 we have evolved our curriculum to ensure students are well prepared for college admissions and success. In addition, professional development supports our teachers in delivering engaging lessons. Team teaching also provides further opportunities for instruction tailored to our students' needs.</p>
KDE 6	<p>More time on task:</p> <p>Longer school day/school year and Saturday programming: Compared to traditional public schools, the GO-NYC schedule and calendar allows for substantial amounts of content-based instruction, social emotional learning, and small group tutoring and support.</p>
KDE 7	<p>Data-driven instructional practices:</p> <p>The implementation of regular assessment aligned with our curriculum allows teachers to develop effective instruction and target the needs of individual students. It supports our small group tutoring and informs professional development. We have staff dedicated to data collection and analysis to support teachers in effectively using myriad data.</p>
KDE 8	<p>Focus on English language learners:</p> <p>We use team teaching, push-in and pull-out support, computer-based instruction, and regular assessment and feedback to support our ELL students. In addition, the Fellows program provides</p>



	ELL students with daily support so they can fully participate in grade level instruction.
KDE 9	(No response)
KDE 10	(No response)

**Need additional space for variables**

No

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

<https://greatoaksnyc.org/>

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

573

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

266

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

Check all that apply

Grades Served	6, 7, 8
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**I1. DOES THE SCHOOL CONTRACT WITH A CHARTER OR EDUCATIONAL MANAGEMENT ORGANIZATION?**

Yes

**I2. NAME OF CMO/EMO AND ADDRESS**

NAME OF CMO/EMO	Great Oaks Foundation
PHYSICAL STREET ADDRESS	38 Delancey Street
CITY	New York
STATE	NYNN
ZIP CODE	10002
EMAIL ADDRESS	<a href="mailto:mduffy@greatoakscharter.org">mduffy@greatoakscharter.org</a>
CONTACT PERSON NAME	Michael Duffy

**FACILITIES INFORMATION**

**m. FACILITIES**

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

	No, just one site.
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**School Site 1 (Primary)**

**m1. SCHOOL SITES**

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

	Physical Address	Phone Number	District/CSD	Grades to be Served at Site for coming year (K-5, 6-9, etc.)	Receives Rental Assistance for Which Grades (If yes, enter the appropriate grades. If no, enter No).
Site 1	38 Delancey Street, NY, NY 10002	(212) 233-5152	NYC CSD 1	6-8	7-8

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

	Name	Work Phone	Alternate Phone	Email Address
School Leader	Brett Gallini	212-233-5152		<a href="mailto:bgallini@greatoakscharter.org">bgallini@greatoakscharter.org</a>
Operational Leader	Sherita Smith	212-233-5152		<a href="mailto:ssmith@greatoakscharter.org">ssmith@greatoakscharter.org</a>
Compliance Contact	Sherita Smith	212-233-5152		<a href="mailto:ssmith@greatoakscharter.org">ssmith@greatoakscharter.org</a>
Complaint Contact	Sherita Smith	212-233-5152		<a href="mailto:ssmith@greatoakscharter.org">ssmith@greatoakscharter.org</a>
DASA Coordinator	Chandel Smith	212-233-5152		<a href="mailto:csmith1@greatoakscharter.org">csmith1@greatoakscharter.org</a>
Phone Contact for After Hours Emergencies	Sherita Smith	212-233-5152		<a href="mailto:ssmith@greatoakscharter.org">ssmith@greatoakscharter.org</a>

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

Private Space

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**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)**

[CofodocumentContentServlet \(1\).pdf](#)

**Filename:** CofodocumentContentServlet (1).pdf **Size:** 36.3 kB

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**Site 1 Fire Inspection Report**

[10.2020 Fire Inspection Certificate.pdf](#)

**Filename:** 10.2020 Fire Inspection Certificate.pdf **Size:** 188.7 kB

**CHARTER REVISIONS DURING THE 2020-2021 SCHOOL YEAR**

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**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	Sherita Smith
Position	Chief Operating Officer
Phone/Extension	212-233-5152
Email	<a href="mailto:ssmith@greatoakscharter.org">ssmith@greatoakscharter.org</a>

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

### Responses Selected:

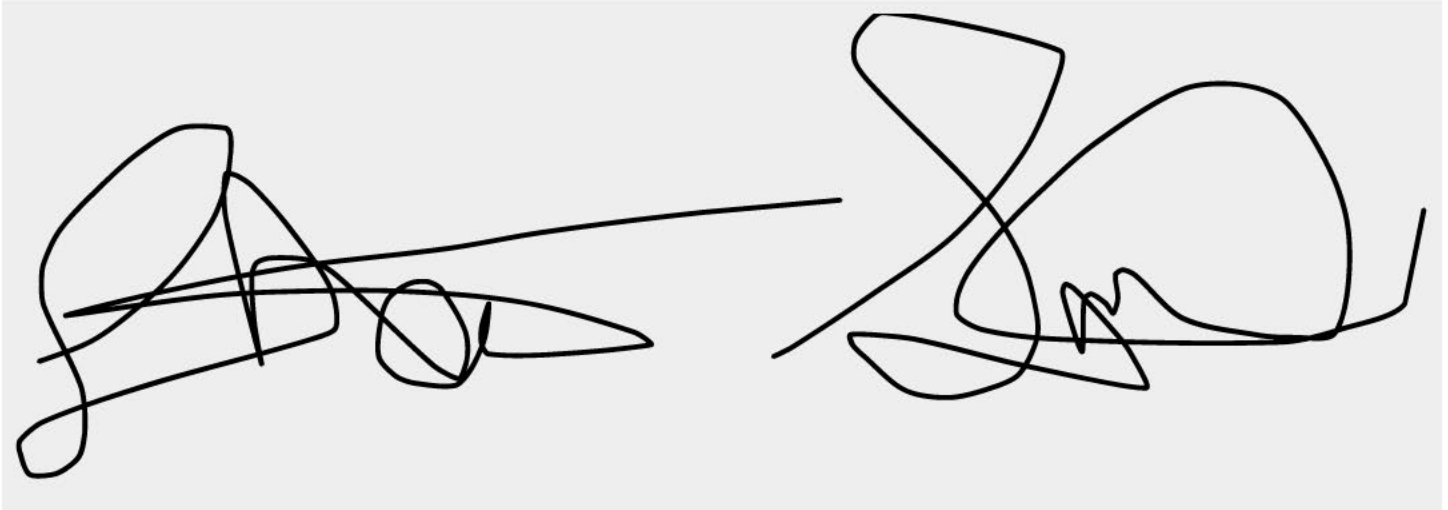
Yes

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

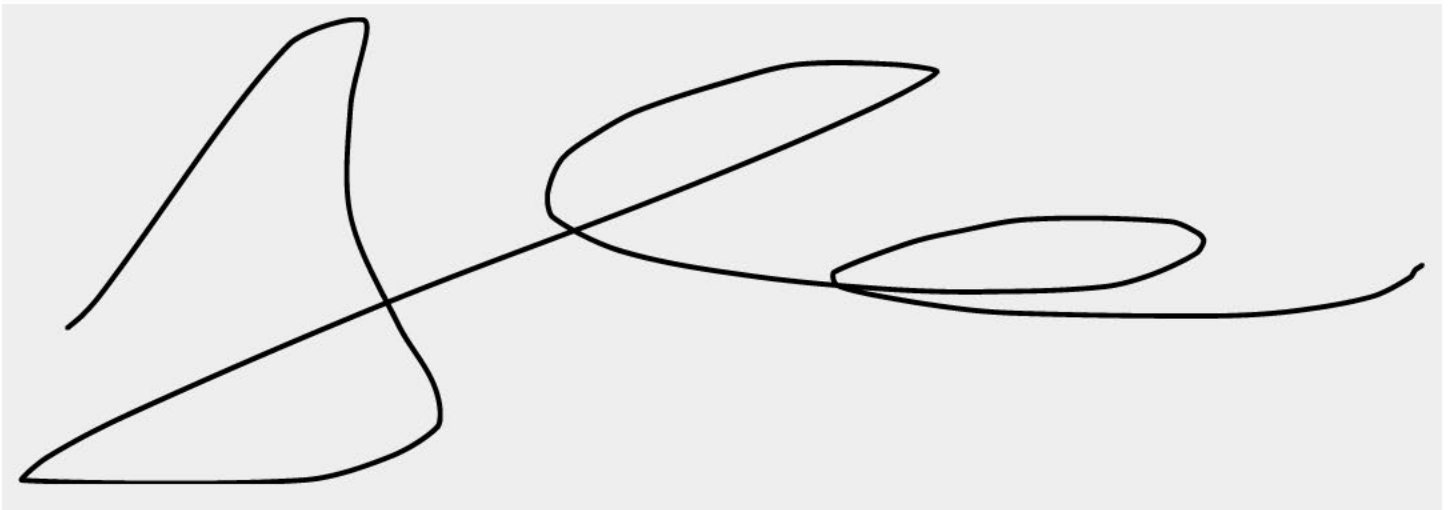
### Responses Selected:

Yes

**Signature, Head of Charter School**

A handwritten signature in black ink on a light gray background. The signature is composed of several loops and a long horizontal stroke extending to the right.

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

A handwritten signature in black ink on a light gray background. The signature features a large, stylized 'X' shape followed by a series of loops and a long horizontal stroke.

**Date**

Jul 25 2021

**Thank you.**



**Entry 3 Progress Toward Goals**

## 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	Measure Used to	Goal - Met, Not	If not met,
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	Performance Goal	Evaluate Progress Toward Attainment of Goal	Met or Unable to Assess	describe efforts the school will take to meet goal. If unable to assess goal, type N/A for Not Applicable
Academic Goal 1	Each grade level of students will demonstrate progress as evidenced by increasing its rate of proficiency by 25 points between the 5th grade (year prior to entry) and 8th grade on the NYS ELA and Math Exams.	New York State Exams	Unable to Assess	N/A
Academic Goal 2	Students who have been continuously enrolled for two or more years will exceed the CSD 1 average rate of proficiency on the NYS ELA and Math Exams.	New York State Exams	Unable to Assess	
Academic Goal 3	75% of all Great Oaks students will annually score a level 3 or 4 on the NYS ELA and Math Exams.	New York State Exams	Unable to Assess	
Academic Goal 4	In 7th and 8th grades, 90% of students will be promoted annually to the next grade	Internal Promotion Criteria	Met	



	after passing all courses.			
Academic Goal 5	Great Oaks students will achieve significant reading, math, and science gains each year as measured by an average increase school-wide on NWEA MAP Assessments.	In 2020, 49.9% of students met fall to winter growth on the MAP exam. In 2021, 46.5% of students met fall to winter growth on the MAP exam.	Not Met	GO-NYC students were remote for a portion of the 2020 school year and majority of students were remote during the 2021 school year. With all of our students receiving in-person instruction we are confident we will continue to see growth on the MAP assessment.
Academic Goal 6	90% of Great Oaks 8th graders enrolled in Algebra will take and pass the Algebra 1 Regents Exam.	NY State Algebra Regents	Unable to Assess	
Academic Goal 7	75% of Great Oaks middle school English Language Learners who have been continuously enrolled for two or more years will score proficient or better on the NYSESLAT exam and no longer be designated as English Language Learners by the time they are promoted to the 9th grade.		Unable to Assess	
Academic Goal 8				

Academic Goal 9				
Academic Goal 10				

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

No

## 4. ORGANIZATION GOALS

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

### 2020-2021 Progress Toward Attainment of Organization Goals

	Organizational Goal	Measure Used to Evaluate Progress	Goal - Met, Not Met, or Unable to Assess	If not met, describe efforts the school will take to meet goal. If unable to assess goal, type N/A for Not Applicable
				Great Oaks NYC parents took the Panorama Survey that was distributed by the Great Oaks Foundation. This survey is mirrored off of the DOE parent survey. Furthermore, majority of our

Org Goal 1	60% of parents will complete the New York City DOE Parent Survey.	NYC DOE Survey Results	Not Met	students were remote last school year and participation in state assessments and surveys overall were down as compared to previous years. Our students are learning in-person this school year and the DOE parent survey will once again be made a priority.
Org Goal 2				
Org Goal 3				
Org Goal 4				
Org Goal 5				
Org Goal 6				
Org Goal 7				
Org Goal 8				
Org Goal 9				
Org Goal 10				
Org Goal 11				
Org Goal 12				
Org Goal 13				
Org Goal 14				
Org Goal 15				
Org Goal 16				
Org Goal 17				

Org Goal 18				
Org Goal 19				
Org Goal 20				

5. Do have more organizational goals to add?

No

6. FINANCIAL GOALS

## 2020-2021 Progress Toward Attainment of Financial Goals

	Financial Goals	Measure Used to Evaluate Progress	Goal - Met, Not Met, or Partially Met	If not met, describe efforts the school will take to meet goal.
Financial Goal 1	Meet operating expenses with per pupil funding and revenue from private sources.	A balanced budget.	Not Met	GO-NYC ran a deficit in the 2020-2021 school year due to restricting the organization to meet academic goals and expenses associated with the pandemic. GO-NYC is on track to have a budget surplus in the 2021-2022 school year.
Financial Goal 2				
Financial Goal 3				
Financial Goal 4				
Financial Goal 5				

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

No

Thank you.

## Entry 4 - Audited Financial Statements

Completed Nov 1 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.**

## **GREAT OAKS CHARTER SCHOOL - 06**

**Filename:** GREAT OAKS CHARTER SCHOOL 06.30.2 nLNmvkD.pdf **Size:** 447.3 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.**

## **Great Oaks CS BEDS-310100861055 2020-21**

**Filename:** Great Oaks CS BEDS 310100861055 2020 21.xlsx **Size:** 75.4 kB

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

**Completed** Nov 1 2021

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

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

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

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

### **Advisory:Management Letter**

**Filename:** AdvisoryManagement Letter.pdf **Size:** 229.9 kB

### **Proof of Escrow Account**

**Filename:** Proof of Escrow Account.pdf **Size:** 75.1 kB

### **CSP Agreed-Upon Procedure Report**

**Filename:** CSP Agreed Upon Procedure Report.pdf **Size:** 59.9 kB

### **Federal Single Audit**

**Filename:** Federal Single Audit.pdf **Size:** 59.9 kB

### **GREAT OAKS CHARTER SCHOOL - 06**

**Filename:** GREAT OAKS CHARTER SCHOOL 06.30.2 28QiQY7.pdf **Size:** 657.1 kB

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

**Completed** Nov 1 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
	Sherita Smith	[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
	Sarah Cannon	[REDACTED]	[REDACTED]	2

## 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** Nov 1 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.**

### [GO-NYC 2021-2022 budget](#)

**Filename:** GO NYC 2021 2022 budget.xlsx **Size:** 37.3 kB

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

**Completed** Aug 2 2021

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

Each member of the charter school's Board of Trustees who served on a charter school education corporation governing one or more charter schools for any period during the 2020-2021 school year must complete a signed:



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

All completed forms must be collected and uploaded in .PDF format for each individual member. **If a trustee is not able or available to complete the form by the deadline, the education corporation is responsible for doing so on behalf of the trustee.** (Forms completed from past years will not be accepted).

Trustees serving on an education corporation that governs more than one school are not required to complete a separate disclosure for each school governed by the **education** corporation. In the Disclosure of Financial Interest Form, trustees must disclose information relevant to any of the schools served by the governing education corporation. Note: Docusign is accepted.

### **FinancialDisclosure2021 - (Susan Askelrad)**

**Filename:** FinancialDisclosure2021 Susan Askelrad.pdf **Size:** 371.9 kB

### **FinancialDisclosure2021 (Liz Case)**

**Filename:** FinancialDisclosure2021 Liz Case.pdf **Size:** 370.3 kB

### **FinancialDisclosure2021 (Ivan Rodriguez)**

**Filename:** FinancialDisclosure2021 Ivan Rodriguez.pdf **Size:** 373.0 kB

### **FinancialDisclosure2021 (Anand Bhatia)**

**Filename:** FinancialDisclosure2021 Anand Bhatia.pdf **Size:** 371.3 kB

### **Financial Disclosure FY2021 (Joe McDonald)**

**Filename:** Financial Disclosure FY2021 Joe McDonald.pdf **Size:** 2.0 MB

### **FinancialDisclosure2021 (Michael Duffy)**

**Filename:** FinancialDisclosure2021 Michael Duffy.pdf **Size:** 373.8 kB

### **FinancialDisclosure2021 (Howard Wang)**

**Filename:** FinancialDisclosure2021 Howard Wang.pdf **Size:** 371.2 kB

### **FinancialDisclosure2021 (Marissa Comart)**

**Filename:** FinancialDisclosure2021 Marissa Comart.pdf **Size:** 371.9 kB

### **FinancialDisclosure2021 (Molly Gurny)**

**Filename:** FinancialDisclosure2021 Molly Gurny.pdf **Size:** 371.3 kB

## **Entry 7 BOT Membership Table**

**Completed** Aug 2 2021

## **Instructions**

## Required of All charter schools

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

### Entry 7 BOT Table

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

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

	Trustee Name	Trustee Email Address	Position on the Board	Committee Affiliations	Voting Member Per By-Laws (Y/N)	Number of Terms Served	Start Date of Current Term (MM/DD/YYYY)	End Date of Current Term (MM/DD/YYYY)	Board Meetings Attended During 2020-2021
1	Susan Mustoff Akselrad		Chair	Finance, Facilities, Academics	Yes	3	09/01/2019	09/01/2022	11
2	Joe McDonald		Trustee/Member	Academics	Yes	3	09/01/2019	09/01/2022	9
3	Howard Wang		Treasurer	Finance	Yes	2	09/01/2020	09/01/2023	11

4	Marissa Comart		Trustee/Member	N/A	Yes	2	9/1/2020	09/01/2023	5 or less
5	Anand Bhatia		Trustee/Member	Facilities	Yes	2	9/1/2020	09/01/2023	5 or less
6	Molly Gurny		Trustee/Member	Academics	Yes	1	9/6/2019	9/1/2022	5 or less
7	Michael Duffy		Trustee/Member	Facilities	Yes	3	9/7/2019	9/7/2022	10
8	Ivan Rodriguez		Trustee/Member	N/A	Yes	1	9/1/2019	9/1/2022	11
9	Elizabeth Case		Trustee/Member	N/A	Yes	1	9/9/2019	9/1/2022	5 or less

**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	9
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	7

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

11

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

12

Thank you.

## Entry 8 Board Meeting Minutes

Completed Aug 2 2021

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

Schools must upload a complete set of monthly board meeting minutes (July 2020-June 2021), which should match the number of meetings held during the 2020-2021 school year, as indicated in the above table. The minutes provided must be the final version approved by the school's Board of Trustees and may be uploaded individually or as one single combined file. Board meeting minutes must be submitted by August 2, 2021.

## **[Board Minutes April 2021](#)**

**Filename:** Board Minutes April 2021.pdf **Size:** 84.7 kB

## **[1\\_19-Board-Meeting-Minutes](#)**

**Filename:** 1\_19 Board Meeting Minutes.pdf **Size:** 70.4 kB

## **[Board Minutes December 2020](#)**

**Filename:** Board Minutes December 2020.pdf **Size:** 106.3 kB

## **[Board Minutes July 2020](#)**

**Filename:** Board Minutes July 2020.pdf **Size:** 107.5 kB

## **[Board Minutes March 2021](#)**

**Filename:** Board Minutes March 2021.pdf **Size:** 80.3 kB

## **[Board Minutes February 2021](#)**

**Filename:** Board Minutes February 2021.pdf **Size:** 117.1 kB

## **[Board Minutes May 2021](#)**

**Filename:** Board Minutes May 2021.pdf **Size:** 83.2 kB

## **[Board Minutes November 2020](#)**

**Filename:** Board Minutes November 2020.pdf **Size:** 100.5 kB

## **[Copy-of-Board Minutes June 2021](#)**

**Filename:** Copy of Board Minutes June 2021.pdf **Size:** 78.1 kB

## **[Board Minutes October 2020](#)**

**Filename:** Board Minutes October 2020.pdf **Size:** 98.2 kB

## **[Board Minutes September 2020](#)**

**Filename:** Board Minutes September 2020.pdf **Size:** 101.2 kB

## **Entry 9 Enrollment & Retention**

**Completed** Aug 2 2021

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

**ALL charter schools must complete this section.** Describe the good faith efforts the charter school has made in 2020-2021 toward meeting targets to attract and retain the enrollment of Students with Disabilities (SWDs), English Language Learners (ELLs), and students who are

economically disadvantaged. In addition, describe the school’s plans for meeting or making progress toward meeting its enrollment and retention targets in 2021-2022.

## Entry 9 Enrollment and Retention of Special Populations

### Instructions for Reporting Enrollment and Retention Strategies

Describe the efforts the charter school has made in 2020-2021 toward meeting targets to attract and retain enrollment of students with disabilities, English language learners, and students who are economically disadvantaged. In addition, describe the school’s plans for meeting or making progress toward meeting its enrollment and retention targets in 2021-2022.

#### Recruitment/Attraction Efforts Toward Meeting Targets

	Describe Recruitment Efforts in 2020-2021	Describe Recruitment Plans in 2021-2022
Economically Disadvantaged	Great Oaks Charter School NYC focused our outreach efforts in the communities where most of our students come from. Approximately 46% of our students reside in CSD 1 where 66% of the student population are economically disadvantaged. Overall 83% of our student population are economically disadvantaged. We have a partnership with Vanguard and Staples Direct Mail Services to send targeted recruitment materials to select community school districts. Furthermore, we work with local non profits and community organizations to reach the most vulnerable	We will continue our efforts in the 2021-2022 school year.

	<p>families in our community. A few of the organizations we partnered with are, BronxWorks, Children's Aid Society, Grand Street Settlement, and local churches. We launched a digital marketing campaign comprising of Google Ad Words, Instagram and Facebook advertising.</p>	
English Language Learners	<p>As compared to Community School District 1, our student population is comprised of 8% ELLS, while CSD 1 serves 8.3%. All of our recruitment materials, such as applications, brochures, and flyers are translated in Spanish (both in print and online). We also host in-person events, such as information sessions, and we make sure there is a Spanish speaking staff member present at all recruitment events. Lastly, The New York Charter School Center hosts a Common Application for New York charter schools, including GONYS. The application is translated into the most widely spoken languages in New York, including Spanish.</p>	<p>We will continue our efforts in the 2021-2022 school year.</p>
Students with Disabilities	<p>We have proven over our charter term that we can serve students with disabilities, and as a result, families and neighboring schools often refer students with IEPs to us. Community School District 1 serves 22.3% students with disability while GO-NYC served approximately 35% in the 2021-2022 school year.</p>	<p>We will continue our efforts in the 2021-2022 school year.</p>

## Retention Efforts Toward Meeting Targets

	Describe Retention Efforts in 2020-2021	Describe Retention Plans in 2021-2022
Economically Disadvantaged	We have a robust support system in place to help guide and support students throughout the school year. We had a full-time Social Worker and three Deans whose primary job was to support families and provide much needed resources. Furthermore, we have over 30 Fellows from our AmeriCorps program that provide mentorship throughout the school year and also make home visits.	We will continue our efforts in the 2021-2022 school year.
English Language Learners	GONYC has low attrition of English Language Learners. Our Director of Special Education works hard to meet the needs of our ELL families. All school-wide communications, including social media posts are translated in Spanish. We also have Spanish speaking staff on the operations and instruction teams.	We will continue our efforts in the 2021-2022 school year.
Students with Disabilities	We have a Director of Special Education that works to offer an array of services to our students with disabilities. We offer PT, OT, speech and counseling. Furthermore, we have at least one ICT class in each grade and we're working to add more sections each school year.	We will continue our efforts in the 2021-2022 school year.

## Entry 10 - Teacher and Administrator Attrition

Completed Aug 2 2021

## Form for "Entry 10 - Teacher and Administrator



# Attrition" Revised to Employee Fingerprint Requirements Attestation

## A. TEACH System - Employee Clearance

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

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

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

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## **B. Emergency Conditional Clearances**

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

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

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

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

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### **Attestation**

#### **Responses Selected:**

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

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

**Completed** Aug 2 2021

### **Instructions**

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

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

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

## **Entry 11 Uncertified Teachers**

**School Name:**

# Instructions for Reporting Percent of Uncertified Teachers

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

The table below reflects the information collected through the online portal for compliance with New York State Education Law 2854(3)(a-1) for teaching staff qualifications. Uncertified teachers are those not certified pursuant to the State Certification Requirements established by the NYSED Commissioner of Education. Enter the relevant full-time equivalent (FTE) count of teachers in each column. For example, a school with 20 full-time teachers and 5 half-time teachers would have an FTE count of 22.5.

If more than one line applies to a teacher, please include in only one FTE uncertified category. Please do not include paraprofessionals, such as teacher aides.

### CATEGORY A. 30% OR 5 UNCERTIFIED TEACHERS WHICHEVER IS LESS

	FTE Count
i. FTE count of uncertified teacher with at least three years of elementary, middle or secondary classroom teaching experience (as of June 30, 2021)	5
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	5.0

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

	FTE Count
i. FTE count of uncertified teacher with at least three years of elementary, middle or secondary classroom teaching experience (as of June 30, 2021)	5
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2021)	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	5.0

**CATEGORY C: PLUS 5 ADDITIONAL UNCERTIFIED TEACHERS**

	FTE Count
i. FTE count of uncertified teacher with at least three years of elementary, middle or secondary classroom teaching experience (as of June 30, 2021)	5
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2021)	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	5.0

**CATEGORY D: TOTAL FTE COUNT OF UNCATEGORIZED, UNCERTIFIED TEACHERS**

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

	FTE Count
Total Category D	15

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

	FTE Count
Total Category E	6

## CATEGORY F: TOTAL FTE COUNT OF ALL TEACHERS

Please do not include paraprofessionals, such as teacher aides.

	FTE Count
Total Category F	21



Thank you.

## Entry 12 Organization Chart

Completed Aug 2 2021

### [Instructions](#)

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

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

### **[GO-NYC ORG 20-21 PDF](#)**

Filename: GO NYC ORG 20 21 PDF.pdf Size: 120.2 kB

## Entry 13 School Calendar

Completed Aug 2 2021

### [Instructions for submitting School Calendar](#)

#### **Required of ALL Charter Schools**

Given these uncertain and changing times, charter schools may or may not have a school calendar ready to upload by the submission deadline this year of August 2, 2021. If the charter school has a tentative calendar based on available information and guidance at the time, please submit with the August 2<sup>nd</sup> submission. Charter schools will be able to upload an updated school calendar into the portal at any time but no later than **September 15, 2021**.

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

Board of Regents-authorized charter schools are required to submit school calendars that clearly indicate the start and end date of the instructional year AND the number of instructional hours and/or instructional days for each month.

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

## **2021-22 GO-NYC MS Instructional Calendar V05**

**Filename:** 2021 22 GO NYC MS Instructional Cal Ep1MPSb.pdf **Size:** 190.9 kB

## **2021-22 GO-NYC HS Instructional Calendar V05**

**Filename:** 2021 22 GO NYC HS Instructional Cal bYTtnHw.pdf **Size:** 198.6 kB

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

**Completed** Aug 2 2021

### **Instructions**

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

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

1. Most recently filed Annual Report (i.e., 2019-2020 Annual Report);
2. Most recent board meeting notice, documents to be discussed at the meeting (if any), and webcast of Board meetings (if held virtually per Governor's Executive Order);
3. Link to New York State School Report Card;
4. Lottery Notice announcing date of lottery;
5. Authorizer-approved DASA Policy;
6. District-wide safety plan and Authorizer-approved Discipline Policy (as per August 29, 2019 [Emergency Response Plan Memo](#));
7. Authorizer-approved FOIL Policy; and
8. Subject matter list of FOIL records.
9. Link to School Reopening Plan

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

**School Name:** Great Oaks Charter School NYC

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

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

	Link to Documents
1. Most Recent Annual Report (i.e., 2019-20)	<a href="https://greatoaksnyc.org/family-student-resources/">https://greatoaksnyc.org/family-student-resources/</a>
2. Most recent board meeting notice, documents to be discussed at the meeting (if any)	<a href="https://greatoaksnyc.org/board">https://greatoaksnyc.org/board</a>
2a. Webcast of Board Meetings (per Governor's Executive Order)	<a href="https://greatoaksnyc.org/board">https://greatoaksnyc.org/board</a>
3. Link to NYS School Report Card	<a href="https://greatoaksnyc.org/family-student-resources/">https://greatoaksnyc.org/family-student-resources/</a>
4. Lottery Notice announcing date of lottery	<a href="https://greatoaksnyc.org/nyc-enrollment">https://greatoaksnyc.org/nyc-enrollment</a>
5. Authorizer-approved DASA Policy (For Regents, NYCDOE, and Buffalo BOE Authorized Charter Schools ONLY);	<a href="https://greatoaksnyc.org/family-student-resources/">https://greatoaksnyc.org/family-student-resources/</a>
6. District-wide Safety Plan	<a href="https://greatoaksnyc.org/family-student-resources/">https://greatoaksnyc.org/family-student-resources/</a>
6a. Authorizer-Approved Discipline Policy (as per August 29, 2019 Emergency Response Plan Memo)	<a href="https://greatoaksnyc.org/family-student-resources/">https://greatoaksnyc.org/family-student-resources/</a>
7. Authorizer-Approved FOIL Policy	<a href="https://greatoaksnyc.org/family-student-resources/">https://greatoaksnyc.org/family-student-resources/</a>
8. Subject matter list of FOIL records	<a href="https://greatoaksnyc.org/family-student-resources/">https://greatoaksnyc.org/family-student-resources/</a>

**Thank you.**





**GREAT OAKS CHARTER SCHOOL**

**MANHATTAN, NEW YORK**

**AUDITED FINANCIAL STATEMENTS**

**REPORT REQUIRED BY**  
**GOVERNMENT AUDITING STANDARDS**

**AND**

**INDEPENDENT AUDITOR'S REPORTS**

**JUNE 30, 2021**

**(With Comparative Totals for 2020)**

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## INDEPENDENT AUDITOR'S REPORT

Board of Trustees  
Great Oaks Charter School

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

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

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

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

### **Auditor's Responsibility**

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

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

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

**Opinion**

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

**Report on Summarized Comparative Information**

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

**Other Report Required by Government Auditing Standards**

In accordance with *Government Auditing Standards*, we have also issued our report dated October 29, 2021 on our consideration of Great Oaks Charter School's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is 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 Great Oaks Charter School's internal control over financial reporting and compliance.

*Mengel, Metzger, Bar & Co. LLP*

Rochester, New York  
October 29, 2021

GREAT OAKS CHARTER SCHOOL  
STATEMENT OF FINANCIAL POSITION  
JUNE 30, 2021  
(With Comparative Totals for 2020)

<u>ASSETS</u>	June 30,	
	<u>2021</u>	<u>2020</u>
<u>CURRENT ASSETS</u>		
Cash	\$ 271,943	\$ 927,985
Grants and contracts receivables	241,623	80,098
Prepaid expenses	45,237	112,624
Due from related party	<u>170,000</u>	<u>242,577</u>
TOTAL CURRENT ASSETS	728,803	1,363,284
<u>PROPERTY AND EQUIPMENT, net</u>	263,929	511,918
<u>OTHER ASSETS</u>		
Cash in escrow	75,223	75,223
Security deposits	<u>309,494</u>	<u>312,144</u>
	384,717	387,367
TOTAL ASSETS	<u>\$ 1,377,449</u>	<u>\$ 2,262,569</u>
<u>LIABILITIES AND NET ASSETS</u>		
<u>CURRENT LIABILITIES</u>		
Current portion of long-term debt	\$ -	\$ 100,000
Accounts payable and accrued expenses	49,835	77,993
Due to related party	1,200	114,364
Accrued payroll and benefits	158,456	316,975
Deferred revenue	<u>-</u>	<u>20,000</u>
TOTAL CURRENT LIABILITIES	209,491	629,332
<u>OTHER LIABILITIES</u>		
Long-term debt	-	16,790
Paycheck Protection Program loan payable	425,000	425,000
Deferred lease liability	<u>63,750</u>	<u>136,858</u>
OTHER LIABILITIES	<u>488,750</u>	<u>578,648</u>
TOTAL LIABILITIES	<u>698,241</u>	<u>1,207,980</u>
<u>NET ASSETS</u>		
Without donor restrictions	<u>679,208</u>	<u>1,054,589</u>
TOTAL LIABILITIES AND NET ASSETS	<u>\$ 1,377,449</u>	<u>\$ 2,262,569</u>

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

GREAT OAKS CHARTER SCHOOL

STATEMENT OF ACTIVITIES AND CHANGES IN NET ASSETS

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

	Year ended June 30,	
	2021	2020
Operating revenue and other support:		
Resident student enrollment	\$ 4,267,129	\$ 4,809,436
Students with disabilities	1,369,595	1,164,236
Government grants and contracts	336,598	325,213
NYCDOE rental assistance revenue	990,654	973,491
In-kind contributions	612,377	642,716
Contributions and other income	158,651	301,430
TOTAL OPERATING REVENUE AND SUPPORT	7,735,004	8,216,522
Expenses:		
Program services:		
Regular education	4,972,772	4,587,257
Special education	2,807,003	3,107,699
Management and general	330,610	257,084
TOTAL EXPENSES	8,110,385	7,952,040
CHANGE IN NET ASSETS	(375,381)	264,482
Net assets at beginning of year	1,054,589	790,107
NET ASSETS AT END OF YEAR	\$ 679,208	\$ 1,054,589

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

GREAT OAKS CHARTER SCHOOL  
STATEMENT OF FUNCTIONAL EXPENSES  
YEAR ENDED JUNE 30, 2021  
(With Comparative Totals for 2020)

	No. of Positions	Year ended June 30,				
		2021			2020	
		Program Services			Management and General	
		Regular Education	Special Education	Sub-total	Total	Total
Personnel services costs:						
Administrative staff personnel	18	\$ 973,186	\$ 333,719	\$ 1,306,905	\$ 1,452,117	\$ 1,221,169
Instructional personnel	25	967,963	840,481	1,808,444	1,808,444	1,681,594
	43	1,941,149	1,174,200	3,115,349	3,260,561	2,902,763
Total salaries and wages						
Payroll taxes and employee benefits		380,502	230,165	610,667	639,131	605,985
In-kind services		456,006	156,371	612,377	612,377	618,216
Professional development		79,816	48,281	128,097	134,068	40,097
Professional fees		446,946	270,359	717,305	772,390	886,519
Student and staff recruitment		34,233	11,739	45,972	45,972	43,692
Curriculum and classroom		84,122	59,311	143,433	144,565	171,311
Supplies and materials		71,860	28,402	100,262	103,265	121,103
Insurance		38,845	23,498	62,343	65,249	66,230
Information technology		71,524	41,092	112,616	117,346	133,567
Occupancy / facility costs		1,062,441	588,851	1,651,292	1,715,403	1,814,957
Non-capitalized equipment and furnishings		1,982	1,204	3,186	3,334	9,410
Repairs and maintenance		15,354	9,289	24,643	25,792	89,111
Imputed interest		49,538	29,966	79,504	83,210	24,555
Depreciation and amortization		178,242	107,820	286,062	299,396	311,807
Other		60,212	26,455	86,667	88,326	112,717
		\$ 4,972,772	\$ 2,807,003	\$ 7,779,775	\$ 8,110,385	\$ 7,952,040

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

GREAT OAKS CHARTER SCHOOL

STATEMENT OF CASH FLOWS

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

	Year ended June 30,	
	<u>2021</u>	<u>2020</u>
<u>CASH FLOWS - OPERATING ACTIVITIES</u>		
Change in net assets	\$ (375,381)	\$ 264,482
Adjustments to reconcile change in net assets to net cash (used for) provided from operating activities:		
Depreciation and amortization	299,396	311,807
Imputed interest on long term debt	83,210	24,555
Changes in certain assets and liabilities affecting operations:		
Grants and contracts receivables	(161,525)	18,203
Prepaid expenses	67,387	9,302
Due from related party	72,577	(118,578)
Accounts payable and accrued expenses	(28,158)	15,794
Accrued payroll and benefits	(158,519)	123,120
Due to related party	(113,164)	(2,596)
Deferred revenue	(20,000)	20,000
Deferred lease liability	<u>(73,108)</u>	<u>(37,642)</u>
NET CASH (USED FOR) PROVIDED FROM OPERATING ACTIVITIES	(407,285)	628,447
<u>CASH FLOWS - INVESTING ACTIVITIES</u>		
Purchases of property and equipment	(51,407)	(59,083)
Security deposits	<u>2,650</u>	<u>(52,700)</u>
NET CASH USED FOR INVESTING ACTIVITIES	(48,757)	(111,783)
<u>CASH FLOWS - FINANCING ACTIVITIES</u>		
Borrowings from Paycheck Protection Program	-	425,000
Repayments on long-term debt	<u>(200,000)</u>	<u>(200,000)</u>
NET CASH (USED FOR) PROVIDED FROM FINANCING ACTIVITIES	<u>(200,000)</u>	<u>225,000</u>
NET (DECREASE) INCREASE IN CASH AND RESTRICTED CASH	(656,042)	741,664
Cash and restricted cash at beginning of year	<u>1,003,208</u>	<u>261,544</u>
CASH AND RESTRICTED CASH AT END OF YEAR	<u>\$ 347,166</u>	<u>\$ 1,003,208</u>



GREAT OAKS CHARTER SCHOOL  
STATEMENT OF CASH FLOWS, Cont'd  
YEAR ENDED JUNE 30, 2021  
(With Comparative Totals for 2020)

		Year ended June 30,	
		<u>2021</u>	<u>2020</u>
<u>SUPPLEMENTAL DISCLOSURE OF CASH FLOW INFORMATION</u>			
Reconciliation of cash reported within the statements of financial position that sum to the total amounts shown in the statement of cash flows:			
Cash		\$ 271,943	\$ 927,985
Cash in escrow		<u>75,223</u>	<u>75,223</u>
Total cash and restricted cash shown in the statement of cash flows		<u>\$ 347,166</u>	<u>\$ 1,003,208</u>

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

GREAT OAKS CHARTER SCHOOL  
NOTES TO FINANCIAL STATEMENTS  
YEAR ENDED JUNE 30, 2021  
(With Comparative Totals for 2020)

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

The Charter School

Great Oaks Charter School (the “Charter School”) is an educational corporation that operates as a charter school in Manhattan, New York. On November 5, 2012, the Board of Regents and the Board of Trustees of the University of the State of New York, for and on the behalf of the State Department of Education granted the Charter School a charter valid for a term of five years and renewable upon expiration. In January 2018, the Charter School was awarded a four-year renewal through June 30, 2022. The Charter School was granted a charter from grades 6-12. The Charter School was organized to create a rigorous, supportive middle and high school program that ensures its graduates have the requisite knowledge and habits of mind to earn a degree from a competitive four-year college or University. During the fiscal years 2021 and 2020, the Charter School operated classes for 265 and 294 students, respectively, in grades 6 through 8.

Basis of accounting

The Charter School maintains its books and records on the accrual basis of accounting in conformity with accounting principles generally accepted in the United States of America (GAAP).

Classification of net assets

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

Net assets, revenues, gains, and losses are classified based on the existence or absence of donor or grantor-imposed restrictions. Accordingly, net assets and changes therein are classified and reported as follows:

*Net Assets Without Donor Restrictions*

Net assets available for use in general operations and not subject to donor (or certain grantor) restrictions. The Board of Trustees has discretionary control to use these in carrying on operations in accordance with the guidelines established by the Charter School.

*Net Assets With Donor Restrictions*

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

Revenue recognition

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

GREAT OAKS CHARTER SCHOOL

NOTES TO FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2021

(With Comparative Totals for 2020)

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

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

Public school district revenue

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

Rental assistance

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

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

		June 30,	
	2021	2020	2019
Grants and contracts receivables	\$ 15,926	\$ 57,654	\$ 1,767

Contributions

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

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

GREAT OAKS CHARTER SCHOOL

NOTES TO FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2021

(With Comparative Totals for 2020)

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

Grant revenue

Some of the Charter School's revenue is derived from cost-reimbursable federal and state contracts and grants, which are conditioned upon certain performance requirements and/or the incurrence of allowable qualifying expenses. Amounts received are recognized as revenue when the Charter School has incurred expenditures in compliance with specific contract or grant provisions. Certain grants are subject to audit and retroactive adjustments by its funders. Any changes resulting from these audits are recognized in the year they become known. Qualifying expenditures that have been incurred but are yet to be reimbursed are reported as grants receivable in the accompanying statement of financial position. Amounts received prior to incurring qualifying expenditures are reported as deferred revenue in the accompanying statement of financial position and amounted to \$- and \$20,000 at June 30, 2021 and 2020, respectively. The Charter School received cost-reimbursement grants of approximately \$23,600 and \$26,500 that have not been recognized at June 30, 2021 and 2020, respectively, because qualifying expenditures have not yet been incurred.

Cash

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

Cash in escrow

The Charter School maintains cash in an escrow account, pursuant to its Charter Agreement, to pay off expenses in the event of dissolution of the Charter School. The amount in escrow was approximately \$75,000 at June 30, 2021 and 2020.

Grants and contracts receivables

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

Property and equipment

Property and equipment are recorded at cost. Depreciation and amortization are computed using the straight-line method on a basis considered adequate to depreciate the assets over their estimated useful lives, which range from three to seven years. Items with a cost of \$2,500 or more and an estimated useful life of more than one year are capitalized. Leasehold improvements are being amortized over the term of the lease or the useful life of the improvement, whichever is shorter.

Deferred lease liability

The Charter School leases its facility. The lease contains pre-determined fixed escalations of the base rent. In accordance with GAAP, the Charter School recognizes the related rent expense on a straight-line basis and records the difference between the recognized rental expense and the amounts paid under the lease as a deferred lease liability.

GREAT OAKS CHARTER SCHOOL

NOTES TO FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2021

(With Comparative Totals for 2020)

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

Tax exempt status

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

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

Marketing costs

The Charter School expenses marketing costs as they are incurred. Total marketing and recruiting costs approximated \$46,000 and \$43,700 for the years ended June 30, 2021 and 2020, respectively.

Contributed services

The Charter School receives transportation services, metro cards, certain special education services and physical, occupational, vision, hearing, and speech therapy for students from the local district. The Charter School was unable to determine a value for these services.

In-kind contributions

Gifts and donations other than cash are recorded at fair market value at the date of contribution. In-kind contributions consist of services of tutors paid for by Great Oaks Foundation, Inc. The Charter School received approximately \$612,000 and \$618,000 of in-kind services during the years ended June 30, 2021 and 2020, respectively. In addition, the Charter School received donated text books valued at \$24,500 during the year ended June 30, 2020. There were no other in-kind contributions during the year ended June 30, 2021.

Use of estimates in the preparation of financial statements

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

Comparatives for year ended June 30, 2020

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

GREAT OAKS CHARTER SCHOOL

NOTES TO FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2021

(With Comparative Totals for 2020)

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

New accounting pronouncements

Leases

In February 2016, the FASB issued a new standard related to leases to increase transparency and comparability among entities by requiring the recognition of right-of-use ("ROU") assets and lease liabilities on the balance sheet. Most prominent among the changes in the standard is the recognition of ROU assets and lease liabilities by lessees for those leases classified as operating leases under current U.S. GAAP. For nonpublic entities, the FASB voted on May 20, 2020, to extend the guidance in this new standard to be effective for fiscal years beginning after December 15, 2021, and interim periods within fiscal years beginning after December 15, 2022. The standard is currently effective for the Charter School's fiscal year ending June 30, 2023. The Charter School is currently evaluating the provisions of this standard to determine the impact the new standard will have on the Charter School's financial position or results of operations.

Gifts-in-kind

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

Subsequent events

The Charter School has conducted an evaluation of potential subsequent events occurring after the statement of financial position date October 29, 2021, which is the date the financial statements are available to be issued. No subsequent events requiring disclosure were noted.

NOTE B: LIQUIDITY AND AVAILABILITY

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

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

In addition to financial assets available to meet general expenditures over the next 12 months, the Charter School operates with a balanced budget and anticipates collecting sufficient revenue to cover general expenditures not covered by donor-restricted resources.

GREAT OAKS CHARTER SCHOOL

NOTES TO FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2021

(With Comparative Totals for 2020)

NOTE B: LIQUIDITY AND AVAILABILITY, Cont'd

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

	June 30,	
	2021	2020
Cash	\$ 271,943	\$ 927,985
Grants and contracts receivables	241,623	80,098
Total financial assets available to management for general expenditures within one year	<u>\$ 513,566</u>	<u>\$ 1,008,083</u>

NOTE C: PROPERTY AND EQUIPMENT

Property and equipment consist of the following:

	June 30,	
	2021	2020
Equipment	\$ 573,313	\$ 530,480
Furniture and fixtures	271,765	263,192
Software	21,413	21,413
Leasehold improvements	<u>1,188,550</u>	<u>1,188,550</u>
	2,055,041	2,003,635
Less accumulated depreciation	<u>1,791,112</u>	<u>1,491,717</u>
	<u>\$ 263,929</u>	<u>\$ 511,918</u>



GREAT OAKS CHARTER SCHOOL

NOTES TO FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2021

(With Comparative Totals for 2020)

NOTE D: SCHOOL FACILITY AND TUTOR HOUSING

On June 24, 2015, the Charter School entered into a sublease for the third floor in their location at Delancey Street, New York. The lease commenced on July 1, 2015 and would have expired in February 2022. In April 2021, the lease was amended to extend the lease through August 2023. On May 1, 2018, the Charter School entered into a lease for the second floor in their location at Delancey Street, New York. The rent commencement date was July 1, 2018 and would have expired in August 2021. In April 2021, the lease was amended to extend the lease through August 2023. Rent expense for the years ended June 30, 2021 and 2020 was approximately \$1,246,000 and \$1,214,000 respectively.

The Charter School also leases several apartment units to provide tutors with housing. Leases are renewed annually and rent expense for tutor housing for the years ended June 30, 2021 and 2020 was \$215,500 and \$260,500 respectively.

The future minimum payments required under these agreements are approximately as follows:

<u>Year ending June 30,</u>	<u>Amount</u>
2022	\$ 1,371,000
2023	1,382,000
2024	231,000
	<u>\$ 2,984,000</u>

NOTE E: CONTINGENCY

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

NOTE F: CONCENTRATIONS

For the years ended June 30, 2021 and 2020, approximately 86% and 84% of total operating revenue and support came from per-pupil funding provided by New York State through the New York City Department of Education and NYCDOE rental assistance, respectively. The per-pupil rate is set annually by the State based on the school district in which the Charter School's students are located.

At June 30, 2021, approximately 93% of grants and contracts receivable were due from federal agencies relating to certain grants. At June 30, 2020 approximately 72% of grants and contracts receivable were due from one School District.



GREAT OAKS CHARTER SCHOOL

NOTES TO FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2021

(With Comparative Totals for 2020)

NOTE G: RELATED PARTY TRANSACTIONS

The Charter School entered into an academic, tutor and business service agreement with Great Oaks Foundation, Inc. ("GOF"), a not-for-profit organization dedicated to help start and run charter schools. The agreement provides academic, management and other administrative support services to the Charter School. Pursuant to the terms of the agreement, the Charter School shall pay GOF a service fee equivalent to 8.5% of the budgeted noncompetitive public revenue of the school for the year. Additionally, in 2017 the agreement was amended to include an additional service fee from the Charter School for each tutor, staff and teacher to the Charter School. The current agreement is effective through June 30, 2022; however, the agreement automatically renews for successive one year periods until the expiration of the Charter unless the Board of Trustees, by majority vote, or the Foundation declines to renew the agreement. Service fees were \$681,547 and \$814,144 for the years ended June 30, 2021 and 2020, respectively. These amounts are included in professional fees in the accompanying statement of functional expenses.

Approximately \$1,000 and \$68,000 of these service fees were accrued in amounts due to related party on the accompanying statement of financial position at June 30, 2021 and 2020, respectively .

In addition to the service fees described, the Charter School will pay GOF for expenses incurred on the Charter School's behalf. Approximately \$- and \$47,000 of reimbursable expenses were accrued in amounts due to related party on the accompanying statement of financial position at June 30, 2021 and 2020, respectively.

Approximately \$170,000 and \$242,600 of grant funding is due from GOF to the Charter School at June 30, 2021 and 2020 respectively. This amount is included in due from related party on the accompanying statement of financial position.

NOTE H: LONG-TERM DEBT

In connection with the lease agreement, the Charter School obtained an uncollateralized \$1,100,000 promissory note from Kunskapsskolan USA, Inc. for the leasehold improvements associated with their school space. The loan has an imputed interest rate of 8% per annum. The imputed fair value of the loan at July 1, 2015 was \$900,812. Interest expense for the years ended June 30, 2021 and 2020 was approximately \$83,200 and \$24,600 respectively. The loan was fully paid off as of June 30, 2021.

NOTE I: PAYCHECK PROTECTION PROGRAM LOAN PAYABLE

In response to the COVID-19 outbreak, in April 2020, the Charter School applied for and was approved by a bank for a loan of \$425,000 through the Paycheck Protection Program established by the Small Business Administration. The loan has a maturity of 2 years and an interest rate of 1%. The loan has the potential for forgiveness provided certain requirements are met by the Charter School. The loan was funded on May 4, 2020. Due to the potential forgiveness, repayment terms have not been finalized as of the report date; therefore, the entire balance is classified as long-term as of June 30, 2021. The Charter School has not applied for forgiveness, but plans to request forgiveness in the next fiscal year.

GREAT OAKS CHARTER SCHOOL

NOTES TO FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2021

(With Comparative Totals for 2020)

NOTE J: OPERATING LEASE

The Charter School leases office equipment under a non-cancelable lease agreement at a monthly cost of approximately \$2,500 through November 2022.

The future minimum payments on the lease agreement are approximately as follows:

<u>Year ending June 30,</u>	<u>Amount</u>
2022	\$ 30,000
2023	12,500
	<u>\$ 42,500</u>

NOTE K: RETIREMENT PLAN

The Charter School sponsors a defined contribution 403(b) plan covering all eligible employees. The Charter School matches 50% of the portion of the elective employee deferrals which does not exceed 4% of the participant's annual compensation. The Charter School may also elect to make additional contributions to the plan on a discretionary basis. The Charter School made contributions of approximately \$14,600 and \$8,900 for the years ended June 30, 2021 and 2020, respectively.

NOTE L: FUNCTIONAL EXPENSES

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

NOTE M: FINANCIAL IMPACT OF COVID-19 OUTBREAK

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

In response to the COVID-19 outbreak, the Federal Government passed several COVID relief acts which include funding for elementary and secondary education. The Elementary and Secondary School Emergency Relief Fund (ESSER Fund) was established to award grants to state and local educational agencies. The Charter School has recognized \$88,735 of revenue relative to ESSER grants during the year ended June 30, 2021.

GREAT OAKS CHARTER SCHOOL

NOTES TO FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2021

(With Comparative Totals for 2020)

NOTE N: RENEWAL PROCESS

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

**GREAT OAKS CHARTER SCHOOL**

**REPORT REQUIRED BY GOVERNMENT AUDITING STANDARDS**

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

Board of Trustees  
Great Oaks Charter School

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of Great Oaks Charter School, which comprise the statement of financial position as of June 30, 2021 and the related statements of activities and changes in net assets, functional expenses and cash flows for the year then ended, and the related notes to the financial statements, and have issued our report thereon dated October 29, 2021.

**Internal Control over Financial Reporting**

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

Our consideration of internal control over financial reporting was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies, and therefore, material weaknesses or significant deficiencies may exist that were not identified. However, as described in the accompanying schedule of finding and responses, we did identify certain deficiencies in internal control over financial reporting that we consider to be material weaknesses and significant deficiencies.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. We consider the deficiencies described in the accompanying schedule of finding and responses as item 2018-002, to be a material weakness, in the year ended June 30, 2021.

### **Compliance and Other Matters**

As part of obtaining reasonable assurance about whether Great Oaks Charter School 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 financial statements. 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 instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards* and which are described in the accompanying schedule of findings and responses.

### **Great Oaks Charter School's Response to Findings**

Great Oaks Charter School's response to the findings identified in our audit are described in the accompanying schedule of findings and responses. Great Oaks Charter School's response was not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on it.

### **Purpose of This Report**

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

*Mengel, Metzger, Barw & Co. LLP*

Rochester, New York  
October 29, 2021

GREAT OAKS CHARTER SCHOOL  
SCHEDULE OF FINDINGS AND RESPONSES  
YEAR ENDED JUNE 30, 2021

**Finding 2021-001**

Statement of condition

For the 2020-2021 school year, Great Oaks Charter School incurred an enrollment deficiency. As of October 29, 2021, the Charter School had not received notification of under enrollment from NYSED.

Criteria and effect of conditions

The Charter School did not achieve the 85% threshold allowable under its Charter Agreement that serves as a minimum to indicate a School is maintaining sufficient enrollment demand to “meet or come close to meeting” the enrollment plan outlined in its charter.

Recommendation

We recommend the Charter School develop a plan to increase enrollment in conjunction with discussing a reduction in the thresholds with NYSED as a result of the delay in adding additional grades.

Management’s response

We concur with the finding. This finding has been reviewed with School leadership. Although notification from NYSED of under-enrollment has yet to be issued so that the School could respond promptly during the school year, corrective action has been taken with the NYSED to seek a waiver due to COVID limitation to recruit, COVID’s impact on the city’s population and the delay in adding grades as referenced in the 2018 charter renewal.

GREAT OAKS CHARTER SCHOOL

SCHEDULE OF FINDINGS AND RESPONSES, Cont'd

YEAR ENDED JUNE 30, 2021

SCHEDULE OF PRIOR YEAR FINDINGS AND RESPONSES

**Finding 2020-001**

Statement of condition

During the 2020 audit, we noted the Fiscal Policies and Procedures (“FPP”) were not always followed in practice. Our testing identified one instance where a contract for services in excess of \$25,000 was entered into by the Executive Director, but was not approved by the Board of Trustees. This contract was then paid with a check signed by the Executive Director and did not have a second signature as all checks over \$10,000 require.

Criteria and effect of conditions

The Charter School entered into a contract agreement without proper approval and the services were paid for without proper authorization.

Recommendation

We recommend the proper procedures are followed as documented in the FPP to ensure effective controls are in place with respect to contracts and check signing. If the current procedures are not workable, alternative procedures should be designed and implemented and the FPP updated accordingly.

Management's response

We concur with the finding. This finding has been reviewed with the School management and finance staff. Corrective action has been taken to review upcoming procurement needs on a weekly basis to ensure that contracts in excess of \$25,000 are approved by the Board of Trustees prior to a contract agreement or purchase order. In addition, adoption of the online payment processing system for accounts payable will ensure that payments over \$10,000 will require the approval of the school leader and Treasurer for payment.

Current status

During the 2021 audit, all items tested followed the FPP.



GREAT OAKS CHARTER SCHOOL

SCHEDULE OF FINDINGS AND RESPONSES, Cont'd

YEAR ENDED JUNE 30, 2021

SCHEDULE OF PRIOR YEAR FINDINGS AND RESPONSES

**Finding 2018-002**

Statement of condition

During the 2018 audit, the prior auditors noted that due to the vacancy in the controller position, many accounts were not reconciled during the school year.

Criteria and effect of conditions

The Charter School should update and reconcile all material accounts on an ongoing basis.

At year end, the general ledger required significant entries to be recorded to reconcile many of the general ledger balances. This also delayed the audit process.

Recommendation

We recommend that the Charter School establish procedures to ensure that all material general ledger accounts be reconciled and reviewed on a monthly basis.

Management's response

We concur with the finding. The finding has been reviewed with management and staff. Corrective action has been taken and new procedures have already been implemented to reconcile all accounts on a monthly basis.

Prior year status

During our 2019 audit, we noted through the hiring of a new Chief Financial Officer and an outside accountant material general ledger accounts were reconciled, with the exception of accrued expenses which required a significant audit adjustment. We recommend the Charter School keep appropriate details regarding what accrued expenses consist of and ensure that this is reconciled and reviewed on a monthly basis.

Management's response

We concur with the finding. The finding has been reviewed with the School management and staff. Corrective action and new procedures have been implemented to keep the detailed expenses by vendor of the accrued expenses separate, and to ensure they are reconciled and reviewed on a monthly basis.

Prior year status

During our 2020 audit, we noted a significant number of general ledger accounts were not reconciled and required a significant number of adjusting entries throughout the audit process. We also noted all revenue was not recorded, which required a significant audit adjustment. We recommend the Charter School ensure all general ledger accounts are reconciled and reviewed on a monthly basis. We consider this finding to be a significant deficiency which also delayed the audit process.

Management's response

We concur with the finding. This finding has been reviewed with the School management and finance staff. Corrective action has been taken so that general ledger accounts are reviewed and reconciled on a monthly basis. Specific focus will be given to the revenue and accrued expense accounts.

GREAT OAKS CHARTER SCHOOL

SCHEDULE OF FINDINGS AND RESPONSES, Cont'd

YEAR ENDED JUNE 30, 2021

SCHEDULE OF PRIOR YEAR FINDINGS AND RESPONSES

**Finding 2018-002, Cont'd**

Current status

During our 2021 audit, we noted a significant number of general ledger accounts were not reconciled and required a significant number of adjusting entries throughout the audit process. We noted all revenue was not recorded, credit card liability and related expenditures were not recorded, which all required significant audit adjustments. Accrued payroll and related payroll tax liability was not reconciled or recorded, which required a material audit adjustment. We recommend the Charter School ensure all general ledger accounts are reconciled and reviewed on a monthly basis. We consider this finding to be a material weakness which also delayed the audit process.

Management's response

We concur with the finding and the importance of reconciling and reviewing general ledger accounts on a monthly basis. This finding has been reviewed with the School management and finance staff. Corrective action has been taken so that general ledger accounts are reviewed and reconciled on a monthly basis with a specific focus on revenue recognition, credit card liability and accrued payroll and related tax liability.

GREAT OAKS CHARTER SCHOOL  
SCHEDULE OF FINDINGS AND RESPONSES, Cont'd  
YEAR ENDED JUNE 30, 2021

**Finding 2018-003**

*Statement of condition*

During the 2018 audit, the prior auditors noted that rent expense was recorded based on actual rent payments.

*Criteria and effect of conditions*

Rent expense should be recorded on the straight-line basis over the term of the lease. Management did not analyze the impact to the general ledger.

A journal entry for \$132,419 was required to correct rent expense.

*Recommendation*

We recommend that rent should be recorded based on the straight-line basis in the future.

*Management's response*

We concur with the finding. The finding has been reviewed with management and staff. Corrective action has been taken and the rent is going to be recorded on the straight-line basis on a monthly basis.

*Prior year status*

During our 2019 audit, we noted that the outside accountant made adjustments to record the rent expense on a straight-line basis. However, additional adjustments were required to account for fixed operating expenses included in the lease agreements. We recommend the Charter School incorporate these fixed expenses into their calculation of deferred rent going forward.

GREAT OAKS CHARTER SCHOOL

SCHEDULE OF FINDINGS AND RESPONSES, Cont'd

YEAR ENDED JUNE 30, 2021

SCHEDULE OF PRIOR YEAR FINDINGS AND RESPONSES

**Finding 2018-003, Cont'd**

Management's response

We concur with the finding. The finding has been reviewed with the School management and staff. Corrective action and new procedures have been implemented to incorporate fixed operating expenses of the lease into the deferred rent calculation. This account will be reviewed and reconciled monthly.

Prior year status

During our 2020 audit, we noted the adjustments to record the rent expense on a straight line basis, includes the additional adjustments to account for fixed operating expenses included in the lease agreements were made. However, we noted an adjustment made to rent expense for \$19,250 that needed to be reversed. We recommend the Charter School reconcile the accounts to ensure proper account balances.

Management's response

We concur with the finding. This finding has been reviewed with the School management and finance staff. Corrective action has been taken so that rent, which is recorded on a straight-line basis with adjustments for fixed operating expenses included in the lease agreement, will be reviewed and reconciled on a monthly basis by the finance team to ensure proper account balances.

Current status

During our 2021 audit, we noted the adjustments to record the rent expense on a straight line basis were not made, which required a significant audit adjustment. We recommend the Charter School reconcile the accounts to ensure proper account balances.

Management's response

We concur with the finding. This finding has been reviewed with the School management and finance staff. Corrective action has been taken so that straight line rent including fixed operating expenses will be reviewed and reconciled monthly to ensure proper account balances.



October 29, 2021

Mengel, Metzger, Barr & Co. LLP  
Certified Public Accountants  
100 Chestnut Street, Suite 1200  
Rochester, New York 14604

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

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

We confirm that to the best of our knowledge and belief, having made such inquiries as we considered necessary for the purpose of appropriately informing ourselves as of the date of this representation letter.

#### **Financial Statements**

- We have fulfilled our responsibilities, as set out in the terms of the audit engagement dated May 27, 2021, for the preparation and fair presentation of the financial statements in accordance with U.S. GAAP.
- We acknowledge our responsibility for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.
- We acknowledge our responsibility for the design, implementation, and maintenance of internal control to prevent and detect fraud.
- Significant assumptions used by us in making accounting estimates, including those measured at fair value, are reasonable.
- Related party relationships and transactions have been appropriately accounted for and disclosed in accordance with the requirements of U.S. GAAP.
- All events subsequent to the date of the financial statements and for which U.S. GAAP requires adjustment or disclosure have been adjusted or disclosed.



- The effects of all known actual or possible litigation and claims have been accounted for and disclosed in accordance with U.S. GAAP.
- We have complied with all contractual agreements, grants, and donor restrictions.
- We have maintained an appropriate composition of assets in amounts needed to comply with all donor restrictions.
- We have accurately presented the entity's position regarding taxation and tax-exempt status.
- The bases used for allocation of functional expenses are reasonable and appropriate.
- We have included in the financial statements all assets and liabilities under the entity's control.
- We have designed, implemented, and maintained adequate internal controls over the receipt and recording of contributions.
- If applicable, reclassifications between net asset classes are proper.
- Methods and significant assumptions used by management to determine fair values, their consistency in application, and the completeness and adequacy of fair value information for financial statement measurement and disclosure purposes are appropriate.
- We have reviewed the School's draft financial statements prepared by you based upon financial information we provided to you. We have reviewed all supporting schedules and accept full responsibility for the School's financial statements prepared in accordance with accounting principles generally accepted in the United States of America.
- With respect to preparation of the financial statements, we have performed the following:
  - Made all management decisions and performed all management functions;
  - Assigned a competent individual to oversee the services;
  - Evaluated the adequacy of the services performed;
  - Evaluated and accepted responsibility for the result of the service performed, and
  - Established and maintained internal controls, including monitoring ongoing activities.

### **Information Provided**

- We have provided you with:
  - Access to all information, of which we are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, and other matters;
  - Minutes of the meetings of the Board of Trustees and other committees, or summaries of actions of recent meetings for which minutes may have not yet been prepared;
  - Additional information that you have requested from us for the purpose of the audit; and
  - Unrestricted access to persons within the entity from whom you determined it necessary to obtain audit evidence.



- All transactions have been recorded in the accounting records and are reflected in the financial statements.
- We have disclosed to you the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud.
- We have no knowledge of any fraud or suspected fraud that affects the entity and involves:
  - Management;
  - Employees who have significant roles in internal control; or
  - Others when the fraud could have a material effect on the financial statements.
- We have no knowledge of any allegations of fraud, or suspected fraud, affecting the entity's financial statements communicated by employees, former employees, analysts, regulators, or others.
- We have disclosed to you all known instances of noncompliance or suspected noncompliance with laws and regulations whose effects should be considered when preparing financial statements.
- We are not aware of any pending or threatened litigation and claims whose effects should be considered when preparing the financial statements and we have not consulted legal counsel concerning litigation or claims.
- We have disclosed to you the identity of the entity's related parties and all the related party relationships and transactions of which we are aware.

#### **Other Representations**

- We have considered the accounting and reporting requirements of FASB ASC 740-10. We believe there are no material liabilities (or reduction of amounts refundable) required for unrecognized tax benefits related to our tax positions, as defined and described in FASB ASC 740-10-20.
- To the extent our normal procedures and controls related to our financial close or other reporting were adversely impacted by the COVID-19 outbreak, we took appropriate actions and safeguards to reasonably ensure the fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America.
- Other than as disclosed in Note M to the financial statements, no other impacts from the COVID-19 outbreak are necessary to be reflected in those financial statements.
- Disclosures included in the financial statements regarding significant business, financial, and reporting impacts of the COVID-19 outbreak accurately reflect management's full consideration of such impacts.



- Receivables recorded in the financial statements represent valid claims arising on or before the statement of financial position date and have been appropriately reduced to their estimated net realizable value.

Very truly yours,

GREAT OAKS CHARTER SCHOOL

*Tamur Cajoux*

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Tamur Cajoux  
Director of Finance, Great Oaks Foundation

*Benjamin Chan*

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Benjamin Chan  
Chief Financial Officer, Great Oaks Foundation

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Howard Wang  
Board Treasurer, Great Oaks Charter School





September 01, 2021 through September 30, 2021

Primary Account: [REDACTED]

## CHASE BUSINESS SELECT HIGH YIELD SAVINGS

GREAT OAKS CHARTER SCHOOL

Account Number: [REDACTED]

### SAVINGS SUMMARY

	INSTANCES	AMOUNT
Beginning Balance		\$75,240.51
Deposits and Additions	1	1.22
Ending Balance	1	\$75,241.73
Annual Percentage Yield Earned This Period		0.02%
Interest Paid This Period		\$1.22
Interest Paid Year-to-Date		\$11.10

Your monthly service fee was waived because you maintained an average savings balance of \$10,000 or more during the statement period.

### TRANSACTION DETAIL

DATE	DESCRIPTION	AMOUNT	BALANCE
	Beginning Balance		\$75,240.51
09/30	Interest Payment	1.22	75,241.73
	Ending Balance		\$75,241.73

You earned a higher interest rate on your Chase Business Select High Yield Savings account during this statement period because you had a qualifying Chase Platinum Business Checking account.

30 deposited items are provided with your account each month. There is a \$0.20 fee for each additional deposited item.

**IN CASE OF ERRORS OR QUESTIONS ABOUT YOUR ELECTRONIC FUNDS TRANSFERS:** Call us at 1-866-564-2262 or write us at the address on the front of this statement (non-personal accounts contact Customer Service) immediately if you think your statement or receipt is incorrect or if you need more information about a transfer listed on the statement or receipt.

For personal accounts only: We must hear from you no later than 60 days after we sent you the FIRST statement on which the problem or error appeared. Be prepared to give us the following information:

- Your name and account number
- The dollar amount of the suspected error
- A description of the error or transfer you are unsure of, why you believe it is an error, or why you need more information.

We will investigate your complaint and will correct any error promptly. If we take more than 10 business days (or 20 business days for new accounts) to do this, we will credit your account for the amount you think is in error so that you will have use of the money during the time it takes us to complete our investigation.

**IN CASE OF ERRORS OR QUESTIONS ABOUT NON-ELECTRONIC TRANSACTIONS:** Contact the bank immediately if your statement is incorrect or if you need more information about any non-electronic transactions (checks or deposits) on this statement. If any such error appears, you must notify the bank in writing no later than 30 days after the statement was made available to you. For more complete details, see the Account Rules and Regulations or other applicable account agreement that governs your account. Deposit products and services are offered by JPMorgan Chase Bank, N.A. Member FDIC



JPMorgan Chase Bank, N.A. Member FDIC



To Whom It May Concern,

Great Oaks NYC did not have CSP funds in the 2020-2021 school year. As a result, a CSP Agreed-Upon Procedure Report is not required.

Regards,

A handwritten signature in black ink, appearing to read "Sherita Smith".

Sherita Smith  
Chief Operating Officer  
Great Oaks NYC



To Whom It May Concern,

A Federal Single Audit was not required since our federal funds did not exceed \$750,000.

Regards,

A handwritten signature in black ink, appearing to read "Sherita Smith", written in a cursive style.

Sherita Smith  
Chief Operating Officer  
Great Oaks NYC

**GREAT OAKS CHARTER SCHOOL**

**REPORT TO THE FINANCE COMMITTEE**

**JUNE 30, 2021**

October 29, 2021

Finance Committee  
Great Oaks Charter School

We have audited the financial statements of Great Oaks Charter School as of and for the year then ended June 30, 2021, and have issued our report thereon dated October 29, 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 May 27, 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 Charter School's internal control over financial reporting. Accordingly, as part of our audit, we considered the internal control of Great Oaks Charter 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.

We have provided our comments regarding other matters noted during our audit in the schedule of findings and responses attached to the financial statements.

## **Planned Scope and Timing of the Audit**

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

## **Compliance with All Ethics Requirements Regarding Independence**

The engagement team, others in our firm, as appropriate, and our firm have complied with all relevant ethical requirements regarding independence. Safeguards in place to eliminate or reduce threats to independence to an acceptable level include a skilled, knowledgeable and experienced CFO and Finance Committee who review draft financial statements prior to issuance and accepts responsibility for them.

## **Qualitative Aspects of the Entity'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 Great Oaks Charter School is included in Note A to the financial statements. There have been no initial selection of accounting policies and no changes in significant accounting policies or their application during the year ended June 30, 2021. No 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. We have made tests of management's estimates and deemed them to be appropriate.

The most sensitive accounting estimates affecting the financial statements are the allocations of costs for the statement of functional expenses and the collectability of grants receivable. We evaluated the key factors and assumptions used to develop the 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. The most sensitive disclosures affecting Great Oaks Charter School financial statements relate to revenue and support recognition, concentrations, and the impacts of the COVID-19 pandemic, which is referred to in the notes of the financial statements.

## **Identified or Suspected Fraud**

We have not identified nor have we obtained information that indicates that fraud may have occurred.

### **Significant Difficulties Encountered during the Audit**

Other than delays in the overall audit process due to the lack of reconciled general ledger accounts and the need for a significant number of adjusting journal entries throughout the audit process that impacted the financial statements and the timing of the audit, we encountered no significant difficulties in dealing with management relating to the performance of the audit.

### **Uncorrected and Corrected Misstatements**

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

In addition, professional standards require us to communicate to you all material and significant, corrected misstatements that were brought to the attention of management as a result of our audit procedures. A listing of adjustments that we identified as a result of our audit procedures were brought to the attention of, and corrected by management, is attached to this letter.

### **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 Great Oaks Charter School's financial statements or the auditor's report. We are pleased to 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 the management representation letter.

### **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 Great Oaks Charter 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 Great Oaks Charter School's auditors.

## Internal Control Matters

We identified deficiencies in internal control that we considered to be material weaknesses, which have been communicated in a separate document.

\* \* \* \* \*

Should you desire further information concerning these matters, Ray Jacobi will be happy to meet with you at your convenience.

This report is intended solely for the information and use of the Board of Trustees, Finance Committee and management of Great Oaks Charter School and is not intended to be and should not be used by anyone other than these specified parties.

Very truly yours,

*Mengel, Metzger, Barr & Co. LLP*

MENGEL, METZGER, BARR & CO. LLP



**Great Oaks Charter School**  
Period Ending: **6/30/2021**  
Significant Corrected Misstatements

<u>Account</u>	<u>Description</u>	<u>Debit</u>	<u>Credit</u>
<b>Adjusting Journal Entries JE # 1</b>			
To adjust debt balance for imputed interest			
83900	FACILITY OPERATION & MAINTENANCE - Other Building Related (Utilities)	83,210.00	
29500	Long Term Payable to KED		83,210.00
<b>Total</b>		<b><u>83,210.00</u></b>	<b><u>83,210.00</u></b>
<b>Adjusting Journal Entries JE # 9</b>			
To recognize ESSER revenue			
22200	Refundable Advance: Deferred Revenue	17,747.00	
41600	Revenues From Federal Sources: ESSER		17,747.00
<b>Total</b>		<b><u>17,747.00</u></b>	<b><u>17,747.00</u></b>
<b>Adjusting Journal Entries JE # 11</b>			
To adjust debit balances in A/P that are actually prepaid rent			
14100	Prepaid Expenses: Prepaid Rent	17,600.00	
20000	Accounts Payable		17,600.00
<b>Total</b>		<b><u>17,600.00</u></b>	<b><u>17,600.00</u></b>
<b>Adjusting Journal Entries JE # 16</b>			
To adjust deferred rent			
22250	Deferred Rent	110,750.00	
80100	FACILITY OPERATION & MAINTENANC: Rent - School Facilities		111,750.00
<b>Total</b>		<b><u>110,750.00</u></b>	<b><u>111,750.00</u></b>

**Great Oaks Charter School**  
Period Ending: **6/30/2021**  
Significant Corrected Misstatements

<u>Account</u>	<u>Description</u>	<u>Debit</u>	<u>Credit</u>
<b>Adjusting Journal Entries JE # 17</b>			
To record credit card activity			
67300	CONTRACTED SERVICES: Staff Appreciation	19,406.00	
71500	SCHOOL OPERATIONS: Classroom / Teaching Supplies	84.00	
73000	SCHOOL OPERATIONS: Supplies & Materials other	792.00	
74500	SCHOOL OPERATIONS: Technology	347.00	
75500	SCHOOL OPERATIONS: Field Trips	76.00	
76000	SCHOOL OPERATIONS: Transportation (student)	1.00	
77000	SCHOOL OPERATIONS: Office Expense	5,339.00	
77600	SCHOOL OPERATIONS: Staff Development - Food	565.00	
78500	SCHOOL OPERATIONS: Student Recruitment / Marketing	2,540.00	
78700	SCHOOL OPERATIONS: Student Activities	554.00	
79300	SCHOOL OPERATIONS: Other School Operations	9,717.00	
23000	Chase- 6761		39,421.00
<b>Total</b>		<b><u>39,421.00</u></b>	<b><u>39,421.00</u></b>
<b>Adjusting Journal Entries JE # 18</b>			
To adjust accrued payroll and accrued summer pay			
20101	Accrued Summer Payroll	80,717.00	
21100	Payroll Liabilities: Net Salary Due	341,199.00	
21200	Payroll Liabilities: Payroll Tax Liability	93,539.00	
	PERSONNEL SERVICE COSTS: ADMINISTRATIVE		
51300	STAFF PERSONNEL: Deans, Directors & Coordinators	22,137.00	
	PERSONNEL SERVICE COSTS: ADMINISTRATIVE		
51600	STAFF PERSONNEL: Administrative Staff	12,780.00	
	PERSONNEL SERVICE COSTS: INSTRUCTIONAL		
53200	PERSONNEL COSTS: Teachers - SPED	105,576.00	
	PERSONNEL SERVICE COSTS: ADMINISTRATIVE		
51100	STAFF PERSONNEL: Executive Management		41,193.00
	PERSONNEL SERVICE COSTS: INSTRUCTIONAL		
53560	PERSONNEL COSTS: Specialty Teachers: Spanish Teacher		2,387.00
	PERSONNEL SERVICE COSTS: PAYROLL TAXES		
57100	AND BENEFITS: Payroll Taxes		612,368.00
<b>Total</b>		<b><u>655,948.00</u></b>	<b><u>655,948.00</u></b>
<b>Adjusting Journal Entries JE # 21</b>			
To adjust per pupil receivable and other for debit amounts in deferred revenue			
11000	Accounts Receivable	9,916.00	
22200	Refundable Advance: Deferred Revenue		8,228.00
42800	LOCAL & OTHER REVENUE: Other Local & Misc. Revenue		1,688.00
<b>Total</b>		<b><u>9,916.00</u></b>	<b><u>9,916.00</u></b>



Oct. 28, 2021

Mr. Raymond Jacobi, Jr.  
Mengel Metzger Barr & Co. LLP  
100 Chestnut St., Suite 1200  
Rochester, NY 14604

Dear Ray,

We have carefully reviewed the 2 findings in the FY21 audit report, and we have the following response.

**Finding 2018-002:**

Current status

During our 2021 audit, we noted a significant number of general ledger accounts were not reconciled and required a significant number of adjusting entries throughout the audit process. We noted all revenue was not recorded, credit card liability and related expenditures were not recorded, which all required significant audit adjustments. Accrued payroll and related payroll tax liability was not reconciled or recorded, which required a material audit adjustment. We recommend the Charter School ensure all general ledger accounts are reconciled and reviewed on a monthly basis. We consider this finding to be a material weakness which also delayed the audit process.

Management's response

We concur with the finding and the importance of reconciling and reviewing general ledger accounts on a monthly basis. This finding has been reviewed with the School management and finance staff. Corrective action has been taken so that general ledger accounts are reviewed and reconciled on a monthly basis with a specific focus on revenue recognition, credit card liability and accrued payroll and related tax liability.

**Finding 2018-003:**

Current status

During our 2021 audit, we noted the adjustments to record the rent expense on a straight line basis were not made, which required a significant audit adjustment. We recommend the Charter School reconcile the accounts to ensure proper account balances.

Management's response

We concur with the finding. This finding has been reviewed with the School management and finance staff. Corrective action has been taken so that straight line rent including fixed operating expenses will be reviewed and reconciled monthly to ensure proper account balances.

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

**Name:**

Susan AkseIrad

---

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

**GREAT OAKS CHARTER SCHOOL - NEW YORK CITY**

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

President

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

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

No

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

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

No

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

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

No

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

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

No

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

☐ Yes ☒ No

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

None

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
<b>None</b>	<b>None</b>	<b>None</b>	<b>None</b>

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). **write "None."**

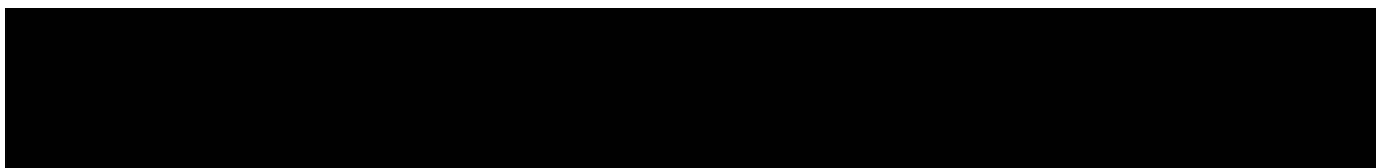
Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps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

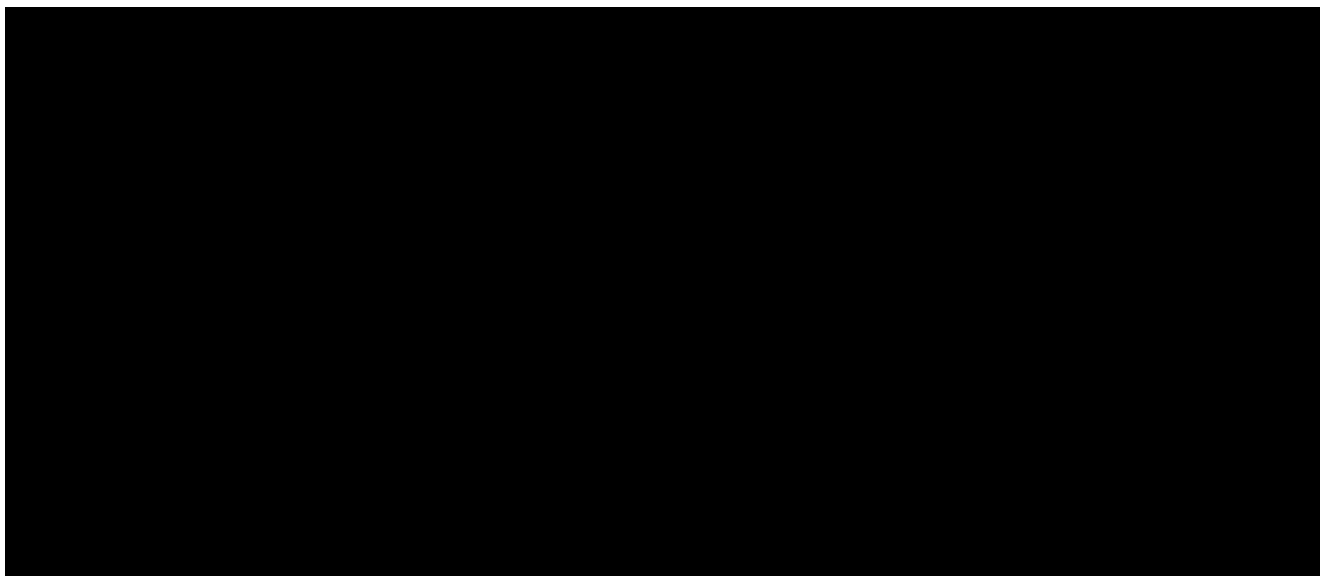
7/1/2021

Signature

Date

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





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

**Name:**

Liz Case

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

**GREAT OAKS CHARTER SCHOOL - NEW YORK CITY**

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

Board member

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

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

None

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

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

No

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

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

No

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



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

No

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

☐ Yes ☒ No

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

None

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
<b>None</b>	<b>None</b>	<b>None</b>	<b>None</b>

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).  
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
Non	None			None

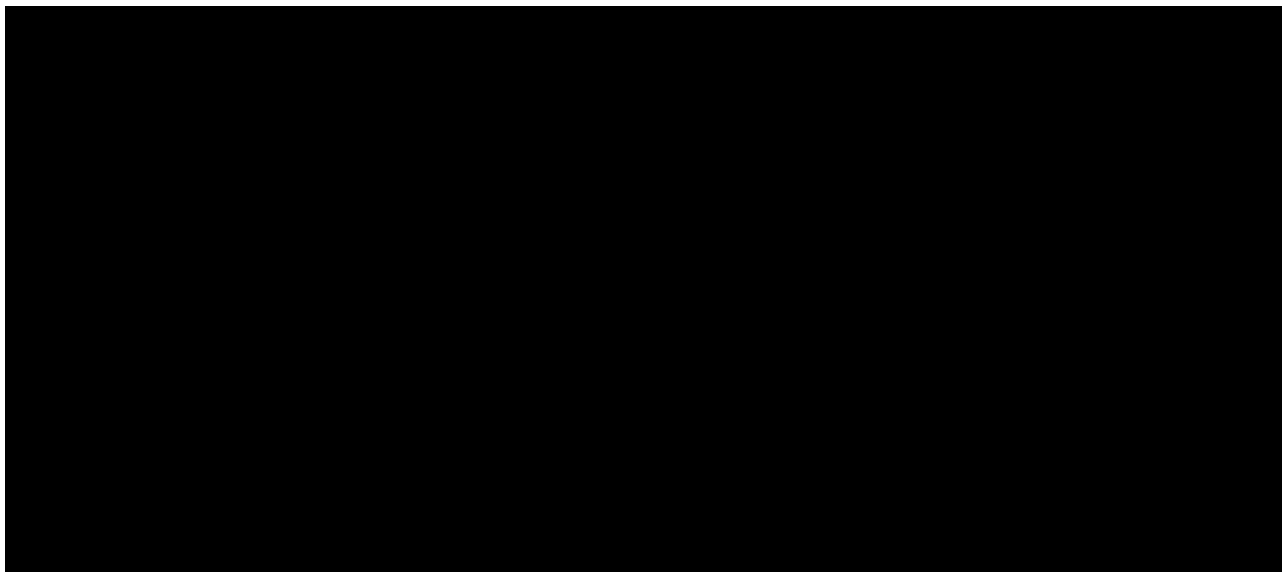
/3/2021

Signature

Date

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





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

**Name:**

Ivan Rodriguez

---

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

**GREAT OAKS CHARTER SCHOOL - NEW YORK CITY**

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

Community Outreach Chair

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.

N/A

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.

N/A

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

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

N/A

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.

Operations consultant, Talent Associate, Director of Recruitment March 2014- July 2019.

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

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

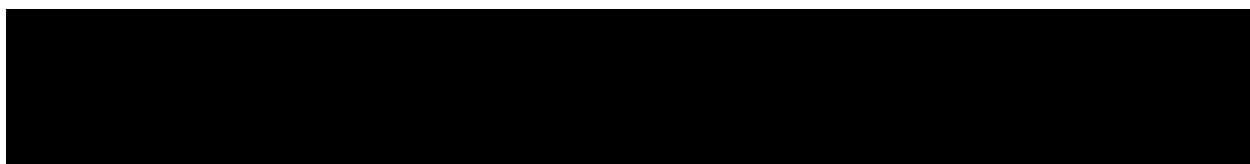
Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps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

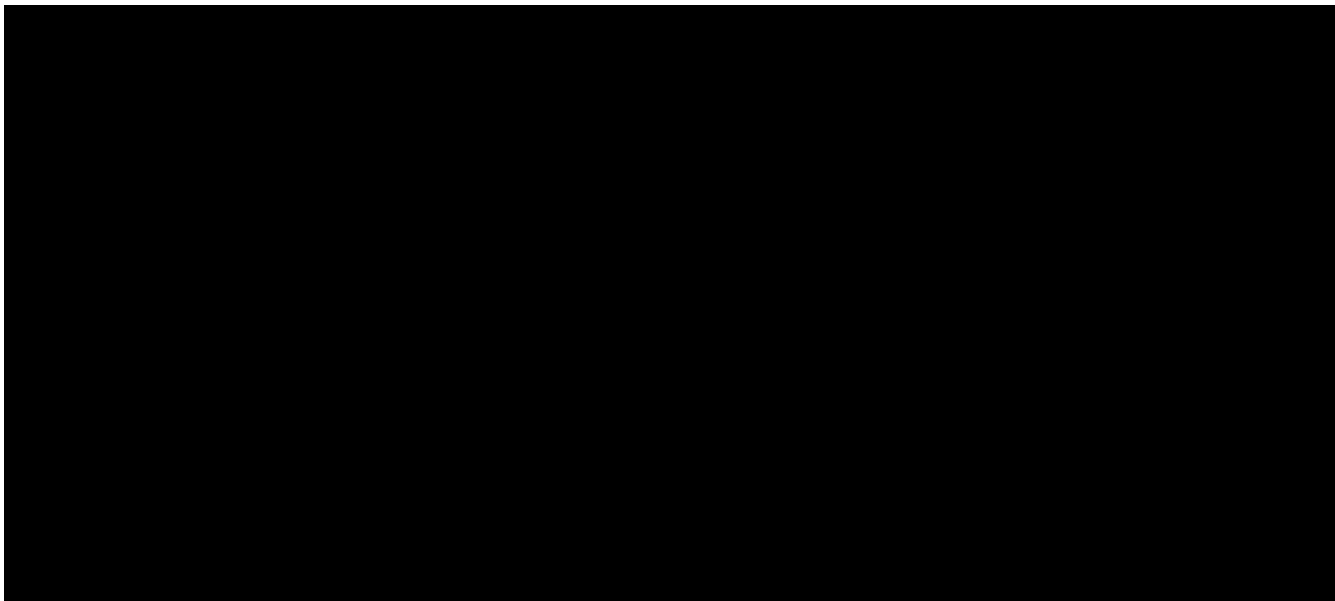
/7/2021

Signature

Date

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

**Name:**

Anand Bhatia

---

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

**GREAT OAKS CHARTER SCHOOL - NEW YORK CITY**

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

Member

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

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

No

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

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

No

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

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

No

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



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

No

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

☐ Yes ☒ No

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

No

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

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).

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

DocuSigned by:

*Anand Bhatia*

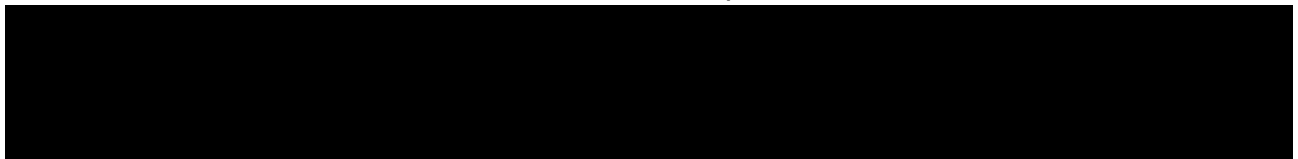
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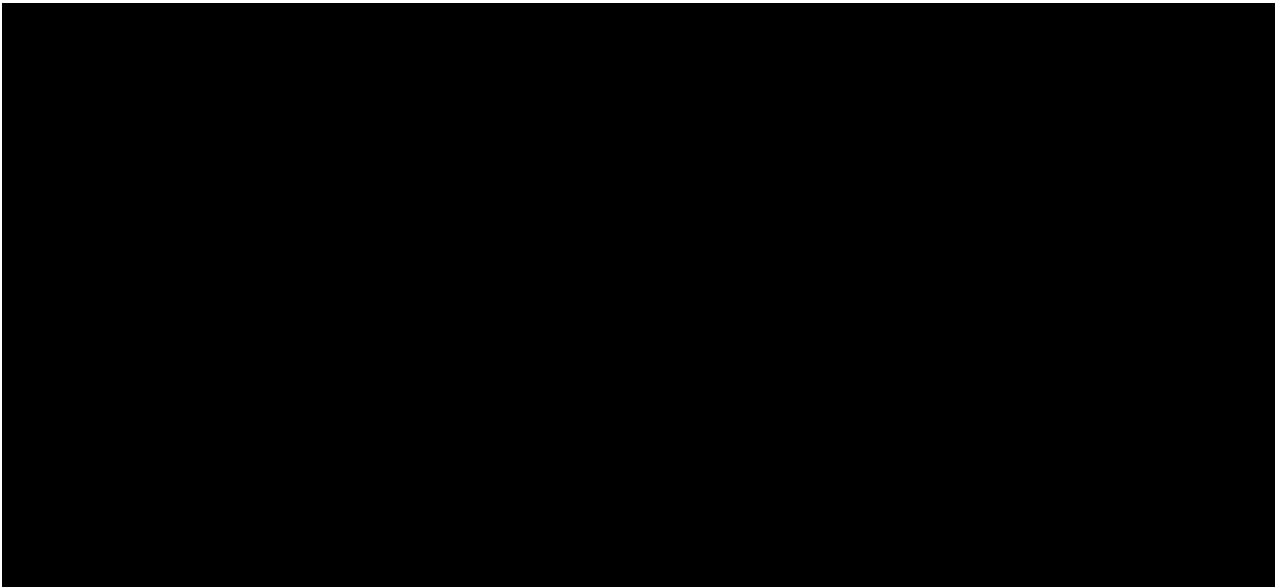
/29/2021

Signature

Date

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







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

Name:

*Joseph P. McDonald*

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

**GREAT OAKS CHARTER SCHOOL - NEW YORK CITY**

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

*Chair of the Academic Committee*

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 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
Please write "None" if applicable. Do not leave this space blank.			
	None		



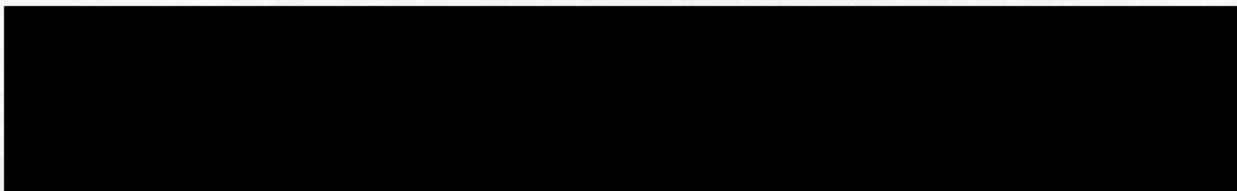
8. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation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

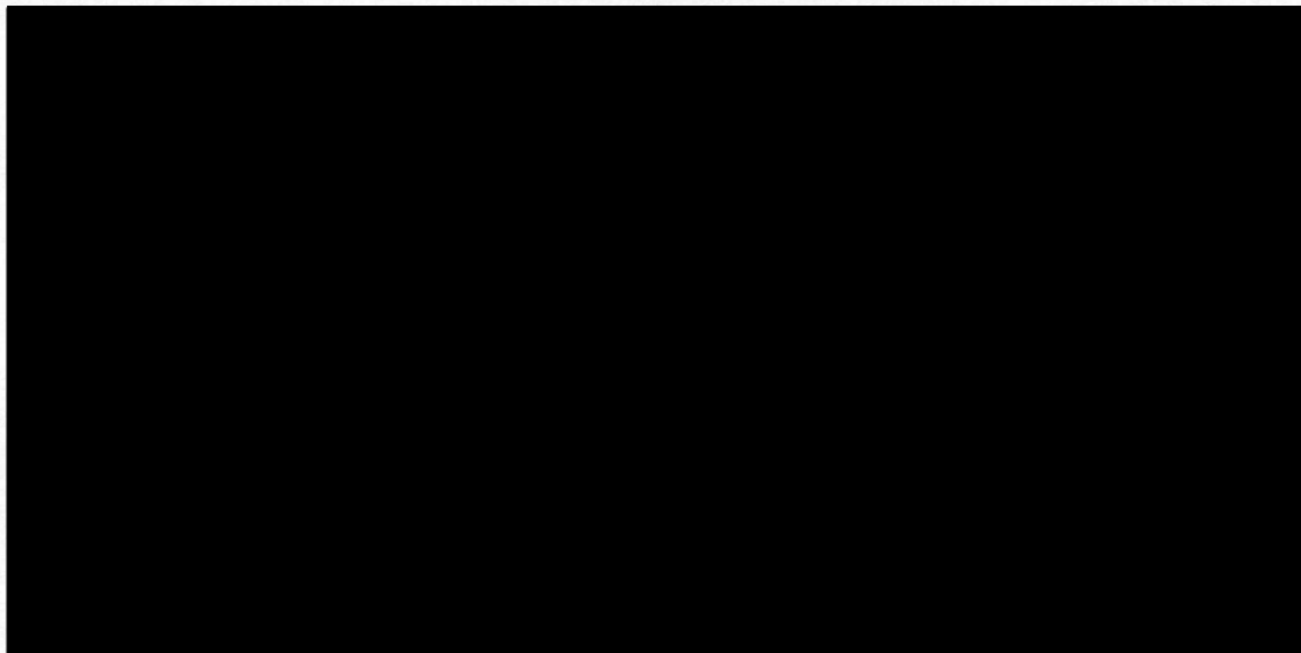
Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps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

  
Signature

9-9-2020  
Date

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





10/1/11

10/1/11

10/1/11

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

**Name:**

Michael Duffy

---

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

**GREAT OAKS CHARTER SCHOOL - NEW YORK CITY**

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

Member

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

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

n/a

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

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

No

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

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

No

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



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

No

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

☒ Yes ☐ No

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

President; CMO leader; \$220k; Sept 2011

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
2020-21 school year	Contract for services	Recusal from consideration of contract	

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).

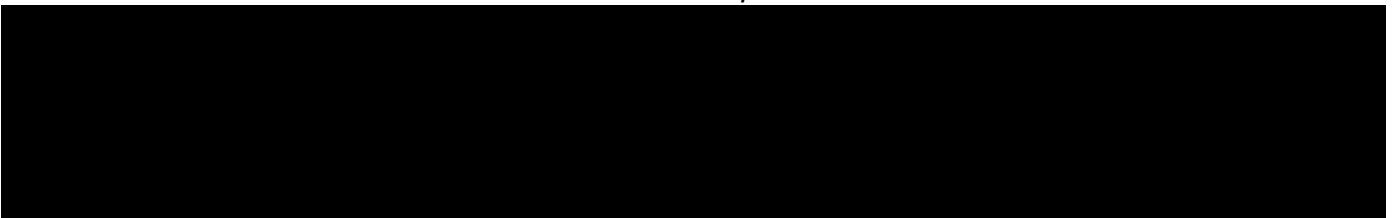
Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps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

6/30/2021

Signature

Date

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





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

**Name:**

Howard Wang

---

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

**GREAT OAKS CHARTER SCHOOL - NEW YORK CITY**

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

treasurer

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

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

none

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

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

no

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

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

no

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

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

none

6. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?
- ☐ Yes ☒ No

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

none

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

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

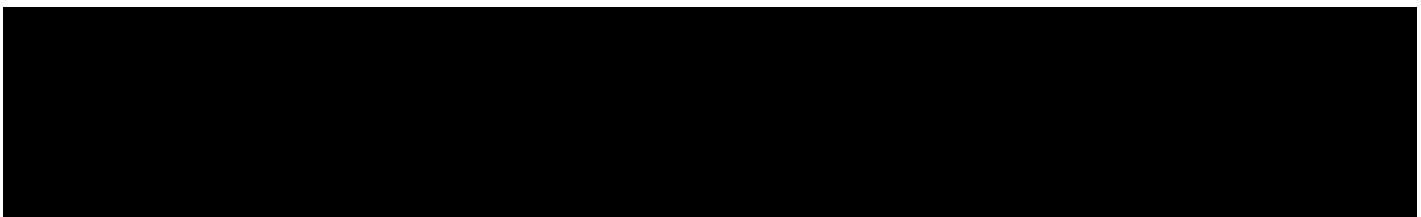
Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps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

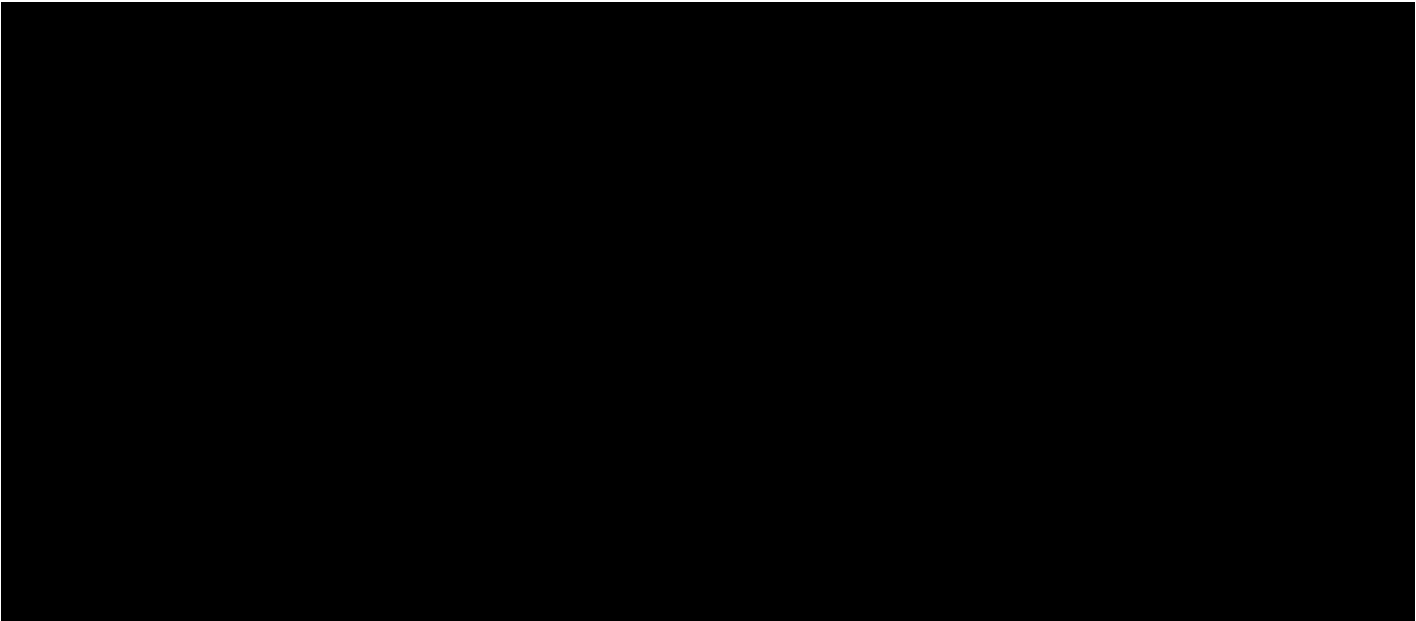
7/1/2021

Signature

Date

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

**Name:**

Marissa Comart

---

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

**GREAT OAKS CHARTER SCHOOL - NEW YORK CITY**

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.

No

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

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

No

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

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

No

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



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

No

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

☐ Yes ☒ No

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

No

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
<b>None</b>	<b>None</b>	<b>None</b>	<b>None</b>

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). **financial interest, write "None."**

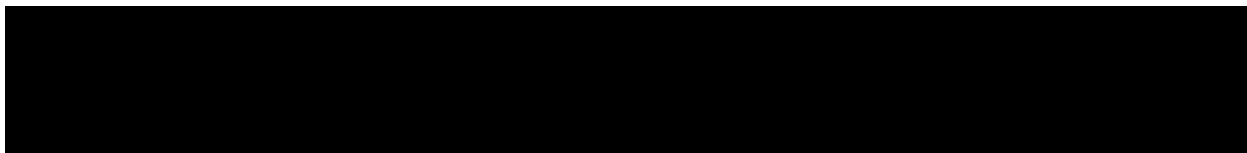
Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest
			N	No

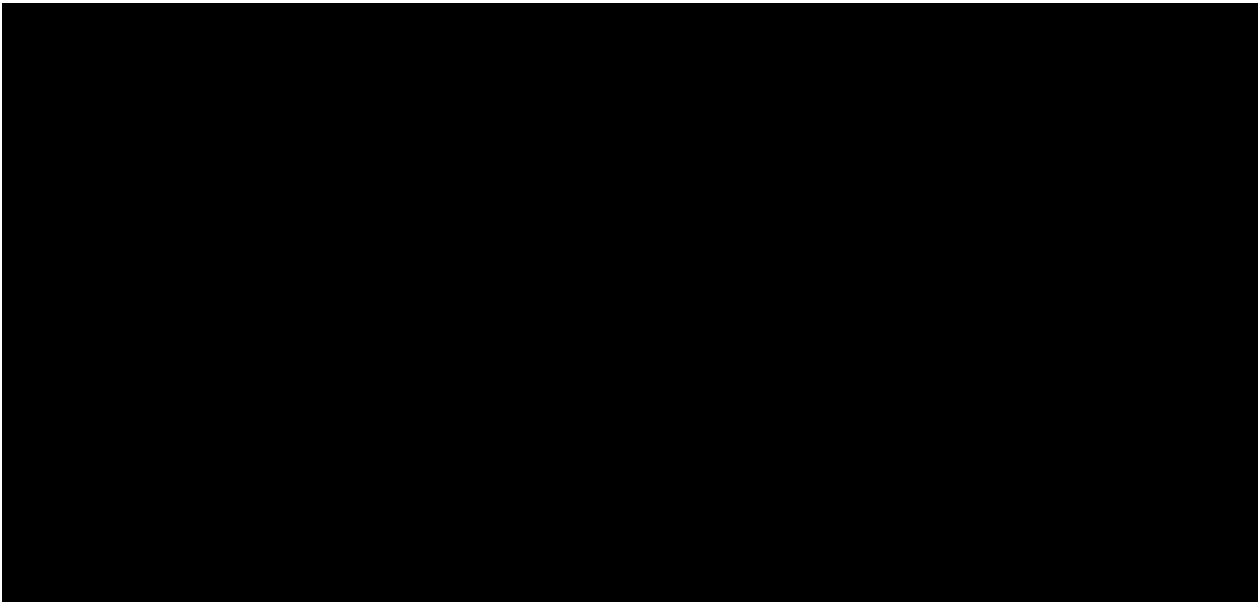
7/9/2021

Signature

Date

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





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

**Name:**

Molly Gurny

---

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

**GREAT OAKS CHARTER SCHOOL - NEW YORK CITY**

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

Member

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

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

N/A

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.

N/A

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

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

N/A

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.

N/A

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

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).

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest
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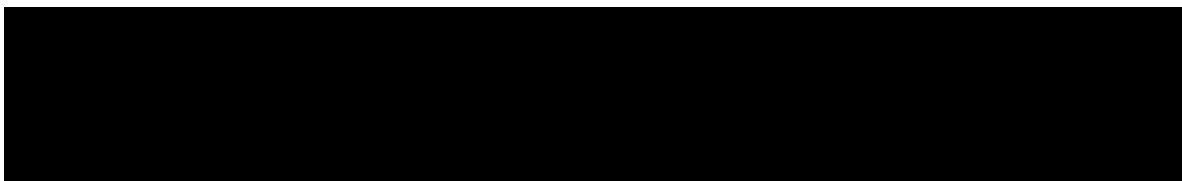
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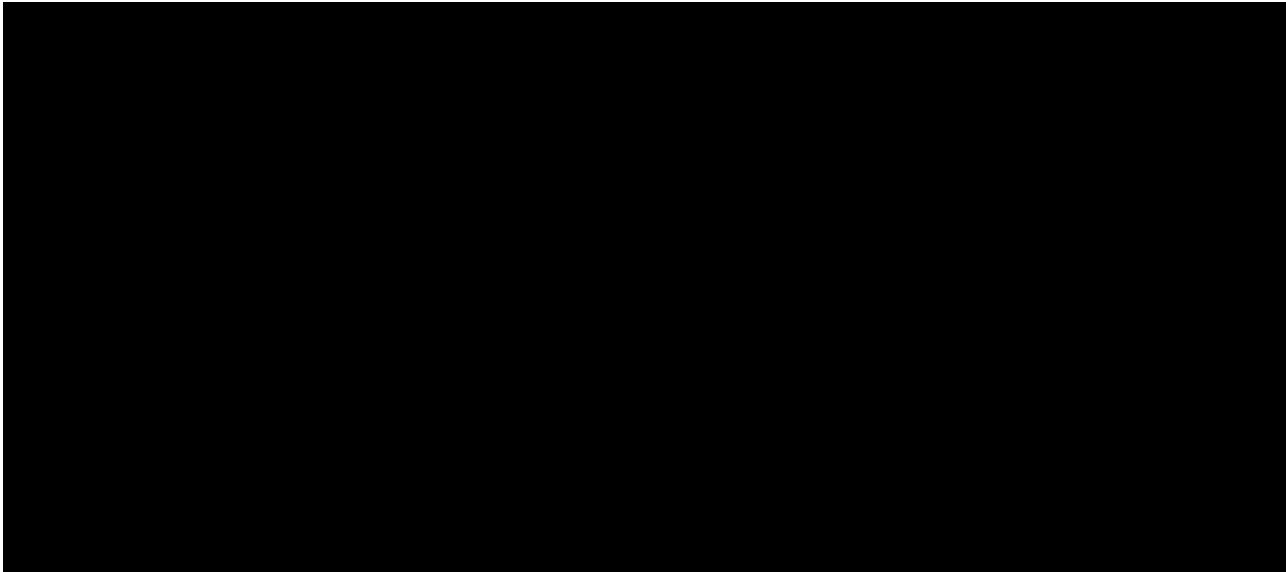
/30/2021

Signature

Date

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







**April Board Minutes (Virtual Meeting)**  
**Board of Trustees – GO NYC**  
**April 20, 2021**

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**Attendance:**

**GONYC:** B. Gallini, C. Smith, C. Riccardi, T. Wilson, S. Smith, D.Tang, J. Silkowitz

**BOARD:** S. Akselrad, J.McDonald, I. Rodriguez, H. Wang, T.Shaw

**GOF:** M. Duffy, L. Perkins, B.Chan, L. Perkins, M. Broschart

**Call to Order:** Board Meeting called to order by S. Akselrad at 5:34 p.m.

**March Board Meeting Minutes Approved 5:35 p.m.**

**Executive Director Report: B. Gallini**

- o Introduction of Jonathan Silkowitz
  - GO-NYC Founding High School Principal
- o Introduction of GO-NYC School Leadership Team
  - GO-NYC Middle School
    - Timberly Wilson - Principal
    - Blake Obi - Dean of HUM
    - Jessie Passaro - Dean of STEM
    - Conor Lynch - Lead Dean of Students
    - Troy Wilson - Dean of Students
    - Karissa Sworski - Fellows Academic Manager
  - GO-NYC High School
    - Jonathan Silkowitz - Principal
    - Claire Riccardi - Director of HS Design
    - Pamela Rodriguez - Dean of Students
    - Jaimie Lee - Lead Social Worker
- o GOF Walkthrough
  - Strengths
    - Evidence of Teachers & Fellows collecting and discussing multiple forms of student data
    - Teacher & Fellow collaboration
    - c
  - Areas of Growth
    - Fellows need support in understanding academic content
    - Staff and students noticed fatigue in classwork, especially when repeating tasks
    - Educators were too often over coaching students to correct answers
  - Strategies
    - Focus Fellow content knowledge
    - Enhance the culture of collaboration
    - Support educators in scaffolding texts and tasks



- Support educators in using models, think-alouds, and exemplars
- o Charter Renewal
  - Charter Authorizer, Kimberly Santiago will visit June 2, 2021
  - Visit Focus
    - Classroom visits
    - Leadership team focus group
    - Academic progress & performance
    - Attend board meeting (May 2021)
  - Charter Renewal Timeline
    - Begin Charter Renewal Process - March 2021
    - Gather Documentation and Begin Draft Application - April 2021
    - NYSED Pre-Renewal Site Visit - June 2021
    - Review Draft Application - July 2021
    - Submit Application - August 2021
    - NYSED Regents Vote - January 2022
- o GO-NYC Summer School 2021
  - Offered to All GO-NYC Students including incoming 6th and 9th Graders
  - July 6th-July 29th
  - 100% Virtual
  - Conor Lynch, Director of Summer School
- o GO-NYC Middle School Update
  - Staffing
    - Intent to Return Survey sent to staff on March 1st
      - o Undecided - 4
      - o Not Returning - 2
      - o Not Renewing - 2
    - New Hires
      - o Science - 1
      - o Math - 2
      - o ELA - 1
      - o Social Studies - 1
    - Offer Letters will be sent on Monday, April 26
  - Academics
    - Mastery Season ends May 7th, 2021
      - o ELA Dress Rehearsal Data
        - Overall Pass Rate: 39%
        - Grade 6: Improved from 8% to 37%
        - Grade 7: Improved from 31% to 38%
        - Grade 8: Improved from 9% to 42%
      - o Math Dress Rehearsal Data
        - Overall Pass Rate: 26%
        - Grade 6: Improved from 7% to 15%
        - Grade 7: Improved from 23% to 42%
        - Grade 8: Improved from 13% to 21%

- o Mastery Final Exams
  - Administered remote and onsite to specific students
  - Released state test items
  - ELA: April 20 & April 21
  - Math: May 4 & May 5
- o NYS Exams
  - Testing survey sent to families
  - Administered onsite to hybrid students only
  - ELA: April 29
  - Math: May 13
  - NYSED waiver results expected in June

#### **GO-NYC HS Update: J. Silkowitz & C. Riccardi**

- GO-NYC HS Staffing
  - o Content Teachers
  - o Special Education Teachers
  - o Fellows
  - o Specials Teachers
- Academics
  - o Digital Curriculum
    - Math & Science
    - ELA & Independent Reading: Renaissance Learning
    - Health: Peer Health Exchange
    - Inquiry: Global Nomads Group
  - o Extracurriculars
    - Writopia
    - NYC Debate League
    - NYC FIRST Robotics
    - Girls Who Code
  - o Professional Development
    - Lavinia Group support
    - Instruction & lesson planning
    - Classroom management

#### **GO-NYC Facilities Update: M.Duffy**

- Continuous search
- Motion to authorize B. Gallini for 2 year extension at 38 Delancey 6:56 pm

#### **GO-NYC Finance Update: H. Wang & B. Chan**

- GO-NYC HS Staffing
  - o Content Teachers
  - o Special Education Teachers

- o Fellows
- o Specials Teachers
- o Motion to accept chromebook purchase from ACS 7:05 pm

**Adjournment: 7:05**

**Attendees:**

- Board Members
  - Susan Mustokoff Akselrad
  - Ivan Rodriguez
  - Joe McDonald
  - Howard Wang
  - Josh Thomases
- School Team
  - Brett Gallini
  - Claire Riccardi
  - Downey Tang
  - Kate Boyle
  - Sherita Smith
- Foundation Team
  - Lauren Perkins
  - Ben Chan
- Community
  - Joseph Messina
  - Matthew Astrachan

**Approval of Minutes:** Susan made a motion to approve the December 2020 minutes. The motion was made, second and unanimously approved.

**Executive Director Report:** Brett Gallini led a presentation on the state of the school and focused on the following areas:

- *Enrollment:* Discussed outreach and marketing to promote the school. Applications for high school are strong and outreach efforts will help to boost applications to the middle school.
- *Status of Remote Instruction:* Tentative return to school is 3/1 or 3/15. Reviewed in person learning schedule and attendance data.
- *Mastery Curriculum: Preparation for State Exams February 1- April 16*
  - Schedule: Monday-Wednesday prioritizing ELA and Math, Thursday-Friday in person learning to focus on social and emotional learning (SEL)
  - Fellows: Will support with small group instruction within 80 minute blocks of ELA and Math
  - iReady: School purchased new software that will serve as a state exam simulation. The data will be shared with the Authorizer (SED) and will be used as part of evidence to track students' program.
  - Financial incentives: Spot bonus program to reward anyone working with students. The criteria will focus on two areas: professional and personal learner and student outcomes.
- *Covid-19 Vaccine & Staff Impact:* Vaccine eligibility for staff and PPE requirements for school reopening.

- *Corrective Action Update:* Authorizer will focus on data, either NYS ELA and Math exams and/or iReady data. An onsite or virtual authorizer visit will take place in a couple months; the state will follow up with a written report.

**High School Report:** Claire Riccardi shared an update on the launch of GO-NYC High School.

- *Ninth Grade Enrollment:* Reviewed list of returning 8th grade students and external applications. Discussed outreach efforts to promote the high school in the community.
- *8th Grade Transition:* Meeting with students and parents to prepare them for high school. Individual meetings are scheduled as needed.
- *Hiring:* The Principal and teacher job descriptions are posted. Currently vetting resumes for the Principal position to begin 5/1.
- *Extracurriculars:* The high school will offer debate, robotics, Global Nomads, and Girls Who Code.

**Finance Report:** Howard Wang and Ben Chan reported on the school's financial health. The budgeting process for FY 22 will begin soon. Spending is currently aligned with the budget. The team is reviewing additional grants the school may be eligible for. Overall, the financial health of the school is strong.

**Facilities:** Lauren Perkins, Joseph Messina and Matthew Astrachan presented on the short and long term facility plan for the existing building and two potential sites. Proposals for new sites received by the school's realtors. The proposals will be vetted and a response generated by the school's representation.

**Open Forum:** Discussed staff and student physical and emotional health during remote learning.

**Adjournment:** There being no further business to come before the Board, the meeting was adjourned at 6:55pm.

**October Board Minutes (Virtual Meeting)**  
**Board of Trustees – GO NYC**  
**December 15, 2020**

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**Attendance:**

**GONYC:** B. Gallini, C. Smith, C. Riccardi, K. Boyle, D. Tang, T. Wilson, J. Passaro, B. Obi

**BOARD:** S. Akselrad, J. McDonald, I. Rodriguez, H. Wang, A. Bhatia

**GOF:** M. Duffy, J. Thomases, L. Perkins, B. Chan

**Call to Order:** Board Meeting called to order by S. Akselrad at 5:33 p.m.

**November Board Meeting Minutes Approved**

**Executive Director Report: B. Gallini**

- o 100% Remote Update
  - School will be 100% until 1/20
  - Has since been updated until further notice, due to high positivity rates and new strain
  - Attendance has improved
  - Plan to come back at some point
  - State tests have been ordered and will be simulated and provided whether we are hybrid or remote
- o Curriculum Improvement
  - Data- connecting data with the work
  - New data dashboard update
  - Bi-weekly quizzes
  - Increases of ELA + Math scores; we have improved coursework and tutorial
  - Attendance improvement
    - Deans working on support and follow up, urging students to attend classes with phone calls and texts.

**Data Dashboard: D. Tang**

- o Pinpoint locations of student by score
  - o Average attendance rates
  - o Which periods are missing the most
- o Student data page
  - o Scores tracker
  - o Quiz data reporting

### **GO-NYC Principal Update: T. Wilson**

- Achieving 40/40 Goal
  - Dean Passaro and Dean Obi use observations and feedback
  - Sharing best practices from within; teacher to teacher
  - Plans to visit Neighborhood Charter School
- Data & Assessment
  - IA will be dress rehearsal to NY State Tests
  - Align our assessments with NYS Exam
  - Biweekly quizzes
  - Frequent and focused on standards
- Intellectual Prep
  - Unpack of unit
    - Lesson plan feedback
  - Whole team meetings (Grade and Content)
    - Content specific PD

### **Facilities Update: M.Duffy**

- Location update
  - 38 Delancey Street
    - 2 Leases exists for 2nd and 3rd floor
    - Lineup lease expiration dates
    - Extending everything 3 years
  - Our Lady of Pompeii
    - Waiting for response from Archdiocese
  - 80 Pine
    - Waiting for new updates with entrance accommodations
  - 41 Broad Street - Leman Manhattan Prep
    - LMP may vacate
    - Subsidize between balance owed to management + Leman

### **Finance Update: H. Wang & B. Chan**

- Balance of accounts update
- Less cash burn in November
- Cost saving methods with shift to remote

### **Adjournment**

**7:15**

**July Board Minutes (Virtual Meeting)**  
**Board of Trustees – GO NYC**  
**July 21, 2020**

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**Attendance:**

**GONYC:** B. Gallini, T. Wilson, C. Riccardi, C. Smith, K. Boyle

**BOARD:** S. Akselrad, M. Comart, I. Rodriguez, M. Gurney, H. Wang, A. Bhatia

**GOF:** M. Duffy, J. Thomases, L. Perkins, T. Shaw

**Call to Order:** Board Meeting called to order by S. Akselrad at 9:06 a.m.

**June Board Meeting Minutes Approved**

**GO-NYC School Re-Opening Plan: COVID-19**

- Brett introduced the reopen plan. Overall teaching, learning, operations and facilities
  - School days should mirror a normal school day, with the exception of the adjustments needed for hybrid classes
- Chandel discussed operations and facilities plans for building use and cleanliness
  - School will be stocked with PPE items for students and staff
  - Creating a safe and comfortable environment
- Adjustments may be made if circumstances change

**Hybrid Model Classroom Experience: B.Gallini and T.Wilson**

- Enrollment strategy, Brett
  - Ongoing enrollment for additional students
  - Talking up our solid reopening plans, hybrid model, tutors, social distancing, etc
- Curriculum Overview, Timberly
  - Lens of in school experience vs virtual experience
    - Making adjustments for classroom size
    - Appropriate social distancing
    - Swivl technology

**Fellows Program SY 20-21: K. Boyle**

- Onboarding August 3rd
  - Staggered onboarding to promote social distancing.
    - Some in school while others virtual
- Safety plan for housing
  - Cleaning every month beginning August and ending October
- Tutorial Curricula Overview
- Role of Fellows

**GO-NYC High School Design Update: C. Riccardi**

- Grades 9-12 Curriculum



- Grades 9,10,11 - Core curriculum focus
  - Grade 12 - Depth focus
- Overview of H.S. experience 9-12 grade
- Year over year snapshot
- Personalized learning
  - Content Strand
  - Inquiry Strand
- Fellow Roles and Responsibilities
  - Mastery - Academic Role
  - Leadership - Post Secondary Role
  - Community - Mentoring Role
- Metrics
  - Graduation Pathway
  - Strong Attendance
  - Requirements
    - Standardized test benchmarks
      - Regents
      - SAT
      - ACT
  - Academic Indicators
    - GPA
    - AP courses
- Co-curricular Activities
- Recruitment Goal
  - Current GO-NYC student recruitment
  - External charter schools

### **High School Presentation: M. Duffy & A. Bhatia**

- Update on HS Facilities
- Location is an active school, ready to move in
- Potential to move into contract in 2-3 weeks

### **Board Business**

- Overview of committee
- Next meeting in September

### **Adjournment**

**March Board Minutes (Virtual Meeting)**  
**Board of Trustees – GO NYC**  
**March 16, 2021**

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**Attendance:**

**GONYC:** B. Gallini, C. Smith, C. Riccardi, D. Tang

**BOARD:** S. Akselrad, J. McDonald, I. Rodriguez, H. Wang, M. Comart, M. Gurny, T. Shaw

**GOF:** M. Duffy, J. Thomases, L. Perkins, B. Chan, L. Perkins

**Call to Order:** Board Meeting called to order by J. McDonald at 5:36 p.m.

**February Board Meeting Minutes Approved 5:37 p.m.**

**Executive Director Report: B. Gallini**

- o In Person Resumes March 18th
  - 40% Hybrid: In-Person Th/Friday
  - 60% Fully Remote
- o Staff Vaccinations
  - 52% Fully Vaccinated
  - 70% Fully Vaccinated in the next 2.5 weeks
- o Safety & PPE
  - Staff Using Clear to Go App for clearance
  - Masks for all
  - Sanitizer and Hand Washing is encouraged
  - Outdoor activities encouraged
  - Meals in classroom
  - Strict cleaning procedures in place
- o GO-NYC Founding Leadership Team
  - Jonathan Silkowitz, Principal
  - Claire Riccardi, Director of High School
  - Pamela Rodriguez, Dean of Students
  - Jaimie Lee, Lead Social Worker
- o Enrollment Update
  - Enrollment Projections
  - Student Intent to Return forms have been shared with families on 2/12
  - 58 6th Grade Applications, with a 100 seats to fill (38 Delancey)
    - 16 Potentially incorrect applications need to be verified
      - o This is based on DOB versus Grade applying to
      - o Could add an additional 16 applications to 6th Grade
  - Need to backfill 7th grade seats to make up for 2019-2020 enrollment challenges. 65 6th graders will transition to 7th grade
- o GO-NYC Summer School 2021
  - o 5 Week Rapid Recovery Summer School

- Offered to all families
- Mandated for students failing Math, ELA or Both
- Offered to incoming 6th Graders as a Readiness Program
- o Flow of the Day
  - Novel Study: 45 Minutes on Monday-Thursday
  - Guided Reading: 30 Minutes on Monday-Thursday
  - Close Reading: 45 Minutes on Monday-Wednesday
  - Story Problems: 45 Minutes on Monday-Thursday
  - Targeted Math Small Groups: 30 Minutes on Monday-Thursday
  - Daily Enrichment: 20 Minutes

#### **GO-NYC Finance Report: B.Chan & H.Wang**

- GO-NYC Financial Update
  - o Greater than 2 months in reserve.
  - o ESSR 2, four times larger going into 2023
  - o ESSR 3, 2x larger going into 2024

#### **GO-NYC Facilities Update: M.Duffy**

- Our Lady of Pompeii visiting GO-NYC on 3/18
  - o Competition
    - Manhattan Childrens Center, Success Academy
  - o Possibility to split site
    - MS at Pompeii
    - HS at 38 Delancey
  - o Last option is to incubate 9th Grade at 38 Delancey

**Adjournment: 6:33**

**February Board Minutes (Virtual Meeting)**  
**Board of Trustees – GO NYC**  
**February 23, 2021**

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**Attendance:**

**GONYC:** B. Gallini, T.Wilson, C. Smith, C. Riccardi, K. Boyle, D. Tang, J. Passaro, B. Obi, S. Smith

**BOARD:** S. Akselrad, J.McDonald, I. Rodriguez, H. Wang, E. Case, M. Gurny, A.Bhatia

**GOF:** M. Duffy, J. Thomases, L. Perkins, B.Chan, L. Perkins

**Call to Order:** Board Meeting called to order by S. Akselrad at 5:33 p.m.

**January Board Meeting Minutes Approved 5:34 p.m.**

**Executive Director Report: B. Gallini**

- o Return To School March 18th
  - M-W: Virtual and Th-Friday: In-person for hybrid students
  - Social Emotional Learning (SEL) is prioritized, while instruction continues
  - Principal team continues to develop teachers
  - Data collection is strong, occurs daily in Mastery.
- o SY 22 Outlook
  - Intent to Return shared with staff. March 1st deadline
  - March Teacher conversations
    - Principal team engages teachers in conversations about next year
  - Organization set by May
    - MS Return Offers
    - MS/HS offers extended
    - 90% of positions filled by June 15
- o GO-NYC HS Principal Hire
  - Application closed 2/21 - 48 Applicants
    - 11 advanced to Round 1: Zoom initial interview: Completed.
    - 6 advanced to Round 2: Pre-work tasks: Completed.
    - 4 selected to advance Round 3: Principal Hiring Committee.
  - Demographics
    - 50%, People of color
    - 3 Male/1 Female
    - 3 out of 4 candidates have charter experience
    - All candidates have at least 20 years of public school (including public charter) experience in NYC
    - All candidates have either been an Assistant Principal or Principal
  - Decision Process
    - Two finalists identified by committee

- Brett, Claire and Josh engage in a final discussion with both finalists
  - Start Date: May-June depending on prior professional commitments
- o Enrollment Projections
  - Student Intent to Return forms have were shared with families on 2/12
  - 58 6th Grade Applications, with a 100 seats to fill (38 Delancey)
    - 16 Potentially incorrect applications need to be verified
      - o This is based on DOB versus Grade applying to
      - o Could add an additional 16 applications to 6th Grade
  - Need to backfill 7th grade seats to make up for 2019-2020 enrollment challenges. 65 6th graders will transition to 7th grade
  - 102 7th graders will transition to 8th grade .
  - Rising 9th Graders: Continue to engage families **to and through** the lottery and summer.

### **MS Update - Mastery Season: T. Wilson, J.Passaro, B.Obi**

- o Mastery Season
  - o February 1st-May 7th
  - o Spring Exams
    - ELA - April 20th and 21st
    - Math - May 4th and 5th
  - o Daily Instructional Schedule
    - M,T,W - 8:00 am - 2:20 pm
      - 20 Minutes Morning Advisory
      - 80 Minute Blocks
        - o ELA & Math 80 Minutes each
        - o Combined cohorts
        - o Supported by all STEM & HUM team members including Fellows
        - o 10 minute brain breaks
      - 40 Minute Science and SS Blocks
        - o Supported by 3 or more educators
    - TH,F - 8:00 am - 1:00 pm
      - 30 Minute Advisory
      - 40 Minute Content Blocks
      - 40 Minute Tutorial Sessions
      - Earlier dismissal
  - o ELA Mastery
    - Targeted, small group instruction
    - Multiple Choice and Writing practice

- Guided practice and Independent practice
  - Grade level standard aligned work and adaptive iReady programming
- o Math Mastery
  - Phase 1: Targeted Content Review. Focusing on one unit at a time
  - Phase 2: Mixed Content Review. Mini versions of State exam
- o I-Ready - Personalized Learning
  - **Standards-aligned** computer based instruction on Reading & Math content & skills
  - **Personalize pathways** to growth with precise instruction that is guided by *i-Ready Assessment* data
  - **Motivate students** to persist in building their skills
  - **Provide scaffolded support** that meets the needs of all students, especially English Learners
- o Feel Good Friday
  - Socio-Emotional Support. Participate in extracurricular activities that promote social-emotional well-being centered around student choice
    - Virtual Field Trips
    - MBSK
    - Grade Pride Meetings
    - High Interest Clubs
      - o Gaming
      - o Streaming
      - o Fashion
      - o Rap Battle

#### **GO-NYC Finance Report: B.Chan & H.Wang**

- GO-NYC Financial Update
  - o On Budget Target
    - 2 Million in bank account
    - Per pupil deposit on the horizon
    - Reduction of expenses due to remote and budgeting
    - Operations and Facilities over budget, due to PPE

#### **GO-NYC Facilities Update: M.Duffy**

- Visit to Our Lady of Pompeii
  - o February 22nd
  - o JLL Feedback
  - o Determine physical needs
  - o Schedule of renovations and costs
  - o Upgrades to existing Pompeii facilities
- Current landlord presenting difficulties with negotiations
  - Does not want to adjust/renew lease

**Adjournment: 7:01**



**April Board Minutes (Virtual Meeting)**  
**Board of Trustees – GO NYC**  
**May 18, 2021**

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**Attendance:**

**GONYC:** B. Gallini, C. Riccardi, T. Wilson, S. Smith, J. Silkowitz

**BOARD:** S. Akselrad, J. McDonald, I. Rodriguez, H. Wang, T. Shaw

**GOF:** M. Duffy, L. Perkins, B. Chan, L. Perkins, M. Broschart

**Call to Order:** Board Meeting called to order by S. Akselrad at 5:34 p.m.

**April Board Meeting Minutes Approved 5:35 p.m.**

**Executive Director Report: B. Gallini**

- o Current State of GO-NYC: Health
  - Two staff members have tested positive for COVID-19
    - August 2020 and while remote
    - Both have recovered and healthy
  - 75% of staff members have received the COVID-19 Vaccine
  - Closure due to COVID-19
    - October 2020 - One week
  - No recent COVID related issues
- o School Calendar Adjustments
  - Opened successfully in August 2020
    - Hybrid model
    - 60% preferred 100% remote option
    - 3 in person days, 2 remote days for the remaining 40%
    - Moved to 100% remote in winter, starting with Thanksgiving Break
    - Resumed Hybrid approach in March 2021
- o Enrollment
  - Challenge for all schools
    - Maintained stable enrollment throughout school year, with 266 enrolled scholars
    - Less than 4 families left GO-NYC
    - Was able to replace seats of families that left GO-NYC
- o Academics
  - Academic Gains, 40/40 Goal
  - New Data System & Tracking
    - Student demographics
    - Average attendance 93%
    - ELA Passing Rate
      - o Beginning of the year: 16%
      - o Midyear: 39%



- o End of year: 61%
- Math Passing Rate
  - o Beginning of the year: 15%
  - o Midyear: 27%
  - o End of year: 38%
- Rapid Recovery (Summer School)
  - Offered to all GO-NYC Students and incoming students
  - Monday-Thursday
    - o July 6- July 29th
  - 100% Virtual
- o Charter Renewal
  - Charter Authorizer, Kimberly Santiago
  - Charter Renewal Timeline
    - Begin Charter Renewal Process - March 2021
    - Gather Documentation and Begin Draft Application - April 2021
    - NYSED Pre-Renewal Site Visit - June 2021
    - Review Draft Application - July 2021
    - Submit Application - August 2021

#### **Middle School Update: T. Wilson**

- o Staffing
  - Returning Teachers: 16
  - Teachers who did not receive an offer back: 4
  - Teachers not returning: 5

#### **High School Update: J. Silkowitz**

- Planning for a successful launch at 38 Delancey
  - o Staffing: Extended offers to 3 candidates
  - o Retreat: Informal staff meetup planned for June
  - o Staff onboarding begins 8/9
- Enrollment
  - o Target: 90 Students
    - 75 Students currently in 8th Grade will join us for 9th Grade
    - 7 families have accepted seats, yet to complete registration
    - 8 families have completed registration
    - 17 families are in process of completing registration

#### **GO-NYC Finance Update: H. Wang & B. Chan**

- Budget adjustments due to enrollment

#### **GO-NYC Facilities Update: M.Duffy**

- Continuous search
- “Blue School” was not a fit

**Adjournment: 7:05**

**November Board Minutes (Virtual Meeting)**  
**Board of Trustees – GO NYC**  
**November 17, 2020**

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**Attendance:**

**GONYC:** B. Gallini, C. Smith, C. Riccardi, K. Boyle, D. Tang, B. Obi, J. Passaro

**BOARD:** S. Akselrad, J. McDonald, I. Rodriguez, H. Wang, M. Comart, T. Shaw, A. Bhatia,

**GOF:** M. Duffy, J. Thomases, L. Perkins, B. Chan, L. Perkins, M. Broschart

**Call to Order:** Board Meeting called to order by S. Akselrad at 5:34 p.m.

**October Board Meeting Minutes Approved at 5:36 p.m.**

**GO-NYC & GOF Walkthrough**

- Walkthrough Baseline
  - Intellectually demanding
  - Empowering
  - Active Engagement
  - Growth Mindset and High Expectations
- Walkthrough Tools
  - Marshall Rubric
  - Teachboost
  - GO-NYC Classroom and Tutorial Observation Tool
  - GO-NYC Board Member Classroom and Tutorial Observation Tool
  - Student, Fellow and Teacher Interview Guide
- Research Instruments
  - Classroom Observations
    - 12; 6 virtual, 6 in-person
  - Tutorial Observations
    - 3; 2 in-person, 1 virtual
  - Student work analysis
  - Interviews with students, 12
  - Interviews with teachers
    - 8; ELA and Social Studies, 2 SpEd teachers
  - Interviews with 3 ELA Fellows
- Strengths
  - Curriculum
    - Lavinia curriculum has been helpful in tutorial
  - Caring adults
    - Every educator expressed care and support for students, delivering a welcoming environment
  - Systems and Structures
    - Grade team meetings have helped align Classroom instruction and tutorial
- Growth Areas

- o Unpacking units, Teacher skill
    - Teachers struggled to unpack units into daily lesson plans and to bring content to life in classroom
  - o Engaging and empowering in remote learning
    - Teachers and Fellows are better at engaging students who are 100% virtual
    - Hybrid classrooms provide opportunities for growth
- Opportunities
  - o Systems and Structures
    - Established schedules and systems allow for greater collaboration between Teachers and Fellows
  - o Resources to support student learning
    - Teachers have benefited from using the same resources.
    - Evidence from Lavinia resources in Tutorial could be translated to ELA.
    - Social Studies uses resources from Neighborhood Charter Schools.
- Strategies to Increase Rigor
  - o Strengthen Delivery of Classroom Lessons
    - School and Foundation collaborate on a training schedule. Building the skills in translating larger units into daily lesson plans
      - Making sense for teachers
      - Daily lesson plan design and delivery
      - Empowering student ownership of learning
      - Assessment to drive learning
    - Strengthen Engagement in Virtual Learning
      - Train Teachers and Fellows in best practices in Virtual Student engagement
        - Strengthening the Fellow and Teacher connection. Provide Teachers with an opportunity to observe Fellows.
        - Continue to focus on the skills associated with close reading
    - Develop System to Address Student Participation
      - Develop a tiered intervention process that addresses Student participation
      - Address technical challenges facing Students

#### **GO-NYC Facilities Report: M. Duffy & A. Bhatia**

- Joined by JLL representatives, Matthew Strachan & Joseph Messina
- Facilities update
  - o Leman Lower School
    - Has extra space that they do not need and have to fill it
    - Negotiable depending on their relocation to 25 Broadway
    - Gym and pool
  - o Our Lady of Pompeii School
    - Private Entrance on Bleecker St and Leroy Street
    - Gym on lower level

- Immediate move in

### **GO-NYC Finance Report: B. Chan**

- Financial Dashboard
  - October Cash Balance
    - Cash Balance \$1,975,434
    - Cash Burn \$669,106
    - Reserve in months, 2.56
  - October Balance Sheet
    - Current Ratio (Current assets to current liabilities) is 1.72
  - Operating Statement
    - \$341,271 above budget.

### **GO-NYC Executive Director Report: B.Gallini**

- Response to COVID
  - Watching DOE and NYC reporting and percentages, regarding the closure of schools and impacted neighborhoods
  - Can pivot or remote at any time, following the guidance and percentage of positive cases
- **GO-NYC Enrollment Updates: C. Smith**
  - Enrollment Outlook
    - High School Update:
      - Many current GO-NYC 8th Graders have expressed interest in GO-NYC for 9th Grade, should fully enroll 9th Grade
    - Middle School Update:
      - Schoolmint application is live
      - Planning for marketing and promo; Social Media, Spotify & Pandora

**Adjournment**

**7:04 p.m.**

**May Board Minutes (Virtual Meeting)**  
**Board of Trustees – GO NYC**  
**June 15, 2021**

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**Attendance:**

**GONYC:** B. Gallini, C. Riccardi, T. Wilson, S. Smith, J. Silkowitz, D. Tang

**BOARD:** S. Akselrad, J. McDonald, I. Rodriguez, H. Wang, T. Shaw

**GOF:** M. Duffy, L. Perkins, B. Chan, L. Perkins, M. Comart, J. Thomases

**Call to Order:** Board Meeting called to order by S. Akselrad at 5:33 p.m.

**May Board Meeting Minutes Approved 5:33 p.m.**

**Executive Director Report: B. Gallini**

- o NYSED Site Visit 6/2/21
  - Welcome and Schedule
  - ELA Classroom Visits: Grade 7
  - Leadership Focus Group
  - Math Classroom Visits: Grade 7
  - GO-NYC High School Launch
  - Science Classroom Visits: Grade 6
  - Close Out Meeting
- o Charter Renewal Timeline
  - Review and Edit Draft Renewal Application
  - On target with timeline
- o Enrollment
  - Outreach Initiatives
    - Community Board 3
    - Partnership with local community shelters
    - Registration office hours and in-person support
    - Recruiting Campaign for Registration
    - Print advertising, subway panels
    - Street Crews
  - GO-NYC Rapid Recovery: Summer School
    - 15 Days of Intensive Summer School
    - Offered to ALL GO-NYC students, including new families
  - MS & HS Academic Calendars
    - Second week of August begins Staff PD
    - Orientation August 23rd

**Middle School Update: T. Wilson**

- o MS Graduation
  - 6th and 7th Grade Move-Up Ceremony: Tuesday 6/15 (Virtual)

- 8th Grade Graduation: Wednesday 6/16 (Virtual)
  - Morning Ceremony (Zoom)
  - Afternoon Reception (In-Person)

**GO-NYC Finance Update: H. Wang & B. Chan**

- Finance Dashboard
  - Balance Overview
  - Cash burn on target
  - Enrollment 265 (SY 21)
- SY22 Budget Overview
  - Enrollment Target 320 (SY 22)

**Motion to approve budget 6:12pm**

**Motion approved 6:13pm**

**GO-NYC Facilities Update: M.Duffy**

- Reviewing another site in the Fall
- Will share in September about potential locations coming soon

**Adjournment: 6:15**

**October Board Minutes (Virtual Meeting)**  
**Board of Trustees – GO NYC**  
**October 20, 2020**

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**Attendance:**

**GONYC:** B. Gallini, C. Smith, C. Riccardi, K. Boyle, D. Tang

**BOARD:** S. Akselrad, J. McDonald, I. Rodriguez, H. Wang

**GOF:** M. Duffy, J. Thomases, L. Perkins, B. Chan, L. Perkins

**Call to Order:** Board Meeting called to order by S. Akselrad at 5:36 p.m.

**September Board Meeting Minutes Approved**

**GO-NYC Finance Overview: B. Chan**

- o Financial Dashboard
  - Overview of balances.
  - Budget vs Actual. Should be on track. Operational expenses decrease over time, during the school year
  - Per Pupil Invoice came in 10/20. Enrollment revision
- o Fundraising opportunities
  - Grant opportunities

**Executive Report: B. Gallini**

- o Enrollment Demographics
  - o IEP Students - 34%
  - o English Language Learners - 8%
- o Quiz Data - 97% completion in Math & ELA
  - o Bi-Weekly Quizzes in ELA and Math
    - 6th Grade
      - ELA Quiz #1 - 62%
      - ELA Quiz #2 - 47%
      - Math Quiz #1 - 38%
      - Math Quiz #2 - 39%
    - 7th Grade
      - ELA Quiz #1 - 71%
      - ELA Quiz #2 - 71%
      - Math Quiz #1 - 52%
      - Math Quiz #2 - 57%
    - 8th Grade
      - ELA Quiz #1 - 59%
      - ELA Quiz #2 - 62%
      - Math Quiz #1 - 34%
      - Math Quiz #2 - 50%



- o MAP Testing results overview
  - 94% completion in Math & ELA
    - Slightly lower than last year but this was the first time remote testing
    - Ongoing connectivity issues
  - Increase from 32.62% of students in the 50 percentile in 2019, to 43.6% in 2020, for ELA
  - Dramatic increase in the number of students with valid Fall to Fall growth metrics, from 2019 to 2020 - 83 students to 168 students
  - 18% decrease of students who fell within the bottom quartile in 2019.
- o In November we will begin to quiz on Sci and S.S.
- o Schedule Changes
  - o COVID-19 School Schedule Implications
  - o November 25th-January 19th
  - o Prep for 100% Remote
    - Increased communication between school and home
    - Hotspots ordered to support home internet
    - PD focusing on engagement strategies while remote
    - Structured shutdown and reopen of spaces
- o GO Foundation Structured Walkthrough
  - o A number of changes have been put in place to improve outcomes for our students
  - o New curriculum has launched and teachers are being developed at a level never seen before at GO-NYC
  - o GO-NYC Glows
    - Cohesive curriculum across all subject areas
    - New assessment program
    - New curriculum for Fellows
    - Intensive PD for all, including Fellows
  - o GO-NYC Grows
    - Increase rigor across the board
    - Less direct teaching with low level questioning
    - Many teachers are handling the cognitive lift, not students.
- o GO-NYC 2021-22 Enrollment Season and New Website
  - o Enrollment for 2021-22 recruitment for MS and HS
  - o New website. Engaging and attractive
    - MS Section
    - HS Section

### **GO-NYC Facilities Update: M.Duffy**

- GO-NYC High School: 3 Options
  - Option 1: Remain at 38 Delancey
    - Already use space
    - Easy to execute
    - Tight space, limited to 50 freshmen
    - 2nd floor lease expires in August
    - Short term option
  - Option 2: Return to St. Joes
    - Large enough space of MS or all GO-NYC
    - Massive renovation needed
  - Option 3: JLL scouting promising alternatives
    - Move in ready locations
    - Potential for price negotiation due to market trends

### **Moral Update**

- Teachers
- Fellows
  - Pathways for Fellows to become Full-Time GO-NYC Teachers
  - Strategy for growth and planning
  - Wellness Wednesdays (Once a month)

### **Adjournment**

**7:17**

**September Board Minutes (Virtual Meeting)**  
**Board of Trustees – GO NYC**  
**September 10, 2020**

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**Attendance:**

**GONYC:** B. Gallini, C. Smith, K. Boyle, D. Tang

**BOARD:** S. Akselrad, M. Comart, I. Rodriguez, M. Gurney, H. Wang, A. Bhatia

**GOF:** M. Duffy, J. Thomases, L. Perkins, T. Shaw

**Call to Order:** Board Meeting called to order by S. Akselrad at 6:03 p.m.

**July Board Meeting Minutes Approved**

**GO-NYC School Re-Opening Overview**

- o Recap of School Launch
  - 100% remote or hybrid option given to families
  - First day of school 8/24, orientation
  - Successful open!
- o 3 weeks after opening our first positive COVID case
  - Shifted to 100% remote instruction
  - Allowed for 17 days of isolation from the last day the student was present in school
- o Question and clarification about screening and contact tracing procedures

**Push to 40% ELA and Math proficiency**

- o Previous School Year
  - o 24% ELA & 25% Math
- o NWEA - MAP
  - o 9/29-10/1
- o Growth reporting
  - o Teacher
    - Track observation and feedback
    - Pair with student achievement cycle
  - o Student IA's
    - 10/19-10/30 - ELA, Math, S.S.
  - o Dress Rehearsal
    - 3/8-3/12 - ELA
    - 3/22 - 3/26 - Math
    - 5/11 - 5/12 - Science

### **Committee Overview: S. Akselrad**

- Attendance Committee
  - Joe McDonald
  - Molly Gurny
- Facilities & Real Estate
  - Anan Bhatia
- Finance
  - Ben Chan
  - Howard Wang
- Advisory
  - Marissa Comart
- Community Engagement
  - Ivan Rodrigues

### **GO-NYC High School Update: B. Gallini**

- High School Identity
  - 8th - 9th Grade Transition: Culture and Identity
    - Designing spring experiences for current 8th graders and families
    - Adjusting the 9th Grade curriculum and structure to create a successful transition for 8th grade students
- Space and Branding
  - Working to rebrand our space at 38 Delancey for 9th Grade
    - Making HS feeling distinctly different from MS
    - Reorganizing space to ensure 9th grade students feel different from HS
    - Planning our program to ensure HS level expectations are different from MS
- Recruitment Plan
  - Current Families
    - In house enrollment center
    - Surveys (Students and Families)
    - Webinars
  - K-8 Charters
    - Mailings to families
    - Webinar Presentation
    - Phone outreach
  - DOE Elementary & MS
    - Mailings to relevant districts
    - Webinar Presentation
    - Phone outreach
  - Neighborhood & Community
    - HS Fairs
    - Community outreach
    - Neighborhood Canvassing

**Facilities: M. Duffy & A. Bhatia**

- 80 Willoughby no longer an option
- Exploring other options
- Vote on motion with Newmark/JLL as a new firm (Pass)
- S. Akselrad motion to sign on behalf of board for contract

**Fellowship Update: K. Boyle**

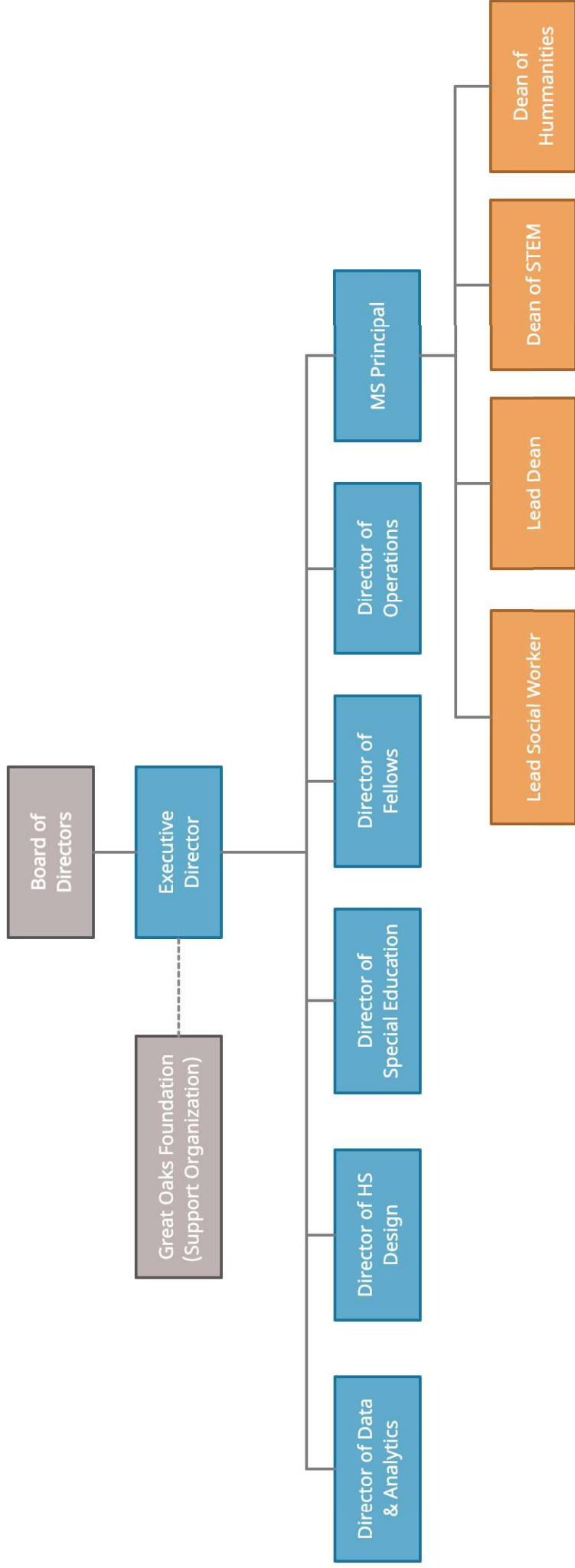
- Pushing to 40/40
  - Curricular Improvements
    - Close Reading & Guided Reading
    - Targeted small group math intervention
    - Biweekly assessments to measure progress
- Comprehensive Professional Development
  - Lavinia Group
  - M. Broschart
  - Biweekly observations with feedback centered on student progress
  - Use of TeachBoost to track fellow progress
  - Meetings with teachers to discuss support
- AmeriCorps Experience with COVID-19
  - Housing
    - Decreased the number of cohabitants
    - Biweekly disinfecting
    - Clear safety guidelines
    - Resources for when you feel sick or ill
  - Community Building
    - Community circle
    - Encouragement of safe small group outings between admin, teacher and fellow
    - Professional learning communities
  - Support Systems
    - Weekly Check-Ins
    - AmeriCorps Member Assistance Program
    - Office Hours
    - Planning meeting about future goals(monthly)
    - Wellness Wednesday

**Board Business**

- Option to move board meeting 30 minutes earlier to 5:30 PM

**Adjournment**





# Great Oaks Middle School-NYC 2021-2022 Instructional Calendar

JULY 2021						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

JANUARY 2022						
S	M	T	W	Th	F	S
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

- 3** No Classes: Staff Professional Development  
**14** Last Day: Quarter 2  
**17** M.L.K. Day

19 School Days

- 9-20** School Closed: Staff Professional Development  
**23-25** Student Orientation  
**26** First Day of Classes

AUGUST 2021						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

7 School Days

FEBRUARY 2022						
S	M	T	W	Th	F	S
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6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

- 21-25** Midwinter Recess

15 School Days

- 6** Labor Day

SEPTEMBER 2021						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

21 School Days

MARCH 2022						
S	M	T	W	Th	F	S
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

- 16** Student-Led Conference  
**29-30** ELA State Exam

23 School Days

- 6** Student-Led Conference  
**11** Indigenous People's Day  
**22** Last Day: Quarter 1

OCTOBER 2021						
S	M	T	W	Th	F	S
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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

20 School Days

APRIL 2022						
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17	18	19	20	21	22	23
24	25	26	27	28	29	30

- 1** Last Day: Quarter 3  
**11-15** Spring Recess  
**26-27** Math State Exam

16 School Days

- 24-26** Thanksgiving Recess

NOVEMBER 2021						
S	M	T	W	Th	F	S
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21	22	23	24	25	26	27
28	29	30				

19 School Days

MAY 2022						
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22	23	24	25	26	27	28
29	30	31				

- 30** Memorial Day

21 School Days

- 8** Student-Led Conference  
**21-31** Winter Recess

DECEMBER 2021						
S	M	T	W	Th	F	S
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13 School Days

JUNE 2022						
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26	27	28	29	30		

- 20** Juneteenth Day  
**23** Last Day of School (Half-Day)

16 School Days



# Great Oaks High School-NYC 2021-2022 Instructional Calendar

JULY 2021						
S	M	T	W	Th	F	S
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31						

JANUARY 2022						
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

- 3** No Classes: Staff Professional Development  
**14** Last Day: Quarter 2  
**17** M.L.K. Day  
**24-28** Regents/Midterms

19 School Days

- 9-20** School Closed: Staff Professional Development  
**23-25** Student Orientation  
**26** First Day of Classes

AUGUST 2021						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

7 School Days

FEBRUARY 2022						
S	M	T	W	Th	F	S
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6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

- 21-25** Midwinter Recess

15 School Days

- 6** Labor Day

SEPTEMBER 2021						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

21 School Days

MARCH 2022						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

- 16** Student-Led Conference

23 School Days

- 6** Student-Led Conference  
**11** Indigenous People's Day  
**22** Last Day: Quarter 1

OCTOBER 2021						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

20 School Days

APRIL 2022						
S	M	T	W	Th	F	S
					1	2
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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

- 1** Last Day: Quarter 3  
**15** Good Friday  
**18-22** Spring Recess

15 School Days

- 24-26** Thanksgiving Recess

NOVEMBER 2021						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

19 School Days

MAY 2022						
S	M	T	W	Th	F	S
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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

- 30** Memorial Day

21 School Days

- 8** Student-Led Conference  
**21-31** Winter Recess

DECEMBER 2021						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

13 School Days

JUNE 2022						
S	M	T	W	Th	F	S
			1	2	3	4
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

- 15-23** Regents Exams  
**20** Juneteenth Day  
**24** Last Day of School (Half-Day)

17 School Days



# FIRE DEPARTMENT

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

## BUREAU OF FIRE PREVENTION

Public Buildings Unit

DATE: 10.20.2020.

### PREMISES

Great Oaks Charter  
38 Delancey Street  
New York NY 10002

Great Oaks Charter  
38 Delancey Street  
New York NY 10002

To Whom It May Concern:

The New York City Fire Department ("FDNY"), Bureau of Fire Prevention, Public Buildings Unit conducted an inspection of the above-referenced premises on **10.05.2020**.

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

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

\_\_\_\_\_ As of XXXXXX documents were submitted to FDNY as proof of correction, and such correction was deemed acceptable to FDNY

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

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

Examined by: \_\_\_\_\_  
Tomasz Korbas, Supervising Inspector, PBU

# Certificate of Occupancy

**CO Number:** 102491590T045

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

<b>A.</b> <b>Borough:</b> Manhattan <b>Address:</b> 40 DELANCEY STREET <b>Building Identification Number (BIN):</b> 1087549	<b>Block Number:</b> 00420 <b>Lot Number(s):</b> 40  <b>Building Type:</b> New	<b>Certificate Type:</b> Temporary <b>Effective Date:</b> 02/05/2021 <b>Expiration Date:</b> 05/06/2021
<i>For zoning lot metes &amp; bounds, please see BISWeb.</i>		
<b>B.</b> <b>Construction classification:</b> 1-C (1968 Code) <b>Building Occupancy Group classification:</b> J2 (1968 Code) <b>Multiple Dwelling Law Classification:</b> HAEA <b>No. of stories:</b> <input type="checkbox"/> <b>Height in feet:</b> <input type="checkbox"/> <b>No. of dwelling units:</b> 54		
<b>C.</b> <b>Fire Protection Equipment:</b> Standpipe system, Sprinkler system		
<b>D.</b> <b>Type and number of open spaces:</b> None associated with this filing.		
<b>E.</b> <b>This Certificate is issued with the following legal limitations:</b> None		
<b>Outstanding requirements for obtaining Final Certificate of Occupancy:</b> There are 14 outstanding requirements. Please refer to BISWeb for further detail. <b>Borough Comments:</b> None		



Borough Commissioner



Commissioner

102491590/045 2/5/2021 4:33:46 PM