

Application: Hyde Leadership Charter School - Brooklyn

Sandra DuPree - sdupree@hydebrooklyn.org
2021-2022 Annual Report

Entry 1 School Info and Cover Page

Completed - Aug 1 2022

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 2021-2022 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, 2022**) or you may not be assigned the correct tasks.

BASIC INFORMATION

a. SCHOOL NAME

(Select name from the drop down menu)

HYDE LEADERSHIP CHARTER SCHOOL - BROOKLYN 800000067233

a1. Popular School Name

Hyde-Brooklyn

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

Please select the correct authorizer as of June 30, 2022 or you may not be assigned the correct tasks.

NEW YORK CITY CHANCELLOR OF EDUCATION

d. DISTRICT / CSD OF LOCATION

CSD #19 - BROOKLYN

e. DATE OF INITIAL CHARTER

1/2010

f. DATE FIRST OPENED FOR INSTRUCTION

9/2011

c. School Unionized

Is your charter school unionized?

No

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

MISSION STATEMENT

Hyde Leadership Charter School - Brooklyn's mission is to develop the deeper character and unique potential of each student. Using the Hyde process of family-based character education, Hyde-Brooklyn will unite parents, teachers and students in helping each student achieve his or her best academically and in sports, the arts, and service to the community.

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

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

KDE 1	Character Education Program - Hyde-Brooklyn believes students with strong character and positive attitude are more apt to excel academically. Hyde 5's Words and Principles, serve as the foundation for the students in weekly Discovery groups, school meetings, monthly and Town Hall meetings. With emphasis on integrating social-emotional learning, faculty and students acquire skills that nurture positive relationships while developing their unique potential.
KDE 2	Excellence in Teaching - Hyde-Brooklyn provides on-going training and professional development designed to meet the needs of each faculty & staff member. At the onset of each year, faculty engage in a series of sessions designed to acclimate members to the school community and prepare them for students learning. Each year, faculty receive ongoing support and professional development as needed and requested. With an internal and external coaching, staff receive feedback to improve and strengthen instruction.
KDE 3	Rigorous Standard Based Curriculum - Hyde-Brooklyn uses both traditional and specially designed curriculum material to support student learning. Students in grades K-8 regularly use a various tools and devices to access and extend learning. With an intergrated approach to curriculum selections and learning tools, Hyde leaders engage in novel studies, Engage NY Modules/Domains, On-Demand & Genre Writing, Phonics & Grammar Instruction, and Envisions 2.0 (Revised).
KDE 4	Assessment & Data - Hyde's Multi-Tiered System of Supports (MTSS) creates tiers of intervention that can be amplified in response to the levels of student need. Students are assessed regularly through formative and summative assessments including iReady, ANET, Fountas & Pinnell, and curriculum assessments. Data is collected and analyzed to inform instructional practices.

	Students are assessed daily through anecdotal notes, checklists and/or exit tickets.
KDE 5	Family Education Program - Hyde-Brooklyn believes parents are the primary partners and recognizes "Parents as Partners" and keys to the educational experience. Hyde engages and supports families through monthly Parent Discovery Nights, PTO events, volunteer opportunities in and outside of the school community as well as home visits and supports. Through partnerships including Project Hope, Genesis, The Bonello Foundation, Northwell Hospital, students and families receive and have access to additional resources.
KDE 6	(No response)
KDE 7	(No response)
KDE 8	(No response)
KDE 9	(No response)
KDE 10	(No response)

Need additional space for variables

No

h. SCHOOL WEB ADDRESS (URL)

<https://www.hydebrooklyn.org/>

i. Total Approved Charter Enrollment for 2021-2022 School Year (exclude Pre-K program enrollment)

594

j. Total Enrollment on June 30, 2022 (exclude Pre-K program enrollment)

494

k. Grades Served during the 2021-2022 School Year (exclude Pre-K program students)

Check all that apply

Grades Served

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

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

No

FACILITIES INFORMATION

m. FACILITIES

Will the school maintain or operate multiple sites in 2022-2023?

Yes, 2 sites

HYDE LEADERSHIP CHARTER SCHOOL - BROOKLYN 800000067233

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	330	Alabama Ave	NYC CSD 19	K-5	no

m1a. Please provide the contact information for Site 1.

	Name	Title	Work Phone	Alternate Phone	Email Address
School Leader	Sandra J. Dupree/Christine Forbes	Executive Director/Head of School	347-601-8389	347-439-7841	sdupree@hydebrooklyn.org
Operational Leader	Rebecca Chatteram	Director of Operations	347-567-1852		rchatteram@hydebrooklyn.org
Compliance Contact	Sandra J. DuPree	Executive Director	347-601-8389		sdupree@hydebrooklyn.org
Complaint Contact	Sandra J. DuPree/Christina Brown	Executive Director/Board Chair	347-601-8389		sdupree@hydebrooklyn.org
DASA Coordinator	Rebecca Chatteram	Director of Operations	347-567-1852		rchatteram@hydebrooklyn.org
Phone Contact for After Hours Emergencies	Christine Forbes	Head of School	347-439-7841		cforbes@hydebrooklyn.org

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

Co-located Space

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

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

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

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

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

- Fire inspection certificates must be updated annually. For the upcoming school year 2022-2023, the fire inspection certificate must be dated after July 1, 2021.
- If the fire inspection certificate is dated after the August 1, 2022 submission of the Annual Report, please submit the new certificate with the Annual Report entries due on November 1, 2022.

Site 1 Certificate of Occupancy (COO)

Site 1 Fire Inspection Report

Hyde-Brooklyn

School Site 2

m2. SCHOOL SITES

Please provide information on Site 2 for the upcoming school year.

	Physical Address	Phone Number	District/CSD	Grades to be Served at Site for coming year (K-5, 6-9, etc.)	Receives Rental Assistance for Which Grades (If yes, enter the appropriate grades. If no, enter No).
Site 2	720 LIVONIA	718-495-5620	NYC CSD 19	6-8	yes

m2a. Please provide the contact information for Site 2.

	Name	Title	Work Phone	Alternate Phone	Email Address
School Leader	Sandra J. DuPree/Christine Forbes	Executive Director/Head of School/Head of School	347-601-8389		sdupree@hydebrooklyn.org
Operational Leader	Rebecca Chatteram	Director of Operations	347-567-1852		rchatteam@hydebrooklyn.org
Compliance Contact	Sandra J. DuPree	Executive Director347	347-601-8389		sdupree@hydebrooklyn.org
Complaint Contact	Sandra J. DuPree/Christina Brown	Executive Director/Board Chair	347-601-8389		sdupree@hydebrooklyn.org
DASA Coordinator	Rebecca Chatteram	Director of Operations	347-567-1852		rchatteam@hydebrooklyn.org
Phone Contact for After Hours Emergencies	Christine Forbes	Head of School	347-439-7841		cforbes@hydebrooklyn.org

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

Private Space

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

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, 2022.

- **Fire inspection certificates must be updated annually. For the upcoming school year 2022-2023, the fire inspection certificate must be dated after July 1, 2022.**
- **If the fire inspection certificate expires after the August 1, 2022 submission of the Annual Report, please submit the new certificate with the Annual Report entries due on November 1, 2022. Please note in the portal that this is the case**

Site 1 Certificate of Occupancy (COO)

Site 2 Fire Inspection Report

CHARTER REVISIONS DURING THE 2021-2022 SCHOOL YEAR

n1. Were there any revisions to the school's charter during the 2021-2022 school year? (Please include approved or pending material and non-material charter revisions).

Yes

n2. Summary of Charter Revisions

	Category (Select Best Description)	Specific Revision (150 word limit)	Date Approved by BOT (if applicable)	Date Approved by Authorizer (if applicable)
1	Change in schedule/calendar	Hyde Leadership Charter School – Brooklyn seeks to change the instructional hours for grades K – 8 from 8:00 AM – 4:00 PM to 8:00 AM – 3:00 PM effective SY 2022 – 2023	February 28, 2022	Pending
2				
3				
4				
5				

More revisions to add?

No

o. Has your school's Board of Trustee's approved a budget for the 2021-2022 FY?

Yes

ATTESTATIONS

p. Individual Primarily Responsible for Submitting the Annual Report. (To write type in a phone number with an extension, please use this format: 123-456-7890-3. The dash and number 3 at the end of the phone number refers to the individual's phone extension. Do not type in the work extension or the abbreviation for it - just the dash and the extension number after the phone number).

Name	Sandra J DuPree
Position	Executive Director
Phone/Extension	347-601-8389
Email	sdupree@hydebrooklyn.org

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

Responses Selected:

Yes

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

Responses Selected:

Yes

Signature, Head of Charter School



Signature, President of the Board of Trustees



Date

Aug 1 2022

Thank you.



Entry 3 Progress Toward Goals

Completed - Oct 31 2022

Instructions

Regents, NYCDOE, and Buffalo BOE-Authorized Charter Schools ONLY

The following tables reflect formatting in the online portal required for Board of Regents, NYCDOE, and Buffalo BOE authorized charter schools only. These charter schools should report all Progress Toward Charter Goals as per their currently approved charters no later than **November 1, 2022**.

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

Regents, NYCDOE, and Buffalo BOE-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, 2022.

HYDE LEADERSHIP CHARTER SCHOOL - BROOKLYN 800000067233

1. ACADEMIC STUDENT PERFORMANCE GOALS

Regents, NYCDOE, and Buffalo BOE-Authorized Charter Schools ONLY

The following tables reflect formatting in the online portal required for Board of Regents, NYCDOE, and Buffalo BOE authorized charter schools only. These charter schools should report all Progress Toward Charter Goals as per their currently approved charters no later than **November 1, 2022**.

2021-2022 Progress Toward Attainment of Academic Goals

	Academic Student Performance Goal	Measure Used to Evaluate Progress Toward Attainment of Goal	Goal - Met, Not Met or Unable to Assess	If not met, describe efforts the school will take to meet goal. If unable to assess goal, type N/A for Not Applicable
Academic Goal 1	For each year of the school's renewal charter term, the percentage of the school's students who score at or above Level 3 on the New York State ELA examination must exceed such percentage for the Community School District (CSD) in which the school is located.	New York State Testing Program Assessments	Unable to Assess	As of 10.4.22 data is not available in https://data.nysed.gov/
Academic Goal 2	For each year of the school's renewal charter term, the percentage of the school's students who score at or above Level 3 on the New York State ELA examination Must exceed such percentage for New York City.	New York State Testing Program Assessments	Unable to Assess	As of 10.4.22 data is not available in https://data.nysed.gov/
Academic Goal 3	For each year of the school's renewal charter term, the percentage of the school's students who score at or above Level 3 on	New York State Testing Program Assessments	Unable to Assess	As of 10.4.22 data is not available in https://data.nysed.gov/

	the New York State Mathematics examination must exceed such percentage for the Community School District (CSD).			
Academic Goal 4	For each year of the school's renewal charter term, the percentage of the school's students who score at or above Level 3 on the New York State Mathematics examination must exceed such percentage of New York City.	New York State Testing Program Assessments	Unable to Assess	As of 10.4.22 data is not available in https://data.nysed.gov/
Academic Goal 5	Based on the proficiency rates on the New York State ELA examination, the school will demonstrate positive academic growth in each year of the charter term.	New York State Testing Program Assessments	Met	Hyde-Brooklyn's overall performance was 36% proficiency rate school year 21-22 versus the 36% proficiency rate seen during school year 20-21. Note that during SY 21-22 only a third of the population tested.
Academic Goal 6	Based on the proficiency rates on the New York State Mathematics examination, the school will demonstrate positive academic growth in each year of the charter term.	New York State Testing Program Assessments	Met	Hyde-Brooklyn's overall performance was 21% proficiency rate school year 21-22 versus the 11% proficiency rate seen during school year 20-21. Note that during SY 21-22 only a third of the population tested.

Academic Goal 7	Where the school has an eligible subgroup population (deemed as six or more students) of English language learners, the school will demonstrate positive academic growth on New York State ELA examination proficiency rates for that applicable population in each year of the charter term.	New York State Testing Program Assessments	Met	Hyde-Brooklyn's overall performance was 28% proficiency rate school year 21-22 versus the 0% proficiency rate seen during school year 20-21.
Academic Goal 8	Where the school has an eligible subgroup population (deemed as six or more students) of students with disabilities, the school will demonstrate positive academic growth on New York State ELA examination proficiency rates for that applicable population in each year of the charter term.	New York State Testing Program Assessments	Not Met	Hyde-Brooklyn's overall performance was 28% proficiency rate school year 21-22 versus the 20% proficiency rate seen during school year 20-21. Note lower number of population tested during the previous year.
Academic Goal 9	Where the school has an eligible subgroup population (deemed as six or more students) of students eligible for the free or reduced-price lunch program, the school will demonstrate	New York State Testing Program Assessments	Met	% of free and reduced students have seen positive gains for both ELA and Math

	<p>positive academic growth on New York State ELA examination proficiency rates for that applicable population in each year of the charter term</p>			
Academic Goal 10	<p>Where the school has an eligible subgroup population (deemed as six or more students) of students with disabilities, the school will demonstrate positive academic growth on New York State Math examination proficiency rates for that applicable population in each year of the charter term.</p>	New York State Testing Program Assessments	Met	<p>Hyde-Brooklyn's overall performance was 8% proficiency rate school year 21-22 versus the 5% proficiency rate seen during school year 20-21. Note lower number of population tested during the previous year.</p>

2. Do have more academic goals to add?

No

4. ORGANIZATION GOALS

For the 2021-2022 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”.

2021-2022 Progress Toward Attainment of Organization Goals

	Organizational Goal	Measure Used to Evaluate Progress	Goal - Met, Not Met, or Unable to Assess	If not met, describe efforts the school will take to meet goal. If unable to assess goal, type N/A for Not Applicable
Org Goal 1	Each year, the school self-reported average daily student attendance rate shall meet or exceed the average daily attendance for the Community School District (CSD) of location for elementary and middle schools and the citywide average for high schools.	Automate the System (ATS)	Not Met	Overall Attendance rate was 89% for SY 21-22
Org Goal 2	Each year, the percentage of students enrolled in ATS on 10/31 of a given school year that are enrolled in ATS on 10/31 the following school year will exceed the rate of the Community School District (CSD) of location for elementary and middle school and the citywide average for high schools.	Automate the System (ATS); Student Enrollment Forms	Not Met	
Org Goal 3	Each year, the school will meet or exceed any applicable student	Automate the System (ATS)	Not Met	Hyde continues to offer first enrollment preference in the annual lottery to

	enrollment target, as prescribed by the Board of Regents, for English language learners.			English Language Learners or students with Limited English Proficiency. HLCSB provides translated resources and information session for parents to support the recruitment and enrollment process. Hyde visited local churches, community organizations and community centers to expand outreach to families.
Org Goal 4	Each year, the school will meet or exceed any applicable student enrollment target, as prescribed by the Board of Regents, for students with disabilities.	Automate the System (ATS)	Met	
Org Goal 5	Each year, the school will meet or exceed any applicable student enrollment target, as prescribed by the Board of Regents, for students eligible for free and reduced-price lunch.	Automate the System (ATS)	Met	
Org Goal 6	Each year, the school will meet or exceed any applicable student retention target, as	Automate the System (ATS)		

	prescribed by the Board of Regents, for English language learners			
Org Goal 7	Each year, the school will meet or exceed any applicable student retention target, as prescribed by the Board of Regents, for students with disabilities.	Automate the System (ATS)	Met	
Org Goal 8	Each year, the school will meet or exceed any applicable student retention target, as prescribed by the Board of Regents, for students eligible for free and reduced-price lunch.	Automate the System (ATS)	Met	
Org Goal 9	In each year of the charter term, parents will express satisfaction with the school's program, based on the NYC DOE School Survey. The school will have a percentage of parents that meets or exceeds citywide averages in Top 2 box responses (i.e., agree/strongly agree, likely/very likely). The school will only have met this goal if at least 50% of parents participate in the survey or if the	NYC DOE School Survey	Met	

	<p>school meets the reporting threshold for NYC DOE School Survey, whichever is higher.</p>			
Org Goal 10	<p>In each year of the charter term, Staff will express satisfaction with the school's program, based on the NYC DOE School Survey. The school will have a percentage of parents that meets or exceeds citywide averages in Top 2 box responses (i.e., agree/strongly agree, likely/very likely).</p> <p>The school will only have met this goal if at least 50% of staff participate in the survey or if the school meets the reporting threshold for NYC DOE School Survey, whichever is higher.</p>	NYC DOE School Survey	Met	
Org Goal 11	<p>In each year of the charter term, students will express satisfaction with the school's program, based on the NYC DOE School Survey. The school will have a percentage of parents that meets or exceeds citywide averages in Top 2 box responses (i.e.,</p>	NYC DOE School Survey	Met	

	agree/strongly agree, likely/very likely). The school will only have met this goal if at least 50% of students participate in the survey or if the school meets the reporting threshold for NYC DOE School Survey, whichever is higher			
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

2021-2022 Progress Toward Attainment of Financial Goals

	Financial Goals	Measure Used to Evaluate Progress	Goal - Met, Not Met, or Partially Met	If not met, describe efforts the school will take to meet goal.
Financial Goal 1	Each year, the school will maintain a stable cash flow as evidence by having 60 days of unrestricted cash on hand reported in their yearly independent fiscal audit.	Monthly Bank Statements; Monthly Financial Reports	Met	
Financial Goal 2	Each year, the school will operate on a balanced budget. A budget will be considered "balanced" if revenues equal or exceed expenditures.	Annual Independent Audit conducted by Lutz and Carr	Met	
Financial Goal 3				
Financial Goal 4				
Financial Goal 5				

7. Do have more financial goals to add?

No

Thank you.

Entry 4 - Audited Financial Statements

Completed - Aug 1 2022

Required of ALL Charter Schools

ALL SUNY-authorized charter schools must upload the financial statements and related documents in PDF format into the SUNY Epicenter system no later than **November 1, 2022**. SUNY CSI will forward to NYSED CSO. **SUNY-authorized charter schools** are asked to ensure that security features such as password protection are turned off.

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, 2022**. 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 protections are removed from all school uploaded documents.

PLEASE NOTE: This task appears as visible and optional task in the online portal until August 1 2022 but will be identified as a required task thereafter and due on November 1, 2022. This is a required task, and it is marked optional for administrative purposes only.

[2021 Audited Financials \(1\)](#)

Filename: 2021_Audited_Financials_1.pdf Size: 343.7 kB

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

Incomplete

[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 [2021-2022 Annual Reports](#) webpage. Upload the completed file in Excel format and submit by **November 1, 2022**.

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.

Entry 4c – Additional Financial Documents

In Progress - Last edited: Nov 1 2022

Instructions - Regents, NYCDOE and Buffalo BOE authorized schools must upload financial documents and submit by **November 1, 2022**. The items listed below should be uploaded, with an explanation if not applicable or available. For example, a “federal Single Audit was not required because the school did not expend federal funds of more than the \$750,000 Threshold.”

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

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

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

[escrow](#)

Filename: escrow.pdf Size: 112.3 kB

[Lutz and Carr Management Letter](#)

Filename: Lutz_and_Carr_Management_Letter.pdf Size: 283.6 kB

Entry 4d - Financial Services Contact Information

Regents, NYCDOE, and Buffalo BOE authorized schools should enter financial contact information directly into the form within the portal by **November 1, 2022**.

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
	Dr. Sandra J. DuPree	sdupree@hydebrooklyn.org	718-495-5620

2. Audit Firm Contact Information

	School Audit Contact Name	School Audit Contact Email	School Audit Contact Phone	Years Working With This Audit Firm
	Lutz & Carr (Chris Bellando)			12

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

	Firm Name	Contact Person	Mailing Address	Email	Phone	Years With Firm
	Charter School Business Management, Inc.	Viviana Torres	237 West 35th St., Suite 301, New York, NY 10001			0

Entry 5 – Fiscal Year 2022-2023 Budget

Incomplete

SUNY-authorized charter schools should download the [2022-23 Budget and Quarterly Report Template and the 2022-23 Budget Narrative Questionnaire](#) from the SUNY website and upload the completed template into Epicenter. SUNY CSI will forward to NYSED CSO. **Due November 1, 2022.**

Regents, NYCDOE, and Buffalo BOE authorized charter schools should upload a copy of the school's FY22 Budget using the [2022-2023 Budget Template](#) in the portal or from the Annual Report website. **Due November 1,**

2022.

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.

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

Entry 6 – Board of Trustees Disclosure of Financial Interest Form

Completed - Aug 1 2022

Due on August 1, 2022, 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 2021-2022 school year must complete and sign a [Trustee Disclosure of Financial Interest Form](#). Acceptable signature formats include:

- Digitally certified PDF signature (i.e., DocuSign)
- Manual signature (1. download to print, 2. manually sign, 3. scan signed document to PDF, and 4. upload into portal)

All completed forms must be collected and uploaded in .PDF format for each individual member. **The education corporation is responsible for completing the form for trustees who left the board during the reporting year.**

Forms completed from past years will not be accepted. **Only the latest version of the form** (updated in April, 2022) is acceptable.).

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.

[BOT Disclosure Forms 2022-2023](#)

Filename: BOT_Disclosure_Forms_2022-2023.pdf Size: 8.0 MB

Entry 7 BOT Membership Table

Completed - Aug 1 2022

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.

HYDE LEADERSHIP CHARTER SCHOOL - BROOKLYN 800000067233

Authorizer:

Who is the authorizer of your charter school?

NYCDOE

1. 2021-2022 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 2021-2022
1	Christina Brown	cbrown	Chair	Governance; Education	Yes	1	07/01/2021	6/30/2023	11
2	Claire Robinson		Treasurer	Finance; Governance	Yes	2	07/01/2019	06/30/2022	6
3	Quinton Ryan		Trustee/Member	Governance; Education	Yes	1	07/1/2021	06/30/2024	11
4	Robert Moore		Vice Chair	Finance; Education	Yes	1	07/21/2021	06/30/2024	9
5	Patricia Stith		Trustee/Member	Governance; Education	Yes	1	01/15/2020	06/30/2023	11
6	Dr. Sandra J. DuPree		Other	Education; Finance	No	4	07/1/2019	06/30/2022	12
7									
8									
9									

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

No

2. INFORMATION ABOUT MEMBERS OF THE BOARD OF TRUSTEES

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

a. Total Number of BOT Members on June 30, 2022	6
b.Total Number of Members Added During 2021-2022	0
c. Total Number of Members who Departed during 2021-2022	0
d.Total Number of members, as set in Bylaws, Resolution or Minutes	5-9

3. Number of Board meetings held during 2021-2022

12

4. Number of Board meetings scheduled for 2022-2023

12

Total number of Voting Members on June 30, 2022:

5

Total number of Voting Members added during the 2021-2022 school year:

0

Total number of Voting Members who departed during the 2021-2022 school year:

1

Total Maximum Number of Voting members in 2021-2022, as set by the board in bylaws, resolution, or minutes:

9

Total number of Non-Voting Members on June 30, 2022:

1

Total number of Non-Voting Members added during the 2021-2022 school year:

0

Total number of Non-Voting Members who departed during the 2021-2022 school year:

0

Total Maximum Number of Non-Voting members in 2021-2022, as set by the board in bylaws, resolution or minutes:

0

Board members attending 8 or fewer meetings during 2021-2022

1

Thank you.

Entry 8 Board Meeting Minutes

Completed - Aug 1 2022

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

Schools must upload a complete set of monthly board meeting minutes (July 2021-June 2022), which should match the number of meetings held during the 2021-2022 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 1, 2022**.

[2021-2022 Meeting Minutes](#)

Filename: 2021-2022_Meeting_Minutes..pdf Size: 515.8 kB

Entry 9 Enrollment & Retention

Completed - Aug 1 2022

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

Required of ALL Charter Schools

Describe the good faith efforts the charter school has made in 2021-2022 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 2022-2023.

Entry 9 Enrollment and Retention of Special Populations

Recruitment/Attraction Efforts Toward Meeting Targets

	Describe Recruitment Efforts in 2021-2022	Describe Recruitment Plans in 2022-2023
Economically Disadvantaged	<p>To meet recruitment targets, HLCSB recruited students within CSD 19 and surrounding community school district including low-income districts. HLCSB advertised publicly via bus ads, bus stop posters advertisements, newspaper ads and the mass mailing of brochure and application through Vanguard.</p> <p>HLCSB engaged in Community Outreach Recruitment efforts including information sessions hosted at the school site and at neighborhood daycare facilities.</p> <p>HLCSB used its website as in integral recruitment tool. Hyde-Brooklyn participates in the common application process and hosts information sessions for prospective families.</p>	<p>To meet recruitment targets, HLCSB recruited students within CSD 19 and surrounding community school district including low-income districts. HLCSB advertised publicly via bus ads, bus stop posters advertisements, newspaper ads and the mass mailing of brochure and application through Vanguard.</p> <p>HLCSB engaged in Community Outreach Recruitment efforts including information sessions hosted at the school site and at neighborhood daycare facilities.</p> <p>HLCSB used its website as in integral recruitment tool. Hyde-Brooklyn participates in the common application process and hosts information sessions for prospective families.</p>
English Language Learners	<p>To meet recruitment targets, HLCSB recruited students within CSD 19 and surrounding community school districts. Through the use of Vanguard, HLCSB brochures noted serving English Language Learners. To further meet the needs of families, information sessions, parent interviews were provided in Spanish and/or French.</p> <p>HLCSB hosted information sessions at neighborhood daycare facilities with Spanish translations services to connect with families.</p> <p>HLCSB uses its website offers a</p>	<p>To meet recruitment targets, HLCSB recruited students within CSD 19 and surrounding community school districts.</p> <p>Through the use of Vanguard, HLCSB brochures will be mailed in Spanish and English to connect with more families of English Language Learners.</p> <p>HLCSB will continue to hold information sessions and parent interviews in Spanish and/or French.</p> <p>HLCSB will host ongoing information sessions at neighborhood daycare facilities with Spanish translations services to</p>

	<p>language translation option for prospective families.</p>	<p>connect with families. HLCSB will establish a point person at each daycare facility to specifically seek ELL families.</p> <p>HLCSB will continue to use its website offers a language translation option for prospective families to review about services and programming offered at HLCSB.</p>
<p>Students with Disabilities</p>	<p>To meet recruitment targets, HLCSB recruited students within CSD 19 and surrounding community school districts.</p> <p>Through the use of Vanguard, HLCSB brochures noted serving Students with Special Education requirements.</p> <p>Components are the HLCSB information sessions are dedicated to providing information about the SpEd programming and services offered to families.</p> <p>HLCSB hosted information sessions at neighborhood daycare facilities.</p> <p>HLCSB uses its website offers a language translation option for prospective families.</p>	<p>To meet recruitment targets, HLCSB recruited students within CSD 19 and surrounding community school districts.</p> <p>Through the use of Vanguard, HLCSB brochures noted serving Students with Special Education needs.</p> <p>Components are the HLCSB information sessions are dedicated to providing information about the SpEd programming and services offered to families.</p> <p>HLCSB hosted information sessions at neighborhood daycare facilities with focus on program highlights and services for students with Special Education requirements.</p> <p>Components are the HLCSB information sessions are dedicated to providing information about the SpEd programming and services offered to families.</p>

Retention Efforts Toward Meeting Targets

	Describe Retention Efforts in 2021-2022	Describe Retention Plans in 2022-2023
Economically Disadvantaged	<p>HLCSB is committed to retaining economically disadvantaged students within its school community. HLCSB will continue to offer differentiated programming to served and support students across the learning spectrum to support parents, HLCSB has a dedicated Director of Family Education who serves to connect families with outside resources, support families in need, ensures transportations needs are supported, connect with teachers and assist families in maintaining involvement in the educational process. The Director of Family Education spearheads monthly parent meetings to build support, community and guidance.</p>	<p>HLCSB is committed to retaining economically disadvantaged students within its school community. To support parents, HLCSB has a dedicated Director of Family Education who serves to connect families with outside resources, support families in need, ensures transportations needs are supported, connect with teachers and assist families in maintaining involvement in the educational process.</p> <p>The Director of Family Education spearheads monthly parent meetings to build support, community and guidance.</p> <p>In conjunction with school counselors, HLCSB will host a series of parent workshops throughout the school year. Workshops will include strategies to support students in their academic growth. HLCSB will continue to offer differentiated programming to served and support students across the learning spectrum.</p> <p>HLCSB is committed to retaining English Language Learners within its school community. HLCSB will continue to offer differentiated programming to served and support students across the learning spectrum. English Language Learners will receive strong academic instruction to support demonstrate growth and mastery.</p>

		<p>To support families of English Language Learners, HLCSB will conduct workshops for families to teach strategies that can be used at home to support and extend the learning process.</p> <p>HLCSB's monthly parent meetings will be conducted in Spanish and/or French to maintain a strong community connection and a sense of belonging for students and parents.</p>
English Language Learners	<p>HLCSB is committed to retaining English Language Learners within its school community. HLCSB will continue to offer differentiated programming to served and support students across the learning spectrum. English Language Learners will receive strong academic instruction to support demonstrate growth and mastery.</p> <p>HLCSB's monthly parent meetings will be conducted in Spanish and/or French to maintain a strong community connection and a sense of belonging for students and parents.</p>	<p>HLCSB is committed to retaining English Language Learners within its school community. HLCSB will continue to offer differentiated programming to served and support students across the learning spectrum. English Language Learners will receive strong academic instruction to support demonstrate growth and mastery.</p> <p>To support families of English Language Learners, HLCSB will conduct workshops for families to teach strategies that can be used at home to support and extend the learning process.</p> <p>HLCSB's monthly parent meetings will be conducted in Spanish and/or French to maintain a strong community connection and a sense of belonging for students and parents.</p>
Students with Disabilities	<p>HLCSB is committed to retaining Students with Disabilities within its school community. HLCSB will continue to offer differentiated programming to served and support students across the learning spectrum. Students with Disabilities will receive strong academic</p>	<p>HLCSB is committed to retaining Students with Disabilities within its school community. HLCSB will continue to offer differentiated programming to served and support students across the learning spectrum. Students with Disabilities will receive strong academic</p>

instruction to support demonstrate growth and mastery.

instruction to support demonstrate growth and mastery. HLCSB will conduct quarterly information sessions and workshops to guide parents through the Special Education process, provide strategies for parents to implement at home, and how to connect with teachers about their child's needs.

Entry 10 – Teacher and Administrator Attrition

Completed - Aug 1 2022

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

A. TEACH System – Employee Clearance

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

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

^[1] Employees who 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.nysed.gov/common/nysed/files/programs/charter-schools/employee-fingerprint-oct19.pdf> or visit the NYSED website at: <http://www.highered.nysed.gov/tsei/ospra/fingerprintingcharts.html> for more information regarding who must be fingerprinted. Also see, 8 NYCRR §87.2.

B. Emergency Conditional Clearances

Emergency Conditional Clearances

Charter schools are **strongly discouraged** from using the emergency conditional clearance provisions for prospective employees. This is because the school must 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 [NYSED CSO Employee Clearance and Fingerprint Memo 10-2019](#).

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 1 2022

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, 2022)	5
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2022)	0
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2022)	0
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2022)	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. Mathematics	2
ii. Science	3
iii. Computer Science	0
iv. Technology	0
v. Career and Technical Education	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, 2022)	5
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2022)	0
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2022)	0
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2022)	
Total Category C: not to exceed 5	5.0

TOTAL FTE COUNT OF UNCERTIFIED TEACHERS (Sum of Categories A, B AND C)

(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	15

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	13

CATEGORY E: TOTAL FTE COUNT OF CERTIFIED TEACHERS

	FTE Count
Total Category E	25

CATEGORY F: TOTAL FTE COUNT OF ALL TEACHERS

Please do not include paraprofessionals, such as teacher aides.

	FTE Count
Total Category F	53

Thank you.



Entry 12 Organization Chart

Completed - Aug 1 2022

[Instructions](#)

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

Upload the 2021-2022 **Organization Chart**. The organization chart should include position titles and reporting relationships. Employee names should **not** appear on the chart.

[2021-2022 Organization Chart](#)

Filename: 2021-2022_Organization_Chart.pdf Size: 1.1 MB

Entry 13 School Calendar

Completed - Aug 1 2022

[Instructions for submitting School Calendar](#)

Required of ALL Charter Schools

If the charter school has a tentative calendar based on available information and guidance at the time, please submit with the August 1, 2022 submission. Charter schools must upload a final school calendar into the portal and may do so at any time but no later than **September 15, 2022**.

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 also 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. See an example of a calendar showing the requested information. Schools are encouraged to use a calendar template and ensure there is a monthly tally of instructional days.

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

[2022-2023 SY Calendar - Draft 7](#)

Filename: 2022-2023_SY_Calendar_-_Draft_7.8.22_1.pdf Size: 162.0 kB

Entry 14 Links to Critical Documents on School Website

Completed - Aug 1 2022

[Instructions](#)

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

1. Current Annual Report (i.e., 2021-2022 Annual Report);[\[1\]](#)
2. Board meeting notices, agendas and documents;
3. New York State School Report Card;
4. Authorizer-approved DASA Policy and NYSED-Approved School Discipline Policy **(For Regents, NYCDOE, and Buffalo BOE-Authorized Charter Schools ONLY)**;
5. District-wide safety plan, not a building level safety plan (as per the September 2021 [Emergency Response Plan Memo](#));
6. Authorizer-approved FOIL Policy; and
7. Subject matter list of FOIL records. (Example: See [NYSED Subject Matter List](#))

[\[1\]](#) Each charter school is required to make the Annual Report publicly available by August 1 and to post on their respective charter school website. Each school should post an updated and complete version to include accountability data and financial statements that are not or may not be available until after the August deadline (i.e., Report when financials have been submitted in November.)

Form for Entry 14 Links to Critical Documents on School Website

School Name: Hyde Leadership Charter School - Brooklyn

Required of ALL Charter Schools noting that SUNY-authorized charter schools are not required to submit item

4: Authorizer-approved DASA policy and NYSED-Approved School Discipline 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. Current Annual Report (i.e., 2021-2022 Annual Report)	https://www.hydebrooklyn.org/apps/pages/index.jsp?uREC_ID=377642&type=d&pREC_ID=853857
2. Board meeting notices, agendas and documents	https://www.hydebrooklyn.org/apps/pages/index.jsp?uREC_ID=377642&type=d&pREC_ID=1041108
3. New York State School Report Card	https://www.hydebrooklyn.org/apps/pages/index.jsp?uREC_ID=377642&type=d&pREC_ID=1299017
4. Authorizer-approved DASA Policy and NYSED-Approved School Discipline Policy (For Regents, NYCDOE, and Buffalo BOE-Authorized Charter Schools ONLY)	http://www.hydebrooklyn.org/apps/pages/index.jsp?uREC_ID=377642&type=d&pREC_ID=1992127
5. District-wide safety plan, not a building level safety plan (as per the September 2021 Emergency Response Plan Memo	http://www.hydebrooklyn.org/apps/pages/index.jsp?uREC_ID=377642&type=d&pREC_ID=1992127
6. Authorizer-approved FOIL Policy	https://www.hydebrooklyn.org/apps/pages/index.jsp?uREC_ID=377642&type=d&pREC_ID=2343386
7. Subject matter list of FOIL records. (Example: See NYSED Subject Matter List)	https://www.hydebrooklyn.org/apps/pages/index.jsp?uREC_ID=377642&type=d&pREC_ID=2343386

Thank you.



HYDE LEADERSHIP CHARTER SCHOOL - BROOKLYN

**FINANCIAL STATEMENTS
AND
SUPPLEMENTARY INFORMATION**

JUNE 30, 2021 AND 2020

HYDE LEADERSHIP CHARTER SCHOOL - BROOKLYN

TABLE OF CONTENTS

	Page
Independent Auditors' Report.....	1-2
Financial Statements	
Statements of Financial Position.....	3
Statements of Activities	4
Statements of Functional Expenses	5-6
Statements of Cash Flows.....	7
Notes to Financial Statements.....	8-16
Supplementary Information	
Independent Auditors' Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with <i>Government Auditing Standards</i>	18-19



LUTZ AND GARR

CERTIFIED PUBLIC ACCOUNTANTS, LLP

551 FIFTH AVENUE - SUITE 400, NEW YORK, NY 10176

212-697-2299 FAX: 212-949-1768

INDEPENDENT AUDITORS' REPORT

To the Board of Directors of
Hyde Leadership Charter School - Brooklyn

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

Management's Responsibility for the Financial Statements

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

Auditors' Responsibility

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

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

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

Opinion

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

Emphasis of Matter

As discussed in Note 12e to the financial statements, in March 2020, the United States of America declared the global pandemic novel coronavirus COVID-19 outbreak a national emergency. As a result, Hyde Leadership Charter School - Brooklyn has suspended some of its program activities at the direction of state and local governmental authorities. Our opinion is not modified with respect to this matter.

Other Reporting 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 Hyde Leadership Charter School - Brooklyn'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 the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Hyde Leadership Charter School - Brooklyn's internal control over financial reporting and compliance.

Lotz + Carr, LLP

New York, New York
October 29, 2021

HYDE LEADERSHIP CHARTER SCHOOL - BROOKLYN

STATEMENTS OF FINANCIAL POSITION

JUNE 30, 2021 AND 2020

	<u>2021</u>	<u>2020</u>
Assets		
Cash (Notes 9 and 11)	\$2,932,975	\$3,033,600
Restricted cash - New York City Department of Education reserve (Note 9)	75,222	75,207
Unconditional promises to give (Notes 1b and 4a)		
Without donor restrictions	466,499	205,796
Accounts receivable	8,284	12,087
Prepaid expenses and other current assets	<u>37,913</u>	<u>14,750</u>
	3,520,893	3,341,440
Property and equipment, at cost, net of accumulated depreciation (Notes 1c and 5)	322,421	399,793
Security deposit	<u>89,250</u>	<u>29,750</u>
Total Assets	<u><u>\$3,932,564</u></u>	<u><u>\$3,770,983</u></u>
Liabilities and Net Assets		
Liabilities		
Accounts payable and accrued expenses	\$ 359,663	\$ 320,673
Salaries, payroll taxes and benefits payable	515,631	434,193
Capital lease obligation (Note 6)	29,882	102,918
Refundable advance (Note 4b)	142,757	-
Refundable advance - New York City Department of Education (Note 7)	29,301	-
Loan payable - Paycheck Protection Program (Note 8)	-	1,197,657
Deferred rent (Note 1d)	<u>410,480</u>	<u>18,660</u>
Total Liabilities	<u>1,487,714</u>	<u>2,074,101</u>
Commitments and Contingencies (Notes 10 and 12)		
Net Assets		
Without Donor Restrictions		
Board designated (Note 3)	15,000	15,000
New York City Department of Education reserve (Note 9)	75,222	75,207
Other	<u>2,354,628</u>	<u>1,606,675</u>
Total Net Assets	<u>2,444,850</u>	<u>1,696,882</u>
Total Liabilities and Net Assets	<u><u>\$3,932,564</u></u>	<u><u>\$3,770,983</u></u>

See notes to financial statements.

HYDE LEADERSHIP CHARTER SCHOOL - BROOKLYN

STATEMENTS OF ACTIVITIES

YEARS ENDED JUNE 30, 2021 AND 2020

	<u>2021</u>	<u>2020</u>
Changes in Net Assets Without Donor Restrictions		
Revenues and Other Support		
Public School District:		
Resident student enrollment - New York City Department of Education (Note 7)	\$10,814,736	\$9,351,643
Loan forgiveness - Payment Protection Program (Note 8)	1,197,657	-
Federal grants	838,593	400,553
State grants	-	210,351
Contributions	10,498	8,447
Interest income	6,752	1,233
Loss on disposal of property and equipment	-	(25,867)
Other income	10,000	29,672
	<u>12,878,236</u>	<u>9,976,032</u>
Total Revenues and Other Support		
Expenses		
Program Services	<u>10,332,942</u>	<u>8,189,224</u>
Supporting Services		
Management and general	1,691,740	1,299,646
Fundraising	105,586	111,520
Total Supporting Services	<u>1,797,326</u>	<u>1,411,166</u>
Total Expenses	<u>12,130,268</u>	<u>9,600,390</u>
Increase in net assets	747,968	375,642
Net assets, beginning of year	<u>1,696,882</u>	<u>1,321,240</u>
Net Assets, End of Year	<u><u>\$ 2,444,850</u></u>	<u><u>\$1,696,882</u></u>

See notes to financial statements.

HYDE LEADERSHIP CHARTER SCHOOL - BROOKLYN

STATEMENT OF FUNCTIONAL EXPENSES

YEAR ENDED JUNE 30, 2021 WITH COMPARATIVE TOTALS FOR 2020

	2021						2020		
	Number of Positions	Program Services			Supporting Services			Total Expenses	Total Expenses
		Regular Education	Special Education	Total	Management and General	Fundraising	Total		
Personnel Services Costs									
Administrative staff personnel	17	\$ 704,977	\$ 117,557	\$ 822,534	\$ 763,983	\$ 53,904	\$ 817,887	\$ 1,640,421	\$1,231,655
Instructional personnel	67	4,345,794	503,185	4,848,979	-	-	-	4,848,979	4,216,582
Non-instructional personnel	4	54,983	54,983	109,966	159,149	-	159,149	269,115	144,887
Total Personnel Services Costs		5,105,754	675,725	5,781,479	923,132	53,904	977,036	6,758,515	5,593,124
Employee benefits and payroll taxes		1,358,317	178,770	1,537,087	242,853	14,181	257,034	1,794,121	1,362,438
Pension		124,281	16,320	140,601	22,118	1,292	23,410	164,011	112,833
Management company fees		99,768	-	99,768	-	-	-	99,768	172,232
Legal fees		-	-	-	8,241	-	8,241	8,241	750
Accounting and audit fees		-	-	-	77,385	-	77,385	77,385	49,608
Other purchased, professional and consulting services		640,814	30,947	671,761	50,543	15,809	66,352	738,113	618,759
Occupancy		1,078,603	141,636	1,220,239	191,969	11,210	203,179	1,423,418	708,677
Repairs and maintenance		5,533	727	6,260	984	58	1,042	7,302	77,797
Insurance		40,888	5,369	46,257	7,277	425	7,702	53,959	44,728
Supplies		144,093	-	144,093	-	-	-	144,093	158,465
Equipment and furnishings		29,874	-	29,874	2,543	-	2,543	32,417	33,622
Staff development		61,275	12,900	74,175	40,007	5,350	45,357	119,532	96,169
Marketing and recruitment		9,695	-	9,695	41,042	-	41,042	50,737	58,622
Food service		8,143	1,069	9,212	1,449	85	1,534	10,746	19,935
Student services		206,282	-	206,282	-	-	-	206,282	182,129
Office expenses		140,489	18,448	158,937	51,171	1,460	52,631	211,568	123,681
Other		39,568	5,196	44,764	7,041	411	7,452	52,216	73,751
Total expenses before depreciation		9,093,377	1,087,107	10,180,484	1,667,755	104,185	1,771,940	11,952,424	9,487,320
Depreciation		134,762	17,696	152,458	23,985	1,401	25,386	177,844	113,070
Total Expenses, 2021		<u>\$9,228,139</u>	<u>\$1,104,803</u>	<u>\$10,332,942</u>	<u>\$ 1,691,740</u>	<u>\$ 105,586</u>	<u>\$1,797,326</u>	<u>\$12,130,268</u>	
Total Expenses, 2020		<u>\$7,381,555</u>	<u>\$ 807,669</u>	<u>\$ 8,189,224</u>	<u>\$ 1,299,646</u>	<u>\$ 111,520</u>	<u>\$1,411,166</u>		<u>\$9,600,390</u>

See notes to financial statements.

HYDE LEADERSHIP CHARTER SCHOOL - BROOKLYN

STATEMENT OF FUNCTIONAL EXPENSES

YEAR ENDED JUNE 30, 2020

	Number of Positions	Program Services			Supporting Services			Total Expenses
		Regular Education	Special Education	Total	Management and General	Fundraising	Total	
Personnel Services Costs								
Administrative staff personnel	12	\$ 350,480	\$ 76,245	\$ 426,725	\$ 734,243	\$ 70,687	\$ 804,930	\$1,231,655
Instructional personnel	58	3,747,299	469,283	4,216,582	-	-	-	4,216,582
Non-instructional personnel	2	27,702	27,702	55,404	89,483	-	89,483	144,887
Total Personnel Services Costs		4,125,481	573,230	4,698,711	823,726	70,687	894,413	5,593,124
Employee benefits and payroll taxes		1,010,782	140,508	1,151,290	194,672	16,476	211,148	1,362,438
Pension		83,710	11,636	95,346	16,123	1,364	17,487	112,833
Management company fees		172,232	-	172,232	-	-	-	172,232
Legal fees		-	-	-	750	-	750	750
Accounting and audit fees		-	-	-	49,608	-	49,608	49,608
Other purchased, professional and consulting services		515,108	33,604	548,712	59,464	10,583	70,047	618,759
Occupancy		687,580	3,135	690,715	17,594	368	17,962	708,677
Repairs and maintenance		57,716	8,023	65,739	11,117	941	12,058	77,797
Insurance		33,183	4,613	37,796	6,391	541	6,932	44,728
Supplies		158,465	-	158,465	-	-	-	158,465
Equipment and furnishings		31,506	-	31,506	2,116	-	2,116	33,622
Staff development		69,451	-	69,451	20,018	6,700	26,718	96,169
Marketing and recruitment		6,165	-	6,165	52,457	-	52,457	58,622
Food service		14,790	2,056	16,846	2,848	241	3,089	19,935
Student services		182,129	-	182,129	-	-	-	182,129
Office expenses		94,656	11,597	106,253	16,068	1,360	17,428	123,681
Other		54,716	7,606	62,322	10,537	892	11,429	73,751
Total expenses before depreciation		7,297,670	796,008	8,093,678	1,283,489	110,153	1,393,642	9,487,320
Depreciation		83,885	11,661	95,546	16,157	1,367	17,524	113,070
Total Expenses		<u>\$7,381,555</u>	<u>\$807,669</u>	<u>\$8,189,224</u>	<u>\$ 1,299,646</u>	<u>\$ 111,520</u>	<u>\$1,411,166</u>	<u>\$9,600,390</u>

See notes to financial statements.

HYDE LEADERSHIP CHARTER SCHOOL - BROOKLYN

STATEMENTS OF CASH FLOWS

YEARS ENDED JUNE 30, 2021 AND 2020

	<u>2021</u>	<u>2020</u>
Cash Flows From Operating Activities		
Increase in net assets	\$ 747,968	\$ 375,642
Adjustments to reconcile increase in net assets to cash provided by operating activities:		
Loan forgiveness - Paycheck Protection Program	(1,197,657)	-
Depreciation	177,844	113,070
Loss on disposal of property and equipment	-	25,867
(Increase) decrease in:		
Unconditional promises to give	(260,703)	(40,040)
Accounts receivable	3,803	(10,835)
Prepaid expenses and other current assets	(23,163)	-
Security deposit	(59,500)	-
Increase (decrease) in:		
Accounts payable and accrued expenses	38,990	132,934
Salaries, payroll taxes and benefits payable	81,438	40,196
Refundable advance - New York City Department of Education	29,301	(60,991)
Refundable advance	142,757	-
Deferred rent	391,820	13,251
Net Cash Provided By Operating Activities	<u>72,898</u>	<u>589,094</u>
Cash Flows From Investing Activities		
Purchase of property and equipment	<u>(100,472)</u>	<u>(114,905)</u>
Cash Flows From Financing Activities		
Payment of capital lease obligation	(73,036)	(69,727)
Proceeds from loan payable - Paycheck Protection Program	-	1,197,657
Net Cash Provided (Used) By Financing Activities	<u>(73,036)</u>	<u>1,127,930</u>
Net increase (decrease) in cash and restricted cash	(100,610)	1,602,119
Cash and restricted cash, beginning of year	<u>3,108,807</u>	<u>1,506,688</u>
Cash and Restricted Cash, End of Year	<u><u>\$3,008,197</u></u>	<u><u>\$3,108,807</u></u>
Supplementary Disclosure of Cash Flow Information		
Interest paid	<u>\$ 5,151</u>	<u>\$ 7,255</u>

See notes to financial statements.

HYDE LEADERSHIP CHARTER SCHOOL - BROOKLYN**NOTES TO FINANCIAL STATEMENTS****JUNE 30, 2021 AND 2020****Note 1 - Organization and Summary of Significant Accounting Policies****a - Organization**

Hyde Leadership Charter School - Brooklyn's ("HLCS") mission is to develop the deeper character and unique potential of each student. Using the Hyde Process for family-based character education, HLCS unites parents, teachers and students in helping each student achieve his or her best academically and in sports, the arts, and the community. Rigorous learning attitudes, leadership skills and a social conscience lay the foundation for each student's success in college and fulfillment in life. HLCS served grades K-8 in 2021 and K-7 in 2020. The Hyde Middle School opened in September 2018.

b - Contributions and Unconditional Promises to Give

Contributions are recognized when the donor makes a promise to give to HLCS, that is, in substance, unconditional. Conditional promises to give - that is, those with a measurable performance-related or other barrier and right of return of assets transferred or release of a promisor's obligation to transfer assets in the future - are not recognized until the conditions on which they depend have been met.

Contributions that are restricted by the donor are reported as increases in net assets without donor restrictions if the restrictions expire in the fiscal year in which the contributions are recognized. All other donor-restricted contributions are reported as increases in net assets with donor restrictions. When a restriction expires, net assets with donor restrictions are reclassified to net assets without donor restrictions.

HLCS uses the allowance method to account for uncollectible promises to give. The allowance is based on prior years' experience and management's analysis of specific promises made.

c - Property and Equipment

Property and equipment are stated at cost and are being depreciated using the straight-line method over the estimated useful lives of the assets.

d - Deferred Rent

HLCS records rent expense associated with its lease on the straight-line basis over the term of the lease. The difference between the straight-line expense and amounts paid in accordance with the terms of the lease is recorded as a liability and an expense in the accompanying financial statements.

e - Advertising and Promotion Costs

Advertising and promotion costs are charged to operations when the advertising first takes place.

HYDE LEADERSHIP CHARTER SCHOOL - BROOKLYN**NOTES TO FINANCIAL STATEMENTS****JUNE 30, 2021 AND 2020****Note 1 - Organization and Summary of Significant Accounting Policies (continued)****f - Financial Statement Presentation**

HLCS' financial statements have been prepared in accordance with accounting principles generally accepted in the United States of America ("GAAP"), which require HLCS to report information regarding its financial position and activities according to the following net asset classifications:

Net Assets Without Donor Restrictions

Net assets that are not subject to donor-imposed restrictions and may be expended for any purpose in performing the primary objective of HLCS. These net assets may be used at the discretion of HLCS' management and Board of Directors.

Net Assets With Donor Restrictions

Net assets that are subject to stipulations imposed by donors and grantors. Some donor restrictions are temporary in nature; those restrictions will be met by actions of HLCS or passage of time. Other donor restrictions are perpetual in nature, whereby the donor has stipulated the funds be maintained in perpetuity.

g - Functional Allocation of Expenses

The financial statements report certain categories of expenses that are attributable to more than one program or supporting function. Expenses are applied directly to programs where applicable or allocated on a reasonable and consistent basis. A substantial portion of HLCS' expenses are directly related to program activities. The expenses that are allocated include personnel services costs, employee benefits and payroll taxes, depreciation, insurance, repairs and maintenance, office expenses and interest, which are allocated based on employee time and effort.

h - Estimates

The preparation of financial statements in conformity with GAAP requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

i - Tax Status

HLCS is a not-for-profit organization exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code and has been designated as an organization which is not a private foundation.

j - Subsequent Events

HLCS has evaluated subsequent events through October 29, 2021, the date that the financial statements are considered available to be issued.

HYDE LEADERSHIP CHARTER SCHOOL - BROOKLYN

NOTES TO FINANCIAL STATEMENTS

JUNE 30, 2021 AND 2020

Note 1 - Organization and Summary of Significant Accounting Policies (continued)**k - Prior Year Information**

Certain 2020 amounts have been reclassified for comparative purposes.

l - New Accounting Pronouncements

In 2021, HLCS adopted Accounting Standards Update ("ASU") No 2014-09, *Revenue from Contracts with Customers ("Topic 606")*, which provided new guidance for revenue recognized from contracts with customers and replaced the previously-existing revenue recognition guidance. ASU 2014-09 requires that revenue be recognized at an amount that HLCS is entitled to receive upon transferring control of goods or services to customers. The adoption of ASU 2014-09 had no significant impact on HLCS' financial statements.

In February 2016, the FASB issued ASU 2016-02, *Leases ("Topic 842")*. The core principles of ASU 2016-02 change the way organizations will account for their leases by recognizing lease assets and related liabilities on the statement of financial position for all leases with terms longer than 12 months and disclosing key information about leasing arrangements. ASU 2016-02 is effective for fiscal years beginning after December 15, 2021. HLCS is currently evaluating the impact of ASU 2016-02 on its financial statements.

Note 2 - Information Regarding Liquidity and Availability

HLCS operates with a balanced budget for each fiscal year based on the revenues expected to be available to fund anticipated expenses. A substantial portion of annual revenue is comprised of the per pupil allocation from the New York Department of Education, and revenue from other sources earned during the year. HLCS considers general expenditures to consist of all expenses related to its ongoing program activities, and the expenses related to management and general and fundraising activities undertaken to support those services.

HLCS regularly monitors liquidity to meet its operating needs and other commitments and obligations. Management prepares regular cash flow projections to determine liquidity needs, and has a policy to maintain liquid financial assets on an ongoing basis sufficient to cover ninety days of general expenditures.

HYDE LEADERSHIP CHARTER SCHOOL - BROOKLYN

NOTES TO FINANCIAL STATEMENTS

JUNE 30, 2021 AND 2020

Note 2 - Information Regarding Liquidity and Availability (continued)

HLCS' financial assets as of June 30, 2021 and 2020 and those available to meet cash needs for general expenditures within one year are summarized as follows:

	<u>2021</u>	<u>2020</u>
Financial Assets at Year End:		
Cash and restricted cash	\$3,008,197	\$3,108,807
Unconditional promises to give	466,499	205,796
Accounts receivable	<u>8,284</u>	<u>12,087</u>
Total Financial Assets	3,482,980	3,326,690
Less: Amounts not Available to be Used within One Year:		
Board designated fund	(15,000)	(15,000)
Restricted cash - New York City Department of Education reserve	<u>(75,222)</u>	<u>(75,207)</u>
Financial Assets Available to Meet General Expenditures within One Year	<u>\$3,392,758</u>	<u>\$3,236,483</u>

In addition to these financial assets available within one year, HLCS' board designated funds could be made available at any time to meet cash needs for general expenditures at the discretion of the Board.

Note 3 - Board Designated Net Assets

HLCS established a board designated fund to promote its long-term financial stability.

Note 4 - Promises to Givea - Unconditional Promises to Give

Unconditional promises to give are due within one year. Uncollectible promises are expected to be insignificant.

Unconditional promises to give at June 30, 2021 include \$225,317 related to Federal grants for which payments were made by the Federal agency but not received by HLCS. HLCS is working with the Federal agency to re-issue these payments.

HYDE LEADERSHIP CHARTER SCHOOL - BROOKLYN

NOTES TO FINANCIAL STATEMENTS

JUNE 30, 2021 AND 2020

Note 4 - Promises to Give (continued)**b - Conditional Promises to Give**

A portion of HLCS's revenue is derived from cost-reimbursable federal and state contracts and grants, which are contingent upon certain performance requirements and/or the incurrence of allowable qualifying expenses. Amounts are recognized as revenue when HLCS has incurred expenditures in compliance with specific contract or grant provisions. Amounts received prior to incurring qualifying expenditures, if any, are reported as refundable advances in the statement of financial position. As of June 30, 2021 HLCS received cost-reimbursable grants of \$1,510,481 that have not been recognized because qualifying expenditures have not yet been incurred and \$142,757 in advance payments recognized as a refundable advance.

Note 5 - Property and Equipment

Property and equipment consist of the following at June 30:

	<u>Life</u>	<u>2021</u>	<u>2020</u>
Building equipment	5 years	\$ 135,495	\$ 135,495
Computer equipment	2-7 years	983,218	882,746
Furniture and fixtures	5-7 years	<u>119,667</u>	<u>119,667</u>
		1,238,380	1,137,908
Less: Accumulated depreciation		<u>(915,959)</u>	<u>(738,115)</u>
		<u>\$ 322,421</u>	<u>\$ 399,793</u>

Note 6 - Capital Lease Obligation

During 2019, HLCS entered into two capital lease agreements for computer equipment with terms expiring through October 2021. The assets and liabilities under the capital leases are recorded at the lower of the present value of the minimum lease payments or the fair value of the asset. The assets are depreciated over the shorter of their related lease terms or estimated useful lives, and such amounts are included in depreciation expense in the statement of activities. Property held under the capital leases totaled \$67,802 (net of accumulated depreciation of \$113,234) and \$115,100 (net of accumulated depreciation of \$65,936) at June 30, 2021 and 2020, respectively. During the year ended June 30, 2020, HLCS disposed \$25,867 (net of accumulated depreciation of \$11,370) of capital lease assets.

HYDE LEADERSHIP CHARTER SCHOOL - BROOKLYN**NOTES TO FINANCIAL STATEMENTS****JUNE 30, 2021 AND 2020****Note 6 - Capital Lease Obligation (continued)**

As of June 30, 2021, future minimum payments under capital leases totaled \$30,354 through October 2021, of which \$472 is attributable to interest.

In August 2021, HLCS entered into a capital lease agreement for \$213,668 in computer equipment with terms expiring in July 2024. The lease requires 36 monthly payments of \$6,592 during the lease term.

Note 7 - Resident Student Enrollment

HLCS' per pupil allocation is determined by the New York State Education Department using New York State's charter school funding formula.

HLCS received per pupil allocation payments from the New York Department of Education in excess of the actual per pupil allocation for the year ended June 30, 2021. The excess allocation received is recorded as a refundable advance as of June 30, 2021. HLCS did not receive an excess allocation of per pupil funding in 2020.

Note 8 - Loan Payable - Paycheck Protection Program

On May 14, 2020, HLCS received a loan totaling \$1,197,657 under the Paycheck Protection Program administered by the U.S. Small Business Administration. The loan included provisions for forgiveness if HLCS met certain employee retention requirements and the funds are used for eligible expenses. On February 22, 2021, HLCS received forgiveness of the full loan amount, and accordingly recognized loan forgiveness revenue in its statement of activities.

Note 9 - Restricted Cash

The New York City Department of Education requires HLCS to maintain a \$75,000 cash reserve.

HYDE LEADERSHIP CHARTER SCHOOL - BROOKLYN

NOTES TO FINANCIAL STATEMENTS

JUNE 30, 2021 AND 2020

Note 9 - Restricted Cash (continued)

The following table provides a reconciliation of cash and restricted cash reported within the statement of financial position that sum to the total of the same such amounts in the statement of cash flows:

	<u>2021</u>	<u>2020</u>
Cash	\$2,932,975	\$3,033,600
Restricted cash - New York City Department of Education Reserve	<u>75,222</u>	<u>75,207</u>
Total Cash and Restricted Cash Shown in the Statement of Cash Flows	<u>\$3,008,197</u>	<u>\$3,108,807</u>

Note 10 - Retirement Plan

HLCS maintains a retirement plan for all eligible employees through a Professional Employer Organization. HLCS' contributions to the plan totaled \$164,011 and \$112,833 for the years ended June 30, 2021 and 2020, respectively.

Note 11 - Concentration of Credit Risk

HLCS' cash is maintained in a financial institution in New York, which is insured by the Federal Deposit Insurance Corporation up to \$250,000.

Note 12 - Commitments and Contingencies

a - As part of a building utilization plan with the New York City Department of Education, HLCS will be permanently sited in PS 328. The Department provides utilities and other maintenance and security services for the building during regular school hours.

HYDE LEADERSHIP CHARTER SCHOOL - BROOKLYN

NOTES TO FINANCIAL STATEMENTS

JUNE 30, 2021 AND 2020

Note 12 - Commitments and Contingencies (continued)

- b - In September 2018, HLCS entered into a lease agreement to occupy space for its middle school, which expires August 31, 2023. In November 2020, HLCS signed an agreement to extend the lease through August 31, 2031. HLCS will occupy one floor in the first year of the lease, two floors in the second year of the lease, and three floors during the third year until expiration of the lease.

On July 1, 2021, the lease was amended to extend the term through June 30, 2061. The amendment requires HLCS to fund a capital reserve account beginning on July 1, 2022, which will be controlled by the landlord. The amendment required HLCS to make a security deposit of \$237,500, of which \$89,250 had been paid as of June 30, 2021. The remaining balance of \$148,250 was paid in July 2021.

Approximate minimum rental payments under the amended lease are as follows:

<u>Year Ending June 30,</u>	
2022	\$ 950,000
2023	967,000
2024	987,000
2025	1,007,000
2026	1,027,000
Thereafter, through June 30, 2061	52,352,000

Rent expense for the years ended June 30, 2021 and 2020 was \$1,403,320 and \$667,751, respectively.

- c - HLCS has retained Hyde Foundation to provide educational materials and various consulting and management services including training and accreditation review. A fee of \$100,000 in 2021 and a fee equal to approximately 2% in 2020 of HLCS's annual aggregate pupil funding allocated by the New York City Department of Education is due and payable in two annual installments. Total fees paid to Hyde Foundation amounted to approximately \$100,000 and \$172,000 for the years ended June 30, 2021 and 2020, respectively.
- d - Government supported projects are subject to audit by the applicable granting agency.

HYDE LEADERSHIP CHARTER SCHOOL - BROOKLYN**NOTES TO FINANCIAL STATEMENTS****JUNE 30, 2021 AND 2020****Note 12 - Commitments and Contingencies (continued)**

e - In March 2020, the United States of America declared the global pandemic novel coronavirus COVID-19 outbreak a national emergency. As a result, HLCS closed the school and suspended some of its program activities at the direction of state and local governmental authorities. Management immediately began to assess the impact of the school closure and took steps to mitigate that impact by migrating all classes to a remote learning environment. HLCS distributed computers to all students and internet hotspots were given to students in need. Due to the increasing spread of the COVID-19 infection, HLCS remained remote until March 2021. Students returned at 50% capacity and instruction was delivered both remotely and in-person. Students continued to receive support with technology, including Chromebooks and hotspots. Management believes that its current financial assets are sufficient to support HLCS's operations on an ongoing basis.

SUPPLEMENTARY INFORMATION



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

To the Board of Directors of
Hyde Leadership Charter School - Brooklyn

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

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered Hyde Leadership Charter School - Brooklyn'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 opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Hyde Leadership Charter School - Brooklyn's internal control. Accordingly, we do not express an opinion on the effectiveness of Hyde Leadership Charter School - Brooklyn's internal control.

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

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that have not been identified. We did identify certain deficiencies in internal control that were communicated to those charged with governance in a separate letter dated October 29, 2021 that we consider to be material weaknesses.



Compliance and Other Matters

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

Purpose of this Report

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

New York, New York
October 29, 2021



JPMorgan Chase Bank, N.A.
 P O Box 182051
 Columbus, OH 43218 - 2051

April 30, 2022 through May 31, 2022

Primary Account: [REDACTED]

CUSTOMER SERVICE INFORMATION

Web site: **www.Chase.com**
 Service Center: **1-877-425-8100**
 Deaf and Hard of Hearing: 1-800-242-7383
 Para Espanol: 1-888-622-4273
 International Calls: 1-713-262-1679

00567169 DRE 802 219 15222 NNNNNNNNNN 1 000000000 64 0000
 HYDE LEADERSHIP CHARTER SCHOOL BROOKLYN
 C/O REBECCA CHATTERAM
 330 ALABAMA AVE
 BROOKLYN NY 11207

On June 12, 2022, fees for non-Chase ATM transactions are changing

We're making the following fee changes and, depending on the type of account you have with us, you may be affected:

- **Non-Chase ATM transactions fee* (Domestic Withdrawal, Domestic & International Balance Inquiry, Domestic & International Balance Transfers):** This fee will increase from \$2.50 to \$3.00, but you can still avoid it by using Chase ATMs. The International Withdrawal Fee for ATMs outside the U.S., Puerto Rico and the U.S. Virgin Islands remains \$5.00 per withdrawal. We'll continue to waive these fees for customers receiving Chase Military Banking benefits on their Chase Business Complete CheckingSM accounts.

Please note: We'll continue to waive these fees for Chase Performance Business Checking[®] and Chase Platinum Business CheckingSM accounts.

For more information about banking fees, please read the Additional Banking Services and Fees for Business Accounts Deposit Account Agreement, which you can find at chase.com/business-deposit-disclosures, or visit a branch.

If you have any questions, please call the number on this statement. We accept operator relay calls.

* Fees from the ATM owner/networks may still apply.

CONSOLIDATED BALANCE SUMMARY

ASSETS

Checking & Savings

	ACCOUNT	BEGINNING BALANCE THIS PERIOD	ENDING BALANCE THIS PERIOD
Chase Business Select High Yield Savings	[REDACTED]	\$851.33	\$851.34
Chase Business Select High Yield Savings	[REDACTED]	75,233.93	75,235.23
Total		\$76,085.26	\$76,086.57
TOTAL ASSETS		\$76,085.26	\$76,086.57



April 30, 2022 through May 31, 2022

Primary Account: [REDACTED]

CHASE BUSINESS SELECT HIGH YIELD SAVINGS

HYDE LEADERSHIP CHARTER SCHOOL BROOKLYN

Account Number: [REDACTED]

SAVINGS SUMMARY

	INSTANCES	AMOUNT
Beginning Balance		\$851.33
Deposits and Additions	1	0.01
Ending Balance	1	\$851.34
Annual Percentage Yield Earned This Period		0.01%
Interest Paid This Period		\$0.01
Interest Paid Year-to-Date		\$0.42

The monthly service fee for this account was waived as an added feature of Chase Analysis Business Checking account.

TRANSACTION DETAIL

DATE	DESCRIPTION	AMOUNT	BALANCE
	Beginning Balance		\$851.33
05/31	Interest Payment	0.01	851.34
	Ending Balance		\$851.34

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 Analysis Business Checking account.

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

CHASE BUSINESS SELECT HIGH YIELD SAVINGS

HYDE LEADERSHIP CHARTER SCHOOL BROOKLYN

Account Number: [REDACTED]

SAVINGS SUMMARY

	INSTANCES	AMOUNT
Beginning Balance		\$75,233.93
Deposits and Additions	1	1.30
Ending Balance	1	\$75,235.23
Annual Percentage Yield Earned This Period		0.02%
Interest Paid This Period		\$1.30
Interest Paid Year-to-Date		\$6.14

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



April 30, 2022 through May 31, 2022

Primary Account: [REDACTED]

TRANSACTION DETAIL

DATE	DESCRIPTION	AMOUNT	BALANCE
	Beginning Balance		\$75,233.93
05/31	Interest Payment	1.30	75,235.23
	Ending Balance		\$75,235.23

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 Analysis 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

This Page Intentionally Left Blank



LUTZ AND GARR
CERTIFIED PUBLIC ACCOUNTANTS, LLP
551 FIFTH AVENUE - SUITE 400, NEW YORK, NY 10176
212-697-2299 FAX: 212-949-1768

July 13, 2022

Ms. Rebecca Chatteram
Director of Operations/Business Manager
Hyde Leadership Charter School - Brooklyn
330 Alabama Avenue
Brooklyn, NY 11207
transmitted via email

Dear Ms. Chatteram:

We are pleased to confirm our understanding of the services we are to provide for Hyde Leadership Charter School - Brooklyn for the year ended June 30, 2022.

Audit Scope and Objectives

We will audit the financial statements of Hyde Leadership Charter School - Brooklyn, which comprise the statement(s) of financial position as of June 30, 2022, the related statements of activities, functional expenses, and cash flows for the year then ended, and the disclosures (collectively, the "financial statements").

The objectives of our audit are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and issue an auditor's report that includes our opinion about whether your financial statements are fairly presented, in all material respects, in conformity with accounting principles generally accepted in the United States of America. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements.

The objectives also include reporting on internal control over financial reporting and compliance with provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.

Auditors' Responsibilities for the Audit of the Financial Statements

We will conduct our audit in accordance with GAAS and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and will include tests of your accounting records and other procedures we consider necessary to enable us to express such an opinion. As part of an audit in accordance with GAAS and *Government Auditing Standards*, we exercise professional judgment and maintain professional skepticism throughout the audit.

Ms. Rebecca Chatteram
Hyde Leadership Charter School - Brooklyn
July 13, 2022
Page 2

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the Organization or to acts by management or employees acting on behalf of the Organization. Because the determination of waste and abuse is subjective, *Government Auditing Standards* do not expect auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste or abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Organization's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, tests of the physical existence of inventories, and direct confirmation of receivables and certain assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will also request written representations from your attorneys as part of the engagement.

We may, from time to time and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to

Ms. Rebecca Chatteram
Hyde Leadership Charter School - Brooklyn
July 13, 2022
Page 3

prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

Our audit of the financial statements does not relieve you of your responsibilities.

Audit Procedures - Internal Control

We will obtain an understanding of the Organization and its environment, including internal control relevant to the audit, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinion. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to you and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards and *Government Auditing Standards*.

Audit Procedures - Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of Hyde Leadership Charter School - Brooklyn's compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

Other Services

We will prepare the Organization's federal and state information returns for the year ended June 30, 2022 based on information provided by you. We will also assist in preparing the financial statements and related notes of Hyde Leadership Charter School - Brooklyn in conformity with accounting principles generally accepted in the United States of America based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing*

Ms. Rebecca Chatteram
Hyde Leadership Charter School - Brooklyn
July 13, 2022
Page 4

Standards and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards, including the Statements on Standards for Tax Services issued by the American Institute of Certified Public Accountants. The other services are limited to the financial statement and tax services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities. We will advise management with regard to tax positions taken in the preparation of the information return, but management must make all decisions with regard to those matters.

You agree to assume all management responsibilities for the tax services, financial statements, related notes, and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter the tax services provided and our assistance with the preparation of the financial statements and related notes and that you have evaluated the adequacy of our services and have reviewed and approved the results of the services, the financial statements, and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Responsibilities of Management for the Financial Statements

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for designing, implementing, establishing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; following laws and regulations; and ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles, for the preparation and fair presentation of the financial statements and all accompanying information in conformity with accounting principles generally accepted in the United States of America, and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

You are also responsible for making drafts of financial statements, all financial records, and related information available to us and for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers). You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (2) additional information that we may request for the purpose

Ms. Rebecca Chatteram
Hyde Leadership Charter School - Brooklyn
July 13, 2022
Page 5

of the audit; and (3) unrestricted access to persons within the Organization from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by GAAS and *Government Auditing Standards*.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the Organization involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the Organization received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the Organization complies with applicable laws, regulations, contracts, agreements, and grants and for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements that we report.

You are responsible for the preparation of the supplementary information, which we have been engaged to report on, in conformity with accounting principles generally accepted in the United States of America. You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Scope and Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other engagements or studies. The Organization is also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions for the report, and for the timing and format for providing that information.

Ms. Rebecca Chatteram
Hyde Leadership Charter School - Brooklyn
July 13, 2022
Page 6

Engagement Administration, Fees, and Other

We understand that your employees will prepare all cash, accounts receivable, and other confirmations we request and will locate any documents selected by us for testing.

We will provide copies of our reports to the Organization; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Lutz and Carr, CPAs, LLP and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to the New York State Board of Regents or its designee for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Lutz and Carr, CPAs, LLP personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by the New York State Board of Regents. If we are aware that a federal awarding agency or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Jennifer Coates is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them. We expect to begin our audit in August_2022.

We estimate that our fees for the audit and other services will range from \$20,000 to \$21,000. You will also be billed for travel and other out-of-pocket costs such as report production, word processing, postage, etc. The fee estimate is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the engagement. If significant additional time is necessary, we will keep you informed of any problems we encounter and our fees will be adjusted accordingly. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation.

Ms. Rebecca Chatteram
Hyde Leadership Charter School - Brooklyn
July 13, 2022
Page 7

Reporting

We will issue a written report upon completion of our audit of Hyde Leadership Charter School - Brooklyn's financial statements. Our report will be addressed to the Board of Trustees of Hyde Leadership Charter School - Brooklyn. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinion, add a separate section, or add an emphasis-of-matter or other-matter paragraph to our auditor's report, or if necessary, withdraw from this engagement. If our opinion is other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed an opinion, we may decline to express an opinion or issue reports, or we may withdraw from this engagement.

We will also provide a report (which does not include an opinion) on internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*. The report on internal control and on compliance and other matters will state that (1) the purpose of the report is solely to describe the scope of 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 on compliance and (2) the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The report will also state that the report is not suitable for any other purpose. If during our audit we become aware that Hyde Leadership Charter School - Brooklyn is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with U.S. generally accepted auditing standards and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

We appreciate the opportunity to be of service to you and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the attached copy and return it to us.

Sincerely yours,



Lutz and Carr, LLP

/ml

Ms. Rebecca Chatteram
Hyde Leadership Charter School - Brooklyn
July 13, 2022
Page 8

RESPONSE:

This letter correctly sets forth the understanding of Hyde Leadership Charter School - Brooklyn.

Management signature:



Title: Executive Director

Date: August 30, 2022

Governance signature:

Title: _____

Date: _____

**Disclosure of Financial Interest by a Current
or Former Trustee**

Trustee Name:

Quinton Ryan

Name of Charter School Education Corporation:

Hyde Leadership Charter School – Brooklyn

1. List all positions held on the education corporation Board of Trustees (“Board”) (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).

Board Member

2. Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

Yes No

If **Yes**, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

3. Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

Yes No

If **Yes**, please describe the nature of your relationship and if the student could benefit from your participation.

4. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?

Yes No

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

5. 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.

6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with 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 months prior to such service. If there has been no such interest or transaction, check **None**.

None

Date(s)	Nature of financial interest / transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you

7. 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) you reside with had a financial interest or other relationship. If you are a member, director, officer, or employee of an organization formally partnered with and/or 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, check **None**.

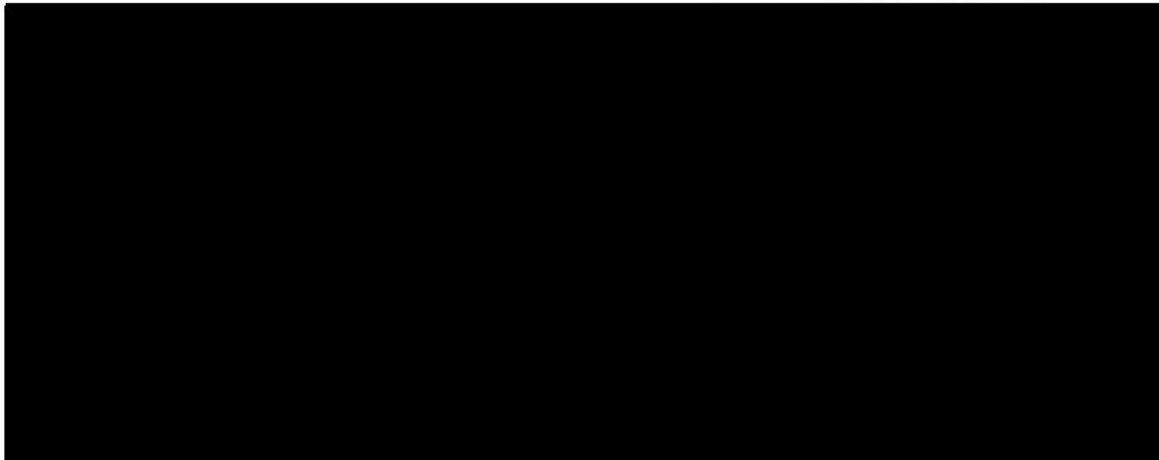
None

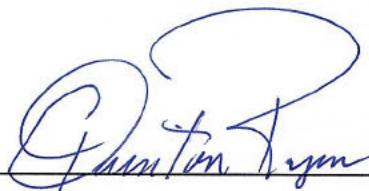
Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps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

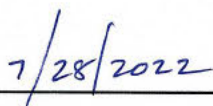
This document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. The personal contact information provided below will be redacted.

Business Telephone:

Business Address:




Signature


Date

Acceptable signature formats include:

- Digitally certified PDF signature
- Print form, manually sign, scan to PDF

last revised 04/2022

**Disclosure of Financial Interest by a Current
or Former Trustee**

Trustee Name:

Chritina Brown

Name of Charter School Education Corporation:

Hyde Leadership Charter School – Brooklyn

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).

Board Chair

2. Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

Yes No

If **Yes**, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

3. Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

Yes No

If **Yes**, please describe the nature of your relationship and if the student could benefit from your participation.

4. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?

Yes No

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

5. 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.

6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with 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 months prior to such service. If there has been no such interest or transaction, check **None**.

None

Date(s)	Nature of financial interest / transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you

7. 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) you reside with had a financial interest or other relationship. If you are a member, director, officer, or employee of an organization formally partnered with and/or 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, check **None**.

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

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. The personal contact information provided below will be redacted.



A handwritten signature in blue ink, appearing to read "Chritina Brown", is written over a horizontal line.

Signature

A handwritten date "7/28/2022" in blue ink is written over a horizontal line.

Date

Acceptable signature formats include:

- Digitally certified PDF signature
- Print form, manually sign, scan to PDF

last revised 04/2022

**Disclosure of Financial Interest by a Current
or Former Trustee**

Trustee Name:

Robert Moore

Name of Charter School Education Corporation:

Hyde Leadership Charter School – Brooklyn

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).

Board Member

2. Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

Yes No

If **Yes**, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

3. Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

Yes No

If **Yes**, please describe the nature of your relationship and if the student could benefit from your participation.

4. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?

Yes No

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

5. 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.

6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with 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 months prior to such service. If there has been no such interest or transaction, check **None**.

None

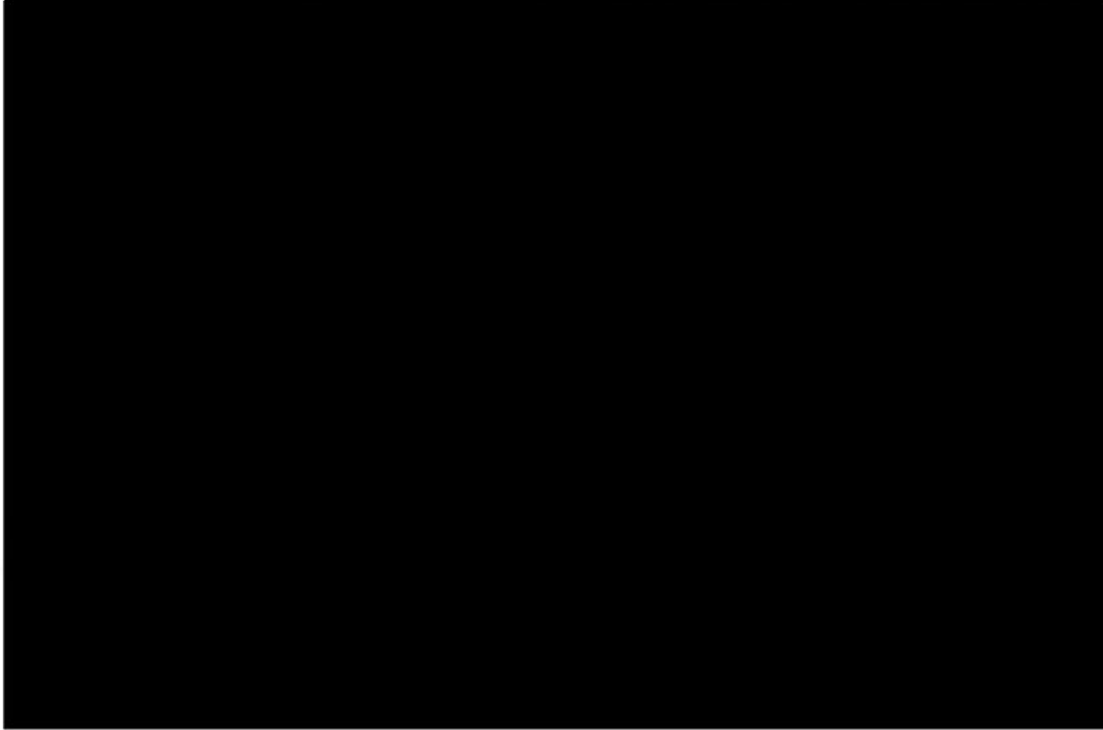
Date(s)	Nature of financial interest / transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you
Current	Hyde School Board of Governors	There are no direct conflicts	Tom Moore, Father

7. 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) you reside with had a financial interest or other relationship. If you are a member, director, officer, or employee of an organization formally partnered with and/or 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, check **None**.

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
Hyde Schools Bath, Maine	Boarding School Employee	Boarding School Employee	Mary Moore, Mother	No existing conflicts

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. The personal contact information provided below will be redacted.



Robert Moore

August 28, 2022

Signature

Date

Acceptable signature formats include:

- Digitally certified PDF signature
- Print form, manually sign, scan to PDF

last revised 04/2022

**Disclosure of Financial Interest by a Current
or Former Trustee**

Trustee Name:

Claire Robinson

Name of Charter School Education Corporation:

Hyde Leadership Charter School – Brooklyn

1. List all positions held on the education corporation Board of Trustees (“Board”) (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).

Treasurer

2. Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

Yes No

If **Yes**, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

3. Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

Yes No

If **Yes**, please describe the nature of your relationship and if the student could benefit from your participation.

4. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?

Yes No

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

5. 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.

6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with 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 months prior to such service. If there has been no such interest or transaction, check **None**.

None

Date(s)	Nature of financial interest / transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you

7. 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) you reside with had a financial interest or other relationship. If you are a member, director, officer, or employee of an organization formally partnered with and/or 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, check **None**.

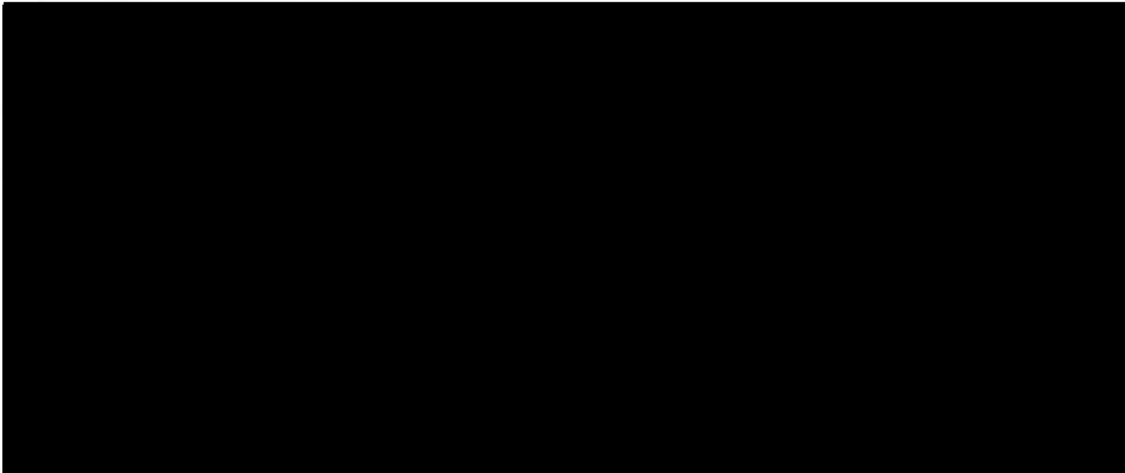
None

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

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. The personal contact information provided below will be redacted.

Business Telephone:

Business Address:



Claire Robinson

Signature

August 27, 2022

Date

Acceptable signature formats include:

- Digitally certified PDF signature
- Print form, manually sign, scan to PDF

last revised 04/2022

**Disclosure of Financial Interest by a Current
or Former Trustee**

Trustee Name:

Patricia Smith

Name of Charter School Education Corporation:

Hyde Leadership Charter School – Brooklyn

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).
Board Member

2. Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

Yes No

If **Yes**, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

3. Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

Yes No

If **Yes**, please describe the nature of your relationship and if the student could benefit from your participation.

4. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?

Yes No

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

5. 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.

6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with 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 months prior to such service. If there has been no such interest or transaction, check **None**.

None

Date(s)	Nature of financial interest / transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you

7. 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) you reside with had a financial interest or other relationship. If you are a member, director, officer, or employee of an organization formally partnered with and/or 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, check **None**.

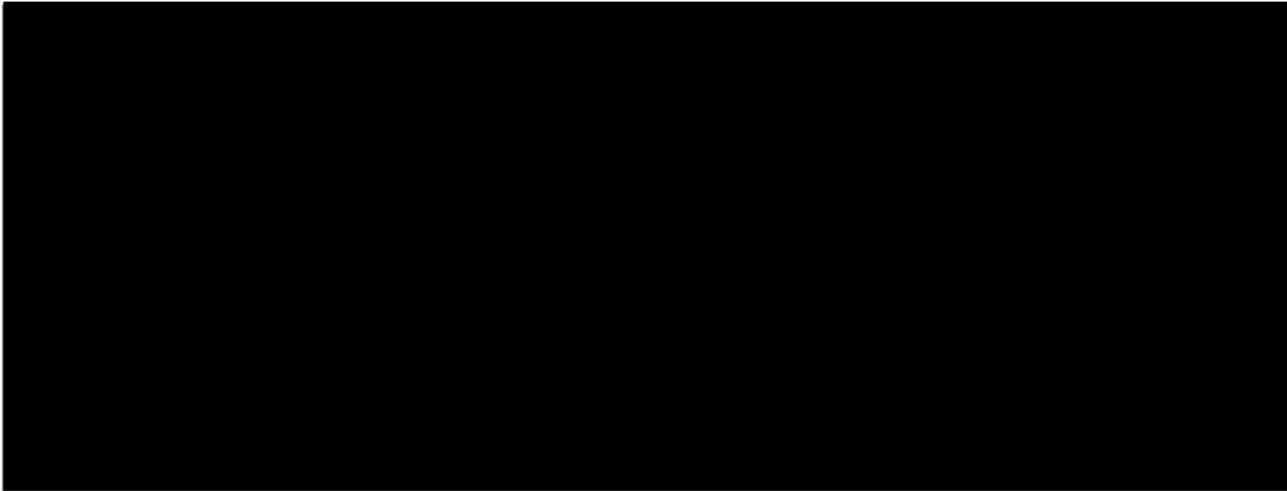
None

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

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. The personal contact information provided below will be redacted.

Business Telephone:

Business Address:



A handwritten signature in blue ink that reads "Patricia Smith". The signature is written in a cursive style with a flourish at the end.

August 22, 2022

Signature

Date

Acceptable signature formats include:

- Digitally certified PDF signature
- Print form, manually sign, scan to PDF

last revised 04/2022

Summary of **July Meeting**
Of the Board of Trustees
Of Hyde Leadership Charter School Brooklyn
APPROVED
Held via Zoom Conference
July 19, 2021

Trustees Present:

Christina Brown, Chair
Robert Moore, Trustee
Quinton Ryan, Trustee
Claire Robinson, Treasurer

Trustee Absent:

Patricia Stith, Trustee

Attendees:

Sandra J. DuPree
Pharah Pabon
Rebecca Chatteram
Jack Foster

Called to order by Executive Director at 6:00 p.m.

Action Item

APPROVE, Board Minutes.

Motion by: Sandra J. DuPree

Seconded by: Quinton Ryan

Action: Approved motion to approve the June 2021 meeting minutes.

Chairman's Report

No report

School-At-Large:

Dr. Sandra J. Dupree, Executive Director informed the board that the school is in preparation for the start of the upcoming school year and had just concluded its leaders retreat which occurred the end of June. The retreat was compromised of leadership members from the elementary and middle school site, as well as the Operations department. The leaders retreat took place on June 22nd -23rd . The two-day session focused around the reflect, reconnect, and reimagine. The team focused on team building activities, looking at grows and glows from the School Year 20-21 and focusing on strategic planning to prepare and tackle some objectives and goals set for each department. Concluding the meeting, the team were informed that they would undergo a quarterly meeting with the

Executive Director, Dr. Sandra J. DuPree to monitor progress. Dr. Sandra J. DuPree presented to the board the upcoming board of trustee's memo which stated that Authority for Remote Board Meetings Ends June 24, 2021: Executive Order 202.1 and its extensions permitted public bodies, including charter school boards, to meet without allowing in-person access if the meetings held remotely were recorded, and later transcribed. The New York State Committee on Open Government has confirmed that as of June 25, 2021, the Open Meetings Law again requires all board meetings to be held in person. Dr. Sandra J. DuPree informed the board that she is continuing to monitor future updates and will inform the board of any changes. Dr. Sandra J. DuPree, later informed the board of the current after school programs undergoing planning for both school sites and looking forward to sharing updates and progress.

Operations Report:

Rebecca Chatteram, Director of Operations presented to the board of trustee's current enrollment metrics. As of June, there was a total of 557 student enrolled. Regarding student enrollment for the upcoming year, Rebecca Chatteram presented a table which represented the number of current enrolled students, possible retentions, current number of with retentions and the number of seats to be filled with and without retentions. Rebecca Chatteram later provided to the board the current number of family interviews to be conducted which reflected a total of 42 to be conducted across grades K-8. Currently regarding staff placement in the Elementary school site reflected 3 open positions to be filled which comprised of teachers and enrichment teachers. In the Middle School site, a total of 4 position were to be filled, which compromised of teachers, enrichment teachers and administration.

Finance Report:

Jack Foster, Director of Finance stated that In June 2021, Hyde-Brooklyn ended the fiscal year with a deficit for the month of approximately (\$158K) generated from the lack of recoupment of Federal Title funds as of the date of reporting but is still to be reimbursed. The pre-audited Fiscal Year surplus had been supported by revenue from the general monthly Per Pupil Funding of \$830K, but this was a decrease from the budgeted \$1.0M and the missing Federal Grant Revenue noted above recorded in June, thus the total monthly revenue had a unfavorable variance of (\$174K) MTD and a positive variance of nearly \$753K YTD, respectively versus the budget. This is offset by Total Expenses of nearly \$1.0M, flat from prior month and a slight favorable variance of \$33K MTD and generating a \$11M in YTD expense decreasing the prior month's very favorable variance to \$497K. The Fiscal Year June 30, 2021, net assets are \$3.5M; with a total cash balance of \$3.0M; which includes the \$1.2M SBA CARES PPP Loan that has been forgiven as of June 2021 and an additional \$1.2M held in escrow per Board guidance and DOE requirements, plus a \$89K monthly lease deposit for the middle school facilities

Hyde-Brooklyn has an extremely strong current ratio (current assets / current liabilities) of 23.9x for the Period June 30, 2021, assisted by the PPP forgiveness and Title funding offset by Refundable Advances being recorded. Based on the pre-audited Fiscal Year ended June 30, 2021, is nearly exactly what we projected of \$1.1M surplus, our largest in history, versus a budget that we projected a surplus of \$578K, (off only by \$20K). We still expect additional expenses and reimbursement under certain federal grants will be captured in the audit; thus, potential impacting our current surplus.

MOVED, to adjourn meeting.

Motion by: Sandra J. DuPree

Second by: Robert Moore

Action: Meeting Adjourned

Meeting adjourned at 6:50 p.m.

BE THE BEST POSSIBLE YOU

330 ALABAMA AVENUE • BROOKLYN, NY 11207 • P: 718-495-5620 • F: 718-495-5827

HYDEBROOKLYN.ORG

Summary of **August Meeting**
Of the Board of Trustees
Of Hyde Leadership Charter School Brooklyn
APPROVED
Held via Zoom Conference
August 23, 2021

Trustees Present:

Christina Brown, Chair
Robert Moore, Trustee
Patricia Stith, Trustee
Quinton Ryan, Trustee

Trustee Absent:

Claire Robinson, Treasurer

Attendees:

Sandra J. DuPree, Executive Director
Pharah Pabon, Executive of Analytics and Insights
Christine Forbes, Head of School
Rebecca Chatteram, Director of Operations
Jack Foster, Director of Finance

Called to order by Executive Director at 6:05 p.m.

Action Item

Approved, Board Minutes.

Motion by: Robert Moore

Seconded by: Christina Brown

Action: Approved Meeting Minutes for July 2021.

Chairman's Report

No Report at this time.

School-At-Large & Executive Directors Report:

Executive Director, Dr. Sandra J. DuPree, addressed the board of trustees that the school is preparing for for a full K-8th reopening in Sept 2021. We have implemented safety precaution & protocol for students, teachers, and families. We have adjusted throughout student's lunch schedules to accommodate smaller groups due restrictions. We have also built an isolation room for students that are showing COVID related symptoms. With a full-time nurse on staff we feel supported & prepared to welcome students

Operations Report:

Director of Operation, Rebecca Chatteram reported classrooms K-8 have been cleaned and sanitized. Classes will open with extra sanitizing items & 2 air purifiers & PPE on hand. Mrs. Chatteram also reported the cafeteria & designated classrooms will have a clear barrier and classes will be set up with a 3 feet distance between students. Lunches will be served in classroom for the smaller children . Teachers & students will continue their health screening processes. As we enter the school year parents will not be allowed in the building at this time, but we hope to bring them into the building soon.

Finance Report:

Jack Foster, Director of Finance is working with Dr. Sandra J. DuPree Executive Director & Director of Operations Rebecca Chatteram to review and update the budget in current enrollment numbers are fluctuating as student and families demonstrate hesitation to return to in person learning full time. A full finance update will be provided at next month's meeting.

MOVED, to adjourn meeting.

Motion by: Christina Brown
Second by: Patricia Stith
Action: Meeting Adjourned

Meeting adjourned at 6:50 p.m.

Summary of **September** Meeting
Of the Board of Trustees
Of Hyde Leadership Charter School Brooklyn

APPROVED

Held via Zoom Conference

September 20, 2021

Trustees Present:

Patricia Stith
Robert Moore
Christina Brown

Trustee Absent:

Quinton Ryan
Claire Robinson

Attendees:

Sandra J. DuPree
Pharah Pabon
Jack Foster

Called to order by Executive Director at 6:05 p.m.

Action Item

APPROVE, Board Minutes.

Motion by: Sandra J. DuPree

Seconded by: Chrissy Brown

Action: Approved Meeting Minutes for August 2021.

Chairman's Report

No Report at this time.

School-At-Large:

Dr. Sandra J. DuPree, Executive Director discussed with the board of trustees the first day of school and what both schools look like during the transition now that the school is back to in school learning. Students at Hyde Brooklyn are learning all the elements such as a reflection area, while our Dean of Student Life and Culture is making spaces for kids to go to. Dr. Sandra J. Dupree discussed what the new lunch process looks like and how partitions have been set in those spaces for students to eat. During lunch students are having a silent lunch due to the covid standards. Some of the biggest challenges that Hyde currently faces is the collocating expectations and working with the shared spaced school to ensure that the environment is safe.

Within the classrooms, the desk is 3ft apart from one another. Lockers have not been assigned to students, and students are staying within their pods while teachers are moving from class to class. Recent adjustments were made to the nurse office in the middle school building. Thus far a kindergarten class is closed due to covid-19 positive case. The school has noticed several students not feeling or being sick. A letter was sent home to families about students feeling unwell, partnering with families, and seeing how to assist them with what is occurring. Discussed the delay in furniture and the back order.

Jack Foster asked for clarity if class was five days a week.

Dr. Sandra J. DuPree stated that teachers are back five days a week. FSCRA can be utilized for covid medical reasons. The organization has had the vaccination mandate going into effect where all staff must be vaccinated by September 27, at least the first round. As an organization defining what vaccination policy is and Hyde's stance. Dr. Sandra J. DuPree would like the board to look at this. Thus far the pool of teachers has been slim, and the organization has lost six staff members since. The organization is working on crafting a vaccination policy. In comparison to the DOE (Department of Education), thus far the DOE has done remote learning space, severance, or a leave of absence until next September.

Board of trustee's member Robert Moore asked, are there options for weekly testing? Dr. Sandra J. DuPree has thrown a mandate out where thus far if you are not vaccinated you must enroll in weekly testing, and the testing must be given that Sunday and must be provided to enter the building.

Board of Trustees member, Robert Moore suggested if it is more than 25%, we may need to talk to an attorney, and he can support. Thus far there is about 13.5% of staff not vaccinated. Dr. Sandra J. DuPree is working on this and getting out the vaccination survey and language.

The big push for ES is going through the process of getting kids back to school and getting the instruction together.

Dr. Sandra J. Dupree discussed with the board of trustees 2 After School programs being offered to the school. In es (70 students currently enrolled) with road to success and 25 students for Elite Learners.

Dr. Sandra J. DuPree introduced to the board of trustees about the Fellows and Mentoring Program.

BE THE BEST POSSIBLE YOU

330 ALABAMA AVENUE • BROOKLYN, NY 11207 • P: 718-495-5620 • F: 718-495-5827

HYDEBROOKLYN.ORG

Executive Director:

Regarding in person meetings, they extended the executive order until further notice. Thus far schools can conduct zoom conferencing.

Lastly, 9/21 - Eric Adams Borough president of Brooklyn is to shoot a video commercial within the middle school building.

Finance Report:

Jack Foster, Director of Finance, stated to the board that the audit has begun.

Board of Trustees member, Robert Moore asked for information regarding school grants. Dr. Sandra J. DuPree stated that the school currently has federal grants, Title 1, 2, 3, 4. A Few other grants the school has received are the following:

- ESSER grant - \$791K to be used in a course of 2 years
- Cares grant coming up due end of the month - use for 3 years. \$1.7M over the next 3 years
- The only federal grant left is the climate 414K a year. Currently in year 2 (5 years total)

The next phase for the school is looking at a timeline for additional funding and looking into how to get capital funding.

MOVED, to adjourn meeting.

Motion by: Sandra J. DuPree

Second by: Chrissy Brown

Action: Meeting Adjourned

Meeting adjourned at 7:00 p.m

Summary of **OCTOBER Meeting**
Of the Board of Trustees
Of Hyde Leadership Charter School Brooklyn
APPROVED
Held via Zoom Conference
October 18, 2021

Trustees Present:

Patricia Stith, Trustee
Quinton Ryan, Trustee
Claire Robinson, Treasurer

Trustee Absent:

Robert Moore, Trustee
Christina Brown, Chair

Attendees:

Sandra J. DuPree
Pharah Pabon
Rebecca Chatteram
Jack Foster
Christine Forbes

Called to order by Executive Director at 6:00 p.m.

Action Item

APPROVE, Board Minutes.

Motion by: Sandra J. DuPree

Seconded by: Quinton Ryan

Action: Motion to approve the September 2021 Meeting Minutes.

Chairman's Report

School-At-Large:

Dr. Sandra J. DuPree, Executive Director discussed with the board of trustees several factors regarding the new vaccination policy and the out coming affects it has made within the organization, regarding a high turnover rate with staff. Dr. Sandara J. DuPree spoke of the importance of wanting to ensure that the school and community are safe. Dr. Sandra J. Dupree provided the board of trustees with a copy of the vaccination policy which she has asked the board to vote on. Dr. Sandra J. DuPree announced to the board the progress the school has made regarding applying for awards and being granted. The school

has recently been awarded the Innovative approach to Literacy grant, where she explained the objectives and goals and how the school will utilize this grant to increase student performance.

Executive Director:

Operations Report:

Rebecca Chatteram, Director of Operations informed the board with updates regarding enrollment. YTD as of October there was a total of 536 students, where 4 students are housed in 000 class. Following enrollment updates, Rebecca Chatteram informed the board of faculty metrics. YTD, there is a total of 72 staff, which is composed of 51 members grouped by instructional and enrichment and 21 members grouped by support and administrators. There are currently vacancies within the Elementary school site, 3 General Education teachers and 8 Associate teachers. YTD a total of 6 members of the school has left the organization where 17% were unknown reasons and 83% due to personal reasons.

A few current initiatives addressed

- Grant submitted on behalf of Hyde-Brooklyn called ECF (Emergency Connectivity Funding) and HYDE Brooklyn was approved and expected to be funded
- Marketing campaigns from Enrollhandis underway specifically targeting K-8 with additional marketing for kindergarten and teachers.
- Enrollment
- Open enrollment will be December 1, 2021, for the 2022-2023 school year. Recruitment planning is underway for the next school year.
- Partnership with CIC Health to provide COVID-19 testing.

Academic Report:

Christine Forbes, Head of School presented to the board of trustees I-ready, and Star Assessments conducted in the Middle School Site. Currently Elementary school is concluding their assessments and their performance will be shown at the following board meeting. Christine Forbes presented the I-ready ELA (English Language Arts) results which showed the total cohort of grades 6-7, where 77% of the students fell into the Level 1 range which identified students were below proficient. 19% of the students were at Level 2, Approaching proficiency and 4% at level 3 which identified they were proficient. Christine addressed that the trends were seen a crossed grades levels. Following the I-ready ELA assessment, Christine Forbes presented the I-ready Math results which showed 93% of the students in grades 6-8 were at a level 1, identifying that they were below proficient and 7% of the student population were at a level 2, approaching proficiency. Grades 6 and 8, averaged the same performance of 90% below proficiency and 7th grade 9 points below at 88%.

BE THE BEST POSSIBLE YOU

330 ALABAMA AVENUE • □ BROOKLYN, NY 11207 • P: 718-495-5620 • F: 718-495-5827

HYDEBROOKLYN.ORG

Christine Forbes, shortly after presented to the board STAR data, which is a new assessment tool that the school is utilizing to gauge students' performance. Star data is analyzed to predict where students would fall and need to be by the end of year to be proficient.

Regarding ELA Star Performance

- Grade 6: -245 Enterprise Scale Points to Target Score at 626
- Grade 7: -175 Enterprise Scale Points to Target Score at 713
- Grade 8: -210 Enterprise Scale Points to Target Score at 847

Regarding Math Star Performance

- Grade 6: -59 Enterprise Scale Points to Target Score at 698
- Grade 7: -56 Enterprise Scale Points to Target Score at 735
- Grade 8: -17 Enterprise Scale Points to Target Score at 766

Finance Report:

No report

MOVED, to adjourn meeting.

Motion by: Quinton Ryan

Second by: Patricia Sith

Action: Meeting Adjourned

Meeting adjourned at 6:57 p.m.

Summary of **November Meeting**
Of the Board of Trustees
Of Hyde Leadership Charter School Brooklyn
APPROVED
Held via Zoom Conference
November 23, 2021

Trustees Present:

Christina Brown, Chair
Claire Robinson, Treasurer
Patricia Stith, Trustee
Quinton Ryan, Trustee

Trustee Absent:

Robert Moore, Trustee

Attendees:

Sandra J. DuPree, Executive Director
Pharah Pabon, Executive of Analytics and Insights
Rebecca Chatteram, Director of Operations
Jack Foster, Director of Finance
Christine Forbes, Head of School

Called to order by Executive Director at 6:02 p.m.

Action Item

Approve, Board Minutes.

Motion by: Sandra J. DuPree

Seconded by: Patricia Stith

Action: Motion to approve October's meeting minutes.

Chairman's Report

No Report at this time.

School-At-Large & Executive Directors Report:

Executive Director, Dr. Sandra J. DuPree addressed the board of trustees to review the vaccination policy so that the board can move forward and vote on. Dr. DuPree expressed to the board a major event that occurred at the school, which was Fall Family Day, which normally occurs in the school but this time occurring outside the school building due to the ongoing pandemic. The kids were able to decorate pumpkins and put together caramel apples. For Middle School we had a gaming truck and a photobooth. It was a nice touch to see the school doing something different. Outside the 1st Quarter we are looking into how we drill down into the academic program but also developing that culture and our middle

school character culture. Students are coming back and realizing that seventh grade has not really been in the building since fifth grade. For these students we are determining how do we help them acclimatize, how do we help teachers, be able to balance the behaviors that they are seeing and how do we help students really jump in and take school seriously. The teacher pool is almost distressing, despite being fully staffed when one person calls out can throw off the program. Elementary school, a lot of subs are still present, and we are really trying to fill but finding that high caliber of people to join the team and be a part of it.

Operations Report:

Director of Operations, Rebecca Chatteram addressed the board of trustees with overall enrollment numbers, where there are currently 519 students, where a considerable number of students moved out of state or to neighboring schools. The school has decided to pause student enrollment as the school is currently understaff and trying to assist and support the students we currently have. An overhaul occurred when it came to furniture and upscaling, making sure that all the classrooms are outfitted with all the things needed. HYDE-Brooklyn has completed the audit and is currently pending any unclaimed funds that should be rectified this past week or two. December 1 starts our new open enrollment for grades K-8. Regarding marketing, HYDE-Brooklyn's marketing plans are underway and will provide feedback during December's Board of trustees meeting on progress. Currently the school has some major project upgrades underway which include the PA system and internet connectivity for the ES school site.

Dr. Sandra J. DuPree stated to the board that she would like to talk about students and eating and outsourcing as we have students that come to the cafeteria where they refuse to eat the school lunch and as a school would want to address this and investigate alternatives.

Academic Report:

Christine Forbes, Head of School presented to the board of trustees I-ready ERM data conducted in the Elementary School Site. Christine Forbes addressed the board that the data comes through a program that focuses on K-2 students with a consultant that came through the grant, and Ms. Bedson, our primary school director, has been supporting the work with teachers. The data presented represents preliminary data, as the data shows how students are doing within the realm on phonemic awareness, site word competency and concepts of print. Christine Forbes presented the ERM results which showed the total cohort of grades K-2, where 91% of the students fell into the Level 1&2 range which identified students were below proficient. The data also showed that 9% of students met proficiency at levels 3&4. The bulk of our K grade students are seen within the level 2, 96%. Many students within 1st grade seen within level 2, 56% however seeing students falling within the 3& 4 levels.

Christine Forbes, addressed to the board of trustees I-ready data which composed of both ELA (English Language Arts) and Math. Both data sets are based on EOY thresholds, meaning where students are currently against EOY target goals. The next assessment will show overall performance growth or loss and will determine the next steps of action.

BE THE BEST POSSIBLE YOU

330 ALABAMA AVENUE • □ BROOKLYN, NY 11207 • P: 718-495-5620 • F: 718-495-5827

HYDEBROOKLYN.ORG

Regarding ELA I-ready Performance

- Grade K: 100% below proficiency; 0 % proficient
- Grade 1: 100% below proficiency; 0 % proficient
- Grade 2: 100% below proficiency; 0 % proficient
- Grade 3: 97% below proficiency; 3 % proficient
- Grade 4: 96% below proficiency; 4 % proficient
- Grade 5: 97% below proficiency; 3 % proficient

Regarding Math I-ready Performance

- Grade K: 100% below proficiency; 0 % proficient
- Grade 1: 100% below proficiency; 0 % proficient
- Grade 2: 100% below proficiency; 0 % proficient
- Grade 3: 100% below proficiency; 0 % proficient
- Grade 4: 98% below proficiency; 2 % proficient
- Grade 5: 100% below proficiency; 0 % proficient

Finance Report:

Jack Foster, Director of Finance, stated to the board that the audit lasted several months, so September and October financials are not currently available. The school can report that the audit has been closed and received our management letter from the auditor. There are currently projects going underway uncalming some funds from scholastic but also identifying some unidentified checks to claim. Currently a non-instructional grid is being constructed a schedule and determine baseline and salary wages. The school is currently looking for an in-house finance director of CFO type. The fall budget is currently being finalized.

MOVED, to adjourn meeting.

Motion by: Sandra J. DuPree

Second by: Christina Brown

Action: Meeting Adjourned

Meeting adjourned at 6:39 p.m.

Summary of **December Meeting**
Of the Board of Trustees
Of Hyde Leadership Charter School Brooklyn
APPROVED
Held via Zoom Conference
December 21, 2021

Trustees Present:

Christina Brown, Chair
Patricia Stith, Trustee
Quinton Ryan, Trustee
Christina Brown, Chair
Claire Robinson

Trustee Absent:

Robert Moore

Attendees:

Sandra J. DuPree, Executive Director
Pharah Pabon, Executive of Analytics and Insights
Rebecca Chatteram, Director of Operations
Jack Foster, Director of Finance

Called to order by Executive Director at 6:04 p.m.

Action Item

Approved, Board Minutes.

Motion by: Christina Brown

Seconded by: Patricia Stith

Action: Motion to approve the Meeting Minutes for November 2021.

Chairman's Report

No Report at this time.

School-At-Large & Executive Directors Report:

Executive Director, Dr. Sandra J. DuPree, addressed the board of trustees that we had the pleasure of having our students come during the school year in person despite the uptake in cases seen with dealing with Omicron. We are still in the process of getting vaccination rate for students but moving to a point where 100% of our faculty vaccinated and that being a mandated policy for Hyde-Brooklyn. We had 1-2 classes closed where we been dealing with positive cases and dealing with contacting the situation room. Out of an abundance of caution due to the increases seen in both our sites, we have decided to go

remote on the last day before the holiday break and upon returning going into remote instruction. Doing this we are adding a layer of precaution which we communicated to both

BE THE BEST POSSIBLE YOU

330 ALABAMA AVENUE • BROOKLYN, NY 11207 • P: 718-495-5620 • F: 718-495-5827

HYDEBROOKLYN.ORG

faculty and families. During this week we are ensuring our teachers are prepared and ready to transition into remote learning that week, because we know remote can be hard for certain students.

We are also working on creating a portal for parents and our teachers to refer families who need hotspots to allow access to connect to the internet. We will be having a community meeting to irritate to families on how we are keeping their child safe within the school building with our procedures and protocols while allow encouraging families to get students vaccinated.

Some other items we have occurring is Winter Wishers which is a huge initiative which started off from our Dean of Students, Mr. Molina where students are given an opportunity to write down 1 gift that they would want where we partnered with Northwell Hospital and partnerships with children, so that all K-5 students get a wrapped gift. Within our 6-8, we were able to get their gifts granted as well. A few items we saw came in for our students were scooters, doll houses and so much more and great to see. It was a pleasure seeing this partnership happen and seeing our students get their wishes.

We decided to have our holiday party in house and separate due to the covid. Our staff is in good spirits and keeping our students happy within the days. Aside from faculty we are working to fill vacancies. We started out with 9-11 vacancies and partnering with subs to assist with engaging our students throughout the year. Starting to look at what our recruitments would look like for faculty and students.

Operations Report:

Director of Operations, Rebecca Chatteram addressed to the board of trustees that hotspots and remote learning and ensuring. Focusing on enrollment for the next school year especially for kindergarten and middle school. The shift in focus is currently recruitment. Regarding enrollment, we have been losing students and significant amounts of families are moving out of the state to either New Jersey or down south. We are noticing that a trend is occurring, and we are strategizing to meet targets.

Regarding upgrades, both the Elementary School and Middle School sites have had their water cools upgraded to the reverse osmosis units throughout the school building for students and the teacher lounge. Hyde-Brooklyn's solar panels need to be upgraded due to water and wind damage and are currently working through pricing.

Finance Report:

Jack Foster, Director of Finance, stated to the board of trustees that the Novembers and December financials are currently working on closing and in addition we finalized and reviewed the form 990 for this fiscal year. Currently the project is finalizing the new budget for the upcoming fiscal year and will provide the board for review once completed. Hyde-Brooklyn has received all its funds for the prior fiscal year.

MOVED, to adjourn meeting.

Motion by: Quinton Ryan
Second by: Patricia Stith
Action: Meeting Adjourned

Meeting adjourned at 6:39 p.m.

Summary of **January Meeting**
Of the Board of Trustees
Of Hyde Leadership Charter School Brooklyn
APPROVED
Held via Zoom Conference
January 26, 2022

Trustees Present:

Christina Brown, Chair
Robert Moore, Trustee
Patricia Stith, Trustee
Quinton Ryan, Trustee

Trustee Absent:

Claire Robinson, Treasurer

Attendees:

Sandra J. DuPree, Executive Director
Pharah Pabon, Executive of Analytics and Insights
Rebecca Chatteram, Director of Operations
Jack Foster, Director of Finance

Called to order by Executive Director at 6:04 p.m.

Action Item

Approved, Board Minutes.

Motion by: Christina Brown

Seconded by: Robert Moore

Action: Motion to approve the meeting minutes for December 2021.

Chairman's Report

No Report at this time.

School-At-Large & Executive Directors Report:

Executive Director, Dr. Sandra J. DuPree, addressed the board of trustees to say that the school is in the process of partnering with an organization regarding pregnancy prevention. The organization is beginning its intent to return forms with families to assist with forecasting enrollment for the following school year. Dr. Sandra J. DuPree informed the board that two staff members have left the organization and are currently looking to fill those positions. Within the next two weeks the organization will begin budgeting and forecasting salary schedules once the metrics have been released.

Operations Report:

Director of Operations, Rebecca Chatteram addressed to the board of trustees that Marketing and Enrollment which included Vanguard Mass Mail Recruitment. The organization will be partnering with Feeder site (Children's Corner). Ms. Chatteram, addressed that there will be a mass flyer distribution with local vendor as well as increasing social media advertisement. Hyde-Brooklyn's Info Session Video (in progress). Regarding facility feedback in Elementary there will be an increase in the school's branding presence (Signage and local advertising). Regarding Middle School There will be Reconstruction for the solar lighting, Prospecting other agencies to provide Safety Agents. Lastly, regarding Business Office Feedback the organization is partnering with CSBM to provide financial back-office support as well as proposing a partnership with financial consultant to revise and update the salary scale for all positions. Currently the organization is prospecting other software and programs to streamline our purchase request and ordering systems

Finance Report:

Jack Foster, Director of Finance, stated to the board of trustees that the December financials are currently working on closing and in addition we finalized and reviewed the form 990 for this fiscal year. Currently the project is finalizing the new budget for the upcoming fiscal year and will provide the board for review once completed. Hyde-Brooklyn has received all its funds for the prior fiscal year.

MOVED, to adjourn meeting.

Motion by: Sandra J. DuPree

Second by: Quinton Ryan

Action: Meeting Adjourned

Meeting adjourned at 6:40 p.m.

BE THE BEST POSSIBLE YOU

330 ALABAMA AVENUE • BROOKLYN, NY 11207 • P: 718-495-5620 • F: 718-495-5827

HYDEBROOKLYN.ORG

Summary of **February Meeting**
Of the Board of Trustees
Of Hyde Leadership Charter School Brooklyn
APPROVED
Held via Zoom Conference
February 28, 2022

Trustees Present:

Christina Brown, Chair
Robert Moore, Trustee
Patricia Stith, Trustee
Quinton Ryan, Trustee

Trustee Absent:

Claire Robinson, Treasurer

Attendees:

Sandra J. DuPree, Executive Director
Pharah Pabon, Executive of Analytics and Insights
Rebecca Chatteram, Director of Operations
Jack Foster, Director of Finance

Called to order by Christina Brown at 6:00 p.m.

Action Item

Approved, Board Minutes.

Motion by: Sandra J. DuPree

Seconded by: Robert Moore

Action: Motion to approve the Minute Meetings For January 2022.

Chairman's Report

No Report at this time.

School-At-Large & Executive Directors Report:

Executive Director, Dr. Sandra J. DuPree, addressed the board of trustees to say that the school is in the process of partnering with an organization regarding holding families accountable and having more in family meetings. Regarding staffing, the organization has lost a total of 6 staff members since the holiday break. Thus far the school has been conducting more meetings with teachers, especially in Middle School and deepening the character aspect.

Dr. Sandra J. DuPree proposed to the Board of Trustees regarding reducing the instructional day time and having a solid academic and after-school program. Dr. DuPree

shared outcomes from student surveys, teacher meetings, and parent meetings welcomed the potential change.

Further discussions weighing the pros and cons were held with a final decision to move forward with the change to the instructional day.

APPROVED, to change the daily instructional hours

Motion by: Christina Brown
Second by: Robert Moore
Action: Unanimously Approved

Academic Report:

ANET ELA (English Language Arts) assessment based on the 60% threshold, 23% of students are meeting proficiency compared to 18% seen in Q1. was a total of 27.7% increase from Interim 1 to interim 2. Anet Math Assessment, the school has seen a decrease of 19% from interim 1 to interim 2.

Regarding I-ready, 36% of students are meeting proficiency in Q2. I-Ready math assessment Q2 performance at 36% compared to Q1 at 38% resulting in a decrease of 5%.

ERM Results

Kindergarten

31% of students mastered the pre-primer list

1st Grade

47% of students mastered the primer list

23% of students mastered the 1st & 2nd grade word list

2nd Grade

89.5% of students mastered 1st grade word list

79% of students mastered 2nd grade word list

73% of students mastered 3rd grade word list

STAR Results

ELA Results

Grade 6: Increase of 29 Base Points

Grade 7: Decrease of 10 Base Points

Grade 8: Increase 23 Base Points

Math Results

Grade 6: Increase of 30 Base Points

Grade 7: Increase of 45 Base Points

Grade 8: Increase 42 Base Points

MOVED, to adjourn meeting.

Motion by: Quinton Ryan
Second by: Christina Brown
Action: Meeting Adjourned

Meeting adjourned at 6:54 p.m.

Summary of **March Meeting**
Of the Board of Trustees
Of Hyde Leadership Charter School Brooklyn
APPROVED
Held via Zoom Conference
March 21, 2022

Trustees Present:

Christina Brown, Chair
Robert Moore, Trustee
Patricia Stith, Trustee
Quinton Ryan, Trustee

Trustee Absent:

Claire Robinson, Treasurer

Attendees:

Sandra J. DuPree, Executive Director
Pharah Pabon, Executive of Analytics and Insights
Christine Forbes, Head of School
Rebecca Chatteram, Director of Operations
Jack Foster, Director of Finance

Called to order by Executive Director at 6:12 p.m.

Action Item

Approved, Board Minutes.

Motion by: Robert Moore

Seconded by: Christina Brown

Action: Approved Meeting Minutes for February 2022.

Chairman's Report

No Report at this time.

School-At-Large & Executive Directors Report:

Executive Director, Dr. Sandra J. DuPree, addressed the board of trustees that the school is focused on preparation for testing, as students are getting ready for the New York State Exam. We are spending more time within our Middle School practicing EEMO and recalibrating practices within the school site to end the year strong. Dr. Sandra J. DuPree stated that the team is working on planning our end-of-the-year activities, which include student trips, graduation, and prom. As we prepare for the new year we are working on budgeting, calculating, and creating our own salary schedules for staffing across the board as the DOE (Department of Education) schedules have not been released yet. Dr. Sandra J.

DuPree advised the board that the school is interested in doing a shift for the upcoming school year regarding the potential school hours where ES would either have a 8am -3 pm or 8am -3:15pm day. Middle School proposed hours would be 8am-2:45pm or 8am-3:00pm. Based on feedback from our authorizers, we would have this vote logged. Dr. Sandra J. DuPree informed the board of trustees that we will schedule a meeting to discuss and vote.

Academic Report:

Head of School, Christine Forbes informed the board that in the schools ANET assessment exams, increase in both 6th and 8th grade were seen as well as growth in Elementary, 7th grade performance remained stagnant. The school has offered programming for student support in both ELA (English Language Arts) and Math called Saturday Academy. Currently in Saturday Academy we have about 20% attendance in each grade level attending virtually, while Elementary is in person. Regarding programming we have Leap 360 bringing theater to Hyde, where they started the week of March 14th. The program is conducted Tuesdays through Friday. We have another program called “Girls that code” which is a nationwide program where they are starting an afterschool programming week of March 28th. There are 10-15 slots we are trying to fill which will be conducted 1x a week. The program has been opened to all students and a signup sheet has been posted for students to register. Lastly there is a program called 500 Men Making a Difference, where they partner with 8-9 males within our school to assist in finding their positive pathway.

Operations Report:

Director of Operation, Rebecca Chatteram stated to the board that the department is currently focusing on enrollment, marketing and working with a local agency that will be doing door-to-door flyer, where this will compose of 60,000 flyers. There will be an introductory flyer and follow-up flyers focusing on enrolling from grades K-8. Regarding enrolment, the school is also partnering with Children’s Corner to do information sessions. At this location we receive about 75% of our current kindergarten enrollments. Regarding social media and marketing, our teacher and recruitment campaign, we had over 10,000 impressions in one month. At our elementary site, the school has been able to provide Wi-Fi on our 1st floor by working with the DOE and getting a lockbox.

Ms. Chatteram informed the board of trustees that the school is working with WB Mason is creating customized classroom supply list which will help elevate the heavy lift on the operations department.

Lastly, technology at the school will begin to transition back from Dell to Mac during the summer due to the breakdown in the current Dell laptops that are currently breaking down

quicker in their overall functions, where its lifespan should be 3 years but are noticing the devices are lasting less than a year.

Finance Report:

Jack Foster, Director of Finance addressed to the board that in February 2022, Hyde-Brooklyn ended the Month with a deficit for the month of approximately (\$276K) generated from the lack of recoupment of Federal Title funds as of the date of reporting but is still to be reimbursed. The deficit was generated by revenue from the general monthly Per Pupil Funding of \$833K, but this was an increase from the budgeted \$792K and the missing Federal Grant Revenue noted above recorded in February, thus the total monthly revenue had a unfavorable variance of (\$182K) MTD and a positive variance of nearly \$1.2 YTD, respectively versus the budget. This is offset by Total Expenses of nearly \$1.17M, flat from prior month and a slight favorable variance of \$82K MTD and generating a \$8.4M in YTD expense decreasing the prior month's very favorable variance to \$462K. For the Month February 28, 2022, net assets are \$3.8M; with a total cash balance of \$3.4M; which includes the \$89K monthly lease deposit for the middle school facilities. Hyde-Brooklyn has an extremely strong current ratio (current assets / current liabilities) of 2.1x for the Period February 28, 2022. Regarding the 2021-2022 FULL YEAR FORECAST, based on the Month ended February 28, 2022, our forecast is nearly flat to budget with a \$163K surplus.

MOVED, to adjourn meeting.

Motion by: Christina Brown
Second by: Patricia Stith
Action: Meeting Adjourned

Meeting adjourned at 645 p.m.

Summary of **April Meeting**
Of the Board of Trustees
Of Hyde Leadership Charter School Brooklyn
APPROVED
Held via Zoom Conference
April 25, 2022

Trustees Present:

Christina Brown, Chair
Robert Moore, Trustee
Patricia Stith, Trustee
Quinton Ryan, Trustee
Claire Robinson, Treasurer

Trustee Absent:

Attendees:

Sandra J. DuPree, Executive Director
Pharah Pabon, Executive of Analytics and Insights
Christine Forbes, Head of School
Rebecca Chatteram, Director of Operations
Jack Foster, Director of Finance

Called to order by Executive Director at 6:05 p.m.

Action Item

Approved, Board Minutes.

Motion by: Robert Moore

Seconded by: Christina Brown

Action: Approved Meeting Minutes for March 2022.

Chairman's Report

No Report at this time.

School-At-Large & Executive Directors Report:

Executive Director, Dr. Sandra J. DuPree, addressed the board of trustees that the school is participating in NYS wide testing grades 3-8 for ELA & mathematics. the staff has been fully engaged in supporting students and families during the testing period.

HYDEBROOKLYN.ORG

BE THE BEST POSSIBLE YOU

Operations Report:

No report available at this time.

Finance Report:

No report available at this time.

MOVED, to adjourn meeting.

Motion by: Christina Brown

Second by: Patricia Stith

Action: Meeting Adjourned

Meeting adjourned at 6:50 p.m.

BE THE BEST POSSIBLE YOU

330 ALABAMA AVENUE • BROOKLYN, NY 11207 • P: 718-495-5620 • F: 718-495-5827

HYDEBROOKLYN.ORG

Summary of **May Meeting**
Of the Board of Trustees
Of Hyde Leadership Charter School Brooklyn
APPROVED
Held via Zoom Conference
May 23, 2022

Trustees Present:

Christina Brown, Chair
Robert Moore, Trustee
Patricia Stith, Trustee
Quinton Ryan, Trustee

Trustee Absent:

Claire Robinson, Treasurer

Attendees:

Sandra J. DuPree, Executive Director
Pharah Pabon, Executive of Analytics and Insights
Christine Forbes, Head of School
Rebecca Chatteram, Director of Operations
Jack Foster, Director of Finance

Called to order by Executive Director at 6:05 p.m.

Action Item

Approved, Board Minutes.

Motion by: Robert Moore

Seconded by: Christina Brown

Action: Approved Meeting Minutes for April 2022.

Chairman's Report

No Report at this time.

School-At-Large & Executive Directors Report:

Executive Director, Dr. Sandra J. DuPree, addressed the board of trustees that the school is focused on preparation for the end of year. Dr. Sandra J. DuPree stated that the team is working on finalizing end-of-the-year activities, which include student trips, graduation, and prom. Dr. Sandra J. DuPree informed the board of students' progress during the state testing and watching students persevering through both the ELA and Math and looking forward to seeing the results which will be released later during the summer.

Operations Report:

Director of Operation, Rebecca Chatteram stated to the board that the department is continuing focusing on enrollment, marketing and working with a local agency that will be doing door-to-door flyer, where this will compose of 60,000 flyers. Ms. Chatteram informed the board that the current enrollment as of May is 494 students, and the reason for the discharge students is due to students moving out of the states.

Finance Report:

CSBM presented to the board of trustees the current financial standing of Hyde-Brooklyn. CSBM noted a positive net asset of \$3M seen when referencing the organization's current balance sheet. CSBM continued to discuss the ongoing partnership with Hyde-Brooklyn as they are getting acclimated with the processes and procedures of the organization and working on finalizing the reallocation and structure of financial report outs.

MOVED, to adjourn meeting.

Motion by: Christina Brown

Second by: Patricia Stith

Action: Meeting Adjourned

Meeting adjourned at 6:50 p.m.

Summary of **June Meeting**
Of the Board of Trustees
Of Hyde Leadership Charter School Brooklyn
APPROVED
Held via Zoom Conference
June 27, 2022

Trustees Present:

Christina Brown, Chair
Robert Moore, Trustee
Patricia Stith, Trustee
Quinton Ryan, Trustee
Claire Robinson, Treasurer

Trustee Absent:

Attendees:

Sandra J. DuPree, Executive Director
Pharah Pabon, Executive of Analytics and Insights
Christine Forbes, Head of School
Rebecca Chatteram, Director of Operations
Jack Foster, Director of Finance

Called to order by Executive Director at 6:05 p.m.

Action Item

Approved, Board Minutes.

Motion by: Robert Moore

Seconded by: Christina Brown

Action: Approved Meeting Minutes for March 2022.

Chairman's Report

No Report at this time.

School-At-Large & Executive Directors Report:

Executive Director, Dr. Sandra J. DuPree, addressed the board of trustees that the school is focused on preparing for Summer School. Dr. Sandra J. DuPree stated that the team is working on finalizing summer school teachers, orders and organizing the building. We were excited to welcome families for field day, 8th Grade graduation, Kindergarten graduation, thank you for supporting us. we are looking forward to having more events next year.



Operation's Report

Director of Operation, Rebecca Chatteram updated the board that the Elementary School will be closed for soil remediation, all programming will occur at 720 Livonia Avenue. Mrs. Chatteram also updated the Board on the Summer boost programming for grades K-8 with a target enrollment of 256 students. We are working vigorously to recruit teachers to support our efforts, while we continue to recruit new students and family for 2022-2023 school year.

MOVED, to adjourn meeting.

Motion by: Christina Brown
Second by: Patricia Stith
Action: Meeting Adjourned

Meeting adjourned at 6:50 p.m.

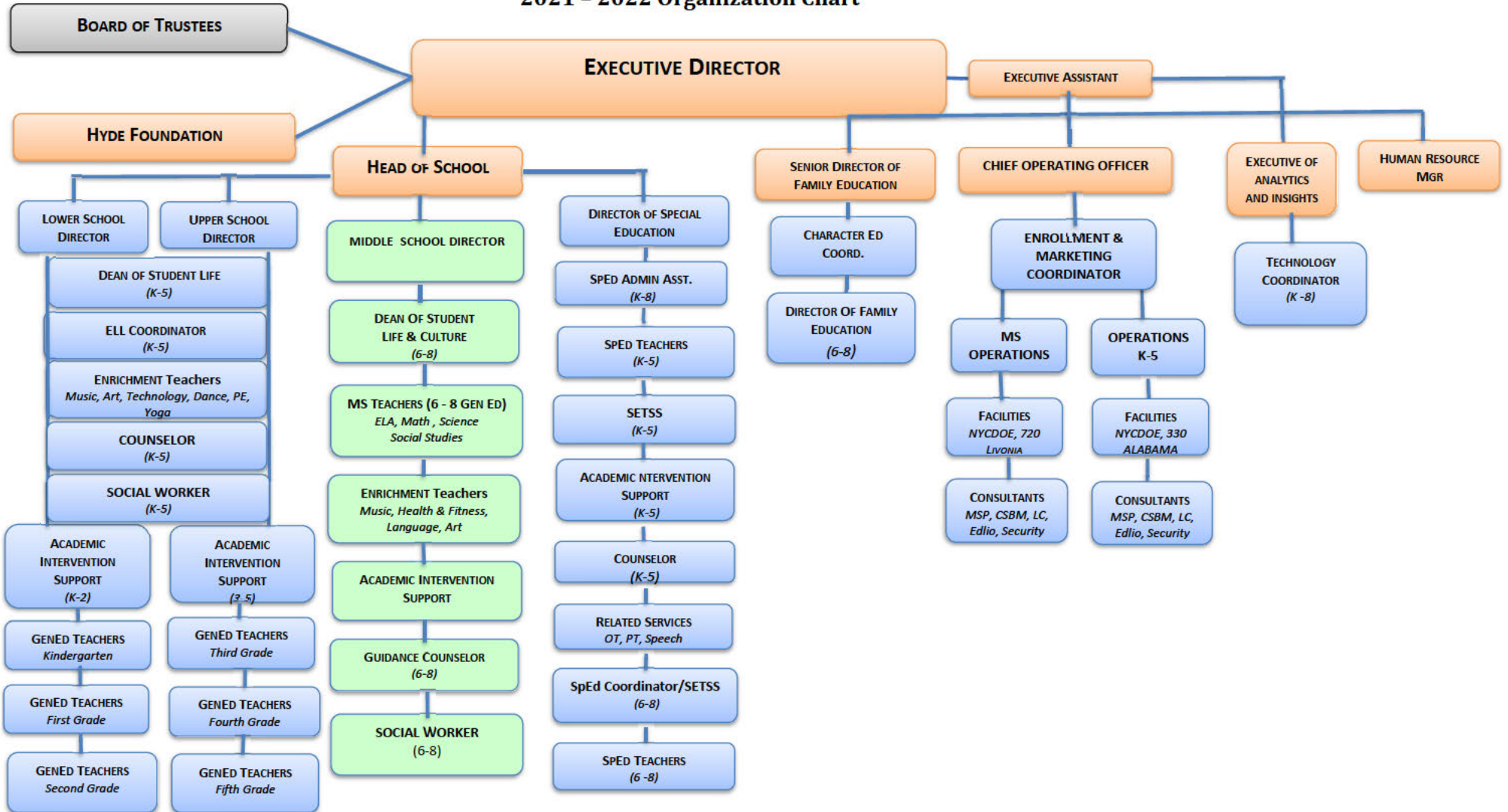
BE THE BEST POSSIBLE YOU

330 ALABAMA AVENUE • BROOKLYN, NY 11207 • P: 718-495-5620 • F: 718-495-5827

HYDEBROOKLYN.ORG

Hyde Leadership Charter School-Brooklyn

2021 - 2022 Organization Chart



HYDE LEADERSHIP CHARTER SCHOOL-BROOKLYN | 2022-2023 CALENDAR

(Draft- Pending Guidance from City and State)

SEPTEMBER '22 (19)						
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	

05 Labor Day

06 First Day of School:
Half Day

17 Eat & Greet BBQ

22 Back to School Night

23 Half Day

MARCH '23 (23)						
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 Parent Discovery Night

17 Half Day

31 Asynchronous Learning/
No School

OCTOBER '22 (20)						
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					

10 Indigenous Peoples' Day – No School

20 Parent Discovery Night

21 Half Day

APRIL '23 (14)						
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						

6 Qtr. 3 Ends

7-14 Spring Break- No School

17 Students Return to School

Qtr. 4 Begins

21 Eid al-Fitr Holiday

27 Parent Teacher Conf.

NOVEMBER '22 (17)						
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			

5 Fall Family Day

8 Election Day:
No School

10 Qtr. 1 Ends

14 Qtr. 2 Begins

17 Parent Teacher Conf.

11 Veterans Day

23-25 Thanksgiving Holiday:
No School

28 Students Return to School

MAY '23 (22)						
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			

29 Memorial Day- No School

DECEMBER '22 (17)						
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

23 Half Day

26-30 Winter Recess- School Closed

JUNE '23 (12)						
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	

2 Asynchronous Learning/No School

16 Last Day of School:
Half Day

19 Juneteenth Holiday

JANUARY '23 (21)						
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				

1 New Year's Day

2 Students Return to School

16 M.L. King Day- No School

19 Parent Discovery Night

27 Half Day

Qtr. 2 End

30 Qtr. 3 Begins

** Revisions and additional information pending State and City guidance

No School	Parent Teacher Conf. <ul style="list-style-type: none"> Asynchronous Learning Day Conferences held online
Half Day Middle School: 12:15P.M. Elementary School: 12:30P.M.	Asynchronous Learning/No School
Parent Discovery Night 5:00P.M. – 7:00P.M.	Asynchronous Learning/No School
Students Return to School	New York State Exams (Pending Guidance from NY State)

FEBRUARY '23 (15)						
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				

9 Parent Teacher Conf.

20-24 Mid-Winter Recess- No School

27 Students Return to School