

Application: John W. Lavelle Prep Charter School

Susan Varvara - svarvara@integrationcharterschools.org
2020-2021 Annual Report

Entry 1 School Info and Cover Page

Completed Aug 5 2021

[Instructions](#)

Required of ALL Charter Schools

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

Entry 1 School Information and Cover Page

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

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

BASIC INFORMATION

a. SCHOOL NAME

(Select name from the drop down menu)

JOHN W LAVELLE PREPARATORY CHARTER SCHOOL 353100860959

a1. Popular School Name

Lavelle Prep

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

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

BOARD OF REGENTS

c. DISTRICT / CSD OF LOCATION

CSD #31 - STATEN ISLAND

d. DATE OF INITIAL CHARTER

4/2009

e. DATE FIRST OPENED FOR INSTRUCTION

9/2009

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

MISSION STATEMENT

Lavelle Prep expects all students to graduate with a strong foundation, which enables students to attend as well as succeed in college, as well as in life. We welcome all students, including those with disabilities and emotional challenges, and we are steadfast in full integration of all our students. With forward thinking, inclusion, positive behavioral supports and an innovative approach, we are a holistic educational model.

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	College Focus - LP provides information about colleges, courses & admission requirements. We provide awareness of the rigor needed in their daily learning as we enable students for college & career readiness. We employ a college counselor to assist students to navigate & explore college options. LP facilitates college visits & invites admissions representatives to our building. Students have taken the CUNY admissions exam. Our learning opportunities include College Now, Advanced Placement classes, and classes at St. Paul's Nursing School and St. John's University.
KDE 2	Inclusion - All class lessons are fully integrated. Approximately 40% of our students have IEPs. Students receive differentiated instruction based on specific needs. We welcome all students including those with learning, emotional and social struggles. Our Special Education dept. works closely with parents and the CSE to ensure each students needs are being met within our unique setting. Within our integrated classrooms there is

daily differentiated instruction, progress monitoring, and teacher assistant support. Dually Certified Teachers are at the forefront of our mission, as we believe teachers certified in both special education as well as a content area of specialization are at the heart of our successful, integrated classrooms. While Lavelle Prep also offers employment to singly credited teachers, through our “Pipeline” we have many active teachers obtaining the second certification with financial support from the organization. Fully trained Teacher Assistants are often referred to as “the second teacher in the room,” and are an integral part of our curricula; helping to facilitate daily instruction, differentiation, routines, and in helping to meet student’s individual needs. Many of our teaching assistants are also part of our “Pipeline” where they receive financial support in completing the requirements for them to become fully certified teachers, so that we may hire them as teachers once all requirements are met. We are consistently growing and promoting our staff members as they grow with the organization.

KDE 3

Integration of Technology: Technology is woven into each curriculum in an array of methods. With each classroom equipped with one laptop per student, and each high school student given their own personal tablet that they get to keep upon graduation, students have instant and consistent computer access whenever it is required or needed. Each classroom is also equipped with a projector, as well as SmartBoards and Mimios in many classrooms throughout the building. Teachers are provided technology training and review each year so that they may plan each lesson with a tech focus. We also utilize methods of targeted academic interventions that are often digitally based, including I-Ready Diagnostics, Scantron, Achieve 3000, and more.

KDE 4

Data-Driven Instruction - Our data is drawn from a variety of assessments and is utilized to guide instruction, measure student performance, and

monitor staff performance. Student performance data are used as feedback to teachers and administrators on the effectiveness of curriculum and instruction in individual classrooms and across grade levels; and to identify students in need of additional instructional support within classrooms and beyond—e.g. tutoring, after-school program, Saturday and Career School.

In order to ensure that we are using the data productively, we created the full-time, year-round position of Director of Program Evaluation beginning in the 2016-2017 academic year. Historically, Lavelle Prep has done an excellent job using data to drive curriculum changes, (some examples include altering the middle school math curriculum to include more Algebraic skills, shifting middle school English to focus on shorter thematic units, etc.), but we have not been as effective using aggregated data, as our ability to consistently produce this information had been limited. However, through the creation of this position, we are now able to produce aggregate data in manner that enables a quick turnaround, leading to effective analysis made readily accessible to our teams. We are now able to collect assessment data, as well as survey and satisfaction data, and disseminate it to our teams during their weekly and bi-weekly meetings. Additionally, our mid-year retreat and summer reflection sessions now have targeted, organized data to drive instructional and organizational change. This new-level data, in addition to our classroom data, is disseminated to the coaches, leaders, and teachers to ensure it is, and will continue to be used effectively. On the classroom level, teachers and coaches use data from the classroom and school in meetings to evaluate and adjust instruction as necessary. On the school level, administration can use this information to evaluate how individual programs as well as school-wide initiatives are working and make adjustments with the teams as necessary.

KDE 5

Wellness Curriculum: Our Wellness program continues to be at the heart of our mission, daily.

Through this growing program, students participate in Wellness class under the direction of a trained Wellness teacher, who also takes on the role of mentor, confidant and guide whenever needed. The curriculum is scaffold, and begins in grade three where students learn how to best express their feelings and resolve conflict, and works up through twelfth grade where students face and discuss adolescent issues, practice mindfulness and meditation, self-regulation and processes for goal achievement.

Regardless of age or grade, through Wellness all students gain the skills and knowledge to make their goals a reality, manage their own personal challenges and struggles, and learn communication skills to help them become well rounded and of a sound mind, further enhancing their academic experience.

As the program has grown, Wellness teachers now implement researched based practices of DBT - Dialectical Behavioral Therapy (upper grades) as well as the Sanford Harmony Program (lower grades) for a program grounded in demonstrated efficacy and success.

KDE 6

Challenging Academic Curricula and High Expectations: All LP curricula is carefully aligned to the Common Core Standards, with the ultimate goal of graduating all high school seniors with Regents Diplomas. Beginning in the third grade and following the Backwards Design model, all curricula is curated with the basis of understanding of what is needed to get to college and career readiness. In each grade through eighth, students track and maintain their own I-Can statement portfolios, where they monitor their personal mastery of each CCSS skill on their own, along with guidance from their teacher. Via differentiated instruction, each student is provided instruction based on their unique needs and levels, with the understanding that work is to be rigorous at all times.

Through our targeted interventions called Advancements, students are presented with additional work on the CCSS standards, split into

homogenous groups based on specific skill and standard, that cycles biweekly with a culminating assessment to track progress. The LP Targeted Literacy Program rooted in the Orton Gillingham method is used for ELA. Programs such as iReady accelerate the development of struggling Math and English students. These employ the sheltered instruction pedagogy. Advanced students are provided with enrichment activities and leveled instruction/assignments to maintain engagement and achievement. In the classroom, teachers strive to teach to each student's levels, and employ a multitude of strategies to ensure that each student is growing at an appropriate pace.

In alignment with our high expectations, our standard promotional policy requires students to demonstrate mastery of 65% of all course content (as measured by I-Can statements) as well as uphold satisfactory attendance requirements in order to be promoted to the next grade. By focusing on academic promotion as opposed to social or modified promotion, we further ensure our students graduate from Lavelle Prep not only ready for their own unique college and career pathways, but also by having met our challenging and rigorous criteria.

KDE 7

Small Classes: Lavelle Prep ensures consistent small class sizes, no larger than 18 students per cohort/class, through our lottery system. Each spring at our annual lottery we draw numbers for each application and fill our classes in succession. With our weighted lottery to ensure our targeted 40% of Special Education students with IEPs, we further ensure our classes are balanced and at capacity. In our elementary and middle school, the classes of 18 and under stay together for the full day, as their subjects and teachers change. In our High School students are provided with individual academic schedules, still only filling classes up to 18 students. Through the small class sizes, students experience more personalized, targeted and meaningful learning while building positive interpersonal relationships with their teachers, TAs and classmates.

KDE 8

Constructivist Teaching: Through our academic planning sessions that take place each summer and throughout the school year, teachers and coaches plan units of instruction with a focus on “big picture concepts” with an experiential learning focus. By consistently planning with the constructivist method in mind, teachers embrace the concept that our students learn best by constructing their own knowledge, and use metacognition as a means to provide students time to not only acquire new knowledge and information, but to also process it in their personal way as they identify their role as learners and students.

A prime example of Constructivist Teaching at Lavelle Prep can be found within our 7th grade partnership with Historic Richmond Town. Through this, students independently investigate actual court cases that happened at the historic town in our borough. They then use skill acquired in drama, social studies, and ELA classes to construct their own scripts and reenactments of the court cases, making meaning of the event through a dramatic lens. These dramas are filmed and edited by our high school students under supervision from their visual arts teacher, and are showcased at an annual film festival at a local movie theatre. It is through hands on, experiential projects like these that our students are their own creators of knowledge.

KDE 9

Behavioral Management System: Our Positive Behavioral Supports system is evident throughout each school day in a multitude of ways. Through our Daily Points System, students have the opportunity to earn points for demonstrating behaviors aligned with our code of conduct split into 5 categories – On Task, On Time, In Seat, Prepared, and Listening and Considerate. These points are awarded each period, each day. In earning “Prep Points,” this incentive based system helps to motivate student behavior, and encourage/support students to continue to demonstrate such behaviors so that they become a

constant presence not only within our building, but within their daily lives as well. Prep Points are redeemable at our school Points Store for anything from healthy snacks, to brand name headphones that students can save points for months, and even years to redeem. By offering an array of incentives, students stay engaged and motivated as they “save up” to earn what they’d like.

In addition to Prep Points, our guidance department also works with teachers and the Behavioral Intervention Team when necessary, to develop individualized behavior plans and reward systems for struggling students. For students struggling with in class behaviors such as preparedness, calling out, attentiveness, etc. they are provided with goal charts that are monitored and sent home daily, ultimately leading up to achieving a goal or positive reward. This system helps bridge the gap between home and school communication, as well as offers a positive channel for students to measure their own growth and success.

KDE 10

(No response)

Need additional space for variables

No

h. SCHOOL WEB ADDRESS (URL)

<http://lavelleprep.org/>

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

901

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

771

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

Check all that apply

Grades Served

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

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 2021-2022?

Yes, 2 sites

School Site 1 (Primary)

m1. SCHOOL SITES

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

	Physical Address	Phone Number	District/CSD	Grades to be Served at Site for coming year (K-5, 6-9, etc.)	Receives Rental Assistance for Which Grades (If yes, enter the appropriate grades. If no, enter No).
Site 1	1 Teleport Drive 3rd Floor, Staten Island NY 10301	347-855-2238	NYC CSD 31	K-12	k-5, 11-12

m1a. Please provide the contact information for Site 1.

	Name	Work Phone	Alternate Phone	Email Address
School Leader	Dhurata Rexha, Theresa Peterford, and Jenna Curran	347-855-2238		drexha@lavelleprep.org
Operational Leader	Susan Varvara	347-855-2238		svvarvara@integrationcharterschools.org
Compliance Contact	Susan Varvara	347-855-2238		svvarvara@integrationcharterschools.org
Complaint Contact	Mary Cottingham	347-855-2238		mcottingham@integrationcharterschools.org
DASA Coordinator	Daniella Colello, Lee Poerio, and Michelle Ciechalski	347-855-2238		lperio@lavelleprep.org
Phone Contact for After Hours Emergencies	Jenna Curran	732-221-9469		jcurran@lavelleprep.org

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

Private Space

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

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

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

Site 1 Certificate of Occupancy (COO)

[certificate of Occupancy.pdf](#)

Filename: certificate of Occupancy.pdf **Size:** 136.9 kB

Site 1 Fire Inspection Report

[TP-1 2021-05-21 Annual PCI PN comments list \(1\).pdf](#)

Filename: TP-1 2021-05-21 Annual PCI PN comments list (1).pdf **Size:** 159.4 kB

School Site 2

m2. SCHOOL SITES

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

	Physical Address	Phone Number	District/CSD	Grades to be Served at Site for coming year (K-5, 6-9, etc.)	Receives Rental Assistance for Which Grades (If yes, enter the appropriate grades. If no, enter No).
Site 2	1441 South Avenue, Staten Island NY 10314	347-855-2238	NYC CSD 31	K-5	K-5,11-12

m2a. Please provide the contact information for Site 2.

	Name	Work Phone	Alternate Phone	Email Address
School Leader	Jenna Curran	347-855-2238		jcurran@lavelleprep.org
Operational Leader	Susan Varvara	347-855-2238		svarvara@integrationcharterschools.org
Compliance Contact	Susan Varvara	347-855-2238		svarvara@integrationcharterschools.org
Complaint Contact	Mary Cottingham	347-855-2238		mcottingham@integrationcharterschools.org
DASA Coordinator	Danielle Colello	347-855-2238		dcoello@lavelleprep.org
Phone Contact for After Hours Emergencies	Jenna Curran	732-221-9469		jcurran@lavelleprep.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

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

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

Site 2 Certificate of Occupancy (COO)

Site 2 Fire Inspection Report

CHARTER REVISIONS DURING THE 2020-2021 SCHOOL YEAR

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

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 student/family handbook	Update handbook	2/26/2020	3/23/2020
2	Change in admissions/enrollment policy	Change enrollment pattern, not to open k-2 2017-2019	4/23/2020	05/20/2020
3	Change in admissions/enrollment policy	Changed enrollment pattern, not to open k-2 2019-2020	4/30/2020	
4	Other	Change charter sped wording from 4.5 hours to 60% of the school week	4/8/2020	
5	Change in admissions/enrollment policy	Change in student body enrollment from 40% seats to 40% student body	5/22/2019	

More revisions to add?

No

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

Yes

ATTESTATIONS

p. Individual Primarily Responsible for Submitting the Annual Report.

Name	Yelena Osores
Position	Director of Program Evaluation
Phone/Extension	347-855-2238
Email	yosores@integrationcharterschools.org

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

Responses Selected:

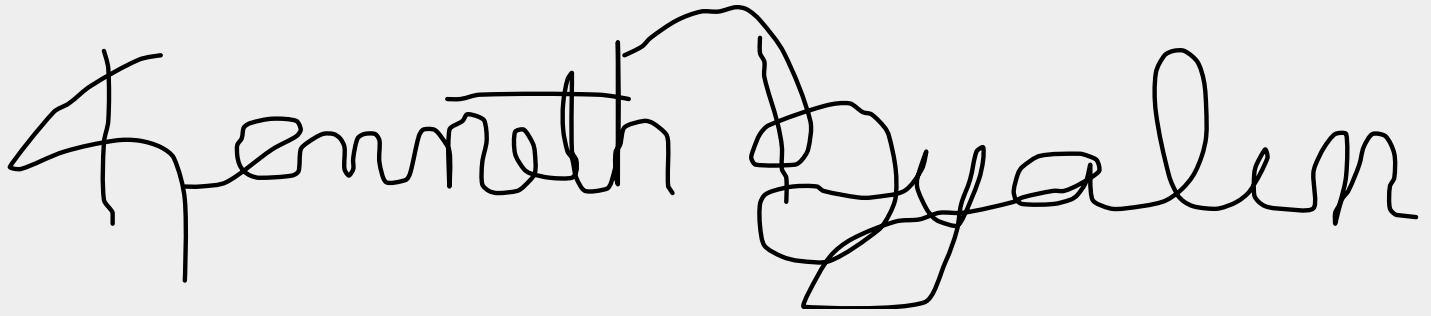
Yes

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

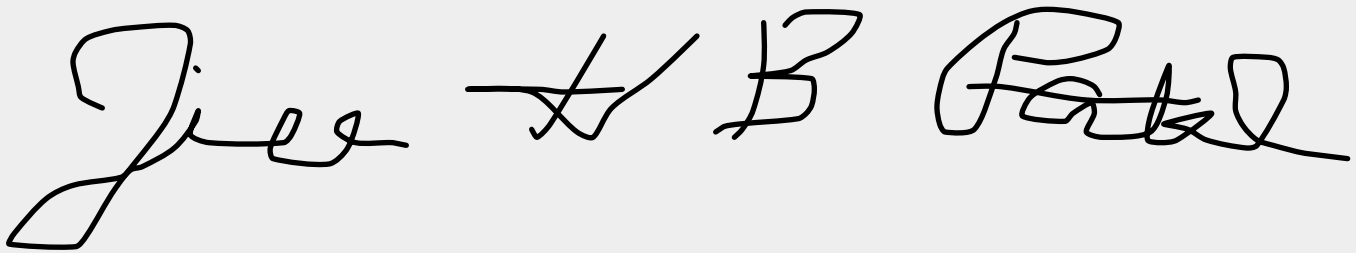
Responses Selected:

Yes

Signature, Head of Charter School

A handwritten signature in black ink on a light gray background. The signature reads "Kenneth Gyalen" in a cursive style.

Signature, President of the Board of Trustees

A handwritten signature in black ink on a light gray background. The signature reads "Joe H B Patel" in a cursive style.

Date

Aug 1 2021

Thank you.



Entry 3 Progress Toward Goals

Completed Oct 25 2021

Instructions

Regents, NYCDOE, and Buffalo BOE-authorized charter schools

For the 2020-2021 school year, any academic or organization goals that cannot be evaluated due to school

closure resulting in a lack of data and changes in testing, surveying, and other usual practices should be reported as “N/A”. **Deadline is November 1, 2021.**

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

Entry 3 Progress Toward Goals

PROGRESS TOWARD CHARTER GOALS

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

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

1. ACADEMIC STUDENT PERFORMANCE GOALS

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

2020-2021 Progress Toward Attainment of Academic Goals

	Academic Student Performance Goal	Measure Used to Evaluate Progress Toward Attainment of Goal	Goal - Met, Not Met or Unable to Assess	If not met, describe efforts the school will take to meet goal. If unable to assess goal, type N/A for Not Applicable
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Academic Goal 1	1ai. ESEA Accountability Designation. Reward, Good Standing, Local Assistance Plan, Focus or Priority School Status	NYSED ESEA accountability report	Met	
Academic Goal 2	1bi. Comparative Proficiency Comparison of the performance of all schools in NYS with the same grade configuration and similar population of students identified as economically disadvantaged, students with disabilities and English language learners. Performance is based on schools' aggregate proficiency compared to the NYS average on 3- 8 ELA and mathematics assessments and/or high school cohort ELA and mathematics outcomes.	Provided by NYS	Unable to Assess	
	2ai. Aggregate Standards-Based Trend Toward Proficiency 75% of students in			

<p>Academic Goal 3</p>	<p>the school maintaining a proficient testing level or trending toward proficiency from one year's test administration to the next. Analysis will examine proficiency maintenance or improvement of all students in the school compared to each student's previous year's test scores.</p>	<p>New York State Math and ELA examination</p>	<p>Unable to Assess</p>	
<p>Academic Goal 4</p>	<p>2a.ii. Subgroup Standards-Based Trend Toward Proficiency 75% of students in the school maintaining a proficient testing level or trending toward proficiency from one year's test administration to the next. Analysis will examine proficiency maintenance or improvement of students in the school who are economically disadvantaged, students with disabilities, and English language learners,</p>	<p>New York State Math and ELA examination</p>	<p>Unable to Assess</p>	

	compared to each student's previous year's test scores.			
Academic Goal 5	2bi. Aggregate School Level Proficiency % of students who score proficiently on 3-8 state assessments for all students at the school level will be greater than that of the community district.	NYSED Data	Unable to Assess	
Academic Goal 6	2bii. Subgroup School Level Proficiency % of students who score proficiently on 3-8 state assessments by subgroup at the school level compared to the subgroup. Includes students who are economically disadvantaged, students with disabilities and English language learners will be greater than that of the community district.	NYSED Data	Unable to Assess	
	2biii. Grade Level Proficiency			

Academic Goal 7	% of students who score proficiently on 3-8 state assessments for all students by grade level will be greater than that of the community district.	NYSED Data	Unable to Assess	
Academic Goal 8	3ai. Aggregate Annual Regents Outcomes Annual Regents testing outcomes for every tested subject for all students will be greater than that of the state.	NYSED Data	Unable to Assess	
Academic Goal 9	3a. Subgroup Annual Regents Outcomes Annual Regents testing outcomes for every tested subject by subgroup will be greater than that of the state.	NYSED Data	Unable to Assess	
Academic Goal 10	3a. Aggregate Total Cohort Regents Testing Outcomes Cohort Regents testing outcomes for ELA, mathematics, science, Global History and US History for all students will be greater than that of the state.	NYSED Data	Unable to Assess	

2. Do have more academic goals to add?

Yes

2020-2021 Progress Toward Attainment of Academic Goals

	Academic Student Performance Goal	Measure Used to Evaluate Progress Toward Attainment of Goal	Goal - Met, Not Met or Unable to Assess	2019-2020 progress toward attainment of goal Met/Not Met/Unable to Assess During Due to Closure
Academic Goal 11	3aiv. Subgroup Total Cohort Regents Testing Outcomes Cohort Regents testing outcomes for ELA, mathematics, science, Global History and US History by subgroup will be greater than that of the state.	NYSED Data	Unable to Assess	
Academic Goal 12	3bi. Aggregate Cohort Graduation Rate 4-year and 5-year graduation rate for all students will be 80% or greater.	NYSED Data	Met	
	3bii. Subgroup Cohort Graduation			

Academic Goal 13	Rate 4-year and 5-year graduation rate for students identified as economically disadvantaged, students with disabilities, and English language learners will be 80% or greater.	NYSED Data	Met	
Academic Goal 14	3biii. Aggregate On-Track to Graduate 75% of all students in a cohort that have passed 3 out of 5 Regents exams required for graduation by their 3rd year of high school.	Regents Exams	Met	
Academic Goal 15	3biv. Subgroup On-Track to Graduate 75% of cohort by subgroup that has passed 3 out of 5 Regents exams required for graduation by their 3rd year of high school.	Regents Exams	Met	
Academic Goal 16	3bv. Aggregate Student Persistence 85% of students in a 4-year and 5-year cohort that remain enrolled in the school until they graduate from the high school program.	Enrollment Data	Met	

Academic Goal 17	3bvi. Subgroup Student Persistence 85% of students identified as economically disadvantaged, students with disabilities, and English language learners in a 4-year and 5-year cohort that remain enrolled in the school until they graduate from the high school program.	Enrollment Data	Met	
Academic Goal 18	90% of graduates will apply to college or university	Staff collected data	Met	
Academic Goal 19	90% of graduates will be accepted to college or university	Staff collected data	Met	
Academic Goal 20				

3. Do have more academic goals to add?

No

4. ORGANIZATION GOALS

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

2020-2021 Progress Toward Attainment of Organization Goals

	Organizational Goal	Measure Used to Evaluate Progress	Goal - Met, Not Met, or Unable to Assess	If not met, describe efforts the school will take to meet goal. If unable to assess goal, type N/A for Not Applicable
Org Goal 1				
Org Goal 2				
Org Goal 3				
Org Goal 4				
Org Goal 5				
Org Goal 6				
Org Goal 7				
Org Goal 8				
Org Goal 9				
Org Goal 10				
Org Goal 11				
Org Goal 12				
Org Goal 13				

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

5. Do have more organizational goals to add?

No

6. FINANCIAL GOALS

2020-2021 Progress Toward Attainment of Financial Goals

	Financial Goals	Measure Used to Evaluate Progress	Goal - Met, Not Met, or Partially Met	If not met, describe efforts the school will take to meet goal.
Financial Goal 1				
Financial Goal 2				
Financial Goal 3				
Financial Goal 4				
Financial Goal 5				

7. Do have more financial goals to add?

No

Thank you.

Entry 4 - Audited Financial Statements

Completed Oct 29 2021

Required of ALL Charter Schools

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

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

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

ICS Fin Stmts 6-30-2021 - FINAL (1)

Filename: ICS Fin Stmts 6 30 2021 FINAL 1.pdf Size: 516.6 kB

Entry 4a - Audited Financial Report Template (SUNY)

Incomplete Hidden from applicant

Instructions - SUNY-Authorized Charter Schools ONLY

SUNY-authorized schools must download the Excel spreadsheet entitled "Audited Financial Report Template" at <http://www.newyorkcharters.org/fiscal/>. After completing, schools must upload the document into the SUNY Epicenter system by **November 1**.

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

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

Completed Dec 20 2021

Instructions - Regents-Authorized Charter Schools ONLY

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

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

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

[John W Lavelle Preparatory CS BEDS-353100860959 2020-21](#)

Entry 4c - Additional Financial Documents

Completed Nov 3 2021

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

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

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

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

[Single Audit Doc](#)

Filename: Single Audit Doc.pdf Size: 268.7 kB

[Escrow Account](#)

Filename: Escrow Account 7XJZGNQ.pdf Size: 958.9 kB

[ICS Communications letter - 6-30-2021](#)

Filename: ICS Communications letter 6 30 2021.pdf Size: 3.2 MB

Entry 4d - Financial Services Contact Information

Completed Nov 3 2021

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

Form for "Financial Services Contact Information"

1. School Based Fiscal Contact Information

	School Based Fiscal Contact Name	School Based Fiscal Contact Email	School Based Fiscal Contact Phone
	Jonathan Lipschitz	[REDACTED]	[REDACTED]

2. Audit Firm Contact Information

	School Audit Contact Name	School Audit Contact Email	School Audit Contact Phone	Years Working With This Audit Firm
	David Ashenfarb	[REDACTED]	[REDACTED]	08

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

	Firm Name	Contact Person	Mailing Address	Email	Phone	Years With Firm

Entry 5 - Fiscal Year 2021-2022 Budget

Completed Oct 29 2021

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

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

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

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

[LPCS Budget 21-22](#)

Filename: LPCS Budget 21 22.xlsx **Size:** 27.6 kB

Entry 6 - Board of Trustees Disclosure of Financial Interest Form

Completed Aug 5 2021

Required of ALL Charter Schools by August 2

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

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

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

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

[2020 FINANCIAL DISCLOSUR_001](#)

Filename: 2020 FINANCIAL DISCLOSUR 001.pdf Size: 1.9 MB

Entry 7 BOT Membership Table

Completed Aug 5 2021

Instructions

Required of All charter schools

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

Entry 7 BOT Table

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

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

	Trustee Name	Trustee Email Address	Position on the Board	Committee Affiliations	Voting Member Per By-Laws (Y/N)	Number of Terms Served	Start Date of Current Term (MM/DD/YYYY)	End Date of Current Term (MM/DD/YYYY)	Board Meetings Attended During 2020-2021
1	Sheldon Blackman		Trustee/Member	None	Yes	2	11/1/2019	11/30/2022	10
2	Michael Caridi		Trustee/Member	None	Yes	2	11/1/2018	11/30/2021	9
3	Joseph Carroll		Trustee/Member	Finance & Audit Governance and Nominating	Yes	2	11/1/2019	11/30/2022	12
4	Bonnie Fritz		Trustee/Member	Education & Accountability	Yes	2	11/1/2020	11/30/2023	11
5	Edward Fucini		Treasurer	Executive, Finance & Audit	Yes	1	11/1/2020	11/30/2023	10
6	Denise Henick		Trustee/Member	None	Yes	1	11/1/2018	11/30/2021	7
	Robin			Executive					

7	Lefkowitz		Trustee/Member	Governance & Nominating	Yes	2	11/1/2019	11/30/2022	6
8	Kathlyn Barrett Layne		Trustee/Member	None	Yes	1	6/1/2021	11/1/2021	5 or less
9	David Lehr		Vice Chair	Executive Finance & Audit Governance & Nominating	Yes	2	11/1/2018	11/30/2021	10

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

Yes

1b. Current Board Member Information

	Trustee Name	Trustee Email Address	Position on the Board	Committee Affiliations	Voting Member Per By-Laws (Y/N)	Number of Terms Served	Start Date of Current Term (MM/DD/YYYY)	End Date of Current Term (MM/DD/YYYY)	Board Meetings Attended During 2020-2021
10	Deborah Miller		Secretary	Executive Governance & Nominating	Yes	2	11/1/2020	11/30/2023	11

11	Jill Patel		Chair	Executive	Yes	2	11/1/2018	11/30/2021	12
12	Doris Schuele r		Trustee/ Member	Educational Accountability	No	2	11/1/2019	11/30/2022	8
13	John Strand		Trustee/ Member	Educational & Accountability	Yes	1	11/1/2019	11/30/2022	8
14	Dirk Tillotson		Trustee/ Member	Executive Educational & Accountability	Yes	2	11/1/2020	11/30/2023	11
15	Nelly Tournaki		Trustee/ Member	Educational & Accountability	Yes	2	11/1/2019	11/30/2022	8

1c. Are there more than 15 members of the Board of Trustees?

No

2. INFORMATION ABOUT MEMBERS OF THE BOARD OF TRUSTEES

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

a. Total Number of BOT Members on June 30, 2021	15
b.Total Number of Members Added During 2020-2021	2
c. Total Number of Members who Departed during 2020-2021	0
d.Total Number of members, as set in Bylaws, Resolution or Minutes	25

3. Number of Board meetings held during 2020-2021

12

4. Number of Board meetings scheduled for 2021-2022

12

Thank you.

Entry 8 Board Meeting Minutes

Completed Aug 5 2021

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

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

[July 2020-June 2021 Board Minutes & July 2021 Special Meeting](#)

Filename: July 2020 June 2021 Board Minutes MoDUHhU.pdf Size: 1.3 MB

Entry 9 Enrollment & Retention

Completed Aug 5 2021

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

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

Entry 9 Enrollment and Retention of Special Populations

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

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

Recruitment/Attraction Efforts Toward Meeting Targets

	Describe Recruitment Efforts in 2020-2021	Describe Recruitment Plans in 2021-2022
		Enhancing all 20-21 efforts, including: Host virtual open houses for families at various times of the day and on alternating days to better accommodate families within our Staten Island

Economically Disadvantaged

The elementary division is expanded to grades K-2 for the 2020-2021 school year. In an effort to ensure enrollment, the school had taken on a number of different strategies to increase enrollment. We analyzed current enrollment to determine zip codes our students reside in- targeting pre-K and day care programs in those zip codes and those on the North Shore of Staten Island, where the majority of Economically Disadvantaged families reside

Hosted virtual open houses for families at various times of the day and on alternating days to better accommodate families within our Staten Island Community.

Participated in virtual open houses hosted by the Charter Center.

ICS Community Liaison was appointed.
Website and brochure revisions were made.

Contracted with Lincoln Barretta, a professional school marketing firm specializing in student recruitment and enrollment marketing solutions for charter schools

Community.

Continue to participate in virtual open houses hosted by the Charter Center.

Appoint a teacher as a part-time community liaison. This will assist us in participating in more events and allow us to continue to network with organizations, churches, district schools and families across the community. The same teacher will monitor all social media and promote all school events within the district. . Produce promotional videos and post the content on social media and the website.

Revise brochures detailing a new application procedure along with our newly updated program descriptions, including high school courses, Orton Gillingham for K-5, our partnership with The Writing Revolution and other opportunities. Brochures will continue to be mailed out to every student in grades K-6 on Staten Island. The lottery application levels the playing field and provides an equal opportunity for all students to attend Lavelle Preparatory Charter School within the district.

We will continue to use Vanguard and Schola with the goal of connecting and reaching more families both digitally and in person.

We hope to partner with MetroPlus to host our own community fairs each quarter.

	<p>Used Vanguard and Schola with the goal of connecting and reaching more families both digitally and in person.</p>	<p>Our hope is to connect our families with valuable resources offered throughout Staten Island.</p> <p>We will continue to reach out to Staten Island Pre-K centers, both DOE and Private, and ask to speak with their Directors to inform families of our school's mission and our enrollment process. Along with outreach, we will host virtual open houses for these centers, send out flyers and brochures.</p> <p>We will establish a community outreach community for the 21-22 school year.</p>
<p>English Language Learners</p>	<p>The school has made good faith efforts toward meeting all enrollment and retention targets for the 2020-2021 school year. Efforts to attract more ELLs include translating written materials into languages other than English, providing interpretation services at school events, working with community-based organizations to increase awareness of the school and designating a staff member as a community liaison to visit our most diverse Staten Island community. Lavelle has also created a new partnership with the Family Life Center located in Stapleton. Lavelle staff, including our bilingual staff, has participated in events hosted by the Family Life Center to promote our school and increase our ELL population. The demographics of the Stapleton community include about 19% African American and</p>	<p>Enhancing all 20-21 efforts, including:</p> <p>Additional ELL teachers will be hired for the 21-22 school year due to our K-2 expansion.</p> <p>ELL coordinators will participate in additional training this year and will have closer collaboration with Lavelle staff to ensure ELLs are being supported.</p> <p>Continue to identify staff members who are able to translate information in Spanish and other languages to promote communication with non-english speaking families.</p>

	31% Hispanic and Latino.	
Students with Disabilities	<p>All of the above AND: Parent testimonial videos were added to the Lavelle Prep website to provide families with information about our school from a parent’s perspective who have a child with a disability. We continue to build and maintain relationships with our local district schools and continue to host our own open houses as well as attend community events and recruit. We will continue to make use of local advertisements as well. Graduate students with disabilities and their families have shared their testimonials as they were accepted to college.</p>	<p>Enhancing all 20-21 efforts, including:</p> <p>Lavelle Prep continues to hit targets of enrolling Students with Disabilities. We have developed excellent working relationships with our local district schools and continue to host our own open houses as well as attend community events and recruit.</p> <p>Laptops and headphones will be purchased for every student. This technology will ensure that everyone has the audio and video technology needed to learn both in-person and virtually. These efforts will be shared.</p> <p>Social media advertisements will continue to be updated to promote our school mission and to recruit our targeted population.</p> <p>The registration process will be updated to provide 1:1 correspondence between appointed Special Education Coordinators and parents. This will allow families the opportunities to answer important questions or concerns they may have while registering their child for our program.</p> <p>School leaders will personally reach out to every new family, especially students with IEPs and welcome them to the school.</p>

Retention Efforts Toward Meeting Targets

	Describe Retention Efforts in 2020-2021	Describe Retention Plans in 2021-2022
Economically Disadvantaged	<p>Our staff will continue to attend multiple community events sharing what Lavelle Prep offers and providing giveaways at community events in economically disadvantaged areas of Staten Island. Lavelle leadership team will continue to meet with families across Staten Island at events to discuss all that Lavelle Prep has to offer. We will share our success stories and respond to questions. Every family who signs in will receive a follow up phone call from the Lavelle Prep Principal to thank them for their time and answer any additional questions. All recruitment initiatives will be analyzed to determine what was successful, what we should change, and how to perfect what we have done.</p>	<p>Enhancing all 20-21 efforts, including:</p> <p>Lavelle Prep’s supportive and student centered environment continues to aid in retention. We strive to keep a high level of communication with our families throughout the school year, including the summer months, so that they understand their child’s educational and social-emotional path. When concerns do arise, they are addressed immediately.</p> <p>Building on our success at retaining students who are economically disadvantaged, Lavelle will continue our efforts in supplying resources needed for student success through our community partnerships.</p> <p>This relationship will continue to be made possible by our small class sizes capped at 18, Wellness class that allows teachers to know their students well, and weekly Behavioral Intervention Team meetings that bring staff together to discuss students and enable the school to follow up with home contact.</p> <p>Title I funds will continue to help support homeless students in need of basic school supplies. In</p>

		<p>addition, it will also be used to support our staffing model enabling us to provide a robust learning environment with a low student:teacher ratio.</p> <p>Our McKinney Vento Liaison will continue to provide support and facilitate community connections for students who are homeless and/or displaced.</p>
<p>English Language Learners</p>	<p>Lavelle Prep will continue to analyze our incoming student data home language survey to determine our ELL population. Lavelle Prep will continue to upload parent testimonials in Spanish along with materials that are frequently given out at community events and local businesses. Our African American community advocate and Spanish speaking staff will continue to reach out to our families sharing the benefits of ELL support that we offer at Lavelle Prep.</p>	<p>Enhancing all 20-21 efforts, including:</p> <p>The NYSITELL will be administered to all Kindergarten students to determine ELL eligibility and entitlement.</p> <p>Continue to provide interpretation services at school events, including registration and open houses.</p> <p>Lavelle Prep will be analyzing our incoming students' home language surveys to determine our ELL entitlement and refine our projections. Our ICS Community Liaison along with Spanish speaking staff will continue to reach out to our families sharing the benefits of ELL support that we offer at Lavelle Prep.</p>
		<p>Enhancing all 20-21 efforts, including:</p> <p>Appointed SDW coordinators at each division to work on IEPs and realistic goal setting for</p>

Students with Disabilities

Lavelle teamed up to revamp our open house format. These events are no longer lecture style; we have incorporated more of a station setting. New families are able to watch a video detailing both programs to understand the integrated setting. The video included parent and student testimonials, some which involve students with disabilities. Families also watched a student performance and met with some upperclassmen and alumni to hear about the impact Lavelle Prep has made on their lives. , including our students with disabilities. Lastly, families engage in discussions and Q & A with our administration and staff to address their needs.

individual students. These coordinators also provide ongoing feedback to teachers on IEP goal setting.

Our special education teachers will continue to focus on SDI (Specially Designed Instruction) and SAS (Supplemental Aids and Services).

Schedules will be revamped to incorporate time for RTI invention within the school day across all divisions of Lavelle Prep.

Lavelle Prep will continue to transition into a cooperative teaching model for a significant number of classes across all divisions. Every core class led by a content specialist now has a special education co-teacher partnered with them to deliver instruction and provide appropriate special education accommodation to our students. We continue to believe this has aided us in our retention efforts.

Entry 10 - Teacher and Administrator Attrition

Completed Aug 5 2021

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

A. TEACH System - Employee Clearance

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

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

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

B. Emergency Conditional Clearances

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

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

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

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

Attestation

Responses Selected:

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

Entry 11 Percent of Uncertified Teachers

Completed Aug 5 2021

Instructions

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

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

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

Entry 11 Uncertified Teachers

School Name:

Instructions for Reporting Percent of Uncertified Teachers

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

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

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

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

	FTE Count
i. FTE count of uncertified teacher with at least three years of elementary, middle or secondary classroom teaching experience (as of June 30, 2021)	0
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2021)	0
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2021)	0
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2021)	5
Total Category A: 5 or 30% whichever is less	5.0

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

	FTE Count
i. FTE count of uncertified teacher with at least three years of elementary, middle or secondary classroom teaching experience (as of June 30, 2021)	0
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2021)	0
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2021)	0
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2021)	2.5
Total Category B: not to exceed 5	2.5

CATEGORY C: PLUS 5 ADDITIONAL UNCERTIFIED TEACHERS

	FTE Count
i. FTE count of uncertified teacher with at least three years of elementary, middle or secondary classroom teaching experience (as of June 30, 2021)	0
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2021)	0
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2021)	0
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2021)	1.5
Total Category C: not to exceed 5	1.5

CATEGORY D: TOTAL FTE COUNT OF UNCATEGORIZED, UNCERTIFIED TEACHERS

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

	FTE Count
Total Category D	0

CATEGORY E: TOTAL FTE COUNT OF CERTIFIED TEACHERS

	FTE Count
Total Category E	75

CATEGORY F: TOTAL FTE COUNT OF ALL TEACHERS

Please do not include paraprofessionals, such as teacher aides.

	FTE Count
Total Category F	84



Thank you.

Entry 12 Organization Chart

Completed Aug 5 2021

[Instructions](#)

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

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

[ICS Organization Chart](#)

Filename: ICS Organization Chart.pdf Size: 191.3 kB

Entry 13 School Calendar

Completed Aug 5 2021

[Instructions for submitting School Calendar](#)

Required of ALL Charter Schools

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

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

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

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

20-21 ANNUAL REPORT FOR LAVELLE PRE COPY OF THE ENTRY 1 WHICH IS WHAT WAS ASSIGNED TO ME

Filename: 20 21 ANNUAL REPORT FOR LAVELLE PRE jc1LCJx.pdf **Size:** 396.2 kB

Entry 14 Links to Critical Documents on School Website

Completed Aug 5 2021

Instructions

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

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

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

Form for Entry 14 Links to Critical Documents on School Website

School Name: John W. Lavelle Prep Charter School

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

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

	Link to Documents
1. Most Recent Annual Report (i.e., 2019-20)	https://lavelleprep.org/wp-content/uploads/2021/07/LP.pdf
2. Most recent board meeting notice, documents to be discussed at the meeting (if any)	https://integrationcharterschools.org/ics-documents/
2a. Webcast of Board Meetings (per Governor's Executive Order)	https://integrationcharterschools.org/ics-documents/
3. Link to NYS School Report Card	https://newventurescharter.org/parent-resources/
4. Lottery Notice announcing date of lottery	https://lavelleprep.org/enrollment/
5. Authorizer-approved DASA Policy (For Regents, NYCDOE, and Buffalo BOE Authorized Charter Schools ONLY);	https://lavelleprep.org/wp-content/uploads/2020/10/LPCS-Student-Handbook-2020-2021.docx-1.pdf
6. District-wide Safety Plan	https://integrationcharterschools.org/wp-content/uploads/2020/11/ICS-District-Wide-Safety-Plan-2020-2021.pdf
6a. Authorizer-Approved Discipline Policy (as per August 29, 2019 Emergency Response Plan Memo)	https://lavelleprep.org/wp-content/uploads/2020/10/LPCS-Student-Handbook-2020-2021.docx-1.pdf
7. Authorizer-Approved FOIL Policy	https://lavelleprep.org/wp-content/uploads/2020/07/FOIL-Policy-20-21-2.pdf
8. Subject matter list of FOIL records	https://lavelleprep.org/wp-content/uploads/2020/07/FOIL-ICS-Subject-Matter-List-20-21-2-1.pdf

Thank you.



INTEGRATION CHARTER SCHOOLS

**Audited Financial Statements In Accordance
With Government Auditing Standards**

June 30, 2021

INTEGRATION CHARTER SCHOOLS

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Independent Auditor's Report

To the Board of Trustees of
Integration Charter Schools

Report on the Financial Statements

We have audited the accompanying financial statements of Integration Charter Schools ("ICS"), 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.

Management's Responsibility for the Financial Statements

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

Auditor's Responsibility

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

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

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

Opinion

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

Report on Summarized Comparative Information

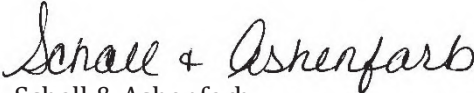
We have previously audited the ICS' 2020 financial statements, and we expressed an unmodified audit opinion on those audited financial statements in our report dated October 20, 2020. In our opinion, the summarized comparative information presented herein as of and for the year ended June 30, 2020 is consistent, in all material respects, with the audited financial statements from which it has been derived.

Report on Supplementary Information

Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The combining schedule of activities on page 18 is presented for purposes of additional analysis and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied to in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated in all material respects in relation to the financial statements as a whole.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated October 20, 2021 on our consideration of ICS' internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of ICS' 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 ICS' internal control over financial reporting and compliance.


Schall & Ashenfarb
Certified Public Accountants, LLC

October 20, 2021

INTEGRATION CHARTER SCHOOLS
STATEMENT OF FINANCIAL POSITION
AT JUNE 30, 2021
(With comparative totals at June 30, 2020)

	<u>6/30/21</u>	<u>6/30/20*</u>
Assets		
Cash and cash equivalents	\$11,739,285	\$7,274,256
Grants and pledges receivable, net (Note 3)	1,404,568	458,055
Prepaid expenses	479,159	490,480
Due from related organization (Note 4)	763,896	351,436
Restricted cash (Note 5)	220,000	195,000
Fixed assets, net (Note 6)	5,731,656	5,151,433
Lease acquisition costs (Note 7)	221,471	242,074
Security deposits (Note 7)	<u>321,011</u>	<u>321,011</u>
 Total assets	 <u><u>\$20,881,046</u></u>	 <u><u>\$14,483,745</u></u>
Liabilities and Net Assets		
Liabilities:		
Accounts payable and accrued expenses	\$3,182,741	\$2,312,200
Grant advance - New York City Department of Education (Note 8)	488,295	119,740
Grant advance - rent subsidy (Note 8)	236,210	3,265
Paycheck Protection Program Loan (Note 9)	0	3,480,236
Loans payable (Note 10)	3,159,257	745,292
Deferred rent	1,818,151	1,884,802
Total liabilities	<u>8,884,654</u>	<u>8,545,535</u>
Net Assets:		
Without donor restrictions	11,501,760	5,469,836
With donor restrictions (Note 11)	<u>494,632</u>	<u>468,374</u>
Total net assets	<u>11,996,392</u>	<u>5,938,210</u>
 Total liabilities and net assets	 <u><u>\$20,881,046</u></u>	 <u><u>\$14,483,745</u></u>

*Reclassified for comparative purposes

The attached notes and auditor's report are an integral part of these financial statements.

INTEGRATION CHARTER SCHOOLS
STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED JUNE 30, 2021
(With comparative totals for the year ended June 30, 2020)

	Without Donor Restrictions	With Donor Restrictions	Total 6/30/21	Total 6/30/20
Public Support and Revenue:				
Public school district: (Note 8)				
Revenue - resident student enrollment	\$17,100,433		\$17,100,433	\$15,849,513
Revenue - students with special education services	7,206,925		7,206,925	6,413,016
Total public school district revenue	<u>24,307,358</u>	<u>0</u>	<u>24,307,358</u>	<u>22,262,529</u>
New York City rental assistance (Note 8)	2,285,969		2,285,969	2,437,993
Other government grants	1,988,750		1,988,750	1,643,455
Forgiveness of Paycheck Protection Program loan (Note 9)	3,519,696		3,519,696	0
Contributions	100,355	68,684	169,039	66,314
Other income	16,506		16,506	57,627
Net assets released from restrictions	42,426	(42,426)	0	0
Total public support and revenue	<u>32,261,060</u>	<u>26,258</u>	<u>32,287,318</u>	<u>26,467,918</u>
Expenses:				
Program services:				
Regular education	13,425,130		13,425,130	13,500,804
Special education	7,982,306		7,982,306	7,723,626
Total program services	<u>21,407,436</u>	<u>0</u>	<u>21,407,436</u>	<u>21,224,430</u>
Supporting services:				
Management and general	4,534,290		4,534,290	4,257,406
Fundraising/Community Relations	287,410		287,410	295,598
Total expenses	<u>26,229,136</u>	<u>0</u>	<u>26,229,136</u>	<u>25,777,434</u>
Change in net assets	6,031,924	26,258	6,058,182	690,484
Net assets - beginning of year	<u>5,469,836</u>	<u>468,374</u>	<u>5,938,210</u>	<u>5,247,726</u>
Net assets - end of year	<u>\$11,501,760</u>	<u>\$494,632</u>	<u>\$11,996,392</u>	<u>\$5,938,210</u>

*Reclassified for comparative purposes

The attached notes and auditor's report are an integral part of these financial statements.

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

(With comparative totals for the year ended June 30, 2020)

	Program Services			Supporting Services		Total Expenses 6/30/21	Total Expenses 6/30/20*
	Regular Education	Special Education	Total Program Services	Management and General	Fundraising/ Community Relations		
Personnel services:							
Non-instructional staff personnel	\$1,276,932	\$664,006	\$1,940,938	\$2,613,998	\$165,571	\$4,720,507	\$4,438,552
Instructional staff personnel	7,000,549	4,252,626	11,253,175			11,253,175	11,425,801
Total personnel services	<u>8,277,481</u>	<u>4,916,632</u>	<u>13,194,113</u>	<u>2,613,998</u>	<u>165,571</u>	<u>15,973,682</u>	<u>15,864,353</u>
Fringe benefits and payroll taxes	2,475,886	1,470,619	3,946,505	781,873	49,526	4,777,904	4,456,832
Retirement	301,533	179,103	480,636	95,224	6,031	581,891	12,371
Supplies and materials	249,903	151,809	401,712			401,712	377,768
Legal services			0	127,064		127,064	138,252
Accounting and audit services			0	77,400		77,400	96,655
Other purchased professional and consulting services	12,724	7,558	20,282	27,447	255	47,984	59,771
Occupancy and facility costs	1,305,527	776,763	2,082,290	381,647	24,174	2,488,111	2,911,421
Repairs and maintenance	107,396	63,791	171,187	33,914	2,148	207,249	286,855
Insurance	87,046	51,703	138,749	27,490	1,741	167,980	157,971
Utilities	95,236	56,569	151,805	30,074	1,906	183,785	209,722
Equipment and furnishings	150,690	91,539	242,229	6,784		249,013	50,962
Staff development	62,770	38,130	100,900	1,423		102,323	169,328
Marketing and recruitment			0	106,225		106,225	41,771
Technology	114,508	68,015	182,523	36,161	2,291	220,975	105,841
Food services	21,770	13,225	34,995			34,995	246,483
Student services	15,952	9,691	25,643			25,643	84,492
Office expenses	24,517	14,580	39,097	7,705	490	47,292	61,261
Bad debt expense			0			0	54,345
Depreciation	108,924	64,698	173,622	34,397	2,179	210,198	264,852
Amortization	13,267	7,881	21,148	4,189	266	25,603	20,603
Other expenses			0	141,275	30,832	172,107	105,525
Total expenses	<u>\$13,425,130</u>	<u>\$7,982,306</u>	<u>\$21,407,436</u>	<u>\$4,534,290</u>	<u>\$287,410</u>	<u>\$26,229,136</u>	<u>\$25,777,434</u>

*Reclassified for comparative purposes

The attached notes and auditor's report are an integral part of these financial statements.

**INTEGRATION CHARTER SCHOOLS
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED JUNE 30, 2021**

(With comparative totals for the year ended June 30, 2020)

	6/30/21	6/30/20*
Cash flows from operating activities:		
Change in net assets	\$6,058,182	\$690,484
Adjustments to reconcile change in net assets to net cash provided by operating activities:		
Depreciation and amortization	235,801	285,455
Changes in assets and liabilities:		
Grants and pledges receivable	(946,513)	955,931
Prepaid expenses	11,321	(63,404)
Due from related organization	(412,460)	(325,000)
Security deposits	0	(110,585)
Accounts payable and accrued expenses	870,541	(754,809)
Grant advance - New York City Department of Education	368,555	(105,799)
Grant advance - rent subsidy	232,945	3,265
Paycheck Protection Program Loan	(3,480,236)	3,480,236
Deferred rent	(66,651)	(66,651)
Total adjustments	(3,186,697)	3,298,639
Net cash provided by operating activities	2,871,485	3,989,123
Cash flows from investing activities:		
Fixed asset acquisitions	(790,421)	(595,035)
Net cash used for investing activities	(790,421)	(595,035)
Cash flows from financing activities:		
Loan proceeds, net of issuance costs	2,450,000	0
Repayment of loans	(41,035)	(37,581)
Net cash provided by/(used for) financing activities	2,408,965	(37,581)
Net increase in cash, cash equivalents and restricted cash	4,490,029	3,356,507
Cash, cash equivalents and restricted cash - beginning of year	7,469,256	4,112,749
Cash, cash equivalents and restricted cash - end of year	\$11,959,285	\$7,469,256
Cash, cash equivalents and restricted cash consists of:		
Cash and cash equivalents	\$11,739,285	\$7,274,256
Restricted cash (Note 5)	220,000	195,000
Total cash, cash equivalents and restricted cash	\$11,959,285	\$7,469,256
Supplemental disclosures:		
Interest paid	\$64,149	\$67,603
Taxes paid	\$0	\$0

*Reclassified for comparative purposes

The attached notes and auditor's report are an integral part of these financial statements.

**INTEGRATION CHARTER SCHOOLS
NOTES TO FINANCIAL STATEMENTS
June 30, 2021**

Note 1 - Organization and Nature of Activities

Integration Charter Schools (“ICS”) located in Staten Island, New York, is a not-for-profit corporation which administers several schools that are chartered by the Board of Regents of the State of New York. ICS is dedicated to providing innovative pathways to college that fully integrate students living with emotional challenges and others with special needs. In fostering both the academic and emotional growth of all students, ICS serves as an innovative, holistic educational model for other high-performing schools.

John W. Lavelle Preparatory Charter School (“LPCS”) was established in 2009 and is a not-for-profit educational corporation chartered by the Board of Regents of the State of New York. LPCS provides a college preparatory education curriculum that equips and empowers students for success. During the year ended June 30, 2018, the Board of Regents of the State of New York approved the charter renewal for LPCS for a term of five years, expiring on June 30, 2023.

New Ventures Charter School (“NVCS”) was established in 2015 and is a not-for-profit educational corporation chartered by the Board of Regents of the State of New York. NVCS is a transfer high school which promotes college and career readiness for over age and under-credited, at-risk youth, aged 16-21 living on Staten Island, enabling them to graduate from high school prepared to excel in their academic, professional, and personal lives. NVCS was granted a provisional charter by the Board of Regents of the University of the State of New York for a term of five years, expiring on June 30, 2025. Such provisional charter may be extended upon application for a term of up to five years in accordance with the provisions of Article 56 of the Education law.

The Lois and Richard Nicotra Early College Charter School (“NECCS”) was established in 2017 and is a not-for-profit educational corporation chartered by the Board of Regents of the State of New York. NECCS is designed to provide an innovative pathway to college graduation for all students including those living with emotional challenges as well as those with other disabilities in all classes and activities. NECCS was granted a provisional charter by the Board of Regents of the University of the State of New York for a term of five years, expiring June 30, 2023. Such provisional charter may be extended upon application for a term of up to five years in accordance with the provisions of Article 56 of the Education law.

Richmond Preparatory Charter School (“RPCS”) is the most recent development from ICS. RPCS is designed to fully integrate students from grades 6 to 12, on the autism spectrum as well as those living with other disabilities in all classes and activities. RPCS was granted a provisional charter by the Board of Regents of the University of the State of New York in June 2018 and is expected to open in September 2021.

These financial statements include activity of each of the schools referred to in the proceeding paragraphs, and are all part of the corporate entity, Integration Charter Schools.

Note 2 - Significant Accounting Policies

a. Basis of Accounting

The accompanying financial statements have been prepared using the accrual basis of accounting, which is the process of recognizing revenue and expenses when earned or incurred rather than received or paid.

b. Basis of Presentation

ICS reports information regarding its financial position and activities according to the following classes of net assets:

- *Net Assets Without Donor Restrictions* – represents those resources for which there are no restrictions by donors as to their use.
- *Net Assets With Donor Restrictions* – represents those resources, the uses of which have been restricted by donors to specific purposes or the passage of time and/or must remain intact, in perpetuity. The release from restrictions results from the satisfaction of the restricted purposes specified by the donor.

c. Revenue Recognition

ICS did not have any types of revenue that fall under ASC 606.

ICS follows the requirements of the Financial Accounting Standards Board's ("FASB") Accounting Standards Codification ("ASC") 958-605 for recording contributions. Contributions are recognized at the earlier of when cash is received or at the time a pledge becomes unconditional in nature. Contributions are recorded in the net asset classes referred to above depending on the existence and/or nature of any donor-imposed restriction. When a restriction expires, that is, when a stipulated time restriction ends, or purpose restriction is accomplished, net assets with donor restrictions are reclassified to net assets without donor restrictions. If donor restricted contributions are satisfied in the same period they were received, they are classified as without donor restrictions.

Contributions may be subject to conditions which are defined as both a barrier to entitlement and a right of return of payments or release from obligations and are recognized as income once the conditions have been substantially met.

ICS' public-school district revenue and other government grants are primarily conditional, non-exchange transactions and fall under ASC 958-605. Revenue from these transactions is recognized based on rates established by the ICS' funding sources and when performance related outcomes are achieved as well as other conditions under the agreements are met. The difference between cash received and revenue recognized is reflected as government grants receivable or refundable advances.

Grants and pledges that are expected to be received in less than one year are recorded at net realizable value. Those that are due in greater than one year are recorded at fair value, which is calculated using risk-adjusted present value techniques.

ICS reviews receivables for collectability using factors such as historical experience and a review of activity subsequent to the date of the statement of financial position. Based on this review, an allowance of \$59,000 was established for doubtful accounts as of June 30, 2021 and June 30, 2020.

d. Cash and Cash Equivalents

ICS considers all liquid investments with an initial maturity of three months or less to be cash and cash equivalents. Restricted cash has been classified separately.

e. Concentration of Credit Risk

Financial instruments, which potentially subject ICS to concentration of credit risk, consist of cash accounts, which have been placed with financial institutions that management deems to be creditworthy. At year end and at various times throughout the year, balances were in excess of insured amounts. ICS has not suffered any losses due to bank failure.

f. Capitalization Policy

Leasehold improvements, as well as equipment and furniture that exceed predetermined amounts and that have a useful life of greater than one year are recorded at cost or at fair value at the date of gift. Depreciation is computed using the straight-line method over the estimated useful lives of the respective assets as follows:

Furniture and fixtures – *7 years*

Computer hardware and software – *3 years*

Office equipment – *5 years*

Leasehold improvements – *Life of lease*

g. Deferred Rent

Rent expense is recognized evenly over the life of the lease using the straight-line method. In the earlier years of the lease, as rent expense exceeds amounts paid, a deferred rent liability is created. In later years, as payments exceed the amount of expense recognized, deferred rent will be reduced until it is zero at the end of the lease.

h. Donated Services

Donated services are recognized in circumstances where those services create or enhance non-financial assets or require specialized skills, are provided by individuals possessing those skills, and would typically need to be purchased if not provided in-kind.

Board members and other individuals volunteer their time and perform a variety of services that assist ICS. These services do not meet the criteria outlined above and have not been recorded in the financial statements.

i. Functional Allocation of Expenses

The costs of providing various programs and other activities have been summarized on a functional basis in the financial statements. Accordingly, certain costs have been allocated among the programs and supporting services benefited.

The expenses that are allocated include the following:

Expense	Method of Allocation
Personnel services	Time and effort & full time equivalent
Fringe benefits and payroll taxes	Time and effort & full time equivalent
Retirement	Time and effort & full time equivalent
Supplies and materials	Full time equivalent
Other purchased professional and consulting services	Time and effort & full time equivalent
Occupancy and facility costs	Time and effort & full time equivalent
Repairs and maintenance	Time and effort & full time equivalent
Insurance	Time and effort & full time equivalent
Utilities	Time and effort & full time equivalent
Equipment and furnishings	Full time equivalent
Staff development	Full time equivalent
Technology	Time and effort & full time equivalent
Food services	Full time equivalent
Student services	Full time equivalent
Office expense	Time and effort & full time equivalent
Depreciation and amortization	Time and effort & full time equivalent

All other expenses were directly charged to the applicable program or supporting service.

j. Use of Estimates

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

k. Accounting for Uncertainty of Income Taxes

ICS has been notified by the Internal Revenue Service that they are exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code and has not been determined to be a private foundation as defined in Section 509(a).

ICS does not believe its financial statements include any material, uncertain tax positions. Tax returns for periods ending June 30, 2018 and later are subject to examination by applicable taxing authorities.

l. Prior Year Comparative Information

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

m. Subsequent Events

Subsequent events have been evaluated through October 20, 2021, the date the financial statements were issued. ICS has concluded that no other material events have occurred that are not accounted for in the accompanying financial statements or disclosed in the accompanying notes.

n. New Accounting Pronouncements

FASB issued ASU No. 2020-07, *Presentation and Disclosures by Not-for-Profit Entities for Contributed Nonfinancial Assets*, which becomes effective for the June 30, 2022 year with early adoption permitted. This ASU focuses on improving transparency in the reporting of contributed nonfinancial assets and requires a separate line-item presentation on the statement of activities and additional disclosures.

FASB issued ASU No. 2016-02, *Leases*. The ASU which becomes effective for the June 30, 2023 year, requires the full obligation of long-term leases to be recorded as a liability with a corresponding “right to use asset” on the statement of financial position.

Management is in the process of evaluating the impact these standards will have on future financial statements.

Note 3 - Grants and Pledges Receivable

Grants and pledges receivable are anticipated to be collected in the following periods:

	<u>6/30/21</u>	<u>6/30/20</u>
Within 1 year	\$1,404,568	\$453,249
2 to 5 years	<u>0</u>	<u>5,000</u>
Total pledges	1,404,568	458,249
Less: discount to fair value (2%)	<u>0</u>	<u>(194)</u>
Pledges receivable, net	<u>\$1,404,568</u>	<u>\$458,055</u>

Note 4 - Due from Related Organization

During the year ended June 30, 2019, a board member and a former board member formed an entity, The ICS Foundation, Inc. (the “Foundation”). The Foundation supports the operation of ICS by providing assistance with real estate and facilities related needs, and by raising funds and resources that will provide the support needed to enhance the experience of ICS students. The balance owed to ICS by the Foundation totaled \$763,896 and \$351,436 as of June 30, 2021 and June 30, 2020, respectively. There is no formal loan agreement or terms of repayment.

In November 2019, the Foundation entered into a lease with an unrelated third-party landlord for space which was then subleased to ICS. This lease expired on July 31, 2020 and was used for classes for one of the schools. For the year ended June 30, 2021, the occupancy cost associated with this sublease amounted to \$50,239, which included additional expenses.

Subsequent to year-end, ICS entered into a lease with the Foundation for a property (“Richmond Ave.”) that will serve as the location for the Richmond Preparatory Charter School. The lease is expected to begin on September 1, 2022 and expire on June 30, 2063.

As part of the lease, the Foundation will, at its own cost and expense, renovate the existing building and construct a new building for ICS to use. Funding for the capital construction is provided through the issuance of bonds (Series 2021) funded by Build NYC Resource Corporation. The Series 2021A and 2021B Bonds have par values of \$36,155,000 and \$695,000, respectively. ICS will not be obligated to make payments under this bond agreement with respect to debt services on the Series 2021 Bonds. However, under the terms of the lease, amounts payable by ICS to the Foundation are expected to be sufficient to pay all scheduled debt service on the Series 2021 Bonds. For future minimum rental payments see Note 7.

Note 5 - Restricted Cash

An escrow account has been established to meet the requirement of the NYCDOE. The purpose of this account is to ensure sufficient funds are available for an orderly dissolution or transition process in the event of termination of the charter or school closure.

Note 6 - Fixed Assets

Fixed assets consist of the following:

	<u>6/30/21</u>	<u>6/30/20</u>
Furniture and fixtures	\$380,686	\$331,439
Computer hardware and software	109,397	109,397
Office equipment	380,430	357,729
Leasehold improvements	<u>6,014,621</u>	<u>5,296,148</u>
	6,885,134	6,094,713
Less: accumulated depreciation	<u>(1,153,478)</u>	<u>(943,280)</u>
Total fixed assets, net	<u>\$5,731,656</u>	<u>\$5,151,433</u>

Note 7 - Lease Commitments

ICS occupies space in Staten Island under a lease agreement that expires on August 31, 2031. The lease agreement contains two phases and consists of the following:

Phase One

Phase one is for the third floor of the space, which commenced on May 1, 2011 and terminates on August 31, 2031.

Phase Two

Phase two was an option that ICS exercised for additional space in the same facility. A non-refundable reservation fee of \$412,060 is reflected as an asset (lease acquisition costs) and is amortized over the life of the phase two portion of the lease on a straight-line basis. The remaining balance is \$221,471 and \$242,074 as of June 30, 2021 and June 30, 2020, respectively.

The phase two space also requires a security deposit of \$500,000. As of June 30, 2021 and June 30, 2020, total security deposits paid totaled \$300,000. The remaining balance of \$200,000 was paid subsequent to year-end.

ICS has a month-to-month agreement with the landlord for additional land where ICS has placed trailers for temporary classrooms, while the landlord is in the process of construction of a new building for ICS. This lease expired on July 31, 2019 and was renewed for an additional year through July 31, 2022. A security deposit of \$10,426 was paid to the landlord. Subsequent to July 31, 2020, ICS leases space on a month-to-month basis.

ICS has a lease agreement with the landlord for additional office space (“2 Teleport Office Space”) which expires on July 31, 2022. A security deposit of \$10,585 was paid to the landlord.

ICS entered into an additional lease agreement with the landlord for space that is currently under construction (“Corporate Commons 3”). The lease does not commence until the first day of the month after the issuance of the certificate of occupancy, which occurred subsequent to year end on September 8, 2021. The lease expires on the last day of the month twenty years thereafter. Future minimum rental payments on this lease will total \$118,991,023 over the twenty years. In addition to the rental payments, ICS is required to make payments for the initial improvements of \$3,000,000 and security deposit installments that will total \$1,157,402. As of June 30, 2021, the full amount of \$3,000,000 has been paid, of which \$500,000 was paid during the year ended June 30, 2021. Security deposit installments are due annually each September 1st starting in 2021 in the amount of \$231,480.

Future minimum rental payments are due as follows:

Year Ending:	Phase One and Two	Richmond Ave	2 Teleport Office Space	Corporate Commons 3	Total
June 30, 2022	\$1,466,397	\$0	\$127,020	\$3,669,395	\$5,262,812
June 30, 2023	1,466,397	1,051,444	10,585	4,629,611	7,158,037
June 30, 2024	1,511,656	1,728,615	0	5,144,871	8,385,142
June 30, 2025	1,565,967	2,740,300	0	5,247,923	9,554,190
June 30, 2026	1,575,019	2,785,400	0	5,247,923	9,608,342
Thereafter	<u>8,463,470</u>	<u>157,242,619</u>	<u>0</u>	<u>95,051,301</u>	<u>260,757,390</u>
Total	<u>\$16,048,906</u>	<u>\$165,548,378</u>	<u>\$137,605</u>	<u>\$118,991,024</u>	<u>\$300,725,913</u>

The obligations reflected above are expected to be supported by per pupil funding in future years and is subject to rent subsidies as outlined in Note 8. The lease agreement for 2 Teleport for office space contains a clause which provides ICS the option to terminate the lease early under certain conditions. It is expected that ICS will exercise the early termination clause by December 2021.

The landlord for the lease for Richmond Ave. is a related party as described in Note 4. All other landlords are with non-related parties.

Note 8 - Grant Advance – New York City Department of Education

Grants advances on the contract with the NYCDOE can be summarized as follows:

	June 30, 2021			
	<u>LPCS</u>	<u>NVCS</u>	<u>NECS</u>	<u>Total</u>
Beginning grant advance payable	(\$32,357)	(\$70,835)	(\$16,548)	(\$119,740)
Funding based on allowable FTE's	18,031,555	2,777,857	3,497,946	24,307,358
Advances received	<u>(18,139,572)</u>	<u>(3,001,590)</u>	<u>(3,534,751)</u>	<u>(24,675,913)</u>
Ending grant advance payable	<u>(\$140,374)</u>	<u>(\$294,568)</u>	<u>(\$53,353)</u>	<u>(\$488,295)</u>

	June 30, 2020			
	<u>LPCS</u>	<u>NVCS</u>	<u>NECS</u>	<u>Total</u>
Beginning (grant advance payable)/ grant receivable	(\$121,427)	(\$114,895)	\$10,783	(\$225,539)
Funding based on allowable FTE's	16,709,770	2,943,541	2,609,218	22,262,529
Advances received	<u>(16,620,700)</u>	<u>(2,899,481)</u>	<u>(2,636,549)</u>	<u>(22,156,730)</u>
Ending grant advance payable	<u>(\$32,357)</u>	<u>(\$70,835)</u>	<u>(\$16,548)</u>	<u>(\$119,740)</u>

In addition to per pupil funding, ICS was entitled to receive a rent subsidy, that is calculated at the lower of 30 percent of the per pupil amount or actual lease costs as approved by the DOE. ICS recognized rent subsidies of \$2,285,969 and \$2,437,993, during the years ended June 30, 2021 and 2020, respectively. Of this, \$50,239 and \$552,630 in 2021 and 2020, respectively were for payments made to the Foundation, a related party, under the sublease agreement referred to in Note 4.

Note 9 - Paycheck Protection Program Loan

During the year ended June 30, 2020, ICS obtained a loan from the Small Business Administration ("SBA") in the amount of \$3,480,236 through the Paycheck Protection Program ("PPP"). Terms of the loan indicate that if certain conditions are met, which include maintaining average work forces during periods subsequent to receipt of the loan funds that are greater than pre-determined historical periods, that the loan, or a portion thereof, will be forgiven.

ICS accounts for the PPP loan in accordance with ASC 958-605 as a conditional contribution. During the year ended June 30, 2021, ICS met all conditions for forgiveness, and recognized as revenue \$3,519,696, which includes accrued interest of \$39,460. In addition, ICS was notified that full forgiveness was approved by the SBA.

Note 10 - Loans Payable

ICS has entered into several loans with its landlord for the renovation of ICS' space. All of the loans are secured by ICS' property and are cross collateralized with phases one and two of the lease.

In December 2020, ICS entered into a new loan in the amount of \$2,500,000 through the Main Street Lending Program to help maintain or bridge operations and payroll.

The program is administered through the Federal Reserve to support small- and medium-sized nonprofit organizations as a result of the COVID-19 pandemic. The loan accrues interest based on the 3-month LIBOR rate plus 3% and matures in 5 years. Principal is deferred for two years while interest is deferred for one year. Principal and interest payments are payable monthly.

ICS' share of the Main Street loan issuance costs has been deferred and reflected on the statement of financial position and netted against the mortgage payable in accordance with ASU No. 2015-03, *Simplifying the Presentation of Debt Issuance Costs*. The issuance costs will be amortized over the life of the loan on the straight-line basis. Amortization expense amounted to \$5,000 for the year ended June 30, 2021.

A summary of the loans is as follows:

	<u>6/30/21</u>	<u>6/30/20</u>
First loan from landlord – due 8/31/31 at 8.75%	\$356,218	\$377,071
Second loan from landlord – due 8/31/31 at 8.9%	190,268	201,301
Third loan from landlord – due 8/31/31 at 8.9%	157,771	166,920
Main Street Loan – due 12/18/25 at LIBOR +3%	<u>2,500,000</u>	<u>0</u>
Total principal amount	3,204,257	745,292
Less unamortized debt issuance cost	<u>(45,000)</u>	<u>0</u>
Total	<u>\$3,159,257</u>	<u>\$745,292</u>

As of June 30, 2021, future minimum principal payments on all loans are as follows:

Year ending:	June 30, 2022	\$44,806
	June 30, 2023	252,048
	June 30, 2024	428,419
	June 30, 2025	1,178,120
	June 30, 2026	865,771
	Thereafter	<u>435,093</u>
Total		<u>\$3,204,257</u>

Subsequent to year-end, ICS entered into a loan with the landlord for the renovation of ICS's space in the amount of \$887,880. The loan accrues interest at 8% and matures in 10 years. Principal and interest payments are payable monthly starting one month after the Corporate Commons 3 lease commences. As discussed in Note 7, the lease commenced on September 8, 2021.

Note 11 - Net Assets With Donor Restrictions

A summary of net assets with donor restrictions is as follows:

June 30, 2021				
Programs:	Balance <u>7/1/20</u>	<u>Additions</u>	Released from <u>Restrictions</u>	Balance <u>6/30/21</u>
Mala - School Expansion	\$141,680	\$36,313	(\$26,727)	\$151,266
Culinary Program	249,693	0	0	249,693
Scholarships	1,500	0	0	1,500
Community Performing Arts Space	7,600	0	0	7,600
Bernie Glassman Charter School	0	32,371	(98)	32,273
Lavelle Prep Music Program	44,800	0	0	44,800
Other programs	<u>8,295</u>	<u>0</u>	<u>(795)</u>	<u>7,500</u>
Total program restricted	453,568	68,684	(27,620)	494,632
Time restricted	<u>14,806</u>	<u>0</u>	<u>(14,806)</u>	<u>0</u>
Total	<u>\$468,374</u>	<u>\$68,684</u>	<u>(\$42,426)</u>	<u>\$494,632</u>

June 30, 2020				
Programs:	Balance <u>7/1/19</u>	<u>Additions</u>	Released from <u>Restrictions</u>	Balance <u>6/30/20</u>
Mala - School Expansion	\$115,680	\$26,000	\$0	\$141,680
Culinary program	247,751	1,942	0	249,693
Scholarships	1,500	0	0	1,500
Community Performing Arts Space	7,600	0	0	7,600
Early Intervention Mental Health Practices	17,212	0	(17,212)	0
Lavelle Prep Music Program	44,800	0	0	44,800
Other programs	<u>8,295</u>	<u>0</u>	<u>0</u>	<u>8,295</u>
Total program restricted	442,838	27,942	(17,212)	453,568
Time restricted	<u>0</u>	<u>24,806</u>	<u>(10,000)</u>	<u>14,806</u>
Total	<u>\$442,838</u>	<u>\$52,748</u>	<u>(\$27,212)</u>	<u>\$468,374</u>

Note 12 - Significant Concentrations

ICS is dependent upon grants from the NYCDOE to carry out its operations. Approximately 83% and 95% of the total public support and revenue was received from the NYCDOE for the years ended June 30, 2021 and June 30, 2020, respectively. If the NYCDOE were to discontinue funding, it would have a severe economic impact on the ability to operate.

Note 13 - Retirement Plan

ICS adopted a 401(k) profit sharing plan (the "Plan"). The Plan is a defined contribution plan. Employees are eligible to enroll in the Plan on the first day of employment. Those employees who have completed at least one full day of service are also eligible for employer contribution. The Plan provides for a discretionary contribution from ICS of up to 5% of the participating employee's salary.

The contribution from ICS becomes fully vested after the employee completes two years of service. Amounts accrued for the employer portion of the matching contribution was \$593,666 for the year ended June 30, 2021. No discretionary contribution was made for the year ended June 30, 2020.

Note 14 - Contingencies

In the normal course of business, ICS may be involved in proceedings, lawsuits, and other claims. These matters are subject to many uncertainties, and outcomes are not predictable with a high degree of assurance. As a result, the ultimate aggregate amount of monetary liability or financial impact with respect to these matters as of June 30, 2021, cannot be ascertained.

Note 15 - Availability and Liquidity

The following reflects ICS' financial assets at June 30, 2021 that are available to meet cash needs for general expenditures within one year:

Financial assets at year-end:		
Cash and cash equivalents	\$11,739,285	
Grants and pledges receivable collectible within one year	<u>1,404,568</u>	
Total financial assets		\$13,143,853
Less amounts not available for general expenditures:		
Donor contributions restricted to specific purposes		<u>(494,632)</u>
Financial assets available to meet cash needs for general expenditures within one year		<u>\$12,649,221</u>

ICS maintains cash on hand to be available for its general expenditures, liabilities, and other obligations for on-going operations. As part of its liquidity management, ICS operates its programs within a board approved budget and relies on grants and earned income to fund its operations and program activities.

Note 16 - Other Matters

On January 30, 2020, the World Health Organization declared the coronavirus outbreak a "Public Health Emergency of International Concern" and on March 10, 2020, declared it to be a pandemic. Actions taken around the world to help mitigate the spread of the coronavirus include restrictions on travel, quarantines in certain areas, and forced closures for certain types of public places and businesses. The coronavirus and actions taken to mitigate it have had and are expected to continue to have an impact on the economies and financial markets of many countries, including the geographical area in which ICS operates. As of the date of the financial statements, many of the travel restrictions and stay at home orders have been lifted, however, supply chains remain impacted. Management continues to monitor the outbreak, however, as of the date of these financial statements, the potential impact cannot be quantified.

**INTEGRATION CHARTER SCHOOLS
COMBINING SCHEDULE OF ACTIVITIES
FOR THE YEAR ENDED JUNE 30, 2021**

	Integration Charter School	John W Lavelle Preparatory	New Ventures	Nicotra Early College	Richmond Preparatory	Total
Public Support and Revenue:						
Public school district: (Note 8)						
Revenue - resident student enrollment		\$12,519,783	\$1,842,207	\$2,738,443	\$0	\$17,100,433
Revenue - students with special education services		5,511,772	935,650	759,503	0	7,206,925
Total public school district revenue	0	18,031,555	2,777,857	3,497,946	0	24,307,358
New York City rental assistance (Note 8)		1,536,620	418,550	330,799	0	2,285,969
Other government grants		1,134,613	111,406	105,269	637,462	1,988,750
Forgiveness of Paycheck Protection Program loan (Note 9)		2,498,985	492,757	527,954		3,519,696
Contributions	51,521	83,957	16,696	16,865		169,039
Other income	2,375	9,827	1,799	2,480	25	16,506
Total public support and revenue	53,896	23,295,557	3,819,065	4,481,313	637,487	32,287,318
Expenses:						
Personnel services:						
Non-instructional staff personnel		2,828,383	706,095	849,206	336,823	4,720,507
Instructional staff personnel	5,525	8,428,412	1,313,271	1,477,002	28,965	11,253,175
Total personnel services	5,525	11,256,795	2,019,366	2,326,208	365,788	15,973,682
Fringe benefits and payroll taxes	1,648	3,367,033	604,015	695,795	109,413	4,777,904
Retirement		412,627	75,131	94,133		581,891
Supplies and materials	395	285,154	35,638	45,675	34,850	401,712
Legal services	26,098	68,421	13,382	15,224	3,939	127,064
Accounting and audit services		53,534	9,802	12,064	2,000	77,400
Other purchased professional and consulting services	5,757	24,966	9,974	5,524	1,763	47,984
Occupancy and facility costs		1,751,298	370,036	366,777		2,488,111
Repairs and maintenance		146,278	28,436	32,535		207,249
Insurance		119,075	21,923	26,982		167,980
Utilities		130,915	23,540	29,330		183,785
Equipment and furnishings		38,813	7,670	89,268	113,262	249,013
Staff development		65,611	15,869	13,888	6,955	102,323
Marketing and recruitment	2,829	35,152	17,484	24,754	26,006	106,225
Technology	80	160,408	20,875	39,612		220,975
Food services		29,994	904	4,097		34,995
Student services		12,530	474	12,639		25,643
Office expenses		32,299	5,877	7,268	1,848	47,292
Depreciation		148,264	27,543	34,391		210,198
Amortization	5,000	20,603				25,603
Other expenses	70,301	90,899	4,865	6,042		172,107
Total expenses	117,633	18,250,669	3,312,804	3,882,206	665,824	26,229,136
Change in net assets	(\$63,737)	\$5,044,888	\$506,261	\$599,107	(\$28,337)	\$6,058,182

The attached notes and auditor's report are an integral part of these financial statements.

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

Independent Auditor's Report

To the Board of Trustees of
Integration Charter Schools

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 Integration Charter Schools ("ICS"), 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 20, 2021.

Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered ICS' 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 the ICS' internal control. Accordingly, we do not express an opinion on the effectiveness of the ICS' internal control.

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


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

Compliance and Other Matters

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

Purpose of this Report

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


Schall & Ashenfarb
Certified Public Accountants, LLC

October 20, 2021

**INTEGRATION CHARTER SCHOOLS
SCHEDULE OF FINDINGS AND RESPONSES
JUNE 30, 2021**

Current Year:

None

Prior-Year Follow-Up:

None



11/03/2021

Charter School Office
NYSED

Ref: 20-21 Annual Report
Entry 4 C Additional Financial Documents

Federal Single Report

Integration Charter School has not completed Federal Single Audit yet.
We will file the report as soon as we complete the process.

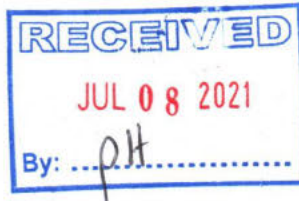
Sincerely

Priyanga Iddamalgoda
Priyanga Iddamalgoda
Controller
Integration Charter Schools



581 Main Street
Suite 810
Woodbridge, NJ 07095

RETURN SERVICE REQUESTED



Statement Ending 06/30/2021

INTEGRATION CHARTER SCHOOLS

Page 1 of 4

Customer Number [REDACTED]

Managing Your Accounts

- Branch Name: Castleton Corners Office
- Branch Number: 718-448-1000
- Mailing Address: 1731 Victory Blvd, Staten Island, NY 10314
- Website: eNorthfield.com

INTEGRATION CHARTER SCHOOLS
1 TELEPORT DR FL 3
STATEN ISLAND NY 10311-1003



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EARN POINTS WHEN YOU MAKE
PURCHASES WITH YOUR
NORTHFIELD BANK VISA® DEBIT CARD

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Thank you for banking with Northfield Bank!

Summary of Accounts



@northfieldbank



Account Type	Account Number	Ending Balance
Non-Profit Checking	[REDACTED]	\$411,954.20



Integration Charter Schools
Bank Reconciliation Summary

As of Date: 6/30/2021
Account: 1014 - Northfield Bank...5084

Statement Balance:	411,954.20
+ Outstanding Checks:	0.00
+ Deposits in Transit:	0.00
+ Other Adjustments:	0.00
- Book Balance:	411,954.20
= Unreconciled Amount:	<u>0.00</u>

Cleared Debits:	0.00
Cleared Credits:	37.24

Prepared By:
Mohr

Integration Charter Schools
 Bank Reconciliation Detail
 As of Date: 6/30/2021
 Account: 1014 - Northfield Bank...5084

7/19/2021 7:58am

Journal	Control #	Post Date	Name	Memo	Batch	DR	CR
Cleared Credits							
DEPO	INT5084-JUN 21	6/30/2021	Interest Earned -Jun 21		INT5084-JUN 21		37.24
Total:						0.00	37.24
Report Total:						0.00	37.24

Communication with Those Charged with Governance

To the Board of Trustees of
Integration Charter Schools

We have audited the financial statements of Integration Charter Schools (“ICS”), as of and for the year ended June 30, 2021, and have issued our report thereon dated October 20, 2021. Professional standards require that we provide you with the following information related to our audit.

Our Responsibility under Generally Accepted Auditing Standards

As stated in our engagement letter dated January 4, 2021, our responsibility, as described by professional standards, is to plan and perform our audit to obtain reasonable, but not absolute, assurance that the financial statements are free of material misstatement and are fairly presented in accordance with generally accepted accounting principles. Because of the concept of reasonable assurance and because we did not perform a detailed examination of all transactions, there is a risk that material errors, fraud, or other illegal acts may exist and not be detected by us. Our audit of the financial statements does not relieve you or management of your responsibilities.

Planned Scope of Audit

We performed our audit according to the plan previously communicated to you in our engagement letter.

Significant Accounting Policies

Management has the responsibility for selection and use of appropriate accounting policies. In accordance with the terms of our engagement letter, we will advise management about the appropriateness of accounting policies and their application. The significant accounting policies used by ICS are described in Note 2 to the financial statements. There were no new accounting policies adopted during the year under audit nor was the application of existing policies changed during the year.

During the year ended June 30, 2020, the Organization received a loan from SBA, in the amount of \$3,480,236, through the Paycheck Protection Program (“PPP”). ICS accounts for the PPP loan in accordance with Topic 605 as a conditional contribution. During the year ended June 30, 2021, ICS met all conditions for forgiveness, and recognized as revenue \$3,519,696, which includes accrued interest of \$39,460. In addition, ICS was notified that full forgiveness was approved by the SBA.

We noted no transactions entered into by ICS during the year that were both significant and unusual, and of which, under professional standards, we are required to inform you, or transactions for which there is a lack of authoritative guidance or consensus.

Accounting Estimates

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

- The allocation of expenses into program, management and fundraising categories
- Estimate for collectability of government grants receivable
- Fixed asset depreciation methods and useful lives

We evaluated the key factors and assumptions used to develop the above estimates in determining that it was reasonable in relation to the financial statements taken as a whole. The disclosures in the financial statements are neutral, consistent and clear.

Significant Audit Adjustments

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. For purposes of this letter, professional standards define a significant audit adjustment as a proposed correction of the financial statements that, in our judgment, may not have been detected except through our auditing procedures. None of the adjustments made were considered significant.

There are no known adjustments posed to management that have not been recorded

Disagreements with Management

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

Consultations with Other Independent Accountants

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

Issues Discussed Prior to Retention of Independent Auditors

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management prior to retention as the auditors. There were no specific matters of this nature discussed prior to our retention.

Difficulties Encountered in Performing the Audit

There were no significant difficulties encountered in performing the audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter.

Industry Updates

We would like to update you on important matters in the not-for-profit sector, including new accounting standards, priorities at the IRS and the Office of Management and Budget. To summarize:

Auditing Updates

The impact of COVID-19 has been felt all throughout the world. The World Health Organization declared a novel coronavirus (COVID-19) outbreak a Public Health Emergency of International Concern. Many donors, suppliers, vendors, customers have been adversely impacted by quarantines, facility closures and travel and logistic restrictions connected with the outbreak.

Those organizations that have been able to provide programming remotely are a step ahead of those who are struggling to adapt to the on-line world. Various stimulus programs, most notably, Paycheck Protection Program Funds, PPP, have been made available to charitable organizations in need. Rules governing how to convert these loans into non-payable grants has been everchanging. One thing is for certain is that the financial statements will look different.

As a result, the way we perform audits has changed. Audits have moved into a remote environment. One thing that has not changed, however is that entities need to maintain systems of internal control and auditors will be gaining an understanding so they can assess the risk of material misstatements and design their tests. In that sense, in some ways the audit will be the same (objectives have not changed), but the steps needed to get there will be different. There will be a stronger review of the impact that COVID-19 has on the ability of an entity to remain a going concern. Wide fluctuations in stock markets and other securities brought about angst from the public and high volatility of prices. Reviewing these areas takes on an increased emphasis during the current year's audit.

On a more technical note, SAS No.134 through 140 are deferred for one year and are now applicable for periods ending on or after December 15, 2021.

Accounting Updates

Proposed Accounting Standards Update - Gifts in Kind

On February 10, The Financial Accounting Standards Board ("FASB") issued a proposed Accounting Standards Update ("ASU"), Not-for-Profit Entities (Topic 958): Presentation and Disclosures by Not-for-Profit Entities for Contributed Nonfinancial Assets. The ASU is intended to improve transparency and consistency of the Gifts-in-Kind ("GIK") reporting.

The new standard will require the following changes in the presentation of the Gifts-in-Kind:

- Separate line item presentation on Statement of Activities.

- Desegregation of the amount contributed in the footnotes.
- Disclose whether nonfinancial GIKs were sold or utilized and description of the program/activities in which those assets were used.
- Disclose NFP's policy (if any) for monetizing rather than utilizing contributed nonfinancial assets.
- Disclose a description of any donor restrictions associated with the contributed nonfinancial assets.
- Disclose how fair value was arrived at, provide a description of the valuation techniques and inputs used to arrive at a fair value measure for GIKs.

The final standard is expected in fall 2020 and will be effective for NFPs for annual reporting periods beginning after June 15, 2021, and interim periods within fiscal years beginning after June 15, 2022, with early adoption permitted.

Accounting Standards Update 2020-05

On June 3, 2020 the FASB issued ASU 2020-05 that provides for a one-year deferral for the following:

- Revenue recognition (Topic 606)
- Effective CY 2020, FY 2021(non-public)
- Leases (Topic 842)
- Effective CY 2022 and FY 2023 (non-public)

FASB New Accounting Standard – Accounting Standards Update No. 2014-09

The FASB issued ASU No. 2014-09, *Revenue from Contracts with Customers*. Entities with a calendar 2019 year-end and all other entities thereafter can elect to adopt this standard. A one-year deferral to years beginning after December 15, 2019 (ASU No. 2020-05) has been granted.

This standard eliminates the majority of industry specific regulations and focuses more on a principles-based model for exchange transactions. Many nonprofits currently have transactions of this type, such as tuition, membership dues, licenses and royalties. It is important to note that contributions are not subject to this standard.

The five-step revenue model highlights the identification of performance obligations of the contract, determining the price and allocating that price to the performance obligation so that revenue is recognized as each performance obligation is satisfied. For nonprofit organizations that do not have public debt, this standard is applicable for calendar 2019 entities or those with a fiscal year that ends during 2020.

FASB New Accounting Standard – Accounting Standards Update No. 2018-08

FASB issued ASU No. 2018-08, *Clarifying the Scope and the Accounting Guidance for Contributions Received and Contributions Made*. The ASU provides guidance on whether a receipt from a third-party resource provider falls under the contributions standard or whether it is an exchange transaction.

When a resource provider does not receive commensurate value, they are required to follow the contribution guidance. This standard, for the first time, provides information about how to make this evaluation. The ASU also provides a framework for determining whether a contribution is conditional or unconditional and for distinguishing a donor-imposed condition from a donor-imposed restriction. This is important because it impacts when revenue will be recognized.

Specifically, the ASU explains how a not-for-profit entity determines whether a resource provider is participating in an exchange transaction. Basically, the not-for-profit should evaluate whether the resource provider is receiving value in return for the resources transferred based on the following criteria:

- A resource provider (including a private foundation, a government agency, or other) is not synonymous with the general public. The indirect benefit received by the public as a result of the assets transferred is not equivalent to commensurate value received by the resource provider.
- Execution of a resource provider's mission or the positive sentiment from acting as a donor would not constitute commensurate value received by a resource provider for purposes of determining whether a transfer of assets is a contribution or an exchange.

This evaluation will have the biggest impact on government grants for those entities that have such transactions. Under this new guidance, most government grants will likely be evaluated as a contribution rather than an exchange transaction. However, the revenue recognition may not change in many cases as the contribution is likely to be considered conditional, which has the same recognition principles as does an exchange transaction.

The factors to determine whether a contribution is conditional is based on whether the agreement includes a barrier that must be overcome **and** either a right of return of assets transferred or a right of release of a promisor's obligation to transfer assets. A probability assessment about whether the recipient is likely to meet a stipulation is not a factor when determining whether the agreement contains a barrier. In addition, a contribution containing stipulations that are not clearly unconditional shall be presumed to be conditional.

The ASU modifies the simultaneous release option, currently in GAAP, which allows a not-for-profit organization to recognize a restricted contribution directly in net assets without donor restrictions if the restriction is met in the same period that the revenue is recognized. This option may now be elected for all restricted contributions that were initially classified as conditional without having to elect it for all other restricted contributions and investment returns.

A not-for-profit entity that has not issued, or is not a conduit bond obligor for, securities that are traded, listed, or quoted on an exchange or an over-the-counter market would apply the new standard to annual reporting periods beginning after December 15, 2018 (a calendar year organization will apply for their December 31, 2019 financial statements and a fiscal year entity will apply during their fiscal year that ends in 2020).

Early adoption is permitted.

The ASU should be applied on a modified prospective basis where there is no cumulative effect adjustment to opening net assets and no restatement of prior period results.

FASB New Accounting Standard – Accounting Standards Update No. 2016-02

On February 25, 2016, the FASB issued an ASU No. 2016-02, *Leases*. Under this standard, all leases, including operating leases, with terms of more than twelve months will be required to be reflected as assets and liabilities on the statement of financial position. The asset will be for the rights to use the property, equipment or space and the liability will be for the total obligations created by that lease.

For most not-for-profit entities, this ASU will be effective for periods beginning after December 15, 2019, which for practical purposes will be years ending December 31, 2020 and fiscal year entities that end in 2021. During the time before implementation is required, it is important for you to determine how this change will impact your organization. Important financial ratios and measures will change, and that is especially relevant to organizations that have loans with debt covenants.

Accounting Standards Update No. 2019-10 issued

The Financial Accounting Standards Board (FASB) issued Accounting Standards Update (ASU) No. 2019-10 that delays the effective dates for the following new standards:

- Leases (ASU No. 2016-02)
- Credit losses (ASU No. 2016-13)
- Hedging (ASU No. 2017-12)

The ASU extends the effective dates of the three standards as they relate to not-for-profit entities as follows:

- **Leases:** The effective date for not-for-profit bond obligors (direct and conduit) would remain unchanged at years beginning after December 15, 2018. The effective date for all other not-for-profit entities would be years beginning after December 15, 2020, an additional extension of one year.
- **Credit losses:** The new effective date for all not-for-profit entities would be years beginning after December 15, 2022, an additional extension of two years.
- **Hedging:** The new effective date for all not-for-profit entities would be years beginning after December 15, 2020, an additional extension of one year.

Early-adoption options for the standards will remain unchanged.

IRS Updates

Repeal of UBIT on Transportation Fringe Benefits.

On December 20, 2019, the Taxpayer Certainty and Disaster Tax Relief Act of 2019 was signed into law. Included in the bill was a repeal of Section 512(a)(7) of the Tax Cuts and Jobs Act, which had imposed unrelated business income taxes on nonprofit organizations that provided certain transportation fringe benefits. Organizations will no longer be required to pay taxes in connection with such benefits. Additionally, the repeal was retroactive meaning organizations can obtain refunds for any amounts paid. The IRS has indicated that refunds are to be claimed by filing an amended 990-T.

Private Foundations – Change in Excise Tax Rates

Another change impacting the non-profit sector as a result of this bill, beginning in calendar year 2020, private foundations will now be imposed a flat tax rate of 1.39% on net investment income. This replaces the previous system which subjected private foundations to either a 1% or 2% excise tax, depending on the organization's level of qualified charitable contributions.

IRS Reform

On July 1, 2019, the Taxpayer First Act was signed into law, which provided for a comprehensive reform of the IRS. In broad terms the bill provides for an independent appeal process for taxpayers and aims to update information technology at the IRS. Specifically related to the non-profit sector, the legislation requires all tax-exempt organizations to electronically file form 990. Prior to the law, only non-profits with assets greater than \$10 million and those that file more than 250 returns were required to file electronically. The e-file requirement will go into effect for tax years ended July 31, 2020 and later.

NYS Updates to Solicitation Disclosure

On December 21, 2018, Governor Cuomo signed NYS Assembly Bill A2688B, which relates to solicitation used by or on behalf of any charitable organization. The bill, which was effective as of March 21, 2019, requires that any solicitation shall include a statement that upon request, a person may obtain from the organization or from the charity's registry on the attorney general's website, a copy of the last financial report filed by the organization with the attorney general. Additionally, all solicitations used by or on behalf of the organization must identify the website and telephone number of the NYS Office of the Attorney General where an individual can receive information on charitable organizations.

Government Auditing Updates

Changes to 2020 Compliance Supplement

On August 17, 2020, the Office of Management and Budget (OMB) released the final 2020 OMB *Compliance Supplement* (the Supplement). An addendum is expected later in fall 2020 that addresses specific matters pertaining to COVID-19. The 2020 Supplement supersedes the 2019 Supplement and is effective for audits of fiscal years beginning after June 30, 2019, e.g., years ending on June 30, 2020 and December 31, 2020.

Some of the more significant changes are as follows:

- Part 3.1 was removed. As you may recall this was related to federal awards made prior to December 26, 2014.
- Part 2, Matrix of Compliance Requirements has changes, which are highlighted in yellow, with corrections highlighted in blue.
- Updates were made to the clusters in Part 5 (Although the addendum will include new COVID-19 programs and changes to existing programs due to COVID-19 funding, the addendum will not add new clusters of programs nor will it revise existing clusters.)
- Provides information on COVID-19 in Appendix VII.
- Minor changes to Part 7, Guidance for Auditing Programs Not Included in This Compliance Supplement.

A few things that had been discussed as possible changing but were left consistent with past years is as follows:

- Maintains the six-requirement mandate
- No changes to Part 6, Internal Control

Changes to Uniform Guidance

In August 2020, OMB issued revisions to the Uniform Guidance (“UG”) (2 CFR Part 200).

Changes to the procurement standards

- Procurement types have been grouped into three categories:
 - Informal (micro-purchase, small purchase)
 - Formal (sealed bids, proposals)
 - Non-competitive (sole source)

The UG has been aligned with recently enacted federal laws to raise:

- The micro-purchase threshold has increased from \$3,500 to \$10,000
- The simplified acquisition threshold has increased from \$150,000 to \$250,000

Nonfederal entities are authorized to request a micro-purchase threshold higher than the \$10,000 based on certain conditions.

Expansion of the de minimis indirect cost rate (200.414)

Previously to claim the de minimis indirect cost rate, an entity could not have previously had a federal indirect rate. With the change, if the entity does not have a current federal indirect cost rate, then they are eligible for the de minimis rate.

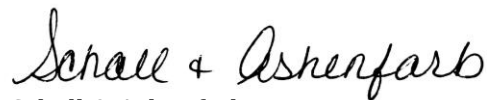
Timing of the single audit quality project

The date for the requirement for a government wide single audit quality project that must be performed once every six years has been changed to years beginning with audits submitted in 2021. The UG originally provided for the study of single audit quality to begin with audits submitted in 2018.

Independence Issues

Schall & Ashenfarb, CPA’s, LLC is not aware of any relationships that our firm, or any employees thereof, has with ICS or any of its board members that, in our professional judgment may impair our independence.

This information is intended solely for the use of the board of trustees, finance committee and management of Integration Charter Schools.


Schall & Ashenfarb
Certified Public Accountants, LLC

October 20, 2021



IRA L. SCHALL, CPA
DAVID C. ASHENFARB, CPA
MICHAEL L. SCHALL, CPA

December 15, 2020

Mr. Kenneth Byalin
President
And Those Charged with Governance
Integration Charter School
One Corporate Commons at 1 Teleport Drive
Staten Island, NY 10311

Via E-mail

Dear Mr. Byalin:

We are pleased to confirm our understanding for non-attest services for Integration Charter School, ("ICS"). This letter supplements the audit services outlined in engagement letters between ICS and Schall & Ashenfarb, CPA's.

In the prior year, we provided support services during the year to help you identify certain analysis that will help you close the books at year end and be better prepared for the audit. The outcome of that work was positive in the audit being completed on time and with less audit adjustments than the previous year. We therefore propose to do similar work for the June 30, 2021 fiscal year

The following represents the specific services we propose to perform:

We will provide an overall review of the general ledger for the six-month period through December 31, 2020 and a second review for the nine months ended March 31, 2021. Specifically, we will perform the following procedures:

December 31, 2020

- 1) Review that audit adjustments from June 30, 2020 were made and opening books as of July 1, 2020 agree to the audited financial statements. If they do not, we will perform procedures to figure out why and propose adjustments for you to make the corrections.

EXHIBIT 1

- 2) Analytically review financial reports to see if there are any areas that look like they may not be materially correct due to mis-postings or omissions. We will perform procedures to better determine whether these variances do, in fact, represent errors that need to be corrected. We will propose adjustments for you to make to correct any errors we encounter.
- 3) Review whether the finance team has prepared bank reconciliations for all bank accounts and are up to date.
- 4) Review whether the finance team has prepared a reconciliation of government grants income and related due to/from government grantors based on amounts claimed and payments received. This review will verify the books contain the correct amount of government grants receivable, government grants payable, government grant income as well as whether expenses are recorded in correct cost centers to support those claims. If the finance team needs assistance from us in preparing the analysis, we will provide that assistance. We will propose adjustments for you to make to correct any errors we encounter.
- 5) Any other procedures we feel are necessary or that you instruct us to do so that the books are in the type of shape to be audit ready.

March 31, 2021 and June 30, 2021

We will perform steps 2 through 5 under the previous section for the period through March 31, 2021 and gain through June 30, 2021, including work paper preparation in anticipation .

We will not make any adjustments to your accounting system and will limit our work to identifying adjustments needed and overseeing the finance department making the adjustments.

Timing

We will begin to perform the review of the books related to the December 31, 2020 time period towards the end of January 2021 based on the availability of the finance team to meet with us. We will perform all work remotely.

We will begin to perform the review of the books related to the March 31, 2020 time period the week of May 15, 2021, based on the availability of the finance team to meet with us. We will perform all work remotely.

The goal of this project is to help you get the books ready for audit by mid-July. Barring any unforeseen circumstances that are out of our control, we will perform the audit work (which will be subject to a separate engagement letter and fee) to provide a draft of the financial statements by October 15, 2021, which will give you ample time to review and have a meeting with the audit committee/and or board so that the final audit can be submitted by the November 1st deadline.

Staffing

Steve Smith, CPA, Manager, will be the Manager on this project and take the lead in determining the work that needs to be done. He will be assisted by another accountant from our firm who could be from staff to senior in level of experience, based on availability and needs.

All work will be overseen by David Ashenfarb, as the lead partner.

EXHIBIT 1

Fee

Our fee will be based on actual time spent, at our standard hourly rates, which for 2021 are as follows:

Staff	\$150
Senior	\$200
Manager	\$250
Senior Manager	\$350
Partner	\$450

Limitations and Disclaimers

This work should **not be considered an audit, review, or compilation**. Our work will **not be** conducted in accordance with auditing standards generally accepted in the U.S. **nor** in accordance with Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants.

Our work **does not** contemplate obtaining an understanding of ICS's internal control; assessing fraud risk; testing accounting records by obtaining sufficient appropriate audit evidence through inspection, observation, confirmation, **or** the examination of source documents (for example, cancelled checks or bank images); **or other procedures ordinarily performed in an audit**. Accordingly, we **will not** express an opinion **or provide any assurance** regarding the financial statements.

Our engagement **cannot** be relied upon to disclose errors, fraud, or illegal acts. We **have no responsibility** to identify and communicate deficiencies in your internal control as part of this engagement.

We will not act in the capacity of management, You will have a person with adequate level of skills, knowledge and experience assigned to oversee our work. As management, **you** are responsible for:

- a. Decisions relating to alternative accounting principles that we discuss with you regarding the fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America.
- b. Designing, implementing, and maintaining internal control relevant to the preparation and fair presentation of the financial statements.
- c. Preventing and detecting fraud.
- d. Identifying and ensuring that ICS complies with the laws and regulations applicable to its activities.

E-mail Communication

In connection with this engagement, we may communicate with you or others via e-mail. As e-mails can be intercepted, disclosed, used, and/or otherwise communicated by an unintended third party, or may not be delivered to each of the parties to whom they are directed, we cannot ensure that e-mails from us will be properly delivered and read only by the addressee. Therefore, we disclaim

EXHIBIT 1

and waive any liability for interception or unintentional disclosure of e-mail transmissions, or for the unauthorized use or failed delivery of e-mails transmitted by us in connection with the performance of this engagement. In that regard, you agree that we shall have no liability for any loss or damage arising from the use of e-mail, including any punitive, consequential, incidental, direct, indirect, or special damages, such as loss of revenues or anticipated profits, or disclosure of confidential information.

An invoice will be sent at the end of the month for which services will be rendered and is payable within 30 days. **A retainer of \$5,000 is due with the signing of this contract and time spent will be charged against the retainer.**

David Ashenfarb is the engagement partner and is responsible for supervising the engagement. At your request, other partners and staff are available.

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 enclosed copy, and return it to us along with the questionnaire referred to above.

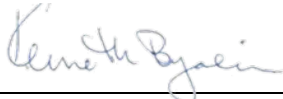
Very truly yours,



Schall & Ashenfarb
Certified Public Accountants, LLC

RESPONSE:

This letter correctly sets forth the understanding of Integration Charter Schools.



Officer signature

President

Title

02/02/2021

Date

Report on the Firm's System of Quality Control

January 29, 2020

To the Members of Schall & Ashenfarb Certified Public Accountants, LLC
and the Peer Review Committee of the Pennsylvania Institute of CPAs

We have reviewed the system of quality control for the accounting and auditing practice of Schall & Ashenfarb Certified Public Accountants, LLC, (the firm) in effect for the year ended August 31, 2019. Our peer review was conducted in accordance with Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at www.aicpa.org/prsummary. The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

Firm's Responsibility

The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

Peer Reviewer Responsibility

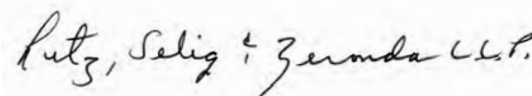
Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review.

Required Selections and Considerations

Engagements selected for review included engagements performed under Government Auditing Standards, including a compliance audit under the Single Audit Act.

Opinion

In our opinion the system of quality control for the accounting and auditing practice of Schall & Ashenfarb Certified Public Accountants, LLC in effect for the year ended August 31, 2019, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of pass; pass with deficiency (ies) or fail, Schall & Ashenfarb Certified Public Accountants, LLC has received a rating of pass.





October 20, 2021

Schall & Ashenfarb, CPA's, LLC
307 Fifth Avenue, 15th Floor
New York, NY 10016

This representation letter is provided in connection with your audit of the financial statements of Integration Charter Schools, which comprise the statements 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, for the purpose of expressing an opinion as to whether the financial statements are presented fairly, in all material respects, in accordance with accounting principles generally accepted in the United States (U.S. GAAP).

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

We confirm, to the best of our knowledge and belief, as of October 20, 2021, the following representations made to you during your audit.

Financial Statements

1. We have fulfilled our responsibilities, as set out in the terms of the audit engagement letter dated January 4, 2021, including our responsibility for the preparation and fair presentation of the financial statements, in accordance with US GAAP.
2. The financial statements referred to above are fairly presented in conformity with U.S. GAAP.
3. We acknowledge our responsibility for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.
4. We acknowledge our responsibility for the design, implementation, and maintenance of internal control to prevent and detect fraud.
5. Significant assumptions we used in making accounting estimates, including those measured at fair value, are reasonable. This specifically includes the methodology for the statement of functional expenses.

EXHIBIT 2

6. Related party relationships and transactions have been appropriately accounted for and disclosed in accordance with the requirements of U.S. GAAP.
7. All events subsequent to the date of the financial statements and for which U.S. GAAP requires adjustment or disclosure have been adjusted or disclosed.
8. There were no uncorrected misstatements that are material, both individually and in the aggregate, to the financial statements as a whole.
9. The effects of all known actual or possible litigation, claims, and assessments have been accounted for and disclosed in accordance with U.S. GAAP.
10. Material concentrations have been appropriately disclosed in accordance with U.S. GAAP.
11. There were no guarantees, either written or oral, under which the organization is contingently liable, that are required to be recorded or disclosed in accordance with U.S. GAAP.

Non-Attest Services

In regard to the non-attest services provided by you, we have:

1. Assumed all management responsibilities.
2. Designated an individual with suitable skill, knowledge, or experience to oversee the services.
3. Evaluated the adequacy and results of the services performed.
4. Accepted responsibility for the results of the services.

As part of your audit, you prepared the draft financial statements and related notes and schedule of expenditures of federal awards. We have designated an individual with suitable skill, knowledge, or experience to oversee your services and have assumed all management responsibilities. We have reviewed, approved, and accepted responsibility for those financial statements and related notes.

Information Provided

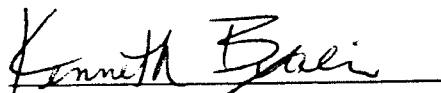
1. We have provided you with:
 - a) Access to all information, of which we are aware, that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, and other matters.
 - b) Additional information that you have requested from us for the purpose of the audit.
 - c) Unrestricted access to persons within the entity from whom you determined it necessary to obtain audit evidence.
 - d) Minutes of the meetings of the governing board or summaries of actions of recent meetings for which minutes have not yet been prepared.
2. All material transactions have been recorded in the accounting records and are reflected in the financial statements.

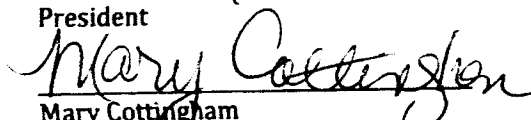


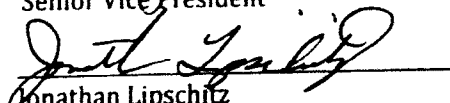
3. We have disclosed to you the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud.
4. We have no knowledge of any fraud or suspected fraud that affects the organization and involves:
 - a) Management,
 - b) Employees who have significant roles in internal control, or
 - c) Others where the fraud could have a material effect on the financial statements.
5. We have no knowledge of any allegations of fraud or suspected fraud affecting the organization's financial statements communicated by employees, former employees, grantors, regulators, or others.
6. We have no knowledge of any instances of noncompliance or suspected noncompliance with laws and regulations whose effects should be considered when preparing financial statements. This includes the issue of the rent subsidy we receive from NYCDOE. We are subleasing our space from a related party that holds the underlying lease with the landlord of the space. The monthly payments that we make to the related party under the sublease agreement are more than the monthly payments that the related party makes to the landlord in the underlying lease. The difference covers the additional facility costs that are necessary for maintaining and operating the building. We have reviewed our sublease agreement with legal counsel and have been advised that it does not violate any applicable laws and regulations. All payments made to the School from NYCDOE for the rent subsidy have been or will be used on actual rent costs in compliance with the law.
7. We have disclosed to you all known actual or possible litigation, claims, and assessment whose effects should be considered when preparing the financial statement
8. We have disclosed to you the identity of the organization's related parties and all the related party relationships and transactions of which we are aware.
9. The organization has satisfactory title to all owned assets, and there are no liens or encumbrances on such assets nor has any asset been pledged as collateral.
10. We are responsible for compliance with the laws, regulations, and provisions of contracts and grant agreements applicable to us; and we have identified and disclosed to you all laws, regulations and provisions of contracts and grant agreements that we believe have a direct and material effect on the determination of financial statement amounts or other financial data significant to the audit objectives.
11. We have evaluated subsequent events through the report date including events related to the coronavirus disease 2019 (COVID-19) pandemic. We have concluded that there are no adjustments needed to the financial statements. The estimated potential future impact cannot be determined.

EXHIBIT 2

12. We have no plans or intentions to discontinue the operations of any program or discontinue any significant services or activities.
13. Integration Charter Schools is an exempt organization under Section 501(c)(3) of the Internal Revenue Code. Any activities of which we are aware that would jeopardize the Organization's tax-exempt status, and all activities subject to tax on unrelated business income or excise or other tax, have been disclosed to you and appropriately reported. All required filings with tax authorities are up-to-date.
14. We acknowledge our responsibility for presenting the supplementary information in accordance with U.S. GAAP, and we believe the supplementary information, including its form and content, is fairly presented in accordance with U.S. GAAP. The methods of measurement and presentation of the supplementary information have not changed from those used in the prior period, and we have disclosed to you any significant assumptions or interpretations underlying the measurement and presentation of the supplementary information.
15. There have been no instances that have occurred, or are likely to have occurred, of noncompliance with provision of contracts and grant agreements that we believe have a material effect on the determination of financial statement amounts or other financial data significant to the audit objectives.
16. There have been no instances that have occurred, or are likely to have occurred, of abuse that could be quantitatively or qualitatively material to the financial statements or other financial data significant to the audit objectives.


Kenneth Byalin
President


Mary Cottingham
Senior Vice President


Jonathan Lipschitz
Director of Finance

Disclosure of Financial Interest by a Current or Proposed Charter School Education Corporation Trustee

Trustee Name:

Dr. Kathlyn Barrett Layne, PhD

**Name of Charter School Education Corporation (for an unmerged school,
this is the Charter School Name):**

Integrated Charter Schools

1. List all positions held on the education corporation board (e.g., president, treasurer, parent representative).

2. Is the trustee an employee of any school operated by the Education Corporation?
 Yes **No**

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

3. Is the trustee an employee or agent of the management company or institutional partner of the charter school(s) governed by the Education Corporation?
 Yes **No**

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

4. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) governed by the Education Corporation during the time you have served on the board, and in the six-month period prior to such service. If there has been no such financial interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-4 above, you need not disclose again your employment status, salary, etc.

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

None	Please write "None" if applicable. Do not leave this space blank.	None	None
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5. Identify each individual, business, corporation, union association, firm, partnership, committee proprietorship, franchise holding company, joint stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) governed by the Education Corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, write **None**.

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

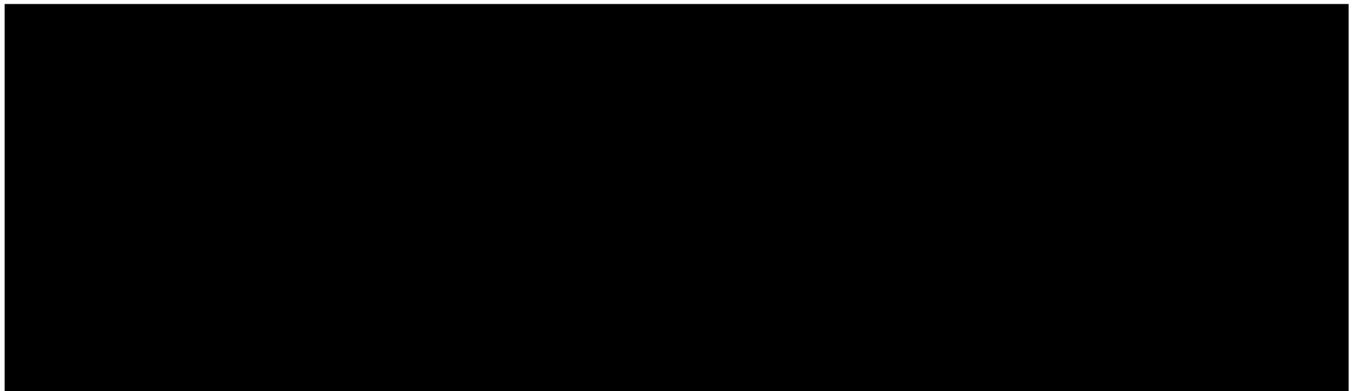
Dr. K. Barrett Lyne

January 25, 2021

Signature

Date

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



Disclosure of Financial Interest by a Current or Proposed Charter School Education Corporation Trustee

Trustee Name:

SHELDON BLACKMAN

Name of Charter School Education Corporation (for an unmerged school, this is the Charter School Name):

ICS

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

2. Is the trustee an employee of any school operated by the Education Corporation?
 Yes No

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

3. Is the trustee an employee or agent of the management company or institutional partner of the charter school(s) governed by the Education Corporation?

Yes No

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

4. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) governed by the Education Corporation during the time you have served on the board, and in the six-month period prior to such service. If there has been no such financial interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-4 above, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of Financial Interest/ Transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to yourself
	<u>NONE</u>		

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

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

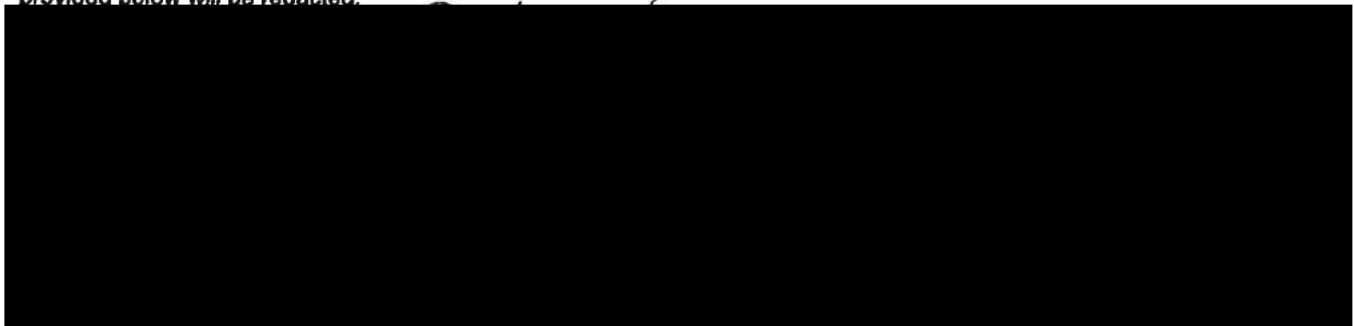


Signature

11/3/20

Date

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





**Disclosure of Financial Interest by a Current or Proposed Charter School
Education Corporation Trustee**

Trustee Name:
Michael Caridi

**Name of Charter School Education Corporation (for an unmerged school,
this is the Charter School Name):**

1. List all positions held on the education corporation board (e.g., president, treasurer, parent representative).

2. Is the trustee an employee of any school operated by the Education Corporation?
 Yes No

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

3. Is the trustee an employee or agent of the management company or institutional partner of the charter school(s) governed by the Education Corporation?

Yes No

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

4. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) governed by the Education Corporation during the time you have served on the board, and in the six-month period prior to such service. If there has been no such financial interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-4 above, you need not disclose again your employment status, salary, etc.

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

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

None None None None

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

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

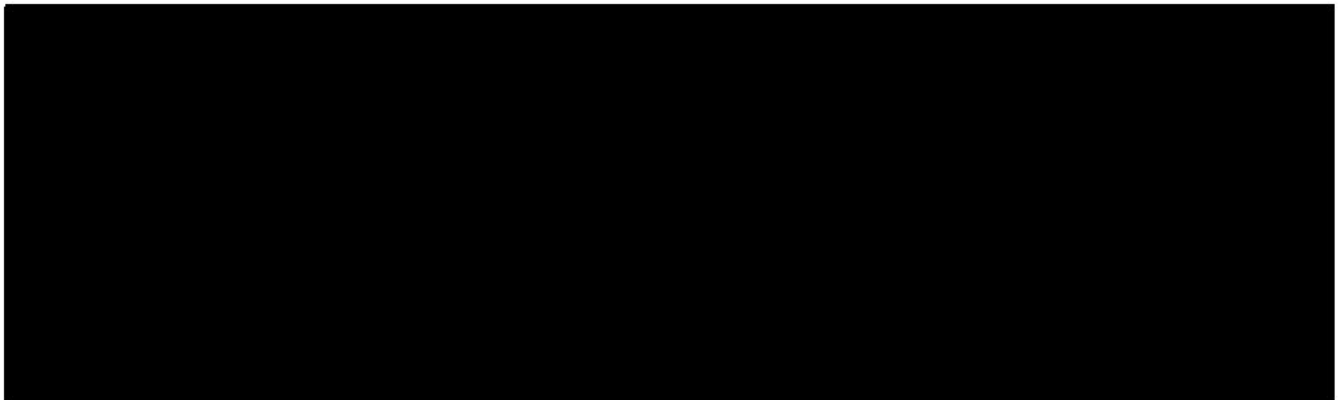
Michael Coricci

Signature

11/2020

Date

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



Disclosure of Financial Interest by a Current or Proposed Charter School Education Corporation Trustee

Trustee Name:

Joseph Carroll

Name of Charter School Education Corporation (for an unmerged school, this is the Charter School Name):

Integration Charter School

1. List all positions held on the education corporation board (e.g., president, treasurer, parent representative).

Trustee

2. Is the trustee an employee of any school operated by the Education Corporation?
 Yes No

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

3. Is the trustee an employee or agent of the management company or institutional partner of the charter school(s) governed by the Education Corporation?

Yes No

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

4. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) governed by the Education Corporation during the time you have served on the board, and in the six-month period prior to such service. If there has been no such financial interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-4 above, you need not disclose again your employment status, salary, etc.

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

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

None *Applicable*

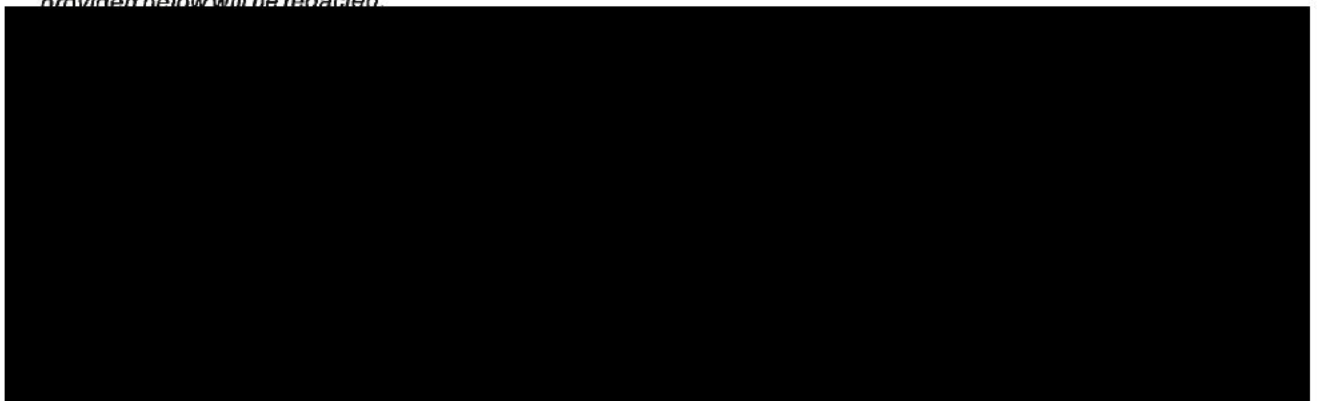
5. Identify each individual, business, corporation, union association, firm, partnership, committee proprietorship, franchise holding company, joint stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) governed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

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

Joseph Carroll
 Signature

10/14/2020
 Date

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



**Disclosure of Financial Interest by a Current or Proposed Charter School
Education Corporation Trustee**

Trustee Name:

Bonnie Johnson Fritz

**Name of Charter School Education Corporation (for an unmerged school,
this is the Charter School Name):**

Integrated Charter Schools

1. List all positions held on the education corporation board (e.g., president, treasurer, parent representative).

2. Is the trustee an employee of any school operated by the Education Corporation?
 Yes No

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

3. Is the trustee an employee or agent of the management company or institutional partner of the charter school(s) governed by the Education Corporation?

Yes No

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

4. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) governed by the Education Corporation during the time you have served on the board, and in the six-month period prior to such service. If there has been no such financial interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-4 above, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of Financial Interest/Transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to yourself
NONE			

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

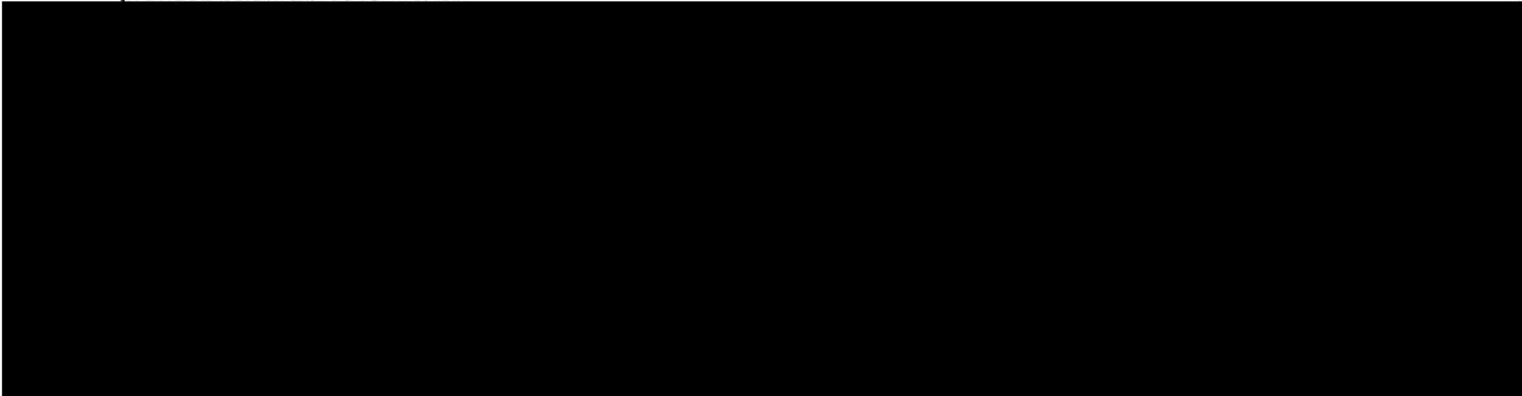
5. Identify each individual, business, corporation, union association, firm, partnership, committee proprietorship, franchise holding company, joint stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) governed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

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

Bonnie Johnson Feitz
 Signature

11-23-2020
 Date

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



**Disclosure of Financial Interest by a Current or Proposed Charter School
Education Corporation Trustee**

Trustee Name: EDWARD FUCINI

Name of Charter School Education Corporation (for an unmerged school,
this is the Charter School Name):

INTEGRATION CHARTER SCHOOLS

1. List all positions held on the education corporation board (e.g., president, treasurer, parent representative). None

2. Is the trustee an employee of any school operated by the Education Corporation?
Yes No

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

3. Is the trustee an employee or agent of the management company or institutional partner of the charter school(s) governed by the Education Corporation?
Yes No

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

4. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) governed by the Education Corporation during the time you have served on the board, and in the six-month period prior to such service. If there has been no such financial interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-4 above, you need not disclose again your employment status, salary, etc.

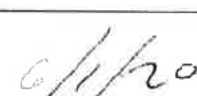
Date(s)	Nature of Financial Interest/Transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to yourself
<i>Please write "None" if applicable. Do not leave this space blank.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

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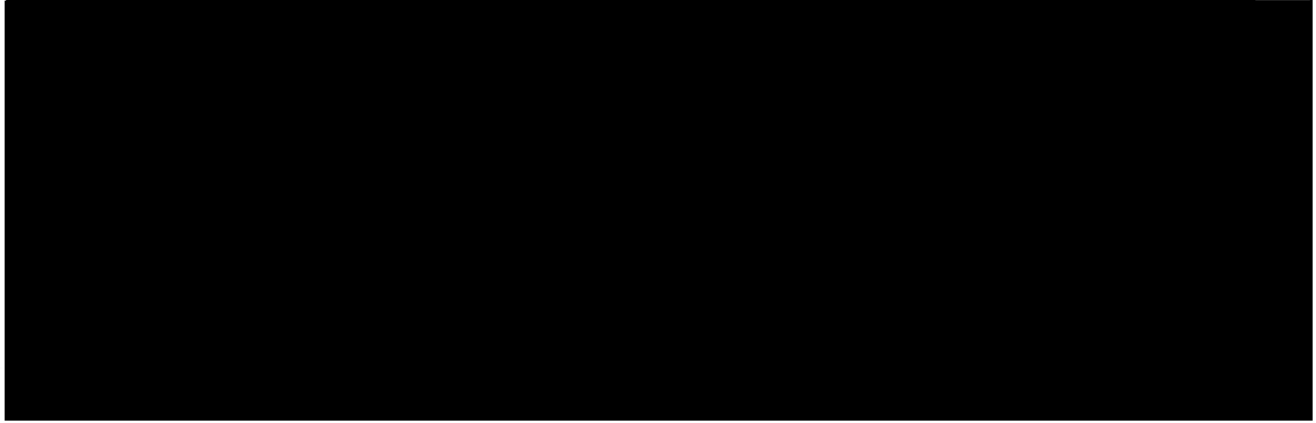
5. Identify each individual, business, corporation, union association, firm, partnership, committee proprietorship, franchise holding company, joint stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) governed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

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


Signature


Date

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



**Disclosure of Financial Interest by a Current or Proposed Charter School
Education Corporation Trustee**

Trustee Name:
Denise Henick

**Name of Charter School Education Corporation (for an unmerged school,
this is the Charter School Name):**

1. List all positions held on the education corporation board (e.g., president, treasurer, parent representative).

2. Is the trustee an employee of any school operated by the Education Corporation?
 Yes No

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

3. Is the trustee an employee or agent of the management company or institutional partner of the charter school(s) governed by the Education Corporation?

Yes No

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

4. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) governed by the Education Corporation during the time you have served on the board, and in the six-month period prior to such service. If there has been no such financial interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-4 above, you need not disclose again your employment status, salary, etc.

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

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

None None None None

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

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

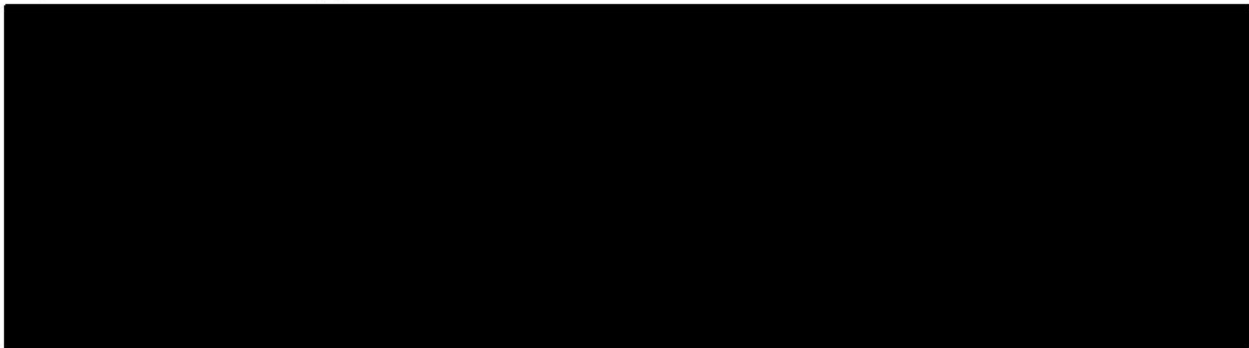
Denise Henick

Signature

11/2020

Date

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



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

Name:

Robin Lefkowitz

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

Integration Charter Schools

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

Trustee

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

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

3. Are you 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.

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

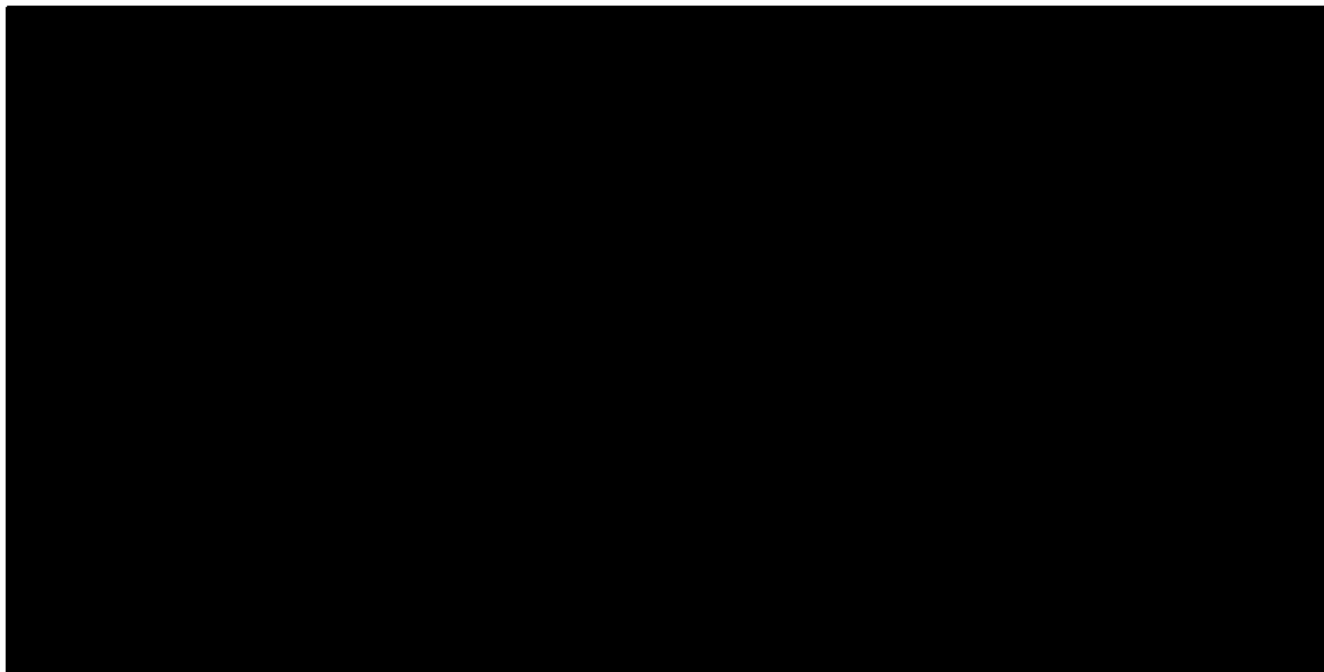
R. Lefkowitz

Signature

11/2020

Date

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



**Disclosure of Financial Interest by a Current or Proposed Charter School
Education Corporation Trustee**

Trustee Name:

David W. Lehr

Name of Charter School Education Corporation (for an unmerged school,
this is the Charter School Name):

ICS

1. List all positions held on the education corporation board (e.g., president, treasurer, parent representative).

Vice Chair

2. Is the trustee an employee of any school operated by the Education Corporation?
 Yes No

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

3. Is the trustee an employee or agent of the management company or institutional partner of the charter school(s) governed by the Education Corporation?
 Yes No

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

4. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) governed by the Education Corporation during the time you have served on the board, and in the six-month period prior to such service. If there has been no such financial interest or transaction, write **None**. Please note that if you answered Yes to Questions 2-4 above, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of Financial Interest/Transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to yourself
	<u>None</u>		

5. Identify each individual, business, corporation, union association, firm, partnership, committee proprietorship, franchise holding company, joint stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) governed by the Education Corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) living in your house had a financial interest

or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between each organization and the school(s). If there was no financial interest, write None.

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps Taken to Avoid Conflict of Interest
None				

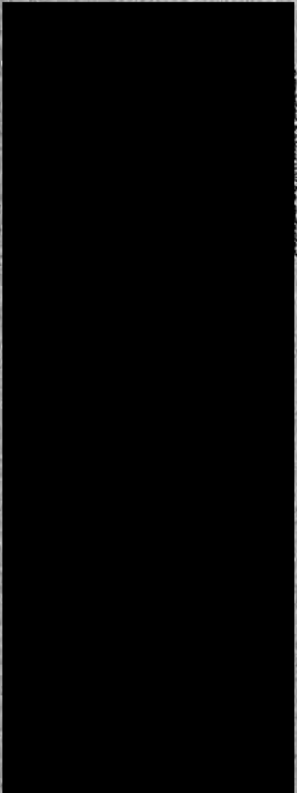
[Handwritten Signature]

Signature

11/24/2020

Date

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



**Disclosure of Financial Interest by a Current or Proposed Charter School
Education Corporation Trustee**

Trustee Name:

Deborah Miller

Name of Charter School Education Corporation (for an unmerged school,
this is the Charter School Name):

Integration Charter Schools

- List all positions held on the education corporation board (e.g., president, treasurer, parent representative).
- Is the trustee an employee of any school operated by the Education Corporation?
 Yes No

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

- Is the trustee an employee or agent of the management company or institutional partner of the charter school(s) governed by the Education Corporation?
 Yes No

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

- Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) governed by the Education Corporation during the time you have served on the board, and in the six-month period prior to such service. If there has been no such financial interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-4 above, you need not disclose again your employment status, salary, etc.

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

<i>Please write "None" if applicable. Do not leave this space blank.</i> None	<i>Please write "None" if applicable. Do not leave this space blank.</i> None	<i>Please write "None" if applicable. Do not leave this space blank.</i> None	<i>Please write "None" if applicable. Do not leave this space blank.</i> None
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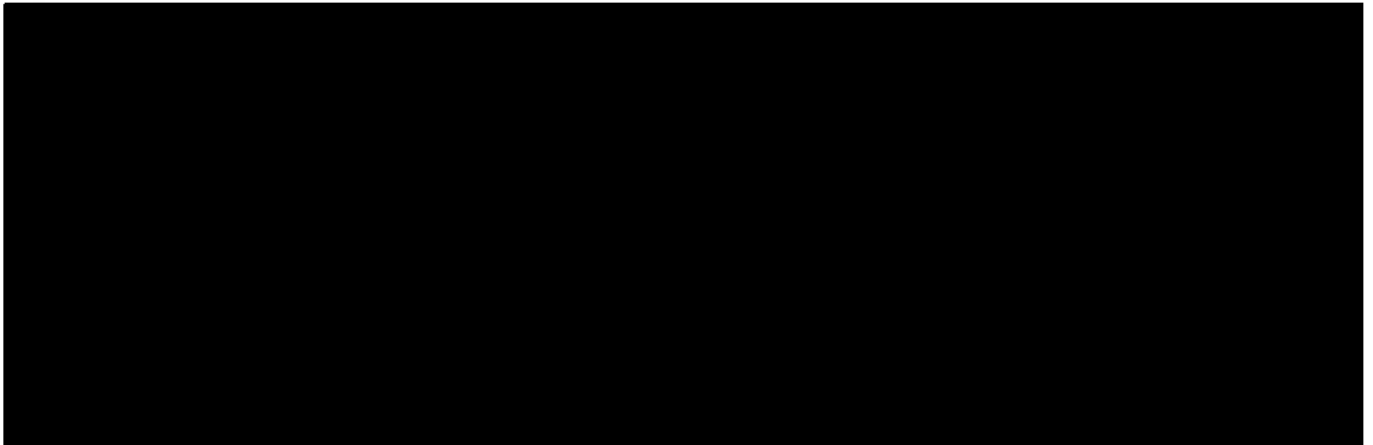
5. Identify each individual, business, corporation, union association, firm, partnership, committee proprietorship, franchise holding company, joint stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) governed by the Education Corporation and in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, write None.

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

Robert Miller
Signature

11/20/20
Date

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



Disclosure of Financial Interest by a Current or Proposed Charter School Education Corporation Trustee

Trustee Name:

Jill H. B. Patel

Name of Charter School Education Corporation (for an unmerged school, this is the Charter School Name):

Integration Charter Schools

1. List all positions held on the education corporation board (e.g., president, treasurer, parent representative). Vice Chair

2. Is the trustee an employee of any school operated by the Education Corporation?
 Yes No

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

3. Is the trustee an employee or agent of the management company or institutional partner of the charter school(s) governed by the Education Corporation?

Yes No

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

4. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) governed by the Education Corporation during the time you have served on the board, and in the six-month period prior to such service. If there has been no such financial interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-4 above, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of Financial Interest/Transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to yourself
<u>None</u>			

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

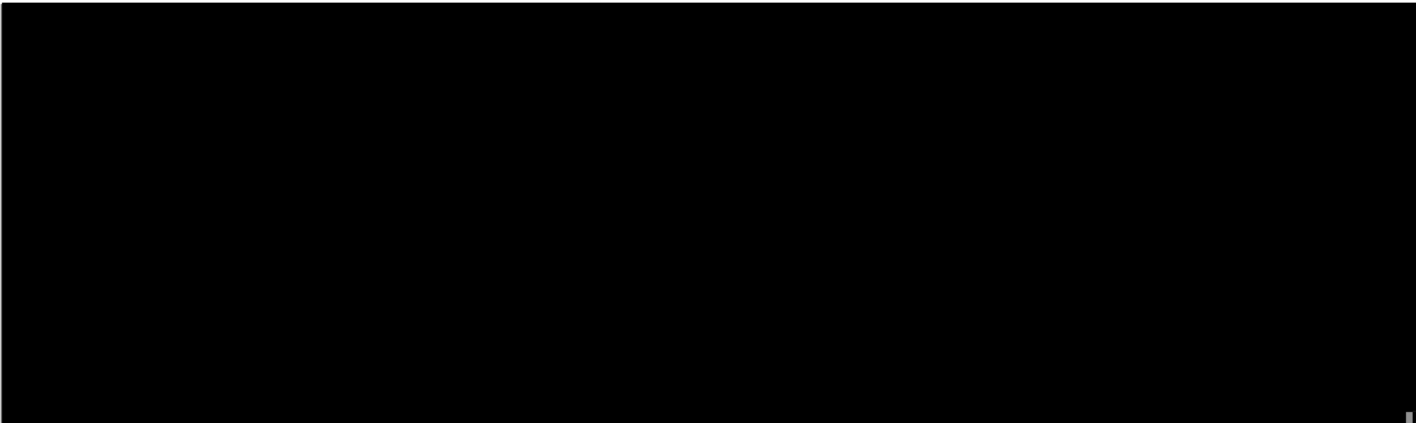
None

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

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

Jim H. Stahl
 Signature _____ Date 11/4/20

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



Disclosure of Financial Interest by a Current or Proposed Charter School Education Corporation Trustee

Trustee Name:

 Doris E. Schueler, Ph.D.

Name of Charter School Education Corporation (for an unmerged school, this is the Charter School Name):

 Innovation Charter School

1. List all positions held on the education corporation board (e.g., president, treasurer, parent representative).
Treasurer, Chair, Education & Accountability Committee

2. Is the trustee an employee of any school operated by the Education Corporation?
 ___ Yes No

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

3. Is the trustee an employee or agent of the management company or institutional partner of the charter school(s) governed by the Education Corporation?
 ___ Yes No

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

4. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) governed by the Education Corporation during the time you have served on the board, and in the six-month period prior to such service. If there has been no such financial interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-4 above, you need not disclose again your employment status, salary, etc.

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

* "Relative" means a spouse or domestic partner as defined in section 2994-A of the New York Public Health Law, ancestors, brothers and sisters (whether whole or half-blood), children (whether natural or adopted), grandchildren, great-grandchildren, and spouses or domestic partners of brothers, sisters, children, grandchildren, and great-grandchildren.

** A person has a "Financial Interest" if such person would receive an economic benefit, directly or indirectly, from any transaction, agreement, compensation agreement, including direct or indirect remuneration as well as gifts or favors that are not insubstantial or other arrangement involving ICS, Lavelle Prep, NECCS, NVCS and/or RPCS.

Agreement and Acknowledgment

The undersigned acknowledges and agrees that (i) the above information is true and correct as of the date hereof; (ii) he/she has received, has read and understands the ICS Conflict of Interest Policy applicable to Trustees, Officers and Key Persons and employees; and (iii) he/she agrees to comply with such Conflict of Interest Policy.

Doris E. Schuele, Ph.D.
Print Name

Doris E. Schuele, Ph.D.
Signature

4/27/20
Date

Disclosure of Financial Interest by a Current or Proposed Charter School Education Corporation Trustee

Trustee Name:

Dirk Tillotson

Name of Charter School Education Corporation (for an unmerged school, this is the Charter School Name):

Integration Charter Schools

1. List all positions held on the education corporation board (e.g., president, treasurer, parent representative).

2. Is the trustee an employee of any school operated by the Education Corporation?
 Yes No

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

3. Is the trustee an employee or agent of the management company or institutional partner of the charter school(s) governed by the Education Corporation?

Yes No

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

4. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) governed by the Education Corporation during the time you have served on the board, and in the six-month period prior to such service. If there has been no such financial interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-4 above, you need not disclose again your employment status, salary, etc.

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

* "Relative" means a spouse or domestic partner as defined in section 2994-A of the New York Public Health Law, ancestors, brothers and sisters (whether whole or half blood), children (whether natural or adopted), grandchildren, great-grandchildren, and spouses or domestic partners of brothers, sisters, children, grandchildren, and great-grandchildren.

** A person has a "Financial Interest" if such person would receive an economic benefit, directly or indirectly, from any transaction, agreement, compensation agreement, including direct or indirect remuneration as well as gifts or favors that are not insubstantial or other arrangement involving ICS, Lavelle Prep, NECCS, NVCS and/or RPCS.

Agreement and Acknowledgment

The undersigned acknowledges and agrees that (i) the above information is true and correct as of the date hereof; (ii) he/she has received, has read and understands the ICS Conflict of Interest Policy applicable to Trustees, Officers and Key Persons and employees; and (iii) he/she agrees to comply with such Conflict of Interest Policy.

Dirk Tillotson

Print Name



Signature

11/30/20

Date

Disclosure of Financial Interest by a Current or Proposed Charter School Education Corporation Trustee

Trustee Name:

Eleni Tournaki

Name of Charter School Education Corporation (for an unmerged school, this is the Charter School Name):

Integration Charter Schools

1. List all positions held on the education corporation board (e.g., president, treasurer, parent representative).

Board member; member of the Education and Accountability Committee

2. Is the trustee an employee of any school operated by the Education Corporation?
 Yes **No**

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

3. Is the trustee an employee or agent of the management company or institutional partner of the charter school(s) governed by the Education Corporation?

Yes **No**

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

4. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) governed by the Education Corporation during the time you have served on the board, and in the six-month period prior to such service. If there has been no such financial interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-4 above, you need not disclose again your employment status, salary, etc.

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

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

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

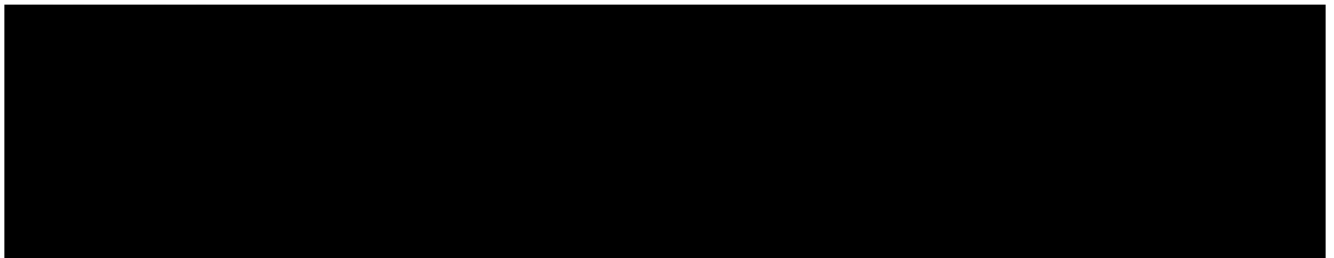


Signature

11/27/20

Date

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



Integration Charter Schools

Board of Trustees Meeting

Minutes

July 30, 2020

@ 6:34 PM

Trustees Present (Via Video)	Joseph Carroll, David Lehr, Jill Patel, John Strand, Dirk Tillotson, Nelly Tournaki, D. Miller, Robin Lefowitz, Bonnie Fritz
Trustees Absent	Denise Henick, Doris Schueler, Ed Fucini, Michael Caridi, Sheldon Blackman
Staff Present (Via Video)	Ken Byalin, Mary Cottingham, Aimee Horowitz, Dana Volini, Jeremy Zilinski
Parents Present	None
Others Present	None
Adoption of Agenda, Approval of Minutes and Committee Reports	A motion was made by David Lehr seconded by Joseph Carroll and unanimously approved to accept the July 2020 agenda, minutes and committee reports from the June, 2020 Board meeting.
Presentation	Instructional & Operational staff members were present to go over the Fall 2020 School Re-opening Plan and answer questions.
RESOLUTION	<p>A motion was made by Jill Patel seconded by David Lehr and unanimously approved to amend the language of the FOIL policy to include the following and then approve the updated policy.</p> <p><i><u>"Anyone can access information at the school between the hours of 8AM-4PM while school is in session".</u></i></p> <ol style="list-style-type: none"> 1. A motion was made by Joseph Carroll seconded by Bonnie Fritz and unanimously approved to approve the ICS Re-opening Plan for Fall 2020.
Committee Meetings/Reports	<ul style="list-style-type: none"> ● Executive Committee Report: The committee met on 07/15/2020. Present: Deborah Miller, Jill Patel, Dirk Tollitson, David Lehr & John Strand, Dr. Byalin and Mary Cottingham Meeting Agenda & Topic Discussions <ol style="list-style-type: none"> 1. Update: Re-Opening of Schools – A scheduled State Education meeting to be held on Thursday July 16, 2020. Governor Como plan is to have schools follow CDC guidelines and State Health Department guidelines – Covid-19 Region Stage 4 (below 5% school opens August 2020, up to 9% will close.

2. Suggestions: Blended model with parcel remote learning plan. Parents may choose to opt out 100% remote with reason. Application for accommodation is based on health risk.
3. To-do: Teachers in building 2 days a week. Conduct Town Hall meetings starting 7/20/2020. Testing and Temperature conducted utilizing a Tent for shelter
4. Update: Facilities discussions for September 1st – November 1st CC3 5th floor availability for Nicostra and New Ventures. Next is CC1& part of CC2 utilized by Lavelle (50% -100% of students in building.
5. To-do: Will relinquish Eltingville and/or any other site facilities have explored. Explore Yellow Bus contract issued by NYC.
6. Update: Open Meeting Regulation – Waiver had been extended by Governor Como since March 20th applies. Next-Summer School Programs open July 15th.
7. Update: Race Relations – Aftermath of George Flood. Specific Targets: Staff who look like students, conversation with Board of Trustees.
8. To-do: Set goals and explore current reality and balance. Explore Education efficacy, diversity, school job category, Career Ladder for Principal's and Vice Principal's.

● **Finance & Audit Committee Report:**

This Committee met on 7/15/20.

Present: David Lehr, Jill Patel and Joe Carroll, as well as President Ken Byalin, staff members Dana Volini, Jonathan Lipschitz, Catherine Uttaro.

Discussed June year to date Budget to Actual file. Noted that the estimated year end net income is approximately \$500,000. In addition it was agreed to look at the allocations among the schools. We may need to make entries to record adjustments to the allocations. There are final entries that will be made as soon as possible and were not yet reflected in the final numbers.

Discussed June Cash Flow file. There were no surprise items as the income and expenses on a cash basis came in as expected for June.

Discussed the drafts of the new Investment Policy as well as the changes to the updated ICS Fiscal Policies and Procedures document. The ICS Fiscal Policy was approved by the Committee. The Investment Policy was also approved pending adjustments to number of months cash before investing. The intention is to get the policies approved by the overall board at the next board meeting.

Education and Accountability Report

This Committee met on 7/21/20.

Present: Doris Schueler, John Strand and Deborah Miller, Yelena Osores, Aimee Horowitz, Theresa Peterford and other instructional staff.

Our committee reviewed the documents sent by the staff on Success Criteria for each school, Graduation, Parent Re-entry survey and Attendance (see below).

Town Halls were held with the families of the elementary school and Nicotra. Other schools will also be having town halls. In regard to graduation, all students graduated. At Lavelle 76% graduated with a Regents diploma and 24% with an Advanced Regents diploma. College acceptance was 93%

There was discussion about valuing the career tracks of New Ventures students who were not going to college equally to those who had decided to attend college. New Ventures also had an Employability Rubric which was reviewed. This rubric includes such items as punctuality, takes initiative, and other important attributes to alert students to factors that are needed for success on the job. New Ventures also reported success in having interns work with the nursing home residents virtually where they had previously met in person.

Graduation

ICS graduated 102 students, 45 from Lavelle Prep and 57 from New Ventures.

- 76% of Lavelle Prep students earned a Regents diploma, 24% earned an Advanced Regents diploma.
- 70% of New Ventures students earned a Regents diploma, 30% earned a local diploma.
- Lavelle Prep had a graduation rate of 98%, college acceptance of 93% (above their 90% goal), and 100% of graduates applied to college (above their goal of 90%).
- New Ventures had 67% graduates apply to college (below their goal of 90%).

Attendance

Attendance for June is a snapshot of the first two weeks, before finals began.

- New Ventures had an attendance rate of 71%, a 1% decrease from May
- Nicotra had an attendance rate of 82%, a 1% decrease from May
- Lavelle Elementary had an attendance rate of 88%, a 1% decrease from May
- Lavelle Middle had an attendance rate of 88%, a 3% decrease from May
- Lavelle High School had an attendance rate of 80%, an 11% decrease from May

Parent Re-Entry Survey

Parents from all schools were surveyed.

- 23% of parents felt safe sending their children to school with social distancing guidelines, but without a vaccine

	<ul style="list-style-type: none"> ● 34% of families would be able to get childcare if in-person learning was two days per week ● 65% prefer their child continue distance learning in the fall ● 33% were confident their child could maintain social distancing guidelines ● 42% were confident of their child’s ability to wear a mask in school. <p>Success Criteria Each school created success criteria that will be tracked starting the 20-21 school year. Schools focused on criteria that would allow them to close the achievement gap and track progress toward graduation, as well as other key indicators.</p> <ul style="list-style-type: none"> ● Governance and Nominating Committee Report: This Committee meet did not meet this month ● ICS Board Fund Raising Committee This Committee did not meet this month
Presidents Report	<p>This month has been a month of planning to re-open. And this will be the principle topic on our agenda for this month’s trustee meeting. Although we are still waiting for an announcement from the Governor regarding in person schooling, the Regents have given us the leeway to choose the alternative which works best for our staff and students: remote instruction, in school instruction, or a blended learning combination.</p> <p>Our teams have been working diligently and have engaged in multiple discussions with the parents of each school as well as with staff teams. I think they have crafted an alternative which is both safe and educationally sound and which continues to honor our commitment to parent choice.</p> <p>Leadership Changes: I am pleased to announce the following leadership changes: Two teacher leaders, Hafida Zitouni and Elizabeth Roman, will join Jessica Carnavas as Assistant Principals at the Nicotra Early College Charter School. At New Ventures Charter School, School Coordinator Amelia DePompo has been appointed Assistant Principal. Finally, at the Lavelle Prep Middle School Division, Meagen Moeller has been appointed the Acting Principal to serve during Principal Kristina Mazza’s leave of absence. All are long-time ICS faculty members. They have all worked hard to earn these very much deserved opportunities.</p> <p>A New Challenge: The first “Pathways to Technology Early College High School,” or P-TECH, will be opening on Staten Island this Fall at Port Richmond High School. The new, 6-year program will be operated by the DOE in collaboration with the College of Staten Island. When we opened the Nicotra Early College Charter School two years ago, we had the “early college” niche all to ourselves. Now we have</p>

	competition. While we welcome this further recognition from the City that Staten Island students have been underserved, our team will be examining the potential impact and seeking ways in collaboration with Saint John's University to strengthen our offering and better serve our students.
New Business Notes	N/A
Adjournment	A motion was made by Robin Lefkowitz seconded by Bonnie Fritz and unanimous by all to adjourn the meeting at 7:24PM. The next Board of Trustees meeting is scheduled for August 27, 2020.

Integration Charter Schools

Board of Trustees Meeting

Minutes
August 27, 2020
@ 6:34 PM

Trustees Present (Via Video)	Joseph Carroll, David Lehr, Jill Patel, John Strand, Dirk Tillotson, Nelly Tournaki, D. Miller, Denise Henick, Doris Schueler, Ed Fucini, Sheldon Blackman, Bonnie Fritz, Doris Schueler,
Trustees Absent	R. Lefkowitz, Mike Caridi,
Staff Present (Via Video)	Ken Byalin, Mary Cottingham, Dana Volini, Jonathan Lipschitz, Jeremy Zilinski
Parents Present	None
Others Present	Kathlyn Barrett-Layne
Adoption of Agenda, Approval of Minutes and Committee Reports	A motion was made by David Lehr seconded by Nelly Tournaki and unanimously approved to accept the August 2020 agenda and committee reports from the July, 2020 Board meeting.
Executive Session	6:38PM- 7:06PM
RESOLUTIONS	
	<p><u>A motion was made by David Lehr and seconded by Joseph Carroll and unanimous</u> by all the Board of Directors of Integration Charter Schools (the "Institution") to approve the following reimbursement resolution:</p> <p>Whereas the Institution has an intent to finance 2245 Richmond Avenue, Staten Island NY 10314 (the "Project"), and</p> <p>Whereas the Internal Revenue Code of 1986, as amended, and applicable regulations require the Institution to take this action in connection with the payment of certain expenses of the Project prior to the issuance of tax-exempt bonds, in order to allow the Institution to be reimbursed for such expenditures.</p> <p>Now therefore, be it resolved that:</p> <ol style="list-style-type: none">1. The statements contained in this resolution with respect to the reimbursement of the expenditures described in this resolution are intended to be statements of official intent as required by, and in conformance with, the provisions of Treasury Regulation Section 1.150-2(e).

2. The expenditures made from the Institution's [*general*] fund which are intended to be reimbursed pursuant to this Resolution have been incurred within 60 days prior to the date hereof (or earlier to the extent permitted under the applicable regulation) or will be incurred after the date hereof in connection with the Project.
3. Although the size of the Project will be approximately \$24 million, the maximum principal amount of debt expected to be issued for the Project is approximately \$30 million. This figure includes allowances for a debt service reserve fund, capitalized interest reserve and debt issuance costs.
4. The Institution reasonably expects to reimburse the expenditures set forth in this resolution with the proceeds of tax-exempt debt to be incurred by the Institution subsequent to the date hereof, but this resolution does not constitute a binding obligation to issue such debt.
5. The resolution shall take effect immediately.

A motion was made by David Lehr and seconded by Joseph Carroll and unanimous by all the Board of Directors of Integration Charter Schools (the "Institution") to approve the following reimbursement resolution:

Whereas the Institution has an intent to finance 20 Bristol Avenue, Staten Island NY 10301 (the "Project"), and

Whereas the Internal Revenue Code of 1986, as amended, and applicable regulations require the Institution to take this action in connection with the payment of certain expenses of the Project prior to the issuance of tax-exempt bonds, in order to allow the Institution to be reimbursed for such expenditures.

Now therefore, be it resolved that:

1. The statements contained in this resolution with respect to the reimbursement of the expenditures described in this resolution are intended to be statements of official intent as required by, and in conformance with, the provisions of Treasury Regulation Section 1.150-2(e).
2. The expenditures made from the Institution's [*general*] fund which are intended to be reimbursed pursuant to this Resolution have been incurred within 60 days prior to the date hereof (or earlier to the extent permitted under the applicable regulation) or will be incurred after the date hereof in connection with the Project.
3. Although the size of the Project will be approximately \$27 million, the maximum principal amount of debt expected to be issued for the Project is approximately \$35 million. This figure includes allowances for a debt service reserve fund, capitalized interest reserve and debt issuance costs.

	<p>4. The Institution reasonably expects to reimburse the expenditures set forth in this resolution with the proceeds of tax-exempt debt to be incurred by the Institution subsequent to the date hereof, but this resolution does not constitute a binding obligation to issue such debt.</p> <p>5. The resolution shall take effect immediately.</p> <p><u>A motion was made by David Lehr and seconded by Joseph Carroll and unanimous by all the Board of Directors of Integration Charter Schools (the "Institution") to approve the following reimbursement resolution:</u></p> <p>Whereas the Institution has an intent to finance 300 Genesee Avenue, Staten Island NY 10312 (the "Project"), and</p> <p>Whereas the Internal Revenue Code of 1986, as amended, and applicable regulations require the Institution to take this action in connection with the payment of certain expenses of the Project prior to the issuance of tax-exempt bonds, in order to allow the Institution to be reimbursed for such expenditures.</p> <p>Now therefore, be it resolved that:</p> <ol style="list-style-type: none"> 1. The statements contained in this resolution with respect to the reimbursement of the expenditures described in this resolution are intended to be statements of official intent as required by, and in conformance with, the provisions of Treasury Regulation Section 1.150-2(e). 2. The expenditures made from the Institution's [<i>general</i>] fund which are intended to be reimbursed pursuant to this Resolution have been incurred within 60 days prior to the date hereof (or earlier to the extent permitted under the applicable regulation) or will be incurred after the date hereof in connection with the Project. 3. Although the size of the Project will be approximately \$15 million, the maximum principal amount of debt expected to be issued for the Project is approximately \$20 million. This figure includes allowances for a debt service reserve fund, capitalized interest reserve and debt issuance costs. 4. The Institution reasonably expects to reimburse the expenditures set forth in this resolution with the proceeds of tax-exempt debt to be incurred by the Institution subsequent to the date hereof, but this resolution does not constitute a binding obligation to issue such debt. <p>5. The resolution shall take effect immediately.</p>
RESOLUTION	<p>A motion was made by David Lehr, seconded by Joe Carroll and unanimous by all to accept the ICS Fiscal Policies and Procedures document recommended by the ICS Finance and Audit Committee.</p>

Committee Meetings/Reports

● **Executive Committee Report:**
The Committee met on 08/12/20.

Present: Deborah Miller, Jill Patel, David Lehr, John Strand and Dirk Tillotson, Ken. Byalin, Mary Cottingham and Sharena Tirado

1. Update School Opening – Open within ICS buildings as long as CDC local approve plan. Options – opt out in person instruction is available and NV – 2 classes in building.

To Do: Parent workshops will be held Friday, 8/14/20 – Friday, 8/21/20 to give feedback on the proposed approved re-opening plan. School will keep good records of student participation, RSA's for counseling and all other services indicated on students IEP.

To Do: Accommodations for staff will be divided into two groups to identify/address: Requests under the American Disability Act – CDC High Risk students, Medicaid Aid who wish to remain 100% remote learning. Those caring for relatives who are high risk in the home. CDD high risk individuals and those who experience fear walking from home to school. Etc. ICS Policy will be adopted to address these questions/ concerns and reviewed by ICS Board. Transportation will be provided by MTA Cards for all students.

2. Update on Facilities – Eltingville Lutheran site is out and in is a short list for long-term home for Richmond Prep is a property near Clove Lakes/Victory and the former Barnes & Noble building on Richmond Ave. CC3 will deliver lunch to CC1. Grab bag lunch and breakfast in homeroom. Law site continues between Eltingville Lutheran and Sinead expecting closure in September 2020

To Do: Meeting with Investment Bankers – 35M and spend 28M on project costs/pay Insurance on our closing coasts. CC3 proceeding to payout obligation of 500K for build-out. Budget is 800K to borrow from Nicotra to lend 2% above his rate. Elementary School Division to occupy 3rd fl., 5th fl. Occupied by Nicotra and NV to occupy 4th fl.

3. Update: Race Relations – Meeting with Values Team with 4 staff of color/all staff. Meeting with Volunteer Black on channeling diversity supported by Dr .Ken. Byalin with discussion and ideas on how to move forward.

To Do: Hire Blacks and Hispanics for the cafeteria when CC3 opens as a start. Also, appoint (2) additional AP's (Assistant Principals).

Submitted by: Deborah Miller, ICS Chairperson

● **Finance & Audit Committee Report:**
This Committee met on 08/12/20.

Present: David Lehr, Jill Patel, Joe Carroll, Ken Byalin, Dana Volini, Jonathan Lipschitz, Priyanga Iddamalghoda, and Catherine Uttaro.

The following documents were discussed with the status of each:

Copy of ICS Unaudited Financial Statements. Agreed to consider adjustments to the Fundraising category. Such adjustments have been made.

Copy of Allocations by school. The draft was discussed and agreed to make further adjustments based on final numbers. The net income has increased based on final journal entries as of 8-25-20.

Investment Policy. Discussed final adjustments to be made for next Finance & Audit Committee meeting. Additional changes were made and accepted by the Committee as of 8-24-20.

Fiscal Policies and Procedures document was approved and available to be approved by the full board.

Discussed the Integration Charter Schools Draft Audit Report from the State Education Department. Responses required are being worked on and discussed with our attorneys. Once responses are drafted, they will be discussed with the Finance & Audit Committee members.

Integration Charter Schools Draft Audit Report Announcement Letter. This was related to the item above and was the cover letter to the Draft Audit Report from the State Education Department.

Budget to Actual Report For July 2020. Report was discussed and no issues were noted.

Cash Flow for July 2020. Report was discussed and no issues were noted.

● **Education and Accountability Committee Report:
The Committee met on 8/19/20.**

Present : Doris Schueler, Nelly Tournaki, John Strand, Dirk Tillotson and some ICS Staff.

The committee reviewed academic data on credit accumulation and discipline primarily. There were relatively small disparities in performance between students with special needs and general ed students. In looking at the disciplinary issues, there were some issues around the way that infractions are classified and the staff is doing additional training. In general they were down however they were higher at Nicotra, which experienced some specific issues on public transportation that contributed to the spike. Specifically, some of our students being assaulted by DoE students on the bus, and then subsequently bringing their own weapons (knives) for protection.

Attendance was also discussed and the general way to account for it, as well as more nuanced approaches—which look at attendance and performance throughout all classes—as opposed to the standard approach, a student shows up at school (virtually or physically) is counted as present even if they may miss other parts of the school day.

The issues with busing were discussed and the challenges—even for many special education students, and we will be reviewing more specifically attendance for those students.

Schools also discussed their plans for opening, preparations of teachers and teams, and also how they were doing orientation in a distance learning environment.

	<p>Overall we were still getting the final numbers of hybrid and 100% distance learners, but many families were opting for distance only. Thought it was noted that it is a very dynamic environment.</p> <p>Dirk emphasized the importance of flu shots this year as a way to help reduce disruptions. He will follow up with school leadership and also add some potential pieces to the dashboard to reflect the conversation</p> <ul style="list-style-type: none"> ● ICS Board Fundraising Committee Report: The Committee met on 08/20/20. Present: Mike Caridi, Denise Henick, Jill Patel, Ken Byalin, Mary Cottingham <p><u>2020 Board Fundraising</u> Given the Covid-19 changes and the gap in our efforts to raise funds, the group decided to step back and first let our supporters know of the wonderful job ICS has done converting to online learning. We are planning a brief newsletter to be sent to all ~1,000 names on our mailing list in early September. This newsletter will be followed by a solicitation letter and email in late September asking for money to support our much-needed on-line counseling service.</p> <p>Mary will ask Brian Saber from Asking Matters about appropriate newsletter content and ask Erin Celletti to draft a document for the Committee’s review by September 12.</p> <p><u>2020 Board Pledges</u> I will email all Board members reminding them we need their pledge for 2020. Mike, Denise, and David will call those members who haven’t pledged yet. We’ll also put this item on the August Board agenda to discuss during our meeting.</p> <p><u>Next meeting</u> We will find a standing meeting time for the Fundraising Committee at 8:00 or 8:30 on a weekday morning.</p> <ul style="list-style-type: none"> ● Governance and Nominating Committee Report: This Committee did not meet this month.
<p>Presidents Report</p>	<p><i>Reopening</i> A brief update. We are ready to reopen, with all students and families having an option of attending in person classes one day per week with 4 days of remote instruction or continuing in 5-day remote. At this time, approximately 50% of our students will be taking part in the one-day-per-week in-person option.</p> <p>Meanwhile, much of Staten Island and New York City, seems to be uncertain regarding their ability and/or willingness to reopen. While all of this may influence our parents, -- more may finally opt to be fully remote, -- we expect to open safely beginning on September 10, for those who are choosing the one-day in-person option.</p> <p>Our instructional teams, working closely with the parents have done an excellent job in preparation, as has our entire support team. We will be ready to safely meet the needs of students who return to the school building.</p>

	<p><i>Facility Update</i> There are a number of future facility issues (unrelated to the school reopening plan) which will be addressed in Executive Session.</p> <p><i>Leadership Changes</i> I am very happy to announce the appointment of Crystal Rios as our first Acting Director of Diversity, Equity, and Inclusion on a part-time basis. Crystal joined ICS as a founding member of the New Ventures faculty. In addition to teaching, Crystal has been serving as the ICS Wellness Coach. While continuing in these roles, she will be helping all of us continue to move forward this year and address the challenges of race which we confront as a nation and which we confront as schools. I am proud that we have been able to take this step despite the fiscal challenges which we all face in this pandemic year. I am proud that we did not say, "Yes, this issue of race is important, but we can't do anything this year because of Covid." It was also very gratifying that in addition to Crystal, we had four other terrific candidates. We had a great search committee for the position, which included four line staff. The discussion had with each of the candidates were terrific learning experiences for me. I am very pleased that this entire group will be actively engaged in our continued dialogue about race at ICS.</p>
<p>New Business Notes</p>	<p>Jill Patel spoke briefly about Board Contributions and the importance of having every Trustee be as generous as they can. The Fundraising Committee does not recommend setting a minimum amount but encourages Trustees to make a significant contribution. The goal is to have 100% Board participation when it comes to financial contributions. Final message; please be generous.</p>
<p>Adjournment</p>	<p>A motion was made by Sheldon Blackman seconded by David Lehr and unanimous by all to adjourn the meeting at 7:21PM. The next Board of Trustees meeting is scheduled for September 24, 2020.</p>

Integration Charter Schools

Board of Trustees Meeting

September 24, 2020

Minutes

@ 6:33PM

Trustees Present	Joseph Carroll, David Lehr, Jill Patel, Dirk Tillotson, Deborah Miller, Doris Schueler, Ed Fucini, Sheldon Blackman, Bonnie Fritz, Mike Caridi
Trustees Absent	R. Lefkowitz, John Strand, Nelly Tournaki, Denise Henick
Staff Present	Ken Byalin, Mary Cottingham, David Velasquez, Summer Ahmad, Maria Rodriguez, Nick Questal, Wendy Migliorisi, Phil Coard, Aimee Horowitz
Parents Present	None
Others Present	None
Adoption of Agenda, Approval of Minutes and Committee Reports	A motion was made by David Lehr seconded by Michael Caridi and unanimously approved to accept the September 2020 agenda, minutes and committee reports from the August 2020 Board meeting.
Presentation	<p>Teachers from each division, with the exception of New Ventures spoke to the Board about their challenges and successes teaching during the Covid 19-Pandemic. The Board was impressed with the Staff's zest and enthusiasm.</p> <p>The majority of staff mentioned that "time" was the most challenging aspect both in their professional and private life. Not having enough.</p> <p>Teachers were asked what could help with making the students educational experience more satisfying. Some suggestions were: extra time for teachers to explore new technologies/software (i.e. near pod), a digital /virtual library, provide students with additional tools (i.e. calculators, noise canceling headphones, etc.).</p>
RESOLUTION	<p>A motion was made by David Lehr and seconded by Jill Patel and unanimously approved to accept the Resolution Whereas, Integration Charter Schools currently has an opportunity to receive a donation of stock, Whereas, in order to receive the stock, Integration Charter Schools will be required to open an account to receive the donation,</p> <p>NOW therefore it is resolved that:</p> <p>Integration Charter Schools is authorized to open and maintain a brokerage account for the purpose of receiving donations of stock; and</p>

	<p>The officers of the organization are authorized to sign and apply for such account as necessary in the name of the organization and take any action necessary to obtain the account.</p>
<p>RESOLUTION</p>	<p>A motion was made by Sheldon Blackman and seconded by Joseph Carroll and unanimously approved to accept the Resolution authorizing the lawyers and ICS Administration to finalize the details responding to the Draft Audit Report dated August 5, 2020.</p> <p>The ICS Board of Directors Chair, Deborah Miller will sign off on the document by September 30, 2020.</p>
<p>Committee Meetings/Reports</p>	<ul style="list-style-type: none"> ● Executive Committee Report: The committee met on 09/09/2020 Trustees Present: Deborah M., Jill P. David L., John S. and Dirk T. ICS Staff: Dr. Ken Byalin <p>Update: School Opening – Changes-starting Thursday, 9/10/2020 Remote Learning for Lavelle Prep High School and Nicotra. On Thursday, 9/17/2020 In Person Classes start. NYC Department of Health (DOH) has partner with ICS. Discussions: what gets shut down and what does not get shut down guidelines.</p> <p>To Do: Safety measures will be in effect – temperatures will be administer for students and staff before entering the school; parent questioner to be completed; and DOE busing contract signed today. However, bus schedules have not been mail out to parents.</p> <p>Update: Facilities – Lutheran officials confirm Eltingville School is no longer on the market. Barnes and Noble (Richmond Ave.) and Vanderbilt Home property (Bristol) are being considered for purchase. CC3 not available for Sept 2020 by Nov 2020 5th floor will be available for Nicotra. Next, the 3rd floor for Elementary Division and 4th floor will be available for cafeteria and Administration offices.</p> <p>To Do: Talks with investors bond and financing 9/17/2020 and possible closing Jan/Feb 2021. CC3 rent starts with temporary CFO to pay for 1 floor when building is ready.</p> <p>Update: Race Relations Project – growth opportunities were discussed to map out a strategy to increase the number of black/Latino staff/teachers. Under the: Diversity, Equity and Inclusion project – has promoted (2) Latino and (1) North African to Assistant Principles</p> <p>To Do: Dr. Byalin is working on presenting chart to ICS Trustees and update on Diversity, Equity and Inclusion Project. State Project Between: NY State Education and New Ventures (transfer charter schools) in Yonkers and South Hampton.</p> <p>To Do: Dr. Byalin & staff will be working out the details concerning this project with NY State Education.</p> <ul style="list-style-type: none"> ● Finance & Audit Committee Report: This committee met on 9/9/20.

Present: David Lehr, Jill Patel, Joe Carroll, Ed Fucini, Ken Byalin, Dana Volini, Jonathan Lipschitz, Priyanga Iddamalgoda, and Catherine Uttaro.

The following documents were discussed with the status of each:

Copy of ICS Unaudited Financial Statements for year ended 6/30/20. As adjustments agreed to at the August meeting were made, the committee approved the unaudited financial statements submitted for the year ended 6/30/20.

Copy of Allocations by school for the year ended 6/30/20. As adjustments agreed to at the August meeting were made, the committee approved the allocations by school schedule.

Credit card application was presented and agreed to be signed by David Lehr and Joe Carroll. The application was to replace the old credit card with the same credit line previously held. A new application was necessary as the older card had the premerger federal ID attached to it. The new card will have the ICS federal ID.

Budget to Actual Report For August 2020. Report was discussed and no issues were noted. All active schools reflected positive net income.

Cash Flow for August 2020. Report was discussed and no issues were noted.

● **Governance and Nominating Committee Report:**
This Committee met on 9/22/20.

Present: Robin Lefkowitz, David Lehr, Joseph Carroll, Deborah Miller, Mary Cottingham.

The Committee discussed the proposed slate of Officers & Trustees for the upcoming November 2020 election and will forward their recommendations.

Trustees up for re-election in November 2020:

Bonnie Fritz
Deborah Miller
Dirk Tillotson
David Lehr

Officer Positions up for re-election in November 2020

Chair
Vice-Chair
Treasurer
Secretary

The Committee recommends adding Trustee, Ed Fucini to the Finance & Audit Committee. Deborah Miller mentioned she would be interested in running for the role of Vice Chair.

Robin Lefkowitz reminded the Committee that all Board members should be actively searching for additional Trustees of color. Joe Carroll will reach out to Judge Gregg to gauge his interest and to see if he has any recommendations for potential trustees.

Robin Lefkowitz suggested reaching out to ICS Principals to see if there are any Parents who would be a good fit to serve on a committee.

Deborah Miller reminded the G&N team that Ken's evaluation needs to be completed for 2020.

● **Education and Accountability Report**
This committee met on 9/16/20.

Trustees present: Doris Schueler, Nelly Tournaki, John Strand, Dirk Tillotson, Deborah Miller, and Bonnie Fritz.

Enrollment- we reviewed enrollment at the schools which was generally strong, one area noted was the apparent underenrollment at LP elementary, however that was explained as a building capacity issue and also deliberate growth decisions—so the charter number was not in complete alignment with the schools goals for the current year

School opening highlights- we discussed the individual opening plans and some of the challenges with each of the principals—overall we had strong openings and are opening safely. One issue has been the busing service for special education students—the DOE has not set that up yet—so those students were given a second option around remote only instruction until that issue is resolved.

The schools were just starting to have their first in person days which were progressing well

Lavelle elementary and middle had already had day 1 live, and had strong attendance and participation, we have partnered with Kiwanis around PPE and have been adjusting safety practices as we engage with students more—adding faceguards for elementary teachers etc—we are still providing significant instruction including small group (3 hours per day or more).

Middle school kids are getting the schedule down, but had a smooth opening, and after school is up and running as well, lots of focus on the social needs of students and also assessing and supporting their emotional needs, lots of engaging ways to work with students—lunch and learns, arts programs, alongside the academic STEM and humanities blocks

Lavelle HS was again honored as one of the best high schools in the country by US News and World report, going up in the rankings, they have been working with students and families, including a family time before the first period, parents are happy with the opening and engaged.

New Ventures- The high schools have been collaborating and working well to improve our services. First day went smooth, kids excited to see each other, and deliberately built in time for students to socialize, and really started with social emotional work. There are some challenges with the internships that are more site based, some are still functioning remotely, but the school will need to pivot some potentially. Families and students were excited about the start of a school.

Nicotra- First day was very positive, 93% live attendance and similar virtual attendance, they also are working on both the academic and social emotional skills, including 1 to 1 tutoring and targeted study halls.

Richmond Prep- prepping for opening and finalizing and working with staff, trying to pivot the website to more of a recruitment tool and resource for

	<p>families, doing initial PDs around really who our students are. Good progress overall and working with community partners.</p> <p>Overall we discussed some of the special education supports and how we were working to assure continuity.</p> <p>Dashboard- we reviewed quickly the data dashboard and the schedule for principals to attend, and to have deeper dives, Theresa and Aimee were going to propose a schedule of attendance, and we will keep refining the dashboard.</p> <p>● Fundraising Committee Report: This committee met on 9/16/2020. Present: David Lehr, Denise Henick, Mary Cottingham, Erin Celletti, Jill Patel</p> <p><u>Board pledges</u> Committee members will contact the remaining 5 Board members who have yet to make a pledge for 2020. Everyone else on the Board has already committed to a personal, significant contribution for this calendar year.</p> <p><u>2020 Solicitation</u> The group reviewed a draft newsletter to be mailed and emailed to all ~1,000 names on our mailing list later in September. This newsletter will highlight the ICS Covid-19 response with an emphasis on the DBT program. By mid October, the Committee will send a solicitation letter to the same mailing list asking for donations to support DBT.</p> <p><u>Next meeting</u> The next regular meeting of this committee will be at 8:00 am on Wednesday, October 7, to review the draft solicitation letter. When the final newsletter is circulated, we will determine if a quick Zoom meeting is need to make any final changes.</p>
<p>Presidents Report</p>	<p>Reopening Update</p> <p>Hardly unanticipated, but as you know, we have had our first Covid-related school closing of the year. We had our first confirmed case of Covid among staff and students who have been participating in in-person schooling. We immediately reported the incident as per protocol to the DOHMH and notified other members of our community who met the exposure criterion. DOHMH took the report and told us we would get a call back with further guidance. Not having heard back over the weekend, as per our protocol, we took the cautious step of shifting all in-person instruction scheduled for Monday to remote. We are awaiting further guidance.</p> <p>Facility Update</p> <p>Construction at Corporate Commons 3 is proceeding smoothly although more slowly than planned. Because so many of our families have opted for remote learning and our limited blended instructional schedule, the delay in opening CC3 poses very limited restrictions on our functioning.</p> <p>As previously discussed, we are continuing in negotiations for a site for Richmond Prep which is due to open in September 2021.</p> <p>New Ventures Expansion</p>

As you will recall, we had included in the New Ventures Charter renewal application a proposal to expand the program by increasing the number of students and grades served so that all high school students who were two years behind their peers in credit accumulation would be able to attend New Ventures. (Currently only students 16 years of age or older, with 16 high school credits and having passed one Regents examination are eligible for admission). At the time, State Ed recommended that we withdraw that aspect of the renewal application in order to make sure that the new initiative would not jeopardize New Ventures status as a transfer high school. These issues have now been addressed and we are preparing to submit a charter amendment in December. Work on this proposal is now underway and we will be bringing the draft to the board in the coming months.

Mid-Term Charter Reviews

Both Lavelle Prep and Nicotra are due for mid-term charter visits from the State Education Department this year. In the past, these visits have been in-person and have occurred around December. At the moment, we anticipate that these will be conducted remotely. Both schools have begun preparing.

Although Lavelle Prep received a full, five-year renewal, we expect to be closely scrutinized. Our vision has always taken into account the fact that our students come to us lagging and that it takes years and patience for them to catch up. The Lavelle Prep payoff has always been in the high school performance and our high graduation rate, -- 100% this year and recognition for the second year in a row as a top high school by US News and World Report. We have been warned that changes in the political climate will result this year in more intense focus on performance in elementary and middle school. We are preparing to respond to this challenge. We will be keeping you posted on our preparations.

The Nicotra School in its first term also faces challenges. This year we continue to lag in projected enrollment and this year, particularly, there is a lag in enrollment of Special Education students. These are challenges which are sure to be scrutinized. While we believe that the facility challenges may have contributed to this situation we are hopeful that the opening of the new facility and the more active involvement of Saint Johns University in the Nicotra program will be helpful, we will need to bring more than hope to the review table. At the same time, Nicotra will be preparing this year for a major program shift: Next year for the first time, we will have fourth year students. That's the year in which students begin attending classes on the SJU campus or participating in a career-oriented co-op program where students alternate weeks in traditional classes with weeks in internships. More news to follow.

New Charter Opportunities

As you know, no new charters are currently available in New York City. There are, however, charters available outside of the city. The State Education Department, which is thrilled with New Ventures achievements -- we are apparently the highest performing transfer high school in the State, -- has been encouraging us to consider replication outside the city. Two opportunities are currently presenting themselves, one in southwest Yonkers

	<p>and one in Southampton working with the Shinnecock community there. We have begun discussions with folks in both communities.</p> <p>We are undertaking this preliminary exploration in the face of some immediate uncertainty. While at the moment, it is expected that the State will issue a Request for Proposals for new charter schools, probably with a February due date, it is possible that State budget restrictions may result in the postponement of the RFP. Once again, more news to follow.</p>
<p>New Business Notes</p>	<p>ICS had a confirmed case of Covid. All buildings were closed on 9/21 & 9/22, classes were moved to remote learning and facilities were deep cleaned and sanitized. The buildings re-opened on 9/24. ICS followed DOH guidelines. Only when ICS have guidance to safely re-open will we open. Tracing has taken place and one person has been confirmed.</p> <p>The November 1st, 2020 per pupil payment will happen.</p> <p>Further substantial cuts are still a possibility. ICS has taken steps to maintain a reserve. The organization might be eligible for the “Main Street” loan.</p>
<p>Adjournment</p>	<p>A motion was made by David Lehr seconded by Jill Patel and unanimous by all to adjourn the meeting at 7:35PM. The next Board of Trustees meeting is scheduled for October 22, 2020.</p>

Integration Charter Schools

Board of Trustees Meeting

October 22, 2020 Minutes

@ 6:32PM

Trustees Present	Joseph Carroll, David Lehr, Jill Patel, Dirk Tillotson, Deborah Miller, Doris Schueler, Ed Fucini, Sheldon Blackman, Bonnie Fritz, Mike Caridi, R. Lefkowitz, John Strand, Nelly Tournaki, Denise Henick
Trustees Absent	
Staff Present	Ken Byalin, Jon Lipschitz, Dana Volini
Parents Present	None
Others Present	Dr. Kathlyn Barrett-Layne
Adoption of Agenda, Approval of Minutes and Committee Reports	A motion was made by David Lehr seconded by Bonnie Fritz and unanimously approved to accept the October 2020 agenda, August 2020 and September 2020 Board meeting minutes and committee reports.
Committee Meetings/Reports	<ul style="list-style-type: none">● Executive Committee Report: The committee met on 10/06/2020 ICS Trustees Present: Deborah M., Jill P., David L and John S. ICS Staff Present: Dr. Ken Byalin, Mary C. and Rei Rexha Agenda, Reports and Discussions <u>Facilities Update:</u> Richmond Prep is expected to occupy the Barnes and Noble building. An agreement will be signed between ICS Board of Trustees and ICS Foundation in order for the Foundation to purchase the space. The building is expected to be purchased with bond financing of 14 million to do a build out. To Do: Richmond Prep is expected to open September 2022. Bond application and approval by NYC in mid January 2021 then close in March 2021. An emergency board meeting is expected be held before the October 2021 Board meeting. Material Change Proposal: New Ventures (NV) is expected to increase student size up to 54 students by January 2021. NV expects to lower the age for admission along with credit assignment for any student in high school or dropout and is 2 years behind. Students will be able to enroll in transfer program in October/November 2020. To Do: Look for 10 intern sites. New Charter for NV: We discussed the replicating the NV program upstate in Yonkers and South Hampton for 100 to 150 students underperforming Transfer students into upstate schools.

To Do: Start Charter Management Organization outside of NYC. Hire Principal and staff and develop internships with upstate communities.

Non Material Change: Nicotra until school exceeds their enrollment #.
Students must meet their graduation requirements.

To Do: Develop a Co-op program for 30 students

Material Change: To develop separate tracks to broaden the focus. Increase the enrollment # to 60 students by the 3rd year. Students who are ready will start St John's University Early College Program in September 2020. Students must pass Regents.

To Do: change the focus of the Early College Program to a Career focus by adding a Co-Op Program. Students must pass Regents.

Dr. Ken Byalin's 2020 Evaluation

To Do: Dr. Byalin will complete self evaluation

Executive Board of Trustees will complete evaluation

Evaluation will be signed and reviewed with ICS Chairperson

Fundraising Committee reports: Newsletter was completed and submitted on line by Jill Patel. Focus is DBT Counseling.

To Do: Increase contributions

Race Relations: Topic is to continue to explore the importance of "Values".

● **Finance & Audit Committee Report:**

This committee met on 10/07/20.

Present: David Lehr, Jill Patel and Joe Carroll, as well as Ken Byalin, Dana Volini and Jonathan Lipschitz.

Began discussion with the status of Barnes & Noble potential transaction for Richmond Prep School location. Negotiations were ongoing and issues were being surfaced such as the deposit amount and forfeiture if any. Issues affecting the timing of closing were discussed as well. Some due diligence has been done and all agreed that our attorney Harold Otterbeck was a good choice for this potential real estate transaction. Our ICS Foundation would be the direct party buying the property. We looked at three locations including Barnes & Noble. The other two were 300 Genessee which is not currently for sale and Bristol which is no longer a viable option.

Audit status for year end June 30, 2020 audit. Field work has been completed and a draft audit report meeting was scheduled with this committee for Tuesday October 20th at 2pm with Dave Ashenfarb and team from Schall & Ashenfarb, CPA's. Due date for audit to be filed is Nov. 2nd, 2020. Audit process has gone well and scheduled to be on time based on dates above.

Discussed and agreed that a personnel action was being made. Catherine Uttaro, currently Director of Financial Planning is being terminated effective October (date to be determined).

Status of Main St. loan application: The application was filed with Northfield Bank. Northfield has told us that we would hear back during October as to whether they would offer the loan.

This is a loan program sponsored by the Federal Reserve offering favorable loan terms to both profit and not for profit organizations that have been financially sound pre-Covid. Will report back to this committee at the next meeting.

Agreed that September Financials would be sent on or around week of October 16. We are not expecting anything unusual for September.

● **Governance and Nominating Committee Report:**
This Committee met on 10/13/20.

Present: Robin Lefkowitz, David Lehr, Joseph Carroll, Deborah Miller, Mary Cottingham.

As stated in the ICS Bylaws: The names of the persons selected by the Governance and Nominating Committee as nominees to the Board shall be submitted to the Board at least thirty days in advance of the annual meeting at which the elections are to be held.

See below, the Committee's proposed slate of Officers for the November 2020 Board meeting

Chair – Jill Patel
Vice-Chair – David Lehr
Treasurer – Ed Fucini
Secretary – Deborah Miller

Also, the following Trustees are up for re-election (three-year term) in November 2020:

Bonnie Fritz
Deborah Miller
Dirk Tillotson
David Lehr

● **Education and Accountability Report**

No Report for October

● **Fundraising Committee Report:**
This committee met on 10/7/2020.

Present: David Lehr, Denise Henick, Mary Cottingham, Erin Celletti, Jill Patel

Newsletter

The meeting was devoted to reviewing a draft newsletter to be mailed and emailed to all ~1,000 names on our mailing list. A second draft will be developed and sent out for review. If necessary, the Committee will meet again to approve the newsletter; if not, the next regularly scheduled meeting is 8:00 on October 21, 2020

Presidents Report

Working remotely, I thought time would drag. Time has been flying.

We are already beginning to work on the budget for next year.

We are beginning to talk about the possibility of increasing the amount of in-person instruction for families who chose this option, at least for our youngest students.

We are preparing for the mid-charter-term site visits for both Lavelle Prep and Nicotra Early College.

We are preparing a proposal for a material change in the New Ventures Charter along the lines of what we had originally requested in our renewal application which will allow New Ventures to admit students under 16 years old, who have earned less than 16 credits, as long as they are academically at least two years behind their age peers in credit accumulation.

We may be very close to a deal to purchase the Barnes & Noble building by the time we meet. The situation is still fluid, and we will share details at our meeting.

We are looking at the possibility of replicating New Ventures.

It seems new to us, but actually this is the third time we've been thinking about it. The first time was even before Lavelle Prep opened. Even in those earliest days, based on our school design, people were encouraging us to replicate.

"There should be a Lavelle Prep in every borough," they told us.

We were flattered. Excited, even. And ultimately — overwhelmed. We opened Lavelle Prep on a shoe string with almost no infrastructure to support the school operation. The thought of travelling from borough to borough was overwhelming. The idea was dropped.

A couple of years ago, the idea of replication recurred, suggested by our pro bono corporate lawyers. But with a wrinkle.

"Build the charter sector on Staten Island," they suggested.

Again we were flattered and intrigued. This time, we tried. The student demand was there already — beyond what we could accommodate at Lavelle Prep. So, we began the charter application for what we called "Lavelle Prep North". We were warned off by the authorizers. They were telling us that our prototype wasn't ready yet.

And now, we are thinking about replication again. We are thinking about replicating New Ventures, thinking about it in terms of a multi-step process beginning from mission, through school design, through building a first prototype, to replication, and finally scaling up.

These are not the discreet steps that they appear on paper.

The process begins with a mission, an end in mind.

We have been fortunate to have been clear from the start, from before our first schools were born, before even the parent organization, The Verrazano Foundation, was born, to level the playing field for people living with mental illnesses, with emotional challenges and other disabilities. As we have learned, we have refined our articulation.

Our schools were designed from the start to fully integrate students living with emotional challenges with their more typical peers. We understood from the beginning the continuity of this mission, with the other struggles of the second half of the 20th century —, all with much deeper roots —, against discrimination on the basis of race, gender, sexual orientation, national origin.

What we discovered as we began to open our schools was how formidable was the intersection of these factors. When we look at our schools,

we see the enormous challenges faced at the intersection of race, poverty, and disability.

The second step in our process is school design, of responding to the challenge of leveling the playing field for students living with emotional challenges and other obstacles is to design the school. This design process was a major element, and the most time-consuming aspect, in the charter application process. (The second major element was the organizing of community support for the charter application).

The third step, the development of first prototypes, has been the most time consuming. We have done the initial design work four times, and we have received four charters.

Lavelle Prep and New Ventures are far along in the prototype development process having opened in 2009 and 2015, respectively. Nicotra Early College, now in its third year, is early in the prototype development process. Richmond Prep, which will open in 2021, has barely begun this process.

What we have learned is that between the dream, the vision and design for a new school, lies an enormous amount of hard work, work which seldom proceeds in a straight line. The process of implementation is inevitably and intrinsically a learning process. Schools are designed with a "student" or "students" in mind. Sometimes, the envisioned kids show up. Most often, many of the students who enter a charter school (Remember, our students are selected through a lottery), -- are not the students we expected.

We adapt. We learn.

When we are successful, we are relatively happy with our product, our school, our program. For instance, we opened Lavelle Prep with the intention of creating a playing-field-leveling college prep program. Bottom line: Lavelle Prep is fully integrated. Students living with significant challenges and their more typical peers thrive together. Our students graduate from high school; most choose to go on to college. Lavelle Prep has always had a high graduation rate. This year, 100% of our senior class graduated.

For the fourth step, replication, that is not enough.

Sure, the new prototype is ready for replication when it proves itself in practice and in operation. But, proves itself to whom?

First of all to us, the entrepreneurs, the innovators. That's basic integrity. We are not going to scale up until we are confident that the prototype will really benefit people.

Beyond ourselves, who else needs to be interested? In the case of charter schools, first there is a need for a partner community interested in a replication in their community. Not everyone in the community needs to be on board. Charter schools are controversial. There will be opposition. Currently, teachers unions often view charter schools as threats. But there does need to be a group of community leaders and parents whose children might attend the schools, who really want to bring our charter schools to their community.

Is this absolutely necessary? Yes.

Does that mean that we wouldn't go anywhere where there is opposition? No.

Charter replication faces an additional obstacle which is not so often faced. In order to move forward, we need approval from the governmental charter-granting agency. They need to be convinced that the school to be replicated is high-performing, worthy of replication.

That doesn't always occur just because we are proud of our school. Witness Lavelle Prep. We set out to achieve high-graduation parity for students living with emotional challenges and other disabilities. We are proud of what we've accomplished, but the authorizer looks at the scores which our students achieve in 6th, 7th, and 8th grade high-stakes tests. In those grades, our students are still lagging behind district peers. The authorizers shake their heads. We frown. They are, we think, missing the forest for the trees. But they are the authorizers.

Lavelle Prep, despite its success, is likely unreplicable in New York State until we get our middle school scores up.

Can we do this without undermining our graduation successes? – Or the authorizers change their school evaluation rubric?

Meanwhile, New Ventures is, by authorizer standards, not just the highest performing charter transfer school (schools serving a population of students who are two or more years behind their age peers in progress toward high school graduation), New Ventures is the top performing transfer school in the state. Period. New Ventures is ripe for replication.

This is exciting but requires a word of caution. "Ripe for replication" does not mean ready for scaling up. Step One is mission clarity. Step Two is school design. Step Three is prototype construction. Step Four is replication. Step Five is scaling-up.

The next step for us is to prove that New Ventures can be replicated. New Ventures success goes beyond mission and design. In the process of implementation, a lot was added. There is a magic in the staff chemistry which translates into a chemistry among the students which helps them to persevere, to transform previous educational failures into success. There is something special, too, perhaps in the Staten Island community which helped gain the support and participation of local elected officials, business, and community organizations crucial for the success of the New Ventures design.

How replicable are these ingredients? How well will we adapt to the challenges of a new community? Will we get it right the first time? Perhaps. How many successful replications will it take before we can say, "We know how to do this"? Only at that time are we ready for the next step, scaling up. How many years away is that moment? I don't know.

We may be able to take the replication step now. We are proud of New Ventures. We have a powerful mission and a great school design which has proven itself in prototype. We are getting to know some communities which are perhaps interested in partnering in replication. There appears to be a willingness of the part of the authorizer to consider replication.

Will replication be successful? I don't know.

Will it lead to scaling up? I don't know.

The only way we can begin replication is to take advantage of whatever opportunities fall in our laps. The unique confluence of community support and authorizer interest won't happen every day. We must be nimble enough to respond to opportunistic invitations and move forward by trying things out at the same time we're designing a replication strategy. To address this challenge, we have created a task force to help think this through including members of our staff, chair emeritus Paco Lugovina and current trustees John Strand, Dirk Tillotson, and Ed Fucini. There are important questions arising and much to be discussed at future board meetings.

<p>New Business Notes</p>	<p>The ICS Foundation is close to a deal on purchasing 2245 Richmond Avenue. Looking at a \$14.5 million purchase price, with around an additional \$9.9 million for capital improvements. With debt service reserve funds and capitalized interests the project is just under \$30 million.</p> <p>Estimating closing date of mid Feb to mid March. The Foundation would sublease this property to ICS for Richmond Prep to move in Sept 2022. The location is a value to us as it has additional bus routes and allows opportunities for more students to get to it. For the 2021-2022 school year Richmond Prep will co-locate at Corporate Commons 3.</p> <p>*The Board requested that an appraisal be completed as part of the due diligence process.</p>
<p>Resolution</p>	<p>A motion was made by Sheldon Blackman, seconded by Joe Carroll, and unanimously approved by all to accept the following resolution:</p> <p>RESOLVED, that the Board of Trustees approves the following:</p> <ul style="list-style-type: none"> - The ICS Foundation is currently negotiating with the owner(s) of the building at 2245 Richmond Avenue, Staten Island New York 10314, to purchase the Building, which will require construction to convert to a school building and will be financed, most likely with tax exempt bonds. - The ICS Foundation will own the Building and be the borrower under the bonds; the ICS Foundation will lease the Building to the School for rent sufficient to cover the development of the Building and the Building's operating expenses. - In order to enter into a purchase agreement with the owner of the Building, there's a requirement to deposit \$300,000. That deposit is fully refundable if the contract is terminated during the due diligence period. - The ICS Board authorizes the payment of the deposit from ICS as the beneficiary of the purchase of the Building and its ultimate development. This will also include ICS paying any upfront costs that will be necessary for due diligence on the purchase of the Building. - The deposit and upfront costs will be refunded to ICS upon closing on the bonds.
<p>Adjournment</p>	<p>A motion was made by Bonnie Fritz, seconded by David Lehr and unanimous by all to adjourn the meeting at 7:12PM. The next Board of Trustees meeting is scheduled for November 19, 2020.</p>

Integration Charter Schools

Board of Trustees Meeting

Minutes

November 19, 2020@ 6:32PM

Trustees Present	Joseph Carroll, David Lehr, Jill Patel, Dirk Tillotson, Deborah Miller, Ed Fucini, Sheldon Blackman, Mike Caridi, R. Lefkowitz,
Trustees Absent	Doris Schueler, Bonnie Fritz, John Strand, Nelly Tournaki, Denise Henick
Staff Present	Ken Byalin, Mary Cottingham, Dana Volini, Rei Rexa
Parents Present	None
Others Present	Dr. Kathlyn Barrett-Layne, Francisco Lugovina
Adoption of Agenda, Approval of Minutes and Committee Reports	A motion was made by David Lehr seconded by Robin Lekowitz and unanimously approved to accept the November 19, 2020 agenda, October 2020 Board meeting minutes and committee reports.
Committee Meetings/Reports	<ul style="list-style-type: none">● Executive Committee Report: The committee met on 11/04/2020 <p>Present Deborah Miller, Jill Patel, David Lehr, John Strand, Ken Byalin Mary Cottingham and Sharena Tirado.</p> <p>New Ventures: Project Based Learning (PBL) will conduct training for teachers for the expansion. NV will propose a change in admission language to add 9th grade, formerly it was 10th grade to 12th grade. NV enrollment cohort will be 18-20. July summer admission begins with transfer students having 16 credits and 2 years behind.</p> <p>Facilities: Discussed Barnes and Noble – purchase of building, signing of contract by ICS Foundation, to establish lease between ICS Foundation and ICS. The Executive Board’s discussion of the application process for bond finances and Build NYC approval by NYC Mayor. Since our meeting on November 4th the Barnes and Noble purchase deal was withdrawn from the table by Barnes and Noble. See President’s Report concerning the conclusion of the matter.</p> <p>Facilities: CC3 – 3rd floor is expected to open September 2021 late spring some open houses are expected to be held. Some of our staff/principals have visited the space.</p> <p>CC1 and 2: students are in school and things are going well. ICS is looking at expanding in person classes. See President’s report for updates and changes.</p>

Real-estate: Our lawyers are expected to meet with Eltingville Luther representatives to discuss ICS part in the case with the Synod concerning our deposit.

Dr Ken Byalin's Evaluation: In the process of being completed by ICS Executive Board, reviewed with Dr Byalin, signed and submitted by Chairperson, Deborah Miller.

- **Finance & Audit Committee Report:**
This committee met on 11/04/20

Present: David Lehr, Jill Patel, Joe Carroll, Ken Byalin, Dana Volini, Jonathan Lipschitz and Priyanga Iddamaloda.

Began discussion with the financial projections for the Barnes & Noble potential transaction for Richmond Prep School location. The financial projections detailed the sources and uses of funds for the project. All attendees were in agreement with the financial projections which showed positive balances for the project overall.

Discussed the September financials for ICS. All schools were thus far operating with positive net income. Overall ICS was well within budget; however, New Ventures was coming in short of budget. It was agreed we would present an updated forecast for New Ventures at the next scheduled meeting. New Ventures student enrollment is under budget which causes their budgeted to actual income variance to be under budget. The cash flow statement for September showed a normal amount of income and expenses. Cash balances were consistent with expected amounts.

Discussed the status of our current FDIC limits for our bank accounts. Ground work has been done to analyze our options and will be available to discuss at the next scheduled meeting.

- **Governance and Nominating Committee Report:**
This Committee did not meet in November.

- **Education and Accountability Report**

This Committee met on 11/18/20

Trustees present: Doris Schueler, Nelly Tournaki, John Strand, Dirk Tillotson. Deborah Miller, Bonnie Fritz

Enrollment and attendance- the Committee reviewed the enrollment (including SpEd and ED disaggregation) attendance and chronic absence numbers from the schools, as well as the school interventions. There was some discussion around the challenges students faced and the multiple ways that students can engage with school—given some of their home situations. New Ventures came off a record graduation and is continuing to enroll students daily, they have also shown real progress in reducing

chronic absences, Lavelle Prep HS is facing some challenges with the freshmen class but is addressing those issues.

The Committee discussed the actual college readiness effects of distance learning and a preview of the graduate profile that we will address in depth at a future meeting. Nicotra also discussed its program and the dual enrollment track in some detail, alongside the partnership with St. Johns University.

MAP testing- the Committee discussed the reintroduction of Measured Academic Progress (MAP) as our interim assessment. While we believe this is better aligned with the standards and NYS testing than Scantron, there are always some issues in implementation and changing the system, particularly with all the challenges. This is an adaptive exam that gets harder as students are more successful, so it can be frustrating for some students, and different than what they are used to. Similarly, there is significant PD to staff on administration and interpretation and usage of the data. We reviewed the baseline data from the schools. Noting that Lavelle Middle, while very successful at developing students to be high school ready, shows a flatter trajectory of achievement that we would like, particularly in the earlier grades. Staff are reviewing the alignment with our program and the standards tested to better understand this seeming discrepancy (our students test well on HS readiness, yet perform relatively poorly on the MS standardized tests) and address it.

● **Fundraising Committee Report:**
This committee met on 10/29/20

Present: Mike Caridi, Denise Henick, David Lehr, Mary Cottingham, Erin Celletti, Samantha LoCasta, and Jill Patel

Newsletter

The school newsletter was distributed to about 750 friends.

Letter of solicitation

It was agreed to revise the fundraising letter to

 Include all the counseling services

 Emphasize the uniqueness of these offerings

 Stress the need to offer more support during the pandemic

Erin will speak to counseling staff and draft a new letter. It will be reviewed by the committee before distribution.

Both electronic and hard copies of the letter will be sent; the hard copy will include an insert with instructions for mailing checks.

Target distribution date is 11/6/20

Soliciting parents

The staff will speak to Ken and the principals about a fundraising campaign for parents - \$5 Family Fund – as well. Depending on their response, Jill will contact the Nicotra PTA president to make sure we have her support and design a separate outreach.

	<p>Use Giving Tuesday as springboard and encourage staff to post on social media accounts.</p> <p><u>Board members contributions</u> The Committee will reach out to the few Board members who haven't yet determined their 2020 contribution.</p> <p><u>Next meeting</u> The group will meet next at 8:00 am on Wednesday, November 11, 2020 and the staff will send a Zoom link.</p>
<p>Presidents Report</p>	<p>This has been a year of challenges, beginning as the year began with challenging ourselves to improve special education at ICS and strengthen our pathway to teaching initiative. Key initiatives included a commitment to dramatically increase compensation for dually-certified, core content teachers in order to increase teacher motivation to obtain the second certification. In the shorter term, we would replace teacher assistants in many core classes with SPED-certified co- teachers at a substantial increase in cost.</p> <p>Then the Blue Wave Challenge hit. We received a warning from our authorizer: We could no longer count on Lavelle Prep's high school graduation rate to carry us past lagging scores on statewide tests in Lavelle Prep Elementary and Middle School Divisions. We understand the middle school performance differently. The groundwork is being done there on which the high school achievement rests. But we did not ignore the warning. A number of changes were pending but we accelerated the process, instituting a sweeping leadership change at Lavelle Prep as well as a complete reorganization of instruction leadership at ICS. A new team, all of whom have been part of our team since the earliest years, took the helm at Lavelle Prep, Jenna Curran as principal of the elementary division, Kristina Mazza as principal of the middle school, and Dori Rexha as principal of the high school.</p> <p>At the senior staff level, Aimee Horowitz as Vice President for Education, Instructional Excellence, and Theresa Peterford as Vice President for Education, Integration Excellence, were appointed to lead our faculty into the next decade. They quickly developed a plan for improving instruction while strengthening our commitment to the spirit of IDEA.</p> <p>Then Covid hit. The world was turned upside down. Our instructional teams (as well as our administrative teams) made the change to a totally remote environment. We received kudos from parents as schools around the City and State struggled. Although statewide testing was cancelled, curtailing our ability particularly at Lavelle Prep to assess our progress, our high schools achieved outstanding graduation rates.</p> <p>As threats of cuts in State funding loomed, we initiated a budgeting process which brought school leaders into a more active role in the process than they had ever had before. This process, begun prior to Covid, was a challenge, presenting a steep learning curve. But it was successful. As of this writing, we do not know if there will be further budget cuts but we are well-prepared, having taken a variety of steps to restrain costs, having received a PPP loan and encouraged by the possibility of an additional Main Street loan. We have done this while sustaining our mission critical initiative to strengthen special education instruction and sustain and strengthen our teacher pathway initiative.</p> <p>Then George Floyd was murdered in Minneapolis. While still working remotely, we began to look at how this national trauma would impact us, our</p>

staff, our students, our community. How would ICS rise to the occasion? This work is continuing through monthly meetings in all our schools as we look together at our Values through the lens of race. We appointed our first Director of Diversity, Equity, and Inclusion. This is an ongoing process as we learn together to create a better environment for teaching and learning for the entire ICS community.

At the same time, we were planning for the next step in our response to the Covid challenge. Our plan, to offer all families a choice between remaining fully remote or shifting to a blended learning model in which students attended in-person classes one day a week, was submitted to the State on time. Our teams were ready and our schools all opened safely as scheduled on September 10. And we expanded our Elementary Division at the same time to begin serving students in kindergarten through second grade. All in all, a remarkable achievement.

And now the challenge of replication is presenting itself. The New Ventures renewal, itself a high point of the year, and the recognition of New Ventures as the highest performing transfer high school in New York State has led us to a place where we are being seriously encouraged to replicate. What a gigantic accomplishment that is. Until now, ICS has been the developer and incubator of new school designs. Now we are being asked to take the next step. Will anything happen this year? We don't know. Because of Covid, it remains uncertain whether NYSED will even issue an RFP for new charters this year. But we have begun discussions with interested residents of Southampton and Yonkers about the possibility of bringing the New Ventures magic to their communities.

Last year, our annual audit was delivered to the State late, a source of significant embarrassment. Early this last year, Jonathan Lipschitz joined our team as Director of Finance to, among other things, help assure that we do better. Good news: a clean audit was delivered to the State on time.

And we are continuing to work on finding a home for our fourth school, Richmond Prep which will open in September. The disappointing news is that although we were very close to a contract to purchase the old Barnes & Noble building on Richmond Avenue as the home for Richmond Prep, that deal has fallen through. The sellers were ultimately unwilling to allow the environmental due diligence required for us to safely acquire that property. The good news is that Richmond Prep will incubate for the first year at Corporate Commons 3.

And we will continue our hunt for a school site. The real estate business remains a challenge for us. That is not where our core competence as an organization lies. But with the help and guidance of a number of people, most particularly Trustee Mike Caridi who has coached me through this process, we are continuing to learn. There are a number of potential properties which we are looking at. If we cannot find a suitable site for purchase by this Spring, we will move toward a lease arrangement.

As we come to the end of this year, we are coming to the end of an era. Devora Miller has been an important part of our schools from the very beginning. As a member of the Lavelle Prep planning team, as a founding Lavelle Prep trustee has always been there from the earliest days of recruiting students to serving as Chair of the Lavelle Prep board through the merger with New Ventures, then with Jonathan Lipschitz serving as founding co-chair of the ICS board and then most recently as chair of ICS, her commitment to our mission and our schools and our students has always been number one. I

	<p>am grateful for her service, for her support, and for her willingness to continue to serve.</p> <p>And at the same time, I am excited by the opportunity to work with Jill Patel as chair. I love change and am looking forward to the challenges ahead.</p>
New Business Notes	<p>School remote learning and reopening was discussed. It was decided that ICS Administration will monitor the current environment on a week to week basis. Leadership will assess and make a recommendation to the Board on the viability of re-opening/blended learning.</p>
Annual Board Officer and Trustee Elections	<p>A motion was made by Joe Carroll, seconded by Michael Carid and unanimous by all to accept the proposed Slate of Officers for the November 2020-2021 term, see below:</p> <p style="padding-left: 40px;">Chair – Jill Patel Vice-Chair – David Lehr Treasurer – Ed Fucini Secretary – Deborah Miller</p> <p>A motion was made by Dirk Tillotson, seconded by Robin Lefkowitz and unanimous by all to accept the Slate of Trustees recommended for re-election (three year term) for November 2020 as well as a recommendation for Trustee Dirk Tillotson to remain as the Member at Large on the Executive Committee for another term.</p> <p>Bonnie Fritz Deborah Miller David Lehr Dirk Tillotson- Member at Large</p>
Resolution	<p>A motion was made by Joe Carroll, seconded by Robin Lefkowitz and unanimous by all to approve and accept the District Wide Safety Plan submitted for 2020-2021.</p>
Adjournment	<p>A motion was made by Robin Lefkowitz seconded by David Lehr and unanimous by all to adjourn the meeting at 7:12PM. The next Board of Trustees meeting is scheduled for December 17, 2020.</p>

Integration Charter Schools

Board of Trustees Meeting

Minutes

December 17, 2020 @ 6:30 PM

Trustees Present	Joseph Carroll, David Lehr, Jill Patel, Dirk Tillotson, Deborah Miller, Ed Fucini, Sheldon Blackman, Mike Caridi, Robin Lefkowitz, Bonnie Fritz, Nelly Tournaki
Trustees Absent	Doris Schueler, John Strand, Denise Henick
Staff Present	Mary Cottingham, Ryan Melis, Elaine Bartley, Samantha LoCasto, Rei Rexha
Parents Present	None
Others Present	None
Consent of Agenda Approval of Minutes	A motion was made by Joe Carroll seconded by Robin Lefkowitz and unanimously approved to accept the December 2020 Agenda, Committee reports & President report and the November 2020 Board Minutes.
Resolutions	<p>A motion was made by Joe Carroll seconded by Sheldon Blackman and unanimously approved by all to adopt the following resolution “Be it hereby resolved, with our deepest appreciation, the Integration Charter Schools' board of trustees honors Deborah Miller for her dedication, service, and leadership as chairman of the board of trustees, July of 2017 to November 2020”.</p> <p>Mary Cottingham presented the plaque to Deborah Miller during the Zoom Board meeting. Mary & team will arrange for the plaque to be delivered to Deborah’s home.</p>
Mission Story	<p>New Ventures Mission Story</p> <p>A recent graduate Joseph Tafuri sent an (unsolicited) email about his experience at New Ventures. .</p> <p>This was a student that came to NV from another high school on Staten Island where he was severely bullied. When he arrived at NV’s he had a wall up.. Joseph wrote: ”I joined New Ventures, but I also joined the New Ventures family. Each of you supported me through my lows and</p>

	<p>cheered me on throughout my highs. Each of you helped me to restore my confidence and faith in myself. I walk with purpose and my head held high, and I have all of you to thank for it.”</p>
<p>Committee Reports</p>	<p>Governance and Nominating Committee Report: This Committee met on 12/15/2020.</p> <p>Present: Robin Lefkowitz, David Lehr, Joseph Carroll, Deborah Miller, Mary Cottingham and Elaine Bartley</p> <p>Elaine Bartley will track attendance for Trustee Meetings. Expected attendance for Trustees would be to attend 10 out of 12 Trustee meetings within a year. What are excused absences?</p> <p>Mary Cottingham looked into by laws regarding board attendance and excused absences.</p> <p>Joe Carroll inquired about changing the Bylaws to potentially allow the Executive Committee additional decision making power for the schools.</p> <p>Robin will look into Governance and Nominating schedule and perhaps move up a week as per Jill Patel.</p> <p>Robin asked for the Committee members to continue to think about people in the community who would be an asset to ICS and would consider joining the Board. Robin will follow up with Jill Patel about Denise Henick joining the Governance and Nominating Committee.</p> <p>Elaine will follow up on paperwork and fingerprinting for potential board member Kathlyn Layne.</p> <p>Finance and Audit Committee Report: This Committee met on 12/9/20.</p> <p>Present: Board members David Lehr, Jill Patel, Joe Carroll, Ed Fucini as well as Staff members Ken Byalin, DanaVolini and Jonathan Lipschitz.</p> <p>Began discussion with signing authority agenda item. If a signatory is out of the office for any reason, we wanted to have back-up for signing checks and approving invoices and purchase orders. It was agreed by all that Mary Cottingham be given signing authority on checks and approval authority on invoices. In addition, Jonathan Lipschitz would approve purchase orders.</p>

A summary of our Main St. Loan request was reviewed. The Main St. Loan program is a new federal program in response to the Covid-19 situation that allows very favorable terms to nonprofits that qualify for the program. There are several requirements for qualification which include having good credit history before the Covid-19 period. **After review, the Finance & Audit Committee agreed to bring to the overall ICS Board for approval of a \$2,500,000 Main Street loan. The ICS Board in turn approved the loan request of \$2,500,000 on December 9, 2020 that we are submitting to Northfield Bank .** Northfield in turn works with the Federal Reserve for overall approval of the loan.

FDIC Insurance limit was discussed. As with most nonprofits of our size, we have more than \$250,000 with one Bank which is Northfield at this time. We reviewed options including establishing a relationship with a second bank to reduce our exposure to Northfield. Northfield is currently financially strong and has assets of approximately \$5.5 Billion with strong quarterly net income and strong capital as well. It was agreed that we will monitor Northfield's financial strength and ratings on a semi-annual basis as a compensating control to the exposure over \$250,000 in deposit balances. In addition we will work on an additional banking relationship in the Staten Island area preferably which would additionally reduce our exposure over \$250,000 in deposit balances. A property review was discussed for the upcoming Richmond Prep school. We will need separate space for Richmond Prep as of September 2022. Richmond Prep is anticipated to begin in CC3 as of September 2021. Properties discussed were Bristol and for a Flagg Place property historic site. A discussion ensued and both properties will be considered depending on the ease of purchase and pricing of the property.

Discussed the November financials for ICS. All schools were thus far operating with positive net income. Overall ICS was performing better than budget, however, New Ventures was coming in short of budget but still with a positive net income. New Ventures student enrollment is under budget which causes their budgeted to actual income variance to be under budget. The cash flow statement for November showed a normal amount of income and expenses. Cash balances were consistent with expected amounts.

Meeting adjourned at approximately 5pm

ICS Executive Committee Report:

This Committee met on 12/9/ 2020.

Present: Jill Patel, Deborah Miller, David Lehr, Dirk Tillotson, Ken Byalin, Ed Fucini and Mary Cottingham

•Remote Learning: Ken Byalin gave an overview, some students are handling remote learning well; there are others who are struggling. Staff is feeling the strain of remote teaching. All things considered ICS is doing well. Ken will be sending a message to staff encouraging people to slow down and take care of themselves during this time.

The learning conditions are obviously not the same and some students have lost more time than others. ICS will stay with those students and work with them. There will be fall out from these current learning conditions; ICS will try to minimize this as best we can.

The schools will stay remote until after the break. Management will be meeting next week to discuss how to proceed with school closures moving forward.

Deborah Miller wanted to know once the COVID vaccine is available will it be mandatory to take for students. Ken mentioned that he had no knowledge about any mandatory vaccine requirements. Deborah is concerned; the Black American community in her opinion is reluctant to take the vaccine.

•Facilities: Richmond Prep will open in CC3. From a financial point of view this is a great advantage since the Nicotra School is lagging on their enrollment. The Nicotra School would not be able to fill the space or pay the rent. With both schools occupying the space it works.

ICS is currently exploring 3 real estate options, 2 in which we made bids on, 1 we were in discussions with before but they pulled back and now they are interested again.

We need to have a contract in place by 1/11/21, which is the next round of Build NYC Financing.

ICS would need to close on a property mid-May the latest in order to be ready for students in September 2022. If that doesn't happen we will

shift gears and look to lease space. The consensus is that ICS would rather buy than lease. Jill Patel asked if ICS does not have a real estate deal in place, could Richmond Prep stay in CC3 for another year?

Ken feels that after the 1st year in CC3, having both schools the following year would be too many students.

- Board meeting agendas

Jill spoke about having more robust conversations at the monthly meetings. She would like to structure the meetings differently to encourage opportunities to have more strategic conversations. She recommends starting with a mission story, something from the Staff that will remind Trustees why they joined the Board and continue to support the schools. Jill reminds the Committee that we use the “consent agenda” format which will include the agenda, minutes from the last month, the committee meetings and the president’s report. The understanding is that documents will be circulated to the Board a few days prior to the meeting so Trustees can review and we can approve at the Board meeting. This means that the Chair of each committee will need to schedule their meetings prior to the Board meetings and in enough time to have committee minutes circulated prior to the Board meetings. Ken and Mary agreed to have staff take minutes at each committee meeting.

Jill also recommends that each Committee create a Dash Board where one or two measurements are presented. The purpose is to help see what measurements each committee feels are important to report on. This could help facilitate substantive conversations, moving the Board toward having a more strategic role.

During the December 2020 Board meeting the topic of discussion will be replication. John, Ed and Dirk will run break rooms to discuss advantages and concerns of replication.

Dirk agreed that a new structure of meetings would help the Board to move toward a more strategic role. He also mentions that this would be a bit of a shift in the current culture but that it can be done. David felt it would encourage Trustees to attend more meetings. Ken feels it would be helpful to him as the leader of the Organization.

	<p>Jill asked if the proposed Board meeting “ground rules” she suggested , were acceptable. The Committee reviewed recommendations for ground rules and all agreed that it made sense. Jill will circulate to all Trustees. Deborah Miller recommends that Trustees must let the Chair know if they have to leave a meeting early.</p> <p>Jill requested to invite Robin Lefkowitz to join the Executive Committee. All the other Committee Chairs attend the Executive meetings and Jill thought there might be some virtue in having everyone who is Chair of a committee to be part of Executive discussions. There were no objects from the committee members to add Robin Lefkowitz as a member at large.</p> <p>A Special Board meeting will be scheduled for 12/14/20 at 5PM to pass a resolution to amend the admissions criteria for New Ventures Charter School.</p> <p>Education and Accountability Committee Report: Did not meet for the month of December 2020</p> <p>ICS Fundraising Committee Report: Suspended until further notice.</p>
<p>New Business</p>	<p>Consent Agenda The following is the mechanism the Board will continue to use to approve all routine items.</p> <ul style="list-style-type: none"> ● Minutes from the previous month ● Current month’s Committee Reports <ul style="list-style-type: none"> ○ Executive ○ Finance and Audit ○ Governance and Nominating ○ Fundraising Suspended ● Current month’s President’s report <p>A motion was made by Jill Patel seconded by David Lehr and unanimously approved by all to adopt the format of the Consent Agenda.</p> <p>Strategic Discussion Topic: Bernie Glassman School as a replication of New Ventures</p>

	<p>The Board was divided into two breakout rooms and discussion groups were led by Dirk Tillotson and Ed Fucini. The purpose was to encourage Trustees in discussing potential pros and cons of the proposed replication.</p> <p>Fears:</p> <ul style="list-style-type: none"> ● Growth plan and organization ● The role of the board setting a strategic vision ● Political issues ● Mentorship take place to develop staff ● Drain of resources overall ● Covid-19 effects for start up and opening ● Current staff focusing on new school instead of existing ● Nature of students ● Different community ● Financial sustainable model ● Yonkers new land to learn politics ● Is this an ICS school or an ICS proposed structure school, ● Advisors in Yonkers ● Funding ● Can we manage a school from a distance? <p>Excitements</p> <ul style="list-style-type: none"> ● New Ventures is successful in our eyes and the state's eyes ● Great need to serve these students who are falling behind ● Strong NV Staff “Family” <p>Ken and team have started to put the pieces together for the initial Charter. An estimate of \$60,000 has been raised from new donors from the Bernie Glassman community. These funds will pay for expenses accrued for time spent on writing and researching information for the potential Charter. There is no guarantee ICS will get it.</p> <p>Nelly requested to hold a discussion at some point about strategic priorities as board members of ICS.</p>
<p>Presidents Report</p>	<p>We are looking at the possibility of replicating New Ventures. This is the third time we’ve considered it. The first time was even before Lavelle Prep opened. That was way too soon. A couple of years later, the idea of replication recurred. We went a step further, actually submitted an application. Again too soon. On the advice of the authorizer, we withdrew the application.</p> <p>And now, we are thinking about replication again. We are thinking about replicating New Ventures, thinking about it in terms of a multi-step process beginning from mission, through school design, through building a first prototype, to replication, and finally scaling up.</p>

We are fortunate to have been clear from the start about our mission, to level the playing field for people living with mental illnesses, with emotional challenges and other disabilities. Our schools were designed from the start to fully integrate students living with emotional challenges with their more typical peers.

The second step in our process is school design, of responding to the challenge of leveling the playing field for students living with emotional challenges and other obstacles is to design the school. This design process was a major element, and the most time-consuming aspect, in the charter application process.

The third step, the development of first prototypes, has been the most time consuming. We have done the initial design work four times, and we have received four charters.

Lavelle Prep and New Ventures are far along in the prototype development process having opened in 2009 and 2015, respectively. Nicotra Early College, now in its third year, is early in the prototype development process. Richmond Prep, which will open in 2021, has barely begun this process.

For the fourth step, replication, building a successful prototype is not enough. First, we need a partner community interested in a replication, although not everyone in the community needs to be on board. We will expect some opposition for instance from local teachers unions. We have been meeting with leaders in southwest Yonkers for several months, and community support there is building in very favorable ways.

Second, we need approval from our authorizer. New Ventures is not just the highest performing charter transfer school, New Ventures is the top performing transfer school in the state. Period. New Ventures is ripe for replication.

The only way we can begin replication is to take advantage of whatever opportunities fall in our laps. The unique confluence of community support and authorizer interest won't happen every day. Are we nimble enough to respond to opportunistic invitations and move forward by trying things out at the same time we're designing a replication strategy. To address this challenge, we have created a task force to help think this through including members of our staff, chair emeritus Paco Lugovina and current trustees John Strand, Dirk Tillotson, and Ed Fucini.

Will replication be successful? I don't know.

Fear

Working on this new charter application for the Bernie Glassman New Ventures Charter School to be located in southwest Yonkers, fear comes up.

First comes the fear of failure. We are stretching. What if we can't get this charter proposal done? I breathe through this. I have an easy way to talk myself through this fear. We have the Christmas/New

Year's Holiday week. This Covid year for sure I am not going anywhere. I will continue to socially isolate. I will get up at the same time in the morning to meditate. I will have the time to work on the charter. I keep breathing.

What if the proposal is rejected? It might be. I will feel hurt, rejected, embarrassed. I want to hit a home run every time. I take a breath. I know it took three application rounds over three years to get our first charter, the Lavelle Prep charter. New Ventures took two rounds, as did Nicotra Early College, although we were able to do those second round applications in the same year so it didn't seem as painful, as frustrating as the Lavelle Prep application. Only our fourth charter Richmond Prep was approved on the first try.

What will happen if this initial application fails? We will learn from the failure. And we will use what we learn to go back again. Stronger. Smarter.

I breathe. I know I have lived through this fear before. I smile at a familiar demon.

And then there is another fear. Getting a charter is the easy part. Then we have to do in practice what we promised to in the charter application.

As we begin writing the charter for the BGNV, it is becoming clear that we will be tackling homelessness. As we talk to Yonkers leaders, this is an emerging theme. And this theme resonates. In Bernie's work in Yonkers, building the Greyston Bakery and the array of housing and social services with which he surrounded it, he was brining to the societal table those who had been excluded. It feels so fitting that a school in his name would take up this challenge.

We have been encouraged to undertake this replication because New Ventures Staten Island is the highest performing transfer school in New York State. Our program is wonderful. Our school team is wonderful. We have a plan to replicate this highly successful design and culture in Yonkers. But I am aware that other transfer high schools are working with student who bring different challenges. New Ventures State Island has relatively few students who are living in temporary housing, almost no students with histories of incarceration.

Will we succeed if we are serving a student population in which a much higher percentage is facing the challenges of temporary housing or homelessness? I feel the fear rising. Will we rise to the challenge?

I breathe. I realize that I am setting the bar in my mind very high. We never set out to become the highest performing transfer high school. We wanted to provide a safety net for kids who were not otherwise going to graduate from high school, to help them find a path to college and career. Yes, I am thrilled and proud of the recognition which New Ventures Staten Island has achieved. Because of this, we are in a position to replicate. But the BGNV School doesn't need to achieve the same acclaim in order to fill a critical gap.

There are other fears. Operating over distance: we have built a network of schools on Staten Island and are evolving management processes for a four school network. But BGNV is not simply going from four schools to five, it is adding the dimension of geographic distance.

Strangely, Covid has helped to prepare us for this. We have learned to do so much remotely that the challenge is not nearly as daunting as it was a year ago. There is a lot to learn but we have new, important skills and capacities.

And the challenge is more than distance. There is the challenge of bringing the school to a different community, a community that I don't live in, that I have only visited. This is frightening but not as frightening as I would have thought a year ago. The work we have done post-Floyd to begin to address the racial divides in our school community has shown me something important: I did not know the Staten Island community as well as I thought. We thought we knew things that we didn't know. We are learning we are continuing to learn. I am still breathing.

Perhaps then in entering Yonkers we have an advantage: we know that we don't know.

For me, probably the biggest challenge will lie in actually building a school program and culture which fully integrates, fully welcomes and embraces and serves students living in temporary housing. We have done this successfully with students living with emotional challenges and other disabilities. That is a comfort. And this is different. This is a new challenge. This is new learning. I am still breathing.

The Light at the End of the Tunnel

As this holiday season progresses, as we approach the winter school break, there is no doubt that we are coming to the end of what has been for many of us the most challenging year in our lives and certainly the most challenging year in the history of ICS. At this moment, we may be seeing the light at the end of the tunnel. The COVID vaccine is on the horizon. Some of us are beginning to visualize the end of the pandemic and a return to normalcy whatever that may mean. We are hoping it means in-person instruction. Some of us are more cautiously optimistic: Will we still be "blended" this time next year. I am so grateful for all that our school teams have done under these challenging circumstances to sustain each other, our students, and their families. As trustees, you too have risen to the challenges of Covid governance. For this, I am so grateful. We are all grateful.

	<p>Please take good care of yourselves and continue to take care of each other. We have learned so much together through this pandemic. We will celebrate together. We will learn together through the recovery.</p>
Adjournment	<p>A motion was made by Jill Patel seconded by David Lehr and unanimous by all to adjourn the meeting at 8:00pm. The next Board of Trustees meeting is scheduled for January 21, 2021.</p>

Integration Charter Schools

Board of Trustees Meeting January 21, 2021 6:30PM Minutes

Trustees Present	Sheldon Blackman, Michael Caridi, Joseph Carroll, Bonnie Fritz, Ed Fucini, Denis Henick, David Lehr, Jill Patel, Deborah Miller, Dirk Tillotson, Nelly Tournaki, and John Strand
Trustees Absent	Robin Lefkowitz, Doris Schueler
Staff Present	Elaine Bartley, Ken Byalin, Mary Cottingham, Samantha LoCasto, Demie Medley, Deva Medley, Dana Volini
Parents Present	None
Others Present	None
Adoption of Consent of Agenda Approval of Minutes	A motion was made by Joe Carroll seconded by Deborah Miller and unanimously approved the January 2021 Agenda, Minutes from the December 2020 Board meeting, Committee reports, President's Report.
Resolutions	None
New Business	None
Mission Story	Former Lavelle Prep Middle School graduates, now ICS educators, Deva and Demie Medley were invited to join and speak to the Board on their inspiring journey at ICS.
Committee Reports	Executive Committee met on 1/13/2021 Present: David Lehr, Jill Patel, Deborah Miller, Dirk Tillotson, Ed Fucini, Ken Byalin, Mary Cottingham and Rei Rexha <ul style="list-style-type: none">● <u>Proposed new charter</u> Ken gave an update on the time table projection from the State: <ul style="list-style-type: none">● Proposed RFP for comments to be released possibly end of January 2021.● Application will not be due until mid- July, 2021. The potential time table for opening BGNVCS will be pushed back a year: <ul style="list-style-type: none">● Planning year will begin in July 2022

- Opening the school and accepting students will begin in July 2023

CSEE could potentially be hit negatively with the change of dates. By delaying the plans a year, this means it will delay ICS's ability to help CSEE with facility costs.

There are still 19 Charters available outside of New York City.

The State will have priorities when deciding which proposals are accepted. There are three criteria in which the State will be considering two out of the three criteria are schools focusing on Special Education & over-aged and under-credited students.

Ken gave a brief update on two pertinent meetings associated with the BGNVCS:

1. On 12/22/20 Ken and Mary met with Regent Fran Wills. The meeting was very positive; Regent Wills is in support of this initiative and helped to schedule a meeting for ICS to meet the Superintendent of Yonkers, Dr. Quezada.
2. On 1/8/21 Ken, Mary & Paco Lugovina met with Dr. Quezada (Superintendent of Yonkers Public Schools). Dr. Quezada was cordial but cautious. He views our plans as an opportunity to take funds away from his schools. There are still 250 children that don't graduate from HS in Yonkers a year. BGNVCS plans on taking in 60 students in the 1st year.

Dirk Tillotson commented on how notorious Yonkers is known, from a District perspective, to be anti-Charter.

There are NO transfer HS in the Yonkers area.

Jill asked if Ken could present at the January Board meeting some information on Yonkers, to help Trustees understand what the Yonkers Community is like and the existing school system. What the population of students is like and why it makes sense that it's a fit for ICS to expand in.

- Fully remote teaching

Management met on 1/13/21 and discussed pushing back the return date for hybrid learning. All Educational staff agreed to prolong full remote learning. The tentative return date is February 22, 2021.

Parents and Staff will be notified by 1/15/21.

By the time ICS Staff leaves for winter break (2/15/21-2/19/21) as an organization we will have a better understanding of the following:

- How many staff members have appointments for the 1st dose?

- How many staff received their first injection?
- The dates for 2nd injections.

Two areas on Staten Island that are giving the vaccine: SI Tech and Port Richmond HS

ICS is consulting with our own HR Attorney to clarify on what we can require of staff.

At this time there is no legal requirement for vaccination as a condition of employment.

Fear of taking the vaccine is not grounds for reasonable accommodations.

Jill inquired about the small number of students who were struggling. Ken reported that the ICS Counseling department remains engaged and in contact with those children and their families. There are a few students we have lost touch with and in those cases we have no other choice but to call Child Preventive Services.

There are some in-house challenges in the Counseling department. ICS has 8 Counselors and one member of the team will be out for 10-12 weeks on a medical leave.

- Facilities

ICS has an agreement to purchase 2655 Richmond Avenue (Barnes & Noble); the ICS Foundation has signed a contract and has over-nighted the paperwork and a deposit check to the Seller. The application for the Bond Financing has been submitted on time and confirmation of submission was received.

David Lehr reminds all present that its best practices for there to be complete transparency between ICS and the ICS Foundation with all agreements between the two entities. As well as keeping Trustees abreast of any and all relevant updates.

Corporate Commons 3 is status quote.

- Legal Counsel

There are two Law Firms that have been representing both ICS and the Foundation:

1. Cohen Schneider Law, P.C., Education Lawyers
2. Otterbeck Law Firm, Real Estate Lawyer

Cliff Schneider helped ICS create the ICS Foundation. We no longer need this firm to be involved with the Foundation. They will remain ICS's Education Lawyers.

Harold Otterbeck represented ICS in the re-negotiation of the Nicotra lease and did a great job.

Harold also was the lawyer representing the Foundation initially with the 2655 Richmond Avenue deal as well as two other real estate offers.

Some concerns were raised by the Foundation Trustees that there could be a conflict of interest for Harold.

Harold is now representing the ICS Foundation in the negotiation with the ownership group of 2655 Richmond Avenue (B&N). As a way of addressing this situation Harold has provided a conflict of interest waiver, the Foundation signed the waiver.

David & Dirk feel there is no conflict if the Otterbeck Law firm is not currently working on anything with ICS.

Harold Otterbeck cannot represent the school while ICS negotiates a lease for the Foundation.

ICS needs Cliff Schnieder to represent ICS on the lease.

There could be some potential new negotiations with The Nicotra Group and Ken would like to keep Harold Otterbeck as the lawyer dealing with them.

Is there a conflict if Otterbeck Law Firm is representing the Foundation on the B&N deal? No, as long as the Foundation has nothing to do with the lease negotiations with Nicotra.

The ICS Foundation needs a non-for-profit Lawyer and a real estate lawyer to buy the building.

The Foundation signed the Conflict of Interest waiver Harold prepared.

Harold would like ICS to sign the waiver. Mary forwarded the waiver to the Executive Committee for review on 1/13/21. Jill suggests pausing things for now. The Executive Committee will review the waiver; there is no urgency at this time to sign.

- Board meeting agenda item: Growth Strategy

At the December 2020 Board meeting it was discussed that the Trustees would like to hold a more in-depth discussion of ICS's growth strategy. Jill drafted an outline of topics and Dirk, Nelly & Jill will each facilitate 20 minute break-out sessions to talk about growth. The purpose is NOT to discuss the BGNVCS replication. The purpose is to discuss, in general ICS as an institution:

- What do we have to offer?
- Where should we be looking for growth?
- What would we do if there were no limits?
- In the real world where there are limits on new opportunities how do we evaluate the opportunities?
- Actively think what our preferences are for growth.

The Governance & Nominating Committee will make a recommendation at the January Board meeting for Robin Lefkowitz to become a member at large for the Executive Committee

Finance and Audit Committee

This Committee met on 1/13/21

Present: David Lehr, Jill Patel, Joe Carroll, Ed Fucini as well as President Ken Byalin, staff members Dana Volini and Jonathan Lipschitz.

Began discussion with the status of the \$2.5 million Main Street Loan funding. The funding was successfully completed on December 24, 2020.

Discussed the correspondence from The NY State Education department concerning our June 30, 2019 audit. There were only a few minor requests for information requested such as the person responsible for complying with the findings and copies of our equipment inventory reconciliation. Jonathan Lipschitz will draft the response before responding.

The committee considered if they wanted to continue with Schall & Ashenfarb as auditors for the coming year end June 30, 2021 audit. The committee confirmed that we will be continuing with Schall and Ashenfarb.

Discussed the December 2020 financials for ICS. All schools were thus far operating with positive net income. Overall ICS was performing better than budget, however, New Ventures was coming in short of budget but still with a positive net income. New Ventures student enrollment is under budget which causes their budgeted to actual income variance to be under budget. The cash flow statement for December showed a higher amount of income due to the Main Street loan of \$2.5 million deposited. Expenses were in line with expectations. Cash balances were higher than expected amounts for this reason.

Chirayu Patel was introduced as the latest addition to the accounting staff. Chirayu was hired as a senior accounting associate.

Governance and Nominating Committee Report:

This Committee met on 1/12/2020

Present: Robin Lefkowitz, David Lehr, Joseph Carroll, Deborah Miller, Mary Cottingham and Elaine Bartley

Joe Carroll made a motion, Deborah Miller seconded and all agreed to recommend Eddie Laguerre to join the ICS Board.

A motion was made by David Lehr, seconded by Joe Carroll, unanimously approved by the Integration Charter Schools Board of Trustees, having conducted a thorough background check via a fingerprint scan as required and having discovered no State or federal criminal history, or having provided such history to SED (found, has voted to select Eduardo LaGuerre as a final candidate to its Board of Trustees, with a term expiring November 2024 pending approval by SED. The resolution approving Eduardo LaGuerre *is formally adopted upon SED 's approval.*

The Governance & Nominating Committee recommends to the ICS Board the following proposed Committees and their members:

- Executive Committee: Jill Patel, David Lehr, Ed Fucini, Deborah Miller and Dirk Tillotson(Trustee at Large)
- Finance & Audit: Ed Fucini, Joseph Carroll, David Lehr
- Governance & Nominating: David Lehr, Robin Lefkowitz, Joseph Carroll, Deborah Miller
- Education & Accountability: Doris Schueler, Dirk Tillotson, Eleni (Nelly) Tournaki, Deborah Miller, Bonnie Fritz, John Strand
- Fundraising: This Committee has been suspended until further notice.

A motion was made by Mike Caridi, seconded by Deborah Miller, and unanimously approved by all to adopt the proposed Committee members.

Jill Patel had a discussion with Denise Henick about being the Chair for the Fundraising committee. At this time Denise couldn't commit. The Fundraising Committee was comprised of the following Trustees: Jill Patel, Michael Caridi, Denise Henick, David Lehr, and Robin Lefkowitz

Tentative Board member Dr. Layne Barrett was suggested to join the Education and Accountability Committee. Once she is officially on the Board a G&N Committee member will reach out to her. Dr. Layne's fingerprinting has been received. We are waiting on some outstanding paperwork.

The Committee recommends that Robin Lefkowitz join the Executive Committee as a member at large.

A motion was made by David Lehr seconded by Deborah Miller and unanimously approved by all recommending Robin Lefkowitz join the Executive Committee as a member at large.

Education & Accountability Committee

This Committee met on 1/13/21

Present: Dirk Tillotson, Dr. Nelly Tournaki, Bonnie Fritz, Doris Schueler, John Strand

Staff present- Jonathon Lipschitz, Aimee Horowitz, Yelena Osore, Theresa Peterford, Samantha LoCasto, Meagen Moeller, Alison Losavio, Jenna Curran, Jacqueline Hillary, Rei Rexha

Item to be voted on

The committee reviewed the Integration Charter Schools Data Privacy and Security Policy to be voted on. This policy addresses ICS responsibility to adopt appropriate administrative, technical, and physical safeguards and controls to protect and maintain the confidentiality, integrity, and availability of its data, data systems, and information technology resources.

The team consists of Dana Volini - Data Privacy Officer
Jonathan Lipschitz - Director of IT
Susan Varvara - Director of Operations
Yelena Osore - Director of Program Evaluation

Dirk asked for a motion to amend the document with the appropriate edits to be made by Jonathon and Yelena. Nelly moved and Bonnie seconded. All in favor.

The Education and Accountability Committee presented the new ICS Data Policy to the Board and a motion was made by Mike Caridi, seconded by Deborah Miller and unanimously approved by all to adopt the new ICS Data Policy.

Data

Two written reports were provided to the committee, the first detailed the ICS Data Privacy and Security Policy, and the second outlined Enrollment, YTD Attendance, Breakdown and Chronically Absent data across the different schools; as well as the 2020 September Proficiency Projections through Measure of Academic Progress (MAP) data in Lavelle Prep Elementary and Middle School.

The committee reviewed enrollment data from all schools and discussed long term and short term goals as well as initiatives being made to improve recruitment and retention.

	<p>During the attendance breakdown, John initiated a question regarding the difference between “Virtually Present” and “Present by Submission of Work”. Theresa responded this action was put into place as an option and alternative for families, allowing them more flexibility during remote learning. Alison went on to explain students who are marked present by “submission of work” are not part of the livestream class. Instead those students receive a recording of the live class to access at any time. Students who are marked virtually present log onto the class at the time of the livestream. While reviewing the chronically absent data, Doris highly recommended surveying those repetitive students for depression. Theresa suggested this would be a counseling team initiative and would pass the information along to Diane and Priscilla. Doris will send a copy of the survey to Aimee for next steps.</p> <p>Measure of Academic Progress (MAP) baseline assessment was suggested by David Frank to be done three times a year as a growth tool for proficiency projections. This will allow teachers to set growth goals for each individual student on their progress towards state exams after every assessment and classroom observation. Teachers have been trained and will continue to be trained on analyzing MAP data to identify student’s weaknesses and strengths.</p> <p>Dirk asked for a motion to adjourn the meeting. Nelly moved and Doris seconded. Meeting adjourned at 2:52pm.</p>
Committee Dashboard	<p>The hope is to eventually have a dashboard for each committee, and the intent is to present things monthly to the board that are useful measures of how we're doing.</p> <p>This month there's one dashboard from the Governance and Nominating committee, which simply shows the number of trustees attending each board member compared to the quorum, and then lists the individual trustees and the frequency with which they've attended board meetings. The second dashboard is from the Finance Committee and has graphs illustrating our revenue expense, the bottom line, et cetera, cash flow.</p> <p>All members were presented with documentation prior to the meeting.</p>

**Strategic
Discussion**

The Board was divided into three breakout room discussion groups led by Jill Patel, DirkTillotson and Nelly Tournaki. The purpose was to encourage Trustees to discuss what our growth strategy will be.

What are our strengths? What do we have to offer the world beyond our existing four walls?

Think about two possible scenarios. One is the best of all possible worlds. Assume there are no constraints we could apply for charters. We could do whatever we wanted to do. What kind of growth would be appropriate for ICS? Second consider the real world, given all the constraints that exist, the lack of no new charters. How should we evaluate opportunistic chances that come up for growth? What is the criteria for us? What do we need to consider when we consider any kind of possible expansion?

Challenges centered around the organizational stretch in terms of growth. ICS is growing our schools that are still here, about to do a big facilities project, and start up a new school in our local area while considering doing a school in a new area. How are we going to pull these projects off from an administrative and organizational structure, while continuing to do things we're doing well? Not to say we can't, But we need to really understand who are the people behind this and how are we going to muster the capacity to do these things without undermining our current responsibilities. The fear is what is the effect on our current team and our ability to do what we're already doing well by adding these new things and how is this organization going to support these new and difficult things and do them well and maintain our standards

When we look at internal growth and our existing charters that we have, we don't want to lose sight of them. We want to make sure we could build them to their maximum potential. Keeping our home strong is very important. We cannot lose sight of that. We have to keep focusing on our family and we have to keep focusing on our student achievement. We have not reached student achievement to the level where we are totally comfortable yet.

Also, the issue we might have difficulty duplicating the political influence that our board has on Staten Island. We're very well-connected, we're a very strong board and going out of our territory is imposed, in a way, on us because of the need that the state education has to replicate that. So, we're going to take a risk because

	<p>the population that we're going to have in Yonkers is going to be very, very challenging. There is concern that there are un-served kids we could offer something to, still on Staten Island, and that we should be thinking about whether the schools we currently have, particularly Nicotra, is fulfilling its potential. And if not, should we be using that charter and that energy for replicating one of our schools someplace else on the Island? There are other populations that our skills might play to for example kids with more severe disabilities, on the Autism spectrum, developing disability; those might be populations we should/could serve because of what we have learned over the course of the ICS schools.</p> <p>Bonnie brought up the issue about consulting versus ownership. There are different levels of risk to owning and starting another ICS charter than simply consulting with someone else who wanted to begin a school.</p> <p>Something that we need to be cognizant of. There has to be a vibrance to the organization and that comes from seizing opportunities that you didn't think of last week. If something comes up, we have to be ready for it. One of the jobs as a board is to be in a position to react quickly and carefully to opportunities that come up. We need to be able to swing into action and say, "Okay, is this a good idea?" And work with the administration to evaluate things.</p> <p>It is very important that we continue to talk about these issues and to listen to each other, because our own thoughts should shape the policy of the ICS.</p>
<p>Meeting Notes</p>	<p>The foundation has signed a contract to purchase Barnes & Noble. The sellers have agreed to lower the purchase price by \$400,000. We have 90 days to complete the due diligence. We expect to be able to close by June 15th the latest and begin construction so the building will be ready for students by September 2022. The board members of the foundation are Michael Caridi, John Gustafson, and Mark Minnberg.</p> <p>-This year's budget cuts we have anticipated for are extremely unlikely to happen. We were not expecting any further cuts. If the governor gets everything he asked for, it would be great news for the Carter Sector and would end up with a significant increase in per-pupil funding. Some portion of it is not directly state tax revenue, but comes through special federal funding add-ons. Worst case scenario seemed to be the per pupil funding in total to remain flat.</p>

	<p>High probability the proposal from the governor to resurrect Zombie Charter without raising the cap is not going to happen.</p> <p>The one warning shot which applies to the educational sector as a whole is at some point the feds are going to stop sending extra money presumably because its COVID related. In the event that it stops, will hurt, but won't cut to the bone.</p> <p>-ICS has postponed reopening in person at least until after February break. As of the end of last week only 49 staff members out of 230 had been able to get appointments for the first dosage of the vaccine. For future calls, we would like to see where we are with the availability for staff getting the vaccine.</p> <p>Yonkers Update: New Ventures Bernie Glassman Replication Ken has asked the state to slow this down a little, so the board could have more time to think about this. The state has approved and postponed, pushing back the request for proposal process. The RFP will now come out in April with the due date for submission at mid or end July. In terms of perspective opening, and planning will all get pushed back a year for staff training July 2022 and students July 2023.</p> <p>One of Yonkers' challenges is its the third or fourth largest city in NYS. Luckily, they are statistically successful in graduating highschool students around 90% higher than New York City. Even with their success, they have about 250 students a year who are not graduating.</p> <p>It is a very diverse community. Student body resembles ICS students, 65% of their students are Latino, Hispanic, and a significant African American population.</p>
<p>President's Report</p>	<p>The Pandemic</p> <p>As you know, we have delayed resumption of in-person instruction for another month; we will not re-open brick-and-mortar before we return from the February break. But that is optimistic. As of the end of last week, only 49 of our 230 staff had appointments for first vaccinations. With a four-week wait for second shots and an additional two-week wait for the vaccine to achieve its maximum protectiveness, with staff finding it difficult to get first appointments, with some staff fear of the</p>

vaccinations, it seems unlikely that we will resume in-person instruction in less than two months.

At the same time, the President seems to be targeting a May 1 resumption of in-person instruction for students in K through 8. Might we achieve that target? There are a number of unknowns. One of the most obvious is the uncertainty about the decisions our parents will make for their own children. I believe the parental option for remote instruction will remain for at least this school year and that parents will continue to have a choice.

To bring large numbers of students back fully in-person also creates challenges in terms of classroom facilities and staffing as long as the current social distancing guidelines remain in effect. Lightening of these guidelines, allowing more students in each classroom would ease these challenges.

But unknowns abound: How many students are coming back this Spring? How many teachers can safely return? These are questions which all schools face. We have an additional consideration: it is possible (I don't want to say probable) that our new, Corporate Common 3 facility will be at least partially available by May 1. That would certainly ease the space challenge.

Financial Perspective

As you know, we did considerable belt tightening this year. And we have been fortunate in receiving two substantial federal loans, one of which is likely to be largely forgiven. As a result, we are currently in a very strong cash position. We have absorbed already a funding cut which was part of this year's State budget. We have been bracing since July for further cuts.

It now appears unlikely that we will receive any further cuts this year. And there is optimism in the charter sector that next year's per pupil funding will remain flat rather than being cut further. This is all very good news.

Facilities

Despite setbacks associated with the pandemic, work on our new facilities in Corporate Commons 3 are proceeding. The Nicotras are

optimistic that we will be able to begin occupying space as early as March.

And we have taken a critical step toward resolving the facility challenge for Richmond Prep. The ICS Foundation has entered into a contract to purchase the former Barnes & Noble building on Richmond Avenue. The Foundation has also submitted the application for tax-exempt bond financing with Build NYC. Our investment bankers, D.A. Davidson, are optimistic that we will receive this approval and that they will be able to place the bonds. We expect to close on the purchase by June 15, at which time we will be able to begin work on the interior build-out and on building extensions.

Richmond Prep students will share facilities at CC3 during the 2021-22 school year until the Barnes & Noble building is ready for occupancy.

Diversity

As you can well imagine, the strain of the pandemic, personal and professional, have been exhausting for our team. I am particularly proud through all this, we have been able to maintain a focus on diversity. Each of our schools are continuing a monthly dialogue, looking at our Core Values through the lens of race. We know that we need to be able to talk with each other about race, to really hear each other, if we are to facilitate authentic classroom dialogue. This has not always been easy.

Although we now have a more diverse faculty and staff than in our earliest years, we are far from achieving a staff profile which closely approximates our student profile. This is a diversity challenge. There is a national shortage of teachers and, most acutely, of teachers of color. Young teachers are leaving the field at an alarming rate, 40% within the first five years. And there is testimony that teachers of color are leaving at an even higher rate.

What this means is that we are not likely to be able to solve our diversity challenge through traditional teacher recruitment. Our best hope is our Pathway Program which proudly we have been able to sustain through the pandemic. From our earliest efforts, the program has continued to evolve. There are now four levels of Teacher Assistants. Moving through levels, Pathway participants earn higher salaries and are assigned to tasks which more closely approximate teacher roles. These levels are linked to earned college credits and

	<p>projected time to teacher certification. For example, TA4's are those TA's who are within one year of teacher certification.</p> <p>A significant number of Pathway participants are candidates of color. Even as they work toward certification, they are helping to change the classroom experience for our students.</p> <p>An update on the new charter application will be presented at the Board meeting</p>
Adjournment	<p>A motion was made by Jill Patel seconded by Michael Caridi, and unanimously agreed by all to adjourn the meeting at 8:05pm. The next Board of Trustees meeting is scheduled for February 25, 2021 @6:30pm.</p>

Integration Charter Schools

Board of Trustees Meeting February 25, 2021 6:30PM Minutes

Trustees Present	Sheldon Blackman, Michael Caridi, Joseph Carroll, Bonnie Fritz, Ed Fucini, Denis Henick, David Lehr, Jill Patel, Deborah Miller, Doris Schuler, John Strand and Nelly Tournaki
Trustees Absent	Robin Lefkowitz, Dirk Tillotson
Staff Present	Ken Byalin, Mary Cottingham, Samantha LoCasto, Elaine Bartley, Theresa Peterford, Jessica Hart, Alessandra Demeo, Michele Chiehaski, Florence Strezbala, Ivette Dempsey, Maria Rodriguez, and Rei Rexha
Parents Present	None
Others Present	Eduardo LaGuerre, Kathlyn Barrett
Approval of the Consent of Agenda	<p>A motion was made by Nelly Tournaki seconded by Deborah Miller and unanimously approved by all to accept the February 2021 Consent Agenda :</p> <ul style="list-style-type: none">● Adoption of the agenda● Approval of Minutes of the previous meeting● Executive Committee● Finance and Audit Committee● Education and Accountability Committee● President's Report
Mission Story	Jessica Hart, Teacher Assistant for Lavelle Prep Highschool Division spoke to the Board about her inspiring story on how she worked one on one with a student who was falling behind and in jeopardy of not graduating and getting back on the right track.
Resolutions	A motion was made by David Lehr seconded by Michael Caridi unanimously agreed by all to establish the new board Task Force for The Bernie Glassman New Ventures Charter School in Yonkers, The Task Force would be chaired by John Strand and includes Ed Fucini, Dirk Tillotsen, Eleni Tournaki and Eduardo LaGuerre.
Committee Reports	<p>Governance and Nominating Committee Report: This Committee met on 2/23/21 Present: Robin Lefkowitz, David Lehr, Joseph Carroll, Deborah Miller, Mary Cottingham and Elaine Bartley</p>

The Committee discussed forming a task force to help oversee the school operations of the Bernie Glassman New Ventures Charter School. ICS Trustee Ed Fucini, Dirk Tillotson, and Nelly Tournaki have agreed to be involved and John Strand has agreed to Chair this task force once it becomes a Committee. Mike Caridi has declined to join this task force.

A motion was made by Joe Carroll, seconded by Deborah Miller and unanimously approved by all to form the BGNVCS Task Force which will eventually become a Committee upon full Board approval.

ICS Executive Committee

Met on February 10, 2010

Present: Jill Patel, Ed Fucini, David Lehr, Dirk Tillotson, Deborah Miller, Ken Byalin and Mary Cottingham

Jill Patel informed the Committee she is working on a project with Math, Engineering, and Science Academy (MESA) in Brooklyn. The Committee unanimously feels this is NOT a conflict of interest at this time.

A recommendation for a Board Committee to be created for the proposed Bernie Glassman School (BGNV) was discussed. The group would include Ed Fucini, Mike Cardi, John Strand as Chair, Dirk Tillotson, & Nelly Tournaki and ICS staff. The Governance and Nominating Committee will be asked to consider a resolution.

At the February Board meeting we will hear from staff; what makes ICS successful in the classroom? Other topics for future discussions:

- Virtual tour of CC3.
- How we define success, what are the indicators we think are important?
- How do we develop a plan to upgrade our Marketing, Communications, and Social Media.
- Board education on the schools and students.
- If no other Charters are available what are our growth options?
- What is ICS doing to engage parents

Jill will reach out to Board members to gauge interest in interacting with students via school activities (i.e. career day discussion, read a story, talk to a small group.)

The Committee agreed to use the CSP funding for Board development on a presentation on a Charter Management Organization (CMO).

ICS will continue to be fully remote with a tentative reopening date of March 8th, 2021. Discussion of a summer program is beginning.

COVID and winter weather continue to be a challenge with the construction site at CC3. At this time ICS has not paid any rent. We believe the building will be ready for September 2021.

We are in the due diligence period on the Barnes & Noble building.

Three legal matters were reviewed

A former staff member, who resigned in lieu of termination, is now threatening a lawsuit.

The lawyers representing ICS on the Synod & Eltingville case are hopeful that ICS will be dismissed from the action. The local church has \$60,000 of ICS's money.

There is an outstanding lawsuit by a family.

Ken Byalin updated the Committee on the interim plan to fill the Principal position in the LP Middle School. While we continue the search for a new Principal, Theresa Peterford has agreed to step in temporarily.

Finance and Audit Committee Report:

Meeting began at 4pm Wednesday February 10, 2021.

Present were Board members David Lehr, Jill Patel, Joe Carroll, Ed Fucini as well as President Ken Byalin, staff members Dana Volini and Jonathan Lipschitz.

Confirmed with the committee that Richmond Prep will require an AUP(Agreed Upon Procedures) audit similar to the AUP audit done for the Nicotra school. Dave Ashenfarb has been notified and Schall & Ashenfarb will handle that for us as they have done in the past.

The ratio analysis document was discussed in detail with various financial ratios captured as required by Federal & New York Charter School guidance. All of our ratios met the guidance thresholds other than the enrollment variances for New Ventures and Nicotra. New Ventures was under the 95% variance due partially to high graduation rates. Nicotra was under the 95% variance only for SPED student numbers as their overall student numbers hit budgeted amounts.

Discussed the January 2021 financials for ICS. All schools were thus far operating with positive net income. Overall ICS was performing better than budget, however, New Ventures was coming in short of budget but still with a positive net income. New Ventures student enrollment is under budget which causes their budgeted to actual income variance to be under budget. Cash flow continues to be adequate for the fiscal year as our per pupil funding is coming in without being cut this far.

The updated dashboard agreed to with the committee was finalized and will be included in the overall board package with other documents from the various committees. We have set the dashboard up as a monthly document to be submitted.

Meeting was adjourned at 5pm.

It was agreed that future meetings will be on a Thursday each month instead of Wednesday. Schedule was distributed by Jill Patel on 2/13 via email.

Education & Accountability Committee

This Committee met on 2/10/21

Trustees present- Dirk Tillotson, Dr. Nelly Tournaki, Bonnie Fritz, Doris Schueler, John Strand. Deborah Miller

Staff present- Aimee Horowitz, Yelena Osoro, Theresa Peterford, Samantha LoCasto, Ryan Melis, Amelia DePompo, Rei Rexha, Tamasia Wright.

Quorum being present, the meeting was called to order at 1:32PM

Data:A written report was provided to the committee, outlining, YTD Attendance Rate and Chronically Absent data, NYS Report Card: Graduation Rate, and NYC School Quality Review for Lavelle and New Ventures.

Attendance: Aimee expressed attendance does not mean learning, getting the students there is just the first part. An attendance team was implemented in every school and goals were set at the beginning of the year for all schools in terms of attendance rate and chronically absent.

NYS Report Card: Graduation Rate

- Lavelle's 4 year graduation rate for all students is 98%. This is 13% above NYS and 14% above Staten Island's.
- Lavelle's graduation rate for students with disabilities is 34% above NYS and Staten Island's.
- New Ventures' 6 year graduation rate for all students is 74%. This is 13% below NYS and 11% below Staten Island's. It is important to note that this 6 year graduation rate is for all schools not only transfer schools.
- NV's graduation rate for students with disabilities is 8% above NYS and 11% above Staten Island's.

NYC School Quality Review: After reviewing the NV data for students after graduation, Ryan expressed the remaining 78% of students who did not enroll in a 4 year or 2 year program; enrolled in a trade school, enlisted in the Military and/or sought full time employment. New Ventures was always envisioned as a College Prep school but, this data has shown that New Ventures is not just a College Preparatory school but also a Career Preparatory school. Bonnie mentioned there is currently a big demand for Trade Schools and if society is changing maybe our mission should change also. Nelly agreed but was interested to know if we have this data on other schools. Yelena stated Concord is similar but she would have to do more research on Public Schools. NV has hopes to partner with Unions for Internship placements in the upcoming years.

NV Highlights:

- NV is #3 on the Top 10 performing transfer schools in the state
 - All 74%
 - SWD 75%
 - ED 60%
- Staff was provided with a training in Project Based Learning to now be implemented in the classroom
- Attendance Team reengaged 15 students this year

NV Challenges:

- Attendance remains the number one priority
- Post Secondary Transitions
 - Students are "self sabotaging" their graduation date in fear of leaving the New Ventures family. Why? How can we fix it?

	<p>NV has created an Exit Boot Camp course to help students for PostSecondary success. Feedback was provided to extend Zoom support for students after graduation, possibly add a check-in procedure, and include social workers in Post Secondary transitions</p> <p>Nelly initiated a conversation to discuss the current situation regarding the middle school principal vacancy. Theresa briefly spoke on the steps, procedures and goals put in place for the interim. Now until June, Theresa will be the Principal for the middle school. ICS hopes to identify a leader who is able to bring a fresh perspective to Middle School and ICS. This person will train though the Summer allowing for a fresh start come September. Deborah suggested reaching out to Board Trustee, Kathy Laine as a resource while searching for a Principal.</p> <p>Dirk asked for a motion to adjourn the meeting. Nelly moved and Deborah seconded. Meeting adjourned at 3:00pm.</p>
Committee Dashboard	<p>This month’s dashboard from the Education and Accountability committee shows the percentage of YTD absences and percentage of chronic absences in all schools.</p>
Strategic Discussion	<p>Educators from each school presented to the board on what makes ICS successful in the classroom.</p>
President’s Report	<p>Pandemic Update</p> <p>The health and safety of students and staff of Integration Charter Schools continues to be our primary concern. Faced with the fact that positive COVID-19 cases were high on Staten Island and out of concern that school break socializing could lead to another spike, we continued the suspension of all in-person learning which began on Monday, November 16, 2020 through at least Friday, March 5, 2021. We are hopeful that in-person instruction will resume on Monday, March 8, 2021, but we will re-evaluate our plans in the days prior. We have and continue to be in constant contact with the NYC Department of Health and Mental Hygiene (DOH) regarding safety protocols.</p> <p>Some recent good news reported in the New York Post: “The Department of Education must begin administering COVID-19 tests in charter schools, a court ruled Friday. New York County Supreme Court Justice Frank Nervo determined that the DOE ‘shall provide and administer COVID-19 screening tests to students and staff of charter schools upon identical terms as testing provided to public schools,’ court papers say. The decision is a win for charter schools and families</p>

who complained that the city had unfairly denied them coronavirus tests despite public schools receiving them weekly.”

Each of our schools and divisions is in the process of developing plans for a return to greater “normalcy”. What can we do to help students overcome what has been and is being lost as we battle the pandemic? Much is still unknown and CDC guidelines are being updated frequently. We will keep you posted as planning continues.

Lavelle Prep Middle School

In the past month, the Lavelle Prep Middle School Division faced an unanticipated challenge. Acting Principal Meagen Moeller suddenly announced her- intention to abruptly leave ICS for a position with the NYC DOE. Several meetings with Meagen made clear that she was firm in her intention. And then in exploring options on how to manage over the short term, we learned that Kristina Mazza, the Middle School Principal, currently on Parental Leave, had decided that she did not want to return as Principal, although she does want to return to ICS. Although Kristina’s decision did not come as a shock it presented us with both a more difficult challenge and a new opportunity.

The Lavelle Prep Middle School is our longest operating division. Although our middle school students have gone on to great success in high school, graduating at very high rates (100% this year), they have not shown the progress toward proficiency during middle school that both we and our authorizer would like to see. While we see great advantages in promoting leadership from within, our middle school leadership crisis offers an opportunity to really take a fresh look at how we do middle school. As a first step in this process, one of our Vice Presidents for Education, Theresa Peterford, is stepping into the Middle School Principalship for the remainder of this school year. This will allow her and us to get a more intimate view of the challenges we face there. At the same time, we are beginning a search for a new principal both within and outside ICS.

Facilities

Progress toward acquisition of the former Barnes & Noble building is proceeding according to plan. All documents required by Build NYC for approval of tax-exempt bond financing have been submitted. These include a clean transportation survey and a clean environmental survey. We continue to expect approval by the Build NYC board by mid-March and anticipate closing by mid-June

Although winter weather has slowed construction progress at Corporate Commons 3, we expect to occupy well before September. If we are able to occupy earlier, the additional space will allow us to more rapidly expand in-person instruction as it becomes safe to do so.

Bernie Glassman New Ventures Charter School

While we have continued to receive encouragement regarding the application, questions have arisen as to whether the application can technically be submitted by ICS prior to the opening of Richmond Prep in September. The alternative of creating a new corporation as part of the application process has been suggested to us as a relatively easy work around. (This is what we did when we opened New Ventures. We operated for several years with two education corporations and a Memorandum of Understanding regarding shared staff).

We have begun the process of selecting a Founding Principal for BGNVCS. We met with an impressive group of candidates prior to vacation to discuss the ICS mission and the general plan for opening in Yonkers following a planning year on Staten Island. A first round of interviews with interested candidates will begin shortly.

Work on the charter application continues on schedule for a possible mid-July submission. One area receiving particular attention was raised as concern at a previous Trustees Meeting: How much time will senior management be spending in Yonkers?

The following plan was discussed in the BGNVCS Task Force Meeting: Senior ICS staff will regularly be onsite at BGNVCS. Each Vice President of Education will spend two days a month in Yonkers. The President and the Vice Presidents for External Affairs and Administration will each spend one day a month in Yonkers. To supplement this, ICS will hire a coach to work with the founding principal through the planning year and the first two years of operation. The coach will be onsite one day per week to join the principal in team meetings, teacher observations, and meetings with students and parents in order to ensure that learning the New Ventures way to success is acquired as quickly and smoothly as possible. The Coach will be available remotely for additional periods of reflection and consultation as needed. Ron Gorsky, Founding Principal of NVCS will serve as Founding Principal Coach for BGNVCS. In addition, all ICS Senior Management will be available regularly and on an as needed basis for teleconferencing. As part of the Founding Faculty, we will select at least one member of the

	<p>founding team who has the background and capacity to serve as acting principal of BGNVCS on an emergency basis should the need arise.</p> <p>ICS will utilize a variety of strategies to address support functions at BGNVCS. For Human Resources, Finance, and Program Evaluation, an Administrative Assistant based on site at BGNVCS will serve as the local representative of centralized ICS departments. ICS intends to negotiate an agreement with the Charter School of Educational Excellence (CSEE) in accordance with which ICS will license facilities from CSEE, insuring greater use of the CSEE facilities, and a complementary MOU through which CSEE will provide janitorial, security, and nursing services of BGNVCS.</p>
New Business	None
Adjournment	A motion was made by Jill Patel seconded by Michael Caridi, and unanimously agreed by all to adjourn the meeting at 8:08pm. The next Board of Trustees meeting is scheduled for March 25, 2021 @6:30pm.

Integration Charter Schools

Board of Trustees Meeting

March 25,2021 6:30PM

Minutes

Trustees Present	Sheldon Blackman, Michael Caridi, Joseph Carroll, Bonnie Fritz, David Lehr, Jill Patel, Deborah Miller, Doris Schuler, John Strand Dirk Tillotson and Nelly Tournaki
Trustees Absent	Ed Fucini, Denis Henick, Robin Lefkowitz,
Staff Present	Ken Byalin, Mary Cottingham, Samantha LoCasto, Elaine Bartley, Theresa Peterford,Phil Coard, and Rei Rexha
Parents Present	None
Others Present	Kathlyn Barrett Layne
Approval of the Consent of Agenda	A motion was made by Bonnie Fritz seconded by Deborah Miller and unanimously approved by all to accept the March 2021 Consent Agenda : <ul style="list-style-type: none">● Adoption of the agenda● Approval of Minutes of the previous meeting● Executive Committee● Governance and Nominating Committee● Education and Accountability Committee● President’s Report
Mission Story	Phil Coard from Nicotra Charter School partnered with The Canvas Institute and organized a digital youth summit for our students at ICS to provide mindfulness and wellness strategies our kids could use in their day to day struggles when feeling stressed or struggling with mental health issues.
Resolutions	<ol style="list-style-type: none">1. A motion was made by Joe Carroll seconded by David Lehr unanimously approved by all giving each ICS employee a one-time “thank you” bonus of \$2,000 This would be \$2,000 for full-time staff members and prorated for anybody who was less than full-time or who hadn't worked for the whole year.2. A motion was made by Joe Carrol seconded by David Lehr unanimously approved by all to reinstate the contribution to employees’ 401K Plan for the coming year.3. A motion was made by Dirk Tillotsen seconded by John Strand and unanimously approved by all to adopt the new Richmond Prep Admission Policy
Committee Reports	ICS Executive Committee met on March 18, 2021 Present: Jill Patel, Dirk Tillotson, David Lehr, Ed Fucini, Ken Byalin and Mary Cottingham

	<p>Education & Accountability Committee met on March 17,2021 Present- Jill Patel, Dirk Tillotson, Dr. Nelly Tournaki, Bonnie Fritz, John Strand, Deborah Miller, Yelena Osores, Theresa Peterford, Samantha LoCasto, Omri Shick, Sue Outarid, Hafida Zitouni, Joe Zaza, Sharena Tirado.</p> <p>Governance and Nominating Committee met on March 23,2021 Present: Robin Lefkowitz, Joseph Carroll, Deborah Miller, Jill Patel, Mary Cottingham and Elaine Bartley</p> <p>Finance & Audit Committee met on March 18, 2021 Present: David Lehr, Jill Patel, Joe Carroll, Ed Fucini, Ken Byalin,Dana Volini, Mary Cottingham and Jonathan Lipschitz.</p> <p>Written reports for all committees are attached</p>
<p>Committee Dashboard</p>	<p>This month's dashboard highlighted a snapshot of:</p> <ul style="list-style-type: none"> ○ Total Trustees In Attendance ○ Financial Status YTD total of each school's population and Special Education population ○ ICS Cash Flow
<p>Strategic Discussion</p>	<p>Theresa Peterford presented and spoke on the measures of success for Integration Charter Schools and outlined the performance benchmarks in 3 key areas of charter school performance.</p>
<p>President's Report</p>	<p>The following are tentative dates for key projected milestones:</p> <ul style="list-style-type: none"> ● June 2021: B&N closing ● July 2021: B&N construction begins; BGNVCS charter application submitted mid juAugust 2021: Occupancy of CC3 ● September 2021: RPCS opens ● November 2021: BGNVCS charter approved ● July 2022: BGNVCS staff begins training year at NVCS ● September 2022: RPCS classes at B&N begin ● July 2023: BGNVCS opens in Yonkers ● August 2023: All B&N construction completed <p>Written Presidents report is attached</p>
<p>New Business</p>	<p>None</p>
<p>Adjournment</p>	<p>A motion was made by Sheldon Blackman seconded by Michael Caridi, and unanimously agreed by all to adjourn the meeting at 7:35pm. The next Board of Trustees meeting is scheduled for April 22, 2021 @6:30pm.</p>

Integration Charter Schools

Board of Trustees Meeting

April 24, 2021 6:30pm

Minutes

Trustees Present	Sheldon Blackman, Michael Caridi, Joseph Carroll, Denise Henick, Bonnie Fritz, Ed Fucini, Robin Lefkowitz, David Lehr, Jill Patel, Deborah Miller, Doris Schuler, John Strand, Dirk Tillotson and Nelly Tournaki.
Trustees Absent	None
Staff Present	Elaine Bartley, Ken Byalin, Mary Cottingham, Jessican Colon, Samantha LoCasto, Florence Strzebala, and Jeremy Zilinski
Parents Present	None
Others Present	Eric Duran, Matt DeAngelis, Dan Froehlich, Mark Mininberg Matthew Kiefer, and Kathlyn Barrett Layne.
Mission Story	Florence Strzebala, teacher at New Ventures and Acting Director of Special Education spoke about the hardships of a New Ventures student who just lost everything in her home due to a three story fire. Flo also spoke on how the New Ventures family helped this student and her family get back on their feet and into a new home.
Consent of Agenda Approval of Minutes	A motion was made by Michael Caridi seconded by David Lehr and unanimously approved by all to accept the April 2021 Consent Agenda : <ul style="list-style-type: none">● Adoption of the agenda● Approval of Minutes of the previous meeting● Finance and Audit committee minutes● Education and Accountability committee minutes● Bearnie Glassman for New Ventures Task Force minutes● President's Report● April dashboard
Resolutions	<ol style="list-style-type: none">1. A motion was made by Sheldon Blackman seconded by Deborah Miller unanimously approved by all the addition of Dr. Barrett Layne to the board.2. A motion was made by Eleni Tournaki, seconded by Deborah Miller unanimously approved by all the adoption of minutes for the Governance and Nominating Committee.3. A motion was made by Deborah Miller unanimously approved by all to approve the letter of intent as it's been distributed for submission.4. A motion was made by David Lehr seconded by Michael Caridi

	unanimously approved by all the adoption of minutes for the Executive Committee.
Committee Reports	<p>Education & Accountability Committee This committee met on April 14,2021 Trustees Present- Dirk Tillotson, Bonnie Fritz, John Strand, Deborah Miller, Doris Schueler. Staff Present Jenna Curran, Alison Losavio, Aimee Horowitz, Yelena Osoro, Samantha LoCasto</p> <p>Finance & Audit Committee This committee met on April 15,2021 Trustees Present: David Lehr, Jill Patel, Joe Carroll, Ed Fucini Staff Present: Ken Byalin, Mary Cottingham and Jonathan Lipschitz.</p> <p>Executive Committee This committee met on April 15,2021 Trustees Present :Deborah Miller, Robin Lefkowitz, Dirk Tillotson, Jill Patel, Ed Fucini, David Lehr. Staff Present: Ken Byalin and Mary Cottingham</p> <p>Governance and Nominating Committee Report: This Committee met on April 13,2021 Trustees Present: Robin Lefkowitz, Joseph Carroll, Deborah Miller, Staff Present: Mary Cottingham and Elaine Bartley</p> <p>Written reports for all committees are attached</p>
Committee Dashboards	This month's dashboard highlighted a snapshot of: <ul style="list-style-type: none"> ○ Total Trustees In Attendance ○ Student Attendance and Chronic Absenteeism ○ Student Success Criteria ○ ICS Cash Flow
Strategic Discussion	<ol style="list-style-type: none"> 1. Director of Security and Facilities, Jeremy Zilinski presented information on how the CC3 space is going to be used and what rearrangements will be as a result of that. 2. D.A Davidson and staff presented to the board in regards to the bonds for the Barnes and Noble building.
New Business	None
Presidents Report	Written Report Attached
Adjournment	A motion was made by David Lehr seconded by Michael Caridi, and unanimously agreed by all to adjourn the meeting at 8:03pm. The next Board of Trustees meeting is scheduled for May 27, 2021 @6:30pm.

Integration Charter Schools

Board of Trustees Meeting

May 27, 2021 6:30pm

Minutes

Trustees Present	Joe Carroll, Ed Fucini, Bonnie Fritz, Denise Henick, Kathlyn Barrett-Layne, Robin Lefkowitz, David Lehr, Deborah Miller, Jill, Patel, Doris Schueler, John Strand, Dirk Tillotson, Nelly Tournaki,
Trustees Absent	Michael Cardi, Sheldon Blackman
Staff Present	Ken Byalin, Elaine Bartley, Mary Cottingham, Jessica Carnavas, Elizabeth Roman, Hafida Zitouni, Joe Zaza
Parents Present	None
Others Present	Susan Megna, NY State Ed
Consent of Agenda Approval of Minutes	<p>A motion was made by David Lehr seconded by Bonnie Fritz and unanimously approved by all to accept the May 2021 Consent Agenda :</p> <ul style="list-style-type: none">● Adoption of the agenda● Approval of Minutes of the previous meeting● Governance and Nominating committee minutes● President's Report● May dashboard
Resolutions	<ol style="list-style-type: none">1. A motion was made by Deborah Miller seconded by Robin Lefkowitz unanimously approved by all to adopt the new guideline for naming schools2. A motion was made by Bonnie Fritz, seconded by David Lehr unanimously approved by all the adoption of minutes for the Executive Committee.3. A motion was made by David Lehr seconded by Robin Lefkowitz unanimously approved by all to approve the 2021-2022 Annual Budget4. A motion was made by David Lehr, seconded by Deborah Miller unanimously approved by all the adoption of minutes for the Fiance and Audit Committee.5. A motion was made by John Strand seconded by Robin Lefkowitz unanimously approved by all to adopt the Richmond Prep New Admission Policy with NYSED edits.6. A motion was made by Bonnie Fritz, seconded by Robin Lefkowitz unanimously approved by all the adoption of minutes for the

	Education and Accountability Committee.
Mission Story	A video was presented of snippets from the Bernie Glassman New Ventures Charter School town hall meeting which was held in Yonkers and live streamed to about 1400 participants. Some technical difficulties occurred causing an unsuccessful viewing. This video will now be presented at the June board meeting.
Committee Reports	<p>Education & Accountability Committee This committee met on May 18, 2021 Trustees Present- Dirk Tillotson, Bonnie Fritz, John Strand, Deborah Miller, Nelly Tournaki Staff Present Jenna Curran, Alison Losavio, Aimee Horowitz, Yelena Osoros, Samantha LoCasto, Joe Zaza, Hafida Zitouni, Jessica Carnavas, Dori Rexha, Alison LoSavio,Elizabeth Roman</p> <p>Finance & Audit Committee This committee met on May 20,2021 Trustees Present: David Lehr, Jill Patel, Joe Carroll, Ed Fucini Staff Present: Ken Byalin, Mary Cottingham and Jonathan Lipschitz.</p> <p>Executive Committee This committee met on May 20,,2021 Trustees Present :Deborah Miller, Dirk Tillotson, Jill Patel, Ed Fucini, David Lehr. Staff Present: Ken Byalin and Mary Cottingham, Rei Rexha</p> <p>Governance and Nominating Committee Report: This Committee met on May 12, 2021 Trustees Present: Robin Lefkowitz, Joseph Carroll, Deborah Miller,David Lehr, Kathlyn Barrett- Layne Staff Present: Mary Cottingham and Ken Byalin</p> <p>Written reports for all committees are attached</p>
Committee Dashboards	This month's dashboard highlighted a snapshot of: <ul style="list-style-type: none"> ○ Total Trustees In Attendance ○ Student Attendance and Chronic Absenteeism ○ Student Population by School ○ ICS Cash Flow
Strategic Discussion	Breakout Room Discussion of Nicotra Challenges: <ol style="list-style-type: none"> 1. St. Johns Eligibility Lead by John Strand and Joe Zaza 2. Enrollment lead by Dirk Tillotson and Jessica Carnavas 3. Percentage of Students with Disabilities lead by Nelly Tournaki, Co-lead Deborah Miller with Liz Roman and Hafida Zitouni
New Business	No New Business

Presidents Report	Written Report Attached
Adjournment	A motion was made by Jill Patel seconded by Deoborah Miller, and unanimously agreed by all to adjourn the meeting at 8:00pm. The next Board of Trustees meeting is scheduled for June 24, 2021 @6:30pm.

Integration Charter Schools

Board of Trustees Meeting

June 24, 2021 6:30pm

Minutes

Trustees Present	Sheldon Blackman, Michael Caridi, Joe Carroll, Denise Henick Bonnie Fritz, Ed Fucini, Deborah Miller, Jill Patel, Doris Schueler, Dirk Tillotson
Trustees Absent	Dr. Barrett- Layne, David Lehr, Robin Lefkowitz, Nelly Tournaki,
Staff Present	Ken Byalin, Mary Cottingham, Samantha LoCasto, Ryan Melis, Amelia DePompo, Liz Roman, Rei Rexha
Parents Present	None
Others Present	Cliff Schnieder (Cohen & Schneider Law Firm)
Consent of Agenda Approval of Minutes	A motion was made by Joe Carroll seconded by Deboarh Miller and unanimously approved by all to accept the June 2021 Consent Agenda : <ul style="list-style-type: none">● Adoption of the June Agenda● May Board Minutes● Committee Minutes and BGNVCS Task Force Minutes● President's Report● June Dashboards● 2021 Annual Employee Conflict of Interest Disclosure Form
Mission Story	Nicotra's Assistant Principal, Liz Roman spoke about two students who had amazing growth both academically and emotionally during this pandemic; thanks to the Nicotra team and the efforts that had been put into place to help these children succeed.
Resolutions	<ol style="list-style-type: none">1. A motion was made by Joe Carroll seconded by Sheldon Blackman and unanimously approved by all to accept the Finance and Audit Bond Documents. Note: Mike Caridi recused himself for the vote approving the bond resolution, As a Board member for the Foundation, it's a conflict for him to vote on this issue.2. A motion was made by Michael Caridi seconded by Deborah Miller and unanimously approved by all to approve the 2021 Annual Staff Conflict of Interest Disclosure Form.
Committee Reports	Executive Committee June 17, 2021 @ 5:00pm via Zoom Trustees Present :Deborah Miller, Dirk Tillotson, Jill Patel, Robin Lefkowitz Trustees Absent: David Lehr Staff Present : Ken Byalin, Mary Cottingham, Rei Rexha Finance and Audit Committee

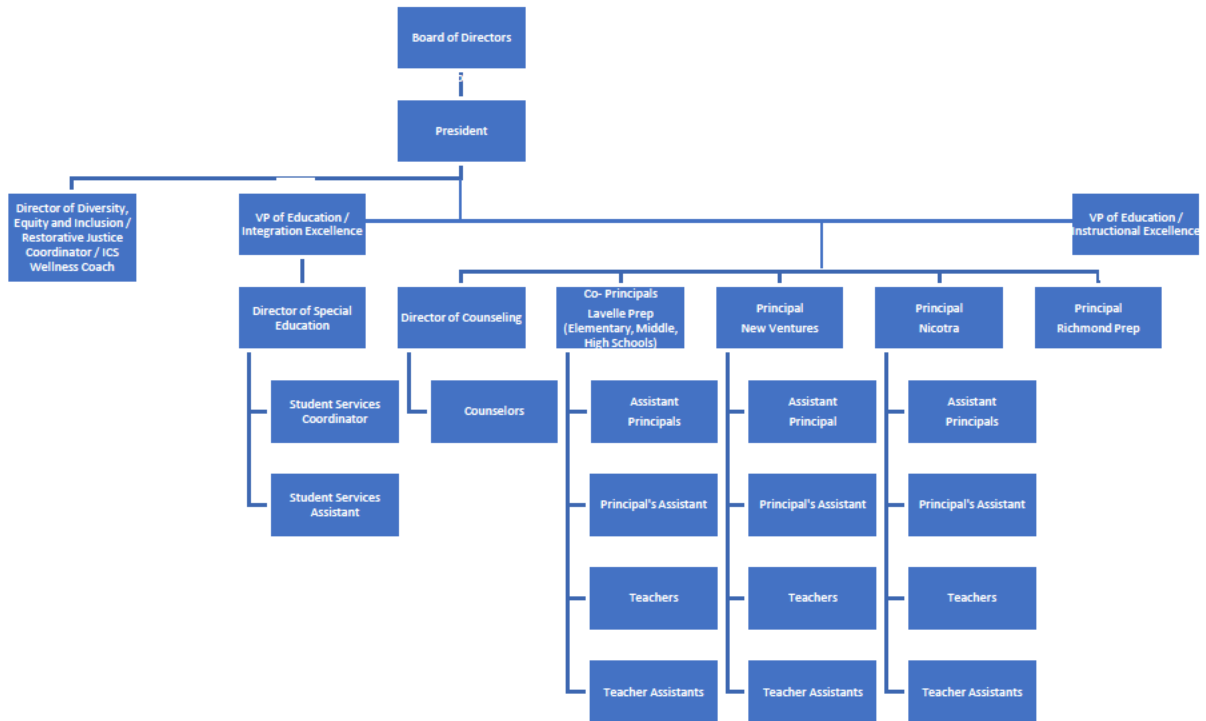
	<p>June 17, 2021 @ 4:00 via Zoom Trustees Present :Ed Fucini, Jill Patel, Joe Carroll Trustees Absent:David Lehr Staff Present:Ken Byalin, Mary Cottingham, Jonathan Lipschitz Others Present :Cliff Schneider (Cohen & Schneider Law Firm)</p> <p>BGNVCS Replication Task Force June 21,2021 @ 2:00pm via Zoom Trustees Present: Dirk Tillotson, Nelly Tournaki Trustees Absent: John Strand, Ed Fucini Staff Present: Ken Byalin</p> <p>Education and Accountability Committee June 16,2021 @ 1:30pm via Zoom Trustees Present:Dirk Tillotsen, Deborah Miller, Bonnie Fritz, Doris Schueler Trustees Absent: John Strand, Nelly Tournaki Staff Present: Yelena Osoro, Theresa Peterford,Jessica Carnavas, Samantha LoCasto, Dori Rexha, Alison Losavio, Jenna Curran,Ryan Melis, Amelia DePompo, Jackie Hillary, Chris Zilinski</p> <p>Governance and Nominating Committee Did not meet this month</p> <p>Written reports for all committees are attached</p>
Committee Dashboards	<p>This month's dashboard highlighted a snapshot of:</p> <ul style="list-style-type: none"> ● Total Trustees In Attendance ● Student Attendance and Chronic Absenteeism ● Student Population by School ● ICS Cash Flow
Strategic Discussion	<p>New Ventures Breakout Rooms</p> <ul style="list-style-type: none"> ● Strategic Measures of Success ● Authorizing Greatness and Modeling Excellence (A-GAME)
New Business	No New Business
President's Report	Written Report Attached
Other Notes	Cliff Schnieder from Cohen & Schneider Law Firm gave a brief update and description on the status of the bond documents.
Adjournment	The Board broke out into Executive Session at 7:40pm. A motion was made by Doris Schueler seconded by Bonnie Fritz to adjourn the meeting. The next Board meeting will be on July 22nd at 6:30pm.

Integration Charter Schools

Board of Trustees Special Meeting July 13,2021 6:30pm Minutes

Trustees Present	In Person: Sheldon Blackman, Jill Patel, David Lehr. Via Zoom: Michael Caridi, Joe Carroll, Bonnie Fritz, Deborah Miller, John Strand, Dirk Tillotson
Trustees Absent	Dr. Barrett- Layne, Robin Lefkowitz, Nelly Tournaki, Denise Henick, Ed Fucini, Doris Schueler,
Staff Present	Ken Byalin, Mary Cottingham, Elaine Bartley, Rei Rexha
Parents Present	None
Others Present	None
Agenda & Approval of Minutes	A motion was made by Jill Patel unanimously approved by all to accept the July 2021 Special Meeting Agenda : <ul style="list-style-type: none">● Richmond Prep Alternative Space Plan● President's Report
Resolutions	1. A motion was made by Joe Carroll seconded by Deborah Miller and unanimously approved by all to accept the Alternative Space Plan for Richmond Prep Charter School
President's Report	Ken Byalin provided a brief update on the Bond deal as well as the alternative space plan for the Richmond Prep in the event that CC3 is not ready.
Adjournment	A motion was made by David Lehr seconded by Sheldon Blackman and unanimously approved by all to adjourn the meeting at 6:56PM.

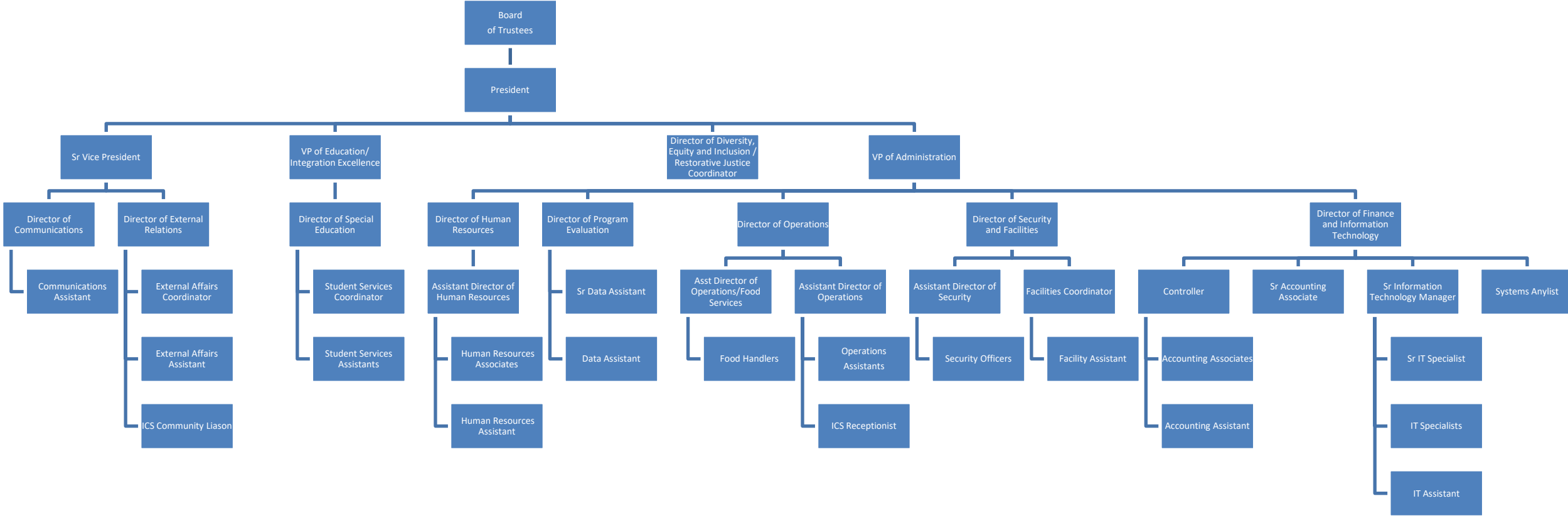
Integration Charter Schools
Instructional Staff
 June 2021



Integration Charter Schools

Non-Instructional Staff

June 2021



Application: John W. Lavelle Prep Charter School

Susan Varvara - svarvara@integrationcharterschools.org
2020-2021 Annual Report

Summary

ID: 0000000125

Status: Annual Report Submission

Entry 1 School Info and Cover Page

In Progress Last edited: Aug 1 2021

[Instructions](#)

Required of ALL Charter Schools

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

Entry 1 School Information and Cover Page

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

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

BASIC INFORMATION

a. SCHOOL NAME

(Select name from the drop down menu)

JOHN W LAVELLE PREPARATORY CHARTER SCHOOL 353100860959

a1. Popular School Name

Lavelle Prep

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

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

BOARD OF REGENTS

c. DISTRICT / CSD OF LOCATION

CSD #31 - STATEN ISLAND

d. DATE OF INITIAL CHARTER

4/2009

e. DATE FIRST OPENED FOR INSTRUCTION

9/2009

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

MISSION STATEMENT

Lavelle Prep expects all students to graduate with a strong foundation, which enables students to attend as well as succeed in college, as well as in life. We welcome all students, including those with disabilities and emotional challenges, and we are steadfast in full integration of all our students. With forward thinking, inclusion, positive behavioral supports and an innovative approach, we are a holistic educational model.

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	College Focus - LP provides information about colleges, courses & admission requirements. We provide awareness of the rigor needed in their daily learning as we enable students for college & career readiness. We employ a college counselor to assist students to navigate & explore college options. LP facilitates college visits & invites admissions representatives to our building. Students have taken the CUNY admissions exam. Our learning opportunities include College Now, Advanced Placement classes, and classes at St. Paul's Nursing School and St. John's University.
KDE 2	Inclusion - All class lessons are fully integrated. Approximately 40% of our students have IEPs. Students receive differentiated instruction based on specific needs. We welcome all students including those with learning, emotional and social struggles. Our Special Education dept. works closely with parents and the CSE to ensure each students needs are being met within our unique setting. Within our integrated classrooms there is

daily differentiated instruction, progress monitoring, and teacher assistant support. Dually Certified Teachers are at the forefront of our mission, as we believe teachers certified in both special education as well as a content area of specialization are at the heart of our successful, integrated classrooms. While Lavelle Prep also offers employment to singly credited teachers, through our "Pipeline" we have many active teachers obtaining the second certification with financial support from the organization. Fully trained Teacher Assistants are often referred to as "the second teacher in the room," and are an integral part of our curricula; helping to facilitate daily instruction, differentiation, routines, and in helping to meet student's individual needs. Many of our teaching assistants are also part of our "Pipeline" where they receive financial support in completing the requirements for them to become fully certified teachers, so that we may hire them as teachers once all requirements are met. We are consistently growing and promoting our staff members as they grow with the organization.

KDE 3

Integration of Technology: Technology is woven into each curriculum in an array of methods. With each classroom equipped with one laptop per student, and each high school student given their own personal tablet that they get to keep upon graduation, students have instant and consistent computer access whenever it is required or needed. Each classroom is also equipped with a projector, as well as SmartBoards and Mimios in many classrooms throughout the building. Teachers are provided technology training and review each year so that they may plan each lesson with a tech focus. We also utilize methods of targeted academic interventions that are often digitally based, including I-Ready Diagnostics, Scantron, Achieve 3000, and more.

KDE 4

Data-Driven Instruction - Our data is drawn from a variety of assessments and is utilized to guide instruction, measure student performance, and

monitor staff performance. Student performance data are used as feedback to teachers and administrators on the effectiveness of curriculum and instruction in individual classrooms and across grade levels; and to identify students in need of additional instructional support within classrooms and beyond—e.g. tutoring, after-school program, Saturday and Career School.

In order to ensure that we are using the data productively, we created the full-time, year-round position of Director of Program Evaluation beginning in the 2016-2017 academic year. Historically, Lavelle Prep has done an excellent job using data to drive curriculum changes, (some examples include altering the middle school math curriculum to include more Algebraic skills, shifting middle school English to focus on shorter thematic units, etc.), but we have not been as effective using aggregated data, as our ability to consistently produce this information had been limited. However, through the creation of this position, we are now able to produce aggregate data in manner that enables a quick turnaround, leading to effective analysis made readily accessible to our teams. We are now able to collect assessment data, as well as survey and satisfaction data, and disseminate it to our teams during their weekly and bi-weekly meetings. Additionally, our mid-year retreat and summer reflection sessions now have targeted, organized data to drive instructional and organizational change. This new-level data, in addition to our classroom data, is disseminated to the coaches, leaders, and teachers to ensure it is, and will continue to be used effectively. On the classroom level, teachers and coaches use data from the classroom and school in meetings to evaluate and adjust instruction as necessary. On the school level, administration can use this information to evaluate how individual programs as well as school-wide initiatives are working and make adjustments with the teams as necessary.

KDE 5

Wellness Curriculum: Our Wellness program continues to be at the heart of our mission, daily.

Through this growing program, students participate in Wellness class under the direction of a trained Wellness teacher, who also takes on the role of mentor, confidant and guide whenever needed. The curriculum is scaffold, and begins in grade three where students learn how to best express their feelings and resolve conflict, and works up through twelfth grade where students face and discuss adolescent issues, practice mindfulness and meditation, self-regulation and processes for goal achievement.

Regardless of age or grade, through Wellness all students gain the skills and knowledge to make their goals a reality, manage their own personal challenges and struggles, and learn communication skills to help them become well rounded and of a sound mind, further enhancing their academic experience.

As the program has grown, Wellness teachers now implement researched based practices of DBT - Dialectical Behavioral Therapy (upper grades) as well as the Sanford Harmony Program (lower grades) for a program grounded in demonstrated efficacy and success.

KDE 6

Challenging Academic Curricula and High Expectations: All LP curricula is carefully aligned to the Common Core Standards, with the ultimate goal of graduating all high school seniors with Regents Diplomas. Beginning in the third grade and following the Backwards Design model, all curricula is curated with the basis of understanding of what is needed to get to college and career readiness. In each grade through eighth, students track and maintain their own I-Can statement portfolios, where they monitor their personal mastery of each CCSS skill on their own, along with guidance from their teacher. Via differentiated instruction, each student is provided instruction based on their unique needs and levels, with the understanding that work is to be rigorous at all times.

Through our targeted interventions called Advancements, students are presented with additional work on the CCSS standards, split into

homogenous groups based on specific skill and standard, that cycles biweekly with a culminating assessment to track progress. The LP Targeted Literacy Program rooted in the Orton Gillingham method is used for ELA. Programs such as iReady accelerate the development of struggling Math and English students. These employ the sheltered instruction pedagogy. Advanced students are provided with enrichment activities and leveled instruction/assignments to maintain engagement and achievement. In the classroom, teachers strive to teach to each student's levels, and employ a multitude of strategies to ensure that each student is growing at an appropriate pace.

In alignment with our high expectations, our standard promotional policy requires students to demonstrate mastery of 65% of all course content (as measured by I-Can statements) as well as uphold satisfactory attendance requirements in order to be promoted to the next grade. By focusing on academic promotion as opposed to social or modified promotion, we further ensure our students graduate from Lavelle Prep not only ready for their own unique college and career pathways, but also by having met our challenging and rigorous criteria.

KDE 7

Small Classes: Lavelle Prep ensures consistent small class sizes, no larger than 18 students per cohort/class, through our lottery system. Each spring at our annual lottery we draw numbers for each application and fill our classes in succession. With our weighted lottery to ensure our targeted 40% of Special Education students with IEPs, we further ensure our classes are balanced and at capacity. In our elementary and middle school, the classes of 18 and under stay together for the full day, as their subjects and teachers change. In our High School students are provided with individual academic schedules, still only filling classes up to 18 students. Through the small class sizes, students experience more personalized, targeted and meaningful learning while building positive interpersonal relationships with their teachers, TAs and classmates.

KDE 8

Constructivist Teaching: Through our academic planning sessions that take place each summer and throughout the school year, teachers and coaches plan units of instruction with a focus on “big picture concepts” with an experiential learning focus. By consistently planning with the constructivist method in mind, teachers embrace the concept that our students learn best by constructing their own knowledge, and use metacognition as a means to provide students time to not only acquire new knowledge and information, but to also process it in their personal way as they identify their role as learners and students.

A prime example of Constructivist Teaching at Lavelle Prep can be found within our 7th grade partnership with Historic Richmond Town. Through this, students independently investigate actual court cases that happened at the historic town in our borough. They then use skill acquired in drama, social studies, and ELA classes to construct their own scripts and reenactments of the court cases, making meaning of the event through a dramatic lens. These dramas are filmed and edited by our high school students under supervision from their visual arts teacher, and are showcased at an annual film festival at a local movie theatre. It is through hands on, experiential projects like these that our students are their own creators of knowledge.

KDE 9

Behavioral Management System: Our Positive Behavioral Supports system is evident throughout each school day in a multitude of ways. Through our Daily Points System, students have the opportunity to earn points for demonstrating behaviors aligned with our code of conduct split into 5 categories – On Task, On Time, In Seat, Prepared, and Listening and Considerate. These points are awarded each period, each day. In earning “Prep Points,” this incentive based system helps to motivate student behavior, and encourage/support students to continue to demonstrate such behaviors so that they become a

constant presence not only within our building, but within their daily lives as well. Prep Points are redeemable at our school Points Store for anything from healthy snacks, to brand name headphones that students can save points for months, and even years to redeem. By offering an array of incentives, students stay engaged and motivated as they “save up” to earn what they’d like.

In addition to Prep Points, our guidance department also works with teachers and the Behavioral Intervention Team when necessary, to develop individualized behavior plans and reward systems for struggling students. For students struggling with in class behaviors such as preparedness, calling out, attentiveness, etc. they are provided with goal charts that are monitored and sent home daily, ultimately leading up to achieving a goal or positive reward. This system helps bridge the gap between home and school communication, as well as offers a positive channel for students to measure their own growth and success.

KDE 10

(No response)

Need additional space for variables

No

h. SCHOOL WEB ADDRESS (URL)

<http://lavelleprep.org/>

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

901

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

771

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

Check all that apply

Grades Served

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

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 2021-2022?

Yes, 2 sites

School Site 1 (Primary)

m1. SCHOOL SITES

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

	Physical Address	Phone Number	District/CSD	Grades to be Served at Site for coming year (K-5, 6-9, etc.)	Receives Rental Assistance for Which Grades (If yes, enter the appropriate grades. If no, enter No).
Site 1	1 Teleport Drive 3rd Floor, Staten Island NY 10301	347-855-2238	NYC CSD 31	K-12	k-5, 11-12

m1a. Please provide the contact information for Site 1.

	Name	Work Phone	Alternate Phone	Email Address
School Leader	Dhurata Rexha, Theresa Peterford, and Jenna Curran	347-855-2238		drexha@lavelleprep.org
Operational Leader	Susan Varvara	347-855-2238		svarvara@integrationcharterschools.org
Compliance Contact	Susan Varvara	347-855-2238		svarvara@integrationcharterschools.org
Complaint Contact	Mary Cottingham	347-855-2238		mcottingham@integrationcharterschools.org
DASA Coordinator	Daniella Colello, Lee Poerio, and Michelle Ciechalski	347-855-2238		lpoerio@lavelleprep.org
Phone Contact for After Hours Emergencies	Jenna Curran	732-221-9469		jcurran@lavelleprep.org

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

Private Space

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

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

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

Site 1 Certificate of Occupancy (COO)

[certificate of Occupancy.pdf](#)

Filename: certificate of Occupancy.pdf **Size:** 136.9 kB

Site 1 Fire Inspection Report

[TP-1 2021-05-21 Annual PCI PN comments list \(1\).pdf](#)

Filename: TP-1 2021-05-21 Annual PCI PN comments list (1).pdf **Size:** 159.4 kB

School Site 2

m2. SCHOOL SITES

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

	Physical Address	Phone Number	District/CSD	Grades to be Served at Site for coming year (K-5, 6-9, etc.)	Receives Rental Assistance for Which Grades (If yes, enter the appropriate grades. If no, enter No).
Site 2	1441 South Avenue, Staten Island NY 10314	347-855-2238	NYC CSD 31	K-5	K-5,11-12

m2a. Please provide the contact information for Site 2.

	Name	Work Phone	Alternate Phone	Email Address
School Leader	Jenna Curran	347-855-2238		jcurran@lavelleprep.org
Operational Leader	Susan Varvara	347-855-2238		svarvara@integrationcharterschools.org
Compliance Contact	Susan Varvara	347-855-2238		svarvara@integrationcharterschools.org
Complaint Contact	Mary Cottingham	347-855-2238		mcottingham@integrationcharterschools.org
DASA Coordinator	Danielle Colello	347-855-2238		dcoello@lavelleprep.org
Phone Contact for After Hours Emergencies	Jenna Curran	732-221-9469		jcurran@lavelleprep.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

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

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

Site 2 Certificate of Occupancy (COO)

Site 2 Fire Inspection Report

CHARTER REVISIONS DURING THE 2020-2021 SCHOOL YEAR

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

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 student/family handbook	Update handbook	2/26/2020	3/23/2020
2	Change in admissions/enrollment policy	Change enrollment pattern, not to open k-2 2017-2019	4/23/2020	05/20/2020
3	Change in admissions/enrollment policy	Changed enrollment pattern, not to open k-2 2019-2020	4/30/2020	
4	Other	Change charter sped wording from 4.5 hours to 60% of the school week	4/8/2020	
5	Change in admissions/enrollment policy	Change in student body enrollment from 40% seats to 40% student body	5/22/2019	

More revisions to add?

No

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

Yes

ATTESTATIONS

p. Individual Primarily Responsible for Submitting the Annual Report.

Name	Yelena Osores
Position	Director of Program Evaluation
Phone/Extension	347-855-2238
Email	yosores@integrationcharterschools.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

Joe H B Ford

Date

Aug 1 2021

Thank you.





FIRE INSPECTION REPORT

PA3959/03-09

CONSTRUCTION STANDARDS & INSPECTION – QAD – ENGINEERING DEPARTMENT

Header form containing Facility (TP), Building # (TP-1), Occupant (Multiple Tenants), Date (5/21/2021), Use Group (B), General Information (Office), Building Height (3 Stories), and Contact Information (Vincent).

Main inspection checklist with sections for Fire Alarm System, Standpipe System, and Sprinkler System, including checkboxes for various components and their test records.

GENERAL PRECAUTIONS REMARKS – REFER TO ITEM BY NUMBER

- 1. Combustible Waste Material – Inside / Outside
2. Clearance from ignition sources
3. Smoking in Prohibited Areas
4. Other Deficiencies in Material Storage
5. Fire Hydrants
6. Fire Protection Equipment – Equipment & Room Identification
7. Emergency and Standby Power – Inspect, Test & Maintain
8. Electrical Equipment – Clearance, Open Junction Boxes/Panels
9. Portable Heaters Used – Type – Listed
10. Elevators & Escalators – Pits – Debris
11. Commercial Cooking Hoods – Maintenance, Cleaning Schedule
12. Opening Protectives – Fire Doors, etc. – Operating Condition
13. Inspection, Testing and Maintenance
14. System(s) Out of Service
15. Sprinkler Head – Clearance, Obstructions
16. Valves Electronically Supervised
17. Hydraulically Calculated Sprinkler Systems Placarded
18. Alternative Fire Extinguishing Systems
19. Standpipe System – Condition – Accessible
20. Fire Extinguisher Location Well Marked & Accessible
21. Fire Alarm System – Manual Pull Stations Marked & Accessible
22. Fire Department Connection – Signs, Accessible
23. Posted Occupant Load
24. Door Hardware – Locks, Panic Bars
25. Exits – Signed, Unobstructed
26. High-Piled Storage, including Idle Pallets – Aisles / Clearance
27. Cutting, Welding & Hot Work
28. Flammable Liquids & Gases
29. LP Gas Cylinder – Storage, Use
30. Other Fire or Life Safety Items

The following comments have been abated: TP1-16-07, TP1-17-02, TP1-19-01, and TP1-19-04.
The following comments have been unabated: TP1-11-03, TP1-12-05, TP1-12-07, TP1-12-10, TP1-16-05, TP1-16-08, TP1-16-10, TP1-16-11, TP1-17-04, TP1-17-05, TP1-19-02, TP1-19-03, TP1-19-05, and TP1-19-06.
1. Provide inspection reports for fire protection systems. Work orders were provided to show dates of inspections but detailed reports were not available at the time of inspections.
2. E&T Annalogy: Remove cover from smoke detector and extension cord being used as permanent wiring for flood stop detector in closet.
3. Replace missing ceiling tiles in 2nd Floor Electrical Closet.
4. Remove storage from 2nd Floor Electrical Panel Closet, Suite 206.
5. No access to 1st Floor Pre-School and Suite 102.
6. Remove storage from 1st Floor Electrical Panel Closet.
7. Immediate Action) Lavelle School Auditorium and Kitchen: Remove storage which is blocking means of egress in Auditorium and Kitchen. Vincent from Nicotra Group (vince@nicotraonline.com) was my escort for this inspection and made the tenant aware of the blocked egress.
(Page 1 of 2)

Inspections are conducted for general conformance with applicable codes, standards, and policies and do not imply that every deficiency was identified. The information provided shall not be construed as acceptance of non-conformant construction or systems unless specifically acknowledged.

Inspected By: _____ Date: 6/28/2021

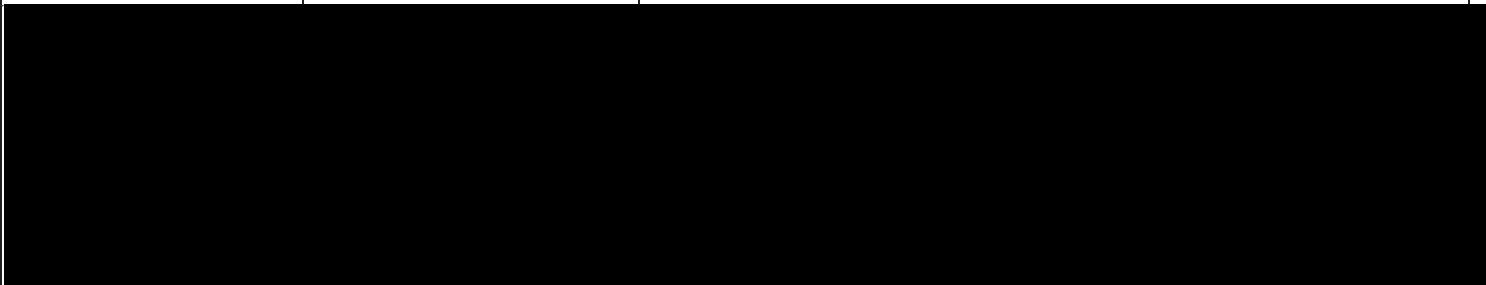
Received By: _____ Date: _____



THE PORT AUTHORITY OF NY & NJ

**ENGINEERING DEPARTMENT
CONSTRUCTION STANDARDS & INSPECTION – QUALITY ASSURANCE DIVISION**

FACILITY: TP	BUILDING NO.: TP-1	OCCUPANT: Multiple Tenants
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Empty rectangular area for inspection notes or findings.

Inspections are conducted for general conformance with applicable codes, standards, and policies and do not imply that every deficiency was identified. The information provided is directed to all areas inspected and shall not be construed as acceptance of non-conformant construction or systems unless specifically acknowledged in this memo.

Fire Protection Signature: _____ Date: 6/28/2021

Received By: _____ Date: _____

**TELEPORT
SUMMARY OF FIRE INSPECTION FINDINGS**

Item Number	Location	Description	Date Identified	Action Taken	Date Abated
Teleport 1 - Corporate Commons I					
			4/26/2011	2/22/12 - Identified as unabated by inspection. 3/12/13 - Identified as unabated by inspection. 8/25/14 - Identified as unabated by inspection.	
				10/14/15 - Identified as unabated by inspection. 9/12/16 - Identified as unabated by inspection. 11/13/17 - Identified as unabated by inspection. 12/20/18 - Identified as unabated by inspection. 12-20-19 - Identified as unabated by inspection.	
			2/22/2012	3/12/13 - Identified as unabated by inspection. 8/25/14 - Identified as unabated by inspection. 10/14/15 - Identified as unabated by inspection.	
				9/12/16 - Identified as unabated by inspection. 11/13/17 - Identified as unabated by inspection. 12/20/18 - Identified as unabated by inspection.	
			2/22/2012	3/12/13 - Identified as unabated by inspection. 8/25/14 - Identified as unabated by inspection. 10/14/15 - Identified as unabated by inspection.	
				9/12/16 - Identified as unabated by inspection. 11/13/17 - Identified as unabated by inspection. 12/20/18 - Identified as unabated by inspection. 12-20-19 - Identified as unabated by inspection.	
			2/22/2012	3/12/13 - Identified as unabated by inspection. 8/25/14 - Identified as unabated by inspection. 10/14/15 - Identified as unabated by inspection.	
				9/12/16 - Identified as unabated by inspection. 11/13/17 - Identified as unabated by inspection. 12/20/18 - Identified as unabated by inspection. 12-20-19 - Identified as unabated by inspection.	
			9/12/2016	11/13/17 - Identified as unabated by inspection. 12/20/18 - Identified as unabated by inspection. 12-20-19 - Identified as unabated by inspection.	
			9/12/2016	11/13/17 - Identified as unabated by inspection. 12/20/18 - Identified as unabated by inspection. 12-20-19 - Identified as unabated by inspection.	Abated 2021

Item Number	Location	Description	Date Identified	Action Taken	Date Abated
Teleport 1 - Corporate Commons I					
			9/12/2016	11/13/17 - Identified as unabated by inspection. 12/20/18 - Identified as unabated by inspection. 12-20-19 - Identified as unabated by inspection.	
			9/12/2016	11/13/17 - Identified as unabated by inspection. 12/20/18 - Identified as unabated by inspection. 12-20-19 - Identified as unabated by inspection.	
			9/12/2016	11/13/17 - Identified as unabated by inspection. 12/20/18 - Identified as unabated by inspection. 12-20-19 - Identified as unabated by inspection.	
			11/13/2017	12/20/18 - Identified as unabated by inspection. 12-20-19 - Identified as unabated by inspection.	
			11/13/2017	12/20/18 - Identified as unabated by inspection. 12-20-19 - Identified as unabated by inspection.	Abated 2021
			11/13/2017	12/20/18 - Identified as unabated by inspection. 12-20-19 - Identified as unabated by inspection.	
			11/13/2017	12/20/18 - Identified as unabated by inspection. 12-20-19 - Identified as unabated by inspection.	
			12/20/2019		Abated 2021
			12/20/2019		
			12/20/2019		
			12/20/2019		Abated 2021
			12/20/2019		

Item Number	Location	Description	Date Identified	Action Taken	Date Abated
Teleport 1 - Corporate Commons I					
			12/20/2019		

THE PORT AUTHORITY OF NEW YORK AND NEW JERSEY
OFFICE OF THE CHIEF ENGINEER
233 PARK AVENUE SOUTH
NEW YORK, N. Y. 10003

To: Robert McKee, General Manager, Real Estate Services Department

PERMIT TO OCCUPY OR USE
OF
TAA TP-0239
CORPORATE COMMONS
CORPORATE COMMONS 2
THIRD FLOOR FITOUT FOR LAVELLE CHARTER SCHOOL

In accordance with your request dated October 2, 2013, and based upon the Report on Audit Conformance issued by G. Slattery, Engineer of Construction which states that the work performed by The Nicotra Group, LLC for Corporate Commons - Corporate Commons 2 - Third Floor Fit-out for Lavelle Charter School at The Teleport has been substantially completed, in accordance with the approved Drawings and Specifications and requirements of the Port Authority, so as to permit occupancy or use on October 2, 2013, and the fact that audits of field construction and/or field records made by the Engineering Department during the progress of work under TAA No. TP-0239 have not, to the best of my knowledge and belief, disclosed any evidence that the requirements of the approved Drawings and Specifications and requirements of the Port Authority have not been met, I hereby issue a Permit to Occupy or Use.


Peter J. Zipf, P.E.
Chief Engineer

Dated: October 2, 2013
New York, NY



cc: H. Armand, V. Borst, W. Caban, J. Curley, A. Fadavi, C. J. Lin, J. McAuley,
R. Ruff, G. Slattery, K. Tomko: File



THE PORT AUTHORITY OF NY & NJ

November 2, 2016

Ms. Priyanga Iddamalgoda,
Director of Finance
John W. Lavelle Prep. Charter School
One Teleport Drive, Corporate Commons I
Suite 300
Staten Island, New York 10311

**REFERENCE: PERMIT TO OCCUPY OR USE OF TAA TP-0239
CORPORATE COMMONS, CORPORATE COMMONS 2,
THIRD FLOOR -FITOUT FOR LAVELLE CHARTER SCHOOL**

Dear Ms. Iddamalgoda:

In response to your request, this letter is being provided to attest that the information stated in the attached document entitled *Permit to Occupy or Use of TAA TP-0239 Corporate Commons Corporate Commons Two Third Floor Fit Out for Lavelle Charter School*, from Peter Zipf, Chief Engineer, Port Authority of NY&NJ to Robert McKee, General Manager, Real Estate Services Department, Port Authority of NY&NJ dated October 2nd, 2013, is the most current certificate to occupy issued for the above referenced tenant alteration and premise.

If you require any additional information regarding this letter or attachment, please contact me at (718) 697-3628 or via email at rking@panynj.gov.

Sincerely,

Robert F. King
General Manager
NY & NJ Commercial Properties
Real Estate Services Department
Port Authority of NY & NJ

Attachment

Copy to: G. Del Tufo - with attachment
J. Carlin - with attachment

*The Teleport
5 Teleport Drive, Suite 200
Staten Island, New York 10311-1001*

THE PORT AUTHORITY OF NEW YORK AND NEW JERSEY
ENGINEERING DEPARTMENT – CSIU/QAD
2 MONTGOMERY STREET
JERSEY CITY, NJ 07302

To: Robert King, General Manager, Real Estate Services Department

TEMPORARY PERMIT TO OCCUPY OR USE
OF
TAA TP-0263
LAVELLE CHARTER SCHOOL
OVERFLOW PARKING LOT
TEMPORARY CLASSROOM TRAILERS

In accordance with your request dated September 19, 2016, and based on the Report on Audit Conformance issued by R. Shaw, Sr. Engineer of Construction, which states that the work described above has been substantially completed in accordance with the approved Drawings and Specifications and requirements of the Port Authority and my applicable audits, I hereby issue a Temporary Permit to Occupy or Use, subject to the condition noted below, commencing from the date of this Temporary Permit until the issuance of a Permit to Occupy or Use signed by the Chief Engineer after all work required by the subject TAA is substantially completed.

Condition: A/EOR shall obtain an approval from NYC DEP within 30-days for the use of the temporary potable water supply and sanitary system



Ali Fadavi, P.E.
Manager
Construction Standards & Inspection
Quality Assurance Division

Dated: September 19, 2016
Jersey City, N.J.

cc: V. Borst, W. Caban, J. Curley, C. J. Lin, J. McAuley, N. Minassian, T. Mohammed,
R. Ruff, R. Shaw, J. Starace: File



FIRE INSPECTION REPORT

PA3959/03-09

CONSTRUCTION STANDARDS & INSPECTION – QAD – ENGINEERING DEPARTMENT

Header information including Facility (TP), Building # (TP-1), Occupant (Multiple Tenants), Date (5/21/2021), Use Group (B), General Information (Office), Building Height (3 Stories), and Contact Information (Vincent).

System inspection details for Fire Alarm System, Standpipe System, and Sprinkler System, including test records, reviewed status, and various system components.

GENERAL PRECAUTIONS REMARKS – REFER TO ITEM BY NUMBER

- 1. Combustible Waste Material – Inside / Outside
2. Clearance from ignition sources
3. Smoking in Prohibited Areas
4. Other Deficiencies in Material Storage
5. Fire Hydrants
6. Fire Protection Equipment – Equipment & Room Identification
7. Emergency and Standby Power – Inspect, Test & Maintain
8. Electrical Equipment – Clearance, Open Junction Boxes/Panels
9. Portable Heaters Used – Type – Listed
10. Elevators & Escalators – Pits – Debris
11. Commercial Cooking Hoods – Maintenance, Cleaning Schedule
12. Opening Protectives – Fire Doors, etc. – Operating Condition
13. Inspection, Testing and Maintenance
14. System(s) Out of Service
15. Sprinkler Head – Clearance, Obstructions
16. Valves Electronically Supervised
17. Hydraulically Calculated Sprinkler Systems Placarded
18. Alternative Fire Extinguishing Systems
19. Standpipe System – Condition – Accessible
20. Fire Extinguisher Location Well Marked & Accessible
21. Fire Alarm System – Manual Pull Stations Marked & Accessible
22. Fire Department Connection – Signs, Accessible
23. Posted Occupant Load
24. Door Hardware – Locks, Panic Bars
25. Exits – Signed, Unobstructed
26. High-Piled Storage, including Idle Pallets – Aisles / Clearance
27. Cutting, Welding & Hot Work
28. Flammable Liquids & Gases
29. LP Gas Cylinder – Storage, Use
30. Other Fire or Life Safety Items

The following comments have been abated: TP1-16-07, TP1-17-02, TP1-19-01, and TP1-19-04.
The following comments have been unabated: TP1-11-03, TP1-12-05, TP1-12-07, TP1-12-10, TP1-16-05, TP1-16-08, TP1-16-10, TP1-16-11, TP1-17-04, TP1-17-05, TP1-19-02, TP1-19-03, TP1-19-05, and TP1-19-06.
1. Provide inspection reports for fire protection systems. Work orders were provided to show dates of inspections but detailed reports were not available at the time of inspections.
2. E&T Annalogy: Remove cover from smoke detector and extension cord being used as permanent wiring for flood stop detector in closet.
3. Replace missing ceiling tiles in 2nd Floor Electrical Closet.
4. Remove storage from 2nd Floor Electrical Panel Closet, Suite 206.
5. No access to 1st Floor Pre-School and Suite 102.
6. Remove storage from 1st Floor Electrical Panel Closet.
7. Immediate Action) Lavelle School Auditorium and Kitchen: Remove storage which is blocking means of egress in Auditorium and Kitchen. Vincent from Nicotra Group (vince@nicotraonline.com) was my escort for this inspection and made the tenant aware of the blocked egress.
(Page 1 of 2)

Inspections are conducted for general conformance with applicable codes, standards, and policies and do not imply that every deficiency was identified. The information provided shall not be construed as acceptance of non-conformant construction or systems unless specifically acknowledged.

Inspected By: _____ Date: 6/28/2021

Received By: _____ Date: _____



THE PORT AUTHORITY OF NY & NJ

**ENGINEERING DEPARTMENT
CONSTRUCTION STANDARDS & INSPECTION – QUALITY ASSURANCE DIVISION**

FACILITY: TP	BUILDING NO.: TP-1	OCCUPANT: Multiple Tenants

Inspections are conducted for general conformance with applicable codes, standards, and policies and do not imply that every deficiency was identified. The information provided is directed to all areas inspected and shall not be construed as acceptance of non-conformant construction or systems unless specifically acknowledged in this memo.

Fire Protection Signature: _____ Date: 6/28/2021

Received By: _____ Date: _____

**TELEPORT
SUMMARY OF FIRE INSPECTION FINDINGS**

Item Number	Location	Description	Date Identified	Action Taken	Date Abated
Teleport 1 - Corporate Commons I					
			4/26/2011	2/22/12 - Identified as unabated by inspection. 3/12/13 - Identified as unabated by inspection. 8/25/14 - Identified as unabated by inspection.	
				10/14/15 - Identified as unabated by inspection. 9/12/16 - Identified as unabated by inspection. 11/13/17 - Identified as unabated by inspection. 12/20/18 - Identified as unabated by inspection. 12-20-19 - Identified as unabated by inspection.	
			2/22/2012	3/12/13 - Identified as unabated by inspection. 8/25/14 - Identified as unabated by inspection. 10/14/15 - Identified as unabated by inspection.	
				9/12/16 - Identified as unabated by inspection. 11/13/17 - Identified as unabated by inspection. 12/20/18 - Identified as unabated by inspection.	
			2/22/2012	3/12/13 - Identified as unabated by inspection. 8/25/14 - Identified as unabated by inspection. 10/14/15 - Identified as unabated by inspection.	
				9/12/16 - Identified as unabated by inspection. 11/13/17 - Identified as unabated by inspection. 12/20/18 - Identified as unabated by inspection. 12-20-19 - Identified as unabated by inspection.	
			2/22/2012	3/12/13 - Identified as unabated by inspection. 8/25/14 - Identified as unabated by inspection. 10/14/15 - Identified as unabated by inspection.	
				9/12/16 - Identified as unabated by inspection. 11/13/17 - Identified as unabated by inspection. 12/20/18 - Identified as unabated by inspection. 12-20-19 - Identified as unabated by inspection.	
			9/12/2016	11/13/17 - Identified as unabated by inspection. 12/20/18 - Identified as unabated by inspection. 12-20-19 - Identified as unabated by inspection.	
			9/12/2016	11/13/17 - Identified as unabated by inspection. 12/20/18 - Identified as unabated by inspection. 12-20-19 - Identified as unabated by inspection.	Abated 2021

Item Number	Location	Description	Date Identified	Action Taken	Date Abated
Teleport 1 - Corporate Commons I					
			9/12/2016	11/13/17 - Identified as unabated by inspection. 12/20/18 - Identified as unabated by inspection. 12-20-19 - Identified as unabated by inspection.	
			9/12/2016	11/13/17 - Identified as unabated by inspection. 12/20/18 - Identified as unabated by inspection. 12-20-19 - Identified as unabated by inspection.	
			9/12/2016	11/13/17 - Identified as unabated by inspection. 12/20/18 - Identified as unabated by inspection. 12-20-19 - Identified as unabated by inspection.	
			11/13/2017	12/20/18 - Identified as unabated by inspection. 12-20-19 - Identified as unabated by inspection.	
			11/13/2017	12/20/18 - Identified as unabated by inspection. 12-20-19 - Identified as unabated by inspection.	Abated 2021
			11/13/2017	12/20/18 - Identified as unabated by inspection. 12-20-19 - Identified as unabated by inspection.	
			11/13/2017	12/20/18 - Identified as unabated by inspection. 12-20-19 - Identified as unabated by inspection.	
			12/20/2019		Abated 2021
			12/20/2019		
			12/20/2019		
			12/20/2019		Abated 2021
			12/20/2019		

Item Number	Location	Description	Date Identified	Action Taken	Date Abated
Teleport 1 - Corporate Commons I					
			12/20/2019		

THE PORT AUTHORITY OF NEW YORK AND NEW JERSEY
OFFICE OF THE CHIEF ENGINEER
233 PARK AVENUE SOUTH
NEW YORK, N. Y. 10003

To: Robert McKee, General Manager, Real Estate Services Department

PERMIT TO OCCUPY OR USE
OF
TAA TP-0239
CORPORATE COMMONS
CORPORATE COMMONS 2
THIRD FLOOR FITOUT FOR LAVELLE CHARTER SCHOOL

In accordance with your request dated October 2, 2013, and based upon the Report on Audit Conformance issued by G. Slattery, Engineer of Construction which states that the work performed by The Nicotra Group, LLC for Corporate Commons - Corporate Commons 2 - Third Floor Fit-out for Lavelle Charter School at The Teleport has been substantially completed, in accordance with the approved Drawings and Specifications and requirements of the Port Authority, so as to permit occupancy or use on October 2, 2013, and the fact that audits of field construction and/or field records made by the Engineering Department during the progress of work under TAA No. TP-0239 have not, to the best of my knowledge and belief, disclosed any evidence that the requirements of the approved Drawings and Specifications and requirements of the Port Authority have not been met, I hereby issue a Permit to Occupy or Use.


Peter J. Zipf, P.E.
Chief Engineer

Dated: October 2, 2013
New York, NY



cc: H. Armand, V. Borst, W. Caban, J. Curley, A. Fadavi, C. J. Lin, J. McAuley,
R. Ruff, G. Slattery, K. Tomko: File



THE PORT AUTHORITY OF NY & NJ

November 2, 2016

Ms. Priyanga Iddamalgoda,
Director of Finance
John W. Lavelle Prep. Charter School
One Teleport Drive, Corporate Commons I
Suite 300
Staten Island, New York 10311

**REFERENCE: PERMIT TO OCCUPY OR USE OF TAA TP-0239
CORPORATE COMMONS, CORPORATE COMMONS 2,
THIRD FLOOR -FITOUT FOR LAVELLE CHARTER SCHOOL**

Dear Ms. Iddamalgoda:

In response to your request, this letter is being provided to attest that the information stated in the attached document entitled *Permit to Occupy or Use of TAA TP-0239 Corporate Commons Corporate Commons Two Third Floor Fit Out for Lavelle Charter School*, from Peter Zipf, Chief Engineer, Port Authority of NY&NJ to Robert McKee, General Manager, Real Estate Services Department, Port Authority of NY&NJ dated October 2nd, 2013, is the most current certificate to occupy issued for the above referenced tenant alteration and premise.

If you require any additional information regarding this letter or attachment, please contact me at (718) 697-3628 or via email at rking@panynj.gov.

Sincerely,

Robert F. King
General Manager
NY & NJ Commercial Properties
Real Estate Services Department
Port Authority of NY & NJ

Attachment

Copy to: G. Del Tufo - with attachment
J. Carlin - with attachment

*The Teleport
5 Teleport Drive, Suite 200
Staten Island, New York 10311-1001*

THE PORT AUTHORITY OF NEW YORK AND NEW JERSEY
ENGINEERING DEPARTMENT – CSIU/QAD
2 MONTGOMERY STREET
JERSEY CITY, NJ 07302

To: Robert King, General Manager, Real Estate Services Department

TEMPORARY PERMIT TO OCCUPY OR USE
OF
TAA TP-0263
LAVELLE CHARTER SCHOOL
OVERFLOW PARKING LOT
TEMPORARY CLASSROOM TRAILERS

In accordance with your request dated September 19, 2016, and based on the Report on Audit Conformance issued by R. Shaw, Sr. Engineer of Construction, which states that the work described above has been substantially completed in accordance with the approved Drawings and Specifications and requirements of the Port Authority and my applicable audits, I hereby issue a Temporary Permit to Occupy or Use, subject to the condition noted below, commencing from the date of this Temporary Permit until the issuance of a Permit to Occupy or Use signed by the Chief Engineer after all work required by the subject TAA is substantially completed.

Condition: A/EOR shall obtain an approval from NYC DEP within 30-days for the use of the temporary potable water supply and sanitary system



Ali Fadavi, P.E.
Manager
Construction Standards & Inspection
Quality Assurance Division

Dated: September 19, 2016
Jersey City, N.J.

cc: V. Borst, W. Caban, J. Curley, C. J. Lin, J. McAuley, N. Minassian, T. Mohammed,
R. Ruff, R. Shaw, J. Starace: File