

Application: Key Collegiate Charter School

Renisha Pierre - rpierre@keycollegiate.org
2020-2021 Annual Report

Summary

ID: 0000000039

Labels: Board of Regents

Entry 1 School Info and Cover Page

Completed Jan 5 2022

Instructions

Required of ALL Charter Schools

Each Annual Report begins with a completed School Information and Cover Page. The information 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)

KEY COLLEGIATE CHARTER SCHOOL 332300861127

a1. Popular School Name

(No response)

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

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

BOARD OF REGENTS

c. DISTRICT / CSD OF LOCATION

CSD #23 - BROOKLYN

d. DATE OF INITIAL CHARTER

6/2017

e. DATE FIRST OPENED FOR INSTRUCTION

8/2018

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

MISSION STATEMENT

With an unapologetic focus on student success, Key Collegiate ensures that all students have the academic skills, professional habits, and personal drive necessary to gain access to and excel within the high schools and colleges of their choice.

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

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

KDE 1	A rigorous, engaging curriculum with differentiated supports reaches all students.
KDE 2	Enhanced learning requires frequent data driven assessment, analysis, and action.
KDE 3	Literacy intensive curriculum prepares students to become lifelong learners.
KDE 4	A structured and joyful culture sets the foundation for student achievement.
KDE 5	Partnerships with families and the community create a united support system.
KDE 6	A focus on the development of professional habits prepares students for college and career success.
KDE 7	High quality teaching produces strong academic gains and results.
KDE 8	(No response)
KDE 9	(No response)
KDE 10	(No response)

Need additional space for variables

No

h. SCHOOL WEB ADDRESS (URL)

<http://www.keycollegiate.org>

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

240

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

127

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

Check all that apply

Grades Served

5, 6, 7

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

No

FACILITIES INFORMATION

m. FACILITIES

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

No, just one site.

School Site 1 (Primary)

m1. SCHOOL SITES

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

	Physical Address	Phone Number	District/CSD	Grades to be Served at Site for coming year (K-5, 6-9, etc.)	Receives Rental Assistance for Which Grades (If yes, enter the appropriate grades. If no, enter No).
Site 1	257 Chester Street Brooklyn, NY 11212	646-604-4428	NYC CSD 23		

m1a. Please provide the contact information for Site 1.

	Name	Work Phone	Alternate Phone	Email Address
School Leader	Renisha Pierre	646-604-4428		rpierre@keycollegiate.org
Operational Leader	Victoria Baptiste	646-604-4428		vbaptiste@keycollegiate.org
Compliance Contact	Renisha Pierre	646-604-4428		rpierre@keycollegiate.org
Complaint Contact	Renisha Pierre	646-604-4428		rpierre@keycollegiate.org
DATA Coordinator	Marcus Taylor	646-604-4428		mtaylor@keycollegiate.org
Phone Contact for After Hours Emergencies	Renisha Pierre	347-452-4896		rpierre@keycollegiate.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)

[257 Chester St Final COO.pdf](#)

Filename: 257 Chester St Final COO.pdf **Size:** 35.1 kB

Site 1 Fire Inspection Report

[2021 Inspection Report.](#)

Filename: 2021 Inspection Report. **Size:** 189.0 kB

CHARTER REVISIONS DURING THE 2020-2021 SCHOOL YEAR

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

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	Other	We submitted a merger application.		
2				
3				
4				
5				

More revisions to add?

No

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

Yes

ATTESTATIONS

p. Individual Primarily Responsible for Submitting the Annual Report.

Name	Katie Mazer
Position	Executive Director
Phone/Extension	646-604-4428
Email	kmazer@keycollegiate.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 is stylized and appears to be a cursive representation of a name, possibly starting with 'R' and ending with a large flourish.

Signature, President of the Board of Trustees



Date

Jul 27 2021

Thank you.



Entry 3 Progress Toward Goals

Completed Jan 5 2022

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
	Each year, 75% of all tested students who are enrolled in at least their second year will perform			N/A. Due to COVID, our school was remote and as

Academic Goal 1	at proficiency on the New York State English language arts and Mathematics exam for grades 4-8.		Unable to Assess	such, our students have unfortunately not taken the State Assessment in 2020 or 2021.
Academic Goal 2	At least 65% of all students attending Key Collegiate for two or more years will read at or above grade level as defined by performance on the Fountas and Pinnell (F&P) benchmark assessment. At least 75% will read at or above grade level after year three.		Unable to Assess	N/A. Due to COVID, our school was remote and as such, our students have unfortunately not taken the EOY F&P in 2020 or 2021.
Academic Goal 3	75% of students in grade 8 who take the Algebra Regents exam will pass; this means a score of 65 or higher.		Unable to Assess	Data not available until the end of Year 4.
	Each year, the percent of all tested			

Academic Goal 4	students who are enrolled in at least their second year and performing at proficiency on the state English language arts and mathematics exam will be greater than that of students in the same tested grades in the local school district		Unable to Assess	N/A. Due to COVID, our school was remote and as such, our students have unfortunately not taken the State Assessment in 2020 or 2021.
Academic Goal 5	Each year, the school will exceed its predicted level of performance on the state English language arts and Mathematics exams by an Effect Size of 0.3 or above (performing higher than expected to a small degree) per a regression analysis controlling for economically disadvantaged students among all public schools in New York State.		Unable to Assess	N/A. Due to COVID, our school was remote and as such, our students have unfortunately not taken the State Assessment in 2020 or 2021.
	Each year, under the state's Growth Model			

Academic Goal 6	the school's mean unadjusted growth percentile in English language arts and mathematics for all tested students in grades 4-8 will be above the state's unadjusted mean growth percentile.		Unable to Assess	N/A. Due to COVID, our school was remote and as such, our students have unfortunately not taken the State Assessment in 2020 or 2021.
Academic Goal 7				
Academic Goal 8				
Academic Goal 9				
Academic Goal 10				

2. Do have more academic goals to add?

No

4. ORGANIZATION GOALS

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

2020-2021 Progress Toward Attainment of Organization Goals

	Organizational Goal	Measure Used to Evaluate Progress	Goal - Met, Not Met, or Unable to Assess	If not met, describe efforts the school will take to meet goal. If unable to assess

				goal, type N/A for Not Applicable
Org Goal 1	<p>The school has established a well functioning organizational structure, clearly delineated roles for staff, management, and board members. The school has systems and protocols that allow for the successful implementation, evaluation, and improvement of its academic program and operations.</p>	Audit of our organizational systems	Met	
	<p>The Board of Trustees provides competent stewardship and oversight of the school while maintaining policies, establishing performance goals, and implementing systems to ensure academic success, organizational viability, board effectiveness and faithfulness to the terms of its charter.</p>			

<p>Org Goal 2</p>	<p>The Board will conduct a formal annual review of the school leader. The Board will conduct an annual self evaluation to assess strengths/weaknesses.</p> <p>The Board will conduct a formal annual review of bylaws and policies.</p> <p>The Board will conduct a formal annual review of organizational strengths and weaknesses.</p>	<p>Formal Board Audits</p>	<p>Met</p>	
	<p>The school has systems in place to support students' social and emotional health and to provide a safe, respectful learning environment. Families, community members, and schoolstaff share in the responsibility for student academic progress and social emotional growth and well being. Families and</p>			

<p>Org Goal 3</p>	<p>students are satisfied with the school's academics and the overall leadership and management of the school.</p> <p>An annual survey at the end of the school year will show that, on average, 85% of families (of 85% of families who respond) are satisfied with our academic program.</p> <p>An annual survey at the end of year school year will show that, on average, 85% of families (of 85% of families who respond) are satisfied with our communication.</p>	<p>Annual Surveys</p>		
<p>Org Goal 4</p>	<p>The school complies with applicable laws, Org regulations, and the Goal 4</p>			

	provisions of its charter			
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	The school is in sound and stable financial condition as evidenced by performance on key financial indicators		Met	
Financial Goal 2	Key Collegiate will operate on a balanced budget each year.			
Financial Goal 3	Each year, the school meets or exceed GAAP standards as demonstrated through its annual financial audit.	Audit	Met	
Financial Goal 4				
Financial Goal 5				

7. Do have more financial goals to add?

No

Thank you.

Entry 4 - Audited Financial Statements

Completed Nov 1 2021

Required of ALL Charter Schools

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

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

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

KEY COLLEGIATE CHARTER SCHOOL - 06

Filename: KEY COLLEGIATE CHARTER SCHOOL 06. D3tXb3t.pdf **Size:** 573.0 kB

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

Completed Jan 5 2022

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.

Key Collegiate CS BEDS-332300861127_2020-21

Filename: Key Collegiate CS BEDS 3323008611 hZxYjSN.xlsx **Size:** 75.9 kB

Entry 4c - Additional Financial Documents

Completed Jan 5 2022

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 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 \$100,000.

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

[Key - Escrow proof](#)

Filename: Key Escrow proof.pdf **Size:** 75.8 kB

Entry 4d - Financial Services Contact Information

Completed Jan 5 2022

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
	Ren sha P erre	[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
	Ray Jacobi	[REDACTED]	[REDACTED]	3

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
	EdTec	Brad Blosser	N/A	[REDACTED]	[REDACTED]	3

Entry 5 - Fiscal Year 2021-2022 Budget

Completed Jan 5 2022

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.

Key - FY22 Budget to NYSED

Filename: Key FY22 Budget to NYSED.xlsx **Size:** 63.3 kB

Entry 6 - Board of Trustees Disclosure of Financial Interest Form

In Progress Last edited: Jan 5 2022

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 accepted.

FinancialDisclosure2020 (RNHenriquez)

Filename: FinancialDisclosure2020 RNHenriquez.pdf **Size:** 295.1 kB

Key-FinancialDisclosure2020-AH

Filename: Key FinancialDisclosure2020 AH.pdf **Size:** 319.3 kB

FinancialDisclosure2020_NC

Filename: FinancialDisclosure2020 NC.pdf **Size:** 219.2 kB

Tracy Fray-Oliver_ FinancialDisclosure2020 (1)

Filename: Tracy Fray Oliver FinancialDisclos oflDaTI.pdf **Size:** 331.0 kB

FinancialDisclosure2020 McNally (002)

Filename: FinancialDisclosure2020 McNally 002.pdf **Size:** 124.3 kB

Financial Disclosure Form KCS RGR

Filename: Financial Disclosure Form KCS RGR.pdf **Size:** 1.2 MB

Financial Disclosure form - Jason Cali

Filename: Financial Disclosure form Jason Cali.pdf **Size:** 1.4 MB

FinancialDisclosure2020 (1)RAD

Filename: FinancialDisclosure2020 1RAD.pdf **Size:** 131.5 kB

Key NMarket financial disclosure

Filename: Key NMarket financial disclosure.pdf **Size:** 795.5 kB

Entry 7 BOT Membership Table

Completed Jan 5 2022

Instructions

Required of All charter schools

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

Entry 7 BOT Table

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

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	Romy Drucker		Chair	Governance, Development	Yes	1	07/17/2017	07/01/2022	11
2	Ron Russo		Vice Chair	Governance	Yes	1	07/17/2017	07/01/2022	11
3	Nikki Carroll		Treasurer	Finance	Yes	1	07/17/2017	07/01/2022	11
4	Nancy Market		Secretary	Finance, Development	Yes	1	01/01/2018	01/01/2023	11
				Subcommittee					

5	Athena Jernandez	[REDACTED]	Trustee/Member	e e: Student Recruitment & Engagement	Yes	1	07/17/2017	07/01/2022	11
6	Tracy Fray-Oliver	[REDACTED]	Trustee/Member	Academic Achievement	Yes	1	01/01/2018	01/01/2023	10
7	Jason Cali	[REDACTED]	Trustee/Member	Academic Achievement Subcommittee e: Facility	Yes	1	07/17/2017	07/01/2022	11
8	Michael McNally	[REDACTED]	Trustee/Member	Finance	Yes	1	07/17/2017	07/01/2022	10
9	Ruben Henriquez	[REDACTED]	Trustee/Member		Yes	1	10/01/2019	10/01/2025	9

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

No

2. INFORMATION ABOUT MEMBERS OF THE BOARD OF TRUSTEES

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

a. Total Number of BOT Members on June 30, 2021	9
b.Total Number of Members Added During 2020-2021	1
c. Total Number of Members who Departed during 2020-2021	0
d.Total Number of members, as set in Bylaws, Resolution or Minutes	7-15

3. Number of Board meetings held during 2020-2021

12

4. Number of Board meetings scheduled for 2021-2022

12

Thank you.

Entry 8 Board Meeting Minutes

Completed Jan 5 2022

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

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

[Board+Meeting+Minutes-+July+27](#)

Filename: BoardMeetingMinutes July27.2020.pdf **Size:** 307.6 kB

[Board Meeting Minutes- August 24](#)

Filename: Board Meeting Minutes August 24.2020.pdf **Size:** 304.4 kB

[Board Meeting Minutes- Sept 21 2020](#)

Filename: Board Meeting Minutes Sept 21 2020.pdf **Size:** 293.6 kB

[Board Meeting Minutes- Oct 26 2020](#)

Filename: Board Meeting Minutes Oct 26 2020.pdf **Size:** 296.8 kB

[Board Meeting Minutes- Nov 23 2020](#)

Filename: Board Meeting Minutes Nov 23 2020.pdf **Size:** 292.5 kB

[Board Meeting Minutes- Dec](#)

Filename: Board Meeting Minutes Dec. 14 2020.pdf **Size:** 292.4 kB

[Board Meeting Minutes- Feb 22 2021](#)

Filename: Board Meeting Minutes Feb 22 2021.pdf **Size:** 106.5 kB

[Board Meeting Minutes- March 22 2021](#)

Filename: Board Meeting Minutes March 22 2021.pdf **Size:** 105.7 kB

[January 2021 Board Meeting Minutes](#)

Filename: January 2021 Board Meeting Minutes.pdf **Size:** 110.4 kB

[Board+Meeting++Minutes-+April+26+2021](#)

Filename: BoardMeetingMinutes April262021.pdf **Size:** 105.1 kB

[Board+Meeting++Minutes-+May+24+2021](#)

Filename: BoardMeetingMinutes May242021.pdf **Size:** 107.5 kB

[Board Meeting Minutes- June 24 2021](#)

Filename: Board Meeting Minutes June 24 2021.pdf **Size:** 104.6 kB

Entry 9 Enrollment & Retention

Completed Jan 5 2022

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
	<p>We were unable to do our in-person recruiting due to COVID, but we were able to continue to share our message and get the word out.</p> <p>To recruit Economically Disadvantaged Students and Students in Temporary Housing, we distributed flyers, and canvassed at or around the NYCHA housing developments in Brownsville (Langston Hughes and Marcus</p>	

<p>Economically Disadvantaged</p>	<p>Garvey), local shelters (WIN and CAMBA), and soup kitchens and food banks (St. Johns Bread and Life).</p> <p>We share our commitment to reducing the financial burden on families by providing most supplies including pieces of the school uniform free of charge, extending the school day so parents/guardians can work later, offering field trips free of cost, and working with families to ensure students have what they need to be successful. Per our commitment to trauma informed school practices, we will ensure students feel safe and have access to supports. We will also have at least one social worker who will support students and serve as a family liaison as necessary.</p>	<p>same as 2020-21</p>
<p>English Language Learners</p>	<p>We were unable to do our in-person recruiting due to COVID, but we were able to continue to share our message and get the word out.</p> <p>To recruit English Language Learners, we kept the same plan as the previous year. We ensured all of our documents were translated in Spanish. We also had a clear immersion plan that we share with families. Third, we increased our Spanish-speaking staff to ensure anytime a family calls and needs a Spanish speaker, they have this option. Finally, we worked with our ELL</p>	<p>same as 2020-21</p>

	<p>families to help us find other ELL families.</p>	
<p>Students with Disabilities</p>	<p>We were unable to do our in-person recruiting due to COVID, but we were able to continue to share our message and get the word out.</p> <p>To recruit Students with Disabilities, we ensured that our marketing materials listed the supports we offer for students with disabilities and our openness to serving and supporting all learners. We then ensured all marketing materials made their ways to all spaces we knew families were at including housing developments and shelters. We connected with and shared information with local elementary schools and non profits that support students with disabilities for them to share with students.</p>	<p>same as 2020-21</p>

Retention Efforts Toward Meeting Targets

	Describe Retention Efforts in 2020-2021	Describe Retention Plans in 2021-2022
Economically Disadvantaged	<p>To retain our economically disadvantaged students, we made intentional choices to ensure that these students and families felt supported and had all the resources they need.</p> <p>We reduced the financial burden on families by providing all student supplies necessary for remote learning. We will also had a social worker who supported students and served as a family liaison as necessary.</p>	same as 2020-21
English Language Learners	<p>To retain our ELLs, we ensured both students and families felt like they were part of our community. During our remote learning year, this meant constant communication in Spanish, and check-ins with Spanish-speaking staff.</p>	same as 2020-21
Students with Disabilities	<p>To retain our Students with Disabilities, we worked tirelessly to ensure that, even with remote learning, our SPED students received all of their services and more. We went above and beyond to check-in with both students and families to provide additional support so everyone felt comfortable managing remote learning and answered any questions families had about remote SPED services.</p>	same as 2020-21

Entry 10 - Teacher and Administrator Attrition

Completed Jan 5 2022

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

A. TEACH System - Employee Clearance

Charter schools must ensure that all prospective employees^[1] receive clearance through [the NYSED Office of School Personnel Review and Accountability](#) (OSPRA) prior to employment. **This includes paraprofessionals and other school personnel 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 Jan 5 2022

Instructions

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

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

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

Entry 11 Uncertified Teachers

School Name:

Instructions for Reporting Percent of Uncertified Teachers

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

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

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

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

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

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

	FTE Count
i. FTE count of uncertified teacher with at least three years of elementary, middle or secondary classroom teaching experience (as of June 30, 2021)	5
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2021)	0
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2021)	0
. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2021)	0
Total Category B: not to exceed 5	5.0

CATEGORY C: PLUS 5 ADDITIONAL UNCERTIFIED TEACHERS

	FTE Count
i. FTE count of uncertified teacher with at least three years of elementary, middle or secondary classroom teaching experience (as of June 30, 2021)	5
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2021)	0
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2021)	0
. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2021)	0
Total Category C: not to exceed 5	5.0

CATEGORY D: TOTAL FTE COUNT OF UNCATEGORIZED, UNCERTIFIED TEACHERS

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

	FTE Count
Total Category D	0

CATEGORY E: TOTAL FTE COUNT OF CERTIFIED TEACHERS

	FTE Count
Total Category E	2

CATEGORY F: TOTAL FTE COUNT OF ALL TEACHERS

Please do not include paraprofessionals, such as teacher aides.

	FTE Count
Total Category F	18



Thank you.

Entry 12 Organization Chart

Completed Jan 5 2022

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

Redacted Y3 School Staff Organizational Chart

Filename: Redacted Y3 School Staff Organizat Qy5iRBT.pdf **Size:** 105.4 kB

Entry 13 School Calendar

Completed Jan 5 2022

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.

[2021-22 KCCS Calendar](#)

Filename: 2021 22 KCCS Calendar.pdf Size: 1.8 MB

Entry 14 Links to Critical Documents on School Website

Completed Jan 5 2022

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: **Key Collegiate Charter School**

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

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

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

Thank you.



KEY COLLEGIATE CHARTER SCHOOL

BROOKLYN, NEW YORK

AUDITED FINANCIAL STATEMENTS

OTHER FINANCIAL INFORMATION

**REPORT REQUIRED BY
GOVERNMENT AUDITING STANDARDS**

AND

INDEPENDENT AUDITOR'S REPORTS

JUNE 30, 2021

(With Comparative totals for 2020)

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INDEPENDENT AUDITOR'S REPORT

Board of Trustees
Key Collegiate Charter School

Report on the Financial Statements

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

Management's Responsibility for the Financial Statements

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

Auditor's Responsibility

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

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

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

Opinion

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

Report on Summarized Comparative Information

We have previously audited Key Collegiate Charter School's June 30, 2020 financial statements, and we expressed an unmodified audit opinion on those audited financial statements in our report dated September 29, 2020. In our opinion, the summarized comparative information presented herein as of and for the year ended June 30, 2020 is consistent, in all material respects, with the audited financial statements from which it has been derived.

Other Report Required by Government Auditing Standards

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

Mengel, Metzger, Baw & Co. LLP

Rochester, New York
October 25, 2021

KEY COLLEGIATE CHARTER SCHOOL

STATEMENT OF FINANCIAL POSITION

JUNE 30, 2021

(With Comparative Totals for 2020)

<u>ASSETS</u>	<u>June 30,</u>	
	<u>2021</u>	<u>2020</u>
<u>CURRENT ASSETS</u>		
Cash	\$ 1,971,316	\$ 1,928,132
Prepaid expenses	3,762	4,896
Grants and contracts receivables	<u>246,371</u>	<u>119,602</u>
TOTAL CURRENT ASSETS	2,221,449	2,052,630
<u>PROPERTY AND EQUIPMENT, net</u>	237,671	195,818
<u>OTHER ASSETS</u>		
Security deposits	109,167	87,500
Cash in escrow	<u>75,033</u>	<u>50,013</u>
	<u>184,200</u>	<u>137,513</u>
TOTAL ASSETS	<u>\$ 2,643,320</u>	<u>\$ 2,385,961</u>
<u>LIABILITIES AND NET ASSETS</u>		
<u>CURRENT LIABILITIES</u>		
Accounts payable and accrued expenses	\$ 67,313	\$ 121,412
Accrued payroll and benefits	<u>88,758</u>	<u>93,181</u>
TOTAL CURRENT LIABILITIES	156,071	214,593
<u>OTHER LIABILITIES</u>		
Paycheck Protection Program note payable	<u>-</u>	<u>339,000</u>
TOTAL OTHER LIABILITIES	<u>-</u>	<u>339,000</u>
TOTAL LIABILITIES	156,071	553,593
<u>NET ASSETS, without donor restrictions</u>	<u>2,487,249</u>	<u>1,832,368</u>
TOTAL LIABILITIES AND NET ASSETS	<u>\$ 2,643,320</u>	<u>\$ 2,385,961</u>

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

KEY COLLEGIATE CHARTER SCHOOL

STATEMENT OF ACTIVITIES AND CHANGES IN NET ASSETS

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

	<u>Year ended June 30,</u>	
	<u>2021</u>	<u>2020</u>
Revenue, gains and other support:		
Public school district:		
Resident student enrollment	\$ 2,034,320	\$ 2,095,059
Students with disabilities	648,053	658,965
Grants and contracts:		
State and local	-	25,407
Federal - Title and IDEA	165,271	124,030
Federal - other	74,483	205,839
Food Service/Child Nutrition Program	238,732	61,160
NYC DOE Rental Assistance	<u>573,125</u>	<u>524,999</u>
TOTAL REVENUE, GAINS AND OTHER SUPPORT	3,733,984	3,695,459
Expenses:		
Program services:		
Regular education	2,127,324	1,676,247
Special education	<u>445,543</u>	<u>633,350</u>
Total program services	2,572,867	2,309,597
Management and general	<u>910,509</u>	<u>910,748</u>
TOTAL OPERATING EXPENSES	<u>3,483,376</u>	<u>3,220,345</u>
SURPLUS FROM SCHOOL OPERATIONS	250,608	475,114
Support and other revenue:		
Contributions		
Foundations	60,500	39,600
Individuals	2,500	23,352
Corporation	500	11,020
Fundraising	-	17,633
Interest income	651	1,002
Miscellaneous income	1,122	6,196
Paycheck Protection Program note payable forgiveness	<u>339,000</u>	<u>-</u>
TOTAL SUPPORT AND OTHER REVENUE	<u>404,273</u>	<u>98,803</u>
CHANGE IN NET ASSETS	654,881	573,917
Net assets at beginning of year	<u>1,832,368</u>	<u>1,258,451</u>
NET ASSETS AT END OF YEAR	<u>\$ 2,487,249</u>	<u>\$ 1,832,368</u>

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

KEY COLLEGIATE CHARTER SCHOOL

STATEMENT OF FUNCTIONAL EXPENSES

YEAR ENDED JUNE 30, 2021

(With Comparative Totals for 2020)

	Year Ended June 30, 2021					
	No. of Positions	Program Services			Supporting Services	
		Regular Education	Special Education	Sub-total	Management and General	Total
Personnel services costs:						
Administrative staff personnel	5	\$ -	\$ -	\$ -	\$ 548,324	\$ 548,324
Instructional personnel	16	1,138,610	91,951	1,230,561	-	1,230,561
Total salaries and staff	21	1,138,610	91,951	1,230,561	548,324	1,778,885
Fringe benefits and payroll taxes		208,823	16,864	225,687	100,564	326,251
Retirement		19,223	1,552	20,775	9,258	30,033
Legal services		-	-	-	35,071	35,071
Accounting/audit services		-	-	-	31,600	31,600
Other purchased/professional/consulting services		44,361	19,791	64,152	95,186	159,338
Building rent		396,316	176,809	573,125	-	573,125
Repairs and maintenance		12,460	5,559	18,019	-	18,019
Insurance		24,075	10,741	34,816	6,144	40,960
Utilities		-	-	-	30,921	30,921
Supplies/materials		14,880	6,638	21,518	-	21,518
Equipment/furnishings		355	159	514	-	514
Staff development		13,378	1,784	15,162	207	15,369
Marketing/recruitment		13,376	5,967	19,343	4,167	23,510
Technology		21,044	9,389	30,433	-	30,433
Food service		139,713	62,331	202,044	-	202,044
Student services		1,379	615	1,994	-	1,994
Office expense		261	115	376	28,391	28,767
Depreciation and amortization		78,698	35,110	113,808	-	113,808
Other		372	168	540	20,676	21,216
		\$ 2,127,324	\$ 445,543	\$ 2,572,867	\$ 910,509	\$ 3,483,376
						\$ 3,220,345

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

KEY COLLEGIATE CHARTER SCHOOL

STATEMENT OF CASH FLOWS

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

	<u>Year ended June 30,</u>	
	<u>2021</u>	<u>2020</u>
<u>CASH FLOWS - OPERATING ACTIVITIES</u>		
Change in net assets	\$ 654,881	\$ 573,917
Adjustments to reconcile change in net assets to net cash provided from operating activities:		
Paycheck Protection Program loan forgiveness	(339,000)	-
Depreciation and amortization	113,808	43,459
Changes in certain assets and liabilities affecting operations:		
Grants and contracts receivables	(126,769)	149,585
Accounts payable and accrued expenses	(54,099)	91,313
Deferred lease liability	-	(62,500)
Prepaid expenses	1,134	(4,896)
Accrued payroll and benefits	<u>(4,423)</u>	<u>(32,480)</u>
NET CASH PROVIDED FROM OPERATING ACTIVITIES	245,532	758,398
<u>CASH FLOWS - INVESTING ACTIVITIES</u>		
Purchases of property and equipment	(155,661)	(134,741)
Security deposits	<u>(21,667)</u>	<u>25,000</u>
NET CASH USED FOR INVESTING ACTIVITIES	<u>(177,328)</u>	<u>(109,741)</u>
<u>CASH FLOWS - FINANCING ACTIVITIES</u>		
Borrowings on Paycheck Protection Program note payable	<u>-</u>	<u>339,000</u>
NET CASH PROVIDED FROM FINANCING ACTIVITIES	<u>-</u>	<u>339,000</u>
NET INCREASE IN CASH AND RESTRICTED CASH	68,204	987,657
Cash and restricted cash at beginning of year	<u>1,978,145</u>	<u>990,488</u>
CASH AND RESTRICTED CASH AT END OF YEAR	<u>\$ 2,046,349</u>	<u>\$ 1,978,145</u>

KEY COLLEGIATE CHARTER SCHOOL

STATEMENT OF CASH FLOWS, Cont'd

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

	<u>Year ended June 30,</u>	
	<u>2021</u>	<u>2020</u>
Reconciliation of cash and restricted cash reported within the statement of financial position that sum to the total amounts shown in the statement of cash flows:		
Cash	\$ 1,971,316	\$ 1,928,132
Cash in escrow	<u>75,033</u>	<u>50,013</u>
	<u>\$ 2,046,349</u>	<u>\$ 1,978,145</u>

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

KEY COLLEGIATE CHARTER SCHOOL

NOTES TO FINANCIAL STATEMENTS

JUNE 30, 2021

(With comparative totals for 2020)

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

The Charter School

Key Collegiate Charter School (the “Charter School”) is an educational corporation that operates as a charter school in Brooklyn, New York. The Charter School provides a full range of educational services appropriate for grades four through eight. On June 13, 2017 the Board of Trustees of the University of the State of New York granted the Charter School a provisional charter valid for a term of five years and renewable upon expiration.

Classification of net assets

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

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

Net Assets Without Donor Restrictions

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

Net Assets With Donor Restrictions

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

Revenue and support recognition

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

KEY COLLEGIATE CHARTER SCHOOL

NOTES TO FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2021

(With comparative totals for 2020)

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

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

Public School District revenue

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

Rental assistance

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

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

	<u>June 30,</u>	
	<u>2021</u>	<u>2020</u>
Grants and other receivables	<u>\$ -</u>	<u>\$ 25,407</u>

Contributions

Contributions are recorded as with or without donor restrictions depending on the existence of any donor restrictions. A contribution that is received and expended in the same year for a specific purpose is classified as revenue without donor restrictions.

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

KEY COLLEGIATE CHARTER SCHOOL

NOTES TO FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2021

(With comparative totals for 2020)

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

Grant revenue

Some of the Charter School's revenue is derived from cost-reimbursable federal and state contracts and grants, which are conditioned upon certain performance requirements and/or the incurrence of allowable qualifying expenses. Amounts received are recognized as revenue when the Charter School has incurred expenditures in compliance with specific contract or grant provisions. Certain grants are subject to audit and retroactive adjustments by its funders. Any changes resulting from these audits are recognized in the year they become known. Qualifying expenditures that have been incurred but are yet to be reimbursed are reported as grants receivable in the accompanying statement of financial position. Amounts received prior to incurring qualifying expenditures are reported as deferred revenue in the accompanying statement of financial position. There were no amounts related to deferred revenue at June 30, 2021 and 2020.

Cash

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

Cash in escrow

The Charter School maintains cash in an escrow account in accordance with the terms of its charter agreement. The amount in escrow was \$75,033 at June 30, 2021. The agreement requires \$25,000 be placed in escrow each of the first three years of operations and a balance of \$75,000 be maintained to fund any audit and legal expenses incurred should the Charter School cease operations and dissolve.

Grants and contracts receivables

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

Property and equipment

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

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

Contributed Services

The Charter School receives contributed services from volunteers to develop its academic program and to serve on the Board of Trustees. In addition, the Charter School received transportation services that was provided for the students from the local district. The Charter School was unable to determine a value for these services.

KEY COLLEGIATE CHARTER SCHOOL

NOTES TO FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2021

(With comparative totals for 2020)

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

Tax exempt status

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

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

Marketing costs

The Charter School expenses marketing costs as they are incurred. Total marketing and recruitment costs approximated \$23,510 and \$54,315 for the years ended June 30, 2021 and 2020, respectively.

Use of estimates in the preparation of financial statements

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

Comparatives for the year ended June 30, 2020

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

New accounting pronouncements

Leases

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

KEY COLLEGIATE CHARTER SCHOOL

NOTES TO FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2021

(With comparative totals for 2020)

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

Gifts-in-kind

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

Subsequent events

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

NOTE B: LIQUIDITY AND AVAILABILITY

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

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

In addition to financial assets available to meet general expenditures over the next 12 months, the Charter School operates with a surplus budget and anticipates collecting sufficient revenue to cover general expenditures not covered by donor-restricted resources. Refer to the statement of cash flows which identifies the sources and uses of the Charter School's cash and shows positive cash generated by operations for fiscal year 2021 and 2020.

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

	<u>June 30,</u>	
	<u>2021</u>	<u>2020</u>
Cash	\$ 1,971,316	\$ 1,928,132
Grants and other receivables	<u>246,371</u>	<u>119,602</u>
Total financial assets available to management for general expenditures within one year	<u>\$ 2,217,687</u>	<u>\$ 2,047,734</u>

KEY COLLEGIATE CHARTER SCHOOL

NOTES TO FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2021

(With comparative totals for 2020)

NOTE C: PROPERTY AND EQUIPMENT

Property and equipment at June 30, 2021 and 2020 consisted of the following:

	<u>June 30,</u>	
	<u>2021</u>	<u>2020</u>
Furniture and fixtures	\$ 70,695	\$ 70,695
Construction in progress	-	84,249
Leasehold improvements	218,852	-
Machinery and equipment	14,448	14,448
Computer equipment	<u>122,973</u>	<u>101,915</u>
	426,968	271,307
Less accumulated depreciation	<u>189,297</u>	<u>75,489</u>
	<u>\$ 237,671</u>	<u>\$ 195,818</u>

NOTE D: SCHOOL FACILITY

The Charter School leases its facilities from a third party through June 30, 2020. The Charter School's base rent for the year ended June 30, 2019 was \$400,000 and the original base rent increased to \$525,000 for the year ended June 30, 2020. On February 20, 2020, the Charter School and the third party agreed to amend their current lease agreement where the Charter School will continue to lease the facilities through June 30, 2021. On June 4, 2021, the Charter School and the third party agreed to amend their current lease agreement where the Charter School will continue to lease the facilities through June 30, 2022. Rent expense incurred under this lease for the years ended June 30, 2021 and 2020 was approximately \$557,000 and \$457,000, respectively.

The future minimum payments required under the agreement is approximately as follows:

<u>Year ending June 30,</u>	<u>Amount</u>
2022	<u>\$ 557,000</u>

In conjunction with the facility leases, the Charter School paid security deposits of \$109,167 and \$87,500, which are included in other assets on the accompanying statement of financial position at June 30, 2021 and 2020, respectively.

NOTE E: CONTINGENCY

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

KEY COLLEGIATE CHARTER SCHOOL

NOTES TO FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2021

(With comparative totals for 2020)

NOTE F: CONCENTRATIONS

At June 30, 2021 and 2020, approximately 100% and 79%, respectively, of grants and contract receivables are due from the federal government relating to certain grants.

For the years ended June 30, 2021 and 2020, approximately 72% of total revenue, gains, other support, and other revenue came from per-pupil funding provided by New York State through the New York City School District. The per-pupil rate is set annually by the State based on the school district in which the Charter School's students are located.

NOTE G: PAYCHECK PROTECTION PROGRAM NOTE PAYABLE

In response to the COVID-19 outbreak, in April 2020, the Charter School applied for and was approved by a bank for a loan of \$339,000 through the Paycheck Protection Program (PPP) established by the Small Business Administration (SBA). The loan had a maturity of 2 years and an interest rate of 1%. The loan had the potential for forgiveness provided certain requirements were met by the Charter School. The loan was funded in May 2020. At June 30, 2020 the entire balance was classified as long-term. In January 2021, the Small Business Administration approved the forgiveness of the loan and all accrued interest, which is reported as Paycheck Protection Program note payable forgiveness on the accompanying statement of activities and changes in net assets for the year ended June 30, 2021.

NOTE H: RETIREMENT PLAN

The Charter School sponsors a 401(k) retirement plan (the "Plan") for its employees. All employees who are 21 years of age and have completed 12 months of service and 1,000 hours are immediately eligible to participate in the Plan. Employees can make pretax contributions up to a maximum of 90% of their annual compensation to the Plan, subject to IRS restrictions. The Charter School matches the employee contribution up to 4% of the employee's annual compensation. The Charter School contributed approximately \$30,000 and \$29,800 to the Plan, including expenses, for the years ended June 30, 2021 and 2020, respectively.

NOTE I: NET ASSETS

Net assets without donor restrictions at June 30, 2021 and 2020 are as follows:

	June 30,	
	2021	2020
Undesignated	\$ 2,249,578	\$ 1,636,550
Invested in property and equipment	237,671	195,818
	<u>\$ 2,487,249</u>	<u>\$ 1,832,368</u>

KEY COLLEGIATE CHARTER SCHOOL

NOTES TO FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2021

(With comparative totals for 2020)

NOTE J: FUNCTIONAL EXPENSES

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

NOTE K: ACCOUNTING IMPACT OF COVID-19 OUTBREAK

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

In response to the COVID-19 outbreak, the Federal Government passed several COVID relief acts which include funding for elementary and secondary education. The Elementary and Secondary School Emergency Relief Fund (ESSER Fund) was established to award grants to state and local educational agencies. The Charter School has recognized \$55,583 of revenue relative to ESSER grants during the year ended June 30, 2021.

NOTE L: SCHOOL ENROLLMENT

During the past two years the Charter School has not met the minimum enrollment thresholds required by their Charter agreement. As a result, the Charter School is actively seeking alternatives to increase enrollment, including strategic partnerships.

KEY COLLEGIATE CHARTER SCHOOL

REPORT REQUIRED BY GOVERNMENT AUDITING STANDARDS

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

Board of Trustees
Key Collegiate Charter School

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

Internal Control over Financial Reporting

Management of Key Collegiate Charter School is responsible for establishing and maintaining effective internal control over financial reporting. In planning and performing our audit of the financial statements, we considered Key Collegiate Charter School's internal control over financial reporting (internal control) to determine the audit procedures for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Key Collegiate Charter School's internal control. Accordingly, we do not express an opinion on the effectiveness of Key Collegiate Charter School's internal control.

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

Our consideration of internal control over financial reporting was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over financial reporting that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. Given these limitations, during our audit we did not identify any deficiencies in internal control over financial reporting 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 Key Collegiate Charter School's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed two instances of noncompliance or other matters that is required to be reported under *Government Auditing Standards*, as follows:

For the 2020-2021 school year, Key Collegiate Charter School incurred an enrollment deficiency. The School did not achieve the 85% threshold allowable under Section 2.2 of the School's Charter Agreement that serves as a minimum, to indicate a School is maintaining sufficient enrollment demand to "meet or come close to meeting" the enrollment plan outlined in its Charter.

For the 2020-2021 school year, Key Collegiate Charter School was found to have an underqualified teacher providing SpEd Services. Teachers providing these services must meet the minimum requirements in order to be qualified to provide these services.

Key Collegiate Charter School's response to these findings and its corrective action plans are attached. These responses and corrective action plans have not been subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on it.

Purpose of This Report

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

Mengel, Metzger, Baw & Co. LLP

Rochester, New York
October 25, 2021

Attachment A

**NYSED Charter School Office
Sample Corrective Action Plan Form**

Please note: Each deficiency enumerated in the Notice of Deficiency should have its own form completed. If you would like to discuss this further, or share your progress towards these goals, we encourage you to contact your Charter School Office liaison at (518) 474-1762.

Charter School Name: Key Collegiate Charter School

Submission Date: 9/21/2020

Deficiency Area: <i>Insert the deficiency cited in Notice of Deficiency</i> <ul style="list-style-type: none">• Enrollment Deficiency	Performance Framework Benchmark: <ul style="list-style-type: none">• Benchmark 9
Goal(s): <i>List specific goal(s) the school has put into place to remediate the deficiency cited in the letter.</i> <ul style="list-style-type: none">• Increase enrollment to get within the 85% threshold allowable under section 2.2 of the school's charter agreement that serves as a minimum to indicate that a school maintaining sufficient enrollment demand to "meet or come close to meeting" the enrollment plan outlined in its charter.	

Strategies Employed to Achieve Goal(s):

Describe what steps the school will take to achieve its goal(s).

Since our school's inception we have struggled with enrollment despite our best efforts, strong academic performance, and the positive reputation of our school within the community. These challenges have been worsened, in part, by the transience of our target student population (homeless students and students in transitional housing) and by low enrollment overall in District 23. In seeking to serve the highest-need students in Brooklyn, we anticipated student retention might be a challenge we would encounter, although we did not expect the challenge to be so acute.

SY 20-21 has proved to be especially difficult in terms of enrollment, and specifically the recruitment of new 4th grade students. Even before the onset of COVID-19 – despite robust recruitment, marketing and community outreach efforts – we were unable to meet our enrollment targets across grades. As COVID-19 worsened, we ramped up our recruitment efforts but have still been unable to meet our enrollment targets.

Though school has begun, we have in no way slowed down our recruitment efforts for all grades and especially 4th grade. We are implementing the following strategies:

- **Increase the quality and frequency of our marketing campaigns**
 - Social Media: Facilitate social media campaigns by working with a professional company to target our market (families with students in grades 4-7 in and around our community) with daily posts on multiple social media sites and to track the click rate and monitor traffic from these pages to our website.
 - Mailers: Send targeted mailers to the homes of students in grades 4-7 in and around our community. Focus on our remote program, the technology we provide to all students, individualized support, and increased instruction for students with disabilities and ELLs.
 - Swag: Hand out “Ask Me about Key” shirts, keychains, phone wallet, wristbands, tote bags, and buttons to as many people as possible to spread the word; all swag has our contact information on it
 - Physical Site Marketing: Hang larger “Apply Now” banner on the side of the building, decorate main office window and sides of walls with recruitment messaging.

- **Community Outreach**

- Presence at Events: Have people on the ground at local community events, tabling or performing street outreach five days a week at community centers, after-school programs, events, high-traffic areas, local businesses (when designated as safe to do so per COVID-19 health safety guidelines)
- Post Signage: Post fliers and ads in local housing buildings and at community centers in the area
- Host Event for the Community: Host a fall festival at our school to engage local families (when designated as safe to do so per COVID-19 health safety guidelines)
- Engage Incentivize Current Families to Refer: All families that refer a new family that enrolls a student gets a free uniform top and their name put into our lottery to win a prize.
- Partner with local CBOs: Communicate with local CBOs such as Jeremiah Project, WIN shelter, BCCC and others to let them know we have open seats and to provide them with information to refer to us.
- Team Canvassing: Host an event with board members, current staff, families (when designated as safe to do so per COVID health safety guidelines) to recruit around the community.
- Host Open Houses: Host 2 open houses per month (host virtually until designated as safe to do so in person per COVID-19 health safety guidelines).

It feels important to note that even with a smaller student population our school program remains intact (adapted accordingly for COVID-19 per NYSED/NYCDOE guidance). In addition, our budget remains in good standing and we are not anticipating a shortfall in SY20-21.

Measurable Outcomes to Demonstrate Progress Toward Achieving Goal(s):

Outline the ways the school will measure progress toward achieving its goal(s). These should be quantifiable and include dates whenever possible.

i.e. Administration of iReady testing in November, March, and June.

- We will track the outcomes (# of students enrolled) from each of the above strategies.

Title/Role(s) of Responsible Persons:

- Renisha Pierre, School Director
- Katie Mazer, Executive Director
- Romina Ramos, Ops Team
- Jennifer Cortez, Ops Team

Expected Date of Completion:

- We will implement these strategies immediately and continue as long as necessary to meet the goal noted above.

Progress Made Since Last Check-In:

Along with a date, provide an update of what outcomes have shown and how the school has responded.

- We have been implementing the above strategies since we first communicated our enrollment challenge in early May to NYSED. (Note: All in-person recruitment stopped in mid-March due to COVID-19. We increased our social media marketing at that time.)
- We have increased our enrollment by a few students (<5) as a result of our mailer.

Plan of Action Until Next Check-In:

Describe the school's next steps toward achieving its goal beyond those already described.

- Beyond what we noted above, we will do the following things to work towards addressing this issue and meeting our goal:
 - Updated enrolled family incentives for referring a new student since uniform shirt does not feel exciting since we are currently remote
 - Create new mailer promoting our remote learning platform data showing how well our students performed after the remote Spring term
 - Increase communication with local shelters in and around our area

Check-In Date (s):

Propose check-in dates to update the CSO on progress.

- Oct 15 (4 weeks out to allow sufficient time to continue efforts and track progress)
- Nov 15; Dec 15 (4 week increments to note progress or updates)

Attachment B

Key Collegiate Charter School indicated the underqualified teacher providing SpEd services, received additional support and coaching from the SpEd coordinator. The School made every effort to hire qualified teachers. Given the environment and shortage of qualified teachers, the School will continue to seek out qualified teachers to provide the SpEd services.



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

July 01, 2021 through July 30, 2021

Primary Account: [REDACTED]

CUSTOMER SERVICE INFORMATION

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

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KEY COLLEGIATE CHARTER SCHOOL
 257 CHESTER ST
 BROOKLYN NY 11212

CONSOLIDATED BALANCE SUMMARY

ASSETS

Checking & Savings	ACCOUNT	BEGINNING BALANCE THIS PERIOD	ENDING BALANCE THIS PERIOD
Chase Platinum Business Checking	[REDACTED]	\$484,170.94	\$780,969.29
Chase Business Premier Savings	[REDACTED]	75,033.40	75,035.25
Total		\$559,204.34	\$856,004.54
TOTAL ASSETS		\$559,204.34	\$856,004.54

CHASE PLATINUM BUSINESS CHECKING

KEY COLLEGIATE CHARTER SCHOOL

Account Number: [REDACTED]

CHECKING SUMMARY

	INSTANCES	AMOUNT
Beginning Balance		\$484,170.94
Deposits and Additions	3	461,897.00
Checks Paid	2	-6,362.00
ATM & Debit Card Withdrawals	2	-923.07
Electronic Withdrawals	12	-157,813.58
Ending Balance	19	\$780,969.29

Your Chase Platinum Business Checking account provides:

- No transaction fees for unlimited electronic deposits (including ACH, ATM, wire, Chase Quick Deposit)
- 500 debits and non-electronic deposits (those made via check or cash in branches) per statement cycle
- \$25,000 in cash deposits per statement cycle
- Unlimited return deposited items with no fee

There are additional fee waivers and benefits associated with your account – please refer to your Deposit Account Agreement for more information.



July 01, 2021 through July 30, 2021

Primary Account: [REDACTED]

DEPOSITS AND ADDITIONS

DATE	DESCRIPTION	AMOUNT
07/06n	[REDACTED]	\$380,700.00n
07/09n	[REDACTED]	62,005.00n
07/29n	[REDACTED]	19,192.00n
Total Deposits and AdditionsM		\$461,897.00M

CHECKS PAID

CHECK NO.	DESCRIPTION	DATE PAID	AMOUNT
1042n ^n		07/16n	\$2,600.00n
21061n *r^n		07/02n	3,762.00n
Total Checks PaidM			\$6,362.00M

If you see a description in the Checks Paid section, it means that we received only electronic information about the check, not the original or an image of the check. As a result, we're not able to return the check to you or show you an image.n

* All of your recent checks may not be on this statement, either because they haven't cleared yet or they were listed on one of your previous statements.n

^ An image of this check may be available for you to view on Chase.com.n

ATM & DEBIT CARD WITHDRAWALS

DATE	DESCRIPTION	AMOUNT
07/02n	Card Purchase [REDACTED]	\$378.06n
07/26n	Card Purchase [REDACTED]	545.01n
Total ATM & Debit Card WithdrawalsM		\$923.07M

ATM & DEBIT CARD SUMMARY

Katie Danielle MazernCard 0657n

Total ATM Withdrawals & Debitsn	\$0.00n
Total Card Purchasesn	\$923.07n
Total Card Deposits & Creditsn	\$0.00n

ATM & Debit Card Totals n

Total ATM Withdrawals & Debitsn	\$0.00n
Total Card Purchasesn	\$923.07n
Total Card Deposits & Creditsn	\$0.00n



July 01, 2021 through July 30, 2021

Primary Account: [REDACTED]

ELECTRONIC WITHDRAWALS

DATE	DESCRIPTION	AMOUNT
07/01	[REDACTED]	\$45.00
07/06	[REDACTED]	525.20
07/07	[REDACTED]	450.00
07/14	[REDACTED]	63,100.56
07/15	[REDACTED]	5,250.08
07/15	[REDACTED]	5,026.13
07/16	[REDACTED]	59.75
07/19	[REDACTED]	6,228.59
07/27	[REDACTED]	2,139.86
07/28	[REDACTED]	4,514.49
07/29	[REDACTED]	68,472.37
07/29	[REDACTED]	2,001.55
Total Electronic Withdrawals		\$157,813.58

DAILY ENDING BALANCE

DATE	AMOUNT	DATE	AMOUNT	DATE	AMOUNT
07/01	\$484,125.94	07/14	858,615.12	07/26	838,905.56
07/02	479,985.88	07/15	848,338.91	07/27	836,765.70
07/06	860,160.68	07/16	845,679.16	07/28	832,251.21
07/07	859,710.68	07/19	839,450.57	07/29	780,969.29
07/09	921,715.68				



July 01, 2021 through July 30, 2021

Primary Account: [REDACTED]

SERVICE CHARGE SUMMARY

Monthly Service Fee	\$0.00
Other Service Charges	\$0.00
Total Service Charges	\$0.00

The monthly service fee was waived on your Chase Platinum Business Checking account because you maintained the required relationship balance.

SERVICE CHARGE DETAIL

DESCRIPTION	VOLUME	ALLOWED	CHARGED	PRICE/UNIT	TOTAL
Monthly Service Fee					
Monthly Service Fee Waived	0			\$95.00	\$0.00
Other Service Charges:					
Electronic Credits					
Electronic Credits	3	Unlimited	0	\$0.40	\$0.00
Credits					
Non-Electronic Transactions	16	500	0	\$0.40	\$0.00
Subtotal Other Service Charges					\$0.00

ACCOUNT 000000361635888

Other Service Charges:

Electronic Credits	
Electronic Credits	3
Credits	
Non-Electronic Transactions	16

CHASE BUSINESS PREMIER SAVINGS

KEY COLLEGIATE CHARTER SCHOOL

Account Number: [REDACTED]

SAVINGS SUMMARY

	INSTANCES	AMOUNT
Beginning Balance		\$75,033.40
Deposits and Additions	1	1.85
Ending Balance	1	\$75,035.25
Annual Percentage Yield Earned This Period		0.03%
Interest Paid This Period		\$1.85
Interest Paid Year-to-Date		\$12.98

Your monthly service fee was waived because you maintained an average savings balance of \$25,000 or more during the statement period.



July 01, 2021 through July 30, 2021

Primary Account: [REDACTED]

TRANSACTION DETAIL

DATE	DESCRIPTION	AMOUNT	BALANCE
	Beginning Balance		\$75,033.40
07/30f	Interest Paymentf	1.85	75,035.25f
	Ending Balance		\$75,035.25

30 deposited items are provided with your account each month. There is a \$0.40 fee for each additional deposited item.f

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

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

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

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

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



JPMorgan Chase Bank, N.A. Member FDIC

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<p style="text-align: center;">Disclosure of Financial Interest by a Current or Proposed Board of Trustees Member</p>
--

Name: Ruben N. Henriquez

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

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

Board Member

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

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

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

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

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

No

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

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

No

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

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

Yes

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

I am employed by the law firm, Davis Polk & Wardwell LLP, which may do pro bono work for Key Collegiate. I am an associate attorney and work in the finance practice. My salary is \$350,000 per year, plus bonus. I started March 1, 2021.

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

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

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

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

Ruben Henriquez
 Signature

6/24/2021
 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:

____ Athena Hernandez _____

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

____ Key Collegiate Charter School _____

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

Recruitment Committee

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

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

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

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

NO

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

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

NO

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

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

NO

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

Yes No

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

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

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

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

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



 Sig

6/23/2021

 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:
Nikki Carroll

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

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

Treasurer

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

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

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

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

No

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

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

No

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

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

No

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

Yes No

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

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

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

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

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



 Signature

06/28/2021

 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:

Tracy Fray-Oliver

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

Key Collegiate

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

Board Member, Parent Liason

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

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

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

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

N/A

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

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

N/A

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

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

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

Yes X **No**

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

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

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

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

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

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

Tracy M. Gray-Dwice

Signature

6/23/2021

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:

Michael McNally

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

Key Collegiate

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

Board Member, Finance Committee Member

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

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

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

No

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

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

No

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

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

No

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

A

6.

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

Yes **No**

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

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

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

8. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real

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

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

Signature

Date

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





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

Name:

Ronald G. Russo

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

Key Collegiate Charter School

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

Vice-Chairperson

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

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

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

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

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

No

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

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

No

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

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

Yes No

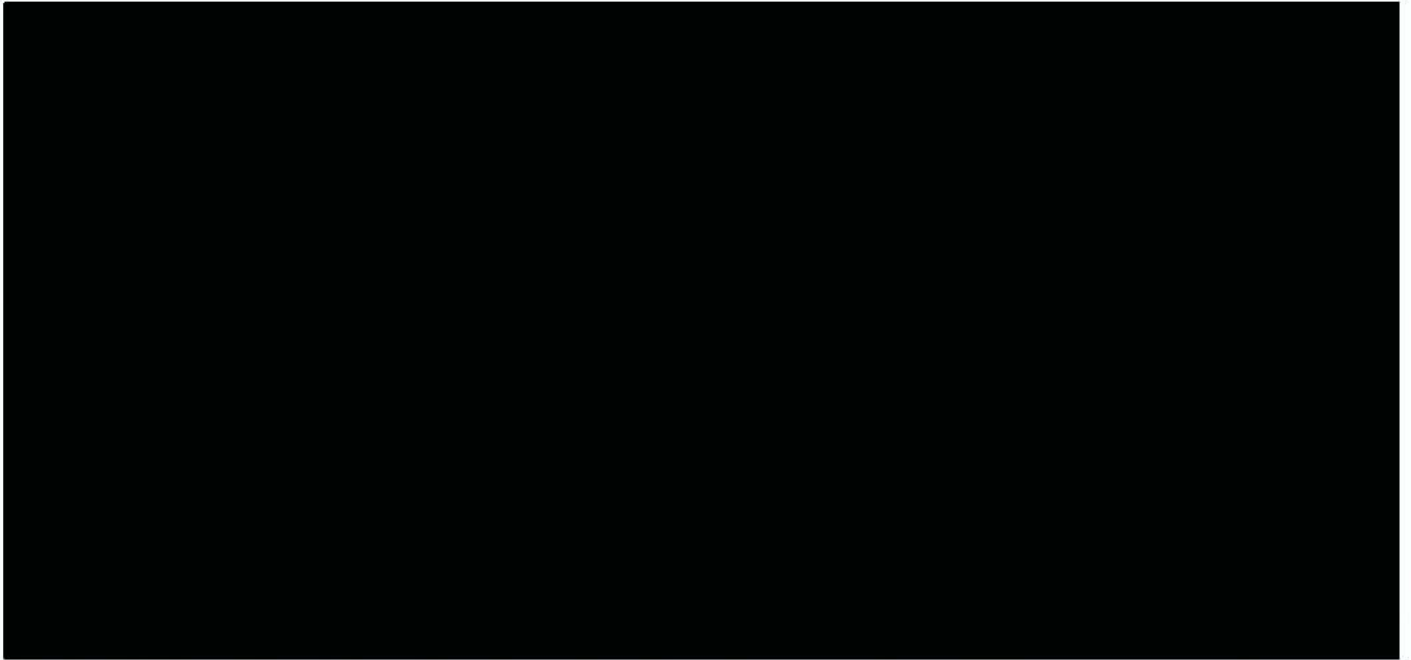
If Yes, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

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

None

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

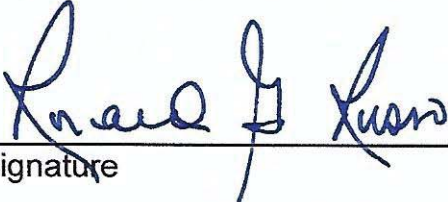
Please note that this document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. Personal contact information provided below will be redacted.



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

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



 Signature

July 15, 2020

 Date

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

Name:

JASON CALI

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

KEY COLLEGIATE CHARTER SCHOOL

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

- Facilities Rep.
- Academic Committee Member

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

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

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

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

No

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

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

No

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

No

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

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

Yes No

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

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

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

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

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

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

Signature 

Date 6-15-21

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:

Romy Drucker_____

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

Key Collegiate Charter School_____

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

Board President

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

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

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

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

No

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

No

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

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

No

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

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

Yes **No**

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

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

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

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

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

Romy Drucker

 Signature

7/7/2021

 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:

Nancy Manket

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

Key Collegiate

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

Secretary

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

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

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

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

no

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

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

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

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

6. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive

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

Yes No

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

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

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

8. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation and in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are

doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, write "None."

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


Nancy A. Market

6/23/21

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.



Board of Trustees Meeting

July 27, 2020 Minutes

The meeting was held virtually on zoom and called to order at 6:3 p2m by Ron Russo, Vice Chair.

Board Members	Non-Board Members
Romy Drucker - present Ron Russo – present Nikki Carroll – present Jason Cali – present Mike McNally – absent Athena Hernandez – present Nancy Manket – present Tracy Fray-Oliver – present Ruben Henriquez - present	Katie Mazer – HOS Renisha Pierre – School Director Alice James-Yudekovitz – Academic Director Bradley Blosser – Edtec Bryson Wilson - Edtec

A quorum was present.

Item	Notes
Public Comment	None
Minutes	A motion was made by Ron Russo to approve the June meeting minutes from June 29, 2020. Romy seconded the motion. The minutes were unanimously approved by Board.
HOS Report	<p>Alice gave an update on the 3-week Summer Academy. 58 students participated and it was extremely well received by parents and students. It also provided staff the opportunity to test some new technology that will be incorporated this Fall.</p> <p>Renisha reviewed current enrollment for the Fall and indicated that the major focus now is on 7th grade. A number of new strategies are being utilized to address the remaining 11 open seats in that grade. She and Katie also discussed the Key Re-Opening Plan to be submitted to NYSED. The Board approved the document which details a hybrid model unless the State determines otherwise. A fully remote model is also included as part of the document should in-school learning not be an option.</p>
Committee Notes	
Governance	Romy, Katie, and Nancy are continuing to work on Key’s long-term strategic plan.
Finance Committee	No financial report this month. June results as well as preliminary year results will be presented at the August meeting
Facilities	The renovation is on hold pending resolution of a lawsuit between the local church congregation and its District church that Key has been pulled into. Jason, Ron, and Reuben have been working closely with our attorneys and will keep the Board updated.
Academic	No report.
Adjournment	Ron Russo made a motion to adjourn the meeting at 7:20 pm. Jason seconded the motion and the meeting was adjourned.

Board of Trustees Meeting

August 24, 2020 Minutes

The meeting was held virtually on zoom and called to order at 6:30 pm by Ron Russo, Vice Chair.

Board Members	Non-Board Members
Romy Drucker - present Ron Russo – present Nikki Carroll – present Jason Cali – present Mike McNally – absent Athena Hernandez – present Nancy Manket – present Tracy Fray-Oliver – absent Ruben Henriquez - absent	Renisha Pierre – School Director Alice James-Yudekovitz – Academic Director Bradley Blosser – Edtec

A quorum was present.

Item	Notes
Public Comment	None
Minutes	A motion was made by Ron Russo to approve the July meeting minutes from July 27, 2020. Romy seconded the motion. The minutes were unanimously approved by Board.
HOS Report	Renisha shared that staff professional development was underway and going well. Since most of the teachers were returning, the focus of PD was on student/staff safety, covid protocols and remote learning. Students will be taught remotely for the first 3 weeks of school and the plan is to shift to a hybrid model on 9/28. This is dependent, however, on the facility readiness and state and city guidelines.
Committee Notes	
Governance	Romy indicated that all questions from the authorizer regarding Key’s re-opening plan have been reviewed and answered to the authorizer’s satisfaction.
Finance Committee	Edtec presented the year-end financial information and the school is in solid standing. The Board was also informed that the 339 thousand dollars Key received in PPP loans and the loans will be forgiven, without an additional documentation.
Facilities	The lawsuit by the church has be dropped so the facility renovation will be moving forward shortly. Jason, Nancy, and Romy will be following up with the contractor on scope and timing.
Academic	No report.
Adjournment	Ron Russo made a motion to adjourn the meeting at 7:30 pm. Jason seconded the motion and the meeting was adjourned.



Board of Trustees Meeting September 21, 2020 Minutes

The meeting was held virtually on zoom and called to order at 6:30 pm by Ron Russo, Vice Chair.

Board Members	Non-Board Members
Romy Drucker - present Ron Russo – present Nikki Carroll – present Jason Cali – absent Mike McNally – absent Athena Hernandez – present Nancy Manket – present Tracy Fray-Oliver – absent Ruben Henriquez - absent	Renisha Pierre – Director of Operations Alice James-Yudekovitz – Dean of Curriculum Bradley Blosser – Edtec

A quorum was present.

Item	Notes
Public Comment	None
Minutes	A motion was made by Ron Russo to approve the July meeting minutes from August 24, 2020. Mike seconded the motion. The minutes were unanimously approved by Board.
HOS Report	Ms. Pierre and Ms. James provided the school update. Remote classes have been in progress for 3 weeks and running smoothly. There are 126 students enrolled and attendance has been consistently in the 95% range. Ms. James provided a demo of the primary on-line tools being utilized by Key, Google Class and Nearpod, which were chosen for their ability to keep students engaged, participating, and on track. The Board appreciated being provided a window into the student experience and proud of how well Key has done in mirroring what happens in-person through remote learning. Ms. Mazer returns from maternity leave at the end of the month.
Committee Notes	
Governance	No report
Finance Committee	Edtec presented the July and August financials and the revised 2020/2021 budget. Nancy made a motion to approve the revised budget and Romy seconded the motion. The revised budget was unanimously approved by the Board.
Facilities	The renovation of the additional church space is underway and will be completed by November 9 th , when students will return to in-school learning based on a hybrid model.
Academic	No report.
Adjournment	Ron Russo made a motion to adjourn the meeting at 7:20 pm. Mike seconded the motion and the meeting was adjourned.

Board of Trustees Meeting

October 26, 2020 Minutes

The meeting was held virtually on zoom and called to order at 6:34 pm by Ron Russo, Vice Chair.

Board Members	Non-Board Members
Romy Drucker - present Ron Russo – present Nikki Carroll – present Jason Cali – absent Mike McNally – present Athena Hernandez – absent Nancy Manket – present Tracy Fray-Oliver – present Ruben Henriquez - present	Katie Mazer – Executive Director Renisha Pierre – School Director Alice James-Yudekovitz – Academic Director Bradley Blosser – Edtec

A quorum was present.

Item	Notes
Public Comment	None
Minutes	A motion was made by Ron Russo to approve the September meeting minutes from September 21, 2020. Romy seconded the motion. The minutes were unanimously approved by Board subject to a correction that Mike was absent from the meeting and Romy seconded the motion to approve them.
School Report	Ms. Pierre and Ms. James provided the school update. While teachers are working tirelessly to create high quality learning remotely, they are experiencing 2 significant challenges that were non-existent with in-school learning: 1)Daily attendance has been averaging 93% but students are logging on and off during the day causing remote class attendance to be lower. As a result, there has also been a drop in remote class work and assessment completion. 2) Parent partnership/engagement has been lower than expected in supporting their children’s learning. The school’s leadership are experimenting with different interventions to help to improve in all of these areas and will update the Board on progress at the next Board meeting. The hope is that the school will return to a hybrid model in January 2021.
Committee Notes	
Governance	Nancy and Romy continue to work with Katie on the school’s long-term strategy to address the school’s enrollment shortfall. NYSED is being kept apprised as this process continues.
Finance Committee	<p>Nikki reviewed Key’s audit report for the fiscal year ended June 30, 2020 indicating a clean audit, strong internal controls, and in compliance with GAAP. She also reviewed the auditor’s letter to the finance committee which had nothing material to report with the exception of enrollment being out of compliance with its school charter, which was expected. The auditors, Board, and NYSED had all been previously advised of this issue as well as the on-going steps being taken to address. Nikki made a motion to approve the audit, Ron seconded the motion, and the audit was unanimously approved. Nikki will notify the auditor that the audit was approved and Edtech will submit to NYSED along with the school’s SY20/21 Budget by 11/1/20. The Board thanks Ray Jacobi, the Edtec team and Key leadership for their excellent collaboration to complete this process</p> <p>Brad presented the year-to-date financials which were in-line with the budget. Katie indicated that Little Bird, Key’s HR provider was acquired by Tri-net with no impact on services.</p>
Academic	No report.
Adjournment	Ron Russo made a motion to adjourn the meeting at 7:25 pm. Mike seconded the motion and the meeting was adjourned.

Board of Trustees Meeting

November 23, 2020 Minutes

The meeting was held virtually on zoom and called to order at 6:35 pm by Ron Russo, Vice Chair.

Board Members	Non-Board Members
Romy Drucker - present Ron Russo – present Nikki Carroll – present Jason Cali – present Mike McNally – present Athena Hernandez – present Nancy Manket – present Tracy Fray-Oliver – present Ruben Henriquez - present	Katie Mazer – Executive Director Renisha Pierre – School Director Alice James-Yudekovitz – Academic Director Bradley Blosser – Edtec

A quorum was present.

Item	Notes
Public Comment	None
Minutes	A motion was made by Ron Russo to approve the October meeting minutes from October 26, 2020. Nancy seconded the motion. The minutes were unanimously approved by Board.
HOS Report	Ms. Pierre and Ms. James provided the school update. The school’s first term is over, report cards have been posted to the portal, and report card conferences are in process. The conferences have helped in improving parent engagement with their children’s progress and the feedback from many parents regarding Key’s adaptation to remote teaching has been positive. Maintaining some students’ attendance in all classes throughout the day continues to be a significant challenge. Plans are in place to shift to a hybrid model in January assuming the Covid positivity rate drops below 3% and DOE announces that schools can re-open.
Committee Notes	
Governance	Romy and Katie shared that they are finalizing Key’s longer-term strategic plan to present to the Board. A special meeting will be held on December 7 th to discuss and approve. More detailed information will be sent to the board and community prior to that time.
Finance Committee	Brad presented Key’s financial results through October and indicated that there were no material changes in revenue or expenses from last month. The current forecast reflects a smaller operating loss and approximately break-even for income before depreciation for this school year.
Academic	No report.
Adjournment	Ron made a motion to adjourn the meeting at 7:30 pm. Romy seconded the motion and the meeting was adjourned.



Board of Trustees Meeting December 14, 2020 Minutes

The meeting was held virtually on zoom and called to order at 6:32 pm by Romy Drucker, Chair.

Board Members	Non-Board Members
Romy Drucker - present Ron Russo – absent Nikki Carroll – present Jason Cali – present Mike McNally – present Athena Hernandez – absent Nancy Manket – present Tracy Fray-Oliver – present Ruben Henriquez - present	Katie Mazer – Executive Director Renisha Pierre – School Director Alice James-Yudekovitz – Academic Director Bradley Blosser – Edtec Derian De La Torre - Edtec

A quorum was present.

Item	Notes
Public Comment	None
Minutes	A motion was made by Romy to approve the November meeting minutes from November 23, 2020. Nancy seconded the motion. The minutes were unanimously approved by Board.
HOS Report	Ms. Mazer, Ms. Pierre and Ms. James provided the school updates. Key hopes to resume in-class instruction beginning January 25, 2021 assuming four key Covid safety criteria are met. It will be a hybrid model, as previously discussed, with each student that opts-in being in the classroom 2 days a week. Staff will return the week prior to prepare. Currently, approximately 40% of the student body plans to attend in-person when school re-opens.
Committee Notes	
Governance	Information regarding the potential merger was shared with the school community families and staff. The required documentation to seek approval will be sent to the authorizers on December 15 th . Additional updates will be provided as the process moves forward.
Finance Committee	Although the financials weren't distributed, Brad indicated that Key's financial results through November were in-line and there were no significant changes to report. The November and December financials will be presented together at the January meeting.
Academic	No report.
Adjournment	Romy made a motion to adjourn the meeting at 6:50 pm. Nancy seconded the motion, and the meeting was adjourned.

Board of Trustees Meeting

February 22, 2021 Minutes

The meeting was held virtually on zoom and called to order at 6:32 pm by Ron Russo, Vice Chair.

Board Members	Non-Board Members
Romy Drucker - present Ron Russo – present Nikki Carroll – present Jason Cali – present Mike McNally – present Athena Hernandez – present Nancy Manket – present Tracy Fray-Oliver – present Ruben Henriquez - present	Katie Mazer – Executive Director Renisha Pierre – School Director Bradley Blosser – Edtec

A quorum was present.

Item	Notes
Public Comment	None
Minutes	A motion was made by Ron Russo to approve the January meeting minutes from February 1, 2021. Mike McNally seconded the motion. The minutes were unanimously approved by Board.
HOS Report	Ms. Pierre provided the school update. Classes continue to be held remotely because the local covid positivity numbers are above 5%. Key is prepared to shift to a hybrid model when permitted and is hopeful to have its students back in the building soon. A new Ops Manager was hired and will begin mid-march. Several students that relocated from the area are back at Key and received a warm welcome. While Ms. James is on maternity leave, her position is being covered by Ms. Pierre and the ELA and STEM coaches.
Committee Notes	
Governance	Katie provided an update on the merger. A public hearing is scheduled with NYDOE on Tuesday, February 23 since the merger is a material revision to the charter. Board members are invited to attend. A meeting will also be held with SUNY, Forte Prep’s authorizer on March 1 to answer any questions. The next steps will be for SUNY to consider approval of the merger at its March meeting and for the Board of Regents to do the same in April/May. Katie will keep the board informed of any new developments.
Finance Committee	Brad presented Key’s financial results through January 2021 and operating income, income after depreciation, and cash flow remain ahead of budget. Key’s financial metrics all are in a strong position.
Academic	No report.
Adjournment	Ron made a motion to adjourn the meeting at 7:10 pm. Athena seconded the motion and the meeting was adjourned.

Board of Trustees Meeting

March 22, 2021 Minutes

The meeting was held virtually on zoom and called to order at 6:40 pm by Ron Russo, Vice Chair.

Board Members	Non-Board Members
Romy Drucker - present Ron Russo – present Nikki Carroll – present Jason Cali – present Mike McNally – present Athena Hernandez – present Nancy Manket – present Tracy Fray-Oliver – present Ruben Henriquez - present	Katie Mazer – Executive Director Renisha Pierre – School Director

A quorum was present.

Item	Notes
Public Comment	None
Minutes	A motion was made by Ron Russo to approve the January meeting minutes from February 22, 2021. Nancy Manket seconded the motion. The minutes were unanimously approved by Board.
HOS Report	Ms. Pierre provided the school update. Classes continue to be held remotely because of the zipcode’s covid positivity numbers. However, a small number of students that most needed extra attention are now learning remotely within the building. This change has improved both students’ attendance and engagement and has been a morale booster for teachers.
Committee Notes	
Governance	Katie provided an update on the merger. While the vote by SUNY was delayed, all involved remain cautiously optimistic that approval by all authorizers will be obtained by June. Romy acknowledged the strong work the lawyers have been doing on behalf of Key and Forte in navigating the merger process.
Finance Committee	Nikki presented Key’s financial results through February 2021 and operating income, income after depreciation, and cash flow remain well ahead of budget. Key’s financial metrics all are in a strong position. In addition, the 990 is in process by Key’s auditors and the annual budgeting process has just begun for the next school year.
Academic	Jason presented the academic committee’s report which highlighted the high correlation between remote attendance and students’ growth this year. In addition, the results indicated a positive improvement between the fall and winter in both ELA and Math scores.
Adjournment	Ron made a motion to adjourn the meeting at 7:10 pm. Mike seconded the motion and the meeting was adjourned.

Board of Trustees Meeting February 1, 2021 Minutes

The meeting was held virtually on zoom and called to order at 6:34 pm by Ron Russo, Vice Chair.

Board Members	Non-Board Members
Romy Drucker - present Ron Russo – present Nikki Carroll – present Jason Cali – present Mike McNally – present Athena Hernandez – present Nancy Manket – absent Tracy Fray-Oliver – present Ruben Henriquez - present	Katie Mazer – Executive Director Renisha Pierre – School Director Alice James-Yudekovitz – Academic Director Bradley Blosser – Edtec Bryson Wilson - Edtec

A quorum was present.

Item	Notes
Public Comment	None
Minutes	A motion was made by Ron Russo to approve the November meeting minutes from the previous December 2020 meeting. Mike McNally seconded the motion. The minutes were unanimously approved by Board.
HOS Report	Ms. Mazer, Ms. Pierre and Ms. James provided the school updates. Key hopes to resume in-person instruction and are planning to do so as soon as our four COVID safety criteria benchmarks are met. It will be a hybrid model, as previously discussed, with each student that opts-in being in the classroom 2 days a week. Staff will return the week prior to prepare. Currently, approximately 50% of the student body plans to attend in-person when school re-opens. Of the criteria we need to meet in order to open, the one that has not yet been met is for our region (zip-code) to have lower than a 5% 7-day COVID positivity rate. Rates in our area have hovered around 8-9% for the past two weeks.
Committee Notes	
Governance	
Finance Committee	Brad shared updates that showed a massive positive sway in our finances due to some updates to our budget based on the mid-year review. Based on remote learning, we have saved a lot of money; the only category we have overspent in is software. We have updated the budget to reflect these changes. Our PPP loan was forgiven in full. We are finishing up our 990 docs for our auditors and will be submitting this shortly. Funding: We did receive the first portion of Title funding in January. We did not yet receive the CARES Act funding. We did receive the IDEA funding of \$40k in January. We are submitting for another CSP grant for COVID-related spending between July and the end of September.
Academic	Our Term 2 iready data was completed on Friday 1/29/2021. We are launching our Term 2 IA assessments this week. Our Academic Achievement committee will be reviewing this during this month's committee meeting and will share updates at the February meeting.
Adjournment	Ron made a motion to adjourn the meeting at 7:10 pm. Jason seconded the motion, and the meeting was adjourned.

Board of Trustees Meeting

April 26, 2021 Minutes

The meeting was held virtually on zoom and called to order at 6:33 pm by Ron Russo, Vice Chair.

Board Members	Non-Board Members
Romy Drucker - present Ron Russo – present Nikki Carroll – present Jason Cali – present Mike McNally – present Athena Hernandez – present Nancy Manket – present Tracy Fray-Oliver – present Ruben Henriquez - present	Katie Mazer – Executive Director Renisha Pierre – School Director Brad Blosser - Edtec

A quorum was present.

Item	Notes
Public Comment	None
Minutes	A motion was made by Ron Russo to approve the March meeting minutes from March 22, 2021. Romy Drucker seconded the motion. The minutes were unanimously approved by Board.
HOS Report	Ms. Pierre provided the school update. She shared the updated COVID positivity rates in our zipcode. She also provided an update on the intervention that is taking place and shared a possibility to expand this.
Committee Notes	
Governance	Romy and Katie provided an update on the merger. A vote will be taken by the SUNY authorizers to approve the merger on May 4 and the SED authorizers will meet/vote a few weeks later. Romy will notify the Board after the votes.
Finance Committee	Brad reviewed the March financials and indicated that there wasn't much change from the previous month other than the accounting for the PPP loan. Since it was approved for forgiveness, the entire amount has been removed from the balance sheet and taken into revenue. Key's financial metrics and cash position remain in a strong position. Brad also presented a summary of the 21/22 budget and the 990. Detail of both will be circulated after the meeting.
Academic	No update
Adjournment	Ron made a motion to adjourn the meeting at 7:30 pm. Nancy seconded the motion and the meeting was adjourned.

Board of Trustees Meeting

May 24, 2021 Minutes

The meeting was held virtually on zoom and called to order at 6:33 pm by Ron Russo, Vice Chair.

Board Members	Non-Board Members
Romy Drucker - present Ron Russo – present Nikki Carroll – absent Jason Cali – present Mike McNally – present Athena Hernandez – present Nancy Manket – present Tracy Fray-Oliver – present Ruben Henriquez - present	Katie Mazer – Executive Director Renisha Pierre – School Director Brad Blosser - Edtec

A quorum was present.

Item	Notes
Public Comment	None
Minutes	A motion was made by Ron Russo to approve the April meeting minutes from April 26, 2021. Jason Cali seconded the motion. The minutes were unanimously approved by Board.
HOS Report	Ms. Pierre provided the update that 35 students are now doing their daily class time from Key’s facility but still on a remote basis. Those students have the benefit of additional monitoring and supervision. The remainder are continuing to attend class remotely. While there will be no state testing, end-of-year Key assessments will begin shortly. That data will be important to assess students’ growth as well as understand the remediation services that will be needed to backfill some of the ground lost as a result of a school year based on covid related remote learning.
Committee Notes	
Governance	Katie provided an update on the merger. SUNY authorizers approved the merger on May 4 and the SED/Board of Regents authorizers will meet and vote on June 7th. Romy will notify the Board after the votes. Assuming the merger is approved, it will be effective July 1 st . Katie, Graham and their teams are working closely together to address what needs to be completed before and after July 1 st to ensure a smooth transition.
Finance Committee	Brad reviewed the April financials and indicated that there wasn’t much change from what was anticipated. Key’s financial metrics and cash position remain in a strong position. Brad also reviewed the 21/22 stand-alone budget. The Board will have 2 weeks to review and ask any questions and then Romy will request a vote to approve via e-mail. The 990 was approved and submitted to the state. The year-end interim audit will begin in June and the full audit will kick off in August.
Academic	No update
Adjournment	Ron made a motion to adjourn the meeting at 7:30 pm. Nancy seconded the motion and the meeting was adjourned. Romy will circulate the date of the next Board meeting in June, which we hope to have in person.

Board of Trustees Meeting

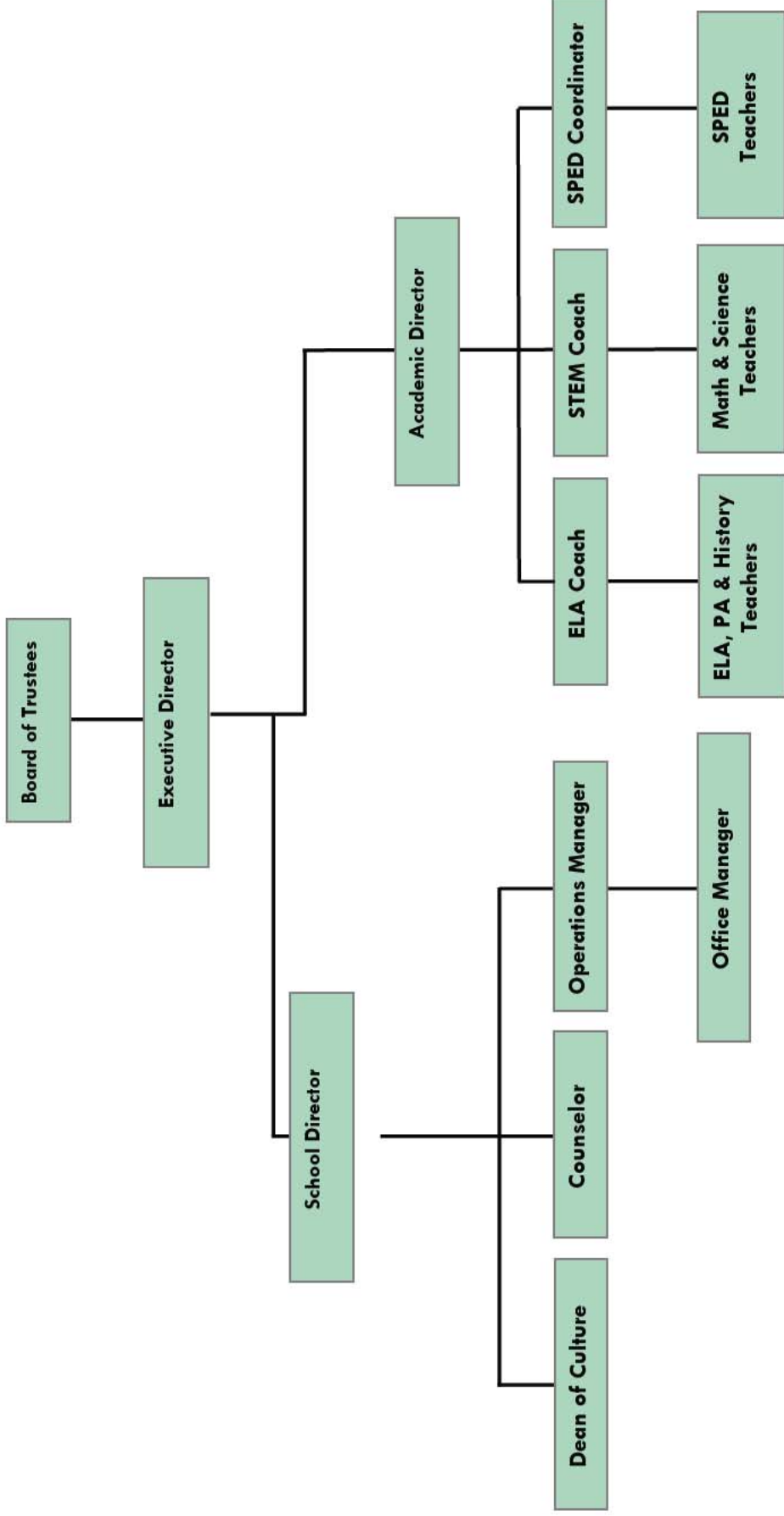
June 24, 2021 Minutes

The meeting was held virtually on zoom and called to order at 6:35 pm by Ron Russo, Vice Chair.

Board Members	Non-Board Members
Romy Drucker - present Ron Russo – present Nikki Carroll – absent Jason Cali – present Mike McNally – present Athena Hernandez – present Nancy Manket – present Tracy Fray-Oliver – absent Ruben Henriquez - present	Katie Mazer – Executive Director Brad Blosser - Edtec

A quorum was present.

Item	Notes
Public Comment	None
Minutes	A motion was made by Ron Russo to approve the May minutes from May 24, 2021. Romy Drucker seconded the motion. The minutes were unanimously approved by Board.
HOS Report	Ms. Mazer provided the school update. The school year is coming to a close and tomorrow is the Stepping-Up Ceremony will be held in a nearby park. The final test results indicated student academic growth was similar to prior years’ growth, big win for a year that required remote learning. Staff hiring for the next school is going well with only 1 teacher and an assistant teacher role remaining to be filled.
Committee Notes	
Governance	Ms. Mazer informed the Board that the hope is that SED/Regents will approve the merger either in July or September. The delay has had several financial, strategic, and operational implications that are being addressed in the interim. The Board unanimously voted to extend the Executive Director position on a part-time basis beginning July 1 until a decision on the merger is made.
Finance Committee	A motion was made by Romy to approve the 2021/2022 budget as previously circulated with the additional expenses for the Executive Director position and a potentially new facility lease. Nancy seconded the motion, and the budget was unanimously approved by the Board
Academic	See above
Adjournment	Romy made a motion to adjourn the meeting at 7: 00 pm. Mike seconded the motion, and the meeting was adjourned. There will be no Board meeting in July and future Board meeting dates will be circulated later in the summer.



2021-22 SCHOOL CALENDAR

AUG 2021

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

INS. DAYS: 5

SEPT 2021

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

INS. DAYS: 21

OCT 2021

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

INS. DAYS: 19

AUGUST

- 8/23-8/27 F&P Testing (Appointment-Based)
- 8/25 First Day of School, Term 1 Begins

SEPTEMBER

- 9/6 School Closed (Labor Day)

OCTOBER

- 10/8 School Closed
- 10/11 School Closed (Indigenous People's Day)
- 10/29 Term 1 Ends

NOVEMBER

- 11/1 Term 2 Begins
- 11/2 Half Day (Election Day, Go Vote!)
- 11/11 School Closed (Veteran's Day)
- 11/23 Half Day
- 11/24-11/26 School Closed (Thanksgiving Break)

DECEMBER

- 12/20-12/31 School Closed (Winter Break)

JANUARY

- 1/3 Staff Data Day (No School for Students)
- 1/17 School Closed (Dr. Martin Luther King Day)
- 1/21 Term 2 Ends
- 1/24 Term 3 Begins

NOV 2021

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

INS. DAYS: 18

DEC 2021

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

INS. DAYS: 13

JAN 2022

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

INS. DAYS: 19

FEB 2022

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

INS. DAYS: 15

MAR 2022

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

INS. DAYS: 22

APR 2022

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

INS. DAYS: 19

FEBRUARY

- 2/21-2/25 School Closed (Mid-Winter Break)

MARCH

- 3/11 Staff Data Day (No School for Students)
- 3/29-3/31 State ELA Exam

APRIL

- 4/1 Term 3 Ends
- 4/4 Term 4 Begins
- 4/13 Half Day
- 4/14-4/15 School Closed (Easter Break)
- 4/26-4/28 State Math Exam

MAY

- 5/9-5/13 School Closed (Spring Break)
- 5/30 School Closed (Memorial Day)

JUNE

- 6/2-6/3 State 8th Grade Science Performance Exam
- 6/6 State 8th Grade Science Written Exam
- 6/17 Term 4 Ends, Last Day of School
- 6/20-6/24 Tentative Make-up Days (as needed)

MAY 2022

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

INS. DAYS: 16

JUNE 2022

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

INS. DAYS: 13

KEY

- School Closed
- Half Day
- Term Start & End Days
- State Testing
- Other

Certificate of Occupancy

CO Number: 320912081F

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

A.	Borough: Brooklyn	Block Number: 03560	Certificate Type: Final
	Address: 267 CHESTER STREET	Lot Number(s): 18	Effective Date: 01/07/2019
	Building Identification Number (BIN): 3081789	Building Type: Altered	
This building is subject to this Building Code: 1968 Code			
<i>For zoning lot metes & bounds, please see BISWeb.</i>			
B.	Construction classification: [REDACTED]	(Prior to 1968 Code designation)	
	Building Occupancy Group classification: [REDACTED]	(2014/2008 Code)	
	Multiple Dwelling Law Classification: None		
	No. of stories: [REDACTED]	Height in feet: [REDACTED]	No. of dwelling units: 1
C.	Fire Protection Equipment: Fire alarm system		
D.	Type and number of open spaces: None associated with this filing.		
E.	This Certificate is issued with the following legal limitations: None		
Borough Comments: None			



Borough Commissioner



Commissioner

Certificate of Occupancy

CO Number: 320912081F

Permissible Use and Occupancy

All Building Code occupancy group designations below are 2008 designations.

Floor From To	Maximum persons permitted	Live load lbs per sq. ft.	Building Code occupancy group	Dwelling or Rooming Units	Zoning use group	Description of use
<p>CARETAKER'S APARTMENT RESTRICTIVE DELCARATION HAS BEEN RECORDER WITH CRFN 2018000168008</p> <p style="text-align: center;">END OF SECTION</p>						



Borough Commissioner



Commissioner

END OF DOCUMENT