

# Application: La Cima Charter School

Jen Pasek - jen@pasekconsulting.com  
2022-2023 Annual Report

## Summary

ID: 0000000348

Last submitted: Nov 8 2023 07:38 AM (EST)

Labels: Board of Regents

## Entry 1 School Info and Cover Page

Completed - Aug 1 2023

### Instructions

#### Required of ALL Charter Schools

Each Annual Report begins with a completed School Information and Cover Page. The information is collected in a survey format within the [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 2022-2023 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, 2023**) or you may not be assigned the correct tasks.

## BASIC INFORMATION

### a. SCHOOL NAME

(Select name from the drop down menu)

LA CIMA CHARTER SCHOOL 800000061085

**a1. Popular School Name**

La Cima

**b. CHARTER AUTHORIZER (As of June 30th, 2023)**

Please select the correct authorizer as of June 30, 2023 or you may not be assigned the correct tasks.

BOARD OF REGENTS

**c. School Unionized**

Is your charter school unionized?

No

**d. DISTRICT / CSD OF LOCATION**

CSD #16 - BROOKLYN

**e. Date of Approved Initial Charter**

Jan 1 2008

**f. Date School First Opened for Instruction**

Aug 1 2008

**g. Approved School Mission and Key Design Elements**

*(Regents, NYCDOE and Buffalo BOE authorized schools only)*

Our mission is to prepare our students for academic and life-long success through a rigorous and relevant academic program.

KDE 1 Scholar-Centered and Inclusive Learning Environment

KDE 2 Social Justice

KDE 3 Constructivist Approach to Math and Balanced Literacy

**h. School Website Address**

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

**i. Total Approved Charter Enrollment for 2022-2023 School Year**

330

**j. Total Enrollment on June 30, 2023 - excluding Pre-K program enrollment**

198

k. Grades Served

Grades served during the 2022-2023 school year (exclude Pre-K program students):

Use the CTRL button to select multiple grades to accurately capture every grade level served.

Responses Selected:

k
1
2
3
4
5

I. Charter Management Organization

Do you have a [Charter Management Organization](#)?

No

FACILITIES INFORMATION

m. FACILITIES

Will the school maintain or operate multiple sites in 2023-2024?

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 previous year (K-5, 6-9, etc.)	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	800 Gates Ave, 3rd Floor Brooklyn, NY 11221	718-443-2136	NYC CSD 16	K-5	K-5	No

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

	Name	Title	Work Phone	Alternate Phone	Email Address
School Leader	Lori Riddick	ED/Principal	718-443-2136		<a href="mailto:lori@lacimacharterschool.org">lori@lacimacharterschool.org</a>
Operational Leader	Josette Manzano	Director of Operations	718-443-2136		<a href="mailto:jmanzaon@lacimacharterschool.org">jmanzaon@lacimacharterschool.org</a>
Compliance Contact	Lori Riddick	ED/Principal	718-443-2136		
Complaint Contact	Lori Riddick	ED/Principal	718-443-2136		
DASA Coordinator	Capri Tennis	Special Populations Coordinator	718-443-2136		
Phone Contact for After Hours Emergencies	Lori Riddick	ED/Principal	646-642-0329		

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

Co-located Space

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

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

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

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

Certificate of Occupancy and Fire Inspection. Provide a copy of a current and non-expired certificate of occupancy (if outside NYC or in private space in NYC). For schools that are not in district space (NYC co-locations), provide a copy of a current and non-expired certificate of occupancy, and a copy of the current annual fire inspection results, which should be dated on or after July 1, 2023.

- Fire inspection certificates must be updated annually. For the upcoming school year 2023-2024, submit a current fire inspection certificate.
- If the fire inspection certificate is dated after the August 1, 2022 submission of the Annual Report, please submit the new certificate with the Annual Report entries due on November 1, 2023.

Site 1 Certificate of Occupancy (COO)

Site 1 Fire Inspection Report

*This is required, marked optional for administrative purposes.*

n. List of owned, rented, leased facilities not used to educate students

Separate by semi-colon (;)

N/A

CHARTER REVISIONS DURING THE 2022-2023 SCHOOL YEAR

**o. Were there any revisions to the school's charter during the 2022-2023 school year? (Please include approved or pending material and non-material charter revisions).**

*Please note, listing the revisions here does not constitute a request. Schools are advised to seek revision requests through their authorizer directly.*

No

## ATTESTATIONS

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

Name	Jen Pasek
Position	Consultant
Phone/Extension	518-542-9810
Email	<a href="mailto:jen@pasekconsulting.com">jen@pasekconsulting.com</a>

**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



As outlined in ENTRY 10:

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

**Signature, Head of Charter School**



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



Date

Aug 1 2023



Thank you.

## Entry 2 Links to Critical Documents on School Website

Completed - Aug 1 2023

### Instructions

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

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

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

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

## Form for Entry 2 Links to Critical Documents on School Website

School Name: La Cima Charter School

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

**4: Authorizer-approved DASA policy and NYSED-Approved School Discipline Policy**

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

[New York State Report Card](#)

[Emergency Response Plan Memo](#)

[NYSED Subject Matter List](#)

	Link to Documents
1. Current Annual Report (i.e., 2022-2023 Annual Report)	<a href="https://www.lacimacharterschool.org/for-families/">https://www.lacimacharterschool.org/for-families/</a>
2. Board meeting notices, agendas and documents	<a href="https://www.lacimacharterschool.org/about/board-of-trustees/">https://www.lacimacharterschool.org/about/board-of-trustees/</a>
3. New York State School Report Card	<a href="https://www.lacimacharterschool.org/for-families/">https://www.lacimacharterschool.org/for-families/</a>
4. Authorizer-approved DASA Policy and NYSED-Approved School Discipline Policy (For Regents, NYCDOE, and Buffalo BOE-Authorized Charter Schools ONLY)	<a href="https://www.lacimacharterschool.org/for-families/">https://www.lacimacharterschool.org/for-families/</a>
5. District-wide safety plan, not a building level safety plan (as per the September 2021 Emergency Response Plan Memo	<a href="https://www.lacimacharterschool.org/for-families/">https://www.lacimacharterschool.org/for-families/</a>
6. Authorizer-approved FOIL Policy	<a href="https://www.lacimacharterschool.org/for-families/">https://www.lacimacharterschool.org/for-families/</a>
7. Subject matter list of FOIL records. (Example: See NYSED Subject Matter List)	<a href="https://www.lacimacharterschool.org/for-families/">https://www.lacimacharterschool.org/for-families/</a>

Thank you.



## Entry 3 Progress Toward Goals

Completed - Oct 29 2023

## Instructions

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

The following tables reflect formatting in the online portal required for Board of Regents, NYCDOE, and Buffalo BOE authorized charter schools only. These charter schools should report all Progress Toward Charter Goals as per their currently approved charters no later than **November 1, 2023**.

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

## **Entry 3 Progress Toward Goals**

### **PROGRESS TOWARD CHARTER GOALS**

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

Complete the tables provided. List each goal and measure as contained in the school's currently approved charter, and indicate whether the school has met or not met the goal. Please provide information for all goals no later than November 1, 2023.

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#### **1. ACADEMIC STUDENT PERFORMANCE GOALS**

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

The following tables reflect formatting in the online portal required for Board of Regents, NYCDOE, and Buffalo BOE authorized charter schools only. These charter schools should report all Progress Toward Charter Goals as per their currently approved charters no later than **November 1, 2023**.

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## 2022-2023 Progress Toward Attainment of Academic Goals

	Academic Student Performance Goal	Measure Used to Evaluate Progress Toward Attainment of Goal	Goal - Met, Not Met or Unable to Assess	If not met, describe efforts the school will take to meet goal. If unable to assess goal, type N/A for Not Applicable
Academic Goal 1	Each year the percentage of students who score at or above Level 3 on the New York State ELA examination will exceed that of the Community School District (CSD) in which the school is located.	NYS ELA vs District 16 Gr LCCS CSD 16 3 46% 44% 4 63% 48% 5 24% 40% 3-5 45% 44%	Met	
Academic Goal 2	Each year the percentage of English language learners at the school who score at or above Level 3 on the New York State ELA examination will exceed that of the CSD.	NYS ELA vs District - ELL Grades 3-5 LCCS 25% CSD 16 9%	Met	
Academic Goal 3	Each year the percentage of students with disabilities at the school who score at or above Level 3 on the New York State ELA examination will exceed that of the CSD.	NYS ELA vs District Grades 3-5 SWD LCCS 26% CSD 16 19%	Met	

Academic Goal 4	Each year the percentage of economically disadvantaged students at the school who score at or above Level 3 on the New York State ELA examination will exceed that of the CSD.	NYS ELA vs District Grades 3-5 ED LCCS 45% CSD 16 41%	Met	
Academic Goal 5	Each year the percentage of students who score at or above Level 3 on the New York State ELA examination will exceed that of the State.	NYS LCCS ELA vs NYS	Unable to Assess	
Academic Goal 6	Each year the percentage of English language learners at the school who score at or above Level 3 on the New York State ELA examination will exceed that of the State.	NYS LCCS ELA vs NYS - ELL	Unable to Assess	
Academic Goal 7	Each year the percentage of students with disabilities at the school who score at or above Level 3 on the New York State ELA examination will exceed that of the State.	NYS LCCS ELA vs NYS - SWD	Unable to Assess	
Academic Goal 8	Each year the percentage of economically	NYS LCCS ELA vs NYS - ED	Unable to Assess	

	disadvantaged students at the school who score at or above Level 3 on the New York State ELA examination will exceed that of the State.			
Academic Goal 9	Each year the percentage of students who score at or above Level 3 on the New York State math examination will exceed that of the Community School District (CSD) in which the school is located.	NYS Math vs District Gr LCCS CSD 16 3 68% 52% 4 68% 39% 5 14% 35% 3-5 51% 42%	Met	
Academic Goal 10	Each year the percentage of English language learners at the school who score at or above Level 3 on the New York State math examination will exceed that of the CSD.	NYS Math vs District Grades 3-5 ELL LCCS 38% CSD 16 14%	Met	

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

Yes

## 2022-2023 Progress Toward Attainment of Academic Goals

	Academic Student Performance Goal	Measure Used to Evaluate Progress Toward Attainment of Goal	Goal - Met, Not Met or Unable to Assess	2019-2020 progress toward attainment of goal Met/Not Met/Unable to Assess During Due to Closure
Academic Goal 11	Each year the percentage of students with disabilities at the school who score at or above Level 3 on the New York State math examination will exceed that of the CSD.	NYS Math vs District - SWD LCCS 32% CSD 16 20%	Met	
Academic Goal 12	Each year the percentage of economically disadvantaged students at the school who score at or above Level 3 on the New York State math examination will exceed that of the CSD.	NYS Math vs District - ED Grades 3-5 ED LCCS 51% CSD 16 36%	Met	
Academic Goal 13	Each year the percentage of students who score at or above Level 3 on the New York State math examination will exceed that of the State.	NYS 3-8 Math Statewide Scores TBD	Unable to Assess	
Academic Goal 14	Each year the percentage of English language	NYS 3-8 Math Statewide Scores TBD	Unable to Assess	



	learners at the school who score at or above Level 3 on the New York State math examination will exceed that of the State.			
Academic Goal 15	Each year the percentage of students with disabilities at the school who score at or above Level 3 on the New York State math examination will exceed that of the State.	NYS 3-8 Math Statewide Scores TBD	Unable to Assess	
Academic Goal 16	Each year the percentage of economically disadvantaged students at the school who score at or above Level 3 on the New York State math examination will exceed that of the State.	NYS 3-8 Math Statewide Scores TBD	Unable to Assess	
Academic Goal 17	Each year the percentage of students who score at or above Level 3 on the New York State science examination will exceed that of the Community School District (CSD) in which the school is located.	NYS Science 4 Exam no longer administered	Unable to Assess	
Academic Goal 18	Each year the percentage of English language	NYS Science 4 Exam no longer administered	Unable to Assess	

	learners at the school who score at or above Level 3 on the New York State science examination will exceed that of the CSD.			
Academic Goal 19	Each year the percentage of students with disabilities at the school who score at or above Level 3 on the New York State science examination will exceed that of the CSD.	NYS Science 4 Exam no longer administered	Unable to Assess	
Academic Goal 20	Each year the percentage of economically disadvantaged students at the school who score at or above Level 3 on the New York State science examination will exceed that of the CSD.	NYS Science 4 Exam no longer administered	Unable to Assess	

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

Yes

## 2022-2023 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 Meet	If not met, describe efforts the school will take to meet goal. If unable to assess goal, type N/A for Not Applicable
Academic Goal 21	Each year the percentage of students who score at or above Level 3 on the New York State science examination will exceed that of the State.	NYS Science 4 Exam no longer administered	Unable to Assess	
Academic Goal 22	Each year the percentage of English language learners at the school who score at or above Level 3 on the New York State science examination will exceed that of the State.	NYS Science 4 Exam no longer administered	Unable to Assess	
Academic Goal 23	Each year the percentage of students with disabilities at the school who score at or above Level 3 on the New York State science examination will exceed that of the State.	NYS Science 4 Exam no longer administered	Unable to Assess	
Academic Goal 24	Each year the percentage of economically disadvantaged	NYS Science 4 Exam no longer administered	Unable to Assess	

	students at the school who score at or above Level 3 on the New York State science examination will exceed that of the State.			
Academic Goal 25				
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Academic Goal 62				

#### 4. ORGANIZATION GOALS

**For the 2022-2023 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”.**

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## 2022-2023 Progress Toward Attainment of Organization Goals

	Organizational Goal	Measure Used to Evaluate Progress	Goal - Met, Not Met, or Unable to Assess	If not met, describe efforts the school will take to meet goal. If unable to assess goal, type N/A for Not Applicable
Org Goal 1	Each year, the school will meet or exceed 85% of the authorized enrollment on 10/31.	BEDS Day Enrollment = 199 compared to approved 2022-23 enrollment target of 330	Not Met	We continue to recruit among our existing families who have relationships within the community and offer a family referral incentive program. Our recruitment efforts include presenting and providing applications at local daycares and Headstarts, and a broad mailing through Vanguard to reach other neighborhoods that serve similar populations.
Org Goal 2	Each year, the school will enroll a percentage of economically disadvantaged students within 5 percentage points of the district's enrollment of economically disadvantaged students.	ED - BEDS Day Enrollment (Using Preliminary District SIRS Enrollment posted on NYSED)  ED BEDS Day Enrollment = 100% compared to CSD 16's 84%	Met	
Org Goal 3	Each year, the school will enroll a	SWD - BEDS Day Enrollment (Using	Met	

	percentage of students with disabilities with in 5 percentage points of the district's enrollment of students with disabilities.	Preliminary District SIRS Enrollment posted on NYSED)  SWD BEDS Day Enrollment = 21% compared to CSD 16's 26%		
Org Goal 4	Each year, the school will enroll a percentage of English language learners with in 5 percentage points of the district's enrollment of English language learners.	ELL - BEDS Day Enrollment (Using Preliminary District SIRS Enrollment posted on NYSED)  ELL BEDS Day Enrollment = 24% compared to CSD 16's 8%	Met	
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

### 2022-2023 Progress Toward Attainment of Financial Goals

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

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

No

Thank you.

## Entry 3 Accountability Plan Progress Reports

Incomplete - Hidden from applicant

### Instructions

#### SUNY-Authorized Charter Schools ONLY- Complete Template and Upload to Epicenter

SUNY-authorized charter schools must download an Accountability Plan Progress Report template at [Accountability Plan Progress Report](#). After completing, SUNY-authorized charter schools must upload the document into the Annual Report Portal, and into the SUNY Epicenter document management system by September 15, 2023.

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

## Entry 4 - Audited Financial Statements

Completed - Oct 28 2023

#### Required of ALL Charter Schools

**ALL SUNY-authorized charter schools** must upload the financial statements and related documents in PDF format into the [Annual Report Portal](#) and into the SUNY Epicenter document management system no later than **November 1, 2023**. **SUNY-authorized charter schools** are asked to ensure that security features such as password protection are turned off.

**ALL Regents, NYCDOE, and Buffalo BOE-authorized charter schools** must upload final, audited financial statements to the [Annual Report Portal](#) no later than **November 1, 2023**. Upload the independent auditor's report, any advisory and/or management letter, and the internal controls report as one submission, combined into a PDF file, ensuring that security features such as password protections are removed from all school uploaded documents.

**PLEASE NOTE: This task appears as visible and optional task in the online portal until August 1 2023 but will be identified as a required task thereafter and due on November 1, 2023. This is a required task, and it is marked optional for administrative purposes only.**

#### LCCS FY23

Filename: LCCS\_FY23.pdf Size: 525.6 kB

## Entry 4a – Audited Financial Report Template (SUNY)

Incomplete - Hidden from applicant

#### Instructions - SUNY-Authorized Charter Schools ONLY

SUNY-authorized schools must download the Excel spreadsheet entitled "Audited Financial Statement Template" at <http://www.newyorkcharters.org/fiscal/>. After completing, schools must upload the document into the [Annual Report Portal](#) and into the SUNY Epicenter document management system no later than **November 1, 2023**.

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

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

Completed - Oct 28 2023

### [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 [2022-2023 Annual Reports](#) webpage. Upload the completed file in Excel format and submit by **November 1, 2023**.

**Please complete one spreadsheet at the Education Corporation level and submit the same spreadsheet for each of the schools.**

**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.**

### [LCCS FY23 Audit Report Template](#)

Filename: LCCS\_FY23\_Audit\_Report\_Template.xlsx Size: 76.4 kB

## Entry 4c – Additional Financial Documents

Completed - Oct 28 2023

**Regents, NYCDOE and Buffalo BOE authorized schools** must upload financial documents and submit by **November 1, 2023**. The items listed below should be uploaded, with an explanation if not applicable or available. For example, a "federal Single Audit was not required because the school did not expend federal funds of more than the \$750,000 Threshold."

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

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

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

### [LCCS 6539 Jun23 print Redacted](#)

Filename: LCCS\_6539\_Jun23\_print\_Redacted.pdf Size: 248.2 kB

## Entry 4d - Financial Contact Information

Completed - Oct 28 2023

**Regents, NYCDOE, and Buffalo BOE authorized schools** should enter financial contact information directly into the form within the portal by **November 1, 2023**.

## Form for "Financial Contact Information"

### 1. School Based Fiscal Contact Information

	School Based Fiscal Contact Name	School Based Fiscal Contact Email	School Based Fiscal Contact Phone
	Lori Riddick	<a href="mailto:lori@lacimacharterschool.org">lori@lacimacharterschool.org</a>	718-443-2136

### 2. Audit Firm Contact Information

	School Audit Contact Name	School Audit Contact Email	School Audit Contact Phone	Years Working With This Audit Firm
	Joseph Ciorciari	<a href="mailto:jciorciari@pkfod.com">jciorciari@pkfod.com</a>	914-381-8900	5

### 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
	BoostEd Finance	Joshua Moreau	135 W 41st Street, 5th Floor New York, NY 100036	<a href="mailto:jmoreau@web00sted.com">jmoreau@web00sted.com</a>	917-804-7847	5

## Entry 5 – Fiscal Year 2023-2024 Budget

Completed - Oct 28 2023

**SUNY-authorized charter schools** should download the [2023-2024 Budget and Quarterly Report Template and the 2023-2024 Budget Narrative Questionnaire](#) from the SUNY website and upload the completed templates into the Annual Report Portal and into the Epicenter document management system. **Due November 1, 2023.**

**Regents, NYCDOE, and Buffalo BOE authorized charter schools** should upload a copy of the school's FY22 Budget using the [2023-2024 Budget Template](#) into the Annual Report Portal or from the Annual Report website. **Due November 1, 2023.**

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

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

[LCCS Final2023-2024ARBudgetTemplate \(6](#)

Filename: LCCS\_Final2023-2024ARBudgetTempla\_TzdTikJ.xlsx Size: 126.6 kB

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

Completed - Aug 1 2023

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

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 2022-2023 school year must complete and sign a Trustee [Disclosure of Financial Interest Form](#) is due on August 1, 2023. Acceptable signature formats include:

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

All completed forms must be collected and uploaded in .PDF format for each individual member. **The education corporation is responsible for ensuring that each member who served on the board during the 2022-2023 school year completes the form.**

Charter schools **must** submit the latest version of the form. 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 Trustee Disclosure of Financial Interest Form, trustees must disclose information relevant to any of the schools served by the governing education corporation.

### **D Rasheed La Cima CS 2022-23 BOT Disclosure**

Filename: D\_Rasheed\_La\_Cima\_CS\_2022-23\_BOT\_D\_5WnkoGP.pdf Size: 454.9 kB

### **Nikki Carroll La Cima CS 2022-23 BOT Disclosure of Financial Interest**

Filename: Nikki\_Carroll\_La\_Cima\_CS\_2022-23\_B\_iTwzNRG.pdf Size: 454.7 kB

### **Natalie Bledman La Cima CS 2022-23 BOT Disclosure of Financial Interest**

Filename: Natalie\_Bledman\_La\_Cima\_CS\_2022-23\_zOssd80.pdf Size: 458.7 kB

### **Emily Welch - La Cima CS BoT Financial Disclosure**

Filename: Emily\_Welch\_-\_La\_Cima\_CS\_BoT\_Finan\_xLHskwY.pdf Size: 318.5 kB

### **Lucy Joffe La Cima CS 2022-23 BOT Disclosure of Financial Interest**

Filename: Lucy\_Joffe\_La\_Cima\_CS\_2022-23\_BOT\_sMhCOgw.pdf Size: 454.0 kB

### **Kassidy Maxie La Cima - signed**

Filename: Kassidy\_Maxie\_La\_Cima\_-\_signed.pdf Size: 458.2 kB

### **Zach Heller La Cima CS 2022-23 BOT Disclosure**

Filename: Zach\_Heller\_La\_Cima\_CS\_2022-23\_BOT\_9XKxqWN.pdf Size: 454.3 kB

### **Chantella Mitchell La Cima CS 2022-23 BOT Disclosure of Financial Interest**

Filename: Chantella\_Mitchell\_La\_Cima\_CS\_2022\_1mqDcdg.pdf Size: 454.4 kB

## **Entry 7 BOT Membership Table**

Completed - Aug 1 2023

## **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.

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**Authorizer:**

Who is the authorizer of your charter school?

Board of Regents

**1. 2022-2023 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 Completed Terms Served	Start Date of Current Term (MM/DD/YYYY)	End Date of Current Term (MM/DD/YYYY)	Board Meetings Attended During 2022-2023
1	Lucy Joffe	[REDACTED]	Treasurer	Governance; Executive; Finance	Yes	4	10/1/2022	9/30/2025	12
2	Nikki Carroll	[REDACTED]	Chair	Executive; Finance	No	1	1/1/2021	1/1/2024	10
3	Damira Rasheed	[REDACTED]	Secretary	Academic; Executive	Yes	1	1/1/2021	1/1/2024	12
4	Kassidy Maxie	[REDACTED]	Trustee/Member	Academic; Governance	Yes	1	4/26/2022	4/26/2025	10
5	Emily Welch	[REDACTED]	Trustee/Member	Academic; Finance	Yes	1	3/25/2022	3/25/2025	12
6	Natalie Bledman	[REDACTED]	Trustee/Member	Academic; Governance	Yes	1	11/14/2022	11/14/2025	9
7	Zach Heller	[REDACTED]	Trustee/Member	Finance	Yes	2	10/01/2020	12/31/2022	5 or less
8	Chantella Mitchell	[REDACTED]	Trustee/Member	Finance; Executive	Yes	1	04/10/2023	4/20/2023	5 or less

9									
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**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, 2023	6
b.Total Number of Members Added During 2022-2023	0
c. Total Number of Members who Departed during 2022-2023	2
d.Total Number of members, as set in Bylaws, Resolution or Minutes	6

**3. Number of Board meetings held during 2022-2023**

12

**4. Number of Board meetings scheduled for 2023-2024**

12



**Total number of Voting Members on June 30, 2023:**

6

**Total number of Voting Members added during the 2022-2023 school year:**

0

**Total number of Voting Members who departed during the 2022-2023 school year:**

2

**Total Maximum Number of Voting members in 2022-2023, as set by the board in bylaws, resolution, or minutes:**

6

**Total number of Non-Voting Members on June 30, 2023:**

0

**Total number of Non-Voting Members added during the 2022-2023 school year:**

0

**Total number of Non-Voting Members who departed during the 2022-2023 school year:**

0

Total Maximum Number of Non-Voting members in 2022-2023, as set by the board in bylaws, resolution or minutes:

0

Board members attending 8 or fewer meetings during 2022-2023

2

Thank you.

## Entry 8 Board Meeting Minutes

Completed - Aug 1 2023

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

Schools must upload a complete set of monthly board meeting minutes (July 2022-June 2023), which should match the number of meetings held during the 2022-2023 school year, as indicated in the above table. The minutes provided must be the final version approved by the school's Board of Trustees and may be uploaded individually or as one single combined file. Board meeting minutes must be submitted by **August 1, 2023**.

### **LaCimaMinutes22\_23**

Filename: LaCimaMinutes22\_23.pdf Size: 420.7 kB

## Entry 9 Enrollment & Retention

Completed - Aug 1 2023

### **Instructions for submitting Enrollment and Retention Efforts**

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

Describe the good faith efforts the charter school has made in 2022-2023 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 2023-2024.

#### **\*SUNY-authorized charter schools**

The education corporation must include a plan for the charter to meet or exceed enrollment and retention targets established by the SUNY Trustees for students with disabilities, ELLs, and students who are eligible to participate in the FRPL program. See the [enrollment and retention target calculator](#) to find specific targets.

## Entry 9 Enrollment and Retention of Special Populations

## Good Faith Efforts to Meet Recruitment Targets (Attract)

	Describe Recruitment Efforts in 2022-2023	Describe Recruitment Plans in 2023-2024
Economically Disadvantaged	We recruit among our existing families who have relationships within the community and offer a family referral incentive program. Our recruitment efforts include presenting and providing applications at local daycares and Headstarts, and a broad mailing through Vanguard to reach other neighborhoods that serve similar populations.	In the 2022-23 school year, our enrollment for ED students was 100% and the local district enrolled 83% ED students in similar grades. We will continue with current strategies in 2023-24 to enroll and retain the three subgroups.
English Language Learners	All of our recruitment materials are translated to Spanish. We also prioritize recruitment in neighborhoods with Spanish-speaking populations. The name of our school is Spanish, which is an additional recruitment tool for Spanish-speaking families. La Cima has increased our enrollment of ELLs in every year for the past five years. This is partly due to keeping our recruitment and enrollment processes open past the start of the school year versus closing enrollment on the first day of school. This flexibility is a good option for students entering the country who may be registering for school later in the fall. La Cima substantially exceeded our district in the enrollment of ELLs. We continue to emphasize our inclusive program in our marketing and highlight the ways in which La Cima celebrates and supports students who are ELLs.	In 2022-23, we enrolled 24% English Language Learners while the local district enrolled 9%.
Students with Disabilities	To target families with SWD, our marketing notes that we have ICT	In the 2022-23 school year, our enrollment of SWD was 21%

classes for grades K-5 in order to best serve students with disabilities. Recognizing that an additional strategy was necessary to make progress toward our enrollment target for SWD, we added a lottery weight for SWD starting in the 2020 lottery. In 2020, we also introduced special Facebook ads that highlighted how our program supports SWD. La Cima continues to test expanded strategies for reaching families of SWD. In the 2021-22 school year we implemented the same strategies and focused on targeted outreach using materials that highlight our support for SWD.

compared to the local district's 23%.

## Good Faith Efforts To Meet Enrollment Retention Targets

	Describe Retention Efforts in 2022-2023	Describe Retention Plans in 2023-2024
Economically Disadvantaged	<p>As nearly our entire population is classified as ED, our entire program is therefore designed to support the needs of ED students. Our key design elements are the best summary of how we support our population: Scholar-Centered and Inclusive Learning Environment, Social Justice, and Constructivist Approach to Math and Balanced Literacy.</p> <p>Our entire program responds to our students' need for education by constantly elevating teaching and learning. This is evident in the accountability we maintain both for our students and our staff, our key design elements, and our commitment to meet students' individual learning needs. Even as we shifted to remote learning, we continued to make choices that support our students' learning such as maintaining a standards-based, common-core aligned program, instituting high yet achievable expectations for remote attendance, and integrating trauma-informed supports.</p>	<p>73% of our eligible ED students returned in the fall 2022 from the previous year. Given that we have a significant population of ED students, we have well-developed supports for this group that we will continue to implement in the upcoming school year.</p>
English Language Learners	<p>La Cima has experienced a steady increase in our enrollment of ELLs and has expanded our program to meet their needs. Teachers are provided with a guide that outlines differentiation strategies for ELLs, including preparing vocabulary for each lesson, ensuring that lessons include a variety of visual aids, and techniques for speaking and gesturing to support student</p>	<p>88% of English Language Learners returned in 2022-23. We have a robust ELL program that will continue in the 2023-24 school year in order to support the retention of this group.</p>

	<p>understanding. La Cima has a full time ELL teacher, who supports teachers in designing differentiated instruction for ELLs and provides student support in the classroom.</p> <p>Through the Collaborative on Inclusive Education, our teachers participate in ongoing professional development about observation, feedback, and differentiation for students in at-risk subgroups. We also worked with a consultant from Generation Ready to provide professional development about supporting ELLs in the classroom.</p>	
Students with Disabilities	<p>Moving forward, our ICT classes, individualized support and student support expertise allow us to retain our students with disabilities. We offer integrated co-teaching classrooms (ICT) in grades K-5. In these classrooms, a certified special education teacher works side-by-side with a general education teacher, which allows for individualized attention and opportunities for teaching models that maximize differentiation, such as station teaching or one teach one assist.</p> <p>We maintain a strong relationship with the CSE to get the services that are required for our students and will support families in the evaluation and review processes as needed. Our staffing structure includes a SPED Coordinator who reports directly to the Principal, allowing for stronger integration between general education instruction and special education instructional practices. Additionally, we participate in the Collaborative on Inclusive Education (formerly called the</p>	<p>The retention rate of our students with disabilities who returned in the fall of 2022 was 70%.</p>

	Special Education Collaborative) in order to provide our staff with specialized training and access to resources in supporting students with IEPs.	
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## Entry 10 – Teacher and Administrator Attrition

Completed - Aug 1 2023

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

## A. TEACH System – Employee Clearance

### Required of ALL Charter Schools

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

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

#### 1. Emergency Conditional Clearances

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

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

Schools are asked to attest that they have reviewed and understand these requirements. More information can be found in the memo at [NYSED CSO Employee Clearance and Fingerprint Memo 10-2019](#).

<sup>[1]</sup> Employees who must be cleared include, but are not limited to, teachers, administrative staff, janitors, security personnel and cafeteria workers, and other staff who are present when children are in the school building. **This includes paraprofessionals and other school personnel that are provided or assigned by the district of location, as well as related/contracted service providers.** See NYSED memorandum dated October 1, 2019 at <http://www.nysed.gov/common/nysed/files/programs/charter-schools/employeeefingerprintoct19.pdf> or visit the NYSED website at: <http://www.highered.nysed.gov/tsei/ospra/fingerprintingcharts.html> for more information regarding who must be fingerprinted. Also see, 8 NYCRR §87.2.



## **B. Emergency Conditional Clearances**

### **Emergency Conditional Clearances**

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

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

Schools are asked to attest that they have reviewed and understand these requirements. More information can be found in the memo at [NYSED CSO Employee Clearance and Fingerprint Memo 10-2019](#).

### **Attestation**

#### **Responses Selected:**

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

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

Completed - Aug 1 2023

### **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 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.

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, 2023)	3
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2023)	0
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2023)	0
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2023)	1
Total Category A: 5 or 30% whichever is less	4.0

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

	FTE Count
i. Mathematics	0
ii. Science	0
iii. Computer Science	0
iv. Technology	0
v. Career and Technical Education	0
Total Category B: not to exceed 5	0.0

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

	FTE Count
i. FTE count of uncertified teacher with at least three years of elementary, middle or secondary classroom teaching experience (as of June 30, 2023)	0
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2023)	0
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2023)	0
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2023)	0
Total Category C: not to exceed 5	0.0

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

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

	FTE Count
Total	4

## 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	3

## CATEGORY E: TOTAL FTE COUNT OF CERTIFIED TEACHERS

	FTE Count
Total Category E	7

## CATEGORY F: TOTAL FTE COUNT OF ALL TEACHERS

Please do not include paraprofessionals, such as teacher aides.

	FTE Count
Total Category F	14

Thank you.



## Entry 12 Organization Chart

Completed - Aug 1 2023

[Instructions](#)

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

Upload the 2022-2023 **Organization Chart**. The organization chart should be a graphic representation (A list will not be accepted.) and should include position titles and reporting (hierarchical) relationships. Employee names should **not** appear on the chart.

### [LCCS Organizational Chart 22-23](#)

Filename: LCCS\_Organizational\_Chart\_22-23\_.pptx.pdf Size: 57.4 kB

## Entry 13 School Calendar

Completed - Aug 1 2023

[Instructions for submitting School Calendar](#)

### Required of ALL Charter Schools

If the charter school has a tentative calendar based on available information and guidance at the time, please submit with the August 1, 2023 submission. Charter schools must upload a final school calendar into the portal and may do so at any time but no later than **September 15, 2023**.

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

Board of Regents-authorized charter schools also are required to submit school calendars that clearly indicate the start and end date of the instructional year **AND** the number of instructional hours and/or instructional days for each month (also used to align to schools with extended days/years referenced in their mission statements/key design elements). See an example of a calendar showing the requested information. Schools **must** use a calendar format and ensure there is a monthly tally of instructional days.

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

### [Calendar 2023-24 Days & Hours](#)

Filename: Calendar\_2023-24\_Days\_Hours\_.pdf Size: 674.1 kB

## Entry 14 Staff Roster

Completed - Aug 1 2023

### [INSTRUCTIONS](#)

#### Required of Regents and NYCDOE-authorized Charter Schools ONLY

Please click on the MS Excel [Faculty/Staff Roster Template](#) and provide the following information for **ANY and ALL** instructional and non-instructional employees (all faculty and staff employed by the school during the 2022-2023 school year).

**Use of the 2022-2023 Annual Report Faculty/Staff Roster Template is required. Each of the data elements, with the exception of the Notes, are required, and use of the drop-down options, when provided, is also required.**

**Reminders:** Please use the Notes section provided to add any additional information as deemed necessary. Failure to adhere to the guidelines and validations in the Faculty/Staff Roster Template will result in a resubmission of a fully corrected roster.

Here is the complete list of data elements in the roster template and an explanation of what information is required to correctly complete this task.

Roster Data Elements	Explanations
Authorizer <b>NOTE: MUST BE DONE FIRST</b>	<b>Select</b> your school's authorizer from the <b>drop-down list first</b> , before completing the roster.
School Name and Institution ID	<b>Select</b> your school's name from the <b>drop-down list</b> .
Faculty/Staff First Name	Enter the first name of the Faculty/Staff person.
Faculty/Staff Last Name	Enter the last name of the Faculty/Staff person.

TEACH ID	Enter the <b>7 digit TEACH ID</b> for the Faculty/Staff person.
Role in School	<b>Select</b> the best choice of role of the Faculty/Staff person from the <b>drop-down list</b> .
CPR/AED Certification Status	<b>Select</b> the appropriate choice from the <b>drop-down list</b> .
Hire Date	Enter the date that the Faculty/Staff person was hired.
Start Date	Enter the date that the Faculty/Staff person actually began employment in this school.
Total Years' Experience in this Role	Enter Total Years of Experience that the Faculty/Staff person has in their current role.
Total Years at this School	Enter the Total Years that the Faculty/Staff person has been employed in this school.
Out-of-Certification Justification	<b>Select</b> the appropriate choice from the <b>drop-down list</b> .
Subject Taught	<b>Select</b> the appropriate choice from the <b>drop-down list</b> .
Notes	Optional

## [LCCS faculty-staff-roster-template-2022-Sept Update 2](#)

**Filename:** LCCS\_faculty-staff-roster-templat\_w7XD0sQ.xlsx **Size:** 42.1 kB

## Optional Additional Documents to Upload (BOR)

Incomplete

# **La Cima Charter School**

Financial Statements and  
Uniform Guidance Schedules  
Together With Independent Auditors' Reports

June 30, 2023 and 2022

**La Cima Charter School**  
Financial Statements and  
Uniform Guidance Schedules  
Together With Independent Auditors' Reports  
June 30, 2023 and 2022

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## **Independent Auditors' Report**

**Board of Trustees  
La Cima Charter School**

### **Report on the Audit of the Financial Statements**

#### ***Opinion***

We have audited the accompanying financial statements of La Cima Charter School (a nonprofit organization), which comprise the statements of financial position as of June 30, 2023 and 2022, and the related statements of activities, functional expenses and cash flows for the years then ended, and the related notes to the financial statements.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of La Cima Charter School as of June 30, 2023 and 2022, and the changes in its net assets and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

#### ***Basis for Opinion***

We conducted our audits in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditors' Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of La Cima Charter School and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audits. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

#### ***Responsibilities of Management for the Financial Statements***

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

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about La Cima Charter School's ability to continue as a going concern within one year after the date that the financial statements are available to be issued.

***Auditors' Responsibilities for the Audit of the Financial Statements***

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit 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 La Cima Charter School's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about La Cima Charter School's ability to continue as a going concern for a reasonable period of time.


We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control related matters that we identified during the audit.

***Report on Supplementary Information***

Our audits were conducted for the purpose of forming an opinion on the financial statements as a whole. The accompanying schedule of expenditures of federal awards, as required by Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, is presented for purposes of additional analysis and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated in all material respects in relation to the financial statements as a whole.

***Other Reporting Required by Government Auditing Standards***

In accordance with *Government Auditing Standards*, we have also issued our report dated October 24, 2023, on our consideration of La Cima 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 solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of La Cima Charter School's 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 La Cima Charter School's internal control over financial reporting and compliance.



Harrison, New York  
October 24, 2023

# La Cima Charter School

## Statements of Financial Position

	June 30,	
	2023	2022
<b>ASSETS</b>		
Current Assets		
Cash	\$ 132,830	\$ 42,688
Grants and contracts receivable	497,279	293,322
Prepaid expenses and other current assets	<u>-</u>	<u>16,208</u>
Total Current Assets	630,109	352,218
Investments	1,193,013	1,103,466
Property and equipment, net	887,194	984,680
Security deposits	5,330	5,330
Restricted cash	<u>100,063</u>	<u>100,044</u>
	<u>\$ 2,815,709</u>	<u>\$ 2,545,738</u>
<b>LIABILITIES AND NET ASSETS</b>		
Current Liabilities		
Accounts payable and accrued expenses	\$ 132,177	\$ 216,087
Accrued payroll and payroll taxes	221,738	308,740
Refundable advances	<u>2,079</u>	<u>32,610</u>
Total Current Liabilities	355,994	557,437
Net assets, without donor restrictions	<u>2,459,715</u>	<u>1,988,301</u>
	<u>\$ 2,815,709</u>	<u>\$ 2,545,738</u>

See notes to financial statements

# La Cima Charter School

## Statements of Activities

	Year Ended June 30,	
	2023	2022
<b>REVENUE AND SUPPORT</b>		
State and local per pupil operating revenue	\$ 3,842,034	\$ 3,561,042
Federal grants	754,803	1,026,874
Federal E-Rate and IDEA	40,368	42,030
Contributions and grants	170,829	-
Other income	9,229	15,615
Investment return	89,625	(74,608)
Total Revenue and Support	<u>4,906,888</u>	<u>4,570,953</u>
<b>EXPENSES</b>		
Program Services		
Regular education	2,718,915	3,077,477
Special education	<u>701,656</u>	<u>794,188</u>
Total Program Services	3,420,571	3,871,665
Supporting Services		
Management and general	<u>1,014,903</u>	<u>1,145,355</u>
Total Expenses	<u>4,435,474</u>	<u>5,017,020</u>
Gain on forgiveness of Paycheck Protection Program loan	<u>-</u>	<u>900,000</u>
Change in Net Assets	471,414	453,933
<b>NET ASSETS, WITHOUT DONOR RESTRICTIONS</b>		
Beginning of year	<u>1,988,301</u>	<u>1,534,368</u>
End of year	<u>\$ 2,459,715</u>	<u>\$ 1,988,301</u>

# La Cima Charter School

## Statement of Functional Expenses

Year Ended June 30, 2023

	No. of Positions	Program Services			Management and General	Total
		Regular Education	Special Education	Total		
Personnel Services Costs						
Administrative staff personnel	7	\$ 429,487	\$ -	\$ 429,487	\$ 439,697	\$ 869,184
Instructional personnel	19	1,161,206	410,502	1,571,708	-	1,571,708
Non-Instructional personnel	4	-	-	-	124,743	124,743
Total Personnel Services Costs	30	1,590,693	410,502	2,001,195	564,440	2,565,635
Employee benefits and payroll taxes		326,905	84,363	411,268	115,999	527,267
Retirement		23,190	5,984	29,174	8,229	37,403
Staff development		22,756	5,872	28,628	8,075	36,703
Legal services		-	-	-	13,899	13,899
Accounting/audit services		-	-	-	36,250	36,250
Other purchased/professional/consulting services		237,581	61,311	298,892	84,303	383,195
Marketing/recruitment		40,381	10,421	50,802	14,328	65,130
Supplies and materials		139,750	36,065	175,815	49,589	225,404
Student services		77,318	19,953	97,271	27,435	124,706
Office expenses		10,304	2,659	12,963	3,656	16,619
Insurance		44,231	11,414	55,645	15,695	71,340
Technology		70,660	18,235	88,895	25,073	113,968
Equipment/furnishings		3,994	1,031	5,025	1,417	6,442
Facility expense		6,396	1,651	8,047	2,270	10,317
Depreciation and amortization		112,459	29,022	141,481	39,905	181,386
Other expenses		12,297	3,173	15,470	4,340	19,810
Total Expenses		<u>\$ 2,718,915</u>	<u>\$ 701,656</u>	<u>\$ 3,420,571</u>	<u>\$ 1,014,903</u>	<u>\$ 4,435,474</u>

**La Cima Charter School**

Statement of Functional Expenses  
Year Ended June 30, 2022

	No. of Positions	Program Services			Management and General	Total
		Regular Education	Special Education	Total		
Personnel Services Costs						
Administrative staff personnel	9	\$ 474,405	\$ -	\$ 474,405	\$ 492,113	\$ 966,518
Instructional personnel	22	1,282,649	453,433	1,736,082	-	1,736,082
Non-Instructional personnel	3	-	-	-	131,358	131,358
Total Personnel Services Costs	<u>34</u>	<u>1,757,054</u>	<u>453,433</u>	<u>2,210,487</u>	<u>623,471</u>	<u>2,833,958</u>
Employee benefits and payroll taxes		393,915	101,656	495,571	139,777	635,348
Retirement		32,543	8,398	40,941	11,547	52,488
Staff development		82,297	21,238	103,535	29,202	132,737
Legal services		-	-	-	10,281	10,281
Accounting/audit services		-	-	-	38,000	38,000
Other purchased/professional/consulting services		125,673	32,432	158,105	44,594	202,699
Marketing/recruitment		52,732	13,608	66,340	18,711	85,051
Supplies and materials		236,607	61,060	297,667	83,957	381,624
Student services		33,250	8,581	41,831	11,799	53,630
Office expenses		8,684	2,241	10,925	3,082	14,007
Insurance		29,022	7,490	36,512	10,298	46,810
Technology		129,768	33,488	163,256	46,047	209,303
Equipment/furnishings		11,853	3,059	14,912	4,206	19,118
Facility expense		38,493	9,934	48,427	18,724	67,151
Depreciation and amortization		112,910	29,138	142,048	40,065	182,113
Other expenses		<u>32,676</u>	<u>8,432</u>	<u>41,108</u>	<u>11,594</u>	<u>52,702</u>
 Total Expenses		<u>\$ 3,077,477</u>	<u>\$ 794,188</u>	<u>\$ 3,871,665</u>	<u>\$ 1,145,355</u>	<u>\$ 5,017,020</u>

See notes to financial statements

# La Cima Charter School

## Statements of Cash Flows

	Year Ended June 30,	
	2023	2022
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>		
Change in net assets	\$ 471,414	\$ 453,933
Adjustments to reconcile change in net assets to net cash from operating activities		
Depreciation and amortization	181,386	182,113
Gain on forgiveness of Paycheck Protection Program loan	-	(900,000)
Unrealized loss (gain) on investments	(89,547)	74,634
Changes in operating assets and liabilities		
Grants and contracts receivable	(203,957)	(90,502)
Prepaid expenses and other current assets	16,208	13,609
Security deposits	-	8,435
Accounts payable and accrued expenses	(83,910)	21,578
Accrued payroll and payroll taxes	(87,002)	(38,908)
Refundable advances	(30,531)	20,695
Net Cash from Operating Activities	174,061	(254,413)
<b>CASH FLOWS FROM INVESTING ACTIVITY</b>		
Purchases of property and equipment	(83,900)	(686,351)
Net Change in Cash and Restricted Cash	90,161	(940,764)
<b>CASH AND RESTRICTED CASH</b>		
Beginning of year	142,732	1,083,496
End of year	<u>\$ 232,893</u>	<u>\$ 142,732</u>



# **La Cima Charter School**

## **Notes to Financial Statements June 30, 2023 and 2022**

### **1. Organization and Tax Status**

La Cima Charter School (the "School") is a New York State, not-for-profit educational corporation that was incorporated on January 15, 2008 to operate a charter school pursuant to Article 56 of the Education Law of the State of New York. The School was granted a provisional charter on January 15, 2008 valid for a term of five years and renewable upon expiration by the Board of Regents of the University of the State of New York (the "Board of Regents"). The Board of Regents approved and issued several renewals of the School's charter expiring on June 30, 2025. The School's mission is to prepare students for academic and life-long success through a rigorous and relevant academic program. The School's vision is to develop scholars who have the intellectual capacity, the emotional strength of character and the social capital to be individually successful, and to act as effective change-makers in their communities. Classes commenced in Bedford-Stuyvesant, Brooklyn, New York, in August 2008 and the School provided education to approximately 198 students in grades kindergarten through fifth during the 2022-2023 academic year.

The School shares space with a New York City public school at no annual cost. The School occupies approximately 9,750 square feet on one floor of a public school building. The School also shares the gymnasium and cafeteria with the public school which approximates 4,375 square feet. The School is not responsible for rent, utilities, custodial services, maintenance and school safety services other than security related to the School's programs that take place outside the district's school day. The School was unable to determine a value for the contributed space and related services and did not record any value for use of donated facilities or services.

The New York City Department of Education provides free lunches and reduced-price lunches and transportation directly to some of the School's students. Such costs are not included in these financial statements. The School covers the unreimbursed cost of lunches for children not entitled to the free lunches. The Office of Pupil Transportation provides free transportation to the majority of students during the district's school days. The School was unable to determine a value for these services and did not record any value these donated services.

Except for taxes that may be due for unrelated business income, the School is exempt from federal income taxes under Section 501(c)(3) of the Internal Revenue Code and from state and local income taxes under comparable laws.

### **2. Summary of Significant Accounting Policies**

#### ***Basis of Presentation and Use of Estimates***

The accompanying financial statements have been prepared in accordance with accounting principles generally accepted in the United States of America ("U.S. GAAP"), which requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Accordingly, actual results could differ from those estimates.

## La Cima Charter School

### Notes to Financial Statements June 30, 2023 and 2022

## 2. Summary of Significant Accounting Policies *(continued)*

### ***Net Asset Presentation***

Resources for various purposes are classified for accounting and reporting purposes into net asset categories established according to nature and purpose as follows:

*Net assets without donor restrictions* - consist of resources available for the general support of the School's operations. Net assets without donor restrictions may be used at the discretion of the School's management and/or the Board of Trustees.

*Net assets with donor restrictions* - represents amounts restricted by donors for specific activities of the School or to be used at a future date. The School records contributions as net assets with donor restrictions if they are received with donor stipulations that limit their use either through purpose or time restrictions. When a donor restriction expires, that is, when a time restriction ends or a purpose restriction is fulfilled, net assets with donor restrictions are reclassified to net assets without donor restrictions and reported in the statements of activities as net assets released from restrictions. The School had no net assets with donor restrictions as of June 30, 2023 and 2022.

### ***Restricted Cash***

Under the provisions of its Charter, the School established an escrow account to pay for legal and audit expenses that would be associated with a dissolution, should it occur.

The following table provides a reconciliation of cash and restricted cash reported within the statements of financial position to the amounts presented in the statements of cash flows as of June 30:

	2023	2022
Cash	\$ 132,830	\$ 42,688
Restricted cash	<u>100,063</u>	<u>100,044</u>
	<u>\$ 232,893</u>	<u>\$ 142,732</u>

### ***Fair Value Measurements***

The School follows U.S. GAAP guidance on Fair Value Measurements which defines fair value and establishes a fair value hierarchy organized into three levels based upon the input assumptions used in pricing assets. Level 1 inputs have the highest reliability and are related to assets with unadjusted quoted prices in active markets. Level 2 inputs relate to assets with other than quoted prices in active markets which may include quoted prices for similar assets or liabilities or other inputs which can be corroborated by observable market data. Level 3 inputs are unobservable inputs and are used to the extent that observable inputs do not exist.

## **La Cima Charter School**

Notes to Financial Statements  
June 30, 2023 and 2022

### **2. Summary of Significant Accounting Policies (continued)**

#### ***Investment Valuation***

Investments are stated at fair value.

#### ***Investment Income Recognition***

Purchases and sales of securities are recorded on a trade date basis. Interest income is recorded on the accrual basis and dividends are recorded on the ex-dividend date. Realized and unrealized gains and losses are included in the determination of change in net assets.

#### ***Property and Equipment***

The School follows the practice of capitalizing all expenditures for property and equipment with costs in excess of \$1,500 and a useful life in excess of one year. Leasehold improvements are amortized over the shorter of the term of the lease, inclusive of all renewal periods, which are reasonably assured, or the estimated useful life of the asset. Purchased property and equipment are recorded at cost at the date of acquisition. Costs of maintenance and repairs are expensed as incurred. All property and equipment purchased with government funding is capitalized, unless the government agency retains legal title to such assets, in which case it is expensed as incurred.

Depreciation and amortization is recognized on the straight-line method over the estimated useful lives of such assets as follows:

Software	3 years
Music supplies	3 years
Computers and equipment	5 years
Library books	5 years
Furniture and fixtures	7 years

Property and equipment are reviewed for impairment if the use of the asset significantly changes or another indicator of possible impairment is identified. If the carrying amount for the asset is not recoverable, the asset is written down to its fair value. There were no asset impairments for the years ended June 30, 2023 and 2022.

#### ***Refundable Advance***

The School records certain government operating revenue as refundable advances until related services are performed, at which time they are recognized as revenue.

#### ***Revenue and Support***

Revenue from the state and local governments resulting from the School's charter status and based on the number of students enrolled is recorded when services are performed in accordance with the charter agreement. Federal and other state and local funds are recorded when expenditures are incurred and billable to the government agency.

## **La Cima Charter School**

### **Notes to Financial Statements June 30, 2023 and 2022**

#### **2. Summary of Significant Accounting Policies *(continued)***

##### ***Revenue and Support (continued)***

Contributions are recognized when the donor makes a promise to give to the School that is, in substance, unconditional. Grants and other contributions of cash are reported as restricted support if they are received with donor stipulations. Restricted contributions and grants that are made to support the School's current year activities are recorded as revenue without donor restrictions. Contributions of assets other than cash are recorded at their estimated fair value at the date of donation.

##### ***Marketing and Recruitment***

Marketing and recruitment costs are expensed as incurred for staff and student recruitment. Marketing and recruitment expense for the years ended June 30, 2023 and 2022 was \$65,130 and \$85,051.

##### ***Functional Expense Allocation***

The majority of expenses can generally be directly identified with the program or supporting service to which they relate and are charged accordingly. Other expenses such as personnel services costs, employee benefits and payroll taxes, other purchased and professional and consulting services, have been allocated among program and supporting services classifications on the basis of periodic time and expense studies and other basis as determined by management of the School to be appropriate.

##### ***Accounting for Uncertainty in Income Taxes***

The School recognizes the effect of income tax positions only if those positions are more likely than not to be sustained. Management has determined that the School had no uncertain tax positions that would require financial statement recognition or disclosure. The School is no longer subject to examinations by the applicable taxing jurisdictions for years prior to June 30, 2020.

##### ***Reclassifications***

Certain 2022 accounts have been reclassified to conform to the 2023 financial statement presentation.

##### ***Subsequent Events Evaluation by Management***

Management has evaluated subsequent events for disclosure and/or recognition in the financial statements through the date that the financial statements were available to be issued, which date is October 24, 2023.

## La Cima Charter School

### Notes to Financial Statements June 30, 2023 and 2022

#### 3. Grants and Contracts Receivable

Grants and contracts receivable consist of federal, state, city entitlements and grants. The School expects to collect these receivables within one year. Management has assessed the need for an allowance and has determined that such an allowance is not necessary.

#### 4. Fair Value of Investments

The School's investments as of June 30, 2023 and 2022 consisted of the following:

	2023		
	Level 1	Level 2	Total
Mutual funds	\$ 583,856	\$ -	\$ 583,856
Coporate bonds	-	609,157	609,157
	<u>\$ 583,856</u>	<u>\$ 609,157</u>	<u>\$ 1,193,013</u>
	2022		
	Level 1	Level 2	Total
Mutual funds	<u>\$ 1,103,466</u>	<u>\$ -</u>	<u>\$ 1,103,466</u>

Investment return consist of the following for the years ended June 30:

	2023	2022
Interest	\$ 78	\$ 26
Unrealized gain/(loss) on investments	89,547	(74,634)
	<u>\$ 89,625</u>	<u>\$ (74,608)</u>

#### 5. Property and Equipment

Property and equipment, net consists of the following at June 30:

	2023	2022
Furniture and fixtures	\$ 244,163	\$ 244,163
Computers and equipment	881,917	875,917
Software	20,050	20,050
Library books	51,768	51,768
Music supplies	3,832	3,832
Leasehold improvements	1,126,205	1,048,305
	<u>2,327,935</u>	<u>2,244,035</u>
Accumulated depreciation and amortization	<u>(1,440,741)</u>	<u>(1,259,355)</u>
	<u>\$ 887,194</u>	<u>\$ 984,680</u>

## La Cima Charter School

### Notes to Financial Statements June 30, 2023 and 2022

#### 6. Liquidity and Availability

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, are comprised of the following at June 30:

	<u>2023</u>	<u>2022</u>
Cash	\$ 132,830	\$ 42,688
Grants and contracts receivable	<u>497,279</u>	<u>293,322</u>
	<u>\$ 630,109</u>	<u>\$ 336,010</u>

As part of the School's liquidity management plan, the status of grants and contracts receivable is monitored regularly and any excess cash is held in savings accounts and fixed income mutual and bond funds until it is required for operational use. The School will continue to rely on funding received from the New York Department of Education to cover its future operating costs (see Note 9). Investments can be made available if necessary.

#### 7. Employee Benefit Plan

The School maintains a retirement plan qualified under Internal Revenue Code 403(b) for the benefit of its eligible employees. Under this plan, the School can elect to contribute an amount equal to at least 2% of the participant's annual compensation. In addition, the School can also elect to make a discretionary contribution to the employees who are eligible, not to exceed 5% of their annual compensation. Employer match for the years ended June 30, 2023 and 2022 amounted to \$37,403 and \$52,488.

#### 8. Concentration of Credit Risk

Financial instruments that potentially subject the School to concentrations of credit and market risk consist principally of cash and cash equivalents on deposit with financial institutions, which from time to time may exceed the Federal Deposit Insurance Corporation ("FDIC") limit. Investments are maintained at a broker which insures the balance up to \$500,000 with Securities Investor Protection Corporation Insurance. The School does not believe that a significant risk of loss due to the failure of a financial institution presently exists. As of June 30, 2023 and 2022 the School's cash balance was not in excess of FDIC limits.

#### 9. Concentration of Revenue and Support

The School receives a substantial portion of its revenue and support from the New York City Department of Education. For the years ended June 30, 2023 and 2022, the School received approximately 78% and 65% of its revenue and support from the New York City Department of Education. If the charter school laws were modified, reducing or eliminating these revenues, the School's finances could be materially adversely affected.

## **La Cima Charter School**

### **Notes to Financial Statements June 30, 2023 and 2022**

#### **10. Paycheck Protection Program Loan Payable**

On August 5, 2020, the School qualified for and received a loan pursuant to the Paycheck Protection Program ("PPP"), a program implemented by the U.S. Small Business Administration ("SBA") under the Coronavirus Aid, Relief, and Economic Security Act ("CARES Act"), from a qualified PPP lender, for an aggregate amount of \$900,000 (the "PPP Loan"). The PPP Loan bore interest at a fixed rate of 1.0% per annum, with the first six months of interest deferred, had a term of two years, and was unsecured and guaranteed by the SBA. The principal amount of the PPP Loan was subject to forgiveness under the PPP upon the School's request to the extent that the PPP Loan proceeds were used to pay expenses permitted by the PPP, including payroll costs, covered rent and mortgage obligations, and covered utility payments incurred by the School. The School applied for full forgiveness of the PPP Loan with respect to these covered expenses.

On July 14, 2021, the PPP Loan was forgiven in full by the SBA. The loan forgiveness of \$900,000 is included on the accompanying 2022 statement of activities under gain on forgiveness of Paycheck Protection Program loan.

#### **11. Contingency**

Certain grants and contracts may be subject to audit by the funding sources. Such audits might result in disallowances of costs submitted for reimbursement. Management is of the opinion that such cost 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.

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# **La Cima Charter School**

Uniform Guidance  
Schedules and Reports

June 30, 2023



**La Cima Charter School**

Schedule of Expenditures of Federal Awards  
Year Ended June 30, 2023

Federal Grantor/Pass-Through Grantor/ Program or Cluster Title	Federal Assistance Listing Number	Pass-Through Entity Identifying Number	Provided to Subrecipients	Total Federal Expenditures
<u>U.S. Department of Education</u>				
Pass-Through New York State Education Department:				
Title I Grants to Local Educational Agencies	84.010	0021234435	\$ -	\$ 125,238
Supporting Effective Instruction State Grants (Formerly Improving Teacher Quality State Grants)	84.367	0147234435	-	12,194
Student Support and Academic Enrichment Program	84.424	0204234435	-	10,000
COVID-19 Education Stabilization Fund/Elementary and Secondary School Emergency Relief Fund ARP	84.425U	5880214435	-	599,719
COVID-19 Charter Schools	84.282	Not available	-	7,652
Total U.S. Department of Education			-	754,803
Total Expenditures of Federal Awards			\$ -	\$ 754,803

See independent auditors' report and notes to schedule of expenditures of federal awards

## **La Cima Charter School**

### **Notes to Schedule of Expenditures of Federal Awards Year Ended June 30, 2023**

#### **1. Basis of Presentation**

The accompanying schedule of expenditures of federal awards (the "Schedule") includes the federal award activity of La Cima Charter School (the "School"), under programs of the federal government for the year ended June 30, 2023. The information in this Schedule is presented in accordance with the requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Because the Schedule presents only a selected portion of the operations of the School, it is not intended to and does not present the financial position, changes in net assets or cash flows of the School.

#### **2. Summary of Significant Accounting Policies**

Expenditures reported on the Schedule are reported on the accrual basis of accounting. Such expenditures are recognized following the cost principles contained in the Uniform Guidance, wherein certain types of expenditures are not allowable or are limited as to reimbursement.

#### **3. Indirect Cost Rate**

The School has elected not to use the 10-percent de minimis indirect cost rate allowed under the Uniform Guidance.

**Report on Internal Control Over Financial Reporting and on Compliance and Other  
Matters Based on an Audit of Financial Statements Performed in Accordance With  
Government Auditing Standards**

**Independent Auditors' Report**

**Board of Trustees  
La Cima Charter School**

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of La Cima Charter School (the "School") (a nonprofit organization), which comprise the statement of financial position as of June 30, 2023, and the related statements of activities, functional expenses and cash flows for the year then ended, and the related notes to the financial statements, and have issued our report thereon dated October 24, 2023.

**Report on Internal Control Over Financial Reporting**

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

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

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

## **Report on Compliance and Other Matters**

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

## **Purpose of this Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the organization'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 organization's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.



Harrison, New York  
October 24, 2023

**Report on Compliance for Each Major Federal Program and Report on Internal Control  
Over Compliance Required by the Uniform Guidance**

**Independent Auditors' Report**

**Board of Trustees  
LA CIMA CHARTER SCHOOL**

**Report on Compliance for Each Major Federal Program**

***Opinion on Each Major Federal Program***

We have audited La Cima Charter School's (the "School") compliance with the types of compliance requirements identified as subject to audit in the OMB *Compliance Supplement* that could have a direct and material effect on each of the School's major federal programs for the year ended June 30, 2023. The School's major federal programs are identified in the summary of auditors' results section of the accompanying schedule of findings and questioned costs.

In our opinion, the School complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2023.

***Basis for Opinion on Each Major Federal Program***

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Our responsibilities under those standards and the Uniform Guidance are further described in the Auditors' Responsibilities for the Audit of Compliance section of our report.

We are required to be independent of the School and to meet our other ethical responsibilities, in accordance with relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion on compliance for each major federal program. Our audit does not provide a legal determination of the School's compliance with the compliance requirements referred to above.

***Responsibilities of Management for Compliance***

Management is responsible for compliance with the requirements referred to above and for the design, implementation, and maintenance of effective internal control over compliance with the requirements of laws, statutes, regulations, rules, and provisions of contracts or grant agreements applicable to the School's federal programs.

PKF O'CONNOR DAVIES, LLP  
500 Mamaroneck Avenue, Harrison, NY 10528 | Tel: 914.381.8900 | Fax: 914.381.8910 | [www.pkfod.com](http://www.pkfod.com)

PKF O'Connor Davies, LLP is a member firm of the PKF International Limited network of legally independent firms and does not accept any responsibility or liability for the actions or inactions on the part of any other individual member firm or firms.

***Auditors' Responsibilities for the Audit of Compliance***

Our objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on the School's compliance based on our audit. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards, *Government Auditing Standards*, and the Uniform Guidance will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements referred to above is considered material if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about the School's compliance with the requirements of each major federal program as a whole.

In performing an audit in accordance with generally accepted auditing standards, *Government Auditing Standards*, and the Uniform Guidance, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the School's compliance with the compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances.
- Obtain an understanding of the School's internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of the School's internal control over compliance. Accordingly, no such opinion is expressed.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we identified during the audit.

## Report on Internal Control Over Compliance

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

Our consideration of internal control over compliance was for the limited purpose described in the Auditors' Responsibilities for the Audit of Compliance section above and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies in internal control over compliance. Given these limitations, during our audit we did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above. However, material weaknesses or significant deficiencies in internal control over compliance may exist that were not identified.

Our audit was not designed for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, no such opinion is expressed.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

[REDACTED]

Harrison, New York  
October 24, 2023

## La Cima Charter School

### Schedule of Findings and Questioned Costs Year Ended June 30, 2023

#### **Section I - Summary of Auditors' Results**

##### **Financial Statements**

Type of report the auditor issued on whether the financial statements audited were prepared in accordance with U.S. GAAP:

Unmodified

Internal control over financial reporting:

Material weakness(es) identified?

\_\_\_\_\_yes X no

Significant deficiency(ies) identified?

\_\_\_\_\_yes X none reported

Noncompliance material to the financial statements noted?

\_\_\_\_\_yes X no

##### **Federal Awards**

Internal control over major federal programs:

Material weakness(es) identified?

\_\_\_\_\_yes X no

Significant deficiency(ies) identified?

\_\_\_\_\_yes X none reported

Type of auditors' report issued on compliance for major federal programs:

Unmodified

Any audit findings disclosed that are required to be reported in accordance with 2 CFR 200.516(a)?

\_\_\_\_\_yes X no

Identification of major federal programs:

##### **Federal Assistance Listing Number(s)**

##### **Name of Federal Program or Cluster**

84.425U

COVID-19 Education Stabilization Fund/Elementary and Secondary School Emergency Relief Fund ARP

Dollar threshold used to distinguish between Type A and Type B programs:

\$750,000

Auditee qualified as low-risk auditee?

\_\_\_\_\_yes X no

#### **Section II – Financial Statement Findings**

During our audit, we noted no material findings for the year ended June 30, 2023.

#### **Section III – Federal Award Findings and Questioned Costs**

During our audit, we noted no material instance of noncompliance and none of the costs tested which were reported in the federal financially assisted programs are questioned or recommended to be disallowed.

#### **Section IV – Prior Year Findings**

There were no findings in the prior year.



# **La Cima Charter School**

## **Independent Auditors' Report on Communication of Internal Control Matters**

**June 30, 2023**

**Board of Trustees**  
**La Cima Charter School**

In planning and performing our audit of the financial statements of La Cima Charter School (the "School") as of and for the year ended June 30, 2023, in accordance with auditing standards generally accepted in the United States of America, we considered the School's internal control over financial reporting ("internal control") as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the School's internal control. Accordingly, we do not express an opinion on the effectiveness of the School's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A material weakness is a deficiency, or 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.

Our consideration of internal control was for the limited purpose described in the first paragraph and was not designed to identify all deficiencies in internal control that might be deficiencies, significant deficiencies, or material weaknesses and, therefore, there can be no assurance that all such deficiencies have been identified.

We did not identify any deficiencies in internal control that we consider to be material weaknesses as defined above.

We have other observations and recommendations that are opportunities for strengthening internal control and/or operating efficiency, presented in Addendum A to this letter.

This communication is intended solely for the information and use of the management, the Board of Trustees, federal, state, and local awarding agencies, The State Education Department of the State University of New York, and others within the School, and is not intended to be used by anyone other than these specified parties.

We would like to take this opportunity to acknowledge the courtesy and assistance extended to us by the personnel of the School during the course of our audit.

[REDACTED]

Harrison, New York  
October 24, 2023

## **Addendum A**

### **Other Observations and Recommendations for Strengthening Internal Control and/or Operating Efficiency**

#### **1. Corporate Credit Card**

During our review of the School's corporate credit card, we noted that some charges did not have receipts and were missing approvals, and instances where sales tax was paid to vendors.

We recommend that the School reinforce credit card policies to School personnel initiating charges on credit cards. According to the School's fiscal policies and procedures manual ("FPP"), all purchases made by the School should be supported with receipts and approvals. The School should document in writing all decisions that are not consistent with its FPP and consideration should also be given to modifying the FPP when appropriate and practical. The School may include a threshold for submission of credit card receipts and approvals.



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

June 01, 2023 through June 30, 2023

Account Number:

CUSTOMER SERVICE INFORMATION

Website: [www.Chase.com](http://www.Chase.com)  
Service Center: 1-877-425-8100  
Paralel: 1-888-622-4273  
International Calls: 1-713-262-1679  
We accept operator relay calls

00058841DRE 802 219 18223 NNNNNNNNNNN [REDACTED]  
LA CIMA CHARACTER SCHOOL  
11 SCROW ACCOUNT  
800 GATES AVE 3 FL  
BROOKLYN NY 11221-2203

SAVINGS SUMMARY

Chase Business Select High Yield Savings

	INSTANCES	AMOUNT
Beginning Balance		\$100,061.59
Deposits and Additions		1.62
Ending Balance		\$100,063.21
Annual Percentage Yield Earned This Period		4.02 %
Interest Paid This Period		\$ 1.62
Interest for the Year-to-Date		\$9.82

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

TRANSACTION DETAIL

DATE	DESCRIPTION	AMOUNT	BALANCE
	Beginning Balance		\$100,061.59
06/30	Interest Payment	1.62	100,063.21
	Ending Balance		\$100,063.21

You earned a higher interest rate on your Chase Business Select High Yield Savings account during this statement period because you had a qualified interest-earning Chase Business Select High Yield Savings account.

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

---

**IN CASE OF ERRORS OR QUESTIONS ABOUT YOUR ELECTRONIC FUNDS TRANSFERS:**

Call us at 1-866-564-2262 or write us at the address on the front of this statement 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;
- A description of the error or the transaction you are unsure about, and why you think it is an error or want more information; and
- The amount of the suspected error.

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.

**For business accounts,** see your deposit account agreement or other applicable agreements that govern your account for details.

**IN CASE OF ERRORS OR QUESTIONS ABOUT NON-ELECTRONIC FUNDS TRANSFERS:** Contact us immediately if your statement is incorrect or if you need more information about any non-electronic funds transfers on this statement. For more details, see your deposit account agreement or other applicable agreements that govern your account.

**JPMorgan Chase Bank, N.A. Member FDIC**

---

<b>Disclosure of Financial Interest by a Current or Former Trustee</b>
--

**Trustee Name:**

Damira Rasheed

---

**Name of Charter School Education Corporation:**

La Cima Charter School

---

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

Secretary

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

☐ Yes ☒ No

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

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

☐ Yes ☒ No

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

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

☐ Yes ☒ No

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

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

☐ Yes ☒ No

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

6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six months prior to such service. If there has been no such interest or transaction, check **None**.

☒ **None**

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



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

☒ **None**

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

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

**Business Telephone:**

[REDACTED]

**Business Address:**

New York, New York

**E-mail Address:**

[REDACTED]

**Home Telephone:**

[REDACTED]

**Home Address:**

[REDACTED]

[REDACTED]

07/26/2023 00:05 EDT)

07/26/2023

**Signature**

**Date**

Acceptable signature formats include:

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

*last revised 04/2022*

<b>Disclosure of Financial Interest by a Current or Former Trustee</b>
--

**Trustee Name:**

Nikki Carroll

---

**Name of Charter School Education Corporation:**

La Cima Charter School

---

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

Chair

2.

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

☐

Yes

☒

No

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

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

☐

Yes

☒

No

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

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

☐ Yes ☒ No

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

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

☐ Yes ☒ No

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

6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six months prior to such service. If there has been no such interest or transaction, check **None**.

☒ **None**

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

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

☒ **None**

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

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**Business Telephone:**

[REDACTED]

**Business Address:**

[REDACTED]

**E-mail Address:**

[REDACTED]

**Home Telephone:**

[REDACTED]

**Home Address:**

[REDACTED]

Nikki [REDACTED] (DT)

06/28/2023

**Signature**

**Date**

Acceptable signature formats include:

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

*last revised 04/2022*

<b>Disclosure of Financial Interest by a Current or Former Trustee</b>
--

**Trustee Name:**

Natalie Bledman

---

**Name of Charter School Education Corporation:**

La Cima Charter School

---

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

governance committee member

academic committee member

2.

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

☐

Yes

☒

No

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

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

☐

Yes

☒

No

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



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

☐ Yes ☒ No

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

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

☐ Yes ☒ No

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

6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six months prior to such service. If there has been no such interest or transaction, check **None**.

☒ **None**

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

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

☒ **None**

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

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

**Business Telephone:**

[REDACTED]

**Business Address:**

[REDACTED]

**E-mail Address:**

[REDACTED]

**Home Telephone:**

[REDACTED]

**Home Address:**

[REDACTED]

[REDACTED]

07/13/2023

**Signature**

**Date**

Acceptable signature formats include:

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

*last revised 04/2022*

<b>Disclosure of Financial Interest by a Current or Former Trustee</b>
--

**Trustee Name:**

Emily Welch

---

**Name of Charter School Education Corporation:**

La Cima Charter School

---

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

Board

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

☐ Yes ☒ No

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

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

☐ Yes ☒ No

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

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

☐ Yes ☒ No

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

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

☒ Yes ☐ No

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

In the past, I have held roles with CMOs (KIPP, Achievement First, Explore Schools, and Uncommon Schools) and education non-profits (Teach For America, New Teacher Center).

6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six months prior to such service. If there has been no such interest or transaction, check **None**.

☒ **None**

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

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

☐ **None**

<b>Organization conducting business with the school(s)</b>	<b>Nature of business conducted</b>	<b>Approximate value of the business conducted</b>	<b>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</b>	<b>Steps taken to avoid conflict of interest</b>
Amplify Education	Curriculum provider	Unknown	Emily Welch has been an employee of Amplify since 2021.	Recused from all curriculum adoption decisions.



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

**Business Telephone:**

---

**Business Address:**

---

**E-mail Address:**

[REDACTED]

---

**Home Telephone:**

[REDACTED]

---

**Home Address:**

[REDACTED]

---

[REDACTED] [REDACTED]  
[REDACTED] [REDACTED]

---

**Signature**

**Date**

Acceptable signature formats include:

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

*last revised 04/2022*

<b>Disclosure of Financial Interest by a Current or Former Trustee</b>
--

**Trustee Name:**

Lucy Joffe

---

**Name of Charter School Education Corporation:**

La Cima Charter School

---

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

Co-chair, treasurer

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

☐ Yes ☒ No

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

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

☐ Yes ☒ No

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

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

☐ Yes ☒ No

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

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

☐ Yes ☒ No

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

6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six months prior to such service. If there has been no such interest or transaction, check **None**.

☒ **None**

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

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

☒ **None**

<b>Organization conducting business with the school(s)</b>	<b>Nature of business conducted</b>	<b>Approximate value of the business conducted</b>	<b>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</b>	<b>Steps taken to avoid conflict of interest</b>

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

**Business Telephone:**

[REDACTED]

**Business Address:**

[REDACTED]

**E-mail Address:**

[REDACTED]

**Home Telephone:**

[REDACTED]

**Home Address:**

[REDACTED]

[REDACTED] (EDT)

06/27/2023

**Signature**

**Date**

Acceptable signature formats include:

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

*last revised 04/2022*

<b>Disclosure of Financial Interest by a Current or Former Trustee</b>
--

**Trustee Name:**

Kassidy Maxie

---

**Name of Charter School Education Corporation:**

Kassidy E Maxie

---

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

Governance & Academic Representative

2.

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

☐ Yes ☒ No

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

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

☐ Yes ☒ No

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

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

☐ Yes ☒ No

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

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

☐ Yes ☒ No

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



6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six months prior to such service. If there has been no such interest or transaction, check **None**.

☒ **None**

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

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

☒ **None**

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

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

**Business Telephone:**

[REDACTED]

**Business Address:**

[REDACTED]

**E-mail Address:**

[REDACTED]

**Home Telephone:**

[REDACTED]

**Home Address:**

[REDACTED]

[REDACTED]

06/22/2023

**Signature**

**Date**

Acceptable signature formats include:

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

*last revised 04/2022*

<b>Disclosure of Financial Interest by a Current or Former Trustee</b>
--

**Trustee Name:**

Zach

---

**Name of Charter School Education Corporation:**

Zach Heller

---

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

Treasurer

2.

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

☐ Yes ☒ No

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

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

☐ Yes ☒ No

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

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

☐ Yes ☒ No

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

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

☐ Yes ☒ No

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

6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six months prior to such service. If there has been no such interest or transaction, check **None**.

☒ **None**

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

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

☒ **None**

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

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

**Business Telephone:**

[REDACTED]

**Business Address:**

N/a

**E-mail Address:**

[REDACTED]

**Home Telephone:**

[REDACTED]

**Home Address:**

[REDACTED]

[REDACTED]  
[REDACTED] 202315:13EDT)

07/22/2023

**Signature**

**Date**

Acceptable signature formats include:

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

*last revised 04/2022*



<b>Disclosure of Financial Interest by a Current or Former Trustee</b>
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**Trustee Name:**

Chantella Mitchell

---

**Name of Charter School Education Corporation:**

La Cima Charter School

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

Member; finance and executive committee member

2.

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

☐ Yes ☒ No

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

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

☐ Yes ☒ No

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

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

☐ Yes ☒ No

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

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

☐ Yes ☒ No

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

6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six months prior to such service. If there has been no such interest or transaction, check **None**.

☒ **None**

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

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

☒ **None**

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

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**Business Telephone:**

[REDACTED]

**Business Address:**

[REDACTED]

**E-mail Address:**

[REDACTED]

**Home Telephone:**

[REDACTED]

**Home Address:**

[REDACTED]

[REDACTED]

08/01/2023

**Signature**

**Date**

Acceptable signature formats include:

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

*last revised 04/2022*

# La Cima Elementary Charter School

## **Minutes**

### Board Meeting

#### **Date and Time**

Saturday July 30, 2022 at 6:30 PM

#### **Location**

Join Zoom Meeting

<https://us02web.zoom.us/j/89637633968>

Meeting ID: 896 3763 3968

#### **Trustees Present**

D. Rasheed  
L. Joffe  
N. Bledman  
Z. Heller  
K. Huffman  
K. Maxie  
E. Welch  
N. Carroll

#### **Trustees Absent**

None

#### **Guests Present**

Attendance  
L. Riddick  
J. Manzano  
C. Mitchell

N. Carroll called meeting to order at 6:40

L. Joffe motion to Approve minutes for Board Meeting on June

D. Rasheed  
All in favor

L. Joffe motioned to move into Executive session to discuss personnel matters.

D. Rasheed Second

Meeting adjourned **7:27**

Respectfully Submitted,  
Damira Rasheed



MEETING OF THE BOARD OF TRUSTEES  
MINUTES  
AUGUST 31, 2022

Attendance

L. Riddick  
L. Belle  
N. Carroll  
D. Rasheed  
L. Joffe  
N. Bledman  
K. Maxie  
J. Manzano  
C. Tenis  
E. Welch

N. Carroll called meeting to order at 6:37pm

K. Maxie motion to Approve minutes for Board Meeting on July 27, 2022  
All in favor

N. Carroll motion to approve July Financials  
D. Rasheed seconded motion  
All in favor

N. Carroll motion to move to Executive session to discuss personnel matters 7:19pm

Meeting adjourned 7:35pm







MEETING OF THE BOARD OF TRUSTEES  
MINUTES  
SEPTEMBER 268, 2022

Attendance

Damira  
Lori  
Letta  
Zach  
Chantella  
Emily  
Lucy  
Josette  
Nikki

N. Carroll 7:04pm calling meeting to order  
Zach Keller seconded

Zach motioned to approve August Financials  
Damira seconded

Close the meeting at 8pm



# La Cima Elementary Charter School

## Minutes

### Board Meeting

**Date and Time**

Wednesday October 26, 2022 at 6:30 PM

**Location**

Join Zoom Meeting

<https://us02web.zoom.us/j/89637633968>

Meeting ID: 896 3763 3968

**Trustees Present**

D. Rasheed (remote), L. Joffe (remote), N. Carroll (remote),  
Z. Heller (remote), E. Welch (remote), K. Maxie (remote), N. Bledman (remote), C. Mitchell (remote)

**Trustees Absent**

None

**Guests Present**

L. Riddick (remote)  
L. Belle (remote)  
J. Manzano (remote)

**I. Opening Items****A. Record Attendance****B. Call the Meeting to Order**

Z. Heller called a meeting of the board of trustees of La Cima Elementary Charter School to order on Monday Oct 31, 2022 at 8:47 AM.

**C. Approved Minutes**

L. Joffe made a motion to approve the minutes from all meetings from 2021 – 2022 school year.

D. Rasheed seconded the motion

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

**D. Board Members**

Lucy motioned to approve C. Mitchell as a new board member

Damira seconded the motion

The Board **VOTED** unanimously to approve the motion

**III. Closing Items**

**A. Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:20 PM.

Respectfully Submitted,  
Damira Rasheed

# La Cima Elementary Charter School

## Minutes

### Board Meeting

#### **Date and Time**

Wednesday November 30, 2022 at 6:30 PM

#### **Location**

Join Zoom Meeting

<https://us02web.zoom.us/j/89637633968>

Meeting ID: 896 3763 3968

#### **Trustees Present**

Z. Heller(remote), D. Rasheed (remote), L. Joffe (remote),  
E. Welch (remote), K. Maxie (remote), N. Bledman (remote), C. Mitchell (remote)

#### **Trustees Absent**

None

#### **Guests Present**

L. Riddick (remote), L. Belle (remote), J. Manzano (remote)

### **I. Opening Items**

#### **A. Record Attendance**

#### **B. Call the Meeting to Order**

Z. Heller called a meeting of the board of trustees of La Cima Elementary Charter School to order at 6:37pm

#### **C. Approved Minutes**

Z. Heller made a motion to approve the minutes from October  
D. Rasheed seconded the motion  
The board **VOTED** unanimously to approve the motion

Z. Heller motion to approve October financials

L. Joffe seconded

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

Z. Heller Motion to move to executive session to discuss personnel matters

D. Rasheed seconded

### **III. Closing Items**

#### **A. Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 7:44 PM.

Respectfully Submitted,  
Damira Rasheed

# La Cima Elementary Charter School

## Minutes

### Board Meeting

#### **Date and Time**

Wednesday December 14, 2022 at 6:30 PM

#### **Location**

Join Zoom Meeting

<https://us02web.zoom.us/j/89637633968>

Meeting ID: 896 3763 3968

#### **Trustees Present**

Z. Heller(remote), D. Rasheed (remote), L. Joffe (remote),  
E. Welch (remote), K. Maxie (remote), N. Bledman (remote), C. Mitchell (remote)

#### **Trustees Absent**

None

#### **Guests Present**

L. Riddick (remote), L. Belle (remote), J. Manzano (remote)

### **I. Opening Items**

#### **A. Record Attendance**

#### **B. Call the Meeting to Order**

Z. Heller called a meeting of the board of trustees of La Cima Elementary Charter School to order at 6:37pm

#### **C. Approved Minutes**

Z. Heller made a motion to approve the minutes from October  
D. Rasheed seconded the motion  
The board **VOTED** unanimously to approve the motion

Z. Heller motion to approve October financials

L. Joffe seconded

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

Z. Heller Motion to move to executive session to discuss personnel matters

D. Rasheed seconded

### **III. Closing Items**

#### **A. Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 7:44 PM.

Respectfully Submitted,  
Damira Rasheed

# La Cima Elementary Charter School

## Minutes

### Board Meeting

#### **Date and Time**

Wednesday January 25, 2023 at 6:30 PM

#### **Location**

Join Zoom Meeting

<https://us02web.zoom.us/j/89637633968>

Meeting ID: 896 3763 3968

#### **Trustees Present**

D. Rasheed (remote), L. Joffe (remote), N. Carroll (remote),  
E. Welch (remote), K. Maxie (remote), N. Bledman (remote), C. Mitchell (remote)

#### **Trustees Absent**

None

#### **Guests Present**

L. Riddick (remote)

### **I. Opening Items**

#### **A. Record Attendance**

#### **B. Call the Meeting to Order**

N. Carroll called a meeting of the board of trustees of La Cima Elementary Charter School to order at 6:38pm

#### **C. Approved Minutes**

N. Carroll made a motion to approve the minutes from December  
E. Welch seconded the motion  
The board **VOTED** unanimously to approve the motion

L. Joffe motion to approve December financials



E. Welch seconded

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

L. Joffe motion to go into executive session to discuss personnel matters 7:42pm

N. Carroll seconded

The Board **VOTED** unanimously to approve the motion

### **III. Closing Items**

#### **A. Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:25 PM.

Respectfully Submitted,  
Damira Rasheed

# La Cima Elementary Charter School

## Minutes

### Board Meeting

#### **Date and Time**

Tuesday February 28, 2023 at 6:30 PM

#### **Location**

Join Zoom Meeting

<https://us02web.zoom.us/j/89637633968>

Meeting ID: 896 3763 3968

#### **Trustees Present**

D. Rasheed (remote), L. Joffe (remote), N. Carroll (remote)  
E. Welch (remote), K. Maxie (remote), C. Mitchell (remote)

#### **Trustees Absent**

N. Bledman (remote)

#### **Guests Present**

L. Riddick (remote)

### **I. Opening Items**

#### **A. Record Attendance**

#### **B. Call the Meeting to Order**

N. Carroll called a meeting of the board of trustees of La Cima Elementary Charter School to order at 6:37pm

#### **C. Approved Minutes**

N. Carroll made a motion to approve the minutes from January  
L. Joffe seconded the motion  
The board **VOTED** unanimously to approve the motion

N. Carroll made a motion to go into executive session

L. Joffe seconded the motion

### **III. Closing Items**

#### **A. Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:07 PM.

Respectfully Submitted,  
Damira Rasheed

# La Cima Elementary Charter School

## Minutes

### Board Meeting

#### **Date and Time**

Wednesday March 29, 2023 at 6:30 PM

#### **Location**

Join Zoom Meeting

<https://us02web.zoom.us/j/89637633968>

Meeting ID: 896 3763 3968

#### **Trustees Present**

D. Rasheed (remote), L. Joffe (remote), N. Bledman (remote)

E. Welch (remote), K. Maxie (remote), C. Mitchell (remote)

#### **Trustees Absent**

N. Carroll

#### **Guests Present**

L. Riddick (remote)

### **I. Opening Items**

#### **A. Record Attendance**

#### **B. Call the Meeting to Order**

L. Joffe called a meeting of the board of trustees of La Cima Elementary Charter School to order at 6:37pm

#### **C. Approved Minutes**

L. Joffe made a motion to approve the minutes from February

E. Welch seconded the motion

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

L. Joffe made a motion to approve January and February Financials  
E. Welch seconded the motion  
The board **VOTED** unanimously to approve the motion

L. Joffe made a motion to go into executive session 7:17  
E. Welch seconded the motion

L. Joffe made a motion to end executive session 7:41

### **III. Closing Items**

#### **A. Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 7:42 PM.

Respectfully Submitted,  
Damira Rasheed

# La Cima Elementary Charter School

## Minutes

### Board Meeting

#### **Date and Time**

Wednesday April 26, 2023 at 6:30 PM

#### **Location**

Join Zoom Meeting

<https://us02web.zoom.us/j/89637633968>

Meeting ID: 896 3763 3968

#### **Trustees Present**

D. Rasheed (remote), L. Joffe (remote), N. Bledman (remote)

E. Welch (remote), K. Maxie (remote), N. Carroll (remote)

#### **Trustees Absent**

None

#### **Guests Present**

L. Riddick (remote)

### **I. Opening Items**

#### **A. Record Attendance**

#### **B. Call the Meeting to Order**

N. Carroll called a meeting of the board of trustees of La Cima Elementary Charter School to order at 6:38pm

#### **C. Approved Minutes**

N. Carroll made a motion to approve the minutes from March  
N. Bledman seconded the motion  
The board **VOTED** unanimously to approve the motion

L. Joffe made a motion to approve March Financials  
E. Welch seconded the motion  
The board **VOTED** unanimously to approve the motion

N. Carroll made a motion to go into executive session  
D. Rasheed seconded the motion

N. Carroll made a motion to end executive session 7:25  
E. Welch seconded the motion

### **III. Closing Items**

#### **A. Adjourn Meeting**

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

Respectfully Submitted,  
Damira Rasheed

# La Cima Elementary Charter School

## Minutes

### Board Meeting

#### **Date and Time**

Wednesday May 31, 2023 at 6:30 PM

#### **Location**

Join Zoom Meeting

<https://us02web.zoom.us/j/89637633968>

Meeting ID: 896 3763 3968

#### **Trustees Present**

D. Rasheed (remote), L. Joffe (remote), N. Bledman (remote)

E. Welch (remote), K. Maxie (remote), N. Carroll (remote)

#### **Trustees Absent**

None

#### **Guests Present**

L. Riddick (remote)

### **I. Opening Items**

#### **A. Record Attendance**

#### **B. Call the Meeting to Order**

N. Carroll called a meeting of the board of trustees of La Cima Elementary Charter School to order at 6:41pm

#### **C. Approved Minutes**

N. Carroll made a motion to approve the minutes from April

N. Carroll seconded the motion

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



L. Joffe made a motion to approve April Financials  
N. Carroll seconded the motion  
The board **VOTED** unanimously to approve the motion

L. Joffe made a motion to approve new conflict of interest form  
D. Rasheed seconded the motion  
The board **VOTED** unanimously to approve the motion

N. Carroll made a motion to go into executive session to discuss personnel matters  
D. Rasheed seconded the motion

L. Joffe made a motion to end executive session 8:18 PM  
E. Welch seconded the motion

### **III. Closing Items**

#### **A. Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:18 PM.

Respectfully Submitted,  
Damira Rasheed

# La Cima Elementary Charter School

## Minutes

### Board Meeting

#### **Date and Time**

Wednesday June 21, 2023 at 6:30 PM

#### **Location**

Join Zoom Meeting

<https://us02web.zoom.us/j/89637633968>

Meeting ID: 896 3763 3968

#### **Trustees Present**

D. Rasheed (remote), L. Joffe (remote), N. Bledman (remote)

E. Welch (remote), K. Maxie (remote), N. Carroll (remote)

#### **Trustees Absent**

None

#### **Guests Present**

L. Riddick (remote)

### **I. Opening Items**

#### **A. Record Attendance**

#### **B. Call the Meeting to Order**

N. Carroll called a meeting of the board of trustees of La Cima Elementary Charter School to order at 6:38pm

#### **C. Approved Minutes**

N. Carroll made a motion to approve the minutes from May

E. Welch seconded the motion

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

L. Joffe made a motion to approve May Financials  
N. Carroll seconded the motion  
The board **VOTED** unanimously to approve the motion

L. Joffe made a motion to approve 23/24 Budget Forecast  
D.Rasheed seconded the motion  
The board **VOTED** unanimously to approve the motion

N. Carroll made a motion to go into executive session to discuss personnel matters  
D. Rasheed seconded the motion

N. Carroll made a motion to end executive session 8:25 PM  
D. Rasheed seconded the motion

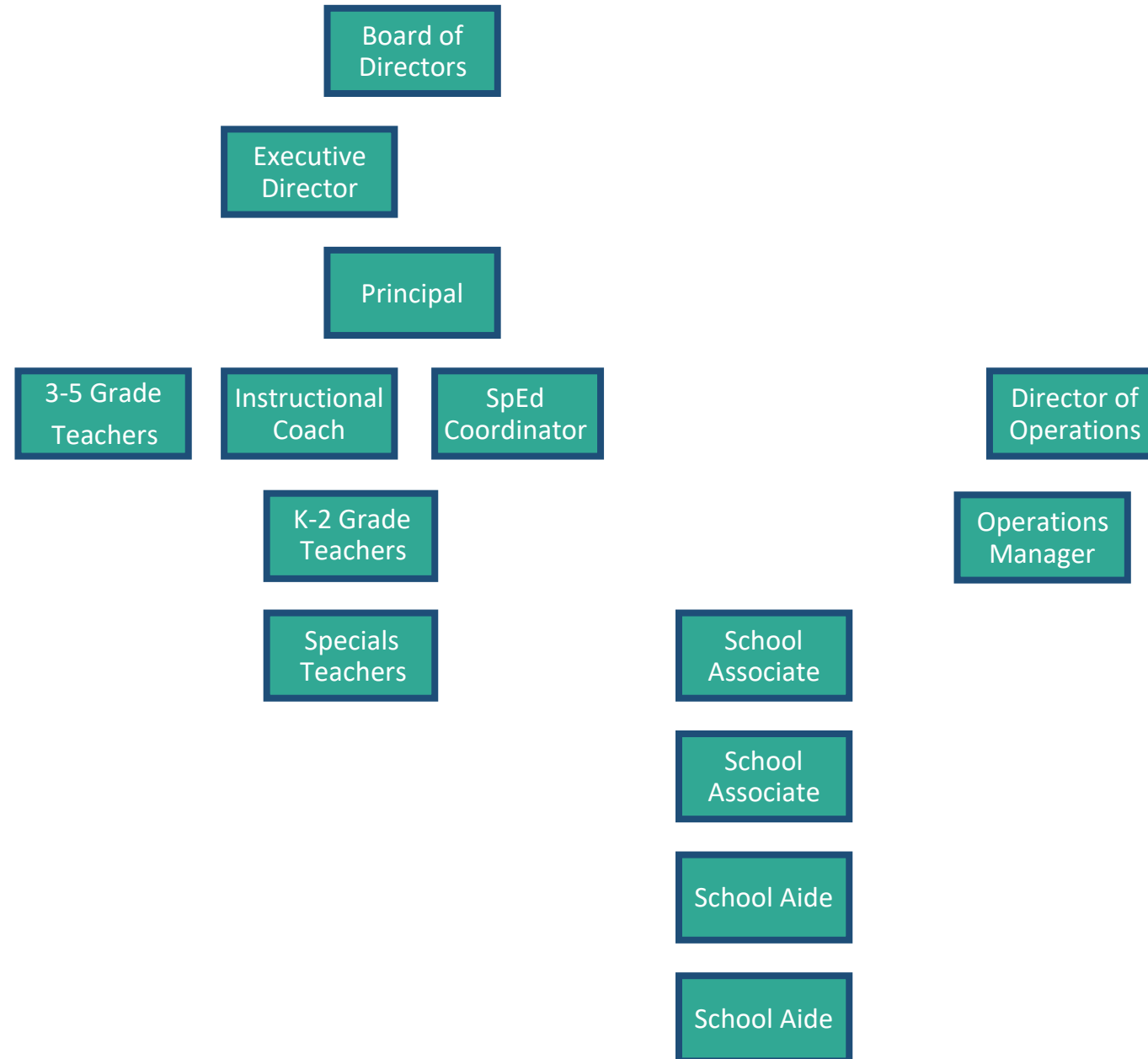
### **III. Closing Items**


#### **A. Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:25 PM.

Respectfully Submitted,  
Damira Rasheed

# La Cima Organizational Chart 22-23



 <b>La Cima Elementary Charter School</b> <b>2023-2024 Calendar</b>								Last Updated 7/14/2023
September	S	M	T	W	T	F	S	<b>September '23</b> 4 No School: Labor Day 5 First Day for Grades 1-5 (Full Day) 5 First Day for Kindergarten (Half Day) 20 Back to School Night <b>** All Scholars observe the Half-Day schedule on Fridays.</b>
	3	4	5	6	7	8	9	
	10	11	12	13	14	15	16	
	17	18	19	20	21	22	23	
	24	25	26	27	28	29	30	
October	1	2	3	4	5	6	7	<b>October '23</b> 9 No School: Indigenous Peoples' Day 16 LatinX Heritage Month Celebration 31 Book Character Day
	8	9	10	11	12	13	14	
	15	16	17	18	19	20	21	
	22	23	24	25	26	27	28	
	29	30	31					
November				1	2	3	4	<b>November '23</b> 7 Non-Attendance Day for Scholars; Teacher PD Day: Election Day 9, 10 Family Teacher Conferences (Day 1, Day 2) 21 Half-Day 22-24 No School: Thanksgiving Break
	5	6	7	8	9	10	11	
	12	13	14	15	16	17	18	
	19	20	21	22	23	24	25	
	26	27	28	29	30			
December						1	2	<b>December '23</b> 15 Winter Concert 25-29 No School: Winter Break
	3	4	5	6	7	8	9	
	10	11	12	13	14	15	16	
	17	18	19	20	21	22	23	
	24	25	26	27	28	29	30	
January		1	2	3	4	5	6	<b>January '24</b> 1-2 No School: Winter Break 3 Return from Winter Break 15 No School: Martin Luther King Jr. Day
	7	8	9	10	11	12	13	
	14	15	16	17	18	19	20	
	21	22	23	24	25	26	27	
	28	29	30	31				
February					1	2	3	<b>February '24</b> 19-23 No School: Mid-Winter Recess 29 Black History Month Celebration
	4	5	6	7	8	9	10	
	11	12	13	14	15	16	17	
	18	19	20	21	22	23	24	
	25	26	27	28	29			
March						1	2	<b>March '24</b> 7-8 Family Teacher Conferences (Day 1, Day 2) 15 Non-Attendance Day for Scholars; Teacher PD Day 22 Spring Concert 29 No School: Good Friday
	3	4	5	6	7	8	9	
	10	11	12	13	14	15	16	
	17	18	19	20	21	22	23	
	24	25	26	27	28	29	30	
April		1	2	3	4	5	6	<b>April '24</b> 8 No School: Eid al-Fitr 10-11 NYS ELA Exam (Grades 3- 5) 15 NYSESLAT Speaking Begins 22-26 No School: Spring Break
	7	8	9	10	11	12	13	
	14	15	16	17	18	19	20	
	21	22	23	24	25	26	27	
	28	29	30					
May				1	2	3	4	<b>May '24</b> 7-8 NYS Math Exam (Grades 3- 5) 13-17 NYS Science Exam 13-24 NYSESLAT Listening, Reading, Writing 27 No School: Memorial Day
	5	6	7	8	9	10	11	
	12	13	14	15	16	17	18	
	19	20	21	22	23	24	25	
	26	27	28	29	30	31		
June							1	<b>June '24</b> 6 Field Day 11 Kindergarten Moving Up Ceremony 12 5th Grade Graduation Ceremony 14 Science Fair 19 No School: Juneteenth 20-21 Half-Day
	2	3	4	5	6	7	8	
	9	10	11	12	13	14	15	
	16	17	18	19	20	21	22	
	23	24	25	26	27	28	29	

**181 School Days**

	Half Day
	No School for Scholars or Staff
	No School for Scholars Only
	School Events
	New York State Assessment

Please note, dates may be subject to change.