

Application: Neighborhood Charter School: Harlem

Lindsay Malanga - lmalanga@ncschools.org
2021-2022 Annual Report

Entry 1 School Info and Cover Page

Completed Aug 1 2022

[Instructions](#)

Required of ALL Charter Schools

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

Entry 1 School Information and Cover Page

(New schools that were not open for instruction for the 2021-2022 school year are not required to complete or submit an annual report this year).

Please be advised that you will need to complete this cover page (including signatures) before all of the other tasks assigned to you by your school's authorizer are visible on your task page. While completing this cover page task, please ensure that you select the correct authorizer **(as of June 30, 2022)** or you may not be assigned the correct tasks.

BASIC INFORMATION

a. SCHOOL NAME

(Select name from the drop down menu)

NEIGHBORHOOD CHARTER SCHOOL OF HARLEM 800000071078

a1. Popular School Name

Neighborhood Charter School: Harlem

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

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

BOARD OF REGENTS

d. DISTRICT / CSD OF LOCATION

CSD # 6 - MANHATTAN

e. DATE OF INITIAL CHARTER

9/2011

f. DATE FIRST OPENED FOR INSTRUCTION

8/2012

c. School Unionized

Is your charter school unionized?

No

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

MISSION STATEMENT

The mission of Neighborhood Charter Schools is to provide children with new educational opportunities through a rigorous, comprehensive K-8 program that cultivates the intellectual, social and emotional development of each child. Our school is an inclusive community that serves high-functioning children on the autism spectrum along with their neighborhood peers. Our students will become independent learners and critical thinkers, will acquire the academic skills they need to succeed in college preparatory high schools and will exhibit the social and emotional skills that will allow them to reach their full potential.

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

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

KDE 1	a unique high-expectations approach to school design that includes a focus on social and emotional learning that will enhance learning and reduce challenges
KDE 2	two teachers in each classroom to allow us to meet each student where they are at and respond to the individual needs of each student
KDE 3	an intensive focus on literacy
KDE 4	a longer school day and school year to provide more time for learning
KDE 5	an orderly and supportive culture that allows students to focus on learning
KDE 6	an orderly and supportive school culture that allows students to focus on learning
KDE 7	data-driven instruction
KDE 8	a specialized program of supports for ASD (autism spectrum disorders) students
KDE 9	a strong and focused professional development program
KDE 10	partnership with parents to make the home a center of learning

Need additional space for variables

No

h. SCHOOL WEB ADDRESS (URL)

www.ncschools.org

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

680

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

633

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

Check all that apply

Grades Served

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

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

No

FACILITIES INFORMATION

m. FACILITIES

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

Yes, 2 sites

NEIGHBORHOOD CHARTER SCHOOL OF HARLEM 800000071078

School Site 1 (Primary)

m1. SCHOOL SITES

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

	Physical Address	Phone Number	District/CSD	Grades to be Served at Site for coming year (K-5, 6-9, etc.)	Receives Rental Assistance for Which Grades (If yes, enter the appropriate grades. If no, enter No).
Site 1	691 St. Nicholas Avenue, New York, NY 10030	646-701-7117	NYC CSD 6	2-8	3-8

m1a. Please provide the contact information for Site 1.

	Name	Title	Work Phone	Alternate Phone	Email Address
School Leader	Michael Renda	Head of Schools	646-701-7117		Mrenda@ncschools.org
Operational Leader	Derrica Newman	Director of Operations	646-701-7117		Dnewman@ncschools.org
Compliance Contact	Michelle Santos	Managing Director of Operations	646-701-7117		Msantos@ncschools.org
Complaint Contact	Lindsay Malanga	Executive Director	646-701-7117		Lmalanga@ncschools.org
DASA Coordinator	Lindsay Malanga	Executive Director	646-701-7117		Lmalanga@ncschools.org
Phone Contact for After Hours Emergencies	Lindsay Malanga	Executive Director	646-701-7117		Lmalanga@ncschools.org

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

Private Space

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

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

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

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

Site 1 Certificate of Occupancy (COO)

[691 Certificate of Occupancy.pdf](#)

Filename: 691 Certificate of Occupancy.pdf **Size:** 35.1 kB

Site 1 Fire Inspection Report

[NCS 691 Fire inspection report.pdf](#)

Filename: NCS 691 Fire inspection report.pdf **Size:** 189.1 kB

Neighborhood Charter School: Harlem

School Site 2

m2. SCHOOL SITES

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

	Physical Address	Phone Number	District/CSD	Grades to be Served at Site for coming year (K-5, 6-9, etc.)	Receives Rental Assistance for Which Grades (If yes, enter the appropriate grades. If no, enter No).
Site 2	421 W 145 Street, New York, NY 10031	646-386-0255	NYC CSD 6	K-1	No

m2a. Please provide the contact information for Site 2.

	Name	Title	Work Phone	Alternate Phone	Email Address
School Leader	Michael Renda	Head of Schools	646-386-0255		Mrenda@ncschools.org
Operational Leader	Derrica Newman	Director of Operations	646-386-0255		Dnewman@ncschools.org
Compliance Contact	Michelle Santos	Managing Director of Operations	646-386-0255		Msantos@ncschools.org
Complaint Contact	Lindsay Malanga	Executive Director	646-386-0255		Lmalanga@ncschools.org
DASA Coordinator	Lindsay Malanga	Executive Director	646-386-0255		Lmalanga@ncschools.org
Phone Contact for After Hours Emergencies	Lindsay Malanga	Executive Director	646-386-0255		Lmalanga@ncschools.org

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

Private Space

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

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

Certificate of Occupancy and Fire Inspection. Provide a copy of a current and non-expired certificate of occupancy (if outside NYC or in private space in NYC). For schools that are not in district space (NYC co-locations), provide a copy of a current and non-expired certificate of occupancy, and a copy of the current annual fire inspection results, which should be dated on or after July 1, 2022.

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

Site 1 Certificate of Occupancy (COO)

[Mt Zion Certificate of Occupancy.pdf](#)

Filename: Mt Zion Certificate of Occupancy.pdf **Size:** 98.0 kB

Site 2 Fire Inspection Report

[Mt Zion Fire Inspection.pdf](#)

Filename: Mt Zion Fire Inspection.pdf **Size:** 198.0 kB

CHARTER REVISIONS DURING THE 2021-2022 SCHOOL YEAR

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

Yes

n2. Summary of Charter Revisions

	Category (Select Best Description)	Specific Revision (150 word limit)	Date Approved by BOT (if applicable)	Date Approved by Authorizer (if applicable)
1	Change in schedule/calendar	-Submitted a non-material revision to change our calendar	9/29/2021	07/21/2022
2				
3				
4				
5				

More revisions to add?

No

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

Yes

ATTESTATIONS

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

Name	Lindsay Malanga
Position	Executive Director
Phone/Extension	646-939-8755
Email	lmalanga@ncschools.org

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

Responses Selected:

Yes

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

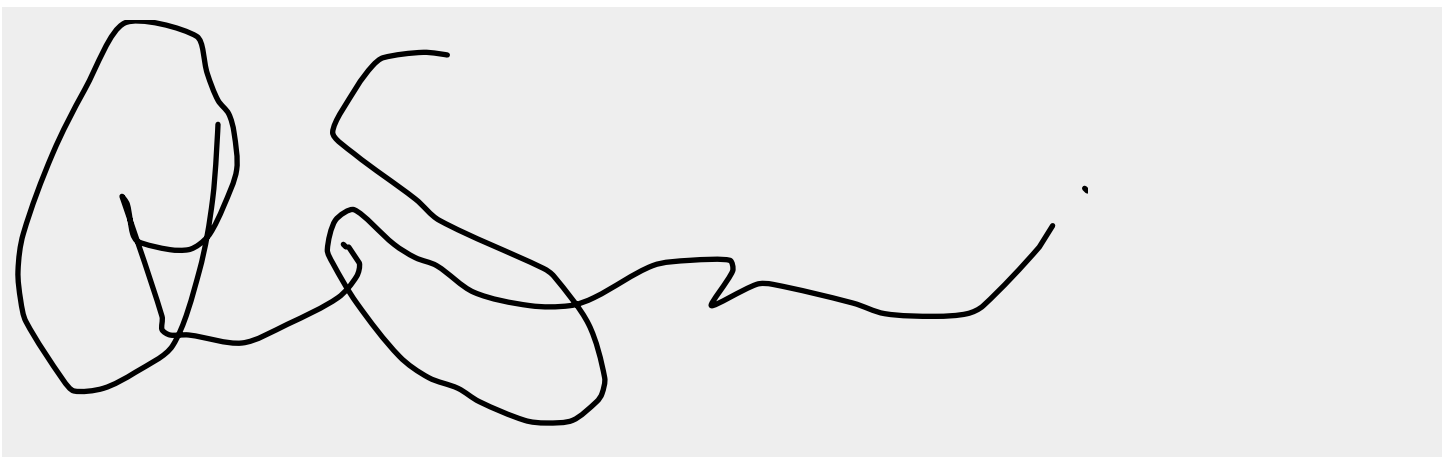
Responses Selected:

Yes

Signature, Head of Charter School



Signature, President of the Board of Trustees



Date

Aug 1 2022

Thank you.



Entry 3 Progress Toward Goals

Completed Oct 31 2022

Instructions

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

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

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

Entry 3 Progress Toward Goals

PROGRESS TOWARD CHARTER GOALS

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

Complete the tables provided. List each goal and measure as contained in the school’s currently approved charter, and indicate whether the school has met or not met the goal. Please provide information for all goals no later than November 2, 2022.

NEIGHBORHOOD CHARTER SCHOOL OF HARLEM 800000071078

1. ACADEMIC STUDENT PERFORMANCE GOALS

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

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

2021-2022 Progress Toward Attainment of Academic Goals

	Academic Student Performance Goal	Measure Used to Evaluate Progress Toward Attainment of Goal	Goal - Met, Not Met or Unable to Assess	If not met, describe efforts the school will take to meet goal. If unable to assess goal, type N/A for Not Applicable

Academic Goal 1	90% of K-2 students will grow one year in reading level according to F+P assessment.	F+P Assessment	Not Met	-71% Revamped RTI System Revamped ELA Centers & Reading Workshop with more small group instruction Use of I-ready Diagnostic & Assessment System Increased Informal Assessments & Analysis to include more targeted instruction Inclusion of Weekly Intervention Period
Academic Goal 2	80% of K-2 students will be proficient in math according to the Counting Jar assessment.	Counting Jar Assessment	Met	
Academic Goal 3	Grades 3-8 will outperform the District in ELA by at least 10%.	NYS ELA State Exam	Met	
Academic Goal 4	Grades 3-8 will outperform the District in math by at least 10%.	NYS Math State Exam	Met	
Academic Goal 5				
Academic Goal 6				

Academic Goal 7				
Academic Goal 8				
Academic Goal 9				
Academic Goal 10				

2. Do have more academic goals to add?

No

4. ORGANIZATION GOALS

For the 2021-2022 school year, any organization goals that cannot be evaluated due to school closure resulting in a lack of data and changes in testing, surveying, and other usual practices should be reported as “N/A”.

2021-2022 Progress Toward Attainment of Organization Goals

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

Org Goal 7				
Org Goal 8				
Org Goal 9				
Org Goal 10				
Org Goal 11				
Org Goal 12				
Org Goal 13				
Org Goal 14				
Org Goal 15				
Org Goal 16				
Org Goal 17				
Org Goal 18				
Org Goal 19				
Org Goal 20				

5. Do have more organizational goals to add?

No

6. FINANCIAL GOALS

2021-2022 Progress Toward Attainment of Financial Goals

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

7. Do have more financial goals to add?

(No response)

2021-2022 Progress Toward Attainment of Financial Goals

	Financial Goals	Measure Used to Evaluate Progress	Goal - Met, Not Met, or Partially Met	If not met, describe efforts the school will take to meet goal.
Financial Goal 6				
Financial Goal 7				
Financial Goal 8				
Financial Goal 9				
Financial Goal 10				

Thank you.

Entry 4 - Audited Financial Statements

Completed Oct 26 2022

Required of ALL Charter Schools

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

ALL Regents, NYCDOE, and Buffalo BOE-authorized charter schools must upload final, audited financial statements to the [Annual Report Portal](#) no later than **November 1, 2022**. Upload the independent auditor's report, any advisory and/or management letter, and the internal controls report as one submission, combined into a PDF file, ensuring that security features such as password protections are removed from all school uploaded documents.

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

NEIGHBORHOOD CHARTER SCHOOLS - 06

Filename: NEIGHBORHOOD CHARTER SCHOOLS 06. baMebxd.pdf Size: 469.9 kB

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

Completed Oct 26 2022

Instructions - Regents-Authorized Charter Schools ONLY

Regents-authorized schools must download and complete the Excel spreadsheet entitled "Audited Financial Report Template" from the online portal or the [2021-2022 Annual Reports](#) webpage. Upload the completed file in Excel format and submit by **November 1, 2022**.

EDUCATION CORPORATIONS WITH MORE THAN ONE SCHOOL SHOULD COMPLETE THE EXCEL SPREADSHEET FOR THE EDUCATION CORPORATION AS A WHOLE, NOT FOR THE INDIVIDUAL SCHOOLS. PLEASE SUBMIT THE SAME EXCEL SPREADSHEET FOR EACH OF THE SCHOOLS.

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

FY22 NCS - AuditedFinancialReport - NYSED

Filename: FY22 NCS AuditedFinancialReport 3AF1LXY.xlsx Size: 75.6 kB

Entry 4c - Additional Financial Documents

Completed Oct 26 2022

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

1. Advisory and/or Management letter
2. Federal Single Audit
3. CSP Agreed-Upon Procedure Report

4. Evidence of Required Escrow Account for each school^[1]
5. Corrective Action Plan for Audit Findings and Management Letter Recommendations

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

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

[NCS Additional Financial Documents Response Nov 1](#)

Filename: NCS Additional Financial Document RSjhEl3.xlsx **Size:** 105.0 kB

[NEIGHBORHOOD CHARTER SCHOOLS - 06](#)

Filename: NEIGHBORHOOD CHARTER SCHOOLS 06. JjrZlWV.pdf **Size:** 583.1 kB

[NCSH Escrow 6111 June 2022 Stmt](#)

Filename: NCSH Escrow 6111 June 2022 Stmt.pdf **Size:** 1.0 MB

Entry 4d - Financial Services Contact Information

Completed Oct 26 2022

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

Form for "Financial Services Contact Information"

1. School Based Fiscal Contact Information

	School Based Fiscal Contact Name	School Based Fiscal Contact Email	School Based Fiscal Contact Phone
	Michelle Rumph	mrumph@ncschools.org	646-457-7792

2. Audit Firm Contact Information

	School Audit Contact Name	School Audit Contact Email	School Audit Contact Phone	Years Working With This Audit Firm
	Michelle Cain - Mengel, Metzger, Barr & Co. LLP			11

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

	Firm Name	Contact Person	Mailing Address	Email	Phone	Years With Firm

Entry 5 - Fiscal Year 2022-2023 Budget

Completed Aug 1 2022

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

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

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

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

[NCS Harlem Projected Annual Budget Template FY23](#)

Filename: NCS Harlem Projected Annual Budge PLOzRUU.xlsx **Size:** 41.2 kB

Entry 6 - Board of Trustees Disclosure of Financial Interest Form

Completed Aug 1 2022

Due on August 1, 2022, each member of the charter school's Board of Trustees who served on a charter school education corporation governing one or more charter schools for any period during the 2021-2022 school year must complete and sign a [Trustee Disclosure of Financial Interest Form](#). Acceptable signature formats include:

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

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

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

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

[drive-download-20220726T123513Z-001](#)

Filename: drive download 20220726T123513Z 001.zip **Size:** 8.1 MB

Entry 7 BOT Membership Table

Completed Aug 1 2022

Instructions

Required of ALL charter schools

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

Entry 7 BOT Table

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

NEIGHBORHOOD CHARTER SCHOOL OF HARLEM 80000071078

Authorizer:

Who is the authorizer of your charter school?

Board of Regents

1. 2021-2022 Board Member Information (Enter info for each BOT member)

	Trustee Name	Trustee Email Address	Position on the Board	Committee Affiliations	Voting Member Per By-Laws (Y/N)	Number of Terms Served	Start Date of Current Term (MM/DD/YYYY)	End Date of Current Term (MM/DD/YYYY)	Board Meetings Attended During 2021-2022
1	Heidi Baker		Parent Rep	Finance, Accountability	Yes	1	07/01/2021	06/30/2024	12
2	Gail Brousal		Trustee/Member	Accountability	Yes	4	06/23/2021	06/30/2024	9
3	Wylie Fennel		Trustee/Member	Finance	Yes	1	04/28/2021	04/26/2024	10
4	Stephanie Hubble		Trustee/Member	Accountability, Nominating and Governance	Yes	1	04/28/2021	06/30/2024	12
5	Jefferson Hughes		Vice Chair	Executive, ED Evaluation	Yes	4	06/23/2021	06/30/2024	12
6	Everard Jefferson		Trustee/Member	Governance, Real Estate Task Force	Yes	2	06/23/2020	06/28/2023	10
	Tena		Trustee/	Accountability, Develop			06/23/2	06/30/2	

7	Kavenaugh		Member	ment Task Force	Yes	4	021	024	10
8	Walter Rendon		Treasurer	Finance, Governance	Yes	2	06/23/2021	06/30/2024	12
9	Cliff Schneider		Secretary	Executive, Evaluation, Real Estate	Yes	3	06/23/2021	06/30/2024	10

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

Yes

1b. Board Member Information

	Trustee Name	Trustee Email Address	Position on the Board	Committee Affiliations	Voting Member Per By-Laws (Y/N)	Number of Terms Served	Start Date of Current Term (MM/DD/YYYY)	End Date of Current Term (MM/DD/YYYY)	Board Meetings Attended During 2021-2022
10	Patricia Sousloff		Chair	Executive, ED Evaluation, Accountability, Governance, Finance, Development Task Force	Yes	4	06/17/2020	06/28/2023	12
11	Samanta Ramos		Parent Rep		Yes	1	07/01/2020	06/30/2022	9
12	Brian Hamilton		Trustee/Member	Executive, ED Evaluation	Yes	4	6/19/2019	6/28/2022	10
13									
14									
15									

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

No

2. INFORMATION ABOUT MEMBERS OF THE BOARD OF TRUSTEES

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

a. Total Number of BOT Members on June 30, 2022	10
b.Total Number of Members Added During 2021-2022	0
c. Total Number of Members who Departed during 2021-2022	2
d.Total Number of members, as set in Bylaws, Resolution or Minutes	15

3. Number of Board meetings held during 2021-2022

12

4. Number of Board meetings scheduled for 2022-2023

10

Total number of Voting Members on June 30, 2022:

11

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

0

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

1

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

15

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

0

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

0

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

0

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

0

Board members attending 8 or fewer meetings during 2021-2022

0

Thank you.

Entry 8 Board Meeting Minutes

Completed Aug 1 2022

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

Schools must upload a complete set of monthly board meeting minutes (July 2021-June 2022), which should match the number of meetings held during the 2021-2022 school year, as indicated in the above table. The minutes provided must be the final version approved by the school's Board of Trustees and may be uploaded individually or as one single combined file. Board meeting minutes must be submitted by **August 1, 2022**.

[NCS BOT Meeting Minutes 2021-2022](#)

Filename: NCS BOT Meeting Minutes 2021 2022.pdf **Size:** 345.8 kB

Entry 9 Enrollment & Retention

Completed Aug 1 2022

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

Required of ALL Charter Schools

Describe the good faith efforts the charter school has made in 2021-2022 toward meeting targets to attract and retain the enrollment of Students with Disabilities (SWDs), English Language Learners (ELLs), and students who are economically disadvantaged. In addition, describe the school's plans for meeting or making progress toward meeting its enrollment and retention targets in 2022-2023.

Entry 9 Enrollment and Retention of Special Populations

Recruitment/Attraction Efforts Toward Meeting Targets

	Describe Recruitment Efforts in 2021-2022	Describe Recruitment Plans in 2022-2023
Economically Disadvantaged	<p>NCS Harlem is situated in an economically disadvantaged area that attracts mostly students in this category due to our location. We recruit from Head Starts and other pre-school programs in the area that serve the community children.</p>	<p>Our goal is to build community relationships with head starts and pre-school programs in the area. This will allow NCS staff to provide information and support families through our application and enrollment process. Additionally, we will attend school fairs and utilize our parent ambassadors program to encourage families to learn more about our school and apply.</p>
English Language Learners	<ul style="list-style-type: none"> -Audit of current students' records to confirm ELL status. -Outreach to families who live in the neighborhood to enroll at NCS, including attending fairs, posters, canvassing local daycares and preschools and attending local events. -Applications, fliers, and open houses offered in English and Spanish. -Non-English-speaking families continue to feel welcome, heard, and communicated with throughout the year, including multi-lingual main office staff, translation available at all school events, ELL-instruction support and connection -new website offered in all languages with translate button 	<p>To serve our community, we provide families with translated documents and live translation during events. Our application portal and school website are also available in multiple languages. The main office staff members are multi-lingual and support families in learning more about our school and submitting applications.</p>
	<p>In an effort to reach enrollment targets, we have contacted clinics who serve families with special needs, case workers, and</p>	<p>We will continue outreach to clinics, case workers and</p>

Students with Disabilities	preschools who have referred students with disabilities to us in the past. Additionally, we visited after school programs, attended community events, visited school fairs, advertised across all social media platforms, ran referral programs, and canvassed the surrounding areas on a daily basis.	preschools who have referred students with disabilities to our school in the past. Our programs are advertised through social media platforms, school fairs, family referral programs and canvassing our community.
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Retention Efforts Toward Meeting Targets

	Describe Retention Efforts in 2021-2022	Describe Retention Plans in 2022-2023
Economically Disadvantaged	We remain in constant communication with our existing families on a daily basis. Neighborhood Charter Schools strongly believe in parental involvement through creating opportunities that allow our families to stay connected to the school. We have received positive feedback from our families throughout this school year and we will continue to keep families always informed, so they continue to feel a valuable part of the NCS family. We made after school free for all families in the fall of 2021.	NCS takes pride in offering free after school programming to all of our students. Through grant funds, we provide every family with a \$100 uniform gift card. We are expanding uniform options to more cost-friendly vendors for the 22-23 school year.
English Language Learners	We offer translation services during meetings, put out all communication to families in English and Spanish, and have increased our outreach overall to ELL families.	We have promoted one of our MLL service providers to be our MLL Program Manager, who will not only directly service students but will ensure systems, communication, and family partnership are functioning at a high level.
		For the 22-23 school year, NCS:

<p>Students with Disabilities</p>	<p>We offer ASD family support groups throughout the year. We ensure all of our students get the services they require on their IEPs and beyond. We provide translation for families during IEP meetings when needed.</p>	<p>Harlem is adding a third social worker to its staffing plan to give additional counseling services. We will also continue to employ our SLPs, and provide strong SWD supports through our school-based SpEd Coordinators, and network support staff of our ASD Program Specialist, Behavior Specialist, Related Services Program Manager and Director of Student Populations.</p>
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Entry 10 - Teacher and Administrator Attrition

Completed Aug 1 2022

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

A. TEACH System - Employee Clearance

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

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

^[1] Employees who must be cleared include, but are not limited to, teachers, administrative staff, janitors, security personnel and cafeteria workers, and other staff who are present when children are in the school building. **This includes paraprofessionals and other school personnel that are provided or assigned by the district of location, as well as related/contracted service providers.** See NYSED memorandum dated October 1, 2019 at <http://www.nysed.gov/common/nysed/files/programs/charter-schools/employeefingerprintoct19.pdf> or visit the NYSED website at: <http://www.highered.nysed.gov/tsei/ospra/fingerprintingcharts.html> for more information regarding who must be fingerprinted. Also see, 8 NYCRR §87.2.

B. Emergency Conditional Clearances

Emergency Conditional Clearances

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

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

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

Attestation

Responses Selected:

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

Entry 11 Percent of Uncertified Teachers

Completed Aug 1 2022

Instructions

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

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

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

Entry 11 Uncertified Teachers

School Name:

Instructions for Reporting Percent of Uncertified Teachers

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

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

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

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

	FTE Count
i. FTE count of uncertified teacher with at least three years of elementary, middle or secondary classroom teaching experience (as of June 30, 2022)	5
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2022)	
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2022)	
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2022)	
Total Category A: 5 or 30% whichever is less	5.0

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

	FTE Count
i. Mathematics	3
ii. Science	2
iii. Computer Science	
iv. Technology	
v. Career and Technical Education	0
Total Category B: not to exceed 5	5.0

CATEGORY C: PLUS 5 ADDITIONAL UNCERTIFIED TEACHERS

	FTE Count
i. FTE count of uncertified teacher with at least three years of elementary, middle or secondary classroom teaching experience (as of June 30, 2022)	5
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2022)	
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2022)	
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2022)	
Total Category C: not to exceed 5	5.0

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

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

	FTE Count
Total	15

CATEGORY D: TOTAL FTE COUNT OF UNCATEGORIZED, UNCERTIFIED TEACHERS

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

	FTE Count
Total Category D	23

CATEGORY E: TOTAL FTE COUNT OF CERTIFIED TEACHERS

	FTE Count
Total Category E	39

CATEGORY F: TOTAL FTE COUNT OF ALL TEACHERS

Please do not include paraprofessionals, such as teacher aides.

	FTE Count
Total Category F	77

Thank you.



Entry 12 Organization Chart

Completed Aug 1 2022

Instructions

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

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

Entry 12 Organization Chart 21-22 SY Harlem Title and Reporting Structure

Filename: Entry 12 Organization Chart 21 22 5593aLs.pdf **Size:** 48.4 kB

Entry 13 School Calendar

Completed Aug 1 2022

[Instructions for submitting School Calendar](#)

Required of ALL Charter Schools

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

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

Board of Regents-authorized charter schools also are required to submit school calendars that clearly indicate the start and end date of the instructional year AND the number of instructional hours and/or instructional days for each month. See an example of a calendar showing the requested information. Schools are encouraged to use a calendar template and ensure there is a monthly tally of instructional days.

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

FINAL DRAFT NCS 2022 - 2023 Instructional Calendar - 6

Filename: FINAL DRAFT NCS 2022 2023 Instru pKG3TA0.pdf **Size:** 301.9 kB

Revised Calendar for 22-23

Filename: Revised Calendar for 22 23.pdf **Size:** 119.2 kB

Entry 14 Links to Critical Documents on School Website

Completed Aug 1 2022

Instructions

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

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

1. Current Annual Report (i.e., 2021-2022 Annual Report);[\[1\]](#)

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

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

Form for Entry 14 Links to Critical Documents on School Website

School Name: Neighborhood Charter School: Harlem

Required of ALL Charter Schools noting that SUNY-authorized charter schools are not required to submit item 4: Authorizer-approved DASA policy and NYSED-Approved School Discipline Policy

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

	Link to Documents
1. Current Annual Report (i.e., 2021-2022 Annual Report)	https://drive.google.com/drive/folders/15ltLC_5lrKB9FAJmQuz3jCLvM2NtzXwt?usp=sharing
2. Board meeting notices, agendas and documents	https://ncschools.org/board-meetings/
3. New York State School Report Card	https://ncschools.org/about-ncs/ncs-board/ https://data.nysed.gov/essa.php?year=2021&instid=800000071078
4. Authorizer-approved DASA Policy and NYSED-Approved School Discipline Policy (For Regents, NYCDOE, and Buffalo BOE-Authorized Charter Schools ONLY)	https://ncschools.org/wp-content/uploads/2022/01/Dignity-for-All-Students-Act-Policy6.13.22-1.pdf
5. District-wide safety plan, not a building level safety plan (as per the September 2021 Emergency Response Plan Memo	https://ncschools.org/wp-content/uploads/2021/11/District-Wide-Public-View-2021-22-691-St-Nicholas-Ave-Safety-Plan.docx-1.pdf
6. Authorizer-approved FOIL Policy	https://ncschools.org/wp-content/uploads/2020/08/Microsoft-Word-NCSH_FOIL_policy.pdf
7. Subject matter list of FOIL records. (Example: See NYSED Subject Matter List)	https://ncschools.org/wp-content/uploads/2022/06/Neighborhood-Charter-School-FOIL-Subject-Matter-List-.pdf

Thank you. 

NEIGHBORHOOD CHARTER SCHOOLS

NEW YORK, NEW YORK

AUDITED FINANCIAL STATEMENTS

OTHER FINANCIAL INFORMATION

AND

INDEPENDENT AUDITOR'S REPORTS

JUNE 30, 2022

(With Comparative Totals for 2021)

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INDEPENDENT AUDITOR'S REPORT

Board of Trustees
Neighborhood Charter Schools

Report on the Financial Statements

Opinion

We have audited the financial statements of Neighborhood Charter Schools, which comprise the statement of financial position as of June 30, 2022, and the related statements of activities and changes in net assets, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of Neighborhood Charter Schools as of June 30, 2022, and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinion

We conducted our audit in accordance with auditing standards generally accepted in the United States of America (GAAS) 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 Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of Neighborhood Charter Schools and to meet our other ethical responsibilities, in accordance with the 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 audit opinion.

Responsibilities of Management for the Financial Statements

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

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 Neighborhood Charter Schools' ability to continue as a going concern for one year after the date that the financial statements are available to be issued.

Auditor's 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 auditor's 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 GAAS 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 GAAS, 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 Neighborhood Charter Schools' 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 Neighborhood Charter Schools' 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 Summarized Comparative Information

We have previously audited Neighborhood Charter Schools' June 30, 2021 financial statements, and we expressed an unmodified opinion on those audited financial statements in our report dated October 25, 2021. In our opinion, the summarized comparative information presented herein as of and for the year ended June 30, 2021 is consistent, in all material respects, with the audited financial statements from which it has been derived.

Other Report Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated October 24, 2022 on our consideration of Neighborhood Charter Schools' internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Neighborhood Charter Schools' internal control over financial reporting and compliance.

Mengel, Metzger, Baw & Co. LLP

Rochester, New York
October 24, 2022

NEIGHBORHOOD CHARTER SCHOOLS

STATEMENT OF FINANCIAL POSITION

JUNE 30, 2022

(With Comparative Totals for 2021)

<u>ASSETS</u>	<u>June 30,</u>	
	<u>2022</u>	<u>2021</u>
<u>CURRENT ASSETS</u>		
Cash and cash equivalents	\$ 6,494,676	\$ 5,832,544
Cash - capital reserve	1,500,000	1,500,000
Grants and other receivables	1,172,767	686,561
Prepaid expenses	587,402	535,350
TOTAL CURRENT ASSETS	9,754,845	8,554,455
<u>OTHER ASSETS</u>		
Property and equipment, net	2,081,092	1,960,975
Due from related party	326,658	502,222
Facilities deposits	1,807,118	1,783,310
Cash in escrow	176,513	151,220
	4,391,381	4,397,727
TOTAL ASSETS	<u>\$ 14,146,226</u>	<u>\$ 12,952,182</u>
<u>LIABILITIES AND NET ASSETS</u>		
<u>CURRENT LIABILITIES</u>		
Accounts payable and accrued expenses	\$ 792,850	\$ 1,049,156
Accrued payroll and benefits	960,200	1,048,615
Deferred revenue	3,330	68,692
TOTAL CURRENT LIABILITIES	1,756,380	2,166,463
<u>OTHER LIABILITIES</u>		
Deferred lease incentive	19,212	50,346
Deferred lease liability	3,877,801	2,616,341
TOTAL LIABILITIES	5,653,393	4,833,150
<u>NET ASSETS</u>		
Without donor restrictions	6,992,833	6,619,032
Without donor restrictions - board designated	1,500,000	1,500,000
TOTAL NET ASSETS	<u>8,492,833</u>	<u>8,119,032</u>
TOTAL LIABILITIES AND NET ASSETS	<u>\$ 14,146,226</u>	<u>\$ 12,952,182</u>

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

NEIGHBORHOOD CHARTER SCHOOLS

STATEMENT OF ACTIVITIES AND CHANGES IN NET ASSETS

YEAR ENDED JUNE 30, 2022
(With Comparative Totals for 2021)

	<u>Year ended June 30,</u>	
	<u>2022</u>	<u>2021</u>
Operating revenue and support:		
State and local per pupil operating revenue	\$ 23,073,576	\$ 21,537,803
NYC DOE rental assistance	3,182,046	3,114,240
Federal and state grants	3,111,355	1,019,519
Private grants	68,684	122,967
Contributions	12,000	7,100
Other income	<u>38,291</u>	<u>17,151</u>
TOTAL OPERATING REVENUE AND SUPPORT	29,485,952	25,818,780
Expenses:		
Program services:		
Regular education	12,195,234	10,681,545
Special education	13,385,213	10,707,296
Supporting services:		
Management and general	3,525,880	3,498,455
Fundraising and special events	<u>5,824</u>	<u>10,036</u>
TOTAL EXPENSES	<u>29,112,151</u>	<u>24,897,332</u>
CHANGE IN NET ASSETS	373,801	921,448
Net assets at beginning of year	<u>8,119,032</u>	<u>7,197,584</u>
NET ASSETS AT END OF YEAR	<u>\$ 8,492,833</u>	<u>\$ 8,119,032</u>

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

NEIGHBORHOOD CHARTER SCHOOLS

STATEMENT OF FUNCTIONAL EXPENSES

YEAR ENDED JUNE 30, 2022
(With Comparative Totals for 2021)

	Year ended June 30,								
	2022							2021	
	No. of positions	Program Services			Supporting Services			Total	Total
Regular education		Special education	Sub-total	Fundraising and special events	Management and general	Sub-total			
Personnel services costs:									
Administrative staff personnel	22	\$ 236,283	\$ 236,283	\$ 472,566	\$ 3,087	\$ 1,487,154	\$ 1,490,241	\$ 1,962,807	\$ 1,961,438
Instructional personnel	158	5,613,388	6,659,960	12,273,348	-	213,597	213,597	12,486,945	10,953,733
Non-instructional personnel	3	95,444	50,509	145,953	-	-	-	145,953	171,090
Total Salaries and wages	183	5,945,115	6,946,752	12,891,867	3,087	1,700,751	1,703,838	14,595,705	13,086,261
Fringe benefits & payroll taxes		1,389,868	1,509,130	2,898,998	704	394,214	394,918	3,293,916	3,453,433
Retirement		141,685	162,835	304,520	78	41,299	41,377	345,897	317,198
Legal service		-	-	-	-	15,088	15,088	15,088	40,023
Accounting/audit fees		-	-	-	-	55,722	55,722	55,722	158,640
Other purchased/professional/consulting services		42,042	46,052	88,094	26	288,651	288,677	376,771	359,521
Building and land rent/lease		2,251,011	2,565,816	4,816,827	1,267	662,109	663,376	5,480,203	4,600,467
Repairs and maintenance		286,868	356,194	643,062	117	76,155	76,272	719,334	267,389
Insurance		91,139	99,496	190,635	58	28,043	28,101	218,736	198,005
Utilities		74,237	96,883	171,120	23	18,382	18,405	189,525	(43,776)
Supplies/materials		356,448	201,456	557,904	-	-	-	557,904	494,137
Equipment/furnishings		32,714	40,770	73,484	13	8,642	8,655	82,139	93,918
Staff development		139,912	165,962	305,874	85	42,356	42,441	348,315	335,572
Marketing/recruitment		58,825	49,043	107,868	18	9,010	9,028	116,896	96,855
Technology		207,960	221,668	429,628	110	56,106	56,216	485,844	387,490
Food service		543,051	301,744	844,795	-	-	-	844,795	154,285
Office expense		127,441	142,161	269,602	76	38,363	38,439	308,041	180,216
Student services		197,262	118,182	315,444	-	2,190	2,190	317,634	80,087
Depreciation and amortization		302,240	351,117	653,357	160	87,039	87,199	740,556	597,511
Other		7,416	9,952	17,368	2	1,760	1,762	19,130	40,100
		<u>\$ 12,195,234</u>	<u>\$ 13,385,213</u>	<u>\$ 25,580,447</u>	<u>\$ 5,824</u>	<u>\$ 3,525,880</u>	<u>\$ 3,531,704</u>	<u>\$ 29,112,151</u>	<u>\$ 24,897,332</u>

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

NEIGHBORHOOD CHARTER SCHOOLS

STATEMENT OF CASH FLOWS

YEAR ENDED JUNE 30, 2022
(With Comparative Totals for 2021)

	<u>Year ended June 30,</u>	
	<u>2022</u>	<u>2021</u>
<u>CASH FLOWS - OPERATING ACTIVITIES</u>		
Change in net assets	\$ 373,801	\$ 921,448
Adjustments to reconcile change in net assets to net cash provided from operating activities:		
Depreciation and amortization	740,556	597,511
Loss on disposal of property and equipment	4,033	-
Changes in certain assets and liabilities affecting operations:		
Grants and other receivables	(486,206)	(48,871)
Prepaid expenses	(52,052)	(366,042)
Accounts payable and accrued expenses	(256,306)	564,107
Accrued payroll and benefits	(88,415)	(578,302)
Deferred revenue	(65,362)	(122,959)
Deferred lease incentive	(31,134)	50,346
Deferred lease liability	1,261,460	1,015,134
NET CASH PROVIDED FROM OPERATING ACTIVITIES	1,400,375	2,032,372
<u>CASH FLOWS - INVESTING ACTIVITIES</u>		
Purchases of property and equipment	(864,706)	(771,437)
Due from related party	175,564	70,328
Change in facilities deposits	(23,808)	228,091
NET CASH USED FOR INVESTING ACTIVITIES	(712,950)	(473,018)
NET INCREASE IN CASH, CASH EQUIVALENTS, AND RESTRICTED CASH	687,425	1,559,354
Cash, cash equivalents, and restricted cash at beginning of year	7,483,764	5,924,410
CASH, CASH EQUIVALENTS, AND RESTRICTED CASH AT END OF YEAR	<u>\$ 8,171,189</u>	<u>\$ 7,483,764</u>
<u>SUPPLEMENTAL DISCLOSURE OF CASH FLOW INFORMATION</u>		
Reconciliation of cash, cash equivalents, and restricted cash reported within the statement of financial position that sum to the total amounts shown in the statement of cash flows:		
Cash and cash equivalents	\$ 6,494,676	\$ 5,832,544
Cash - capital reserve	1,500,000	1,500,000
Cash in escrow	176,513	151,220
Total cash, cash equivalents, and restricted cash shown in the statement of cash flows	<u>\$ 8,171,189</u>	<u>\$ 7,483,764</u>
<u>NON-CASH OPERATING AND FINANCING ACTIVITIES</u>		
Purchases of property and equipment included in accounts payable	<u>\$ -</u>	<u>\$ 114,463</u>

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

NEIGHBORHOOD CHARTER SCHOOLS

NOTES TO FINANCIAL STATEMENTS

JUNE 30, 2022

(With Comparative Totals for 2021)

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

The Charter School

During 2018, the name of the Charter School was officially changed from Neighborhood Charter School of Harlem to Neighborhood Charter Schools (the “Charter School”). The Charter School is a New York State, not-for-profit educational corporation that was incorporated on September 13, 2011 to operate a charter school pursuant to Article 56 of the Educational Law of the State of New York. The Charter School operated one charter school until the Fall of 2019, Neighborhood Charter School: Harlem (“NCSH”). During 2017, the School determined it would open a second charter school in the Fall of 2019, Neighborhood Charter School: Bronx (“NCSB”).

NCSH was granted a provisional charter on September 13, 2011, 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. On March 13, 2017, the Board of Regents of the University of the State of New York granted NCSH a provisional charter valid for a term of five years through June 30, 2022 and renewable upon expiration. On June 2, 2022, the Board of Regents of the University of the State of New York extended the provisional charter for a term of five years through June 30, 2027.

NCSH opened its doors in the fall of 2012 in Harlem, New York with a rigorous academic program and a highly structured and supportive school culture. NCSH serves a wide range of students, including students with disabilities and students whose native language is not English, drawn mostly from central Harlem, the community school district in which it is located. It offers a specialized inclusion program for students with high-functioning autism, who constitute approximately 12% of the student body.

During 2017, the Charter School applied for a charter for NCSB which would be located in Bronx, New York. NCSB was granted a provisional charter on November 14, 2017, valid for a term of five years through June 30, 2023 and renewable upon expiration by the Board of Regents of the University of the State of New York.

The mission of NCSB is to provide children in the Bronx with new educational opportunities through a rigorous, comprehensive K-8 program that cultivates the intellectual, social and emotional development of each child. NCSB opened its doors in the Fall of 2019 in Bronx, NY.

Basis of accounting

The financial statements of the Charter School have been prepared on the accrual basis of accounting in conformity with accounting principles generally accepted in the United States of America (GAAP).

Classification of net assets

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

NEIGHBORHOOD CHARTER SCHOOLS

NOTES TO FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2022

(With Comparative Totals for 2021)

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

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

Net Assets Without Donor Restrictions

Net assets available for use in general operations and not subject to donor (or certain grantor) restrictions. The Board of Trustees has discretionary control to use these in carrying on operations in accordance with the guidelines established by the Charter School. The Board may designate portions of the net assets without donor restrictions for specific purposes, projects or investments. At June 30, 2022 and 2021, the Board had designated \$1,500,000 of net assets without donor restrictions to fund capital projects.

Net Assets With Donor Restrictions

Net assets subject to donor (or certain grantor) imposed restrictions. Some donor-imposed restrictions are temporary in nature, such as those that will be met by the passage of time or other events specified by the donor. Other donor-imposed restrictions are perpetual in nature, where the donor stipulates that resources be maintained in perpetuity. Donor-imposed restrictions are released when a restriction expires, that is, when the stipulated time has elapsed, when the stipulated purpose for which the resource was restricted has been fulfilled, or both. The Charter School had no net assets with donor restrictions at June 30, 2022 and 2021.

Revenue recognition

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

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

State and local per pupil revenue

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

NEIGHBORHOOD CHARTER SCHOOLS

NOTES TO FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2022

(With Comparative Totals for 2021)

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

Rental assistance

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

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

	<u>June 30,</u>		
	<u>2022</u>	<u>2021</u>	<u>2020</u>
Grants and other receivables	\$ 38,355	\$ 36,525	\$ 237,296

Grant revenue

Some of the Charter School's revenue is derived from cost-reimbursable federal and state contracts and grants, which are conditioned upon certain performance requirements and/or the incurrence of allowable qualifying expenses. Amounts received are recognized as revenue when the Charter School has incurred expenditures in compliance with specific contract or grant provisions. Certain grants are subject to audit and retroactive adjustments by its funders. Any changes resulting from these audits are recognized in the year they become known. Qualifying expenditures that have been incurred but are yet to be reimbursed are reported as grants receivable in the accompanying statement of financial position. Amounts received prior to incurring qualifying expenditures are reported as deferred revenue in the accompanying statement of financial position and amounted to \$3,330 and \$68,692 at June 30, 2022 and 2021, respectively. The Charter School received cost-reimbursement grants of approximately \$3,075,700 and \$10,500 that have not been recognized because qualifying expenditures have not yet been incurred at June 30, 2022 and 2021, respectively.

Contributions

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

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

NEIGHBORHOOD CHARTER SCHOOLS

NOTES TO FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2022

(With Comparative Totals for 2021)

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

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

Cash and cash equivalents

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

\$1,500,000 has been segregated on the statement of financial position at June 30, 2022 and 2021, representing the board designated net assets for capital reserve.

Cash in escrow

The Charter School maintains cash in an escrow account in accordance with the terms of their charter agreement. The amount in escrow as of June 30, 2022 and 2021 was \$176,513 and \$151,220, respectively. The escrow account is restricted to fund legal and other costs should the Charter School cease operations and dissolve.

Grants and other receivables

Grants and other receivables are stated at the amount management expects to collect from outstanding balances. Management provides for probable uncollectible amounts based on its assessment of the current status of individual receivables from grants, agencies and others. Balances that are still outstanding after management has used reasonable collection efforts are written off against the allowance for doubtful accounts. There was no allowance for doubtful accounts at June 30, 2022 and 2021.

Property and equipment

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

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

Deferred lease liability

The Charter School leases its facilities. The NCSH lease contains significant pre-determined fixed escalations of the base rent. In accordance with accounting principles generally accepted in the United States of America ("GAAP"), the Charter School recognizes the related rent expense on a straight-line basis and records the difference between the recognized rental expense and the amounts paid under the lease as a deferred lease liability. The amount of additional rent expense in excess of rent paid under the lease was \$1,261,460 and \$1,015,134 for the years ended June 30, 2022 and 2021, respectively.

NEIGHBORHOOD CHARTER SCHOOLS

NOTES TO FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2022

(With Comparative Totals for 2021)

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

Tax exempt status

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

The Charter School files Form 990 tax returns in the U.S. federal jurisdiction. The tax returns for the years ended June 30, 2019 through June 30, 2022 are still subject to potential audit by the IRS. Management of the Charter School believes it has no material uncertain tax positions and, accordingly it will not recognize any liability for unrecognized tax benefits.

Contributed services

The Charter School receives contributed services from volunteers to serve on the Board of Trustees. The Charter School received transportation services, nursing services, and occupational and physical therapy services from the local district. The Charter School was unable to determine a value for these services.

Marketing costs

The Charter School expenses marketing costs as they are incurred. Total marketing and recruiting costs approximated \$117,000 and \$97,000 for the years ended June 30, 2022 and 2021.

Deferred revenue

The Charter School records grant revenue as deferred revenue until it is expended for the purpose of the grant, at which time it is recognized as revenue.

Use of estimates in the preparation of financial statements

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

Comparatives for the year ended June 30, 2021

The financial statements include certain prior year summarized comparative information in total but not by functional classification. Such information does not include sufficient detail to constitute a presentation in conformity with accounting principles generally accepted in the United States of America. Accordingly, such information should be read in conjunction with the Charter School's financial statements for the year ended June 30, 2021, from which the summarized information was derived.

NEIGHBORHOOD CHARTER SCHOOLS

NOTES TO FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2022

(With Comparative Totals for 2021)

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

Adoption of new accounting standard – gifts-in-kind

In September 2020, the FASB issued a new accounting update to improve transparency in the reporting of contributed nonfinancial assets, also known as gifts-in-kind. The update requires not-for-profit entities to present contributed nonfinancial assets separately on the statement of activities, apart from contributions of cash and other financial assets. In addition, the update requires not-for-profit entities to disclose in the notes to the financial statements a breakout of the different types of gifts-in-kind recognized, any donor restrictions associated with the gift, the valuation technique(s) used to arrive at the fair value measure, whether or not the gift-in-kind was monetized, and any policies on monetization. The update is effective for fiscal years beginning after June 15, 2021 and is being applied on a retrospective basis. The Charter School adopted this standard during the year ended June 30, 2022.

New accounting pronouncement - leases

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

Subsequent events

The Charter School has conducted an evaluation of potential subsequent events occurring after the statement of financial position date through October 24, 2022, which is the date the financial statements are available to be issued. No subsequent events requiring disclosure were noted.

NEIGHBORHOOD CHARTER SCHOOLS

NOTES TO FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2022

(With Comparative Totals for 2021)

NOTE B: LIQUIDITY AND AVAILABILITY

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

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

In addition to financial assets available to meet general expenditures over the next 12 months, the Charter School operates with a balanced budget and anticipates collecting sufficient revenue to cover general expenditures not covered by donor-restricted resources. Refer to the statement of cash flows which identifies the sources and uses of the Charter School's cash and shows positive cash generated by operations for fiscal year 2022.

Financial assets available for general expenditure, that is, without donor or other restrictions limiting their use, within one year of the statement of financial position date, comprise the following at June 30, 2022 and 2021:

	<u>June 30,</u>	
	<u>2022</u>	<u>2021</u>
Cash and cash equivalents	\$ 6,494,676	\$ 5,832,544
Grants and other receivables	<u>1,172,767</u>	<u>686,561</u>
Total financial assets available to management for general expenditures within one year	<u>\$ 7,667,443</u>	<u>\$ 6,519,105</u>

The Charter School also has \$1,500,000 of cash which is board-designated as a capital reserve. Although the Charter School does not expect to spend from this board-designated cash, this amount could be made available if necessary.

NEIGHBORHOOD CHARTER SCHOOLS

NOTES TO FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2022

(With Comparative Totals for 2021)

NOTE C: NET ASSETS

Net assets without donor restrictions are as follows:

	<u>June 30,</u>	
	<u>2022</u>	<u>2021</u>
Undesignated	\$ 4,911,741	\$ 4,658,057
Designated by the Board for capital reserve	1,500,000	1,500,000
Invested in property and equipment	<u>2,081,092</u>	<u>1,960,975</u>
	<u>\$ 8,492,833</u>	<u>\$ 8,119,032</u>

NOTE D: PROPERTY AND EQUIPMENT

Property and equipment consisted of the following:

	<u>June 30,</u>	
	<u>2022</u>	<u>2021</u>
Furniture and fixtures	\$ 1,469,222	\$ 1,265,089
Computers and equipment	1,712,634	1,463,880
Leasehold improvements	<u>1,719,795</u>	<u>1,322,138</u>
	4,901,651	4,051,107
Less accumulated depreciation and amortization	<u>2,820,559</u>	<u>2,090,132</u>
	<u>\$ 2,081,092</u>	<u>\$ 1,960,975</u>

Total depreciation expense was \$740,556 and \$597,511 for the years ended June 30, 2022 and 2021, respectively.

NEIGHBORHOOD CHARTER SCHOOLS

NOTES TO FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2022

(With Comparative Totals for 2021)

NOTE E: SCHOOL FACILITIES

During 2014, the Charter School entered into a twenty-year lease for a new facility to be constructed which will commence the later of July 1, 2015 or the time of occupancy. The lease was amended in 2015, 2016 and 2019. \$1,001,400 of deposits relate to this lease, which are being used to help fund the cost of the new building. Due to delays, construction was not completed until 2019 and the Charter School obtained occupancy of the facility in July 2019. Effective July 16, 2019, the lease agreement was amended and restated to assign the lessee to Friends of NCSH, Inc. ("Friends"), a related party, among other terms. The arrangement for the facility which will be occupied by NCSH, now calls for a thirty-year lease, through June 30, 2050, with base monthly rent of \$135,285 and annual rent increases of 3% each year thereafter. As of the execution of the lease, \$1,000,000 had been paid to the landlord as a tenant construction contribution. Upon completion of the facility, \$514,126 of the tenant construction contribution is to be converted into a security deposit held by the landlord with the remaining \$485,874 of the tenant construction contribution to be repaid to the Charter School in twelve equal monthly installments. In May 2020, the Charter School agreed to receive a total of 10 monthly payments of \$50,000 each. At June 30, 2021, four payments of \$50,000 and one payment of \$73,258 were received resulting in a balance due the Charter School of \$212,616. In March 2022, the lease was amended to extend repayment of the construction contribution. The construction contribution will be repaid in annual installments of \$21,262 through 2031. The lease is guaranteed by the Charter School. As part of the lease, the Charter School is required to maintain certain financial covenants. At June 30, 2022 and 2021, the Charter school was in compliance with these covenants. The future minimum payments to be paid by "Friends" on this agreement are as follows:

<u>Year ending June 30,</u>	<u>Amount</u>
2023	\$ 1,722,286
2024	1,773,957
2025	1,827,176
2026	1,881,991
2027	1,938,451
Thereafter	<u>60,969,872</u>
	<u>\$ 70,113,733</u>

NEIGHBORHOOD CHARTER SCHOOLS

NOTES TO FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2022

(With Comparative Totals for 2021)

NOTE E: SCHOOL FACILITIES, Cont'd

A sublease was entered into effective July 16, 2019 through June 30, 2050 between the Charter School and Friends relative to this property and was amended June 8, 2020. The sublease calls for base monthly rent of approximately \$188,000, with annual rent increases of 3% each year thereafter. The sublease also requires the Charter School to pay additional rent as defined in the sublease agreement. The future minimum base rent payments required under this sublease agreement are as follows:

<u>Year ending June 30,</u>	<u>Amount</u>
2023	\$ 2,395,864
2024	2,468,230
2025	2,542,847
2026	2,619,789
2027	2,699,131
Thereafter	<u>90,857,353</u>
	<u>\$ 103,583,214</u>

During 2018, the Charter School entered into a twenty-year lease for an additional facility to accommodate NCSB, commencing no later than July 31, 2019. For the period July 31, 2019 to July 31, 2022, the Charter School will lease 26,000 square feet, increasing to 39,000 square feet by July 31, 2023 and 58,000 square feet by July 31, 2025 through July 31, 2039. The lease calls for rent at \$38 per square foot through July 31, 2022, \$56 per square foot through July 31, 2023, \$61 per square foot through July 31, 2024 at which point rent adjusts to \$42 per square foot with subsequent annual increases of 2% per year. The lease calls for base monthly rent of \$85,788. In February 2022, the lease was amended to reduce the square footage to be occupied by the Charter School and to reduce rent due for the year ended June 30, 2023 to \$1,378,320. The Charter School has a buyout option for leasehold improvements no later than July 31, 2026. In connection with the lease, the Charter School obtained a \$1,000,000 irrevocable standby letter of credit with a bank to serve as a security deposit. The irrevocable standby letter of credit is included in deposits on the accompanying statement of financial position at June 30, 2022 and 2021.

The future minimum payments for this agreement are as follows:

<u>Year ending June 30,</u>	<u>Amount</u>
2023	\$ 1,378,320
2024	2,436,000
2025	2,493,996
2026	2,552,004
2027	2,603,040
Thereafter	<u>35,610,432</u>
	<u>\$ 47,073,792</u>

NEIGHBORHOOD CHARTER SCHOOLS

NOTES TO FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2022

(With Comparative Totals for 2021)

NOTE E: SCHOOL FACILITIES, Cont'd

In April 2021, The Charter School entered into a five year lease for a new facility starting August 1, 2021 through June 30, 2026. The lease calls for base monthly rent of \$27,583. At June 30, 2022, \$55,167 had been paid to the landlord as a security deposit.

The future minimum payments for this agreement are as follows:

<u>Year ending June 30,</u>	<u>Amount</u>
2023	\$ 348,417
2024	359,167
2025	370,372
2026	381,526
	<u>\$ 1,459,482</u>

Rent expense for the years ended June 30, 2022 and 2021 was approximately \$5,480,000 and \$4,600,000, respectively.

NOTE F: RELATED PARTY TRANSACTIONS

Friends of NCSH, Inc. ("Friends"), a not-for-profit organization under Section 501(c)(3) of the Code, was formed to provide funding and administrative assistance to promote the application for a charter school, to provide ongoing financial and volunteer support for such school and to engage in any and all activities reasonably related to such purpose. A board member of Friends is also a board member of the Charter School.

During the years ended June 30, 2022 and 2021, the Charter School paid certain facility related costs on behalf of Friends. At June 30, 2022 and 2021, \$326,658 and \$502,222, respectively, was due to the Charter School from Friends and included in the accompanying statement of financial position.

The facts exclude the Charter School from the provisions of accounting principles generally accepted in the United States of America which would otherwise require consolidation with Friends.

NEIGHBORHOOD CHARTER SCHOOLS

NOTES TO FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2022

(With Comparative Totals for 2021)

NOTE G: OPERATING LEASE

The Charter School has entered into certain non-cancelable lease agreements for office equipment expiring at various dates through June 2025. The future minimum payments on these agreements are as follows:

<u>Year ending June 30,</u>	<u>Amount</u>
2023	\$ 55,000
2024	51,000
2025	<u>40,000</u>
Total	<u>\$ 146,000</u>

In July 2020, the Charter School entered into an arrangement with a new lessor. Part of the agreement was the new lessor would fund the remaining payments on old leases. The Charter School received all cash upfront and at June 30, 2022 and 2021, remaining payments of \$19,212 and \$50,346, respectively, are still outstanding on old leases. A deferred lease incentive has been recorded on the statement of financial position at June 30, 2022 and 2021.

NOTE H: RETIREMENT PLAN

The Charter School sponsors a 401(k) retirement plan (the "Plan") covering most employees. The Charter School matches employees' contributions 100% up to 3% of their annual salaries. The Charter School matches employee's contributions 50% from 3% to 5% of their annual salaries. The Charter School's total contribution to the Plan for the years ended June 30, 2022 and 2021 approximated \$346,000 and \$317,000, respectively.

NOTE I: CONTINGENCY

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

NEIGHBORHOOD CHARTER SCHOOLS

NOTES TO FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2022

(With Comparative Totals for 2021)

NOTE J: CONCENTRATIONS

At June 30, 2022 and 2021, 89% and 93%, respectively, of grants and other receivables are due from the Federal Government.

For the years ended June 30, 2022 and 2021, total operating revenue and support are comprised of the following:

	June 30,	
	2022	2021
Per-pupil funding provided by New York State	78%	83%
Federal Government grants	10%	*

* Below 10% of total operating revenue and support

The per-pupil rate is set annually by the State based on the school district in which the Charter School's students are located.

NOTE K: FUNCTIONAL EXPENSES

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

NOTE L: ACCOUNTING IMPACT OF COVID-19 OUTBREAK

On January 30, 2020, the World Health Organization ("WHO") announced a global health emergency because of a new strain of coronavirus (the "COVID-19 outbreak") and the risks to the international community as the virus spreads globally beyond its point of origin. In March 2020, the WHO classified the COVID-19 outbreak as a pandemic, based on the rapid increase in exposure globally. The full impact of the COVID-19 outbreak continues to evolve as of the date of this report. As such, it is uncertain as to the full magnitude that the pandemic will have on the Charter School's financial condition, liquidity, and future results of operations. Management is actively monitoring the global situation on its financial condition, liquidity, operations, suppliers, industry, and workforce. Given the daily evolution of the COVID-19 outbreak and the global responses to curb its spread, the Charter School is not able to estimate the effects of the COVID-19 outbreak on its results of operations, financial condition, or liquidity for fiscal year 2023.

In response to the COVID-19 outbreak, the Federal Government passed several COVID relief acts which include funding for elementary and secondary education. The Elementary and Secondary School Emergency Relief Fund (ESSER Fund) was established to award grants to state and local educational agencies. The Charter School has recognized \$1,167,335 and \$157,478 of revenue relative to ESSER grants during the years ended June 30, 2022 and 2021, respectively. As of June 30, 2022, the Charter School has approximately \$3,076,000 of ESSER grants available for expenditure through September 30, 2024.

NEIGHBORHOOD CHARTER SCHOOLS

NOTES TO FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2022

(With Comparative Totals for 2021)

NOTE M: RENEWAL PROCESS

NCSB is currently in the process of renewing its charter as granted by the New York State Board of Regents. The Charter currently expires June 30, 2023. The renewal process includes review by New York State Education Department (NYSED) of various operational and governance aspects, including fiscal health and internal controls, board governance, and academic performance. NCSB has submitted its application for renewal. Upon review of the application and results, NYSED will determine if the charter should be renewed and if so, for how long. Successful charter renewals can range from one to five years. At this time, management of NCSB expects the charter to be renewed.

NEIGHBORHOOD CHARTER SCHOOLS

OTHER FINANCIAL INFORMATION

INDEPENDENT AUDITOR'S REPORT ON OTHER FINANCIAL INFORMATION

Board of Trustees
Neighborhood Charter Schools

We have audited the financial statements of Neighborhood Charter Schools as of and for the year ended June 30, 2022, and we have issued our report thereon dated October 24, 2022, which contained an unmodified opinion on those financial statements. Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The 2022 financial information by Charter hereinafter 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 for the year ended June 30, 2022, as a whole.

Mengel, Metzger, Baw & Co. LLP

Rochester, New York
October 24, 2022

NEIGHBORHOOD CHARTER SCHOOLS

STATEMENT OF FINANCIAL POSITION BY CHARTER

JUNE 30, 2022

<u>ASSETS</u>	<u>Neighborhood Charter School Harlem</u>	<u>Neighborhood Charter School Bronx</u>	<u>Eliminations</u>	<u>Total</u>
<u>CURRENT ASSETS</u>				
Cash and cash equivalents	\$ 5,866,719	\$ 627,957	\$ -	\$ 6,494,676
Cash - capital reserve	1,500,000	-	-	1,500,000
Grants and other receivables	548,455	2,027,857	(1,403,545)	1,172,767
Prepaid expenses	<u>444,600</u>	<u>142,802</u>	<u>-</u>	<u>587,402</u>
TOTAL CURRENT ASSETS	8,359,774	2,798,616	(1,403,545)	9,754,845
<u>OTHER ASSETS</u>				
Property and equipment, net	1,667,043	414,049	-	2,081,092
Due from related party	350,415	(23,757)	-	326,658
Facilities deposits	1,807,118	-	-	1,807,118
Cash in escrow	<u>100,900</u>	<u>75,613</u>	<u>-</u>	<u>176,513</u>
	<u>3,925,476</u>	<u>465,905</u>	<u>-</u>	<u>4,391,381</u>
TOTAL ASSETS	<u>\$ 12,285,250</u>	<u>\$ 3,264,521</u>	<u>\$ (1,403,545)</u>	<u>\$ 14,146,226</u>
<u>LIABILITIES AND NET ASSETS</u>				
<u>CURRENT LIABILITIES</u>				
Accounts payable and accrued expenses	\$ 1,961,633	\$ 234,762	\$ (1,403,545)	\$ 792,850
Accrued payroll and benefits	668,568	291,632	-	960,200
Deferred revenue	<u>3,330</u>	<u>-</u>	<u>-</u>	<u>3,330</u>
TOTAL CURRENT LIABILITIES	2,633,531	526,394	(1,403,545)	1,756,380
<u>OTHER LIABILITIES</u>				
Deferred lease incentive	19,212	-	-	19,212
Deferred lease liability	<u>3,877,801</u>	<u>-</u>	<u>-</u>	<u>3,877,801</u>
TOTAL LIABILITIES	6,530,544	526,394	(1,403,545)	5,653,393
<u>NET ASSETS</u>				
Without donor restrictions	4,254,706	2,738,127	-	6,992,833
Without donor restrictions - board designated	<u>1,500,000</u>	<u>-</u>	<u>-</u>	<u>1,500,000</u>
TOTAL NET ASSETS	<u>5,754,706</u>	<u>2,738,127</u>	<u>-</u>	<u>8,492,833</u>
TOTAL LIABILITIES AND NET ASSETS	<u>\$ 12,285,250</u>	<u>\$ 3,264,521</u>	<u>\$ (1,403,545)</u>	<u>\$ 14,146,226</u>

NEIGHBORHOOD CHARTER SCHOOLS

STATEMENT OF ACTIVITIES AND CHANGES IN NET ASSETS BY CHARTER

YEAR ENDED JUNE 30, 2022

	<u>Neighborhood Charter School Harlem</u>	<u>Neighborhood Charter School Bronx</u>	<u>Eliminations</u>	<u>Total</u>
Operating revenue and support:				
State and local per pupil operating revenue	\$ 16,540,793	\$ 6,532,783	\$ -	\$ 23,073,576
NYC DOE rental assistance	2,152,590	1,029,456	-	3,182,046
Federal and state grants	1,979,500	1,131,855	-	3,111,355
Private grants	-	68,684	-	68,684
Contributions	12,000	-	-	12,000
Other income	<u>35,855</u>	<u>2,436</u>	<u>-</u>	<u>38,291</u>
TOTAL OPERATING REVENUE AND SUPPORT	20,720,738	8,765,214	-	29,485,952
Expenses:				
Program services:				
Regular education	9,454,538	2,740,696	-	12,195,234
Special education	9,615,031	3,770,182	-	13,385,213
Supporting services:				
Management and general	3,013,414	512,466	-	3,525,880
Fundraising and special events	<u>5,824</u>	<u>-</u>	<u>-</u>	<u>5,824</u>
TOTAL EXPENSES	<u>22,088,807</u>	<u>7,023,344</u>	<u>-</u>	<u>29,112,151</u>
CHANGE IN NET ASSETS	(1,368,069)	1,741,870	-	373,801
Net assets at beginning of year	<u>7,122,775</u>	<u>996,257</u>	<u>-</u>	<u>8,119,032</u>
NET ASSETS AT END OF YEAR	<u>\$ 5,754,706</u>	<u>\$ 2,738,127</u>	<u>\$ -</u>	<u>\$ 8,492,833</u>

NEIGHBORHOOD CHARTER SCHOOLS

STATEMENT OF FUNCTIONAL EXPENSES BY CHARTER – HARLEM

YEAR ENDED JUNE 30, 2022

	No. of positions	Program Services			Supporting Services			Total
		Regular education	Special education	Sub-total	Fundraising and special events	Management and general	Sub-total	
Personnel services costs:								
Administrative staff personnel	19	\$ 245,450	\$ 245,449	\$ 490,899	\$ 3,087	\$ 1,301,344	\$ 1,304,431	\$ 1,795,330
Instructional personnel	110	4,215,530	4,553,547	8,769,077	-	135,791	135,791	8,904,868
Non-instructional personnel	3	95,444	50,509	145,953				145,953
Total	132	4,556,424	4,849,505	9,405,929	3,087	1,437,135	1,440,222	10,846,151
Fringe benefits & payroll taxes		1,129,619	1,153,932	2,283,551	704	352,793	353,497	2,637,048
Retirement		114,693	122,071	236,764	78	36,175	36,253	273,017
Legal service		-	-	-	-	15,088	15,088	15,088
Accounting/audit fees		-	-	-	-	55,722	55,722	55,722
Other purchased/professional/consulting services		39,112	41,628	80,740	26	218,095	218,121	298,861
Building and land rent/lease		1,869,740	1,990,008	3,859,748	1,267	589,732	590,999	4,450,747
Repairs and maintenance		172,780	183,894	356,674	117	54,497	54,614	411,288
Insurance		85,542	91,045	176,587	58	26,981	27,039	203,626
Utilities		34,163	36,362	70,525	23	10,775	10,798	81,323
Supplies/materials		198,110	104,843	302,953	-	-	-	302,953
Equipment/furnishings		19,365	20,610	39,975	13	6,108	6,121	46,096
Staff development		125,783	144,624	270,407	85	39,673	39,758	310,165
Marketing/recruitment		54,838	43,023	97,861	18	8,253	8,271	106,132
Technology		181,518	183,289	364,807	110	51,414	51,524	416,331
Food service		365,741	193,555	559,296	-	-	-	559,296
Office expense		112,813	120,069	232,882	76	35,582	35,658	268,540
Student services		155,270	82,171	237,441	-	-	-	237,441
Depreciation and amortization		236,227	251,422	487,649	160	74,508	74,668	562,317
Other		2,800	2,980	5,780	2	883	885	6,665
		<u>\$ 9,454,538</u>	<u>\$ 9,615,031</u>	<u>\$ 19,069,569</u>	<u>\$ 5,824</u>	<u>\$ 3,013,414</u>	<u>\$ 3,019,238</u>	<u>\$ 22,088,807</u>

NEIGHBORHOOD CHARTER SCHOOLS

STATEMENT OF FUNCTIONAL EXPENSES BY CHARTER – BRONX

YEAR ENDED JUNE 30, 2022

	No. of positions	Program Services			Supporting Services			Total
		Regular education	Special education	Sub-total	Fundraising and special events	Management and general	Sub-total	
Personnel services costs:								
Administrative staff personnel	3	\$ (9,167)	\$ (9,166)	\$ (18,333)	\$ -	\$ 185,810	\$ 185,810	\$ 167,477
Instructional personnel	48	1,397,858	2,106,413	3,504,271	-	77,806	77,806	3,582,077
Non-instructional personnel	-	-	-	-	-	-	-	-
Total	51	1,388,691	2,097,247	3,485,938	-	263,616	263,616	3,749,554
Fringe benefits & payroll taxes		260,249	355,198	615,447	-	41,421	41,421	656,868
Retirement		26,992	40,764	67,756	-	5,124	5,124	72,880
Legal service		-	-	-	-	-	-	-
Accounting/audit fees		-	-	-	-	-	-	-
Other purchased/professional/consulting services		2,930	4,424	7,354	-	70,556	70,556	77,910
Building and land rent/lease		381,271	575,808	957,079	-	72,377	72,377	1,029,456
Repairs and maintenance		114,088	172,300	286,388	-	21,658	21,658	308,046
Insurance		5,597	8,451	14,048	-	1,062	1,062	15,110
Utilities		40,074	60,521	100,595	-	7,607	7,607	108,202
Supplies/materials		158,338	96,613	254,951	-	-	-	254,951
Equipment/furnishings		13,349	20,160	33,509	-	2,534	2,534	36,043
Staff development		14,129	21,338	35,467	-	2,683	2,683	38,150
Marketing/recruitment		3,987	6,020	10,007	-	757	757	10,764
Technology		26,442	38,379	64,821	-	4,692	4,692	69,513
Food service		177,310	108,189	285,499	-	-	-	285,499
Office expense		14,628	22,092	36,720	-	2,781	2,781	39,501
Student services		41,992	36,011	78,003	-	2,190	2,190	80,193
Depreciation and amortization		66,013	99,695	165,708	-	12,531	12,531	178,239
Other		4,616	6,972	11,588	-	877	877	12,465
		\$ 2,740,696	\$ 3,770,182	\$ 6,510,878	\$ -	\$ 512,466	\$ 512,466	\$ 7,023,344

NEIGHBORHOOD CHARTER SCHOOLS

NEW YORK, NEW YORK

**SCHEDULES REQUIRED BY GOVERNMENT
AUDITING STANDARDS AND THE UNIFORM
GUIDANCE**

AND

INDEPENDENT AUDITOR'S REPORTS

JUNE 30, 2022

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

Board of Trustees
Neighborhood Charter Schools

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, the financial statements of Neighborhood Charter Schools, which comprise the statement of financial position as of June 30, 2022 and the related statements of activities and changes in net assets, functional expenses, and cash flows for the year then ended and the related notes to the financial statements and have issued our report thereon dated October 24, 2022.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered Neighborhood Charter Schools’ internal control over financial reporting (internal control) as a basis for designing 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 Neighborhood Charter Schools’ internal control. Accordingly, we do not express an opinion on the effectiveness of Neighborhood Charter Schools’ internal control.

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

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

Compliance and Other Matters

As part of obtaining reasonable assurance about whether Neighborhood Charter Schools' 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 entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Mengel, Metzger, Baw & Co. LLP

Rochester, New York
October 24, 2022

INDEPENDENT AUDITOR’S REPORT ON COMPLIANCE FOR EACH MAJOR FEDERAL PROGRAM;
REPORT ON INTERNAL CONTROL OVER COMPLIANCE; AND REPORT ON THE SCHEDULE OF
EXPENDITURES OF FEDERAL AWARDS IN ACCORDANCE WITH THE UNIFORM GUIDANCE

Board of Trustees
Neighborhood Charter Schools

Report on Compliance for Each Major Federal Program

Opinion on Each Major Federal Program

We have audited Neighborhood Charter Schools’ 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 Neighborhood Charter Schools’ major federal programs for the year ended June 30, 2022. Neighborhood Charter Schools’ major federal programs are identified in the summary of auditor’s results section of the accompanying schedule of findings and questioned costs.

In our opinion, Neighborhood Charter Schools complied, in all material respects, with the 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, 2022.

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 (GAAS); the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States (*Government Auditing Standards*); 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 Auditor’s Responsibilities for the Audit of Compliance section of our report.

We are required to be independent of Neighborhood Charter Schools 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 Neighborhood Charter Schools’ 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 Neighborhood Charter Schools' federal programs.

Auditor's 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 Neighborhood Charter Schools' 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 GAAS, *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 Neighborhood Charter Schools' compliance with the requirements of each major federal program as a whole.

In performing an audit in accordance with GAAS, *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 Neighborhood Charter Schools' compliance with the compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances.
- Obtain an understanding of Neighborhood Charter Schools' 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 Neighborhood Charter Schools' 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 Auditor's 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.

Report on Schedule of Expenditures of Federal Awards Required by the Uniform Guidance

We have audited the financial statements of Neighborhood Charter Schools as of and for the year ended June 30, 2022, and have issued our report thereon dated October 24, 2022, which contained an unmodified opinion on those financial statements. Our audit was performed for the purpose of forming an opinion on the financial statements as a whole. The accompanying schedule of expenditures of federal awards is presented for purposes of additional analysis as required by the Uniform Guidance 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 schedule of expenditures of federal awards is fairly stated in all material respects in relation to the financial statements as a whole.

Mengel, Metzger, Baw & Co. LLP

Rochester, New York
October 24, 2022

NEIGHBORHOOD CHARTER SCHOOLS

SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS

YEAR ENDED JUNE 30, 2022

	<u>Federal AL Number</u>	<u>Pass-through Grantor's Number</u>	<u>Total Federal Expenditures</u>
U.S. Department of Education:			
<u>Passed through New York State Education Department:</u>			
Title I - Grants to Local Educational Agencies	84.010	0021	\$ 371,061
Title IIA - Supporting Effective Instruction State Grant	84.367	0147	49,329
Title IIIA - ELL and Immigrant Programs	84.365	0293	24,360
Title IV- Student Support and Academic Enrichment Program	84.424	0204	26,399
<u>Education Stabilization Funds -</u>			
ESSER I - Elementary and Secondary School Emergency Relief Fund	84.425D	5890	83,452
ESSER II - Elementary and Secondary School Emergency Relief Fund	84.425D	5891	531,657
ARP ESSER - American Rescue Plan-Elementary and Secondary School Emergency Relief	84.425U	5880	552,226
<i>Total Education Stabilization Funds</i>			<u>1,167,335</u>
TOTAL U.S. DEPARTMENT OF EDUCATION			1,638,484
U.S. Department of Agriculture:			
<u>Passed through New York State Education Department:</u>			
<i>Child Nutrition Cluster</i>			
School Breakfast Program	10.553	1000004543	156,055
National School Lunch Program	10.555	1000004543	606,572
Supply Chain Assistance - COVID	10.555	1000004543	22,263
Emergency Operational Cost - COVID	10.555	1000004543	96,844
<i>Total Child Nutrition Cluster</i>			<u>881,734</u>
State Pandemic Electronic Benefit Transfer (P-EBT) Administrative Cost Grant	10.649	1000004543	1,202
TOTAL U.S. DEPARTMENT OF AGRICULTURE			<u>882,936</u>
Federal Communications Commission:			
<u>Passed through the Universal Service</u>			
<u>Administrative Company</u>			
Emergency Connectivity Fund Program - COVID	32.009	16067112	40,000
TOTAL FEDERAL COMMUNICATIONS COMMISSION			<u>40,000</u>
TOTAL ALL PROGRAMS			<u>\$ 2,561,420</u>

NEIGHBORHOOD CHARTER SCHOOLS

SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS, Cont'd

YEAR ENDED JUNE 30, 2022

NOTE A: BASIS OF PRESENTATION

The above schedule of expenditures of federal awards includes the federal grant activity of Neighborhood Charter Schools and is presented on the accrual basis of accounting. The information in this schedule is presented in accordance with the requirements of Title 2 U.S. Code of Federal Regulations (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Therefore, some amounts presented in this schedule may differ from amounts presented in, or used in the preparation of, the basic financial statements.

NOTE B: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Expenditures reported on the Schedule are reported on the accrual basis of accounting. Such expenditures are recognized following, as applicable, the cost principles contained in Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, wherein certain types of expenditures are not allowable or are limited as to reimbursement.

Neighborhood Charter Schools has elected not to use the 10 percent de minimus indirect cost rate allowed under the Uniform Guidance.

NEIGHBORHOOD CHARTER SCHOOLS
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
YEAR ENDED JUNE 30, 2022

SUMMARY OF AUDITOR'S RESULTS

Financial Statements

Type of auditor's report issued:	Unmodified
Internal control over financial reporting:	
• Material weakness (es) identified?	_____ yes <u> x </u> no
• Significant deficiency(ies) identified that are not considered to be material weaknesses?	_____ yes <u> x </u> none reported
Noncompliance material to financial statements noted?	_____ yes <u> x </u> no

Federal Awards

Internal control over major programs:	
• Material weakness (es) identified?	_____ yes <u> x </u> no
• Significant deficiency(ies) identified that are not considered to be material weaknesses?	_____ yes <u> x </u> none reported
Type of auditor's report issued on compliance for major programs:	Unmodified
Any audit findings disclosed that are required to be reported in accordance with 2 CFR 200.516(a)?	_____ yes <u> x </u> no

Identification of major program:

AL Number:

84.425D & 84.425U

Name of Federal Program or Cluster:

ESSER I, ESSER II & ARP ESSER

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

\$750,000

Auditee qualified as low-risk auditee?	_____ yes <u> x </u> no
--	---------------------------

NEIGHBORHOOD CHARTER SCHOOLS

SCHEDULE OF FINDINGS AND QUESTIONED COSTS, Cont'd

YEAR ENDED JUNE 30, 2022

FINDINGS – FINANCIAL STATEMENT AUDIT

None.

FINDINGS AND QUESTIONED COSTS – MAJOR FEDERAL AWARD PROGRAMS AUDIT

None.

SCHEDULE OF PRIOR YEAR FINDINGS AND QUESTIONED COSTS

None.



SIGNATURE BANK
 565 Fifth Avenue, 12th Floor
 New York, NY 10017

Statement Period
 From June 01, 2022
 To June 30, 2022
 Page 1 of 2

PRIVATE CLIENT GROUP 266
 50 WEST 57TH STREET
 NEW YORK, NY 10019

NEIGHBORHOOD CHARTER SCHOOL 8-266
 ESCROW
 691 ST. NICHOLAS AVE
 NEW YORK NY 10030

See Back for Important Information

Primary Account: 1502716111 0

THE BANK HAS UPDATED ITS FEES AND SERVICE CHARGES INTO A COMBINED SCHEDULE OF FEES AND SERVICE CHARGES FOR BUSINESS ACCOUNTS ("SCHEDULE").

THE SCHEDULE WILL GOVERN YOUR USE OF YOUR BANK ACCOUNT(S), ALONG WITH BANKING PRODUCTS AND SERVICES. THE SCHEDULE REPLACES ALL PRIOR FEE ARRANGEMENTS AND SCHEDULES IN EFFECT PRIOR TO SEPTEMBER 1, 2022 WHEN THIS SCHEDULE BECOMES EFFECTIVE.

TO REVIEW THE UPDATED SCHEDULE, PLEASE VISIT SIGNATURE'S INTERNET BANKING SITE, CONTACT YOUR PRIVATE CLIENT GROUP OR VISIT A BANK FINANCIAL CENTER.

Signature Relationship Summary	Opening Bal.	Closing Bal.
BANK DEPOSIT ACCOUNTS		
1502716111 MONOGRAM INSURED MMA	100,881.03	100,899.55
RELATIONSHIP TOTAL		100,899.55



SIGNATURE BANK

Statement Period
From June 01, 2022
To June 30, 2022
Page 2 of 2

PRIVATE CLIENT GROUP 266
50 WEST 57TH STREET
NEW YORK, NY 10019

NEIGHBORHOOD CHARTER SCHOOL 8-266
ESCROW
691 ST. NICHOLAS AVE
NEW YORK NY 10030

See Back for Important Information

Primary Account: [REDACTED] 0

MONOGRAM INSURED MMA [REDACTED]

Summary

Table with 4 columns: Description, Date, Amount, Balance. Rows include Previous Balance as of June 01, 2022 (100,881.03), 1 Credits (18.52), and Ending Balance as of June 30, 2022 (100,899.55).

Deposits and Other Credits
Jun 30 Interest Paid 18.52

Daily Balances
May 31 100,881.03 Jun 30 100,899.55

Interest Summary table with 4 columns: Description, Amount, Description, Amount. Rows include Year-To-Date Interest (84.96), Interest Paid This Period (18.52), Annual Percentage Yield Earned (0.22 %), and Avg. Balance this Period (100,881.03).

Neighborhood Charter Schools
Minutes of the Meeting of the Board Trustees
July 28, 2021

A regularly scheduled meeting of the Board of Trustees (the “Board”) of Neighborhood Charter Schools (the “Education Corporation” or “NCS”) was held on July 28, 2021 at 411 Wales Avenue, Bronx, New York. The meeting was called to order at 6:05 PM.

Trustees Present:

Heidi Baker
Gail Brousal
Wylie Fennell
Stephanie Hubbell
Jefferson Hughes
Everardo Jefferson
Walter Rendon
Cliff Schneider
Patricia Sousloff

Trustees Absent:

Brian Hamilton
Justena Kavanagh
Samantha Ramos

Others in Attendance:

Lindsay Malanga
Michelle Rumph
Morgan Jenkins
Nick Carton

Nine of the twelve seated Trustees were in attendance in person and present throughout the meeting, which constituted a quorum for the transaction of business at the meeting.

1. Welcome and Public Comment.

Ms. Sousloff invited public comments and none were received.

2. Approval of June 2021 Minutes.

A motion was made by Ms. Brousal and seconded by Ms. Hubbell to approve the June 2021 Board meeting minutes and was unanimously approved.

3. Chief of School Introduction.

Ms. Soussloff welcomed NCS' new Chief of Schools Lindsay Malanga. Ms. Malanga introduced herself and shared some high-level notes from the first few weeks on staff.

4. **Board Meeting Remote Attendance Policy.** Ms. Soussloff led a discussion regarding the feasibility of remote attendance under the Open Meetings Law and where Trustees are located and their ability to serve if not located in New York City. A discussion ensued regarding suggestions for a policy for NCS to adopt regarding remote attendance. **A motion was made by Ms. Baker and seconded by Ms. Hubbell to permit Trustees to participate by Zoom if out-of-state, and if Trustees are in-state, the expectation is to be at the physical location of the meeting with the exception of 2-3 times per year, and the motion was unanimously approved.**
5. **Update on Application to Renew NCS-Harlem Charter.** Ms. Soussloff provided an update on the status of the application drafting process. Ms. Soussloff noted that the current draft of the Application has been circulated to the Trustees along with the required accompanying cover letter. A motion was made by Mr. Jefferson and seconded by Ms. Baker to approve the renewal application and cover letter and the motion was unanimously approved.
6. **Board DEI Workshop- Session III.** Dr. Jenkins introduced Session III and reviewed the Themes, and discussions and the Session's exercises ensued. Dr. Jenkins was thanked for all of her efforts and service to NCS and wished luck with her new job.
7. **2021-22 Plans.** Ms. Malanga provided updates and notes on plans for fall 2021 instruction, currently proposed to be a combination of remote and in-person instruction before returning to 100% in-person instruction in January 2022. It was noted that any remote instruction plan would need to be approved by NYSED given that the Executive Order permitting remoting instruction has not been renewed. A discussion ensued. A discussion regarding vaccine requirements for staff ensued. Ms. Malanga also reviewed social distancing requirements and plans for continued use of daily health screenings and random COVID-19 testing.
8. **Enrollment Updates.** Ms. Malanga provided an update on enrollment by campus, broken down by budgeted v. actual seats per grade, and further broken down by ASD v. non-ASD students. It was noted that overall, NCS is on target to meet its budgeted enrollment for the year.
9. **Executive Session.** A motion was made by Mr. Schneider and seconded by Mr. Hughes to enter executive session to discuss a confidential employment matter and the motion was unanimously approved. No votes were taken during executive session.

10. Adjournment

There being no further business, Mr. Schneider moved and Mr. Hughes seconded a motion to adjourn the meeting which was unanimously approved. The meeting was adjourned at 7:43 pm.

Respectfully submitted,



Cliff Schneider, Secretary

I, Cliff Schneider, the duly qualified Secretary of Neighborhood Charter Schools, a New York education corporation, do hereby certify that I prepared these Minutes, and that the above is a true and complete copy of the Minutes of the meeting of the Board of Trustees of the said corporation held on July 28, 2021.

Dated: September 29, 2021

Neighborhood Charter Schools
Minutes of the Meeting of the Board Trustees
August 25th, 2021

A regularly scheduled meeting of the Board of Trustees (the “Board”) of Neighborhood Charter Schools (the “Education Corporation” or “NCS”) was held on August 25th, 2021 at 691 St. Nicholas Avenue, New York, New York. The meeting was called to order at 6:05 PM.

Trustees Present:

Heidi Baker
Gail Brousal
Wylie Fennell
Stephanie Hubbell
Jefferson Hughes
Justena Kavanagh
Walter Rendon
Cliff Schneider
Patricia Soussloff

Trustees Absent:

Brian Hamilton
Samantha Ramos
Everardo Jefferson

Others in Attendance:

Lindsay Malanga
Michelle Rumph

Nine of the twelve seated Trustees were in attendance in person and present throughout the meeting, which constituted a quorum for the transaction of business at the meeting.

1. Welcome and Public Comment.

Ms. Soussloff invited public comments and none were received.

2. Approval of July 2021 Minutes.

The approval of July minutes was postponed to the September meeting

3. Annual Report, Renewal Site Visit, Board Self-Evaluation, Board Manual, + Goals and Planning for Committees

Ms. Soussloff shared that the annual reports for both schools have been submitted to NYSED. Further, she shared that our renewal site visit will be held on October 13th and 14th for our Harlem school, and that the visit will be virtual. Ms. Soussloff shared that the board needs to complete the self-evaluation and that she created a Board Manual resource so that board members can have all important information and resources at their fingertips. Further, she talked about how committees should be setting up their goals and plans for the year.

4. Chief of Schools Report

Ms. Malanga shared the Chief of Schools report with the board. She shared how the curriculum team is working to infuse the hallmarks of ethnic studies into our academic program. She went over the big three priorities for the year at NCS, as well as the organization's new operating values that were rolled out to staff during August PD. Ms. Malanga also shared end of year student achievement goals in ELA, math, and science.

Ms. Malanga gave initial enrollment data but explained that numbers will continue to move until rosters settle, likely after the NYC DOE starts school on September 13th. She explained outcomes of a staff DEI survey, the school's plan for Covid positive case responses, and operations updates in staffing. A discussion about how using OPT impacts our students' ability to get to school every day and on time ensued.

5. Treasurer's Update

Mr. Rendon reviewed the financial report along with Ms. Rumph, Director of Finance.

6. Adjournment

There being no further business, Mr. Fennell moved and Ms. Baker seconded a motion to adjourn the meeting which was unanimously approved. The meeting was adjourned at 7:43 pm.

Respectfully submitted,



Cliff Schneider, Secretary

I, Cliff Schneider, the duly qualified Secretary of Neighborhood Charter Schools, a New York education corporation, do hereby certify that I prepared these Minutes, and that the above is a true and complete copy of the Minutes of the meeting of the Board of Trustees of the said corporation held on August 25th, 2021.

Dated: August 25, 2021

Neighborhood Charter Schools
Minutes of the Meeting of the Board Trustees
September 29, 2021

A regularly scheduled meeting of the Board of Trustees (the “Board”) of Neighborhood Charter Schools (the “Education Corporation” or “NCS”) was held on September 29, 2021 at 411 Wales Avenue, Bronx, New York. The meeting was called to order at 6:04 PM.

Trustees Present:

Heidi Baker
Gail Brousal
Wylie Fennell
Brian Hamilton
Stephanie Hubbell
Jefferson Hughes

Walter Rendon
Cliff Schneider
Patricia Sousloff

Trustees Absent:
Justena Kavanagh
Samantha Ramos
Everardo Jefferson

Others in Attendance:
Lindsay Malanga
Michelle Rumph
Nick Carton
Loretta Kleinberg
Gitta Carton
Lauren Carey
Marsha Dupiton
Derrica Newman

Nine of the twelve seated Trustees were in attendance in person and present throughout the meeting, which constituted a quorum for the transaction of business at the meeting.

1. Welcome and Public Comment.

Ms. Sousloff invited public comments and none were received.

2. Approval of July 2021 Minutes.

A motion was made by Mr. Schneider and seconded by Mr. Brousal to approve the July 2021 Board meeting minutes and was unanimously approved.

3. President's Report.

- a. NCS-Harlem Charter Renewal.** Ms. Sousloff presented on the Behavioral-Cultural Policy ("BCP") that is meant to bring in restorative practices into NCS' discipline code, which requires a material change to the Charter and will be considered along with the NCS Harlem renewal application. **Ms. Hubbell moved and Ms. Baker seconded a motion to approve the BCP and the motion was unanimously approved.** Ms. Sousloff noted that the NYCDOE hearing on the NCS-Harlem renewal application will be October 7th on Zoom and will notify the Board when NYSED would like to meet with Trustees; the NYSED renewal site visit is scheduled for October 13th and 14th (virtually).

- b. Board Evaluation Review.** Ms. Soussloff noted that there are summaries in the Board Manual and if there are any questions or suggestions, Trustees should raise with Ms. Soussloff.
 - c. 2022-23 Calendar.** Ms. Soussloff and Ms. Malanga led a discussion on the plan for next year's calendar in light of the NYCDOE bussing schedule, which doesn't begin until the NYCDOE school year begins. There are also concerns with the current half-day schedule and how that and the lack of bussing during the first days of each year result in some families keeping their children at home. Accordingly, the idea is to align NCS' calendar more closely to NYCDOE's to increase student attendance on these days, assist families with child care and include more holidays. Even with this change- which is material because it is related to a key design element- NCS would still have a longer school day and school year. The consensus of the Board was that aligning NCS' calendar more closely to the NYCDOE makes sense and Ms. Malanga will now poll families to solicit their feelings regarding a potential calendar change. **A motion was made by Ms. Barker and seconded by Mr. Schneider to upon Ms. Malanga soliciting positive feedback from families, request a material change NCS' charters to reflect a calendar more closely aligned with the NYCDOE's while still preserving the KDEs of a longer school day and school year and was unanimously approved.**
- 4. **2021-22 Curriculum Showcase.** NCS staff presented on culturally-responsive curriculum and Hallmarks of Focus in ELA, history, math and history. A discussion ensued.
- 5. **Chief of Schools Report.** Ms. Malanga presented on the priorities and goals, academics, operations and culture. It was reported that five teachers left NCS due to the vaccine mandate but those rolls are being filled and the remainder of NCS is vaccinated. Beginning of the year assessments are being completed and some results will be available by the October Board meeting; ELA interim assessment will be taken on October 22nd and results will be available by the November Board meeting. Special education was flagged as an area of concern with respect to staffing paraprofessional and related service provider rolls that are provided by agencies contracted by the NYCDOE; this is a result of the vaccine mandate and resulting staff shortages. The Network-wide operations structure is being assessed and revamped so that there are sufficient team members in the right positions to meet NCS' needs. With respect to student attendance, it is not currently where NCS leadership would like it to be for a variety of reasons- busing, Covid, etc.; attendance is hovering around 90%- and staff are working on family outreach and action plans to improve attendance. With respect to enrollment, NCS wide target is 921 and we are currently at 902 as of September 22nd. Active enrollment efforts from the healthy waitlists continue. With respect to culture, the new staff evaluation tool was rolled out, DEI session was held on September 17th and parents are very excited about the free after-school program (covered by the CARES Act funding). A discussion ensued.
- 6. **Treasurer's Report.** Mr. Rendon presented on past, current and forwarding-looking overall financial picture, and thanked Ms. Rumph for all of her efforts put into organizing

our financial platform, which is strong. A discussion ensued regarding real estate opportunities and other opportunities available to leverage NCS' financial strength. Ms. Rumph provided an update on the FY 21 Audit. NCS' auditors will be completing the Audit, presenting first to the Finance Committee and then the Board approving.

- 7. Executive Session.** A motion was made by Mr. Schneider and seconded by Mr. Hughes to enter executive session to discuss a confidential employment matter and the motion was unanimously approved. No votes were taken during executive session.

8. Adjournment

There being no further business, Mr. Schneider moved and Mr. Rendon seconded a motion to adjourn the meeting which was unanimously approved. The meeting was adjourned at 7:27 pm.

Respectfully submitted,



Cliff Schneider, Secretary

I, Cliff Schneider, the duly qualified Secretary of Neighborhood Charter Schools, a New York education corporation, do hereby certify that I prepared these Minutes, and that the above is a true and complete copy of the Minutes of the meeting of the Board of Trustees of the said corporation held on September 29, 2021.

Dated: October 27, 2021

Neighborhood Charter Schools
Minutes of the Meeting of the Board Trustees
October 27, 2021

A regularly scheduled meeting of the Board of Trustees (the "Board") of Neighborhood Charter Schools (the "Education Corporation" or "NCS") was held on October 27, 2021 at 691 St. Nicholas Avenue, New York, New York. The meeting was called to order at 6:08PM.

Trustees Present:

Heidi Baker

Gail Brousal
Wylie Fennell
Stephanie Hubbell
Jefferson Hughes
Everardo Jefferson
Justena Kavanagh
Samantha Ramos
Walter Rendon
Cliff Schneider
Patricia Soussloff

Trustees Absent:

Brian Hamilton

Others in Attendance:

Lindsay Malanga
Michelle Rumph
Arielle Ortiz
Amanda Fuchs
Alicia Etienne
Derrica Newman

Eleven of the twelve seated Trustees were in attendance in person and present throughout the meeting, which constituted a quorum for the transaction of business at the meeting.

1. Welcome and Public Comment.

Ms. Soussloff invited public comments and none were received.

2. Approval of September 2021 Minutes.

A motion was made by Mr. Schneider and seconded by Mr. Rendon to approve the September 2021 Board meeting minutes and was unanimously approved.

3. President's Report.

- a. NCS-Harlem Charter Renewal.** Ms. Soussloff and Ms. Malanga reported on NYSED's virtual visit with the School and the Board focus group. A discussion ensued.
- b. NCS Harlem Visit for Trustees.** Trustees are invited from 8:30 am to 10:00 am. Regent Mead may join as well.

4. **High School Placement Presentation.** Ms. Ortiz, Ms. Etienne and Ms. Fuchs presented on the high school placement and admissions process, with a focus on NCS goals (target for meetings with scholars, have 95% of scholars apply to at least 12 NYCDOE schools with a minimum of 80% of graduation and safety ratings and have at least 20% of scholars take the SHSAT test) and the overarching goal to find the best fit for NCS scholars. A discussion ensued.
5. **Chief of Schools Report.** Ms. Malanga provided an overview of academics, operations and organizational culture and the Data Dashboard. Ms. Malanga reported that 100% of NCS staff has been vaccinated as of October 10th. All but two staff positions (in the Bronx) have been filled across both campuses. Enrollment wise, we are approximately 30 students below targeted enrollment (889 v. 921). Attendance wise, the trend lines for attendance remain constant (target is 95%; we have not hit that because of the Pandemic, busing issues and half-days). With respect to assessments, results for literacy are positive, but for “counting jar math assessments”, the scores are lower than anticipated. It was noted that with respect to math, scholars are tested against end of year goals, but even with that, the end of year goals have been raised. Ms. Malanga noted that this data and the design of the math test are not the best indicator of where NCS scholars are at the stage, but nevertheless, the data is useful. Behavior and supports data was reviewed as well. A discussion ensued. Ms. Malanga shared with that as of Monday 11/1, NCS is shifting Covid-19 protocol related to the quarantine procedures when there are positive cases. With respect to Mt. Zion’s ongoing issues with the C of O and fire inspection, the process is ongoing and a fire guard is still present. With respect to organization culture, DEI sessions continue. Regarding the calendar change proposals, families are most in favor of only starting a week before Labor Day, having less half-days and being more aligned with the NYCDOE calendar; the biggest sticking point is Spring Break, which for NCS is in May versus NYCDOE’s traditional April break; current thinking is that May spring break will continue.
6. **Treasurer’s Report.** Mr. Rendon and Ms. Rumph presented a financial update. The Auditors have circulated a draft report to the Finance Committee—there are no material weaknesses or issues with internal controls—it’s a clean audit and ready to be finalized and submitted to NYSED by the November 1st deadline. **Mr. Fennell made a motion to approve the FY 21 audit and was seconded by Ms. Brousal and was unanimously approved.** NCS’ financial position is strong and the strong position provides an opportunity to continue to look at the afterschool program and how it can be provided to all families who want to opt into the program, free of cost.
7. **Executive Session.** A motion was made by Mr. Schneider and seconded by Ms. Kavanaugh to enter executive session to discuss a confidential employment matter and the motion was unanimously approved. No votes were taken during executive session.
8. **Adjournment**

There being no further business, Mr. Schneider moved and Mr. Rendon seconded a motion to adjourn the meeting which was unanimously approved. The meeting was adjourned at 7:24 pm.

Respectfully submitted,



Cliff Schneider, Secretary

I, Cliff Schneider, the duly qualified Secretary of Neighborhood Charter Schools, a New York education corporation, do hereby certify that I prepared these Minutes, and that the above is a true and complete copy of the Minutes of the meeting of the Board of Trustees of the said corporation held on October 27, 2021.

Dated: November 17, 2021

Neighborhood Charter Schools
Minutes of the Meeting of the Board Trustees
November 17, 2021

A regularly scheduled meeting of the Board of Trustees (the “Board”) of Neighborhood Charter Schools (the “Education Corporation” or “NCS”) was held on November 17, 2021 at 411 Wales Avenue, Bronx, New York. The meeting was called to order at 6:02PM.

Trustees Present:

Heidi Baker
Wylie Fennell
Stephanie Hubbell
Jefferson Hughes
Everardo Jefferson
Justena Kavanagh
Samantha Ramos
Walter Rendon
Cliff Schneider
Patricia Soussloff

Trustees Absent:

Gail Brousal
Brian Hamilton

Others in Attendance:

Lindsay Malanga
Michelle Rumph
Martha Vega
Jennifer Manning
Josefina Urbaez
Derika Newman

Ten of the twelve seated Trustees were in attendance in person and present throughout the meeting, which constituted a quorum for the transaction of business at the meeting.

1. Welcome and Public Comment.

Ms. Soussloff invited public comments and none were received.

2. Approval of August & October 2021 Minutes.

Ms. Kavanaugh and Ms. Baker made a motion to approve the August 2021 Board meeting minutes and the motion was unanimously approved; Mr. Schneider and Ms. Hubbell made a motion to approve the October 2021 Board meeting minutes and the motion was unanimously approved

3. President's Report.

- a. NCS-Harlem Charter Renewal.** Ms. Soussloff and Ms. Malanga reported on renewal application, noting that Regent Meade will be visiting the School on December 7th.
- b. Annual Fundraising Efforts.** Letters will be distributed by NCS (and for parents, by the PA) to request donations—this will kick-off right after Thanksgiving. NCS' goal is to generate \$100,000 in donations. Ms. Soussloff reminded Trustees that any amount of money is appreciated and is part of the requirements of a Trustee.
- c. Amendment to 691 St. Nicholas Lease.** A balance of \$212,616.62 of the Construction Contribution to which NCS is entitled to receive under the Lease remains outstanding, and the Landlord has shared that it is not able to return the Balance at this time due to internal dynamics between partners. Rather than engage in formal dispute resolution, it was suggested- and NCS leadership agrees- that it is in the best interest of NCS to extend Landlord's time to return the Balance over a period of ten years, and memorialize this agreement in an amendment to the Lease. **A motion to approve the Amendment was made by**

Mr. Schneider and seconded by Ms. Kavanaugh and was unanimously approved.

- 4. ENL Program Presentation.** Jennifer Manning (Director of Special Populations) and Martha Vega (Harlem ENL Program Specialist). Ms. Manning and Ms. Vega provided an overview of how ENL students are identified, curriculum is delivered, services are received, the program is staffed, parents and families are engaged (including in languages other than English) statistics regarding the ELL population in New York State. A discussion ensued.
- 5. Executive Director's Report.** Ms. Malanga presented on overview all of the ops-focused successes and changes in Covid-19-related policies. Ms. Malanga discussed the open search for a Managing Director of Operations to support the Network's efforts. With respect to academics, ELA assessments were completed and overall (across all grades), 42% of NCS students scored "proficient". Math internal assessments were taken this month and data will be presented at the next Board meeting. A discussion ensued regarding the design of assessments and historical data and the need for changes to both. Enrollment continues to increase—we are up to 634 at Harlem and 890 overall across both NCS Schools; the plan is to stop enrolling for the 21-22 school year on December 17th and thereafter, turn attention to 22-23 recruitment. Average daily attendance has gone up and is now at 92% as of November 9th. A discussion ensued re: information being provided to families re: the vaccine for students, the modified quarantine procedures and what instruction and services are provided to students who are quarantined. With respect to NCS' hiring process, the principals, HR and Ms. Malanga met to discuss hiring strategies. NCS' website will be reskinned and the NCS logo redesigned. With respect to the Mt. Zion location, work continues to get the C of O and fire inspection finalized. Ms. Malanga noted that she hosted a "Coffee and Conversation" with families at the end of October, and principals will be doing this going forward on a bi-weekly/monthly basis. Ms. Malanga shared that an NCS promotional video is being produced (parents, teachers and students were interviewed) and in early December, all NCS staff will engage in a DEI-focused PD session.
- 6. Treasurer's Report.** Mr. Rendon reported on the Finance Committee's meeting which was great, with notes that NCS is in a strong financial position, there are new hires on the horizon that NCS is looking to make that are affordable under the budget and the option to purchase the leasehold interest at 411 Wales was discussed.

7. Adjournment

There being no further business, Mr. Schneider moved and Ms. Kavanaugh seconded a motion to adjourn the meeting which was unanimously approved. The meeting was adjourned at 7:17 pm.

Respectfully submitted,



Cliff Schneider, Secretary

I, Cliff Schneider, the duly qualified Secretary of Neighborhood Charter Schools, a New York education corporation, do hereby certify that I prepared these Minutes, and that the above is a true and complete copy of the Minutes of the meeting of the Board of Trustees of the said corporation held on November 17, 2021.

Dated: December 15, 2021

Neighborhood Charter Schools
Minutes of the Meeting of the Board Trustees
December 17, 2021

A regularly scheduled meeting of the Board of Trustees (the “Board”) of Neighborhood Charter Schools (the “Education Corporation” or “NCS”) was held on December 17, 2021 at 691 St. Nicholas Avenue, Harlem, New York. The meeting was called to order at 6:02PM.

Trustees Present:

Patricia Soussloff
Gail Brousal
Samantha Ramos
Heidi Baker
Walter Rendon
Wylie Fennell
Stephanie Hubbell
Tena Kavanagh
Jefferson Hughes
Brian Hamilton

Trustees Absent:

Cliff Schneider

Others in Attendance:

Lindsay Malanga
Nick Carton
Ariel Ortiz
Michael Renda

Derrica Newman

Five of the eleven seated Trustees were in attendance in person, five via zoom, and all were present throughout the meeting, which constituted a quorum for the transaction of business at the meeting.

1. Welcome and Public Comment.

Ms. Soussloff invited public comments and none were received.

2. Approval of November 2021 Minutes.

Mr. Rendon made a motion to approve the November 2021 Board meeting minutes. The motion was seconded by Ms. Hubbell and was unanimously approved.

3. President's Report.

a. Regent Mead School Visit Debrief

Ms. Soussloff described the school visit by a group of Board members along with the virtual attendance of Regent Nan Mead. The visitors observed classrooms and engaged in a community conversation. Ms. Soussloff said the day went well, and it was nice to see the cohesion across our school's stakeholders.

b. Fundraising

Ms. Soussloff stated that the school is beginning to receive donations as a result of the fundraising campaign. While some board members have contributed, not all have yet to do so. Ms. Soussloff referred to a letter board members can share with their contacts and stated that she will share the names of those who have already donated with the members.

4. Principals Presentations & Reflections on Reopening.

The Principals presented their reflections of the school year thus far. Michael Renda, principal of NCS Harlem Elementary shared first. He reviewed highlights regarding the students, staff and data as the school has reopened in person learning this year. Ariel Ortiz, principal of NCS Harlem Middle, followed with her reflections on the same topics. Lastly, Nick Carton, principal of NCS Bronx Elementary, shared his presentation. Mr. Rendon commended the leaders for creating a healthy social-emotional atmosphere before diving into academics this year. Mr. Hughes commented that Michael's growth over nine years with NCS has been amazing to watch. Ms. Soussloff remarked on how wonderful the energy is of our teachers and staff who do this work every day. Mr. Carton shared that our teachers are working especially hard coming back from a pandemic. He commented that a focus on joy goes a long way. Thank you's go a long way too, so if a Board member can pop into classrooms and say hi that would be great. A discussion ensued.

5. Executive Director's Report.

Ms. Malanga presented the Executive Director's report, highlighting areas of academics, operations and organizational culture. NCS had 40 scholars sit for the SHSAT test, and scores are to follow in the coming months. Harlem is at 643 students for enrollment and will stop enrolling new students on Dec. 17th. We have submitted our proposed new school calendar for approval to NYSED. We have revamped the Operations team with a focus on building capacity across all three buildings. Mt. Zion has an A106 now. We are making a lot of progress with the challenges in the building. Everado did a walk-through with Salih, so we can troubleshoot. We hope to share different options during the February board meeting about Mt. Zion. Health experts met with our parents on December 14th. We welcomed Downey Tang back on as a data consultant in January. By the next Board meeting, we should have better data dashboards. We currently have an updated logo and we are working on our website to be relaunched on January 15th. We had a community conversation that went really well, and we will be making some shifts in the new school year. Lindsay is working with Leaders on staff retention. At the January Board meeting Lindsay will present new initiatives to retain talented staff.

6. Treasurer's Report.

Mr. Rendon reported that NCS is in solid financial condition. The Finance Committee is working with the staff on long term planning.

7. Executive Session.

Ms. Soussloff moved to go into executive session to discuss some human resource matters. Mr. Rendon seconded the motion and the Board went into Executive session.

8. Adjournment.

The Board returned to the meeting. There being no further business, Mr. Fennel moved and Ms. Kavanaugh seconded a motion to adjourn the meeting which was unanimously approved. The meeting was adjourned at 7:28 pm.

Respectfully submitted,



Cliff Schneider, Secretary

I, Cliff Schneider, the duly qualified Secretary of Neighborhood Charter Schools, a New York education corporation, do hereby certify that these Minutes were prepared by a member of the education corporation's staff on my behalf, and as approved by the Board, represent a true and complete copy of the Minutes of the meeting of the Board of Trustees of the said corporation held on December 15, 2021.

Dated: January 26, 2022

Neighborhood Charter Schools
Minutes of the Meeting of the Board Trustees
January 26, 2022

A regularly scheduled meeting of the Board of Trustees (the "Board") of Neighborhood Charter Schools (the "Education Corporation" or "NCS") was held on January 26, 2021 via Zoom. The meeting was called to order at 6:05 PM.

Trustees Present:

Heidi Baker
Wylie Fennell
Brian Hamilton
Stephanie Hubbell
Jefferson Hughes
Everardo Jefferson
Justena Kavanagh
Samantha Ramos
Walter Rendon
Cliff Schneider
Patricia Soussloff

Trustees Absent:

Gail Brousal

Others in Attendance:

Lindsay Malanga
Michelle Rumph
Derrica Newman

Eleven of the twelve seated Trustees were in attendance in person and present throughout the meeting, which constituted a quorum for the transaction of business at the meeting.

1. Welcome and Public Comment.

Ms. Soussloff invited public comments and none were received.

2. Approval of December 2021 Minutes.

Mr. Hughes made a motion to approve and Mr. Jefferson seconded the motion to approve the December 2021 Board meeting minutes and the motion was unanimously approved.

3. Fundraising Report.

Ms. Kavanaugh provided a report on 2021 fundraising—around \$63,000 was raised and these funds will be put to good use in connection with enrichment programming for NCS students. A discussion ensued.

4. Real Estate Update. Ms. Malanga discussed the challenges with the Mt. Zion location and the increasing costs associated with maintenance and repairs and whether NCS requires the space for the entire term of the lease and potential avenues to explore in connection with same. A discussion ensued.

5. Executive Director's Report. Ms. Malanga presented an update on NCS' academics and operations. For 11 school days due to declining attendance related to the Omicron variant and disruption to operations as a result of staff attention focused on contact tracing, etc., so NCS made the decision to go fully remote starting on January 6th. When NCS went fully remote, student attendance went up 20%. NCS reopened for in-person instruction on January 24th. Re-opening procedures were implemented re: N95 masks, staff tests before re-opening, availability of rapid tests for students if they are close contacts, encouraging student vaccinations and more. Another round of F + P assessments were done for K-4 and about 50% of students are meeting their goals. With respect to enrollment, Harlem and the Bronx campuses are both 10 students under target enrollment, which isn't bad all things being considered. NCS enrollment team members are now focused on 2022-23 enrollment and there is already strong interest in Kindergarten seats; a lot of the applications are not the common application, which is an indication that there's direct interest in NCS v. charter schools generally. Attendance rate

is currently 90.79%, tardiness rate is 4.93%. NCS has a new logo and website which will be launched next week. NCS' former data specialist Downey Tang has returned to NCS and will be focused more intensely on NCS' to analyze performance and utilize data to inform academics and operations.

- 6. Treasurer's Update.** Mr. Rendon presented on NCS' financial position and health. NCS' liquidity and debt ratios are strong, representing a good financial position. NCS is projected to add ~\$600,000 in cash to our balance sheet as of fiscal year end which results in a projected \$10.9 Million unrestricted cash position as of June 30, 2022. The FY 2021 Form 990 was also discussed—it was completed by MMB (auditors and accountants) and reviewed by the Finance Committee. It was noted that the Board needs to approve the Form 990 so that it can be filed with the IRS by May 15, 2022. **A motion was made by Mr. Hughes and seconded by Mr. Jefferson to approve the Form 990 for submission and was unanimously approved.**
- 7. Executive Session.** A motion was made by Mr. Schneider to enter into executive session to discuss confidential employment matters and was seconded by Mr. Hughes and unanimously approved. The Board entered into executive session. The Board returned to regular session thereafter. No votes were taken in executive session.
- 8. Adjournment.** There being no further business, Ms. Hubbell moved and Mr. Rendon seconded a motion to adjourn the meeting which was unanimously approved. The meeting was adjourned at 7:29 pm.

Respectfully submitted,



Cliff Schneider, Secretary

I, Cliff Schneider, the duly qualified Secretary of Neighborhood Charter Schools, a New York education corporation, do hereby certify that these Minutes were prepared by a member of the education corporation's staff on my behalf, and as approved by the Board, represent a true and complete copy of the Minutes of the meeting of the Board of Trustees of the said corporation held on February 16, 2022.

Dated: February 16, 2022

Neighborhood Charter Schools
Minutes of the Meeting of the Board Trustees
February 16, 2022

A regularly scheduled meeting of the Board of Trustees (the “Board”) of Neighborhood Charter Schools (the “Education Corporation” or “NCS”) was held on February 16, 2022 via Zoom. The meeting was called to order at 6:05 PM.

Trustees Present:

Heidi Baker
Stephanie Hubbell
Jefferson Hughes
Justena Kavanagh
Samantha Ramos
Walter Rendon
Patricia Soussloff
Everado Jefferson
Gail Brousal

Trustees Absent:

Wylie Fennell
Cliff Schneider
Brian Hamilton

Others in Attendance:

Lindsay Malanga
Michelle Rumph
Derrica Newman
Johanna Rodriguez
Michael Renda
Michelle Santos
Salih Abdur-Rahim
Jennifer Lindsay

Nine of the twelve seated Trustees were in attendance in person and present throughout the meeting, which constituted a quorum for the transaction of business at the meeting.

1. Welcome and Public Comment.

Ms. Soussloff invited public comments and none were received.

2. Approval of January 2022 Minutes.

Mr. Hughes made a motion and Ms. Hubble seconded the motion to approve the January 2022 Board meeting minutes. The motion was unanimously approved.

3. 22-23 Student Recruitment and Enrollment Strategy and Outcomes

Johanna Rodriguez went over the student recruitment outreach efforts for both Harlem and the Bronx. This includes a parent ambassador program, partnerships with the Autism Charter School, canvassing school districts 6 & 7 and going to Charter School Fairs. Intent to return forms have been rolled out for the next school year at both campuses. 52% of scholars have returned forms in the Bronx and 45% of scholars have returned forms in Harlem. Family engagement is very important for prospective students and families. Johanna highlighted the importance of Parent Ambassadors. Updates and reminders are sent to families on a daily basis to create connections. A discussion ensued.

4. Wales Sublease

Ms. Malanga explained that DREAM Charter School will co-locate in our Wales building for the school year 22-23. The terms of the sublease have been outlined for space and cost sharing. Civic Builders will construct a partition in the summer on the second floor and take it down when DREAM exits at the end of the year. A motion was made by Mr. Hughes to approve the terms of the sublease agreement. Ms. Baker seconded the motion and the Board voted unanimously to approve the sublease agreement.

5. Mt. Zion

Ms. Malanga explained that we continue to incur unexpected costs at the Mt. Zion building. Jenn Lindsay and Salih Abdur-Rahim, Director of Facilities for NCS, explained the details of the situation as it related to past costs incurred and potential future costs. They explained NCS's responsibilities under the lease and that of the landlord. NCS has done a lot of work at Mt. Zion. The board agreed the next step that Mr. Abdur-Rahim and Mr. Jefferson would meet with the architect to discuss all potential needs for the building and report back to the board. Following that, the board agreed we would approach the representatives of Mt. Zion to discuss these concerns and seek an equitable solution.

6. Executive Director's Report

Ms. Malanga reviewed the new data dashboard provided by our consultant, Downey Tang. She discussed NCS enrollment (896) and attendance trends. She noted trends are slightly lower than normal due to the impact of Covid19. She reviewed the middle school Literably data, which shows students have grown in proficiency from September to December, but there is still more work to be done. Ms. Malanga shared how the impact of programming and the new Behavior and Culture policy has significantly reduced the number of student suspensions thus far. She also shared that she has rolled out the 22-23 vision with all staff, and that staff will receive offer letters for 22-23 on February 18, 2022. The network will come together virtually on that day for a network address including DEI updates provided by the DEI committee and a celebration of the future of NCS. A discussion ensued.

7. Treasurer's Update

Mr. Rendon presented on NCS' financial position and health showing that NCS is in a healthy position. Mr. Rendon shared in the coming months he would like the board to discuss whether and how to invest our money, and our real estate options.

8. **Adjournment.** There being no further business, Mr. Hughes moved and Ms. Hubble seconded a motion to adjourn the meeting which was unanimously approved. The meeting was adjourned at 7:36 PM.

Respectfully submitted,



Cliff Schneider, Secretary

I, Cliff Schneider, the duly qualified Secretary of Neighborhood Charter Schools, a New York education corporation, do hereby certify that I reviewed these Minutes, and that the above is a true and complete copy of the Minutes of the meeting of the Board of Trustees of the said corporation held on February 16, 2022.

Dated: February 16, 2022

Neighborhood Charter Schools
Minutes of the Meeting of the Board Trustees
March 23, 2022

A regularly scheduled meeting of the Board of Trustees (the "Board") of Neighborhood Charter Schools (the "Education Corporation" or "NCS") was held on March 23, 2022 at 411 Wales Avenue, Bronx, NY. The meeting was called to order at 6:05 PM.

Trustees Present:

Heidi Baker
Gail Brousal
Brian Hamilton
Stephanie Hubbell
Jefferson Hughes
Everardo Jefferson
Justena Kavanagh
Samantha Ramos

Walter Rendon
Cliff Schneider
Patricia Soussloff

Trustees Absent:
Wylie Fennell

Others in Attendance:

Nick Carton
Gitta Carton
Laura Fennon
Lindsay Malanga
Michael Renda
Michelle Rumph
Derrica Newman

Eleven of the twelve seated Trustees were in attendance in person and present throughout the meeting, which constituted a quorum for the transaction of business at the meeting.

1. Welcome and Public Comment.

Ms. Soussloff invited public comments and none were received.

2. Approval of February 2022 Minutes.

Ms. Kavanaugh made a motion to approve and Mr. Hughes seconded the motion to approve the February 2021 Board meeting minutes and the motion was unanimously approved.

3. President's Report. Ms. Soussloff noted that the Harlem Charter renewal should be on the May 2022 Regents Agenda.

4. Real Estate Report. Ms. Soussloff and Ms. Malanga provided an update on the architect's work to determine what work needs to be done at Mt. Zion. Currently, the cost estimates appear to be lower than originally thought. Ms. Malanga and her team have met with the Mt. Zion facilities team to discuss projects. A conversation ensued.

5. Presentation re: ELA and Math Dress Rehearsal Data Review.

Ms. Malanga noted that this is the first year since Covid and remote instruction that NCS is taking State exams, so actual results could demonstrate a lower proficiency than NCS is used to in the past; however, NCS is not setting a lower bar and will continue to work with students to maximize their achievement. Laura Fennon and Gitta Carton made a presentation on State test goals and dress rehearsal results. A discussion ensued.

6. **Executive Director's Report.** Ms. Malanga presented an update on NCS' academics and operations, beginning with a report on K-2 counting jar data by Gitta Carton on how data was analyzed and students in need of intervention received it on a timely basis. Results show strong growth in passing rates compared with September 2021. 8th grade students have applied to high school and are awaiting results. With respect to enrollment, there are 635 students in Harlem and 257 at the Bronx for a total of 893. 28 short of enrollment goal of 921. Attendance has been a challenging, but is increasing. Overall attendance rate for this school year is 91.13 percent; goal is 95% average. With respect to suspension, overall, NCS continues to keep its rate low. 2022-23 offer letters were provided to staff prior to the February break—returning numbers are strong (99% of offer letters have been signed and returned). There are a few organizational shifts underway with respect to roles and opportunities.
7. **Treasurer's Update.** Mr. Rendon presented first on what the Finance Committee is responsible for from a fiduciary duty and policy perspective and well as responsibilities at the ED, CFO and Board level. Mr. Rendon also presented on the monthly fiscal review process that will take place and how results will be analyzed by the Finance Committee and presented to the Board. A discussion ensued.
8. **Executive Session.** A motion was made by Ms. Hubbell to enter into executive session to discuss confidential employment matters and was seconded by Mr. Rendon and unanimously approved. The Board entered into executive session. Ms. Baker made a motion to exit executive session, it was seconded by Ms. Kavanaugh and unanimously approved. The Board returned to regular session thereafter. No votes were taken in executive session.
9. **Adjournment.** There being no further business, Ms. Baker made a motion which was seconded by Ms. Kavanaugh, to adjourn the meeting and the motion was unanimously approved. The meeting was adjourned at 7:15 pm.

Respectfully submitted,



Cliff Schneider, Secretary

I, Cliff Schneider, the duly qualified Secretary of Neighborhood Charter Schools, a New York education corporation, do hereby certify that I prepared these Minutes, and that the above is a true and complete copy of the Minutes of the meeting of the Board of Trustees of the said corporation held on March 23, 2022.

Dated: April 27, 2022

Neighborhood Charter Schools
Minutes of the Meeting of the Board Trustees
April 27, 2022

A regularly scheduled meeting of the Board of Trustees (the “Board”) of Neighborhood Charter Schools (the “Education Corporation” or “NCS”) was held on April 27, 2022 at 691 St. Nicholas Avenue, New York, NY. The meeting was called to order at 6:05 PM.

Trustees Present:

Heidi Baker
Gail Brousal
Wylie Fennell
Stephanie Hubbell
Jefferson Hughes
Everardo Jefferson
Justena Kavanagh
Samantha Ramos
Walter Rendon
Cliff Schneider
Patricia Soussloff

Trustees Absent:

Brian Hamilton

Others in Attendance:

Lindsay Malanga

Michelle Rumph
Derrica Newman
Jerry Phelps

Eleven of the twelve seated Trustees were in attendance in person and present throughout the meeting, which constituted a quorum for the transaction of business at the meeting.

1. Welcome and Public Comment.

Ms. Sousloff invited public comments and none were received.

2. Approval of March 2022 Minutes.

Mr. Schneider made a motion to approve and Mr. Fennell seconded the motion to approve the March 2022 Board meeting minutes and the motion was unanimously approved.

3. President's Report. Ms. Sousloff noted that the NCS Harlem charter renewal will be taken up by the Board of Regents at its May 2022 meeting.

4. NYSED Site Visit- Bronx. Ms. Malanga reported that the Bronx mid charter-term site visit from NYSED will take place virtually, date to be determined.

5. Mt. Zion Facility Updates. Current plans for upgrades and required work have been drafted, and we are awaiting bids from general contractors for the required work. A discussion ensued.

6. Presentation from Jerry Phelps, Sr. Director of Special Projects. Mr. Phelps was introduced and presented on his background, role, initial assessments and plan of action at NCS, with an initial focus on the high school admissions process. A discussion ensued.

7. Executive Director's Report. Ms. Malanga reported on the high school application process and where students are applying. A discussion ensued. Attendance and enrollment reports, suspension/discipline incidents and current student applications for FY 23 (by campus and school (ES, MS) were presented and discussed. Ms. Malanga presented on organizational culture-related events and programming such as a staff happy hour, DEI committee and subcommittee meetings and the NCS Harlem Parents' Association read-a-thon fundraiser which raised over \$3,000.00.

8. Treasurer's Update. Mr. Rendon reviewed the year-to-date fiscal snapshot, draft FY 23 Budget and multi (5)-year growth budget. A discussion ensued.

9. Executive Session. Ms. Kavanaugh moved and Mr. Rendon seconded a motion to enter into executive session to discuss a confidential employment matter. Ms. Baker moved

and Mr. Hughes seconded a motion to exit executive session. No votes were taken in executive session.

- 10. Adjournment.** There being no further business, Mr. Schneider made a motion which was seconded by Mr. Hughes, to adjourn the meeting and the motion was unanimously approved. The meeting was adjourned at 7:24 pm.

Respectfully submitted,



Cliff Schneider, Secretary

I, Cliff Schneider, the duly qualified Secretary of Neighborhood Charter Schools, a New York education corporation, do hereby certify that I prepared these Minutes, and that the above is a true and complete copy of the Minutes of the meeting of the Board of Trustees of the said corporation held on April 27, 2022.

Dated: May 23, 2022

Neighborhood Charter Schools
Minutes of the Meeting of the Board Trustees
May 25, 2022

A regularly scheduled meeting of the Board of Trustees (the “Board”) of Neighborhood Charter Schools (the “Education Corporation” or “NCS”) was held on April 27, 2022 at 411 Wales Avenue, Bronx, NY. The meeting was called to order at 6:01 PM.

Trustees Present:

Heidi Baker
Wylie Fennell
Brian Hamilton
Stephanie Hubbell
Jefferson Hughes
Everardo Jefferson
Justena Kavanagh
Samantha Ramos
Walter Rendon

Cliff Schneider
Patricia Soussloff

Trustees Absent:
Gail Brousal

Others in Attendance:

Lindsay Malanga
Michelle Rumph
Derrica Newman
Salih Abdur-Rahim
Patricia Murphy

Eleven of the twelve seated Trustees were in attendance in person and present throughout the meeting, which constituted a quorum for the transaction of business at the meeting.

1. Welcome and Public Comment.

Ms. Soussloff invited public comments and none were received.

2. Approval of April 2022 Minutes.

Ms. Hubbell made a motion to approve and Mr. Hughes seconded the motion to approve the March 2022 Board meeting minutes and the motion was unanimously approved.

3. NYSED Update.

- a. Harlem Renewal.** Ms. Malanga and Ms. Soussloff provided an update on expected renewal at the June 2022 Regents Meeting. There are two (2) areas within the ten (10) benchmarks contained within the NYSED Renewal Report that are off plan: Benchmark 9 (ELL population) and Benchmark 10 (compliance related to teacher certification; a FOIL list and DASA policy updated, revised and posted on the NCS website). These compliance items will all be addressed and responses to Benchmarks 9 and 10 will both be addressed in the response to the Renewal Report. A discussion ensued.
- b. Bronx Mid-Term Focus Group.** There will be a Board focus group with NYSED CSO representatives tomorrow.

4. President's Report. Ms. Soussloff introduced work that is being done by committees—Governance, Accountability, Evaluation. Ms. Hubbell provided an update on the work of the Accountability Committee and its work regarding evaluating NCS based on the Key Design Elements and a structure for evaluating same year over year. A discussion ensued. With respect to the Governance Committee, a self-elevation tool will be circulated for Trustees to complete. Evaluation Committee will be meeting in June after Ms. Malanga's 360 review is completed.

5. **Mt. Zion Facility Updates.** Ms. Malanga provided an updated on Mt. Zion work and what's required to complete the work that is recommended by NCS' architect. The scope of work is estimated at \$529,000 to bring the facility into full compliance and once the Church has reviewed, we will have an idea of what the Church will cover and what NCS will cover. A discussion ensued.
6. **Revisions to Employee Handbook for 2022-23 School Year.** Ms. Baker made a motion to approve the proposed revisions to the Employee Handbook and Mr. Jefferson seconded the motion, which was unanimously approved.
7. **2022-23 Board of Trustees Meeting Calendar.** The calendar of Board meetings was presented.
8. **Executive Director's Report.** Ms. Malanga provided an update on hiring for 2022-23 and academic data will be presented in June. It was reported that the NYS Science Performance Exam for Grade 4 was administered today, the Living Environment Regents is June 15th and the science fair will return. Ms. Malanga provided an update on attendance (a bit lower than last month), current enrollment (Non-ASD v. ASD) and applications for 2022-23 (over 1,700 applications across both schools with over 1,200 students on the waitlist; all seats that are open have been filled). Ms. Malanga reported on staff appreciation week and the events that were enjoyed by staff. Ms. Malanga hosted a coffee + conversation for parents that was designed to talk about changes to the schedule for next year, ~40 parents attended, and most questions were related to general questions. Finally, new photos are available and will be added to NCS' website so images are refreshed.
9. **Treasurer's Update.** Mr. Rendon reviewed the year-to-date fiscal snapshot and FY 23 Budget process (it will be presented to the Board for approval at the June 2022 meeting). A discussion ensued.
10. **Adjournment.** There being no further business, Ms. Kavanaugh made a motion which was seconded by Mr. Hughes, to adjourn the meeting and the motion was unanimously approved. The meeting was adjourned at 6:44 pm.

Respectfully submitted,



Cliff Schneider, Secretary

I, Cliff Schneider, the duly qualified Secretary of Neighborhood Charter Schools, a New York education corporation, do hereby certify that I prepared these Minutes, and that the above is a true and complete copy of the Minutes of the meeting of the Board of Trustees of the said corporation held on May 25, 2022.

Dated: June 22, 2022

Neighborhood Charter Schools
DRAFT: Minutes of the Meeting of the Board Trustees
June 22, 2022

A regularly scheduled meeting of the Board of Trustees (the “Board”) of Neighborhood Charter Schools (the “Education Corporation” or “NCS”) was held on Jun 22, 2022 at 691 St. Nicholas Avenue, New York, NY and via Zoom. The meeting was called to order at 6:01 PM.

Trustees Present:

Heidi Baker
Gail Brousal
Wylie Fennell
Brian Hamilton
Stephanie Hubbell
Jefferson Hughes
Everardo Jefferson
Justena Kavanagh
Samantha Ramos
Walter Rendon
Cliff Schneider
Patricia Soussloff

Trustees Absent:

None.

Others in Attendance:

Lindsay Malanga
Michelle Rumph

Derrica Newman

All twelve of the twelve seated Trustees were in attendance in person and present throughout the meeting, which constituted a quorum for the transaction of business at the meeting.

1. Welcome and Public Comment.

Ms. Soussloff invited public comments, and none were received. Ms. Soussloff also introduced Tarzlyn Coleman who will be the new parent representative on the Board once approved by NYSED, and thanked Ms. Ramos for her service on the Board.

2. Approval of May 2022 Minutes.

Mr. Fennell made a motion to approve and Ms. Baker seconded the motion to approve the May 2022 Board meeting minutes and the motion was unanimously approved.

- 3. President's Report.** Ms. Soussloff introduced noted that NCS received a five (5) year renewal of the Harlem charter at the Regents' June 2022 meeting. It was noted that NCS is waiting to receive feedback from Mt. Zion on proposed work on the facility. Ms. Soussloff discussed the Board self-evaluation and next steps regarding same. Ms. Soussloff thanked Mr. Hamilton for his long-standing service on the Board and to NCS as he transitions off the Board, and Ms. Soussloff noted that the Board may seek to add additional Trustees. Ms. Soussloff noted that there was an anonymous complaint from what appears to be a staff member, and Ms. Soussloff responded. A discussion re: complaint and resolutions process ensued.

4. Board Actions.

- a. **Office Elections and Committee Assignments. A Motion made by Ms. Baker and Mr. Rendon to approve officers and committee assignments for 2022-23 per the attached report and was ominously approved.**
 - b. **DASA and FOIL Polices. A motion was by Ms. Hubbell and seconded by Ms. Baker to approve the revised DASA and FOIL polices and was unanimously approved.**
- 5. Executive Director's Report.** Ms. Malanga presented end of year data, including actual enrollment, average daily attendance for FY 22 and enrollment and average daily attendance targets for FY 23. Ms. Malanga reported on academic proficiency in ELA and Math and assessment data. A discussion ensued. Ms. Malanga also presented on the mock Regents exams and performance on same. Ms. Malanga also presented on student discipline (suspension) data and high school placement. It was noted that there is some room for improvement in the high school placement process and a discussion ensued.

6. **Treasurer's Update.** Mr. Rendon presented on FY 22 financials and the FY 23 Budget. It was noted that per the FY 23 Budget, NCS should have an increase in net cash of nearly \$800,000 and a cumulative net cash of \$7.3 Million—NCS is in a healthy growth pattern. The proposed FY 23 Budget will help NCS meet its priorities of ensuring that students receive a rich educational experience, complete with all programs and opportunities a child could want in a K-8 experience while NCS still remains fiscally sound. **A motion was made to by Ms. Hubbell and seconded by Mr. Fennell to approve the FY 23 Budget as presented and was unanimously approved.**
7. **Board Transition.** Ms. Soussloff recognized Mr. Hamilton as a founding member of the Board and Mr. Hamilton noted that he made the decision to not stand for reelection given other commitments and the desire to ensure that the Board has active members to continue to lead NCS. Mr. Hamilton was thanked by all for his service.
8. **Executive Session.** A motion was made by Mr. Fennell to enter executive session to discuss a confidential employment matter, the motion was seconded by Ms. Kavanaugh and was unanimously approved. Mr. Fennell made a motion to exit executive session which was seconded by Mr. Schneider and unanimously approved.
9. **Approval of Executive Director Compensation.** A motion was made by Mr. Schneider and seconded by Ms. Ramos to award Ms. Malanga the full bonus for which she is eligible under her offer letter, as well as a 3% increase to her salary for FY 23, consistent with the 3% raise being awarded to all NCS staff. The motion was unanimously approved.
10. **Adjournment.** There being no further business, Ms. Soussloff made a motion which was seconded by Ms. Kavanaugh, to adjourn the meeting and the motion was unanimously approved. The meeting was adjourned at 7:26 pm.

Respectfully submitted,

Cliff Schneider, Secretary

I, Cliff Schneider, the duly qualified Secretary of Neighborhood Charter Schools, a New York education corporation, do hereby certify that I prepared these Minutes, and that the above is a true and complete copy of the Minutes of the meeting of the Board of Trustees of the said corporation held on June 22, 2022.

Dated: July ___, 2022

In-School Leadership

Title	Supervisor's title
ES Principal	Executive Director
MS Principal	Executive Director
MS Assistant Principal of Culture	MS Principal
ES Assistant Principal	ES Principal

Operations and School Support

Title	Supervisor's title
ES Director of Operations	ES Principal
MS Director of Operations	MS Principal
Operations Manager	ES Director of Operations
Operations Manager	ES Director of Operations
Operations Manager	MS Director of Operations
Operations Associate	MS Director of Operations
Cafeteria/School Foods Worker	MS Director of Operations
School Support Associate	MS Director of Operations

Coordinators and Deans

Title	Supervisor's title
ES Dean (2)	ES Principal
MS Dean	MS Principal
ES Math Coordinator	ES Principal
ES SPED Coordinator	ES Principal
ES ELA Coordinator	ES Principal
MS Math Coordinator	MS Principal
MS SPED Coordinator	MS Principal
MS ELA Coordinator	MS Principal

ES Special/Assistant Teachers

Title	Supervisor's title
Assistant Teacher (2)	ES Principal
Science Teacher (6)	ES Principal
ES Dance Teacher	ES Principal
ES Art Teacher	ES Principal
ES Physical Education Teacher	ES Principal
ES Flex Teacher	ES Principal

Related Services and BRIDGE Program

Title	Supervisor's title
Speech Pathologist	Related Services Program Director
Speech Pathologist	Related Services Program Director
Speech Pathologist	Related Services Program Director
Speech Pathologist	Related Services Program Director
Speech Pathologist	Related Services Program Director
BRIDGE Teacher: K-4	ES Principal
BRIDGE Teacher: K-4	ES Principal
BRIDGE Teacher ELA: 5-8	MS Principal
BRIDGE Teacher Math: 5-8	MS Principal
Elementary School Counselor	ES Principal
Middle School School Counselor	MS Principal
ELL Teacher	Director of Special Populations

Kindergarten

Title	Supervisor's title
Kindergarten Teachers (6 teachers)	ES Principal

1st Grade

Title	Supervisor's title
1st Grade Teachers (6 teachers)	ES Principal

2nd Grade

Title	Supervisor's title
2nd Grade Teachers (8 Teachers)	ES Principal

3rd Grade

Title	Supervisor's title
3rd Grade Teachers (6 Teachers)	ES Principal

4th Grade

Title	Supervisor's title
4th Grade Teachers (6 Teachers)	ES Principal

ELA Department

Title	Supervisor's title
5th Grade ELA Teacher (2)	MS Principal
6th Grade ELA Teacher (2)	MS Principal
7th Grade ELA Teacher (2)	MS Principal
8th Grade ELA Teacher (2)	MS Principal

Math Department

Title	Supervisor's title
5th Grade Math Teacher (2)	MS Principal
6th Grade Math Teacher (2)	MS Principal
7th Grade Math Teacher (2)	MS Principal
8th Grade Math Teacher (2)	MS Principal

Science Department

Title	Supervisor's title
5th Grade Science Teacher (2)	MS Principal
6th Grade Science Teacher (2)	MS Principal
7th Grade Science Teacher (2)	MS Principal
8th Grade Science Teacher (2)	MS Principal

History Department

Title	Supervisor's title
5th Grade History Teacher (2)	MS Principal
6th Grade History Teacher (2)	MS Principal
7th Grade History Teacher (2)	MS Principal
8th Grade History Teacher (2)	MS Principal

MS Specials

Title	Supervisor's title
MS PE Teacher	MS Principal
MS Performing Arts Teacher	MS Principal
MS Dance Teacher	MS Principal

Network Leadership

Title	Supervisor's title
Executive Director	Board of Trustees
Director of Special populations	Executive Director
Director of Facilities	Executive Director
Director of Science/History	Executive Director
Director of ELA	Executive Director
Science Coordinator	Executive Director
Director of Talent and Human Resources	Executive Director
Director of Math	Executive Director
Director of IT	Executive Director
Director of Finance	Executive Director
Talent Associate	Director of Talent and Human Resources
HR Associate	Director of Talent and Human Resources
Related Services Program Director	Director of Special populations
School Behavior Psychologist	Director of Special populations
Science Coordinator	Director of Science/History
Tech Associate	Director of IT
Finance Associate	Director of Finance



Neighborhood Charter Schools | 2022-2023 Instructional Calendar

Final Draft: Updated June 6, 2022 **Total Days of School: 185**

4: July 4th (School Closed)

JULY '22						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

JANUARY '23						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

2: Observance of New Year's Day (School Closed)
 3: Staff PD Day (School Closed for Students)
 16: MLK Day (School Closed)
 22: Lunar New Year
 23: Start of Q3
 30-31: PT Conferences

8-9: Leadership PD
 11-12: New Teacher Orientation
 15-26: All Staff PD
 24-25: Family Orientations + Welcome Events
 29: First Day of School for All Students (½ Day)
 30-31: ½ Days

AUGUST '22						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

FEBRUARY '23						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

1-3: PT Conferences (3rd ½ Day)
 20: Presidents' Day (School Closed)
 21-24: Mid-Winter Recess (School Closed)
 27: Staff PD Day (School Closed for Students)

1-2: ½ Days
 5: Labor Day (School Closed)
 22: Back to School/Curriculum Night
 26: All Staff Virtual PD (Rosh Hashanah, School Closed for Students)

SEPTEMBER '22						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

MARCH '23						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

17: Staff Virtual PD Day (School Closed for Students)

5: Yom Kippur (School Closed)
 10: Indigenous Peoples Day (School Closed)
 31: Staff PD Day (School Closed for Students)

OCTOBER '22						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

APRIL '23						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

3: Start of Q4
 3-7: PT Conferences (7th is a ½ Day)
 19-20: NYS ELA Exam (Grades 3-8)
 21 - Eid-al Fitr (School Closed)
 28: Staff PD Day (School Closed for Students)

7: Start of Q2
 11: Veteran's Day (½ Day)
 14-18: PT Conferences (18th is a ½ Day)
 23-25: Thanksgiving Recess
 28: Staff Virtual PD Day (School Closed for Students)

NOVEMBER '22						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

MAY '23						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

3-4: NYS Math Exam (Grades 3-8)
 15-19: Spring Break (School Closed)
 29: Memorial Day (School Closed)

22: ½ Day
 23-30: Winter Recess (School Closed)

DECEMBER '22						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

JUNE '23						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

19 Juneteenth (School Closed)
 26-28: ½ Days
 29: Last Day of School (½ Day)



Calendar for 22-23

Month	Days of Note	Total # of Instructional Days
July	N/A	N/A
August	8-9: Leadership PD 11-12: New Teacher PD 15-26: All Staff PD 24-25: Family Orientations 29: First Day of School	3
September	5: Labor Day (School Closed) 22: Back to School/Curriculum Night 26: All Staff <i>Virtual</i> PD Day (Rosh Hashanah, School Closed for Students)	20
October	5: Yom Kippur (School Closed) 10: Indigenous People's Day (School Closed) 31: All Staff PD Day (School Closed for Students)	18
November	11: Veteran's Day (½ Day of School) 14-18: Parent/Teacher Conferences (includes one ½ day) 23-25: Thanksgiving Break 28: Staff <i>Virtual</i> PD Day (School Closed for Students)	18
December	22: Half Day 23-30: Winter Recess (School Closed)	16
January	2: Observance of New Year's Day (School Closed) 3: Staff PD Day (School Closed for Students) 16: MLK Day (School Closed)	19

	22: Lunar New Year	
February	3: P/T Conferences (½ Day) 20: Presidents' Day (School Closed) 21-24: Mid-Winter Recess (School Closed) 27: Staff PD Day (No School for Students)	14
March	17: Staff <i>Virtual</i> PD Day (School Closed for Students)	22
April	3-7: Parent/Teacher Conferences (includes one ½ day) 19-20: NYS ELA Exam (Grades 3-8) 21: Eid-al Fitr (No School) 28: Staff PD Day (School Closed for Students)	18
May	3-4: NYS Math Exam (Grades 3-8) 15-19: Spring Break (School Closed) 29: Memorial Day	17
June	19: Juneteenth (School Closed) 26-29: Half Days of School 29: Last Day of School	19
		185

NOTES:

-Half Days: Total 12

- August 29-September 2nd (First Week of School)
- November 11 (Veteran's Day)
- One day during week of November 14-18 for PT Conferences
- December 22nd
- One day during week of January
- One day during week of March 3-7 for PT Conferences
- June 26-28

Holidays Added to Calendar

- Rosh Hashanah - staff PD day, no students
- Yom Kippur - school closed
- Lunar New Year - weekend observance
- Eid-al Fitr - school closed
- Juneteenth - no school

Holidays Omitted from Calendar

- Good Friday
- Veteran's Day (½ day)

Major Changes

- Only starting one week before DOE
- Significant decrease in half days (no more every other Friday)
- Full Day Staff PD Days
- 3 Virtual Staff PD Days (September, November, March)
- Added Wednesday before Thanksgiving off
- Shortened December break
- Added Staff PD day for first day in January



FIRE DEPARTMENT

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

BUREAU OF FIRE PREVENTION

Public Buildings Unit

DATE: 11.29.2021.

PREMISES

Neighborhood Charter School
421 Wet 145th Street
New York NY 10031

Neighborhood Charter School
421 Wet 145th Street
New York NY 10031

To Whom It May Concern:

The New York City Fire Department ("FDNY"), Bureau of Fire Prevention, Public Buildings Unit conducted an inspection of the above-referenced premises on **10.04.2021**.

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

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

Note: Violation orders E665744, E665745, E665746 and E665747 issued. FDNY Summons 11787998L issued.

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

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

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

Tomasz Korbas

Examined by: _____
Tomasz Korbas, Supervising Inspector, PBU



FIRE DEPARTMENT

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

BUREAU OF FIRE PREVENTION

Public Buildings Unit

DATE: 09.27.2021.

PREMISES

Neighborhood Charter School
691 Saint Nicholas Avenue
New York NY 10030

Neighborhood Charter School
691 Saint Nicholas Avenue
New York NY 10030

To Whom It May Concern:

The New York City Fire Department ("FDNY"), Bureau of Fire Prevention, Public Buildings Unit conducted an inspection of the above-referenced premises on **09.17.2021**.

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

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

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

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Examined by: _____
Tomasz Korbas, Supervising Inspector, PBU

DEPARTMENT OF HOUSING AND BUILDINGS

BOROUGH OF MANHATTAN, CITY OF NEW YORK

JT/ 1c

No.

Date October 31, 1948

CERTIFICATE OF OCCUPANCY

(Standard form adopted by the Board of Standards and Appeals and issued pursuant to Section 646 of the New York Charter, and Sections C.26-181.0 to C.26-187.0 inclusive Administrative Code 2.1.3.1. to 2.1.3.7. Building Code.)

This certificate supersedes C. O. No.

To the owner or owners of the building or premises:

THIS CERTIFIES that the ~~new~~ altered ~~existing~~ building ~~premises~~ located at

421-425 West 145th street
33 ft. front

Block 2016 Lot 18

, conforms substantially to the approved plans and specifications, and to the requirements of the building code and all other laws and ordinances, and of the rules and regulations of the Board of Standards and Appeals, applicable to a building of its class and kind at the time the permit was issued; and

CERTIFIES FURTHER that, any provisions of Section 646F of the New York Charter have been complied with as certified by a report of the Fire Commissioner to the Borough Superintendent.

N.B. or Alt. No.— 996/1944
~~XXXXXX~~

Construction classification— fireproof.

Occupancy classification— Public Building

. Height Base. & 4 stories, 50 feet.

Date of completion— October 8, 1945

. Located in business Use District.

B Area 1½ . Height Zone at time of issuance of permit 1147-1944.

This certificate is issued subject to the limitations hereinafter specified and to the following resolutions of the Board of Standards and Appeals: (Calendar numbers to be inserted here)

PERMISSIBLE USE AND OCCUPANCY

STORY	LIVE LOADS Lbs. per Sq. Ft.	PERSONS ACCOMMODATED			USE
		MALE	FEMALE	TOTAL	
Sub-cellar	On ground				[REDACTED]
Cellar	100			10	
Basement	100			50	
1st story	100			140	
2d story	100			100	
3d story	100			25	
4th story	100			74	

NO CHANGES OF USE OR OCCUPANCY NOT CONSISTENT WITH THIS CERTIFICATE SHALL BE MADE UNLESS FIRST APPROVED BY THE BOROUGH SUPERINTENDENT

Unless an approval for the same has been obtained from the Borough Superintendent, no change or rearrangement in the structural parts of the building, or affecting the light and ventilation of any part thereof, or in the exit facilities, shall be made; no enlargement, whether by extending on any side or by increasing in height shall be made; nor shall the building be moved from one location or position to another; nor shall there be any reduction or diminution of the area of the lot or plot on which the building is located.

The building or any part thereof shall not be used for any purpose other than that for which it is certified.

The superimposed, uniformly distributed loads, or concentrated loads producing the same stresses in the construction in any story shall not exceed the live loads specified on reverse side; the number of persons of either sex in any story shall not exceed that specified when sex is indicated, nor shall the aggregate number of persons in any story exceed the specified total; and the use to which any story may be put shall be restricted to that fixed by this certificate except as specifically stated.

This certificate does not in any way relieve the owner or owners or any other person or persons in possession or control of the building, or any part thereof from obtaining such other permits, licenses or approvals as may be prescribed by law for the uses or purposes for which the building is designed or intended; nor from obtaining the special certificates required for the use and operation of elevators; nor from the installation of fire alarm systems where required by law; nor from complying with any lawful order for additional fire extinguishing appliances under the discretionary powers of the fire commissioner; nor from complying with any lawful order issued with the object of maintaining the building in a safe or lawful condition; nor from complying with any authorized direction to remove encroachments into a public highway or other public place, whether attached to or part of the building or not.

If this certificate is marked "Temporary", it is applicable only to those parts of the building indicated on its face, and certifies to the legal use and occupancy of only such parts of the building; it is subject to all the provisions and conditions applying to a final or permanent certificate; it is not applicable to any building under the jurisdiction of the Housing Division unless it is also approved and endorsed by them, and it must be replaced by a full certificate at the date of expiration.

If this certificate is for an existing building, erected prior to March 14, 1916, it has been duly inspected and it has been found to have been occupied or arranged to be occupied prior to March 14, 1916, as noted on the reverse side, and that on information and belief, since that date there has been no alteration or conversion to a use that changed its classification as defined in the Building Code, or that would necessitate compliance with some special requirement or with the State Labor Law or any other law or ordinance; that there are no notices of violations or orders pending in the Department of Housing and Buildings at this time; that Section 646F of the New York City Charter has been complied with as certified by a report of the Fire Commissioner to the Borough Superintendent, and that, so long as the building is not altered, except by permission of the Borough Superintendent, the existing use and occupancy may be continued.

"§ 646 F. No certificate of occupancy shall be issued for any building, structure, enclosure, place or premises wherein containers for combustibles, chemicals, explosives, inflammables and other dangerous substances, articles, compounds or mixtures are stored, or wherein automatic or other fire alarm systems or fire extinguishing equipment are required by law to be or are installed, until the fire commissioner has tested and inspected and has certified his approval in writing of the installation of such containers, systems or equipment to the Borough Superintendent of the borough in which the installation has been made. Such approval shall be recorded on the certificate of occupancy."

Additional copies of this certificate will be furnished to persons having an interest in the building or premises, upon payment of a fee of fifty cents per copy.

Certificate of Occupancy

CO Number: 122239434F

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

A.	Borough: Manhattan	Block Number: 02050	Certificate Type: Final
	Address: 691 ST. NICHOLAS AVENUE	Lot Number(s): 136	Effective Date: 04/09/2020
	Building Identification Number (BIN): 1090559	Building Type: New	
This building is subject to this Building Code:			
<i>For zoning lot metes & bounds, please see BISWeb.</i>			
B.	Construction classification:	1-B	(2014/2008 Code)
	Building Occupancy Group classification:	E	(2014/2008 Code)
	Multiple Dwelling Law Classification:	HAEA	
	No. of stories: 6	Height in feet: 80	No. of dwelling units: 0
C.	Fire Protection Equipment: Standpipe system, Fire alarm system, Sprinkler system		
D.	Type and number of open spaces: None associated with this filing.		
E.	This Certificate is issued with the following legal limitations: None		
Borough Comments: None			



Borough Commissioner



Commissioner

Certificate of Occupancy

CO Number: 122239434F

Permissible Use and Occupancy						
All Building Code occupancy group designations below are 2008 designations.						
Floor From To	Maximum persons permitted	Live load lbs per sq. ft.	Building Code occupancy group	Dwelling or Rooming Units	Zoning use group	Description of use
001	5	OG	S-2 U		3B	[REDACTED]
001	46	OG	E B		3A, 3B	
002	226	100	A-3 E		3A, 3B	
002	29	100	E		3A	
003	122	100	E B S-2		3A, 3B	
003	245	100	A-3		3A	
004	125	100	E B S-2		3A, 3B	
005	293	100	E B S-2		3A, 3B	
006	247	100	E B S-2		3A, 3B	
ROF		100	U		3B	
END OF SECTION						



Borough Commissioner



Commissioner

END OF DOCUMENT