

Application: New Heights Academy Charter School

Jen Pasek - jen@pasekconsulting.com
2020-2021 Annual Report

Entry 1 School Info and Cover Page

Completed Nov 1 2021

[Instructions](#)

Required of ALL Charter Schools

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

Entry 1 School Information and Cover Page

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

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

BASIC INFORMATION

a. SCHOOL NAME

(Select name from the drop down menu)

NEW HEIGHTS ACADEMY CHARTER SCHOOL 310600860887

a1. Popular School Name

New Heights

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

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

NEW YORK CITY CHANCELLOR OF EDUCATION

c. DISTRICT / CSD OF LOCATION

CSD # 6 - MANHATTAN

d. DATE OF INITIAL CHARTER

4/2005

e. DATE FIRST OPENED FOR INSTRUCTION

6/2006

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

MISSION STATEMENT

The Mission of New Heights Academy Charter School is to graduate students who are prepared to succeed in college and life.

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	<p>P.R.I.D.E. Pillars: New Heights Academy Charter School has five P.R.I.D.E pillars that guide the decisions and actions of all community members for the purpose of creating a dynamic school culture that supports the individual needs of all students.</p>
KDE 2	<p>Learning Culture Based on Efficacy: The unifying goal of the Efficacy-guided use of data is to set high yet achievable standards for student academic achievement.</p>
KDE 3	<p>Professional Learning Community: The PLC fosters collaboration between teachers as well as the individual growth of each teacher. Under the PLC structure grade level teams conduct PLC meetings 2-3 times per week. During these meetings teacher teams analyze student data and strategies for improving student outcomes.</p>
KDE 4	<p>Literacy Everywhere: The entire school community is united in a common pursuit of literacy development. This is continuously reinforced by schoolwide expectations for student reading outside of the classroom and encouraging students to strive for meeting and exceeding reading level targets. Teachers foster students' intrinsic motivation to read write present and think.</p>
KDE 5	(No response)
KDE 6	(No response)
KDE 7	(No response)
KDE 8	(No response)

KDE 9	(No response)
KDE 10	(No response)

Need additional space for variables

No

h. SCHOOL WEB ADDRESS (URL)

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

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

765

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

757

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

Check all that apply

Grades Served	5, 6, 7, 8, 9, 10, 11, 12
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I1. DOES THE SCHOOL CONTRACT WITH A CHARTER OR EDUCATIONAL MANAGEMENT ORGANIZATION?

No

FACILITIES INFORMATION

m. FACILITIES

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

No, just one site.

School Site 1 (Primary)

m1. SCHOOL SITES

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

	Physical Address	Phone Number	District/CSD	Grades to be Served at Site for coming year (K-5, 6-9, etc.)	Receives Rental Assistance for Which Grades (If yes, enter the appropriate grades. If no, enter No).
Site 1	1818 Amsterdam Ave New York, NY 10031	212-283-5400	NYC CSD 6	5-12	No

m1a. Please provide the contact information for Site 1.

	Name	Work Phone	Alternate Phone	Email Address
School Leader	Christina Brown	212-283-5400		cbrown@newheightsacademy.org
Operational Leader	Jocelyn Rosa	212-283-5400		jrosa@newheightsacademy.org
Compliance Contact	Wendy Ramos	212-283-5400		wramos@newheightsacademy.org
Complaint Contact	Christina Brown	212-283-5400		cbrown@newheightsacademy.org
DASA Coordinator	Judith Stoddart	212-283-5400		jestoddart@newheightsacademy.org
Phone Contact for After Hours Emergencies	Jocelyn Rosa	347-602-1638		jrosa@newheightsacademy.org

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

Private Space

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

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

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

Site 1 Certificate of Occupancy (COO)

[2122 Certificate of Occupancy.pdf](#)

Filename: 2122 Certificate of Occupancy.pdf **Size:** 225.6 kB

Site 1 Fire Inspection Report

[NEW HEIGHTS ACADEMY FIRE INSPECTION REPORT.pdf](#)

Filename: NEW HEIGHTS ACADEMY FIRE INSPECTION REPORT.pdf **Size:** 13.8 kB

CHARTER REVISIONS DURING THE 2020-2021 SCHOOL YEAR

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

No

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

Yes

ATTESTATIONS

p. Individual Primarily Responsible for Submitting the Annual Report.

Name	Jen Pasek
Position	Consultant
Phone/Extension	518-542-9810
Email	jen@pasekconsulting.com

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

Responses Selected:

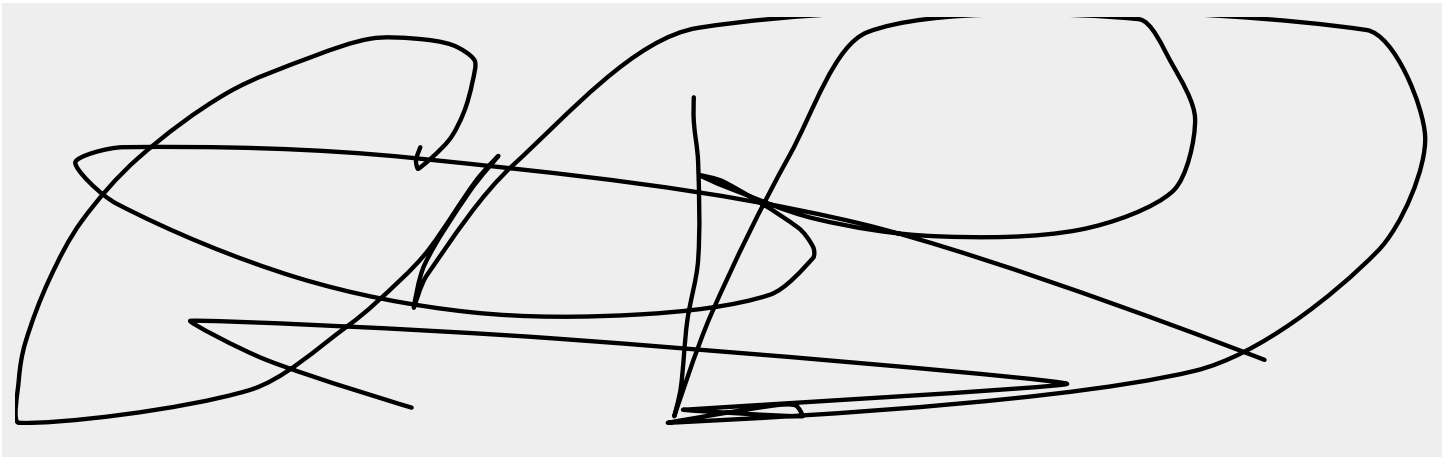
Yes

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

Responses Selected:

Yes

Signature, Head of Charter School

A large, complex handwritten signature in black ink on a light gray background. The signature consists of several overlapping loops and lines, with a prominent vertical stroke on the right side.

Signature, President of the Board of Trustees

A handwritten signature in black ink on a light gray background. The signature is more fluid and cursive than the one above, starting with a large loop on the left and ending with a wavy line on the right.

Date

Nov 1 2021

Thank you.



Entry 3 Progress Toward Goals

Completed Nov 1 2021

Instructions

Regents, NYCDOE, and Buffalo BOE-authorized charter schools

For the 2020-2021 school year, any academic or organization goals that cannot be evaluated due to school closure resulting in a lack of data and changes in testing, surveying, and other usual practices should be reported as “N/A”. **Deadline is November 1, 2021.**

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

Entry 3 Progress Toward Goals

PROGRESS TOWARD CHARTER GOALS

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

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

1. ACADEMIC STUDENT PERFORMANCE GOALS

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

2020-2021 Progress Toward Attainment of Academic Goals

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

Academic Goal 3	who score at or above Level 3 on the New York State Mathematics examination meets or exceeds such percentage for the Community School District(s) (CSD).		Unable to Assess	
Academic Goal 4	For each year of the school's renewal charter term, the percentage of the school's students who score at or above Level 3 on the New York State Mathematics examination meets or exceeds such percentage for New York City.		Unable to Assess	
Academic Goal 5	For each year of the school's renewal charter term, at least 75% of students in the relevant NYSED four-year graduation accountability cohort will earn at least a mark of 75 on an English Regents Exam (Comprehensive English or Common Core English Language Arts) by the end of June of their fourth year in the cohort.	NYS English Regents	Met	

	<p>A student will be counted toward this goal if they have taken at least one English Regents Exam during the time they were actively enrolled at the school, and only English Regents Exams taken during the time they were actively enrolled at the school will be counted.</p>			
Academic Goal 6	<p>For each year of the school's renewal charter term, at least 75% of students in the relevant NYSED four-year graduation accountability cohort will earn at least a mark of 75 on an on a math Regents Exam (Common Core Algebra I, Common Core Geometry, Common Core Algebra II, Integrated Algebra, Geometry, Algebra 2/Trigonometry) by the end of June of their fourth year in the cohort. A student will be counted toward</p>	NYS Math Regents	Unable to Assess	

	<p>this goal if they have taken at least one math Regents Exam during the time they were actively enrolled at the school, and only math Regents Exams taken during the time they were actively enrolled at the school will be counted.</p>			
Academic Goal 7	<p>For each year of the school's renewal charter term, at least 75% of students with disabilities in the relevant NYSED four-year graduation accountability cohort will earn at least a mark of 75 on an English Regents Exam (Comprehensive English or Common Core English Language Arts) by the end of June of their fourth year in the cohort.</p>	<p>NYS English Regents - SWD 100% of the 2017 Cohort earned credit for the NYS English Regents</p>	Met	
	<p>For each year of the school's renewal charter term, at least 75% of students with disabilities in the relevant NYSED four-year</p>			

Academic Goal 8	<p>graduation accountability cohort will earn at least a mark of 75 on a math Regents Exam (Common Core Algebra I, Common Core Geometry, Common Core Algebra II, Integrated Algebra, Geometry, Algebra 2/Trigonometry) by the end of June of their fourth year in the cohort.</p>	<p>NYS Math Regents - SWD 100% of the 2017 Cohort earned credit for a NYS Math Regents</p>	Met	
Academic Goal 9	<p>For each year of the school's renewal charter term, at least 75% of English language learners in the relevant NYSED four-year graduation accountability cohort will earn at least a mark of 75 on an English Regents Exam (Comprehensive English or Common Core English Language Arts) by the end of June of their fourth year in the cohort.</p>	<p>NYS English Regents - ELL 100% of the 2017 Cohort earned credit for the NYS English Regents</p>	Met	
	<p>For each year of the school's renewal charter</p>			

Academic Goal 10	term, at least 75% of English language learners in the relevant NYSED four-year graduation accountability cohort will earn at least a mark of 75 on a math Regents Exam (Common Core Algebra I, Common Core Geometry, Common Core Algebra II, Integrated Algebra, Geometry, Algebra 2/Trigonometry) by the end of June of their fourth year in the cohort.	NYS Math Regents - ELL 100% of the 2017 Cohort earned credit for a NYS Math Regents	Met	
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2. Do have more academic goals to add?

Yes

2020-2021 Progress Toward Attainment of Academic Goals

	Academic Student Performance Goal	Measure Used to Evaluate Progress Toward Attainment of Goal	Goal - Met, Not Met or Unable to Assess	2019-2020 progress toward attainment of goal Met/Not Met/Unable to Assess During Due to Closure
	For each year of the school's			

<p>Academic Goal 11</p>	<p>renewal charter term, at least 75% of students qualified for the Free or Reduced Price Lunch program in the relevant NYSED four-year graduation accountability cohort will earn at least a mark of 75 on an English Regents Exam (Comprehensive English or Common Core English Language Arts) by the end of June of their fourth year in the cohort.</p>	<p>NYS English Regents - Economically Disadvantaged</p>	<p>Met</p>	
<p>Academic Goal 12</p>	<p>For each year of the school's renewal charter term, at least 75% of students qualified for the Free or Reduced Price Lunch program in the relevant NYSED four-year graduation accountability cohort will earn at least a mark of 75 on a math Regents Exam (Common Core Algebra I, Common Core Geometry, Common Core</p>	<p>NYS Math Regents - Economically Disadvantaged 100% of the 2017 Cohort earned credit for a NYS Math Regents</p>	<p>Met</p>	

	Algebra II, Integrated Algebra, Geometry, Algebra 2/Trigonometry) by the end of June of their fourth year in the cohort.			
Academic Goal 13	In each year of the charter term, the school will demonstrate increased proficiency rates on the New York State ELA examination.		Unable to Assess	
Academic Goal 14	In each year of the charter term, the school will demonstrate increased proficiency rates on the New York State Math examination.		Unable to Assess	
Academic Goal 15	In each year of the charter term, the school will demonstrate increased pass rates on either the Comprehensive or Common Core English Regents Exam. This goal will be applicable if, for at least two consecutive years, six or more students take either exam.	All Regents were cancelled in June 2020.	Unable to Assess	

Academic Goal 16	<p>In each year of the charter term, the school will demonstrate increased pass rates on either the Integrated Algebra or Common Core Algebra I Regents Exam. Goal will be applicable if six or more students take either exam, and the same exam meets that threshold for at least two consecutive years.</p>	All Regents were cancelled in June 2020.	Unable to Assess	
Academic Goal 17	<p>In each year of the charter term, the school will demonstrate increased pass rates on either the Geometry or Common Core Geometry Regents Exam. Goal will be applicable if six or more students take either exam, and the same exam meets that threshold for at least two consecutive years.</p>	All Regents were cancelled in June 2020.	Unable to Assess	
	<p>In each year of the charter term, the school will demonstrate increased pass rates on either the Algebra</p>			

Academic Goal 18	II/Trigonometry or Common Core Algebra II Regents Exam. Goal will be applicable if six or more students take either exam, and the same exam meets that threshold for at least two consecutive years.	All Regents were cancelled in June 2020.	Unable to Assess	
Academic Goal 19	In each year of the charter term, the school will demonstrate increased pass rates on at least one history Regents Exam. Goal will be applicable if six or more students take either exam, and the same exam meets that threshold for at least two consecutive years.	All Regents were cancelled in June 2020.	Unable to Assess	
Academic Goal 20	In each year of the charter term, the school will demonstrate increased pass rates on at least one science Regents Exam. Goal will be applicable if six or more students take the same science Regents	All Regents were cancelled in June 2020.	Unable to Assess	

	Exam in each year of the charter term, and the same exam meets that threshold for at least two consecutive years.			
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3. Do have more academic goals to add?

Yes

2020-2021 Progress Toward Attainment of Academic Goals

	Academic Student Performance Goal	Measure Used to Evaluate Progress Toward Attainment of Goal	Goal - Met, Not Met or Unable to Meet	If not met, describe efforts the school will take to meet goal. If unable to assess goal, type N/A for Not Applicable
Academic Goal 21	Where the school has an eligible subgroup population (deemed as six or more students) of English language learners, the school will demonstrate positive academic growth on New York State ELA examination proficiency rates for that applicable population in each year of the charter	Students did not take the NYS Exams in 2020.	Unable to Assess	

	term.			
Academic Goal 22	Where the school has an eligible subgroup population (deemed as six or more students) of students with disabilities, the school will demonstrate positive academic growth on New York State ELA examination proficiency rates for that applicable population in each year of the charter term.	Students did not take the NYS Exams in 2020.	Unable to Assess	
Academic Goal 23	Where the school has an eligible subgroup population (deemed as six or more students) of students eligible for the Free or Reduced Price Lunch program, the school will demonstrate positive academic growth on New York State ELA examination proficiency rates for that applicable population in each year of the charter term.	Students did not take the NYS Exams in 2020.	Unable to Assess	

Academic Goal 24	Where the school has an eligible subgroup population (deemed as six or more students) of English language learners, the school will demonstrate positive academic growth on New York State Math examination proficiency rates for that applicable population in each year of the charter term.	Students did not take the NYS Exams in 2020.	Unable to Assess	
Academic Goal 25	Where the school has an eligible subgroup population (deemed as six or more students) of students with disabilities, the school will demonstrate positive academic growth on New York State Math examination proficiency rates for that applicable population in each year of the charter term.	Students did not take the NYS Exams in 2020.	Unable to Assess	
	Where the school has an eligible subgroup population (deemed as six or			

Academic Goal 26	more students) of students eligible for the Free or Reduced Price Lunch program, the school will demonstrate positive academic growth on New York State Math examination proficiency rates for that applicable population in each year of the charter term.	Students did not take the NYS Exams in 2020.	Unable to Assess	
Academic Goal 27	For each year of the school's renewal charter term, the school's 4-year graduation rate in June of each year as reported by NYSED will be at or above the citywide averages.	The 4-Yr Grad Rate of ELL students was 89% District Grad Rt is pending release	Unable to Assess	
Academic Goal 28	For each year of the school's renewal charter term, the school's 4-year graduation rate as of June each year for English language learners as reported by NYSED will be at or above the citywide averages.	The 4-Yr Grad Rate of ELL students was 60% District Grad Rt is pending release	Unable to Assess	
	For each year of the school's renewal charter			

Academic Goal 29	term, the school's 4-year graduation rate as of June each year for students with disabilities as reported by NYSED will be at or above the citywide averages.	The 4-Yr Grad Rate of SWD students was 60% District Grad Rt is pending release	Unable to Assess	
Academic Goal 30	For each year of the school's renewal charter term, the school's 4-year graduation rate as of June each year for students eligible for Free or Reduced Price Lunch as reported by NYSED will be at or above the citywide averages.	The 4-Yr Grad Rate of Economically Disadvantaged students was 87% District Grad Rt is pending release	Unable to Assess	
Academic Goal 31	For each year of the school's renewal charter term, the school will show progress towards having 75% of students enrolled in their first year at the school accumulate 10 or more credits towards graduation as reported in the NYC DOE School Quality Report.	School Quality Report Pending	Unable to Assess	
	For each year of the school's			

Academic Goal 32	renewal charter term, the school will show progress towards having 75% of students enrolled in their second year at the school accumulate 10 or more credits towards graduation as reported in the NYC DOE School Quality Report.	School Quality Report Pending	Unable to Assess	
Academic Goal 33	For each year of the school's renewal charter term, the school will show progress towards having 75% of students enrolled in their third year at the school accumulate 10 or more credits towards graduation as reported in the NYC DOE School Quality Report.	School Quality Report Pending	Unable to Assess	
Academic Goal 34				
Academic Goal 35				
Academic Goal 36				
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Academic Goal 38				
Academic Goal 39				
Academic Goal 40				

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Academic Goal 61				
Academic Goal 62				

4. ORGANIZATION GOALS

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

2020-2021 Progress Toward Attainment of Organization Goals

	Organizational Goal	Measure Used to Evaluate Progress	Goal - Met, Not Met, or Unable to Assess	If not met, describe efforts the school will take to meet goal. If unable to assess goal, type N/A for Not Applicable
Org Goal 1	Each year, the school self-reported average daily student attendance rate shall meet or exceed the average daily attendance for the Community School District (CSD) of location for	ATS Attendance Rate was 91.5% in 2020-21	Unable to Assess	

	<p>elementary and middle schools and the citywide average for high schools.</p>			
Org Goal 2	<p>Each year, the retention rate will exceed the rate of the Community School District (CSD) of location. The retention rate for a given year is defined as the percentage of students enrolled in ATS on 10/31 of that year who are still enrolled in at the school in ATS on 10/31 the following school year, excluding terminating grades.</p>	<p>Year to Years BEDS Day Enrollment - 95% of eligible students returned in 2020-21</p>	Met	
Org Goal 3	<p>Each year, the school will meet or exceed any applicable student enrollment targets, as prescribed by the Board of Regents, for English language learners.</p>	<p>School BEDS Day Enrollment vs District SIRS 17% ELL vs 6% in the local district</p>	Met	
Org Goal 4	<p>Each year, the school will meet or exceed any applicable student enrollment targets, as prescribed by the Board of</p>	<p>School BEDS Day Enrollment vs District SIRS 16% SWD vs 31% in the local district</p>	Not Met	<p>Please refer to Entry 9 for student enrollment strategies</p>

	Regents, for students with disabilities.			
Org Goal 5	Each year, the school will meet or exceed any applicable student enrollment targets, as prescribed by the Board of Regents, for students eligible for the Free or Reduced Price Lunch program.	School BEDS Day Enrollment vs District SIRS 90% ED vs 88% in the district	Met	
Org Goal 6	Each year, the school will meet or exceed any applicable student retention targets, as prescribed by the Board of Regents, for English language learners.	Year to Years BEDS Day Enrollment, ELL Retention Rate = 96%	Met	
Org Goal 7	Each year, the school will meet or exceed any applicable student retention targets, as prescribed by the Board of Regents, for students with disabilities.	Year to Years BEDS Day Enrollment, SWD Retention Rate = 98%	Met	
Org Goal 8	Each year, the school will meet or exceed any applicable student retention targets, as prescribed by	Year to Years BEDS Day Enrollment, Economically	Met	

	the Board of Regents, for students eligible for the Free or Reduced Price Lunch program.	Disadvantaged Retention Rate = 96%		
Org Goal 9				
Org Goal 10				
Org Goal 11				
Org Goal 12				
Org Goal 13				
Org Goal 14				
Org Goal 15				
Org Goal 16				
Org Goal 17				
Org Goal 18				
Org Goal 19				
Org Goal 20				

5. Do have more organizational goals to add?

No

6. FINANCIAL GOALS

2020-2021 Progress Toward Attainment of Financial Goals

	Financial Goals	Measure Used to Evaluate Progress	Goal - Met, Not Met, or Partially Met	If not met, describe efforts the school will take to meet goal.
Financial Goal 1	Each year, the school will maintain a stable cash flow as evidenced by having 60 days of unrestricted cash on hand reported in their yearly independent fiscal audit.	Official School Audit	Met	
Financial Goal 2	Each year, the school will operate on a balanced budget. A budget will be considered "balanced" if revenues equal or exceed expenditures.	School Financial Records	Met	
Financial Goal 3	Each year, the school will meet or exceed 85% of their authorized enrollment on 10/31 as recorded in ATS.	BEDS Day Enrollment = 774 vs targeted enrollment of 765	Met	
Financial Goal 4				
Financial Goal 5				

7. Do have more financial goals to add?

(No response)

2020-2021 Progress Toward Attainment of Financial Goals

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

Thank you.

Entry 4 - Audited Financial Statements

Completed Nov 1 2021

Required of ALL Charter Schools

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

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

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

[New Heights Academy Charter FST](#)

Filename: New Heights Academy Charter FST.pdf Size: 455.3 kB

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

Completed Nov 1 2021

Instructions - Regents-Authorized Charter Schools ONLY

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

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

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

DOE Audited Annual Financial Report - NHACS FY21

Filename: DOE Audited Annual Financial Repor bUJWr9Z.xlsx **Size:** 64.7 kB

Entry 4c - Additional Financial Documents

Completed Nov 1 2021

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

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

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

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

NHACS Comb Add Fin Docs

Filename: NHACS Comb Add Fin Docs.pdf **Size:** 765.7 kB

Entry 4d - Financial Services Contact Information

Completed Nov 1 2021

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

Form for "Financial Services Contact Information"

1. School Based Fiscal Contact Information

	School Based Fiscal Contact Name	School Based Fiscal Contact Email	School Based Fiscal Contact Phone
	Li'Esha Garcia	[REDACTED]	[REDACTED]

2. Audit Firm Contact Information

	School Audit Contact Name	School Audit Contact Email	School Audit Contact Phone	Years Working With This Audit Firm
	PKF O'Connor Davies, LLP	[REDACTED]	[REDACTED]	5

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

	Firm Name	Contact Person	Mailing Address	Email	Phone	Years With Firm

Entry 5 - Fiscal Year 2021-2022 Budget

Completed Nov 1 2021

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

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

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

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

only.

[NYSED Final2021-2022ARBudget_NHACS](#)

Filename: NYSED Final2021 2022ARBudget NHACS.xlsx Size: 144.1 kB

Entry 6 - Board of Trustees Disclosure of Financial Interest Form

Completed Nov 1 2021

Required of ALL Charter Schools by August 2

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

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

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

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

[NHACS BOT Files](#)

Filename: NHACS BOT Files.pdf Size: 2.7 MB

Entry 7 BOT Membership Table

Completed Nov 1 2021

Instructions

Required of All charter schools

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

Entry 7 BOT Table

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

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

	Trustee Name	Trustee Email Address	Position on the Board	Committee Affiliations	Voting Member Per By-Laws (Y/N)	Number of Terms Served	Start Date of Current Term (MM/DD/YYYY)	End Date of Current Term (MM/DD/YYYY)	Board Meetings Attended During 2020-2021
1	Dylan Hogarty		Trustee/Member	Audit, Executive, Finance	Yes	3	6/20/2018	6/20/2021	12
2	Angel Vasquez		Trustee/Member	Education Accountability	Yes	2	11/19/2020	11/19/2023	11
3	Quincy McLain		Treasurer	Audit, Executive, Finance	Yes	3	6/18/2020	6/19/2022	9
4	Jamie Gartland		Secretary	Education Accountability	Yes	2	6/18/2020	6/18/2023	12
5	Gigi Parris		Trustee/Member	N/A	Yes	2	6/1/2018	6/20/2021	10
6	Anne Kofol Hogarty		Trustee/Member	Education Accountability	Yes	2	6/1/2018	6/20/2021	7

7	Daniel Ortiz		Trustee/Member	Fundraising	Yes	2	6/1/2018	6/20/2021	5 or less
8	Megan Vargas		Trustee/Member	Fundraising, Education Accountability	Yes	2	11/19/2020	11/19/2023	6
9	Benjamin Talton		Trustee/Member	Education Accountability	Yes	1	11/01/2020	11/01/2023	5 or less

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

Yes

1b. Current Board Member Information

	Trustee Name	Trustee Email Address	Position on the Board	Committee Affiliations	Voting Member Per By-Laws (Y/N)	Number of Terms Served	Start Date of Current Term (MM/DD/YYYY)	End Date of Current Term (MM/DD/YYYY)	Board Meetings Attended During 2020-2021
10	Brandt Smallwood		Trustee/Member	Education Account ability	Yes	1	08/01/2020	08/01/2023	8
11	Marc Silberman		Trustee/Member	Audit, Finance	Yes	1	07/01/2020	07/01/2023	9
12	Sherrika Fuller		Chair	Audit, Executive, Finance	Yes	1	11/01/2020	11/01/2023	7
13	Sarah Kretz		Trustee/Member	Education Account ability	Yes	1	10/01/2020	10/01/2023	5 or less
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, 2021	10
b.Total Number of Members Added During 2020-2021	5
c. Total Number of Members who Departed during 2020-2021	3
d.Total Number of members, as set in Bylaws, Resolution or Minutes	10

3. Number of Board meetings held during 2020-2021

12

4. Number of Board meetings scheduled for 2021-2022

12

Thank you.

Entry 8 Board Meeting Minutes

Completed Nov 1 2021

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

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

[NHACS meeting minutes 2020-21](#)

Filename: NHACS meeting minutes 2020 21 .pdf Size: 2.3 MB

Entry 9 Enrollment & Retention

Completed Nov 1 2021

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

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

Entry 9 Enrollment and Retention of Special Populations

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

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

Recruitment/Attraction Efforts Toward Meeting Targets

	Describe Recruitment Efforts in 2020-2021	Describe Recruitment Plans in 2021-2022
	Our recruitment and outreach efforts target CSD 6 and surrounding neighborhoods as well as the south Bronx. We do multiple canvases in the neighborhood and a focused mailing to the following zip	We continue to enroll a significant ED population that exceeds our local district. We will

Economically Disadvantaged	codes: 10023, 10025, 10026, 10027, 10029, 10030, 10031, 10032, 10033, 10035, 10037, 10037, 10040, 10452, 100453, 10456, 10458, 10467, and 10451. We also invest in placing ads on MTA bus shelters in the neighborhood.	continue to implement the specific recruitment strategies listed to the left in an effort to keep attracting and enrolling ED students.
English Language Learners	To recruit ELLs, we have an ELL preference in our lottery. In addition, our community demographic is largely Latino, and in response we have intentionally reached out to organizations that cater to Spanish speakers and English Language Learners, such as Esperanza Center, ACDP, Alianza Dominicana, Sinergia, the Association of Progressive Dominicans as well as our local CSE.	Our enrollment for ELLs continues to increase as a result of our strategies to increase ELLs. Between the 2019-20 and 2020-21 school year enrollment of ELLs increased by 2 percentage points. Going forward, we are continuing the strategies listed to the left.
Students with Disabilities	NHACS reaches out to the CSE offices in Manhattan and the South Bronx. Packets advertising our services are also sent to The Children’s Aid Society, YAI, Seen Beyond Disabilities, Harlem Dowling Westside Center, Center for Children Initiatives and Resources for Children with Special Needs.	In the 2020-21 school year our enrollment of SWDs increased by one percentage point from last year. We will continue to use materials that advertise our special needs services to attract and enroll SWDs with the goal of meeting the district.

Retention Efforts Toward Meeting Targets

	Describe Retention Efforts in 2020-2021	Describe Retention Plans in 2021-2022
	We implement strong communication with families and emphasize support for all learners. NHACS holds a re-	Our program for retaining ED students is well-developed and we will continue to implement it

Economically Disadvantaged	enrollment process with all families to ensure that we are retaining most of our students and meeting the needs of our subgroups.	in the 2021-22 school year. We are confident that these strategies will continue to support ED retention.
English Language Learners	We prioritize offering communication in Spanish and all communication that comes from NHACS is translated into Spanish to meet our community needs. In addition, we provide family outreach and resources in various areas such during parent meetings, and "café y conversaciones" to engage families. All meetings are translated as needed. NHACS has a full-time ESL teacher that holds small group interventions throughout the school year and pushes into classroom to provide additional supports for those students. Many of our staff is bilingual and translation services are available as needed.	Similar to our ED program, we offer robust supports to encourage retention of ELLs. We will continue with these strategies going forward.
Students with Disabilities	NHACS has a Director of Student Support (DSS) who is committed the success of students with disabilities. The DSS and Learning Strategist meet with families regularly to discuss student progress toward goals. During remote learning we contacted SWD weekly to ensure engagement and participation.	Going forward, we will use the strategies listed on the left to support SWD retention. We are additionally focused on providing adequate support to SWD as they return to in-person learning in 2021-22.

Entry 10 - Teacher and Administrator Attrition

Completed Nov 1 2021

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

Requirements Attestation

A. TEACH System - Employee Clearance

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

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

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

B. Emergency Conditional Clearances

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

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

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

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

Attestation

Responses Selected:

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

Entry 11 Percent of Uncertified Teachers

Completed Nov 1 2021

Instructions

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

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

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

Entry 11 Uncertified Teachers

School Name:

Instructions for Reporting Percent of Uncertified Teachers

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

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

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

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

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

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

	FTE Count
i. FTE count of uncertified teacher with at least three years of elementary, middle or secondary classroom teaching experience (as of June 30, 2021)	4
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2021)	
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2021)	
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2021)	1
Total Category B: not to exceed 5	5.0

CATEGORY C: PLUS 5 ADDITIONAL UNCERTIFIED TEACHERS

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

CATEGORY D: TOTAL FTE COUNT OF UNCATEGORIZED, UNCERTIFIED TEACHERS

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

	FTE Count
Total Category D	7

CATEGORY E: TOTAL FTE COUNT OF CERTIFIED TEACHERS

	FTE Count
Total Category E	31

CATEGORY F: TOTAL FTE COUNT OF ALL TEACHERS

Please do not include paraprofessionals, such as teacher aides.

	FTE Count
Total Category F	53



Thank you.

Entry 12 Organization Chart

Completed Nov 1 2021

[Instructions](#)

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

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

[NHACS ORG CHART 2021 draft](#)

Filename: NHACS ORG CHART 2021 draft.pdf Size: 50.7 kB

Entry 13 School Calendar

Completed Nov 1 2021

[Instructions for submitting School Calendar](#)

Required of ALL Charter Schools

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

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

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

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

[NHACS SY21-22 Family Calendar ENG and SPA-FINAL](#)

Filename: NHACS SY21 22 Family Calendar ENG a CEjXBQW.pdf Size: 267.7 kB

Entry 14 Links to Critical Documents on School Website

Completed Nov 1 2021

Instructions

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

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

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

Form for Entry 14 Links to Critical Documents on School Website

School Name: **New Heights Academy Charter School**

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

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

	Link to Documents
1. Most Recent Annual Report (i.e., 2019-20)	https://www.newheightsacademy.org/pdfs/board_files/0005New%20Heights%20Annual%20Report/2019-20%20New%20Heights%20Annual%20Report.pdf
2. Most recent board meeting notice, documents to be discussed at the meeting (if any)	https://newheightsacademy.org/apps/events2/view_calendar.jsp?id=0&m=5&y=2021
	https://newheightsacademy.org/apps/pages/index.j

2a. Webcast of Board Meetings (per Governor's Executive Order)	sp?dir=0006Tele-Meetings%20and%20Transcripts&REC_ID=312022&type=d&termREC_ID=&pREC_ID=594967&leftDir=4
3. Link to NYS School Report Card	https://data.nysed.gov/essa.php?year=2020&instid=800000059088
4. Lottery Notice announcing date of lottery	https://newheightsacademy.org/apps/events2/view_calendar.jsp?id=0&m=3&y=2021
5. Authorizer-approved DASA Policy (For Regents, NYCDOE, and Buffalo BOE Authorized Charter Schools ONLY);	https://newheightsacademy.org/ourpages/auto/2016/9/21/55517427/NHACS%20DASA%20Harassment%20Intimidation%20Bullying%20Form.pdf?rnd=1554901786000
6. District-wide Safety Plan	https://newheightsacademy.org/ourpages/auto/2016/9/21/55517427/20-21%20District%20Wide%20Emergency%20Response%20Plan%20Final.pdf?rnd=1601595951000
6a. Authorizer-Approved Discipline Policy (as per August 29, 2019 Emergency Response Plan Memo)	https://newheightsacademy.org/pdfs/1920_NHACS_Updated_Student_Handbook_03_20_2020.pdf
7. Authorizer-Approved FOIL Policy	https://newheightsacademy.org/ourpages/auto/2016/9/21/55517427/NHACS%20Foil%20Policy.pdf?rnd=1596113436000
8. Subject matter list of FOIL records	https://newheightsacademy.org/ourpages/auto/2016/9/21/55517427/NHACS%20FOIL%20List%20of%20Records.pdf?rnd=1596113436000

Thank you.



NEW HEIGHTS ACADEMY CHARTER SCHOOL

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

June 30, 2021 and 2020

New Heights Academy Charter School
Financial Statements
and Uniform Guidance Schedules
Together With Independent Auditors' Reports
June 30, 2021 and 2020

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Independent Auditors' Report

Board of Trustees New Heights Academy Charter School

Report on the Financial Statements

We have audited the accompanying financial statements of New Heights Academy Charter School (the "School"), which comprise the statements of financial position as of June 30, 2021 and 2020, and the related statements of activities, functional expenses, and cash flows for the years then ended, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

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

Auditors' Responsibility

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

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

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

Opinion

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

Report on Supplementary Information

Our audits were conducted for the purpose of forming an opinion on the financial statements as a whole. The accompanying schedule of expenditures of federal awards on page 15 as required by Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, is presented for purposes of additional analysis and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated, in all material respects, in relation to the financial statements as a whole.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated October 4, 2021, on our consideration of the School's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the School's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the School's internal control over financial reporting and compliance.

PKF O'Connor Davies, LLP

Harrison, New York
October 4, 2021

New Heights Academy Charter School

Statements of Financial Position

	June 30,	
	2021	2020
ASSETS		
Current Assets		
Cash	\$ 3,207,152	\$ 5,151,248
Grants and contracts receivable	1,692,041	603,588
Prepaid expenses and other receivables	117,989	162,321
Total Current Assets	5,017,182	5,917,157
Property and equipment, net	4,225,267	2,718,469
Restricted cash	75,740	75,740
Security deposits	693,732	693,732
	\$ 10,011,921	\$ 9,405,098
LIABILITIES AND NET ASSETS		
Current Liabilities		
Accounts payable and accrued expenses	\$ 260,092	\$ 213,925
Accrued payroll and payroll taxes	1,041,747	770,219
Deferred rent, current portion	190,969	240,716
Refundable advances	8,710	-
Total Current Liabilities	1,501,518	1,224,860
Paycheck Protection Program Loan payable	-	1,767,115
Deferred rent	400,178	109,715
Total Liabilities	1,901,696	3,101,690
Net assets, without donor restrictions	8,110,225	6,303,408
	\$ 10,011,921	\$ 9,405,098

See notes to financial statements

New Heights Academy Charter School

Statements of Activities

	Year Ended June 30,	
	2021	2020
REVENUE AND SUPPORT		
State and local per pupil operating revenue	\$ 13,709,515	\$ 13,922,567
Federal grants	1,757,814	638,074
Federal IDEA and E-Rate	123,567	157,861
State and city grants	63,272	64,465
Contributions and grants	11,112	11,123
Interest and other income	14,606	12,606
Total Revenue and Support	15,679,886	14,806,696
EXPENSES		
Program Services		
Regular education	10,364,632	10,103,052
Special education	3,100,152	2,973,574
Supplemental education	510,993	290,163
Total Program Services	13,975,777	13,366,789
Supporting Services		
Management and general	1,623,906	1,214,663
Fundraising	58,712	48,248
Total Expenses	15,658,395	14,629,700
Gain on forgiveness of Paycheck Protection Program Loan	1,785,326	-
Change in Net Assets	1,806,817	176,996
NET ASSETS		
Beginning of year	6,303,408	6,126,412
End of year	\$ 8,110,225	\$ 6,303,408

See notes to financial statements

New Heights Academy Charter School

Statement of Functional Expenses
Year Ended June 30, 2021

	Program Services			Total	Supporting Services		Total
	Regular Education	Special Education	Supplemental Education		Management and General	Fundraising	
Salaries	\$ 5,492,411	\$ 1,863,085	\$ 381,849	\$ 7,737,345	\$ 780,962	\$ 20,025	\$ 8,538,332
Employee benefits and payroll taxes	1,192,651	404,561	82,916	1,680,128	169,582	4,348	1,854,058
Auditing/accounting fees	-	-	-	-	38,054	-	38,054
Professional fees	113,165	-	-	113,165	12,574	-	125,739
Legal fees	-	-	-	-	979	-	979
Consultants - temps	21,072	3,895	-	24,967	-	-	24,967
Staff development	154,938	63,328	-	218,266	22,595	-	240,861
Teacher recruitment	25,974	10,616	-	36,590	3,788	-	40,378
Student recruiting and marketing	47,461	8,772	-	56,233	-	-	56,233
Student management	4,811	889	-	5,700	-	-	5,700
Students/staff events	158,345	64,721	-	223,066	23,092	-	246,158
Food service	46,333	9,043	2,592	57,968	-	-	57,968
Field trips	190	35	-	225	-	-	225
Supplies and materials	151,972	51,550	10,566	214,088	22,163	-	236,251
Textbooks	16,146	2,984	-	19,130	-	-	19,130
Rent and utilities	1,900,432	351,253	-	2,251,685	370,866	26,491	2,649,042
Maintenance and repairs	167,681	30,992	-	198,673	32,723	2,337	233,733
Janitorial	183,521	62,252	12,759	258,532	26,764	-	285,296
Security	76,206	25,850	5,298	107,354	11,114	-	118,468
Lease - equipment	10,598	3,595	737	14,930	1,546	-	16,476
Insurance	62,558	11,563	-	74,121	12,208	872	87,201
Dues and fees	46,957	15,928	3,265	66,150	6,848	-	72,998
Postage/Printing/Copying	10,912	3,701	759	15,372	1,591	-	16,963
Telephone and internet	135,024	45,801	9,387	190,212	19,691	-	209,903
Depreciation and amortization	332,828	61,516	-	394,344	64,951	4,639	463,934
Miscellaneous	12,446	4,222	865	17,533	1,815	-	19,348
Total Expenses	\$ 10,364,632	\$ 3,100,152	\$ 510,993	\$ 13,975,777	\$ 1,623,906	\$ 58,712	\$ 15,658,395

See notes to financial statements

New Heights Academy Charter School

Statement of Functional Expenses
Year Ended June 30, 2020

	Program Services			Total	Supporting Services		Total
	Regular Education	Special Education	Supplemental Education		Management and General	Fundraising	
Salaries	\$ 5,351,727	\$ 1,794,494	\$ 213,958	\$ 7,360,179	\$ 528,158	\$ 13,543	\$ 7,901,880
Employee benefits and payroll taxes	1,246,669	418,022	49,840	1,714,531	123,033	3,155	1,840,719
Auditing/accounting fees	-	-	-	-	21,250	-	21,250
Professional fees	91,260	-	-	91,260	10,140	-	101,400
Legal fees	-	-	-	-	5,965	-	5,965
Consultants - temps	31,495	5,705	-	37,200	-	-	37,200
Staff development	137,849	51,733	-	189,582	13,953	-	203,535
Teacher recruitment	30,533	11,459	-	41,992	3,091	-	45,083
Student recruiting and marketing	43,038	7,796	-	50,834	-	-	50,834
Student management	18,657	3,380	-	22,037	-	-	22,037
Students/staff events	154,126	57,843	-	211,969	15,601	-	227,570
Food service	179,064	33,507	5,916	218,487	-	-	218,487
Field trips	11,605	2,102	-	13,707	-	-	13,707
Supplies and materials	186,775	62,628	7,467	256,870	18,905	-	275,775
Textbooks	26,193	4,745	-	30,938	-	-	30,938
Rent and utilities	1,883,079	341,101	-	2,224,180	366,336	26,167	2,616,683
Maintenance and repairs	124,218	22,501	-	146,719	24,165	1,726	172,610
Janitorial	131,380	44,053	5,252	180,685	13,298	-	193,983
Security	33,735	11,312	1,349	46,396	3,415	-	49,811
Lease - equipment	11,159	3,742	446	15,347	1,129	-	16,476
Insurance	48,156	8,723	-	56,879	9,368	669	66,916
Dues and fees	31,681	10,623	1,267	43,571	3,207	-	46,778
Postage/Printing/Copying	12,593	4,223	503	17,319	1,275	-	18,594
Telephone and internet	79,636	26,703	3,184	109,523	8,061	-	117,584
Depreciation and amortization	213,879	38,949	-	252,828	41,830	2,988	297,646
Miscellaneous	24,545	8,230	981	33,756	2,483	-	36,239
Total Expenses	\$ 10,103,052	\$ 2,973,574	\$ 290,163	\$ 13,366,789	\$ 1,214,663	\$ 48,248	\$ 14,629,700

See notes to financial statements

New Heights Academy Charter School

Statements of Cash Flows

	Year Ended June 30,	
	2021	2020
CASH FLOWS FROM OPERATING ACTIVITIES		
Change in net assets	\$ 1,806,817	\$ 176,996
Adjustments to reconcile change in net assets to net cash from operating activities		
Deferred rent liability	240,716	289,010
Depreciation and amortization	463,934	297,646
Gain on forgiveness of Paycheck Protection Program Loan	(1,785,326)	
Changes in operating assets and liabilities		
Grants and contracts receivable	(1,088,453)	(188,762)
Prepaid expenses and other receivables	44,332	(85,294)
Accounts payable and accrued expenses	64,378	(205,910)
Accrued payroll and payroll taxes	271,528	(24,057)
Refundable advances	8,710	-
Net Cash from Operating Activities	26,636	259,629
CASH FLOWS FROM INVESTING ACTIVITY		
Purchases of property and equipment	(1,970,732)	(614,511)
CASH FLOW FROM FINANCING ACTIVITY		
Paycheck Protection Program loan proceeds	-	1,767,115
Net Change in Cash and Restricted Cash	(1,944,096)	1,412,233
CASH AND RESTRICTED CASH		
Beginning of year	5,226,988	3,814,755
End of year	\$ 3,282,892	\$ 5,226,988

See notes to financial statements

New Heights Academy Charter School

Notes to Financial Statements
June 30, 2021 and 2020

1. Organization and Tax Status

New Heights Academy Charter School (the "School") is a New York State, not-for-profit educational corporation that was incorporated on April 15, 2005 to operate a charter school pursuant to Article 56 of the Education Law of the State of New York. The School was granted a provisional charter (the "Charter") on April 15, 2005 valid for a term of five years and renewable upon expiration by the Board of Regents of the University of the State of New York. The Board of Regents approved and issued several renewals to the School's charter expiring June 30, 2025. The School's mission is to provide a college preparatory education for students in Washington Heights and Inwood neighborhoods of upper Manhattan. The School's academically rigorous curriculum will ensure that all students set and meet postsecondary education and career goals. Simultaneously, the School's nurturing environment of small class sizes and a focus on character education will ensure that students develop a strong self-identity conducive to leading responsible lives as citizens in our global society. The School provided education to approximately 760 students in grades five through twelve during the 2020-2021 academic year.

The School retains an outside vendor to provide meals for students in which the School receives reimbursement from the New York State Education Department. The Office of Pupil Transportation provides free transportation to the majority of the students. Such costs are not included in these financial statements.

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

2. Summary of Significant Accounting Policies

Basis of Presentation and Use of Estimates

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

Net Assets Presentation

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

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

New Heights Academy Charter School

Notes to Financial Statements
June 30, 2021 and 2020

2. Summary of Significant Accounting Policies (continued)

Net Assets Presentation (continued)

Net assets with donor restrictions – represents amounts restricted by donors for specific activities of the School or to be used at a future date. The School records contributions as net assets with donor restrictions if they are received with donor stipulations that limit their use either through purpose or time restrictions. When a donor restriction expires, that is, when a time restriction ends or a purpose restriction is fulfilled, net assets with donor restrictions are reclassified to net assets without donor restrictions and reported in the statements of activities as net assets released from restrictions. The School had no net assets with donor restrictions at June 30, 2021 and 2020.

Restricted Cash

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

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

	<u>2021</u>	<u>2020</u>
Cash	\$ 3,207,152	\$ 5,151,248
Grants and contracts receivable	<u>1,692,041</u>	<u>603,588</u>
	<u>\$ 4,899,193</u>	<u>\$ 5,754,836</u>

Property and Equipment

The School follows the practice of capitalizing all expenditures for property and equipment with costs in excess of \$1,000. Leasehold improvements are amortized over the shorter of the term of the lease, inclusive of all renewal periods, which are reasonably assured, or the estimated useful life of the asset. Purchased property and equipment are recorded at cost at the date of acquisition. Minor costs of maintenance and repairs are expensed as incurred. All property and equipment purchased with government funding is capitalized, unless the government agency retains legal title to such assets, in which case such assets are expensed as incurred.

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

Computers and equipment	3 to 5 years
Furniture and fixtures	7 years
Software	3 years
Website development	3 years

New Heights Academy Charter School

Notes to Financial Statements
June 30, 2021 and 2020

2. Summary of Significant Accounting Policies (continued)

Property and Equipment (continued)

Property and equipment are reviewed for impairment if the use of the asset significantly changes or another indicator of possible impairment is identified. If the carrying amount for the asset is not recoverable, the asset is written down to its fair value. No impairment losses were recognized for the years ended June 30, 2021 and 2020.

Refundable Advances

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

Revenue and Support

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

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

Marketing and Recruitment

Marketing and recruitment costs are expensed as incurred for staff and student recruitment. Marketing and recruitment expense for the years ended June 30, 2021 and 2020 amounted to \$96,611 and \$95,917

Functional Expense Allocation

The majority of expenses can generally be directly identified with the program or supporting service to which they relate and are charged accordingly. Other expenses by function have been allocated among program and supporting services classifications on the basis of periodic time and expense studies and other basis as determined by management of the School to be appropriate.

Accounting for Uncertainty in Income Taxes

The School recognizes the effect of income tax positions only if those positions are more likely than not to be sustained. Management has determined that the School had no uncertain tax positions that would require financial statement recognition or disclosure. The School is no longer subject to examinations by the applicable taxing jurisdictions for years prior to June 30, 2018.

New Heights Academy Charter School

Notes to Financial Statements
June 30, 2021 and 2020

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

Subsequent Events Evaluation by Management

Management has evaluated subsequent events for disclosure and/or recognition in the financial statements through the date that the financial statements were available to be issued, which date is October 4, 2021.

3. Grants and Contracts Receivable

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

4. Property and Equipment

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

	<u>2021</u>	<u>2020</u>
Computers and equipment	\$ 2,633,618	\$ 2,182,099
Furniture and fixtures	679,189	602,470
Software	211,076	211,076
Website development	17,000	17,000
Leasehold improvements	<u>4,721,037</u>	<u>3,278,543</u>
	8,261,920	6,291,188
Accumulated depreciation and amortization	<u>(4,036,653)</u>	<u>(3,572,719)</u>
	<u>\$ 4,225,267</u>	<u>\$ 2,718,469</u>

5. Liquidity and Availability of Financial Assets

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 dates, are comprised of the following at June 30:

	<u>2021</u>	<u>2020</u>
Cash	\$ 3,207,152	\$ 5,151,248
Grants and contracts receivable	<u>1,692,041</u>	<u>603,588</u>
	<u>\$ 4,899,193</u>	<u>\$ 5,754,836</u>

As part of the School's liquidity management plan, the status of grants and contracts receivable is monitored regularly and any excess cash is invested in highly liquid securities.

New Heights Academy Charter School

Notes to Financial Statements
June 30, 2021 and 2020

6. Employee Benefit Plan

The School maintains a pension plan qualified under Internal Revenue Code 401(k), for the benefit of its eligible employees. Under the plan, the School matched employee contributions up to 5% of annual compensation. Employee match for the years ended June 30, 2021 and 2020 amounted to \$226,765 and \$211,008

7. Concentration of Credit Risk

Financial instruments that potentially subject the School to concentrations of credit and market risk consist principally of cash and cash equivalents on deposit with financial institutions, which from time to time may exceed the Federal Deposit Insurance Corporation ("FDIC") limit. The School does not believe that a significant risk of loss due to the failure of a financial institution presently exists. At June 30, 2021 and 2020, approximately \$2,670,000 and \$4,470,000 of cash was maintained with three institutions in excess of FDIC limits.

8. Concentration of Revenue and Support

The School receives a substantial portion of its revenue and support from the New York City Department of Education. For the years ended June 30, 2021 and 2020, the School received approximately 87% and 94% of total revenue and support from the New York City Department of Education. If the charter school laws were modified, reducing or eliminating these revenues, the School's finances could be materially adversely affected.

9. Commitments

Operating Lease - Civic Builders, Inc.

During the year ended June 30, 2010, the School finalized a non-cancellable sublease agreement with Civic Builders, Inc. ("Civic") on the expansion of their facility expiring on May 30, 2039. As a result of this agreement, Civic took over the School's prior lease obligation and secured options for an additional two floors. The agreement enabled the School to expand its infrastructure to service approximately 750 students. Under this agreement, the School paid a security deposit in the amount of \$500,000.

The future minimum lease payments under this operating lease are as follows for the years ending June 30:

2022	\$ 1,917,729
2023	1,964,898
2024	2,013,476
2025	2,063,520
2026	2,115,057
Thereafter	<u>29,567,986</u>
	<u>\$ 39,642,666</u>

New Heights Academy Charter School

Notes to Financial Statements
June 30, 2021 and 2020

9. Commitments (*continued*)

Operating Lease - 1818-1838 Amsterdam Avenue, LLC

On April 1, 2012, the School entered into a non-cancellable lease agreement with 1818-1838 Amsterdam Avenue, LLC ("Amsterdam") on the expansion of their facility expiring on May 31, 2039. Under this agreement and prior agreements, the School paid security deposits in the amount of \$176,078.

The future minimum lease payments under this operating lease are as follows for the years ending June 30:

2022	\$ 135,662
2023	139,732
2024	143,924
2025	148,242
2026	152,689
Thereafter	<u>2,437,108</u>
	<u>\$ 3,157,357</u>

The School recognizes rent expense on a straight-line basis over the term of the lease. Rent expense in excess of payments is recorded as deferred rent in the accompanying statements of financial position. Rent expense under all operating leases amounted to \$2,244,354 for the years ended June 30, 2021 and 2020.

10. Paycheck Protection Program Loan Payable

On April 27, 2020, the School qualified for and received a loan pursuant to the Paycheck Protection Program ("PPP"), a program implemented by the U.S. Small Business Administration ("SBA") under the Coronavirus Aid, Relief, and Economic Security Act ("CARES Act"), from a qualified PPP lender, for an aggregate principal and interest amount of amount of \$1,767,115. (the "PPP Loan"). The PPP Loan bore interest at a fixed rate of 1.0% per annum, with the first six months of interest deferred, had a term of five years, and was unsecured and guaranteed by the SBA. The principal amount of the PPP Loan and related interest of \$18,211 was subject to forgiveness under the PPP upon the School's request to the extent that the PPP Loan proceeds were used to pay expenses permitted by the PPP, including payroll costs, covered rent and mortgage obligations, and covered utility payments incurred by the School. The School applied for full forgiveness of the PPP Loan with respect to these covered expenses.

On May 12, 2021, the PPP Loan was forgiven in full by the SBA. The loan forgiveness of \$1,785,326 is included on the accompanying statements of activities as gain on forgiveness of Paycheck Protection Program Loan.

New Heights Academy Charter School

Notes to Financial Statements
June 30, 2021 and 2020

11. Contingency

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

12. Risks and Uncertainties

The School's operations and financial performance may be affected by the recent COVID-19 outbreak which has spread globally and is expected to adversely affect economic conditions throughout the world. If the outbreak continues and conditions worsen, the School may experience a disruption in operations as well as a decline in revenue activities. Economic uncertainty is related to the potential reduction and/or delays in state and local per pupil operating revenue, shortfalls and variations in enrollment, and operational and other changes that could increase expenses. The outbreak may adversely affect the School's activities, financial condition, results of operations, and cash flows. Management is closely monitoring the impact of COVID-19 and believes the School is taking appropriate actions to mitigate the negative impact. However, management is unable to estimate the financial impact, if any, related to this matter.

New Heights Academy Charter School

Uniform Guidance
Schedules and Reports

June 30, 2021

New Heights Academy Charter School

Schedule of Expenditures of Federal Awards
Year Ended June 30, 2021

<u>Federal Grantor/Pass-Through Grantor/ Program or Cluster Title</u>	<u>Federal CFDA Number</u>	<u>Pass-Through Entity Identifying Number</u>	<u>Provided to Subrecipients</u>	<u>Total Federal Expenditures</u>
<u>U.S. Department of Agriculture</u>				
Pass-Through New York State Education Department:				
Child Nutrition Cluster				
School Breakfast Program	10.553	310600860887	\$ -	\$ 10,033
National School Lunch Program	10.555	310600860887	-	21,615
Total U.S. Department of Agriculture			<u>-</u>	<u>31,648</u>
<u>U.S. Department of Education</u>				
Pass-Through New York State Education Department:				
Title I Grants to Local Educational Agencies	84.010	0021214359	-	302,884
Supporting Effective Instruction State Grants (Formerly Improving Teacher Quality State Grants)	84.367	0147214359	-	26,661
Student Support and Academic Enrichment Program	84.424	0293214359	-	25,823
English Language Acquisition State Grants	84.365	0204214359	-	11,497
Education Stabilization Fund/Elementary and Secondary School Emergency Relief Fund	84.425D	5890214359	-	288,603
Education Stabilization Fund/Elementary and Secondary School Emergency Relief Fund II Charter Schools/Covid-19 Relief	84.425D 84.282	5891214359 Not available	-	997,843 49,950
Total U.S. Department of Education			<u>-</u>	<u>1,703,261</u>
Total Expenditures of Federal Awards			<u>\$ -</u>	<u>\$1,734,909</u>

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

New Heights Academy Charter School

Notes to the Schedule of Expenditures of Federal Awards
Year Ended June 30, 2021

1. Basis of Presentation

The accompanying schedule of expenditures of federal awards (the "Schedule") includes the federal award activity of New Heights Academy Charter School (the "School"), under programs of the federal government for the year ended June 30, 2021. The information in this Schedule is presented in accordance with the requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Because the Schedule presents only a selected portion of the operations of the School, it is not intended to and does not present the financial position, changes in net assets or cash flows of the School.

2. Summary of Significant Accounting Policies

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

3. Indirect Cost Rate

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

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

Independent Auditors' Report

**Board of Trustees
New Heights Academy Charter School**

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of New Heights Academy Charter School (the "School"), which comprise the statement of financial position as of June 30, 2021, and the related statements of activities, functional expenses and cash flows for the year then ended, and the related notes to the financial statements, and have issued our report thereon dated October 4, 2021.

Internal Control Over Financial Reporting

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

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

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

Compliance and Other Matters

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

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the 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.

PKF O'Connor Davies, LLP

Harrison, New York
October 4, 2021

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

Independent Auditors' Report

**Board of Trustees
New Heights Academy Charter School**

Report on Compliance for Each Major Federal Program

We have audited New Heights Academy Charter School's (the "School") compliance with the types of compliance requirements described in the *OMB Compliance Supplement* that could have a direct and material effect on each of the School's major federal programs for the year ended June 30, 2021. The School's major federal programs are identified in the summary of auditors' results section of the accompanying schedule of findings and questioned costs.

Management's Responsibility

Management is responsible for compliance with federal statutes, regulations, and the terms and conditions of its federal awards applicable to its federal programs.

Auditors' Responsibility

Our responsibility is to express an opinion on compliance for each of the School's major federal programs based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Those standards and the Uniform Guidance require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about the School's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for each major federal program. However, our audit does not provide a legal determination of the School's compliance.

Opinion on Each Major Federal Program

In our opinion, the School complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2021.

Report on Internal Control Over Compliance

Management of the School is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered the School's internal control over compliance with the types of requirements that could have a direct and material effect on each major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for each major federal program 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 internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of the School's 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 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 first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

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.

PKF O'Connor Davies, LLP

Harrison, New York
October 4, 2021

New Heights Academy Charter School

Schedule of Findings and Questioned Costs
Year Ended June 30, 2021

Section I - Summary of Auditors' Results

Financial Statements

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

Unmodified

Internal control over financial reporting:

Material weakness(es) identified?

_____ yes X no

Significant deficiency(ies) identified?

_____ yes X none reported

Noncompliance material to the financial statements noted?

_____ yes X no

Federal Awards

Internal control over major federal programs:

Material weakness(es) identified?

_____ yes X no

Significant deficiency(ies) identified?

_____ yes X none reported

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

Unmodified

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

_____ yes X no

Identification of major federal programs:

CFDA Number(s)

Name of Federal Program or Cluster

84.425D

Education Stabilization Fund/Elementary and Secondary School Emergency Relief Fund

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

\$750,000

Auditee qualified as low-risk auditee?

_____ yes X no

Section II – Financial Statement Findings

During our audit, we noted no material findings for the year ended June 30, 2021.

Section III – Federal Award Findings and Questioned Costs

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

Section IV – Prior Year Findings

Not applicable. The School was not subject to the Uniform Guidance for the year ended June 30, 2020.



**Board of Trustees
New Heights Academy Charter School**

Auditors' Communication on Internal Control

In planning and performing our audit of the financial statements of New Heights Academy Charter School (the "School") as of and for the year ended June 30, 2021, in accordance with auditing standards generally accepted in the United States of America, we considered the School's internal control over financial reporting ("internal control") as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the School's internal control. Accordingly, we do not express an opinion on the effectiveness of the School's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A material weakness is a deficiency, or combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected, on a timely basis.

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

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

This communication is intended solely for the information and use of management, the audit committee, the Board of Trustees, the New York City Department of Education, and the State Education Department of the State University of New York, and others within the School, and is not intended to be and should not be used by anyone other than these specified parties.

PKF O'Connor Davies, LLP

Harrison, New York
October 4, 2021



Bank

America's Most Convenient Bank®

NEW HEIGHTS ACADEMY CHARTER SCHOOL
1818 AMSTERDAM AVE
NEW YORK NY 10031

Page:
Statement Period:
Cust Ref #:
Primary Account #:

1 of 2
Jul 01 2021-Jul 31 2021



Overdraft Policy Change Effective August 6, 2021

The following change applies only to Commercial and Small Business Checking Accounts and Money Market Accounts with check access: TD is making changes to reduce Customer overdraft fees: Instead of charging an overdraft fee if you overdraw your account by greater than \$5, you may now overdraw your account by up to \$10 without TD charging you an overdraft fee.

Overdraft fees apply to a maximum of five (5) items per day per account and this will remain unchanged. For Business Checking accounts on Account Analysis Billing, all overdrafts, regardless of volume, are billed through Account Analysis. Please contact your Treasury Management Officer for further details.

NP Interest Now

NEW HEIGHTS ACADEMY CHARTER SCHOOL

Account #



ACCOUNT SUMMARY

Statement Balance as of 07/01		75,935.30
Plus	0 Deposits and Other Credits	0.00
Plus	Interest Paid	6.45
Less	0 Checks and Other Debits	0.00
Statement Balance as of 07/31		75,941.75

ACCOUNT ACTIVITY

Transactions by Date

DATE	DESCRIPTION	DEBIT	CREDIT	BALANCE
07/30	INTEREST PAID		6.45	75,941.75

INTEREST SUMMARY

Beginning Interest Rate	0.10%
Number of days in this Statement Period	31
Interest Earned this Statement Period	6.45
Annual Percentage Yield Earned	0.10%
Interest Paid Year to date	44.10

Call 1-800-937-2000 for 24-hour Bank-by-Phone services or connect to www.tdbank.com

How to Balance your Account

Begin by adjusting your account register as follows:

- Subtract any services charges shown on this statement.
- Subtract any automatic payments, transfers or other electronic withdrawals not previously recorded.
- Add any interest earned if you have an interest-bearing account.
- Add any automatic deposit or overdraft line of credit.
- Review all withdrawals shown on this statement and check them off in your account register.
- Follow instructions 2-5 to verify your ending account balance.

1. Your ending balance shown on this statement is:
2. List below the amount of deposits or credit transfers which do not appear on this statement. Total the deposits and enter on Line 2.
3. Subtotal by adding lines 1 and 2.
4. List below the total amount of withdrawals that do not appear on this statement. Total the withdrawals and enter on Line 4.
5. Subtract Line 4 from 3. This adjusted balance should equal your account balance.

Ending Balance	-	
Total Deposits	+	
Sub Total		
Total Withdrawals		
Adjusted Balance		

DEPOSITS NOT ON STATEMENT	DOLLARS	CENTS
Total Deposits		

WITHDRAWALS NOT ON STATEMENT	DOLLARS	CENTS

WITHDRAWALS NOT ON STATEMENT	DOLLARS	CENTS
Total Withdrawals		

FOR CONSUMER ACCOUNTS ONLY IN CASE OF ERRORS OR QUESTIONS ABOUT YOUR ELECTRONIC FUNDS TRANSFERS:

If you need information about an electronic fund transfer or if you believe there is an error on your bank statement or receipt relating to an electronic fund transfer, telephone the bank immediately at the phone number listed on the front of your statement or write to:

TD Bank, N.A., Deposit Operations Dept, P.O. Box 1377, Lewiston, Maine 04243-1377

We must hear from you no later than sixty (60) calendar days after we sent you the first statement upon which the error or problem first appeared. When contacting the Bank, please explain as clearly as you can why you believe there is an error or why more information is needed. Please include:

- Your name and account number.
- A description of the error or transaction you are unsure about.
- The dollar amount and date of the suspected error.

When making a verbal inquiry, the Bank may ask that you send your complaint in writing within ten (10) business days after the first telephone call.

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

INTEREST NOTICE

Total interest credited by the Bank to you this year will be reported by the Bank to the Internal Revenue Service and State tax authorities. The amount to be reported will be reported separately to you by the Bank.

FOR CONSUMER LOAN ACCOUNTS ONLY BILLING RIGHTS SUMMARY

In case of Errors or Questions About Your Bill:

If you think your bill is wrong, or if you need more information about a transaction on your bill, write us at P.O. Box 1377, Lewiston, Maine 04243-1377 as soon as possible. We must hear from you no later than sixty (60) days after we sent you the FIRST bill on which the error or problem appeared. You can telephone us, but doing so will not preserve your rights. In your letter, give us the following information:

- Your name and account number.
- The dollar amount of the suspected error.
- Describe the error and explain, if you can, why you believe there is an error. If you need more information, describe the item you are unsure about.

You do not have to pay any amount in question while we are investigating, but you are still obligated to pay the parts of your bill that are not in question. While we investigate your question, we cannot report you as delinquent or take any action to collect the amount you question.

FINANCE CHARGES: Although the Bank uses the Daily Balance method to calculate the finance charge on your Moneyline/Overdraft Protection account (the term "ODP" or "OD" refers to Overdraft Protection), the Bank discloses the Average Daily Balance on the periodic statement as an easier method for you to calculate the finance charge. The finance charge begins to accrue on the date advances and other debits are posted to your account and will continue until the balance has been paid in full. To compute the finance charge, multiply the Average Daily Balance times the Days in Period times the Daily Periodic Rate (as listed in the Account Summary section on the front of the statement). The Average Daily Balance is calculated by adding the balance for each day of the billing cycle, then dividing the total balance by the number of Days in the Billing Cycle. The daily balance is the balance for the day after advances have been added and payments or credits have been subtracted plus or minus any other adjustments that might have occurred that day. There is no grace period during which no finance charge accrues. Finance charge adjustments are included in your total finance charge.

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

Name:

Sherrika Fuller

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

New Heights Academy Charter School

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

Member

2. Are you an employee of any school operated by the education corporation?

Yes No

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

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

Yes No

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

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

Yes No

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

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

Yes No

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

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

Yes No

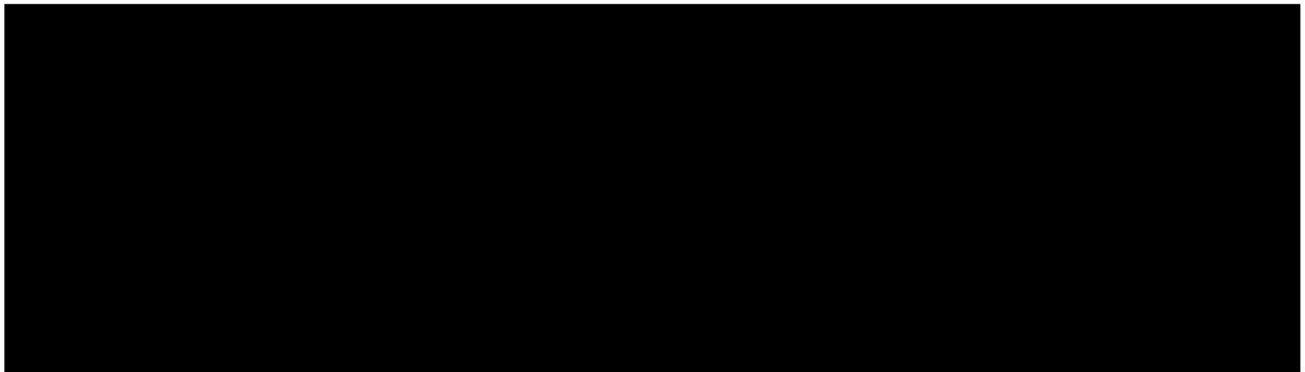
If **Yes**, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

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

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

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

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



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

-last revised 04/2021

Signature: 
Sherrika Fuller (Jun 19, 2021 01:00 EDT)

Email: 

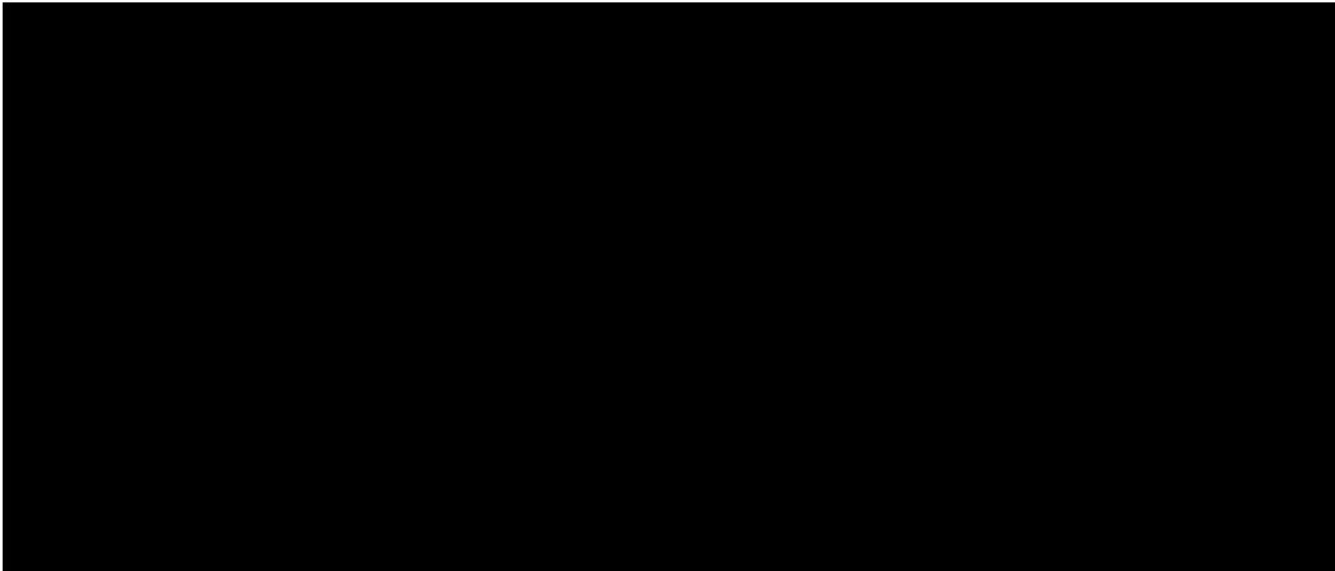
NYSED 202021 BOT Financial Disclosure Form

Final Audit Report

2021-06-19

Created:	2021-06-19
By:	Jen Pasek [REDACTED]
Status:	Signed
Transaction ID:	[REDACTED]

"NYSED 202021 BOT Financial Disclosure Form" History



■ Agreement completed.
2021-06-19 - 5:00:33 AM GMT

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

Name:

Marc Silberman

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

New Heights Academy

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

Trustee

2. Are you an employee of any school operated by the education corporation?

Yes No

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

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

Yes No

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

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

Yes No

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

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

Yes No

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

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

Yes No

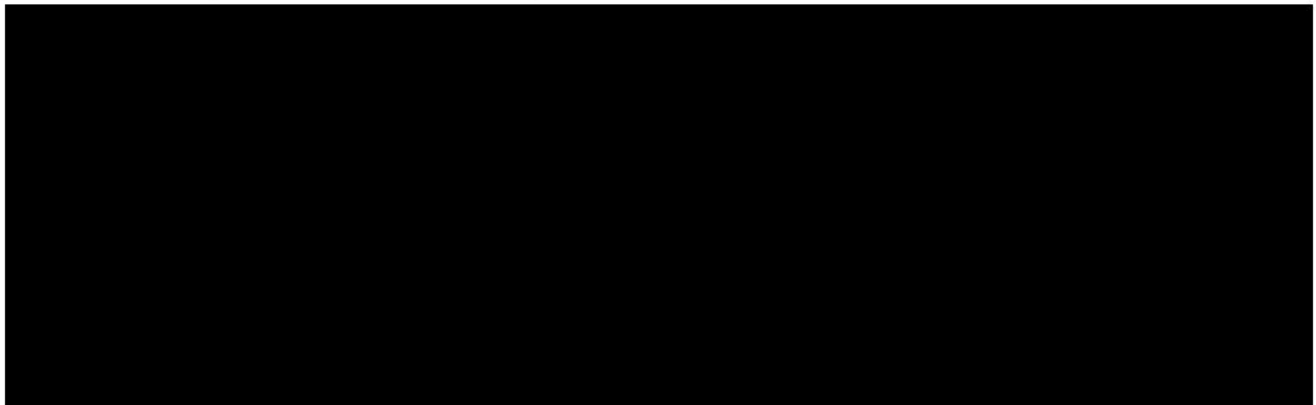
If **Yes**, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

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

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

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

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



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-last revised 04/2021

Signature: Marc Silberman
Marc Silberman (Jun 23, 2021 22:19 EDT)

Email: 

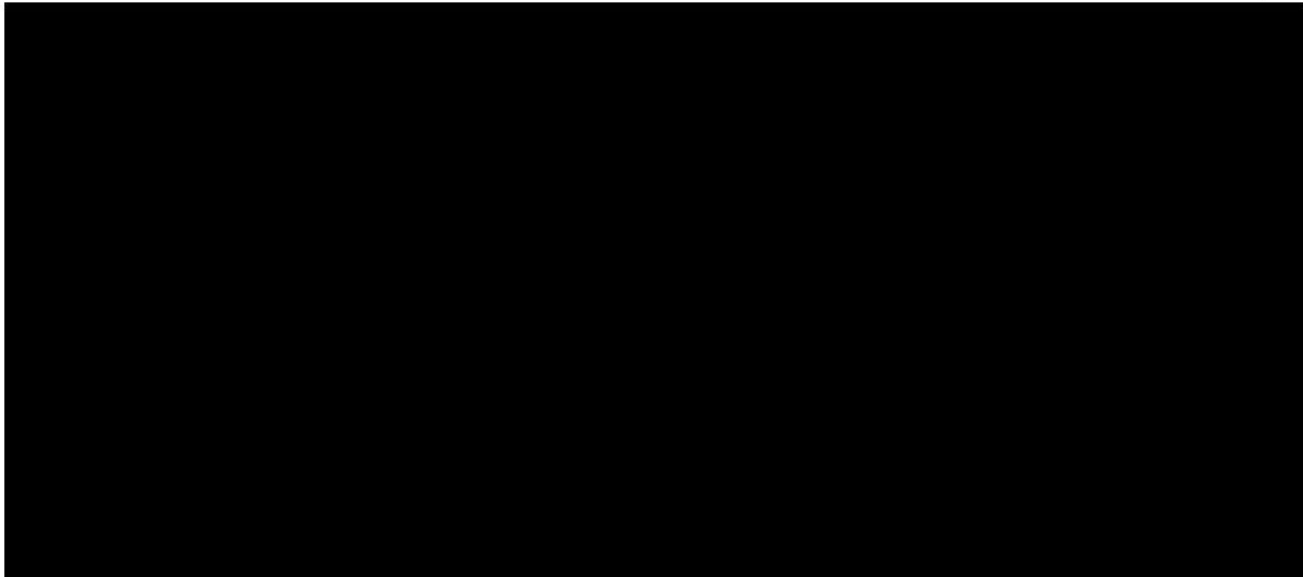
NYSED 202021 BOT Financial Disclosure Form

Final Audit Report

2021-06-24

Created:	2021-06-24
By:	Jen Pasek [REDACTED]
Status:	Signed
Transaction ID:	[REDACTED]

"NYSED 202021 BOT Financial Disclosure Form" History



■ Agreement completed.
2021-06-24 - 2:20:01 AM GMT

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

Name:

Dylan Hogarty

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

New Heights Academy

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

President

2. Are you an employee of any school operated by the education corporation?

Yes No

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

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

Yes No

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

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

Yes No

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

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

Yes No

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

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

Yes No

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

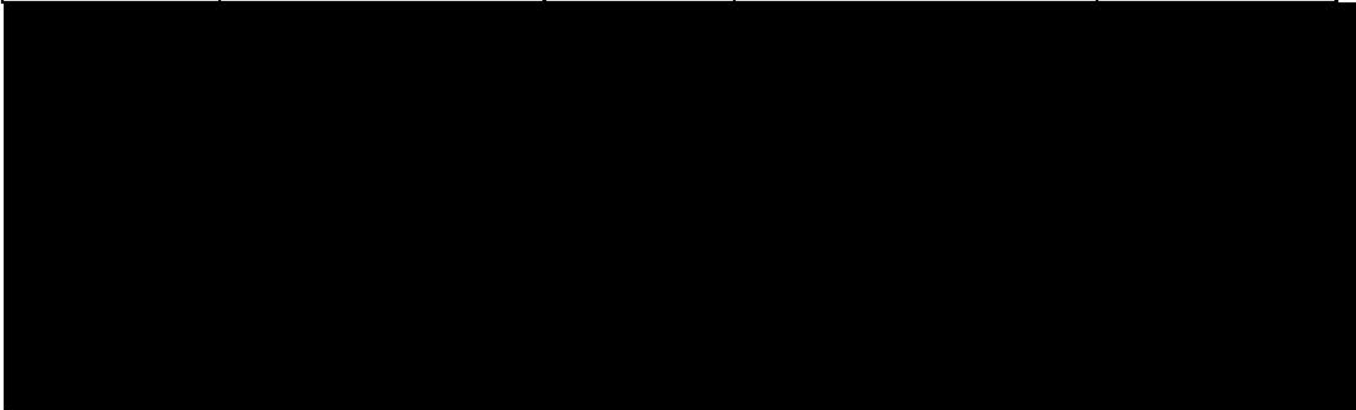
7. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the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

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

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

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

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



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

-last revised 04/2021

Signature: 
 Dylan Hogarty (Jun 18, 2021 12:56 EDT)

Email: 

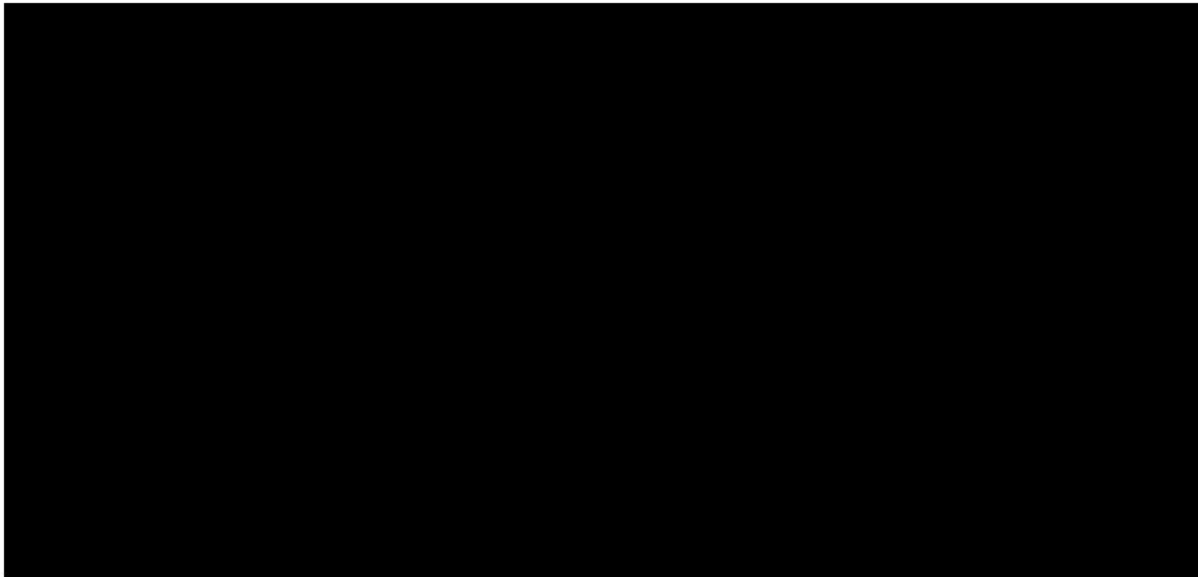
NYSED 202021 BOT Financial Disclosure Form

Final Audit Report

2021-06-18

Created:	2021-06-18
By:	Jen Pasek ([REDACTED])
Status:	Signed
Transaction ID:	[REDACTED]

"NYSED 202021 BOT Financial Disclosure Form" History



■ Agreement completed.
2021-06-18 - 4:56:49 PM GMT

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

Name:

Jamie Gartland

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

New Heights Academy Charter School

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

Staff representative to the board

2. Are you an employee of any school operated by the education corporation?

Yes No

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

Teacher

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

Yes No

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

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

Yes No

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

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

Yes No

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

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

Yes No

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

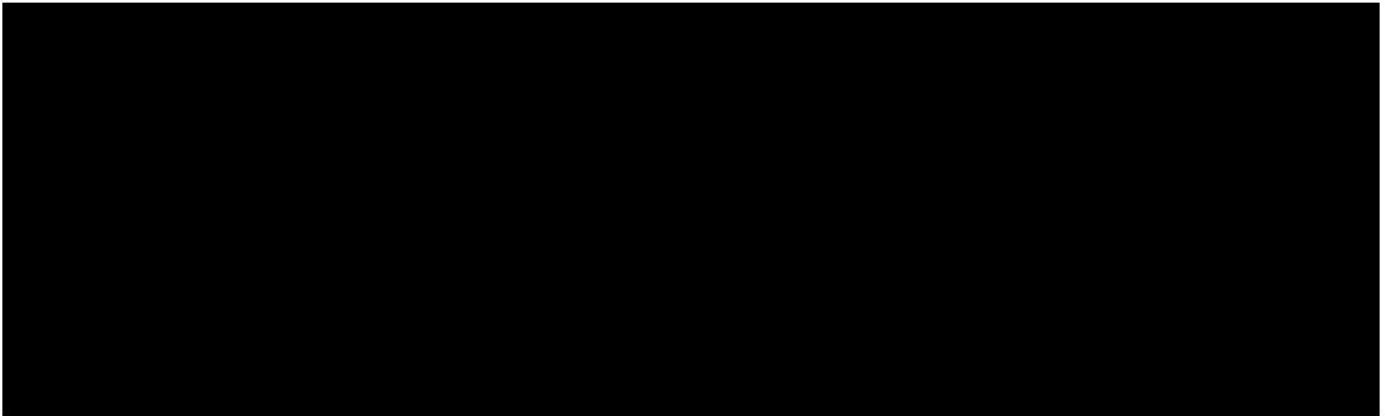
7. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the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

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

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



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

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



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

-last revised 04/2021

Signature: 
Jonie Gartland (Jul 19, 2021 13:35 EDT)
 Email: 

NYSED 202021 BOT Financial Disclosure Form

Final Audit Report

2021-07-19

Created:	2021-07-19
By:	Jen Pasek [REDACTED]
Status:	Signed
Transaction ID:	[REDACTED]

"NYSED 202021 BOT Financial Disclosure Form" History



■ Agreement completed.
2021-07-19 - 5:35:48 PM GMT

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

Name:

Anne Hogarty

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

New Heights Academy Charter School

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

Board member

2. Are you an employee of any school operated by the education corporation?

Yes No

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

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

Yes No

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

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

Yes No

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

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

Yes No

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

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

Yes No

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

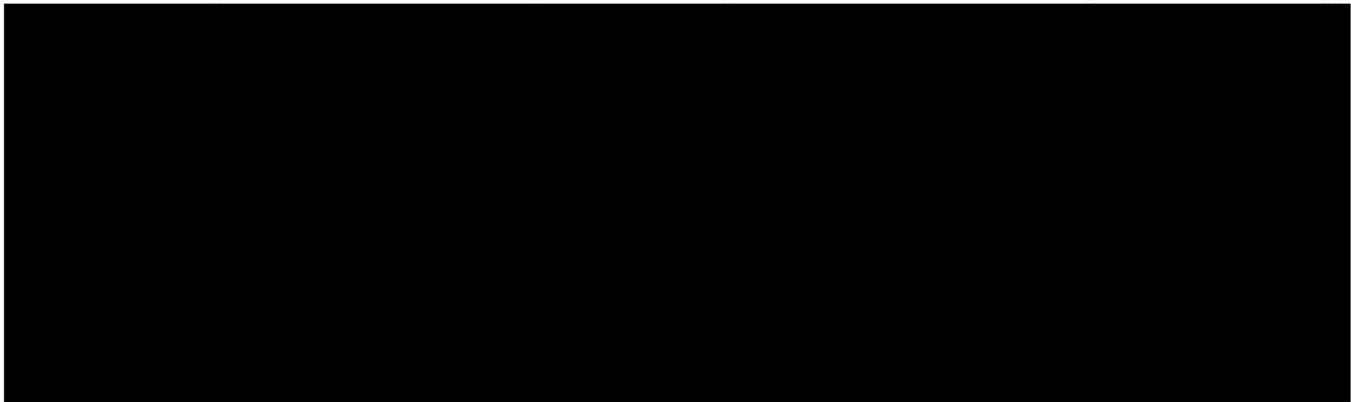
7. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the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

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

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

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

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



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

-last revised 04/2021

Signature: 
Anne Hogarty (Jul 7, 2021 10:11 EDT)

Email: 

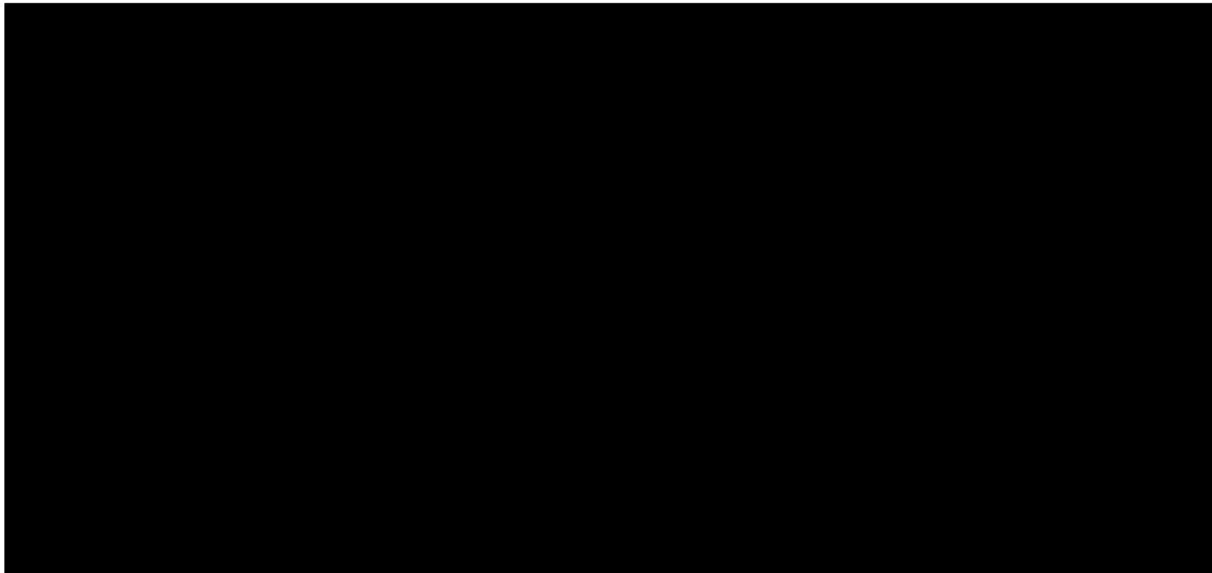
NYSED 202021 BOT Financial Disclosure Form

Final Audit Report

2021-07-07

Created:	2021-07-07
By:	Jen Pasek [REDACTED]
Status:	Signed
Transaction ID:	[REDACTED]

"NYSED 202021 BOT Financial Disclosure Form" History



■ Agreement completed.
2021-07-07 - 2:11:37 PM GMT

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

Name:

Sarah Kretz

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

New Heights Academy

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

Board Member

2. Are you an employee of any school operated by the education corporation?

Yes No

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

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

Yes No

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

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

Yes No

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

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

Yes No

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

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

Yes No

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

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

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

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

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

Business Telephone: _____

Business Address: _____

E-mail Address: sjkretz@gmail.com

Home Telephone: 6318485532

Home Address: 212 W 22nd St Apt 3K New York NY 10011

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

-last revised 04/2021

Signature: Sarah J Kretz
Sarah J Kretz (Jun 20, 2021 23:10 EDT)



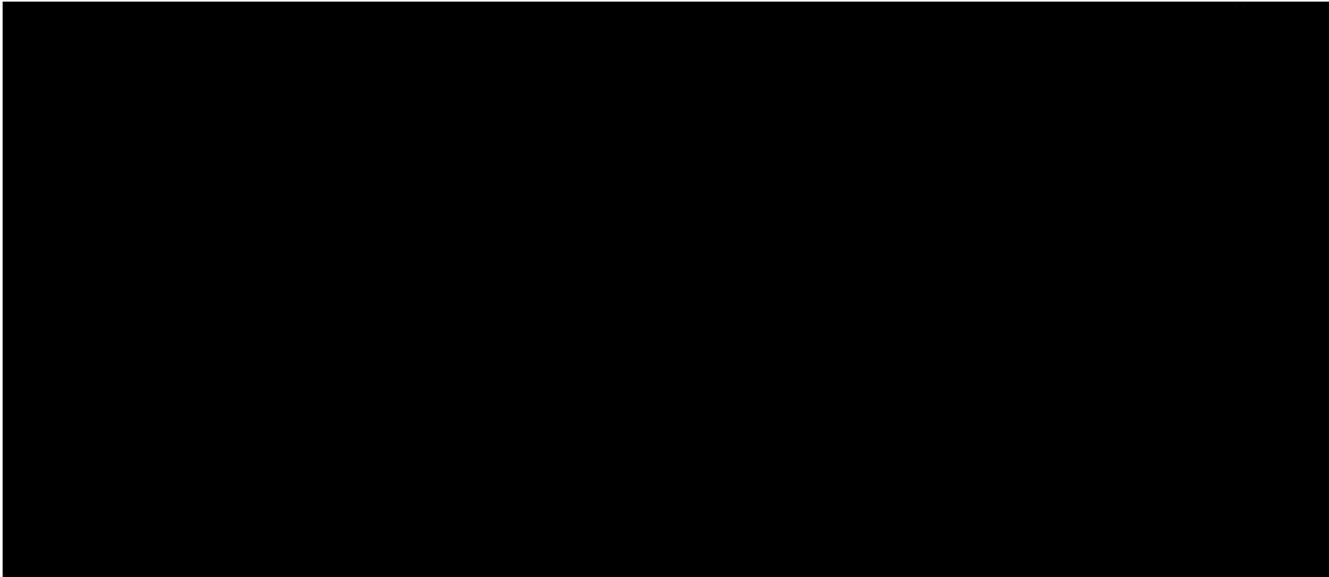
NYSED 202021 BOT Financial Disclosure Form

Final Audit Report

2021-06-21

Created:	2021-06-21
By:	Jen Pasek [REDACTED]
Status:	Signed
Transaction ID:	[REDACTED]

"NYSED 202021 BOT Financial Disclosure Form" History



■ Agreement completed.
2021-06-21 - 3:10:26 AM GMT

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

Name:

Gigi Parris

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

New Heights Academy Charter School

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

Vice President

2. Are you an employee of any school operated by the education corporation?

Yes No

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

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

Yes No

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

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

Yes No

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

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

Yes No

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

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

Yes No

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

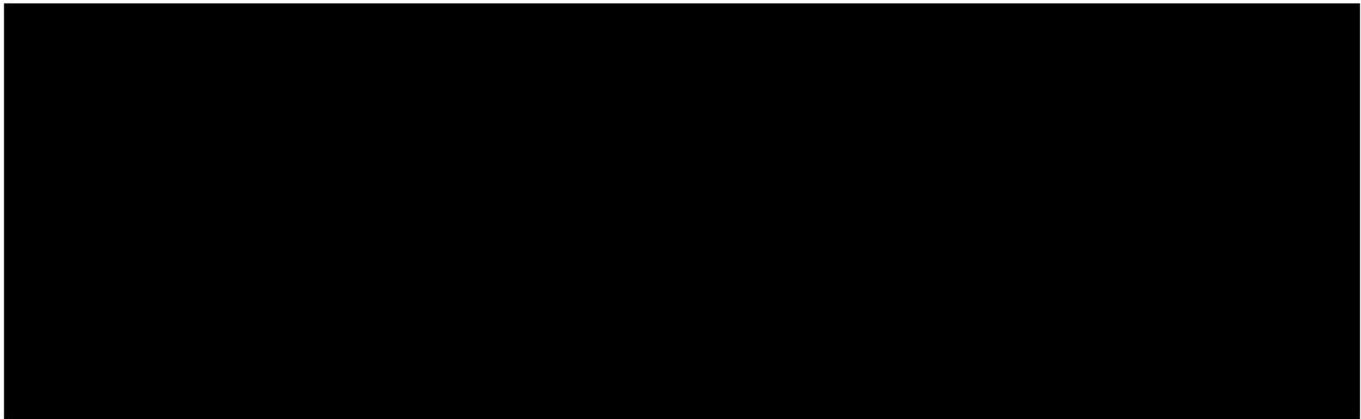
7. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the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

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

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

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

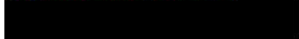
Please write "None" if applicable. Do not leave this space blank.



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

-last revised 04/2021

Signature: Gigi Parris
Gigi Parris (Jul 29, 2021 23:36 EDT)

Email: 

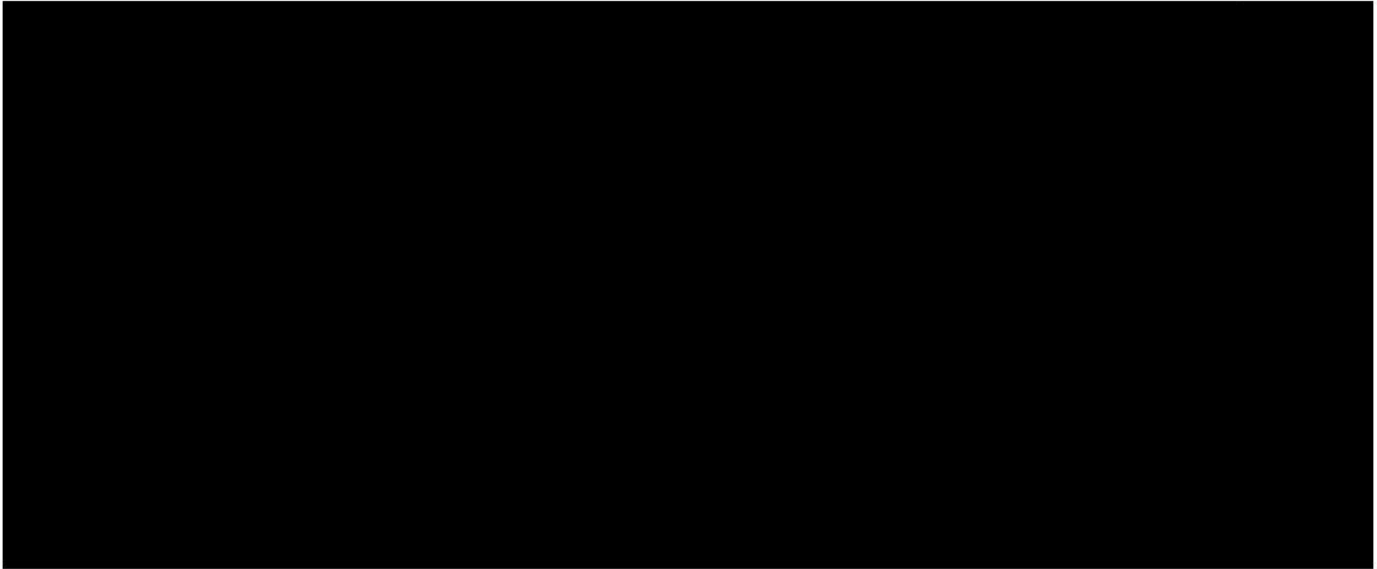
NYSED 202021 BOT Financial Disclosure Form

Final Audit Report

2021-07-30

Created:	2021-07-30
By:	Jen Pasek [REDACTED]
Status:	Signed
Transaction ID:	[REDACTED]

"NYSED 202021 BOT Financial Disclosure Form" History



■ Agreement completed.
2021-07-30 - 11:08:16 PM GMT

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

Name:

Brandt Smallwood

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

New Heights Academy

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

Trustee

2. Are you an employee of any school operated by the education corporation?

Yes No

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

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

Yes No

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

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

Yes No

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

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

Yes No

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

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

Yes No

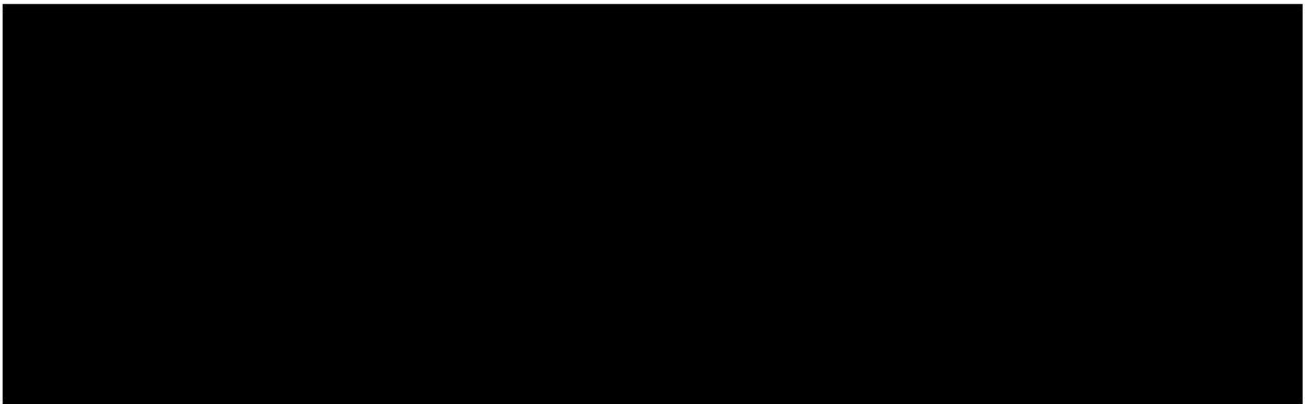
If **Yes**, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

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

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

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

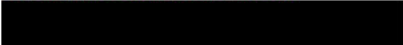
Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps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



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

-last revised 04/2021

Signature: 
Brandt Smallwood (Jun 20, 2021 19:05 EDT)

Email: 

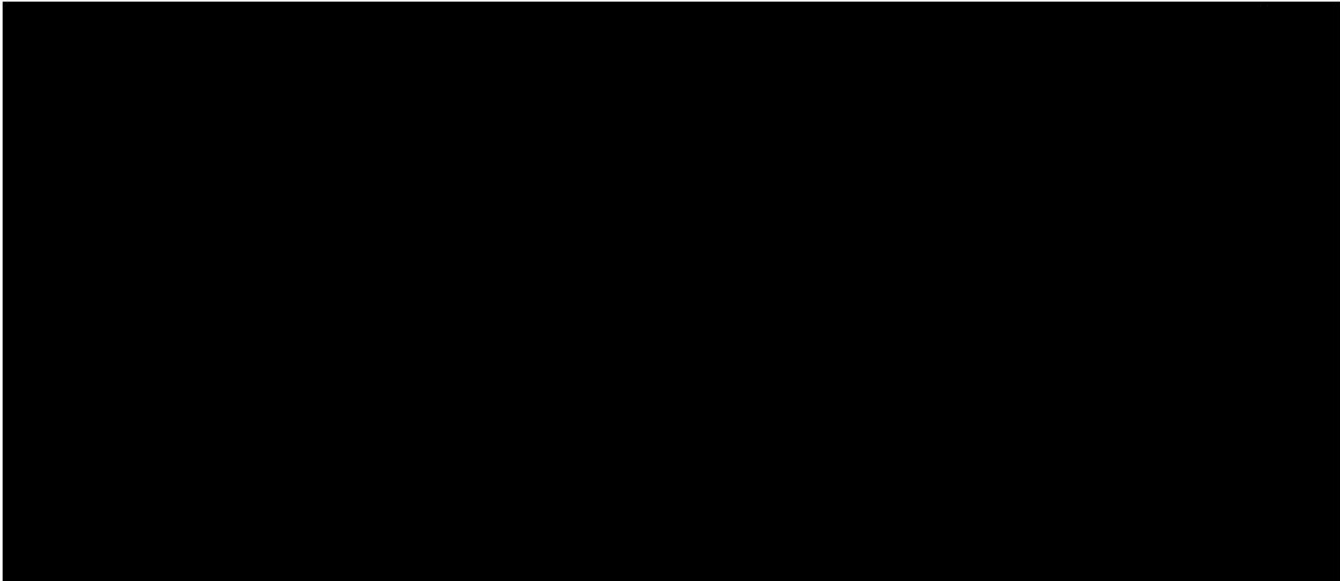
NYSED 202021 BOT Financial Disclosure Form

Final Audit Report

2021-06-20

Created:	2021-06-20
By:	Jen Pasek [REDACTED]
Status:	Signed
Transaction ID:	[REDACTED]

"NYSED 202021 BOT Financial Disclosure Form" History



■ Agreement completed.
2021-06-20 - 11:05:21 PM GMT

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

Name:

Benjamin Talton

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

New Heights Academy Charter School

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

Member

2. Are you an employee of any school operated by the education corporation?

Yes No

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

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

Yes No

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

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

Yes No

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

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

Yes No

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

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

Yes No

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

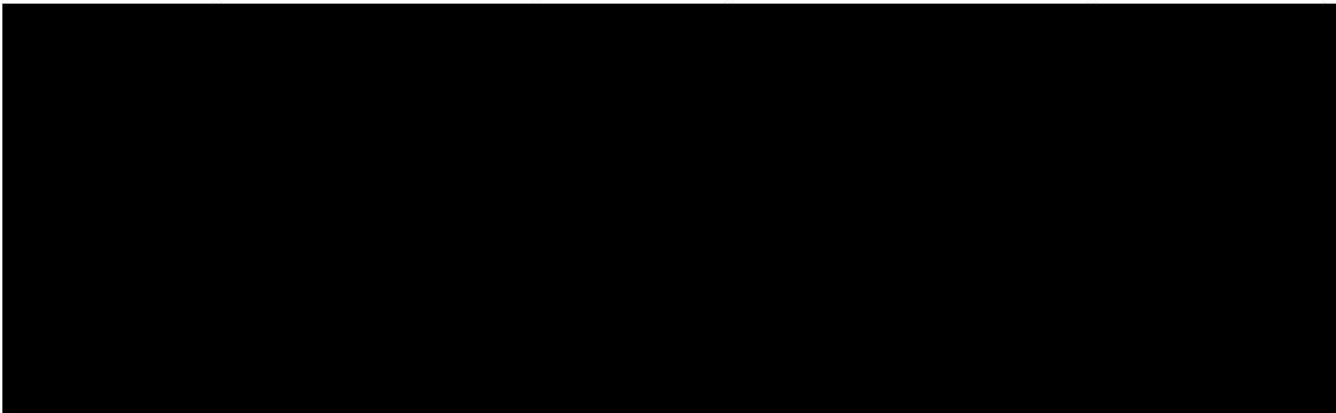
7. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the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

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

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

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


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



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

-last revised 04/2021

Signature: Benjamin Talton
Benjamin Talton (Jul 19, 2021 08:23 EDT)

Email: 

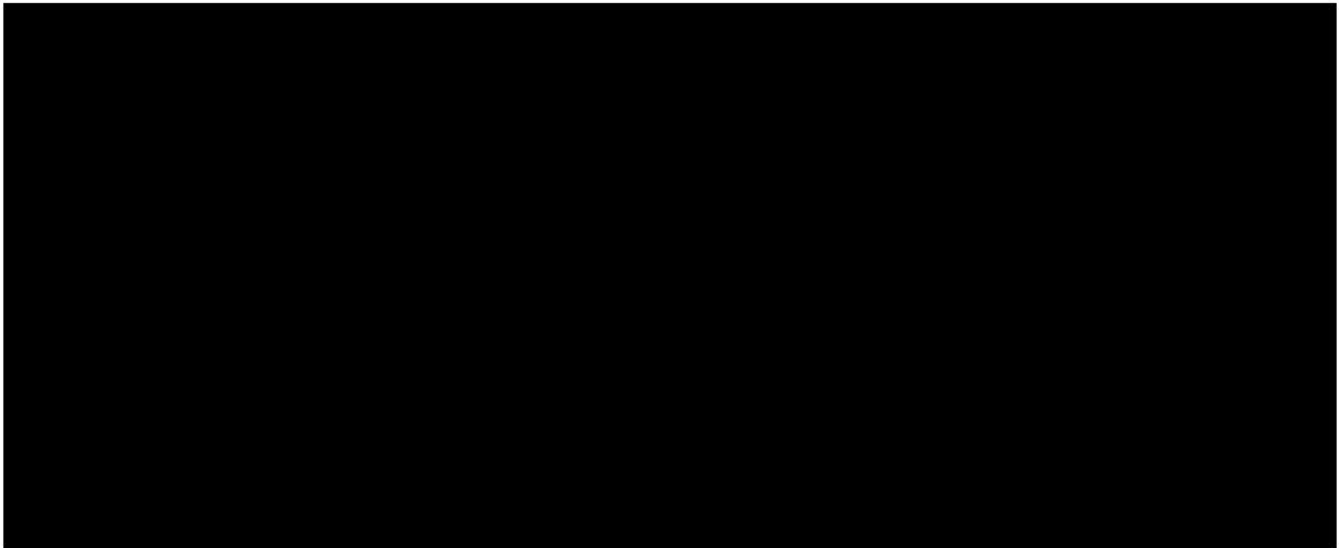
NYSED 202021 BOT Financial Disclosure Form

Final Audit Report

2021-07-19

Created:	2021-07-19
By:	Jen Pasek [REDACTED]
Status:	Signed
Transaction ID:	[REDACTED]

"NYSED 202021 BOT Financial Disclosure Form" History



■ Email viewed by Benjamin Talton (talton@temple.edu)
2021-07-19 - 12:24:09 PM GMT- IP address: 104.47.58.126

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

Name:

Angel Vasquez

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

New Heights Academy

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

Trustee

2. Are you an employee of any school operated by the education corporation?

Yes No

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

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

Yes No

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

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

Yes No

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

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

Yes No

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

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

Yes No

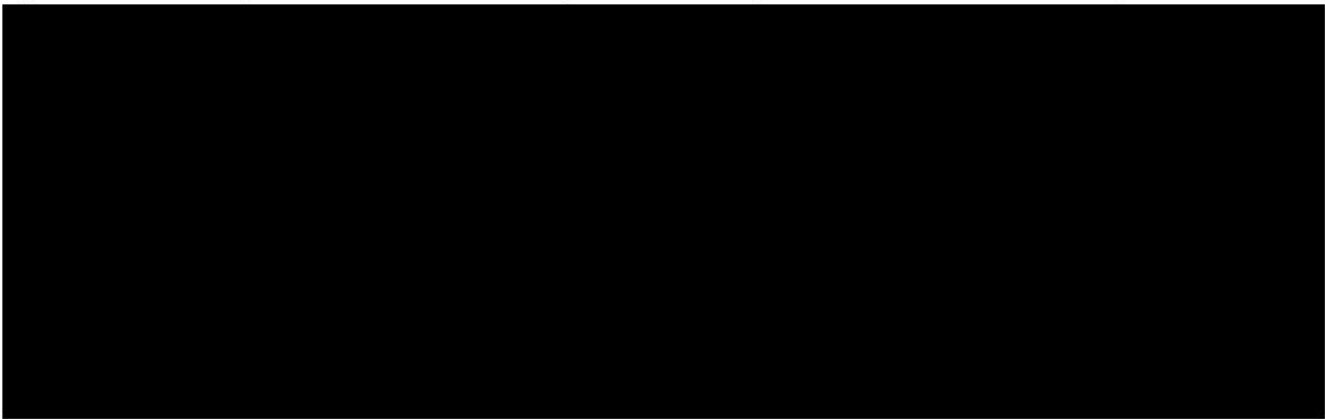
If **Yes**, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

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

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

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

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



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

-last revised 04/2021

Signature: Angel Vasquez
Angel Vasquez (Jun 18, 2021 13:54 EDT)

Email: 

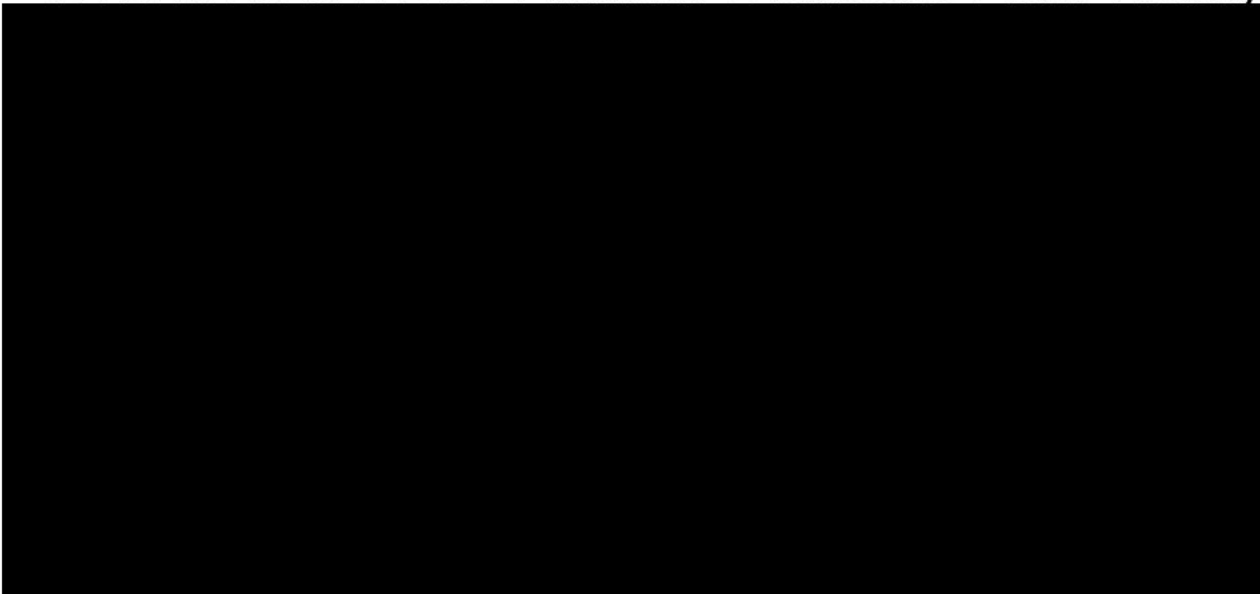
NYSED 202021 BOT Financial Disclosure Form

Final Audit Report

2021-06-18

Created:	2021-06-18
By:	Jen Pasek [REDACTED]
Status:	Signed
Transaction ID:	[REDACTED]

"NYSED 202021 BOT Financial Disclosure Form" History



■ Agreement completed.
2021-06-18 - 5:54:38 PM GMT

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

Name:

Megan Krystal Vargas

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

New Heights Academy Charter School

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

Board Member

2. Are you an employee of any school operated by the education corporation?

Yes No

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

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

Yes No

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

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

Yes No

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

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

Yes No

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

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

Yes No

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

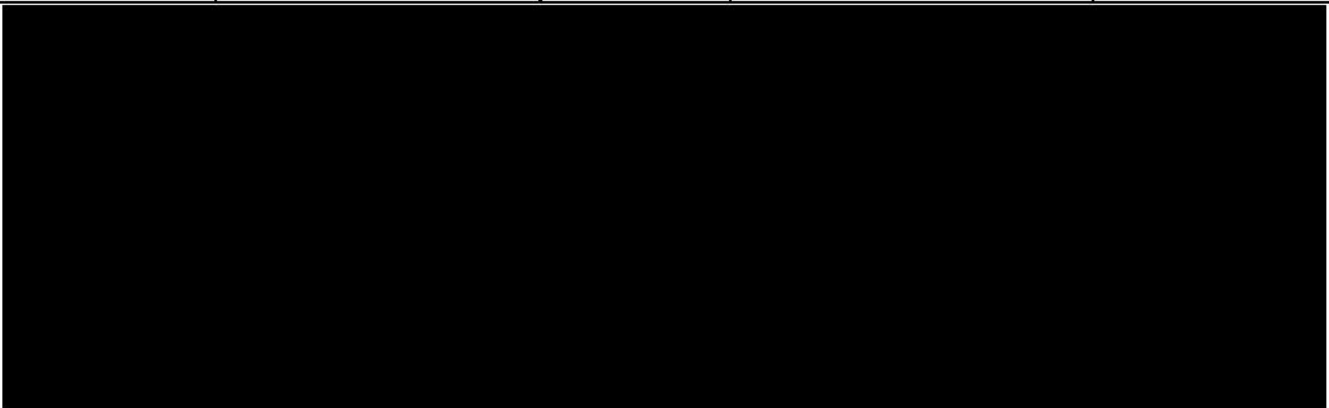
7. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the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

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

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

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


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



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

-last revised 04/2021

Signature: 
 Megan K Vargas (Jul 20, 2021 03:12 EDT)

Email: 

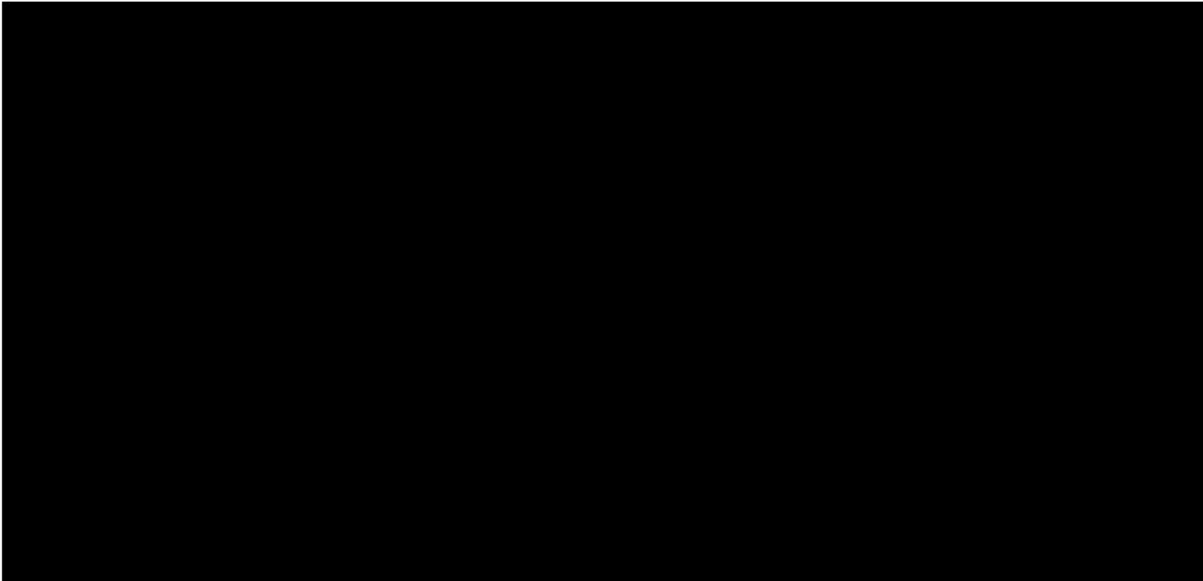
NYSED 202021 BOT Financial Disclosure Form

Final Audit Report

2021-07-20

Created:	2021-07-20
By:	Jen Pasek [REDACTED]
Status:	Signed
Transaction ID:	[REDACTED]

"NYSED 202021 BOT Financial Disclosure Form" History



■ Agreement completed.
2021-07-20 - 7:13:15 AM GMT



**Board of Trustees
July 23rd 2020
New Heights Academy Charter School
1818 Amsterdam Avenue
New York, NY 10031**

Attending: Jamie Gartland (Via Video), Dylan Hogarty (Via Video), Angel Vasquez (Via Video), Gigi Parris (Via Video), Quincy McLain (Via Video), Anne Hogarty (Via Video)

Absent: Daniel Ortiz, Megan Vargas

Guests: Christina Brown, Wendy Ramos, Sharon Collins, Li'Esha Garcia, Marc Silberman

I. Call to Order

Dylan Hogarty called the meeting to order @ 7:06pm

II. Approve Minutes from 6/18/2020 Board Meeting

- Dylan asked if there were any questions from the June board of trustees meeting minutes. There were no questions, comments or revisions.
- **Dylan moved to approve the minutes from the June 18th, 2020 meeting; Angel Vasquez Seconded.**
 - **Approved: 3 in Favor ; 0 Opposed; 2 Abstentions**



III. Community Comments

- New Staff academy begins on August 10th. A mix of small meetings, and virtual training were planned, but monitoring the situation to make adjustments if necessary.

IV. Trustee Election

- Anne Hogarty introduced Marc Silberman as a prospective board member. She shared some experiences working with him in the past and described him as an enthusiastic contributor with the ability to rally more interest in the school to expand board membership.
- Marc Silberman spoke about his experience with the Mind Matters organization which focuses on mentorship and test preparation. His mother was a New York City public school educator for 25 years. He has also been mentoring undergraduate students as they begin college.
- Dylan asked for questions or comments
- Dylan stated that he is excited about adding Marc to the board and that he would like to add even more members. He reminded the present members to reach out to their networks.
- **Dylan moved to Elect Marc Silberman to the NHACS board of trustees; Gigi Parris Seconded**
 - **Approved: 5 in Favor ; 0 Opposed; Abstentions**

V. Academic year (reopening updates)



- Christina Brown Shared that we have 4 entry points to the building with kiosks which records pictures, and temperature data. The school has purchased Chromebooks for 1:1 technology to student ratio. Students will be able to work virtually or in school as necessary. The school has purchased masks for students and visors for teachers so that staff and students are protected. The student's masks are ventilated and are part of the uniform. We are prepared to come back into the building if we can.
- Numbers of COVID cases are rising around the country. Making changes to have quarter 1 remotely is still a possibility. They city and state are not confident that schools will reopen. Some schools are still deciding and it is not clear what teachers are going to do with their children possibly having to learn from home if their schools decide not to open.
- The school's new curriculum has e-learning components. The staff is comfortable with coaching through Zoom as well as having DFS meetings so the work will continue to be responsive.
- There are still unanswered questions about what will happen if a student or staff member is diagnosed with covid, as of now we would close for 14 days, but not sure about finding substitute teachers because of regular sickness.
- There are 2 documents outlining procedures for arrivals, departures, bathroom access, lunches, transitions, etc. as well as what is expected from teachers, students and parents to maintain the integrity of these procedures.
- Quincy McLain asked if the CDC had finalized guidance for schoChristina answered that they have issued guidelines, but not strong enough to give a clear plan of action. There is guidance on the state and local level, but multiple topics have to be processed out.
- Wendy Ramos shared that we are directed to communicate infections to the Department of Health for contact tracing.
- Anne asked about students who qualify for free and reduced lunch and breakfast. Christina answered that the school has sent care packages to families that had already been identified as having a high need from May through July. When they come back to school, they will receive regular breakfast, lunch, and snack. If the building does not open, there will be care packages for students and families to pick up.



- Dylan asked about the process for onboarding new staff and students. Christina shared that the first week with new staff will have in person and virtual components; there will be smaller groups than usual and meetings through zoom. There will be GRR training, data training, curriculum as well as a Google classroom reset for use in grades 5-12. Much of the work will be online with google consultants, and then individually with coaches.
- Wendy shared that Zoom discussions have already been held with families about school culture and there is another session planned to update on how and when the school will open. In touch with new families in the building for registration. They have been scheduling families to come in every half hour during the day. They come in to drop paperwork, if they are not comfortable with technology. They can text, email, call or come in person.
- Jamie Gartland asked about communicating with parents about travel outside of New York City and how that might impact the start of school. Christina shared that the school is working with a lawyer on a letter about self-quarantining for 14 days based on travel locations that will go out to parents and staff.
- A questionnaire was sent out to parents to ask if they would want to have their children tested for COVID at school: 120/166 responded “yes.” This is something that will be investigated as an option.

VI. Board Reflection- Executive session

- **Dylan moved to enter executive session under open meeting law: §103(f); Anne Seconded**
 - **Approved: 6 in Favor ; 0 Opposed; 0 Abstentions**
- **Dylan moved to end the executive session; Angel seconded**
 - **Approved: 6 in Favor ; 0 Opposed; 0 Abstentions**



- **Dylan moved to approve proposed changes to Executive Director contract; Angel seconded**
 - **Approved: 6 in Favor ; 0 Opposed; 0 Abstentions**

VII. Adjournment

Dylan moved to adjourn the meeting; Angel seconded

- **Approved: 6 in Favor ; 0 Opposed; 0 Abstentions**

The meeting adjourned @ 8:30pm

Minutes Recorded By: Jamie Gartland



**Board of Trustees
August 20th 2020
New Heights Academy Charter School
1818 Amsterdam Avenue
New York, NY 10031**

Attending: Jamie Gartland (Via Video), Quincy McLain (Via Video), Dylan Hogarty (Via Video), Angel Vasquez (Via Video), Anne Hogarty (Via Video) Marc Silberman (Via Video)Gigi Parris (Via Video)Megan Vargas (Via Video)

Absent: , , Daniel Ortiz (Via Video),

Guests: Wendy Ramos, Li'Esha Garcia, Sylvie Estrella, Brandt Smallwood, John Bianca, Gus Saliba, Christina Brown, Michelle Anderson, Kimerly Cordova, Fred Givens, Rinaldo Murray

I. Call to Order

Dylan Hogarty called the meeting to order @ 7:05pm

II. Approve Minutes from 8/20/2020 Board Meeting

- ANgel asked if there were any questions from the June board of trustees meeting minutes. There were no questions, comments or revisions.
- **Angel moved to approve the minutes from the August 20th, 2020 meeting; Quincy Seconded.**



➤ **Approved: 5 in Favor ; 0 Opposed; 1 Abstentions**

III. Community Comments

- First family meeting planned for the 25th

IV. Finance and Audit Update

- Gus Saliba - Audit pretty much complete - waiting for signed management letter - after this meeting - wrap up. 990 questionnaire sent to management to complete.
- estimates same as prior years- grants, contracts, expenses by function, depreciation and am of fixed assets.
- More sensitive information and risks and uncertainties due to covid - per pupil income may be reduced or delayed as well as reduced enrollment.
- No difficulties during the audit.
- Financial position - cash increased by 1.4 million, grants and accounts receivable increased. Liabilities PPP program fully expect that that will be forgiven, once forgiven, it will be recorded as a revenue instead of liability in 2021 . Strong financial position, balance sheet looks good.
- Increased in 500K increase in allocation - title and grants down. expenses up by 427K 90-91% to program and 9-10% to management.
- Due to the pandemic, some expenses were lowered, but maintenance, jan, and security increased, materials, digital platforms, increased. Nothing surprising or unexpected.
- Notes - Review new notes - changed this year, added... adoption of a new accounting policy - have to state that... pg 14.. added the PPP loan and statement of uncertainty.
- Questions? None
- Dylan - credit to Li'Esha, and to the firm for getting this done in a timely manner.
- Dylan - 3 months into the year..



- Liesha - only trending slightly over in terms of net income. Revenue is slightly lower due to enrollment discrepancies, as well as cut to per pupil rev. Expenses 58K under in expenses, Net income is 40K over where we were last year at this time.
- Capital expenditures for hybrid learning. P and L on track as we have done in the past.

V. Start of School Update

- Christina Brown Prepped for hybrid - decided to stay with virtual, so once decision made. Meetings with parents, got questions, created plan for distribution of tech.
- As of today, all students have technology that we offer, but there are a few to follow up with to get internet hotspots. First Virtual staff school. Some people had trouble being engaged in staff school handled. First few weeks have been smooth. Students interacting with teachers. 83% engagement. Staff is satisfied with decision to go virtual Building is open for staff to work in the school Tuesday through Thursday, Essential only Mondays and Fridays
- Rinaldo Murray shared Students have items necessary. wanted to make sure that teachers felt prepared - Mock live lessons to get feedback from peers. All schedules have been created for all students. 2 weeks ago there was a MS meeting - staff felt overwhelmed at the beginning of the year, has shifted to feeling prepared.
- Michelle Anderson continued - August staff school Teachers had great attitudes and it went well. Interactive and meaningful. Tech and materials, acclimated, then curriculum and instruction. Trainings workshops, culture, Creative team building activities. Students - in addition to tech - notebooks, and subject materials. ELA, math, and science so that they are prepared with materials at home.
- KimBerly Cordova, Compliance - lists were created, IEP snapshots, planning with mandates in mind. Onboarding parents - explained how students will be served through grade level zoom meetings with the whole support team. answered questions. how google classroom will work, zoom, google meet. Partnership between home and school.
- Attendance, Tech pick ups, pride week, and this week 8th graders in middle school is higher, they are able to navigate better.. new 5th graders, made many phone calls to help understand why they were not logging on and instructing them on how to log onto the system.
- Atmosphere - social emotional learning focus - Covid, politics, abuse and killings, making sure staff and students are okay - contracted clinical social worker to address



- staff to help address needs of students as they arise in the classroom. 3 touch points with staff - meetings, addressing staff concerns, what are they excited about, crisis workshop (strategies to recognize and deal with crisis) , Mandated reporting workshop, identifying abuse through the virtual world, First after work support work - parenting during the pandemic - Space for staff to talk to each other about struggles and what is going on, strategies for handling. Social workers applauded for the work they have done to support students, staff and families. Pride academy met with small groups of students to check in with small groups in the high school. workshops, handling virtual reality, create separation between work and school. Middle school - looking for curriculum that mirrors SEL standards in NYC.
- Anne, HS student concerns -
 - Kimberly - bumming about not coming back to school, how to balance home/life responsibilities. time management workshops. PLC's identifying themes we are seeing in. plan strategies to address those issues.
 - Jamie - old hat.
 - Angel - 5th graders
 - Rynaldo - Social workers reaching out - Small groups, making sure that they have the links, log ins, troubleshooting, constant communication - numbers going up. which shows success.
 - Participation numbers since monday? angel?
 - Rinaldo = Sept.1 40 out of 69 - to date, we have 60 / 69 now engaged.
 - Angel - to wendy .. anticipate enrollment increasing?
 - Wendy - adds.. and canvassing working, parents are coming in slowly through word of mouth. This time of year there is a shake out, HOping to be fully enrolled by next month.
 - Fred Givens shared that this week MTW - 81% - 87% engagement.
 - High School students are used to coming back early, Only 1 studnet missing from early meetings. in upper grades.
 - College - 50% of tax documents, typical years, we have all of them already. Many social services are closed or delayed so the documentation may not be available. College offices usually has kids constantlyi coming in for help. new ways.
 - 9th period - college class for students without interventions 12th grade to access college office. Did not get a chance for college triop, but schools contacting us for virtual visits out of state. Questions?
 - Anne, will virtual learning in colleges affect college choices?
 - Fred - no data to answer - nothing about opting out because of that potential to stay at home. Some students staying local instead of going away to save money.. instead of being online from a dorm.. virtual from home. Cuny instead of SUNY.



- Dylan - Thanked
-

VI. Operations Update

- Sylvie, students received chromebook or laptop outfitted for google environment. HOTspots for connectivity distributed. Reached out to instructional team to see if they need hotspots as well. Developed a way for them to communicate with distance learning tech support email. switching out devices, etc.
- Technology Partnered with charter school technology company addressing security software and network. Installed bell systems for when students return to the building.
- Building - come visit and see the new flooring, structural repairs. hallways sinking issues, repairs replaced floors in the halls in the building. almost completed with HVAC unit - replaced 17 units, rigged and connected over the past couple of weeks, automated to control from central location. upgraded with air filtration system. Completed over next couple of weeks.
- Preparation for return to building. meals being prepared for students, updated kitchen equipment hoods and ventilation system - preparing frozen and shelf stable meals, up to 5 days worth of meals at at 600 meals 1st week 350 meals this week. 5 breakfast, lunch snack.
- COvid prep for return to building. Installed temp kiosks. temp, coming in. sanitizing mats entering building, hand sanitizers in every building, verifying temp, masks mandated and provided. continuously sanitizing daily at end of the day. electrostatic spraying 2-3 times a week to cover every inch of the building.
- So far, everything working well
-

VII. Board Election

Brandt - introduced at board assist. worked at GS Tremendous amount of experience in education and education aligned with what we are doing here. interested in becoming a part of this board. great fit.



Brandt - excited for the opportunity - education etc.

Gigi - Advisory groups, educational , Strong financial background, good match.

Dylan Moved elect Quincy seconds.

➤ Approved: 6 in Favor ; 0 Opposed; 0 Abstentions

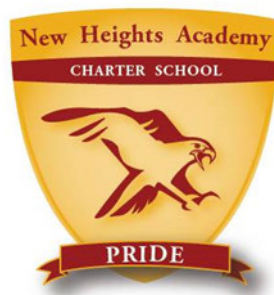
VIII. Adjournment

Dylan moved to adjourn the meeting; Gigi seconded

➤ Approved: 6 in Favor ; 0 Opposed; 0 Abstentions

The meeting adjourned @ 8:30pm

Minutes Recorded By: Jamie Gartland



**Board of Trustees
September 17th 2020
New Heights Academy Charter School
1818 Amsterdam Avenue
New York, NY 10031**

Attending: Jamie Gartland (Via Video), Quincy McLain (Via Video), Dylan Hogarty (Via Video), Angel Vasquez (Via Video), Anne Hogarty (Via Video) Marc Silberman (Via Video), Gigi Parris (Via Video), Megan Vargas (Via Video)

Absent: Daniel Ortiz

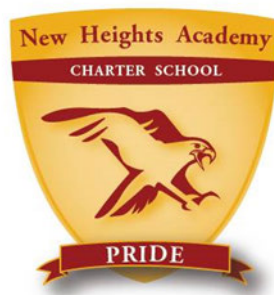
Guests: Wendy Ramos, Li'Esha Garcia, Sylvie Estrella, Brandt Smallwood, John Bianca, Gus Saliba, Christina Brown, Michelle Anderson, Kimerly Cordova, Fred Givens, Rinaldo Murray

I. Call to Order

Dylan Hogarty called the meeting to order @ 7:05pm

II. Approve Minutes from 8/20/2020 Board Meeting

- Dylan Hogarty asked if there were any questions from the August board of trustees meeting minutes. There were no questions, comments or revisions.
- **Dylan moved to approve the minutes from the August 20th, 2020 meeting; Quincy McLain Seconded.**
 - **Approved: 5 in Favor ; 0 Opposed; 1 Abstentions**



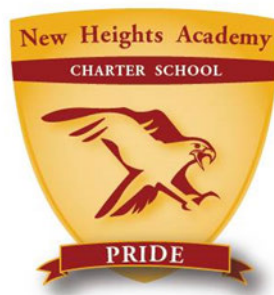
III. Community Comments

- Wendy Ramos shared that the first family meeting planned for September 25.

IV. Finance and Audit Update

- Gus Saliba provided updates on the audit process. The audit is mostly completed and just waiting for a signed management letter.
- Estimates are the same as prior years in terms of grants, contracts, expenses by function, depreciation and amortization of fixed assets.
- There are some risks and uncertainties due to COVID-19 as per pupil income may be reduced or delayed as well as reduced enrollment.
- There were no difficulties during the audit to report.
- The school continues to be in a strong financial position and balance sheet looks good.
- Dylan credited Li'Esha Garcia and to the firm for getting this done in a timely manner.
- Dylan asked Liesha how things look now that we are 3 months into the school year.
- Li'Esha explained that we are only trending slightly ahead of plan in terms of net change in assets. Revenue is slightly lower due to enrollment discrepancies, as well as cut to per pupil revenue, but projected expenses are 58K under previous expectations.

V. Start of School Update



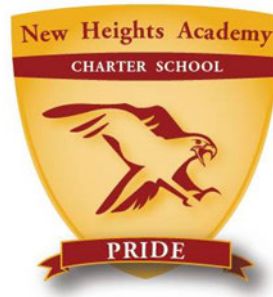
- Christina Brown shared that the school has been prepared for transition to hybrid learning, but there are still concerns about the virus in the community. There will be meetings with parents and the staff will be surveyed. The transition to a hybrid, in person model may be delayed to January 4th.
- As of today, all students have technology that the school offers, but there are a few to follow up with to get internet hotspots. The first virtual staff school was successful.
- First few weeks have been smooth. Students are interacting with teachers with about an 83% engagement. The Staff is satisfied with the decision to go virtual and the building is open for staff to work in the school Tuesday through Thursday with only essential staff in the building on Mondays and Fridays.
- Rinaldo Murray shared that middle school students have items necessary for distance learning. To ensure that teachers felt prepared, they held mock live lessons to get feedback from peers. All schedules have been created for students.
- Michelle Anderson continued with information about August staff school. Teachers had great attitudes and it went well. It was described as interactive and meaningful.
- Kimberly Cordova, The school remains in compliance, IEP snapshots ensured that planning was done with mandates in mind. The onboarding process for parents was done through grade level Zoom meetings with the whole support team. They answered questions and explained how Google Classroom will work as well as zoom services and reinforced the partnership between home and school.
- The school has adopted a social emotional learning focus and contracted clinical social workers to address staff in order to help address needs of students as they arise in the classroom. There have been 3 touch points with staff: meetings to address staff concerns, a crisis workshop (strategies to recognize and deal with crisis), and a mandatory reporting workshop about identifying abuse through the virtual world. There was also the first after work support group: parenting during the pandemic. It was a space for staff to talk to each other about struggles and what is going on, and discuss strategies for handling parenting and working from home. Social workers were applauded for the work they have done to support students, staff and families.
- Anne Hogarty asked if there were any concerns from high school students.



- Kimberly shared that students were disappointed not to be attending in person, and concerned about balancing home/life responsibilities.
- Angel Vasquez asked about how the 5th graders were starting the year.
- Rynaldo shared that social workers were reaching out to families, working with small groups, making sure that they have the links, log-ins, and troubleshooting out of the way. There is constant communication and engagement numbers are going up. which shows success.
- Fred Givens shared that this week the high school went from 81% to 87% engagement.
- The college office reports that 50% of tax documents for financial aid have been submitted. In typical years, we have all of it already. Many social services are closed or delayed so the documentation may not be available. The college office usually has students constantly coming in for help. They are finding new ways: 9th period there is a class for students without interventions for the 12th grade to access the college office. There was no college trip for this cohort, but colleges are contacting the school to offer virtual college tours.

VI. Operations Update

- Sylvie Estrella reported that students received Chromebooks or refurbished laptops outfitted for the Google environment. Hotspots for connectivity were distributed to students who needed them. The tech department reached out to the instructional team to see if there was a need for hotspots as well. There was a new email account created to address technology issues.
- The building has new flooring, structural repairs, the floors in the hallways have been replaced. HVAC unit replacement is almost complete contractors have replaced 17 units, and connected automated to control from central location. There is an upgraded air filtration system. These upgrades and repairs should be completed over the next couple of weeks.



- Preparation for return to building is happening now. Meals are being prepared for students with updated kitchen equipment: hoods and ventilation system for preparing frozen and shelf stable meals.

VII. Board Elections

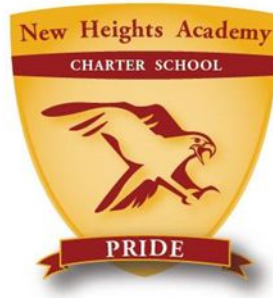
- Dylan introduced Brandt Smallwood. They were connected by the Board Assist organization and he has worked at Goldman Sachs. He has a tremendous amount of experience in education and his philosophy of education is aligned with what we are doing here. He is interested in becoming a part of this board and is a great fit.
- **Dylan moved to elect Brandt Smallwood to the Board of Trustees; Quincy seconded.**
 - **Approved: 6 in Favor ; 0 Opposed; 0 Abstentions**

VIII. Adjournment

- **Dylan moved to adjourn the meeting; Gigi Parris seconded**
 - **Approved: 6 in Favor ; 0 Opposed; 0 Abstentions**

The meeting adjourned @ 8:30pm

Minutes Recorded By: Jamie Gartland



**Board of Trustees
October 22nd 2020
New Heights Academy Charter School
1818 Amsterdam Avenue
New York, NY 10031**

Attending: Jamie Gartland (Via Video), Dylan Hogarty (Via Video), Marc Silberman (Via Video), Quincy McLain (Via Video) Brandt Smallwood (Via Video), Angel Vasquez (Via Video), Gigi Parris (Via Video), Daniel Ortiz (via video)

Absent: Anne Hogarty, Megan Vargas

Guests: Wendy Ramos, Li'Esha Garcia, Christina Brown. Sylvie Estrella, Michelle Anderson, Kimerly Cordova, Fred Givens, Rinaldo Murray, Benjamin Talton, Tiffany Wilson, Sarah Kretz

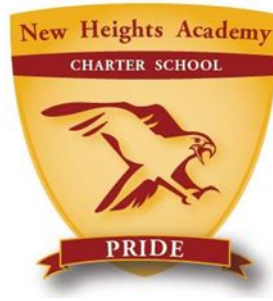
I. Call to Order

Dylan Hogarty called the meeting to order @ 7:02pm

II. Approve Minutes from 9/17/2020 Board Meeting

- Dylan Hogarty asked if there were any questions from the August board of trustees meeting minutes. There were no questions, comments or revisions.
- **Dylan moved to approve the minutes from the September 17th 2020 meeting; Quincy McLain seconded.**

➤ **Approved: 5 in Favor ; 0 Opposed; 2 Abstentions**

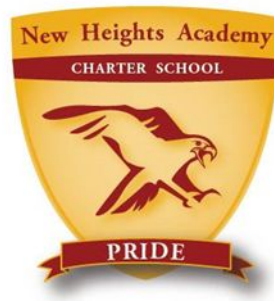


III. Community Comments

- Wendy Ramos shared that family Zoom meetings have been taking place to keep parents aware of school and community decisions and announcements.
- The first round of parent-teacher conferences will take place in the middle of November.
- Dylan asked about the concerns expressed by parents
- Wendy responded that connectivity with WiFi - mostly wanting to know what next steps are - financial hardships - food insecurity. helping to pick up extra food for pantry - partnering with food pantry and local church food program.
- Dylan asked how the school was going to handle the Thanksgiving holiday events this year, since New Heights usually holds such a large community event.
- Wendy explained that the school is making a donation to a local church's food program. There has also been a group of families identified as having high needs and there will be gift cards to those families. Local grocery stores are also providing extra funds for purchasing those gift cards.

IV. Finance and Audit Update

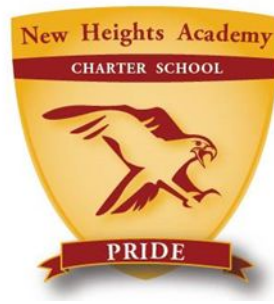
- Li'Esha Garcia presented updates to revenue and expense projections. There were changes in revenue due to changes in federal grants, CARES Act funding and under enrollment. There were also changes in expenditures due to Covid changes such as lower utilities and instructional support costs.
- There were changes in the budget for salaries due to raises for non-instructional staff and new positions such as the new instructional position for English Language Learners support. Even with the changes, there is still a small projected surplus at the end of the year.



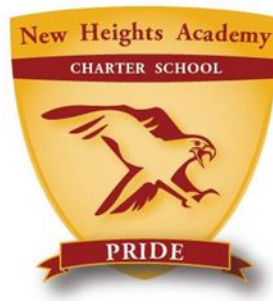
- Quincy McLain asked about the amount of the CARES Act PPP funding was used to cover salary increases.
- Li'Esha explained that the funds were not directly used to cover the salaries, but to offset the other expenses that prevented those salaries and increases from being possible before the funds were awarded.
- Brandt Smallwood asked if there were any of what conditions could impact the projected surplus
- Li'Esha answered that attention to enrollment and costs for food services, instructional support, and utilities will be monitored closely once the school moves back to a hybrid or in person instructional model. If there are changes that need to be made, there are places to make adjustments.

V. Executive Director Report and State of the School

- Christina Brown shared that the school leadership team is considering moving the hybrid model opening to January, after the holiday season. Students and teachers were surveyed and a vast majority preferred a January hybrid opening date.
- The survey given at the end of September showed that over 90% of the staff felt supported during the beginning of the school year.
- The data from the first quarter shows that there is a need for extra support for struggling learners in the second quarter. The school is looking to employ tutors to come to the building, Tuesday through Thursday, to help students in need of special support.
- The first round of interim assessments will take place next week. This is the first time doing this remotely. The school is looking for ways to incentivize student and staff engagement and work at this time.
- Quincy asked how teachers are being supported. Tiffany Wilson shared that the school has looked into Talkspace, where clients can use text, audio messages and

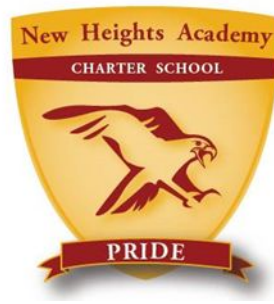


- calls to access therapists. When surveyed, 37% of staff members are interested in this service. There is a mobile app and therapists respond 5 days a week. The insurance company also provides online, live help from therapists and psychologists.
- Kimberly Cordova explained that the social workers are holding group sessions with teachers to provide a safe space for discussion and concern. There is also a support group for teachers who are parenting during the pandemic as well.
 - Jamie Gartland recognized the leadership team for their work to support staff and students and reported that the staff notices and appreciates their hard work.
 - Dylan asked about the results of students and parent surveys so far and Christina shared that parents are very pleased that their children are learning remotely, there are fears about opening too quickly based on news reports. Student survey results are more mixed as they are more willing to come back to the building.
 - Kim shared that parents of students with disabilities are worried about their children being able to keep their masks on all day because of their impulsivity. Teachers and social workers are addressing this during virtual classes: having students wear masks during live sessions, and having conversations so that when they come back they are more prepared.
 - Angel Vasquez asked about academic and technological skills being addressed.
 - Rinaldo Murray shared that executive functioning skills were the focus of the first 2 weeks. Students learned how to use Google calendars and access to platforms. The staff is still supporting about 30% in this area now.
 - Fred Givens answered for the high school, explaining that the 12th grade team had already used a program called Canvas. The high school extended PRIDE Academy time and broadened the activities to include technology.
 - Angel asked if the school would participate in the same randomized monthly testing that will be happening in the Department of Education schools as a part of the reopening process. Wendy answered that charter schools are not a part of that rapid test program. Wendy has been on authorizer calls, and there are no access to those tests. New Heights has partnered with an organization to provide testing.



Participation in the DOE program could be considered after a conversation about parent and student rights.

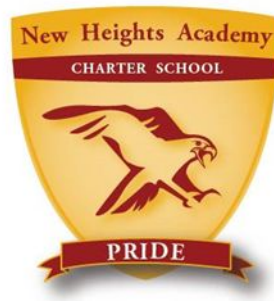
- Rinaldo presented an update on the state of the middle school. Over all, there is a pass rate of over 80% in most subjects, some subjects/grades need attention. In person and virtual tutoring will take place on Monday and Wednesday for students with disabilities and Tuesday and Thursday for the rest of the students. Teachers are offering office hours and clubs on Fridays. Schoolworks, our partner organization, will be providing extra support for the teachers who are new to the school.
- Attendance numbers are increasing with 8th grade trending highest at 94%.
- Staff and students surveyed and 38% feel that 20 minutes of virtual instruction is not enough and it is overwhelming staff and students. To be responsive to the data, teachers will be extending daily deadlines for turning in work. There are currently no accountability issues to speak of.
- Brandt Smallwood asked if it is possible to teach longer. Rinaldo responded that they are looking at providing more instructional time in math. There are fewer students engaging after lunch than before lunch, so we need to be mindful about keeping students too long in the morning to reduce the fatigue effect in the afternoon.
- Kimberly described that there will be more touch points for students with disabilities. Tutors are committing to Mondays and Wednesdays, they are learning strategists and ELL specialists.
- Fred provided updates on the state of the high school. The high school is fully staffed as the geometry and the chemistry positions have been filled. Administration realized that we were trying to make brick and mortar methods fit the virtual world, and now working to shift more of school to a new way of doing things. Academically, we are seeing typical struggles in math, with a new teacher in the geometry class, and the transition to Algebra 1 being a challenge for ninth graders. The strategies are similar: there are still opportunities for tutoring and small group work both virtually and in person. AP grades are trending higher so far.



- Family communication about students that are struggling is happening. Providing opportunities for assessment retakes is different now, but sessions are being scheduled.
- Attendance stats remaining 85% or higher, mostly close to 90%. Some students are missing one or 2 zoom classes during the day so staff is reaching out to parents.
- The college process through zoom is less motivating. Only 87% of seniors have done CUNY applications. Once students apply for their application fee waivers it feels more real. Students can now come in to get more face to face support from college counselors 2 days a week by appointment.
- Kimberly shared that she and the college counselors are targeting schools that provide the most support and success for students with disabilities.
- Christina also added that the middle and high school have extended class periods to meet mandated time requirements for special education support services.

VI. NHACS - Data Privacy & Security Policy

- Sylvie Estrella described the proposed new Data Privacy & Security policy. The template came from the New York Charter School Center and has been adapted for our school and includes components of educational law. We are in good shape with following the policy and are working internally on a method for staff training and will be sharing guidelines on mandates. As an additional piece, the school is gathering the policies of all vendors to make sure they are following the same regulations required by the state.
- Angel asked what triggered this new policy adoption. Sylvie answered that new state regulations have been enacted as a result of online and remote options due to the Covid-19 pandemic.
- Christina added that some minor editing still needs to be done prior to publishing after the policy is approved.



- Brandt asked if there was a plan for training and do we have to have a training policy in place when this is approved. Sylvie responded that there will be internal training on the risks of free software. Teachers need to make sure that software is vetted and approved by staff before use.
- **Dylan moved to approve adoption of the updated privacy policy, subject to edits; Quincy Seconded.**
 - **Approved: 7 in Favor; 0 Opposed; 0 Abstentions**

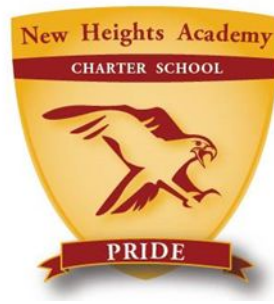
VII. Board Elections

- Sarah Kretz introduced herself and described her experience as a management consultant, her work at Bloomberg and Cornell University. She has had a chance to connect with Gigi, Christina, and Dylan and she is looking forward to the opportunity to serve on the board.
- Gigi Parris expressed that she has great insight and her consultant experience is useful. This would be her first board position and she is enthusiastic about the opportunity.
- **Dylan moved to elect Sarah Kretz to the Board of Trustees; Gigi seconded.**
 - **Approved: 7 in Favor; 0 Opposed; 0 Abstentions**

VIII. Adjournment

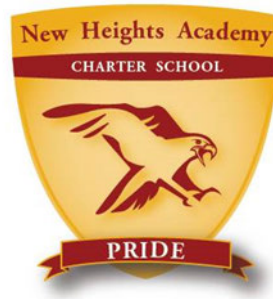
- **Dylan moved to adjourn the meeting; Angel seconded**
 - **Approved: 7 in Favor ; 0 Opposed; 0 Abstentions**

Approved



The meeting adjourned @ 8:11pm

Minutes Recorded By: Jamie Gartland



**Board of Trustees
November 19th 2020
New Heights Academy Charter School
1818 Amsterdam Avenue
New York, NY 10031**

Attending: Jamie Gartland (Via Video), Dylan Hogarty (Via Video), Brandt Smallwood (Via Video), Angel Vasquez (Via Video), Gigi Parris (Via Video), Megan Vargas (Via Video), Marc Silberman (Via Video), Anne Hogarty (Via Video)

Absent: Quincy McLain (Via Video), Daniel Ortiz (via video)

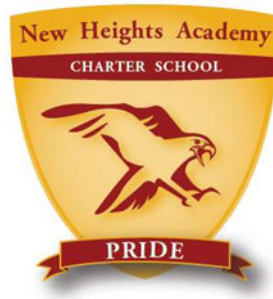
Guests: Wendy Ramos, Li'Esha Garcia, Christina Brown, Michelle Anderson, Kimerly Cordova, Fred Givens, Rinaldo Murray, Tiffany Wilson, Sarah Kretz, Sherrika Fuller, Benjamin Talton

I. Call to Order

Dylan Hogarty called the meeting to order @ 7:05:pm

II. Approve Minutes from 10/22/2020 Board Meeting

- Dylan Hogarty asked if there were any questions from the August board of trustees meeting minutes. There were no questions, comments or revisions.
- **Dylan moved to approve the minutes from the October 22nd 2020 meeting; Gigi Parris seconded.**
 - **Approved: 4 in Favor ; 0 Opposed; 3 Abstentions**

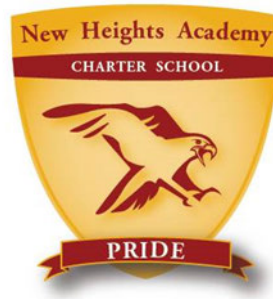


III. Community Comments

- Wendy Ramos shared updates to the Thanksgiving event and donation to the local church's food pantry that have been made on behalf of the school to support families in the community.

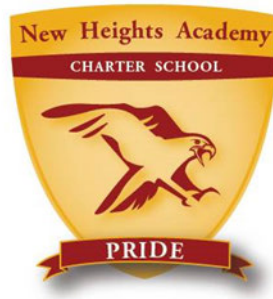
IV. Finance and Audit Update

- Li'Esha Garcia shared updates in projected revenue and expenditures.
- Salary and facility costs have increased due to the need for additional hotspots to support students and staff as well as the disbursement of retention bonuses. Food services decreased due to reduced need during remote learning.
- There is still room for adjustments to the budget when the school moves to a hybrid model.
- Angel Vasquez asked for updated enrollment figures, specifically regarding the 5th grade.
- Wendy shared that there are a total of 757 students at this time. The budget is based on enrollment of 762. Since the last meeting, the school has created a mailer going to local zip codes in consideration of distance from school. We are continuing a family referral program: families get a \$50 gift card for referrals. Reaching out to 6th grade pre-enrolled families to see if they would like to start earlier than planned.
- Angel asked about providing food to families who qualify for free and reduced lunch during this time.
- Wendy shared that 42 families getting a week's worth of breakfast lunch and snack consistently at this time. That adds up to 540 meals. There is an additional list of families in greater need that receives additional pantry items one time a month.

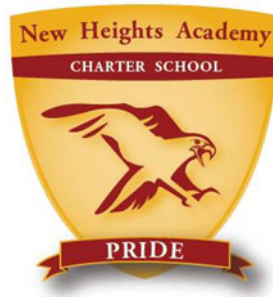


V. Executive Director Report and State of the School

- Christina Brown shared that they are still working on a plan that works best for our community in terms of reopening the building. Our community is at 3.4% -2 week average infection rate. This is beyond city average, so the administration team is working to determine if the planned January return date for the hybrid learning model is the safest choice.
- Brandt Smallwood asked about hybrid learning model.
- Christina explained that there will be A and B alternating days with no more than 13 students per classroom at a time. There are plexiglass barriers, sanitation kits, cameras for students remotely located. The school day would run the same as now with no live instruction on Fridays. Adults will be in the building from Monday through Thursday.
- Dylan asked about the path to getting back into the building.
- Christina answered that numbers will have to be trending down and we will have to be insistent that staff returns at that time, but will provide substitutes for teachers with special circumstances.
- Brandt asked how other charter schools are operating.
- Other schools prepared for hybrid, but many families decided to keep their children home anyway.
- Another executive director had 9 cases of covid in the school and had to shut down the building.
- Angel shared that the DOE is reporting teacher burnout in the hybrid model, as teachers try to plan and execute both in person and distance learning lessons.
- Christina acknowledged that there is a large workload with technology, and adjustments have been challenging.
- Rinaldo Murray shared that the middle school had 100% completion on the virtual interim assessment. All grades showed improvement compared to this time last school year. There are 147 students on the honor roll. With a 94% attendance rate, we are close to reaching our goal.



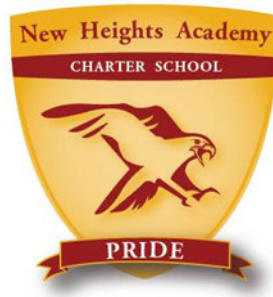
- Fred Givens shared high school updates: Quarter 1 honor roll has 177 students on honor roll, 31 students more than last year. Twenty two percent have a 90 average or above, which is up 5 students from last year. The most significant growth has been in the science department. With the 2 newly hired teachers, there are no concerns about staffing at this time. Attendance rates have increased. Ninety one percent of seniors have applied to 6 or more colleges. While the goal is 100%, we are making good headway considering the situation.
- Kimberly Cordova shared that the collaborative team teaching classes have outperformed general education classes in some science classes which is a highlight for this past month.
- Michelle Anderson shared highlights and strategies from the interim assessment data results. The math results have improved due to the addition of a math department instructional coach. With the new Savvas curriculum and teacher made materials, there is an overall increase from 19-20 to 20-21 school year.
- Algebra 1 is seeing challenges with prerequisite skills of students entering the high school because of the covid shut down last year. Collaborative team teaching classes will be splitting classes into at least 2 groups for direct instruction to support students.
- Teachers will be focussing on application and conceptual understanding instead of just skill building.
- Angel asked about the improvement in the geometry scores.
- Kimberly explained that there is a new teacher in the geometry position.
- Jamie Gartland shared that the new geometry teacher has been patient with students and has been making quick progress meeting students where they are and providing quality instruction.
- Michelle shared social studies and ELA data and intercession strategies that targeted standards and retested. There was improvement from last year's retests. Savvas resources were used for strategic intervention.
- In middle school science, all grades averaged over 70%. Grades 5 and 8 saw increases and there were increases in all grades in high school. All tests were cumulative and the department is learning more about how students participate in virtual labs. The 7th grade cohort had the highest pass rate last year, and again this year.



- Brandt asked if there are areas that we should be looking at and keeping on the radar for the remainder of the year.
- Michelle responded, the math department continues to be an area to watch.
- Rinaldo also stated that there are 2 new math teachers to the middle school, and they are getting extra support from the consultant/partner.

VI. Board Elections

- Sherrika Fuller shared that she has worked for Blackrock for 10 years. She is head of governance and market data. She is a product of NYC; raised and educated and she is looking forward to joining.
- Benjamin Talton shared that this is his second meeting. He grew up in the area and attended middle and high school on the 149th and convent block. He is a professor of African History in Philadelphia. He has been there for 3 years and prior to that was an assistant professor at Hofstra University. He has known Rinaldo for 22 years and has taken part in fundraisers and activities with the school. He is excited to be a part of the team.
- **Dylan moved to elect Sherrika Fuller to the Board of Trustees; Gigi seconded.**
 - **Approved: 7 in Favor; 0 Opposed; 0 Abstentions**
- **Dylan moved to elect Benjamin Talton to the Board of Trustees; Gigi seconded.**
 - **Approved: 7 in Favor; 0 Opposed; 0 Abstentions**
- **Dylan moved to reelect Megan Vargas to the Board of Trustees; Brandt seconded.**
 - **Approved: 5 in Favor; 0 Opposed; 2 Abstentions**



- **Dylan moved to reelect Angel Vasquez to the Board of Trustees; Gigi seconded.**
 - **Approved: 5 in Favor; 0 Opposed; 2 Abstentions**

VII. Executive session -

- **Dylan moved to enter executive session under open meeting law (§105.f) ; Gigi Seconded**
 - **Approved: 7 in Favor; 0 Opposed; 0 Abstentions**

- **Dylan moved to exit executive session under open meeting law (§105.f) ;Gigi Seconded**
 - **Approved: 7 in Favor ; 0 Opposed; 0 Abstentions**

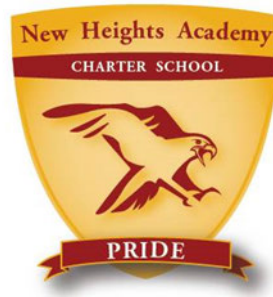
- **Dylan moved to approve ED compensation; Gigi Seconded**
 - **Approved: 7 in Favor ; 0 Opposed; 0 Abstentions**

VIII. Adjournment

- **Dylan moved to adjourn the meeting; Gigi seconded**
 - **Approved: 7 in Favor ; 0 Opposed; 0 Abstentions**

The meeting adjourned @ 8:25pm

Minutes Recorded By: Jamie Gartland



**Board of Trustees
December 15th 2020
New Heights Academy Charter School
1818 Amsterdam Avenue
New York, NY 10031**

Attending: Jamie Gartland (Via Video), Dylan Hogarty (Via Video), Anne Hogarty (Via Video) Angel Vasquez (Via Video) Marc Silberman (Via Video), Sherrika Fuller (Via Video), Brandt Smallwood (Via Video)

Absent: Quincy McLain, Daniel Ortiz, Gigi Parris, Megan Vargas

Guests: Wendy Ramos, Li'Esha Garcia, Christina Brown, Michelle Anderson, Kimberly Cordova, Fred Givens, Rinaldo Murray, Sylvie Estrella, Sarah Kretz, Benjamin Talton, Sharon Collins, Victoria Lang, Joyce Pleasant Damien Tavares

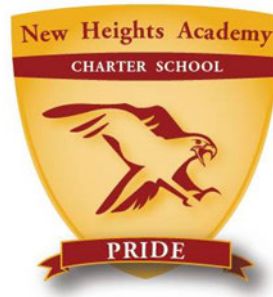
I. Call to Order

Dylan Hogarty called the meeting to order @ 7:01pm

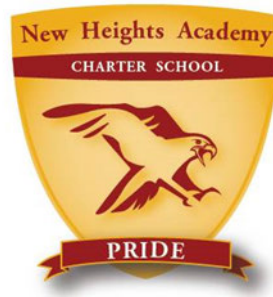
II. Approve Minutes from 11/19/2020 Board Meeting

- Dylan Hogarty asked if there were any questions from the August board of trustees meeting minutes. There were no questions, comments or revisions.
- **Angel moved to approve the minutes from the November 19th 2020 meeting; Dylan seconded.**
 - **Approved: 6 in Favor ; 0 Opposed; Abstentions**

III. Community Comments

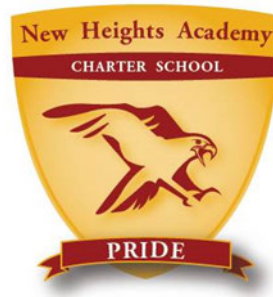


- The Toy drive will take place again this year, donation requests will be sent out by email this year, as the regular purchasing and wrapping event cannot happen.
- Christina introduced guest speakers who have experience with other public schools in the district during this transition back to “in person” instruction.
- Sharon Collins (12th grade math teacher at NHACS) shared that she is seeing success in her classes. Older students are elevating student voices through writing letters to Ms. Brown and using statistics to make recommendations. The students in Pre-calculus have high grades and are at the top of their games. She wants to state that she feels valued and respected as a staff member at NHACS with the decision to continue remote instruction. As the District 6 recording secretary for the community counsel, she has seen that DOE schools are in disarray. A majority of students are in the remote setting now with no real plan. At NHACS it is all remote, students are learning, there are professional development sessions to improve it. NHACS has focused on the community, students, staff, and families and put their voice first which has not happened in other district schools.
- Joyce Pleasant (8th grade math TA and leader of math intervention for middle school) Shared that there has been great consistency. The school is meeting its goals for attendance with 98% attending. At the end of quarter 1, 80% of 8th graders were passing math. She believes that they are successful because of the work of administration, professional development, and support. Students feel supported as well. Being a teacher and a parent, she feels supported by New Heights through communication and good decisions.
- Victoria Lang (former New Heights teacher, currently teaching in DOE school) Shared that her school is behind in curriculum. They are now fully remote after transitioning back to their building. They have no resources, no skills to manage time to complete assignments and there is great inconsistency. Parents are unable to keep up with schedule changes; teachers have been assigned to remote instruction due to health issues, so now there are not enough teachers in the building. Students are seeing different teachers for different subjects, positive COVID cases cause 4 or 5 classes to go into quarantine at a time.
- Brian Tavares (former employee in our IT department and now teaching in an elementary school in the DOE) is now teaching 1st, 2nd, and 3rd grade students because there are not enough teachers in his building. There is a lack of resources for



online learning because they were forced to go to emergency remote instruction, and then back to hybrid. His first year of teaching will be a mix of fully remote or hybrid. All of the transitions have disrupted the structure, and students need the same structures; students are in chaos and don't know what is coming next.

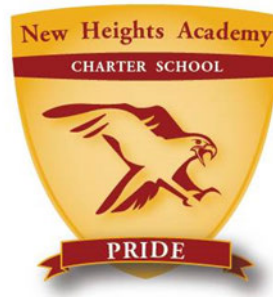
- Jamie Gartland shared that he is hearing similar stories from other parents and teachers in the city: students that go into the building for instruction are all in one large room with a substitute teacher and a remote instructor. The quality of instruction in that model is very poor.
- Dylan thanked everyone for their input and congratulated the teachers for their success.
- Sherrika Fuller thanked the teachers as well, and asked about what teachers will continue to use as they plan to return to the building.
- Christina answered that there is no more “normal.” Teachers will continue to use practices working now, and continue them when we go back to in person learning, so that we can capitalize on that success.
- Fred Givens shared that using technology to assess students will continue. Administration plans to carry on those methods. There will be a combination of human contact with the new techniques we have used.
- Sharon shared that individualizing instruction through office hours and access to instructional materials will continue.
- Kimberly Cordova shared that leaders are looking at data and how it has been trending to show which practices have led to successes. There is a new level of scaffolding and differentiation that teachers have been doing for special populations and for all students. Teachers can't do quick checks and reminders in person, so they are working on executive function skills which will continue to be useful when students return to the building.
- There are students who are more successful in the remote learning environment than they have ever been. Some are achieving honor roll GPAs for the first time. Those students will continue to be supported through technology.



- Kimberly shared that getting 50 -200 parents on zoom calls and meetings to get their input has been powerful.
- Dylan asked how social interactions between students have been, and how remote instruction has affected the youngest students.
- Fred shared that they have expressed that they miss their friends, sports, and other activities.
- Kimberly said that they are most concerned about 5th graders as they did not get to make a big deal about coming into the school for the first time: pep rally, etc. The 5th grade team has done a fantastic job of developing relationships with students and families.
- Brandt Smallwood asked Victoria about some of the challenges of hybrid instruction; he has heard that it has been difficult.
- Victoria answered that there are scheduling issues with A and B grouping. Because of this model, if there is a Monday off, we wouldn't see a group for 2 weeks - that group is going to get more online learning and she can only do so much to catch them up with the other group. Keeping them together, as they are missing manipulatives like algebra tiles.

IV. Finance and Audit Update

- Li'Esha Garcia shared updates and changes to previous budget reports. There is a projected surplus of 24K, an increase of 14K over previous projection.
- Projected increases are in state grants and Special education funds and decreases in general education funding provide a larger than expected revenues. These numbers were based on last per pupil funding for 754 and we are now at 760. Next month's report will increase again.
- Salary expenses increased 40K for retention and special programs, but there is still a good amount of cushion with funds set aside for things we would only be able to do if

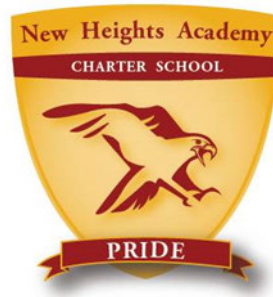


the pandemic ends. We will continue to monitor and make changes based on going back to the building. We will wait until February to recognize that the PPP loan will be forgiven.

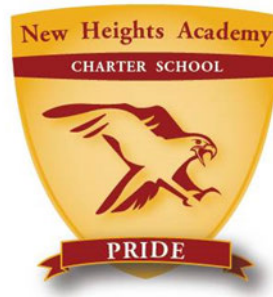
- Angel Vasquez asked if enrollment had increased and if the PPP money has been distributed.
- Li'Esha answered that there are increases mostly in the 5th grade and 1 student in the 7th grade.

V. Executive Director Report and State of the School

- Christina shared that in the interest of consistently serving our students and staff, and responding to survey results. Admin has decided that it is best for opening after midwinter break. Teachers will come in to prepare during the last week of February, and students will return on March 1st. Survey results were collected and 89% of staff agreed to take COVID tests.
- Dylan asked how families are feeling about returning to the building.
- Christina shared that 52% students want to return in January, but 81% of parents surveyed want to wait until March.
- Rinaldo shared that progress reports are being mailed out on Thursday. After school tutoring started November 30th, students with disabilities and English Language Learners take part on Mondays and Wednesdays. Tuesday and Thursday are for general education students. Honor roll certificates have been mailed to families. Teachers are monitoring engagement through Go Guardian software. Teachers have been receiving training in Edocrina to support the administration of Interim assessment 2.
- Attendance issues being followed up on by staff. Snappy Gifts are being sent to middle school students who have been consistently engaged in intervention.
- The middle school has had its first suspension. A student was observed smoking an e-cigarette while on Zoom. Level 3 protocols were followed.



- Fred shared that 183 students made the first quarter honor roll; 30 more than last year. Overall, classes are on pace with some ahead and some slightly behind. This is attributed to new curriculum and intentional focus on gaps from last year, and knowing what we were going to frontload. Algebra 1 and II are doing well, Geometry grades are improving and precalculus is also improving.
- Seventy seven percent of teachers have not missed a single day of work.
- We are harnessing teacher leadership by providing time for teachers with expertise to share what they have been doing in classes with other teachers and providing teacher led PD.
- Every student now has a CUNY application submitted. He is feeling good about where kids are now, although there will be more students staying local for college this year because of COVID. It may be the right move for many families to make because of uncertainty.
- Sherrika asked how the school found Go Guardian, and asked about a technology wishlist.
- Sylvie Estrella answered that the instructional team used it elsewhere, the tech department sampled it and provided it to some teachers to test run for a few days with students.
- Jamie answered that the tool is not just for test security, but also for checking on engagement. We can check in on students who we see are constantly distracted by other things on their computer. We can reach out with personal contact to bring them back to instruction.
- Fred shared that many students don't feel comfortable on camera, so the team is using many methods to improve student engagement.
- Angel asked how attendance figures are measured, and how it compares to in person learning.
- Rinaldo answered that the middle school numbers are a monthly average, and it is down only 2 points from last year.



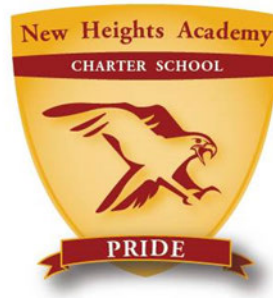
- Fred shared that the high school is usually trending 95%, growing over the last 2 years. It is now at 91%.
- Kim shared that there is still an attendance team in place with social workers, Wendy, and administration team. They are tracking year to date attendance numbers. The social workers and administration team members are checking in with families. They are working with high school students to create plans.
- The middle school is tracking presences in order to incentivize improvement in attendance.
- Dylan thanked the team for their updates and their hard work.

VI. Adjournment

- **Dylan moved to adjourn the meeting; Angel Vasquez seconded**
 - **Approved: 6 in Favor ; 0 Opposed; 0 Abstentions**

The meeting adjourned @ 8:30pm

Minutes Recorded By: Jamie Gartland



**Board of Trustees
January 21st 2021
New Heights Academy Charter School
1818 Amsterdam Avenue
New York, NY 10031**

Attending: Jamie Gartland (Via Video), Quincy McLain (Via Video), Sherrika Fuller (Via Video), Gigi Parris (Via Video), Marc Silberman (Via Video), Dylan Hogarty (Via Video), Anne Hogarty (Via Video), Angel Vasquez (Via Video), Brandt Smallwood (Via Video), Daniel Ortiz (Via Video), Megan Vargas (Via Video), Sarah Kretz (Via Video)

Absent: Benjamin Talton

Guests: Wendy Ramos, Li'Esha Garcia, Christina Brown, Michelle Anderson, Kimerly Cordova, Fred Givens, Rinaldo Murray, Tiffany Wilson, Sharon Collins, Daisy Gallardo, Tiffany Ceballos, Sierra Anderson-Williams, Kelsey Luna, Josie Rosa

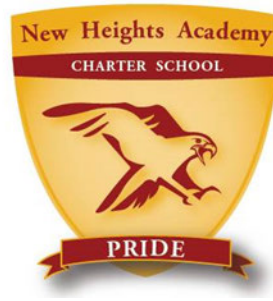
I. Call to Order

Dylan Hogarty called the meeting to order @ 7:05pm

II. Approve Minutes from 12/15/2020 Board Meeting

- Dylan Hogarty asked if there were any questions from the December Board of Trustees meeting minutes. There were no questions, comments or revisions.
- **Dylan moved to approve the minutes from the December 15th 2020 meeting; Brandt Smallwood seconded.**

➤ **Approved: 5 in Favor ; 0 Opposed; 6 Abstentions**



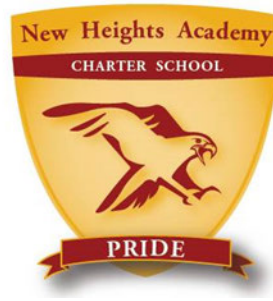
III. Board Matter

- **Dylan moved to approve a 3 month sabbatical for Anne Hogarty; Gigi Parris seconded.**

➤ **Approved: 10 in Favor ; 0 Opposed; 1 Abstentions**

IV. Community Comments

- Fred Givens introduced Sharon Collins, the 12th grade math teacher at New Heights. She teaches statistics and AP math classes. She works to keep mathematics education relevant to students.
- Sharron shared that in an effort to make sure math has an impact on students' lives, she asked students to research statistics related to covid and school closures in New York City and share their findings with the executive director. Four seniors volunteered to share letters on the data to support keeping the school closed after the winter holidays.
- Kelsey Luna shared information she found on data showing the inverse relationship between income and covid cases.
- Sierra Anderson-Williams read her letter to the board, and noted that cases were dramatically reduced by quarantining, but there was an increase in cases in November, before the holidays.
- Daisy Gallardo spoke about AP tests taking place online, increase in the number of students on the honor roll, students managing the changes and struggles by themselves. She believes it would be unethical for us to open the school. Her sister's school is a DOE school; it is shut down again after being open for just 2 weeks. She feels like they are being treated like lab rats, putting families, students, and staff at risk.
- Kelsey and Sierra also shared their current thoughts and response to current data and the decision to reopen.



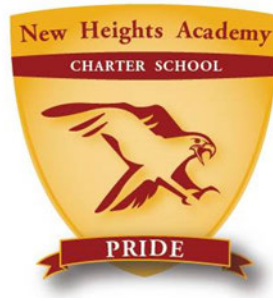
- Christina Brown thanked the seniors for sharing their thoughts with the board, and let them know that their letters were sent to everyone on the leadership team.

V. Finance and Audit Update

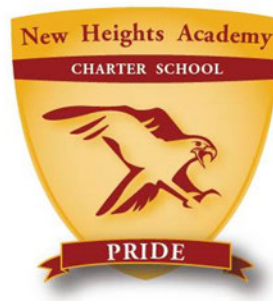
- Li'Esha Garcia presented overall increases in revenue and expenses with a projected surplus left mostly unchanged.
- Revenue changes were due to increases in fed grants, more iDEA funding than projected, and individual donations.
- Expense changes include decreases in salaries and fringe benefits. Increases in security and utilities with 24 hour security during fire panel replacement. Increases in maintenance and supplies with cleaning and more internet hotspots.
- Forgiveness of PPP loan in process for the end of February should have approval for next month, and will include in projections.

VI. Executive Director Report and State of the School

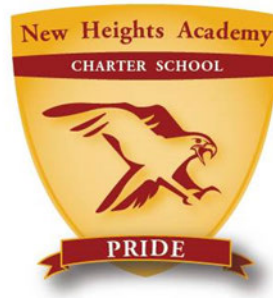
- RInaldo Murray shared that middle school teachers have completed Edocrina training for online administration of Interim assessments which are scheduled for next week. After school tutoring resumed after winter break. Students are competing for the most time spent on the Iready program. Students worked for 5-7 hours over the holiday break.
- Go guardian software can monitor what students are doing on their laptops and helps to increase engagement.
- Formal observations are taking place. Schoolworks assisted with observations as they have been working closely with the math department. They have been focussing on tier 3 teachers with the highest amount of failing grades. The team conducted zoom walkthroughs, collected data for support in 7th grade math and social studies.



- Attendance is at 94%. Students are getting Snappy gifts for consistent attendance. There is a “Sunrise” protocol to deal with students who are struggling to attend regularly.
- Students and teachers are growing leaps and bounds from where we were in September. Teachers have a great command of what the instructional model looks like in remote instruction: break out rooms, software, etc. There is angst about coming back to the building and what instruction will look like.
- Fred shared that the high school is using edoctrina and Go Guardian software as well. to ensure students are taking tests appropriately. January regents were cancelled, but there is no decision made about the June administration. Interim assessments will be held next week. Students are working on making up incomplete assignments. There is an increase of honor roll students from this time last year.
- The college and career office is reporting that about 50% have been accepted already, which is comparable to last year at this time. Colleges are reaching out to students sooner, but not providing info on financial assistance so there is about \$700K in financial assistance documented so far compared to \$1.1 million last year at this time.
- There are no accountability issues to report, students in a good groove right now in instruction and pedagogy.
- Christina shared that there is a procedure in place and being communicated to staff for contact with COVID. It outlines requiring 2 negative tests to come back to the building and the impacts on salary and PTO based on the type of contact and reasons for quarantine. Teachers will not be penalized, they work from home if they can and there is no impact to salaries. The authorizer agrees that these are the correct policies. On the second draft, the school’s attorney will be consulted.
- The board discussed the varying policies in their own workplaces and the current CDC guidelines.
- Christina stated that she will continue to work with authorizers and the attorney, with the goal of erring on the side of caution so they will be able to stand by the decision if it is challenged. There will be an update to the Human Resources Manual up for a vote at next month’s meeting.



- If there is a positive case, the school will not violate HIPAA privacy rights, but will notify that there is a case, close school, and ask that everyone get tested.
- The school has received guidance from CDC and authoriser on all of the procedures.
- Brandt asked if there was a plan for vaccinations.
- Christina shared that Tiffany Wilson conducted research on the topic. The school can ask if they have had the vaccine or would get it, but if they say no, they cannot be asked why.
- There will be no impact on salaries if there is a bad reaction to the vaccine.
- Dylan asked if there was a sense of how many teachers have been vaccinated and if there are steps to guide them through the process?
- Tiffany Wilson shared that of the 111 employees, 13 self-reported that they had tested positive since the school was closed. Some have reported that they are thinking about getting the vaccine, but no one has reported actually taking it yet.
- Wendy Ramos shared that as soon as the Department of Health added the 1B subgroup to the eligibility list, there was a link to schedule appointments emailed to all staff.
- Gigi Parris shared that as a court employee in the 1B subgroup, it has been challenging to get an appointment.
- Angel Vasquez reported that there is currently a massive shortage, the city doesn't have enough vaccine to get through the week, and appointments are being cancelled.
- Sherrika Fuller asked if with the change in administration and people becoming more comfortable with the idea of taking the vaccine, will we be gauging peoples' appetite for the vaccine.
- Jamie Gartland shared that teachers have many things to consider between scheduling difficulties, urgency and school building opening, and personal issues.



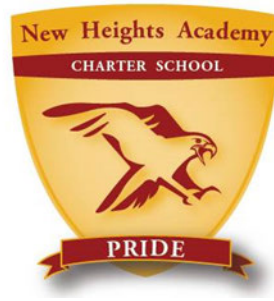
- Fred shared that there are community concerns for people of color, but more information comes out every day.
- Dylan recognized that there are complex issues as an employer, this is very personal, the board will continue to see what is possible, watch information, and revisit.
- Christina shared that Sylvie Estrella would be out until April, but that Josie Rosa and Genova De La Cruz will be stepping in to assist with operations. Josie will report on Operations updates.
- Josie Rosa reported that the wiring for carbon monoxide detectors has been done, and now the HVAC system is complete. Air purifiers will be installed once fire panel is complete.
- Food services are no longer providing meals in the building and families have been given alternative resources.
 - Josie explained that the school provides 4 sites within a reasonable radius where families can pick up meals. The school also provides additional supports such as food baskets once a month depending on how many families we have in need.
- Each point of entry is equipped with a thermometer, sanitizing station, and online DOE COVID survey. There is electrostatic cleaning 2 times a week, full sanitizing of all surfaces once a week.

VII. Adjournment

- **Dylan moved to adjourn the meeting; Quincy McLain seconded**
 - **Approved: 11 in Favor ; 0 Opposed; 0 Abstentions**

The meeting adjourned @ 8:13pm

Approved



Minutes Recorded By: Jamie Gartland



**Board of Trustees
February 25th 2021
New Heights Academy Charter School
1818 Amsterdam Avenue
New York, NY 10031**

Attending: Jamie Gartland (Via Video), Brandt Smallwood (Via Video), Angel Vasquez (Via Video), Quincy McLain (Via Video), Daniel Ortiz (Via Video), Benjamin Talton (Via Video), Sherrika Fuller (Via Video), Sarah Kretz (Via Video), Megan Vargas (Via Video), Dylan Hogarty (Via Video)

Absent: Gigi Parris, Marc Silberman

Guests: Wendy Ramos, Li'Esha Garcia, Kimerly Cordova, Michelle Anderson, Josie Rosa, Sharon Collins, Rinaldo Murray, Fred Givens, Tiffany Wilson, Christina Brown

I. Call to Order

Angel Vasquez called the meeting to order @ 7:06pm

II. Approve Minutes from 1/21/2021 Board Meeting

- Angel asked if there were any questions from the January Board of Trustees meeting minutes. There were no questions, comments or revisions.
- **Brandt Smallwood moved to approve the minutes from the January 21th 2021 meeting; Daniel Ortiz seconded.**

➤ **Approved: 6 in Favor ; 0 Opposed; 3 Abstentions**

III. Community Comments

- Angel asked if there were any community comments, there were no comments.



IV. Finance and Audit Update

- Li'Esha Garcia shared that there were over increases in state grants and decreases in federal grants. Expenses were reduced as office supplies, internet costs, and food costs all decreased.
- Angel asked for more information about the CSP grant.
- Li'Esha shared that the school was eligible for a grant to cover COVID expenses: cleaning, technology, etc. The grant was for \$49,950 and reimbursement is expected.
- Li'Esha shared a preliminary draft of the 2021-2022 budget based on multiple projections in the per pupil amounts from the New York City Charter School Center. There are multiple possibilities including delaying application for the PPP loan reimbursement until the new budget year in order to include step and cost of living raises for faculty and staff.
- Angel stated that the new federal stimulus package is set to be voted on and may change the outlook of the budget.
- Christina Brown shared that it is possible that teachers get step raises, but not other staff.
- Sherrika Fuller asked about how fundraising and grants factor into the budget.
- Christina Brown shared that renewal process was a major focus in the previous year. Now that it is complete, the fundraising committee will be reformed and will be choosing a new chairperson. The previous chair resigned from the board last year, She welcomed participation in the process.
- Brandt asked to hear from Christina and staff about the salary budget situation.
- Christina explained that every other year salaries are adjusted to match the DOE salary schedule plus 5% to stay competitive.
- Li Esha explained that the PPP loan process was based on a balanced budget which required projected salaries to remain flat, but that it can be adjusted.



- Brandt asked about using cash reserves/assets, and running a deficit.
- Li'Esha shared that it is generally not a good thing for a charter school to operate at a loss.
- Christina stated that because it is not a renewal year running at a deficit to retain staff could be an acceptable strategy.
- Quincy McLain shared that they could evaluate cashflow, P&L, and cash position. The school has been financially healthy.
- Jamie Gartland shared that cost of living raises are important as the cost of living continues to rise in the city. Teachers at the 5-7 year mark are on the threshold of having to decide whether or not to apply to a DOE school to have their experience counted. The data has shown that the quality of our instruction depends on retaining staff.
- Christina also shared that the school has invested resources in professional development and training, which would be wasted if staff could not be retained.
- Sarah Kretz asked for the approximate amount needed to provide step raises.
- Li'Esha responded that it would be about \$230,000.

V. Executive Director Report and State of the School

- Rinaldo Murray shared middle school updates: 142 scholars made honor roll for the 2nd quarter. There were video celebrations and certificates by email.
- The team is continuing to train teachers on Springboard. A training is taking place tomorrow. Michelle Anderson has set up multiple throughout the year.
- Parent-teacher conferences took place before break. There was an increase in the amount of families participating in conferences.
- The middle school is continuing to work with Schoolworks and for supporting 1st year teachers.



- There are additional supports for 8th graders including Saturday academy to make up missing work.
- There is a monthly average attendance rate of 95% 5th grade, and 8th graders are at 94%. The staff attendance rate is at 98%.
- Fred Givens shared that things are similar in the high school with Springboard training for ELA curriculum.
- Parent-teacher conferences were expanded to accommodate more parents.
- Staff attendance is strong, there were no teachers absent from school during the quarter.
- At this point, there are no teachers at risk for not being asked to return. Team is great right now, we don't want to lose any staff members.
- We have found a way to be successful with remote learning with focus and intentionality by teachers. In many subjects, students are doing better than previous years.
- Saturday academy has been a chance for students who are struggling to stay connected to staff members with opportunity for support.
- 81% of seniors have been accepted to a college. Financial aid is still not coming in as fast because schools don't know how much they have to offer. There are students with NYU, Vassar, and other private school acceptance letters, but they are not sure about financial packages yet. A student was notified today that they were accepted to Baruch College through the SEEK program. SUNY has seen a 30% drop in applications this year, but we are ahead of the curve.
- Angel responded that he is glad to hear we are still doing well. SUNY has a new plan for diversity going into effect and he will send information for that soon.
- Michelle Anderson shared that grades 5,6,8 have seen increases in math scores, while 7th grade has seen a slight decline in proficiency. They are supporting the teacher and identifying student needs on conceptual knowledge vs skills.



- High school math scores have some declines due to broadening standards being tested from first to second quarter.
- Kimberly Cordova shared that students with disabilities in higher maths have shown increases in scores.
- Michelle shared that ELA in the high school is tiering students based on assessments to provide differentiated instruction.
- Kimberly shared that teachers are focussing on providing specially designed instruction in lessons through parallel and alternative teaching to support students with disabilities and English language learners.
- Social studies has had an intensive quarter of coaching. The 7th grade proficiency rates doubled. Pass rates are higher by 40% than the 2020 school year in high school by standardizing the practice of OPTIC and the adoption of Savaas curriculum.
- Kimberly shared that the new ENL teacher is raising proficiency on Social studies exams for ELLS. She will be expanding the work by holding labs for juniors and seniors and using parallel and alternative teaching models in CTT classes.
- Michelle shared that in science, Middle school teachers are using Amplify science curriculum based on inquiry and literacy. The state released assessment questions- and students struggled with open ended, inquiry based questions. There were higher scores in all grades of high school. For next steps, teachers are developing online tasks/labs for critical thinking as well as science and engineering tasks and working to address the needs of struggling students.
- Kimberly shared that virtual simulations have been helping Students with disabilities and English language learners to continue to do well. Collaborative Team Taught classes outperformed general education classes. They will be continuing to utilize parallel teaching as a tool during remote instruction.
- Christina shared that the leadership team has spent time gathering data and partnering with stakeholders. The data discussed at the last meeting has changed a bit since the EAC call.
- The staff was surveyed about taking the COVID vaccine: 7% had taken the vaccine, 50% would be taking it, and 50% said they would not be taking it.



- 83% of the staff thought it would be best to remain in fully remote instruction.
- 79% of families felt the same way, with a majority of parents thought they would not take the vaccine.
- The vast majority of students think we should remain remote even though many want to come back and think they would be kept safe.
- Many of the communities where our students live are still above the 5% threshold and there is a great deal of nervous energy about going from communities with high numbers to other communities with high numbers.
- New Heights is in a good place with students, they are learning, they are showing up, attendance above 90% If the school opens and then has a case and has to close, it could be a continuing rotation.
- The team of school leaders does not believe it is worth the risk of losing the gains we have made so far.
- According to school leaders, parents are saying that they are not going to send their kids to school; the school should listen to their perspective as the decision is being made.
- The leadership is always open to hearing opinions about what should be done. The team should collect data on how the middle schools in the DOE do as they reopen. If they are successful, then leaders will visit their middle schools and learn from what they are doing well. That way there will be more research and data on how to do it well.
- Angel added that the DOE is not opening for all students, but only for parents who signed permission forms for their students to be randomly tested. The DOE will be attempting to track non-symptomatic cases as well.
- Sherrika stated that she agrees with the approach and asked when the school will consider the fall opening.
- Christina answered that summer school needs to be decided as well, and that they have already started planning. This is the time of year for making plans for next year. New Heights should be open full time in fall, although likely a hybrid scenario.



- Brandt asked about the school's role in providing information, testing and vaccines to the community.
- Christina responded that it was discussed on the executive committee call. There is a potential policy that requires that people who are vaccinated to return to the building. The DOE authorizers have stated that just because we could force vaccinations doesn't mean we should. It might be helpful to hear from staff members who are not planning to get the vaccine as there are some deeply rooted apprehensions.
- Brandt stated that he would like for a critical mass to get vaccinated, but would appreciate the staff perspective. With rates in the community where they are, it may be a long road if that isn't done and the school doesn't make resources available, promote vaccination, etc.
- Jamie agreed to gathering some staff statements or bringing volunteers to share perspective at the next board meeting.
- Dylan shared that COVID is likely to be endemic in our communities even at high levels of vaccination and it will not be eradicated. If we only get to a 50% level of vaccination, it may be a very long time before the 5% threshold is something we are able to meet. He was not comfortable with letting this go on indefinitely, so we need to find a way to get students back in the classroom.
- Sherrika asked if test scores are on par with scores before COVID.
- Fred shared that interim assessment data shows equal to or better than proficiency rates in the 2020 school year. For English language learners, being in the building is unequivocally better. As for the hybrid model, we do not have any data, while we have some data to say that remote is the route to go until we can go safely.
- Daniel shared that as a pastor in the community, he thinks that if what the school is doing is working, then why should it take a risk on something unsure. The vaccine will have an effect soon. The families and teachers in DOE schools are experiencing confusion from school being opened and closed 50 times. We should wait until we are assured that our children are going to be okay.
- Kimberly shared that another concern of our families is that they have to provide a great deal of information to get the vaccine and they do not feel comfortable sharing that much information.



- Rinaldo also noted that children are not yet eligible for the vaccine.
- Quincy stated that for children from age 12-16, clinical trials are happening, but there is not clear information on what that outcome will be.
- Sherrika asked about the role of the board of trustees in the decision process.
- Christina responded that it is up to school leaders, but always open to communicating and hearing wise counsel. The board can always exercise more power if deemed necessary.
- Wendy Ramos confirmed the board's role in supervising the school's director and reviewing and approving policy; opening and closing are school based decisions.

VI. Adjournment

- **Angel moved to adjourn the meeting; Megan Vargas seconded**
 - **Approved: 9 in Favor ; 0 Opposed; 0 Abstentions**

The meeting adjourned @ 8:37pm

Minutes Recorded By: Jamie Gartland



**Board of Trustees
March 11th 2021
New Heights Academy Charter School
1818 Amsterdam Avenue
New York, NY 10031**

Attending: Jamie Gartland (Via Video), Brandt Smallwood (Via Video), Quincy McLain (Via Video), Benjamin Talton (Via Video), Marc Silberman (Via Video), Gigi Parris (Via Video), Sherrika Fuller (Via Video), Dylan Hogarty (Via Video) Sarah Kretz (Via Video), Angel Vasquez (Via Video)

Absent: Daniel Ortiz, Megan Vargas

Guests: Wendy Ramos, Li'Esha Garcia, Kimerly Cordova, Michelle Anderson Josie Rosa, Rinaldo Murray, Fred Givens, Tiffany Wilson, Christina Brown

I. Call to Order

Dylan Hogarty called the meeting to order @ 7:00pm

II. Approve Minutes from 2/25/2021 Board Meeting

- Brandt Smallwood asked if there were any questions from the February Board of Trustees meeting minutes. There were no questions, comments or revisions.
- **Brandt moved to approve the minutes from the February 25th 2021 meeting; Benjamin Talton seconded.**

➤ **Approved: 7 in Favor ; 0 Opposed; 2 Abstentions**



III. Community Comments

- Wendy Ramos played recordings from two staff members who volunteered to elaborate on their decision not to get the vaccine at this time.
- Jamie Gartland shared other feedback from teachers who were not willing to share recordings.
- Dylan asked for feedback from the board members.
- Benjamin noticed that there seemed to be incorrect information in the comments from the teachers and asked what information the school leadership team is providing to teachers regarding the vaccine.
- Wendy responded that the school has shared information provided by government agencies.

IV. Finance and Audit Update

- Li'Esha Garcia shared updates to the budget projections. There were minimal changes to revenue mostly due to increased individual board member donations. There were increases in expenses in salaries and operations due to the temporary operations stipends while the director is on leave and the timing of internet service invoices.
- Li'Esha shared the differences in the 4 iterations of the proposed 2021-2021 budget based on revenue forecasts from variations to per pupil income, federal assistance to states governments, and timing of PPP loan reimbursement.
- Each projection contains variations of salary increases for teachers, and other staff members as well as the various outcomes in surplus/deficits based on the different revenue scenarios.



- The board discussed the possible revenue scenarios and the impact of carrying a deficit instead of a balanced budget for one year.
- Angel Vasquez shared that there will be 9 billion dollars in Title I allocations if the next covid-19 relief bill passes.
- Li'Esha shared that she had received an analysis from the auditors on the school's liquidity. New Heights has 1-2 million more than comparable schools who also pay for facilities. This equates to 2 additional months of paying bills and salaries. The school is considered to be healthy from a cash standpoint.
- Jamie asked how realistic it would be to catch up to future salary increases if salaries were not increased on the previously planned scale.
- Christina Brown shared that the leadership team has not considered and is not endorsing a budget that does not provide teacher raises.
- Dylan asked Li'Esha which budget scenario she recommends.
- Li'Esha responded that she recommends the scenario with conservative revenue projections but with raises for teachers.
- Dylan asked what the impact of the necessary cuts for that budget scenario would look like for the school.
- Christina answered that the cuts being made would be in outside professional support and professional development would be reduced or eliminated. Curriculum has already been purchased, so that would not be impacted. The planned social studies instructional coaching position would not be created as planned.
- Li'Esha shared that she had spoken with the authorizers about a budget deficit for one year. It has happened before, especially taking into consideration the extenuating circumstances that schools are facing at this time.
- Quincy shared that he is also comfortable with that scenario.



- Jamie mentioned that the office staff, security and other support staff will be facing many challenges in the school reopening due to covid, how much would raises for those positions add to expenses for next year?
- Li'Esha calculated that it would be around \$70,000 for those raises.
- Dylan stated that timing is difficult, because getting information out to teachers is important.
- Sherrika Fuller asked if it would be possible to delay the budget vote by a month to see what happens with the state budget and revenue?
- Christina answered that the vote could be delayed.
- Sherrika proposed that the board vote on teacher raises, so that offer letters could be produced for instructional staff, and a full budget vote could be done at the April meeting with more information.
- **Sherrika moved to approve teacher raises for the 2021-2022 school year budget; Dylan seconded**
 - **Approved: 9 in Favor ; 0 Opposed; 0 Abstentions**

V. Academics

- Rinaldo Murray reported that little had changed since the previous meeting. Attendance is still over 90%, with 142 students on the honor roll for 2nd quarter.
- School Works conducted a “Zoom through” of middle school classrooms. They got great information and are working on next steps. They will continue to provide support.
- Kimberly Cordova shared that tutoring continues for students with disabilities and general education students on Monday through Thursday, with the Saturday academy model being used for a Friday academy intervention as well.



- Fred Givens shared that the high school ended the month at 89.2% attendance, but started over 90%.
- College and career week will be held virtually; spreading the experience to all grades, even though we can't make the trips, we can still spark interest and give more choices to students for their college visit experience. Career day is being infused into college week and this will take place right before spring break.
- Progress reports come out next week. There is some success in virtual instruction: 178 students are on the honor roll compared to 152 last year.
- Administration is tracking students who are missing some periods each day, and hosting academic recovery sessions for students to catch up on missing work. A mentorship program is being planned with 10-15 students from each grade. The mentors would stick with them for the rest of the year to make sure they are moving forward.

VI. Executive Director Report

- As usual, there is a meeting with all staff once a month for celebrations, birthdays, etc. Teachers take part in a poll to provide data for leadership decisions.
- There has been an uptick in the number of teachers taking the vaccine.
- To get data from families, the leadership team has decided to have a special town hall meeting to discuss what precautions would be taken in a school opening and what they expect from the school in the hybrid model.
- In an effort to be culturally responsive to the needs of the community, the team has been working since last summer to have honest conversations with each other about race and equity. Work is taking place to bring this to teachers working directly with the community and training staff in what we have been doing.
- Tiffany Wilson shared her human resources report. Retention rates: out of 111 staff members, 92% plan to return and 2% are sure they will not return. Jobs are posted and the school is accepting referrals and pursuing a partnership with Teach for

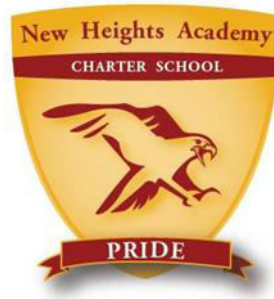


America. Career fairs are taking place virtually and NHACS will be attending as soon as March 20th.

- Town hall polls that measure staff satisfaction, feelings about preparation, and vaccine sentiment were taken: 98% of staff are satisfied or very satisfied with progress in February. Ninety seven percent of staff feels prepared for March instruction. Sixteen percent of staff have already been vaccinated, and 57% plan on taking the vaccine. Ninety seven percent of staff believe that school should remain remote through the end of the school year.

VII. Facilities

- Josie Rosa reported that the fire panel has been cleared of all emergency and non-emergency items and is fully operational, so the firewatch has been discontinued.
- All HVAC sensors are being installed.
- The tech department is supporting students in remote learning and working on clarifying procedures and transitioning families to paperless correspondence and providing email addresses to families who did not have them.
- Alternative food sources for families have been identified with additional checks for families in extreme need. Food services staff has partnered with office staff to do daily wellness check calls.
- Entry kiosks, gloves, health department surveys, and sanitizing, in place for all entry to building. Electrostatic cleaning is being done twice a week.
- Wiring in the building needs to be upgraded. This will be a summer job, and electricians are coming in to assess the building and provide quotes.
- Wendy shared that current enrollment is at 757 students. Recruitment fairs are taking place virtually, and mailers will go to 5,000 families. Newspaper advertisements are going out in Spanish and English in multiple publications including Charter school inserts on the 18th. The school has posted to online community boards, and work



being done with a group of alumni to canvas the neighborhood. There is a video on Facebook which serves as a virtual tour of the school.

- Christina shared that before all meetings, the staff shares out celebrations with the community, and agrees to a set of norms. In the interest of bringing these practices to the board, she congratulated Gigi Parris for her appointment to a New York City judgeship.

VIII. Adjournment

- **Dylan moved to adjourn the meeting; Gigi Parris seconded**
 - **Approved: 9 in Favor ; 0 Opposed; 0 Abstentions**

The meeting adjourned @ 8:22pm

Minutes Recorded By: Jamie Gartland



**Board of Trustees
April 22nd 2021
New Heights Academy Charter School
1818 Amsterdam Avenue
New York, NY 10031**

Attending: Jamie Gartland (Via Video), Dylan Hogarty (Via Video), Angel Vasquez (Via Video), Sherrika Fuller (Via Video), Brandt Smallwood (Via Video), Sarah Kretz (Via Video), Daniel Ortiz (Via Video), Gigi Parris (Via Video), Quincy McLain (Via Video), Megan Vargas (Via Video), 7:28 Marc Silberman (Via Video) 7:30

Absent: Benjamin Talton

Guests: Wendy Ramos, Li'Esha Garcia, Kimerly Cordova, Michelle Anderson, Josie Rosa, Rinaldo Murray, Fred Givens, Tiffany Wilson, Christina Brown, Sylvie Estrella

I. Call to Order

Dylan Hogarty called the meeting to order @ 7:05pm

II. Approve Minutes from 3/11/2021 Board Meeting

- Dylan asked if there were any questions from the March Board of Trustees meeting minutes. There were no questions, comments or revisions.
- **Dylan moved to approve the minutes from the March 11th 2021 meeting; Angel Vasquez seconded.**

➤ **Approved: in 5 Favor ; 0 Opposed; 5 Abstentions**



III. Community Comments

- Wendy Ramos shared that there were no comments at this time.
- The school is currently in the middle of interim assessments. Preparations for end of year activities such as awards and virtual graduations are being made and school leadership will report on those at the next meeting.

IV. Finance and Budget Update

- Li'Esha Garcia shared updates to the budget projections for the year. Revenue is higher than expected with increases in enrollment and special education funding. Food expenditures, and salaries decreased, but building projects, technology invoices, and fundraising costs increased.
- Angel asked for clarification on the fundraising expenditure budget increase.
- Li'Esha explained that student recruitment is currently categorized as fundraising. There is work being done to market to families that are more difficult to reach.
- Li'Esha shared updates on the 2021-2022 projected budget. Since the last meeting, New York state has gotten funding from federal programs and the per pupil rate has increased \$700, as well as increased federal title funding. This allows operations and administration to get pay raises along with the teachers.
- Dylan asked if there were any changes we should be thinking about and are there updates on the PPP reimbursement.
- Li'Esha answered that she is waiting to hear from the SBA to see if there are questions. The submission is for the full amount of \$1.7 million. Other schools have already reportedly gotten full forgiveness.



- Brandt Smallwood asked if the loan forgiveness was included in this projected budget.
- Li'Esha explained that it is not included at this time.
- Dylan asked about plans for big items if the PPP reimbursement comes through
- Christina Brown responded that there would be facilities upgrades and permanent fixes to building issues: Brick work, leaks, storefront drainage, and boilers.
- Jamie Gartland shared that the work done so far is impressive, and those fixes would go a long way.
- Dylan asked if there were any other questions on the 2021-2022 budget?
- **Dylan moved to approve the budget as presented for 2021-2022 school year; Angel seconded.**
 - **Approved: 10 Favor; 0 Opposed; 0 Abstentions**

V. Academics

- Rinaldo Murray shared that Schoolworks is conducting “Zoom throughs” with a cohort of 9 teachers, and supporting during the formal observation season.
- The Iready diagnostic has been completed: 7th grade social studies growing and have shown progress. The 5th grade team is very strong.
- The 6th grade is struggling in science, ELA and social studies. The students were not consistent in period attendance as they were missing 2-3 classes a day. The team adapted a plan from the high school to track attendance and contact parents.
- Some staffing changes took place after spring break without losing momentum with a new 5th grade teacher who has worked with the instructional coach before.



- Kim Cordova and Fred Givens conducted another session of anti bias training. A check in with new teachers as a follow up showed that they felt supported in their work.
- Dylan asked for more information about the staffing changes.
- Rinaldo shared that there were support plans for the two teachers in question for 6 weeks with no improvement, and data still trending in the wrong direction. There were staff already prepared to step in.
- Fred Givens shared that IA's taking place this week in the high school. Next week data will be available on the full mock AP exams. The digital AP exam takes place 1st week in June. There will be 6 weeks to use the IA data to prepare for the AP exam.
- Attendance is at 92.9%. The period attendance plan has helped.
- College office update shows 96% of students accepted, and will get to 100% by June.
- The college offices found another way to do college trips with alumni coming back to speak, increased participation in career day presentations, and virtual college visits with drones and zoom sessions. There was an increased variety of careers, and people were more willing to take part virtually as it took less time from their day.
- Sherrika thanked Fred for sharing his thoughts on the alternative college day. She is reminded of how much students are taking on and the impact of these unprecedented times.

VI. Executive Director Report

- The monthly survey shows that staff feels satisfied and supported with a 99% satisfaction rate. More people are taking the vaccine or willing to take the vaccine with the date going from under 50% to 61%. As time goes on it is expected that more will be on board.



- The school is still monitoring who has had the virus. So far, 24% of staff have been infected and another 32% have been affected.
- The community infection rates have dropped below 5%, therefore staff is invited back into the building in the month of June to become comfortable with equipment and methods for hybrid instruction, covid measures, and technology,
- Summer school plans are being finalized, providing remote instruction for middle and high schools. It is being expanded to students who struggled to pass classes so they can be more prepared for August.
- Professional development for teachers is being planned now for the August session. High school and middle school are finalizing action plans. The work will start in June and then continue in August.

VII. HR

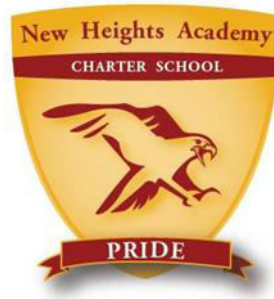
- Tiffany Wilson shared updates on recruitment for the next school year. All positions are being advertised on Job Board. The school is partnered with Teach For America, meeting with candidates, and attending job fairs. Three virtual fairs were already held and more are coming up with the Charter School Center. All positions advertised to find talent.
- EAP is in place to support staff with webinars for services, and social emotional support sessions for employees to attend. It seems that some staff are using the services.
- The Charter Center compensation survey results were published. We are in the 75th percentile when it comes to compensating staff. There is more information about tenure distribution and other information as well.
- Sherrika Fuller asked if there were any surprises in the data.
- Tiffany responded that there were no big surprises, the data includes all staff, and might look different for instructional staff only. The 1-5 year distribution and greater



- than 6 year distribution is typical for the charter world. The percentage of staff at 12 years or more is an awesome thing, that we could have people here that long.
- Chrstina added that the school would be interested in increasing the numbers between 3 and 8 years. Teachers are compensated enough as incentive to stay, and have mastered their craft. Expert teachers at 9 years or more are typically more willing to take on coaching or administrative roles, therefore there is not interest in increasing that group by much.
 - Jamie added that teachers who decide to stay past the 8 year mark, without going to the DOE take on a risk by not getting into the pension system and security of the union, and make a commitment to the community. The environment and economy has changed since charter school models were designed, this school has adapted to serve a long term need in the community.
 - Josie Rosa shared that work is being done to prepare for all summer projects: gathering quotes for painting, repairs, and a full electrical assessment. The check out process for students and staff to bring back their technology is being prepared.
 - The Fire panel is finally complete. There are more HVAC updates to happen, but not affecting function.
 - The technology department is still supporting instruction and developing a standard operating procedure for all staff and students.
 - Food services are not currently providing meals, but looking to resume in May because of the lowered infection rate. They are still providing support for families in need.
 - Hand sanitizing, temperature checks and contact surveys at kiosks, and full sanitizing 2 times weekly are still taking place.
 - Sylvie Estrella described some of the further upgrades planned for the fire panel over next 2 weeks and over summer and thanked Josie for her work while she was on leave.
 - Sherrika asked if there was a way to bring in a professional to do an assessment on the leaks so that there could be a bigger negotiation with the landlord.



- Silvie answered that there will be negotiation with the landlord, as the leaks are from his spaces to manage with other tenants. The school has done proactive work on the plumbing, but the leaks are inside walls, and we don't know until they happen. Many of the major drain lines through spaces from roof to basement have been replaced, some pipes as old as from the 1800s. Anything exposed has been inspected and repaired as much as can be seen.
- Wendy Ramos shared that enrollment is at 757.
- The projected number for incoming 5th grade is 75, which would take us to 769 total enrollment.
- The pandemic has presented new challenges to recruitment. With 102 seats to fill, Alumni have been canvassing the neighborhood, the school has partnered with the Yankee radio station, and advertisements are being placed in local free newspapers and bus stop shelters.
- Angel, asked how recruitment has changed to address the ELL population gaps brought up in the charter renewal.
- Wendy answered that ELL numbers are lower than district counterparts. In good faith New Heights has added an ELL preference to the lottery system: students with siblings in the school, ELL students (self identified), students living in district 6, and then all others.
- Christina - as a result of the school decision to remain in remote instruction, we are not required to offer high stakes testing for middle or high school students. We do have to show internal assessments that show learning progress throughout the year. The middle school will use Iready and high school will use previous Regents exams as finals.



VIII. Executive session

- **Dylan moved to enter executive session for board training matters (§105.f); Angel seconded**
 - **Approved: 10 in Favor ; 0 Opposed; 0 Abstentions**

- **Dylan moved to exit executive session: Gigi Parris seconded**
 - **Approved: 10 in Favor ; 0 Opposed; 0 Abstentions**

IX. Adjournment

- **Dylan moved to adjourn the meeting; Gigi seconded**
 - **Approved: 10 in Favor ; 0 Opposed; 0 Abstentions**

The meeting adjourned @ 8:22pm

Minutes Recorded By: Jamie Gartland



**Board of Trustees
May 20th 2021
New Heights Academy Charter School
1818 Amsterdam Avenue
New York, NY 10031**

Attending: Jamie Gartland (Via Video), Benjamin Talton (Via Video), Brandt Smallwood (Via Video), Angel Vasquez (Via Video), Marc Silberman (Via Video), Sherrika Fuller (Via Video), Gigi Parris (Via Video) Dylan Hogarty (Via Video) 7:22

Absent: Sarah Kretz, Daniel Ortiz, Quincy McLain, Megan Vargas

Guests: Wendy Ramos, Li'Esha Garcia, Kimerly Cordova, Michelle Anderson Josie Rosa, Rinaldo Murray, Fred Givens, Tiffany Wilson, Christina Brown, Henry Rambalde, Yamila Ortiz, Justin Ortega, Jamal Mantin

I. Call to Order

Gigi Parris called the meeting to order @ 7:08pm

II. Approve Minutes from 4/22/2021 Board Meeting

- Gigi asked if there were any questions from the April Board of Trustees meeting minutes. There were no questions, comments or revisions.
- **Angel Vasquez moved to approve the minutes from the April 22nd 2021 meeting; Gigi seconded.**

➤ **Approved: 5 in Favor ; 0 Opposed; 2 Abstentions**

III. Community Comments



- Fred Givens introduced Henry Rambalde and Jamal Mantin the College and Career Counselors for New Heights Academy.
- Henry shared that this was his second year. It has been amazing to work in a loving family environment with the staff, students, and administration.
- Jamal Mantin shared that he has been at NHACS for 5 years, and he could not ask for a better school. There is a family atmosphere as the alumni are the older brothers and sisters of current students. He introduced two student guests: Yamila Ortiz and Justin Ortega.
- Justin shared that he is a current senior and will be going to Vassar in the fall.
- Yamiila shared that she just finished her first year at University of Buffalo and is studying aeronautical engineering. She was a part of SEO scholars which helped with college process. She began college applications 2 weeks before school started. She had a head start on essays and application decisions. The college counselors pushed her to apply to more schools. In the end, that helped her find the school that was the best fit.
- Justin explained that things are different from being in person - it was difficult to choose a school with no college tours. He started in junior year and began college essay with Mantin and Rambalde as they helped with revisions. He was looking for a liberal arts college and is not sure about major yet. He applied to 28 schools.
- Angel commented that 28 schools is a lot of applications to get through.
- Benjamin Talton asked if he was able to connect to your classmates during this process
- Justin answered that he had a small group of friends sharing opinions and giving help. They shared essays with each other and gave each other support with the decision.
- Sherrika Fuller asked Yamila what made her decide on aerospace engineering, and if she attended school remotely this school year.



- Yamila answered that she wanted to be a pilot since the 8th grade. Embry Riddle was her first choice, but covid happened. School started in September in person, and then moved to remote in March.
- Sherrika applauded the college counselors for the 100% college acceptance for 7 years, and asked for the “secret sauce.”
- Jamal answered that it is about meeting students where they are; one student did not want to go to college, but loves cars. He convinced the student to apply at Oneata to program that fit and also a great music program. Also a family atmosphere cultivated for so many years, they start connecting with them early. Mr. Givens has them start with 9th graders.
- Henry added that he wanted to learn as much as he could about the school environment. the students come to them more than they need to reach out to the students.
- Marc Silberman asked Yamila how prepared she felt, relative to her peers, now that she has been in school for a year.
- Yamila explained that she had AP Calculus with Sharron Collins, but the workload for freshman year was basic classes, so she was ready for the workload. SEO also helped her prepare. The transition wasn't too difficult. She learned to schedule around work, study, and have time for social life.
- Gigi thanked the college and career counselors and stated that 100% is an impressive bragging point for the school.

IV. Finance and Budget Update

- Li'Esha Garcia shared updates to the budget projections for the year. There were no major changes since the last update, with increases in salaries and fringe benefits, fundraising and consultants; with decreases in facilities expenditures. Not many changes in revenue; small decrease due to changes in individual giving.
- There should be good news coming about the PPP reimbursement, the turn time for that is 3-6 weeks.
- The one time funding allotment on track to be received.



- Gigi asked about the operations director vacancy.
- Li'Esha shared that Josie Rosa will continue to support the department until the position is filled.

V. Academics

- Michelle Anderson shared the data from the 3rd quarter Interim Assessments.
- 10th and 11th grades were given the ELA regents and students showed typical performance. With SDI and alternative instruction, gains can be made for the final exams.
- In social studies, students with IEPs did well, showing an increase in performance over last quarter. Teachers will continue with vocabulary instruction and ELL glossaries in English and Social studies. So far, students are trending toward better performance than last year.
- For high school math: Algebra 1 9th grade scores are showing the usual success levels. Algebra 2, students are having difficulty sketching functions, in Geometry, students are having difficulty finding missing angle measurements, and in Pre-calculus, students are struggling with physics word problems. These are expected as remote instruction does not support these particular skills in the same way as in person learning.
- Eighty percent of students scored a 4 or 5 on their mock AP exam.
- SWD showed an increase in Algebra 1 but slight decreases in geometry and algebra 2.
- Overall proficiency on science exams has increased with higher scores than quarter 2. For science AP testing, timing and writing seemed to be the biggest issues. If they had more time, their performance would have been better.
- Chemistry results are still higher than in previous years, but students struggled with math analysis. In Earth Science, students struggled to use the reference tables. In Living environment, the biggest challenge was ecosystems.



- There will be more virtual labs, imulations, and lab experiences with materials at home. There will be more HQ rigorous tasks that ask for critical thinking.
- SWD and ELL doing well in science courses with CTT classes outperforming non co taught classes.
- In middle school, the 3rd round of Iready testing was given. All grades showed increases in data. This is attributed to the way assessments are now structured, parent phone calls, and individual goal setting.
- Angel asked about improvement over past years.
- Michelle responded that it is about the same based on data, but other things come into play. Rinaldo Murray confirmed that they are on or above last year's levels.
- Fred answered that there were some gains but no apparent losses. It is difficult to prove considering there will be no actual Regents exams, and even the AP exams are a different format.
- Angel asked if there were any lessons learned or activities planned to customize future instruction for students who did or did not do better this year.
- Fred responded that there were lessons learned about customization. Even the college career week will be different from now on. We will have live and zoom parts. There will be a blend of in person and virtual, differentiated instruction continuing. We planned on supporting students in the building in January, but did not happen.
- Rinaldo answered that learning is based on student interaction. There will be a "stop, start, continue" process on how to continue for 4th quarter, and support students from summer to fall.
- Fred shared that NHACS is listed as a top school in US News and World Report. High school English teachers have been here 5 years or more. Math and science regents results are up around 90%. All students take Algebra 2 (not having that course can be a barrier that prevents students from doing well in college math). Even though our success rate is around 50%, most schools have only the top math students take the class and attempt the Regents for that class.
- It is now the culture in our school that all students expect to go to college; it is normalized.



- Sherrika asked Rinaldo what happens at the beginning stages to help that process.
- Rinaldo shared that every day students chant/call and response why they are here, what they believe. There are planned college trips in 7th and 8th grades. Ninety five percent of middle school students go on to the high school.
- Christina shared that the work that Kim, Fred, Rinaldo, and Michelle have done to build culture with celebrations, marching around the block, chanting and building traditions are successful. Even the senior hoodie as a part of the uniform is important.
- Benjamin Talton asked if there is a mechanism for following students in college to track their success.
- Fred shared that it is informal right now, but the One Goal program in place tracks 25% of each class with official data communicated back to the school. They connect to database all over the country and we will soon have access to track 100% of each cohort.
- Sherrika shared information and insight about a colleague that she is mentoring and her struggles to translate thoughts and keep up with contributing in meetings. She made the connection to students and how some students must be affected in the classroom.
- Josie Rosa also shared that in work environments other than New Heights it would cause her anxiety, and many students go through that. It is something that she became aware of as an adult.

VI. Executive Director Report

- Tiffany Wilson shared recruitment updates: posted all positions on all job boards and interviews going well with 2 positions already filled. There are 111 staff members and 93% have confirmed that they plan to return, with 7% not returning.
- Brandt Smallwood asked if there was a fear that asking folks to come back to the building will prompt any staff members to choose to resign.
- Christina shared that the concern is apparent for all. ILT is testing perspectives on this and has not heard news like that yet. At this stage there is a honed relationship



that makes them feel like they have been supported. No one is likely to turn their backs on students or our school at this point. If June training indicates otherwise, there will be an update at the July meeting. Other opportunities present themselves over the summer, and that happens, but they are aware that they are coming back for June and August, they would have likely said something already.

- Josie shared facilities updates: There will be summer painting from the 3rd floor to the cellar, as well as stripping and waxing floors.
- The tech department is working on technology checkouts for teachers and students.
- There has been an issue with the storefront space connected to building. There was a pulled station during fire drill and it caused damage. If it happens again, legal action will be taken.
- Updates made to wiring in the fire panel so there won't be any more ground faults and the need for fire guard service to keep building safe.
- The new HVAC unit is fully operational.
- Food service resumed yesterday at 2 days a week with additional resources for families in need.
- Temperature kiosks, masks and gloves requirements, sanitizing and contactless electrostatic cleaning 2 times a week are still in place.
- Christina shared the updated staff approval rating data. Teachers are feeling prepared and the number of staff members vaccinated has increased again. On the next 2 surveys looking to be closer to 80%. The more they are being exposed to others, the more likely they are to get the vaccine.
- The school has been tracking staff members who have been infected being tracked as well as students. The numbers have not changed in 2 months. Attendance is above 90% and infection rates are declining.
- Summer school will remain remote, so students can catch up with missing work from this year, as well as prepare for next year. Grades 5-12 will also get literacy work to prevent the "summer decline."



- Research into education databases show that there are over 26,000 high schools in US, both public and private. NHACS ranks 6454th which is in the top 25th percentile. country and state and in the top 32% in the city. This gives students something more to be proud of. The more pride they feel, the harder they work.
- Wendy Ramos shared that enrollment is at 756 as one student transferred to a credit recovery program.
- Next year is projected at 769 with some over enrollment for wiggle room to stay on target. Looking to fill 102 seats. There is a waitlist of 9th grade applications. Many students want to come to the high school.
- The office is still trying to register all families online, however, not all families are tech savvy. Phone calls and providing help in the front office are back in place. It is going slower than hoped, but 32 students officially enrolled for next year. The July report should show 100%, as the work continues.

VII. Adjournment

- **Gigi moved to adjourn the meeting; Angel seconded**
 - **Approved: 7 in Favor ; 0 Opposed; 0 Abstentions**

The meeting adjourned @ 8:22pm

Minutes Recorded By: Jamie Gartland



**Board of Trustees
June 16, 2021
New Heights Academy Charter School
1818 Amsterdam Avenue
New York, NY 10031**

Attending: Jamie Gartland (Via Video), Benjamin Talton (Via Video), Quincy McLain (Via Video), Dylan Hogarty (Via Video), Angel Vasquez (Via Video), Sherrika Fuller (Via Video), Gigi Parris (Via Video), Ann Hogarty (Via Video).

Absent: Sarah Kretz, Daniel Ortiz, Megan Vargas, Brandt Smallwood, Marc Silberman

Guests: Wendy Ramos, Li'Esha Garcia, Michelle Anderson, Josie Rosa, Rinaldo Murray, Fred Givens, Tiffany Wilson, Christina Brown,

I. Call to Order

Dylan Hogarty called the meeting to order @ 7:05pm

II. Approve Minutes from 5/20/2021 Board Meeting

- Dylan asked if there were any questions from the May Board of Trustees meeting minutes. There were no questions, comments or revisions.
- **Benjamin Talton moved to approve the minutes from the May 20th 2021 meeting; Gigi Parris seconded.**

➤ **Approved: 4 in Favor; 0 Opposed; 3 Abstentions**



III. Community Comments

- Wendy Ramos highlighted the schedule of meetings for the upcoming school year as a part of the board package and asked members to review for conflicts. The board needs to establish summer retreat meetings.
- Middle school graduation will be virtual, with a live YouTube link, then published for further viewing
- High school graduation will be live and take place at Riverbank Park on the 24th of June. Two sessions are planned to maintain social distancing guidelines but may be revisited as guidelines have changed.
- Dylan asked for invitations to be sent to board members.

IV. Board Elections

- Dylan announced that he will be stepping down as board president, and Sherrika Fuller has agreed to step in as president.
- Benjamin and Angel Vasquez commented on how they are impressed with Sherrika's engagement and preparation and are looking forward to working with her.
- **Dylan moved to elect Sherrika Fuller as president of the board; Gigi Parris seconded**
 - **Approved: 6 in Favor; 0 Opposed; 1 Abstention**



V. Executive Director Tribute Video

- Wendy presented a tribute video, prepared by staff and family, to thank Christina Brown for her work in keeping the school community safe during the COVID pandemic.
- Board members expressed their gratitude for Christina in her dedication to the staff and the students at New Heights Academy.

VI. Finance and Budget Update

- Li'Esha Garcia shared updates to the budget projections for the year. There was a big change from last month. On May 12th the PPP loan fully forgiven. Revenue projecting \$1.9 million increase from previous projections, and expenses at \$677 thousand more in expenses with a net revenue \$1.22 million more than expected.
- Salaries increased by 185K thousand with reimbursements for internet charges incurred from teaching remotely. Facilities increased by 43K due to maintenance supplies for building fixes. Security increased by 28K due to fire panel issues, which are being finished. Instructional support increased by 152K which includes consultants needed for HVAC and fire panel, professional development and SchoolWorks invoices. Seniors will get iPads with keyboards as gifts, and 8th grade graduates will receive air pods.
- Professional services increased due to financial consulting for the PPP loan forgiveness consulting and IT support.
- Office expenses increased by 13K for equipment and software, fundraising increased by 20K for student recruitment.
- Food services increased by 10K as the school is providing meals again.
- Angel asked how surplus will be invested.



- Li'Esha explained that the school is frontloading, materials, supplies, and professional development materials, prior to 6/30 to reduce the revenue for the year.

VII. Academics

- Christina Brown shared that in the process of closing out the year. There is great data coming out of the middle school. There will be an opportunity to celebrate graduates in person and information and invitations will be sent.
- Rinaldo Murray shared that students are finishing final exams and next week is the last week for students.
- There will be both mandatory summer school and enrichment summers school for students receiving special education services. Michelle has created fun activities to prevent summer loss. Work to prepare staff for next school year is the next focus.
- Fred Givens shared that finals exams end tomorrow and AP exams were last week. Virtual summer school is being planned. Some students will only do a few things to be done, and some will have to go for the full term. Attendance is still over 90% for the month of May.
- In person graduation will happen, students will be able to walk across a stage.

VIII. Executive Director Report

- Tiffany Wilson shared recruitment updates: filled social studies and learning strategist positions and still recruiting for earth science, administrative assistant, math TA's, high school math, and a social studies instructional coach. Recruiting for Department chair positions from within the school.
- There will be a virtual job fair tomorrow, June 17th.
- Josie Rosa shared that classroom floors have been stripped and waxed. The walls have been painted. Tech department drop off and check ins are scheduled. Second



and third floor classrooms are ready for teachers and the basement is pending. Updates to all fire panel wiring are complete and the FDNY inspected hoods.

- IT is still supporting families and staff through distance learning email. Food services is now preparing meals served 2 days a week with extra for families in need. COVID entry protocols and cleaning continue to happen.
- Christina shared results of the most recent staff survey and the number of staff willing to get vaccinated or already vaccinated is still increasing.
- Teachers are coming to the building to learn the technology to teach in a hybrid model if needed. The space is different and will be a shock to many. SEL support from consultant on this topic when school begins again.
- Infection rates reduced significantly in the community and vaccination rate is close to 70%
- Angel explained that the city has reached 70% of adults vaccinated in the city, but the state is still following CDC protocols for schools.
- Wendy confirmed that the school will continue to follow CDC guidelines.
- Christina further described the precautions being taken in the classroom environment.
- Angel asked about capacity for students in each classroom.
- Christina answered that there is not enough space for 24. There is room for 13-14 students with 1-2 adults. That restriction may be lifted by the time school reopens, but prepared for either.
- Wendy: enrollment is 756 with ongoing registration through the online system. Some families still need help by phone or in person so the process is slow. There are 39 5th graders fully enrolled with appointments pending.



- Still canvassing with radio ads and banners for building using US news and world report recognition. A digital ad that will go to elementary school parents with a focus on 5th and 6th grades.

IX. Board Planning

- Sherrika described the process for summer board development and retreat and asked Wendy to provide help with finding dates that will work for in person or virtual board meeting dates for July and August.
- Sherrika thanked Dylan and Gigi for their service and leadership on the board.

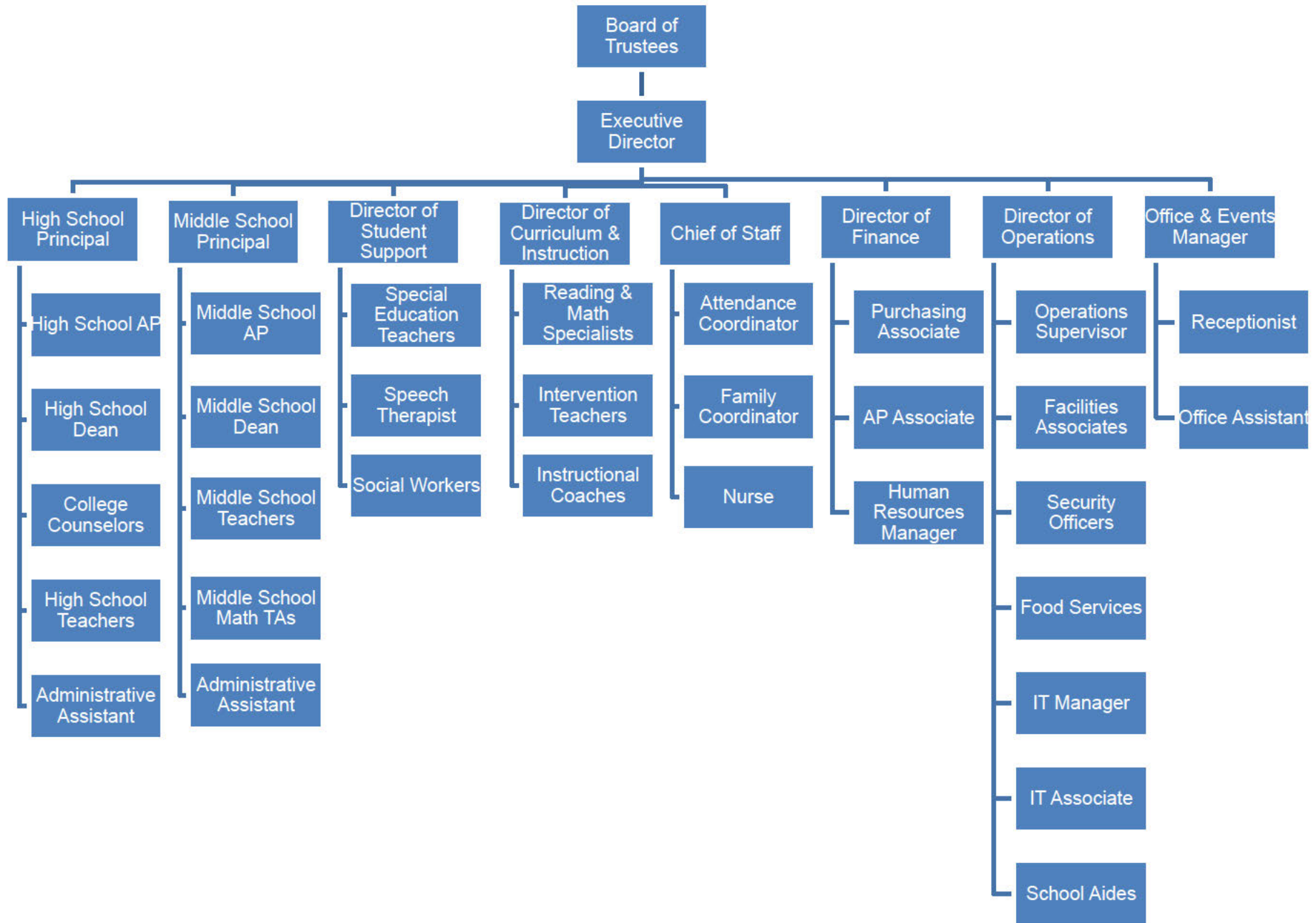
X. Adjournment

- **Dylan moved to adjourn the meeting; Angel seconded**
 - **Approved: 7 in Favor; 0 Opposed; 0 Abstentions**

The meeting adjourned @ 8:06 pm

Minutes Recorded By: Jamie Gartland

NHACS Organization Chart 2020-21





School Calendar 2021–2022

New Heights Academy Charter School
1818 Amsterdam Ave NY, NY 10031
Tel: 212-283-5400 Fax: 917-507-9314

Updated July 2021

AUG 30 - SEP 3	TECH PICKUP/ORIENTATION
SEP 7	FIRST DAY OF SCHOOL
SEP 8	ROSH HASHANA (SCHOOL OPEN)
SEP 10	BLOCK PARTY (12:30 PM – 3:00 PM) Half Day 12:00 PM Dismissal
SEP 13-14	SENIOR RETREAT
SEP 16	YOM KIPPUR (SCHOOL CLOSED)
SEP 23	BOT MEETING (7 PM – 9 PM)
SEP 24	ZOOM FAMILY MEETING
OCT 8	ZOOM FAMILY MEETING
OCT 11	INDIGENOURS PEOPLE'S DAY (SCHOOL CLOSED)
OCT 12	PROGRESS REPORTS EMAILED
OCT 13	BACK TO SCHOOL NIGHT (5 PM – 8 PM)
OCT 21	BOT MEETING (7 PM – 9 PM)
OCT 22	ZOOM FAMILY MEETING
OCT 25-29	INTERIM ASSESSMENTS
OCT 27	HAUNTED HEIGHTS (5 PM – 8 PM)
NOV 1	DATA DAY (NO SCHOOL FOR STUDENTS)
NOV 2	ELECTION DAY (SCHOOL OPEN)
NOV 5	ZOOM FAMILY MEETING
NOV 8	Q1 ENDS
NOV 9	Q2 BEGINS
NOV 11	VETERANS DAY (SCHOOL CLOSED)
NOV 16	PARENT TEACHER CONFERENCE REPORT CARDS EMAILED
NOV 17	PARENT TEACHER CONFERENCE
NOV 18	BOT MEETING (7 PM – 9 PM)
NOV 19	ZOOM FAMILY MEETING
NOV 23	THANKSGIVING OUTREACH DINNER
NOV 24-26	THANKSGIVING BREAK (SCHOOL CLOSED)
NOV 29	STUDENT AND STAFF RETURNS
DEC 10	ZOOM FAMILY MEETING
DEC 14	PROGRESS REPORTS EMAILED
DEC 16	BOT MEETING (7 PM – 9 PM)
DEC 17	HS HOMECOMING DANCE (6 PM - 10 PM)
DEC 21	HALF DAY FOR STUDENTS - 12 PM DISMISSAL
DEC 22	WINTER RECESS (SCHOOL CLOSED)
JAN 3	STAFF RETURNS
JAN 4	STUDENTS RETURN
JAN 14	ZOOM FAMILY MEETING
JAN 17	MARTIN LUTHER KING JR. (SCHOOL CLOSED)
JAN 20	BOT MEETING (7 PM – 9 PM)
JAN 24 - 28	INTERIM ASSESSMENTS
JAN 28	ZOOM FAMILY MEETING
JAN 31	DATA DAY (NO STUDENTS)
FEB 7	Q2 ENDS
FEB 8	Q3 BEGINS
FEB 9	LITERACY NIGHT (5 PM – 8 PM)
FEB 11	ZOOM FAMILY MEETING
FEB 11	REPORT CARDS EMAILED
FEB 14-18	MID-WINTER RECESS (SCHOOL CLOSED)
FEB 21	STAFF RETURN- NO STUDENTS
FEB 22	STUDENTS RETURN

	PARENT TEACHER CONFERENCE
FEB 23	PARENT TEACHER CONFERENCE
FEB 24	BOT MEETING (7 PM – 9 PM)
MAR 4	ZOOM FAMILY MEETING
MAR 17	BOT MEETING (7 PM – 9 PM)
MAR 18	ZOOM FAMILY MEETING
MAR 22	PROGRESS REPORTS EMAILED
MAR 29-31	MS ELA STATE EXAMS
APR 4 - 8	HS INTERIM ASSESSMENTS
APR 8	ZOOM FAMILY MEETING
APR 8	Q3 ENDS
APR 11	Q4 BEGINS
APR 12	NYSESLAT TESTING
APR 15-APR 22	SPRING BREAK - SCHOOL CLOSED
APR 25	STAFF AND STUDENTS RETURN - NYSESLAT TESTING
APR 26-28	MS MATH STATE EXAM
APR 26	REPORT CARDS EMAILED
APR 28	BOT MEETING (7 PM – 9 PM)
MAY 2-6	HS AP EXAMS
MAY 6	ZOOM FAMILY MEETING
MAY 6	HS SPRING FLING
MAY 9-19	HS AP EXAMS
MAY 10	PARENT TEACHER CONFERENCES REPORT CARDS EMAILED
MAY 11	PARENT TEACHER CONFERENCES
MAY 12-18	NYSESLAT LRW
MAY 18	RISING EAGLE CEREMONY (5 PM - 8PM)
MAY 18	BOT MEETING (7 PM – 9 PM)
MAY 19	NHS INDUCTION CEREMONY (5 PM – 8 PM)
MAY 20	JUNIOR PROM 8TH GRADE TRIP
MAY 20	ZOOM FAMILY MEETING
MAY 25	NHACS MUSICAL
MAY 26	TALENT SHOW (5 PM – 7 PM)
MAY 26	PROGRESS REPORTS MAILED
MAY 27-30	MEMORIAL DAY BREAK - SCHOOL CLOSED
MAY 31	STAFF AND STUDENTS RETURN
JUN 1	8TH GRADE PROM
JUN 6	8TH GRADE SCIENCE TEST
JUN 7- 11	SENIOR TRIP
JUN 10	ZOOM FAMILY MEETING
JUN 13-17	MS FINALS WEEK
JUN 13	LAST DAY OF HS CLASSES HS HONOR ROLL TRIP
JUN 15	HS REGENTS BEGIN
JUN 16	BOT MEETING (7 PM – 9 PM)
JUN 17	Q4 ENDS
JUN 20	JUNETEENTH - SCHOOL CLOSED
JUN 21	MS HONOR ROLL TRIP
JUN 22	MS FIELD DAY
JUN 24	MS GRADUATION 12 PM HS GRADUATION 5 PM LAST DAY OF SCHOOL

Dismissal Schedule	Time
Monday, Tuesday, Thursday & Friday	MS: 4:00pm HS: 4:00pm
Wednesday	12:45pm



Calendario Escolar 2020-2021

New Heights Academy Charter School
1818 Amsterdam Ave NY, NY 10031
212-283-5400 Tel - 917-507-9314 Fax

AGOSTO 30- SEPTIEMBRE 1	RECOGIDA DE TEHNOLOGIA/ ORIENTATION
SEPTIEMBRE 7	PRIMER DIA DE LAS CLASES
SEPTIEMBRE 10	FIESTA DEL BLOQUE (12:30 PM – 3:00 PM) Half Day 12:00 pm Dismissal
SEPTIEMBRE 13-14	RETIRO PARA LOS ESTUDIANTES DEL 12 GRADO
SEPTIEMBRE 16	YOM KIPPUR (ESCUELA CERRADA)
SEPTIEMBRE 23	JUNTA DIRECTIVA (7 PM - 9 PM)
SEPTIEMBRE 24	REUNIÓN FAMILIAR POR ZOOM
OCTUBRE 8	REUNIÓN FAMILIAR POR ZOOM
OCTUBRE 11	DIA DE INDÍGENA (ESCUELA CERRADA)
OCTUBRE 12	REPORTES DE PROGRESO SERÁN ENVIADOS
OCTUBRE 13	NOCHE DE REGRESO A LA ESCUELA -5PM - 8PM
OCTUBRE 21	JUNTA DIRECTIVA (7 PM - 9 PM)
OCTUBRE 25-29	EVALUACIONES INTERINAS
OCTUBRE 27	HAUNTED HEIGHTS (5 PM – 8 PM)
NOVIEMBRE 1	DIA DE DATOS (NO ESTUDIANTES)
NOVIEMBRE 2	DIA DE ELECCIONES (ESCUELA ABIERTA)
NOVIEMBRE 5	REUNIÓN FAMILIAR POR ZOOM
NOVIEMBRE 8	Q1 TERMINA
NOVIEMBRE 9	Q2 EMPIEZA
NOVIEMBRE 11	DIA DE LOS VETERANOS (ESCUELA CERRADA)
NOVIEMBRE 16	CONFERENCIAS DE PADRES Y MAESTROS CALIFICACIONES SERÁN ENVIADAS POR CORREO ELECTRÓNICO
NOVIEMBRE 17	CONFERENCIAS DE PADRES Y MAESTROS
NOVIEMBRE 18	JUNTA DIRECTIVA (7 PM - 9 PM)
NOVIEMBRE 19	REUNIÓN FAMILIAR POR ZOOM
NOVIEMBRE 23	CENA DE ACCIÓN DE GRACIAS
NOVIEMBRE 24 - 26	RECESO DE ACCIÓN DE GRACIAS (ESCUELA CERRADA)
NOVIEMBRE 30	REGRESO DE ESTUDIANTES Y PERSONAL
DICIEMBRE 10	REUNIÓN FAMILIAR POR ZOOM
DICIEMBRE 14	REPORTES DE PROGRESO SERÁN ENVIADOS
DICIEMBRE 16	JUNTA DIRECTIVA (7 PM - 9 PM)
DICIEMBRE 17	HS BAILE DE BIENVENIDA (6 PM – 10 PM)
DICIEMBRE 21	MEDIO DIA PARA ESTUDIANTES 12PM
DICIEMBRE 22	RECESO DE INVIERNO (ESCUELA CERRADA)
ENERO 3	REGRESO DEL PERSONAL
ENERO 4	REGRESO DE LOS ESTUDIANTES
ENERO 14	REUNIÓN FAMILIAR POR ZOOM
ENERO 17	MARTIN LUTHER KING JR. (ESCUELA CERRADA)
ENERO 20	JUNTA DIRECTIVA (7 PM - 9 PM)
ENERO 24 - 28	EVALUACIONES INTERINAS
ENERO 31	DIA DE DATOS (NO ESTUDIANTES)
FEBRERO 7	Q2 TERMINA
FEBRERO 8	Q3 EMPIEZA
FEBRERO 9	NOCHE DE LITERATURA (5:00 PM - 8:00 PM)
FEBRERO 11	REUNIÓN FAMILIAR POR ZOOM
FEBRERO 11	CALIFICACIONES SERÁN ENVIADAS POR CORREO ELECTRÓNICO
FEBRERO 14 - 18	RECESO DE INVIERNO (ESCUELA CERRADA)
FEBRERO 21	REGRESO DE PERSONAL (NO ESTUDIANTES)
FEBRERO 22	REGRESO DE LOS ESTUDIANTES CONFERENCIA DE PADRES Y MAESTROS
FEBRERO 23	CONFERENCIA DE PADRES Y MAESTROS
FEBRERO 24	JUNTA DIRECTIVA (7 PM - 9 PM)
MARZO 4	REUNIÓN FAMILIAR POR ZOOM

MARZO 17	JUNTA DIRECTIVA (7 PM - 9 PM)
MARZO 18	REUNIÓN FAMILIAR POR ZOOM
MARZO 22	REPORTE DE PROGRESO SERÁ ENVIADO POR CORREO ELECTRÓNICO
MARZO 29-31	EXAMEN DEL ESTADO DE ELA PARA LA ESCUELA INTERMEDIA
ABRIL 4-8	EVALUACIÓN INTERINA DE LA ESCUELA SECUNDARIA
ABRIL 8	REUNIÓN FAMILIAR POR ZOOM
ABRIL 8	Q3 TERMINA
ABRIL 11	Q4 EMPIEZA
ABRIL 12	EXAMEN DE NYSESLAT
ABRIL 15-22	RECESO DE PRIMAVERA (ESCUELA CERRADA)
ABRIL 25	REGRESO DE LOS ESTUDIANTES Y PERSONAL
ABRIL 26-28	EXAMEN DE MATEMÁTICAS DEL ESTADO PARA LA ESCUELA INTERMEDIA
ABRIL 26	CALIFICACIONES SERÁN ENVIADAS POR CORREO ELECTRÓNICO
ABRIL 28	JUNTA DIRECTIVA (7 PM - 9 PM)
MAYO 2-6	EXAMEN DE AP LA ESCUELA SECUNDARIA
MAYO 6	REUNIÓN FAMILIAR POR ZOOM
MAYO 6	FIESTA DE PRIMAVERA PARA LA ESCUELA SECUNDARIA
MAYO 9-19	EXAMEN DE AP LA ESCUELA SECUNDARIA
MAYO 10	CONFERENCIAS DE PADRES Y MAESTROS CALIFICACIONES SERÁN ENVIADAS POR CORREO ELECTRÓNICO
MAYO 11	CONFERENCIAS DE PADRES Y MAESTROS
MAYO 12-18	NYSESLAT LRW
MAYO 18	CEREMONIA DE ÁGUILAS RESPLANDECIENTES (5 PM - 8 PM)
MAYO 19	CEREMONIA DE INDUCCIÓN DE NHS (5 PM - 8P M) JUNTA DIRECTIVA (7 PM - 9 PM)
Mayo 20	BAILE DE GALA DE LOS JUNIORS VIAJE DEL OCTAVO GRADO
MAYO 20	REUNIÓN FAMILIAR POR ZOOM
MAYO 25	MUSICAL DE NHACS
MAYO 26	SHOW DE TALENTO (5 PM – 7PM) REPORTE DE PROGRESO SERÁ ENVIADO POR CORREO ELECTRÓNICO
MAYO 27-30	DESCANSO DEL DIA DE MEMORIA (ESCUELA CERRADA)
MAYO 31	REGRESO DE ESTUDIANTES Y PERSONAL
JUNIO 1	BAILE DE GALA DEL OCTAVO GRADO
JUNIO 6	EXAMEN DE CIENCIA DEL ESTADO
JUNIO 7-11	VIAJE DE LOS SENIORS DE ESCUELA SECUNDARIA
JUNIO 10	REUNIÓN FAMILIAR POR ZOOM
JUNIO 13-17	EXÁMENES FINALES DE LA ESCUELA INTERMEDIA
JUNIO 13	ULTIMO DIA DE CLASES PARA LA ESCUELA SECUNDARIA PASEO DE HONORES PARA LA ESCUELA SECUNDARIA
JUNIO 15	REGENTS COMIENZA PARA LA ESCUELA SECUNDARIA
JUNIO 16	JUNTA DIRECTIVA (7 PM - 9 PM)
JUNIO 14 - 18	EXÁMENES FINALES DE LA ESCUELA INTERMEDIA
JUNIO 17	Q4 TERMINA
JUNIO 20	JUNETEENTH (ESCUELA CERRADA)
JUNIO 21	PASEO DE HONORES PARA LA ESCUELA INTERMEDIA
JUNIO 22	DIA DE CAMPO PARA LA ESCUELA INTERMEDIA
JUNIO 24	GRADUACIÓN DE LA ESCUELA INTERMEDIA 12:00 PM GRADUACIÓN DE LA ESCUELA SECUNDARIA 5:00 PM ULTIMO DIA DE ESCUELA

Horario de salida	Hora
Lunes, Martes, Jueves, Viernes	MS: 4:00pm HS: 4:00pm
Miércoles	12:45pm

Service Work Order

Job# 115536

Customer NEW HEIGHTS ACADEMY CS
Site NEW HEIGHTS ACADEMY
CS# 970-2008
Address 1818 AMSTERDAM AVENUE
BUILDING
NEW YORK, NY 10031



Site Phone (347) 602-1638

Requested By **Phone**

Service Plan NY01-Service and Inspection

Warranty Status None

System Type CID-Contact ID Format

Panel Location

Job Request 140-Inspection

Estimated Hours 4.0

Commitment

FIRE INSPECTION

Comment

CLEANED, TESTED AND INSPECTED FIRE ALARM SYSTEM AND DEVICES. ALL SIGNALS TRANSMITTED, RESTORED, AND VERIFIED WITH OUT INCIDENT. SYSTEM IN GOOD WORKING ORDER. REPORT WAS LEFT WITH SUB AND THE LOG BOOK WAS COMPLETED ON LOCATION.

Assignment Date	Status	Technician	En-Route	On Site	Cleared
7/19/2021 09:00 to 09:00	C	600001064-Euton Pearsor	09:00	16:00	
7/19/2021 09:00 to 09:00	C	600001036-Alejandro Ben	09:00	16:00	

System Instructions

Service Company Instructions

Site Instructions

Certificate of Occupancy

CO Number: 102193350F

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: [REDACTED]	Certificate Type: Final
	Address: 1818 AMSTERDAM AVENUE	Lot Number(s): [REDACTED]	Effective Date: 07/03/2012
	Building Identification Number (BIN): [REDACTED]	Building Type: Altered	
<i>For zoning lot metes & bounds, please see BISWeb.</i>			
B.	Construction classification: [REDACTED]	(Prior to 1968 Code)	
	Building Occupancy Group classification: [REDACTED]	(Prior to 1968 Code)	
	Multiple Dwelling Law Classification: None		
	No. of stories: [REDACTED]	Height in feet: [REDACTED]	No. of dwelling units: 0
C.	Fire Protection Equipment: 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: 102193350F

Permissible Use and Occupancy

All Building Code occupancy group designations are 1968 designations, except RES, COM, or PUB which are 1938 Building Code occupancy group 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
END OF SECTION						



Borough Commissioner



Commissioner

END OF DOCUMENT