

# Application: New York City Montessori Charter School (Choice Charter School)

Maria Campo - grants@csbm.com  
2021-2022 Annual Report

## Entry 1 School Info and Cover Page

Completed - Aug 1 2022

### Instructions

#### Required of ALL Charter Schools

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

## Entry 1 School Information and Cover Page

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

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

## BASIC INFORMATION

### a. SCHOOL NAME

(Select name from the drop down menu)

CHOICE CHARTER SCHOOL 800000070182

**a1. Popular School Name**

NYC Montessori Charter School

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

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

BOARD OF REGENTS

**d. DISTRICT / CSD OF LOCATION**

CSD # 7 - BRONX

**e. DATE OF INITIAL CHARTER**

12/2010

**f. DATE FIRST OPENED FOR INSTRUCTION**

9/2011

**c. School Unionized**

Is your charter school unionized?

No

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

MISSION STATEMENT

The New York City Montessori Charter School will empower children to be critical thinkers and creative problem solvers with strong social skills so that they can succeed in their world and continue to learn in their pursuit of higher education as they prepare for careers in the 21st Century.

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**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	Differentiated instruction: This key design element is implemented in all classes. In addition to assigning differentiated follow-up tasks after whole group instruction, teachers work with small groups or individual children to provide lessons at different skill levels. This occurs during the scheduled "independent work time" when students are working independently under the supervision of one of their teacher supervises. To facilitate the appropriate use of this independent work time, each child has a work plan. This plan is prepared with the teacher and includes assignments geared to the student's particular needs, levels of progress, and/or learning styles. It also gives students an opportunity to devote different amounts of time to different tasks, according to their needs.
KDE 2	Continuous ongoing assessment: This design element is implemented in several ways. On a daily basis, teachers use checklists to record specific acquisitions, for example, in phonics, sight words, number bonds, and the like. They are also used to record errors and omissions. Montessori tasks with materials are sequenced in order of complexity and difficulty and are self-correcting, so the completion of a task also serves to monitor progress. Some math lessons require exit tickets. Teachers also make observations daily and may write anecdotal records. All these forms of ongoing assessment serve to make immediate decisions according to each child's emergent needs, and for daily and weekly planning. More formal assessments are made periodically, for example, running records, tests, and performance tasks. They are used to make decisions on grouping, longer-term planning, and promotion.
KDE 3	Specially designed materials: All our classrooms are equipped with a set of manipulative materials to give physical representation to abstract concepts and

	<p>procedures, such as place value, math operations, or grammatical constructions. Recent research indicates that manipulating such materials allows students to build accurate mental representations of concepts and procedures. The variety of materials made available in the classroom also allows for different learning styles and needs. Our students use them every day. We have modified some of the ways in which these materials are used so that they correspond more to the reasoning and open-ended problem solving emphasized in the CCLS-based curricula we have adopted.</p>
KDE 4	<p>Responsive flexible classroom sizes to meet students' needs: It maximizes teaching and learning time, allowing for more individualized attention to all children, and tailoring to meet children's specific needs.</p>
KDE 5	<p>Time and practice to achieve mastery: The amount of repetition and the time needed for processing information and mastering skills vary according to the child, the skill, and the topic. To give students the opportunity for longer times on task, daily schedules in the NYCMCS include a long block of time for students to work independently on their Work Plan assignments.</p>
KDE 6	<p>Individual Work Plans, Independence, and the freedom and ability to make choices: As indicated above, the NYCMCS uses Individual Work Plans for students to make decisions on how to use their independent work time and be held accountable for their actions.</p>
KDE 7	<p>Prepared Environment: Every day, teachers check the organization of the materials on their shelves in order to ensure that all students will be able to locate the materials they will need to carry out their differentiated assignments independently. The furniture and classrooms are in muted colors and the walls are uncluttered, in order to avoid distracting students' attention from their work.</p>
KDE 8	<p>(No response)</p>
KDE 9	<p>(No response)</p>
KDE 10	<p>(No response)</p>

**Need additional space for variables**

No

**h. SCHOOL WEB ADDRESS (URL)**

<https://nycmcs.org/>

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

295

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

240

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

Check all that apply

Grades Served

K, 1, 2, 3, 4, 5

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

No

**FACILITIES INFORMATION**

**m. FACILITIES**

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

	No, just one site.
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**CHOICE CHARTER SCHOOL 800000070182**

**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	423 East 138th Street Bronx, NY 10454	347-226-9094	NYC CSD 7	K-5	5

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

	Name	Title	Work Phone	Alternate Phone	Email Address
School Leader	Abeku Hayes	Principal	646-660-3214	347-226-9094	<a href="mailto:hayes@nycmcs.org">hayes@nycmcs.org</a>
Operational Leader	Wanda Andujar	Assistant Principal, Operations	646-660-3251	347-226-9094	<a href="mailto:andujar@nycmcs.org">andujar@nycmcs.org</a>
Compliance Contact	Wanda Andujar	Assistant Principal, Operations	646-660-3251	347-226-9094	<a href="mailto:andujar@nycmcs.org">andujar@nycmcs.org</a>
Complaint Contact	Abeku Hayes	Principal	646-660-3214	347-226-9094	<a href="mailto:hayes@nycmcs.org">hayes@nycmcs.org</a>
DASA Coordinator	Monica Benjamin	Assistant Principal, School Culture	646-770-6957	347-226-9094	<a href="mailto:benjamin@nycmcs.org">benjamin@nycmcs.org</a>
Phone Contact for After Hours Emergencies	Abeku Hayes	Principal	646-660-3214	347-226-9094	<a href="mailto:hayes@nycmcs.org">hayes@nycmcs.org</a>

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

Private Space

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

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

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

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

**Site 1 Certificate of Occupancy (COO)**

[NYCMCS COO with note\\_AR21-22.pdf](#)

**Filename:** NYCMCS COO with note\_AR21-22.pdf **Size:** 114.9 kB

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**Site 1 Fire Inspection Report**

[NYCMCS Fire Inspection\\_423 E 138 st X.pdf](#)

**Filename:** NYCMCS Fire Inspection\_423 E 138 st X.pdf **Size:** 188.8 kB

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**CHARTER REVISIONS DURING THE 2021-2022 SCHOOL YEAR**

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

Yes

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**n2. Summary of Charter Revisions**

	Category (Select Best Description)	Specific Revision (150 word limit)	Date Approved by BOT (if applicable)	Date Approved by Authorizer (if applicable)
1	Change in School Name	The school name will be changed to Choice Charter School in an effort to rebrand and increase marketability and recruitment of students.	4/28/2022	5/17/2022
2	Change in design or educational program	The school made changes to its key design elements by adopting specially designed materials that provide concrete representation of the abstract and a shift from mixed age grouping towards responsive flexible classroom sizes to meet students' needs.	4/28/2022	5/17/2022
3				
4				
5				

**More revisions to add?**

No

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

Yes

**ATTESTATIONS**

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

Name	Wanda Andujar
Position	Assistant Principal, Operations
Phone/Extension	347-226-9094
Email	<a href="mailto:andujar@nycmcs.org">andujar@nycmcs.org</a>

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

**Responses Selected:**

Yes

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

### Responses Selected:

Yes

Signature, Head of Charter School



Signature, President of the Board of Trustees



Date

Jul 29 2022

Thank you.



## Entry 3 Progress Toward Goals

Completed - Oct 26 2022

## Instructions

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

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

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

## **Entry 3 Progress Toward Goals**

### **PROGRESS TOWARD CHARTER GOALS**

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

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

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**CHOICE CHARTER SCHOOL 800000070182**

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

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

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

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2021-2022 Progress Toward Attainment of Academic Goals

	Academic Student Performance Goal	Measure Used to Evaluate Progress Toward Attainment of Goal	Goal - Met, Not Met or Unable to Assess	If not met, describe efforts the school will take to meet goal. If unable to assess goal, type N/A for Not Applicable
Academic Goal 1	Each year, the school will earn a score sufficient to place it at or above the 75th percentile of all schools on the "Performance" section of the citywide Progress Report for students in 3rd-5th grades.	NYS 3rd -8th Grade ELA and Math examination results	Not Met	This goal was met for only two grades. Our fifth grade scores saw a deep decline based on teacher effectiveness. We have recruited new staffers for this position and are confident that a sizable increase in student scores will occur given the fourth grade students' performance on the most recent exam.
Academic Goal 2				
Academic Goal 3				
Academic Goal 4				
Academic Goal 5				
Academic Goal 6				
Academic Goal 7				
Academic Goal 8				
Academic Goal 9				
Academic Goal 10				

2. Do have more academic goals to add?

No

#### 4. ORGANIZATION GOALS

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

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2021-2022 Progress Toward Attainment of Organization Goals

	Organizational Goal	Measure Used to Evaluate Progress	Goal - Met, Not Met, or Unable to Assess	If not met, describe efforts the school will take to meet goal. If unable to assess goal, type N/A for Not Applicable
Org Goal 1	Each year the school will have a daily student attendance rate of at least 95 percent.	ATS Attendance Records	Not Met	While this goal was not met, the school has made significant progress in increasing the attendance rate over the past school year, missing the goal by less than one percentage point. Therefore, we will continue to implement the strategies used last year, which include frequent communication with transient families to reinforce the importance of attendance and ensuring adequate busing from the NYC Office of Pupil Transportation.
Org Goal 2	Each year the school will comply with all applicable laws, rules, regulations, and contract terms, and have in place and maintain effective systems, policies, procedures, and	Board Policies and Minutes of Meetings, Personnel Manual, Family Manual	Met	

	other controls for ensuring that legal and charter requirements are met.			
Org Goal 3	Each year, student enrollment will be within 10% of full enrollment as defined in the school's contract.	ATS Attendance Records	Not Met	The school fell short of this goal this year as a result of a loss in enrollment due to the COVID-19 pandemic.
Org Goal 4	Each year teacher retention of high-performing staff will be high.	Accepted re-hire letters	Met	
Org Goal 5				
Org Goal 6				
Org Goal 7				
Org Goal 8				
Org Goal 9				
Org Goal 10				
Org Goal 11				
Org Goal 12				
Org Goal 13				
Org Goal 14				
Org Goal 15				
Org Goal 16				
Org Goal 17				
Org Goal 18				
Org Goal 19				
Org Goal 20				

**5. Do have more organizational goals to add?**

No

**6. FINANCIAL GOALS**

**2021-2022 Progress Toward Attainment of Financial Goals**

	Financial Goals	Measure Used to Evaluate Progress	Goal - Met, Not Met, or Partially Met	If not met, describe efforts the school will take to meet goal.
Financial Goal 1	Upon completion of the school's first year of operation and every year thereafter, the school will undergo an independent financial audit that will result in an unqualified opinion and no major findings.	Independent financial audit findings	Met	
Financial Goal 2	Each year, the school will operate on a balanced budget and maintain a stable cash flow.	Monthly financial statements	Met	
Financial Goal 3				
Financial Goal 4				
Financial Goal 5				

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

No

**Thank you.**

## Entry 4 - Audited Financial Statements

Completed - Oct 31 2022

### Required of ALL Charter Schools

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

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

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

### [Choice Charter School FST with Mgmt Ltr FY22](#)

Filename: Choice\_Charter\_School\_\_FST\_with\_Mg\_ZvS0svo.pdf Size: 576.5 kB

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

Completed - Nov 1 2022

### Instructions - Regents-Authorized Charter Schools ONLY

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

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

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

### [AuditedFinancialReportTemplate-NYSED FY22 NYCMCS - DOE](#)

Filename: AuditedFinancialReportTemplate-NY\_2pLIANG.xlsx Size: 73.5 kB

## Entry 4c – Additional Financial Documents

Completed - Nov 1 2022

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

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

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<sup>[1]</sup> 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.**

## [NYCMCS - Management Representation Letter FY22](#)

Filename: NYCMCS\_-\_Management\_Representation\_9GIBfWC.pdf Size: 479.0 kB

## [NYCMCS 21-22AR Entry 4C](#)

Filename: NYCMCS\_21-22AR\_Entry\_4C.pdf Size: 77.3 kB

## [NYCMCS EscrowAccount FY22](#)

Filename: NYCMCS\_EscrowAccount\_FY22.pdf Size: 429.2 kB

# Entry 4d - Financial Services Contact Information

Completed - Oct 27 2022

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

## Form for "Financial Services Contact Information"

### 1. School Based Fiscal Contact Information

	School Based Fiscal Contact Name	School Based Fiscal Contact Email	School Based Fiscal Contact Phone
	Abeku Hayes	<a href="mailto:hayes@nycmcs.org">hayes@nycmcs.org</a>	347-226-9094

### 2. Audit Firm Contact Information

	School Audit Contact Name	School Audit Contact Email	School Audit Contact Phone	Years Working With This Audit Firm
	Gus Saliba, PKF O'Connor Davies, LLC			11

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

	Firm Name	Contact Person	Mailing Address	Email	Phone	Years With Firm
	Charter School Business Management	Laron Walker	237 West 35th Street, Suite 301, New York, NY 10001			11

## Entry 5 – Fiscal Year 2022-2023 Budget

Completed - Nov 1 2022

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

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

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

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

### [Final2022-2023ARBudgetTemplate\\_NYCMCS](#)

Filename: Final2022-2023ARBudgetTemplate\_NYCMCS.xlsx Size: 37.6 kB

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

Completed - Aug 1 2022

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

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

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

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

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

### [2021-22 AR Trustee Financial Disclosure Form\(4\)](#)

Filename: 2021-22\_AR\_Trustee\_Financial\_Disc\_ccyjMbr.pdf Size: 594.5 kB

## [2021-22 AR Trustee Financial Disclosure Form\(1\)](#)

Filename: 2021-22\_AR\_Trustee\_Financial\_Discl\_YrtTFHf.pdf Size: 597.2 kB

## [2021-22 AR Trustee Financial Disclosure Form\(2\)](#)

Filename: 2021-22\_AR\_Trustee\_Financial\_Discl\_isOjiTG.pdf Size: 600.2 kB

## [2021-22 AR Trustee Financial Disclosure Form\(3\)](#)

Filename: 2021-22\_AR\_Trustee\_Financial\_Discl\_iyY0Lp7.pdf Size: 595.7 kB

## [2021-22 AR Trustee Financial Disclosure Form\(8\)](#)

Filename: 2021-22\_AR\_Trustee\_Financial\_Discl\_fyThfeB.pdf Size: 162.6 kB

## [2021-22 AR Trustee Financial Disclosure Form\(6\)](#)

Filename: 2021-22\_AR\_Trustee\_Financial\_Discl\_DifwUEm.pdf Size: 594.1 kB

## [2021-22 AR Trustee Financial Disclosure Form\(7\)](#)

Filename: 2021-22\_AR\_Trustee\_Financial\_Discl\_XTzPyih.pdf Size: 594.4 kB

## [2021-22 AR Trustee Financial Disclosure Form\(5\)](#)

Filename: 2021-22\_AR\_Trustee\_Financial\_Discl\_pS7Q8hL.pdf Size: 595.0 kB

## [2021-22 AR Trustee Financial Disclosure Form\(9\)](#)

Filename: 2021-22\_AR\_Trustee\_Financial\_Discl\_cRyiKLR.pdf Size: 595.3 kB

## Entry 7 BOT Membership Table

Completed - Aug 1 2022

## Instructions

### Required of ALL charter schools

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

## Entry 7 BOT Table

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

CHOICE CHARTER SCHOOL 800000070182

**Authorizer:**

Who is the authorizer of your charter school?

Board of Regents

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

	Trustee Name	Trustee Email Address	Position on the Board	Committee Affiliations	Voting Member Per By-Laws (Y/N)	Number of Terms Served	Start Date of Current Term (MM/DD/YYYY)	End Date of Current Term (MM/DD/YYYY)	Board Meetings Attended During 2021-2022
1	Neil Gulyako		Chair	Executive, Finance, Special	Yes	2	7/1/2021	6/30/2023	12
2	Denise Clay		Other	Education, Finance, Executive	Yes	6	7/1/2021	6/30/2023	11
3	Maria Keane		Other	Education, Executive	Yes	3	7/1/2021	6/30/2022	11
4	Haldun Mutlu		Treasurer	Finance, Building & Grounds, Executive	Yes	2	7/1/2021	6/30/2023	11
5	Jacqueline DiSanto		Trustee/Member	Education	Yes	4	7/1/2021	6/30/2023	6
6	Jason Garcia		Vice Chair	Building & Grounds, Special	Yes	3	7/1/2022	6/30/2024	7
7	Ed Tanzer		Trustee/Member	Building & Grounds, Finance	Yes	2	7/1/2021	6/30/2023	9

8	Boby Katumkeryil		Trustee/Member	Finance	Yes	1	11/1/2020	12/31/2022	8
9	Anthony Jordan		Trustee/Member	Education, Special	Yes	1	11/1/2020	12/31/2022	9

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

No

**2. INFORMATION ABOUT MEMBERS OF THE BOARD OF TRUSTEES**

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

a. Total Number of BOT Members on June 30, 2022	9
b. Total Number of Members Added During 2021-2022	0
c. Total Number of Members who Departed during 2021-2022	1
d. Total Number of members, as set in Bylaws, Resolution or Minutes	9

**3. Number of Board meetings held during 2021-2022**

12

**4. Number of Board meetings scheduled for 2022-2023**

12

**Total number of Voting Members on June 30, 2022:**

9

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

0

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

1

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

9

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

0

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

0

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

0

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

0

Board members attending 8 or fewer meetings during 2021-2022

3

Thank you.

## Entry 8 Board Meeting Minutes

Completed - Oct 27 2022

### [Instructions - Required of Regents, NYCDOE, and Buffalo BOE Authorized Schools ONLY](#)

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

### [1-3 July August September 2021 Board Minutes NYCMCS](#)

Filename: 1-3\_July\_August\_September\_2021\_Boa\_4zptPCV.pdf Size: 94.9 kB

### [5 November 2021 NYCMCS](#)

Filename: 5\_November\_2021\_NYCMCS.pdf Size: 88.5 kB

### [6 December 2021 NYCMCS](#)

Filename: 6\_December\_2021\_NYCMCS.pdf Size: 87.0 kB

### [4 October 2021 NYCMCS](#)

Filename: 4\_October\_2021\_NYCMCS.pdf Size: 114.4 kB

### [7 January 2022 NYCMCS](#)

Filename: 7\_January\_2022\_NYCMCS.pdf Size: 87.9 kB

### [8 February 2022 NYCMCS](#)

Filename: 8\_February\_2022\_NYCMCS.pdf Size: 87.5 kB

## [9 March 2022 NYCMCS](#)

Filename: 9\_March\_2022\_NYCMCS.pdf Size: 87.3 kB

## [11 May 2022 NYCMCS](#)

Filename: 11\_May\_2022\_NYCMCS.pdf Size: 127.4 kB

## [10 April 2022 NYCMCS](#)

Filename: 10\_April\_2022\_NYCMCS.pdf Size: 126.0 kB

## [12 June 2022 updated NYCMCS](#)

Filename: 12\_June\_2022\_updated\_NYCMCS.pdf Size: 113.3 kB

## Entry 9 Enrollment & Retention

Completed - Aug 1 2022

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

#### Required of ALL Charter Schools

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

## Entry 9 Enrollment and Retention of Special Populations

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**Recruitment/Attraction Efforts Toward Meeting Targets**

	Describe Recruitment Efforts in 2021-2022	Describe Recruitment Plans in 2022-2023
Economically Disadvantaged	<p>In 2021-2022, 89.07% of NYCMCS's students were Economically Disadvantaged. To recruit these students, the school utilized the following strategies, with some adjustments to virtual settings or online outreach, due to the COVID-19 pandemic:</p> <ul style="list-style-type: none"> <li>• We contacted local daycare centers in high-need neighborhoods. We specifically targeted all daycare centers in the 10454 zip code. Outreach included distributing brochures and notifying parents of admission and lottery instructions. We began outreach in January 2022.</li> <li>• We presented to numerous local, again targeting neighborhoods, early childhood center staff, and parents, with a presentation that included a description of the school, our educational philosophy, and programs to promote an inclusive environment. We also shared application instructions and invited parents to tour the school.</li> <li>• We conducted outreach to local community-based organizations, such as Mott Haven Community Partnership and St. Jerome Church, and shared information to facilitate referrals to our school.</li> <li>• We held monthly recruitment events beginning in February 2022.</li> <li>• We posted signs regarding our application process outside of our building and throughout the</li> </ul>	<p>As our enrollment of Economically Disadvantaged students in 2021-22 was high, we intend to employ the same strategies. Based on our experiences from 2021-22, we decided to employ more online recruitment strategies and have joined the online enrollment software, Schola. We also plan to partner with local businesses during the summer and fall months. We intend to begin online and mass print advertising in February 2023.</p>

	<p>community, including grocery stores, churches, and libraries.</p>	
<p>English Language Learners</p>	<p>In the past school year, 22% of NYCMCS's students were English Language Learners. To recruit ELL students, the school utilized the following strategies, with some adjustments to virtual settings or online outreach, due to the COVID-19 pandemic:</p> <ul style="list-style-type: none"> <li>• We contacted local daycare centers that serve a high number of non-English speaking families. All materials shared were translated into Spanish. We began outreach in January 2022.</li> <li>• We presented to numerous local early childhood center staff and parents. Our presentation included a description of the school, our educational philosophy, and programs to serve ELLs students. Translators were brought to every presentation, and applications in multiple languages were available.</li> <li>• We conducted outreach to local community-based organizations, such as Mott Haven Community Partnership and St. Jerome Church, that serve non-English speaking families, and shared information in several languages to facilitate referrals to our school.</li> <li>• We held monthly recruitment events beginning in February 2022. Presentations were provided in English and Spanish.</li> <li>• We posted signs in Spanish regarding our application process outside of our building and throughout the community, including grocery stores, churches, and libraries.</li> </ul>	<p>As our enrollment of English Language Learners in 2021-22 was high, we intend to employ the same strategies. We recently acquired a membership with the Hispanic Federation and intend to partner with them for targeted outreach to ELL families. We will continue to assess and make any necessary adjustments to these recruitment strategies to ensure the health and safety of our staff and community members.</p>

<p>Students with Disabilities</p>	<p>Of the total enrollment for 2021-22, the percentage of Students with Disabilities was 26%. To recruit Students with Disabilities, the school shared information on the wide range of interventions and special education services offered at the school at every community visit, school tour, and information session. Promotional materials also highlight the inclusive nature of the school and the personalized instructional model. We also maintained a strong relationship with the Committee on Special Education.</p>	<p>As we almost met this enrollment goal, we are confident that our specific strategies are effective, and will continue to focus on these efforts in the 2021-22 school year. We will continue to assess and make any necessary adjustments to these recruitment strategies to ensure the health and safety of our staff and community members.</p>
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## Retention Efforts Toward Meeting Targets

	Describe Retention Efforts in 2021-2022	Describe Retention Plans in 2022-2023
Economically Disadvantaged	<p>Research suggests that Economically Disadvantaged students (students eligible for free or reduced priced lunch) are at a much greater risk for academic failure. To support these and other students, the school has implemented a Response to Intervention (RTI) program to maximize student achievement and minimize behavioral problems. At NYCMCS, we follow a three-tier implementation plan. We use research-based interventions at each tier as appropriate and target interventions to the student, their personality, and their challenges.</p> <p>Throughout the COVID-19 pandemic, we ensured support of ED students through remote learning by keeping class sizes small, with a teacher-to-student ratio no greater than 1:15. We also increased communication and support to our students' parents, through frequent check-ins. Further, we increased our social emotional supports to all of our students.</p>	<p>Our efforts to retain and serve Economically Disadvantaged students have resulted in the vast majority of our families expressing a high degree of satisfaction with the school and choosing to re-enroll their children year after year. Therefore, changes to the school's program will only be made if necessitated by student data and/or parental concerns.</p>
English Language Learners	<p>To support ELLs, NYCMCS employs a certified English-as-a-Second-Language (ESL) Teacher. She has an MA in TESOL and initial NYS TESOL K-12 teacher certification. She has fulfilled all requirements toward Common Branches certification, except for the DASA training. Prior to working full-time, she taught part-time for ten years and is familiar with a variety of</p>	<p>Our efforts to retain and serve English Language Learners have resulted in the vast majority of our families expressing a high degree of satisfaction with the school and choosing to re-enroll their children year after year. Therefore, changes to the school's program will only be made if necessitated by student data and/or parental concerns. We will be adding a second ELL teacher</p>

	<p>languages. The ESL Teacher provides push-in and pull-out instructional support to ELLs based on individual student needs. The ELL teacher oversees the program under the supervision of the Director of Instruction and the Director of Outreach. The ESL teacher collaborates frequently with the classroom teachers, Special Education Support Services teacher, and other service providers, discussing student needs, setting goals, sharing observations and results from assessments, and providing supports for differentiation, as well as sharing materials.</p>	<p>to help meet the demands of our growing ELL population.</p>
<p>Students with Disabilities</p>	<p>To support students with disabilities, NYCMCS employs seven Special Education Teachers who provide the following continuum of services based on a student's Individualized Education Plan (IEP): Special Education Support Services, Integrated Co-Teaching, and self-contained classrooms. Special Education teachers collaborate routinely and frequently with the General Education Teachers. The school follows a "school within a school" model, with grade-level teachers forming teams with one or more grades. These teams comprise Special Education and General Education teachers who have joint responsibility for planning lessons, activities, and projects. They meet regularly several times a week, plan together, compare data, exchange experiences, build curriculum, and keep in step with the pacing calendar. Resources are combined to strengthen teaching and learning opportunities, methods, and effectiveness. Each team has a</p>	<p>Our efforts to retain and serve Students with Disabilities have resulted in the vast majority of our families expressing a high degree of satisfaction with the school and choosing to re-enroll their children year after year. Therefore, changes to the school's program will only be made if necessitated by student data and/or parental concerns.</p>

Team Leader, who can be either a General or Special Education teacher. The Assistant Principals and Instructional Coach meet regularly to oversee the special education program. Specifically, they ensure that the program meets curricular, teaching, compliance, and special education standards. They also monitor student progress and recommend changes to the program to ensure effectiveness.

## **Entry 10 – Teacher and Administrator Attrition**

Completed - Aug 1 2022

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

## A. TEACH System – Employee Clearance

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

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

<sup>[1]</sup> Employees who must be cleared include, but are not limited to, teachers, administrative staff, janitors, security personnel and cafeteria workers, and other staff who are present when children are in the school building. **This includes paraprofessionals and other school personnel that are provided or assigned by the district of location, as well as related/contracted service providers.** See NYSED memorandum dated October 1, 2019 at <http://www.nysed.gov/common/nysed/files/programs/charter-schools/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.

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## B. Emergency Conditional Clearances

### Emergency Conditional Clearances

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

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

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

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### Attestation

#### Responses Selected:

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

## Entry 11 Percent of Uncertified Teachers

Completed - Aug 1 2022

### Instructions

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

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

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

## Entry 11 Uncertified Teachers

School Name:

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# Instructions for Reporting Percent of Uncertified Teachers

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

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

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

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

	FTE Count
i. FTE count of uncertified teacher with at least three years of elementary, middle or secondary classroom teaching experience (as of June 30, 2022)	4
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2022)	0
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2022)	0
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2022)	0
Total Category A: 5 or 30% whichever is less	4.0

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

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

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

	FTE Count
i. FTE count of uncertified teacher with at least three years of elementary, middle or secondary classroom teaching experience (as of June 30, 2022)	0
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2022)	0
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2022)	0
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2022)	0
<b>Total Category C: not to exceed 5</b>	<b>0.0</b>

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

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

	FTE Count
Total	4

**CATEGORY D: TOTAL FTE COUNT OF UNCATEGORIZED, UNCERTIFIED TEACHERS**

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

	FTE Count
Total Category D	2

**CATEGORY E: TOTAL FTE COUNT OF CERTIFIED TEACHERS**

	FTE Count
Total Category E	24

**CATEGORY F: TOTAL FTE COUNT OF ALL TEACHERS**

Please do not include paraprofessionals, such as teacher aides.

	FTE Count
Total Category F	30

Thank you.



**Entry 12 Organization Chart**

Completed - Aug 1 2022

[Instructions](#)

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

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

### [NYCMCS 21-22 Organization Chart](#)

Filename: NYCMCS\_21-22\_Organization\_Chart.pdf Size: 146.8 kB

## Entry 13 School Calendar

Completed - Aug 1 2022

[Instructions for submitting School Calendar](#)

### Required of ALL Charter Schools

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

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

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

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

### [2022-23 NYCMCS Calendar](#)

Filename: 2022-23\_NYCMCS\_Calendar.pdf Size: 226.8 kB

## Entry 14 Links to Critical Documents on School Website

Completed - Aug 1 2022

### [Instructions](#)

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

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

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

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

# Form for Entry 14 Links to Critical Documents on School Website

School Name: New York City Montessori Charter School (Choice Charter School)

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

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

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

	Link to Documents
1. Current Annual Report (i.e., 2021-2022 Annual Report)	<a href="https://nycmcs.org/principals-message/">https://nycmcs.org/principals-message/</a>
2. Board meeting notices, agendas and documents	<a href="https://nycmcs.org/board-of-trustees/">https://nycmcs.org/board-of-trustees/</a>
3. New York State School Report Card	<a href="https://data.nysed.gov/essa.php?instid=800000070182&amp;year=2021&amp;createreport=1&amp;OverallStatus=1&amp;section_1003=1&amp;EMStatus=1&amp;EMchronic=1&amp;38ELA=1&amp;38MATH=1&amp;48SCI=1&amp;naep=1&amp;expend=1&amp;staffqual=4&amp;feddata=1">https://data.nysed.gov/essa.php?instid=800000070182&amp;year=2021&amp;createreport=1&amp;OverallStatus=1&amp;section_1003=1&amp;EMStatus=1&amp;EMchronic=1&amp;38ELA=1&amp;38MATH=1&amp;48SCI=1&amp;naep=1&amp;expend=1&amp;staffqual=4&amp;feddata=1</a>
4. Authorizer-approved DASA Policy and NYSED-Approved School Discipline Policy (For Regents, NYCDOE, and Buffalo BOE-Authorized Charter Schools ONLY)	<a href="https://nycmcs.org/wp-content/uploads/2021/07/DisciplinePolicy.2021.2022.pdf">https://nycmcs.org/wp-content/uploads/2021/07/DisciplinePolicy.2021.2022.pdf</a>
5. District-wide safety plan, not a building level safety plan (as per the September 2021 Emergency Response Plan Memo	<a href="https://nycmcs.org/wp-content/uploads/2020/10/School-Safety-Plan-Revision2020-Website.pdf">https://nycmcs.org/wp-content/uploads/2020/10/School-Safety-Plan-Revision2020-Website.pdf</a>
6. Authorizer-approved FOIL Policy	<a href="https://nycmcs.org/wp-content/uploads/2020/07/FOIL-Policy-July-2020-Update.pdf">https://nycmcs.org/wp-content/uploads/2020/07/FOIL-Policy-July-2020-Update.pdf</a>
7. Subject matter list of FOIL records. (Example: See NYSED Subject Matter List)	<a href="https://nycmcs.org/wp-content/uploads/2020/07/FOIL-Policy-July-2020-Update.pdf">https://nycmcs.org/wp-content/uploads/2020/07/FOIL-Policy-July-2020-Update.pdf</a>

Thank you.



**Choice Charter School**  
(Formerly New York City Montessori Charter School)  
Financial Statements

June 30, 2022 and 2021

**Choice Charter School**  
(Formerly New York City Montessori Charter School)

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

June 30, 2022 and 2021

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## **Independent Auditors' Report**

**Board of Trustees  
Choice Charter School  
(Formerly New York City Montessori Charter School)**

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

#### ***Opinion***

We have audited the accompanying financial statements of Choice Charter School (formerly New York City Montessori Charter School (the "School") (a nonprofit organization), which comprise the statements of financial position as of June 30, 2022 and 2021, and the related statements of activities, functional expenses and cash flows for the years then ended, and the related notes to the financial statements.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the School as of June 30, 2022 and 2021, and the changes in its net assets and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

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

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

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

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

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

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

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

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

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the School's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the School's ability to continue as a going concern for a reasonable period of time.

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

**Board of Trustees  
Choice Charter School  
(Formerly New York City Montessori Charter School)**

Page 3

***Report on Supplementary Information***

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

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

In accordance with *Government Auditing Standards*, we have also issued our report dated October 31, 2022, 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 31, 2022

**Choice Charter School**  
(Formerly New York City Montessori Charter School)

Statements of Financial Position

	June 30,	
	2022	2021
<b>ASSETS</b>		
Current Assets		
Cash	\$ 598,907	\$ 898,777
Grants and contracts receivable	948,014	436,251
Prepaid expenses and other current assets	93,224	40,525
Total Current Assets	1,640,145	1,375,553
Property and equipment, net	139,238	130,228
Security deposits	244,404	231,189
Restricted cash	100,000	100,000
	\$ 2,123,787	\$ 1,836,970
 <b>LIABILITIES AND NET ASSETS</b>		
Current Liabilities		
Accounts payable and accrued expenses	\$ 174,091	\$ 77,926
Accrued payroll and payroll taxes	348,580	295,136
Deferred rent	-	217,470
Refundable advances	421	2,822
Total Current Liabilities	523,092	593,354
Net assets, without donor restrictions	1,600,695	1,243,616
	\$ 2,123,787	\$ 1,836,970

See notes to financial statements

**Choice Charter School**  
(Formerly New York City Montessori Charter School)

Statements of Activities

	Year Ended June 30,	
	2022	2021
<b>REVENUE AND SUPPORT</b>		
State and local per pupil operating revenue		
General and special education	\$ 4,800,175	\$ 4,720,538
Universal pre-kindergarten	317,684	363,636
Facilities	429,017	443,177
Federal grants	1,473,149	416,982
Federal E-Rate & IDEA	63,542	97,052
State grants	15,668	18,189
Other income	29,423	694
Total Revenue and Support	7,128,658	6,060,268
<b>EXPENSES</b>		
Program Services		
Regular education	4,066,001	3,419,256
Special education	1,939,720	1,610,426
Other education	17,572	405,229
Total Program Services	6,023,293	5,434,911
Supporting Services		
Management and general	748,286	751,496
Total Expenses	6,771,579	6,186,407
Change in Net Assets	357,079	(126,139)
<b>NET ASSETS</b>		
Beginning of year	1,243,616	1,369,755
End of year	\$ 1,600,695	\$ 1,243,616

**Choice Charter School**  
(Formerly New York City Montessori Charter School)

Statement of Functional Expenses  
Year Ended June 30, 2022

	No. of Positions	Program Services			Total	Management and General	Total
		Regular Education	Special Education	Other Education			
Personnel Services Costs							
Administrative staff personnel	7	\$ 301,464	\$ 36,117	\$ 8,473	\$ 346,054	\$ 304,515	\$ 650,569
Instructional personnel	46	1,627,747	928,739	-	2,556,486	-	2,556,486
Non-instructional personnel	1	8,298	1,264	-	9,562	-	9,562
Total Personnel Services Costs	<u>54</u>	<u>1,937,509</u>	<u>966,120</u>	<u>8,473</u>	<u>2,912,102</u>	<u>304,515</u>	<u>3,216,617</u>
Fringe benefits and payroll taxes		438,006	203,807	1,915	643,728	68,841	712,569
Legal services		-	-	-	-	3,145	3,145
Accounting and audit services		-	-	-	-	28,250	28,250
Other purchased, professional and consulting services		107,319	49,914	469	157,702	130,236	287,938
Building and land rent/lease		920,229	428,189	4,024	1,352,442	144,631	1,497,073
Insurance		24,539	11,418	107	36,064	3,857	39,921
Utilities		57,853	26,919	253	85,025	9,093	94,118
Supplies and materials		220,644	86,922	781	308,347	-	308,347
Staff development		54,973	25,580	240	80,793	8,640	89,433
Marketing and recruitment		15,367	6,118	44	21,529	1,569	23,098
Technology		148,743	69,211	650	218,604	23,378	241,982
Office expense		95,374	44,377	417	140,168	14,989	155,157
Depreciation and amortization		45,445	21,145	199	66,789	7,142	73,931
Total Expenses		<u>\$ 4,066,001</u>	<u>\$ 1,939,720</u>	<u>\$ 17,572</u>	<u>\$ 6,023,293</u>	<u>\$ 748,286</u>	<u>\$ 6,771,579</u>

See notes to financial statements

**Choice Charter School**  
(Formerly New York City Montessori Charter School)

Statement of Functional Expenses  
Year Ended June 30, 2021

	No. of Positions	Program Services			Total	Management and General	Total
		Regular Education	Special Education	Other Education			
Personnel Services Costs							
Administrative staff personnel	11	\$ 260,886	\$ 32,549	\$ 8,137	\$ 301,572	\$ 330,490	\$ 632,062
Instructional personnel	39	1,434,313	774,549	199,660	2,408,522	-	2,408,522
Non-instructional personnel	1	48,757	16,243	-	65,000	-	65,000
Total Personnel Services Costs	<u>51</u>	<u>1,743,956</u>	<u>823,341</u>	<u>207,797</u>	<u>2,775,094</u>	<u>330,490</u>	<u>3,105,584</u>
Fringe benefits and payroll taxes		442,883	209,090	52,771	704,744	83,930	788,674
Accounting and audit services		-	-	-	-	25,250	25,250
Other purchased, professional and consulting services		115,257	54,414	13,733	183,404	107,490	290,894
Building and land rent/lease		823,289	388,684	98,097	1,310,070	156,018	1,466,088
Repairs and maintenance		12,916	6,098	1,539	20,553	2,447	23,000
Insurance		23,576	11,131	2,809	37,516	4,468	41,984
Utilities		32,513	15,350	3,874	51,737	6,161	57,898
Supplies and materials		38,052	14,233	2,445	54,730	-	54,730
Staff development		17,423	8,226	2,076	27,725	3,301	31,026
Marketing and recruitment		923	324	14	1,261	21	1,282
Technology		61,330	28,954	7,308	97,592	11,622	109,214
Student services		411	194	49	654	78	732
Office expense		70,387	33,231	8,387	112,005	13,335	125,340
Depreciation and amortization		36,340	17,156	4,330	57,826	6,885	64,711
Total Expenses		<u>\$ 3,419,256</u>	<u>\$ 1,610,426</u>	<u>\$ 405,229</u>	<u>\$ 5,434,911</u>	<u>\$ 751,496</u>	<u>\$ 6,186,407</u>

See notes to financial statements

**Choice Charter School**  
(Formerly New York City Montessori Charter School)

Statements of Cash Flows

	Year Ended June 30,	
	2022	2021
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>		
Change in net assets	\$ 357,079	\$ (126,139)
Adjustments to reconcile change in net assets to net cash from operating activities		
Depreciation and amortization	73,931	64,711
Deferred rent	(217,470)	(183,948)
Changes in operating assets and liabilities		
Grants and contracts receivable	(511,763)	(172,217)
Prepaid expenses and other current assets	(52,699)	(2,373)
Security deposits	(13,215)	-
Accounts payable and accrued expenses	96,165	(28,867)
Accrued payroll and payroll taxes	53,444	(54,633)
Refundable advances	(2,401)	(8,547)
Net Cash from Operating Activities	(216,929)	(512,013)
<b>CASH FLOWS FROM INVESTING ACTIVITY</b>		
Purchases of property and equipment	(82,941)	(57,067)
Net Change in Cash and Restricted Cash	(299,870)	(569,080)
<b>CASH AND RESTRICTED CASH</b>		
Beginning of year	998,777	1,567,857
End of year	\$ 698,907	\$ 998,777

See notes to financial statements

**Choice Charter School**  
(Formerly New York City Montessori Charter School)

Notes to Financial Statements  
June 30, 2022 and 2021

**1. Organization and Tax Status**

Choice Charter School (formerly New York City Montessori Charter School) (the “School”) is a New York State, not-for-profit educational corporation that was incorporated to operate a charter school pursuant to Article 56 of the Education Law of the State of New York. The School was granted a provisional charter on December 14, 2010 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 (“Board of Regents”). On May 17, 2022, the Board of Regents renewed the School’s charter for an additional four-year term expiring on June 30, 2026. The Board of Regents also approved a corporate name change to Choice Charter School. The School is an elementary school in the South Bronx neighborhood of New York that empowers its children to be critical thinkers and creative problem solvers with strong social skills so that they can succeed in their world and learn in their pursuit of higher education as they prepare for careers needed in the 21<sup>st</sup> century. Classes commenced in the Bronx, New York, in September 2011, and the School provided education to approximately 236 students in grades kindergarten through fifth during the 2021-2022 academic year.

Beginning in September 2014, the School was awarded an annual contract with the New York City Department of Education (“NYCDOE”) to operate a universal pre-kindergarten program. The NYCDOE renewed the School’s contract for one additional year expiring on June 30, 2023. The School provided education to approximately 36 students during the 2021-2022 academic year.

The New York City Department of Education provides free lunches and transportation directly to some of the School’s students. Such costs are not included in these financial statements. The School covers a portion of the cost of lunches for children not entitled to the free lunches.

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.

**Choice Charter School**  
(Formerly New York City Montessori Charter School)

Notes to Financial Statements  
June 30, 2022 and 2021

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

***Net Asset Presentation***

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

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

*Net assets with donor restrictions* – represents amounts restricted by donors for specific activities of the School or to be used at a future date. The School records contributions as net assets with donor restrictions if they are received with donor stipulations that limit their use either through purpose or time restrictions. When a donor restriction expires, that is, when a time restriction ends or a purpose restriction is fulfilled, net assets with donor restrictions are reclassified to net assets without donor restrictions and reported in the statements of activities as net assets released from restrictions. The School had no net assets with donor restrictions at June 30, 2022 and 2021.

***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 for the year ended June 30:

	<u>2022</u>	<u>2021</u>
Cash	\$ 598,907	\$ 898,777
Restricted cash	<u>100,000</u>	<u>100,000</u>
	<u>\$ 698,907</u>	<u>\$ 998,777</u>

***Property and Equipment***

The School follows the practice of capitalizing all expenditures for property and equipment with costs in excess of \$1,000 and a useful life in excess of one year. Leasehold improvements are amortized over the shorter of the term of the lease, inclusive of all renewal periods, which are reasonably assured, or the estimated useful life of the asset. Purchased property and equipment are recorded at cost at the date of acquisition. 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 it is expensed as incurred.

**Choice Charter School**  
(Formerly New York City Montessori Charter School)

Notes to Financial Statements  
June 30, 2022 and 2021

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

***Property and Equipment (continued)***

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

Computers and equipment	3 and 4 years
Furniture and fixtures	5 years
Website development	3 years
Software	3 years

Property and equipment are reviewed for impairment if the use of the asset significantly changes or another indicator of possible impairment is identified. If the carrying amount for the asset is not recoverable, the asset is written down to its fair value. There were no asset impairments for the years ended June 30, 2022 and 2021.

***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.

***Deferred Rent***

The School records its rent in accordance with U.S. GAAP whereby all rental payments, including fixed rent increases, are recognized on a straight-line basis. The difference between the straight-line rent expense and the required lease payments, as well as any unamortized lease incentives, is reflected in deferred rent in the accompanying statements of financial position.

***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.

**Choice Charter School**  
(Formerly New York City Montessori Charter School)

Notes to Financial Statements  
June 30, 2022 and 2021

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

***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, 2022 and 2021 was \$23,098 and \$1,282.

***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, 2019.

***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 31, 2022.

**3. Grants and Contracts Receivable**

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

**Choice Charter School**  
(Formerly New York City Montessori Charter School)

Notes to Financial Statements  
June 30, 2022 and 2021

**4. Property and Equipment**

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

	2022	2021
Computers and equipment	\$ 389,912	\$ 306,971
Furniture and fixtures	282,242	282,242
Website development	11,325	11,325
Software	4,816	4,816
Leasehold improvements	238,324	238,324
	926,619	843,678
Accumulated depreciation and amortization	(787,381)	(713,450)
	\$ 139,238	\$ 130,228

**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 date, are comprised of the following at June 30:

	2022	2021
Cash	\$ 598,907	\$ 898,777
Grants and contracts receivable	948,014	436,251
	\$ 1,546,921	\$ 1,335,028

As part of the School's liquidity management plan, the status of grants and contracts receivable is monitored regularly and any excess cash is held in liquid instruments until it is required for operational use. The School will continue to rely on funding received from the New York City Department of Education to cover its future operating costs (see Note 7).

**6. Concentration of Credit Risk**

Financial instruments that potentially subject the School to concentrations of credit and market risk consist principally of cash and restricted cash 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. As of June 30, 2022 and 2021, approximately \$449,000 and \$749,000 of cash was maintained with an institution in excess of FDIC limits.

**Choice Charter School**  
(Formerly New York City Montessori Charter School)

Notes to Financial Statements  
June 30, 2022 and 2021

**7. 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, 2022 and 2021, the School received approximately 78% and 91% of its 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.

**8. Commitments**

In March 2012, the School entered into a 10-year non-cancelable operating lease for permanent office and classroom space beginning July 1, 2012 and ending on June 30, 2022. In September 2013 and June 2014, the School entered into a first and second lease amendment, respectively, to lease additional space in their existing building to accommodate an increase in student enrollment and the addition of pre-kindergarten program. On July 7, 2022, the School entered into a third lease amendment, effective July 1, 2022, to extend the term of the lease to July 30, 2027.

Beginning July 1, 2022, the fixed minimum rent shall increase by 3% above the annual rent for the preceding year. The fixed minimum rent shall increase by 3% on the first day of July each subsequent year, until the end of term.

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 for the years ended June 30, 2022 and 2021 amounted to \$1,328,384 and \$1,315,395.

The future minimum lease payments for the years ending June 30:

2023	\$ 1,569,097
2024	1,616,170
2025	1,664,655
2026	1,714,594
2027	1,766,032
	<u>\$ 8,330,548</u>

**9. 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.

**Choice Charter School**  
(Formerly New York City Montessori Charter School)

Notes to Financial Statements  
June 30, 2022 and 2021

**10. Risks and Uncertainties**

The School's operations and financial performance may be affected by the 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.

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**Choice Charter School**  
(Formerly New York City Montessori Charter School)

Uniform Guidance  
Schedules and Reports

June 30, 2022

**Choice Charter Schools**  
(Formerly New York City Montessori Charter School)

Schedule of Expenditures of Federal Awards  
Year Ended June 30, 2022

Federal Grantor/Pass-Through Grantor/ Program or Cluster Title	Federal Assistance Listing Number	Pass-Through Entity Identifying Number	Provided to Subrecipients	Total Federal Expenditures
<u>U.S. Department of Education</u>				
Pass-Through New York State Education Department:				
Title I Grants to Local Educational Agencies Supporting Effective Instruction State Grants (Formerly Improving Teacher Quality State Grants)	84.010	0021224875	\$ -	\$ 181,877
Student Support and Academic Enrichment Program	84.367	0147224875	-	17,979
Education Stabilization Fund/Elementary and Secondary School Emergency Relief Fund	84.424	0204224875	-	14,134
Education Stabilization Fund/Elementary and Secondary School Emergency Relief Fund II	84.425D	5890214875	-	43,154
Education Stabilization Fund/Elementary and Secondary School Emergency Relief Fund ARP	84.425D	5891214875	-	605,806
	84.425U	5880214875	-	518,345
Total U.S. Department of Education			-	1,381,295
<u>Federal Communications Commission</u>				
Pass-Through Universal Service Administrative Company:				
Emergency Connectivity Fund Program	32.009	not available	-	91,854
Total Expenditures of Federal Awards			\$ -	\$ 1,473,149

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

**Choice Charter Schools**  
(Formerly New York City Montessori Charter School)

Notes to Schedule of Expenditures of Federal Awards  
Year Ended June 30, 2022

**1. Basis of Presentation**

The accompanying schedule of expenditures of federal awards (the "Schedule") includes the federal award activity of Choice Charter School (formerly New York City Montessori Charter School) (the "School"), under programs of the federal government for the year ended June 30, 2022. 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  
Choice Charter School  
(Formerly New York City Montessori 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 Choice Charter School (formerly New York City Montessori Charter School) (the "School") (a nonprofit organization), which comprise the statement of financial position as of June 30, 2022, 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 31, 2022.

**Report on Internal Control Over Financial Reporting**

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

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

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

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

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

### **Purpose of this Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the 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 31, 2022



**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  
Choice Charter School  
(Formerly New York City Montessori Charter School)**

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

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

We have audited Choice Charter School (formerly New York City Montessori Charter School) (the "School") compliance with the types of compliance requirements identified as subject to audit in the OMB *Compliance Supplement* that could have a direct and material effect on each of the School's major federal programs for the year ended June 30, 2022. The School's major federal programs are identified in the summary of auditors' results section of the accompanying schedule of findings and questioned costs.

In our opinion, the School complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2022.

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

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

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

### ***Responsibilities of Management for Compliance***

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

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

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

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

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

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

### **Report on Internal Control Over Compliance**

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

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

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

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

*PKF O'Connor Davies, LLP*

Harrison, New York  
October 31, 2022

**Choice Charter Schools**  
(Formerly New York City Montessori Charter School)

Schedule of Findings and Questioned Costs  
Year Ended June 30, 2022

**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:

<u>Federal Assistance Listing Number(s)</u>	<u>Name of Federal Program or Cluster</u>
84.425D	Education Stabilization Fund/Elementary and Secondary School Emergency Relief Fund
84.425D	Education Stabilization Fund/Elementary and Secondary School Emergency Relief Fund II
84.425U	Education Stabilization Fund/Elementary and Secondary School Emergency Relief Fund ARP

Dollar threshold used to distinguish between Type A and Type B programs: \$750,000

Auditee qualified as low-risk auditee? \_\_\_\_\_ yes X no

**Section II – Financial Statement Findings**

During our audit, we noted no material findings for the year ended June 30, 2022.

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

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

**Section IV – Prior Year Findings**

There were no findings in the prior year.

**Board of Trustees**  
**Choice Charter School (Formerly New York City Montessori Charter School)**

Auditors' Communication on Internal Control

In planning and performing our audit of the financial statements of Choice Charter School (Formerly New York City Montessori Charter School) (the "School") as of and for the year ended June 30, 2022, 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, audit committee, Board of Trustees, 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 31, 2022

October 31, 2022

PKF O'Connor Davies, LLP  
500 Mamaroneck Avenue, Suite 301  
Harrison, NY 10528

This representation letter is provided in connection with your audits of the financial statements of Choice Charter School (formerly New York City Montessori Charter School) (the "Organization"), which comprise the statements of financial position as of June 30, 2022 and 2021, and the related statements of activities, functional expenses, and cash flows for the periods then ended, and the related notes to the financial statements, for the purpose of expressing an opinion as to whether the financial statements are presented fairly, in all material respects, in accordance with accounting principles generally accepted in the United States of America (US GAAP).

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

We confirm, to the best of our knowledge and belief, having made such inquiries as we considered necessary for the purpose of appropriately informing ourselves as of the date of this letter, the following representations made to you during your audits:

### **Our Responsibilities**

- We acknowledge that we have fulfilled our responsibilities for:
  - The preparation and fair presentation of the financial statements in accordance with US GAAP;
  - 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; and
  - The design, implementation, and maintenance of internal control to prevent and detect fraud.
- We understand that the term "fraud" refers to intentional acts by one or more individuals among management, those charged with governance, employees, or third parties, involving the use of deception that results in a misstatement in financial statements. Two types of intentional misstatements are relevant to your audits – misstatements resulting from fraudulent financial reporting and misstatements resulting from misappropriation of assets. Fraudulent financial reporting involves intentional misstatements, including omissions of amounts or disclosures in financial statements to deceive financial statement users. Misappropriation of assets involves the theft of an entity's assets.

- In regard to the assistance with preparation of financial statements, preparation of Data Collection Form, and tax preparation non-attest services performed by you, we have:
  - Assumed all management responsibilities;
  - Designated members of management who have suitable skill, knowledge, or experience to oversee the services;
  - Evaluated the adequacy and results of the services performed; and
  - Accepted responsibility for the results of the services.
- We are further responsible for reviewing, accepting and processing the standard, adjusting, or correcting journal entries that you proposed during the course of your engagement. We confirm that we designated a suitably qualified individual who understands the nature and impact of the proposed entry to the financial statements, and we accept responsibility for the proposed entries that we authorized and processed.
- We acknowledge our responsibility for presenting the schedule of expenditures of federal awards (“supplementary information”) in accordance with US GAAP, and we believe the supplementary information, including its form and content, is fairly presented in accordance with US GAAP. The methods of measurement and presentation of the supplementary information have not changed from those used in the prior period, and we have disclosed to you any significant assumptions or interpretations underlying the measurement and presentation of the supplementary information.

## **Financial Statements**

- The financial statements referred to above are fairly presented in conformity with US GAAP and include all disclosures necessary for such fair presentation. With respect to the financial statements, we specifically confirm that:
  - The Organization’s accounting policies, and the practices and methods followed in applying them, are appropriate and are as disclosed in the financial statements.
  - There have been no changes during the period audited in the Organization’s accounting policies and practices.
  - All material transactions have been recorded in the accounting records and are reflected in the financial statements.
- Significant assumptions we used in making accounting estimates, including those measured at fair value, are reasonable.
  - The appropriateness and consistency of the measurement processes used by management in determining accounting estimates.
  - That the assumptions appropriately reflect management’s intent and ability to carry out specific courses of action.
  - That the disclosures related to accounting estimates are complete and appropriate.
  - That no subsequent event has occurred that would require adjustment to the accounting estimates or disclosures included in the financial statements.
- The following, where they exist, have been appropriately disclosed to you and accounted for and/or disclosed in the financial statements in accordance with the requirements of US GAAP:
  - The identity of all related parties and related party relationships and transactions.
  - Material concentrations. We understand that concentrations refer to volumes of business, revenues, available sources of supply, or markets or geographic areas for which it is reasonably possible that events could occur which would significantly disrupt normal finances within the next year.

- Guarantees, whether written or oral, under which the Organization is contingently liable, including guarantee contracts and indemnification agreements.
- The effects of all known actual, possible, pending or threatened litigation, claims, and assessments.
- The Organization does not have any uncertain tax positions that require disclosure or recognition in the financial statements.
- We have evaluated events subsequent to the date of the financial statements through the date of this letter, and no such events have occurred which would require adjustment or disclosure in the financial statements.
- We have assessed the Organization's ability to continue as a going concern and have concluded that the Organization will be able to continue as a going concern for at least one year from the date of this letter.

### **Information Provided**

- We have provided you with:
  - Access to all information, of which we are aware, that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, and other matters.
  - All documents and records provided electronically are accurate and complete reproductions of the original documents and records.
  - Access to all minutes of the meetings of trustees, or summaries of actions of recent meetings for which minutes were not yet prepared.
  - Communications from regulatory agencies concerning noncompliance with or deficiencies in, financial reporting practices.
  - Additional information that you have requested from us for the purpose of the audit.
  - Unrestricted access to persons within the Organization from whom you determined it necessary to obtain audit evidence.
- We have disclosed to you our assessment of the risk that the financial statements may be materially misstated as a result of fraud.
- There are no deficiencies in the design or operation of internal control over financial reporting that are reasonably likely to adversely affect the Organization's ability to initiate, authorize, record, process, and report financial data reliably in accordance with US GAAP.
- We have no knowledge of any fraud or suspected fraud that affects the Organization and involves:
  - Management,
  - Employees who have significant roles in internal control, or
  - Others where the fraud could have a material effect on the financial statements.
- We have no knowledge of any allegations of fraud or suspected fraud affecting the Organization's financial statements communicated by employees, former employees, regulators, or others.
- We are responsible for compliance with the laws, regulations, and provisions of contracts and grant agreements applicable to us; and we have identified and disclosed to you all laws, regulations and provisions of contracts and grant agreements that we believe have a direct and material effect on

the determination of financial statement amounts or other financial data significant to the audit objectives.

- We have no knowledge of any instances of noncompliance or suspected noncompliance with laws and regulations whose effects should be considered when preparing financial statements.
- The Organization has satisfactory title to all owned assets, and there are no liens or encumbrances on such assets nor has any asset been pledged as collateral.
- The Organization is an exempt organization under Section 501(c)(3) of the Internal Revenue Code. Any activities of which we are aware that would jeopardize the Organization's tax-exempt status, and all activities subject to tax on unrelated business income or excise or other tax, have been disclosed to you. All required filings with tax authorities are up-to-date.
- We have a reasonable basis for the allocation of functional expenses.
- With respect to contributions:
  - Adequate controls are in place over the receipt and recording of contributions.
  - There were no unrecorded contributions or pledges at June 30, 2022 and 2021 that could materially affect the financial statements. In addition, we are unaware of any assets for which the Organization may be beneficiary as prescribed by probated wills or held in trusts by independent trustees at June 30, 2022 and 2021 which should be recorded in the financial statements.
- We have complied with all restrictions on resources (including donor restrictions) and all aspects of contractual agreements that would have a material effect on the financial statements in the event of noncompliance. This includes complying with donor restrictions to maintain an appropriate composition of assets needed to satisfy their restrictions.

## Hosting Services

We acknowledge that electronic portals used during the audit are only a method of transferring data and the data may be deleted by you at any time.

We are responsible for maintaining our financial and non-financial information, licensing and hosting of any applications, and downloading and retaining anything you uploaded to such portal in a timely manner.

## Uniform Guidance Compliance Report

The following representations are provided in connection with your audit of the Organization's compliance with the types of compliance requirements described in *Title 2 U.S. Code of Federal Regulations ("CFR") Part 200, Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards ("Uniform Guidance")*, *Audits of States, Local Governments and Non-Profit Organizations and Government Auditing Standards* that could have a direct and material effect on each of its major federal programs (hereinafter referred to as "compliance requirements") for the year ended June 30, 2022 for the purpose of expressing an opinion as to whether the Organization complied with such requirements.

- With respect to federal award programs:
  - We are responsible for understanding and complying with, and have complied with the requirements of Uniform Guidance, including requirements relating to preparation of the schedule of expenditures of federal awards.
  - The schedule of expenditures of federal awards is in accordance with Uniform Guidance and identifies and discloses expenditures made during the audit period for all awards provided by federal agencies in the form of grants, federal cost-reimbursement contracts, loans, loan guarantees, property (including donated surplus property), cooperative agreements, interest subsidies, insurance, food commodities, direct appropriations, and other direct assistance.
  - We acknowledge our responsibility for presenting the schedule of expenditures of federal awards (“SEFA”) in accordance with the requirements of Uniform Guidance §200.502, and we believe the SEFA, including its form and content, is fairly presented in accordance with Uniform Guidance §200.502. The methods of measurement and presentation of the SEFA have not changed from those used in the prior period, and we have disclosed to you any significant assumptions and interpretations underlying the measurement and presentation of the SEFA.
  - If the SEFA is not presented with the audited financial statements, we will make the audited financial statements readily available to the intended users of the SEFA no later than the date we issue the supplementary information and the auditors’ report thereon.
  - We have identified and disclosed to you all of our government programs and related activities subject to Uniform Guidance.
  - We are responsible for understanding and complying with the requirements of laws, regulations, and the provisions of contracts and grant agreements related to each of our federal programs and have identified and disclosed to you the requirements of laws, regulations and the provisions of contracts and grant agreements that are considered to have a direct and material effect on each major program.
  - We are responsible for establishing and maintaining, and have established and maintained, effective internal control over compliance requirements applicable to federal programs that provides reasonable assurance that we are managing our federal awards in compliance with laws, regulations, and the provisions of contracts and grant agreements that could have a material effect on our federal programs. We believe the internal control system is adequate and is functioning as intended.
  - We have made available to you all contracts and grant agreements (including amendments, if any) and any other correspondence with federal agencies or pass-through entities relevant to federal programs and related activities.
  - We have received no requests from a federal agency to audit one or more specific programs as a major program.
  - We have complied with the direct and material compliance requirements (except for noncompliance disclosed to you), including when applicable, those set forth in the OMB Compliance Supplement, relating to federal awards and have identified and disclosed to you all

amounts questioned and all known noncompliance with the direct and material compliance requirements of federal awards.

- We have disclosed any communications from grantors and pass-through entities concerning possible noncompliance with the direct and material compliance requirements, including communications received from the end of the period covered by the compliance audit to the date of the auditor's report.
- We have disclosed to you the findings received and related corrective actions taken for previous audits, attestation engagements, and internal or external monitoring that directly relate to the objectives of the compliance audit, including findings received and corrective actions taken from the end of the period covered by the compliance audit to the date of the auditor's report.
- Amounts claimed or used for matching were determined in accordance with relevant guidelines in Uniform Guidance.
- We have disclosed to you our interpretation of compliance requirements that may have varying interpretations.
- We have made available to you all documentation related to compliance with the direct and material compliance requirements, including information related to federal program financial reports and claims for advances and reimbursements.
- There are no such known instances of noncompliance with direct and material compliance requirements that occurred subsequent to the period covered by the auditors' report.
- No changes have been made in internal control over compliance or other factors that might significantly affect internal control, including any corrective action we have taken regarding significant deficiencies or material weaknesses in internal control over compliance subsequent to the period covered by the auditors' report.
- Federal program financial reports and claims for advances and reimbursements are supported by the books and records from which the basic financial statements have been prepared.
- The copies of federal program financial reports provided you are true copies of the reports submitted, or electronically transmitted, to the respective federal agency or pass-through entity, as applicable.
- We have charged costs to federal awards in accordance with applicable cost principles.
- We are responsible for and have accurately prepared the summary schedule of prior audit findings to include all findings required to be included by Uniform Guidance, and we have provided you with all information on the status of the follow-up on prior audit findings by federal awarding agencies and pass-through entities, including all management decisions.
- We are responsible for and have insured the reporting package does not contain protected personally identifiable information.
- We are responsible for and have accurately prepared the auditee section of the Data Collection Form as required by Uniform Guidance.
- We are responsible for preparing and implementing a corrective action plan for each audit finding.

- We have disclosed to you all contracts or other agreements with service organizations, and we have disclosed to you all communications from the service organizations relating to noncompliance at the service organizations.
- We have a process to track the status of audit findings and recommendations.
- We have identified to you any previous audits, attestation engagements, and other studies related to the audit objectives and whether related recommendations have been implemented.
- We have evaluated events subsequent to the date of the financial statements through the date of this letter, and no such events, including instances of noncompliance, have occurred which would require adjustment or disclosure in the financial statements or in the schedule of findings and questioned costs.
- As part of your audit, you prepared the draft financial statements and related notes and schedule of expenditures of federal awards. We have designated an individual with suitable skill, knowledge, or experience to oversee your services and have made all management decisions and performed all management functions. We have reviewed, approved, and accepted responsibility for those financial statements and related notes and schedule of expenditures of federal awards.
- In regards to the preparation of Data Collection Form and tax preparation non-attest services performed by you, we have—
  - Assumed all management responsibilities.
  - Designated an individual with suitable skill, knowledge, or experience to oversee the services.
  - Evaluated the adequacy and results of the services performed.
  - Accepted responsibility for the results of the services.

*Abeku Hayes*

Abeku Hayes (Oct 31, 2022 11:43 EDT)

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*Abeku Hayes, Principal*

*Haldun Mutlu*

Haldun Mutlu (Oct 31, 2022 09:19 CDT)

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*Haldun Mutlu, Board Treasurer*



**Choice Charter School (formerly NYCMCS) 21-22 Annual Report:  
Entry 4C – Additional Financial Documents**

2. Federal Single Audit: The Federal Single Audit can be found in the Audited Financial Statements (in Entry 4).
3. CSP Agreed-Upon Procedure Report: A CSP Agreed-Upon Procedure Report was not required because the school did not have CSP funds.
5. Corrective Action Plan for Audit Findings and Management Letter Recommendations: Not applicable because there were no findings.



June 01, 2022 through June 30, 2022

Primary Account [REDACTED]

### SERVICE CHARGE SUMMARY

Monthly Service Fee	\$0.00
Other Service Charges	\$0.00
<b>Total Service Charges</b>	<b>\$0.00</b>

### CHASE PLATINUM BUSINESS CHECKING

NEW YORK CITY MONTESSORI CHARTER SCHOOL  
ESCROW ACCOUNT

Account Number: [REDACTED]

### CHECKING SUMMARY

	INSTANCES	AMOUNT
Beginning Balance		\$100,000.00
Ending Balance	0	\$100,000.00

### CHASE PLATINUM BUSINESS CHECKING

NEW YORK CITY MONTESSORI CHARTER SCHOOL  
DEBIT ACCOUNT

Account Number: [REDACTED]

### CHECKING SUMMARY

	INSTANCES	AMOUNT
Beginning Balance		[REDACTED]
Deposits and Additions	2	[REDACTED]
ATM & Debit Card Withdrawals	16	[REDACTED]
Ending Balance	18	[REDACTED]

### DEPOSITS AND ADDITIONS

DATE	DESCRIPTION	AMOUNT
[REDACTED]	[REDACTED]	[REDACTED]
06/25	Online Transfer From Chk ...	[REDACTED]
<b>Total Deposits and Additions</b>		[REDACTED]

**Disclosure of Financial Interest by a Current  
or Former Trustee**

**Trustee Name:**

Jason Garcia

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**Name of Charter School Education Corporation:**

NYC Montessori Charter School

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

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

Yes  No

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

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

Yes  No

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

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

Yes  No

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

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

Yes  No

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

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

**None**

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

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

**None**

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

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



*Jason Garcia*  
Jason Garcia (Jun 21, 2022 10:27 EDT)

6/21/22

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**Signature**

**Date**

Acceptable signature formats include:

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

*last revised 04/2022*

**Disclosure of Financial Interest by a Current  
or Former Trustee**

**Trustee Name:**

Boby Katumkeeryil

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**Name of Charter School Education Corporation:**

New York City Montessori Charter School

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

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

Yes  No

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

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

Yes  No

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

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

Yes  No

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

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

Yes  No

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

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

**None**

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

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

**None**

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

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



*Bobby Katumkeeryil*

Bobby Katumkeeryil (Jun 29, 2022 16:28 GMT+3)

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**Signature**

**Date**

Acceptable signature formats include:

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

*last revised 04/2022*

**Disclosure of Financial Interest by a Current  
or Former Trustee**

**Trustee Name:**

Jacqueline M. DiSanto

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**Name of Charter School Education Corporation:**

Jacqueline DiSanto

---

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

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

Yes  No

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

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

Yes  No

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

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

Yes  No

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

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

Yes  No

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

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

**None**

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

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

**None**

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

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



A handwritten signature in black ink, appearing to read "J. DiSanto", is positioned above a blue horizontal line.

Jacqueline M. DiSanto (Jun 29, 2022 02:12 EDT)

06/29/2022

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**Signature**

**Date**

Acceptable signature formats include:

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

*last revised 04/2022*

**Disclosure of Financial Interest by a Current  
or Former Trustee**

**Trustee Name:**

ANTHONY R. JORDAN

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**Name of Charter School Education Corporation:**

CHOICE CHARTER SCHOOL

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

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

Yes  No

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

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

Yes  No

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

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

Yes  No

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

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

Yes  No

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

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

**None**

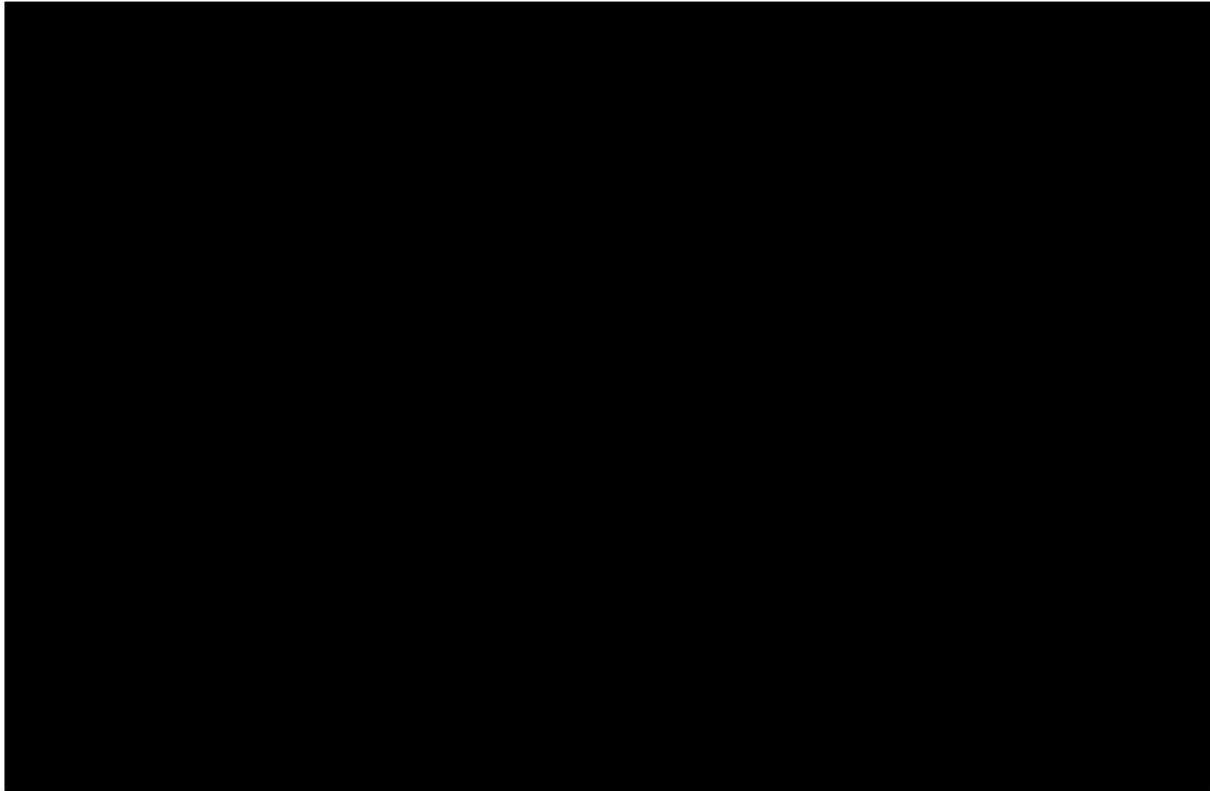
<b>Date(s)</b>	<b>Nature of financial interest / transaction</b>	<b>Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)</b>	<b>Name of person holding interest or engaging in transaction and relationship to you</b>

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

**None**

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

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



*Anthony R. Jordan*  
Anthony R. Jordan (Jun 28, 2022 12:21 EDT)

06/28/2022

**Signature**

**Date**

Acceptable signature formats include:

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

*last revised 04/2022*

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

**Name:**

Edward Tanzer

---

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

New York City Montessori Charter School

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

## Board of Trustees

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.

N/A

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

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

No

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

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

No

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

No

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

N/A

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

Yes  No

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

N/A

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

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

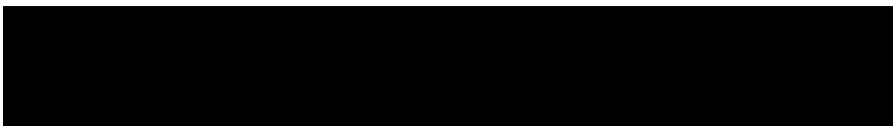
8. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation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

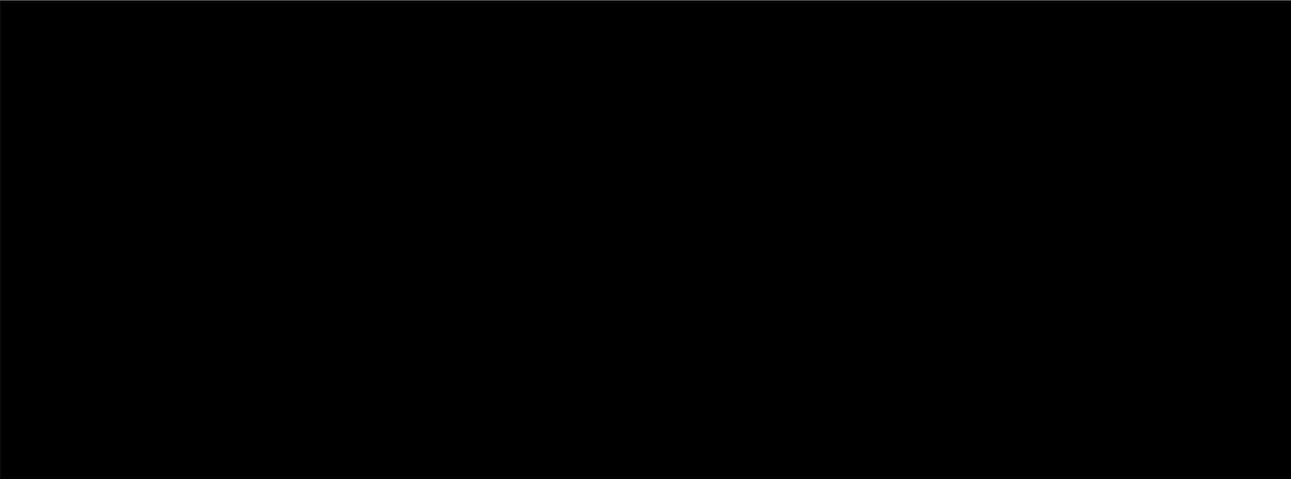
Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps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

Edward Tanzer  
Edward Tanzer (Jul 22, 2021 11:56 AM)  
 Signature

Jul 22, 2021  
 Date

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





*last revised 04/2021*

**Disclosure of Financial Interest by a Current  
or Former Trustee**

**Trustee Name:**

Hal Mutlu

---

**Name of Charter School Education Corporation:**

Hal Mutlu

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

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

Yes  No

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

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

Yes  No

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

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

Yes  No

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

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

Yes  No

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

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

**None**

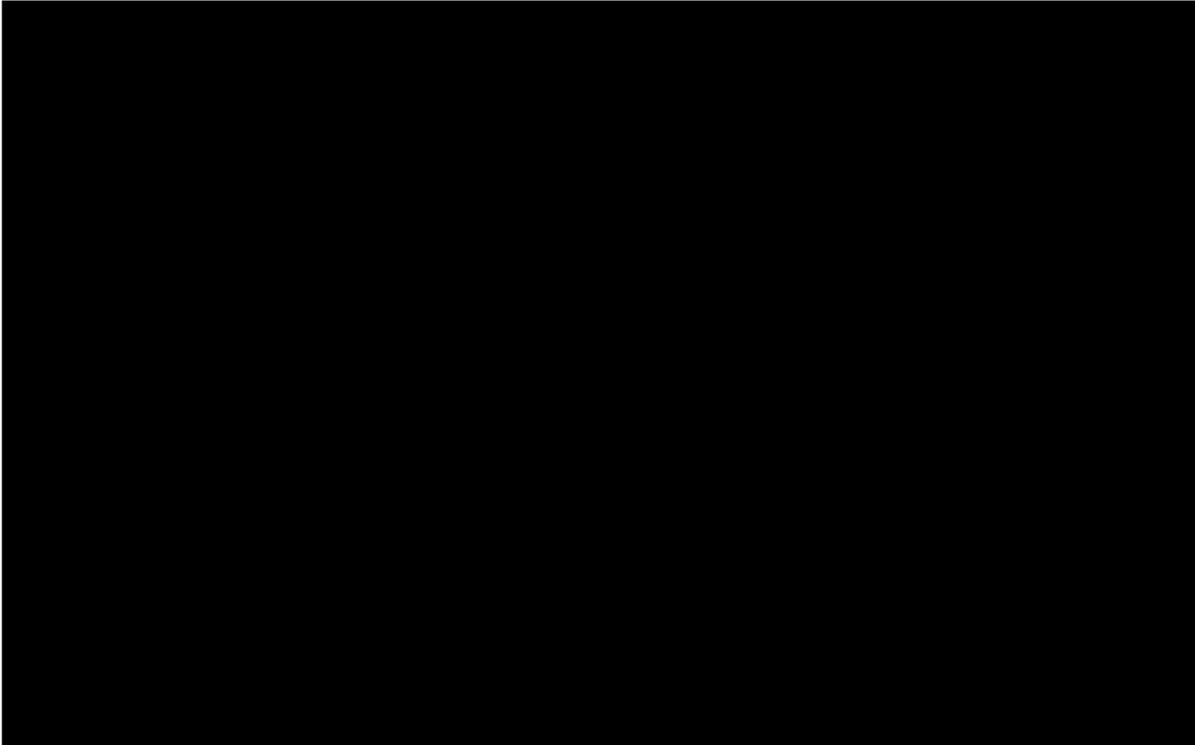
Date(s)	Nature of financial interest / transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you

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

**None**

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

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



*Hal Mutlu*

[Hal Mutlu \(Jun 18, 2022 14:00 CDT\)](#)

6/18/2022

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**Signature**

**Date**

Acceptable signature formats include:

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

*last revised 04/2022*

**Disclosure of Financial Interest by a Current  
or Former Trustee**

**Trustee Name:**

Maria Keane

---

**Name of Charter School Education Corporation:**

NYC Montessori Charter School

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

Chair of the Board

Member of the Education Committee

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

Yes  No

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

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

Yes  No

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

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

Yes  No

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

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

Yes  No

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

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

**None**

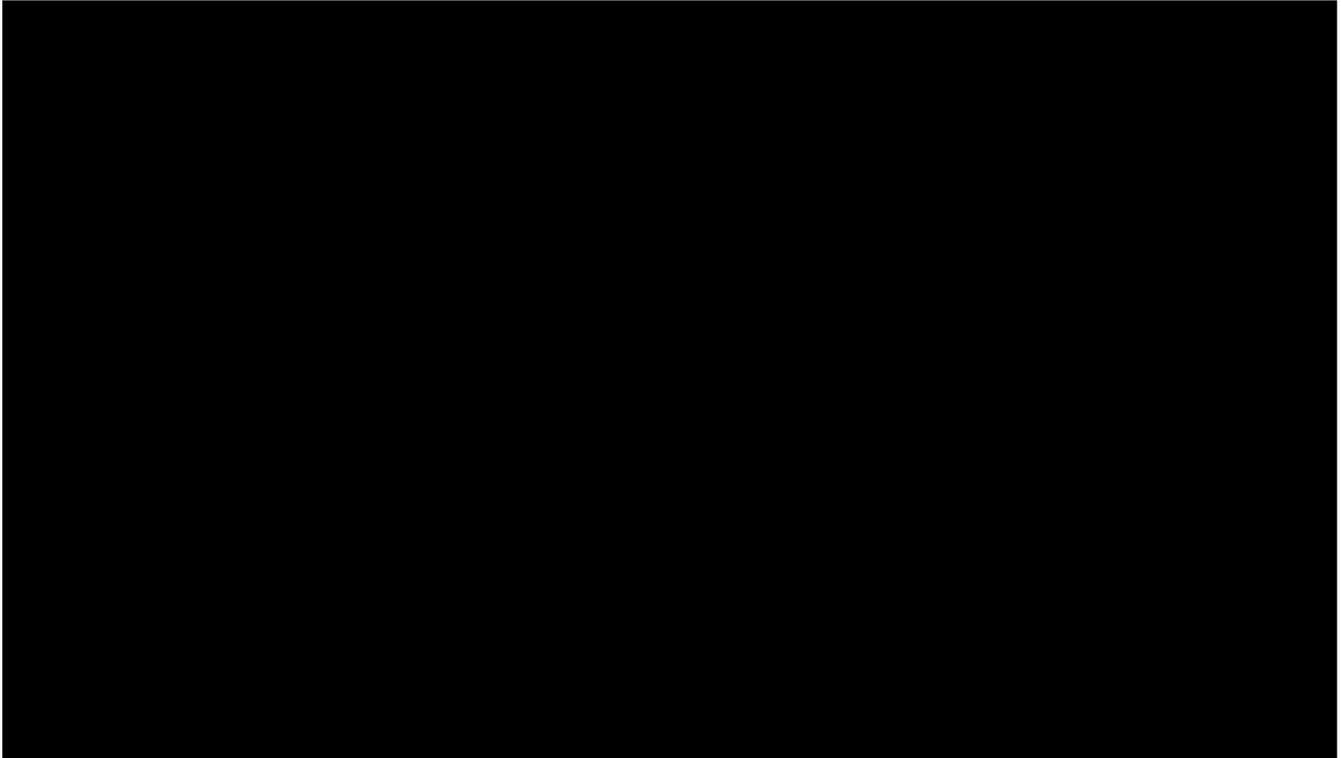
Date(s)	Nature of financial interest / transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you

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

**None**

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

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*Maria Keane*

[Maria Keane \(Jun 17, 2022 14:07 EDT\)](#)

june 17, 2022

**Signature**

**Date**

Acceptable signature formats include:

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

*last revised 04/2022*

**Disclosure of Financial Interest by a Current  
or Former Trustee**

**Trustee Name:**

Denise Clay

---

**Name of Charter School Education Corporation:**

New York City Montessori Charter School

---

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

Chair - Education Committee

Member - Finance Committee

Chair Emeritus - Board of Trustees

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

Yes  No

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

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

Yes  No

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

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

Yes  No

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

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

Yes  No

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

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**None**

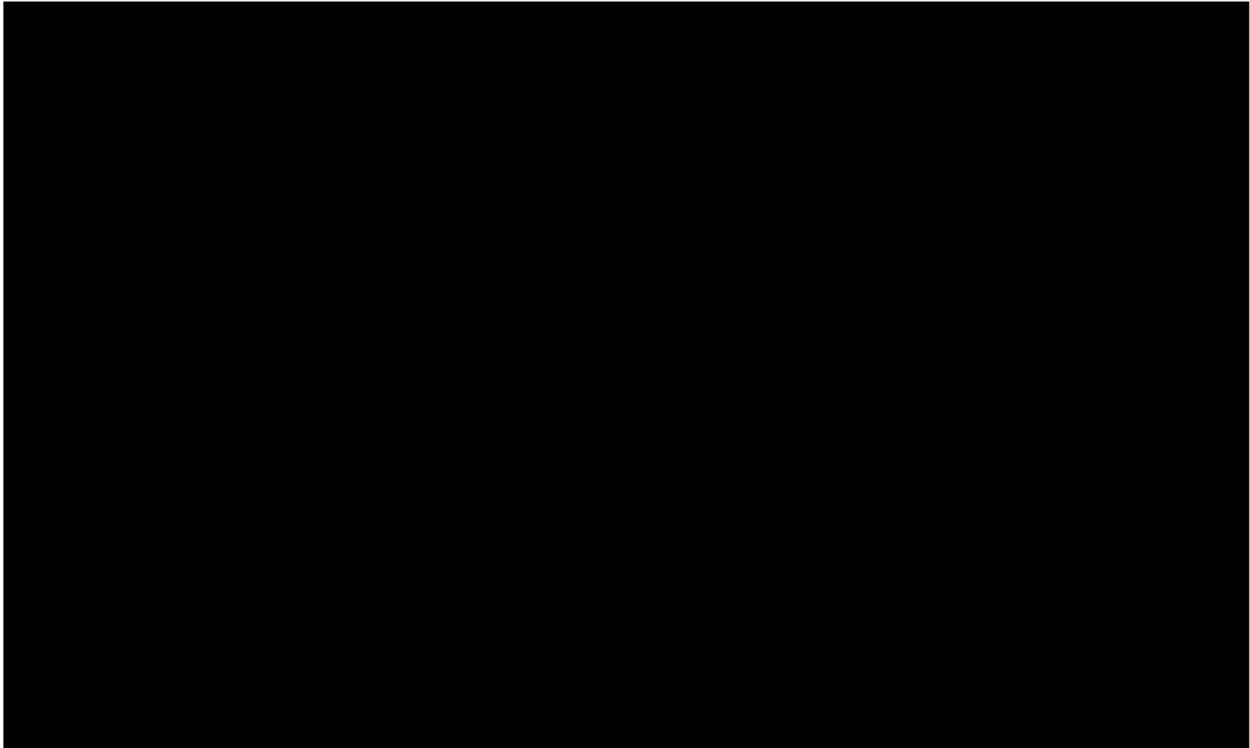
<b>Date(s)</b>	<b>Nature of financial interest / transaction</b>	<b>Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)</b>	<b>Name of person holding interest or engaging in transaction and relationship to you</b>

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

**None**

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

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*Denise Clay*

Denise Clay (Jun 17, 2022 14:47 EDT)

6/17/2022

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**Signature**

**Date**

Acceptable signature formats include:

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

*last revised 04/2022*

**Disclosure of Financial Interest by a Current  
or Former Trustee**

**Trustee Name:**

Neil Gulyako

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**Name of Charter School Education Corporation:**

Neil Gulyako

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

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

Yes  No

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

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

Yes  No

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

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

Yes  No

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

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

Yes  No

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

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

**None**

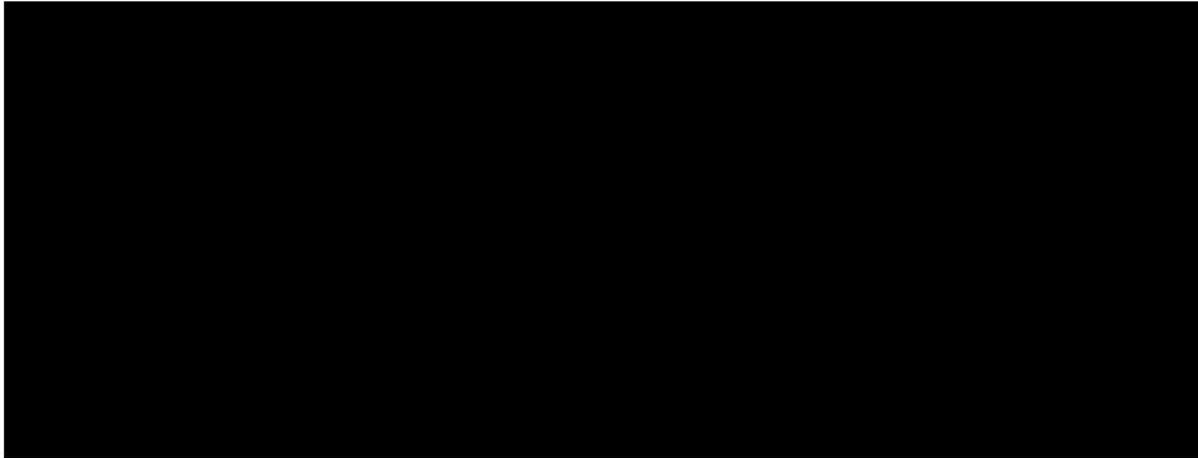
<b>Date(s)</b>	<b>Nature of financial interest / transaction</b>	<b>Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)</b>	<b>Name of person holding interest or engaging in transaction and relationship to you</b>

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

**None**

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

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



**Home Telephone:**

---

**Home Address:**

---

*Neil Gulyako*

Neil Gulyako (Jun 29, 2022 10:38 EDT)

6.29.22

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**Signature**

**Date**

Acceptable signature formats include:

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

*last revised 04/2022*

**New York City Montessori Charter School (“NYCMCS”) Board of Trustees Meeting**  
**Minutes**  
**July 21, 2021**

The meeting convened via videoconference at 9:35am. Abeku Hayes, Denise Clay, Maria Keane, Anthony Jordon, Hal Mutlu, Jason Garcia, Bobby Katumkeeryil, and Neil Gulyako were present.

There were no public comments.

The Board of Trustees (the “**Board**”) approved the minutes for the previous Board meeting.

Principal Abeku Hayes conducted a review of the dashboard, indicating that there were no material changes in enrollment or employee headcount. Principal Hayes discussed the incoming renewal application, and the School’s outperformance of other schools similar to NYCMCS. Principal Hayes also discussed costs associated with curriculum and the status of the School’s enrollment packets.

The Building & Grounds Committee reported to the Board, detailing the status of minor structural issues with the school that are being repaired.

The Education Committee discussed the School’s current contract with CSBM.

The Finance Committee reported to the Board, discussed the school’s current financial status.

There being no further business before the Board, the meeting was adjourned at 11:00am.

/s/ Neil Gulyako

Secretary

**New York City Montessori Charter School (“NYCMCS”) Board of Trustees Meeting**  
**Minutes**  
**August 18, 2021**

The meeting convened via videoconference at 9:30am. Abeku Hayes, Denise Clay, Maria Keane, Anthony Jordon, Hal Mutlu, Jason Garcia, Jacqueline DiSanto, Ed Tanzer, and Neil Gulyako were present.

There were no public comments.

The Board of Trustees (the “**Board**”) approved the minutes for the previous Board meeting.

The Board interview two candidates for positions on the Board, and unanimously carried a motion to invite them to join the Board.

Principal Abeku Hayes conducted a review of the dashboard, indicating that there were no material changes in enrollment or employee headcount.

The various committees reported to the Board and did not provide any material updates.

There being no further business before the Board, the meeting was adjourned at 11:00am.

/s/ Neil Gulyako

Secretary

**New York City Montessori Charter School (“NYCMCS”) Board of Trustees Meeting**  
**Minutes**  
**September 15, 2021**

The meeting convened via videoconference at 9:34am. Abeku Hayes, Denise Clay, Maria Keane, Anthony Jordon, Hal Mutlu, Jason Garcia, Jacqueline DiSanto, Ed Tanzer, and Neil Gulyako were present.

There were no public comments.

The Board of Trustees (the “**Board**”) approved the minutes for the previous Board meeting.

The Board interview two candidates for positions on the Board, and unanimously carried a motion to invite them to join the Board.

Principal Abeku Hayes conducted a review of the dashboard, indicating that there were no material changes in enrollment or employee headcount. Principal Hayes also discussed matters related to the school’s fire alarm and elevator systems.

The various committees reported to the Board and did not provide any material updates.

There being no further business before the Board, the meeting was adjourned at 11:00am.

/s/ Neil Gulyako

Secretary

**New York City Montessori Charter School Board of Trustees**  
**November 17, 2021 9:30 a.m.**

**Call to order.** The meeting was convened via videoconference at 9:36am. Maria Keane, Denise Clay, Anthony Jordan, Michelle Ife Irukera, Ed Tanzer, Jacqueline DiSanto, Hal Mutlu, Neil Gulyako, Bobby Katumkeeryil, Abeku Hayes, and Krystal Astwood were present.

**Public Comments.** There were no members of the public present.

**Minutes.** The October 2021 Board Meeting minutes were approved.

**Board Training.** The Board received a 45-minute long training by outside attorneys on its fiduciary duties and obligations. A package of related reference materials was also provided to each Board member.

**Charter Renewal Status.** The Principal reported that the onsite visits at the school and the visit with the Board by the NYSED representatives Kim Santiago and Aaron Listhaus have been completed and went well. The school will be contacted in February or March regarding the preliminary views of the NYSED. Ms. Santiago and Mr. Listhaus suggested that in the meanwhile the school might consider contacting Regent Aramina Ferrer and inviting her to visit the school to provide her with more information about the school.

**Dashboard Review and the Principal's Report.** The Principal reported that the school's enrollment is currently at 246 students, including pre-K. Principal Hayes informed the Board that there are no new changes or updates to the curriculum or instructional practice at the school. Principal Hayes told the Board that the school's test results from last year are comparable to the state's and the district's test results.

Principal Hayes also informed the Board that he has been working with Chase Bank to resolve certain security issues, and that the school has taken measures to protect itself further from future such issues.

Lastly, Principal Hayes reported that he will be submitting the applications for Michelle Ife Irukera and Irina Shaorshadze to the NYSED shortly.

**Staffing and Budget.** The Principal reported that the staffing needs of the school remain a challenge, given the pandemic, but that he has each classroom appropriately staffed. The school administration continues to undertake aggressive recruiting efforts.

**Education Committee.** The Chair of the Education Committee noted that the committee members prepared for the NYSED charter renewal site visit by, among other things, discussing possible avenues of questioning by the NYSED. The committee will have its next meeting on Thursday, December 2, 2021, at 11:00am.

**Building and Grounds Committee.** The Committee reported that the school is waiting for a renewed temporary certificate of occupancy, which it receives every 30-60 days. The Board discussed the school's options regarding its lease and negotiating with the landlord. It was decided that

negotiations regarding next steps regarding the lease will resume after the landlord has addressed the outstanding repairs needed in the school.

**Finance Committee.** The Finance Committee plans to conduct a comprehensive review of each of the school's insurance policies. Principal Hayes noted that while the school expects to have a surplus in the budget, part of that surplus will be reallocated to teachers' salaries in an effort to address staffing and enrollment issues. The Principal also noted that the school is purchasing technology updates for the classrooms, including additional computers and smart boards.

**Family Association Report.** The school administration is working on a virtual Thanksgiving celebration.

**Next Meeting.** The next meeting will be held on December 15, 2021 via videoconference beginning at 9:30 am.

**Adjournment.** The meeting was adjourned at 10:57 am.

Respectfully submitted – Neil Gulyako (Vice Chair)

/s Neil Gulyako

**New York City Montessori Charter School Board of Trustees**  
**December 15, 2021 9:30 a.m.**

**Call to order.** The meeting was convened via videoconference at 9:33am. Maria Keane, Jason Garcia, Denise Clay, Neil Gulyako, Jacqueline DiSanto, Hal Mutlu, Anthony Jordan, Michelle Ife Irukera, Abeku Hayes, and Krystal Astwood were present.

**Public Comments.** There were no members of the public present.

**Minutes.** The November 2021 Board Meeting minutes were approved.

**Charter Renewal Status.** The charter renewal application will be reviewed in February or March 2022. The school has been able to schedule a lot more professional development for teachers due to the government grant. The school has hired a few more new people.

**Dashboard Review and the Principal's Report.** Principal Hayes reported that we are beginning the first round of assessments. He emphasized that the school is looking for ways to optimize remote learning. The school has lost a few students to homeschooling, and the school administration is looking to educate parents on that process and transition. The school administration is working to increase enrollment and has engaged a recruitment and rebranding and marketing specialist. The school's head of human resources and finance has made the transition to CSBM, so the school will not experience any interruption in the services provided by CSBM. Principal Hayes has submitted the applications for Irina Shaorshadze and Michelle Ife Irukera to NYSED.

**Staffing and Budget.** The Principal reported that the staffing needs of the school remain a challenge, given the pandemic, but that he has each classroom appropriately staffed. The school administration continues to undertake aggressive recruiting efforts.

**Education Committee.** The Committee met on December 2, 2021, at 11am. CSBM is still handling the school's accounting, but no longer handles the school's billing, so the school's administration is now handling billing itself. The school continues to maintain adequate staffing in the midst of a regional teacher shortage. The Committee also discussed ways the school can maintain continuous improvement and excellence across all measures. The Committee will have its next meeting Wednesday, January 5, 2021, at 9:30 am via videoconference.

**Building and Grounds Committee.** The Committee's main objectives have been to secure the certificate of occupancy and the conversations about the lease. The Principal will be scheduling a call with Newmark to discuss the renewal of the lease and to present our counteroffer. With the impending renewal of the lease, the Committee is also preparing to engage in broader conversations on how to best communicate with the landlord about our needs and any outstanding issues with the school's facility.

**Finance Committee.** The Finance Committee continues to target maintaining a surplus and stable finances. The Chair of the Committee informed the Board of the measures being taken to ensure that the school's funds and accounts remain protected against cybersecurity issues affecting banks nationally. The Chair also reported that he is satisfied with the bank's controls and security measures.

Finally, the Chair of the Board reported that we have an external auditor who reviews the school's books and finances annually.

**Family Association Report.** Principal Hayes noted that there is a family association meeting scheduled for next week.

**Next Meeting.** The next meeting will be held on January 19, 2021 via videoconference beginning at 9:30 am.

**Adjournment.** The meeting was adjourned at 10:13am.

Respectfully submitted – Neil Gulyako

/s Neil Gulyako

**New York City Montessori Charter School Board of Trustees**  
**October 20, 2021 9:30 a.m.**

**Call to order.** The meeting was convened via videoconference at 9:34 am. Maria Keane (Chair), Denise Clay, Hal Mutlu, Boby Katumkeeryil, Anthony Jordan, Jason Garcia, Neil Gulyako, Ed Tanzer, Jacqueline DiSanto, Irina Shaorshadze, Michelle Ife Irukera, Abeku Hayes (Principal), and Krystal Astwood (Administrative Staff) were present.

**Public Comments.** There were no members of the public present.

**Minutes.** September 2021 Board Meeting minutes will be circulated. The Chair noted that the September minutes need to specify that the Board has approved the appointment of new Board members, Irina Shaorshadze and Michelle Ife Irukera.

**Dashboard Review and the Principal's Report.** The dates for the charter renewal site visit will be Thursday, November 4<sup>th</sup> and Friday, November 5<sup>th</sup>. A majority of the Board members confirmed that they will be available for a 9am or 9:30 am meeting on November 4<sup>th</sup>. The meeting will be virtual via Google Meet. A discussion ensued as to how the Board members will prepare for the visit. On November 4<sup>th</sup>, NYSED will also have the opportunity to question Principal Hayes, teachers, and parents selected by the Principal. On November 5<sup>th</sup>, NYSED will observe school and classroom operations.

Principal Hayes also reported that, though the pandemic has made it difficult to assess progress, the school has gone from underperforming to outperforming its district peers when it comes to students' state test scores.

Finally, the Chair emphasized that the committees should regularly report and circulate minutes from all meetings.

**Staffing and Budget.** The school is currently enrolled at 244 and is projecting a surplus by the end of the year. The surplus may increase because the school's staffing is in flux. The school is financially sound because, among other things, it received an ARP grant, which is a flexible up-front payment that can be utilized through regular adjustments to the application. Principal Hayes explained that much of that money is going towards addressing the school's staffing issues. The Board discussed how the school has handled teachers who have declined to get vaccinated and the difficulties in recruiting additional qualified support staff. Principal Hayes also reported that they have streamlined the enrollment process for new students in a recruiting effort to attract more students. There will be continued discussions on how to properly incentivize student enrollment as the school increases its capacity for students.

**Education Committee.** The Chair of the Education Committee noted that the Committee met on October 6th, 2021 and discussed the school's challenges with recruiting, attendance, and remote learning. The Committee also discussed how the school is providing emotional support to families who have experienced loss during the pandemic. The Board discussed the reasons behind some families' preference for remote learning. Principal Hayes noted that the end goal is to get all students back into the classroom for a better learning experience. The Chair of the Committee

announced that the Committee will have its next meeting on November 3, 2021, at 9:30am. The Chair will devote the meeting to preparing the Board members for the NYSED renewal revisit. All members are invited to join the meeting and to participate. There were no changes in the curriculum.

**Building and Grounds Committee.** Principal Hayes reported that he, along with Michelle Ife Irukera, met with Newmark to discuss the landlord's counteroffer and the ongoing issues with the school's facilities. The school is engaging legal counsel to advise on how to address the issue with the school's fire alarm system as well as the issue with the certificate of occupancy. Newmark will continue negotiations with the landlord as well. The Board discussed the option of a long-term leasehold and how to secure favorable terms in extending the lease.

**Finance Committee.** The Chair of the Finance Committee reported that he signed off on audited financials from last week. He noted that though the school is currently financially stable, an influx of additional grants would be welcome. The Chair reported that the goal is to return school operations to pre-COVID-19 pandemic levels. Principal Hayes explained that the ARP grant budget can be adjusted weekly to suit the school's needs. Principal Hayes also noted that another grant being used for school technology operates as a reimbursement on funds spent by the school.

**Family Association Report.** Principal Hayes announced that the first family association meeting would occur later in the day on October 20, 2021. The Principal also reported that there was recently a successful parent meeting as well.

**Next Meeting.** The Board Chair reminded the Board members that the next meeting will be held on November 17, 2021 via videoconference beginning at 9:30 am. At this meeting, the Board will have a training on board obligations and responsibilities in addition to the regular meeting.

**Adjournment.** The meeting was adjourned at 10:42 am.

Respectfully submitted – /s/ Neil Gulyako

Neil Gulyako (Vice Chair)

**New York City Montessori Charter School Board of Trustees**  
**January 19, 2022 9:30 a.m.**

**Call to order.** The meeting was convened via videoconference at 9:33am. Maria Keane, Denise Clay, Neil Gulyako, Hal Mutlu, Anthony Jordan, Irina Shaorshadze, Ed Tanzer, Bobby Katumkeeryil, Michelle Ife Irukera, Abeku Hayes, and Krystal Astwood were present.

**Public Comments.** There were no members of the public present.

**Minutes.** The December 2021 Board Meeting minutes were approved.

**Charter Renewal Status.** The charter renewal application will be reviewed in February or March 2022, and a decision is expected soon after.

**Dashboard Review and the Principal's Report.** Principal Hayes reported that Yara Ortiz has transitioned from her role as Director of Finance to her new role at CSBM and the transition has been smooth. The administration continues to prioritize student and staff recruitment. School enrollment (excluding pre-K) is at 241, with the addition of seven new students. The school has not recorded any community transmission of COVID-19 infection, but is prepared to go fully remote if required by the state. The remote education protocol can accommodate any new vaccination mandates that may extend to children.

**Annual Goals and Board Assessment.** The Board will review the school's goals for the year and there will be a discussion at the next Board meeting. In addition, the Board will assess itself as a body according to New York state expectations. The Board also approved a motion to create a Special Committee to review the robustness of the Board's and the school's general procedures, processes, and protocol. The Special Committee will be chaired by Board Member Anthony Jordan. Board Members Neil Gulyako and Jason Garcia will be members of the Special Committee.

**Staffing and Budget.** The Principal reported that the staffing needs of the school remain a challenge, given the pandemic, but each classroom is appropriately staffed. There is one new staff member, while two others will soon be on maternity leave. The school administration continues to undertake aggressive recruiting efforts.

**Building and Grounds Committee.** The Committee met with Newmark to discuss the school's position with respect to the facility's lease. Newmark has prepared a lease extension, which will be reviewed by the Board. The Board is considering its options in terms of retaining a lawyer to provide additional guidance on the ongoing lease discussions and options.

**Education Committee.** The Committee met on January 5, 2022. The Committee discussed how the Charter is still up for renewal and a decision should be issued soon. The Committee also discussed a strategic plan for excellence and educational achievement. As a result of a grant, NYCMCS teachers can opt to attend Montessori training and to attend teacher training at Columbia's Teacher's College.

**Finance Committee.** The Committee Chair reported that the school's accounts are secure and that any fraudulent transactions have been reversed. The accounts have been adjusted to allow CSBM the appropriate access to render their services. The budget is projected to have a surplus by the end of

the year, which is driven by the state ARP grant. The grant is being allocated to the school's COVID response (e.g. technology, curriculum updates, etc.).

**Family Association Report.** The next meeting is postponed due to COVID-19.

**Next Meeting.** The next meeting will be held on February 16, 2022 via videoconference beginning at 9:30 am.

**Adjournment.** The meeting was adjourned at 10:23am.

Respectfully submitted – Neil Gulyako

/s Neil Gulyako

**New York City Montessori Charter School Board of Trustees**  
**February 16, 2022 9:30 a.m.**

**Call to order.** The meeting was convened via videoconference at 9:34am. Maria Keane, Neil Gulyako, Ed Tanzer, Michelle Ife Irukera, Abeku Hayes, and Krystal Astwood were present.

**Public Comments.** There were no members of the public present.

**Minutes.** The January 2022 Board Meeting minutes were approved.

**Charter Renewal Status.** The charter renewal application should be reviewed March 2022, and a decision is expected soon after. Principal Hayes invited the school's regent to NYCMCS' partnership with the math museum.

**Dashboard Review and the Principal's Report.** School enrollment (excluding pre-K) is at 242. There were no changes to the curriculum. Students took their second interim assessment for the state test and the results were adequate. The school is operating smoothly and adjusting to the departure of Yara Ortiz, the Director of Finance. The school has hired an additional teacher for next year, and is continuing to pursue other qualified candidates. The school administration continues to assess its budget and staffing needs and is actively recruiting students

**Annual Goals and Board Assessment.** The Board will continue the assessment of itself as a Board and each member will complete evaluation forms, to be returned to the Board Chair.

**Staffing and Budget.** The Principal reported that the staffing needs of the school remain a challenge, given the pandemic, but each classroom is appropriately staffed. There is one new staff member for the upcoming school year. The school administration continues to undertake aggressive recruiting efforts in a competitive market, with a focus on special education teachers and interventionists. There are currently two outstanding offers to candidates.

**Building and Grounds Committee.** The lease for the school grounds has been sent to the attorney who the school retained to provide counsel on the lease. The Committee anticipates receiving feedback soon. The attorney will act as the school's agent in negotiating with the landlord. The Committee is specifically hoping for guidance on how to add language to the lease extension with references to specific improvements to the facilities that should be handled by the landlord.

**Education Committee.** At the last meeting, the Committee focused on reviewing the school's academic goals going forward. The Committee considered the feasibility and accessibility of some goals and adjusted according to current circumstances and climate. The Committee also continues to consider ways to train and enrich the school administration and faculty.

**Finance Committee.** The Committee Chair reported that the school's accounts are secure. There have been no additional fraudulent activities detected on the account. CSBM has been involved in checking security and fraudulent transactions. The Committee had a call with CSBM to go over the different internal controls. The Committee is satisfied with the controls that are currently in place.

**Family Association Report.** The meeting was postponed.

**Special Committee.** The Special Committee will circulate a schedule of its meetings to the Board.

**Next Meeting.** The next meeting will be held on March 16, 2022 via videoconference beginning at 9:30 am.

**Adjournment.** The meeting was adjourned at 9:59am.

Respectfully submitted – Neil Gulyako

/s Neil Gulyako

**New York City Montessori Charter School Board of Trustees**  
**March 16, 2022 9:30 a.m.**

**Call to order.** The meeting was convened via videoconference at 9:32am. Maria Keane, Denise Cummings-Clay, Irina Shaorshadze, Bobby Katumkeeryil, Hal Mutlu, Jason Garcia, Neil Gulyako, Michelle Ife Irukera, Abeku Hayes, and Krystal Astwood were present.

**Public Comments.** There were no members of the public present.

**Minutes.** The February 2022 Board Meeting minutes were approved.

**Charter Renewal Status.** The charter renewal application was set to be reviewed this month, but was not. A decision is still expected soon. Principal Hayes invited the Regent to the School's collaborative event with the math museum, but she was not able to attend.

**Dashboard Review and the Principal's Report.** School enrollment (excluding pre-K) is still at 240. There were no changes to the curriculum. The school is adequately staffed and the administration continues to recruit both additional staff and students. Current students will be undergoing state testing on March 29-30, April 27-28, and June 6 of this year. The school administration continues to work with CSBM and the Finance Committee to ensure smooth financial operations.

**Annual Goals and Board Assessment.** The Principal and the Education Committee have consulted on annual goals for the school for the 2021-2022. The Board approved the goals by motion. The Board completed its self-assessment and the Chair presented the results. The Board performed well on the assessment and will continue to work towards increasing fundraising efforts, as well as Board engagement and membership.

**Staffing and Budget.** The Principal reported that the staffing needs of the school remain a challenge, given the pandemic, but each classroom is appropriately staffed. The school administration continues to undertake aggressive recruiting efforts in a competitive market, with a focus on special education teachers and interventionists.

**Building and Grounds Committee.** The Committee continues to consult with the attorney regarding ongoing negotiations with the landlord. The attorney is currently reviewing the most recent iteration of the lease.

**Education Committee.** The Committee reviewed the substance of the Principal's report in its last meeting and had no additional comments. The Committee is also undergoing the review of the Principal's evaluation form. The form will be circulated to the whole Board.

**Finance Committee.** The Committee Chair reported that the school's accounts are secure. There have been no additional fraudulent activities detected on the account. The Committee is satisfied with the controls that are currently in place and is keeping appropriate record of the school's transactions and expenditures.

**Family Association Report.** Eight parents were in attendance at the last meeting. They discussed additional fundraising and recruiting efforts, and also considered the students' upcoming testing dates.

**Next Meeting.** The Board agreed that the next meeting will be moved from April 20, 2022 and will instead be held on April 27, 2022 via videoconference beginning at 9:30 am.

**Adjournment.** The meeting was adjourned at 10:24am.

Respectfully submitted – Neil Gulyako

/s Neil Gulyako

**New York City Montessori Charter School Board of Trustees**  
**May 18, 2022 9:30 a.m.**

**Call to order.** The meeting was convened via videoconference at 9:33am. Maria Keane, Neil Gulayako, Denise Cummings-Clay, Anthony Jordan, Jason Garcia, Hal Mutlu, Boby Katumkeeryil, Jacqueline DiSanto, Ed Tanzer, Irina Shaorshadze, Michelle Ife Irukera, Krystal Astwood, and Abeku Hayes were present.

**Public Comments.** There were no members of the public present.

**Minutes.** The March 2022 and April 2022 Board Meeting minutes were approved.

**Charter Renewal Status.** The Board of Regents approved the School's charter for a four-year period. The Board of Regents also approved the administration's request to change the name of the School, which is in line with the School's efforts to re-brand.

**Principal's Evaluation.** The Chair reported that she has collated the responses to the survey. In terms of rate of responses, we had an increase in responses from staff.

**Dashboard Review and Principal's Report.** School enrollment is currently 239 students, excluding Pre-K, but the projected enrollment for next year is currently 258 students. The Principal continues to undertake aggressive recruiting efforts and engages the community at health fairs, grocery stores, and religious institutions. Students are approaching the end of the state testing period, with science concluding the cycle in early June. The School administration is engaging parents on how to cultivate safe Internet and social media etiquette amongst the students. The school still has not recorded any incidents of community transmission of COVID-19, but maintains appropriate protocol to handle all exposures.

**Staffing and Budget.** The Principal reported that the School was able to recruit promising candidates, and that all the offers to potential teachers are out and pending. The school anticipates being fully staffed next year.

**Building and Grounds Committee.** The Committee continues to work with the landlord and with the school's counsel in negotiating the lease extension, especially with respect to increasing the landlord's accountability for maintenance and repairs of the building. In order to install new technology, the School will need to discuss the need to patch and paint the building's walls. These discussions will occur after the lease has been signed.

**Education Committee.** The Committee reviewed the Principal's Report and the Dashboard Review and had no further comments or recommendations. The Committee also discussed the prospect of a four-year renewal period and will now begin to focus on how to pursue the school's rebranding and professional development for teachers. The Committee will meet again on Wednesday, June 4, 2022.

**Finance Committee.** The Principal and Finance Committee have gone through and scrubbed the school's financials, and announced that the School's deficit will reduce by \$70,000. The Committee received another grant payment from the State which has resolved any potential liquidity issues. The School anticipates receiving additional payments in July. The School qualifies for the retention tax credit for Q1 and Q2 of 2020. The Principal and the Committee are working with former service providers to get the data and details necessary to secure the credit.

**Family Association Report.** The Family Association will be meeting later this week. They are running a pop-up shop later this month and are planning to contribute to the Teacher Appreciation Day celebration.

**Next Meeting.** The next meeting, the Board's annual meeting will be held on July 20, 2022 via videoconference beginning at 9:30 am.

**Adjournment.** The meeting was adjourned at 10:24am.

Respectfully submitted – Neil Gulyako

/s Neil Gulyako

**New York City Montessori Charter School Board of Trustees**  
**April 27, 2022 9:30 a.m.**

**Call to order.** The meeting was convened via videoconference at 9:36am. Maria Keane, Neil Gulayako, Denise Cummings-Clay, Hal Mutlu, Bobby Katumkeeryil, Jacqueline DiSanto, Ed Tanzer, Irina Shaorshadze, Michelle Ife Irukera, Abeku Hayes were present.

**Public Comments.** There were no members of the public present.

**Charter Renewal Status.** The application will be before the Board of Regents on May 16, 2022 and a viewing link will be circulated to the Board. The Principal and the Chair shared that the Board of Regents determined that the school met or exceeded all benchmarks, except benchmark one, which could not be evaluated because of the pandemic. This is an improvement on the school's last application. The Regents will clarify on whether they're voting for a three- or five-year renewal.

**Principal's Evaluation.** We have results from the survey sent to the parents as well.

**Dashboard Review and Principal's Report.** The school's in-person attendance has been improving, and the school remains able to accommodate pre-arranged remote instruction necessities.. Students are currently taking state assessment tests, and the process is going smoothly and only 8 students have opted out of testing. School enrollment (excluding pre-K) is at 243. 120 seats are being offered following the state placement lottery. The Principal will report student enrollment projections for the next year when that data is available. The Principal reported that he is working on refining the school's collaboration model with SoBro to increase continuity and quality of teacher instruction.

**Staffing and Budget.** The Principal reported that all the offers to potential teachers are out and pending. The school anticipates being fully staffed next year.

**Building and Grounds Committee.** The Committee reported that it has been working with the landlord towards the goal of having longer term leasehold arrangement, and is still waiting for the landlord's response to its latest proposal. The current lease is set to end June 30, 2022 and the extension would be for one additional year.

**Education Committee.** The Committee met on April 6, 2022. The Committee did not have any recommendations for the Board or further comments.

**Finance Committee.** Finance and budgeting is currently running smoothly. CSBM reviews the financials daily to ensure there is no fraud. The School has received a number of grants that have been used to purchase items which will be reimbursed by the State. The School is still awaiting the reimbursements from the State. To avoid any liquidity issues, the Finance Committee will look into acquiring a line of credit in order to ensure that we have sufficient reserves to cover bills and operations. The School received the most recent payment from the State in early March and the next payment is scheduled for early May. There was a motion for the Finance Committee to research and pursue the line of credit. The motion passed. The Finance Committee will later make a

recommendation to the Board and then the Board will vote on any potential next steps. The Principal and the Finance Committee are engaging CSBM and investigating its forecasting mechanisms to ensure this timing issue does not recur.

**Family Association Report.** The minutes from the last meeting were circulated. A few parents have volunteered to assist with the Scholastic Book Fair. The Association was also in favor of using budget surplus to recognize teachers for Teacher Appreciation Day.

**Next Meeting.** The next meeting will be held on May 18, 2022 via videoconference beginning at 9:30 am.

**Adjournment.** The meeting was adjourned at 10:27am.

Respectfully submitted – Neil Gulyako

/s Neil Gulyako

**New York City Montessori Charter School Board of Trustees**  
**June 15, 2022 9:30 a.m.**

**Call to order.** The meeting was convened via videoconference at 9:33am. Maria Keane, Neil Gulayako, Denise Cummings-Clay, Anthony Jordan, Jason Garcia, Hal Mutlu, Boby Katumkeeryil, Jacqueline DiSanto, Ed Tanzer, Irina Shaorshadze, Michelle Ife Irukera, Krystal Astwood, and Abeku Hayes were present.

**Public Comments.** There were no members of the public present.

**Minutes.** The May 2022 Board Meeting minutes were approved.

**Principal's Evaluation.** The Chair reported that she has collated the responses to the survey. In terms of rate of responses, we had an increase in responses from staff.

**Dashboard Review and Principal's Report.** School enrollment is currently 240 students, excluding Pre-K, but the projected enrollment for next year is currently 265 students without pre-K. The Principal continues to undertake aggressive recruiting efforts and engages the community at health fairs, grocery stores, and religious institutions. The Principal will be hosting an open house in two weeks to bolster next year's enrollment. Students have completed testing. The school still has not recorded any incidents of community transmission of COVID-19, but maintains appropriate protocol to handle all exposures.

**Staffing and Budget.** The Principal reported that the School was able to recruit promising candidates, and that all the offers to potential teachers are out and pending. The school anticipates being fully staffed next year.

**Building and Grounds Committee.** The Committee continues to work with the landlord and with the school's counsel in negotiating the lease extension, especially with respect to increasing the landlord's accountability for maintenance and repairs of the building. In order to install new technology, the School will need to discuss the need to patch and paint the building's walls. These discussions will occur after the lease has been signed.

**Education Committee.** The Committee reviewed the Principal's Report and the Dashboard Review and had no further comments or recommendations. The Committee also discussed the prospect of a four-year renewal period and will now begin to focus on how to pursue the school's rebranding and professional development for teachers. The Committee will meet again on Wednesday, June 4, 2022.

**Finance Committee.** The Principal and Finance Committee have gone through and scrubbed the school's financials, and announced that the School's deficit will reduce by \$70,000. The Committee received another grant payment from the State which has resolved any potential liquidity issues. The School anticipates receiving additional payments in July. The School qualifies for the retention tax credit for Q1 and Q2 of 2020. The Principal and the Committee are working with former service providers to get the data and details necessary to secure the credit. A motion was made to adopt the

budget built on the projected 268 number of students to go through July, August, and September, and that the school

The motion did not pass.

**Family Association Report.** The Family Association will be meeting later this week. They are running a pop-up shop later this month and are planning to contribute to the Teacher Appreciation Day celebration. The meeting had to be postponed due to illness.

**Annual Reports.** Committees will submit annual reports for review at the July board meeting.

**New Terms and Corrections to the Member Terms.** There was a motion to adopt the adjusted membership terms. The motion carried. There was a motion to approve the Board officers as follows: Neil Gulyako as the Chairperson, Jason Garcia as Vice Chairperson, Hal Mutlu as Treasurer, Michelle Ife Irukera as Secretary. There was a motion to approve the composition of the committees as they stand and the motion carried. There was a motion for the general manuals to be shared with SAnnuity and the motion passed. There was a motion to approve the school's Accountability Plan for the 2022-23 term and the motion carried. There were motions to approve the Board's goals and the Principal's goals for the 2022-23 term, and both motions carried. The Board considered the Principal's request for a salary advance and for an advance. There were motions to approve the Principal's requests and both motions carried.

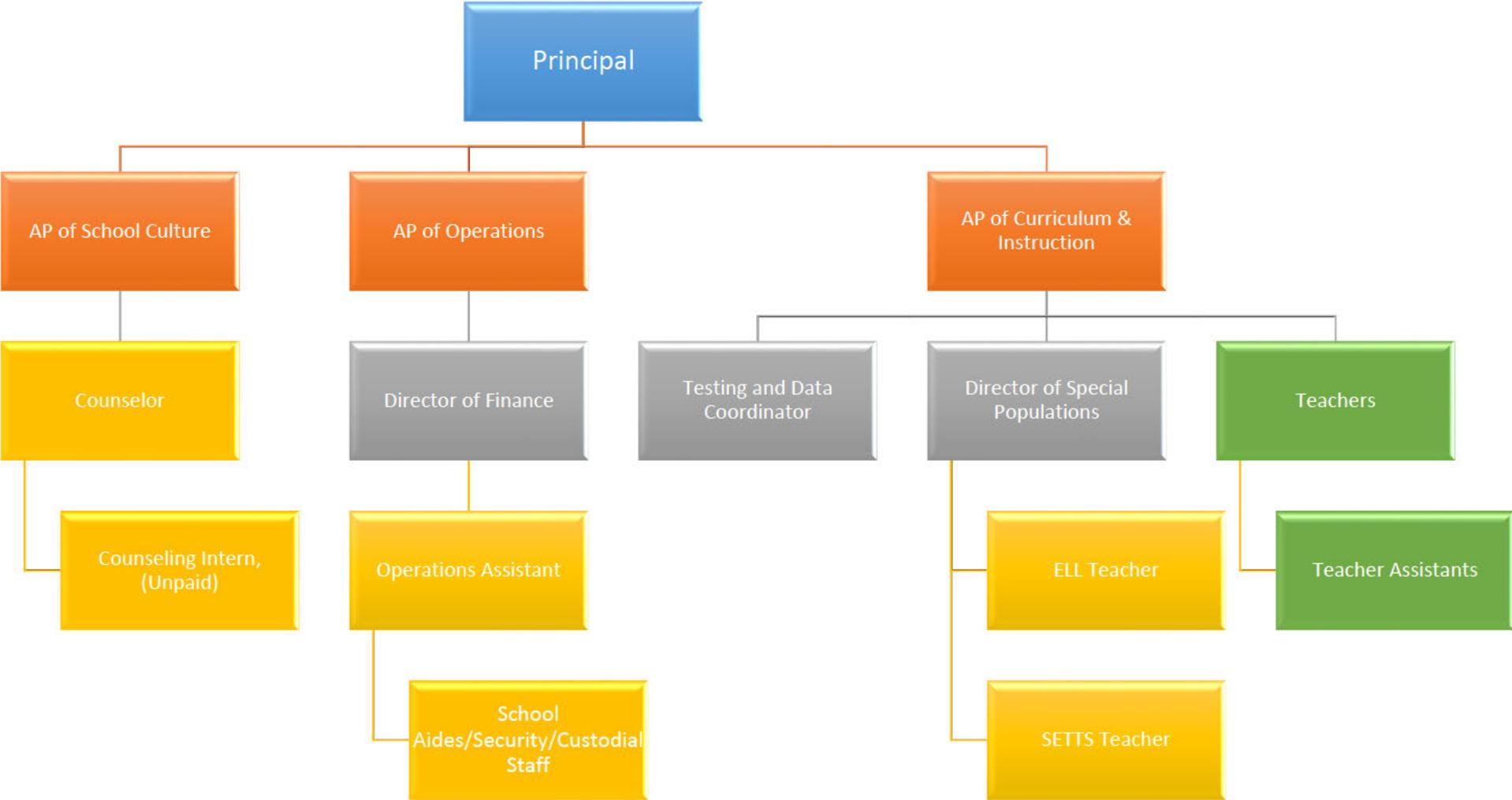
**Next Meeting.** The next meeting will be held on July 20, 2022 via videoconference beginning at 9:30 am.

**Adjournment.** The meeting was adjourned at 11:48am.

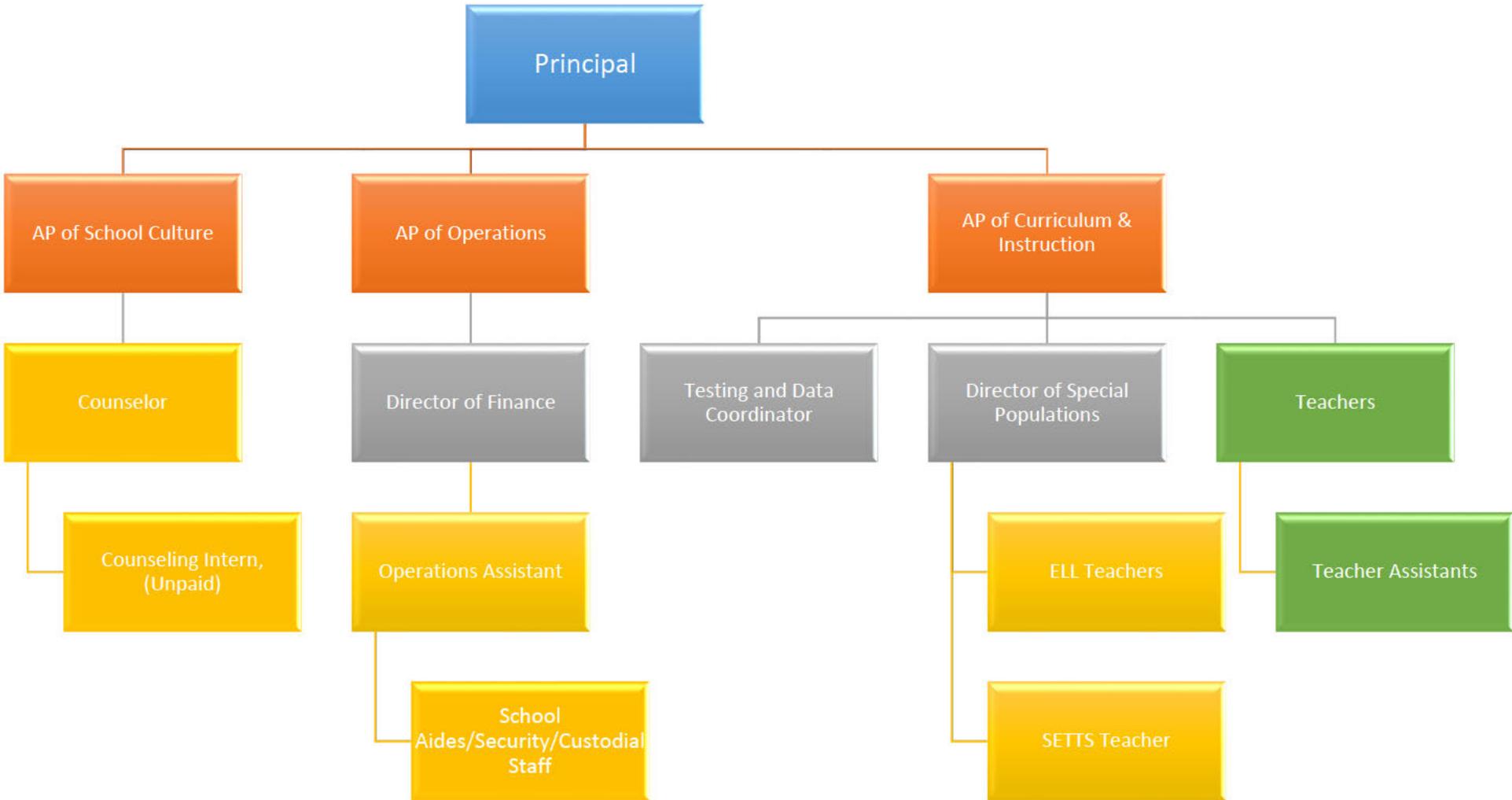
Respectfully submitted – Neil Gulyako

/s Neil Gulyako

2021/2022 Organizational Chart



**2022/2023 Organizational Chart**



# New York City Montessori Charter School

## 2022-23 School Calendar

August 2022						
Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
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September 2022						
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October 2022						
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November 2022						
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December 2022						
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January 2023						
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February 2023						
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March 2023						
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April 2023						
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30						14

May 2023						
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						22

June 2023						
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	
						16

July 2023						
Su	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					0

### CALENDAR KEY

	First/Last Day of School
	School Closed/Holidays
	Teacher In-Service. NO STUDENTS
	State Test Administration
	Parent Teacher Conferences
	End of the Trimester
	End of the Report Period
	PreK Dates
	School Events
	Remote Instruction



## Calendar Details

Date(s)	Details
Aug. 25	Family Orientation Night (4pm-6pm)
Aug. 29	First Day of School (All Students Remote)
Aug. 29-30	PreK Remote Phase in Days (10am-10:30am)
Aug. 31	PreK Remote Phase in FULL DAY
Sept. 5	School Closed (Labor Day)
Sept. 12	First Day of School On-site
Sept. 12-13	PreK On-Site Phase in Days (10am-12pm)
Sept. 26-27	School Closed (Rosh Hashanah)
Oct. 5	School Closed (Yom Kippur)
Oct. 7	End of Report Period 1
Oct. 10	School Closed (Indigenous People's Day)
Nov. 4	Teacher PD ( <b>No Students</b> )
Nov. 8	Remote Instruction- Election Day
Nov. 11	Schools Closed (Veterans Day)
Nov. 17	School Picture Day- Fall
Nov. 18	End Of Trimester 1
Nov. 23	Thanksgiving Celebration
Nov. 24-25	School Closed (Thanksgiving)
Nov. 30-Dec. 1	Parent Teacher Conference
Dec. 1	Remote Instruction- Parent Teacher Conference
Dec. 2	Teacher PD ( <b>No Students</b> )
Dec. 19-Dec. 30	Winter Recess
Jan. 6	End of Report Period 3
Jan. 16	School Closed (Martin Luther King Jr. Day)
Feb. 13-17	School Closed (Mid-Winter Recess)
Feb. 20	School Closed (Presidents' Day)
Feb. 24	End of Trimester 2
Mar. 8-Mar. 9	Parent Teacher Conference
Mar. 9	Remote Instruction- Parent Teacher Conference
Apr. 6	End of Report Period 5
Apr. 7	School Closed (Good Friday)
Apr. 10-14	School Closed (Spring Break)
Apr. 17	NYSESLAT Speaking Test Administration Window Opens (Test Window: April 17 <sup>th</sup> - May 26 <sup>th</sup> )
Apr. 19-21	State Test Administration- 3-8 English Language Arts
Apr. 24-28	Make-up Testing- 3-8 English Language Arts
May 2-4	State Test Administration- 3-8 Mathematics
May 5-11	Make-up Testing- 3-8 Mathematics
May 15	NYSESLAT Listening, Reading, Writing Test Administration

	Window Opens (Test Window: May 15 <sup>th</sup> - May 26 <sup>th</sup> )
May 26	End of Trimester 3
May 29	School Closed (Memorial Day)
June 7-June 8	Parent Teacher Conference (OPTIONAL)
June 8	Remote Instruction- Parent Teacher Conference
June 19	School Closed (Juneteenth)
June 23	Last Day of School for Students
June 26-June 27	Teacher EOY PD- No Students



# FIRE DEPARTMENT

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

## BUREAU OF FIRE PREVENTION

Public Buildings Unit

DATE: 07.28.2022.

### PREMISES

NYC Montessori Charter School  
423 East 138<sup>th</sup> Street  
Bronx NY 10454

NYC Montessori Charter School  
423 East 138<sup>th</sup> Street  
Bronx NY 10454

To Whom It May Concern:

The New York City Fire Department ("FDNY"), Bureau of Fire Prevention, Public Buildings Unit conducted an inspection of the above-referenced premises on **09.10.2021**.

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

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

~~XXX~~ As of **10.28.2021**, documents were submitted to FDNY as proof of correction, and such correction was deemed acceptable to FDNY

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

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

Examined by: \_\_\_\_\_  
Tomasz Korbas, Supervising Inspector, PBU



# Certificate of Occupancy

**CO Number: 200153671T032**

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.*

<b>A.</b>	<b>Borough:</b> Bronx <b>Address:</b> 423 EAST 138 STREET <b>Building Identification Number (BIN):</b> 2101568	<b>Block Number:</b> 02283 <b>Lot Number(s):</b> 88  <b>Building Type:</b> New	<b>Certificate Type:</b> Temporary <b>Effective Date:</b> 02/18/2020 <b>Expiration Date:</b> 04/03/2020
<i>For zoning lot metes &amp; bounds, please see BISWeb.</i>			
<b>B.</b>	<b>Construction classification:</b> 1-A (1968 Code) <b>Building Occupancy Group classification:</b> E (1968 Code) <b>Multiple Dwelling Law Classification:</b> None		
	<b>No. of stories:</b> 8	<b>Height in feet:</b> 109	<b>No. of dwelling units:</b> 0
<b>C.</b>	<b>Fire Protection Equipment:</b> Fire alarm system, Sprinkler system		
<b>D.</b>	<b>Type and number of open spaces:</b> None associated with this filing.		
<b>E.</b>	<b>This Certificate is issued with the following legal limitations:</b> None		
<b>Outstanding requirements for obtaining Final Certificate of Occupancy:</b>			
There are 19 outstanding requirements. Please refer to BISWeb for further detail.			
<b>Borough Comments:</b>			
OK TO RENEW TCO FOR 45 DAYS			

Borough Commissioner

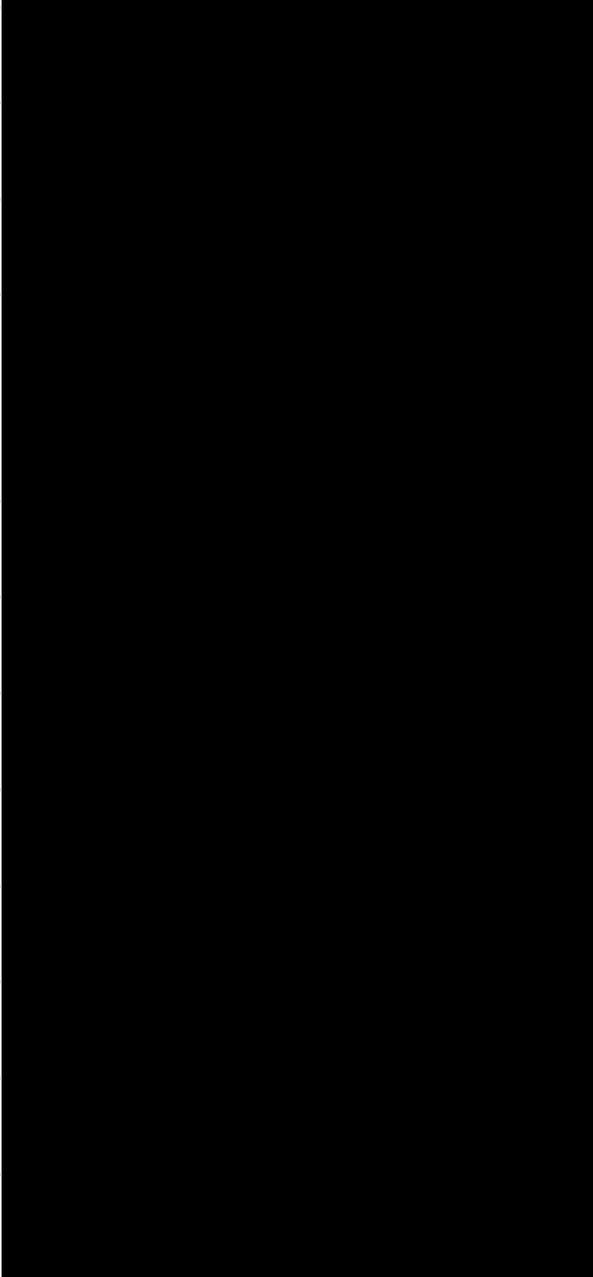
Commissioner

*Certificate of Occupancy*

CO Number: 200153671T032

**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
CEL		OG				
MEZ	60	100	H-2		3A	
001	24	OG	G		3A	
001		100	H-2		3A	
001	30	OG	E		4A	
001	60	OG	C		6A	
002	6	100	G		3A	
002	136	100	G		3A	
002	50	100	E		4A	
003		100	G		3B	
003	175	100	G		3A	
004	215	100	G		3A	



Borough Commissioner



Commissioner

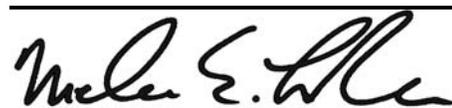
*Certificate of Occupancy*

CO Number: 200153671T032

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
005	141	100	G		3A	
006	141	100	G		3A	
006		100	G		3B	
007	120	100	G		3A	
008	120	100	G		3A	
NOTE: THE BUILDING SPACE AT THE SECOND FLOOR PROJECTING INTO THE REQUIRED BUFFER AREA SHALL BE OCCUPIED ONLY BY A COMMUNITY FACILITY USE						
END OF SECTION						



Borough Commissioner



Commissioner

END OF DOCUMENT