

Application: School in the Square Public Charter School

Robert Keogh - rkeogh@4thsectorsolutions.com
2022-2023 Annual Report

Summary

ID: 0000000033

Last submitted: Nov 1 2023 10:47 AM (EDT)

Labels: Board of Regents

Entry 1 School Info and Cover Page

Completed - Jul 31 2023

Instructions

Required of ALL Charter Schools

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

Entry 1 School Information and Cover Page

(New schools that were not open for instruction for the 2022-2023 school year are not required to complete or submit an annual report this year).

Please be advised that you will need to complete this cover page (including signatures) before all of the other tasks assigned to you by your school's authorizer are visible on your task page. While completing this cover page task, please ensure that you select the correct authorizer (**as of June 30, 2023**) or you may not be assigned the correct tasks.

BASIC INFORMATION

a. SCHOOL NAME

(Select name from the drop down menu)

SCHOOL IN THE SQUARE PUBLIC CHARTER SCHOOL 800000086906

a1. Popular School Name

School in the Square

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

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

BOARD OF REGENTS

c. School Unionized

Is your charter school unionized?

No

d. DISTRICT / CSD OF LOCATION

CSD # 6 - MANHATTAN

e. Date of Approved Initial Charter

Nov 18 2015

f. Date School First Opened for Instruction

Aug 2 2016

g. Approved School Mission and Key Design Elements

(Regents, NYCDOE and Buffalo BOE authorized schools only)

School in the Square engages, educates and empowers adolescents to respond mindfully and creatively to life's opportunities and challenges. S2 is a place where students, families and educators are seen, heard and inspired and where students build the academic foundations, emotional intelligence and leadership skills necessary to excel in their futures. S2 draws its name from the concept of the public square, where communities gather to solve problems and celebrate successes.

h. School Website Address

www.schoolinthesquare.org

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

712

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

533

k. Grades Served

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

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

Responses Selected:

k
1
2
6
7
8

I. Charter Management Organization

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

No

FACILITIES INFORMATION

m. FACILITIES

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

	Yes, 2 sites
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School Site 1 (Primary)

m1. SCHOOL SITES

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

	Physical Address	Phone Number	District/CSD	Grades to be Served at Site for previous year (K-5, 6-9, etc.)	Grades to be Served at Site for coming year (K-5, 6-9, etc.)	Receives Rental Assistance for Which Grades (If yes, enter the appropriate grades. If no, enter No).
Site 1	120 Wadsworth Ave, NY, NY 10033	718-916-7683	NYC CSD 6	6-8	6-8	6-8

m1a. Please provide the contact information for Site 1.

	Name	Title	Work Phone	Alternate Phone	Email Address
School Leader	Kizzie Brown	Principal	718-916-7683		kbrown@schoolinthesquare.org
Operational Leader	Daniel Evelyn	Director of Operations	718-916-7683		develyn@schoolinthesquare.org
Compliance Contact	Daniel Evelyn	Director of Operations	718-916-7683		develyn@schoolinthesquare.org
Complaint Contact	Daniel Evelyn	Director of Operations	718-916-7683		develyn@schoolinthesquare.org
DASA Coordinator	Daniel Evelyn	Director of Operations	718-916-7683		develyn@schoolinthesquare.org
Phone Contact for After Hours Emergencies	Daniel Evelyn	Director of Operations	718-916-7683		develyn@schoolinthesquare.org

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

Private Space

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

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

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

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

Site 1 Certificate of Occupancy (COO)

[CertificateOfOccupancy \(1\).PDF](#)

Filename: CertificateOfOccupancy (1).PDF **Size:** 95.0 kB

Site 1 Fire Inspection Report

This is required, marked optional for administrative purposes.

[FireInspectionReport_2021-01-29.pdf](#)

Filename: FireInspectionReport_2021-01-29.pdf **Size:** 188.5 kB

School Site 2

m2. SCHOOL SITES

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

	Physical Address	Phone Number	District/CSD	Grades to be Served at Site for previous year (K-5, 6-9, etc.)	Grades to be Served at Site for coming year (K-5, 6-9, etc.)	Receives Rental Assistance for Which Grades (If yes, enter the appropriate grades. If no, enter No).
Site 2	108 Cooper St New York, NY 10034	718-916-7683	NYC CSD 6	K-2	K-3	K-3

m2a. Please provide the contact information for Site 2.

	Name	Title	Work Phone	Alternate Phone	Email Address
School Leader	Jumaane Saunders	Principal	718-916-7683		jsaunders@schoolinthesquare.org
Operational Leader	Crystal Lopez	Director of Operations	718-916-7683		clopez@schoolinthesquare.org
Compliance Contact	Crystal Lopez		718-916-7683		clopez@schoolinthesquare.org
Complaint Contact	Crystal Lopez		718-916-7683		clopez@schoolinthesquare.org
DASA Coordinator	Crystal Lopez		718-916-7683		clopez@schoolinthesquare.org
Phone Contact for After Hours Emergencies	Crystal Lopez		718-916-7683		clopez@schoolinthesquare.org

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

Private Space

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

m1d. Upload a current Certificate of Occupancy (COO) and the annual Fire Inspection Report for school site 2 if located in private space in NYC or located outside of NYC .

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

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

Site 1 Certificate of Occupancy (COO)

[Certificate Of Occupancy \(2\).pdf](#)

Filename: Certificate Of Occupancy (2).pdf **Size:** 1.5 MB

Site 2 Fire Inspection Report

This is required, marked optional for administrative purposes.

[FireInspection_2022-05-09.pdf](#)

Filename: FireInspection_2022-05-09.pdf **Size:** 29.5 kB

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

Separate by semi-colon (;)

N/A

CHARTER REVISIONS DURING THE 2022-2023 SCHOOL YEAR

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

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

No

ATTESTATIONS

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

Name	Robert Keogh
Position	VP of Finance
Phone/Extension	504-250-3347
Email	rkeogh@4thsectorsolutions.com

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

Responses Selected:

Yes

As outlined in ENTRY 10:

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

Responses Selected:

Yes

Signature, Head of Charter School

[Redacted Signature]

Signature, President of the Board of Trustees

[Redacted Signature]

Date

Jul 31 2023



Thank you.

Entry 2 Links to Critical Documents on School Website

Instructions

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

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

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

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

Form for Entry 2 Links to Critical Documents on School Website

School Name: School in the Square Public Charter School

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

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

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

[New York State Report Card](#)

[Emergency Response Plan Memo](#)

[NYSED Subject Matter List](#)

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

Thank you.



Entry 3 Progress Toward Goals

Completed - Nov 1 2023

Instructions

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

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

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

Entry 3 Progress Toward Goals

PROGRESS TOWARD CHARTER GOALS

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

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

1. ACADEMIC STUDENT PERFORMANCE GOALS

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

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

2022-2023 Progress Toward Attainment of Academic Goals

	Academic Student Performance Goal	Measure Used to Evaluate Progress Toward Attainment of Goal	Goal - Met, Not Met or Unable to Assess	If not met, describe efforts the school will take to meet goal. If unable to assess goal, type N/A for Not Applicable
Academic Goal 1	"Each year, 75% of all students in S2 who took the NYS ELA assessment in the previous year (the Matched Cohort) will maintain or increase their previous year's proficient score (Level 4 → Level 4, Level 3 → Level 3 or Level 4) or trend towards proficiency from their previous non-proficient score (Level 2 → Level 3 or Level 4, Level 1 → Level 2, Level 3 or Level 4) in the current year's NYS ELA test administration."	NYS Assessments	Not Met	Small group intervention instruction for all students, targeted small group intervention instruction for students in Tier 2, specialist small group intervention instruction for students in Tier 3
Academic Goal 2	"Each year, 75% of students in S2 in each subgroup (ELL, SWD and ED) who took the NYS ELA assessment in the previous year (the Matched Cohort) will maintain or increase their	NYS Assessments	Not Met	Small group intervention instruction for all students, targeted small group intervention instruction for students in Tier 2, specialist small group intervention

	<p>previous year's proficient score (Level 4 → Level 4, Level 3 → Level 3 or Level 4) or trend towards proficiency from their previous non-proficient score (Level 2 → Level 3 or Level 4, Level 1 → Level 2, Level 3 or Level 4) in the current year's NYS ELA test administration."</p>			instruction for students in Tier 3
Academic Goal 3	<p>"Each year, 90% of S2 students in each grade, 3rd through 8th, who are assessed as being two or more grade levels behind based on the previous year's NYS ELA assessment performance will demonstrate 1.5 years growth between the Fall and Spring administration of the NWEA MAP Reading Assessment (based on NWEA RIT values)."</p>	NWEA MAP Scores	Not Met	<p>Small group intervention instruction for all students, targeted small group intervention instruction for students in Tier 2, specialist small group intervention instruction for students in Tier 3</p>
Academic Goal 4	<p>"Each year, the aggregate percent of all students at S2 who scored at least a Level 3 on the NYS ELA assessment, will meet or exceed the</p>	NYS Assessments	Not Met	<p>Small group intervention instruction for all students, targeted small group intervention instruction for students in Tier 2,</p>

	percent of all students in CSD 6 in the same tested grades as S2 who scored at least a Level 3."			specialist small group intervention instruction for students in Tier 3
Academic Goal 5	"Each year, the aggregate percent of all students at S2 who scored at least a Level 3 on the NYS ELA assessment, will meet or exceed the percent of all students in NYS in the same tested grades at S2 who scored at least a Level 3."	NYS Assessments	Not Met	Small group intervention instruction for all students, targeted small group intervention instruction for students in Tier 2, specialist small group intervention instruction for students in Tier 3
Academic Goal 6	"Each year, the aggregate percent of all S2 students in each subgroup (ELL, SWD and FRL) who scored at least a Level 3 on the NYS ELA assessment will meet or exceed the aggregate percent of CSD 6 students in each subgroup (ELL, SWD and FRL) in the same tested grades as S2 who scored at least a Level 3."	NYS Assessments	Not Met	Small group intervention instruction for all students, targeted small group intervention instruction for students in Tier 2, specialist small group intervention instruction for students in Tier 3
Academic Goal 7	"Each year, the aggregate percent of all S2 students in each subgroup (ELL, SWD and FRL) who	NYS Assessments	Not Met	Small group intervention instruction for all students, targeted small group intervention

	scored at least a Level 3 on the NYS ELA assessment will meet or exceed the aggregate percent of NYS students in each subgroup (ELL, SWD and FRL) in the same tested grades as S2 who scored at least a Level 3."			instruction for students in Tier 2, specialist small group intervention instruction for students in Tier 3
Academic Goal 8	"Each year, the percent of S2 students in each grade level who scored at least a Level 3 on the NYS ELA assessment, will meet or exceed the percent of students in each of the same tested grade levels in CSD 6 who scored at least a Level 3."	NYS Assessments	Not Met	Small group intervention instruction for all students, targeted small group intervention instruction for students in Tier 2, specialist small group intervention instruction for students in Tier 3
Academic Goal 9	"Each year, the percent of S2 students in each subgroup (ELL, SWD and FRL) in each tested grade level who scored at least a Level 3 on the NYS ELA assessment, will meet or exceed the percent of students in each of subgroup (ELL, SWD and FRL) in each of the same tested grade levels in CSD 6 who	NYS Assessments	Not Met	Small group intervention instruction for all students, targeted small group intervention instruction for students in Tier 2, specialist small group intervention instruction for students in Tier 3

	scored at least a Level 3."			
Academic Goal 10	"Each year, the percent of S2 students in each grade level who scored at least a Level 3 on the NYS ELA assessment, will meet or exceed the percent of students in each of the same tested grade levels in NYS who scored at least a Level 3."	NYS Assessments	Not Met	Small group intervention instruction for all students, targeted small group intervention instruction for students in Tier 2, specialist small group intervention instruction for students in Tier 3

2. Do have more academic goals to add?

Yes

2022-2023 Progress Toward Attainment of Academic Goals

	Academic Student Performance Goal	Measure Used to Evaluate Progress Toward Attainment of Goal	Goal - Met, Not Met or Unable to Assess	2019-2020 progress toward attainment of goal Met/Not Met/Unable to Assess During Due to Closure
Academic Goal 11	"Each year, the percent of S2 students in each subgroup (ELL, SWD and FRL) in each tested grade level who scored at least a Level 3 on the NYS ELA assessment, will meet or exceed the percent of students in each of subgroup (ELL, SWD and FRL) in each of the same tested grade levels in NYS who scored at least a Level 3."	NYS Assessments	Not Met	Small group intervention instruction for all students, targeted small group intervention instruction for students in Tier 2, specialist small group intervention instruction for students in Tier 3
Academic Goal 12	"At the end of each year, 75% of S2 students in Grade K will read at or above Fountas & Pinnell Level D in their dominant language and at or above Level C in the second language."	F&P Data	Not Met	Implementation of highly structured guided reading program, with teachers trained to specialize in reading levels to provide targeted instruction. Interventionist trained to become certified Orton-Gillingham instructors.
Academic Goal 13	"At the end of Grade 1, 75% of S2	F&P Data	Not Met	Implementation of highly structured

	students will read at an instructional Level of J in their dominant language and instructional level H in their new language"			guided reading program, with teachers trained to specialize in reading levels to provide targeted instruction. Interventionist trained to become certified Orton-Gillingham instructors.
Academic Goal 14	"At the end of Grade 2, 75% of S2 students will read at an instructional Level of M in their dominant language and instructional level K in their new language"	F&P Data	Not Met	Implementation of highly structured guided reading program, with teachers trained to specialize in reading levels to provide targeted instruction. Interventionist trained to become certified Orton-Gillingham instructors.
Academic Goal 15	"At the end of Grade 3, 75% of S2 students will read at an instructional Level of P in their dominant language and instructional level N in their new language"	F&P Data	Unable to Assess	
Academic Goal 16	"At the end of Grade 4, 75% of S2 students will read at an instructional Level of S in their dominant language and instructional level O in their new language."	F&P Data	Unable to Assess	

Academic Goal 17	"At the end of Grade 5, 75% of S2 students will read at an instructional Level of V in their dominant language and instructional level Q in their new language."	F&P Data	Unable to Assess	
Academic Goal 18	"At least 70% of S2 ELLs who are not dually designated as students with disabilities and have been continuously enrolled at S2 for at least two years will score at least at the Expanding performance level on the NYSESLAT exam."	NYS NYSESLAT Assessment	Met	
Academic Goal 19	"At least 70% of S2 ELLs who are not dually designated as students with disabilities and have been continuously enrolled at S2 for at least four years will score at the Commanding level on the NYSESLAT exam."	NYS NYSESLAT Assessment	Unable to Assess	
Academic Goal 20	"Each year, 75% of all students in S2 who took the NYS Math assessment in the previous year (the Matched Cohort) will maintain	NYS Assessments	Not Met	Small group intervention instruction for all students, targeted small group intervention instruction for

	or increase their previous year's proficient score (Level 4 → Level 4, Level 3 → Level 3 or Level 4) or trend towards proficiency from their previous non-proficient score (Level 2 → Level 3 or Level 4, Level 1 → Level 2, Level 3 or Level 4) in the current year's NYS Math test administration."			students in Tier 2, specialist small group intervention instruction for students in Tier 3
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3. Do have more academic goals to add?

Yes

2022-2023 Progress Toward Attainment of Academic Goals

	Academic Student Performance Goal	Measure Used to Evaluate Progress Toward Attainment of Goal	Goal - Met, Not Met or Unable to Meet	If not met, describe efforts the school will take to meet goal. If unable to assess goal, type N/A for Not Applicable
Academic Goal 21	<p>"Each year, 75% of students in S2 in each subgroup (ELL, SWD and ED) who took the NYS Math assessment in the previous year (the Matched Cohort) will maintain or increase their</p> <p>previous year's proficient score (Level 4 → Level 4, Level 3 → Level 3 or Level 4) or trend towards proficiency from their previous non-proficient score (Level 2 → Level 3 or Level 4, Level 1 → Level 2, Level 3 of Level 4) in the current year's NYS Math test administration."</p>	NYS Assessments	Not Met	<p>Small group intervention instruction for all students, targeted small group intervention instruction for students in Tier 2, specialist small group intervention instruction for students in Tier 3</p>
Academic Goal 22	<p>"Each year, 90% of S2 students in each grade, 3rd through 8th, who are assessed as being two or more grade levels behind based on their</p>	NWEA MAP Scores	Not Met	<p>Small group intervention instruction for all students, targeted small group intervention instruction for students in Tier 2,</p>

	previous year's NYS Math assessment performance will demonstrate 1.5 years growth between the Fall and Spring administration of the NWEA MAP Math Assessment (based on NWEA RIT values)."			specialist small group intervention instruction for students in Tier 3
Academic Goal 23	"Each year, the aggregate percent of all students at S2 who scored at least a Level 3 on the NYS Math assessment, will meet or exceed the percent of all students in CSD 6 in the same tested grades as S2 who scored at least a Level 3."	NYS Assessments	Not Met	Small group intervention instruction for all students, targeted small group intervention instruction for students in Tier 2, specialist small group intervention instruction for students in Tier 3
Academic Goal 24	"Each year, the aggregate percent of all students at S2 who scored at least a Level 3 on the NYS Math assessment, will meet or exceed the percent of all students in NYS in the same tested grades as S2 who scored at least a Level 3."	NYS Assessments	Not Met	Small group intervention instruction for all students, targeted small group intervention instruction for students in Tier 2, specialist small group intervention instruction for students in Tier 3
Academic Goal 25	"Each year, the aggregate percent of all S2 students in each subgroup	NYS Assessments	Not Met	Small group intervention instruction for all students, targeted

	(ELL, SWD and FRL) who scored at least a Level 3 on the NYS Math assessment will meet or exceed the aggregate percent of CSD 6 students in each subgroup (ELL, SWD and FRL) in the same tested grades as S2 who scored at least a Level 3."			small group intervention instruction for students in Tier 2, specialist small group intervention instruction for students in Tier 3
Academic Goal 26	"Each year, the aggregate percent of all S2 students in each subgroup (ELL, SWD and FRL) who scored at least a Level 3 on the NYS Math assessment will meet or exceed the aggregate percent of each subgroup of NYS students (ELL, SWD and FRL) in the same tested grades as S2 who scored at least a Level 3."	NYS Assessments	Not Met	Small group intervention instruction for all students, targeted small group intervention instruction for students in Tier 2, specialist small group intervention instruction for students in Tier 3
Academic Goal 27	"Each year, the percent of S2 students in each tested grade level who scored at least a Level 3 on the NYS Math assessment, will meet or exceed the percent of students in each of the same tested	NYS Assessments	Not Met	Small group intervention instruction for all students, targeted small group intervention instruction for students in Tier 2, specialist small group intervention instruction for students in Tier 3

	grade levels in CSD 6 who scored at least a Level 3."			
Academic Goal 28	"Each year, the percent of S2 students in each grade level who scored at least a Level 3 on the NYS Math assessment, will meet or exceed the percent of students in each of the same tested grade levels in NYS who scored at least a Level 3."	NYS Assessments	Not Met	Small group intervention instruction for all students, targeted small group intervention instruction for students in Tier 2, specialist small group intervention instruction for students in Tier 3
Academic Goal 29	"Each year, the percent of S2 students in each subgroup (ELL, SWD and FRL) in each tested grade level who scored at least a Level 3 on the NYS Math assessment, will meet or exceed the percent of students in each of subgroup (ELL, SWD and FRL) in each of the same tested grade levels in CSD 6 who scored at least a Level 3."	NYS Assessments	Not Met	Small group intervention instruction for all students, targeted small group intervention instruction for students in Tier 2, specialist small group intervention instruction for students in Tier 3
Academic Goal 30	"Each year, the percent of S2 students in each subgroup (ELL, SWD and FRL) in each tested	NYS Assessments	Not Met	Small group intervention instruction for all students, targeted small group intervention

	<p>grade level who scored at least a Level 3 on the NYS Math assessment, will meet or exceed the percent of students in each of subgroup (ELL, SWD and FRL) in each of the same tested grade levels in NYS who scored at least a Level 3."</p>			<p>instruction for students in Tier 2, specialist small group intervention instruction for students in Tier 3</p>
Academic Goal 31	<p>"Each year, 50% of all S2 Grade 8 students who took Integrated Algebra in Grade 8 and who were enrolled at S2 for at least two consecutive BEDS dates, will score at least a Level 3 on the New York State Algebra I Regents Exam."</p>	NYS Assessments	Met	
Academic Goal 32	<p>"Each year, the aggregate percent of all S2 Grade 4 and Grade 8 students who scored at least a Level 3 on the NYS Grade 4 and NYS Grade 8 Science Assessment will meet or exceed the percent of students in Grade 4 and Grade 8 in CSD 6 who scored at least a Level 3."</p>	NYS Assessments	Unable to Assess	

Academic Goal 33	"Each year, the aggregate percent of all S2 Grade 4 and Grade 8 students who scored at least a Level 3 on the NYS Grade 4 and NYS Grade 8 Science Assessment will meet or exceed the percent of students in Grade 4 and Grade 8 in NYS who scored at least a Level 3"	NYS Assessments	Unable to Assess	
Academic Goal 34	"Each year, the aggregate percent of all Grade 4 and Grade 8 S2 students in each subgroup (ELL, SWD and FRL) who scored at least a Level 3 on the NYS Science assessment will meet or exceed the aggregate percent of CSD 6 Grade 4 and Grade 8 students in each subgroup (ELL, SWD and FRL) who scored at least a Level 3."	NYS Assessments	Unable to Assess	
Academic Goal 35	"Each year, the aggregate percent of all Grade 4 and Grade 8 S2 students in each subgroup (ELL, SWD and FRL) who scored at least a	NYS Assessments	Unable to Assess	

	Level 3 on the NYS Science assessment will meet or exceed the aggregate percent of NYS Grade 4 and Grade 8 students in each subgroup (ELL, SWD and FRL) who scored at least a Level 3."			
Academic Goal 36	"Each year, the percent of S2 students in each grade, 4 th and 8 th , who scored at least a Level 3 on the NYS Science assessment, will meet or exceed the percent of students in each grade, 4 th and 8 th , in CSD 6 who scored at least a Level 3."	NYS Assessments	Unable to Assess	
Academic Goal 37	"Each year, the percent of S2 students in each grade, 4 th and 8 th , who scored at least a Level 3 on the NYS Science assessment, will meet or exceed the percent of students in each grade, 4 th and 8 th , in NYS who scored at least a Level 3."	NYS Assessments	Unable to Assess	
Academic Goal 38	"Each year, the percent of S2	NYS Assessments	Unable to Assess	

	<p>students in each subgroup (ELL, SWD and FRL) in each grade, 4 th and 8 th , who scored at least a Level 3 on the NYS Science assessment, will meet or exceed the percent of students in each of subgroup (ELL, SWD and FRL) in each grade, 4 th and 8 th , in CSD 6 who scored at least a Level 3."</p>			
Academic Goal 39	<p>"Each year, the percent of S2 students in each subgroup (ELL, SWD and FRL) in each grade, 4 th and 8 th , who scored at least a Level 3 on the NYS Science assessment, will meet or exceed the percent of students in each of subgroup (ELL, SWD and FRL) in each grade, 4 th and 8 th , in NYS who scored at least a Level 3."</p>	NYS Assessments	Unable to Assess	
Academic Goal 40	<p>In each year of the first four years of the renewal term, S2 will have at the minimum an ESEA Accountability Designation of "Good Standing."</p>	https://data.nysed.gov/essa.php?instid=800000081568&year=2022&createReport=1&StateStatus=1	Met	

Academic Goal 41	By year 5 of the renewal term, S2 will have an ESEA Accountability Designation of "Recognition"	https://data.nysed.gov/essa.php?instid=800000081568&year=2022&createReport=1&StateStatus=1	Unable to Assess	
Academic Goal 42	"Each year, each accountability subgroup of S2 students will make Adequate Yearly Progress in mathematics and ELA as defined by ESEA and measured by NYSED."	https://data.nysed.gov/essa.php?instid=800000081568&year=2022&createReport=1&StateStatus=1	Met	
Academic Goal 43				
Academic Goal 44				
Academic Goal 45				
Academic Goal 46				
Academic Goal 47				
Academic Goal 48				
Academic Goal 49				
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Academic Goal 67				
Academic Goal 59				
Academic Goal 60				
Academic Goal 61				
Academic Goal 62				

4. ORGANIZATION GOALS

For the 2022-2023 school year, any organization goals that cannot be evaluated due to school closure resulting in a lack of data and changes in testing, surveying, and other usual practices should be reported as “N/A”.

2022-2023 Progress Toward Attainment of Organization Goals

	Organizational Goal	Measure Used to Evaluate Progress	Goal - Met, Not Met, or Unable to Assess	If not met, describe efforts the school will take to meet goal. If unable to assess goal, type N/A for Not Applicable
Org Goal 1	"Each year, parents will express satisfaction with S2, based on their responses to the Parent Section of the NYC School Survey with at least 90% of parents providing a positive response to each survey item. To meet this goal, at least 75% of parents must complete the survey."	NYC DOE Survey	Met	
Org Goal 2	"Each year, students (in Grades 6 and above) will express satisfaction with S2 based on their responses to the Student Section of the NYC School Survey with at least 90% of students providing a positive response to each survey item. To meet this goal, at least 75% of students must complete the survey."	NYC DOE Survey	Not Met	Monthly community building activity, Regular Culture Walk through with Instructional Leadership Team, Student Voice Lunches with Executive Director

Org Goal 3	"Average daily attendance will be 95% or higher (excluding students with medical or other excused absences) as evidenced by NYC DOE's Automate the Schools (ATS)."	SIS Attendance Report	Not Met	Student Success Meetings and Attendance Team Meetings flagging students with attendance concerns
Org Goal 4	"Student year-to-year retention rate, in the aggregate and by disaggregated subgroups ELL/MLL, SWD and ED 1 , will be 90% or higher as evidenced by ATS (excluding students who leave S2 for a change in residence)."	SIS Entry/Exit Report	Not Met	Creating data system tracking and analyzing data of discharged students and their reason for leaving
Org Goal 5	At least 80% of students' parents/guardians will attend parent/teacher conference annually.	Sign-in Sheets	Met	
Org Goal 6				
Org Goal 7				
Org Goal 8				
Org Goal 9				
Org Goal 10				
Org Goal 11				
Org Goal 12				
Org Goal 13				
Org Goal 14				

Org Goal 15				
Org Goal 16				
Org Goal 17				
Org Goal 18				
Org Goal 19				
Org Goal 20				

5. Do have more organizational goals to add?

No

6. FINANCIAL GOALS

2022-2023 Progress Toward Attainment of Financial Goals

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

7. Do have more financial goals to add?

(No response)

2021-2022 Progress Toward Attainment of Financial Goals

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

Thank you.

Entry 3 Accountability Plan Progress Reports

Incomplete - Hidden from applicant

Instructions

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

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

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

Entry 4 - Audited Financial Statements

Completed - Nov 1 2023

Required of ALL Charter Schools

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

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

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

[SITS Fin Stmts 6-30-23 FINAL](#)

Filename: SITS_Fin_Stmts_6-30-23_FINAL.pdf Size: 679.1 kB

Entry 4a – Audited Financial Report Template (SUNY)

Incomplete - Hidden from applicant

[Instructions - SUNY-Authorized Charter Schools ONLY](#)

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

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

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

Completed - Nov 1 2023

[Instructions - Regents-Authorized Charter Schools ONLY](#)

Regents-authorized schools must download and complete the Excel spreadsheet entitled “Audited Financial Report Template” from the online portal or the [2022-2023 Annual Reports](#) webpage. Upload the completed file in Excel format and submit by **November 1, 2023**.

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

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

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

[audited-financial-report-template-School in the Square FY23](#)

Filename: audited-financial-report-template_ZXwqREa.xlsx Size: 74.3 kB

Entry 4c – Additional Financial Documents

Completed - Oct 30 2023

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

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

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

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

[SITS Obs & Recom Ltr 6-30-23 FINAL](#)

Filename: SITS_Obs__Recom_Ltr_6-30-23_FINAL.pdf Size: 609.7 kB

[SITS Communication Ltr - 6-30-23 FINAL](#)

Filename: SITS_Communication_Ltr_-_6-30-23_FINAL.pdf Size: 745.3 kB

Single Audit

Filename: Single_Audit.docx Size: 11.9 kB

2023 06 26 S2 (7110) Citi IMMA

Filename: 2023_06_26_S2_7110_Citi_IMMA.pdf Size: 1.1 MB

Entry 4d - Financial Contact Information

Completed - Jul 31 2023

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

Form for "Financial Contact Information"

1. School Based Fiscal Contact Information

	School Based Fiscal Contact Name	School Based Fiscal Contact Email	School Based Fiscal Contact Phone
	Monica Merchant	mmerchant@schoolinthesquare.org	718-916-7683

2. Audit Firm Contact Information

	School Audit Contact Name	School Audit Contact Email	School Audit Contact Phone	Years Working With This Audit Firm
	Chloe Howe	chowe@saxllp.com	973-472-6250	8

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
	4th Sector SOLUTIONS	Robert Keogh	8660 United Plaza Blvd Se 601 Baton Rouge, LA 70809	rkeogh@4thsectorsolutions.com	504-250-3347	7

Entry 5 – Fiscal Year 2023-2024 Budget

Completed - Oct 30 2023

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

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

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

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

[S2 AR Budget Template](#)

Filename: S2_AR_Budget_Template.xlsx Size: 37.9 kB

Entry 6 – Board of Trustees Disclosure of Financial Interest Form

Completed - Aug 1 2023

Required of ALL Charter Schools

Each member of the charter school's Board of Trustees who served on a charter school education corporation governing one or more charter schools for any period during the 2022-2023 school year must complete and sign a Trustee [Disclosure of Financial Interest Form](#) is due on August 1, 2023. Acceptable signature formats include:

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

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

Charter schools **must** submit the latest version of the form. Forms completed from past years will not be accepted.

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

[S2 Disclosures](#)

Filename: S2_Disclosures.pdf Size: 658.3 kB

[FY23 Disclosure - Espinosa](#)

Filename: FY23_Disclosure_-_Espinosa.pdf Size: 274.6 kB

Entry 7 BOT Membership Table

Completed - Aug 1 2023

Instructions

Required of ALL charter schools

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

Entry 7 BOT Table

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

Authorizer:

Who is the authorizer of your charter school?

Board of Regents

1. 2022-2023 Board Member Information (Enter info for each BOT member)

	Trustee Name	Trustee Email Address	Position on the Board	Committee Affiliations	Voting Member Per By-Laws (Y/N)	Number of Completed Terms Served	Start Date of Current Term (MM/DD/YYYY)	End Date of Current Term (MM/DD/YYYY)	Board Meetings Attended During 2022-2023
1	Andy Cavanna	[REDACTED]	Trustee/Member	None	Yes	1	4/27/2021	4/26/2024	5 or less
2	Michelle Delong	[REDACTED]	Secretary	Exec, Governance, Academic	Yes	3	7/1/2022	6/30/2025	10
3	Cecilia Espinosa	[REDACTED]	Trustee/Member	Academic, Community Outreach	Yes	1	10/27/2020	10/31/2022	5 or less
4	Peter Gatof	[REDACTED]	Trustee/Member	Development	Yes	2	8/11/2020	6/30/2023	8
5	Scott Gottlieb	[REDACTED]	Trustee/Member	Exec, Development	Yes	3	8/11/2020	6/30/2023	7
6	Andrew Henriquez	[REDACTED]	Trustee/Member	Academic	Yes	1	1/25/2022	6/30/2024	10
7	Scott Levenson	[REDACTED]	Chair	Governance, Academic	Yes	3	7/1/2022	06/30/2025	12
8	Mara Minguez	[REDACTED]	Trustee/Member	None	Yes	1	9/28/2021	6/30/2023	7

9	Michael Pollack		Trustee/ Member	Exec, Finance	Yes	3	7/1/2022	6/30/2025	12

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

Yes

1b. Board Member Information

	Trustee Name	Trustee Email Address	Position on the Board	Committee Affiliations	Voting Member Per By-Laws (Y/N)	Number of Terms Served	Start Date of Current Term (MM/DD/YYYY)	End Date of Current Term (MM/DD/YYYY)	Board Meetings Attended During 2022-2023
10	Walter Rendon		Trustee/ Member	Governance, Community Outreach	Yes	3	7/1/2022	6/30/2025	10
11	Joel Talish		Trustee/ Member	Development	Yes	3	7/1/2022	6/30/2025	12
12	Mindy Tucker		Treasurer	Exec, Governance, Finance	Yes	3	7/1/2022	6/30/2025	11
13									
14									
15									

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

No

2. INFORMATION ABOUT MEMBERS OF THE BOARD OF TRUSTEES

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

a. Total Number of BOT Members on June 30, 2023	11
b.Total Number of Members Added During 2022-2023	0
c. Total Number of Members who Departed during 2022-2023	1
d.Total Number of members, as set in Bylaws, Resolution or Minutes	13

3. Number of Board meetings held during 2022-2023

12

4. Number of Board meetings scheduled for 2023-2024

12

Total number of Voting Members on June 30, 2023:

11

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

0

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

1

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

13

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

0

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

0

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

0

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

0

Thank you.

Entry 8 Board Meeting Minutes

Completed - Aug 1 2023

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

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

S2 Minutes Consolidated

Filename: S2_Minutes_Consolidated.pdf Size: 603.4 kB

S2 Feb Minutes

Filename: S2_Feb_Minutes.pdf Size: 50.1 kB

Entry 9 Enrollment & Retention

Completed - Jul 31 2023

Instructions for submitting Enrollment and Retention Efforts

Required of ALL Charter Schools

Describe the good faith efforts the charter school has made in 2022-2023 toward meeting targets to attract and retain the enrollment of Students with Disabilities (SWDs), English Language Learners (ELLs), and students who are economically disadvantaged. In addition, describe the school's plans for meeting or making progress toward meeting its enrollment and retention targets in 2023-2024.

***SUNY-authorized charter schools**

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

Entry 9 Enrollment and Retention of Special Populations

Good Faith Efforts to Meet Recruitment Targets (Attract)

	Describe Recruitment Efforts in 2022-2023	Describe Recruitment Plans in 2023-2024
Economically Disadvantaged	Canvassed the district with a focus on areas that have heavy foot traffic and pedestrian intersections near bus and train stops in Inwood and Washington Heights, encouraging families to complete an application. Our canvas team spent time speaking at local businesses, WIC offices and NYCHA communities to share information about our schools. We posted ads on local bus lines with routes in the district.	Same methods, and plan to spend more time canvassing NYCHA housing in CSD 6 in an effort to increase our number of ED students, and utilize advertisements on traditional and social mediums.
English Language Learners	Host open houses every two weeks, starting in Feb and continuing through March. Outreach at local Headstart and PreK sites. Offer families presentation. Greet families at arrival or dismissal. Distribute bilingual literature and invited families to complete applications. Bilingual presentations and advertisements in print media.	Same efforts in 2023-24.
Students with Disabilities	Direct marketing and outreach to parents, showing them the list of services we can provide. Organized book bin initiative and donated books to businesses, childhood centers and CBOs. SPED committee working directly with families and host a food pantry regularly.	Same efforts in 2023-24.

Good Faith Efforts To Meet Enrollment Retention Targets

	Describe Retention Efforts in 2022-2023	Describe Retention Plans in 2023-2024
Economically Disadvantaged	Employ full time social worker at each grade. Free field trips and after school program. Free uniforms. Bimonthly food pantries, arrange for grocery delivery to families. Free meals are provided for home life. Work with cable companies to provide free internet.	Same efforts in 2023-24, provision of tech and resources to students and families.
English Language Learners	Employ ENL teachers to support ELLs. They work with students in the classroom and in small groups. Each year, students test out of their ELL status as a result of the support we offer. Communicate w/ families in both English and Spanish. Run Dual Language Elementary School and PreK.	Same efforts in 2023-24.
Students with Disabilities	Employ SPED teachers for each grade and subject. Design student schedules to individually support their needs. Provision of supports above and beyond IEP, communicate regularly w/ families Re: progress and assist in HS applications to ID schools best meeting individual student needs.	Same efforts in 2023-24.

Entry 10 – Teacher and Administrator Attrition

Completed - Jul 31 2023

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

A. TEACH System – Employee Clearance

Required of ALL Charter Schools

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

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

1. 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](#).

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

B. Emergency Conditional Clearances

Emergency Conditional Clearances

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

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

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

Attestation

Responses Selected:

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

Entry 11 Percent of Uncertified Teachers

Completed - Aug 1 2023

Instructions

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

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

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

Entry 11 Uncertified Teachers

School Name:

Instructions for Reporting Percent of Uncertified Teachers

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

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

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

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

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

	FTE Count
i. FTE count of uncertified teacher with at least three years of elementary, middle or secondary classroom teaching experience (as of June 30, 2023)	20
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2023)	0
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2023)	0
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2023)	2
Total Category A: 5 or 30% whichever is less	22.0

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

	FTE Count
i. Mathematics	2
ii. Science	0
iii. Computer Science	0
iv. Technology	0
v. Career and Technical Education	0
Total Category B: not to exceed 5	2.0

CATEGORY C: PLUS 5 ADDITIONAL UNCERTIFIED TEACHERS

	FTE Count
i. FTE count of uncertified teacher with at least three years of elementary, middle or secondary classroom teaching experience (as of June 30, 2023)	9
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2023)	0
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2023)	0
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2023)	0
Total Category C: not to exceed 5	9.0

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

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

	FTE Count
Total	33

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	33

CATEGORY E: TOTAL FTE COUNT OF CERTIFIED TEACHERS

	FTE Count
Total Category E	31

CATEGORY F: TOTAL FTE COUNT OF ALL TEACHERS

Please do not include paraprofessionals, such as teacher aides.

	FTE Count
Total Category F	64

Thank you.



Entry 12 Organization Chart

Completed - Jul 31 2023

[Instructions](#)

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

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

[S2 Org Chart](#)

Filename: S2_Org_Chart_7jhAxPu.pdf Size: 254.4 kB

Entry 13 School Calendar

Completed - Jul 31 2023

[Instructions for submitting School Calendar](#)

Required of ALL Charter Schools

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

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

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

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

[Calendar S2](#)

Filename: Calendar_S2.pdf Size: 69.5 kB

Entry 14 Staff Roster

Completed - Aug 1 2023

[INSTRUCTIONS](#)

Required of Regents and NYCDOE-authorized Charter Schools ONLY

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

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

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

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

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

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

[S2 Faculty Annual Report](#)

Filename: S2_Faculty_Annual_Report.xlsx Size: 28.0 kB

Optional Additional Documents to Upload (BOR)

Incomplete

School in the Square Public Charter School

Audited Financial Statements

In Accordance with *Government Auditing Standards*

June 30, 2023

School in the Square Public Charter School

Audited Financial Statements

June 30, 2023

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Independent Auditor's Report

To the Board of Trustees of
School In the Square Public Charter School

Report on the Audit of the Financial Statements

Opinion

We have audited the financial statements of School In the Square Public Charter School (the "School"), which comprise the statement of financial position as of June 30, 2023, the related statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements.

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

Basis for Opinion

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

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of 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 issued or available to be issued.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS 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 GAAS 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.

Report on Summarized Comparative Information

The financial statements of the School, as of and for the year ended June 30, 2022 were audited by other auditors whose report dated October 20, 2022 expressed an unmodified opinion on those statements. In our opinion, the summarized comparative information presented herein as of and for the year ended June 30, 2022, is consistent, in all material respects, with the audited financial statements from which it has been derived.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated October 23, 2023, 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.



New York, NY
October 23, 2023

School in the Square Public Charter School

Statement of Financial Position

As of June 30, 2023
(With comparative totals as of June 30, 2022)

	June 30,	
	2023	2022
ASSETS		
Cash and cash equivalents	\$ 1,379,485	\$ 2,351,001
Contributions receivable	89,205	-
Government grants receivable - per pupil	769,704	6,960
Government grants receivable - other	344,671	1,078,960
Pledges and related party receivables	2,402,595	670,591
Prepaid expenses and other assets	403,325	374,458
Fixed assets, net	755,818	653,777
Security deposit	47,167	41,667
Restricted cash	101,272	76,422
Net operating lease - right-of-use ("ROU") asset	18,909,953	-
TOTAL ASSETS	\$ 25,203,195	\$ 5,253,836
LIABILITIES AND NET ASSETS		
LIABILITIES		
Accounts payable and accrued expenses	\$ 625,535	\$ 399,160
Deferred rent	-	3,241,044
Operating lease liability	22,964,133	-
Total liabilities	23,589,668	3,640,204
Net Assets		
Without donor restrictions	1,407,447	1,613,632
With donor restrictions	206,080	-
Total net assets	1,613,527	1,613,632
TOTAL LIABILITIES AND NET ASSETS	\$ 25,203,195	\$ 5,253,836

The attached notes and auditor's report are an integral part of these financial statements.

School in the Square Public Charter School

Statement of Activities

For the Year Ended June 30, 2023
(With comparative totals for the Year Ended June 30, 2022)

	Without Donor Restrictions	With Donor Restrictions	Total 6/30/23	Total 6/30/22
PUBLIC SUPPORT AND REVENUE				
Public school district revenue:				
Resident student enrollment	\$ 10,106,640	\$ -	\$ 10,106,640	\$ 7,851,511
Students with special education services	1,337,908	-	1,337,908	1,146,693
Total public school district revenue	11,444,548		11,444,548	8,998,204
Government grants:				
New York City rental assistance	2,817,691	-	2,817,691	2,356,339
Other government grants	1,055,996	-	1,055,996	1,927,524
Total government grants	3,873,687		3,873,687	4,283,863
Contributions from related entity	2,390,000	-	2,390,000	1,062,791
Other contributions	68	206,080	206,148	2,505
Other revenue	111,706	-	111,706	10,412
Total public support and revenue	17,820,009	206,080	18,026,089	14,357,775
FUNCTIONAL EXPENSES				
Program services:				
Regular education	11,885,994	-	11,885,994	9,633,804
Special education	3,012,778	-	3,012,778	2,273,658
Total program services	14,898,772	-	14,898,772	11,907,462
Supporting services:		-		
Management and general	3,092,856	-	3,092,856	2,417,111
Fundraising	34,566	-	34,566	29,337
Total supporting services	3,127,422	-	3,127,422	2,446,448
Total functional expenses	18,026,194	-	18,026,194	14,353,910
Change in net assets	(206,185)	206,080	(105)	3,865
NET ASSETS - beginning of year	1,613,632	-	1,613,632	1,609,767
NET ASSETS - end of year	\$ 1,407,447	\$ 206,080	\$ 1,613,527	\$ 1,613,632

The attached notes and auditor's report are an integral part of these financial statements.

School in the Square Public Charter School

Statement of Functional Expenses

For the Year Ended June 30,2023
(With comparative totals for Year Ended June 30, 2022)

	Program Services			Supporting Services			Total Expenses 6/30/23	Total Expenses 6/30/22
	Regular Education	Special Education	Total Program Services	Management and General	Fundraising	Total Supporting Services		
Personnel costs:								
Salaries	\$ 5,709,897	\$ 1,462,424	\$ 7,172,321	\$ 1,428,920	\$ 18,430	\$ 1,447,350	\$ 8,619,671	\$ 6,315,222
Payroll taxes and employee benefits	1,467,266	375,797	1,843,063	367,188	4,736	371,924	2,214,987	1,603,671
Total personnel costs	7,177,163	1,838,221	9,015,384	1,796,108	23,166	1,819,274	10,834,658	7,918,893
Professional fees	540,673	125,865	666,538	349,686	-	349,686	1,016,224	773,907
Curriculum and student services	618,467	143,975	762,442	-	-	-	762,442	592,938
Classroom supplies and materials	105,045	24,520	129,565	-	-	-	129,565	84,069
Occupancy	2,606,630	667,612	3,274,242	652,318	8,413	660,731	3,934,973	3,887,125
Office supplies	89,994	23,049	113,043	22,521	290	22,812	135,855	80,742
Equipment	74,311	19,033	93,344	18,597	240	18,836	112,180	101,118
IT and telecommunications	153,610	39,343	192,953	38,441	496	38,937	231,890	203,551
Recruitment	216,864	55,544	272,408	54,271	700	54,971	327,379	108,592
Travel	-	-	-	107,008	-	107,008	107,008	88,255
Insurance	82,408	21,106	103,514	20,623	266	20,889	124,403	105,067
Professional development	45,740	10,648	56,388	-	-	-	56,388	37,074
Depreciation	132,969	34,056	167,025	33,276	429	33,705	200,730	193,861
Bad debt expense	-	-	-	-	-	-	-	3,871
Other expenses	42,120	9,806	51,926	7	566	573	52,499	174,847
Total other than personnel costs	4,708,831	1,174,557	5,883,388	1,296,748	11,400	1,308,148	7,191,536	6,435,017
Total expenses for statement of activities	\$ 11,885,994	\$ 3,012,778	\$ 14,898,772	\$ 3,092,856	\$ 34,566	\$ 3,127,422	\$ 18,026,194	\$ 14,353,910

The attached notes and auditor's report are an integral part of these financial statements.

School in the Square Public Charter School

Statement of Cash Flows

For the Year Ended June 30, 2023
(With comparative totals for the Year Ended June 30, 2022)

	<u>June 30,</u>	
	<u>2023</u>	<u>2022</u>
CASH FLOWS FROM OPERATING ACTIVITIES		
Change in net assets	\$ (105)	\$ 3,865
Adjustments to reconcile change in net assets to net cash used for operating activities:		
Depreciation	200,730	193,861
Net operating lease - ROU asset amortization	3,166,701	-
Changes in assets and liabilities:		
Contributions receivable	(89,205)	-
Government grants receivable - per pupil	(762,744)	61,402
Government grants receivable - other	734,289	(966,127)
Pledges and related party receivables	(1,732,004)	(441,113)
Prepaid expenses and other assets	(28,867)	(169,444)
Security deposit	(5,500)	-
Accounts payable and accrued expenses	226,375	(84,183)
Deferred rent	(3,241,044)	1,347,668
Operating lease liability reduction	887,479	-
Total adjustments	<u>(643,790)</u>	<u>(57,936)</u>
Net cash used for operating activities	<u>(643,895)</u>	<u>(54,071)</u>
CASH FLOWS FROM INVESTING ACTIVITIES		
Purchase of fixed assets	<u>(302,771)</u>	<u>(115,425)</u>
Net cash used for investing activities	<u>(302,771)</u>	<u>(115,425)</u>
Net decrease in cash, cash equivalents and restricted cash	(946,666)	(169,496)
Cash, cash equivalents and restricted cash - <i>beginning of year</i>	<u>2,427,423</u>	<u>2,596,919</u>
Cash, cash equivalents and restricted cash - <i>end of year</i>	<u>\$ 1,480,757</u>	<u>\$ 2,427,423</u>
Cash, cash equivalents and restricted cash:		
Cash and cash equivalents	\$ 1,379,485	\$ 2,351,001
Restricted cash	101,272	76,422
Total cash, cash equivalents and restricted cash	<u>\$ 1,480,757</u>	<u>\$ 2,427,423</u>
SUPPLEMENTAL CASH FLOW INFORMATION		
Cash paid during the year for interest	<u>\$ -</u>	<u>\$ -</u>
Cash paid during the year for taxes	<u>\$ -</u>	<u>\$ -</u>

The attached notes and auditor's report are an integral part of these financial statements.

School in the Square Public Charter School

Notes to Financial Statements

June 30, 2023

Note 1 - Organization and Nature of Activities

School in the Square Public Charter School (the "School"), located in the Washington Heights neighborhood of Manhattan in New York City, is a not-for-profit educational corporation chartered by the Board of Regents of the State of New York. The mission of the School is to engage, educate and empower adolescents in Washington Heights to respond mindfully and creatively to life's opportunities and challenges.

The School has the following programs:

Regular Education - Instruction provided to all students.

Special Education - Instruction that is specially designed to meet the unique needs of students with disabilities.

On November 17, 2015, the School was granted a provisional charter by the Board of Regents of the State of New York for a term of five years, expiring on June 30, 2020 and allowed them to offer grades 6-8. On January 2, 2020, the School was granted a revision to their charter agreement, which extended the charter term through June 30, 2021 and also allowed them to expand into the elementary school grades beginning with the addition of kindergarten in the 2020-2021 school year, among other things. On March 12, 2021, the School's charter was renewed for a five-year term, expiring on June 30, 2026. This renewed charter also allows them to expand and add grades 1-5 and increases their authorized enrollment, among other things. On February 3, 2022, the School was granted another revision to their charter to allow them to add grades 9-12 from its currently approved kindergarten through Grade 8 configuration and increase their authorized enrollment as a result.

The School's primary source of income is public funding for resident student enrollment.

The School has been notified by the Internal Revenue Service that it is a not-for-profit organization exempt from Federal income taxes under Section 501(c)(3) of the Internal Revenue Code and has not been designated as a private foundation.

The School is affiliated with Friends of School in the Square, Inc. ("Friends") through the use of shared members of their respective Boards of Trustees. Friends is a not-for-profit corporation established to support the creation of the School and function as the fundraising arm of the School. Friends does not meet the requirements for consolidation because the School does not exercise control over them.

School in the Square Public Charter School

Notes to Financial Statements

June 30, 2023

Note 2 - Significant Accounting Policies

a. Basis of Accounting

The financial statements of the School have been prepared using the accrual basis of accounting, which is the process of recognizing revenue and expenses when earned or incurred rather than received or paid.

b. Recently Adopted Accounting Standards

Effective July 1, 2022, the School adopted the Financial Accounting Standards Board's ("FASB") Accounting Standards Update ("ASU") No. 2016-02, *Leases*, which requires lessees to recognize leases on the statement of financial position and disclose key information about leasing arrangements. The School elected transition relief that allows entities, in the period of adoption, to present the current period under the FASB's Accounting Standards Codification ("ASC") 842 and the comparative period under FASB ASC 840. It also elected not to reassess at adoption (i) expired or existing contracts to determine whether they are or contain a lease, (ii) the lease classification of any existing leases, or (iii) initial direct costs for existing leases.

As a result of implementing FASB ASU No. 2016-02, the School recognized right-of-use ("ROU") assets of \$22,076,654 and lease liabilities of \$25,317,693 on the statement of financial position as of July 1, 2022.

c. Basis of Presentation

The School reports information regarding its financial position and activities according to specific classes of net assets as follows:

- *Net Assets Without Donor Restrictions* - accounts for activity without donor-imposed restrictions.
- *Net Assets With Donor Restrictions* - relates to activity based on specific donor restrictions that are expected to be satisfied by the passage of time or performance of activities. The School had one donor restricted contribution in the amount of \$206,080 for the year ended June 30, 2023 and none for the year ended June 30, 2022. The restriction is related to the Summer Boost program.

d. Revenue Recognition

The School follows the requirements of the FASB ASC 958-605 for recording contributions, which are recognized at the time a contribution becomes unconditional in nature. Contributions are recorded in the net asset classes referred to above depending on the existence and/or nature of any donor-imposed restriction. When a restriction expires, that is, when a stipulated time restriction ends, or purpose restriction is accomplished, net assets with donor restrictions are reclassified to net assets without donor restrictions. If donor restricted contributions are satisfied in the same period they were received, they are classified as without donor restrictions.

The School evaluates whether contributions are conditional or unconditional. Contributions are considered to be conditional when both a barrier must be overcome for the School to be entitled to the revenue and a right of return of the asset or right of release from the obligation exists.

School in the Square Public Charter School

Notes to Financial Statements

June 30, 2023

Note 2 - Significant Accounting Policies – Continued

d. Revenue Recognition - Continued

The School's public-school district revenue and other government grants are primarily conditional, non-exchange transactions, and fall under FASB ASC 958-605. Revenue from these transactions is recognized based on rates established by the School's funding sources and when performance related outcomes are achieved as well as other conditions under the agreements are met.

Contributions and grants expected to be received within one year are recorded at net realizable value. Long-term pledges are recorded at fair value, using risk-adjusted present value techniques.

Management assesses the collectability of all outstanding receivables based upon historical trends and experience with donors and grantors. Based on knowledge of specific donors and factoring in historical experience, no allowance for doubtful accounts exists as of June 30, 2023. At June 30, 2023, all pledges and grants receivable are expected to be collected within one year.

e. Cash and Cash Equivalents

Checking and money market accounts with local banks and highly liquid debt instruments purchased with a maturity of three months or less are considered to be cash and cash equivalents for purposes of the accompanying statement of financial position and statement of cash flows. Cash maintained in escrow per requirements of the New York City Department of Education ("NYCDOE") are treated as restricted cash.

f. Concentration of Credit Risk

Financial instruments, which potentially subject the School to a concentration of credit risk, consist of cash accounts, which have been placed with financial institutions that management deems to be creditworthy. At times, balances may exceed federally insured limits. While at year end the School had uninsured balances, management feels they have little risk and has not experienced any losses due to bank failure.

g. Fixed Assets

Leasehold improvements, as well as equipment and furniture that benefit future periods are recorded at cost or at fair value at the date of gift. The School capitalized fixed assets in excess of \$5,000 that have a useful life of more than one year. Depreciation is computed using the straight-line method over the estimated useful lives of the respective assets as follows:

Furniture and equipment – 5-7 years

Leasehold improvements – life of lease

School in the Square Public Charter School

Notes to Financial Statements

June 30, 2023

Note 2 - Significant Accounting Policies – Continued

h. Donated Services

Donated services are recognized in circumstances where those services create or enhance non-financial assets or require specialized skills, are provided by individuals possessing those skills, and would typically need to be purchased, if not provided in-kind.

Board members and other individuals volunteer their time and perform a variety of services that assist the School. These services do not meet the criteria outlined above and have not been recorded in the financial statements.

i. Management Estimates

The preparation of financial statements in accordance with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Actual results could differ from those estimates.

j. Functional Allocation of Expenses

The costs of providing various programs and other activities have been summarized on a functional basis in the financial statements. Accordingly, certain costs have been allocated among the programs and supporting services benefited.

Salaries were allocated using time and effort as the basis.

The following costs were allocated using the salary allocation as the basis:

- Payroll taxes and employee benefits
- Occupancy
- Office supplies
- Equipment
- IT and telecommunications
- Insurance
- Depreciation

Certain program expenses have been allocated between Regular Education and Special Education based on student FTE rates. All other expenses have been charged directly to the applicable program or supporting services.

k. Advertising Costs

Advertising costs are expensed as incurred.

School in the Square Public Charter School

Notes to Financial Statements

June 30, 2023

Note 2 - Significant Accounting Policies – Continued

l. Summarized Comparative Information

The financial statements include certain prior year summarized comparative information in total but not by net asset class. Such information does not include sufficient detail to constitute a presentation in conformity with accounting principles generally accepted in the United States of America. Accordingly, such information should be read in conjunction with the School's financial statements for the year ended June 30, 2022 from which the summarized information was derived.

m. Commitments and Contingencies

Government contracts are subject to audit by the grantor. The School does not believe that any audits, if they were to occur, would result in material disallowed costs, and has not established any reserves. Any disallowed costs would be recorded in the period notified.

n. Accounting for Uncertainty of Income Taxes

The School does not believe its financial statements include any material, uncertain tax positions. Tax filings for periods ending June 30, 2020, and later are subject to examination by applicable taxing authorities.

o. Leases

The School determines if an arrangement is or contains a lease at inception. Leases are included in ROU assets and lease liabilities in the statement of financial position. ROU assets and lease liabilities reflect the present value of the future minimum lease payments over the lease term, and ROU assets also include prepaid or accrued rent. Operating lease expense is recognized on a straight-line basis over the lease term. The School does not report ROU assets and lease liabilities for its short-term leases (leases with a term of 12 months or less). Instead, the lease payments of those leases are reported as lease expense on a straight-line basis over the lease term. Lease terms may include options to extend or terminate the lease when it is reasonably certain that the School will exercise that option.

Note 3 - Government Grants Receivable - Per Pupil

Activity related to the contract with the NYCDOE can be summarized as follows:

	6/30/23	6/30/22
Beginning grant receivable	\$ 6,960	\$ 68,362
Per pupil funding:		
Funding based on allowable FTE's	11,444,548	8,998,204
Advances received	(10,681,804)	(9,059,606)
Ending receivable – per pupil funding	<u>\$ 769,704</u>	<u>\$ 6,960</u>

School in the Square Public Charter School

Notes to Financial Statements

June 30, 2023

Note 4 - Related Party Transactions

Friends, a related party, provides operating grants to the School on an ongoing basis. Grants from Friends to the School totaled \$2,390,000 and \$1,062,791 during the years ended June 30, 2023 and 2022, respectively.

Effective July 1, 2018, the School assigned the lease agreement they had with an unrelated party for educational and office space to Friends. The School simultaneously entered into a sublease agreement with Friends. Under the terms of the assignment, the School remains liable for the obligations and responsibilities under the original lease. The maximum potential amount that the School can be required to pay over the term of the lease is \$7,440,000. The sublease was amended effective July 1, 2019. Both the lease and sublease expire on June 30, 2026. For the year ended June 30, 2023, the sublease had base rent of \$900,000 plus additional facility costs of \$594,148.

In addition, effective July 1, 2020, the School entered into a second sublease agreement with Friends for additional educational and office space to house its new elementary school. The lease expires on June 30, 2030 and has the option to extend for two additional five-year terms. For the year ended June 30, 2023, this lease had base rent of \$1,282,500 plus additional facility costs of \$294,952.

Future minimum payments under the sublease agreements with Friends totals \$25,294,305.

The outstanding balance due from Friends to the School was \$2,402,595 and \$670,591 at June 30, 2023 and 2022, respectively, which is included in pledges and related party receivables on the statement of financial position.

Note 5 - Fixed Assets

Fixed assets consist of the following:

	6/30/23	6/30/22
Furniture and equipment	\$ 1,110,693	\$ 915,383
Leasehold improvements	576,710	576,710
	<u>1,687,403</u>	<u>1,492,093</u>
Less: accumulated depreciation	(1,039,046)	(838,316)
Construction in progress	107,461	-
Total fixed assets, net	<u>\$ 755,818</u>	<u>\$ 653,777</u>

Note 6 - Restricted Cash

An escrow account has been established to meet the requirement of the NYCDOE. The purpose of this account is to ensure sufficient funds are available for an orderly dissolution or transition process in the event of termination of the charter or school closure.

School in the Square Public Charter School

Notes to Financial Statements

June 30, 2023

Note 7 - Leases

The School leases real estate, including other locations, under operating lease agreements that have initial terms ranging from 5 to 10 years. Some leases include one or more options to renew, generally at the School's sole discretion, with renewal terms that can extend the lease term up to 10 years. In addition, certain leases contain termination options, where the rights to terminate are held by either the School, the lessor, or both parties. These options to extend or terminate a lease are included in the lease terms when it is reasonably certain that the School will exercise that option. The School's operating leases generally do not contain any material restrictive covenants or residual value guarantees.

Operating lease cost is recognized on a straight-line basis over the lease term. The components of lease expense are as follows for the year ended June 30, 2023:

Supplemental Statement of Financial Position information related to leases were as follows:

Operating leases:

Operating lease right-of-use assets	<u>\$ 18,909,953</u>
Operating lease liabilities, current	3,060,410
Operating lease liabilities, non-current	<u>19,903,723</u>
Total operating lease liabilities	<u>\$ 22,964,133</u>

Supplemental Statement of Activities information related to leases were as follows:

Operating lease cost	\$ 3,884,740
Short-term lease cost	<u>26,946</u>
Total lease cost	<u>\$ 3,911,686</u>

Supplemental Statement of Cash Flows information related to leases were as follows:

Cash paid for amounts included in measurement of lease liabilities:	
Operating cash outflows - payments on operating leases	\$ 3,071,600
Right-of-use assets obtained in exchange for new lease obligations:	
Operating leases	\$ 22,076,654

Average lease term and discount rate as of June 30, 2023 was as follows:

Weighted-average remaining lease term:	
Operating leases	6.25 years
Weighted-average discount rate:	
Operating leases	2.88%

School in the Square Public Charter School

Notes to Financial Statements

June 30, 2023

Note 7 - Leases - Continued

The aggregate future lease payments for operating and finance leases as of June 30, 2023 were as follows:

		Operating Leases
Future Lease Payments		
	2024	\$ 3,700,511
	2025	4,196,523
	2026	4,587,562
	2027	3,115,810
	2028	3,172,756
	Thereafter	6,521,143
Total lease payments		25,294,305
Less imputed interest		(2,330,172)
Total present value of lease liabilities		<u>\$ 22,964,133</u>

Note 8 - New York City Rental Assistance

In addition to per pupil funding, the School was entitled to receive a rent subsidy that is calculated at the lower of 30% of the per pupil amount or actual lease costs. During the years ended June 30, 2023 and 2022, the amount of rent subsidy recognized was \$2,817,691 and \$2,356,339, respectively. As outlined in Note 4, the lease was with Friends, a related party.

Note 9 - Significant Concentrations

The School is dependent upon grants from the NYCDOE to carry out its operations. Approximately 79% of the School's total public support and revenue was from the NYCDOE for the years ended June 30, 2023 and 2022. If the NYCDOE were to discontinue funding, it would have a severe economic impact on the School's ability to operate.

As outlined in note 4, the School received contributions from a related entity, Friends, in the amount of \$2,390,000, which represents 13% of total revenue. If Friends were to discontinue funding, it would have a severe impact on the School's operations.

Note 10 - Retirement Plan

The School adopted a defined contribution 401(k) profit sharing plan (the "Plan"). Employees who are 21 years of age and older are eligible to enroll in the Plan after one month of service. The Plan provides for the School to fully match up to 3% of the participating employee's salary as well as 50% of an additional 2% of an employee's salary. The School's contributions to the Plan become fully vested when the employee completes six years of service. Total contributions to the Plan totaled \$281,000 and \$240,000 during the years ended June 30, 2023 and 2022, respectively.

School in the Square Public Charter School

Notes to Financial Statements

June 30, 2023

Note 11 - Liquidity and Availability of Financial Resources

The School maintains cash on hand to be available for its general expenditures, liabilities, and other obligations for on-going operations. As part of its liquidity management, the School operates its programs within a board approved budget and relies on per pupil funding, grants, and contributions to fund its operations and program activities.

The following reflects the School's financial assets at June 30, 2023 that are available to meet cash needs for general expenditures within one year:

Cash and cash equivalents – not restricted	\$ 1,379,485	
Contributions receivable	89,205	
Government grants receivable – per pupil	769,704	
Government grants receivable - other	344,671	
Pledges and related party receivables	<u>2,402,595</u>	
Total financial assets		\$ 4,985,660
Less amounts not available for general expenditures:		
Net assets with donor restrictions		<u>(206,080)</u>
Financial assets available to meet cash needs for general expenditures within one year		<u><u>\$ 4,779,580</u></u>

Note 12 - Subsequent Events

Subsequent events have been evaluated through October 23, 2023, the date the financial statements were available to be issued. Adjustments and disclosures have been made for all subsequent events that have occurred.



**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 Auditor's Report

To the Board of Trustees of
School In the Square Public 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 School in the Square Public Charter School (the "School"), which comprise the statement of financial position as of and for the year ended June 30, 2023, and the related statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements, and have issued our report thereon dated October 23, 2023.

Report on Internal Control over Financial Reporting

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

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

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

Report on Compliance and Other Matters

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

Purpose of this Report

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

Sax CPAs LLP

New York, NY
October 23, 2023

School in the Square Public Charter School

Schedule of Findings and Questioned Costs

June 30, 2023

Current Year:

None

Prior Year Follow-Up:

None

Observations and Recommendations

To Management of
School in the Square Public Charter School (the "School")

As a result of our audit for the year ending June 30, 2023, we want to provide a follow up to our recommendations from last year:

Documenting related party transactions

The School has two separate leases for rent with a related party, Friends of School in the Square, Inc. ("Friends"), for amounts that are higher than the amount that Friends has with the outside unrelated third-party landlord. The lease is higher because it includes additional facility costs such as utilities, maintenance and capital improvements in addition to base rent.

As this is a highly scrutinized area, we believe the board should document the steps it went through as part of the approval process to determine that the rent payments to the related party are reasonable and in the best interest of the School. The documentation should include the details of facility charges and other related expenses included in the lease other than base rent. We also believe that it might be helpful if the School enters into a formal agreement with Friends that identifies their responsibilities with respect to the obligation for facility services and capital improvements. As part of that agreement, consideration should be made to include a clause where the related entity agrees to put unspent funds that have been charged into a separate building fund. This will help assure that all amounts paid as part of the lease are either spent on facility related purposes and unspent funds are earmarked for similar purposes.

Follow up for the year ended June 30, 2023: The School informed us that they evaluated their lease costs against other schools in the charter space and determined the leases were at fair market value. We recommend that the School performs this evaluation on an annual basis. We will continue to monitor this in the following years audit.

Disaster Recovery Plan

In the past, we recommended creating a comprehensive disaster recovery plan that includes not only the backup of computer files, but a test to restore computer files. In addition, because in today's environment many documents are stored via electronic means (computers, hard drives and other electronic media), software upgrades are often made that make it incompatible to read files that have been saved on older versions of the software. As part of a disaster recovery plan, the School should ensure that they can access and restore older files.

Follow up for the year ended June 30, 2023: We continue our recommendation.

This communication is intended solely for the information and use of management, the board of trustees, others within the organization, and is not intended to be and should not be used by anyone other than these specified parties.



New York, NY
October 23, 2023

Communication with Those Charged with Governance

To the Board of Trustees of
School in the Square Public Charter School

We have audited the financial statements of School in the Square Public Charter School (the “School”), for the year ended June 30, 2023 and have issued our report thereon dated October 23, 2023. Professional standards require that we provide you with the following information related to our audit.

Our Responsibility under Generally Accepted Auditing Standards

As stated in our engagement letter dated May 8, 2023, our responsibility, as described by professional standards, is to plan and perform our audit to obtain reasonable, but not absolute, assurance that the financial statements are free of material misstatement and are fairly presented in accordance with generally accepted accounting principles. Because of the concept of reasonable assurance and because we did not perform a detailed examination of all transactions, there is a risk that material errors, fraud, or other illegal acts may exist and not be detected by us. Our audit of the financial statements does not relieve you or management of your responsibilities.

Planned Scope of Audit

We performed our audit according to the plan previously communicated to you in our engagement letter and subsequent conversations during the planning phase.

Significant Accounting Policies

Management has the responsibility for selection and use of appropriate accounting policies. In accordance with the terms of our engagement letter, we will advise management about the appropriateness of accounting policies and their application. During the year ended December 31, 2022, The Institute adopted Financial Accounting Standards Board’s Accounting Standards Update (“ASU”) No. 2016-02, *Leases*. The ASU requires the full obligation of long-term leases to be recorded as a liability with a corresponding “right to use asset” on the statement of financial position. The effects of this ASU are summarized in Notes 2 and 7, to the financial statements. Other than this, no new accounting policies were adopted during the year under audit and the application of existing policies was not changed during the year.

We noted no transactions entered into by the School during the year that were both significant and unusual, and of which, under professional standards, we are required to inform you, or transactions for which there is a lack of authoritative guidance or consensus.

Accounting Estimates

Accounting estimates are an integral part of the financial statements prepared by management and are based on management’s knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected.

The most sensitive estimate used in preparing the financial statements were as follows:

- The allocation of expenses into program, management and fundraising categories and to determine use of government grant funds
- Fixed asset depreciation methods and useful lives
- Collectability of receivables

We evaluated the key factors and assumptions used to develop the above estimates in determining that it was reasonable in relation to the financial statements taken as a whole. The disclosures in the financial statements are neutral, consistent and clear.

Significant Audit Adjustments

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management.

For purposes of this letter, professional standards define a significant audit adjustment as a proposed correction of the financial statements that, in our judgment, may not have been detected except through our auditing procedures. There were no audit adjustments that rose to the level of being considered significant.

Management agreed with all proposed adjustments. These adjustments have been included as part of the audited financial statements presented. There are no known adjustments that have not been recorded.

Disagreements with Management

For purposes of this letter, professional standards define a disagreement with management as a matter, whether or not resolved to our satisfaction, concerning a financial accounting, reporting, or auditing matter that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Issues Discussed Prior to Retention of Independent Auditors

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management prior to retention as the auditors. There were no specific matters of this nature discussed prior to our retention.

Difficulties Encountered in Performing the Audit

There were no significant difficulties encountered in performing the audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter.

Industry Updates

We would like to update you on important matters in the not-for-profit sector, including new accounting standards, priorities at the IRS and the Office of Management and Budget.

To summarize:

Accounting and Auditing Updates – Developments

The Financial Accounting Standards Board (FASB) issued a proposed Accounting Standards Update (ASU), *Intangibles—Goodwill and Other—Crypto Assets (Subtopic 350-60): Accounting for and Disclosure of Crypto Assets*, which is intended to improve the accounting for and disclosure of crypto assets. Many organizations have been accounting for crypto assets as indefinite-lived intangible assets. This proposed ASU would require an entity to measure crypto assets at fair value with changes in fair value recognized in net income or change in net assets. It would also require disclosure about significant crypto asset holdings and restrictions and changes in those holdings.

Many nonprofit organizations hold crypto assets, whether received as a contribution or as an investment of resources. The proposed ASU would apply to all entities holding crypto assets that meet several criteria, including:

- Meet the definition of “intangible asset” in the Accounting Standards Codification
- Do not provide the asset holder with enforceable rights to, or claims on, underlying goods, services, or other assets
- Are fungible
- Are not created or issued by the reporting entity or its related parties

Accounting and Auditing Updates - Recent Standards

In March 2023, the Financial Accounting Standards Board (FASB) issued Accounting Standards Update 2023-01, *Leases (Topic 842): Common Control Arrangements* under Topic 842, Leases.

Topic 842 requires that entities determine whether a related party arrangement between entities under common control (hereinafter referred to as a common control arrangement) is a lease. If the arrangement is determined to be a lease, an entity must classify and account for the lease on the same basis as an arrangement with an unrelated party (on the basis of legally enforceable terms and conditions). This ASU provides private companies and not-for-profit entities that are not conduit bond obligors with a practical expedient to use the written terms and conditions of a common control arrangement to determine if a lease exists. An entity applying the practical expedient is not required to determine whether those written terms and conditions are legally enforceable.

The practical expedient may be applied on an arrangement-by-arrangement basis. If no written terms and conditions exist, an entity cannot apply the practical expedient and would continue to use the legally enforceable terms and conditions to apply Topic 842.

The ASU requires that leasehold improvements associated with leases between entities under common control be:

- Amortized by the lessee over the economic life of the leasehold improvements (regardless of the lease term) so long as the lessee controls the use of the underlying asset through a lease
- Accounted for as a transfer between entities under common control through an adjustment to net assets if and when the lessee no longer controls the use of the underlying asset

The ASU is effective for years beginning after December 15, 2023. Early adoption is permitted.

Implementation of Credit Losses (Topic 326): Measurement of Credit Losses on Financial Instruments

When FASB Accounting Standards Update (ASU) 2016-13, *Financial Instruments—Credit Losses (Topic 326): Measurement of Credit Losses on Financial Instruments*, was first released, it was aimed particularly at financial institutions. However, this new current expected credit loss (CECL) standard will impact some not-for-profit entities (NFPs). This standard is effective for fiscal years beginning after December 15, 2022, i.e., calendar years ending in 2023 and fiscal years ending in 2024.

Under current U.S. GAAP, credit losses follow loss contingency guidance and are only booked when they are probable. With the issuance of ASU 2016-13, the requirement for credit losses to be probable was removed. Instead, organizations will now measure expected credit losses based on a number of factors, such as historical information, current conditions, and reasonable and supportable forecasts. This new methodology will create a CECL allowance on assets, calculated by noting historical loss and adjusting for current conditions and reasonable and supportable forecasts. For periods beyond which forecasts can be made, the NFP should revert to historical loss information.

ASU 2016-13 applies to loan and debt instruments not measured at fair value through net income, financial guarantees and loan commitments, certain lease receivables, and trade receivables from contracts recognized under the revenue recognition standard (ASC Topic 606). Contributions receivable and government grant receivable if they are following the contribution model for revenue recognition are not included in the scope of the standard. This standard will be applicable for revenue and the related receivables recognized in accordance with Topic 606.

Steps to take to assess the impact of this standard:

1. Evaluate the applicability - review your organization's revenue streams and balance sheets for any trade receivables recognized under Topic 606 and any loan or debt instruments that are not valued at fair value.
2. CECL standard does not require any specific methodology. Consider various options and establish a method for determining the CECL allowance related to those receivables. For example, organizations could use discounted cash flows or methods that utilize an aging schedule. The method an organization uses to estimate the CECL allowance will likely vary based on the type of asset, the organization's ability to predict the timing of cash flows, and the information available.
3. Consider pooling similar assets before performing the analysis and document how the assets are similar in nature.
4. Document the source of the data and how the data is accumulated to determine the CECL allowance. This information will be subject to audit and will also be used in the financial statement disclosures for the credit loss allowance.
5. Establish a CECL policy documenting processes, assumptions, methodology.

Implementation of Lease Standard

Financial Accounting Standards Board (FASB) Accounting Standards Update (ASU) ASU No. 2016-02 Leases and related ASUs became effective for entities with the years ending December 31, 2022, and later. Under this standard, all leases, including operating leases, with terms of more than twelve months are required to be reflected as assets and liabilities on the statement of financial position. The asset will be for the rights to use the property, equipment or space and the liability will be for the present value of the total obligations created by that lease.

Steps to take when implementing the new lease standard:

1. Review all contracts and determine if they meet the elements of a lease.
2. Prepare a list of all leases including copy machine and storage space.
3. Review capitalization policy
4. Determine technology needs and tools to use for calculations. Depending on how many leases you have, it might be worth investing into a lease tracking software.
5. Create a tracking system for leases that will maintain major terms and conditions, calculations, and journal entries that need be recorded every year.

Donated use of property or equipment and use of property for only de minimis payments are not subject to this standard.

In-kind Donations of Goods and Services

In September 2020, FASB issued ASU No. 2020-07, *Presentation and Disclosures by Not-for-Profit Entities for Contributed Nonfinancial Assets*, which became effective for the fiscal year ended June 30, 2022. The standard is intended to improve transparency of the information that is critical to various stakeholders including donors. It requires enhanced disclosures about the valuation of those contributions and their use in programs and other activities, including any donor-imposed restrictions on such use.

Best practices for In-kind donations:

1. Establish a gift acceptance policy to determine what your organization will and will not accept as some donations may require too many internal resources to manage or may not align with your organization's mission. Track your in-kind donations through the year by type noting restrictions and quantity (hours of services donated, square footage of space, number of items, etc.)
2. Develop criteria for valuation for each commonly received category of in-kind donations. For example, fair value of in-kind occupancy could be estimated using the average price per square foot of rental listings in the organization's service area. Donated legal services are valued at the standard hourly rates charged for those services.
3. Ensure proper supporting documentation in place to verify the fair value and whether there are any donor restrictions.
4. Develop a formal policy to stipulate when in-kind donations are used for organizational purposes and when they are to be monetized contributed nonfinancial assets that are monetized instead of utilized.

Do You Issue an Annual Report?

If your organization issues an annual report, there might be additional procedures that your auditors would be required to perform with respect to information reported within the annual report.

Statement on Auditing Standards (SAS) No. 137, *The Auditor's Responsibilities Relating to Other Information Included in Annual Reports* addresses auditor's responsibilities relating to an NFP's annual report providing for performance, documentation, and reporting requirements. The auditor's main responsibility under this standard is to consider whether a material inconsistency exists between the information reported in an annual report and the audited financial statements and to remain alert for indications that a material misstatement of fact exists.

What constitutes an Annual Report?

Under SAS No. 137, an annual report is defined as “a document, or combination of documents, typically prepared on an annual basis by management or those charged with governance in accordance with law, regulation, or custom, the purpose of which is to provide owners (or similar stakeholders) with information on the entity’s operations and the entity’s financial results and financial position as set out in the financial statements.

An annual report contains, accompanies, or incorporates by reference **the financial statements and the auditor’s report** thereon and usually includes information about the entity’s developments, its future outlook and risks and uncertainties, a statement by the entity’s governing body, and reports covering governance matters. Annual reports include annual reports of governments and organizations for charitable or philanthropic purposes that are available to the public.”

What to expect?

Management is responsible for the information included in the annual report to agree and be consistent with the financial statements. Your organization will be required to provide an annual report along with the reconciliation to the financial statements to the auditors to review in a timely manner **prior to issuance of the annual report**. If you issue an annual report, communicate with your audit team regarding the planned timing and issuance early to allow sufficient time for the audit procedures to be performed before your publishing team produces the final report.

Tax and IRS Updates

NYS CHAR 500

The Charities Bureau of the New York State Attorney General’s Office has begun to reject CHAR500 filings when the audited or reviewed financial statements submitted along with the CHAR500 are prepared on the cash basis of accounting. Both New York State law and the instructions to the CHAR500 require the financial statements to be prepared in accordance with GAAP, which includes the accrual basis of accounting.

NYS CHAR 500 – Requirement for Electronic Filing

As of September 19, 2022, all annual filings with the New York Attorney General’s Charities Bureau must be submitted electronically. The online filing, which uses electronic signatures and online payment processes, is intended to minimize the Charities Bureau’s review time, reduce errors and incomplete submissions, and reduce the time for filings to get posted to the online registry. The online filing can be initiated at:

www.charitiesnys.com/annual_filing.htm

Redacted Schedule B Required with CHAR 500

Initially, in order to comply with the U.S. Supreme Court’s decision in *Americans for Prosperity Foundation v. Bonta* (594 U.S. 2021), the New York Attorney General’s Charities Bureau suspended its collection of IRS Form 990 Schedule B while it reviewed its policies, procedures, and forms related to disclosure information that identified donors. The Charities Bureau then amended its regulations and now require that registrants other than private foundations that file Schedule B with the IRS to provide a redacted Schedule B that omits the names and street addresses of donors listed on Schedule B.

The Internal Revenue Service published a new Exempt Organizations Technical Guide, “TG 3-3: Exempt Purpose, Charitable IRC 501(c)(3)”. This Technical Guide discusses tax law issues related to charitable purposes of organizations exempt under Section 501(c)(3) of the Internal Revenue Code.

IRS Developments

- Received \$80 billion in funding under the Inflation Reduction Act
- Several million unprocessed returns and letters resulting from facility shutdowns early in the pandemic
- Delays remain of 6-9 months or more
- Reorganization of IRS under Taxpayer First Act with the newly created Compliance Division

Other IRS updates

- IRS treats Cryptocurrency as property
- Contributions of cryptocurrency to a NFP must follow rules for any other type of property
 - Donor must obtain an appraisal from a qualified appraiser
 - Difficult to find one for cryptocurrency

Employee Retention Tax Credit (ERTC):

- **General overview:**
 - Available to all employers, but there are certain tests that need to be met and different calculations for the credit based on FTE in 2019.
 - There are also two different versions of the credit for each year it is offered – 2020 and 2021.
- **Eligibility** – To qualify for ERTC, employers must experience **either of the following**:
 - Employer must experience gross receipts reductions of $\geq 50\%$ of the comparable quarter in 2019 and gross receipts reductions of $\geq 20\%$ of the comparable quarter in 2019/2020.
 - Full or partial suspension of business by the government due to COVID-19.
- **Gross receipts defined:**
 - Solely for purposes of determining eligibility for the Employee Retention Credit, gross receipts for a tax-exempt employer include gross receipts from all operations, not only from activities that constitute unrelated trades or businesses. For example, gross receipts for this purpose include amounts received by the organization from total sales (net of returns and allowances) and all amounts received for services, whether or not those sales or services are substantially related to the organization's exercise or performance of the exempt purpose or function constituting the basis for its exemption. Gross receipts also include the organization's investment income, including from dividends, rents, and royalties, as well as the gross amount received as contributions, gifts, grants, and similar amounts, and the gross amount received as dues or assessments from members or affiliated organizations.
 - PPP loan forgiveness is not considered part of gross income.
- **Suspension:**
 - What are not considered suspensions?
 - Ability to resume similar activity by telecommuting
 - A reduction of demand for products or services
 - Voluntary suspensions

- Partial suspension is defined as closure of the workplace that causes the employer to suspend business operations for certain purposes, but not others:
 - Every case is unique
 - Examples of partial suspension: A physical therapy facility is shut down due to government order. Prior to the shutdown, none of the employees provided services via telework and all services were rendered at the workplace. Due to the shutdown, the facility moved to an online format to serve clients remotely, but employees are unable to access specific equipment or tools and not all clients can be served remotely. Due to these factors, this is considered a partial suspension since access to the equipment is essential to the employer's operations and the business operations could not continue in a comparable manner.
- **Credit calculation:**
 - 2020 version: 50% of qualifying wages up to \$10k per employee for the period of 03/13/20 to 12/31/20.
 - 2021 version: 70% of qualifying wages up to \$10k per employee per quarter.
 - ERC applicable for wages paid through September 30, 2021.
- **How do you receive the credit?**
 - Claim the credit on Form 941 or 941-X (if amending a previously filed return for the credit).
 - Request an advance of the credit by filing Form 7200, but there is administrative work needed in reconciling the advance against the credit.
- **Interaction with PPP:**
 - Initially, PPP and ERTC were mutually exclusive when introduced by the CARES Act.
 - With the enactment of the Consolidated Appropriation Act (CAA), the initial restrictions for PPP and ERTC were removed, so employers could qualify for both programs.
 - There is no double benefit on the same eligible expenses, so it becomes an optimization effort.

What is the deadline to file for ERTC?

- The ERTC filing window closes only once for each year of the ERTC: for all quarters in 2020, the deadline to apply for the ERTC is April 15, 2024, and for all quarters in 2021, the deadline is April 15, 2025.
- There is still time to amend previously filed Form 941 and still qualify for retroactive ERC claims. Employment tax returns for the year are deemed to be filed on April 15, so the three-year statute of limitations would apply to the earliest affected returns.

Government Auditing Updates

2023 Compliance Supplement

In May 2023, the Office of Management and Budget (OMB) released the *2023 OMB Compliance Supplement*. This Supplement is effective for audits of fiscal years beginning after June 30, 2022, e.g., fiscal years ending on June 30, 2023, through May 31, 2024.

Some of the most significant highlights are:

- **Overview**
 - The Compliance Supplement is the primary document for the programs that are subject to the Uniform Guidance (UG).
 - Access the Supplement on
 - <https://www.whitehouse.gov/omb/office-federal-financialmanagement/>
- **Part 2, Matrix of Compliance Requirements**
 - Changes to the compliance requirements are identified in bold and yellow highlighting.
 - New programs are identified as “NEW.”
 - Decoupled programs (formerly in a cluster) highlighted in yellow.
 - The six-requirement mandate and its rules continue in effect (only if the program is included in the Supplement). The matrix identifies which six compliance requirements are subject to audit for a particular program.
- **Part 3, Compliance Requirements**
 - Includes the generic program objectives and audit procedures pertaining to the twelve types of compliance requirements.
 - Procurement changes – Build America Buy America Act (“BABAA”) establishes a domestic content procurement preference for all federal financial assistance obligated for infrastructure projects after May 14, 2022
 - Non-federal entities are informed of a requirement to comply with BABAA by federal agencies through award terms and conditions.
 - In some cases, waivers may have been provided.
 - Auditees are responsible for supporting whether waivers in place.
 - New audit procedure to test a sample of procurement agreements for infrastructure subject to BABAA to determine whether the non-federal entity included domestic preference provisions in the agreements or obtained a waiver.
 - Cash Management changes
 - Revisions made to clarify the auditor’s responsibility when testing cash management under the reimbursement method.
 - Previous Supplements asked the auditor to ascertain if the entity “paid” for the costs in reimbursement requests prior to the date of the reimbursement period.
 - The audit objective and related procedure have been revised to ask the auditor to ascertain if the sample of expenditures in cash drawdowns tested were incurred prior to the date of the reimbursement request.

- Performance and special reporting provisions added in 2021 were retained in CY:
 - Testing is only required for key line items that are quantifiable and capable of evaluations against objective criteria.
 - If no key line items are identified, auditor only needs to test that performance/special reports were submitted timely.
 - If key line items are included that are not quantifiable or have no objective criteria, auditors are not required to test.
 - Auditors are required to test key line items and timely submission.
- **Part 4, Agency Program Requirements**
 - There are several program additions and deletions as well as many programs with significant changes.
 - Identifies several programs as higher-risk programs, including the Education Stabilization Fund, the Provider Relief Fund and Medicaid Cluster.
 - If a program has a higher risk designation and it is a type A program, it will most likely need to be audited as a major.
 - If a program has a higher risk designation and it is a type B program, it should go through the standard risk assessment process and might not be selected as major.
- **Appendix V**
 - Provides an overview of the changes made from the 2022 Supplement.
- **Appendix VII**
 - Provides the definition of COVID-19 funding.
 - Provides guidance on how COVID-19 related awards should be reported on SEFA and SF-SAC
 - Federal Audit Clearinghouse (FAC) Transition from Census to GSA:
 - The FAC will transition from the U.S. Census Bureau (Census) to the U.S. General Services Administration (GSA) on October 1, 2023.
 - At that time, all submissions will need to be made through new FAC hosted by GSA.
 - Any draft not fully submitted to the Census FAC by October 1, 2023, may need to be completely re-started at the new GSA FAC.

Amendments to New York Not-for-Profit Corporation Law (N-PCL)

In November 2022, amendments were passed to the New York Not-for-Profit Corporation Law (N-PCL) that impact board governance by providing enhanced modernization. Under one of the amendments, members or directors are now permitted to take action by vote without a meeting, so long as it obtains consent of all of the members entitled to vote. Such consent may be written or electronic. Additionally, board directors who are elected to fill a vacancy of an unexpired term may hold office until either the end of the term of the director they are replacing or until the next annual meeting. Finally, directors who must leave a board meeting as a result of conflict of interest shall still be counted as present for determining if a quorum has been satisfied.

Secure Act 2.0 – Impact on Nonprofit Organizations

Passed at the end of 2022, the SECURE Act 2.0 includes many provisions that impact 403(b) and 401(k) plans. Among the many provisions are the following:

- 403(b) plans are now permitted to participate in pooled employer plans (“PEPS”). MEPs provide an opportunity for small nonprofit organizations to group together with the intent of making the plans more easily attainable and viable as well as to reducing administrative burdens on the organization.
- Part-time employees with two consecutive years of over 500 hours must be eligible to participate in company-sponsored plans
- A new student-loan matching program is created to treat student loan payments as plan contributions for purposes of matching contributions
- New startup plans will be required to have a mandatory automatic enrollment of 3% with annual increases of 1% up to at least 10% (maximum 15%)

Independence Issues

Sax LLP is not aware of any relationships that our firm, or any employees thereof, has with the School or any of its board trustees that, in our professional judgment may impair our independence.

This information is intended solely for the use of the Board of Trustees, finance committee and management of School in the Square Public Charter School.

A handwritten signature in blue ink that reads "Sax CPAs LLP". The signature is stylized and cursive.

New York, NY
October 23, 2023

000
CITIBANK, N. A.
Account

SCHOOL IN THE SQUARE PUBLIC CHARTER
SCHOOL
120 WADSWORTH AVENUE
NEW YORK NY 10033

Statement Period
May 24 - Jun 26, 2023
Relationship Manager
Citibusiness Service Center
(877) 528-0990

Page 1 of 3

CitiBusiness® ACCOUNT AS OF JUNE 26, 2023

Relationship Summary:

Checking	\$1,795,767.94
Savings	\$101,269.60
Checking Plus	-----

Your 2023 Important Notice Regarding Future Verbal and Written Communications is now available to view online. Visit citi.com/accountagreementsandnotices and click on Small Business Account Agreements and Notices to view the notice.

Checking	Balance
CitiBusiness Streamlined Checking	\$1,631,466.79
CitiBusiness Streamlined Checking	\$164,301.15
Savings	Balance
CitiBusiness IMMA	\$101,269.60
Total Checking and Savings at Citibank	\$1,897,037.54

SERVICE CHARGE SUMMARY FROM MAY 1, 2023 THRU MAY 31, 2023

Type of Charge	No./Units	Price/Unit	Amount
STREAMLINED CHECKING # 6879847081			
Average Daily Collected Balance			\$3,199,605.60
DEPOSIT SERVICES			
CHECKS, DEP ITEMS/TICKETS, ACH	20	.4500	9.00
**WAIVE			
CITIBUSINESS ONLINE			
ACH - CBUSOL WEB ACH MODULE	1	.0000	0.00
**WAIVE			
POSITIVE PAY MODULE	1	.0000	0.00
ACCOUNT RECONCILIATION			
STAND ALONE POS PAY MONTHLY	1	25.0000	25.00
AUTOMATED CLEARING HOUSE (ACH)			
ACH - MONTHLY MAINTENANCE FEEWCM	1	25.0000	25.00
Total Charges for Services			\$50.00
Net Service Charge			\$50.00
Charges debited from account # 6879847081			
STREAMLINED CHECKING # 6879847102			
Average Daily Collected Balance			\$84,781.26
CITIBUSINESS ONLINE			

SERVICE CHARGE SUMMARY FROM MAY 1, 2023 THRU MAY 31, 2023**Continued**

Type of Charge	No./Units	Price/Unit	Amount
POSITIVE PAY MODULE	1	.0000	0.00
CBOL - OUT. DOMESTIC WIRE TXFR	1	17.0000	17.00
CBOL - OUT. DOMESTIC WIRE TXFR	2	17.0000	34.00
**WAIVE			
Total Charges for Services			\$17.00
Net Service Charge			\$17.00
Charges debited from account # [REDACTED]			
CITIBUSINESS IMMA # [REDACTED]			
Average Daily Collected Balance			\$100,822.27
Total Charges for Services			\$0.00
Net Service Charge			\$0.00

CHECKING ACTIVITY**CitiBusiness Streamlined Checking**

6879847081		Beginning Balance:	\$2,826,058.64	
		Ending Balance:	\$1,631,466.79	
Date	Description	Debits	Credits	Balance
05/26	TRANSFER DEBIT TRANSFER TO CHECKING May 26 VIA CBUSOL REFERENCE # 092681	350,000.00		2,476,058.64
05/31	ACH DEBIT Bill.com Payables 016BEATBB2NWVT3 May 31 Multiple Payments Bill.com Payables 016BEATB	37,666.81		2,438,391.83
06/01	ACH DEBIT Bill.com Payables 016UQIEMN2NZ7LF Jun 01 Multiple Payments Bill.com Payables 016UQIEM	16,598.49		2,421,793.34
06/02	ACH DEBIT LEASE DIRECT WEB PAY 79771387 Jun 02	3,567.00		2,418,226.34
06/06	ACH DEBIT CITI CARD ONLINE PAYMENT 431083115778705 Jun 06	18,610.48		2,399,615.86
06/06	ACH DEBIT Bill.com Payables 016EJGKAR2O6E1Y Jun 06 Multiple Payments Bill.com Payables 016EJGKA	36,270.27		2,363,345.59
06/08	SERVICE CHARGE ACCT ANALYSIS DIRECT DB	50.00		2,363,295.59
06/12	TRANSFER DEBIT TRANSFER TO CHECKING Jun 12 VIA CBUSOL REFERENCE # 015511	500,000.00		1,863,295.59
06/13	ACH DEBIT Bill.com Payables 016MAFTIE2OGJFU Jun 13 Multiple Payments Bill.com Payables 016MAFTI	70,749.48		1,792,546.11
06/15	ACH DEBIT Bill.com Payables 016CWBJSYR2OKF5H Jun 15 Atlantic A Program Of De Lage Landen Bill.co	4,920.59		1,787,625.52
06/22	ACH DEBIT Bill.com Payables 016SAXSLY2OSTUE Jun 22 Multiple Payments Bill.com Payables 016SAXSL	45,778.20		1,741,847.32
06/22	ACH DEBIT EMPIRE BLUE W100 CORP PYMT FL00480565 Jun 22	90,314.28		1,651,533.04
06/26	ACH DEBIT Bill.com Payables 016BSHDMI2OX6EQ Jun 26 Jenelle Stewart Bill.com 016BSHDMI2OX6EQ In	66.25		1,651,466.79
06/26	ACH DEBIT CITI CARD ONLINE PAYMENT 431098704089272 Jun 26	20,000.00		1,631,466.79
Total Debits/Credits		1,194,591.85	0.00	

CHECKING ACTIVITY**Continued****CitiBusiness Streamlined Checking**

[REDACTED]		Beginning Balance:		\$97,357.99
		Ending Balance:		\$164,301.15
Date	Description	Debits	Credits	Balance
05/26	TRANSFER CREDIT TRANSFER FROM CHECKING 006879847081 VIA CBusOL Re # 092681		350,000.00	447,357.99
	May 26			
05/26	CBUSOL TRANSFER DEBIT PR202327	373,791.89		73,566.10
06/08	SERVICE CHARGE ACCT ANALYSIS DIRECT DB	17.00		73,549.10
06/12	TRANSFER CREDIT TRANSFER FROM CHECKING 006879847081 VIA CBusOL Re # 015511		500,000.00	573,549.10
	Jun 12			
06/13	CBUSOL TRANSFER DEBIT PR202330	405,785.64		167,763.46
06/15	CBUSOL TRANSFER DEBIT PR202333	3,462.31		164,301.15
Total Debits/Credits		783,056.84	850,000.00	

SAVINGS ACTIVITY**CitiBusiness IMMA**

[REDACTED]		Beginning Balance:		\$100,987.01
		Ending Balance:		\$101,269.60
Date	Description	Debits	Credits	Balance
06/26	INTEREST EARNED		282.59	101,269.60

Interest earned year to date \$850.47

Your CitiBusiness IMMA Account Rates			
For Balances of:	\$0 to \$9,999	\$10,000 to \$10,050,300	\$10,050,301 and over
5/24 - 6/26	0.100%	3.000%	1.200%

CUSTOMER SERVICE INFORMATION**IF YOU HAVE QUESTIONS ON:**Checking
Insured Money Market**YOU CAN CALL:**877-528-0990
For TTY: We accept 711 or
other Relay Service.**YOU CAN WRITE:**CitiBusiness
100 Citibank Drive
San Antonio, TX 78245-9966

For change in address, call your account officer or visit your branch.

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

Trustee Name:

Scott Levenson

Name of Charter School Education Corporation:

School in the Square Public 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.).

President

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 [REDACTED]

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
Private Prep LLC	SHSAT Test Prep	\$18,500	Self	Services provided at cost. Abstain from any votes re: contract

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

Business Telephone:

[REDACTED]

Business Address:

NA

E-mail Address:

[REDACTED]

Home Telephone:

NA

Home Address:

[REDACTED]

[REDACTED]

7/16/22

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:

Andrew Cavanna

Name of Charter School Education Corporation:

School in the Square Public 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.).

Trustee

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

☐ Yes ☒ No

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

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

☐ Yes ☒ No

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

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

☐ Yes ☒ No

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

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

☐ Yes ☒ No

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

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

☒ **None**

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

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

☒ **None**

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

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

Business Telephone:

[REDACTED]

Business Address:

[REDACTED]

E-mail Address:

[REDACTED]

Home Telephone:

[REDACTED]

Home Address:

[REDACTED]

[REDACTED]

7/16/23

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:

Michelle DeLong

Name of Charter School Education Corporation:

School in the Square Public Charter School

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

Secretary

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

☐ Yes ☒ No

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

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

☐ Yes ☒ No

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

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

☐ Yes ☒ No

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

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

☐ Yes ☒ No

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

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

☒ **None**

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

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☒ **None**

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

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Business Telephone:

Business Address:

E-mail Address:

Home Telephone:

Home Address:

7/16/23

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:

Peter Gatof

Name of Charter School Education Corporation:

School in the Square Public 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.).

Trustee

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**

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

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☒ **None**

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

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Business Telephone:

[REDACTED]

Business Address:

[REDACTED]

E-mail Address:

[REDACTED]

Home Telephone:

[REDACTED]

Home Address:

[REDACTED]

[REDACTED]

7/16/23

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:

Scott Gottlieb

Name of Charter School Education Corporation:

School in the Square Public 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.).

Trustee

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.

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☐ Yes ☒ No

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☐ 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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Business Telephone:

[REDACTED]

Business Address:

[REDACTED]

E-mail Address:

[REDACTED]

Home Telephone:

[REDACTED]

Home Address:

[REDACTED]

[REDACTED]

7/16/23

Signature

Date

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

Trustee Name:

Andres Henriquez

Name of Charter School Education Corporation:

School in the Square Public 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.).

Trustee

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

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

Trustee Name:

Mara Minguez

Name of Charter School Education Corporation:

School in the Square Public 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.).

Trustee

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

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

Trustee Name:

Michael Pollack

Name of Charter School Education Corporation:

School in the Square Public 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.).

Trustee

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

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7/16/23

Signature

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

Trustee Name:

Walter Rendon

Name of Charter School Education Corporation:

School in the Square Public 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.).

Trustee

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

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☐ Yes ☒ No

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[REDACTED]

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

Trustee Name:

Joel Talish

Name of Charter School Education Corporation:

School in the Square Public 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.).

Trustee

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

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☐ Yes ☒ No

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

Trustee Name:

Mindy Tucker

Name of Charter School Education Corporation:

School in the Square Public 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.).

Treasurer

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

☐ Yes ☒ No

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

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

Trustee Name:

Cecelia Espinosa

Name of Charter School Education Corporation:

School in the Square Public 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.).

Trustee

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SCHOOL IN THE SQUARE CHARTER SCHOOL

Meeting of the Board of Trustees

August 30, 2022

MEETING MINUTES

Location: Meeting by Zoom

Board Members Present (in alphabetical order): Andy Cavanna, Michelle DeLong, Cecelia Espinosa, Peter Gatof, Andres Henriquez, Scott Levenson, Mara Minguez, Michael Pollack, Walter Rendon, Joel Talish

Board Members not present: Scott Gottlieb, Mindy Tucker

Other Attendees: Carrie Amon, Alan Dichter, Evan Meyers

Materials provided: None

BUSINESS MEETING:

Mr. Levenson opened the meeting at 5:05 pm

ED Report:

Mr. Meyers updated the board school orientation. The pre-K, K and 6th grade have all had small group orientations (some including ice cream). Middle school classes have begun. Elementary school classes begin tomorrow. The feeling in the schools is joyful.

Real Estate: We have an agreement in principle with Radio Tower. Mr. Meyers reviewed the financials for the deal. It will be a great space and the school can afford the long-term lease.

Enrollment: The MS and Pre-K remain oversubscribed. The feeling in the building is much more “normal” than in the first “post-covid” year. We currently have 650 families and 108 employees over 2 locations. SLT roles will continue to evolve as we grow. There is now an AP for each MS grade. The team is working closely and well with the principal. The pantry continues to supply many families with large amounts of food.

Well-Being: We continue to focus on teachers’ well-being. We have expanded our relationship with Edwell. All staff are eligible for services. Many staff members have outstanding debt. Mr. Meyers proposed a plan with a local bank (Spring Bank) for up to \$5,000 in a low interest loan to be paid over 12 months direct deposit from S2 paycheck. This will allow staff to get out from high interest loans. S2 will be responsible for 50% of any unpaid balances. There will be no more than 50K of outstanding loans at any one time.

The next board meeting will at the middle school on September 20, 2022.

Board Voting:

Mr. Cavanna moved to approve the loan program subject to review and approval by S2 lawyers.
Mr. Levenson seconded the motion which was unanimously approved.

The meeting adjourned at 5:57 pm

Respectfully submitted: Michelle DeLong, Secretary

SCHOOL IN THE SQUARE CHARTER SCHOOL

Meeting of the Board of Trustees

September 20, 2022

MEETING MINUTES

Location: Meeting by Zoom

Board Members Present (in alphabetical order): Scott Levenson, Michael Pollack, Walter Rendon, Joel Talish, Mindy Tucker

Board Members not present: Andy Cavanna, Michelle DeLong, Cecelia Espinosa, Peter Gatof, Scott Gottlieb, Andres Henriquez, Mara Minguez

Other Attendees: Carrie Amon, Kazena Brown, Sherry King, Evan Meyers, Stephanie

Ms. Brown and Ms. Amon opened the meeting with exercise in demonstrating the process of “circle dynamics” with middle school and elementary school students.

The principals emphasized a strong start to the year. They are encouraging community, addressing cell phone usage and adjustment to the uniform. They discussed engaging students in the conversation as well as social and emotional learning at MS and DA. Both schools have Introduced new curriculum to coincide with “reimagined” community.

The board was introduced to middle school and DA leadership teams which include assistant principals and instructional coaches.

Mr. Meyers remarked on family engagement and significant participation by parents who attended family night at the schools.

Introduction by Stephanie with comments on diversification of donor community.

Mr. Meyers reviewed reforecast of budget for each school. Overall network is in line with budget.

SCHOOL IN THE SQUARE CHARTER SCHOOL

Meeting of the Board of Trustees

October 25, 2022

MEETING MINUTES

Location: Meeting by Zoom

Board Members Present (in alphabetical order): Andy Cavanna, Michelle DeLong, Cecelia Espinosa, Peter Gatof, Scott Gottlieb, Andres Henriquez, Scott Levenson, Mara Minguez, Michael Pollack, Walter Rendon, Joel Talish, Mindy Tucker

Other Attendees: Cynthia Carrion, Alan Dichter, Stephanie Hinkaty, Evan Meyers

Materials provided: Minutes: June, August, September 2022, Safety Plan for MS and DA, School Report, Agenda

BUSINESS MEETING:

Mr. Levenson opened the meeting at 5:03 pm

Community Outreach Report:

Ms. Carrion reported that the MS is at capacity enrollment due to the work of the family coordinator. Both schools now have a bi-lingual family coordinator. Ms. Carrion reported that reported community needs include rent, food, staples, safety and cleanliness. People with young children report a need for childcare as well. Within the S2 community 183 families at the MS and 80+ at DA have registered for our much-needed pantry.

The school has officially opened our portal for 2023-24 registration from Pre-K – 9th Grade (other than 4th and 5th grade). A few have already enrolled at each school. Families are excited about the new high school

ED Report:

Mr. Meyers reviewed the decision to open the high school next year and discussed the many positive reasons for doing so. We have signed a term sheet for the space and are negotiating terms for the lease. Mr. Gottlieb has been instrumental in obtaining the space – which will be state of the art. The school is thrilled to be able to be in a brand new building within walking distance of the MS.

Development Report:

Ms. Hinkaty reviewed development goals and progress so far this year. She discussed corporate visits to the school and work those visitors have done (pantry preparation, dual language reading with DA students).

On top of recently received grants, the school must raise another 276K this year to reach our \$2.5 million dollar goal. Our greatest source of funding is individual funders. Board members will receive their lists of contacts to solicit for end of year donations.

Board Voting:

Mr. Cavanna moved to approve the June, August, and September meeting minutes. Mr. Levenson seconded the motion which was unanimously approved.

Mr. Rendon moved to approve the safety plans for both the MS and DA. Mr. Pollack seconded the motion which was unanimously approved.

The meeting adjourned at 6:10 pm

The next board meeting will on November 15 at 5 PM

Respectfully submitted: Michelle DeLong, Secretary

SCHOOL IN THE SQUARE CHARTER SCHOOL

Meeting of the Board of Trustees

November 15, 2022

MEETING MINUTES

Location: Meeting by Zoom

Board Members Present (in alphabetical order): Michelle DeLong, Scott Gottlieb, Andres Henriquez, Scott Levenson, Michael Pollack, Walter Rendon, Joel Talish, Mindy Tucker

Board members not present: Andy Cavanna, Peter Gatof, Mara Minguez

Other Attendees: Carrie Amon, Alan Dichter, Stephanie Hinkaty, Sherry King, Evan Meyers

Materials provided: October 2022 minutes, School Report, Agenda

BUSINESS MEETING:

Mr. Levenson opened the meeting at 5:02 pm

High School Report:

Mr. Meyers and Ms. King reviewed the current plan for the high school space and academic program. They presented the slide show that is being shown to parents and current S2 students. The high school will be divided into a “lower house” for 9th and 10th grades and an “upper house” for juniors and seniors. Many subjects will have multiple pathways for students. Humanities classes will expand upon the oral history work already being done by S2 alumni. Grades 11 and 12 will have college and career counseling, AP and local college classes, as well as internships in different industries. There will be a variety of pathways and opportunities for each student. One goal is for every student to take at least 1 CUNY class. The school will offer programs that lead to Seal of Biliteracy and Seal of Civic Readiness.

There will be art, music and performing arts as well as athletics and fitness (including sports teams).

The search for the high school principal is in its final stages.

ED Report:

Mr. Meyers reviewed the current state of politics in the charter world, S2 enrollment (and the general trends in NYC) and staffing issues.

Development Report:

Ms. Hinkaty reviewed development goals and progress so far this year. She requested that Trustees continue to push for contributions from now to year end to reach our 2022 goal.

Board Voting:

Mr. Henriquez moved to approve the October meeting minutes. Mr. Talish seconded the motion which was unanimously approved.

The meeting adjourned at 6:12 pm

The next board meeting will on December 13 at 5 PM

Respectfully submitted: Michelle DeLong, Secretary

SCHOOL IN THE SQUARE CHARTER SCHOOL

Meeting of the Board of Trustees

December 13, 2022

MEETING MINUTES

Location: Meeting by Zoom

Board Members Present (in alphabetical order): Michelle DeLong, Peter Gatof, Scott Gottlieb, Andres Henriquez, Scott Levenson, Mara Minguez, Michael Pollack, Walter Rendon, Joel Talish, Mindy Tucker

Board members not present: Andy Cavanna

Other Attendees: Carrie Amon, Sierra Harris, Stephanie Hinkaty, Sherry King, Evan Meyers

Materials provided: October 2022 minutes, School Report, Agenda

BUSINESS MEETING:

Mr. Levenson opened the meeting at 5:02 pm

Head of School and ED Report:

Ms. King informed the board about the presentation S2 alumni gave in California at a National oral history conference. The oral history work that began with our first graduating class will expand to both the high school and the middle school.

Mr. Meyers discussed the effect of the growth from one small school to four schools (one in the preparatory phase) in 7 years. We are working to develop a strong central office to maintain consistency and data analysis across the entire network (pre-K, elementary, middle, and high school). The team is establishing data focused goals and reviewing data together. The team had its first “step back” and reviewed the budget, fundraising goals and other data including tracking staff attendance and enrollment as well as academic data.

Ms. King reviewed strategy and progress around middle school math. The middle school curricula are being standardized across classrooms. The instructional coach is working with the entire staff.

Mr. Meyers played the high school promotional video for the board.

The Head of School search is going well. We have hired a high school principal.

Westside Campaign Against Hunger provides a tremendous amount of food for our pantries at a deeply discounted price. They will continue their commitment to our school.

Development Report:

Ms. Hinkaty reviewed development goals and progress so far this year. She requested that Trustees continue to push for contributions from now to year end to reach our 2022 goal.

Board Voting:

Mr. Talish moved to approve the November meeting minutes. Mr. Levenson seconded the motion which was unanimously approved.

The meeting adjourned at 6:12 pm

The next board meeting will on January 24 at 5 PM

Respectfully submitted: Michelle DeLong, Secretary

SCHOOL IN THE SQUARE CHARTER SCHOOL

Meeting of the Board of Trustees

January 24, 2023

MEETING MINUTES

Location: Meeting by Zoom

Board Members Present (in alphabetical order): Michelle DeLong, Peter Gatof, Andres Henriquez, Scott Levenson, Michael Pollack, Walter Rendon, Joel Talish, Mindy Tucker

Board members not present: Andy Cavanna, Scott Gottlieb, Mara Minguez

Other Attendees: Carrie Amon, Alan Dichter, Sierra Harris, Evan Meyers

Materials provided: December 2022 minutes, School Report, School Opportunities for Board Members, Agenda

BUSINESS MEETING:

Mr. Levenson opened the meeting at 5:05 pm

Ms. Amon informed the board that she will retire at the end of the academic year. Ms. Amon has already announced her retirement to the staff and families. Mr. Meyers expressed gratitude for Ms. Amon's great contributions to S2. Many board members also spoke directly to Ms. Amon about her many gifts and strengths and thanked her for the work she has done over the last 7 years to make S2 the school that it is. She will be missed by all.

Monthly Report:

Mr. Meyers spoke about ongoing open houses for the middle school which are largely and expertly run by current students. Enrollment for next year at all schools, including the high school, is promising.

Mr. Meyers reviewed the 2023 and early 2024 budgets. There is a surplus over expectations this year. Enrollment at the MS is higher than projected and the school has saved money on expected staffing expenses.

The finance committee will present the board with a proposed 2024 budget in April or May. Per pupil funding will rise 4.6% next year. The finance committee is working off a 7-year budget. The embedded assumptions are updated whenever new information comes in.

This year S2 has experienced more staff turnover than in prior years, but the staff is strong. We continue to think about staffing for next year.

Board Chair Report

Mr. Levenson spoke about potential opportunities for board members to engage directly with students and staff at the school. The board will sponsor the March 4 pantry. Mr. Levenson will circulate a survey with other opportunities.

Board Voting:

Mr. Talish moved to approve the December meeting minutes. Mr. Levenson seconded the motion which was unanimously approved.

Ms. DeLong informed the board that the June meeting minutes did not reflect the election of Mr. Talish, Mr. Rendon and Ms. DeLong to new board terms (despite a vote being held). Mr. Pollack moved for each of the three to new terms expiring on June 30, 2025. Mr. Levenson seconded the motion which was unanimously approved.

The meeting adjourned at 6:07 pm

The next board meeting will on February 14 at 5 PM

Respectfully submitted: Michelle DeLong, Secretary

SCHOOL IN THE SQUARE CHARTER SCHOOL

Meeting of the Board of Trustees

March 14, 2023

MEETING MINUTES

Location: Meeting by Zoom

Board Members Present (in alphabetical order): Andrew Cavanna, Michelle Delong, Peter Gattof, Scott Gottlieb, Andres Henriquez, Scott Levenson, Mara Minguez, Michael Pollack, Joel Talish, Mindy Tucker

Board members not present: Walter Rendon

Other Attendees: Carrie Amon, Alan Dichter, Stephanie Hinkaty, Sherry King, Evan Meyers, Sierra Harris

Materials provided: School Report, Resolution for the High School Lease, Agenda

BUSINESS MEETING:

Mr. Levenson opened the meeting at 5:02 pm

S2 Report:

Ms. King, Interim Head of School, presented an overview of the math and ELA testing results, noting learning issues that have been identified across different grades, and a variety of protocols that have been developed and put in place for both students and teachers to address these issues. Standardized test will be taken in April and May.

Real Estate:

Mr. Gottlieb provided an update on the leases S2 is currently negotiating for the high school and the pre-school. It is likely that due to the complexities of the lease negotiations and the change in zoning approval require for the school use, the new high school premises will not be ready for the first semester. Mr. Meyers is in the final stages of securing temporary space to allow for a high school opening in August 2023.

ED Report:

Mr. Meyers discussed the current status of the student recruitment for each of the schools. The strongest interest is for the high school. The lottery will be held in April.

Board Chair:

Mr. Levenson thanked the Board Members who participated in the Food Pantry on Saturday, March 4th. Several Board members discussed their experience.

Board Voting:

The resolution to authorize the S2 leadership to enter into a lease for the high school facility was circulated to the Board just prior to the meeting. Given the limited time for review, Mr. Talish moved to approve the resolution put before the Board to enter into the high school lease, with the ability for any Board member to object or change their vote for the subsequent 24 hour period. Mr. Henriquez seconded the motion which was unanimously approved. No further objections or comments were provided by any member of the Board.

The meeting adjourned at 6:15 pm.

The next board meeting will on April 18 at 5 PM.

Respectfully submitted: Mindy Tucker, Board Treasurer

SCHOOL IN THE SQUARE CHARTER SCHOOL

Meeting of the Board of Trustees

April 25, 2023

MEETING MINUTES

Location: Meeting by Zoom

Board Members Present (in alphabetical order): Andy Cavanna, Michelle DeLong, Peter Gatof, Andres Henriquez, Scott Levenson, Michael Pollack, Joel Talish, Mindy Tucker

Board members not present: Scott Gottlieb, Mara Minguez, Walter Rendon,

Other Attendees: Alan Dichter, Stephanie Hinkaty, Evan Meyers, Yeou-Jey Vasconcelos

Materials provided: March 2023 minutes, School Report, Letter to families

BUSINESS MEETING:

Mr. Levenson opened the meeting at 5:04 pm

Monthly Report:

Mr. Meyers formally introduced Yeou-Jey Vasconcelos, the new Head of School to the Board. Ms. Vasconcelos has been integrating into the school and spending time on both campuses. She has been meeting with new families, current families, staff and leadership. We are very excited to have her on board.

The high school opening has been officially postponed due to Radio Tower backing out of lease negotiations despite the LOI in place. The school has been meeting with families one on one and arranged a high school fair for 8th graders to look for best possible placements for next year. Families have been supportive of the school.

Mr. Meyers reviewed the monthly report. Next month the finance committee will produce a draft budget which will include a new pay scale for teachers and staff.

The school held the lottery this month. Despite declining enrollment throughout the city, we should have full enrollment in kindergarten next year. Sixth grade is currently almost full. Pre-K is going from 3 sections to 5 sections. We may not be entirely full next year but the pre-K is funneling into K as expected. Real estate lease for the Pre-K should be complete soon.

Development Report:

Ms. Hinkaty reported on current fundraising strategies.

Board Voting:

Mr. Henriquez moved to approve the March meeting minutes. Ms. Tucker seconded the motion which was unanimously approved.

The meeting adjourned at 6:02 pm

The next board meeting will on May 23 at 5 PM

Respectfully submitted: Michelle DeLong, Secretary

SCHOOL IN THE SQUARE CHARTER SCHOOL

Meeting of the Board of Trustees

May 5, 2023

MEETING MINUTES

Location: Meeting by Zoom

Board Members Present (in alphabetical order): Michelle DeLong, Peter Gatof, Scott Gottlieb, Andres Henriquez, Scott Levenson, Mara Minguez, Michael Pollack, Walter Rendon, Joel Talish, Mindy Tucker

Board members not present: Andy Cavanna

Other Attendees: Evan Meyers

BUSINESS MEETING:

Mr. Levenson opened the meeting at 5:02 pm

At the April meeting Mr. Meyers informed the board that the Pre-K space lease was almost ready for board approval. Mr. Pollack and Ms. Tucker reviewed the updated financials that take account of the new lease agreement. The Pre-K will operate at a very slight loss but will serve the community need and introduce families to the school who will continue through Dos Amigos. Therefore, the investment appears to be wise.

Mr. Gottlieb informed the board that the original proposal was for a 32 year lease. The current version is a 15 year lease, giving the school more flexibility.

Board Voting:

Ms. DeLong moved to authorize the lease agreement. Mr. Henriquez seconded the motion which was unanimously approved.

The meeting adjourned at 5:05 pm

The next board meeting will on May 23 at 5 PM

Respectfully submitted: Michelle DeLong, Secretary

SCHOOL IN THE SQUARE CHARTER SCHOOL

Meeting of the Board of Trustees

May 23, 2023

MEETING MINUTES

Location: Meeting by Zoom

Board Members Present (in alphabetical order): Michelle DeLong, Peter Gatof, Scott Gottlieb, Scott Levenson, Mara Minguez, Michael Pollack, Walter Rendon, Joel Talish, Mindy Tucker

Board members not present: Andy Cavanna, Andres Henriquez

Other Attendees: Alan Dichter, Stephanie Hinkaty, Robert Keogh, Evan Meyers, Inocencia Olivo, Yeou-Jey Vasconcelos

Materials provided: 4/23 and 4/25 2023 minutes, School Report, 2023-24 Budget Presentation

BUSINESS MEETING:

Mr. Levenson opened the meeting at 5:02 pm

Monthly Report:

Mr. Meyers introduced Inocencia Olivo to the board. She is finishing her second year as Director of Talent at S2. She has worked to create a pay scale that brings transparency and equity to S2 salaries. The new pay scale will even MS and DA salaries. Salaries value experience, degrees and certification. Staff is pleased with the new scale.

Mr. Meyers and Mr. Gottlieb updated the board on progress toward a deal for new space for the high school.

Mr. Meyers has begun discussions for “next generation opportunities” with younger people for opportunities to get involved with the school.

Mr. Meyers presented the proposed 2023-24 budget. He thanked Mr. Pollack, Ms. Tucker and Mr. Keogh for their hard work on the budget. Much of the money (but not all) spent on the HS preparation can be reused in the future. Commercial real estate is getting cheaper so we are likely to spend less on rent than we had previously budgeted. We are using an LOI we have in hand as a place holder for rental costs. Mr. Meyers reviewed structural changes to the budget from previous years including: Salary Scale, HS Delay, Reduction in summer program spending, Reduction in family support spending.

The budget now consists of separate budgets for Pre-K, DA, MS, HS and central office. Over time the school will determine what the best size is for the central office and what we can plan to fundraise each year. West Side Campaign Against Hunger continues to support the school.

Board Voting:

Mr. Talish moved to approve the two sets of April meeting minutes. Mr. Rendon seconded the motion which was unanimously approved.

The meeting adjourned at 6:12 pm

The next board meeting will on June 27 at 5 PM

Respectfully submitted: Michelle DeLong, Secretary

SCHOOL IN THE SQUARE CHARTER SCHOOL

Meeting of the Board of Trustees

June 27, 2023

MEETING MINUTES

Location: Meeting by Zoom

Board Members Present (in alphabetical order): Michelle DeLong, Scott Gottlieb, Andres Henriquez, Scott Levenson, Michael Pollack, Walter Rendon, Joel Talish, Mindy Tucker

Board members not present: Andy Cavanna, Peter Gatof, Mara Minguez

Other Attendees: Kezena Brown, Stephanie Hinkaty, Evan Meyers, Yeou-Jey Vasconcelos

Materials provided: May 2023 meeting minutes, School Report, 2023-24 Budget Presentation, 2023-24 Board Meeting Dates

BUSINESS MEETING:

Mr. Levenson opened the meeting at 5:05 pm

Mr. Meyers presented the 2023-24 budget to the board. He reviewed changes from the draft presented during the May meeting. Key assumptions include: 4 pre-K sections in FY24 and 5 in the following years; HS opening in FY 25 (in temporary space for two years); new salary scale; \$2.5 million fund raising/year until 2030, enrollment at 97% of target. He reviewed additional expenses in the budget in out years that are based on increased staffing.

Mr. Meyers reviewed the school report including a discussion of Dr. Lisa Long's (of NYSED) visit to the middle school and DA. Mr. Meyers discussed Carrie Amon's retirement. The board is grateful for her incredible service to the school.

We are waiting for construction to begin on the early childhood space and for approval to begin the construction surrounding the last four classrooms at DA. Mr. Gottlieb is in discussions with a developer about a new building which might house the high school. He continues to look for other space as well.

Next year the food pantry will run once a month and be even more robust.

Board Voting:

Mr. Talish moved to approve the May meeting minutes. Mr. Rendon seconded the motion which was unanimously approved.

Mr. Pollack moved to approve the 2023-24 budget. Ms. DeLong seconded the motion which was unanimously approved.

Mr. Pollack moved to approve the 2023-24 board meeting dates. Ms. DeLong seconded the motion which was unanimously approved.

The meeting adjourned at 5:40 pm

The next board meeting will on July 18 at 5 PM

Respectfully submitted: Michelle DeLong, Secretary

SCHOOL IN THE SQUARE CHARTER SCHOOL

Meeting of the Board of Trustees

February 14, 2023

MEETING MINUTES

Location: Meeting by Zoom

Board Members Present (in alphabetical order): Andres Henriquez, Scott Levenson, Mara Minguez, Michael Pollack, Walter Rendon, Joel Talish, Mindy Tucker

Board members not present: Andy Cavanna, Michelle DeLong, Peter Gatof, Scott Gottlieb,

Other Attendees: Carrie Amon, Alan Dichter, Stephanie Hinkaty, Sherry King, Evan Meyers, Bud Kroll

Materials provided: January 2023 minutes, School Report, Agenda

BUSINESS MEETING:

Mr. Levenson opened the meeting at 5:02 pm

Dos Amigos' Principal Report:

Ms. Amon, principal of Dos Amigos, presented a summary of the work developed by the academic committee with Bud Kroll, describing data walls for the elementary school grades and how this is used to support and provide feedback for the teachers.

ED Report:

Mr. Meyers informed the Board that the lease negotiations for the high school are ongoing and our counsel is trying to bring these to a close. At this point it is unlikely that the high school will be ready for students for the opening of school, and the process has begun to find temporary space for the initial 6 months. Ms. Carrion is working with the community around the high school to bring them on board with the high school's opening. A contractor for build out of the space at the high school has been selected.

Mr. Meyers shared some recent events that have occurred within the S2 community which underscored the need that is met by various programs throughout the network. He reviewed the fundraising goals and how it will meet S2's objective for the fully enrolled school encompassing pre-K -12 , with sustainability for the future.

Bud Kroll presented a video which provided a description of the academic data walls for each of the students in the elementary and middle schools, and how these are used to inform the teachers on the effectiveness of their teaching approach and lessons, and which students/areas need additional focus. Teachers are learning how to use this data directly to improve their teaching methods.

Development Report:

Ms. Hinkaty reviewed development goals and potential fundraising plans for calendar 2023.

Board Chair:

Mr. Levenson discussed opportunities for the Board to participate directly in certain activities at the school. The first of these will be the Food Pantry on Saturday, March 4th.

Board Voting:

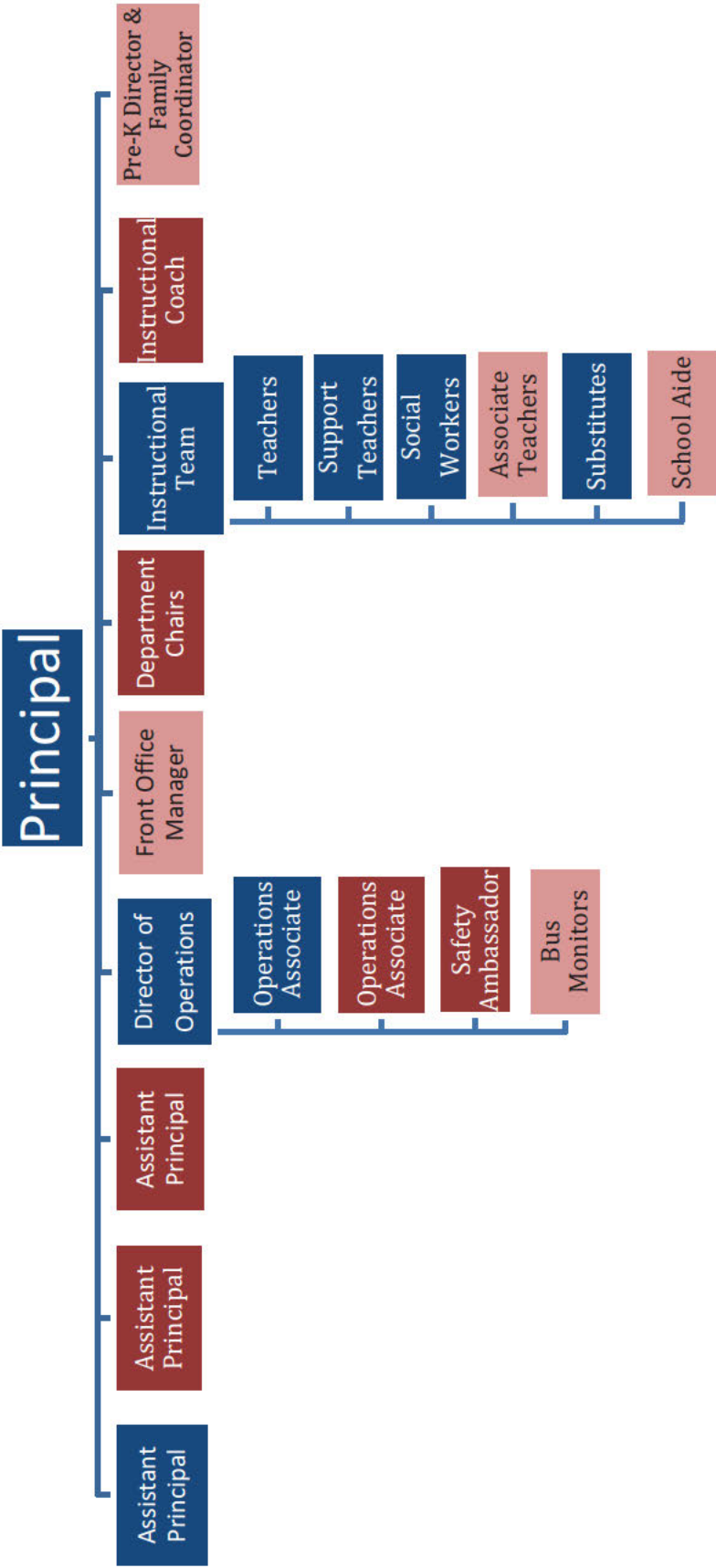
Mr. Levenson moved to approve the January meeting minutes. Mr. Talish seconded the motion which was unanimously approved.

The meeting adjourned at 6:06 pm

The next board meeting will on March 14 at 5 PM

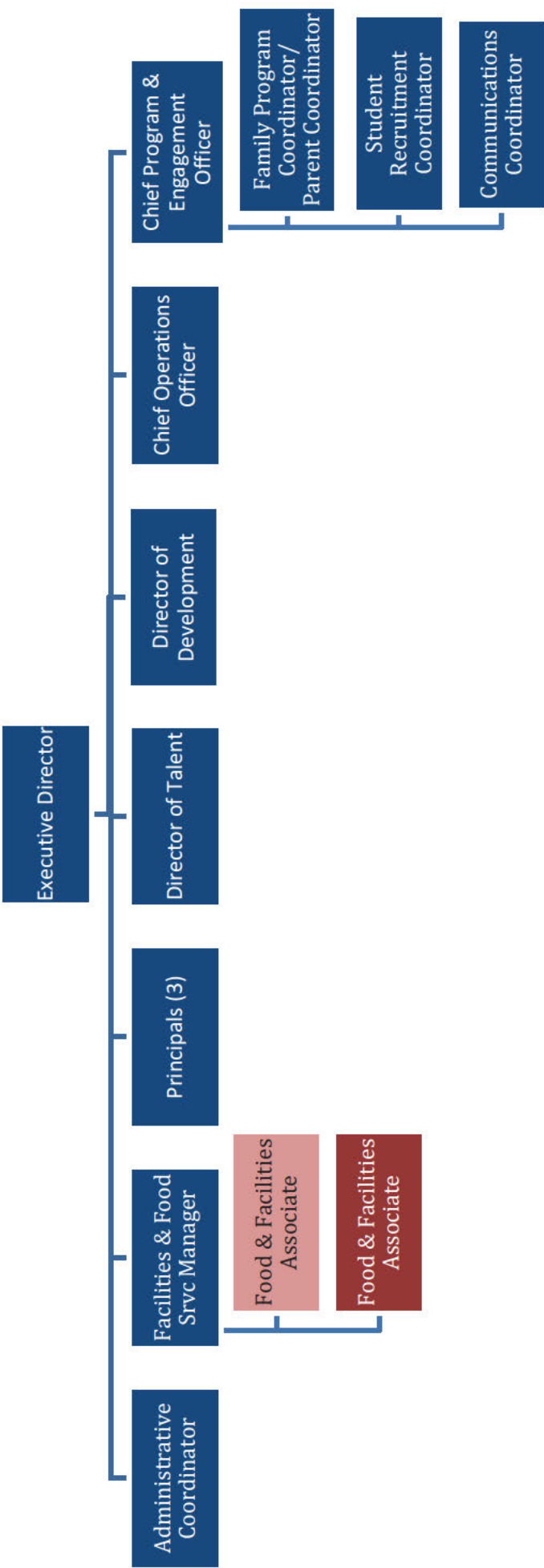
Respectfully submitted: Mindy Tucker, Board Treasurer

School-Based Team 2023-2024



blue – All Schools
light pink - DA
dark pink – MS

Central Office Team 2023-2024



Blue: All Schools
Light pink - DA
Dark pink – MS
Green - HS



2023-24 Staff Calendar

Date	Event	Grade(s)
August 2023		
8/10-8/18, 8/24-8/29	Blackout Dates	
Thursday, Aug 10	First Day for New Teachers and all SEL	All
Monday, Aug 14	First Day for Returning Teachers	All
Thursday, Aug 24	Student Orientation (Half Day)	K, 1, 2, 3, 6, 7, 8
Friday, Aug 25	Student Orientation (Half Day)	K, 1, 2, 3, 6, 7, 8
Monday, Aug 28	PK Orientation (Half Day)	PK
Tuesday, Aug 29	PK Orientation (Half Day)	PK
September 2023		
9/1, 9/5, 9/15, 9/22, 9/26	Blackout Dates	
Monday, Sep 4	Labor Day (No School)	PK, K, 1, 2, 3, 6, 7, 8
Monday, Sep 11	After School Begins	K, 1, 2, 3, 6, 7, 8
Monday, Sep 18	After School Begins	PK
Friday, Sep 15	Staff PD Day (No School for Students)	PK, K, 1, 2, 3, 6, 7, 8
Monday, Sep 25	Yom Kippur (No School)	PK, K, 1, 2, 3, 6, 7, 8
Thursday, Sep 14	Fall MAP Reading Test	6, 7, 8
Thursday, Sep 21	Fall MAP Math Test	6, 7, 8
October 2023		
10/6, 10/10	Blackout Dates	
Monday, Oct 9	Indigenous People's Day (No School)	PK, K, 1, 2, 3, 6, 7, 8
Friday, Oct 27	School Picture Day	PK, K, 1, 2, 3, 6, 7, 8
November 2023		
11/3, 11/21, 11/27	Blackout Dates	
Friday, Nov 3	Staff PD Day (No School)	PK, K, 1, 2, 3, 6, 7, 8
Wednesday, Nov 22-Friday, Nov. 24	Thanksgiving Break (No School)	PK, K, 1, 2, 3, 6, 7, 8
December 2023		
12/4, 12/14, 12/15, 12/21	Blackout Dates	
Friday, Dec 1	Last Day of Trimester 1	PK, K, 1, 2, 3, 6, 7, 8
Monday, Dec 4	Staff PD Day (No School)	PK, K, 1, 2, 3, 6, 7, 8
Thursday, Dec 14	Winter MAP Reading Testing (Half Day)	6, 7, 8
Thursday, Dec 14	Afternoon/Evening Family Conferences (Half Day)	PK, K, 1, 2, 3, 6, 7, 8
Friday, Dec 15	Staff PD Day (No School)	PK
Friday, Dec 15	Family Conferences (Half Day)	K, 1, 2, 3
Tuesday, Dec 19	Winter MAP Math Testing	6, 7, 8
Friday, Dec 22	Winter Break Begins	PK, K, 1, 2, 3, 6, 7, 8
January 2024		
1/2, 1/3, 1/12, 1/16	Blackout Dates	
Tuesday, Jan 2	Staff PD Day (No School)	PK, K, 1, 2, 3, 6, 7, 8

Wednesday, Jan 3	Students Return From Winter Break	PK, K, 1, 2, 3, 6, 7, 8
Monday, Jan 15	MLK Day (No School)	PK, K, 1, 2, 3, 6, 7, 8

February 2024

2/16, 2/26	Blackout Dates	
Tuesday, Feb 6	ELA Mock Exam	6, 7, 8
Thursday, Feb 8	Math Mock Exam	6, 7, 8
Friday, Feb 16	Staff PD Day (No School)	PK, K, 1, 2, 3, 6, 7, 8
Monday, Feb 19 - Friday, Feb 23	No School - Mid-Winter Break	PK, K, 1, 2, 3, 6, 7, 8

March 2024

3/15, 3/21, 3/22, 3/28	Blackout Dates	
Friday, Mar 8	Last Day of Trimester 2	PK, K, 1, 2, 3, 6, 7, 8
Friday, Mar 15	Staff PD Day (No School)	PK, K, 1, 2, 3, 6, 7, 8
Thursday, Mar 21	Afternoon/Evening Family Conferences (Half Day)	PK, K, 1, 2, 3, 6, 7, 8
Thursday, Mar 21	Staff PD Day (No School)	PK
Friday, Mar 22	Family Conferences (Half Day)	PK, K, 1, 2, 3
Friday, Mar 29	Spring Weekend (No School)	PK, K, 1, 2, 3, 6, 7, 8

April 2024

4/2, 4/19, 4/29	Blackout Dates	
Monday, Apr 1	Spring Weekend (No School)	PK, K, 1, 2, 3, 6, 7, 8
Thursday, Apr 11	NYS ELA Test (Half Day for middle school only)	3, 6, 7
Friday, Apr 12	NYS ELA Test (Half Day for middle school only)	3, 6, 7
Tuesday, Apr 16	NYS ELA Test - CBT (Half Day for 8th Gr.)	8
Wednesday, Apr 17	NYS ELA Test - CBT (Half Day for 8th Gr.)	8
Monday, April 22nd - Friday, April 26th	Spring Break (No School)	PK, K, 1, 2, 3, 6, 7, 8

May 2024

5/24, 5/28	Blackout Dates	
Wednesday, May 8	NYS Math Test (Half Day for middle school only)	3, 6, 7, 8
Thursday, May 9	NYS Math Test (Half Day for middle school only)	3, 6, 7, 8
Thursday, May 16	Spring MAP Reading Test	6, 7, 8
Thursday, May 23	Spring MAP Math Test	6, 7, 8
Monday, May 27	Memorial Day (No School)	PK, K, 1, 2, 3, 6, 7, 8

June 2024

6/21, 6/24, 6/25	Blackout Dates	
Tuesday, Jun 4	Regents Exams - Algebra	8
Friday, Jun 14	Regents Exams - Living Environment	8
Tuesday, Jun 18	8th Grade Celebration (Prom)	8
Wednesday, Jun 19	No School (Juneteenth)	PK, K, 1, 2, 3, 6, 7, 8
Thursday, Jun 20	8th Grade Graduation	8
Thursday, Jun 20	Half Day of School	PK, K, 1, 2, 3, 6, 7, 8
Friday, Jun 21	Last Day of School (Half Day)	PK, K, 1, 2, 3, 6, 7, 8
Tuesday, Jun 25	Last Teacher Day	
Wednesday, Jun 26	Last 12-Mo. Staff Day	

*Half Days end at 12:00 p.m. (middle school) and 12:30 (Dos Amigos)

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FIRE DEPARTMENT

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

BUREAU OF FIRE PREVENTION

Public Buildings Unit

DATE: 05.24.2022.

PREMISES

School in The Square
108 Cooper Street
New York NY 10034

School in The Square
108 Cooper Street
New York NY 10034

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 **05.09.2022**.

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

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

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

_____ 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



FIRE DEPARTMENT

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

BUREAU OF FIRE PREVENTION

Public Buildings Unit

DATE: 01.29.2021.

PREMISES

School In The Square
120 Wadsworth Avenue
New York NY 10033

School In The Square
120 Wadsworth Avenue
New York NY 10033

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 **11.13.2020**.

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

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

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

_____ 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

DEPARTMENT OF BUILDINGS

BOROUGH OF MANHATTAN, THE CITY OF NEW YORK

No. 59125

Date February 10, 1963

CERTIFICATE OF OCCUPANCY

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

This certificate supersedes C. O. No. 23713

To the owner or owners of the building or premises:

THIS CERTIFIES that the ~~new~~ altered ~~existing~~ building—pre located at
104-106 Cooper Street

Block 2242 Lot 1 23

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

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

NEW YORK Alt. No.— 1908-1960

Construction classification— Fireproof

Occupancy classification— Public Building . Height B.S. to 3 stories.

Date of completion— September 1, 1963 . Located in Residence Use District

B Area 1 1/4 . Height Zone at of issuance of permit 54-1964, 55-1964, 56-1964, 57-1964, 58-1964, 59-1964, 60-1964, 61-1964, 62-1964, 63-1964, 64-1964, 65-1964, 66-1964, 67-1964, 68-1964, 69-1964, 70-1964, 71-1964, 72-1964, 73-1964, 74-1964, 75-1964, 76-1964, 77-1964, 78-1964, 79-1964, 80-1964, 81-1964, 82-1964, 83-1964, 84-1964, 85-1964, 86-1964, 87-1964, 88-1964, 89-1964, 90-1964, 91-1964, 92-1964, 93-1964, 94-1964, 95-1964, 96-1964, 97-1964, 98-1964, 99-1964, 100-1964, 101-1964, 102-1964, 103-1964, 104-1964, 105-1964, 106-1964, 107-1964, 108-1964, 109-1964, 110-1964, 111-1964, 112-1964, 113-1964, 114-1964, 115-1964, 116-1964, 117-1964, 118-1964, 119-1964, 120-1964, 121-1964, 122-1964, 123-1964, 124-1964, 125-1964, 126-1964, 127-1964, 128-1964, 129-1964, 130-1964, 131-1964, 132-1964, 133-1964, 134-1964, 135-1964, 136-1964, 137-1964, 138-1964, 139-1964, 140-1964, 141-1964, 142-1964, 143-1964, 144-1964, 145-1964, 146-1964, 147-1964, 148-1964, 149-1964, 150-1964, 151-1964, 152-1964, 153-1964, 154-1964, 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This certificate is issued subject to the limitations hereinafter specified and to the following resolutions of the Board of Standards and Appeals: (Calendar numbers to be inserted here)

PERMISSIBLE USE AND OCCUPANCY

STORY	LIVE LOADS Lbs. per Sq. Ft.	PERSONS ACCOMMODATED		NO. OF PERSONS	USE
		MALE	FEMALE		
Cellar	on ground			640	Gymnasium, 1 kitchen room and bathroom.
Basement	10'			380	Club rooms, lunch room, kitchen, stage, janitor room.
1st story	100			500	Auditorium, Chapel, Classrooms, and Administration of offices.
1st story Mezzanine				50	Lecture room.
2nd story	100 & 75			212 & 550	Auditorium balcony, Classrooms, and Administrative offices.
3rd story	60 & 75			650	Classrooms.

FIRE DEPARTMENT APPROVALS:
Fire Alarm System - September 5, 1962
Sprinkler System - August 1, 1962

Rel. of Permit #. 19922.

c. 6.1.2.5, b. 4 Building Code, C. 26-273.0 Adm. Code

to the owner or owners of the building or premises, after January 1, 1963, the certificate of occupancy shall be permanently posted in the main entrance of each structure and maintained in the main entrance of each structure.

DEPARTMENT OF BUILDINGS

BOROUGH OF MANHATTAN

, THE CITY OF NEW YORK

No. 51007

Date December 21, 1959

CERTIFICATE OF OCCUPANCY

(Standard form adopted by the Board of Standards and Appeals and issued pursuant to Section 646 of the New York Charter, and Sections C26-181.0 to C26-187.0 inclusive Administrative Code 2.1.3.1. to 2.1.3.7. Building Code.)

This certificate supersedes C. O. No. 51471

To the owner or owners of the building or premises:

THIS CERTIFIES that the new ~~school building~~ building—premises located at

651-655 West 179th Street

Block 2163 Lot 41 & 42

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

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

N.B. ~~school~~ No.— 40-1957Construction classification—**Class 1**
fireproofOccupancy classification— **Public Building**Height **Bsmt. & 4** stories, **62.5** feet.Date of completion— **December 17, 1959**Located in **Residence** Use District.**B** Area **1½**Height Zone at time of issuance of permit **464-1959; 1962-1958**

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

PERMISSIBLE USE AND OCCUPANCY

STORY	LIVE LOADS Lbs. per Sq. Ft.	PERSONS ACCOMMODATED			USE
		MALE	FEMALE	TOTAL	
Cellar	on ground				Pipe space.
Basement	on ground & 100	100	100	200	Recreation room, toilets, coat room and foyer.
1st story	60 & 100	60	60	120	Classrooms, office, toilet and entrance foyer.
2nd & 3rd stories	60 & 100 each	60	60	120 each	Classrooms, offices and toilets, on each story.
4th story	100	60	60	120	Gymnasium, boys' lockers, office and toilets.
4th story mezz- nine	60		20	20	Lockers.
Roof	100	15	15	30	Storage and open play area.
NOTE:					Premises to be used in conjunction with the Washington Heights Hellenic Orthodox Church.
					Interior Fire Alarm system approved by Fire Department December 18, 1959.
See Building Code, C26-273.0 Adm. Code					
Prior to the issuance of a certificate of occupancy, after January					
1, 1953, the proposed occupancy of any building shall be					
stated in the certificate of occupancy.					

CERTIFICATE WILL BE NULL AND VOID IF ALTERED IN ANY MANNER OR ADDITIONS ARE MADE THERETO.

(Page 1)

Borough Superintendent

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

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

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

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

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

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

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

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

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