



**New York City Montessori Charter School**  
**Freedom of Information Law - Subject Matter List**  
Last Update: July 30, 2020

New York City Montessori Charter School (NYCMCS) maintains the following list, by subject matter and/or category, of all records maintained by the school. Not all records of the school are publicly available under the Freedom of Information Law ("FOIL"); in accordance with FOIL, certain of the school's records or portions thereof are exempt from disclosure.

- Board of Trustees Records
- Agendas
- Minutes of Board and Committee meetings
- Bylaws
- Policies
- Charter Records
- Provisional Charters
- Charter Agreements
- Administrative Records
- Grants and Contracts
- Fixed Asset Inventory List
- Leases and other property documentation
- Fundraising Records
- Human Resources Records
- Employee Payroll Records and Reports
- Employee Personnel Records
- Employee Timesheets and Attendance Records
- Employee Assignments and Garnishments
- Employee Benefit Plan Documents
- Employee Workman's Compensation Documents
- Employment Applications
- Fingerprint Clearance Records Certification Records
- Financial Records
- Accounts Payable Ledgers and Schedules
- Accounts Receivable Ledgers and Schedules
- Audit Reports of Independent Accountants
- Financial Statements
- Depreciation Schedules
- Bank Statements & Reconciliations
- Cancelled Checks
- Cash Receipts and Disbursements
- Expense Analyses & Distribution Schedules
- Fixed Asset Records & Appraisals
- General Ledgers
- W-2 / W-4 / 1099 Forms, etc.
- Banking agreements



**Freedom of Information Law  
POLICY & PROCEDURES FOR COMPLIANCE WITH  
FREEDOM OF INFORMATION LAW (FOIL)**

It is the policy of New York City Montessori Charter School (the “School”) to allow the public access to information and records where required by the Freedom of Information Law (“FOIL”), Article 6 of the Public Officers Law (“POL”).

**PROCEDURES**

- I. Requests for public information must be in writing and submitted to the School’s Records Access Officer who shall be designated by the Principal (Director of Operations). Upon the receipt of a request, the School will respond in the following manner: Within five business days of receipt of a request, the School will, depending on the requested information, either make the information available at the School during normal business hours to the person requesting it, deny the request in writing, or provide a written acknowledgment of receipt of the request that supplies an approximate date for when the request will be granted or denied.
- II. If the School determines to grant access to the requested information, and if circumstances prevent disclosure to the person making the request within twenty (20) days of the acknowledgement of receipt of the request, the School shall state in writing both the reason for the delay and a date certain, within a reasonable period of time, depending on the circumstances, when the request will be granted in whole or in part. Failure to conform to the provisions detailed above shall constitute a denial of the request for information.
- III. If the person requesting information is denied access to a record, he or she may, within 30 days, appeal such denial to the secretary of the board of trustees. Upon timely receipt of such an appeal, the school will, within 10 business days of the receipt of the appeal, fully explain, in writing, the reasons for further denial or provide access to the record(s) sought. The Charter School also will forward a copy of the appeal, as well as its ultimate determination, to the New York State Committee on Open Government.
- IV. In the event an appeal for records is denied, the person requesting the information may bring a proceeding for review of such denial pursuant to Article 78 of the Civil Practice Law and Rules.

The School may deny access to requested records for one or more of the following grounds:

- Such records are specifically exempted from disclosure by state or federal statute;
- Such access would constitute an unwarranted invasion of personal privacy;
- Such records, if disclosed, would impair present or imminent contract awards or collective bargaining negotiations;
- Such records are trade secrets or are submitted to the School by a commercial enterprise or derived from information obtained from a commercial enterprise which if disclosed would cause substantial injury to the competitive position of such enterprise;



- Such records are compiled for law enforcement purposes and, if disclosed, would meet the conditions set forth in Public Officers Law § 87 (2)(3);
- Such records, if disclosed, would endanger the life or safety of any person;
- Such records are computer access codes;
- Such records are inter-agency or intra-agency materials that are not statistical or factual tabulations of data, instructions to staff that affect the public, or a final policy or external audits.
- Such records constitute examination questions or answers