Application: New York City Montessori Charter School

Gretchen Liga - gliga@csbm.com
2020-2021 Annual Report

Summary

ID: 0000000077
Status: Annual Report Submission

Entry 1 School Info and Cover Page

Completed - Jul 31 2021

Instructions

Required of ALL Charter Schools

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

Entry 1 School Information and Cover Page

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

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

BASIC INFORMATION
**a. SCHOOL NAME**

(Select name from the drop down menu)

| NEW YORK CITY MONTESSORI CHARTER SCHOOL 320700861005 |

**a1. Popular School Name**

| NYC Montessori Charter School |

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

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

| BOARD OF REGENTS |

**c. DISTRICT / CSD OF LOCATION**

| CSD # 7 - BRONX |

**d. DATE OF INITIAL CHARTER**

| 12/2010 |

**e. DATE FIRST OPENED FOR INSTRUCTION**

| 9/2011 |
f. APPROVED SCHOOL MISSION (Regents, NYCDOE, and Buffalo BOE authorized schools only)

MISSION STATEMENT

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

---

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

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

| KDE 1 | Differentiated instruction: This key design element is implemented in all classes. In addition to assigning differentiated followup tasks after whole group instruction, teachers work with small groups or individual children to provide lessons at different skill levels. This occurs during the scheduled “independent work time” when students are working independently under the supervision of one of their teacher supervises. To facilitate appropriate use of this independent work time, each child has a work plan. This plan is prepared with the teacher and includes assignments geared to the student’s particular needs, levels of progress, and/or learning styles. It also gives students an opportunity to devote different amounts of time to different tasks, according to their needs. |
| KDE 2 | Continuous ongoing assessment: This design element is implemented in several ways. On a daily basis, teachers use checklists to record specific acquisitions, for example, in phonics, sight words, number bonds and the like. They are also used to record errors and omissions. Montessori tasks with materials are sequenced in order of |
complexity and difficulty and are self correcting, so the completion of a task also serves to monitor progress. Some math lessons require exit tickets. Teachers also make observations daily and may write anecdotal records. All these forms of ongoing assessment serve to make immediate decisions according to each child’s emergent needs, and for daily and weekly planning. More formal assessments are made periodically, for example, running records, tests and performance tasks. They are used to make decisions on grouping, longer term planning and promotion.

KDE 3

Specially designed materials: All our classrooms are equipped with the set of manipulative materials designed by Maria Montessori and her followers to give physical representation to abstract concepts and procedures, such as place value, math operations or grammatical constructions. Both Piagetian and more recent research indicate that manipulating such materials allows students to build accurate mental representations of concepts and procedures. The variety of Montessori materials made available in the classroom also allows for different learning styles and needs. Our students use them every day. We have modified some of the ways in which these materials are used, so that they correspond more to the reasoning and open-ended problem solving emphasized in the CCLS based curricula we have adopted.

KDE 4

Mixed age groups: Mixed age grouping has several advantages. It maximizes teaching and learning time, as students do not spend time every year getting to know new teachers, classrooms, or peer groups. It helps maintain the established class culture and procedures since returning students act as models for incoming students. Since students of different ages are not expected to perform equally, competition is reduced and children of lesser ability pass unnoticed, which is particularly beneficial for at risk children. Multiage grouping also offers opportunities for peer tutoring, peer modeling, and peer reinforcing, all of which
we have seen to have helped out students develop feelings of respect, cooperation, empathy, and a sense of community.

**KDE 5**
Time and practice to achieve mastery: The amount of repetition and the time needed for processing information and mastering skills vary according to the child, the skill, and the topic. To give students the opportunity for longer times on task, daily schedules in the NYCMCS include a long block of time for students to work independently on their Work Plan assignments.

**KDE 6**
Individual Work Plans, Independence and the freedom and ability to make choices: As indicated above, the NYCMCS uses Individual Work Plans for students to make decisions on how to use their independent work time and be held accountable for their actions.

**KDE 7**
Prepared Environment: This important element in the Montessori approach is implemented fully in the NYCMCS. Every day, teachers check the organization of the materials on their shelves in order to ensure that all students will be able to locate the materials they will need to carry out their differentiated assignments independently. The furniture and classrooms are in muted colors and walls are uncluttered, in order to avoid distracting students’ attention from their work.

**KDE 8**
(No response)

**KDE 9**
(No response)

**KDE 10**
(No response)

**Need additional space for variables**

No
h. SCHOOL WEB ADDRESS (URL)

https://nycmcs.org/

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

295

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

253

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

Check all that apply

| Grades Served | K, 1, 2, 3, 4, 5 |

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

No

FACILITIES INFORMATION
m. FACILITIES

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

| | No, just one site. |

School Site 1 (Primary)

m1. SCHOOL SITES

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

<table>
<thead>
<tr>
<th>Physical Address</th>
<th>Phone Number</th>
<th>District/CSD</th>
<th>Grades to be Served at Site for coming year (K-5, 6-9, etc.)</th>
<th>Receives Rental Assistance for Which Grades (If yes, enter the appropriate grades. If no, enter No).</th>
</tr>
</thead>
<tbody>
<tr>
<td>Site 1</td>
<td>423 East 138th Street Bronx, NY 10454</td>
<td>347-226-9094</td>
<td>NYC CSD 7</td>
<td>K-5</td>
</tr>
</tbody>
</table>
m1a. Please provide the contact information for Site 1.

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
<th>Work Phone</th>
<th>Alternate Phone</th>
<th>Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>School Leader</td>
<td>Abeku Hayes</td>
<td>646-660-3214</td>
<td>347-226-9094</td>
<td><a href="mailto:hayes@nycmcs.org">hayes@nycmcs.org</a></td>
</tr>
<tr>
<td>Operational Leader</td>
<td>Wanda Andujar</td>
<td>646-660-3251</td>
<td>347-226-9094</td>
<td><a href="mailto:andujar@nycmcs.org">andujar@nycmcs.org</a></td>
</tr>
<tr>
<td>Compliance Contact</td>
<td>Wanda Andujar</td>
<td>646-660-3251</td>
<td>347-226-9094</td>
<td><a href="mailto:andujar@nycmcs.org">andujar@nycmcs.org</a></td>
</tr>
<tr>
<td>Complaint Contact</td>
<td>Abeku Hayes</td>
<td>646-660-3214</td>
<td>347-226-9094</td>
<td><a href="mailto:hayes@nycmcs.org">hayes@nycmcs.org</a></td>
</tr>
<tr>
<td>DASA Coordinator</td>
<td>Monica Benjamin</td>
<td>646-770-6957</td>
<td>347-226-9094</td>
<td><a href="mailto:benjamin@nycmcs.org">benjamin@nycmcs.org</a></td>
</tr>
<tr>
<td>Phone Contact for After Hours Emergencies</td>
<td>Abeku Hayes</td>
<td>646-660-3214</td>
<td>347-226-9094</td>
<td><a href="mailto:hayes@nycmcs.org">hayes@nycmcs.org</a></td>
</tr>
</tbody>
</table>

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

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

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

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

Site 1 Certificate of Occupancy (COO)

COO with note.pdf

Filename: COO with note.pdf Size: 71.9 kB

Site 1 Fire Inspection Report

NYC Montessori Fire Inspection.pdf

Filename: NYC Montessori Fire Inspection.pdf Size: 884.9 kB

CHARTER REVISIONS DURING THE 2020-2021 SCHOOL YEAR

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

No

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

Yes

ATTESTATIONS

<table>
<thead>
<tr>
<th>Name</th>
<th>Wanda Andujar</th>
</tr>
</thead>
<tbody>
<tr>
<td>Position</td>
<td>Assistant Principal of Operations</td>
</tr>
<tr>
<td>Phone/Extension</td>
<td>347-226-9094</td>
</tr>
<tr>
<td>Email</td>
<td><a href="mailto:andujar@nymcs.org">andujar@nymcs.org</a></td>
</tr>
</tbody>
</table>

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

Responses Selected:

Yes

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

Responses Selected:

Yes
Thank you.

Entry 3 Progress Toward Goals

Completed - Jul 31 2021

Instructions

Regents, NYCDOE, and Buffalo BOE-authorized charter schools

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

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

**Entry 3 Progress Toward Goals**

PROGRESS TOWARD CHARTER GOALS

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

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

---

1. **ACADEMIC STUDENT PERFORMANCE GOALS**

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

---
### 2020-2021 Progress Toward Attainment of Academic Goals

<table>
<thead>
<tr>
<th>Academic Goal 1</th>
<th>Each year, the school will earn a score sufficient to place it at or above the 75th percentile of all schools on the “Performance” section of the citywide Progress Report for students in 3rd-5th grades.</th>
<th>Measure Used to Evaluate Progress Toward Attainment of Goal: NYC DOE Progress Report</th>
<th>Goal - Met, Not Met or Unable to Assess: Unable to Assess</th>
<th>If not met, describe efforts the school will take to meet goal. If unable to assess goal, type N/A for Not Applicable: Progress toward this goal cannot be measured as the NYC DOE changed the format of the Progress report, and this information is no longer available.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Goal 2</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Academic Goal 3</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Academic Goal 4</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Academic Goal 5</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Academic Goal 6</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Academic Goal 7</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Academic Goal 8</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Academic Goal 9</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Academic Goal 10</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### 2. Do have more academic goals to add?

No
4. ORGANIZATION GOALS

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

<table>
<thead>
<tr>
<th>Organizational Goal</th>
<th>Measure Used to Evaluate Progress</th>
<th>Goal - Met, Not Met, or Unable to Assess</th>
<th>If not met, describe efforts the school will take to meet goal. If unable to assess goal, type N/A for Not Applicable</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>The COVID-19 pandemic impacted the school meeting this goal. With the move to remote learning for the 2020-21 school year due to the COVID-19 pandemic, we adopted an attendance policy where a student would be considered present only if they attended all classes in the day. While the school implemented strategies, such as</td>
</tr>
<tr>
<td>Org Goal 1</td>
<td>Each year the school will have a daily student attendance rate of at least 95 percent.</td>
<td>ATS Attendance Records</td>
<td>Not Met</td>
</tr>
<tr>
<td>------------</td>
<td>-------------------------------------------------------------------------------------------------</td>
<td>------------------------</td>
<td>--------</td>
</tr>
<tr>
<td></td>
<td>frequent reminders and efforts to hold students accountable, the resulting attendance rate still was less than school years when classes are held in person.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>We expect to return to higher daily student attendance rates in the 2021-22 school year, when we return to in-person classes. We will implement strategies used in previous school years, which include frequent communication with transient families to reinforce the importance of attendance and ensuring adequate busing from the NYC Office of Pupil Transportation.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<p>| Org Goal 2 | Each year the school will comply with all applicable laws, rules, regulations and contract terms and have in place and maintain effective systems, policies, procedures and |
|------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|--------|
|            | Board Policies and Minutes of Meetings, Personnel Manual, Family |
|            | Met |</p>
<table>
<thead>
<tr>
<th>Org Goal 3</th>
<th>Manual</th>
<th>Not Met</th>
</tr>
</thead>
<tbody>
<tr>
<td>Other controls for ensuring that legal and charter requirements are met.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
church, St. Jerome Church, to target ED and ELL families. Further, we worked with the supervisor at the YAI, which provides supports to individuals with intellectual and/or developmental disabilities, to support our recruitment of SWDs. In addition, we send frequent reminder emails to parents as part of our enrollment process. We will continue to implement these recruitment and enrollment efforts for the 2021-22 school year.

<table>
<thead>
<tr>
<th>Org Goal 4</th>
<th>Each year teacher retention of high performing staff will be high.</th>
<th>Accepted re-hire letters</th>
<th>Met</th>
</tr>
</thead>
</table>

Org Goal 5

Org Goal 6

Org Goal 7

Org Goal 8

Org Goal 9

Org Goal 10

Org Goal 11

Org Goal 12
<table>
<thead>
<tr>
<th>Org Goal 13</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Org Goal 14</td>
<td></td>
</tr>
<tr>
<td>Org Goal 15</td>
<td></td>
</tr>
<tr>
<td>Org Goal 16</td>
<td></td>
</tr>
<tr>
<td>Org Goal 17</td>
<td></td>
</tr>
<tr>
<td>Org Goal 18</td>
<td></td>
</tr>
<tr>
<td>Org Goal 19</td>
<td></td>
</tr>
<tr>
<td>Org Goal 20</td>
<td></td>
</tr>
</tbody>
</table>

5. Do have more organizational goals to add?

| No |

6. FINANCIAL GOALS
## 2020-2021 Progress Toward Attainment of Financial Goals

<table>
<thead>
<tr>
<th>Financial Goals</th>
<th>Measure Used to Evaluate Progress</th>
<th>Goal - Met, Not Met, or Partially Met</th>
<th>If not met, describe efforts the school will take to meet goal.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Financial Goal 1</strong></td>
<td>Upon completion of the school's first year of operation and every year thereafter, the school will undergo an independent financial audit that will result in an unqualified opinion and no major findings.</td>
<td>Independent financial audit findings</td>
<td>Progress toward this goal cannot be measured as the FY20 financial audit has not yet been completed. An update will be provided in the October submission of the Annual Report.</td>
</tr>
<tr>
<td><strong>Financial Goal 2</strong></td>
<td>Each year, the school will operate on a balanced budget and maintain a stable cash flow.</td>
<td>Monthly financial statements</td>
<td>Met</td>
</tr>
</tbody>
</table>

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

**No**

---

**Thank you.**

**Entry 4 - Audited Financial Statements**

**Incomplete**
Required of ALL Charter Schools

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

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

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

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

Incomplete

**Instructions - Regents-Authorized Charter Schools ONLY**

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

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

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

**Entry 4c - Additional Financial Documents**

Incomplete

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

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

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

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

**Entry 4d - Financial Services Contact Information**
Instructions: Please enter the contact information for school staff, firms or other entities providing financial services to the education corporation by November 1, 2021.

Form for "Financial Services Contact Information"

1. School Based Fiscal Contact Information

<table>
<thead>
<tr>
<th>School Based Fiscal Contact Name</th>
<th>School Based Fiscal Contact Email</th>
<th>School Based Fiscal Contact Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

2. Audit Firm Contact Information

<table>
<thead>
<tr>
<th>School Audit Contact Name</th>
<th>School Audit Contact Email</th>
<th>School Audit Contact Phone</th>
<th>Years Working With This Audit Firm</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Firm Name</th>
<th>Contact Person</th>
<th>Mailing Address</th>
<th>Email</th>
<th>Phone</th>
<th>Years With Firm</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Entry 5 - Fiscal Year 2021-2022 Budget

In Progress - Last edited: Jul 31 2021

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

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

Instructions - SUNY authorized charter schools should download the 2021-2022 Budget and Quarterly Report Template on the SUNY website or Epicenter and upload the completed template into the portal by November 1, 2021.
PLEASE NOTE: This is a required task, and it is marked optional for administrative purposes only.

**Entry 6 - Board of Trustees Disclosure of Financial Interest Form**

**Completed** - Jul 31 2021

**Required of ALL Charter Schools by August 2**

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

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

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

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

**Anthony Jordan**

**Filename:** Anthony_Jordan.pdf  **Size:** 162.4 kB

**Diane Moore**

**Filename:** Diane_Moore.pdf  **Size:** 161.4 kB

**Boby Katumkeeryil**

**Filename:** Boby_Katumkeeryil.pdf  **Size:** 162.0 kB

**Jason Garcia**

**Filename:** Jason_Garcia.pdf  **Size:** 161.5 kB

**Edward Tanzer**

**Filename:** Edward_Tanzer.pdf  **Size:** 161.7 kB

**Maria Keane**

**Filename:** Maria_Keane.pdf  **Size:** 160.6 kB

**Denise Clay**

**Filename:** Denise_Clay.pdf  **Size:** 70.0 kB

**Jacqueline Disanto**
## Instructions

**Required of All charter schools**

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

## Entry 7 BOT Table

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

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

<table>
<thead>
<tr>
<th>Trustee Name</th>
<th>Trustee Email Address</th>
<th>Position on the Board</th>
<th>Committee Affiliations</th>
<th>Voting Member Per By-Laws (Y/N)</th>
<th>Number of Terms Served</th>
<th>Start Date of Current Term (MM/DD/YYYY)</th>
<th>End Date of Current Term (MM/DD/YYYY)</th>
<th>Board Meetings Attended During 2020-2021</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maria</td>
<td>mkeane@paulw</td>
<td>Chair</td>
<td>Education</td>
<td>Yes</td>
<td>2</td>
<td>07/01/2021</td>
<td>06/30/2021</td>
<td>11</td>
</tr>
<tr>
<td></td>
<td>Name</td>
<td>Email</td>
<td>Title</td>
<td>Yes/No</td>
<td>Start Date</td>
<td>End Date</td>
<td>Term Length</td>
<td></td>
</tr>
<tr>
<td>---</td>
<td>--------------------</td>
<td>--------------------------------</td>
<td>--------------------------------</td>
<td>--------</td>
<td>------------</td>
<td>----------</td>
<td>-------------</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Jacqueline DiSanto</td>
<td><a href="mailto:jdisanto@hostos.cuny.edu">jdisanto@hostos.cuny.edu</a></td>
<td>Trustee/Member, Education</td>
<td>Yes</td>
<td>07/01/2019</td>
<td>06/30/2021</td>
<td>11</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Neil Gulyako</td>
<td><a href="mailto:gulyako.neil@gmail.com">gulyako.neil@gmail.com</a></td>
<td>Vice Chair, Finance, Education</td>
<td>Yes</td>
<td>07/01/2019</td>
<td>06/30/2021</td>
<td>5 or less</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Haldun Mutlu</td>
<td><a href="mailto:haldun.mutlu@gmail.com">haldun.mutlu@gmail.com</a></td>
<td>Treasurer, Finance, Building &amp; Grounds, Executive</td>
<td>Yes</td>
<td>07/01/2019</td>
<td>06/30/2021</td>
<td>8</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Denise Clay</td>
<td><a href="mailto:jccdmc@optonline.net">jccdmc@optonline.net</a></td>
<td>Trustee/Member, Education</td>
<td>Yes</td>
<td>07/01/2019</td>
<td>06/30/2021</td>
<td>11</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Jason Garcia</td>
<td><a href="mailto:jgarcia@sobro.org">jgarcia@sobro.org</a></td>
<td>Trustee/Member, Building &amp; Grounds</td>
<td>Yes</td>
<td>07/01/2020</td>
<td>06/30/2022</td>
<td>7</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Ed Tanzer</td>
<td><a href="mailto:etanzer@protonmail.com">etanzer@protonmail.com</a></td>
<td>Trustee/Member, Building &amp; Grounds, Finance</td>
<td>Yes</td>
<td>07/01/2019</td>
<td>06/30/2021</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Diane Moore</td>
<td><a href="mailto:diane.moore@verizon.net">diane.moore@verizon.net</a></td>
<td>Trustee/Member, Building &amp; Grounds</td>
<td>Yes</td>
<td>07/01/2019</td>
<td>01/20/2021</td>
<td>5 or less</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Boby Katumkereuil</td>
<td><a href="mailto:bobykatumkeruil@gmail.com">bobykatumkeruil@gmail.com</a></td>
<td>Trustee/Member, Finance</td>
<td>Yes</td>
<td>11/01/2020</td>
<td>10/31/2022</td>
<td>5 or less</td>
<td></td>
</tr>
</tbody>
</table>
### 1a. Are there more than 9 members of the Board of Trustees?

Yes

### 1b. Current Board Member Information

<table>
<thead>
<tr>
<th>Trustee Name</th>
<th>Trustee Email Address</th>
<th>Position on the Board</th>
<th>Committee Affiliations</th>
<th>Voting Member Per By-Laws (Y/N)</th>
<th>Number of Terms Served</th>
<th>Start Date of Current Term (MM/DD/YYYY)</th>
<th>End Date of Current Term (MM/DD/YYYY)</th>
<th>Board Meetings Attended During 2020-2021</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anthony Jordan</td>
<td><a href="mailto:ajordan@sobro.org">ajordan@sobro.org</a></td>
<td>Trustee/Member</td>
<td>Education</td>
<td>Yes</td>
<td>1</td>
<td>11/01/2020</td>
<td>10/31/2022</td>
<td>5 or less</td>
</tr>
<tr>
<td>10</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>13</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>14</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>15</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### 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.

<table>
<thead>
<tr>
<th>Description</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Total Number of BOT Members on June 30, 2021</td>
<td>9</td>
</tr>
<tr>
<td>b. Total Number of Members Added During 2020-2021</td>
<td>2</td>
</tr>
<tr>
<td>c. Total Number of Members who Departed during 2020-2021</td>
<td>1</td>
</tr>
<tr>
<td>d. Total Number of members, as set in Bylaws, Resolution or Minutes</td>
<td>9</td>
</tr>
</tbody>
</table>

3. Number of Board meetings held during 2020-2021

11

4. Number of Board meetings scheduled for 2021-2022

11

Thank you.

Entry 8 Board Meeting Minutes

Completed - Jul 31 2021

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

Schools must upload a complete set of monthly board meeting minutes (July 2020-June 2021), which should match the number of meetings held during the 2020-2021 school year, as indicated in the above table. The minutes provided must be the final version approved by the school’s Board of Trustees and may be uploaded individually or as one single combined file. Board meeting minutes must be submitted by August 2, 2021.
Entry 9 Enrollment & Retention

Completed - Jul 31 2021

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

Entry 9 Enrollment and Retention of Special 
Populations

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

Recruitment/Attraction Efforts Toward Meeting Targets

<table>
<thead>
<tr>
<th>Describe Recruitment Efforts in 2020-2021</th>
<th>Describe Recruitment Plans in 2021-2022</th>
</tr>
</thead>
<tbody>
<tr>
<td>In 2020-2021, 92.1% of NYCMCS's students were Economically Disadvantaged. To recruit these students, the school utilized the following strategies, with some adjustments to virtual settings or online outreach, due to the COVID-19 pandemic:</td>
<td></td>
</tr>
<tr>
<td>• We contacted local day care centers in high-need neighborhoods. We specifically targeted all daycare centers in the 10454 zip code. Outreach included distributing brochures and notifying parents of admission and lottery instructions. We began outreach in January 2021.</td>
<td></td>
</tr>
<tr>
<td>As our enrollment of Economically Disadvantaged students in 2020-21 was high, we</td>
<td></td>
</tr>
</tbody>
</table>
Economically Disadvantaged

- We presented to numerous local early childhood center staff and parents, again targeting neighborhoods with a high presentation included a description of the school, our educational philosophy and programs to promote an inclusive environment. We also shared application instructions and invited parents to tour the school.
- We conducted outreach to local community-based organizations, such as Mott Haven Community Partnership and St. Jerme Church, and shared information to facilitate referrals to our school.
- We held monthly recruitment events beginning in February 2021.
- We posted signs regarding our application process outside of our building and throughout the community, including grocery stores, churches, and libraries.

In the past school year, 18.21% of NYCMCS’s students were English Language Learners. To recruit ELL students, the school utilized the following strategies, with some adjustments to virtual settings or online outreach, due to the COVID-19 pandemic:

- We contacted local day care centers that serve a high number of non-English speaking families. All materials shared with translated into Spanish. We began outreach in January 2021.
- We presented to numerous
**English Language Learners**

Local early childhood center staff and parents. Our presentation included a description of the school, our educational philosophy and programs to serve ELLs students. Translators were brought to every presentation, and applications in multiple languages were available.
- We conducted outreach to local community-based organizations, such as Mott Haven Community Partnership and St. Jerome Church, that serve non-English speaking and shared information in several languages to facilitate referrals to our school.
- We held monthly recruitment events beginning in February 2021. Presentations were provided in English and Spanish.
- We posted signs in Spanish regarding our application process outside of our building and throughout the community, including grocery stores, churches, and libraries.

As our enrollment of English Language Learners in 2020-21 was high, we intend to employ the same strategies. We recently acquired a membership with the Hispanic Federation and intend to partner with them for targeted outreach to ELL families. We will continue to assess and make any necessary adjustments to these recruitment strategies to ensure the health and safety of our staff and community members.

**Students with Disabilities**

Of the total enrollment for 2020-21, the percentage of Students with Disabilities was 23.7%. To recruit Students with Disabilities, the school shared information on the wide range of interventions and special education services offered at the school at every community visit, school tour, and information session. Promotional materials also highlight the inclusive nature of the school and the personalized instructional model. We also maintained a strong relationship

As we almost met this enrollment goal, we are confident that our specific strategies are effective, and will continue to focus on these efforts in the 2021-22 school year. We will continue to assess and make any necessary adjustments to these recruitment strategies to ensure the health and safety of our staff and community members.
Retention Efforts Toward Meeting Targets

<table>
<thead>
<tr>
<th>Description</th>
<th>2020-2021</th>
<th>2021-2022</th>
</tr>
</thead>
<tbody>
<tr>
<td>Economically Disadvantaged</td>
<td>Research suggests that Economically Disadvantaged students (students eligible for free or reduced priced lunch) are at a much greater risk for academic failure. To support these and other students, the school has implemented a Response to Intervention (RTI) program to maximize student achievement and minimize behavioral problems. At NYCMCS, we follow a three-tier implementation plan. We use research-based interventions at each tier as appropriate and target interventions to the student, their personality, and their challenges. Due to the COVID-19 pandemic, we ensured support of ED students through remote learning by keeping class sizes small, with a teacher to student ratio no greater than 1:15. We also increased communication and support to our students’ parents, through frequent check-ins. Further, we increased our social emotional supports to all of our students.</td>
<td>Our efforts to retain and serve Economically Disadvantaged students have resulted in the vast majority of our families expressing a high degree of satisfaction with the school and choosing to re-enroll their children year after year. Therefore, changes to the school's program will only be made if necessitated by student data and/or parental concerns.</td>
</tr>
<tr>
<td>To support ELLs, NYCMCS employs a certified English-as-a-Second-Language (ESL) Teacher.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

31 / 42
English Language Learners

She has an MA in TESOL and initial NYS TESOL K-12 teacher certification. She has fulfilled all requirements toward Common Branches certification except for the DASA training. Prior to working full-time, she taught part-time for ten years and is familiar with a variety of languages. The ESL Teacher provides push-in and pull-out instructional support to ELLs based on individual student needs. The ELL teacher oversees the program under the supervision of the Director of Instruction and the Director of Outreach. The ESL teacher collaborates frequently with the classroom teachers, Special Education Support Services teacher, and other service providers, discussing student needs, setting goals, sharing observations and results from assessments, and providing supports for differentiation, as well as sharing materials.

Our efforts to retain and serve English Language Learners have resulted in the vast majority of our families expressing a high degree of satisfaction with the school and choosing to re-enroll their children year after year. Therefore, changes to the school's program will only be made if necessitated by student data and/or parental concerns.

To support students with disabilities, NYCMCS employs seven Special Education Teachers who provide the following continuum of services based on a students Individualized Education Plan (IEP): Special Education Support Services, Integrated Co-Teaching, and self-contained classrooms. Special Education teachers collaborate routinely and frequently with the General Education Teachers. The school follows a “school within a school” model, with grade level teachers forming teams with one or more
Students with Disabilities

grades. These teams comprise Special Education and General Education teachers who have joint responsibility for planning lessons, activities and projects. They meet regularly several times a week, plan together, compare data, exchange experiences, build curriculum, and keep in step with the pacing calendar. Resources are combined to strengthen teaching and learning opportunities, methods, and effectiveness. Each team has a Team Leader, who can be either Special or General Education teachers. The Assistant Principals and Instructional Coach meet regularly to oversee the special education program. Specifically, they ensure that the program meets curricular, teaching, compliance and special education standards. They also monitor student progress and recommend changes to the program to ensure effectiveness.

Our efforts to retain and serve Students with Disabilities have resulted in the vast majority of our families expressing a high degree of satisfaction with the school and choosing to re-enroll their children year after year. Therefore, changes to the school's program will only be made if necessitated by student data and/or parental concerns.

Entry 10 - Teacher and Administrator Attrition

Completed - Jul 31 2021

Form for "Entry 10 - Teacher and Administrator Attrition" Revised to Employee Fingerprint Requirements Attestation
A. TEACH System - Employee Clearance

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

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

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

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

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


---

**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** - Jul 31 2021

**Instructions**

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

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

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

**Entry 11 Uncertified Teachers**

**School Name:**
Instructions for Reporting Percent of Uncertified Teachers

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

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

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

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

<table>
<thead>
<tr>
<th>Category</th>
<th>FTE Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>i. FTE count of uncertified teacher with at least three years of elementary, middle or secondary classroom teaching experience (as of June 30, 2021)</td>
<td>4</td>
</tr>
<tr>
<td>ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2021)</td>
<td>0</td>
</tr>
<tr>
<td>iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2021)</td>
<td>0</td>
</tr>
<tr>
<td>iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2021)</td>
<td>0</td>
</tr>
<tr>
<td>Total Category A: 5 or 30% whichever is less</td>
<td>4.0</td>
</tr>
</tbody>
</table>
**CATEGORY B. PLUS FIVE UNCERTIFIED TEACHERS IN MATHEMATICS, SCIENCE, COMPUTER SCIENCE, TECHNOLOGY OR CAREER AND TECHNICAL EDUCATION.**

<table>
<thead>
<tr>
<th>Description</th>
<th>FTE Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>i. FTE count of uncertified teacher with at least three years of elementary, middle or secondary classroom teaching experience (as of June 30, 2021)</td>
<td>0</td>
</tr>
<tr>
<td>ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2021)</td>
<td>0</td>
</tr>
<tr>
<td>iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2021)</td>
<td>0</td>
</tr>
<tr>
<td>iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2021)</td>
<td>0</td>
</tr>
<tr>
<td>Total Category B: not to exceed 5</td>
<td>0.0</td>
</tr>
</tbody>
</table>
## CATEGORY C: PLUS 5 ADDITIONAL UNCERTIFIED TEACHERS

<table>
<thead>
<tr>
<th>Description</th>
<th>FTE Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>i. FTE count of uncertified teacher with at least three years of elementary, middle or secondary classroom teaching experience (as of June 30, 2021)</td>
<td>0</td>
</tr>
<tr>
<td>ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2021)</td>
<td>0</td>
</tr>
<tr>
<td>iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2021)</td>
<td>0</td>
</tr>
<tr>
<td>iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2021)</td>
<td>0</td>
</tr>
<tr>
<td>Total Category C: not to exceed 5</td>
<td>0.0</td>
</tr>
</tbody>
</table>

## 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)

<table>
<thead>
<tr>
<th>Description</th>
<th>FTE Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Category D</td>
<td>0</td>
</tr>
</tbody>
</table>

## CATEGORY E: TOTAL FTE COUNT OF CERTIFIED TEACHERS

<table>
<thead>
<tr>
<th>Description</th>
<th>FTE Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Category E</td>
<td>26</td>
</tr>
</tbody>
</table>
**CATEGORY F: TOTAL FTE COUNT OF ALL TEACHERS**

Please do not include paraprofessionals, such as teacher aides.

<table>
<thead>
<tr>
<th>Total Category F</th>
<th>FTE Count</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>30</td>
</tr>
</tbody>
</table>

Thank you.

**Entry 12 Organization Chart**

**Completed** - Jul 31 2021

**Instructions**

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

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

**NYCMCS 20-21 Organizational Chart Updated**

**Filename**: NYCMCS_20-21_Organizational_Chart_Updated.pdf **Size**: 163.7 kB

**Entry 13 School Calendar**

**Completed** - Jul 31 2021

**Instructions for submitting School Calendar**

**Required of ALL Charter Schools**

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

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

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

**PLEASE NOTE**: This is a required task, and it is marked optional for administrative purposes only.
Entry 14 Links to Critical Documents on School Website

Completed - Jul 31 2021

Instructions

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

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

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

Form for Entry 14 Links to Critical Documents on School Website

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

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

<table>
<thead>
<tr>
<th>Item</th>
<th>Link to Documents</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. Most recent board meeting notice, documents to be discussed at the meeting (if any)</td>
<td><a href="https://nycmcs.org/board-of-trustees/">https://nycmcs.org/board-of-trustees/</a></td>
</tr>
<tr>
<td>2a. Webcast of Board Meetings (per Governor's Executive Order)</td>
<td><a href="https://nycmcs.org/board-of-trustees/">https://nycmcs.org/board-of-trustees/</a></td>
</tr>
<tr>
<td>4. Lottery Notice announcing date of lottery</td>
<td><a href="https://nycmcs.org/admission/">https://nycmcs.org/admission/</a></td>
</tr>
</tbody>
</table>
Entry 15 Staff Roster

Completed - Jul 31 2021

INSTRUCTIONS

Required of Regents-Authorized Charter Schools ONLY

Please click on the MS Excel Staff Roster Template and provide the following information for ANY and ALL instructional and non-instructional employees.

• Full name for any and all employees
• TEACH IDs for any and all employees
• Using the drop down menu, select a role/position (or the best fit) for each employee in the charter school. (Please provide additional information to the Notes Section of the Staff Roster Template as necessary)
• Date of hire and employment start dates
• Number of years each employee has had in their respective professions
• Number of years each employee has had in their current role in the charter school
• Using the drop down menu, select the correct explanation as to why a teacher is teaching outside of their certification area.

Annual Report BoR Staff Roster - Filled (07)

Filename: Annual_Report_BoR_Staff_Roster__F_6UoQmEH.xlsx Size: 18.2 kB
Disclosure of Financial Interest by a Current or Proposed Board of Trustees Member

Name:

Anthony R. Jordan

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

Bronx, NY

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

   Trustee/ Board Member

2. Are you an employee of any school operated by the education corporation?  
   □ Yes ☑ No

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

   N/a

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

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

   No

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

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

   Ni

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

   No
If Yes, please describe the nature of your relationship and how this person could benefit from your participation.

Yes

No

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

☐ Yes ☑ No

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

N/a

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

<table>
<thead>
<tr>
<th>Date(s)</th>
<th>Nature of financial interest/transaction</th>
<th>Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)</th>
<th>Name of person holding interest or engaging in transaction and relationship to you</th>
</tr>
</thead>
<tbody>
<tr>
<td>None</td>
<td>None</td>
<td>Please write &quot;None&quot; if applicable. Do not leave this space blank.</td>
<td>None</td>
</tr>
</tbody>
</table>
8. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation and in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, write “None.”

<table>
<thead>
<tr>
<th>Organization conducting business with the school(s)</th>
<th>Nature of business conducted</th>
<th>Approximate value of the business conducted</th>
<th>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</th>
<th>Steps taken to avoid conflict of interest</th>
</tr>
</thead>
<tbody>
<tr>
<td>None</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Please write “None” if applicable. Do not leave this space blank.*

Anthony R Jordan
Signature
Jul 23, 2021

Business Telephone:
718-732-7600

Please note that this document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. Personal contact information provided below will be redacted.
Business Address:
555 Bergen Avenue - 3rd Floor

E-mail Address:
AJordan@SoBro.Org

Home Telephone:
202-905-9255

Home Address:
250 West 146th Street #5H New York, NY 10039

last revised 04/2021
Disclosure of Financial Interest by a Current or Proposed Board of Trustees Member

**Name:**

Diane Moore

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

New York City Montessori Charter School

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

**Board member**

2. Are you an employee of any school operated by the education corporation?  
   ☐ Yes ☒ No

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

   **No**

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

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

   **No**

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

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

   **No**

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

   No
If Yes, please describe the nature of your relationship and how this person could benefit from your participation.

No

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

☐ Yes ☑ No

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

No

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

<table>
<thead>
<tr>
<th>Date(s)</th>
<th>Nature of financial interest/transaction</th>
<th>Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)</th>
<th>Name of person holding interest or engaging in transaction and relationship to you</th>
</tr>
</thead>
<tbody>
<tr>
<td>None</td>
<td>None</td>
<td>Please write &quot;None&quot; if applicable. Do not leave this space blank.</td>
<td></td>
</tr>
</tbody>
</table>
8. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation and in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, write “None.”

<table>
<thead>
<tr>
<th>Organization conducting business with the school(s)</th>
<th>Nature of business conducted</th>
<th>Approximate value of the business conducted</th>
<th>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</th>
<th>Steps taken to avoid conflict of interest</th>
</tr>
</thead>
<tbody>
<tr>
<td>None</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

Diane Moore

Signature: ________________________ Date: ________________________

Jul 23, 2021

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

Business Telephone: 888-326-1283
Business Address:
1231 Lafayette Avenue, Suite L2, Bronx, NY 10474

E-mail Address:
cleanworksolutions@gmail.com

Home Telephone:
914-879-5524

Home Address:
20 Burling Lane, 2M, New Rochelle, NY 10801

last revised 04/2021
Disclosure of Financial Interest by a Current or Proposed Board of Trustees Member

Name:

Boby Katumkeeryil

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

New York City Montessori Charter School

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

   Finance Committee Member

2. Are you an employee of any school operated by the education corporation?  
   □ Yes ☑ No

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

   no

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

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

   no

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

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

   no

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

   no
If Yes, please describe the nature of your relationship and how this person could benefit from your participation.

No

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

☐ Yes ☑ No

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

No

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

<table>
<thead>
<tr>
<th>Date(s)</th>
<th>Nature of financial interest/transaction</th>
<th>Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)</th>
<th>Name of person holding interest or engaging in transaction and relationship to you</th>
</tr>
</thead>
<tbody>
<tr>
<td>None</td>
<td>None</td>
<td>Please write &quot;None&quot; if applicable. Do not leave this space blank.</td>
<td></td>
</tr>
</tbody>
</table>
8. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation and in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, write “None.”

<table>
<thead>
<tr>
<th>Organization conducting business with the school(s)</th>
<th>Nature of business conducted</th>
<th>Approximate value of the business conducted</th>
<th>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</th>
<th>Steps taken to avoid conflict of interest</th>
</tr>
</thead>
<tbody>
<tr>
<td>None</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

Boby Katumkeeryil (Jul 21, 2021 11:33 EDT)

Signature: Boby Katumkeeryil

Date: Jul 21, 2021

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

Business Telephone: +13362665104
Business Address:
101 West 12th Street, New York, NY 10011

E-mail Address:
bobykatumkeeryil@gmail.com

Home Telephone:
13362665104

Home Address:
101 West 12th Street, New York, NY 10011

last revised 04/2021
Disclosure of Financial Interest by a Current or Proposed Board of Trustees Member

Name:

Jason Garcia

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

New York City Montessori Charter School

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

Board

2. Are you an employee of any school operated by the education corporation? □ Yes ☑ No

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

N/A

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

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

N/A

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

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

N/A

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

No
If Yes, please describe the nature of your relationship and how this person could benefit from your participation.

N/A

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

☐ Yes ☑ No

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

N/A

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

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

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

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

<table>
<thead>
<tr>
<th>Organization conducting business with the school(s)</th>
<th>Nature of business conducted</th>
<th>Approximate value of the business conducted</th>
<th>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</th>
<th>Steps taken to avoid conflict of interest</th>
</tr>
</thead>
<tbody>
<tr>
<td>None</td>
<td>None</td>
<td>None</td>
<td>Please write “None” if applicable. Do not leave this space blank.</td>
<td></td>
</tr>
</tbody>
</table>

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

**Business Telephone:**

718-292-3113
Business Address:
555 Bergen ave Bron NY 10455

E-mail Address:
JGarcia@sobro.org

Home Telephone:
929-422-3066

Home Address:
231 Jackson ave Bronx NY 10454

last revised 04/2021
<table>
<thead>
<tr>
<th>Disclosure of Financial Interest by a Current or Proposed Board of Trustees Member</th>
</tr>
</thead>
</table>

**Name:**

Edward Tanzer

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

New York City Montessori Charter School

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

**Board of Trustees**

2. Are you an employee of any school operated by the education corporation?  
   ☐ Yes ☐ No

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

   N/A

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

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

   No

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

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

   No

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

   No
If Yes, please describe the nature of your relationship and how this person could benefit from your participation.

N/A

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

☐ Yes ☑ No

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

N/A

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

<table>
<thead>
<tr>
<th>Date(s)</th>
<th>Nature of financial interest/transaction</th>
<th>Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)</th>
<th>Name of person holding interest or engaging in transaction and relationship to you</th>
</tr>
</thead>
<tbody>
<tr>
<td>None</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please write "None" if applicable. Do not leave this space blank.
8. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation and in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, write “None.”

<table>
<thead>
<tr>
<th>Organization conducting business with the school(s)</th>
<th>Nature of business conducted</th>
<th>Approximate value of the business conducted</th>
<th>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</th>
<th>Steps taken to avoid conflict of interest</th>
</tr>
</thead>
<tbody>
<tr>
<td>None</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

Edward Tanzer  
Signature  
Jul 22, 2021  
Date

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

Business Telephone:  
212.373.2363
Business Address:
1285 Avenue of the Americas #2-2245, New York, NY 10019-6064

E-mail Address:
edward@tanzer.cz

Home Telephone:
914.433.4233

Home Address:
81 Pondfield Rd, Ste D-298, Bronxville, NY 10708

Last revised 04/2021
Disclosure of Financial Interest by a Current or Proposed Board of Trustees Member

Name:

Maria Keane

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

NYC Montessori Charter School

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

   Chair

2. Are you an employee of any school operated by the education corporation?  
   □ Yes ☑ No

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

   No

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

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

   No

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

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

   No

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

   No
If Yes, please describe the nature of your relationship and how this person could benefit from your participation.

No

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

☐ Yes ✔ No

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

No

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

<table>
<thead>
<tr>
<th>Date(s)</th>
<th>Nature of financial interest/transaction</th>
<th>Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)</th>
<th>Name of person holding interest or engaging in transaction and relationship to you</th>
</tr>
</thead>
<tbody>
<tr>
<td>None</td>
<td></td>
<td></td>
<td>None &quot; if applicable. Do not leave this space blank.</td>
</tr>
</tbody>
</table>
8. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation and in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, write “None.”

<table>
<thead>
<tr>
<th>Organization conducting business with the school(s)</th>
<th>Nature of business conducted</th>
<th>Approximate value of the business conducted</th>
<th>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</th>
<th>Steps taken to avoid conflict of interest</th>
</tr>
</thead>
<tbody>
<tr>
<td>None</td>
<td></td>
<td></td>
<td>Please write “None” if applicable. Do not leave this space blank.</td>
<td></td>
</tr>
</tbody>
</table>

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

_______________________________    __________________________
Signature                          Date

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

**Business Telephone:**
212 373 3202
Business Address:
Paul, Weiss 1285 Ave of Americas, NY, NY 10019

E-mail Address:
mkeane@paulweiss.com

Home Telephone:
212 663 6047

Home Address:
875 West End Ave. NY NY 10025

last revised 04/2021
Disclosure of Financial Interest by a Current or Proposed Charter School Education Corporation Trustee

Trustee Name: Denise Clay, Ph.D.

Name of Charter School Education Corporation (for an unmerged school, this is the Charter School Name): New York City Montessori Charter School (NYCMCS)

1. List all positions held on the education corporation board (e.g., president, treasurer, parent representative). Chair, Education Committee; Member, Executive Committee; Member, Finance Committee

2. Is the trustee an employee of any school operated by the Education Corporation?
   _____Yes  X  No
   If Yes, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

3. Is the trustee an employee or agent of the management company or institutional partner of the charter school(s) governed by the Education Corporation?
   _____Yes  X  No
   If Yes, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

4. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) governed by the Education Corporation during the time you have served on the board, and in the six-month period prior to such service. If there has been no such financial interest or transaction, write None. Please note that if you answered Yes to Questions 2-4 above, you need not disclose again your employment status, salary, etc.

<table>
<thead>
<tr>
<th>Date(s)</th>
<th>Nature of Financial Interest/Transaction</th>
<th>Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)</th>
<th>Name of person holding interest or engaging in transaction and relationship to yourself</th>
</tr>
</thead>
<tbody>
<tr>
<td>NONE</td>
<td>None</td>
<td>Please write “None” if applicable. Do not leave this space blank.</td>
<td>None</td>
</tr>
</tbody>
</table>
5. Identify each individual, business, corporation, union association, firm, partnership, committee proprietorship, 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) governed by the Education Corporation and in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, write None.

<table>
<thead>
<tr>
<th>Organization conducting business with the school(s)</th>
<th>Nature of business conducted</th>
<th>Approximate value of the business conducted</th>
<th>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</th>
<th>Steps Taken to Avoid Conflict of Interest</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>NONE</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

_Denise M. Clay_ __________________________ 6/30/2021

Signature Date

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

**Business Telephone:** (718) 518-4156

**Business Address:** 500 Grand Concourse, Bronx, New York 10454

**E-mail Address:** dcummings-clay@hostos.cuny.edu

**Home Telephone:** (405) 409-2464

**Home Address:** 40 Memorial Highway, #5J, New Rochelle, New York 10801
Disclosure of Financial Interest by a Current or Proposed Charter School Education Corporation Trustee

Trustee Name:

JACQUELINE M. DISANTO

Name of Charter School Education Corporation (for an unmerged school, this is the Charter School Name):

NEW YORK CITY MONTESSORI CHARTER SCHOOL

1. List all positions held on the education corporation board (e.g., president, treasurer, parent representative).

2. Is the trustee an employee of any school operated by the Education Corporation? No
   If Yes, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

3. Is the trustee an employee or agent of the management company or institutional partner of the charter school(s) governed by the Education Corporation? No
   If Yes, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

4. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) governed by the Education Corporation during the time you have served on the board, and in the six-month period prior to such service. If there has been no such financial interest or transaction, write None. Please note that if you answered Yes to Questions 2-4 above, you need not disclose again your employment status, salary, etc.

<table>
<thead>
<tr>
<th>Date(s)</th>
<th>Nature of Financial Interest/Transaction</th>
<th>Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)</th>
<th>Name of person holding interest or engaging in transaction and relationship to yourself</th>
</tr>
</thead>
<tbody>
<tr>
<td>none</td>
<td>none</td>
<td>none</td>
<td>none</td>
</tr>
</tbody>
</table>

5. Identify each individual, business, corporation, union association, firm, partnership, committee proprietorship, 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) governed by the Education Corporation and in which
such entity, during the time of your tenure as a trustee, you and/or your immediate
family member(s) or person(s) living in your house had a financial interest or other
relationship. If you are a member, director, officer or employee of an organization
formally partnered with the school(s) that is/are doing business with the school(s)
through a management or services agreement, please identify only the name of the
organization, your position in the organization, and the relationship between such
organization and the school(s). If there was no financial interest, write None.

<table>
<thead>
<tr>
<th>Organization conducting business with the school(s)</th>
<th>Nature of business conducted</th>
<th>Approximate value of the business conducted</th>
<th>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</th>
<th>Steps Taken to Avoid Conflict of Interest</th>
</tr>
</thead>
<tbody>
<tr>
<td>none</td>
<td>none</td>
<td>none</td>
<td>none</td>
<td>none</td>
</tr>
</tbody>
</table>

Signature: jdisanto  Date: 06/09/21

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

**Business Telephone:** 718-518-4437

**Business Address:** HOSTOS COMMUNITY COLLEGE, 475 GRAND CONCOURSE, A/107, BRONX, NY 10451

**E-mail Address:** jdisanto@hostos.cuny.edu

**Home Telephone:** 917-880-0121

**Home Address:** 551 RAMONA AVENUE, STATEN ISLAND, NY 10309
Disclosure of Financial Interest by a Current or Proposed Charter School Education Corporation Trustee

Trustee Name: Neil Gulyako

Name of Charter School Education Corporation (for an unmerged school, this is the Charter School Name): New York City Montessori Charter School

1. List all positions held on the education corporation board (e.g., president, treasurer, parent representative). Secretary

2. Is the trustee an employee of any school operated by the Education Corporation?
   ____Yes __x__No

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

3. Is the trustee an employee or agent of the management company or institutional partner of the charter school(s) governed by the Education Corporation?
   ____Yes __x__No

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

4. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) governed by the Education Corporation during the time you have served on the board, and in the six-month period prior to such service. If there has been no such financial interest or transaction, write None. Please note that if you answered Yes to Questions 2-4 above, you need not disclose again your employment status, salary, etc.

<table>
<thead>
<tr>
<th>Date(s)</th>
<th>Nature of Financial Interest/Transaction</th>
<th>Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)</th>
<th>Name of person holding interest or engaging in transaction and relationship to yourself</th>
</tr>
</thead>
<tbody>
<tr>
<td>None</td>
<td>None</td>
<td>None</td>
<td>None</td>
</tr>
</tbody>
</table>

5. Identify each individual, business, corporation, union association, firm, partnership, committee proprietorship, 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) governed by the Education Corporation and in which such entity, during the time of your tenure as a trustee, you and/or your immediate
family member(s) or person(s) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, write None.

<table>
<thead>
<tr>
<th>Organization conducting business with the school(s)</th>
<th>Nature of business conducted</th>
<th>Approximate value of the business conducted</th>
<th>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</th>
<th>Steps Taken to Avoid Conflict of Interest</th>
</tr>
</thead>
<tbody>
<tr>
<td>None</td>
<td>None</td>
<td>None</td>
<td>None</td>
<td>None</td>
</tr>
</tbody>
</table>

/s Neil Gulyako ____________________________  July 16, 2021  
Signature  Date

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

**Business Telephone:** 3475523102

**Business Address:** 1301 6th Ave #40, New York, NY 10019

**E-mail Address:** gulyakoneil@gmail.com

**Home Telephone:** 3475523102

**Home Address:** 555 West 53rd Street, Apt 853
Disclosure of Financial Interest by a Current or Proposed Board of Trustees Member

Name:

Hal Mutlu

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

New York City Montessori Charter School

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

Treasurer, Finance Committee Chair

2. Are you an employee of any school operated by the education corporation? □ Yes ☑ No

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

No

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

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

No

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

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

No

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

No
If Yes, please describe the nature of your relationship and how this person could benefit from your participation.

No

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

☐ Yes ☑ No

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

No

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

<table>
<thead>
<tr>
<th>Date(s)</th>
<th>Nature of financial interest/transaction</th>
<th>Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)</th>
<th>Name of person holding interest or engaging in transaction and relationship to you</th>
</tr>
</thead>
<tbody>
<tr>
<td>None</td>
<td>None</td>
<td>Please write &quot;None&quot; if applicable. Do not leave this space blank.</td>
<td></td>
</tr>
</tbody>
</table>
8. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation and in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, write “None.”

<table>
<thead>
<tr>
<th>Organization conducting business with the school(s)</th>
<th>Nature of business conducted</th>
<th>Approximate value of the business conducted</th>
<th>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</th>
<th>Steps taken to avoid conflict of interest</th>
</tr>
</thead>
<tbody>
<tr>
<td>None</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Please write “None” if applicable. Do not leave this space blank.*

Haldun Mutlu

Jul 28, 2021

Signature

Date

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

**Business Telephone:**

+1 (469) 608-4955
Call to order. The meeting was convened via videoconference at 9:34 am. Denise Clay, Jacqueline DiSanto, Maria Keane (Chair), Hal Mutlu, Boby Katumakeeriy, Anthony Jordan, Jason Garcia, Abeku Hayes (Principal), and Krystal Astwood (Administrative Staff) were present.

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

Minutes. The minutes of the April 2021 Board meeting were approved, with the understanding that the date of the meeting will be corrected to reflect that the meeting took place on April 28, 2021.

Principal’s Evaluation. The Chair noted that the evaluations from parents, staff, and most Board members have been received. She asked that those Board members who have not submitted an evaluation for the Principal do so by Friday May 21, 2021. The Chair indicated that the evaluations will be tabulated and a composite evaluation will be formulated and provided to the Principal thereafter.

FY 21-22 Budget Approval. The Principal explained the proposed FY 21-22 budget to the Board and noted that the school received two ESSER grants for COVID-related expenses totaling $268,061. A discussion ensued in which the Board asked questions regarding the proposed budget and a revised budget was circulated by Ms. Astwood during the meeting, which the Board considered. The Board then asked the Principal and Ms. Astwood to leave the meeting. An executive session was held to discuss the proposed increase in salary for Principal Hayes and Ms. Astwood. Principal Hayes and Ms. Astwood re-joined the meeting after the executive session ended. The Board approved the proposed FY 21-22 Budget provided to it on May 19, 2021.

FPP Revision Approval. The Board discussed the addendum to the fiscal policies and procedures manual, online accounts payable system. The revision to the manual was approved by the Board.

Principal’s Dashboard Report. The Board discussed the status of student enrollment. The current enrollment is 252 without pre-kindergarten students, and enrollment for the new school year is currently 258 students without pre-kindergarten students. Principal Hayes noted the challenges that face the school regarding enrollment, which are due to the pandemic. He described enrollment as fluctuating over the course of the school year and also noted the continued efforts being made by the school to keep current students enrolled at the school and to increase the number of new students enrolled.

Principal Hayes referred to the matrix of indicators in his written presentation. A discussion ensued as to the status of staffing for the upcoming school year. Principal Hayes informed the Board that next year the school will be moving to having one teacher teach multiple subjects and if certified, there will only be one teacher in each classroom. The Principal explained that several teachers have not been invited to return next year, others have chosen to voluntarily not return, eight vacant positions will not be filled, and otherwise, the staff will remain as is. Principal Hayes also noted that the school day hours for teachers will be enlarged although the hours of instruction will remain the
The Principal also reported that the state Science test will be held in three weeks and that he staff will be holding a resume coaching event for the community at large on Saturday. It was also noted that this coming week instruction will be held remotely as several teachers will be absent due to medical appointments and leave.

The Board also discussed the metrics by which the school will be evaluated in its charter renewal process.

**Building and Grounds Committee.** A discussion ensued about the status of negotiations between the school’s real estate agent, Newmark, and the landlord regarding possible new lease arrangements and the leasing of the retail space should the new lease arrangements be effectuated.

**Education Committee.** The Chair of the Education Committee noted that the Committee met on May 12, 2021 and discussed the creation of a focus group comprised of staff, parents, and one Board member Anthony Jordan to consider and provide possible alternate names for the school that would be aligned to what the educational program the school currently provides. It is anticipated that the focus group will be able to provide two suggested names by the Board’s annual meeting in June. The Chair of the Education Committee also noted that a webinar entitled, “Parenting that Supports Child Development” — Organization: Parenting for Children of Color, was held on May 17, 2021, to which all parents were invited.

**Finance Committee.** The Chair of the Finance Committee Board discussed the status of the school’s finances. A discussion ensued regarding the effect of lower enrollment on the school’s finances and how the school might weather the challenges posed by the pandemic and any future ongoing effects. The Board discussed the state of the school’s cash reserve.

**Family Association Report.** The Principal reported that there have not been any meetings of the Family Association since the last Board meeting and that he is hopeful that there will be more parent engagement during the next school year.

**Next Meeting.** The Board Chair reminded the Board members that the next meeting will be the annual meeting and will held on June 16, 2021 via videoconference beginning at 9:30 am.

**Adjournment.** The meeting was adjourned at 11:17 am.

Respectfully submitted – Maria H. Keane (Chair)
Call to order. The meeting was convened via videoconference at 9:35 am. Denise Clay, Jacqueline DiSanto, Maria Keane (Chair), Hal Mutlu, Ed Tanzer, Boby Katumkeeryil, Anthony Jordan, Abeku Hayes (Principal), and Krystal Astwood (Administrative Staff) were present.

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

Minutes. The minutes of the November 2020 Board meeting were approved, with one edit.

Principal’s Dashboard Report. Principal Hayes referred to the matrix of indicators in his written presentation. He reported that the school has not had any new cases of COVID-19. He also informed the Board that recruiting of new students is underway and described the efforts being made. The school has currently enrolled 12 new students, with the goal of bringing in 25 to 35 new students in total in January. Principal Hayes discussed the challenges of recruitment and the characteristics of the new students who have enrolled. He will provide a public version of the recruiting video to the Board for possible use by Board members in furtherance of the school’s recruitment efforts. Principal Hayes also informed the Board that he is working on bolstering staff morale in this period of remote and hybrid teaching. A discussion ensued about the school’s social media presence and how it might enhance recruitment efforts.

Building and Grounds Committee. The Chair of the Building and Grounds Committee reported on the status of negotiations between the school’s real estate agent, Newmark, and the landlord regarding possible new lease arrangements. The school is awaiting a formal response from the landlord to the school’s term sheet. The Committee Chair also informed the Board that the landlord has indicated that the building has significantly more square footage than the school had previously understood. The school’s agents, Newmark and DBI Construction Consultants, are researching the issue. The Principal reported a problem with the heating and a discussion ensued on possible ways of addressing the issue.

Education Committee. The Chair of the Education Committee referred to the minutes of the last meeting of the Education Committee on December 2, 2020 for a summary of the issues the Education Committee has been addressing. In addition, the Committee Chair reported that the Committee will be assisting Principal Hayes with the charter renewal process as early as this coming Spring.

Finance Committee. The Chair of the Finance Committee Board discussed the status of the school’s finances and reported the Committee’s plans to analyze upcoming revised projections from CSBM, Charter School Business Management. A discussion ensued regarding the effect of lower enrollment on the school’s finances and how the school might weather the challenges posed by the pandemic and any future ongoing effects. The Board also discussed pursuing opportunities to find donors and other fundraising efforts that could ease the financial effects of the pandemic.

Family Association Report. The Principal reported that the school is working on restricting the family association and improving parent involvement.
**Next Meeting.** The Board Chair reminded the Board members that the next meeting will be held on January 20, 2021 via videoconference beginning at 9:30 am.

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

Respectfully submitted – Maria H. Keane (Chair)
• Voted to accept Diane’s resignation
  o Denise motioned, Jacqueline seconded
• Enrollment – delivered by Abeku
  o 241 students w/o pre-k. Low was 225, inching our way back up. Seeing new enrollment, but not fast enough. Abeku to review the budget considering recent enrollment trends, will follow-up with the Board. Additionally, following up with everyone that received the video mailer, but people are generally hesitant on making moves currently. Sent 63 mailers.
  o Jan 6 – had education committee meeting. There were 229 students now. Abeku has reached out to lottery applicants for next year, which has helped increase enrollment. These are typically more complex cases. The students might now be with us for the longer term.
  o Jason noted attendance at Montessori is higher than other schools in the area.
  o Students with IUPs. Therapists come into the school with full PPE, stay 6 feet away.
• Dashboard Review – delivered by Abeku
  o Current enrollment has gone up since Dashboard was made
  o Working through any application we receive. 1 on 1 calls for each application.
  o Staffing – in a holding pattern with people being in and out. Hiring a part-time temporary substitute. Person is a psychology student. Joining us for anywhere between 2-14 weeks (haven’t decided yet bc trying to cover a maternity leave). Right now need 2 staff members in the room to 16 students (historically used to be 26 students).
• Finance Report – delivered by Ed
  o YE shortfall was $250k. Some staff departures helped the budget. We could sustain this for an extended period of time, but looking to address this issue.
  o There is going to be a second round of PPPA loans. ESSA funding should be coming out, new name, application is not out just yet. Abeku does not see a reason why we shouldn’t be eligible.
  o Discussed past funding (which we returned).
• Building & Ground – delivered by Ed
  o Negotiating with the landlord through Newmark. Sent over a term sheet. Proposal was based on the square footage of the building. Operated under the assumption that the measurements filed with the DOB were accurate, but apparently they did not take into account certain outdoor spaces. Working with Newmark to adjust the sq footage to the accurate figures.
  o Other prospective property that is 10-15 blocks north. The developer has allocated that property for medical service tenants. So we are not eligible for the property now.
  o General consensus that the school is well located and this triple-net lease would help solve some issues.
• Education Committee – delivered by Denise
  o Do not have minutes for the January 6th meeting (did meet).
  o Two main discussion points.
    ▪ Renewal – goal during the spring will be working on renewal.
    ▪ Remote learning vs. In person – want the school to consider the advantages / disadvantages of both. Want the school to consider remote learning as part of the “normal” curriculum. Questions around if the State will allow both remote and in-person simultaneously. Want the school / administration to explore if
this would be of interest to students / parents / staff. Questions around if this is possible, how it impacts the budget and how it impacts the students.

• Family Association report – delivered by Abeku
  o No material updates. Have asked families to help recruit other family members.
  o There are some budgetary challenges because billing is different.

• Board Members
  o With Diane’s resignation, we are down to 9 members
  o Ideally we would have 12

• Next Meeting
  o February 17 – 9:30am ET

• Adjournment
  o Anthony motioned, Maria seconded
Call to order. The meeting was convened via videoconference at 9:34 am. Denise Clay, Jacqueline DiSanto, Maria Keane (Chair), Hal Mutlu, Ed Tanzer, Bobby Katumkeynil, Anthony Jordan, Jason Garcia, Abeku Hayes (Principal), and Krystal Astwood (Administrative Staff) were present.

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

Minutes. The minutes of the January 2021 Board meeting were approved.

Enrollment. The Board discussed the status of student enrollment. As of today, the enrollment is 248 students without pre-kindergarten students. Principal Hayes noted the challenges that face the school regarding enrollment, which are due to the pandemic. He described enrollment as fluctuating over the course of the school year and also noted the continued efforts being made by the school to keep current students enrolled at the school and to increase the number of new students enrolled.

Principal’s Dashboard Report. Principal Hayes referred to the matrix of indicators in his written presentation. A discussion ensued as to the status of staffing. Principal Hayes also noted that there has been no conclusive guidance on state testing, although the state has indicated that state testing will occur this year. Details as to when and how such tests will be administered have not yet been provided by the state. Principal Hayes expressed his view, based on assessments, that the students are well positioned to do well on these tests. He also reported on three possible sources of additional funding for the school: a Title I grant for on-site children, federal loan money, and possible additional per pupil funds because of COVID. A discussion ensued regarding the school’s on-site COVID protocols and the state’s position on vaccinations. Principal Hayes also indicated that he and his administrative staff are creating next year’s plan for instruction and COVID-related protocols.

Building and Grounds Committee. The Chair of the Building and Grounds Committee reported on the status of negotiations between the school’s real estate agent, Newmark, and the landlord regarding possible new lease arrangements. The school is awaiting a formal response from the landlord to the school’s term sheet, which has been delayed because of the landlord’s illness. The Committee Chair also informed the Board that the school has determined the definitive square footage of the building.

Education Committee. The Chair of the Education Committee noted that the Committee met on February 3, 2021 and discussed the status of online instruction, staffing, challenges to instruction because of COVID, and the school’s ongoing relationship with its institutional partner, SOBRO. She also noted that Principal Hayes and his team will be reporting to the Committee at its next meeting in March on the feasibility of continued online teaching or a combination of remote and in-person learning, after COVID restrictions are lifted in the future. The Chair conveyed the Committee’s heartfelt thanks to the Principal, his administration, teachers and the students themselves for all of their hard work in the face of the pandemic. The Board Chair reiterated the thanks on behalf of the entire Board.
Finance Committee. The Chair of the Finance Committee Board discussed the status of the school’s finances. A discussion ensued regarding the effect of lower enrollment on the school’s finances and its negotiations with the landlord and how the school might weather the challenges posed by the pandemic and any future ongoing effects. The Board discussed the state of the school’s budget and cash reserve and the future projections of both under various scenarios.

Family Association Report. The Principal reported that the Family Association met virtually on January 20, 2021 and described the Association’s upcoming Stuff-a-Bear fundraiser and coordination of virtual playdates. Also discussed was the middle school application process and the date by which the students will be notified of their acceptances.

Next Meeting. The Board Chair reminded the Board members that the next meeting will be held on March 17, 2021 via videoconference beginning at 9:30 am.

Adjournment. The meeting was adjourned at 10:30 am.

Respectfully submitted – Maria H. Keane (Chair)
New York City Montessori Charter School ("NYCMCS") Board of Trustees Meeting
Minutes
November 18, 2020 9:34am

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

There were no public comments.

The Board of Trustees (the “Board”) attended a training related to managing a board. The minutes from the previous board meeting was approved.

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

Principal Hayes provided an update on how the school is responding to COVID-19.

Principal Hayes discussed potential teacher terminations. The Board decided to not go forward with the terminations for the time being.

The Building & Grounds Committee reported to the Board, detailing the negotiations with the school’s current landlord and providing an overview of a potential new property that Newmark is planning to introduce to the Board.

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

The Education Committee reported to the Board, and provided updates on the Committee’s discussions about Board member recruitment and identification of prospective donors.

There being no further business before the Board, the meeting was adjourned at 10:55 a.m.

/s/ Neil Gulyako

Secretary
The meeting convened via videoconference at 9:32am. Abeku Hayes, Ed Tanzer, Denise Clay, Jacqueline DiSanto, Maria Keane, Hal Mutlu, Diane Moore, Jason Garcia and Neil Gulyako were present.

There were no public comments.

The Board of Trustees (the “Board”) interviewed two candidates for vacant seats on the Board—Boby Katumkeeryil and Anthony Jordan. The Board invited both candidates to join the Board.

The minutes from the previous two Board meetings were approved.

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

Principal Hayes discussed the school’s move to a new payroll provider, TriNet, which the Board unanimously approved. Principal Hayes also invited the Board to participate in the school’s Thanksgiving Turkey Toast whereby children and staff would make or receive turkey sandwiches that they will all together over Zoom.

Principal Hayes requested the Board’s approval of using $5,000 of the budget towards advertising through electronic fliers, which the Board unanimously approved, and provided the Board with an overview of parents’ feedback on remote learning.

The Building & Grounds Committee reported to the Board, detailing the negotiations with the school’s current landlord.

The Finance Committee reported to the Board, discussing the risks and benefits of investing the school’s surplus considering that interest rates are very low.

The Education Committee reported to the Board, requesting that the Board with documents reflecting the school’s strategic plan and mission. The Board unanimously approved the school’s adoption of such strategic plan and mission, as reflected in the documents attached hereto as Exhibit A.

There being no further business before the Board, the meeting was adjourned at 10:56 a.m.

/s/ Neil Gulyako
New York City Montessori Charter School
Board of Trustees 2020-2022 Strategic Plan

New York City Montessori Charter School ("NYCMCS") was founded in 2010 and was issued an initial charter by the New York State Board of Regents in December of 2010. NYCMCS is housed in a building in District 7 in the Mott Haven neighborhood in the Bronx. As the only public Montessori-centered school in New York City, NYCMCS seeks to be on the frontline of developing an educational program that clearly aligns the New York State learning standards and the Montessori philosophy.

This strategic plan serves as a roadmap to guide the NYCMCS Board of Trustees (the “Board”) as they respond to the needs of students and staff today and tomorrow. The principles reflected herein reflect the Board’s vision for establishing high learning and professional standards and expectations for students and staff at NYCMCS. The school is designed to be a community of learners where creativity, curiosity, exceptionality, imagination, individuality, and innovation are celebrated and where students are engaged to explore and discover their unique pathways to success.

**Focus 1: Continue to Strengthen our Education Program**

At the core of the NYCMCS mission is the desire to develop independence in its students when it comes to both personal and academic exploits. It is known that many students from the public-school pipeline struggle to persist in higher education and it is our belief that if these students were more intrinsically motivated and independently guided and driven, they would not only persist in higher education but excel.

Goals
- Develop and communicate to and collaborate with senior school leaders to implement high standards of achievement and well-being for all students and staff.
- Increase student achievement, including grade level reading and math proficiency rates on both an absolute basis and toward New York State levels.
- Create a comprehensive curricular system that addresses various aspects of a high achieving school that seamlessly combines traditional Montessori pedagogies with New York State learning standards.
Continue to develop in our faculty the ability to respond adeptly to the varying needs of NYCMCS students and the demands of a changing educational and workplace landscape.

Hire and retain faculty and staff with the professional skills necessary to achieve NYCMCS educational and programmatic goals.

Ensure that compensation and benefits are competitive and that professional development opportunities are robust so that NYCMCS can retain talent and hire and support talented professionals.

Capitalize on the NYCMCS innovations as faculty are recruited and staff are eager to be in a dynamic learning and growth environment.

Retain NYCMCS students through middle school with the intention of strengthening their transition to high school, thereby giving them access to higher education and/or gainful employment, including community or military services.

Action Steps

- Work with school leaders to communicate our programmatic vision to faculty and provide the professional development necessary to achieve it.
- Leverage collaborative initiatives with the school’s community partner, South Bronx Overall Economic Development Corporation (“SoBRO”) and Hostos Community College to strengthen and reinforce instructional, reading, and tutoring efforts.
- Work with school leaders to evaluate testing and achievement data to assess effectiveness of teacher lesson plans, units, pacing guides, and curricular materials.
- Couple the data dashboard provided to the Board with periodic testing and readiness assessments.
- Work with school leaders to evaluate teacher coaching and developmental tools and evaluate the implementation of new tools as necessary.
- Map the NYCMCS curriculum to ensure that content, skills, and assessments in each grade progress and deepen as students grow.
- Align deployment of financial resources to support student and teacher success.
- Develop a growth and evaluation plan for faculty that is forward-thinking and articulates what excellent teaching means at NYCMCS at each level.
- Add additional grades to NYCMCS (i.e., Grades 6-8), additional resources, services, and materials.

Focus 2: Safe, Caring, Inclusive, and Respectful Learning Environment

Goals

- Understand and respond to the factors affecting well-being so that truly active minds and bodies can be fully engaged in teaching and learning.
- Provide a safe and inclusive environment that supports and protects the instructional learning time of students and staff.
- Enhance and expand health and safety practices so that injuries and illness can be timely addressed and mitigated where possible.
- Conduct a flexible and/or adaptive educational program in response to the school’s population.

Action Steps

- Evaluate health and safety practices on a continual basis to ensure classrooms, schools, office spaces, and/or other workspaces are acceptable.
• Evaluate annually the school’s educational program to determine what is in the best interest of the school’s student population.

Focus 3:  **Strengthen Financial Resources and Economic Sustainability of NYCMCS**

Goals
• Communicate to senior school leaders the Board’s expectations for reasonable projections, robust financial discipline, and timely reporting.
• Continue to build momentum following fiscal year 2019-2020 results.
• Periodic review and evaluation of enrollment trends, budget variances, and other reporting metrics to facilitate the timely review of projections and performance and potential need for interventive action.
• Conduct periodic reviews of service provider relationships to ensure the appropriateness, effectiveness, and cost efficiencies experienced.

Action Steps
• Detailed focus on budgeting, staffing, and resource allocation (human/material/fiscal) to ensure efficiency and effectiveness of operations.
• Continue to Invest in staff development and retention to reduce inefficiencies that could arise from turnover.
• Ongoing evaluation by the Board of the cost and effectiveness of NYCMCS’s current facilities and potential alternatives upon expiration of the lease term.
• Review internal financial controls, recordkeeping, and the adequacy and effective of financial and operating staff.
• Identify and cultivate relationships with foundations, community partners, and/or other potential benefactors to secure and augment additional financial resources.

Focus 4:  **Further Enhancements to School Governance**

Goals
• Solicit engagement of parents, staff, and community participants in determining their needs and desires for educational excellence based on Montessori principles.
• Continue to recruit individuals with diverse experiences to the Board.

Action Steps
• The Board will evaluate, as needed, the Family Association structure to encourage increased parent engagement.
• The Board will conduct the prompt review of application materials and interview candidates for the Board of Trustees.
Exhibit B

New York City Montessori Charter School
Mission Statement

The New York City Montessori Charter School will empower children to be critical thinkers and creative problem-solvers with strong social skills so that they can succeed in their world and continue to progress in their pursuit of higher education as they prepare for careers in the 21st century.
Call to order. The meeting was convened via videoconference at 9:37 am. Denise Clay, Jacqueline DiSanto, Jason Garcia, Maria Keane (Chair), Hal Mutlu, Ed Tanzer, Diane Moore, Abeku Hayes (Principal), and Krystal Astwood (Administrative Staff) were present.

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

Minutes. The minutes of the June 2020 Board meeting were approved.

Board Member Resignation. The Board discussed the resignation letter received yesterday from John Mullane. The Board voted to accept the resignation and to remove Mr. Mullane from all of the school’s bank accounts, which Principal Hayes agreed to do.

Enlargement of Board. The Chair requested that the Board members seek to recruit candidates to fill Mr. Mullane’s seat and enlarge the Board more generally. Several members indicated that they would provide resumes of individuals interested in serving.

Principal’s Dashboard Report. Principal Hayes referred to the matrix of indicators in his written presentation. He also informed the Board that all staff except one are reporting to work in person, and that of the 284 currently enrolled students (including pre-kindergarten students), 95 have opted to learn in person at the school. All students, as of today, have been phased in and are currently in full attendance. Principal Hayes explained specifically how the remote and in person learning protocols have been implemented throughout the school, and discussed the COVID-related precautions that have been instituted. He reported that the school’s enrollment has dropped to 258 (without pre-kindergarten students), down from the targeted 275 goal, because certain families have opted to home school given the pandemic. Principal Hayes described the steps the school is taking to increase enrollment, and a discussion ensued indicating that, despite the drop in enrollment, the school will still be on budget. He reported that reopening has generally progressed well.

Building and Grounds Committee. The Chair of the Building and Grounds Committee informed the Board that the inspection company that the school hired, DBI, has completed its inspection of the building and has requested certain documentation from the landlord, which requests have not yet been satisfied. A discussion ensued about the key aspects of the inspection’s findings. Mr. Tanzer also discussed the status of negotiations with Third Avenue Properties and the current landlord. Third Avenue Properties has proposed an “as is” arrangement, rather than a “turnkey” arrangement. The school has not yet responded to that proposal and has not yet made a specific proposal to the current landlord. Mr. Tanzer reported that, in the course of the inspection, it was discovered that the HVAC system in the building is in need of repair.

Given the importance of having proper ventilation (particularly in the time of COVID-19), the Building and Grounds Committee was given approval to spend up to $10,000 in additional funds to repair the HVAC system, with the understanding that the school would either then seek
reimbursement from the landlord or use the expenditure in negotiating a renewed lease with the landlord.

**Education Committee.** The Chair of the Education Committee discussed the topics covered during its meeting of September 2, 2020, and noted that the staggering of the students reporting to school has now been completed. A discussion ensued about possibly planning a Board-sponsored remote event that would provide parents with support and information about student learning during the pandemic. The Board also discussed the need to review and update the school’s mission statement and strategic plan, as appropriate. The Education Committee agreed to consider all three of these issues and provide proposals at the next Board meeting.

**Finance Committee.** The Chair of the Finance Committee Board discussed the status of the school’s finances and reported that all was in order. The Board agreed to again place decisions regarding possible investments on hold until next quarter. A discussion ensued about the proposed line of credit with Chase Bank. The Board requested that Principal Hayes pursue that line of credit.

**Family Association Report.** Given the current state lockdown, no meeting has been held.

**Parent Program Selection.** Principal Hayes explained that parents have the opportunity to change their children’s mode of learning every twelve weeks and that the next selection period is November 11 – 18.

**Next Meeting.** The Board Chair reminded the Board members that the next meeting will be held on October 21, 2018 via videoconference beginning at 9:30 am.

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

Respectfully submitted – Maria H. Keane (Chair)
The meeting convened via videoconference at 9:34am. Abeku Hayes, Ed Tanzer, Denise Clay, Jacqueline DiSanto, Maria Keane, Hal Mutlu, Boby Katumkeeryil, and Neil Gulyako were present.

There were no public comments.

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

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

Principal Hayes provided an updated on graduation, the school’s recent book fair, and the school’s recruitment efforts.

The Board discussed the charter renewal process, including by detailing the steps involved in the renewal process.

The Building & Grounds Committee reported to the Board, detailing the status of negotiations with the landlord of the school.

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

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

/s/ Neil Gulyako

Secretary
New York City Montessori Charter School (“NYCMCS”) Board of Trustees Meeting
Minutes
March 17, 2021, 9:40am

The meeting convened via videoconference at 9:40am. Abeku Hayes, Ed Tanzer, Denise Clay, Jacqueline DiSanto, Maria Keane, Boby Katumkeeryil, and Neil Gulyako were present.

There were no public comments.

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

Principal Abeku Hayes conducted a review of the dashboard, indicating that there were no material changes in enrollment or employee headcount. Principal Hayes also informed the Board that schools will only be required to test children that are present at the school (as opposed to remote).

The Building & Grounds Committee reported to the Board, detailing the status of negotiations with the landlord of the school.

The Education Committee approved the prior two committee’s minutes, and approved the succession plan.

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

There being no further business before the Board, the meeting was adjourned at 10:40am.

/s/ Neil Gulyako

Secretary
Call to order. The meeting was convened via videoconference at 9:30 am. Denise Clay, Jacqueline DiSanto, Maria Keane (Chair), Ed Tanzer, Anthony Jordan, Jason Garcia, Abeku Hayes (Principal), and Krystal Astwood (Administrative Staff) were present.

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

Minutes. The minutes of the March 2021 Board meeting were approved.

Non-Material Changes to Charter. Principal Hayes discussed with the Board a number of proposed non-material changes to the School’s charter. The Board today formally approved the following changes:

1. Change from the use of the Teacher’s College Curriculum to the Great Minds Wit and Wisdom Curriculum,
2. The School’s shift from using NWEA Map to using the built-in assessments in Eureka Math,
3. The changes to the School’s Mission statement, as made by the board,
4. The School’s use of Lexia as an intervention for all students,
5. The addition of the Carmel Hill Fund and the use of the STAR EL and STAR assessments.

Design Element Changes to Charter. Principal Hayes discussed with the Board two proposed design element changes to the School’s charter. The board today formally approved the following changes:

1. The adoption of specially designed materials that provide concrete representation of the abstract,
2. A shift from mixed age grouping towards responsive flexible classroom sizes to meet students’ needs.

Enrollment. The Board discussed the status of student enrollment. Principal Hayes noted that the School continues to face challenges regarding enrollment, which are due to the pandemic. He highlighted some of the continued efforts being made by the school to keep current students enrolled at the school and to increase the number of new students enrolled.

Budget. Principal Hayes discussed the draft budget prepared for the 2021-22 school year. Whereas the school had in previous years budgeted for 295 students, the current draft budget is based on a worst-case scenario with 255 students enrolled. Principal Hayes noted that an enrollment of 265 students would be ideal in that it would allow the School to facilitate fully in-school learning within the School’s existing space, in adherence to social distancing guidelines.

Building and Grounds Committee. The Chair of the Building and Grounds Committee reported on the status of negotiations between the school’s real estate agent, Newmark, and the landlord regarding possible new lease arrangements. Newmark received a formal response from the landlord to the school’s term sheet, which Newmark is in the process of evaluating. Principal Hayes has requested that Newmark prepare a budget analysis to facilitate comparison between the
School’s existing facilities expenses and the projected expenses under the condominium leasehold structure.

**Principal’s Evaluation.** The Board Chair provided an update to the Board on the results of the parents’ and teachers’ Principal’s Evaluation survey results. The Board Chair advised that the survey period would be extended by two weeks to allow for additional respondents to participate in the survey.

**Next Meeting.** The Board Chair reminded the Board members that the next meeting will be held on June 17, 2021 via videoconference beginning at 9:30 am.

**Adjournment.** The meeting was adjourned at 10:30 am.
New York City Montessori Charter School (“NYCMCS”) Board of Trustees
Meeting Minutes
July 15, 2020 9:35am

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

There were no public comments.

The minutes from the previous Board of Trustees (the “Board”) meeting were approved.

The Chair of the Board announced that Hal Mutlu has replaced John Mulane as the Board’s Treasureer.

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

Principal Hayes discussed the school’s reopening plans, including by detailing how the school will be re-organizing classrooms, what the school will do if a student or teacher is sick, and how the school is otherwise complying with state and CDC guidance related to COVID-19.

The Building & Grounds Committee reported to the Board, discussing viable buildings for the school post-expiration of its current lease and Newmark’s anticipated on-site assessments.

The Education Committee reported to the Board, discussing Kim Santiago’s review and approval of the school’s distance learning program. The Committee also requested that Principal Hayes distribute the incoming school year’s curriculum materials for each subject area and grade level to the Board.

The Finance Committee reported to the Board, discussing the risks and benefits of investing the school’s surplus considering that interest rates are very low.

There being no further business before the Board, the meeting was adjourned at 10:20 am.

/s/ Neil Gulyako
Secretary
2020/2021 Organizational Chart

- Principal
  - AP of School Culture
    - Counselor
      - Counseling Intern (Unpaid)
  - AP of Operations
    - Director of Finance School
  - AP of Curriculum & Instruction
    - Testing and Data Coordinator
      - ELL Teachers
      - Teachers
        - Teacher Assistants
    - School Aides/Security/Custodial Staff
      - Operations Assistant
<table>
<thead>
<tr>
<th>Date(s)</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sept. 2</td>
<td>Family Orientation Night (4pm-6pm)</td>
</tr>
<tr>
<td>Sept. 6</td>
<td>School Closed (Labor Day)</td>
</tr>
<tr>
<td>Sept. 7</td>
<td>School Closed (Rosh Hashanah)</td>
</tr>
<tr>
<td>Sept. 8</td>
<td>First Day of School (All Students K-5 Remote)</td>
</tr>
<tr>
<td>Sept. 8-9</td>
<td>PreK Phase in Days (10am-12pm)</td>
</tr>
<tr>
<td>Sept. 10</td>
<td>PreK Phase in FULL DAY</td>
</tr>
<tr>
<td>Sept. 13</td>
<td>First Day of School for On-site Students</td>
</tr>
<tr>
<td>Sept. 16</td>
<td>School Closed (Yom Kippur)</td>
</tr>
<tr>
<td>Oct. 1</td>
<td>Teacher PD (No Students)</td>
</tr>
<tr>
<td>Oct. 11</td>
<td>School Closed (Indigenous People's Day)</td>
</tr>
<tr>
<td>Oct. 29</td>
<td>End of Report Period 1</td>
</tr>
<tr>
<td>Nov. 2</td>
<td>Remote Instruction- Election Day</td>
</tr>
<tr>
<td>Nov. 5</td>
<td>School Picture Day- Fall</td>
</tr>
<tr>
<td>Nov. 11</td>
<td>Schools Closed (Veterans Day)</td>
</tr>
<tr>
<td>Nov. 19</td>
<td>Teacher PD (No Students)</td>
</tr>
<tr>
<td>Nov. 24</td>
<td>Thanksgiving Celebration</td>
</tr>
<tr>
<td>Nov. 25-26</td>
<td>School Closed (Thanksgiving)</td>
</tr>
<tr>
<td>Dec. 23</td>
<td>End Of Trimester 1</td>
</tr>
<tr>
<td>Dec. 24-Dec. 31</td>
<td>Winter Recess</td>
</tr>
<tr>
<td>Jan. 12-13</td>
<td>Parent Teacher Conference</td>
</tr>
<tr>
<td>Jan. 17</td>
<td>School Closed (Martin Luther King Jr. Day)</td>
</tr>
<tr>
<td>Feb. 11</td>
<td>End of Report Period 3</td>
</tr>
<tr>
<td>Feb. 14-18</td>
<td>School Closed (Mid-Winter Recess)</td>
</tr>
<tr>
<td>Feb. 25</td>
<td>Teacher PD (No Students)</td>
</tr>
<tr>
<td>Mar. 29-31</td>
<td>State Test Administration- 3-8 English Language Arts</td>
</tr>
<tr>
<td>Apr. 1</td>
<td>End of Trimester 2</td>
</tr>
<tr>
<td>Apr. 4-8</td>
<td>School Closed (Spring Break)</td>
</tr>
<tr>
<td>Apr. 11- May 20</td>
<td>NYSESLAT Speaking Test Administration</td>
</tr>
<tr>
<td>Apr. 13-14</td>
<td>Parent Teacher Conferences</td>
</tr>
<tr>
<td>Apr. 15</td>
<td>Good Friday</td>
</tr>
<tr>
<td>Apr. 26-28</td>
<td>State Test Administration- 3-8 Mathematics</td>
</tr>
<tr>
<td>May 9-20</td>
<td>NYSESLAT Listening, Reading, Speaking Test Administration</td>
</tr>
<tr>
<td>May 13</td>
<td>End of Report Period 5</td>
</tr>
<tr>
<td>May 24- June 3</td>
<td>Grade 4 Science Performance Test Administration</td>
</tr>
<tr>
<td>Mar 30</td>
<td>School Closed (Memorial Day)</td>
</tr>
<tr>
<td>June 6</td>
<td>Grade 4 Science Written Test Administration</td>
</tr>
<tr>
<td>June 20</td>
<td>Juneteenth (No School)</td>
</tr>
<tr>
<td>June 24</td>
<td>End of Trimester 3</td>
</tr>
<tr>
<td>June 28-29</td>
<td>Parent Teacher Conferences (Optional)</td>
</tr>
<tr>
<td>June 29</td>
<td>Last Day of School for Students</td>
</tr>
<tr>
<td>June 30</td>
<td>Teacher EOY PD- No Students</td>
</tr>
</tbody>
</table>
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 12.23.2020.

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.

Note: Violation order E631258 issued.

---

As of XXXXXXXX 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 Korbak, Supervising Inspector, PBU
Note Regarding Fire Inspection for 2020-21 Annual Report

The most recent Fire Inspection Report from 12.23.20 shows a violation due to an ongoing issue securing an up to date Certificate of Occupancy.
Certificate of Occupancy

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

| A. Borough: | Bronx |
| Address: | 423 EAST 138 STREET |
| Building Identification Number (BIN): | 2101568 |
| Block Number: | 02283 |
| Lot Number(s): | 88 |
| Certificate Type: | Temporary |
| Effective Date: | 02/18/2020 |
| Expiration Date: | 04/03/2020 |

| Building Occupancy Group classification: | E (1968 Code) |
| Multiple Dwelling Law Classification: | None |
| No. of stories: | 8 |
| Height in feet: | 109 |
| No. of dwelling units: | 0 |

| C. Fire Protection Equipment: |
| Fire alarm system, Sprinkler system |

| D. Type and number of open spaces: |
| None associated with this filing |

| E. This Certificate is issued with the following legal limitations: |
| None |

Outstanding requirements for obtaining Final Certificate of Occupancy:

There are 19 outstanding requirements. Please refer to BISWeb for further detail.

Borough Comments:

OK TO RENEW TCO FOR 45 DAYS

[Signatures]

Borough Commissioner
Commissioner

DOCUMENT CONTINUES ON NEXT PAGE
### Permissible Use and Occupancy

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

<table>
<thead>
<tr>
<th>Floor From To</th>
<th>Maximum persons permitted</th>
<th>Live load lbs per sq. ft.</th>
<th>Building Code occupancy group</th>
<th>Dwelling or Rooming Units</th>
<th>Zoning use group</th>
<th>Description of use</th>
</tr>
</thead>
<tbody>
<tr>
<td>CEL</td>
<td>OG</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>MECHANICAL METER ROOM</td>
</tr>
<tr>
<td>MEZ</td>
<td>60</td>
<td>100</td>
<td>H-2</td>
<td>3A</td>
<td>DAY CARE FACILITY: 20 CHILDREN 3-4 YEARS AND 2 TEACHERS, 26 CHILDREN, 4-5 YEARS AND 2 TEACHERS, ACCESSORY OFFICES</td>
<td></td>
</tr>
<tr>
<td>001</td>
<td>24</td>
<td>OG</td>
<td>G</td>
<td>3A</td>
<td>SCHOOL LOBBY</td>
<td></td>
</tr>
<tr>
<td>001</td>
<td>100</td>
<td>H-2</td>
<td>3A</td>
<td>DAY CARE FACILITY: 10 CHILDREN, 0-12 MONTHS AND 2 TEACHERS, 10 CHILDREN, 12-24 MONTHS AND 2 TEACHERS, 10 CHILDREN, 2-3 YEARS AND 2 TEACHERS, 13 CHILDREN, 2-3 YEARS AND 2 TEACHERS, 10 CHILDREN, 1-2 YEARS, AND 2 TEACHERS, ACCESSORY OFFICES.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>001</td>
<td>30</td>
<td>OG</td>
<td>E</td>
<td>4A</td>
<td>MEDICAL OFFICES, MEDICAL OFFICE LOBBY</td>
<td></td>
</tr>
<tr>
<td>001</td>
<td>60</td>
<td>OG</td>
<td>C</td>
<td>6A</td>
<td>3 STORES (LAUNDRY, PHARMACY, RETAIL STORE)</td>
<td></td>
</tr>
<tr>
<td>002</td>
<td>6</td>
<td>100</td>
<td>G</td>
<td>3A</td>
<td>KITCHEN IN CONJUNCTION WITH SCHOOL, CAFETERIA IN CONJUNCTION WITH SCHOOL.</td>
<td></td>
</tr>
<tr>
<td>002</td>
<td>136</td>
<td>100</td>
<td>G</td>
<td>3A</td>
<td>SCHOOL</td>
<td></td>
</tr>
<tr>
<td>002</td>
<td>50</td>
<td>100</td>
<td>E</td>
<td>4A</td>
<td>COMMUNITY CENTER,OFFICES(ACCESSORY)</td>
<td></td>
</tr>
<tr>
<td>003</td>
<td>100</td>
<td>G</td>
<td>3B</td>
<td>OUTDOOR PLAY AREA IN CONJUNCTION WITH SCHOOL.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>003</td>
<td>175</td>
<td>100</td>
<td>G</td>
<td>3A</td>
<td>SCHOOL</td>
<td></td>
</tr>
<tr>
<td>004</td>
<td>215</td>
<td>100</td>
<td>G</td>
<td>3A</td>
<td>SCHOOL</td>
<td></td>
</tr>
</tbody>
</table>

Borough Commissioner

Commissioner
## Certificate of Occupancy

### Permissible Use and Occupancy

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

<table>
<thead>
<tr>
<th>Floor</th>
<th>Maximum persons permitted</th>
<th>Live load lbs per sq. ft.</th>
<th>Building Code occupancy group</th>
<th>Dwelling or Rooming Units</th>
<th>Zoning use group</th>
<th>Description of use</th>
</tr>
</thead>
<tbody>
<tr>
<td>005</td>
<td>141</td>
<td>100</td>
<td>G</td>
<td></td>
<td>3A</td>
<td>SCHOOL</td>
</tr>
<tr>
<td>006</td>
<td>141</td>
<td>100</td>
<td>G</td>
<td></td>
<td>3A</td>
<td>SCHOOL</td>
</tr>
<tr>
<td>006</td>
<td>100</td>
<td>G</td>
<td>3B GYMNASIUM IN CONJUNCTION WITH SCHOOL</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>007</td>
<td>120</td>
<td>100</td>
<td>G</td>
<td></td>
<td>3A</td>
<td>SCHOOL</td>
</tr>
<tr>
<td>008</td>
<td>120</td>
<td>100</td>
<td>G</td>
<td></td>
<td>3A</td>
<td>SCHOOL</td>
</tr>
</tbody>
</table>

**NOTE:** THE BUILDING SPACE AT THE SECOND FLOOR PROJECTING INTO THE REQUIRED BUFFER AREA SHALL BE OCCUPIED ONLY BY A COMMUNITY FACILITY USE.