



# I. SCHOOL INFORMATION AND COVER PAGE

Last updated: 07/06/2015

2014-2015 ANNUAL REPORT COVER PAGE TO BE COMPLETED BY ALL CHARTER SCHOOLS - See Page 12

## Page 1

### 1. SCHOOL NAME AND AUTHORIZER

(Select name from the drop down menu)

NEIGHBORHOOD CS OF HARLEM (REGENTS) 310500861015

### 2. CHARTER AUTHORIZER

(For technical reasons, please re-select authorizer name from the drop down menu).

Regents-Authorized Charter School

### 3. DISTRICT / CSD OF LOCATION

NYC CSD 5

### 4. SCHOOL INFORMATION

	PRIMARY ADDRESS	PHONE NUMBER	FAX NUMBER	EMAIL ADDRESS
	132 W. 124th Street New York, New York 10027	646-701-7117	646-484-6652	

### 4a. PHONE CONTACT NUMBER FOR AFTER HOURS EMERGENCIES

Contact Name	Brett Gallini
Title	Head of School
Emergency Phone Number (###-###-####)	646-279-2616

### 5. SCHOOL WEB ADDRESS (URL)

[www.ncsharlem.org](http://www.ncsharlem.org)

### 6. DATE OF INITIAL CHARTER

2011-09-01 00:00:00

### 7. DATE FIRST OPENED FOR INSTRUCTION

**8. TOTAL NUMBER OF STUDENTS ENROLLED ON JUNE 30, 2015**

(as reported on BEDS Day)

259

**9. GRADES SERVED IN SCHOOL YEAR 2014-15**

Check all that apply

Grades Served

K, 1, 2, 3

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

	Yes/No	Name of CMO/EMO
	No	

Page 2**11. FACILITIES**

Will the School maintain or operate multiple sites?

Yes, 2 sites

**12. SCHOOL SITES**

Please list the sites where the school will operate in 2015-16.

	Physical Address	Phone Number	District/CSD	Grades Served at Site	School at Full Capacity at Site	Facilities Agreement
Site 1 (same as primary site)	132 W. 124th Street New York, New York 10027	646-701-7117	CSD 5	1-4	Yes	Rent/Lease
Site 2	421 W. 145th Street New York, New York 10031	646-701-7117	CSD 6	Kindergarten	No	Rent/Lease
Site 3						

**12a. Please provide the contact information for Site 1 (same as the primary site).**

	Name	Work Phone	Alternate Phone	Email Address
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School Leader	Brett Gallini	646-701-7117	[REDACTED]	[REDACTED]
Operational Leader	Sherita Smith	646-701-7117	[REDACTED]	[REDACTED]
Compliance Contact	Deyvis Salazar	646-701-7117	[REDACTED]	[REDACTED]
Complaint Contact	Brett Gallini	646-701-7117	[REDACTED]	[REDACTED]

**12b. Please provide the contact information for Site 2.**

	Name	Work Phone	Alternate Phone	Email Address
School Leader	Brett Gallini	646-701-7117	[REDACTED]	[REDACTED]
Operational Leader	Sherita Smith	646-701-7117	[REDACTED]	[REDACTED]
Compliance Contact	Deyvis Salazar	646-701-7117	[REDACTED]	[REDACTED]
Complaint Contact	Brett Gallini	646-701-7117	[REDACTED]	[REDACTED]

**13. Are the School sites co-located?**

No

Page 3

**14. Were there any revisions to the school's charter during the 2014-2015 school year? (Please include both those that required authorizer approval and those that did not require authorizer approval).**

Yes

**14a. Summary of Charter Revisions**

	Category (Select Best Description)	Specific Revision (150 word limit)	Date Approved by BOT (if applicable)	Date Approved by Authorizer (if applicable)
1	Change in admissions/enrollment policy	The school requested an amendment to our enrollment policy, whereby waitlists created after the lottery in April of each year are maintained only until the end of the following school year and that new waitlists are created each year.	10/2014	01/2015
2				
3				
4				
5				

**15. Name and Position of Individual(s) Who Completed the 2014-15 Annual Report.**

Brett Gallini, Head of School

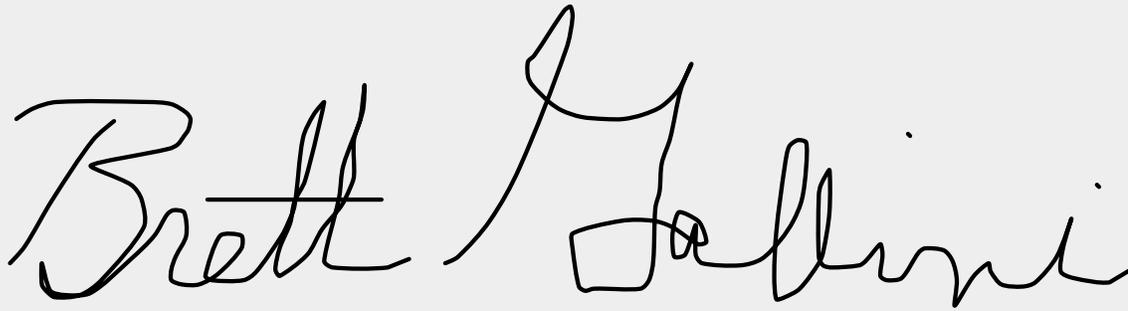
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16. Our signatures below attest that all of the information contained herein is truthful and accurate and that this charter school is in compliance with all aspects of its charter, and with all pertinent Federal, State, and local laws, regulations, 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. Check **YES** if you agree and use the mouse on your PC or the stylist on your mobile device to sign your name).

Responses Selected:

Yes

Signature, Head of Charter School

A handwritten signature in black ink on a light gray background. The signature reads "Brett Galbini" in a cursive script. The first name "Brett" is written with a horizontal line under the "t". The last name "Galbini" starts with a large "G" and ends with a long, sweeping tail.

Signature, President of the Board of Trustees

Thank you.



# Appendix A: Link to the New York State School Report Card

Last updated: 07/06/2015

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Page 1

**Charter School Name:**

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## 1. NEW YORK STATE REPORT CARD

**Provide a direct URL or web link to the most recent New York State School Report Card for the charter school (See <https://reportcards.nysed.gov/>).**

(Charter schools completing year one will not yet have a School Report Card or link to one. Please type "URL is not available" in the space provided).

<http://data.nysed.gov/profile.php?instid=800000071078>



# Appendix A: Progress Toward Goals

Created: 07/06/2015

Last updated: 07/28/2015

## Page 1

**Charter School Name:**

### 1. NEW YORK STATE REPORT CARD

**Provide a direct URL or web link to the most recent New York State School Report Card for the charter school (See <https://reportcards.nysed.gov/>) which captures school-level enrollment and demographic information, staff qualifications, electronic student records, and attendance rates, as prescribed by New York State statute (8 NYCRR 119.3).**

(Charter schools completing year one will not yet have a School Report Card or link to one. Please type "URL is not available" in the space provided).

<http://data.nysed.gov/profile.php?instid=800000071078>

### 2. APPENDIX A: PROGRESS TOWARD CHARTER GOALS

The following tables reflect formatting in the online portal required for Board of Regents-authorized charter schools and NYCDOE-authorized charter schools only. Schools should list Progress Toward Charter Goals by August 1, 2015. If the goals are based on student performance data that the school will not have access to before August 1, 2015 (e.g., the NYS Assessment results), explain this in the "2014-2015 Progress Toward Attainment of Goal" column. The information can be updated when available. Appendix A must be fully completed no later than November 1, 2015.

#### 2a. ACADEMIC STUDENT PERFORMANCE GOALS

##### 2014-15 Progress Toward Attainment of Academic Goals

	Academic Student Performance Goal	Measure Used to Evaluate Progress Toward Attainment of Goal	2014-2015 Progress Toward Attainment of Goal - Met, Partially Met, or Not Met	If Not Met, Describe Efforts School Will Take
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<p>Academic Goal 1</p>	<p>Each year 75% of students who have been enrolled at the school on BEDS day for at least two consecutive years will perform at or above the 50 NCE (National Curve Equivalent) on the TerraNova exam in English Language Arts and Mathematics.</p>	<p>TerraNova 3 Complete Battery Exam</p>	<p>The Neighborhood Charter School of Harlem exceeded this goal in both English Language Arts and Mathematics.</p> <p>English Language Arts: 92% of students who have been enrolled at the school on BEDS day for at least two consecutive years scored at or above the 50 NCE.</p> <p>Mathematics: 97% of students who have been enrolled at the school on BEDS day for at least two consecutive years scored at or above the 50 NCE.</p>	
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<p>Academic Goal 2</p>	<p>Each year each grade level cohort of students who have been enrolled at the school on BEDS day for at least two consecutive years and whose average score on the TerraNova tests in English Language Arts and Mathematics was below the 50 NCE the previous year will increase by one half the difference between their average score and the 50 NCE.</p>	<p>TerraNova 3 Complete Battery Exam</p>	<p>The Neighborhood Charter School of Harlem exceeded this goal in both English Language Arts and Mathematics.</p> <p>English Language Arts</p> <p>Cohort 1 : First Grade  Mean NCE 2014: 37  Mean NCE Goal for 2015: 44  Actual Mean NCE 2015: 85</p> <p>Cohort 1: First Grade exceeded goal by 41 NCE</p> <p>Cohort 2: Second Grade</p> <p>Mean NCE 2014: 36  Mean NCE Goal for 2015: 43  Actual Mean NCE 2015: 64</p> <p>Cohort 2: Second Grade exceeded goal by 21 NCE</p> <p>Mathematics</p> <p>Cohort 1: First Grade  Mean NCE 2014: 33  Mean NCE Goal for 2015: 42  Actual Mean NCE 2015: 89</p> <p>Cohort 1: First Grade exceeded goal by 47 NCE</p> <p>Cohort 2: Second Grade  Mean NCE 2014: 33  Mean NCE Goal for 2015: 42  Actual Mean NCE for 2015: 62</p> <p>Cohort 2: Second Grade exceeded goal by 20 NCE</p>	
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Academic Goal 3	Each year grade level cohort of students who have been enrolled at the school on BEDS day for at least two consecutive years whose average score was at or above 50 NCE will increase that average score by no less than 0 NCE.	TerraNova 3 Complete Battery Exam	<p>The Neighborhood Charter School of Harlem exceeded this goal in both English Language Arts and Mathematics.</p> <p>English Language Arts</p> <p>Cohort 1: First Grade</p> <p>Mean NCE 2014: 76 Mean NCE Goal for 2015: 76 Actual Mean NCE for 2015: 88</p> <p>Cohort 1: First Grade exceeded goal by 12 NCE</p> <p>Cohort 2: Second Grade</p> <p>Mean NCE 2013: 78 Mean NCE Goal for 2015: 78 Actual Mean for 2015: 81</p> <p>Cohort 2: Second Grade exceeded goal by 3 NCE</p> <p>Mathematics</p> <p>Cohort 1: First Grade</p> <p>Mean NCE 2014: 84 Mean NCE Goal for 2015: 88 Actual Mean NCE for 2015: 88</p> <p>Cohort 1: First Grade exceeded goal by 4 NCE</p> <p>Cohort 2: Second Grade</p> <p>Mean NCE 2014: 77 Mean NCE Goal for 2015: 88 Actual Mean NCE for 2015: 88</p> <p>Cohort 2: Second Grade exceeded goal by 11 NCE</p>	
Academic Goal 4				
Academic Goal 5				
Academic Goal 6				
Academic Goal 7				
Academic Goal 8				

**2a1. Do have more academic goals to add?**

No

**2a2. Do have more academic goals to add?**

No

Page 2

**2b. ORGANIZATIONAL GOALS**

**2014-15 Progress Toward Attainment of Organizational Goals**

	Organizational Goal	Measure Used to Evaluate Progress	2014-15 Progress Toward Attainment	If Not Met, Describe Efforts School Will Take
Org Goal 1	The school will maintain a level of enrollment that is at least as high as that set out in its charter contract.	Student enrollment information is tracked by our student information system (SIS) TeacherEase ( <a href="http://www.teacherease.com">www.teacherease.com</a> )	The Neighborhood Charter School of Harlem exceeded this goal.  The charter contract states that the school will enroll 219 students during the 2014-2015 school year. The school year ended with 260 students.	
Org Goal 2	The school will achieve an overall attendance rate of at least 95%.	Daily attendance is tracked by our student information system (SIS) TeacherEase ( <a href="http://www.teacherease.com">www.teacherease.com</a> )	The Neighborhood Charter School of Harlem exceeded this goal.  The school achieved an overall attendance rate of 96%.	
Org Goal 3	The School will achieve an overall homework completion rate of 95%.	Daily homework completion is tracked by our student information system (SIS) TeacherEase ( <a href="http://www.teacherease.com">www.teacherease.com</a> )	The Neighborhood Charter School of Harlem exceeded this goal.  The school achieved an overall homework completion rate of 95% for the 2014-2015 school year.	

Org Goal 4	All students who are eligible for special education services will have IEPs that are developed promptly, reviewed regularly and include changeling goals. 100% of students will have met at least 75% of their IEP goals by the end of the school year.	Work samples that are aligned to students IEP goals. Observation of students and collaborative discussion with the IEP team during annual and tri-annual IEP review meetings	<p>100% of students with IEPs did not meet at least 75% of their IEP goals by the end of the 2015 school year. Although the majority of students did meet their IEP goals, NCSH met with the four families of students that did not meet their goals and collaboratively decided to retain these scholars, giving them additional time to master IEP goals.</p> <p>Four students did not have their IEPs completed by the end of the school year because of a delay at the Committee on Special Education. Appointments were scheduled for the summer and information communicated to families to ensure that IEPs are complete by the end of the summer.</p>	Currently, there are four IEPs that were not completed by the end of the school year. However, appointments have been set for the summer and families have been notified to report to the CSE during the summer to complete their child's IEP meeting. The school will send a representative to the CSE for all four of these meetings. Additionally, although the majority of scholars did reach their IEP goals some did not. Four scholars with IEPs (two who are Learning Disabled and two with ASD) will be retained and given another opportunity to reach their IEP goals. Families have been notified and intervention strategies already worked out for these scholars.
Org Goal 5				

**2b.1 Do you have more organizational goals to add?**

No

**2c. FINANCIAL GOALS**

**2014-15 Progress Toward Attainment of Financial Goals**

	Financial Goals	Measure Used to Evaluate Progress	2014-2015 Progress Toward Attainment	If Not Met, Describe Efforts School Will Take
Financial Goal 1	The school will operate each year within the budget established annually by the Board of Trustees.	Review of monthly financial and ongoing review of the budget with our financial consulting, firm, Charter School Business Management (CSBM).	The school has exceeded this goal and ended the 2014-2015 school year with a surplus of funds.	
Financial Goal 2				
Financial Goal 3				
Financial Goal 4				
Financial Goal 5				



# Appendix B: Total Expenditures and Administrative Expenditures per Child

Last updated: 07/23/2015

## Page 1

Charter School Name:

### B. Financial Information

This information is required of ALL charter schools. Provide the following measures of fiscal performance of the charter school in Appendix B (Total Expenditures and Administrative Expenditures Per Child):

#### 1. Total Expenditures Per Child

To calculate '**Total Expenditures per Child**' take total expenditures (from the unaudited 2014-15 Schedule of Functional Expenses) and divide by the year end per pupil count. (Integers Only. No dollar signs or commas).

Line 1: Total Expenditures	3095305
Line 2: Year End Per Pupil Count	259
Line 3: Divide Line 1 by Line 2	11945

#### 2. Administrative Expenditures per Child

To calculate '**Administrative Expenditures per Child**' take the relevant portion from the 'personnel services cost' row and the 'management and general' column (from the unaudited 2014-15 Schedule of Functional Expenses) and divide by the year end per pupil count. The relevant portion that must be included in this calculation is defined as follows:

Administrative Expenditures: Administration and management of the charter school includes the activities and personnel of the offices of the chief school officers, the treasurer, the finance or business offices, the purchasing unit, the employee personnel offices, the records management offices, or a public information and services offices. It also includes those administrative and management services provided by other organizations or corporations on behalf of the charter school for which the charter school pays a fee or other compensation.

Please note the following:

- Do not include the FTE of personnel dedicated to administration of the instructional programs.
- Do not include Employee Benefit costs or expenditures in the above calculations.
- A template for the Schedule of Functional Expenses is provided on page 20 of the 2014-15 Annual Report Guidelines to assist schools identify the categories of expenses needed to compute the two per pupil calculations. This template does not need to be completed or submitted on August 1st as it will be submitted November 1st as part of the audited financial statements. Therefore schools should use unaudited amounts for these per pupil calculations. (See the 2014-15 Annual Report Guidelines in "Resources" area of your portal task page).

To calculate '**Administrative Expenditures per Child**' take the relevant portion from the 'personnel services cost' row and the 'management and general' column (from the 2014-15 Schedule of Functional Expenses) and divide by the year end per pupil count. (Integers Only. No dollar signs or commas).

Line 1: Relevant Personnel Services Cost (Row)	282200
Line 2: Management and General Cost (Column)	540798
Line 3: Sum of Line 1 and Line 2	822798
Line 4: Year End Per Pupil Count	259
Line 5: Divide Line 3 by the Year End Per Pupil Count	3175

***Thank you.***



**Financial**

**School Name:**

**Date:**

**School Fiscal Contact Name:**

**School Fiscal Contact Email:**

**School Fiscal Contact Phone:**

**District of Location:**

**Authorizer:**

**Years of Operation:**

**Facility:**

**Grades Currently Served:**

**Planned Grades at Full Capacity:**

**Enrollment:**

**Max Enrollment:**

**Year of Most Recent Data**

**School Fiscal Contact Phone:**

**School Audit Firm Name:**

**School Audit Contact Name:**

**School Audit Contact Email:**

**School Audit Contact Phone:**

**Latest Audit Period (through June 30):**

**Do Not Use this Box**



## Audit Supplemental Data Request Form

*for Regents-Authorized Charter Schools*

**Neighborhood Charter School of Harlem**

August 1, 2015

Sherita Smith

[REDACTED]  
5  
SED  
3  
Private  
K-3  
K-8  
315  
535  
2015  
646-701-7117

Mengel Metzger Barr & Co. LLP  
Michelle Cain  
[mcain@mmb-co.com](mailto:mcain@mmb-co.com)  
(585) 423-1860 x3259

2015

Neighborhood Charter School of Harlem2015

**FILL IN GRAY CELLS**

**Neighborhood Charter School of Harlem**

**STATEMENTS OF FINANCIAL POSITION**

FOR THE YEARS ENDED JUNE 30,

	<u>2015</u>	<u>2014</u>
<b>ASSETS</b>		
<b>CURRENT ASSETS</b>		
Cash and cash equivalents	\$2,727,151	\$1,435,102
Grants and contracts receivable	18,981	52,895
Accounts receivables	20,480	32,898
Inventory	-	-
Prepaid Expenses	37,112	71,669
Contributions and other receivables	11,141	-
Other	<u>7,725</u>	<u>6,370</u>
<b>TOTAL CURRENT ASSETS</b>	<b>\$2,822,590</b>	<b>\$1,598,933</b>
<b>OTHER ASSETS</b>		
Investments	\$-	\$-
Property, Plant and Equipment, Net	370,723	177,814
Restricted Cash	<u>270,000</u>	<u>374,084</u>
<b>OTHER ASSETS</b>	<b>\$640,722</b>	<b>\$551,898</b>
<b>TOTAL ASSETS</b>	<b><u>\$3,463,312</u></b>	<b><u>\$2,150,832</u></b>
<b>LIABILITIES AND NET ASSETS</b>		
<b>CURRENT LIABILITIES</b>		
Accounts payable and accrued expenses	\$141,104	\$130,760
Accrued payroll and benefits	226,905	131,356
Refundable Advances	-	-
Dreferred Revenue	-	-
Current maturities of long-term debt	-	-
Short Term Debt - Bonds, Notes Payable	-	-
Other	<u>-</u>	<u>-</u>
<b>TOTAL CURRENT LIABILITIES</b>	<b>\$368,009</b>	<b>\$262,116</b>
<b>LONG-TERM DEBT, net current maturities</b>	<b>\$-</b>	<b>\$-</b>
<b>TOTAL LIABILITIES</b>	<b><u>\$368,009</u></b>	<b><u>\$262,116</u></b>
<b>NET ASSETS</b>		
Unrestricted	\$3,095,304	\$1,888,716
Temporarily restricted	<u>-</u>	<u>-</u>
<b>TOTAL NET ASSETS</b>	<b><u>\$3,095,304</u></b>	<b><u>\$1,888,716</u></b>
<b>TOTAL LIABILITIES AND NET ASSETS</b>	<b><u>\$3,463,312</u></b>	<b><u>\$2,150,832</u></b>

Check

(0)

-

**FILL IN GRAY CELLS**

**Neighborhood Charter School of Harlem**

STATEMENTS OF ACTIVITIES

FOR THE YEARS ENDED JUNE 30,

	2015			2014
	Unrestricted	Temporarily Restricted	Total	Total
<b>REVENUE, GAINS AND OTHER SUPPORT</b>				
State & Local Operating Revenue	\$6,110,259	\$-	\$6,110,259	\$4,690,607
Federal - Title and IDEA	159,257	-	159,257	128,488
Federal - Other	83,891	-	83,891	99,997
State and City Grants	-	-	-	-
Contributions and private grants	-	-	-	-
After school revenue	-	-	-	-
Other	19,869	-	19,869	13,831
Food Service/Child Nutrition Program	201,861	-	201,861	145,411
<b>TOTAL REVENUE, GAINS AND OTHER SUPPORT</b>	\$6,575,137	\$-	\$6,575,137	\$5,078,335
<b>EXPENSES</b>				
Program Services				
Regular Education	\$3,298,865	\$-	\$3,298,865	\$2,625,200
Special Education	1,514,233	-	1,514,233	1,083,416
Other Programs	-	-	-	-
Total Program Services	\$4,813,099	\$-	\$4,813,099	\$3,708,617
Supporting Services				
Management and general	\$540,798	\$-	\$540,798	\$416,698
Fundraising	54,080	-	54,080	41,670
<b>TOTAL OPERATING EXPENSES</b>	\$5,407,976	\$-	\$5,407,976	\$4,166,985
<b>SURPLUS / (DEFICIT) FROM SCHOOL OPERATIONS</b>	\$1,167,161	\$-	\$1,167,161	\$911,350
Contributions				
Foundations	\$9,605	\$-	\$9,605	\$18,250
Individuals	1,700	1,000	2,700	13,600
Corporations	-	-	-	-
Fundraising	26,443	-	26,443	53,960
Interest income	64	-	64	75
Miscellaneous income	614	-	614	106,250
Net assets released from restriction	-	-	-	-
<b>TOTAL SUPPORT AND OTHER REVENUE</b>	\$38,427	\$1,000	\$39,427	\$192,135
<b>CHANGE IN NET ASSETS</b>	\$1,205,588	\$1,000	\$1,206,588	\$1,103,485
NET ASSETS BEGINNING OF YEAR	\$1,888,717	\$-	\$1,888,717	\$785,230
PRIOR YEAR/PERIOD ADJUSTMENTS	-	-	-	-
<b>NET ASSETS - END OF YEAR</b>	\$3,094,305	\$1,000	\$3,095,305	\$1,888,715

NEIGHBORHOOD CHARTER SCHOOL OF HARLEM

ADVISORY COMMENT LETTER

JUNE 30, 2015



MENGEL METZGER BARR & CO. LLP

Certified Public Accountants



MENGEL METZGER BARR & CO. LLP

Certified Public Accountants

October 27, 2015

To the Board of Trustees  
Neighborhood Charter School of Harlem

In planning and performing our audit of the consolidated financial statements of Neighborhood Charter School of Harlem (the "Charter School") as of and for the year ended June 30, 2015, in accordance with auditing standards generally accepted in the United States of America, we considered the Charter School's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the consolidated financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Charter School's internal control. Accordingly, we do not express an opinion on the effectiveness of the Charter School's internal control.

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

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

During the course of our audit of the consolidated financial statements of Neighborhood Charter School of Harlem as of and for the year ended June 30, 2015, we observed the Charter School's significant accounting policies and certain business, financial and administrative practices. As a result of our observations, we noted the following, which we do not consider to be a significant deficiency or a material weakness:

### **Special Education Per Pupil Billing**

During our audit, we noted one instance of a student whose Individualized Education Plan (IEP) required he receive special education services for between 20-60 percent of his day. This IEP was in place until March 26, 2015, at which time a new IEP was put in place that then required special education services for greater than 60 percent of this particular student's day on a prospective basis. The student was incorrectly billed by the Charter School in the "60% or more" category for the entire year based on the services received as opposed to the services required under the student's IEP.

### **Recommendation**

We recommend the Assistant Principal, who is in charge of overseeing the special education department, ensure that all students are properly billed for based on the services that are required under the IEP and be involved in the approval process of the bi-monthly and annual invoice sent to the New York City Department of Education.

### **Fire Inspection**

During our audit, we noted the most recent fire inspection was obtained as of August 17, 2012.

### **Recommendation**

According to §8(2)(j)(155.8) of the Education Law and as required by the New York State Education Department, all buildings which are owned, operated or leased by a public school district shall be inspected for fire safety at least once annually. We recommend the Charter School obtain this annual fire inspection. Management has informed us that the fire inspection has been completed and the official report is in process.

### **Operating Reserves**

The New York State Education Department requires schools which it authorizes adopt a policy for operating reserves. To be a viable operating reserve there should be a board approved policy about the purpose and use of operating reserves. We noted that no such policy had formally been approved prior to our audit.

### **Recommendation**

The purpose of a policy on operating reserves is to define and set goals for reserve funds, clearly describe authorization for use of reserves and outline requirements for reporting and monitoring. Management has represented that the School's reserves are to be used over the next 20 years for rent in a new building currently under construction. We recommend the School adopt a board approved policy which reflects this intention. Management has informed us that the Board drafted such a policy and it will be approved at an upcoming Board meeting.

Status of matters included in our letter as of June 30, 2014, dated October 14, 2014

Finance Minutes

During our audit, we noted minutes of the Finance Committee were not maintained.

Recommendation

We recommended minutes of all Board committees be maintained. The current Form 990 inquires if all committee meetings were documented as well as meetings of the governing body. Keeping minutes of all meetings is also an indication of good governance.

Status at June 30, 2015

During our 2015 audit, we noted Finance Committee minutes are now being maintained.

\* \* \* \* \*

We believe that the implementation of these recommendations will improve the controls in place and efficiency of the Charter School's internal control.

This communication is intended solely for the information and use of Management and the Board of Trustees and is not intended to be and should not be used by anyone other than these specified parties.

We appreciate the outstanding cooperation from your staff that our personnel received during the audit of the Charter School's consolidated financial statements. Should you have any questions or comments, please contact Michelle Cain or Greg Carver.

Very truly yours,

*Mengel, Metzger, Barr & Co. LLP*

MENGEL, METZGER, BARR & CO. LLP

**NEIGHBORHOOD CHARTER SCHOOL OF HARLEM**

**NEW YORK, NEW YORK**

**AUDITED CONSOLIDATED FINANCIAL STATEMENTS**

**OTHER CONSOLIDATING FINANCIAL INFORMATION**

**REPORT REQUIRED BY**  
**GOVERNMENT AUDITING STANDARDS**

**AND**

**INDEPENDENT AUDITOR'S REPORTS**

**JUNE 30, 2015**

**(With Comparative Totals for 2014)**

**MMB**

**MENGEL METZGER BARR & CO. LLP**

Certified Public Accountants

## CONTENTS

<u>AUDITED CONSOLIDATED FINANCIAL STATEMENTS</u>	<u>PAGE</u>
Independent Auditor's Report	3
Consolidated Statement of Financial Position	5
Consolidated Statement of Activities and Changes in Net Assets	6
Consolidated Statement of Functional Expenses	7
Consolidated Statement of Cash Flows	8
Notes to Consolidated Financial Statements	9
 <u>OTHER CONSOLIDATING FINANCIAL INFORMATION</u>	
Independent Auditor's Report on Consolidating Financial Information	16
Consolidating Statement of Financial Position	17
Consolidating Statement of Activities and Changes in Net Assets	18
 <u>REPORT REQUIRED BY GOVERNMENT AUDITING STANDARDS</u>	
Independent Auditor's Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with <i>Government Auditing Standards</i>	20



MENGEL METZGER BARR & CO. LLP

Certified Public Accountants

INDEPENDENT AUDITOR'S REPORT

Board of Trustees  
Neighborhood Charter School of Harlem

**Report on the Consolidated Financial Statements**

We have audited the accompanying consolidated financial statements of Neighborhood Charter School of Harlem, which comprise the consolidated statement of financial position as of June 30, 2015, and the related consolidated statements of activities and changes in net assets, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements.

**Management's Responsibility for the Financial Statements**

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

**Auditor's Responsibility**

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

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

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

**Opinion**

In our opinion, the consolidated financial statements referred to above present fairly, in all material respects, the financial position of Neighborhood Charter School of Harlem as of June 30, 2015, and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

**Report on Summarized Comparative Information**

We have previously audited Neighborhood Charter School of Harlem's consolidated financial statements, and we expressed an unmodified audit opinion on those audited consolidated financial statements in our report dated October 14, 2014. In our opinion, the summarized comparative information presented herein as of and for the year ended June 30, 2014 is consistent, in all material respects, with the audited consolidated financial statements from which it has been derived.

**Other Report Required by Government Auditing Standards**

In accordance with *Government Auditing Standards*, we have also issued our report dated October 27, 2015 on our consideration of Neighborhood Charter School of Harlem's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Neighborhood Charter School of Harlem's internal control over other financial reporting and compliance.

*Mengel, Metzger, Barw & Co. LLP*

Rochester, New York  
October 27, 2015

NEIGHBORHOOD CHARTER SCHOOL OF HARLEM  
CONSOLIDATED STATEMENT OF FINANCIAL POSITION

JUNE 30, 2015  
(With Comparative Totals for 2014)

<u>ASSETS</u>	June 30,	
	2015	2014
<u>CURRENT ASSETS</u>		
Cash	\$ 2,730,194	\$ 1,396,127
Cash in escrow	75,000	75,000
Grants and other receivables	51,949	85,792
Prepaid expenses and other current assets	89,954	102,123
TOTAL CURRENT ASSETS	2,947,097	1,659,042
<u>OTHER ASSETS</u>		
Property and equipment, net	224,106	177,815
Deposits	240,000	350,000
	464,106	527,815
TOTAL ASSETS	\$ 3,411,203	\$ 2,186,857
<u>LIABILITIES AND NET ASSETS</u>		
<u>CURRENT LIABILITIES</u>		
Accounts payable and accrued expenses	\$ 169,103	\$ 130,840
Accrued payroll and benefits	253,956	131,356
Deferred revenue	5,776	-
TOTAL CURRENT LIABILITIES	428,835	262,196
<u>NET ASSETS, unrestricted</u>	2,982,368	1,924,661
TOTAL LIABILITIES AND NET ASSETS	\$ 3,411,203	\$ 2,186,857

The accompanying notes are an integral part of the consolidated financial statements.

NEIGHBORHOOD CHARTER SCHOOL OF HARLEM

CONSOLIDATED STATEMENT OF ACTIVITIES AND CHANGES IN NET ASSETS

YEAR ENDED JUNE 30, 2015  
(With Comparative Totals for 2014)

	Year ended June 30,	
	2015	2014
Operating revenue and support:		
State and local per pupil operating revenue	\$ 6,104,483	\$ 4,690,607
Federal and State grants	483,551	387,727
Contributions	44,806	39,065
Special events	56,143	81,541
Other income	1,639	6,354
TOTAL OPERATING REVENUE AND SUPPORT	6,690,622	5,205,294
Expenses:		
Program services:		
Regular education	3,197,582	2,390,446
Special education	2,093,182	1,362,115
Supporting services:		
Management and general	321,415	409,317
Fundraising and special events	20,736	18,213
TOTAL EXPENSES	5,632,915	4,180,091
CHANGE IN NET ASSETS	1,057,707	1,025,203
Net assets at beginning of year	1,924,661	899,458
NET ASSETS AT END OF YEAR	\$ 2,982,368	\$ 1,924,661

The accompanying notes are an integral part of the consolidated financial statements.

NEIGHBORHOOD CHARTER SCHOOL OF HARLEM

CONSOLIDATED STATEMENT OF FUNCTIONAL EXPENSES

YEAR ENDED JUNE 30, 2015  
(With Comparative Totals for 2014)

	Year ended June 30,									
	2015					2014				
	No. of positions	Program Services			Fundraising and special events	Management and general	Sub-total	Total	Total	Total
Personnel services costs:										
Administrative staff personnel	6	\$ 334,024	\$ 148,203	\$ 482,227	\$ -	\$ 2,400	\$ 2,400	\$ 484,627	\$ 418,479	\$ 1,372,501
Instructional personnel	33	1,052,856	852,698	1,905,554	-	-	-	1,905,554	1,905,554	203,715
Non-instructional personnel	7	120,844	57,779	178,623	485	117,750	118,235	296,858	296,858	1,994,695
Total Salaries and wages	46	1,507,724	1,058,680	2,566,404	485	120,150	120,635	2,687,039	2,687,039	
Fringe benefits & payroll taxes		482,653	295,223	777,876	98	24,271	24,369	802,245	802,245	
Retirement		32,636	22,345	54,981	10	2,415	2,425	57,406	57,406	
Legal service		467	-	467	-	1,398	1,398	1,865	1,865	
Accounting/audit fees		-	-	-	-	97,408	97,408	97,408	97,408	
Other Purchased/professional/consulting services		54,453	50,525	104,978	9	6,136	6,145	111,123	111,123	
Building and land rent/lease		278,568	190,732	469,300	83	20,617	20,700	490,000	490,000	
Repairs and maintenance		69,958	47,900	117,858	21	5,178	5,199	123,057	123,057	
Insurance		14,476	9,911	24,387	4	1,071	1,075	25,462	25,462	
Utilities		73,345	50,217	123,562	22	5,428	5,450	129,012	129,012	
Supplies/Materials		88,899	40,615	129,514	-	-	-	129,514	129,514	
Equipment/Furnishings		28,439	19,472	47,911	8	2,105	2,113	50,024	50,024	
Staff development		84,213	45,765	129,978	11,566	16,936	28,502	158,480	158,480	
Marketing/Recruitment		34,848	20,466	55,314	6	1,477	1,483	56,797	56,797	
Technology		18,977	12,993	31,970	6	1,404	1,410	33,380	33,380	
Food service		175,261	80,073	255,334	-	-	-	255,334	255,334	
Office expense		69,542	47,615	117,157	218	5,157	5,375	122,532	122,532	
Student services		102,512	46,835	149,347	-	-	-	149,347	149,347	
Depreciation and amortization		74,563	51,052	125,615	22	5,518	5,540	131,155	131,155	
Other		6,048	2,763	8,811	8,178	4,746	12,924	21,735	21,735	
		\$ 3,197,582	\$ 2,093,182	\$ 5,290,764	\$ 20,736	\$ 321,415	\$ 342,151	\$ 5,632,915	\$ 5,632,915	\$ 4,180,091

The accompanying notes are an integral part of the consolidated financial statements.

NEIGHBORHOOD CHARTER SCHOOL OF HARLEM

CONSOLIDATED STATEMENT OF CASH FLOWS

YEAR ENDED JUNE 30, 2015  
(With Comparative Totals for 2014)

	<u>Year ended June 30,</u>	
	<u>2015</u>	<u>2014</u>
<u>CASH FLOWS - OPERATING ACTIVITIES</u>		
Change in net assets	\$ 1,057,707	\$ 1,025,203
Adjustments to reconcile change in net assets to net cash provided from operating activities:		
Depreciation and amortization	131,155	138,758
Changes in certain assets and liabilities affecting operations:		
Grants and other receivables	33,843	111,086
Prepaid expenses and other current assets	12,169	(52,288)
Deposits	110,000	(335,000)
Accounts payable and accrued expenses	38,263	(3,338)
Accrued payroll and benefits	122,600	57,203
Deferred revenue	5,776	-
Deferred lease liability	-	(54,500)
	<u>1,511,513</u>	<u>887,124</u>
NET CASH PROVIDED FROM OPERATING ACTIVITIES		
	1,511,513	887,124
<u>CASH FLOWS - INVESTING ACTIVITIES</u>		
Purchases of property and equipment	(177,446)	(29,435)
Change in cash in escrow	-	(50,000)
	<u>(177,446)</u>	<u>(79,435)</u>
NET CASH USED FOR INVESTING ACTIVITIES		
	(177,446)	(79,435)
NET INCREASE IN CASH	1,334,067	807,689
Cash at beginning of year	<u>1,396,127</u>	<u>588,438</u>
CASH AT END OF YEAR	<u>\$ 2,730,194</u>	<u>\$ 1,396,127</u>

The accompanying notes are an integral part of the consolidated financial statements.

NEIGHBORHOOD CHARTER SCHOOL OF HARLEM

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

JUNE 30, 2015

(With Comparative Totals for 2014)

NOTE A: THE ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Basis of presentation and principles of consolidation

The accompanying consolidated financial statements include the accounts of Neighborhood Charter School of Harlem (the "School") and Friends of NCSH, Inc. ("Friends"), (collectively referred to as the "Organization"). The Organizations are presenting consolidated financial statements because they have a common Board of Trustees and economic interest. All intercompany balances and transactions have been eliminated in the accompanying consolidated financial statements.

The Organization

The School is a New York State, not-for-profit educational corporation that was incorporated on September 13, 2011 to operate a charter school pursuant to Article 56 of the Educational Law of the State of New York. The School was granted a provisional charter on September 13, 2011, valid for a term of five years and renewable upon expiration by the Board of Regents of the University of the State of New York.

The School opened its doors in the fall of 2012 in Harlem, New York with a rigorous academic program and a highly structured and supportive school culture. The School serves a wide range of students, including students with disabilities and students whose native language is not English, drawn mostly from central Harlem, the community school district in which it is located. It offers a specialized inclusion program for students with high-functioning autism, who constitute approximately 15% of the student body.

Friends was organized under the laws of the State of New York on December 11, 2009 as a not-for-profit corporation under subparagraph (a)(5) of Section 102 of the Not-For-Profit Corporation Law as Friends of NEST Charter School, Inc. Friends was formed to provide funding and administrative assistance to promote the application for a charter school, to provide ongoing financial and volunteer support for such school and to engage in any and all activities reasonably related to such purpose. Effective June 28, 2013, this organization changed its name to Friends of NCSH, Inc.

Financial Statement presentation

The consolidated financial statements of the Organization have been prepared on the accrual basis of accounting in conformity with accounting principles generally accepted in the United States of America (GAAP). The Organization reports information regarding its financial position and activities according to three classes of net assets: unrestricted net assets, temporarily restricted net assets and permanently restricted net assets.

These classes of net assets are defined as follows:

*Permanently restricted* – Net assets resulting from contributions and other inflows of assets whose use by the Organization is limited by donor-imposed stipulations that neither expire by passage of time nor can be fulfilled or otherwise removed by actions of the Organization. The Organization had no permanently restricted net assets at June 30, 2015 or 2014.

*Temporarily restricted* – Net assets resulting from contributions and other inflows of assets whose use by the Organization is limited by donor-imposed stipulations that either expire by passage of time or can be fulfilled and removed by actions of the Organization pursuant to those stipulations. The Organization had no temporarily restricted net assets at June 30, 2015 or 2014.

NEIGHBORHOOD CHARTER SCHOOL OF HARLEM

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2015

(With Comparative Totals for 2014)

NOTE A: THE ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES,

Cont'd

Unrestricted – The net assets over which the Governing Board has discretionary control to use in carrying on the Organization's operations in accordance with the guidelines established by the Organization. The Board may designate portions of the current unrestricted net assets for specific purposes, projects or investment.

Revenue and support recognition

Revenue from state and local governments resulting from the School's charter status and based on the number of students enrolled is recorded when services are performed in accordance with the charter agreement.

Revenue from federal, state and local government grants and contracts are recorded by the Organization when qualifying expenditures are incurred and billable.

Contributions

Contributions received are recorded as unrestricted, temporarily or permanently restricted support depending on the existence of any donor restrictions. A contribution that is received and expended in the same year for a specific purpose is classified as unrestricted revenue.

Contributions are recorded as restricted support if they are received with donor stipulations that limit the use of the donated assets. When a donor restriction expires, that is, when a stipulated purpose restriction is accomplished, temporarily restricted net assets are reclassified to unrestricted net assets and reported in the statement of activities and changes in net assets as net assets released from restrictions.

Cash

Cash balances are maintained at financial institutions located in New York and are insured by the Federal Deposit Insurance Corporation up to \$250,000 at each institution. In the normal course of business, the cash account balances at any given time may exceed insured limits. However, the Organization has not experienced any losses in such accounts and does not believe it is exposed to significant risk in cash.

Cash in escrow

The School maintains cash in an escrow account in accordance with the terms of their charter agreement. The amount in escrow as of June 30, 2015 and 2014 was \$75,000.

Grants and other receivables

Grants and other receivables are stated at the amount management expects to collect from outstanding balances. Management provides for probable uncollectible amounts based on its assessment of the current status of individual receivables from grants, agencies and others. Balances that are still outstanding after management has used reasonable collection efforts are written off against the allowance for doubtful accounts. There was no allowance for doubtful accounts at June 30, 2015 or 2014.

NEIGHBORHOOD CHARTER SCHOOL OF HARLEM

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2015

(With Comparative Totals for 2014)

NOTE A: THE ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES,  
Cont'd

Property and equipment

Property and equipment are recorded at cost. Depreciation and amortization are computed using the straight-line method on a basis considered adequate to depreciate the assets over their estimated useful lives, which range from two to five years.

Tax exempt status

The School and Friends are tax-exempt organizations under section 501(c)(3) of the Internal Revenue Code and applicable state regulations and, accordingly, are exempt from federal and state taxes on income.

The Organizations have filed for and received income tax exemptions in the various jurisdictions where it is required to do so. The School and Friends file Form 990 in the U.S. federal jurisdiction and Friends files in New York State. With few exceptions, as of June 30, 2015, the Organizations are no longer subject to U.S. federal and state income tax examinations by tax authorities for years ended before June 30, 2012. Years ended June 30, 2012 through June 30, 2015 are still subject to potential audit by the IRS and the taxing authorities of New York State. Management of the Organization believes they have no material uncertain tax positions and, accordingly, will not recognize any liability for unrecognized tax benefits.

Contributed services

The Organization receives contributed services from volunteers to serve on the Board of Trustees. The Organization received transportation services, nursing services, and occupational and physical therapy services from the local district. These services are not valued in the financial statements.

Marketing costs

The Organization expenses marketing costs as they are incurred. Total marketing and recruiting costs approximated \$57,000 and \$29,000 for the years ended June 30, 2015 and 2014, respectively.

Deferred revenue

The Organization records grant revenue as deferred revenue until it is expended for the purpose of the grant, at which time it is recognized as revenue.

Use of estimates in the preparation of financial statements

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenue and expenses during the reporting period. Actual results could differ from those estimates.

NEIGHBORHOOD CHARTER SCHOOL OF HARLEM

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2015

(With Comparative Totals for 2014)

NOTE A: THE ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES,

Cont'd

Comparatives for year ended June 30, 2014

The consolidated financial statements include certain prior year summarized comparative information in total but not by functional classification. Such information does not include sufficient detail to constitute a presentation in conformity with accounting principles generally accepted in the United States of America. Accordingly, such information should be read in conjunction with the Charter School's consolidated financial statements for the year ended June 30, 2014, from which the summarized information was derived.

Reclassifications

Certain 2014 amounts have been reclassified to conform with the 2015 presentation.

Subsequent events

The Organization has conducted an evaluation of potential subsequent events occurring after the statement of financial position date through October 27, 2015, which is the date the financial statements are available to be issued. No subsequent events requiring disclosure were noted.

NOTE B: PROPERTY AND EQUIPMENT

Property and equipment consisted of the following:

	<u>June 30,</u>	
	<u>2015</u>	<u>2014</u>
Furniture and fixtures	\$ 148,469	\$ 116,497
Computers and equipment	110,581	101,495
Leasehold improvements	201,772	164,647
Construction in progress	99,263	-
	<u>560,085</u>	<u>382,639</u>
Less accumulated depreciation and amortization	<u>335,979</u>	<u>204,824</u>
	<u>\$ 224,106</u>	<u>\$ 177,815</u>

At June 30, 2015, \$99,263 is included in construction in progress; which is mainly for leasehold improvements on additional classroom space to be utilized for the 2016 school year. No provision for depreciation is made on construction in progress until such time as the relevant assets are completed and put into use. As of June 30, 2015, the Organization has commitments of approximately \$23,000 for construction costs related to this project, all of which are expected to be incurred in fiscal year 2016.

Total depreciation expense was \$131,155 and \$138,758 for the years ended June 30, 2015 and 2014, respectively.

NEIGHBORHOOD CHARTER SCHOOL OF HARLEM

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2015

(With Comparative Totals for 2014)

NOTE C: SCHOOL FACILITY

Effective July 1, 2012, the Organization entered into a two year lease for its facilities through June 30, 2014. This lease was subsequently amended to include additional space for total base rent of \$289,000 for the year ended June 30, 2014. Total approximate square footage as of June 30, 2014 was 14,775. During 2014, the Charter School entered into a one year renewal through June 30, 2015 where base rent was increased to \$480,000 per annum, payable in equal monthly installments of \$40,000 beginning July 1, 2014. Total approximate square footage as of June 30, 2015 was 18,500. In 2015, the Charter School exercised its option to renew the lease for an additional two years. Base rent for the year ending June 30, 2016 is the greater of 103% of the prior year's rent or the prior year's rent plus \$1,000 per each additional student enrolled as of a specified date. Base rent for the year ending June 30, 2017 is equal to the prior year's rent plus \$1,000 per additional student enrolled as of a specified date. \$40,000 of deposits are related to this lease.

During 2015, the Charter School entered into a lease for a temporary facility to be occupied starting July 1, 2015. The lease calls for base rent of \$120,000 with an option to extend. \$20,000 of prepaid and other current assets are related to this lease.

During 2014, the Organization entered into a twenty year lease for a new facility to be constructed which will commence the later of July 1, 2015 or the time of occupancy. The lease calls for base rent of \$1,025,000 per annum with annual rent increases of approximately 3% based on certain contingencies, subject to certain rent deferral and rent abatement provisions. \$200,000 of deposits relate to this lease, which are being used to help fund the cost of the new building. The current lease agreement commits the school to an additional \$150,000, and the Board has expects the school to commit to a total of \$1,000,000. This lease is currently being renegotiated and occupancy has not occurred as of the report date.

The future minimum payments for these agreements for base rent, assuming occupancy on July 1, 2017 of the new facility, a 3% increase per year and offsets of security deposits according to the current lease agreement, are as follows:

<u>Year ending June 30,</u>	<u>Amount</u>
2016	\$ 614,400
2017	749,232
2018	1,025,000
2019	1,055,750
2020	1,087,423
Thereafter	<u>24,373,961</u>
	<u>\$ 28,905,766</u>

Rent expense for the year ended June 30, 2015 was \$490,000. Rent expense for the year ended June 30, 2014 was \$234,500, which includes \$289,000 of rent expense netted against the recognition of the prior year's deferred lease liability of \$54,400.

NEIGHBORHOOD CHARTER SCHOOL OF HARLEM

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2015

(With Comparative Totals for 2014)

NOTE D: OPERATING LEASE

The Organization has entered into certain non-cancelable lease agreements for office equipment expiring at various dates through July 2017. The future minimum payments on this agreement are as follows:

<u>Year ending June 30,</u>	<u>Amount</u>
2016	19,569
2017	9,132
2018	761
	<u>\$ 29,462</u>

NOTE E: RETIREMENT PLAN

The School sponsors a 401(k) retirement plan (the "Plan") covering most employees. The School matches employees' contributions up to 3% of their annual salaries. The School's total contribution to the Plan for the years ended June 30, 2015 and 2014 approximated \$57,000 and \$44,000, respectively.

NOTE F: CONTINGENCY

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

NOTE G: CONCENTRATIONS

At June 30, 2015 and 2014, approximately 100% and 93%, respectively, of grants and other receivables are due from New York State relating to certain grants.

For the years ended June 30, 2015 and 2014, approximately 91% and 90%, respectively, of total operating revenue and support came from per-pupil funding provided by New York State. The per-pupil rate is set annually by the State based on the school district in which the School's students are located.

**NEIGHBORHOOD CHARTER SCHOOL OF HARLEM**

**OTHER CONSOLIDATING FINANCIAL INFORMATION**



MENGEL METZGER BARR & CO. LLP

Certified Public Accountants

INDEPENDENT AUDITOR'S REPORT ON CONSOLIDATING FINANCIAL INFORMATION

Board of Trustees  
Neighborhood Charter School of Harlem

We have audited the consolidated financial statements of Neighborhood Charter School of Harlem as of and for the year ended June 30, 2015, and we have issued our report thereon dated October 27, 2015, which contained an unmodified opinion on those consolidated financial statements. Our audit was conducted for the purpose of forming an opinion on the consolidated financial statements as a whole. The 2015 consolidating financial information hereinafter is presented for purposes of additional analysis and is not a required part of the consolidated financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the consolidated financial statements. The information has been subjected to the auditing procedures applied in the audit of the consolidated financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the consolidated financial statements or to the consolidated financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated in all material respects in relation to the consolidated financial statements for the year ended June 30, 2015, as a whole.

*Mengel, Metzger, Barr & Co. LLP*

Rochester, New York  
October 27, 2015

NEIGHBORHOOD CHARTER SCHOOL OF HARLEM  
CONSOLIDATING STATEMENT OF FINANCIAL POSITION

JUNE 30, 2015

<u>ASSETS</u>	<u>Neighborhood Charter School of Harlem</u>	<u>Friends of NCSH, Inc.</u>	<u>Eliminations</u>	<u>Total</u>
<u>CURRENT ASSETS</u>				
Cash	\$ 2,663,042	\$ 67,152	\$ -	\$ 2,730,194
Cash in escrow	75,000	-	-	75,000
Grants and other receivables	51,949	-	-	51,949
Prepaid expenses	<u>89,954</u>	<u>-</u>	<u>-</u>	<u>89,954</u>
TOTAL CURRENT ASSETS	2,879,945	67,152	-	2,947,097
<u>OTHER ASSETS</u>				
Property and equipment, net	224,106	-	-	224,106
Deposits	<u>240,000</u>	<u>-</u>	<u>-</u>	<u>240,000</u>
	<u>464,106</u>	<u>-</u>	<u>-</u>	<u>464,106</u>
TOTAL ASSETS	<u>\$ 3,344,051</u>	<u>\$ 67,152</u>	<u>\$ -</u>	<u>\$ 3,411,203</u>
<u>LIABILITIES AND NET ASSETS</u>				
<u>CURRENT LIABILITIES</u>				
Accounts payable and accrued expenses	\$ 168,722	\$ 381	\$ -	\$ 169,103
Accrued payroll and benefits	253,956	-	-	253,956
Deferred revenue	<u>5,776</u>	<u>-</u>	<u>-</u>	<u>5,776</u>
TOTAL CURRENT LIABILITIES	428,454	381	-	428,835
NET ASSETS, unrestricted	<u>2,915,597</u>	<u>66,771</u>	<u>-</u>	<u>2,982,368</u>
TOTAL LIABILITIES AND NET ASSETS	<u>\$ 3,344,051</u>	<u>\$ 67,152</u>	<u>\$ -</u>	<u>\$ 3,411,203</u>

NEIGHBORHOOD CHARTER SCHOOL OF HARLEM

CONSOLIDATING STATEMENT OF ACTIVITIES AND CHANGES IN NET ASSETS

YEAR ENDED JUNE 30, 2015

	<u>Neighborhood Charter School of Harlem</u>	<u>Friends of NCSH, Inc.</u>	<u>Eliminations</u>	<u>Total</u>
Operating revenue and support:				
State and local per pupil				
operating revenue	\$ 6,104,483	\$ -	\$ -	\$ 6,104,483
Federal and State grants	483,551	-	-	483,551
Contributions	12,305	32,501	-	44,806
Special events	26,443	29,700	-	56,143
Other income	678	961	-	1,639
Total operating revenue and support	<u>6,627,460</u>	<u>63,162</u>	<u>-</u>	<u>6,690,622</u>
Expenses:				
Program services:				
Regular education	3,193,714	3,868	-	3,197,582
Special education	2,092,900	282	-	2,093,182
Supporting services:				
Management and general	305,054	16,361	-	321,415
Fundraising and special events	8,912	11,824	-	20,736
TOTAL EXPENSES	<u>5,600,580</u>	<u>32,335</u>	<u>-</u>	<u>5,632,915</u>
CHANGE IN NET ASSETS	1,026,880	30,827	-	1,057,707
Net assets at beginning of year	<u>1,888,717</u>	<u>35,944</u>	<u>-</u>	<u>1,924,661</u>
NET ASSETS AT END OF YEAR	<u>\$ 2,915,597</u>	<u>\$ 66,771</u>	<u>\$ -</u>	<u>\$ 2,982,368</u>

**NEIGHBORHOOD CHARTER SCHOOL OF HARLEM**

**REPORT REQUIRED BY GOVERNMENT AUDITING STANDARDS**



MENGEL METZGER BARR & CO. LLP

Certified Public Accountants

INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING  
AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL  
STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS

Board of Trustees  
Neighborhood Charter School of Harlem

We have audited in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, the consolidated financial statements of Neighborhood Charter School of Harlem, which comprise the consolidated statement of financial position as of June 30, 2015, and the related consolidated statements of activities and changes in net assets, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements and have issued our report thereon dated October 27, 2015.

**Internal Control over Financial Reporting**

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

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

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

**Compliance and Other Matters**

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

We noted certain matters that we reported to management of Neighborhood Charter School of Harlem in a separate letter dated October 27, 2015.

**Purpose of This Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with Government Auditing Standards in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

*Mengel, Metzger, Barw & Co. LLP*

Rochester, New York  
October 27, 2015

**NEIGHBORHOOD CHARTER SCHOOL OF HARLEM**

**REPORT TO THE FINANCE COMMITTEE**

**JUNE 30, 2015**



**MENGEL METZGER BARR & CO. LLP**

Certified Public Accountants

October 27, 2015

Finance Committee  
Neighborhood Charter School of Harlem

We have audited the consolidated financial statements of Neighborhood Charter School of Harlem as of and for the year ended June 30, 2015, and have issued our report thereon dated October 27, 2015. Professional standards require that we advise you of the following matters relating to our audit.

**Our Responsibility in Relation to the Financial Statement Audit**

As communicated in our engagement letter dated June 15, 2015, our responsibility, as described by professional standards, is to form and express an opinion about whether the consolidated financial statements that have been prepared by management with your oversight are presented fairly, in all material respects, in conformity with accounting principles generally accepted in the United States of America. Our audit of the consolidated financial statements does not relieve you or management of its respective responsibilities.

Our responsibility, as prescribed by professional standards, is to plan and perform our audit to obtain reasonable, rather than absolute, assurance about whether the consolidated financial statements are free of material misstatement. An audit of financial statements includes consideration of internal control over financial reporting as a basis for designing audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control over financial reporting. Accordingly, as part of our audit, we considered the internal control of Neighborhood Charter School of Harlem solely for the purpose of determining our audit procedures and not to provide any assurance concerning such internal control.

We are also responsible for communicating significant matters related to the audit that are, in our professional judgment, relevant to your responsibilities in overseeing the financial reporting process. However, we are not required to design procedures for the purpose of identifying other matters to communicate to you.

We have provided our comments regarding control deficiencies and other matters noted during our audit in a separate letter to you.

## **Planned Scope and Timing of the Audit**

We conducted our audit consistent with the planned scope and timing we previously communicated to you.

## **Compliance with All Ethics Requirements Regarding Independence**

The engagement team, others in our firm, as appropriate, and our firm have complied with all relevant ethical requirements regarding independence.

## **Qualitative Aspects of the Entity's Significant Accounting Practices**

### *Significant Accounting Policies*

Management has the responsibility to select and use appropriate accounting policies. A summary of the significant accounting policies adopted by Neighborhood Charter School of Harlem is included in Note A to the consolidated financial statements. There have been no initial selection of accounting policies and no changes in significant accounting policies or their application during 2015. No matters have come to our attention that would require us, under professional standards, to inform you about (1) the methods used to account for significant unusual transactions and (2) the effect of significant accounting policies in controversial or emerging areas for which there is a lack of authoritative guidance or consensus.

### *Significant Accounting Estimates*

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

The most sensitive accounting estimates affecting the consolidated financial statements are the allocations of operating expenses to program expenses and management and general expenses and the collectability of grants receivable. We evaluated the key factors and assumptions used to develop the estimates and determined that they are reasonable in relation to the basic financial statements taken as a whole.

### *Consolidated Financial Statement Disclosures*

Certain financial statement disclosures involve significant judgment and are particularly sensitive because of their significance to financial statement users. The most sensitive disclosures affecting Neighborhood Charter School of Harlem's consolidated financial statements relate to revenue and support recognition, which is referred to in the notes of the consolidated financial statements.

**Identified or Suspected Fraud**

We have not identified or obtained information that indicates that fraud may have occurred.

**Significant Difficulties Encountered during the Audit**

We are pleased to report we encountered no significant difficulties in dealing with management relating to the performance of the audit.

**Uncorrected and Corrected Misstatements**

For purposes of this communication, professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that we believe are trivial, and communicate them to the appropriate level of management. Further, professional standards require us to also communicate the effect of uncorrected misstatements related to prior periods on the relevant classes of transactions, account balances or disclosures, and the consolidated financial statements as a whole. Management has corrected all identified misstatements. None of the misstatements identified by us as a result of our audit procedures and corrected by management were material, either individually or in the aggregate, to the consolidated financial statements taken as a whole.

**Disagreements with Management**

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

**Representations Requested from Management**

We have requested certain written representations from management, which are included in the management representation letter.

**Management's Consultations with Other Accountants**

In some cases, management may decide to consult with other accountants about auditing and accounting matters. Management informed us that, and to our knowledge, there were no consultations with other accountants regarding auditing and accounting matters.

**Other Significant Matters, Findings or Issues**

In the normal course of our professional association with Neighborhood Charter School of Harlem, we generally discuss a variety of matters, including the application of accounting principles and auditing standards, business conditions affecting the entity, and business plans and strategies that may affect the risks of material misstatement. None of the matters discussed resulted in a condition to our retention as Neighborhood Charter School of Harlem’s auditors.

**Other Matters**

With respect to the supplementary information accompanying the consolidated financial statements, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, and the information is appropriate and complete in relation to our audit of the consolidated financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the consolidated financial statements or to the consolidated financial statements themselves.

\* \* \* \* \*

Should you desire further information concerning these matters, Michelle Cain or Greg Carver will be happy to meet with you at your convenience.

This report is intended solely for the information and use of the Board of Trustees, Finance Committee and management of Neighborhood Charter School of Harlem and is not intended to be and should not be used by anyone other than these specified parties.

Very truly yours,

*Mengel, Metzger, Barr & Co. LLP*

MENGEL, METZGER, BARR & CO. LLP

# New York State Education Department

## Request for Proposals to Establish Charter Schools Authorized by the Board of Regents

### 2015-16 Budget & Cash Flow Template

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#### General Instructions and Notes for New Application Budgets and Cash Flows Templates

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<b>1</b>	Complete ALL SIX columns in <b>BLUE</b>
<b>2</b>	Enter information into the <b>GRAY</b> cells
<b>3</b>	Cells containing <b>RED</b> triangles in the upper right corner in columns B through G contain guidance on that particular item
<b>4</b>	Funding by School District information for all NYS School district is located on the State Aid website at <a href="https://stateaid.nysed.gov/charter/">https://stateaid.nysed.gov/charter/</a> . Refer to this website for per-pupil tuition funding for all school districts. Rows may be inserted in the worksheet to accomodate additional districts if necessary.
<b>5</b>	The Assumptions column should be completed for all revenue and expense items unless the item is self-explanatory. Where applicable, please 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.

**Neighborhood Charter School of Harlem**

**PROJECTED BUDGET FOR 2015-2016**

PROJECTED BUDGET FOR 2015-2016							Assumptions
July 1, 2015 to June 30, 2016							DESCRIPTION OF ASSUMPTIONS - Please note assumptions when applicable
Please Note: The student enrollment data is entered below in the Enrollment Section beginning in row 155. This will populate the data in row 10.							
	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL	
Total Revenue	5,042,924	3,145,128	-	-	64	8,188,116	
Total Expenses	4,261,451	2,313,975	-	-	987,865	7,563,291	
Net Income	781,473	831,153	-	-	(987,801)	624,825	
Actual Student Enrollment	227	88					
Total Paid Student Enrollment	315	88				403	315 total enrollment paid at the regular education rate. Additional funding for 88 SpEd students
	PROGRAM SERVICES			SUPPORT SERVICES			
	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL	
<b>REVENUE</b>							
<b>REVENUES FROM STATE SOURCES</b>							
Per Pupil Revenue	CY Per Pupil Rate						
District of Location	\$13,877.00	4,371,255	2,844,107	-	-	7,215,362	Based on 315 total budgeted headcount, 43 SpEd over 60% at \$19,049, and 45 ASD at 45,000 per pupil
School District 2 (Enter Name)		-	-	-	-	-	
School District 3 (Enter Name)		-	-	-	-	-	
School District 4 (Enter Name)		-	-	-	-	-	
School District 5 (Enter Name)		-	-	-	-	-	
		4,371,255	2,844,107	-	-	7,215,362	
Special Education Revenue		-	-	-	-	-	
Grants		-	-	-	-	-	
Stimulus		-	-	-	-	-	
Other		271,767	105,687	-	-	377,454	Facilities funding, based on 20% of Per Pupil for 136 students
Other State Revenue		-	-	-	-	-	
<b>TOTAL REVENUE FROM STATE SOURCES</b>		4,643,022	2,949,794	-	-	7,592,816	
<b>REVENUE FROM FEDERAL FUNDING</b>							
IDEA Special Needs		-	80,262	-	-	80,262	
Title I		97,726	-	-	-	97,726	
Title Funding - Other		6,277	-	-	-	6,277	
School Food Service (Free Lunch)		-	-	-	-	-	
Grants		-	-	-	-	-	
Charter School Program (CSP) Planning & Implementation		-	-	-	-	-	
Other		-	-	-	-	-	
Other Federal Revenue		-	-	-	-	-	
<b>TOTAL REVENUE FROM FEDERAL SOURCES</b>		104,003	80,262	-	-	184,265	
<b>LOCAL and OTHER REVENUE</b>							
Contributions and Donations, Fundraising		-	-	-	-	-	
Erate Reimbursement		51,777	20,135	-	-	71,912	
Interest Income, Earnings on Investments,		-	-	-	64	64	
NYC-DYCD (Department of Youth and Community Developmt.)		-	-	-	-	-	
Food Service (Income from meals)		172,676	67,152	-	-	239,828	
Text Book		18,026	7,010	-	-	25,036	
Other Local Revenue		53,420	20,775	-	-	74,195	
<b>TOTAL REVENUE FROM LOCAL and OTHER SOURCES</b>		295,899	115,072	-	-	411,035	
<b>TOTAL REVENUE</b>		5,042,924	3,145,128	-	-	8,188,116	
<b>EXPENSES</b>							
<b>ADMINISTRATIVE STAFF PERSONNEL COSTS</b>	No. of Positions						
Executive Management	-	-	-	-	-	-	
Instructional Management	3.00	277,056	107,744	-	-	384,800	1 Head of School & 2 Assistant Principal
Deans, Directors & Coordinators	3.00	187,539	72,932	-	-	260,471	1 Dean of Students & 2 Achievement Coaches
CFO / Director of Finance	-	-	-	-	-	-	
Operation / Business Manager	5.00	-	-	-	324,770	324,770	1 Director of Operations, 2 Operations Associate, 1 Operations Manager, 1 Office Coordinator
Administrative Staff	-	-	-	-	-	-	
<b>TOTAL ADMINISTRATIVE STAFF</b>	<b>11</b>	464,595	180,676	-	324,770	970,041	
<b>INSTRUCTIONAL PERSONNEL COSTS</b>							
Teachers - Regular	15.00	931,375	-	-	-	931,375	15 GenEd Teachers

**Neighborhood Charter School of Harlem**

**PROJECTED BUDGET FOR 2015-2016**

PROJECTED BUDGET FOR 2015-2016							Assumptions
July 1, 2015 to June 30, 2016							DESCRIPTION OF ASSUMPTIONS - Please note assumptions when applicable
Please Note: The student enrollment data is entered below in the Enrollment Section beginning in row 155. This will populate the data in row 10.							
	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL	
Total Revenue	5,042,924	3,145,128	-	-	64	8,188,116	
Total Expenses	4,261,451	2,313,975	-	-	987,865	7,563,291	
Net Income	781,473	831,153	-	-	(987,801)	624,825	
Actual Student Enrollment	227	88					
Total Paid Student Enrollment	315	88				403	315 total enrollment paid at the regular education rate. Additional funding for 88 SpEd students
PROGRAM SERVICES							SUPPORT SERVICES
	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL	
Teachers - SPED	15.00	-	913,296	-	-	913,296	15 SpEd Teachers
Substitute Teachers	-	-	-	-	-	-	
Teaching Assistants	6.00	177,372	68,978	-	-	246,350	6 Teaching Assistants
Specialty Teachers	4.00	179,611	69,849	-	-	249,460	4 Specialty Teachers
Aides	2.00	31,828	12,377	-	-	44,205	1 Lunch Aide, 1 School Support Associate
Therapists & Counselors	4.00	195,828	76,155	-	-	271,983	3 Speech Pathologists, 1 Psychologist
Other	-	191,290	74,390	-	-	265,680	End of year bonus and grade stipends
<b>TOTAL INSTRUCTIONAL</b>	<b>46</b>	<b>1,707,303</b>	<b>1,215,046</b>	<b>-</b>	<b>-</b>	<b>2,922,349</b>	
<b>NON-INSTRUCTIONAL PERSONNEL COSTS</b>							
Nurse	-	-	-	-	-	-	
Librarian	-	-	-	-	-	-	
Custodian	-	-	-	-	-	-	
Security	-	-	-	-	-	-	
Other	-	-	-	-	-	-	
<b>TOTAL NON-INSTRUCTIONAL</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>SUBTOTAL PERSONNEL SERVICE COSTS</b>	<b>57</b>	<b>2,171,898</b>	<b>1,395,722</b>	<b>-</b>	<b>324,770</b>	<b>3,892,390</b>	
<b>PAYROLL TAXES AND BENEFITS</b>							
Payroll Taxes		244,283	94,999	-	-	339,282	Based on actual FICA and SUI rates on budgeted salaries
Fringe / Employee Benefits		299,692	116,547	-	-	416,239	Assumes increases due to increase in number of employees
Retirement / Pension		80,932	31,474	-	-	112,406	Assumes 3% annual increase
<b>TOTAL PAYROLL TAXES AND BENEFITS</b>		<b>624,907</b>	<b>243,020</b>	<b>-</b>	<b>-</b>	<b>867,927</b>	
<b>TOTAL PERSONNEL SERVICE COSTS</b>		<b>2,796,806</b>	<b>1,638,741</b>	<b>-</b>	<b>324,770</b>	<b>4,760,317</b>	
<b>CONTRACTED SERVICES</b>							
Accounting / Audit		-	-	-	161,200	161,200	
Legal		-	-	-	9,267	9,267	Assumes 35% increase
Management Company Fee		-	-	-	-	-	
Nurse Services		-	-	-	-	-	
Food Service / School Lunch		230,235	89,536	-	-	319,771	Assumes a per pupil cost based on the estimated cost of food per pupil in FY16
Payroll Services		-	-	-	6,457	6,457	
Special Ed Services		-	-	-	-	-	
Titlement Services (i.e. Title I)		-	-	-	-	-	
Other Purchased / Professional / Consulting		59,765	23,242	-	-	83,007	Includes Fingerprinting Services, Art consultants, Grant Writing, and Temporary Staffing
<b>TOTAL CONTRACTED SERVICES</b>		<b>290,000</b>	<b>112,778</b>	<b>-</b>	<b>176,924</b>	<b>579,702</b>	
<b>SCHOOL OPERATIONS</b>							
Board Expenses		-	-	-	-	-	
Classroom / Teaching Supplies & Materials		57,985	-	-	-	57,985	Includes instructional supplies and gym equipment
Special Ed Supplies & Materials		-	22,550	-	-	22,550	
Textbooks / Workbooks		14,880	5,786	-	-	20,666	
Supplies & Materials other		57,626	22,410	-	-	80,036	Classroom libraries and book room budgeted at \$174.6 per student. Also includes NYSTL, NYSSL, and NYSLIB
Equipment / Furniture		-	-	-	-	-	
Telephone		-	-	-	-	-	
Technology		76,687	35,200	-	13,829	125,716	
Student Testing & Assessment		36,000	14,000	-	-	50,000	Budgeted at \$158.73 per student
Field Trips		12,474	4,851	-	-	17,325	Budgeted at \$55 per student
Transportation (student)		-	-	-	-	-	
Student Services - other		22,123	8,604	-	-	30,727	Student assemblies, enrichment, parent outreach, and other programs, student uniforms, and student transportation

**Neighborhood Charter School of Harlem**

**PROJECTED BUDGET FOR 2015-2016**

PROJECTED BUDGET FOR 2015-2016							Assumptions
July 1, 2015 to June 30, 2016							DESCRIPTION OF ASSUMPTIONS - Please note assumptions when applicable
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Actual Student Enrollment	227	88					
Total Paid Student Enrollment	315	88				403	315 total enrollment paid at the regular education rate. Additional funding for 88 SpEd students
<b>PROGRAM SERVICES</b>							
	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL	
Office Expense	-	-	-	-	153,059	153,059	Includes general supplies, printing, copy machine lease and postage and delivery.
Staff Development	70,317	57,276	-	-	12,680	140,273	Increased based on staff growth
Staff Recruitment	6,071	2,361	-	-	-	8,432	
Student Recruitment / Marketing	61,394	23,876	-	-	-	85,270	
School Meals / Lunch	-	-	-	-	-	-	
Travel (Staff)	12,722	4,948	-	-	-	17,670	
Fundraising	-	-	-	-	-	-	
Other	-	18,000	-	-	9,903	27,903	YAI autism center (SpEd), Bank and membership fees
<b>TOTAL SCHOOL OPERATIONS</b>	<b>428,279</b>	<b>219,862</b>	<b>-</b>	<b>-</b>	<b>189,471</b>	<b>837,612</b>	
<b>FACILITY OPERATION &amp; MAINTENANCE</b>							
Insurance	26,066	11,965	-	-	4,700	42,731	
Janitorial	99,967	45,886	-	-	18,027	163,880	
Building and Land Rent / Lease	403,962	185,425	-	-	72,846	662,232	
Repairs & Maintenance	38,352	17,604	-	-	6,916	62,872	
Equipment / Furniture	30,574	14,034	-	-	5,513	50,122	
Security	19,345	8,880	-	-	3,488	31,713	
Utilities	128,100	58,800	-	-	23,100	210,000	
<b>TOTAL FACILITY OPERATION &amp; MAINTENANCE</b>	<b>746,366</b>	<b>342,594</b>	<b>-</b>	<b>-</b>	<b>134,591</b>	<b>1,223,550</b>	
<b>DEPRECIATION &amp; AMORTIZATION</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>162,110</b>	<b>162,110</b>	
<b>DISSOLUTION ESCROW &amp; RESERVES / CONTIGENCY</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>TOTAL EXPENSES</b>	<b>4,261,451</b>	<b>2,313,975</b>	<b>-</b>	<b>-</b>	<b>987,865</b>	<b>7,563,291</b>	
<b>NET INCOME</b>	<b>781,473</b>	<b>831,153</b>	<b>-</b>	<b>-</b>	<b>(987,801)</b>	<b>624,825</b>	
<b>ENROLLMENT - *School Districts Are Linked To Above Entries*</b>							
	REGULAR EDUCATION	SPECIAL EDUCATION	TOTAL ENROLLED				
District of Location	227	88	315				
School District 2 (Enter Name)			-				
School District 3 (Enter Name)			-				
School District 4 (Enter Name)			-				
School District 5 (Enter Name)			-				
<b>TOTAL ENROLLMENT</b>	<b>227</b>	<b>88</b>	<b>315</b>				
<b>REVENUE PER PUPIL</b>	<b>22,216</b>	<b>35,740</b>	<b>-</b>				
<b>EXPENSES PER PUPIL</b>	<b>18,773</b>	<b>26,295</b>	<b>-</b>				



# Audited Financial Statement Checklist

Last updated: 10/29/2015

Page 1

**Charter School Name:**

**1. Please check each item that is included in the 2014-15 Audited Financial Statement submitted for your charter school.**

	Yes/No
Audited Financial Statements (including report on compliance and report on internal control over financial reporting)	Yes
Single Audit (if applicable)	
CSP Agreed Upon Procedures (if applicable)	
Management Letter	Yes
Report on Extracurricular Student Activity Accounts (if applicable)	
Corrective Action Plans for any Findings	

**2. Please indicated if there is a finding(s) noted in any of the following sections of your charter school's 2014-15 Audited Financial Statement.**

	Yes/No
Report on Compliance	
Report on Internal Control over Financial Reporting	
Single Audit	
CSP Agreed Upon Procedures Report	
Management Letter	Yes

**Thank you.**



# Appendix F: BOT Membership Table

Created: 07/08/2015

Last updated: 07/28/2015

## Page 1

### 1. Current Board Member Information

	Trustee Name	Email Address	Committee Affiliation(s)	Voting Member? (Y/N)	Area of Expertise, and/or Additional Role and School (parent, staff member, etc.)	Number of Terms Served and Length of Each (Include election date and term expiration)
1	Gail Brousal	[REDACTED]	Trustee/Member	Yes	Education	Elected 9/20/11 for a one-year term. Re-elected 6/7/12 for a three year term. Re-elected 6/24/15 for a three-year term
2	Derek Fleming	[REDACTED]	Trustee/Member	Yes	Harlem Community, Business	Elected 9/20/11 for a two-year term. Re-elected 6/26/13 for a three year term
3	Brian Hamilton	[REDACTED]	Trustee/Member	Yes	Law	Elected 1/30/13 for a three-year term
4	Jefferson Hughes	[REDACTED]	Trustee/Member	Yes	Finance	Elected 3/1/12 for a three-year term. Re-elected 6/24/15 for a three year term
5	Justena Kavanagh	[REDACTED]	Trustee/Member	Yes	Non-profits, Development	Elected 11/29/12 for a three-year term. Re-elected 6/24/15 for a three-year term
6	Ruth Meyler	[REDACTED]	Chair/Board President	Yes	Charter Schools, Law	Elected 9/20/11 for a two-year term. Re-elected 6/26/13 for a three year term
7	Allison Mayne Peters	[REDACTED]	Parent Representative	Yes	Parent trustee, Development	Elected 6/25/14 for a three-year term
8	Andrew Popper	[REDACTED]	Trustee/Member	Yes	Marketing	Elected 9/20/11 for a three-year term. Re-elected 6/25/14 for a three-year term

9	Adam Rasheed	[REDACTED]	Treasurer	Yes	Finance	Elected 9/20/11 for a three-year term. Re-elected 6/25/14 for a three year term
10	Arthur Sadoff	[REDACTED]	Trustee/Member	Yes	Special Education	Elected 8/28/13 for a three-year term.
11	Nicole Scanlin	[REDACTED]	Trustee/Member	Yes	Development	Elected 6/26/13 for a three-year term.
12	Cliff Schneider	[REDACTED]	Trustee/Member	Yes	Charter Schools, Law	Elected 10/29/14 for a three-year term. Not yet approved.
13	Patricia Soussloff	[REDACTED]	Vice Chair/Vice President	Yes	Non-profit management, Law	Elected 9/20/11 for a three-year term. Re-elected 2/25/15 for a three-year term.
14						
15						
16						
17						
18						
19						
20						

**2. Total Number of Members Joining Board during the 2014-15 school year**

1

**3. Total Number of Members Departing the Board during the 2014-15 school year**

0

**4. According to the School's by-laws, what is the maximum number of trustees that may comprise the governing board?**

15

**5. How many times did the Board meet during the 2014-15 school year?**

10

**6. How many times will the Board meet during the 2015-16 school year?**

10

**Thank you.**

MINUTES OF THE ANNUAL MEETING OF  
THE BOARD OF TRUSTEES OF THE  
NEIGHBORHOOD CHARTER SCHOOL OF HARLEM

August 27, 2014

A regularly scheduled meeting of the Board of Trustees (the "Board") of The Neighborhood Charter School of Harlem (the "School"), was held at 132 West 124th Street, New York, New York on August 27, 2014 beginning at 6:00 p.m. local time pursuant to notice duly given.

The following Trustees were present: Brian Hamilton, Ruth Meyler, Allison Mayne Peters, Andrew Popper, Adam Rashid, Arthur Sadoff, Nicole Scanlin and Patricia Soussoff.

The Head of School Brett Gallini, Director of Operations Sherita Smith and Business Manager Rafael Nunez were also present.

Gail Brousal, Derek Fleming, Jefferson Hughes and Justena Kavanagh were absent.

Ms. Meyler presided as Chair of the meeting and Patricia Soussoff recorded the minutes as Secretary. Ms. Meyler called the meeting to order at 6:05 p.m.

Welcome and President's Report. Ms. Meyler welcomed staff and trustees to a new school year and introduced Mr. Nunez. She announced that Allison Peters' election by the Board was approved by the SED.

Public Comment. No requests for public comment were received.

Approval of Minutes. Ms. Soussoff asked for a motion to approve the minutes of the June 25, 2014 meeting, circulated in advance of the meeting. The motion was made, seconded and unanimously approved.

Next Ms. Soussoff updated the Board on developments pertaining to the site at 691 St. Nicholas Avenue and the work of the Strategic Planning Task Force.

Head of School Report. Mr. Gallini reported on the opening of school and new staffing. He then presented a report on staff professional development during the summer and the new curriculum for project based learning in grades K-2 and clubs in grade 3.

Finance Committee. Mr. Rashid presented the June Financial Report, circulated in advance of the meeting.

Adjournment. There being no further business to come before the Board, the meeting was adjourned at 7:30 pm.

Respectfully submitted,

---

Patricia Soussloff  
Secretary

I, Patricia Soussloff, do hereby certify that I am the duly qualified and acting Secretary of Neighborhood Charter School of Harlem, a New York education corporation and that the above is a true and complete copy of the Minutes of the meeting of the Board of Trustees of the said corporation held on August 27, 2014.

Dated:                    2014

MINUTES OF THE ANNUAL MEETING OF  
THE BOARD OF TRUSTEES OF THE  
NEIGHBORHOOD CHARTER SCHOOL OF HARLEM

September 24, 2014

A regularly scheduled meeting of the Board of Trustees (the "Board") of The Neighborhood Charter School of Harlem (the "School"), was held at 132 West 124th Street, New York, New York on September 24, 2014 beginning at 6:00 p.m. local time pursuant to notice duly given.

The following Trustees were present: Gail Brousal, Brian Hamilton, Jefferson Hughes, Justena Kavanagh, Ruth Meyler, Allison Mayne Peters, Andrew Popper, Adam Rashid, Nicole Scanlin and Patricia Soussloff.

The Head of School Brett Gallini, Director of Operations Sherita Smith, Office Coordinator Nhi Trinh, Operations Manager Karina Hwang and Operations Assistant Shaili Kapadia were also present.

Derek Fleming, and Arthur Sadoff were absent.

Ms. Meyler presided as Chair of the meeting and Patricia Soussloff recorded the minutes as Secretary. Ms. Meyler called the meeting to order at 6:05 p.m.

Welcome and President's Report. Ms. Meyler welcomed staff and trustees and asked the operations team to introduce themselves. She updated the Board on facilities funding developments. Next she informed the Board of a potential new trustee and described his credentials and interest in joining the Board. After discussion it was agreed that his resume would be circulated before the next meeting at which time he will be nominated to serve as a Trustee. Ms. Meyler then raised the issue of a modification to the School's enrollment waitlist policy. The policy currently states that applicants will remain on the waitlist for two years. Because of the large number of applicants we receive it has become unduly cumbersome to maintain such a large waitlist. Following discussion, a motion was made, seconded and unanimously approved to adopt a resolution in the form attached as Exhibit A.

Ms. Meyler then invited Ms. Mayne Peters to update the Board on Parents' Association plans for the year. Ms. Peters reported that many of the new parents are very engaged and the PA is working with staff to plan educational evenings for parents on topics that include reading, CGI and special education.

Public Comment. No requests for public comment were received.

Approval of Minutes. Ms. Soussloff asked for a motion to approve the minutes of the August 27, 2014 meeting, circulated in advance of the meeting. The motion was made, seconded and unanimously approved.

Facilities Update. Next Ms. Soussloff updated the Board on developments pertaining to the site at 691 St. Nicholas Avenue.

Finance Committee. Mr. Rashid presented the August Financial Report, circulated in advance of the meeting.

Head of School Report. Mr. Gallini presented the September dashboard. He then described the new Project Based Learning curriculum for grades K-2 and discussed staffing and planning for next year.

Adjournment. There being no further business to come before the Board, the meeting was adjourned at 7:30 pm.

Respectfully submitted,

---

Patricia Soussloff  
Secretary

I, Patricia Soussloff, do hereby certify that I am the duly qualified and acting Secretary of Neighborhood Charter School of Harlem, a New York education corporation and that the above is a true and complete copy of the Minutes of the meeting of the Board of Trustees of the said corporation held on September 24, 2014.

Dated: 2014

### **Exhibit A**

## **RESOLUTIONS OF THE BOARD OF DIRECTORS OF THE NEIGHBORHOOD CHARTER SCHOOL OF HARLEM**

**September 27, 2014**

The following resolution was adopted at a duly called meeting of the Board of Trustees (the "Board") of The Neighborhood Charter School of Harlem (the "School"), a New York not-for-profit education corporation, having an office and place of business at 132 W. 124<sup>th</sup> Street, New York, NY.

**RESOLVED**, that, the School's Admissions Procedures, as amended in January 2013, shall be further amended to replace the following sentence under Waitlist Process on page 5:

*Waitlists will be maintained for two years: for example a student who applies for kindergarten for the 2012/2013 school year and is not admitted through the lottery will be retained on the appropriate waitlist through the 2013/2014 school year*

The sentence above shall be replaced with the sentence below:

Waitlists will be maintained throughout the school year, so that if a vacancy arises at any time during the school year, it will be filled from the appropriate waitlist if possible. Each year on the last day of school the waitlist for that year will be deleted. Any vacancy arising after the last day of school will be filled from the waitlist of applicants for the following school year.

MINUTES OF THE MEETING OF  
THE BOARD OF TRUSTEES OF THE  
NEIGHBORHOOD CHARTER SCHOOL OF HARLEM

October 29, 2014

A regularly scheduled meeting of the Board of Trustees (the "Board") of The Neighborhood Charter School of Harlem (the "School"), was held at 132 West 124th Street, New York, New York on September 24, 2014 beginning at 6:00 p.m. local time pursuant to notice duly given.

The following Trustees were present: Gail Brousal, Derek Fleming, Brian Hamilton, Justena Kavanagh, Ruth Meyler, Allison Mayne Peters, Andrew Popper, Adam Rashid, Nicole Scanlin.

The Head of School Brett Gallini, Director of Operations Sherita Smith and trustee candidate Cliff Schneider were also present.

Jefferson Hughes, Arthur Sadoff and Patricia Soussloff were absent.

Ms. Meyler presided as Chair of the meeting and recorded the minutes on behalf of Patricia Soussloff, Secretary. Ms. Meyler called the meeting to order at 6:05 p.m.

Welcome and President's Report. Ms. Meyler reported on political developments and informed the board that the NYSED has approved the school's request to amend the Enrollment Policy.

Public Comment. No requests for public comment were received.

Approval of Minutes. Ms Meyler asked for a motion to approve the minutes of the September 24 , 2014 meeting, circulated in advance of the meeting. The motion was made, seconded and unanimously approved.

Election of Trustee. A resolution, attached as Exhibit A, to elect Cliff Schneider as a trustee, subject to the approval of the NYSED, was unanimously approved.

Facilities Update. Ms Meyler updated the Board on developments pertaining to the site at 691 St. Nicholas Avenue and potential temporary space.

Finance Committee. Mr. Rashid presented the Report of the school's auditors and the September Financial Report, circulated in advance of the meeting.

Head of School Report. Mr. Gallini described an improved format for the monthly dashboard and presented the October dashboard. He also presented and discussed his goals for the year, as agreed with the Accountability Committee. The Board unanimously approved the goals.

Committees. Ms Meyler proposed that the Board should form a new committee with responsibilities to include the evaluation of the Head of School, currently the responsibility of the Accountability Committee. The Board accepted the proposal in principle and agreed to continue the discussion at the next meeting.

Adjournment. There being no further business to come before the Board, the meeting was adjourned at 7:30 pm.

Respectfully submitted,

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Ruth Meyler on behalf of Patricia  
Soussloff  
Secretary

I, Ruth Meyler do hereby certify that I am the duly qualified and acting President of Neighborhood Charter School of Harlem, a New York education corporation and that the above is a true and complete copy of the Minutes of the meeting of the Board of Trustees of the said corporation held on October 29, 2014.

Dated: 2014

### **Exhibit A**

#### **RESOLUTION OF THE BOARD OF DIRECTORS OF THE NEIGHBORHOOD CHARTER SCHOOL OF HARLEM**

**October 29, 2014**

The following resolution was adopted at a duly called meeting of the Board of Trustees (the "Board") of The Neighborhood Charter School of Harlem (the "School"), a New York not-for-profit education corporation, having an office and place of business at 132 W. 124<sup>th</sup> Street, New York, NY.

**RESOLVED**, that,

The Neighborhood Charter School of Harlem Board of Trustees vote to select Cliff Schneider as the final candidate to its Board of Trustees, with a term expiring on at the conclusion of the third Annual Meeting after his election, pending approval by the State Education Department. This resolution approving Cliff Schneider is formally adopted upon SED's approval.

MINUTES OF THE MEETING OF  
THE BOARD OF TRUSTEES OF THE  
NEIGHBORHOOD CHARTER SCHOOL OF HARLEM

December 10, 2014

A regularly scheduled meeting of the Board of Trustees (the “Board”) of The Neighborhood Charter School of Harlem (the “School”), was held at 132 West 124th Street, New York, New York on December 10, 2014 beginning at 6:00 p.m. local time pursuant to notice duly given.

The following Trustees were present: Gail Brousal, Jefferson Hughes, Justena Kavanagh, Ruth Meyler, Allison Mayne Peters, Andrew Popper, Adam Rashid and Patricia Soussloff.

The Head of School Brett Gallini, Director of School Support at the NYC Charter Center David Frank, and Georgia Smith, a member of the public, were also present.

Derek Fleming, Brian Hamilton, Arthur Sadoff, Nicole Scanlin and Cliff Schneider were absent.

Ms. Meyler presided as Chair of the meeting and Patricia Soussloff recorded the minutes as Secretary. Ms. Meyler called the meeting to order at 6:05 p.m.

Welcome and President’s Report. Ms. Meyler introduced the visitors and welcomed them to the meeting.

Public Comment. No requests for public comment were received.

Approval of Minutes. Ms. Soussloff asked for a motion to approve the minutes of the October 29, 2014 meeting, circulated in advance of the meeting. The motion was made, seconded and unanimously approved.

Charter School Discussion. David Frank presented an overview of the charter sector in NYC and the role of the Charter Center in advocacy and supporting schools. He spoke briefly about the Center’s advocacy priorities for the coming NY State legislative cycle. Mr. Frank will be leaving his position at the Center for a position at the NYC DOE.

Facilities Update. Ms Soussloff updated the Board on developments pertaining to the site at 691 St. Nicholas Avenue and potential temporary space.

Finance Committee. Mr. Rashid presented the October Financial Report, circulated in advance of the meeting.

Committees. Ms. Meyler proposed that the current tasks of Accountability Committee be divided between two separate committees: a Human Resources Committee whose role will be to evaluate the performance of the Head of School and address other

personnel issues and an Accountability Committee whose role will be to monitor academic achievement data, special education and compliance with the School's Charter. She suggested that going forward, the Accountability Committee would review dashboard data every other month and meet with Brett quarterly, and the entire Board will review the dashboard quarterly. A motion was made, seconded and unanimously approved in the form of attached Exhibit A.

Head of School Report. Mr. Gallini described the School's social and emotional learning program. He presented his plans for new faculty positions for next year and presented the December dashboard. The SED will visit the school in February. As part of their comprehensive review of the school they will meet with Board members.

Adjournment. There being no further business to come before the Board, the meeting was adjourned at 7:30 pm.

Respectfully submitted,

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Patricia Soussloff  
Secretary

I, Patricia Soussloff do hereby certify that I am the duly qualified and acting Secretary of Neighborhood Charter School of Harlem, a New York education corporation and that the above is a true and complete copy of the Minutes of the meeting of the Board of Trustees of the said corporation held on December 10, 2014.

Dated: 2014

### **Exhibit A**

#### **RESOLUTION OF THE BOARD OF DIRECTORS OF THE NEIGHBORHOOD CHARTER SCHOOL OF HARLEM**

**December 10, 2014**

The following resolution was adopted at a duly called meeting of the Board of Trustees (the "Board") of The Neighborhood Charter School of Harlem (the "School"), a New York not-for-profit education corporation, having an office and place of business at 132 W. 124<sup>th</sup> Street, New York, NY.

**RESOLVED**, that the role and responsibilities of the Accountability Committee be revised as follows and that a newly formed Human Resources Committee assume the responsibilities described below:

The Accountability Committee will remain responsible for the academic and other oversight responsibilities of the Committee described in the Bylaws. The Accountability Committee will review the dashboard every other month and will meet with the Head of School before the December, March and June meetings of the Board. The Head of School will then report to the Board in detail on the previous quarter's academic results at these meetings.

The Human Resources Committee will assume the responsibility for setting annual goals for the Head of School and for his mid-year and year-end evaluations, including conducting any surveys that the Committee thinks are necessary. In addition the committee will be responsible for bonus policy and for any other human resources issues that need the Board's attention or approval.

MINUTES OF THE MEETING OF  
THE BOARD OF TRUSTEES OF THE  
NEIGHBORHOOD CHARTER SCHOOL OF HARLEM

January 25, 2015

A regularly scheduled meeting of the Board of Trustees (the “Board”) of The Neighborhood Charter School of Harlem (the “School”), was held at 132 West 124th Street, New York, New York on January 25, 2015 beginning at 6:00 p.m. local time pursuant to notice duly given.

The following Trustees were present: Brian Hamilton, Justena Kavanagh, Ruth Meyler, Allison Mayne Peters, Andrew Popper, Arthur Sadoff, Adam Rashid, Nicole Scanlin, Cliff Schneider and Patricia Soussloff.

The Head of School Brett Gallini, Director of Operations Sherita Smith and Business Manager Rafael Nunuz were also present.

Gail Brousal, Derek Fleming and Jefferson Hughes were absent.

Ms. Meyler presided as Chair of the meeting and Patricia Soussloff recorded the minutes as Secretary. Ms. Meyler called the meeting to order at 6:05 p.m.

Welcome and President’s Report. Ms. Meyler presented a proposed board calendar for completion of various Board and Head of School responsibilities. She also announced new committee assignments.

Public Comment. No requests for public comment were received.

Approval of Minutes. Ms. Soussloff asked for a motion to approve the minutes of the December 10, 2014 meeting, circulated in advance of the meeting. The motion was made, seconded and unanimously approved.

SED Visit. Ms Meyler presented a preliminary schedule for the State Education Department’s full site visit on February 26. A Board focus group is scheduled to meet with SED representatives at 3:30pm that day. Ms. Meyler encouraged all Board members to participate and reviewed a list of topics the SED is likely to cover with the Board. She also presented a draft template for a board self-evaluation tool to be used later in the year.

Facilities Update. Ms Soussloff updated the Board on developments pertaining to the School’s request for space from the DOE under the new facilities law, the site at 691 St. Nicholas Avenue and potential temporary space for next year.

Finance Committee. Mr. Rashid presented the December Financial Report, circulated in advance of the meeting.

Head of School Report. Mr. Gallini presented a preliminary organizational chart for school year 2015-16, including leadership coverage for split sites.

Adjournment. There being no further business to come before the Board, the meeting was adjourned at 7:30 pm.

Respectfully submitted,

---

Patricia Soussloff  
Secretary

I, Patricia Soussloff do hereby certify that I am the duly qualified and acting Secretary of Neighborhood Charter School of Harlem, a New York education corporation and that the above is a true and complete copy of the Minutes of the meeting of the Board of Trustees of the said corporation held on January 25,2015.

Dated: 2015

MINUTES OF THE MEETING OF  
THE BOARD OF TRUSTEES OF THE  
NEIGHBORHOOD CHARTER SCHOOL OF HARLEM

February 25, 2015

A regularly scheduled meeting of the Board of Trustees (the "Board") of The Neighborhood Charter School of Harlem (the "School"), was held at 132 West 124th Street, New York, New York on February 25, 2015 beginning at 6:00 p.m. local time pursuant to notice duly given.

The following Trustees were present: Gail Brousal, Justena Kavanagh, Ruth Meyler, Allison Mayne Peters, Andrew Popper, Adam Rashid and Patricia Soussloff.

The Head of School Brett Gallini was also present.

Brian Hamilton, Jefferson Hughes, Nicole Scanlin and Cliff Schneider were absent with prior notice.

Derek Fleming and Arthur Sadoff were absent without notice.

Ms. Meyler presided as Chair of the meeting and Patricia Soussloff recorded the minutes as Secretary. Ms. Meyler called the meeting to order at 6:05 p.m.

Welcome and President's Report. Ms. Meyler presented the final board calendar for completion of various Board and Head of School responsibilities.

Ms. Meyler explained that in connection with the SED's formal review they noticed that the Board had overlooked the election of Patricia Soussloff to a new three-year term at the June 2014 annual Board meeting, although she was elected as Vice President and Secretary. A motion was made in the form of Exhibit A to elect Ms. Soussloff as a trustee and to ratify her actions taken as a trustee and an officer since June 2015.

Ms. Meyler also proposed that the Board adopt an attendance policy. A motion was made to adopt the policy set forth in Exhibit A, was seconded and was unanimously approved.

Public Comment. No requests for public comment were received.

Approval of Minutes. Ms. Soussloff asked for a motion to approve the minutes of the January 25, 2015 meeting, circulated in advance of the meeting. The motion was made, seconded and unanimously approved.

Facilities Update. Ms. Soussloff updated the Board on developments pertaining to the School's request for space from the DOE under the new facilities law, the site at 691 St. Nicholas Avenue and potential temporary space for next year. She asked for approval of a term sheet for proposed additional temporary space, a draft of which was circulated in advance of the meeting, and for authority for her and Mr. Schneider to negotiate a lease on

substantially those terms. A motion in the form set forth in Exhibit A was made, seconded and unanimously approved.

Development Update. Ms. Soussloff stated that the Development Task Force is beginning to plan the spring fundraising event. A discussion ensued about possible locations.

Finance Committee. Mr. Rashid asked for approval of the School's 2013 IRS Form 990, circulated in advance of the meeting. A motion in the form set forth in Exhibit A was made, seconded and unanimously approved.

Head of School Report. Mr. Gallini gave an overview of the SED's upcoming visit to the School on February 26. Ms. Meyler encouraged all trustees to attend the Board focus group scheduled for 3:30pm. Next Mr. Gallini presented a revised Student Discipline Policy circulated in advance of the meeting. Following discussion, a motion in the form set forth in Exhibit A was made, seconded and unanimously approved.

Executive Session. Upon motion duly made, seconded and unanimously approved, the Board went into Executive Session to discuss the performance of the Head of School.

Adjournment. There being no further business to come before the Board, the meeting was adjourned at 7:15 pm.

Respectfully submitted,

---

Patricia Soussloff  
Secretary

I, Patricia Soussloff do hereby certify that I am the duly qualified and acting Secretary of Neighborhood Charter School of Harlem, a New York education corporation and that the above is a true and complete copy of the Minutes of the meeting of the Board of Trustees of the said corporation held on February 25,2015.

Dated: 2015

Resolutions of the  
Board of Trustees (the "**Board**")  
of the  
Neighborhood Charter School of Harlem (the "**School**")

February 25, 2015

RESOLVED, that Patricia Soussloff is hereby re-elected to the Board of Trustees for a term expiring at the conclusion of the third Annual Meeting after June 25, 2014 and that all of her actions undertaken in her capacity as a Trustee, Vice President and Secretary of the Board of Trustees since June 25, 2014 are hereby ratified and affirmed.

AND FURTHER RESOLVED, that the attendance policy of the Board of Trustees as set forth in the School's application to the SED submitted on 9/22/10, an extract of which is attached as Exhibit B, is hereby amended as follows: The second bullet point under "Responsibilities of individual trustees" shall be amended to add the following italicized sentences, "... *A trustee who is not able to attend board meetings regularly will have difficulty in carrying out the fiduciary responsibilities of his or her position. Consequently, a trustee who is absent without notification for two consecutive meetings, or with notification for three consecutive meetings or for five meetings or more in any school year may be asked to resign.*"

AND FURTHER RESOLVED, that Patricia Soussloff and Cliff Schneider are hereby authorized to negotiate the terms of a lease on behalf of the School with the Mt. Zion Evangelical Lutheran Church for temporary space for the School's 2015-16 Kindergarten class, with a one year renewal option to house K and 1 in 2016-17, on substantially the terms set forth in the term sheet circulated in advance of the meeting.

AND FURTHER RESOLVED, that the School's IRS Form 990 for the fiscal year beginning July 1, 2013 and ending June 30, 2014, attached hereto as Exhibit C, is hereby approved.

AND FURTHER RESOLVED, that the School's discipline policy, amended as set forth in Exhibit D, is hereby approved.

MINUTES OF THE MEETING OF  
THE BOARD OF TRUSTEES OF THE  
NEIGHBORHOOD CHARTER SCHOOL OF HARLEM

March 25, 2015

A regularly scheduled meeting of the Board of Trustees (the "Board") of The Neighborhood Charter School of Harlem (the "School"), was held at 132 West 124th Street, New York, New York on March 25, 2015 beginning at 6:00 p.m. local time pursuant to notice duly given.

The following Trustees were present: Gail Brousal, Derek Fleming, Justena Kavanagh, Jefferson Hughes, Ruth Meyler, Allison Mayne Peters, Andrew Popper, Adam Rashid, Arthur Sadoff, Nicole Scanlin and Patricia Soussloff.

The Head of School Brett Gallini was also present.

Brian Hamilton and Cliff Schneider were absent with prior notice.

Ms. Meyler presided as Chair of the meeting and Patricia Soussloff recorded the minutes as Secretary. Ms. Meyler called the meeting to order at 6:05 p.m.

Welcome and President's Report. Ms. Meyler described some follow up items following the SED's visit to the School and the presentation of dashboards going forward.

Public Comment. No requests for public comment were received.

Approval of Minutes. Ms. Soussloff asked for a motion to approve the minutes of the February 25, 2015 meeting, circulated in advance of the meeting. The motion was made, seconded and unanimously approved.

Facilities Update. Ms Soussloff updated the Board on developments pertaining to the site at 691 St. Nicholas Avenue, potential alternatives for permanent space and temporary space for next year. Ms Soussloff reported that the developer of the 691 St Nicholas Avenue site, had requested that the school increase the construction contribution set forth in the lease for the building. After discussion, the board unanimously approved the following resolution:

THAT: Patricia Soussloff, Vice-President, is hereby authorized to negotiate an amendment to the Lease dated December 25 2013 between 691 St Nicholas JV, LLC and the school to increase the construction contribution described in the lease to a sum not to exceed \$1.5 million, including the sums already paid and agreed to be paid, and to negotiate other consequential amendments to the Lease, subject to approval by the full board.

Development Update. Ms. Soussloff announced that the School's spring gala will take place May 13 at The Cecil. Sponsor letters and invitations will be going out soon.

Finance Committee. Mr. Rashid presented the January and February financial reports.

Head of School Report. Mr. Gallini gave an overview of the Common Core standards and how the School prepares students for to have the skills and knowledge they need to do well on the NY state tests. He also described how the School's FRPL numbers are calculated, reporting that have remained stable since the School's inception. He discussed the reason for the discrepancy between these figures and the number that the SED reports as our number of "economically disadvantaged" students.

Adjournment. There being no further business to come before the Board, the meeting was adjourned at 7:30 pm.

Respectfully submitted,

---

Patricia Soussloff  
Secretary

I, Patricia Soussloff do hereby certify that I am the duly qualified and acting Secretary of Neighborhood Charter School of Harlem, a New York education corporation and that the above is a true and complete copy of the Minutes of the meeting of the Board of Trustees of the said corporation held on March 25,2015.  
Dated:                      2015

MINUTES OF THE MEETING OF  
THE BOARD OF TRUSTEES OF THE  
NEIGHBORHOOD CHARTER SCHOOL OF HARLEM

April 29, 2015

A regularly scheduled meeting of the Board of Trustees (the "Board") of The Neighborhood Charter School of Harlem (the "School"), was held at 132 West 124th Street, New York, New York on April 29, 2015 beginning at 6:00 p.m. local time pursuant to notice duly given.

The following Trustees were present: Gail Brousal, Justena Kavanagh, Brian Hamilton, Ruth Meyler, Allison Mayne Peters, Adam Rashid, Arthur Sadoff, Nicole Scanlin, Cliff Schneider and Patricia Soussoff.

The Head of School Brett Gallini and science teacher Michael Renda were also present.

Derek Fleming was absent without prior notice.

Jefferson Hughes and Andrew Popper were absent with prior notice.

Ms. Meyler presided as Chair of the meeting and Patricia Soussoff recorded the minutes as Secretary. Ms. Meyler called the meeting to order at 6:05 p.m.

Welcome and President's Report. Ms. Meyler gave a brief overview of the meeting agenda.

Public Comment. No requests for public comment were received.

Approval of Minutes. Ms. Soussoff asked for a motion to approve the minutes of the March 25, 2015 meeting, circulated in advance of the meeting. The motion was made, seconded and unanimously approved.

Facilities Update. Ms. Soussoff updated the Board on developments pertaining to the site at 691 St. Nicholas Avenue, potential alternatives for permanent space and temporary space for next year.

Development Update. Ms. Soussoff reported on attendee numbers and other details for the upcoming spring gala.

Head of School Report. Mr. Gallini gave an overview of the recent administration of the NY state tests to our third grade. He also described renovation plans for the satellite site for the kindergarten in school year 2015-16 and staffing and logistical planning for managing a split site.

Board Effectiveness. Ms. Meyler introduced the topic of an annual board evaluation tool or other means to evaluate board effectiveness and asked for input. Discussion ensued.

Adjournment. There being no further business to come before the Board, the meeting was adjourned at 7:30 pm.

Respectfully submitted,

---

Patricia Soussloff  
Secretary

I, Patricia Soussloff do hereby certify that I am the duly qualified and acting Secretary of Neighborhood Charter School of Harlem, a New York education corporation and that the above is a true and complete copy of the Minutes of the meeting of the Board of Trustees of the said corporation held on April 29,2015.

Dated: 2015

MINUTES OF THE MEETING OF  
THE BOARD OF TRUSTEES OF THE  
NEIGHBORHOOD CHARTER SCHOOL OF HARLEM

May 27, 2015

A regularly scheduled meeting of the Board of Trustees (the “Board”) of The Neighborhood Charter School of Harlem (the “School”), was held at 132 West 124th Street, New York, New York on May 27, 2015 beginning at 6:00 p.m. local time pursuant to notice duly given.

The following Trustees were present: Gail Brousal, Derek Fleming, Brian Hamilton, Ruth Meyler, Allison Mayne Peters, Andrew Popper, Adam Rashid, Cliff Schneider and Patricia Soussloff.

The Head of School Brett Gallini was also present.

Nicole Scanlin was absent without prior notice.

Justena Kavanagh, Jefferson Hughes and Arthur Sadoff were absent with prior notice.

Ms. Meyler presided as Chair of the meeting and Patricia Soussloff recorded the minutes as Secretary. Ms. Meyler called the meeting to order at 6:05 p.m.

Welcome and President’s Report. Ms. Meyler gave a brief overview of the meeting agenda.

Public Comment. No requests for public comment were received.

Approval of Minutes. Ms. Soussloff asked for a motion to approve the minutes of the April 29, 2015 meeting, circulated in advance of the meeting. The motion was made, seconded and unanimously approved.

Facilities Update. Ms. Soussloff updated the Board on developments pertaining to the site at 691 St. Nicholas Avenue, potential alternatives for permanent space and lease negotiations for temporary space for our kindergarten next year at 421 West 145<sup>th</sup> Street. She asked for a motion to adopt the Resolution attached as Exhibit A authorizing her to sign a lease and side letter for the 145<sup>th</sup> Street site in substantially the form circulated in advance of the meeting. The motion was made, seconded and unanimously passed.

Finance: 2015/16 Draft Budget. Mr. Rashid and Mr. Gallini presented a draft budget for 2015-16. The final budget will be presented at the June meeting.

Head of School Report. Mr. Gallini presented the SED’s full site visit report circulated in advance of the meeting. He also described renovation plans for the

satellite site for the kindergarten in school year 2015-16 and staffing and logistical planning for managing a split site. He then presented the May dashboard and announced that grades K-2 took the Terra Nova tests the prior week.

Gala Update. Ms. Soussloff presented the financial results of the School's spring gala.

Adjournment. There being no further business to come before the Board, the meeting was adjourned at 7:30 pm.

Respectfully submitted,

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Patricia Soussloff  
Secretary

I, Patricia Soussloff do hereby certify that I am the duly qualified and acting Secretary of Neighborhood Charter School of Harlem, a New York education corporation and that the above is a true and complete copy of the Minutes of the meeting of the Board of Trustees of the said corporation held on May 27, 2015.

Dated: 2015

Exhibit A

Resolution of the  
Board of Trustees of  
The Neighborhood Charter School of Harlem (the "School")  
May 27, 2015

RESOLVED, that Patricia Soussloff is hereby authorized to sign a lease and side letter on behalf of the School with the Mt. Zion Evangelical Lutheran Church for temporary space at 421 West 145<sup>th</sup> Street, on substantially the terms set forth in the drafts affixed hereto.

MINUTES OF THE MEETING OF  
THE BOARD OF TRUSTEES OF THE  
NEIGHBORHOOD CHARTER SCHOOL OF HARLEM

June 24, 2015

A regularly scheduled meeting of the Board of Trustees (the "Board") of The Neighborhood Charter School of Harlem (the "School"), was held at 132 West 124th Street, New York, New York on June 24, 2015 beginning at 6:00 p.m. local time pursuant to notice duly given.

The following Trustees were present: Gail Brousal, Derek Fleming, Brian Hamilton, Justena Kavanagh, Jefferson Hughes, Ruth Meyler, Allison Mayne Peters, Andrew Popper, Adam Rashid, Arthur Sadoff and Patricia Soussloff.

The Head of School Brett Gallini was also present. Kelly Scott, Laura Walsh, Michael Renda and Deyvis Salazar joined the meeting midway.

Cliff Schneider and Nicole Scanlin were absent with prior notice.

Ms. Meyler presided as Chair of the meeting and Patricia Soussloff recorded the minutes as Secretary. Ms. Meyler called the meeting to order at 6:05 p.m.

Welcome and President's Report. Ms. Meyler gave a brief overview of the meeting agenda and asked Trustee's to note the dates of Board meetings for 2015/16, a list of which was circulated in advance of the meeting.

Public Comment. No requests for public comment were received.

Approval of Minutes. Ms. Soussloff asked for a motion to approve the minutes of the May 27, 2015 meeting, circulated in advance of the meeting. The motion was made, seconded and unanimously approved.

Annual Meeting. Ms Meyler, on behalf of the Governance Committee, informed the Board that the terms of office of Gail Brousal, Jeff Hughes and Tena Kavanagh had expired and asked the Board to re-elect them. She also presented a slate of Officers for the 2015/2016 school year as follows:

President: Ruth Meyler

Vice-President and Secretary: Patricia Soussloff

Treasurer: Adam Rashid

Motions were made, seconded and unanimously approved to re-elect Gail Brousal, Jeff Hughes and Tena Kavanagh and to approve the slate of Officers pursuant to a Resolution in the form of Exhibit A.

Facilities Update. Ms. Soussloff updated the Board on developments pertaining to the site at 691 St. Nicholas Avenue and renovations at the new temporary space for our kindergarten at 421 West 145<sup>th</sup> Street.

Approval 2015/16 Budget. Mr. Rashid and Mr. Gallini presented the budget for fiscal year 2015/16, circulated in advance of the meeting. The budget was approved by resolution duly made, seconded and unanimously approved.

Head of School Report. Mr. Gallini invited Ms. Scott to present the results of the Terra Nova tests administered to grades K-2. Ms. Scott presented the results using Power Point and responded to questions. For future years Mr. Gallini said that he is researching other standardized tests that are better aligned with the Common Core Standards. He then explained the status of the applications of each of our teachers who do not yet have New York State teaching certification. Finally, he updated the Board on the renovation of the kindergarten space at the Mt. Zion facility.

Executive Session. Upon motion duly made, seconded and unanimously approved, the Board went into Executive Session to discuss the year end review and compensation of the Head of School, and staff and visitors left the meeting. At the end of the discussion, the Executive Session was ended pursuant to a motion which was seconded and unanimously approved.

Adjournment. There being no further business to come before the Board, the meeting was adjourned at 7:50 pm.

Respectfully submitted,

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Patricia Soussloff  
Secretary

I, Patricia Soussloff do hereby certify that I am the duly qualified and acting Secretary of Neighborhood Charter School of Harlem, a New York education corporation and that the above is a true and complete copy of the Minutes of the meeting of the Board of Trustees of the said corporation held on June 24, 2015.

Dated: 2015

**EXHIBIT A**

Resolutions of the  
Board of Trustees (the “**Board**”)  
of the  
Neighborhood Charter School of Harlem (the “**School**”)

June 24, 2015

RESOLVED, that Gail Brousal, Jeff Hughes and Tena Kavanaghare hereby re-elected to the Board of Trustees each for a term expiring at the conclusion of the third Annual Meeting after the date of this resolution.

AND FURTHER RESOLVED, that the following are hereby elected to the Offices shown for the 2015/2016 school year:

President: Ruth Meyler

Vice-President and Secretary: Patricia Sousloff

Treasurer: Adam Rashid



## **2014-2015 ANNUAL REPORT**

### **Appendix H: Enrollment and Retention Efforts**

#### **1. Introduction**

The Neighborhood Charter School of Harlem (NCSH) has made very substantial efforts to attract and retain students with disabilities (SPED students), English language learners (ELLs) and students who are eligible for free or reduced price lunch (FRPL students). Efforts include mass mailings to families with students of the appropriate age in Community School District 6, the CSD where kindergarten classes will be located in the 2015/2016 school year and where NCSH intends to move in 2017. In addition we sent out mailings to organizations serving the targeted groups, made visits to local community organizations serving students in the targeted groups, made visits to Head Start programs and conducted school tours and informational meetings presented in English and Spanish. These efforts are described in more detail below.

Examples of our recruitment marketing materials in English, Spanish and French and our brochure describing our specialized program for students with high-functioning autism spectrum disorders (ASD students) are attached.

#### **2. New York City Charter School Center**

The NYCCSC hosts a Common Application for New York charter schools, including NCSH, on its website. The Application is translated into the most widely spoken languages in New York, including Spanish, French, Mandarin and Russian. In 2014/15 the NYCCSC conducted an extensive advertising campaign in English and Spanish designed to draw applicants to this site. As a result of this campaign, NCSH saw an increase in the number of applications submitted in Spanish.

#### **3. Recruitment in 2014/2015.**

Recruitment took place over a period of four months from late November 2014 to the end of March 2015. A staff member who is fluent in Spanish managed the recruitment effort. During this time:

- We sent a mass mailing to all families with kindergarten-age children in CSD 6. This district has a high proportion of FRPL students and Spanish-speaking families. The mailing included the following: school brochure in English and Spanish, application in English and Spanish, and school tour flyer in English and Spanish.
- We mailed a letter describing our ASD program and other special education programs, together with brochures, applications, and school tour flyers in English and Spanish to all New York City Department of Education (DOE) and charter school

social workers and psychologists in CSDs 5 and 6.

- We mailed a letter describing our program and curriculum to all pre-schools in CSDs 5 and 6, together with brochures, applications in English, French and Spanish, and school tour flyers in English and Spanish..
- We conducted eight school tours and information sessions. Spanish-speaking members of the school staff were available at all school tours and information sessions to help translate for Spanish-speaking families.
- We visited local pre-schools serving children with disabilities and asked them to distribute brochures in English and Spanish and applications in English and Spanish.
- We presented in English and Spanish at a family and professional resource fair for parents, family members, people with developmental disabilities, and professionals
- We visited two organizations serving children with ASD and asked them to distribute brochures and applications in English and Spanish.
- We made 17 presentations at local Head Start programs and distributed brochures, applications and school tour flyers in English and Spanish.

<b>Event</b>	<b>Date</b>
1. Harlem GEMS	Wednesday, 11/19/14
2. Abyssinian Head Start	Wednesday, 12/3/14
3. YAI Manhattan Family Support	Thursday, 12/18/14
4. NCSH School Tour	Thursday, 1/8/15
5. Morningside Childcare Center	Wednesday, 1/21/15
6. Early Life Preschool #13	Friday, 1/23/15
7. NCSH School Tour	Saturday, 1/24/15
8. Resources for Children with Special Needs	Saturday, 1/31/15
9. Drew Hamilton Day Care Center	Tuesday, 2/3/15
10. Harlem GEMS	Wednesday, 2/4/15
11. Early Life Children's Center	Thursday, 2/4/15
12. Boys & Girls Harbor	Tuesday, 2/10/15
13. NCSH School Fair	Tuesday, 2/10/15
14. Meeting with potential ASD families	Tuesday, 2/17/15
15. Meeting with potential ASD families	Tuesday, 2/24/15
16. 7th Avenue Center for Family Services	Wednesday, 2/25/15
17. Drew Hamilton Day Care Center	Wednesday, 2/25/15
18. NCSH School Fair	Thursday, 2/26/15
19. 7th Avenue Center for Family Services	Friday, 2/27/15
20. Community Life Center	Thursday, 3/5/15
21. NCSH School Fair	Tuesday, 3/10/15
22. Northern Manhattan Head Start	Wednesday, 3/11/15
23. Nasry Michelin Day Care Center	Wednesday, 3/11/15
24. New York City Charter School Fair	Saturday, 3/14/15
25. Fort George Head Start	Tuesday, 3/17/15
26. Fort George Head Start	Tuesday, 3/24/15
27. NCSH School Tour	Saturday, 3/28/15

**Recruitment efforts planned for 2015/2016**

NCSH plans to continue all of the efforts described above. In addition, NCSH plans to recruit door-to-door in housing projects and other similar locations in CSD 6 close to the school's current kindergarten and future K-8 location.

**4. Retention**

NCSH has minimal attrition compared both with local DOE schools and with other charter schools. Our retention efforts are primarily directed at meeting the individual needs of our students and creating strong bonds with their families. Several members of staff, including the Assistant Principal, are fluent in Spanish and work to ensure that Spanish-speaking parents are fully included in all aspects their children's education.

13 scholars (5%) left the school during the 2014/2015 school year or immediately after it ended. Of these, four came from Spanish-speaking families, 12 were eligible for free or reduced price lunch and eight had IEPs. Six students left because their families moved and two because siblings attended other charter schools and the families wanted all their children in the same school. All of the Spanish-speaking students left for one of these two reasons. The remaining five students withdrew for reasons personal to the individual families.



## Application for Enrollment 2015-2016 School Year

### Application Information:

- Completed applications must be received by 11:59 p.m. on Wednesday, April 1, 2015. Applications received after the deadline will be placed on the waiting list in the order in which they were received.
- The lottery will be held on Wednesday, April 8, 2015.
- Children must turn 5 before December 31, 2015 to be eligible for kindergarten.
- Preference will be given to students residing in the Community School District where the school is located, siblings, and students with disabilities applying to the ASD program.

### STUDENT INFORMATION

Grade applying for (2015-2016 School Year):  K  1st  2nd  3rd  4th Gender:  Female  Male

Child's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

Street Address: \_\_\_\_\_ Apt #: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Name of Current School: \_\_\_\_\_

Optional: What language do you primarily speak at home?  English  Spanish  Other \_\_\_\_\_

### SIBLING INFORMATION

**\*A sibling is a brother or sister who lives in the same household, including half, step and foster siblings. A separate application must be submitted for each child.\***

Does the applicant have a sibling currently attending NCSH?  Yes  No

If Yes, Sibling's Full Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Does the applicant have a sibling applying to NCSH?  Yes  No

If Yes, Sibling Full Name: \_\_\_\_\_ Grade: \_\_\_\_\_

### PARENT/GUARDIAN INFORMATION

1. Name: \_\_\_\_\_ Relationship To Student: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

2. Name: \_\_\_\_\_ Relationship To Student: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

**Non-discrimination statement.** A charter school shall not discriminate against any student or limit the admission of any student on the basis of ethnicity, national origin, gender, disability, intellectual ability, measures of achievement or aptitude, athletic ability, disability, race, creed, gender, national origin, religion, ancestry, or any other ground that would be unlawful if done by a school. A school may not require an admissions test, interview, essay, or attendance at an information session in order for an applicant to either receive or submit an application for admission to that school.

I agree that the school records of the student for whom I am submitting this application may be used for studies of this charter school. In these studies, only aggregate outcomes, not individual students' outcomes, will be reported.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Mail, Fax, or Bring Completed Applications to The Neighborhood Charter School of Harlem:**

132 West 124<sup>th</sup> Street, New York, NY 10027

Phone: 646-701-7117, Fax: 914-462-3435

[info@ncsharlem.org](mailto:info@ncsharlem.org)

For Internal Use Only:

Date Received \_\_\_\_\_ Staff Initials \_\_\_\_\_ Application # \_\_\_\_\_ Sibling App # \_\_\_\_\_

## ASD Program

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**Specialized program.** Our school offers a specialized inclusion program (The “ASD Program”) for children who have high-functioning autism spectrum disorders or Asperger Syndrome. These students will participate in the same grade level academic curriculum as their classmates with intensive support from specially trained teachers, and will participate in social development classes designed to help them with social understanding and communication challenges.

Eight places in each grade will be set aside for these students. If you are interested in applying to this program, we will ask you to supply additional information about your child and may require your child to be evaluated by independent professionals at no cost to you. For more information, please contact our Assistant Principal, Deyvis Salazar, at (646) 701-7117 or email at [info@ncsharlem.org](mailto:info@ncsharlem.org).

You are under no obligation to supply additional information. If you choose not to do so, your child will not be eligible for one of the places set aside for students with autism spectrum disorders but will be eligible for admission to our school on the same basis as all other applicants.

Are you applying to the ASD Program?  Yes  No

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**For Internal Use Only:**

Date Received \_\_\_\_\_ Staff Initials \_\_\_\_\_ Application # \_\_\_\_\_ Sibling App # \_\_\_\_\_



## Solicitud de Inscripción para el Año Escolar 2015-2016

### Solicitud de información:

- Las solicitudes completas deben ser recibidas antes de las 11:59 p.m. el miércoles, 01 de abril 2015. Las solicitudes recibidas después de la fecha límite serán colocadas en la lista de espera en el orden en que fueron recibidas.
- El sorteo se llevará a cabo el miércoles, 08 de abril 2015.
- Los niños deben cumplir 5 años antes de diciembre 31, 2015 para ser elegible y poder comenzar jardín de infantes.
- La preferencia será dada a los estudiantes que residen en el Distrito Escolar donde la escuela está localizada, hermanos, y estudiantes con discapacidades que aplican para el programa de ASD.

### DATOS DEL ALUMNO

Grado de solicitar (2015-2016 Año Escolar):  J.I.  1<sup>ro</sup>  2<sup>do</sup>  3<sup>ro</sup>  4<sup>to</sup> Género:  Masculino  Femenino

Nombre de Alumno: \_\_\_\_\_ Fecha de Nacimiento: \_\_\_\_/\_\_\_\_/\_\_\_\_

Dirección: \_\_\_\_\_ Apt #: \_\_\_\_\_ Ciudad: \_\_\_\_\_

Estado: \_\_\_\_\_ Código Postal: \_\_\_\_\_ Nombre de la Escuela Actual: \_\_\_\_\_

Opcional: ¿Cuál es la lengua primordial que usted habla en su hogar?  Inglés  Español  Otra \_\_\_\_\_

### INFORMACIÓN DE FAMILIARES

**Un familiar es un hermano o una hermana que vive en el mismo hogar, incluyendo hermanastros, padrastros y crianzas. Cada solicitud debe ser presentada por cada niño.**

¿El solicitante tiene un hermano/a que actualmente asiste a NCSH?  Si  No

En caso afirmativo, Nombre Completo del Hermano/a: \_\_\_\_\_ Grado: \_\_\_\_\_

¿El solicitante tiene un hermano/a que esta aplicando a NCSH?  Si  No

En caso afirmativo, Nombre Completo del Hermano/a: \_\_\_\_\_ Grado: \_\_\_\_\_

### DATOS DE LOS PADRES

1. Nombre Legal: \_\_\_\_\_ Parentesco con el Alumno: \_\_\_\_\_

Número de Teléfono: \_\_\_\_\_ Dirección de correo electrónico (e-mail): \_\_\_\_\_

2. Nombre Legal: \_\_\_\_\_ Parentesco con el Alumno: \_\_\_\_\_

Número de Teléfono: \_\_\_\_\_ Dirección de correo electrónico (e-mail): \_\_\_\_\_

**Declaración de no discriminación.** Una escuela "charter" no discriminará contra ni limitará la admisión de cualquier alumno a base a etnia, origen nacional, género, discapacidad, capacidad intelectual, mediciones de rendimiento o aptitud, destreza atlética, raza, credo, género, origen nacional, religión o ascendencia o cualquier otro criterio que sería ilegal si fuera hecho por una escuela. Una escuela no puede obligar acción alguna por parte de un alumno o su familia (como por ejemplo una prueba de admisión, una entrevista, un escrito, asistencia a una sesión informativa) como requisito previo para recibir ó enviar una solicitud de admisión a esa escuela.

Firma del Padre/Tutor: \_\_\_\_\_ Fecha: \_\_\_\_\_

**Envíe la solicitud por correo, fax, o devuélvalo en persona**

Neighborhood Charter School of Harlem  
132 West 124<sup>th</sup> Street, New York, NY 10027  
Phone: 646-701-7117, Fax: 914-462-3435  
[info@ncsharlem.org](mailto:info@ncsharlem.org)

For Internal Use Only:

Date Received \_\_\_\_\_ Staff Initials \_\_\_\_\_ Application # \_\_\_\_\_ Sibling App # \_\_\_\_\_

## Programa ASD

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**Programa Especializado.** NCSH ofrece un programa especializado de inclusión (el “Programa ASD”) para niños de alto rendimiento del espectro autista ó del Síndrome Asperger. Estos alumnos tendrán el mismo programa académico que sus compañeros del mismo grado escolar y recibirán adicionalmente apoyo intensivo por parte de profesores especializados. Además esos alumnos recibirán clases adicionales de desarrollo social, diseñadas a reforzar destrezas de comunicación y fomentar la capacidad de entablar relaciones sociales.

Se dedicarán ocho plazas en cada grado escolar para los alumnos del Programa ASD. Si le interesa solicitar una de estas plazas, le pediremos más información sobre el alumno y el alumno será evaluado por especialistas, sin algún costo para usted. Si desea más información, póngase en contacto con el Asistente del Director, Deyvis Salazar al [\(646\) 701-7117](tel:6467017117) ó por correo electrónico a [info@ncsharlem.org](mailto:info@ncsharlem.org).

Ud. no tiene obligación alguna de proporcionar información adicional. Si decide no hacerlo, su hijo no tendrá derecho a consideración para las plazas del Programa ASD. No obstante, su hijo tendrá la misma consideración para admisión al NCSH que el resto de los solicitantes.

¿Solicita Ud. plaza en el Programa ASD?  Si  No

Firma del Padre/Tutor: \_\_\_\_\_ Fecha: \_\_\_\_\_

**For Internal Use Only:**

Date Received \_\_\_\_\_ Staff Initials \_\_\_\_\_ Application # \_\_\_\_\_ Sibling App # \_\_\_\_\_



## Demande d'inscription pour l'année scolaire 2015-2016

### Informations relatives aux demandes :

- Les demandes remplies seront reçues jusqu'au mercredi 1<sup>er</sup> avril 2015 à 23h59. Les demandes reçues après cette limite seront placées sur liste d'attente par ordre de réception.
- Le tirage au sort aura lieu le mercredi 8 avril 2015.
- Les enfants doivent avoir 5 ans accomplis avant le 31 décembre 2015 pour être admissibles à l'école maternelle.
- La préférence sera donnée aux élèves résidant dans le district communautaire scolaire dans lequel se trouve l'école, aux fratries et aux élèves handicapés souhaitant s'inscrire au programme TSA.

### INFORMATIONS RELATIVES À L'ÉLÈVE

Niveau scolaire pour lequel la demande est déposée (année scolaire 2015-2016) :  K  1<sup>ère</sup>  2<sup>ème</sup>  3<sup>ème</sup>  4<sup>ème</sup>  
(1<sup>ère</sup>, 2<sup>ème</sup>, 3<sup>ème</sup> et 4<sup>ème</sup> années de maternelle) Sexe :  Féminin  Masculin

Nom de l'enfant : \_\_\_\_\_ Date de naissance : \_\_\_\_/\_\_\_\_/\_\_\_\_

Adresse du domicile : \_\_\_\_\_ Appartement n° : \_\_\_\_\_ Ville : \_\_\_\_\_

État : \_\_\_\_\_ Code postal : \_\_\_\_\_ Nom de l'école actuelle : \_\_\_\_\_

Facultatif : Quelle langue parlez-vous principalement à la maison ?  Anglais  Espagnol  Français  Autre \_\_\_\_\_

### INFORMATIONS RELATIVES À LA FRATRIE

**\*Un membre de la fratrie est un frère ou une sœur qui vit dans le même foyer, y compris les demi-frères et sœurs, les frères et sœurs par alliance et les frères et sœurs de famille d'accueil. Chaque enfant doit faire l'objet d'une candidature séparée.\***

Un membre de la fratrie du candidat ou de la candidate est-il actuellement scolarisé à la NCSH ?  Oui  Non  
Si oui, nom complet du frère ou de la sœur : \_\_\_\_\_ Niveau scolaire : \_\_\_\_\_

Un membre de la fratrie du candidat ou de la candidate est-il a-t-il déposé une demande auprès

de la NCSH ?  Oui  Non

Si oui, nom complet du frère ou de la sœur : \_\_\_\_\_ Niveau scolaire : \_\_\_\_\_

### INFORMATIONS RELATIVES AUX PARENTS / TUTEURS LÉGAUX

1. Nom : \_\_\_\_\_ Relation avec l'élève : \_\_\_\_\_

Téléphone fixe du domicile \_\_\_\_\_ Téléphone portable : \_\_\_\_\_ Adresse de courrier électronique : \_\_\_\_\_

2. Nom : \_\_\_\_\_ Relation avec l'élève : \_\_\_\_\_

Téléphone fixe du domicile \_\_\_\_\_ Téléphone portable : \_\_\_\_\_ Adresse de courrier électronique : \_\_\_\_\_

**Déclaration de non-discrimination.** Une école à charte ne doit pas discriminer les élèves ni limiter leur admission en fonction de leur(s) origine ethnique, nationalité, sexe, handicap, capacités intellectuelles, évaluations de réussite ou d'aptitude, capacités athlétiques, croyance, sexe, religion, ascendants familiaux ou de tout autre concept qui s'avérerait illégal s'il était appliqué dans le cadre d'un établissement scolaire. Une école ne peut exiger un test, une entrevue, un essai d'admission ni la participation à une séance d'information afin que le candidat reçoive ou présente une demande d'admission dans cette école. Je consens à ce que les dossiers de l'école relatifs à l'élève pour lequel je présente la présente demande soient utilisés pour des études de cette école à charte. Dans le cadre de ces études, seuls les résultats globaux, et non les résultats individuels des élèves, seront mentionnés.

Signature du parent ou tuteur légal : \_\_\_\_\_ Date : \_\_\_\_\_

Apportez les demandes complétées ou envoyez-les par courrier ou télécopie à The Neighborhood Charter School of Harlem :  
132 West 124<sup>th</sup> Street, New York, NY 10027  
Téléphone : 646-701-7117, Télécopie : 914-462-3435  
[info@ncsharlem.org](mailto:info@ncsharlem.org)

## Le Programme TSA

**Programme spécialisé.** Notre école propose un programme d'inclusion spécialisé (« Le Programme TSA ») pour les enfants souffrant de troubles du spectre autistique de haut niveau ou du Syndrome d'Asperger. Ces élèves suivront le même cursus scolaire que leurs camarades de classe, avec un soutien intensif de la part d'enseignants spécialement formés, et ils participeront à des classes de développement social conçues pour les aider dans la compréhension sociale et les difficultés de communication qu'ils rencontrent.

Huit places dans chaque niveau scolaire seront réservées à ces élèves. Si vous souhaitez poser votre candidature à ce programme, nous vous demanderons de nous fournir des informations supplémentaires concernant votre enfant et nous pourrions requérir que votre enfant soit évalué par des professionnels indépendants sans que vous ayez à prendre en charge aucun frais. Pour de plus amples informations, veuillez contacter notre Assistant Principal, Deyvis Salazar, au (646) 701-7117 ou envoyer un courrier électronique à [info@ncsharlem.org](mailto:info@ncsharlem.org).

Vous n'avez pas l'obligation de fournir des informations supplémentaires. Si vous choisissez de ne pas le faire, votre enfant ne sera pas admissible aux places réservées pour les élèves souffrant de troubles du spectre autistique mais pourra être admissible dans notre école sur la même base que tous les autres candidats.

Faites-vous une demande pour le Programme TSA ?  Oui  Non

Signature du parent ou tuteur légal : \_\_\_\_\_ Date : \_\_\_\_\_

## Our ASD Program

Eight to ten seats in each grade are set aside for children with high-functioning autism spectrum disorders (ASD). These students participate in the same grade level academic curriculum as their classmates and are fully included in all aspects of the program. All teachers who work with these students receive training in strategies and supports designed especially for children with ASD and at least one teacher in each classroom has a professional certificate in Special Education. ASD students are fully integrated into all aspects of the school but are also provided with specialized supports that allow them to achieve their full potential. These students participate in special classes taught by a speech pathologist designed to help them with the social understanding, communication deficits and difficulties with self-regulation that often present challenges for them.

If you are interested in our ASD Program please contact us as soon as possible.

Contact:

Deyvis Salazar, Assistant Principal

Phone: 646-701-7117

Email: [info@ncsharlem.org](mailto:info@ncsharlem.org)

## Our Mission

Our mission is to provide the children of Harlem with new educational opportunities through a rigorous, comprehensive K–8 program that cultivates the intellectual, social, and emotional development of each child. Our students, who include children with high-functioning autism spectrum disorders, will become independent learners and critical thinkers, will acquire the academic skills that they need to succeed in college-preparatory high schools, and will exhibit the social and emotional skills that will allow them to reach their full potential.

## Our School Leader

Thank you for your interest in NCSH. As Head of School, it is my responsibility to oversee all of the academic and social/emotional programs in the school and to ensure that all of our students are progressing toward excellence. I am honored to lead NCSH and work to create a world-class academic atmosphere where children graduate proud and college bound!

—BRETT GALLINI

Do you know a child who may have a high-functioning autism spectrum disorder?

Here are some of the signs:

- ▶ Engages in one-sided, long-winded conversations, without noticing if the listener is paying attention or trying to change the subject.
- ▶ Lack of eye contact, few facial expressions, or awkward body postures and gestures.
- ▶ An intense obsession with one or two specific, narrow subjects, such as baseball statistics, train schedules, weather, or snakes.
- ▶ Appears not to understand, empathize with, or be sensitive to others' feelings.
- ▶ Has a hard time “reading” other people or understanding humor.
- ▶ Speaks in a voice that is monotonous, rigid, or unusually fast.
- ▶ Moves clumsily, with poor coordination. Has poor motor skills, such as walking, catching a ball or playing on playground equipment.
- ▶ Has difficulties holding normal conversations.
- ▶ Seems not to have an interest in friendships.

All kids have their quirks, and it's natural for small children to be egocentric or to show a strong interest in a particular topic, such as dinosaurs or a favorite fictional character.

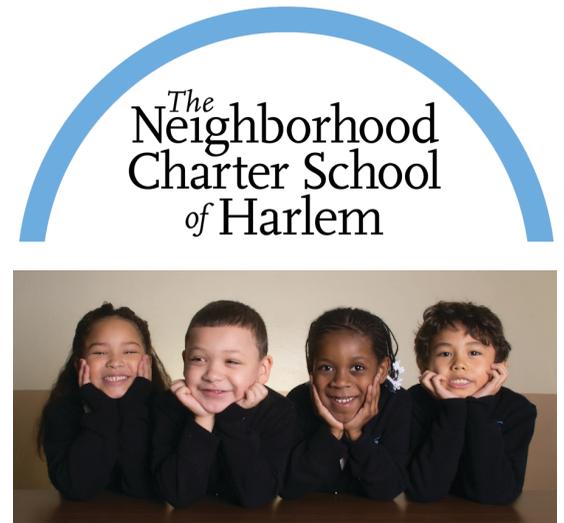
However, if a child has frequent problems in daycare or school, or seems unable to make friends, developmental disorders such as autism should be considered.

132 West 124th Street

New York, NY 10027

Phone: 646-701-7117, Fax: 914-462-3435

[NCSHarlem.org](http://NCSHarlem.org)



**A rigorous,  
K–8 school  
in Harlem,  
currently serving  
Kindergarten – 4<sup>th</sup>  
grade.**

Emphasis on reading,  
writing, and math

A rich arts program

Inquiry-based science

Two teachers in  
every classroom

A focus on the social  
and emotional development  
of all students

## About Our School



## How to Apply

NCSH is a free public charter school open to all New York City children.

We are accepting applications for kindergarten-4<sup>th</sup> grade for the 2015-2016 school year. You may apply through the online application on our website at [www.NCSHarlem.org](http://www.NCSHarlem.org). The application window closes April 1, 2015.

### Mail, Fax, or Bring Completed Applications to:

132 West 124th Street, New York, NY 10027  
Phone: 646-701-7117, Fax: 914-462-3435  
[info@ncsharlem.org](mailto:info@ncsharlem.org)

For more information, please call 646-701-7117 or email [info@ncsharlem.org](mailto:info@ncsharlem.org)

### OUR RIGOROUS ACADEMIC PROGRAM

Our students also study science in kindergarten, using engaging curricula that build on their natural curiosity, give them a firm foundation in these subjects, and reinforce independent learning and critical thinking skills.

We believe that the arts are an essential part of a great education. Our students have the opportunity to act, sing, dance, play instruments, and create their own works of art using a variety of materials.

We also believe that social and emotional skills are just as important as academic skills for success in school and in life. These skills will be taught, modeled and reinforced throughout the school day. As a result, our school culture is warm, respectful, challenging, and joyful.

There are two teachers in each of our classrooms. Our high teacher-to-student ratio and emphasis on small group instruction allows us to give all our students the individualized attention

and support that they need to maximize their academic potential.

We know that parents play an important role in their children's academic success. NCSH creates a partnership with parents through our parent association,

**Our students are independent learners and critical thinkers. They are learning the academic skills needed to go to college.**

workshops, family celebrations and outings, and frequent communication between teachers and families.

Our specialized inclusion program for children with high-functioning autism spectrum disorders is described on the reverse side of this brochure.

## Nuestro programa ASD

En cada uno de los grados, se apartan de ocho a diez lugares para niños con trastornos del espectro autista (TEA) altamente funcionales. Estos alumnos formarán parte del mismo plan académico de estudios que sus compañeros y, además, están incluidos en todos los aspectos del programa. Todos los maestros que trabajan con estos alumnos reciben una capacitación especializada en estrategias y apoyo diseñados especialmente para niños con trastornos del espectro autista y al menos un maestro en cada aula contará con un certificado profesional en Educación Especial. Los alumnos con trastornos del espectro autista están totalmente integrados en todos los aspectos de la escuela, pero también reciben apoyo especializado que les permite alcanzar su potencial máximo. Estos alumnos participan en clases especiales dictadas por un especialista del habla que están diseñadas para ayudarles con la comprensión social, los déficits de comunicación y las dificultades con el auto-control que suelen ser desafíos para ellos.

Si está interesado en nuestro programa ASD, póngase en contacto con nosotros lo antes posible.

Contacto: Deyvis Salazar, Vicedirector

Teléfono: 646-701-7117

Correo electrónico: [info@ncsharlem.org](mailto:info@ncsharlem.org)

## Nuestra misión

Nuestra misión es brindar a los niños de Harlem nuevas oportunidades educativas a través de un riguroso y completo programa, desde el jardín de infancia hasta el octavo grado, que cultive el desarrollo intelectual, social y emocional de cada niño. Nuestros alumnos, entre los que se incluyen niños con trastornos del espectro autista altamente funcionales, se volverán aprendices independientes y pensadores críticos, adquirirán las capacidades académicas necesarias para lograr obtener éxito en colegios secundarios y universidades y, además, exhibirán las capacidades sociales y emocionales que les permitirán alcanzar todo su potencial.

## El Líder de nuestra escuela

Gracias por su interés en NCSH. Como director de la escuela, es mi responsabilidad supervisar todos los programas académicos y sociales/emocionales en la escuela y asegurar que todos nuestros alumnos estén progresando hacia la obtención de un nivel de excelencia. Es un honor para mí liderar NCSH y trabajar para crear una atmósfera académica de clase mundial donde los niños se gradúen con orgullo y marquen su camino hacia la universidad.

—BRETT GALLINI

¿Conoce a algún niño que pueda tener un trastorno del espectro autista altamente funcional?

Estas son algunas de las señales:

- ▶ Se involucra en conversaciones unilaterales de mucha palabrería, sin notar si la otra parte está prestando atención o intenta cambiar de tema.
- ▶ Falta de contacto visual, pocas expresiones faciales o posturas corporales o gestos raros.
- ▶ Demuestra una obsesión intensa por uno o dos temas específicos limitados, como las estadísticas del béisbol, los horarios del tren, el clima o las serpientes.
- ▶ Parece no comprender, no empatizar ni ser sensible a los sentimientos de los demás.
- ▶ Tiene dificultades para “leer” a la otra persona o comprender su sentido del humor.
- ▶ Habla con voz monótona, rígida o de manera inusualmente rápida.
- ▶ Se mueve de manera torpe, con poca coordinación. Tiene pocas habilidades motoras, como por ejemplo
- ▶ dificultades para caminar, atrapar una pelota o jugar con juegos de plaza.
- ▶ Tiene dificultades para sostener conversaciones normales.
- ▶ Parece no tener interés en hacer nuevas amistades.

Todos los niños tienen sus peculiaridades y es natural que los niños pequeños sean egocéntricos o muestren un fuerte interés por un tema en particular, como los dinosaurios o su personaje ficticio favorito. Sin embargo, si un niño tiene problemas frecuentes en la guardería o en la escuela o parece incapaz de hacer amigos, debería considerar la posibilidad de que sufra trastornos del desarrollo.

132 West 124th Street

New York, NY 10027

Phone: 646-701-7117, Fax: 914-462-3435

[NCSHarlem.org](http://NCSHarlem.org)



**Una escuela rigurosa en Harlem que abarca desde jardín de infancia hasta el octavo grado, que actualmente brinda educación desde jardín de infancia a 4<sup>to</sup> grado.**

Énfasis en lectura, escritura y matemáticas

Intenso programa de arte

Ciencia basada en el cuestionamiento

Dos maestros en cada aula

Foco en el desarrollo social y emocional de todos los alumnos

## Acerca de nuestra escuela



Nuestro riguroso programa académico combina una enseñanza directa intensiva en destrezas literarias y matemáticas con amplias oportunidades de trabajo independiente, creatividad y resolución de problemas. Nuestros alumnos también estudian ciencias en el jardín de infancia, en base a programas de estudios atractivos que estimulan su curiosidad natural, les dan una base firme para estos temas y refuerzan las habilidades de aprendizaje independiente y pensamiento crítico.

Para nosotros, el arte es una parte esencial

de una excelente educación. Nuestros alumnos tienen la posibilidad de actuar, cantar, bailar, tocar instrumentos y crear sus propias obras de arte con una variedad de materiales.

También creemos que las destrezas sociales y emocionales son tan importantes como las destrezas académicas para tener éxito en la escuela y en la vida. Estas destrezas se enseñan, modelan y refuerzan a lo largo del día escolar. Como resultado, nuestra cultura escolar es cálida, respetuosa, estimulante y agradable.

En cada una de nuestras aulas hay dos maestros. Nuestra alta proporción entre maestros y alumnos y el énfasis en la enseñanza en grupos pequeños les da a todos nuestros alumnos la atención y el apoyo individualizados que necesitan para maximizar su potencial académico.

**Nuestros alumnos son estudiantes independientes y pensadores críticos. Están aprendiendo las habilidades académicas necesarias para estudiar en la universidad.**

## Cómo presentar una solicitud

NCSH es una escuela charter pública gratuita abierta a todos los niños de la ciudad de Nueva York.

Estamos aceptando inscripciones para jardín de infancia y hasta 4° grado para el año escolar 2015-2016. Puede presentar la inscripción a través de la solicitud en línea en nuestro sitio [www.NCSHarlem.org](http://www.NCSHarlem.org). El período de inscripción cierra el 1° de abril de 2015.

**Envíe la inscripción por correo, por fax o tráigala completa a:**

132 West 124th Street  
New York, NY 10027

Teléfono: 646-701-7117

Fax: 914-462-3435

[info@ncsharlem.org](mailto:info@ncsharlem.org)

Sabemos que los padres juegan un papel importante en el éxito académico de sus hijos. NCSH crea una sociedad con ellos a través de nuestra asociación de padres, talleres, celebraciones familiares, excursiones y comunicaciones frecuentes entre maestros y familias.

En el reverso de este folleto encontrará la descripción completa de nuestro programa especializado de inclusión para niños con trastornos del espectro autista altamente funcionales.



# THE NEIGHBORHOOD CHARTER SCHOOL OF HARLEM



We are accepting applications for Kindergarten through 4<sup>th</sup> grade for the 2015-2016 school year. We invite you to visit the school to learn about what makes us unique! To sign up for a school tour, please complete the online registration form [ncsharlem.org/school-tour](http://ncsharlem.org/school-tour) or call the main office!



Facebook  
@HCSHarlem



Instagram  
@NCSHarlem



Twitter  
@NCSHarlem

## School Tour Schedule for Prospective Parents:

Thursday, 1/8/15 at 5:30 PM

Saturday, 1/24/15 at 11:00 AM

Tuesday, 2/10/15 at 6:00 PM

Thursday, 2/26/15 at 5:30 PM

Tuesday, 3/10/15 at 6:00 PM

Saturday, 3/28/15 at 11:00 AM

## HOW TO GET HERE:

**SUBWAY:** The 2 & 3 express lines to 125th Street & Lenox Avenue station are just steps away from NCSH. The A, C, B and D lines at 125th Street and Saint Nicholas Avenue Station are 3 blocks away.

**BUS:** The 102 & 7 Buses stop across the street from NCSH.



# THE NEIGHBORHOOD CHARTER SCHOOL OF HARLEM



Estamos aceptando formularios de inscripción para los cursos que van desde jardín de infancia hasta 4to grado para el año escolar 2015-2016. ¡Lo invitamos a que visite el colegio y vea por qué somos únicos! Si quiere inscribirse para realizar un recorrido por el colegio, complete el formulario de registro en línea en [ncsharlem.org/school-tour](http://ncsharlem.org/school-tour) o llámenos a la oficina principal.



Facebook  
@HCSHarlem



Instagram  
@NCSHarlem



Twitter  
@NCSHarlem

## Horario de Recorrido por las Instalaciones del Colegio para Padres de Posibles Alumnos

Jueves 8 de enero de 2015 a las 5:30 p. m.

Sábado 24 de enero de 2015 a las 11:00 p. m.

Martes 10 de febrero de 2015 a las 6:00 p. m.

Jueves 26 de febrero de 2015 a las 5:30 p. m.

Martes 10 de marzo de 2015 a las 6:00 p. m.

Sábado 28 de marzo de 2015 a las 11:00 p. m.

## CÓMO LLEGAR:

**METRO:** Las líneas rápidas (express lines) 2 y 3 que lo llevan a la estación de 125th Street y Lenox Avenue están a solo unos metros de NCSH. Las líneas A, C, B y D en la estación de la 125th Street y Saint Nicholas Avenue están a 3 cuadras de distancia.

**AUTOBÚS:** Los autobuses 102 y 7 se detienen frente a NCSH.



# Got Siblings? Apply Now!

We are now accepting applications for  
Kindergarten – 4<sup>TH</sup> grade for the  
2015-2016 school year.

**Siblings of current NCSH students must complete an  
application for the 2014-2015 school year.**

You may complete an application online at  
[www.ncsharlem.org/apply-online](http://www.ncsharlem.org/apply-online)

We are pleased to announce the opening of our satellite location in northern Harlem. The satellite school will open August 2015 and serve kindergarten students only in Community School District (CSD) 6. Our current school building will continue to be the home to grades 1-4. More details about the split site will be shared in the coming weeks!

If you need assistance or have questions, please contact the main office at 646-701-7117 or email [info@ncsharlem.org](mailto:info@ncsharlem.org).



Dear Child Care Provider,

The Neighborhood Charter School of Harlem (NCSH) is located in Central Harlem, and currently serves kindergarten through 3<sup>rd</sup> grade. We are accepting applications for the 2014/2015 school year for kindergarten through 2<sup>nd</sup> grade, and would like for you to keep us in mind when considering viable options for your families.

NCSH offers a rigorous academic program combining intensive direct instruction in math and literacy skills with ample opportunities for independent work, creativity and problem solving. We offer our scholars a unique educational approach that builds a foundation for a lifetime of learning.

- **Arts:** Through a partnership with Harlem School of the Arts, our students are introduced to the visual arts, music and drama by practicing artists.
- **Science:** NCSH students have laboratory science every day where scholars perform an amazing 130 experiments per year.
- **Social and Emotional Skills:** These skills are explicitly taught, modeled and reinforced throughout the school day. The result is a school culture and classroom environment that is warm, respectful, challenging and joyful.
- **High Teacher to Student Ratio:** There are two certified teachers in each of our classrooms.
- **Longer School Day and School Year:** Our extended school day and school year allows for more time for learning than in a traditional public school.
- **Partnership with Families:** We create a partnership with parents through a parents association, workshops, family celebrations, and frequent communications between teachers and families.

Furthermore, NCSH has an ASD Inclusion Program that is modeled after the New York City Department of Education ASD Nest Program. Our ASD Inclusion Program is tailored for high functioning children with autism spectrum disorders (ASD), and is designed to help children learn how to function well – academically, behaviorally and socially – in their school and community.

Applications and brochures are included. Families may complete an application online at [www.ncsharlem.org/apply-online](http://www.ncsharlem.org/apply-online). Please feel free to contact us at 646-701-7117 with any questions.

Warm regards,

Brett Gallini  
Head of School



Dear Psychologist/Social Worker,

I am the Assistant Principal at the Neighborhood Charter School of Harlem (NCSH). This letter is to inform you of an opportunity for your students to attend NCSH in the 2015-2016 school year.

The Neighborhood Charter School of Harlem opened in August 2012 and is located Central Harlem. NCSH offers a rigorous academic program combining intensive direct instruction in math and literacy skills with ample opportunities for independent work, creativity and problem solving. Our students learn using engaging curricula that build on students' natural curiosity, giving them a firm foundation in science and mathematics. Aside from academics, NCSH focuses on the social and emotional development of each child. We created a school culture and classroom environment that is warm, respectful, challenging, and joyful.

We are proud of our fully-inclusive program for high functioning children with autism spectrum disorders (ASD). The ASD Program is based on the successful New York City Department of Education ASD Nest Program. Our program is designed to help children learn how to function well academically, behaviorally, and socially in their school and community. Our ASD students participate in the same grade level curriculum and are included in the same classes as typically developing students. We have two full-time certified teachers in each classroom who have intensive experience with children on the spectrum and receive additional training from industry specialists. Students in this program participate in Social Development Intervention (SDI) classes taught by our own Speech Pathologists. These classes are designed to help students with the social understanding and communication deficits and difficulties with self-regulation that often present challenges for them.

We are asking that you please keep The Neighborhood Charter School of Harlem in mind when considering programs for students on the spectrum as well as other students. We are accepting applications for the 2015-2016 school year for kindergarten-4<sup>th</sup> grade. Families may complete an online application at [www.ncsharlem.org/apply-online](http://www.ncsharlem.org/apply-online).

Sincerely,

Deyvis Salazar  
Assistant Principal



# Appendix I: Teacher and Administrator Attrition

Created: 07/06/2015

Last updated: 07/08/2015

Report changes in teacher and administrator staffing.

Page 1

**Charter School Name:**

## **Instructions for completing the Teacher and Administrator Attrition Tables**

**ALL charter schools should provide, for teachers and administrators only, the full time equivalent (FTE) of staff on June 30, 2014, the FTE for added staff from July 1, 2014 through June 30, 2015, and the FTE for any departed staff from July 1, 2014 through June 30, 2015 using the two tables provided.**

### **2013-14 Teacher Attrition Table**

	FTE Teachers on June 30, 2014	FTE Teachers Additions 7/1/14 – 6/30/15	FTE Teacher Departures 7/1/14 – 6/30/15
	20	7	9

### **2013-14 Administrator Position Attrition Table**

	FTE Administrator Positions On 6/30/2014	FTE Administrator Additions 7/1/14 – 6/30/15	FTE Administrator Departures 7/1/14 – 6/30/15
	3	1	0

**Thank you**



# Appendix J: Uncertified Teachers

Last updated: 07/23/2015

**"thirty per centum or 5 teachers, whichever is less"**

To comply with NYS Education Law Section 2854(3)(a-1), please report the (FTE) count of uncertified and certified teaching staff as of the last day of school for the 2014-15 school year.

Page 1

**Charter School Name:**

**Note Definition of FTE:**

Full-time equivalent employees equal the number of employees on full-time schedules plus the number of employees on part-time schedules converted to a full-time basis. The number of full-time equivalent employees in each industry is the product of the total number of employees and the ratio of average weekly hours per employee for all employees to average weekly hours per employee on full-time schedules. An industry's full-time equivalent employment will be less than the number of its employees on full- and part-time schedules, unless it has no part-time employees (U.S. Commerce--Bureau of Economic Analysis at: [http://www.bea.gov/faq/index.cfm?faq\\_id=368#sthash.8Rbj89kq.dpuf](http://www.bea.gov/faq/index.cfm?faq_id=368#sthash.8Rbj89kq.dpuf))

How many **UNCERTIFIED** Full-Time Equivalent Teachers were employed in the charter school as of last day of school in 2014-15?

**For each applicable category (i-iv), input the relevant full time equivalent (FTE) count of teachers.**

	FTE - (June 30, 2015)
(i) uncertified teachers with at least three years of elementary, middle or secondary classroom teaching experience	
(ii) individuals who are tenured or tenure track college faculty	
(iii) individuals with two years satisfactory experience through Teach for America	
(iv) individuals who possess exceptional business, professional, artistic, athletic, or military experience	
FTE count of uncertified teachers who do not fit into any of the four statutory categories	5
<b>Total</b>	<b>5.0</b>

How many **CERTIFIED** Full-Time Equivalent Teachers were employed in the charter school as of the last day of school in 2014-15?

21

Thank you.



## NCSH 2015-2016 Organization Matrix

Leadership		Supervisor	Support		Supervisor
Brett Gallini	Head of School		Karina Hwang	Operations Manager	Sherita Smith
Deyvis Salazar	Assistant Principal	Brett Gallini	Nhi Trinh	Office Coordinator	Karina Hwang
Sherita Smith	Director of Operations	Brett Gallini	Michelle Santos	Office Coordinator	Karina Hwang
Content		Supervisor	Shaili Kapadia	Operations Assistant	Karina Hwang
Science - K/1	Michael Renda	Deyvis Salazar	Tasheena Salmon	Dean of Students	Brett Gallini
Science - 2/3	Asia Canady	Deyvis Salazar	Laura Walsh	Achievement Coach English Language Arts	Deyvis Salazar
Physical Education	Sean Edwards	Deyvis Salazar	Kelly Scott	Achievement Coach Mathematics	Deyvis Salazar
			Stephanie Hubbell	Speech Pathologist	Deyvis Salazar
			Sogol Shafiei	Speech Pathologist	Deyvis Salazar
			Jasmine Adams	Assistant Teacher Kindergarten	Deyvis Salazar
			Rachel Kupersmith	Assistant Teacher 1st Grade	Deyvis Salazar
			Vanessa Alcantara	Assistant Teacher 2nd Grade	Deyvis Salazar
			Keisha Harrison	Assistant Teacher 3rd Grade	Deyvis Salazar
			Annette Richards	Cafeteria	Sherita Smith
			Alexander Lewis	School Support	Sherita Smith
Kindergarten		Supervisor	First Grade		Supervisor
K-1: Determination	Rachelle Moshevich	Deyvis Salazar	1-1: Strength	Janavette Santos	Deyvis Salazar
	Krystal Mircovich	Deyvis Salazar		Jamie Geraci	Deyvis Salazar
K-2: Unity	Cara Rossi	Deyvis Salazar	1-2: Integrity	Kristie Kirby	Deyvis Salazar
	Amanda Kaminski	Deyvis Salazar		Rebecca Reynolds	Deyvis Salazar
K-3: Courage	Nicholas Rushe	Deyvis Salazar	1-3: Ambition	Celenis Diaz	Deyvis Salazar
	Stephanie Gamble	Deyvis Salazar		Nicole Hittner	Deyvis Salazar
Second Grade		Supervisor	Third Grade		Supervisor
2-1: Resilience	James Butler	Deyvis Salazar	3-1: Confidence	Jennifer Buck	Deyvis Salazar
	Jessica Worthman	Deyvis Salazar		Bianca Nuñez	Deyvis Salazar
2-2: Honesty	Dorethea Dawkins	Deyvis Salazar	3-2: Perseverance	Adrienne Hloderwski	Deyvis Salazar
	Kailey Schneemann	Deyvis Salazar		Lindsey Mattingly	Deyvis Salazar
2-3: Compassion	Nicole Harrison	Deyvis Salazar	3-3: Endurance	Ariel Ortiz	Deyvis Salazar
	Samantha Arpino	Deyvis Salazar		Elizabeth Larkin	Deyvis Salazar



## **NCSH Mission and Key Design Elements**

### **NCSH Mission**

Our mission is to provide the children of Harlem with new educational opportunities through a rigorous, comprehensive K-8 program that cultivates the intellectual, social, and emotional development of each child. Our students, who include children with high-functioning autism spectrum disorders, will become independent learners and critical thinkers, will acquire the academic skills that they need to succeed in college-preparatory high schools, and will exhibit the social and emotional skills that will allow them to reach their full potential.

### **Key Design Elements of The Neighborhood Charter School of Harlem**

- a unique “no excuses” approach to school design that includes a focus on social and emotional learning that will enhance learning and reduce conduct problems;
- a rigorous academic program that combines direct instruction in essential skills and factual knowledge with opportunities to develop independent learning and critical thinking skills;
- two certified teachers in each classroom to allow us to “meet each student where she is” and respond to the individual needs of each student;
- an intensive focus on literacy;
- a longer school day and school year to provide more time for learning;
- data driven instruction;
- a specialized program of supports for ASD students;
- a strong and focused professional development program;
- partnership with parents to make the home a center of learning.

# Required Form: 2014-15 Appendix E - Trustee Disclosure of Financial Interest Form

Created Friday, September 11, 2015

<https://nysed.fluidsurveys.com/account/surveys/537586/responses/export//s/Regents-Appendix-E-BOT-Form/28b118df2ad34dbe02>

## Page 1

Please open the link to this form using **Google Chrome** as your browser. Doing so will allow you to input your signature on page 2 of the form. Thank you.

### 1. TRUSTEE NAME

	First Name	Last Name
Trustee Name	Ruth	Meyler

### 2. \*Your Home Address:

2. *Your Home Address:   Street Address	[REDACTED]
2. *Your Home Address:   City/State	[REDACTED]
2. *Your Home Address:   Zip	[REDACTED]

### 3. \*Your Business Address

3. *Your Business Address   Street Address	[REDACTED]
3. *Your Business Address   City/State	[REDACTED]
3. *Your Business Address   Zip	[REDACTED]

### 4. \*Daytime Phone Number:

[REDACTED]

### 5. \*E-mail Address:

[REDACTED]

6. I am a Trustee of a parent education corporation listed below which governs one or more charter schools.

*No, I am not.*

7. Select the name of the education corporation that operates a single charter school.

*NEIGHBORHOOD CS OF HARLEM (REGENTS) 310500861015*

8. Select all positions you have held on the Board:

(check all that apply)

- 
- Chair/President
- 

9. Are you a trustee and also an employee of the school?

*No*

10. Are you a trustee and an employee or agent of the management company or institutional partner of the charter school?

No

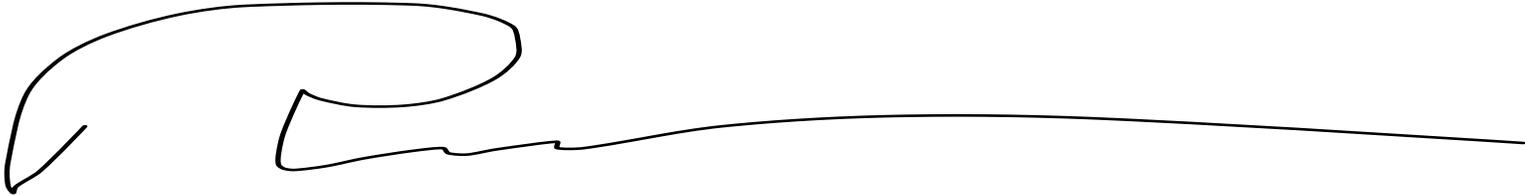
11. Have you or any of your immediate family members or any persons who live with you in your house had an interest in or engaged in a transaction with the charter school during the time you have served on the board, and in the six-month period prior to such service?

No

12. Are you a member, director, officer or employee of an organization formally partnered with a school that is doing business with the charter school and in which such entity, during your tenure as a trustee, you and/or your immediate family member or person living in your house had a financial interest or relationship?

No

Signature of Trustee

A handwritten signature in black ink, consisting of a large, stylized initial 'R' followed by a long, horizontal, slightly wavy line extending to the right.

**Thank you.**

# Required Form: 2014-15 Appendix E - Trustee Disclosure of Financial Interest Form

Created Wednesday, September 16, 2015

<https://nysed.fluidsurveys.com/account/surveys/537586/responses/export//s/Regents-Appendix-E-BOT-Form/0adb0667f470ef85c4>

## Page 1

Please open the link to this form using **Google Chrome** as your browser. Doing so will allow you to input your signature on page 2 of the form. Thank you.

### 1. TRUSTEE NAME

	First Name	Last Name
Trustee Name	Jefferson	Hughes

### 2. \*Your Home Address:

2. *Your Home Address:   Street Address	[REDACTED]
2. *Your Home Address:   City/State	[REDACTED]
2. *Your Home Address:   Zip	[REDACTED]

### 3. \*Your Business Address

3. *Your Business Address   Street Address	[REDACTED]
3. *Your Business Address   City/State	[REDACTED]
3. *Your Business Address   Zip	[REDACTED]

### 4. \*Daytime Phone Number:

[REDACTED]

### 5. \*E-mail Address:

[REDACTED]

6. I am a Trustee of a parent education corporation listed below which governs one or more charter schools.

*No, I am not.*

7. Select the name of the education corporation that operates a single charter school.

*NEIGHBORHOOD CS OF HARLEM (REGENTS) 310500861015*

8. Select all positions you have held on the Board:

(check all that apply)

- 
- Other, please specify...: Trustee
- 

9. Are you a trustee and also an employee of the school?

No

10. Are you a trustee and an employee or agent of the management company or institutional partner of the charter school?

No

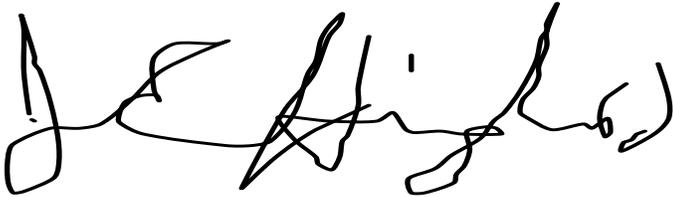
11. Have you or any of your immediate family members or any persons who live with you in your house had an interest in or engaged in a transaction with the charter school during the time you have served on the board, and in the six-month period prior to such service?

No

12. Are you a member, director, officer or employee of an organization formally partnered with a school that is doing business with the charter school and in which such entity, during your tenure as a trustee, you and/or your immediate family member or person living in your house had a financial interest or relationship?

No

Signature of Trustee

A handwritten signature in black ink, appearing to read "J. H. [unclear]", written in a cursive style.

**Thank you.**

# Required Form: 2014-15 Appendix E - Trustee Disclosure of Financial Interest Form

Created Monday, September 21, 2015

<https://nysed.fluidsurveys.com/account/surveys/537586/responses/export//s/Regents-Appendix-E-BOT-Form/916ab0baf3977900d3>

## Page 1

Please open the link to this form using **Google Chrome** as your browser. Doing so will allow you to input your signature on page 2 of the form. Thank you.

### 1. TRUSTEE NAME

	First Name	Last Name
Trustee Name	Arthur	Sadoff

### 2. \*Your Home Address:

2. *Your Home Address:   Street Address	[REDACTED]
2. *Your Home Address:   City/State	[REDACTED]
2. *Your Home Address:   Zip	[REDACTED]

### 3. \*Your Business Address

3. *Your Business Address   Street Address	[REDACTED]
3. *Your Business Address   City/State	[REDACTED]
3. *Your Business Address   Zip	[REDACTED]

### 4. \*Daytime Phone Number:

[REDACTED]

### 5. \*E-mail Address:

[REDACTED]

6. I am a Trustee of a parent education corporation listed below which governs one or more charter schools.

*No, I am not.*

7. Select the name of the education corporation that operates a single charter school.

*NEIGHBORHOOD CS OF HARLEM (REGENTS) 310500861015*

8. Select all positions you have held on the Board:

(check all that apply)

- 
- Other, please specify...: Human Resources
- 

9. Are you a trustee and also an employee of the school?

No

10. Are you a trustee and an employee or agent of the management company or institutional partner of the charter school?

No

11. Have you or any of your immediate family members or any persons who live with you in your house had an interest in or engaged in a transaction with the charter school during the time you have served on the board, and in the six-month period prior to such service?

No

12. Are you a member, director, officer or employee of an organization formally partnered with a school that is doing business with the charter school and in which such entity, during your tenure as a trustee, you and/or your immediate family member or person living in your house had a financial interest or relationship?

No

Signature of Trustee

Two handwritten signatures in black ink. The first signature is on the left and the second is on the right. Both are written in a cursive style.

**Thank you.**

# Required Form: 2014-15 Appendix E - Trustee Disclosure of Financial Interest Form

Created Tuesday, September 29, 2015

<https://nysed.fluidsurveys.com/account/surveys/537586/responses/export//s/Regents-Appendix-E-BOT-Form/3b38ecef21248ce348>

## Page 1

Please open the link to this form using **Google Chrome** as your browser. Doing so will allow you to input your signature on page 2 of the form. Thank you.

### 1. TRUSTEE NAME

	First Name	Last Name
Trustee Name	Gail	Brousal

### 2. \*Your Home Address:

2. *Your Home Address:   Street Address	[REDACTED]
2. *Your Home Address:   City/State	[REDACTED]
2. *Your Home Address:   Zip	[REDACTED]

### 3. \*Your Business Address

3. *Your Business Address   Street Address	[REDACTED]
3. *Your Business Address   City/State	[REDACTED]
3. *Your Business Address   Zip	[REDACTED]

### 4. \*Daytime Phone Number:

[REDACTED]

### 5. \*E-mail Address:

[REDACTED]

6. I am a Trustee of a parent education corporation listed below which governs one or more charter schools.

*No, I am not.*

7. Select the name of the education corporation that operates a single charter school.

*NEIGHBORHOOD CS OF HARLEM (REGENTS) 310500861015*

8. Select all positions you have held on the Board:

(check all that apply)

- 
- Other, please specify...: Accountability Committee
- 

9. Are you a trustee and also an employee of the school?

No

10. Are you a trustee and an employee or agent of the management company or institutional partner of the charter school?

No

11. Have you or any of your immediate family members or any persons who live with you in your house had an interest in or engaged in a transaction with the charter school during the time you have served on the board, and in the six-month period prior to such service?

No

12. Are you a member, director, officer or employee of an organization formally partnered with a school that is doing business with the charter school and in which such entity, during your tenure as a trustee, you and/or your immediate family member or person living in your house had a financial interest or relationship?

No

Signature of Trustee

**Thank you.**

# Required Form: 2014-15 Appendix E - Trustee Disclosure of Financial Interest Form

Created Tuesday, September 29, 2015

<https://nysed.fluidsurveys.com/account/surveys/537586/responses/export//s/Regents-Appendix-E-BOT-Form/c5dd2f50efc144b285>

## Page 1

Please open the link to this form using **Google Chrome** as your browser. Doing so will allow you to input your signature on page 2 of the form. Thank you.

### 1. TRUSTEE NAME

	First Name	Last Name
Trustee Name	adam	rashid

### 2. \*Your Home Address:

2. *Your Home Address:   Street Address	[REDACTED]
2. *Your Home Address:   City/State	[REDACTED]
2. *Your Home Address:   Zip	[REDACTED]

### 3. \*Your Business Address

3. *Your Business Address   Street Address	[REDACTED]
3. *Your Business Address   City/State	[REDACTED]
3. *Your Business Address   Zip	[REDACTED]

### 4. \*Daytime Phone Number:

[REDACTED]

### 5. \*E-mail Address:

[REDACTED]

6. I am a Trustee of a parent education corporation listed below which governs one or more charter schools.

*No, I am not.*

7. Select the name of the education corporation that operates a single charter school.

*NEIGHBORHOOD CS OF HARLEM (REGENTS) 310500861015*

8. Select all positions you have held on the Board:

(check all that apply)

---

- Treasurer
- 

9. Are you a trustee and also an employee of the school?

No

10. Are you a trustee and an employee or agent of the management company or institutional partner of the charter school?

No

11. Have you or any of your immediate family members or any persons who live with you in your house had an interest in or engaged in a transaction with the charter school during the time you have served on the board, and in the six-month period prior to such service?

No

12. Are you a member, director, officer or employee of an organization formally partnered with a school that is doing business with the charter school and in which such entity, during your tenure as a trustee, you and/or your immediate family member or person living in your house had a financial interest or relationship?

No

Signature of Trustee

A handwritten signature consisting of several loops and a final flourish.A long, horizontal handwritten signature with a distinct loop at the beginning and a long tail.

**Thank you.**

# Required Form: 2014-15 Appendix E - Trustee Disclosure of Financial Interest Form

Created Wednesday, September 30, 2015

<https://nysed.fluidsurveys.com/account/surveys/537586/responses/export//s/Regents-Appendix-E-BOT-Form/177d0fc87f477725fe>

## Page 1

Please open the link to this form using **Google Chrome** as your browser. Doing so will allow you to input your signature on page 2 of the form. Thank you.

### 1. TRUSTEE NAME

	First Name	Last Name
Trustee Name	Andrew	Popper

### 2. \*Your Home Address:

2. *Your Home Address:   Street Address	[REDACTED]
2. *Your Home Address:   City/State	[REDACTED]
2. *Your Home Address:   Zip	[REDACTED]

### 3. \*Your Business Address

3. *Your Business Address   Street Address	[REDACTED]
3. *Your Business Address   City/State	[REDACTED]
3. *Your Business Address   Zip	[REDACTED]

### 4. \*Daytime Phone Number:

[REDACTED]

### 5. \*E-mail Address:

[REDACTED]

6. I am a Trustee of a parent education corporation listed below which governs one or more charter schools.

*No, I am not.*

7. Select the name of the education corporation that operates a single charter school.

*NEIGHBORHOOD CS OF HARLEM (REGENTS) 310500861015*

8. Select all positions you have held on the Board:

(check all that apply)

- 
- Other, please specify...: member
- 

9. Are you a trustee and also an employee of the school?

No

10. Are you a trustee and an employee or agent of the management company or institutional partner of the charter school?

No

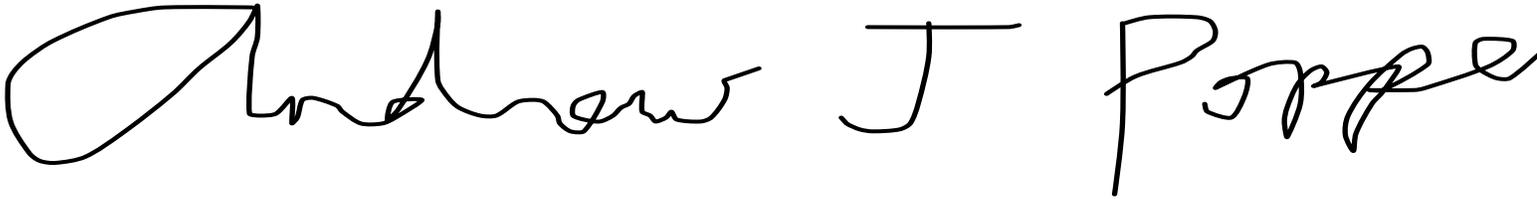
11. Have you or any of your immediate family members or any persons who live with you in your house had an interest in or engaged in a transaction with the charter school during the time you have served on the board, and in the six-month period prior to such service?

No

12. Are you a member, director, officer or employee of an organization formally partnered with a school that is doing business with the charter school and in which such entity, during your tenure as a trustee, you and/or your immediate family member or person living in your house had a financial interest or relationship?

No

Signature of Trustee

A handwritten signature in black ink that reads "Andrew J. Poppe". The signature is written in a cursive style with a large initial 'A' and a distinct 'J'.

**Thank you.**

# Required Form: 2014-15 Appendix E - Trustee Disclosure of Financial Interest Form

Created Monday, October 05, 2015

<https://nysed.fluidsurveys.com/account/surveys/537586/responses/export//s/Regents-Appendix-E-BOT-Form/459d3880f73a223d1a>

## Page 1

Please open the link to this form using **Google Chrome** as your browser. Doing so will allow you to input your signature on page 2 of the form. Thank you.

### 1. TRUSTEE NAME

	First Name	Last Name
Trustee Name	Nicole	Scanlin

### 2. \*Your Home Address:

2. *Your Home Address:   Street Address	[REDACTED]
2. *Your Home Address:   City/State	[REDACTED]
2. *Your Home Address:   Zip	[REDACTED]

### 3. \*Your Business Address

3. *Your Business Address   Street Address	[REDACTED]
3. *Your Business Address   City/State	[REDACTED]
3. *Your Business Address   Zip	[REDACTED]

### 4. \*Daytime Phone Number:

[REDACTED]

### 5. \*E-mail Address:

[REDACTED]

6. I am a Trustee of a parent education corporation listed below which governs one or more charter schools.

*No, I am not.*

7. Select the name of the education corporation that operates a single charter school.

*NEIGHBORHOOD CS OF HARLEM (REGENTS) 310500861015*

8. Select all positions you have held on the Board:

(check all that apply)

*(No response)*

9. Are you a trustee and also an employee of the school?

*No*

10. Are you a trustee and an employee or agent of the management company or institutional partner of the charter school?

No

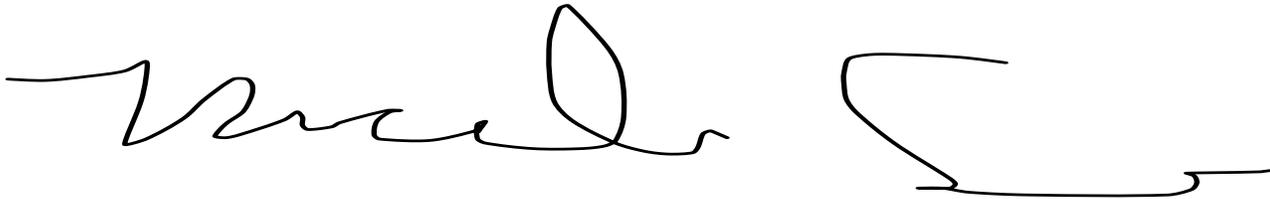
11. Have you or any of your immediate family members or any persons who live with you in your house had an interest in or engaged in a transaction with the charter school during the time you have served on the board, and in the six-month period prior to such service?

No

12. Are you a member, director, officer or employee of an organization formally partnered with a school that is doing business with the charter school and in which such entity, during your tenure as a trustee, you and/or your immediate family member or person living in your house had a financial interest or relationship?

No

Signature of Trustee

Two handwritten signatures in black ink. The first signature is a cursive name that appears to be 'Michael'. The second signature is a stylized, blocky name that appears to be 'S. J.'.

**Thank you.**

# Required Form: 2014-15 Appendix E - Trustee Disclosure of Financial Interest Form

Created Tuesday, October 27, 2015

<https://nysed.fluidsurveys.com/account/surveys/537586/responses/export//s/Regents-Appendix-E-BOT-Form/d6a2f9372982e6d99f>

## Page 1

Please open the link to this form using **Google Chrome** as your browser. Doing so will allow you to input your signature on page 2 of the form. Thank you.

### 1. TRUSTEE NAME

	First Name	Last Name
Trustee Name	Derek	Fleming

### 2. \*Your Home Address:

2. *Your Home Address:   Street Address	[REDACTED]
2. *Your Home Address:   City/State	[REDACTED]
2. *Your Home Address:   Zip	[REDACTED]

### 3. \*Your Business Address

3. *Your Business Address   Street Address	[REDACTED]
3. *Your Business Address   City/State	[REDACTED]
3. *Your Business Address   Zip	[REDACTED]

### 4. \*Daytime Phone Number:

[REDACTED]

### 5. \*E-mail Address:

[REDACTED]

6. I am a Trustee of a parent education corporation listed below which governs one or more charter schools.

*No, I am not.*

7. Select the name of the education corporation that operates a single charter school.

*NEIGHBORHOOD CS OF HARLEM (REGENTS) 310500861015*

8. Select all positions you have held on the Board:

(check all that apply)

*(No response)*

9. Are you a trustee and also an employee of the school?

*No*

10. Are you a trustee and an employee or agent of the management company or institutional partner of the charter school?

No

11. Have you or any of your immediate family members or any persons who live with you in your house had an interest in or engaged in a transaction with the charter school during the time you have served on the board, and in the six-month period prior to such service?

No

12. Are you a member, director, officer or employee of an organization formally partnered with a school that is doing business with the charter school and in which such entity, during your tenure as a trustee, you and/or your immediate family member or person living in your house had a financial interest or relationship?

No

Signature of Trustee

A handwritten signature in black ink that reads "Derek Fleming". The signature is written in a cursive style with a large initial 'D' and a long horizontal stroke at the end.

**Thank you.**