



Entry 1 School Information and Cover Page

Created: 06/29/2018 • Last updated: 10/29/2018

Please be advised that you will need to complete this cover page (including signatures) before all of the other tasks assigned to you by your authorizer are visible on your task page. While completing this task, please ensure that you select the correct authorizer **(as of June 30, 2018)** or you may not be assigned the correct tasks.

a. SCHOOL NAME NEW YORK CITY MONTESSORI CS (REGENTS)

(Select name from the drop down menu)

b. CHARTER AUTHORIZER (As of June 30th, 2018) Regents-Authorized Charter School

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

c. DISTRICT / CSD OF LOCATION NYC CSD 7

d1. SCHOOL INFORMATION

	PRIMARY ADDRESS	PHONE NUMBER	FAX NUMBER	EMAIL ADDRESS
	423 East 138 Street Bronx 10454			

d2. PHONE CONTACT NUMBER FOR AFTER HOURS EMERGENCIES

Contact Name	Abeku Hayes
Title	Principal
Emergency Phone Number (###-###-####)	

e. SCHOOL WEB ADDRESS (URL) www.nycmcs.org

f. DATE OF INITIAL CHARTER 12/2010

g. DATE FIRST OPENED FOR INSTRUCTION 09/2011

h1. APPROVED SCHOOL MISSION (Regents, NYCDOE, and Buffalo BOE authorized schools only)

MISSION STATEMENT

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

h2. KEY DESIGN ELEMENTS (Regents, NYCDOE, and Buffalo BOE authorized schools only)

KEY DESIGN ELEMENTS (Brief heading followed by a description of each Key Design Elements (KDE). KDEs are those general aspects of the school that are innovative or unique to the school’s mission and goals, are core to the school’s overall design, and are critical to its success. The design elements may include a specific content area focus; unique student populations to be served; specific educational programs or pedagogical approaches; unique calendar, schedule, or configurations of students and staff; and/or innovative organizational structures and systems.

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

Variable 3	<p>Specially designed materials: All our classrooms are equipped with the set of manipulative materials designed by Maria Montessori and her followers to give physical representation to abstract concepts and procedures, such as place value, math operations or grammatical constructions. Both Piagetian and more recent research indicate that manipulating such materials allows students to build accurate mental representations of concepts and procedures. The variety of Montessori materials made available in the classroom also allows for different learning styles and needs. Our students use them every day. We have modified some of the ways in which these materials are used, so that they correspond more to the reasoning and open-ended problem solving emphasized in the CCLS based curricula we have adopted.</p>
Variable 4	<p>Mixed age groups: Mixed age grouping has several advantages. It maximizes teaching and learning time, as students do not spend time every year getting to know new teachers, classrooms, or peer groups. It helps maintain the established class culture and procedures since returning students act as models for incoming students. Since students of different ages are not expected to perform equally, competition is reduced and children of lesser ability pass unnoticed, which is particularly beneficial for at risk children. Multiage grouping also offers opportunities for peer tutoring, peer modeling, and peer reinforcing, all of which we have seen to have helped out students develop feelings of respect, cooperation, empathy, and a sense of community.</p>
Variable 5	<p>Time and practice to achieve mastery: The amount of repetition and the time needed for processing information and mastering skills vary according to the child, the skill, and the topic. To give students the opportunity for longer times on task, daily schedules in the NYCMCS include a long block of time for students to work independently on their Work Plan assignments.</p>
Variable 6	<p>Individual Work Plans, Independence and the freedom and ability to make choices: As indicated above, the NYCMCS uses Individual Work Plans for students to make decisions on how to use their independent work time and be held accountable for their actions.</p>
Variable 7	<p>Prepared Environment: This important element in the Montessori approach is implemented fully in the NYCMCS. Every day, teachers check the organization of the materials on their shelves in order to ensure that all students will be able to locate the materials they will need to carry out their differentiated assignments independently. The furniture and classrooms are in muted colors and walls are uncluttered, in</p>

	order to avoid distracting students' attention from their work.
Variable 8	(No response)
Variable 9	(No response)
Variable 10	(No response)

i. TOTAL ENROLLMENT ON JUNE 30, 2018 275

j. GRADES SERVED IN SCHOOL YEAR 2017-18

Check all that apply

Grades Served	K, 1, 2, 3, 4, 5
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k1. DOES THE SCHOOL CONTRACT WITH A CHARTER OR EDUCATIONAL MANAGEMENT ORGANIZATION? No

l1. FACILITIES

Does the school maintain or operate multiple sites?

	No, just one site.
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12. SCHOOL SITES

Please list the sites where the school will operate for the upcoming school year.

	Physical Address	Phone Number	District/CSD	Grades Served at Site (K-5, 6-9, etc.)	Receives Rental Assistance	Rental Assistance for Which Grades (write N/A if applicable)
Site 1 (same as primary site)	423 East 138 Street, Bronx 10454		NYC CSD 7	K-5	Yes	5
Site 2						
Site 3						

12a. Please provide the contact information for Site 1.

	Name	Work Phone	Alternate Phone	Email Address
School Leader	Abeku Hayes			
Operational Leader	Wanda Andujar			
Compliance Contact	Wanda Andujar			
Complaint Contact	Abeku Hayes			
DASA Coordinator	Monica Benjamin			

m1. Are any sites in co-located space? If yes, please proceed to the next question. No

IF LOCATED IN PRIVATE SPACE IN NYC OR DISTRICTS OUTSIDE NYC

m3. Upload a current Certificate of Occupancy (COO) for each school site that is located in private space in NYC or located outside of NYC. Except for schools in district space (co-location space), school must provide a copy of the annual fire inspection report.

Site 1 Certificate of Occupancy (COO)

<https://nysed-cso-reports.fluidreview.com/resp/17315278/yFPTXS6fVy/>

Site 1 Fire Inspection Report

<https://nysed-cso-reports.fluidreview.com/resp/17315278/nBjtmqxAKU/>

Site 2 Certificate of Occupancy

(No response)

Site 2 Fire Inspection Report

(No response)

Site 3 Certificate of Occupancy

(No response)

Site 3 Fire Inspection Report

(No response)

n1. Were there any revisions to the school's charter during the 2017-18 school year? (Please include approved or pending material and non-material charter revisions).

No

o. Name and Position of Individual(s) Who Completed this Annual Report.

Wanda Andujar, Director of Operations

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

Yes

Signature, Head of Charter School

A handwritten signature in black ink, appearing to be 'Michael As...', written in a cursive style.

Signature, President of the Board of Trustees

A handwritten signature in black ink, appearing to be 'Robert...', written in a cursive style.

Date

2018/08/01

Thank you.

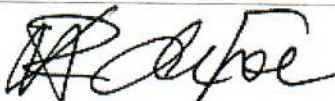
Certificate of Occupancy

CO Number: 200153671T024

Permissible Use and Occupancy

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

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



Borough Commissioner



Commissioner

DOCUMENT CONTINUES ON NEXT PAGE



FIRE DEPARTMENT

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

BUREAU OF FIRE PREVENTION

Public Buildings Unit

DATE: 06.04.2018.

PREMISES

New York City Montessori Charter School
423 East 138th Street
Bronx NY 10454

New York City Montessori Charter School
423 East 138th Street
Bronx NY 10454

To Whom It May Concern:

The New York City Fire Department ("FDNY"), Bureau of Fire Prevention, Public Buildings Unit conducted an inspection of the above-referenced premises on **05.01.2018**.

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

Note: Violation Order E550386 issued on 05.01.2018 has been rescinded on 06.04.2018

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

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

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

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

Tomasz Korb

Examined by: _____
Tomasz Korb, Supervising Inspector, PBU



FIRE DEPARTMENT

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

BUREAU OF FIRE PREVENTION

Public Buildings Unit

DATE: 06.04.2018.

PREMISES

New York City Montessori Charter School
423 East 138th Street
Bronx NY 10454

New York City Montessori Charter School
423 East 138th Street
Bronx NY 10454

To Whom It May Concern:

The New York City Fire Department ("FDNY"), Bureau of Fire Prevention, Public Buildings Unit conducted an inspection of the above-referenced premises on **05.12.2017**.

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

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

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Tomasz Korb

Examined by: _____
Tomasz Korb, Supervising Inspector, PBU



Entry 2 NYS School Report Card Link

Created: 07/23/2018 • Last updated: 07/30/2018

NEW YORK CITY MONTESSORI CS (REGENTS)

1. CHARTER AUTHORIZER (As of June 30th, 2018)

REGENTS-Authorized Charter School

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

2. 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).

<https://data.nysed.gov/reportcard.php?instid=800000070182&year=2017&createreport=1&allchecked=1&enrollment=1&freelunch=1&attendance=1&suspensions=1&teacherqual=1&staffcounts=1&38ELA=1&38MATH=1&48SCI=1&naep=1&nyseslat=1&elemELA=1&elemMATH=1&elemSci=1&unweighted=1>



Entry 3 Progress Toward Goals

Created: 06/29/2018 • Last updated: 10/29/2018

PROGRESS TOWARD CHARTER GOALS

Board of Regents-authorized and NYCDOE-authorized charter schools only. Complete the tables provided. List each goal and measure as contained in the school's currently approved charter, and indicate whether the school has met or not met the goal. Please provide information for all goals by November 1st.

1. ACADEMIC STUDENT PERFORMANCE GOALS

If performance data is not available by August 1st, please state this in the last column and update by November 1st.

2017-18 Progress Toward Attainment of Academic Goals

	Academic Student Performance Goal	Measure Used to Evaluate Progress Toward Attainment of Goal	Goal - Met or Not Met	Indicate if data is not available. If/when available, Describe Efforts School Will Take If Goal Is Not Met
Academic Goal 1	Each year, (beginning in 2013-2014), the school will earn a score sufficient to place it at or above the 75th percentile of all schools on the "Performance" section of the citywide Progress Report for students in 3rd-5th grades.	NYS 3rd -8th Grade ELA and Math examination results		Progress toward this goal cannot be measured as the NYC DOE changes the format of the Progress report, and this information is no longer available.
Academic Goal 2				
Academic Goal 3				
Academic Goal 4				
Academic Goal 5				
Academic Goal 6				
Academic Goal 7				
Academic Goal 8				

2. Do have more academic goals to add? No

3. Do have more academic goals to add? No

4. ORGANIZATIONAL GOALS

2017-18 Progress Toward Attainment of Organizational Goals

	Organizational Goal	Measure Used to Evaluate Progress	Goal - Met or Not Met	If Not Met, Describe Efforts School Will Take
Org Goal 1	Each year the school will have a daily student attendance rate of at least 95 percent.	ATS attendance records	Not Met	The goal is currently not met; the challenge facing the school is transient families and changes to DOE bussing schedules. These issues have kept us from a consistent 95% attendance rate.
Org Goal 2	Each year the school will comply with all applicable laws, rules, regulations and contract terms and have in place and maintain effective systems, policies, procedures and other controls for ensuring that legal and charter requirements are met.	Board Policies and Minutes of Meetings, Personnel Manual, Family Manual.	Met	
				We believe our decreased enrollment is due to the oversaturation of elementary

Org Goal 3	Each year, student enrollment will be within 10% of full enrollment as defined in the school's contract.	ATS Attendance records	Not Met	schools in the area. NYCMCS ended the 17-18 school year with 275 students. To increase enrollment in the coming years, we intend to intensify our community outreach efforts and increase our profile through more events in our target neighborhoods. We will simultaneously work to ensure that our current families are engaged and informed and that their concerns are addressed promptly.
Org Goal 4	Each year teacher retention of high performing staff will be high.	Accepted re-hire letters.	Met	
Org Goal 5	Each class will have at least one teacher who is Montessori certified or in training.	Employee Records	Not Met	<p>Although this goal was not met, we are making steady progress toward attainment.</p> <p>100% of NYCMCS teachers have received some type of Montessori training; training begins during Summer Professional Development and continues throughout the year. Generally, Montessori classrooms have 1 teacher who is Montessori certified, or</p>

				several in their grade group. For the 2017/2018 SY, there were 14 Montessori Certified Instructors, making the student/teacher ratio 21:1.
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5. Do you have more organizational goals to add? No

6. FINANCIAL GOALS

2017-18 Progress Toward Attainment of Financial Goals

	Financial Goals	Measure Used to Evaluate Progress	Goal - Met or Not Met	If Not Met, Describe Efforts School Will Take
Financial Goal 1	Upon completion of the school’s first year of operation and every year thereafter, the school will undergo an independent financial audit that will result in an unqualified opinion and no major findings.	Independent Financial Audit findings	Met	
Financial Goal 2	Each year, the school will operate on a balanced budget and maintain a stable cash flow.	Monthly financial statements	Met	
Financial Goal 3				
Financial Goal 4				
Financial Goal 5				



Entry 4 Expenditures per Child

Created: 07/23/2018 • Last updated: 07/25/2018

NEW YORK CITY MONTESSORI CS (REGENTS)Section Heading

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 2017-18 Schedule of Functional Expenses) and divide by the year end FTE student enrollment. (Integers Only. No dollar signs or commas).

Note: The information on the Schedule of Functional Expenses on pages 41-43 of the Audit Guide can help schools locate the amounts to use in the two per pupil calculations: <http://www.p12.nysed.gov/psc/AuditGuide.html>

Line 1: Total Expenditures	5677168
Line 2: Year End FTE student enrollment	324
Line 3: Divide Line 1 by Line 2	17544

2. Administrative Expenditures per Child

To calculate **'Administrative Expenditures per Child'** To calculate "Administrative Expenditures per Child" first *add* together the following:

1. Take the relevant portion from the 'personnel services cost' row and the 'management and general' column (from the unaudited 2017-18 Schedule of Functional Expenses)
2. Any contracted administrative/management fee paid to other organizations or corporations
3. Take the total from above and divide it by the year-end FTE enrollment. 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 officer, the finance or business offices, school operations personnel, data management and reporting, human resources, technology, etc. 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. Do not include the FTE of personnel whose role is to directly support the instructional program.

Notes:
The information on the Schedule of Functional Expenses on pages 41-43 of the Audit Guide can help schools locate the amounts to use in the two per pupil calculations:
<http://www.p12.nysed.gov/psc/AuditGuide.html>.
Employee benefit costs or expenditures should not be reported in the above calculations.

Line 1: Relevant Personnel Services Cost (Row)	538259
Line 2: Management and General Cost (Column)	306142
Line 3: Sum of Line 1 and Line 2	84401
Line 5: Divide Line 3 by the Year End FTE student enrollment	2609

Thank you.

New York City Montessori Charter School

Financial Statements

June 30, 2018 and 2017

Independent Auditors' Report

Board of Trustees New York City Montessori Charter School

We have audited the accompanying financial statements of New York City Montessori Charter School (the "School"), which comprise the statements of financial position as of June 30, 2018 and 2017, and the related statements of activities, functional expenses, and cash flows for the years 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 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 financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

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

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the 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 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 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 financial statements referred to above present fairly, in all material respects, the financial position of the School as of June 30, 2018 and 2017, and the changes in its net assets and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

Report on Summarized Comparative Information

We have previously audited the School's 2017 financial statements, and we expressed an unmodified audit opinion on those audited financial statements in our report dated October 9, 2017. In our opinion, the summarized comparative statement of functional expenses presented herein for the year ended June 30, 2017 is consistent, in all material respects, with the audited financial statements from which it was derived.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated September 28, 2018, on our consideration of the School's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the School's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the School's internal control over financial reporting and compliance.

PKF O'Connor Davies, LLP

Harrison, New York
September 28, 2018

New York City Montessori Charter School

Statements of Financial Position

	June 30,	
	2018	2017
ASSETS		
Current Assets		
Cash and cash equivalents	\$ 705,823	\$ 291,946
Grants and contracts receivable	339,633	209,952
Prepaid expenses and other current assets	33,051	37,685
Total Current Assets	1,078,507	539,583
 Property and equipment, net	160,072	212,846
Security deposits	229,716	229,716
Restricted cash	75,000	75,000
	\$ 1,543,295	\$ 1,057,145
 LIABILITIES AND NET ASSETS (DEFICIT)		
Current Liabilities		
Accounts payable and accrued expenses	\$ 165,006	\$ 165,841
Accrued payroll and payroll taxes	296,429	281,253
Refundable advances	12,028	12,274
Total Current Liabilities	473,463	459,368
 Deferred rent	671,682	759,425
Total Liabilities	1,145,145	1,218,793
 Net assets (deficit), unrestricted	398,150	(161,648)
	\$ 1,543,295	\$ 1,057,145

See notes to financial statements

New York City Montessori Charter School

Statements of Activities

	Year Ended June 30,	
	2018	2017
REVENUE AND SUPPORT		
State and local per pupil operating revenue		
General and special education	\$ 5,049,686	\$ 4,617,770
Universal pre-kindergarten	459,009	485,000
Facilities	382,532	213,351
Federal grants	315,747	239,169
State grants	20,921	23,364
Other income	1,927	12,686
Total Revenue and Support	<u>6,229,822</u>	<u>5,591,340</u>
EXPENSES		
Program Services		
Regular education	2,726,959	2,864,124
Special education	1,964,240	1,205,739
Other education	348,586	586,831
Total Program Services	5,039,785	4,656,694
Supporting Services		
Management and general	630,239	967,902
Total Expenses	<u>5,670,024</u>	<u>5,624,596</u>
Change in Net Assets (Deficit)	559,798	(33,256)
NET ASSETS (DEFICIT), UNRESTRICTED		
Beginning of year	<u>(161,648)</u>	<u>(128,392)</u>
End of year	<u>\$ 398,150</u>	<u>\$ (161,648)</u>

See notes to financial statements

New York City Montessori Charter School

Statement of Functional Expenses
Year Ended June 30, 2018
(with summarized totals for the year ended June 30, 2017)

	2018					2017	
	No. of Positions	Program Services			Management and General	Total	Total
		Regular Education	Special Education	Other Education			
Personnel Services Costs							
Administrative staff personnel	10	\$ 292,394	\$ 102,902	\$ 7,895	\$ 403,191	\$ 290,057	\$ 693,248
Instructional personnel	47	1,122,951	922,832	175,170	2,220,953	-	2,220,953
Non-instructional personnel	1	4,880	1,919	-	6,799	-	6,799
Total Salaries and Staff	58	1,420,225	1,027,653	183,065	2,630,943	290,057	2,921,000
Fringe benefits and payroll taxes		333,321	241,186	42,965	617,472	68,074	685,546
Legal services		-	-	-	-	1,616	1,616
Accounting and audit services		-	-	-	-	22,250	22,250
Other purchased, professional and consulting services		107,425	77,068	13,729	198,222	78,641	276,863
Building and land rent/lease		663,682	480,230	85,548	1,229,460	135,545	1,365,005
Repairs and maintenance		11,570	8,372	1,491	21,433	2,364	23,797
Insurance		15,246	11,031	1,965	28,242	3,114	31,356
Utilities		43,380	31,389	5,592	80,361	8,858	89,219
Supplies and materials		31,968	16,013	1,775	49,756	-	49,756
Staff development		9,731	7,042	1,254	18,027	1,988	20,015
Marketing and recruitment		4,190	1,878	90	6,158	143	6,301
Technology		11,548	8,356	1,489	21,393	2,358	23,751
Food services		91	55	10	156	-	156
Student services		1,050	760	135	1,945	214	2,159
Office expense		38,635	27,956	4,980	71,571	7,889	79,461
Depreciation and amortization		34,897	25,251	4,498	64,646	7,128	71,773
Total Expenses		<u>\$ 2,726,959</u>	<u>\$ 1,964,240</u>	<u>\$ 348,586</u>	<u>\$ 5,039,785</u>	<u>\$ 630,239</u>	<u>\$ 5,670,024</u>
							<u>\$ 5,624,596</u>

See notes to financial statements

New York City Montessori Charter School

Statements of Cash Flows

	Year Ended June 30,	
	2018	2017
CASH FLOWS FROM OPERATING ACTIVITIES		
Change in net assets (deficit)	\$ 559,798	\$ (33,256)
Adjustments to reconcile change in net assets (deficit) to net cash from operating activities		
Depreciation and amortization	71,773	88,614
Deferred rent	(87,743)	(57,076)
Changes in operating assets and liabilities		
Grants and contracts receivable	(129,681)	32,120
Prepaid expenses and other current assets	4,634	96,495
Security deposits	-	(6,065)
Accounts payable and accrued expenses	(835)	113,339
Accrued payroll and payroll taxes	15,176	(24,043)
Refundable advances	(246)	(15,480)
Net Cash from Operating Activities	432,876	194,648
CASH FLOWS FROM INVESTING ACTIVITY		
Purchases of property and equipment	(18,999)	(14,497)
Net Change in Cash and Cash Equivalents	413,877	180,151
CASH AND CASH EQUIVALENTS		
Beginning of year	291,946	111,795
End of year	\$ 705,823	\$ 291,946

See notes to financial statements

New York City Montessori Charter School

Notes to Financial Statements June 30, 2018 and 2017

1. Organization and Tax Status

New York City Montessori Charter School (the "School") is a New York State, not-for-profit educational corporation that was incorporated to operate a charter school pursuant to Article 56 of the Education Law of the State of New York. The School was granted a provisional charter on December 14, 2010 valid for a term of five years and renewable upon expiration by the Board of Regents of the University of the State of New York. The Board of Regents renewed the School's charter for an additional three-year term expiring on June 30, 2019. The School is an elementary school in the South Bronx neighborhood of New York that empowers its children to be critical thinkers and creative problem solvers with strong social skills so that they can succeed in their world and learn in their pursuit of higher education as they prepare for careers needed in the 21st century. Classes commenced in the Bronx, New York, in September 2011, and the School provided education to approximately 276 students in grades kindergarten through fifth during the 2017-2018 academic year.

Beginning in September 2014, the School was awarded a contract with the New York City Department of Education ("NYCDOE") to operate a universal pre-kindergarten program. The initial contract commenced July 1, 2014 and expired on June 30, 2017. The NYCDOE renewed the School's contract for two additional years expiring on June 30, 2019. The School provided education to approximately 48 students during the 2017-2018 academic year.

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

Except for taxes that may be due for unrelated business income, the School is exempt from federal income taxes under Section 501(c)(3) of the Internal Revenue Code and from state and local income taxes under comparable laws.

2. Summary of Significant Accounting Policies

Basis of Presentation and Use of Estimates

The accompanying financial statements have been prepared in accordance with accounting principles generally accepted in the United States of America ("U.S. GAAP"), which requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Accordingly actual results could differ from those estimates.

Net Asset Presentation

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

New York City Montessori Charter School

Notes to Financial Statements June 30, 2018 and 2017

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

Net Asset Presentation (continued)

Unrestricted - consist of resources available for the general support of the School's operations. Unrestricted net assets may be used at the discretion of the School's management and Board of Trustees.

Temporarily Restricted - represent amounts restricted by donors for specific activities of the School or to be used at some future date. The School records contributions as temporarily restricted if they are received with donor stipulations that limit their use either through purpose or time restrictions. When a donor restriction expires, that is, when a time restriction ends or a purpose restriction is fulfilled, temporarily restricted net assets are reclassified to unrestricted net assets and reported in the statements of activities as net assets released from restrictions. However, when restrictions on donor-restricted contributions are met in the same accounting period in which they are received, such amounts are reported as unrestricted net assets.

Permanently Restricted - consist of net assets that are subject to donor imposed restrictions that require the School to maintain them permanently, including funds that are subject to restrictions of gift instruments requiring that the principal be invested in perpetuity and the income be used for specific or general purposes. Income and gains earned on endowment fund investments are available to be used in the unrestricted or temporarily restricted net asset classes based upon stipulations by the donors.

The School had no temporarily or permanently restricted net assets at June 30, 2018 and 2017.

Cash and Cash Equivalents

Cash and cash equivalents include cash balances held in bank accounts and highly liquid debt instruments with maturities of three months or less at the time of purchase.

Restricted Cash

Under the provisions of its charter, the School established an escrow account to pay for legal and audit expenses that would be associated with a dissolution, should it occur.

Property and Equipment

The School follows the practice of capitalizing all expenditures for property and equipment with costs in excess of \$1,000 and a useful life in excess of one year. Leasehold improvements are amortized over the shorter of the term of the lease, inclusive of all renewal periods, which are reasonably assured, or the estimated useful life of the asset. Purchased property and equipment are recorded at cost at the date of acquisition. Minor costs of maintenance and repairs are expensed as incurred. All property and equipment purchased with government funding is capitalized, unless the government agency retains legal title to such assets, in which case it is expensed as incurred.

New York City Montessori Charter School

Notes to Financial Statements June 30, 2018 and 2017

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

Property and Equipment (continued)

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

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

Property and equipment are reviewed for impairment if the use of the asset significantly changes or another indicator of possible impairment is identified. If the carrying amount for the asset is not recoverable, the asset is written down to its fair value. There were no asset impairments for the years ended June 30, 2018 and 2017.

Refundable Advances

The School records certain government operating revenue as refundable advances until related services are performed, at which time they are recognized as revenue.

Deferred Rent

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

Revenue and Support

Revenue from the state and local governments resulting from the School's charter status, and based on the number of students enrolled, is recorded when services are performed in accordance with the charter agreement. Federal and other state and local funds are recorded when expenditures are incurred and billable to the government agency.

Contributions are recognized when the donor makes a promise to give to the School that is, in substance, unconditional. Grants and other contributions of cash are reported as temporarily restricted support if they are received with donor stipulations. Restricted contributions and grants that are made to support the School's current year activities are recorded as unrestricted revenue. Contributions of assets other than cash are recorded at their estimated fair value at the date of donation.

Marketing and Recruitment

Marketing and recruitment costs are expensed as incurred for staff and student recruitment. Marketing and recruitment expense for the years ended June 30, 2018 and 2017 was \$6,301 and \$17,919.

New York City Montessori Charter School

Notes to Financial Statements June 30, 2018 and 2017

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

Functional Expense Allocation

The majority of expenses can generally be directly identified with the program or supporting service to which they relate and are charged accordingly. Other expenses by function have been allocated among program and supporting services classifications on the basis of periodic time and expense studies and other basis as determined by management of the School to be appropriate.

Accounting for Uncertainty in Income Taxes

The School recognizes the effect of income tax positions only if those positions are more likely than not to be sustained. Management has determined that the School had no uncertain tax positions that would require financial statement recognition or disclosure. The School is no longer subject to examinations by the applicable taxing jurisdictions for years prior to June 30, 2015.

Prior Year Summarized Comparative Financial Information

The statement of functional expenses includes prior-year summarized comparative information in total but not by function. Such information does not include sufficient detail to constitute a presentation in conformity with U.S. GAAP. Accordingly, such information should be read in conjunction with the School's financial statements as of and for the year ended June 30, 2017, from which the summarized information was derived.

Subsequent Events Evaluation by Management

Management has evaluated subsequent events for disclosure and/or recognition in the financial statements through the date that the financial statements were available to be issued, which date is September 28, 2018.

3. Grants and Contracts Receivable

Grants and contracts receivable consist of federal, state, and city entitlements and grants. The School expects to collect these receivables within one year and no allowance for doubtful accounts has been provided.

New York City Montessori Charter School

Notes to Financial Statements June 30, 2018 and 2017

4. Property and Equipment

Property and equipment consists of the following at June 30:

	2018	2017
Computers and equipment	\$ 183,015	\$ 171,118
Furniture and fixtures	263,672	257,685
Website development	1,200	1,200
Software	3,241	2,126
Leasehold improvements	<u>235,100</u>	<u>235,100</u>
	686,228	667,229
Accumulated depreciation and amortization	<u>(526,156)</u>	<u>(454,383)</u>
	<u>\$ 160,072</u>	<u>\$ 212,846</u>

5. Concentration of Credit Risk

Financial instruments that potentially subject the School to concentrations of credit and market risk consist principally of cash and cash equivalents on deposit with financial institutions, which from time to time may exceed the Federal Deposit Insurance Corporation ("FDIC") limit. The School does not believe that a significant risk of loss due to the failure of a financial institution presently exists. As of June 30, 2018 and 2017, approximately \$531,000 and \$117,000 of cash was maintained with an institution in excess of FDIC limits.

6. Concentration of Revenue and Support

The School receives a substantial portion of its revenue and support from the New York City Department of Education. For the years ended June 30, 2018 and 2017, the School received approximately 95% of its total revenue and support from the New York City Department of Education. If the charter school laws were modified, reducing or eliminating these revenues, the School's finances could be materially adversely affected.

7. Commitment

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

Beginning July 1, 2017, the minimum lease payments shall increase based on the excess of the Consumer Price Index ("CPI") as issued by the Bureau of Labor Statistics of the United States Department of Labor for moderate income families over the Base Price Index that exists as of the month in which the commencement date occurs. In no event can the increase for each year be less than 2.25% from the prior year's net rental. The future minimum lease payments include an increase of 2.25% beginning July 1, 2018.

New York City Montessori Charter School

Notes to Financial Statements June 30, 2018 and 2017

7. Commitment (*continued*)

Future minimum lease payments are as follows for years ending June 30:

2019	\$ 1,425,025
2020	1,457,088
2021	1,489,873
2022	<u>1,523,395</u>
	<u>\$ 5,895,381</u>

Rent expense under this lease for the years ended June 30, 2018 and 2017 was \$1,305,925 and \$1,305,920.

8. Contingency

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

**Report on Internal Control Over Financial Reporting and on Compliance and Other
Matters Based on an Audit of Financial Statements Performed in Accordance With
*Government Auditing Standards***

Independent Auditors' Report

**Board of Trustees
New York City Montessori Charter School**

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of New York City Montessori Charter School (the "School"), which comprise the statement of financial position as of June 30, 2018, and the related statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements, and have issued our report thereon dated September 28, 2018.

Internal Control Over Financial Reporting

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

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

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

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the School's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the 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*.

Purpose of this Report

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

PKF O'Connor Davies, LLP

Harrison, New York
September 28, 2018

New York City Montessori Charter School

Auditors' Communication on Internal Control

June 30, 2018

Board of Trustees
New York City Montessori Charter School

Auditors' Communication on Internal Control

In planning and performing our audit of the financial statements of New York City Montessori Charter School (the "School") as of and for the year ended June 30, 2018, in accordance with auditing standards generally accepted in the United States of America, we considered the School's internal control over financial reporting ("internal control") as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the School's internal control. Accordingly, we do not express an opinion on the effectiveness of the School's internal control.

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

Our consideration of internal control was for the limited purpose described in the first paragraph and was not designed to identify all deficiencies in internal control that might be deficiencies, significant deficiencies, or material weaknesses and, therefore, there can be no assurance that all such deficiencies have been identified.

We did not identify any deficiencies in internal control that we consider to be material weaknesses, as defined above.

This communication is intended solely for the information and use of management, audit committee, Board of Trustees, The State Education Department of the State University of New York, and others within the School, and is not intended to be and should not be used by anyone other than these specified parties.

PKF O'Connor Davies, LLP

Harrison, New York
September 28, 2018



Annual Financial Statement Audit Report

School Name:	New York City Montessori Charter School
Date (Report is due Nov. 1):	November 1, 2018
Primary District of Location (If NYC select NYC DOE):	New York City Department of Education
If located in NYC DOE select CSD:	NYCSD #7
School Fiscal Contact Name:	Yara Ortiz
School Fiscal Contact Email:	[REDACTED]
School Fiscal Contact Phone:	[REDACTED]
School Audit Firm Name:	PKF O'Connor Davies, LLP
School Audit Contact Name:	Gus Saliba
School Audit Contact Email:	[REDACTED]
School Audit Contact Phone:	[REDACTED]
Audit Period:	2017-18
Prior Year:	2016-17

The following items are required to be included:

- 1.) The independent auditor's report on financial statements and notes.
- 2.) Excel template file containing the Financial Position, Statement of Activities, Cash Flow and Functional Expenses worksheets.
- 3.) Reports on internal controls over financial reporting and on compliance.

The additional items listed below should be included if applicable. Please explain the reason(s) if the items are not included. Examples might include: a written management letter was not issued; the school did not expend federal funds in excess of the Single Audit Threshold of \$750,000; the management letter response will be submitted by the following date (should be no later than 30 days from the submission of the report); etc.

Item	If not included, state the reason(s) below (if not applicable fill in N/A):
Management Letter	
Management Letter Response	N/A - no findings noted on Management Letter
Federal Single Audit (A-133)	N/A - the school did not expend federal funds in excess of the Single Audit Threshold of \$750,000
Corrective Action Plan	N/A - no findings noted on Management Letter

New York City Montessori Charter School
Statement of Financial Position
as of June 30

	<u>2018</u>	<u>2017</u>
<u>CURRENT ASSETS</u>		
Cash and cash equivalents	\$ 705,823	\$ 291,946
Grants and contracts receivable	339,633	209,952
Accounts receivables	-	-
Prepaid Expenses	33,051	37,685
Contributions and other receivables	-	-
Other current assets	-	-
TOTAL CURRENT ASSETS	1,078,507	539,583
<u>NON-CURRENT ASSETS</u>		
Property, Building and Equipment, net	\$ 160,072	\$ 212,846
Restricted Cash	75,000	75,000
Security Deposits	229,716	229,716
Other Non-Current Assets	-	-
TOTAL NON-CURRENT	464,788	517,562
TOTAL ASSETS	<u><u>1,543,295</u></u>	<u><u>1,057,145</u></u>
<u>CURRENT LIABILITIES</u>		
Accounts payable and accrued expenses	\$ 165,006	\$ 165,841
Accrued payroll, payroll taxes and benefits	296,429	281,253
Current Portion of Loan Payable	-	-
Due to Related Parties	-	-
Refundable Advances	12,028	12,274
Deferred Revenue	-	-
Other Current Liabilities	-	-
TOTAL CURRENT	473,463	459,368
<u>LONG-TERM LIABILITIES</u>		
Loan Payable; Due in More than One Year	\$ -	\$ -
Deferred Rent	671,682	759,425
Due to Related Party	-	-
Other Long-Term Liabilities	-	-
TOTAL LONG-TERM	671,682	759,425
TOTAL LIABILITIES	<u>1,145,145</u>	<u>1,218,793</u>

NET ASSETS

Unrestricted

\$ 398,150

\$ (161,648)

Temporarily restricted

-

-

Permanently restricted

-

-

TOTAL NET ASSETS398,150(161,648)**TOTAL LIABILITIES AND NET ASSETS**1,543,2951,057,145

New York City Montessori Charter School
Statement of Activities
as of June 30

	2018			2017
	Unrestricted	Temporarily Restricted	Total	Total
OPERATING REVENUE				
State and Local Per Pupil Revenue - Reg. Ed	\$ 5,049,686	\$ -	\$ 5,049,686	\$ 4,434,672
State and Local Per Pupil Revenue - SPED	459,009	-	459,009	668,098
State and Local Per Pupil Facilities Revenue	382,532	-	382,532	213,351
Federal Grants	315,747	-	315,747	239,169
State and City Grants	20,921	-	20,921	23,364
Other Operating Income	-	-	-	-
Food Service/Child Nutrition Program	-	-	-	-
TOTAL OPERATING REVENUE	6,227,895	-	6,227,895	5,578,654
EXPENSES				
Program Services				
Regular Education	\$ 2,726,959	\$ -	\$ 2,726,959	\$ 2,864,124
Special Education	1,964,240	-	1,964,240	1,205,739
Other Programs	348,586	-	348,586	586,831
Total Program Services	5,039,785	-	5,039,785	4,656,694
Management and general	630,239	-	630,239	967,902
Fundraising	-	-	-	-
TOTAL EXPENSES	5,670,024	-	5,670,024	5,624,596
SURPLUS / (DEFICIT) FROM OPERATIONS	557,871	-	557,871	(45,942)
SUPPORT AND OTHER REVENUE				
Interest and Other Income	\$ -	\$ -	\$ -	\$ -
Contributions and Grants	-	-	-	-
Fundraising Support	-	-	-	-
Investments	-	-	-	-
Donated Services	-	-	-	-
Other Support and Revenue	1,927	-	1,927	12,686
TOTAL SUPPORT AND OTHER REVENUE	1,927	-	1,927	12,686
Net Assets Released from Restrictions / Loss on Disposal	\$ -	\$ -	\$ -	\$ -
CHANGE IN NET ASSETS	559,798	-	559,798	(33,256)
NET ASSETS - BEGINNING OF YEAR	\$ (161,648)	\$ -	\$ (161,648)	\$ (128,392)
PRIOR YEAR/PERIOD ADJUSTMENTS	-	-	-	-

NET ASSETS - END OF YEAR

\$ 398,150 \$ - \$ 398,150 \$ (161,648)

**New York City Montessori Charter School
Statement of Cash Flows**

as of June 30

	2018	2017
CASH FLOWS - OPERATING ACTIVITIES		
Increase (decrease) in net assets	\$ 559,798	\$ (33,256)
Revenues from School Districts	-	-
Accounts Receivable	-	-
Due from School Districts	-	-
Depreciation	71,773	88,614
Grants Receivable	(129,681)	32,120
Due from NYS	(246)	(15,480)
Grant revenues	-	-
Prepaid Expenses	4,634	96,495
Accounts Payable	(835)	113,339
Accrued Expenses	-	-
Accrued Liabilities	15,176	(24,043)
Contributions and fund-raising activities	-	-
Miscellaneous sources	-	-
Deferred Revenue	-	-
Interest payments	-	-
Security Deposits	-	(6,065)
Other - Deferred Rent	(87,743)	(57,076)
NET CASH PROVIDED FROM OPERATING ACTIVITIES	\$ 432,876	\$ 194,648
CASH FLOWS - INVESTING ACTIVITIES	\$	\$
Purchase of equipment	(18,999)	(14,497)
Other	-	-
NET CASH PROVIDED FROM INVESTING ACTIVITIES	\$ (18,999)	\$ (14,497)
CASH FLOWS - FINANCING ACTIVITIES	\$	\$
Principal payments on long-term debt	-	-
Other	-	-
NET CASH PROVIDED FROM FINANCING ACTIVITIES	\$ -	\$ -
NET (DECREASE) INCREASE IN CASH AND CASH EQUIVALENTS	\$ 413,877	\$ 180,151
Cash at beginning of year	291,946	111,795
CASH AND CASH EQUIVALENTS AT END OF YEAR	\$ 705,823	\$ 291,946

**New York City Montessori Charter School
Statement of Functional Expenses
as of June 30**

		2018						
	No. of Positions	Program Services				Supporting Services		
		Regular Education	Special Education	Other Education	Total	Fundraising	Management and General	Total
Personnel Services Costs		\$	\$	\$	\$	\$	\$	\$
Administrative Staff Personnel	10.00	292,394	102,902	7,895	403,191	-	290,057	290,057
Instructional Personnel	47.00	1,122,951	922,832	175,170	2,220,953	-	-	-
Non-Instructional Personnel	1.00	4,880	1,919	-	6,799	-	-	-
Total Salaries and Staff	58.00	1,420,225	1,027,653	183,065	2,630,943	-	290,057	290,057
Fringe Benefits & Payroll Taxes		333,321	241,186	42,965	617,472	-	68,074	68,074
Retirement		-	-	-	-	-	-	-
Management Company Fees		-	-	-	-	-	-	-
Legal Service		-	-	-	-	-	1,616	1,616
Accounting / Audit Services		-	-	-	-	-	22,250	22,250
Other Purchased / Professional / Consulting Services		107,425	77,068	13,729	198,222	-	78,641	78,641
Building and Land Rent / Lease		663,682	480,230	85,548	1,229,460	-	135,545	135,545
Repairs & Maintenance		11,570	8,372	1,491	21,433	-	2,364	2,364
Insurance		15,246	11,031	1,965	28,242	-	3,114	3,114
Utilities		43,380	31,389	5,592	80,361	-	8,858	8,858
Supplies / Materials		31,968	16,013	1,775	49,756	-	-	-
Equipment / Furnishings		-	-	-	-	-	-	-
Staff Development		9,731	7,042	1,254	18,027	-	1,988	1,988
Marketing / Recruitment		4,190	1,878	90	6,158	-	143	143
Technology		11,548	8,356	1,489	21,393	-	2,358	2,358
Food Service		91	55	10	156	-	-	-
Student Services		1,050	760	135	1,945	-	214	214
Office Expense		38,635	27,956	4,980	71,571	-	7,889	7,889
Depreciation		34,897	25,251	4,498	64,646	-	7,128	7,128
OTHER		-	-	-	-	-	-	-
Total Expenses		\$ 2,726,959	\$ 1,964,240	\$ 348,586	\$ 5,039,785	\$ -	\$ 630,239	\$ 630,239

	2017
Total	
\$	\$
693,248	669,624
2,220,953	2,158,853
6,799	17,787
2,921,000	2,846,264
685,546	567,348
-	-
-	-
1,616	270
22,250	22,250
276,863	304,206
1,365,005	1,406,700
23,797	26,409
31,356	32,645
89,219	91,883
49,756	60,989
-	-
20,015	51,049
6,301	17,919
23,751	27,786
156	5,152
2,159	2,288
79,460	72,824
71,774	88,614
-	-
\$ 5,670,024	\$ 5,624,596



Entry 5c Additional Financial Docs

Created: 07/23/2018 • Last updated: 10/30/2018

The additional items listed below should be uploaded if applicable. Please explain the reason(s) if the items are not included. Examples might include: a written management letter was not issued; the school did not expend federal funds in excess of the Single Audit Threshold of \$750,000; the corrective action plan will be submitted by the following date (should be no later than 30 days from the submission of the report); etc.

Section Heading

1. Management Letter

<https://nysed-cso-reports.fluidreview.com/resp/17822084/8mMIunnVv3/>

Explanation for not uploading the Management Letter. (No response)

2. Form 990

<https://nysed-cso-reports.fluidreview.com/resp/17822084/FINDqRIBTE/>

Explanation for not uploading the Form 990. An extension has been filed.

3. Federal Single Audit

Note: A copy of the Federal Single Audit must be filed with the Federal Audit Clearinghouse. Please refer to OMB Uniform Guidelines for the federal filing requirements.

(No response)

Explanation for not uploading the Federal Single Audit. N/A. The school did not spend more than \$750,000 in federal funding.

4. CSP Agreed Upon Procedure Report

(No response)

Explanation for not uploading the procedure report. N/A. The school does not require a CSP Agreed Upon Procedure Report for FY18.

5. Evidence of Required Escrow Account

<https://nysed-cso-reports.fluidreview.com/resp/17822084/pN6H0Nalce/>

Explanation for not uploading (No response)
the Escrow evidence.

6. Corrective Action Plan

A **Corrective Action Plan** for Audit Findings and Management Letter Recommendations, which must include:

- a. The person responsible
- b. The date action was taken, or will be taken
- c. Description of the action taken
- d. Evidence of implementation (if available)

(No response)

Explanation for not uploading N/A
the Corrective Action Plan.

New York City Montessori Charter School

Auditors' Communication on Internal Control

June 30, 2018

Board of Trustees
New York City Montessori Charter School

Auditors' Communication on Internal Control

In planning and performing our audit of the financial statements of New York City Montessori Charter School (the "School") as of and for the year ended June 30, 2018, in accordance with auditing standards generally accepted in the United States of America, we considered the School's internal control over financial reporting ("internal control") as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the School's internal control. Accordingly, we do not express an opinion on the effectiveness of the School's internal control.

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

Our consideration of internal control was for the limited purpose described in the first paragraph and was not designed to identify all deficiencies in internal control that might be deficiencies, significant deficiencies, or material weaknesses and, therefore, there can be no assurance that all such deficiencies have been identified.

We did not identify any deficiencies in internal control that we consider to be material weaknesses, as defined above.

This communication is intended solely for the information and use of management, audit committee, Board of Trustees, The State Education Department of the State University of New York, and others within the School, and is not intended to be and should not be used by anyone other than these specified parties.

PKF O'Connor Davies, LLP

Harrison, New York
September 28, 2018

**Application for Automatic Extension of Time To File an
Exempt Organization Return**

OMB No. 1545-1709

► **File a separate application for each return.**► **Information about Form 8868 and its instructions is at** www.irs.gov/form8868 .

Electronic filing (e-file). You can electronically file Form 8868 to request a 6-month automatic extension of time to file any of the forms listed below with the exception of Form 8870, Information Return for Transfers Associated With Certain Personal Benefit Contracts, for which an extension request must be sent to the IRS in paper format (see instructions). For more details on the electronic filing of this form, visit www.irs.gov/efile, click on Charities & Non-Profits, and click on *e-file for Charities and Non-Profits*.

Automatic 6-Month Extension of Time. Only submit original (no copies needed).

All corporations required to file an income tax return other than Form 990-T (including 1120-C filers), partnerships, REMICs, and trusts must use Form 7004 to request an extension of time to file income tax returns.

		Enter filer's identifying number
Type or print <small>File by the due date for filing your return. See instructions.</small>	Name of exempt organization or other filer, see instructions. NEW YORK CITY MONTESSORI CHARTER SCHOOL	Employer identification number (EIN) or [REDACTED]
	Number, street, and room or suite no. If a P.O. box, see instructions. 423 EAST 138TH STREET	Social security number (SSN)
	City, town or post office, state, and ZIP code. For a foreign address, see instructions. BRONX, NY 10454	

Enter the Return Code for the return that this application is for (file a separate application for each return)

0	1
---	---

Application Is For	Return Code	Application Is For	Return Code
Form 990 or Form 990-EZ	01	Form 990-T (corporation)	07
Form 990-BL	02	Form 1041-A	08
Form 4720 (individual)	03	Form 4720 (other than individual)	09
Form 990-PF	04	Form 5227	10
Form 990-T (sec. 401(a) or 408(a) trust)	05	Form 6069	11
Form 990-T (trust other than above)	06	Form 8870	12

YARA ORTIZ

- The books are in the care of ► [REDACTED]
Telephone No. ► [REDACTED] Fax No. ► [REDACTED]
- If the organization does not have an office or place of business in the United States, check this box ☐
- If this is for a Group Return, enter the organization's four digit Group Exemption Number (GEN) _____. If this is for the whole group, check this box ☐. If it is for part of the group, check this box ☐ and attach a list with the names and EINs of all members the extension is for.

1 I request an automatic 6-month extension of time until **MAY 15, 2019**, to file the exempt organization return for the organization named above. The extension is for the organization's return for:

- ☐ calendar year _____ or
► ☒ tax year beginning **JUL 1, 2017**, and ending **JUN 30, 2018**.

2 If the tax year entered in line 1 is for less than 12 months, check reason: ☐ Initial return ☐ Final return
☐ Change in accounting period

3a If this application is for Forms 990-BL, 990-PF, 990-T, 4720, or 6069, enter the tentative tax, less any nonrefundable credits. See instructions.	3a	\$	0.
b If this application is for Forms 990-PF, 990-T, 4720, or 6069, enter any refundable credits and estimated tax payments made. Include any prior year overpayment allowed as a credit.	3b	\$	0.
c Balance due. Subtract line 3b from line 3a. Include your payment with this form, if required, by using EFTPS (Electronic Federal Tax Payment System). See instructions.	3c	\$	0.

Caution: If you are going to make an electronic funds withdrawal (direct debit) with this Form 8868, see Form 8453-EO and Form 8879-EO for payment instructions.



June 01, 2018 through June 29, 2018

Primary Account: [REDACTED]

SERVICE CHARGE DETAIL *(continued)*

DESCRIPTION	VOLUME	ALLOWED	CHARGED	PRICE/ UNIT	TOTAL
Total Service Charge					\$0.00
ACCOUNT [REDACTED]					
Non-Electronic Transactions	10				
ACCOUNT [REDACTED]					
Electronic Items Deposited	1				
Electronic Credits	1				
Non-Electronic Transactions	71				
Cash Deposited					
Branch Deposit - Immediate Verification	\$3,125				



CHASE PERFORMANCE BUSINESS CHECKING

NEW YORK CITY MONTESSORI CHARTER SCHOOL

Account Number: [REDACTED]

ESCROW ACCOUNT

CHECKING SUMMARY

	INSTANCES	AMOUNT
Beginning Balance		\$75,000.00
Ending Balance	0	\$75,000.00

Your account ending in 3601 is linked to this account for overdraft protection.

The fees for this account are included in the fee information for account ----- [REDACTED]

CHASE PERFORMANCE BUSINESS CHECKING

NEW YORK CITY MONTESSORI CHARTER SCHOOL

Account Number: [REDACTED]

DEBIT ACCOUNT

CHECKING SUMMARY

	INSTANCES	AMOUNT
Beginning Balance		\$2,362.43
Deposits and Additions	1	5,000.00
ATM & Debit Card Withdrawals	10	-805.25
Ending Balance	11	\$6,557.18

Your account ending in 3601 is linked to this account for overdraft protection.



Entry 5d Financial Services Contact Information

Created: 07/23/2018 • Last updated: 10/24/2018

Regents, NYCDOE and Buffalo BOE authorized schools should enter the financial contact information requested and upload the independent auditor's report and internal controls reports as one combined file.

NEW YORK CITY MONTESSORI CS (REGENTS)Section Heading

1. School Based Fiscal Contact Information

	School Based Fiscal Contact Name	School Based Fiscal Contact Email	School Based Fiscal Contact Phone
	Abeku Hayes		

2. Audit Firm Contact Information

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

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

	Firm Name	Contact Person	Mailing Address	Email	Phone	Years with Firm
	Charter School Business Management	Viviana Torres				7

New York State Education Department

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

2018-19 Budget & Cash Flow Template

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

1	Complete ALL SIX columns in BLUE
2	Enter information into the GRAY cells
3	Cells containing RED triangles in the upper right corner in columns B through G contain guidance on that particular item
4	School district per-pupil tuition information is located on the State Aid website at https://stateaid.nysed.gov/charter/ . Rows may be inserted in the worksheet to accomodate additional districts if necessary.
5	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.

New York City Montessori Charter School -

PROJECTED BUDGET FOR 2018-2019 -

July 1, 2018 to June 30, 2019 -

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	3,930,359	853,789	525,271	-	659,964	5,969,382
Total Expenses	2,915,294	1,788,615	479,876	-	664,161	5,847,946
Net Income	1,015,065	(934,826)	45,395	-	(4,197)	121,436
Actual Student Enrollment	255	58	52			307
Total Paid Student Enrollment	-	-	-			-

PROGRAM SERVICES

SUPPORT SERVICES

REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL
----------------------	----------------------	-------	-------------	-------------------------	-------

REVENUE

REVENUES FROM STATE SOURCES

Per Pupil Revenue

CY Per Pupil Rate

District of Location

\$15,307.00

School District 2 (Enter Name)

School District 3 (Enter Name)

School District 4 (Enter Name)

School District 5 (Enter Name)

3,317,792	-	-	-	585,493	3,903,285
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-
3,317,792				585,493	3,903,285

Special Education Revenue

-	755,032	-	-	-	755,032
---	---------	---	---	---	---------

Grants

Stimulus

-	-	-	-	-	-
---	---	---	---	---	---

Other - Per Pupil Revenue

451,602	4,872	525,271	-	70,024	1,051,769
---------	-------	---------	---	--------	-----------

Other State Revenue

-	-	-	-	-	-
---	---	---	---	---	---

TOTAL REVENUE FROM STATE SOURCES

3,769,394	759,904	525,271		655,517	5,710,086
-----------	---------	---------	--	---------	-----------

REVENUE FROM FEDERAL FUNDING

IDEA Special Needs

-	46,494	-	-	-	46,494
---	--------	---	---	---	--------

Title I

156,329	46,026	-	-	-	202,355
---------	--------	---	---	---	---------

Title Funding - Other

4,635	1,365	-	-	-	6,000
-------	-------	---	---	---	-------

School Food Service (Free Lunch)

-	-	-	-	-	-
---	---	---	---	---	---

Grants

Charter School Program (CSP) Planning & Implementation

-	-	-	-	-	-
---	---	---	---	---	---

Other

-	-	-	-	-	-
---	---	---	---	---	---

Other Federal Revenue

-	-	-	-	-	-
---	---	---	---	---	---

TOTAL REVENUE FROM FEDERAL SOURCES

160,964	93,885				254,849
---------	--------	--	--	--	---------

LOCAL and OTHER REVENUE

Contributions and Donations, Fundraising

-	-	-	-	-	-
---	---	---	---	---	---

Erate Reimbursement

-	-	-	-	4,447	4,447
---	---	---	---	-------	-------

Interest Income, Earnings on Investments,

-	-	-	-	-	-
---	---	---	---	---	---

NYC-DYCD (Department of Youth and Community Developmt.)

-	-	-	-	-	-
---	---	---	---	---	---

Food Service (Income from meals)

-	-	-	-	-	-
---	---	---	---	---	---

Text Book

-	-	-	-	-	-
---	---	---	---	---	---

Other Local Revenue

-	-	-	-	-	-
---	---	---	---	---	---

TOTAL REVENUE FROM LOCAL and OTHER SOURCES

				4,447	4,447
--	--	--	--	-------	-------

TOTAL REVENUE

3,930,359	853,789	525,271		659,964	5,969,382
-----------	---------	---------	--	---------	-----------

EXPENSES

ADMINISTRATIVE STAFF PERSONNEL COSTS

No. of Positions

Executive Management

1.00

90,515	30,172	7,543	-	22,629	150,858
--------	--------	-------	---	--------	---------

Instructional Management

3.00

135,304	73,440	-	-	15,034	223,778
---------	--------	---	---	--------	---------

Deans, Directors & Coordinators

1.00

67,418	-	-	-	7,491	74,909
--------	---	---	---	-------	--------

PROJECTED BUDGET FOR 2018-2019

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.

PROGRAM SERVICES				SUPPORT SERVICES		
	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL
1.00	-	-	-	-	74,909	74,909
1.00	-	-	-	-	74,909	74,909
4.00	-	-	-	-	101,794	101,794
11	293,237	103,612	7,543		296,765	701,156
15.00	762,346	-	155,459	-	-	917,804
12.00	-	745,827	-	-	-	745,827
-	-	-	-	-	-	-
8.00	262,863	-	53,603	-	-	316,466
3.00	141,421	-	28,839	-	-	170,260
-	-	-	-	-	-	-
1.00	-	64,215	-	-	-	64,215
-	-	-	-	-	-	-
39	1,166,630	810,042	237,901			2,214,573
-	-	-	-	-	-	-
-	-	-	-	-	-	-
-	-	-	-	-	-	-
-	-	-	-	-	-	-
-	-	-	-	-	-	-
50	1,459,867	913,654	245,444		296,765	2,915,729
	113,140	70,808	19,022	-	22,999	225,969
	216,228	135,326	36,354	-	43,955	431,862
	-	-	-	-	-	-
	329,367	206,134	55,376		66,955	657,831
	1,789,234	1,119,787	300,820		363,720	3,573,561
	-	-	-	-	87,500	87,500
	-	-	-	-	1,500	1,500
	-	-	-	-	-	-
	-	-	-	-	-	-
	-	-	-	-	-	-
	33,646	21,057	5,657	-	6,840	67,200
	-	-	-	-	-	-
	7,725	2,275	-	-	-	10,000
	96,487	60,086	16,358	-	25,369	198,300
	137,859	83,418	22,015		121,209	364,500

SCHOOL OPERATIONS

New York City Montessori Charter School

PROJECTED BUDGET FOR 2018-2019

July 1, 2018 to June 30, 2019

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	3,930,359	853,789	525,271	-	659,964	5,969,382
Total Expenses	2,915,294	1,788,615	479,876	-	664,161	5,847,946
Net Income	1,015,065	(934,826)	45,395	-	(4,197)	121,436
Actual Student Enrollment	255	58	52			307
Total Paid Student Enrollment	-	-				-

	PROGRAM SERVICES			SUPPORT SERVICES		TOTAL
	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	
Board Expenses	-	-	-	-	250	250
Classroom / Teaching Supplies & Materials	19,854	7,122	4,336	-	-	31,312
Special Ed Supplies & Materials	-	-	-	-	-	-
Textbooks / Workbooks	21,454	7,087	2,617	-	-	31,158
Supplies & Materials other	-	-	-	-	-	-
Equipment / Furniture	-	-	-	-	-	-
Telephone	4,807	3,008	808	-	977	9,600
Technology	11,015	6,894	1,852	-	2,239	22,000
Student Testing & Assessment	3,106	1,171	872	-	-	5,150
Field Trips	603	227	169	-	-	1,000
Transportation (student)	-	-	-	-	-	-
Student Services - other	2,503	1,567	421	-	509	5,000
Office Expense	19,076	11,939	3,207	-	3,878	38,100
Staff Development	64,636	22,017	1,515	-	1,832	90,000
Staff Recruitment	1,502	940	253	-	305	3,000
Student Recruitment / Marketing	3,476	1,024	-	-	-	4,500
School Meals / Lunch	3,619	1,365	1,016	-	-	6,000
Travel (Staff)	200	125	34	-	41	400
Fundraising	-	-	-	-	-	-
Other - School Operations	15,071	9,432	2,534	-	3,064	30,100
TOTAL SCHOOL OPERATIONS	170,923	73,918	19,634		13,095	277,570
FACILITY OPERATION & MAINTENANCE						
Insurance	17,269	10,808	2,903	-	3,511	34,492
Janitorial	-	-	-	-	-	-
Building and Land Rent / Lease	683,900	428,017	114,982	-	139,025	1,365,924
Repairs & Maintenance	12,968	8,116	2,180	-	2,636	25,900
Equipment / Furniture	-	-	-	-	-	-
Security	-	-	-	-	-	-
Utilities	48,066	30,082	8,081	-	9,771	96,000
TOTAL FACILITY OPERATION & MAINTENANCE	762,203	477,023	128,147		154,942	1,522,316
DEPRECIATION & AMORTIZATION	55,076	34,469	9,260	-	11,196	110,000
DISSOLUTION ESCROW & RESERVES / CONTINGENCY	-	-	-	-	-	-
TOTAL EXPENSES	2,915,294	1,788,615	479,876		664,161	5,847,946
NET INCOME	1,015,065	(934,826)	45,395	-	(4,197)	121,436

ENROLLMENT - *School Districts Are Linked To Above Entries*

	REGULAR EDUCATION	SPECIAL EDUCATION	TOTAL ENROLLED
District of Location	255	58	255
School District 2 (Enter Name)			-
School District 3 (Enter Name)			-
School District 4 (Enter Name)			-
School District 5 (Enter Name)			-

New York City Montessori Charter School

PROJECTED BUDGET FOR 2018-2019

July 1, 2018 to June 30, 2019

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	3,930,359	853,789	525,271	-	659,964	5,969,382
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Net Income	1,015,065	(934,826)	45,395	-	(4,197)	121,436
Actual Student Enrollment	255	58	52			307
Total Paid Student Enrollment	-	-				-

PROGRAM SERVICES

SUPPORT SERVICES

	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL
TOTAL ENROLLMENT	255	58	255			
REVENUE PER PUPIL	15,413	14,720	2,060			
EXPENSES PER PUPIL	11,433	30,838	1,882			

[illegible]

**Disclosure of Financial Interest by a Current or Proposed Charter School
Education Corporation Trustee**

Trustee Name:

Denise M. Clay

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

New York City Montessori Charter School

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

2. Is the trustee an employee of any school operated by the Education Corporation?
☐ Yes ☒ No

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

3. Is the trustee an employee or agent of the management company or institutional partner of the charter school(s) governed by the Education Corporation?
☐ Yes ☒ No

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

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

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

--	--	--	--

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

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps Taken to Avoid Conflict of Interest
<i>Please write "None" if applicable. Do not leave this space blank.</i>				
None				→

Denise M. Clay 7/2/18
 Signature Date

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

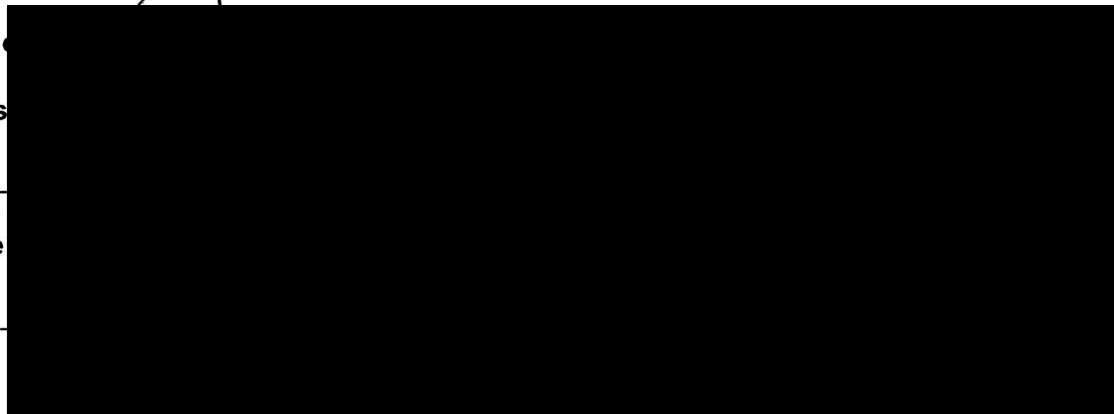
Business Telephone:

Business Address:

E-mail Address:

Home Telephone:

Home Address:



**Disclosure of Financial Interest by a Current or Proposed Charter School
Education Corporation Trustee**

Trustee Name:

Rory Cohen

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

New York City Montessori Charter School

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

Chairperson

2. Is the trustee ~~an~~ employee of any school operated by the Education Corporation?
☐ Yes ☒ No

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

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

☐ Yes ☒ No

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

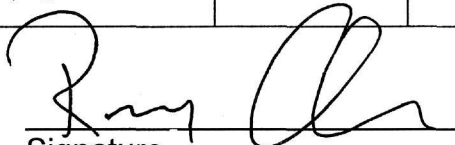
4. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) governed by the Education Corporation during the time you have served on the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

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

--	--	--	--

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

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps Taken to Avoid Conflict of Interest
<i>Please write "None" if applicable. Do not leave this space blank.</i>				
None				


Signature

7/2/18
Date

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

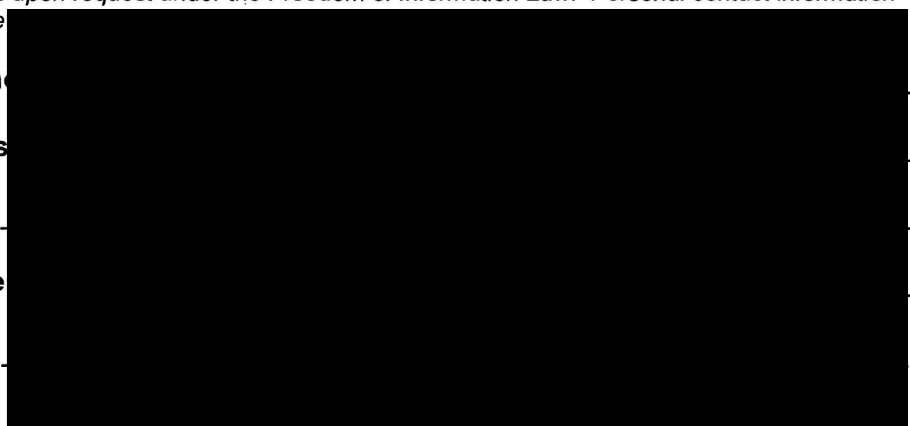
Business Telephone:

Business Address:

E-mail Address:

Home Telephone:

Home Address:



2018

<p align="center">Disclosure of Financial Interest by a Current or Proposed Charter School Education Corporation Trustee</p>

Trustee Name:

JACQUELINE M DISANTO

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

NEW YORK CITY MONTESSORI CHARTER SCHOOL

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

2. Is the trustee an employee of any school operated by the Education Corporation?
☐ Yes ☒ No

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

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

☐ Yes ☒ No

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

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

Date(s)	Nature of Financial Interest/Transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to yourself
NONE	NONE	NONE	NONE

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

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

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps Taken to Avoid Conflict of Interest
NONE	NONE	NONE	NONE	NONE

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

Signature

07.02.18

Date

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

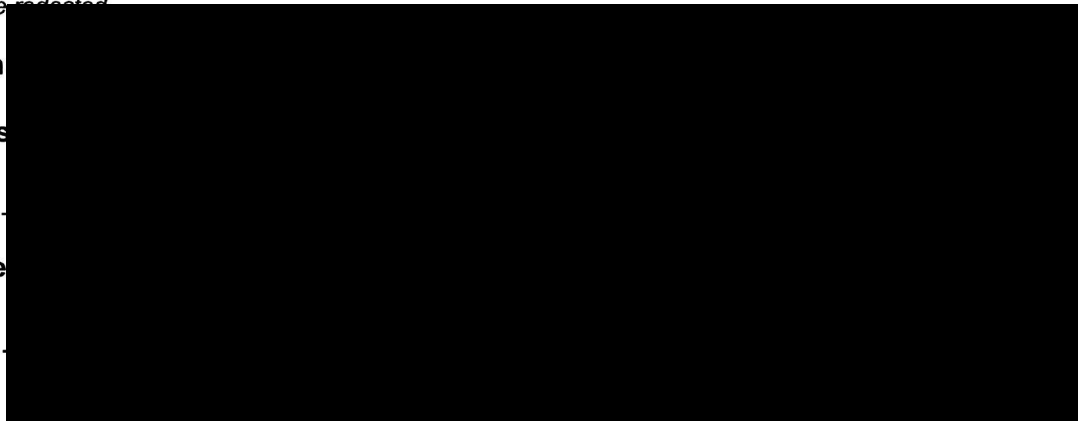
Business Telephone:

Business Address:

E-mail Address:

Home Telephone:

Home Address:



**Disclosure of Financial Interest by a Current or Proposed Charter School
Education Corporation Trustee**

Trustee Name:

AYCA ERGENEMAN

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

NYC MONTESSORI CHARTER SCHOOL

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

BRANDY BROWN Vice-Chair

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

Yes ☒ No

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

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

Yes ☒ No

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

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

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

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

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps Taken to Avoid Conflict of Interest
<i>Please write "None" if applicable. Do not leave this space blank.</i>				

[Signature]
Signature

7/2/2018
Date

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

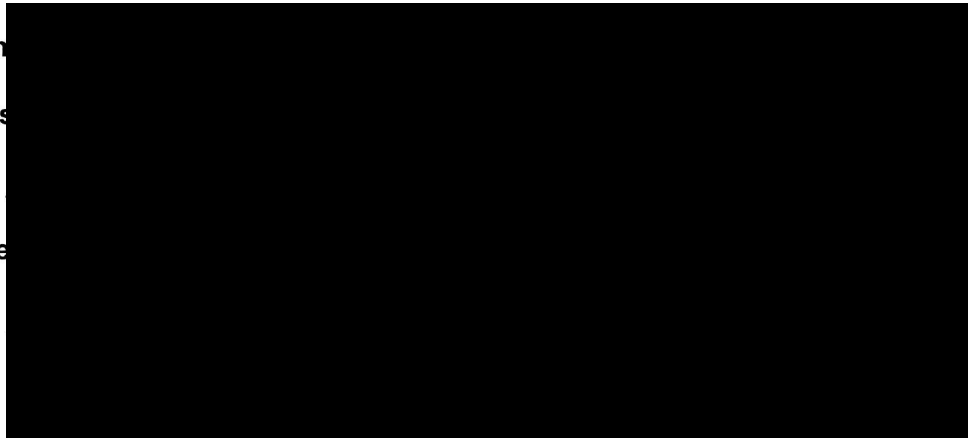
Business Telephone:

Business Address:

E-mail Address:

Home Telephone:

Home Address:



**Disclosure of Financial Interest by a Current or Proposed Charter School
Education Corporation Trustee**

Trustee Name:

Jason Garcia

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

New York City Montessori Charter School

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

Chair, Vice Chair, Secretary, Treasurer

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

Yes ☒ No

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

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

Yes ☒ No

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

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

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

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

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

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps Taken to Avoid Conflict of Interest
<i>Please write "None" if applicable. Do not leave this space blank.</i>				
<i>None</i>	<i>None</i>	<i>None</i>	<i>None</i>	<i>None</i>

Signature

Date

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

Business Telephone: _____

Business Address: _____

E-mail Address: _____

Home Telephone: _____

Home Address: _____

<p align="center">Disclosure of Financial Interest by a Current or Proposed Charter School Education Corporation Trustee</p>

Trustee Name:

Maria Keane

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

NYC Montessori School

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

Secretary

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

 Yes X No

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

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

 Yes X No

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

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

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

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

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps Taken to Avoid Conflict of Interest
<i>Please write "None" if applicable. Do not leave this space blank.</i>				

Maia Kean 7/2/18
 Signature Date

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

Business Telephone: _____
 Business Address: _____
 E-mail Address: _____
 Home Telephone: _____
 Home Address: _____

<p align="center">Disclosure of Financial Interest by a Current or Proposed Charter School Education Corporation Trustee</p>

Trustee Name:

TAMARA LAVILLE

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

New York City Montessori Charter School

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

2. Is the trustee an employee of any school operated by the Education Corporation?
 ___ Yes ☒ No

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

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

___ Yes ☒ No

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

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

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

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

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps Taken to Avoid Conflict of Interest
Please write "None" if applicable. Do not leave this space blank. <i>NONE</i>				

Lamara Luvile *7/2/18*
Signature Date

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

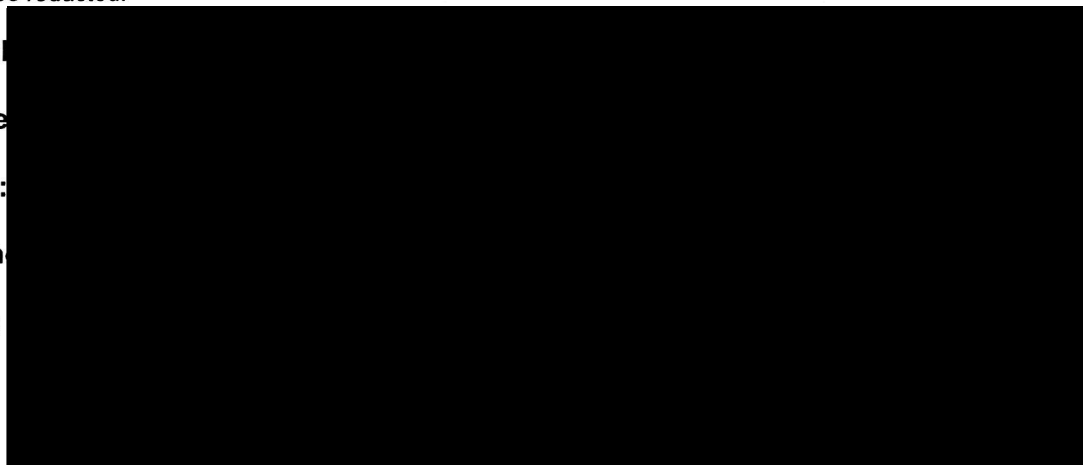
Business Telephone:

Business Address:

E-mail Address:

Home Telephone:

Home Address:



<p align="center">Disclosure of Financial Interest by a Current or Proposed Charter School Education Corporation Trustee</p>

Trustee Name: John Mullane

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

New York City Montessori Charter School

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

Finance committee. Buildings & grounds committee

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

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

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

____Yes __X__No

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

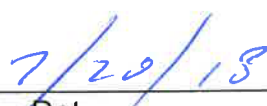
4. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) governed by the Education Corporation during the time you have served on the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

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

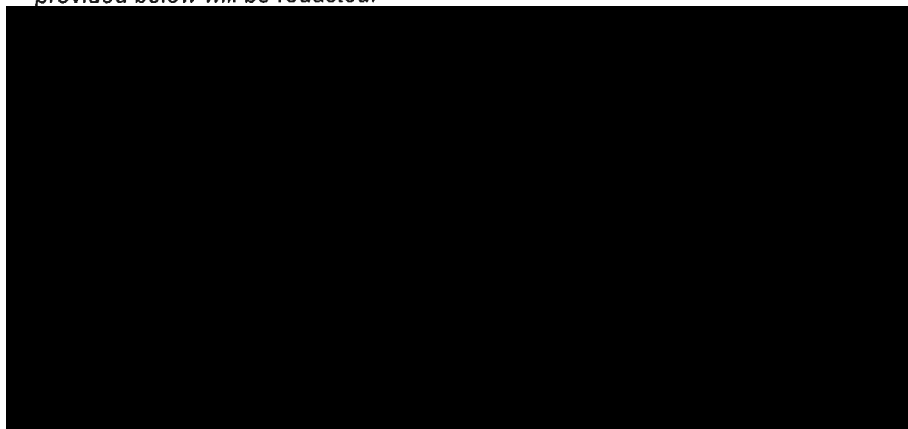
5. Identify each individual, business, corporation, union association, firm, partnership, committee proprietorship, franchise holding company, joint stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) governed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

Organization conducting business with the school(s) NONE	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps Taken to Avoid Conflict of Interest
<i>Please write "None" if applicable. Do not leave this space blank.</i>				


Signature


Date

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





Entry 8 BOT Table

Created: 07/23/2018 • Last updated: 07/30/2018

1. Current Board Member Information (Enter info for each BOT member)

	Trustee Name and Email Address	Position on the Board	Committee Affiliations	Voting Member Per By-Laws (Y/N)	Number of Terms Served	Start Date of Current Term (MM/DD/YYYY)	End Date of Current Term (MM/DD/YYYY)	Board Meetings Attended During 2017-18
1	Rory Cohen [REDACTED]	Chair	Finance Committee	Yes	7	07/01/2017	06/30/2018	8
2	John Mullane [REDACTED]	Treasurer	Finance & Building & Grounds Committees	Yes	3	07/01/2017	06/30/2018	7
3	Denise Clay [REDACTED]	Trustee/Member	Education Committee	Yes	7	07/01/2017	06/30/2018	11
4	Jacqueline DiSanto [REDACTED]	Trustee/Member	Education Committee	Yes	3	07/01/2017	06/30/2018	6
5	Ayca Ergeneman [REDACTED]	Trustee/Member	Education & Development Committee	Yes	7	07/01/2017	06/30/2018	9
6	Maria Keane [REDACTED]	Secretary	Education Committee	Yes	2	07/01/2017	06/30/2018	10

7	Tamara Laville [REDACTED]	Trustee/Member	Building & Grounds Committees	Yes	1	11/28/2017	06/30/2018	6
8	Jason Garcia [REDACTED]	Trustee/Member	Building & Grounds Committees	Yes	1	11/28/2017	06/30/2018	5 or less
9	Tiffany Stokes [REDACTED]	Parent Rep	Parent Association	No	1	07/01/2017	06/30/2018	5 or less

1a. Are there more that 9 members of the Board of Trustees? No

2. Total number of members on June 30, 2018 9

3. Total number of members joining the Board during the 2017-18 school year 3

4. Total number of members departing the Board during the 2017-18 school year 0

5. Number of voting members in 2017-18, as set by the by-laws, resolution or minutes 8

6. Number of Board meetings conducted during the 2017-18 School Year 12

7. Number of Board meetings 12
scheduled for the coming 2018-
19 school year

Thank you.



Entry 9 - Board Meeting Minutes

Created: 07/23/2018 • Last updated: 08/01/2018

[Instructions for submitting minutes of the BOT monthly meetings](#)

Regents, NYCDOE, and Buffalo BOE authorized schools must either provide a link to a complete set of minutes that are posted on the charter school website, or upload a complete set of board meeting minutes from July 2017--June 2018, which should match the number of meetings held during the 2017-18 school year.

NEW YORK CITY MONTESSORI CS (REGENTS)

Are all monthly BOT meeting minutes posted, which should match the number of meetings held during 2017-18 school year, on the charter school's website?

No

the charter school's website.

B. Upload all monthly Board meeting minutes, which should match the number of meetings held during the 2017-18 school year.

Combine all monthly meeting minutes into one .PDF file.

<https://nysed-cso-reports.fluidreview.com/resp/17819888/wNFCVDEEJA/>

**NEW YORK CITY MONTESSORI CHARTER SCHOOL
(NYCMCS)**

BOARD OF TRUSTEES MEETING

423 E. 138th Street, Bronx, NY 10454

Via Skype: 646 S. Saguaro Way, Mesa, AZ 85208

July 19, 2017

4:30 p.m.

AGENDA

- I. Call to Order/Roll Call (1 minute)
- II. Public Comments (2 minutes per person)
- III. Approval of Minutes—June 2017 (2 minutes)
- IV. Principal's Report (30 minutes)
- V. Committee or Task Force Reports & Discussion (30 minutes)
 - Building and Grounds Committee
 - Education Committee- Meeting as Entire Board: Discussion for educational goals for next school year
 - Family Association
 - Finance Committee
- VI. Adjournment

New York City Montessori Charter School Board of Trustees

June 22, 2017 4:35 p.m.

The meeting convened at the school building at 423 East 138th Street in the Bronx at 4:35pm. Mr. Cohen, Dr. Clay, Dr. DiSanto, Ms. Ergeneman, Ms. Keane, Mr. Mullane and Principal Hayes were present. Kim Small was also present.

The May 17, 2017 minutes were approved. Principal Hayes delivered the Principal's Report and discussed the Principal Dashboard. A discussion ensued. Principal Hayes provided information regarding staffing changes for the next academic school year, and indicated that next year, the number of certified teachers in NYCMCS' classrooms will increase. Principal Hayes also discussed the changed structure for the grades for the next school year. The Board asked numerous questions about both the staffing changes and the structural changes. Principal Hayes then asked that the Board consider the various options for a final budget for the next school year which he had circulated, so that he might finalize the salary offers extended to the staff before the end of this school year. The Board discussed the three scenarios presented by Principal Hayes, and approved the most conservative of the three draft budgets presented. Next, Mr. Hayes noted that the landlord has pressed certain issues. Discussion ensued about the search for alternative spaces to meet budget and spacing needs and the building repairs for which the landlord is responsible. The board determined that Principal Hayes will set up a meeting between several board members and the landlord in July to discuss repairs and rent issues. Principal Hayes agreed to provide the Chair with certain documents in advance of that meeting, including a list of repairs for which the landlord is responsible. Ms. Keane agreed to explore the possibility of obtaining pro bono legal advice in connection with the lease and tax issues. Discussion also ensued regarding possible additional Board members and it was agreed that Mr. Cohen would reach out to two possible candidates.

The Finance Committee addressed the Board and acknowledged that all issues had been discussed as part of the Principal's Report. The Buildings and Grounds Committee addressed the board and confirmed that all topics germane to the committee had been covered in the Principal's Report. Next the Education Committee presented its Report to the Board dated June 22, 2017.

The Board then considered the items on the Consent Agenda. The Board adopted the 2017-2018 Dashboard Schedule of Reports for Board Meetings. The following officers were elected: Executive Chair: Rory Cohen; Vice-Chair: Ms. Ergeneman; Secretary: Ms. Keane; and Treasurer: Mr. Mullane. The Board also approved the Trustee Membership Terms and appointed

the following Committee chairs and members: Finance Committee Chair Ms. Ergeneman and members Mr. Mullane, Mr. Cohen and Dr. Clay; Education Committee Chair Dr. Clay and members Dr. DiSanto, Ms. Ergeneman and Ms. Keane; Buildings and Grounds Committee Chair: Mr. Mullane and members Mr. Cohen and Ms. Grossman. The Board agreed to defer the setting of goals and the approval of the handbooks and other documents until the August Board Retreat and the Board's self-evaluations until the next Board meeting in July. Dates and venues for the July and August Board meetings and the Board Retreat were set. In addition, the Board asked Principal Hayes to send the various stakeholders the relevant documents/manuals to be reviewed and revised.

There being no further business before the board, the meeting was adjourned at 6:20pm.

Maria H. Keane



Board Member



New York City Montessori Charter School Board of Trustees
Board Meeting Minutes
July 19, 2017

The meeting convened at the school building at 423 East 138th Street in the Bronx at 4:45pm. Mr. Cohen, Dr. Clay, Ms. Ergeneman, Mr. Mullane and Principal Hayes were present.

The June 22nd, 2017 minutes were approved. Principal Hayes delivered the Principal's Report and discussed the Principal Dashboard, addressing questions from the Board. Principal Hayes then provided updates on:

- Additional per pupil funding from the NYS Education Department
- Enrollment goals and current enrollment numbers for the 2017-18 academic year
- Special Education billing
- Increased rent reimbursement for 4th and 5th grades (with detailed breakdown to be provided by the Charter School Business Management (CSBM))
- Raw scores from NYS Common Core exam
- Professional Development activities proposed for the upcoming academic year

After short discussions on these items, the Finance Committee addressed the Board and acknowledged that all issues had been discussed as part of the Principal's Report. The Buildings and Grounds Committee addressed the board and a discussion ensued regarding the new school that will occupy the 7th and 8th floors of the building starting in the Fall and any potential adjustments that need to be made.

The Education Committee met as the entire board. It was decided that the committee would closely monitor professional development activities and the general education component in the new academic year and focus on the areas and goals included in the school's Corrective Action Plan. There was consensus that the Board should increase its presence in educational settings and events throughout the 2017-18 academic year.

It was noted that there were no members of the Family Association present. The Board inquired as to how stronger participation from the Association can be elicited. There was discussion on the need to recruit more members for the Family Association and a conversation ensued regarding modifying the school's bylaws to allow for additional members. It was decided that the bylaws would be examined and the change proposed at an upcoming board meeting.

There being no further business before the board, the meeting was adjourned at 6:00pm.

Ayca Ergeneman

Operations

Monthly Enrollment

Grade	Current Enrollment	Waitlist	New this Month	Attrition this month	Total Seats Available
All	321	0	0	0	22
PreK	49	0	0	0	3
K	55	0	0	0	+3
1	45	0	0	0	7
2	48	0	0	0	4
3	48	0	0	0	4
4	49	0	0	0	3
5	27	0	0	0	1

Monthly Enrollment Targets

	Current # Students	Current % Students	Comparable District %
ED	289	88.7	92.3
ELL	58	20.9	16.2
SPED	79	20.5	22.2

*Economically Disadvantaged= ED

Monthly Retention Targets

	Current Retention (# Students)	Current Retention (% of students)	Comparable District %
ED	289	88.7	92.3
ELL	58	20.9	16.2
SPED	79	20.5	22.2

Monthly Staffing Update

	2015-2016	April 2017	Current YTD
Administrators			
# Total	8	8	8
Hires	2	0	0
Attrition	2	0	4
Attrition at years' end	3	N/A	N/A
Vacancies	2	0	0
Explanation			
Teachers			
# Total	46	43	43
Hires	31	1	32
Attrition	8	0	20
Attrition at years' end	8	N/A	N/A
Vacancies			
Explanation			
Other Staff			
# Total	1	5	6
Hires	2	0	0
Attrition	0	0	4
Attrition at years' end	0	N/A	N/A
Vacancies	0		
Explanation	Lunch Aides, Ops. Associate/Mental Health Counselor		

Monthly Teachers by Area

Area	# Total	Vacancy	Hired this month	Attrition this month
Gen Ed	10	2	0	0
SPED	7	2	0	0
Specials	6	2	0	0
TA	20	1	0	0

Monthly Teachers By Grade

Grade	# Total	Vacancy	Hired this month	Attrition this month
Pre-K	6	0	1	0
K	11	0	0	0
1	11	0	0	0
2	10	0	0	0
3	10	0	0	0
4	8	0	0	0
5	8	0	0	0

Instruction

ESEA Annual Accountability Designation

Current Designation	Minimum Expectation	Target
Priority	Good Standing	Reward

Annual Similar Schools Comparison: Math

# of students scoring 3/4	% of students scoring 3/4	NYS Mean Proficiency (Comp. Schools)	Min. Expect.	Target
All	14	41	75	100
ED	11	48	75	100
ELL	2	10	75	100
SPED	4	35	75	100

Annual Similar Schools Comparison: ELA

# of students scoring 3/4	% of students scoring 3/4	NYS Mean Proficiency (Comp. Schools)	Min. Expect.	Target
All	15	41	75	100
ED	11	51	75	100
ELL	3	9	75	100
SPED	2	20	75	100

Quarterly Teacher Effectiveness Update

	Leads	TAs	Specials	Total
Green	10	11	1	22
Yellow	4	4	2	10
Red	3	2	0	5

Annual State Test Proficiency: Math

	# students 3/4	% students 3/4	Dist. Average	State Average
All	14	11.2	36.4	39.1
ED	11	10	30	28
ELL	2	10	39.1	39.1
SPED	4	13	11	45
Grade 3	6	6.1	41	44.1
Grade 4	5	13.1	41.4	44.7
Grade 5	3	7.8	37.5	40.1

Annual State Test Proficiency: ELA

	# students 3/4	% students 3/4	Dist. Average	State Average
All	15	12	38	37.9
ED	11	10	31	27
ELL	3	15	37.9	37.9
SPED	2	6	9	44.1
Grade 3	6	12.5	40.9	41.9
Grade 4	5	13.5	41.4	40.8
Grade 5	3	7.69	34.1	33.5

Monthly Intervention Update

Week 3

Grade	# of students tested	# of passing students	% of passing students	# of bubble students	% of bubble students
3 rd	46	7	15.2	23	50
4 th	44	5	11.3	11	25
5 th	21	4	19	10	47

Week 4

Grade	# of students tested	# of passing students	% of passing students	# of bubble students	% of bubble students
3 rd	48	11	22.9	18	37
4 th	47	13	27.6	19	40
5 th	25	21	84	3	12

Week 5

Grade	# of student s tested	# of passing students	% of passing students	# of bubble students	% of bubble students
3 rd	44	31	70.4	8	18
4 th	45	18	40	19	42
5 th	23	14	60	7	30

Instruction (continued)

Annual Similar Schools Comparison: Science					
# of students scoring 3/4	% of students scoring 3/4	NYS Mean Proficiency (Comp. Schools)	Min. Expect.	Target	
All	0	72	75	100	
ED	0	11	75	100	
ELL	0	12	75	100	
SPED	0	50	75	100	

Annual Trending Toward Proficiency: Math					
	# of 3/4 in 2015	# maintain 3/4 in 2016	# of students improving score	% maintain or improving	Target
All	18	14	0	0	100%
ED	14	11	0	0	100%
ELL	N/A	2	2	1	100%
SPED	2	4	2	3.6	100%

Annual Trending Toward Proficiency: ELA

	# of 3/4 in 2015	# maintain 3/4 in 2016	# of students improving score	% maintain or improving	Target
All	5	15	9	4.5	100%
ED	4	11	7	3.7	100%
ELL	N/A	3	3	N/A	100%
SPED	0	2	2	N/A	100%

Culture

Culture Calendar		Calendar	
Date	Activity	Date	Activity
June 15	5 th Grade Stepping Up	June 29	Last Day of School for Students
June 16 th	5 th Grade Trip		
June 22nd	5 th Grade Banquet		

Monthly Attendance Update

Month	All Students	SPED
April	88.93%	86.35%
May	89.71%	88.10%

Monthly Suspension Data

Category	YTD	% of School suspended	District Average
OSS Total	74	27.3%	22%
OSS SPED	32	11.8%	11%
OSS Conduct	8	2.9%	2%
OSS due to Violence	66	24.3%	21%

Special Education

Monthly SPED Caseload Update

Total SPED Students	Current	Previous	Change
Initial Referrals	26	24	2
Outstanding IEP's	12	8	4
New < 20	25	26	1
New 20-60	6	7	1
New >60	38	37	1

Finance

Budget Thumbnail - Month

	Current Month (Budgeted)	Current Month (Actual)
Revenues		
Expenses		
Net		

Budget Thumbnail - YTD

	FYE (Budgeted)	FYE (Projected 6/30)
Revenues		
Expenses		
Net		

Students Tested: 49

Domain/Category		Reading												
Standard	L.3.5a	RI.3.1	RI.3.2	RI.3.3	RI.3.4	RI.3.5	RI.3.8	RL.3.1	RL.3.2	RL.3.3	RL.3.4	RL.3.5		
	Literal vs. Nonliteral	Inf: Questions about Text	Inf. Main Idea	Inf: Sequence & Cause	Inf: Word Meaning	Inf: Locate Information	Inf: Connect Sentences	Lit: Questions about Text	Lit: Central Message	Inf: Analyze Events	Lit: Word Meaning	Lit: Refer to Parts		
	Question Type	MC	MC	MC	MC	MC	MC	MC	MC	MC	MC	MC		
	Total Number of Questions	4	2	2	1	1	2	2	2	4	1	2		
	Total Number of Possible Points	4	2	2	1	1	2	2	2	4	1	2		
2017 School vs. City														
	2017 School Avg % of Total Possible Points	.01	-.13	-.07	-.16	-.05	-.07	+.07	-.06	+.01	-.01	+.05		
	2017 NYC Avg % of Total Possible Points	.59	.57	.51	.39	.41	.47	.52	.51	.67	.57	.71		
2016 School vs. City														
	2016 School Avg % of Total Possible Points	.58	.70	.58	.55	.46	.54	.45	.57	.66	.58	.66		
	2016 NYC Avg % of Total Possible Points	+.03	-.07	-.11	-.08	-.22	-.14	-.10	-.07	-.09	-.06	-.13		
2015 School vs. City														
	2015 School Avg % of Total Possible Points	.68	.66	.35	.32	.25	.38	.51	.63	.42	.60	.56		
	2015 NYC Avg % of Total Possible Points	.65	.73	.46	.40	.47	.52	.61	.70	.51	.66	.69		
2014 School vs. City														
	2014 School Avg % of Total Possible Points	-.12	-.18	-.06	-.14	.	-.07	-.09	-.09	-.03	-.06	-.14		
	2014 NYC Avg % of Total Possible Points	.43	.35	.55	.45	.	.44	.53	.39	.46	.53	.34		
2013 School vs. City														
	2013 School Avg % of Total Possible Points	.55	.53	.61	.59	.	.51	.62	.48	.49	.59	.48		
	2013 NYC Avg % of Total Possible Points	-.09	-.02	-.15	+.03	-.07	+.02	-.08	-.07	+.02	-.09	-.18		
2012 School vs. City														
	2012 School Avg % of Total Possible Points	.43	.56	.36	.39	.33	.52	.52	.38	.50	.69	.42		
	2012 NYC Avg % of Total Possible Points	.52	.58	.51	.36	.40	.50	.60	.45	.48	.78	.60		
2017 Official Class 201 (n= 11) Avg % of Total Possible Points														
	2017 Official Class 201 vs. City	.64	.82	.68	.27	.55	.50	.59	.64	.84	.55	.86		
2017 Official Class 202 (n= 11) Avg % of Total Possible Points														
	2017 Official Class 202 vs. City	+.13%	+.12%	+.10%	-.28%	+.9%	-.4%	+.14%	+.7%	+.18%	-.3%	+.20%		
2017 Official Class 203 (n= 11) Avg % of Total Possible Points														
	2017 Official Class 203 vs. City	.27	.50	.45	.73	.55	.55	.45	.45	.50	.82	.77		
	2017 Official Class 203 vs. City	-.24%	-.20%	-.13%	+.18%	+.9%	+.1%	+.0%	-.12%	-.16%	+.24%	+.11%		
2017 Official Class 204 (n= 13) Avg % of Total Possible Points														
	2017 Official Class 204 vs. City	.36	.55	.50	.45	.18	.41	.59	.64	.75	.55	.73		
	2017 Official Class 204 vs. City	-.15%	-.15%	-.8%	-.10%	-.28%	-.13%	+.14%	+.7%	+.9%	-.3%	+.7%		
2017 Official Class 954 (n= 3) Avg % of Total Possible Points														
	2017 Official Class 954 vs. City	.23	.50	.50	.15	.38	.42	.50	.38	.62	.38	.62		
	2017 Official Class 954 vs. City	-.28%	-.20%	-.8%	-.40%	-.8%	-.12%	+.5%	-.19%	-.4%	-.20%	-.4%		
	2017 Official Class 954 vs. City	.00	.33	.17	.33	.33	.50	.33	.33	.67	.67	.33		
	2017 Official Class 954 vs. City	-.51%	-.37%	-.41%	-.22%	-.13%	-.4%	-.12%	-.24%	+.1%	+.9%	-.33%		

RL.3.7 Summary		Writing to Sources												Summary							
		RI.3.2	RI.3.3	RI.3.5	RI.3.7	RI.3.8	RL.3.2	RL.3.3	RL.3.4	RL.3.5											
		Inf. Main Idea		Inf: Sequence & Cause		Inf: Locate Information		Inf: Illustrations		Inf: Connect Sentences		Lit: Central Message		Inf: Analyze Events		Lit: Word Meaning		Lit: Refer to Parts			
MC	CR	CR	CR	CR	CR	CR	CR	CR	CR	CR	CR	CR	CR	CR	CR	CR	CR	CR	CR	CR	
1	.	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	.	
1	.	2	4	2	2	2	2	2	2	2	2	4	2	2	2	2	2	2	2	.	
+03	-02	-06	-14	-11	-10	-20	-10	-20	-11	-11	-12	-12	-10	-03	-10	-12	-03	-10	-12	-12	
.59	.56	.51	.28	.37	.40	.26	.40	.26	.26	.26	.54	.54	.39	.58	.39	.54	.58	.39	.37	.37	
.56	.58	.57	.42	.48	.50	.46	.50	.46	.37	.37	.66	.66	.49	.61	.49	.66	.61	.49	.49	.49	
.	-10	-13	.	-13	.	.	-16	-16	-29	.	-29	-16	.	-29	-16	-16	
.	.5051	.	.51	.	.	.35	.35	.27	.	.27	.30	.	.27	.30	.30	
.	.6064	.	.64	.	.	.51	.51	.56	.	.56	.46	.	.56	.46	.46	
.	-10	-15	-17	-18	.	-17	.	-17	-31	-31	-13	-13	-19	-12	-19	-17	-12	-19	-17	-17	
.	.46	.35	.22	.25	.	.29	.	.29	.12	.12	.28	.28	.34	.33	.34	.27	.33	.34	.27	.27	
.	.56	.50	.39	.43	.	.46	.	.46	.43	.43	.41	.41	.53	.45	.53	.44	.45	.53	.44	.44	
.	-06	
.	.45	
.	.51	
1.00	.68	.77	.41	.64	.50	.36	.50	.36	.41	.41	.64	.64	.59	.77	.59	.64	.77	.59	.54	.54	
+44%	+10%	+20%	-1%	+16%	+0%	-10%	+0%	-10%	+4%	+4%	-2%	-2%	+10%	+16%	+10%	-2%	+16%	+10%	+5%	+5%	
.36	.56	.50	.30	.27	.41	.27	.41	.27	.18	.18	.55	.55	.32	.50	.32	.55	.50	.32	.34	.34	
-20%	-2%	-7%	-12%	-21%	-9%	-19%	-9%	-19%	-19%	-19%	-11%	-11%	-17%	-11%	-17%	-17%	-11%	-17%	-15%	-15%	
.64	.58	.45	.34	.32	.50	.36	.50	.36	.27	.27	.64	.64	.41	.68	.41	.64	.68	.41	.42	.42	
+8%	+0%	-12%	-8%	-16%	+0%	-10%	+0%	-10%	-10%	-10%	-2%	-2%	-8%	+7%	-8%	-2%	+7%	-8%	-7%	-7%	
.46	.46	.35	.17	.31	.23	.12	.23	.12	.19	.19	.38	.38	.31	.50	.31	.38	.50	.31	.27	.27	
-10%	-12%	-22%	-25%	-17%	-27%	-34%	-27%	-34%	-18%	-18%	-28%	-28%	-11%	-11%	-18%	-28%	-11%	-18%	-22%	-22%	
.33	.43	.50	.00	.17	.33	.00	.33	.00	.17	.17	.50	.50	.17	.17	.17	.50	.17	.17	.20	.20	
-23%	-15%	-7%	-42%	-31%	-17%	-46%	-17%	-46%	-20%	-20%	-16%	-16%	-32%	-44%	-32%	-16%	-44%	-32%	-29%	-29%	

June 2017: Instructional Report-Grade 4 ELA for 84X554

Students Tested: 48

	Domain/Category		L.4.5a		RI.4.1		RI.4.2		RI.4.3		RI.4.4		RI.4.5		RI.4.7		RI.4.8	
	Standard																	
	Question Type		MC		MC		MC		MC		MC		MC		MC		MC	
	Total Number of Questions		1		5		2		2		1		1		1		1	
	Total Number of Possible Points		1		5		2		2		1		1		1		1	
2017 School vs. City			+03		-06		-06		-01		-09		-04		-11		-14	
2017 School Avg % of Total Possible Points			.35		.59		.40		.63		.48		.63		.25		.33	
2017 NYC Avg % of Total Possible Points			.32		.65		.46		.64		.57		.67		.36		.47	
2016 School vs. City			-07		-22		-08		-19		-04		-18		.		-02	
2016 School Avg % of Total Possible Points			.57		.32		.45		.41		.49		.31		.		.41	
2016 NYC Avg % of Total Possible Points			.64		.54		.53		.60		.53		.49		.		.43	
2015 School vs. City			.		-11		-08		-11		+12		+01		.		-03	
2015 School Avg % of Total Possible Points			.		.48		.44		.32		.55		.72		.		.51	
2015 NYC Avg % of Total Possible Points			.		.59		.52		.43		.43		.71		.		.54	
2014 School vs. City			
2014 School Avg % of Total Possible Points			
2014 NYC Avg % of Total Possible Points			
2017 Official Class 401 (n= 13) Avg % of Total Possible Points			.31		.58		.42		.69		.54		.62		.08		.23	
2017 Official Class 401 vs. City			-1%		-7%		-4%		+5%		-3%		-5%		-28%		-24%	
2017 Official Class 402 (n= 16) Avg % of Total Possible Points			.44		.68		.50		.75		.63		.63		.38		.50	
2017 Official Class 402 vs. City			+12%		+3%		+4%		+11%		+6%		-4%		+2%		+3%	

[illegible]

.39	.41	.42	.33	.33	.40	.28	.33	.39	.19	.28	.22	.36	.28	.29
-21%	-20%	-10%	-17%	-37%	-17%	-31%	-28%	-22%	-26%	-17%	-39%	-30%	-20%	-26%
.50	.43	.45	.40	.30	.43	.40	.30	.35	.13	.28	.30	.50	.30	.31
-10%	-18%	-7%	-10%	-40%	-14%	-19%	-31%	-26%	-32%	-17%	-31%	-16%	-18%	-24%

Students Tested: 3

Domain/Category	Standard	L.5.5a	L.5.5b	RI.5.1	RI.5.2	RI.5.3	RI.5.4	RI.5.5	RI.5.7
		Figurative Language	Idioms, Adages, & Proverbs	Inf: Quote Accurately	Inf. Main Ideas	Inf: Explain Relationship	Inf: Word Meaning	Inf: Compare Structure	Inf: Draw Information
		MC	MC	MC	MC	MC	MC	MC	MC
Total Number of Questions		1	1	5	3	4	1	2	1
Total Number of Possible Points		1	1	5	3	4	1	2	1
2017 School vs. City		-26	-13	-29	-27	+07	-54	-10	-22
2017 School Avg % of Total Possible Points		.33	.33	.33	.33	.58	.00	.50	.33
2017 NYC Avg % of Total Possible Points		.59	.46	.62	.60	.51	.54	.60	.55
2016 School vs. City		.	-.03	-.05	-.07	-.16	-.05	-.01	.
2016 School Avg % of Total Possible Points		.	.46	.63	.66	.44	.45	.56	.
2016 NYC Avg % of Total Possible Points		.	.49	.68	.73	.60	.50	.57	.
2015 School vs. City	
2015 School Avg % of Total Possible Points	
2015 NYC Avg % of Total Possible Points	
2014 School vs. City	
2014 School Avg % of Total Possible Points	
2014 NYC Avg % of Total Possible Points	
2017 Official Class 403 (n= 2) Avg % of Total Possible Points		.00	.00	.20	.00	.50	.00	.50	.50
2017 Official Class 403 vs. City		-59%	-46%	-42%	-60%	-1%	-54%	-10%	-5%
2017 Official Class 404 (n= 1) Avg % of Total Possible Points		1.00	1.00	.60	1.00	.75	.00	.50	.00
2017 Official Class 404 vs. City		+41%	+54%	-2%	+40%	+24%	-54%	-10%	-55%

[illegible]

RL.5.2 RL.5.3 RL.5.4 Summary

Lit: Theme
Lit: Compare Elements
Lit: Word Meaning

CR	CR	CR	CR
1	1	1	.
4	2	2	.
-34	-27	-46	-39
.08	.33	.17	.18
.42	.60	.63	.57
-.15	-.16	-.17	-.13
.54	.57	.45	.49
.69	.73	.62	.62
.	.	.	.
.	.	.	.
.	.	.	.
.	.	.	.
.	.	.	.
.	.	.	.
.00	.00	.00	.05
-42%	-60%	-63%	-52%
.25	1.00	.50	.45
-17%	+40%	-13%	-12%

June 2017: Instructional Report-Grade 3 MATH for 84X554

Students Tested: 48

Domain/Category		Geometry		Measurement and Data																	
Standard		3.G.A.2 Summary		3.MD.A.1 3.MD.A.2 3.MD.B.3 3.MD.C.5 3.MD.C.6 3.MD.C.7 3.MD.C.7A		3.MD.C.7B		3.MD.C.7C		3.MD.C.7D		3.MD.C.7E		3.MD.C.7F		3.MD.C.7G		3.MD.C.7H		3.MD.C.7I	
		Partition Shapes		Measure Length		Draw Graphs		Understand Area		Area with Unit Squares		Area by Tiling Rectangle		Area of Rectangle		Adding Areas					
Question Type		CR		MC		MC		MC		MC		MC		MC		MC		CR		CR	
Total Number of Questions		1		1		2		1		2		1		1		1		1		1	
Total Number of Possible Points		2		1		2		2		2		1		1		1		3		3	
2017 School vs. City																					
2017 School Avg % of Total Possible Points		.30		.30		.53		.46		.94		.81		.90		.48		.05		.05	
2017 NYC Avg % of Total Possible Points		.59		.59		.65		.57		.94		.88		.91		.64		.30		.30	
2016 School vs. City																					
2016 School Avg % of Total Possible Points		.90		.52		.32		.68		.04		.83		.52		.64		.05		.05	
2016 NYC Avg % of Total Possible Points		.89		.68		.64		.72		.72		.89		.60		.64		.05		.05	
2015 School vs. City																					
2015 School Avg % of Total Possible Points		.86		.54		.45		.83		.83		.83		.52		.64		.05		.05	
2015 NYC Avg % of Total Possible Points		.86		.64		.63		.85		.85		.89		.60		.64		.05		.05	
2014 School vs. City																					
2014 School Avg % of Total Possible Points		.00		.00		.00		.00		.00		.00		.00		.00		.00		.00	
2014 NYC Avg % of Total Possible Points		.00		.00		.00		.00		.00		.00		.00		.00		.00		.00	
2017 Official Class 201 (n= 11) Avg % of Total Possible Points																					
2017 Official Class 201 vs. City		.55		.82		.59		.55		1.00		.91		.82		.82		.09		.09	
2017 Official Class 202 (n= 10) Avg % of Total Possible Points		.30		.60		.60		.30		1.00		.80		1.00		.30		.10		.10	
2017 Official Class 202 vs. City		-29%		-29%		-5%		-27%		+6%		-8%		+9%		-34%		-20%		-20%	
2017 Official Class 203 (n= 11) Avg % of Total Possible Points		.23		.64		.50		.36		.91		.82		.91		.45		.00		.00	
2017 Official Class 203 vs. City		-36%		-36%		-15%		-21%		-3%		-6%		+0%		-19%		-30%		-30%	
2017 Official Class 204 (n= 13) Avg % of Total Possible Points		.15		.69		.50		.58		.92		.85		.85		.38		.03		.03	
2017 Official Class 204 vs. City		-44%		-44%		-15%		+1%		-2%		-3%		-6%		-26%		-27%		-27%	
2017 Official Class 954 (n= 3) Avg % of Total Possible Points		.33		.00		.33		.50		.67		.33		1.00		.33		.00		.00	
2017 Official Class 954 vs. City		-26%		-65%		-32%		-7%		-27%		-55%		+9%		-31%		-30%		-30%	

Algebraic Thinking
 3.OA.B.6 3.OA.D.8 3.OA.D.8 3.OA.D.9 Summary

Div. as Unknown-Factor	Two-Step Word Prob.		Two-Step Word Prob.		Identify Patterns	
	MC	CR	MC	CR	MC	CR
	2	1	6	1	1	1
	2	3	6	3	2	2
	-.12	-.23	-.20	-.13	-.15	-.13
	.50	.23	.33	.36	.45	.45
	.62	.46	.53	.49	.60	.60
	-.13	-.21	-.19	-.13	-.13	-.13
	.43	.11	.37	.11	.41	.41
	.56	.32	.56	.32	.54	.54
	-.10	-.11	-.09	-.11	-.06	-.06
	.67	.39	.50	.39	.58	.58
	.77	.50	.59	.50	.64	.64
		-.10		-.10	-.05	-.05
	.00	.27	.00	.27	.14	.14
	.00	.37	.00	.37	.19	.19
	.64	.52	.48	.59	.65	.65
	+2%	+6%	-5%	+10%	+5%	+5%
	.35	.23	.38	.25	.41	.41
	-27%	-23%	-15%	-24%	-19%	-19%
	.45	.09	.25	.32	.39	.39
	-17%	-37%	-28%	-17%	-21%	-21%
	.58	.13	.31	.35	.40	.40
	-4%	-33%	-22%	-14%	-20%	-20%
	.33	.11	.08	.17	.24	.24
	-29%	-35%	-45%	-32%	-36%	-36%

June 2017: Instructional Report-Grade 4 MATH for 84X554

Students Tested: 48

	Domain/Category		Geometry		Measur	
	Standard	3.G.A.1	4.G.A.1	4.G.A.1	4.G.A.3	Summary 3.MD.D.8 4.MD.A.3 4.MD.A.3 4.MD.B.4
	Question Type	Categories of Shapes		Draw Lines and Angles		Line of Symmetry
		MC	MC	CR	MC	
Total Number of Questions		1	2	1	1	
Total Number of Possible Points		1	2	2	1	
2017 School vs. City		-.03	-.31	-.29	-.46	-.28
2017 School Avg % of Total Possible Points		.52	.32	.26	.21	.32
2017 NYC Avg % of Total Possible Points		.55	.63	.55	.67	.60
2016 School vs. City		.	-.26	.	-.23	-.18
2016 School Avg % of Total Possible Points		.	.43	.	.18	.42
2016 NYC Avg % of Total Possible Points		.	.69	.	.41	.60
2015 School vs. City		-.39	-.21	-.19	-.31	-.22
2015 School Avg % of Total Possible Points		.32	.38	.52	.13	.38
2015 NYC Avg % of Total Possible Points		.71	.59	.71	.44	.60
2014 School vs. City	
2014 School Avg % of Total Possible Points	
2014 NYC Avg % of Total Possible Points	
2017 Official Class 401 (n= 13) Avg % of Total Possible Points		.46	.23	.19	.08	.23
2017 Official Class 401 vs. City		-9%	-40%	-36%	-59%	-37%
2017 Official Class 402 (n= 16) Avg % of Total Possible Points		.69	.34	.47	.31	.44
2017 Official Class 402 vs. City		+14%	-29%	-8%	-36%	-16%
2017 Official Class 403 (n= 9) Avg % of Total Possible Points		.33	.33	.00	.11	.19
2017 Official Class 403 vs. City		-22%	-30%	-55%	-56%	-41%
2017 Official Class 404 (n= 10) Avg % of Total Possible Points		.50	.40	.25	.30	.35
2017 Official Class 404 vs. City		-5%	-23%	-30%	-37%	-25%
2017 School vs. City		-.19	-.15	-.30	-.15	-.30
2017 School Avg % of Total Possible Points		.54	.17	.05	.32	.35
2017 NYC Avg % of Total Possible Points		.75	.32	.26	.21	.22
2016 School vs. City		-.15
2016 School Avg % of Total Possible Points		.50	.	.	.26	.34
2016 NYC Avg % of Total Possible Points		.65	.	.	.47	.56
2015 School vs. City		-.17	-.28	.	.	.
2015 School Avg % of Total Possible Points		.45	.32	.	.	.
2015 NYC Avg % of Total Possible Points		.62	.60	.	.	.
2014 School vs. City	
2014 School Avg % of Total Possible Points	
2014 NYC Avg % of Total Possible Points	
2017 Official Class 401 (n= 13) Avg % of Total Possible Points		.54	.38	.12	.38	.23
2017 Official Class 401 vs. City		-21%	+6%	-23%	+6%	-37%
2017 Official Class 402 (n= 16) Avg % of Total Possible Points		.50	.06	.06	.06	.44
2017 Official Class 402 vs. City		-25%	-26%	-29%	-26%	-16%
2017 Official Class 403 (n= 9) Avg % of Total Possible Points		.56	.00	.00	.00	.19
2017 Official Class 403 vs. City		-19%	-32%	-35%	-32%	-41%
2017 Official Class 404 (n= 10) Avg % of Total Possible Points		.70	.20	.00	.20	.35
2017 Official Class 404 vs. City		-5%	-12%	-35%	-12%	-25%

Measurement and Data		Number and Operations in Base Ten						Number and Operations—Fractions									
4.MD.C.5&4.MD.C.5&4.MD.C.6 4.MD.C.7 Summary		4.NBT.A.24.NBT.A.24.NBT.B.54.NBT.B.54.NBT.B.6 Summary						4.NF.A.1 4.NF.A.2 4.NF.A.2 4.NF.B.3a 4.NF.B.3c4.NF.B.3d									
Angles and Degrees		Understand Angle Addition		Use Protractor		Definition of Degree		Equivalent Fractions		Compare Fractions		Understand Fractions		Add/Sub Mixed Numbers		Fraction Word P: Add/Sub	
MC	MC	MC	MC	MC	MC	CR	MC	MC	MC	MC	CR	MC	MC	MC	MC	CR	
1	1	1	2	2	.	1	1	3	2	5	.	.	4	1	1	1	
1	1	1	2	2	.	2	1	3	5	5	.	.	4	1	2	2	
-30	-05	-16	-17	-19	-19	-19	-09	-17	-26	-33	-23	-25	-36	-41	-17	-21	
.29	.83	.45	.60	.41	.57	.57	.63	.59	.20	.40	.41	.31	.23	.07	.58	.21	
.59	.88	.61	.77	.60	.76	.76	.72	.76	.46	.73	.64	.56	.59	.48	.75	.42	
-14	-02	.	-08	-14	-17	-17	-12	-11	-21	-18	-17	-11	-21	.	-07	-17	
.58	.55	.	.61	.46	.51	.51	.42	.53	.28	.47	.44	.58	.37	.	.66	.32	
.72	.57	.	.69	.60	.68	.68	.54	.64	.49	.65	.61	.69	.58	.	.73	.49	
-13	-22	.	-13	-21	-26	-26	-19	-20	-22	-21	-21	-34	-42	-28	-11	.	
.43	.51	.	.52	.42	.54	.54	.45	.51	.13	.50	.44	.37	.17	.20	.66	.	
.56	.73	.	.65	.63	.80	.80	.64	.71	.35	.71	.65	.71	.59	.48	.77	.	
.	
.	
.	
.15	.85	.27	.31	.36	.58	.58	.31	.54	.12	.31	.33	.33	.08	.00	.69	.00	
-44%	-3%	-34%	-46%	-24%	-18%	-18%	-41%	-22%	-34%	-42%	-31%	-23%	-51%	-48%	-6%	-42%	
.50	.88	.53	.81	.50	.72	.72	.69	.75	.40	.54	.57	.41	.31	.16	.69	.31	
-9%	+0%	-8%	+4%	-10%	-4%	-4%	-3%	-1%	-6%	-19%	-7%	-15%	-28%	-32%	-6%	-11%	
.33	.78	.50	.56	.33	.28	.28	.56	.44	.00	.26	.23	.19	.11	.00	.22	.22	
-26%	-10%	-11%	-21%	-27%	-48%	-48%	-16%	-32%	-46%	-47%	-41%	-37%	-48%	-48%	-53%	-20%	
.10	.80	.50	.70	.42	.60	.60	1.00	.53	.14	.43	.41	.25	.40	.10	.60	.30	
-49%	-8%	-11%	-7%	-18%	-16%	-16%	+28%	-23%	-32%	-30%	-23%	-31%	-19%	-38%	-15%	-12%	

[illegible]

June 2017: Instructional Report- Grade 5 MATH for 84X554

Students Tested: 24

Domain/Category		Geometry	Measurement and Data																																		
Standard		5.G.B.3	Summary	4.MD.A.1	5.MD.A.1	5.MD.A.1	5.MD.B.25	MD.C.3	5.MD.C.4	Volume using Unit Cubes				Definition of Volume				Unit Cube				Fraction Measurements				Convert Measurements				Convert Measurements				Relative Measurements			
Question Type		MC																																			
Total Number of Questions		2	.																																		
Total Number of Possible Points		2	.																																		
2017 School vs. City			+07	+07	-07	-19	-14	-08	-24	-06	-12																										
2017 School Avg % of Total Possible Points			.63	.63	.54	.27	.15	.42	.46	.69	.63																										
2017 NYC Avg % of Total Possible Points			.56	.56	.61	.46	.29	.50	.70	.75	.75																										
2016 School vs. City			-12	-12	-04	-19	-19	-22	.	-22	-28																										
2016 School Avg % of Total Possible Points			.39	.46	.55	.21	.20	.20	.	.37	.28																										
2016 NYC Avg % of Total Possible Points			.51	.58	.59	.40	.39	.42	.	.59	.56																										
2015 School vs. City																												
2015 School Avg % of Total Possible Points																												
2015 NYC Avg % of Total Possible Points																												
2014 School vs. City																												
2014 School Avg % of Total Possible Points																												
2014 NYC Avg % of Total Possible Points																												
2017 Official Class 401 (n= 8) Avg % of Total Possible Points			.63	.63	.25	.13	.13	.38	.44	.63	.63																										
2017 Official Class 401 vs. City			+7%	+7%	-36%	-33%	-16%	-12%	-26%	-12%	-12%																										
2017 Official Class 402 (n= 7) Avg % of Total Possible Points			.71	.71	.86	.43	.21	.57	.64	.71	.71																										
2017 Official Class 402 vs. City			+15%	+15%	+25%	-3%	-8%	+7%	-6%	-4%	-4%																										
2017 Official Class 403 (n= 2) Avg % of Total Possible Points			.50	.50	.00	.50	.00	.00	.00	.75	.00																										
2017 Official Class 403 vs. City			-6%	-6%	-61%	+4%	-29%	-50%	-70%	+0%	-75%																										
2017 Official Class 404 (n= 7) Avg % of Total Possible Points			.57	.57	.71	.21	.14	.43	.43	.71	.71																										
2017 Official Class 404 vs. City			+1%	+1%	+10%	-25%	-15%	-7%	-27%	-4%	-4%																										

Number and Operations in Base Ten

5.MD.C.5&5.MD.C.5f5.MD.C.5fSummary 4.NF.C.6 5.NBT.A.15.NBT.A.23.NBT.A.35.NBT.A.45.NBT.B.65.NBT.B.75.NBT.B.7Summary 5.NF.A.1 5.NF.A.2 5.NF.A.2

Volume with Unit Cubes			MC	CR	MC	CR
Volume of Rect. Prism			MC	CR	MC	CR
Volume of Rect. Prism			MC	CR	MC	CR
Fractions of 10 or 100			MC	CR	MC	CR
Place Value			MC	CR	MC	CR
Multiply Powers of 10			MC	CR	MC	CR
Decimals & Number Names			MC	CR	MC	CR
Compare Decimals			MC	CR	MC	CR
Round Decimals			MC	CR	MC	CR
Division: 2-Digit Divisor			MC	CR	MC	CR
Operations on Decimals			MC	CR	MC	CR
Operations on Decimals			MC	CR	MC	CR
Add/Subtract Fractions			MC	CR	MC	CR
Fraction Word Problems			MC	CR	MC	CR
Fraction Word Problems			MC	CR	MC	CR

5.NF.B.3	5.NF.B.4	5.NF.B.5a	5.NF.B.5b	5.NF.B.6	5.NF.B.7	5.NF.B.7a	Summary	5.OA.A.1	5.OA.A.2	Summary
Number and Operations								Operations and Algebraic		
Number and Operations								Fractions		

5.NF.B.3 5.NF.B.4 5.NF.B.5a 5.NF.B.5b 5.NF.B.6 5.NF.B.7 5.NF.B.7a Summary 5.OA.A.1 5.OA.A.2 Summary

Skill	Interpret Fractions		Multiply Fractions		Compare Factor Sizes		Explain Multip. Property		Problems: Mult. Fractions		Divide Fractions		Understand Fract Division		Expression Parentheses		Interpret Expressions	
	MC		MC		MC		MC		CR		MC		MC		MC		MC	
	1	1	1	1	2	2	1	1	2	2	1	1	2	2	2	2	2	2
	+02	-12	-20	-10	-18	-10	-10	-18	-18	-10	+02	-16	-10	-10	-10	-10	-10	-10
	.71	.63	.38	.50	.10	.50	.50	.10	.10	.58	.33	.65	.75	.63	.75	.63	.69	.69
	.69	.75	.58	.60	.28	.60	.60	.28	.28	.56	.49	.65	.85	.73	.85	.73	.79	.79
	-.21	.	.	-.25	-.14	-.25	-.25	-.14	-.14	.	-.21	.	-.13	.	-.13	.	-.13	-.13
	.29	.	.	.34	.04	.34	.34	.04	.04	.	.26	.	.61	.	.61	.	.61	.61
	.50	.	.	.59	.18	.59	.59	.18	.18	.	.47	.	.74	.	.74	.	.74	.74

	.63	.38	.38	.38	.06	.38	.38	.06	.06	.50	.26	.25	.88	.63	.88	.63	.75	.75
	-6%	-37%	-20%	-22%	-22%	-22%	-22%	-22%	-22%	-6%	-23%	-40%	+3%	-10%	+3%	-10%	-4%	-4%
	.86	1.00	.43	.86	.21	.86	.86	.21	.21	.57	.44	.86	.86	.86	.86	.86	.86	.86
	+17%	+25%	-15%	+26%	-7%	+26%	+26%	-7%	-7%	+1%	-5%	+21%	+1%	+13%	+1%	+13%	+7%	+7%
	.00	.50	.00	.50	.00	.50	.50	.00	.00	.50	.18	.75	.00	.50	.00	.50	.25	.25
	-69%	-25%	-58%	-10%	-28%	-10%	-10%	-28%	-28%	-6%	-31%	+10%	-85%	-23%	-85%	-23%	-54%	-54%
	.86	.57	.43	.29	.07	.29	.29	.07	.07	.71	.35	.86	.71	.43	.71	.43	.57	.57
	+17%	-18%	-15%	-31%	-21%	-31%	-31%	-21%	-21%	+15%	-14%	+21%	-14%	-30%	-14%	-30%	-22%	-22%

No Board Meeting in August 2017
(there was a Board retreat/outing instead)

**New York City Montessori Charter School (NYCMCS)
Board of Trustees Annual Meeting**

423 E. 138th Street, Bronx, New York 10454

September 20, 2017

4:30 p.m.

AGENDA

- I. Call to Order/Roll Call (1 minute)
- II. Public Comments (2 minutes per person)
- III. Approval of Minutes—May 2017 (2 minutes)
- IV. Board Member Candidate (5 minutes)
- V. Dashboard Review (20 minutes)
- VI. Committee or Task Force Reports (20 minutes)
 - Building and Grounds Committee Report
 - Education Committee
 - Finance Committee Report
 - Family Association Report
- VII. Adjournment

New York City Montessori Charter School Board of Trustees
Annual Board Retreat

August 14, 2017 9:00 a.m.

The meeting convened at Paul, Weiss, Rifkind, Wharton & Garrison, 1285 Ave. of the Americas, New York, NY at 9:00 a.m. Mr. Cohen, Dr. Clay, Ms. Ergeneman, and Ms. Keane were present.

The Board discussed possible candidates as additional members of the Board. The Board also discussed how it might enhance the Board by including additional members who are members of the Bronx community and/or have Montessori training and/or experience. Each Board member agreed to reach out to qualified potential candidates and assess interest.

The Board next addressed oversight of professional development at the school, including expenditures, budgeting, planning and scheduling. The Board agreed to obtain more information and details on these topics from Principal Hayes in the coming school year.

A discussion ensued about the lease, including the lease's remaining term, and various other provisions of the lease. The Board reviewed a breakdown of NYCMCS property taxes, both past and future, and a the list of ongoing issues/repairs needed.

A detailed review was conducted of the budget for the upcoming year. The Board discussed various personnel issues, including the salaries and duties of each individual in administration, the work and cost of the outside vendor providing human resources services, and the work and cost of the outside vendor providing financial management services. Consideration was given to lower cost alternatives.

The Board also considered and discussed Principal Hayes' proposal to expand the services offered in the school for students with special needs. It was decided that the Board needed more information from the Principal about this proposal.

There being no further business for the Annual Board Retreat, the meeting was adjourned at 11:00 a.m.



Maria H. Keane
Secretary

New York City Montessori Charter School Board of Trustees

August 14, 2017 11:25 a.m.

The meeting convened at Paul, Weiss, Rifkind, Wharton & Garrison, 1285 Ave. of the Americas, New York, NY at 11:25 a.m., after the Board's Annual Retreat ended. Mr. Cohen, Dr. Clay, Ms. Ergeneman, and Ms. Keane were present.

The approval of the July 19, 2017 minutes and a discussion of the Principal's Report and the Principal Dashboard were adjourned until a later meeting. It was noted that Principal Hayes could not attend because the teachers returned to the school today.

The Buildings and Grounds Committee addressed the board and discussed the current lease and related items, including the repairs that the landlord must make.

Next the Education Committee presented its Report to the Board dated August 14, 2017.

The Finance Committee addressed the Board and discussed the budget in detail, including the topic of the Board's approval of individual expenses of \$2000 or more. A motion was made and passed setting a new (lower) cap for expenses that must be approved by the Board. The new procedure is now that any individual expense of \$2000 or more must be pre-approved by the Finance Committee before being made. The prior procedure required approval of any individual expense of \$5000 or more.

The Board then considered and reviewed the NYCMCS manuals and policies. A motion was made and approved which changed the Board of Trustees Policy Manual Section 2.06 (b) from requiring at least three, to requiring at least one, person on the Board to have Montessori training and/or experience. The Board approved the Board of Trustees Policy Manual with that change, as well as the Family Handbook and the Employee Handbook.

A discussion ensued regarding the dress code as set forth in the Employee Handbook at Section 10.4.3. The Board recommended that, as the school starts its academic year, Principal Hayes send a memo to all administrative staff and teachers with a copy of Section 10.4.3 attached, which reminds them of the dress code and asks them to please abide by it. Dr. DiSanto agreed to draft such a memo.

The Board also discussed Section 15.3 of the Employee Handbook, which states that an employee who separates from the school will be asked to participate in an exit interview with the Principal. The Board recommended that this section be changed to make clear that an exit interview must be requested of a departing employee and to provide more detail about the procedure for conducting and documenting such interviews. Ms. Ergeneman agreed to draft such revision.

There being no further business before the board, the meeting was adjourned at 12:00 noon.

Maria H. Keane

Maria H. Keane

Secretary

A handwritten signature in blue ink, appearing to be "M. H. Keane", written in a cursive style.

New York City Montessori Charter School Board of Trustees
Annual Board Retreat

August 14, 2017 9:00 a.m.

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The Board also considered and discussed Principal Hayes' proposal to expand the services offered in the school for students with special needs. It was decided that the Board needed more information from the Principal about this proposal.

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Maria H. Keane
Secretary

New York City Montessori Charter School Board of Trustees

August 14, 2017 11:25 a.m.

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There being no further business before the board, the meeting was adjourned at 12:00 noon.



Maria H. Keane

Secretary

Education Committee Meeting

New York City Montessori Charter School (NYCMCS) Board of Trustees
423 East 138th Street, Bronx, New York 10454

September 20, 2017

MINUTES

Committee Purpose: The Education Committee shall be responsible for evaluating whether the NYCMCS is adhering to its Charter and achieving its goals of attaining high student academic achievement and preparing its students for success in their continuing education and active citizenship. It will examine the results from city, state, national, and internally developed assessments, which are both criterion and norm-referenced. In addition, the Education Committee will meet with the Principal to analyze assessment data. Based on the assessment data, the Education Committee may make recommendations regarding the allocation of resources in terms of classroom materials, staffing, professional development, and outside consultants. The Education Committee will also monitor the ongoing process of recruiting Montessori-trained teachers and training the staff, assistant teachers and Board members. (*NYCMCS Board of Trustees' Bylaws, 2015*).

Present: Denise Clay, Jacqueline DiSanto, Ayca Ergeneman, Abeku Hayes, and Maria Keane. Kim Small also attended.

- I. Call to Order—The meeting was called to order at 3:32 p.m.
- II. Minutes—It was noted that the Education Committee met as part of the full Board meeting on July 19, 2017, and thus, there were no separate Education Committee meeting minutes to approve. The minutes for the August 14, 2017 Education Committee meeting were approved.
- III. Principal Dashboard—The Committee reviewed the Principal Dashboard. A discussion of the various data points on the Dashboard ensued. Specifically, the Committee discussed the number of students currently enrolled, the number of current administrative staff, teachers and other staff, and number of current special education students in each category. Principal Hayes reported that ten teaching positions had been eliminated because of changes to the program structure, and that as of the time of the meeting the school was fully staffed. The Committee also discussed the test results for Math and ELA, for all students and by grade, as compared to last year's results.
- IV. Preliminary Assessment of the Curricula for 2017-18—Mr. Hayes described in detail the instructional materials the school will use for Math and ELA this year. He also provided an oral reflective summary of how he motivated and provided professional guidance to the teaching staff last year and how he plans to do so this year. Dr. Clay asked that Mr. Hayes provide this reflective summary to the Education Committee in writing at the next Committee meeting.
- V. Professional Development—The Committee discussed the request, reflected in the August 14, 2017 Education Committee minutes, for a compilation of data indicating the degrees, credits and licenses and years of experience held by each

Education Committee Meeting

New York City Montessori Charter School (NYCMCS) Board of Trustees
423 East 138th Street, Bronx, New York 10454

September 20, 2017

MINUTES

Committee Purpose: The Education Committee shall be responsible for evaluating whether the NYCMCS is adhering to its Charter and achieving its goals of attaining high student academic achievement and preparing its students for success in their continuing education and active citizenship. It will examine the results from city, state, national, and internally developed assessments, which are both criterion and norm-referenced. In addition, the Education Committee will meet with the Principal to analyze assessment data. Based on the assessment data, the Education Committee may make recommendations regarding the allocation of resources in terms of classroom materials, staffing, professional development, and outside consultants. The Education Committee will also monitor the ongoing process of recruiting Montessori-trained teachers and training the staff, assistant teachers and Board members. (*NYCMCS Board of Trustees' Bylaws, 2015*).

Present: Denise Clay, Jacqueline DiSanto, Ayca Ergeneman, Abeku Hayes, and Maria Keane. Kim Small also attended.

- I. Call to Order—The meeting was called to order at 3:32 p.m.
- II. Minutes—It was noted that the Education Committee met as part of the full Board meeting on July 19, 2017, and thus, there were no separate Education Committee meeting minutes to approve. The minutes for the August 14, 2017 Education Committee meeting were approved.
- III. Principal Dashboard—The Committee reviewed the Principal Dashboard. A discussion of the various data points on the Dashboard ensued. Specifically, the Committee discussed the number of students currently enrolled, the number of current administrative staff, teachers and other staff, and number of current special education students in each category. Principal Hayes reported that ten teaching positions had been eliminated because of changes to the program structure, and that as of the time of the meeting the school was fully staffed. The Committee also discussed the test results for Math and ELA, for all students and by grade, as compared to last year's results.
- IV. Preliminary Assessment of the Curricula for 2017-18—Mr. Hayes described in detail the instructional materials the school will use for Math and ELA this year. He also provided an oral reflective summary of how he motivated and provided professional guidance to the teaching staff last year and how he plans to do so this year. Dr. Clay asked that Mr. Hayes provide this reflective summary to the Education Committee in writing at the next Committee meeting.
- V. Professional Development—The Committee discussed the request, reflected in the August 14, 2017 Education Committee minutes, for a compilation of data indicating the degrees, credits and licenses and years of experience held by each

teacher working at the school. Mr. Hayes informed the Committee that this data had already been provided to the Board Chair and that Mr. Hayes will re-send it to the Education Committee.

A discussion ensued about the calendar for professional training for the coming school year, and whether it should be retrospective or prospective. It was decided that each month Mr. Hayes will provide to the Committee, for the prior month, (1) the professional development sessions attended by each staff member and teacher; (2) the dates of such training sessions; (3) the follow-up process, if any, for each session; and (4) the assessment method and process for each session.

VI. Adjournment—The meeting adjourned at 4:38 p.m.

NYC Montessori Charter School Board Deck

September 20, 2017

Operations

Monthly Enrollment

Grade	Currently Enrolled	Waitlist	Attrition	Total Seats Available
Total	371		107	
Pre-K	52	68	27	0
K	48	42	12	4
1	60	22	12	0
2	54	20	10	0
3	53	20	10	0
4	52	15	8	0
5	52	10	28	0

Monthly Enrollment Targets

	Current # Students	Current % students	Comparable District %
ED	303	95%	92.3%
ELL	58	18.1%	16.2%
SPED	78	24.4%	22.2%

*Economically Disadvantaged= ED

Monthly Retention Targets

	Current Retention (# Students)	Current Retention (% of students)	Comparable District %
ED	303	95%	92.3%
ELL	58	18.2%	16.2%
SPED	78	24.4%	22.2%

Monthly Staffing Update

	2016-2017	September 2017	Current YTD
Administrators			
# Total	9	7	
Hires	0	0	
Attrition	2	0	
Attrition at years' end	2	N/A	
Vacancies	0	0	
Explanation	AP of SpEd- Not filled		
	Instructional Coach- not filled		
Teachers			
# Total	55	45	
Hires	12	3	
Attrition	9	1	
Attrition at years' end	9	N/A	
Vacancies	3	2	
Explanation	Sped Teacher/GenEd Teacher		
Other Staff			
# Total	6	3	
Hires	3	1	
Attrition	4	0	
Attrition at years' end	4	N/A	
Vacancies	1	1	
Explanation	Ops/Pre-K Arts & Crafts		

Monthly Teachers by Area

Area	# Total	Vacancy	Hired this month	Attrition this month
Gen Ed	10	0	0	0
SPED	7	0	0	0
Specials	6	0	0	0
TA	20	0	0	0

Monthly Teachers By Grade

Grade	# Total	Vacancy	Hired this month	Attrition this month
Pre-K	6	0	0	0
K	4	0	0	0
K/1	2	0	0	0
1/2	10	0	0	0
2/3	2	0	0	0
4	5	0	0	0
5	5	0	0	0

Instruction

ESEA Annual Accountability Designation

Current Designation	Minimum Expectation	Target
Priority	Good Standing	Reward

Annual Similar Schools Comparison: Math

	# of students scoring 3/4	% of students scoring 3/4	NYS Mean Proficiency (Comp. Schools)	Min. Expect.	Target
All	15	13%	17.7%	20%	42%
ED	14	13%	17.9%	20%	31%
ELL	1	8%	9.1%	11%	15%
SPED	3	16.7%	7.0%	9%	7%

Annual Similar Schools Comparison: ELA

	# of students scoring 3/4	% of students scoring 3/4	NYS Mean Proficiency (Comp. Schools)	Min. Expect.	Target
All	24	20%	22.0%	24%	42%
ED	22	20%	20.4%	22%	31%
ELL	2	17%	6.1%	8%	7%
SPED	2	6%	6.1%	8%	48%

Quarterly Teacher Effectiveness Update

	Leads	TAs	Specials	Total
Green	7	8	2	17
Yellow	11	1	3	15
Red	5	0	0	5

Annual State Test Proficiency: Math

	# students 3/4	% students 3/4	Dist. Average	State Average
All	15	13%	17.7%	40.2%
ED	14	13%	17.9%	29%
ELL	1	8%	9.1%	13.2%
SPED	3	9%	7.0%	4.6%
Grade 3	8	16.7%	28.4%	48.4%
Grade 4	4	8.3%	22.3%	43.0%
Grade 5	3	12.5%	21.1%	43.1%

Annual State Test Proficiency: ELA

	# students 3/4	% students 3/4	Dist. Average	State Average
All	24	20%	22%	39.8%
ED	22	20%	20.4%	29%
ELL	2	17%	6.1%	5.2%
SPED	2	6%	6.1%	46.0%
Grade 3	12	24.5%	27.5%	42.9%
Grade 4	8	16.7%	25.5%	41.2%
Grade 5	4	16.7%	19.4%	35.4%

Monthly Intervention Update

Week 3

Grade	# of students tested	# of passing students	% of passing students	# of bubble students	% of bubble students
3 rd					
4 th					
5 th					

Week 4

Grade	# of students tested	# of passing students	% of passing students	# of bubble students	% of bubble students
3 rd					
4 th					
5 th					

Week 5

Grade	# of students tested	# of passing students	% of passing students	# of bubble students	% of bubble students
3 rd					
4 th					
5 th					

Instruction (continued)

Annual Similar Schools Comparison: Science

	# of students scoring 3/4	% of students scoring 3/4	NYS Mean Proficiency (Comp. Schools)	Min. Expect.	Target
All	25	53%			
ED	23	48%			
ELL	N/A	N/A			
SPED	8	17%			

Annual Trending Toward Proficiency: Math

	# of 3/4 in 2015	# maintain 3/4 in 2016	# of students improving score	% maintain or improving	Min.	Target
All	14	15	1	.14%	20%	42%
ED	11	11	3	27.3%	20%	31%
ELL	2	1	0	N/A	11%	15%
SPED	4	3	0	N/A	9%	7%

Annual Trending Toward Proficiency: ELA

	# of 3/4 in 2015	# maintain 3/4 in 2016	# of students improving score	% maintain or improving	Min.	Target
All	15	15	9	60%	24%	42%
ED	11	11	11	0	22%	31%
ELL	3	2	1	0.3%	8%	7%
SPED	2	0	0	N/A	8%	48%

Culture

Monthly Attendance Update

Month	All Students	SPED
September	80.04	79.10
October		
November		
December		
January		
February		
March		

Monthly Suspension Data

Category	YTD	% of School suspended	District Average
OSS Total	0		
OSS SPED	0		
OSS due to Conduct	0		
OSS due to Violence	0		

Calendar

Culture Calendar

Date	Activity
9/29	Community Mtg- Meet the Students
10/13	Community Mtg- Meet the Staff

Date	Activity
9/1	Family Orientation 4-6pm
9/7	First Day of School
9/21-9/22	School CLOSED- Rosh Hashanah
10/9	School CLOSED- Columbus Day

Special Education

Monthly SPED Caseload Update

Total SPED Students	Current	Previous	Change
Initial Referrals	19	26	7
Outstanding IEP's	33	12	21
New < 20	7	1	6
New 20-60	2	0	2
New >60	17	0	17

**New York City Montessori Charter School (NYCMCS)
Board of Trustees Annual Meeting**

423 E. 138th Street, Bronx, New York 10454

October 18, 2017

4:30 p.m.

AGENDA

- I. Call to Order/Roll Call (1 minute)
- II. Public Comments (2 minutes per person)
- III. Approval of Minutes—May 2017 (2 minutes)
- IV. Board Member Candidate (5 minutes)
- V. Dashboard Review (20 minutes)
- VI. Committee or Task Force Reports (20 minutes)
 - Building and Grounds Committee Report
 - Education Committee
 - Finance Committee Report
 - Family Association Report
- VII. Adjournment

New York City Montessori Charter School Board of Trustees

September 20, 2017 4:40 p.m.

The meeting convened at the school building at 423 East 138th Street in the Bronx at 4:40pm. Mr. Cohen, Dr. Clay, Dr. DiSanto, Ms. Ergeneman, Ms. Keane, and Principal Hayes were present. Kim Small and Wanda Andujar were also present. Also present was Tamara Laville, who joined the meeting as a candidate for a position on the Board of Trustees.

Ms. Laville gave a brief summary of her background and experience and provided the reasons for her interest in joining the Board. Each Board member in turn introduced him/herself and provided a brief summary of his/her background and experience.

The July 19, 2017 Board meeting minutes were approved with corrections. The August 14, 2017 minutes for both the Board meeting and the Annual Board Retreat were approved with corrections to each.

In connection with the discussion of the August 14, 2017 minutes, Principal Hayes informed the Board that, as part of the 3-week training in late August and early September 2017, all administrative staff and teachers were required to attend a professional development session about the school's dress code. As a result, it was decided that Principal Hayes would send a reminder memo about the dress code in about one month. The Board also discussed the recommendation made at the August 14, 2017 meeting that Section 15.3 of the Employee Handbook about exit interviews be revised. It was agreed that in addition to the revision to the policy, Principal Hayes will provide any employee who resigns with two options: the opportunity to participate in an exit interview or provide feedback anonymously through a link to an exit questionnaire.

A discussion of the Principal's Dashboard ensued. Mr. Hayes explained the status of the school's enrollment numbers, and in particular, the number of new special education students. He noted various issues relating to the school's support of those students. Mr. Hayes informed the Board that the financial report from CSBM will not be ready until next month. The Board discussed possible ways the school might provide additional support for these students, including by hiring additional paraprofessionals and by attempting to obtain grant money from foundations. It was noted that the Board has already approved the hiring of three new paraprofessionals, one of whom has been hired. Ms. Ergeneman agreed to work with the school's grant writer to try to obtain additional financial support for these new special education students from foundations. It was agreed that Principal Hayes, with the help of his staff, would

report certain information about enrollment, staffing and special needs students to the full Board each week.

The Buildings and Grounds Committee addressed the Board and confirmed that the landlord has made all repairs identified by the school, with one exception. Ms. Keane informed the Board that Paul, Weiss has agreed to advise regarding the lease. She will put the firm in touch with Mr. Cohen.

The Finance Committee confirmed that Principal Hayes will continue to provide the Board with financial details as the month closes.

Next the Chair of the Education Committee commended Principal Hayes, Ms. Small and the entire staff and teachers on their collective hard work in achieving improvement in the school's test results and moving the students forward academically. Discussion ensued about the school's future renewal application process, including working with consultant Jill Shahan, who will help Principal Hayes and the Board with that process. The Chair of the Education Committee also discussed professional development and the strategies for that this coming school year. Dr. Clay reminded the Board that Science Day – the collaboration between NYCMCS and Hostos Community College Education Department on student science projects – will take place at the school on October 26, 2017 from 1 p.m. to 3 p.m. The Board discussed how to possibly obtain press coverage for the event.

Principal Hayes, Ms. Small, and Ms. Andujar then left the meeting, and the Board unanimously voted to elect Tamara Laville as a Board member. Given her background and expertise, it was also determined that Ms. Laville would serve as a member of the Buildings and Grounds Committee as well.

There being no further business before the Board, the meeting was adjourned at 6:30 p.m.

Maria H. Keane

Maria H. Keane

Secretary

New York City Montessori Charter School Board of Trustees

September 20, 2017 4:40 p.m.

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There being no further business before the Board, the meeting was adjourned at 6:30 p.m.



Maria H. Keane

Secretary



Education Committee Meeting

New York City Montessori Charter School (NYCMCS) Board of Trustees
423 East 138th Street, Bronx, New York 10454

October 18, 2017

3:30 p.m.

AGENDA

Committee Purpose: The Education Committee shall be responsible for evaluating whether the NYCMCS is adhering to its Charter and achieving its goals of attaining high student academic achievement and preparing its students for success in their continuing education and active citizenship. It will examine the results from city, state, national, and internally developed assessments, which are both criterion and norm-referenced. In addition, the Education Committee will meet with the Principal to analyze assessment data. Based on the assessment data, the Education Committee may make recommendations regarding the allocation of resources in terms of classroom materials, staffing, professional development, and outside consultants. The Education Committee will also monitor the ongoing process of recruiting Montessori-trained teachers and training the staff, assistant teachers and Board members. (NYCMCS Board of Trustees' Bylaws, 2015).

- I. Call to Order
- II. Minutes – 9/20/2017
- III. Principal Dashboard Review
- IV. Renewal Process (Jill Shahan-Consultant)
 - Principal Dashboard – *Do we need more for monitoring?*
 - Clarity regarding financial documents to monitor and how
 - Schedule of Monthly Activities during renewal year
- V. Professional Development Plan - (1) Staff Scheduled for PD, (2) Dates of Training Sessions, (3) Follow-up Process, and (4) Assessment Method/Process of PD Sessions
- VI. Announcement - Science Day (NYCMCS & Hostos Community College Education Department)
 - Date: Oct. 26, 2017 from 1-3 p.m.
 - Purpose: To expose NYCMCS students to science.
- VII. Adjournment

teacher working at the school. Mr. Hayes informed the Committee that this data had already been provided to the Board Chair and that Mr. Hayes will re-send it to the Education Committee.

A discussion ensued about the calendar for professional training for the coming school year, and whether it should be retrospective or prospective. It was decided that each month Mr. Hayes will provide to the Committee, for the prior month, (1) the professional development sessions attended by each staff member and teacher; (2) the dates of such training sessions; (3) the follow-up process, if any, for each session; and (4) the assessment method and process for each session.

VI. Adjournment—The meeting adjourned at 4:38 p.m.

Education Committee Meeting

New York City Montessori Charter School (NYCMCS) Board of Trustees
423 East 138th Street, Bronx, New York 10454

October 18, 2017

MINUTES

Committee Purpose: The Education Committee shall be responsible for evaluating whether the NYCMCS is adhering to its Charter and achieving its goals of attaining high student academic achievement and preparing its students for success in their continuing education and active citizenship. It will examine the results from city, state, national, and internally developed assessments, which are both criterion and norm-referenced. In addition, the Education Committee will meet with the Principal to analyze assessment data. Based on the assessment data, the Education Committee may make recommendations regarding the allocation of resources in terms of classroom materials, staffing, professional development, and outside consultants. The Education Committee will also monitor the ongoing process of recruiting Montessori-trained teachers and training the staff, assistant teachers and Board members. (*NYCMCS Board of Trustees' Bylaws, 2015*).

Present: Denise Clay, Jacqueline DiSanto, Ayca Ergeneman, Abeku Hayes, and Maria Keane. Maria Keane participated by video conference. Kim Smaw and Jill Shahan (Consultant) also attended.

- I. Call to Order—The meeting was called to order at 3:35 p.m.
- II. Minutes—The minutes for the September 20, 2017 Education Committee meeting were approved, with a correction of the spelling of Ms. Smaw's name.
- III. Principal Dashboard—The Committee reviewed the Principal Dashboard. A discussion of the various data points on the Dashboard ensued. Principal Hayes reported that the school currently has 351 students in pre-k through fifth grade, with 300 enrolled students in k through fifth grade. He also reported that the school has retained staff this past month, and that there are several pregnant teachers. The Committee also discussed the fact that student attendance is trending up.

Principal Hayes indicated that he has provided the Board Chair with the compilation of data indicating the degrees, credits and licenses and years of experience held by each teacher working at the school, and will forward that data to the Education Committee.

Principal Hayes also reported that health care benefits offered to staff will change effective Jan. 2018 because of rising health care costs. In order to keep the school's expense for health care costs at the same level, staff will be offered seven plans, rather than nine. Open enrollment begins next Thurs. Oct. 26.

The Committee also discussed today's spoofing attack on Principal's email account. The attack was unsuccessful and measures have been taken to prevent future attacks, to the extent possible.

Principal Hayes also reported on the recent fire at the laundromat next door to the school. All NYCMCS children and staff were unharmed; measures were taken to move the pre-k children temporarily until pick up time.

IV. Consultant's feedback and recommendations regarding renewal process—Jill Shahen made the following recommendations:

- a) monthly financial reporting from the Principal to the Board, rather than weekly reporting
- b) add the following data to the Principal's Dashboard -
 - data by grade as to how many children scored 1 and how many children scored 2 on the standardized tests, including data on the number of low, middle and high 1s and 2s, in order to assess how long it might take such children to move from a 1 to a 2 or a 2 to a 3 score; and
 - cohort data
- c) focus on fundraising and grant writing to support the school, including perhaps a capital campaign

Ms. Shahen also provided the following proposed timetable for the renewal application process:

- a) Ms. Shahen will attend the next meeting on Nov. 15 and provide additional guidance
- b) a meeting should be set up between Ms. Shahen and the Executive Committee of the Board as soon as practicable
- c) Principal Hayes, who will be drafting the renewal application, will provide an update on the status of his drafting at the Jan. meeting
- d) Principal Hayes will provide a draft of the programmatic section of the application to the Education Committee by the Mar. meeting
- e) Principal Hayes will provide the full Board the final draft application at the June meeting
- f) the renewal application is due Aug. 15, 2018.

V. Professional Development—A discussion ensued as to the Committee's expectations regarding the Principal's monthly report on professional development. Mr. Hayes will provide to the Committee, for the prior month, (1) the professional development sessions attended by each staff member and teacher; (2) the dates of such training sessions; (3) the follow-up process, if any, for each session; and (4) the assessment method and process for each session.

VI. Science Day on Oct. 26, 2017 – It was decided to discuss this topic with the full Board at the full Board meeting that followed.

VII. Adjournment—The meeting adjourned at 4:39 p.m.

Operations

Monthly Enrollment

Grade	Current Enrollment	Waitlist	Attrition this month	Total Seats Available
All	351			
Pre-K	51		3	1
K	48		1	4
1	56		3	0
2	47		0	5
3	50		0	2
4	49		1	3
5	50		2	2

Monthly Enrollment Targets

	Current # Students	Current % students	Comparable District %
ED	311	86.9%	92.3%
ELL	58	18.1%	16.2%
SPED	76	21.2%	22.2%

*Economically Disadvantaged= ED

Monthly Retention Targets

	Current Retention (# Students)	Current Retention (% of students)	Comparable District %
ED	311	86.9%	92.3%
ELL	58	18.1%	16.2%
SPED	76	21.2%	22.2%

Monthly Staffing Update

	2015-2016	October 2017	Current YTD
Administrators			
# Total	9	7	0
Hires	0	0	0
Attrition	2	0	0
Attrition at years' end	2	N/A	0
Vacancies	0	0	0
Explanation	AP of SpEd- Not filled Instructional Coach- not filled		
Teachers			
# Total	55	45	0
Hires	12	1	0
Attrition	9	1	0
Attrition at years' end	9	N/A	0
Vacancies	3	2	0
Explanation	Sped Teacher/GenEd Teacher		
Other Staff			
# Total	1	5	6
Hires	2	2	2
Attrition	0	0	4
Attrition at years' end		N/A	N/A
Vacancies	0	0	0
Explanation	Ops/Pre-K Arts & Crafts		

Monthly Teachers by Area

Area	# Total	Vacancy	Hired this month	Attrition this month
Gen Ed	10	0	0	0
SPED	7	0	0	0
Specials	6	0	0	0
TA	20	0	0	0

Monthly Teachers By Grade

Grade	# Total	Vacancy	Hired this month	Attrition this month
Pre-K	6	0	0	0
K	4	0	0	0
1	2	0	0	0
2	10	0	0	0
3	2	0	0	0
4	5	0	0	0
5	5	0	0	0

Instruction

Monthly Intervention Update

Students	Students	Students	Students
scoring	scoring	(Comp. Schools	scoring
3/4	3/4		3/4
All	25	53%	
ED	23	48%	
ELL	N/A	N/A	
SPED	8%	17%	

	# of 3/4 in 2015	# maintain 3/4 in 2016	# of students improving score	% maintain or improving	Min.	Target
All	15	15	9	60%	24%	42%
ED	11	11	11	0	22%	31%
ELL	3	2	1	0.3%	8%	7%
SPED	2	0	0	N/A	8%	48%

Culture

Monthly Attendance Update

Month	All Students	SPED
September		
October	89.75%	92.86%
November		
December		
January		
February		
March		

Monthly Suspension Data

Category	YTD	% of School suspended	District Average
OSS Total	0		
OSS SPED	1		
OSS due to Conduct	1	.2%	
OSS due to Violence	0		

Calendar

Culture Calendar

Date	Activity
10/20	Community Mtg- Our Community
10/27	Community Mtg- Rules we live by

Date	Activity
10/26	Science Day- Hostos Community College
11/6-11/7	Parent Teacher Conference
11/22	Harvest Festival

Special Education

Monthly SPED Caseload Update

Change

Previous

Current

76
11
34
25
7
44

New >60

Finance

Budget Thumbnail - Month

Current Month (Budgeted)	Current Month (Actual)	Surplus (Shortfall)
Revenues		
Expenses		
Net		

Budget Thumbnail - YTD

YTD (Budgeted)	YTD (Actual)	Current Surplus (Shortfall)
Revenues		
Expenses		
Net		-

Helping you to focus on what's important:
STUDENT ACHIEVEMENT

CSBM
CHARTER SCHOOL
BUSINESS MANAGEMENT

experience. expertise. execution.

NYC Montessori Charter School

Monthly Financial Report

9/30/2017

NYC Montessori Charter School

Budget vs. Actuals SUMMARY

Fiscal Year Ending 6/30/2018

POTENTIAL AREA OF CONCERN

NO CONCERNS AT THIS TIME

	Month: 9/30/2017			YTD through: 9/30/2017								
	Actual	Budget	Variance	Actual	Budget	Variance	Remaining	Projected FYE 6/30/18	ANNUAL BUDGET	BVA Diff		Comments
Income												
4100 State Grants	464,463	464,463	(0)	1,289,390	1,289,390	(0)	5,023,738	6,313,128	5,575,161	737,967	OVER BUDGET	Over budget - higher enrollment and increased SpEd funding
4200 Federal Grants	1,349	19,216	(17,866)	1,349	19,216	(17,866)	317,078	318,427	241,228	77,199	OVER BUDGET	Over budget - Higher Title I & IIA allocations
4300 Contributions	0	0	0	1	0	1	0	1	0	1		
4400 Miscellaneous Income	0	0	0	0	0	0	0	0	0	0		
Total Income	465,813	483,679	(17,866)	1,290,740	1,308,606	(17,866)	5,340,815	6,631,556	5,816,389	815,167		
Expenses												
5100 Administrative	54,071	59,947	(5,876)	156,639	179,841	(23,201)	532,924	689,563	719,362	(29,799)	UNDER BUDGET	Under budget
5200 Instructional Staff	116,127	111,933	4,195	174,503	167,899	6,603	1,140,503	1,315,006	1,343,194	(28,188)	UNDER BUDGET	Under budget due to some classroom teachers resigned and will be replaced
5300 Special Education	64,932	71,202	(6,270)	98,573	106,804	(8,231)	763,291	861,864	854,429	7,435	OVER BUDGET	Over budget
5000 Compensation	235,131	243,082	(7,951)	429,714	454,543	(24,829)	2,436,718	2,866,433	2,916,985	(50,552)	UNDER BUDGET	Under budget - Staffing review and updates required
5500 Benefits	43,312	53,268	(9,956)	109,717	159,803	(50,086)	526,219	635,937	639,213	(3,276)	UNDER BUDGET	Under budget - actual staffing decreases payroll taxes
6100 Administrative Expenses	4,288	12,196	(7,908)	25,310	32,134	(6,824)	77,353	102,663	105,900	(3,237)	UNDER BUDGET	Under budget - lower insurance premium
6200 Professional Services	17,161	26,055	(8,894)	61,020	77,565	(16,545)	276,509	337,528	337,560	(32)	UNDER BUDGET	Under budget
6300 Professional Development	0	3,183	(3,183)	15,490	9,550	5,939	22,711	38,200	38,200	0	ON BUDGET	On budget
6400 Marketing and Staff/Student Rec	500	458	42	1,194	1,375	(181)	4,306	5,500	5,500	0	ON BUDGET	On budget
7100 Curriculum & Classroom Expenses	1,259	7,612	(6,354)	7,478	16,237	(8,759)	65,698	73,176	74,849	(1,673)	UNDER BUDGET	Under budget
8100 Facility	128,519	122,610	5,909	369,844	367,831	2,013	1,113,481	1,483,325	1,471,325	12,000	OVER BUDGET	Over budget - expect property taxes to be higher
8200 Technology/Communication Expense	595	2,408	(1,813)	4,259	7,225	(2,966)	24,641	28,900	28,900	0	ON BUDGET	On budget
8800 Miscellaneous Expenses	1	422	(420)	4,300	1,265	3,035	760	5,060	5,060	0	ON BUDGET	On budget
8900 Depreciation Expenses	0	0	0	0	0	0	105,000	105,000	105,000	0	ON BUDGET	On budget
Total Expenses	430,766	471,296	(40,530)	1,028,327	1,127,529	(99,203)	4,653,396	5,681,723	5,728,492	(46,769)		
Net Operating Income	35,047	12,384	22,664	262,414	181,077	81,337	687,419	949,833	87,897	861,936		
Fixed Assets												
1500 Assets	0	33,700	(33,700)	10,670	33,700	(23,030)	23,030	33,700	33,700	0	OVER BUDGET	On budget

1. Bank accounts update - Chase Statements				
Account	JUL 2017	AUG 2017	SEP 2017	
Operating (Checking)	\$ 684,523	\$ 1,054,842	\$ 756,832	
Debit (Debit Card)	\$ 5,711	\$ 3,483	\$ 1,999	
Total Operating Cash	\$ 690,235	\$ 1,058,325	\$ 758,831	
Money Market (Savings)	\$ 1	\$ 1	\$ 1	
Escrow (Dissolution)	\$ 75,000	\$ 75,000	\$ 75,000	
Total Cash	\$ 765,236	\$ 1,133,326	\$ 833,832	
2. Financial status update - QB Reports				
Account	JUL 2017	AUG 2017	SEP 2017	
Profit & Loss - Income	\$ 412,464	\$ 412,463	\$ 465,813	
Profit & Loss - Expense	\$ 244,549	\$ 353,012	\$ 430,766	
Profit & Loss - Net Income/(Loss)	\$ 167,915	\$ 59,451	\$ 35,047	
Cash Flow Net Increase / (Decrease)	\$ 291,659	\$ 691,380	\$ 260,474	
Cash End of Period	\$ 750,804	\$ 1,501,635	\$ 1,797,156	
Balance Sheet - Assets	\$ 1,355,117	\$ 1,726,968	\$ 1,326,713	
Balance Sheet - Liabilities	\$ 1,336,474	\$ 1,645,536	\$ 1,225,946	
Debit to Asset Ratio (should be lower than 1.00)	0.99	0.95	0.92	
Balance Sheet - Equity	\$ 18,642	\$ 81,433	\$ 100,767	
Account	YTD	Y/E PROJECTION		
Profit & Loss - Income	\$ 1,290,740	\$ 6,631,556		
Profit & Loss - Expense	\$ 1,028,327	\$ 5,681,723		
Profit & Loss - Net Income/(Loss)	\$ 262,414	\$ 949,833		
Cash Flow Net Increase / (Decrease)	\$ 1,243,513			
Cash End of Period	\$ 1,797,156			
Balance Sheet - Assets	\$ 1,355,117			
Balance Sheet - Liabilities	\$ 1,336,474			
Debit to Asset Ratio (should be lower than 1.00)	0.99			
Balance Sheet - Equity	\$ 18,642			
Comments / Issues:				

NEW YORK CITY MONTESSORI CHARTER SCHOOL

CASH FLOW PROJECTIONS

	Annual Budget	Remaining	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
Beginning Cash Balance (Operating Account)	\$ -		\$ 622,420	\$ 1,322,857	\$ 834,469	\$ 1,645,029	\$ 1,173,641	\$ 1,922,950	\$ 1,607,562	\$ 2,249,128	\$ 1,858,547
Projected Cash Receipts from Operations (below)	\$ 5,816,389	5,340,815	1,166,824	0	1,311,947	0	1,220,696	156,000	1,112,953	80,807	156,000
Projected Cash Disbursements from Operations (below)	(5,728,492)	(4,653,396)	(471,387)	(471,387)	(501,387)	(471,387)	(471,387)	(471,387)	(471,387)	(471,387)	(501,387)
Net Cash from Operations	87,897	687,419	1,322,857	851,469	1,645,029	1,173,641	1,922,950	1,607,562	2,249,128	1,858,547	1,513,160
Cash Receipts from Accounts & Misc Receivables (not included in revenue below)				(17,000)							
Cash Disbursements for Accounts Payable & Accrued Expenses											
Capital Expenditures (below)											
Reserve Savings Account											
Other											
Ending Cash Balance (Operating Account)	\$ 87,897	\$ 687,419	\$ 1,322,857	\$ 834,469	\$ 1,645,029	\$ 1,173,641	\$ 1,922,950	\$ 1,607,562	\$ 2,249,128	\$ 1,858,547	\$ 1,513,160
Other Cash Accounts (Net of Transfers)											
Total Cash (All Accounts)	\$ 87,897	\$ 687,419	\$ 1,322,857	\$ 909,469	\$ 1,720,029	\$ 1,248,641	\$ 1,997,950	\$ 1,682,562	\$ 2,324,128	\$ 1,933,547	\$ 1,588,160
Cash Receipts from Operations											
Total 4100 State Grants	5,575,161	5,013,738	1,112,953	-	1,268,953	-	1,112,953	156,000	1,112,953	-	156,000
Total 4200 Federal Grants	241,228	317,078	53,871	-	42,994	-	107,743	-	-	80,807	-
Total 4300 Contributions	-	-	-	-	-	-	-	-	-	-	-
Total 4400 Miscellaneous Income	-	-	-	-	-	-	-	-	-	-	-
Total Cash Receipts from Operations	5,816,389	5,340,815	1,166,824	-	1,311,947	-	1,220,696	156,000	1,112,953	80,807	156,000
Cash Disbursements from Operations											
Total 5000 Compensation	2,916,985	2,436,718	243,671.85	243,671.85	243,671.85	243,671.85	243,671.85	243,671.85	243,671.85	243,671.85	243,671.85
Total 5500 Benefits	639,213	526,219	55,758	55,758	55,758	55,758	55,758	55,758	55,758	55,758	55,758
Total 6100 Administrative Expenses	105,900	77,353	4,776	4,776	4,776	4,776	4,776	4,776	4,776	4,776	4,776
Total 6200 Professional Services	337,560	276,509	27,890	27,890	27,890	27,890	27,890	27,890	27,890	27,890	27,890
Total 6300 Professional Development	38,200	22,711	2,523	2,523	2,523	2,523	2,523	2,523	2,523	2,523	2,523
Total 6400 Marketing and Staff/Student Rec	5,500	4,306	478	478	478	478	478	478	478	478	478
Total 6500 Fundraising Expenses	-	-	-	-	-	-	-	-	-	-	-
Total 7100 Curriculum & Classroom Expenses	74,849	65,698	4,919	4,919	4,919	4,919	4,919	4,919	4,919	4,919	4,919
Total 8100 Facility	1,471,325	1,113,481	126,803	126,803	156,803	126,803	126,803	126,803	126,803	126,803	126,803
Total 8200 Technology/Communication Expenses	28,900	24,641	2,738	2,738	2,738	2,738	2,738	2,738	2,738	2,738	2,738
Total 8800 Miscellaneous Expenses	5,060	760	86	86	86	86	86	86	86	86	86
8900 Depreciation Expenses	105,000	105,000	-	-	-	-	-	-	-	-	-
Total Cash Disbursements from Operations	5,728,492	4,653,396	469,643	469,643	499,643	469,643	469,643	469,643	469,643	469,643	499,643
Net Cash from Operations	87,897	687,419	697,181	(469,643)	812,304	(469,643)	751,053	(313,643)	643,310	(388,836)	(343,643)
Fixed Assets											
Total 1500 Assets	33,700	23,030	1,744	1,744	1,744	1,744	1,744	1,744	1,744	1,744	1,744

(103)

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(7)

NYC Montessori Charter School

Budget vs. Actuals

Fiscal Year Ending 6/30/2018

	9/30/2017		YTD Through		9/30/2017		Projected FYE 6/30/18		ANNUAL BUDGET		Variance		Comments	
	Actual	Budget	Variance	Actual	Budget	Variance	Remaining							
Income														
4100 State Grants														
4101 Per Pupil Allocations	332,910	332,910	0	998,731	998,731	(0)	3,471,227	4,469,958	3,994,925		475,033	Based on 275 / Current: 307		
4101a Pre-K - Per Pupil Allocations	52,000	52,000	0	52,000	52,000	0	468,000	520,000	520,000		0	Based on 52 @ \$10,000 per student		
4102 Per Pupil Allocations for SPED	51,952	51,952	0	155,855	155,855	(0)	732,172	889,027	633,120		254,607	Based on 5 students 20-60% (\$10,390) / 30 students >60% (\$19,049) / Current 7 students 20-60% (\$10,390) / 43 students >60% (\$19,049)		
4103 NYSTL	0	0	0	0	0	0	16,047	16,047	16,940		(893)	Based on allocation		
4104 NYSSL	0	0	0	0	0	0	4,120	4,120	4,345		(225)	Based on allocation		
4105 NYSLUB	0	0	0	0	0	0	1,260	1,260	1,315		(555)	Based on allocation		
4108 Race Relief	27,601	27,601	(0)	82,804	82,804	(0)	248,412	331,216	331,216		0	Based on allocation		
4110 Per Pupil - One time adjustment allocation	0	0	0	0	0	0	82,500	82,500	82,500		0	Based on Gd 4 & 5 (76)		
Total 4100 State Grants	464,463	464,463	(0)	1,289,390	1,289,390	(0)	5,023,738	6,313,128	5,575,161		737,967	Over budget - higher enrollment and increased SpEd funding		
4200 Federal Grants														
4201 IDEA for Sp. Ed.	0	0	0	0	0	0	42,994	42,994	42,994		0			
4202 E-Rate for Tech/Comm	1,349	0	1,349	1,349	0	1,349	4,727	6,076	6,076		0			
4203 Title I	0	18,612	(18,612)	0	18,612	(18,612)	213,843	213,843	186,118		27,725	Preliminary Title I allocation (subject to change early 2018)		
4204 Title IIA	0	604	(604)	0	604	(604)	55,514	55,514	6,040		49,474	Preliminary Title IIA allocation (subject to change early 2018)		
Total 4200 Federal Grants	1,349	19,216	(17,866)	1,349	19,216	(17,866)	317,078	318,437	241,228		77,199	Over budget - Higher Title I & IIA allocations		
4300 Contributions	0	0	0	1	0	1	0	1	0		1			
4302 Unrestricted Contributions	0	0	0	1	0	1	0	1	0		1			
Total 4300 Contributions	0	0	0	1	0	1	0	1	0		1			
Total Income	465,813	483,679	(17,866)	1,290,740	1,308,606	(17,866)	5,340,815	6,631,556	5,816,389		815,167			

NYC Montessori Charter School

Budget vs. Actuals

Fiscal Year Ending 6/30/2018

	9/30/2017			YTD Through 9/30/2017			Remaining	Projected FYE 6/30/18	ANNUAL BUDGET	Variance	Comments
	Actual	Budget	Variance	Actual	Budget	Variance					
6100 Administrative Expenses											
6101 Office Supplies - General	(25)	5,000	(5,025)	3,973	11,000	(7,027)	16,027	20,000	20,000	0	
6102 Office Furniture (Non Asset)	0	125	(125)	0	375	(375)	1,500	1,500	1,500	0	
6103 Office Equipment (Non Asset)	0	1,042	(1,042)	2,638	3,125	(487)	9,862	12,500	12,500	0	Copier lease - \$2,500 per quarter + \$2500 overage fees
6106 Postage and Delivery	407	250	157	1,607	750	857	1,393	3,000	3,000	0	
6107 Dues & Subscriptions	1,360	1,333	27	5,641	4,000	1,641	10,767	16,407	16,000	407	
6108 Team Building/Staff Lunch & App	0	1,042	(1,042)	3,433	3,125	308	9,067	12,500	12,500	0	
6109 Staff Travel	0	33	(33)	228	100	128	172	400	400	0	
6110 Insurance - General	2,506	2,917	(410)	7,752	8,750	(998)	23,604	31,356	35,000	(3,644)	Based on annual premium
6111 School Events	40	455	(415)	40	909	(869)	4,960	5,000	5,000	0	
Total 6100 Administrative Expenses	4,288	12,196	(7,908)	25,310	32,134	(6,824)	77,353	102,663	105,500	(3,237)	Under budget - lower insurance premium
6200 Professional Services											
6202 Audit Fees	0	0	0	0	0	0	25,500	25,500	25,500	0	
6203 Payroll Services	5,720	5,422	298	15,438	16,265	(827)	49,622	65,060	65,060	0	
6204 Legal Services - Paid	0	83	(83)	0	250	(250)	1,000	1,000	1,000	0	
6207 Financial Management Services	0	5,000	(5,000)	6,918	15,000	(8,083)	53,083	60,000	60,000	0	
6208 Custodian Services	7,486	10,417	(2,931)	22,458	31,250	(8,792)	102,542	125,000	125,000	0	
6210 Substitute Teacher Services	0	200	(200)	0	200	(200)	2,000	2,000	2,000	0	
6213 Temporary Staffing Services	1,826	100	1,726	2,468	100	2,368	0	2,468	1,000	1,468	
6218 NYCSI Services	0	833	(833)	8,500	2,500	6,000	0	8,500	10,000	(1,500)	Based on actuals for Title & Annual Report
6222 Security Services	2,129	4,000	(1,871)	5,237	12,000	(6,763)	42,763	48,000	48,000	0	
Total 6200 Professional Services	17,161	26,055	(8,894)	61,020	77,565	(16,545)	276,509	337,528	337,560	(32)	Under budget
6300 Professional Development											
6310 Staff Development											
6313 Instructional Staff PD	0	3,167	(3,167)	15,490	9,500	5,989	22,511	38,000	38,000	0	Includes all PD
6321 Board Expenses	0	17	(17)	0	50	(50)	200	200	200	0	board meetings
Total 6300 Professional Development	0	3,183	(3,183)	15,490	9,550	5,939	22,711	38,200	38,200	0	On budget
6400 Marketing and Staff/Student Rec											
6402 Marketing and Staff/Student Rec											
6402 Staff Recruiting	500	417	83	1,194	1,250	(56)	3,806	5,000	5,000	0	
6405 Advertising	0	42	(42)	0	125	(125)	500	500	500	0	
Total 6400 Marketing and Staff/Student Rec	500	458	42	1,194	1,375	(181)	4,306	5,500	5,500	0	On budget
7100 Curriculum & Classroom Expenses											
7102 Classroom Supplies & Materials - General	851	2,083	(1,233)	6,623	6,250	373	18,377	25,000	25,000	0	
7104 Curriculum Textbooks & Other Curricula	0	833	(833)	155	2,500	(2,345)	9,845	10,000	10,000	0	
7108 NYSTL Expense	0	2,420	(2,420)	0	2,420	(2,420)	16,047	16,047	16,940	(893)	Based on actual allocation / offset by income
7109 NYSSL Expense	0	621	(621)	0	621	(621)	4,120	4,120	4,345	(225)	Based on actual allocation / offset by income
7110 NYSLIB Expense	0	259	(259)	0	259	(259)	1,260	1,260	1,815	(555)	Based on actual allocation / offset by income
7111 Library Books	0	42	(42)	0	125	(125)	500	500	500	0	
7112 Standardized Test Materials/Assessment Expense	0	417	(417)	(227)	1,250	(1,477)	5,227	5,000	5,000	0	
7113 Art/Music Supplies	408	292	116	613	875	(263)	2,887	3,500	3,500	0	
7115 Sport Equipment	0	83	(83)	315	250	65	685	1,000	1,000	0	
7116 Student Field Trips	0	83	(83)	0	250	(250)	1,000	1,000	1,000	0	
7117 Food Service/School Meals	0	479	(479)	0	1,437	(1,437)	5,749	5,749	5,749	0	
Total 7100 Curriculum & Classroom Expenses	1,259	7,612	(6,354)	7,478	16,237	(8,759)	65,698	73,176	74,849	(1,673)	Under budget

NYC Montessori Charter School

Budget vs. Actuals

Fiscal Year Ending 6/30/2018

	9/30/2017		YTD Through 9/30/2017		Remaining		Projected FYE 6/30/18		ANNUAL BUDGET		Variance		Comments
	Actual	Budget	Variance	Actual	Budget	Variance	Actual	Budget	Actual	Budget	Actual	Budget	
8100 Facility													
8101 Rent	116,139	116,139	0	348,417	348,417	0	1,045,251	1,393,668	1,393,668	1,393,668	0	0	Rent: \$116,139 p/mo
8101a Deferred Rent	0	(7,312)	7,312	0	(21,936)	21,936	(87,743)	(87,743)	(87,743)	(87,743)	0	0	
8101b Property Taxes	0	4,000	(4,000)	0	12,000	(12,000)	60,000	60,000	60,000	48,000	12,000	0	Est. \$5K per month
8102 Utilities	11,966	8,000	3,966	17,660	24,000	(6,340)	78,340	96,000	96,000	96,000	0	0	Est. \$8K per month
8104 Repairs and Maintenance	414	1,708	(1,294)	3,617	5,135	(1,518)	15,893	20,500	20,500	20,500	0	0	
8106 Extermination Contract	0	75	(75)	150	225	(75)	750	900	900	900	0	0	Est. 6 visits per year @ \$150 per visit
Total 8100 Facility	128,519	127,610	909	369,844	367,831	2,013	1,113,481	1,483,325	1,471,325	1,471,325	12,000	0	Over budget - expect property taxes to be higher
8200 Technology/Communication Expense													
8201 Phone and Internet	125	325	(200)	713	975	(262)	3,187	3,900	3,900	3,900	0	0	Est. \$325 per month
8202 Mobile Phone Expense	471	269	202	1,263	750	513	1,737	3,000	3,000	3,000	0	0	Est. \$250 per month
8204 Network Maintenance/Tech Support Services	0	1,750	(1,750)	2,220	5,250	(3,030)	18,780	21,000	21,000	21,000	0	0	Data Panda, website domain
8207 Technology Supplies	0	83	(83)	63	250	(187)	937	1,000	1,000	1,000	0	0	
Total 8200 Technology/Communication Expense	595	2,408	(1,813)	4,259	7,225	(2,966)	24,641	28,900	28,900	28,900	0	0	On budget
8800 Miscellaneous Expenses													
8801 Bank Service Charges	0	5	(5)	0	15	(15)	60	60	60	60	0	0	
8802 Cash Flow Loan Interest/Fees	0	0	0	0	0	0	0	0	0	0	0	0	
8804 Expense Suspense Account	0	0	0	0	0	0	0	0	0	0	0	0	
8807 Sales Tax to be refunded	1	0	1	16	0	16	(16)	0	0	0	0	0	Will seek refund
8808 Principal Discretionary	0	417	(417)	4,284	1,250	3,034	716	5,000	5,000	5,000	0	0	
Total 8800 Miscellaneous Expenses	1	422	(421)	4,300	1,265	3,035	760	5,060	5,060	5,060	0	0	On budget
8900 Depreciation Expenses	0	0	0	0	0	0	105,000	105,000	105,000	105,000	0	0	On budget
Total Depreciation	430,766	471,296	(40,530)	1,028,327	1,127,529	(99,202)	4,653,396	5,681,723	5,728,492	5,728,492	(46,769)	0	
Net Operating Income	35,047	12,384	22,664	262,414	181,077	81,337	687,419	949,833	87,897	87,897	861,936	0	
Fixed Assets													
1500 Assets													
1510 Computers and Hardware (office)	-	-	0	-	-	0	-	-	-	-	-	-	
1511 Computers and Hardware (pupil)	-	12,000	(12,000)	4,683	12,000	(7,317)	7,317	12,000	12,000	12,000	-	-	Est. 40 notebooks for students
1512 Furniture (Office)	-	-	0	-	-	0	-	-	-	-	-	-	
1513 Furniture (Pupil)	-	6,000	(6,000)	5,987	6,000	(13)	13	6,000	6,000	6,000	-	-	
1514 Equipment (Office)	-	1,700	(1,700)	-	1,700	(1,700)	1,700	1,700	1,700	1,700	-	-	
1516 Software	-	14,000	(14,000)	-	14,000	(14,000)	14,000	14,000	14,000	14,000	-	-	Power School System
1518 Leasehold Improvements	-	-	0	-	-	0	-	-	-	-	-	-	
1519 Website	-	-	0	-	-	0	-	-	-	-	-	-	
1520 Architect Expenses	-	-	0	-	-	0	-	-	-	-	-	-	
Total 1500 Assets	-	33,700	(33,700)	10,670	33,700	(23,030)	23,030	33,700	33,700	33,700	-	-	On Budget

NYC Montessori Charter School
Balance Sheet
As of 9/30/2017

ASSETS			
Current Assets			
Bank Accounts			
1000 Cash			
1010 Chase Operating Acct - 6538		625,419.82	
1011 Chase Debit Acct - 6520		1,999.19	
1012 Chase Savings Acct - 3601		1.00	
1013 Chase Escrow Acct - 6504		75,000.00	
Total 1000 Cash	\$	702,420.01	
Total Bank Accounts	\$	702,420.01	
Accounts Receivable			
1100 Accounts Receivable		52,170.77	
1101 Grants Receivable		78,800.85	
1103 Other Receivables		-0.60	
Total 1100 Accounts Receivable	\$	130,971.02	
Total Accounts Receivable	\$	130,971.02	
Other Current Assets			
1200 Current Assets			
1201 Prepaid Expenses		11,308.93	SpEd Core Membership, Power School annual fee
1202 Prepaid Insurance		23,604.12	
1204 Sales Tax Receivable		23.74	
1205 Retainer Funds		5,151.50	Legal retainer
Total 1200 Current Assets	\$	40,088.29	
1300 Due from South Bronx Overall Economic Dev Corp.		0.00	
1400 Undeposited Funds		0.00	
Total Other Current Assets	\$	40,088.29	
Total Current Assets	\$	873,479.32	
Fixed Assets			
Total 1500 Furniture, Fixtures & Equipment	\$	223,517.39	
Total Fixed Assets	\$	223,517.39	
Other Assets			
1700 Security Deposits		229,716.00	Lease and Con Ed. deposits
Total Other Assets	\$	229,716.00	
TOTAL ASSETS	\$	1,326,712.71	
LIABILITIES AND EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
2000 Accounts Payable		24,784.04	

Total Accounts Payable	\$	24,784.04	
Other Current Liabilities			
2100 Accrued Expenses		17,000.00	
2200 Accrued Salaries		-0.08	
2300 Unearned/Deferred Revenue		424,737.00	Per pupil for October 2017
2400 Refundable Advance		0.00	
Total Other Current Liabilities	\$	441,736.92	
Total Current Liabilities	\$	468,520.96	
Long-Term Liabilities			
2600 Deferred Rent		759,425.00	
2700 Loan Payable		0.00	
Total Long-Term Liabilities	\$	759,425.00	
Total Liabilities	\$	1,225,945.96	
Equity			
3000 Net Assets		-161,646.90	
Net Income		262,413.65	
Total Equity	\$	100,766.75	
TOTAL LIABILITIES AND EQUITY	\$	1,326,712.71	

N.Y.S. DEPARTMENT OF LABOR - UNEMPLOYMENT INSURANCE DIVISION - INVESTIGATION REPORT

NEW YORK CITY MONTESSORI CHARTER SCHOOL
423 E 138TH ST
BRONX, NY 10454-3041

REPORTER: M
TYPE: H



PERIOD	REMUNERATION			WAGES SUBJECT TO CONTRIBUTIONS			U.I. RATE	U.I. CONTRIBUTIONS DUE	RE-EMPLOYMENT FUND (.075%)
	AUDITED	REPORTED	DIFFERENCE	AUDITED	REPORTED	DIFFERENCE			
1/2014	437,574	434,380	3,194	321,949	318,755	3,194	4.7250%	\$150.92	\$2.40
2/2014	438,434	435,240	3,194	24,339	21,145	3,194	4.7250%	\$150.92	\$2.40
3/2014	546,503	543,309	3,194	140,283	137,089	3,194	4.7250%	\$150.92	\$2.40
4/2014	651,669	648,475	3,194	127,606	124,412	3,194	4.7250%	\$150.92	\$2.40
1/2015	669,387	654,531	14,856	494,129	473,181	20,948	4.5250%	\$947.90	\$15.71
2/2015	639,953	625,097	14,856	58,576	36,893	21,683	4.5250%	\$981.16	\$16.26
3/2015	684,233	0	684,233	681,325	0	681,325	4.5250%	\$30,829.96	\$510.99
4/2015	737,350	0	737,350	734,442	0	734,442	4.5250%	\$33,233.50	\$550.83
1/2016	953,423	NR	953,423	84,638	NR	84,638	4.3250%	\$3,660.59	\$63.48
2/2016	974,042	NR	974,042	105,257	NR	105,257	4.3250%	\$4,552.37	\$78.94
3/2016	253,179	245,382	7,797	248,777	240,980	7,797	4.3250%	\$337.22	\$5.85
4/2016	757,481	749,684	7,797	376,321	368,524	7,797	4.3250%	\$337.22	\$5.85
1/2017	692,886	692,886	0	537,074	537,074	0	5.6250%	\$30,210.41	\$402.81
TOTAL:	8,436,114		4,100,016	3,934,716		2,213,737		\$105,694.01	\$1,660.32
GRAND TOTAL DUE:								\$107,354.33	

NOTICE TO EMPLOYER:

Prompt payment should be made of the grand total amount shown above. Interest will be computed from date due to the date of payment. The rate of interest per year is 12%. Please make your check or money order payable to "N.Y.S. Unemployment Insurance" and send your remittance with form IA 1.6, Employer Payment Transmittal to: N.Y.S. Unemployment Insurance, P.O. Box 4301, Binghamton NY 13902-4301. Be sure to enter your NYS Department of Labor Employer Registration Number on the face of the check or money order. There is no need to send a copy of this Audit Report with your remittance.

To satisfy the demand provisions of Section 571 of the Unemployment Insurance Law, correct and sufficient returns are required to be filed within thirty days (30) from the date of this notice including therein the additional wages subject to contributions shown to be due. Since our auditor obtained the payroll information, you need not amend the UI portions of previously filed NYS 45, Quarterly Combined Withholding Wage Reporting and Unemployment Insurance Return if you agree with the audit findings. However, if returns were not filed or were filed incorrectly, you should submit a NYS 45/NYS 45X and/or NYS 45ATT to file or to amend previously reported withholding tax and wage reporting information. Contact the NYS Department of Taxation and Finance for more information.

COMMISSIONER OF LABOR

I certify that the wages shown are subject to contributions under the New York State Unemployment Insurance Law

WALDYMARIES SANCHEZ, UIA

Date

Principal or Authorized Representative Name (Print)

Signature

Title

Date

RECEIVED
NY STATE U.I. DIVISION
SEP 14 2017

EMPLOYER ACCOUNT
ADJUSTMENT SECTION

New York State Dept of Labor
Unemployment Insurance Division
Harriman State Office Campus
Albany, NY 12240
www.labor.ny.gov



Department
of Labor

March 31, 2017
In reply refer to:
[REDACTED]

NEW YORK CITY MONTESSORI
CHARTER SCHOOL
C/O EMPLOYERS EDGE LLC
PO BOX 351567
WESTMINSTER CO 80035-1567

Re : XXX-XX-1012
M Puma

Dear Employer:

We are in receipt of your protest dated February 23, 2017. Your protest states the above claimant was not an employee of your client, but of another entity.

Our records show our correspondence dated October 17, 2016, determined the above claimant to be an employee. Our records also indicate on January 23, 2017 we sent a reply to a similar protest. Our representative reviewed and advised you of action needed if you were still in disagreement. No additional information, or request for a hearing were received.

Please also note the remuneration reported for this individual was by your client as indicated on the documentation provided by the claimant. We have attached copies of all the above referenced correspondence and proof of wages, for your convenience.

Based on the previous review, the charges to your client's Experience Rating Account are correct.

Sincerely,

Carol Zeleski
UI Reviewing Examiner
Liability & Determination Section
[REDACTED]

New York State Dept of Labor
Unemployment Insurance Division
Harriman State Office Campus
Albany, NY 12240
www.labor.ny.gov



Department
of Labor

September 28, 2017

In reply refer to:



NEW YORK CITY MONTESSORI
CHARTER SCHOOL
423 E 138TH ST
BRONX NY 10454-3041

Dear Employer:

NOTICE OF DETERMINATION OF CONTRIBUTIONS DUE

Based on an examination of your records, additional contributions of \$107,354.33 are due in accordance with Section 571 of the New York State Unemployment Insurance Law. A copy of the Report of Audit or Report of Investigation is attached. If you have questions about the audit, call the district office at (917) 795-0910.

This WILL BECOME FINAL AND IRREVOCABLE AFTER THIRTY DAYS from the date of this notice unless you apply for a hearing in writing within such 30 days. The request for hearing should be sent to the Liability and Determination Section at the address shown above.

Your account was overpaid prior to the Audit of your records. We applied the previous overpayment of \$2.94 to the contributions due. We assess interest on late payments at the rate of twelve percent (12%) per year from the original due date of the calendar quarter to the actual date of payment.

Your account is underpaid \$124,848.07 which includes interest to the date of this letter. Interest accrues at the rate of \$35.43 per day.

This letter does not include amounts assessed for Failure to File or Benefit Claim penalty assessments. For penalties due, you will receive a separate notice.

Enter your payment amount on the enclosed Employer Payment Transmittal (IA 1.6). Mail your payment with the IA 1.6 to: NYS Unemployment Insurance, PO Box 4301, Binghamton, NY 13902-4301. You must write your Employer Registration Number, as shown above, on your check.

We did not receive your *Quarterly Combined Withholding, Wage Reporting and Unemployment Insurance Return* (NYS-45) for the second quarter of 2017. You can file and pay your NYS-45 electronically through the Department of Taxation and Finance's Online Services. For more information, visit Online Services at www.tax.ny.gov.

Sincerely,

Richard Koblensky
U.I. Accounts Examiner
Employer Accounts Adjustment Section



Enc: IA1.6U

New York State Dept of Labor
Unemployment Insurance Division
Harriman State Office Campus
Albany, NY 12240
www.labor.ny.gov



Department
of Labor

September 19, 2017

In reply refer to:

NEW YORK CITY MONTESSORI
CHARTER SCHOOL
423 E 138TH ST
BRONX NY 10454-3041

Dear Employer:

THIS IS YOUR NOTICE OF UI RATE EFFECTIVE 01/01/2017 THROUGH 12/31/2017, WHICH SUPERSEDES ANY OTHER NOTICE.

THE SIZE OF FUND INDEX RANGE IS 1.5% BUT LESS THAN 2.0%

EMPLOYER ACCOUNT BALANCE AS OF 12/31/16	ACCOUNT PERCENTAGE	NORMAL CODE RATE	SUBSID. RATE	2017* U.I. RATE
\$13,305.38 NEG	2.65%	G 4.7%	0.925%	5.625%

*USE 2017 UI. RATE TO COMPUTE CONTRIBUTIONS DUE ON THE NYS-45 PART A. LINE 4:

Due on - April 30, 2017, July 31, 2017, October 31, 2017, January 31, 2018.

EXPLANATION OF THE CODE SHOWN ABOVE:

G. Your rate depends on your "Negative Account Percentage".

EMPLOYER ACCOUNT

An account is set up for each employer subject to the law. Generally contributions paid are added to the Employer's Account (except for subsidiary contributions which are added to the General Account). Benefits paid to former employees are deducted from the Employer's Account. The Employer's Account has no cash value. The Employer's Account is only a bookkeeping device used in determining the UI rate.

SUBSIDIARY RATE

Your 2017 subsidiary rate is determined by three factors, the General Fund Account Balance, your individual experience rating account percentage and your Unemployment Insurance experience.

RE-EMPLOYMENT SERVICE FUND (RSF)

In addition to the above UI rate, all contributory employers are required to contribute to the RSF each calendar quarter in the amount of 0.075% of their quarterly wages subject to contributions. RSF contributions are not credited to the employer's account or to the General Account and cannot be used as a credit towards payment due under FUTA.

USNES1



NY STATE DEPARTMENT OF LABOR
BRONX DISTRICT OFFICE
2400 HALSEY ST
BRONX, NY 10461-3646
TELEPHONE: (917) 795-0932
FAX: (718) 823-3206

August 21, 2017

NEW YORK CITY MONTESSORI CHARTER SCHOOL
423 E 138TH ST
BRONX, NY 10454-3041

RE [REDACTED]

Principal	107,354.33
DUE Including interest to 9/6/2017	\$124,100.74
Interest per day thereafter	35.29

Dear Employer:

As a result of an investigation, additional contributions and interest, as noted above, are due under the New York State Unemployment Insurance Law.

Attached is a copy of our investigation report and a detailed listing of differences found.

Please send full payment for the additional contributions due plus interest to "NY State Unemployment Insurance" using the enclosed processing form and envelope. Interest accrues on unpaid contributions and reemployment service fund amounts at the rate of twelve percent per year from the original due date to the date paid.

If you do not agree with the findings and do not pay the additional contributions due, a final determination letter will be mailed to you with information concerning your right to a hearing. Any payment received after the determination is sent cannot be credited to your account for experience rating purposes.

Sincerely,


WALDYMARIES SANCHEZ, UIA



501 East 79th Street, #6A
New York, New York 10075

www.Manhattanplacements.com

Invoice

Date	Invoice #
7/31/17	1337

Bill To
NYC Montessori Charter School 416 Willis Avenue Bronx, New York 10454 Attn: Mr. Abeku Hayes, Principal

Description	Date of Service	Subtotal
Substitute teaching, \$33 per day per teacher, provided by the following:		
Mr. Jaffe DeVault	2/1/17	33.00
	2/2/17	33.00
	2/3/17	33.00
	4/19/17	33.00
	4/20/17	33.00
	4/21/17	33.00
	5/2/17	33.00
Mr. Kenneth Hoggle	5/2/17	33.00
	5/10/17	33.00
Mr. Mark Manczuk	2/1/17	33.00
	2/2/17	33.00
	2/3/17	33.00
Please make check payable to CLAUDE KUNSTENAAR C/O MANHATTAN PLACEMENTS & mail to above address		Total \$396.00



SUBSTITUTE TEACHING AGREEMENT

Contract ID No.

Date:

Name:

Address:

Phone:

Email:

With this memorandum, the NEW YORK CITY MONTESSORI CHARTER SCHOOL engages _____ to provide substitute teaching services based on the following agreed terms and conditions.

1. Purpose of services

The purpose of these services is to perform the tasks of a teacher who is absent.

2. Objectives, Scope of Services, Deliverables and Timeline

The substitute teacher shall provide services on the date required by the NYCMCS and such other services as the Principal may reasonably request.

During the course of the term of substitute teaching, the hours will be tracked by the NYCMCS. The substitute teacher will be responsible for reporting to the Director of Instruction on arrival and on leaving.

3. Fees and Payment

All payments are subject to the terms and conditions set out in this Memorandum. As full and complete compensation for the Services to be provided by the substitute teacher the NYCMCS shall make payments to the teacher upon satisfactory completion of the work and submission of a form W-9 and an invoice. Invoices should be signed

and dated and indicate the dates of the substitution and the name of the person substituted for, along with contract ID number.

- (a) Fees. In consideration of the substitute teacher providing the Services, NYCMCS shall pay the substitute teacher \$125/day.
- (b) No Withholding. No amount will be deducted or withheld from the NYCMCS's payment to the substitute teacher for federal, state, or local taxes. No FICA, FUTA, SDI, state unemployment, or any other taxes will be payable by the school on the substitute teacher's behalf. The substitute teacher will be solely responsible for the payment of all income, disability, withholding, social security and other employee taxes applicable to amounts paid to the substitute teacher hereunder.

4. Place of Performance

The Services will be performed on-site at the school or at such locations as are reasonably designated by NYCMCS.

5. Independent Contractor

The substitute teacher hereby acknowledges and agrees that their relationship to the school shall be solely and exclusively that of independent contractor, and nothing in this Memorandum shall be construed to create an employer-employee relationship between the school and the substitute teacher. The substitute teacher acknowledges that he/she has no authority to act or bind NYCMCS in performing services under this Memorandum and is not eligible for, and shall not participate in, workers compensation or any employee pension, health or fringe benefit plan which is or may be provided by NYCMCS.

6. Confidentiality and Non-disparagement

(a) During the term of substitute teaching and thereafter, the substitute teacher shall maintain with strict confidentiality all confidential information, including but not limited to information regarding the business and affairs of the NYCMCS and its contributors, to which they may have access while consulting for the school. During the term of substitute teaching and thereafter, the substitute teacher will not use directly or indirectly any such information for their personal benefit nor for that of any other person or entity; (b) the school agrees to maintain confidentiality with regard to the terms of this contract and no employee of the school shall reveal the terms of this contract to outside parties; and (c) the school and the substitute teacher agree that they will not make or publish any negative or disparaging statements, comments or remarks regarding the substitute teacher or the school during the term of the substitute teaching or at any time thereafter.

7. Termination

The NYCMCS and the substitute teacher shall have the right to terminate this Memorandum at will and without prior notice. Upon termination, the school shall have no obligations to the substitute teacher other than to pay the portion of the Fee, if any, which is due according to the amount of work completed and which is accrued and unpaid as of the date of termination. The substitute teacher agrees to return to the school immediately upon termination (including the expiration of the substitution term) all documents, files, and other property of any kind belonging to the school.

8. Modification and Governing Law

The terms of this Memorandum may be modified or waived only by written agreement, signed by both of the parties. This Memorandum shall be governed by the laws of the State of New York.

If the foregoing accurately reflects our mutual understanding, please acknowledge your acceptance by signing below where indicated. Please return two original signed contracts to the NYCMCS. We will counter-sign the two originals you provide and send to you one signed copy for your files. We look forward to working with you.

Very truly yours,

New York City Montessori Charter School

By: _____
Principal

Date: _____

Accepted and Agreed to as substitute teacher :

Substitute teacher

Date:

December 13th, 2016

Contract between **Manhattan Placements** and **The NYC Montessori Charter School**

Dear Mr. Hayes:

Further to our recent conversation regarding the placement of staff at your school, our terms are as follows:

- I. There is no fee to pay until an offer (verbal or by contract) of employment is made by you and accepted (verbally or contractually) by a candidate referred by **Manhattan Placements**. Please note that there is no time limit to applicants referred by **Manhattan Placements**, for example: should we present you with a candidate in 2016 and this individual is not hired until 2021, a fee is still owed.
- II. Our commission is due and payable in full within twenty-one calendar days of the offer and acceptance, regardless of when the new employee is scheduled to begin at **The NYC Montessori Charter School**
- III. Interviews of any of our candidates binds as acceptance, all the terms of this agreement and schedule.
- IV. Providing that number II has been met, we guarantee our candidates for one academic year. Should an employee not remain for this period of time, a pro-rated refund or an immediate replacement will be sought. **The NYC Montessori Charter School** will give **Manhattan Placements** a reasonable time to find a suitable employee, that is, at least fourteen calendar days.
- V. Fees are 9% * of an employee's first year's full-time annual salary. Substitutes are billed at \$33 per day, per teacher.
- VI. If fees are more than ten days late, a 1.5% finance charge per month (18% annually) will be added.
- VII. Should interaction by an attorney be required to collect our fee, 33.33% of the amount owed or \$1000 (whichever is more) will be added.

The NYC Montessori Charter School by :

Manhattan Placements by:

Signature: _____

Signature: _____

Name: _____

Name: _____

Title: _____

Title: _____

Labor Condition Application for Nonimmigrant Workers
ETA Form 9035 & 9035E
U.S. Department of Labor



**Electronic Filing of Labor Condition Applications
For The H-1B Nonimmigrant Visa Program**

This Department of Labor, Employment and Training Administration (ETA), electronic filing system enables an employer to file a Labor Condition Application (LCA) and obtain certification of the LCA. This Form must be submitted by the employer or by someone authorized to act on behalf of the employer.

A) I understand and agree that, upon my receipt of ETA's certification of the LCA by electronic response to my submission, I must take the following actions at the specified times and circumstances:

- print and sign a hardcopy of the electronically filed and certified LCA;
- maintain a signed hardcopy of this LCA in my public access files;
- submit a signed hardcopy of the LCA to the United States Citizenship and Immigration Services (USCIS) in support of the I-129, on the date of submission of the I-129;
- provide a signed hardcopy of this LCA to each H-1B nonimmigrant who is employed pursuant to the LCA.

☒ Yes ☐ No

B) I understand and agree that, by filing the LCA electronically, I attest that all of the statements in the LCA are true and accurate and that I am undertaking all the obligations that are set out in the LCA (Form ETA 9035E) and the accompanying instructions (Form ETA 9035CP).

☒ Yes ☐ No

C) I hereby choose one of the following options, with regard to the accompanying instructions:

☒ I choose to have the Form ETA 9035CP electronically attached to the certified LCA, and to be bound by the LCA obligations as explained in this form

☐ I choose not to have the Form ETA 9035CP electronically attached to the certified LCA, but I have read the instructions and I understand that I am bound by the LCA obligations as explained in this form

Labor Condition Application for Nonimmigrant Workers
ETA Form 9035 & 9035E
U.S. Department of Labor



Please read and review the filing instructions carefully before completing the ETA Form 9035 or 9035E. A copy of the instructions can be found at <http://www.foreignlaborcert.doleta.gov/>. In accordance with Federal Regulations at 20 CFR 655.730(b), incomplete or obviously inaccurate Labor Condition Applications (LCAs) will not be certified by the Department of Labor. If the employer has received permission from the Administrator of the Office of Foreign Labor Certification to submit this form non-electronically, ALL required fields/items containing an asterisk (*) must be completed as well as any fields/items where a response is conditional as indicated by the section (§) symbol.

A. Employment-Based Nonimmigrant Visa Information

1. Indicate the type of visa classification supported by this application (Write classification symbol): *

H-1B

B. Temporary Need Information

[Redacted Section B content]

C. Employer Information

1. Legal business name * NEW YORK MONTESSORI CHARTER SCHOOL		
2. Trade name/Doing Business As (DBA), if applicable N/A		
3. Address 1 * 423 EAST 138 ST		
4. Address 2 N/A		
5. City * BRONX	6. State * NY	7. Postal code * 10454
8. Country * UNITED STATES OF AMERICA	9. Province N/A	
10. Telephone number * [REDACTED]	11. Extension N/A	
12. Federal Employer Identification Number (FEIN from IRS) *		13. NAICS code (must be at least 4-digits) *

Labor Condition Application for Nonimmigrant Workers
ETA Form 9035 & 9035E
U.S. Department of Labor



D. Employer Point of Contact Information

Important Note: The information contained in this Section must be that of an employee of the employer who is authorized to act on behalf of the employer in labor certification matters. The information in this Section must be different from the agent or attorney information listed in Section E, unless the attorney is an employee of the employer.

[Redacted area for Employer Point of Contact Information]

E. Attorney or Agent Information (If applicable)

1. Is the employer represented by an attorney or agent in the filing of this application? *
If "Yes", complete the remainder of Section E below.

☒ Yes ☐ No

[Redacted area for Attorney or Agent Information]

[Redacted area at the bottom of the page]

Labor Condition Application for Nonimmigrant Workers
ETA Form 9035 & 9035E
U.S. Department of Labor



F. Rate of Pay

G. Employment and Prevailing Wage Information

Important Note: It is important for the employer to define the place of intended employment with as much geographic specificity as possible. The place of employment address listed below must be a physical location and cannot be a P.O. Box. The employer may use this section to identify up to three (3) physical locations and corresponding prevailing wages covering each location where work will be performed and the electronic system will accept up to 3 physical locations and prevailing wage information. If the employer has received approval from the Department of Labor to submit this form non-electronically and the work is expected to be performed in more than one location, an attachment must be submitted in order to complete this section.

a. Place of Employment 1

H. Employer Labor Condition Statements

Important Note: In order for your application to be processed, you MUST read Section H of the Labor Condition Application – General Instructions Form ETA 9035CP under the heading “Employer Labor Condition Statements” and agree to all four (4) labor condition statements summarized below:

- (1) **Wages:** Pay nonimmigrants at least the local prevailing wage or the employer’s actual wage, whichever is higher, and pay for non-productive time. Offer nonimmigrants benefits on the same basis as offered to U.S. workers.
- (2) **Working Conditions:** Provide working conditions for nonimmigrants which will not adversely affect the working conditions of workers similarly employed.
- (3) **Strike, Lockout, or Work Stoppage:** There is no strike, lockout, or work stoppage in the named occupation at the place of employment.
- (4) **Notice:** Notice to union or to workers has been or will be provided in the named occupation at the place of employment. A copy of this form will be provided to each nonimmigrant worker employed pursuant to the application.

1. I have read and agree to Labor Condition Statements 1, 2, 3, and 4 above and as fully explained in Section H of the Labor Condition Application – General Instructions – Form ETA 9035CP. *

☒ Yes ☐ No



Labor Condition Application for Nonimmigrant Workers
ETA Form 9035 & 9035E
U.S. Department of Labor

I. Additional Employer Labor Condition Statements – H-1B Employers ONLY

! Important Note: In order for your H-1B application to be processed, you **MUST** read Section I – Subsection 1 of the Labor Condition Application – General Instructions Form ETA 9035CP under the heading “Additional Employer Labor Condition Statements” and answer the questions below.

a. Subsection 1

1. Is the employer H-1B dependent? §	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
2. Is the employer a willful violator? §	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
3. If “Yes” is marked in questions 1.1 and/or 1.2, you must answer “Yes” or “No” regarding whether the employer will use this application <u>ONLY</u> to support H-1B petitions or extensions of status for exempt H-1B nonimmigrants? §	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A

If you marked “Yes” to questions 1.1 and/or 1.2 and “No” to question 1.3, you **MUST** read Section I – Subsection 2 of the Labor Condition Application – General Instructions Form ETA 9035CP under the heading “Additional Employer Labor Condition Statements” and indicate your agreement to all three (3) additional statements summarized below.

b. Subsection 2

- A. **Displacement:** Non-displacement of the U.S. workers in the employer’s workforce
- B. **Secondary Displacement:** Non-displacement of U.S. workers in another employer’s workforce; and
- C. **Recruitment and Hiring:** Recruitment of U.S. workers and hiring of U.S. workers applicant(s) who are equally or better qualified than the H-1B nonimmigrant(s).

4. I have read and agree to Additional Employer Labor Condition Statements A, B, and C above and as fully explained in Section I – Subsections 1 and 2 of the Labor Condition Application – General Instructions Form ETA 9035CP. §	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
---	---

J. Public Disclosure Information

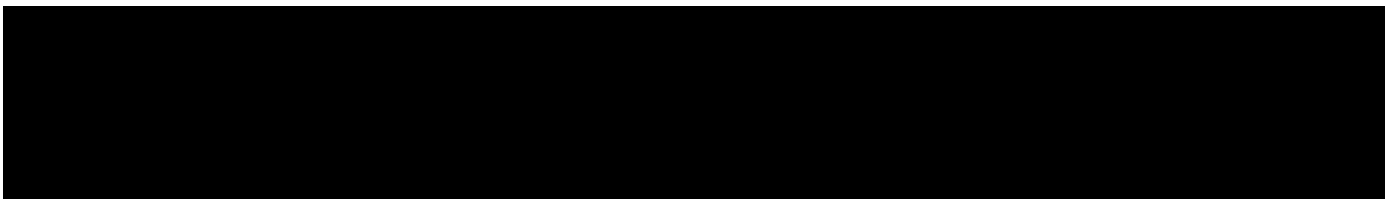
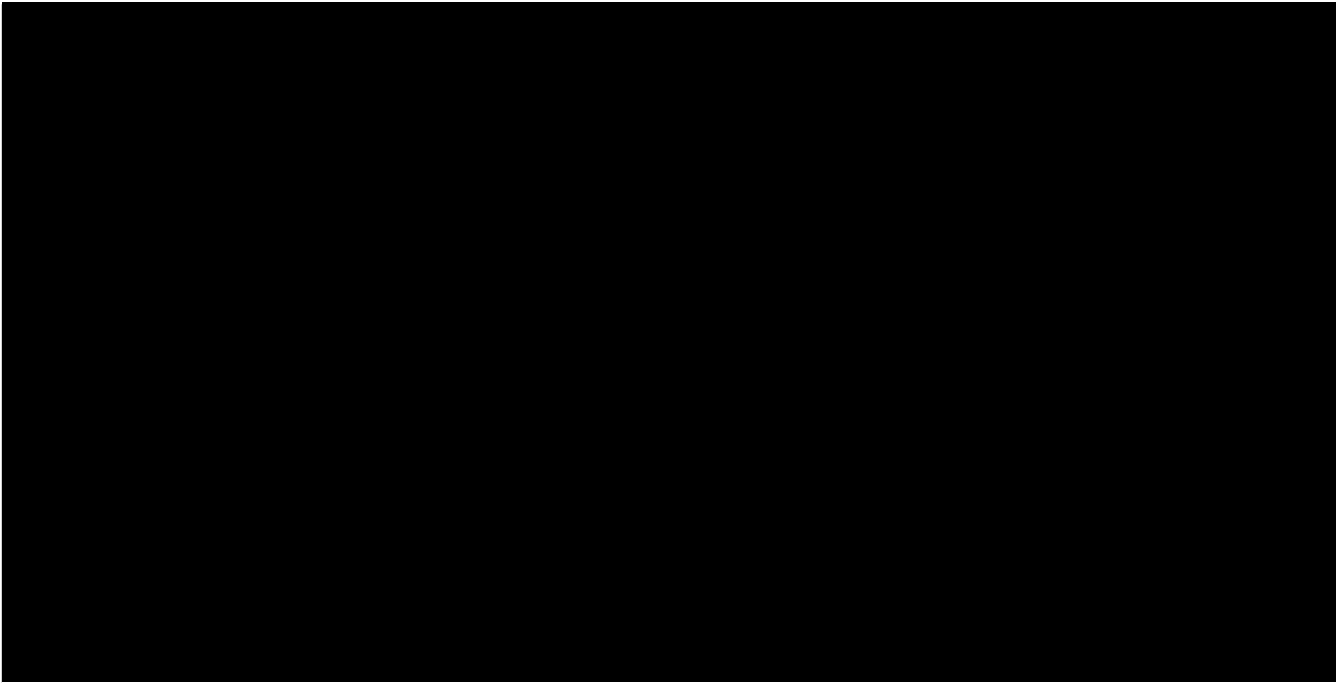
! Important Note: You **must** select from the options listed in this Section.

1. Public disclosure information will be kept at: *	<input checked="" type="checkbox"/> Employer’s principal place of business <input type="checkbox"/> Place of employment
---	--

K. Declaration of Employer

By signing this form, I, on behalf of the employer, attest that the information and labor condition statements provided are true and accurate; that I have read sections H and I of the Labor Condition Application – General Instructions Form ETA 9035CP, and that I agree to comply with the Labor Condition Statements as set forth in the Labor Condition Application – General Instructions Form ETA 9035CP and with the Department of Labor regulations (20 CFR part 655, Subparts H and I). I agree to make this application, supporting documentation, and other records available to officials of the Department of Labor upon request during any investigation under the Immigration and Nationality Act. Making fraudulent representations on this Form can lead to civil or criminal action under 18 U.S.C. 1001, 18 U.S.C. 1546, or other provisions of law.

05/31/2018



**New York City Montessori Charter School (NYCMCS)
Board of Trustees Annual Meeting**

423 E. 138th Street, Bronx, New York 10454

November 15, 2017

4:30 p.m.

AGENDA

- I. Call to Order/Roll Call (1 minute)
- II. Public Comments (2 minutes per person)
- III. Approval of Minutes—May 2017 (2 minutes)
- IV. Board Member Candidate (5 minutes)
- V. Dashboard Review (20 minutes)
- VI. Committee or Task Force Reports (20 minutes)
 - Building and Grounds Committee Report
 - Education Committee
 - Finance Committee Report
 - Family Association Report
- VII. Adjournment

Education Committee Meeting

New York City Montessori Charter School (NYCMCS) Board of Trustees
423 East 138th Street, Bronx, New York 10454

November 15, 2017

3:30 p.m.

AGENDA

Committee Purpose: The Education Committee shall be responsible for evaluating whether the NYCMCS is adhering to its Charter and achieving its goals of attaining high student academic achievement and preparing its students for success in their continuing education and active citizenship. It will examine the results from city, state, national, and internally developed assessments, which are both criterion and norm-referenced. In addition, the Education Committee will meet with the Principal to analyze assessment data. Based on the assessment data, the Education Committee may make recommendations regarding the allocation of resources in terms of classroom materials, staffing, professional development, and outside consultants. The Education Committee will also monitor the ongoing process of recruiting Montessori-trained teachers and training the staff, assistant teachers and Board members. *(NYCMCS Board of Trustees' Bylaws, 2015).*

- I. Call to Order
- II. Kudos - Science Day (NYCMCS & Hostos Community College Education Dept. – Held Oct. 26, 2017 from 1-3 p.m. to expose NYCMCS students to science)
- III. Minutes – 10/18/2017
- IV. Principal Dashboard Review (Revised Edition)
- V. Renewal Process
 - Schedule of Monthly Activities during renewal year (Jill Shahan-Consultant)
- VI. Professional Development Update
- VII. Committee Meeting Scheduling – (December, 2017; January & February, 2018)
- VIII. Adjournment

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New York City Montessori Charter School (NYCMCS) Board of Trustees

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CLIENT SUCCESSES

"CTRR are exceptional negotiators and that's coming from someone who has done a lot of real estate negotiating. There is a big advantage to having CTRR handle the negotiations due to their expertise in every aspect of the process including the build out. CTRR offers a whole suite of value-added services that don't wind up costing you anything additionally. I've worked on many real estate transactions and negotiated for hundreds of thousands of feet in my career. In my experience, CTRR is by far the best at what they do."

*CEO, Co-owner
Ultimate Medical Academy*

"As you know, the Department of Motor Vehicles recently relocated to new premises in Brooklyn. The department's second Brooklyn site, in Coney Island, is currently under construction. Both projects were extremely complicated, requiring much skill and patience. As were the other projects you have been involved with, such as the relocation of the Department of Health to 5 Penn Plaza in Manhattan. I have come to appreciate your expertise, perseverance and hard work. I very much appreciate your efforts on the State's behalf in these most difficult projects."

*Asst. Bureau Chief, Executive Department
Office of General Services
State of New York*

For more information about our services, team members and clients for whom we have created solutions, contact us at 212.684.4400 or mmanley@ctrr.net

295 Madison Avenue, Suite 1714

New York, New York 10017

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- Strategic advisory services for CEO's, CFO's, Executive Directors, and Boards
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- Lease or purchase negotiation and structuring (term sheet)
- Deal documentation
- Assembling the design and construction team
 - RFP to retain architect
 - RFP to retain GC/CM
- Construction coordination (owner's rep services)
- On-site project management during construction
- Municipal/state/federal incentives negotiation and analysis
- Program compliance (grant funding for construction)
- Lease renewals
- Resolving landlord/tenant disputes
- Special projects

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CTRR steps into your shoes.

We provide conflict-free services to cost-effectively lease, build or buy real estate for your school.

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AT A GLANCE

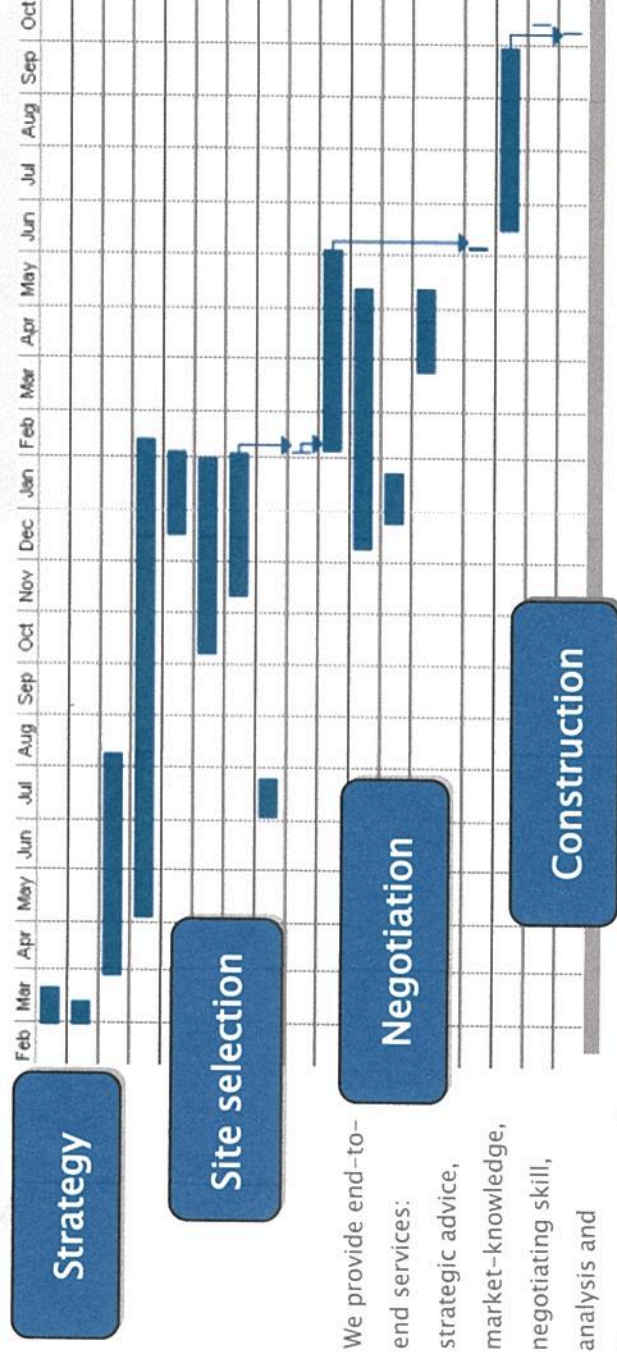
CTRR provides conflict-free, integrated real estate services for schools.

We reduce the risk, cost and headaches associated with creating a real estate platform for your mission.

CTRR's specialized expertise means that we identify the most operationally suitable locations for your school's needs in the most efficient way.

CTRR has represented commercial space users in creating cost-effective real estate solutions since 1989. Our clients include charter schools, career colleges, the NYS Department of Health, NYS Department of Motor Vehicles, healthcare providers, Fortune 500 corporations and major law firms.

Because we represent end-users exclusively — in contrast to most firms in the real estate marketplace — we are 100% free from conflict of interest. We act as a fiduciary for you, identifying, structuring and implementing real estate solutions which best satisfy your organization's financial and operational needs.



CTRR creates cost-effective real estate solutions for schools — from Pre-K through Post-Grad

- **Site selection**
Identify best available facilities
Validate sites under consideration (fair market value and feasibility)
- **Negotiation of deal terms**
Lease or purchase
- **Qualifying, hiring and managing team members**
Architect
General contractor
Special consultants
- **Owner's representation**
On-site project management during construction

NYC Montessori Charter School Board Deck

November 15, 2017

Operations

Monthly Enrollment

Grade	Current Enrollment	Waitlist (Paperwork pending)	New this Month	Total Seats Available
All	335			
Pre-K	48	3	2	4
K	47	2		5
1	48	1	2	4
2	48	1	1	4
3	48	1		4
4	48	2		4
5	48	1		4

Monthly Enrollment Targets

	Current # Students	Current % students	Comparable District %
ED	289	88.7	92.3
ELL	58	20.9	16.2
SPED	79	20.5	22.2

*Economically Disadvantaged= ED

Monthly Retention Targets

	Current Retention (# Students)	Current Retention (% of students)	Comparable District %
ED	289	88.7	92.3
ELL	58	20.9	16.2
SPED	79	20.5	22.2

Monthly Staffing Update

Monthly Learning Expectations			
	2016-2017	Nov 2017	Current YTD
Administrators			
# Total	9	7	0
Hires	0	0	0
Attrition	2	0	0
Attrition at years' end	2	N/A	0
Vacancies	0	0	0
Explanation	AP of SpEd- Position Not filled Instructional Coach- not filled		
Teachers			
# Total	55	45	0
Hires	12	1	0
Attrition	9	1	0
Attrition at years' end	9	N/A	0
Vacancies	3	2	0
Explanation	SpEd/GenEd Teacher		
Other Staff			
# Total	1	5	6
Hires	2	2	2
Attrition	0	0	4
Attrition at years' end		N/A	N/A
Vacancies	0	0	0
Explanation	Ops/Pre-K Arts & Crafts		

Monthly Teachers by Area

Area	# Total	Vacancy	Hired this month	Attrition this month
Gen Ed	10	0	0	0
SPED	7	0	0	0
Specials	6	0	0	0
TA	20	0	0	0

Monthly Teachers By Grade

Grade	# Total	Vacancy	Hired this month	Attrition this month
Pre-K	6	0	0	0
K	4	0	0	0
0	2	0	0	0
2	10	0	0	0
3	2	0	0	0
4	5	0	0	0
5	5	0	0	0

Instruction

ESEA Annual Accountability Designation

Current Designation Priority	Minimum Expectation	Target
	Good Standing	Reward

Annual Similar Schools Comparison: Math

	# of students scoring 3/4	% of students scoring 3/4	NYS Mean Proficiency (Comp. Schools)	Min. Expect.	Target
All	15	13%	17.7%	20%	42%
ED	14	13%	17.9%	20%	31%
ELL	1	8%	9.1%	11%	15%
SPED	3	16.7%	7.0%	9%	7%

Annual Similar Schools Comparison: ELA

	# of students scoring 3/4	% of students scoring 3/4	NYS Mean Proficiency (Comp. Schools)	Min. Expect.	Target
All	24	20%	22.0%	24%	42%
ED	22	20%	20.4%	22%	31%
ELL	2	17%	6.1%	8%	7%
SPED	2	6%	6.1%	8%	48%

Quarterly Teacher Effectiveness Update

	Leads	TAs	Specials	Total
Green	9	7	2	18
Yellow	11	9	3	23
Red	5	0	0	5

Annual State Test Proficiency: Math

	# students 3/4	% students 3/4	Dist. Average	State Average
All	15	13%	17.7%	40.2%
ED	14	13%	17.9%	29%
ELL	1	8%	9.1%	13.2%
SPED	3	9%	7.8%	4.6%
Grade 3	8	16.7%	28.4%	48.4%
Grade 4	4	8.3%	22.3%	43.0%
Grade 5	3	12.5%	21.1%	43.1%

Annual State Test Proficiency: ELA

	# students 3/4	% students 3/4	Dist. Average	State Average
All	24	20%	22%	39.8%
ED	22	20%	20.4%	29%
ELL	2	17%	6.1%	5.2%
SPED	2	6%	6.1%	46.0%
Grade 3	12	24.5%	27.5%	42.9%
Grade 4	8	16.7%	25.5%	41.2%
Grade 5	4	16.7%	19.4%	35.4%

Trimester MAP DATA

Math

Grade	# of students tested	# of passing students	% of passing students	# of bubble students	% of bubble students
3 rd	50	8	16	42	84
4 th	49	7	14	42	86
5 th	50	8	16	42	84

Reading

Grade	# of students tested	# of passing students	% of passing students	# of bubble students	% of bubble students
3 rd	50	12	24	38	76
4 th	49	13	27	36	73
5 th	50	12	24	38	76

Language

Grade	# of students tested	# of passing students	% of passing students	# of bubble students	% of bubble students
3 rd	50	10	20	30	60
4 th	49	13	27	36	73
5 th	50	7	14	43	86

Instruction (continued)

Annual Similar Schools Comparison: Science

	# of students scoring 3/4	% of students scoring 3/4	NYS Mean Proficiency (Comp. Schools)	Min. Expect.	Target
All	25	53%			
ED	23	48%			
ELL	N/A	N/A			
SPED	8%	17%			

Annual Trending Toward Proficiency: Math

	# of 3/4 in 2015	# maintain 3/4 in 2016	# of students improving score	% maintain or improving	Min.	Target
All	14	15	1	.14%	20%	42%
ED	11	11	3	27.3%	20%	31%
ELL	2	1	0	N/A	11%	15%
SPED	4	3	0	N/A	9%	7%

Annual Trending Toward Proficiency: ELA

	# of 3/4 in 2015	# maintain 3/4 in 2016	# of students improving score	% maintain or improving	Min.	Target
All	15	15	9	60%	24%	42%
ED	11	11	11	0	22%	31%
ELL	3	2	1	0.3%	8%	7%
SPED	2	0	0	N/A	8%	48%

COHORT DATA 2013-2016

Cohort Data 3rd Grade 2013-2014 ELA Assessment

Cohort Data 3rd Grade 2013-2014 Math Assessment

Proficiency Level	# of Students Tested	% of Students Tested	Proficiency Level	# of Students Tested	% of Students Tested
Level 1	30	63%	Level 1	29	59%
Level 2	16	33%	Level 2	16	33%
Level 3	2	4%	Level 3	3	6%
Level 4	0	0%	Level 4	1	2%
Total = 48 Students Tested			Total = 49 Students Tested		

Cohort Data 4th Grade 2014-2015 ELA Assessment

Cohort Data 4th Grade 2014-2015 Math Assessment

Proficiency Level	# of Students Tested	% of Students Tested	Proficiency Level	# of Students Tested	% of Students Tested
Level 1	34	72%	Level 1	30	64%
Level 2	10	21%	Level 2	12	26%
Level 3	3	6%	Level 3	4	9%
Level 4	0	0%	Level 4	1	2%
Total = 47 Students Tested			Total = 47 Students Tested		

Cohort Data 5th Grade 2015-2016 ELA Assessment

Cohort Data 5th Grade 2015-2016 Math Assessment

Proficiency Level	# of Students Tested	% of Students Tested	Proficiency Level	# of Students Tested	% of Students Tested
Level 1	24	62%	Level 1	13	54%
Level 2	12	31%	Level 2	8	33%
Level 3	2	5%	Level 3	3	13%
Level 4	0	3%	Level 4	0	0%

Total = 39 Students Tested

Total = 24 Students Tested

Culture

Monthly Attendance Update

Month	All Students	SPED
September		
October	88.8%	89.13%
November		
December		
January		
February		
March		

Monthly Suspension Data

Category	YTD	% of School suspended	District Average
OSS Total	6	2.10%	
OSS SPED	4	1.40%	
OSS due to Conduct	0		
OSS due to Violence	6		

Calendar

Culture Calendar

Date	Activity
11/22	Annual Harvest Feast

Date

Date	Activity

Special Education

Monthly SPED Caseload Update

Total SPED Students	Current	Previous	Change
Initial Referrals	77		
Outstanding IEP's	5		
New < 20	33		
New 20-60	25		
New >60	7		
	45		

Finance

Budget Thumbnail - Month

	Current Month (Budgeted)	Current Month (Actual)
Revenues	\$483,679	\$491,398
Expenses	\$67,296	\$460,889
Net	\$16,384	\$30,510

Budget Thumbnail - YTD

	YTD (Budgeted)	YTD (Actual)
Revenues	\$5,816,389	\$6,750,217
Expenses	\$5,728,492	\$5,800,384
Net	\$87,898	\$949,833

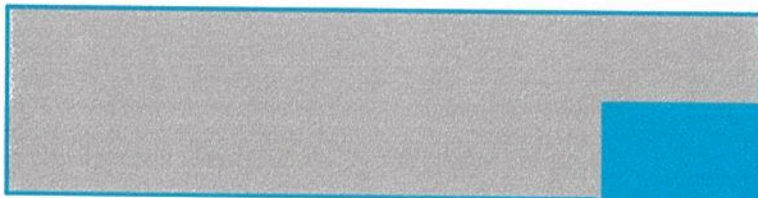


Helping you to focus on what's important
STUDENT ACHIEVEMENT

CSBM
CHARTER SCHOOL
BUSINESS MANAGEMENT

experience. expertise. execution.

NYC Montessori Charter School
Monthly Financial Report
10/31/17



1. Bank accounts update - Chase Statements

Account	JUL 2017	AUG 2017	SEP 2017	OCT 2017
Operating (Checking)	\$ 684,523	\$ 1,054,842	\$ 756,832	\$ 1,334,837
Debit (Debit Card)	\$ 5,711	\$ 3,483	\$ 1,999	\$ 959
Total Operating Cash	\$ 690,235	\$ 1,058,325	\$ 758,831	\$ 1,335,796
Money Market (Savings)	\$ 1	\$ 1	\$ 1	\$ 1
Escrow (Dissolution)	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000
Total Cash	\$ 765,236	\$ 1,133,326	\$ 833,832	\$ 1,410,797

2. Financial status update - QB Reports

Account	JUL 2017	AUG 2017	SEP 2017	OCT 2017
Profit & Loss - Income	\$ 412,464	\$ 412,463	\$ 492,748	\$ 491,398
Profit & Loss - Expense	\$ 257,897	\$ 361,188	\$ 444,697	\$ 460,889
Profit & Loss - Net Income/(Loss)	\$154,567	\$51,275	\$48,051	\$30,510
Cash Flow Net Increase / (Decrease)	\$ 291,659	\$ 691,380	\$ 260,474	
Cash End of Period	\$ 737,456	\$ 1,480,111	\$ 1,788,636	\$ 1,819,146
Balance Sheet - Assets	\$ 1,355,117	\$ 1,726,968	\$ 1,360,862	\$ 2,119,368
Balance Sheet - Liabilities	\$ 1,336,474	\$ 1,645,536	\$ 1,268,615	\$ 1,996,611
Debt to Asset Ratio (should be lower than 1.00)	0.99	0.95	0.93	0.94
Balance Sheet - Equity	\$ 18,642	\$ 81,433	\$ 92,247	\$ 122,757

Account	YTD	Y/E PROJECTION
Profit & Loss - Income	\$ 1,809,074	\$ 6,750,217
Profit & Loss - Expense	\$ 1,524,670	\$ 5,800,384
Profit & Loss - Net Income/(Loss)	\$ 284,404	\$ 949,833
Cash Flow Net Increase / (Decrease)	\$ 1,243,513	
Cash End of Period	\$ 1,819,146	
Balance Sheet - Assets	\$ 1,355,117	
Balance Sheet - Liabilities	\$ 1,336,474	
Debt to Asset Ratio (should be lower than 1.00)	0.99	
Balance Sheet - Equity	\$ 18,642	

Comments / Issues:

NYC Montessori Charter School
Budget vs. Actuals SUMMARY
Fiscal Year Ending 6/30/2018

REQUIRES ATTENTION/ MONITORING
POTENTIAL AREA OF CONCERN
NO CONCERNS AT THIS TIME

	Month: 10/31/17			YTD through: 10/31/17			Projected FYE 6/30/18	ANNUAL BUDGET	BVA Diff	NOTES
	Actual	Budget	Variance	Actual	Budget	Variance				
Income										
4100 State Grants	464,463	464,463	(0)	1,753,854	1,753,854	(0)	6,431,789	5,575,161	856,628	OVER BUDGET
4200 Federal Grants	26,935	19,216	7,719	55,219	38,432	16,788	318,427	241,228	77,199	OVER BUDGET
4300 Contributions	0	0	0	1	0	1	1	0	1	
4400 Miscellaneous Income	0	0	0	0	0	0	0	0	0	
Total Income	491,398	483,679	7,719	1,809,074	1,792,285	16,788	6,750,217	5,816,389	933,828	
Expenses										
5100 Administrative	57,716	59,947	(2,231)	214,355	239,787	(25,433)	711,660	719,362	(7,702)	UNDER BUDGET
5200 Instructional Staff	114,348	111,933	2,415	288,850	279,832	9,018	1,338,684	1,281,076	57,608	OVER BUDGET
5300 Special Education	81,504	71,202	10,301	180,076	178,006	2,070	922,011	916,546	5,465	OVER BUDGET
5400 Incentive	0	0	0	0	0	0	0	0	0	OVER BUDGET
5000 Compensation	253,567	243,082	10,485	683,281	697,625	(14,344)	2,972,354	2,916,984	55,370	OVER BUDGET
5500 Benefits	46,197	53,268	(7,071)	155,914	213,071	(57,157)	645,436	639,213	6,223	OVER BUDGET
6100 Administrative Expenses	4,701	8,196	(3,495)	33,390	40,330	(6,941)	102,663	105,900	(3,237)	UNDER BUDGET
6200 Professional Services	23,381	26,055	(2,674)	95,351	103,620	(8,269)	340,769	337,560	3,209	UNDER BUDGET
6300 Professional Development	0	3,183	(3,183)	15,490	12,733	2,756	38,200	38,200	0	ON BUDGET
6400 Marketing and Staff/Student Rec	715	458	256	1,908	1,833	75	5,500	5,500	0	ON BUDGET
7100 Curriculum & Classroom Expenses	2,657	7,612	(4,956)	15,353	23,850	(8,497)	73,176	74,849	(1,673)	UNDER BUDGET
8100 Facility	130,603	122,610	7,992	512,527	490,442	22,085	1,483,325	1,471,325	12,000	OVER BUDGET
8200 Technology/Communication Expense	634	2,408	(1,774)	8,721	9,633	(912)	28,900	28,900	0	ON BUDGET
8800 Miscellaneous Expenses	(1,565)	422	(1,987)	2,735	1,687	1,048	5,060	5,060	0	ON BUDGET
8900 Depreciation Expenses	0	0	0	0	0	0	105,000	105,000	0	ON BUDGET
Total Expenses	460,889	467,296	(6,407)	1,524,670	1,594,825	(70,155)	5,800,384	5,728,491	71,893	
Net Operating Income	30,510	16,384	14,126	284,404	197,460	86,943	949,833	87,898	861,935	
Fixed Assets										
1500 Assets	0	33,700	(33,700)	17,884	33,700	(15,816)	33,700	33,700	0	ON BUDGET

**NYC Montessori Charter School
Budget vs. Actuals
Fiscal Year Ending 6/30/2018**

	10/31/17			10/31/17			YTD Through	6/30/18			Variance
	Actual	Budget	Variance	Actual	Budget	Variance		Actual	Budget	Variance	
Income											
4100 State Grants	332,910	332,910	(0)	1,331,642	1,331,642	(0)	1,331,642	1,331,642	1,331,642	0	
4101 Per Pupil Allocations	52,000	52,000	0	104,000	104,000	0	104,000	104,000	104,000	0	
4101.1 Pre-K - Per Pupil Allocations											
4102 Per Pupil Allocations for SPED	51,952	51,952	(0)	207,807	207,807	(0)	207,807	207,807	207,807	0	
4103 NYSTL	0	0	0	0	0	0	0	0	0	0	
4104 NYSSL	0	0	0	0	0	0	0	0	0	0	
4105 NYSLJB	0	0	0	0	0	0	0	0	0	0	
4108 Rent Relief	27,601	27,601	(0)	110,405	110,405	(0)	110,405	110,405	110,405	0	
4110 Per Pupil - One time adjustment allocation											
Total 4100 State Grants	464,463	464,463	(0)	1,753,854	1,753,854	(0)	1,753,854	1,753,854	1,753,854	0	
4200 Federal Grants											
4201 IDEA for Sp. Ed.	0	0	0	0	0	0	0	0	0	0	
4202 E-Rate for Tech/Comm	0	0	0	1,349	0	1,349	1,349	0	0	1,349	
4203 Title I	21,384	18,612	2,772	42,768	37,224	5,544	42,768	37,224	5,544	5,544	
4204 Title IIA	5,551	604	4,947	11,102	1,208	9,894	11,102	1,208	9,894	9,894	
Total 4200 Federal Grants	26,935	19,216	7,719	55,219	38,432	16,788	55,219	38,432	16,788	16,788	
4300 Contributions											
4302 Unrestricted Contributions	0	0	0	1	0	1	1	0	0	1	
Total 4300 Contributions	0	0	0	1	0	1	1	0	0	1	
Total income	491,398	483,679	7,719	1,809,074	1,792,285	16,788	1,809,074	1,792,285	16,788	16,788	
Expenses											
5000 Compensation	12,325	12,325	0	49,300	49,300	0	49,300	49,300	49,300	0	
5100 Administrative	6,120	6,120	0	24,480	24,480	0	24,480	24,480	24,480	0	
5101 Principal	8,659	7,019	1,640	27,519	28,076	(557)	27,519	28,076	557	(557)	
5102 AP of Operations	6,120	6,120	0	24,480	24,480	0	24,480	24,480	24,480	0	
5103 Operations Associate	6,120	6,120	0	24,480	24,480	0	24,480	24,480	24,480	0	
5109 Director of Finance	6,120	6,120	0	24,480	24,480	0	24,480	24,480	24,480	0	
5112 AP of School Culture	6,163	6,163	0	24,198	24,480	(282)	24,198	24,480	282	(282)	
5113 AP of Instruction (DCI)	5,910	5,910	(0)	24,650	24,650	0	24,650	24,650	24,650	0	
5114 AP of Special Education	5,755	6,120	(365)	23,638	23,639	(1)	23,638	23,639	1	(1)	
5115 Director of Outreach	545	4,051	(3,506)	14,935	24,480	(9,545)	14,935	24,480	9,545	(9,545)	
5116 School/Lunch Aide	57,716	59,947	(2,231)	1,155	16,203	(15,048)	1,155	16,203	15,048	1,155	
Total 5100 Administrative	56,744	60,942	(4,198)	155,783	152,355	3,428	155,783	152,355	3,428	3,428	
5200 Instructional Staff	41,665	35,521	6,144	93,536	88,803	4,733	93,536	88,803	4,733	4,733	
5203 Classroom Teachers	5,250	4,782	468	13,125	11,955	1,170	13,125	11,955	1,170	1,170	
5204 Teaching Associates	5,240	5,240	0	12,788	13,101	(313)	12,788	13,101	313	(313)	
5209 PhysEd Teacher	5,447	5,447	(0)	13,619	13,619	0	13,619	13,619	0	0	
5210 Art Teacher											
5216 Music Teacher											
Total 5200 Instructional Staff	114,348	111,933	2,415	288,850	279,832	9,018	288,850	279,832	9,018	9,018	
5300 Special Education	76,257	65,956	10,301	166,960	164,890	2,070	166,960	164,890	2,070	2,070	
5303 Special Education/ELL Teacher	5,246	5,246	0	13,116	13,116	0	13,116	13,116	0	0	
5305 Mental Health Counselor											
Total 5300 Special Education	81,504	71,202	10,302	180,076	178,006	2,070	180,076	178,006	2,070	2,070	
5400 Incentive	0	0	0	0	0	0	0	0	0	0	
5401 Bonus	0	0	0	0	0	0	0	0	0	0	
5402 Stipend	0	0	0	0	0	0	0	0	0	0	
Total 5400 Incentive	0	0	0	0	0	0	0	0	0	0	
Total 5000 Compensation	253,567	243,082	10,485	683,281	697,625	(14,344)	683,281	697,625	14,344	(14,344)	
5500 Benefits	15,343	15,071	272	40,956	60,284	(19,329)	40,956	60,284	19,329	(19,329)	
5502 Social Security - Employer Expense	3,588	3,525	64	9,578	14,099	(4,520)	9,578	14,099	4,520	(4,520)	
5505 Medicare - Employer Expense	0	1,215	(1,215)	0	4,862	(4,862)	0	4,862	4,862	(4,862)	
5509 Metro NY-City Tax	2,615	3,936	(1,320)	6,549	15,743	(9,194)	6,549	15,743	9,194	(9,194)	
5510 NY State Unemployment Insurance	4,433	1,667	2,766	10,285	6,667	3,618	10,285	6,667	3,618	3,618	
5511 Worker's Compensation Expense	(143)	0	(143)	(532)	0	(532)	(532)	0	532	(532)	
5512 NY Disability											

Based on 275 / Current: 307
Based on 52 @ \$10,000 per student
Based on 5 students 20-60% (\$10,390) / 30 students >60% (\$19,049) / Current 7 students 20-60% (\$10,390) / 43 students >60% (\$19,049)
Based on allocation
Based on allocation
Based on allocation
Based on Gd 4 & 5
Est: 307 @ \$300 ea.
Over budget - higher enrollment and increased SPED funding
Preliminary Title I allocation (subject to change early 2018)
Preliminary Title IIA allocation (subject to change early 2018)
Over budget - Higher Title I & IIA allocations

FICA - 6.2%
FICA - 1.45%
Based on FY16/17 premium

NYC Montessori Charter School
Budget vs. Actuals
Fiscal Year Ending 6/30/2018

	10/31/17			YTD Through 10/31/17			Projected FYE 6/30/18	ANNUAL BUDGET	Variance	Comments	
	Actual	Budget	Variance	Actual	Budget	Variance					
5513 Medical Insurance	23,529	27,750	(4,221)	92,525	111,000	(18,475)	333,000	333,000	-	Est. 10% increase to \$25K per month	
5514 Dental Insurance	0	0	0	0	0	0	0	0	-		
5515 STD, LTD, Life Ins	0	0	0	0	0	0	0	0	-		
5516 Vision Insurance	0	0	0	0	0	0	0	0	-		
5518 Retirement 401(K)/403(B) Clearing	(4,566)	0	(4,566)	(5,433)	0	(5,433)	0	0	-		
5520 Retirement 401(K)/403(B) Fees	0	104	(104)	0	417	(417)	1,250	1,250	-	Clearing account Based on prior year charges	
5521 TransitCheck Fees - Clearing	1,396	0	1,396	1,987	0	1,987	0	1,987	-		
5522 Wage Garnishment - Clearing	0	0	0	0	0	0	0	0	-		
Total 5500 Benefits	46,197	53,268	(7,071)	155,914	213,071	(57,157)	645,436	639,213	6,223	Over budget	
6100 Administrative Expenses	810	1,000	(190)	7,766	12,000	(4,234)	20,000	20,000	-	Copier lease - \$2,500 per quarter + \$2500 overage fees	
6101 Office Supplies - General	0	125	(125)	2,638	4,167	(1,529)	1,500	1,500	-		
6102 Office Furniture (Non Asset)	0	1,042	(1,042)	1,664	1,000	664	3,000	3,000	-		
6106 Postage and Delivery	57	250	(193)	7,247	5,333	1,914	16,407	16,000	407		
6107 Dues & Subscriptions	1,211	1,333	(122)	3,433	4,167	(734)	9,067	12,500	-		
6108 Team Building/Staff Lunch & App	0	1,042	(1,042)	228	133	95	400	400	-		
6109 Staff Travel	0	33	(33)	10,374	11,667	(1,292)	31,356	35,000	(3,644)		
6110 Insurance - General	2,623	2,917	(294)	40	1,364	(1,324)	5,000	5,000	-		
6111 School Events	0	455	(455)	33,390	40,330	(6,941)	102,663	105,900	(3,237)		
Total 6100 Administrative Expenses	4,701	8,196	(3,495)	0	0	0	25,500	25,500	-		
6200 Professional Services	10,372	5,422	4,950	25,810	21,687	4,124	39,250	65,060	-		
6202 Audit Fees	0	0	0	0	0	0	1,000	1,000	-		
6203 Payroll Services	0	83	(83)	14,869	20,000	(5,131)	45,131	60,000	-		
6204 Legal Services - Paid	0	5,000	(5,000)	29,945	41,667	(11,722)	95,055	125,000	-		
6207 Financial Management Services	7,486	10,417	(2,931)	0	400	(400)	2,000	2,000	-		
6208 Custodian Services	0	200	(200)	4,488	200	4,288	1,221	5,709	4,709		
6210 Substitute Teacher Services	2,020	100	1,920	8,500	3,333	5,167	0	8,500	10,000		(1,500)
6213 Temporary Staffing Services	3,503	4,000	(497)	11,739	16,000	(4,261)	36,261	48,000	-		
6218 NYCSI Services	23,381	26,055	(2,674)	95,351	103,620	(8,269)	245,419	340,769	3,209		
Total 6200 Professional Services	0	3,167	(3,167)	15,490	12,667	2,823	22,511	38,000	-		
6300 Professional Development	0	17	(17)	0	67	(67)	200	200	-	Includes all PD board meetings	
6310 Staff Development	0	3,183	(3,183)	15,490	12,733	2,756	22,711	38,200	-		On budget
6313 Instructional Staff PD	215	417	(202)	215	1,667	(1,452)	2,786	3,000	5,000	(2,000)	
6400 Marketing and Staff/Student Rec	500	42	458	1,694	167	1,527	806	2,500	500	2,000	
6402 Staff Recruiting	715	458	256	1,908	1,833	75	3,592	5,500	-	On budget	
6405 Advertising	359	2,083	(1,725)	9,702	8,333	1,369	15,298	25,000	-	Based on actual allocation / offset by income Based on actual allocation / offset by income Based on actual allocation / offset by income	
7100 Curriculum & Classroom Expenses	2,298	833	1,465	4,637	3,333	1,304	5,363	10,000	-		
7102 Classroom Supplies & Materials - General	0	2,420	(2,420)	0	4,840	(4,840)	16,047	16,940	(893)		
7104 Curriculum Textbooks & Other Curricula	0	621	(621)	0	1,241	(1,241)	4,120	4,345	(225)		
7108 NYSTL Expense	0	259	(259)	0	519	(519)	1,260	1,815	(555)		
7109 NYSSTL Expense	0	42	(42)	0	167	(167)	500	500	-		
7110 NYSSTL Expense	0	417	(417)	(227)	1,667	(1,894)	5,227	5,000	-		
7111 Library Books	0	292	(292)	926	1,167	(241)	2,574	3,500	-		
7112 Standardized Test Materials/Assessment Expense	0	83	(83)	315	333	(19)	685	1,000	-		
7113 Art/Music Supplies	0	83	(83)	0	333	(333)	1,000	1,000	-		
7115 Sport Equipment	0	83	(83)	0	333	(333)	5,749	5,749	-		
7116 Student Field Trips	0	479	(479)	15,353	23,850	(8,497)	57,823	73,176	(1,673)		
7117 Food Service/School Meals	2,657	7,612	(4,956)	0	1,916	(1,916)	74,849	74,849	-		
Total 7100 Curriculum & Classroom Expenses	116,139	116,139	0	464,556	464,556	0	929,112	1,393,668	-	Under budget	
8100 Facility	0	(7,312)	7,312	0	(25,248)	25,248	1,393,668	1,393,668	-	Rent- \$116,139 p/mo	
8101 Rent	0	4,000	(4,000)	11,917	16,000	(4,083)	(87,743)	(87,743)	-	Est. \$5K per month	
8101.1 Deferred Rent	11,456	8,000	3,456	29,116	32,000	(2,884)	66,884	96,000	12,000	Est. \$8K per month	
8101.2 Property Taxes											
8102 Utilities											

NYC Montessori Charter School
Budget vs. Actuals
Fiscal Year Ending 6/30/2018

	10/31/17			10/31/17			10/31/17			Projected FYE 6/30/18			Comments
	Actual	Budget	Variance	Actual	Budget	Variance	Actual	Budget	Variance	Remaining	6/30/18	ANNUAL BUDGET	Variance
8104 Repairs and Maintenance	2,948	1,708	1,239	6,728	6,833	(106)	512,527	490,442	22,085	970,798	1,483,325	1,471,325	12,000
8106 Extermination Contract	60	75	(15)	210	300	(90)				690	900	900	-
Total 8100 Facility	130,603	122,610	7,992										
8200 Technology/Communication Expense	414	325	89	1,415	1,300	115				2,485	3,900	3,900	-
8201 Phone and Internet	220	250	(30)	1,483	1,000	483				1,517	3,000	3,000	-
8202 Mobile Phone Expense	0	1,750	(1,750)	5,760	7,000	(1,240)				15,240	21,000	21,000	-
8204 Network Maintenance/Tech Support Services	0	83	(83)	63	333	(270)				937	1,000	1,000	-
8207 Technology Supplies	634	2,408	(1,774)	8,721	9,633	(912)				20,179	28,900	28,900	-
Total 8200 Technology/Communication Expense													
8800 Miscellaneous Expenses	0	5	(5)	0	20	(20)				60	60	60	-
8801 Bank Service Charges	0	0	0	0	0	0				0	0	0	-
8802 Cash Flow Loan Interest/Fees	(1,566)	0	(1,566)	(1,566)	0	(1,566)				1,566	0	0	-
8804 Expense Suspense Account	1	0	1	17	0	17				(17)	0	0	-
8807 Sales Tax to be refunded	0	417	(417)	4,284	1,667	2,617				716	5,000	5,000	-
8808 Principal Discretionary	(1,565)	422	(1,987)	2,735	1,687	1,048				2,325	5,060	5,060	-
Total 8800 Miscellaneous Expenses													
8900 Depreciation Expenses	460,889	467,296	(6,407)	1,524,670	1,594,825	(70,155)				105,000	105,000	105,000	-
Total Expenses	30,510	16,384	14,126	284,404	197,460	86,943				4,275,714	5,800,384	5,728,491	71,893
Net Operating Income	(0)	-	-	-	-	-				665,429	949,833	87,898	861,935
Fixed Assets													
1500 Assets													
Total 1500 Assets	-	33,700	(33,700)	17,884	33,700	(15,816)				15,816	33,700	33,700	-
													On budget

**NEW YORK CITY MONTESSORI CHARTER SCHOOL
CASH FLOW PROJECTIONS**

	Annual Budget	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	SUBSEQUENT
Beginning Cash Balance (Operating Account)		\$ 1,315,725	\$ 815,951	\$ 1,521,764	\$ 1,038,990	\$ 1,573,379	\$ 1,346,605	\$ 1,894,800	\$ 1,476,672	\$ 1,125,856
Projected Cash Receipts from Operations (below)	\$ -	0	1,212,629	0	1,117,163	156,000	1,030,969	64,646	156,000	156,746
Projected Cash Disbursements from Operations (below)		(482,774)	(506,836)	(482,774)	(482,774)	(482,774)	(482,774)	(482,774)	(506,836)	(305,446)
Net Cash from Operations	87,898	832,951	1,521,764	1,038,990	1,573,379	1,346,605	1,894,800	1,476,672	1,125,856	977,156
Cash Receipts from Accounts & Misc Receivables (not included in revenue below)		(17,000)								
Cash Disbursements for Accounts Payable & Accrued Expenses										
Capital Expenditures (below)										
Reserve Savings Account										
Other										
Ending Cash Balance (Operating Account)	\$ 87,898	\$ 815,951	\$ 1,521,764	\$ 1,038,990	\$ 1,573,379	\$ 1,346,605	\$ 1,894,800	\$ 1,476,672	\$ 1,125,856	\$ 977,156
Other Cash Accounts (Net of Transfers)		75,000	75,000	75,000	75,000	75,000	75,000	75,000	75,000	75,000
Total Cash (All Accounts)	\$ 87,898	\$ 890,951	\$ 1,596,764	\$ 1,113,990	\$ 1,748,379	\$ 1,421,605	\$ 1,969,800	\$ 1,551,672	\$ 1,200,856	\$ 1,052,156
Cash Receipts from Operations										
Total 4100 State Grants	5,575,161	-	1,169,635	-	1,030,969	156,000	1,030,969	-	156,000	97,100
Total 4200 Federal Grants	241,228	-	42,994	-	86,195	-	-	64,646	-	64,646
Total 4300 Contributions	-	-	-	-	-	-	-	-	-	-
Total 4400 Miscellaneous Income	-	-	-	-	-	-	-	-	-	-
Total Cash Receipts from Operations	5,816,389	4,941,143	1,212,629	-	1,117,163	156,000	1,030,969	64,646	156,000	156,746
Cash Disbursements from Operations										
Total 5000 Compensation	2,916,984	2,289,073	254,341	254,341	254,341	254,341	254,341	254,341	254,341	254,341
Total 5500 Benefits	639,213	489,521	57,310	57,310	57,310	57,310	57,310	57,310	57,310	25,605
Total 6100 Administrative Expenses	105,900	69,274	4,891	4,891	4,891	4,891	4,891	4,891	4,891	-
Total 6200 Professional Services	337,560	245,419	27,490	27,490	27,490	27,490	27,490	27,490	27,490	25,500
Total 6300 Professional Development	38,200	22,711	2,839	2,839	2,839	2,839	2,839	2,839	2,839	-
Total 6400 Marketing and Staff/Student Rec	5,500	3,592	449	449	449	449	449	449	449	-
Total 6500 Fundraising Expenses	-	-	-	-	-	-	-	-	-	-
Total 7100 Curriculum & Classroom Expenses	74,849	57,823	4,549	4,549	4,549	4,549	4,549	4,549	4,549	-
Total 8100 Facility	1,471,325	970,798	126,307	126,307	126,307	126,307	126,307	126,307	150,349	-
Total 8200 Technology/Communication Expens	28,900	20,179	2,522	2,522	2,522	2,522	2,522	2,522	2,522	-
Total 8800 Miscellaneous Expenses	5,060	2,325	97	97	97	97	97	97	97	-
8900 Depreciation Expenses	105,000	105,000	-	-	-	-	-	-	-	-
Total Cash Disbursements from Operations	5,728,491	4,275,714	504,839	480,797	480,797	480,797	480,797	480,797	504,839	305,446
Net Cash from Operations	87,898	665,429	707,791	(480,797)	636,366	(324,797)	550,172	(416,151)	(348,839)	(148,700)
Fixed Assets										
Total 1500 Assets	33,700	15,816	1,977	1,977	1,977	1,977	1,977	1,977	1,977	-

**New York City Montessori Charter School (NYCMCS)
Board of Trustees Annual Meeting**

423 E. 138th Street, Bronx, New York 10454

November 28, 2017

4:30 p.m.

AGENDA

- I. Call to Order/Roll Call (1 minute)
- II. Public Comments (2 minutes per person)
- III. Approval of Minutes—May 2017 (2 minutes)
- IV. Board Member Candidate (5 minutes)
- V. Dashboard Review (20 minutes)
- VI. Committee or Task Force Reports (20 minutes)
 - Building and Grounds Committee Report
 - Education Committee
 - Finance Committee Report
 - Family Association Report
- VII. Adjournment

New York City Montessori Charter School Board of Trustees

October 18, 2017 4:40 p.m.

The meeting convened at the school building at 423 East 138th Street in the Bronx at 4:40pm. Mr. Mullane, Dr. Clay, Dr. DiSanto, Ms. Ergeneman, Ms. Keane (by video conference), and Principal Hayes were present. Mr. Cohen participated by telephone. Kim Smaw, Wanda Andujar, Monica Benjamin, and Krystal Astwood were also present.

The September 20, 2017 Board meeting minutes were approved, with a correction of the spelling of Ms. Smaw's name.

A discussion of efforts to enlist new Board members ensued, including the addition of possibly Jason Garcia of SOBRO, and the status of Tamara Laville's application. It was agreed that each Board member would attempt to enlist a new Board member.

Principal Hayes reported on the Principal Dashboard and a discussion ensued in which the Board asked questions of Mr. Hayes regarding enrollment and test scores. Mr. Hayes informed the Board that Ms. Shaw is presently assessing each child in the school. He reported that Ms. Shahren, the school's consultant for the renewal process, observed the school and was confident in what she saw. He also told the Board that he and Ms. Shahren discussed that Montessori is the philosophy of NYCMCS and the philosophy and practice of pre-k through second grade at the school as well.

The Buildings and Grounds Committee addressed the Board and noted that the landlord has been timely in responding to requested repairs and that there remains one outstanding repair (of the front door) to be made by the landlord.

Dr. Clay reported on Ms. Shahren's recommendations and observations, as described fully in the minutes of today's meeting of the Education Committee. The Board asked Principal Hayes to identify areas in which the school is in need of additional resources. Mr. Hayes identified four areas: equipment for special needs children, funding for additional mental health care, technology (specifically, projector, document cameras, laptops and/or Chrome books), and adaptive gym materials. It was agreed that Principal Hayes would provide a more detailed request in which he would add the reason for each requested category, a proposal on how each would be used, and how many in each category are needed.

Dr. Clay also discussed the upcoming Science Day on Oct. 26, 2017 from 1 p.m. to 3 p.m. – collaboration between NYCMCS and Hostos Community College Education Department on student science projects. The Board discussed drafting a press release and other avenues of

publicity for the event. Ms. Ergeneman volunteered to draft the press release and Ms. Shaw will review the need for any photo releases from the children.

The Finance Committee confirmed that Principal Hayes had sent the Board an updated budget and that the finances generally looked fine. It was noted that enrollment is currently strong. A discussion ensued about real estate taxes and the anticipated percentage increase of such taxes in the future. Mr. Mullane volunteered to ascertain what such increases might be.

The Board approved the retention of Heather Broadwater to investigate the claim of a former teacher.

It was noted that the Family Association will be electing officers shortly and the Board asked that the newly-elected Family Association President attend future Board meetings. In addition, Principal Hayes indicated that he will submit Family Association meeting notes to the Board each month.

There being no further business before the Board, the meeting was adjourned at 5:38 p.m.

Maria H. Keane

Maria H. Keane

Secretary

Operations

Monthly Enrollment

Grade	Current Enrollment	Waitlist (Paperwork pending)	New this Month	Total Seats Available
All	335			
Pre-K	48	3	2	4
K	47	2		5
1	48	1	2	4
2	48	1	1	4
3	48	1		4
4	48	2		4
5	48	1		4

Monthly Enrollment Targets

	Current # Students	Current % students	Comparable District %
ED	289	88.7	92.3
ELL	58	20.9	16.2
SPED	79	20.5	22.2

*Economically Disadvantaged= ED

Monthly Retention Targets

	Current Retention (# Students)	Current Retention (% of students)	Comparable District %
ED	289	88.7	92.3
ELL	58	20.9	16.2
SPED	79	20.5	22.2

Monthly Staffing Update

	2016-2017	Nov 2017	Current YTD
Administrators			
# Total	9	7	0
Hires	0	0	0
Attrition	2	0	0
Attrition at years' end	2	N/A	0
Vacancies	0	0	0
Explanation	AP of SpEd- Position Not filled Instructional Coach- not filled		
Teachers			
# Total	55	45	0
Hires	12	1	0
Attrition	9	1	0
Attrition at years' end	9	N/A	0
Vacancies	3	2	0
Explanation	SpEd/GenEd Teacher		
Other Staff			
# Total	1	5	6
Hires	2	2	2
Attrition	0	0	4
Attrition at years' end		N/A	N/A
Vacancies	0	0	0
Explanation	Ops/Pre-K Arts & Crafts		

Monthly Teachers by Area

Area	# Total	Vacancy	Hired this month	Attrition this month
Gen Ed	10	0	0	0
SPED	7	0	0	0
Specials	6	0	0	0
TA	20	0	0	0

Monthly Teachers By Grade

Grade	# Total	Vacancy	Hired this month	Attrition this month
Pre-K	6	0	0	0
K	4	0	0	0
0	2	0	0	0
2	10	0	0	0
3	2	0	0	0
4	5	0	0	0
5	5	0	0	0

Instruction

ESEA Annual Accountability Designation

Current Designation	Minimum Expectation	Target
Priority	Good Standing	Reward

Annual Similar Schools Comparison: Math

# of students scoring 3/4	% of students scoring 3/4	NYS Mean Proficiency (Comp. Schools)	Min. Expect.	Target
All	15	13%	17.7%	20%
ED	14	13%	17.9%	20%
ELL	1	8%	9.1%	11%
SPED	3	16.7%	7.0%	9%

Annual Similar Schools Comparison: ELA

# of students scoring 3/4	% of students scoring 3/4	NYS Mean Proficiency (Comp. Schools)	Min. Expect.	Target
All	24	20%	22.0%	24%
ED	22	20%	20.4%	22%
ELL	2	17%	6.1%	8%
SPED	2	6%	6.1%	8%

Quarterly Teacher Effectiveness Update

	Leads	TAs	Specials	Total
Green	9	7	2	18
Yellow	11	9	3	23
Red	5	0	0	5

Annual State Test Proficiency: Math

	# students 3/4	% students 3/4	Dist. Average	State Average
All	15	13%	17.7%	40.2%
ED	14	13%	17.9%	29%
ELL	1	8%	9.1%	13.2%
SPED	3	9%	7.8%	4.6%
Grade 3	8	16.7%	28.4%	48.4%
Grade 4	4	8.3%	22.3%	43.0%
Grade 5	3	12.5%	21.1%	43.1%

Annual State Test Proficiency: ELA

	# students 3/4	% students 3/4	Dist. Average	State Average
All	24	20%	22%	39.8%
ED	22	20%	20.4%	29%
ELL	2	17%	6.1%	5.2%
SPED	2	6%	6.1%	46.0%
Grade 3	12	24.5%	27.5%	42.9%
Grade 4	8	16.7%	25.5%	41.2%
Grade 5	4	16.7%	19.4%	35.4%

Trimester MAP DATA

Math

Grade	# of students tested	# of passing students	% of passing students	# of bubble students	% of bubble students
3 rd	50	8	16	42	84
4 th	49	7	14	42	86
5 th	50	8	16	42	84

Reading

Grade	# of students tested	# of passing students	% of passing students	# of bubble students	% of bubble students
3 rd	50	12	24	38	76
4 th	49	13	27	36	73
5 th	50	12	24	38	76

Language

Grade	# of students tested	# of passing students	% of passing students	# of bubble students	% of bubble students
3 rd	50	10	20	30	60
4 th	49	13	27	36	73
5 th	50	7	14	43	86

Instruction (continued)

Annual Similar Schools Comparison: Science

	# of students scoring 3/4	% of students scoring 3/4	NYS Mean Proficiency (Comp. Schools)	Min. Expect.	Target
All	25	53%			
ED	23	48%			
ELL	N/A	N/A			
SPED	8%	17%			

Annual Trending Toward Proficiency: Math

	# of 3/4 in 2015	# maintain 3/4 in 2016	# of students improving score	% maintain or improving	Min.	Target
All	14	15	1	.14%	20%	42%
ED	11	11	3	27.3%	20%	31%
ELL	2	1	0	N/A	11%	15%
SPED	4	3	0	N/A	9%	7%

Annual Trending Toward Proficiency: ELA

	# of 3/4 in 2015	# maintain 3/4 in 2016	# of students improving score	% maintain or improving	Min.	Target
All	15	15	9	60%	24%	42%
ED	11	11	11	0	22%	31%
ELL	3	2	1	0.3%	8%	7%
SPED	2	0	0	N/A	8%	48%

COHORT DATA 2013-2016

Cohort Data 3rd Grade 2013-2014 ELA Assessment

Cohort Data 3rd Grade 2013-2014 Math Assessment

Proficiency Level	# of Students Tested	% of Students Tested	Proficiency Level	# of Students Tested	% of Students Tested
Level 1	30	63%	Level 1	29	59%
Level 2	16	33%	Level 2	16	33%
Level 3	2	4%	Level 3	3	6%
Level 4	0	0%	Level 4	1	2%

Total = 48 Students Tested

Total = 49 Students Tested

Cohort Data 4th Grade 2014-2015 ELA Assessment

Cohort Data 4th Grade 2014-2015 Math Assessment

Proficiency Level	# of Students Tested	% of Students Tested	Proficiency Level	# of Students Tested	% of Students Tested
Level 1	34	72%	Level 1	30	64%
Level 2	10	21%	Level 2	12	26%
Level 3	3	6%	Level 3	4	9%
Level 4	0	0%	Level 4	1	2%

Total = 47 Students Tested

Total = 47 Students Tested

Cohort Data 5th Grade 2015-2016 ELA Assessment

Cohort Data 5th Grade 2015-2016 Math Assessment

Proficiency Level	# of Students Tested	% of Students Tested	Proficiency Level	# of Students Tested	% of Students Tested
Level 1	24	62%	Level 1	13	54%
Level 2	12	31%	Level 2	8	33%
Level 3	2	5%	Level 3	3	13%
Level 4	0	3%	Level 4	0	0%
Total = 39 Students Tested			Total = 24 Students Tested		

Culture

Monthly Attendance Update

Month	All Students	SPED
September		
October	88.8%	89.13%
November		
December		
January		
February		
March		

Monthly Suspension Data

Category	YTD	% of School suspended	District Average
OSS Total	6	2.10%	
OSS SPED	4	1.40%	
OSS due to Conduct	0		
OSS due to Violence	6		

Calendar

Culture Calendar

Date	Activity
11/22	Annual Harvest Feast

Date Activity

Special Education

Monthly SPED Caseload Update

Total SPED Students	Current	Previous	Change
Initial Referrals	77		
Outstanding IEP's	5		
New < 20	33		
New 20-60	25		
New >60	7		
	45		

Finance

Budget Thumbnail - Month

	Current Month (Budgeted)	Current Month (Actual)
Revenues	\$483,679	\$491,398
Expenses	\$67,296	\$460,889
Net	\$16,384	\$30,510

Budget Thumbnail - YTD

	YTD (Budgeted)	YTD (Actual)
Revenues	\$5,816,389	\$6,750,217
Expenses	\$5,728,492	\$5,800,384
Net	\$87,898	\$949,833



CLIENT SUCCESSES

"CTRR are exceptional negotiators and that's coming from someone who has done a lot of real estate negotiating. There is a big advantage to having CTRR handle the negotiations due to their expertise in every aspect of the process including the build out. CTRR offers a whole suite of value-added services that don't wind up costing you anything additionally. I've worked on many real estate transactions and negotiated for hundreds of thousands of feet in my career. In my experience, CTRR is by far the best at what they do."

*CEO, Co-owner
Ultimate Medical Academy*

"As you know, the Department of Motor Vehicles recently relocated to new premises in Brooklyn. The department's second Brooklyn site, in Coney Island, is currently under construction. Both projects were extremely complicated, requiring much skill and patience. As were the other projects you have been involved with, such as the relocation of the Department of Health to 5 Penn Plaza in Manhattan. I have come to appreciate your expertise, perseverance and hard work. I very much appreciate your efforts on the State's behalf in these most difficult projects."

*Asst. Bureau Chief, Executive Department
Office of General Services
State of New York*

For more information about our services, team members and clients for whom we have created solutions, contact us at 212.684.4400 or mmanley@ctrr.net

295 Madison Avenue, Suite 1714

New York, New York 10017

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Leadership in every project phase

- Strategic advisory services for CEO's, CFO's, Executive Directors, and Boards
- Program development (Needs assessment and preliminary space programming)
- Site searches
- Financial analysis of competing options
- Lease or purchase negotiation and structuring (term sheet)
- Deal documentation
- Assembling the design and construction team
 - RFP to retain architect
 - RFP to retain GC/CM
- Construction coordination (owner's rep services)
- On-site project management during construction
- Municipal/state/federal incentives negotiation and analysis
- Program compliance (grant funding for construction)
- Lease renewals
- Resolving landlord/tenant disputes
- Special projects

CTRR guides you through every project phase

CTRR steps into your shoes.
We provide conflict-free services to cost-effectively lease, build or buy real estate for your school.

Reduced risk, more value

AT A GLANCE

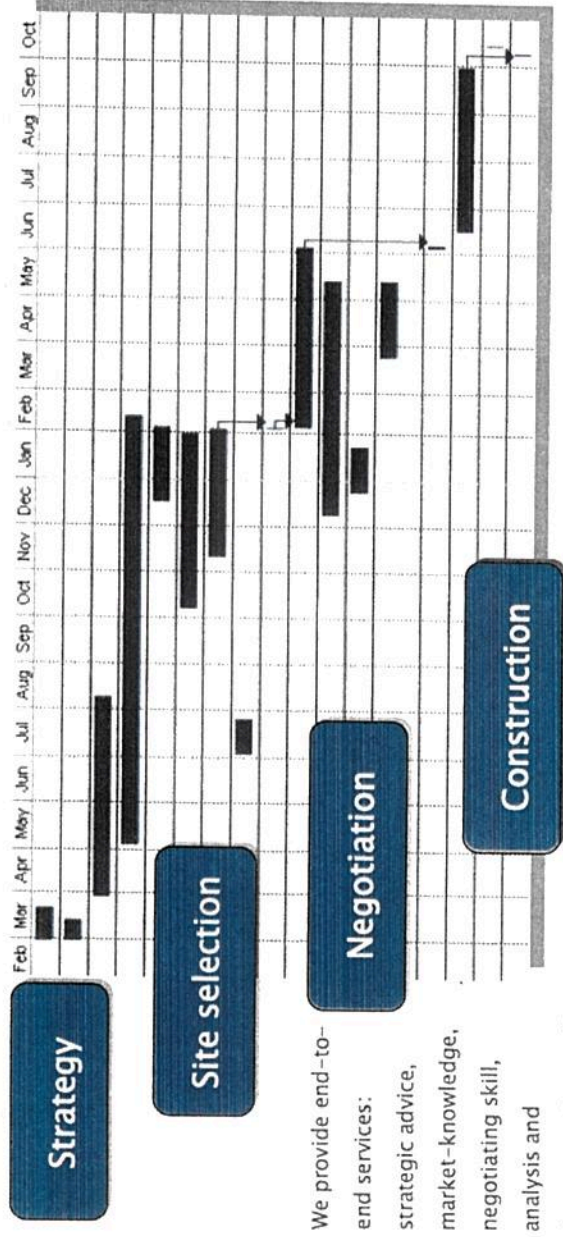
CTRR provides conflict-free, integrated real estate services for schools.

We reduce the risk, cost and headaches associated with creating a real estate platform for your mission.

CTRR's specialized expertise means that we identify the most operationally suitable locations for your school's needs in the most efficient way.

CTRR has represented commercial space users in creating cost-effective real estate solutions since 1989. Our clients include charter schools, career colleges, the NYS Department of Health, NYS Department of Motor Vehicles, healthcare providers, Fortune 500 corporations and major law firms.

Because we represent end-users exclusively — in contrast to most firms in the real estate marketplace — we are 100% free from conflict of interest. We act as a fiduciary for you, identifying, structuring and implementing real estate solutions which best satisfy your organization's financial and operational needs.



We provide end-to-end services: strategic advice, market-knowledge, negotiating skill, analysis and documentation, and boots-on-the-ground during construction — to move you from the idea of a project through opening the door to your new facility.

- *Site selection*
Identify best available facilities
Validate sites under consideration (fair market value and feasibility)
- *Negotiation of deal terms*
Lease or purchase
- *Qualifying, hiring and managing team members*
Architect
General contractor
Special consultants
- *Owner's representation*
On-site project management during construction

CTRR creates cost-effective real estate solutions for schools — from Pre-K through Post-Grad



Dear Member of the NYCMC Community,

In the NYCMCS we want the very best for our students. For example, we want every child to have access to a computer, we need a better playground with playground furniture and things to build with, we would like a bigger and better library, we want to take our students to more theaters, museums and parks, we would like every child to have a personal library at home and a personal reading tutor. But all these things cost money that isn't in our regular budget. So we are looking for extra funds. We are already seeking grants from the government and other official organizations. But expert fundraisers tell us that one of the best ways to raise funds is to build a list of private donors – individuals who would be disposed to donate a certain amount every year, to donate for a specific project, or to donate specific materials, supplies or services.

If you know someone who could be on our list – for example, a person in a comfortable position who may be interested in our school or a specific project, an executive in a business, a rich uncle, or someone who could make a specific type of donation – please let us know. We will get in touch with them to explain our projects and invite them to join our list of donors.

If you do know some one, please fill in this form and we will get back to you for more details to help us craft the invitation.

Thank you,

Robin Urquhart
Director of Outreach.
NYCMCS

Your name: _____

Your child's name and class (if applicable): _____

Name of the person you know who could be on our list of donors:

The person's phone number, email or address _____

What they might donate: _____

MEET OUR 2017-18 FAMILY ASSOCIATION MEMBERS
CONOCE NUESTRO 2017-18 MIEMBROS DE LA ASOCIACIÓN FAMILIAR



PRESIDENT / PRESIDENTE:

TIFFANY STOKES – DINKINS



VICE PRESIDENT / VICE PRESIDENTE:

RANDY MENDOZA



SECRETARY / SECRETARIO:

MELISSA VELAZQUEZ



TREASURER / TESORERO:

SABRINA BRYANT

CONGRATULATIONS / FELICITACIONES

SEE YOU IN DECEMBER FOR OUR NEXT FAMILY ASSOCIATION MEETING
VÉASE EN DICIEMBRE PARA NUESTRA PRÓXIMA ASOCIACIÓN DE LA ASOCIACIÓN FAMILIAR



Helping you to focus on what's important
STUDENT ACHIEVEMENT


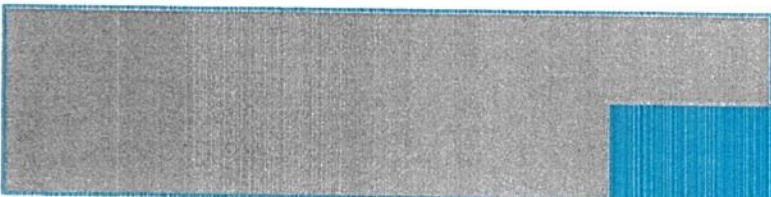
CSBM
CHARTER SCHOOL
BUSINESS MANAGEMENT

experience expertise execution

NYC Montessori Charter School

Monthly Financial Report

10/31/17



1. Bank accounts update - Chase Statements

Account	JUL 2017	AUG 2017	SEP 2017	OCT 2017
Operating (Checking)	\$ 684,523	\$ 1,054,842	\$ 756,832	\$ 1,334,837
Debit (Debit Card)	\$ 5,711	\$ 3,483	\$ 1,999	\$ 959
Total Operating Cash	\$ 690,235	\$ 1,058,325	\$ 758,831	\$ 1,335,796
Money Market (Savings)	\$ 1	\$ 1	\$ 1	\$ 1
Escrow (Dissolution)	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000
Total Cash	\$ 765,236	\$ 1,133,326	\$ 833,832	\$ 1,410,797

2. Financial status update - QB Reports

Account	JUL 2017	AUG 2017	SEP 2017	OCT 2017
Profit & Loss - Income	\$ 412,464	\$ 412,463	\$ 492,748	\$ 491,398
Profit & Loss - Expense	\$ 257,897	\$ 361,188	\$ 444,697	\$ 460,889
Profit & Loss - Net Income/(Loss)	\$154,567	\$51,275	\$48,051	\$30,510
Cash Flow Net Increase / (Decrease)		\$ 691,380	\$ 260,474	
Cash End of Period	\$ 291,659	\$ 1,480,111	\$ 1,788,636	\$ 1,819,146
Balance Sheet - Assets	\$ 737,456	\$ 1,726,968	\$ 1,360,862	\$ 2,119,368
Balance Sheet - Liabilities	\$ 1,355,117	\$ 1,645,536	\$ 1,268,615	\$ 1,996,611
Debt to Asset Ratio (should be lower than 1.00)	0.99	0.95	0.93	0.94
Balance Sheet - Equity	\$ 18,642	\$ 81,433	\$ 92,247	\$ 122,757

\$ 1,809,074
\$ 1,524,670
\$ 1,243,513
\$ 5,825,350

Account
Profit & Loss - Income
Profit & Loss - Expense
Profit & Loss - Net Income/(Loss)
Cash Flow Net Increase / (Decrease)
Cash End of Period
Balance Sheet - Assets
Balance Sheet - Liabilities
Debt to Asset Ratio (should be lower than 1.00)
Balance Sheet - Equity

YTD	Y/E PROJECTION
\$ 1,809,074	\$ 6,750,217
\$ 1,524,670	\$ 5,800,384
\$ 284,404	\$ 949,833
\$ 1,243,513	
\$ 1,819,146	
\$ 1,355,117	
\$ 1,336,474	
0.99	
\$ 18,642	

Comments / Issues:

NYC Montessori Charter School
Budget vs. Actuals SUMMARY
Fiscal Year Ending 6/30/2018

REQUIRES ATTENTION/ MONITORING
POTENTIAL AREA OF CONCERN
NO CONCERNS AT THIS TIME

	Month:		10/31/17		YTD through:		10/31/17		Variance	Remaining	Projected FYE 6/30/18	ANNUAL BUDGET	Bva Diff	NOTES
	Actual	Budget	Budget	Variance	Actual	Budget	Variance							
Income														
4100 State Grants	464,463	464,463		-0	1,753,854	1,753,854	-0	4,677,936	6,431,789	5,575,161	856,628			OVER BUDGET
4200 Federal Grants	26,935	19,216	7,719	7,719	55,219	38,432	16,788	263,208	318,427	241,228	77,199			OVER BUDGET
4300 Contributions	0	0	0	0	1	0	1	0	1	0	1			
4400 Miscellaneous Income	0	0	0	0	0	0	0	0	0	0	0			
Total Income	491,398	483,679	7,719	7,719	1,809,074	1,792,285	16,788	4,941,143	6,750,217	5,816,389	933,828			
Expenses														
5100 Administrative	57,716	59,947		-2,231	214,355	239,787	-25,433	497,305	711,660	719,362	-7,702			UNDER BUDGET
5200 Instructional Staff	114,348	111,933		2,415	288,850	279,832	9,018	1,049,833	1,338,684	1,281,076	57,608			OVER BUDGET
5300 Special Education	81,504	71,202		10,301	180,076	178,006	2,070	741,934	922,011	916,546	5,465			OVER BUDGET
5400 Incentive	0	0		0	0	0	0	0	0	0	0			OVER BUDGET
5000 Compensation	253,567	243,082		10,485	683,281	697,625	-14,344	2,289,073	2,972,354	2,916,984	55,370			OVER BUDGET
5500 Benefits	46,197	53,268		-7,071	155,914	213,071	-57,157	489,521	645,436	639,213	6,223			OVER BUDGET
6100 Administrative Expenses	4,701	8,196		-3,495	33,390	40,330	-6,941	69,274	102,663	105,900	-3,237			UNDER BUDGET
6200 Professional Services	23,381	26,055		-2,674	95,351	103,620	-8,269	245,419	340,769	337,560	3,209			UNDER BUDGET
6300 Professional Development	0	3,183		-3,183	15,490	12,733	2,756	22,711	38,200	38,200	0			ON BUDGET
6400 Marketing and Staff/Student Rec	715	458		256	1,908	1,833	75	3,592	5,500	5,500	0			ON BUDGET
7100 Curriculum & Classroom Expenses	2,657	7,612		-4,956	15,353	23,850	-8,497	57,823	73,176	74,849	-1,673			UNDER BUDGET
8100 Facility	130,603	122,610		7,992	512,527	490,442	22,085	970,798	1,483,325	1,471,325	12,000			OVER BUDGET
8200 Technology/Communication Expense	634	2,408		-1,774	8,721	9,633	-912	20,179	28,900	28,900	0			ON BUDGET
8800 Miscellaneous Expenses								2,325	5,060	5,060	0			ON BUDGET
8900 Depreciation Expenses									105,000	105,000	0			ON BUDGET
Total Expenses	460,889	467,296		-6,407	1,524,670	1,594,825	-70,155	4,275,714	5,800,384	5,728,491	71,893			ON BUDGET
Net Operating Income	30,510	16,384		14,126	284,404	197,460	86,943	665,429	949,833	87,898	861,935			
Fixed Assets														
1500 Assets	0	33,700		-33,700	17,884	33,700	-15,816	15,816	33,700	33,700	0			ON BUDGET

**NEW YORK CITY MONTESSORI CHARTER SCHOOL
CASH FLOW PROJECTIONS**

	Annual Budget	Remaining	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	SUBSEQUENT
Beginning Cash Balance (Operating Account)	\$ -	4,941,143	\$ 1,315,725	\$ 815,951	\$ 1,521,764	\$ 1,038,990	\$ 1,673,379	\$ 1,346,605	\$ 1,894,800	\$ 1,476,672	\$ 1,125,856
Projected Cash Receipts from Operations (below)	5,816,389		0	1,212,629	0	1,117,163	156,000	1,030,969	64,646	156,000	156,746
Projected Cash Disbursements from Operations (below)	-5,728,491	-4,275,714	-482,774	-506,816	-482,774	-482,774	-482,774	-482,774	-482,774	-506,816	-305,446
Net Cash from Operations	87,898	665,429	832,951	1,521,764	1,038,990	1,673,379	1,346,605	1,894,800	1,476,672	1,125,856	977,156
Cash Receipts from Accounts & Misc Receivables (not included in revenue below)			-17,000								
Cash Disbursements for Accounts Payable & Accrued Expenses											
Capital Expenditures (below)											
Reserve Savings Account											
Other											
Ending Cash Balance (Operating Account)	\$ 87,898	\$ 665,429	\$ 815,951	\$ 1,521,764	\$ 1,038,990	\$ 1,673,379	\$ 1,346,605	\$ 1,894,800	\$ 1,476,672	\$ 1,125,856	\$ 977,156
Other Cash Accounts (Net of Transfers)											
Total Cash (All Accounts)	\$ 87,898	\$ 665,429	\$ 890,951	\$ 1,596,764	\$ 1,113,990	\$ 1,748,379	\$ 1,421,605	\$ 1,969,800	\$ 1,551,672	\$ 1,200,856	\$ 1,052,156
Cash Receipts from Operations											
Total 4100 State Grants	5,575,161	4,677,936	-	1,169,635	-	1,030,969	156,000	1,030,969	-	156,000	92,100
Total 4200 Federal Grants	241,228	263,208	-	42,994	-	86,195	-	-	64,646	-	64,646
Total 4300 Contributions	-	-	-	-	-	-	-	-	-	-	-
Total 4400 Miscellaneous Income	-	-	-	-	-	-	-	-	-	-	-
Total Cash Receipts from Operations	5,816,389	4,941,143	-	1,212,629	-	1,117,163	156,000	1,030,969	64,646	156,000	156,746
Cash Disbursements from Operations											
Total 5000 Compensation	2,916,984	2,289,073	254,341	254,341	254,341	254,341	254,341	254,341	254,341	254,341	254,341
Total 5500 Benefits	639,213	489,521	57,310	57,310	57,310	57,310	57,310	57,310	57,310	57,310	25,605
Total 6100 Administrative Expenses	105,900	69,274	4,891	4,891	4,891	4,891	4,891	4,891	4,891	4,891	-
Total 6200 Professional Services	337,560	245,419	27,490	27,490	27,490	27,490	27,490	27,490	27,490	27,490	25,500
Total 6300 Professional Development	38,200	22,711	2,839	2,839	2,839	2,839	2,839	2,839	2,839	2,839	-
Total 6400 Marketing and Staff/Student Rec	5,500	3,592	449	449	449	449	449	449	449	449	-
Total 6500 Fundraising Expenses	-	-	-	-	-	-	-	-	-	-	-
Total 7100 Curriculum & Classroom Expenses	74,849	57,823	4,549	4,549	4,549	4,549	4,549	4,549	4,549	4,549	-
Total 8100 Facility	1,471,325	970,798	126,307	150,349	126,307	126,307	126,307	126,307	126,307	150,349	-
Total 8200 Technology/Communication Expns	28,900	20,179	2,522	2,522	2,522	2,522	2,522	2,522	2,522	2,522	-
Total 8800 Miscellaneous Expenses	5,060	2,325	97	97	97	97	97	97	97	97	-
8900 Depreciation Expenses	105,000	105,000	-	-	-	-	-	-	-	-	-
Total Cash Disbursements from Operations	5,728,491	4,275,714	480,797	504,839	480,797	480,797	480,797	480,797	480,797	504,839	305,446
Net Cash from Operations	87,898	665,429	(480,797)	707,791	(480,797)	636,366	(324,797)	550,172	(416,151)	(348,839)	(148,700)
Fixed Assets											
Total 1500 Assets	33,700	15,816	1,977	1,977	1,977	1,977	1,977	1,977	1,977	1,977	-

**New York City Montessori Charter School (NYCMCS)
Board of Trustees Annual Meeting**

423 E. 138th Street, Bronx, New York 10454
December 13, 2017
4:30 p.m.

AGENDA

- I. Call to Order/Roll Call (1 minute)
- II. Public Comments (2 minutes per person)
- III. Approval of Minutes—November 2017 (2 minutes)
- IV. Board Member Candidate (5 minutes)
- V. Dashboard Review (20 minutes)
- VI. Committee or Task Force Reports (20 minutes)
 - Building and Grounds Committee Report
 - Education Committee
 - Finance Committee Report
 - Family Association Report
- VII. Adjournment

Education Committee Meeting

New York City Montessori Charter School (NYCMCS) Board of Trustees

423 East 138th Street, Bronx, New York 10454

December 13, 2017

3:30 p.m.

MINUTES

Committee Purpose: The Education Committee shall be responsible for evaluating whether the NYCMCS is adhering to its Charter and achieving its goals of attaining high student academic achievement and preparing its students for success in their continuing education and active citizenship. It will examine the results from city, state, national, and internally developed assessments, which are both criterion and norm-referenced. In addition, the Education Committee will meet with the Principal to analyze assessment data. Based on the assessment data, the Education Committee may make recommendations regarding the allocation of resources in terms of classroom materials, staffing, professional development, and outside consultants. The Education Committee will also monitor the ongoing process of recruiting Montessori-trained teachers and training the staff, assistant teachers and Board members. *(NYCMCS Board of Trustees' Bylaws, 2015).*

- I. Call to Order – 3:48 p.m.
- II. Minutes – 11/15/2017, The Minutes were unavailable; they are to be reviewed at the next meeting.
- III. Principal Dashboard Review – The document was reviewed. A question/answer period followed.
- IV. State Education Department (SED) Conference Call of December 7, 2017
 - A document summarizing the SED Conference Call was distributed. The Summary provided to SED Representatives is reprinted below.

Overall, some highlights regarding the Education Program moving NYCMCS to the positive trajectory that student scores reflect might include:

- Modifications in instructional delivery to provide more small group instruction; additional modifications have been made this year based upon the outcomes from last year.
- Development of dashboard that is more effective for monitoring (praised by Jill Shahan; she suggested one additional indicator, which was added).
- Science Day (NYCMCS and Hostos Community College collaborative event) was held at the school in late October; it is expected that it will be held again next spring or in the fall (2018).
- Continual professional development from administrative staff for teachers.

- Identification of students with behavior problems and requests for approval of Individual Educational Plans (IEPs) that are accompanied by additional professional resources.
 - Election of new officers in the Family Association (Note: collaborative relationship with Board of Trustees is expected).
 - Grant opportunities are being explored to close the gap in areas of need for educational materials and/or equipment, etc.
 - Development and implementation of Principal Evaluation Tool.
 - Extension of the collaboration between Hostos Community College and NYCMCS by placing field-experience students in the early-childhood classrooms.
 - Note: Some of the behavior issues in the school relate to the fact that the school has more than the normal number of students with behavior problems who haven't been approved for IEPs to date.
- It was reported that SED would conduct a visit in January, 2018. The meeting is to cover NYCMCS academics, gains in the English Language Arts (ELA) Program, ELA improvements, progress in the Math Program, strides made for renewal, Board of Trustees effectiveness (i.e., oversight and knowledge of school issues), and organization of community events that help the school (i.e., Science Day).
 - The Math Program was discussed. It was clarified that Success Maker and Test Maker were being employed to help students in 3rd – 5th Grades.
 - A discussion regarding grants ensued. Supplies identified for which a grant could assist included: purchase of laptops (15 per classroom and R & I software, which could be used at the fourth and fifth grade levels.
 - A Saturday Academy for Math is being explored to address Math Remediation Science.
- V. Renewal Process
- Schedule of Monthly Activities during renewal year (Jill Shahan-Consultant) – The Board is awaiting the schedule from the Consultant.
- VI. Professional Development Update – The Principal distributed a report from the last quarter (September-November, 2017).
- VII. Education Committee Meeting Scheduling – January 24, 2018 & February 28, 2018, 3:30 p.m. (Board of Trustees Meetings to follow at 4:30 p.m.)
- VIII. Adjournment – 4:29 p.m.

Respectfully submitted,

Denise Cummings-Clay, Ph.D., Chair

State Education Department Conference Call

December 7, 2017

Update provided to SED Representatives

Overall, some highlights regarding the Education Program moving NYCMCS to the positive trajectory that student scores reflect might include:

- Modifications in instructional delivery to provide more small group instruction; additional modifications have been made this year based upon the outcomes from last year
- Development of dashboard that is more effective for monitoring (praised by Jill Shahan; she suggested one additional indicator, which was added)
- Science Day (NYCMCS and Hostos Community College collaborative event) was held at the school in late October; it is expected that it will be held again next spring or in the fall (2018)
- Continual professional development from administrative staff for teachers
- Identification of students with behavior problems and requests for approval of Individual Educational Plans (IEPs) that are accompanied by additional professional resources
- Election of new officers in the Family Association (Note: collaborative relationship with Board of Trustees is expected)
- Grant opportunities are being explored to close the gap in areas of need for educational materials and/or equipment, etc.
- Development and implementation of Principal Evaluation Tool
- Extension of the collaboration between Hostos Community College and NYCMCS by placing field-experience students in the early-childhood classrooms.
- Note: Some of the behavior issues in the school relate to the fact that the school has more than the normal number of students with behavior problems who haven't been approved for IEPs to date.

New York City Montessori Charter School Board of Trustees

November 28, 2017 4:40 p.m.

The meeting convened at the school building at 423 East 138th Street in the Bronx at 4:40pm. Mr. Mullane and Dr. Clay were present at the school; Ms. Ergeneman and Ms. Keane were present by video conference; and Dr. DiSanto participated by telephone. Wanda Andujar was also present.

The October 18, 2017 Board meeting minutes were approved.

The Board voted unanimously to elect Jason Garcia of SOBRO as the newest member of the school's Board of Trustees.

It was reported that the Principal's dashboard was reviewed at the Education Committee's last meeting on November 15, 2017 and that it now includes the recommended changes from the school's consultant for the renewal process, Ms. Shahen.

The Buildings and Grounds Committee addressed the Board and noted that the landlord has been responsive and attentive to needed repairs this past month.

Dr. Clay reported on the meeting of the Education Committee that was held on November 15, 2017. At that meeting, the Education Committee discussed the Principal's dashboard as noted above, as well as the increase in the number of violent children in the school. Dr. Clay noted that the school is trying to maintain good decorum in the school and has submitted the necessary paperwork for these children's IEPs. Not all of the IEPs, however, have been approved. Dr. Clay also reported that the Education Committee discussed the renewal process and has requested from Ms. Shahen a schedule of monthly activities the school should follow in order to be ready for renewal. We have not yet received that schedule. The Education Committee also discussed professional development activities in the prior month at the November 15th meeting.

A discussion then ensued as to the schedule for the remaining Board meetings for the current school year. Because of scheduling conflicts in the next three months, it was agreed that the Board will meet at the usual time (4:30 pm) but will change the meeting dates for the months of December, January and February to December 13, 2017, January 24, 2018 and February 28, 2018. Beginning in March, 2018, the Board will resume its meetings at the regularly scheduled dates – the third Wednesday of every month. The Education Committee will meet at 3:30 pm before each full Board meeting.

Dr. Clay urged all Board members to clear conflicts and make every effort to attend upcoming Board meetings as the Principal will be presenting on possible alternative school venues and Ms. Shahan will be consulting with the full Board about the renewal process.

The Finance Committee reported that the school is moving in the right direction with respect to finances and is currently in the black.

It was noted that two officers of the Family Association (President Tiffany Stokes-Dinkins and Vice President Randy Mendoza) came to the previously scheduled but cancelled Board meeting of November 15, 2017. Dr. Clay reported that she took the opportunity to request that they submit a monthly report from the Family Association to the Board to be included in the monthly Board package of materials. The officers agreed to do so, and were very interested in what the Board and the Family Association could do together for the school.

The Board discussed possible next steps regarding the claim of a former teacher.

There being no further business before the Board, the meeting was adjourned at 5:26 p.m.

Maria H. Keane

Maria H. Keane

Secretary

New York City Montessori Charter School Board of Trustees

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Maria H. Keane
Maria H. Keane

Secretary

Operations

Monthly Enrollment

Grade	Current Enrollment	Waitlist (Paperwork pending)	New this Month	Total Seats Available
All	330			
Pre-K	50	2		2
K	46	1	1	6
1	51	1		1
2	45	2		7
3	49	0	1	3
4	40	0		12
5	49	0		3

Monthly Enrollment Targets

	Current # Students	Current % students	Comparable District %
ED	282	85.5%	92.3%
ELL	58	17.6%	16.2%
SPED	79	23.5%	22.2%

*Economically Disadvantaged= ED

Monthly Retention Targets

	Current Retention (# Students)	Current Retention (% of students)	Comparable District %
ED	282	85.5%	92.3%
ELL	58	17.6%	16.2%
SPED	79	23.5%	22.2%

Monthly Staffing Update

	2016-2017	Novem ber 2017	Current YTD
Administrators			
# Total	9	7	0
Hires	0	0	0
Attrition	2	0	0
Attrition at years' end	2	N/A	0
Vacancies	0	0	0
Explanation	AP of SpEd- Position not filled Instructional Coach- Position not filled		
Teachers			
# Total	55	45	0
Hires	12	1	0
Attrition	9	1	0
Attrition at years' end	9	N/A	0
Vacancies	3	2	0
Explanation	SpEd/GenEd teacher		
Other Staff			
# Total	1	5	6
Hires	2	2	2
Attrition	0	0	4
Attrition at years' end	0	N/A	N/A
Vacancies	0	0	0
Explanation	Ops/Pre-K Art & Crafts		

Monthly Teachers by Area

Area	# Total	Vacancy	Hired this month	Attrition this month
Gen Ed	10	0	0	0
SPED	7	0	0	0
Specials	6	0	0	0
TA	20	0	0	0

Monthly Teachers By Grade

Grade	# Total	Vacancy	Hired this month	Attrition this month
Pre-K	6	0	0	0
K	4	0	0	0
1	2	0	0	0
2	10	0	0	0
3	2	0	0	0
4	5	0	0	0
5	5	0	0	0

Instruction

ESEA Annual Accountability Designation

Current Designation	Minimum Expectation	Target
Priority	Good Standing	Reward

Annual Similar Schools Comparison: Math

	# of students scoring 3/4	% of students scoring 3/4	NYS Mean Proficiency (Comp. Schools)	Min. Expect.	Target
All	15	13%	17.7%	20%	42%
ED	14	13%	17	20%	31%
ELL	1		9%		
SPED	3	8%	9.1%	11%	15%
		16.7%	7.0%	9%	7%

Annual Similar Schools Comparison: ELA

	# of students scoring 3/4	% of students scoring 3/4	NYS Mean Proficiency (Comp. Schools)	Min. Expect.	Target
All	24	20%	22.0%	24%	42%
ED	22	20%	20.4%	22%	31%
ELL	2	17	6.1%	8%	7%
SPED	2%	6%	6.1%	8%	48%

Quarterly Teacher Effectiveness Update

	Leads	TAs	Specials	Total
Green	9	7	2	18
Yellow	11	9	3	23
Red	5	0	0	5

Annual State Test Proficiency: Math

	# students 3/4	% students 3/4	Dist. Average	State Average
All	15	13%	17.7%	40.2%
ED	14	13%	17.9%	29%
ELL	1	8%	9.1%	13.2%
SPED	3	9%	7.8%	4.6%
Grade 3	8	16.7%	28.4%	48.4%
Grade 4	4	8.3%	22.3%	43.0%
Grade 5	3	12.5%	21.1%	43.1%

Annual State Test Proficiency: ELA

	# students 3/4	% students 3/4	Dist. Average	State Average
All	24	20%	22%	39.8%
ED	22	20%	20.4%	29%
ELL	2	17%	6.1%	5.2%
SPED	2	6%	6.1%	46.0%
Grade 3	12	24.5%	27.5%	42.9%
Grade 4	8	16.7%	25.5%	41.2%
Grade 5	4	16.7%	19.4%	35.4%

Trimester MAP DATA

Math

Grade	# of students tested	# of passing students	% of passing students	# of bubble students	% of bubble students
3 rd	50	8	16	42	84
4 th	49	7	14	42	86
5 th	50	8	16	42	84

Reading

Grade	# of students tested	# of passing students	% of passing students	# of bubble students	% of bubble students
3 rd	50	12	24	38	76
4 th	49	13	27	36	73
5 th	50	12	24	38	76

Language

Grade	# of students tested	# of passing students	% of passing students	# of bubble students	% of bubble students
3 rd	50	10	20	30	60
4 th	49	13	27	36	73
5 th	50	7	14	43	86

Instruction (continued)

Annual Similar Schools Comparison: Science

	# of students scoring 3/4	% of students scoring 3/4	NYS Mean Proficiency (Comp. Schools)	Min. Expect.	Target
All	25	53%			
ED	23	48%			
ELL	N/A	N/A			
SPED	8%	17%			

Annual Trending Toward Proficiency: Math

	# of 3/4 in 2015	# maintain 3/4 in 2016	# of students improving score	% maintain or improving	Min.	Target
All	14	15	1	.14%	20%	42%
ED	11	11	3	27.3%	20%	31%
ELL	2	1	0	N/A	11%	15%
SPED	4	3	0	N/A	9%	7%

Annual Trending Toward Proficiency: ELA

	# of 3/4 in 2015	# maintain 3/4 in 2016	# of students improving score	% maintain or improving	Min.	Target
All	15	15	9	60%	24%	42%
ED	11	11	11	0	22%	31%
ELL	3	2	1	0.3%	8%	7%
SPED	2	0	0	N/A	8%	48%

Culture

Monthly Attendance Update

Month	All Students	SPED
December	89.95%	91.58%

Monthly Suspension Data

Category	YTD	% of School suspended	District Average
OSS Total	9	3.28%	
OSS SPED	7	2.55%	
OSS due to Conduct	0		
OSS due to Violence	9		

Culture Calendar

Date	Activity
12/4-8	Scholastic Book Fair
12/6	Pre-K Parent Workshop

Calendar

Date	Activity
12/6-7	Parent Teacher Conferences

Special Education

Monthly SPED Caseload Update

Total SPED Students	Current	Previous	Change
Initial Referrals	79	77	+2
Outstanding IEP's	4	5	+1
New < 20	24	33	-9
New 20-60	25	25	0
New >60	7	7	0
	47	45	+2

Finance

Budget Thumbnail - Month

	Current Month (Budgeted)	Current Month (Actual)
Revenues	\$483,679	\$607,194
Expenses	\$467,296	\$463,493
Net	\$16,384	\$143,701

Budget Thumbnail --Fiscal Year End (FYE)

	YTD (Budgeted)	YTD (Actual)
Revenues	\$5,816,389	\$6,247,661
Expenses	\$5,728,491	\$5,818,770
Net	\$87,898	\$428,891



CLIENT SUCCESSES

"CTRR are exceptional negotiators and that's coming from someone who has done a lot of real estate negotiating. There is a big advantage to having CTRR handle the negotiations due to their expertise in every aspect of the process including the build out. CTRR offers a whole suite of value-added services that don't wind up costing you anything additionally. I've worked on many real estate transactions and negotiated for hundreds of thousands of feet in my career. In my experience, CTRR is by far the best at what they do."

*CEO, Co-owner
Ultimate Medical Academy*

"As you know, the Department of Motor Vehicles recently relocated to new premises in Brooklyn. The department's second Brooklyn site, in Coney Island, is currently under construction. Both projects were extremely complicated, requiring much skill and patience. As were the other projects you have been involved with, such as the relocation of the Department of Health to 5 Penn Plaza in Manhattan. I have come to appreciate your expertise, perseverance and hard work. I very much appreciate your efforts on the State's behalf in these most difficult projects."

*Asst. Bureau Chief, Executive Department
Office of General Services
State of New York*

For more information about our services, team members and clients for whom we have created solutions, contact us at 212.684.4400 or mmanley@ctr.net

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New York, New York 10017
Tel. 212.684.4400 • Fax 212.684.4403
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Leadership in every project phase

- Strategic advisory services for CEO's, CFO's, Executive Directors, and Boards
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- Financial analysis of competing options
- Lease or purchase negotiation and structuring (term sheet)
- Deal documentation
- Assembling the design and construction team
 - RFP to retain architect
 - RFP to retain GC/CM
- Construction coordination (owner's rep services)
- On-site project management during construction
- Municipal/state/federal incentives negotiation and analysis
- Program compliance (grant funding for construction)
- Lease renewals
- Resolving landlord/tenant disputes
- Special projects

CTRR guides you through every project phase

CTRR steps into your shoes. We provide conflict-free services to cost-effectively lease, build or buy real estate for your school.

Reduced risk, more value

AT A GLANCE

CTRR provides conflict-free, integrated real estate services for schools.

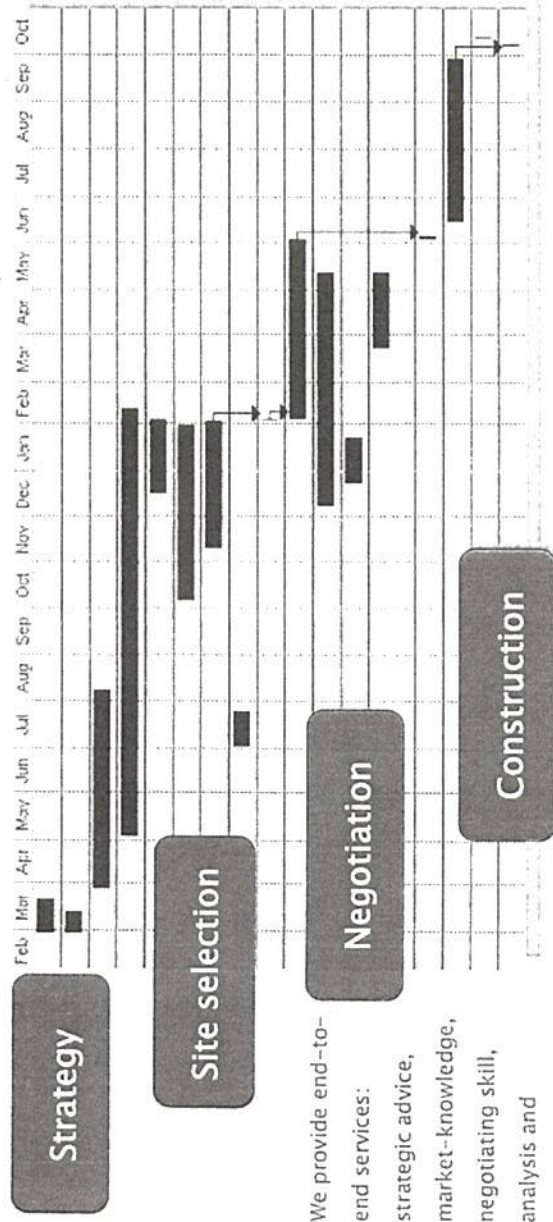
We reduce the risk, cost and headaches associated with creating a real estate platform for your mission.

CTRR's specialized expertise means that we identify the most operationally suitable locations for your school's needs in the most efficient way.

CTRR has represented commercial space users in creating cost-effective real estate solutions since 1989. Our clients include charter schools, career colleges, the

NYS Department of Health, NYS Department of Motor Vehicles, healthcare providers, Fortune 500 corporations and major law firms.

Because we represent end-users exclusively — in contrast to most firms in the real estate marketplace — we are 100% free from conflict of interest. We act as a fiduciary for you, identifying, structuring and implementing real estate solutions which best satisfy your organization's financial and operational needs.



CTRR creates cost-effective real estate solutions for schools — from Pre-K through Post-Grad

- **Site selection**
Identify best available facilities
Validate sites under consideration (fair market value and feasibility)
- **Negotiation of deal terms**
Lease or purchase
- **Qualifying, hiring and managing team members**
Architect
General contractor
Special consultants
- **Owner's representation**
On-site project management during construction

CTRR

Dear Member of the NYCMC Community,

In the NYCMCS we want the very best for our students. For example, we want every child to have access to a computer, we need a better playground with playground furniture and things to build with, we would like a bigger and better library, we want to take our students to more theaters, museums and parks, we would like every child to have a personal library at home and a personal reading tutor. But all these things cost money that isn't in our regular budget. So we are looking for extra funds. We are already seeking grants from the government and other official organizations. But expert fundraisers tell us that one of the best ways to raise funds is to build a list of private donors – individuals who would be disposed to donate a certain amount every year, to donate for a specific project, or to donate specific materials, supplies or services.

If you know someone who could be on our list – for example, a person in a comfortable position who may be interested in our school or a specific project, an executive in a business, a rich uncle, or someone who could make a specific type of donation – please let us know. We will get in touch with them to explain our projects and invite them to join our list of donors.

If you do know some one, please fill in this form and we will get back to you for more details to help us craft the invitation.

Thank you,

Robin Urquhart
Director of Outreach.
NYCMCS

Your name: _____

Your child's name and class (if applicable): _____

Name of the person you know who could be on our list of donors:

The person's phone number, email or address _____

What they might donate: _____



Ira Schwartz, Associate Commissioner
Office of Accountability
55 Hanson Place, Room 400
Brooklyn, New York 11217
Tel: (718) 722-2796 / Fax: (718) 722-4559

November 30, 2017

Mr. Abeku Hayes, Superintendent
NYC Montessori Charter School
423 E 138th St
Bronx, NY 10454

Dear Mr. Hayes:

The purpose of this letter is to share the final Priority School progress and removal determinations for Priority Schools in your district, based on 2016-17 assessment data. On November 10, 2017, districts were provided with the preliminary progress and removal determinations for Priority Schools. Districts were also given an opportunity to review the data that was used in making the preliminary determinations and to appeal the progress and removal calculations by submitting the Appeal Form for Progress/Removal from Priority Status to the New York State Education Department (NYSED or "the Department") by Monday, November 20, 2017.

Based upon student performance during the 2016-17 school year, and a review of the materials (if an appeal was submitted), the Department has made final progress and removal determinations for the district's Priority School(s). Please see Attachment A for the progress made on 2016-17 assessments and the accountability status of Priority Schools, effective December 1, 2017.

Priority Schools were removed from accountability status if they made the required progress on the 2015-16 and 2016-17 school year results, met participation rate for English Language Arts (ELA) and mathematics for all subgroups for which the school was accountable, and were above the thresholds for Priority School identification. The methodology used to make the progress and removal determinations is posted to the NYSED website at: <http://www.p12.nysed.gov/accountability/ESEAMaterials.html>.

A Priority School that is removed from status must continue to implement its whole school reform model through the end of the 2017-18 school year. Title I schools that are removed from Priority School status are eligible to continue to receive 1003(a) grants. A school that is removed from Priority status and is also either a Persistently Struggling or Struggling School under Receivership will be removed from Receivership status at the end of the 2017-18 school year. On December 1st, the Department will publicly release the final progress and accountability status for your school(s).

Please note: On December 10, 2015, the Every Student Succeeds Act (ESSA), a re-authorization of the Elementary and Secondary Education Act of 1965, was signed into law. ESSA requires that states develop a plan for school accountability for submission to the United States Department of Education (USDE) for approval. New York submitted its plan to the USDE in September 2017. For more information on the requirements of ESSA, and

the Department's work to develop the required plan, please visit the Department's ESSA page at www.p12.nysed.gov/accountability/essa.html. The state's plan addressed ESSA required changes to the identification of schools and the required interventions for those schools. Prior to the start of the 2018-19 school year, the Department will use 2017-18 school year data to identify the first cohort of Comprehensive Support and Improvement Schools (CSI) and Targeted Support and Improvement (TSI) Schools under ESSA. The Department will provide the field with regular updates on the approval and implementation of the ESSA state plan.

Questions concerning the final determinations for Priority Schools outlined in this letter may be directed to accountinfo@nysed.gov.

Sincerely,

A handwritten signature in cursive script that reads "Ira Schwartz".

Ira Schwartz

cc: Angelica Infante
Kim Wilkins
Stephen Earley
Jason Harmon
Lisa Long

Attachment A

Progress and Accountability Status of Priority Schools based on 2016-17 Assessments

BEDS Code	Name	Made Progress on 2016-17 Assessments	Accountability Status Effective December 1, 2017
320700861005	NYC MONTESSORI CHARTER SCHOOL	Yes	Priority School

MEET OUR 2017-18 FAMILY ASSOCIATION MEMBERS
CONOCE NUESTRO 2017-18 MIEMBROS DE LA ASOCIACIÓN FAMILIAR



PRESIDENT / PRESIDENTE:

TIFFANY STOKES – DINKINS



VICE PRESIDENT / VICE PRESIDENTE:

RANDY MENDOZA



SECRETARY / SECRETARIO:

MELISSA VELAZQUEZ



TREASURER / TESORERO:

SABRINA BRYANT

CONGRATULATIONS / FELICITACIONES

SEE YOU IN DECEMBER FOR OUR NEXT FAMILY ASSOCIATION MEETING
VÉASE EN DICIEMBRE PARA NUESTRA PRÓXIMA ASOCIACIÓN DE LA ASOCIACIÓN FAMILIAR



FA Report for Board Meeting 12/13/2017

1. A meeting was held with NYCMS Principal and Asst Principal to review the roles and responsibilities of FA
 - a. FA Duties – Attendees were given handout outlining responsibilities and expectations of each position. Principal Hayes also shared that beyond the individual responsibilities as a whole it is the responsibility of the Family Association Executive Board to keep a pulse on what is going on with the school community and to be the pipeline to know what the school community wants. The FA Cabinet will be the leadership for the full Family Association to be able to effect change in the school community.
 - b. FA Meeting Structure/Meeting Times – It was decided that the meetings will continue to be the second Wednesday of the month. Cabinet meetings will take place at 5:30pm. For the full school meetings, we will hold a morning meeting based on school community feedback at 8:30am lead by available Cabinet members and a second meeting lead by the full Cabinet at 5:30pm.
 - c. Agenda – The agenda will be decided and posted for the school community at least 24 hours prior to scheduled meeting. Minutes and agenda will be available for board meetings once meeting is concluded. Secretary Velazquez will submit them in a timely fashion.
 - d. Advertisement – The FA will work in various ways to engage the school community including but not limited to:
 - e. Agenda Building – Adding hot topics and community concerns to the agenda with a dedicated time to listen and engage in problem solving and community building.
 - f. Raffles – This can be used as a way to engage and fundraise.
 - g. Supply Food & Day Care – reach out to volunteers to monitor students to alleviate a parent having to find outside childcare during the meeting time.
 - h. Fundraising – Giving the school community the opportunity to be part of fundraising opportunities.
 - i. Enrollment – Allowing our school community to help grow our community.
 - j. Committees – Identifying committees that can help allow us to do more as a family association.
 - k. Social Media – Secretary Velazquez will help create accounts and work with school staff on content building.
2. FA will be meeting as a Cabinet on **12/19/2017 @ 600pm**. The next FA with parents will be in January 2018 and agenda will be distributed accordingly prior to meeting.

Thank you.

Tiffany L Stokes-Dinkins, FA President
Randy Mendoza, FA Vice-President

Education Committee Meeting

New York City Montessori Charter School (NYCMCS) Board of Trustees
423 East 138th Street, Bronx, New York 10454

December 13, 2017

3:30 p.m.

AGENDA

Committee Purpose: The Education Committee shall be responsible for evaluating whether the NYCMCS is adhering to its Charter and achieving its goals of attaining high student academic achievement and preparing its students for success in their continuing education and active citizenship. It will examine the results from city, state, national, and internally developed assessments, which are both criterion and norm-referenced. In addition, the Education Committee will meet with the Principal to analyze assessment data. Based on the assessment data, the Education Committee may make recommendations regarding the allocation of resources in terms of classroom materials, staffing, professional development, and outside consultants. The Education Committee will also monitor the ongoing process of recruiting Montessori-trained teachers and training the staff, assistant teachers and Board members. *(NYCMCS Board of Trustees' Bylaws, 2015).*

- I. Call to Order
- II. Minutes – 11/15/2017
- III. Principal Dashboard Review
- IV. State Education Department Conference Call of December 7, 2018
- V. Renewal Process
 - Schedule of Monthly Activities during renewal year (Jill Shahren-Consultant)
- VI. Professional Development Update
- VII. Education Committee Meeting Scheduling – January 24, 2018 & February 28, 2018, 3:30 p.m. (Board of Trustees Meetings to follow at 4:30 p.m.)
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State Education Department Conference Call

December 7, 2018

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- Development and implementation of Principal Evaluation Tool
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Education Committee Meeting

New York City Montessori Charter School (NYCMCS) Board of Trustees
423 East 138th Street, Bronx, New York 10454

December 13, 2017

3:30 p.m.

AGENDA

Committee Purpose: The Education Committee shall be responsible for evaluating whether the NYCMCS is adhering to its Charter and achieving its goals of attaining high student academic achievement and preparing its students for success in their continuing education and active citizenship. It will examine the results from city, state, national, and internally developed assessments, which are both criterion and norm-referenced. In addition, the Education Committee will meet with the Principal to analyze assessment data. Based on the assessment data, the Education Committee may make recommendations regarding the allocation of resources in terms of classroom materials, staffing, professional development, and outside consultants. The Education Committee will also monitor the ongoing process of recruiting Montessori-trained teachers and training the staff, assistant teachers and Board members. *(NYCMCS Board of Trustees' Bylaws, 2015).*

- I. Call to Order
- II. Minutes – 11/15/2017
- III. Principal Dashboard Review
- IV. State Education Department Conference Call of December 7, 2018
- V. Renewal Process
 - Schedule of Monthly Activities during renewal year (Jill Shahan-Consultant)
- VI. Professional Development Update
- VII. Education Committee Meeting Scheduling – January 24, 2018 & February 28, 2018, 3:30 p.m. (Board of Trustees Meetings to follow at 4:30 p.m.)
- VIII. Adjournment

State Education Department Conference Call

December 7, 2018

Update provided to SED Representatives

Overall, some highlights regarding the Education Program moving NYCMCS to the positive trajectory that student scores reflect might include:

- Modifications in instructional delivery to provide more small group instruction; additional modifications have been made this year based upon the outcomes from last year
- Development of dashboard that is more effective for monitoring (praised by Jill Shahan; she suggested one additional indicator, which was added)
- Science Day (NYCMCS and Hostos Community College collaborative event) was held at the school in late October; it is expected that it will be held again next spring or in the fall (2018)
- Continual professional development from administrative staff for teachers
- Identification of students with behavior problems and requests for approval of Individual Educational Plans (IEPs) that are accompanied by additional professional resources
- Election of new officers in the Family Association (Note: collaborative relationship with Board of Trustees is expected)
- Grant opportunities are being explored to close the gap in areas of need for educational materials and/or equipment, etc.
- Development and implementation of Principal Evaluation Tool
- Extension of the collaboration between Hostos Community College and NYCMCS by placing field-experience students in the early-childhood classrooms.
- Note: Some of the behavior issues in the school relate to the fact that the school has more than the normal number of students with behavior problems who haven't been approved for IEPs to date.

2017-2018- NYCMCS Professional Development Calendar

September 2017					
Date	PD Topic	Description	Staff	Follow Up	Assessment
9-7-17	1. First Day of School Follow Up- Question and Answers	This PD will serve as follow up to the first day of school and helping teachers fix any issues that occurred during the day.	All Staff	All staff will have weekly Grade Team Meetings where we will work on the concepts covered.	Classroom Quick Visits will occur weekly to ensure implementation.
9-14-17	1. Gradebook	This PD is training for teachers on how to use the new digital gradebook for computing student scores.	All Staff	Grade Team leaders (Hayes and Kim) will follow up with periodic spot checks of teachers grades.	A complete grade book will result in complete and accurate class report cards. This will serve as the assessment of work completion and quality.
	2. Beat The Testmaker/Guided Reading	Teachers will receive follow-up training on all of their guided reading expectations and their math reteaching and score submission for tracking.	All Staff	Teachers will submit weekly scores for student work. Teachers will also receive classroom quick visits from various leaders.	Teachers will be assessed via quick visit, score submission, and coaching both individual and during grade team meetings.
	3. MAP Testing	Staff will receive clear instruction around how the MAP scores are to be used to influence teaching to ensure that students get everything that they need.	All Staff	Teachers have weekly team meetings as well as coaching. During these times teachers will receive direct feedback and guidance around the utilization of data during their lessons.	Student growth on the MAP assessment coupled with lesson plan review will serve as the assessment of teacher effectiveness in data utilization.
9-28-17	1. K-2 Guided Reading	Staff will receive additional support around working with emergent readers during guided reading.	K-2 Teachers and Assistants	Teachers will submit their scores into the BTM data collection system. They will also receive additional coaching during grade team meetings.	Teachers will be assessed via quick visit, score submission, and coaching both individual and during grade team meetings.
	2. High Leverage Read Aloud w/Hayes	This PD will be focused on how to get the most out of your	All Staff	Teachers will be offered support through their grade	Teachers will be assessed via quick visit and coaching both

2017-2018- NYCMCS
 Professional Development Calendar

	Read Aloud instruction in the classroom. Including, text selection, questioning, and tracking.	All 3-5 Staff and Specialists	team meetings and individual coaching as needed.	individual and during grade team meetings.
3. Instructional Wall w/Kim	This PD will address the prepared environment with staff. Teachers will be taught how to best organize their boards so that information is predictable and easily accessed by students.		Teachers will be offered support through their grade team meetings and individual coaching as needed.	Teachers will be assessed via quick visit and coaching both individual and during grade team meetings.

October 2017					
Date	PD Topic	Description	Staff	Follow Up	Assessment
10-5-17	Item Level Analysis of testing Data	During this PD teachers learned how to break down an item level analysis of student test data to determine necessary instructional focuses in ELA and Math.	All 3-5 Staff	Lesson Plan submission and BTT Work	Lesson Plan Review
	Planning for Guided Reading	During this PD teachers will work on creating objectives for GR and recording assessment data during the lesson.	All PreK-2 Staff	Observations in the classroom	Teachers will be assessed via quick visit and coaching both individual and during team meetings.
	Grade Book Set Up and Functionality	Hayes will work with teachers on this day to help them understand the requirements of the PowerSchool system as well as the process for keeping impeccable records.	All Staff	Grade Team Meetings	Auditing of the gradebooks and quality reviews or report cards.
10-12-17					

2017-2018- NYCMCS
 Professional Development Calendar

10-19-17	RTI Webinar	Teachers will receive additional training on how to support the implementation of our new RTI system for student intervention.	All Staff	Grade Team Meetings, SPED Team Meetings, Coaching	Teachers will be reviewed during monthly SPED reviews of their work.
10-26-17	Littlebird Open Enrollment Information Session				

November 2017					
Date	PD Topic	Description	Staff	Follow Up	Assessment
11-2-17	Marzano Approach to Vocabulary Instruction	Teachers will be taught this new approach to vocabulary instruction. All instructors will learn the six step approach and leave with practical knowledge of how to implement this process in their classrooms.	All Staff	Coaching Sessions, Team Meetings, Future PD	Teachers will be reviewed through classroom observation. Feedback will be generated and shared.
11-9-17	Preparing Students for Excellent Discussions	This PD will take teachers through accountable talk and Socratic Seminar at their given grade level. Teachers will learn how to create classrooms where rich and academic conversation is nurtured and allowed to dominate student interactions.	All Staff	Coaching Sessions, Team Meetings, Future PD	Teachers will be reviewed through classroom observation. Feedback will be generated and shared.

2017-2018- NYCMCS Professional Development Calendar

11-16-17	Gradebook Finalization	Teachers will work to prepare for Parent Teacher Conferences.	All Staff	None	None
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December 2017					
Date	PD Topic	Description	Staff	Follow Up	Assessment
12-7-17	Parent Teacher Conferences				
12-14-17	Teaching students how to solve multistep word problems	During this PD teachers will learn the deeper approach to teaching this content in a constructivist manner. Teachers will be equipped with the necessary tools to ensure that all students have the comprehension skills, know how, and ability to excel at word problems.	All Staff K-5	Teachers have weekly team meetings as well as coaching. During these times teachers will receive direct feedback and guidance around the utilization of data during their lessons.	Observations and Coaching
12-21-17					

**New York City Montessori Charter School (NYCMCS)
Board of Trustees Monthly Meeting**

423 E. 138th Street, Bronx, New York 10454

January 24, 2018

4:30 p.m.

AGENDA

- I. Call to Order/Roll Call (1 minute)
- II. Public Comments (2 minutes per person)
- III. Approval of Minutes—December 2017 (2 minutes)
- IV. Dashboard Review (20 minutes)
- V. Committee or Task Force Reports (20 minutes)
 - Building and Grounds Committee Report
 - Education Committee
 - Finance Committee Report
 - Family Association Report
- VI. Adjournment

Education Committee Meeting

New York City Montessori Charter School (NYCMCS) Board of Trustees

423 East 138th Street, Bronx, New York 10454

January 24, 2018

3:30 p.m.

AGENDA

Committee Purpose: The Education Committee shall be responsible for evaluating whether the NYCMCS is adhering to its Charter and achieving its goals of attaining high student academic achievement and preparing its students for success in their continuing education and active citizenship. It will examine the results from city, state, national, and internally developed assessments, which are both criterion and norm-referenced. In addition, the Education Committee will meet with the Principal to analyze assessment data. Based on the assessment data, the Education Committee may make recommendations regarding the allocation of resources in terms of classroom materials, staffing, professional development, and outside consultants. The Education Committee will also monitor the ongoing process of recruiting Montessori-trained teachers and training the staff, assistant teachers and Board members. *(NYCMCS Board of Trustees' Bylaws, 2015).*

- I. Call to Order
- II. Minutes – 12/13/2017
- III. American Montessori Society Conference Attendance Recommendation
- IV. Principal Dashboard Review
- V. Professional Development Update
- VI. State Education Department (SED) Visit (Thursday, January 25, 2018)
- VII. Renewal Process
 - Schedule of Monthly Activities during renewal year (Jill Shahan-Consultant)
- VIII. Adjournment

Announcements:

- Next Education Committee Meeting: February 28, 2018, 3:30 p.m.
(Board of Trustees Meeting to follow at 4:30 p.m.)
- Summary of State Education Department Conference Call of December 7, 2017

Draft Recommendation

The Education Committee recommends that two teachers attend the 2018 American Montessori Society (AMS) Conference. The teachers will be expected to:

1. Attend at least one Plenary Session and a minimum of three workshops.
2. Within one week of return from the conference, submit a written report to the Principal and Board of Trustees that includes the following:
 - a. A description of the topic covered in the Plenary Session with three major takeaways and/or ideas in which the information gained can be used at NYCMCS.
 - b. A description of the topics covered in each of the workshops attended. (Teachers are expected to attend different workshops, regarding the initial three, to maximize the learning outcomes at the conference.)
 - c. From each workshop, examples of specific methods that can be used in NYCMCS (i.e., school or in the classroom).
 - d. Examples of how the teacher believes the Conference enhanced their professional development.
 - e. Examples of how the Montessori approach can be expanded in NYCMCS.
 - f. Identify specific strategies that the teacher will use in the classroom based upon what the teacher learned from the Conference sessions.
 - g. Indicate the most valuable lesson personally learned from attending the AMS Conference.

New York City Montessori Charter School Board of Trustees

December 13, 2017 4:40 p.m.

The meeting convened at the school building at 423 East 138th Street in the Bronx at 4:40pm. Messrs. Mullane, Cohen, and Garcia, Ms. Laville, Drs. Clay and DiSanto, and Principal Hayes were present at the school; Ms. Keane was present by video conference. Kim Smaw, Wanda Andujar, and Krystal Astwood were also present, as was Mr. Randy Mendoza, VP of the Family Association.

The November 28, 2017 Board meeting minutes were approved.

A discussion ensued about the Principal's dashboard. Enrollment numbers, finances, and disciplinary issues were discussed. The Principal informed the Board that the school is now fully staffing its paraprofessionals with SOBRO personnel, and that the new SOBRO paraprofessionals replaced Gotham employees. Principal Hayes also reported that a teacher who has returned from leave raised an issue about her salary with the Department of Labor, and that issue has been resolved in the school's favor.

The Buildings and Grounds Committee addressed the Board and discussed the organization, Commercial Tenant Real Estate Representation ("CTRR"), that Jill Shahren brought to Principal Hayes' attention. The Board discussed the current real estate market in the South Bronx, and various aspects of the school's real estate needs. It was decided that the Buildings and Grounds Committee and Principal Hayes would have further conversations with CTRR as appropriate.

Dr. Clay and Mr. Cohen reported on the visit to the school on December 7, 2017 by two SED representatives. It was reported that the representatives visited classrooms and posed questions regarding the school's instructional process. Overall, Dr. Clay and Mr. Cohen reported, the SED representatives were favorably impressed by the progress the school has made in the English/Language Arts instruction and test scores. Mr. Cohen reported that the SED representatives were also favorably impressed by the level of engagement by the teachers and the students and by the number of special education students the school has admitted. The representatives were also pleased that the Board has increased in number, that the Education Committee is well staffed, and that the Board has been more proactive than in the past. The SED representatives recommended that the school continue to improve in Math, and that the Board continue to monitor and oversee the financial health of the school, and continue to push the school towards growth. Dr. Clay also reported that the Education Committee recommended that some of the school's teachers attend the American Montessori Society conference in April of

next year, and then present what they learned to the other NYCMCS teachers and staff. After the Principal provides the expected cost, this issue will be referred to the Finance Committee for consideration and returned to the Board for approval at the January meeting. In addition, it was reported that Kim Santiago of SED is scheduled to visit the school on January 23, 2018 for a full day.

Vice President Randy Mendoza of the Family Association reported on the Association's recent activities and next meeting. A discussion ensued about the Association's fundraising activities. Principal Hayes also noted that a letter dated November 30, 2017 from SED was sent home to all parents which noted that NYCMCS has made progress on 2016-2017 assessments.

There being no further business before the Board, the meeting was adjourned at 5:33 p.m.

Maria H. Keane
Secretary

NYC Montessori Charter School Board Deck

January 24, 2018

Operations

Monthly Enrollment

Grade	Current Enrolment	Waitlist (Paperwork pending)	New this Month	Total Seats Available
All	322			
Pre-K	50	2	1	2
K	44	1	0	8
1	50	1	0	2
2	42	1	2	10
3	50	1	1	2
4	39	0	0	13
5	47	0	0	5

Monthly Enrollment Targets

	Current # Students	Current % students	Comparable District %
ED	282	85.5%	92.3%
ELL	58	17.6%	16.2%
SPED	79	23.5%	22.2%

*Economically Disadvantaged= ED

Monthly Retention Targets

	Current Retention (# Students)	Current Retention (% of students)	Comparable District %
ED	282	85.5%	92.3%
ELL	58	17.6%	16.2%
SPED	79	23.5%	22.2%

Monthly Staffing Update

	2016-2017	Decemb er 2017	Current YTD
Administrators			
# Total	9	7	0
Hires	0	0	0
Attrition	2	0	0
Attrition at years' end	2	N/A	0
Vacancies	0	0	0
Explanation	AP of SpEd- position not filled Instructional Coach- position not filled		
Teachers			
# Total	55	45	0
Hires	12	1	0
Attrition	9	1	0
Attrition at years' end	9	N/A	0
Vacancies	3	2	0
Explanation	SpEd/GenEd Teacher		
Other Staff			
# Total	1	5	6
Hires	2	2	2
Attrition	0	0	4
Attrition at years' end	0	N/A	N/A
Vacancies	0	0	0
Explanation	Ops/Pre-K Arts & Crafts		

Monthly Teachers by Area

Area	# Total	Vacancy	Hired this month	Attrition this month
Gen Ed	10	0	0	0
SPED	7	0	0	0
Specials	6	0	0	0
TA	20	0	0	0

Monthly Teachers By Grade

Grade	# Total	Vacancy	Hired this month	Attrition this month
Pre-K	6	0	0	0
K	4	0	0	0
1	2	0	0	0
0	10	0	0	0
3	2	0	0	0
4	5	0	0	0
5	5	0	0	0

Instruction

ESEA Annual Accountability Designation

Current Designation	Minimum Expectation	Target
Priority	Good Standing	Reward

Annual Similar Schools Comparison: Math

	# of students scoring 3/4	% of students scoring 3/4	NYS Mean Proficiency (Comp. Schools)	Min. Expect.	Target
All	15	13%	17.7%	20%	42%
ED	14	13%	9%	20%	31%
ELL	1	8%	9.1%	11%	15%
SPED	3	16.7%	7.0%	9%	7%

Annual Similar Schools Comparison: ELA

	# of students scoring 3/4	% of students scoring 3/4	NYS Mean Proficiency (Comp. Schools)	Min. Expect.	Target
All	24	20%	22.0%	24%	42%
ED	22	20%	20.4%	22%	31%
ELL	2	17	6.1%	8%	7%
SPED	2%	6%	6.1%	8%	48%

Quarterly Teacher Effectiveness Update

	Leads	TAs	Specials	Total
Green	9	7	3	19
Yellow	11	9	2	22
Red	4	0	0	4

Annual State Test Proficiency: Math

	# students 3/4	% students 3/4	Dist. Average	State Average
All	15	13%	17.7%	40.2%
ED	14	13%	17.9%	29%
ELL	1	8%	9.1%	13.2%
SPED	3	9%	7.8%	4.6%
Grade 3	8	16.7%	28.4%	48.4%
Grade 4	4	8.3%	22.3%	43.0%
Grade 5	3	12.5%	21.1%	43.1%

Annual State Test Proficiency: ELA

	# students 3/4	% students 3/4	Dist. Average	State Average
All	24	20%	22%	39.8%
ED	22	20%	20.4%	29%
ELL	2	17%	6.1%	5.2%
SPED	2	6%	6.1%	46.0%
Grade 3	12	24.5%	27.5%	42.9%
Grade 4	8	16.7%	25.5%	41.2%
Grade 5	4	16.7%	19.4%	35.4%

Trimester MAP DATA

Math

Grade	# of students tested	# of passing students	% of passing students	# of bubble students	% of bubble students
3 rd	50	8	16	42	84
4 th	49	7	14	42	86
5 th	50	8	16	42	84

Reading

Grade	# of students tested	# of passing students	% of passing students	# of bubble students	% of bubble students
3 rd	50	12	24	38	76
4 th	49	13	27	36	73
5 th	50	12	24	38	76

Language

Grade	# of students tested	# of passing students	% of passing students	# of bubble students	% of bubble students
3 rd	50	10	20	30	60
4 th	49	13	27	36	73
5 th	50	7	14	43	86

Instruction (continued)

Annual Similar Schools Comparison: Science

	# of students scoring 3/4	% of students scoring 3/4	NYS Mean Proficiency (Comp. Schools)	Min. Expect.	Target
All	25	53%			
ED	23	48%			
ELL	N/A	N/A			
SPED	8%	17%			

Annual Trending Toward Proficiency: Math

	# of 3/4 in 2015	# maintain 3/4 in 2016	# of students improving score	% maintain or improving	Min.	Target
All	14	15	1	.14%	20%	42%
ED	11	11	3	27.3%	20%	31%
ELL	2	1	0	N/A	11%	15%
SPED	4	3	0	N/A	9%	7%

Annual Trending Toward Proficiency: ELA

	# of 3/4 in 2015	# maintain 3/4 in 2016	# of students improving score	% maintain or improving	Min.	Target
All	15	15	9	60%	24%	42%
ED	11	11	11	0	22%	31%
ELL	3	2	1	0.3%	8%	7%
SPED	2	0	0	N/A	8%	48%

Culture

Monthly Attendance Update

Month	All Students	SPED
January	88.55%	90.61%

Monthly Suspension Data

Category	YTD	% of School suspended	District Average
OSS Total	11	3.33%	22%
OSS SPED	5	1.52%	11%
OSS due to Conduct	2	0.61%	2%
OSS due to Violence	9	2.73%	21%

Calendar

Culture Calendar

Date	Activity
1/15/18	Martin Luther King Jr. Birthday- SCHOOL CLOSED

Date	Activity
Family Association Meeting	January 10 th @ 8:30am & 5:30pm

Special Education

Monthly SPED Caseload Update

Total SPED Students	Current	Previous	Change
Initial Referrals	79	79	0
Outstanding IEP's	4	4	0
New < 20	24	24	0
New 20-60	25	25	0
New >60	7	7	0
	47	47	0

Finance

Budget Thumbnail - Month

	Current Month (Budgeted)	Current Month (Actual)
Revenues	\$526,673	\$653,181
Expenses	\$467,296	\$567,550
Net	\$59,378	\$85,630

Budget Thumbnail – Fiscal Year End (FYE)

	FYE (Budgeted)	FYE (Projected 6/30)
Revenues	\$5,816,389	\$6,239,332
Expenses	\$5,728,491	\$5,941,509
Net	\$87,898	\$297,823



Helping you to focus on what's important.
STUDENT ACHIEVEMENT

CSBM
CHARTER SCHOOL
BUSINESS MANAGEMENT

expenses expenses expenses

NYC Montessori Charter School

Monthly Financial Report

12/31/17

1. Bank accounts update - Chase Statements

Account	JUL 2017	AUG 2017	SEP 2017	OCT 2017
Operating (Checking)	\$ 684,523	\$ 1,054,842	\$ 756,832	\$ 1,334,837
Debit (Debit Card)	\$ 5,711	\$ 3,483	\$ 1,999	\$ 959
Total Operating Cash	\$ 690,235	\$ 1,058,325	\$ 758,831	\$ 1,335,796
Money Market (Savings)	\$ 1	\$ 1	\$ 1	\$ 1
Escrow (Dissolution)	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000
Total Cash	\$ 765,236	\$ 1,133,326	\$ 833,832	\$ 1,410,797

Account	NOV 2017	DEC 2017	JAN 2018	FEB 2018
Operating (Checking)	\$ 1,334,837	\$ 1,333,759		
Debit (Debit Card)	\$ 959	\$ 2,882		
Total Operating Cash	\$ 1,335,796	\$ 1,336,640	\$ -	\$ -
Money Market (Savings)	\$ 1	\$ 1		
Escrow (Dissolution)	\$ 75,000	\$ 75,000		
Total Cash	\$ 1,410,797	\$ 1,411,641	\$ -	\$ -

2. Financial status update - QB Reports

Account	JUL 2017	AUG 2017	SEP 2017	OCT 2017
Profit & Loss - Income	\$ 412,464	\$ 412,463	\$ 492,748	\$ 491,398
Profit & Loss - Expense	\$ 281,689	\$ 362,927	\$ 448,517	\$ 470,199
Profit & Loss - Net Income/(Loss)	\$130,775	\$49,536	\$44,231	\$21,199
Cash End of Period	\$ 691,647	\$ 1,058,326	\$ 627,420	\$ 1,315,725
Balance Sheet - Assets	\$ 1,355,117	\$ 1,726,968	\$ 1,360,862	\$ 2,098,588
Balance Sheet - Liabilities	\$ 1,336,474	\$ 1,645,536	\$ 1,268,615	\$ 1,987,982
Debt to Asset Ratio (should be lower than 1.00)	0.99	0.95	0.93	0.95
Balance Sheet - Equity	\$ 18,642	\$ 81,433	\$ 92,247	\$ 110,606

Account	NOV 2017	DEC 2017	JAN 2018	FEB 2018
Profit & Loss - Income	\$ 607,194	\$ 653,181		
Profit & Loss - Expense	\$ 472,291	\$ 567,550		
Profit & Loss - Net Income/(Loss)	\$134,903	\$85,630	\$0	\$0
Cash End of Period	\$ 729,647	\$ 1,328,398		
Balance Sheet - Assets	\$ 1,557,300	\$ 2,082,199		
Balance Sheet - Liabilities	\$ 1,338,303	\$ 1,777,572		
Debt to Asset Ratio (should be lower than 1.00)	0.86	0.85		
Balance Sheet - Equity	\$ 218,997	\$ 304,627	\$ -	\$ -

Account	YTD	Y/E PROJECTION
Profit & Loss - Income	\$ 3,069,448	\$ 6,239,332
Profit & Loss - Expense	\$ 2,603,174	\$ 5,941,509
Profit & Loss - Net Income/(Loss)	\$ 466,274	\$ 297,823
Cash End of Period	\$ 1,328,398	
Balance Sheet - Assets	\$ 1,355,117	
Balance Sheet - Liabilities	\$ 1,336,474	
Debt to Asset Ratio (should be lower than 1.00)	0.99	
Balance Sheet - Equity	\$ 18,642	

Comments / Issues:

Working with the Dept of Labor to appeal \$130K SUI fees. Little Bird and ADP are assisting with the issue.

NYC Montessori Charter School
Budget vs. Actuals SUMMARY
Fiscal Year Ending 6/30/2018

REQUIRES ATTENTION/ MONITORING
POTENTIAL AREA OF CONCERN
NO CONCERNS AT THIS TIME

	Month:		YTD through:				Projected FYE 6/30/18	ANNUAL BUDGET	BWA Diff	NOTES
	Actual	Budget	Variance	Actual	Budget	Variance				
Income										
4100 State Grants	579,752	464,463	115,288	2,913,357	2,682,781	230,576	5,918,525	5,575,161	343,364	OVER BUDGET
4200 Federal Grants	73,429	62,210	11,219	155,583	119,857	35,726	320,298	241,228	79,070	OVER BUDGET
4300 Contributions	0	0	0	508	0	508	508	0	508	OVER BUDGET
4400 Miscellaneous Income	0	0	0	0	0	0	0	0	0	
Total Income	653,181	526,673	126,507	3,069,448	2,802,638	266,810	6,239,332	5,816,389	422,943	
Expenses										
5100 Administrative	54,151	59,947	-5,796	330,580	359,681	-29,101	699,066	719,362	-20,296	UNDER BUDGET
5200 Instructional Staff	112,511	111,933	578	509,842	503,698	6,144	1,349,939	1,281,076	68,863	OVER BUDGET
5300 Special Education	80,733	71,202	9,531	342,679	320,411	22,268	931,996	916,546	15,450	OVER BUDGET
5400 Incentive	0	0	0	0	0	0	0	0	0	ON BUDGET
5000 Compensation	247,395	243,082	4,313	1,183,100	1,183,790	-689	2,981,001	2,916,984	64,017	OVER BUDGET
5500 Benefits	167,775	53,268	114,507	382,910	319,607	63,304	776,097	639,213	136,884	OVER BUDGET
6100 Administrative Expenses	9,461	8,196	1,265	54,518	56,723	-2,205	104,466	105,900	-1,434	UNDER BUDGET
6200 Professional Services	15,502	26,055	-10,553	130,202	155,730	-25,528	340,769	337,560	3,209	OVER BUDGET
6300 Professional Development	0	3,183	-3,183	15,490	19,100	-3,611	38,200	38,200	0	ON BUDGET
6400 Marketing and Staff/Student Rec	500	458	42	3,007	2,750	257	5,500	5,500	0	ON BUDGET
7100 Curriculum & Classroom Expenses	2,169	7,612	-5,443	24,169	39,074	-14,905	73,176	74,849	-1,673	UNDER BUDGET
8100 Facility	124,004	122,610	1,393	791,246	735,662	55,583	1,483,325	1,471,325	12,000	OVER BUDGET
8200 Technology/Communication Expense	638	2,408	-1,770	13,949	14,450	-501	28,900	28,900	0	ON BUDGET
8800 Miscellaneous Expenses	105	422	-316	4,583	2,530	2,053	5,075	5,060	15	ON BUDGET
8900 Depreciation Expenses	0	0	0	0	0	0	105,000	105,000	0	ON BUDGET
Total Expenses	567,550	467,296	100,255	2,603,174	2,529,416	73,758	5,941,509	5,728,491	213,018	
Net Operating Income	85,630	59,378	26,252	466,274	273,222	193,052	297,823	87,898	209,925	
Fixed Assets										
1500 Assets	0	33,700	-33,700	17,884	33,700	-15,816	33,700	33,700	0	ON BUDGET



MINUTES
Meeting of the NYCMCS Family Association
January 10, 2018

Meeting Facilitator: FA Treasurer, Sabrina Bryant, FA Vice-President Randy Menodza, FA President, Tiffany Stokes-Dinkins, and FA Secretary, Melissa Velazquez.

Attendees: NYCMCS Assistant Principal, Monica Benjamin, NYCMCS Parents (Please see sign-in sheet for specific names).

Agenda

1. Comment Cards
2. Upcoming Events
3. New from FA for NYCMCS
4. Communications
5. Closing

* To reach more parents we have begun holding a morning and afternoon meeting. This is a combined recap as our morning meeting only had one participant. As attendance grows we will have separate minutes.

Business

1. Comment Cards- We introduced our comment cards to the families as a way to help better our communities. They will use their comment cards as a way to express concerns as well as a way to share suggestions and wishes for the school. We will have a box set up in the lobby where people can submit the sheets. FA members will then collect the sheets and track them in a file to present to school staff.
2. Upcoming Events - Please note that all events are tentative. Parents will receive more information as events are confirmed.
 - a. February 9, 2018 5:30p – 7:30p – Valentine's Day Dance – Admission will be charged at the door (\$3 for parent and \$1 for students). This will be a fundraiser where snacks and trinkets will be sold. Music will be age appropriate. Parents must remain on-site at all times.
 - b. Saturday, March 10, 2018 10a – 2p – Community Day – We want to show the community the amazing school we have. We are looking to open the doors and invite our community members in to see the amazing work done in our school.
 - c. Friday, April 13, 2018 5:30p – 7:30p – Teacher Appreciation Day – Our teachers are amazing. We want them to know this and to feel appreciated. Teachers will be presented with certificates and students will have the opportunity to speak about the teachers.
3. New from FA for NYCMCS

a. Amazon Associates: Our school has joined the Amazon Associates program. By using the link <https://www.amazon.com/nycmcsfa-20> when we purchase items from Amazon the school will earn a small commission. It will cost the shopper nothing additional and it a great excuse to do more shopping!

b. Holiday Gifting: We will be sending home order forms before major holidays so that parents can buy a small gift for their child. These will be small trinkets that will be distributed during children's lunch periods. Prices will be between \$1 - \$5. Children will also be able to order a gift for their teacher or other school staff. We will also be hosting a "gifting suite" table some holiday mornings where parents can pick up a holiday trinket if they missed the order form deadline.

c. School Store: Similar to the "gifting suite" table we are hoping to begin a "school store" in March where parents and students can pick up snacks on their way in and out of the school a few times a week. In our morning meeting the parent suggested we stock our school store with healthy options such as fresh fruit and vegetables.

d. Donation Area: We will be dedicating a space to accept clothing/shoe donations. We will be looking for gently used items that can be used by families. It is our hope that this becomes a place where people can sort through donated items and find quality items that they need.

4. Communications: We want to make sure that all families know what is going on in the building. In order to reach more parents we will be trying a few new things as well as using existing methods.

a. We now have Facebook. Please like our page and visit it regularly <https://www.facebook.com/New-York-City-Montessori-Charter-School-304631196707244/>

b. We will be starting to reach out via email so please make sure that we have the best email address on file. You can leave it on a comment card and we will get it updated.

c. Morning and Evening meetings – In order to make it more feasible for parents to make the meetings we will be hosting one in the morning beginning around 8:15a and one in the afternoon beginning at 5:30p. The same information will be provided at both meetings so parents do not need to attend both.

5. Closing – We opened the floor to questions and were asked about providing extra help around Common Core. We will be looking into options.



MINUTES

Meeting of the NYCMCS Family Association December 19, 2017

Meeting Facilitator: FA President, Tiffany Stokes-Dinkins

Attendees: FA Treasurer, Sabina Bryant, FA Vice President, Randy Mendoza, FA President, Tiffany Stokes-Dinkins, and FA Secretary, Melissa Velazquez.

Agenda

1. To discuss fundraising ideas.
2. To begin planning Teacher Appreciation event.
3. To begin planning Family Day Event.
4. To begin planning Community Day Event.
5. Plan for next FA Meeting
6. To begin brainstorming improving parent engagement.
7. Open Discussion.

Business

1. Fundraising Ideas – Members of the executive committee discussed various ways we can fundraise for the Family Association. A few of the ideas brought to the table were:
 - a. Amazon Associates – By joining this program the school can earn a commission whenever anyone shops using a link from us. Information on the program: <https://affiliate-program.amazon.com/welcome>
 - b. Holiday Gifting - This would be the opportunity for parents to send their child a small token ranging in prices to be received on specific holidays. We think children can even purchase gifts for their family members on certain holidays. ie. Small teddy bear on Valentine's Day, picture frame on Mother's Day. We will research options including Oriental Trading for wholesale options.
 - c. School Dance – We are thinking Friday, February 16th in the evening. We would charge admission and sell snacks and drinks.
 - d. School Store – An area set up where students can purchase snacks after school and perhaps during lunch.
 - e. Cupcakes & Canvas – Secretary Velazquez works with a company that leads paint parties for children. They are currently working with parent associations in Queens to hold workshops.
2. Teacher Appreciation – We are proposing hosting the Teacher Appreciation event on Friday, April 13th from 5p – 6p in the school cafeteria. We would like to have food for the teachers and have a few students speak, perhaps recite poetry for the teachers. We would like to end the event by presenting teachers with awards. This would also be an opportunity to bring in the gifting fundraiser as students can purchase gifts for their teacher's to be distributed either at the event or earlier in the day.
3. Family Day Event - We are proposing holding the Family Day event on Saturday, May 19th from 10a – 2p. We would have food, a raffle and activities held on each floor still TBD.
4. Community Day Event – We are proposing holding the Community Day event on Saturday, March 10th from 10a – 2p. We chose this day to give community members time to learn about and visit the school before school applications are due.

5. Next FA Meeting – The meeting will be held on Wednesday, January 10th at 8:30a and at 5:30p. The morning meeting will be facilitated by VP Mendoza and Secretary Velazquez. All officers will be present for the 5:30p meeting. The agenda is still being finalized but will include a link to the Facebook page.
6. Parent Engagement – Some ideas to increase parent engagement are:
 - a. Host the meetings morning and evening to help with parent schedules.
 - b. Adding a student appreciation segment to the evening meetings. Teachers would nominate one student a month to be presented with an award that is given out at the meeting. Nominations would need to be submitted to Mr. Hayes a week before they are to be handed out.
 - c. Allow parents a given time allotted in the agenda to write down grievances, concerns, etc. to be presented at a later time by executive committee to the administration.
7. Open Discussion –
 - a. We would like to add email campaigns as a way to communicate with parents. We do not think it should take place of physical handouts but could be an additional way to contact parents.
 - b. Google Surveys – This is another way to reach out to parents. It allows the parents that cannot make the meetings to still share their concerns.
 - c. Committees – Upon approval of the above-mentioned ideas we would like to have parents volunteer for committees to help run the dance as well as to distribute the Holiday gifting objects.
 - d. Donation Area – We were wondering if there is a space in the school where families can drop off donations (clothing, gently used toys, etc). We could then set it up in a way for families to visit the area and look through and take home what they need/want.

**New York City Montessori Charter School (NYCMCS)
Board of Trustees Monthly Meeting**

423 E. 138th Street, Bronx, New York 10454

February 28, 2018

4:30 p.m.

AGENDA

- I. Call to Order/Roll Call (1 minute)
- II. Public Comments (2 minutes per person)
- III. Approval of Minutes—January 2018 (2 minutes)
- IV. Sexual Harassment Policy (10 minutes)
- V. Potential Board Member Introduction: Meredith Lewis
- VI. Dashboard Review (10 minutes)
- VII. Committee or Task Force Reports (20 minutes)
 - Building and Grounds Committee Report
 - Education Committee
 - Finance Committee Report
 - Family Association Report
- VIII. Adjournment

New York City Montessori Charter School Board of Trustees

January 24, 2018 5:00 p.m.

The meeting convened at the school building at 423 East 138th Street in the Bronx at 5:00pm. Mr. Garcia, Ms. Laville, Dr. Clay, Ms. Keane, Ms. Ergeneman and Principal Hayes were present. Kim Smaw, Wanda Andujar, Krystal Astwood, and Monica Benjamin were also present. Ms. Kelderman, a NYCMCS parent, also attended the latter portion of the meeting.

The December 13, 2017 Board meeting minutes were approved.

A discussion ensued about the Principal's dashboard. Enrollment numbers, finances, and teacher vacancies/retention were discussed. The Principal informed the Board that the school recently lost two special education teachers and is now looking to fill those positions. It was reported that all classes are being covered.

The Buildings and Grounds Committee informed the Board that it had met and that the new Chair of that Committee (Ms. Laville) had been given a tour of the building. Ms. Laville reported that the Committee had reviewed the lease and property taxes, and will be considering the school's real estate options. A discussion ensued regarding the possible services of the organization, Commercial Tenant Real Estate Representation, which Jill Shahan had brought to Principal Hayes' attention. It was decided that the Buildings and Grounds Committee should continue its efforts and work with Principal Hayes, the Finance Committee, and the staff to assess the school's real estate needs going forward.

The Finance Committee reported on the issue of the Department of Labor ("DOL") audit. Principal Hayes explained the circumstances leading to the DOL's apparent erroneous conclusion and judgment entered against the school, the school's request to re-open the matter, and the next steps. Principal Hayes explained that he believes that all but approximately \$3,000 of the judgment is erroneous and should be corrected after the hearing next week. The Board asked for, and Principal Hayes agreed to provide, a timeline of the correspondence relating to this issue. Principal Hayes also informed the Board that the underlying circumstance – treating substitute teachers as consultants rather than employees – is no longer present at ^{NYCMCS} ~~NYSMCS~~. The Board also discussed in detail the budget, the projected surplus, and the desire to reduce the surplus and use it for the benefit of the children.

The Education Committee reported on its meeting of today. Dr. Clay presented the Education Committee's recommendation that two teachers attend the American Montessori Society ("AMS") Conference in Denver, Colorado in March 2018. She noted the precise requirements of such attendees (as set out more fully in the Education Committee's minutes of

today's meeting). The Board unanimously approved the recommendation. Dr. Clay reminded the Board that the State Education Department will be visiting with Principal Hayes tomorrow, Thurs. Jan. 25, 2018, and that the full Board meeting will be held next month on February 28, 2018 beginning at 4:30 pm. Principal Hayes shared the strategies that the school has employed or will employ to retain families: parenting sessions, expanded efforts with the Family Association, community events such as cooking events for parents, an international fair, and a family fun day.

Ms. Kelderman suggested that the school advertise more online and provide tours of the school before the lottery process begins. A discussion ensued about ways in which the school might advertise itself better, and Principal Hayes agreed to consider additional ways to do so.

Two Board members indicated changes in their email addresses, which the Secretary will convey to the full Board via email.

There being no further business before the Board, the meeting was adjourned at 6:10 p.m.

Maria H. Keane
Secretary

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Boards, Sexual Harassment, and Gender Diversity

Corporate Governance columnists David A. Katz and Laura A. McIntosh write: In light of recent events, corporate directors may consider adding an item to the agenda for their next board meeting: the issue of potential sexual misconduct at the company.

By **David A. Katz and Laura A. McIntosh** | January 24, 2018

In light of recent events, corporate directors may consider adding an item to the agenda for their next board meeting: the issue of potential sexual misconduct at the company. A recent study indicates that the topic would be new for most public company boards, notwithstanding the fact that it relates to key elements of board-level governance: company culture, tone-at-the-top, risk



David A. Katz and Laura A. McIntosh

management, and crisis management. Sexual misconduct in the workplace can take a devastating human toll. Moreover, the issue implicates gender equality and gender

diversity concerns more broadly, and boards that include a meaningful proportion of female directors should be better positioned to address sexual harassment and gender equality issues.

Risk Assessment and Action Plan

"Sexual harassment is becoming a serious investment risk," announced *Barron's* in November 2017. Yet most boards of directors still underestimate the downside risk from sexual misconduct allegations at their companies. A 2017 survey of 400 private and public company directors by Boardlist and Qualtrics revealed that "the vast majority of boards (77 percent) had not discussed accusations of sexually inappropriate behavior and/or sexism in the workplace. Nearly all (88 percent) had not implemented a plan of action as a result of recent revelations in the media or re-evaluated the company's risks regarding sexual harassment or sexist behavior at the workplace (83 percent)." The relatively small survey was undertaken before the shocking Harvey Weinstein allegations, but the results remain telling. Sexual harassment can take many forms and is not restricted to a single gender.

Many boards believe that, in the absence of specific complaints, and in the absence of public allegations against firms in their industry, their company does not have a problem. However, the growing societal awareness of misconduct—and of the potential power of misconduct allegations—is creating an environment in which more complaints are made and rise to the level of boardroom notice. Advance preparation is essential for a prompt and effective response.

Boards must take seriously the risks of sexual harassment claims relating to their corporate environment and their personnel. The damage can be seen in headlines almost daily: first and foremost, injured/impacted employees; in addition, negative publicity, the loss of high-profile employees, reputational damage, the inability to attract top talent, the possibility of false accusations, the defections of clients and customers, an immediate impact on the company's stock price, and of course, the cost and disruption of defending burdensome lawsuits. While sexual misconduct allegations

are not necessarily a “risk factor” for a company with no reason to believe that any such claims are forthcoming, boards that have not discussed the issue in that context should consider doing so. At a minimum, boards should seek to understand the risks relating to this issue and the company’s history, if any, with respect to such claims.

From an oversight perspective, sexual harassment in the workplace is a management and governance issue like many others. The board should review the company’s policies and procedures regarding sexual harassment or assault allegations. In addition, the board may want to be briefed on the company’s employee training and protocols for preventing, reporting, and addressing sexual misconduct. The board should consider its oversight role in the process and be briefed on the factors used by management in determining which claims are reported to the board (or the relevant board committee). The board may want to hear from counsel as to litigation risk, disclosure requirements, and the importance of maintaining attorney-client privilege in this context. The board could discuss relevant aspects of risk management, particularly with respect to any situations that involve senior leadership, repeat offenders, or a pattern of complaints. Ideally, the board and management should consider the necessity of developing a crisis response plan that includes participation from human resources, public relations, and legal counsel. With a team and plan in place, the company should be better able to respond to a situation quickly and in a coordinated fashion.

Gender Diversity and Sexual Harassment

The steady increase in women directors on public company boards is a positive development for many reasons. In the context of sexual harassment allegations, gender diversity can be invaluable. The perspective and insight of female directors in board meetings adds immeasurably to substantive discussions and enhances the legitimacy—both actual and perceived—of board decisions. Companies with all-male

governance at the board and senior executive level are frequently subject to negative publicity for their lack of gender diversity, particularly when allegations of sexual misconduct or gender discrimination come to the fore.

The leadership of women in senior management positions as well as on the board is essential to the establishment of a corporate culture in which sexual misconduct is taboo. Corporate culture (and the related tone-at-the-top) is created in large part by example and perception, and the influence of women leaders promotes an environment in which gender equality is presumed, harassment is unacceptable, and fair treatment is expected. That said, it is important to note that a diverse team cannot be successfully created through a superficial compilation of representatives from various identity groups. Not only does this approach devalue the talents of those who are thereby reduced to one or more identifiers, but it limits their ability to contribute meaningfully in areas beyond a narrowly defined category. No worthwhile director, executive, or employee would take pride in being hired solely for the sake of diversity, and a team assembled in such an artificial manner would neither reap the benefits nor possess the legitimacy that it seeks. Indeed, in a healthy, productive corporate culture, all employees feel valued for their work and talents, not on account of their gender or other identity characteristics.

Going forward, each board should regularly consider taking a hard look at its company culture. Directors should consider the actions necessary to become confident that their culture is one in which misconduct will not be tolerated and any sexual harassment allegations will be addressed promptly and fairly. By being proactive, they can better ensure that, should a serious allegation arise, management and the board are ready to act swiftly to protect employees, curtail ongoing misconduct, and minimize harm to the company, its shareholders, and other stakeholders.

David A. Katz is a partner at Wachtell, Lipton, Rosen & Katz. Laura A. McIntosh is a consulting attorney for the firm. The views expressed are the authors' and do not necessarily represent the views of the partners of Wachtell, Lipton, Rosen & Katz or the

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2. EQUAL OPPORTUNITY & ANTI-HARASSMENT

2.1 EQUAL OPPORTUNITY EMPLOYMENT

The School is committed to Equal Employment Opportunity (EEO) and to compliance with federal anti-discrimination laws. The School also complies with New York State law, supports the principles of equal opportunity and diversity in employment. The School seeks to ensure that no person encounters discrimination in employment on the basis of race, color, religion, sex, national origin, age, disability, genetic information, ancestry or ethnicity, alienage or citizenship status, or any other federally protected category. In addition, School policy prohibits discrimination against an applicant for employment or internship on the basis of marital status, race, color, religion, partnership status, sexual orientation, gender identification, domestic violence victim status, arrest record, or prior criminal convictions. This commitment applies to all School employment practices including, but not limited to, hiring, termination, retention, promotion, tenure, recruitment, or compensation.

Your school has contracted with Little Bird to support the management of the schools' human resources administrative functions. Little Bird is responsible for assisting the school with strategically integrating effective HR processes, programs and practices into the schools daily operations. Little Bird enables schools to manage their human resources administrative functions. Little Bird combines HR expertise with school's passion for the charter school movement in order to positively impact the well-being of school leaders, teachers and students. In some situations, employees may need to contact the Little Bird Human Resources Team. In order to contact Little Bird, please email hrsupport@littlebird.hr.

Little Bird's functions include ensuring the school's compliance with its own policies and the various Federal laws enacted to prohibit discrimination in all aspects of employment. These laws include but are not limited to:

- Title VII of the Civil Rights Act of 1964 (Title VII), as amended
- Age Discrimination In Employment Act of 1967 (ADEA), as amended
- Title I, Americans With Disabilities Act, as amended
- Equal Pay Act of 1963 (EPA), as amended
- Civil Rights Act of 1991, as amended

Employee awareness of workplace discrimination, harassment and retaliation is essential in helping us achieve our goals. The School provides awareness training using a variety of methods including but not limited to special briefings for all new employees on their first workday, traditional classroom training, staff trainings, and the utilization of publications and technology to inform all employees of their legal obligations and protections in the context of daily work situations.

The School will not discriminate against any individual with a disability who is otherwise qualified for employment. Reasonable accommodation will be provided to individuals with a known physical or mental limitations, including a temporary disability or one related to pregnancy, childbirth or lactation, of an otherwise qualified individual with a disability who is an employee or applicant for employment if such accommodation would not impose an undue hardship on the School and would enable the individual to apply for or perform the essential functions of the position in question. Any qualified employee or applicant with a disability who requires a reasonable accommodation in order to perform the essential functions of his or her job should notify his or her supervisor and request such an accommodation. The School will then identify possible accommodations, if any, that will help to eliminate the limitation or barrier. If the accommodation is reasonable, will not impose an undue hardship and neither the employee nor the

accommodation would pose a direct threat to the health and/or safety of the individual or others, the School will make the accommodation. The individual is encouraged to fully cooperate with the School in seeking and evaluating alternatives and accommodations. The School may require medical verification of both the disability and the need for accommodation. For further information, please contact your School Operations Leader.

The School will make reasonable accommodations in accordance with applicable law for staff member's observance of religious holidays and sincerely held religious beliefs unless doing so would cause an undue hardship on School operations. If you desire a religious accommodation, you are required to make the request in writing to your supervisor as far in advance as possible.

2.2 EMPLOYMENT AT WILL

This Manual contains guidelines only and supersedes any prior policies, statements or manuals. This Manual does not create a contract between the School and any employee. Your employment is "at-will." This means that the employment relationship is not guaranteed for any period of time, and that either you or the School may end the employment relationship at any time without notice, cause or liability. This notice applies to all employees regardless of date of hire.

Flexibility in personnel matters is key to the school's ability to respond to the changing needs of our organization, employees, students and communities. We therefore reserve the right to change, delete, suspend or discontinue any part or parts of the policies in this Manual at any time with or without prior notice. Any such action will apply to existing employees as well as those hired after the change is made.

2.3 ANTI-DISCRIMINATION POLICY

It is the policy of School to employ and promote individuals qualified and/or trainable for positions by virtue of job-related standards of education, experience, and ability. Thus, it is the objective of the School that all actions which relate to employment including recruitment, hiring, training, education, promotion, transfer, termination, compensation, benefits, School-sponsored social and recreational activities, and use of School facilities, shall be administered without regard to race, religion, gender, marital status, national origin, age, sexual orientation, disability, actual or perceived age, ancestry, ethnicity, political activities, predisposing genetic characteristics, domestic violence victim status, status as a veteran, or other status protected by law.

The School shall comply with the intent of the Americans with Disabilities Act of 1990, as amended, and shall not knowingly discriminate against individuals with disabilities. The School will make adjustments to reasonably accommodate employees with disabilities to the extent required by law.

Any grievance regarding discrimination shall be handled through the School Operations Department, who will provide information and assistance on filing and pursuing the complaint.

The adult community of the School will model best practices and professional behavior of a diverse team. It is against the School's policy for anyone within the School to intentionally:

- Discriminate against anyone in a legally protected class in the recruitment, hiring, training, compensation, benefits, promotion, transfer termination, lay-off, reduction in workforce, or any other terms or conditions of employment;
- Make any comments, display or distribute any materials that constitute unlawful harassment based on an individual's membership in a legally protected class; or
- Deny a person any service, other program benefits, or financial aid based on the individual's legally protected classification.

Any employee who has become aware of violations of this provision has the affirmative obligation to report the conduct to the Director of Operations.

2.4 ANTI- HARASSMENT

2.4.1 The Policy

It is the policy of the School to prohibit harassment based on inclusion in a protected class from occurring in the workplace or at any other place where a School-sponsored event takes place. The purpose of this policy is not to regulate personal morality, or to encroach on employees' personal lives, but to demonstrate the School's commitment to maintaining a workplace environment that is free of harassment of and by its employees.

2.4.2 Defining Harassment

The School intends to provide a work environment that is pleasant, professional and free from intimidation, hostility or other offenses, which might interfere with work performance. Harassment of any sort of verbal, physical or visual on the basis of a protected characteristic will not be tolerated. These characteristics include, but are not necessarily limited to, race, color, creed, religion, gender, sexual orientation, age, national origin, citizenship status, ancestry, veteran status, physical or mental disability, marital status, genetic information or any other protected status defined by law. Such conduct when severe or pervasive may also violate the law. Improper conduct may violate our policy, even if it is not as severe or pervasive as to be illegal.

Harassment that violates this policy may take many different forms including, but not limited to:

- Any conduct that creates a hostile environment or that embarrasses or humiliates another individual;
- Verbal conduct, such as epithets, derogatory comments, slurs or unwelcome comments or jokes;
- Visual conduct, such as derogatory posters, photographs, pictures, e-mails, screensavers, cartoons, drawings or gestures;
- Physical conduct, such as assault, blocking normal movement, restraint, touching or physical interference with work;
- Threats or demands to submit to certain non-work related actions in order to keep or get a job, to avoid some other loss or as a condition of receipt of job benefits, job security or promotion; and
- Retaliation for having reported harassment or discrimination, or having assisted another employee in reporting harassment or discrimination.

Any employee, who feels that he or she has been the subject of harassment in violation of this policy, whether by a co-worker, supervisor, board trustee, agent, contractor, guest or vendor of the School, must immediately report this action to his or her supervisor.

2.5 SEXUAL HARASSMENT

Sexual harassment, like any other form of harassment, will not be tolerated at the School. Unwelcome sexual advances, requests for sexual favors and other verbal, visual or physical conduct of a sexual nature constitute harassment when:

- Submission to such conduct is made either explicitly or implicitly a term or a condition of employment;
- Submission to, or rejection of, such conduct is used as the basis for employment decisions; or
- Such conduct has the tendency, purpose or effect of unreasonably interfering with work performance or creating an intimidating, hostile or offensive working environment.

Sexual harassment refers to behavior: (1) that is not welcome; (2) that is, or would be, offensive to a person of reasonable sensitivity and sensibilities; (3) that fails to respect the rights of another; and (4) that unreasonably interferes with an employee's work performance and effectiveness or creates an intimidating, hostile or offensive working environment. It makes no difference if the harassment is "just joking," "teasing" or "playful." Such conduct may be equally offensive to an individual as any other type of harassment.

Specific forms of behavior that are considered to be sexual harassment in violation of School policy include, but are not limited to, the following:

1. Verbal

- Explicit or implicit threats of retribution, or promises of benefits, in return for sexual favors.
- Abusive language related to an employee's sex, including, but not limited to, sexual innuendoes, slurs, suggestive, derogatory or insulting comments or sounds, whistling, jokes of a sexual nature or concerning gender-specific traits, sexual propositions, and threats.
- Use of demeaning or offensive words when referring to an individual's gender.
- Demands for sexual favors or sexually oriented comments about an employee's body or appearance, sexual habits, sexual preference or sexual desirability.

2. Visual

- Abusive written language, including e-mails, showing or displaying pornographic or sexually explicit objects or pictures, graphic commentaries or obscene gestures in the workplace.

3. Physical Contact

- Any sexual advance involving physical contact that is not welcome, including touching, petting, pinching, massaging, coerced sexual intercourse, assault or persistent brushing up against a person's body.

Harassment in any form or for any reason is forbidden. This includes harassment by administrators, certified and support personnel, students, vendors and other individuals in School or at School related events. In addition, retaliation against any individual who has brought harassment or other inappropriate behavior to the attention of the Organization or who has cooperated in an investigation of a complaint under this policy is unlawful and will not be tolerated by the Organization.

Any employee, who feels that he or she has been the subject of harassment in violation of this policy, whether by a co-worker, supervisor, board trustee, agent, contractor, guest or vendor of the School, must immediately report this action to his or her supervisor. Persons who engage in harassment or retaliation may be subject to disciplinary action. The School will take steps to remedy effects of discrimination where appropriate.

2.6 INVESTIGATION AND REMEDIATION

If an employee believes that he or she has experienced sexual harassment or other forms of harassment, or believes that he or she has witnessed sexual or other forms of harassment, that employee should immediately notify the Director of Finance and HR, or any School official with whom that employee feels comfortable. All reports of sexual harassment will be promptly investigated by the Director of Finance and HR or School official who is not involved in the alleged harassment, and will be kept confidential to the

extent possible. If a School official or their designee is involved in the reported conduct, or for some reason the employee feels uncomfortable about making a report to a School Official, the employee should make a report directly to the Board of Trustees.

If an investigation confirms that harassment has occurred, the Principal or their designee or other designee as directed by the Board of Trustees, shall take appropriate corrective action which may, upon a determination by the Principal or their designee include, but not be limited to, an official memorandum in an employee's personnel file, salary adjustment, or the termination of the offending employee.

All reports of harassment will be treated seriously and kept confidential to the extent practicable. However, absolute confidentiality is not promised nor can it be assured.

No employee shall be subject to employment-based retaliation, intimidation, or discipline as a result of making a complaint of sexual harassment. However, disciplinary action up to and including termination may be taken against anyone who knowingly makes a false, meritless, or malicious claim of sexual harassment.

2.7 WHISTLEBLOWER POLICY

The School requires its directors, officers and employees to observe high standards of business and personal ethics, as such personal ethics relate to the organization, in the conduct of their duties and responsibilities. Employees and representatives of the School must practice honesty and integrity in fulfilling their responsibilities and comply with all applicable laws and regulations.

This policy is not a vehicle for reporting violations of the School's applicable human resources policies, problems with co-workers or managers, or for reporting issues related to alleged employment discrimination or sexual or any other form of unlawful harassment, all of which should be dealt with in accordance with the School's Personnel Policies and Procedures (the "Policies and Procedures"), as it is those sections of the Policies and Procedures that are applicable to such matters.

The matters which should be reported under this policy, include suspected fraud, theft, embezzlement, accounting or auditing irregularities, bribery, kickbacks, misuse of the School's assets, or suspected regulatory, compliance, or ethics-related issues, concerns, or violations.

Under the Occupational Safety and Health Act (OSH Act), employees may file complaints with OSHA if they believe that they have experienced discrimination or retaliation for exercising any right afforded by the OSH Act, such as complaining to the employer union, OSHA, or any other government agency about workplace safety or health hazards; or for participating in OSHA inspection conferences, hearings, or other OSHA-related activities. Under the Asbestos Hazard Emergency Response Act (AHERA), employees may file complaints with OSHA if they believe they have experienced discrimination or retaliation for reporting alleged violations of environmental laws relating to asbestos in elementary and secondary school systems.

2.7.1 Reporting Responsibility

It is the responsibility of all directors, officers and employees to report in good faith violations or suspected violations of high business and personal ethical standards, as such personal ethics relate to the organization, and/or applicable legal requirements ("Violations") in accordance with this Whistleblower Policy.

2.7.2 Reporting Violations

Questions, concerns, suggestions, or complaints regarding the ethical and legal standards noted above should be addressed directly to the School's Principal.

2.7.3 Non-Retaliation

No employee who in good faith reports a violation shall suffer harassment, retaliation or adverse employment consequences because of such report. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment. This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns within the School prior to seeking resolution outside the School. Notwithstanding anything contained herein to the contrary, this Whistleblower Policy is not an employment contract and does not modify the employment relationship between the School and its employees, nor does it change the fact that employees of the School are employees at will. Where provisions exist elsewhere under law and/or School policy governing the disclosure of information and other obligations, and /or retaliation relative to such disclosure, such laws and/or School policies shall govern.

2.8 INVESTIGATIONS

The Board of Trustees may delegate the responsibility to investigate a reported violation, whether relating to accounting and auditing matters or otherwise, to one or more employees of the School or to any other individual, including persons not employed by the School. The Board of Trustees will not delegate such responsibility to an employee or other individual who is the subject of the reported Violation or in a manner that would compromise either the identity of an employee who reported the Violation anonymously or the reasonable confidentiality of the complaint or resulting investigation. Notwithstanding anything herein to the contrary, the scope, manner and parameters of any investigation of a reported Violation shall be determined by the Board of Trustees in its sole discretion and the School and its employees will cooperate as necessary in connection with any such investigation.

2.8.1 Acting in Good Faith

Anyone filing a complaint concerning a violation must act in good faith and have reasonable grounds for believing the information disclosed may indicate a violation of such standards. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

2.8.2 Confidentiality

In making a complaint or submission, an employee of the School may request that such complaint be treated in a confidential manner (including that the School take reasonable steps to ensure that the identity of the employee making the complaint remains anonymous). The School takes seriously its responsibility to enforce this Whistleblower Policy and therefore encourages any employee reporting a violation to identify him or herself so as to facilitate any resulting investigation. Employees may, however, submit complaints on an anonymous basis. Reports of violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

2.8.3 Handling of Reported Violations

A School official will notify the sender and acknowledge receipt of the reported violation or suspected violation within five business days, but only to the extent the sender's identity is disclosed or a return address is provided. All reports will be promptly investigated; the scope of any such investigation being within the sole discretion of the Board of Trustees, and appropriate corrective action will be taken if warranted by the investigation.

2.8.4 Records

The School will retain on a strictly confidential basis for a period of seven years (or otherwise as required under the School's record retention policies in effect from time to time) all records relating to any complaint

and to the investigation and resolution thereof. All such records are confidential to the School and such records will be considered privileged and confidential.

2.9 PROBLEM RESOLUTION PROCEDURE & FORMAL GRIEVANCE PROCESS

It is the policy of the School to treat employees in a fair and impartial manner. The School is firmly committed to the belief that undisclosed problems will remain unresolved and eventually lead to a decay of work relationships, dissatisfaction in working conditions, and a decline in operational efficiency. The School therefore tries to solve problems as quickly, fairly, and informally as possible. If a problem should arise between members of the community, employees are encouraged to speak directly to each other for discussion and resolution. If the two are unable to resolve their differences, concerns should be brought before the School leader. If the School Leader is unable to resolve, concerns should be brought to the Board of Trustees.

The School promotes a quality work environment for all employees, one that encourages a high level of individual and team contribution in support of organizational goals. The School believes that open communication is essential to a successful work environment and that all employees should feel free to seek answers to work-related questions and raise issues of concern without fear of reprisal or retaliation.

The underlying philosophy of the School's open-door policy is to provide an effective and timely process for employees to seek solutions to work-related questions, concerns or problems.

If for any reason, you do not feel comfortable discussing a work-related concern with your manager, you should bring the issue to the attention of your School leadership. If after taking repeated steps you continue to feel that your issues have not been resolved, you are encouraged should use the Formal Grievance Process outlined below:

Formal Grievance Process-

If a complaint is made regarding a staff member at the School, it will first be the responsibility of the Principal or designee to address the complaint to the satisfaction of the Board and the complainant. If the complainant is not satisfied by the response of the Principal or designee, the complainant should submit their complaint in writing to the Board within seven days.

The Board will serve as the appeals body for any complaints not satisfactorily resolved or that involve the Principal directly in the complaint. Complaints must be submitted to the Board at least one week prior to the next Board meeting. Complaints submitted less than one week before the next Board meeting will be addressed at the subsequent meeting of the Board. Emergency issues will be dealt with on an as-needed basis, with the Board responding at or prior to its next regular public meeting.

Complaints will be promptly investigated and a determination will be made within a reasonable time. Where possible a determination will be made within 30 days or by the next regularly scheduled meeting of the Board unless extenuating circumstances outlined in the complaint require an expedited review. The Board shall render a determination in writing if appropriate or required by law.

Procedure for Formal Complaints under Section 2855 of the Charter Schools Act

Section 2855(4) of the New York Education Law (part of the New York State Charter Schools Act (CSA)) provides that any individual or group may bring a complaint directly to the Board of Trustees alleging a violation of the CSA, the School's charter, or any other provision of law relating to the management or operation of the School. All such complaints should be in writing and include the following:

1. the name, address, and phone number of the complainant;
2. a detailed statement of the complaint, including the specific provision of the School's charter or law that allegedly has been violated;
3. the relief sought by the complainant; and
4. the response, if any, received from the School thus far.

The Board of Trustees will respond to the complaint within a reasonable time, if reasonable the response will be within the earlier of 30 days of receipt of the formal written complaint or the date of the next regularly scheduled meeting of the Board of Trustees, unless extenuating circumstances outlined in the complaint require an expedited review.

If the complainant believes that the Board of Trustees has not adequately addressed the complaint, the individual or group may then present the complaint to the School's authorizer, the Board of Regents of the State University of New York ("Board of Regents"). The process for bringing a complaint to the Board of Regents can be found here: <http://www.p12.nysed.gov/psc/complaint.html>.

The Board of Regents has delegated authority to handle complaints concerning charter schools to the Commissioner of Education. The Charter School Office of the New York State Education Department, on behalf of the Commissioner, will investigate and respond to complaints concerning charter schools that have been appropriately filed, and has the power and the duty to issue appropriate remedial orders involving any such complaint.

Operations

Monthly Enrollment

Grade	Current Enrollment	NO Pre-K	Waitlist (Paperwork pending)	New this Month	Total Seats Avail
All	328	276			
Pre-K	52		0	0	0
K	44	44	1	0	4
1	50	50	2	0	2
2	44	44	2	0	4
3	53	53	1	1	0
4	38	38	0	0	14
5	47	47	0	0	5

Monthly Enrollment Targets

	Current # Students	Current % students	Comparable District %
ED	298	90.9%	92.3%
ELL	58	17.7%	16.2%
SPED	79	24.09%	22.2%

*Economically Disadvantaged= ED

Monthly Retention Targets

	Current Retention (# Students)	Current Retention (% of students)	Comparable District %
ED	298	90.9%	92.3%
ELL	58	17.7%	16.2%
SPED	79	24.9%	22.2%

Monthly Staffing Update

	2016-2017	January 2018	Current YTD
Administrators			
# Total	9	7	0
Hires	0	0	0
Attrition	2	0	0
Attrition at years' end	2	N/A	0
Vacancies	0	0	0
Explanation	AP of SpEd - position not filled Instructional Coach - position not filled filled		

forwards 101
April 1

Teachers

# Total	55	45	0
Hires	12	0	0
Attrition	9	4	0
Attrition at years' end	9	N/A	0
Vacancies	3	2	0
Explanation	SpEd/GenEd Teacher		

Other Staff

# Total	1	5	6
Hires	2	2	2
Attrition	0	0	4
Attrition at years' end	0	N/A	N/A
Vacancies	0	0	0
Explanation	Ops/Pre-K Arts & Crafts		

Monthly Teachers by Area

Area	# Total	Vacancy	Hired this month	Attrition this month
Gen Ed	10	0	0	0
SPED	7	0	0	0
Specials	6	0	0	0
TA	20	0	0	0

Monthly Teachers By Grade

Grade	# Total	Vacancy	Hired this month	Attrition this month
Pre-K	6	0	0	0
K	4	0	0	0
1	2	0	0	0
0	10	0	0	0
3	2	0	0	0
4	5	0	0	0
5	5	0	0	0

Instruction

ESEA Annual Accountability Designation

Current Designation	Minimum Expectation	Target
Priority	Good Standing	Reward

Annual Similar Schools Comparison: Math

# of students scoring 3/4	% of students scoring 3/4	NYS Mean Proficiency (Comp. Schools)	Min. Expect.	Target
All 15	13%	17.7%	20%	42%
ED 14	13%	9%	20%	31%
ELL 1	8%	9.1%	11%	15%
SPED 3	16.7%	7.0%	9%	7%

Annual Similar Schools Comparison: ELA

# of students scoring 3/4	% of students scoring 3/4	NYS Mean Proficiency (Comp. Schools)	Min. Expect.	Target
All 24	20%	22.0%	24%	42%
ED 22	20%	20.4%	22%	31%
ELL 2	17%	6.1%	8%	7%
SPED 2%	6%	6.1%	8%	48%

Quarterly Teacher Effectiveness Update

	Leads	TAs	Specials	Total
Green	14	7	3	24
Yellow	3	3	2	8
Red	7	0	0	7

Annual State Test Proficiency: Math

# students 3/4	% students 3/4	Dist. Average	State Average
All 15	13%	17.7%	40.2%
ED 14	13%	17.9%	29%
ELL 1	8%	9.1%	13.2%
SPED 3	9%	7.8%	4.6%
Grade 3 8	16.7%	28.4%	48.4%
Grade 4 4	8.3%	22.3%	43.0%
Grade 5 3	12.5%	21.1%	43.1%

Annual State Test Proficiency: ELA

# students 3/4	% students 3/4	Dist. Average	State Average
All 24	20%	22%	39.8%
ED 22	20%	20.4%	29%
ELL 2	17%	6.1%	5.2%
SPED 2	6%	6.1%	46.0%
Grade 3 12	24.5%	27.5%	42.9%
Grade 4 8	16.7%	25.5%	41.2%
Grade 5 4	16.7%	19.4%	35.4%

Trimester MAP DATA

Math

Grade	# of students tested	# of passing students	% of passing students	# of bubble students	% of bubble students
3 rd	50	8	16	42	84
4 th	49	7	14	42	86
5 th	50	8	16	42	84

Reading

Grade	# of students tested	# of passing students	% of passing students	# of bubble students	% of bubble students
3 rd	50	12	24	38	76
4 th	49	13	27	36	73
5 th	50	12	24	38	76

Language

Grade	# of students tested	# of passing students	% of passing students	# of bubble students	% of bubble students
3 rd	50	10	20	30	60
4 th	49	13	27	36	73
5 th	50	7	14	43	86

Instruction (continued)

Annual Similar Schools Comparison: Science

	# of students scoring 3/4	% of students scoring 3/4	NYS Mean Proficiency (Comp. Schools)	Min. Expect.	Target
All	25	53%			
ED	23	48%			
ELL	N/A	N/A			
SPED	8%	17%			

Annual Trending Toward Proficiency: Math

	# of 3/4 in 2015	# maintain 3/4 in 2016	# of students improving score	% maintain or improving	Min.	Target
All	14	15	1	.14%	20%	42%
ED	11	11	3	27.3%	20%	31%
ELL	2	1	0	N/A	11%	15%
SPED	4	3	0	N/A	9%	7%

Annual Trending Toward Proficiency: ELA

	# of 3/4 in 2015	# maintain 3/4 in 2016	# of students improving score	% maintain or improving	Min.	Target
All	15	15	9	60%	24%	42%
ED	11	11	11	0	22%	31%
ELL	3	2	1	0.3%	8%	7%
SPED	2	0	0	N/A	8%	48%

Culture

Monthly Attendance Update

Month	All Students	SPED
February	86.67%	89.58%

Culture Calendar

Date	Activity
3/14-3/15	Parent Teacher Conferences
4/2-4/6	Spring Break
4/10	Test Prep Rally
ELA State Test	4/11-4/13
Math State Test	5/1-5/3
Teacher Appreciation Week	5/7-5/11

Calendar

Date	Activity

Monthly Suspension Data

Category	YTD	% of School suspended	District Average
OSS Total	10	3.05%	22%
OSS SPED	8	2.44%	11%
OSS due to Conduct	2	0.61%	2%
OSS due to Violence	8	2.44%	21%

Special Education

Monthly SPED Caseload Update

Total SPED Students	Current	Previous	Change
Initial Referrals	4	4	0
Outstanding IEP's	24	24	0
New < 20	25	25	0
New 20-60	7	7	0
New >60	47	47	0

Finance

Budget Thumbnail - Month

	Current Month (Budgeted)	Current Month (Actual)
Revenues	\$483,679	\$510,575
Expenses	\$467,296	\$452,665
Net	\$16,384	\$57,911

Budget Thumbnail – Fiscal Year End (FYE)

	FYE (Budgeted)	FYE (Projected 6/30)
Revenues	\$5,816,389	\$6,306,440
Expenses	\$5,728,491	\$5,916,154
Net	\$87,898	\$390,286



Helping you to focus on what's important:
STUDENT ACHIEVEMENT

CSBM
CHARTER SCHOOL
BUSINESS MANAGEMENT

experience expertise execution

NYC Montessori Charter School

Monthly Financial Report

1/31/18

NYC Montessori Charter School
Budget vs. Actuals SUMMARY
Fiscal Year Ending 6/30/2018

REQUIRES ATTENTION/ MONITORING
POTENTIAL AREA OF CONCERN
NO CONCERNS AT THIS TIME

	Month:			YTD through:			Remaining	Projected FYE 6/30/18	ANNUAL BUDGET	By4 Diff	NOTES
	Actual	Budget	Variance	Actual	Budget	Variance					
Income											
4100 State Grants	483,640	464,463	19,177	3,396,997	3,147,244	249,753	2,600,125	5,997,122	5,575,161	421,961	OVER BUDGET
4200 Federal Grants	26,935	19,216	7,719	182,518	139,073	43,445	126,292	308,810	241,228	67,582	OVER BUDGET
4300 Contributions	0	0	0	508	0	508	0	508	0	508	OVER BUDGET
4400 Miscellaneous Income	0	0	0	0	0	0	0	0	0	0	
Total Income	510,575	483,679	26,896	3,580,023	3,286,317	293,707	2,726,416	6,306,440	5,816,389	490,051	

	Month:			YTD through:			Remaining	Projected FYE 6/30/18	ANNUAL BUDGET	By4 Diff	NOTES
	Actual	Budget	Variance	Actual	Budget	Variance					
Expenses											
5100 Administrative	58,560	59,947	-1,387	389,140	419,628	-30,488	305,403	694,543	719,562	-24,819	UNDER BUDGET
5200 Instructional Staff	110,351	111,933	-1,582	620,193	615,631	4,562	754,269	1,374,461	1,281,076	93,385	OVER BUDGET
5300 Special Education	76,935	71,202	5,733	419,614	391,613	28,001	502,439	922,053	916,546	5,507	OVER BUDGET
5400 Incentive	0	0	0	0	0	0	0	0	0	0	OVER BUDGET
5000 Compensation	245,846	243,082	2,764	1,428,946	1,426,872	2,075	1,562,111	2,991,057	2,916,984	74,073	OVER BUDGET
5500 Benefits	53,815	53,268	548	441,307	372,874	68,432	297,604	738,910	639,213	99,697	OVER BUDGET
6100 Administrative Expenses	2,320	8,196	-5,876	62,302	64,919	-2,617	43,454	105,756	105,500	-256	UNDER BUDGET
6200 Professional Services	16,849	26,055	-9,206	151,805	181,785	-29,980	189,465	341,269	337,560	3,709	OVER BUDGET
6300 Professional Development	2,764	3,183	-420	18,253	22,283	-4,030	19,947	38,200	38,200	0	ON BUDGET
6400 Marketing and Staff/Student Rec	292	458	-166	3,299	3,208	91	2,201	5,500	5,500	0	ON BUDGET
7100 Curriculum & Classroom Expenses	4,303	7,612	-3,310	28,425	46,687	-18,262	44,751	73,176	74,849	-1,673	UNDER BUDGET
8100 Facility	124,852	122,610	2,242	921,972	858,273	63,699	561,353	1,483,325	1,471,325	12,000	OVER BUDGET
8200 Technology/Communication Expense	1,776	2,408	-633	16,126	16,858	-733	12,774	28,900	28,900	0	ON BUDGET
8800 Miscellaneous Expenses	-153	422	-574	4,401	2,952	1,450	659	5,060	5,060	0	ON BUDGET
8900 Depreciation Expenses	0	0	0	0	0	0	105,000	105,000	105,000	0	ON BUDGET
Total Expenses	452,665	467,296	-14,631	3,076,837	2,996,712	80,126	2,839,317	5,916,154	5,728,491	187,663	
Net Operating Income	57,911	16,384	41,527	503,186	289,605	213,581	-112,900	390,286	87,898	302,388	

Fixed Assets											
1500 Assets	0	33,700	-33,700	17,884	33,700	-15,816	15,816	33,700	33,700	0	ON BUDGET

1. Bank accounts update - Chase Statements

Account
Operating (Checking)
Debit (Debit Card)
Total Operating Cash
Money Market (Savings)
Escrow (Dissolution)
Total Cash

JUL 2017	AUG 2017	SEP 2017	OCT 2017
\$ 684,523	\$ 1,054,842	\$ 756,832	\$ 1,334,837
\$ 5,711	\$ 3,483	\$ 1,999	\$ 959
\$ 690,235	\$ 1,058,325	\$ 758,831	\$ 1,335,796
\$ 1	\$ 1	\$ 1	\$ 1
\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000
\$ 765,236	\$ 1,133,326	\$ 833,832	\$ 1,410,797

Account
Operating (Checking)
Debit (Debit Card)
Total Operating Cash
Money Market (Savings)
Escrow (Dissolution)
Total Cash

NOV 2017	DEC 2017	JAN 2018	FEB 2018
\$ 1,334,837	\$ 1,333,759	\$ 854,881	
\$ 959	\$ 2,882	\$ 2,005	
\$ 1,335,796	\$ 1,336,640	\$ 856,886	\$ -
\$ 1	\$ 1	\$ 1	
\$ 75,000	\$ 75,000	\$ 75,000	
\$ 1,410,797	\$ 1,411,641	\$ 931,887	\$ -

2. Financial status update - QB Reports

Account
Profit & Loss - Income
Profit & Loss - Expense
Profit & Loss - Net Income/(Loss)
Cash End of Period
Balance Sheet - Assets
Balance Sheet - Liabilities
Debt to Asset Ratio (should be lower than 1.00)
Balance Sheet - Equity

JUL 2017	AUG 2017	SEP 2017	OCT 2017
\$ 412,464	\$ 412,463	\$ 492,748	\$ 491,398
\$ 291,434	\$ 362,927	\$ 448,299	\$ 470,507
\$121,030	\$49,536	\$44,449	\$20,891
\$ 691,647	\$ 1,058,326	\$ 627,420	\$ 1,315,725
\$ 1,355,117	\$ 1,726,968	\$ 1,360,862	\$ 2,098,588
\$ 1,336,474	\$ 1,645,536	\$ 1,268,615	\$ 1,987,982
0.99	0.95	0.93	0.95
\$ 18,642	\$ 81,433	\$ 92,247	\$ 110,606

Account
Profit & Loss - Income
Profit & Loss - Expense
Profit & Loss - Net Income/(Loss)
Cash End of Period
Balance Sheet - Assets
Balance Sheet - Liabilities
Debt to Asset Ratio (should be lower than 1.00)
Balance Sheet - Equity

NOV 2017	DEC 2017	JAN 2018	FEB 2018
\$ 607,194	\$ 653,181	\$ 510,575	
\$ 474,846	\$ 576,160	\$ 452,665	
\$132,348	\$77,021	\$57,911	\$0
\$ 729,647	\$ 1,328,398	\$ 850,372	
\$ 1,557,300	\$ 1,679,288	\$ 1,679,288	
\$ 1,338,303	\$ 1,337,749	\$ 1,337,749	
0.86	0.80	0.80	
\$ 218,997	\$ 341,539	\$ 341,539	\$ -

Account
Profit & Loss - Income
Profit & Loss - Expense
Profit & Loss - Net Income/(Loss)
Cash End of Period
Balance Sheet - Assets
Balance Sheet - Liabilities
Debt to Asset Ratio (should be lower than 1.00)
Balance Sheet - Equity

YTD	Y/E PROJECTION
\$ 3,580,023	\$ 6,306,440
\$ 3,076,837	\$ 5,916,154
\$ 503,186	\$ 390,286
\$ 1,328,398	
\$ 1,355,117	
\$ 1,336,474	
0.99	
\$ 18,642	

Comments / Issues:

Working with the Dept of Labor to appeal \$130K SUI fees.
Little Bird and ADP are assisting with the issue.

Education Committee Meeting

New York City Montessori Charter School (NYCMCS) Board of Trustees

423 East 138th Street, Bronx, New York 10454

January 24, 2018

MINUTES

Committee Purpose: The Education Committee shall be responsible for evaluating whether the NYCMCS is adhering to its Charter and achieving its goals of attaining high student academic achievement and preparing its students for success in their continuing education and active citizenship. It will examine the results from city, state, national, and internally developed assessments, which are both criterion and norm-referenced. In addition, the Education Committee will meet with the Principal to analyze assessment data. Based on the assessment data, the Education Committee may make recommendations regarding the allocation of resources in terms of classroom materials, staffing, professional development, and outside consultants. The Education Committee will also monitor the ongoing process of recruiting Montessori-trained teachers and training the staff, assistant teachers and Board members. *(NYCMCS Board of Trustees' Bylaws, 2015).*

Present: Denise Clay, Ayca Ergeneman, Abeku Hayes, and Maria Keane. Kim Smaw also attended.

- I. Call to Order—The meeting was called to order at 3:40 p.m.
- II. Minutes—The minutes for the December 13, 2017 Education Committee meeting were approved, with corrections adding the names of the attendees, Drs. Clay and DiSanto, and editing the 3rd and 5th bullets of item IV.
- III. American Montessori Society (“AMS”) Conference Attendance Recommendation—The Committee’s draft recommendation was discussed and it was decided to recommend to the full Board the following:

The Education Committee recommends that two teachers attend the 2018 AMS Conference. The teachers will be expected to:

1. Attend at least one Plenary Session and a minimum of three workshops.
2. Within one week of return from the Conference, submit a one page reflection to the Principal and the Board of Trustees that include the following:
 - a. A description of the topic covered in the Plenary Session with three major takeaways and/or ideas in which the information gained can be used at NYCMCS.
 - b. A description of the topics covered in each of the workshops attended. (Teachers are expected to attend different workshops, regarding the initial three, to maximize the learning outcomes at the Conference.)
 - c. From each workshop, examples of specific methods that can be used in NYCMCS (i.e., school or in the classroom).
 - d. Indicate the most valuable lesson personally learned from attending the AMS Conference.
3. Provide feedback (professional development) to teachers, if appropriate.

- IV. Principal Dashboard Review—The Committee reviewed the Principal Dashboard. A discussion of the various data points on the Dashboard ensued. Principal Hayes reported that the school currently has 322 students in pre-k through fifth grade, with 277 enrolled students in k through fifth grade as of today. He also reported that, with four new elementary schools opening in the district next year, NYCMCS will be challenged even more in its efforts to retain students. Principal Hayes discussed the numerous strategies that the school has employed or will employ to retain families: parenting sessions, expanded efforts with the Family Association, community events such as cooking events for parents, an international fair, and a family fun day. The Committee also discussed the recent loss of 2 NYCMCS special education teachers.
- V. Professional Development Update—The Committee noted that Principal Hayes provided the Committee with the 2017-2018 Professional Development Calendar for September through December 2017, which sets forth a description of the professional development conducted during last quarter, to whom it was provided, the follow up to be conducted with respect to each training, and the how the training will be assessed.
- VI. State Education Department (“SED”) Visit—The Committee was reminded that the SED will be visiting with Principal Hayes tomorrow, Thurs. Jan. 25, 2018.
- VII. Renewal Process—The Committee discussed the fact that it has not yet received the schedule of monthly activities during the renewal year from our consultant Jill Shahan. The Committee Chair will follow up with Ms. Shahan. Principal Hayes indicated that he has already begun drafting the school’s renewal application, other than the section to be completed by the Board. A discussion ensued as to the components of Board oversight generally and more specifically how the NYCMCS Board was doing on that issue.
- VIII. Summary of SED Dec. 7, 2017 Conference Call—A summary of the Dec. 7, 2017 was distributed to the Committee.
- IX. Announcement—It was announced that the next Education Committee meeting will be on Feb. 28, 2018 at 3:30 pm, with the next Board of Trustees Meeting to follow at 4:30 pm.
- X. Adjournment—The meeting adjourned at 4:50 p.m.

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MINUTES

Meeting of the NYCMCS Family Association
January 10, 2018

Meeting Facilitator: FA President, Tiffany Stokes-Dinkins

Attendees: FA Treasurer, Sabrina Bryant, FA Vice-President Randy Menodza, FA President, Tiffany Stokes-Dinkins, and FA Secretary, Melissa Velazquez

Agenda

1. Dance Recap
2. Upcoming Events
3. Other Business
4. Closing

Business

1. Dance Recap - We discussed how we each felt about the dance and what we need to do to make the next one better. A head count was done at the dance by President Stokes-Dinkins of 248 attendees. We were thrilled with the turnout and want to keep school spirit up. A few of the ways we think we can improve are:
 - a. More parent involvement – If we have more parents involved it can alleviate some of the long lines. We can have parents manning different stations throughout the dance.
 - b. Space: two suggestions were given by parents and brought to us.
 - b.i. Separate by grades: Pre-k – 2nd in cafeteria and 3-5 in the gym
 - b.ii. Everyone in the gym.
 - c. RSVP slips – Adding an RSVP slip to the bottom of the flyer so that we can get an idea of how many people to expect.
2. Upcoming Events - Please note that all events are tentative. This is our wish list of events for the rest of the year.
 - a. Saturday, March 10, 2018 10a – 2p – Community Day – Tabled. We do not think that we can take this on at this time.
 - b. March 23rd 4p – 6p – Movie Night – We will use Tiffany's Netflix account and screen Trolls.
 - b.i. We would like to implement the flyer RSVP sheet for this event.
 - b.ii. Would we be able to use the gym for the screening?
 - b.iii. We would sell snacks and drinks as a fundraiser.

- c. April 20th Time: TBD Spring Formal – After the success of our first dance we would like to do another. Admission would be charged. We would sell food, snacks, beverages and have a table of novelty items set up.
- d. Friday, May 11th 5:30p – 7:30p – Teacher Appreciation Day – Our teachers are amazing. We want them to know this and to feel appreciated. Teachers will be presented with certificates and students will have the opportunity to speak about the teachers. This would be paired with another delivery gift shop.
- e. May 11th – Mother's Day Table – We would sell items for students to gift to the women in their lives that provide mothering.
- f. June 15th – Father/Daughter Dance - We thought this would be a nice way to celebrate Father's Day. Admission would be charged. We would sell food, snacks, beverages and have a table of novelty items set up.
- g. June 15th – Father's Day Table - We would sell items for students to gift to the men in their lives that provide fathering.
- h. 5th Grade Formal – Date/Time: TBD – We would like to give the graduating class a formal dance to celebrate their completion at NYCMCS. Admission will be free. Only fifth graders allowed (with chaperones). We would sell food, snacks, beverages and have a table of novelty items set up.

3. Other Business

- a. FA BJs Membership – We think it would be a good idea to open our own BJs membership so that we can purchase products for school events without having to bother a staff member or use a personal account that does not have tax exemption.
 - b. Donation Center – Parents have begun asking if we will still be doing this. We are waiting to hear if we can use the space (batcave) between NCYMCS and the Day Care next door as our headquarters. Secretary Velazquez is going to price hanging racks and plastic draws to hold the donations. We would like to begin setting the area up soon so that we can present it at our next meeting.
 - c. School Store: We would still like to do this but will need parental involvement to make it happen.
5. Closing – We are looking forward to presenting the NYCMCS parents with this information at our next meetings on Wednesday, March 14th.

**New York City Montessori Charter School (NYCMCS)
Board of Trustees Monthly Meeting**

423 E. 138th Street, Bronx, New York 10454

March 28, 2018

4:30 p.m.

AGENDA

- I. Call to Order/Roll Call (1 minute)
- II. Public Comments (2 minutes per person)
- III. Approval of Minutes—January 2018 (2 minutes)
- IV. Dashboard Review (10 minutes)
- V. Committee or Task Force Reports (20 minutes)
 - Building and Grounds Committee Report
 - Education Committee
 - Finance Committee Report
 - Family Association Report
- VI. Adjournment

New York City Montessori Charter School Board of Trustees

February 28, 2018 4:36 p.m.

The meeting convened at the school building at 423 East 138th Street in the Bronx at 5:00pm. Mr. Cohen, Mr. Mullane, Dr. Clay, Ms. Keane, Ms. Ergeneman and Principal Hayes were present; Ms. Laville attended via videoconference. Kim Smaw, Wanda Andujar, and Krystal Astwood were also present. Ms. Cronk Lewis, a prospective new Board member, also attended, as did Kim Santiago and David Frank from the State Education Department (“SED”).

The January 24, 2018 Board meeting minutes were approved.

Mr. Frank and Ms. Santiago reported about the recent SED visit of January 25, 2018. It was reported that during that visit by Ms. Santiago, she observed strong interventions and innovations. Hope was expressed that the school would be able to meet the required benchmarks for renewal. A discussion ensued about the reasons the school saw improvements in academic outcomes in the past year. Mr. Frank and Ms. Santiago also discussed important guiding principles for Board governance: the importance of continuing to build Board membership and Board professionalism; governing, not managing; and thinking strategically about the future of the school. They also provided guidance on the areas the school ought to focus upon in order to improve its chances for renewal: enrollment, retention, Board capacity, legal compliance, continuation of work with the community, test scores for all students, and the Board providing support to the school leader, while holding him accountable, and making sure the school leadership team has the resources they need. Principal Hayes indicated that he was going to invite the SED Chancellor to visit the school. The Board Chair observed that the school had made good academic progress, had increased the number of Board members, and had improved its financial health this past year. Mr. Frank and Ms. Santiago expressed their cautious optimism regarding the school’s trajectory.

The Board discussed the school’s equal opportunity and anti-harassment policy. It was decided that Principal Hayes would ask its Human Resources vendor, Little Bird, to review the policy and update it if necessary, and to provide onsite training on this topic to the school leadership and staff.

Ms. Cronk Lewis discussed her background and interest in serving on the Board. At the end of the meeting, the Board unanimously voted to have Ms. Cronk Lewis join the Board. She was asked to submit all the necessary paperwork as soon as practicable.

A discussion ensued about the Principal’s dashboard. Enrollment numbers, finances, and teacher vacancies/retention were discussed. The Principal informed the Board that the school

recently lost a Music teacher, an assistant teacher, and two special education teachers and has filled those positions by moving teachers and hiring multi-talented paraprofessionals. It was reported that all classes are being covered.

The Buildings and Grounds Committee informed the Board that there was nothing new to report since the last Board meeting.

The Finance Committee reported that the school finances are healthy and that there is presently an almost \$400,000 surplus. A discussion ensued regarding the pending Department of Labor (“DOL”) audit. Principal Hayes reminded the Board of the circumstances leading to the DOL’s apparent erroneous conclusion and judgment entered against the school, the school’s request to re-open the matter, and the next steps. Principal Hayes explained that he believes that all but approximately \$4,000 of the judgment is erroneous and should be corrected after the hearing next week.

The Education Committee reported on its meeting of today. Dr. Clay discussed the timeline for the renewal process, the state testing dates, and the Committee’s review of the Principal’s dashboard.

The Board reviewed the minutes of the Family Association’s meeting of January 10, 2018, and Principal Hayes reported on the Association’s recent activities, including a fundraiser dance.

The Board then discussed the safety measures currently in place at the school and other possible measures that might be considered to guard against active shooters and other emergencies.

There being no further business before the Board, the meeting was adjourned at 5:50 p.m.

Maria H. Keane
Secretary

NYC Montessori Charter School Board Deck

March 14, 2018

Operations

Monthly Enrollment

Grade	Current Enrollment	NO Pre-K	Waitlist (Paperwork pending)	New this Month	Total Seats Avail
All	327	276			
Pre-K	51		0	0	1
K	44	44	1	0	4
1	50	50	2	0	2
2	44	44	2	0	4
3	53	53	1	1	0
4	38	38	0	0	14
5	47	47	0	0	5

Monthly Enrollment Targets

	Current # Students	Current % students	Comparable District %
ED	298	90.9%	92.3%
ELL	58	17.7%	16.2%
SPED	79	24.09%	22.2%

*Economically Disadvantaged= ED

Monthly Retention Targets

	Current Retention (# Students)	Current Retention (% of students)	Comparable District %
ED	298	90.9%	92.3%
ELL	58	17.7%	16.2%
SPED	79	24.9%	22.2%

Monthly Staffing Update

	2016-2017	February 2018	Current YTD
Administrators			
# Total	9	7	0
Hires	0	0	0
Attrition	2	0	0
Attrition at years' end	2	N/A	0
Vacancies	0	0	0
Explanation	AP of SpEd- position not filled Instructional Coach- position not filled		
Teachers			
# Total	55	44	0
Hires	12	2	0
Attrition	9	1	0
Attrition at years' end	9	N/A	0
Vacancies	3	2	0
Explanation	GenEd Teacher /Art Teacher		
Other Staff			
# Total	1	5	6
Hires	2	2	2
Attrition	0	0	4
Attrition at years' end	0	N/A	N/A
Vacancies	0	0	0
Explanation	Ops/Pre-K Arts & Crafts		

Monthly Teachers by Area

Area	# Total	Vacancy	Hired this month	Attrition this month
Gen Ed	10	0	0	0
SPED	7	0	0	0
Specials	6	0	0	0
TA	20	0	0	0

Monthly Teachers By Grade

Grade	# Total	Vacancy	Hired this month	Attrition this month
Pre-K	6	0	0	0
K	4	0	0	0
1	2	0	0	0
0	10	0	0	0
3	2	0	0	0
4	5	0	0	0
5	5	0	0	0

Instruction

ESEA Annual Accountability Designation

Current Designation Priority	Minimum Expectation	Target
	Good Standing	Reward

Annual Similar Schools Comparison: Math

	# of students scoring 3/4	% of students scoring 3/4	NYS Mean Proficiency (Comp. Schools)	Min. Expect.	Target
All	15	13%	17.7%	20%	42%
ED	14	13%	9%	20%	31%
ELL	1	8%	9.1%	11%	15%
SPED	3	16.7%	7.0%	9%	7%

Annual Similar Schools Comparison: ELA

	# of students scoring 3/4	% of students scoring 3/4	NYS Mean Proficiency (Comp. Schools)	Min. Expect.	Target
All	24	20%	22.0%	24%	42%
ED	22	20%	20.4%	22%	31%
ELL	2	17%	6.1%	8%	7%
SPED	2%	6%	6.1%	8%	48%

Quarterly Teacher Effectiveness Update

	Leads	TAs	Specials	Total
Green	14	8	2	24
Yellow	5	2	2	9
Red	5	1	0	6

Annual State Test Proficiency: Math

	# students 3/4	% students 3/4	Dist. Average	State Average
All	15	13%	17.7%	40.2%
ED	14	13%	17.9%	29%
ELL	1	8%	9.1%	13.2%
SPED	3	9%	7.8%	4.6%
Grade 3	8	16.7%	28.4%	48.4%
Grade 4	4	8.3%	22.3%	43.0%
Grade 5	3	12.5%	21.1%	43.1%

Annual State Test Proficiency: ELA

	# students 3/4	% students 3/4	Dist. Average	State Average
All	24	20%	22%	39.8%
ED	22	20%	20.4%	29%
ELL	2	17%	6.1%	5.2%
SPED	2	6%	6.1%	46.0%
Grade 3	12	24.5%	27.5%	42.9%
Grade 4	8	16.7%	25.5%	41.2%
Grade 5	4	16.7%	19.4%	35.4%

Trimester MAP DATA

Math

Grade	# of students tested	# of passing students	% of passing students	# of bubble students	% of bubble students
3 rd	50	8	16	42	84
4 th	49	7	14	42	86
5 th	50	8	16	42	84

Reading

Grade	# of students tested	# of passing students	% of passing students	# of bubble students	% of bubble students
3 rd	50	12	24	38	76
4 th	49	13	27	36	73
5 th	50	12	24	38	76

Language

Grade	# of students tested	# of passing students	% of passing students	# of bubble students	% of bubble students
3 rd	50	10	20	30	60
4 th	49	13	27	36	73
5 th	50	7	14	43	86

Instruction (continued)

Annual Similar Schools Comparison: Science

	# of students scoring 3/4	% of students scoring 3/4	NYS Mean Proficiency (Comp. Schools)	Min. Expect.	Target
All	25	53%			
ED	23	48%			
ELL	N/A	N/A			
SPED	8%	17%			

Annual Trending Toward Proficiency: Math

	# of 3/4 in 2015	# maintain 3/4 in 2016	# of students improving score	% maintain or improving	Min.	Target
All	14	15	1	.14%	20%	42%
ED	11	11	3	27.3%	20%	31%
ELL	2	1	0	N/A	11%	15%
SPED	4	3	0	N/A	9%	7%

Annual Trending Toward Proficiency: ELA

	# of 3/4 in 2015	# maintain 3/4 in 2016	# of students improving score	% maintain or improving	Min.	Target
All	15	15	9	60%	24%	42%
ED	11	11	11	0	22%	31%
ELL	3	2	1	0.3%	8%	7%
SPED	2	0	0	N/A	8%	48%

Culture

Monthly Attendance Update

Month	All Students	SPED
February	89.37%	91.51%

Monthly Suspension Data

Category	YTD	% of School suspended	District Average
OSS Total	14	5.09%	22%
OSS SPED	9	3.27%	11%
OSS due to Conduct	10	3.62%	2%
OSS due to Violence	4	1.45%	21%

Calendar

Culture Calendar

Date	Activity
3/14-3/15	Parent Teacher Conferences
4/2-4/6	Spring Break
4/10	Test Prep Rally
ELA State Test	4/11-4/13
Math State Test	5/1-5/3
Teacher Appreciation Week	5/7-5/11

Date	Activity

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Special Education

Monthly SPED Caseload Update

Total SPED Students	Current 79	Previous 79	Change 0
Initial Referrals	4	4	0
Outstanding IEP's	24	24	0
New < 20	25	25	0
New 20-60	7	7	0
New >60	47	47	0

Finance	Budget Thumbnail - Month		Budget Thumbnail – Fiscal Year End (FYE)	
	Current Month (Budgeted)	Current Month (Actual)	FYE (Budgeted)	FYE (Projected 6/30)
Revenues	\$483,679	\$510,575	\$5,816,389	\$6,306,440
Expenses	\$467,296	\$452,665	\$5,728,491	\$5,916,154
Net	\$16,384	\$57,911	\$87,898	\$390,286

Education Committee Meeting

New York City Montessori Charter School (NYCMCS) Board of Trustees

423 East 138th Street, Bronx, New York 10454

March 28, 2018

3:30 p.m.

AGENDA

Committee Purpose: The Education Committee shall be responsible for evaluating whether the NYCMCS is adhering to its Charter and achieving its goals of attaining high student academic achievement and preparing its students for success in their continuing education and active citizenship. It will examine the results from city, state, national, and internally developed assessments, which are both criterion and norm-referenced. In addition, the Education Committee will meet with the Principal to analyze assessment data. Based on the assessment data, the Education Committee may make recommendations regarding the allocation of resources in terms of classroom materials, staffing, professional development, and outside consultants. The Education Committee will also monitor the ongoing process of recruiting Montessori-trained teachers and training the staff, assistant teachers and Board members. *(NYCMCS Board of Trustees' Bylaws, 2015).*

- I. Call to Order *(1 minute)*
- II. Minutes – 2/28/2018 *(2 minutes)*
- III. Renewal Process Status Update *(6 minutes)*
- IV. 2018-2019 Educational Program *(12 minutes)*
- V. Finance Projection Needs for Educational Program Support *(12 minutes)*
- VI. Principal Report - Principal Dashboard Review *(12 minutes)*
- VII. Adjournment

Announcement:

- Next Education Committee Meeting: Wed., April 18, 2018, 3:30 p.m.
(Board of Trustees Meeting to follow at 4:30 p.m.)



FINANCE COMMITTEE MEETING

New York City Montessori Charter School (NYCMCS) Board of Trustees
423 East 138th Street, Bronx, New York 10454

March 15, 2018, 10:00 am

Link to Video Conference:

<https://meet.google.com/cmd-evgr-cgg>

Locations:

423 East 138th Street, Bronx, NY 10454

1406 Dean Street, Brooklyn, NY 11216

452 Fifth Avenue, 30th Floor, New York, NY 10018

40 Memorial Highway, Apt. 5J, New Rochelle, NY 10801

MINUTES

Committee Purpose: The Finance Committee is responsible for overseeing the preparation of budgets, financial reports and for supervising the management of the NYCMCS's finances, including notifying the Board of Trustees of significant deviations from the approved budget. The Finance Committee shall review, analyze and recommend for approval the annual audit. On a periodic basis, the Finance Committee shall review investment policies, objectives, and performance. It shall work closely with the NYCMCS's Director of Finance and Operations and business manager, if any, and the Principal in overseeing the performance of the operations staff. (*NYCMCS Board of Trustees' Bylaws, 2015*).

Present: Denise Clay, Rory Cohen, Ayca Ergeneman, Abeku Hayes

- I. Call to Order—The meeting was called to order at 10:10 a.m.
- II. Minutes—There are no meeting minutes from the previous month.
- III. Principal Report— The Principal gave an overview of the February 2018 Finance Report, explaining that school is still projected to realize a surplus by the end of the fiscal year. The Committee reviewed the Finance Report and discussed how some of the surplus can be utilized to support the educational programs. Mr. Hayes shared plans to invest in additional educational technology that will allow a greater number of students to take advantage of the “blended learning” activities as these activities have a strong technology component. He also shared plans to start recruitment for Special Education teachers to replace departing teachers.
- IV. 2018-2019 Budget— The committee moved on to consider next year's budget. Cognizant of the fact that four new elementary schools are opening in the school district in the upcoming school year, the Committee discussed the possibility of adopting a budget that assumes lower enrollment while ensuring that the school would still have the capacity to serve additional students if necessary. Mr. Hayes agreed to reach out to Kim Santiago and David Frank of NYSED to further discuss the potential implications of the new schools on NYCMCS's enrollment numbers.

- V. Other Items - Fundraising Strategy—The next topic of discussion was fundraising and NYCMCS's needs. Mr. Hayes stated the need for bolstering instructional staff and technology resources. It was decided that the school should develop a fundraising strategy and Ms. Ergeneman volunteered to take the lead, working closely with Mr. Hayes.
- VI. Adjournment—The meeting adjourned at 11:10 a.m.

FINANCE COMMITTEE MEETING (via Video Conference)

New York City Montessori Charter School (NYCMCS) Board of Trustees

March 16, 2018

10:00 am

Link to Video Conference:

<https://meet.google.com/cmd-evgr-cgg>

Locations:

423 East 138th Street, Bronx, NY 10454

1406 Dean Street, Brooklyn, NY 11216

452 Fifth Avenue, 30th Floor, New York, NY 10018

40 Memorial Highway, Apt. 5J, New Rochelle, NY 10801

238 Rider Ave, Bronx, NY 10451

AGENDA

Committee Purpose: The Finance Committee is responsible for overseeing the preparation of budgets, financial reports and for supervising the management of the NYCMCS's finances, including notifying the Board of Trustees of significant deviations from the approved budget. The Finance Committee shall review, analyze and recommend for approval the annual audit. On a periodic basis, the Finance Committee shall review investment policies, objectives, and performance. It shall work closely with the NYCMCS's Director of Finance and Operations and business manager, if any, and the Principal in overseeing the performance of the operations staff. (*NYCMCS Board of Trustees' Bylaws, 2015*).

- I. Call to Order
- II. Principal Report
- III. 2018-2019 Budget
- IV. Finance Committee Meeting Scheduling – April 13, 2018 & May 11, 2018, 10:00 a.m.
(Friday before each monthly board meeting)
- V. Adjournment

1. Bank accounts update - Chase Statements

Account	JUL 2017	AUG 2017	SEP 2017	OCT 2017
Operating (Checking)	\$ 684,523	\$ 1,054,842	\$ 756,832	\$ 1,334,837
Debit (Debit Card)	\$ 5,711	\$ 3,483	\$ 1,999	\$ 959
Total Operating Cash	\$ 690,235	\$ 1,058,325	\$ 758,831	\$ 1,335,796
Money Market (Savings)	\$ 1	\$ 1	\$ 1	\$ 1
Escrow (Dissolution)	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000
Total Cash	\$ 765,236	\$ 1,133,326	\$ 833,832	\$ 1,410,797

Account	NOV 2017	DEC 2017	JAN 2018	FEB 2018
Operating (Checking)	\$ 1,334,837	\$ 1,333,759	\$ 854,881	\$ 1,457,425
Debit (Debit Card)	\$ 959	\$ 2,882	\$ 2,005	\$ 1,523
Total Operating Cash	\$ 1,335,796	\$ 1,336,640	\$ 856,886	\$ 1,458,948
Money Market (Savings)	\$ 1	\$ 1	\$ 1	\$ 1
Escrow (Dissolution)	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000
Total Cash	\$ 1,410,797	\$ 1,411,641	\$ 931,887	\$ 1,533,949

2. Financial status update - QB Reports

Account	JUL 2017	AUG 2017	SEP 2017	OCT 2017
Profit & Loss - Income	\$ 412,464	\$ 412,463	\$ 492,748	\$ 491,398
Profit & Loss - Expense	\$ 297,308	\$ 362,927	\$ 453,812	\$ 470,507
Profit & Loss - Net Income/(Loss)	\$115,156	\$49,536	\$38,936	\$20,891
Cash End of Period	\$ 691,647	\$ 1,058,326	\$ 627,420	\$ 1,315,725
Balance Sheet - Assets	\$ 1,355,117	\$ 1,726,968	\$ 1,360,862	\$ 2,098,588
Balance Sheet - Liabilities	\$ 1,336,474	\$ 1,645,536	\$ 1,268,615	\$ 1,987,982
Debt to Asset Ratio (should be lower than 1.00)	0.99	0.95	0.93	0.95
Balance Sheet - Equity	\$ 18,642	\$ 81,433	\$ 92,247	\$ 110,606

Account	NOV 2017	DEC 2017	JAN 2018	FEB 2018
Profit & Loss - Income	\$ 607,194	\$ 653,181	\$ 510,575	\$ 510,575
Profit & Loss - Expense	\$ 474,846	\$ 576,160	\$ 454,810	\$ 461,997
Profit & Loss - Net Income/(Loss)	\$132,348	\$77,021	\$55,765	\$48,578
Cash End of Period	\$ 729,647	\$ 1,328,398	\$ 850,372	\$ 1,056,787
Balance Sheet - Assets	\$ 1,557,300	\$ 1,679,288	\$ 1,679,288	\$ 1,679,288
Balance Sheet - Liabilities	\$ 1,338,303	\$ 1,337,749	\$ 1,337,749	\$ 1,337,749
Debt to Asset Ratio (should be lower than 1.00)	0.86	0.80	0.80	0.80
Balance Sheet - Equity	\$ 218,997	\$ 341,539	\$ 341,539	\$ 341,539

Account	YTD	Y/E PROJECTION
Profit & Loss - Income	\$ 4,090,599	\$ 6,306,440
Profit & Loss - Expense	\$ 3,552,366	\$ 5,839,110
Profit & Loss - Net Income/(Loss)	\$ 538,232	\$ 467,330
Cash End of Period	\$ 1,328,398	
Balance Sheet - Assets	\$ 1,355,117	
Balance Sheet - Liabilities	\$ 1,336,474	
Debt to Asset Ratio (should be lower than 1.00)	0.99	
Balance Sheet - Equity	\$ 18,642	

Comments / Issues:

Working with the Dept of Labor to appeal \$130K SUI fees.
 Little Bird and ADP are assisting with the issue.

NYC Montessori Charter School
Budget vs. Actuals SUMMARY
Fiscal Year Ending 6/30/2018

REQUIRES ATTENTION / MONITORING
POTENTIAL AREA OF CONCERN
NO CONCERNS AT THIS TIME

	Month:		2/28/18		YTD through:			2/28/18		Remaining	Projected FYE 6/30/18	ANNUAL BUDGET	BvA Diff	NOTES
	Actual		Budget	Variance	Actual	Budget	Variance							
Income														
4100 State Grants	483,640	464,463	19,177		3,880,637	3,611,707	268,930	2,116,484	5,997,122	5,575,161	421,961		OVER BUDGET	
4200 Federal Grants	26,935	19,216	7,719		209,453	158,289	51,165	99,357	308,810	241,228	67,582		OVER BUDGET	
4300 Contributions	0	0	0		508	0	508	0	508	0	508		OVER BUDGET	
4400 Miscellaneous Income	0	0	0		0	0	0	0	0	0	0			
Total Income	510,575	483,679	26,896		4,090,599	3,769,996	320,603	2,215,841	6,306,440	5,816,389	490,051			
Expenses														
5100 Administrative	59,716	59,947	-231		448,855	479,575	-30,719	246,345	695,200	719,362	-24,162		UNDER BUDGET	
5200 Instructional Staff	108,154	111,933	-3,779		728,347	727,563	783	607,916	1,336,263	1,281,076	55,187		OVER BUDGET	
5300 Special Education	71,850	71,202	647		491,464	462,816	28,648	389,844	881,307	916,546	-35,239		UNDER BUDGET	
5400 Incentive	0	0	0		0	0	0	0	0	0	0		ON BUDGET	
5000 Compensation	239,719	243,082	-3,363		1,668,665	1,669,954	-1,288	1,244,105	2,912,770	2,916,984	-4,214		UNDER BUDGET	
5500 Benefits	56,117	53,268	2,849		497,423	426,142	71,281	237,122	734,545	639,213	95,332		OVER BUDGET	
6100 Administrative Expenses	9,139	8,196	943		77,713	73,115	4,598	33,652	111,365	105,900	5,465		OVER BUDGET	
6200 Professional Services	19,873	26,055	-6,182		172,957	207,840	-34,883	168,312	341,269	337,560	3,709		OVER BUDGET	
6300 Professional Development	3,185	3,183	2		21,438	25,467	-4,028	16,762	38,200	38,200	0		ON BUDGET	
6400 Marketing and Staff/Student Rec	290	458	-168		3,590	3,667	-77	1,910	5,500	5,500	0		ON BUDGET	
7100 Curriculum & Classroom Expenses	73	7,612	-7,539		28,605	54,299	-25,694	44,571	73,176	74,849	-1,673		UNDER BUDGET	
8100 Facility	132,946	122,610	10,335		1,060,792	980,883	79,909	422,533	1,483,325	1,471,325	12,000		OVER BUDGET	
8200 Technology/Communication Expense	637	2,408	-1,771		16,763	19,267	-2,504	12,137	28,900	28,900	0		ON BUDGET	
8800 Miscellaneous Expenses	18	422	-404		4,419	3,373	1,046	641	5,060	5,060	0		ON BUDGET	
8900 Depreciation Expenses	0	0	0		0	0	0	105,000	105,000	105,000	0		ON BUDGET	
Total Expenses	461,997	467,296	-5,299		3,552,366	3,464,007	88,359	2,286,744	5,839,110	5,728,491	110,619			
Net Operating Income	48,578	16,384	32,195		538,232	305,989	232,243	-70,903	467,330	87,898	379,432			
Fixed Assets														
1500 Assets	0	33,700	-33,700		17,884	33,700	-15,816	15,816	33,700	33,700	0		ON BUDGET	

MEMO

To: Abeku Hayes, Principal

From: Keith Saunders

Date: 3/19/18

Re: New York Montessori UI Account Charge Audit

Message: UI Tax Audit 2014-2018

Cc: Yara Ortiz

Dear Mr. Hayes:

This is a follow up to our conversation concerning your Appeal and subsequent UI Tax Audit. Enclosed is an Estimate of UI Consulting to be performed for Montessori New York, concerning its UI Tax Assessment, of over \$127,000 charged to his account. We can assist with Ms. Ortiz in conducting a detailed Audit. The purpose is to question the Challenge the charges, Audit the charges and file for a Tax Ruling Hearing. This will reduce the impact to your UI Tax account and correct any charges that were deemed incorrect, because of confusion. As Mr. you disclosed to me that there were 3 different Payroll companies servicing your account, during the period the periods in question. This has affected your UI Tax Account and Experience Rate, with a huge negative impact.

Fees: Quarterly Audit \$500 Flat Per Qtr. (2014-2018)

Billed Weekly

Filing the Appeal for Tax Audit/ Ruling: \$250

Challenge to Experience Rating during UI Tax Qtr.'s

Hearing Representation Via Tel Tax UI Ruling of charges \$250

Lets follow up after your review to determine if you would like to move forward. We will put together the audit process as we examine documentation per quarter. We are ready to get started upon your approval .

Thank You

UNEMPLOYMENT APPEAL REPS

Keith Saunders

Managing Director- Appeals

701 South Green Valley Parkway Suite 200

Henderson NV 89074

Mailing Address:

P.O. Box 530313

Henderson, NV 88053

702 561-4022



FINANCE COMMITTEE MEETING (via Video Conference)

New York City Montessori Charter School (NYCMCS) Board of Trustees

March 16, 2018

10:00 am

Link to Video Conference:

<https://meet.google.com/cmd-evgr-cgg>

Locations:

423 East 138th Street, Bronx, NY 10454

1406 Dean Street, Brooklyn, NY 11216

452 Fifth Avenue, 30th Floor, New York, NY 10018

40 Memorial Highway, Apt. 5J, New Rochelle, NY 10801

238 Rider Ave, Bronx, NY 10451

AGENDA

Committee Purpose: The Finance Committee is responsible for overseeing the preparation of budgets, financial reports and for supervising the management of the NYCMCS's finances, including notifying the Board of Trustees of significant deviations from the approved budget. The Finance Committee shall review, analyze and recommend for approval the annual audit. On a periodic basis, the Finance Committee shall review investment policies, objectives, and performance. It shall work closely with the NYCMCS's Director of Finance and Operations and business manager, if any, and the Principal in overseeing the performance of the operations staff. (NYCMCS Board of Trustees' Bylaws, 2015).

- I. Call to Order
- II. Principal Report
- III. 2018-2019 Budget
- IV. Finance Committee Meeting Scheduling – April 13, 2018 & May 11, 2018, 10:00 a.m.
(Friday before each monthly board meeting)
- V. Adjournment

New York City Montessori Charter School Board of Trustees

April 18, 2018 4:30 p.m.

The meeting convened at the school building at 423 East 138th Street in the Bronx at 4:45pm. Dr. Clay, Mr. Mullane, Ms. Keane, and Principal Hayes were present; Ms. Ergeneman attended via videoconference, and Mr. Cohen attended via telephone. Dr. DiSanto attended the beginning portion of the meeting. Kim Smaw and Krystal Astwood were also present. Ms. Kelderman, a NYCMCS parent, also attended the latter portion of the meeting.

The March 28, 2018 Board meeting minutes were approved.

The Board discussed the school's Form 990 tax return for the period July 1, 2016 through June 30, 2017, which is due May 15, 2018. The Board agreed that any comments from Board members would be conveyed to Mr. Mullane by tomorrow, and that Mr. Mullane would provide final comments on behalf of the Board to Principal Hayes by Friday, April 20. The Board discussed that, as noted on Form 990, the process for determining the Principal's compensation includes the use of comparable data such as the Form 990 of other organizations. The Board agreed to have relevant data collected, review such data, and vote on the Principal's compensation. The process will be documented in the minutes of the Board.

The Buildings and Grounds Committee reported that it has started to source other possible properties in the area for the school. The Committee members are exploring these possibilities. Other possible avenues to explore for new spaces were also discussed, including exploring a possible joint venture with local developers who are currently planning five to six new buildings near the Harlem River. The Committee informed the Board that the school suffered numerous leaks on the recent day of heavy rain, including a leak that led to the destruction of the nurse's computer. Repairs are being conducted and the computer is being replaced.

The Education Committee reported on its meeting of today. Dr. Clay informed the Board that the Committee had discussed the status of the renewal process as it relates to the Board's contribution to the application. Dr. Clay explained that the principal evaluation process should begin shortly. Dr. Clay also summarized the Education Committee's discussion regarding the 2018-2019 education program and the school's outreach to colleges as a possible source for NYCMCS's staffing needs. It was reported that the Committee reviewed various data points in the Principal's Dashboard, and a discussion of those data points ensued among the Board members. Principal Hayes also mentioned the unusual call he received yesterday and relayed events leading to one student's recent withdrawal from the school. He also reminded the

Board that the school is in the middle of the state-wide tests: ELA was held during this week, Math will be during the week of May 8, and Science will be from May 23 through June 1.

The Finance Committee reported that it will meet this Friday, and that it could not meet before the Board meeting in part because it just received the financial report from the Charter School Business Management ("CSBM"). A discussion ensued about the timeliness of CSBM's financial reports.

Principal Hayes reported that the Family Association parents have been meeting, with more parents in attendance than before. Two recent parent events included a professional development session for parents and a NYC library parent presentation.

A discussion ensued about the pending Department of Labor ("DOL") audit and appeal. Principal Hayes reported on the status of the appeal, and explained that he is considering hiring an expert (different from the one previously proposed) to help the school through the audit.

Next year's budget was also discussed. Principal Hayes explained that the current draft FY 18-19 budget resulting in approximately \$190,000 in net income includes the elimination of one classroom and two employees. If the classroom and said employees were instead kept, the net income would be approximately \$100,000. Further discussion of this issue was deferred until the Finance Committee meets and reviews the draft FY 18-19 budget.

Ms. Kelderman, a NYCMCS parent, asked about the school's recycling practices, which Principal Hayes explained. It was agreed that Principal Hayes will explore the efficacy of recycling at the classroom level and will discuss this issue with the parents at the next Family Association meeting.

There being no further business before the Board, the meeting was adjourned at 5:24 p.m.

Maria H. Keane
Secretary

New York City Montessori Charter School Board of Trustees

May 23, 2018 4:30 p.m.

The meeting convened at the school building at 423 East 138th Street in the Bronx at 4:30 pm. Dr. Clay, Mr. Mullane, Mr. Cohen, Ms. Keane, and Principal Hayes were present; Ms. Laville attended by telephone. Kim Smaw and Krystal Astwood were also present.

The April 18, 2018 Board meeting minutes were approved.

The Board discussed Charter School Business Management's ("CSBM's") proposed contract for CSBM's work for the school for the 2018-2019 fiscal year. Principal Hayes informed the Board that CSBM's proposed fees for the coming fiscal year were approximately one thousand dollars more than last year's fees, but included all of our renewal application work, which was not part of last year's contract.

A discussion then ensued about the Principal Dashboard. The Board asked questions about various data points on the Dashboard, including the number of currently enrolled students in k through fifth grade (279), and the number of students with IEPs and the number of students with some level of support. Principal Hayes explained the school's current staffing situation and its planned staffing for next year. Principal Hayes reminded the Board that the school currently no longer has any teacher vacancies and that he has extended four offers of employment for next year. He reported that all state tests, other than Science, have been completed.

The Education Committee reported on its meeting of today. Dr. Clay informed the Board that the Committee had discussed that next year's budget will be based on an enrollment of 255 students, in anticipation of possible lower enrollment due to new schools opening in the district next year. She explained that Principal Hayes has told us that this budget can still support an enrollment of up to 295 students. Dr. Clay also informed the Board that Dr. DiSanto is working on the possible placement of up to 18 Hostos Community College students at the school next year to enrich the instruction of our students. Dr. Clay reported on the status of the possible grant from the Carmel Hill Fund, which could provide, for free, literacy support tailored to the needs of the school. She also discussed the fact that Principal Hayes will develop the goals for next year's educational program, which will be presented to the Board at the June meeting, and that the Education Committee is starting its work on the 2017-2018 Education Committee Annual Report.

The Board then discussed the status and timeline of the renewal process. Dr. Clay explained the guidance received from the New York State Education Department ("SED") and David Frank, Executive Director of the SED Charter School Office, to all charter schools up for

renewal this year, including the necessary level of test scores and Board governance. Principal Hayes outlined for the Board the school's extenuating circumstances which he plans to present to the SED in response to the academic benchmark expected for a renewal grant. The Board agreed that the school should apply for renewal and present the extenuating circumstances. Principal Hayes reminded the Board that the application is due August 1 and informed us that because the test scores will not be available this year until Oct. 1, a supplemental application amending the academic benchmark section must be submitted on Oct. 15.

The Finance Committee reported that it will review the five-year budget projection and meet with CSBM. It was reported that the five-year budget projection must be approved to be included in the school's renewal application.

The Buildings and Grounds Committee reported that it has started to look at other possible properties in the area for the school. Ms. Laville reported that she has considered several properties, which turned out not to be feasible for the school's needs for various reasons. The Board discussed other possible property sources and the possibility of exploring avenues for credit enhancement should the need arise.

There were no public comments. Principal Hayes reported that the Family Association parents have been meeting and are preparing for graduation, which will take place on June 14 at 6 pm. The Board will receive invitations to attend. Board members who wish to contribute a gift to the school may do so through the school's website.

There being no further business before the Board, the meeting was adjourned at 5:54 p.m.

Maria H. Keane
Secretary



Entry 10 Enrollment and Retention of Special Populations

Created: 07/25/2018 • Last updated: 07/26/2018

Instructions for Reporting Enrollment and Retention Strategies

Describe the efforts the charter school has made in 2017-18 toward meeting targets to attract and retain enrollment of students with disabilities, English language learners, and students who are economically disadvantaged. In addition, describe the school's plans for meeting or making progress toward meeting its enrollment and retention targets in 2018-19.

NEW YORK CITY MONTESSORI CS (REGENTS)Section Heading

Recruitment/Attraction Efforts Toward Meeting Targets

	Describe Recruitment Efforts in 2017-18	Describe Recruitment Plans in 2018-19)
Economically Disadvantaged	<p>In 2017-18, 90.9% of NYCMCS's students were Economically Disadvantaged, falling short of the enrollment target by 4.7 percentage points. To recruit these students, the school utilized the following strategies:</p> <ul style="list-style-type: none">• We contacted local day care centers in high-need neighborhoods. We specifically targeted all daycare centers in the 10454 zip code. Outreach included distributing brochures and notifying parents of admission and lottery instructions. We began outreach in January 2018.• We presented to numerous local early childhood center staff and parents, again targeting neighborhoods with a high percentage of families living in poverty. Our presentation included a description of the school, our educational philosophy and programs to promote an inclusive environment. We also shared application instructions and invited parents to tour the school.• We conducted outreach to local community based organizations and shared information to facilitate referrals to our school.• We held two open houses for prospective families.• We posted signs regarding our application process outside of our building and	<p>As we were close to meeting this target in 2017-18, we will employ the same strategies, but increase the number of visits to and information sessions we make in community-based organizations in high need neighborhoods in the South Bronx.</p>

	throughout the community. In particular, we posted flyers at grocery stores, churches and libraries.	
English Language Learners	<p>In the past school year, 17.7% of NYCMCS's students were English Language Learner, 4 percentage points below the enrollment target. To recruit ELL students, the school utilized the following strategies:</p> <ul style="list-style-type: none"> • We contacted local day care centers that serve a high number of non-English speaking families. All materials shared with translated into Spanish. We began outreach in January 2018. • We presented to numerous local early childhood center staff and parents. Our presentation included a description of the school, our educational philosophy and programs to serve ELLs students. Translators were brought to every presentation, and applications in multiple languages were available. • We conducted outreach to local community based organizations that serve non-English speaking and shared information in several languages to facilitate referrals to our school. • We held two open houses for prospective families. Presentations were provided in English and Spanish. • We posted signs in Spanish regarding our application process outside of our building and throughout the community. In particular, we posted flyers at grocery stores, churches and libraries. 	As we were close to meeting this target in 2017-18, we will employ the same strategies, but increase the number of visits to and information sessions we make in community-based organizations that serve a high number of non-English speaking families.
Students with Disabilities	Of the total enrollment for 2017-18, the percentage of Students with Disabilities was 28%, 6.1 percentage points above the target. To recruit Students with Disabilities, the school shared information on the wide range of interventions and special education services offered at the school at every community visit, school tour, and information session. Promotional materials also highlighted the inclusive nature of the school and the personalized instructional model. We also maintained a strong relationship with the Committee on Special Education.	As we exceed this enrollment goal, we are confident that our specific strategies are effective, and will continue to focus on their efforts in the 2018-19 school year.

Retention Efforts Toward Meeting Targets

	Describe Retention Efforts in 2017-18	Describe Retention Plans in 2018-19)

Economically Disadvantaged	Research suggests that economically disadvantaged students (students eligible for free or reduced priced lunch) are at a much greater risk for academic failure. To support these and other students, the school has implemented a Response to Intervention (RTI) program to maximize student achievement and minimize behavioral problems. At NYCMCS, we follow a three tier implementation plan. We use research based interventions at each tier as appropriate and target interventions to the student, their personality and their challenges.	Our efforts to retain and serve Economically Disadvantaged students have resulted in the vast majority of our families expressing a high degree of satisfaction with the school and choosing to re-enroll their children year after year. Therefore, changes to the school's program will only be made if necessitated by student data and/or parental concerns.
English Language Learners	To support ELLs, NYCMCS employs a certified English-as-a-Second-Language (ESL) Teacher. She has an MA in TESOL and initial NYS TESOL K-12 teacher certification. She has fulfilled all requirements toward Common Branches certification except for the DASA training. Prior to working full-time, she taught part-time for ten years and is familiar with a variety of languages. The ESL Teacher provides push-in and pull-out instructional support to ELLs based on individual student needs. The ELL teacher oversees the program under the supervision of the Director of Instruction and the Director of Outreach. The ELL teacher collaborates frequently with the classroom teachers, Special Education Support Services teacher, and other service providers, discussing student needs, setting goals, sharing observations and results from assessments, and providing supports for differentiation, as well as sharing materials.	Our efforts to retain and serve English Language Learners have resulted in the vast majority of our families expressing a high degree of satisfaction with the school and choosing to re-enroll their children year after year. Therefore, changes to the school's program will only be made if necessitated by student data and/or parental concerns.
Students with Disabilities	To support students with disabilities, NYCMCS employs seven Special Education teachers who provide the following continuum of services based on a student's Individualized Education Plan (IEP): Special Education Support Services, Integrated Co-Teaching, and self-contained classrooms. Special Education teachers collaborate routinely and frequently with the General Education teachers. The school follows a school-within-a school model, with grade level teachers forming teams with one or more grades. These teams comprise Special Education and General Education teachers who have joint responsibility for planning lessons, activities and projects. They meet regularly several times a week, plan together, compare data,	Our efforts to retain and serve Students with Disabilities have resulted in the vast majority of our families expressing a high degree of satisfaction with the school and choosing to re-enroll their children year after year.

ies	<p>exchange experiences, build curriculum, and keep in step with the pacing calendar. Resources are combined to strengthen teaching and learning opportunities, methods, and effectiveness. Each team has a Team Leader, who can be either Special or General Education teachers. The Assistant Principals and Instructional Coach meet regularly to oversee the special education program. Specifically, they ensure that the program meets curricular, teaching, compliance and special education standards. They also monitor student progress and recommend changes to the program to ensure effectiveness.</p>	<p>Therefore, changes to the school's program will only be made if necessitated by student data and/or parental concerns.</p>
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Entry 11 Classroom Teacher and Administrator Attrition

Created: 07/23/2018 • Last updated: 07/27/2018

Report changes in teacher and administrator staffing.

Instructions for completing the Classroom Teacher and Administrator Attrition Tables

Charter schools must complete the tables titled 2017-2018 Classroom Teacher and Administrator Attrition to report changes in teacher and administrator staffing during the 2017-2018 school year. Please provide the full time equivalent (FTE) of staff on June 30, 2017; the FTE for any departed staff from July 1, 2017 through June 30, 2018; the FTE for added staff from July 1, 2017 through June 30, 2018; and the FTE of staff added in newly created positions from July 1, 2017 through June 30, 2018 using the tables provided.

1. Classroom Teacher Attrition Table

	FTE Classroom Teachers on 6/30/17	FTE Classroom Teachers Departed 7/1/17 - 6/30/18	FTE Classroom Teachers Filling Vacant Positions 7/1/17 - 6/30/18	FTE Classroom Teachers Added in New Positions 7/1/17 - 6/30/18	FTE of Classroom Teachers on 6/30/18
	39.23	4.79	3.64	0	36.88

2. Administrator Position Attrition Table

	FTE Administrative Positions on 6/30/17	FTE Administrators Departed 7/1/17 - 6/30/18	FTE Administrators Filling Vacant Positions 7/1/17 - 6/30/18	FTE Administrators Added in New Positions 7/1/17 - 6/30/18	FTE Administrative Positions on 6/30/18
	9.42	.13	0	0	8.13

3. Tell your school's story

Charter schools may provide additional information in this section of the Annual Report about their respective teacher and administrator attrition rates as some teacher or administrator departures do not reflect advancement or movement within the charter school networks. Schools may provide additional detail to reflect a teacher’s advancement up the ladder to a leadership position within the network or an administrator’s movement to lead a new network charter school.

(No response)

4. Charter schools must ensure that all prospective employees receive clearance through [the NYSED Office of School Personnel Review and Accountability](#) (OSPRA) prior to employment. After an employee has been cleared, schools are required to maintain proof of such clearance in the file of each employee. For the safety of all students, charter schools must take immediate steps to terminate the employment of individuals who have been denied clearance. Once the employees have been terminated, the school must terminate the request for clearance in the TEACH system.

Have all employees have been cleared through the NYSED TEACH system?

Yes

5. For perspective or current employees whose clearance has been denied, have you terminated their employment and removed them from the TEACH system?

	Not Applicable
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Thank you



Entry 12 Uncertified Teachers

Created: 07/25/2018 • Last updated: 07/30/2018

FTE Count of All Teachers 28.29
(Certified and Uncertified) as of
6/30/18

FTE Count of All Certified 25.02
Teachers as of 6/30/18

Instructions for Reporting Percent of Uncertified Teachers

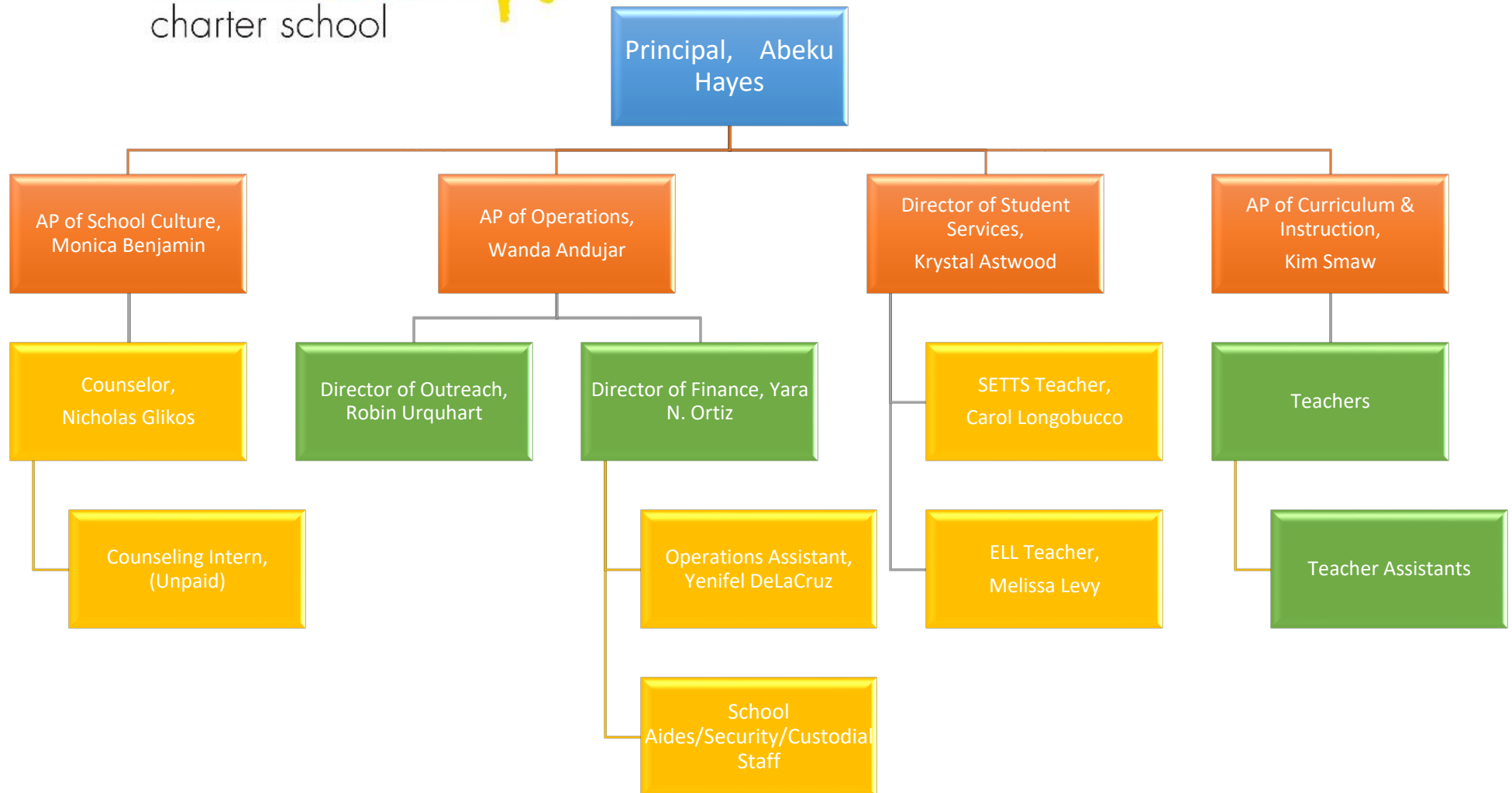
The table below is reflective of the information collected through the online portal for compliance with New York State Education Law 2854(3)(a-1) for teaching staff qualifications. Enter the relevant full time equivalent (FTE) count of teachers in each column. For example, a school with 20 full time teachers and 5 half time teachers would have an FTE count of 22.5. If more than one column applies to a particular teacher, please select one column for the FTE count. Please do not include paraprofessionals, such as teacher assistants.

FTE count of uncertified teachers on 6/30/18, and each uncertified teacher should be counted only once.

	FTE Count
1. Total FTE count of uncertified teachers (6-30-18)	3.26
2. FTE count of uncertified teachers with at least three years of elementary, middle or secondary classroom teaching experience (6-30-18)	3.26
3. FTE count of uncertified teachers who are tenured or tenure track college faculty (6-30-18)	0
4. FTE count of uncertified teachers with two years of Teach for America experience (6-30-18)	0
5. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (6-30-18)	0
6. FTE count of uncertified teachers who do not fit into any of the prior four categories (6-30-18)	0

Thank you.

2017/2018 Organizational Chart



New York City Montessori Charter School

2018-19 School Calendar

August 2018						
Su	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
						0

September 2018						
Su	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						15

October 2018						
Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
						22

November 2018						
Su	M	Tu	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	
						18

December 2018						
Su	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					15

January 2019						
Su	M	Tu	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
						21

February 2019						
Su	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		
						15

March 2019						
Su	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						19

April 2019						
Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				
						16

May 2019						
Su	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
						22

June 2019						
Su	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						17

July 2019						
Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
						0

CALENDAR KEY

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

Calendar Details

Date(s)	Details
Aug. 15- Sept. 4	Summer Teacher Orientation
Sept. 3	School Closed (Labor Day)
Sept. 4	Family Orientation Night (4pm-6pm)
Sept. 5	First Day of School (All Students)
Sept. 5-6	PreK Phase in Days (10am-12pm)
Sept. 10-11	School Closed (Rosh Hashanah)
Sept. 19	School Closed (Yom Kippur)
Sept. 28	Curriculum Night
Oct. 8	School Closed (Columbus Day)
Oct. 19	End of Report Period 1
Nov. 6	School Closed for students (Teacher PD -Election Day)
Nov. 12	Schools Closed (Veterans Day)
Nov. 20	Thanksgiving Celebration
Nov. 22-23	School Closed (Thanksgiving)
Dec. 7	End of Trimester 1
Dec. 12-13	Parent Teacher Conferences
Dec. 24- Jan. 1	Winter Recess
Jan. 21	School Closed (Martin Luther King Jr. Day)
Jan. 25	End of Report Period 3
Feb. 18-22	School Closed (Mid-Winter Recess)
Mar. 20	End of Trimester 2
Mar. 21-24	National Montessori Teacher Conference
Mar. 27-28	Parent Teacher Conferences
April 19	Good Friday
April 2-4	State Test Administration- 3-8 English Language Arts
April 8- May 17	State Test Administration- NYSESLAT Speaking, Listening, Reading, Writing
April 22-26	School Closed (Spring Break)
May 1-3	State Test Administration- 3-8 Mathematics
May 10	End of Report Period 5
May 11	Family Fun Day
May 22- 31	State Test Administration- Grade 4 Science Performance Test
May 27	School Closed (Memorial Day)
June 3	State Test Administration- Grade 4 Science Written
June 4	School Closed (Eid al-Fitr)
June 5-7	Science Make Up Exams
June 14	End of Trimester 3
June 19-20	Parent Teacher Conferences
June 26	Last Day of School for Students
June 27-28	Teacher EOY PD

