Entry 1 School Information and Cover Page (New schools that were not open for instruction for the 2018-19 school year are not required to complete or submit an annual report this year).

Created: 07/06/2019 • Last updated: 08/12/2019

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 cover page task, please ensure that you select the correct authorizer **(as of June 30, 2019)** or you may not be assigned the correct tasks.

BASIC INFORMATION

a. SCHOOL NAME (Select name from the drop down menu)	KEY COLLEGIATE CHARTER SCHOOL
a1. Popular School Name (Optional)	(No response)
b. CHARTER AUTHORIZER (As of June 30th, 2019) Please select the correct authorizer as of June 30, 2019 or you may not be assigned the correct tasks.	Regents Authorized Charter School
c. DISTRICT / CSD OF LOCATION	NYC CSD 23
d. DATE OF INITIAL CHARTER	07/2017
e. DATE FIRST OPENED FOR INSTRUCTION	08/2018

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

MISSION STATEMENT

With an unapologetic focus on student success, Key Collegiate Charter School ensures that all students in grades 4 8 have the academic skills, professional habits, and personal drive necessary to gain access to and excel within the high schools and colleges of their choice.

g. 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	A rigorous, engaging curriculum with differentiated supports reaches all students.
Variable 2	Enhanced learning requires frequent data driven assessment, analysis, and action.
Variable 3	Literacy intensive curriculum prepares students to become lifelong learners.
Variable 4	A structured and joyful culture sets the foundation for student achievement.
Variable 5	Partnerships with families and the community create a united support system.
Variable 6	A focus on the development of professional habits prepares students for college and career success.
Variable 7	High quality teaching produces strong academic gains and results.
Variable 8	(No response)
Variable 9	(No response)
Variable 10	(No response)

Need additional space for variables No

h. SCHOOL WEB ADDRESS (URL) www.keycollegiate.org

i. TOTAL MAX APPROVED ENROLLMENT FOR THE 2018-19 SCHOOL YEAR (exclude Pre-K program enrollment)	120
j. TOTAL STUDENT ENROLLMENT ON JUNE 30, 2019 (exclude Pre-K program enrollment)	110

k. GRADES SERVED IN SCHOOL YEAR 2018-19 (does not include Pre-K program students)

Check all that apply

Grades Served	4, 5

l1. DOES THE SCHOOL CONTRACT WITH A CHARTER OR EDUCATIONAL MANAGEMENT ORGANIZATION?	No

FACILITIES INFORMATION

m. FACILITIES

Will the school maintain or operate multiple sites in 2019-20?

	No, just one site.

School Site 1 (Primary)

m1. SCHOOL SITES

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

	Physical Address	Phone Number	District/CSD	Grades to be Served at Site for coming year (K 5, 6 9, etc.)	Receives Rental Assistance for Which Grades (If yes, enter the appropriate grades. If no, enter No).
Site 1	257 Chester St.	646 604 4428	NYC CSD 23	4 5	4 5

m1a. Please provide the contact information for Site 1.

	Name	Work Phone	Alternate Phone	Email Address
School Leader	Katie Mazer	[redacted]		
Operational Leader	Renisha Pierre			
Compliance Contact	Renisha Pierre			
Complaint Contact	Renisha Pierre			
DASA Coordinator	Marcus Taylor			
Phone Contact for After Hours Emergencies	Katie Mazer			

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

Private Space

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

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

Site 1 Certificate of Occupancy (COO)

https://nysed_cso_reports.fluidreview.com/resp/100043643/yFPTXS6fVy/

Site 1 Fire Inspection Report

https://nysed_cso_reports.fluidreview.com/resp/100043643/nBJtmqxAKU/

CHARTER REVISIONS DURING THE 2018-19 SCHOOL YEAR

n1. Were there any revisions to the school's charter during the 2018-19 school year? (Please include approved or pending material and non-material charter revisions).	No

ATTESTATION

o. Individual Primarily Responsible for Submitting the Annual Report.

Name	Katie Mazer
Position	Head of School
Phone/Extension	[redacted]
Email	

p. Our signatures (Executive Director/School Leader/Head of School and Board President) below attest that all of the information contained herein is truthful and accurate and that this charter school is in compliance with all aspects of its charter, and with all pertinent Federal, State, and local laws, regulations, and rules. We understand that if any information in any part of this report is found to have been deliberately misrepresented, that will constitute grounds for the revocation of our charter. 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

Signature, President of the Board of Trustees

Date 2019/07/06

Thank you.

FIRE DEPARTMENT

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

BUREAU OF FIRE PREVENTION

Public Buildings Unit

DATE: 07.27.2018.

	PREMISES
Key Collegiate Charter School 257 Chester Street Brooklyn NY 11212	Key Collegiate Charter School 257 Chester Street Brooklyn NY 11212

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 **07.26.2018.**

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

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

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

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

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

Examined by: _____

Tomasz Korbas, Supervising Inspector, PBU

Certificate of Occupancy

CO Number: [redacted]

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

A.

Borough: Brooklyn	**Block Number:** 03560	**Certificate Type:** Final
Address: 267 CHESTER STREET	**Lot Number(s):** 18	**Effective Date:** 01/07/2019
Building Identification Number (BIN): 3081789	**Building Type:** Altered	

This building is subject to this Building Code: 1968 Code

For zoning lot metes & bounds, please see BISWeb.

B.

Construction classification: 3 (Prior to 1968 Code designation)

Building Occupancy Group classification: A-3 (2014/2008 Code)

Multiple Dwelling Law Classification: None

No. of stories: 2 **Height in feet:** 20 **No. of dwelling units:** 1

C.

Fire Protection Equipment:
Fire alarm system

D.

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

E.

This Certificate is issued with the following legal limitations:
None

Borough Comments: None

Borough Commissioner

Commissioner

DOCUMENT CONTINUES ON NEXT PAGE

Certificate of Occupancy

CO Number: [redacted]

Permissible Use and Occupancy

All Building Code occupancy group designations below are 2008 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
001	001	106	OG	A-3		4A	CHURCH - RELIGIOUS INSTRUCTION ROOMS AND OFFICES
001	001	185	OG	E		3	SCHOOL
002	002		40	A-3	1	4C	JANITOR'S APARTMENT(ACCESSORY TO CHURCH)

CARETAKER'S APARTMENT RESTRICTIVE DELCARATION HAS BEEN RECORDER WITH CRFN 2018000168008

END OF SECTION

Borough Commissioner

Commissioner

END OF DOCUMENT

[redacted] 1/7/2019 1:05:06 PM

Entry 2 NYS School Report Card Link

Created: 07/06/2019 • Last updated: 08/12/2019

KEY COLLEGIATE CHARTER SCHOOL

1. CHARTER AUTHORIZER (As of June 30th, 2019) (For technical reasons, please re select authorizer name from the drop down menu).	REGENTS Authorized Charter School
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/profile.php?instid=800000089570

Entry 3 Progress Toward Goals

Last updated: 08/12/2019

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.

2018-19 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, 75% of all tested students who are enrolled in at least their second year will perform at proficiency on the New York State English language arts and Mathematics exam for grades 4 8.			Data not yet available. We will not know this until the end of Y2.
Academic Goal 2	At least 65% of all students attending Key Collegiate for two or more years will read at or above grade level as defined by performance on the Fountas and Pinnell (F&P) benchmark assessment. At least 75% will read at or above grade level after year three.			Data not yet available. We will not know this until the end of Y2.

Academic Goal 3	75% of students in grade 8 who take the Algebra Regents exam will pass; this means a score of 65 or higher.			Data not yet available. We will not know this until the end of Y4.
Academic Goal 4	Each year, the percent of all tested students who are enrolled in at least their second year and performing at proficiency on the state English language arts and mathematics exam will be greater than that of students in the same tested grades in the local school district.			Data not yet available. We will not know this until the end of Y2.
Academic Goal 5	Each year, the school will exceed its predicted level of performance on the state English language arts and Mathematics exams by an Effect Size of 0.3 or above (performing higher than expected to a small degree) per a regression analysis controlling for economically disadvantaged students among all public schools in New York State.			Data not yet available. We will know once state test data is released. If we did not meet this goal, we will look closely at our IAs and weekly quizzes to ensure they are fully aligned with CCSS.
Academic Goal 6	Each year, under the state's Growth Model the school's mean unadjusted growth percentile in English language arts and mathematics for all tested students in grades 4 8 will be			Data not yet available. We will know once state test data is released. If we did not meet this goal, we will look closely at our IAs and

	above the state's unadjusted median growth percentile.			weekly quizzes to ensure they are fully aligned with CCSS.
Academic Goal 7				
Academic Goal 8				
Academic Goal 9				
Academic Goal 10				

2. Do have more academic goals to add? No

3. Do have more academic goals to add? No

4. ORGANIZATIONAL GOALS

2018-19 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	he school has established a well functioning organizational structure, clearly delineated roles for staff, management, and board members. The school has systems and protocols that allow for the successful implementation, evaluation, and improvement of its academic program	Audit of our organizational systems		Information not yet available. With Board advisement and guidance, the school will revisit the org chart, systems and structures and propose intentional changes.

	and operations.			
Org Goal 2	The Board of Trustees provides competent stewardship and oversight of the school while maintaining policies, establishing performance goals, and implementing systems to ensure academic success, organizational viability, board effectiveness and faithfulness to the terms of its charter. The Board will conduct a formal annual review of the school leader. The Board will conduct an annual self evaluation to assess strengths/weaknesses. The Board will conduct a formal annual review of bylaws and polices. The Board will conduct a formal annual review of organizational strengths/weaknesses.	Formal Board Audits	Met	
	The school has systems in place to support students' social and emotional health and to provide a safe, respectful learning environment. Families, community members, and school			

Org Goal 3	staff share in the responsibility for student academic progress and social emotional growth and well being. Families and students are satisfied with the school's academics and the overall leadership and management of the school. An annual survey at the end of the school year will show that, on average, 85% of families (of 85% of families who respond) are satisfied with our academic program. An annual survey at the end of year school year will show that, on average, 85% of families (of 85% of families who respond) are satisfied with our communication.	Annual Surveys	Met	
Org Goal 4	The school complies with applicable laws, regulations, and the provisions of its charter.			
Org Goal 5				
Org Goal 6				
Org Goal 7				
Org Goal 8				
Org Goal 9				

Org Goal 10				
Org Goal 11				
Org Goal 12				
Org Goal 13				
Org Goal 14				
Org Goal 15				
Org Goal 16				
Org Goal 17				
Org Goal 18				
Org Goal 19				
Org Goal 20				

5. Do have more organizational goals to add? No

6. FINANCIAL GOALS

2018-19 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	The school is in sound and stable financial condition as evidenced by performance on key financial indicators.		Met	Review
Financial Goal 2	Each year, Key Collegiate will operate on a balanced budget.	Budget review	Met	
Financial Goal 3	Each year, the school meets or exceed GAAP standards as demonstrated through its annual financial audit.	Audit		Information not yet available. Once audit is performed, we will review all findings carefully and make any notes/changes in service of maintaining sound finances.
Financial Goal 4				
Financial Goal 5				

7. Do have more financial goals to add? No

Thank you.

Entry 4 Expenditures per Child

Created: 07/06/2019 • Last updated: 07/16/2019

KEY COLLEGIATE CHARTER SCHOOLSection 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 2018-19 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	2778136
Line 2: Year End FTE student enrollment	119
Line 3: Divide Line 1 by Line 2	25256

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 2018 19 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)	553490
Line 2: Management and General Cost (Column)	435157
Line 3: Sum of Line 1 and Line 2	988647
Line 5: Divide Line 3 by the Year End FTE student enrollment	8988

Thank you.

KEY COLLEGIATE CHARTER SCHOOL

BROOKLYN, NEW YORK

AUDITED FINANCIAL STATEMENTS

OTHER FINANCIAL INFORMATION

REPORT REQUIRED BY GOVERNMENT AUDITING STANDARDS

AND

INDEPENDENT AUDITOR'S REPORTS

JUNE 30, 2019

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INDEPENDENT AUDITOR'S REPORT

Board of Trustees
Key Collegiate Charter School

Report on the Financial Statements

We have audited the accompanying financial statements of Key Collegiate Charter School, which comprise the statement of financial position as of June 30, 2019, and the related statements of activities and changes in net assets, functional expenses, and cash flows for the period from June 13, 2017 (date of inception) to June 30, 2019, 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.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the 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 auditor's 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 Key Collegiate Charter School as of June 30, 2019, and the changes in its net assets, functional expenses, and its cash flows for the period from June 13, 2017 (date of inception) to June 30, 2019, in accordance with accounting principles generally accepted in the United States of America.

Other Report Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated October 22, 2019 on our consideration of Key Collegiate Charter 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 to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Key Collegiate Charter School's internal control over financial reporting and compliance.

Mengel, Metzger, Barr & Co. LLP

Rochester, New York
October 22, 2019

KEY COLLEGIATE CHARTER SCHOOL

STATEMENT OF FINANCIAL POSITION

JUNE 30, 2019

ASSETS

CURRENT ASSETS		
Cash		$ 965,488
Grants and contracts receivables		269,187
	TOTAL CURRENT ASSETS	1,234,675
PROPERTY AND EQUIPMENT, net		104,536
OTHER ASSETS		
Security deposits		112,500
Cash in escrow		25,000
		137,500
lavsla	TOTAL ASSETS	$ 1,476,711

LIABILITIES AND NET ASSETS

CURRENT LIABILITIES		
Accounts payable and accrued expenses		$ 30,099
Accrued payroll and benefits		125,661
	TOTAL CURRENT LIABILITIES	155,760
DEFERRED LEASE LIABILITY		62,500
	TOTAL LIABILITIES	218,260
NET ASSETS, without donor restrictions		1,258,451
	TOTAL LIABILITIES AND NET ASSETS	$ 1,476,711

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

KEY COLLEGIATE CHARTER SCHOOL

STATEMENT OF ACTIVITIES AND CHANGES IN NET ASSETS

PERIOD FROM JUNE 13, 2017 (DATE OF INCEPTION) TO JUNE 30, 2019

Revenue, gains and other support:	
Public school district:	
Resident student enrollment	$ 1,679,561
Students with disabilities	594,761
Grants and contracts:	
State and local	267,693
Federal - Title and IDEA	72,191
Federal - other	594,161
Food Service/Child Nutrition Program	92,142
NYC DOE Rental Assistance	400,000
TOTAL REVENUE, GAINS AND OTHER SUPPORT	3,700,509
Expenses:	
Program services:	
Regular education	1,501,871
Special education	818,504
Total program services	2,320,375
Management and general	551,033
TOTAL OPERATING EXPENSES	2,871,408
SURPLUS FROM SCHOOL OPERATIONS	829,101
Support and other revenue:	
Contributions	
Foundations	342,500
Individuals	76,040
Interest income	873
Miscellaneous income	9,937
TOTAL SUPPORT AND OTHER REVENUE	429,350
CHANGE IN NET ASSETS	1,258,451
Net assets at beginning of period	-
NET ASSETS AT END OF PERIOD	$ 1,258,451

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

KEY COLLEGIATE CHARTER SCHOOL

STATEMENT OF FUNCTIONAL EXPENSES

PERIOD FROM JUNE 13, 2017 (DATE OF INCEPTION) TO JUNE 30, 2019

		Program Services			Supporting Services	
	No. of Positions	Regular Education	Special Education	Sub-total	Management and General	Total
Personnel services costs:						
Administrative staff personnel		$	$ 132,285	$ 373,655	$	$ 598,060
Instructional personnel		241,370			224,405	
Total salaries and staff	4	506,184	420,648			1,399,153
	13				6,546	
	17	747,554			230,951	
Fringe benefits and payroll taxes			288,363	794,547		801,093
Retirement		119,984		1,168,202		238,927
Legal services					53,818	
Accounting/audit services		20,113	-	185,109		
Other purchased/professional/consulting services			65,125	31,561	9,461	12,000
Building rent			11,448	-	29,068	29,068
Repairs and maintenance		62,534		464,081		220,184
Insurance		303,425			131,535	
Utilities		-	11,364			
Supplies/materials		21,463	26,115	88,649		2,000
Equipment/furnishings		10,859	160,656	-		464,081
Staff development					2,931	-
Marketing/recruitment			28,142	32,827	-	32,827
Technology		53,153		16,609	-	
Food service		11,903	5,750			18,205
Student services		14,434		18,205	-	81,295
Office expense		34,661		81,295	22,076	
Depreciation and amortization					53,013	
Other		3,215	6,302	4,918	-	4,918
		66,342	7,642		30,419	
		10,465	18,352	5,540		104,528
			1,703			22,377
			38,186	104,528	-	64,432
			11,088	827	62,764	63,591
		301				16,005
		1,501,871	818,504	16,005	-	
		284	286	441	16,785	2,871,408
				2,320,375	551,033	32,029
				32,029	-	17,226
			157			

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

KEY COLLEGIATE CHARTER SCHOOL

STATEMENT OF CASH FLOWS

PERIOD FROM JUNE 13, 2017 (DATE OF INCEPTION) TO JUNE 30, 2019

CASH FLOWS - OPERATING ACTIVITIES	
Change in net assets	$ 1,258,451
Adjustments to reconcile change in net assets to net cash provided from operating activities:	
Depreciation and amortization	32,029
Changes in certain assets and liabilities affecting operations:	
Grants and contracts receivables	(269,187)
Accounts payable and accrued expenses	30,099
Deferred lease liability	62,500
Accrued payroll and benefits	125,661
NET CASH PROVIDED FROM OPERATING ACTIVITIES	1,239,553
CASH FLOWS - INVESTING ACTIVITIES	
Purchases of property and equipment	(136,565)
Increase in cash in escrow	(25,000)
Security deposits	(112,500)
NET CASH USED FOR INVESTING ACTIVITIES	(274,065)
NET INCREASE IN CASH	965,488
Cash at beginning of period	-
CASH AT END OF PERIOD	$ 965,488

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

NOTE A: THE CHARTER SCHOOL AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The Charter School

Key Collegiate Charter School (the "Charter School") is an educational corporation that operates as a charter school in Brooklyn, New York. The Charter School provides a full range of educational services appropriate for grades four through eight. On June 13, 2017 the Board of Trustees of the University of the State of New York granted the Charter School a provisional charter valid for a term of five years and renewable upon expiration.

Classification of net assets

To ensure observance of limitations and restrictions placed on the use of resources available to the Charter School, the accounts of the Charter School are maintained in accordance with the principles of accounting for not-for-profit organizations. This is the procedure by which resources are classified for reporting purposes into net asset groups, established according to their nature and purpose. Accordingly, all financial transactions have been recorded and reported by net asset group.

The assets, liabilities, activities, and net assets are classified based on the existence or absence of donor or grantor-imposed restrictions. Accordingly, net assets and changes therein are classified and reported as follows:

Net Assets Without Donor Restrictions

Net assets available for use in general operations and not subject to donor (or certain grantor) restrictions. The Board of Trustees has discretionary control to use these in carrying on operations in accordance with the guidelines established by the Charter School.

Net Assets With Donor Restrictions

Net assets subject to donor (or certain grantor) imposed restrictions. Some donor-imposed restrictions are temporary in nature, such as those that will be met by the passage of time or other events specified by the donor. Other donor-imposed restrictions are perpetual in nature, where the donor stipulates that resources be maintained in perpetuity. Donor-imposed restrictions are released when a restriction expires, that is, when the stipulated time has elapsed, when the stipulated purpose for which the resource was restricted has been fulfilled, or both. The Charter School had no net assets with donor restrictions at June 30, 2019.

Revenue and support recognition

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

Revenue from federal, state and local government grants and contracts are recorded by the Charter School when qualifying expenditures are incurred and billable or the requirements of the grant are met.

Contributions are recognized as revenue in the year the pledge is received and documented.

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

Contributions

Contributions are recorded as with or without donor restrictions depending on the existence of any donor restrictions. A contribution that is received and expended in the same year for a specific purpose is classified as revenue without donor restrictions.

Contributions are recorded as support with donor restrictions if they are received with donor stipulations that limit the use of the donated assets. When a donor restriction expires, that is, when a stipulated purpose restriction is accomplished, donor restricted net assets are reclassified to net assets without donor restrictions and reported in the statement of activities and changes in net assets as net assets released from restrictions.

Cash

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

Cash in escrow

The Charter School maintains cash in an escrow account in accordance with the terms of its charter agreement. The amount in escrow was $25,000 at June 30, 2019.The agreement requires $25,000 be placed in escrow each of the first three years of operations and a balance of $75,000 be maintained to fund any audit and legal expenses incurred should the Charter School cease operations and dissolve.

Grants and contracts receivables

Grants and contracts receivables are stated at the amount management expects to collect from outstanding balances. Management provides for probable uncollectible amounts based on its assessment of the current status of individual receivables from grants, agencies and others. Balances that are still outstanding after management has used reasonable collection efforts are written off against the allowance for doubtful accounts. There was no allowance for doubtful accounts at June 30, 2019.

Property and equipment

Property and equipment are recorded at cost. Depreciation and amortization are computed using the straight-line method on a basis considered adequate to depreciate the assets over their estimated useful lives, which range from three to five years. Leasehold improvements are being amortized over the shorter of the estimated useful lives of the assets or the term of the lease.

Contributed Services

The Charter School receives contributed services from volunteers to develop its academic program and to serve on the Board of Trustees. In addition, the Charter School received transportation services that was provided for the students from the local district. The Charter School was unable to determine a value for these services.

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

Tax exempt status

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

The Charter School files Form 990 tax returns in the U.S. federal jurisdiction. The tax returns for the period ended June 30, 2018 and the year ended June 30, 2019 are still subject to potential audit by the IRS. Management of the Charter School believes it has no material uncertain tax positions and, accordingly it will not recognize any liability for unrecognized tax benefits.

Marketing costs

The Charter School expenses marketing costs as they are incurred. Total marketing and recruitment costs approximated $64,400 for the period June 13, 2017 (date of inception) to June 30, 2019.

Use of estimates in the preparation of financial statements

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

Change in accounting principle

During August 2016 FASB issued Accounting Standards Update No. 2016-14 "*Not-for-Profit Entities (Topic 958) Presentation of Financial Statements of Not-for-Profit Entities*". The main provisions of ASU 2016-14 require a Not-For-Profit (NFP) to:

1) Present on the face of the statement of financial position amounts for two classes of net assets at the end of the period, rather than three classes. That is, an NFP will report amounts for *net assets with donor restrictions* and *net assets without donor restrictions,* as well as the currently required amount for total net assets.

2) Present on the face of the statement of activities the amount of the change in each of the two classes of net assets (noted in item 1) rather than that of the required three classes as in prior years. An NFP would continue to report the currently required amount of the change in total net assets for the period.

3) Continue to present on the face of the statement of cash flows the net amount for operating cash flows using either the direct or indirect method of reporting but no longer require the presentation or disclosure of the indirect method (reconciliation) if using the direct method.

4) Provide enhanced disclosures about:

    a) Composition of net assets with donor restrictions at the end of the period and how the restrictions affect the use of resources.

    b) Qualitative information that communicates how a NFP manages its liquid resources available to meet cash needs for general expenditures within one year of the statement of financial position date.

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

c) Quantitative information, and additional qualitative information, that communicates the availability of an NFP's financial assets at the statement of financial position date to meet cash needs for general expenditures within one year of the statement of financial position date. Availability of a financial asset may be affected by (1) its nature, (2) external limits imposed by donors, grantors, laws, and contracts with others, and (3) internal limits imposed by Board of Trustee decisions.

d) Amounts of expenses by both their natural classification and their functional classification. That analysis of expenses is to be provided in one location.

e) Method(s) used to allocate costs among program and support functions.

ASU 2016-14 is effective for financial statements beginning after December 15, 2017 and was applied retrospectively. There was no effect on total assets or changes in net assets. The Charter School has adopted the amendments effective July 1, 2018.

New accounting pronouncements

Revenue from contracts with customers

In May 2014, the Financial Accounting Standards Board ("FASB") issued a new standard related to revenue recognition. Under the standard, revenue is recognized when a customer obtains control of promised goods or services in an amount that reflects the consideration the entity expects to receive in exchange for those goods or services. For nonpublic entities, the guidance in this new standard is effective for annual reporting periods beginning after December 15, 2018, and interim reporting periods within annual reporting periods beginning after December 15, 2019. The Charter School is currently evaluating the provisions of this standard to determine the impact the new standard will have on the Charter School's financial position or results of operations.

Leases

In February 2016, the FASB issued a new standard related to leases to increase transparency and comparability among entities by requiring the recognition of right-of-use ("ROU") assets and lease liabilities on the statement of financial position. Most prominent among the changes in the standard is the recognition of ROU assets and lease liabilities by lessees for those leases classified as operating leases under current U.S. GAAP. For nonpublic entities, the guidance in this new standard is currently effective for fiscal years beginning after December 15, 2019, and interim periods within fiscal years beginning after December 15, 2020, but FASB is considering proposals to delay the effective date by one year. The Charter School is currently evaluating the provisions of this standard to determine the impact the new standard will have on the Charter School's financial position or results of operations.

Subsequent events

The Charter School has conducted an evaluation of potential subsequent events occurring after the statement of financial position date through October 22, 2019, which is the date the financial statements are available to be issued. No subsequent events requiring disclosure were noted, except for the termination of the sub-lease negotiations disclosed in Note D.

NOTE B: LIQUIDITY AND AVAILABILITY

The Charter School regularly monitors liquidity required to meet its operating needs and other contractual commitments. The Charter School's main source of liquidity is its cash accounts.

For purposes of analyzing resources available to meet general expenditures over a 12-month period, the Charter School considers all expenditures related to its ongoing activities of teaching, and public service as well as the conduct of services undertaken to support those activities to be general expenditures.

In addition to financial assets available to meet general expenditures over the next 12 months, the Charter School operates with a surplus budget and anticipates collecting sufficient revenue to cover general expenditures not covered by donor-restricted resources. Refer to the statement of cash flows which identifies the sources and uses of the Charter School's cash and shows positive cash generated by operations for fiscal year 2019.

Financial assets available for general expenditure, that is, without donor or other restrictions limiting their use, within one year of the statement of financial position date, comprise the following at June 30, 2019:

	Amount
Cash	$ 965,488
Grants and other receivables	269,187
Total financial assets available to management for general expenditures within one year	$ 1,234,675

NOTE C: PROPERTY AND EQUIPMENT

Property and equipment at June 30, 2019 consisted of the following:

Furniture and fixtures	$ 43,338
Machinery and equipment	14,448
Computer equipment	78,779
	136,565
Less accumulated depreciation	32,029
	$ 104,536

NOTE D: SCHOOL FACILITY

The Charter School leases its facilities from a third party through June 30, 2020. The Charter School's base rent for the year ended June 30, 2019 was $400,000 and the base rent will increase to $525,000 for the year ended June 30, 2020. Rent expense incurred under this lease for the period from June 13, 2017 (date of inception) to June 30, 2019 was approximately $464,000. On February 21, 2019, the Charter School entered into a term sheet for a sub-lease for a new facility located at 442 Saratoga Avenue in Brooklyn, New York. This agreement was set to begin July 1, 2020 through June 30, 2067. However, in October 2019, the Charter School and sub-landlord agreed to end future negotiations with no further obligations from the Charter School. The Charter School is currently exploring alternative sites for a new facility.

The future minimum payments required under the agreement is approximately as follows:

Year ending June 30,	Amount
2020	$ 525,000

In conjunction with the facility leases, the Charter School paid security deposits of $112,500, which are included in other assets on the accompanying statement of financial position at June 30, 2019.

NOTE E: CONTINGENCY

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

NOTE F: CONCENTRATIONS

At June 30, 2019, approximately 97% of grants and contract receivables are due from the federal government relating to certain grants.

During the period from June 13, 2017 (date of inception) through June 30, 2019, approximately 61% of total revenue, gains, other support, and other revenue came from per-pupil funding provided by New York State through the New York City School District. The per-pupil rate is set annually by the State based on the school district in which the Charter School's students are located. An additional 20% of revenue and support came from the federal government relating to certain grants.

NOTE G: RETIREMENT PLAN

The Charter School sponsors a 401(k) retirement plan (the "Plan) for its employees. All employees who are 21 years of age and have completed 12 months of service and 1,000 hours are immediately eligible to participate in the Plan. Employees can make pretax contributions up to a maximum of 90% of their annual compensation to the Plan, subject to IRS restrictions. The Charter School matches the employee contribution up to 4% of the employee's annual compensation. The Charter School contributed approximately $41,000 to the Plan for the period from June 13, 2017 (date of inception) through June 30, 2019

NOTE H: OPERATING LEASE

The Charter School entered into non-cancelable lease agreements for office equipment expiring at various dates through June 2021. The future minimum payments on these agreements are approximately as follows:

Year ending June 30,	Amount
2020	$ 5,400
2021	5,400
	$ 10,800

NOTE I: NET ASSETS

Net assets without donor restrictions consist of the following:

	Amount
Undesignated	$ 1,153,915
Invested in property and equipment, net of related debt	104,536
	$ 1,258,451

NOTE J: FUNCTIONAL EXPENSES

The financial statements report certain categories of expenses that are attributed to more than one program or supporting function. Therefore, expenses require allocation on a reasonable basis that is consistently applied. All expenses that are allocated to more than one program or supporting function are allocated on the basis of estimates of time and effort.

KEY COLLEGIATE CHARTER SCHOOL

OTHER FINANCIAL INFORMATION

INDEPENDENT AUDITOR'S REPORT ON OTHER FINANCIAL INFORMATION

Board of Trustees
Key Collegiate Charter School

We have audited the financial statements of Key Collegiate Charter School as of June 30, 2019 and for the period from June 13, 2017 (date of inception) to June 30, 2019, and have issued our report thereon dated October 22, 2019, which contained an unmodified opinion on those financial statements. Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The financial information hereinafter is presented for purposes of additional analysis and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated in all material respects in relation to the financial statements for the period from June 13, 2017 (date of inception) to June 30, 2019.

Mengel, Metzger, Barr & Co. LLP

Rochester, New York
October 22, 2019

KEY COLLEGIATE CHARTER SCHOOL

SCHEDULE OF ACTIVITIES

YEAR ENDED JUNE 30, 2019 AND THE PERIOD FROM
JUNE 13, 2017 (DATE OF INCEPTION) TO JUNE 30, 2018

	Year ended June 30, 2019	Period from June 1, 2017 (date of inception) to June 30, 2018	Total
Revenue, gains and other support:			
Public school district:			
Resident student enrollment	$ 1,679,561	$ -	$ 1,679,561
Students with disabilities	594,761	-	594,761
Grants and contracts:			
State and local	267,693	-	267,693
Federal - Title and IDEA	72,191	-	72,191
Federal - other	186,333	407,828	594,161
Food Service/Child Nutrition Program	92,142	-	92,142
NYC DOE Rental Assistance	400,000	-	400,000
TOTAL REVENUES, GAINS AND OTHER SUPPORT	3,292,681	407,828	3,700,509
Personnel services costs:			
Administrative staff personnel	$ 398,310	$ 199,750	$ 598,060
Instructional personnel	799,093	2,000	801,093
Total salaries and staff	1,197,403	201,750	1,399,153
Fringe benefits and payroll taxes	210,208	28,719	238,927
Retirement	41,022	-	41,022
Legal services	27,695	1,373	29,068
Accounting/Audit services	-	2,000	2,000
Other Purchased/Professional/Consulting Services	189,188	30,995	220,183
Building rent	462,496	1,585	464,081
Repairs and maintenance	32,600	227	32,827
Insurance	17,619	1,921	19,540
Utilities	-	-	-
Supplies/Materials	60,067	21,228	81,295
Equipment/Furnishings	12,091	6,114	18,205
Staff development	12,968	9,409	22,377
Marketing/Recruitment	36,728	27,704	64,432
Technology	1,227	3,692	4,919
Food service	101,528	3,000	104,528
Student services	16,005	-	16,005
Office expense	55,704	7,887	63,591
Depreciation and amortization	32,029	-	32,029
Other	12,682	4,544	17,226
TOTAL OPERATING EXPENSES	2,519,260	352,148	2,871,408
SURPLUS FROM SCHOOL OPERATIONS	773,421	55,680	829,101
Support and other revenue:			
Contributions			
Foundations	7,500	335,000	342,500
Individuals	5,874	70,166	76,040
Interest income	422	451	873
Miscellaneous income	9,937	-	9,937
TOTAL SUPPORT AND OTHER REVENUE	23,733	405,617	429,350
CHANGE IN NET ASSETS	$ 797,154	$ 461,297	$ 1,258,451

KEY COLLEGIATE CHARTER SCHOOL

REPORT REQUIRED BY GOVERNMENT AUDITING STANDARDS

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

Board of Trustees
Key Collegiate Charter School

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of Key Collegiate Charter School, which comprise the statement of financial position as of June 30, 2019 and the related statements of activities and changes in net assets, functional expenses and cash flows for the period from June 13, 2017 (date of inception) to June 30, 2019, and the related notes to the financial statements, and have issued our report thereon dated October 22, 2019.

Internal Control over Financial Reporting

Management of Key Collegiate Charter School is responsible for establishing and maintaining effective internal control over financial reporting. In planning and performing our audit of the financial statements, we considered Key Collegiate Charter School's internal control over financial reporting (internal control) to determine the audit procedures for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Key Collegiate Charter School's internal control. Accordingly, we do not express an opinion on the effectiveness of Key Collegiate Charter School's internal control.

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

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

Mengel, Metzger, Barr & Co. LLP

Rochester, New York
October 22, 2019

NYSED.gov Annual Financial Statement Audit Report

School Name:	Key Collegiate Charter School
Date (Report is due Nov. 1):	November 1, 2019
Primary District of Location (If NYC select NYC DOE):	New York City Department of Education
If located in NYC DOE select CSD:	NYCSD #23
School Fiscal Contact Name:	Katie Mazer
School Fiscal Contact Email:	[redacted]
School Fiscal Contact Phone:	
School Audit Firm Name:	Mengel Metzger Barr & Co. LLP
School Audit Contact Name:	Ray Jacobi
School Audit Contact Email:	[redacted]
School Audit Contact Phone:	
Audit Period:	2018-19
Prior Year:	-

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	N/A
Management Letter Response	N/A
Federal Single Audit (A-133)	N/A; agreed upon proceedures report included
Corrective Action Plan	N/A

Key Collegiate Charter School
Statement of Financial Position
as of June 30

	2019	-
CURRENT ASSETS		
Cash and cash equivalents	$965,488	$ -
Grants and contracts receivable	269,187	-
Accounts receivables		-
Prepaid Expenses		-
Contributions and other receivables		-
Other current assets	-	-
TOTAL CURRENT ASSETS	1,234,675	-
NON-CURRENT ASSETS		
Property, Building and Equipment, net	$ 104,536	$ -
Restricted Cash	25,000	-
Security Deposits	112,500	-
Other Non-Current Assets	-	-
TOTAL NON-CURRENT	242,036	-
TOTAL ASSETS	**1,476,711**	**-**
CURRENT LIABILITIES		
Accounts payable and accrued expenses	$ 30,099	$ -
Accrued payroll, payroll taxes and benefits	125,661	-
Current Portion of Loan Payable	-	-
Due to Related Parties	-	-
Refundable Advances	-	-
Deferred Revenue	-	-
Other Current Liabilities	-	-
TOTAL CURRENT	155,760	-
LONG-TERM LIABILITIES		
Loan Payable; Due in More than One Year	$ -	$ -
Deferred Rent	62,500	-
Due to Related Party	-	-
Other Long-Term Liabilities	-	-
TOTAL LONG-TERM	62,500	-
TOTAL LIABILITIES	218,260	-

NET ASSETS		
Unrestricted	$ 1,258,451	$ -
Temporarily restricted	-	-
Permanently restricted	-	-
TOTAL NET ASSETS	1,258,451	-
TOTAL LIABILITIES AND NET ASSETS	**1,476,711**	**-**

Key Collegiate Charter School
Statement of Activities
as of June 30

	2019			-
	Unrestricted	Temporarily Restricted	Total	Total
OPERATING REVENUE				
State and Local Per Pupil Revenue - Reg. Ed	$ 1,679,561	$ -	$ 1,679,561	$ -
State and Local Per Pupil Revenue - SPED	594,761	-	594,761	-
State and Local Per Pupil Facilities Revenue	400,000	-	400,000	-
Federal Grants	666,352	-	666,352	-
State and City Grants	267,693	-	267,693	-
Other Operating Income	-	-	-	-
Food Service/Child Nutrition Program	92,142	-	92,142	-
TOTAL OPERATING REVENUE	3,700,509	-	3,700,509	-
EXPENSES				
Program Services				
Regular Education	$ 1,501,871	$ -	$ 1,501,871	$ -
Special Education	818,504	-	818,504	-
Other Programs	-	-	-	-
Total Program Services	2,320,375	-	2,320,375	-
Management and general	551,033	-	551,033	-
Fundraising		-	-	-
TOTAL EXPENSES	2,871,408	-	2,871,408	-
SURPLUS / (DEFICIT) FROM OPERATIONS	829,101	-	829,101	-
SUPPORT AND OTHER REVENUE				
Interest and Other Income	$ 873	$ -	$ 873	$ -
Contributions and Grants	342,500	-	342,500	-
Fundraising Support	76,040	-	76,040	-
Investments		-	-	-
Donated Services		-	-	-
Other Support and Revenue	9,937	-	9,937	-
TOTAL SUPPORT AND OTHER REVENUE	429,350	-	429,350	-
Net Assets Released from Restrictions / Loss on Disposal	$ -	$ -	$ -	$ -
CHANGE IN NET ASSETS	1,258,451	-	1,258,451	-
NET ASSETS - BEGINNING OF YEAR	$ -	$ -	$ -	$ -
PRIOR YEAR/PERIOD ADJUSTMENTS	-	-	-	-

NET ASSETS - END OF YEAR	$ 1,258,451	$ -	$ 1,258,451	$ -

Key Collegiate Charter School
Statement of Cash Flows
as of June 30

	2019	-
CASH FLOWS - OPERATING ACTIVITIES		
Increase (decrease) in net assets	$ 1,258,451	$ -
Revenues from School Districts		-
Accounts Receivable		-
Due from School Districts		-
Depreciation	32,029	-
Grants Receivable	(269,187)	-
Due from NYS		-
Grant revenues		-
Prepaid Expenses		-
Accounts Payable	30,099	-
Accrued Expenses		-
Accrued Liabilities		-
Contributions and fund-raising activities		-
Miscellaneous sources		-
Deferred Revenue		-
Interest payments		-
Deferred Lease Liability	62,500	-
Accrued payroll and benefits	125,661	-
NET CASH PROVIDED FROM OPERATING ACTIVITIES	$ 1,239,553	$ -
CASH FLOWS - INVESTING ACTIVITIES	$	$
Purchase of equipment	(136,565)	-
Other	(137,500)	-
NET CASH PROVIDED FROM INVESTING ACTIVITIES	$ (274,065)	$ -
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	$ 965,488	$ -
Cash at beginning of year	-	-
CASH AND CASH EQUIVALENTS AT END OF YEAR	$ 965,488	$ -

Key Collegiate Charter School
Statement of Functional Expenses
as of June 30

		2019						
		Program Services				Supporting Services		
	No. of Positions	Regular Education	Special Education	Other Education	Total	Fundraising	Management and General	Total
Personnel Services Costs		$	$	$	$	$	$	$
Administrative Staff Personnel	4.00	241,370	132,285	-	373,655		224,405	224,405
Instructional Personnel	13.00	506,184	288,363	-	794,547		6,546	6,546
Non-Instructional Personnel	-	-	-	-	-	-	-	-
Total Salaries and Staff	17.00	747,554	420,648	-	1,168,202	-	230,951	230,951
Fringe Benefits & Payroll Taxes		119,984	65,125	-	185,109		53,818	53,818
Retirement		20,113	11,448	-	31,561		9,461	9,461
Management Company Fees				-	-			-
Legal Service				-	-		29,068	29,068
Accounting / Audit Services				-	-		2,000	2,000
Other Purchased / Professional / Consulting Services		62,534	26,115	-	88,649		131,535	131,535
Building and Land Rent / Lease		303,425	160,656	-	464,081			-
Repairs & Maintenance		21,463	11,364	-	32,827			-
Insurance		10,859	5,750	-	16,609		2,931	2,931
Utilities				-	-			-
Supplies / Materials		53,153	28,142	-	81,295			-
Equipment / Furnishings		11,903	6,302	-	18,205			-
Staff Development		14,434	7,642	-	22,076		301	301
Marketing / Recruitment		34,661	18,352	-	53,013		11,419	11,419
Technology		3,215	1,703	-	4,918			-
Food Service		66,342	38,186	-	104,528			-
Student Services		10,465	5,540	-	16,005			-
Office Expense		541	286	-	827		62,764	62,764
Depreciation		20,941	11,088	-	32,029			-
OTHER		284	157	-	441		16,785	16,785
Total Expenses		$ 1,501,871	$ 818,504	$ -	$ 2,320,375	$ -	$ 551,033	$ 551,033

	-
Total	
$	$
598,060	-
801,093	-
-	-
1,399,153	-
238,927	-
41,022	-
-	-
29,068	-
2,000	-
220,184	-
464,081	-
32,827	-
19,540	-
-	-
81,295	-
18,205	-
22,377	-
64,432	-
4,918	-
104,528	-
16,005	-
63,591	-
32,029	-
17,226	-
$ 2,871,408	$ -

Entry 5c Additional Financial Docs

Last updated: 10/31/2019

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

(No response)

Explanation for not uploading the Management Letter.	N/A

2. Form 990

(No response)

Explanation for not uploading the Form 990.	Will be uploaded by November 15th

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

4. CSP Agreed Upon Procedure Report

https://nysed_cso_reports.fluidreview.com/resp/119059493/dQZm1h8CfC/

Explanation for not uploading the procedure report.	(No response)

5. Evidence of Required Escrow Account

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

(No response)

Explanation for not uploading the Escrow evidence.	Evidence is reflected in Note A (page 10) of the uploaded audit report.

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 the Corrective Action Plan.	N/A

KEY COLLEGIATE CHARTER SCHOOL

AGREED UPON PROCEDURES

PERIOD FROM JUNE 13, 2017 (Date of Inception) TO JUNE 30, 2019

INDEPENDENT ACCOUNTANT'S REPORT ON CSP FUNDING

Board of Trustees
Key Collegiate Charter School

We have performed the procedures enumerated below, which were agreed to by the management of Key Collegiate Charter School (the "Charter School") and the New York State Education Department ("NYSED"), solely to assist the specified parties in evaluating the Charter School's assertion to NYSED that it has maintained compliance with the requirements of the CSP grant and Federal and NYSED guidelines in managing the CSP grant. The school's management is responsible for these procedures. The sufficiency of these procedures is solely the responsibility of those parties specified in this report. Consequently, we make no representation regarding the sufficiency of the procedures enumerated below either for the purpose for which the report has been requested or for any other purpose.

The procedures we performed and our results are as follows:

Procedure No. 1: We will obtain the detail of expenditures incurred for the period under review relating to the CSP grant from the Charter School's accounting software and reconcile to the grant revenue recorded by the Charter School. If the CSP grant revenue does not equal the grant expenditures, we will investigate the differences.

> ***Result***
> We obtained the detail of expenditures incurred for the period under review relating to the CSP grant from the Charter School's accounting software. We observed that the CSP revenue reported equaled the CSP grant expenditures.

Procedure No. 2: We will obtain the NYSED approved CSP grant award information, including the budget and any amendments, to determine if the revenue and expenditures recorded for the period appear reasonable.

> ***Result***
> We observed the Charter School's approved FS-10, FS-10-A, and final expenditure summary, and it appears that revenue and expenditures in the period are reasonable.

Procedure No. 3: We will select a sample of expenditures from the detail obtained in Procedure No. 1.

a. Payroll – We will select 10 items or 10% of the total number of payroll items charged to the grant, whichever is less.

b. Other expenditures – We will select 10 items or 10% of the total number of other expenditures items charged to the grant, whichever is less.

c. Using the above selected items, we will:

   i. Determine if the expenditure is in accordance with the purpose of the grant and that pre-opening expenditures are charged to pre-opening periods.

   ii. Determine if the expenditure falls into an approved budget category.

   iii. Determine if the expenditure was charged to the appropriate fiscal period.

Result
We selected a sample of ten payroll expenditures and ten other expenditures. Based on our testing, we noted that the other expenditures fall into the appropriate budget category and that the expenditures were charged to the appropriate fiscal period. For all selections, we observed that the other expenditures were in accordance with the purpose of the grant, and that pre-opening other expenditures were charged to pre-opening periods.

Procedure No. 4: We will obtain FS-25 form(s) submitted to NYSED during the period under review and perform the following:

a. Trace expenditures selected in Procedure No. 3 to requests for reimbursement. Determine that items requested for reimbursement had previously been expended or were expended within a month following the request for reimbursement. If items have not yet been requested for reimbursement, inquire of responsible charter school officials as to the plan for requesting reimbursement, and determine if a receivable is recorded, if appropriate.

b. If FS-25 forms included amounts on Line 4 (Cash Expenditures Anticipated During Next Month), we will select one FS-25 and determine if funds were expended within one month following the date of the request.

Result
We obtained the Charter School's FS-25s and noted the selected items were appropriately included in the request for reimbursement. The requests for reimbursement appear to be in the appropriate period. The Charter School did not have any FS-25s during the period which had a balance on Line 4 (Cash Expenditures Anticipated During Next Month).

Procedure No. 5: For schools with a weighted lottery during the period under review we will:

a. Obtain documentation that the school received permission from the NYSED Charter School Office for the weighted lottery.

b. Obtain the results of the weighted lottery.

- Note that weighted lotteries must be conducted using the NYSED Weighted Lottery Generator (WLG). When the WLG is used, a copy of the 'lottery PDF' should be observed. (This PDF is generated after the WLG has conducted the lottery.)

Result
The Charter School did not hold a weighted lottery during the period under review.

This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. We were not engaged to, and did not, conduct an examination or review, the objective of which would be the expression of an opinion or conclusion, on these procedures. Accordingly, we do not express such an opinion or conclusion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is intended solely for the use of Key Collegiate Charter School and the New York State Education Department, and it is not intended to be and should not be used by anyone other than the specified parties.

Mengel, Metzger, Barr & Co. LLP

Rochester, New York
October 22, 2019

Entry 5d Financial Services Contact Information

Last updated: 08/12/2019

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.

KEY COLLEGIATE CHARTER SCHOOLSection Heading

1. School Based Fiscal Contact Information

	School Based Fiscal Contact Name	School Based Fiscal Contact Email	School Based Fiscal Contact Phone
	Renisha Pierre	[redacted]	

2. Audit Firm Contact Information

	School Audit Contact Name	School Audit Contact Email	School Audit Contact Phone	Years Working With This Audit Firm
	Raymond J. Jacobi, Jr.	[redacted]		1

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
	EdTec	Slav Sobkov		[redacted]		2

New York State Education Department

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

2019-20 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.

Key Collegiate Charter School

PROJECTED BUDGET FOR 2018-2019

July 1, 2019 to June 30, 2020

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	3,374,907	615,650	-	75,000	-	4,065,557
Total Expenses	2,988,975	262,320	-	-	782,740	4,034,035
Net Income	385,931	353,330	-	75,000	(782,740)	31,522
Actual Student Enrollment	112	38				-
Total Paid Student Enrollment	112	38				150

		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	*$16,150.00*	2,422,500	-	-	-	-	2,422,500
School District 2 (Enter Name)		-	-	-	-	-	-
School District 3 (Enter Name)		-	-	-	-	-	-
School District 4 (Enter Name)		-	-	-	-	-	-
School District 5 (Enter Name)		-	-	-	-	-	-
		2,422,500					2,422,500
Special Education Revenue		-	592,250	-	-	-	592,250
Grants							
Stimulus		-	-	-	-	-	-
Other		-	-	-	-	-	-
Other State Revenue		525,000	-	-	-	-	525,000
TOTAL REVENUE FROM STATE SOURCES		2,947,500	592,250				3,539,750
REVENUE FROM FEDERAL FUNDING							
IDEA Special Needs		-	23,400	-	-	-	23,400
Title I		42,413	-	-	-	-	42,413
Title Funding - Other		6,525	-	-	-	-	6,525
School Food Service (Free Lunch)		130,046	-	-	-	-	130,046
Grants							
Charter School Program (CSP) Planning & Implementation		198,553	-	-	-	-	198,553
Other		-	-	-	-	-	-
Other Federal Revenue		-	-	-	-	-	-
TOTAL REVENUE FROM FEDERAL SOURCES		377,536	23,400				400,936
LOCAL and OTHER REVENUE							
Contributions and Donations, Fundraising		-	-	-	75,000	-	75,000
Erate Reimbursement		9,000	-	-	-	-	9,000
Interest Income, Earnings on Investments,		-	-	-	-	-	-
NYC-DYCD (Department of Youth and Community Developmt.)		-	-	-	-	-	-
Food Service (Income from meals)		-	-	-	-	-	-
Text Book		11,921	-	-	-	-	11,921
Other Local Revenue		28,950	-	-	-	-	28,950
TOTAL REVENUE FROM LOCAL and OTHER SOURCES		49,871			75,000		124,871
TOTAL REVENUE		3,374,907	615,650		75,000		4,065,557
EXPENSES							
ADMINISTRATIVE STAFF PERSONNEL COSTS	No. of Positions						
Executive Management	1.00	-	-	-	-	144,200	144,200
Instructional Management	-	-	-	-	-	-	-
Deans, Directors & Coordinators	3.00	272,500	-	-	-	-	272,500
CFO / Director of Finance	-	-	-	-	-	-	-

Key Collegiate Charter School

PROJECTED BUDGET FOR 2018-2019

July 1, 2019 to June 30, 2020

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
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Net Income	385,931	353,330	-	75,000	(782,740)	31,522
Actual Student Enrollment	112	38				-
Total Paid Student Enrollment	112	38				150

		PROGRAM SERVICES			SUPPORT SERVICES		
		REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL
Operation / Business Manager	-	-	-	-	-	-	-
Administrative Staff	1.00	58,000	-	-	-	-	58,000
TOTAL ADMINISTRATIVE STAFF	5	330,500				144,200	474,700
INSTRUCTIONAL PERSONNEL COSTS							
Teachers - Regular	16.00	1,023,555	-	-	-	-	1,023,555
Teachers - SPED	4.00	-	262,320	-	-	-	262,320
Substitute Teachers	-	-	-	-	-	-	-
Teaching Assistants	2.00	115,300	-	-	-	-	115,300
Specialty Teachers	-	-	-	-	-	-	-
Aides	-	-	-	-	-	-	-
Therapists & Counselors	1.00	75,000	-	-	-	-	75,000
Other	-	101,379	-	-	-	-	101,379
TOTAL INSTRUCTIONAL	23	1,315,234	262,320				1,577,554
NON-INSTRUCTIONAL PERSONNEL COSTS							
Nurse	-	-	-	-	-	-	-
Librarian	-	-	-	-	-	-	-
Custodian	-	-	-	-	-	-	-
Security	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
TOTAL NON-INSTRUCTIONAL							
SUBTOTAL PERSONNEL SERVICE COSTS	28	1,645,734	262,320			144,200	2,052,254
PAYROLL TAXES AND BENEFITS							
Payroll Taxes		166,797	-	-	-	-	166,797
Fringe / Employee Benefits		190,992	-	-	-	-	190,992
Retirement / Pension		34,888	-	-	-	-	34,888
TOTAL PAYROLL TAXES AND BENEFITS		392,678					392,678
TOTAL PERSONNEL SERVICE COSTS		2,038,412	262,320			144,200	2,444,932
CONTRACTED SERVICES							
Accounting / Audit		-	-	-	-	25,000	25,000
Legal		-	-	-	-	15,000	15,000
Management Company Fee		-	-	-	-	-	-
Nurse Services		-	-	-	-	-	-
Food Service / School Lunch		-	-	-	-	188,038	188,038
Payroll Services		-	-	-	-	45,000	45,000
Special Ed Services		-	-	-	-	-	-
Titlement Services (i e. Title I)		-	-	-	-	-	-
Other Purchased / Professional / Consulting		-	-	-	-	178,641	178,641
TOTAL CONTRACTED SERVICES						451,679	451,679
SCHOOL OPERATIONS							
Board Expenses		-	-	-	-	3,000	3,000
Classroom / Teaching Supplies & Materials		40,000	-	-	-	-	40,000

Key Collegiate Charter School

PROJECTED BUDGET FOR 2018-2019

July 1, 2019 to June 30, 2020

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Total Paid Student Enrollment	112	38				150

	PROGRAM SERVICES			SUPPORT SERVICES		
	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL
Special Ed Supplies & Materials	6,460	-	-	-	-	6,460
Textbooks / Workbooks	35,000	-	-	-	-	35,000
Supplies & Materials other	11,921	-	-	-	-	11,921
Equipment / Furniture	16,492	-	-	-	-	16,492
Telephone	29,352	-	-	-	-	29,352
Technology	10,508	-	-	-	-	10,508
Student Testing & Assessment	-	-	-	-	-	-
Field Trips	3,900	-	-	-	-	3,900
Transportation (student)	-	-	-	-	-	-
Student Services - other	30,910	-	-	-	-	30,910
Office Expense	-	-	-	-	42,601	42,601
Staff Development	23,200	-	-	-	-	23,200
Staff Recruitment	-	-	-	-	40,600	40,600
Student Recruitment / Marketing	-	-	-	-	42,640	42,640
School Meals / Lunch	-	-	-	-	-	-
Travel (Staff)	12,652	-	-	-	-	12,652
Fundraising	-	-	-	-	-	-
Other	-	-	-	-	13,020	13,020
TOTAL SCHOOL OPERATIONS	**220,394**				**141,861**	**362,255**
FACILITY OPERATION & MAINTENANCE						
Insurance	-	-	-	-	45,000	45,000
Janitorial	36,000	-	-	-	-	36,000
Building and Land Rent / Lease	525,000	-	-	-	-	525,000
Repairs & Maintenance	30,600	-	-	-	-	30,600
Equipment / Furniture	30,000	-	-	-	-	30,000
Security	-	-	-	-	-	-
Utilities	-	-	-	-	-	-
TOTAL FACILITY OPERATION & MAINTENANCE	**621,600**				**45,000**	**666,600**
DEPRECIATION & AMORTIZATION	83,569	-	-	-	-	83,569
DISSOLUTION ESCROW & RESERVES / CONTIGENCY	25,000	-	-	-	-	25,000
TOTAL EXPENSES	**2,988,975**	**262,320**			**782,740**	**4,034,035**
NET INCOME	**385,931**	**353,330**	**-**	**75,000**	**(782,740)**	**31,522**

ENROLLMENT - *School Districts Are Linked To Above Entries*	REGULAR EDUCATION	SPECIAL EDUCATION	TOTAL ENROLLED
District of Location	112	38	150
School District 2 (Enter Name)			-
School District 3 (Enter Name)			-
School District 4 (Enter Name)			-
School District 5 (Enter Name)			-
TOTAL ENROLLMENT	**112**	**38**	**150**
REVENUE PER PUPIL	30,133	16,201	-

Key Collegiate Charter School

PROJECTED BUDGET FOR 2018-2019

July 1, 2019 to June 30, 2020

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Actual Student Enrollment	112	38				-
Total Paid Student Enrollment	112	38				150

	PROGRAM SERVICES			SUPPORT SERVICES		
	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL
EXPENSES PER PUPIL	26,687	6,903	-			

Assumptions
DESCRIPTION OF ASSUMPTIONS - Please note assumptions when applicable
based on enrollment of 150
20% to 60% and Greater than 60%
smaller of 30% of per pupil or actual approved facility expense
Total grant for $800K through FY 2020
fundraising goals
NYSTL
$193 per student; one time
List exact titles and staff FTE"s (Full time eqiuilivalent)
head of school
Director of Ops, Dean of Curr., and Dean of Students

Assumptions
DESCRIPTION OF ASSUMPTIONS - Please note assumptions when applicable

Assumptions
DESCRIPTION OF ASSUMPTIONS - Please note assumptions when applicable

Assumptions
DESCRIPTION OF ASSUMPTIONS - Please note assumptions when applicable

Disclosure of Financial Interest by a Current or Proposed Board of Trustees Member – Board of Regents-Authorized Charter Schools

Name: Nikki Carroll

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

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

Treasurer

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

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

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

No

If **Yes**, 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) operated by the education corporation during the time you have served on the Board, and in the six-month period prior to such service. If there has been no such interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-3 above, you need not disclose again your employment status, salary, etc.

Date(s)	**Nature of financial interest/transaction**	**Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)**	**Name of person holding interest or engaging in transaction and relationship to you**
None			

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

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				

6/18/2019

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.

[redacted]

last revised 08/21/2018

Disclosure of Financial Interest by a Current or Proposed Board of Trustees Member – Board of Regents-Authorized Charter Schools

Name: RONALD G. RUSSO

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

KEY COLLEGIATE CHARTER SCHOOL

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

   VICE-CHAIR, BOARD OF TRUSTEES

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

   ____**Yes** _X_**No**

   If **Yes**, 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) operated by the education corporation during the time you have served on the Board, and in the six-month period prior to such service. If there has been no such interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-3 above, you need not disclose again your employment status, salary, etc.

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

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

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		

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

Ronald G. Russo 6/17/19

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.

[redacted]

Disclosure of Financial Interest by a Current or Proposed Board of Trustees Member – Board of Regents-Authorized Charter Schools

Name:

Romy Drucker

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

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

   Board Chair
   Governance Chair

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

   ____**Yes** X **No**

   If **Yes**, 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) operated by the education corporation during the time you have served on the Board, and in the six-month period prior to such service. If there has been no such interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-3 above, you need not disclose again your employment status, salary, etc.

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

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

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
Walton Family Foundation	Madea philanthropic grant to BES, key's previous fiscal sponsor			

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

Rony Deerle 6/17/19

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.

[redacted]

Disclosure of Financial Interest by a Current or Proposed Board of Trustees Member – Board of Regents-Authorized Charter Schools

Name:

Nancy Market

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

Key Collegiate

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

   Board member, member of Development Committee
   member of Finance Committee

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

   ____**Yes** X **No**

   If **Yes**, 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) operated by the education corporation during the time you have served on the Board, and in the six-month period prior to such service. If there has been no such interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-3 above, you need not disclose again your employment status, salary, etc.

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

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

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.	None			

Signature

6/17/19
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.

[redacted]

Disclosure of Financial Interest by a Current or Proposed Board of Trustees Member – Board of Regents-Authorized Charter Schools

Name: JASON CALI

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

KEY COLLEGIATE CHARTER SCHOOL

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

   - Member of Academic Achievement Committee
   - Member of Facilities Committee

2. Are you an employee of any school operated by the education corporation?

   ____**Yes** ✓ **No**

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

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

   ____**Yes** ✓ **No**

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

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) operated by the education corporation during the time you have served on the Board, and in the six-month period prior to such service. If there has been no such interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-3 above, you need not disclose again your employment status, salary, etc.

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

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

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. NONE				

Signature 6-17-19 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.

[redacted]

last revised 08/21/2018

Disclosure of Financial Interest by a Current or Proposed Board of Trustees Member – Board of Regents-Authorized Charter Schools

Name:

Ruben Henriquez

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

Key Collegiate Charter School

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

   Board Member

2. Are you an employee of any school operated by the education corporation?
   ____**Yes** ___✓__**No**

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

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

   ____**Yes** ___✓__**No**

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

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) operated by the education corporation during the time you have served on the Board, and in the six-month period prior to such service. If there has been no such interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-3 above, you need not disclose again your employment status, salary, etc.

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

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

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.				
None	None	None	None	None

Signature

6/17/18
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.

[redacted]

Disclosure of Financial Interest by a Current or Proposed Board of Trustees Member – Board of Regents-Authorized Charter Schools

Name:

Michael McNally

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

Key Collegiate

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

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

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

3. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?
   ____**Yes** ✓ **No**

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

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) operated by the education corporation during the time you have served on the Board, and in the six-month period prior to such service. If there has been no such interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-3 above, you need not disclose again your employment status, salary, etc.

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

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

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. NONE				

Signature 6·16·19 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.

[redacted]

Disclosure of Financial Interest by a Current or Proposed Board of Trustees Member – Board of Regents-Authorized Charter Schools

Name: Athena Hernandez

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

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

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

   ____**Yes** _X_**No**

   If **Yes**, 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) operated by the education corporation during the time you have served on the Board, and in the six-month period prior to such service. If there has been no such interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-3 above, you need not disclose again your employment status, salary, etc.

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

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

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. NONE				

Athena Hernandez 6/17/19

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.

[redacted]

last revised 08/21/2018

Disclosure of Financial Interest by a Current or Proposed Board of Trustees Member – Board of Regents-Authorized Charter Schools

Name:

Tracy Fray-Oliver

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

Key Collegiate

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

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

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

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

   ____**Yes** ✓ **No**

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

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) operated by the education corporation during the time you have served on the Board, and in the six-month period prior to such service. If there has been no such interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-3 above, you need not disclose again your employment status, salary, etc.

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

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

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.*				

Signature: [illegible] Date: 6/17/19

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.

[redacted]

last revised 08/21/2018

Entry 8 BOT Table

Created: 07/06/2019 • Last updated: 08/18/2019

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

1. 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 2018 19
1	Romy Drucker	Chair	Governance, Development	Yes	1	07/17/2017	07/01/2022	11
2	Ron Russo	Vice Chair	Governance	Yes	1	07/17/2017	07/01/2022	12
3	Nikki Carroll	Treasurer	Finance	Yes	1	07/17/2017	07/01/2022	9
4	Nancy Manket	Secretary	Finance, Development	Yes	1	01/01/2018	02/01/2021	10
5	Athena Hernandez	Trustee/Member	Sub committee: Student Recruitment & Engagement	Yes	1	07/17/2017	07/01/2022	12
6	Tracy Fray Oliver	Trustee/Member	Academic Achievement	Yes	1	01/01/2018	02/01/2021	9
7	Jason Cali	Trustee/Member	Academic Achievement, Sub committee: Facility	Yes	1	07/17/2017	07/01/2022	10
8	Michael McNally	Trustee/Member	Finance	Yes	1	07/17/2017	07/01/2022	11
9				No				

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

2. INFORMATION ABOUT MEMBERS OF THE BOARD OF TRUSTEES

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

a. Total Number of BOT Members on June 30, 2019	9
b.Total Number of Members Added During 2018 19	1
c. Total Number of Members who Departed during 2018 19	0
d.Total Number of members in 2018 19, as set by in Bylaws, Resolution or Minutes	8

3. Number of Board meetings held during 2018-19 12

4. Number of Board meetings scheduled for 2019-20 12

Thank you.

Entry 9 - Board Meeting Minutes

Last updated: 08/12/2019

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 2018 June 2019, which should match the number of meetings held during the 2018 19 school year.

KEY COLLEGIATE CHARTER SCHOOL

Are all monthly BOT meeting minutes posted, which should match the number of meetings held during 2018-19 school year, on the charter school's website?	Yes
A. Provide if posted on the charter school's website a URL link to the Monthly Board Meeting Minutes, which should match the number of meetings held during the 2018-19 school year.	https://www.keycollegiate.org/board_minutes

Entry 10 Enrollment and Retention of Special Populations

Created: 07/06/2019 • Last updated: 07/07/2019

Instructions for Reporting Enrollment and Retention Strategies

Describe the efforts the charter school has made in 2018 19 toward meeting targets to attract and retain enrollment of students with disabilities, English language learners/Multilingual 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 2019 20.

KEY COLLEGIATE CHARTER SCHOOLSection Heading

Recruitment/Attraction Efforts Toward Meeting Targets

	Describe Recruitment Efforts in 2018 19	Describe Recruitment Plans in 2019 20
Economically Disadvantaged	To recruit Economically Disadvantaged Students and Students in Temporary Housing, we distributed flyers, canvassed, and held information sessions at or around the NYCHA housing developments in Brownsville (Langston Hughes and Marcus Garvey), local shelters (WIN and CAMBA), and soup kitchens and food banks (St. Johns Bread and Life). We met with staff who worked at shelters to let them know that we not only want to serve all students, but that we have specific services in place to ensure we successfully support economically disadvtanged students. We committed to reducing the financial burden on families by providing most supplies including pieces of the school uniform free of charge, extending the school day so parents/guardians can work later, offering field trips free of cost, and working with families to ensure students have what they need to be successful. Per our commitment to trauma informed school practices, we will ensure students feel safe and have access to supports. We will also have at least one social worker who will support students and serve as a family liaison as necessary.	We have maintained the same plans from 2018 19 to recruit our economically disadvantaged students. Primarily, our goal is two fold: to ensure that economically disadvantaged students know about and can easily register for Key, and to ensure that once at Key, they have the necessary supports to thrive.
	To recruit English Language Learners, we	

English Language Learners/Multilingual Learners	printed all flyers, information packets, and applications in English and Spanish the other language most commonly spoken in our CSD. Additionally, information and recruitment sessions were presented in both languages. We implement a structured immersion model with ELLs; they remain part of the general education class, while providing structured scaffolds and differentiation to support language acquisition, including but not limited to graphics, sight word flash cards/word walls, and writing structure templates. We ensure the parents of ELL students feel informed, and will send documents home in Spanish, have Spanish speaking staff in the Main Office, and have translation services available at parent events.	We have maintained the same plans from 2019 19 to recruit ELLs, and have added two new strategies. First, we have multiple staff who are Spanish speaking who can communicate with parents about enrollment and our school. Second, we are working with our Spanish speaking families and asking them to recommend us to any other families they know looking for a school for their children.
Students with Disabilities	To recruit Students with Disabilities, we ensured that our marketing materials listed the supports we offer for students with disabilities and our openness to serving and supporting all learners. We then ensured all marketing materials made their ways to all spaces we knew families were at including housing developments and shelters. We connected with and shared information with local elementary schools and non profits that support students with disabilities for them to share with students. We provided flyers to local medical centers such as Brownsville Multi Service Health Center that serve our student population for them to share with patients.	We have maintained the same plans from 2018 19 to recruit our population of students with disabilities. The results were tremendous in our first year, with over 40% of our students with IEPs, and we are excited to continue serving such a large population of students with disabilities.

Retention Efforts Toward Meeting Targets

	Describe Retention Efforts in 2018 19	Describe Retention Plans in 2019 20
	To retain our economically disadvantaged students, we made intentional choices to ensure that these students and families felt supported and had all the resources they need. We reduced the financial burden on families by providing all student supplies. We also	

Economically Disadvantaged	provided uniforms for students who could not afford them. We offer field trips and other enrichment activities to students free of charge. We use trauma informed school practices, to ensure students feel safe and have access to supports. Our Student Support Team assisted families by connecting them with services they need, including but not limited to medical, child care, and counseling. We will also had a social worker who supported students and served as a family liaison as necessary.	We will maintain our same strategies as 2018 19. In addition, in our permanent facility which we will move into in 2020, we will have a parent room, with laundry, cell phone charging station, and a laptop station for families to use.
English Language Learners/Multilingual Learners	To retain our ELLs, we ensured both students and families felt like they were part of our community. We implement a structured immersion model with ELLs; they remain part of the general education class, while providing structured scaffolds and differentiation to support language acquisition, including but not limited to graphics, sight word flash cards/word walls, and writing structure templates. We ensured the parents of ELL students were fully informed about anything going on at school, sending documents home in Spanish, having Spanish speaking staff in the Main Office, and having translation services available at parent events.	We are going to maintain our same strategies from 2018 19. In addition, we are going to intentionally seek out parents of ELL students to join our Parent Association.
Students with Disabilities	To retain our students with disabilities, we have developed strong relationships with their families early on to set the foundation for regular communication and to show the student we are united in service of their success. Our Student Support Team ensures students have the appropriate classroom environment set up, and the necessary curricular and instructional accommodations/modifications; this team works with teachers to ensure they are implementing the appropriate interventions to support students in their classroom, including the use of an ICT model. We also have worked closely with the District to ensure students receive all necessary services, including but not limited to speech/language therapy and occupational therapy.	We will continue to use the strategies from 2018 19. In addition, we will focus on more teacher/parent communication, so parents can see their student's progress regularly, and so we have the opportunity to share best practices that they can use at home. In addition, we have implemented a strong RTI program to identify any students who are struggling and to build in additional supports as needed.

Entry 11 Classroom Teacher and Administrator Attrition

Created: 07/06/2019 • Last updated: 08/19/2019

Report changes in teacher and administrator staffing.

Instructions for completing the Classroom Teacher and Administrator Attrition Tables

Charter schools must complete the tables titled 2018-2019 Classroom Teacher and Administrator Attrition to report changes in teacher and administrator staffing during the 2018-2019 school year. Please provide the full time equivalent (FTE) of staff on June 30, 2018; the FTE for any departed staff from July 1, 2018 through June 30, 2019; the FTE for added staff from July 1, 2018 through June 30, 2019; and the FTE of staff added in newly created positions from July 1, 2018 through June 30, 2019 using the tables provided.

1. Classroom Teacher Attrition Table

	FTE Classroom Teachers on 6/30/18	FTE Classroom Teachers Departed 7/1/18 6/30/19	FTE Classroom Teachers Filling Vacant Positions 7/1/18 6/30/19	FTE Classroom Teachers Added in New Positions 7/1/18 6/30/19	FTE of Classroom Teachers on 6/3019
	8	0	0	1	9

2. Administrator Position Attrition Table

	FTE Administrative Positions on 6/30/18	FTE Administrators Departed 7/1/18 6/30/19	FTE Administrators Filling Vacant Positions 7/1/18 6/30/19	FTE Administrators Added in New Positions 7/1/18 6/30/19	FTE Administrative Positions on 6/30/19
	6	0	0	0	6

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.

Our school opened in July, 2018. We had 8 full time teachers and 6 non instructional roles. We had 3 Teaching Fellows who supported in classrooms with lead full time teachers. During the school year, we added an additional special education teacher to support with our significant sped population. During the school year, we lost zero administrative staff and added zero during our first school year.

We are growing this year, and therefore our total teacher count and administrative count will shift.

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

Thank you

Entry 12 Uncertified Teachers

Created: 08/12/2019 • Last updated: 08/19/2019

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 19)	7
2. FTE count of uncertified teachers with at least three years of elementary, middle or secondary classroom teaching experience (6 30 19)	6
3. FTE count of uncertified teachers who are tenured or tenure track college faculty (6 30 19)	0
4. FTE count of uncertified teachers with two years of Teach for America experience (6 30 19)	0
5. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (6 30 19)	1
6. FTE count of uncertified teachers who do not fit into any of the prior four categories (6 30 19)	0

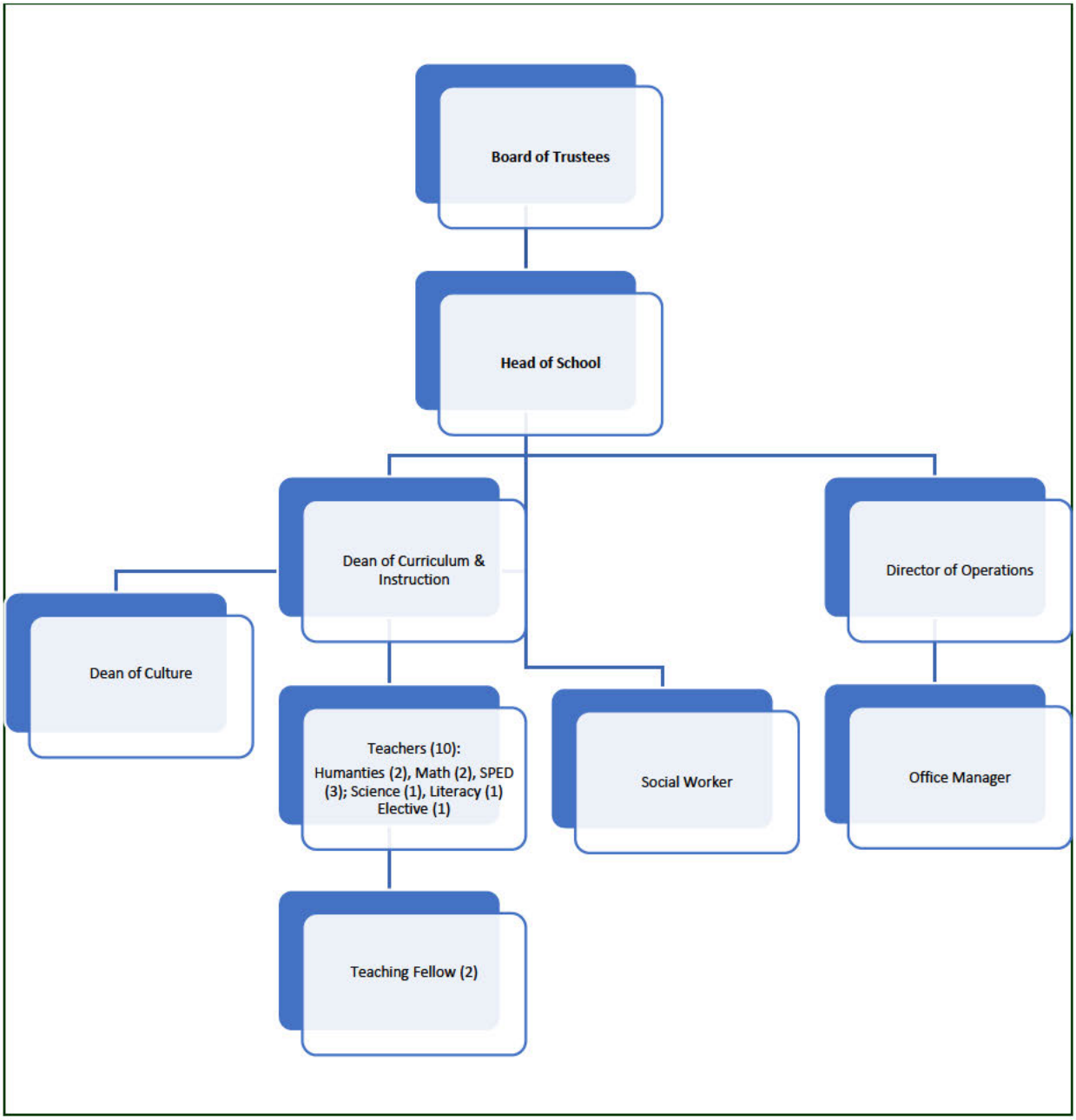
FTE Count of All Uncertified Teachers as of 6/30/19 7

FTE Count of All Certified Teachers as of 6/30/19 2

Thank you.

key collegiate charter school

2018-19 ORGANIZATIONAL CHART



key collegiate charter school

2019-20 SCHOOL CALENDAR

JULY 2019

1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

AUG 2019

			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	29	29	30

SEPT 2019

2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

OCT 2019

	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

NOV 2019

				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

DEC 2019

2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

JAN 2020

		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

FEB 2020

3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

MAR 2020

2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

APR 2020

		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

MAY 2020

				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

JUNE 2020

1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

KEY

School Closed | Half Day | Term End/First & Last Day

Number of Instructional Days for School Year: 185

JULY

- **7/31** New Students & Family Orientation

AUGUST

- **8/21** First Day of School/Term 1 Begins
- **8/21-8/23** Half Days

SEPTEMBER

- **9/2** Labor Day (School Closed)

OCTOBER

- **10/10** Term 1 Ends
- **10/11** School Closed
- **10/14** Native American Remembrance Day (School Closed)
- **10/15** Term 2 Begins

NOVEMBER

- **11/11** Veteran's Day (School Closed)
- **11/26** Half Day
- **11/27-11/29** Thanksgiving Break (School Closed)

DECEMBER

- **12/20** Term 2 Ends
- **12/20-1/3** Winter Break (School Closed)

JANUARY

- **1/1-1/3** Winter Break (School Closed)
- **1/6** Staff Data Day (No School for Students)
- **1/7** Term 3 Begins
- **1/20** Dr. Martin Luther King Day (School Closed)

FEBRUARY

- **2/17-2/21** Mid-Winter Break (School Closed)
- **2/28** Term 3 Ends

MARCH

- **3/2** Term 4 Begins
- **3/20** Staff Data Day (No School for Students)

APRIL

- **4/9-4/10** Easter Break (School Closed)
- **4/24** Term 4 Ends
- **4/27** Term 5 Begins

MAY

- **5/4-5/8** Spring Break (School Closed)
- **5/25** Memorial Day (School Closed)

JUNE

- **6/19** Term 5 Ends, Last Day of School, Half Day
- **6/26** Final Report Card Mailed Home

Certificate of Occupancy

CO Number: [redacted]

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

A.

Borough: Brooklyn	**Block Number:** 03560	**Certificate Type:** Final
Address: 267 CHESTER STREET	**Lot Number(s):** 18	**Effective Date:** 01/07/2019
Building Identification Number (BIN): 3081789	**Building Type:** Altered	

This building is subject to this Building Code: 1968 Code

For zoning lot metes & bounds, please see BISWeb.

B.

Construction classification: 3 (Prior to 1968 Code designation)

Building Occupancy Group classification: A-3 (2014/2008 Code)

Multiple Dwelling Law Classification: None

No. of stories: 2 **Height in feet:** 20 **No. of dwelling units:** 1

C.

Fire Protection Equipment:
Fire alarm system

D.

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

E.

This Certificate is issued with the following legal limitations:
None

Borough Comments: None

Borough Commissioner

Commissioner

DOCUMENT CONTINUES ON NEXT PAGE

Certificate of Occupancy

CO Number: [redacted]

Permissible Use and Occupancy

All Building Code occupancy group designations below are 2008 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
001	001	106	OG	A-3		4A	CHURCH - RELIGIOUS INSTRUCTION ROOMS AND OFFICES
001	001	185	OG	E		3	SCHOOL
002	002		40	A-3	1	4C	JANITOR'S APARTMENT(ACCESSORY TO CHURCH)

CARETAKER'S APARTMENT RESTRICTIVE DELCARATION HAS BEEN RECORDER WITH CRFN 2018000168008

END OF SECTION

Borough Commissioner

Commissioner

END OF DOCUMENT

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