

I. SCHOOL INFORMATION AND COVER PAGE

Created Tuesday, June 17, 2014

Updated Tuesday, July 29, 2014

Page 1

1. SCHOOL NAME

(Select School name from dropdown menu; BEDS # appears first)

310500861015 NEIGHBORHOOD CS OF HARLEM

2. CHARTER AUTHORIZER

Regents-Authorized Charter School

3. DISTRICT / CSD OF LOCATION

NYC CSD 5

4. SCHOOL INFORMATION

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

4a. PHONE CONTACT NUMBER FOR AFTER HOURS EMERGENCIES

Contact Name	Brett Gallini
Title	Head of School
Emergency Phone Number (###-###-####)	[REDACTED]

5. SCHOOL WEB ADDRESS (URL)

www.ncsharlem.org

6. DATE OF INITIAL CHARTER

2011-09-01 00:00:00

7. DATE FIRST OPENED FOR INSTRUCTION

2012-08-01 00:00:00

8. TOTAL NUMBER OF STUDENTS ENROLLED IN 2013-14 (as reported on BEDS Day)

(as reported on BEDS Day)

9. GRADES SERVED IN SCHOOL YEAR 2013-14

Check all that apply

- K

- 1

- 2

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

Yes/No	Name of CMO/EMO
No	

11. FACILITIES

Will the School maintain or operate multiple sites?

No, just one site.

12. SCHOOL SITES

Please list the sites where the school will operate in 2014-15.

	Physical Address	Phone Number	District/CSD	Grades Served at Site	School at Full Capacity at Site	Facilities Agreement
Site 1 (same as primary site)	132 W. 124th Street New York, NY 10027	646-279-2616	CSD 5	K-3	Yes	Rent/Lease

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

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

13. Are the School sites co-located?

No

14. Were there any revisions to the school's charter during the 2013-2014 school year? (Please include both those that required authorizer approval and those that did not require authorizer approval).

Yes

15. Summary of Charter Revisions

	Category (Select Best Description)	Specific Revision (150 word limit)	Date Approved by BOT (if applicable)	Date Approved by Authorizer (if applicable)
1	Change District or CSD of Location	By letter dated January 27 2014 the Neighborhood Charter School of Harlem requested a non-material change to relocate from NYC CSD 5 to NYC CSD 6 starting in the 2015/2016 school year.	December 4, 2013	March 12, 2014

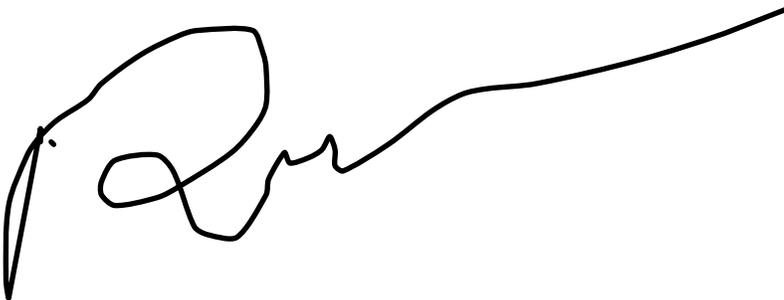
16. Our signatures below attest that all of the information contained herein is truthful and accurate and that this charter school is in compliance with all aspects of its charter, and with all pertinent Federal, State, and local laws, regulations, and rules. We understand that if any information in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

• Yes

Signature, Head of Charter School



Signature, President of the Board of Trustees



Thank you.

Audited Financial Statement Checklist

Created Friday, October 24, 2014

Page 1

Charter School Name:

1. Please check each item that is included in the 2013-14 Audited Financial Statement submitted for your charter school.

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

2. Please indicated if there is a finding(s) noted in any of the following sections of your charter school's 2013-14 Audited Financial Statement.

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

Thank you.

Appendix A: Progress Toward Goals

Created Friday, July 18, 2014
Updated Sunday, July 20, 2014

Page 1

Charter School Name: 310500861015 NEIGHBORHOOD CS OF HARLEM

1. NEW YORK STATE REPORT CARD

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

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

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

2. APPENDIX A: PROGRESS TOWARD CHARTER GOALS

2a. ACADEMIC STUDENT PERFORMANCE GOALS

If the results are not available by August 1st, please list the goals and explain this in the "progress toward goal attainment" column. This task will reopen for the school to update and finalize by the November 1, 2014 due date.

2013-14 Progress Toward Attainment of Academic Goals

	Academic Student Performance Goal	Measure Used to Evaluate Progress	2013-2014 Progress Toward Attainment	If Not Met, Describe Efforts to be Taken
Academic Goal 1	Each year 75 % of students who have been enrolled at the school on BEDS day for at least two consecutive years will perform at or above the 50 NCE (National Curve Equivalent) on the TerraNova exam in English Language Arts and Mathematics.	TerraNova 3 Complete Battery Exam	The Neighborhood Charter School of Harlem exceeded this goal in both English Language Arts and Mathematics. English Language Arts: 86% of students who have been enrolled at the school on BEDS day for at least two consecutive years scored at or above the 50 NCE Mathematics: 91% of students who have been enrolled at the school on BEDS day for at least two consecutive years scored at or above the 50 NCE	
Academic Goal 2	Each year each grade level cohort of students who have been enrolled at the school on BEDS day for at least two consecutive years and whose average score on the TerraNova tests in English Language Arts and Mathematics was below 50 NCE the previous year will	TerraNova 3 Complete Battery Exam	The Neighborhood Charter School of Harlem exceeded this goal in both English Language Arts and Mathematics. English Language Arts	

increase by one half the difference between their average score and the 50 NCE.

Cohort 1: First Grade
Mean NCE 2013: 29.5
Mean NCE Goal for 2014: 39.75
Actual Mean NCE 2014: 58.6

Cohort 1: First Grade exceeded goal by 18.85 NCE

Cohort 2: Second Grade

Mean NCE 2013: 35
Mean NCE Goal for 2014: 42.5
Actual Mean NCE 2014: 65

Cohort 2: Second Grade exceeded goal by 22.5 NCE

Mathematics

Cohort 1: First Grade
Mean NCE 2013: 22
Mean NCE Goal for 2014: 36
Actual Mean NCE 2014: 43.2

Cohort 1: First Grade exceeded goal by 7.2 NCE

Cohort 2: Second Grade

Mean NCE 2013: 28
Mean NCE Goal for 2014: 39
Actual Mean NCE 2014: 71.1

Cohort 2: Second Grade exceeded goal by 32.7 NCE

Academic Goal 3 Each year each grade level cohort of students who have been enrolled at the school on BEDS day for at least two consecutive years who's average score was at or above 50 NCE will increase the average score by no less an 0 NCE.

TerraNova 3 Complete Battery Exam

The Neighborhood Charter School of Harlem exceeded this goal in both English Language Arts and Mathematics.

English Language Arts

Cohort 1: First Grade
Mean NCE 2013: 62
Mean NCE Goal for 2014: 62
Actual Mean NCE 2014: 77

Cohort 1: First Grade exceeded goal by 15 NCE

Cohort 2: Second Grade

Mean NCE 2013: 62
Mean NCE Goal for 2014: 62
Actual Mean NCE 2014: 79

Cohort 2: Second Grade exceeded goal by 17 NCE

Mathematics

Cohort 1: First Grade
Mean NCE 2013: 70
Mean NCE Goal for 2014: 70
Actual Mean NCE 2014: 76

Cohort 1: First Grade exceeded goal by
6 NCE

Cohort 2: Second Grade

Mean NCE 2013: 65
Mean NCE Goal for 2014: 65
Actual Mean NCE 2014: 87

Cohort 2: Second Grade exceeded goal
by 22 NCE

2a1. Do have more academic goals to add?

No

2a2. Do have more academic goals to add?

No

2b. ORGANIZATIONAL GOALS

2013-14 Progress Toward Attainment of Organizational Goals

	Organizational Goal	Measure Used to Evaluate Progress	2013-14 Progress Toward Attainment	If Not Met, Describe Efforts to be Taken
Org Goal 1	The school will maintain a level of enrollment that is at least as high as that set out in its charter contract.	Student enrollment information is tracked by our student information system (SIS) TeacherEase (www.teacherease.com)	The Neighborhood Charter School of Harlem exceeded this goal. The charter contract states that the school will enroll 163 students during the 2013-2014 school year. The school ended the year with 201 enrolled students.	
Org Goal 2	The school will achieve an overall attendance rate of at least 95%.	Daily attendance is tracked by our student information system (SIS) TeacherEase (www.teacherease.com)	The Neighborhood Charter School of Harlem exceeded this goal. The school achieved an overall attendance rate of 96.1% for the 2013-2014 school year.	
Org Goal 3	The school will achieve an overall homework completion rate of 95%.	Daily homework completion rates is tracked by our student information system (SIS) TeacherEase (www.teacherease.com)	The Neighborhood Charter School of Harlem exceeded this goal. The school achieved an overall homework completion rate of 97% for the 2013-2014 school year.	
Org Goal 4	All students who are eligible for special education services will have IEPs that are developed promptly, reviewed regularly and include changeling goals. 100% of students who have IEPs will have met at least 75% of their IEP goals by the end of the school year.	Work samples that are aligned to students IEP goals. Observation of students and collaborative discussion with IEP team during annual and tri-annual IEP review meetings	The Neighborhood Charter School of Harlem exceeded this goal. 100% of students have surpassed more than 75% of their IEP goals.	

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

No

2c. FINANCIAL GOALS

2013-14 Progress Toward Attainment of Financial Goals

Financial Goals	Measure Used to Evaluate Progress	2013-2014 Progress Toward Attainment	If Not Met, Describe
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Financial Goal 1	The school will operate each year within the budget established annually by the Board of Trustees.	Review of monthly financials and ongoing review of the budget with our financial consulting firm, Charter School Business Management (CSBM).	The school has exceeded this goal and ended the 2013-2014 school year with a surplus of funds.
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Appendix A: Progress Toward Goals

Created Monday, June 23, 2014

Page 1

Charter School Name: 310500861015 NEIGHBORHOOD CS OF HARLEM

1. NEW YORK STATE REPORT CARD

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

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

<http://data.nysed.gov/reportcard.php?instid=800000071078&year=2013&createreport=1&elemELA=1&elemMATH=1>

2. APPENDIX A: PROGRESS TOWARD CHARTER GOALS

2a. ACADEMIC STUDENT PERFORMANCE GOALS

If the results are not available by August 1st, please list the goals and explain this in the "progress toward goal attainment" column. This task will reopen for the school to update and finalize by the November 1, 2014 due date.

2013-14 Progress Toward Attainment of Academic Goals

	Academic Student Performance Goal	Measure Used to Evaluate Progress	2013-2014 Progress Toward Attainment	If Not Met, Describe Efforts to be Taken
Academic Goal 1	Each year, 75% of students who have been enrolled at the school for at least two consecutive years will perform at or above the 50 NCE (50th National Percentile) on the TerraNova 3 test in ELA and Mathematics.	TerraNova 3: Complete Battery Exam	86% of students who have been enrolled at the school for at least two consecutive years performed at or above the 50 NCE (50th National Percentile) in ELA and in mathematics, 91% of students who have been enrolled at the school for at least two consecutive years performed at or above the 50 NCE (50th National Percentile.)	
Academic Goal 2	Each year each grade level cohort of students who have been enrolled at the school on BEDS day for at least two consecutive years and whose average score on the TerraNova exam in Reading was below the 50 NCE the previous year will increase by one half the difference between their average score and the 50 NCE.	TerraNova 3: Complete Battery Exam	Two cohorts of students have been enrolled at the school for at least two consecutive years, the current first grade cohort and current second grade cohort. First Grade Cohort: The mean NCE in 2013 for students scoring below the 50 NCE on the TerraNova exam in ELA was 29.5. In 2014 the mean NCE increased to 39.75. The actual mean NCE in 2014 is 58.6. The school	

			exceeded its goal by 18.85 NCE.
			Second Grade Cohort: The mean NCE in 2013 for students scoring below the 50 NCE on the TerraNova exam in ELA was 35. IN 2014 the mean NCE increased to 42.5. The actual mean NCE in 2014 is 65. The school exceeded its goal by 22.5 NCE.
Academic Goal 3	Each year each grade level cohort of students who have been enrolled a the school on BEDS day for at least two consecutive years and whose average score on the TerraNova exam in Mathematics was below the 50 NCE the pervious year will increase by one half the difference between their average score and the 50 NCE.	TerraNova 3: Complete Battery Exam	<p>Two cohorts of students have been enrolled at the school for at least two consecutive years, the current first grade cohort and current second grade cohort.</p> <p>First Grade Cohort: The mean NCE in 2013 for students scoring below the 50 NCE on the TerraNova exam in Mathematics was 22. In 2014 the mean NCE increased to 36. The actual mean NCE in 2014 is 43.2. The school exceeded its goal by 7.2 NCE.</p> <p>Second Grade Cohort: The mean NCE in 2013 for students scoring below the 50 NCE on the TerraNova exam in Mathematics 28. In 2014 the mean NCE increased to 39. The actual mean NCE in 2014 is 71.1. The school exceeded its goal by 32.7 NCE.</p>
Academic Goal 4	Each year each grade level cohort of students who have been enrolled at the school on BEDS day for at least two consecutive years whose average score was at or above 50 NCE in ELA will increase the average score by no less than 0 NCE.	TerraNova 3: Complete Battery Exam	<p>Two cohorts of students have been enrolled at the school for at least two consecutive years, the current first grade cohort and current second grade cohort.</p> <p>First Grade Cohort: The mean NCE in 2013 for students scoring at or above the 50 NCE on the TerraNova exam in ELA was 62. In 2014 the mean NCE increased to 62. The actual mean NCE in 2014 is 77. The school exceeded its goal by 15 NCE.</p> <p>Second Grade Cohort: The mean NCE in 2013 for students scoring at or above the 50 NCE on the TerraNova exam in ELA was 62. In 2014 the mean NCE increased to 62. The actual mean NCE in 2014 is 79. The school exceeded its goal by 17 NCE.</p>
Academic Goal 5	Each year each grade level cohort of students who have been enrolled at the school on BEDS day for at least two consecutive years whose average score was at or above 50 NCE in Mathematics will increase the average score by no less than 0 NCE.	TerraNova 3: Complete Battery Exam	<p>Two cohorts of students have been enrolled at the school for at least two consecutive years, the current first grade cohort and current second grade cohort.</p> <p>First Grade Cohort: The mean NCE in 2013 for students scoring at or above</p>

the 50 NCE on the TerraNova exam in Mathematics was 70. In 2014 the mean NCE increased to 70. The actual mean NCE in 2014 is 77. The school exceeded its goal by 6 NCE.

Second Grade Cohort: The mean NCE in 2013 for students scoring at or above the 50 NCE on the TerraNova exam in Mathematics was 65. In 2014 the mean NCE increased to 65. The actual mean NCE in 2014 is 87. The school exceeded its goal by 22 NCE.

2a1. Do have more academic goals to add?

No

2a2. Do have more academic goals to add?

No

2b. ORGANIZATIONAL GOALS

2013-14 Progress Toward Attainment of Organizational Goals

	Organizational Goal	Measure Used to Evaluate Progress	2013-14 Progress Toward Attainment	If Not Met, Describe Efforts to be Taken
Org Goal 1	The school will maintain a level of enrollment that is at least as high as that set out in its Charter Contract.	2013-2014 school enrollment data	The 2013-2014 school year ended with an overall enrollment of 201 students, which is 19% higher than the projected enrollment of 163 for the 2013-2014 school year.	
Org Goal 2	The school will achieve an overall attendance rate of at least 95%.	School Information System (SIS)	The 2013-2014 school year ended with an overall attendance rate of 96.1%.	

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

No

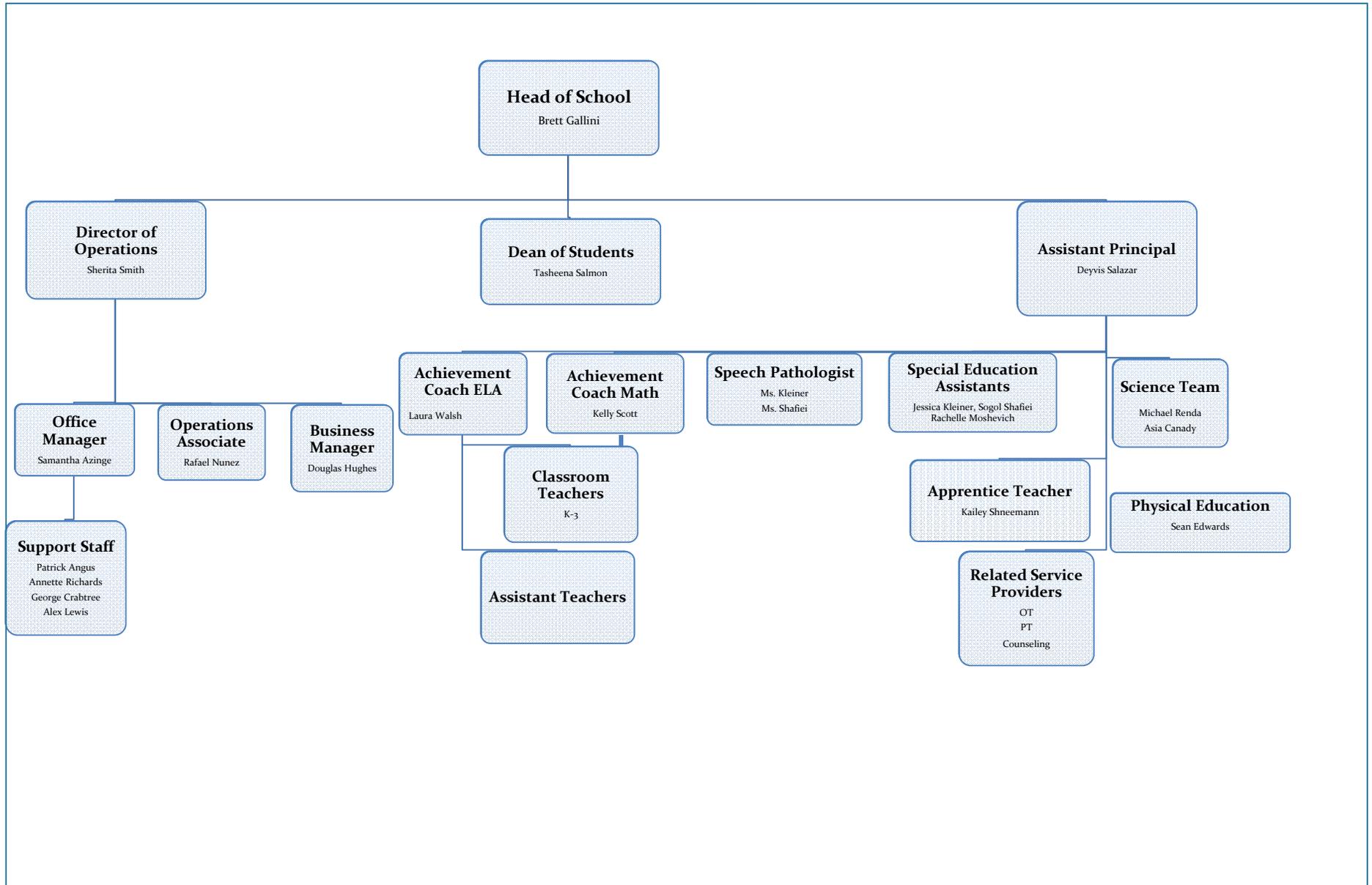
2c. FINANCIAL GOALS

2013-14 Progress Toward Attainment of Financial Goals

	Financial Goals	Measure Used to Evaluate Progress	2013-2014 Progress Toward Attainment	If Not Met, Describe Efforts to be Taken
Financial Goal 1	The school will operate each year within the budget established annually by the Board Of Trustees	Charter School Business Management (CSBM) budget	The 2013-2014 school year ended with a surplus, enough to cover expenses for at least three months.	

The Neighborhood Charter School of Harlem

2014 – 2015



Appendix B: Total Expenditures and Administrative Expenditures per Child

Created Friday, July 11, 2014

Page 1

Charter School Name: 310500861015 NEIGHBORHOOD CS OF HARLEM

B. Financial Information

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

1. Total Expenditures Per Child

To calculate 'Total Expenditures per Child' take total expenditures (from the unaudited 2013-14 Schedule of Functional Expenses) and divide by the count of students you reported on of BEDS Day. (Integers Only. No dollar signs or commas).

1. Total Expenditures Per Child Line 1: Total Expenditures Per Pupil	4109828
1. Total Expenditures Per Child Line 2: BEDS Day Pupil Count	203
1. Total Expenditures Per Child Line 3: Divide Line 1 by Line 2	20245

2. Administrative Expenditures per Child

To calculate 'Administrative Expenditures per Child' take the relevant portion from the 'personnel services cost' row and the 'management and general' column (from the unaudited 2013-14 Schedule of Functional Expenses) and divide by the BEDS per pupil count. The relevant portion that must be included in this calculation is defined as follows:

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

Please note the following:

Do not include the FTE of personnel dedicated to administration of the instructional programs.

Do not include Employee Benefit costs or expenditures in the above calculations.

A template for the Schedule of Functional Expenses is provided on page 21 of the 2012 Annual Report Guidelines to assist schools identify the categories of expenses needed to compute the two per pupil calculations. This template does not need to be completed or submitted on August 1st as it will be submitted November 1st as part of the audited financial statements. Therefore schools should use unaudited amounts for these per pupil calculations. (See the 2013-14 Annual Report Guidelines in "Resources" area of your portal task page).

To calculate 'Administrative Expenditures per Child' take the relevant portion from the 'personnel services cost' row and the 'management and general' column (from the 2013-14 Schedule of Functional Expenses) and divide by the count of students as of BEDS Day. (Integers Only. No dollar signs or commas).



Financial A

School Name:

Date:

School Fiscal Contact Name:
School Fiscal Contact Email:
School Fiscal Contact Phone:
District of Location:
Authorizer:
Years of Operation:
Facility:
Grades Currently Served:
Planned Grades at Full Capacity:
Enrollment:
Max Enrollment:
Year of Most Recent Data
School Fiscal Contact Phone:

School Audit Firm Name:
School Audit Contact Name:
School Audit Contact Email:
School Audit Contact Phone:

Latest Audit Period (through June 30):
Do Not Use this Box



Audit Supplemental Data Request Form

for Regents-Authorized Charter Schools

Neighborhood Charter School of Harlem

July 11, 2014

Sherita Smith

[REDACTED]

[REDACTED]

5

SED

3

Private

K-2

K-8

203

323 (at the end of the first charter period)

2014

646-701-7117

Mengel Metzger Barr & Co. LLP

Michelle M. Cain

info@mmb-co.com

585-423-1860

2014

Neighborhood Charter School of Harlem 2014

To calculate 'Administrative Expenditures per Child' take the relevant portion from the 'personnel services cost' row and the 'management and general' column (from the 2013-14 Schedule of Functional Expenses) and divide by the count of students as of BEDS Day. (Integers Only. No dollar signs or commas). Line 1: Relevant Personnel Services Cost (Row)	238240
To calculate 'Administrative Expenditures per Child' take the relevant portion from the 'personnel services cost' row and the 'management and general' column (from the 2013-14 Schedule of Functional Expenses) and divide by the count of students as of BEDS Day. (Integers Only. No dollar signs or commas). Line 2: Management and General Cost (Column)	181279
To calculate 'Administrative Expenditures per Child' take the relevant portion from the 'personnel services cost' row and the 'management and general' column (from the 2013-14 Schedule of Functional Expenses) and divide by the count of students as of BEDS Day. (Integers Only. No dollar signs or commas). Line 3: Sum of Line 1 and Line 2	419519
To calculate 'Administrative Expenditures per Child' take the relevant portion from the 'personnel services cost' row and the 'management and general' column (from the 2013-14 Schedule of Functional Expenses) and divide by the count of students as of BEDS Day. (Integers Only. No dollar signs or commas). Line 4: BEDS Day Pupil Count	203
To calculate 'Administrative Expenditures per Child' take the relevant portion from the 'personnel services cost' row and the 'management and general' column (from the 2013-14 Schedule of Functional Expenses) and divide by the count of students as of BEDS Day. (Integers Only. No dollar signs or commas). Line 5: Divide Line 3 by the BEDS Day Pupil Count	2067

Thank you.

NEIGHBORHOOD CHARTER SCHOOL OF HARLEM

NEW YORK, NEW YORK

AUDITED CONSOLIDATED FINANCIAL STATEMENTS

OTHER CONSOLIDATING FINANCIAL INFORMATION

REPORT REQUIRED BY
GOVERNMENT AUDITING STANDARDS

AND

INDEPENDENT AUDITOR'S REPORTS

JUNE 30, 2014



MENGEL METZGER BARR & CO. LLP

Certified Public Accountants

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MENGEL METZGER BARR & CO. LLP

Certified Public Accountants

INDEPENDENT AUDITOR'S REPORT

Board of Trustees
Neighborhood Charter School of Harlem

Report on the Consolidated Financial Statements

We have audited the accompanying consolidated financial statements of Neighborhood Charter School of Harlem, which comprise the consolidated statement of financial position as of June 30, 2014, and the related consolidated statements of activities and changes in net assets, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

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

Auditor's Responsibility

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

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

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

Opinion

In our opinion, the consolidated financial statements referred to above present fairly, in all material respects, the financial position of Neighborhood Charter School of Harlem as of June 30, 2014, and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matter

As part of our audit of the June 30, 2014 consolidated financial statements, we also audited the adjustments described in Note H that were applied to restate the 2013 consolidated financial statements. In our opinion, such adjustments are appropriate and have been properly applied. We were not engaged to audit, review, or apply any procedures to the 2013 consolidated financial statements of Neighborhood Charter School of Harlem other than with respect to the adjustments and, accordingly, we do not express an opinion or any other form of assurance on the 2013 consolidated financial statements as a whole.

Other Report Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated October 14, 2014 on our consideration of Neighborhood Charter School of Harlem's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Neighborhood Charter School of Harlem's internal control over other financial reporting and compliance.

Mengel, Metzger, Barw & Co. LLP

Rochester, New York
October 14, 2014

NEIGHBORHOOD CHARTER SCHOOL OF HARLEM
CONSOLIDATED STATEMENT OF FINANCIAL POSITION

JUNE 30, 2014

ASSETS

CURRENT ASSETS

Cash	\$ 1,396,127
Cash in escrow	75,000
Grants and other receivables	85,792
Prepaid expenses and other current assets	<u>102,123</u>
TOTAL CURRENT ASSETS	1,659,042

OTHER ASSETS

Property and equipment, net	177,815
Deposits	<u>350,000</u>
	<u>527,815</u>
TOTAL ASSETS	<u>\$ 2,186,857</u>

LIABILITIES AND NET ASSETS

CURRENT LIABILITIES

Accounts payable and accrued expenses	\$ 130,840
Accrued payroll and benefits	<u>131,356</u>
TOTAL CURRENT LIABILITIES	262,196

NET ASSETS, unrestricted

	<u>1,924,661</u>
TOTAL LIABILITIES AND NET ASSETS	<u>\$ 2,186,857</u>

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

NEIGHBORHOOD CHARTER SCHOOL OF HARLEM

CONSOLIDATED STATEMENT OF ACTIVITIES AND CHANGES IN NET ASSETS

YEAR ENDED JUNE 30, 2014

	Unrestricted	Temporarily Restricted	Total
Operating revenue and support:			
State and local per pupil operating revenue	\$ 4,690,607	\$ -	\$ 4,690,607
Federal and State grants	387,727	-	387,727
Contributions	39,065	-	39,065
Special events	81,541	-	81,541
Other income	6,354	-	6,354
Net assets released from restrictions	1,320	(1,320)	-
TOTAL OPERATING REVENUE AND SUPPORT	5,206,614	(1,320)	5,205,294
Expenses:			
Program services:			
Regular education	2,390,446	-	2,390,446
Special education	1,362,115	-	1,362,115
Supporting services:			
Management and general	409,317	-	409,317
Fundraising and special events	18,213	-	18,213
TOTAL EXPENSES	4,180,091	-	4,180,091
CHANGE IN NET ASSETS	1,026,523	(1,320)	1,025,203
Net assets at beginning of year, as previously reported	795,147	1,320	796,467
Prior period adjustment	102,991	-	102,991
Net assets at beginning of year, as restated	898,138	1,320	899,458
	\$ 1,924,661	\$ -	\$ 1,924,661

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

NEIGHBORHOOD CHARTER SCHOOL OF HARLEM

CONSOLIDATED STATEMENT OF FUNCTIONAL EXPENSES

YEAR ENDED JUNE 30, 2014

	No. of positions	Program Services				Supporting Services			Total
		Regular education	Special education	Sub-total	Management and general	Fundraising and special events	Sub-total		
Personnel services costs:									
Administrative staff personnel	3	\$ 263,641	\$ 113,029	\$ 376,670	\$ 66,000	\$ 425	\$ 66,425	\$ 443,095	
Instructional personnel	24	729,803	519,760	1,249,563	-	-	-	1,249,563	
Non-instructional personnel	9	295,117	130,052	425,172	-	-	-	425,172	
Total Salaries and wages	36	1,288,561	762,844	2,051,405	66,000	425	66,425	2,117,830	
Payroll taxes and employee benefits		283,893	165,758	449,651	13,759	89	13,848	463,499	
Professional development		48,436	22,323	70,759	28,572	16,681	45,253	116,012	
Legal fees		7,568	-	7,568	22,704	-	22,704	30,272	
Audit fees		-	-	-	28,501	-	28,501	28,501	
Financial management services		-	-	-	120,975	-	120,975	120,975	
Professional fees - other		37,710	21,510	59,220	349	2	351	59,571	
Student and staff recruitment		18,241	9,678	27,919	555	4	559	28,478	
Curriculum and classroom expenses		128,022	56,419	184,441	-	-	-	184,441	
Supplies and materials		22,080	13,072	35,152	1,180	7	1,187	36,339	
Food services		139,376	61,422	200,798	-	-	-	200,798	
Student transportation services		4,889	2,155	7,044	-	-	-	7,044	
Travel and conferences		4,358	2,579	6,937	223	1	224	7,161	
Postage, printing, and copying		22,856	13,532	36,388	1,279	8	1,287	37,675	
Insurance		11,605	6,871	18,476	594	4	598	19,074	
Information technology		35,773	21,178	56,951	1,832	12	1,844	58,795	
Leased equipment		2,897	1,715	4,612	148	1	149	4,761	
Non-capitalized equipment and furnishings		14,818	8,773	23,591	759	5	764	24,355	
Repairs and maintenance		6,382	3,779	10,161	327	2	329	10,490	
Occupancy/facility expense		222,376	131,649	354,025	11,390	73	11,463	365,488	
Depreciation and amortization		25,107	11,064	36,171	102,587	-	102,587	138,758	
Other		65,498	45,794	111,292	7,583	899	8,482	119,774	
		\$ 2,390,446	\$ 1,362,115	\$ 3,752,561	\$ 409,317	\$ 18,213	\$ 427,530	\$ 4,180,091	

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

NEIGHBORHOOD CHARTER SCHOOL OF HARLEM
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

JUNE 30, 2014

NOTE A: THE ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Basis of presentation and principles of consolidation

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

The Organization

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

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

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

Financial Statement presentation

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

These classes of net assets are defined as follows:

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

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

NEIGHBORHOOD CHARTER SCHOOL OF HARLEM

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2014

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

Cont'd

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

Revenue and support recognition

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

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

Contributions

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

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

Cash

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

Cash in escrow

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

Grants and other receivables

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

Property and equipment

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

NEIGHBORHOOD CHARTER SCHOOL OF HARLEM

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2014

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

Cont'd

Tax exempt status

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

The Organizations have filed for and received income tax exemptions in the various jurisdictions where it is required to do so. The School and Friends file Form 990 in the U.S. federal jurisdiction and Friends files in New York State. With few exceptions, as of June 30, 2014, the Organizations are no longer subject to U.S. federal and state income tax examinations by tax authorities for years ended before June 30, 2011. Years ended June 30, 2011 through June 30, 2014 are still subject to potential audit by the IRS and the taxing authorities of New York State. Management of the Organization believes they have no material uncertain tax positions and, accordingly, will not recognize any liability for unrecognized tax benefits.

Contributed services

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

Marketing costs

The Organization expenses marketing costs as they are incurred. Total marketing and recruiting costs approximated \$28,000 for the year ended June 30, 2014.

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.

Subsequent events

The Organization has conducted an evaluation of potential subsequent events occurring after the statement of financial position date through October 14, 2014, which is the date the financial statements are available to be issued. No subsequent events requiring disclosure were noted.

NEIGHBORHOOD CHARTER SCHOOL OF HARLEM

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2014

NOTE B: PROPERTY AND EQUIPMENT

Property and equipment consist of the following:

Furniture and fixtures	\$ 116,497
Computers and equipment	101,495
Leasehold improvements	<u>164,647</u>
	382,639
Less accumulated depreciation and amortization	<u>204,824</u>
	<u>\$ 177,815</u>

Total depreciation expense was \$138,758 for the year ended June 30, 2014.

NOTE C: SCHOOL FACILITY

Effective July 2012, the Organization entered into a two year lease for its facilities through June 30, 2014. This lease was subsequently amended to include additional space for total base rent of \$289,000 for the year ended June 30, 2014. Total approximate square footage as of June 30, 2014 was 14,775. The Organization entered into a one year renewal through June 30, 2015 where base rent will increase to \$480,000 per annum, payable in equal monthly installments of \$40,000 beginning July 1, 2014. \$40,000 of prepaid expenses and other current assets is related to this lease.

During 2014, the Organization entered into a twenty year lease for a new facility to be constructed which will commence the later of July 1, 2015 or at the time of occupancy. The lease calls for base rent of \$1,025,000 per annum with annual rent increases of approximately 3% maximum based on certain contingencies in the lease agreement. \$350,000 of deposits is related to this lease.

The future minimum payments for these agreements for base rent, assuming occupancy on July 1, 2015 and a 3% increase per year, are as follows:

<u>Year ending June 30,</u>	<u>Amount</u>
2015	\$ 480,000
2016	1,025,000
2017	1,055,750
2018	1,087,423
2019	1,120,045
Thereafter	<u>23,253,916</u>
	<u>\$ 28,022,134</u>

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

NEIGHBORHOOD CHARTER SCHOOL OF HARLEM

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2014

NOTE D: OPERATING LEASE

The Organization entered into a non-cancelable lease agreement for office equipment expiring in June 2016. The future minimum payments on this agreement are as follows:

<u>Year ending June 30,</u>	<u>Amount</u>
2015	13,848
2016	<u>10,437</u>
	<u>\$ 24,285</u>

NOTE E: RETIREMENT PLAN

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

NOTE F: CONTINGENCY

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

NOTE G: CONCENTRATIONS

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

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

NOTE H: RESTATEMENT OF JUNE 30, 2013 NET ASSETS BALANCE AND RELATED PRIOR PERIOD ADJUSTMENT

In the consolidated financial statements for the fiscal period from September 25, 2009 (date of inception) to June 30, 2013, the School presented financial information related to Friends of NCSH, Inc. through June 30, 2012, however, activity for the period from July 1, 2012 through June 30, 2013 was omitted. The effect of this restatement is an increase to assets of \$102,738, a decrease to liabilities of \$253, and an increase to change in net assets of \$102,991 from amounts previously reported.

NEIGHBORHOOD CHARTER SCHOOL OF HARLEM

OTHER CONSOLIDATING FINANCIAL INFORMATION



MENGEL METZGER BARR & CO. LLP

Certified Public Accountants

INDEPENDENT AUDITOR'S REPORT ON CONSOLIDATING FINANCIAL INFORMATION

Board of Trustees
Neighborhood Charter School of Harlem

We have audited the consolidated financial statements of Neighborhood Charter School of Harlem as of and for the year ended June 30, 2014, and we have issued our report thereon dated October 14, 2014, which contained an unmodified opinion on those consolidated financial statements. Our audit was conducted for the purpose of forming an opinion on the consolidated financial statements as a whole. The 2014 consolidating financial information hereinafter is presented for purposes of additional analysis and is not a required part of the consolidated financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the consolidated financial statements. The information has been subjected to the auditing procedures applied in the audit of the consolidated financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the consolidated financial statements or to the consolidated financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated in all material respects in relation to the consolidated financial statements for the year ended June 30, 2014, as a whole.

Mengel, Metzger, Barr & Co. LLP

Rochester, New York
October 14, 2014

NEIGHBORHOOD CHARTER SCHOOL OF HARLEM
CONSOLIDATING STATEMENT OF FINANCIAL POSITION

JUNE 30, 2014

<u>ASSETS</u>	<u>Neighborhood Charter School of Harlem</u>	<u>Friends of NCSH, Inc.</u>	<u>Eliminations</u>	<u>Total</u>
<u>CURRENT ASSETS</u>				
Cash	\$ 1,360,102	\$ 36,025	\$ -	\$ 1,396,127
Cash in escrow	75,000	-	-	75,000
Grants and other receivables	85,792	-	-	85,792
Prepaid expenses	<u>102,123</u>	<u>-</u>	<u>-</u>	<u>102,123</u>
TOTAL CURRENT ASSETS	1,623,017	36,025	-	1,659,042
<u>OTHER ASSETS</u>				
Property and equipment, net	177,815	-	-	177,815
Deposits	<u>350,000</u>	<u>-</u>	<u>-</u>	<u>350,000</u>
	<u>527,815</u>	<u>-</u>	<u>-</u>	<u>527,815</u>
TOTAL ASSETS	<u>\$ 2,150,832</u>	<u>\$ 36,025</u>	<u>\$ -</u>	<u>\$ 2,186,857</u>
<u>LIABILITIES AND NET ASSETS</u>				
<u>CURRENT LIABILITIES</u>				
Accounts payable and accrued expenses	\$ 130,759	\$ 81	\$ -	\$ 130,840
Accrued payroll and benefits	<u>131,356</u>	<u>-</u>	<u>-</u>	<u>131,356</u>
TOTAL CURRENT LIABILITIES	262,115	81	-	262,196
<u>NET ASSETS, unrestricted</u>	<u>1,888,717</u>	<u>35,944</u>	<u>-</u>	<u>1,924,661</u>
TOTAL LIABILITIES AND NET ASSETS	<u>\$ 2,150,832</u>	<u>\$ 36,025</u>	<u>\$ -</u>	<u>\$ 2,186,857</u>

NEIGHBORHOOD CHARTER SCHOOL OF HARLEM

CONSOLIDATING STATEMENT OF ACTIVITIES AND CHANGES IN NET ASSETS

YEAR ENDED JUNE 30, 2014

	<u>Neighborhood Charter School of Harlem</u>	<u>Friends of NCSH, Inc.</u>	<u>Eliminations</u>	<u>Total</u>
Operating revenue and support:				
State and local per pupil				
operating revenue	\$ 4,690,607	\$ -	\$ -	\$ 4,690,607
Federal and State grants	387,727	-	-	387,727
Contributions	131,850	7,215	(100,000)	39,065
Special events	53,960	27,581	-	81,541
Other income	6,325	29	-	6,354
Total operating revenue and support	<u>5,270,469</u>	<u>34,825</u>	<u>(100,000)</u>	<u>5,205,294</u>
 Expenses:				
Program services:				
Regular education	2,390,446	74,450	(74,450)	2,390,446
Special education	1,362,115	25,550	(25,550)	1,362,115
Supporting services:				
Management and general	397,107	12,210	-	409,317
Fundraising and special events	17,315	898	-	18,213
TOTAL EXPENSES	<u>4,166,983</u>	<u>113,108</u>	<u>(100,000)</u>	<u>4,180,091</u>
 CHANGE IN NET ASSETS	1,103,486	(78,283)	-	1,025,203
 Net assets at beginning of year, as previously reported	785,231	11,236	-	796,467
 Prior period adjustment	-	102,991	-	102,991
 Net assets at beginning of year, as restated	785,231	114,227	-	899,458
NET ASSETS AT END OF YEAR	<u>\$ 1,888,717</u>	<u>\$ 35,944</u>	<u>\$ -</u>	<u>\$ 1,924,661</u>

NEIGHBORHOOD CHARTER SCHOOL OF HARLEM

REPORT REQUIRED BY GOVERNMENT AUDITING STANDARDS

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

Compliance and Other Matters

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

We noted certain matters that we reported to management of Neighborhood Charter School of Harlem in a separate letter dated October 14, 2014.

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.

Restricted Use

This report is intended solely for the information and use of the Board of Trustees, management, federal, state and local awarding agencies, the New York State Education Department and others within the Charter School and is not intended to be and should not be used by anyone other than these specified parties.

Mengel, Metzger, Barw & Co. LLP

Rochester, New York
October 14, 2014

NEIGHBORHOOD CHARTER SCHOOL OF HARLEM

AGREED UPON PROCEDURES

YEAR ENDED JUNE 30, 2014



MENGEL METZGER BARR & CO. LLP

Certified Public Accountants



MENGEL METZGER BARR & CO. LLP

Certified Public Accountants

INDEPENDENT ACCOUNTANT'S REPORT ON CSP FUNDING

Board of Trustees
Neighborhood Charter School of Harlem

We have performed the procedures identified below, which were agreed to by the management of Neighborhood Charter School of Harlem (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.

This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. 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 described below either for the purpose for which this 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 and reconciled to the grant revenue recorded by the Charter School. We observed the CSP revenue equaled the 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 expenses – We will select 10 items or 10% of the total number of other expense 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 other expenses, as there was no payroll expenses in the period tested. Based on our testing, we noted expenditures appear to be in accordance with the purpose of the grant and the pre-opening expenditures are charged to pre-opening periods, the expenditures fall into an approved budget category, and the expenditures were charged to the appropriate fiscal period.

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-25 and noted the items selected in Procedure #3 were appropriately included in the request reimbursement. The requests for reimbursement on selected expenditures appear to be in the appropriate period. The Charter School's FS-25 had a balance on Line 4 (Cash Expenditures Anticipated during Next Month). We noted the funds were expended within one month following the date of the request.

We were not engaged to, and did not, conduct an examination, the objective of which would be the expression of an opinion on the Charter School's compliance with the requirements of the CSP grant. Accordingly, we do not express such an opinion. 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 Neighborhood Charter School of Harlem 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, Barw & Co. LLP

Rochester, New York
August 14, 2014

NEIGHBORHOOD CHARTER SCHOOL OF HARLEM

ADVISORY COMMENT LETTER

JUNE 30, 2014



MENGEL METZGER BARR & CO. LLP

Certified Public Accountants



MENGEL METZGER BARR & CO. LLP

Certified Public Accountants

October 14, 2014

To the Board of Trustees
Neighborhood Charter School of Harlem

In planning and performing our audit of the consolidated financial statements of Neighborhood Charter School of Harlem (the "Charter School") as of and for the year ended June 30, 2014, in accordance with auditing standards generally accepted in the United States of America, we considered the Charter School's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the consolidated financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Charter School's internal control. Accordingly, we do not express an opinion on the effectiveness of the Charter School's internal control.

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

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

During the course of our audit of the consolidated financial statements of Neighborhood Charter School of Harlem as of and for the year ended June 30, 2014, we observed the Charter School's significant accounting policies and certain business, financial and administrative practices. As a result of our observations, we noted the following, which we do not consider to be a significant deficiency or a material weakness:

Finance Minutes

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

Recommendation

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

* * * * *

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

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

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

Very truly yours,

Mengel, Metzger, Barr & Co. LLP

MENGEL, METZGER, BARR & CO. LLP



Corrective Action Plan

NCSH will maintain minutes for all board committee meetings, including Finance Committee minutes. Minutes will be stored at the school.

Neighborhood Charter School of Harlem

PROJECTED BUDGET FOR 2014-2015

PROJECTED BUDGET FOR 2014-2015								Assumptions
July 1, 2014 to June 30, 2015								DESCRIPTION OF ASSUMPTIONS - Please note assumptions when applicable
Please Note: The student enrollment data is entered below in the Enrollment Section beginning in row 147. This will populate the data in row 9.								
	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL		
Total Revenue	3,816,745	2,553,475	-	-	322	6,370,542		
Total Expenses	2,916,146	1,736,839	-	-	826,577	5,479,562		
Net Income	900,599	816,636	-	-	(826,255)	890,980		
Actual Student Enrollment	181	74						
Total Paid Student Enrollment	255	74				329		
	PROGRAM SERVICES			SUPPORT SERVICES				
	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL		
Specialty Teachers	3.00	130,640	53,360	-	-	184,000	2 Science Teachers & 1 Physical Education Teacher	
Aides	2.00	20,229	8,271	-	-	28,500	1 Lunch Aide & 1 School Support Associate	
Therapists & Counselors	2.00	90,242	36,860	-	-	127,102	2 Speech Therapists	
Other	-	89,321	36,518	-	-	125,839	End of Year Bonuses equivalent to 3% of salaries	
TOTAL INSTRUCTIONAL	35	1,173,184	897,159	-	-	2,070,343		
NON-INSTRUCTIONAL PERSONNEL COSTS								
Nurse	-	-	-	-	-	-		
Librarian	-	-	-	-	-	-		
Custodian	-	-	-	-	-	-		
Security	-	-	-	-	-	-		
Other	-	-	-	-	-	-		
TOTAL NON-INSTRUCTIONAL	-	-	-	-	-	-		
SUBTOTAL PERSONNEL SERVICE COSTS	42	1,507,651	1,033,902	-	204,000	2,745,553		
PAYROLL TAXES AND BENEFITS								
Payroll Taxes		142,546	76,656	-	17,594	236,796	Based on actual FICA and SUI rates on budgeted salaries	
Fringe / Employee Benefits		241,368	129,798	-	29,792	400,958	Assumes increases due to increase in number employees	
Retirement / Pension		50,346	27,074	-	6,215	83,635	3% of annual increase	
TOTAL PAYROLL TAXES AND BENEFITS		434,260	233,528	-	53,601	721,389		
TOTAL PERSONNEL SERVICE COSTS		1,941,911	1,267,430	-	257,601	3,466,942		
CONTRACTED SERVICES								
Accounting / Audit		-	-	-	96,200	96,200	Assumes decreased rates for financial services due to transitioning and change to hourly rate. Audit fees reduced by \$3,520	
Legal		-	-	-	43,027	43,027	Assumes 35% increase on FY14 YTD actuals in legal fees due to building negotiations	
Management Company Fee		-	-	-	-	-		
Nurse Services		-	-	-	-	-		
Food Service / School Lunch		182,277	74,522	-	-	256,799	Assumes 26% increase based on pupil increase	
Payroll Services		-	-	-	4,759	4,759	Assumes 25% increase	
Special Ed Services		-	-	-	-	-		
Titement Services (i.e. Title I)		-	-	-	-	-		
Other Purchased / Professional / Consulting		46,324	18,939	-	-	65,263	Includes Fingerprinting Services, Art consultants, Grant Writing, and Temporary Staffing	
TOTAL CONTRACTED SERVICES		228,601	93,461	-	143,986	466,048		
SCHOOL OPERATIONS								
Board Expenses		-	-	-	2,020	2,020	Assumes increased expenses in 2015	
Classroom / Teaching Supplies & Materials		12,655	-	-	-	12,655	Includes instructional supplies and gym equipment	
Special Ed Supplies & Materials		-	5,174	-	-	5,174		
Textbooks / Workbooks		12,067	4,933	-	-	17,000	Curriculum will consist of less textbooks	
Supplies & Materials other		56,921	23,272	-	-	80,193	Classroom libraries and book room budgeted at \$235 per student. Also includes NYSTL, NYSSL, and NYSLIB	
Equipment / Furniture		-	-	-	-	-		
Telephone		-	-	-	-	-		
Technology		55,447	29,817	-	6,844	92,108		
Student Testing & Assessment		27,512	11,248	-	-	38,760	Budgeted at \$152 per student	
Field Trips		7,240	2,960	-	-	10,200	Budgeted at \$40 per student	
Transportation (student)		-	-	-	-	-		
Student Services - other		67,668	27,666	-	-	95,334	Student assemblies, enrichment, parent outreach, and other programs, student uniforms, and student transportation	
Office Expense		-	-	-	102,905	102,905	Includes general supplies, printing, copy machine lease and postage and delivery.	
Staff Development		94,829	50,995	-	11,705	157,529	Increased based on staff growth	
Staff Recruitment		2,129	871	-	-	3,000		
Student Recruitment / Marketing		5,250	2,146	-	-	7,396		

Neighborhood Charter School of Harlem

PROJECTED BUDGET FOR 2014-2015

PROJECTED BUDGET FOR 2014-2015							Assumptions
July 1, 2014 to June 30, 2015							DESCRIPTION OF ASSUMPTIONS - Please note assumptions when applicable
Please Note: The student enrollment data is entered below in the Enrollment Section beginning in row 147. This will populate the data in row 9.							
	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL	
Total Revenue	3,816,745	2,553,475	-	-	322	6,370,542	
Total Expenses	2,916,146	1,736,839	-	-	826,577	5,479,562	
Net Income	900,599	816,636	-	-	(826,255)	890,980	
Actual Student Enrollment	181	74				-	
Total Paid Student Enrollment	255	74				329	
	PROGRAM SERVICES			SUPPORT SERVICES			
	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL	
School Meals / Lunch	785	321	-	-	-	1,106	Increase by 28% due to anticipated growth in staff
Travel (Staff)	21,294	8,706	-	-	-	30,000	
Fundraising	-	-	-	-	-	-	
Other		18,000	-	-	3,519	21,519	Yai autism center and screenings allocated to Sped. Bank and membership fees included here.
TOTAL SCHOOL OPERATIONS	363,798	186,109	-	-	126,993	676,899	
FACILITY OPERATION & MAINTENANCE							
Insurance	11,838	4,840	-	-	4,303	20,981	
Janitorial	29,803	14,901	-	-	14,901	59,605	
Building and Land Rent / Lease	240,000	120,000	-	-	120,000	480,000	
Repairs & Maintenance	17,649	8,824	-	-	8,824	35,297	
Equipment / Furniture	12,338	6,169	-	-	6,169	24,676	
Security	20,963	10,481	-	-	10,481	41,925	
Utilities	49,247	24,624	-	-	24,624	98,494	
TOTAL FACILITY OPERATION & MAINTENANCE	381,837	189,839	-	-	189,302	760,978	
DEPRECIATION & AMORTIZATION	-	-	-	-	108,695	108,695	
DISSOLUTION ESCROW & RESERVES / CONTINGENCY	-	-	-	-	-	-	
TOTAL EXPENSES	2,916,146	1,736,839	-	-	826,577	5,479,562	
NET INCOME	900,599	816,636	-	-	(826,255)	890,980	
ENROLLMENT - *School Districts Are Linked To Above Entries*							
	REGULAR EDUCATION	SPECIAL EDUCATION	TOTAL ENROLLED				
District of Location	181	74	255				
School District 2 (Enter Name)			-				
School District 3 (Enter Name)			-				
School District 4 (Enter Name)			-				
School District 5 (Enter Name)			-				
TOTAL ENROLLMENT	181	74	255				
REVENUE PER PUPIL	21,087	34,506	-				
EXPENSES PER PUPIL	16,111	23,471	-				

Appendix E: Disclosure of Financial Interest Form

Created Tuesday, July 15, 2014

Page 1

310500861015 NEIGHBORHOOD CS OF HARLEM

An Appendix E: Disclosure of Financial Interest Form must be completed for each active Trustee who served on the charter school's Board of Trustees during the 2013-14 school year. Trustees are at times difficult to track down in the summer months. Trustees may complete and submit at their leisure (but before the deadline) their individual form at:

<http://fluidsurveys.com/surveys/vickie-smith/appendix-e-trustee-disclosure-form/>. Trustees may download and/or email their forms to you upon completion.

Trustees who are technologically advanced may complete the survey using their smartphones or other mobile devices by downloading the this bar code link to the survey <https://fluidsurveys.com/account/surveys/540612/publish/qrcode/>. (Make sure you have the bar code application reader on your phone).

If a Trustee is unable to complete the form by the deadline (i.e, out of the country), the school is responsible for submitting the information required on the form for that individual trustee.

Just send the links via email today to your Trustees requesting that they each complete their form as soon as possible.
Thank you.

Yes, each member of the school's Board of Trustees has received a link to the Disclosure of Financial Interest Form.

Yes

Thank you.

Appendix I: Teacher and Administrator Attrition

Created Monday, June 23, 2014

Page 1

Charter School Name: 310500861015 NEIGHBORHOOD CS OF HARLEM

Instructions for completing the Teacher and Administrator Attrition Tables
Board of Regents-authorized charter schools should provide, for teachers and administrators only, the full time equivalent (FTE) of staff on June 30, 2013, the FTE for added staff from July 1, 2013 through June 30, 2014, and the FTE for any departed staff from July 1, 2013 through June 30, 2014 using the two tables provided.

2013-14 Teacher Attrition Table

FTE Teachers on June 30, 2013	FTE Teachers Additions 7/1/13 – 6/30/14	FTE Teacher Departures 7/1/13 – 6/30/14
13	7	8

2013-14 Administrator Position Attrition Table

FTE Administrator Positions On 6/30/2013	FTE Administrator Additions 7/1/13 – 6/30/14	FTE Administrator Departures 7/1/13 – 6/30/14
3	3	0

Thank you

Appendix F: BOT Membership Table

Created Monday, June 23, 2014

Updated Saturday, July 19, 2014

Page 1

310500861015 NEIGHBORHOOD CS OF HARLEM

1. Current Board Member Information

	Full Name of Individual Trustees	Position on Board (Officer or Rep).	Voting Member	Area of Expertise &/or Additional Role	Terms Served & Length (include date of election and expiration)	Committee affiliations
1	Gail Brousal	Member	Yes	Education	Elected 9/20/11 for a one-year term. Re-elected 6/7/12 for a three year term	Education and Accountability Executive
2	Derek Fleming	Member	Yes	Business	Elected on 9/20/11 for a two-year term. Re-elected 6/26/13 for a three year term	Finance and Development Task Force
3	Brian Hamilton	Member	Yes	Legal	Elected 1/30/13 for a three-year term	Accountability and Facilities Task Force
4	Jefferson Hughes	Member	Yes	Finance	Elected 3/1/12 for a three-year term	Finance
5	Justina Kavanagh	Member	Yes	Fund-raising	Elected 11/29/12 for a three-year term	Finance
6	Ruth Meyler	Chair/President	Yes	Legal/Charter Schools	Elected 11/29/12 for a three-year term	Executive Governance
7	Andrew Popper	Member	Yes	Marketing	Elected 9/20/11 for a three-year term. Re-elected 6/25/14 for a three-year term	Governance
8	Adam Rashid	Treasurer	Yes	Finance	Elected 9/20/11 for a three-year term. Re-elected 6/25/14 for a three-year term	Executive Finance
9	Arthur Sadoff	Member	Yes	Special Education	Elected 8/28/13 for a three-year term	Not yet assigned
10	Nicole Scanlin	Member	Yes	Fund-raising	Elected 6/26/13 for a three-year term	Development Task Force
11	Allison Mayne Peters	Parent Rep	Yes	Parent	Elected 6/25/14 ex officio. Awaiting SED approval	Accountability and Governance
12	Patricia Soussloff	Vice Chair/Vice President	Yes	Non-profit management	Elected 9/20/11 for a three-year term. Re-elected 6/25/14 for a three-year term	Executive Governance and Facilities Task Force

2. Total Number of Members Joining Board during the 2013-14 school year

2

3. Total Number of Members Departing the Board during the 2013-14 school year

2

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

15

5. How many times did the Board meet during the 2013-14 school year?

10

6. How many times will the Board meet during the 2014-15 school year?

10

Thank you.

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

August 28, 2013

A regularly scheduled meeting of the Board of Trustees (the "Board") of The Neighborhood Charter School of Harlem (the "School"), was held at 132 West 124th Street, New York, New York on August 28, 2013 beginning at 6:00 p.m. local time pursuant to notice duly given.

The following Trustees were present: Andrew Popper, Gail Brousal, Derek Fleming, Patricia Soussloff, Katy Saintil, Jessica Reid, Adam Rashid, Ruth Meyler and Brian Hamilton.

The Head of School, Brett Gallini, and Dr Arthur Sadoff, a trustee candidate, were also present.

Jefferson Hughes and Justena Kavanagh were absent.

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

Welcome. Ms. Meyler introduced Dr. Arthur Sadoff, a trustee candidate. Dr Sadoff was known to many Board members already but reintroduced himself and spoke about his interest in the school. A motion was made to elect Dr. Sadoff as a trustee, was seconded and unanimously approved.

Ms. Meyler announced that the December meeting date for the Board will take place on Wednesday, December 4.

Public Comment. The Chair opened the floor for public comment. No requests for comment were received.

Approval of Minutes. Ms. Soussloff asked for a motion to approve the minutes of the June, 26, 2013 meeting, circulated in advance of the meeting. The motion was made, seconded and unanimously approved.

Head of School Report. Mr. Gallini reported on staffing, enrollment and the opening of school. He has engaged the services of a consultant who is providing leadership coaching to him, Mr. Salazar and Ms. Smith. Mr. Gallini also reported on the soon to be released DOE survey of the School.

Finance Committee Report. Mr. Rashid presented the June Financial Report.

Facilities Update. Ms Soussloff updated the Board on progress in the School's search for a permanent facility.

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

Respectfully submitted,

Patricia Soussloff
Secretary

I, Patricia Soussloff, do hereby certify that I am the duly qualified and acting Secretary of Neighborhood Charter School of Harlem, a New York education corporation and that the above is a true and complete copy of the Minutes of the meeting of the Board of Trustees of the said corporation held on August 28, 2013.
Dated: 2013

EXHIBIT A

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

August 28, 2013

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

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

September 25, 2013

A regularly scheduled meeting of the Board of Trustees (the "Board") of The Neighborhood Charter School of Harlem (the "School"), was held at 132 West 124th Street, New York, New York on September 25, 2013 beginning at 6:00 p.m. local time pursuant to notice duly given.

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

The Head of School, Brett Gallini, Director of Operations, Sherita Smith, trustee candidate Arthur Sadoff, Office Manager, Samantha Azinge, and Lunchroom Attendant, Annette Richards, were also present.

Katy Saintil and Jessica Reid were absent.

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

Welcome. Ms. Meyler introduced the visiting staff members.

Ms. Meyler discussed potential impact of upcoming mayoral elections and responded to questions.

Public Comment. The Chair opened the floor for public comment. Ms. Richards and Ms. Azinge both remarked on the dedication of the School's teachers and observed that the students seem calm and happy.

Approval of Minutes. Ms. Soussloff asked for a motion to approve the minutes of the August 28, 2013 meeting, circulated in advance of the meeting. The motion was made, seconded and unanimously approved.

Head of School Report. Mr. Gallini presented a dashboard report on enrollment, attendance, homework completion, reading levels and math mastery. Students are taking the Terra Nova test in the fall and spring and will also take quarterly assessments created by Ed Vistas that align with our curriculum.

Mr. Gallini also presented his goals for the year.

Finance Committee Report. Mr. Rashid presented the August Financial Report.

Facilities Update. Ms Soussloff updated the Board on progress in the School's search for a permanent facility.

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

Respectfully submitted,

Patricia Soussloff
Secretary

I, Patricia Soussloff, do hereby certify that I am the duly qualified and acting Secretary of Neighborhood Charter School of Harlem, a New York education corporation and that the above is a true and complete copy of the Minutes of the meeting of the Board of Trustees of the said corporation held on September 25, 2013.

Dated: 2013

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

October 30, 2013

A regularly scheduled meeting of the Board of Trustees (the "Board") of The Neighborhood Charter School of Harlem (the "School"), was held at 132 West 124th Street, New York, New York on October 30, 2013 beginning at 6:00 p.m. local time pursuant to notice duly given.

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

The Head of School, Brett Gallini; Director of Operations Sherita Smith; Assistant Principal, Deyvis Salazar; and NCSH parent Brian Pew were also present.

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

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

Welcome. Ms. Meyler introduced Mr. Pew.

Ms. Meyler explained two proposed changes to the School's Employee Handbook. After discussion a motion was made to approve a resolution in substantially the form of attached Exhibit A, was seconded and unanimously approved.

Public Comment. The Chair opened the floor for public comment. Ms. Pew said a few words about his interest in the School and his daughter's experience in the second grade.

Approval of Minutes. Ms. Soussloff asked for a motion to approve the minutes of the September 25, 2013 meeting, circulated in advance of the meeting. The motion was made, seconded and unanimously approved.

Head of School Report. Mr. Gallini presented a dashboard report on enrollment, attendance, homework completion, reading levels and math mastery. He explained the Cooperative Learning through the Arts period introduced into the curriculum this year. He also updated the board on personnel changes. Mr. Gallini told the board that he testified before the NY City Council during a session on the DOE's special education reforms and was well received.

Finance Committee Report. Mr. Rashid presented the September Financial Report. He also reviewed a revised 8-year projected budget. A motion was made, seconded and unanimously approved to authorize the submission of this budget in connection with the

school's negotiations for a permanent facility. . Finally, Mr. Rashid presented the 2012-13 Audit Report and SAS Form 114 (Management Letter) from the auditors. A motion to approve the Audit Report and Management Letter in the form attached as Exhibit A, was made, seconded and unanimously approved.

Facilities Update. Ms. Soussloff updated the Board on progress in the School's search for a permanent facility.

Development Update. Ms. Soussloff reported on the Development Committee's plan for the year. The holiday party hosted by the board for the School staff will take place December 13.

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

Respectfully submitted,

Patricia Soussloff
Secretary

I, Patricia Soussloff, do hereby certify that I am the duly qualified and acting Secretary of Neighborhood Charter School of Harlem, a New York education corporation and that the above is a true and complete copy of the Minutes of the meeting of the Board of Trustees of the said corporation held on October 30, 2013.

Dated: 2013

EXHIBIT A

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

October 30, 2013

RESOLVED, that The Neighborhood Charter School of Harlem Board of Trustees approve the revision of the School's Personnel Manual in accordance with the attached document entitled Proposed Changes to Personnel Manual and dated October 30, 2013; and

FURTHER RESOLVED, that The Neighborhood Charter School of Harlem Board of Trustees accept and approve the attached 2012-13 Audit Report and SAS Form 114 (Management Letter) from MBAF CPAs LLC dated October 30, 2013; and

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

December 4 , 2013

A regularly scheduled meeting of the Board of Trustees (the "Board") of The Neighborhood Charter School of Harlem (the "School"), was held at 132 West 124th Street, New York, New York on December 4, 2013 beginning at 6:00 p.m. local time pursuant to notice duly given.

The following Trustees were present: Gail Brousal, Derek Fleming, Brian Hamilton, Jefferson Hughes, Justena Kavanagh, Adam Rashid, Ruth Meyler, Arthur Sadoff, Nicole Scanlin, and Katy Saintil.

The Head of School, Brett Gallini, Director of Operations Sherita Smith and Cliff Schneider, the school's real estate attorney were also present.

Andrew Popper and Patricia Soussloff were absent.

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

Welcome. Ms. Meyler presented a video made by Trustee Andrew Popper that shows parents talking about the school. The video will be posted on the school's website and will be used for other publicity purposes.

Public Comment. No requests for public comment were received.

Approval of Minutes. Ms. Meyler asked for a motion to approve the minutes of the October 30, 2013 meeting, circulated in advance of the meeting. The motion was made, seconded and unanimously approved, subject to one minor amendment.

Head of School Report. Mr. Gallini presented the November Dashboard and the revised results of the May Terra Nova test. He also reported to the board on the check-in meeting with Kimberly Santiago, the school's liaison at the NYS Education Department, scheduled to take place on December 11, 2013 and on his meeting with Erik Joerrs of the NYC Charter Center. Ms Smith, Director of Operations, presented a proposed change to the School's Employee Handbook. A motion was made to approve a resolution in substantially the form of attached Exhibit A, was seconded and unanimously approved.

Facilities Task Force. Ms Meyler and Mr. Rashid presented the proposed draft lease for a new facility and explained that the lease was still being negotiated. They also explained that the facility is located in CSD 6 and a move to a new district requires the consent of the NYSED. Mr Schneider explained the major terms of the lease to the Board and the financial implications for the School. After discussion, a motion was made to approve a resolution in substantially the form of attached Exhibit B. The motion was

seconded and unanimously approved. A motion was made to approve a second resolution in substantially the form of attached Exhibit C, was seconded and unanimously approved.

Finance Committee. Mr Rashid presented the October Financial Report.

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

Respectfully submitted,

Ruth Meyler, President on behalf of Patricia
Soussloff
Secretary

I, Ruth Meyler , do hereby certify that I am the duly qualified and acting President of Neighborhood Charter School of Harlem, a New York education corporation and that the above is a true and complete copy of the Minutes of the meeting of the Board of Trustees of the said corporation held on December 4, 2013.

Dated: 2013

EXHIBIT A

Proposed Changes to Personnel Manual

Vacation – Administrative Employees

Current

Regular full-time administrative employees are entitled to three weeks (15 days) paid vacation during each calendar year. Administrative employees may take vacation days with the prior written consent of the Head of School or Director of Operations. Except in exceptional circumstance, administrative employees will not be permitted to take vacation when classes are in session as shown on the School Calendar.

Change

Regular full-time administrative employees are entitled to three weeks (15 days) paid vacation during each fiscal year. Administrative employees may take vacation days with the prior written consent of the Head of School or Director of Operations. Except in exceptional circumstance, administrative employees will not be permitted to take vacation when classes are in session as shown on the School Calendar. An employee who is hired after the start of the fiscal year will be entitled to a pro-rated number of vacation days. Unused vacation days may not be carried over

after the end of the fiscal year. An employee who is terminated or who resigns is not entitled to compensation for any unused vacation days.

EXHIBIT B

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

December 4, 2013

The following resolutions were adopted at a duly called meeting of the Board of Trustees (the “Board”) of The Neighborhood Charter School of Harlem (the “School”), a New York not-for-profit education corporation, having an office and place of business at 132 W. 124th Street, New York, NY.

WHEREAS, the Board has previously given authority to the Board’s Real Estate Task Force (the “Task Force”) to identify and negotiate a lease for a new facility for the School; and

WHEREAS, working with the School’s real estate brokers (the “Brokers”), the Task Force has identified such a potential facility located at 691 St. Nicholas Avenue, New York, NY (the “Facility”); and

WHEREAS, The Task Force, consistent with the authority granted to it by the Board, continues to work with the Brokers and legal counsel for the School to negotiate the terms and conditions of a lease; and

WHEREAS, the proposed lease (the “Draft Lease”- attached hereto as Exhibit A) is near completion but requires further negotiation surrounding certain terms; and

WHEREAS, the Task Force along with the Brokers and legal counsel for the School anticipate concluding negotiations and the drafting of the Draft Lease itself in the next few days and in the interest of time to move the project forward seek Board approval to complete negotiations and enter into the actual Lease (the “Lease”);

BE IT RESOLVED, the School is hereby authorized and empowered to enter into the Lease consistent with the terms and conditions as set forth in the Draft Lease but with such modifications as the Task Force deems necessary to conform the Lease’s requirements with the School’s projected budget, in such a manner as to ensure that the School maintains the proper reserves and conservative forecasting required by the Board in all transactions;

BE IT FURTHER RESOLVED, that any officer of the School (each an “Authorized Person”) be, and hereby is, jointly or severally, authorized and directed, at any time and from time to time, to do all such things and acts and to execute and deliver all such applications, documents and instruments in writing and to expend such fees for and on behalf of the School as may be necessary or advisable in order to give effect to and, generally, carry out the intent of these resolutions including, without limitation, to negotiate, execute and deliver the Lease and

documents required in connection with the Lease for the Facility, in the name and on behalf of the School, on such terms and conditions as approved by the Task Force and in such form deemed necessary or desirable and approved by such Authorized Person with such changes, modifications and amendments thereto as the Task Force may in its discretion approve, which approval shall be conclusively evidenced by the execution and delivery of such applications, documents and instruments in writing; and

BE IT FURTHER RESOLVED, that all actions previously taken by the Task Force and/or Authorized Person in furtherance of the foregoing resolutions are hereby ratified and confirmed.

EXHIBIT C

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

December 4, 2013

The following resolutions were adopted at a duly called meeting of the Board of Trustees (the “Board”) of The Neighborhood Charter School of Harlem (the “School”), a New York not-for-profit education corporation, having an office and place of business at 132 W. 124th Street, New York, NY.

WHEREAS, the Board has previously given authority to the Board’s Real Estate Task Force (the “Task Force”) to identify and negotiate a lease for a new facility for the School; and

WHEREAS, the Task Force has worked diligently for 18 months to identify a facility that meets the School’s needs in Community School District 5 (CSD 5), but has failed to do so; and

WHEREAS, working with the School’s real estate brokers the Task Force has identified such a potential facility located at 691 St. Nicholas Avenue, New York, NY (the “Facility”) which Facility is located in CSD 6; and

WHEREAS, the Board is satisfied that moving to CSD 6 would not compromise the Mission of the School in any way;

BE IT RESOLVED, that the School’s move to CSD 6 is hereby approved, subject to the consent of the School’s Authorizer:

BE IT FURTHER RESOLVED, the School is hereby authorized and empowered to make a formal application to the Charter School Office of the New York State Education Department for consent to the School’s move to CSD 6 in the summer of 2015.

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

January 29, 2014

A regularly scheduled meeting of the Board of Trustees (the "Board") of The Neighborhood Charter School of Harlem (the "School"), was held at 132 West 124th Street, New York, New York on January 29, 2014 beginning at 6:00 p.m. local time pursuant to notice duly given.

The following Trustees were present: Jefferson Hughes, Justena Kavanagh, Ruth Meyler, Andrew Popper, Arthur Sadoff, Katy Saintil and Patricia Soussloff.

The Head of School Brett Gallini and Director of Operations Sherita Smith were also present.

Gail Brousal, Derek Fleming, Brian Hamilton, Adam Rashid and Nicole Scanlin were absent.

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

Welcome. Ms. Meyler presented a summary of the portions of Governor Cuomo's budget that may affect the School. She announced that she would be attending Advocacy Day in Albany on February 4 with other charter school leaders, parents and advocates.

Public Comment. No requests for public comment were received.

Approval of Minutes. Ms. Meyler asked for a motion to approve the minutes of the December 4, 2013 meeting, circulated in advance of the meeting. The motion was made, seconded and unanimously approved.

Head of School Report. Mr. Gallini presented the December Dashboard and reported the numbers of applicants to the School so far for school year 2014-15. He shared the content of a NYC Charter Center ad campaign that will feature a family in the School. He also reported on his efforts to reach out to Chancellor Farina, whom he knows from prior positions and on a limited access letter given to parent who has made physical threats to staff members.

Facilities Task Force. Ms. Soussloff reported that the lease for a new facility on St. Nicholas Avenue has been signed and explained next steps. She updated the Board on the status of negotiations for a lease extension for a third year in our present location and an option to renew for a fourth year.

Finance Committee. Ms. Smith presented the December Financial Report. She raised the question whether the School should consider changing auditors. Discussion ensued and the consensus was that we should get proposals from other accounting firms and consider them.

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

Respectfully submitted,

Patricia Soussloff
Secretary

I, Patricia Soussloff, do hereby certify that I am the duly qualified and acting Secretary of Neighborhood Charter School of Harlem, a New York education corporation and that the above is a true and complete copy of the Minutes of the meeting of the Board of Trustees of the said corporation held on January 29, 2014.
Dated: 2014

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

February 26, 2014

A regularly scheduled meeting of the Board of Trustees (the "Board") of The Neighborhood Charter School of Harlem (the "School"), was held at 132 West 124th Street, New York, New York on February 26, 2014 beginning at 6:00 p.m. local time pursuant to notice duly given.

The following Trustees were present: Gail Brousal, Brian Hamilton, Jefferson Hughes, Justena Kavanagh, Ruth Meyler, Andrew Popper, Adam Rashid, Arthur Sadoff, Katy Saintil, Nicole Scanlin and Patricia Soussloff.

The Head of School Brett Gallini, Director of Operations Sherita Smith and Bay Olma a teaching paraprofessional in K-2, were also present.

Derek Fleming was absent.

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

Welcome. Ms. Meyler presented a draft of the State Education Department's check-in site visit that took place December 12, 2013. She also introduced visitor Bay Olma to the board and invited Bay to say a few words.

Ms. Meyler reported on her participation in Advocacy Day in Albany on February 4 and described some of the current political issues that affect the charter school sector.

Public Comment. No requests for public comment were received.

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

Head of School Report. Mr. Gallini presented the February Dashboard and reported on new teacher hires for school year 2014-15. The School has received 632 applicants for school year 2014-15, including 72 ASD students. He reported on a visit to the School by Diane Carnegie whose responsibilities in the NYC Department of Education include overseeing the ASD Nest program.

Facilities Task Force. Ms. Soussloff asked for approval of an amendment to the lease with our current landlord that will extend the lease for a third year and provide us with an option to renew for a fourth year. After discussion a motion in the form of Exhibit A was made, seconded and unanimously approved.

Ms. Soussloff also updated the Board on the status of progress on the site at 691 St. Nicholas Avenue and announced the date of the second annual Gala at the Red Rooster on May 14.

Finance Committee. Mr. Rashid presented the January Financial Report.

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

Respectfully submitted,

Patricia Soussloff
Secretary

I, Patricia Soussloff, do hereby certify that I am the duly qualified and acting Secretary of Neighborhood Charter School of Harlem, a New York education corporation and that the above is a true and complete copy of the Minutes of the meeting of the Board of Trustees of the said corporation held on February 26, 2014.
Dated: 2014

EXHIBIT A

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

February 26, 2014

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

WHEREAS, the School is a party to a two-year Lease (the "Lease") at 132 West 124th Street that expires in July 2014; and

WHEREAS, the School has entered into a lease of a permanent facility in a building to be constructed at 691 St. Nicholas Avenue (the "St. Nicholas Site"), which building will not be ready before July 2015; and

WHEREAS, the School desires to amend the Lease to extend it for an additional year, and, to protect the School in the event of project delays on the St. Nicholas Site, to provide an option to extend the Lease for a fourth year; and

WHEREAS, the Board's Real Estate Task Force has negotiated with our current landlord the terms of a proposed lease amendment (the "Lease Amendment") effectuating these ends on the terms set forth in Exhibit B;

THEREFORE BE IT RESOLVED, the School is hereby authorized and empowered to enter into the Lease Amendment in substantially the form of the attached Exhibit B;

BE IT FURTHER RESOLVED, that any officer of the School be, and hereby is, jointly or severally, authorized and directed, to execute and deliver the Lease Amendment, in the name and on behalf of the School, and to do all such things and acts and to execute and deliver all such applications, documents and instruments in writing and to expend such fees for and on behalf of the School as may be necessary or advisable in order to give effect to and, generally, carry out the intent of these resolutions.

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

March 26, 2014

A regularly scheduled meeting of the Board of Trustees (the "Board") of The Neighborhood Charter School of Harlem (the "School"), was held at 132 West 124th Street, New York, New York on March 26, 2014 beginning at 6:00 p.m. local time pursuant to notice duly given.

The following Trustees were present: Jefferson Hughes, Justena Kavanagh, Ruth Meyler, Andrew Popper, Adam Rashid, Arthur Sadoff, Katy Saintil and Patricia Soussloff.

The Head of School Brett Gallini and Director of Operations Sherita Smith were also present.

Derek Fleming, Gail Brousal, Brian Hamilton and Nicole Scanlin were absent.

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

Welcome. Ms. Meyler reported that the State Education Department approved the School's request to move to CSD 6 when the new building is ready. She also updated the Board on the status of New York State budget negotiations as they pertain to charter schools.

Public Comment. No requests for public comment were received.

Approval of Minutes. Ms. Soussloff asked for a motion to approve the minutes of the February 26, 2014 meeting, circulated in advance of the meeting. The motion was made, seconded and unanimously approved.

Head of School Report. Mr. Gallini presented the March Dashboard and reported on teacher and student recruitment. He asked for Board approval to extend the school day by 15 minutes next year to allow for a full last period before students need to pack up and be dismissed for buses and parental pickup. A motion was made to approve extending the school day in substantially the form attached as Exhibit A, was seconded and unanimously approved.

Facilities Task Force and Development Committee. Ms. Soussloff updated the Board on the status of progress on the site at 691 St. Nicholas Avenue and on fundraising progress in connection with the Red Rooster Gala on May 14.

Finance Committee. Mr. Rashid presented the February Financial Report. On behalf of the Finance Committee, Ms Smith presented a proposal from Mengel

Metzger Barr & Co. to provide audit services to the School. Following discussion, a motion was made to approve Mengel Metzger as the School's auditing firm in the form attached as Exhibit A, was seconded and unanimously approved.

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

Respectfully submitted,

Patricia Soussloff
Secretary

I, Patricia Soussloff, do hereby certify that I am the duly qualified and acting Secretary of Neighborhood Charter School of Harlem, a New York education corporation and that the above is a true and complete copy of the Minutes of the meeting of the Board of Trustees of the said corporation held on March 26, 2014.

Dated: 2014

EXHIBIT A

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

March 26, 2014

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

WHEREAS, the school day currently ends at 4:00pm; and

WHEREAS, students currently begin to pack their belongings before the end of the last instructional period in order to be dismissed at 4:00pm; and

WHEREAS, the School desires to provide students with a full last period of instruction;

THEREFORE BE IT RESOLVED, that the school day be extended to 4:15pm daily commencing in School Year 2014-15.

FURTHER, WHEREAS, the School desires to change ; and

WHEREAS the Finance Committee reviewed proposals submitted by three auditing firms and recommended the firm of Mengel Metzger Barr & Co. to the Board;

THEREFORE BE IT RESOLVED, that the School appoints Mengel Metzger Barr & Co. to perform audit services for the School in accordance with New York State Law, starting with the 2014/2015 financial year.

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

April 30, 2014

A regularly scheduled meeting of the Board of Trustees (the "Board") of The Neighborhood Charter School of Harlem (the "School"), was held at 132 West 124th Street, New York, New York on March 26, 2014 beginning at 6:00 p.m. local time pursuant to notice duly given.

The following Trustees were present: Gail Brousal, Derek Fleming, Brian Hamilton, Justena Kavanagh, Ruth Meyler, Andrew Popper, Adam Rashid, , Katy Saintil, Nicole Scanlin and Patricia Soussloff.

The Head of School Brett Gallini and Director of Operations Sherita Smith were also present, as was a parent, Ms. Rivera.

Jefferson Hughes and Arthur Sadoff were absent.

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

Welcome. Ms. Meyler reported that she, Ms. Soussloff and Mr. Sadoff attended a meeting of the Coalition of Community Based Charter Schools. No recommendation was made at this time whether or not to officially join this group. Ms. Meyler also reported on a conversation with another leader of one of the 67 charter schools currently in private space who were left out of the recent state budget deal.

Public Comment. No requests for public comment were received.

Approval of Minutes. Ms. Soussloff asked for a motion to approve the minutes of the March 26, 2014 meeting, circulated in advance of the meeting. The motion was made, seconded and unanimously approved.

Strategic Plan. Ms. Meyler raised a number of long-range or strategic questions facing the School including the possibility and timing of adding a pre-k, replicating and increasing enrollment, long-term facilities and funding issues and whether to increase the number of Board members. She proposed to convene a task force in the fall to explore these issues and create a strategic plan. Ms. Smith will investigate possible consultants to facilitate the process.

Head of School Report. Mr. Gallini announced that the admissions lottery went smoothly and all families have been informed of the results. We had over 800 applicants for 55 kindergarten openings and a small number of openings in 1st

grade. Mr. Gallini also presented the results of a recent employee satisfaction survey, followed by Board discussion. He announced changes to the School calendar for next year. Next he recommended a change to the School's Personnel Handbook. A motion was made to approve the change in substantially the form attached as Exhibit A, was seconded and unanimously approved. Finally, Mr. Gallini reported on a visit to the School that day (April 30) by NYC Schools Chancellor Carmen Farina and announced the upcoming visit of Michaela Daniel, Senior Policy Advisor to Deputy Mayor Richard Buery.

Facilities Task Force and Development Committee. Ms. Soussloff updated the Board on the status of progress on the site at 691 St. Nicholas Avenue and on fundraising progress in connection with the upcoming Red Rooster Gala on May 14.

Finance Committee. Mr. Rashid presented the March Financial Report.

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

Executive Session. A motion was made, seconded and unanimously approved to go into Executive Session to discuss a draft evaluation plan for the Head of School. The Board unanimously approved the evaluation plan proposed by the Accountability Committee.

Respectfully submitted,

Patricia Soussloff
Secretary

I, Patricia Soussloff, do hereby certify that I am the duly qualified and acting Secretary of Neighborhood Charter School of Harlem, a New York education corporation and that the above is a true and complete copy of the Minutes of the meeting of the Board of Trustees of the said corporation held on April 30, 2014.

Dated: 2014

EXHIBIT A

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

April 30, 2014

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

RESOLVED, that the following provision be added to the School's Personnel Handbook, effective immediately:

Employee Arrest

Any person employed by the Neighborhood Charter School of Harlem who has been arrested and charged with a felony, misdemeanor or violation must notify the Head of School in writing within three days following arrest and provide a copy of the criminal court complaint. Notification to a supervisor alone does not satisfy this reporting requirement.

Failure to properly notify the Head of School may result in disciplinary action, including termination.

Upon notification of an arrest, the Neighborhood Charter School of Harlem may investigate the matter and take disciplinary action when appropriate for the best interest of the School.

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

May 28, 2014

A regularly scheduled meeting of the Board of Trustees (the "Board") of The Neighborhood Charter School of Harlem (the "School"), was held at 132 West 124th Street, New York, New York on May 28, 2014 beginning at 6:00 p.m. local time pursuant to notice duly given.

The following Trustees were present: Gail Brousal, Derek Fleming, Brian Hamilton, Jefferson Hughes, Ruth Meyler, Andrew Popper, Adam Rashid, Arthur Sadoff, Katy Saintil and Patricia Soussloff.

The Head of School Brett Gallini and Director of Operations Sherita Smith were also present.

Justena Kavanagh and Nicole Scanlin were absent.

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

Welcome. Ms. Meyler reported that she and Ms. Soussloff spoke with Marci Cornell-Feist, CEO of The High Bar, a charter school board consulting group, regarding our proposed strategic plan. Marci recommended two potential consultants. Ms. Meyler and Ms. Soussloff will reach out to them for proposals to facilitate our strategic planning process. We hope to begin the strategic planning process in the fall and finish by next June.

Ms. Meyler announced that committees and officers will be elected at the June board meeting and invited board members to let her know if they are interested in a different position.

Public Comment. No requests for public comment were received.

Approval of Minutes. Ms. Soussloff asked for a motion to approve the minutes of the April 30, 2014 meeting, circulated in advance of the meeting. The motion was made, seconded and unanimously approved.

Head of School Report. Mr. Gallini presented the Dashboard and the results of the Terra Nova tests administered to all students this spring. The Board congratulated him on the School's excellent Terra Nova results, both in absolute terms and progress from last year. Next he recommended a change to the School's Personnel Handbook to satisfy legal requirements under New York City's Paid Sick Leave Law. A motion was made to approve the change in substantially the form

attached as Exhibit A, was seconded and unanimously approved. Finally, Mr. Gallini reported on teacher recruitment and hiring for next year.

Finance Committee. Mr. Rashid presented the April Financial Report and a draft of the fiscal year 2014/15 budget.

Facilities Task Force and Development Committee. Ms. Sousloff updated the Board on the status of progress on the site at 691 St. Nicholas Avenue and on fundraising results from Red Rooster Gala on May 14.

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

Executive Session. A motion was made, seconded and unanimously approved to go into Executive Session to discuss the Head of School's performance review presented by the Accountability Committee.

Respectfully submitted,

Patricia Sousloff
Secretary

I, Patricia Sousloff, do hereby certify that I am the duly qualified and acting Secretary of Neighborhood Charter School of Harlem, a New York education corporation and that the above is a true and complete copy of the Minutes of the meeting of the Board of Trustees of the said corporation held on May 28, 2014.
Dated: 2014

EXHIBIT A

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

May 28, 2014

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

RESOLVED, that the current Personal Days and Sick Days policy be removed from the School's Personnel Handbook and replaced with the Paid Time Off policy below, effective immediately:

Paid Time Off ("PTO")

The School provides eligible full-time employees with six (6) days paid time off ("PTO") from work during each fiscal year. PTO may be taken for any reason, including illness and other personal time away from work. You must request PTO at least 7 (seven) days in advance from the Head of School or Director of Operations.

Unscheduled PTO may be taken only for an employee's own illness or injury, or that of the employee's family. For the purposes of this paragraph, "family" is defined as an employee's child, spouse, domestic partner or parent, or the child or parent of an employee's spouse or domestic partner. Notice of absence from work due to illness should be provided to the Head of School and Director of Operations by 6:00 a.m. on the day of absence, if possible, or as soon thereafter as is reasonable, so there is enough time to find a substitute teacher, in the case of instructional staff, or temporary help, in the case of administrative staff. Certification by your health care provider is required for absences due to your illness or injury of four or more consecutive workdays.

An employee who is hired after the start of the fiscal year will be entitled to a pro-rated number of PTO days. Employees may accumulate PTO from year to year up to a maximum of nine. An employee who is terminated or who resigns is not entitled to compensation for any unused PTO days.

June Minutes will not be formally approved until the August 25, 2014 Board Meeting

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

June 25, 2014

A regularly scheduled meeting of the Board of Trustees (the "Board") of The Neighborhood Charter School of Harlem (the "School"), was held at 132 West 124th Street, New York, New York on June 25, 2014 beginning at 6:00 p.m. local time pursuant to notice duly given.

The following Trustees were present: Gail Brousal, Brian Hamilton, Jefferson Hughes, Justena Kavanagh, Ruth Meyler, Andrew Popper, Adam Rashid, Arthur Sadoff, Katy Saintil and Patricia Soussloff.

The Head of School Brett Gallini, Director of Operations Sherita Smith, Assistant Principal Deyvis Salazar, Math Achievement Coach Kelly Scott and Parents' Association President Allison Peters were also present.

Derek Fleming and Nicole Scanlin were absent.

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

Welcome and President's Report. Ms. Meyler reported that she and Ms. Soussloff spoke with two strategic planning consultants recommended by Marci Cornell-Feist, CEO of The High Bar: John Tarvin and Jim Ford. An interim Strategic Planning Task Force consisting of Ms. Meyler, Ms. Soussloff, Mr. Hamilton and Mr. Hughes is following up with further conversations with the candidates and will make a recommendation to the Board at the September meeting.

Ms. Meyler next reported on a conversation with Andrea Rogers of the Northeast Charter School Network about NECSN's efforts to secure equitable facilities funding for the "Orphan 67." Mr. Gallini reported on a NYC Charter School telephone briefing on a related topic.

Ms. Meyler announced that Allison Peters was elected President of the Parents' Association and, in that capacity, will serve as an ex officio Trustee of the school in accordance with the School's Bylaws, following her election by the Board and approval by the SED. A motion was made, seconded and unanimously approved to elect Ms. Peters pursuant to a Resolution in the form attached as Exhibit A.

As outgoing PA President Ms. Saintil submitted a letter of resignation from the Board prior to the meeting. Ms. Meyler thanked Ms. Saintil for her extremely valuable service on the Board and as President of the Parents' Association. Ms. Saintil expressed her appreciation of her time on the Board and her continued commitment to the School.

Public Comment. No requests for public comment were received.

Approval of Minutes. Ms. Soussloff asked for a motion to approve the minutes of the May 28, 2014 meeting, circulated in advance of the meeting. The motion was made, seconded and unanimously approved.

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

Annual Meeting. Ms Meyler, on behalf of the Governance Committee, informed the Board that the terms of office of Adam Rashid and Andrew Popper had expired and asked the Board to re-elect both. She also presented a slate of Officers for the 2014/2015 school year as follows:

President: Ruth Meyler

Vice-President and Secretary: Patricia Soussloff

Treasurer: Adam Rashid

Motions were made, seconded and unanimously approved to re-elect Adam Rashid and Andrew Popper and to approve the slate of Officers pursuant to a Resolution in the form of Exhibit A.

Ms. Meyler presented committee recommendations for the 2014/15 school year and asked for input from Board members. Following discussion a motion was made, seconded and unanimously approved to elect committee members and Chairs in accordance with the Resolution attached as Exhibit A.

Head of School Report. Mr. Gallini presented the Dashboard and Ms. Scott presented a detailed report of the results of the spring Terra Nova tests. Finally, Mr. Gallini reported on the work that he, Mr. Salazar and Ms. Smith accomplished with the help of a leadership consultant.

Finance Committee. Mr. Rashid presented the May Financial Report and the draft budget for fiscal year 2014/15, circulated in advance of the meeting. The budget was approved by resolution duly made, seconded and unanimously approved.

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

Executive Session. Upon motion duly made, seconded and unanimously approved, the Board went into Executive session to discuss the compensation of the Head of School, and staff and visitors left the meeting.

Respectfully submitted,

Patricia Soussloff
Secretary

I, Patricia Soussloff, do hereby certify that I am the duly qualified and acting Secretary of Neighborhood Charter School of Harlem, a New York education corporation and that the above is a true and complete copy of the Minutes of the meeting of the Board of Trustees of the said corporation held on June 25, 2014.

Dated: 2014

EXHIBIT A

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

June 25, 2013

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

AND FURTHER RESOLVED, that Adam Rashid and Andrew Popper are hereby re-elected to the Board of Trustees each for a term expiring at the conclusion of the third Annual Meeting after the date of this resolution.

AND FURTHER RESOLVED, that the following are hereby elected to the Offices shown for the 2013/2014 school year:

President: Ruth Meyler

Vice-President and Secretary: Patricia Soussloff

Treasurer: Adam Rashid

AND FURTHER RESOLVED, that the Chairs and members of the Committees for the 2014/2015 school year shall be as follows:

Executive Committee: Meyler, Soussloff, Rashid, Brousal, Scanlin

Finance Committee: Rashid (Chair), Hughes, Fleming

Accountability Committee: Meyler/Hamilton (co-Chairs), Brousal, Sadoff

Governance Committee: Meyler, Soussloff, Popper, Peters



2013-2014 ANNUAL REPORT

Appendix H: Enrollment and Retention Efforts

1. Introduction

The Neighborhood Charter School of Harlem (NCSH) has made very substantial efforts to attract and retain a greater enrollment of students with disabilities (SPED students), English language learners (ELLs) and students who are eligible for free or reduced price lunch (FRPL students). Efforts include mass mailings to families with students of the appropriate age in districts with high proportions of FRPL students, targeted mailings to organizations serving targeted groups, distribution of marketing materials in English, Spanish and French in the streets of CSD 5, our district of residence, which includes a high proportion of FRPL students, visits to local community organizations serving students in the targeted groups, visits to Head Start programs and school tours and informational meetings presented in English and Spanish. These efforts are described in more detail below.

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

2. Recruitment Efforts in 2013 for the 2013-2014 school year

Recruitment took place over a period of four months from early December to the beginning of April. During this time:

- We sent a mass mailing to all families with kindergarten or first grade age children in CSDs 4, 5 and 6. Each of these districts has a high proportion of FRPL students and CSD 6 has a high proportion of Spanish-speaking families. The mailing included copies of the attached brochure in English and Spanish. The brochures describe the symptoms of ASD and invite families who believe that their children may have ASD to contact us.
- We distributed brochures in English and Spanish on the streets of CSDs 4 and 5 and left them in the lobbies of public housing on two weekends.
- We mailed a letter describing our ASD program and other special education programs, together with brochures in English, French and Spanish and applications to all DOE and charter school social workers and psychologists in 12 CSEs.
- We conducted eight school tours and information sessions. One was conducted entirely in Spanish and Spanish-speaking members of the school staff were available to help Spanish-speaking families at all of them.
- A French-speaking board member and the French-speaking President of the Parent Association distributed flyers in French and discussed the school with members of the West African community at the African Market in CSD 5 and in businesses and community organizations serving this community.
- We visited a local pre-school serving children with disabilities and asked them to distribute brochures in English and applications in English and Spanish.
- We visited two organizations serving children with ASD and asked them to distribute brochures in English and applications in English and Spanish.

- We attended a Harlem Street Fair and distributed brochures in English and flyers in French.
- We made a presentation at a large local Head Start program and distributed brochures in English and applications in English and Spanish.

3. Recruitment efforts in 2014 for the 2014-2015 school year

Recruitment efforts again took place over a period of three months from early January to the end of March. During this time:

- We sent a mass mailing to all families with kindergarten, first grade, or second grade age children in CSD 5, which has a high proportion of FRPL students. The mailing included copies of the attached postcard in English and Spanish.
- We mailed a letter describing our ASD program and other special education programs, together with marketing materials in English, Spanish and French to all DOE and charter school social workers and psychologists in 12 CSEs.
- We conducted eight school tours and information sessions. Three were conducted entirely in Spanish and Spanish-speaking members of the school staff were available to help Spanish-speaking families at all of them.
- We visited local pre-schools serving children with disabilities and asked them to distribute brochures in English and applications in English and Spanish.
- We visited one organization-serving children with ASD and asked them to distribute brochures in English and applications in English and Spanish.
- We attended a Harlem School Fair and distributed marketing materials in English, Spanish and French.
- We made several presentations to many large local Head Start programs. These presentations were conducted in English and Spanish.

4. Recruitment efforts planned for 2015

In 2015, NCSH will make additional efforts to recruit ELLs including outreach and recruitment efforts to CSD 6 where the school will be relocating for the 2015-2016 school year. We believe that these families respond best to face-to-face interactions and we plan to work with French and Spanish speaking parents of existing students to talk with parents in various venues. Several parents have already volunteered to help with this plan. We will also continue with the bilingual outreach described above.

5. Retention

We have had minimal student attrition during our second year. Our retention efforts are primarily directed at meeting the individual needs of our students and at creating strong bonds with families. We have also hired several employees who speak fluent Spanish so that someone is always available to work with Spanish-speaking parents.



SCHOOL TOUR

We are accepting applications for kindergarten-2nd grade for the 2014/2015 school year. We invite you to visit the school! You may complete an online registration form at ncsharlem.org/school-tour or call the main office at 646-701-7117.

Tuesday, December 10th at 5:30 p.m.

Tuesday, December 17th at 6:00 p.m.

Saturday, January 11th at 11:00 a.m.

Thursday, January 23rd at 5:30 p.m.

Tuesday, February 4th at 5:30 p.m.

Thursday, February 13th at 6:00 p.m.

Thursday, March 6th at 5:30 p.m.

Saturday, March 22nd at 11:00 a.m.

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

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



The
Neighborhood
Charter School
of Harlem

Est-ce que vous cherchez une école pour votre enfant ? Nous avons des places disponibles en maternelle, 1st and 2nd grade.

Notre école propose un **programme académique rigoureux** qui combine une instruction intensive en mathématique et en anglais avec un respect pour le travail individuel, la créativité, et la résolution de problèmes. Nos élèves étudient également les sciences et études sociales depuis l'école maternelle à travers un curriculum engageant, qui suscite la curiosité, et qui leur donne les bases requises dans ces disciplines tout en renforçant leur esprit critique et leur faculté d'apprendre d'une façon indépendante.

Nous sommes convaincus que **les arts** font partie d'une bonne éducation. Nos élèves ont l'occasion de faire du théâtre, de chanter, de jouer d'un instrument, et de créer eux-mêmes des œuvres en utilisant des ressources variées.

Nous sommes également convaincus que les **compétences sociales et émotionnelles** sont aussi importantes que les compétences scolaire pour réussir à l'école et dans la vie. Ces compétences sont enseignées avec un suivi quotidien. Ainsi, l'école bénéficie d'une culture chaleureuse, respectueuse, stimulante, et joyeuse.

Il y a **deux instituteurs** par classe. Le nombre d'élèves par enseignant ainsi que le travail en petit groupe nous permet de donner l'**attention individuelle** nécessaire au succès scolaire.

Les **parents** jouent un rôle important dans le succès scolaire de leurs enfants. Pour cette raison nous tissons des liens forts avec eux à travers des associations, des réunions, des fêtes, et des communications fréquentes entre les instituteurs et les familles.

Le Program ASD Huit places dans chaque niveau scolaire sont réservées aux enfants qui présentent un autisme de haut niveau (ASD) ou le syndrome d'Asperger. Ces élèves suivent le même niveau de cursus que leurs camarades de classe et sont inclus dans tous les aspects du programme. Les éducateurs qui travaillent avec ces enfants reçoivent une formation spéciale au soutien des enfants concernés par l'ASD. Les élèves dans ce programme participent également à une classe enseignée par un orthophoniste destinée à développer leurs compétences sociales et compenser leurs difficultés à communiquer et à s'autoréguler.

Comment faire la demande

NCSHarlem est une école à charte gratuite ouverte à tous les enfants de New York et qui donne la priorité aux élèves du Community School District 5 (Central Harlem).

Les demandes d'inscription sont disponibles sur notre site internet www.NCSHarlem.org et doivent être rendues au plus tard le 2 Avril 2014. Si vous êtes intéressés par notre programme ASD nous vous prions de nous contacter le plus tôt possible et pas plus tard que le 1er Mars 2014.

Information

646-701-7117

info@NCSHarlem.org

www.NCSHarlem.org

132 West 124th Street

New York, 10027

Our ASD Program

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

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

Contact:

Deyvis Salazar, Assistant Principal

Phone: 646-701-7117

Email: info@ncsharlem.org

Our Mission

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

Our School Leader

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

—BRETT GALLINI

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

Here are some of the signs:

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

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

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

132 West 124th Street

New York, NY 10027

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

NCSHarlem.org

The
Neighborhood
Charter School
of Harlem



A rigorous,
K-8 school
in Harlem,
currently serving
Kindergarten – 3rd
grade.

Emphasis on reading,
writing, and math

A rich arts program

Inquiry-based science
and history and geography

Spanish as a foreign language

Two teachers in
every classroom

A focus on the social
and emotional development
of all students

About Our School



How to Apply

NCSHarlem is a free public charter school open to all New York City children and giving preference to children living in Community School District 5 (Central Harlem).

We are accepting applications for kindergarten-2nd grade for the 2014-2015 school year. You may apply through the online application on our website at www.NCSHarlem.org. The application window closes April 2, 2014.

Mail, Fax, or Bring Completed Applications to:
132 West 124th Street, New York, NY 10027
Phone: 646-701-7117, Fax: 914-462-3435
info@ncsharlem.org

For more information, please call 646-701-7117 or email info@ncsharlem.org

OUR RIGOROUS ACADEMIC PROGRAM

Our rigorous academic program combines intensive direct instruction in math and literacy skills with ample opportunities for independent work, creativity, and problem solving. Our students also study science, history and geography starting in kindergarten, using engaging curricula that build on their natural curiosity, give them a firm foundation in these subjects, and reinforce independent learning and critical thinking skills.

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

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

There are two teachers in each of our classrooms. Our high teacher-to-student ratio and emphasis on small group instruction allows us to give all our students the individualized attention and support that they need to maximize their academic potential.

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

We know that parents play an important role in their children's academic success. NCSH creates a partnership with parents through our parent association, workshops, family celebrations and outings, and frequent communication between teachers and families.

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



Una escuela chárter magnífica esta en Harlem!

Estamos aceptando solicitudes para Kínder, 1^o y 2^o grados para el otoño de 2014

132 W. 124th Street, New York, NY 10027 | Office: 646-701-7117 | Fax: 914-462-3435

Énfasis en lectura, escritura y matemáticas

Programa de arte estupendo y ciencia basada en investigación

Dos maestros en cada aula

Enfoque en el desarrollo social y emocional de los estudiantes

Aplique por el internet www.NCSHarlem.org/apply-online

Inscríbese para visitar nuestra escuela www.NCSHarlem.org/school-tour

Síganos en Facebook: www.facebook.com/HCSHarlem

Ocho asientos en Kínder estarán designados para un programa especializado, totalmente inclusivo para niños de alto funcionamiento de autismo. Vea nuestra pagina de web para mas detalles sobre nuestro programa.



A great charter school is in Harlem!

Accepting applications for Kindergarten, 1st and 2nd grades for fall 2014

132 W. 124th Street, New York, NY 10027 | Office: 646-701-7117 | Fax: 914-462-3435

Emphasis on reading, writing and math

Rich arts program and inquiry-based science

Two teachers in every classroom

A focus on the social and emotional development of students

Apply online at www.NCSHarlem.org/apply-online

Sign up for a school tour at www.NCSHarlem.org/school-tour

Follow us on Facebook: www.facebook.com/HCSHarlem

Eight seats in kindergarten are set aside for a specialized, fully-inclusive program for high-functioning children with autism. See our website for details of this program.



Dear Child Care Provider,

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

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

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

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

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

Warm regards,

Brett Gallini
Head of School



Dear Psychologist/Social Worker,

I am the Assistant Principal at the Neighborhood Charter School of Harlem (NCSH). This letter is to inform you of an opportunity for your students to attend NCSH in the 2014/2015 school year.

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

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

We are asking that you keep The Neighborhood Charter School of Harlem in mind when considering programs for students on the spectrum as well as other students. We are accepting applications for the 2014/2015 school year for kindergarten-2nd grade. Families may complete an online application at www.ncsharlem.org/apply-online.

Sincerely,

Deyvis Salazar
Assistant Principal



Solicitud de Inscripción para el Año Escolar 2014-2015

Solicitud de información:

- Las solicitudes completas deben ser recibidas antes de las 5:00 pm el Miérco, 02 de Abril 2014. Las solicitudes recibidas después de la fecha límite seran colocada en la lista de espera en el orden en que fueron recibidas.
- El sorteo se llevará a cabo el Miérco, 9 de Abril 2014.
- Los niños deben cumplir 5 años antes de Diciembre 31, 2014 a ser elegible para kindergarten.
- La preferencia será dada a los estudiantes que residen en el Distrito Escolar Comunal 5, hermanos y estudiantes con discapacidades que se aplican al programa de ASD.

DATOS DEL ALUMNO

Grado de solicitar (2014-2015 Año Escolar): K 1st 2nd Sexo: Hombre Mujer

Nombre de Alumno: _____ Fecha de Nacimiento: ____/____/____

Dirección: _____ Apt #: _____ Ciudad: _____

Estado: _____ Código Postal: _____ Nombre de Edcuela: _____

INFORMACION DE FAMILIARES

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

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

En caso afirmativo, Hermanos Nombre Completo: _____ Grado: _____

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

En caso afirmativo, Hermanos Nombre Completo: _____ Grado: _____

DATOS DE LOS PADRES

1. Nombre Legal: _____ Parentesco con el Alumno: _____

Números de Teléfono: _____ Dirección de correo electrónico (e-mail): _____

2. Nombre Legal: _____ Parentesco con el Alumno: _____

Números de Teléfono: _____ Dirección de correo electrónico (e-mail): _____

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

Firma del Padre/Tutor: _____ Fecha: _____

Mail, Fax, or Bring Completed Applications to:

Neighborhood Charter School of Harlem
132 West 124th Street, New York, NY 10027
Phone: 646-701-7117, Fax: 914-462-3435
info@ncsharlem.org

For Internal Use Only:

Date Received _____ Staff Initials _____ Application # _____ Sibling App # _____

ASD Program

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

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

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

¿Solicita Ud. plaza en el Programa ASD Si No

Firma del Padre/Tutor: _____ Fecha: _____

For Internal Use Only:

Date Received _____ Staff Initials _____ Application # _____ Sibling App # _____



Application for Enrollment 2014-2015 School Year

Application Information:

- Completed applications must be received by 5:00pm on Wednesday, April 2, 2014. Applications received after the deadline will be placed on the waiting list in the order in which they were received.
- The lottery will be held on Wednesday, April 9, 2014.
- Children must turn 5 before December 31, 2014 to be eligible for kindergarten.
- Preference will be given to students residing in Community School District 5, siblings and students with disabilities applying to the ASD program.

STUDENT INFORMATION

Grade applying for (2014-2015 School Year): K 1st 2nd Gender: Female Male

Child's Name: _____ Date of Birth: ____/____/____

Street Address: _____ Apt #: _____ City: _____

State: _____ Zip Code: _____ Name of Current School: _____

SIBLING INFORMATION

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

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

If Yes, Sibling Full Name: _____ Grade: _____

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

If Yes, Sibling Full Name: _____ Grade: _____

PARENT/GUARDIAN INFORMATION

1. Name: _____ Relationship To Student: _____

Home Phone: _____ Cell Phone: _____ Email Address: _____

2. Name: _____ Relationship To Student: _____

Home Phone: _____ Cell Phone: _____ Email Address: _____

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

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

Parent/Guardian Signature: _____ Date: _____

Mail, Fax, or Bring Completed Applications to:

Neighborhood Charter School of Harlem
132 West 124th Street, New York, NY 10027
Phone: 646-701-7117, Fax: 914-462-3435
info@ncsharlem.org

For Internal Use Only:

Date Received _____ Staff Initials _____ Application # _____ Sibling App # _____

ASD Program

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

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

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

Are you applying to the ASD Program? Yes No

Parent/Guardian Signature: _____ Date: _____

For Internal Use Only:

Date Received _____ Staff Initials _____ Application # _____ Sibling App # _____

Required Form: 2013-14 Appendix E - Disclosure of Financial Interest Form

Created Sunday, July 06, 2014

<https://fluidsurveys.com/surveys/vickie-smith/appendix-e-trustee-disclosure-form/663b8ac5eede231675bd4c99f75e4caa5a77934e/>

Page 1

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

1. Trustee Name:

Ruth Meyler

2. Charter School Name:

Neighborhood Charter School of Harlem (The)

3. Charter Authorizer:

Board of Regents

4. *Your Home Address:

4. *Your Home Address: | Street Address

4. *Your Home Address: | City/State

4. *Your Home Address: | Zip

5. *Your Business Address

5. *Your Business Address | Street Address

5. *Your Business Address | City/State

5. *Your Business Address | Zip

6. *Daytime Phone Number:

7. *E-mail Address:

8. Select all positions you held on Board:

(check all that apply)

-
- Chair/President
-

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

No

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

(No response)

10a. If YES, please provide a description of the position you hold and your responsibilities, your salary and your start date in the next

[cmoeY.0] 10a. If YES, please provide a description of the position you hold and your responsibilities, your salary and your start date in the next Position Held	(No response)
---	---------------

[cmoeY.1] 10a. If YES, please provide a description of the position you hold and your responsibilities, your salary and your start date in the next Responsibilities	(No response)
--	---------------

[cmoeY.2] 10a. If YES, please provide a description of the position you hold and your responsibilities, your salary and your start date in the next Salary	(No response)
--	---------------

[cmoeY.3] 10a. If YES, please provide a description of the position you hold and your responsibilities, your salary and your start date in the next Start Date	(No response)
--	---------------

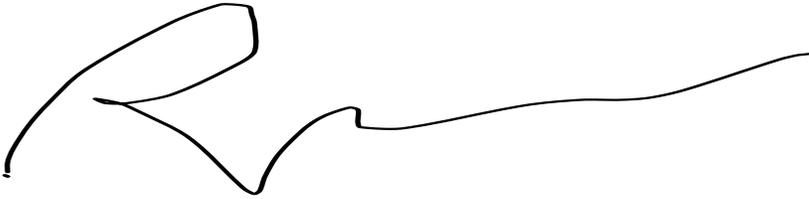
13. Have you or any of your immediate family members or any persons who live with you in your house had an interest in or engaged in a transaction with the charter school during the time you have served on the board, and in the six-month period prior to such service?

No

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

No

Signature of Trustee

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

Required Form: 2013-14 Appendix E - Disclosure of Financial Interest Form

Created Tuesday, July 15, 2014

<https://fluidsurveys.com/surveys/vickie-smith/appendix-e-trustee-disclosure-form/65acd11e3ea4686a988a194fce423eff3db9849/>

Page 1

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

1. Trustee Name:

Nicole Scanlin

2. Charter School Name:

Neighborhood Charter School of Harlem (The)

3. Charter Authorizer:

Board of Regents

4. *Your Home Address:

4. *Your Home Address: | Street Address

4. *Your Home Address: | City/State

4. *Your Home Address: | Zip

5. *Your Business Address

5. *Your Business Address | Street Address

5. *Your Business Address | City/State

5. *Your Business Address | Zip

6. *Daytime Phone Number:

7. *E-mail Address:

8. Select all positions you held on Board:

(check all that apply)

(No response)

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

No

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

No

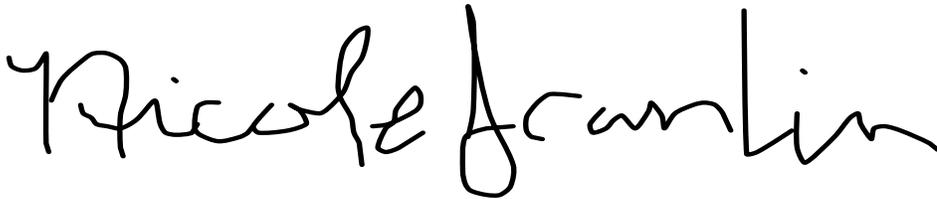
13. Have you or any of your immediate family members or any persons who live with you in your house had an interest in or engaged in a transaction with the charter school during the time you have served on the board, and in the six-month period prior to such service?

No

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

No

Signature of Trustee

A handwritten signature in black ink that reads "Nicole Franklin". The signature is written in a cursive style with a large, looped 'N' and 'F'.

Required Form: 2013-14 Appendix E - Disclosure of Financial Interest Form

Created Tuesday, July 15, 2014

Updated Tuesday, March 10, 2015

<https://fluidsurveys.com/surveys/vickie-smith/appendix-e-trustee-disclosure-form/cc3c29f3632db06cf2440055d82cfc3eee899468/>

Page 1

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

1. Trustee Name:

Allison Peters

2. Charter School Name:

Neighborhood Charter School of Harlem (The)

3. Charter Authorizer:

Board of Regents

4. *Your Home Address:

4. *Your Home Address: | Street Address

4. *Your Home Address: | City/State

4. *Your Home Address: | Zip

5. *Your Business Address

5. *Your Business Address | Street Address

5. *Your Business Address | City/State

5. *Your Business Address | Zip

6. *Daytime Phone Number:

7. *E-mail Address:

8. Select all positions you held on Board:

(check all that apply)

-
- Parent Representative
-

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

No

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

No

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

No

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

No

Signature of Trustee

Required Form: 2013-14 Appendix E - Disclosure of Financial Interest Form

Created Tuesday, July 15, 2014

<https://fluidsurveys.com/surveys/vickie-smith/appendix-e-trustee-disclosure-form/2cb313a21e3d88b035a43f6a540bf1781cd90c35/>

Page 1

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

1. Trustee Name:

Andrew Popper

2. Charter School Name:

Neighborhood Charter School of Harlem (The)

3. Charter Authorizer:

Board of Regents

4. *Your Home Address:

4. *Your Home Address: | Street Address

4. *Your Home Address: | City/State

4. *Your Home Address: | Zip

5. *Your Business Address

5. *Your Business Address | Street Address

5. *Your Business Address | City/State

5. *Your Business Address | Zip

6. *Daytime Phone Number:

7. *E-mail Address:

8. Select all positions you held on Board:

(check all that apply)

(No response)

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

No

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

No

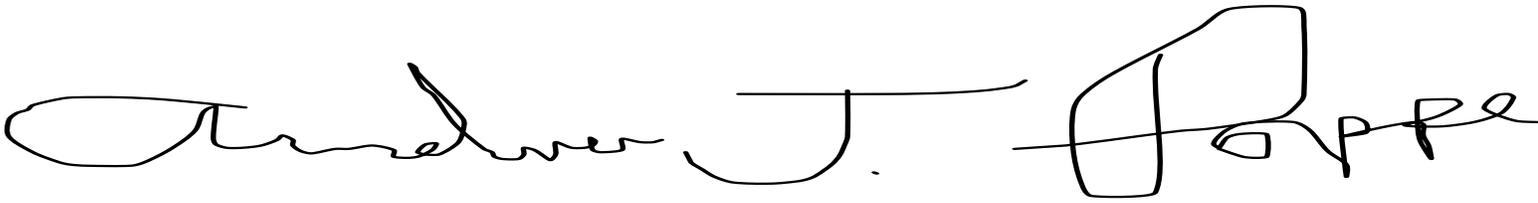
13. Have you or any of your immediate family members or any persons who live with you in your house had an interest in or engaged in a transaction with the charter school during the time you have served on the board, and in the six-month period prior to such service?

No

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

No

Signature of Trustee

A handwritten signature in black ink, reading "Andrew J. Rapp". The signature is written in a cursive style with a large, stylized initial "A" and "R".

Required Form: 2013-14 Appendix E - Disclosure of Financial Interest Form

Created Wednesday, July 16, 2014

Updated Thursday, December 18, 2014

<https://fluidsurveys.com/surveys/vickie-smith/appendix-e-trustee-disclosure-form/a874c0ac2ea7c007587a46c0bbe27534533a8e1e/>

Page 1

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

1. Trustee Name:

Dr. Arthur Sadoff

2. Charter School Name:

Neighborhood Charter School of Harlem (The)

3. Charter Authorizer:

Board of Regents

4. *Your Home Address:

4. *Your Home Address: | Street Address

4. *Your Home Address: | City/State

4. *Your Home Address: | Zip

5. *Your Business Address

5. *Your Business Address | Street Address

5. *Your Business Address | City/State

5. *Your Business Address | Zip

6. *Daytime Phone Number:

7. *E-mail Address:

8. Select all positions you held on Board:

(check all that apply)

(No response)

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

No

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

No

Required Form: 2013-14 Appendix E - Disclosure of Financial Interest Form

Created Thursday, July 17, 2014

<https://fluidsurveys.com/surveys/vickie-smith/appendix-e-trustee-disclosure-form/e1516d1d77757fa8b52e5c7e5a1cd5396a37aaf4/>

Page 1

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

1. Trustee Name:

adam rashid

2. Charter School Name:

Neighborhood Charter School of Harlem (The)

3. Charter Authorizer:

Board of Regents

4. *Your Home Address:

4. *Your Home Address: | Street Address

4. *Your Home Address: | City/State

4. *Your Home Address: | Zip

5. *Your Business Address

5. *Your Business Address | Street Address

5. *Your Business Address | City/State

5. *Your Business Address | Zip

6. *Daytime Phone Number:

7. *E-mail Address:

8. Select all positions you held on Board:

(check all that apply)

• Treasurer

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

No

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

No

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

No

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

No

Signature of Trustee

A handwritten signature in black ink, consisting of a large, stylized initial 'C' followed by a long horizontal stroke and a final, sharp, upward-pointing flourish.

Required Form: 2013-14 Appendix E - Disclosure of Financial Interest Form

Created Saturday, July 19, 2014

Updated Tuesday, March 10, 2015

<https://fluidsurveys.com/surveys/vickie-smith/appendix-e-trustee-disclosure-form/a5427288c26c8dfb9f2bfeb9d087f0e2dd362bf6/>

Page 1

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

1. Trustee Name:

Katy Saintil

2. Charter School Name:

Neighborhood Charter School of Harlem (The)

3. Charter Authorizer:

Board of Regents

4. *Your Home Address:

4. *Your Home Address: | Street Address

4. *Your Home Address: | City/State

4. *Your Home Address: | Zip

5. *Your Business Address

5. *Your Business Address | Street Address

5. *Your Business Address | City/State

5. *Your Business Address | Zip

6. *Daytime Phone Number:

7. *E-mail Address:

8. Select all positions you held on Board:

(check all that apply)

-
- Parent Representative
-

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

No

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

No

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

No

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

No

Signature of Trustee



A handwritten signature in black ink, appearing to read "Katelyn Smith", is written over a long, thin horizontal line that spans most of the width of the page.

Required Form: 2013-14 Appendix E - Disclosure of Financial Interest Form

Created Sunday, July 27, 2014

Updated Tuesday, March 10, 2015

<https://fluidsurveys.com/surveys/vickie-smith/appendix-e-trustee-disclosure-form/0a51c96c943b205a587c95328374336592c680c2>

Page 1

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

1. Trustee Name:

Brian Hamilton

2. Charter School Name:

Neighborhood Charter School of Harlem (The)

3. Charter Authorizer:

Board of Regents

4. *Your Home Address:

4. *Your Home Address: | Street Address

4. *Your Home Address: | City/State

4. *Your Home Address: | Zip

5. *Your Business Address

5. *Your Business Address | Street Address

5. *Your Business Address | City/State

5. *Your Business Address | Zip

6. *Daytime Phone Number:

7. *E-mail Address:

8. Select all positions you held on Board:

(check all that apply)

(No response)

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

No

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

No

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

No

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

No

Signature of Trustee

A handwritten signature in black ink, appearing to be 'B. E. [unclear]', written over a horizontal line.

Required Form: 2013-14 Appendix E - Disclosure of Financial Interest Form

Created Tuesday, July 29, 2014

<https://fluidsurveys.com/surveys/vickie-smith/appendix-e-trustee-disclosure-form/70475b5bb67ea796f158b377b078ed1486fce4a9/>

Page 1

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

1. Trustee Name:

Derek Fleming

2. Charter School Name:

Neighborhood Charter School of Harlem (The)

3. Charter Authorizer:

Board of Regents

4. *Your Home Address:

4. *Your Home Address: | Street Address

4. *Your Home Address: | City/State

4. *Your Home Address: | Zip

5. *Your Business Address

5. *Your Business Address | Street Address

5. *Your Business Address | City/State

5. *Your Business Address | Zip

6. *Daytime Phone Number:

7. *E-mail Address:

8. Select all positions you held on Board:

(check all that apply)

• Other, please specify...: Trustee

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

No

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

No

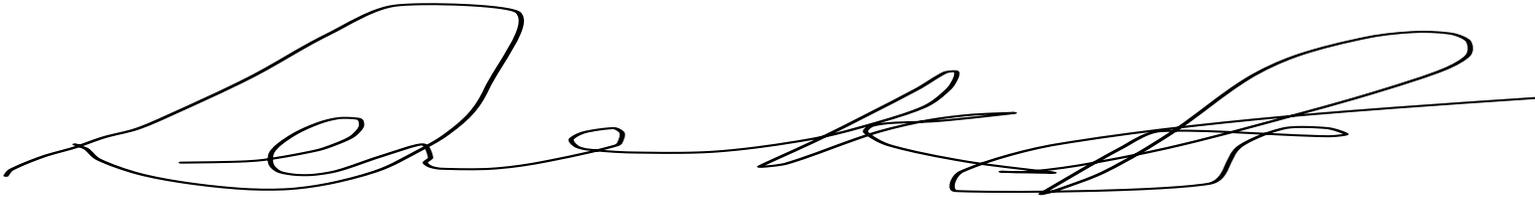
13. Have you or any of your immediate family members or any persons who live with you in your house had an interest in or engaged in a transaction with the charter school during the time you have served on the board, and in the six-month period prior to such service?

No

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

No

Signature of Trustee

A handwritten signature in black ink, consisting of several large, fluid loops and a long horizontal stroke extending to the right.