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

Created: 07/31/2019 • Last updated: 03/22/2020

Please be advised that you will need to complete this cover page (including signatures) before all of the other tasks assigned to you by your authorizer are visible on your task page. While completing this cover page task, please ensure that you select the correct authorizer **(as of June 30, 2019)** or you may not be assigned the correct tasks.

BASIC INFORMATION

a. SCHOOL NAME (Select name from the drop down menu)	LA CIMA CHARTER SCHOOL
a1. Popular School Name (Optional)	La Cima
b. CHARTER AUTHORIZER (As of June 30th, 2019) Please select the correct authorizer as of June 30, 2019 or you may not be assigned the correct tasks.	Regents-Authorized Charter School
c. DISTRICT / CSD OF LOCATION	NYC CSD 16
d. DATE OF INITIAL CHARTER	01/2008
e. DATE FIRST OPENED FOR INSTRUCTION	03/2020

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

MISSION STATEMENT

The mission of La Cima Elementary Charter School is to prepare our students for academic and life-long success through a rigorous and relevant academic program.

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

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

Variable 1	Small School Design To ensure that La Cima scholars receive individualized and differentiated attention, La Cima maintains a small student to teacher ratio in the lower grades with two teachers in every classroom, kindergarten-3rd grade and small class sizes in the upper grades of 20 to 27 students.
Variable 2	Data Driven Culture In this charter term, La Cima has seen the full top-to-bottom implementation of its data driven culture with clearly defined interim assessment cycles, including analysis and action planning meetings. The board of trustees has implemented a data analysis protocol to provide critical oversight of student academic performance.
Variable 3	Culturally Responsive Teaching with an emphasis on social justice At La Cima, we are committed to creating culturally responsive classrooms that bear in mind the individualized experiences of our scholars. By engaging in frequent "courageous conversations", we give our team members the language and encouragement to meet their scholars where they are through relevant curriculum resources, provocative conversations and independent exploration. Culturally responsive teaching is delivered within the larger context of social justice, in which teachers and students alike are questioning the world, history and social institutions around them and how they benefit or hinder the communities with which they identify.
Variable 4	More Time La Cima fully implements the extended learning key design element. We begin our school year in August, two weeks

	before the New York City Department of Education. We also have an extended day in which our scholars begin their day at 7:30am with a healthy breakfast and instruction starting at 8:00am. We end the day at 3:45 to provide an additional 30 minutes of instruction compared to our DOE counterparts.
Variable 5	(No response)
Variable 6	(No response)
Variable 7	(No response)
Variable 8	(No response)
Variable 9	(No response)
Variable 10	(No response)

Need additional space for variables No

h. SCHOOL WEB ADDRESS (URL) http://www.lacimacharterschool.org/

i. TOTAL MAX APPROVED ENROLLMENT FOR THE 2018-19 SCHOOL YEAR (exclude Pre-K program enrollment) 430

j. TOTAL STUDENT ENROLLMENT ON JUNE 30, 2019 (exclude Pre-K program enrollment) 355

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

Check all that apply

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

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

FACILITIES INFORMATION

m. FACILITIES

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

	No, just one site.

School Site 1 (Primary)

m1. SCHOOL SITES

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

	Physical Address	Phone Number	District/CSD	Grades to be Served at Site for coming year (K-5, 6-9, etc.)	Receives Rental Assistance for Which Grades (If yes, enter the appropriate grades. If no, enter No).
Site 1	800 Gates Avenue, 3rd Floor Brooklyn, NY 11221	(718) 443-2136	NYC CSD 16	K-5	No

m1a. Please provide the contact information for Site 1.

	Name	Work Phone	Alternate Phone	Email Address
School Leader	Guerschmide Saint-Ange, ED	718-443-2136		Guerschmide@lacimacharterschool.org
Operational Leader	Amira Bolton	718-443-2136		Amira@lacimacharterschool.org
Compliance Contact	Adel Hageb, COO	718-443-2136		Adel@lacimacharterschool.org
Complaint Contact	Adel Hageb, COO	718-443-2136		Adel@lacimacharterschool.org
DASA Coordinator	Felicia Turtueillo	718-443-2136		Felicia@lacimacharterschool.org
Phone Contact for After Hours Emergencies	Guerschmide Saint-Ange	718-443-2136		Guerschmide@lacimacharterschool.org

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

m1c. Please list the terms of your current co-location.

	Date school will leave current co-location	Is school working with NYCDOE to expand into current space?	If so, list year expansion will occur.	Is school working with NYCDOE to move to separate space?	If so, list the proposed space and year planned for move	School at Full Capacity at Site
Site 1	N/A	No		No	N/A	Yes

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

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

Site 1 Certificate of Occupancy (COO)

(No response)

Site 1 Fire Inspection Report

(No response)

CHARTER REVISIONS DURING THE 2018-19 SCHOOL YEAR

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

ATTESTATION

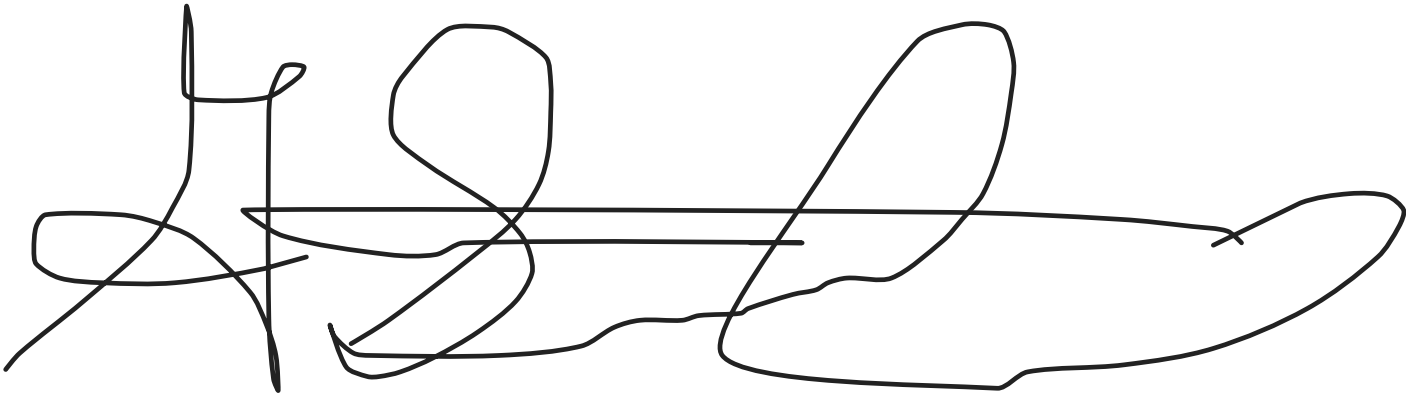
o. Individual Primarily Responsible for Submitting the Annual Report.

Name	Jen Pasek
Position	Consultant
Phone/Extension	(No response)
Email	Jen@pasekconsulting.com

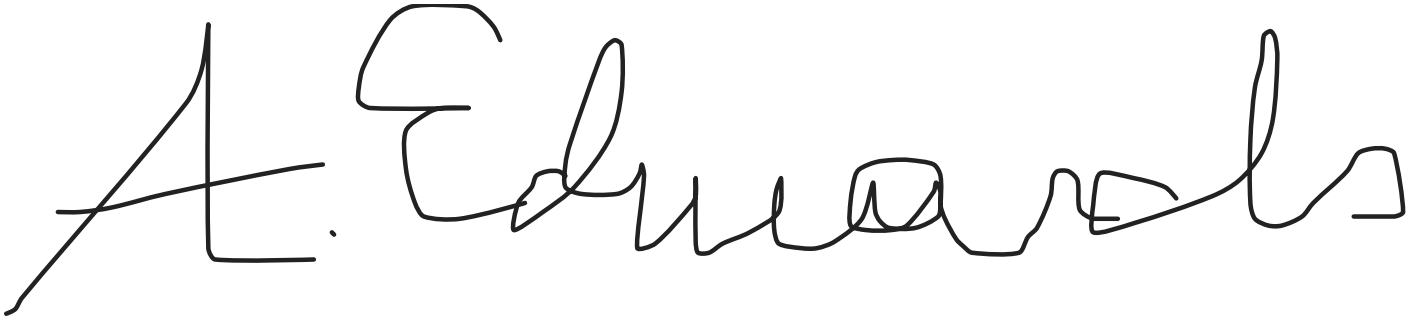
p. Our signatures (Executive Director/School Leader/Head of School and Board President) below attest that all of the information contained herein is truthful and accurate and that this charter school is in compliance with all aspects of its charter, and with all pertinent Federal, State, and local laws,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

Yes

Signature, Head of Charter School



Signature, President of the Board of Trustees



Date 2019/11/01

Thank you.

Entry 2 NYS School Report Card Link

Last updated: 07/31/2019

LA CIMA CHARTER SCHOOL

1. CHARTER AUTHORIZER (As of June 30th, 2019) (For technical reasons, please re-select authorizer name from the drop down menu).	REGENTS-Authorized Charter School
2. NEW YORK STATE REPORT CARD **Provide a direct URL or web link to the most recent New York State School Report Card for the charter school (See https://reportcards.nysed.gov/).** **(Charter schools completing year one will not yet have a School Report Card or link to one. Please type "URL is not available" in the space provided.)**	https://data.nysed.gov/profile.php?instid=800000061085

Entry 3 Progress Toward Goals

Created: 10/09/2019 • Last updated: 10/30/2019

PROGRESS TOWARD CHARTER GOALS

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

1. ACADEMIC STUDENT PERFORMANCE GOALS

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

2018-19 Progress Toward Attainment of Academic Goals

	Academic Student Performance Goal	Measure Used to Evaluate Progress Toward Attainment of Goal	Goal - Met or Not Met	Indicate if data is not available. If/when available, Describe Efforts School Will Take If Goal Is Not Met
Academic Goal 1	For the 2016-2017 through 2020-2021 school years, at least 60% of 3rd, 4th and 5th graders combined enrolled at La Cima for 3 or more years will	NYS ELA exam	Not Met	The following strategies will be used going forward in our ELA programming: -Adjusting use of SFA to be implemented at the K-2 levels (vs K-5) -Grades 3-5 will engage in balanced literacy focused on guided reading; close reading; shared reading and guided writing -All scholars K-5 will engage in thematic units using authentic texts -ELL will be taught using curricular tools in TEAM (Teaching ELLs for Academic language Mastery) -Administering the NWEA-MAP assessment for

	perform at or above a Level 3 on the NYS ELA examinations.			Reading with a frequency of 3x per year (fall, winter & spring). This is a new experience for our school. -F & P Assessments will happen with a frequency of 3x per year after professional development on how to effectively administer this assessment -Interim assessments will happen 3x per year after units are completed -Mock assessments will happen 2x per year
Academic Goal 2	For the 2016-2017 through 2020-2021 school years, at least 60% of 3rd, 4th and 5th graders combined enrolled at La Cima for 3 or more years will perform at or above a Level 3 on the NYS	NYS Math exam	Not Met	Our math program will include the following elements in 2019-20: - Continued use of TERC Investigations and CGI as an approach to math instruction -Math instruction is focused on reasoning and problem solving; facilitating meaningful discourse; building procedural fluency -High level of focus on increasing the quality of math lesson planning and delivery of instruction ----One change/addition is the expectation of daily per/lesson exit slips. Teachers are expected to assess the outcomes of student performance at the end of each

	Math examinations.			lesson. - We will continue to use the NWEA-MAP assessments for mathematics as in the past. Assessments will have been administered earlier in the year. The frequency will be 3x per year (fall, winter and spring). Interim assessments will take place approximately 4x per year (it depends on the grade level). Mock assessments in mathematics will take place 2x per year.
Academic Goal 3	For the 2016-2017 through 2019-2020 school years, the number of 3rd, 4th and 5th graders performing at a level 3 or higher on the NYS ELA and Math examinations will increase by at least 10% each year.	NYS ELA & Math exams	Met	
Academic Goal 4	For the 2016-2017 through 2020-2021 school years, 50% of 3rd, 4th and 5th graders classified as students with disabilities will increase at least one proficiency level each year.	NYS ELA & Math exams	Met	
Academic Goal	For the 2016-2017 through 2020-2021 school years, grade-level cohorts of students will reduce the gap between its baseline performance and its desired	NYS ELA & Math	Not Met	Our focus is ensuring the scholars' proficiency levels surpass that of the district and the state. Please see above

5	absolute level for that year (70% of students at or above Level 3 in year 2016-2017 through 2020-2021 for Math and 60% for ELA) by one-half.	exams		notes regarding changes in ELA and Math instruction for addressing underperformance.
Academic Goal 6	For the 2016-2017 through 2020-2021 school years, the percentage of students testing proficient on NYS ELA and Math examinations will exceed that of the district of location.	NYS ELA & Math exams La Cima | #16 ELA 40% | 40% Math 43% | 41%	Met	
Academic Goal 7	For the 2016-2017 through 2020-2021 school years, the percentage of students testing proficient on NYS ELA and Math examinations will exceed that of the state.	NYS ELA & Math exams La Cima | NYS ELA 40% | 46% Math 43% | 50%	Not Met	Please refer to the aforementioned academic plans that will be implemented going forward at La Cima.
Academic Goal 8	For the 2016-2017 through 2020-2021 school years, the percentage of students testing proficient on NYS ELA and Math examinations will exceed that of schools serving a similar population of students.	Data not publicly available as comparison schools have not been identified for this goal.		
Academic Goal 9	80% of 3rd, 4th and 5th graders achieve a 3 or greater on an end of year change maker final project as assessed by a review team including teachers and instructional	Unable to report on this goal as final projects are no longer completed in this manner.		

	leadership. This score would be based on a rubric.			
Academic Goal 10				

2. Do have more academic goals to add? No

3. Do have more academic goals to add? No

4. ORGANIZATIONAL GOALS

2018-19 Progress Toward Attainment of Organizational Goals

	Organizational Goal	Measure Used to Evaluate Progress	Goal - Met or Not Met	If Not Met, Describe Efforts School Will Take
Org Goal 1				
Org Goal 2				
Org Goal 3				
Org Goal 4				
Org Goal 5				
Org Goal 6				
Org Goal 7				
Org Goal 8				
Org Goal 9				
Org Goal 10				

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

5. Do have more organizational goals to add? No

6. FINANCIAL GOALS

2018-19 Progress Toward Attainment of Financial Goals

	Financial Goals	Measure Used to Evaluate Progress	Goal - Met or Not Met	If Not Met, Describe Efforts School Will Take
Financial Goal 1				
Financial Goal 2				
Financial Goal 3				
Financial Goal 4				
Financial Goal 5				

7. Do have more financial goals to add? No

Thank you.

Entry 4 Expenditures per Child

Last updated: 07/31/2019

LA CIMA CHARTER SCHOOLSection Heading

Financial Information

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

1. Total Expenditures Per Child

To calculate **'Total Expenditures per Child'** take total expenditures (from the unaudited 2018-19 Schedule of Functional Expenses) and divide by the year end FTE student enrollment. (Integers Only. No dollar signs or commas).

Note: The information on the Schedule of Functional Expenses on pages 41–43 of the Audit Guide can help schools locate the amounts to use in the two per pupil calculations: Audit Guide available within the portal or on the NYSED website at: http://www.p12.nysed.gov/psc/regentsoversightplan/otherdocuments/auditguide2018.pdf.

Line 1: Total Expenditures	6813277
Line 2: Year End FTE student enrollment	357
Line 3: Divide Line 1 by Line 2	19076

2. Administrative Expenditures per Child

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

1. Take the relevant portion from the 'personnel services cost' row and the 'management and general' column (from the unaudited 2018-19 Schedule of Functional Expenses)

2. Any contracted administrative/management fee paid to other organizations or corporations

3. Take the total from above and divide it by the year-end FTE enrollment. The relevant portion that must be included in this calculation is defined as follows:

Administrative Expenditures: Administration and management of the charter school includes the activities and personnel of the offices of the chief school officer, the finance or business offices, school operations personnel, data management and reporting, human resources, technology, etc. It also includes those administrative and management services provided by other organizations or corporations on behalf of the charter school for which the charter school pays a fee or other compensation. Do not include the FTE of personnel whose role is to directly support the instructional program.

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

Line 1: Relevant Personnel Services Cost (Row)	681327
Line 2: Management and General Cost (Column)	476929
Line 3: Sum of Line 1 and Line 2	1158256
Line 5: Divide Line 3 by the Year End FTE student enrollment	3243

Thank you.

La Cima Charter School

Financial Statements

June 30, 2019 and 2018

PKF O'CONNOR DAVIES
ACCOUNTANTS AND ADVISORS

Independent Auditors' Report

Board of Trustees
La Cima Charter School

Report on the Financial Statements

We have audited the accompanying financial statements of La Cima Charter School (the "School"), which comprise the statements of financial position as of June 30, 2019 and 2018, and the related statements of activities, functional expenses, and cash flows for the years then ended, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

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

Auditors' Responsibility

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

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

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

PKF O'Connor Davies, LLP is a member firm of the PKF International Limited network of legally independent firms and does not accept any responsibility or liability for the actions or inactions on the part of any other individual member firm or firms.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the School as of June 30, 2019 and 2018, and the changes in its net assets and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

Change in Accounting Principle

As discussed in Note 2 to the financial statements, during the year ended June 30, 2019, La Cima Charter School adopted new accounting guidance resulting in a change in the manner in which it presents net assets and reports certain aspects of its financial statements. Our opinion is not modified with respect to this matter.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated October 3, 2019, on our consideration of the School's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the School's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the School's internal control over financial reporting and compliance.

PKF O'Connor Davies, LLP

Harrison, New York
October 3, 2019

La Cima Charter School

Statements of Financial Position

	June 30, 2019	June 30, 2018
ASSETS		
Current Assets		
Cash and cash equivalents	$ 457,788	$ 428,314
Grants and contracts receivable	138,115	452,774
Prepaid expenses and other current assets	91,081	18,533
Total Current Assets	686,984	899,621
Investments	1,126,931	1,086,643
Property and equipment, net	392,354	413,874
Security deposits	13,765	13,765
Restricted cash	75,106	75,069
	$ 2,295,140	$ 2,488,972
LIABILITIES AND NET ASSETS		
Current Liabilities		
Accounts payable and accrued expenses	$ 178,511	$ 195,396
Accrued payroll and payroll taxes	477,419	427,812
Refundable advances	20,168	-
Total Current Liabilities	676,098	623,208
Net assets, without donor restrictions	1,619,042	1,865,764
	$ 2,295,140	$ 2,488,972

See notes to financial statements

La Cima Charter School

Statements of Activities

	Year Ended June 30,	
	2019	2018
REVENUE AND SUPPORT		
State and local per pupil operating revenue	$ 6,186,887	$ 6,531,792
Federal grants	249,764	316,428
State grants	27,292	28,486
Other income	4,929	32,116
Investment income, net	40,555	5,982
Special events, net of direct donor benefit expenses of $0 and $11,862	-	6,625
Total Revenue and Support	6,509,427	6,921,429
EXPENSES		
Program Services		
Regular education	4,220,339	4,426,662
Special education	1,104,369	1,147,773
After school program	30,339	29,512
Total Program Services	5,355,047	5,603,947
Supporting Services		
Management and general	1,401,102	1,446,592
Total Expenses	6,756,149	7,050,539
Change in Net Assets	(246,722)	(129,110)
NET ASSETS		
Beginning of year	1,865,764	1,994,874
End of year	$ 1,619,042	$ 1,865,764

See notes to financial statements

La Cima Charter School

Statement of Functional Expenses
Year Ended June 30, 2019

	No. of Positions	Program Services: Regular Education	Program Services: Special Education	Program Services: After School	Program Services: Total	Management and General	Total
Personnel Services Costs							
Administrative staff personnel	13	$ 697,953	$ -	$ -	$ 697,953	$ 754,062	$ 1,452,015
Instructional personnel	46	1,986,483	720,771	29,115	2,736,369	-	2,736,369
Non-Instructional personnel	5	-	-	-	-	141,351	141,351
Total Salaries and Staff	64	2,684,436	720,771	29,115	3,434,322	895,413	4,329,735
Employee benefits and payroll taxes		627,650	168,554	-	796,204	216,135	1,012,339
Retirement		53,253	14,298	-	67,551	18,340	85,891
Staff development		95,066	25,581	210	120,857	32,808	153,665
Legal services		-	-	-	-	176	176
Accounting/audit services		-	-	-	-	23,783	23,783
Other purchased/professional/consulting services		160,884	43,291	349	204,524	55,529	260,053
Marketing/recruitment		42,820	11,522	91	54,433	14,779	69,212
Supplies and materials		195,422	32,862	-	228,284	-	228,284
Student services		85,179	14,311	-	99,490	-	99,490
Office expenses		8,314	2,237	18	10,569	2,870	13,439
Insurance		17,852	4,804	39	22,695	6,162	28,857
Technology		115,534	31,088	251	146,873	39,877	186,750
Equipment/furnishings		9,761	1,640	-	11,401	-	11,401
Facility expense		23,679	6,372	54	30,105	60,549	90,654
Depreciation and amortization		84,599	22,763	181	107,543	29,199	136,742
Other expenses		15,890	4,275	31	20,196	5,482	25,678
Total Expenses		$ 4,220,339	$ 1,104,369	$ 30,339	$ 5,355,047	$ 1,401,102	$ 6,756,149

See notes to financial statements

La Cima Charter School

Statement of Functional Expenses
Year Ended June 30, 2018

	No. of Positions	Program Services: Regular Education	Program Services: Special Education	Program Services: After School	Program Services: Total	Management and General	Total
Personnel Services Costs							
Administrative staff personnel	17	$ 707,767	$ -	$ -	$ 707,767	$ 767,120	$ 1,474,887
Instructional personnel	49	2,014,412	730,905	26,688	2,772,005	-	2,772,005
Non-Instructional personnel	7	-	-	-	-	143,679	143,679
Total Salaries and Staff	73	2,722,179	730,905	26,688	3,479,772	910,799	4,390,571
Employee benefits and payroll taxes		600,070	161,119	1,301	762,490	205,384	967,874
Retirement		56,509	15,173	129	71,811	19,341	91,152
Staff development		55,152	14,808	120	70,080	18,877	88,957
Legal services		-	-	-	-	2,000	2,000
Accounting/audit services		-	-	-	-	27,750	27,750
Other purchased/professional/consulting services		246,465	66,176	534	313,175	84,357	397,532
Marketing/recruitment		51,840	13,919	110	65,869	17,743	83,612
Supplies and materials		261,571	43,643	-	305,214	-	305,214
Student services		130,243	21,731	-	151,974	-	151,974
Office expenses		9,904	2,659	21	12,584	3,390	15,974
Insurance		18,500	4,967	40	23,507	6,332	29,839
Technology		127,566	34,252	277	162,095	43,662	205,757
Equipment/furnishings		9,429	1,573	-	11,002	-	11,002
Facility expense		29,630	7,956	67	37,653	70,128	107,781
Depreciation and amortization		81,583	21,905	174	103,662	27,923	131,585
Other expenses		26,021	6,987	51	33,059	8,906	41,965
Total Expenses		$ 4,426,662	$ 1,147,773	$ 29,512	$ 5,603,947	$ 1,446,592	$ 7,050,539

See notes to financial statements

La Cima Charter School

Statements of Cash Flows

	Year Ended June 30,	
	2019	2018
CASH FLOWS FROM OPERATING ACTIVITIES		
Change in net assets	$ (246,722)	$ (129,110)
Adjustments to reconcile change in net assets to net cash from operating activities		
Depreciation and amortization	136,742	131,585
Unrealized gain on investments	(40,288)	(5,735)
Changes in operating assets and liabilities		
Grants and contracts receivable	314,659	(95,126)
Prepaid expenses and other current assets	(72,548)	28,498
Security deposits	-	235
Accounts payable and accrued expenses	(16,885)	64,960
Accrued payroll and payroll taxes	49,607	(58,285)
Refundable advances	20,168	(4,012)
Net Cash from Operating Activities	144,733	(66,990)
CASH FLOWS FROM INVESTING ACTIVITIES		
Purchases of property and equipment	(115,222)	(32,459)
Restricted cash	(37)	(37)
Net Cash from Investing Activities	(115,259)	(32,496)
Net Change in Cash and Cash Equivalents	29,474	(99,486)
CASH AND CASH EQUIVALENTS		
Beginning of year	428,314	527,800
End of year	$ 457,788	$ 428,314

See notes to financial statements

1. Organization and Tax Status

La Cima Charter School (the "School") is a New York State, not-for-profit educational corporation that was incorporated on January 15, 2008 to operate a charter school pursuant to Article 56 of the Education Law of the State of New York. The School was granted a provisional charter on January 15, 2008 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. During 2016, the School renewed its charter for an additional five-year term expiring June 30, 2021. The School's mission is to prepare students for academic and life-long success through a rigorous and relevant academic program. The School's vision is to develop scholars who have the intellectual capacity, the emotional strength of character and the social capital to be individually successful, and to act as effective change-makers in their communities. Classes commenced in Bedford-Stuyvesant, Brooklyn, New York, in August 2008 and the School provided education to approximately 356 students in grades kindergarten through fifth during the 2018-2019 academic year.

The School shares space with a New York City public school at no annual cost. The School occupies approximately 9,750 square feet on one floor of a public school building. The School also shares the gymnasium and cafeteria with the public school which approximates 4,375 square feet. The School is not responsible for rent, utilities, custodial services, maintenance and school safety services other than security related to the School's programs that take place outside the district's school day. The School was unable to determine a value for the contributed space and related services and did not record any value for use of donated facilities or services.

The New York City Department of Education provides free lunches and reduced-price lunches and transportation directly to some of the School's students. Such costs are not included in these financial statements. The School covers the unreimbursed cost of lunches for children not entitled to the free lunches. The Office of Pupil Transportation provides free transportation to the majority of students during the district's school days.

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

2. Summary of Significant Accounting Policies

Basis of Presentation and Use of Estimates

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

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

Change in Accounting Principle

On July 1, 2018, the School adopted new guidance regarding the Presentation of Financial Statements for Not-for Profit Entities. This guidance requires the School to collapse the three-category (unrestricted, temporarily restricted, and permanently restricted) classification of net assets into two categories: with donor restrictions and without donor restrictions. In addition, the new guidance requires the School to make certain expanded disclosures relating to (1) the liquidity of financial assets, and (2) expenses both by their natural and functional classification in one location in the financial statements. As a result of implementing this standard, prior year amounts for unrestricted net assets were reclassified to net assets without donor restrictions.

Net Asset Presentation

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

Net assets without donor restrictions - consist of resources available for the general support of the School's operations. Net assets without donor restrictions may be used at the discretion of the School's management and/or the Board of Trustees.

Net assets with donor restrictions – represents amounts restricted by donors for specific activities of the School or to be used at a future date. The School records contributions as net assets with donor restrictions if they are received with donor stipulations that limit their use either through purpose or time restrictions. When a donor restriction expires, that is, when a time restriction ends or a purpose restriction is fulfilled, net assets with donor restrictions are reclassified to net assets without donor restrictions and reported in the statements of activities as net assets released from restrictions. The School had no net assets with donor restrictions as of June 30, 2019 and 2018.

Cash and Cash Equivalents

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

Fair Value Measurements

The School follows U.S. GAAP guidance on Fair Value Measurements which defines fair value and establishes a fair value hierarchy organized into three levels based upon the input assumptions used in pricing assets. Level 1 inputs have the highest reliability and are related to assets with unadjusted quoted prices in active markets. Level 2 inputs relate to assets with other than quoted prices in active markets which may include quoted prices for similar assets or liabilities or other inputs which can be corroborated by observable market data. Level 3 inputs are unobservable inputs and are used to the extent that observable inputs do not exist.

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

Investment Valuation

Investments are stated at fair value.

Investment Income Recognition

Purchases and sales of securities are recorded on a trade date basis. Interest income is recorded on the accrual basis and dividends are recorded on the ex-dividend date. Realized and unrealized gains and losses are included in the determination of change in net assets.

Restricted Cash

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

Property and Equipment

The School follows the practice of capitalizing all expenditures for property and equipment with costs in excess of $1,500 and a useful life in excess of one year. Leasehold improvements are amortized over the shorter of the term of the lease, inclusive of all renewal periods, which are reasonably assured, or the estimated useful life of the asset which is fifteen years. Purchased property and equipment are recorded at cost at the date of acquisition. Minor costs of maintenance and repairs are expensed as incurred. All property and equipment purchased with government funding is capitalized, unless the government agency retains legal title to such assets, in which case it is expensed as incurred.

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

Software	3 years
Music supplies	3 years
Computers and equipment	5 years
Library books	5 years
Furniture and fixtures	7 years

Property and equipment are reviewed for impairment if the use of the asset significantly changes or another indicator of possible impairment is identified. If the carrying amount for the asset is not recoverable, the asset is written down to its fair value. There were no asset impairments for the years ended June 30, 2019 and 2018.

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

Refundable Advance

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

Revenue and Support

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

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

Marketing and Recruitment

Marketing and recruitment costs are expensed as incurred for staff and student recruitment. Marketing and recruitment expense for the years ended June 30, 2019 and 2018 was $69,212 and $83,612.

Functional Expense Allocation

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

Accounting for Uncertainty in Income Taxes

The School recognizes the effect of income tax positions only if those positions are more likely than not to be sustained. Management has determined that the School had no uncertain tax positions that would require financial statement recognition or disclosure. The School is no longer subject to examinations by the applicable taxing jurisdictions for years prior to June 30, 2016.

Subsequent Events Evaluation by Management

Management has evaluated subsequent events for disclosure and/or recognition in the financial statements through the date that the financial statements were available to be issued, which date is October 3, 2019.

3. Grants and Contracts Receivable

Grants and contracts receivable primarily consist of federal, state, and city entitlements and grants. The School expects to collect these receivables within one year.

4. Fair Value of Investments

The School's investments as of June 30, 2019 and 2018 consisted of fixed income bonds in the amounts of $1,126,931 and $1,086,643 categorized as Level 2 in the fair value hierarchy.

The composition of investment return as reported in the statement of activities for the years ended June 30, 2019 and 2018 are as follows:

	2019	2018
Interest and dividend income	$ 267	$ 247
Net unrealized gain	40,288	5,735
	$ 40,555	$ 5,982

5. Property and Equipment

Property and equipment consisted of the following at June 30:

	2019	2018
Furniture and fixtures	$ 197,324	$ 193,546
Computers and equipment	545,870	439,082
Software	10,800	10,800
Library books	37,830	33,174
Music supplies	3,832	3,832
Leasehold improvements	417,934	417,934
	1,213,590	1,098,368
Accumulated depreciation and amortization	(821,236)	(684,494)
	$ 392,354	$ 413,874

6. Liquidity and Availability

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

Financial assets at year end:	
Cash and cash equivalents	$ 457,788
Grants and contracts receivable	138,115
	$ 595,903

6. Liquidity and Availability *(continued)*

As part of the School's liquidity management plan, the status of grants and contracts receivable is monitored regularly and any excess cash is held in savings accounts and fixed income bonds until it is required for operational use.

7. Employee Benefit Plan

The School maintains a retirement plan qualified under Internal Revenue Code 403(b) for the benefit of its eligible employees. Under this plan, the School can elect to contribute an amount equal to at least 3% of the participant's annual compensation. In addition, the School can also elect to make a discretionary contribution to the employees who are eligible, not to exceed 5% of their annual compensation. Employer match for the years ended June 30, 2019 and 2018 amounted to $85,891 and $91,152.

8. Concentration of Credit Risk

Financial instruments that potentially subject the School to concentrations of credit and market risk consist principally of cash and cash equivalents on deposit with financial institutions, which from time to time may exceed the Federal Deposit Insurance Corporation ("FDIC") limit. The School does not believe that a significant risk of loss due to the failure of a financial institution presently exists. As of June 30, 2019 and 2018, approximately $283,000 and $253,000 of cash was maintained with an institution in excess of FDIC limits.

9. Concentration of Revenue and Support

The School receives a substantial portion of its revenue and support from the New York City Department of Education. For the years ended June 30, 2019 and 2018, the School received approximately 95% and 94% of its revenue and support from the New York City Department of Education. If the charter school laws were modified, reducing or eliminating these revenues, the School's finances could be materially adversely affected.

10. Commitment

On July 14, 2016, the School signed a lease with Stuyvesant Street Realty LLC, for additional office space under a non-cancelable lease that expired August 31, 2019. In August 2019 the lease was renewed through August 2021. Under the terms of the lease, the School paid a security deposit in the amount of $13,500. The School moved into this new facility on September 21, 2016, and commenced paying rent. The School did not recognize rent expense on a straight-line basis due to the short term of the lease.

10. Commitment *(continued)*

Future minimum lease payments under this lease is as follows for the years ending June 30:

2020	$	58,721
2021		60,482
2022		10,130
	$	129,333

Rent expense under this lease for the years ended June 30, 2019 and 2018 was $59,987 and $52,375.

11. Contingency

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

*****

PKF O'CONNOR DAVIES
ACCOUNTANTS AND ADVISORS

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

Independent Auditors' Report

Board of Trustees
La Cima Charter School

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of La Cima Charter School (the "School"), which comprise the statement of financial position as of June 30, 2019, and the related statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements, and have issued our report thereon dated October 3, 2019.

Internal Control Over Financial Reporting

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

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

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

PKF O'Connor Davies, LLP is a member firm of the PKF International Limited network of legally independent firms and does not accept any responsibility or liability for the actions or inactions on the part of any other individual member firm or firms.

Compliance and Other Matters

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

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the School'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 School's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

PKF O'Connor Davies, LLP

Harrison, New York
October 3, 2019

Annual Financial Statement Audit Report

School Name:	La Cima Charter School
Date (Report is due Nov. 1):	November 1, 2019
Primary District of Location (If NYC select NYC DOE):	New York City Department of Education
If located in NYC DOE select CSD:	NYCSD #16
School Fiscal Contact Name:	Adel Hageb
School Fiscal Contact Email:	adel@lacimacharterschool.org
School Fiscal Contact Phone:	718 443 2136
School Audit Firm Name:	PKF O'Connor Davies, LLP
School Audit Contact Name:	Joseph Ciorciari
School Audit Contact Email:	jciorciari@pkfod.com
School Audit Contact Phone:	914-381-8900
Audit Period:	2018-19
Prior Year:	2017-18

The following items are required to be included:

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

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

Item	If not included, state the reason(s) below (if not applicable fill in N/A):
Management Letter	
Management Letter Response	
Federal Single Audit (A-133)	
Corrective Action Plan	

La Cima Charter School
Statement of Financial Position
as of June 30

	2019	2018
CURRENT ASSETS		
Cash and cash equivalents	$ 457,788	$ 428,314
Grants and contracts receivable	138,115	452,774
Accounts receivables	-	-
Prepaid Expenses	91,081	18,533
Contributions and other receivables	-	-
Other current assets	1,126,931	1,086,643
TOTAL CURRENT ASSETS	1,813,915	1,986,264
NON-CURRENT ASSETS		
Property, Building and Equipment, net	$ 392,354	$ 413,874
Restricted Cash	75,106	75,069
Security Deposits	13,765	13,765
Other Non-Current Assets	-	-
TOTAL NON-CURRENT ASSETS	481,225	502,708
TOTAL ASSETS	**2,295,140**	**2,488,972**
CURRENT LIABILITIES		
Accounts payable and accrued expenses	$ 178,511	$ 195,396
Accrued payroll, payroll taxes and benefits	477,419	427,812
Current Portion of Loan Payable	-	-
Due to Related Parties	-	-
Refundable Advances	20,168	-
Deferred Revenue	-	-
Other Current Liabilities	-	-
TOTAL CURRENT LIABILITIES	676,098	623,208
LONG-TERM LIABILITIES		
Loan Payable; Due in More than One Year	$ -	$ -
Deferred Rent	-	-
Due to Related Party	-	-
Other Long-Term Liabilities	-	-
TOTAL LONG-TERM LIABILITIES	-	-
TOTAL LIABILITIES	676,098	623,208
NET ASSETS		
Unrestricted	$ 1,619,042	$ 1,865,764
Temporarily restricted	-	-
Permanently restricted	-	-
TOTAL NET ASSETS	1,619,042	1,865,764
TOTAL LIABILITIES AND NET ASSETS	**2,295,140**	**2,488,972**

La Cima Charter School
Statement of Activities
as of June 30

	2019			2018
	Unrestricted	Temporarily Restricted	Total	Total
OPERATING REVENUE				
State and Local Per Pupil Revenue - Reg. Ed	$ 6,186,887	$ -	$ 6,186,887	$ 6,531,792
State and Local Per Pupil Revenue - SPED	-	-	-	-
State and Local Per Pupil Facilities Revenue	-	-	-	-
Federal Grants	249,764	-	249,764	316,428
State and City Grants	27,292	-	27,292	28,486
Other Operating Income	4,929	-	4,929	32,116
Food Service/Child Nutrition Program		-	-	-
TOTAL OPERATING REVENUE	6,468,872	-	6,468,872	6,908,822
EXPENSES				
Program Services				
Regular Education	$ 4,220,339	$ -	$ 4,220,339	$ 4,426,662
Special Education	1,104,369	-	1,104,369	1,147,773
Other Programs	30,339	-	30,339	29,512
Total Program Services	5,355,047	-	5,355,047	5,603,947
Management and general	1,401,102	-	1,401,102	1,446,592
Fundraising	-	-	-	-
TOTAL EXPENSES	6,756,149	-	6,756,149	7,050,539
SURPLUS / (DEFICIT) FROM OPERATIONS	(287,277)	-	(287,277)	(141,717)
SUPPORT AND OTHER REVENUE				
Interest and Other Income	$ -	$ -	$ -	$ -
Contributions and Grants	-	-	-	-
Fundraising Support	-	-	-	-
Investments	40,555	-	40,555	5,982
Donated Services	-	-	-	-
Other Support and Revenue	-	-	-	6,625
TOTAL SUPPORT AND OTHER REVENUE	40,555	-	40,555	12,607
Net Assets Released from Restrictions / Loss on Disposal of Assets	$ -	$ -	$ -	$ -
CHANGE IN NET ASSETS	(246,722)	-	(246,722)	(129,110)
NET ASSETS - BEGINNING OF YEAR	$ 1,865,764	$ -	$ 1,865,764	$ 1,994,874
PRIOR YEAR/PERIOD ADJUSTMENTS	-	-	-	-
NET ASSETS - END OF YEAR	$ 1,619,042	$ -	$ 1,619,042	$ 1,865,764

La Cima Charter School
Statement of Cash Flows
as of June 30

	2019	2018
CASH FLOWS - OPERATING ACTIVITIES		
Increase (decrease) in net assets	$ (246,722)	$ (129,110)
Revenues from School Districts	-	-
Accounts Receivable	-	-
Due from School Districts	-	-
Depreciation	136,742	131,585
Grants Receivable	314,659	(95,126)
Due from NYS	-	-
Grant revenues	-	-
Prepaid Expenses	(72,548)	28,498
Accounts Payable	(16,885)	64,960
Accrued Expenses	-	-
Accrued Liabilities	49,607	(58,285)
Contributions and fund-raising activities	-	-
Miscellaneous sources	-	-
Deferred Revenue	-	-
Interest payments	-	-
Other	(20,120)	(9,512)
Other	-	-
NET CASH PROVIDED FROM OPERATING ACTIVITIES	$ 144,733	$ (66,990)
CASH FLOWS - INVESTING ACTIVITIES	$	$
Purchase of equipment	(115,222)	(32,459)
Other	(37)	(37)
NET CASH PROVIDED FROM INVESTING ACTIVITIES	$ (115,259)	$ (32,496)
CASH FLOWS - FINANCING ACTIVITIES	$	$
Principal payments on long-term debt	-	-
Other	-	-
NET CASH PROVIDED FROM FINANCING ACTIVITIES	$ -	$ -
NET (DECREASE) INCREASE IN CASH AND CASH EQUIVALENTS	$ 29,474	$ (99,486)
Cash at beginning of year	428,314	527,800
CASH AND CASH EQUIVALENTS AT END OF YEAR	$ 457,788	$ 428,314

La Cima Charter School
Statement of Functional Expenses
as of June 30

		2019								2018
		Program Services				Supporting Services				
	No. of Positions	Regular Education	Special Education	Other Education	Total	Fundraising	Management and General	Total	Total	
Personnel Services Costs		$	$	$	$	$	$	$	$	$
Administrative Staff Personnel	13.00	697,953	-	-	697,953	-	754,062	754,062	1,452,015	1,474,887
Instructional Personnel	46.00	1,986,483	720,771	29,115	2,736,369	-	-	-	2,736,369	2,772,005
Non-Instructional Personnel	5.00				-	-	141,351	141,351	141,351	143,679
Total Salaries and Staff	64.00	2,684,436	720,771	29,115	3,434,322	-	895,413	895,413	4,329,735	4,390,571
Fringe Benefits & Payroll Taxes		627,650	168,554	-	796,204	-	216,135	216,135	1,012,339	967,874
Retirement		53,253	14,298	-	67,551	-	18,340	18,340	85,891	91,152
Management Company Fees		-	-	-	-	-	-	-	-	-
Legal Service		-	-	-	-	-	176	176	176	2,000
Accounting / Audit Services		-	-	-	-	-	23,783	23,783	23,783	27,750
Other Purchased / Professional / Consulting Services		160,884	43,291	349	204,524	-	55,529	55,529	260,053	397,532
Building and Land Rent / Lease		23,679	6,372	54	30,105	-	60,549	60,549	90,654	-
Repairs & Maintenance		-	-	-	-	-		-	-	107,781
Insurance		17,852	4,804	39	22,695	-	6,162	6,162	28,857	29,839
Utilities		-	-	-	-	-	-	-	-	-
Supplies / Materials		195,422	32,862	-	228,284	-	-	-	228,284	305,214
Equipment / Furnishings		9,761	1,640	-	11,401	-	-	-	11,401	11,002
Staff Development		95,066	25,581	210	120,857	-	32,808	32,808	153,665	88,957
Marketing / Recruitment		42,820	11,522	91	54,433	-	14,779	14,779	69,212	83,612
Technology		115,534	31,088	251	146,873	-	39,877	39,877	186,750	205,757
Food Service		-	-	-	-	-	-	-	-	-
Student Services		85,179	14,311	-	99,490	-	-	-	99,490	151,974
Office Expense		8,314	2,237	18	10,569	-	2,870	2,870	13,439	15,974
Depreciation		84,599	22,763	181	107,543	-	29,199	29,199	136,742	131,585
OTHER		15,890	4,275	31	20,196	-	5,482	5,482	25,678	41,965
Total Expenses		$ 4,220,339	$ 1,104,369	$ 30,339	$ 5,355,047	$ -	$ 1,401,102	$ 1,401,102	$ 6,756,149	$ 7,050,539

Entry 5c Additional Financial Docs

Created: 10/30/2019 • Last updated: 11/18/2019

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

Section Heading

1. Management Letter

(No response)

Explanation for not uploading the Management Letter.	We did not receive a management letter.

2. Form 990

https://nysed-cso-reports.fluidreview.com/resp/118937843/FlNDqRIBTE/

Explanation for not uploading the Form 990.	Form 990 will be completed by Nov 15.

3. Federal Single Audit

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

(No response)

Explanation for not uploading the Federal Single Audit.	Not Applicable

4. CSP Agreed Upon Procedure Report

(No response)

Explanation for not uploading the procedure report.	Not Applicable

5. Evidence of Required Escrow Account

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

https://nysed-cso-reports.fluidreview.com/resp/118937843/pN6H0Nalce/

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

6. Corrective Action Plan

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

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

(No response)

Explanation for not uploading the Corrective Action Plan. Not Applicable

Entry 5d Financial Services Contact Information

Last updated: 11/02/2019

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

LA CIMA CHARTER SCHOOLSection Heading

1. School Based Fiscal Contact Information

	School Based Fiscal Contact Name	School Based Fiscal Contact Email	School Based Fiscal Contact Phone
	Adel Hageb	adel@lacimacharterschool.org	718-443-2136

2. Audit Firm Contact Information

	School Audit Contact Name	School Audit Contact Email	School Audit Contact Phone	Years Working With This Audit Firm
	PKF O'Connor Davies, LLP, Joseph Ciorciari	jciorciari@pkfod.com	914-381-8900	11

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

	Firm Name	Contact Person	Mailing Address	Email	Phone	Years with Firm

New York State Education Department

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

2019-20 Budget & Cash Flow Template

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

1	Complete ALL SIX columns in BLUE
2	Enter information into the GRAY cells
3	Cells containing **RED** triangles in the upper right corner in columns B through G contain guidance on that particular item
4	School district per-pupil tuition information is located on the State Aid website at https://stateaid.nysed.gov/charter/. Rows may be inserted in the worksheet to accomodate additional districts if necessary.
5	The Assumptions column should be completed for all revenue and expense items unless the item is self-explanatory. Where applicable, please reference the page number or section in the application narrative that indicates the assumption being made. For instance, student enrollment would reference the applicable page number in Section I, C of the application narrative.

La Cima Charter School

PROJECTED BUDGET FOR 2018-2019

July 1, 2019 to June 30, 2020

Please Note: The student enrollment data is entered below in the Enrollment Section beginning in row 155. This will populate the data in row 10.

	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL
Total Revenue	**6,050,730**	**711,556**	**-**	**-**	**-**	**6,762,286**
Total Expenses	**4,195,181**	**991,489**	**-**	**-**	**1,315,159**	**6,501,828**
Net Income	**1,855,549**	**(279,933)**	**-**	**-**	**(1,315,159)**	**260,458**
Actual Student Enrollment	**400**	**57**				**-**
Total Paid Student Enrollment	**360**	**31**				**391**

		PROGRAM SERVICES			SUPPORT SERVICES			
		REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL	Assumptions: DESCRIPTION OF ASSUMPTIONS - Please note assumptions when applicable
REVENUE								
REVENUES FROM STATE SOURCES								
Per Pupil Revenue	**CY** Per Pupil Rate							
District of Location		-	-	-	-	-	-	
La Cima Charter School	*$16,154.00*	5,815,440	564,542	-	-	-	6,379,982	
School District 3 (Enter Name)		-	-	-	-	-	-	
School District 4 (Enter Name)		-	-	-	-	-	-	
School District 5 (Enter Name)		-	-	-	-	-	-	
		5,815,440	**564,542**	**-**	**-**	**-**	**6,379,982**	
Special Education Revenue		-	-	-	-	-	-	
Grants								
Stimulus		69,480	-	-	-	-	69,480	
Other		-	-	-	-	-	-	
Other State Revenue		33,000	-	-	-	-	33,000	
TOTAL REVENUE FROM STATE SOURCES		**5,917,920**	**564,542**	**-**	**-**	**-**	**6,482,462**	
REVENUE FROM FEDERAL FUNDING								
IDEA Special Needs		-	39,014	-	-	-	39,014	
Title I		47,000	108,000	-	-	-	155,000	
Title Funding - Other		35,135	-	-	-	-	35,135	
School Food Service (Free Lunch)		-	-	-	-	-	-	
Grants								
Charter School Program (CSP) Planning & Implementation		-	-	-	-	-	-	
Other		-	-	-	-	-	-	
Other Federal Revenue			-	-	-	-	-	
TOTAL REVENUE FROM FEDERAL SOURCES		**82,135**	**147,014**	**-**	**-**	**-**	**229,149**	
LOCAL and OTHER REVENUE								
Contributions and Donations, Fundraising		-	-	-	-	-	-	
Erate Reimbursement		36,960	-	-	-	-	36,960	
Interest Income, Earnings on Investments,		13,715	-	-	-	-	13,715	
NYC-DYCD (Department of Youth and Community Developmt.)		-	-	-	-	-	-	
Food Service (Income from meals)		-	-	-	-	-	-	
Text Book		-	-	-	-	-	-	
Other Local Revenue		-	-	-	-	-	-	
TOTAL REVENUE FROM LOCAL and OTHER SOURCES		**50,675**	**-**	**-**	**-**	**-**	**50,675**	
TOTAL REVENUE		**6,050,730**	**711,556**	**-**	**-**	**-**	**6,762,286**	
								eqiuilivalent)
EXPENSES								
ADMINISTRATIVE STAFF PERSONNEL COSTS	No. of Positions							
Executive Management	1.00		-	-	-	155,000	155,000	Executive Officer
Instructional Management	4.00	374,000		-	-	-	374,000	Principal and 2 Assistant Principals
Deans, Directors & Coordinators		-	-	-	-	-	-	
CFO / Director of Finance	1.00	-	-	-	-	128,344	128,344	COO
Operation / Business Manager	2.00	-	-	-	-	90,000	90,000	Operations Manager
Administrative Staff	4.00	49,695	8,770	-	-	233,858	292,323	Associate
TOTAL ADMINISTRATIVE STAFF	**12**	**423,695**	**8,770**	**-**	**-**	**607,202**	**1,039,667**	
INSTRUCTIONAL PERSONNEL COSTS								
Teachers - Regular	17.00	1,285,063	-	-	-	-	1,285,063	
Teachers - SPED	6.00		450,000	-	-	-	450,000	SPED Teachers

La Cima Charter School

PROJECTED BUDGET FOR 2018-2019

July 1, 2019 to June 30, 2020

Please Note: The student enrollment data is entered below in the Enrollment Section beginning in row 155. This will populate the data in row 10.

	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL
Total Revenue	6,050,730	711,556	-	-	-	6,762,286
Total Expenses	4,195,181	991,489	-	-	1,315,159	6,501,828
Net Income	1,855,549	(279,933)	-	-	(1,315,159)	260,458
Actual Student Enrollment	400	57				-
Total Paid Student Enrollment	360	31				391

		PROGRAM SERVICES			SUPPORT SERVICES			
		REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL	Assumptions
Substitute Teachers		-	-	-	-	-	-	
Teaching Assistants	5.00	257,000	-	-	-	-	257,000	
Specialty Teachers	7.00	464,272	-	-	-	-	464,272	Spanish, Music, Arts, PhyEd, Drama & Science
Aides		-	-	-	-	-	-	
Therapists & Counselors	3.00	163,047	31,057	-	-	-	194,104	Councelor & Behavior Technician
Other	2.00	100,890	207,330	-	-		308,220	Bonuses/SPED Coordinator +SETTS
TOTAL INSTRUCTIONAL	**40**	**2,270,272**	**688,387**	**-**	**-**	**-**	**2,958,659**	
NON-INSTRUCTIONAL PERSONNEL COSTS								
Nurse		-	-	-	-	-	-	
Librarian		-	-	-	-	-	-	
Custodian		-	-	-	-		-	
Security		-	-	-	-	-	-	
Other	6.00	-	-	-	-	166,591	166,591	School Aides
TOTAL NON-INSTRUCTIONAL	**6**	**-**	**-**	**-**	**-**	**166,591**	**166,591**	
SUBTOTAL PERSONNEL SERVICE COSTS	**58**	**2,693,967**	**697,156**	**-**	**-**	**773,793**	**4,164,917**	
PAYROLL TAXES AND BENEFITS		64.7%	16.7%			18.6%		
Payroll Taxes		206,088	53,332	-	-	59,195	318,616	
Fringe / Employee Benefits		488,834	126,503	-	-	140,409	755,746	
Retirement / Pension				-	-		-	
TOTAL PAYROLL TAXES AND BENEFITS		**694,924**	**179,835**	**-**	**-**	**199,604**	**1,074,362**	
TOTAL PERSONNEL SERVICE COSTS		**3,388,891**	**876,992**	**-**	**-**	**973,398**	**5,239,279**	
CONTRACTED SERVICES								
Accounting / Audit		-	-	-	-	22,000	22,000	Includes accounting consultant
Legal		-	-	-	-		-	
Management Company Fee		-	-	-	-	-	-	
Nurse Services		-	-	-	-	-	-	
Food Service / School Lunch			-	-	-	-	-	
Payroll Services		6,792	1,758	-	-	1,951	10,500	
Special Ed Services		-	32,000	-	-	-	32,000	Includes DOE Therapist
Titlement Services (i.e. Title I)		-	-	-	-	-	-	
Other Purchased / Professional / Consulting		157,000	-	-	-	45,000	202,000	Tech Education. HR
TOTAL CONTRACTED SERVICES		**163,792**	**33,758**	**-**	**-**	**68,951**	**266,500**	
SCHOOL OPERATIONS								
Board Expenses			-	-	-	12,000	12,000	
Classroom / Teaching Supplies & Materials		30,600	-	-	-	-	30,600	
Special Ed Supplies & Materials		-	-	-	-	-	-	
Textbooks / Workbooks		13,907	-	-	-	-	13,907	
Supplies & Materials other		19,000	-	-	-	-	19,000	
Equipment / Furniture		19,814	-	-	-	-	19,814	
Telephone		-	-	-	-	40,365	40,365	
Technology		114,647	29,669	-	-	32,930	177,246	
Student Testing & Assessment		77,258	-	-	-		77,258	
Field Trips		40,000	-	-	-	-	40,000	
Transportation (student)		30,000	-	-	-	-	30,000	
Student Services - other		5,152	-	-	-	-	5,152	after school and Saturday academy
Office Expense		16,134	-	-	-		16,134	
Staff Development		71,151	18,413	-	-	20,437	110,000	Staff PD, engagement and meals
Staff Recruitment		7,535	1,950	-	-	2,164	11,650	

Assumptions

DESCRIPTION OF ASSUMPTIONS - Please note assumptions when applicable

La Cima Charter School

PROJECTED BUDGET FOR 2018-2019

July 1, 2019 to June 30, 2020

Please Note: The student enrollment data is entered below in the Enrollment Section beginning in row 155. This will populate the data in row 10.

	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL
Total Revenue	6,050,730	711,556	-	-	-	6,762,286
Total Expenses	4,195,181	991,489	-	-	1,315,159	6,501,828
Net Income	1,855,549	(279,933)	-	-	(1,315,159)	260,458
Actual Student Enrollment	400	57				-
Total Paid Student Enrollment	360	31				391

	PROGRAM SERVICES			SUPPORT SERVICES			Assumptions
	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL	DESCRIPTION OF ASSUMPTIONS - Please note assumptions when applicable
Student Recruitment / Marketing	34,400	5,600	-	-	-	40,000	
School Meals / Lunch	18,360	-	-	-	-	18,360	
Travel (Staff)	-	-	-	-	600	600	
Fundraising	-	-	-	-	-	-	
Other	47,517	-	-	-	500	48,017	Enrichment Program/Student/Family/Middle School e
TOTAL SCHOOL OPERATIONS	**545,475**	**55,632**	**-**	**-**	**108,996**	**710,103**	
FACILITY OPERATION & MAINTENANCE							
Insurance	-	-	-	-	35,057	35,057	
Janitorial	-	-	-	-	1,500	1,500	
Building and Land Rent / Lease	-	-	-	-	66,300	66,300	
Repairs & Maintenance		-	-	-	5,000	5,000	
Equipment / Furniture	-	-	-	-	-	-	
Security	-	-	-	-	-	-	
Utilities	-	-	-	-	28,089	28,089	
TOTAL FACILITY OPERATION & MAINTENANCE	**-**	**-**	**-**	**-**	**135,946**	**135,946**	
DEPRECIATION & AMORTIZATION	97,024	25,108	-	-	27,868	150,000	
DISSOLUTION ESCROW & RESERVES / CONTIGENCY	-	-	-	-	-	-	
TOTAL EXPENSES	**4,195,181**	**991,489**	**-**	**-**	**1,315,159**	**6,501,828**	
NET INCOME	**1,855,549**	**(279,933)**	**-**	**-**	**(1,315,159)**	**260,458**	
		15%					

ENROLLMENT - *School Districts Are Linked To Above Entries*	REGULAR EDUCATION	SPECIAL EDUCATION	TOTAL ENROLLED
District of Location			-
La Cima Charter School	400	57	457
School District 3 (Enter Name)			-
School District 4 (Enter Name)			-
School District 5 (Enter Name)			-
TOTAL ENROLLMENT	**400**	**57**	**457**
REVENUE PER PUPIL	15,127	12,483	-
EXPENSES PER PUPIL	10,488	17,395	-

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

Trustee Name:

Tristan Mitchell

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

La Cima

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

   Academic Committee member

2. Is the trustee an employee of any school operated by the Education Corporation?
   ____**Yes** ✓**No**

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

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

   ____**Yes** ✓**No**

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

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

Date(s)	Nature of Financial Interest/Transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to yourself

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

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

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

Signature

5/29/19
Date

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

Business Telephone: 212 505 3636

Business Address: 488 Madison Ave New York, NY 10022

E-mail Address: trishanamitchell@yahoo.com

Home Telephone: 404 353 1711

Home Address: 344 Lafayette Ave Brooklyn, NY 11238

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

Trustee Name:

Sarah Schaefer

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

La Cima Elementary Charter

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

   Trustee, Development Chair

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

   ____**Yes** __X__**No**

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

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

   ____**Yes** __X__**No**

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

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

Date(s)	Nature of Financial Interest/Transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to yourself

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

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

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

Sarah K Schaefer 5/29/19

Signature Date

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

Business Telephone: (212) 306-8731

Business Address: 90 Church St., New York, NY 10007

E-mail Address: SKschaefer@gmail.com

Home Telephone: [redacted] (317) 402-8148

Home Address: 478 Waverly Ave. Brooklyn, NY 11238

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

Trustee Name:

Raymond McGill Jr.

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

La Cima Elementary

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

   Treasurer

2. Is the trustee an employee of any school operated by the Education Corporation?
   ____**Yes** ✓**No**

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

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

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

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

Date(s)	Nature of Financial Interest/Transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to yourself

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

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

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

Signature _____ Date 5/29/19

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

Business Telephone: _____

Business Address: _____

E-mail Address: raymond.mcgill@gmail

Home Telephone: 718 807 6792

Home Address: _____

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

Trustee Name:

Zach Heller

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

La Cima Elementary Charter School

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

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

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

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

   ____Yes __X__No

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

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

Date(s)	Nature of Financial Interest/Transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to yourself

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

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

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

Signature 5-29-19 Date

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

Business Telephone: 212 867 8024

Business Address: 192 Lexington Ave Ste 701, New York, NY 10016

E-mail Address: zthellen@gmail.com

Home Telephone: 201 819 5348

Home Address: 154 Prospect Park W. #10, Brooklyn, NY 11215

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

Trustee Name:

Lucy Jaffe

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

La Cima Elementary Charter School

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

2. Is the trustee an employee of any school operated by the Education Corporation?
   ____Yes ✓ No

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

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

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

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

Date(s)	Nature of Financial Interest/Transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to yourself

N/A *Please write "None" if applicable. Do not leave this space blank.*			

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

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

Signature 5/29/19 Date

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

Business Telephone: 212-863-7968

Business Address: 100 Gold Street

E-mail Address: lucyjoffe@gmail.com

Home Telephone: 617-877-2279

Home Address: 1798 Pacific Street, Unit 1
Brooklyn, NY 11233

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

Trustee Name:

Jennifer Swayne

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

La Cima Charter School

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

2. Is the trustee an employee of any school operated by the Education Corporation?
   ____**Yes** __X__**No**

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

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

   ____**Yes** __X__**No**

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

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

Date(s)	Nature of Financial Interest/Transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to yourself

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

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

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

Signature 6/19/19 Date

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

Business Telephone: N/A

Business Address:

E-mail Address: jlynnswa@gmail.com

Home Telephone: 734-730-7192

Home Address: 41-21 24th St. Apt. 7F
Long Island City, NY 11101

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

Trustee Name: Kenneth Stephen

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

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

2. Is the trustee an employee of any school operated by the Education Corporation?
   ____Yes ✓No

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

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

   ____Yes ✓No

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

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

Date(s)	Nature of Financial Interest/Transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to yourself

None

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

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

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

Signature Date 6/19/2019

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

Business Telephone: Same

Business Address: Same

E-mail Address: LStephenson@ZeenIncorporated.com

Home Telephone: (917) 568-8609

Home Address: 152 Hancock St. Bklyn NY 11233

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

Trustee Name:

Norah D. Yahya

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

LA CIMA Charter

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

2. Is the trustee an employee of any school operated by the Education Corporation?
   ____**Yes** ___✓__**No**

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

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

   ____**Yes** ___✓__**No**

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

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

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

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

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

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

Signature 6.19.19 Date

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

Business Telephone: _____

Business Address: 132 Nassau Ave. Ste. 401 NY, NY

E-mail Address: norah@theparksidegroup.com

Home Telephone: (202) 438-3018

Home Address: 785 DeKalb Ave Brooklyn, NY

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

Trustee Name:

Aiba Edwards

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

La Cima Charter School

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

2. Is the trustee ~~an~~ employee of any school operated by the Education Corporation?
   ____**Yes** X **No**

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

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

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

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

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

Date(s)	Nature of Financial Interest/Transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to yourself

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

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

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

Signature

Date 6/19/19

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

Business Telephone: 917-829-2856

Business Address: —

E-mail Address: qtibae@hotmail.com

Home Telephone: —

Home Address: —

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

Trustee Name:
Debra Mack-Glasgow

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

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

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

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

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

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

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

Date(s)	Nature of Financial Interest/Transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to yourself

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

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

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

Debra Mack-Gleason 6/19/2019

Signature Date

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

Business Telephone: (929) 328-6496

Business Address:

E-mail Address: DebraMG@BronxConnect.org

Home Telephone: (917) 306-1850

Home Address: 749 Hancock St.
Brklyn, NY 11233

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

Trustee Name:

Marvin A. François

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

La Cima Elementary Charter School

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

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

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

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

   ___ **Yes** ✓ **No**

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

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

Date(s)	Nature of Financial Interest/Transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to yourself

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

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

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

Signature [signature] Date 30/7/19

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

Business Telephone: 718 406 7902

Business Address: 125 W 55th ST, 1B, New York, NY 10019

E-mail Address: marvinantoine_francois@gmail.com

Home Telephone: _____

Home Address: 33-01 38th Ave, PH1, Long Island City NY 11101

Entry 8 BOT Table

Created: 07/31/2019 • Last updated: 08/01/2019

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

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

	Trustee Name and Email Address	Position on the Board	Committee Affiliations	Voting Member Per By-Laws (Y/N)	Number of Terms Served	Start Date of Current Term (MM/DD/YYYY)	End Date of Current Term (MM/DD/YYYY)	Board Meetings Attended During 2018-19
1	Lucy Joffe	Chair	Governance; Executive	Yes	2	03/01/2019	03/01/2022	11
2	Lenworth Stephenson	Secretary	Governance; Executive	Yes	1	03/01/2019	03/01/2022	12
3	Atiba Edwards	Vice Chair	Finance; Executive	Yes	1	03/01/2019	03/01/2022	10
4	Raymond McGill, Jr.	Treasurer	Finance; Executive	Yes	1	12/01/2017	12/02/2020	11
5	Eddy Bazile	Trustee/Member	Development	Yes	1	07/01/2016	09/01/2019	8
6	Zach Heller	Trustee/Member	Academic; Development-Finance	Yes	1	09/01/2017	09/01/2020	11
7	Debra Mack-Glasgow	Trustee/Member	Academic; Development-Finance	Yes	1	09/01/2017	09/01/2020	10
8	Tristan Mitchell	Trustee/Member	Academic	Yes	1	09/01/2017	09/01/2020	11
9	Sarah Schaefer	Trustee/Member	Governance; Development-Finance	Yes	1	08/01/2017	09/01/2020	9

1a. Are there more than 9 members of the Board of Trustees? Yes

1b. Current Board Member Information

	Trustee Name and Email Address	Position on the Board	Committee Affiliations	Voting Member Per By-Laws (Y/N)	Number of Terms Served	Start Date of Current Term (MM/DD/YYYY)	End Date of Current Term (MM/DD/YYYY)	Board Meetings Attended During 2018-19
10	Jennifer Swayne, Esq.	Trustee/Member	Governance; Finance	Yes		08/01/2018	8/1/2021	8
11	Norah Yahya	Treasurer	Executive; Finance	Yes	1	04/01/2016	9/1/2019	8
12								
13								
14								
15								

1c. Are there more that 15 members of the Board of Trustees? No

2. INFORMATION ABOUT MEMBERS OF THE BOARD OF TRUSTEES

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

a. Total Number of BOT Members on June 30, 2019	9
b.Total Number of Members Added During 2018-19	1
c. Total Number of Members who Departed during 2018-19	3
d.Total Number of members in 2018-19, as set by in Bylaws, Resolution or Minutes	7

3. Number of Board meetings held during 2018-19	12
4. Number of Board meetings scheduled for 2019-20	12

Thank you.

Entry 9 - Board Meeting Minutes

Last updated: 07/31/2019

Instructions for submitting minutes of the BOT monthly meetings

Regents, NYCDOE, and Buffalo BOE authorized schools must either provide a link to a complete set of minutes that are posted on the charter school website, or upload a complete set of board meeting minutes from July 2018-June 2019, which should match the number of meetings held during the 2018-19 school year.

LA CIMA CHARTER SCHOOL

Are all monthly BOT meeting minutes posted, which should match the number of meetings held during 2018-19 school year, on the charter school's website?	Yes
A. Provide if posted on the charter school's website a URL link to the Monthly Board Meeting Minutes, which should match the number of meetings held during the 2018-19 school year.	http://www.lacimacharterschool.org/?DivisionID=20545&DepartmentID=23608

Entry 10 Enrollment and Retention of Special Populations

Created: 07/31/2019 • Last updated: 08/01/2019

Instructions for Reporting Enrollment and Retention Strategies

Describe the efforts the charter school has made in 2018-19 toward meeting targets to attract and retain enrollment of students with disabilities, English language learners/Multilingual learners, and students who are economically disadvantaged. In addition, describe the school's plans for meeting or making progress toward meeting its enrollment and retention targets in 2019-20.

LA CIMA CHARTER SCHOOLSection Heading

Recruitment/Attraction Efforts Toward Meeting Targets

	Describe Recruitment Efforts in 2018-19	Describe Recruitment Plans in 2019-20
Economically Disadvantaged	We recruit among our existing families who have relationships within the community. 80% of our current families qualify for FRL. We also placed bus ads on the local buses to attract more local attention. We also present at local headstarts programs and daycares that serve a similar population as La Cima.	We will continue to use these strategies to attract scholars from economically disadvantaged backgrounds, including presenting and providing applications at local daycares and headstarts. We also send a broad mailing through Vanguard to reach other neighborhoods that serve similar populations. Additionally, we are broadening our reach through paid and targeted advertisements on Instagram and Facebook.
English Language Learners/Multilingual Learners	All of our recruitment materials are in Spanish. We also prioritize recruitment in neighborhoods that have a larger Spanish-speaking population. We also make sure families know that we have a Spanish Language Arts class as part of curriculum. We have a full time Spanish translator on staff who engages families to learn more about our school.	We doubled the number of ELLs between 17-18 and 18-19 school year! This is due to keeping our recruitment and enrollment processes open past the start of the school year versus closing enrollment on the first day of school as in past years. We have found that many students entering the country may be registering for school later in the fall and by keeping our doors open, La Cima is a good option for these scholars.
Students with Disabilities	We market to families that we have ICT classes for grades K-5 in order to best serve students with disabilities. We also have a scholar support team who have expertise in working with the Committee of Special Education as well as applied behavior analysis who can provide our families and teachers with training and support for our scholars with the most need.	We will continue to use our existing population of families and students to share the word about our robust scholar support programming. We also hold special registration sessions for families who have children with disabilities to inform them of our levels of support. We are also exploring adding a SPED preference for the 2019-20 lottery.

Retention Efforts Toward Meeting Targets

	Describe Retention Efforts in 2018-19	Describe Retention Plans in 2019-20
Economically Disadvantaged	We provide a variety of free programming to families to encourage them to remain a part of the community as they can benefit without additional costs. Examples of these programs include afternoon enrichment, yoga, self defense classes, and zumba.	Because the majority of our scholars qualify for Free and Reduced-price lunch, our efforts for retention is not specific to these scholars; we find that good retention for all of our students supports those who qualify for FRL. We offer an academically enriching environment that balances academics and the arts. We offer culturally responsive classes including African Drumming, voice and instrument, visual art and Spanish. Catering to both the academic, artistic and cultural aspects of our scholars' talents supports high retention of families.
English Language Learners/Multilingual Learners	We hold events to celebrate and support our English language learners and our full time Spanish translator allows us to maintain deep relationships with our Spanish-speaking families. We also provide all of our yearly communication in Spanish. Our Ell's receive literacy intervention through LU if they are in the bottom 15% of their classes.	Given the impressive growth of the ELL population of our school, we have ramped up our ELL support for the 2019-20 school year. We have identified a talented staff member who demonstrated strong skills in ELL programing. Our current ELL program includes the five pillars of literacy: (1) Phonemic Awareness, (2) Phonics, (3) Fluency, (4) Comprehension, and (5) Vocabulary. Providing strong instruction and support for scholars learning English allows us to retain these scholars because they are well served.
Students with Disabilities	Our ICT classes, individualized support and scholar support expertise allow us to retain our students with disabilities. We have leveraged a strong relationship with the CSE to get the services that are required for our scholars and will support families in the evaluation and review processes as needed.	We have made the most updates to our SPED staffing in order to better serve our students with IEPs. For instance, we have promoted our SPED Coordinator to report directly to the principal allowing for stronger integration between general education instruction and special education instructional practices. Additionally, we have joined the Collaborative on Inclusive Education (formerly the SPED Collaborative) in order to provide all staff with more specialized training and access to resources in supporting scholars with IEPs.

Entry 11 Classroom Teacher and Administrator Attrition

Last updated: 07/31/2019

Report changes in teacher and administrator staffing.

Instructions for completing the Classroom Teacher and Administrator Attrition Tables

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

1. Classroom Teacher Attrition Table

	FTE Classroom Teachers on 6/30/18	FTE Classroom Teachers Departed 7/1/18 – 6/30/19	FTE Classroom Teachers Filling Vacant Positions 7/1/18 – 6/30/19	FTE Classroom Teachers Added in New Positions 7/1/18 - 6/30/19	FTE of Classroom Teachers on 6/3019
	39	17	14	0	32

2. Administrator Position Attrition Table

	FTE Administrative Positions on 6/30/18	FTE Administrators Departed 7/1/18 – 6/30/19	FTE Administrators Filling Vacant Positions 7/1/18 – 6/30/19	FTE Administrators Added in New Positions 7/1/18 - 6/30/19	FTE Administrative Positions on 6/30/19
	7	2	1	0	5

3. Tell your school's story

Charter schools may provide additional information in this section of the Annual Report about their respective teacher and administrator attrition rates as some teacher or administrator departures do not reflect advancement or movement within the charter school networks. Schools may provide additional detail to reflect a teacher's advancement up the ladder to a leadership position within the network or an administrator's movement to lead a new network charter school.

(No response)

4. Charter schools must ensure that all prospective employees receive clearance through the NYSED Office of School Personnel Review and Accountability (OSPRA) prior to employment. After an employee has been cleared, schools are required to maintain proof of such clearance in the file of each employee. For the safety of all students, charter schools must take immediate steps to terminate the employment of individuals who have been denied clearance. Once the employees have been terminated, the school must terminate the request for clearance in the TEACH system.

Have all employees have been cleared through the NYSED TEACH system?

Yes

5. For perspective or current employees whose clearance has been denied, have you terminated their employment and removed them from the TEACH system?

	Not Applicable

Thank you

Entry 12 Uncertified Teachers

Created: 07/31/2019 • Last updated: 08/19/2019

Instructions for Reporting Percent of Uncertified Teachers

The table below is reflective of the information collected through the online portal for compliance with New York State Education Law 2854(3)(a-1) for teaching staff qualifications. Enter the relevant full time equivalent (FTE) count of teachers in each column. For example, a school with 20 full time teachers and 5 half time teachers would have an FTE count of 22.5. If more than one column applies to a particular teacher, please select one column for the FTE count. Please do not include paraprofessionals, such as teacher assistants.

FTE count of uncertified teachers on 6/30/18, and each uncertified teacher should be counted only once.

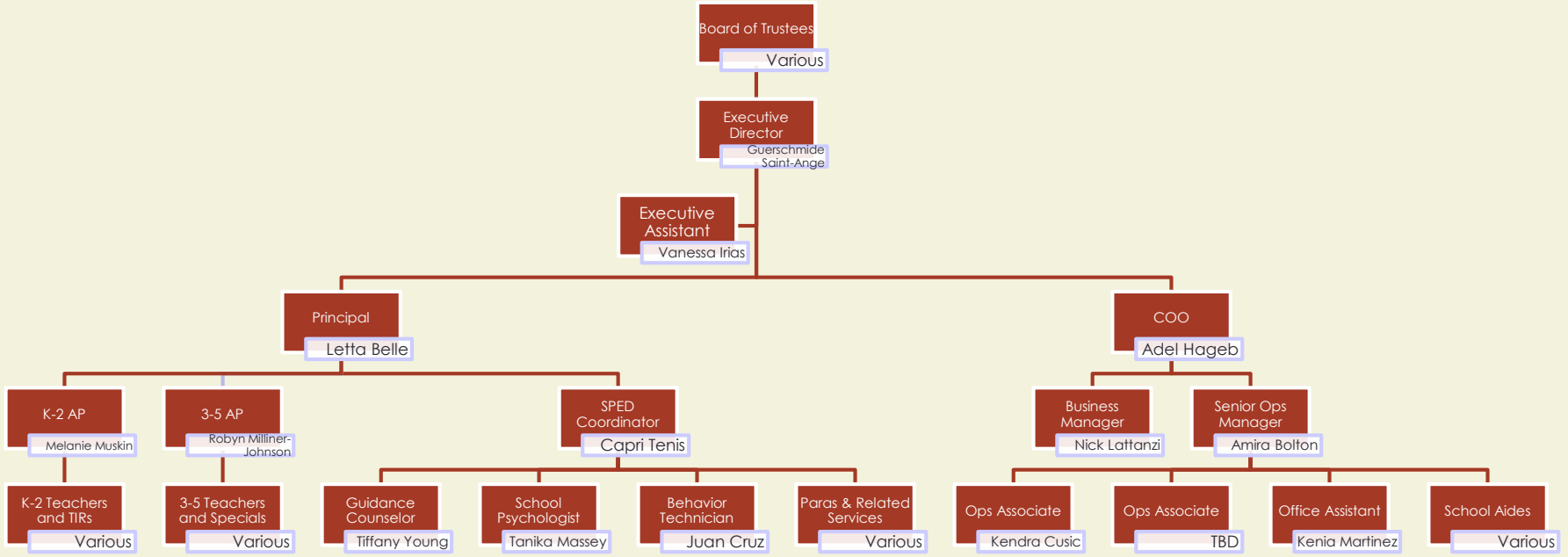
	FTE Count
1. Total FTE count of uncertified teachers (6-30-19)	16
2. FTE count of uncertified teachers with at least three years of elementary, middle or secondary classroom teaching experience (6-30-19)	10
3. FTE count of uncertified teachers who are tenured or tenure track college faculty (6-30-19)	0
4. FTE count of uncertified teachers with two years of Teach for America experience (6-30-19)	0
5. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (6-30-19)	4
6. FTE count of uncertified teachers who do not fit into any of the prior four categories (6-30-19)	2

FTE Count of All Uncertified Teachers as of 6/30/19 16

FTE Count of All Certified Teachers as of 6/30/19 15

Thank you.

19-20 LA CIMA ORG CHART



La Cima Elementary Charter School

2019-2020 Staff Calendar

STAFF

DRAFT

6/13/2019

	S	M	T	W	T	F	S
August	4	5	6	7	8	9	10
	11	12	13	14	15	16	17
	18	19	20	21	22	23	24
	25	26	27	28	29	30	31
September	1	2	3	4	5	6	7
	8	9	10	11	12	13	14
	15	16	17	18	19	20	21
	22	23	24	25	26	27	28
	29	30					
October			1	2	3	4	5
	6	7	8	9	10	11	12
	13	14	15	16	17	18	19
	20	21	22	23	24	25	26
	27	28	29	30	31		
November						1	2
	3	4	5	6	7	8	9
	10	11	12	13	14	15	16
	17	18	19	20	21	22	23
	24	25	26	27	28	29	30
December	1	2	3	4	5	6	7
	8	9	10	11	12	13	14
	15	16	17	18	19	20	21
	22	23	24	25	26	27	28
	29	30	31				
January				1	2	3	4
	5	6	7	8	9	10	11
	12	13	14	15	16	17	18
	19	20	21	22	23	24	25
	26	27	28	29	30	31	
February							1
	2	3	4	5	6	7	8
	9	10	11	12	13	14	15
	16	17	18	19	20	21	22
	23	24	25	26	27	28	
March							
	1	2	3	4	5	6	7
	8	9	10	11	12	13	14
	15	16	17	18	19	20	21
	22	23	24	25	26	27	28
	29	30	31				
April				1	2	3	4
	5	6	7	8	9	10	11
	12	13	14	15	16	17	18
	19	20	21	22	23	24	25
	26	27	28	29	30		
May						1	2
	3	4	5	6	7	8	9
	10	11	12	13	14	15	16
	17	18	19	20	21	22	23
	24	25	26	27	28	29	30
June		1	2	3	4	5	6
	7	8	9	10	11	12	13
	14	15	16	17	18	19	20
	21	22	23	24	25	26	27
	28	29	30				

August '19

5-9	Diagnostic Assessments for New Scholars
14	Summer Institute NEW STAFF
15-23	Summer Institute ALL STAFF
26	First Day of School (half day): K&1
27	First Day of School (half day): 2-5

September '19

2	Labor Day (No School)
3-6	NYSITELL Assessments
9	Class Rosters Finalized
11	Back-to-School Night

October '19

14	No School: Indigenous People's Day	28-31	F&P Assessments 1
17	Latinx Heritage Celebration		
22	ELA Interim Assessment 1		
24	Math Interim Assessment 1		

November '19

1-8	F&P Assessments 1
12-15	MAP Assessments 1
15	Trimester 1 Ends: Grades Due
27-29	No School: Thanksgiving Break

December '19

12-13	Family Conferences
23-31	No School: Winter Break

January '20

1-3	No School: Winter Break
20	No School: MLK Day
23	Curriculum Night
27-31	MAP Assessment 2

February '20

4	ELA Interim Assessment 2	17-21	No School: Mid-Winter Break
6	Math Interim Assessment 2	24-28	F&P Assessments 2
10-14	F&P Assessments 2	27	Black History Celebration
11	100th Day of School		

March '20

6	Trimester 2 Ends: Grades Due
19-20	Family Conferences
25-26	NYS ELA Exam
27	NYS ELA Exam Make-Up

April '20

3	March Madness	23	NYS Math Exam Make-Up
13	New Scholar Lottery Day	27-30	NYSESLAT Speaking
6-10	No School: Spring Break & 5th Grade Trip		
21-22	NYS Math Exam		

May '20

4-8	MAP Assessments 3	21	NYS Science Practical Exam Make-Up
4-8	Teacher Appreciation Week	25	No School: Memorial Day
4-8	NYSESLAT Listening, Reading, Writing	27	ELA Interim Assessments 3
11-22	F&P Assessments 3	28	Math Interim Assessments 3
19-20	NYS Science Practical Exam (Grade 4)		

June '20

1	NYS Science Exam Written (Grade 4)	15	Field Day
5	Trimester 3 Ends: Grades Due	16	K Step Up & 1-4 Awards
8-12	Non-Instructional Staff Appreciation Week	17	5th Grade Stepping Up Ceremony
8-12	Final F&P Re-Assessments	19	Last Day of School for all staff
8-12	Spirit Week		
11-12	Family Conferences		

No School/No Students
Half Day
Interim Assessments
New York State Exam

School Hours: 7:30-3:45pm (M-Th) 7:30-12:30pm (F)
Total Days of School: 185 school days
School Session: August 26, 2019 - June 17, 2020