

Application: OnTECH Charter High School

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2022-2023 Annual Report

Summary

ID: 0000000281

Last submitted: Nov 1 2023 10:11 PM (EDT)

Labels: Board of Regents

Entry 1 School Info and Cover Page

Completed - Aug 2 2023

Instructions

Required of ALL Charter Schools

Each Annual Report begins with a completed School Information and Cover Page. The information is collected in a survey format within the [Annual Report Portal](#). When entering information in the portal, some of the following items may not appear, depending on your authorizer and/or your responses to related items.

Entry 1 School Information and Cover Page

(New schools that were not open for instruction for the 2022-2023 school year are not required to complete or submit an annual report this year).

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 school's 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, 2023**) or you may not be assigned the correct tasks.

BASIC INFORMATION

a. SCHOOL NAME

(Select name from the drop down menu)

ONTECH CHARTER HIGH SCHOOL 800000089183

a1. Popular School Name

OnTECH Charter High School

b. CHARTER AUTHORIZER (As of June 30th, 2023)

Please select the correct authorizer as of June 30, 2023 or you may not be assigned the correct tasks.

BOARD OF REGENTS

c. School Unionized

Is your charter school unionized?

No

d. DISTRICT / CSD OF LOCATION

SYRACUSE CITY SD

e. Date of Approved Initial Charter

Dec 1 2016

f. Date School First Opened for Instruction

Sep 6 2018

g. Approved School Mission and Key Design Elements

(Regents, NYCDOE and Buffalo BOE authorized schools only)

The mission of OnTECH is to promote college, career and life readiness for under-credited, disconnected and at risk youth living in Syracuse, enabling them to graduate from high school as life-long learners, prepared socially, emotionally and academically to lead fulfilling lives, contributing back to the community.

The objectives of OnTECH are:

- To create a community of members who aspire to and engage in life long learning while understanding their potential as contributors in society.
- To provide all students with a bedrock of math, English and science literacy with the objective to situate all students on an educational pipeline and identify as life long learners.
- To provide project based learning to enhance literacy, interpersonal and problem solving skills with the aim to have all students see their potential as change makers in our community.
- To provide students with technical skills relating to the sustainable sciences as an entry into the workforce and/or a career pathway.
- To awaken in all students a sense of curiosity for knowledge and learning which will enrich their personal lives and lead to careers of life long fulfillment.

Key Design Elements:

- At-Risk Student Population
- Career & Technical Education
- Project-Based Curriculum
- Brain-based Learning
- Social-emotional Learning

h. School Website Address

<https://www.ontechcharter.com/>

i. Total Approved Charter Enrollment for 2022-2023 School Year

300

j. Total Enrollment on June 30, 2023 - excluding Pre-K program enrollment

245

k. Grades Served

Grades served during the 2022-2023 school year (exclude Pre-K program students):

Use the CTRL button to select multiple grades to accurately capture every grade level served.

Responses Selected:

9

10

11

12

I. Charter Management Organization

Do you have a [Charter Management Organization](#)?

No

FACILITIES INFORMATION

m. FACILITIES

Will the school maintain or operate multiple sites in 2023-2024?

	No, just one site.
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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 previous year (K-5, 6-9, etc.)	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	810 Willis Ave. , Syracuse, NY 13204	3153960558	Syracuse	9-12	9-12	No

m1a. Please provide the contact information for Site 1.

	Name	Title	Work Phone	Alternate Phone	Email Address
School Leader	Ellen Eagen	Head of School	315-396-0558		ellen@ontechcharter.com
Operational Leader	Mark Chudzicki	CFO	315-396-0558		mark.chudzicki@ontechcharter.com
Compliance Contact	Ellen Eagen	Head of School	315-396-0558		ellen@ontechcharter.com
Complaint Contact	Ellen Eagen	Head of School	315-396-0558		ellen@ontechcharter.com
DASA Coordinator	Jill Anelli		315-396-0558		jill.anelli@ontechcharter.org
Phone Contact for After Hours Emergencies	Ellen Eagen	Head of School	315-396-0558		ellen@ontechcharter.com

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

Private Space

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

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

Certificate of Occupancy and Fire Inspection. Provide a copy of a current and non-expired certificate of occupancy (if outside NYC or in private space in NYC). For schools that are not in district space (NYC co-locations), provide a copy of a current and non-expired certificate of occupancy, and a copy of the current annual fire inspection results, which should be dated on or after July 1, 2023.

- Fire inspection certificates must be updated annually. For the upcoming school year 2023-2024, submit a current fire inspection certificate.
- If the fire inspection certificate is dated after the August 1, 2022 submission of the Annual Report, please submit the new certificate with the Annual Report entries due on November 1, 2023.

Site 1 Certificate of Occupancy (COO)

[OnTECH-CertificateOfOccupancy-2023.pdf](#)

Filename: OnTECH-CertificateOfOccupancy-2023.pdf Size: 156.4 kB

Site 1 Fire Inspection Report

This is required, marked optional for administrative purposes.

[OnTECH-FireInspectionReports-2023.pdf](#)

Filename: OnTECH-FireInspectionReports-2023.pdf Size: 19.9 MB

n. List of owned, rented, leased facilities not used to educate students

Separate by semi-colon (;)

N/A

CHARTER REVISIONS DURING THE 2022-2023 SCHOOL YEAR

o. Were there any revisions to the school’s charter during the 2022-2023 school year? (Please include approved or pending material and non-material charter revisions).

Please note, listing the revisions here does not constitute a request. Schools are advised to seek revision requests through their authorizer directly.

Yes

o2. Summary of Charter Revisions

	Category (Select Best Description)	Specific Revision (150 word limit)	Date Approved by BOT (if applicable)	Date Approved by Authorizer (if applicable)
1	Change in Maximum Approved Enrollment	Adjust max enrollment from 360 to 300.	03/31/2023	06/2023
2	Change in design or educational program	Adjust start time of the school to 9 am.	08/16/2022	06/2023
3				
4				
5				

More revisions to add?

No

ATTESTATIONS

p. Individual Primarily Responsible for Submitting the Annual Report. (To write type in a phone number with an extension, please use this format: 123-456-7890-3. The dash and number 3 at the end of the phone number refers to the individual's phone extension. Do not type in the work extension or the abbreviation for it - just the dash and the extension number after the phone number).

Name	Ellen Eagen
Position	Head of School
Phone/Extension	315-396-0558
Email	ellen@ontechcharter.com

q. 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. Click **YES** to agree and then use the mouse on your PC or the stylus on your mobile device to sign your name).

Responses Selected:

Yes

As outlined in ENTRY 10:

Our signatures (Executive Director/School Leader/Head of School and Board President) below attest that our school has reviewed, understands and will comply with the employee clearance and fingerprint requirements as outlined in Entry 10 and found in the [NYSED CSO Fingerprint Clearance Oct 2019 Memo.](#) Click **YES** to agree.

Responses Selected:

Yes

Signature, Head of Charter School

[Redacted Signature]

Signature, President of the Board of Trustees

[Redacted Signature]

Date

Aug 1 2023



Thank you.

Entry 2 Links to Critical Documents on School Website

Completed - Aug 2 2023

Instructions

Required of ALL Charter Schools noting that SUNY-authorized charter schools are not required to submit item 5: Authorizer-approved DASA policy and NYSED-Approved School Discipline Policy

By law, each charter school is required to maintain certain notices and policies listed on its website. Please insert the [link](#) from the school's website for each of the items:

1. Current Annual Report (i.e., 2021-2022 Annual Report);[\[1\]](#)
2. Board meeting notices, agendas and documents;
3. New York State School Report Card;
4. Authorizer-approved DASA Policy and NYSED-Approved School Discipline Policy (**For Regents, NYCDOE, and Buffalo BOE-Authorized Charter Schools ONLY**);
5. District-wide safety plan, not a building level safety plan (as per the September 2021 [Emergency Response Plan Memo](#);
6. Authorizer-approved FOIL Policy; and
7. Subject matter list of FOIL records. (Example: See [NYSED Subject Matter List](#))

[\[1\]](#) Each charter school is required to make the Annual Report publicly available by August 1 and to post on their respective charter school website. Each school should post an updated and complete version to include accountability data and financial statements that are not or may not be available until after the August deadline (i.e., Report when financials have been submitted in November.)

Form for Entry 2 Links to Critical Documents on School Website

School Name: OnTECH Charter High School

Required of ALL Charter Schools noting that SUNY-authorized charter schools are not required to submit item

4: Authorizer-approved DASA policy and NYSED-Approved School Discipline Policy

By law, each charter school is required to maintain certain notices and policies listed on its website. Please insert the link from the school's website for each of the items:

[New York State Report Card](#)

[Emergency Response Plan Memo](#)

[NYSED Subject Matter List](#)

	Link to Documents
1. Current Annual Report (i.e., 2022-2023 Annual Report)	http://www.ontechcharter.com/wp-content/uploads/2023/03/ontech-ar2122.pdf
2. Board meeting notices, agendas and documents	https://www.ontechcharter.com/community-meeting/
3. New York State School Report Card	https://data.nysed.gov/profile.php?instid=800000089183
4. Authorizer-approved DASA Policy and NYSED-Approved School Discipline Policy (For Regents, NYCDOE, and Buffalo BOE-Authorized Charter Schools ONLY)	https://docs.google.com/document/u/1/d/e/2PACX-1vQOgeVgAAPMLq9K1Vne8NCYIHQPZoTVHupMGan29DVWmifOvu4YUX6shgCPEmM7zLqtNj5JyqzXFRWy/pub#h.28h4qwu
5. District-wide safety plan, not a building level safety plan (as per the September 2021 Emergency Response Plan Memo	https://docs.google.com/document/d/e/2PACX-1vRCFxc-iK2S6sk-sYwhgXfvWdt3wFgR_mbPNCvrt68j6L_rbRMngeo1gegp92M71xgKzU5jDv4-eJ/pub
6. Authorizer-approved FOIL Policy	https://www.ontechcharter.com/wp-content/uploads/2021/08/OnTECH-FOIL-Policy-1.pdf
7. Subject matter list of FOIL records. (Example: See NYSED Subject Matter List)	https://www.ontechcharter.com/wp-content/uploads/2021/08/OnTECH-FOIL-Policy-1.pdf



Thank you.

Entry 3 Progress Toward Goals

Completed - Nov 1 2023

Instructions

Regents, NYCDOE, and Buffalo BOE-Authorized Charter Schools ONLY

The following tables reflect formatting in the online portal required for Board of Regents, NYCDOE, and Buffalo BOE authorized charter schools only. These charter schools should report all Progress Toward Charter Goals as per their currently approved charters no later than **November 1, 2023**.

PLEASE NOTE: This is a required task, and it is marked optional for administrative purposes only.

Entry 3 Progress Toward Goals

PROGRESS TOWARD CHARTER GOALS

Regents, NYCDOE, and Buffalo BOE-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 no later than November 1, 2023.

1. ACADEMIC STUDENT PERFORMANCE GOALS

Regents, NYCDOE, and Buffalo BOE-Authorized Charter Schools ONLY

The following tables reflect formatting in the online portal required for Board of Regents, NYCDOE, and Buffalo BOE authorized charter schools only. These charter schools should report all Progress Toward Charter Goals as per their currently approved charters no later than **November 1, 2023**.

2022-2023 Progress Toward Attainment of Academic Goals

	Academic Student Performance Goal	Measure Used to Evaluate Progress Toward Attainment of Goal	Goal - Met, Not Met or Unable to Assess	If not met, describe efforts the school will take to meet goal. If unable to assess goal, type N/A for Not Applicable
Academic Goal 1	Aggregate Annual Regents Goals Meet State Average	<p>Annual Regents testing for every tested subject.</p> <p>2022-2023 Algebra: 11/50 (22%) 21/50 with SA (42%) ELA: 10/41 (24%) 20/41 with SA (49%) Global: 15/55 (27%) 36/55 with SA (65%) ES: 5/29 (17%) 7/29 with SA (24%) USH: 11/40 (28%) 19/40 with SA (48%)</p> <p>Source: Level 2 Data SIRS-201 (Total Cohort Summary), SIRS-204 (Total Cohort Assessment Report), SIRS-341 (Graduation Exam Requirements Report), and SIRS-308 (Annual Graduation Report)</p>	Not Met	<p>It is difficult to compare our data to the state date. The level of poverty, crime, and homelessness is at an all-time high in Syracuse and it is impacting youth and their ability to perform academically. We have addressed this by scheduling 9th and 10th grader students who are identified as “urgent intervention” by our local assessment for reading below a 6th grade equivalent reading level in literacy classes. (2) using various computer adaptive testing/assessments (ALEKS, Freckles) in ELA and Math in combination with direct teaching. (3) In addition all teachers are reviewing Regents outcomes to teach to the test and to</p>

				<p>build testtaking skills. A comparison of summative assessments (including data from the Regents exams) and diagnostics and formative assessments indicate that while students understand the material, they perform poorly on the tests due to a variety of issues relating to testtaking, including endurance and perseverance. These habits of the mind are cultivated in lessons in Advisory, which is scheduled every day (3) this year we are working on developing a school wide writing approach - as writing is a basic skill for each Regent Exam and a major factor of college and career readiness.</p>
Academic Goal 2	Cohort Regents Testing Goals Meet State Average	<p>Cohort Results:</p> <p>2019</p> <p>Math: 100%</p> <p>Science: 100%</p> <p>SS: 97%</p> <p>ELA: 71%</p> <p>2020</p> <p>Math: 95%</p> <p>SS: 51% (74% with</p>	Met	<p>While OnTECH has been able to meet state testing goals due to the concessions in regulations relating to COVID and waivers (US History Y22) and special appeals, meeting those standards will become more</p>

appeal)
Science: 90%
ELA: 28% (36% with
appeal)

2021
Math: 44% (56%
with appeal)
SS: 30% (50% with
appeal)
Science: 43% (46%
with appeal)

2022
Math: 21% (36%
with appeal)

Annual Regents
testing for every
tested subject.

Black
Algebra: 8/44 (18%)
18/44 with SA (41%)
ELA: 7/29 (24%)
21/50 with SA (42%)
Global: 7/36 (20%)
21/50 with SA (42%)
ES: 1/24 (4%)
21/50 with SA (42%)
USH: 9/27 (34%)
21/50 with SA (42%)

Hispanic
Algebra: 1/3 (33%)
ELA: 2/7 (29%)
Global: 4/13 (31%)
ES: 1/2 (50%)
USH: 2/8 (25%)

Economic
Disadvantage
Algebra: 9/40 (23%)
ELA: 9/39 (23%)
Global: 10/48 (21%)
ES: 5/26 (19%)

challenging in
absence of those
waivers.
Consequently,
OnTECH must move
away from original
curriculum
development
(hands-on and
project based) and
moving towards
more traditional
teaching models
(textbooks, practice-
tests) in order to
prepare students for
the Regents.

		<p>USH: 11/37 (30%)</p> <p>Students With Disabilities</p> <p>Algebra: 0/7 (0%)</p> <p>ELA: 0/10 (0%)</p> <p>Global: 0/8 (0%)</p> <p>ES: 0/2 (0%)</p> <p>USH: 0/9 (0%)</p> <p>Source:</p> <p>Level 2 Data</p> <p>SIRS-201 (Total Cohort Summary), SIRS-204 (Total Cohort Assessment Report), SIRS-341 (Graduation Exam Requirements Report), and SIRS-308 (Annual Graduation Report)</p>		
Academic Goal 3	80% of the Aggregate Cohort Graduation rate	<p>2019 Cohort (5 year)</p> <p>44/64 (68.8%)</p> <p>2018 Cohort (5 year)</p> <p>56/84 (66.7%)</p> <p>2017 Cohort (6 year)</p> <p>2/7 (28.6%)</p> <p>Source:</p> <p>Level 2 Data</p> <p>SIRS-201 (Total Cohort Summary), SIRS-204 (Total Cohort Assessment Report), SIRS-341 (Graduation Exam Requirements Report), and SIRS-308 (Annual</p>	Not Met	<p>Star Testing in Math and ELA indicate that 65% of the 9th grade cohort had proficiency identified as “urgent intervention”, meaning a grade level reading equivalency of lower than 6th grade. Additionally, 28% are identified as “intervention” or “on watch”. Only 7% of the ninth grade cohort meets or surpasses the 9th grade benchmark. Therefore we need to make up 3-5</p>

		Graduation Report)		<p>levels of reading and math in order for these students to be able to even sit for the Regents exams. Currently, students who read below the 6th grade level in 10th and 11th grade are placed in a literacy class in addition to their ELA class. In literacy class, we teach basic decoding, vocabulary and literacy skills. In addition, we incorporate adaptive technology in math and ELA in order to build basic skills in reading and mathematics to address in foundational skills in math and ELA.</p>
Academic Goal 4	80% of the subgroup cohort graduation rate	<p>2018 Cohort (4 year)</p> <p>2023</p> <p>Black: 38/53 (72%)</p> <p>Hispanic: 8/18 (44%)</p> <p>Econ. Dis: 46/70 (66%)</p> <p>SWDs: 4/12 (33%)</p> <p>Source: Level 2 Data SIRS-201 (Total Cohort Summary), SIRS-204 (Total</p>	Not Met	<p>The subgroups did not graduate at a traditional 80 percent rate. We are deemed an alternative education model and we do not graduate non sub-groups at 80 percent. Nevertheless, we are building programming across the school that will benefit the subgroups. For example we are</p>

		Cohort Assessment Report), SIRS-341 (Graduation Exam Requirements Report), and SIRS-308 (Annual Graduation Report)		implementing a school wide writing program that will support all students including the subgroups. We have literacy labs to support low-level readers (both SPED and ELL). We implement SIOP methodology that supports ELL and SPED populations and interrupted learners. In addition we have work study programs year round to retain students.
Academic Goal 5	75% on Track to Graduate	<p>2020 Cohort 2020: 14/53 (26%) (3 Regents Passed)</p> <p>2021 Cohort 2021: 8/59 (14%) (3 Regents Passed)</p> <p>2022 Cohort 2022: 11/53 (21%) (1 Regents Passed)</p> <p>Source: Level 2 Data SIRS-201 (Total Cohort Summary), SIRS-204 (Total Cohort Assessment Report), SIRS-341 (Graduation Exam Requirements Report), and SIRS-308 (Annual Graduation Report)</p>	Not Met	<p>Our students do not steadily earn their Regents. Many are taking each Regents 3-5 times and need to continue taking the Regents until their final year of high school.</p> <p>Therefore, while they may not be on track as related to a typical progression in high school, the still aim to graduate.</p> <p>Notably, our 5 year graduation rate is similar to our 5 year graduation rate. We do have a trimester framework that allows a students to earn 1.5 credits a semester, allowing students to accrue credits and remain</p>

				on track (credit-wise) even as they struggle with the Regent testing.
Academic Goal 6	<p>80% of the aggregate student persistence</p> <p>Persistence definition: the percentage of students from the original 9th grade cohort who persisted within the same school to a 4-year graduation (includes August graduates)</p>	<p>2017 Cohort (6 year outcome) 2/7 (29%)</p> <p>2018 Cohort (5 year outcome) 56/84 (67%)</p> <p>2019 Cohort (4 year outcome) 44/64 (69%)</p> <p>Source: Level 2 Data SIRS-201 (Total Cohort Summary), SIRS-204 (Total Cohort Assessment Report), SIRS-341 (Graduation Exam Requirements Report), and SIRS-308 (Annual Graduation Report)</p>	Not Met	<p>While persistence data is low, we retain students who are in need additional years of schooling. We have built a program that adapts to students' schedules. In addition we work with a local agency, CNWorks that provides work-study opportunities for students who want to continue attending school but need employment. This attracts and retains students who would normally dropout of school. A portion of our students who graduate met significant risks - interrupted learning, pregnancies, extension suspensions prior to attending OnTECH. Of relevance is that our persistence data is simliar between the 4th and 5th year outcomes. In addition we are building a partnership with an outside organization (100 Black Men) that</p>

				will work to support the youth and assist them in overcoming issues relating to a lack of motivation, allowing to thrive in school and persist.
Academic Goal 7	80% of the subgroup student persistence	<p>2017 Cohort (6 year outcome) Black: 0/3 (0%) Hispanic: 1/3 (33%) ED: 2/7 (29%) SWD: 1/2 (50%)</p> <p>2018 Cohort (5 year outcome) Black: 43/57 (75%) Hispanic: 9/20 (45%) ED: 52/76 (68%) SWD: 6/13 (46%)</p> <p>2019 Cohort (4 year outcome) Black: 29/37 (78%) Hispanic: 8/11 (73%) ED: 41/56 (73%) SWD: 8/13 (62%)</p> <p>Source: Level 2 Data SIRS-201 (Total Cohort Summary), SIRS-204 (Total Cohort Assessment Report), SIRS-341 (Graduation Exam Requirements Report), and SIRS-308 (Annual Graduation Report)</p>	Not Met	<p>We come relatively close to this data point with regard to the 4 year outcome (2019 cohort), specifically with regard to Black, Hispanic and ED. In light of the numerous barriers our students face (mental health, poverty, shelter, generational low literacy), these persistence rates show some success. Many of our students were previously considered LTA or drop outs and they have returned to school to graduate. This year our goal is to allow for some programming that accommodates students working in or out of school and that encourages them to come to school. We are building a vigorous athletic program to encourage them to come to school and</p>

				engage in work, all prerequisites to participate on an athletic team.
Academic Goal 8				
Academic Goal 9				
Academic Goal 10				

2. Do have more academic goals to add?

No

4. ORGANIZATION GOALS

For the 2022-2023 school year, any organization goals that cannot be evaluated due to school closure resulting in a lack of data and changes in testing, surveying, and other usual practices should be reported as “N/A”.

2022-2023 Progress Toward Attainment of Organization Goals

	Organizational Goal	Measure Used to Evaluate Progress	Goal - Met, Not Met, or Unable to Assess	If not met, describe efforts the school will take to meet goal. If unable to assess goal, type N/A for Not Applicable
Org Goal 1	The school has an effective school leadership team that obtains staff commitment to a clearly defined mission and set of goals, allowing for continual improvement in student learning.	Evaluations, including a self evaluation, are completed at all tiers of the organizational chart. The administration set annual goals with the board, which are periodically reviewed. Specifically, the board conducts an annual evaluation during the year for the head of the organization and meets with them regularly. Board reviews and considers organizational chart and supervisory relationship. Professional development at the beginning and throughout the year review mission & key design and assess health of organization. Board evaluates administration on monthly basis in	Met	

		addition to an annual review.		
Org Goal 2	<p>Roles and responsibilities for leaders, staff, management, and board members are clearly defined. Members of the school community adhere to defined roles and responsibilities.</p>	<p>Roles and responsibilities for leaders, staff and management are reflected in the job descriptions and represented in the organizational chart. As our school has continued to grow, we have continually updated our roles and responsibilities to ensure that there is clarity and understanding for all staff members. Board and admin meet to delineate clear responsibilities.</p>	Met	
Org Goal 3	<p>The school has clear and well established communication systems and decision making processes in place to ensure effective communication across the school.</p>	<p>The school uses email, group text, group chat, weekly newsletters, and weekly in person meetings to communicate and address systemic issues and thought partners on decisions. OnTECH, at its inception, valued egalitarian style organizational structure, with growth. OnTECH uses a virtual PLC classroom (on google) to house all communications and messaging to ensure</p>	Met	

access virtually and in-person. Every Sunday evening, staff receive weekly highlights with a focus on the objectives, goals and key events of the week. All staff, department and grade level meetings are held weekly at specific days of the week to ensure that programming is vertically and horizontally aligned. School implements a text system to communicate with parents 2-4 times a week. Text system has data to indicate numbers not receiving messages so that contacts can be updated immediately. In addition, the school uses instagram and other social media platforms to communicate with the community. Finally the school has an advisory program: one staff members has 8-10 students (mixture of grades). Staff members communicate regularly with parents about students' academic progress. In addition

		<p>on a monthly basis, the School holds a Family Council meeting to meet with parents, provide the information and solicit ideas. We also whave a fall and spring open house; and parents are invited in every Thursday to speak with teachers during grade level meetings.</p>		
Org Goal 4	<p>The school successfully recruits, hires, and retains key personnel, and makes decisions when warranted to remove ineffective staff members.</p>	<p>OnTECH continues to use word of mouth and Indeed to hire employees. This past year, employees were given the opportunity to spend more than a few days in the building before agreeing to join the team in order to ensure that they understand the requirements and responsibilities of the job. Key questions are asked during the hiring process to determine whether or not the applicant has the resilience to support the academics and behavior needs of students - many of whom are overage and under credited and have experienced a lack</p>	Met	

		<p>of success in school. In order to retain key teaching staff, we created a competitive salary scale for teachers by which individual salaries saw an average increase of 7.15% or \$3600; this salary scale took into consideration comparables to the Syracuse City School District and the surrounding districts. In addition we gave a longevity bonus to founding staff. Over ten percent of the staff have been with the school since its inception. Further more, OnTECH gives teachers opportunity to have administrative duties. 20 percent of our staff receive first time opportunities to have administrative duties.</p>		
Org Goal 5	<p>The school is fully staffed with high quality personnel to meet all educational and operational needs, including finance, human resources, and communication.</p>	<p>Since mid Y23 OnTECH has been fully staffed except for a two SPED positions, which were added due to the increase of SPED students. In addition we started Y24 with no teacher vacancies.</p>	Met	

Org Goal 6	<p>The school has established structures for frequent collaboration among teachers.</p>	<p>The school continues to rely on department leaders to run departments. Department leaders met weekly to thought-partner with the Head of School and then turnkeyed the information to members of their department. Weekly department meetings were used to convey information, generate ideas or simply share pedagogy and teaching tools. Teacher peer observe each other and receive observation/feedback from their department chair.</p> <p>Teachers also meet together in an all staff meeting and in a grade level meeting on a weekly basis.</p> <p>Staff also have google chat groups including all staff, grade level and other community-related cohorts.</p> <p>This year, all staff are engaging in a year-long professional</p>	Met	
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		<p>development experience around the book, Reaching and Teachings Children Who Hurt, facilitated by Peaceful Schools.</p> <p>Our school programming supports full day PDs one day a month for teachers to collaborate.</p>		
Org Goal 7	The school ensures that staff has requisite skills, expertise, and professional development necessary to meet students' needs.	<p>All staff complete a rigorous application process that includes a screening interview, an interview with administration and staff, a teaching demonstration with administration and, where possible, review and feedback from students.</p> <p>Resumes and references are carefully reviewed and the reference checks are made prior to job offers being made. In a number of instances, we have used teachers in an extended sub position to determine if they have the skills and expertise to serve our community.</p> <p>Professional development is provided routinely at</p>	Met	

both our start of the year conference days, mid-year conference days, staff meetings and before and after school times. Professional development is focused on developing individual staff's capacities of advancing key design elements of a nontraditional learning environment. All teachers are trained with SIOP, which is a multi-year training implementation. In addition, we have a number of unique coaching opportunities. We partner with NorthStar to create a social-emotional curriculum in coordination with a key staff member who then trains the teachers on a weekly basis. Similarly, we have used a unique teacher-coach model where experts from Educational Alchemy/North Star teach alongside (virtually) a staff member to provide expertise or support in instances of digital

		<p>arts and consumer math.</p> <p>We have built a teacher manual to house all of our classroom norms and common practices as a resource for all teachers.</p>		
Org Goal 8	<p>The school has systems to monitor and maintain organizational and instructional quality which includes a formal process for teacher evaluation geared toward improving instructional practice.</p>	<p>We have established a robust peer observation evaluation process. In departments, teachers identify pedagogical and classroom norms to apply school-wide, and then teachers were held accountable to these collectively-decided upon classroom norms. Each teacher was observed by peers and their department heads over the course of the year. Moving forward an internal administrator will observe in the fall and and outside evaluator will provide teacher evaluations in the spring.</p>	Met	
Org Goal 9	<p>The school has mechanisms to solicit teacher feedback and gauge teacher satisfaction.</p>	<p>Weekly teachers have all staff meetings, department meetings and grade</p>	Met	

		<p>level meetings. The Head of School also has open office hours on a weekly basis so that any staff member can feel free to discuss questions and concerns. In addition, regular surveys (informal and formal) are issued to gather feedback on whether the school is advancing its key design elements. Staff are welcomed and do attend board meetings regularly. Their feedback is regularly solicited. Board members make themselves available to teachers for feedback and dialogue. We will continue to use mini climate surveys to gauge teacher satisfaction. Leadership speaks to a style of radical candor during professional development to ensure that staff understand the importance of practicing collectively honest and transparent communication.</p>		
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

2022-2023 Progress Toward Attainment of Financial Goals

	Financial Goals	Measure Used to Evaluate Progress	Goal - Met, Not Met, or Partially Met	If not met, describe efforts the school will take to meet goal.
Financial Goal 1	The school has an accurate and Functional accounting system that includes monthly budgets.	Yes, OnTECH does have an accurate and functional accounting system. It starts with the creation of the budget which is prepared by the CFO in draft form and presented to the Board of Trustees for approval. The budget is projected forward on a monthly basis with actuals for that month compared with the budget as well as a year to date comparison of the budget against actuals. Line items are also reviewed with respect to the actuals vs. budget. Significant variances are evaluated for reasons and, if necessary, adjustments going forward for revenue or expenses are made. Built within the financial operations is the approval of all invoices for payment by at least two		

		<p>individuals to insure sound financial practices. The school also maintains a consultancy relationship with the Charter School Business Management group (CSBM) for the purpose of quarterly reviews with the CFO. OnTECH's financial system allows for a still frame view of the budget and actual status of all accounts at any time and is a useful ongoing tool to maintain fiscal integrity.</p>		
Financial Goal 2	<p>The school sets Budget objectives and regularly analyzes its budget in relation to those objectives.</p>	<p>Yes, the budget is built upon the objectives of the school for the current year, as well as taking into account the forward mission of the school, identifying those areas which would require additional resources going into the future years. The draft budget is prepared by the CFO and Head of School and is presented to the Board of Trustees by the CFO, discussed,</p>	Met	

		<p>and then modified where necessary. and then approved. On a monthly basis the actuals are compared with the budget and any variances explained. Should revenue or expenses veer from budget, adjustments are made to stay on track with the budget.</p> <p>This year the school will be monitoring LTAs more closely to ensure that any impact on our revenue is not significant.</p>		
Financial Goal 3	<p>The school has allocated budget surpluses in a manner that is fiscally sound and directly attends to the social and academic needs of the students attending the school.</p>	<p>OnTECH planned for a five year period going forward. This includes anticipated enrollment and the revenue related to that enrollment on both a state and federal basis. Correlated to that are the attendant expenses for staff and materials to deliver the school's educational mission for the students. At the same time, as instructional needs are met, there are the important socio-emotional needs of students which are supported by</p>	Met	

		<p>additional funds. These include relationships for counseling and mental health. OnTECH engaged the Growth Wellness. As monies have become available, OnTECH has continued to devote resources to these areas. The school also considers, when budgeting the need for contingency funds, should emergencies arise. A combination of surplus monies and the available grants enabled OnTECH to continue with its special programming including its summer work study program, performing arts programming, and consumer math holiday shoppe, amongst other programs.</p>		
Financial Goal 4	The school has and follows a written set of fiscal policies.	Yes, OnTECH has a Handbook of Financial Policies that provides a guideline for the use of its financial resources. This Handbook is reviewed at least annually by the Board and is also	Met	

		reviewed by the Independent auditors at the time of our annual audit.		
Financial Goal 5	The school has complied with state and federal financial reporting	OnTECH has complied with all state and federal reporting in the filing of data related to Title funds and grants. Since its inception in 2018, OnTECH has had a clean independent annual audit with no deficiencies or material weaknesses.	Met	

7. Do have more financial goals to add?

No

Thank you.

Entry 3 Accountability Plan Progress Reports

Incomplete - Hidden from applicant

Instructions

SUNY-Authorized Charter Schools ONLY- Complete Template and Upload to Epicenter

SUNY-authorized charter schools must download an Accountability Plan Progress Report template at [Accountability Plan Progress Report](#). After completing, SUNY-authorized charter schools must upload the document into the Annual Report Portal, **and** into the SUNY Epicenter document management system by September 15, 2023.

PLEASE NOTE: This is a required task, and it is marked optional for administrative purposes only.

Entry 4 - Audited Financial Statements

Completed - Oct 31 2023

Required of ALL Charter Schools

ALL SUNY-authorized charter schools must upload the financial statements and related documents in PDF format into the [Annual Report Portal](#) and into the SUNY Epicenter document management system no later than **November**

1, 2023. SUNY-authorized charter schools are asked to ensure that security features such as password protection are turned off.

ALL Regents, NYCDOE, and Buffalo BOE-authorized charter schools must upload final, audited financial statements to the [Annual Report Portal](#) no later than **November 1, 2023**. Upload the independent auditor's report, any advisory and/or management letter, and the internal controls report as one submission, combined into a PDF file, ensuring that security features such as password protections are removed from all school uploaded documents.

PLEASE NOTE: This task appears as visible and optional task in the online portal until August 1 2023 but will be identified as a required task thereafter and due on November 1, 2023. This is a required task, and it is marked optional for administrative purposes only.

[OnTECH Charter High School FST with Mgmt Ltr](#)

Filename: OnTECH_Charter_High_School_FST_wi_MKeUZ1e.pdf **Size:** 397.0 kB

Entry 4a –Audited Financial Report Template (SUNY)

Incomplete - Hidden from applicant

[Instructions - SUNY-Authorized Charter Schools ONLY](#)

SUNY-authorized schools must download the Excel spreadsheet entitled “Audited Financial Statement Template” at <http://www.newyorkcharters.org/fiscal/>. After completing, schools must upload the document into the [Annual Report Portal](#) and into the SUNY Epicenter document management system no later than **November 1, 2023**.

PLEASE NOTE: This is a required task, and it is marked optional for administrative purposes only.

Entry 4b – Audited Financial Report Template (BOR/NYC/BOE)

Completed - Oct 31 2023

[Instructions - Regents-Authorized Charter Schools ONLY](#)

Regents-authorized schools must download and complete the Excel spreadsheet entitled “Audited Financial Report Template” from the online portal or the [2022-2023 Annual Reports](#) webpage. Upload the completed file in Excel format and submit by **November 1, 2023**.

Please complete one spreadsheet at the Education Corporation level and submit the same spreadsheet for each of the schools.

EDUCATION CORPORATIONS WITH MORE THAN ONE SCHOOL SHOULD COMPLETE THE EXCEL SPREADSHEET FOR THE EDUCATION CORPORATION AS A WHOLE, NOT FOR THE INDIVIDUAL SCHOOLS. PLEASE SUBMIT THE SAME EXCEL SPREADSHEET FOR EACH OF THE SCHOOLS.

PLEASE NOTE: This is a required task, and it is marked optional for administrative purposes only.

[audited-financial-report-template-nysed](#)

Filename: audited-financial-report-template_Mh62Uss.xlsx **Size:** 73.3 kB

Entry 4c – Additional Financial Documents

Completed - Oct 31 2023

Regents, NYCDOE and Buffalo BOE authorized schools must upload financial documents and submit by **November 1, 2023**. The items listed below should be uploaded, with an explanation if not applicable or available. For example, a “federal Single Audit was not required because the school did not expend federal funds of more than the \$750,000 Threshold.”

1. Advisory and/or Management letter
2. Federal Single Audit
3. Agreed-Upon Procedure Report
4. Evidence of Required Escrow Account for each school^[1]
5. Corrective Action Plan for Audit Findings and Management Letter Recommendations

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

PLEASE NOTE: This is a required task, and it is marked optional for administrative purposes only.

[Ontech Charter High School 2023 Audit Engagement Letter \(signed\)](#)

Filename: Ontech_Charter_High_School_2023_Au_QwRdojN.pdf **Size:** 819.3 kB

[2023 Wrap up Communication](#)

Filename: 2023_Wrap_up_Communication.pdf **Size:** 3.1 MB

Entry 4d - Financial Contact Information

Completed - Nov 1 2023

Regents, NYCDOE, and Buffalo BOE authorized schools should enter financial contact information directly into the form within the portal by **November 1, 2023**.

Form for "Financial Contact Information"

1. School Based Fiscal Contact Information

	School Based Fiscal Contact Name	School Based Fiscal Contact Email	School Based Fiscal Contact Phone
	Mark Chudzicki	mark.chudzicki@ontechcharter.org	315-396-0558

2. Audit Firm Contact Information

	School Audit Contact Name	School Audit Contact Email	School Audit Contact Phone	Years Working With This Audit Firm
	Joseph Ciorciari, PKF O'Connor Davies	jciorciari@pkfod.com	914-381-8900	6

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

Entry 5 – Fiscal Year 2023-2024 Budget

Completed - Oct 31 2023

SUNY-authorized charter schools should download the [2023-2024 Budget and Quarterly Report Template and the 2023-2024 Budget Narrative Questionnaire](#) from the SUNY website and upload the completed templates into the Annual Report Portal and into the Epicenter document management system. **Due November 1, 2023.**

Regents, NYCDOE, and Buffalo BOE authorized charter schools should upload a copy of the school's FY22 Budget using the [2023-2024 Budget Template](#) into the Annual Report Portal or from the Annual Report website. **Due November 1, 2023.**

The Assumptions column should be completed for all revenue and expense items unless the item is self-explanatory. Where applicable, 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.

PLEASE NOTE: This is a required task, and it is marked optional for administrative purposes only.

[OnTECH updated-2023-2024-ar-budget-template](#)

Filename: OnTECH_updated-2023-2024-ar-budge_8M2jagP.xlsx Size: 37.8 kB

Entry 6 – Board of Trustees Disclosure of Financial Interest Form

Completed - Aug 2 2023

Required of ALL Charter Schools

Each member of the charter school's Board of Trustees who served on a charter school education corporation governing one or more charter schools for any period during the 2022-2023 school year must complete and sign a Trustee [Disclosure of Financial Interest Form](#) is due on August 1, 2023. Acceptable signature formats include:

- Digitally certified PDF signature (i.e., DocuSign)
- Manual signature (1. download to print, 2. manually sign, 3. scan signed document to PDF, and 4. upload into portal)

All completed forms must be collected and uploaded in .PDF format for each individual member. **The education corporation is responsible for ensuring that each member who served on the board during the 2022-2023 school year completes the form.**

Charter schools **must** submit the latest version of the form. Forms completed from past years will not be accepted.

Trustees serving on an education corporation that governs more than one school are not required to complete a separate disclosure for each school governed by the education corporation. In the Trustee Disclosure of Financial Interest Form, trustees must disclose information relevant to any of the schools served by the governing education corporation.

[McMahon-OnTECH-FinancialDisclosureForm](#)

Filename: McMahon-OnTECH-FinancialDisclosureForm.pdf Size: 125.6 kB

[Fluker 2023 - annual-report-current-and-former-trustee-financial-disclosure-form](#)

Filename: Fluker_2023_-_annual-report-curren_TVuAmOa.pdf Size: 573.6 kB

[Sanford-OnTECH-annual-report-current-and-former-trustee-financial-disclosure-form](#)

Filename: Sanford-OnTECH-annual-report-curre_EfqTEdF.pdf Size: 318.1 kB

[Kimatian - FINANCIAL DISCLOSURE 2023](#)

Filename: Kimatian_-_FINANCIAL_DISCLOSURE_2023.pdf Size: 1.0 MB

Filename: Mitchell-annual-report-current-and_4R2GueU.pdf Size: 318.0 kB

Entry 7 BOT Membership Table

Completed - Aug 2 2023

Instructions

Required of ALL charter schools

ALL charter schools or education corporations governing multiple schools must complete the Board of Trustees Membership Table within the online portal. Please be sure to include and identify parents who are members of the Board of Trustees and indicate whether parents are voting or non-voting members.

Entry 7 BOT Table

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.

Authorizer:

Who is the authorizer of your charter school?

Board of Regents

1. 2022-2023 Board Member Information (Enter info for each BOT member)

	Trustee Name	Trustee Email Address	Position on the Board	Committee Affiliations	Voting Member Per By-Laws (Y/N)	Number of Completed Terms Served	Start Date of Current Term (MM/DD/YYYY)	End Date of Current Term (MM/DD/YYYY)	Board Meetings Attended During 2022-2023
1	Willie K. Mitchell	[REDACTED]	Vice Chair	Committee of the Whole	Yes	2	07/01/2022	06/30/2025	8
2	Karen McMahon	[REDACTED]	Trustee/Member	Committee of the Whole	Yes	2	07/01/2022	06/30/2025	13 or more
3	Stephen Kimatian	[REDACTED]	Secretary	Committee of the Whole	Yes	3	07/01/2022	06/30/2025	13 or more
4	William E Sanford	[REDACTED]	Trustee/Member	Committee of the Whole	Yes	3	07/01/2023	06/30/2026	13 or more
5	Kwame Fluker	[REDACTED]	Chair	Committee of the Whole	Yes	1	03/26/2021	06/30/2024	13 or more
6									
7									
8									
9									

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

No

2. INFORMATION ABOUT MEMBERS OF THE BOARD OF TRUSTEES

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

a. Total Number of BOT Members on June 30, 2023	5
b.Total Number of Members Added During 2022-2023	0
c. Total Number of Members who Departed during 2022-2023	0
d.Total Number of members, as set in Bylaws, Resolution or Minutes	5-15

3. Number of Board meetings held during 2022-2023

15

4. Number of Board meetings scheduled for 2023-2024

12

Total number of Voting Members on June 30, 2023:

5

Total number of Voting Members added during the 2022-2023 school year:

0

Total number of Voting Members who departed during the 2022-2023 school year:

0

Total Maximum Number of Voting members in 2022-2023, as set by the board in bylaws, resolution, or minutes:

15

Total number of Non-Voting Members on June 30, 2023:

0

Total number of Non-Voting Members added during the 2022-2023 school year:

0

Total number of Non-Voting Members who departed during the 2022-2023 school year:

0

Total Maximum Number of Non-Voting members in 2022-2023, as set by the board in bylaws, resolution or minutes:

0

Board members attending 8 or fewer meetings during 2022-2023

0

Thank you.

Entry 8 Board Meeting Minutes

Completed - Aug 2 2023

Instructions - Required of Regents, NYCDOE, and Buffalo BOE Authorized Schools ONLY

Schools must upload a complete set of monthly board meeting minutes (July 2022-June 2023), which should match the number of meetings held during the 2022-2023 school year, as indicated in the above table. The minutes provided must be the final version approved by the school's Board of Trustees and may be uploaded individually or as one single combined file. Board meeting minutes must be submitted by **August 1, 2023**.

OnTECH - BoT Meeting Minutes 22-23 School Year

Filename: OnTECH_-_BoT_Meeting_Minutes_22-23_WUTmW39.pdf Size: 42.3kB

Entry 9 Enrollment & Retention

Completed - Aug 2 2023

Instructions for submitting Enrollment and Retention Efforts

Required of ALL Charter Schools

Describe the good faith efforts the charter school has made in 2022-2023 toward meeting targets to attract and retain the enrollment of Students with Disabilities (SWDs), English Language Learners (ELLs), 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 2023-2024.

***SUNY-authorized charter schools**

The education corporation must include a plan for the charter to meet or exceed enrollment and retention targets established by the SUNY Trustees for students with disabilities, ELLs, and students who are eligible to participate in the FRPL program. See the [enrollment and retention target calculator](#) to find specific targets.

Entry 9 Enrollment and Retention of Special Populations

Good Faith Efforts to Meet Recruitment Targets (Attract)

	Describe Recruitment Efforts in 2022-2023	Describe Recruitment Plans in 2023-2024
Economically Disadvantaged	<p>Recruitment for economically-disadvantaged youth included media marketing on television, radio, social media, student and community “word of mouth,” in-person and virtual tours and open houses. Now that the world has opened up since the extreme shut-downs relating to COVID, we have continued a practice that had success during the first years of our charter and we participated in community events including Syracuse Juneteenth parade and local festivals. In addition, we started advertising on billboards and ad spaces in bodegas in the neighborhoods our kids live that have zip codes specifically identifying economically disadvantaged populations.</p> <p>Since OnTECH has now graduated its second class, we have updated our story with our achievements. For example, we made sure our graduation and prom were featured in our local newspaper and on social media sites. In addition, we created a video campaign, using testimonials from students and staff to post on our website and to publish widely across the various media platforms.</p> <p>We continue to use a micro-site (apply2ontechcharter.com) which showcases highlights about the school and zeros in on the application process. Parents are</p>	<p>We will continue to use the recruitment efforts that have been effective in the past, including (1) billboards, (2) radio, (3) television, (4) and the virtual billboards in physician offices and bodegas in the zip codes of the neighborhoods of families who are identified as economically disadvantaged.</p> <p>We will continue our weekly, on-site open houses, offering them in the evenings and weekends in order to accommodate working families’ schedules.</p> <p>In addition, this year we will invest in updating our website with a fresh look and a unique graphic design specifically focused on youth and formatted accessible for cell phones.</p> <p>Data pulled from surveys and from our on-line application indicate that most families find us through friends and family, so we will continue to plan family-friendly events such as dances and sports events allowing current students to bring families and friends who are prospective students.</p> <p>With regard to our over-age and under-credited youth, we are developing a partnership with CNY Works where students who have been out of school for 6 months are paid to work at school for part of the day and also earn credits for</p>

	<p>taking advantage of both our electronic and paper applications. The school office is open weekly year-round on a regular basis for parents to simply walk-in and register.</p> <p>During the summer of 2023, we held weekly on-site tours, and we have used our student ambassadors to talk about the school and tour families who visit the school.</p> <p>In addition, we have continued holding events for our youth to experience our school, highlighting our key design elements. For example, we held Genius Camp, now for the third consecutive year, during the Spring Break where students participate in a one-week educational experience where they are exposed to hands-on learning that models our school pedagogy. Eighth grade parents have expressed that the fact this camp is free during a spring break is not only helpful to them, but allows their children to make an informed choice about where to attend high school.</p> <p>In addition, every Friday during the summer, we have an open gym where city youth are invited to play basketball along with our students and graduates. This is yet another opportunity for students to experience our OnTECH community in a safe, free and educational setting.</p>	<p>another part of the day. Often, work schedules are the reason students say they can't attend school. This is especially true for students who are economically disadvantaged. We have planted the seeds of this work/study program the last two summers and plan to continue this programming through the fall and winter months.</p>
English Language Learners	The predominant percentage population of our current ELL community is Spanish-speaking,	Over the past few years, our local community has seen a decline in refugees as a result of the practices

although this year we did welcome several Arabic families. We continued the recruitment strategies that were successful during the first four years, which included media publicity on Spanish speaking radio stations and newspapers and we have been recruiting Spanish speaking teachers. All of our public relations materials were translated into Spanish.

The Spanish speaking members of our staff (with different dialects) assisted with translation of recruitment materials and communicating with families.

We have hired staff from the New American communities, with the hope of continuing to forge authentic relationships with these communities. It is notable that several of our graduates over the last four years were overage, under-credited students who were ELL students (non Spanish speaking).

While we have had families from Puerto Rico, as well as from the African and Asian continents, we have never had families who speak Arabic at home until this past year. We have learned from these families what they need to support their children's education. Consequently, these families have referred us to other families - as stated before, we have a proven track record of attracting families through word of mouth.

These approaches to recruitment, in addition to the outreach strategies listed in the Economically Disadvantaged section supported

of federal agencies and government administration during the pandemic. Local media reports indicate we will likely be seeing an increase in refugees in the local community. Therefore, this coming year, we will reinvest in the relationships we built at the start of our charter with the nonprofits (such as Catholic Charities, RISE and Interfaith Works) who support the refugees resettling in the Syracuse area. We will hold open houses specifically to welcome these nonprofits and community groups so that they can come to our school and learn about the work that we are doing.

In addition, we will ensure that our new website allows individuals to translate and read in their language of choice.

Recognizing that the most effective recruitment is frequently word-of-mouth, we will also continue to maintain strong relationships with not only our current families but also with the pastors and leaders of the Spanish-speaking and New American communities, all the time looking to build on authentic relationships. Finally, we will make every effort to recruit members of the community for our board of trustees and advisory boards.

	our recruitment of the ELL community this past year.	
Students with Disabilities	<p>We continued to use the retention strategy of previous academic year for students with disabilities, which involves targeted intervention and compliance for students with IEPs and 504s.</p> <p>We continued to work with individual therapists and student advocates to ensure students with IEPs received the services outlined in their IEPs and also received an exceptional learning experience.</p> <p>We continue to realize that when students see all of their advocates around the table, they recognize and understand that we are truly functioning as a team in their best interest, which leads to student buy-in and student success.</p> <p>This year, with a dedicated administrator, who had the responsibilities of overseeing the SPED department, we took a position of advocacy in the CSE meetings. Specifically, we advocated to amend IEPs where the services were not sufficient to enable students to progress. In addition we continued to work with families to encourage them to have their teenagers tested to determine if they qualified for IEPs.</p> <p>We continued to bolster our department, hiring additional sped teachers and ensuring that there was a SPED teacher per grade to provide push-in and resource.</p>	<p>The percentage of our Students with Disabilities is almost at par with the District as a result of our current recruitment strategies. The incoming class of ninth graders boast of a high percentage of students with disabilities.</p> <p>In light of our success with developing authentic relationships with student and family third party case workers, we will continue this approach by having an open house focused on our social service agencies. In addition, a responsibility of our parent coordinator this year will be to contact these social service groups and inform them about the ways we are serving at-risk youth.</p> <p>We will continue to reference our key design elements in our recruiting materials that support students with disabilities, including but not limited to small class sizes, advisors, and small student to adult ratios. In our ESSER meetings, CSE meetings, and family council meetings, parents of students with disabilities speak to the importance of these key design elements of the school in their choice of OnTECH as their child's high school.</p>

	<p>In addition, we continued to offer services that go well beyond the four corners of the IEP. In certain instances we offered more resource/intervention than set forth on the IEP.</p> <p>This year we began exploring contractual relationships with school-based medical providers to try to synchronize the education and therapy in the same space to be serve children and families.</p>	
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Good Faith Efforts To Meet Enrollment Retention Targets

	Describe Retention Efforts in 2022-2023	Describe Retention Plans in 2023-2024
Economically Disadvantaged		
English Language Learners		
Students with Disabilities		

Entry 10 – Teacher and Administrator Attrition

Completed - Aug 2 2023

**Form for "Entry 10 – Teacher and Administrator Attrition"
Revised to Employee Fingerprint Requirements Attestation**

A. TEACH System – Employee Clearance

Required of ALL Charter Schools

Charter schools must ensure that all prospective employees^[1] receive clearance through [the NYSED Office of School Personnel Review and Accountability](#) (OSPRA) prior to employment. **This includes paraprofessionals and other school personnel who are provided or assigned by the district of location, or related/contracted service providers.** 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.

In the Annual Report, charter schools are asked to confirm that all employees have been cleared through the NYSED TEACH system; and, if denied clearance, confirm that the individual or employee has been removed from the TEACH system, and is not employed by the school.

1. Emergency Conditional Clearances

Charter schools are **strongly discouraged** from using the emergency conditional clearance provisions for prospective employees. This is because the school must request clearance through NYSED TEACH, and the school's emergency conditional clearance of the employee terminates automatically once the school receives notification from NYSED regarding the clearance request. Status notification is provided for all prospective employees through the NYSED TEACH portal within 48 hours after the clearance request is submitted. Therefore, at most, a school's emergency conditional clearance will be valid for only 48 hours after approval by the board.

Schools are not permitted to renew or in any way re-establish a prospective employee's emergency conditional clearance after status notification is sent by NYSED through the TEACH portal.

Schools are asked to attest that they have reviewed and understand these requirements. More information can be found in the memo at [NYSED CSO Employee Clearance and Fingerprint Memo 10-2019](#).

^[1] Employees who must be cleared include, but are not limited to, teachers, administrative staff, janitors, security personnel and cafeteria workers, and other staff who are present when children are in the school building. **This includes paraprofessionals and other school personnel that are provided or assigned by the district of location, as well as related/contracted service providers.** See NYSED memorandum dated October 1, 2019 at <http://www.nysed.gov/common/nysed/files/programs/charter-schools/employeeefingerprintoct19.pdf> or visit the NYSED website at: <http://www.highered.nysed.gov/tsei/ospra/fingerprintingcharts.html> for more information regarding who must be fingerprinted. Also see, 8 NYCRR §87.2.

B. Emergency Conditional Clearances

Emergency Conditional Clearances

Charter schools are **strongly discouraged** from using the emergency conditional clearance provisions for prospective employees. This is because the school must request clearance through NYSED TEACH, and the school's emergency conditional clearance of the employee terminates automatically once the school receives notification from NYSED regarding the clearance request. Status notification is provided for all prospective employees through the NYSED TEACH portal within 48 hours after the clearance request is submitted. Therefore, at most, a school's emergency conditional clearance will be valid for only 48 hours after approval by the board.

Schools are not permitted to renew or in any way re-establish a prospective employee's emergency conditional clearance after status notification is sent by NYSED through the TEACH portal.

Schools are asked to attest that they have reviewed and understand these requirements. More information can be found in the memo at [NYSED CSO Employee Clearance and Fingerprint Memo 10-2019](#).

Attestation

Responses Selected:

I hereby attest that the school has reviewed, understands, and will comply with these requirements.

Entry 11 Percent of Uncertified Teachers

Completed - Aug 2 2023

Instructions

Required of Regents, NYCDOE, and Buffalo BOE Authorized Charter Schools ONLY

The table below reflects the information collected through the online portal for compliance with New York State Education Law 2854(3)(a-1) for teaching staff qualifications. Uncertified teachers are those not certified pursuant to the State Certification Requirements established by the NYSED Commissioner of Education.

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.

Entry 11 Uncertified Teachers

School Name:

Instructions for Reporting Percent of Uncertified Teachers

Required of Regents, NYCDOE, and Buffalo BOE Authorized Charter Schools ONLY

The table below reflects the information collected through the online portal for compliance with New York State Education Law 2854(3)(a-1) for teaching staff qualifications. Uncertified teachers are those not certified pursuant to the State Certification Requirements established by the NYSED Commissioner of Education.

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 line applies to a teacher, please include in only one FTE uncertified category. Please do not include paraprofessionals, such as teacher aides.

CATEGORY A. 30% OR 5 UNCERTIFIED TEACHERS WHICHEVER IS LESS

	FTE Count
i. FTE count of uncertified teacher with at least three years of elementary, middle or secondary classroom teaching experience (as of June 30, 2023)	5
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2023)	0
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2023)	0
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2023)	0
Total Category A: 5 or 30% whichever is less	5.0

CATEGORY B. PLUS FIVE UNCERTIFIED TEACHERS IN MATHEMATICS, SCIENCE, COMPUTER SCIENCE, TECHNOLOGY OR CAREER AND TECHNICAL EDUCATION.

	FTE Count
i. Mathematics	2
ii. Science	1
iii. Computer Science	0
iv. Technology	1
v. Career and Technical Education	0
Total Category B: not to exceed 5	4.0

CATEGORY C: PLUS 5 ADDITIONAL UNCERTIFIED TEACHERS

	FTE Count
i. FTE count of uncertified teacher with at least three years of elementary, middle or secondary classroom teaching experience (as of June 30, 2023)	0
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2023)	0
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2023)	0
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2023)	3.2
Total Category C: not to exceed 5	3.2

TOTAL FTE COUNT OF UNCERTIFIED TEACHERS (Sum of Categories A, B AND C)

(Include teachers who do not fit in one of these categories or if did fit would exceed the numerical limits for that category)

	FTE Count
Total	12.2

CATEGORY D: TOTAL FTE COUNT OF UNCATEGORIZED, UNCERTIFIED TEACHERS

(Include teachers who do not fit in one of these categories or if did fit would exceed the numerical limits for that category)

	FTE Count
Total Category D	0

CATEGORY E: TOTAL FTE COUNT OF CERTIFIED TEACHERS

	FTE Count
Total Category E	10

CATEGORY F: TOTAL FTE COUNT OF ALL TEACHERS

Please do not include paraprofessionals, such as teacher aides.

	FTE Count
Total Category F	25

Thank you.



Entry 12 Organization Chart

Completed - Aug 2 2023

[Instructions](#)

Required of Regents, NYCDOE, and Buffalo BOE Authorized Charter Schools ONLY

Upload the 2022-2023 **Organization Chart**. The organization chart should be a graphic representation (A list will not be accepted.) and should include position titles and reporting (hierarchical) relationships. Employee names should **not** appear on the chart.

[OnTECH - Org Chart - Renewal First Year 2023 24](#)

Filename: OnTECH_-_Org_Chart_-_Renewal_First_GIFy2ij.pdf Size: 28.5 kB

Entry 13 School Calendar

Completed - Aug 2 2023

[Instructions for submitting School Calendar](#)

Required of ALL Charter Schools

If the charter school has a tentative calendar based on available information and guidance at the time, please submit with the August 1, 2023 submission. Charter schools must upload a final school calendar into the portal and may do so at any time but no later than **September 15, 2023**.

School calendars must meet the [minimum instructional requirements](#) as required of other public schools "... *unless the school's charter requires more instructional time than is required under the regulations.*"

Board of Regents-authorized charter schools also are required to submit school calendars that clearly indicate the start and end date of the instructional year AND the number of instructional hours and/or instructional days for each month (also used to align to schools with extended days/years referenced in their mission statements/key design elements). See an example of a calendar showing the requested information. Schools **must** use a calendar format and ensure there is a monthly tally of instructional days.

PLEASE NOTE: This is a required task, and it is marked optional for administrative purposes only.

[2023-2024 OnTECH School Calendar One Page - FINAL](#)

Filename: 2023-2024_OnTECH_School_Calendar_O_ndPrKEO.pdf Size: 57.1 kB

Entry 14 Staff Roster

Completed - Aug 2 2023

[INSTRUCTIONS](#)

Required of Regents and NYCDOE-authorized Charter Schools ONLY

Please click on the MS Excel [Faculty/Staff Roster Template](#) and provide the following information for **ANY and ALL** instructional and non-instructional employees (all faculty and staff employed by the school during the 2022-2023 school year).

Use of the 2022-2023 Annual Report Faculty/Staff Roster Template is required. Each of the data elements, with the exception of the Notes, are required, and use of the drop-down options, when provided, is also required.

Reminders: Please use the Notes section provided to add any additional information as deemed necessary. Failure to adhere to the guidelines and validations in the Faculty/Staff Roster Template will result in a resubmission of a fully corrected roster.

Here is the complete list of data elements in the roster template and an explanation of what information is required to correctly complete this task.

Roster Data Elements	Explanations
Authorizer NOTE: MUST BE DONE FIRST	Select your school's authorizer from the drop-down list first , before completing the roster.
School Name and Institution ID	Select your school's name from the drop-down list .
Faculty/Staff First Name	Enter the first name of the Faculty/Staff person.
Faculty/Staff Last Name	Enter the last name of the Faculty/Staff person.

TEACH ID	Enter the 7 digit TEACH ID for the Faculty/Staff person.
Role in School	Select the best choice of role of the Faculty/Staff person from the drop-down list .
CPR/AED Certification Status	Select the appropriate choice from the drop-down list .
Hire Date	Enter the date that the Faculty/Staff person was hired.
Start Date	Enter the date that the Faculty/Staff person actually began employment in this school.
Total Years' Experience in this Role	Enter Total Years of Experience that the Faculty/Staff person has in their current role.
Total Years at this School	Enter the Total Years that the Faculty/Staff person has been employed in this school.
Out-of-Certification Justification	Select the appropriate choice from the drop-down list .
Subject Taught	Select the appropriate choice from the drop-down list .
Notes	Optional

[faculty-staff-roster-template-2023 \(1\)](#)

Filename: faculty-staff-roster-template-202_UaPOJLr.xlsx Size: 46.6 kB

Optional Additional Documents to Upload (BOR)

Incomplete

OnTECH Charter High School

Financial Statements

June 30, 2023 and 2022

Independent Auditors' Report

Board of Trustees
OnTECH Charter High School

Report on the Audit of the Financial Statements

Opinion

We have audited the accompanying financial statements of OnTECH Charter High School (a nonprofit organization), which comprise the statements of financial position as of June 30, 2023 and 2022, and the related statements of activities, functional expenses and cash flows for the years then ended, and the related notes to the financial statements.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of OnTECH Charter High School as of June 30, 2023 and 2022, 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.

Basis for Opinion

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. Our responsibilities under those standards are further described in the Auditors' Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of OnTECH Charter High School and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audits. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for 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.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about OnTECH Charter High School's ability to continue as a going concern within one year after the date that the financial statements are available to be issued.

Auditors' Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit 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 OnTECH Charter High School's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about OnTECH Charter High School's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control related matters that we identified during the audit.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated October 23, 2023, on our consideration of OnTECH Charter High 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 OnTECH Charter High 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 OnTECH Charter High School's internal control over financial reporting and compliance.



Harrison, New York
October 23, 2023

OnTECH Charter High School

Statements of Financial Position

	June 30,	
	2023	2022
ASSETS		
Current Assets		
Cash	\$ 1,490,008	\$ 2,007,160
Grants and contracts receivable	1,136,319	573,172
Prepaid expenses and other current assets	<u>71,091</u>	<u>30,607</u>
Total Current Assets	2,697,418	2,610,939
Property and equipment, net	3,573,193	3,669,034
Restricted cash	<u>100,012</u>	<u>75,033</u>
	<u>\$ 6,370,623</u>	<u>\$ 6,355,006</u>
LIABILITIES AND NET ASSETS		
Current Liabilities		
Accounts payable and accrued expenses	\$ 67,940	\$ 129,894
Refundable advances	205,605	150,270
Mortgage payable, current portion	<u>314,286</u>	<u>314,286</u>
Total Current Liabilities	587,831	594,450
Mortgage payable, net	<u>1,184,158</u>	<u>1,484,960</u>
Total Liabilities	1,771,989	2,079,410
Net assets, without donor restrictions	<u>4,598,634</u>	<u>4,275,596</u>
	<u>\$ 6,370,623</u>	<u>\$ 6,355,006</u>

See notes to financial statements

OnTECH Charter High School

Statements of Activities

	Year Ended June 30,	
	2023	2022
OPERATING REVENUE		
State and local per pupil operating revenue	\$ 3,378,875	\$ 3,649,929
Federal grants	655,689	622,809
State grants	49,036	87,679
Total Operating Revenue	<u>4,083,600</u>	<u>4,360,417</u>
EXPENSES		
Program Services		
Regular education	2,681,644	2,357,737
Special education	<u>747,215</u>	<u>571,322</u>
Total Program Services	3,428,859	2,929,059
Supporting Services		
Management and general	<u>356,293</u>	<u>302,373</u>
Total Expenses	<u>3,785,152</u>	<u>3,231,432</u>
Surplus from Operations	<u>298,448</u>	<u>1,128,985</u>
SUPPORT AND OTHER REVENUE		
Contributions and grants	7,895	3,800
Miscellaneous income	<u>16,695</u>	<u>9,017</u>
Total Support and Other Revenue	<u>24,590</u>	<u>12,817</u>
Change in Net Assets	323,038	1,141,802
NET ASSETS, WITHOUT DONOR RESTRICTIONS		
Beginning of year	<u>4,275,596</u>	<u>3,133,794</u>
End of year	<u>\$ 4,598,634</u>	<u>\$ 4,275,596</u>

OnTECH Charter High School

Statement of Functional Expenses Year Ended June 30, 2023

	No. of Positions	Program Services			Management and General	Total
		Regular Education	Special Education	Total		
Personnel Services Cost						
Administrative staff personnel	10	\$ 274,270	\$ 39,457	\$ 313,727	\$ 125,175	\$ 438,902
Instructional personnel	23	1,029,143	343,022	1,372,165	67,139	1,439,304
Non-Instructional personnel	6	139,945	27,449	167,394	8,340	175,734
Total Personnel Services Cost	<u>39</u>	<u>1,443,358</u>	<u>409,928</u>	<u>1,853,286</u>	<u>200,654</u>	<u>2,053,940</u>
Fringe benefits and payroll taxes		190,243	54,031	244,274	26,447	270,721
Retirement		9,535	2,708	12,243	1,326	13,569
Accounting/audit services		-	-	-	23,250	23,250
Other purchased/professional/consulting services		108,453	34,552	143,005	15,077	158,082
Repairs and maintenance		90,513	25,707	116,220	12,583	128,803
Insurance		18,626	5,290	23,916	2,589	26,505
Utilities		33,578	9,537	43,115	4,668	47,783
Supplies and materials		77,004	16,983	93,987	-	93,987
Equipment/furnishings		3,306	939	4,245	460	4,705
Staff development		17,827	5,063	22,890	2,478	25,368
Marketing/recruitment		75,988	21,581	97,569	10,564	108,133
Technology		35,083	9,964	45,047	4,877	49,924
Student services		208,986	46,091	255,077	-	255,077
Office expense		27,870	7,915	35,785	3,874	39,659
Depreciation and amortization		240,436	68,287	308,723	33,425	342,148
Interest expense		96,772	27,484	124,256	13,453	137,709
Other		<u>4,066</u>	<u>1,155</u>	<u>5,221</u>	<u>568</u>	<u>5,789</u>
Total Expenses		<u>\$ 2,681,644</u>	<u>\$ 747,215</u>	<u>\$ 3,428,859</u>	<u>\$ 356,293</u>	<u>\$ 3,785,152</u>

OnTECH Charter High School

Statement of Functional Expenses Year Ended June 30, 2022

	No. of Positions	Program Services			Management and General	Total
		Regular Education	Special Education	Total		
Personnel Services Cost						
Administrative staff personnel	10	\$ 276,288	\$ 39,748	\$ 316,036	\$ 126,096	\$ 442,132
Instructional personnel	51	876,079	245,642	1,121,721	32,250	1,153,971
Non-Instructional personnel	4	92,170	19,093	111,263	5,894	117,157
Total Personnel Services Cost	65	1,244,537	304,483	1,549,020	164,240	1,713,260
Fringe benefits and payroll taxes		149,767	36,642	186,409	19,765	206,174
Retirement		7,831	1,916	9,747	1,034	10,781
Legal fees		-	-	-	10,000	10,000
Accounting/audit services		-	-	-	18,250	18,250
Other purchased/professional/consulting services		109,454	26,778	136,232	14,444	150,676
Repairs and maintenance		88,055	21,543	109,598	11,621	121,219
Insurance		27,717	6,781	34,498	3,658	38,156
Utilities		31,655	7,744	39,399	4,177	43,576
Supplies and materials		58,088	13,070	71,158	-	71,158
Equipment/furnishings		1,886	462	2,348	249	2,597
Staff development		22,155	5,420	27,575	2,924	30,499
Marketing/recruitment		60,672	14,843	75,515	8,007	83,522
Technology		35,831	8,766	44,597	4,729	49,326
Student services		222,460	50,056	272,516	-	272,516
Office expense		17,969	4,397	22,366	2,372	24,738
Depreciation and amortization		223,679	54,724	278,403	29,519	307,922
Interest expense		54,639	13,368	68,007	7,210	75,217
Other		1,342	329	1,671	174	1,845
Total Expenses		<u>\$ 2,357,737</u>	<u>\$ 571,322</u>	<u>\$ 2,929,059</u>	<u>\$ 302,373</u>	<u>\$ 3,231,432</u>

OnTECH Charter High School

Statements of Cash Flows

	Year Ended June 30,	
	2023	2022
CASH FLOWS FROM OPERATING ACTIVITIES		
Change in net assets	\$ 323,038	\$ 1,141,802
Adjustments to reconcile change in net assets to net cash from operating activities		
Depreciation and amortization	342,148	294,440
Amortization of debt issuance costs	13,483	13,482
Changes in operating assets and liabilities		
Grants and contracts receivable	(563,147)	(362,913)
Prepaid expenses and other current assets	(40,484)	(10,091)
Accounts payable and accrued expenses	(61,953)	80,564
Refundable advances	55,335	148,269
Net Cash from Operating Activities	68,420	1,305,553
CASH FLOWS FROM INVESTING ACTIVITY		
Purchases of property and equipment	(246,307)	(298,717)
CASH FLOWS FROM FINANCING ACTIVITY		
Mortgage principal payments	(314,286)	(320,981)
Net Change in Cash and Restricted Cash	(492,173)	685,855
CASH AND RESTRICTED CASH		
Beginning of year	2,082,193	1,396,338
End of year	\$ 1,590,020	\$ 2,082,193
SUPPLEMENTARY CASH FLOW INFORMATION		
Cash paid during the year for mortgage interest	\$ 137,709	\$ 75,217

OnTECH Charter High School

Notes to Financial Statements June 30, 2023 and 2022

1. Organization and Tax Status

OnTECH Charter High School (the "School") is a New York State, not-for-profit educational corporation that was incorporated on December 13, 2016, 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 (the "Charter") on December 13, 2016 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 the year ended June 30, 2023, the Board of Regents extended the School's charter for an additional 4-year term expiring June 30, 2027. The School's mission is to identify, reach and teach students who thrive in non-traditional school settings, provide meaningful instruction for at-risk students including the new American populations, to help students integrate effectively into a school environment and community, and to provide students skill-based and project-based instruction, graduating them with meaningful, job-related skills. The School provided education to approximately 220 students in ninth through twelfth grades during the 2022-2023 academic year.

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

2. Summary of Significant Accounting Policies

Basis of Presentation and Use of Estimates

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

Net Asset Presentation

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

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 at June 30, 2023 and 2022.

OnTECH Charter High School

Notes to Financial Statements June 30, 2023 and 2022

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

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.

The following table provides a reconciliation of cash and restricted cash reported within the statements of financial position to the amounts presented in the statements of cash flows as of June 30:

	2023	2022
Cash	\$ 1,490,008	\$ 2,007,160
Restricted cash	100,012	75,033
	<u>\$ 1,590,020</u>	<u>\$ 2,082,193</u>

Debt Issuance Costs

Debt issuance costs are reported on the statements of financial position as a direct deduction from the face amount of the mortgage payable. Amortization of these costs is provided using the straight-line method, which does not differ materially from the effective interest method, over the seven year life of the related mortgage.

The School recognized debt issuance costs of \$94,380 on the mortgage obtained in 2021. For the years ended June 30 2023 and 2022, amortization expense related to the debt issuance costs was \$13,483 and \$13,482, included in depreciation and amortization in the statements of functional expenses. Unamortized debt issuance costs at June 30, 2023 and 2022 was \$66,290 and \$79,773.

Property and Equipment

The School follows the practice of capitalizing all expenditures for property and equipment with costs in excess of \$2,500 and a useful life in excess of one year. Purchased property and equipment are recorded at cost at the date of acquisition. 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:

Buildings	39 years
Building improvements	5 years
Furniture and fixtures	7 years
Computers and equipment	3 and 5 years

OnTECH Charter High School

Notes to Financial Statements June 30, 2023 and 2022

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

Property and Equipment (continued)

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 year ended June 30, 2023 and 2022.

Refundable Advances

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

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 net assets with donor restrictions support if they are received with donor stipulations. Contributions and grants that are made to support the School's current year activities are recorded as net assets without donor restrictions. 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, 2023 and 2022 was \$108,133 and \$83,522.

Measure of Operations

The statements of activities report all changes in net assets, including changes in net assets from operating and non-operating activities. Operating activities consist of those items attributable to the School's ongoing services. Non-operating activities include revenue and support from non-governmental and other sources that include contributions and grants revenue, and other activities considered to be a more non-recurring nature.

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 such as personnel services costs, fringe benefits and payroll taxes, other purchased, professional, and consulting fees, and repairs and maintenance 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.

OnTECH Charter High School

Notes to Financial Statements June 30, 2023 and 2022

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

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 examination by the applicable taxing jurisdictions for the year prior to June 30, 2020.

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 23, 2023.

3. Grants and Contracts Receivable

Grants and contracts receivable consist of federal, state, city entitlements and grants. The School expects to collect these receivables within one year. Management has assessed the need for an allowance and has determined that such an allowance is not necessary.

4. Property and Equipment

Property and equipment, net consists of the following at June 30:

	2023	2022
Land	\$ 32,215	\$ 32,215
Buildings	3,041,492	3,041,492
Furniture and fixtures	301,689	284,685
Computers and equipment	590,584	472,613
Building improvements	593,133	459,113
Construction in progress	38,123	60,811
	<u>4,597,236</u>	<u>4,350,929</u>
Accumulated depreciation and amortization	(1,024,043)	(681,895)
	<u>\$ 3,573,193</u>	<u>\$ 3,669,034</u>

Construction in progress at June 30, 2023 is comprised of soft costs and renovations and construction related to the School for architectural designs and building improvements which include an HVAC and electrical systems. For the year ended June 30, 2023, the School placed into service electrical systems in the amount of \$22,688.

OnTECH Charter High School

Notes to Financial Statements June 30, 2023 and 2022

5. Liquidity and Availability of Financial Assets

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:

	2023	2022
Cash	\$ 1,490,008	\$ 2,007,160
Grants and contracts receivable	<u>1,136,319</u>	<u>573,172</u>
	<u>\$ 2,626,327</u>	<u>\$ 2,580,332</u>

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 money market accounts and other liquid instruments until it is required for operational use. The School will continue to rely on funding received from the New York Department of Education to cover its future operating costs (see Note 7).

6. Concentration of Credit Risk

Financial instruments that potentially subject the School to concentrations of credit and market risk consist principally of cash and restricted cash 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, 2023 and 2022, approximately \$1,330,000 and \$1,827,000 of cash and restricted cash was maintained with an institution in excess of FDIC limits.

7. Concentration of Revenue and Support

The School receives a substantial portion of its revenue and support from the Syracuse City School district and four other nearby school districts. For the years ended June 30, 2023 and 2022 the School received approximately 82% and 83% of its total revenue and support from these school districts. If the charter school laws were modified, reducing or eliminating these revenues, the School's finances could be materially adversely affected.

8. Mortgage Payable

On June 24, 2021, the School entered into a mortgage agreement with PNC Bank, in the amount of \$2,200,000. The mortgage matures on June 24, 2028, and requires monthly payments of \$26,191 fixed principal plus interest at the rate of London Interbank Offered Rate plus 3.5% per annum. The mortgage requires the School to maintain two financial covenants. The School is in compliance with all financial covenants.

OnTECH Charter High School

Notes to Financial Statements June 30, 2023 and 2022

8. Mortgage Payable (*continued*)

Future minimum principal payments are payable as follows for the years ending June 30:

2024	\$ 314,286
2025	314,286
2026	314,286
2027	314,286
2028	241,300
	<u>\$ 1,498,444</u>

As discussed in Note 2, debt issuance costs are shown as deductions from the mortgage payable. At June 30, 2023 and 2022, mortgage payable and unamortized debt issuance costs are as follows:

	2023	2022
Mortgage payable	\$ 1,564,734	\$ 1,879,019
Less unamortized debt issuance costs	<u>(66,290)</u>	<u>(79,773)</u>
	1,498,444	1,799,246
Current portion	<u>(314,286)</u>	<u>(314,286)</u>
	<u>\$ 1,184,158</u>	<u>\$ 1,484,960</u>

9. Contingency

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

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

Independent Auditors' Report

**Board of Trustees
OnTECH Charter High 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 OnTECH Charter High School (the "School") (a nonprofit organization), which comprise the statement of financial position as of June 30, 2023, 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 23, 2023.

Report on 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) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the School's internal control. Accordingly, we do not express an opinion on the effectiveness of the School's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or 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 or significant deficiencies may exist that were not identified.

Report on 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 financial statements. 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 organization'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 organization's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.



Harrison, New York
October 23, 2023

Ontech Charter High School

Independent Auditors' Report on Communication of Internal Control Matters

June 30, 2023

Board of Trustees
Ontech Charter High School

In planning and performing our audit of the financial statements of Ontech Charter High School (the "School") as of and for the year ended June 30, 2023, in accordance with auditing standards generally accepted in the United States of America, we considered the School's internal control over financial reporting ("internal control") as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the School's internal control. Accordingly, we do not express an opinion on the effectiveness of the School's internal control.

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

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

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

We have other observations and recommendations that are opportunities for strengthening internal control and/or operating efficiency, presented in Addendum A to this letter.

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

We would like to take this opportunity to acknowledge the courtesy and assistance extended to us by the personnel of the School during the course of our audit.

[Redacted Signature Block]

Harrison, New York
October 23, 2023

Addendum A

Other Observations and Recommendations for Strengthening Internal Control and/or Operating Efficiency

1. General Ledger Maintenance and Account Analysis

During our audit, we noted that schedules and reconciliations were not prepared and updated throughout the fiscal year. This delayed management's preparation of the year-end financial statements and the completion of the audit package. We noted that improvements are needed in the financial statement closing processes to address the timeliness of the School's year-end financial reporting.

Management should assess the adequacy of resources in the finance department in relation to its periodic reporting responsibility. The School may consider an increased level of financial analysis of significant accounts on a regular basis, as well as providing additional support to the Chief Financial Officer in the area of financial reporting.

April 20, 2023

Board of Trustees
OnTech Charter High School
312 Sedgwick Drive
Syracuse, NY 13203

Dear Client,

This letter sets forth our understanding of the terms and objectives of our engagement, and the nature and scope of the services we will provide to OnTech Charter High School (the "Organization").

Audit scope and objectives

We will audit the Organization's financial statements, which comprise the statement of financial position as of June 30, 2023, and the related statements of activities, functional expenses, and cash flows for the year then ended, and the disclosures (collectively, "the financial statements") and issue our report thereon as soon as reasonably possible after completion of our work.

The objective of an audit is the expression of an opinion on whether the financial statements present fairly, in all material respects, the financial position, results of operations and cash flows in conformity with accounting principles generally accepted in the United States of America ("US GAAP"). Because the determination of abuse is subjective, Government Auditing Standards ("GAGAS") do not expect auditors to provide reasonable assurance of detecting abuse. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with auditing standards generally accepted in the United States of America ("US GAAS") will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements.

Auditors' Responsibilities for the Audit of the Financial Statements

We will conduct the audit in accordance with US GAAS and GAGAS and will include tests of your accounting records and other procedures we consider necessary to enable us to express such an opinion. As part of an audit in accordance with US GAAS and GAGAS, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the Organization or to acts by management or employees acting on behalf of the Organization.

PKF O'CONNOR DAVIES, LLP
500 Mamaroneck Avenue, Harrison, NY 10528 | Tel: 914.381.8900 | Fax: 914.381.8910 | www.pkfod.com

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.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements may exist and not be detected by us even though the audit is properly planned and performed in accordance with US GAAS and GAGAS. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors or any fraudulent financial reporting or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential.

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the Organization's compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to GAGAS.

Reporting

Our report will be addressed to the Board of Trustees of the Organization. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinion, add a separate section, or add an emphasis-of-matter or other-matter paragraph to our auditors' report, or if necessary, withdraw from this engagement. If our opinion is other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed an opinion, we may decline to express an opinion or decline to issue a report as a result of the engagement.

We will obtain an understanding of the Organization and its environment, including internal control relevant to the audit, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks, and obtain evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. Accordingly, we will express no such opinion. However, during the audit, we will communicate to you and those charged with governance internal control related matters that are required to be communicated under professional standards.

Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to prevent and detect misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to GAGAS.

We will also provide a report (which does not include an opinion) on internal control related to the financial statements and compliance with laws, regulations, and the provisions of contracts or grant agreements, noncompliance with which could have a material effect on the financial statements as required by GAGAS.

The report on internal control and compliance will include a paragraph that states that the purpose of the report is solely to describe the scope of testing of internal control over financial reporting and

compliance, and the result of that testing, and not to provide an opinion on the effectiveness of internal control over financial reporting or on compliance and that the report is an integral part of an audit performed in accordance with GAGAS in considering internal control over financial reporting and compliance. The paragraph will also state that the report is not suitable for any other purpose.

If during our audit we become aware that the Organization is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with US GAAS and GAGAS may not satisfy the relevant legal, regulatory, or contractual requirements.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Organization's ability to continue as a going concern for a reasonable period of time.

We will also communicate with those charged with governance any (a) fraud involving senior management and other fraud that causes a material misstatement of the financial statements; (b) violations of laws or governmental regulations that come to our attention (unless they are clearly inconsequential); (c) disagreements with management and other serious difficulties encountered in performing the audit; and, (d) various matters related to the Organization's accounting policies and financial statements.

As part of our engagement, we may propose standard, adjusting, or correcting journal entries to your financial statements. Management, however, has final responsibility for reviewing the proposed entries and understanding the nature and impact of the proposed entries to the financial statements. It is our understanding that management has designated qualified individuals with the necessary expertise to be responsible and accountable for overseeing the acceptance and processing of such journal entries.

Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

After our planning is complete, we will communicate to management and those charged with governance, the significant risk(s) of material misstatement identified in our audit planning.

Responsibilities of Management for the Financial Statements

The financial statements and their fair presentation in accordance with US GAAP, including all informative disclosures, are the responsibility of the Organization's management. Management is also responsible for: (1) the selection and application of accounting policies; (2) 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 and for informing us of all significant deficiencies and material weaknesses in the design or operation of such controls of which it has knowledge; (3) identifying and ensuring the Organization complies with the laws and regulations applicable to its activities; (4) providing us access to all financial records and related information available of which you are aware that is relevant to the preparation and fair presentation of the financial statements, as well as any additional information that we may request for the purpose of the audit including records, documentation, identification of all related parties and all related party transactions, and other matters; (5) providing us with unrestricted access to persons within the Organization from whom we determine it necessary to obtain audit evidence and (6) adjusting the financial statements to correct material misstatements. Management is also responsible for making drafts of the financial statements, if available, all financial records, and related information available to us and for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers).

Management is also responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud or illegal acts affecting the Organization involving: (1) management; (2) employees who have significant roles in internal control; and, (3) others where the fraud or illegal acts could have a material effect on the financial statements. Management's responsibilities include informing us of their knowledge of any allegations of fraud or suspected fraud affecting the Organization received in communications from employees, former employees, granters, regulators, or others. In addition, you are responsible for identifying and ensuring that the Organization complies with applicable laws, regulations, contracts, agreements and grants and for taking timely and appropriate steps to remedy any fraud, illegal acts, violations of contracts or grant agreements, or abuse that we may report.

In order to help ensure that appropriate goals and objectives are met and that there is reasonable assurance that government programs are administered in compliance with compliance requirements, management is responsible for establishing and maintaining effective internal control, including internal control over compliance, and for evaluating and monitoring ongoing activities.

Management's responsibilities also include identifying any significant vendor relationships in which the vendor has responsibility for program compliance and for the accuracy and completeness of that information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying for us previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the audit objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other engagements or studies. The Organization is also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions for the report, and for the timing and format for providing that information.

It is expected that all or a majority of the audit will be conducted remotely. Management is responsible for ensuring that all electronically provided documents and records are complete and accurate reproductions of the original documents and records. For any part of the engagement performed on premises, management is responsible for ensuring that all applicable safeguards are in place in accordance with Centers for Disease Control guidance and any state and local regulations and guidelines. PKF O'Connor Davies holds the right to not perform work onsite if we consider the onsite conditions unsafe for any reason. Management, in coordination with PKF O'Connor Davies, is responsible to arrange for alternative methods for audit procedures that must be performed on the Organization's or a third-party's premises.

At the conclusion of the engagement, we will request from management written confirmation concerning representations made to us in connection with the audit. The representation letter, among other things, will confirm management's responsibility for: (1) the preparation of the financial statements in conformity with US GMP, (2) the availability of financial records and related data, and (3) the completeness and availability of all minutes of board meetings. Management's representation letter will further confirm that: (1) the effects of any uncorrected misstatements aggregated by us during the engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole, and (2) we have been informed of or that there were no incidences of fraud involving management or those employees who have significant roles in the Organization's internal control. We will place reliance on these representations in issuing our report. You will also be required to acknowledge in the management representation letter our assistance with preparation of the financial statements and that you have reviewed and approved the financial statements and related notes prior to their issuance and have accepted responsibility for them.

In the event that we become obligated to pay any cost, settlement, judgment, fine, penalty, or similar award or sanction as a result of a claim, investigation, or other proceeding instituted by any third party, as a direct or indirect result of an intentional, knowing or reckless misrepresentation or provision to us of inaccurate or incomplete information by the Organization or any director, officer or employee thereof in connection with this engagement, and not any failure on our part to comply with professional standards, you agree to indemnify us against such obligations.

To the best of your knowledge, you are unaware of any facts which might impair our independence with respect to this engagement.

The financial statements are the property of the Organization and can be reproduced and distributed as management desires. However, you must notify us in advance and obtain our approval if you intend to make reference to our firm in a document that includes our auditors' report on the financial statements. Because our engagement does not contemplate the foregoing, there may be an additional fee in connection with our review of any such documents. In the event our auditor/client relationship has been terminated when the Organization seeks such consent, we will be under no obligation to grant such consent or approval.

With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on your website, you understand that electronic sites are a means to distribute information and therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

We understand that your accounting department personnel will assist us to the extent practicable in completing the audit. They will provide us with detailed trial balances, supporting schedules, and other information we deem necessary. A list of these schedules and other items of information will be furnished to you shortly before we begin the audit. The timely and accurate completion of this information is an essential condition to our completion of the audit and the issuance of the audit report.

Management is responsible for management decisions and assuming all management responsibilities; for designating an individual with suitable skill, knowledge, and/or experience to oversee any non-attest services PKF O'Connor Davies provides; and for evaluating the adequacy and results of those services and accepting responsibility for them.

We keep documents related to this engagement in accordance with our records retention policy and applicable regulations. However, we do not keep any original client records, so we will return those to you at the completion of the services rendered under this engagement. When records are returned to you, it is your responsibility to retain and protect your records for possible future use, including potential examination by any government or regulatory agencies.

Other Services

PKF O'Connor Davies will perform the following non-attest services:

- Assistance with preparation of the financial statements and related disclosures
- Preparation of the Organization's Federal Form 990 return
- Other non-attest services provided

A separate tax engagement letter will be sent to the Organization detailing the return PKF O'Connor Davies will prepare for the year ended June 30, 2023.

PKF O'Connor Davies will perform the services in accordance with applicable professional standards, including the Statements on Standards for Tax Services issued by the American Institute of Certified Public Accountants. PKF O'Connor Davies, using professional judgement, reserves the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities. PKF O'Connor Davies will advise management with regard to tax positions taken in the preparation of the tax return, but management must make all decisions with regard to those matters.

Non-reliance on oral advice

It is our policy to put all advice on which a client intends to rely in writing. We believe that is necessary to avoid confusion and to make clear the specific nature and limitations of our advice. You should not rely on any advice that has not been put in writing by our firm after a full supervisory review.

Electronic and other communication

During the course of the engagement, we may communicate with you or with Organization personnel via e-mail or other electronic means. You should be aware that communication in those media may be unsafe to use and present a risk of misdirection and/or interception by unintended third parties, or failed delivery or receipt. In that regard, you agree that we shall have no liability for any loss or damage to any person or entity resulting from the use of e-mail or other electronic transmissions, including any consequential, incidental, direct, indirect or special damages.

Access to working papers

During the course of this engagement, we will develop files of various documents, schedules and other related engagement information known as our working papers. As we are sure you can appreciate, these working papers may contain confidential information and our firm's proprietary data. You understand and agree that these working papers are, and will remain, our exclusive property. Except as discussed below, any requests for access to our working papers will be discussed with you before making them available to requesting parties:

- (1) Our firm, as well as other accounting firms, participates in a peer review program covering our audit and accounting practices. This program requires that once every three years we subject our system of quality control to an examination by another accounting firm. As part of this process, the other firm will review a sample of our work. It is possible that the work we perform for you may be selected for review. If it is, the other firm is bound by professional standards to keep all information confidential.
- (2) We may be requested to make certain working papers available to regulators pursuant to authority given to them by law, regulation or subpoena. Such regulators may include (i) a federal agency providing direct or indirect funding or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities; (ii) the American Institute of Certified Public Accountants; and (iii) the State Board of Accountancy. If requested, access to such working papers will be provided under the supervision of our personnel. Furthermore, upon request, we may provide photocopies of selected working papers to them. The regulator may intend, or decide, to distribute the photocopies or information contained therein to others, including other government agencies.

Fees and billing

Our fees are based on actual time expended at our standard hourly rates, plus travel and other out-of-pocket costs. We estimate our fees will be \$17,000. Progress billings will be submitted periodically and will be payable upon presentation. In addition, if the condition of the accounting records is such that it would require excessive time on our part, we will consult with you beforehand regarding any possible additional charge for the time involved.

In accordance with our firm policies, work may be suspended if your account becomes overdue and will not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed even if we have not issued our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket expenditures through the date of termination.

Liability

Any and all claims by the Organization arising under this engagement must be commenced by the Organization within one year following the date on which our firm delivered our report on the financial statements associated with this engagement, or the date the Organization is informed of the engagement's termination in the event our report is not delivered, for any reason.

Our firm's maximum liability to the Organization for any reason relating to the services under this letter shall be limited to three times the fees paid to the firm for the services or work product giving rise to liability, except to the extent it is finally determined that such liability resulted from the willful or intentional misconduct or fraudulent behavior of the firm. In no event shall the firm be liable to the Organization, whether a claim be in tort, contract or otherwise, for any consequential, special, indirect, lost profit or similar damages.

You agree to reimburse our firm, its partners, principals and employees, to the fullest extent permitted by law for any expense, including compensation for our time at our standard billing rates and reimbursement for our out-of-pocket expenses and reasonable attorneys' fees, incurred in complying with or responding to any request (by subpoena or otherwise) for testimony, documents or other information concerning the Organization by any governmental agency or investigative body or by a party in any litigation or dispute other than litigation or disputes involving claims by the Organization against the firm. This agreement will survive termination of this engagement.

Dispute resolution

Any claim or controversy ("dispute") arising out of or relating to this engagement, the services provided thereunder, or any other services provided by or on behalf of the firm or any of its subcontractors or agents to the Organization or at its request (including any dispute involving any person or entity for whose benefit the services in question are or were provided), except any claim by our firm seeking payment of our fees and disbursement, shall first be submitted in good faith for mediation administered by the American Arbitration Association ("AAA") under its Mediation Rules. Each party shall bear its own costs in the mediation. Absent an agreement to the contrary, the fees and expenses of the mediator shall be shared equally by the parties.

If the dispute is not resolved by mediation within 90 days of its submission to the mediator, then, and only then, the parties shall submit the dispute for arbitration administered by the American Arbitration Association under its Professional Accounting and Related Services Dispute Resolution Rules (the "Rules"). The arbitration will be conducted before a single arbitrator selected from the AAA's Panel of Accounting Professionals and Attorneys and shall take place in New York, New York.

Any discovery sought in connection with the arbitration must be expressly approved by the arbitrator upon a showing of substantial need by the party seeking discovery.

All aspects of the arbitration shall be treated as confidential. The parties and the arbitrator may disclose the existence, content or result of the arbitration only as expressly provided by the Rules.

The arbitrator shall issue his or her final award in a written and reasoned decision to be provided to each party. In his or her decision, the arbitrator will declare one party the prevailing party. The arbitrator shall have the power to award to the prevailing party reasonable legal fees associated with the arbitration and prior mediation. The arbitrator shall have no authority to award non-monetary or equitable relief of any sort. The arbitrator shall not have authority to award damages that are punitive in nature, or that are not measured by the prevailing party's actual compensatory loss.

The award reached as a result of the arbitration will be binding on the parties and confirmation of the arbitration award may be sought in any court having jurisdiction.

Any claim by our firm seeking payment of our fees and disbursements related to this engagement and the services provided hereunder shall be brought in a federal or state court of appropriate jurisdiction sitting without a jury. YOU AND OUR FIRM IRREVOCABLY WAIVE ANY AND ALL RIGHT TO TRIAL BY JURY IN ANY LEGAL PROCEEDING RELATED TO NON-PAYMENT OF ANY OF OUR FEES AND DISBURSEMENTS.

This engagement will be governed by the laws of the State of New York, without giving effect to any provisions relating to conflict of laws that would require the laws of another jurisdiction to apply.

Hosting services

In order to maintain our independence in accordance with the AICPA's Code of Professional Conduct, we cannot host or maintain any client information. You are expected to retain all financial and non-financial information including anything you upload to a portal and are responsible for downloading and retaining anything we upload in a timely manner. Portals are only meant as a method of transferring data, are not intended for the storage of client information, and may be deleted at any time. You are expected to maintain control over your accounting systems to include the licensing of applications and the hosting of said applications and data. We do not provide electronic security or back-up services for any of your data or records. Giving us access to your accounting system does not make us hosts of information contained within.

Employment of firm partner or professional employee

The Organization acknowledges that hiring current or former PKF O'Connor Davies personnel participating in the engagement may be perceived as compromising our objectivity, and depending on the applicable professional standards, impairing our independence in certain circumstances. Accordingly, prior to entering into any employment discussions, with such known individuals, you agree to discuss the potential employment, including any applicable independence ramifications, with the engagement partner responsible for the services.

In addition, during the term of this Engagement Letter and for a period of one (1) year after the services are completed, we both agree not to solicit, directly or indirectly, or hire the other's personnel participating in the engagement without express written consent. If this provision is violated, the violating party will pay the other party a fee equal to the hired person's annual salary in effect at the time of the violation to reimburse the estimated costs of hiring and training replacement personnel.

Confirmation

Gus Saliba is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it.

GAGAS require that we provide you with a copy of our most recent external peer review report, and any subsequent peer review reports received during the period of the contract. Our latest peer review report accompanies this letter.

We will provide copies of our reports to the Organization; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

Our audit engagement for the year ended June 30, 2023 ends on delivery of our audit report covering that period. Requests for services other than those included in this engagement letter will be agreed upon separately.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date. If we are aware that a federal awarding agency or the Organization is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

PKF O'Connor Davies LLP ("LLP") and PKF O'Connor Davies Advisory LLC ("Advisory") practice in an alternative practice structure in accordance with applicable law, regulations and professional standards. LLP provides attest services to its clients. Advisory is not a registered CPA firm and does not provide audit or attest services. LLP has a contractual arrangement with Advisory, whereby Advisory provides LLP with professional and support personnel to perform professional services on behalf of LLP. In connection with our services, we may share information that we currently have and/or receive in the future between LLP and Advisory. Unless you indicate otherwise, your acceptance of the terms of this engagement shall be understood by us as your consent for LLP, Advisory and its employees to share confidential information between LLP and Advisory. LLP and Advisory have policies in place that require their employees to maintain as confidential all client information that is not otherwise publicly available.

All rights and obligations set forth herein shall become the rights and obligations of any successor firm to PKF O'Connor Davies, LLP by way of merger, acquisition or otherwise.

If this letter correctly expresses your understanding of the terms of our engagement, including our respective responsibilities, please sign the enclosed copy where indicated and return it to us.

We are pleased to have this opportunity to serve you.

Very truly yours,



PKF O'Connor Davies, LLP

/

Enc.

The services and terms described in the foregoing letter are in accordance with our requirements and are acceptable to us.

OnTech Charter High School

BY:



TITLE:

1-1-eaJ rf J cho o /

DATE:

1/28/23

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.

* * *

REPORT ON THE FIRM'S SYSTEM OF QUALITY CONTROL

June 16, 2020

To the Partners of PKF O'Connor Davies, LLP
and the National Peer Review Committee

We have reviewed the system of quality control for the accounting and auditing practice of PKF O'Connor Davies, LLP (the firm) applicable to engagements not subject to PCAOB permanent inspection in effect for the year ended December 31, 2019. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at www.aicpa.org/prsummary. The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

Firm's Responsibility

The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review.

Required Selections and Considerations

Engagements selected for review included engagements performed under *Government Auditing Standards*, including compliance audits under the Single Audit Act, audits of employee benefit plans, audits of broker-dealers, and examinations of service organizations SOC 1 and SOC 2 engagements.

As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

Opinion

In our opinion, the system of quality control for the accounting and auditing practice of PKF O'Connor Davies, LLP applicable to engagements not subject to PCAOB permanent inspection in effect for the year ended December 31, 2019, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. PKF O'Connor Davies, LLP has received a peer review rating of *pass*.



DAVIE KAPLAN, CPA, P.C.

Ontech Charter High School
Report to the Board of Trustees
June 30, 2023

October 23, 2023

Presented by

Gus Saliba
Partner
gsaliba@pkfod.com

Joseph Ciorciari
Senior Supervisor
jciorciari@pkfod.com



**KNOW
GREATER
VALUE**

October 23, 2023

Board of Trustees
Ontech Charter High School
810 Willis Avenue
Syracuse, NY 13204

We are in the process of completing our audit of the financial statements of Ontech Charter High School (the "School") as of and for the year ended June 30, 2023.

Professional standards require us to communicate with you regarding audit matters that are, in our professional judgment, significant and relevant to those charged with governance ("TCWG") in overseeing the financial reporting process. This communication is intended to provide you with these required communications as well as other findings and information regarding our audit.

We are pleased to be of service to you and Ontech Charter High School and appreciate the opportunity to present our audit findings to you. We are also pleased to discuss other matters which may be of interest to you and to answer any questions you may have.

This information is intended solely for the information and use of TCWG and management of Ontech Charter High School and is not intended to be and should not be used by anyone other than these specified parties.

Very truly yours,



PKF O'Connor Davies, LLP

Contents

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Appendices

- 1 – Management Representation Letter
- 2 – About PKF O'Connor Davies, LLP
- 3 – Podcasts

Status of the Audit and Other Services

Audit of the Financial Statements

- Audit fieldwork is substantially complete. The significant audit risks and scope of our fieldwork was substantially the same as described in our audit planning communications.
- The financial statements have been drafted and reviewed by management.
- We anticipate that we will be issuing an unmodified report on the financial statements upon completion of all outstanding audit related items. If the nature of our report changes, we will notify you prior to issuance.
- The following audit related items remain outstanding:
 - Signed management representation letter

Other Services

- Our 990 questionnaire has been provided to management. We will begin preparation of the 990 upon receipt of the completed questionnaire. The 990 is due November 15, 2023 with one automatic six-month extension to May 15, 2024.

Required Communications and Other Matters

Required Item	Comments
Auditors' responsibility under professional standards and planned scope and timing of the audit	<p>We have communicated such information in our engagement letter to you dated April 20, 2023, the audit planning presentation to TCWG on May 3, 2023. Generally, these responsibilities include:</p> <ul style="list-style-type: none"> • Forming and expressing an opinion on the financial statements. • Obtaining reasonable assurance that the financial statements are free of material misstatements, whether caused by error or fraud. • Accumulating and communicating uncorrected misstatements to TCWG. • Maintaining professional skepticism. • Communicating audit related matters that are, in our professional judgment, significant to TCWG.
Our responsibilities under the Yellow Book	<p>In connection with our audit we performed tests of the School's compliance with certain provisions of laws, regulations, contracts, and grants. However, the objective of our tests was not to provide an opinion on compliance with such provisions.</p>
Responsibilities of management and TCWG	<p>Management's responsibilities include:</p> <ul style="list-style-type: none"> • The fair presentation of the financial statements, including the selection of appropriate accounting policies. • Establishing and maintaining effective internal control. • Complying with laws, regulations, grants and contracts. • Providing the auditors with all financial records and related information and a signed representation letter. • Evaluating if there are any conditions or events, considered in the aggregate that raise substantial doubt about the Organization's ability to continue as a going concern within one year after the date the financial statements are available to be issued [include if required by financial framework] • Setting the proper tone at the top. • Designing and implementing policies and controls to prevent and detect fraud. <p>TCWG are responsible for communicating with the auditors and overseeing the financial reporting process.</p>

Required Communications and Other Matters (*continued*)

Required Item	Comments
Qualitative aspects of accounting practices - <i>Accounting Policies</i>	<p>The significant accounting policies are described in Note 2 to the financial statements. There have been no initial selections of accounting policies and no changes in significant accounting policies or their application during the reporting period that had a significant impact on the financial statements.</p> <p>These policies are appropriate and comply with Accounting Principles Generally Accepted in the United States of America (US GAAP).</p> <p>We noted no transactions entered into by the School during the year for which there is a lack of authoritative guidance or consensus.</p> <p>All significant transactions have been recognized in the financial statements in the proper period.</p>
Qualitative aspects of accounting practices – <i>Significant Unusual Transactions</i>	<p>No matters have come to our attention that would require us to inform you about the methods used to account for significant unusual transactions.</p>

Required Communications and Other Matters (*continued*)

Required Item	Comments
<p>Qualitative aspects of accounting practices – <i>Accounting Estimates and Management's Judgment</i></p>	<p>Accounting estimates made by management are an integral part of the financial statements and are based on management's knowledge and experience about past and current events and assumptions about future events. Actual results could differ from those estimates.</p> <p>Certain accounting estimates are particularly sensitive because of their significance to financial statements and their susceptibility to change. The most sensitive estimates affecting the financial statements are:</p> <p>Grants and Contracts Receivable / Refundable Advances – Management estimates the collectability of receivables/refundable advances from government agencies for federal cost-reimbursement grants and state and local per pupil operating revenue based on the grant management practices and year-end reconciliation reports. Management concluded that no allowance for doubtful accounts was necessary.</p> <p>Functional Allocation of Expenses – Management performs a review of expenses and allocates costs across specific programs on a functional basis.</p> <p>Depreciation and Amortization Expense – Depreciation and amortization expense is intended to allocate the cost of a long-term asset over its period of use. Management estimates depreciation and amortization expense based on the expected useful life and residual value of the underlying assets.</p> <p>Management believes that the estimates used and assumptions made are adequate based on the information currently available. We evaluated the key factors and assumptions used to develop the estimates in determining that they are reasonable in relation to the financial statements as a whole.</p>

Required Communications and Other Matters (*continued*)

Required Item	Comments
Qualitative aspects of accounting practices - <i>Financial Statement Disclosures</i>	<p>Certain financial statement disclosures involve significant judgment and are particularly sensitive because of their significance to financial statement users. The most sensitive disclosure affecting the financial statements are:</p> <p>Note 6 which summarizes concentration of credit risk.</p> <p>Note 7 which summarizes concentration of revenue and support.</p> <p>Note 9 which addresses potential contingency.</p> <p>The financial statement disclosures are consistent and clear.</p>
Difficulties encountered in performing the audit	<p>We encountered no significant difficulties in dealing with management relating to the performance of our audit.</p>
Corrected and uncorrected misstatements	<p>Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that we believe are trivial, and communicate them to the appropriate level of management. No corrected or uncorrected misstatements were brought to our attention during the audit.</p>
Disagreements with management	<p>For purposes of this communication, a disagreement with management is a disagreement on a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditors' report. No such disagreements arose during the course of the audit.</p>
Management representations	<p>We have requested certain representations from management that are included in the management representation letter (Refer to Appendix 1 of this document).</p>

Required Communications and Other Matters *(continued)*

Required Item	Comments
Management's consultations with other accountants	In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the Organization's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.
Significant issues discussed with management prior to retention	We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the School's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.
Auditor independence	We affirm that PKF O'Connor Davies, LLP is independent with respect to the School in accordance with relevant professional standards.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered Ontech Charter High School's (the "School") internal control over financial reporting ("internal control") as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the School's internal control. Accordingly, we express no such opinion.

Professional standards require that we communicate to you, in writing, all significant deficiencies and/or material weaknesses in internal control that we identify in performing our audit. For this purpose, deficiencies in internal control are categorized as follows:

- A **deficiency in internal control** exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis.
- A **material weakness** is a deficiency, or combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected, on a timely basis.
- 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 and was not designed to identify all deficiencies in internal control that might be deficiencies, significant deficiencies, or material weaknesses and, therefore, there can be no assurance that all such deficiencies have been identified.

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

This communication is intended solely for the information and use of management and others charged with governance and is not intended to be and should not be used by anyone other than these specified parties.

[REDACTED]
Harrison, New York
October 23, 2023

* * * * *

On the Horizon

Leases (New Requirement Effective for June 30, 2022)

In February 2016, FASB issued Accounting Standards Update (ASU) 2016-02, *Leases (Topic 842)*, to increase transparency and comparability among organizations in its financial reporting for leases. The core principle of the ASU is that a lessee should recognize the assets and liabilities that arise from leases on their statement of financial position. Consequently, all leases that were classified as operating leases under prior lease guidance will now be recognized as right-to-use assets and liabilities, initially measured at the present value of the lease payments. For operating leases, the lessee will recognize a single lease cost in its statement of operations/activities calculated so that the cost of the lease is allocated over the lease term, typically on a straight-line basis. For financing leases (i.e., most leases that qualified for capital lease treatment under Topic 840), the lessee will recognize lease as interest expense and as depreciation/amortization expense in its statement of operations/activities calculated so that the cost of the lease is allocated over the lease term. For leases with a term of 12 months or less, a lessee is permitted to make an accounting policy election to not recognize such leases as assets and liabilities in their statement of financial position. The accounting applied by a lessor entity is largely unchanged from prior lease guidance.

Effective Dates:

- For public business entities, the ASU is already effective.
- In June 2020, FASB issued ASU 2020-05 which delayed the implementation date one year for nonpublic business entities. The ASU is now effective for fiscal years beginning after December 15, 2021, and interim periods within fiscal years beginning after December 15, 2022. Early application is permitted.

Appendix 1

Management Representation Letter

[Client's Letterhead]

October 23, 2023

PKF O'Connor Davies, LLP
500 Mamaroneck Avenue, Suite 301
Harrison, NY 10528

This representation letter is provided in connection with your audits of the financial statements of Ontech Charter High School (the "Organization"), which comprise the statements of financial position as of June 30, 2023 and 2022, and the related statements of activities, functional expenses, and cash flows for the periods then ended, and the related notes to the financial statements, for the purpose of expressing an opinion as to whether the financial statements are presented fairly, in all material respects, in accordance with accounting principles generally accepted in the United States of America (US GAAP).

Certain representations in this letter are described as being limited to matters that are material. Items are considered material, regardless of size, if they involve an omission or misstatement of accounting information that, in light of surrounding circumstances, makes it probable that the judgment of a reasonable person relying on the information would be changed or influenced by the omission or misstatement. An omission or misstatement that is monetarily small in amount could be considered material as a result of qualitative factors.

Expenditures of federal awards were below the \$750,000 threshold in the years then ended June 30, 2023 and 2022, and we were not required to have an audit in accordance with *Title 2 U.S. Code of Federal Regulations ("CFR") Part 200, Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards ("Uniform Guidance")*, *Audits of States, Local Governments and Non-Profit Organizations and Government Auditing Standards*.

We confirm, to the best of our knowledge and belief, having made such inquiries as we considered necessary for the purpose of appropriately informing ourselves as of the date of this letter, the following representations made to you during your audits:

Our Responsibilities

- We acknowledge that we have fulfilled our responsibilities for:
 - The preparation and fair presentation of the financial statements in accordance with US GAAP;
 - 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; and
 - The design, implementation, and maintenance of internal control to prevent and detect fraud.
- We understand that the term "fraud" refers to intentional acts by one or more individuals among management, those charged with governance, employees, or third parties, involving the use of deception that results in a misstatement in financial statements. Two types of intentional misstatements are relevant to your audits – misstatements resulting from fraudulent financial reporting and misstatements resulting from misappropriation of assets.
Fraudulent financial reporting involves intentional misstatements, including omissions of amounts or disclosures in financial statements to deceive financial statement users. Misappropriation of assets involves the theft of an entity's assets.

In regard to the assistance with preparation of financial statements and tax preparation non-attest services performed by you, we have:

- Assumed all management responsibilities;
 - Designated members of management who have suitable skill, knowledge, or experience to oversee the services;
 - Evaluated the adequacy and results of the services performed; and
 - Accepted responsibility for the results of the services.
- We are further responsible for reviewing, accepting and processing the standard, adjusting, or correcting journal entries that you proposed during the course of your engagement. We confirm that we designated a suitably qualified individual who understands the nature and impact of the proposed entry to the financial statements, and we accept responsibility for the proposed entries that we authorized and processed.

Financial Statements

- The financial statements referred to above are fairly presented in conformity with US GAAP and include all disclosures necessary for such fair presentation. With respect to the financial statements, we specifically confirm that:
 - The Organization's accounting policies, and the practices and methods followed in applying them, are appropriate and are as disclosed in the financial statements.
 - There have been no changes during the period audited in the Organization's accounting policies and practices.
 - All material transactions have been recorded in the accounting records and are reflected in the financial statements.
- Significant assumptions we used in making accounting estimates, including those measured at fair value, are reasonable.
 - The appropriateness and consistency of the measurement processes used by management in determining accounting estimates.
 - That the assumptions appropriately reflect management's intent and ability to carry out specific courses of action.
 - That the disclosures related to accounting estimates are complete and appropriate.
 - That no subsequent event has occurred that would require adjustment to the accounting estimates or disclosures included in the financial statements.
- The following, where they exist, have been appropriately disclosed to you and accounted for and/or disclosed in the financial statements in accordance with the requirements of US GAAP:
 - The identity of all related parties and related party relationships and transactions.
 - Material concentrations. We understand that concentrations refer to volumes of business, revenues, available sources of supply, or markets or geographic areas for which it is reasonably possible that events could occur which would significantly disrupt normal finances within the next year.
 - Guarantees, whether written or oral, under which the Organization is contingently liable, including guarantee contracts and indemnification agreements.
 - The effects of all known actual, possible, pending or threatened litigation, claims, and assessments.

- The Organization does not have any uncertain tax positions that require disclosure or recognition in the financial statements.
- We have evaluated events subsequent to the date of the financial statements through the date of this letter, and no such events have occurred which would require adjustment or disclosure in the financial statements.
- We are in agreement with the adjusting journal entries you have proposed, and they have been posted to the Organization's accounts.

Information Provided

- We have provided you with:
 - Access to all information, of which we are aware, that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, and other matters.
 - All documents and records provided electronically are accurate and complete reproductions of the original documents and records.
 - Access to all minutes of the meetings of trustees, or summaries of actions of recent meetings for which minutes were not yet prepared.
 - Communications from regulatory agencies concerning noncompliance with or deficiencies in, financial reporting practices.
 - Additional information that you have requested from us for the purpose of the audit.
 - Unrestricted access to persons within the Organization from whom you determined it necessary to obtain audit evidence.
- We have disclosed to you our assessment of the risk that the financial statements may be materially misstated as a result of fraud.
- There are no deficiencies in the design or operation of internal control over financial reporting that are reasonably likely to adversely affect the Organization's ability to initiate, authorize, record, process, and report financial data reliably in accordance with US GAAP.
- We have no knowledge of any fraud or suspected fraud that affects the Organization and involves:
 - Management,
 - Employees who have significant roles in internal control, or
 - Others where the fraud could have a material effect on the financial statements.
- We have no knowledge of any allegations of fraud or suspected fraud affecting the Organization's financial statements communicated by employees, former employees, regulators, or others.
- We are responsible for compliance with the laws, regulations, and provisions of contracts and grant agreements applicable to us; and we have identified and disclosed to you all laws, regulations and provisions of contracts and grant agreements that we believe have a direct and material effect on the determination of financial statement amounts or other financial data significant to the audit objectives.
- We have no knowledge of any instances of noncompliance or suspected noncompliance with laws and regulations whose effects should be considered when preparing financial statements.

- The Organization has satisfactory title to all owned assets, and there are no liens or encumbrances on such assets nor has any asset been pledged as collateral.
- The Organization is an exempt organization under Section 501(c)(3) of the Internal Revenue Code. Any activities of which we are aware that would jeopardize the Organization's tax-exempt status, and all activities subject to tax on unrelated business income or excise or other tax, have been disclosed to you. All required filings with tax authorities are up-to-date.
- We have a reasonable basis for the allocation of functional expenses.
- With respect to contributions:
 - Adequate controls are in place over the receipt and recording of contributions.
 - There were no unrecorded contributions or pledges at June 30, 2023 and 2022 that could materially affect the financial statements. In addition, we are unaware of any assets for which the Organization may be beneficiary as prescribed by probated wills or held in trusts by independent trustees at June 30, 2023 and 2022 which should be recorded in the financial statements.
- We have complied with all restrictions on resources (including donor restrictions) and all aspects of contractual agreements that would have a material effect on the financial statements in the event of noncompliance. This includes complying with donor restrictions to maintain an appropriate composition of assets needed to satisfy their restrictions.

Hosting Services

We acknowledge that electronic portals used during the audit are only a method of transferring data and the data may be deleted by you at any time.

We are responsible for maintaining our financial and non-financial information, licensing and hosting of any applications, and downloading and retaining anything you uploaded to such portal in a timely manner.

[Name of Executive Officer and Title]

[Name of Executive Officer and Title]

Appendix 2

About PKF O'Connor Davies, LLP

Founded in 1891, PKF O'Connor Davies has evolved from a regional accounting firm to an emerging national leader with more than 1,400 professionals and 18 offices in the U.S. Our team of top-notch professionals delivers a complete range of audit, tax and advisory services to a diverse and growing global client base. By bringing together a boutique firm culture with big-firm resources, we have a unique ability to connect with clients on a deeper level and create value where others can't.

REGIONAL CONNECTIONS BACKED BY GLOBAL EXPERTISE

We are the lead North American firm in the PKF International network of independent accounting and advisory firms with offices in over 400 cities, in 150 countries around the world. It's a relationship that delivers unmatched access to global expertise and strengthens our ability to serve clients anywhere in the world as their needs and their businesses continue to evolve.

PROACTIVE SERVICE MODEL, ENGAGED PARTNER BASE

With a proven, proactive service model and an engaged Partner base, PKF O'Connor Davies has built long-lasting valuable relationships with our clients.

Our Partners are actively involved in the day-to-day management of engagements, ensuring a high degree of client service and cost effectiveness. The Firm's seasoned professional staff members employ a team approach to all engagements, providing clients with the utmost quality and timely services aimed at helping them succeed.

KNOW GREATER VALUE

Our unwavering focus on value has consistently driven growth and delivered strong outcomes for our clients and our Firm. PKF O'Connor Davies currently ranks 25th on *Accounting Today's* 2023 Top 100 Firms list and continually gains acclaim as one of the country's fastest-growing firms. With more professional, in more places every day, our teams are on the ground, at the ready and in the know. As the world changes, PKF O'Connor Davies clients will always **Know Greater Value.**

INDUSTRY RECOGNITION

Ranked 25 of "2023's Top 100 Firms"
Accounting Today, 2023

Ranked 5 of the "Top Firms in the Mid-Atlantic"
Accounting Today, 2023

"America's Best Tax and Accounting Firms"
Forbes, 2023

"Top Tax Firm"
Accounting Today, 2023

"Best Accounting Firm in Westchester"
914INC., 2022

"Accounting/Due Diligence Firm of the Year"
The M&A Advisor, 2022

"Best Accountancy Advisor"
Family Wealth Report Awards, 2022

"Best Family Office Management Consultancy"
Family Wealth Report Awards, 2022

"Best Places to Work in Westchester"
914INC., 2023

"Best Places to Work in New Jersey"
NJBIZ, 2022

Ranked 14 of the 50 "Best Accounting Employers to Work for in North America"
Vault, 2023

At PKF O'Connor Davies we maintain a relentless commitment to understanding each client's operations and financial history so we can uncover every challenge, help meet every objective and exceed expectations. Through our unwavering client focus we create deeper connections, delivering tailored support and expertise that drive real-world value.



ACCOUNTING AND ASSURANCE SERVICES

- Accounting Outsourcing
- Agreed-Upon Procedures (AUPs)
- Audits, Reviews and Compilations
- Elite Accounting Services
- Employee Benefit Plans
- Endowment Fund Accounting
- International Financial Reporting Standards (IFRS)
- IT Audit and Cybersecurity Reviews
- Peer Review
- Public Company Accounting Oversight Board (PCAOB)
- Public Sector Audits and Compliance



ADMINISTRATION SERVICES

- Fund Administration Services
- Outsourced CFO Services
- Outsourced Portfolio Company Accounting

ADVISORY SERVICES

- Bankruptcy and Restructuring
- Cybersecurity and Privacy Advisory Services
- Dark Web Monitoring Services
- Digital Forensic Services
- ESG, Sustainability and Impact Optimization
- Family Advisory Services
- Forensic, Litigation and Valuation Services
- Management Consulting Services
- Matrimonial Services
- Operational and Cost Effectiveness
- PPP Loan Forgiveness Services
- Private Client/Business Owner Services
- Recruiting and Human Resources Consulting
- Risk Advisory Services
- Strategy and Transformation
- System Organization Control (SOC) Reports
- Transaction and Financial Advisory Services
- Virtual Chief Information Security Officer Services (VCISO)
- Wealth Services
- Services Offered by PKF Clear Thinking - Turnaround Advisory, Performance Improvement and Creditors' Rights



FAMILY OFFICE SERVICES

- Accounting and Reporting
- Advisory
- Charitable Giving
- Family Advisory Services
- Investment Monitoring and Oversight
- Lifestyle Support
- Personal Financial Management
- Tax Planning
- Wealth Planning

INTERNATIONAL SERVICES

- China Desk
- General Data Protection Regulation (GDPR)
- German Desk
- Latin America Desk
- Transfer Pricing

INVESTMENT BANKING SERVICES

- Acquisition Advisory
- Exit Readiness and Transaction Planning
- Sell-Side Advisory



TAX COMPLIANCE AND PLANNING SERVICES

- Employee Benefit Planning and Tax Compliance
- International Tax Services
- IRS Representation and Tax Controversies
- Personal Financial Planning
- Private Client/Business Owner Services
- Private Foundation Services
- State and Local Tax (SALT)
- Tax Compliance and Reporting
- Tax Research and Strategic Planning
- Tax-Exempt Organizations
- Trust and Estate Planning

"PKF O'Connor Davies" is the brand name under which PKF O'Connor Davies LLP and PKF O'Connor Davies Advisory LLC, independently owned entities, provide professional services in an alternative practice structure in accordance with applicable professional standards. PKF O'Connor Davies LLP is a licensed CPA firm that provides attest services and PKF O'Connor Davies Advisory LLC and its subsidiary entities provide tax and advisory services. PKF O'Connor Davies is a member 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.

Appendix 3

Podcasts

Our podcast series enables board members and professionals to stay current on a range of topics relating to governance, financial and business management.

Access these podcasts on our website and listen to them at your convenience.

Visit www.pkfod.com/media/podcasts/.

This is a sample of one of our podcasts.



**WHAT THE
BOARD NEEDS
TO KNOW ABOUT
CYBERSECURITY**

Podcast Featuring:

Mark Bednarz, Partner
mbednarz@pkfod.com

Thomas DeMayo, Principal
tdemayo@pkfod.com

Let us know what other topics
you'd like us to cover.

Email Ron DeSoiza at rdesoiza@pkfod.com



Bethesda, MD | Boston, MA | Cranford, NJ | Harrison, NY | Hauppauge, NY | Livingston, NJ |
Middletown, NY | Mumbai, India | New York, NY | Newburgh, NY (Two Locations) |
Palm Beach Gardens, FL | Poughkeepsie, NY | Providence, RI | Shelton, CT | Stamford, CT
| Wethersfield, CT | Woburn, MA | Woodcliff Lake, NJ

<p align="center">Disclosure of Financial Interest by a Current or Former Trustee</p>
--

Trustee Name:

Kecv l\fici c "

Name of Charter School Education Corporation:

011Tt H Cho+-kr Ji?il Sek.)!_

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).

·T-r u&tQ.e..

2. Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

LJ Yes__ No

If **Yes**, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

3. Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

DYes No

If **Yes**, please describe the nature of your relationship and if the student could benefit from your participation.

4. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?

DYes [R] **No**

If **Yes**, please describe the nature of your relationship and if this person could benefit from your participation.

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

OYes **E/41' No**

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

6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six months prior to such service. If there has been no such interest or transaction, check **None**.

[RJ 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 you

7. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) you reside with had a financial interest or other relationship. If you are a member, director, officer, or employee of an organization formally partnered with and/or 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, check **None**.

[KI] 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

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. The personal contact information provided below will be redacted.

Business Telephone:

[REDACTED]

Business Address:

E-mail Address:

[REDACTED]

Home Telephone:

[REDACTED]

Home Address:

[REDACTED]

[REDACTED]

Signature

26-23

Date

Acceptable signature formats include:

- Digitally certified PDF signature
- Print form, manually sign, scan to **PDF**

last revised 04/2022

Disclosure of Financial Interest by a Current or Former Trustee
--

Trustee Name:

Kwame Fluker

Name of Charter School Education Corporation:

OnTECH Charter High School

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).

President

2.

Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

☐ Yes ☒ No

If **Yes**, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

3. Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

☐ Yes ☒ No

If **Yes**, please describe the nature of your relationship and if the student could benefit from your participation.

4. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?

☐ Yes ☒ No

If **Yes**, please describe the nature of your relationship and if this person could benefit from your participation.

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

☐ Yes ☒ No

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

6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six months prior to such service. If there has been no such interest or transaction, check **None**.

☒ **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 you

7. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) you reside with had a financial interest or other relationship. If you are a member, director, officer, or employee of an organization formally partnered with and/or 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, check **None**.

☒ **None**

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest

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. The personal contact information provided below will be redacted.

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

7/31/2023

Signature**Date**

Acceptable signature formats include:

- Digitally certified PDF signature
- Print form, manually sign, scan to PDF

last revised 04/2022

Disclosure of Financial Interest by a Current or Former Trustee
--

Trustee Name:

William E. Sanford

Name of Charter School Education Corporation:

OnTECH Charter High School

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).

Board Member

2.

Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

☐ Yes ☒ No

If **Yes**, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

3. Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

☐ Yes ☒ No

If **Yes**, please describe the nature of your relationship and if the student could benefit from your participation.

4. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?

☐ Yes ☒ No

If **Yes**, please describe the nature of your relationship and if this person could benefit from your participation.

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

☐ Yes ☒ No

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

6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six months prior to such service. If there has been no such interest or transaction, check **None**.

☒ **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 you

7. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) you reside with had a financial interest or other relationship. If you are a member, director, officer, or employee of an organization formally partnered with and/or 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, check **None**.

☒ **None**

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest

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. The personal contact information provided below will be redacted.

Business Telephone:

None

Business Address:

None

E-mail Address:

[REDACTED]

Home Telephone:

[REDACTED]

Home Address:

[REDACTED]

[REDACTED]

[REDACTED]

7/29/23

Signature

Date

Acceptable signature formats include:

- Digitally certified PDF signature
- Print form, manually sign, scan to PDF

last revised 04/2022

Disclosure of Financial Interest by a Current or Former Trustee
--

Trustee Name:

STEPHEN H KIMATIAN

Name of Charter School Education Corporation:

ONTECH CHARTER HIGH SCHOOL

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).

BOARD SECRETARY, TREASURER

2. Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

O Yes **D** No

If **Yes**, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

Founder and Head of School, Ellen Eagen is my daughter

3. Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

O Yes **EJ** No

If **Yes**, please describe the nature of your relationship and if the student could benefit from your participation.

4. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?

Oves **D** No

If **Yes** , please describe the nature of your relationship and if this person could benefit from your participation.

As stated above, the Founder & Head of School, Ellen Eagen, is my daughter. It should be noted that the Board unanimously requested that she assume the position as Head of School, for an interim period, to correct operational concerns of the Board. During this period, I have avoided taking any positions that would give her a financial advantage of any kind. It should be noted that her compensation is substantially below the compensation that would ordinarily be paid for the position of Head of School.

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

Oves **O** No

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

6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six months prior to such service. If there has been no such interest or transaction, check **None**.

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 you

7. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) you reside with had a financial interest or other relationship. If you are a member, director, officer, or employee of an organization formally partnered with and/or 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, check **None**.

None

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest

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. The personal contact information provided below will be redacted.

Business Telephone:

[REDACTED]

Business Address:

[REDACTED]

E-mail Address:

[REDACTED]

Home Telephone:

[REDACTED]

Home Address:

[REDACTED]

[REDACTED] 7/30/23
 Signature Date

Acceptable signature formats include:

- Digitally certified PDF signature
- Print form , manually sign, scan to PDF

last revised 0412022

Disclosure of Financial Interest by a Current or Former Trustee
--

Trustee Name:

Willie Mitchell

Name of Charter School Education Corporation:

OnTECH Charter High School

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).

Vice-Chair

2.

Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

☒ **Yes** ☐ **No**

If **Yes**, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

My daughter is a Dean and there is no benefit from my participation.

3. Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

☐ **Yes** ☒ **No**

If **Yes**, please describe the nature of your relationship and if the student could benefit from your participation.

4. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?

☐ Yes ☒ No

If **Yes**, please describe the nature of your relationship and if this person could benefit from your participation.

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

☐ Yes ☒ No

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

6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six months prior to such service. If there has been no such interest or transaction, check **None**.

☒ **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 you

7. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) you reside with had a financial interest or other relationship. If you are a member, director, officer, or employee of an organization formally partnered with and/or 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, check **None**.

☒ **None**

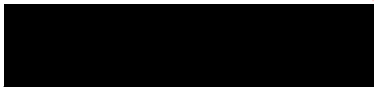
Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest

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Business Telephone:**Business Address:**

E-mail Address:**Home Telephone:**

Home Address:



Digitally signed by Willie Mitchell



8/1/2023

Signature**Date**

Acceptable signature formats include:

- Digitally certified PDF signature
- Print form, manually sign, scan to PDF

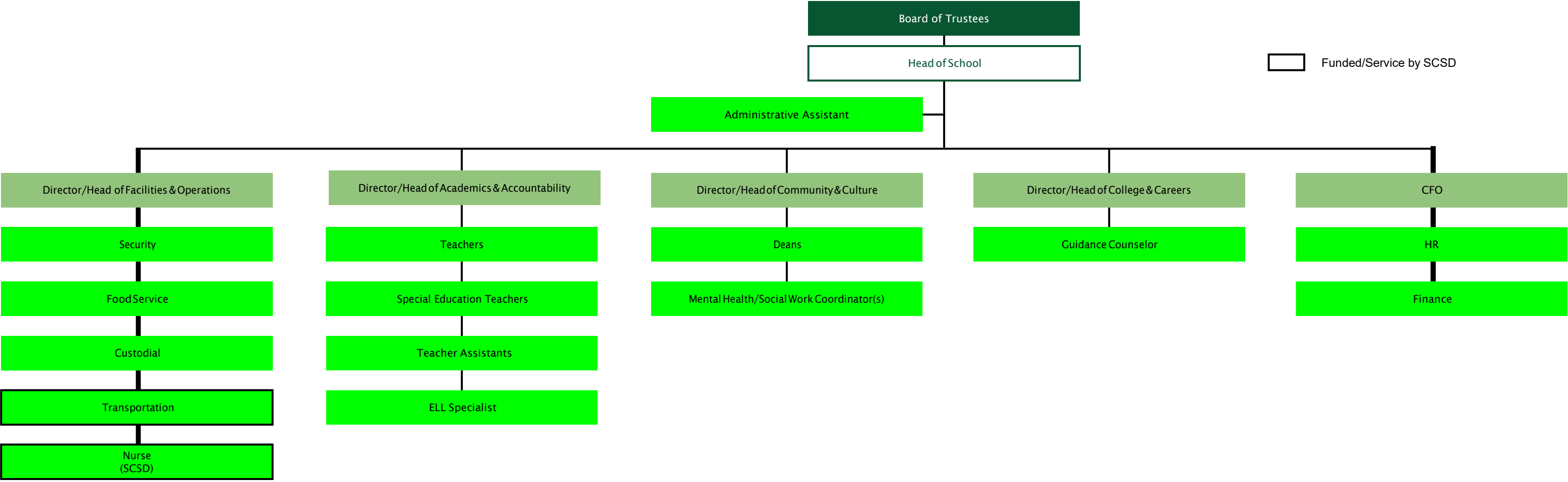
last revised 04/2022




CHARTER HIGH SCHOOL

To access OnTECH's Board of Trustees Meeting Minutes for the 2022-23 School Year, please visit:

<https://drive.google.com/drive/folders/1KM7Ci-UIJ7841WBn6BGfH930iGCQ4a4e?usp=sharing>



 Funded/Service by SCSD

OnTECH Charter High School: School Calendar 2023-2024

This calendar is built assuming we will take all snow days as virtual learning days

August

31 Staff Attendance Day

September

1 Staff Attendance Day
4 Labor Day
5 Staff Attendance Day
6 First day of classes - Grade 9
7 First day of classes - Grades 9, 10
8 First day of classes - Grades 9, 10, 11, 12

October

9 Indigenous People's Day/Columbus Day

November

10 Veteran's Day
22-24 Thanksgiving Recess

December

1 Trimester 1 Ends
4 Staff Professional Development Day
22 Virtual Day
23-30 Holiday Recess

January

1-2 Holiday Recess
15 Dr. Martin Luther King Day
23-26 Regents Exams

February

19-23 President's Day/Winter Recess

March

8 Trimester 2 Ends
11 Staff Professional Development Day
29 Early Spring Break

April

1 Early Spring Break
22-26 Spring Break

May

27 Memorial Day Holiday
*24, 28 Contingency Days

June

4 Algebra Regents
13 Trimester 3 Ends
14-18 Regents Exams
19 Juneteenth Observance
20-26 Regents Exams
29 Graduation

July

1-10 Holiday
12, 19, 26 Fridays Off
11 Staff Attendance
15 First day of Summer Session

August

2, 9, 16 Fridays off
19-20 Regents Exams
21 Rating Day
22-29 Summer Holiday
30 Staff Attendance Day

March 2024

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

(19 Days/123.5 hrs.)

April 2024

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

(16 Days/104 hrs.)

May 2024

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

(20 Days/130 hrs.)

June 2024

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

(17 Days/110.5 hrs.)

July 2024

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

August 2024

M	T	W	Th	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

September 2023

M	T	W	Th	F
			31	1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

(18 Days/117 hrs.)

October 2023

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

(21 Days/136.5 hrs.)

November 2023

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

(18 Days/117 hrs.)

December 2023

M	T	W	Th	F
				1
	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

(15 Days/97.5 hrs.)

January 2024

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

(20 Days/130 hrs.)

February 2024

M	T	W	Th	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	

(16 Days/104 hrs.)

SYRACUSE FIRE DEPARTMENT FIRE MARSHALL'S OFFICE

FIRE PREVENTION BUREAU

201 E WASHINGTON STREET, SUITE 200, SYRACUSE, NEW YORK 13202

(315) 448-4777 FAX (315) 448-4779

ADDRESS:

DATE:

31
12/31/23

BUSINESS NAME: *Ontario Annex*

10 N E:

CONTACT NAME:

PHONE:

INSPEC

2ND

PHONE:

CONST.

PE:

OCC. CLASS:

STORIES:

- ① Several Fire doors *Open*
- ② Panic hardware in front doors *Stuck*

INSP DENNIS AGUAYO
NEW YORK STATE CERTIFIED
MENT OFFICER
N1 . REG# 619-0200

INSPECTOR:

SIGNATURE

PRINT

PAGE:

OF

Part III: Public School Certifications

Section 111-A. Fire Inspector

The individual noted below inspected this building and the information in this Fire Safety Report represents, to the best of their knowledge and belief, an accurate description of the building and conditions they observed. The individual that performed this inspection has maintained their certification requirements pursuant to Title 19 Part 1208

Name: Dennis Aguayo

Telephone #: 718 198 8133

Title: Inspector

Certification # _____
(as designated by the NYS Department of State)

Email: dagwayc@syrrs.com



Section III-B. Building Administrator or Designee

Please provide the name and contact information of the person responsible for monitoring this inspection (whomever accompanied the inspector; provided access to all spaces; and made available any records and/or required documentation requested by the inspector)

The individual identified below certifies that this building inspection was conducted on this date _____ and can confirm the specific locations of any non-conformances (provide inspection date) identified within this report.

Name: Juler Wab

Telephone #: (315) 790 9497

Title: Facilities Manager

Email: juler.wab@OnTechCharter.org

Signature: _____

Section 111-C. School Superintendent

I hereby submit this fire inspection report on behalf of the Board of Education and certify that:

1. Public notice of report availability has been published, and that
2. Any nonconformances noted as corrected on the *Public School Fire Safety Non-Conformance Report Sheet* portion of this report were corrected on the date indicated, and that
3. Violations which are not corrected immediately shall be corrected within a period of time approved by the Commissioner.

Name: _____

Telephone #: _____

Title: _____

Email: _____

Signature: _____

Part II: Public School Fire and Building Safe Non-Conformance Report Sheet

Facility # _____

Building Name _____

Part II-A

Part II-B

Part II-B

(to be completed by schools only - except for 4)

01A-2	08A-2	13A-2	19E-1
01B-1	88-2	13B-2	19F-1
01C-1	08C-2		19G-1
010-1	080-2	14A-2	19H-2
01E-1	08E-2	14B-2	
	09A-2	14C-2	20A-1
02A-2	098-2	14D-1	208-1
028-1	09C-1	14E-1	20C-1
02G-3	090-1	15A-2	21A-3
02D-1	09F-2	15B-1	22A-3
02E-2	09G-2	15C-2	228-3
02F-3			
02G-2 1/2	10B-2	15E-1	23A-1
	10C-1	16B-2	23C-1
03A-3	100-1	17A-3	24A-3
038-1		17B-2	25A-1
04A-2	11B-1	17C-2	258-1
04B-2	11C-2	17D-2	25C-1
04C-1	110-2	17E-1	26A-3
	11E-1	17F-3	
05A-3	12A-1	17G-1	
058-2	12B-3	17H-2	
05C-2	12C-2	17I-2	
06A-1	12D-2	17J-1	
06B-1	12E-1	17K-1	
06C-1	12F-1	17L-1	
06D-2	12G-1	18B-2	
06E-3	12H-1	18C-2	
06F-1	12I-1	18D-2	
06G-1	12J-1	19A-3	
06H-2	12K-1	198-2	
07A-3	12L-1	19C-1	
078-2	12M-1	19D-1	
07C-2	12N-1		
	12O-2		

If any additional non-conformances are observed, check item 26A-3 and list the Code section below.

Inspector

The inspector has been provided with a copy of the previous year's school fire safety report:

Yes__ No__

All schools complete Section 8 only if the building has electrically-operated folding partitions.

Initial Inspection:

Fire Safety Inspector: Name: _____ Date: _____

Final Inspection (if required):

Fire Safety Inspector: Name: _____ Date: _____

Registry# _____ (26E-4)

INSPECTION OFFICER
NEW YORK STATE CERTIFIED
FIRE ENFORCEMENT OFFICER
N.Y.S. REG # 0619-0200
Registry# _____ (26F-4)

SYRACUSE FIRE DEPARTMENT FIRE MARSHALL'S OFFICE

FIRE PREVENTION BUREAU

201 E WASHINGTON STREET, SUITE 200, SYRACUSE, NEW YORK 13202

(315) 448-4777 FAX (315) 448-4779

ADDRESS: 810		DATE: 5/13/12
BUSINESS NAME: Ontech		PHONE:
CONTACT NAME:		PHONE:
INSPECTION TYPE:		2ND PHONE:
CONST. TYPE:	OCC. CLASS:	STORIES:

①	Several Fire doors dropped open
②	Missed Pull Station West Stairwell of New

③	Enclosed by the end of June
④	Answer with due



INSPECTOR:	SIGNATURE	PRINT
PAGE: 1	OF 1	

Part 111: Public School Certifications

Section III-A. Fire Inspector

The individual noted below inspected this building and the information in this Fire Safety Report represents, to the best of their knowledge and belief, an accurate description of the building and conditions they observed. The individual that performed this inspection has maintained their certification requirements pursuant to Article 19 Part 1208

Name: Dennis Aguayo

Telephone #: 315 8133

Title: Inspector

Certification # _____
(as designated by the NYS Department of State)

Email: dag@ucasysd.gov

Section 111-8. Building Administrator or Designee

Please provide the name and contact information of the person responsible for monitoring this inspection (whomever accompanied the inspector; provided access to all spaces; and made available any records and/or required documentation requested by the inspector)

The individual identified below certifies that this building inspection was conducted on this date _____ and can confirm the specific locations of any non-conformances (provide inspection date) identified within this report.

Name: Juler Wah

Telephone #: 315 790-9497

Title: Facilities Manager

Email: Juler.Wah@Ontechcharter.org

Signature: _____

Section 111.C. School Superintendent

I hereby submit this fire inspection report on behalf of the Board of Education and certify that:

1. Public notice of report availability has been published, and that
2. Any nonconformances noted as corrected on the *Public School Fire Safety Non-Conformance Report Sheet* portion of this report were corrected on the date indicated, and that
3. Violations which are not corrected immediately shall be corrected within a period of time approved by the Commissioner.

Name: _____

Telephone #: _____

Title: _____

Email: _____

Signature _____

INSP. DENNIS AGUAYO

NYS REG # 0618-0200

Part II.A

schools only - e.x.c.e

Code	Section	Code	Section	Code	Section	Code	Section	Code	Section
01C-1	08C-2	19F-1							
01D-1	08D-2	19G-1							
		19H-2							
		20A-1							
		208-1							
02B-1	09C-1	20C-1							
02C-1	09D-1	21A-3							
02D-1	09F-2	22-3							
		22-83							
		22C-3							
02G-2	108-2	238-1							
03A-3	10C-1	23C-1							
038-1	10D-1	230-2							
04A-2	11A-2	24A-3							
08-2	118-1	25A-1							
04C-1	11C-2	258-1							
	11D-2	25C-1							
05A-3									
038-2									
OSC-2	12A-1	17F-3							
06-2	12G-1	17-1							
06E-3	12H-1	18A-2							
	12I-1	18C-2							
06-1	12J-1	18D-2							
06H-2	12K-1	18-2							
	12L-1	19C-1							
07A-3	12M-1	19D-1							
07B-2	12N-1								
07C-2	12O-2								

All schools complete Section 8 only if the building has electrically-operated folding partitions.

If any additional non-conformances are observed, check item 26A-3 and list the Code section below.

Inspector
The inspector has been provided with a copy of the previous year's school fire safety report:

Yes _____ No _____

Initial Inspection:
Fire Safety Inspector: _____ Name: _____
Date: _____
Final Inspection (if required):
Fire Safety Inspector: _____ Name: _____
Date: _____

Registry# _____
Registry# _____
INSP. DENTIS AGUAYO
NEW YORK STATE CERTIFIED
CODE ENFORCEMENT
N.Y.S. REG# 0619-02.00
(26E-4)
(26F-4)

*University of the
Education*  *State of New York
Department*

CERTIFICATE OF OCCUPANCY

VALID FOR FACILITY:

ONTECH CHARTER HIGH SCHOOL
810 WILLIS AVENUE
SYRACUSE, NEW YORK 13204

Building ID: 421800868002


DISTRICT:

ONTECH CHARTER HIGH SCHOOL
ELLEN EAGEN
810 WILLIS AVE
SYRACUSE, NEW YORK 13204

Issuance Date: June 30, 2023

Effective Date: July 01, 2023

Expiration Date: July 01, 2024



Commissioner of Education

OBTAIN FIRE SAFETY REPORT FROM DISTRICT OFFICE

THIS CERTIFICATE VOIDS ANY PREVIOUSLY ISSUED

*University of the
Education*  *State of New York
Department*

CERTIFICATE OF OCCUPANCY

VALID FOR FACILITY:

ANNEX
320 HERKIMER STREET @ 808 WILLIS AVENUE
SYRACUSE, NEW YORK 13204

Building ID: 421800860003

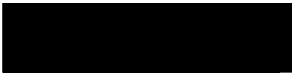
DISTRICT:

ONTECH CHARTER HIGH SCHOOL
ELLEN EAGEN
810 WILLIS AVE
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