

# Application: Forte Preparatory Academy Charter School

Graham Browne - gbrowne@forteprep.org  
Annual Reports

## Summary

**ID:** 0000000395

**Status:** Annual Report Submission

**Last submitted:** Mar 1 2021 11:37 AM (EST)

## Entry 1 School Info and Cover Page

**Completed** Mar 1 2021

### [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 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 2019-20 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, 2020)** or you may not be assigned the correct tasks.

## BASIC INFORMATION

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**a. SCHOOL NAME**

(Select name from the drop down menu)

FORTE PREPARATORY ACADEMY CHARTER SCHOOL 342400861113

**a1. Popular School Name**

Forte Prep Academy

**b. CHARTER AUTHORIZER (As of June 30th, 2020)**

Please select the correct authorizer as of June 30, 2020 or you may not be assigned the correct tasks.

SUNY BOARD OF TRUSTEES

**c. DISTRICT / CSD OF LOCATION**

CSD #24 - QUEENS

**d. DATE OF INITIAL CHARTER**

10/2016

**e. DATE FIRST OPENED FOR INSTRUCTION**

8/2017

**h. SCHOOL WEB ADDRESS (URL)**

[www.forteprep.org](http://www.forteprep.org)

**i. TOTAL MAX APPROVED ENROLLMENT FOR THE 2019-2020 SCHOOL YEAR (exclude Pre-K program enrollment)**

270

**j. TOTAL STUDENT ENROLLMENT ON JUNE 30, 2020 (exclude Pre-K program enrollment)**

268

**k. GRADES SERVED IN SCHOOL YEAR 2019-2020 (exclude Pre-K program students)**

Check all that apply

Grades Served

5, 6, 7

**l1. DOES THE SCHOOL CONTRACT WITH A CHARTER OR EDUCATIONAL MANAGEMENT ORGANIZATION?**

No

**FACILITIES INFORMATION**

**m. FACILITIES**

Will the school maintain or operate multiple sites in 2020-2021?

No, just one site.

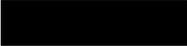
**School Site 1 (Primary)**

**m1. SCHOOL SITES**

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

	Physical Address	Phone Number	District/CSD	Grades to be Served at Site for coming year (K-5, 6-9, etc.)	Receives Rental Assistance for Which Grades (If yes, enter the appropriate grades. If no, enter No).
Site 1	51-35 Reeder St. Elmhurst, NY 11373	[REDACTED]	NYC CSD 24	5-8	Yes 5-8

**m1a. Please provide the contact information for Site 1.**

	Name	Work Phone	Alternate Phone	Email Address
School Leader	Justin Smith			<a href="mailto:jsmith@forteprep.org">jsmith@forteprep.org</a>
Operational Leader	Manny Santos			<a href="mailto:msantos@forteprep.org">msantos@forteprep.org</a>
Compliance Contact	Graham Browne			<a href="mailto:gbrowne@forteprep.org">gbrowne@forteprep.org</a>
Complaint Contact	Graham Browne			<a href="mailto:gbrowne@forteprep.org">gbrowne@forteprep.org</a>
DASA Coordinator	Graham Browne			<a href="mailto:gbrowne@forteprep.org">gbrowne@forteprep.org</a>
Phone Contact for After Hours Emergencies	Graham Browne			<a href="mailto:gbrowne@forteprep.org">gbrowne@forteprep.org</a>

**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, 2020.**

**Site 1 Certificate of Occupancy (COO)**

[TCO 420812446 6-16-2020 vf.pdf](#)

**Filename:** TCO 420812446 6-16-2020 vf.pdf **Size:** 36.9 kB

**Site 1 Fire Inspection Report**

**CHARTER REVISIONS DURING THE 2019-2020 SCHOOL YEAR**

**n1. Were there any revisions to the school's charter during the 2019-2020 school year? (Please include approved or pending material and non-material charter revisions).**

No

**PLEASE NOTE CHARTER SCHOOLS WILL NO LONGER SUBMIT FINANCIAL STATEMENTS, ANNUAL BUDGETS, AND RELATED FISCAL DATA VIA THE ANNUAL REPORT. HOWEVER, NYSED BOARD OF REGENTS WOULD LIKE TO KNOW IF YOUR SCHOOL'S BOARD OF TRUSTEES HAS APPROVED A BUDGET FOR THE 2020-2021 FISCAL YEAR.**

**o. Has your school's Board of Trustee's approved a budget for the 2020-2021 FY?**

Yes

**ATTESTATION**

**p. Individual Primarily Responsible for Submitting the Annual Report.**

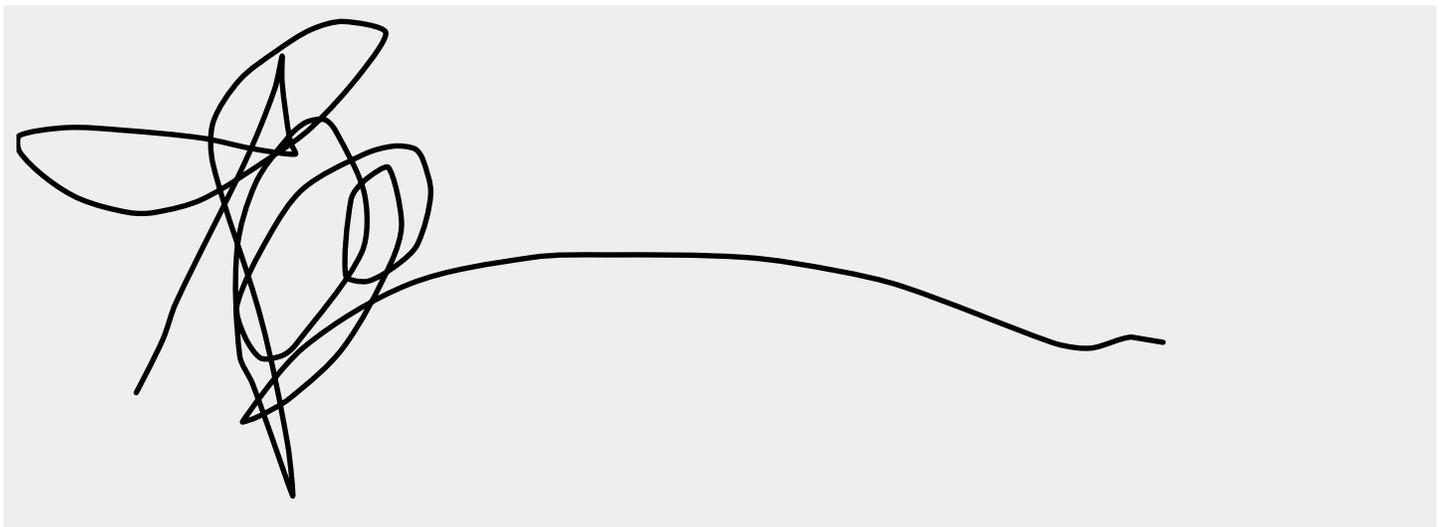
Name	Graham Browne
Position	Executive Director
Phone/Extension	██████████
Email	<a href="mailto:gbrowne@forteprep.org">gbrowne@forteprep.org</a>

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

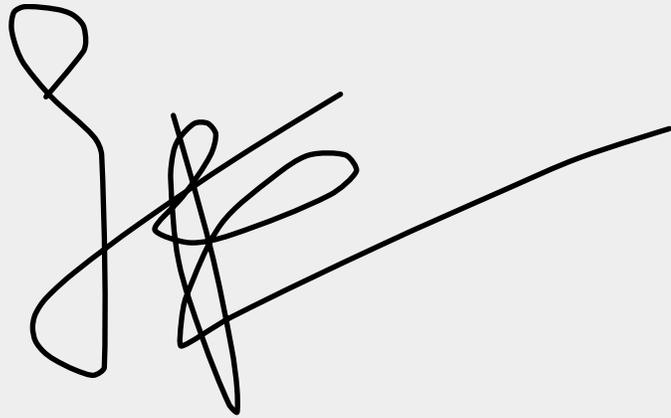
**Responses Selected:**

Yes

**Signature, Head of Charter School**



**Signature, President of the Board of Trustees**

A handwritten signature in black ink on a light gray background. The signature is stylized and appears to be a cursive name.

**Date**

Feb 28 2021

**Thank you.**



**Entry 2 NYS School Report Card**

**Completed** Mar 1 2021

**Instructions**

**SUNY-authorized charter schools only**

Provide a direct web link to the most recent New York State School Report Card for the charter school (See <https://reportcards.nysed.gov/>) . This report captures school-level enrollment and demographic information, staff qualifications, electronic student records, and attendance rates, as prescribed by New York State statute (8 NYCRR 119.3).

**Entry 2 NYS School Report Card Link**

**FORTE PREPARATORY ACADEMY CHARTER SCHOOL 342400861113**

## NEW YORK STATE REPORT CARD

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

(Charter schools completing year one will not yet have a School Report Card or link to one.

Please type "URL is not available" in the space provided.)

<https://data.nysed.gov/essa.php?year=2020&instid=800000088152>

## Entry 3 Progress Toward Goals

**Incomplete** Hidden from applicant

### Instructions

Regents, NYCDOE, and Buffalo BOE-authorized charter schools

For the 2019-2020 school year, any academic or 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".

## Entry 3 Progress Toward Goals

### PROGRESS TOWARD CHARTER GOALS

Board of Regents-authorized and NYCDOE-authorized charter schools only.

Complete the tables provided. List each goal and measure as contained in the school's currently approved charter, and indicate whether the school has met or not met the goal. Please provide information for all goals no later than November 2, 2020.

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## 1. ACADEMIC STUDENT PERFORMANCE GOALS

**For the 2019-2020 school year, any academic 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”.**

### 2019-20 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				
Academic Goal 2				
Academic Goal 3				
Academic Goal 4				
Academic Goal 5				
Academic Goal 6				
Academic Goal 7				
Academic Goal 8				
Academic Goal 9				
Academic Goal 10				

**2. Do have more academic goals to add?**

(No response)

**2019-2020 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	2019-2020 progress toward attainment of goal Met/Not Met/Unable to Assess During Due to Closure
Academic Goal 11				
Academic Goal 12				
Academic Goal 13				
Academic Goal 14				
Academic Goal 15				
Academic Goal 16				
Academic Goal 17				
Academic Goal 18				
Academic Goal 19				
Academic Goal 20				

**3. Do have more academic goals to add?**

(No response)

**2019-2020 Progress Toward Attainment of Academic Goals**

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	Academic Student Performance Goal	Measure Used to Evaluate Progress Toward Attainment of Goal	Goal - Met, Not Met or Unable to Meet	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 21				
Academic Goal 22				
Academic Goal 23				
Academic Goal 24				
Academic Goal 25				
Academic Goal 26				
Academic Goal 27				
Academic Goal 28				
Academic Goal 29				
Academic Goal 30				
Academic Goal 31				
Academic Goal 32				
Academic Goal 33				
Academic Goal 34				
Academic Goal 35				
Academic Goal 36				
Academic Goal 37				
Academic Goal 38				
Academic Goal 39				
Academic Goal 40				

#### 4. ORGANIZATION GOALS

**For the 2019-2020 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”.**

#### 2019-2020 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				
Org Goal 2				
Org Goal 3				
Org Goal 4				
Org Goal 5				
Org Goal 6				
Org Goal 7				
Org Goal 8				
Org Goal 9				
Org Goal 10				
Org Goal 11				
Org Goal 12				
Org Goal 13				

Org Goal 14				
Org Goal 15				
Org Goal 16				
Org Goal 17				
Org Goal 18				
Org Goal 19				
Org Goal 20				

**5. Do have more organizational goals to add?**

(No response)

**6. FINANCIAL GOALS**

**2019-2020 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				
Financial Goal 2				
Financial Goal 3				
Financial Goal 4				
Financial Goal 5				

**7. Do have more financial goals to add?**

(No response)

## 2019-2020 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 6			
	Financial Goal 7			
	Financial Goal 8			
	Financial Goal 9			
	Financial Goal 10			

Thank you.

## Entry 3 Accountability Plan Progress Reports

Completed Mar 1 2021

### Instructions

### **SUNY-Authorized Charter Schools ONLY**

SUNY-authorized charter schools must download an [Accountability Plan Progress Report template](#). After completing, schools must upload the document into the by September 15, 2020.

### **2019-2020 Accountability Plan Progress Report**

Filename: 2019 2020 Accountability Plan Progress Report.pdf Size: 429.3 kB

## Entry 7 Disclosure of Financial Interest Form

Completed Mar 1 2021

### Instructions - Multiple Uploads Permitted

### **Required of ALL Charter Schools by August 3**

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 2019-2020 school year must

complete a signed:

- **Regents, NYCDOE, and Buffalo BOE Authorized Schools:** [Disclosure of Financial Interest Form](#)
- **SUNY- Authorized Charter Schools:** [Trustee Financial Disclosure Form](#)

All completed forms must be collected and uploaded in .PDF format for each individual member. If a trustee is not able or available to complete the form by the deadline, the education corporation is responsible for doing so on behalf of the trustee. (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 Disclosure of Financial Interest Form, trustees must disclose information relevant to any of the schools served by the governing education corporation.

### **[Financial Interest Disclosure 20192020 board members](#)**

**Filename:** Financial Interest Disclosure 20192020 LcKvgpF.pdf **Size:** 3.4 MB

## **Entry 8 BOT Membership Table**

**Completed** Mar 1 2021

## **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 8 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.

**FORTE PREPARATORY ACADEMY CHARTER SCHOOL 342400861113**

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### **1. 2019-2020 Board Member Information (Enter info for each BOT member)**

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	Trustee Name and Email Address	Position on the Board	Committee Affiliations	Voting Member Per By-Laws (Y/N)	Number of Terms Served	Start Date of Current Term (MM/DD/YYYY)	End Date of Current Term (MM/DD/YYYY)	Board Meetings Attended During 2019-2020
1	Lisa Friscia, [REDACTED]	Chair	Governance, Fund Development	Yes	2	11/14/2020	11/14/2023	12
2	Fiona Lin, [REDACTED]	Vice Chair	Governance	Yes	1	8/2/2018	7/31/2021	11
3	Alexie Rothman, [REDACTED]	Secretary	Academic Achievement	Yes	2	10/30/2019	10/30/2022	12
4	Daniel Moskowitz, [REDACTED]	Treasurer	Finance	Yes	2	11/1/2017	11/1/2020	10
5	Kyle Robinson	Trustee/Member	Finance	Yes	2	10/31/2018	10/31/2021	7
6	Laura Rodriguez, [REDACTED]	Trustee/Member	Academic Achievement	Yes	1	6/18/2019	6/18/2022	12
7	Wai Lin Yip	Trustee/Member	Fund Development	Yes	1	2/12/2019	2/12/2022	12
8								

9								
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**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, 2020	9
b.Total Number of Members Added During 2019-2020	3
c. Total Number of Members who Departed during 2019-2020	2
d.Total Number of members, as set in Bylaws, Resolution or Minutes	13

**3. Number of Board meetings held during 2019-2020**

12

**4. Number of Board meetings scheduled for 2020-2021**

12

Thank you.

## Entry 9 Board Meeting Minutes

**Completed** Mar 1 2021 Hidden from applicant

### Instructions

Schools must upload a complete set of monthly board meeting minutes (July 2019-June 2020), which should match the number of meetings held during the 2019-2020 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 3, 2020.

### [20192020 board minutes Binder1](#)

**Filename:** 20192020 board minutes Binder1.pdf **Size:** 459.0 kB

## Entry 10 Enrollment & Retention

**Completed** Mar 1 2021

### Instructions for submitting Enrollment and Retention Efforts

**ALL charter schools must complete this section.** Describe the efforts the charter school has made toward meeting targets in 2018-2019 to attract and retain enrollment of Students with Disabilities (SWDs), English Language Learners/Multilingual Learners (ELLs/MLLs), and students who are economically disadvantaged. In addition, describe the school's plans for meeting or making progress toward meeting its enrollment and retention targets in 2019-2020.

## Entry 10 Enrollment and Retention of Special Populations

### Instructions for Reporting Enrollment and Retention Strategies

Describe the efforts the charter school has made in 2019-2020 toward meeting targets to attract and retain enrollment of students with disabilities, English language learners/Multilingual learners, and students who are economically disadvantaged. In addition, describe the school's plans for meeting or making progress toward meeting its enrollment and retention targets in 2020-2021.

**FORTE PREPARATORY ACADEMY CHARTER SCHOOL 342400861113**

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## Recruitment/Attraction Efforts Toward Meeting Targets

	Describe Recruitment Efforts in 2019-2020	Describe Recruitment Plans in 2020-2021
Economically Disadvantaged	Mailers to all 5-7th grade families in Elmhurst, East Elmhurst, Corona. Digital ads. Word of mouth in churches and community centers. Family ambassadors to spread the word.	Same
English Language Learners/Multilingual Learners	Mailers to all 5-7th grade families in Elmhurst, East Elmhurst, Corona. Digital ads. Word of mouth in churches and community centers. Family ambassadors to spread the word. Translation of materials in spanish, and multilingual website	Same
Students with Disabilities	Mailers to all 5-7th grade families in Elmhurst, East Elmhurst, Corona. Digital ads. Word of mouth in churches and community centers. Shared materials with service providers and families with disabilities.	Same

## Retention Efforts Toward Meeting Targets

	Describe Retention Efforts in 2019-2020	Describe Retention Plans in 2020-2021
Economically Disadvantaged	Saturday Academy and additional academic intervention. During pandemic, provided internet support, financial support for groceries, and PPE for families.	same
English Language Learners/Multilingual Learners	Saturday Academy and additional academic intervention. During pandemic, provided internet support, financial support for groceries, and PPE for families.	Same
Students with Disabilities	Saturday Academy and additional academic intervention. During pandemic, provided internet support, financial support for groceries, and PPE for families.	Same

## Entry 12 Percent of Uncertified Teachers

**Completed** Mar 1 2021 Hidden from applicant

### 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.

## Entry 12 Uncertified Teachers

**School Name: FORTE PREPARATORY ACADEMY CHARTER SCHOOL 342400861113**

# Instructions for Reporting Percent of Uncertified Teachers

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

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, 2020)	3
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2020)	
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2020)	
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2020)	2
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. FTE count of uncertified teacher with at least three years of elementary, middle or secondary classroom teaching experience (as of June 30, 2020)	1
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2020)	
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2020)	
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2020)	3
<b>Total Category B: not to exceed 5</b>	<b>4.0</b>

**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, 2020)	
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2020)	
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2020)	
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2020)	
Total Category C: not to exceed 5	0

**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	1

**CATEGORY E: TOTAL FTE COUNT OF CERTIFIED TEACHERS**

	FTE Count
Total Category E	16

## CATEGORY F: TOTAL FTE COUNT OF ALL TEACHERS

Please do not include paraprofessionals, such as teacher aides.

	FTE Count
Total Category F	26



Thank you.

## Entry 13 Organization Chart

**Completed** Mar 1 2021 Hidden from applicant

### [Instructions](#)

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

Upload the 2019-2020 **Organization Chart**. The organization chart should include position titles and reporting relationships. Employee names should not appear on the chart.

### **Forte Prep Organization Chart 2019-2020 - Cop**

**Filename:** Forte Prep Organization Chart 2019 2020 Cop.pdf **Size:** 47.4 kB

## Entry 14 School Calendar

**Completed** Mar 1 2021

### [Instructions for submitting School Calendar](#)

### **Required of ALL Charter Schools**

Given these uncertain and changing times, charter schools may or may not have a school calendar ready to upload by the submission deadline this year of August 3, 2020. If the charter school has a tentative calendar based on available information and guidance at the time, please submit with the August 3<sup>rd</sup> submission. Charter schools will be able to upload an updated school calendar into the portal at any time but no later than **September 15, 2020**.

School calendars must meet the [minimum instructional requirements](#) adopted by the Board of Regents in 2018.

**Board of Regents-authorized charter schools 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.**

### **2019-2020 Monthly Academic Calendar 190710 pdf**

**Filename:** 2019 2020 Monthly Academic Calendar 190710 pdf.pdf **Size:** 158.6 kB

# Entry 15 Links to Critical Documents on School Website

Completed Mar 1 2021 Hidden from applicant

## Instructions

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

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. Most recently filed Annual Report (i.e., 2018-19 Annual Report);
2. Most recent board meeting notice, documents to be discussed at the meeting (if any), and webcast of Board meetings (if held virtually per Governor's Executive Order);
3. Link to New York State School Report Card;
4. Lottery Notice announcing date of lottery;
5. Authorizer-approved DASA Policy;
6. District-wide safety plan and Authorizer-approved Discipline Policy (as per August 29, 2019 [Emergency Response Plan Memo](#));
7. Authorizer-approved FOIL Policy; and
8. Subject matter list of FOIL records.
9. Link to School Reopening Plan

## Form for Entry 15 Links to Critical Documents on School Website

School Name: Forte Preparatory Academy Charter School

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within physical school facilities and the number of students participating in virtual programming on the last day such programming was offered for the 2019-2020 school year.

If applicable, please provide the name and publisher of all end of year assessments provided by grade level as well as the number of participating students. Board of Regents-authorized charter schools are encouraged to refer to Appendix B of the [Remote Monitoring and Oversight Plan Spring 2020](#) remote for best practices regarding end of year assessments in a remote learning environment.

## Entry 16 COVID 19 Related Information

**School Name:** Forte Preparatory Academy Charter School

### TABLE 1: 2019-2020 Enrollment, Attendance and Participation Between March-June 2020

Please provide the number of students attending instruction on the last day instruction was provided within physical school facilities and the number of students participating in virtual programming on the last day such programming was offered for the 2019-2020 school year.

	Number of students enrolled in school on the last day instruction was provided within physical school facilities	Number of students attending instruction on the last day instruction was provided within physical school facilities	Number of students participating in virtual programming on the last day such programming was offered for the 2019-20 school year
	268	266	265

### Table 2: 2019-2020 Assessments and Grade Participation

If applicable, please provide the name and publisher of all end of year assessments provided by grade level as well as the number of participating students. Board of Regents-authorized charter schools are encouraged to refer to Appendix B of the [Remote Monitoring and Oversight Plan Spring 2020](#) remote for best practices regarding end of year assessments in a remote learning environment.

Assess	Grade	Number														
				3	4	5	6	7	8	9						

	me nt Title	K	1	2								10	11	12	r of Parti cipa ting Stud ents
	NW EA MAP	✘	✘	✘	✘	✘	✓	✓	✓	✘	✘	✘	✘	✘	265
	Inter nal trim este r exa ms	✘	✘	✘	✘	✘	✓	✓	✓	✘	✘	✘	✘	✘	265
		✘	✘	✘	✘	✘	✘	✘	✘	✘	✘	✘	✘	✘	
		✘	✘	✘	✘	✘	✘	✘	✘	✘	✘	✘	✘	✘	
		✘	✘	✘	✘	✘	✘	✘	✘	✘	✘	✘	✘	✘	
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## INSTRUCTIONS / NOTES FOR 2019-20 ACCOUNTABILITY PLAN PROGRESS REPORT (“APPR”)

1. Due to the extraordinary circumstances associated with the transition to remote learning and cancellation of state exams in 2019-20, the SUNY Charter Schools Institute (the “Institute”) has made substantial changes to the required reporting as part of the Accountability Plan Progress Report (“APPR”). Although the cancellation of the New York State 3<sup>rd</sup> – 8<sup>th</sup> grade exams poses challenges to traditional accountability reporting in 2019-20, schools must report on student achievement and progress towards goal attainment. The required goals and measures included in schools’ Accountability Plans have not changed but the calculations of the typical required elementary and middle school metrics are paused for 2019-20.
2. In the absence of state test results, schools should report results from internally developed assessments, national norm-referenced tests, and/or any other evaluation method under each goal area. In addition to narrative, schools should provide tabulated achievement or growth results if available under the “Results and Evaluation” section of each goal area.
3. The deadline for submission of the APPR is September 15, 2020. As a result of the unique challenges and uncertainty facing schools as they transition into 2020-21, the Institute may modify the deadline as necessary. As it does every year, the Institute will validate and post the finalized APPRs onto its [website](#).
4. **Text Highlighted in Grey = explanation or guidance for an entry.** As guidance, schools should remove the existing text entirely and replace it with information to complete the report.
5. **Text Highlighted in Green = a sample entry that may be modified.** Schools should leave the text intact or edit appropriately so that the text aligns with the program’s offerings and the measures and goals included in the school’s Accountability Plan.
6. Please do not include these instructions or the reference guide below in a submitted report.

REFERENCE GUIDE TO TEMPLATE SECTIONS

	<u>Page</u>
INTRODUCTION	1
ELEMENTARY/MIDDLE SCHOOL GOALS	5
ESSA GOAL	11
OPTIONAL GOALS	12
SUPPLEMENTARY TABLES	15

***The Accountability Plan Progress Report Template Is Below. Delete all information above before submitting.***

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**Forte Preparatory Academy Charter  
School**

**2019-20 ACCOUNTABILITY PLAN  
PROGRESS REPORT**

Submitted to the SUNY Charter Schools Institute on:

September 15, 2020

By Graham Browne

51-35 Reeder Street, Elmhurst NY 11373

929-666-4430

## 2019-20 ACCOUNTABILITY PLAN PROGRESS REPORT

Graham Browne, Executive Director, prepared this 2019-20 Accountability Progress Report on behalf of the school's board of trustees:

Trustee's Name	Board Position
Lisa Friscia	Chair, Fund Development, Governance
Alexie Rothman	Secretary, Academic Achievement, Governance
Daniel Moskowitz	Treasurer, Finance
Fiona Lin	Vice Chair, Governance
Ellen Winn	Academic Achievement
Laura Rodriguez	Academic Achievement
Wai Lin Yip	Fund Development
Veronica Escobar	Fund Development
Kyle Robinson	Finance

**Graham Browne served as the executive director since 2017.**

## SCHOOL OVERVIEW

Forte Prep is a Title 1 charter middle school, which opened its doors in August 2017 to its first class of 90 5th graders. We now serve 267 students in grades 5-7. We are located in northwest Queens (East Elmhurst, Jackson Heights, Corona), in District 24, which is known for over-crowded, low-performing schools. Most of our students come from immigrant families and are English Language Learners; they work very hard and have performed well in our highly structured, rigorous and joyful environment. In fact, our school has outperformed our peer group in state, county, city and district in both 2018 ELA and math state exams. In addition to a strong academic foundation, we emphasize strong engagement with the families. We host monthly activities and events for the parents and the parent participation is very strong. We transitioned to asynchronous remote learning with live, daily office hours for all content areas in March 2020. Students were provided with Chromebook computers to participate in all online learning activities, and we were able to have a high rate of online participation, approaching 90-95% daily participation

## ENROLLMENT SUMMARY

In the table below, provide the school’s BEDS Day enrollment for each school year.

School Enrollment by Grade Level and School Year														
School Year	K	1	2	3	4	5	6	7	8	9	10	11	12	Total
2015-16														
2016-17														
2017-18						87								87
2018-19						85	86							171
2019-20						89	91	87						267

## GOAL 1: ENGLISH LANGUAGE ARTS

### ELEMENTARY ENGLISH LANGUAGE ARTS

Summary of changes to the Elementary ELA Goal due to the Covid-19 school closure:

- Schools will be unable to report state test proficiency rates, PIs, district comparisons, effect sizes, or mean growth scores.
- However, in the absence of state test results, schools should report relevant results from internally developed assessments, national norm-referenced tests, and/or any other evaluation method below. When possible, schools report tabular data aligned to the narrative.

### Goal 1: English Language Arts

## 2019-20 ACCOUNTABILITY PLAN PROGRESS REPORT

Students will be proficient in English language arts.

### BACKGROUND

In middle school, the reading curriculum begins in the fifth grade with a concentration on fluency, comprehension, and, if necessary, phonics and with an introduction to sophisticated pieces of literature for study and analysis. Instruction and skill development focus on identifying perspective, drawing supporting details, increasing vocabulary, and identifying literary elements such as tone and mood. Students are taught to identify theme, and to provide evidence for their textual analysis; students are taught to develop theme across multiple texts, fiction and non-fiction, in alignment with the Common Core State Standards (CCSS) and in alignment with our ambitious mission. Our reading instruction is centered around whole-class novels and Writing instruction is focused on building a consistent structure for Forte Prep classrooms will maintain robust leveled libraries to provide students with a wide exposure to grade-level appropriate texts. In 2019-20, we grew our program to 7<sup>th</sup> grade ELA class for the first time.

### METHOD

We used the NWEA Map RIT score to assess student progress over the course of the school year.

### RESULTS AND EVALUATION

Our average performance by grade and subject showed at least a slight increase from fall to spring, though often less of an increase in the spring than we have typically seen due to the remote instruction.

Assessment	Subject	Season	Grade	RIT avg
Fall Math MAP (5)	Math	1 Fall	5	203.8
Winter Math MAP (5)	Math	2 Winter	5	209.5
Spring Math MAP (5)	Math	3 Spring	5	218.1
Fall Reading MAP (5)	Reading	1 Fall	5	196.4
Winter Reading MAP (5)	Reading	2 Winter	5	202.6
Spring Reading MAP (5)	Reading	3 Spring	5	205.9
Fall Math MAP (6)	Math	1 Fall	6	216.2
Winter Math MAP (6)	Math	2 Winter	6	224.9
Spring Math MAP (6)	Math	3 Spring	6	228.8
Fall Reading MAP (6)	Reading	1 Fall	6	211.4
Winter Reading MAP (6)	Reading	2 Winter	6	215.1
Spring Reading MAP (6)	Reading	3 Spring	6	215.5
Fall Math MAP (7)	Math	1 Fall	7	232.4
Winter Math MAP (7)	Math	2 Winter	7	235
Spring Math MAP (7)	Math	3 Spring	7	241.1
Fall Reading MAP (7)	Reading	1 Fall	7	217.8
Winter Reading MAP (7)	Reading	2 Winter	7	217.2
Spring Reading MAP (7)	Reading	3 Spring	7	221.3

ADDITIONAL EVIDENCE

We have limited data that allows us to perform robust year over year analysis, given the circumstances surrounding remote testing and inconsistent student networking access. However, we do feel like we have done our best as a school to stabilize student performance for hybrid instruction in 2020-21.

<b>Goal 1: Optional Measure</b>
[Include additional measures that are part of the Accountability Plan.]
<b>METHOD:</b>
<b>RESULTS AND EVALUATION:</b>
<b>ADDITIONAL EVIDENCE:</b>

SUMMARY OF THE ELEMENTARY ENGLISH LANGUAGE ARTS GOAL

Forte Prep is incredibly proud of its academic progress in ELA over the first three years of operation. We have demonstrated that students who attend our school for at least two years outperform their peers. It is encouraging, as well, to see how our student growth rate compares to the other schools and districts in New York. While our data doesn't have the same level of comparability, we are proud of how we developed a suitable alternative instruction program for our students and families in spring 2020.

ACTION PLAN

We know that the biggest priority of our school is steady ELA growth, and will continue to focus on high dosage ELA support in the 2020-21 school year to rapidly close gaps that our students have developed during the pandemic and subsequent closure of schools.

GOAL 2: MATHEMATICS

ELEMENTARY MATHEMATICS

Summary of changes to the Elementary Mathematics Goal due to the Covid-19 school closure:

- Schools will be unable to report state test proficiency rates, PIs, district comparisons, effect sizes, or mean growth scores.

- However, in the absence of state test results, schools should report results from internally developed assessments, national norm-referenced tests, and/or any other evaluation method below. When possible, schools report tabular data aligned to the narrative.

Goal 2: Mathematics

BACKGROUND

Mathematics is aligned to New York State P-12 Common Core Learning Standards for fifth through eighth grades. Students have two periods of mathematics (100 minutes per day) to ensure a solid foundation of skills and concepts and to prepare for an accelerated high school mathematics curriculum. The mathematics courses have a dual focus: procedures (skills) and problem solving (application). Initially fifth grade students will focus on mastering arithmetic operations, fractions, percentages, basic geometric concepts, simple variable use, and probability. Over time, students will progress through linear equations and symbolic algebra, planar geometry, theoretical probability and statistical analysis. The problem solving class complements the skills class; the same concepts are taught using word problems, scenarios, and real world context to ensure that students are able to apply their mathematical skills and develop their critical thinking skills and conceptual understanding through logical reasoning. This focus on mathematics allows for accelerated remediation of students who lack basic skills and preparation for a college preparatory focus in high school while simultaneously ensuring that students develop and are able to express their conceptual understanding and use a variety of schema to solve complex problems. According to PARCC, “the standards treat mathematics as a coherent subject to promote the sense-making that fuels mastery. The principles of focus and coherence are the twin engines that must be carried forward in implementation efforts and substantiated in curricula and assessments.”<sup>1</sup> By the end of eighth grade, we aim to have the majority of our students complete Algebra I, setting them up to begin high school in Geometry or Algebra II and on track to take Calculus, AP Calculus AB or BC, or AP Statistics by senior year. Students will be unable to access advanced math in high school without this foundation.

METHOD

We used the NWEA Map RIT score to assess student progress over the course of the school year.

RESULTS AND EVALUATION

Our average performance by grade and subject showed at least a slight increase from fall to spring, though often less of an increase in the spring than we have typically seen due to the remote instruction.

Assessment	Subject	Season	Grade	RIT avg
Fall Math MAP (5)	Math	1 Fall	5	203.8

<sup>1</sup> Partnership for Assessment of Readiness for College and Careers. “PARCC Model Content Frameworks: Mathematics.” 2012. Page 8. [http://www.parcconline.org/files/131/MCF%20K2%20Published%20Frameworks/258/PARCC\\_MCF\\_Mathematics-12-11-2014-2.pdf](http://www.parcconline.org/files/131/MCF%20K2%20Published%20Frameworks/258/PARCC_MCF_Mathematics-12-11-2014-2.pdf).

## 2019-20 ACCOUNTABILITY PLAN PROGRESS REPORT

Winter Math MAP (5)	Math	2 Winter	5	209.5
Spring Math MAP (5)	Math	3 Spring	5	218.1
Fall Math MAP (6)	Math	1 Fall	6	216.2
Winter Math MAP (6)	Math	2 Winter	6	224.9
Spring Math MAP (6)	Math	3 Spring	6	228.8
Fall Math MAP (7)	Math	1 Fall	7	232.4
Winter Math MAP (7)	Math	2 Winter	7	235
Spring Math MAP (7)	Math	3 Spring	7	241.1

### ADDITIONAL EVIDENCE

We have limited data that allows us to perform robust year over year analysis, given the circumstances surrounding remote testing and inconsistent student networking access. However, we do feel like we have done our best as a school to stabilize student performance for hybrid instruction in 2020-21.

<b>Goal 2: Optional Measure</b>
[Include additional measures that are part of the Accountability Plan.]
<b>METHOD:</b>
<b>RESULTS AND EVALUATION:</b>
<b>ADDITIONAL EVIDENCE:</b>

### SUMMARY OF THE ELEMENTARY MATHEMATICS GOAL

Forte Prep is incredibly proud of its academic progress in Math over the first three years of operation. We have demonstrated that students who attend our school for at least two years outperform their peers. It is encouraging, as well, to see how our student growth rate compares to the other schools and districts in New York. While our data doesn't have the same level of comparability, we are proud of how we developed a suitable alternative instruction program for our students and families in spring 2020.

### ACTION PLAN

Our goal with our math curriculum is to continue to accelerate student growth and achievement, especially in 5<sup>th</sup> grade, as we work to build a strong foundation of math proficiency in 8<sup>th</sup> grade.

Students with special needs are receiving expanded practice and instructional support so that we can quickly close understanding gaps.

### GOAL 3: SCIENCE

#### ELEMENTARY SCIENCE

Summary of changes to the Elementary Science Goal due to the Covid-19 school closure:

- Schools will be unable to report state test proficiency rates or a district comparison.
- However, in the absence of state test results, schools should report results from internally developed assessments, national norm-referenced tests, and/or any other evaluation method below. When possible, schools report tabular data aligned to the narrative.

#### Goal 3: Science

Students will be proficient in Science.

#### BACKGROUND

Forte Prep's science curriculum is informed directly by and aligned to the New York State Education Department's Intermediate Level Science Core Curriculum for grades 5-8,<sup>2</sup> as well as the Standards for Literacy in Science in the New York Common Core Learning Standards for English Language Arts. 5<sup>th</sup> and 6<sup>th</sup> grade students take Science for 50 minutes three days per week and 7<sup>th</sup> and 8<sup>th</sup> grade students will take Science for four days a week. Students also take Digital Literacy (computer science) 1-2 times per week. Science instruction in grades 5-8 will begin with building skills related to scientific reasoning, investigative reading, and writing through coursework in Physical Science, Life Science, and Earth & Space Science. Science classes will focus heavily on the mathematics in the application of science, as well as reinforcing critical writing and analysis from English Language Arts curriculum in each grade. In middle school, for example, students are required to cite text from scientific sources, distinguish between facts, findings and speculation, and analyze an author's purpose in organizing a text and discussing experiments, all of which rely on literacy practice.<sup>3</sup> Science curriculum will emphasize the process of discovery and application of principles and scientific concepts.

The school did not administer the Science Exam in 2018-19 because we did not have 4<sup>th</sup> or 8<sup>th</sup> graders enrolled at our school.

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<sup>2</sup> New York State Department of Education. "Intermediate Level Science" Core Curriculum Grades. 5-8 <http://www.p12.nysed.gov/ciai/mst/sci/documents/intersci.pdf>.

<sup>3</sup> Common Core State Standards Initiative (2010). Common Core State Standards for English Language Arts & Literacy in History/Social Studies, Science and Technical Subjects. [http://www.corestandards.org/assets/CCSSI\\_ELA%20Standards.pdf](http://www.corestandards.org/assets/CCSSI_ELA%20Standards.pdf).

## METHOD

The school did not administer the Science Exam in 2018-19 because we did not have 4<sup>th</sup> or 8<sup>th</sup> graders enrolled at our school. Our internal trimester assessments show average performance by trimester, but the standards covered change over the course of the year, making it somewhat difficult to have a comprehensive view of performance over the entire year.

## RESULTS AND EVALUATION

	Avg (0)
<b>Avg (9)</b>	<b>67%</b>
Trimester One Exam - Science 6	63%
Trimester One Exam - Science 5	62%
Trimester One Exam - Science 7	70%
Trimester Two Exam - Science 6	72%
Trimester Two Exam - Science 5	61%
Trimester Two Exam - Science 7	70%
Trimester Three Exam - Science 7	70%
Trimester Three Exam - Science 6	72%
Trimester Three Exam - Science 5	61%

## ADDITIONAL EVIDENCE

### SUMMARY OF THE ELEMENTARY SCIENCE GOAL

We look forward to continuing to make progress on science mastery this year, as it is the first year that we will have the Science Exam to measure our overall standards mastery.

### ACTION PLAN

N/A

## GOAL 4: ESSA

The 2019-20 ESSA Goal remains unchanged due to the Covid-19 school closure. The 2019-20 accountability status based on 2018-19 results and can be found by navigating to the school report card available [here](#).

**Goal 7: Absolute Measure**

## 2019-20 ACCOUNTABILITY PLAN PROGRESS REPORT

Under the state's ESSA accountability system, the school is in good standing: the state has not identified the school for comprehensive or targeted improvement.

### METHOD

Because *all* students are expected to meet the state's performance standards, the federal statute stipulates that various sub-populations and demographic categories of students among all tested students must meet the state standard in and of themselves aside from the overall school results. As New York State, like all states, is required to establish a specific system for making these determinations for its public schools, charter schools do not have latitude in establishing their own performance levels or criteria of success for meeting the ESSA accountability requirements. Each year, the state issues School Report Cards that indicate a school's status under the state accountability system.

### RESULTS AND EVALUATION

Forte Prep is in Good Standing.

### ADDITIONAL EVIDENCE

Forte Prep has remained in Good Standing for the entirety of the Accountability Period.

Accountability Status by Year

Year	Status
2017-18	Good Standing
2018-19	Good Standing
2019-20	Good Standing

## APPENDIX A: OPTIONAL GOALS

### Goal 1: Absolute Measure

The school will enroll and maintain a class of students equal to our projected enrollment every year.

#### METHOD

Using enrollment data from ATS, we compared our enrollment rates to the approved rates.

#### RESULTS

We ended the year with 267 students enrolled at Forte Prep due to fluctuations in the beginning of the year with regard to students moving out of district and choosing other schools.

#### 2018-19 Enrollment

Enrollment 18-19	Projected Enrollment	Difference
267	270	-3

### Goal 1: Absolute Measure

Each year, 90 percent of all students enrolled during the course of the year return the following September

#### METHOD

Students are tracked via SchoolRunner year over year. We reached out to all students' families at the end of the school year to confirm attendance in the following year.

#### RESULTS

Of the 267 students who completed the year, 168 students returned to our school the following year.

#### 2017-18 Student Retention Rate

2019-20 Enrollment	Number of Students Who Returned in 2020-21	Retention Rate 2019-20 Re-enrollment ÷ (2019-20 Enrollment – Graduates)
267	256	95.8%

#### EVALUATION

We exceeded our retention rate goal by 5.8 percentage points in 2019-20.

## 2019-20 ACCOUNTABILITY PLAN PROGRESS REPORT

### Goal 1: Absolute Measure

Each year the school will have a daily attendance rate of at least 95 percent.

#### METHOD

Attendance data from March -June 2020 was not able to be accurately calculated in SchoolRunner based on the structure of our program, therefore we are unable to officially measure if we met this goal in the 2019-20 school year.

#### RESULTS

N/A

### Goal 2: Financial Viability and Legal Compliance

The school will be a strong, viable organization that carries out sound financial practices.

### Goal 2: Absolute Measure

Each year, Forte Prep will operate on a balanced budget.

#### METHOD

EOY financials from our back office provider, EdTec.

#### RESULTS

		Jun FY2019	Jun FY2020	YTD Change
<b>Assets</b>	Cash Balance	495,054	1,868,063	1,373,009
	Current Assets	604,820	76,963	(527,857)
	Fixed Assets	275,994	342,661	66,667
	Other Assets	484,667	863,589	378,922
	<b>Total Assets</b>	<b>1,860,534</b>	<b>3,151,275</b>	<b>1,290,741</b>
<b>Liabilities &amp; Equity</b>	Current Liabilities	265,571	363,172	97,601
	Long-Term Liabilities	-	525,777	525,777
	Beginning Net Assets	662,091	1,594,963	932,872
	Net Income (Loss) to Date	932,872	667,362	(265,510)
	<b>Total Liabilities &amp; Equity</b>	<b>1,860,534</b>	<b>3,151,275</b>	<b>1,290,741</b>

### Goal 2: Absolute Measure

## 2019-20 ACCOUNTABILITY PLAN PROGRESS REPORT

Each year, Forte Prep will operate on a will take corrective action, if needed, to address any internal control or compliance deficiencies identified by its authorizer.

### METHOD

Review of audit letter for FY 20 by our audit firm, Schall and Ashenfarb.

### RESULTS

Auditors are still finalizing the audit for this fiscal year.

### Goal 3: Parent Satisfaction

Parents will demonstrate satisfaction with the academic program and communication.

### Goal 3: Absolute Measure

Satisfaction with the academic program and school's communication, as measured by an annual survey at the end of each school year, will on average exceed 90%, with 90% of families responding.

### METHOD

N/A; parent survey not administered this year.

### RESULTS

### Goal 4: Board Governance

The Board of Directors will provide effective and sound oversight of the school.

### Goal 3: Absolute Measure

The Board will conduct a formal annual review of the school leader, an annual self-evaluation to assess strengths and weaknesses; a formal annual review of bylaws and policies; an annual review of organizational strengths/weaknesses.

### RESULTS

The Board will conduct a formal annual review of the school leader.	Formal review took place in two parts: June school review and October 2020 data review
The Board will conduct an annual self-evaluation to assess strengths/weaknesses.	Took place during board retreat in April 2020

## 2019-20 ACCOUNTABILITY PLAN PROGRESS REPORT

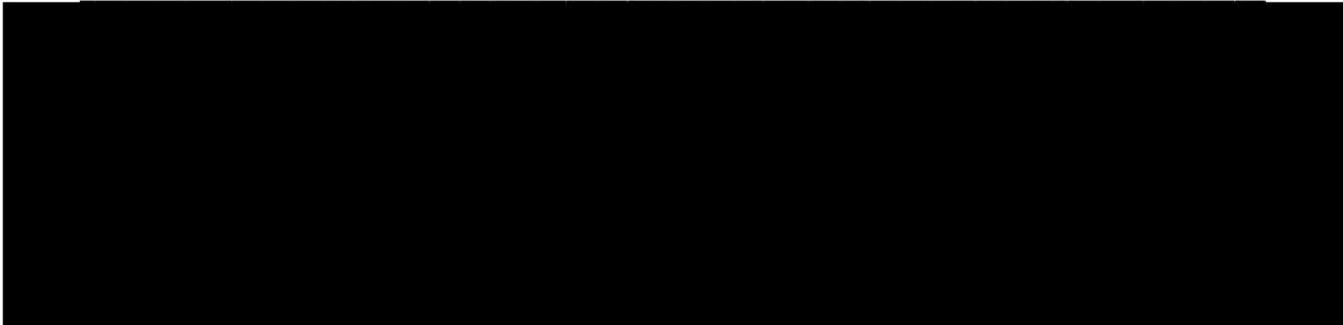
The Board will conduct a formal annual review of bylaws and policies.	Took place during board retreat in April 2020
The Board will conduct annual review of organizational strengths/weaknesses.	Took place during board retreat in April 2020



**DISCLOSURE OF FINANCIAL INTEREST  
BY A NOT-FOR-PROFIT CHARTER SCHOOL  
EDUCATION CORPORATION TRUSTEE**

1. Name of education corporation: Forte Preparatory Academy Charter School
2. Trustee's name (print): Alexandra Rothman
3. Position(s) on board, if any: (e.g., chair, treasurer, committee chair, etc.): \_\_\_\_\_

secretary



8. Is Trustee an employee of the education corporation? \_\_\_ Yes.  No. If you checked yes, please provide a description of the position you hold, your salary and your start date.  
\_\_\_\_\_

9. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members have held or engaged in with the education corporation during the prior school year. If there has been no such financial interest or transaction, please *write "None."* Please note that if you answered yes to Question 8, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of Financial Interest/Transaction	Steps Taken to Avoid a Conflict of Interest, (e.g., did not vote, did not participate in discussion)	Identity of Person Holding Interest or Engaging in Transaction (e.g., you and/or immediate family member (name))
<p><b>none</b></p> <p><i>Please write "None" if applicable. Do not leave this space blank.</i></p>			

10. Identify each individual, business, corporation, union association, firm, partnership, committee proprietorship, franchise holding company, joint stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the education corporation *and* in which such entity, during the preceding school year (July 1 – June 30), you and/or your immediate family member(s) had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the education corporation that is doing business with the education corporation through a management or services agreement, you need not list every transaction between such entity and the education corporation that is pursuant to such agreement; rather, please identify only the name of the entity, your position in the entity as well as the relationship between such entity and the education corporation. If there was no financial interest, please *write "None."*

Entity Conducting Business with the Education Corporation	Nature of Business Conducted	Approximate Value of the Business Conducted	Name of Trustee and/or Immediate Family Holding an Interest in the Entity Conducting Business with the Education Corporation and the Nature of the Interest	Steps Taken to Avoid Conflict of Interest
<p><i>Please write "None" if applicable. Do not leave this space blank.</i></p> <p><b>none</b></p>				

\_\_\_\_\_  
**Signature**

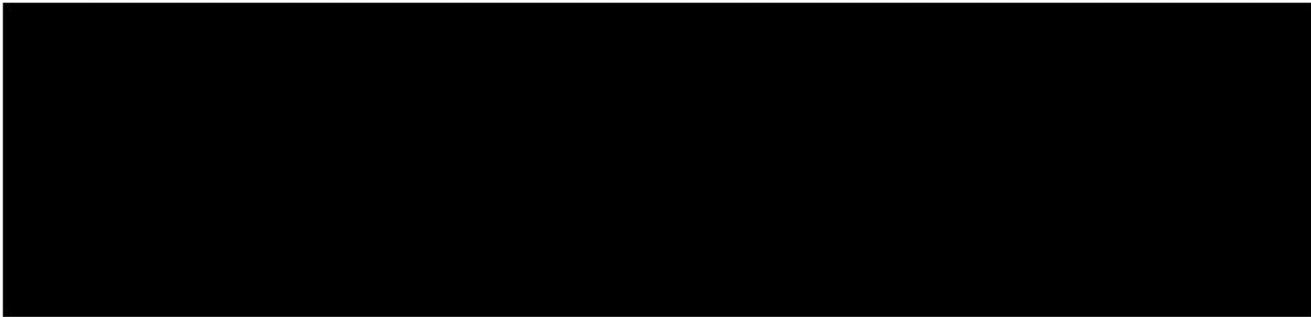
\_\_\_\_\_  
**Date**



<b>FOR INSTITUTE USE ONLY</b>
<b>FILING FOR SCHOOL YEAR:</b> _____
<b>DATE RECEIVED:</b> _____

**DISCLOSURE OF FINANCIAL INTEREST  
BY A NOT-FOR-PROFIT CHARTER SCHOOL  
EDUCATION CORPORATION TRUSTEE**

11. Name of education corporation: Forte Preparatory Academy Charter School
12. Trustee's name (print): Lisa Anne Friscia
13. Position(s) on board, if any: (e.g., chair, treasurer, committee chair, etc.): \_\_\_\_\_  
chair



18. Is Trustee an employee of the education corporation?  Yes.  No. If you checked yes, please provide a description of the position you hold, your salary and your start date.

19. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members have held or engaged in with the education corporation during the prior school year. If there has been no such financial interest or transaction, please write "None." Please note that if you answered yes to Question 8, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of Financial Interest/Transaction	Steps Taken to Avoid a Conflict of Interest, (e.g., did not vote, did not participate in discussion)	Identity of Person Holding Interest or Engaging in Transaction (e.g., you and/or immediate family member (name))
<p style="text-align: center;">none</p> <p style="text-align: center;"><i>Please write "None" if applicable. Do not leave this space blank.</i></p>			

20. Identify each individual, business, corporation, union association, firm, partnership, committee proprietorship, franchise holding company, joint stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the education corporation *and* in which such entity, during the preceding school year (July 1 – June 30), you and/or your immediate family member(s) had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the education corporation that is doing business with the education corporation through a management or services agreement, you need not list every transaction between such entity and the education corporation that is pursuant to such agreement; rather, please identify only the name of the entity, your position in the entity as well as the relationship between such entity and the education corporation. If there was no financial interest, please *write "None."*

Entity Conducting Business with the Education Corporation	Nature of Business Conducted	Approximate Value of the Business Conducted	Name of Trustee and/or Immediate Family Holding an Interest in the Entity Conducting Business with the Education Corporation and the Nature of the Interest	Steps Taken to Avoid Conflict of Interest
<p><i>Please write "None" if applicable. Do not leave this space blank.</i></p>				
<p>none</p>				

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**



**DISCLOSURE OF FINANCIAL INTEREST  
BY A NOT-FOR-PROFIT CHARTER SCHOOL  
EDUCATION CORPORATION TRUSTEE**

21. Name of education corporation: Forte Preparatory Academy Charter School

22. Trustee's name (print): Daniel Moskowitz

23. Position(s) on board, if any: (e.g., chair, treasurer, committee chair, etc.): \_\_\_\_\_

treasurer

28. Is Trustee an employee of the education corporation? \_\_\_Yes.  No. If you checked yes, please provide a description of the position you hold, your salary and your start date.

29. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members have held or engaged in with the education corporation during the prior school year. If there has been no such financial interest or transaction, please write "None." Please note that if you answered yes to Question 8, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of Financial Interest/Transaction	Steps Taken to Avoid a Conflict of Interest, (e.g., did not vote, did not participate in discussion)	Identity of Person Holding Interest or Engaging in Transaction (e.g., you and/or immediate family member (name))
<p>none</p> <p><i>Please write "None" if applicable. Do not leave this space blank.</i></p>			

30. Identify each individual, business, corporation, union association, firm, partnership, committee proprietorship, franchise holding company, joint stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the education corporation *and* in which such entity, during the preceding school year (July 1 – June 30), you and/or your immediate family member(s) had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the education corporation that is doing business with the education corporation through a management or services agreement, you need not list every transaction between such entity and the education corporation that is pursuant to such agreement; rather, please identify only the name of the entity, your position in the entity as well as the relationship between such entity and the education corporation. If there was no financial interest, please *write "None."*

Entity Conducting Business with the Education Corporation	Nature of Business Conducted	Approximate Value of the Business Conducted	Name of Trustee and/or Immediate Family Holding an Interest in the Entity Conducting Business with the Education Corporation and the Nature of the Interest	Steps Taken to Avoid Conflict of Interest
<p>none</p> <p><i>Please write "None" if applicable. Do not leave this space blank.</i></p>				

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**



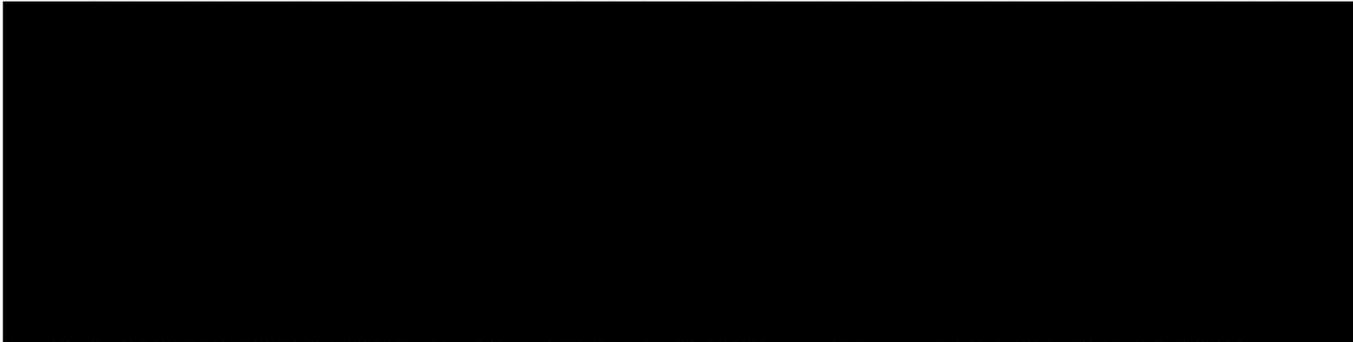
**DISCLOSURE OF FINANCIAL INTEREST  
BY A NOT-FOR-PROFIT CHARTER SCHOOL  
EDUCATION CORPORATION TRUSTEE**

31. Name of education corporation: Forte Preparatory Academy Charter School

32. Trustee's name (print): Kyle Robinson

33. Position(s) on board, if any: (e.g., chair, treasurer, committee chair, etc.): \_\_\_\_\_

member



38. Is Trustee an employee of the education corporation? \_\_\_ Yes.  No. If you checked yes, please provide a description of the position you hold, your salary and your start date.

39. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members have held or engaged in with the education corporation during the prior school year. If there has been no such financial interest or transaction, please write "None." Please note that if you answered yes to Question 8, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of Financial Interest/Transaction	Steps Taken to Avoid a Conflict of Interest, (e.g., did not vote, did not participate in discussion)	Identity of Person Holding Interest or Engaging in Transaction (e.g., you and/or immediate family member (name))
<p>none</p> <p><i>Please write "None" if applicable. Do not leave this space blank.</i></p>			

40. Identify each individual, business, corporation, union association, firm, partnership, committee proprietorship, franchise holding company, joint stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the education corporation *and* in which such entity, during the preceding school year (July 1 – June 30), you and/or your immediate family member(s) had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the education corporation that is doing business with the education corporation through a management or services agreement, you need not list every transaction between such entity and the education corporation that is pursuant to such agreement; rather, please identify only the name of the entity, your position in the entity as well as the relationship between such entity and the education corporation. If there was no financial interest, please *write "None."*

Entity Conducting Business with the Education Corporation	Nature of Business Conducted	Approximate Value of the Business Conducted	Name of Trustee and/or Immediate Family Holding an Interest in the Entity Conducting Business with the Education Corporation and the Nature of the Interest	Steps Taken to Avoid Conflict of Interest
<p>none</p> <p><i>Please write "None" if applicable. Do not leave this space blank.</i></p>				

\_\_\_\_\_  
**Signature**

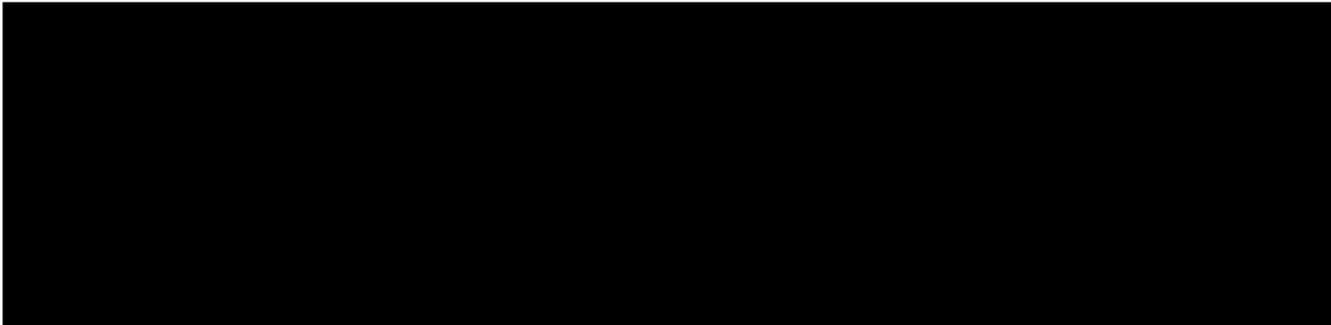
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**Date**



<b>FOR INSTITUTE USE ONLY</b>
<b>FILING FOR SCHOOL YEAR:</b> _____
<b>DATE RECEIVED:</b> _____

**DISCLOSURE OF FINANCIAL INTEREST  
BY A NOT-FOR-PROFIT CHARTER SCHOOL  
EDUCATION CORPORATION TRUSTEE**

- Name of education corporation: Forte Preparatory Academy
- Trustee's name (print): Laura Rodriguez
- Position(s) on board, if any: (e.g., chair, treasurer, committee chair, etc.): N/A



8. Is Trustee an employee of the education corporation? \_\_\_ Yes. x No. If you checked yes, please provide a description of the position you hold, your salary and your start date.

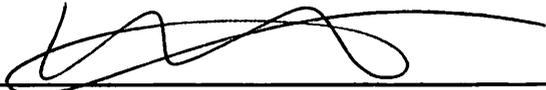
9. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members have held or engaged in with the education corporation during the prior school year. If there has been no such financial interest or transaction, please *write "None."* Please note that if you answered yes to Question 8, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of Financial Interest/Transaction	Steps Taken to Avoid a Conflict of Interest, (e.g., did not vote, did not participate in discussion)	Identity of Person Holding Interest or Engaging in Transaction (e.g., you and/or immediate family member (name))
-----NONE-----			

10. Identify each individual, business, corporation, union association, firm, partnership, committee

proprietorship, franchise holding company, joint stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the education corporation *and* in which such entity, during the preceding school year (July 1 – June 30), you and/or your immediate family member(s) had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the education corporation that is doing business with the education corporation through a management or services agreement, you need not list every transaction between such entity and the education corporation that is pursuant to such agreement; rather, please identify only the name of the entity, your position in the entity as well as the relationship between such entity and the education corporation. If there was no financial interest, please *write "None."*

Entity Conducting Business with the Education Corporation	Nature of Business Conducted	Approximate Value of the Business Conducted	Name of Trustee and/or Immediate Family Holding an Interest in the Entity Conducting Business with the Education Corporation and the Nature of the Interest	Steps Taken to Avoid Conflict of Interest
----- NONE -----				

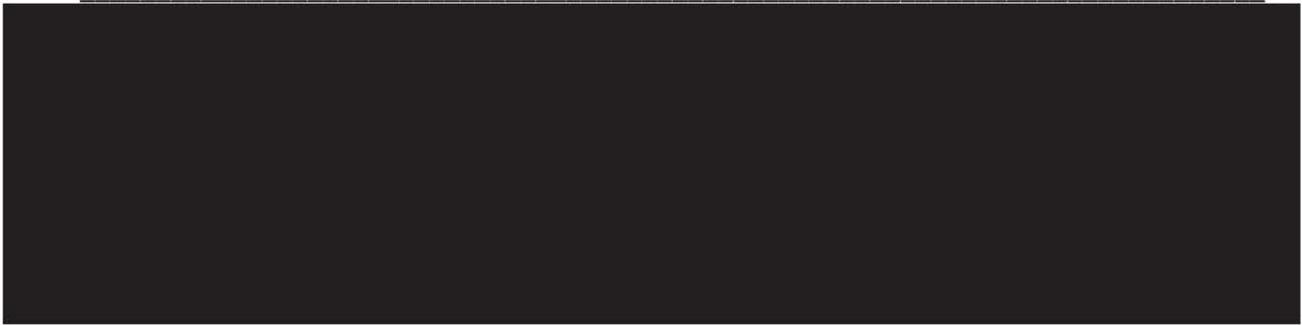
  
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**Signature**

4/10/19  
 \_\_\_\_\_  
**Date**



**DISCLOSURE OF FINANCIAL INTEREST  
BY A NOT-FOR-PROFIT CHARTER SCHOOL  
EDUCATION CORPORATION TRUSTEE**

1. Name of education corporation: Forté Preparatory Academy
2. Trustee's name (print): Wai Lin Yip
3. Position(s) on board, if any: (e.g., chair, treasurer, committee chair, etc.): \_\_\_\_\_



8. Is Trustee an employee of the education corporation?  Yes.  No. If you checked yes, please provide a description of the position you hold, your salary and your start date.

\_\_\_\_\_

9. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members have held or engaged in with the education corporation during the prior school year. If there has been no such financial interest or transaction, please *write "None."* Please note that if you answered yes to Question 8, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of Financial Interest/Transaction	Steps Taken to Avoid a Conflict of Interest, (e.g., did not vote, did not participate in discussion)	Identity of Person Holding Interest or Engaging in Transaction (e.g., you and/or immediate family member (name))
<i>NONE</i>			

10. Identify each individual, business, corporation, union association, firm, partnership, committee proprietorship, franchise holding company, joint stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the education corporation *and* in which such entity, during the preceding school year (July 1 June 30), you and/or your immediate family member(s) had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the education corporation that is doing business with the education corporation through a management or services agreement, you need not list every transaction between such entity and the education corporation that is pursuant to such agreement; rather, please identify only the name of the entity, your position in the entity as well as the relationship between such entity and the education corporation. If there was no financial interest, please *write "None."*

Entity Conducting Business with the Education Corporation	Nature of Business Conducted	Approximate Value of the Business Conducted	Name of Trustee and/or Immediate Family Holding an Interest in the Entity Conducting Business with the Education Corporation and the Nature of the Interest	Steps Taken to Avoid Conflict of Interest
NONE				

*Wai Lin Gip*

\_\_\_\_\_  
Signature

*7/19/2018*

\_\_\_\_\_  
Date



FOR INSTITUTE USE ONLY
FILING FOR SCHOOL YEAR: _____
DATE RECEIVED: _____

**DISCLOSURE OF FINANCIAL INTEREST  
BY A NOT-FOR-PROFIT CHARTER SCHOOL  
EDUCATION CORPORATION TRUSTEE**

- Name of education corporation: Forte Prep Academy
- Trustee's name (print): Fiona Y Lin



- Is Trustee an employee of the education corporation?  Yes.  No. If you checked yes, please provide a description of the position you hold, your salary and your start date.  
\_\_\_\_\_
- Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members have held or engaged in with the education corporation during the prior school year. If there has been no such financial interest or transaction, please *write "None."* Please note that if you answered yes to Question 8, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of Financial Interest/Transaction	Steps Taken to Avoid a Conflict of Interest, (e.g., did not vote, did not participate in discussion)	Identity of Person Holding Interest or Engaging in Transaction (e.g., you and/or immediate family member (name))
NA			

- Identify each individual, business, corporation, union association, firm, partnership, committee proprietorship, franchise holding company, joint stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the

education corporation *and* in which such entity, during the preceding school year (July 1 – June 30), you and/or your immediate family member(s) had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the education corporation that is doing business with the education corporation through a management or services agreement, you need not list every transaction between such entity and the education corporation that is pursuant to such agreement; rather, please identify only the name of the entity, your position in the entity as well as the relationship between such entity and the education corporation. If there was no financial interest, please *write "None."*

Entity Conducting Business with the Education Corporation	Nature of Business Conducted	Approximate Value of the Business Conducted	Name of Trustee and/or Immediate Family Holding an Interest in the Entity Conducting Business with the Education Corporation and the Nature of the Interest	Steps Taken to Avoid Conflict of Interest
NA				



\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date** 07/18/18



## **Board Meeting Minutes**

**July 17, 2019 – 7:00 pm**

The Board of Trustees of Forte Preparatory Academy Charter School (Forte Prep) met on Wednesday, July 17, 2019 at Forte Prep

### **Present**

Daniel Moskowitz  
Fiona Lin  
Laura Rodriguez  
Lisa Friscia  
Wai Lin Yip  
Alexie Rothman  
Kyle Robinson  
Graham Browne, Executive Director

### **Absent**

D'Andre Carr  
David Wallace

Meeting called to order at 7:05 pm

### **Update on Building**

- GB in conversation with construction manager, lawyer, and outside consultant because building progress is delayed and has not met established milestones
- Has been in conversation with manager since May 15
- New furniture has been delivered to school, and old furniture from FP also delivered
- Longer list of school code specific requirements that remain to be met than previously expected (e.g. need for exhibit signs in each room)
- GB attended contractor-subcontractor meeting today to stress urgency for building
- Contractor believes they can finish all work required to get inspection schedule approved before school opens
- GB to go tomorrow to see if increase in # of people working on floor
- Need to decide on Monday if will commit to building for this year, or pull back to remain in old building
- Options: could delay school start; could request emergency temporary space from DOE; pursue temporary certification letter to SUNY that would allow us to start in school in current site; or could move back to old space but complicating factors (including that

other school is planning to operate space) and would need to retrofit second floor to needs of 7<sup>th</sup> grade quickly

- Questions for GB about school
- Board to reconvene on Monday at 8 am for further discussion on this topic.

### **ED Evaluation Discussion**

- Discussion of FP strengths – culture at school, family engagement, commitment to growth
- Priorities for next year – thinking about how to continue to delegate mission aligned leadership as school grows
- Reflection on struggles in year 2 and discussion on ways to improve for the following year, including around teacher unity
- All board members to email LF with strengths noticed in school and recommendations for next year by EOD Monday. Will be repeating process next month when we talk through data.

Motion to approve board minutes from June 2019. All Board members in favor. Motion approved.

Motion to move into executive session to continue discussion of Graham Browne salary. All voted in favor to enter executive session. Motion approved.

### **Executive Session**

Motion to leave executive session. All Board members in favor. Motion approved.

ED salary set at \$124,440 for FY 2019-2020

Meeting adjourned at 8:40 pm



## **Board Meeting Minutes**

**August 21, 2019 – 7:00 pm**

The Board of Trustees of Forte Preparatory Academy Charter School (Forte Prep) met on Wednesday, July 17, 2019 at PwC

### **Present**

Laura Rodriguez  
Lisa Friscia  
Alexie Rothman  
Kyle Robinson  
Graham Browne, Executive Director

### **Absent**

D'Andre Carr  
David Wallace  
Daniel Moskowitz  
Wai Lin Yip  
Fiona Lin

Meeting called to order at 7:05 pm

Board minutes not voted on because no quorum. Will vote in September.

### **School Leader Update**

- GB received state test results
  - 5<sup>th</sup> grade ELA 40% proficient; last year at 46% but higher number of IEPs this year
  - 5<sup>th</sup> grade Math 58% proficient; last year at 62%; confirm strength of math program
  - 6<sup>th</sup> grade ELA 60% (46% last year)
  - 6<sup>th</sup> grade Math 77 of 86 students (90%) proficient, 47 students scored a 4
- Student orientation going well
- PD went well
- GB working on how to best utilize to time to make biggest impact

### **Update on Building**

- Reader Street nearing end of construction/approvals
- Outstanding inspections are elevator and gen construction

- GB provide summary of recent developments with ACP, including meeting today with ACP
- GB to evaluate other placement options for 7<sup>h</sup> grade, if need to make them work
- Will delay start of 7<sup>th</sup> grade until after Labor Day
- Alt locations in churches – 1 option in a few block away, 2 large rooms; other option is on 103<sup>rd</sup> Street/Northern with smaller classrooms. Would post Dean of Students as Satellite leader of new site
- Plan is to move to Reader Street as soon as completed and can schedule move

### **Board President Updates**

- Need to add board members because David leaving
- Website is behind; need to update website bios
- Give get to 19-20 school year

Meeting adjourned at 7:46 pm



## **Board Meeting Minutes**

**September 18, 2019 – 7:00 pm**

The Board of Trustees of Forte Preparatory Academy Charter School (Forte Prep) met on Wednesday, September 18, 2019

### **Present**

Laura Rodriguez  
Lisa Friscia  
Alexie Rothman  
Kyle Robinson  
Daniel Moskowitz  
Wai Lin Yip  
Fiona Lin  
Graham Browne, Executive Director

### **Absent**

D'Andre Carr  
David Wallace

Meeting called to order at 7:10 pm

Board minutes from July 2019 approved.

### **Fundraising Update**

- Discussion of fundraising calendar for 2019-2020
  - Giving Tuesday push
  - Ugly Sweater party in December, possibly December 5, 2019. Possibility to use Arlo Soho.
  - April event at Forte Prep Reader Street including student performance
  - June end of year event
- Possibility of using space at Sales Force Building for 2020, Q1
- Securing box at Barclays Center or MSG for fundraiser for Forte Prep

### **Governance**

- At October board meeting, Graham will share part 2 of ED evaluation, which focuses on student growth with focus on SpEd data

### **Finance Committee**

- Final finances being reviewed; will present to Board at October meeting
- EdTech working on finalizing CSP Grant application for purchasing moving supplies for 2018 year

### **Academic Achievement**

- Plan to share state test results with students at community meeting this Friday
- Discussion of new SpEd teacher at Forte Prep

### **School Leader Update**

- Building split between two campus, going fine but not ideal
- Current landlord using extra rental money to pay for add'l Forte Prep space; no additional cost for Forte Prep
- Receiving \$30K refund from landlord as compromise from legal team because we were not allowed to occupy the second floor of space on time
- Learned that current landlord entered contract to use space for universal pre-K
- Working to keep 7<sup>th</sup> graders invested as going through changes of adolescence and teach Forte Prep systems and culture to new 7<sup>th</sup> grade teacher staff
- Graham currently at PD in Boston for schools outperforming district
- Facilities – really pushing Pi Capital to relocate to new space around Thanksgiving
- Programming – Discussion of formal partnership with HEAF, Harlem Educational Activities Fund. FP had 20 students attending program in Brooklyn; this year will be establishing Queens campus at Forte Prep. Available for up to 50 students at Forte Prep. In exchange, will be paying between \$22-25K for school year
- Discussion of board member contacts in facilities space
- Will reach out to charter schools in Queens for thoughts on facilities advice/connection

### **July Board Minutes approved.**

Meeting adjourned at 8:10 pm



## **Board Meeting Minutes**

**October 29, 2019 – 6:00 pm [Rescheduled]**

The Board of Trustees of Forte Preparatory Academy Charter School (Forte Prep) met on Tuesday, October 29, 2019

### **Present**

Daniel Moskowitz  
Fiona Lin  
Kyle Robinson  
Lisa Friscia  
Wai Lin Yip

Graham Browne, Executive Director

### **Absent**

Alexie Rothman  
D'Andre Carr  
Laura Rodriguez

Meeting called to order at 6:10 pm

### **Fundraising/Development Committee Update**

We confirmed our next fundraising event:

- Sunday, Dec 8, 2019. 4-7 pm
- Location: Arlo Soho
- Theme: Ugly Sweater [can wear &/or purchase]

We set Board member expectations to ensure a successful fundraising event:

- Bring and/or purchase tickets for at least 5 guests. Given the Sun afternoon timing of this event, this can include families/children.
- Contribute at least 1 raffle prize

Next steps: EventBrite link will go “live” first week in November

### **Finance Committee Update**

We reviewed the official GAS Audit for FY18-19 submitted by FPA's accountants (Schall & Ashenfarb). An overall “clean” audit.

The Board Voted to submit the Audit to SUNY (as FPA's Authorizer).

On a separate note, the Board observed risk for future audits if FPA does not strengthen its credit card spending and receipt documentation systems.

**Governance Committee Update**

The Executive Director presented part II of his 18-19 SY Self-Evaluation, which included results on goals in these areas: (1) student academic performance; (2) student attendance & retention; (3) financial operations; (4) school community/stakeholder engagement (parents; teachers/staff)

**Academic Achievement Committee: No update**

**School Leader Update**

The Executive Director shared brief updates on FPA's new building facilities (Reeder Street location). A "move in" date looks unlikely over the desired trimester break (Thanksgiving), but is looking possible at the mid-year (Dec holiday vacation) date. The Executive Director will continue to issue biweekly updates (via email) to the Board

The Board Voted to approve its September 2019 Board meeting minutes.

Meeting adjourned at 7:15 pm.



## **Board Meeting Minutes**

**November 20, 2019 – 7:00 pm**

The Board of Trustees of Forte Preparatory Academy Charter School (Forte Prep) met on Wednesday, November 20, 2019

### **Present**

Laura Rodriguez  
Lisa Friscia  
Alexie Rothman  
Kyle Robinson  
Daniel Moskowitz  
Wai Lin Yip  
Fiona Lin  
Graham Browne, Executive Director  
Justin Smith, Principal

### **Absent**

D'Andre Carr

Meeting called to order at 7:04 pm

Board minutes from October 2019 approved.

### **Governance**

- Possible new Board member Veronica through Laura; lawyer who is committed to education/social justice. Next steps are for prospect to meet Graham and join Board member
- Board members should reach out to networks for prospective new board members
- Goal to increase by 3 people by end of year

### **Finance**

- Enrollment where expected
- SpEd numbers slightly higher than expected (budgeted at 39 students but coming in 46 students)
- School looking to expand SpEd Staff team at school to meet needs of students; can look to recent graduates for mid-year recruiting opportunities
- Maintaining healthy cash balance

- Finances are OK assuming current estimation of raising 35K in fundraising this fiscal year

### **Academics**

- Students currently in middle of trimester exams
- Discussion of school-wide assessment planned for December 2019, including self-evaluation component

### **Fundraising Update**

- Making progress on ticket sales and raffle items
- Discussion of run of show
  - 4-6 pm general mingling
  - 6 pm opening, welcome to school, show video
  - 6:30 pm raffle
  - 7 pm close
- Ways to make event kid-friendly
  - Coloring books
  - Other games
- Focusing fundraising efforts by profiling students; each Monday on December email blast with profile student
- Idea to partner with restaurants who donate percentage of sales during certain day to school; Board members to think of restaurants near offices to promote

### **School Leader/Principal Update**

- Working on teaching 7<sup>th</sup> graders independence skills, such as planning, time management, etc; skills they will need when as they get ready to leave Forte Prep
- Students have been outperforming past years, which is encouraging news
- Two weeks ago, Graham at DOB to discuss outstanding items for Reader Street Building; school is making progress

Meeting adjourned at 7:59 pm



## **Board Meeting Minutes**

**December 18, 2019 – 7:00 pm**

The Board of Trustees of Forte Preparatory Academy Charter School (Forte Prep) met on Wednesday, December 18, 2019

### **Present**

Laura Rodriguez  
Lisa Friscia  
Alexie Rothman  
Kyle Robinson  
Daniel Moskowitz  
Wai Lin Yip  
Fiona Lin  
Graham Browne, Executive Director  
Justin Smith, Principal

### **Absent**

D'Andre Carr

Meeting called to order at 7:17 pm

Board minutes from November 2019 approved.

### **Governance**

- Discussion regarding new prospective Board member; coordinating with Graham to attend Board meeting and visit school in 2020
- Goal to increase Board by 3 members by summer
- Interest in finding Board members with real estate, political influence, fundraising, school leadership experience

### **Finance**

- Financial update PDF update as of 10.31.19; enrollment flat
- SpEd enrollment still appx 7 students greater than initial budget; leads to additional reimbursement from state of \$130K
- Budgeted v. actual expenses largely on track

### **Academics**

- No update; update in school leader section

### **Fundraising Update**

- Fundraiser was success raising ~\$3,300 day of and \$2,500 additional gift for Forte Prep
- Have raised about \$7,000 during month of December
- 2 more annual appeal emails before end of year focusing on image of student/goals
- 75-85% of clicks happen within hour of receipt of email
- Local restaurants to donate a percentage of meals to Forte Prep
- Board members to follow up with café in Queens
- Discussion of doing another workout event – this time at Barry’s Bootcamp

### **School Leader/Principal Update**

- Fire inspection date for Reader Street on December 31, 2019
- Goal to move in during February break (week of Feb. 15)
- Recent community board fundraising activities at Forte Prep – donating toys, diapers, and coats
- School evaluation in progress; planned data day on January 2, 2020 to have staff refocus and recalibrate to ensure consistency in academic standards/expectations for students; focus on coaching team to ensure aligned goals
- Discussion of doing “stack audit” for student work to norm goals
- Teacher evaluations in January

Meeting adjourned at 8:10 pm



## **Board Meeting Minutes**

**January 15, 2020 – 7:00 pm**

The Board of Trustees of Forte Preparatory Academy Charter School (Forte Prep) met on Wednesday, January 15, 2020

### **Present**

Laura Rodriguez  
Alexie Rothman  
Kyle Robinson  
Daniel Moskowitz  
Wai Lin Yip  
Fiona Lin  
Graham Browne, Executive Director  
Justin Smith, Principal

### **Absent**

D'Andre Carr  
Lisa Friscia

Guest Robert Acosta, BES Fellow

Meeting called to order at 7:15 pm

Board minutes from December 2019 approved.

### **Finance**

- Reviewing November financials, as usual.
- Decline in SpEd students above 60% because of revised IEPs
- Reviewed budgeted v. actuals in revenues, expenses, budget, cash balance
- Will have draft of 990 in February 2020

### **Academics**

- Discussion of academic achievement updates

### **Fund Development Update**

- Discussion of what is next fundraising event, possibly Barry's Bootcamp or Queens restaurant

## **Governance**

- 2 potential Board candidates
- Veronica – attorney; had to reschedule but will attend February meeting; already visited the school
- Ellen – TFA, education advocacy; attended last fundraiser; interested in joining board; has community outreach experience

## **School Leader/Principal Update**

- Update on school status following death of 5<sup>th</sup> grader
- Family looking for reputable personal injury lawyers and immigration lawyers to help navigate process
- Another student lost home to house fire last week
- Discussion of ways to improve Board response in the event of next similar situation
- Discussion of resources for ongoing support for faculty and students
- Facility update
  - Fire inspection led to modification request by FDNY; waiting to final approval to then submit everything to building commissioner for TCO
  - Optimistic for February move in date for Forte Prep
  - Over last few weekends have had people install white boards and blackboards in rooms to make move in easier
  - Will have days for volunteers to come help and set up school

Meeting adjourned at 8:11 pm



## **Board Meeting Minutes**

**February 19, 2020 – 7:00 pm**

The Board of Trustees of Forte Preparatory Academy Charter School (Forte Prep) met on Wednesday, February 19, 2020

### **Present**

Laura Rodriguez  
Daniel Moskowitz  
Wai Lin Yip  
Lisa Friscia  
Graham Browne, Executive Director

### **Absent**

D'Andre Carr  
Alexie Rothman  
Kyle Robinson  
Fiona Lin  
Justin Smith, Principal

Guest Veronica Escobar

Meeting called to order at 7:06 pm

Board minutes from Jan 2020 approved.

### **SUNY Visit on 4/5**

4/7/2020-SUNY visit; we are 2 years away from renewal; visit to prep; please plan to attend meeting at school at 5:30pm in person

### **Finance**

- Reviewing Dec 2019 financials, as usual.
- Reviewed budgeted v. actuals in revenues, expenses, budget, cash balance
- Will have draft of 990 in next meeting

### **Academics**

- TBD
- Discussion of academic achievement updates

### **Fund Development Update**

- Discussion of what is next fundraising event, possibly Barry's Bootcamp or Queens restaurant; Barry is public (20 spots; charge whatever we want and get 100% of proceeds; give names list a week in advance; low effort) vs private school (later class times; 25 seats must fill); April date; Lisa will send out poll; weekend class for sure
- Potential end of year fundraiser – preferred dates of Wed, June 3 (best date for staff turnout because 6/4 is their field day), June 4, or June 5.
- Keep venue at Arlo SoHo or other suggestions?
- Laura and Wai Lin will reach out to restaurants and bars; 25% of proceeds from a night out; Chipotle, etc.; return to discuss in March

### **Governance**

- Graham and Lisa to start discussing higher level goals (beyond enrollment etc, ie fundraising etc) and plan of action for 2020
- Saturdays and Sundays in April for a stepback/retreat – Lisa to send a doodle poll on potential dates
- Veronica – potential Board candidate; on call for February meeting; already visited the school; interested in helping and serving Latino student population; she grew up in Jackson Heights/Elmhurst; first time joining a board and want to join an organization that connects to her; passion for education; wants to help with fundraising and recurring donations; interested in academics and extracurricular.

### **School Leader/Principal Update**

- SUNY Charter Schools Accountability Report 2018-2019 review (in Google drive)
- Reader Street new Facility update:
  - Adapt outlets for hot lunches for students
  - Stay at current location until the end of the school year
  - Potentially moving in July/August 2020; inspection should be wrapped up by March; giving final punch list this week
- In early talks with Jazz Empowers afterschool program; \$13-17k/year (can fundraise for it); can use extracurricular budget for next school year 2020-2021
- Long term planning; talking to BES and Anchoring Excellence orgs; potentially expanding to middle or high school for future.

Voted with quorum to have Veronica Escobar join the board. Confirmed.

Meeting adjourned at 8:37pm



## **Board Meeting Minutes**

**March 18, 2020 – 7:00 pm**

The Board of Trustees of Forte Preparatory Academy Charter School (Forte Prep) met on Wednesday, March 18, 2020

### **Present**

Laura Rodriguez  
Lisa Friscia  
Wai Lin Yip  
Fiona Lin  
Veronica Escobar

Graham Browne, Executive Director  
Justin Smith, Principal

### **Absent**

D'Andre Carr  
Alexie Rothman  
Kyle Robinson  
Daniel Moskowitz

Guests: EdTech staff (Derian De La Torre, Brad Blosser & Peter Laub)

Meeting called to order at 7:10 pm

Without a quorum, the Board did not approve February 2020 meeting minutes.

### **Finance**

- Derian (EdTech) shared FPA Financials through Jan 2020
- Confirmed no immediate risk/concerns on FPA financials/spending in near term given cash-on-hand \$ amounts
- Graham shared an update on recent Benefits analysis work conducted by ADP, a prospective FPA vendor provider. No near-term actions planned.

### **Academics**

- No updates

### **Fund Development Update**

- We confirmed that our early June EOY in-person fundraiser **will be canceled**
- At our April Board mtg, we'll discuss alternate "virtual" fundraising options

### **Governance**

- New Board member Veronica Escobar joined - welcome!
- Prospective new Board member Ellen Winn will join our April 2020 Board mtg
- Our annual Board retreat (Scheduled for April 25, 9 -1 pm) is still "on," but will likely move to virtual remote meeting status

### **School Leader/Principal Update**

- Graham gave a status update on covid-19 actions/plans to date & next steps Another student lost home to house fire last week. The Board discussed key upcoming challenges & opportunities for Board support including
  - Challenge: workforce adjustments (FPA staff who are working parents)
  - Opportunity:
    - Amazon order (student needs)
    - Board "self-care" gift to FPA staff/teachers
- Facility update
  - On track for FDNY inspector meeting in late March; waiting to final approval to then submit everything to building commissioner for TCO

Meeting adjourned at 8:10 pm



## **Board Meeting Minutes**

**April 15, 2020 – 7:00 pm**

The Board of Trustees of Forte Preparatory Academy Charter School (Forte Prep) met on Wednesday, April 15, 2020

### **Present**

Alexie Rothman  
Daniel Moskowitz  
Lisa Friscia  
Wai Lin Yip  
Fiona Lin

Graham Browne, Executive Director  
Justin Smith, Principal

### **Absent**

D'Andre Carr  
Kyle Robinson  
Laura Rodriguez  
Veronica Escobar

Guests: EdTech staff (Derian De La Torre)

Meeting called to order at 7:10 pm

Board approved March 2020 meeting minutes. Feb 2020 meeting minutes approved.

### **Finance**

- Derian (EdTech) shared 2 covid-19 related updates:
  - Per pupil funding estimates will likely remain flat (\$16K) & will be factored into upcoming 20-21 SY budget
  - Per federal CARE act, FPA may qualify for the PPP (Payroll Protection Policy) act so we have submitted an application to Chase (FPA's provider) for a loan
    - Waiting on guidance whether we qualify & receive loan
    - Stay alert as to how we code Payroll expenses across funding streams (Title I; state operating funds; PPP)
  - Any loan acceptance will require Board vote/approval
- Board reviewed the 2019 990 tax return draft. Board voted to approve Form 990.

### **Academics**

- No updates

### **Fund Development Update**

- No updates

### **Covid Contingency Plan Update**

- Graham to meet with Board officers to discuss different categories in contingency plan
- Board will discuss in more detail at Board retreat

### **Governance**

- Our annual Board retreat (Scheduled for April 25, 9 -1 pm) will take place virtually

### **School Leader/Principal Update**

- FP planning for remote learning to continue at least till end of year
- Curriculum shift to focusing on maintenance of old skills over mastering new skills with reading and math work, as well as maintaining student and teacher morale in new climate
- Fellow BES school in Brownsville (Key Collegiate Charter School) having enrollment issues and contemplating passing off seats to another school in Queens. Graham, Lisa and ED of school discussed loose contours of having seats transition into Forte Prep II in Queens with planning year and then launch in fall 2021.
- Timing for Forte Prep to make initial decision about prospect is mid-May as Key Collegiate is looking to make notifications to family by mid-June 2020
- Graham to speak with Director at SUNY next week to discuss process of Forte Prep taking over charter
- Reader Street Update
  - May 9 is final inspection date for building
  - Moving target regarding what will be the first activities at building; plan is subject to broader directives regarding whether or not summer school is happening and other programs affiliated with Forte Prep for summer

Meeting adjourned at 8:15 pm



## **Board Meeting Minutes**

**May 20, 2020 – 7:09 pm**

The Board of Trustees of Forte Preparatory Academy Charter School (Forte Prep) met on Wednesday, May 20, 2020

### **Present**

Daniel Moskowitz  
Wai Lin Yip  
Fiona Lin  
Veronica Escobar  
Alexie Rothman  
Lisa Friscia  
Laura Rodriguez  
Justin Smith, Principal  
Graham Browne, Executive Director

Meeting called to order at 7:09 pm

Board minutes from April 2020 approved.

### **Finance**

- Reviewing FY 2021 preliminary budget
- Graham reviewed staffing increases as reflected in budget
- Plan to move up finance committee meetings to earlier in month to review fresh data in light of likely difficult budget in FY 20-21
- FP received per pupil funding for May and June and also received ~550K from PPP funds

### **Academics**

- No updates

### **Fund Development Update**

- Board did outstanding job past two weeks raising money for Kindle drive and other campaigns
- Next idea is to raise funds in connection with Career Day event at Forte Prep -- plan is to be virtual event with more speakers but smaller groups
- Board should try to reach out to contacts who usually support Forte Prep events and ask for small donation in lieu of event

## **Governance**

- Continuing to recruit for new members
- Need to remove old names from rosters; D'Andre no longer on Board; Kyle Robinson taking a pause from Board
- Lisa to circle back to Ellen Winn a prospective Board member
- Motion to approve change to bylaws discussed during retreat -- all members voted in favor. Motion approved.
  - To reduce the minimum number of board members from 7 to 5 in an emergency situation like the one we are in now (so that they board can continue to make decisions if more members are incapacitated; and
  - To add the Vice Chair as possible countersigners of purchases greater than \$10,000 (in the event that the Treasurer is unable to do so in this type of situation).

## **School Leader/Principal Update**

- Raised 27K in Kindle and grocery campaign
- Teacher appreciation week was successful
- Gearing up for trimester exams

Meeting adjourned at 8:07pm



## **Board Meeting Minutes**

**June 17, 2020 – 7:00 pm**

The Board of Trustees of Forte Preparatory Academy Charter School (Forte Prep) met on Wednesday, June 17, 2020

### **Present**

Alexie Rothman  
Daniel Moskowitz  
Lisa Friscia  
Wai Lin Yip  
Fiona Lin  
Veronica Escobar  
Graham Browne, Executive Director  
Justin Smith, Principal

### **Absent**

Kyle Robinson (on leave)  
Laura Rodriguez

Guests: EdTech staff (Brad Blosser and Bryson Wilson)  
Ellen Winn (prospective Board member)

Meeting called to order at 7:05 pm

Introduction of Ellen Winn, prospective Board member

Board approved May 2020 meeting minutes.

### **Finance**

- Review of budget for 20-21 school year
  - \$90K in savings due to COVID impact this past year
  - Largest expenses are rent and FTE
  - SUNY recommended contingency planning for COVID of 2-5% revenue; FP selected 2% of revenue for contingency planning/additional expenses that may arise next year
- Walked through Base Case & Downside Sensitivity 20-21 SY scenarios (drop in enrollment & 10% reduction in per pupil funding).

- Confirmed minor risk of reduction in rental assistance (which would increase Expenses in 20-21 SY), triggered by lower enrollment scenario
- Acknowledged that approving 20-21 SY budget in June is tricky given range of unknowns per COVID-19 guidance on 20-21 SY opening requirements
  - SUNY as authorizer has acknowledged need to build in more flexibility to revise 20-21 SY budget on a Quarterly basis due to variability

With qualification of high likelihood of changes in key budget drivers (per pupil funding, etc), Board unanimously approved 20-21 SY budget. Board will revisit budget each month in light of uncertainty for 20-21 SY.

### **Academics**

- See AA committee notes

### **Fund Development Update**

- Career day is tomorrow at 2 pm; 70 panelists across 20 rooms
- Goal to build awareness for FP and also raise funds for FP from panelists/organizations

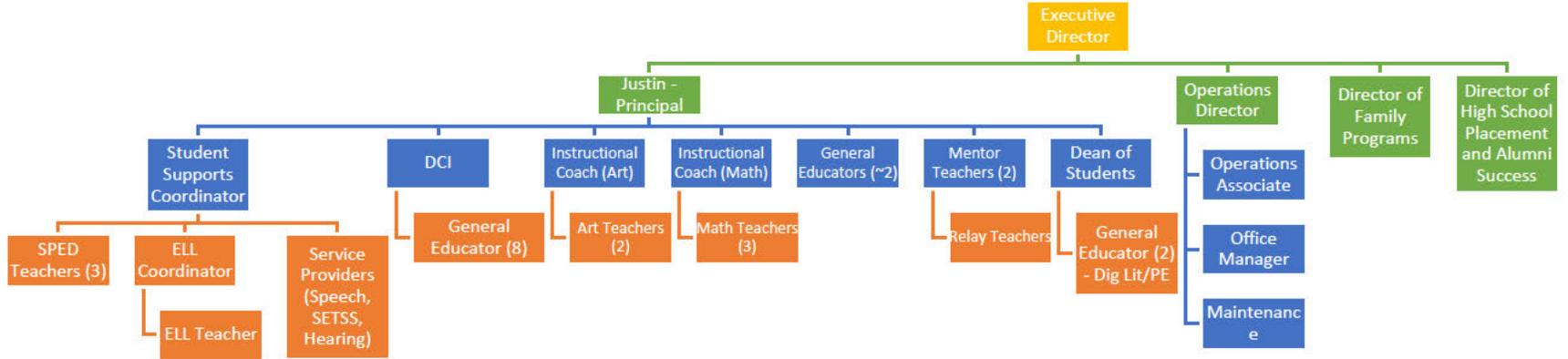
### **School Leader/Principal Update**

- Graham and Justin updated on contingency planning for 20-21 SY (building reopening), likely will be a joint in-person and online instructional forum
- Focus on how best to serve all students and especially students with IEPs and 5th graders
- Our TCO finally came in! For movement into the Reeder Street campus
- Update on potential merger with Key, including sharing of documents and planned signing of MOU

### **Governance**

- Enter executive session to discuss Ellen Winn
- Will schedule follow up call to ask Ellen questions

Meeting adjourned at 8:33 pm



# 2019

# August

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
28	29	30	31	01 Summer Staff Summit (SSS) - New Staff Start	02	03
04	05 Summer Staff Summit (SSS) - Returning Staff Start	06	07	08 Parent Orientation (4:30-6:30pm)	09	10
11	12	13	14	15	16	17
18	19	20	21 New Student Orientation (1pm dismissal)	22 New Student Orientation (1pm dismissal)	23 New Student Orientation (1pm dismissal)	24
25	26 First Day of School (returning students)	27	28 MAP testing (Fall)	29 MAP testing (Fall)	30 MAP testing (Fall)	31
01	02	Notes:				

2019

# September

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
01	02 Labor Day (No School)	03	04	05	06	07
08	09	10	11 Family Workshop Night (5-7pm)	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30 Rosh Hashanah (No School)	01 Rosh Hashanah (No School)	02	03	04	05
06	07	Notes:				

2019

# October

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
29	30	01 Rosh Hashanah (No School)	02	03	04	05
06	07	08	09 Yom Kippur (No School)	10	11	12 Saturday Academy (9-12)
13	14 Columbus Day (No Students; Staff PD)	15	16	17	18	19
20	21	22	23	24	25	26 Saturday Academy (9-12)
27	28	29	30	31	01	02
03	04	Notes:				

# 2019

# November

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
27	28	29	30	31	01	02
03	04	05	06 Family Workshop Night (5-7pm)	07	08	09 Saturday Academy (9-12)
10	11 Veterans Day (no school)	12	13	14	15	16 Saturday Academy (9-12)
17	18	19 Trimester 1 Exams	20 Trimester 1 Exams	21 Trimester 1 Exams	22 Trimester 1 Exams	23
24	25	26	27 Data Day (9-1 for staff; no students)	28 Thanksgiving recess (no school)	29 Thanksgiving recess (no school)	30
01	02	Notes: 11/26: full day of school Data Day 11/27: half day for staff, no students				

# 2019

# December

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
01	02 First day of Trimester 2	03	04	05 Half day for students Fam conferences (1-7pm)	06	07
08	09	10	11	12	13	14 Saturday Academy (9-12)
15	16	17	18	19	20	21
22	23 Winter Recess (no school)	24 Winter Recess (no school)	25 Winter Recess (no school)	26 Winter Recess (no school)	27 Winter Recess (no school)	28
29	30 Winter Recess (no school)	31 Winter Recess (no school)	01 Winter Recess (no school)	02	03	04
05	06	Notes:				

2020

# January

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
29	30	31	01 Winter Recess (no school)	02 Data Day (no students)	03	04
05	06 MAP Testing (Winter window)	07 MAP Testing (Winter window)	08 MAP Testing (Winter window)	09 Family Workshop Night (5-7)	10	11 Saturday Academy (9-12)
12	13	14	15	16	17	18
19	20 MLK Day (no school)	21 Data Day (no school)	22	23	24	25 Saturday Academy (9-12)
26	27	28	29	30	31	01
02	03	Notes:				

2020

# February

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
26	27	28	29	30	31	01 Saturday Academy (9-12)
02	03	04	05	06	07	08 Saturday Academy (9-12)
09	10	11	12	13	14	15
16	17 Midwinter Recess (no school)	18 Midwinter Recess (no school)	19 Midwinter Recess (no school)	20 Midwinter Recess (no school)	21 Midwinter Recess (no school)	22
23	24 Data Day (no students)	25	26	27	28	29
01	02	Notes:				

2020

# March

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
01	02	03 Trimester 2 Exams	04 Trimester 2 Exams	05 Trimester 2 Exams	06 Trimester 2 Exams	07 Saturday Academy (9-12)
08	09	10	11 Family Workshop Night (5-7pm)	12	13 Data Day (no students)	14 Saturday Academy (9-12)
15	16	17	18	19	20	21 Saturday Academy (9-12)
22	23	24	25 NY State ELA Exams	26 NY State ELA Exams	27 NY State ELA Exams	28
29	30	31	01	02	03	04
05	06	Notes:				

2020

# April

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
29	30	31	01	02 Half day for students Family conferences 1-7p	03	04 Saturday Academy (9-12)
05	06	07	08	09 Spring Recess (no school)	10 Spring Recess (no school)	11
12	13 Spring Recess (no school)	14 Spring Recess (no school)	15 Spring Recess (no school)	16 Spring Recess (no school)	17 Spring Recess (no school)	18
19	20	21 NY State Math Exams	22 NY State Math Exams	23 NY State Math Exams	24	25
26	27	28	29	30	01	02
03	04	Notes:				

2020

# May

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
26	27	28	29	30	01	02
03	04	05	06 Family Workshop Night (5-7pm)	07	08	09
10	11	12	13	14	15	16 Saturday Academy (9-12)
17	18	19	20	21	22	23
24	25 Memorial Day (no school)	26 Data Day (no students)	27	28	29	30
31	01	Notes:				

2020

# June

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
31	01 MAP Testing (spring window)	02 MAP Testing (spring window)	03 MAP Testing (spring window)	04 Field Day, location to be announced (9- 2pm)	05	06
07	08	09	10	11 Trimester 3 Exams	12 Trimester 3 Exams	13
14	15 Trimester 3 Exams	16 Trimester 3 Exams	17	18	19	20
21	22	23	24 1pm dismissal	25 1pm dismissal	26 Last Day of School (1pm Dismissal)	27
28	29	30	01	02	03	04
05	06	Notes:				

2020

# July

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
28	29	30	01	02	03	04
05	06	07	08	09	10	11
12	13 Summer Academy (8-1)	14 Summer Academy (8-1)	15 Summer Academy (8-1)	16 Summer Academy (8-1)	17 Summer Academy (8-1)	18
19	20 Summer Academy (8-1)	21 Summer Academy (8-1)	22 Summer Academy (8-1)	23 Summer Academy (8-1)	24 Summer Academy (8-1)	25
26	27	28	29	30	31	01
02	03	Notes:				

# Certificate of Occupancy

**CO Number:** [REDACTED]

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

<b>A.</b>	<b>Borough:</b> Queens	<b>Block Number:</b> [REDACTED]	<b>Certificate Type:</b> Temporary
	<b>Address:</b> 51-35 REEDER ST	<b>Lot Number(s):</b> [REDACTED]	<b>Effective Date:</b> 06/16/2020
	<b>Building Identification Number (BIN):</b> 4570298	<b>Building Type:</b> New	<b>Expiration Date:</b> 09/14/2020
<b>This building is subject to this Building Code: 2008 Code</b>			
<i>For zoning lot metes &amp; bounds, please see BISWeb.</i>			
<b>B.</b>	<b>Construction classification:</b> [REDACTED]	(2014/2008 Code)	
	<b>Building Occupancy Group classification:</b> [REDACTED]	(2014/2008 Code)	
	<b>Multiple Dwelling Law Classification:</b> HAEA		
	<b>No. of stories:</b> [REDACTED]	<b>Height in feet:</b> [REDACTED]	<b>No. of dwelling units:</b> 142
<b>C.</b>	<b>Fire Protection Equipment:</b> Standpipe system, Fire alarm system, Sprinkler system		
<b>D.</b>	<b>Type and number of open spaces:</b> Loading berths (2), Loading berths (840 square feet)		
<b>E.</b>	<b>This Certificate is issued with the following legal limitations:</b> None		
<b>Outstanding requirements for obtaining Final Certificate of Occupancy:</b>			
There are 19 outstanding requirements. Please refer to BISWeb for further detail.			
<b>Borough Comments:</b> None			



Borough Commissioner



Commissioner

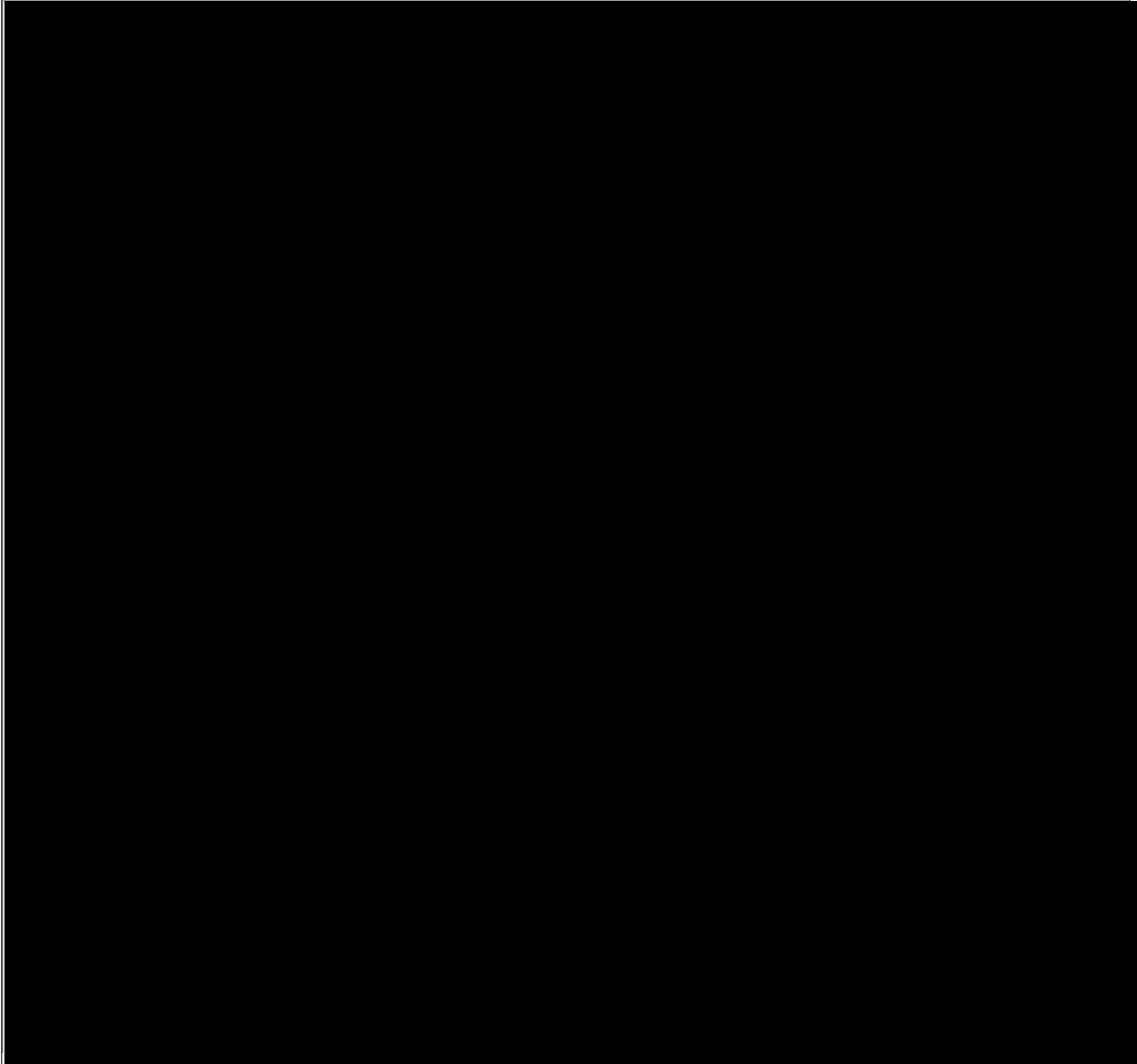
# Certificate of Occupancy

CO Number: 420812446T001

## Permissible Use and Occupancy

All Building Code occupancy group designations below are 2008 designations.

Floor From To	Maximum persons permitted	Live load lbs per sq. ft.	Building Code occupancy group	Dwelling or Rooming Units	Zoning use group	Description of use
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Borough Commissioner

Commissioner

# *Certificate of Occupancy*

**CO Number: 420812446T001**

THE 171 PARKING SPACES IN CELLAR LEVEL WILL BE FULLY ATTENDED SUFFICIENT NUMBER OF PAID ATTENDANTS EMPLOYED BY THE OWNER OR OPERATOR OF SUCH SPACES SHALL BE AVAILABLE TO HANDLE THE PARKING AND MOVING OF AUTOMOBILES AT ALL TIMES WHEN THE BUILDING IS OCCUPIED. CERTIFICATE AND ZONING LOT DESCRIPTION HAVE BEEN RECORDED IN THE OFFICE OF CITY REGISTER OF THE CITY OF NEW YORK UNDER CRFN #2015000397779 AND 2015000397780.

**END OF SECTION**



Borough Commissioner



Commissioner

**END OF DOCUMENT**