

Application: Capital Preparatory Harlem Charter School

Kashani Stokley - kashani.stokley@wearecapitalprep.org
2021-2022 Annual Report

Summary

ID: 0000000324

Labels: SUNY Trustees

Entry 1 School Info and Cover Page

Completed Sep 17 2022

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 2021-2022 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, 2022)** or you may not be assigned the correct tasks.

BASIC INFORMATION

a. SCHOOL NAME

(Select name from the drop down menu)

CAPITAL PREPARATORY (CP) HARLEM CHARTER SCHOOL 800000084243

a1. Popular School Name

(No response)

b. CHARTER AUTHORIZER (As of June 30th, 2021)

Please select the correct authorizer as of June 30, 2022 or you may not be assigned the correct tasks.

SUNY BOARD OF TRUSTEES

d. DISTRICT / CSD OF LOCATION

CSD # 4 - MANHATTAN

e. DATE OF INITIAL CHARTER

11/2014

f. DATE FIRST OPENED FOR INSTRUCTION

8/2016

c. School Unionized

Is your charter school unionized?

No

h. SCHOOL WEB ADDRESS (URL)

<https://www.capitalprepharlem.org/>

i. Total Approved Charter Enrollment for 2021-2022 School Year (exclude Pre-K program enrollment)

500

j. Total Enrollment on June 30, 2022 (exclude Pre-K program enrollment)

396

k. Grades Served during the 2021-2022 School Year (exclude Pre-K program students)

Check all that apply

Grades Served

6, 7, 8, 9, 10, 11, 12

I1. DOES THE SCHOOL CONTRACT WITH A CHARTER OR EDUCATIONAL MANAGEMENT ORGANIZATION?

Yes

I2. NAME OF CMO/EMO AND ADDRESS

NAME OF CMO/EMO	Capital Preparatory Schools
PHYSICAL STREET ADDRESS	777 Main Street
CITY	Bridgeport
STATE	CT
ZIP CODE	06604
EMAIL ADDRESS	kashani.stokley@wearecapitalprep.org
CONTACT PERSON NAME	Kashani Stokley

FACILITIES INFORMATION

m. FACILITIES

Will the school maintain or operate multiple sites in 2022-2023?

No, just one site.

CAPITAL PREPARATORY (CP) HARLEM CHARTER SCHOOL 80000084243

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	2041 Madison Avenue, New York, NY 10035	2123289370	NYC CSD 5	6-12	6-12

m1a. Please provide the contact information for Site 1.

	Name	Title	Work Phone	Alternate Phone	Email Address
School Leader	Dr. Marjorie Purdee-Iglio	Principal	212-328-9370		marjorie.purdeeiglio@wearecapitalprep.org
Operational Leader	Kashan Stokley	Director of Network Operations	917-838-3684		kashani.stokley@wearecapitalprep.org
Compliance Contact	Kashan Stokley	Director of Network Operations	917-838-3684		kashani.stokley@wearecapitalprep.org
Complaint Contact	Kashan Stokley	Director of Network Operations	917-838-3684		kashani.stokley@wearecapitalprep.org
DA A Coordinator	Ivette Rizza	Chief Operating Officer	860-539-3903		ivette.rizza@wearecapitalprep.org
Phone Contact for After Hours Emergencies	Kashan Stokley	Director of Network Operations	917-838-3684		kashani.stokley@wearecapitalprep.org

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, 2021.

- Fire inspection certificates must be updated annually. For the upcoming school year 2022-2023, the fire inspection certificate must be dated after July 1, 2021.
- If the fire inspection certificate is dated after the August 1, 2022 submission of the Annual Report, please submit the new certificate with the Annual Report entries due on November 1, 2022.

Site 1 Certificate of Occupancy (COO)

[190LNO5052East130Street07-08-2021.pdf](#)

Filename: 190LNO5052East130Street07-08-2021.pdf **Size:** 102.0 kB

Site 1 Fire Inspection Report

[50 East 130 st - FDNY Inspection Report\(43457507v1\).PDF](#)

Filename: 50 East 130 st - FDNY Inspection Report(43457507v1).PDF **Size:** 163.8 kB

CHARTER REVISIONS DURING THE 2021-2022 SCHOOL YEAR

n1. Were there any revisions to the school's charter during the 2021-2022 school year? (Please include approved or pending material and non-material charter revisions).

No

o. Has your school's Board of Trustee's approved a budget for the 2021-2022 FY?

Yes

ATTESTATIONS

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

Name	Kashani Stokley
Position	Director of Network Operations
Phone/Extension	917-838-3684
Email	kashani.stokley@wearecapitalprep.org

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

Responses Selected:

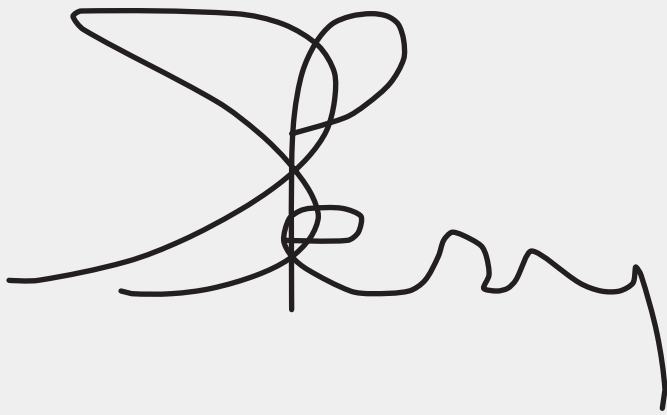
Yes

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

Responses Selected:

Yes

Signature, Head of Charter School

A handwritten signature in black ink on a light gray background. The signature is highly stylized, starting with a large loop on the left, followed by a vertical line, and ending with a series of smaller, connected loops on the right.

Signature, President of the Board of Trustees

A handwritten signature in black ink on a light gray background. The signature consists of two main parts: a large, complex loop on the left and a more angular, triangular shape on the right, connected by a horizontal line.

Date

(No response)



Thank you.

Entry 3 Accountability Plan Progress Reports

Completed Oct 25 2022

Instructions

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

SUNY-authorized charter schools must download an Accountability Plan Progress Report template at [Accountability Plan Progress Report](#). After completing, SUNY-authorized charter schools must upload the document into the SUNY Epicenter system by **September 15, 2022**. SUNY CSI will forward to NYSED CSO.

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

2021-2022 Accountability Plan Progress Report

Filename: 2021 2022 Accountability Plan Prog wOnnk4J.pdf **Size:** 190.3 kB

Entry 4 - Audited Financial Statements

Incomplete

Required of ALL Charter Schools

ALL SUNY-authorized charter schools must upload the financial statements and related documents in PDF format into the SUNY Epicenter system no later than **November 1, 2022**. SUNY CSI will forward to NYSED CSO. **SUNY-authorized charter schools** are asked to ensure that security features such as password protection are turned off.

ALL Regents, NYCDOE, and Buffalo BOE-authorized charter schools must upload final, audited financial statements to the [Annual Report Portal](#) no later than **November 1, 2022**. Upload the independent auditor's report, any advisory and/or management letter, and the internal controls report as one submission, combined into a PDF file, ensuring that security features such as password protections are removed from all school uploaded documents.

PLEASE NOTE: This task appears as visible and optional task in the online portal until August 1 2022 but will be identified as a required task thereafter and due on November 1, 2022. This is a required task, and it is marked optional for administrative purposes only.

Entry 4a - Audited Financial Report Template (SUNY)

Incomplete

Instructions - SUNY-Authorized Charter Schools ONLY

SUNY-authorized schools must download the Excel spreadsheet entitled “Audited Financial Report Template” at <http://www.newyorkcharters.org/fiscal/>. After completing, schools must upload the document into the SUNY Epicenter system no later than **November 1, 2022**. SUNY CSI will forward to NYSED CSO.

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

Entry 4c - Additional Financial Documents

Incomplete Hidden from applicant

Instructions - Regents, NYCDOE and Buffalo BOE authorized schools must upload financial documents and submit by **November 1, 2022**. The items listed below should be uploaded, with an explanation if not applicable or available. For example, a “federal Single Audit was not required because the school did not expend federal funds of more than the \$750,000 Threshold.”

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

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

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

Entry 4d - Financial Services Contact Information

Incomplete Hidden from applicant

Regents, NYCDOE, and Buffalo BOE authorized schools should enter financial contact information directly into the form within the portal by **November 1, 2022**.

Form for "Financial Services Contact Information"

1. School Based Fiscal Contact Information

	School Based Fiscal Contact Name	School Based Fiscal Contact Email	School Based Fiscal Contact Phone

2. Audit Firm Contact Information

	School Audit Contact Name	School Audit Contact Email	School Audit Contact Phone	Years Working With This Audit Firm

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

	Firm Name	Contact Person	Mailing Address	Email	Phone	Years With Firm

Entry 5 - Fiscal Year 2022-2023 Budget

Incomplete

SUNY-authorized charter schools should download the [2022-23 Budget and Quarterly Report Template and the 2022-23 Budget Narrative Questionnaire](#) from the SUNY website and upload the completed template into Epicenter. SUNY CSI will forward to NYSED CSO. **Due November 1, 2022.**

Regents, NYCDOE, and Buffalo BOE authorized charter schools should upload a copy of the school's FY22 Budget using the [2022-2023 Budget Template](#) in the portal or from the Annual Report website. **Due November 1, 2022.**

The assumptions column should be completed for all revenue and expense items unless the item is self-explanatory. Where applicable, reference the page number or section in the application narrative that indicates the assumption being made. For instance, student enrollment would reference the applicable page number in Section I, C of the application narrative.

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

Entry 6 - Board of Trustees Disclosure of Financial Interest Form

Completed Sep 17 2022

Due on August 1, 2022, 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 2021-2022 school year must complete and sign a [Trustee Disclosure of Financial Interest Form](#). Acceptable signature formats include:

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

All completed forms must be collected and uploaded in .PDF format for each individual member. **The education corporation is responsible for completing the form for trustees who left the board during the reporting year.**

Forms completed from past years will not be accepted. **Only the latest version of the form** (updated in April, 2022) is acceptable.).

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.

Tarik Brooks

Filename: Tarik Brooks.pdf **Size:** 439.1 kB

Sunny Hostin

Filename: Sunny Hostin.pdf **Size:** 402.8 kB

Derek Ferguson

Filename: Derek Ferguson.pdf **Size:** 138.7 kB

James Stovall

Filename: James Stovall.pdf **Size:** 605.3 kB

Danique Day

Filename: Danique Day.pdf **Size:** 681.2 kB

Dr

Filename: Dr. Steve Perry.pdf **Size:** 456.9 kB

Entry 7 BOT Membership Table

Completed Sep 17 2022

Instructions

Required of ALL charter schools

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

Entry 7 BOT Table

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

Authorizer:

Who is the authorizer of your charter school?

SUNY

1. 2021-2022 Board Member Information (Enter info for each BOT member)

	Trustee Name	Trustee Email Address	Position on the Board	Committee Affiliations	Voting Member Per By-Laws (Y/N)	Number of Terms Served	Start Date of Current Term (MM/DD /YYYY)	End Date of Current Term (MM/DD /YYYY)	Board Meetings Attended During 2021-2022
1	James Stovall	[REDACTED]	Chair	Executive	Yes	3	07/01/2021	06/30/2022	11
2	Maurice Coleman	[REDACTED]	Treasurer	Real Estate, Finance	Yes	6	07/01/2021	06/30/2022	9
3	Dr. Stephen Perry	[REDACTED]	Secretary	Real Estate	Yes	6	07/01/2021	06/30/2022	11

4	Asuncion Hostin		Trustee/Member	None	Yes	2	07/01/2021	06/30/2022	5 or less
5	Tarik Brooks		Trustee/Member	Finance	Yes	3	07/01/2021	06/30/2022	9
6	Derek Ferguson		Trustee/Member	Real Estate, Finance	Yes	6	07/01/2021	06/30/2022	11
7	Danique Day		Trustee/Member	Curriculum & Academics	Yes	2	07/01/2021	06/30/2022	9
8	Baye Adofo-Wilson		Trustee/Member	None	Yes	1	04/27/2022	06/30/2022	5 or less
9	Rochelle Brown		Trustee/Member	None	Yes	1	04/27/2022	06/30/2022	5 or less

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

Yes

1b. Board Member Information

	Trustee Name	Trustee 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 2021-2022
10	Reverend Georgette Morgan Thomas	[REDACTED]	Trustee/Member	None	Yes	6	07/01/2021	12/13/2021	5 or less
11	Ramik Williams	[REDACTED]	Trustee/Member	Fundraising & Development	Yes	3	07/01/2021	02/16/2022	5 or less
12									
13									
14									
15									

1c. Are there more than 15 members of the Board of Trustees?

No

2. INFORMATION ABOUT MEMBERS OF THE BOARD OF TRUSTEES

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

a. Total Number of BOT Members on June 30, 2022	9
b.Total Number of Members Added During 2021-2022	2
c. Total Number of Members who Departed during 2021-2022	3
d.Total Number of members, as set in Bylaws, Resolution or Minutes	9

3. Number of Board meetings held during 2021-2022

11

4. Number of Board meetings scheduled for 2022-2023

12

Total number of Voting Members on June 30, 2022:

9

Total number of Voting Members added during the 2021-2022 school year:

2

Total number of Voting Members who departed during the 2021-2022 school year:

3

Total Maximum Number of Voting members in 2021-2022, as set by the board in bylaws, resolution, or minutes:

10

Thank you.

Entry 8 Board Meeting Minutes

Completed Sep 17 2022 Hidden from applicant

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

Schools must upload a complete set of monthly board meeting minutes (July 2021-June 2022), which should match the number of meetings held during the 2021-2022 school year, as indicated in the above table. The minutes provided must be the final version approved by the school's Board of Trustees and may be uploaded individually or as one single combined file. Board meeting minutes must be submitted by **August 1, 2022**.

2 - Capital Prep Charter Schools NY Minutes 7_27_2021

Filename: 2 Capital Prep Charter Schools N rWQYYgW.pdf **Size:** 88.4 kB

1 - Capital Prep Charter Schools NY Minutes 7_19_2021

Filename: 1 Capital Prep Charter Schools N 3XoL2Un.pdf **Size:** 96.5 kB

7 - Capital Prep Charter Schools NY Minutes 2

Filename: 7 Capital Prep Charter Schools N 706O9BH.pdf **Size:** 105.2 kB

8 - Capital Prep Charter Schools NY Minutes 3

Filename: 8 Capital Prep Charter Schools N EXOijlj.pdf **Size:** 104.7 kB

5 - Capital Prep Charter Schools NY Minutes 11

Filename: 5 Capital Prep Charter Schools N tk8mi0K.pdf **Size:** 102.5 kB

3 - Capital Prep Charter Schools NY Minutes 9_13_2021

Filename: 3 Capital Prep Charter Schools N jL6dkNn.pdf **Size:** 111.2 kB

4 - Capital Prep Charter Schools NY Minutes 10

Filename: 4 Capital Prep Charter Schools N oRpWqkH.pdf **Size:** 168.2 kB

6 - Capital Prep Charter Schools NY Minutes 12

Filename: 6 Capital Prep Charter Schools N SZJBgCb.pdf **Size:** 99.9 kB

9 - Capital Prep Charter Schools NY Minutes 4

Filename: 9 Capital Prep Charter Schools N VVotTet.pdf **Size:** 108.3 kB

10 - Capital Prep Charter Schools NY Minutes 5 17 22 1

Filename: 10 Capital Prep Charter Schools piSYMUM.pdf **Size:** 103.4 kB

11 - Capital Prep Charter Schools NY Minutes 6

Filename: 11 Capital Prep Charter Schools wcDfdJZ.pdf **Size:** 105.3 kB

Entry 9 Enrollment & Retention

Completed Sep 17 2022

Instructions for submitting Enrollment and Retention Efforts

Required of ALL Charter Schools

Describe the good faith efforts the charter school has made in 2021-2022 toward meeting targets to attract and retain the enrollment of Students with Disabilities (SWDs), English Language Learners (ELLs), and students who are economically disadvantaged. In addition, describe the school's plans for meeting or making progress toward meeting its enrollment and retention targets in 2022-2023.

Entry 9 Enrollment and Retention of Special Populations

Recruitment/Attraction Efforts Toward Meeting Targets

	Describe Recruitment Efforts in 2021-2022	Describe Recruitment Plans in 2022-2023
Economically Disadvantaged	The Capital Prep Harlem Team held several open houses/informational sessions virtually and reached out to local NYCHA housing centers, community organizations, and cornerstones. The team continued their discussions with neighborhood schools and organizations about the schools programming and enrollment opportunities.	The Capital Prep Harlem team will continue to host parent meetings/informational sessions at the school and at local NYCHA housing centers, community organizations, and cornerstones. The team will continue their discussion with neighborhood schools and organizations about the school programming and enrollment opportunities.
English Language Learners	Through connections with current ELL families and targeted mailers the Capital Prep team were able to reach families to inform them of its inclusive programming.	Continued outreach to our current ELL families as well as targeted mailers and social media campaigns informing families about our initiatives and inclusive programming.
Students with Disabilities	The special education support team attends all open houses, informational meetings, and potential parent events. Parents and families have continuous opportunities to discuss programming and have their questions answered.	The special education support team will continue to attend all open houses, informational sessions, and potential parent events. Parents will have the opportunity to ask their questions and have the answers.

Retention Efforts Toward Meeting Targets

	Describe Retention Efforts in 2021-2022	Describe Retention Plans in 2022-2023
Economically Disadvantaged	At Capital Prep Harlem the student government plays a key role in improving the school culture and empowering students. They lead initiatives that lead to growth and development of the economically disadvantaged students. Families are engaged through parent groups.	Capital Prep Harlem will continue to develop and improve the school's culture through the school's parent group and five parent meetings throughout the school year regarding students and the school's progress.
English Language Learners	Staff diversity was key and Capital Prep Harlem continued to increase the number of bilingual staff. Translation was available to families and information was provided in a variety of languages.	Capital Prep Harlem will continue to promote staff diversity by continuing to increase the number of bilingual staff members. Translation will be available for parents and information will continue to be provided in a variety of languages.
Students with Disabilities	Capital Prep Harlem offers an ICT model to support students' needs as required by their Individualized Education Plan. In addition, the school's model offered support through the Student Advisory Program so that students have access to special education teachers to monitor their progress. Students are offered small group and social emotional learning opportunities to ensure that they are succeeding and surpassing their goals and targets.	Capital Prep will continue to offer an ICT model to support student needs as required by their individualized education plan. In addition, the school will model offered support through the advisory program so that students have access to an advisor and special education teacher monitoring their progress and communicating with families. Students were offered small group learning and social emotional opportunities to ensure that they are succeeding and surpassing their goals and targets.

Entry 10 - Teacher and Administrator Attrition

Completed Sep 17 2022

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

A. TEACH System - Employee Clearance

Charter schools must ensure that all prospective employees^[1] receive clearance through [the NYSED Office of School Personnel Review and Accountability](#) (OSPRA) prior to employment. **This includes paraprofessionals and other school personnel who are provided or assigned by the district of location, or related/contracted service providers.** After an employee has been cleared, schools are required to maintain proof of such clearance in the file of each employee. For the safety of all students, charter schools must take immediate steps to terminate the employment of individuals who have been denied clearance. Once the employees have been terminated, the school must terminate the request for clearance in the TEACH system.

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

^[1] Employees who must be cleared include, but are not limited to, teachers, administrative staff, janitors, security personnel and cafeteria workers, and other staff who are present when children are in the school building. **This includes paraprofessionals and other school personnel that are provided or assigned by the district of location, as well as related/contracted service providers.** See NYSED memorandum dated October 1, 2019 at <http://www.nysed.gov/common/nysed/files/programs/charter-schools/employeefingerprintoct19.pdf> or visit the NYSED website at: <http://www.highered.nysed.gov/tsei/ospra/fingerprintingcharts.html> for more information regarding who must be fingerprinted. Also see, 8 NYCRR §87.2.

B. Emergency Conditional Clearances

Emergency Conditional Clearances

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

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

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

Attestation

Responses Selected:

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

Entry 11 Percent of Uncertified Teachers

Incomplete 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.

Enter the relevant full-time equivalent (FTE) count of teachers in each column. For example, a school with 20 full-time teachers and 5 half-time teachers would have an FTE count of 22.5.

Entry 11 Uncertified Teachers

School Name:

Instructions for Reporting Percent of Uncertified Teachers

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

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, 2022)	
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2022)	
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2022)	
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2022)	
Total Category A: 5 or 30% whichever is less	0

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

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

CATEGORY C: PLUS 5 ADDITIONAL UNCERTIFIED TEACHERS

	FTE Count
i. FTE count of uncertified teacher with at least three years of elementary, middle or secondary classroom teaching experience (as of June 30, 2022)	
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2022)	
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2022)	
. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2022)	
Total Category C: not to exceed 5	0

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

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

	FTE Count
Total	

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	

CATEGORY E: TOTAL FTE COUNT OF CERTIFIED TEACHERS

	FTE Count
Total Category E	

CATEGORY F: TOTAL FTE COUNT OF ALL TEACHERS

Please do not include paraprofessionals, such as teacher aides.

	FTE Count
Total Category F	

Thank you.



Entry 12 Organization Chart

Incomplete Hidden from applicant

Instructions

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

Upload the 2021-2022 **Organization Chart**. The organization chart should include position titles and reporting relationships. Employee names should **not** appear on the chart.

Entry 13 School Calendar

Completed Sep 17 2022

[Instructions for submitting School Calendar](#)

Required of ALL Charter Schools

If the charter school has a tentative calendar based on available information and guidance at the time, please submit with the August 1, 2022 submission. Charter schools must upload a final school calendar into the portal and may do so at any time but no later than **September 15, 2022**.

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

Board of Regents-authorized charter schools also are required to submit school calendars that clearly indicate the start and end date of the instructional year AND the number of instructional hours and/or instructional days for each month. See an example of a calendar showing the requested information. Schools are encouraged to use a calendar template and ensure there is a monthly tally of instructional days.

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

2022-2023 Capital Prep Harlem School Calendar v04_11_22

Filename: 2022 2023 Capital Prep Harlem Scho D2QaPna.pdf Size: 121.5 kB

Entry 14 Links to Critical Documents on School Website

Completed Sep 17 2022

Instructions

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

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

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

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

Form for Entry 14 Links to Critical Documents on School Website

School Name: Capital Preparatory Harlem Charter School

Required of ALL Charter Schools noting that SUNY-authorized charter schools are not required to submit item 4: Authorizer-approved DASA policy and NYSED-Approved School Discipline Policy

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

	Link to Documents
1. Current Annual Report (i.e., 2021-2022 Annual Report)	https://www.capitalprepharlem.org/apps/pages/index.jsp?uREC_ID=458974&type=d
2. Board meeting notices, agendas and documents	https://www.capitalprepharlem.org/apps/pages/index.jsp?uREC_ID=329370&type=d&termREC_ID=&pREC_ID=948244
3. New York State School Report Card	https://data.nysed.gov/essa.php?year=2021&instid=800000084243
4. Authorizer-approved DASA Policy and NYSED-Approved School Discipline Policy (For Regents, NYCDOE, and Buffalo BOE-Authorized Charter Schools ONLY)	
5. District-wide safety plan, not a building level safety plan (as per the September 2021 Emergency Response Plan Memo	https://www.capitalprepharlem.org/apps/pages/index.jsp?uREC_ID=312775&type=d&termREC_ID=&pREC_ID=782067
6. Authorizer-approved FOIL Policy	https://www.capitalprepharlem.org/ourpages/auto/2020/8/18/49847870/FOIL%20Policy-%20Capital%20Prep%20Charter%20Schools%20NY%20Board%20Approved%204_13_2020.pdf?rnd=1597773021323
7. Subject matter list of FOIL records. (Example: See NYSED Subject Matter List)	https://www.capitalprepharlem.org/ourpages/auto/2020/8/18/49847870/FOIL%20Policy-%20Capital%20Prep%20Charter%20Schools%20NY%20Board%20Approved%204_13_2020.pdf?rnd=1597773021323

Thank you.



Entry 15 Staff Roster

Incomplete Hidden from applicant

[INSTRUCTIONS](#)

Required of Regents and NYCDOE-authorized Charter Schools ONLY

Please click on the MS Excel [Faculty/Staff Roster Template](#) and provide the following information for **ANY and ALL** instructional and non-instructional employees.

Use of the 2021-2022 Annual Report Faculty/Staff roster template is required. Each of the data elements, with the exception of the Notes, are required, and use of the drop-down options, when provided, is also required. Reminders: Please use the notes section provided to add any additional information as deemed necessary. Failure to adhere to the guidelines and validations in the Staff Roster Template will result in a resubmission of a fully corrected roster.

Please note the roster should include all staff employed any point from July 1, 2021 to June 30, 2022, including those employed on June 30th.



Capital Preparatory Harlem Charter School

Year 2 Accountability Plan

for the Accountability Period 2020-21 to 2024-25

Academic Conditions	To be eligible to apply for its next renewal, Capital Preparatory Harlem Charter School ("Cap Prep Harlem") will meet the targets set forth in 9 of the 15 measures related to academic conditions in three of the five years in the Accountability Period.		
High School Graduation Goal:	Capital Preparatory Harlem Charter School ("Cap Prep Harlem") scholars will graduate and be accepted into a four year college despite the school's practice to accept scholars at all grades.		
Leading Indicators			
	Students entering Cap Prep Harlem in the first year Graduation Cohort	Students enrolled at Cap Prep Harlem after the first year Graduation Cohort	Met: Data/Evidence
Measure 1	Each year, 75% of students in the first and second year high school Graduation Cohorts will earn at least 5 credits .	Each year, 65% of students in the second year Graduation Cohort will earn at least 5 credits .	Yes 46/53=87%
Measure 2	Each year, 75% of students will be on track to graduate as measured by credit accumulation . First year Graduation Cohort students will be on track with at least 5 credits ; second year Graduation Cohort students will be on track with at least 10 credits , and third year Graduation Cohort students will be on track with at least 15 credits .	Each year, 55% of students will be on track to graduate as measured by credit accumulation . First year Graduation Cohort students will be on track with at least 5 credits ; second year Graduation Cohort students will be on track with at least 10 credits , and third year Graduation Cohort students will be on track with at least 15 credits .	Yes 163/193=84%
Measure 3	Each year, 75% of students in the second year high school cohort will score at or above proficiency on at least three different New York State Regents exams required for graduation.	Each year, 55% of students entering Cap Prep Harlem in the second or third year high school cohort will score at or above proficiency on at least three different New York State Regents exams required for graduation.	Yes 81/115=70.4%
Absolute Measures			

Measure 4	Each year, 75% of students in the fourth year high school Graduation Cohort will graduate.	Each year, 55% of students in the fourth year high school Graduation Cohort will graduate.	Yes 51/59=86%
Measure 5	Each year, 95% of students in the fifth year high school Graduation Cohort will graduate.		Yes 3/3=100%
Comparative Measures			
Measure 6	Each year, the percentage of students in the fourth year high school Graduation Cohort graduating will meet or exceed that of the cohort from the local school district.		Capital Prep 51/59=86% No current state comparisons available



Active Ingredients Goal:	Capital Preparatory Harlem Charter School (“Cap Prep Harlem”) scholars will graduate and be accepted into a four year college despite the school’s practice to accept scholars at all grades.	
Measure 7	Each year, at least 75 percent of scholars in 6 th through 11 th grade will meet the final student-led conference requirements as defined by the SLC rubric.	Yes 6-11=88%
ELA Goal	Students will be proficient in reading, writing, speaking, and listening.	
Measure 8	Each year, 75 percent of scholars enrolled in college courses in ELA will receive college credit.	Yes 7/7=100%
Measure 9	Each year, the median percentile score for the NWEA MAP Growth assessment in ELA will be 50 for 6 th through 8 th grade students enrolled in at least their second year at Cap Prep Harlem.	No Median RIT percentage for students enrolled in CPHS= 37
Measure 10	Each year, the school’s median growth percentile on the NWEA MAP Growth assessment in ELA for all 6 th through 8 th grade students will be at least 50. Student growth is the difference between the beginning of year score and the end of year score.	No Median Growth Percentile for 6-8 students from Fall to Spring = 39.5
Measure 11	Each year, the school’s median growth percentile for all 6 th through 8 th grade students whose achievement did not meet or exceed the RIT score proficiency equivalent on the NWEA MAP Growth beginning of year assessment in ELA will meet or exceed 55 at the end of year administration.	No Median Growth Percentile for 6-8 students who did not begin the year at grade level proficiency = 48
Math Goal	Students will be proficient in mathematics.	
Measure 12	Each year, 75 percent of scholars enrolled in college courses in mathematics will receive college credit.	No 1/2=50%

Measure 13	Each year, the median percentile score for the NWEA MAP Growth assessment in mathematics will be 50 for 6 th through 8 th grade students enrolled in at least their second year at Cap Prep Harlem.	No Median RIT percentage for students enrolled in CPHS=36
Measure 14	Each year, the school's median growth percentile on the NWEA MAP Growth assessment in mathematics for all 6 th through 8 th grade students will be at least 50. Student growth is the difference between the beginning of year score and the end of year score.	No Median Growth Percentile for 6-8 students from Fall to Spring = 27.5
Measure 15	Each year, the school's median growth percentile for all 6 th through 8 th grade students whose achievement did not meet or exceed the RIT score proficiency equivalent on the NWEA MAP Growth beginning of year assessment in mathematics will meet or exceed 55 at the end of year administration.	No Median Growth Percentile for 6-8 students who did not begin the year at grade level proficiency = 30



High School Graduation Goal	Capital Preparatory Harlem Charter School ("Cap Prep Harlem") scholars will graduate and be accepted into a four year college despite the school's practice to accept scholars at all grades.		
Leading Indicators			
	Students entering Cap Prep Harlem in the first year Graduation Cohort	Students enrolled at Cap Prep Harlem after the first year Graduation Cohort	Met: Data/Evidence
Measure 1	Each year, 75% of students in the first and second year high school Graduation Cohorts will earn at least 5 credits .	Each year, 65% of students in the second year Graduation Cohort will earn at least 5 credits .	Yes 46/53=87%
Measure 2	Each year, 75% of students will be on track to graduate as measured by credit accumulation. First year Graduation Cohort students will be on track with at least 5 credits ; second year Graduation Cohort students will be on track with at least 10 credits , and third year Graduation Cohort students will be on track with at least 15 credits .	Each year, 55% of students will be on track to graduate as measured by credit accumulation. First year Graduation Cohort students will be on track with at least 5 credits ; second year Graduation Cohort students will be on track with at least 10 credits , and third year Graduation Cohort students will be on track with at least 15 credits .	Yes 163/193=84%
Measure 3	Each year, 75% of students in the second year high school cohort will at or above proficiency on at least three different New York State Regents exams required for graduation.	Each year, 55% of students entering Cap Prep Harlem in the second or third year high school cohort will score at or above proficiency on at least three different New	Yes 81/115=70.4%

		York State Regents exams required for graduation.	
Absolute Measures			
Measure 4	Each year, 75% of students in the fourth year high school Graduation Cohort will graduate.	Yes 51/59=86%	
Measure 5	Each year, 85% of students in the fifth year high school Graduation Cohort will graduate.	Yes 3/3=100%	
Measure 6	Each year, 95% of students in the sixth year high school Graduation Cohort will graduate.	NA	
Comparative Measures			
Measure 7	Each year, the percentage of students in the fourth year high school Graduation Cohort graduating will meet or exceed that of the cohort from the local school district.	Capital Prep 51/59=86%	No current state comparisons available



College Preparation Goal	Capital Preparatory Harlem Charter School ("Cap Prep Harlem") will graduate scholars prepared for success in college.		
Absolute Measures			
	Students entering Cap Prep Harlem in the first year Graduation Cohort	Students enrolled at Cap Prep Harlem after the first year Graduation Cohort	Met: Data/Evidence
Measure 1	Each year, 75% of graduating seniors will demonstrate their preparation for college by at least one (or some combination of) the following indicators:	Each year, 65% of graduating seniors will demonstrate their preparation for college by at least one (or some combination of) the following indicators:	No
	Passing an Advanced Placement ("AP") exam with a score of 3 or higher;	Passing an Advanced Placement (" AP ") exam with a score of 3 or higher;	No Students didn't take exam
	Passing a College Level Exam Program (" CLEP ") exam;	Passing a College Level Exam Program (" CLEP ") exam;	No Students didn't take exam
	Passing a college level course offered at a college or university or through a school partnership with a college or university;	Passing a college level course offered at a college or university or through a school partnership with a college or university;	No 8/54 seniors passed a college course

	Achieving the college and career readiness benchmark on the SAT; or,	Achieving the collegesource and career readiness benchmark on the SAT ; or,	No 15 students met the benchmark in ELA and 4 in Math. The 4 students who met in math also met in ELA .
	Earning a Regents Diploma with Advanced Designation.	Earning a Regents Diploma with Advanced Designation .	No seniors graduated with an Advanced Designation Regents Diploma
Measure 2	Each year, the College, Career, and Civic Readiness Index (“CCCRI”) for the school’s Graduation Cohort will meet or exceed that of the state’s Measure of Interim Progress (“MIP”) outlined in the state’s ESSA accountability system.		<u>Due to COVID-19 and changes to New York State testing, accountability, and federal reporting requirements, 2021-22 district and school accountability statuses are the same as those assigned for the 2020-21 school year.</u>
Measure 3	Each year, 75% of graduates will matriculate into a college or university during the fall following graduation.		Yes 41/54 (76%) seniors have matriculated into college or university in the Fall of 2022
Comparative Measures			
Measure 4	Each year, the school’s CCCRI for the Graduation Cohort will meet or exceed that of the district’s Graduation Cohort.		<u>Due to COVID-19 and changes to New York State testing, accountability, and federal reporting requirements, 2021-22 district and school accountability statuses are the same as those assigned for the 2020-21 school year.</u>
Measure 5	Each year, 75 percent of grades earned in college courses will be C or greater .		Yes 15/17=88%



Active Ingredients	Students will achieve growth in advisory, student led conferences, and learner expectations.	
Absolute Measures		
Measure 1	Each year, at least 75 percent of scholars in grades 8, 10, and 12 will demonstrate mastery (level 3) as measured by an advisor using the Learner Expectations Rubric .	Yes 90%

Measure 2	Each year, at least 75 percent of scholars in 6 th through 11 th grade will meet the final student-led conference requirements as defined by the SLC rubric.	Yes 6-11=88%
Measure 3	Each year, at least 75 percent of scholars report creating effective bonds with adults as measured by scholar surveys.	Yes 100%
Measure 4	Each year, 95 percent of graduating scholars demonstrate they are socially just and active members of their communities as measured by completion of rigorous social justice capstone.	Yes 100%
Measure 5	Each year, at least 75 percent of scholars in 6 th through 11 th grade will demonstrate proficiency as measured by the learner expectations rubrics.	Same as measure #1
Growth Measures		
Measure 6	Each year, at least 75 percent of scholars in 6 th through 11 th grade will demonstrate growth in overall score from fall to spring SLC as measured by the SLC rubric .	Yes 100%
Measure 7	Each year, 75 percent of scholars report improved school culture as measured by school climate surveys.	Same as measure #3



ELA Goal	Students will be proficient in reading, writing, speaking, and listening.		
Absolute Measures			
	Students entering Cap Prep Harlem in the first year Graduation Cohort	Students enrolled at Cap Prep Harlem after the first year Graduation Cohort	Met: Data/Evidence
Measure 1	Each year, the median percentile score for the NWEA MAP Growth assessment in ELA will be 50 for 6 th through 8 th grade students enrolled in at least their second year at Cap Prep Harlem.		No Median RIT percentage for students enrolled in CPHS= 37
Measure 2	Each year, 65 percent of students in the high school Accountability Cohort will meet or exceed Common Core expectations (currently scoring at or above Performance Level 4 on the Regents Exam in English Language Arts (Common Core)) by the completion of their fourth year in the cohort.	Each year, 50 percent of students in the high school Accountability Cohort will meet or exceed Common Core expectations (currently scoring at or above Performance Level 4 on the Regents Exam in English Language Arts (Common Core)) by the completion of their fourth year in the cohort.	Test exemptions in previous years prevented this measure from being accurately calculated.

Measure 3	Each year, 80 percent of students entering Cap Prep Harlem in year 1 of the high school Accountability Cohort will at least partially meet Common Core expectations (currently scoring at or above Performance Level 3 on the Regents Exam in English Language Arts (Common Core)) by the completion of their fourth year in the cohort.	Each year, 65 percent of students entering Cap Prep Harlem after year 1 of the high school Accountability Cohort will at least partially meet Common Core expectations (currently scoring at or above Performance Level 3 on the Regents Exam in English Language Arts (Common Core)) by the completion of their fourth year in the cohort.	Test exemptions in previous years prevented this measure from being accurately calculated.
Measure 4	Each year, the Performance Index ("PI") on the Regents Exam in English Language Arts (Common Core) of students completing their fourth year in the Accountability Cohort will meet the state MIP set forth in the state's ESSA accountability system.		N/A-due to exemptions
Measure 5	Each year, 75 percent of scholars enrolled in college courses in ELA will receive college credit.		Yes 7/7=100%
Comparative Measures			
Measure 6	Each year, the percentage of students in the Total Cohort meeting or exceeding Common Core expectations on the Regents Exam in English Language Arts (Common Core) will exceed the percentage of comparable students from the district meeting or exceeding the Common Core expectations.		No District comparisons available
Measure 7	Each year, the percentage of students in the Total Cohort scoring at least Performance Level 2 on the Regents Exam in English Language Arts (Common Core) will exceed the percentage of comparable students from the district scoring at least Performance Level 2.		Test exemptions in previous years prevented this measure from being accurately calculated.
Measure 8	Each year, the PI in ELA of students in the fourth year of their high school Accountability Cohort will exceed the PI of comparable students from the district.		No District comparisons available
Growth Measures			
Measure 9	Each year, the school's median growth percentile on the NWEA MAP Growth assessment in ELA for all 6 th through 8 th grade students will be at least 50. Student growth is the difference between the beginning of year score and the end of year score.		No Median Growth Percentile for 6-8 students from Fall to Spring = 39.5
Measure 10	Each year, 50 percent of students in the high school Accountability Cohort who did not score at or above proficiency on the New York State 8 th grade ELA exam will meet or exceed Common Core expectations (currently scoring at or above Performance Level 4 on the Regents Exam in English Language Arts (Common Core)) by the completion of their fourth year in the cohort.		Test exemptions in previous years prevented this measure from being accurately calculated.
Measure 11	Each year, 75 percent of students in the high school Accountability Cohort who did not score at or above proficiency on the New York State 8 th grade ELA exam will at least partially meet Common Core expectations (currently scoring at or above Performance Level 3 on the Regents Exam in English Language Arts (Common Core)) by the completion of their fourth year in the cohort.		Test exemptions in previous years prevented this measure from being accurately calculated.

Gap Closing Measure		
Measure 12	Each year, the school's median growth percentile for all 6 th through 8 th grade students whose achievement did not meet or exceed the RIT score proficiency equivalent on the NWEA MAP Growth beginning of year assessment in ELA will meet or exceed 55 at the end of year administration.	No Median Growth Percentile for 6-8 students who did not begin the year at grade level proficiency = 48
Measures based on 3 rd - 8 th grade state assessments		
Absolute Measures		
Measure 13	Each year, 75 percent of all tested students enrolled in at least their second year at the school will perform at or above proficiency on the New York State ELA exam for 6 th through 8 th grade.	No 26/67=39%
Measure 14	Each year, the school's aggregate Performance Index ³ ("PI") on the state's ELA exam will meet that year's measure of interim progress ("MIP") set forth in the state's ESSA accountability system.	<u>Due to COVID-19 and changes to New York State testing, accountability, and federal reporting requirements, 2021-22 district and school accountability statuses are the same as those assigned for the 2020-21 school year.</u> In Good Standing
Comparative Measures		
Measure 15	Each year, the percent of all tested students who are enrolled in at least their second year and performing at or above proficiency on the state ELA exam will be greater than that of students in the same tested grades in the local school district.	No District comparisons available
Measure 16	Each year, the school will exceed its predicted level of performance on the state ELA exam by an effect size of 0.3 or above (performing higher than expected to a meaningful degree) according to a regression analysis controlling for the enrollment of economically disadvantaged students among all public schools in New York State.	<u>Due to COVID-19 and changes to New York State testing, accountability, and federal reporting requirements, 2021-22 district and school accountability statuses are the same as those assigned for the 2020-21 school year.</u> In Good Standing
Growth Measures		
Measure 17	Each year, under the state's Growth Model, the school's mean unadjusted growth percentile in ELA for all tested students in 6th through 8th grade will above 50.	No District comparisons available

Measure 18	Each year, 50 percent of students in at least their second year who scored below proficiency on the previous year's New York State exam in ELA will improve at least one performance level.	N/A-Participation in state tests last year was optional and comparison numbers are small
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Math Goal	Students will be proficient in mathematics.		
Absolute Measures			
	Students entering Cap Prep Harlem in the first year Graduation Cohort	Students enrolled at Cap Prep Harlem after the first year Graduation Cohort	Met: Data/Evidence
Measure 1	Each year, the median percentile score for the NWEA MAP Growth assessment in mathematics will be 50 for 6th through 8th grade students enrolled in at least their second year at Cap Prep Harlem.		No Median RIT percentage for students enrolled in CPHS=36
Measure 2	Each year, 65 percent of students in the high school Accountability Cohort will meet or exceed Common Core expectations (currently scoring at or above Performance Level 4 on the Regents Exam in Algebra I) by the completion of their fourth year in the cohort.	Each year, 50 percent of students in the high school Accountability Cohort will meet or exceed Common Core expectations (currently scoring at or above Performance Level 4 on the Regents Exam in Algebra I) by the completion of their fourth year in the cohort.	Test exemptions in previous years prevented this measure from being accurately calculated.
Measure 3	Each year, 80 percent of students entering Cap Prep Harlem in year 1 of the high school Accountability Cohort will at least partially meet Common Core expectations (currently scoring at or above Performance Level 3 on the Regents Exam in Algebra I) by the completion of their fourth year in the cohort.	Each year, 65 percent of students entering Cap Prep Harlem after year 1 of the high school Accountability Cohort will at least partially meet Common Core expectations (currently scoring at or above Performance Level 3 on the Regents Exam in Algebra I) by the completion of their fourth year in the cohort.	Test exemptions in previous years prevented this measure from being accurately calculated.
Measure 4	Each year, the Performance Index ("PI") on the Regents Exam in Algebra I of students completing their fourth year in the Accountability Cohort will meet the state MIP set forth in the state's ESSA accountability system.		N/A-due to exemptions
Measure 5	Each year, 75 percent of scholars enrolled in college courses in mathematics will receive college credit.		No 1/2=50%
Comparative Measures			

Measure 6	Each year, the percentage of students in the Total Cohort meeting or exceeding Common Core expectations on the Regents Algebra I Exam will exceed the percentage of comparable students from the district meeting or exceeding the Common Core expectations.	No District comparisons available.
Measure 7	Each year, the percentage of students in the Total Cohort scoring at least Performance Level 2 on the Regents Algebra I Exam will exceed the percentage of comparable students from the district scoring at least Performance Level 2.	Test exemptions in previous years prevented this measure from being accurately calculated.
Measure 8	Each year, the PI in mathematics of students in the fourth year of their high school Accountability Cohort will exceed the PI of comparable students from the district.	<u>Due to COVID-19 and changes to New York State testing, accountability, and federal reporting requirements, 2021-22 district and school accountability statuses are the same as those assigned for the 2020-21 school year.</u> In Good Standing
Growth Measures		
Measure 9	Each year, the school's median growth percentile on the NWEA MAP Growth assessment in mathematics for all 6th through 8th grade students will be at least 50. Student growth is the difference between the beginning of year score and the end of year score.	No Median Growth Percentile for 6-8 students from Fall to Spring = 27.5
Measure 10	Each year, 50 percent of students in the high school Accountability Cohort who did not score at or above proficiency on the New York State 8th grade mathematics exam will meet or exceed Common Core expectations (currently scoring at or above Performance Level 4 on the Regents Algebra I Exam) by the completion of their fourth year in the cohort.	Test exemptions in previous years prevented this measure from being accurately calculated.
Measure 11	Each year, 75 percent of students in the high school Accountability Cohort who did not score at or above proficiency on the New York State 8th grade mathematics exam will at least partially meet Common Core expectations (currently scoring at or above Performance Level 3 on the Regents Algebra I Exam) by the completion of their fourth year in the cohort.	Test exemptions in previous years prevented this measure from being accurately calculated.
Gap Closing Measure		
Measure 12	Each year, the school's median growth percentile for all 6th through 8th grade students whose achievement did not meet or exceed the RIT score proficiency equivalent on the NWEA MAP Growth beginning of year assessment in mathematics will meet or exceed 55 at the end of year administration.	No Median Growth Percentile for 6-8 students who did not begin the year at grade level proficiency = 30
Measures based on 3 rd - 8 th grade state assessments		
Absolute Measures		

Measure 13	Each year, 75 percent of all tested students enrolled in at least their second year at the school will perform at or above proficiency on the New York State mathematics exam for 6 th through 8 th grade.	No 4/66=6%
Measure 14	Each year, the school's aggregate Performance Index ³ ("PI") on the state's mathematics exam will meet that year's measure of interim progress ("MIP") set forth in the state's ESSA accountability system.	<u>Due to COVID-19 and changes to New York State testing, accountability, and federal reporting requirements, 2021-22 district and school accountability statuses are the same as those assigned for the 2020-21 school year.</u> In Good Standing
Comparative Measures		
Measure 15	Each year, the percent of all tested students who are enrolled in at least their second year and performing at or above proficiency on the state mathematics exam will be greater than that of students in the same tested grades in the local school district.	No District comparisons available
Measure 16	Each year, the school will exceed its predicted level of performance on the state mathematics exam by an effect size of 0.3 or above (performing higher than expected to a meaningful degree) according to a regression analysis controlling for the enrollment of economically disadvantaged students among all public schools in New York State.	<u>Due to COVID-19 and changes to New York State testing, accountability, and federal reporting requirements, 2021-22 district and school accountability statuses are the same as those assigned for the 2020-21 school year.</u> In Good Standing
Growth Measures		
Measure 17	Each year, under the state's Growth Model, the school's mean unadjusted growth percentile in mathematics for all tested students in 6th through 8th grade will be above 50.	Current district/state information is unavailable.
Measure 18	Each year, 50 percent of students in at least their second year who scored below proficiency on the previous year's New York State exam in mathematics will improve at least one performance level.	N/A-Participation in state tests last year was optional and comparison numbers are small



Science Goal	Students will be proficient in science.
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Absolute Measures		
Measure 1	Each year, at least 75% of all tested students enrolled in at least their second year at the school will perform at or above proficiency on the New York State 8 th grade science exam.	No 15/44=34%
Measure 2	Each year, 75% of students in the high school Accountability Cohort will score at least 65 on one of the Regents science exams or at least a level 3 on an AP science exam by the completion of the fourth year in the cohort.	Test exemptions in previous years prevented this measure from being accurately calculated.
Absolute Measures		
Measure 3	Each year, the percent of all tested students who are enrolled in at least their second year and performing at or above proficiency on the New York State science assessment will meet or exceed that of students in the same tested grades in the local school district.	No District comparisons available
Measure 4	Each year, the percent of students in the high school Total Cohort at Cap Prep Harlem scoring at least 65 on a Regents science exam by the completion of the fourth year in the cohort will meet or exceed that of the district's Total Cohort.	No District comparisons available



Social Studies Goal	Students will be proficient in social studies.	
Absolute Measures		
Measure 1	Each year, 75% of students in the fourth year Total Cohort will score at or above proficiency on the U.S. History Regents Exam or at least level 3 on the AP U.S. History exam.	History Regents was not given in 21-22
Measure 2	Each year, 75% of students entering Cap Prep Harlem in the first year of the high school Graduation Cohort will score at or above proficiency on the Regents Global History Exam by the fourth year in the cohort.	Each year, 65% of students entering Cap Prep Harlem after the first year in the high school Graduation Cohort will score at or above proficiency on the Regents Global History Exam by the fourth year in the cohort.
Measure 3	Each year, 75 percent of students will successfully complete (by earning a passing score) a Social Justice course with an emphasis on community engagement.	Yes 54/54=100%
Absolute Measures		

Measure 4	Each year, the percentage of scholars in the fourth year high school Accountability Cohort scoring at or above proficiency on the U.S. History Regents exam will meet or exceed the district average.	History Regents was not given in 21-22
Measure 5	Each year, the percentage of scholars in the fourth year high school Accountability Cohort scoring at or above proficiency on the Global History Regents exam will meet or exceed the district average.	Exemptions from the previous two years makes it a challenge to calculate the percentage of students at or above proficiency. Additionally, there are not any available district averages to compare with.



ESSA Goal	The school will be in good standing according to the state's ESSA accountability system.	
Absolute Measures		
Measure 1	Under the state's ESSA accountability system, the school is in good standing: the state has not identified the school as in need of comprehensive or targeted improvement.	Yes Good Standing



Board of Trustees Agenda

July 19, 2021

1 East 104th Street, NY, NY

5:30 p.m.

A meeting of the Board of Trustees (the “Board”) of Capital Prep Charter Schools NY (the “School”) was held on July 19, 2021. The meeting was called to order at 5:39 pm.

Trustees:

Derek Ferguson (DF) - present via Zoom 1079 High Ridge Rd, Stamford, CT 06905

Maurice Coleman (MC) - present via Zoom 225 Franklin Ave Boston MA

Dr. Steve Perry (SP) - present

Reverend Georgiette Morgan Thomas (GMT) - not present

Ramik Williams (RW) - present (joined 5:54 pm)

James Stovall (JS) - present via Zoom 26 McGuire Avenue West Orange NJ 07052

Tarik Brooks (TB) - present via Zoom 9200 W Sunset Boulevard Suite 300, Los Angeles CA 90069

Danique Day (DD) - present via Zoom 2340 7th Ave NY NY 10030

Asuncion Hostin (AH) - not present

Others Present:

Paula Altieri (PA)

Jay Andronaco (JA)

Richard Beganski Jr (RB)

Isaiah Brown (IB)

Tammy Cassile (TC)

Dolores Concepcion (DC)

Jill Cutler Hodgman (JCH)

Michael Dalton (MD)

Kieryn De Yoe (KD)

Laurie Gonzalez (LG)

Danita Jones (DJ)

Jermaine Ottey (JO)

Tywone Redmond (TR)

Ivette Rizza (IR)

Cliff Schneider (CS)

Kashani Stokley (KS)

Jamel Wright (JW)

Keisha Dent (KD)

LaToya Marc (LM)

Seven (7) of the ten (10) trustees were in attendance in person or by video conference as noticed in

advance and were present throughout the meeting except as noted; therefore, there was a quorum for the transaction of business at the meeting.

I. Call to order

DF called the meeting to order at 5:39 pm.

II. Adoption of Agenda

A motion to approve the agenda for the Board meeting was made by MC, seconded by TB, and unanimously approved.

III. Public Comments

There were no public comments.

IV. Approval of the [Minutes from the June 14, 2021, Capital Prep Charter School Board Meeting](#)

A motion to approve the minutes from the June 14, 2021, Board meeting was made by MC, seconded by SP, and unanimously approved.

V. Board Governance

A. CMO Evaluation Status

DF stated that the CMO evaluation has been finalized and will be shared this week.

B. [Calendar of Meetings for 2021-2022](#)

The Board and counsel discussed the requirements of the public meetings law related to Board member participation by Zoom after the expiration of the executive order. This schedule will be advertised to the public.

C. Election of Officers (for reference [2020-2021 Officers and Assignment List](#))

The Board reviewed the positions and discussed planning for formal elections during the next monthly meeting.

D. Committees and Assignments

The Board reviewed the current committee assignments and the open slots due to the departure of a board member.

E. Committee Reports if any

SP, CS, and MC - real estate committee - shared that the developer believes that we could move into All Saints mid-year. The Board discussed the same.

F. Reminder on SUNY Financial Disclosure Forms to Kashani Stokley

All but one board member has completed.

VI. Reports/Updates

A. School Reports

1. [Capital Preparatory Harlem Charter School \(dashboard\)](#)

TR reviewed the enrollment numbers for next year, the work of the Operations Team with families, and the amazing high school graduation. The leadership also discussed summer work and plans for coming back to school.

The Board engaged regarding the same.

a. Principal Selection Process Update

SP reviewed the process with the Board to replace the high school principal.

2. [Capital Preparatory Bronx Charter School \(dashboard\)](#)

IB reviewed the enrollment projections, attendance numbers for last school year, the community garden project and the father's day event. IB also shared a video and spoke to the sports awards ceremonies. He also spoke to the upcoming events, such as the family town hall, and welcoming a new academic dean.

b. [SUNY Spring 2021 First Year Leadership Conversation - Capital Prep Bronx](#)

DF shared the report from SUNY.

B. [Financial Report](#)

PA provided the May 31, 2021, month end financial reports for CPCSNY for Capital Preparatory Harlem and Capital Preparatory Bronx.

C. Next Board Meeting Confirmation - August 23, 2021- location Capital Prep Bronx (currently would be in-person meeting under the law)

VII. New Business (if any)

VIII. Executive Session

There was no executive session.

IX. Adjournment

A motion to adjourn the meeting was made at 7:45 pm by DF, seconded by SP, and unanimously approved.



Board of Trustees Minutes
July 27, 2021
755 Co-Op City Blvd Bronx, NY 10475
3:00 p.m.

A meeting of the Board of Trustees (the “Board”) of Capital Prep Charter Schools NY (the “School”) was held on July 27, 2021. The meeting was called to order at 3:19 pm

Trustees:

Derek Ferguson (DF) - present via Zoom 1079 High Ridge Rd, Stamford, CT 06905
Maurice Coleman (MC) - not present
Dr. Steve Perry (SP) - present
Reverend Georgiette Morgan Thomas (GMT) - not present
Ramik Williams (RW) - not present
James Stovall (JS) - present via Zoom 26 McGuire Avenue West Orange NJ 07052
Tarik Brooks (TB) - present via Zoom 9200 W Sunset Boulevard Suite 300, Los Angeles CA 90069
Danique Day (DD) - present via Zoom 2340 7th Ave NY NY 10030
Asuncion Hostin (AH) - present via Zoom 320 West 66th Street, New York, NY 10023

Others Present:

Dolores Concepcion (DC)
Jill Cutler Hodgman (JCH)
Jermaine Ottey (JO)
Ivette Rizza (IR)
Cliff Schneider (CS)
Kashani Stokley (KS)

I. Call to order

DF called the meeting to order at 3:19 pm.

II. No public comment

III. Adoption of Agenda

A motion to approve the agenda for the Board meeting was made by TB, seconded by JS, and unanimously approved.

IV. Executive Session if needed

A motion to enter executive session to discuss personnel matters was made by DF, seconded by SP and unanimously approved.

A motion to adjourn from executive session was made by DF, seconded by SP and unanimously approved.

V. New Business

- A. Appointment of Christopher “Justice” Jones as interim principal of the high school for Capital Preparatory Harlem Charter School, effective on or about July 28, 2021, and shall authorize the Board Chair to execute an appointment letter, including compensation.

The motion to appoint Christopher “Justice” Jones as interim principal for the high school for Capital Preparatory Harlem Charter School and shall authorize the Board Chair to execute such appointment letter, was made by DF, seconded by AH, and unanimously approved.

- B. Authorize the Board chair to execute a [Professional Services Agreement](#) with TFA ([Fee Document](#)) on behalf of CPCSNY, effective through June 30, 2023.

JO provided a summary of the relationship with TFA and the services they will be providing.

The motion to authorize the Board chair to execute a Professional Services Agreement with TFA on behalf of CPCSNY, effective through June 30, 2023, was made by JS seconded by AH, and unanimously approved.

VI. Adjournment

A motion to adjourn was made by DF at 3:43 pm, was seconded by SP, and was unanimously approved.



Board of Trustees Agenda

September 13, 2021

VIRTUAL

5:30 p.m.

A meeting of the Board of Trustees (the “Board”) of Capital Prep Charter Schools NY (the “School”) was held on September 13, 2021. The meeting was called to order at 5:44 pm.

Trustees:

Derek Ferguson (DF) - present

Maurice Coleman (MC) - present

Dr. Steve Perry (SP) - present

Reverend Georgiette Morgan Thomas (GMT) - not present

Ramik Williams (RW) - present until 6:30 pm

James Stovall (JS) - present

Tarik Brooks (TB) - present

Danique Day (DD) - not present

Asuncion Hostin (AH) - not present

Others Present:

Paula Altieri (PA)

Jay Andronaco (JA)

Rich Beganski (RB)

Isaiah Brown (IB)

Tarif Brown (TFB)

Talib Brown (TLB)

Tammy Cassile (TC)

Dolores Concepcion (DC)

Rachelly Crime (RC)

Dishonda Dukes (DC)

Jill Cutler Hodgman (JCH)

Michael Dalton (MD)

Kieryn De Yoe (KD)

Laurie Gonzalez (LG)

Nordia Hewitt (NH)

Dr. Shelley Jallow (SJ) - joined 6:20 pm

Danita Jones (DJ)

Katherine Martinez (KM)

Jermaine Ottey (JO)

Ivette Rizza (IR)

Cliff Schneider (CS)

Kara Singleton (KS)

Kashani Stokley (KS)
Scott Wojnarowicz (SW)
Jamel Wright (JW)
LaToya Marc (LM)

Six (6) of the ten (10) trustees were in attendance by video conference and were present throughout the meeting except as noted; therefore, there was a quorum for the transaction of business at the meeting.

I. Call to order

DF called the meeting to order at 5:44 pm.

II. Adoption of Agenda

A motion to approve the agenda for the Board meeting was made by MC, seconded by TB, and unanimously approved.

III. Public Comments

There were no public comments.

IV. Approval of the [Minutes](#) from the July 19, 2021, Capital Prep Charter School Board Meeting

V. Approval of the [Minutes](#) from the July 27, 2021 Special Meeting of the Capital Prep Charter Schools NY Board

A motion to approve the minutes from the July 19, 2021, and the July 27, 2021 Board meetings were made by JS, seconded by MC, and unanimously approved.

VI. Board Governance

A. Election of Officers (for reference [2020-2021 Officers and Assignment List](#))

1. Board Secretary

A motion to approve another term for Dr. Steve Perry as secretary was made by JS, seconded by MC, and unanimously approved.

2. Board Treasurer

A motion to approve another term for Maurice Coleman as treasurer was made by DF, seconded by SP, and unanimously approved.

3. Board Chair

DF nominated James Stovall. RW also expressed interest in the position

The Board will hold a special meeting to allow the nominees for Board Chair to discuss the role and then provide the Board an opportunity to vote.

B. Committees and Assignments

The Board reviewed the committees and noted some changes in Board members or staff who have moved into different roles or left the school. Further, the Board will add a new executive committee to be created by the new chair. The board members can review their interests and can discuss at a future meeting.

C. Committee Reports (if any)

No committee reports.

VII. Reports/Updates

A. [Financial Report](#) (year-end financials)

PA provided the June 30, 2021, month end financial reports for CPCSNY for Capital Preparatory Harlem and Capital Preparatory Bronx. The journal entries are highlighted in the report.

1. Approval of [Revised Capital Preparatory Harlem Budget \(2021-22\)](#) (to include COVID-19 Relief)

PA reviewed the ESSER funds and the plans to allocate the funds to support academics and programming.

2. Approval of [Revised Capital Preparatory Bronx Budget \(2021-22\)](#) (to include COVID-19 Relief)

PA reviewed the ESSER funds and the plans to allocate the funds to support academics and programming. PA explained the need to spend or encumber the money by September 30, 2023 and the Board discussed how encumbrances work. There was also discussion of balancing the spend on personnel and materials as this is temporary funding.

A motion to approve the revised budgets for both schools was made by DF, seconded by RW, and unanimously approved.

B. School Reports

1. [Capital Preparatory Harlem Charter School \(dashboard\)](#)

RC provided an enrollment overview. Tarif Brown (TFB) provided an academic presentation on middle school. Reviewed the instructional strategies and evaluation look-fors. TFB also reviewed the recent activities and events. JJ presented on high school, including a review of instruction, assessment, culture, partnerships, and events.

a. [CP Harlem Athletic Presentation](#)

JW presented a review of the athletics program in the past year and plans for the current year.

2. [Capital Preparatory Bronx Charter School \(dashboard\)](#)

IB reviewed enrollment and plans for the future. He reviewed attendance rates to date and the establishment of systems and routines for new to us scholars or for scholars who have not physically been in a school since March of 2020.

C. Next Board Meeting Confirmation - October 18, 2021- virtual meeting

VIII. New Business (if any)

A. Approval of [Capital Prep Charter Schools NY Employee Handbook \(revised\)](#)

JCH - Annually, the Board reviews the critical policies and handbooks, including the employee handbook. We made several minor tweaks and a few substantive changes as a result of feedback from the team over the course of the year. We also included counsel's feedback in the document Issues of leave -- (p. 27-28)

- In the hiring process - we were viewed as less favorable on issues of the work year, so we want to add the week between Christmas and New Year's as holidays (meaning that 12 month employees will not have to take vacation to be off that week)
- Added Juneteenth as a holiday - tracking the new federal law
- Added language from hire letters in the handbook - one month's notice to be paid out accrued but unused vacation days for 12 month ees (admin, ops) - already practice but not in the handbook
- Added clarification that leave time can be taken in hours (not just full days)
- Added the death of a parent-in-law as a basis for bereavement leave (p. 34)

Non-leave items:

- Limitation on visitors during the pandemic (did not change the policy overall but put in the limitation during the active pandemic) (p. 20)
- Added caveat to social media prohibitions to allow staff to support recruiting talent (p.24)

A motion to approve Revised Employee Handbook was made by DF, seconded by JS, and unanimously approved.

B. Approval of curriculum materials purchase as [attached \(resolution\)](#)

The academics team, including Dr. Shelley Jallow, Regional Superintendent, reviewed the selected curricular materials.

A motion to approve the curriculum as [attached \(resolution\)](#) was made by DF, seconded by JS, and unanimously approved.

IX. Executive Session

There was no executive session.

X. Adjournment

A motion to adjourn the meeting was made at 7:11 pm by DF, seconded by SP, and unanimously approved.



Board of Trustees Minutes

May 17, 2022

VIRTUAL

5:30 p.m.

A meeting of the Board of Trustees (the “Board”) of Capital Prep Charter Schools NY (the “School”) was held on May 17, 2022. The meeting was called to order at 6:00 pm.

Trustees:

James Stovall (JS) - present virtually (5:53)
Maurice Coleman (MC) - present virtually
Dr. Steve Perry (SP) - present virtually
Derek Ferguson (DF) - present virtually (5:48)
Tarik Brooks (TB) - present virtually
Danique Day (DD) - not present
Asuncion Hostin (AH) - not present
Rochelle Brown (RB) - not present
Baye Adofo-Wilson (BAW) - present virtually

Others Present:

Paula Altieri (PA)
Richard Beganski, Jr. (RBjr)
Isaiah Brown (IB)
Tammy Cassile (TC)
Rachelly Crime (RC)
Jill Cutler Hodgman (JCH)
Anthony De Luca (ADL)
Vijay Giles (VG) (6:23)
Marjorie Iglie (MI) - 6:16
John Griffin (JG)
Justice Jones (JJ)
Danita Jones (DJ)
Jennifer Jordan (JJ)
Angela Logan (AL)
Katherine Martinez (KM) (left 6 pm)
Andrew Noble (AN)
Jermaine Ottey (JO)
Ivette Rizza (IR)
Cliff Schneider (CS)
Kara Singleton (KSn)
Kashani Stokley (KS)
Scott Wojnarowicz (SW)

Joseph D'Amico (JD) - (departed 6:41)

Six (6) trustees were in attendance by video conference and were present throughout the meeting except as noted; therefore, there was a quorum for the transaction of business at the meeting.

I. Call to order

Board opening statement

MC called the meeting to order at 6:02 pm.

II. Adoption of Agenda

A motion to approve the agenda for the Board meeting was made by DF, seconded by BAW, and unanimously approved.

III. Board Governance

A. Committee Reports (if any)

Real Estate committee - MC provided information about real estate in the Bronx and Harlem. The committee will come to the leadership team and Board as information becomes available.

IV. Approval of the Minutes from the April 27, 2022, Capital Prep Charter School Board Meeting

A motion to approve the Minutes from the April 27, 2022, Board meetings was made by SP, seconded by DF, and unanimously approved.

V. New Business (if any)

A. Approval of resolution regarding the move to the new building with Globe Storage and Moving Company (proposal)

JJ explained the moving services for furniture for the new building and reviewed the proposals and RFP process.

The Board engaged about the same.

A motion to approve the resolution regarding the move to the new building with Globe Storage and Moving Company (proposal) was made by DF, seconded by JS, and unanimously approved.

B. Approval of the resolution regarding insurance carrier (proposal)

PA discussed the new benefit proposal and introduced JG and JD (insurance broker)

The Board reviewed the thorough presentation and engaged in a robust discussion regarding the

change in carrier.

A motion to approve the [resolution](#) regarding insurance carrier ([proposal](#)) was made by DF, seconded by JS, and unanimously approved.

C. FY 22-23 Budget

1. Capital Preparatory Harlem Charter School [presentation](#) and approval of [FY 22-23 recommended budget](#)

PA reviewed the budget presentation and the proposed budget.

The Board engaged in a full conversation about the positions and planned enrollment.

A motion to approve the FY 22-23 Capital Preparatory Harlem Charter School budget was made by JS, seconded by BAM, and unanimously approved.

2. Capital Preparatory Bronx Charter School [presentation](#) and approval of [FY 22-23 recommended budget](#)

PA reviewed the budget presentation and the proposed budget.

The Board engaged about the salary increases for staff built into the budget.

A motion to approve the FY 22-23 Capital Preparatory Bronx Charter School budget was made by JS, seconded by BAW, and unanimously approved.

VI. Reports/Updates

A. [Financial Report](#)

PA provided the financial report for the period ending March 31, 2022, in writing.

B. School Reports

1. [Capital Preparatory Harlem Charter School \(dashboard\)](#)

Prior to the quorum, JJ reviewed the school report and recent happenings and upcoming events. The Board celebrated the impressive college acceptances and the scholarship dollars for scholars. The Board acknowledged the support of colleges like Coppin State.

2. [Capital Preparatory Bronx Charter School \(dashboard\)](#)

Prior to the quorum, IB provided the principal report.

C. Next Board Meeting Confirmation - June 13, 2022 - meeting - (may be in-person)

VII. Public Comments

There was no public comment

VIII. Executive Session (if any)

IX. Adjournment

A motion to adjourn the meeting was made at 7:35 pm by MC, seconded by TB, and unanimously approved



Board of Trustees Agenda

October 18, 2021

VIRTUAL

5:30 p.m.

A meeting of the Board of Trustees (the “Board”) of Capital Prep Charter Schools NY (the “School”) was held on October 18, 2021. The meeting was called to order at 5:45 pm.

Trustees:

Derek Ferguson (DF) - present

Maurice Coleman (MC) - present (joined at 6:11 pm)

Dr. Steve Perry (SP) - present

Reverend Georgiette Morgan Thomas (GMT) - not present

Ramik Williams (RW) - present (joined at 6:09 pm)

James Stovall (JS) - present

Tarik Brooks (TB) - present

Danique Day (DD) - present

Asuncion Hostin (AH) - not present

Others Present:

Paula Altieri (PA)

Rich Beganski (RB)

Isaiah Brown (IB)

Tammy Cassile (TC)

Dolores Concepcion (DC)

Rachelly Crime (RC)

Jill Cutler Hodgman (JCH)

Michael Dalton (MD)

Keisha Dent (KD)

Kieryn De Yoe (KD)

Vijay Giles (VG)

Laurie Gonzalez (LG)

Dr. Shelley Jallow (SJ)

Danita Jones (DJ)

Justice Jones (JJ)

Katherine Martinez (KM)

LaToya Marc (LM)

Andrew Noble (AN)

Jermaine Ottey (JO)

Tywone Redmond (TR)

Ivette Rizza (IR)

Cliff Schneider (CS)

Kara Singleton (KS)
Jamel Wright (JW)
Bobbi Brown (member of public joined at 6:19 pm)

Seven (7) of the ten (10) trustees were in attendance by video conference and were present throughout the meeting except as noted; therefore, there was a quorum for the transaction of business at the meeting starting at 6:09 pm.

I. Call to order

DF called the meeting to order at 5:45 pm and received reports. The quorum was achieved at 6:09 pm.

II. Adoption of Agenda

A motion to approve the agenda for the Board meeting was made by MC, seconded by JS, and unanimously approved.

III. Public Comments

There were no public comments.

I. Approval of the [Minutes from the September 13, 2021, Capital Prep Charter School Board Meeting](#)

A motion to approve the minutes from the September 13, 2021, Board meetings were made by SP, seconded by RW, and unanimously approved.

IV. Board Governance

A. Election of Board Chair

James Stovall is uncontested for the role of Board Chair.

Motion to elect James Stovall as Board Chair was made by MC, seconded by DF, and was unanimously approved.

JS expressed his honor to take on the role and expressed his appreciation for DF. MC expressed gratitude to DF for all that he has done and all that he is. SP also expressed his appreciation for DF. JS asked to add an executive committee and to nominate RW. CS agreed that the Board Chair can appoint committee members.

B. Committees and Assignments (Committee Assignments 2021-2022 to be finalized 10/18/21 - Bold denotes Committee Chair)

1. Executive Committee - **Board Chair** to create including Ramik Williams
2. Real Estate Committee – **Maurice Coleman**, Steve Perry, Derek Ferguson, & Ivette Rizza
3. Marketing Recruiting – **TBD**, Rachelly Crime, Dolores Concepcion, *Combs designee*
TBD

4. Finance and Audit Committee – **Derek Ferguson**, Maurice Coleman, Tarik Brooks, & Paula Altieri
5. Parent Outreach – **Rev. Morgan-Thomas**, Ty Redmond, Isaiah Brown, Justice Jones
6. Curriculum & Academics – **Danique Day**, Danita Jones, Dr. Shelley Jallow
7. Fundraising & Development – **Ramik Williams**, Dolores Concepcion, Jay Andronaco, LaToya Marc

DF reviewed the committee assignments and offered that any modifications can be made in time.

C. Committee Reports (if any)

No committee reports except DC mentioned Giving Tuesday as an upcoming fundraising opportunity and ongoing student recruitment efforts for the marketing/recruiting committee.

RW asked DC to send flyers for student recruitment for distribution.

V. Reports/Updates

A. [Financial Report](#)

PA introduced Andrew Noble as the new Controller for CPS.

AN provided the August 31, 2021, month end financial reports for CPCSNY for Capital Preparatory Harlem and Capital Preparatory Bronx.

B. School Reports

1. [Capital Preparatory Harlem Charter School \(dashboard\)](#)

JJ reviewed the report for Harlem High School including the recent completion of the PSATs on 10/8/21 and looking forward to the SATs on 10/28/21. The school held two conversations with parents to review academics/curriculum. The network PD was powerful with a focus on higher level questioning and the socratic method.

Notably, one of our scholars has already received multiple college acceptances.

In the coming weeks, we are focused on staffing vacancies and developing a positive and secure environment for scholars and staff alike. Staff are working on domain one of SEED - student engagement.

TR reviewed the Harlem Middle School update/report including a focus on increasing enrollment by working closely with the Bronx. The school has completed the first 30 days of school. Network professional development in October focused on high level questioning and a focus on Edynamics (electives). There was also a deep dive on curriculum and the principals led a classroom management session. TR also reviewed sports, advisory, SLC preparation and a focus on tightening up school routines and uniform compliance. TR also recognized a 7th grade scholar who advocated to modify the uniform to include a long sleeve sweater. This is what we want to see in our scholars.

2. [Capital Preparatory Bronx Charter School \(dashboard\)](#)

IB reviewed the current enrollment of 242 scholars and noted that we are bringing in scholars to get to 249. IB also reviewed academics including October 15th benchmarks assessments and upcoming assessments. He reviewed learning loss mitigation strategies that appeared successful. He also discussed the anti-bullying campaign that is timely and the excellent PD that occurred in concert with Harlem Middle School. He wrapped up the report discussing parent and community engagement events and targets.

C. Next Board Meeting Confirmation - November 8, 2021- virtual meeting

VI. New Business (if any)

VII. Executive Session

There was no executive session.

VIII. Adjournment

A motion to adjourn the meeting was made at 6:32 pm by SP, seconded by RW, and unanimously approved.



Board of Trustees Agenda

November 8, 2021

VIRTUAL

5:30 p.m.

A meeting of the Board of Trustees (the “Board”) of Capital Prep Charter Schools NY (the “School”) was held on November 8, 2021. The meeting was called to order at 5:39 pm.

Trustees:

James Stovall (JS) - present
Maurice Coleman (MC) - present
Dr. Steve Perry (SP) - present
Ramik Williams (RW) - present
Derek Ferguson (DF) - present
Tarik Brooks (TB) - not present
Danique Day (DD) - present (by phone)
Asuncion Hostin (AH) - not present
Reverend Georgette Morgan Thomas (GMT) - not present

Others Present:

Paula Altieri (PA)
Jay Andronaco (JA)
Rich Beganski (RB)
Isaiah Brown (IB)
Tammy Cassile (TC)
Dolores Concepcion (DC)
Rachelly Crime (RC)
Jill Cutler Hodgman (JCH)
Michael Dalton (MD)
Keisha Dent (KD)
Kiernyn De Yoe (KD)
Laurie Gonzalez (LG)
Dr. Shelley Jallow (SJ)
Danita Jones (DJ)
Justice Jones (JJ)
Angela Logan (AL)
Katherine Martinez (KM)
Andrew Noble (AN)
Jermaine Ottey (JO)
Tywone Redmond (TR)
Ivette Rizza (IR)
Cliff Schneider (CS)

Kara Singleton (KSn)
Harry Soto (HS)
Kashani Stokley (KS)
Jamel Wright (JW)
Gus Saliba (PKF O'Connor Davis) - joined at 6 pm/left 6:35 pm
Daniel Smolan (PKF O'Connor Davis) - joined at 6 pm/left 6:35 pm

Six (6) of the ten (10) trustees were in attendance by video conference and were present throughout the meeting except as noted; therefore, there was a quorum for the transaction of business at the meeting.

I. Call to order

JS called the meeting to order at 5:40 pm.

II. Adoption of Agenda

A motion to approve the agenda for the Board meeting was made by RW, seconded by DF, and unanimously approved.

III. Public Comments

There were no public comments.

IV. Approval of the [Minutes from the October 18, 2021, Capital Prep Charter School Board Meeting](#)

A motion to approve the minutes from the October 18, 2021, Board meetings was made by SP, seconded by RW, and unanimously approved.

V. Board Governance

A. Committee Reports if any

No committee reports

VI. Reports/Updates

A. Financial Report

1. [FY20-21 Audited Financial Statements](#)
2. [FY 20-21 Audit Wrap Communications](#)

Auditors Dan Smolan and Gus Saliba joined the meeting and reviewed the unmodified clean opinion, the financial statements, the benchmarks, and all new disclosures. CPCSNY received the best opinion that is offered.

The Board engaged with the auditors regarding findings and asked for trend analysis.

B. School Reports

1. [Capital Preparatory Harlem Charter School \(dashboard\)](#)

The Board and school and CPS leadership engaged regarding enrollment figures and the drivers of the attrition at the middle school. They also discussed mitigation strategies for this year and the plans for next year. TR also reviewed academics, sports, extracurriculars, professional learning focus, staff engagement and the like.

The Board engaged regarding staff recruitment and retention, employee recruitment and attrition, and academic programming.

JJ discussed virtual college tours, the senior night football game, the current vacancies, the professional development focus, the upcoming MAP exams, the college summit, and a stand out scholar and a staff member going above and beyond.

The Board chair asked for information about SAT preparation at the next meeting. There was also a board request for the specific vacancies.

2. [Capital Preparatory Bronx Charter School \(dashboard\)](#)

IB reviewed enrollment and attendance, the recent benchmark exams, student government, student life and activities, professional development given the experience level of the team, family and community engagement and more.

The Board chair acknowledged the focus on staff and scholar cultural elements.

C. Next Board Meeting Confirmation - December 13, 2021- virtual meeting

VII. New Business (if any)

A. Approval of [Harlem 2021-2022 Project SAVE Plan](#)

KS explained that each year we have to review safety plans as a school. We must work with building management (in Harlem) and local PD. Rachelly and Katherine worked to be in compliance. We are working on fire drills and lock down drills.

B. Approval of [Bronx 2021-2022 Project SAVE Plan](#)

A motion to approve the [Harlem 2021-2022 Project SAVE Plan](#) and the [Bronx 2021-2022 Project SAVE Plan](#) was made by RW, seconded by DF, and unanimously approved.

C. Approval of [Capital Prep Charter School NY Children's Educational Privacy Statement Zoom \(proposed 11.8.21\)](#)

KS explained that this is for families. This additional privacy statement supplements the policies in place.

A motion to approve the [Capital Prep Charter School NY Children's Educational Privacy Statement Zoom \(proposed 11.8.21\)](#) was made by SP, seconded by RW, and unanimously approved.

D. Approval of [Extension of Lease \(755 Co-op City Boulevard\) through June 30, 2023.](#)
[Resolution](#)

The Board engaged in a robust discussion regarding the plans for the Bronx. IR, SP, CS, and the Board spoke about the process and the thinking behind the resolution. MC and DF agreed to provide additional support to the leadership team on the negotiations.

A motion to approve the Extension of Lease (755 Co-op City Blvd) through June 30, 2023 as [resolved](#) was made by RW, seconded by DD, and unanimously approved.

VIII. Executive Session

There was no executive session.

IX. Adjournment

A motion to adjourn the meeting was made at 7:12 pm by RW, seconded by MC, and unanimously approved.



Board of Trustees Agenda

December 13, 2021

VIRTUAL

5:30 p.m.

A meeting of the Board of Trustees (the “Board”) of Capital Prep Charter Schools NY (the “School”) was held on December 13, 2021. The meeting was called to order at 5:42 pm.

Trustees:

James Stovall (JS) - present

Maurice Coleman (MC) - present

Dr. Steve Perry (SP) - present

Ramik Williams (RW) - present

Derek Ferguson (DF) - present

Tarik Brooks (TB) - present

Danique Day (DD) - present

Asuncion Hostin (AH) - not present

Reverend Georgiette Morgan Thomas (GMT) - not present

Others Present:

Paula Altieri (PA) (left 6 pm)

Rich Beganski (RB)

Isaiah Brown (IB)

Tammy Cassile (TC)

Dolores Concepcion (DC)

Rachelly Crime (RC)

Jill Cutler Hodgman (JCH)

Michael Dalton (MD)

Kieryn De Yoe (KD)

Laurie Gonzalez (LG) (left 5:45)

Dr. Shelley Jallow (SJ)

Justice Jones (JJ)

Angela Logan (AL)

Katherine Martinez (KM)

Andrew Noble (AN)

Jermaine Ottey (JO)

Tywone Redmond (TR)

Ivette Rizza (IR)

Cliff Schneider (CS)

Kara Singleton (KS_n)

Kashani Stokley (KS)

Shannon Zayas
Andrew McNeil

Seven (7) of the ten (10) trustees were in attendance by video conference and were present throughout the meeting except as noted; therefore, there was a quorum for the transaction of business at the meeting.

I. Call to order

JS called the meeting to order at 5:42 pm.

II. Adoption of Agenda

A motion to approve the agenda for the Board meeting was made by RW, seconded by DF, and unanimously approved.

III. Public Comments

Unisha Duffy raised issues with transcript accuracy and the negative impact on seniors.

Shannon Zayas, 12th grade parent, raised concerns about transcripts, communication with the school, transparency and safety.

The Board acknowledged both speakers and thanked them for coming forward with their concerns.

IV. Approval of the [Minutes from the November 8, 2021, Capital Prep Charter School Board Meeting](#)

A motion to approve the minutes from the November 8, 2021, Board meetings was made by RW, seconded by SP, and unanimously approved.

V. Board Governance

A. Committee Reports if any

No committee reports.

VI. Reports/Updates

A. [Financial Report](#)

AN provided a financial report for the period ending October 31, 2021.

A. School Reports

1. [Capital Preparatory Harlem Charter School \(dashboard\)](#)

TR reported on the current enrollment (443 scholars - goal of 500). The school is actively recruiting with two open houses a month. There are weekly recruiting meetings and ads on bus shelters.

The network professional development, on the day after Thanksgiving break, with the Special Education Collaborative for trauma was very informative. The school has also focused on reading

training, conducted SLCs last week, and held student government elections. Our advisory is doing community service projects. MAP testing will occur after break.

The Board discussed enrollment goals and the cause of the attrition and the process of back-filling throughout the year.

JJ discussed the network professional development, including the Reading Plus program. The fall ELA, math and science were completed. 7 college tours have occurred to date. JJ also discussed sports, including the Harbor v. Harlem classic game and the cheerleading squad. There were two successful senior summits to cover college applications and financial aid. 37 of our scholars applied for college courses at HOSTOS. 41 scholars are using About U - SAT prep with two sessions a week; we are looking to modify to three times a week going forward. We are focusing on data walls in the classrooms and on filling staffing vacancies. Student elections are this week, and we are doing Regents prep.

2. [Capital Preparatory Bronx Charter School \(dashboard\)](#)

IB noted that current enrollment is 243 scholars out of the 249 planned. The school is averaging 96% attendance. The second round of MAP is this month. The school is very pleased with the 97% completion rate for SLCs. The illuminators are focusing on gradebook quality and timeliness. They received data analysis training directly from NWEA. And, they are cultivating a culture of care.

The Board shouted out the Bronx, and IB applauded the leadership team, illuminators, and families.

IB spoke about family engagement by describing a town hall that occurred this past Saturday. There is a plan for bi-weekly town hall meetings and newsletters. We are making progress in MAP and SLP completion. The scholars are actively engaging with the community with homeless shelters and girls scout events. There are currently 201 applications. We have lots of time for applications and recruitment. Information sessions are planned at local schools.

JS noted that he had a great school visit. There was great teaching and learning with real engagement and substantive work. The school culture was very positive, and the care that the principal referenced was evident.

B. Next Board Meeting Confirmation - January 10, 2022 - virtual meeting

VII. Executive Session

A motion to go into executive session was made by RW, seconded by DF, and unanimously approved for purposes of discussing a personnel matter including guests, Ivette Rizza, Cliff Schneider, Jill Cutler Hodgman, and Dr. Shelley Jallow.

A motion to return to public session was made by MC, seconded by RW, and unanimously approved.

VIII. New Business (if any)

A. Approval of appointment of Angela Logan-Smith as Master Principal of Capital Preparatory Harlem Charter School, effective December 14, 2021, with dual reporting to the Board of Trustees and CPS.

A motion to approve the appointment of Angela Logan-Smith as Master Principal of Capital Preparatory Harlem Charter School, effective December 14, 2021, with dual reporting to the board of Trustees and CPS was made by DF, seconded by TB, and there were four yea votes (JS, DF, MC, SP, TB), one no (RW), and one abstention (DD).

IX. Adjournment

A motion to adjourn the meeting was made at 7:44 pm by RW, seconded by MC, and unanimously approved.



Board of Trustees Agenda
February 16, 2022
VIRTUAL
5:30 p.m.

A meeting of the Board of Trustees (the “Board”) of Capital Prep Charter Schools NY (the “School”) was held on February 16, 2022. The meeting was called to order at 5:45 pm.

Trustees:

James Stovall (JS) - present
Maurice Coleman (MC) - present
Dr. Steve Perry (SP) - present
Derek Ferguson (DF) - present
Tarik Brooks (TB) - present
Danique Day (DD) - present
Asuncion Hostin (AH) - not present

Others Present:

Baye Adofoo-Wilson (BAW)
Rochelle Brown (RB)
Rich Beganski (RB Jr.)
Isaiah Brown (IB)
Tammy Cassile (TC)
Dolores Concepcion (DC)
Rachelly Crime (RC)
Jill Cutler Hodgman (JCH)
Laurie Gonzalez (LG)
Justice Jones (JJ)
Danita Jones (DJ)
Katherine Martinez (KM)
Andrew Noble (AN)
Ivette Rizza (IR)
Anthony De Luca (ADL)
Kara Singleton (KS_n)
Kashani Stokley (KS)
Vijay Giles (VG)
Jermaine Ottey (JO)

Six (6) trustees were in attendance by video conference and were present throughout the meeting except as noted; therefore, there was a quorum for the transaction of business at the meeting.

I. Call to order

Board opening statement

JS called the meeting to order at 5:45 pm. The meeting opened for public comment at 5:36 pm prior to the quorum.

II. Adoption of Agenda

A motion to approve the agenda for the Board meeting was made by DF, seconded by MC, and unanimously approved.

III. Board Governance

A. Re-election of trustees whose terms expired on January 13, 2022, for a new three year term or some other term.

1. Derek Ferguson for a full term
2. Dr. Steve Perry for a full term
3. Maurice Coleman through June 30, 2022

JS Ramik Williams was a long-time Board member and decided to resign from the Board effective February 16, 2022 to deal with other professional matters. We thank him for the service. Also, an originating Board member Reverend Morgan Thomas was unable to continue due to personal circumstances.

MC expressed his sense of honor to serve on this board but due to a new level of responsibility in his job, he cannot continue. He will give a firm date next week.

A motion to re-elect trustees whose terms expired on January 13, 2022 was made by TB, seconded by JS, and unanimously approved.

B. Nomination of new board members

1. Baye Adofo-Wilson
2. Rochelle Brown-Johnson

The Board welcomed the nominees and each spoke to the Board about their background and interest in serving on the Board.

A motion to approve the nominations to the CPCSNY Board of Baye Adofo-Wilson and Rochelle Brown was made by MC, seconded by DF, and unanimously approved.

- C. Approve [resolution](#) that the number of Trustees be fixed at six (6).

JCH explained the rationale for modifying the number of trustees while the new members go through the approval process. MC agreed to try to stay until the new members can officially join.

A motion to approve the resolution that the number of Trustees be fixed at six (6) was made by DF, seconded by SP, and unanimously approved.

- D. Committee Reports (if any)

There were no committee reports.

IV. Approval of the [Minutes from the December 13, 2021, Capital Prep Charter School Board Meeting](#)

A motion to approve the minutes from the December 13, 2021, Board meetings was made by MC, seconded by DF, and unanimously approved.

V. New Business (if any)

- A. Approve [resolution](#) regarding sublease for Capital Preparatory Harlem for 2021-2022.

The Board and management discussed the terms of the current lease, the efforts of CS to bring it to closure, the reason that CS could not be present, the term of the lease and the elimination of the requested blank check for capital expenses, and the intended departure date of June 30th.

A motion to approve the resolution regarding the sublease for Capital Preparatory Harlem for 2021-2022 was made by DF, seconded by MC, and unanimously approved.

- B. Approval of Strategic Admissions Advice [agreement \(proposal\)](#) by Capital Preparatory Harlem Charter School

SP discussed the size of the current Harlem senior class and the support to make good on the promise that all will be accepted to four-year colleges. He discussed the daily work of the CPS team to customize support for the seniors in the college application process. SP explained the type of advocacy work that is usually reserved for the wealthy that Strategic Admissions Advice is able to provide for our scholars.

JS commented on his view of the ROI on this service. JS asked for an aggregate report on results in April.

A motion to approve the agreement with Strategic Admissions Advice was made by MC, seconded by DF, and unanimously approved.

C. Approve resolution that Capital Preparatory Bronx contract with Office Resources for furniture.

KS explained the need to order furniture for the ninth grade at the Bronx and that Office Resources as a preferred vendor. DF inquired about the budget year and reallocation.

A motion to approve the [resolution](#) with Office Resources for furniture was made by SP, seconded by DF, and unanimously approved.

VI. Reports/Updates

A. [Financial Report](#)

AN provided a financial report for the period ending December 31, 2021.

The Board engaged in a robust discussion regarding the budget and revenue as well as opportunities to attract staff.

B. School Reports

1. [Capital Preparatory Harlem Charter School \(dashboard\)](#)

JJ provided his [February 16, 2022 Principals' Report](#)

The Board expressed appreciation for JJ and the team.

2. [Capital Preparatory Bronx Charter School \(dashboard\)](#)

IB reviewed the principal report and contents of the dashboard.

The Board expressed appreciation for IB and team.

C. Next Board Meeting Confirmation - March 21, 2022 - virtual meeting

VII. Public Comments

Taken out of order at the beginning of the meeting while the Board was awaiting the quorum.

Ms. Liseli Wilkinson - mother to a senior LaToya - spoke to the ways that the school has served her daughter since she started in the 7th grade. It was a process, and while the school is not perfect, she sees the effort and the results. Her daughter has gotten into five schools so far, including St. John's and Hofstra, and has received more than \$250,000 in scholarship dollars so far.

VIII. Executive Session (if any)

IX. Adjournment

A motion to adjourn the meeting was made at 7:01 pm by DF, seconded by SP, and unanimously approved.



Board of Trustees Minutes

March 28, 2022

VIRTUAL

5:30 p.m.

A meeting of the Board of Trustees (the “Board”) of Capital Prep Charter Schools NY (the “School”) was held on March 28, 2022. The meeting was called to order at 5:33 pm.

Trustees:

James Stovall (JS) - present

Maurice Coleman (MC) - present (by video conference until by phone starting 6:53 pm)

Dr. Steve Perry (SP) - present

Derek Ferguson (DF) - present (departed at approximately 6 pm)

Tarik Brooks (TB) - not present

Danique Day (DD) - present

Asuncion Hostin (AH) - not present

Others Present:

Baye Adofo-Wilson (BAW)

Angela Logan (AL)

Rich Beganski (RB Jr.)

Isaiah Brown (IB)

Tammy Cassile (TC)

Dolores Concepcion (DC)

Rachelly Crime (RC)

Jill Cutler Hodgman (JCH)

Paula Altieri (PA)

Laurie Gonzalez (LG)

Justice Jones (JJ)

Danita Jones (DJ)

Katherine Martinez (KM)

Andrew Noble (AN)

Ivette Rizza (IR)

Anthony De Luca (ADL)

Kara Singleton (KS_n)

Kashani Stokley (KS)

Jermaine Ottey (JO)

Jennifer Jordan (JJ)

Cliff Schneider (CS)

Vijay Giles (VG)

Five (5) trustees were in attendance by video conference throughout the meeting except as noted; therefore, there was a quorum for the transaction of business at the meeting.

I. Call to order

Board opening statement

JS called the meeting to order at 5:33 pm.

II. Adoption of Agenda

A motion to approve the agenda for the Board meeting was made by MC, seconded by SP, and unanimously approved.

III. Board Governance

A. Committee Reports (if any)

There were no committee reports.

B. Review committee assignments - This item was tabled for a future meeting.

C. Approve resolution that the number of Trustees be fixed at seven (7).

A motion to approve the resolution that the number of Trustees be fixed at seven (7) was made by MC, seconded by DF, and unanimously approved.

IV. Approval of the Minutes from the February 16, 2022, Capital Prep Charter School Board Meeting

A motion to approve the minutes from the February 16, 2022, Board meetings was made by MC, seconded by SP, and unanimously approved.

V. New Business (if any)

A. Approval of Scholar and Family Handbook

LG reviewed the minor changes to the handbook.

A motion to approve the Scholar and Family Handbook was made by MC, seconded by SP, and unanimously approved.

B. Approval of Student Discipline Policy

LG reviewed the minor changes to the Student Discipline Policy.

A motion to approve the Student Discipline Policy was made by DF, seconded by MC, and unanimously approved.

- C. Approval of resolutions to approve contracts with Konica Minolta
 - 1. Approval of [Harlem Board Resolution](#) ([Harlem Konica Minolta Proposal](#))

KS discussed the changes for copiers for both schools/locations and the process for selection.

- 2. Approval of [Bronx Board Resolution](#) ([Bronx Konica Minolta Proposal](#))

A motion to approve the resolutions for contracts with Konica Minolta on behalf of Capital Prep Harlem and Capital Prep Bronx was made by MC, seconded by DF, and unanimously approved.

- C. Approval of [resolution](#) for furniture order ([proposal](#))

KS reviewed the furniture needs for the new school location. The Board and team discussed the purchasing process, the amount being purchased, the timing of the expenditure, and the budget decisions.

A motion to approve the resolution to purchase furniture from Office Resources on behalf of Capital Prep Harlem was made by MC, seconded by DF, and unanimously approved.

- D. Approval of [resolution](#) for kitchen equipment ([proposal](#))

KS reviewed the needs of the new kitchen at All Saints, the timing for the purchase, and the use of cash reserves versus general operating funds.

A motion to approve the resolution to purchase furniture from Culinary Depot on behalf of Capital Prep Harlem was made by MC, seconded by SP, and unanimously approved.

VI. Reports/Updates

- A. [Financial Report](#)

AN provided a financial report for the period ending January 31, 2022.

Board engaged in a discussion regarding cash reserves/net assets and related matters.

- B. AL reviewed the upcoming SUNY visit and the shout out from SUNY for the Bronx related to MAP scores. SP shared MAP data across multiple charter schools. RBjr provided background information regarding the NWEA MAP assessments.

- C. School Reports

- 1. [Capital Preparatory Harlem Charter School](#) ([dashboard](#))

JJ provided the school report including congratulating the basketball team, reviewing enrollment and recruitment, stakeholder engagement, professional development, academic focus, and college acceptances (and scholarship dollars). RC provided additional data regarding recruitment for next school year and agreed to provide additional data to the Board. KS added information about a committee convened to review student retention.

- 2. [Human Resources Update](#)

JO provided an update on the Harlem principal search.

3. [Capital Preparatory Bronx Charter School \(dashboard\)](#)

IB provided the principal report (including a review of data included on the dashboard).

The presentation also included the current applicant pool (797) and the historical yield rate. IB also highlighted the 97% average attendance with several days of 100%. He also spoke to preparation for state exams, professional development, special events, and the implementation of systems and structures.

C. Next Board Meeting Confirmation - April 11, 2022 - virtual meeting

VII. Public Comments

There was no public comment

VIII. Executive Session (if any)

IX. Adjournment

A motion to adjourn the meeting was made at 7:08 pm by MC, seconded by DD, and unanimously approved.



Board of Trustees Minutes

April 27, 2022

VIRTUAL

5:30 p.m.

A meeting of the Board of Trustees (the “Board”) of Capital Prep Charter Schools NY (the “School”) was held on April 27, 2022. The meeting was called to order at 5:41 pm.

Trustees:

James Stovall (JS) - present virtually
Maurice Coleman (MC) - not present
Dr. Steve Perry (SP) - present virtually
Derek Ferguson (DF) - present virtually
Tarik Brooks (TB) - present virtually
Danique Day (DD) - present virtually (except from 6:40 pm to 7:13 pm)
Asuncion Hostin (AH) - not present
Rochelle Brown (RB) - not present
Baye Adofo-Wilson (BAW) - not present

Others Present:

Paula Altieri (PA)
Richard Beganski, Jr. (RBjr)
Isaiah Brown (IB)
Tammy Cassile (TC)
Jill Cutler Hodgman (JCH)
Anthony De Luca (ADL)
Vijay Giles (VG)
Justice Jones (JJ)
Danita Jones (DJ)
Jennifer Jordan (JJ)
Angela Logan (AL)
Katherine Martinez (KM)
Andrew Noble (AN)
Jermaine Ottey (JO)
Ivette Rizza (IR)
Cliff Schneider (CS)
Kara Singleton (KSn)
Kashani Stokley (KS)
Scott Wojnarowicz (SW)

Five (5) trustees were in attendance by video conference and were present throughout the meeting except as noted; therefore, there was a quorum for the transaction of business at the meeting.

I. Call to order

Board opening statement

JS called the meeting to order at 5:41 pm.

II. Adoption of Agenda

A motion to approve the agenda for the Board meeting was made by SP, seconded by TB, and unanimously approved.

III. Board Governance

A. Welcome New Board Member - Rochelle Brown & Baye Adofo-Wilson

B. Approve resolution that the number of Trustees be fixed at nine (9).

A motion to approve the resolution that the number of Trustees be fixed at nine (9) was made by DF, seconded by TB, and unanimously approved.

C. Committee Reports (if any)

No committee reports this evening.

D. Board member term ending

Re-election of trustee whose term will expire on May 20, 2022, for a new three year term -

1. James Stovall for a full term (through May 20, 2025)

A motion to re-elect trustees whose term will expire on May 20, 2022 was made by DF, seconded by TB, and unanimously approved.

E. CMO Evaluation - discussion of process

The Board discussed the process to evaluate the CMO in the past and the process moving forward with a goal of completion by June 30th.

IV. Approval of the Minutes from the March 28, 2022, Capital Prep Charter School Board Meeting

A motion to approve the minutes from the March 28, 2022, Board meetings was made by DF, seconded by SP, and unanimously approved.

V. New Business (if any)

A. Approval of [resolution](#) related to Charter Technology Solutions ([proposal](#))

ADL presented the need for cabling and reviewed the procurement process, including the RFP process.

PA explained how the funds will be charged from a budget perspective and when it will hit the balance sheet.

A motion to approve the [resolution](#) related to Charter Technology Solutions was made by DF, seconded by TB, and unanimously approved.

B. Approval of [resolution](#) related to NY Proconstruction Inc. ([proposal](#))

ADL presented the need for conduit and explained the process.

PA explained that all three items are for next year's budget but we need to execute now because of supply chain and timing.

A motion to approve the [resolution](#) related to NY Proconstruction was made by TB, seconded by SP, and unanimously approved.

C. Approval of [resolution](#) related to Total Security for Capital Prep Harlem ([proposal](#))

ADL presented regarding security cameras and alarms.

A motion to approve [resolution](#) related to Total Security for Capital Prep Harlem was made by DF, seconded by TB, and unanimously approved.

VI. Reports/Updates

A. [Human Resources Update](#)

JO provided an update on the principal search. He described the pool, the process, and the Board's role. A discussion of the same ensued.

SP clarified that there would be one principal Capital Preparatory Harlem Charter School.

B. [Financial Report](#)

AN provided the financial report for the period ending February 28, 2022. The Board engaged about the same.

C. Operations Report

1. Lottery Update

a) [2022-2023 Harlem Lottery Enrollment Dashboard](#)

b) [2022-2023 Bronx Lottery Enrollment Dashboard](#)

KS provided a review of the lottery status.

The Board discussed the need for applicants in Harlem.
SP discussed the strategies to improve the numbers.

2. School Calendars

- a) [2022-2023 Harlem School Calendar v3.31.22](#)
- b) [2022-2023 Bronx School Calendar v3.31.22](#)

KS presented the calendars for next year.

D. School Reports

1. [Capital Preparatory Harlem Charter School \(dashboard\)](#)

JJ presented information about current enrollment and highlighted the college acceptances and scholarship dollars (currently 96% accepted and over \$2M in scholarships), the Coppin State visit and acceptances/money and upcoming Delaware State visit, athletic achievements (basketball championships in middle and high school), state testing completion rates, MAP testing, senior trip, and SJP on financial literacy,

The Board engaged in a conversation regarding the college acceptances and efforts of Coppin State (and VSU). The team's work and the efforts of these schools was applauded.

2. [Capital Preparatory Bronx Charter School \(dashboard\)](#)

The school reports were taken out of order to allow for principals to leave the meeting after completion.

IB provided a robust school report reviewing the current enrollment, the applications for next year, academic achievement, affective services (including school culture), state exams, professional development (including differentiation and gradebook calibration), the recap of the SUNY visit, and RTI.

The Board discussed the SUNY visit and the next steps.

E. Next Board Meeting Confirmation - May 9, 2022 - virtual meeting

VII. Public Comments

There was no public comment

VIII. Executive Session (if any)

IX. Adjournment

A motion to adjourn the meeting was made at 7:21 pm by DF, seconded by JS, and unanimously approved



Board of Trustees Minutes

June 27, 2022

VIRTUAL

5:30 p.m.

A meeting of the Board of Trustees (the “Board”) of Capital Prep Charter Schools NY (the “School”) was held on June 27, 2022. The meeting was called to order at 6:00 pm.

Trustees:

James Stovall (JS) - present virtually
Maurice Coleman (MC) - present virtually
Dr. Steve Perry (SP) - present virtually
Derek Ferguson (DF) - present virtually
Tarik Brooks (TB) - present virtually
Danique Day (DD) - present virtually
Asuncion Hostin (AH) - not present
Rochelle Brown (RB) - present virtually
Baye Adofo-Wilson (BAW) - present virtually

Others Present:

Paula Altieri (PA)
Isaiah Brown (IB)
Tammy Cassile (TC)
Jill Cutler Hodgman (JCH)
Anthony De Luca (ADL)
Vijay Giles (VG) joined 5:57 pm
Laurie Gonzalez (LG)
Marjorie Iglie (MI)
Justice Jones (JJ)
Jennifer Jordan (JJ)
Angela Logan (AL)
Andrew Noble (AN)
Jermaine Ottey (JO)
Ivette Rizza (IR)
Cliff Schneider (CS)
Patrick East (public)

Eight (8) trustees were in attendance by video conference and were present throughout the meeting except as noted; therefore, there was a quorum for the transaction of business at the meeting.

Prior to the meeting opening, JS noted the last board meeting for MC and expressed great appreciation for his service as did other board members.

I. Call to order

Board opening statement

JS called the meeting to order at 5:42 pm.

II. Adoption of Agenda

A motion to approve the agenda for the Board meeting was made by SP, seconded by TB, and unanimously approved.

III. Approval of the minutes from the May 17, 2022 Capital Prep Charter Schools NY Board Meeting

Approval of the Minutes from the May 17, 2022, Capital Prep Charter Schools NY Board Meeting was made by SP, seconded by TB, and unanimously approved.

IV. Board Governance

A. Adoption of Board Meeting Calendar 2022-2023

A motion to adopt the Board Meeting Calendar 2022-2023 was made by MC, seconded by TB, and unanimously approved.

B. CMO Evaluation update (due June 30, 2022)

JS discussed the process to complete the CMO evaluation.

C. Next meeting confirmation - July 11, 2022

D. Committee Reports (if any)

V. New Business (if any)

A. Appointments

1. Approval of appointment of Angela Logan as Assistant Superintendent for School Leadership, effective July 1, 2022.

The Board and leadership discussed the new role for AL as well as her roles since she joined the team. The Board also reviewed the reporting structure (dual reporting to the Board and to the HOS for CPS).

A motion to approve the appointment of Angela Logan as Assistant Superintendent for School Leadership, effective July 1, 2022, was made by DF, seconded by BAW, and unanimously approved.

2. Approval of appointment of Dr. Marjorie Purdee-Iglio as Principal for Capital Preparatory Harlem Charter School, effective July 1, 2022.

The Board remarked on Dr. Iglio's credentials and interview.

A motion to approve the appointment of Dr. Marjorie Purdee-Iglio as Principal of Capital Preparatory Harlem Charter School, effective July 1, 2022, was made by DF, seconded by DD, and unanimously approved.

SP noted that JJ will be the principal in residence in Harlem where he will function as Dean of Students and participate in a leadership program with additional responsibilities. There was a collective expression of appreciation for JJ's leadership during the interim principalship.

B. Lease amendment ([755 Co-op city lease - first amendment](#))

CS reviewed the increased rent with some summer construction so that we can fit in the space 22-23 school year. Next meeting, we will have a long-term solution for the same location.

All Saints resolution as well regarding the move in date for July 1. CS recommends approval with understanding that more negotiation will occur.

A motion to approve the [resolution](#) regarding the lease agreement was made by MC, seconded by BAW, and unanimously approved.

C. Approval of revised [resolution](#) regarding the move to the new building with Globe Storage and Moving Company ([original proposal](#) & [locker move](#))

JJ amends the resolution that was approved last month, adding 13K because we are now moving our current lockers to our new location.

A motion to approve the revised [resolution](#) regarding the move to the new building with Globe Storage and Moving Company ([original proposal](#) & [locker move](#)) was made by TB, seconded by MC, and unanimously approved.

VI. Reports/Updates

A. [Financial Report](#)

AN provided the financial report for the period ending April 30, 2022.

B. School Reports

1. [Capital Preparatory Harlem Charter School \(dashboard\)](#)

JJ reviewed the enrollment for 2021-22 and for expected enrollment in the coming year. He reviewed the tremendous graduation event and the accomplishments of the scholars, including

scholarship dollars achieved.

2. [Capital Preparatory Bronx Charter School \(dashboard\)](#)

IB reviewed the school reports. Going to graduation was incredible. Congratulations to new appointments. IB reviewed the 8th grade trip, the blazer ceremony, SLCs, field day, summer school plans, etc. IB also reviewed the power of community support.

VII. Public Comments

There was no public comment

VIII. Executive Session (if any)

IX. Adjournment

There were thanks to MC and the Board as a whole and also to the school and CPS staff and leaders.

A motion to adjourn the meeting was made at 6:49 pm by SP, seconded by TB, and unanimously approved

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

Trustee Name:

Danique Day

Name of Charter School Education Corporation:

Capital Prep Charter Schools NY

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

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

Yes No

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

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

Yes No

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

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

Yes No

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

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

Yes No

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

Ass't Sup. 20-21 School Year

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

None

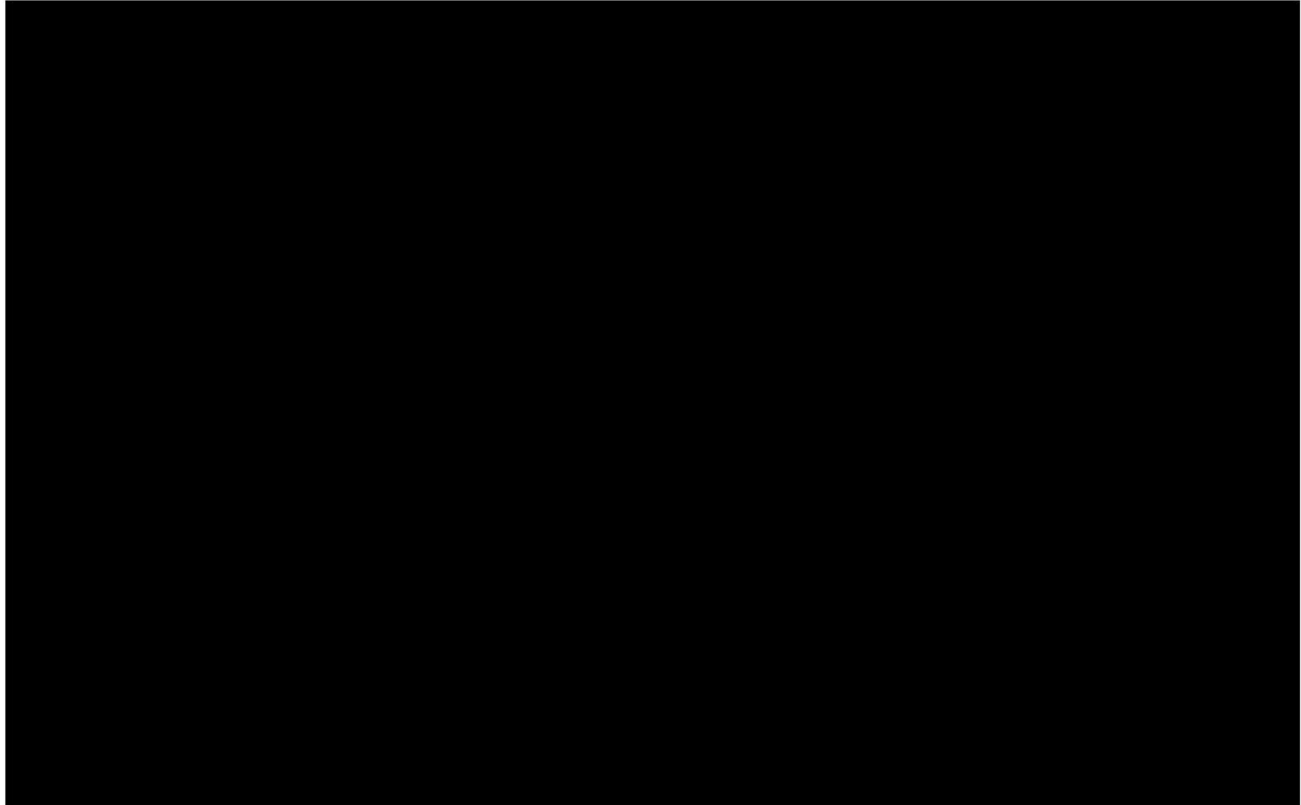
Date(s)	Nature of financial interest / transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you

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

None

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

This document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. The personal contact information provided below will be redacted.

A handwritten signature in black ink, appearing to be 'D. D. S.', is written over a horizontal line.

Signature

9 8 2022

Date

Acceptable signature formats include:

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

last revised 04/2022

[REDACTED]

[REDACTED]

[REDACTED]

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[REDACTED]

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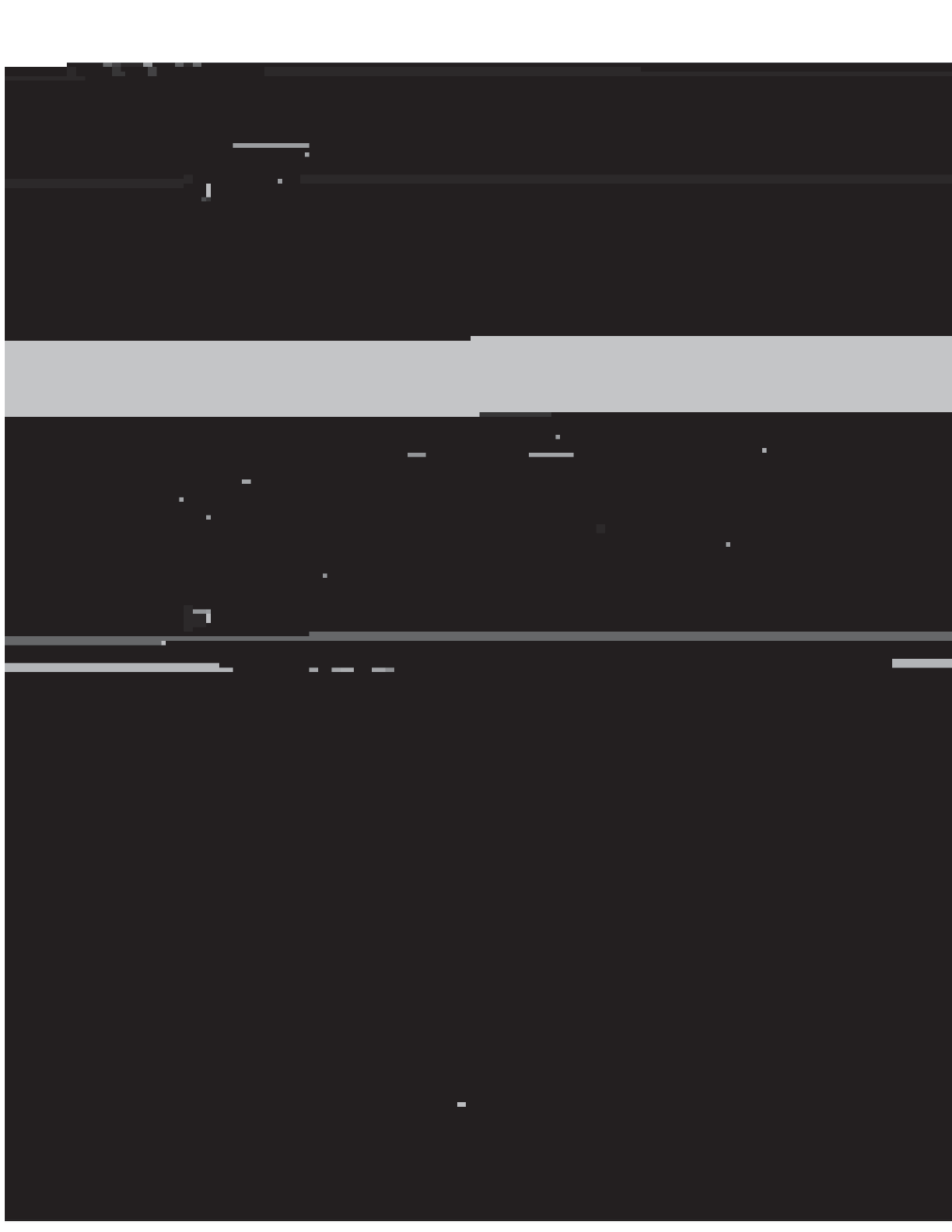
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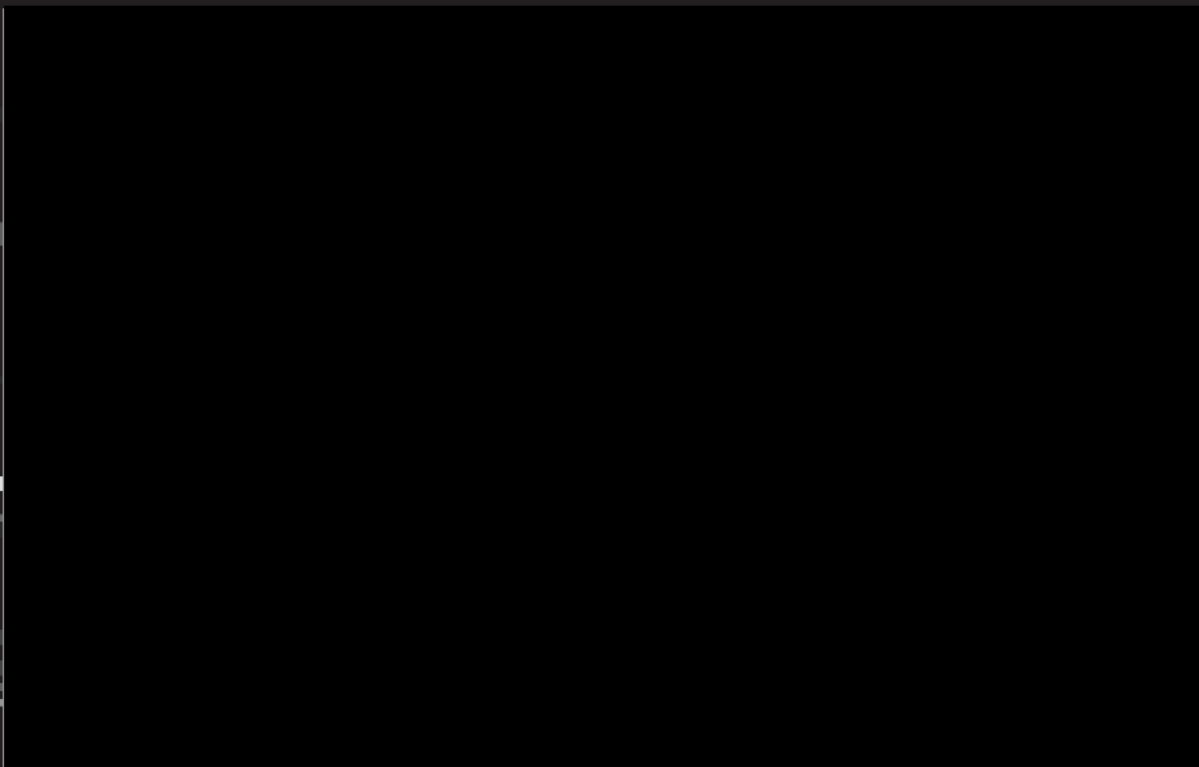
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**Disclosure of Financial Interest by a Current
or Former Trustee**

Trustee Name:

Stephen D. Perry

Name of Charter School Education Corporation:

Capital Prep Charter Schools NY

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

Secretary

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

Yes No

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

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

Yes No

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

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

Yes No

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

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

Yes No

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

Head of Schools, oversee the academic and operations of the charter management organization, \$250,000 June 2015

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

None

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

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

None

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

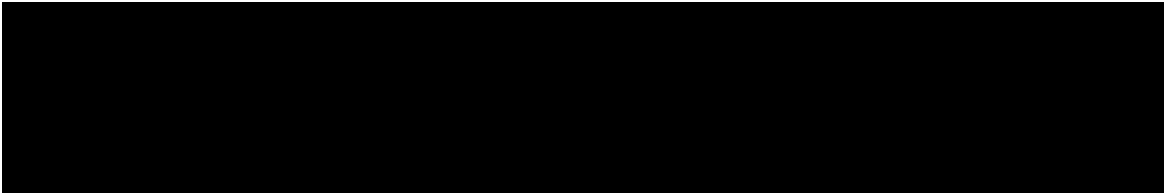
This document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. The personal contact information provided below will be redacted.

Business Telephone:



E-mail Address:

Home Telephone:



Steve Perry

9/14/22

Signature

Date

Acceptable signature formats include:

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

last revised 04/2022

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

Trustee Name:

James K. Stovall

Name of Charter School Education Corporation:

Capital Prep Charter Schools NY

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

Chairman

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

Yes No

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

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

Yes No

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

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

Yes No

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

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

Yes No

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

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

None

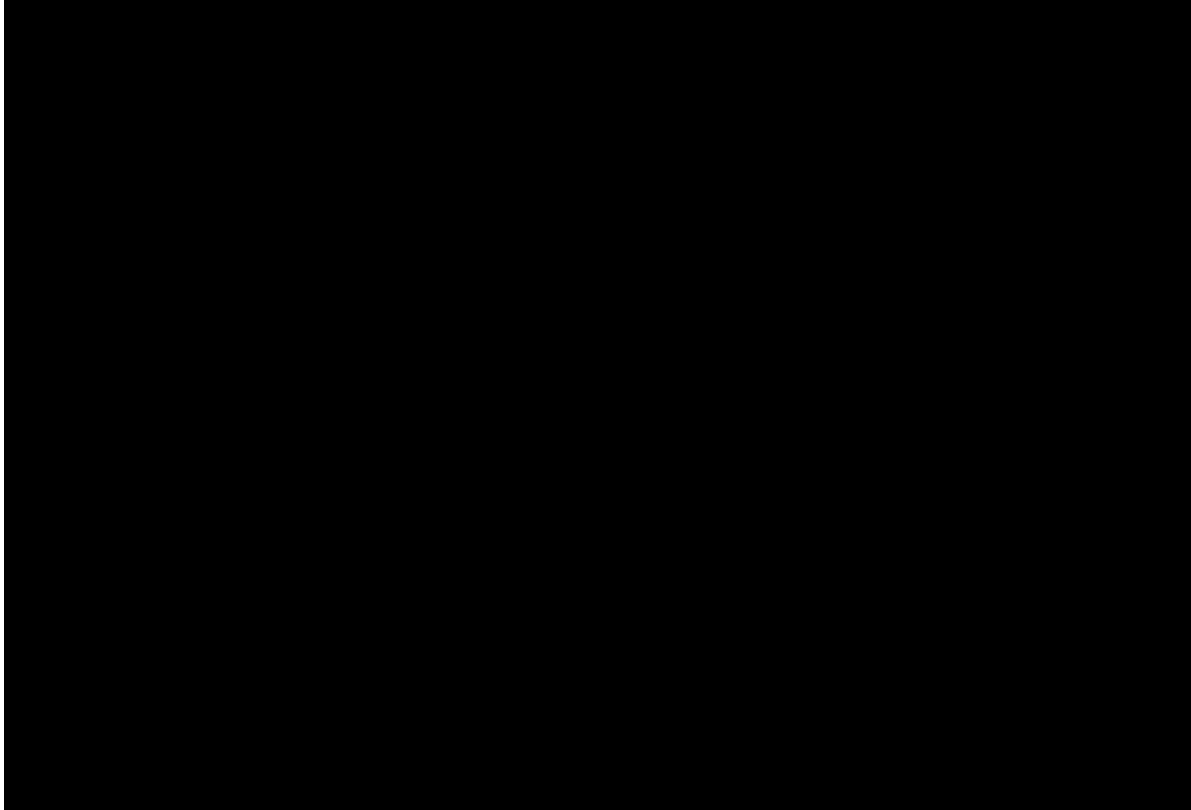
Date(s)	Nature of financial interest / transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you

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

None

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

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James K. Stovall

7-31-22

Signature

Date

Acceptable signature formats include:

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

last revised 04/2022

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

Trustee Name:

Sunny Hostin

Name of Charter School Education Corporation:

Capital Prep Charter Schools NY

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

N/A

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

Yes No

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

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

Yes No

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

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

Yes No

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

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

Yes No

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

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

None

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

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

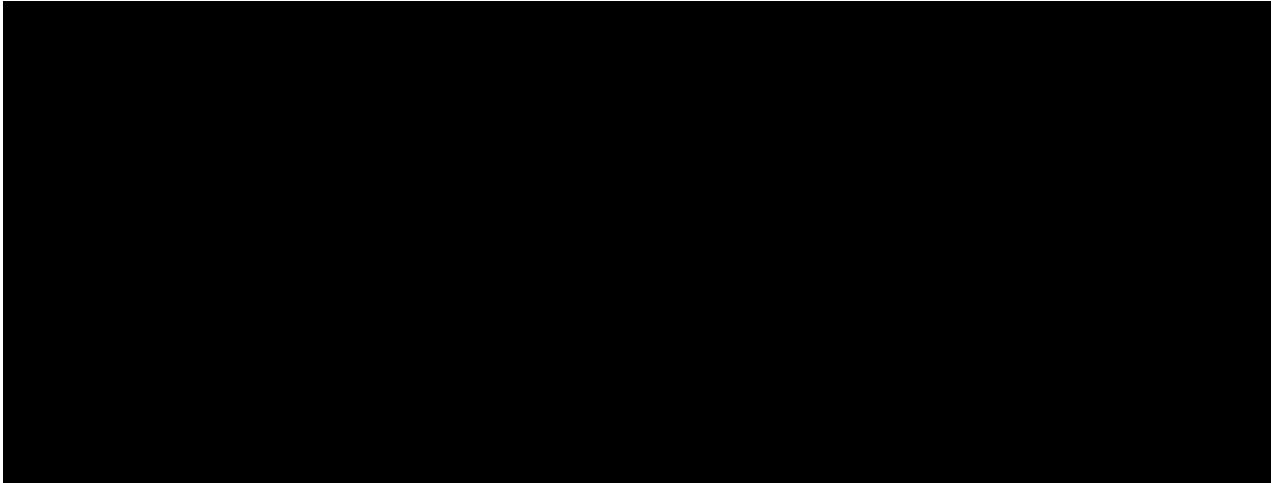
None

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

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Business Telephone:

Business Address:



Sunny Hostin

7/28/2022

Signature

Date

Acceptable signature formats include:

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

last revised 04/2022

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

Trustee Name:

Tarik Brooks

Name of Charter School Education Corporation:

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

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

Yes No

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

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

Yes No

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

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

Yes No

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

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

Yes No

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

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

None

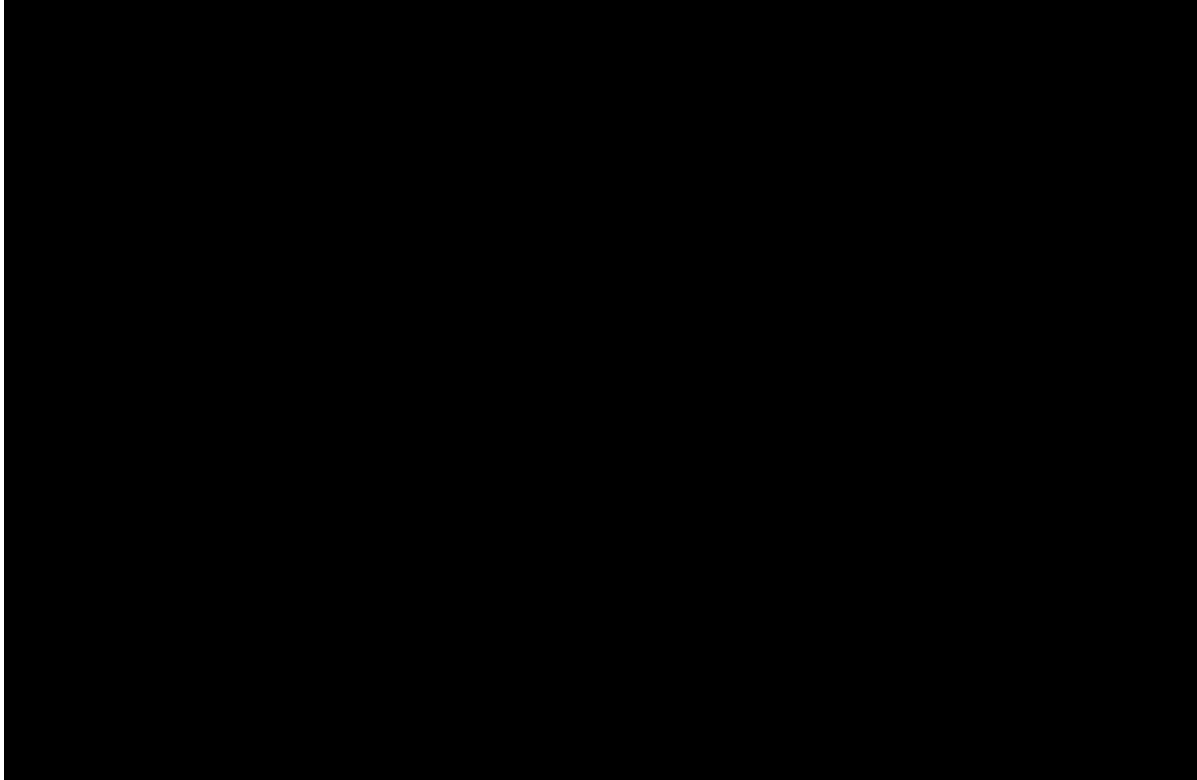
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None

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

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T. B. P.

07/29/2022

Signature

Date

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last revised 04/2022



Melanie La Rocca
Commissioner

Lisa Amoia, RA.
Dep. Borough Commissioner
LAmoia@buildings.nyc.gov

280 Broadway, 3rd Fl.
New York, NY 10007
www.nyc.gov/buildings
212-393-2019 Tel
646-500-6170 Fax

September 28, 2021

New York City Office
New York State Education Department
Bureau of Proprietary School Supervision
116 West 32nd Street, 5th Floor
New York, New York 10001
Telephone Number: (212) 643-4760
Telefax Number: (212) 643-4765

Re: 50-52 East 130 Street AKA 2041-2053 Madison Avenue
BLOCK: 1754 LOT: 20
ZONING DISTRICT: R7A & R7B
Manhattan

To Whom It May Concern:

This is in response to your request dated **June 24, 2021** for a Letter of No Objection for **50-52 East 130 Street AKA 2041-2053 Madison Avenue**, for a **School, Use Group 3**. Department Records indicates **School, Use Group 3**, as the use.

The Department has **No Objection** to a **School, Use Group 3**, at the above referenced premises.

If this building is hereafter altered or its use changes, an application for such alteration work or change of use must be filed and a certificate of occupancy shall be issued pursuant to Article 22 of Sub-Chapter 1 of the Administrative Code of the City of New York.

Please contact me if you have any additional questions or concerns regarding this matter. For more specific property information, please visit the "Building Information System" on our web site: www.nyc.gov/buildings.

Sincerely,

A handwritten signature in blue ink that reads "Lisa S. Amoia".

Lisa Amoia, RA
Deputy Borough Commissioner
Manhattan

JR/

Cc: John Raine, RA, Borough Commissioner
Moammar Sanchez, Plan Examiner
Premises File
LNO Files



2022-2023 SCHOOL YEAR CALENDAR

2041 Madison Avenue, New York, NY 10035 / T (212) 328.9370

July 2022						
SUN	M	T	W	TH	F	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

August 2022 (8 School Days)						
SUN	M	T	W	TH	F	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

8/25/22 - Marking Period 1 Begins

September 2022 (21 School Days)						
SUN	M	T	W	TH	F	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

School Closed	
Thanksgiving Break:	Monday, November 21, 2022 - Monday, November 28, 2022
Winter Break:	Monday, December 26, 2022 - Monday, January 9, 2023
Spring Break:	Monday, March 13, 2023 - Monday, March 20, 2023

Student Led Conferences (SLCs)	
Wednesday, December 7, 2022 - Thursday, December 8, 2022	
Wednesday, April 12, 2023 - Thursday, April 13, 2023	

Holidays	
Monday, July 4, 2022	Independence Day
Monday, September 5, 2022	Labor Day
Monday, October 10, 2022	Indigenous People Day
Thursday, November 24, 2022	Thanksgiving Day
Sunday, December 25, 2022	Christmas Day
Sunday, January 1, 2023	New Year's Day
Friday, January 6, 2023	Three Kings Day
Monday, January 16, 2023	Martin Luther King, Jr. Day
Monday, February 20, 2023	President's Day
Friday, April 7, 2023	Good Friday
Monday, May 29, 2023	Memorial Day
Monday, June 19, 2023	Juneteenth

Staff Important Dates

Leadership Institute:	Wednesday, August 3, 2022 - Wednesday, August 10, 2022
New Staff Induction	Thursday, August 11, 2022 - Friday, August 12, 2022
End of Marking Period	
Friday, October 28, 2022	Friday, May 5, 2023
Friday, January 13, 2023	Friday, June 23, 2023
Friday, March 10, 2023	
Professional Development Days (NO SCHOOL FOR STUDENTS)	
Monday, August 15, 2022 - Wednesday, August 17, 2022 (Network Days)	
Thursday, August 18, 2022 - Friday, August 19, 2022 (School Based)	
Friday, October 7, 2022 (Network Wide)	
Monday, November 28, 2022 (School Based)	
Monday, January 9, 2023 (Network Wide)	
Monday, March 20, 2023 (School Based)	

October 2022 (19 School Days)						
SUN	M	T	W	TH	F	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

10/29/22 - Marking Period 1 Ends
10/31/22 - Marking Period 2 Begins

November 2022 (16 Schools Days)						
SUN	M	T	W	TH	F	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

December 2022 (17 School Days)						
SUN	M	T	W	TH	F	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

12/23/22 Half Day for Students & Staff

January 2023 (15 School Days)						
SUN	M	T	W	TH	F	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	**24	**25	**26	**27	28
29	30	31				

1/13/23 - Marking Period 2 Ends
1/17/23 - Marking Period 3 Begins
**NYS Regents Exam

February 2023 (19 School Days)						
SUN	M	T	W	TH	F	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

March 2023 (17 School Days)						
SUN	M	T	W	TH	F	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

3/10/23 - Marking Period 3 Ends
3/21/23 - Marking Period 4 Begins

April 2023 (19 School Days)						
SUN	M	T	W	TH	F	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	*~19	*~20	*~21	22
23	~24	~25	~26	27	28	29
30						

*NYS 8th-8th Grade ELA Exam (Paper Based)
~NYS 8th-8th Grade ELA Exam (Computer Based)

May 2023 (22 School Days)						
SUN	M	T	W	TH	F	SAT
	1	*~2	*~3	*~4	*~5	6
7	~8	~9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

5/5/23 - Marking Period 4 Ends
5/8/23 - Marking Period 5 Begins
*NYS 8th-8th Grade Math Exam (Paper Based)
~NYS 8th-8th Grade Math Exam (Computer Based)

June 2023 (16 School Days)						
SUN	M	T	W	TH	F	SAT
				1	2	3
4	*5	6	7	8	9	10
11	12	13	**14	**15	**16	17
18	19	**20	**21	**22	**23	24
25	26	27	28	29	30	

6/23/23 - Marking Period 5 Ends
6/23/23 Half Day for Students & Staff
**NYS Regents Exam
*NYS 8th Grade Science (Written)
*NYS 8th Grade Science (Performance Test)

FIRST DAY OF SCHOOL (NEW STUDENTS)
Monday, August 22, 2022

All dates are subject to change, Verison date 04.11.22

FIRST DAY OF SCHOOL (RETURNING STUDENTS)
Thursday, August 25, 2022

PD Day No School for Students; Staff in Session Full Day

100TH DAY OF SCHOOL
Monday, February 6, 2023

Half Day for Students; Staff in Session Full Day

LAST DAY OF SCHOOL
Friday, June, 2023