

Application: Capital Preparatory Harlem Charter School

Kashani Stokley - kashani.stokley@wearecapitalprep.org
2022-2023 Annual Report

Summary

ID: 0000000119

Last submitted: Nov 2 2023 10:50 AM (EDT)

Labels: SUNY Trustees

Entry 1 School Info and Cover Page

Completed - Aug 1 2023

Instructions

Required of ALL Charter Schools

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

Entry 1 School Information and Cover Page

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

Please be advised that you will need to complete this cover page (including signatures) before all of the other tasks assigned to you by your school's authorizer are visible on your task page. While completing this cover page task, please ensure that you select the correct authorizer (**as of June 30, 2023**) or you may not be assigned the correct tasks.

BASIC INFORMATION

a. SCHOOL NAME

(Select name from the drop down menu)

CAPITAL PREPARATORY (CP) HARLEM CHARTER SCHOOL 800000084243

a1. Popular School Name

(No response)

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

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

SUNY BOARD OF TRUSTEES

c. School Unionized

Is your charter school unionized?

No

d. DISTRICT / CSD OF LOCATION

CSD # 5 - MANHATTAN

e. Date of Approved Initial Charter

Nov 18 2014

f. Date School First Opened for Instruction

Aug 29 2016

g. Approved School Mission and Key Design Elements

(Regents, NYCDOE and Buffalo BOE authorized schools only)

N/A

h. School Website Address

777 Main Street

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

400

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

265

k. Grades Served

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

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

Responses Selected:

6

7

8

9

10

11

12

I. Charter Management Organization

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

Yes

I1. Charter Management Organization Name

Capital Preparatory Schools

I2. Charter Management Organization Email Address

kashani.stokley@wearecapitalprep.org

I3. Charter Management Organization Email Phone Number

917-838-3684

FACILITIES INFORMATION

m. FACILITIES

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

No, just one site.

School Site 1 (Primary)

m1. SCHOOL SITES

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

	Physical Address	Phone Number	District/CSD	Grades to be Served at Site for previous year (K-5, 6-9, etc.)	Grades to be Served at Site for coming year (K-5, 6-9, etc.)	Receives Rental Assistance for Which Grades (If yes, enter the appropriate grades. If no, enter No).
Site 1	2041 Madison Avenue, New York, NY 10035	2123289370	NYC CSD 5	6-12	6-12	Yes

m1a. Please provide the contact information for Site 1.

	Name	Title	Work Phone	Alternate Phone	Email Address
School Leader	Angela Logan	Assistant Superintendent for School Leadership (NY)	212-328-9370		angela.logan@capitalprepharlem.org
Operational Leader	Tenee Hall Jones	Director of Operations	212-328-9370		tenee.halljones@capitalprepharlem.org
Compliance Contact	Kashani Stokley	Executive Director of Network Operations	917-838-3684		kashani.stokley@wearecapitalprep.org
Complaint Contact	Kashani Stokley	Executive Director of Network Operations	917-838-3684		kashani.stokley@wearecapitalprep.org
DASA Coordinator	Natasha Banks	Chief Talent Officer	475-422-1257		natasha.banks@wearecapitalprep.org
Phone Contact for After Hours Emergencies	Kashani Stokley	Executive 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, 2023.

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

Site 1 Certificate of Occupancy (COO)

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

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

Site 1 Fire Inspection Report

This is required, marked optional for administrative purposes.

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

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

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

Separate by semi-colon (;)

N/A

CHARTER REVISIONS DURING THE 2022-2023 SCHOOL YEAR

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

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

No

ATTESTATIONS

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

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

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

Responses Selected:

Yes

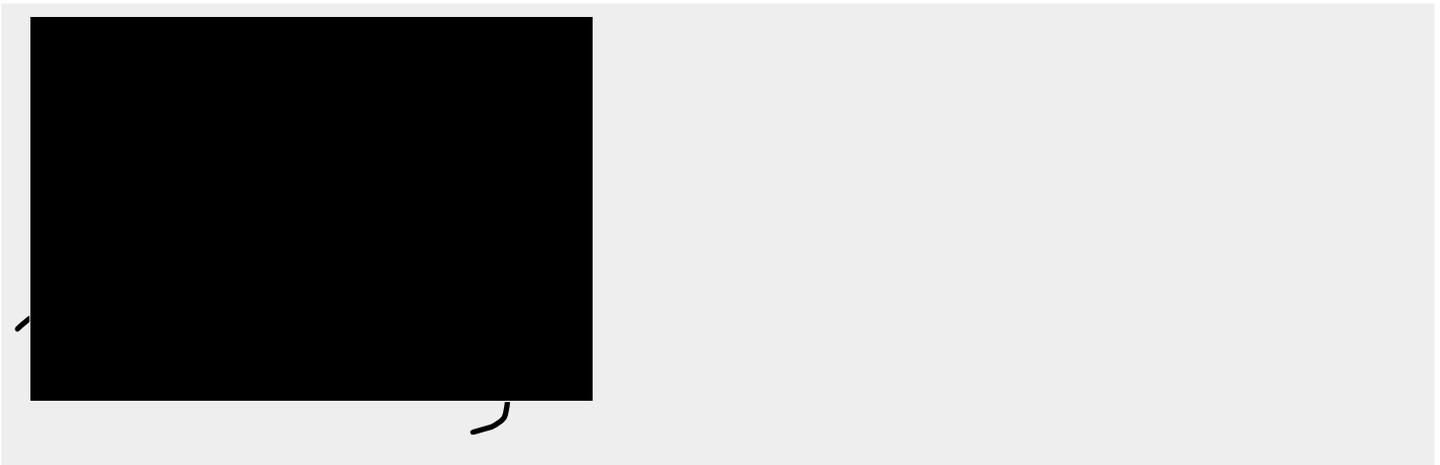
As outlined in ENTRY 10:

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

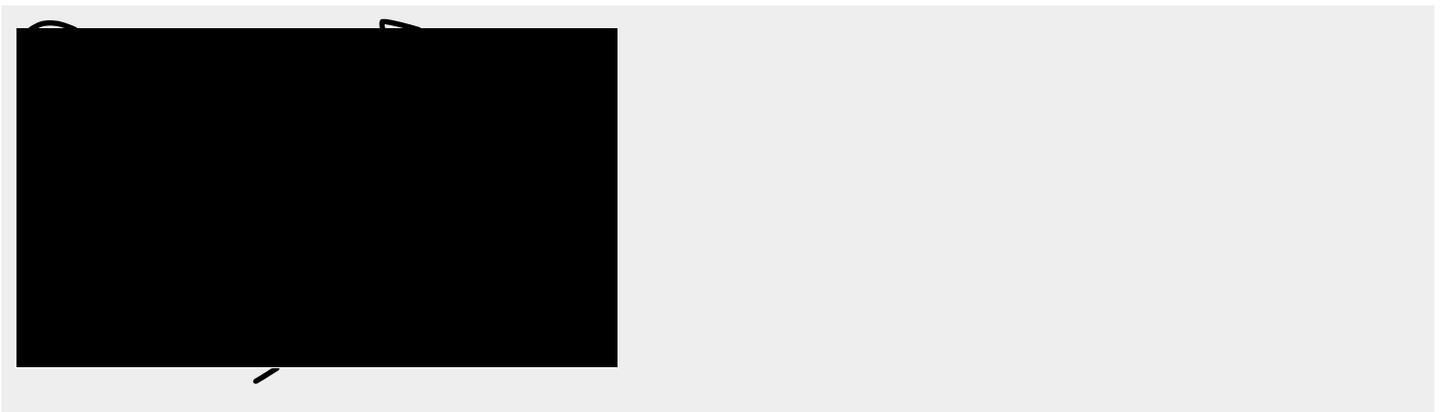
Responses Selected:

Yes

Signature, Head of Charter School



Signature, President of the Board of Trustees



Date

Aug 1 2023



Thank you.

Entry 2 Links to Critical Documents on School Website

Completed - Aug 1 2023

Instructions

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

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

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

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

Form for Entry 2 Links to Critical Documents on School Website

School Name: 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:

[New York State Report Card](#)

[Emergency Response Plan Memo](#)

[NYSED Subject Matter List](#)

	Link to Documents
1. Current Annual Report (i.e., 2022-2023 Annual Report)	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=S POT-12246
3. New York State School Report Card	https://data.nysed.gov/essa.php?year=2022&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/apps/pages/index.jsp?uREC_ID=312775&type=d&termREC_ID=&pREC_ID=875106
7. Subject matter list of FOIL records. (Example: See NYSED Subject Matter List)	https://www.capitalprepharlem.org/apps/pages/index.jsp?uREC_ID=312775&type=d&termREC_ID=&pREC_ID=875106

Thank you.



Entry 3 Progress Toward Goals

Incomplete - Hidden from applicant

Instructions

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

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

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

Entry 3 Progress Toward Goals

PROGRESS TOWARD CHARTER GOALS

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

Complete the tables provided. List each goal and measure as contained in the school's currently approved charter, and indicate whether the school has met or not met the goal. Please provide information for all goals no later than November 1, 2023.

1. ACADEMIC STUDENT PERFORMANCE GOALS

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

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

2022-2023 Progress Toward Attainment of Academic Goals

	Academic Student Performance Goal	Measure Used to Evaluate Progress Toward Attainment of Goal	Goal - Met, Not Met or Unable to Assess	If not met, describe efforts the school will take to meet goal. If unable to assess goal, type N/A for Not Applicable
Academic Goal 1				
Academic Goal 2				
Academic Goal 3				
Academic Goal 4				
Academic Goal 5				
Academic Goal 6				
Academic Goal 7				
Academic Goal 8				
Academic Goal 9				
Academic Goal 10				

2. Do have more academic goals to add?

(No response)

2022-2023 Progress Toward Attainment of Academic Goals

	Academic Student Performance Goal	Measure Used to Evaluate Progress Toward Attainment of Goal	Goal - Met, Not Met or Unable to Meet	If not met, describe efforts the school will take to meet goal. If unable to assess goal, type N/A for Not Applicable
Academic Goal 21				
Academic Goal 22				
Academic Goal 23				
Academic Goal 24				
Academic Goal 25				
Academic Goal 26				
Academic Goal 27				
Academic Goal 28				
Academic Goal 29				
Academic Goal 30				
Academic Goal 31				
Academic Goal 32				
Academic Goal 33				
Academic Goal 34				
Academic Goal 35				
Academic Goal 36				
Academic Goal 37				
Academic Goal 38				
Academic Goal 39				
Academic Goal 40				
Academic Goal 41				

Academic Goal 42				
Academic Goal 43				
Academic Goal 44				
Academic Goal 45				
Academic Goal 46				
Academic Goal 47				
Academic Goal 48				
Academic Goal 49				
Academic Goal 50				
Academic Goal 51				
Academic Goal 52				
Academic Goal 53				
Academic Goal 54				
Academic Goal 55				
Academic Goal 56				
Academic Goal 57				
Academic Goal 58				
Academic Goal 59				
Academic Goal 60				
Academic Goal 61				
Academic Goal 62				
Academic Goal 63				
Academic Goal 64				
Academic Goal 65				
Academic Goal 66				
Academic Goal 67				
Academic Goal 59				

Academic Goal 60				
Academic Goal 61				
Academic Goal 62				

4. ORGANIZATION GOALS

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

2022-2023 Progress Toward Attainment of Organization Goals

	Organizational Goal	Measure Used to Evaluate Progress	Goal - Met, Not Met, or Unable to Assess	If not met, describe efforts the school will take to meet goal. If unable to assess goal, type N/A for Not Applicable
Org Goal 1				
Org Goal 2				
Org Goal 3				
Org Goal 4				
Org Goal 5				
Org Goal 6				
Org Goal 7				
Org Goal 8				
Org Goal 9				
Org Goal 10				
Org Goal 11				
Org Goal 12				
Org Goal 13				
Org Goal 14				
Org Goal 15				
Org Goal 16				
Org Goal 17				
Org Goal 18				
Org Goal 19				
Org Goal 20				

5. Do have more organizational goals to add?

(No response)

6. FINANCIAL GOALS

2022-2023 Progress Toward Attainment of Financial Goals

	Financial Goals	Measure Used to Evaluate Progress	Goal - Met, Not Met, or Partially Met	If not met, describe efforts the school will take to meet goal.
Financial Goal 1				
Financial Goal 2				
Financial Goal 3				
Financial Goal 4				
Financial Goal 5				

7. Do have more financial goals to add?

(No response)

2021-2022 Progress Toward Attainment of Financial Goals

	Financial Goals	Measure Used to Evaluate Progress	Goal - Met, Not Met, or Partially Met	If not met, describe efforts the school will take to meet goal.
Financial Goal 6				
Financial Goal 7				
Financial Goal 8				
Financial Goal 9				
Financial Goal 10				

Thank you.

Entry 3 Accountability Plan Progress Reports

Completed - Nov 2 2023

Instructions

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

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

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

Harlem APPR 22-23 RB

Filename: Harlem_APPR_22-23_RB.pdf Size: 204.1 kB

Entry 4 - Audited Financial Statements

Completed - Oct 31 2023

Required of ALL Charter Schools

ALL SUNY-authorized charter schools must upload the financial statements and related documents in PDF format into the [Annual Report Portal](#) and into the SUNY Epicenter document management system no later than **November 1, 2023**. **SUNY-authorized charter schools** are asked to ensure that security features such as password protection are turned off.

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

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

Capital Prep Charter Schools NY FST FY22-23

Filename: Capital_Prep_Charter_Schools_NY__F_40saKg5.pdf Size: 416.3 kB

Entry 4a – Audited Financial Report Template (SUNY)

Completed - Oct 31 2023

Instructions - SUNY-Authorized Charter Schools ONLY

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

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

2022-23 Budget and Quarterly Report Template SUNY Harlem

Filename: 2022-23_Budget_and_Quarterly_Repo_KFUFIOX.xlsx Size: 532.1 kB

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

Incomplete - Hidden from applicant

Instructions - Regents-Authorized Charter Schools ONLY

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

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

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

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

Entry 4c – Additional Financial Documents

Incomplete - Hidden from applicant

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

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

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

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

Entry 4d - Financial 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, 2023**.

Form for "Financial Contact Information"

1. School Based Fiscal Contact Information

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

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 2023-2024 Budget

Completed - Oct 31 2023

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

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

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

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

[Harlem Adopted Budget FY23-24](#)

Filename: Harlem_Adopted_Budget_FY23-24.pdf Size: 818.1 kB

Entry 6 – Board of Trustees Disclosure of Financial Interest Form

Completed - Aug 1 2023

Required of ALL Charter Schools

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

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

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

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

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

[Danique Day](#)

Filename: Danique_Day_gitck0V.pdf Size: 41.6 kB

[Dr](#)

Filename: Dr._Steve_Perry_E8Ycdm3.pdf Size: 310.0 kB

[Derek Ferguson](#)

Filename: Derek_Ferguson_IK9ZWoo.pdf Size: 53.8 kB

[James Stovall](#)

Filename: James_Stovall_w55WWI0.pdf Size: 945.2 kB

Entry 7 BOT Membership Table

Completed - Aug 1 2023

Instructions

Required of ALL charter schools

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

Entry 7 BOT Table

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

Authorizer:

Who is the authorizer of your charter school?

SUNY

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

	Trustee Name	Trustee Email Address	Position on the Board	Committee Affiliations	Voting Member Per By-Laws (Y/N)	Number of Completed Terms Served	Start Date of Current Term (MM/DD/YYYY)	End Date of Current Term (MM/DD/YYYY)	Board Meetings Attended During 2022-2023
1	JAMES STOVAL L	[REDACTED]	Chair	Marketing Recruiting	Yes	4	05/21/2022	05/20/2025	11
2	DR. STEVE PERRY	[REDACTED]g.	Secretary	Real Estate, Parent Outreach	Yes	7	09/13/2021	02/15/2025	11
3	DEREK FERGUSON	[REDACTED]	Trustee/Member	Real Estate, Finance and Audit	Yes	7	02/16/2022	02/15/2025	10
4	TARIK BROOKS	[REDACTED]	Trustee/Member	Finance and Audit	Yes	4	05/21/2020	05/20/2026	11
5	DANIQU E DAY	[REDACTED]	Trustee/Member	Curriculum & Academics	Yes	3	05/21/2023	05/20/2026	7
6	ROCHEL LE BROWN	[REDACTED]	Trustee/Member		Yes	2	03/29/2022	03/28/2025	5 or less
7	BAYE ADOFO-WILSON	[REDACTED]	Trustee/Member	Finance and Audit	Yes	2	04/12/2022	04/11/2025	9
8	Asuncion Hostin	sunnyhostin@g	Trustee/Member		Yes	3	05/21/2020	03/27/2023	5 or less

		mail.com							
9									

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

No

2. INFORMATION ABOUT MEMBERS OF THE BOARD OF TRUSTEES

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

a. Total Number of BOT Members on June 30, 2023	8
b.Total Number of Members Added During 2022-2023	0
c. Total Number of Members who Departed during 2022-2023	1
d.Total Number of members, as set in Bylaws, Resolution or Minutes	7

3. Number of Board meetings held during 2022-2023

11

4. Number of Board meetings scheduled for 2023-2024

12

Total number of Voting Members on June 30, 2023:

7

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

1

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

1

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

7

Thank you.

Entry 8 Board Meeting Minutes

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

6 - Capital Prep Charter Schools NY Minutes 1 9 2023

Filename: 6_-_Capital_Prep_Charter_Schools_N_FN8r0ns.pdf Size: 98.6 kB

4 - Capital Prep Charter Schools NY Minutes 10 17 2022

Filename: 4_-_Capital_Prep_Charter_Schools_N_wH5HCyR.pdf Size: 101.7 kB

3 - Capital Prep Charter Schools NY Minutes 9 12 2022 1

Filename: 3_-_Capital_Prep_Charter_Schools_N_bFLx4AM.pdf Size: 118.0 kB

2 - Capital Prep Charter Schools NY Minutes 8 29 2022

Filename: 2_-_Capital_Prep_Charter_Schools_N_7RW0mn3.pdf Size: 152.9 kB

[1 - Capital Prep Charter Schools NY Minutes 7 25 2022 1](#)

Filename: 1_-_Capital_Prep_Charter_Schools_N_i395KOI.pdf Size: 99.6 kB

[5 - Capital Prep Charter Schools NY minutes 11 14 2022](#)

Filename: 5_-_Capital_Prep_Charter_Schools_N_tqt7jfl.pdf Size: 102.9 kB

[7 - Capital Prep Charter Schools NY Minutes 2 13 2023](#)

Filename: 7_-_Capital_Prep_Charter_Schools_N_fnhp8U2.pdf Size: 150.4 kB

[8 - Capital Prep Charter Schools NY Minutes 3 27 2023](#)

Filename: 8_-_Capital_Prep_Charter_Schools_N_RPUaJvC.pdf Size: 151.1 kB

[9 - Capital Prep Charter Schools NY Minutes 4 10 2023](#)

Filename: 9_-_Capital_Prep_Charter_Schools_N_goK42Ny.pdf Size: 151.7 kB

[11 - Capital Prep Charter Schools NY Minutes 6](#)

Filename: 11_-_Capital_Prep_Charter_Schools__uZWmpEu.pdf Size: 151.5 kB

[10 - Capital Prep Charter Schools NY Minutes 5 8 2023](#)

Filename: 10_-_Capital_Prep_Charter_Schools__aAhow9J.pdf Size: 202.9 kB

Entry 9 Enrollment & Retention

Completed - Aug 1 2023

[Instructions for submitting Enrollment and Retention Efforts](#)

Required of ALL Charter Schools

Describe the good faith efforts the charter school has made in 2022-2023 toward meeting targets to attract and retain the enrollment of Students with Disabilities (SWDs), English Language Learners (ELLs), and students who are economically disadvantaged. In addition, describe the school's plans for meeting or making progress toward meeting its enrollment and retention targets in 2023-2024.

***SUNY-authorized charter schools**

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

Entry 9 Enrollment and Retention of Special Populations

Good Faith Efforts to Meet Recruitment Targets (Attract)

	Describe Recruitment Efforts in 2022-2023	Describe Recruitment Plans in 2023-2024
Economically Disadvantaged	The Capital Prep Harlem team hosted parent meetings/informational sessions at the school and at local NYCHA housing centers, community organizations, and cornerstones. The team held discussion with neighborhood schools and organizations about the school 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.

Good Faith Efforts To Meet Enrollment Retention Targets

	Describe Retention Efforts in 2022-2023	Describe Retention Plans in 2023-2024
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

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

A. TEACH System – Employee Clearance

Required of ALL Charter Schools

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

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

1. Emergency Conditional Clearances

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

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

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

^[1] Employees who must be cleared include, but are not limited to, teachers, administrative staff, janitors, security personnel and cafeteria workers, and other staff who are present when children are in the school building. **This includes paraprofessionals and other school personnel that are provided or assigned by the district of location, as well as related/contracted service providers.** See NYSED memorandum dated October 1, 2019 at <http://www.nysed.gov/common/nysed/files/programs/charter-schools/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 ONLY

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

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

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

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

	FTE Count
i. FTE count of uncertified teacher with at least three years of elementary, middle or secondary classroom teaching experience (as of June 30, 2023)	
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2023)	
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2023)	
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2023)	
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	
iv. Technology	
v. 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, 2023)	
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2023)	
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2023)	
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2023)	
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 2022-2023 **Organization Chart**. The organization chart should be a graphic representation (A list will not be accepted.) and should include position titles and reporting (hierarchical) relationships. Employee names should **not** appear on the chart.

Entry 13 School Calendar

Completed - Aug 1 2023

[Instructions for submitting School Calendar](#)

Required of ALL Charter Schools

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

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

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

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

[2023-2024 Capital Preparatory Harlem Charter School Calendar v05](#)

Filename: 2023-2024_Capital_Preparatory_Harl_ntDyScv.pdf Size: 474.5 kB

Entry 14 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 (all faculty and staff employed by the school during the 2022-2023 school year).

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

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

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

Roster Data Elements	Explanations
Authorizer NOTE: MUST BE DONE FIRST	Select your school's authorizer from the drop-down list first , before completing the roster.
School Name and Institution ID	Select your school's name from the drop-down list .
Faculty/Staff First Name	Enter the first name of the Faculty/Staff person.
Faculty/Staff Last Name	Enter the last name of the Faculty/Staff person.
TEACH ID	Enter the 7 digit TEACH ID for the Faculty/Staff person.
Role in School	Select the best choice of role of the Faculty/Staff person from the drop-down list .

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

Optional Additional Documents to Upload (BOR)

Incomplete



Capital Preparatory Harlem Charter School

Year 3 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 first and second year Graduation Cohort will earn at least 5 credits .	Yes 99/104=95%
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 142/159=90%
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 51/67=84% Just looking at 2+, 2nd and 3rd year cohort counting Exemptions and Passes 51/67=84%
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 24/30=80%
Measure 5	Each year, 95% of students in the fifth year high school Graduation Cohort will graduate.		No 0/1=0%
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.		No District 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 176/224=79%
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 4/4=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.	Yes Median RIT percentage for students enrolled in CPHS=53
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.	Yes Median Growth Percentage for 6-8 students from Fall to Spring =52
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.	Yes Median Growth Percentile for 6-8 students who did not begin the year at grade level proficiency =56
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 0 students participated in a college math class.

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.	Yes Median RIT percentage for students enrolled in CPHS =75.5
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.	Yes Median Growth Percentile for 6-8 students from Fall to Spring =78
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.	Yes Median Growth Percentile for 6-8 students who did not begin the year at grade level proficiency =73



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 99/104=95%
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 142/159=90%
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	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	Yes 51/67=84%

	graduation.	at least three different New 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 24/30=80%
Measure 5	Each year, 85% of students in the fifth year high school Graduation Cohort will graduate.		No 0/1=0%
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.		No District 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. 8/24 (33%) of students met 1 of the following criteria.
	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 AP tests were not taken in 22-23
	Passing a College Level Exam Program ("CLEP") exam;	Passing a College Level Exam Program (" CLEP ") exam;	NA
	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 8/24 graduates 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 Only 2/24 graduates met the readiness benchmark in both

			ELA and Math ELA and Math
	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.		No District comparisons available
Measure 3	Each year, 75% of graduates will matriculate into a college or university during the fall following graduation.		No District comparisons available
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.		No District comparisons available
Measure 5	Each year, 75 percent of grades earned in college courses will be C or greater.		Yes 13/14=93%



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.	No 58%
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 176/224=79%
Measure 3	Each year, at least 75 percent of scholars report creating effective bonds with adults as measured by scholar surveys.	No 72% of students report having at least one adult they can confide in
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 24/24= 100%
Measure 5	Each year, at least 75 percent of scholars in 6th through 11th grade will demonstrate proficiency as measured by the learner expectations rubrics.	Yes 176/224=79%
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.	No 75/190=39%

Measure 7	Each year, 75 percent of scholars report improved school culture as measured by school climate surveys.	No Average "favorable" score for all 12 sections was 47%
-----------	---	---



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.		Yes Median RIT percentage for students enrolled in CPHS=53
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 prevent 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 prevent 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.		No District comparisons available
Measure 5	Each year, 75 percent of scholars enrolled in college courses in ELA will receive college credit.		Yes 4/4=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 prevent 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.	Yes Median Growth Percentile for 6-8 students from Fall to Spring = 52
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 prevent 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 prevent 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.	Yes Median Growth Percentile for 6-8 students who did not begin the year at grade level proficiency =56
Measures based on 3rd - 8th 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. 29/44=66%
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.	No District comparisons available

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.	Yes. CPH=66% Dist. 5=40%
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.	Yes Predicted=39% Actual=69%
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 be 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.	Yes. 13/24=54%



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.		Yes Median RIT percentage for students enrolled in CPHS =75.5
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 prevent 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 prevent 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.		No District comparisons available
Measure 5	Each year, 75 percent of scholars enrolled in college courses in mathematics will receive college credit.		No 0/0=0%
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 prevent 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.		No District comparisons available
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.		Yes Median Growth Percentile for 6-8 students from Fall to Spring =78
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 prevent 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 prevent 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.	Yes Median Growth Percentile for 6-8 students who did not begin the year at grade level proficiency =73
Measures based on 3rd - 8th 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. 19/43=44%
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.	No District comparisons available
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.	Yes. CPH=44% Dist. 5=28%
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.	Yes Predicted=16% Actual=37%
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.	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 mathematics will improve at least one performance level.	Yes. 20/39=51%



Science Goal	Students will be proficient in science.
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. 13/31=42%
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 prevent 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.	Test exemptions in previous years prevent this measure from being accurately calculated.



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.	No 2/28=7%
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.
		Exemptions from the previous two years makes it a challenge to calculate the percentage of students at or above proficiency.
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 23/23=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	No District comparisons available

	the U.S. History Regents exam will meet or exceed the district average.	
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.



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.	Made Progress

Capital Prep Charter Schools NY

Financial Statements and
Uniform Guidance Schedules
Together With Independent Auditors' Reports

June 30, 2023 and 2022

Capital Prep Charter Schools NY
Financial Statements and
Uniform Guidance Schedules
Together With Independent Auditors' Reports

June 30, 2023 and 2022

TABLE OF CONTENTS	Page
Independent Auditors' Report	
FINANCIAL STATEMENTS	
Statements of Financial Position	4
Statements of Activities	5
Statements of Functional Expenses	6
Statements of Cash Flows	8
Notes to Financial Statements	9
SUPPLEMENTARY INFORMATION	
Schedule of Activities by School	19
Schedule of Functional Expenses – CP Harlem	20
Schedule of Functional Expenses – CP Bronx	21
UNIFORM GUIDANCE SCHEDULE AND REPORTS	
Schedule of Expenditures of Federal Awards	22
Notes to Schedule of Expenditures of Federal Awards	23
Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance With <i>Government Auditing Standards</i>	
Report on Compliance for Each Major Federal Program and Report on Internal Control Over Compliance Required by the Uniform Guidance	
Schedule of Findings and Questioned Costs	29

Independent Auditors' Report

Board of Trustees
Capital Prep Charter Schools NY

Report on the Audit of the Financial Statements

Opinion

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

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the School as of June 30, 2023 and 2022, and the changes in its net assets and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinion

We conducted our audits in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditors' Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the School and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audits. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Change in Accounting Policy

As discussed in Note 2 to the financial statements, the School adopted Financial Accounting Standards Board ("FASB") Topic 842, *Leases*, which resulted in the recognition of right of use assets and related lease liabilities effective July 1, 2022. Our opinion is not modified with respect to that matter.

Responsibilities of Management for the Financial Statements

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

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

Auditors' Responsibilities for the Audit of the Financial Statements

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

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

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the School's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the School's ability to continue as a going concern for a reasonable period of time.

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

Report on Supplementary Information

Our audits were conducted for the purpose of forming an opinion on the financial statements as a whole. The accompanying schedules of activities and functional expenses by school for the year ended June 30, 2023 on pages 19 through 21 are presented for purposes of additional analysis and are not a required part of the financial statements. The accompanying schedule of expenditures of federal awards on page 22, as required by Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, is presented for purposes of additional analysis and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated, in all material respects, in relation to the financial statements as a whole.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated October 24, 2023, on our consideration of the School's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the School's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the School's internal control over financial reporting and compliance.



Harrison, New York
October 24, 2023

Capital Prep Charter Schools NY

Statements of Financial Position

	June 30,	
	2023	2022
ASSETS		
Current Assets		
Cash	\$ 5,193,061	\$ 2,922,936
Grants and contracts receivable	1,302,077	2,544,687
Prepaid expenses and other current assets	51,987	43,974
Total Current Assets	6,547,125	5,511,597
Right of use assets - operating leases, net	74,593,451	-
Property and equipment, net	2,251,664	1,546,804
Security deposits	1,142,000	742,000
Restricted cash	150,000	125,000
	\$ 84,684,240	\$ 7,925,401
LIABILITIES AND NET ASSETS		
Current Liabilities		
Accounts payable and accrued expenses	\$ 380,862	\$ 377,219
Refundable advances	59,211	115,264
Due to related party	699,425	888,054
Promissory note, related party, current portion	200,000	200,000
Deferred rent, current portion	-	316,665
Capital lease obligation, current portion	-	17,648
Lease liability - finance lease, current portion	5,645	-
Lease liabilities - operating leases, current portion	2,217,809	-
Total Current Liabilities	3,562,952	1,914,850
Promissory note, related party	-	100,000
Capital lease obligation	-	5,645
Lease liabilities - operating leases	73,590,070	-
Total Liabilities	77,153,022	2,020,495
Net assets, without donor restrictions	7,531,218	5,904,906
	\$ 84,684,240	\$ 7,925,401

See notes to financial statements

Capital Prep Charter Schools NY

Statements of Activities

	Year Ended June 30,	
	<u>2023</u>	<u>2022</u>
OPERATING REVENUE		
State and Local Per Pupil Operating Revenue		
General education	\$ 12,373,033	\$ 10,978,772
Special education	1,831,063	2,013,369
Lease assistance	3,363,248	2,754,511
Federal grants	3,588,481	1,546,388
Federal IDEA and E-Rate	313,630	261,458
State grants	47,996	38,653
Total Operating Revenue	<u>21,517,451</u>	<u>17,593,151</u>
EXPENSES		
Program Services		
Regular education	13,924,479	10,876,302
Special education	4,750,653	3,830,365
Total Program Services	18,675,132	14,706,667
Supporting Services		
Management and general	1,402,558	1,089,807
Fundraising	3,944	4,054
Total Expenses	<u>20,081,634</u>	<u>15,800,528</u>
Surplus from Operations	<u>1,435,817</u>	<u>1,792,623</u>
SUPPORT AND OTHER REVENUE		
Grants and contributions	172,000	2,620
Other revenue	18,495	30,242
Total Support and Other Revenue	<u>190,495</u>	<u>32,862</u>
Change in Net Assets	1,626,312	1,825,485
NET ASSETS, WITHOUT DONOR RESTRICTIONS		
Beginning of year	<u>5,904,906</u>	<u>4,079,421</u>
End of year	<u>\$ 7,531,218</u>	<u>\$ 5,904,906</u>

Capital Prep Charter Schools NY

Statement of Functional Expenses
Year Ended June 30, 2023

	No. of Positions	Program Services			Supporting Services		
		Regular Education	Special Education	Total	Management and General	Fundraising	Total
Personnel Services Costs							
Administrative staff personnel	12	\$ 824,111	\$ 180,793	\$ 1,004,904	\$ 354,905	\$ 1,927	\$ 1,361,736
Instructional personnel	56	2,736,852	1,338,179	4,075,031	-	-	4,075,031
Non-instructional personnel	6	510,862	141,098	651,960	-	-	651,960
Total Personnel Services Costs	<u>74</u>	<u>4,071,825</u>	<u>1,660,070</u>	<u>5,731,895</u>	354,905	1,927	6,088,727
Fringe benefits and payroll taxes		795,289	328,959	1,124,248	68,125	158	1,192,531
Retirement		24,909	11,713	36,622	1,431	7	38,060
Management company fees		1,661,158	381,698	2,042,856	110,740	-	2,153,596
Legal services		-	-	-	130,621	-	130,621
Accounting/audit services		-	-	-	66,553	-	66,553
Other purchased/professional/consulting services		1,044,388	213,197	1,257,585	1,851	4	1,259,440
Building and land rent/lease		3,572,252	1,316,174	4,888,426	417,252	1,388	5,307,066
Repairs and maintenance		659,187	232,243	891,430	86,128	272	977,830
Insurance		51,829	18,815	70,644	6,294	21	76,959
Utilities		191,761	65,801	257,562	28,926	77	286,565
Supplies/materials		215,955	56,514	272,469	-	-	272,469
Equipment/furnishings		52,224	17,831	70,055	7,316	-	77,371
Staff development		67,989	19,825	87,814	4,357	-	92,171
Marketing/recruitment		63,657	19,899	83,556	3,382	6	86,944
Technology		239,105	100,564	339,669	20,077	50	359,796
Food services		528,824	124,348	653,172	-	-	653,172
Student services		223,326	47,981	271,307	-	-	271,307
Office expense		30,899	12,188	43,087	53,281	5	96,373
Depreciation and amortization		411,741	116,634	528,375	7,036	29	535,440
Other expenses		18,161	6,199	24,360	34,283	-	58,643
 Total Expenses		<u>\$ 13,924,479</u>	<u>\$ 4,750,653</u>	<u>\$ 18,675,132</u>	<u>\$ 1,402,558</u>	<u>\$ 3,944</u>	<u>\$ 20,081,634</u>

Capital Prep Charter Schools NY

Statement of Functional Expenses
Year Ended June 30, 2022

	No. of Positions	Program Services			Supporting Services		
		Regular Education	Special Education	Total	Management and General	Fundraising	Total
Personnel Services Costs							
Administrative staff personnel	11	\$ 777,463	\$ 167,673	\$ 945,136	\$ 356,360	\$ 2,322	\$ 1,303,818
Instructional personnel	56	2,889,926	1,410,727	4,300,653	-	-	4,300,653
Non-instructional personnel	<u>7</u>	<u>320,237</u>	<u>106,401</u>	<u>426,638</u>	<u>-</u>	<u>-</u>	<u>426,638</u>
Total Personnel Services Costs	<u>74</u>	3,987,626	1,684,801	5,672,427	356,360	2,322	6,031,109
Fringe benefits and payroll taxes		820,192	345,858	1,166,050	73,354	479	1,239,883
Retirement		35,505	16,005	51,510	3,089	19	54,618
Management company fees		1,299,685	339,588	1,639,273	122,565	-	1,761,838
Legal services		-	-	-	92,414	-	92,414
Accounting/audit services		-	-	-	49,658	-	49,658
Other purchased/professional/consulting services		763,823	146,148	909,971	526	5	910,502
Building and land rent/lease		1,920,499	674,974	2,595,473	166,795	830	2,763,098
Repairs and maintenance		401,365	145,329	546,694	68,578	168	615,440
Insurance		44,364	16,704	61,068	3,802	18	64,888
Utilities		103,994	25,844	129,838	12,394	56	142,288
Supplies/materials		365,229	99,353	464,582	-	-	464,582
Equipment/furnishings		55,004	18,923	73,927	985	-	74,912
Staff development		58,834	16,399	75,233	6,150	15	81,398
Marketing/recruitment		48,156	17,260	65,416	1,916	11	67,343
Technology		121,242	44,535	165,777	11,393	82	177,252
Food services		282,755	64,848	347,603	-	-	347,603
Student services		215,277	68,053	283,330	-	-	283,330
Office expense		27,986	11,471	39,457	82,773	17	122,247
Depreciation and amortization		299,730	85,726	385,456	7,404	32	392,892
Other expenses		<u>25,036</u>	<u>8,546</u>	<u>33,582</u>	<u>29,651</u>	<u>-</u>	<u>63,233</u>
Total Expenses		<u>\$ 10,876,302</u>	<u>\$ 3,830,365</u>	<u>\$ 14,706,667</u>	<u>\$ 1,089,807</u>	<u>\$ 4,054</u>	<u>\$ 15,800,528</u>

Capital Prep Charter Schools NY

Statements of Cash Flows

	Year Ended June 30,	
	2023	2022
CASH FLOWS FROM OPERATING ACTIVITIES		
Change in net assets	\$ 1,626,312	\$ 1,825,485
Adjustments to reconcile change in net assets to net cash from operating activities		
Depreciation and amortization	535,440	392,892
Deferred rent	-	(16,668)
Amortization of right of use assets - operating leases	3,003,186	-
Changes in operating assets and liabilities		
Grants and contracts receivable	1,242,610	(1,350,309)
Prepaid expenses and other current assets	(8,013)	(36,961)
Security deposits	(400,000)	-
Accounts payable and accrued expenses	3,643	238,003
Refundable advances	(56,053)	110,290
Due to related party	(188,629)	241,380
Operating lease liabilities	<u>(2,105,423)</u>	<u>-</u>
Net Cash from Operating Activities	<u>3,653,073</u>	<u>1,404,112</u>
 CASH FLOWS FROM INVESTING ACTIVITY		
Purchases of property and equipment	<u>(1,240,300)</u>	<u>(829,602)</u>
 CASH FLOWS FROM FINANCING ACTIVITIES		
Repayment of promissory note, related party	(100,000)	(200,000)
Principal payments on finance lease liability	(17,648)	-
Principal payments on capital lease obligation	<u>-</u>	<u>(16,416)</u>
Net Cash from Financing Activities	<u>(117,648)</u>	<u>(216,416)</u>
 Net Change in Cash and Restricted Cash	2,295,125	358,094
 CASH AND RESTRICTED CASH		
Beginning of year	<u>3,047,936</u>	<u>2,689,842</u>
 End of year	<u>\$ 5,343,061</u>	<u>\$ 3,047,936</u>
 SUPPLEMENTAL DISCLOSURE OF CASH FLOW INFORMATION		
Cash paid for amounts included in the measurement of operating lease liabilities	\$ 4,409,300	\$ -
Operating right of use assets obtained in exchange for operating lease liabilities	76,185,457	-

Capital Prep Charter Schools NY

Notes to Financial Statements
June 30, 2023 and 2022

1. Organization and Tax Status

Capital Prep Charter Schools NY is a New York State, not-for-profit educational corporation operating in New York City pursuant to Article 56 of the Education Law of the State of New York. The accompanying financial statements include the following charter schools, collectively referred to as the "School":

Capital Preparatory Bronx Charter School ("CP Bronx") is a New York State, not-for-profit educational corporation that was incorporated on October 4, 2018 to operate a charter school pursuant to Article 56 of the Education Law of the State of New York. CP Bronx was granted a provisional charter on October 4, 2018 valid for a term of five years and renewable upon expiration by the Board of Regents of the University of the State of New York (the "Board of Regents"). CP Bronx's charter will expire July 31, 2025. CP Bronx opened in the fall of 2020.

Capital Preparatory Harlem Charter School ("CP Harlem") is a New York State, not-for-profit educational corporation that was incorporated on November 18, 2014 to operate a charter school pursuant to Article 56 of the Education Law of the State of New York. CP Harlem was granted a provisional charter on November 18, 2014 valid for a term of five years and renewable upon expiration by the Board of Regents of the University of the State of New York (the "Board of Regents"). Effective July 1, 2019, CP Harlem's charter approval was amended and restated to merge CP Harlem and CP Bronx into a single not-for-profit legal entity. The Board of Regents approved and issued a renewal to the School's charter now expiring on June 30, 2026.

CP Bronx and CP Harlem merged into a single not-for-profit legal entity under CP Bronx, which serves as the sole surviving educational corporation. The plan of merger was approved by the State University of New York Charter School Committee on June 14, 2019, and became effective for financial purposes on July 1, 2019. Each school is authorized by the Charter Schools Institute of the State University of New York under CP Bronx's provisional charter, as amended to effect the merger, and the surviving entity's name was changed to Capital Prep Charter Schools NY.

The School's mission is to provide historically disadvantaged students with the college and career readiness skills needed to become responsible and engaged citizens for social justice. The School provided education to approximately 693 students in grades sixth through twelfth during the 2022-2023 academic year.

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

Capital Prep Charter Schools NY

Notes to Financial Statements
June 30, 2023 and 2022

2. Summary of Significant Accounting Policies

Basis of Presentation and Use of Estimates

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

Adoption of New Accounting Policies

Leases

The School adopted Financial Accounting Standards Board (“FASB”) *Topic 842, Leases* (“Topic 842”), using the effective date method with July 1, 2022, as the date of initial adoption, with certain practical expedients available.

The School elected the available practical expedients to account for its existing operating leases as operating leases, under the new guidance, without reassessing whether the contracts contain leases under the new standard, whether classification of capital (now finance) leases or operating leases would be different in accordance with the new guidance, or whether the unamortized initial direct costs before transition adjustments would have met the definition of initial direct costs in the new guidance at lease commencement.

As a result of the adoption of the new lease accounting guidance on July 1, 2022, CP Bronx recognized an operating lease liability of \$1,727,845 that represents the present value of the remaining operating lease payments of \$1,750,000, discounted with a risk free interest rate using the treasury bond rate of 2.79%, and an operating right of use (“ROU”) asset of \$1,411,180, that represents the discounted operating lease liability of \$1,727,845, with the operating ROU asset adjusted for deferred rent of \$316,665. In addition, as a result of the adoption of the new lease accounting guidance on July 1, 2022, CP Bronx recognized a finance ROU asset of \$38,366 and finance lease liability of \$23,293 at the carrying amount of the lease asset and the capital lease obligation under the previous lease accounting guidance (see Note 10).

Furthermore, CP Harlem’s new facility lease was effective on July 1, 2022, and CP Harlem recognized an operating lease liability of \$71,284,480 that represents the present value of the remaining operating lease payments of \$116,494,141, discounted with risk free interest rates using the treasury bond rate of 3.11%, and an operating ROU asset of \$71,284,480 that represents the discounted operating lease liability of \$71,284,480 (see Note 10).

The adoption of Topic 842 had a material impact on the School’s statement of financial position but did not have a material impact on its statements of activities and cash flows. The most significant impact was the recognition of ROU assets and lease liabilities for operating leases.

Capital Prep Charter Schools NY

Notes to Financial Statements
June 30, 2023 and 2022

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

Net Asset Presentation

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

Net Assets Without Donor Restrictions – Net assets available for use in general support of the School’s operations and not subject to donor or grantor restrictions. Net assets without donor restrictions may be used at the discretion of the School’s management and Board of Trustees.

Net Assets With Donor Restrictions – Net assets subject to donor or grantor imposed restrictions for specific activities of the School or to be used at some future date. Some donor-imposed restrictions are temporary in nature, such as those that will be met by the passage of time or other events specified by the donor. Other donor-imposed restrictions are perpetual in nature, where the donor stipulates that resources be maintained in perpetuity. Donor-imposed restrictions are released when a restriction expires, that is, when the stipulated time has elapsed, when the stipulated purpose for which the resource was restricted has been fulfilled, or both. The School had no donor restricted net assets at June 30, 2023 and 2022.

Restricted Cash

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

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

	<u>2023</u>	<u>2022</u>
Cash	\$ 5,193,061	\$ 2,922,936
Restricted cash	<u>150,000</u>	<u>125,000</u>
	<u>\$ 5,343,061</u>	<u>\$ 3,047,936</u>

Property and Equipment

The School follows the practice of capitalizing all expenditures for property and equipment with costs in excess of \$5,000 and a useful life in excess of one year. Leasehold improvements are amortized over the shorter of the term of the lease, inclusive of all renewal periods, which are reasonably assured, or the estimated useful life of the asset. Purchased property and equipment are recorded at cost at the date of acquisition. Minor costs of maintenance and repairs are expensed as incurred. All property and equipment purchased with government funding is capitalized, unless the government agency retains legal title to such assets, in which case it is expensed as incurred.

Capital Prep Charter Schools NY

Notes to Financial Statements
June 30, 2023 and 2022

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

Property and Equipment (continued)

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

Furniture and fixtures	7 years
Computers and equipment	5 years

Property and equipment are reviewed for impairment if the use of the asset significantly changes or another indicator of possible impairment is identified. If the carrying amount for the asset is not recoverable, the asset is written down to its fair value. There were no asset impairments for the years ended June 30, 2023 and 2022.

Leases

The School accounts for leases under Topic 842. The School determines if an arrangement is a lease at inception. Operating and finance leases are included in operating and finance right-of-use (“ROU”) assets and lease liabilities in the statements of financial position. All leases are recorded on the statements of financial position except for leases with an initial term less than 12 months for which the School made the short-term lease election.

ROU assets represent the right to use an underlying asset for the lease term and lease liabilities represent the obligation to make lease payments arising from the lease. Operating and finance lease ROU assets and lease liabilities are recognized at the lease commencement date based on the present value of the lease payments over the lease term. When leases do not provide an implicit borrowing rate, the School uses a risk-free rate based on the information available at the commencement date in determining the present value of lease payments. The operating lease ROU asset includes any lease payments made and excludes lease incentives. The lease terms may include options to extend or terminate the lease when it is reasonably certain that the School will exercise that option. Lease expense for lease payments is recognized on a straight-line basis over the lease term. The School’s lease agreements do not contain any material residual value guarantees or material restrictive covenants. The School has lease agreements with lease and non-lease components, which are generally accounted for separately. The School’s lease agreements do not contain any variable lease components. The School applies the short-term lease exemption to all of its classes of underlying assets. For the year ended June 30, 2022, U.S. GAAP guidance stated rent shall be charged to expense over the lease term as it became payable. If rental payments are not made on a straight-line basis, rental expense shall be recognized on a straight-line basis unless another systematic and rational basis is more representative of the time pattern in which use benefit is derived from the leased property, in which case that basis shall be used. The difference between the straight-line rent expense and rent paid is reflected as a deferred rent liability in the statement of financial position at June 30, 2022.

Capital Prep Charter Schools NY

Notes to Financial Statements
June 30, 2023 and 2022

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

Revenue and Support

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

Contributions are recognized when the donor makes a promise to give to the School that is, in substance, unconditional. Grants and other contributions of cash are reported as restricted support if they are received with donor stipulations. Restricted contributions and grants that are made to support the School's current period activities are recorded as revenue without donor restrictions. Contributions of assets other than cash are recorded at their estimated fair value at the date of donation.

Marketing and Recruitment

Marketing and recruitment costs are expensed as incurred for staff and student recruitment. Marketing and recruitment expense for the years ended June 30, 2023 and 2022 was \$86,944 and \$67,343.

Functional Expense Allocation

The majority of expenses can generally be directly identified with the program or supporting service to which they relate and are charged accordingly. Other expenses, such as personnel services costs, fringe benefits and payroll taxes, other purchased, professional and consulting services, and building and land rent/lease have been allocated among program and supporting services classifications on the basis of periodic time and expense studies and other basis as determined by management of the School to be appropriate.

Accounting for Uncertainty in Income Taxes

The School recognizes the effect of income tax positions only if those positions are more likely than not to be sustained. Management has determined that the School had no uncertain tax positions that would require financial statement recognition or disclosure. The School is no longer subject to examinations by the applicable taxing jurisdictions for the years ended June 30, 2020.

Subsequent Events Evaluation by Management

Management has evaluated subsequent events for disclosure and/or recognition in the financial statements through the date that the financial statements were available to be issued, which date is October 24, 2023.

3. Grants and Contracts Receivable

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

Capital Prep Charter Schools NY

Notes to Financial Statements
June 30, 2023 and 2022

4. Property and Equipment

Property and equipment consisted of the following at June 30:

	<u>2023</u>	<u>2022</u>
Furniture and fixtures	\$ 1,282,793	\$ 794,662
Computers and equipment	2,063,791	1,352,855
Leasehold improvements	1,019,690	567,693
Construction in progress	<u>-</u>	<u>410,764</u>
	4,366,274	3,125,974
Accumulated depreciation and amortization	<u>(2,114,610)</u>	<u>(1,579,170)</u>
	<u>\$ 2,251,664</u>	<u>\$ 1,546,804</u>

Construction in progress at June 30, 2022 consisted of costs of construction to prepare the new CP Harlem facility for occupancy. The new CP Harlem facility was placed into service on July 1, 2022 (see Note 10).

5. Liquidity and Availability of Financial Assets

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

	<u>2023</u>	<u>2022</u>
Cash	\$ 5,193,061	\$ 2,922,936
Grants and contracts receivable	<u>1,302,077</u>	<u>2,544,687</u>
	<u>\$ 6,495,138</u>	<u>\$ 5,467,623</u>

As part of the School's liquidity management plan, the status of grants and contracts receivable is monitored regularly and any excess cash is invested in highly liquid instruments. The School will continue to rely on funding received from the New York City Department of Education to cover its future operating costs (see Note 9).

Capital Prep Charter Schools NY

Notes to Financial Statements
June 30, 2023 and 2022

6. Related Party Transactions (not disclosed elsewhere)

The School is related to Capital Preparatory Schools, Inc. ("CPS"), a Connecticut non-stock corporation, by common management.

During fiscal 2017, the School entered into a full service agreement with CPS to undertake, on its behalf, functions in regards to business, administrative, and academic services of the School. Effective March 10, 2020, this agreement was amended and expired on June 30, 2021 for CP Harlem and will expire on July 31, 2025 for CP Bronx, and shall continue thereafter for five year terms to run concurrent with each of the schools' respective charters. As compensation to CPS for these services rendered, during the years ended June 30, 2023 and 2022, the School paid to CPS an amount equal to 10% of the School's gross revenues, which is defined under the full service agreement as funding provided by state, federal, and local government (if applicable) but shall exclude any competitive public grants and private grant funding awarded to the School.

For the years ended June 30, 2023 and 2022, the School incurred \$2,153,596 and \$1,761,838 in management fees to CPS, along with \$482,297 and \$358,562 of operating expenses paid by CPS on behalf of the School. Net balance due to CPS from the School was \$699,425 and \$888,054 at June 30, 2023 and 2022.

On March 25, 2019, the School entered into a promissory note payable with CPS in the amount of \$500,000 to fund the security deposit under a lease agreement for space located at 1660 Boone Avenue, Bronx, New York. The note matures on June 1, 2024 and does not bear interest. The note is payable in five annual equal installments of \$100,000 by June 1st of each year, starting with June 1, 2020. On October 7, 2020, the School amended and restated its promissory note payable with CPS to fund a portion of the security deposit under the lease agreement for the space at 41 East 129th Street, New York, New York (see Note 10). Future minimum lease payments are \$200,000 for the year ending June 30, 2024.

The School is related to Friends of Capital Preparatory Harlem Charter School, Inc. ("FOCPHCS"), a New York not-for-profit organization, by one common Board member. There were no transactions with FOCPHCS for the years ended June 30, 2023 and 2022, except for payments made under a sublease agreement signed March 26, 2021 (see Note 10).

7. Employee Benefit Plan

The School maintains a pension plan qualified under Internal Revenue Code 401(k), for the benefit of its eligible employees. Under the plan, the School provided matching contributions up to 4% of the participant's annual compensation. Employee match for the years ended June 30, 2023 and 2022 amounted to \$38,523 and \$54,619.

Capital Prep Charter Schools NY

Notes to Financial Statements
June 30, 2023 and 2022

8. Concentration of Credit Risk

Financial instruments that potentially subject the School to concentrations of credit and market risk consist principally of cash and restricted cash on deposit with financial institutions, which from time to time may exceed the Federal Deposit Insurance Corporation ("FDIC") limit. The School does not believe that a significant risk of loss due to the failure of a financial institution presently exists. At June 30, 2023 and 2022, approximately \$5,093,000 and \$2,798,000 of cash was maintained with an institution in excess of FDIC limits.

9. Concentration of Revenue and Support

The School receives a substantial portion of its revenue and support from the New York City Department of Education ("NYCDOE"). For the years ended June 30, 2023 and 2022, the School received approximately 80% and 90% of its total revenue and support from the NYCDOE. If the charter school laws were modified, reducing or eliminating these revenues, the School's finances could be materially adversely affected.

10. Commitments

Operating Leases

On March 17, 2016, the School entered into an operating sub-lease agreement with Boys and Girls Harbor, Inc. to sublease a portion of a building located at 1 East 104th Street, New York, New York for CP Harlem. The lease was amended several times to reflect changes in the rent rates and leased premises size. On March 16, 2022, the School renegotiated the sublease and the sublease expired on June 30, 2022. The School moved into new space upon expiration of the sublease.

On February 10, 2020, the School entered into an operating lease agreement with 755 Coop City LLC, to lease a building located at 755 Co-op City Boulevard, Bronx, NY 10475 for CP Bronx. The lease term commenced on July 1, 2020 and expired on December 31, 2022 with an option to extend the lease until June 30, 2023. On January 18, 2023, the agreement was amended to expire on June 30, 2026. Under the terms of the agreement, the School paid a security deposit in the amount of \$142,000.

On March 26, 2021, the School entered into an operating sublease agreement with FOCPHCS to lease a building located at 41 East 129th Street, New York, NY for CP Harlem. The lease term commenced on July 1, 2022 and expires on June 30, 2053, with two options to extend the lease for five years each. The School is a guarantor for the original lease agreement between FOCPHCS and the landlord. Effective July 1, 2022, CP Harlem moved into this new facility. Moving costs associated with this move amounted to \$201,099 for the year ended June 30, 2022. Under the terms of the agreement, the School paid a security deposit in the amount of \$1,000,000.

Capital Prep Charter Schools NY

Notes to Financial Statements June 30, 2023 and 2022

10. Commitments *(continued)*

Operating right of use assets are as follows for the year ended June 30, 2023:

	CP Harlem	CP Bronx	Total
Right of use assets - operating leases	\$ 71,284,480	\$ 6,312,157	\$ 77,596,637
Less: accumulated amortization	(1,553,069)	(1,450,117)	(3,003,186)
	\$ 69,731,411	\$ 4,862,040	\$ 74,593,451

Weighted average remaining lease term (years)	28.25
Weighted average discount rate	3.14%

Future minimum operating lease payments are as follows for years ending June 30:

	CP Harlem	CP Bronx	Total
2024	\$ 2,806,020	\$ 1,750,000	\$ 4,556,020
2025	2,862,140	1,750,000	4,612,140
2026	2,919,383	1,750,000	4,669,383
2027	2,977,771	-	2,977,771
2028	3,037,326	-	3,037,326
Thereafter	99,232,201	-	99,232,201
Total minimum lease payments	113,834,841	5,250,000	119,084,841
Present value discount	(43,004,854)	(272,108)	(43,276,962)
Present value of lease liabilities	70,829,987	4,977,892	75,807,879
Current portion	(619,257)	(1,598,552)	(2,217,809)
Lease liabilities, less current portion	\$ 70,210,730	\$ 3,379,340	\$ 73,590,070

Building and land rent/lease expense for the years ended June 30, 2023 and 2022 was \$5,307,066 and \$2,763,098. There were no variable or short-term lease costs for the year ended June 30, 2023.

Finance Lease

The School leases kitchen equipment under a finance lease that expired on August 31, 2023. The assets and liabilities under the finance lease are recorded at the present value of the minimum lease payments. The asset is being depreciated over its estimated useful life.

Following is a summary of finance lease right of use asset held under a finance lease, included in property and equipment within the accompanying statements of financial position at June 30:

	2023	2022
Furniture and fixtures	\$ 52,265	\$ 52,265
Accumulated depreciation	(21,154)	(13,688)
	\$ 31,111	\$ 38,577

Capital Prep Charter Schools NY

Notes to Financial Statements
June 30, 2023 and 2022

10. Commitments (*continued*)

The future minimum lease payments are \$5,645 for the year ending June 30, 2024. Finance lease expense for each of the years ended June 30, 2023 and 2022 was \$7,646 and is included in depreciation and amortization expense within the accompanying statements of functional expenses.

11. Contingency

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

* * * * *

Capital Prep Charter Schools NY

Supplementary Information

June 30, 2023

Capital Prep Charter Schools NY

Schedule of Activities by School
Year Ended June 30, 2023

	CP Harlem	CP Bronx	Total
OPERATING REVENUE			
State and Local Per Pupil Operating Revenue			
General education	\$ 5,450,466	\$ 6,922,567	\$ 12,373,033
Special education	1,236,447	594,616	1,831,063
Lease assistance	1,614,931	1,748,317	3,363,248
Federal grants	1,946,492	1,641,989	3,588,481
Federal IDEA and E-Rate	250,788	62,842	313,630
State grants	36,947	11,049	47,996
Total Operating Revenue	10,536,071	10,981,380	21,517,451
EXPENSES			
Program Services			
Regular education	8,002,302	5,922,177	13,924,479
Special education	3,401,414	1,349,239	4,750,653
Total Program Services	11,403,716	7,271,416	18,675,132
Supporting Services			
Management and general	761,035	641,523	1,402,558
Fundraising	2,041	1,903	3,944
Total Expenses	12,166,792	7,914,842	20,081,634
 (Deficit) Surplus from Operations	 (1,630,721)	 3,066,538	 1,435,817
SUPPORT AND OTHER REVENUE			
Grants and contributions	172,000	-	172,000
Other revenue	10,579	7,916	18,495
Total Support and Other Revenue	182,579	7,916	190,495
 Change in Net Assets	 (1,448,142)	 3,074,454	 1,626,312
NET ASSETS, WITHOUT DONOR RESTRICTIONS			
Beginning of year	4,431,050	1,473,856	5,904,906
End of year	\$ 2,982,908	\$ 4,548,310	\$ 7,531,218

Capital Prep Charter Schools NY

Schedule of Functional Expenses - CP Harlem
Year Ended June 30, 2023

	No. of Positions	Program Services			Supporting Services		Total
		Regular Education	Special Education	Total	Management and General	Fundraising	
Personnel Services Costs							
Administrative staff personnel	6	\$ 488,513	\$ 122,402	\$ 610,915	\$ 161,432	\$ 762	\$ 773,109
Instructional personnel	33	1,495,348	955,542	2,450,890	-	-	2,450,890
Non-instructional personnel	5	349,575	119,328	468,903	-	-	468,903
Total Personnel Services Costs	44	2,333,436	1,197,272	3,530,708	161,432	762	3,692,902
Fringe benefits and payroll taxes		482,420	247,527	729,947	33,375	158	763,480
Retirement		20,687	10,614	31,301	1,431	7	32,739
Management company fees		692,916	251,011	943,927	110,740	-	1,054,667
Legal services		-	-	-	90,193	-	90,193
Accounting/audit services		-	-	-	41,586	-	41,586
Other purchased/professional/consulting services		398,146	84,226	482,372	877	4	483,253
Building and land rent/lease		2,521,925	1,009,624	3,531,549	225,473	854	3,757,876
Repairs and maintenance		367,370	147,073	514,443	32,845	124	547,412
Insurance		34,007	13,614	47,621	3,040	12	50,673
Utilities		96,481	38,077	134,558	8,620	30	143,208
Supplies/materials		132,603	45,264	177,867	-	-	177,867
Equipment/furnishings		52,224	17,831	70,055	7,316	-	77,371
Staff development		51,599	17,613	69,212	4,357	-	73,569
Marketing/recruitment		27,836	12,648	40,484	1,268	6	41,758
Technology		151,615	77,793	229,408	10,489	50	239,947
Food services		256,668	87,614	344,282	-	-	344,282
Student services		86,429	29,503	115,932	-	-	115,932
Office expense		16,397	8,413	24,810	13,651	5	38,466
Depreciation and amortization		261,382	99,498	360,880	7,036	29	367,945
Other expenses		18,161	6,199	24,360	7,306	-	31,666
Total Expenses		\$ 8,002,302	\$ 3,401,414	\$ 11,403,716	\$ 761,035	\$ 2,041	\$ 12,166,792

See independent auditors' report

Capital Prep Charter Schools NY

Schedule of Functional Expenses - CP Bronx
Year Ended June 30, 2023

	No. of Positions	Program Services			Supporting Services		Total
		Regular Education	Special Education	Total	Management and General	Fundraising	
Personnel Services Costs							
Administrative staff personnel	6	\$ 335,598	\$ 58,391	\$ 393,989	\$ 193,473	\$ 1,165	\$ 588,627
Instructional personnel	23	1,241,504	382,637	1,624,141	-	-	1,624,141
Non-instructional personnel	<u>1</u>	<u>161,287</u>	<u>21,770</u>	<u>183,057</u>	-	-	<u>183,057</u>
Total Personnel Services Costs	<u>30</u>	<u>1,738,389</u>	<u>462,798</u>	<u>2,201,187</u>	193,473	1,165	<u>2,395,825</u>
Fringe benefits and payroll taxes		312,869	81,432	394,301	34,750	-	429,051
Retirement		4,222	1,099	5,321	-	-	5,321
Management company fees		968,242	130,687	1,098,929	-	-	1,098,929
Legal services		-	-	-	40,428	-	40,428
Accounting/audit services		-	-	-	24,967	-	24,967
Other purchased/professional/consulting services		646,242	128,971	775,213	974	-	776,187
Building and land rent/lease		1,050,327	306,550	1,356,877	191,779	534	1,549,190
Repairs and maintenance		291,817	85,170	376,987	53,283	148	430,418
Insurance		17,822	5,201	23,023	3,254	9	26,286
Utilities		95,280	27,724	123,004	20,306	47	143,357
Supplies/materials		83,352	11,250	94,602	-	-	94,602
Staff development		16,390	2,212	18,602	-	-	18,602
Marketing/recruitment		35,821	7,251	43,072	2,114	-	45,186
Technology		87,490	22,771	110,261	9,588	-	119,849
Food services		272,156	36,734	308,890	-	-	308,890
Student services		136,897	18,478	155,375	-	-	155,375
Office expense		14,502	3,775	18,277	39,630	-	57,907
Depreciation and amortization		150,359	17,136	167,495	-	-	167,495
Other expenses		-	-	-	26,977	-	26,977
Total Expenses		<u>\$ 5,922,177</u>	<u>\$ 1,349,239</u>	<u>\$ 7,271,416</u>	<u>\$ 641,523</u>	<u>\$ 1,903</u>	<u>\$ 7,914,842</u>

Capital Prep Charter Schools NY

Uniform Guidance
Schedules and Reports

June 30, 2023

Capital Prep Charter Schools NY

Schedule of Expenditures of Federal Awards Year Ended June 30, 2023

Federal Grantor/Pass-Through Grantor/ Program or Cluster Title	Federal Assistance Listing Number	Pass-Through Entity Identifying Number	Provided to Subrecipients	Total Federal Expenditures
<u>U.S. Department of Agriculture</u>				
Pass-Through New York State Education Department:				
<i>Child Nutrition Cluster:</i>				
School Breakfast Program	10.553	Not available	\$ -	\$ 174,810
National School Lunch Program	10.555	Not available	-	586,911
COVID-19 - Supply Chain Assistance Funds	10.555	Not Available	-	30,433
Total Child Nutrition Cluster			-	792,154
Total U.S. Department of Agriculture			-	792,154
<u>U.S. Department of Education</u>				
Pass-Through New York State Education Department:				
Title I Grants to Local Educational Agencies	84.010	0021-22-5295	-	17,536
Title I Grants to Local Educational Agencies	84.010	0021-23-5295	-	205,090
Title I Grants to Local Educational Agencies	84.010	0021-22-5640	-	164,449
			-	387,075
Charter Schools	84.282	0089-22-1026	-	14,689
Supporting Effective Instruction State Grants (Formerly Improving Teacher Quality State Grants)	84.367	0147-23-5295	-	16,519
Supporting Effective Instruction State Grants (Formerly Improving Teacher Quality State Grants)	84.367	0147-23-5640	-	20,107
			-	36,626
Student Support and Academic Enrichment Program	84.424	0204-23-5295	-	18,016
Student Support and Academic Enrichment Program	84.424	0204-23-5640	-	10,000
			-	28,016
COVID-19 Education Stabilization Fund/Elementary and Secondary School Emergency Relief Fund	84.425D	5890-21-5640	-	19,328
COVID-19 Education Stabilization Fund/Elementary and Secondary School Emergency Relief Fund II	84.425D	5891-21-5295	-	411,620
COVID-19 Education Stabilization Fund/Elementary and Secondary School Emergency Relief Fund II	84.425D	5891-21-5640	-	365,950
COVID-19 Education Stabilization Fund/Elementary and Secondary School Emergency Relief Fund ARP	84.425U	5880-21-5295	-	731,434
COVID-19 Education Stabilization Fund/Elementary and Secondary School Emergency Relief Fund ARP	84.425U	5880-21-5640	-	647,714
			-	2,176,046
Total U.S. Department of Education			-	2,642,452
<u>Federal Communications Commission</u>				
Pass-Through Universal Service Administrative Company:				
COVID-19 Emergency Connectivity Fund Program	32.009	not available	-	153,875
Total Expenditures of Federal Awards			\$ -	\$ 3,588,481

See independent auditors' report and notes to schedule of expenditures of federal awards

Capital Prep Charter Schools NY

Notes to Schedule of Expenditures of Federal Awards Year Ended June 30, 2023

1. **Basis of Presentation**

The accompanying schedule of expenditures of federal awards (the "Schedule") includes the federal award activity of Capital Prep Charter Schools NY (the "School"), under programs of the federal government for the year ended June 30, 2023. The information in this Schedule is presented in accordance with the requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Because the Schedule presents only a selected portion of the operations of the School, it is not intended to and does not present the financial position, changes in net assets or cash flows of the School.

2. **Summary of Significant Accounting Policies**

Expenditures reported on the Schedule are reported on the accrual basis of accounting. Such expenditures are recognized following the cost principles contained in the Uniform Guidance, wherein certain types of expenditures are not allowable or are limited as to reimbursement.

3. **Indirect Cost Rate**

The School has elected not to use the 10-percent de minimis indirect cost rate allowed under the Uniform Guidance.



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

Independent Auditors' Report

**Board of Trustees
Capital Prep Charter Schools NY**

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of Capital Prep Charter Schools NY (the "School") (a nonprofit organization), which comprise the statement of financial position as of June 30, 2023, and the related statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements, and have issued our report thereon dated October 24, 2023.

Report on Internal Control Over Financial Reporting

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

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

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

Report on Compliance and Other Matters

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

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the organization's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the organization's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.



Harrison, New York
October 24, 2023

**Report on Compliance for Each Major Federal Program and Report on Internal Control
Over Compliance Required by the Uniform Guidance**

Independent Auditors' Report

**Board of Trustees
Capital Prep Charter Schools NY**

Report on Compliance for Each Major Federal Program

Opinion on Each Major Federal Program

We have audited Capital Prep Charter Schools NY's (the "School") compliance with the types of compliance requirements identified as subject to audit in the OMB *Compliance Supplement* that could have a direct and material effect on each of the School's major federal programs for the year ended June 30, 2023. The School's major federal programs are identified in the summary of auditors' results section of the accompanying schedule of findings and questioned costs.

In our opinion, the School complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2023.

Basis for Opinion on Each Major Federal Program

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Our responsibilities under those standards and the Uniform Guidance are further described in the Auditors' Responsibilities for the Audit of Compliance section of our report.

We are required to be independent of the School and to meet our other ethical responsibilities, in accordance with relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion on compliance for each major federal program. Our audit does not provide a legal determination of the School's compliance with the compliance requirements referred to above.

Responsibilities of Management for Compliance

Management is responsible for compliance with the requirements referred to above and for the design, implementation, and maintenance of effective internal control over compliance with the requirements of laws, statutes, regulations, rules, and provisions of contracts or grant agreements applicable to the School's federal programs.

Auditors' Responsibilities for the Audit of Compliance

Our objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on the School's compliance based on our audit. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards, *Government Auditing Standards*, and the Uniform Guidance will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements referred to above is considered material if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about the School's compliance with the requirements of each major federal program as a whole.

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

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the School's compliance with the compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances.
- Obtain an understanding of the School's internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of the School's internal control over compliance. Accordingly, no such opinion is expressed.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we identified during the audit.

Report on Internal Control Over Compliance

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

Our consideration of internal control over compliance was for the limited purpose described in the Auditors' Responsibilities for the Audit of Compliance section above and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies in internal control over compliance. Given these limitations, during our audit we did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above. However, material weaknesses or significant deficiencies in internal control over compliance may exist that were not identified.

Our audit was not designed for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, no such opinion is expressed.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

[REDACTED]

Harrison, New York
October 24, 2023

Capital Prep Charter Schools NY

Schedule of Findings and Questioned Costs
Year Ended June 30, 2023

Section I - Summary of Auditors' Results

Financial Statements

Type of report the auditor issued on whether the financial statements audited were prepared in accordance with U.S. GAAP:

Unmodified

Internal control over financial reporting:

Material weakness(es) identified?

_____ yes X no

Significant deficiency(ies) identified?

_____ yes X none reported

Noncompliance material to the financial statements noted?

_____ yes X no

Federal Awards

Internal control over major federal programs:

Material weakness(es) identified?

_____ yes X no

Significant deficiency(ies) identified?

_____ yes X none reported

Type of auditors' report issued on compliance for major federal programs:

Unmodified

Any audit findings disclosed that are required to be reported in accordance with 2 CFR 200.516(a)?

_____ yes X no

Identification of major federal programs:

Federal Assistance Listing Number(s)

Name of Federal Program or Cluster

10.553
10.555
10.555
84.425D

84.425D

84.425U

Child Nutrition Cluster:
School Breakfast Program
National School Lunch Program
COVID-19 - Supply Chain Assistance Funds
COVID-19 Education Stabilization Fund/Elementary and Secondary School Emergency Relief Fund
COVID-19 Education Stabilization Fund/Elementary and Secondary School Emergency Relief Fund II
COVID-19 Education Stabilization Fund/Elementary and Secondary School Emergency Relief Fund ARP

Dollar threshold used to distinguish between Type A and Type B programs:

\$750,000

Auditee qualified as low-risk auditee?

X yes _____ no

Section II – Financial Statement Findings

During our audit, we noted no material findings for the year ended June 30, 2023.

Section III – Federal Award Findings and Questioned Costs

During our audit, we noted no material instance of noncompliance and none of the costs tested which were reported in the federal financially assisted programs are questioned or recommended to be disallowed.

Section IV – Prior Year Findings

There were no findings in the prior year.



CAPITAL PREPARATORY
HARLEM
CHARTER SCHOOL

FY 23-24 Adopted Budget
Board of Trustees
June 12, 2023





BUDGET DEVELOPMENT FY 2023-24

	2022-23 Adopted		2023-24 Adopted		
	FTE	Budget	FTE	Budget	Change
REVENUE					
State and Local Funding					
4001 Per Pupil General Education	530	\$ 9,345,490	330	\$ 6,011,610	\$ (3,333,880)
4002 Per Pupil Special Education	135	2,124,197	82	1,312,529	(811,668)
4005 NYSTL (Non-Cash)		31,235		31,235	-
4008 State Grants - Facilities Assistance		2,750,000		1,803,483	(946,517)
Total State Funding		\$ 14,250,922		\$ 9,158,857	\$ (5,092,065)
Federal Funding					
4101 IDEA		\$ 69,382		\$ 140,041	\$ 70,659
4102 Title I		198,234		207,846	9,612
4103 Title II A		26,765		16,519	(10,246)
4104 Title V		10,000		18,016	8,016
4105 Federal NSBLP		263,814		446,114	182,300
4106 E-Rate		51,516		38,016	(13,500)
4109 CRRSA ESSER		280,602			(280,602)
4109 CRRSA ESSER - Carryover		220,346			(220,346)
4110 ARP ESSER - Carryover		217,996			(217,996)
4110 ARP ESSER		575,272			(575,272)
Total Federal Funding		\$ 1,913,927		\$ 866,552	\$ (1,047,375)
Contributions, Donations, Fundraising and Other					
4202 Contributions and Donations (Unrestricted)		\$ 10,000		\$ 10,000	\$ -
Total Local and Other Funding		\$ 10,000		\$ 10,000	\$ -
TOTAL REVENUE	530	\$ 16,174,849	330	\$ 10,035,409	\$ (6,139,439)
EXPENDITURES					
Personnel					
School Administrative Personnel					
5001 Asst Supt	1.0	\$ 187,200	0.4	\$ 79,040	\$ (108,160)
5001 Principals	1.0	\$ 185,000	1.0	\$ 230,000	\$ 45,000
5001 AP/Deans	2.0	\$ 278,720	1.0	\$ 151,424	(127,296)
5002 Non-Instructional Management	1.0	135,200	1.0	102,000	(33,200)
5003 Operations and Business	2.0	141,184	1.0	55,000	(86,184)
Total School Administrative Personnel	7.0	927,304	4.4	617,464	(309,840)
Instructional Personnel					
5101 Illuminators - Regular	32.0	\$ 2,368,347	16.0	1,212,950	(1,155,397)
5102 Illuminators - Special Education	11.0	916,446	6.4	548,681	(367,766)
5103 Illuminators - Specials	7.0	519,166	4.0	315,392	(203,774)
5112 Illuminator - ELL	2.0	158,498	1.0	75,000	(83,498)
5104 Saturday School/ExtraDuty/Summer School		136,032		20,000	(116,032)
5105 Jr. Illuminators/Bldg Subs - Reg	5.0	257,617	1.0	52,832	(204,785)
5106 Jr. Illuminators - Special Education	1.0	54,417	1.0	56,594	2,177
5107 Social Workers and Counselors	3.0	254,337	3.0	246,921	(7,416)
5108 Instructional Coaches	2.0	231,004			(231,004)
5251 Instructional Stipends		26,000		20,000	(6,000)
Total Instructional Personnel	63.0	4,921,864	32.4	2,548,369	(2,373,495)



BUDGET DEVELOPMENT FY 2023-24

	2022-23 Adopted		2023-24 Adopted		
	FTE	Budget	FTE	Budget	Change
Non-Instructional Personnel					
5203 Facilities	6.0	\$ 313,689	1.0	\$ 68,000	(245,689)
5204 Food Service	2.0	89,107	2.0	82,992	(6,115)
5206 Other Non-Instr Personnel	1.0	60,000			(60,000)
5207 Athletic Directors and Coaches	1.0	134,272	1.0	154,880	20,608
5253 Non-Instructional Stipends		5,200		3,000	(2,200)
Total Non-Instructional Personnel	10.0	\$ 602,268	4.0	\$ 308,872	\$ (293,396)
Total Payroll Taxes and Employee Benefits		\$ 1,552,344		\$ 868,705	\$ (683,639)
Total Personnel Expenses	80.0	\$ 8,003,781	40.8	\$ 4,343,410	\$ (3,660,370)
EXPENDITURES					
Non-Personnel Expenses					
Professional Services and Contracts					
6001 Accounting and Audit		\$ 31,000		33,098	\$ 2,098
6002 Legal Services		50,000		54,960	4,960
6005 Payroll Services		36,040		19,634	(16,407)
6006 CPS Management Services		1,616,485		1,002,541	(613,944)
6009 Substitute Services		150,000		90,000	(60,000)
6010 Other Professional Services		126,500		56,628	(69,872)
6012 Nurse Services		5,000			(5,000)
Total Professional Services and Contracts		\$ 2,015,025		\$ 1,256,860	\$ (758,164)
Instructional Supplies and Materials					
6201 Classroom Supplies and Materials		\$ 79,500		\$ 49,500	(30,000)
6204 Nursing Supplies		10,000		4,950	(5,050)
6500 COVID Supplies		20,000		-	(20,000)
6301 Textbooks and Workbooks		117,313		64,963	(52,350)
6302 NYSTL		31,235		31,235	-
6601 Student Testing and Assessments		13,250		9,252	(3,998)
Total Instructional Supplies & Materials		\$ 271,298		\$ 159,900	\$ (111,398)
Student Services					
6701 Field Trips		\$ 13,250		\$ 8,250	(5,000)
6703 Graduation		20,000		10,000	(10,000)
6702 Assemblies and Programs		7,950		3,300	(4,650)
6801 Food Services		246,400		344,995	98,595
6902 Uniforms		10,000		2,000	(8,000)
6904 Student Transportation		56,000		45,000	(11,000)
6905 Other Student Services		50,000		17,000	(33,000)
6906 Student Incentives		10,600		4,950	(5,650)
6907 Athletic Supplies and Equipment		79,500		69,000	(10,500)
Total Student Services		\$ 493,700		\$ 504,495	\$ 10,795
Office Supplies & Expenses					
7001 Office Supplies		\$ 39,750		\$ 15,809	(23,941)
7002 Printing and Copying		10,000		6,500	(3,500)
7003 Postage and Shipping		1,000		1,500	500
Total Office Supplies and Expenses		\$ 50,750		\$ 23,809	\$ (26,941)



BUDGET DEVELOPMENT FY 2023-24

	2022-23 Adopted		2023-24 Adopted		
	FTE	Budget	FTE	Budget	Change
Equipment and Furniture (Non-Cap)					
7101 Leased Equipment		\$ 28,859		\$ 25,369	(3,490)
7103 Furniture		492,883			(492,883)
7104 Equipment Repairs and Maintenance		2,000		1,000	(1,000)
Total Equipment and Furniture (Non-Cap)		\$ 523,742		\$ 26,369	\$ (497,373)
Telecommunications & Technology					
7201 Telephone and Fax		\$ 10,000		\$ 19,400	9,400
7301 Internet		58,800		114,993	56,193
7302 Technology Services		92,582		122,858	30,276
7303 Equipment (Non-Cap)		850,340		-	(850,340)
7304 Software (Non-Cap)		25,000		25,900	900
Total Telecommunications & Technology		\$ 1,036,722		\$ 283,151	\$ (753,571)
Development & Recruitment					
7401 Administrative Staff		\$ 5,000		\$ -	(5,000)
7402 Instructional Staff		90,000		20,000	(70,000)
7404 Teacher Appreciation		10,000		2,000	(8,000)
7501 Job Postings and Career Fairs		79,649		39,377	(40,272)
7502 Student Recruitment and Marketing		40,000		10,000	(30,000)
Total Development & Recruitment		\$ 224,649		\$ 71,377	\$ (153,272)
Other Miscellaneous Expenses					
7700 Staff Local Travel		\$ 1,000		\$ 1,000	-
7802 Dues and Memberships		30,000		19,752	(10,248)
Total Other Miscellaneous Expenses		\$ 31,000		\$ 20,752	\$ (10,248)
Facility Operations and Insurance					
8001 General Liability, Umbrella and D&O		\$ 70,000		\$ 53,713	(16,287)
8101 Facility Lease and Rentals		2,750,000		2,806,020	56,020
8102 Utilities		200,000		200,000	-
8103 Repairs and Maintenance		108,500		59,301	(49,199)
8104 Janitorial Services		77,500		157,500	80,000
8109 Security Services		60,000		46,000	(14,000)
8107 Trash Services		15,600		5,000	(10,600)
8107 Leasehold & Relocation		237,261		-	(237,261)
Total Facility Operations & Insurance		\$ 3,518,861		\$ 3,327,534	\$ (191,327)
Depreciation and Reserves					
9999 Contingency/Reserve		705,320		17,751	(687,569)
Total Depreciation & Contingency Reserve		\$ 705,320		\$ 17,751	\$ (687,569)
Total Non-Personnel Expenses		\$ 8,871,068		\$ 5,691,999	\$ (3,179,070)
TOTAL EXPENDITURES - OPERATING BUDGET	80.0	\$ 16,874,849	40.8	\$ 10,035,409	\$ (6,839,440)
Board Approved Designation from Net Assets		\$ 700,000		\$ -	\$ (700,000)
TOTAL	80.0	\$ 16,174,849	40.8	\$ 10,035,409	\$ (6,139,439)

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

Trustee Name:

Danique Day

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.).

Academic Cmte Chair

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

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?

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

If **Yes**, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date. **PAST- Served as Asst Sup. from May 2020-May 2021 \$180,000.**

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 businesses 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: 347 464 7600

Business Address: 205 Rockaway Pkwy BK NY 11213

E-mail Address: [REDACTED]

Home Telephone: [REDACTED]

Home Address: [REDACTED]

[REDACTED]

Signature Date August 1 2023

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:

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.).

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

Yes No

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

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

Yes No

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

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

Yes **No**

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

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

Yes **No**

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

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

None

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

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

None

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

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

Business Telephone:

Business Address:

[REDACTED]

E-mail Address:

Home Telephone:

Home Address:

[REDACTED]

 SEEK NAME

[REDACTED]

7/31/23

Signature

Date

Acceptable signature formats include:

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

last revised 04/2022

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

Trustee Name:

Derek Ferguson

Name of Charter School Education Corporation:

Capital Prep NY

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

None currently
Board chair previously

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

Yes No

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

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

Yes No

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

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

Yes No

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

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

Yes No

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

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

None

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

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

None

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

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

Business Telephone:

[Redacted]

Business Address:

[Redacted]

E-mail Address:

[Redacted]

Home Telephone:

[Redacted]

Home Address:

[Redacted]

[Redacted Signature]

7/31/23

Signature

Date

Acceptable signature formats include:

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

last revised 04/2022

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

Trustee Name:

James K. Stovall

Name of Charter School Education Corporation:

Capital Prep NY Charter School

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

CHAIR PERSON

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

Yes No

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

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

Yes No

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

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

Yes No

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

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

Yes No

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

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

None

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

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

None

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

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

Business Telephone:

_____ [Redacted]

Business Address:

_____ [Redacted]

E-mail Address:

_____ [Redacted]

Home Telephone:

_____ [Redacted]

Home Address:

_____ [Redacted]

_____ [Redacted] 7/27/23
Signature **Date**

Acceptable signature formats include:

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

last revised 04/2022



Board of Trustees Minutes
January 9, 2023
Virtual
5:30 p.m.

[https://zoom.us/meeting/register/tjEpfu6orzoiE9Ps_QqAIZc-YB-24hnb0SBC](https://zoom.us/join/zoom/register/tjEpfu6orzoiE9Ps_QqAIZc-YB-24hnb0SBC)

A meeting of the Board of Trustees (the “Board”) of Capital Prep Charter Schools NY (the “School”) was held on January 9, 2023. The meeting was called to order at 6:10 pm.

Started with school reports 5:45 with school reports

Quorum Achieved -

Trustees:

James Stovall (JS) - present via videoconference
Dr. Steve Perry (SP) - present via video conference
Derek Ferguson (DF) - present via videoconference
Tarik Brooks (TB) - not present
Danique Day (DD) - present via videoconference
Asuncion Hostin (AH) - not present
Rochelle Brown (RB) - not present
Baye Adofo-Wilson (BAW) - present by videoconference

Others Present:

Paula Altieri (PA) by telephone
Simone Hartley (SB)
Taalib Brown (TB)
Isaiah Brown (IB)
Tammy Casille (TC)
Riquel Coleman (RC)
Shenique Coston (SC)
Kieryn De Yoe (KYD)
Vijay Giles (VG)
Jill Cutler Hodgman (JCH)
Angela Logan (AL)
Anthony De Luca (ADL)
Marjorie Purdee-Iglio (MI)
Andrew Noble (AN)
Cliff Schneider (CS)
Michael Seabrook (MB)

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 6:10 pm

II. Adoption of Agenda

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

III. Approval of the [Minutes](#) from the November 14, 2022, Capital Prep Charter Schools NY Board Meeting (the meeting from December was canceled)

A motion to approve the minutes from the November 14, 2022, Board meeting was made by SP, seconded by BAW, and unanimously approved.

IV. New Business (if any)

A. Extension of lease for Capital Prep Bronx ([755 COOP CITY LLC](#))

CS provided an update on the space in the Bronx and the context for the three-year lease.

The Board engaged in a discussion about implications for space and the terms of the extension, including the healthy waiting list for the school and the inability to accommodate the planned growth given the landlord's change of heart.

A motion to approve the extension of the lease for Capital Prep Bronx was made by DF, seconded by BAW, and unanimously approved.

V. Board Governance

JS held over the items, A, B, and C.

A. Election of Treasurer

B. Review of Committee Assignments ([CPCSNY Schools Fact Sheet](#))

C. Committee Reports (if any)

D. Next meeting confirmation - February 13, 2023 (in person in the Bronx if not virtual due to another extension of the Covid exemption)

The Board members confirmed the date.

VI. Reports/Updates

A. [Financial Report](#)

AN presented the financial report for the period ending November 30, 2022.

The Board engaged regarding cash on hand broken out by school.

B. School Reports ([Capital Prep Harlem](#) & [Capital Prep Bronx](#)) [Harlem Dashboard](#) & [Bronx Dashboard](#)

IB presented the school report for Capital Prep Bronx including a review of enrollment, Quint 1 honor roll, holiday packet grading, TLAC training, data inventory leading to intentional groupings, a great Head of Schools Visit, 99% SLC completion, wonderful after-school programming, and more.

SP and AL reviewed academic focus areas and strategies that are being implemented.

MPI reviewed the school report and dashboard data in her presentation regarding Capital Prep Harlem. She reviewed enrollment, academic approaches, instructional platforms and impact on data, great event for dean's list scholars in the Great Hall, scholar activities (Lioness Leaders), and family engagement, including open houses.

SP reviewed the academic status of scholars entering the school.

VII. Public Comments

There was no public comment.

VIII. Executive Session (if any)

There was no executive session.

IX. Adjournment

A motion to adjourn the meeting was made at 6:53 pm by SP, seconded by BAW, and unanimously approved.



Board of Trustees Minutes
October 17, 2022
Bronx
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 17, 2022. The meeting was called to order at 5:38 pm.

Trustees:

James Stovall (JS) - present via videoconference (26 McGuire Drive, West Orange, NJ 07052)
Dr. Steve Perry (SP) - present in person
Derek Ferguson (DF) - present via videoconference (6:02 pm) (730 Third Avenue, NYC, NY 10017)
Tarik Brooks (TB) - present via videoconference (9200 Sunset, Blvd, Suite 300, LA, CA 90069)
Danique Day (DD) - present 5:38 pm 1005 Mitchel Field Way, Garden City, NY 11530
Asuncion Hostin (AH) - not present
Rochelle Brown (RB) - present via videoconference (5:57 pm)(873 Broadway, New York, NY 10003)
Baye Adofo-Wilson (BAW) - present via video-conference (5:38 pm) (65 North Fullerton Avenue, Montclair NJ 07068)

Others Present:

Paula Altieri (PA)
Rich Beganski (RB)
Simone Brooks (SB)
Isaiah Brown (IB)
Taalib Brown (TB)
Bentley Clarke (BC)
Riquel Coleman (RC)
Kiern De Yoe (KYD)
Vijay Giles (VG)
Jill Cutler Hodgman (JCH)
Angela Logan (AL)
Anthony De Luca (ADL)
Jennifer Feigenbaum (JF)
Laurie Gonzalez (LG)
Danita Jones (DJ)
Katherine Martinez (KM)
Marjorie Purdee-Iglio (MI)
Jennifer Jordan (JJ)
Andrew Noble (AN)
Cliff Schneider (CS)
Michael Seabrook (MB)
Kashani Stokley (KS)

Scott Wojnarowicz (SW)

Seven (7) 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 stated the meeting at 5:35 pm for the school reports; the quorum was achieved at 5:38 pm. JS formally 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 SP, seconded by TB, and unanimously approved.

III. Approval of the [Minutes](#) from the September 12, 2022, Capital Prep Charter Schools NY Board Meeting

A motion to approve the [Minutes](#) from the September 12, 2022, Board meetings was made by BAW, seconded by DD, and unanimously approved.

IV. New Business

A. Approval of [Resolution](#) regarding Outlier College Courses ([description](#)) ([Harlem Contract](#) & [Bronx Contract](#))

AL introduced the online program that is part of the University of Pittsburgh to allow scholars access to college classes.

AL, IB, MPI and SB provided context for the choices of classes offered and the purpose of this program.

A motion to approve the Resolution regarding Outlier College Courses was made by BAW, seconded by SP, and unanimously approved.

B. Approval of [Resolution](#) of real estate matters.

CS reviewed the multiple items contained in the resolution regarding All Saints, including the Friends of CPCSNY.

A motion to approve the Resolution on real estate matters was made by DF, seconded by BAW, and unanimously approved.

V. Board Governance

A. Election of Treasurer

JS stated that this matter was being discussed and will be tabled.

B. Review of Committee Assignments ([CPCSNY Schools Fact Sheet](#))

JS stated that this matter was being discussed and will be tabled.

C. Committee Reports (if any)

No committee reports were provided.

D. [Financial Disclosure Form](#) (Missing Rochelle Brown Johnson and Baye Adofu-Wilson)

The outstanding forms were completed by the end of the meeting.

E. Next meeting confirmation - November 14, 2022 - in-person Harlem

The Board checked their calendars for the next meeting.

VI. Reports/Updates

A. [Financial Report](#)

AN presented the financial report for the period ending August 31, 2022.

The Board and the finance team discussed the impact of the reduced enrollment at Capital Prep Harlem and the budget consequences. PA indicated that the Board will have a budget revision and a forecast that aligns in the next meeting and reviewed the billing process and the current mitigation strategies employed.

B. School Reports ([Capital Prep Harlem](#) & [Capital Prep Bronx](#))
[Harlem Dashboard](#) & [Bronx Dashboard](#)

Prior to the quorum, IB reviewed the enrollment in the Bronx, the promising academic data, and the community events/engagement.

The Board engaged in a robust discussion regarding the Bronx academic data with school and CMO leaders.

During the meeting, MPI reviewed the current enrollment and plans to continue enrolling scholars. She highlighted the strength of the team, in operations and academics, and discussed the TLAC training and the benefits of using the same strategies across the school. MPI also discussed Saturday Academy and MAP testing, access to college classes, arts/cultural events and open school night/senior night. SP also provided an update on the state of the school, including the challenges and the commitment of the team.

VII. Public Comments

There was no public comment.

VIII. Executive Session (if any)

IX. Adjournment

A motion to adjourn the meeting was made at 6:52 pm by SP, seconded by DF, and unanimously approved.



Board of Trustees Minutes
September 12, 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 September 12, 2022. The meeting was called to order at 5:40 pm.

Trustees:

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

Others Present:

Paula Altieri (PA)
Simone Brooks (SB)
Isaiah Brown (IB)
Tammy Cassile (TC)
Dolores Concepcion (DC)
Jayson Corbin (JC)
Vijay Giles (VG)
Jill Cutler Hodgman (JCH)
Angela Logan (AL)
Anthony De Luca (ADL)
Laurie Gonzalez (LG)
Marjorie Purdee-Iglio (MI)
Jennifer Jordan (JJ)
Andrew Noble (AN)
Harry Soto (HS)
Scott Wojnarowicz (SW)

Five (5) trustees were in attendance by video conference/phone 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 5:40 pm

II. Adoption of Agenda

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

III. Approval of the [Minutes](#) from the August 29, 2022, Capital Prep Charter Schools NY Board Meeting

A motion to approve the Minutes from the August 29, 2022, Board meetings was made by SP, seconded by DF, and unanimously approved.

IV. New Business

A. Approval of SAVE plan for [Capital Prep Harlem](#) and [Capital Prep Bronx](#)

KM & AL explained the SAVE plans and what modifications had to be made.

A motion to approve the SAVE plans for [Capital Prep Harlem](#) and [Capital Prep Bronx](#) was made by SP, seconded by BAW, and unanimously approved.

V. Board Governance

A. Update - CMO Evaluation Completed

The evaluation was submitted to the CSI.

B. Election of Treasurer

JS requested that this item be continued to the next meeting.

C. Review of Committee Assignments ([CPCSNY Schools Fact Sheet](#))

This item will be continued to next month.

D. Committee Reports (if any)

There were no committee reports.

E. [Financial Disclosure Form](#) (for SUNY due to KS July)

JS noted that it is a requirement. He asked all board members who have not completed it, to please do so as soon as possible.

F. Next meeting confirmation - October 17, 2022

The Board members checked their calendars.

VI. Reports/Updates

A. School Reports ([Capital Prep Harlem](#) & [Capital Prep Bronx](#)) [Harlem Dashboard](#) & [Bronx Dashboard](#)

IB reviewed academic highlights, professional learning priorities, including TLAC, affective/advisory, community service focus, athletics, including sports facilities, and recent community events.

The Board and CPS engaged regarding learning loss and means of measuring student achievement. An academic committee will meet to discuss the programming and the results.

MPI noted the compliments about uniforms and the response from the local retailers/stores near the school. She highlighted the strength of the core team, the work on Domain 1 and into Domain 2 (teacher practice), the work of the directors of curriculum who are recording lessons to support teaching and learning. She also highlighted great scholar engagement through ALL SCHOOL and the strength of school culture through brotherhood at the football team's Jersey Night. She reviewed the parent event to plan the seniors, including international service trip, prom, college application process, etc. Dr. Iglio also reviewed other parent engagement activities and the new facility.

The board was invited to come to the school to see the building and to be part of ALL SCHOOL. SP also asked for help in recruiting for specific illuminator vacancies.

B. [Athletics update](#)

JC presented the athletic offerings at both schools, noting that they are focusing on athletics as a team. He reviewed the sports at each school for each season and the exciting opportunities that are coming in the future.

VII. Public Comments

There was no public comment.

VIII. Executive Session (if any)

IX. Adjournment

JS thanked all for the hard work and for a great meeting.

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



Board of Trustees Agenda

August 29, 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 August 29, 2022. The meeting was called to order at 5:40 pm.

Trustees:

James Stovall (JS) - present virtually

Dr. Steve Perry (SP) - present virtually

Derek Ferguson (DF) - present virtually

Tarik Brooks (TB) - present by telephone

Danique Day (DD) - present virtually (absent from 5:50 pm to 5:57 pm but was present for all votes)

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)

Simone Brooks (SB)

Isaiah Brown (IB)

Tammy Cassile (TC)

Dolores Concepcion (DC)

Jayson Corbin (JC)

Vijay Giles (VG)

Jill Cutler Hodgman (JCH)

Angela Logan (AL)

Anthony De Luca (ADL)

Laurie Gonzalez (LG)

Marjorie Purdee-Iglio (MI)

Jennifer Jordan (JJ)

Andrew Noble (AN)

Ivette Rizza (IR)

Scott Wojnarowicz (SW)

Cliff Schneider (CS)

Keisha Dent (KD)

LaToya Marc (LM)

Five (5) trustees were in attendance by video conference/phone 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 DF, seconded by SP, and unanimously approved.

III. Approval of the [Minutes](#) from the July 25, 2022, Capital Prep Charter Schools NY Board Meeting

A motion to approve the Minutes from the July 25, 2022, Board meetings was made by SP, seconded by DF, and unanimously approved.

IV. New Business

A. Approval of [resolution](#) regarding [About U Outreach SAT program](#)

SP discussed the program and the service in the past.

A motion to approve the resolution related to the About U Outreach SAT program was made by DF, seconded by DD, and unanimously approved.

V. Board Governance

A. [CMO Evaluation](#) update (due June 30, 2022)

JS stated that he will meet with SP to review the working draft.

B. Election of Treasurer

JS we will keep it on the agenda for next month. He will reach out to individuals who may be interested.

C. Review of Committee Assignments

1. Executive Committee - Board Chair to create,
2. Real Estate Committee – _____, Steve Perry, Derek Ferguson, & Ivette Rizza
3. Marketing Recruiting – _____, DOO pending, Dolores Concepcion, someone from Combs TBD
4. Finance and Audit Committee – **Derek Ferguson**, _____, Tarik Brooks, & Paula Altieri
5. Parent Outreach – _____, Marjorie Purdee-Iglio, Isaiah Brown
6. Curriculum & Academics – **Danique Day**, Danita Jones
7. Fundraising & Development – _____, Dolores Concepcion, LaToya Marc

**REMINDER: Committee meetings are subject to FOIL and Open Meetings Laws
Chairs of committees are in bold.

JS will reach out to Board members to determine interest.

D. Committee Reports (if any)

There were no committee reports.

E. [Financial Disclosure Form](#) -

DD, RB and BAW are still outstanding.

F. Next meeting confirmation - September 12, 2022

All present members checked calendars for the next meeting.

VI. Reports/Updates

A. School Reports ([Capital Prep Harlem](#) & [Capital Prep Bronx](#))
[Harlem Dashboard](#) & [Bronx Dashboard](#)

Capital Prep Harlem

MPI reviewed the first day of school and move to the new building. She also reviewed the principal report.

AL discussed the opportunities for outreach with the neighbors and community in the new location.

SP discussed the aggressive quitting, throughout NYC, including Capital Prep.

JS, PA and SP reviewed the impact of enrollment and vacancies and the approach the school was taking.

Capital Prep Bronx

IB discussed the enrollment total of 409 and by grade level.

IB also reviewed the first week with new scholars and the priorities of the families who are quite proactive regarding uniform compliance. The school is also working on getting scholars to school on time.

IB also introduced the new leadership team members and discussed the readiness for the year.

B. [Financial Report](#)

AN provided year-end financial report. There was a discussion about accounting practices and review of specific lines.

C. Report on [Relocation Stipend and PR Recruitment Strategy](#)

IR and SP reviewed the recruiting strategy and the newly implemented relocation stipend to support new staff who move over 250 miles to work at the school. The specific design of the stipend was reviewed in detail.

DF engaged about how this Puerto Rico strategy may be used to help with ENL goals.

VII. Public Comments

There was no public comment.

VIII. Executive Session (if any)

IX. Adjournment

A motion to adjourn the meeting was made at 6:59 pm by SP, seconded by DF, and unanimously approved.



Board of Trustees Agenda
July 25, 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 July 25, 2022. The meeting was called to order at 5:52 pm.

Trustees:

James Stovall (JS) - present virtually (6:00pm)
Dr. Steve Perry (SP) - present virtually
Derek Ferguson (DF) - present virtually
Tarik Brooks (TB) - present virtually
Danique Day (DD) - not present
Asuncion Hostin (AH) - not present
Rochelle Brown (RB) - present virtually
Baye Adofo-Wilson (BAW) - present virtually

Others Present:

Paula Altieri (PA)
Richard Beganski, Jr. (RBjr)
Isaiah Brown (IB)
Jill Cutler Hodgman (JCH)
Kieryn de Yoe (KDY)
Anthony De Luca (ADL)
Laurie Gonzalez (LG)
Marjorie Purdee-Iglio (MI)
Jennifer Jordan (JJ)
Andrew Noble (AN)
Ivette Rizza (IR)
Cliff Schneider (CS) - joined at 6:15 pm
Patrick East (public) - joined 6:36 pm

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

DF called the meeting to order at 5:52 pm

II. Adoption of Agenda

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

III. Approval of the [Minutes](#) from the June 27, 2022, Capital Prep Charter Schools NY Board Meeting

A motion to approve the Minutes from the June 27, 2022, Board meetings was made by BAW, seconded by TB, and unanimously approved.

IV. Board Governance

- A. [CMO Evaluation](#) update (due June 30, 2022) - hold on that for now without JS
- B. Election of Treasurer - Board identified that the position was vacant with the departure of MC. Several members were recommended for the role.
- C. Review of Committee Assignments - HOLD
- D. Committee Reports (if any)
- E. Approve the [resolution](#) that the number of Trustees be fixed at eight (8)

A motion to approve the resolution regarding that the number of trustees be fixed at eight (8) was made by DF, seconded by BAW, and unanimously approved.

- F. [Financial Disclosure Form](#) due before the end of the month to KS.
- G. Next meeting confirmation - August 8, 2022

SP and the Board reviewed important dates, vacancies, leadership training, etc.

V. New Business

- A. Approval of [letter of intent](#) for long-term lease at 755 Co-Op City Blvd. ([resolution](#))
IR reviewed the need for the additional space.

Board engaged in robust discussion about the LOI and what the the LOI covers.

CS provided background and answered questions. This proposal is non-binding agreement and is intended only as a mutual expression of Landlord and Tenant's desire to negotiate in good faith with the intent of entering into a mutually satisfactory Lease, and no clause shall be legally binding unless and until Lease is executed and delivered by the parties. CS noted that there are no real estate taxes for a 31 year lease, the next step will be the lease execution, and the Board could terminate if Bronx charter did not survive.

A motion to approve the resolution related to the letter of intent for 755 Co-Op City Blvd was made by TB, seconded by SP, and unanimously approved.

B. Approval of [revised resolution](#) related to Charter Technology Solutions (CTS Low Voltage Wiring) ([quote for additional work](#))

ADL - presented additional cost for additional drops to have security cameras. Increasing the cost of the original resolution.

A motion to approve the revised resolution related to Charter Technology Solutions (revised CTS Low Voltage Wiring) was made by DF, seconded by SP, and unanimously approved.

VI. Reports/Updates

A. School Reports ([Capital Prep Harlem](#) & [Capital Prep Bronx](#))

Each school reviewed current enrollment and waitlist data including the distribution of scholars in each grade. They also reviewed plans for academics, staffing needs, testing feedback and planning, sports offerings, and more.

VII. Public Comments

No public comment

VIII. Executive Session (if any)

IX. Adjournment

A motion to adjourn the meeting was made at 6:45 pm by DF, seconded by BAW, and unanimously approved



Board of Trustees Minutes
November 14, 2022
Virtual
5:30 p.m.

https://zoom.us/meeting/register/tJEpfu6orzoiE9Ps_QqAIZc-YB-24hnb0SBC

A meeting of the Board of Trustees (the “Board”) of Capital Prep Charter Schools NY (the “School”) was held on November 14, 2022. The meeting was called to order at 5:37 pm.

Trustees:

James Stovall (JS) - present via videoconference
Dr. Steve Perry (SP) - present via video conference
Derek Ferguson (DF) - present via videoconference
Tarik Brooks (TB) - present via videoconference
Danique Day (DD) - not present
Asuncion Hostin (AH) - not present
Rochelle Brown (RB) - not present
Baye Adofo-Wilson (BAW) - present by videoconference

Others Present:

Paula Altieri (PA)
Rich Beganski (RB)
Simone Brooks (SB)
Isaiah Brown (IB)
Tammy Casille (TC)
Jay Corbin (JC)
Kieryn De Yoe (KYD)
Vijay Giles (VG)
Jill Cutler Hodgman (JCH)
Angela Logan (AL)
Anthony De Luca (ADL)
Jennifer Feigenbaum (JF)
Laurie Gonzalez (LG)
Katherine Martinez (KM)
Marjorie Purdee-Iglio (MI) (joined 5:39 pm)
Jennifer Jordan (JJ)
Andrew Noble (AN) (joined at 5:44 pm)
Gus Saliba (Auditor) (joined at 6:00 pm and left at 6:43 pm)
Cliff Schneider (CS)
Michael Seabrook (MB)

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 5:37 pm

II. Adoption of Agenda

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

III. Approval of the [Minutes](#) from the October 17, 2022, Capital Prep Charter Schools NY Board Meeting

A motion to approve the minutes from the October 17, 2022, Board meetings was made by SP, seconded by BAW, and unanimously approved.

IV. Audit Wrap Up

A. [CPCSNY FST & Management Letter FYE 6/30/2022](#)

This item was taken out of order after principal reports. Gus Saliba (auditor) presented the audit findings. He reviewed the strength of the audit and the team (PA and AN). He also noted the problems charter schools are facing across New York with the worst turnover he has seen in serving charters for 18 years.

The Board and leadership team acknowledged PA and team and the operations team at the schools.

V. New Business (if any)

There was no new business.

VI. Board Governance

A. Election of Treasurer

JS indicated that this should be held for a future meeting.

B. Review of Committee Assignments ([CPCSNY Schools Fact Sheet](#))

JS indicated that this should be held for a future meeting.

C. Committee Reports (if any)

JS indicated that this should be held for a future meeting.

- D. Next meeting confirmation - December 12, 2022 (Capital Prep Bronx if not virtual by Covid exception)

The Board reviewed the date and discussed the need to focus on a deeper academic dive - perhaps in person.

VII. Reports/Updates

- A. [Finance Report](#)

PA presented the financial report for the period ending September 30, 2022. PA noted the challenges with enrollment and the impact to the funding. While the school has considerable reserves, she suggested waiting to see where the school is upon reviewing monthly financial reports.

The Board actively engaged in the financial conversation and the approach to investing in the school during this challenging time.

- B. School Reports ([Capital Prep Harlem](#) & [Capital Prep Bronx](#))
([Harlem Dashboard](#) & [Bronx Dashboard](#))

IB reviewed enrollment (408 scholars as of the meeting). He also reviewed the academic data that the Board requested, which is linked to the principal's report.

The Board asked for additional data for purposes of comparison.

IB also reviewed the current focus on illuminator observations, the illuminator of the month, the professional development implementation (TLAC), sports updates, and community highlights.

MPI reviewed the current report for Capital Prep Harlem, including enrollment at 367 scholars. The school is still accepting students. Administration is meeting new scholars and engaging on their experience in joining the schools. MPI highlighted that seniors have attended college fairs and received acceptances. The schools noted that their transcripts were impressive, they were present and looked sharp in their uniforms, and provided great scholarships. In total, 12 of 29 were accepted to college/university and 7 have received more than one acceptance. The school and CMO support the families in the process by reviewing FAFSA, Naviance, etc. during monthly town hall sessions.

The school is supporting a mentorship program for scholars. Specifically the 6-12 grade girls are going with teams to the recent black panther movie. Also, the principal is engaging with families and scholars with live video messages.

College classes have started for 9th and 10th grade with Saturday academies (astronomy, accounting and computer science). Also, growth and achievement band scholars are invited for Saturday academies. For the upperclassmen, they are waiting for grades and will be enrolling in the

spring semester shortly. Mock Regents are also planned to help be ready for these tests. The school is reinstating dean's list and honor roll to reward exceptional academic achievement.

Currently, the school is building the environment and morale and is engaging the community and families with special events, including a Thanksgiving meal.

SP acknowledged that the school is facing low test scores and real challenges. We own the under performance. We have made significant changes to the organization and a cultural shift is underway. His confidence comes from the strength of the model and the team. We work with scholars who are coming even further behind than the district. Despite our challenges, all of the seniors got into college.

JS acknowledged the dedication and leadership and also the realities of accountability. Several Board members discussed the need to take a deeper dive into academics and requested certain data be compiled for their review.

VIII. Public Comments

There was no public comment.

IX. Executive Session (if any)

X. Adjournment

A motion to adjourn the meeting was made at 7:04 pm by BAW, seconded by TB, and unanimously approved.



CAPITAL PREP CHARTER SCHOOLS NY

Board of Trustees Minutes

February 13, 2023

Virtual

5:30 p.m.

[https://zoom.us/meeting/register/tjEpfu6orzoiE9Ps_QqAIZc-YB-24hnb0SBC](https://zoom.us/join/zoom/register/tjEpfu6orzoiE9Ps_QqAIZc-YB-24hnb0SBC)

A meeting of the Board of Trustees (the “Board”) of Capital Prep Charter Schools NY (the “School”) was held on February 13, 2023. The meeting was called to order at 5:34 pm for school reports, a quorum was present at 5:40 pm, and the meeting officially opened at 6:08 pm.

Trustees:

James Stovall (JS) - present via videoconference

Dr. Steve Perry (SP) - present via video conference

Derek Ferguson (DF) - present via videoconference

Tarik Brooks (TB) - present via audio

Danique Day (DD) - not present

Asuncion Hostin (AH) - not present

Rochelle Brown (RB) - present via videoconference

Baye Adofo-Wilson (BAW) - present by audio

Others Present:

Paula Altieri (PA)

Rich Beganski (RB)

Simone Brooks (SB)

Isaiah Brown (IB)

Tammy Casille (TC)

Shenique Coston (SC)

Vijay Giles (VG)

Simone Hartley (SH)

Jill Cutler Hodgman (JCH)

Angela Logan (AL)

Anthony De Luca (ADL)

Jennifer Feigenbaum (JF)

Laurie Gonzalez (LG)

Katherine Martinez (KM)

Marjorie Purdee-Iglio (MI)

Jennifer Jordan (JJ)

Elaine Martinez (EM)

Andrew Noble (AN)

Cliff Schneider (CS)

Michael Seabrook (MB)

Kashani Stokley (KS)

Scott Wojnarowicz (SW)

Six (6) trustees were in attendance by video conference or by zoom audio 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 5:34 pm for school reports. The Board had a quorum as of 5:40 pm and the Board was called to order for business items at 6:08 pm.

II. Adoption of Agenda

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

III. Approval of the [Minutes](#) from the January 9, 2023, Capital Prep Charter Schools NY Board Meeting

A motion to approve the [minutes](#) from the January 9, 2023, Board meetings was made by SP, seconded by BAW, and unanimously approved.

IV. New Business (if any)

A. Approval of the [Revised CPCSNY Employee Handbook](#)

JCH reviewed a few changes to the employee handbook.

P28 - There shall be a maximum vacation bank of 25 days, and there shall be no carryover of any other leave time.~~There shall be no carry-over of vacation or any other leave time.~~

P30 - Retaliation against employees for their use of safe/sick time is strictly prohibited.

P31 - remove benefit levels from prior years of Paid Family Leave.

A motion to approve the revised CPCSNY Employee Handbook was made by DF, seconded by BAW, and unanimously approved.

V. Board Governance (this section was taken out of order)

The Board will address these items (A - C) at the March meeting. JS indicated he had been holding to be certain that the members fully understand the roles and responsibilities.

A. Election of Treasurer

B. Review of Committee Assignments ([CPCSNY Schools Fact Sheet](#))

C. Committee Reports (if any)

D. Next meeting confirmation - March 20, 2023 (Capital Prep Harlem if not virtual by

Covid exception)

The Board reviewed the date and selected March 27, 2023, at 5:30 pm instead due to some scheduling conflicts.

VI. Reports/Updates

A. [Financial Report](#)

AN presented the financial report for the period ending December 31, 2022.

The Board actively engaged in discussions regarding budgeting for next year relative to Harlem, especially considering enrollment and real estate obligations.

PA recommended a conservative approach, including a charter revision with SUNY for enrollment. She suggested engaging the Board about charter revision in the March meeting.

B. School Reports ([Capital Prep Harlem](#), [College Update](#), & [Capital Prep Bronx](#)) [Harlem Dashboard](#) & [Bronx Dashboard](#)

MPI reviewed the principal report including discussing the chess club, enrollment, baked goods, partnership for street squash, dance company, and more. MPI and SP proudly reviewed the college update - 100% of the senior class has gotten into at least one 4-year college and has been offered \$1.3 million in scholarship funds, including many full-ride scholarships. For the 18th year running, Capital Prep has achieved its promise of every graduate getting accepted to a 4-year college.

IB presented the Capital Prep Bronx principal report. He started by reviewing enrollment and applications noting the great momentum of the school. In terms of academics, he spoke about MAP assessments and mock NYSE in math and ELA. For sports and affective highlights, the school is piloting “a beautiful culture” through the affective side of the house to understand black history. The program is hosted by a middle schooler who is a rising journalist. This is an exciting opportunity that was featured by NY1. IB also reviewed sports offerings and league play. For community highlights, the school held the 100th day of school celebration and hosted an open house (virtual and in-person). Also, the school sponsored an incentive-based ice skating trip that was a celebration of all the hard work. Finally, 15 scholars tested into test schools with full scholarships.

VII. Public Comments

There was no public comment.

VIII. Executive Session (if any)

IX. Adjournment

A motion to adjourn the meeting was made at 6:33 pm by SP, seconded by BAW, and unanimously approved.



CAPITAL PREP CHARTER SCHOOLS NY

Board of Trustees Minutes

March 27, 2023

Virtual

5:30 p.m.

[https://zoom.us/meeting/register/tjEpfu6orzoiE9Ps_QqAIZc-YB-24hnb0SBC](https://zoom.us/join/zoom/register/tjEpfu6orzoiE9Ps_QqAIZc-YB-24hnb0SBC)

A meeting of the Board of Trustees (the “Board”) of Capital Prep Charter Schools NY (the “School”) was held on March 27, 2023. The meeting was called to order at 5:38 pm with a quorum present.

Trustees:

James Stovall (JS) - present via videoconference/audio

Dr. Steve Perry (SP) - present via video conference/audio

Derek Ferguson (DF) - present via videoconference

Tarik Brooks (TB) - present via videoconference/audio

Danique Day (DD) - present via videoconference/audio

Rochelle Brown (RB) - not present

Baye Adofo-Wilson (BAW) - present by videoconference (arrived at 5:40 pm)

Others Present:

Paula Altieri (PA)

Natasha Banks (NB)

Rich Beganski (RB)

Simone Brooks (SB)

Isaiah Brown (IB)

Tammy Casile (TC)

Shenique Coston (SC)

Jay Corbin (JC)

Simone Hartley (SH)

Jill Cutler Hodgman (JCH)

Angela Logan (AL)

Jennifer Feigenbaum (JF)

Laurie Gonzalez (LG)

Katherine Martinez (KM)

Marjorie Purdee-Iglio (MI)

Jennifer Jordan (JJ)

Cliff Schneider (CS)

Kashani Stokley (KS)

Keisha Dent (KD)

Madison Rose & Shakemia Harris - joined at 6:25 pm and at 6:28 pm (public)

Six (6) trustees were in attendance by video conference or by zoom audio 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 5:38 pm.

A motion to open the meeting was made by SP, seconded by TB, and unanimously approved.

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 February 13, 2023, Capital Prep Charter Schools NY Board Meeting

A motion to approve the minutes from the February 13, 2023, Board meeting was made by DF, seconded by TB, and unanimously approved.

IV. New Business (if any)

There was no additional new business raised.

V. Board Governance (this section was taken out of order)

A. Election of Treasurer

JS noted that these items (A through C) should be held for a future meeting.

B. Review of Committee Assignments ([CPCSNY Schools Fact Sheet](#))

C. Committee Reports (if any)

D. March 30, 2023 SUNY meeting with the Board - 5:30 p.m.

SP reviewed the reason for the visit and the importance of the same. The Board then discussed who could appear and what data and materials they needed in preparation.

F. Approve [resolution](#) that the number of Trustees be fixed at seven (7) (due to resignation of Board Member Sunny Hostin)

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

G. Next meeting confirmation - April 10, 2023 (Zoom due to Covid exemption)

JS indicated that this would remain.

VI. Reports/Updates

A. [Financial Report](#)

PA presented the financial report for the period ending January 31, 2023. The Board and administration spoke about enrollment impacts for this year and next. They also engaged about the financial implications.

B. School Reports ([Capital Prep Harlem](#) & [Capital Prep Bronx](#))
[Harlem Dashboard](#) & [Bronx Dashboard](#)

IB reviewed the principal's report and highlighted reading, science, and math PMA, NYS exams upcoming, and March Madness for math. He also spoke to professional development that is focusing on quality questioning. He reviewed the open house, sports updates, the charter school event and more. IB discussed enrollment and waitlist.

MPI reviewed the principal's report which addresses enrollment, academics, scholar events, family outreach and events.

VII. Public Comments

Madison Rose -a scholar - did not sign up to speak prior to the meeting but was permitted to speak to the Board out of respect for Capital Prep scholars.

Scholar stated that she was being suspended and is up for expulsion. She feels afraid for the impact for her future (college and scholarships) given that the incident was not within her control.

The Board chair stated that he appreciated her advocating for herself and promised that Capital Prep would provide a fair process according to policy.

Scholar's father spoke briefly about the same matter.

VIII. Executive Session (if any)

IX. Adjournment

A motion to adjourn the meeting was made at 6:59 pm by BAW, seconded by TB, and unanimously approved.



CAPITAL PREP CHARTER SCHOOLS NY

Board of Trustees Minutes

April 10, 2023

Virtual

5:30 p.m.

[https://zoom.us/meeting/register/tjEpfu6orzoiE9Ps_QqAIZc-YB-24hnb0SBC](https://zoom.us/join/zoom/register/tjEpfu6orzoiE9Ps_QqAIZc-YB-24hnb0SBC)

A meeting of the Board of Trustees (the “Board”) of Capital Prep Charter Schools NY (the “School”) was held on April 10, 2023. The meeting was called to order at 5:39 pm with a quorum present. The school reports started prior to the quorum at 5:37 pm.

Trustees:

James Stovall (JS) - present via videoconference/audio

Dr. Steve Perry (SP) - present via video conference/audio

Derek Ferguson (DF) - present via videoconference

Tarik Brooks (TB) - present via videoconference/audio (joined 5:39)

Danique Day (DD) - present via videoconference/audio

Rochelle Brown (RB) - not present

Baye Adofo-Wilson (BAW) - present by videoconference

Others Present:

Natasha Banks (NB)

Rich Beganski (RB)

Simone Brooks (SB)

Isaiah Brown (IB)

Taalib Brown (TB)

Tammy Casile (TC)

Kieryn De Yoe (KDY)

Simone Hartley (SH)

Jill Cutler Hodgman (JCH)

Angela Logan (AL)

Jennifer Feigenbaum (JF)

Laurie Gonzalez (LG)

Katherine Martinez (KM)

Andre MacKenzie (AM) (joined 6:15)

Andrew Noble (AN)

Marjorie Purdee-Iglio (MI)

Jennifer Jordan (JJ)

Cliff Schneider (CS)

Kashani Stokley (KS)

Six (6) trustees were in attendance by video conference or by zoom audio 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 5:39 pm.

A motion was made by TB, seconded by DF, and unanimously approved.

II. Adoption of Agenda

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

III. Approval of the Minutes from the March 27, 2023, Capital Prep Charter Schools NY Board Meeting

A motion to approve the minutes from the February 13, 2023, Board meeting was made by SP, seconded by DD, and unanimously approved.

IV. Public Comment

There were no public comments.

V. New Business (if any)

JS reviewed the recent SUNY visit and congratulated school leaders and staff and CMO for the same. He gave a hearty thanks to all who participated including the Board members. He felt the day went incredibly well and noted a fair conversation with CSI including positive mentions about classroom management, planning, interventions and strategies, data walls, the student behavior, teaching and learning was much better than their previous visit.

SP also thanked the board members who came and the principal and team and Assistant Superintendent Logan. AL and MPI also spoke to the experience and the help that was provided.

VI. Board Governance

A. Re-election of trustees whose terms expire on May 20, 2023, for a new three year term or some other term.

- 1) Tarik Brooks
- 2) Danique Day

A motion to approve the renewal of the term for a period of three years was made by JS to extend the term for an additional 3 years, seconded by SP, and unanimously approved.

B. Election of Treasurer

A motion to nominate BAW as the treasurer was made by JS, was seconded by SP, and was unanimously approved.

C. Review of Committee Assignments ([CPCSNY Schools Fact Sheet](#))

A motion was made to add JS to the Marketing and Fundraising Committee by JS, seconded by DD, and unanimously approved.

A motion was made by SP to add SP to the Parent Outreach Committee, JS seconded, and unanimously approved.

A motion to add SW to the Curriculum and Instruction Committee was made by SP, seconded by DD, and unanimously approved.

D. Committee Reports (if any) - there were no additional committee reports

E. Next meeting confirmation - May 8, 2023 (Zoom if Covid exemption is extended or Harlem if not)

VII. Reports/Updates

A. [Financial Report](#)

AN provided the financial report for the period ending February 28, 2023.

JS looking forward to the enrollment perspective for Harlem in particular for 2023-2024. He asked for finance to provide options for consideration either at the Finance Committee or at the next meeting.

B. School Reports ([Capital Prep Harlem](#) & [Capital Prep Bronx](#))
[Harlem Dashboard](#) & [Bronx Dashboard](#)

The school reports were taken out of order.

IB highlighted mock testing sessions for ELA and math. SLCs this week, the lottery to be held on April 11th, and a trip to Albany for scholars.

MPI noted the growth in applications, the school is holding lots of tours, and the use of intervention blocks to get rigorous learning. The school is continuing the partnership for math classes. We are getting the support, including working with families, to ensure success. April 25th is SAT Day in the school. The school is preparing for social justice projects. The school is striving for 100% SLC completion. College tours coming for Johnson & Wales and St. Aquinas.

JS inquired about the Pauker method and the school partnerships.

VIII. Executive Session (if any)

There was no executive session.

IX. Adjournment

A motion to adjourn the meeting was made at 6:17 pm by SP, seconded by DD, and unanimously approved.



CAPITAL PREP CHARTER SCHOOLS NY

Board of Trustees Minutes

June 27, 2023

Virtual

5:30 p.m.

[https://zoom.us/meeting/register/tjEpfu6orzoiE9Ps_QqAIZc-YB-24hnb0SBC](https://zoom.us/join/zoom/register/tjEpfu6orzoiE9Ps_QqAIZc-YB-24hnb0SBC)

A meeting of the Board of Trustees (the “Board”) of Capital Prep Charter Schools NY (the “School”) was held on June 27, 2023. The meeting was called to order at 5:31 pm with a quorum present.

Trustees:

James Stovall (JS) - present via videoconference/audio

Dr. Steve Perry (SP) - present via video conference/audio

Derek Ferguson (DF) - present via videoconference/audio

Tarik Brooks (TB) - not present

Danique Day (DD) - present via video conference/audio

Rochelle Brown (RB) - not present

Baye Adofo-Wilson (BAW) - present via video conference/audio until 6:01 pm after the votes on new business

Others Present:

Paula Altieri (PA) - joined at 6 pm

Natasha Banks (NB)

Isaiah Brown (IB)

Tammy Casile (TC)

Shenique Coston (SC)

Jill Cutler Hodgman (JCH)

Angela Logan (AL)

Jennifer Feigenbaum (JF)

John Griffin (JG)

Katherine Martinez (KM)

Andrew Noble (AN)

Jennifer Jordan (JJ)

Cliff Schneider (CS)

Scott Wojnarowicz (SW)

Tenee Hall Jones (THJ)

Keisha Dent (KD)

Five (5) trustees were in attendance by video conference or by Zoom audio 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 5:31 pm.

A motion to open the meeting was made by SP, seconded by DD, and unanimously approved.

II. Adoption of Agenda

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

III. Approval of the Minutes from the May 8, 2023, Capital Prep Charter Schools NY Board Meeting

A motion to approve the minutes from the May 8, 2023, Board meeting was made by SP, seconded by DD, and unanimously approved.

III. Public Comment

There were no public comments.

IV. New Business (if any)

A. Approval of Capital Preparatory Harlem Charter School FY 22-23 Revised budget

AN presented the revisions to the current year budget. PA provided specific numbers requested by the Board.

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

B. Approval of FY 23-24 Budgets

1. Capital Preparatory Harlem Charter School budget presentation and approval of FY 23-24 recommended budget

AN presented the budget and the Board engaged about the same. SP discussed watching attrition and looking at sharing space.

A motion to approve the Capital Preparatory Harlem Charter School FY 23-24 recommended budget was made by DD, seconded by BAW, and unanimously approved.

2. Capital Preparatory Bronx Charter School budget presentation and approval of FY 23-24 recommended budget

AN presented the budget presentation and the actual recommended budget.

A motion to approve the Capital Preparatory Bronx Charter School FY 23-24 recommended budget was made by DD, seconded by BAW, and unanimously approved.

V. Board Governance

A. Committee Reports (if any)

There were no committee reports.

B. [CMO Evaluation for 2022-23](#)

Board will review process to complete with a goal of completing this summer for the 2022-23 school year.

C. Approval of [Proposed Meeting Schedule for 23-24](#)

A motion to approve the proposed meeting schedule for 23-24 was made by BAW, seconded by DD, and unanimously approved.

D. Next meeting is scheduled for July 10, 2023 (Zoom if permitted or Harlem if not)

VI. Reports/Updates

A. [Financial Report](#)

PA and AN provided the financial report for the period ending April 30, 2023 in writing.

B. School Reports ([Capital Prep Harlem](#) & [Capital Prep Bronx](#))
[Harlem Dashboard](#) & [Bronx Dashboard](#)

IB presented information about spring exams for Regents and MAP exams and reported on sports, community events, and end of year events.

AL spoke about recruiting, social justice projects, and celebrations. AL reviewed academic outcomes for state testing. Strong academic performance this year including important benchmarks.

The Board and team reviewed the academic results for the year and acknowledged the achievement.

VII. Executive Session (if any)

There was no executive session.

VIII. Adjournment

A motion to adjourn the meeting was made at 6:26 pm by SP, seconded by JS, and unanimously approved.



CAPITAL PREP CHARTER SCHOOLS NY

Board of Trustees Minutes

May 8, 2023

Virtual

5:30 p.m.

[https://zoom.us/meeting/register/tjEpfu6orzoiE9Ps_QqAIZc-YB-24hnb0SBC](https://zoom.us/join/zoom/register/tjEpfu6orzoiE9Ps_QqAIZc-YB-24hnb0SBC)

A meeting of the Board of Trustees (the “Board”) of Capital Prep Charter Schools NY (the “School”) was held on May 8, 2023. The meeting was called to order at 5:41 pm with a quorum present.

Trustees:

James Stovall (JS) - present via videoconference/audio
Dr. Steve Perry (SP) - present via video conference/audio
Derek Ferguson (DF) - present via videoconference/audio
Tarik Brooks (TB) - present via videoconference/audio
Danique Day (DD) - present via videoconference/audio
Rochelle Brown (RB) - not present
Baye Adofo-Wilson (BAW) - not present

Others Present:

Paula Altieri (PA)
Natasha Banks (NB)
Rich Beganski (RB)
Isaiah Brown (IB)
Taalib Brown (TB)
Tammy Casile (TC)
Riquel Coleman (RC)
Shenique Coston (SC)
Vijay Giles (VG)
John Griffin (JG)
Jill Cutler Hodgman (JCH)
Angela Logan (AL)
Jennifer Feigenbaum (JF)
Laurie Gonzalez (LG)
Katherine Martinez (KM)
Andre MacKenzie (AM)
Andrew Noble (AN)
Marjorie Purdee-Iglio (MI)
Jennifer Jordan (JJ)
Breanna Walker (BW)
Cliff Schneider (CS)
Kashani Stokley (KS)
Joseph D'Amico

Five (5) trustees were in attendance by video conference or by zoom audio 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 DF, seconded by SP, and unanimously approved.

III. Approval of the [Minutes](#) from the April 10, 2023, Capital Prep Charter Schools NY Board Meeting

A motion to approve the minutes from the April 10, 2023, Board meeting was made by DF, seconded by TB, and unanimously approved.

III. Public Comment

There were no public comments.

IV. New Business (if any)

A. Approval of [Employee Handbook Revision](#)

JCH reviewed the change to the attendance and punctuality section regarding hours.

A motion to approve the CPCSNY Employee Handbook revision was made by DF, seconded by TB, and unanimously approved.

B. Approval of [letter of intent](#) for long-term lease for Capital Prep Bronx

JJ and CS reviewed the background that led to the pursuit of a new location for Capital Prep Bronx, at 801 Co-op City Blvd, to build a new school 61,000 square feet.

The Board and leadership engaged about the same and agreed to hold a separate conversation with all Board members invited.

A motion to authorize Board Chair to execute the letter of intent for a lease at Capital Prep Bronx after a committee meeting to review the accompanying documents, was made by SP, seconded by DF and unanimously approved.

C. Approval of [Resolution](#) regarding Health Insurance Renewal ([Executive Briefing & Statement of Benefits](#))

Joseph D'Amico and JG presented the insurance renewal, including the plan structure change to include a deductible for services provided at a hospital.

PA reviewed the resolution, and DF engaged about the same.

A motion to approve the [Resolution](#) regarding Health Insurance Renewal ([Executive Briefing & Statement of Benefits](#)) was made by SP, seconded by DF, and was unanimously approved.

V. Board Governance

A. Committee Reports (if any)

There were no committee reports.

B. Next meeting confirmation - June 12, 2023 (Zoom if Covid exemption is extended or Harlem if not)

The Board acknowledged the next meeting date.

VI. Reports/Updates

A. [Financial Report](#)

AN provided the financial report for the period ending March 31, 2023.

JS seeks a committee meeting with options on budgeting scenarios prior to the adoption of the budget next month.

B. School Reports ([Capital Prep Harlem](#) & [Capital Prep Bronx](#))
[Harlem Dashboard](#) & [Bronx Dashboard](#)

MPI reviewed the principal report and highlighted testing season, social justice project presentations, positive feedback from NYIT reviewing progress, and juniors going on college tours. MPI also noted that three seniors have full rides and another senior has more than fifteen acceptances. She also noted College Decision Day and the senior trip/masquerade ball.

Relative to community engagement and activities, MPI spoke about the Scholar Gay Alliance, Girls Write Now, and a Zumba instructor for staff for health and wellness.

IB reviewed Capital Prep Bronx updates, including the assessments and the need to celebrate and build excitement by holding a pep rally/lobby party. It was a great experience. IB also discussed the last 35 days of school with exams, activities, and celebrations. Some examples include the science fair on May 20th, MAP spring assessments that are underway, HS Regents for a full class, science exams in June, Blazer ceremony and field day, the open house to attract community members for

positions, and an opportunity for student government to interact with Phil Andrews.

Finally, the Bronx had the first Illuminator of the Year event for the network.

VII. Executive Session (if any)

There was no executive session.

VIII. Adjournment

A motion to adjourn the meeting was made at 6:57 pm by SP, seconded by TB, and unanimously approved.



2023-2024 SCHOOL YEAR CALENDAR

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

July 2023						
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 2023 (9 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		

September 2023 (20 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 20, 2023 - Friday, November 24, 2023	
Winter Break: Monday, December 25, 2023 - Monday, January 8, 2024	
Spring Break: Monday, March 11, 2024 - Friday, March 15, 2024	
Student Led Conferences (SLCs)	
Wednesday, December 6, 2023 - Thursday, December 7, 2023	
Wednesday, April 17, 2024 - Thursday, April 18, 2024	
Holidays	

October 2023 (20 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				

November 2023 (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 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
31	12/22/23 - Half Day for Students & Staff					

January 2024 (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	31			

February 2024 (20 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		

March 2024 (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	3/8/24 - Marking Period 3 Ends *SAT 11th Grade Exam TBD 3/18/24 - Marking Period 4 Begins					

April 2024 (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				

May 2024 (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	22

June 2024 (14 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	6/21/24 - Marking Period 5 Ends *NYS Regents Exam *NYS 8th Grade Science (Written) *NYS 8th Grade Science (Performance Test)					

Tuesday, July 4, 2023	Independence Day
Monday, September 4, 2023	Labor Day
Monday, October 9, 2023	Indigenous People Day
Thursday, November 23, 2023	Thanksgiving Day
Monday, December 25, 2023	Christmas Day
Monday, January 1, 2024	New Year's Day
Saturday, January 6, 2024	Three Kings Day
Monday, January 15, 2024	Martin Luther King, Jr. Day
Monday, February 19, 2024	President's Day
Friday, March 29, 2024	Good Friday
Monday, May 27, 2024	Memorial Day
Wednesday, June 19, 2024	Juneteenth

Staff Important Dates	
Leadership Institute: Monday, July 31, 2023 - Tuesday, August 8, 2023	
New Staff Induction: Monday, August 7, 2023 - Tuesday, August 8, 2023	

End of Marking Period	
Friday, October 27, 2023	Friday, May 3, 2024
Friday, January 12, 2024	Friday, June 21, 2024
Friday, March 8, 2024	
Professional Development Days (NO SCHOOL FOR STUDENTS)	
Wednesday, August 9 2023 (Network Day)	
Thursday, August 10, 2023 - Wednesday, August 16, 2023 (School Based)	
Tuesday, October 10, 2023 (School based)	
Monday, January 8, 2024 (school Based)	

*NYS 6th-8th Grade ELA Exam (Paper Based)
*SAT 11th Grade Exam TBD

*NYS 6th-8th Grade Math Exam (Paper Based)

SAT & 8th Grade Science Dates TBD

MANDATORY NEW STUDENTS ORIENTATION
Thursday, August 17, 2023 - Friday, August 18, 2023

FIRST DAY OF SCHOOL
Monday, August 21, 2023

100TH DAY OF SCHOOL
Monday, February 5, 2024

LAST DAY OF SCHOOL
Friday, June 21, 2024

All dates are subject to change, Verison date 06.13.23

Half Day for Students; Staff in Session Full Day

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



FDNY

July 5, 2022

Capital Preparatory of Harlem

Re: Fire Safety Inspection Report

50 EAST 130 STREET
MANHATTAN NY 10037-3707

To Whom It May Concern:

The New York City Fire Department ("FDNY"), Bureau of Fire Prevention, **Public Building Inspection Unit** conducted an inspection of the above-referenced premises on **July 5, 2022 at 02:30 PM**

- The inspection of the above-referenced premises and review of records maintained for such premises **DISCLOSED** the existence of unsafe and non-compliant fire and life safety conditions contrary to the requirements of the New York City Fire Code and/or other law, rule or regulation enforced by the Fire Department and within the scope of the inspection conducted by the above-referenced inspectional unit. Please use the FDNY Business portal to review non-compliant conditions, the link to which is as follows: <https://fires.fdnyccloud.org> Such conditions must be promptly corrected to maintain the premises safe for use and occupancy.
- The inspection of the above-referenced premises and review of records maintained for such premises **DID NOT DISCLOSE** the existence of unsafe or non-compliant fire or life safety conditions contrary to requirements of the New York City Fire Code or other law, rule or regulation enforced by the Fire Department and within the scope of the inspection conducted by the above-referenced inspectional unit.

This report does not constitute a permit or other FDNY approval for any material, operation of facility at the premises. FDNY does not certify that the premises are free from any unsafe or non-compliant condition for which the premises has not been inspected by the above-referenced inspectional unit or that would not be disclosed by inspection in accordance with standard FDNY inspection protocols.

By Order of the Chief of Fire Prevention

Fire Department, City of New York
9 MetroTech Center, Brooklyn New York 11201-3857



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 black rectangular redaction box covering the signature of Lisa Amoia.

Lisa Amoia, RA
Deputy Borough Commissioner
Manhattan

JR/

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