

# Application: Capital Preparatory Harlem Charter School

Kashani Stokley - kashani.stokley@wearecapitalprep.org  
Annual Reports

## Summary

**ID:** 0000000066

**Status:** Annual Report Submission

## Entry 1 School Info and Cover Page

**Completed** Aug 3 2020

### Instructions

#### Required of ALL Charter Schools

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

## Entry 1 School Information and Cover Page

**(New schools that were not open for instruction for the 2019-20 school year are not required to complete or submit an annual report this year).**

Please be advised that you will need to complete this cover page (including signatures) before all of the other tasks assigned to you by your school's authorizer are visible on your task page. While completing this cover page task, please ensure that you select the correct authorizer **(as of June 30, 2020)** or you may not be assigned the correct tasks.

## BASIC INFORMATION

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**a. SCHOOL NAME**

(Select name from the drop down menu)

CAPITAL PREPARATORY (CP) HARLEM CHARTER SCHOOL 310400861081

**a1. Popular School Name**

(No response)

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

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

SUNY BOARD OF TRUSTEES

**c. DISTRICT / CSD OF LOCATION**

C D # 4 - MANHATTAN

**d. DATE OF INITIAL CHARTER**

11/2014

**e. DATE FIRST OPENED FOR INSTRUCTION**

8/2016

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

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

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

400

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

336

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

Check all that apply

Grades Served

6, 7, 8, 9, 10

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

Yes

## I2. NAME OF CMO/EMO AND ADDRESS

NAME OF CMO/EMO	Capital Preparatory Schools
PHYSICAL STREET ADDRESS	7 Middle Street
CITY	Bridgeport
STATE	ccCTCcTCT
ZIP CODE	06604
EMAIL ADDRESS	<a href="mailto:kashani.stokley@wearecapitalprep.org">kashani.stokley@wearecapitalprep.org</a>
CONTACT PERSON NAME	Kashani Stokley

## FACILITIES INFORMATION

### m. FACILITIES

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

	No, just one site.
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### School Site 1 (Primary)

## m1. SCHOOL SITES

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

	Physical Address	Phone Number	District/CSD	Grades to be Served at Site for 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	1 E 104th Street, New York, NY 10029		NYC CSD 4	6-11	6-11

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

	Name	Work Phone	Alternate Phone	Email Address
School Leader	Tywon Redmond			
Operational Leader	Rachelly Cr me			
Compliance Contact	Kashani tokley			
Complaint Contact	Rachelly Cr me			
DA A Coordinator	Jermaine Ottey			
Phone Contact for After Hours Emergencies	Kashani tokley			

**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 o-locations), provide a copy of a current and non-expired certificate of occupancy, and a copy of the current annual fire inspection results, which should be dated on or after July 1, 2020.

### Site 1 Certificate of Occupancy (COO)

[COO 22 7-30-20.pdf](#)

**Filename:** COO 22 7-30-20.pdf **Size:** 39.9 kB

### Site 1 Fire Inspection Report

## CHARTER REVISIONS DURING THE 2019-2020 SCHOOL YEAR

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

Yes

### n2. Summary of Charter Revisions

	Category (Select Best Description)	Specific Revision (150 word limit)	Date Approved by BOT (if applicable)	Date Approved by Authorizer (if applicable)
		WHEREAS, while the school's enrollment for the first few years of the First Charter Term approached the Enrollment		

1

Change in  
Maximum  
Approved  
Enrollment

Projections, beginning in the third year, actual enrollment fell short of the Enrollment Projections; and WHEREAS, the actual enrollment for FY 20 and the projected enrollment for FY 21 falls sufficiently below the Enrollment Projects to require the Board to seek a revision (the "Revision") to the School's Charter as required by the School's charter agreement with the Charter Schools Institute of the State University of New York ("CSI"), WHEREAS, CSI is aware of the Board's desire to seek the Modification which will set enrollment projections for FY 20 at 350 and FY 21 at 400 and has asked that the Board submit an enrollment chart, budget and staffing plan (the "Revision Documents") in support of the

03/23/2020



		request for Modification		
2				
3				
4				
5				

**More revisions to add?**

No

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

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

Yes

**ATTESTATION**

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

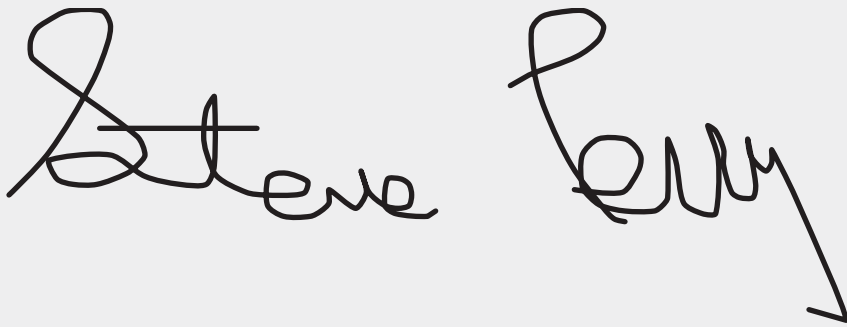
Name	Kashani tokley
Position	Director of Network Operations
Phone/Extension	
Email	

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

### Responses Selected:

Yes

Signature, Head of Charter School

A handwritten signature in black ink on a light gray background. The signature reads "Steve Perry" in a cursive, flowing style. The "S" is large and loops around the "t". The "P" is also large and loops around the "e". The "r" and "y" are connected and end with a long, sweeping tail that points downwards and to the right.

Signature, President of the Board of Trustees

A handwritten signature in black ink on a light gray background. The signature reads "Derek Ford" in a cursive, flowing style. The "D" is large and loops around the "e". The "F" is also large and loops around the "o". The "r" and "d" are connected and end with a long, sweeping tail that points to the right.

Date

Aug 2 2020

Thank you.



## Entry 2 NYS School Report Card

Completed Aug 3 2020

### Instructions

#### SUNY-authorized charter schools only

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

## Entry 2 NYS School Report Card Link

**CAPITAL PREPARATORY (CP) HARLEM CHARTER SCHOOL 310400861081**

### NEW YORK STATE REPORT CARD

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

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

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

[https://data.nysed.gov/essa.php?instid=800000084243&year=2019&createreport=1&OverallStatus=1&section\\_1003=1&EMStatus=1&EMindicators=1&EMcomposite=1&EMgrowth=1&EMcompgrowth=1&EMprogress=1&EMchronic=1&EMpart=1&HSindicators=1&HSchronic=1](https://data.nysed.gov/essa.php?instid=800000084243&year=2019&createreport=1&OverallStatus=1&section_1003=1&EMStatus=1&EMindicators=1&EMcomposite=1&EMgrowth=1&EMcompgrowth=1&EMprogress=1&EMchronic=1&EMpart=1&HSindicators=1&HSchronic=1)

## Entry 3 Progress Toward Goals

Incomplete

### Instructions

#### Regents, NYCDOE, and Buffalo BOE-authorized charter schools

For the 2019-2020 school year, any academic or organization goals that cannot be evaluated due to school

closure resulting in a lack of data and changes in testing, surveying, and other usual practices should be reported as “N/A”.

## Entry 3 Progress Toward Goals

### PROGRESS TOWARD CHARTER GOALS

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

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

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#### 1. ACADEMIC STUDENT PERFORMANCE GOALS

**For the 2019-2020 school year, any academic goals that cannot be evaluated due to school closure resulting in a lack of data and changes in testing, surveying, and other usual practices should be reported as “N/A”.**

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## 2019-20 Progress Toward Attainment of Academic Goals

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

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

(No response)

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

	Academic Student Performance Goal	Measure Used to Evaluate Progress Toward Attainment of Goal	Goal - Met, Not Met or Unable to Assess	2019-2020 progress toward attainment of goal Met/Not Met/Unable to Assess During Due to Closure
Academic Goal 11				
Academic Goal 12				
Academic Goal 13				
Academic Goal 14				
Academic Goal 15				
Academic Goal 16				
Academic Goal 17				
Academic Goal 18				
Academic Goal 19				
Academic Goal 20				

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

(No response)

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

	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
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				goal, type N/A for Not Applicable
Academic Goal 21				
Academic Goal 22				
Academic Goal 23				
Academic Goal 24				
Academic Goal 25				
Academic Goal 26				
Academic Goal 27				
Academic Goal 28				
Academic Goal 29				
Academic Goal 30				
Academic Goal 31				
Academic Goal 32				
Academic Goal 33				
Academic Goal 34				
Academic Goal 35				
Academic Goal 36				
Academic Goal 37				
Academic Goal 38				
Academic Goal 39				
Academic Goal 40				

#### 4. ORGANIZATION GOALS

**For the 2019-2020 school year, any organization goals that cannot be evaluated due to school closure resulting in a lack of data and changes in testing, surveying, and other usual practices should be reported as “N/A”.**

##### 2019-2020 Progress Toward Attainment of Organization Goals

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



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

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

(No response)

## 6. FINANCIAL GOALS

### 2019-2020 Progress Toward Attainment of Financial Goals

	F nancial 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.
F nancial Goal 1				
F nancial Goal 2				
F nancial Goal 3				
F nancial Goal 4				
F nancial Goal 5				

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

(No response)

## 2019-2020 Progress Toward Attainment of Financial Goals

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

Thank you.

## Entry 3 Accountability Plan Progress Reports

Completed Sep 28 2020

### Instructions

### SUNY-Authorized Charter Schools ONLY

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

### [2019-20-Accountability-Plan-Progress-Report-Template-K-12](#)

**Filename:** 2019 20 Accountability Plan Progress DIN2Lxh.docx **Size:** 552.3 kB

## Entry 7 Disclosure of Financial Interest Form

Completed Aug 3 2020

### Instructions - Multiple Uploads Permitted

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

Each member of the charter school's Board of Trustees who served on a charter school education corporation governing one or more charter schools for any period during the 2019-2020 school year must

complete a signed:

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

All completed forms must be collected and uploaded in .PDF format for each individual member. If a trustee is not able or available to complete the form by the deadline, the education corporation is responsible for doing so on behalf of the trustee. (Forms completed from past years will not be accepted).

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

### **Trustee Form - James Stovall**

**Filename:** Trustee Form - James Stovall.pdf **Size:** 244.8 kB

### **Trustee Form - Derek Ferguson**

**Filename:** Trustee Form - Derek Ferguson.pdf **Size:** 243.9 kB

### **Trustee Form - Tarik Brooks**

**Filename:** Trustee Form - Tarik Brooks.pdf **Size:** 246.1 kB

### **Trustee Form - Maurice Coleman**

**Filename:** Trustee Form - Maurice Coleman.pdf **Size:** 244.5 kB

### **Trustee Form - Dr**

**Filename:** Trustee Form - Dr. Steve Perry.pdf **Size:** 245.5 kB

### **Trustee Form - Asuncion Hostin**

**Filename:** Trustee Form - Asuncion Hostin.pdf **Size:** 242.8 kB

### **Trustee Form - D Angela Simms**

**Filename:** Trustee Form - D Angela Simms.pdf **Size:** 245.5 kB

### **Trustee Form - Ramik Williams**

**Filename:** Trustee Form - Ramik Williams.pdf **Size:** 245.4 kB

### **Trustee Form - Rev Morgan Thomas**

**Filename:** Trustee Form - Rev Morgan Thomas.pdf **Size:** 112.3 kB

## **Entry 8 BOT Membership Table**

**Completed** Aug 3 2020

## Instructions

### Required of All charter schools

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

### **Entry 8 BOT Table**

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

**CAPITAL PREPARATORY (CP) HARLEM CHARTER SCHOOL 310400861081**

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

	Trustee Name and Email Address	Position on the Board	Committ ee Affiliation s	Voting Member Per By- Laws (Y/N)	Number of Terms Served	Start Date of Current Term (MM/DD/ YYYY)	End Date of Current Term (MM/DD/ YYYY)	Board Meetings Attended During 2019- 2020
1		Chair	Real Estate, Finance and Audit	Yes	4	07/01/20 19	06/30/20 20	11
2		Treasurer	Real Estate, Finance and Audit	Yes	4	07/01/20 19	06/30/20 20	10
3		Secretary	Real Estate	Yes	4	07/01/20 19	06/30/20 20	12
4		Trustee/M ember	Marketin g and Recruitin g	Yes	1	07/01/20 19	06/30/20 20	10
5		Trustee/M ember	Fundraisi ng and Develop ment	Yes	1	07/01/20 19	06/30/20 20	10
6		Trustee/M ember		Yes	4	07/01/20 19	06/30/20 20	8
7								
8								
9								

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

No

**2. INFORMATION ABOUT MEMBERS OF THE BOARD OF TRUSTEES**

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

a. Total Number of BOT Members on June 30, 2020	6
b.Total Number of Members Added During 2019-2020	2
c. Total Number of Members who Departed during 2019-2020	0
d.Total Number of members, as set in Bylaws, Resolution or Minutes	6

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

12

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

12

Thank you.

**Entry 9 Board Meeting Minutes**

Completed Jul 17 2020

[Instructions](#)

Schools must upload a complete set of monthly board meeting minutes (July 2019-June 2020), which should match the number of meetings held during the 2019-2020 school year, as indicated in the above table. The minutes provided must be the final version approved by the school's Board of Trustees and may be uploaded individually or as one single combined file. Board meeting minutes must be submitted by August 3, 2020.

### **5 - Capital Prep Charter Schools NY Minutes 11\_11\_2019**

**Filename:** 5 Capital Prep Charter Schools NY Mi kRiMVQS.pdf **Size:** 106.3 kB

### **2 - Capital Prep Charter Schools NY Minutes 8\_12\_2019**

**Filename:** 2 Capital Prep Charter Schools NY Mi 9URvjEN.pdf **Size:** 130.0 kB

### **4 - Capital Prep Charter Schools NY Minutes 10\_23\_2019**

**Filename:** 4 Capital Prep Charter Schools NY Mi NnpjIxB.pdf **Size:** 113.0 kB

### **3 - Capital Prep Charter Schools NY Minutes 9\_23\_2019\_1**

**Filename:** 3 Capital Prep Charter Schools NY Mi sBWQnhw.pdf **Size:** 132.8 kB

### **6 - Capital Prep Charter Schools NY Minutes 12\_9\_2019**

**Filename:** 6 Capital Prep Charter Schools NY Mi N34dHZw.pdf **Size:** 109.6 kB

### **8 - Capital Prep Charter Schools NY minutes 2\_10\_2019\_1**

**Filename:** 8 Capital Prep Charter Schools NY mi IhAhmAC.pdf **Size:** 113.6 kB

### **10 - Capital Prep Charter Schools NY Minutes 4\_3\_2020\_1**

**Filename:** 10 Capital Prep Charter Schools NY M yRE6QaU.pdf **Size:** 118.6 kB

### **7 - Capital Prep Charter Schools NY Minutes 1\_13\_2020\_1**

**Filename:** 7 Capital Prep Charter Schools NY Mi HIphIT3.pdf **Size:** 107.1 kB

### **9 - Capital Prep Charter Schools NY Minutes 3\_23\_2020 draft\_2**

**Filename:** 9 Capital Prep Charter Schools NY Mi 5enKopR.pdf **Size:** 114.4 kB

### **11 - Capital Prep Charter Schools NY Minutes Draft 5\_18\_2020\_1**

**Filename:** 11 Capital Prep Charter Schools NY M rNpgO6H.pdf **Size:** 111.7 kB

### **12- Capital Prep Charter Schools NY Minutes 6\_8\_2020\_1**

**Filename:** 12 Capital Prep Charter Schools NY Mi Br8IoNA.pdf **Size:** 141.1 kB

## **Entry 10 Enrollment & Retention**

**Completed** Aug 3 2020

Instructions for submitting Enrollment and Retention Efforts

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

## **Entry 10 Enrollment and Retention of Special Populations**

### [Instructions for Reporting Enrollment and Retention Strategies](#)

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

**CAPITAL PREPARATORY (CP) HARLEM CHARTER SCHOOL 310400861081**

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## Recruitment/Attraction Efforts Toward Meeting Targets

	Describe Recruitment Efforts in 2019-2020	Describe Recruitment Plans in 2020-2021
Economically Disadvantaged	The Capital Prep Team held several parent open house/ information sessions in school and at local NYCHA housing centers, community centers, and cornerstones. The Capital Prep Harlem Team continued their dialogue with neighborhood schools and organizations about Capital Prep Harlem.	The Capital Prep Team will continue to host parent open house/ information sessions in school and at local NYCHA housing centers, community centers, and cornerstones. The Capital Prep Harlem Team will continue their dialogue with neighborhood schools and organizations about Capital Prep Harlem.
English Language Learners/Multilingual Learners	Through Connections with current ELL families and students, the Capital Prep Harlem Team reached out to other families about the school and its inclusive programming.	Continued outreach through our current ELL families as well as holding information sessions and implementing online campaign through social media informing families about our inclusive programming.
Students with Disabilities	The Special Education Support Team attends all open houses, information sessions, and potential parent events. Parents and families continued to have opportunities to discuss programming and have their questions answered.	The Special Education Support Team will attend all open houses, information sessions, and potential parent events. Parents and families will continue to have opportunities to discuss programming and have their questions answered.

## Retention Efforts Toward Meeting Targets

	Describe Retention Efforts in 2019-2020	Describe Retention Plans in 2020-2021
	At Capital Prep Harlem, the Student Government plays a key	

Economically Disadvantaged	<p>role in improving the school culture and empowering students to lead the growth and development of the school. Families are engaged through the economically disadvantaged school's parent group and five parent meetings through out the year regarding student and school progress</p>	<p>Capital Prep Harlem will continue to develop and improve the school's culture through the school's parent group and five parent meetings through out the year regarding student and school progress.</p>
English Language Learners/Multilingual Learners	<p>Staff diversity was key and Capital Prep Harlem continued to increase the number of bilingual staff. Translation was available for parents, and information was provided in a variety of languages.</p>	<p>Capital Prep Harlem will continue to promote staff diversity by continuing to increase the number of bilingual staff. Translation will be available for parents, and nformation will continue to be provided in a variety of languages.</p>
Students with Disabilities	<p>Capital Prep Harlem offers an ICT model to support student needs as required by their Individual Education Plan. In addition, the school's model offered support through the Student Advisory Program so that each student had an advisor and a special education teacher monitoring their progress and communicating with the families. Students were offered small group learning and social emotional learning opportunities to ensure that they are succeeding and surpassing their goals and targets.</p>	<p>Capital Prep Harlem will continue to offer an ICT model to support student needs as required by their Individual Education Plan. In addition, the school's model offered support through the Advisory Program so that each student had an advisor and a special education teacher monitoring their progress and communicating with the families. Students were offered small group learning and social emotional learning opportunities to ensure that they are succeeding and surpassing their goals and targets.</p>

## Entry 12 Percent of Uncertified Teachers

**In Progress** Last edited: Aug 3 2020

Instructions

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

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

Entry 12 Uncertified Teachers

School Name: CAPITAL PREPARATORY (CP) HARLEM CHARTER SCHOOL 310400861081

Instructions for Reporting Percent of Uncertified Teachers

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

The table below reflects the information collected through the online portal for compliance with New York State Education Law 2854(3)(a-1) for teaching staff qualifications. Uncertified teachers are those not certified pursuant to the State Certification Requirements established by the NYSED Commissioner of Education. Enter the relevant full-time equivalent (FTE) count of teachers in each column. For example, a school with 20 full-time teachers and 5 half-time teachers would have an FTE count of 22.5.

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

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

	FTE Count
i. FTE count of uncertified teacher with at least three years of elementary, middle or secondary classroom teaching experience (as of June 30, 2020)	
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2020)	
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2020)	
. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2020)	
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. FTE count of uncertified teacher with at least three years of elementary, middle or secondary classroom teaching experience (as of June 30, 2020)	
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2020)	
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2020)	
. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2020)	
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, 2020)	
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2020)	
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2020)	
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as of June 30, 2020)	
Total Category C: not to exceed 5	0

**CATEGORY D: TOTAL FTE COUNT OF UNCATEGORIZED, UNCERTIFIED TEACHERS**

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

	FTE Count
Total Category D	

**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 13 Organization Chart

Incomplete

### Instructions

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

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

## Entry 14 School Calendar

Completed Aug 3 2020

### Instructions for submitting School Calendar

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

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

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

**Board of Regents-authorized charter schools are required to submit school calendars that clearly indicate the start and end date of the instructional year AND the number of instructional hours and/or instructional days for each month.**

### **2020-2021 Harlem School Calendar**

Filename: 2020 2021 Harlem School Calendar.pdf Size: 103.5 kB

## Entry 15 Links to Critical Documents on School Website

In Progress Last edited: Aug 3 2020

## Instructions

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

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

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

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

**School Name:** Capital Preparatory Harlem Charter School

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

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

	Link to Documents
1. Most Recent Annual Report (i.e., 2018-19)	
2. Most Recent Board Meeting Notice and Related Agenda Item Documents	
2a. Webcast of Board Meetings (per Governor's Executive Order)	
3. Link to NYS School Report Card	
4. Most Recent Lottery Notice Announcing Lottery	
5. Authorizer-Approved DASA Policy	
6. District-wide Safety Plan	
6a. Authorizer-Approved Discipline Policy (as per August 29, 2019 Emergency Response Plan Memo)	
7. Authorizer-Approved FOIL Policy	
8. Subject matter list of FOIL records	
9. Link to School Reopening Plan	

**Thank you.**



## **Entry 16 COVID 19 Related Information**

**Completed** Aug 3 2020

### **Instructions**

#### **Required of ALL charter schools**

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

If applicable, please provide the name and publisher of all end of year assessments provided by grade level as well as the number of participating students. Board of Regents-authorized charter schools are

encouraged to refer to Appendix B of the [Remote Monitoring and Oversight Plan Spring 2020](#) remote for best practices regarding end of year assessments in a remote learning environment.

## Entry 16 COVID 19 Related Information

**School Name:** Capital Preparatory Harlem Charter School

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

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

	Number of students enrolled in school on the last day instruction was provided within physical school facilities	Number of students attending instruction on the last day instruction was provided within physical school facilities	Number of students participating in virtual programming on the last day such programming was offered for the 2019-20 school year
	336	0	274

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

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

Assessment Title	Grade K	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	Grade 7	Grade 8	Grade 9	Grade 10	Grade 11	Grade 12	Number of Participants

															ting Stud ents
	Scie nce - ALL AD MINI STE RED THR OU GH EDU LA TIC	✕	✕	✕	✕	✕	✕	✓	✕	✕	✕	✕	✕	✕	53
	Scie nce - ALL AD MINI STE RED THR OU GH EDU LA TIC	✕	✕	✕	✕	✕	✕	✕	✓	✕	✕	✕	✕	✕	57
	Scie nce - ALL AD MINI STE RED THR OU GH	✕	✕	✕	✕	✕	✕	✕	✕	✓	✕	✕	✕	✕	42

	EDU LA TIC														
	Eart h Scie nce - ALL AD MINI STE RED THR OU GH EDU LA TIC	✕	✕	✕	✕	✕	✕	✕	✕	✕	✓	✕	✕	✕	46
	Biol ogy - ALL AD MINI STE RED THR OU GH EDU LA TIC	✕	✕	✕	✕	✕	✕	✕	✕	✕	✕	✓	✕	✕	57
	Soci al Stu dies - ALL AD MINI STE	✕	✕	✕	✕	✕	✕	✓	✕	✕	✕	✕	✕	✕	47

	RED THR OU GH EDU LA TIC														
	Soci al Stu dies - ALL AD MINI STE RED THR OU GH EDU LA TIC	✕	✕	✕	✕	✕	✕	✕	✓	✕	✕	✕	✕	✕	58
	Soci al Stu dies - ALL AD MINI STE RED THR OU GH EDU LA TIC	✕	✕	✕	✕	✕	✕	✕	✕	✓	✕	✕	✕	✕	60
	Soci al Stu														

dies - ALL AD MINI STE RED THR OU GH EDU LA TIC	✕	✕	✕	✕	✕	✕	✕	✕	✕	✕	✓	✕	✕	✕	48
Soci al Stu dies - ALL AD MINI STE RED THR OU GH EDU LA TIC	✕	✕	✕	✕	✕	✕	✕	✕	✕	✕	✕	✓	✕	✕	56
ELA - ALL AD MINI STE RED THR OU GH EDU LA TIC	✕	✕	✕	✕	✕	✕	✓	✕	✕	✕	✕	✕	✕	✕	56
ELA															

- ALL AD MINI STE RED THR OU GH EDU LA TIC	✕	✕	✕	✕	✕	✕	✕	✕	✓	✕	✕	✕	✕	✕	53
ELA - ALL AD MINI STE RED THR OU GH EDU LA TIC	✕	✕	✕	✕	✕	✕	✕	✕	✕	✓	✕	✕	✓	✕	65
ELA - ALL AD MINI STE RED THR OU GH EDU LA TIC	✕	✕	✕	✕	✕	✕	✕	✕	✕	✕	✓	✕	✕	✕	63
ELA - ALL AD															

	MINI STE RED THR OU GH EDU LA TIC	✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	✓	✖	✖	48
	Mat h - ALL AD MINI STE RED THR OU GH EDU LA TIC	✖	✖	✖	✖	✖	✖	✓	✖	✖	✖	✖	✖	✖	58
	Mat h - ALL AD MINI STE RED THR OU GH EDU LA TIC	✖	✖	✖	✖	✖	✖	✖	✓	✖	✖	✖	✖	✖	12
	Mat h - ALL AD MINI STE RED	✖	✖	✖	✖	✖	✖	✖	✖	✓	✖	✖	✖	✖	55



	THR OU GH EDU LA TIC														
	Alg ebr a - ALL AD MINI STE RED THR OU GH EDU LA TIC	✖	✖	✖	✖	✖	✖	✖	✖	✖	✓	✖	✖	✖	43
	Mat h - ALL AD MINI STE RED THR OU GH EDU LA TIC	✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	✓	✖	✖	70
		✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	
		✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	
		✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	
		✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	
		✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	
		✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	

		x	x	x	x	x	x	x	x	x	x	x	x	x	
Tota															104
I															7.0

# Entry 17 Staff Roster - NEW TASK For Regents Schools Only

**Incomplete**   Hidden from applicant

## [INSTRUCTIONS - NEW TASK FOR REGENTS-AUTHORIZED CHARTER SCHOOLS](#)

Please provide the full name of **ANY and ALL** instructional and non-instructional employees and their respective positions/titles, and employment start dates in the charter school by clicking on the MS Excel file link to the [Staff Roster](#).



**Charter Schools Institute**  
The State University of New York

FOR INSTITUTE USE ONLY

FILING FOR SCHOOL  
YEAR: \_\_\_\_\_

DATE RECEIVED: \_\_\_\_\_

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

1. Name of education corporation: Capital Prep New York
2. Trustee's name (print): James K. Stovall
3. Position(s) on board, if any: (e.g., chair, treasurer, committee chair, etc.): none.

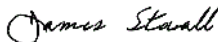
8. Is Trustee an employee of the education corporation? ☐ Yes. ☒ No. If you checked yes, please provide a description of the position you hold, your salary and your start date.  
N/A

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

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

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

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

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**Signature**

7/31/2020

**Date**

Form Revised November 16, 2015



FOR INSTITUTE USE ONLY

FILING FOR SCHOOL  
YEAR: \_\_\_\_\_

DATE RECEIVED: \_\_\_\_\_

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

1. Name of education corporation: Capital Prep Schools NY
2. Trustee’s name (print): Derek Ferguson
3. Position(s) on board, if any: (e.g., chair, treasurer, committee chair, etc.):  
Chairman



8. Is Trustee an employee of the education corporation? 

No

 Yes. 

No

 No. If you checked yes, please provide a description of the position you hold, your salary and your start date.

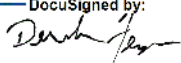
None

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

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

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

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

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**Signature**

7/31/2020

**Date**

Form Revised November 16, 2015



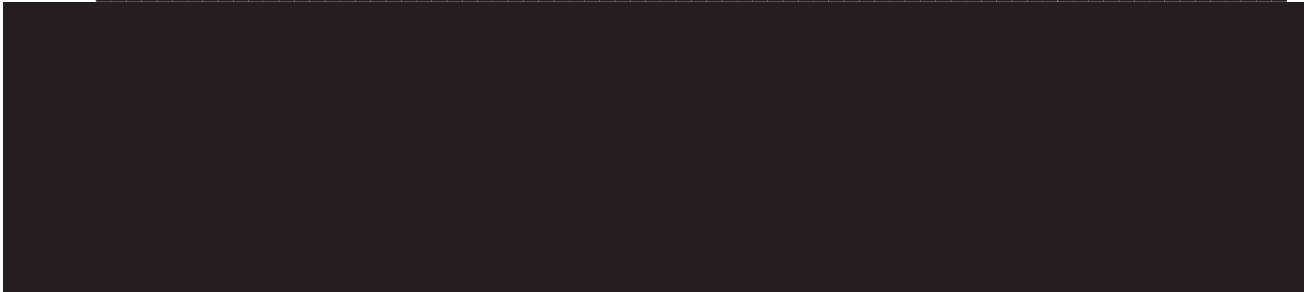
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FILING FOR SCHOOL  
YEAR: \_\_\_\_\_

DATE RECEIVED: \_\_\_\_\_

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

1. Name of education corporation: Capital Preparatory Schools New York
2. Trustee’s name (print): Tarik Brooks
3. Position(s) on board, if any: (e.g., chair, treasurer, committee chair, etc.):  
Board Member



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

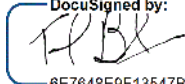
N/A

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

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

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

Entity Conducting Business with the Education Corporation	Nature of Business Conducted	Approximate Value of the Business Conducted	Name of Trustee and/or Immediate Family Holding an Interest in the Entity Conducting Business with the Education Corporation and the Nature of the Interest	Steps Taken to Avoid Conflict of Interest
Combs Enterprises	Partner/Advisor	n/a	Tarik Brooks / employee	Will alert Board Chair

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**Signature**

7/30/2020

**Date**

Form Revised November 16, 2015





FOR INSTITUTE USE ONLY

FILING FOR SCHOOL  
YEAR: \_\_\_\_\_

DATE RECEIVED: \_\_\_\_\_

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

1. Name of education corporation: Capital Prep
2. Trustee’s name (print): Maurice Coleman
3. Position(s) on board, if any: (e.g., chair, treasurer, committee chair, etc.): Treasurer



8. Is Trustee an employee of the education corporation? 

na

 Yes. 

x

 No. If you checked yes, please provide a description of the position you hold, your salary and your start date.

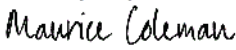
na

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

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

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

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

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**Signature**

7/22/2020

**Date**

Form Revised November 16, 2015



FOR INSTITUTE USE ONLY

FILING FOR SCHOOL  
YEAR: \_\_\_\_\_

DATE RECEIVED: \_\_\_\_\_

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

1. Name of education corporation: Capital Preparatory Schools NY
2. Trustee’s name (print): Stephen D. Perry
3. Position(s) on board, if any: (e.g., chair, treasurer, committee chair, etc.): Secretary



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


Head of Schools -

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

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

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

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

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**Signature**

7/21/2020

**Date**

Form Revised November 16, 2015



FOR INSTITUTE USE ONLY

FILING FOR SCHOOL  
YEAR: \_\_\_\_\_

DATE RECEIVED: \_\_\_\_\_

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

1. Name of education corporation: Capital Prep
2. Trustee's name (print): Asunción Hostin
3. Position(s) on board, if any: (e.g., chair, treasurer, committee chair, etc.):  
None

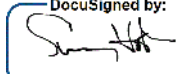
8. Is Trustee an employee of the education corporation? No Yes. N/A A No. If you checked yes, please provide a description of the position you hold, your salary and your start date.  
N/A

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

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

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

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

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**Signature**

7/14/2020

**Date**

Form Revised November 16, 2015



FOR INSTITUTE USE ONLY

FILING FOR SCHOOL  
YEAR: \_\_\_\_\_

DATE RECEIVED: \_\_\_\_\_

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

1. Name of education corporation: Capital Prep
2. Trustee's name (print): D'Angela Simms
3. Position(s) on board, if any: (e.g., chair, treasurer, committee chair, etc.):  
Director

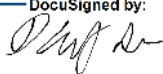
8. Is Trustee an employee of the education corporation? NO Yes. X No. If you checked yes, please provide a description of the position you hold, your salary and your start date.  
N/A

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

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

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

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

DocuSigned by:  
  
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**Signature**

7/20/2020

**Date**


Form Revised November 16, 2015





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

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

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**Signature**

7/17/2020

**Date**

Form Revised November 16, 2015

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

1. Name of education corporation: Capital Preparatory Schools New York
2. Trustee's name (print): Reverend Georgiette Morgan Thomas
3. Position(s) on board, if any: (e.g., chair, treasurer, committee chair, etc.): Member



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

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

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

10. Identify each individual, business, corporation, union association, firm, partnership, committee proprietorship, franchise holding company, joint stock company, business or real estate trust,

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

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

*Rev. Georgiette Morgan-Thomas*

*07/31/2020*

**Signature**

**Date**

*Form Revised November 16, 2015*



A meeting of the Board of Trustees (the “Board”) of Capital Prep Charter Schools NY (the “School”) was held on November 11, 2019, at Capital Preparatory Harlem Charter School, 1 East 104th Street, New York, NY 10029. The meeting was called to order at 5:37 p.m.

**Trustees:**

Derek Ferguson (DF) - present  
Maurice Coleman (MC) - not present  
Dr. Steve Perry (SP) - present  
Reverend Morgan Thomas (MT) - present (5:44 pm)  
Dia Simms (DS) - present by video conference (as noticed in advance)  
Ramik Williams (RW) - present by video conference (as noticed in advance)

**Others Present:**

Isaiah Brown (IB)  
Rachelly Crime (RC)  
Paula Altieri (PA) by video conference  
Jill Cutler Hodgman (JCH) by video conference  
Dolores Concepcion (DC)  
Rich Beganski (RB)  
Jermaine Ottey (JO)  
Catherine Leary (CL)  
Tywone Redmond (TR)  
Jermaine Ottey (JO)  
Tammy Cassile (TC)  
Michael Dalton (MD)  
Cliff Schneider (CS)  
Adam Green  
LaToya Marc

Five (5) of the six (6) trustees were in attendance in person or by video conference (as noticed on the website) and were present throughout the meeting; therefore, there was a quorum for the transaction of business at the meeting.

**I. Call to order**

DF called the meeting to order at 5:37 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 October 23, 2019 Capital Prep Charter Schools NY Board Meeting**

A motion to approve the minutes from the October 23, 2019 board meeting was made by DF,

seconded by SP, and unanimously approved.

#### **IV. Public Comments**

Ms. Duffie expressed concerns about school safety and failure to provide transportation to a specific student. She indicated that she did not wish ill on the school but did feel compelled to bring her concerns to the next level.

#### **V. New Business**

- A. Approval of appointment of Tywone Redmond as Regional Principal for Capital Prep Charter Schools on special assignment as Interim Principal of Capital Preparatory Harlem Charter School, effective and retroactive to November 4, 2019.

The Board and TR engaged in a discussion about the new role and TR's philosophy.

**A motion to approve the special assignment of Tywone Redmond Regional Principal) as the Interim Principal effective and retroactive to November 4, 2019, was made by DF, seconded by SP, and unanimously approved.**

DF - expressed the importance of the work.

Ms. Duffie - stated that she supported the Board's decision as Mr. Redmond had the respect of the school.

#### **VI. Reports/Updates**

- A. Board Nominating Committee Report

DC - noted that the draft was shared with the Board and that any feedback should go back to DC. It is an outline for process to approve Board members.

- B. School Reports

- 1. Capital Preparatory Harlem Charter School (report to include enrollment update)

RC - Enrollment - 401 students is the warm body count. The school originally had 564 (104 students did not show). We enrolled 460, but students have been discharged.

DF - indicated that getting culture right is more important than managing the number.

SP - It is refreshing to hear the Board support getting culture right. Obviously, there are implications of being under-enrolled, including budgetary ones. He noted the exemplary work of the Operations team.

DF reiterated the importance of letting the model work.

The Board engaged in some discussion about the possible causes.

- 2. Capital Preparatory Bronx Charter School

SP - a move in ready location has been identified in District 11.

CS - it should not be a problem to change districts but does require a CSE change. CS said he would reach out to Carrie.

**A motion to approve the request to SUNY to request a change from CSD 12 to 11 was made by DF, seconded by MT, and unanimously approved.**

C. Finance Report

PA - provided a thorough financial report for the Board, including discussion of the impact on the budget as a consequence of the changes in enrollment (390.3 billed in the last invoice). While there had been contingency planning, there will be adjustments needed, which will be presented at the next meeting.

D. Next Board Meeting Confirmation - December 9, 2019

The Board confirmed the date and the chair encouraged live attendance.

**VII. Adjournment**

SP made a motion to adjourn at 6:25 pm, MT seconded, and the motion was unanimously approved.



**Board of Trustees Meeting**

**August 12, 2019**

1 East 104<sup>th</sup> Street 4<sup>th</sup> floor

New York, NY

6:30 p.m.

A meeting of the Board of Trustees (the “Board”) of Capital Prep Charter Schools NY (the “School”) was held on August 12, 2019, at Capital Preparatory Harlem Charter School, 1 East 104<sup>th</sup> Street, New York, NY 10029. The meeting was called to order at 6:34 p.m.

**Trustees:**

Derek Ferguson (DF) - present

Maurice Coleman (MC) - not present

Dr. Steve Perry (SP) - present

Reverend Morgan Thomas (MT) - not present

Dia Simms (DS) - present via video-conference

Ramik Williams (RW) - present via video-conference

**Others Present:**

Isaiah Brown (IB)

Reginald Richardson (RR)

Danita Jones (DJ)

Tywone Redmond (TR)

Rich Beganski (RB)

Laurie Gonzalez (LG)

Jill Cutler Hodgman (JCH)

Dolores Concepcion (DC)

Michael Dalton (MD)

Jermaine Ottey (JO)

Cliff Schneider (CS)

Three (4) of the six (6) trustees were in attendance and were present throughout the meeting either in person or via videoconference; therefore, there was a quorum for the transaction of business at the meeting.

**I. Call to order**

DF called the meeting to order at 6:34 pm.

**II. Adoption of Agenda**

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



### **III. Approval of the Minutes from the June 10, 2019 Capital Preparatory Harlem Charter School Board Meeting**

There was not a quorum at the July 8, 2019 meeting. The Board members present listened to the public comments and reviewed reports. The Board could not approve minutes or vote on business items.

A motion to approve the minutes from the June 10, 2019 board meeting was made by SP, seconded by DS, and unanimously approved.

### **IV. Public Comments**

Paula Fields, grandparent to Naomi Duffie - my granddaughter has been bullied by former Capital Prep Harlem students. She went to hang out with her friends. I told her not to. She went anyway, and the children who are no longer students threatened her. She was jumped. While I try to pick her up after school, I am concerned about how she is being protected.

DF - thank you for your comment. School leaders will speak with you after the meeting. We don't want any harm to come to her at all.

### **V. Reports/Updates**

#### **A. School Reports**

##### **1. Capital Preparatory Harlem Charter School**

RR - Despite facility challenges in getting access to the building to paint and clean up because of the operation of the Harbor program, we were able to open on time. The team had to work around the clock to get the paint on the walls. We offered intensive training for Illuminators - classroom management, classroom structures, and small group instruction. Some were here Sunday practicing

We filled all vacancies but three. Two of the vacancies are from last minute resignations within the last two days. Our registered students totals 458. We are continuing to recruit and pull from the waitlist.

##### **2. Capital Preparatory Bronx Charter School**

IB - (1) we found an incubation location potential spot. It is located 174th street (District 9 of the Bronx). It is the old Board of Elections Building for the Bronx. TR and I spoke to the gentleman about when we could get access. We are also pursuing other options, including one on Southern Boulevard.

DF - is it already a school?

IB - no, we would need to do renovations. (2) We are currently looking for a DOO. We have a candidate who spoke to Paula and Dr. Perry. (3) we are interested in participating in a start right program designed to support Charter School leaders. We would be exposed to the nuances for start right (NYC Charter School Center), workshops and classes, covering operations, leadership, governance, and policies and procedures. RB and I believe this would be a good resource for us.

#### **B. Financial Report - Unaudited Financial Statements as of June 30, 2019**

The financial reports were received by the Board and reviewed. The finance committee can reach out to PA with any follow up questions.

C. Academic Report

MD provided a presentation about academic data and made general observations regarding what the MAP data showed, including that ELA is stronger than math. And, that while growth is evident, proficiency numbers not there yet. 68% of the scholars exceeded or met MAP growth goals; many crushed their growth goals. We used the 50th percentile as proficient. We can adjust that upward to 75th percentile to better align with NYS proficiency numbers.

DF - we need to come up with a consistent way that we talk about this data. The cohort - the growth from where they are. Low absolute score and continuing to grow. Must talk about it in terms of cohort, not percentiles. I would like to see the line graphs of the cohorts so that we can compare to prior data. Capital Prep is a unique model. We have to lead with our story about our growth.

How do we get kids on track who are off track. Are all boats rising? Are we improving students over time? It will be critical to review this data.

DJ - I want to highlight that our Regents exam pass rate - 99% in ELA, 63% in math, and 66% in science.

SP - discussed the increased resources that the school have in terms of academic supports in the form of the Directors of Curriculum who offer lesson plans and support and LG has hired inclusion illuminators. We did not have these resources previously

RB - highlighted the importance of giving feedback through Teachboost (staff observations, writing interim assessments, charting growth toward the testing benchmarks, providing timely PD for staff, added three content coaches here who go into classrooms daily.

MD reviewed the academic goals for the year

D. Next Board Meeting Confirmation - September 9, 2019

DS cannot make that date. The Board will have to review to find a workable date.

E. New Board Members/Other

DF - anyone who is joining needs to know about disclosures, commitments, and the like. There should be a pre-qualification process prior to submission of qualified nominees to the Board.

CS - the requirement is 12 meetings, annually, in person, each year.

SP - it would be helpful to add an attorney and people with personal wealth or access to wealth as fundraising is critical.

RW - we should develop a process for screening and identifying board members.

DF - we should probably have a nominating committee. We would like a finance expert and a parent. The Board shall establish a nominating committee to identify 9 members of the Board with at least one parent. SP & RW will be on the committee with support from DC.

## VI. New Business

A motion to approve the organizing resolutions was made by DF, seconded by DS, and unanimously approved.

A. **BE IT RESOLVED**, that the By-Laws of the Capital Prep Charter Schools NY attached hereto as **Exhibit A**, are hereby adopted and approved;

A motion to approve the By-Laws of the Capital Prep Charter Schools NY was made by DF, seconded by DS, and unanimously approved.

B. **BE IT FURTHER RESOLVED**, that the Code of Ethics of the Capital Prep Charter Schools NY attached hereto as **Exhibit B**, is hereby adopted and approved;

A motion to approve the Code of Ethics of the Capital Prep Charter Schools NY was made by DF, seconded by DS, and unanimously approved.

C. **BE IT FURTHER RESOLVED**, that the Conflict of Interest Policy and Interest Disclosure Form of the Capital Prep Charter Schools NY attached hereto as **Exhibit C**, are hereby adopted and approved;

A motion to approve the Conflict of Interest Policy and Interest Disclosure Form of the Capital Prep Charter Schools NY was made by DF seconded by DS, and unanimously approved.

D. **BE IT FURTHER RESOLVED**, that the Whistleblower Policy of the Capital Prep Charter Schools NY attached hereto as **Exhibit D**, is hereby adopted and approved;

A motion to approve the Whistleblower Policy of the Capital Prep Charter Schools NY was made by DF, seconded by DS, and unanimously approved.

E. **BE IT FURTHER RESOLVED**, that the Board Meeting Calendar for 2019-2020 of the Capital Prep Charter Schools NY attached hereto as **Exhibit E**, is hereby adopted and approved.

A motion to approve the Board Meeting Calendar for the 2019-2020 for Capital Prep Charter Schools NY was made by DF, seconded by DS, and unanimously approved.

F **BE IT FURTHER RESOLVED**, that the Harassment Policy of the Capital Prep Charter Schools NY attached hereto as **Exhibit F**, is hereby adopted and approved.

A motion to approve the Harassment Policy of the Capital Prep Charter Schools NY was made by DF, seconded by DS, and unanimously approved.

G. **BE IT FURTHER RESOLVED**, that the Harassment Complaint Form of the Capital Preparatory Harlem Charter School attached hereto as **Exhibit G**, is hereby adopted and approved.

A motion to approve the Harassment Complaint Form of the Capital Preparatory Harlem Charter School was made by DF, seconded by DS, and unanimously approved.

H. **BE IT FURTHER RESOLVED**, that the Harassment Complaint Form of the Capital Preparatory Bronx Charter School attached hereto as **Exhibit H**, is hereby adopted and approved.

A motion to approve the Harassment Complaint Form of the Capital Preparatory Bronx Charter School was made by DF, seconded by DS, and unanimously approved.

I. **BE IT FURTHER RESOLVED**, that the Employee Handbook (rev. August 12, 2019) of the Capital Preparatory Harlem Charter School is attached hereto as **Exhibit I**, is hereby adopted and approved.

A motion to approve the Employee Handbook (rev. August 12, 2019) of the Capital Preparatory Harlem Charter School was made by DF seconded by DS, and unanimously approved.

J. **BE IT FURTHER RESOLVED**, that the purchase of Lumos Learning assessment platform for a total fee of \$10,900 covering 2019-2020 and 2020-2021 is hereby approved.

A motion to approve the of Lumos Learning assessment platform for a total fee of \$10,900 covering the 2019-2020 and 2020-2021 was made by SP, seconded by DS, and unanimously approved.

CS - we need to hire someone, pro bono ideally to review the CMO service agreement with a five renewable term aligned with the charter. The goal will be to approve for next meeting.

## **VII. Adjournment**

A motion to adjourn at 8:00 p.m. was made by SP, seconded by DS, and unanimously approved.



A meeting of the Board of Trustees (the “Board”) of Capital Prep Charter Schools NY (the “School”) was held on October 23, 2019, at Capital Preparatory Harlem Charter School, 1 East 104th Street, New York, NY 10029. The meeting was called to order at 5:03 p.m.

**Trustees:**

Derek Ferguson (DF) - present by video conference  
Maurice Coleman (MC) - present by video conference  
Dr. Steve Perry (SP) - present  
Reverend Morgan Thomas (MT) - present via phone  
Dia Simms (DS) - not present  
Ramik Williams (RW) - present by video conference

**Others Present:**

Reginald Richardson (RR)  
Isaiah Brown (IB)  
Rachelly Crime (RC)  
Paula Altieri (PA) by video conference  
Jill Cutler Hodgman (JCH) by video conference  
Dolores Concepcion (DC)  
Michael Dalton (MD) by videoconference  
Jermaine Ottey (JO)  
Catherine Leary (CL)

Four (4) of the six (6) trustees were in attendance in person or by video conference (as noticed on the website) and were present throughout the meeting; therefore, there was a quorum for the transaction of business at the meeting.

**I. Call to order**

SP called the meeting to order at 5:03 pm.

**II. Adoption of Agenda**

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

**III. Approval of the Minutes from the September 23, 2019 Capital Prep Charter Schools NY Board Meeting**

A motion to approve the minutes from the September 23, 2019 board meeting was made by RW, seconded by DF, and unanimously approved.

**IV. New Business**

**BE IT RESOLVED**, the Board approves entering into the Amended and Restated Educational Services Agreement with CPS consistent with the terms of the CP Harlem Educational Services Agreement and authorizes the Board Chair to work with legal counsel to negotiate, finalize, and

sign.

A motion to approve the Amended and Restated Educational Services Agreement was made by MC, seconded by RW, and unanimously approved.

SP recused himself as he is employed by CPS.

## **V. Public Comments**

No public comment.

## **VI. Reports/Updates**

- A. Board Nominating Committee Report
- B. School Reports
  - 1. Capital Preparatory Harlem Charter School
  - 2. Capital Preparatory Bronx Charter School
- C. Finance Report and Review Draft Audit Report

DF stated that the reports could be submitted in writing for this meeting.

PA explained that the Board needs to take action on the draft of the audit. Please share any comments and if there are none, it must be approved and submitted by November 1. There were no findings of any kind.

MC said it sounds great. Congratulations on a clean audit.

MC made a motion to modify the agenda, RW seconded, and the motion to modify the agenda was unanimously approved.

**BE IT RESOLVED**, that the Board approves the audit subject to any comments by the Board Chair and the Treasurer.

A motion to approve the audit subject to comments of the Board Chair and the Treasurer was made by MC, seconded by RW, and unanimously approved.

- D. Next Board Meeting Confirmation - November 11, 2019

MC said that the date worked for him.

DF stated that he would check and let the team know.

DF stated that the Board strives to be at the meetings in person. We will mostly be there in person and the Board appreciates all who appeared in person.

## **VII. Adjournment**

Motion to adjourn the meeting at 5:20 pm was made by SP, seconded by MC, and unanimously approved.



A meeting of the Board of Trustees (the “Board”) of Capital Prep Charter Schools NY (the “School”) was held on September 23, 2019, at Capital Preparatory Harlem Charter School, 1 East 104th Street, New York, NY 10029. The meeting was called to order at 6:42 p.m.

**Trustees:**

Derek Ferguson (DF) - present  
Maurice Coleman (MC) - present  
Dr. Steve Perry (SP) - present  
Reverend Morgan Thomas (MT) - not present  
Dia Simms (DS) - present  
Ramik Williams (RW) - present (6:54pm)

**Others Present:**

Isaiah Brown (IB)  
Reginald Richardson (RR)  
Rachelly Crime (RC)  
April Moye (AM)  
Paula Altieri (PA)  
Rich Beganski (RB)  
Laurie Gonzalez (LG)  
Jill Cutler Hodgman (JCH)  
Dolores Concepcion (DC)  
Michael Dalton (MD)  
Jermaine Ottey (JO)  
Cliff Schneider (CS)  
Catherine Leary (CL)

Five (5) of the six (6) trustees were in attendance and were present throughout the meeting; therefore, there was a quorum for the transaction of business at the meeting.

**I. Call to order**

DF called the meeting to order at 6:42 pm.

**II. Adoption of Agenda**

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

**III. Approval of the Minutes from the August 12, 2019 Capital Prep Charter Schools NY Board Meeting**

A motion to approve the minutes from the August 12, 2019 board meeting was made by DS, seconded by MC, and unanimously approved.

**IV. Public Comments**

No public comment.

## **V. Reports/Updates**

### **A. Board Nominating Committee Report**

DC - explained that a process is being developed but has not yet been shared with RW.

MC - inquired about the timing for selecting a parent.

DF - expressed the urgency of doing so.

### **B. School Reports**

#### **1. Capital Preparatory Harlem Charter School**

RR -14 in college now program. No other 10th graders accepted into the program (high scores on the regents). The goal is for an early group of students to access College Now so the school will now offer the ELA Regents for all 9th graders.

SP - former Dean Moye taught in 7th and 8th grade - hit those highs

RR -2 course at HCC - after school on Mondays, Wednesdays, and Saturdays. Capital Prep Harlem students tested very well as 10th graders. The courses count as both high school and college credits. Student with the experience of attending college classes will push into advisory and explain the process, what it is like, how to balance with sports, and homework, etc. Today, the school did a baseline for ELA in MAP. Help from DCs, giving support with technical support. Scott W gave great PD for new illuminators. The Ops team got computers ready to go and ready to be in place. There was a smooth administration of exams. The whole team helped, and we are appreciative.

Earle Washington, Harbor Program, will speak to drug awareness and conflict resolution on Fridays. There is meet the Illuminator night coming together with a short plenary session. The event allows the families to review the schedule of the scholar and walk class to class.

Next week -- school pictures. Rachelly Crime - is going to be yearbook advisor

Student government election next week. The current enrollment is 433 (6th - 74, 7th - 85, 8th - 91, 9th - 100, & 10th - 83).

#### **2. Capital Preparatory Bronx Charter School**

IB - welcomed Catherine Leary - DOO - for the Bronx who joined the team with a lot of experience. She lived in the Bronx. It is a blessing to have her join us. The team is looking at temporary locations and shared some possibilities including the salient facts.

The Board engaged in a discussion regarding price, capacity, location, & co-location related to the viable options.

IB - indicated that the goal is 200 applications before the common app goes live for 6th and 7th grade on November 1. He described the specifics of his recruiting efforts in the coming month.

MC - offered support relative to a connection he had with a local housing development.

IB - discussed where they would focus for staff recruiting in the short-term, including local colleges and the charter school job fair.

DF - expressed a desire to expand the school's relationship with Relay given their focus on diversity. He also offered some connections within the faith community.

SP - spoke to the importance of symbiotic relationships and the need to work on getting ELLs.

DC - we have an agency to translate our marketing materials.



C. Financial Report

D. FY 18/19 Audit Commencement Communication

PA - on page 4 - we have kicked off the audit on August 19th. Goal to complete at the end of the month. November 1st is hard deadline. The audit is going well.

E. Next Board Meeting Confirmation - October 14, 2019

Confirmation of next meeting by DS and RW.

F. Academic Report

RB - presented information regarding MAP and NYS Assessment results, noting that the MAP results (using the 65th percentile) were an accurate predictor of NYS Assessment proficiency 75% of the time, but there were significant aberrations in performance within the other 25%, including that some very high performers on MAP did not receive proficient scores on the NYS Assessment. The team is in the process of unpacking the data. They are meeting with students to try to understand their experience. The team will provide a more formalized academic report to share details in future meetings and are happy to engage individually to answer any questions from Board members.

DF - reported that he spent an hour and a half going over academic data. Educational environment is score oriented. He discussed the patterns that the data reveal regarding students coming in several grade levels behind. He also noted, by way of example, that a high performer on the MAP, 97th percentile, came out as Level 1 or 2. Something else was going on. This is not a knowledge gap, but a testing gap.

SP - discussed the growth patterns and the specific data, including the fact that students are coming in far behind and that the advanced grade students are often coming in at the same level as the 6th grade students, who are also multiple grades behind.

DF - this is why schools in NY do not take kids after the early grades, so those older students have no real choices. Some networks will not take students after third grade.

RW - inquired about the delta between the expected test scores and actual?

He also inquired about the timing of the assessments, interaction with parents, extra supports (Saturday academies for example), and next steps.

SP - responded that he did not have the delta, but the group was bigger than expected. The team is employing a 120 day test prep approach and has created a team of Directors of Curriculum and instructional coaches to help support and hold instructors accountable. They are helping staff to look at progress in the classroom. The school will be intentional about teaching what will be on the test and by informing students about the rules of the test. It is critical to employ best practices from high performing schools. SP described other specific approaches that will be implemented.

AM - MAP and state testing are very different; MAP is on the computer, lasts 45 minutes, and you get the score immediately. Ms. Moye proctored the whole test, supported them, and incentivized them with a trip to Six Flags. Alternatively, state testing lasts for 5 hours, requires stamina, and is paper and pencil.

RW - it is important that we support the the college ready community in the home.

SP - discussed the high numbers of staff and resources supporting schools in some of the charter networks (90 to our 1)

Ms. Duffie - reaffirmed the differences is the MAP testing versus state tests.

SP - we have a plan. Two folks from Success. We are partnering with them to learn best practices. We are visiting schools, We also have to run the play we are supposed to be running.

MC - asked what happens if the new approaches and plan do not elicit the expected change.  
SP - expressed confidence in the approach and reviewed details about the same regarding schedule, intervention, Saturday Academy, Curriculum and Instruction and support, data driven process, etc.  
DF - we have to continuously monitor  
MC - we cannot have this bump twice  
SP - this is our everything; this is our kids

## VI. New Business

A. **BE IT RESOLVED**, that the MOU between Capital Prep Charter Schools NY and NYU attached hereto as **Exhibit A**, is hereby adopted and approved;

RB - NYU MOU will allow for the creation of a pipeline of prepared instructors. Residency - like TFA or RELAY - enroll them. Place them with partners. We would be a potential partner. We toured a school. We watched them in action. The residents are in class at night, and work at school during the day. They video themselves and demonstrate a level of preparedness. Then, the residents make a commitment to the school -

RW - Why this one

RB - they are working with charters so we have access

DF - is there a cost?

PA - 10K tuition assistance, and intern position - JI (8-10 interns starting next year)

They will earn a Master's degree and certification and will commit to work for us to 2 years

RB - Selection of interns - our say. They want commitment now to build it out

DF - I am interested in the RELAY program and how it compares

DS - breach - you would still be on the hook. I would push back

DF - expressed the need for additional conversations.

A motion to authorize the Board Chair to execute the MOU of the Capital Prep Charter Schools NY and NYU was made by RW, seconded by DS, and unanimously approved.

B. **BE IT FURTHER RESOLVED**, that the Capital Prep Charter Schools NY Board (attached as **Exhibit B**) authorizes Ms. Paula Altieri, Chief Operating Officer of Capital Preparatory Schools, to open and establish the following bank accounts at Bank of America for Capital Prep Charter Schools NY:

1. A business checking account
2. A business escrow account

And that the following individuals are approved signatories on such bank accounts:

1. Mr. Derek Ferguson, Board Chair
2. Mr. Maurice Coleman, Board Treasurer
3. Dr. Stephen Perry, Board Secretary
4. Mr. Reginald Richardson, Principal Capital Preparatory Harlem Charter School
5. Mr. Isaiah Brown, Principal Capital Preparatory Bronx Charter School

A motion to authorize Ms. Paula Altieri, Chief Operating Officer of Capital Preparatory Schools, to

open and establish bank accounts at Bank of America and to name the approved signatories on such bank accounts was made by RW, seconded by DS, and unanimously approved.

C. **BE IT FURTHER RESOLVED**, that the Capital Preparatory Harlem Charter School Scholar and Family Handbook (revised 9/23/2019) of the Capital Prep Charter Schools NY attached hereto as **Exhibit C**, is hereby adopted and approved;

LG - explained in specific the changes to the handbook, inclusive of the promotional ceremony, FERPA, Dignity Act, FOI, Immunizations, and some other stylistic and language updates.

The Board engaged in discussion regarding the importance of clarity related to the Blazer Ceremony.

DF, MC, RW, SP and DS each described the importance of total clarity on this topic.

DF suggested that LG, SP, & CS modify the language to create such clarity and such handbook with updated language on promotional ceremony should be approved.

A motion to approve the Capital Preparatory Harlem Charter School Scholar and Family Handbook (revised 9/23/2019) of the Capital Prep Charter Schools NY with modifications to the promotional ceremony section as agreed upon by LG, CS, & SP was made by RW, seconded by DS, and unanimously approved.

E. **BE IT FURTHER RESOLVED**, that the Capital Preparatory Harlem Charter School Discipline Policy (revised 9/23/2019) of the Capital Prep Charter Schools NY attached hereto as **Exhibit E**, is hereby adopted and approved;

LG - reviewed the changes to the proposed Discipline Code.

A motion to approve the Capital Preparatory Harlem Charter School Discipline Policy (revised 9/23/2019) of the Capital Prep Charter Schools NY was made by RW seconded by DS, and unanimously approved.

## **VII. Adjournment**

Motion to adjourn the meeting at 8:11 pm was made by DS, seconded by SP, and unanimously approved.



Board of Trustees Minutes  
**December 9, 2019**  
1 East 104" Street, NY, NY  
**5:30 p.m.**

A meeting of the Board of Trustees (the "Board") of Capital Prep Charter Schools NY (the "School") was held on December 9, 2019, at Capital Preparatory Harlem Charter School, 1 East 104th Street, New York, NY 10029. The meeting was called to order at 5:50 p.m.

**Trustees:**

Derek Ferguson (DF) - present  
Maurice Coleman (MC) - present by video conference (as noticed in advance)  
Dr. Steve Perry (SP) - present  
Reverend Morgan Thomas (MT) - not present  
Dia Simms (DS) - present by video conference (as noticed in advance)  
Ramik Williams (RW) - present by video conference (as noticed in advance)

**Others Present:**

Tywone Redmond (TR)  
Rachelly Crime (RC)  
Isaiah Brown (IB)  
Catherine Leary (CL)  
Rich Beganski (RB)  
Paula Altieri (PA)  
Jill Cutler Hodgman (JCH)  
Dolores Concepcion (DC)  
Laurie Gonzalez (LG)  
Jermaine Ottey (JO)  
Michael Dalton (MD)  
Cliff Schneider (CS)

Four (4) of the six (6) trustees were in attendance in person or by video conference (as noticed on the website) and were present throughout the meeting; therefore, there was a quorum for the transaction of business at the meeting.

**I. Call to order**

DF called the meeting to order at 5:50 pm.

**II. Adoption of Agenda**

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

**III. Approval of the Minutes from the November 11, 2019 Capital Prep Charter Schools NY Board**

## **Meeting**

**A motion to approve the minutes from the November 11, 2019 board meeting was made by SP, seconded by DS, and unanimously approved.**

### **IV. Public Comments**

Ms. Duffie - I am here at the Board meeting to discuss safety concerns. What is the plan of action? There is gang activity in the building, and there are physical altercations outside of the building. NYPD cannot be everything. You need an extra-curricular in place to stop the violence.

Ms. Sekou - CEO of Street Corner Resources. My organization deals with anti-violence. Mobile trauma unit every Thursday. We met with Mr. Redmond about a month and a half ago. We have seen video - instagram, snapchat, tweeting, lots of videos. I am not sure what we can do. We work with DOE. We work with young people. We must engage; it is not a show and tell workshop. Real resolution takes time to resolve. A small group is usually the cause. Violence becomes the recreation. Instead of shooting, young kids are stabbing. I am leaving my cards, you can call me. We are around on Thursdays.

### **V. New Business**

#### **A. All Saints Lease**

CS - suggested that the Board delegate to a group of folks.

DF - reported on the status of the negotiations and the plans.

**A motion to approve a small group consisting of DF, SP, MC, and CS to finalize the negotiations, was made by SP, seconded by DS, and unanimously approved.**

#### **B. Amendment to 1660 Boone Lease**

CS - add on time because of environmental study that is required. Concern 2022-2023 - we will need flexibility

**A motion to approve a small group consisting of DF, MC, and CS to finalize the amendment and sign it, was made by SP, seconded by DS, and unanimously approved.**

#### **C. Request to Revise Harlem Enrollment**

CS - they give a leeway for enrollment process for this year and next year. We need the flexibility. We will need a motion for that. I will work with SUNY's counsel on this.

**A motion to make a request to revise the enrollment numbers with SUNY, was made by SP, seconded by DS, and unanimously approved.**

### **VI. Reports/Updates**

#### **A. Board Nominating Committee Report**

##### **1. Approval of the New Board Member Evaluation Process**

DC - document outlines the role of the Board, and looking at the expectations of Board members, and an exercise to select additional board members. Smaller committee of RW, SP, and DC to present back.

CS - no one would object to it. It is more stringent than what was offered previously.

**A motion to adopt the nominating committee document, was made by DF, seconded by SP,**

**and unanimously approved.**

**B. School Reports**

**1. Capital Preparatory Harlem Charter School (report to include enrollment update)**

TR - Reading + assessments, regents prep, all school poetry reading, PBIS winter ball, LUMOS diagnostic, second benchmark, 10th grade scholars taking college credits, MAP in January, coffee with the Principal this Thursday (will do it monthly), student government initiative, 379 enrollment, with the breakdown by grade and the applications for next year.

The Board engaged in some discussion with TR regarding current operations.

**2. Capital Preparatory Bronx Charter School**

IB - first portion is the incubation space. We are trying to finalize the negotiations. We are also recruiting - 217 total applicants in school mint., with 105 fully applied.

We are following up with families, and we have a plan for recruiting, including elementary schools.

We have been to five schools. We are reaching out to 9 to 10 schools in the coming month. We are hiring staff soon, including an academic dean. We are also engaging with local colleges. IB provided further updates on staff development planning.

PA - discussed issues with the CSP money and the limitations on when the money can be used.

CS - discussed next steps for negotiating regarding the incubation space.

**C. Academic Report**

SP provided an academic report focused on MAP testing data and analysis.

The Board engaged in a dialogue regarding performance and the correlations between the NYS assessment and MAP.

SP discussed the need for changing the school culture. TR, SP, and the Board discussed the academic environment, resources, communication, technology, etc.

**D. Finance Report**

PA - provided the finance report for the period ending October 31, 2019. Forecasting a negative variance due to the projected decrease in per pupil funding due to student enrollment. Vacancy savings and contingency reserve are being used to mitigate the budget gap. PA provided a proposed revision to the budget. We can discuss and act on it next board meeting.

The Board discussed the impact of the reduced revenues on the academic programming.

**E. Next Board Meeting Confirmation - January 13, 2020 (change of time)**

The Board agreed that the new time for Board meetings will be 5:30 pm.

**VII. Adjournment**

SP made a motion to adjourn at 7:05 pm, which was seconded by DS, and was unanimously approved.



Board of Trustees Minutes

**February 10, 2020**

1 East 104<sup>th</sup> Street, NY, NY

**5:30 p.m.**

A meeting of the Board of Trustees (the “Board”) of Capital Prep Charter Schools NY (the “School”) was held on February 10, 2020, at Capital Preparatory Harlem Charter School, 1 East 104<sup>th</sup> Street, New York, NY 10029. The meeting was called to order at 5:35 p.m.

**Trustees:**

Derek Ferguson (DF) - present

Maurice Coleman (MC) - present by phone (as noticed in advance) - not counted towards the quorum

Dr. Steve Perry (SP) - present

Reverend Morgan Thomas (MT) - not present

Dia Simms (DS) - present by video conference (as noticed in advance)

Ramik Williams (RW) - present

**Others Present:**

Tywone Redmond (TR)

Rachelly Crime (RC)

Isaiah Brown (IB)

Catherine Leary (CL)

Rich Beganski (RB)

Paula Altieri (PA) by Zoom

Jill Cutler Hodgman (JCH) by Zoom

Dolores Concepcion (DC)

Laurie Gonzalez (LG)

Jermaine Ottey (JO)

Michael Dalton (MD)

Cliff Schneider (CS)

Four (4) of the six (6) trustees were in attendance in person or by video conference (as noticed on the website) and were present throughout the meeting; therefore, there was a quorum for the transaction of business at the meeting.

**I. Call to order**

DF called the meeting to order at 5:35 pm.

**II. Adoption of Agenda**

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

**III. Approval of the Minutes from the January 13, 2020 Capital Prep Charter Schools NY Board**



## **Meeting**

A motion to approve the minutes from the January 13, 2020 Board meeting was made by SP, seconded by RW, and unanimously approved.

## **IV. Public Comments**

There was no public comment.

## **V. New Business**

### **A. Approval of bank accounts and signatories**

The Board of Capital Prep Charter Schools NY authorizes Ms. Paula Altieri, Chief Operating Officer of Capital Preparatory Schools, to open and establish the following bank accounts at Bank of America for Capital Prep Charter Schools NY:

1. A business checking account
2. A business escrow account

BE IT FURTHER RESOLVED, the Board authorizes the following individuals as approved signatories on such bank accounts:

1. Mr. Derek Ferguson, Board Chair
2. Mr. Maurice Coleman, Board Treasurer
3. Dr. Stephen Perry, Board Secretary
4. Mr. Tywone Redmond, Principal Capital Preparatory Harlem Charter School
5. Mr. Isaiah Brown, Principal Capital Preparatory Bronx Charter School

### **B. Approval of COO of CPS as signatory for payments or reimbursements**

The Board of Capital Prep Charter Schools NY approves Paula Altieri, Chief Operating Officer of Capital Preparatory Schools, as an authorized signatory on all instruments except for any payments or reimbursements to Capital Preparatory Schools Inc.; and that each officer of the School, acting or signing, singly, is hereby authorized and empowered on behalf of and in the name of the School, to execute and deliver all such other instruments and documents and to do all such other acts and things as, in each officer's judgment, may be necessary or advisable to carry out the purposes and intent of the foregoing resolutions.

**A motion to approve A. bank accounts and signatories and B. COO of CPS as signatory for payments or reimbursements, was made by DF, seconded by SP, and unanimously approved.**

### **C. Board self-evaluation process**

DF explained the importance of conducting the Board's self-evaluation. He asked that the Board members complete their individual self-evaluations by week's end.

### **D. Board evaluation of CMO process**

DF explained the importance of the process to evaluate the work of the CMO. He expressed his goal to complete it in the next two weeks. The Board would discuss in greater detail during executive session.

## **I. Reports/Updates**



## **A. School Reports**

1. Capital Preparatory Harlem Charter School (report to include enrollment update & data dashboard)

TR spoke about the events since the last meeting including coffee with parents, a parent council event, the Harbor to Harlem PD series, attendance at the HS/MS fair, etc. The current enrollment is 353. They are continuing to do PSAT and SAT prep, and test prep overall is going well. There is a Black History event on February 27th as we understand that parent involvement is critical to success. Leaders reviewed the entries and exits on the data dashboard.

The Board made multiple inquiries about the entrances and exits, the reasons for the departures, information about the finances relative to special education scholars, etc. School leaders provided information in the meeting, and RC stated that she would forward data to address the specific questions.

DF further asked TR to provide additional information on his assessment of the school and talked about student recruitment. The Board and school leaders discussed MAP data with MD.

2. Legal update on revision process

CS explained that the revision will be for Capital Preparatory Harlem Charter School only for this year and next year. The Bronx will not be affected.

3. Capital Preparatory Bronx Charter School

IB provided an update regarding partnerships and relationships (community LinkED, Universal Hip Hop Museum, Martha Diaz, Education Committee Chair, Microsoft, Bronx River Community Center new Technology Lab). IB reported on social media, marketing, instagram and the work on visibility.

IB indicated that he and Ms. Leary are focusing on a grassroots recruitment and are purposeful with the approach. IB attended the Dream Information Fair and held two info sessions since the last meeting.

## **B. Finance & Operations Report**

PA provided Financial Report through December 31, 2019, and reviewed the highlights from the written report, including recent philanthropic donations and opportunities.

There was a robust discussion with the Board and PA regarding the same.

## **C. Next Board Meeting Confirmation - March 23, 2020.**

DS, MC, SP, and DF all confirmed availability.

## **D. SUNY visit on March 10 and 11 - Board visit with SUNY March 10 at 5:30 pm**

The Board also discussed the date of the SUNY interview with the Board at 5:30 pm on March 10. DF asked for 100% attendance.

DS and MC indicated conflicts.

## **VI. Adjournment**

RW made a motion to adjourn at 7:01 pm, which was seconded by SP, and was unanimously approved.



Board of Trustees Agenda

**April 3, 2020**

Zoom conference call

**1 p.m.**

A meeting of the Board of Trustees (the “Board”) of Capital Prep Charter Schools NY (the “School”) was held on April 3, 2020, at via Zoom video conference. The meeting was called to order at 1:18 p.m.

**Trustees:**

Derek Ferguson (DF) - present  
Maurice Coleman (MC) - present by phone  
Dr. Steve Perry (SP) - present  
Reverend Morgan Thomas (MT) - not present  
Dia Simms (DS) - not present  
Ramik Williams (RW) - present by telephone

**Others Present:**

Tywone Redmond (TR)  
Rachelly Crime (RC)  
Isaiah Brown (IB)  
Catherine Leary (CL)  
Dr. Auriel Watson (AW)  
Rich Beganski (RB)  
Paula Altieri (PA)  
Jill Cutler Hodgman (JCH)  
Dolores Concepcion (DC)  
Michael Dalton (MD)  
Cliff Schneider (CS)

Four (4) of the six (6) trustees were in attendance and were present throughout the meeting; therefore, there was a quorum for the transaction of business at the meeting.

**I. Call to order**

DF called the meeting to order 1:18 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. New Business**

- A. Appointment of Dr. Auriel Watson as principal of the high school for Capital Preparatory Harlem Charter School, effective July 1, 2020
- B. Appointment of Tywone Redmond as principal of the middle school for Capital Preparatory Harlem Charter School effective July 1, 2020.

**Motion to approve the resolution appointing Tywone Redmond as the principal of the middle school and Dr. Auriel Watson as the principal of the high school was made by DF, and seconded by RW, and unanimously approved.**

- C. Adopt Amended Capital Preparatory Harlem Charter School Budget for 2019-2020.

**Motion to adopt the budget was made by DF, seconded by MC, and unanimously approved.**

- D. The Board authorizes the Board chair to take all action necessary to facilitate the applications for any relief funds, including but not limited to the disaster relief funding, specifically, the Payroll Protection Program and the Economic Injury Disaster Loan program on behalf of Capital Prep Charter Schools NY.

**Motion to authorize the Board chair to take all necessary action to apply for relief funds appropriate for Capital Prep Charter Schools NY on behalf by DF, seconded by MC, and unanimously approved.**

### **IV. Adjournment**

DF moved to adjourn at 1:47 pm.



Board of Trustees Minutes

**January 13, 2020**

1 East 104<sup>th</sup> Street, NY, NY

**5:30 p.m.**

A meeting of the Board of Trustees (the “Board”) of Capital Prep Charter Schools NY (the “School”) was held on January 13, 2020, at Capital Preparatory Harlem Charter School, 1 East 104<sup>th</sup> Street, New York, NY 10029. The meeting was called to order at 5:41 p.m.

**Trustees:**

Derek Ferguson (DF) - present

Maurice Coleman (MC) - not present

Dr. Steve Perry (SP) - present

Reverend Morgan Thomas (MT) - present by telephone (not included as part of the quorum)

Dia Simms (DS) - present by video conference (as noticed in advance)

Ramik Williams (RW) - present by video conference (as noticed in advance)

**Others Present:**

Tywone Redmond (TR)

Justice Jones (JJ)

Isaiah Brown (IB)

Catherine Leary (CL)

Rich Beganski (RB)

Paula Altieri (PA)

Jill Cutler Hodgman (JCH)

Dolores Concepcion (DC)

Laurie Gonzalez (LG)

Jermaine Ottey (JO)

Michael Dalton (MD)

Cliff Schneider (CS)

Four (4) of the six (6) trustees were in attendance in person or by video conference (as noticed on the website) and were present throughout the meeting; therefore, there was a quorum for the transaction of business at the meeting.

**I. Call to order**

DF called the meeting to order 5:41

**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 December 9, 2019 Capital Prep Charter Schools NY Board Meeting**

A motion to approve the minutes from the December 9, 2019 Capital Prep Charter Schools NY Board Meeting was made by DF, seconded by SP, and unanimously approved.

### **IV. Public Comments**

Ms. Duffie expressed her frustration. She finds that there is a violent situation, and the school has said they would handle it. While both Principal Jones and Principal Redmond have gone above and beyond, there is no action plan in place to address the violence during and after school hours. Her daughter was attacked in a fight off of school grounds by former Capital Prep students. She hears the school saying that their hands are tied. Her daughter will be withdrawing from the school.

### **V. New Business**

- A. Approval of Educational Services Agreement between Capital Prep Charter Schools NY and Capital Preparatory Schools

CS explained that they had updated the educational services agreement to update it relative to the Capital Preparatory Bronx Charter School and to make other updates. The new updated version has been shared with DF but is largely the former agreement.

**A motion to authorize Board Chair Derek Ferguson to sign the revised Educational Services Agreement with Capital Preparatory Schools to include Capital Preparatory Bronx Charter School was made by DS, seconded by RW, and unanimously approved.**

SP recused himself as an employee of Capital Preparatory Schools.

- B. Bronx Real Estate
  - 1. Boone Avenue Lease

CS explained the changes to the terms due to the Brownfields agreements required at the site.

- 2. 755 Co-Op City Blvd.

CS explained that the negotiations are close to final with a remaining issue of the security deposit. The terms are for a 2.5 year term with 6 month renewal option.

**A motion to authorize Board Chair Derek Ferguson to finalize and execute the Boone Avenue amendment and the 755 Co-Op City Boulevard lease was made by SP, seconded by DS, and unanimously approved.**

### **VI. Reports/Updates**

- A. School Reports
  - 1. Capital Preparatory Harlem Charter School (report to include enrollment update & data dashboard)

TR provided a comprehensive report on academics and student activities, including sports. He

discussed the current enrollment (365) and the current applicants (460), and spoke to collaborating with other schools regarding the security issues. TR also introduced Justice Jones, Instructional Coach, who has joined the team to improve instruction.

## 2. Capital Preparatory Bronx Charter School

IB shared information on the incubation space, school visits, the launch plans, and the student recruitment efforts. There were 164 student applicants who were mostly in sixth grade.

### B. Finance & Operations Report

PA reviewed the financial reports for the Board.

#### 1. Approval of Revised Budget

PA provided information on the revisions to the budget to align with current revenue and expenditures due to the decreased enrollment.

DF explained that he wanted to spend more time on the budget. No formal action was taken.

### C. Next Board Meeting Confirmation - February 10, 2020

The Board members confirmed their availability for the next Board meeting on the scheduled date.

## VII. Adjournment

SP made a motion to adjourn at 6:24 pm, which was seconded by DF, and was unanimously approved.



Board of Trustees Minutes

**March 23, 2020**

**5:30 p.m.**

**Held via ZOOM**

A meeting of the Board of Trustees (the “Board”) of Capital Prep Charter Schools NY (the “School”) was held on March 23, 2020, via ZOOM and was available to the public through invitation on the website for each school.. The meeting was called to order at 5:32p.m.

**Trustees:**

Derek Ferguson (DF) - present

Maurice Coleman (MC) - present

Dr. Steve Perry (SP) - present

Reverend Morgan Thomas (MT) - present (had to depart at 6:25 pm)

Dia Simms (DS) - present

Ramik Williams (RW) - present (had to depart at 6:35 pm)

**Others Present:**

Tywone Redmond (TR)

Rachelly Crime (RC)

Isaiah Brown (IB)

Catherine Leary (CL)

Rich Beganski (RB)

Paula Altieri (PA)

Jill Cutler Hodgman (JCH)

Dolores Concepcion (DC)

Jermaine Ottey (JO)

Michael Dalton (MD)

Cliff Schneider (CS)

Justice Jones (JJ)

Danita Jones (DJ)

Six (6) of the six (6) trustees were in attendance by zoom conference (as noticed on the website) and four (4) were present throughout the meeting; therefore, there was a quorum for the transaction of business at the meeting.

**I. Call to order**

DF called the meeting to order at 5:32 pm.

**II. Adoption of Agenda**

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



### **III. Approval of the Minutes from the February 10, 2020 Capital Prep Charter Schools NY Board Meeting**

A motion to approve the minutes from the February 10, 2020 Board meeting was made by DF, seconded by MT, and unanimously approved.

### **IV. Public Comments**

There was no public comment.

### **VI. New Business**

A. Adopt Amended Capital Preparatory Harlem Charter School Budget for FY 19-20.

PA provided the amended FY 19-20 budget and explained the changes overall. DF made some inquiries, and PA provided responses. Other Board members had some questions that they would forward to PA. DF indicated that the Board could vote on the item by unanimous consent in the coming days.

B. Approval of special resolution regarding student enrollment revision.

CS, in response to MC's inquiry, noted that SUNY is happy to revise the request but they will need a resolution from the Board, the draft minutes, an enrollment chart, staffing plan, and budget. SUNY will take up at the next Board meeting.

The board engaged in a robust discussion with the CMO and school leaders about the enrollment numbers.

RW asked about the staffing plan within a new budget and JO and PA provided responses.

DF, MC, SP all expressed the desire to request 350 enrollment for FY19-20 and 400 for FY20-21 with the intent to exceed the 400 within the 20%. The view was that given the current recruiting environment amidst the shelter in place rules, it was hard to predict enrollment for next year.

**A motion to approve the revision to Capital Preparatory Harlem Charter School to reduce projected number of students served during the balance of the first charter term was made by MC, seconded by SP, and unanimously approved.**

### **VII. Reports/Updates**

A. School Reports

1. Capital Preparatory Harlem Charter School (report to include enrollment update & data dashboard)

TR referred to the report provided and noted that there are 857 applications to date and more than 600 are in the typical entry grades of 6 and 9. He described the practice exams that had occurred before the closing of the school and the importance of practicing for the exam logistically. He discussed the benefit of the scantron machine and being able to group students based on results within hours of taking the practice tests. Obviously, this year with school closed and testing waived, we will not see the impact of these endeavors. He also spoke to the the new staff that came on board and the type of work they are performing. He went over the SUNY visit and that the school team performed at their best. SUNY's feedback of both areas of strength and areas of focus were not surprises; the team had identified the same areas. He also talked about the launch of distance

learning and how comprehensive an approach it was. He called out the work of the CPS and school team in being up and running so quickly and effectively.

SP responded to DF's inquiry about MAP testing noting that the decision about that is local not state driven. No such decision has been made.

(Note the data dashboard was provided to the Board for review)

## 2. Academic Report - Distance Learning Plan

JJ went over the remote learning program and noted that the goal is live instruction. The school is using Zoom, Google classroom, Uber conference, and Slack. The goal is to be the best in the state with high student attendance, quality instruction, and good staff morale. The team has had to identify who among the faculty is challenged by technology and who is good to go. JJ stated that 60% should be live by next week. The team has reached a 73% attendance rate for scholars today. The plan is to continue to build upon this.

SP described the efforts of CPS, school academic leadership, school operations team, and the illuminators in putting together a distance learning program, providing access to technology and food, and implementing a new system in a very short amount of time.

RC provided information about the gap in one to one technology and the concern about the return rate for those computers. RW asked for the details to pursue grant/relief funding.

DF expressed his thanks to everyone, noting that this is not something that we could have predicted. He said he knew that everyone worked around the clock. SP kept him abreast.

## 3. Capital Preparatory Bronx Charter School

IB provided a comprehensive report on the recruiting efforts and connectivity to organizations and parents/potential students in the current era. He also spoke to ways that he and CL were engaging the public - electronically - with SP and alone in order to continue to engage with families.

(Note the Bronx Principal report was provided to the Board).

## C. Finance & Operations Report

### 1. Review of January 31, 2020 financial statements

PA provided a thorough presentation on the January 31, 2020 financial statements.

## D. First Reading of Revised Fiscal Policies and Procedures (FPP)

PA explained that the FPP is intended as a first reading. It is relatively similar to the original, but it reflects an effort to strengthen internal controls, segregation of duties, journal entries, financial statements, new sections for accounting for merged entities.

PA put it out for peer feedback and provided to SUNY. The Finance team at SUNY had no feedback. The director said it was one of the strongest that she had seen and wanted to use it as a model.

## E. Next Board Meeting Confirmation - April 13, 2020

It will be by Zoom, so that we can allow the public to have access.

**VII. Executive Session**

DF made a motion to go into executive session which was seconded by SP and unanimously approved.

**VIII. Adjournment**

DF made a motion to adjourn at 7:41 pm, which was seconded by SP, and was unanimously approved.



Board of Trustees Minutes

**May 18, 2020**

**5:30 p.m. - via Zoom**

A meeting of the Board of Trustees (the "Board") of Capital Prep Charter Schools NY (the "School") was held on May 18, 2020, via Zoom. The meeting was called to order at 5:34 p.m.

**Trustees:**

Derek Ferguson (DF) - present  
Maurice Coleman (MC) - present at approximately 6 pm  
Dr. Steve Perry (SP) - present  
Reverend Georgiette Morgan Thomas (GMT) - present  
Dia Simms (DS) - present  
Ramik Williams (RW) - present at approximately 6 pm

**Others Present:**

Tywone Redmond (TR)  
Rachelly Crime (RC)  
Isaiah Brown (IB)  
Catherine Leary (CL)  
Dr. Auriel Watson (AW)  
Rich Beganski (RB)  
Paula Altieri (PA)  
Jill Cutler Hodgman (JCH)  
Dolores Concepcion (DC)  
Michael Dalton (MD)  
Danita Jones (DJ)  
Tammy Cassile (TC)  
Justice Jones (JJ)  
Jermaine Ottey (JO)  
Cliff Schneider (CS)  
Keisha Dent (KD) - Combs Foundation  
Tarik Brooks (TB) - Combs Enterprises  
LaToya Marc LM) - Combs Enterprises

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

**I. Call to order**

DF called the meeting to order at 5:34 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 13, 2020 Capital Prep Charter Schools NY Board Meeting**

A motion to approve the minutes from the April 13, 2020 Board meetings was made by GMT, seconded by DS, and unanimously approved.

### **IV. Public Comments**

There was no public comment.

### **V. Board Governance**

#### **A. Committee Reports - discussion regarding formation or performance of committee work since last Board meeting**

##### **1) Finance and Audit Committee - MC Chair**

DF: signed and filed 990 for 2019. MC is the Chair. The remainder of the update will come with PA's financial report..

##### **2) Nominating Committee - DS Chair**

DC: All four candidates were submitted to SUNY and are approved pending the resolution.

##### **3) Development and Fundraising - RW Chair**

DC: No meeting yet. But Latoya will be on the committee.

DF: Robinhood grants for direct support for parents.

PA: Happy to report that we were awarded PPP for \$702,830

##### **4) Marketing and Recruiting Committee - Chair not yet identified**

DS: Discussed that there have been good discussions related to marketing and partnership with Combs and Revolt. Further, we are working to get a commencement speech on video.

##### **5) Real Estate Committee - Chair not yet identified**

DF: Clarified that MC is the chair.

SP: We have set the location in the Bronx. We have a lease for the fall for a temporary location.

We need a location for Harlem. We are speaking to realtors in the community. I would appreciate any insights as we look for space in Harlem.

##### **6) Parent Outreach Committee - Chair not yet identified**

##### **7) Curriculum and Academics Committee - Chair not yet identified (must include the Board chair and the principal by way of the application)**

DJ provided information about the work occurring relative to curriculum and instruction.  
TC discussed the SAT process and the affective services.

**B. Provision of current resumes/bios**

**VI. New Business**

**A. Approve [resolution](#) that the number of Trustees shall be fixed at ten (10)**

A motion to approve the Resolution to fix the number of Trustees at ten was made by DF, seconded by GMT, and unanimously approved.

**VII. Reports/Updates**

**A. Harlem charter renewal timeline [summary](#) [2019 Charter School Application](#))**

**B. School Reports**

1. Capital Preparatory Bronx Charter School [Report](#)

IB provided the Capital Prep Bronx principal's report reviewing enrollment and outreach.

2. Capital Preparatory Harlem Charter School (report to include enrollment update, [notice of hearing for charter revision May 19th](#) & [data dashboard](#))

**C. [Academic Report](#) - Update on the School Improvement Plan**

TR provided the academic report and the Capital Prep Harlem principal's report together.

DF: Great to hear. How are we documenting it? What data are we using. How are we planning for providing other data to SUNY?.

TR: Looking at data - plans for data to implement

**D. [Finance & Operations Report](#)**

PA provided a summary report of the financial statements through March 31., 2020. Lots of uncertainty currently, but without guidance, we are engaging in multiple scenario planning.

SP will reach out to Cliff if we can provide support to families directly on food insecurity in response to inquiry from DF.

**E. Next Board Meeting Confirmation - June 8 , 2020**

MC: Real estate call tomorrow.

**VIII. Adjournment**

Motion to adjourn at 6:46 pm was made by DF, seconded by MC, and unanimously approved.



Board of Trustees Minutes

**June 8, 2020**

**5:30 p.m. - via Zoom**

A meeting of the Board of Trustees (the "Board") of Capital Prep Charter Schools NY (the "School") was held on June 8, 2020, via Zoom. The meeting was called to order at 5:44 p.m.

**Trustees:**

Derek Ferguson (DF) - present  
Maurice Coleman (MC) - not present  
Dr. Steve Perry (SP) - present  
Reverend Georgiette Morgan Thomas (GMT) - not present  
Dia Simms (DS) - present  
Ramik Williams (RW) - present  
James Stovall (JS) - present  
Tarik Brooks (TB) - not present  
Danique Loving (DL) - present  
Asuncion Hostin (AH) - present

**Others Present:**

Tywone Redmond (TR)  
Isaiah Brown (IB)  
Catherine Leary (CL)  
Dr. Auriel Watson (AW)  
Rich Beganski (RB)  
Paula Altieri (PA)  
Jill Cutler Hodgman (JCH)  
Dolores Concepcion (DC)  
Michael Dalton (MD)  
Tammy Cassile (TC)  
Justice Jones (JJ)  
Jermaine Ottey (JO)  
Cliff Schneider (CS)  
Kashani Stokley (KS)  
Danita Jones (DJ)  
Laurie Gonzalez (LG)  
LaToya Marc LM) - Combs Enterprises  
Ms. Pope - member of the public  
Timothy Heckman - member of the public

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

**I. Call to order**

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

## **II. Adoption of Agenda**

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

## **III. Public Comments**

Ms. Pope - a doctoral student - indicated that she is pleased to be a part of the call. She is trying to support children in the Bronx.

## **IV. Approval of the [Minutes from the May 18, 2020](#) Capital Prep Charter Schools NY Board Meeting**

A motion to approve the minutes from the May 18, 2020 Board meetings was made by DF, seconded by RW, and unanimously approved.

Note: This item was taken out of order.

## **V. Board Governance**

### **A. Welcome New Board members**

### **B. Term of Office for Newly-Elected Trustee James Stovall - [Resolution](#)**

**NOW, THEREFORE, BE IT RESOLVED**, that the term of office for Trustee James Stovall shall be for two (2) years, expiring on May 30, 2022; and **BE IT FURTHER RESOLVED**, that the Education Corporation's books and records reflect Mr. Stovall's two (2) year term.

A motion to approve the term of office for Mr. Stovall was made by RW, seconded by DS, and unanimously approved.

### **C. Committee Reports from the Board (if any)**

Development & Fundraising committee - RW reported that the committee was set to meet tomorrow. The committee will convene to organize and set the path forward.

Nominating Committee - no reports

DS asked DC to report on Marketing and Recruitment - DC spoke about marketing since the last meeting, including, scholars featured on Revolt - black news episodes - and some other marketing opportunities.

### **D. Approval of proposed [Board Meeting Calendar for 2020-2021](#)**

A motion to approve the Board meeting calendar for 2020-21 was made by SP, seconded by RW, and unanimously approved.

### **E. Approval of Policies & Handbooks**

1. [CPCSNY Scholar and Family Handbook](#)
2. [CPCSNY Admissions Policy and Procedures](#)



3. [CPCSNY Employee Handbook](#)
4. [CPCSNY Discipline Policy](#)
5. [CPCSNY Open Meetings Law Policy](#)
6. [2020-21 Project SAVE Plan Capital Preparatory Harlem Charter School](#)
7. [2020-21 Project SAVE Plan Capital Preparatory Bronx Charter School](#)

CS suggests approval subject to further modification as there are not material changes. Supplemental memorandum on Covid as there is still uncertainty and resolution later in the meeting to cover this need.

A motion to approve policies and handbooks, 1- 7 above, subject to modifications later through the Chair, provided feedback is given to the Chair prior to June 15, was made by DF, seconded by DS, and unanimously approved.

#### **IV. New Business**

**A. [Budget Presentation and Approval of Capital Preparatory Harlem Charter School 2020-21 Budget](#)**

The Board engaged in a robust dialogue regarding budget needs and compliance questions with PA, after her presentation, and the principal.

A motion to approve the Capital Preparatory Harlem Charter School 2020-21 Budget was made by DF, seconded by DS, and unanimously approved.

**B. [Budget Presentation and Approval of Capital Preparatory Bronx Charter School 2020-21 Budget](#)**

The Board engaged the principal and others regarding positions and budgetary decisions after the budget presentation.

A motion to approve the Capital Preparatory Bronx Charter School 2020-21 Budget was made by DF, seconded by DS, and unanimously approved.

**C. [Approval of renewal of Healthcare Plan as part of a control group - Resolution](#)**

A motion that the Board approves the Chair the authority to approve the renewal of the Healthcare benefits as part of a control group effective July 1, 2020, was made by DF, seconded by DS, and unanimously approved.

**D. [Extension of Heckscher Building Lease - Resolution](#)**

A motion that the Board appoints the Real Estate Task Force authority to negotiate a renewal of the Lease consistent with the Renewal Term Parameters was made by DF, seconded by DS, and unanimously approved.

**E. [COVID-19 Related Changes to Education Corporation Policies - Resolution](#)**

A motion to approve authorizing the Education Corporation Staff and CPS staff to supplement the

Policies with Pandemic Adjustments as and when needed in the reasonable discretion of Education Corporation staff and CPS staff in accordance with Directives and Best Practices; and BE IT FURTHER RESOLVED, that all actions of any kind heretofore or hereafter taken by any trustee or officer of the Education Corporation or any appointed or authorized person or persons authorized to act on behalf of the Education Corporation (including without limitation CPS) in connection with the matters contemplated by the foregoing set forth above, and each of them hereby is, confirmed, ratified, approved and authorized in all respects was made by SP, seconded by RW, and unanimously approved.

## **V. Reports/Updates**

### **A. School Reports**

1. [Capital Preparatory Harlem Charter School](#) (report to include enrollment update & data [dashboard](#))

TR - Review of current enrollment and plans for next year. Discussion of the recent engagement activities. "Teach-in 2020" - our scholars and faculty came together and shared their thoughts. It was a truly collaborative process between grades and between scholars and leaders. The depth of the conversation was compelling. They wrote a letter to AOC - our representative - encouraging her to implement federal law on police brutality. TR provided academic updates on growth and discussed daily attendance. The blazer ceremony was postponed until the fall.

SP - aculty rallied in a short period of time - to teach straight through on topics of social justice. We are very proud of the team - staff and leadership - and most of all, the scholars.

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

IB reviewed the recent Community and family engagement efforts, marketing and advertising, all-schools held, birthday shout-outs to incoming scholars, parent committees set up (41 parents who are signed up already). We are setting up an advisory council.

RW - two organizations that I have been talking to. I am happy to connect you if you are interested.

The Board engaged in a discussion of the enrollment numbers overall and in each of the grades.

DS - we are marching in a new world. I would like to talk through a Board retreat over the next few months. How we can plan for the future. All the assets at our disposal. How can we fill some gaps? Maybe an August retreat.

### **B. [Finance & Operations Report](#)**

PA provided the finance report.

### **C. Next Board Meeting Confirmation - July 13, 2020**

## **VI. Adjournment**

Motion to adjourn at 7:30 pm was made by DF, seconded by DS, and unanimously approved.



# 2020-2021 SCHOOL YEAR CALENDAR

1 E 104th Street, New York, NY 10029 / T (212) 328-9370

July 2020						
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 2020						
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 2020 (17 School Days)						
SUN	M	T	W	TH	F	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

9/8/20 - Quirt 1 Begins  
9/8/20 - Semester 1 Begins

October 2020 (21 School Days)						
SUN	M	T	W	TH	F	SAT
			1	2	3	
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

10/16/20 - Quirt 1 Ends  
10/16/20 - Quirt 2 Begins

January 2021 (18 School Days)						
SUN	M	T	W	TH	F	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

1/22/21 - Semester 1 Ends  
1/25/21 - Semester 2 Begins  
1/25/21 - Quirt 4 Begins  
1/25/21 - NYS Regents Exam

April 2021 (21 School Days)						
SUN	M	T	W	TH	F	SAT
			1	2	3	
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

4/20/21 - Quirt 4 Ends  
4/12/21 - Quirt 5 Begins  
NYS ELA Exam

**FIRST DAY OF SCHOOL**  
**Tuesday, September 8, 2020**  
 All dates are subject to change

November 2020 (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					

February 2021 (18 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						

May 2021 (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					

NYS Math Exam

**100TH DAY OF SCHOOL**  
**Monday, February 22, 2021**  
 PD Day No School for Students; Staff in Session Full Day

December 2020 (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	31		

12/4/20 - Quirt 2 Ends  
12/7/20 - Quirt 3 Begins

March 2021 (17 School Days)						
SUN	M	T	W	TH	F	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

June 2021 (19 School Days)						
SUN	M	T	W	TH	F	SAT
		*1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	**16	**17	**18	19
20	**21	**22	**23	**24	**25	26
27	28	29	30			

\*4th Grade NYS Science Exam  
\*US History Regents Exam  
\*\* NYS Regents Exam  
6/11/21 - Quirt 4 Begins  
6/18/21 - Quirt 5 Ends

**LAST DAY OF SCHOOL**  
**Friday, June 25, 2021**  
 Half Day for Students; Staff in Session Full Day

School Closed	
<b>Thanksgiving Break</b> Monday, November 23, 2020 through Friday, November 27, 2020	
<b>Winter Break</b> Monday, December 21, 2020 through Monday, January 4, 2021	
<b>Spring Break</b> Monday, March 15, 2021 through Monday, March 22, 2021	

Student Led Conferences (SLC)	
Wednesday, December 2, 2020	Wednesday, April 28, 2021
Thursday, December 3, 2020	Thursday, April 29, 2021

Holidays	
Saturday, July 4, 2020	Independence Day
Monday, September 7, 2020	Labor Day
Monday, October 12, 2020	Columbus Day
Thursday, November 26, 2020	Thanksgiving Day
Friday, December 25, 2020	Christmas Day
Friday, January 1, 2021	New Year's Day
Monday, January 18, 2021	Martin Luther King, Jr. Day
Monday, February 15, 2021	President's Day
Friday, April 2, 2021	Good Friday
Monday, May 31, 2021	Memorial Day

Staff Important Dates	
<b>New Staff Induction</b> Wednesday, July 29, 2020 through Friday, July 31, 2020	
<b>End of Marking Period</b> Friday, October 30, 2020	Friday, May 7, 2021
Friday, January 15, 2021	Friday, June 25, 2021
Friday, March 12, 2021	
<b>Network Day</b> Monday, August 3, 2020 through Tuesday, August 4, 2020	
<b>Professional Development Days (NO SCHOOL FOR STUDENTS)</b> Wednesday, August 5, 2020 through Friday, September 4, 2020	
Monday, January 4, 2021 (School)	Monday, March 22, 2021 (School)
Friday, February 5, 2021 (Network)	

# Certificate of Occupancy


CO Number:

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

<b>A.</b>	<b>Borough:</b> Manhattan	<b>Block Number:</b>	<b>Certificate Type:</b> Temporary
	<b>Address:</b> 1 EAST 104 STREET	<b>Lot Number(s):</b>	
	<b>Building Identification Number (BIN):</b>	<b>Building Type:</b> Altered	<b>Expiration Date:</b> 07/30/2020
<i>For zoning lot metes &amp; bounds, please see BISWeb.</i>			
<b>B.</b>	<b>Construction classification:</b>	(Prior to 1968 Code)	
	<b>Building Occupancy Group classification:</b>	(1968 Code)	
	<b>Multiple Dwelling Law Classification:</b> None		
	<b>No. of stories:</b>	<b>Height in feet:</b>	<b>No. of dwelling units:</b> 0
<b>C.</b>	<b>Fire Protection Equipment:</b> Standpipe system, Fire alarm system, Sprinkler system		
<b>D.</b>	<b>Type and number of open spaces:</b> None associated with this filing.		
<b>E.</b>	<b>This Certificate is issued with the following legal limitations:</b> None		
<b>Outstanding requirements for obtaining Final Certificate of Occupancy:</b>			
There are 25 outstanding requirements. Please refer to BISWeb for further detail.			
<b>Borough Comments:</b> None			



Borough Commissioner



Commissioner





# Certificate of Occupancy

CO Number:



## Permissible Use and Occupancy

All Building Code occupancy group designations are 1968 designations, except RES, COM, or PUB which are 1938 Building Code occupancy group designations.

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

NOTE: THEATER SHALL NOT BE USED OR OPERATED AS A COMMERCIAL OR PUBLIC ENTERPRISE AND ONLY AS ACCESSORY USE TO A PHILANTHROPIC INSTITUTE NOTE : THEATER SHALL NOT BE USED OR OPERATED AS A COMMERCIAL OR PUBLIC ENTERPRISE AND ONLY AS ACCESSORY USE TO A PHILANTHROPIC INSTITUTE COURTYARD NON-SIMULTANEOUS USE WITH THEATER (550PP F-4, 365PP F-2)

END OF SECTION

Borough Commissioner

Commissioner

END OF DOCUMENT