

Application: Creo College Preparatory Charter School

Ben Samuels-Kalow - bsk@creoprep.org
2021-2022 Annual Report

Summary

ID: 0000000044
Status: Annual Report Submission
Last submitted: Nov 1 2022 05:53 PM (EDT)
Labels: Board of Regents

Entry 1 School Info and Cover Page

Completed Jul 30 2022

[Instructions](#)

Required of ALL Charter Schools

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

Entry 1 School Information and Cover Page

(New schools that were not open for instruction for the 2021-2022 school year are not required to complete or submit an annual report this year).

Please be advised that you will need to complete this cover page (including signatures) before all of the other tasks assigned to you by your school's authorizer are visible on your task page. While completing this cover page task, please ensure that you select the correct authorizer **(as of June 30, 2022)** or you may not be assigned the correct tasks.

BASIC INFORMATION

a. SCHOOL NAME

(Select name from the drop down menu)

CREO COLLEGE PREPARATORY CHARTER SCHOOL 800000090254

a1. Popular School Name

Creo College Prep

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

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

BOARD OF REGENTS

d. DISTRICT / CSD OF LOCATION

CSD # 7 - BRONX

e. DATE OF INITIAL CHARTER

6/2018

f. DATE FIRST OPENED FOR INSTRUCTION

8/2028

c. School Unionized

Is your charter school unionized?

No

f. APPROVED SCHOOL MISSION (Regents, NYCDOE, and Buffalo BOE authorized schools only)

MISSION STATEMENT

Building knowledge, skills, and character, Creo College Preparatory Charter School educates students to thrive in college and to assume responsibility for identifying and solving problems in our community and our world.

g. KEY DESIGN ELEMENTS (Regents, NYCDOE, and Buffalo BOE authorized schools only)

KEY DESIGN ELEMENTS (Briefly describe each Key Design Elements (KDE) as presented in the schools approved charter. KDEs are those general aspects of the school that are innovative or unique to the school’s mission and goals, are core to the school’s overall design, and are critical to its success.

KDE 1	EVERY MINUTE MATTERS At Creo College Prep, we believe in the “fierce urgency of now.” More quality instructional minutes are essential for our students to succeed as they strive towards the goal of college access and college graduation.
KDE 2	RIGOROUS ACADEMICS Every student works hard, is challenged, and is supported to achieve at high levels. Every student is prepared to access AP classes and continue their academic journey to thrive in the college of their choice
KDE 3	HIGH QUALITY INSTRUCTION Strong schools ensure excellent teachers are in every classroom. We invest heavily in professional

	development and foster a culture of constant improvement.
KDE 4	<p>OUR STUDENTS CREATE SOLUTIONS & SERVE OTHERS</p> <p>We believe the purpose of education is to create the future as we want it to be, and to better ourselves in the service of others. Over time, our community expands in definition from our neighborhood, to our city, state, region, country, continent, and globe.</p>
KDE 5	<p>DIGITAL LITERACY & COMPUTER SCIENCE FOR ALL</p> <p>Students living in a digital world must be digitally literate. Every student takes Computer Science as a core subject, every year. Students have the opportunity to practice computational and logical thinking skills in all classes to explore and create.</p>
KDE 6	<p>STRUCTURED COMMUNITY & INDIVIDUAL SUPPORTS</p> <p>Students experience success in structured, joyful communities with individualized supports. Students receive individual instruction at their skill level, benefit from daily small group instruction, and have regular daily access to tutoring sessions.</p>
KDE 7	(No response)
KDE 8	(No response)
KDE 9	(No response)
KDE 10	(No response)

Need additional space for variables

No

h. SCHOOL WEB ADDRESS (URL)

creoprep.org

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

288

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

250

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

Check all that apply

Grades Served

5, 6, 7

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

No

FACILITIES INFORMATION

m. FACILITIES

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

	No, just one site.
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CREO COLLEGE PREPARATORY CHARTER SCHOOL 800000090254

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	524 Courtlandt Ave Bronx NY 10451	347-216-9246	NYC CSD 7	5-8	5,6,7,8

m1a. Please provide the contact information for Site 1.

	Name	Title	Work Phone	Alternate Phone	Email Address
School Leader	Ben Samuels-Kalow	Head of School	347-216-9246	347-628-2750	bsk@creoprep.org
Operational Leader	Joshua Canela	Director of Operations	347-216-9246	917-859-7252	jcanela@creoprep.org
Compliance Contact	Joshua Canela	Director of Operations	347-216-9246	917-859-7252	jcanela@creoprep.org
Complaint Contact	Ben Samuels-Kalow	Head of School	347-216-9246	347-628-2750	bsk@creoprep.org
DASA Coordinator	Joshua Canela	Director of Operations	347-216-9246	917-859-7252	jcanela@creoprep.org
Phone Contact for After Hours Emergencies	Ben Samuels-Kalow	Head of School	347-628-2750	347-628-2750	bsk@creoprep.org

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

Private Space

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

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

Certificate of Occupancy and Fire Inspection. Provide a copy of a current and non-expired certificate of occupancy (if outside NYC or in private space in NYC). For schools that are not in district space (NYC co-locations), provide a copy of a current and non-expired certificate of occupancy, and a copy of the current annual fire inspection results, which should be dated on or after July 1, 2021.

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

Site 1 Certificate of Occupancy (COO)

[TCO Issued - 1-20-22.pdf](#)

Filename: TCO Issued - 1-20-22.pdf **Size:** 45.0 kB

Site 1 Fire Inspection Report

[2022 - SATISFACTORY Five Year Standpipe Connection - 7-28-22.pdf](#)

Filename: 2022 - SATISFACTORY Five Year Standpipe Connection - 7-28-22.pdf **Size:** 94.3 kB

CHARTER REVISIONS DURING THE 2021-2022 SCHOOL YEAR

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

No

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

Yes

ATTESTATIONS

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

Name	Ben Samuels-Kalow
Position	Head of School
Phone/Extension	347-628-2750
Email	bsk@creoprep.org

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

Responses Selected:


Yes

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


Responses Selected:

Yes

Signature, Head of Charter School

A large, stylized handwritten signature in black ink on a light gray background. The signature is highly cursive and abstract, with several loops and a long horizontal tail extending to the right.

Signature, President of the Board of Trustees

A smaller, more compact handwritten signature in black ink on a light gray background. It consists of several sharp, angular strokes and loops, appearing more like initials or a stylized name.

Date

Jul 27 2022

Thank you.



Entry 3 Progress Toward Goals

Completed Nov 1 2022

Instructions

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

The following tables reflect formatting in the online portal required for Board of Regents, NYCDOE, and Buffalo BOE authorized charter schools only. These charter schools should report all Progress Toward Charter Goals as per their currently approved charters no later than **November 1, 2022**.

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

Entry 3 Progress Toward Goals

PROGRESS TOWARD CHARTER GOALS

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

Complete the tables provided. List each goal and measure as contained in the school's currently approved charter, and indicate whether the school has met or not met the goal. Please provide information for all goals no later than November 2, 2022.

CREO COLLEGE PREPARATORY CHARTER SCHOOL 800000090254

1. ACADEMIC STUDENT PERFORMANCE GOALS

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

The following tables reflect formatting in the online portal required for Board of Regents, NYCDOE, and Buffalo BOE authorized charter schools only. These charter schools should report all Progress Toward Charter Goals as per their currently approved charters no later than **November 1, 2022**.

2021-2022 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	Each year, 75% of tested students attending Creo College Prep for two or more years will be proficient on New York State English Language Arts Exam for grades 3-8.	NYS ELA Exam	Not Met	We achieved 45% proficiency for students who were here for two years (one year remote). We outperform our district by >10% in both ELA and math, and by more than 5x for students with disabilities. We have increased the capacity of our reading remediation program and engaged the Lavinia Group for additional math coaching and support.

Academic Goal 2	Students who are enrolled in at least their second year at Creo College Prep will outperform the district on ELA and Math proficiency by at least 10%.	NYS ELA Exam	Met	
Academic Goal 3	Average annual cohort increases on NWEA MAP or other nationally normed-referenced test will average at least five percentiles of growth per year, until average percentile score exceeds 85%.	NWEA MAP	Met	
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

4. ORGANIZATION GOALS

For the 2021-2022 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”.

2021-2022 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	Every year, Creo College Prep will meet or exceed GAAP standards as demonstrated through its annual audit.	Audit	Met	
Org Goal 2	Every year, Creo College Prep will operate on a balanced budget.	Audit	Met	
Org Goal 3	The school will operate in a fiscally sound manner with realistic budgets aligned to a long-range financial plan, appropriate internal audits, controls, and	Audit	Met	

	<p>procedures, and in accordance with state law and generally accepted accounting practices.</p>			
Org Goal 4	<p>The Board will recruit and select individuals with skills and expertise that serve the needs of the school. The Board will provide competent stewardship and oversight of the school while maintaining policies, establishing performance goals, and implementing systems to ensure academic success, organizational viability, board effectiveness, and faithfulness to the terms of its charter. The Board will conduct a formal annual review of the school leader. The Board will conduct an annual self-evaluation to assess its strengths and weaknesses. The Board will conduct a formal annual review of bylaws</p>	<p>Board annual retreat and self-assessment</p>	<p>Met</p>	

	and policies. The Board will conduct a formal annual review of organizational strengths and weaknesses.			
Org Goal 5	Creo College Prep Leadership will demonstrate efficacy in defining the mission and unifying staff around key goals. Roles and responsibilities for leaders, staff, and governance will be defined, and all will adhere to their roles. The school will have clear and effective policies for recruiting, hiring, and retaining staff and, when necessary, removing ineffective staff members.	Survey; retention of leadership; drafting and publication of Roles & Responsibilities	Met	
Org Goal 6	Creo College Prep will be fully enrolled, with high levels of attendance and student retention, with particular focus on retention of high-needs subgroups. Average daily attendance will be 95% or higher.	Enrollment data	Met	We achieved our attendance goal and maintained 85%+ enrollment

	90% of students completing the year will re-enroll the following year. 90% of students receiving Special Education services and ELLs will re-enroll the following year.			and 90%+ re-enrollment.
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

6. FINANCIAL GOALS

2021-2022 Progress Toward Attainment of Financial Goals

	Financial Goals	Measure Used to Evaluate Progress	Goal - Met, Not Met, or Partially Met	If not met, describe efforts the school will take to meet goal.
Financial Goal 1	Every year, Creo College Prep will meet or exceed GAAP standards as demonstrated through its annual financial audit.	Audit	Met	
Financial Goal 2	Every year, Creo College Prep will operate on a balanced budget.	Audit	Met	
Financial Goal 3	The school will operate in a fiscally sound manner with realistic budgets aligned to a long-range financial plan, appropriate internal audits, controls, and procedures, and in accordance with state law and generally accepted accounting practices.	Audit	Met	
Financial Goal 4				
Financial Goal 5				

7. Do have more financial goals to add?

(No response)

2021-2022 Progress Toward Attainment of Financial Goals

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

Thank you.

Entry 3 Accountability Plan Progress Reports

Incomplete Hidden from applicant

Instructions

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

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

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

Entry 4 - Audited Financial Statements

Completed Nov 1 2022

Required of ALL Charter Schools

ALL SUNY-authorized charter schools must upload the financial statements and related documents in PDF format into the SUNY Epicenter system no later than **November 1, 2022**. SUNY CSI will forward to

NYSED CSO. **SUNY-authorized charter schools** are asked to ensure that security features such as password protection are turned off.

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

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

CREO COLLEGE PREPARATORY CHARTER SCHOOL - 06

Filename: CREO COLLEGE PREPARATORY CHARTER S eg1S1J5.pdf **Size:** 554.1 kB

Entry 4a - Audited Financial Report Template (SUNY)

Incomplete Hidden from applicant

Instructions - SUNY-Authorized Charter Schools ONLY

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

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

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

Completed Nov 1 2022

Instructions - Regents-Authorized Charter Schools ONLY

Regents-authorized schools must download and complete the Excel spreadsheet entitled "Audited Financial Report Template" from the online portal or the [2021-2022 Annual Reports](#) webpage. Upload the completed file in Excel format and submit by **November 1, 2022**.

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

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

Creo - Audited Financial Report Template - NYSED

Filename: Creo Audited Financial Report T 8wmUgqg.xlsx **Size:** 73.4 kB

Entry 4c - Additional Financial Documents

Completed Nov 1 2022

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

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

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

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

2022 Creo Rep Letter (1)

Filename: 2022 Creo Rep Letter 1.pdf **Size:** 289.9 kB

Evidence of Required Escrow Account

Filename: Evidence of Required Escrow Account.pdf **Size:** 69.2 kB

No Single Audit Explanation

Filename: Single Audit.txt **Size:** 124 Bytes

CREO COLLEGE PREPARATORY CHARTER SCHOOL - 06

Filename: CREO COLLEGE PREPARATORY CHARTER S 4hSxnAf.pdf **Size:** 556.3 kB

Entry 4d - Financial Services Contact Information

Completed Nov 1 2022

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

Form for "Financial Services Contact Information"

1. School Based Fiscal Contact Information

	School Based Fiscal Contact Name	School Based Fiscal Contact Email	School Based Fiscal Contact Phone
	Joshua Canela	jcanela@creoprep.org	347-216-9246

2. Audit Firm Contact Information

	School Audit Contact Name	School Audit Contact Email	School Audit Contact Phone	Years Working With This Audit Firm
	Michelle Cain	mcain@mmb-co.com	585-423-1860	4

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

	Firm Name	Contact Person	Mailing Address	Email	Phone	Years With Firm
	Edtec	Leslie Rich	1266 66th Street, #4 Emeryville, CA 94608	LRich@edtec.com	917-997-4330	4

Entry 5 - Fiscal Year 2022-2023 Budget

Completed Nov 1 2022

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

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

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

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

[Creo - 2022-2023 Budget Template](#)

Filename: Creo 2022 2023 Budget Template.xlsx **Size:** 36.9 kB

Entry 6 - Board of Trustees Disclosure of Financial Interest Form

Completed Jul 30 2022

Due on August 1, 2022, each member of the charter school's Board of Trustees who served on a charter school education corporation governing one or more charter schools for any period during the 2021-2022 school year must complete and sign a [Trustee Disclosure of Financial Interest Form](#). Acceptable signature formats include:

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

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

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

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

[Creo Trustee Financial Disclosure - Ellison Ward Merkel](#)

Filename: Creo Trustee Financial Disclosure h9Mi7nJ.pdf **Size:** 539.5 kB

[Creo Trustee Financial Disclosure - Aditi Gupta](#)

Filename: Creo Trustee Financial Disclosure J7TYWY6.pdf **Size:** 562.2 kB

[Creo Trustee Financial Disclosure - Erin Dunn-Franklin](#)

Filename: Creo Trustee Financial Disclosure WaOvjuh.pdf **Size:** 537.9 kB

[Creo Trustee Financial Disclosure - Jerelyn Rodriguez](#)

Filename: Creo Trustee Financial Disclosure VySPkM1.pdf **Size:** 528.6 kB

[Creo Trustee Financial Disclosure - Laura Reyes](#)

Filename: Creo Trustee Financial Disclosure cWddePy.pdf **Size:** 524.2 kB

[Creo Trustee Financial Disclosure - Sydney Bagrou](#)

Filename: Creo Trustee Financial Disclosure R95dHwy.pdf **Size:** 521.9 kB

Entry 7 BOT Membership Table

Instructions

Required of ALL charter schools

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

Entry 7 BOT Table

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

CREO COLLEGE PREPARATORY CHARTER SCHOOL 800000090254

Authorizer:

Who is the authorizer of your charter school?

Board of Regents

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

	Trustee Name	Trustee Email Address	Position on the Board	Committee Affiliations	Voting Member Per By-Laws (Y/N)	Number of Terms Served	Start Date of Current Term (MM/DD/YYYY)	End Date of Current Term (MM/DD/YYYY)	Board Meetings Attended During 2021-2022
1	Ellison Ward Merkel		Vice Chair	Governance	Yes	3	6/20/2019	6/20/2023	11
2	Jerelyn Rodriguez		Chair	Governance	Yes	3	5/28/2020	5/28/2023	12
3	Erin Dunn-Franklin		Treasurer	Finance	Yes	3	7/20/2020	7/20/2023	12
4	Aditi Gupta		Trustee/Member	Fundraising	Yes	1	8/15/2019	8/15/2022	12
5	Laura Reyes		Trustee/Member	Academic	Yes	1	4/23/2020	4/23/2023	12
6	Sydney Bagrou		Trustee/Member	Finance	Yes	1	9/3/2020	9/3/2023	12
7									
8									
9									

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

No

2. INFORMATION ABOUT MEMBERS OF THE BOARD OF TRUSTEES

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

a. Total Number of BOT Members on June 30, 2022	6
b.Total Number of Members Added During 2021-2022	0
c. Total Number of Members who Departed during 2021-2022	1
d.Total Number of members, as set in Bylaws, Resolution or Minutes	6

3. Number of Board meetings held during 2021-2022

12

4. Number of Board meetings scheduled for 2022-2023

12

Total number of Voting Members on June 30, 2022:

6

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

0

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

1

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

15

Total number of Non-Voting Members on June 30, 2022:

0

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

0

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

0

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

NA

Board members attending 8 or fewer meetings during 2021-2022

0

Thank you.

Entry 8 Board Meeting Minutes

Completed Jul 30 2022

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

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

02

Filename: 02. February Board Meeting Minutes.pdf **Size:** 93.7 kB

01

Filename: 01. January Board Meeting Minutes.pdf **Size:** 106.1 kB

03

Filename: 03. March Board Meeting Agenda.pdf **Size:** 114.2 kB

05

Filename: 05. May 2022 Board Meeting Agenda.pdf **Size:** 114.6 kB

06

Filename: 06. June 2022 Board Meeting Agenda.pdf **Size:** 113.0 kB

09

Filename: 09. Board Meeting Minutes Septem gIRKJRF.pdf **Size:** 107.4 kB

[10](#)

Filename: 10. Board Meeting Minutes Octobe KLpYGUG.pdf **Size:** 107.3 kB

[11](#)

Filename: 11. Board Meeting Minutes Novemb 6FpcOW6.pdf **Size:** 106.5 kB

[07](#)

Filename: 07. Board Meeting Minutes July 29 2021.pdf **Size:** 85.1 kB

[04](#)

Filename: 04. April 2022 Board Meeting Agend mYFmCid.pdf **Size:** 1.3 MB

[08](#)

Filename: 08. 8 26 Board Meeting Minutes.pdf **Size:** 114.6 kB

[12](#)

Filename: 12. Board Meeting Minutes Decemb ULT5Plh.pdf **Size:** 105.8 kB

Entry 9 Enrollment & Retention

Completed Jul 30 2022

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

Required of ALL Charter Schools

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

Entry 9 Enrollment and Retention of Special Populations

Recruitment/Attraction Efforts Toward Meeting Targets

	Describe Recruitment Efforts in 2021-2022	Describe Recruitment Plans in 2022-2023
	We canvas and table in our neighborhood and surrounding districts. We do extensive	

<p>Economically Disadvantaged</p>	<p>outreach in NYCHA buildings, partner with community organizations, churches, mutual aid groups, and others to find families who are economically disadvantaged.</p> <p>We continue to provide all required supplies, materials, and uniforms free of charge for all families. We worked with our Family Council to identify and recruit families, and secured resources to provide services including adult education, laundry for families, and frequent workshops and events to expand access.</p>	<p>We continue to canvas and table in our neighborhood, and work with local community organizations and churches to identify and meet families who are economically disadvantaged.</p>
<p>English Language Learners</p>	<p>All of our outreach and marketing is bilingual. We worked with families of ELL's to recruit through kinship networks and affinity groups, and increased our ELL population for this school year. All of our canvassing teams have at least one multilingual teammates. We increased our ELL population to almost 15% of our student body, compared to 17% in our district.</p>	<p>We continued our bilingual outreach, and family participation through in-person canvassing, social media outreach, and a new referral program.</p>
<p>Students with Disabilities</p>	<p>Last year, we exceeded our district in percentage of students with disabilities. Our Student Supports Team was available to answer all questions about IEP's from prospective families in both English and Spanish. We prepare all canvassers with information about our student supports program, and members of the team participate in outreach to prospective families to have informed conversations about</p>	<p>We continue to involve our Student Supports Team in recruitment so families can make an informed decision.</p>

how we can serve their child.

Retention Efforts Toward Meeting Targets

	Describe Retention Efforts in 2021-2022	Describe Retention Plans in 2022-2023
Economically Disadvantaged	<p>During 2021-22, Creo provided all school supplies, including a laptop, for all students. As an SFA with the community option, we provide free meal to all students. We partnered with local services and vendors, including a laundromat, to provide additional supports for economically disadvantaged families.</p>	<p>We continue to provide all school supplies, uniforms, and laptops for all students. We conduct home visits with all families to build trust and understand individual needs, so that we can support families in times of acute crisis.</p>
English Language Learners	<p>We expanded our Reading Program and MLL with two additional dedicated teammates and differentiated classes that helped students make rapid growth. Families are regularly included in conversation and invited to observe instruction.</p>	<p>We are expanding our support for MLL with another Interventionist joining our team, and expanding the differentiated Reading program for language acquisition that has allowed ELL's access to our mainstream curricula.</p>
Students with Disabilities	<p>We continue our model of co-teaching within small classes, with the additional supports of our grade-level counselors. Daily intervention blocks across the school and frequent in-person meetings and opportunities for families to observe and collaborate with our team allowed for differentiated support and for students and families to experience measurable progress. No Creo student with disabilities left our school for a more restrictive setting or school with more services.</p>	<p>We are continuing our ICT model and adding additional Teaching Assistants to help increase small-group time for all students, especially Students with Disabilities.</p>

Entry 10 - Teacher and Administrator Attrition

Completed Jul 30 2022

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

A. TEACH System - Employee Clearance

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

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

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

B. Emergency Conditional Clearances

Emergency Conditional Clearances

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

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

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

Attestation

Responses Selected:

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

Entry 11 Percent of Uncertified Teachers

Completed Jul 30 2022

Instructions

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

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

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

Entry 11 Uncertified Teachers

School Name:

Instructions for Reporting Percent of Uncertified Teachers

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

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

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

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

	FTE Count
i. FTE count of uncertified teacher with at least three years of elementary, middle or secondary classroom teaching experience (as of June 30, 2022)	5
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2022)	
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2022)	
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2022)	
Total Category A: 5 or 30% whichever is less	5.0

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

	FTE Count
i. Mathematics	3
ii. Science	
iii. Computer Science	2
iv. Technology	
v. Career and Technical Education	0
Total Category B: not to exceed 5	5.0

CATEGORY C: PLUS 5 ADDITIONAL UNCERTIFIED TEACHERS

	FTE Count
i. FTE count of uncertified teacher with at least three years of elementary, middle or secondary classroom teaching experience (as of June 30, 2022)	5
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2022)	
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2022)	
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2022)	
Total Category C: not to exceed 5	5.0

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

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

	FTE Count
Total	5

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	20

CATEGORY E: TOTAL FTE COUNT OF CERTIFIED TEACHERS

	FTE Count
Total Category E	19

CATEGORY F: TOTAL FTE COUNT OF ALL TEACHERS

Please do not include paraprofessionals, such as teacher aides.

	FTE Count
Total Category F	39

Thank you.



Entry 12 Organization Chart

Completed Jul 30 2022

Instructions

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

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

2021-22 Org Chart

Filename: 2021 22 Org Chart C1j068p.pdf **Size:** 96.6 kB

Entry 13 School Calendar

Completed Jul 30 2022

[Instructions for submitting School Calendar](#)

Required of ALL Charter Schools

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

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

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

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

2022-23 Academic Calendar [Draft 6_7_22] - 2022-23

Filename: 2022 23 Academic Calendar Draft 6 bRqL07T.pdf **Size:** 48.6 kB

Entry 14 Links to Critical Documents on School Website

Completed Jul 30 2022

Instructions

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

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

1. Current Annual Report (i.e., 2021-2022 Annual Report);[\[1\]](#)
2. Board meeting notices, agendas and documents;
3. New York State School Report Card;
4. Authorizer-approved DASA Policy and NYSED-Approved School Discipline Policy **(For Regents, NYCDOE, and Buffalo BOE-Authorized Charter Schools ONLY)**;

5. District-wide safety plan, not a building level safety plan (as per the September 2021 [Emergency Response Plan Memo](#));
6. Authorizer-approved FOIL Policy; and
7. Subject matter list of FOIL records. (Example: See [NYSED Subject Matter List](#))

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

Form for Entry 14 Links to Critical Documents on School Website

School Name: Creo College Preparatory Charter School

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

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

	Link to Documents
1. Current Annual Report (i.e., 2021-2022 Annual Report)	https://www.creoprep.org/s/creo_college_prep_ar2021_redacted.pdf
2. Board meeting notices, agendas and documents	https://www.creoprep.org/board
3. New York State School Report Card	https://www.creoprep.org/s/2021--CREO-COLLEGE-PREP-CHARTER-SCHOOL-Report-Card--NYSED-Data-Site.pdf
4. Authorizer-approved DASA Policy and NYSED-Approved School Discipline Policy (For Regents, NYCDOE, and Buffalo BOE-Authorized Charter Schools ONLY)	https://www.creoprep.org/documents
5. District-wide safety plan, not a building level safety plan (as per the September 2021 Emergency Response Plan Memo	https://www.creoprep.org/documents
6. Authorizer-approved FOIL Policy	https://www.creoprep.org/documents
7. Subject matter list of FOIL records. (Example: See NYSED Subject Matter List)	https://www.creoprep.org/documents

Thank you.



Entry 15 Staff Roster

Completed Jul 30 2022

INSTRUCTIONS

Required of Regents and NYCDOE-authorized Charter Schools ONLY

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

Use of the 2021-2022 Annual Report Faculty/Staff roster template is required. Each of the data

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

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

[faculty-staff-roster-template-2022-v2 \(1\)](#)

Filename: faculty staff roster template 202 5DLQxR8.xlsx **Size:** 38.9 kB

Optional Additional Documents to Upload (BOR)

Incomplete



Creo College Prep

Mengel, Metzger, Barr & Co. LLP
Certified Public Accountants
100 Chestnut Street, Suite 1200
Rochester, New York 14604

This representation letter is provided in connection with your audits of the financial statements of Creo College Preparatory Charter School, which comprise the statements of financial position as of June 30, 2022 and 2021, and the related statements of activities and changes in net assets, functional expenses, and cash flows for the years then ended, and the related notes to the financial statements, for the purpose of expressing an opinion on whether the financial statements are presented fairly, in all material respects, in accordance with accounting principles generally accepted in the United States of America (U.S. GAAP).

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

We confirm that to the best of our knowledge and belief, having made such inquiries as we considered necessary for the purpose of appropriately informing ourselves as of the date of this representation letter:

Financial Statements

We have fulfilled our responsibilities, as set out in the terms of the audit engagement dated June 1, 2022, for the preparation and fair presentation of the financial statements in accordance with U.S. GAAP.

We acknowledge our responsibility for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

We acknowledge our responsibility for the design, implementation, and maintenance of internal control to prevent and detect fraud.

Significant assumptions used by us in making accounting estimates, including those measured at fair value, are reasonable.

All related party relationships and transactions have been appropriately accounted for and disclosed in accordance with the requirements of U.S. GAAP.

All events subsequent to the date of the financial statements and for which U.S. GAAP requires adjustment or disclosure have been adjusted or disclosed.

The effects of all known actual or possible litigation and claims have been accounted for and disclosed in accordance with U.S. GAAP.

We have complied with all contractual agreements, grants, and donor restrictions.

We have maintained an appropriate composition of assets in amounts needed to comply with all donor restrictions.

We have accurately presented the entity's position regarding taxation and tax-exempt status.



Creo College Prep

The bases used for allocation of functional expenses are reasonable and appropriate.

We have included in the financial statements all assets and liabilities under the entity's control.

We have designed, implemented, and maintained adequate internal controls over the receipt and recording of contributions.

Reclassifications between net asset classes are proper.

Methods and significant assumptions used by management to determine fair values, their consistency in application, and the completeness and adequacy of fair value information for financial statement measurement and disclosure purposes are appropriate.

We have reviewed the Charter School's draft financial statements prepared by you based upon financial information we provided to you. We have reviewed all supporting schedules and accept full responsibility for the Charter School's financial statements prepared in accordance with accounting principles generally accepted in the United States of America.

With respect to nonattest service(s) provided, we have performed the following:

- Made all management decisions and performed all management functions;
- Assigned a competent individual to oversee the services;
- Evaluated the adequacy of the services performed;
- Evaluated and accepted responsibility for the result of the service performed; and
- Established and maintained internal controls, including monitoring ongoing activities.

Disclosures includes in the financial statements regarding the relevant significant business, financial, and reporting impacts of the COVID-19 outbreak accurately reflect management's full consideration of such impacts.

To the extent our normal procedures and controls related to our financial close or other reporting processes were adversely impacted by the COVID-19 outbreak, we took appropriate actions and safeguards to reasonably ensure the fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America.

Other than as disclosed in Note L to the financial statements, no other impacts from the COVID-19 outbreak are necessary to be reflected in those financial statements.

Information Provided

We have provided you with:

- o Access to all information, of which we are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, and other matters;
- o Minutes of the meetings of the Board of Trustees and other committees, or summaries of actions of recent meetings for which minutes may have not yet been prepared;
- o Additional information that you have requested from us for the purpose of the audits; and
- o Unrestricted access to persons within the entity from whom you determined it necessary to obtain audit evidence.

All transactions have been recorded in the accounting records and are reflected in the financial statements.



Creo College Prep

We have disclosed to you the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud.

We have provided to you our analysis of the entity's ability to continue as a going concern, including significant conditions and events present, and if necessary, our analysis of management's plans, and our ability to achieve those plans.

We have no knowledge of any fraud or suspected fraud that affects the entity and involves:

- Management;
- Employees who have significant roles in internal control; or
- Others when the fraud could have a material effect on the financial statements.

We have no knowledge of any allegations of fraud, or suspected fraud, affecting the entity's financial statements communicated by employees, former employees, analysts, regulators, or others.

We have no knowledge of any noncompliance or suspected noncompliance with laws, regulations, contracts and grant agreements whose effects should be considered when preparing financial statements.

We are not aware of any pending or threatened litigation, claims, and assessments whose effects should be considered when preparing the financial statements and we have not consulted legal counsel concerning litigation or claims.

We have disclosed to you the identity of the Charter School's related parties and all the related party relationships and transactions of which we are aware.

Other Representations

The entity has satisfactory title to all owned assets, and there are no liens or encumbrances on such assets nor has any asset been pledged as collateral.

We have considered the accounting and reporting requirements of FASB ASC 740-10. We believe there are no material liabilities (or reduction in amounts refundable) required for unrecognized tax benefits related to our tax positions, as defined and described in FASB ASC 740-10-20.

Very truly yours,

CREO COLLEGE PREPARATORY SCHOOL

Ben Samuels-Kalow

Ben Samuels-Kalow
Founder and Head of School

Erin Dunn-Franklin

Erin Dunn-Franklin
Board Treasurer

New York State Education Department

Request for Proposals to Establish Charter Schools Authorized by the Board of Regents

2022-2023 Budget & Cash Flow Template

General Instructions and Notes for New Application Budgets and Cash Flows Templates

1	Complete ALL SIX columns in BLUE
2	Enter information into the GRAY cells
3	Cells containing RED triangles in the upper right corner in columns B through G contain guidance on that particular item
4	School district per-pupil tuition information is located on the State Aid website at https://stateaid.nysed.gov/charter/ . Rows may be inserted in the worksheet to accommodate additional districts if necessary.
5	The Assumptions column should be completed for all revenue and expense items unless the item is self-explanatory. Where applicable, please reference the page number or section in the application narrative that indicates the assumption being made. For instance, student enrollment would reference the applicable page number in Section I, C of the application narrative.



Annual Financial Statement Audit Report

for Board of Regents Authorized Charter Schools

School Name:	Creo College Prep Charter School
Date (Report is due Nov. 1):	November 1, 2022
Primary District of Location (If NYC select NYC DOE):	New York City Department of Education
If located in NYC DOE select CSD:	NYCSD #7
School Fiscal Contact Name:	Ben Samuels-Kalow / Leslie Rich
School Fiscal Contact Email:	[REDACTED]
School Fiscal Contact Phone:	[REDACTED]
School Audit Firm Name:	Mengel Metzger Barr & Co. LLP
School Audit Contact Name:	Michelle Cain, CPA
School Audit Contact Email:	[REDACTED]
School Audit Contact Phone:	[REDACTED]
Audit Period:	2021-22
Prior Year:	2020-21

The following items are required to be included:

- 1.) The independent auditor's report on financial statements and notes.
- 2.) Excel template file containing the Financial Position, Statement of Activities, Cash Flow and Functional Expenses worksheets.
- 3.) Reports on internal controls over financial reporting and on compliance.

The additional items listed below should be included if applicable. Please explain the reason(s) if the items are not included. Examples might include: a written management letter was not issued; the school did not expend federal funds in excess of the Single Audit Threshold of \$750,000; the management letter response will be submitted by the following date (should be no later than 30 days from the submission of the report); etc.

Item	If not included, state the reason(s) below (if not applicable fill in N/A):
Management Letter	N/A
Management Letter Response	N/A
Form 990	Not due until May 15, 2023
Federal Single Audit (A-133)	N/A
Corrective Action Plan	N/A

Creo College Prep Charter School
Statement of Financial Position
as of June 30

	<u>2022</u>	<u>2021</u>
<u>CURRENT ASSETS</u>		
Cash and cash equivalents	\$ 994,046	\$ 926,648
Grants and contracts receivable	366,410	196,039
Accounts receivables	49,092	30,267
Prepaid Expenses	-	-
Contributions and other receivables	-	-
Other current assets	-	-
TOTAL CURRENT ASSETS	<u>1,409,548</u>	<u>1,152,954</u>
<u>NON-CURRENT ASSETS</u>		
Property, Building and Equipment, net	\$ 279,217	\$ 349,243
Restricted Cash	-	-
Security Deposits	39,831	39,831
Other Non-Current Assets	-	-
TOTAL NON-CURRENT ASSETS	<u>319,048</u>	<u>389,074</u>
TOTAL ASSETS	<u>1,728,596</u>	<u>1,542,028</u>
<u>CURRENT LIABILITIES</u>		
Accounts payable and accrued expenses	\$ 158,705	\$ 77,442
Accrued payroll, payroll taxes and benefits	247,597	158,891
Current Portion of Loan Payable	-	-
Due to Related Parties	-	-
Refundable Advances	-	-
Deferred Revenue	-	-
Other Current Liabilities	-	-
TOTAL CURRENT LIABILITIES	<u>406,302</u>	<u>236,333</u>
<u>LONG-TERM LIABILITIES</u>		
Loan Payable; Due in More than One Year	\$ -	\$ -
Deferred Rent	871,139	723,214
Due to Related Party	-	-
Other Long-Term Liabilities	-	-
TOTAL LONG-TERM LIABILITIES	<u>871,139</u>	<u>723,214</u>
TOTAL LIABILITIES	<u>1,277,441</u>	<u>959,547</u>
<u>NET ASSETS</u>		
Unrestricted	\$ 406,155	\$ 582,481
Temporarily restricted	45,000	-
Permanently restricted	-	-
TOTAL NET ASSETS	<u>451,155</u>	<u>582,481</u>
TOTAL LIABILITIES AND NET ASSETS	<u>1,728,596</u>	<u>1,542,028</u>

Creo College Prep Charter School
Statement of Activities
as of June 30

	2022			2021
	Unrestricted	Temporarily Restricted	Total	Total
OPERATING REVENUE				
State and Local Per Pupil Revenue - Reg. Ed	\$ 5,305,365	\$ -	\$ 5,305,365	\$ 3,270,545
State and Local Per Pupil Revenue - SPED	-	-	-	-
State and Local Per Pupil Facilities Revenue	1,274,659	-	1,274,659	774,871
Federal Grants	705,606	-	705,606	250,746
State and City Grants	-	-	-	-
Other Operating Income	8,944	-	8,944	2,472
Food Service/Child Nutrition Program	-	-	-	-
TOTAL OPERATING REVENUE	7,294,574	-	7,294,574	4,298,634
EXPENSES				
Program Services				
Regular Education	\$ 4,820,069	\$ -	\$ 4,820,069	\$ 3,039,341
Special Education	1,707,188	-	1,707,188	691,367
Other Programs	-	-	-	-
Total Program Services	6,527,257	-	6,527,257	3,730,708
Management and general	967,795	-	967,795	1,061,774
Fundraising	-	-	-	-
TOTAL EXPENSES	7,495,052	-	7,495,052	4,792,482
SURPLUS / (DEFICIT) FROM OPERATIONS	(200,478)	-	(200,478)	(493,848)
SUPPORT AND OTHER REVENUE				
Interest and Other Income	\$ -	\$ -	\$ -	\$ -
Contributions and Grants	24,152	45,000	69,152	147,353
Fundraising Support	-	-	-	-
Investments	-	-	-	137,935
Donated Services	-	-	-	-
Other Support and Revenue	-	-	-	86,400
TOTAL SUPPORT AND OTHER REVENUE	24,152	45,000	69,152	371,688
Net Assets Released from Restrictions / Loss on Disposal of Assets	\$ -	\$ -	\$ -	\$ -
CHANGE IN NET ASSETS	(176,326)	45,000	(131,326)	(122,160)
NET ASSETS - BEGINNING OF YEAR	\$ 582,481	\$ -	\$ 582,481	\$ 704,641
PRIOR YEAR/PERIOD ADJUSTMENTS	-	-	-	-
NET ASSETS - END OF YEAR	\$ 406,155	\$ 45,000	\$ 451,155	\$ 582,481

**Creo College Prep Charter School
Statement of Cash Flows**

as of June 30

	<u>2022</u>	<u>2021</u>
CASH FLOWS - OPERATING ACTIVITIES		
Increase (decrease) in net assets	\$ (131,326)	\$ (122,160)
Revenues from School Districts	-	-
Accounts Receivable	-	-
Due from School Districts	-	-
Depreciation	196,068	128,670
Grants Receivable	(170,371)	117,083
Due from NYS	-	-
Grant revenues	-	-
Prepaid Expenses	(18,825)	15,160
Accounts Payable	-	-
Accrued Expenses	81,263	12,393
Accrued Liabilities	88,706	77,002
Contributions and fund-raising activities	-	(86,400)
Miscellaneous sources	-	-
Deferred Revenue	-	-
Interest payments	-	-
Paycheck Protection Program loan forgiveness	-	(137,935)
Deferred Lease Liability	-	723,214
NET CASH PROVIDED FROM OPERATING ACTIVITIES	<u>\$ 45,515</u>	<u>\$ 727,027</u>
CASH FLOWS - INVESTING ACTIVITIES	\$	\$
Purchase of equipment	(130,156)	(82,039)
Other	-	-
NET CASH PROVIDED FROM INVESTING ACTIVITIES	<u>\$ (130,156)</u>	<u>\$ (82,039)</u>
CASH FLOWS - FINANCING ACTIVITIES	\$	\$
Principal payments on long-term debt	-	-
Other	-	-
NET CASH PROVIDED FROM FINANCING ACTIVITIES	<u>\$ -</u>	<u>\$ -</u>
NET (DECREASE) INCREASE IN CASH AND CASH EQUIVALENTS	\$ (84,641)	\$ 644,988
Cash at beginning of year	994,046	281,660
CASH AND CASH EQUIVALENTS AT END OF YEAR	<u><u>\$ 909,405</u></u>	<u><u>\$ 926,648</u></u>

**Creo College Prep Charter School
Statement of Functional Expenses
as of June 30**

	No. of Positions	2022							2021	
		Program Services				Supporting Services			Total	
		Regular Education	Special Education	Other Education	Total	Fundraising	Management and General	Total		
Personnel Services Costs		\$	\$	\$	\$	\$	\$	\$	\$	
Administrative Staff Personnel	7.00	-	-	-	-	-	563,821	563,821	563,821	487,737
Instructional Personnel	39.00	2,083,553	713,894	-	2,797,447	-	-	-	2,797,447	1,457,695
Non-Instructional Personnel	-	-	-	-	-	-	-	-	-	-
Total Salaries and Staff	46.00	2,083,553	713,894	-	2,797,447	-	563,821	563,821	3,361,268	1,945,432
Fringe Benefits & Payroll Taxes		440,579	150,957	-	591,536	-	119,225	119,225	710,761	413,893
Retirement		51,074	17,500	-	68,574	-	13,821	13,821	82,395	49,964
Management Company Fees		-	-	-	-	-	-	-	-	-
Legal Service		-	-	-	-	-	5,158	5,158	5,158	8,596
Accounting / Audit Services		-	-	-	-	-	28,000	28,000	28,000	24,600
Other Purchased / Professional / Consulting Services		268,218	115,498	-	383,716	-	68,871	68,871	452,587	242,898
Building and Land Rent / Lease		1,175,568	402,789	-	1,578,357	-	-	-	1,578,357	1,496,053
Repairs & Maintenance		17,557	6,016	-	23,573	-	-	-	23,573	15,494
Insurance		24,605	10,595	-	35,200	-	6,318	6,318	41,518	47,352
Utilities		-	-	-	-	-	35,127	35,127	35,127	37,898
Supplies / Materials		104,962	35,964	-	140,926	-	-	-	140,926	22,291
Equipment / Furnishings		8,717	3,754	-	12,471	-	2,238	2,238	14,709	13,352
Staff Development		55,674	23,974	-	79,648	-	14,296	14,296	93,944	51,705
Marketing / Recruitment		81,557	35,119	-	116,676	-	20,943	20,943	137,619	93,076
Technology		21,505	9,260	-	30,765	-	5,521	5,521	36,286	54,703
Food Service		269,450	92,323	-	361,773	-	-	-	361,773	65,890
Student Services		44,551	15,264	-	59,815	-	-	-	59,815	11,775
Office Expense		56,303	24,245	-	80,548	-	14,459	14,459	95,007	37,156
Depreciation		116,196	50,036	-	166,232	-	29,836	29,836	196,068	128,670
OTHER		-	-	-	-	-	40,161	40,161	40,161	31,684
Total Expenses		\$ 4,820,069	\$ 1,707,188	\$ -	\$ 6,527,257	\$ -	\$ 967,795	\$ 967,795	\$ 7,495,052	\$ 4,792,482

CREO COLLEGE PREPARATORY CHARTER SCHOOL

REPORT TO THE FINANCE COMMITTEE

JUNE 30, 2022

October 19, 2022

Finance Committee
Creo College Preparatory Charter School

We have audited the financial statements of Creo College Preparatory Charter School as of and for the year ended June 30, 2022, and have issued our report thereon dated October 19, 2022. Professional standards require that we advise you of the following matters relating to our audit.

Our Responsibility in Relation to the Financial Statement Audit

As communicated in our engagement letter dated June 1, 2022, our responsibility, as described by professional standards, is to form and express an opinion about whether the financial statements that have been prepared by management with your oversight are presented fairly, in all material respects, in conformity with accounting principles generally accepted in the United States of America. Our audit of the financial statements does not relieve you or management of its respective responsibilities.

Our responsibility, as prescribed by professional standards, is to plan and perform our audit to obtain reasonable, rather than absolute, assurance about whether the financial statements are free of material misstatement. An audit of financial statements includes consideration of internal control over financial reporting as a basis for designing audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control over financial reporting. Accordingly, as part of our audit, we considered the internal control of Creo College Preparatory Charter School solely for the purpose of determining our audit procedures and not to provide any assurance concerning such internal control.

We are also responsible for communicating significant matters related to the audit that are, in our professional judgment, relevant to your responsibilities in overseeing the financial reporting process. However, we are not required to design procedures for the purpose of identifying other matters to communicate to you.

Planned Scope and Timing of the Audit

We conducted our audit consistent with the planned scope and timing we previously communicated to you.

Significant Risks Identified

We have identified the following significant risks:

- Management override
- Improper revenue recognition
- Improper allocation of expenses to grants
- Misappropriation of assets

Professional auditing standards require that we identify and assess risks and design and perform our audit procedures to assess those risks. The identification of a risk does not mean that it has occurred, but rather it has the potential to impact the financial statements.

Compliance with All Ethics Requirements Regarding Independence

The engagement team, others in our firm, as appropriate, and our firm have complied with all relevant ethical requirements regarding independence. Safeguards in place to eliminate or reduce threats to independence to an acceptable level include a skilled, knowledgeable and experienced outsourced finance team who reviews the draft financial statements prior to issuance and accepts responsibility for them.

Qualitative Aspects of the Entity's Significant Accounting Practices

Significant Accounting Policies

Management has the responsibility to select and use appropriate accounting policies. A summary of the significant accounting policies adopted by Creo College Preparatory Charter School is included in Note A to the financial statements. As described in Note A to the financial statements, during the year, the Charter School adopted new guidance for gifts-in-kind (ASU 2020-07). No matters have come to our attention that would require us, under professional standards, to inform you about (1) the methods used to account for significant unusual transactions and (2) the effect of significant accounting policies in controversial or emerging areas for which there is a lack of authoritative guidance or consensus.

Significant Accounting Estimates

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's current judgments. Those judgments are normally based on knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ markedly from management's current judgments.

The most sensitive accounting estimates affecting the financial statements are the allocation of operating expenses for the statement of functional expenses and the collectability of grants and other receivables. We evaluated the key factors and assumptions used to develop the estimates and determined that they are reasonable in relation to the basic financial statements taken as a whole.

Financial Statement Disclosures

Certain financial statement disclosures involve significant judgment and are particularly sensitive because of their significance to financial statement users. The most sensitive disclosures affecting Creo College Preparatory Charter School's financial statements relate to revenue and support recognition and lease commitments, which are referred to in the notes of the financial statements.

Identified or Suspected Fraud

We encountered no identified or suspected fraud in dealing with management relating to the performance of the audit.

Significant Difficulties Encountered during the Audit

We are pleased to report we encountered no significant difficulties in dealing with management relating to the performance of the audit.

Uncorrected and Corrected Misstatements

For purposes of this communication, professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that we believe are trivial, and communicate them to the appropriate level of management. Further, professional standards require us to also communicate the effect of uncorrected misstatements related to prior periods on the relevant classes of transactions, account balances or disclosures, and the financial statements as a whole. Management has corrected all such misstatements.

In addition, professional standards require us to communicate to you all material, corrected misstatements that were brought to the attention of management as a result of our audit procedures. None of the misstatements identified by us as a result of our audit procedures and corrected by management were material, either individually or in the aggregate, to the financial statements taken as a whole.

Disagreements with Management

For purposes of this letter, professional standards define a disagreement with management as a matter, whether or not resolved to our satisfaction, concerning a financial accounting, reporting, or auditing matter, which could be significant to Creo College Preparatory Charter School's financial statements or the auditor's report. We are pleased to report no such disagreements arose during the course of the audit.

Representations Requested from Management

We have requested certain written representations from management, which are included in the management representation letter.

Management's Consultations with Other Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters. Management informed us that, and to our knowledge, there were no consultations with other accountants regarding auditing and accounting matters.

Other Significant Matters, Findings or Issues

In the normal course of our professional association with Creo College Preparatory Charter School, we generally discuss a variety of matters, including the application of accounting principles and auditing standards, business conditions affecting the entity, and business plans and strategies that may affect the risks of material misstatement. None of the matters discussed resulted in a condition to our retention as Creo College Preparatory Charter School's auditors.

* * * * *

Should you desire further information concerning these matters, Michelle Cain or Sylest Williams will be happy to meet with you at your convenience.

This report is intended solely for the information and use of the Board of Trustees, Finance Committee and management of Creo College Preparatory Charter School and is not intended to be and should not be used by anyone other than these specified parties.

Very truly yours,

Mengel, Metzger, Barr & Co. LLP

MENGEL, METZGER, BARR & CO. LLP

CREO COLLEGE PREPARATORY CHARTER SCHOOL

BRONX, NEW YORK

AUDITED FINANCIAL STATEMENTS

**REPORT REQUIRED BY
GOVERNMENT AUDITING STANDARDS**

AND

INDEPENDENT AUDITOR'S REPORTS

JUNE 30, 2022
(With Comparative totals for 2021)

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INDEPENDENT AUDITOR'S REPORT

Board of Trustees
Creo College Preparatory Charter School

Report on the Audit of the Financial Statements

Opinion

We have audited the accompanying financial statements of Creo College Preparatory Charter School, which comprise the statement of financial position as of June 30, 2022, and the related statements of activities and changes in net assets, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements.

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

Basis for Opinion

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

Responsibilities of Management for the Financial Statements

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

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

Auditor's Responsibilities for the Audit of the Financial Statements

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

In performing an audit in accordance with GAAS, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about Creo College Preparatory Charter School's ability to continue as a going concern for a reasonable period of time.

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

Report on Summarized Comparative Information

We have previously audited Creo College Preparatory Charter School's June 30, 2021 financial statements, and we expressed an unmodified audit opinion on those audited financial statements in our report dated September 23, 2021. In our opinion, the summarized comparative information presented herein as of June 30, 2021 is consistent, in all material respects, with the audited financial statements from which it has been derived.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated October 19, 2022 on our consideration of Creo College Preparatory Charter School's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Creo College Preparatory Charter School's internal control over financial reporting and compliance.

Mengel, Metzger, Baw & Co. LLP

Rochester, New York
October 19, 2022

CREO COLLEGE PREPARATORY CHARTER SCHOOL

STATEMENT OF FINANCIAL POSITION

JUNE 30, 2022

(With Comparative Totals for 2021)

<u>ASSETS</u>	<u>June 30,</u>	
	<u>2022</u>	<u>2021</u>
<u>CURRENT ASSETS</u>		
Cash	\$ 919,000	\$ 876,617
Grants and other receivables	366,410	196,039
Prepaid expenses and other current assets	<u>49,092</u>	<u>30,267</u>
TOTAL CURRENT ASSETS	1,334,502	1,102,923
<u>PROPERTY AND EQUIPMENT, net</u>	279,217	349,243
<u>OTHER ASSETS</u>		
Security deposits	39,831	39,831
Cash in escrow	<u>75,046</u>	<u>50,031</u>
	<u>114,877</u>	<u>89,862</u>
TOTAL ASSETS	<u>\$ 1,728,596</u>	<u>\$ 1,542,028</u>
<u>LIABILITIES AND NET ASSETS</u>		
<u>CURRENT LIABILITIES</u>		
Accounts payable and accrued expenses	\$ 158,705	\$ 77,442
Accrued payroll and benefits	<u>247,597</u>	<u>158,891</u>
TOTAL CURRENT LIABILITIES	406,302	236,333
<u>DEFERRED LEASE LIABILITY</u>	<u>871,139</u>	<u>723,214</u>
TOTAL LIABILITIES	1,277,441	959,547
<u>NET ASSETS</u>		
Without donor restrictions	406,155	582,481
With donor restrictions	<u>45,000</u>	<u>-</u>
TOTAL NET ASSETS	<u>451,155</u>	<u>582,481</u>
TOTAL LIABILITIES AND NET ASSETS	<u>\$ 1,728,596</u>	<u>\$ 1,542,028</u>

The accompanying notes are an integral part of the financial statements.

CREO COLLEGE PREPARATORY CHARTER SCHOOL

STATEMENT OF ACTIVITIES AND CHANGES IN NET ASSETS

YEAR ENDED JUNE 30, 2022
 (With Comparative Totals for 2021)

	Year ended June 30, 2022			Year ended June 30, 2021
	Without Donor Restrictions	With Donor Restrictions	Total	
Operating revenue and support:				
State and local per pupil operating revenue	\$ 5,305,365	\$ -	\$ 5,305,365	\$ 3,270,545
Government grants	705,606	-	705,606	250,746
NYC DOE rental assistance	1,274,659	-	1,274,659	774,871
Contributions	24,152	45,000	69,152	147,353
Contributions - nonfinancial assets	-	-	-	86,400
Other income	8,944	-	8,944	2,472
Paycheck Protection Program loan forgiveness	-	-	-	137,935
TOTAL OPERATING REVENUE AND SUPPORT	<u>7,318,726</u>	<u>45,000</u>	<u>7,363,726</u>	<u>4,670,322</u>
Expenses:				
Program:				
Regular education	4,820,069	-	4,820,069	3,039,341
Special education	1,707,188	-	1,707,188	691,367
Management and general	967,795	-	967,795	1,061,774
TOTAL EXPENSES	<u>7,495,052</u>	<u>-</u>	<u>7,495,052</u>	<u>4,792,482</u>
CHANGE IN NET ASSETS	(176,326)	45,000	(131,326)	(122,160)
Net assets at beginning of year	<u>582,481</u>	<u>-</u>	<u>582,481</u>	<u>704,641</u>
NET ASSETS AT END OF YEAR	<u>\$ 406,155</u>	<u>\$ 45,000</u>	<u>\$ 451,155</u>	<u>\$ 582,481</u>

The accompanying notes are an integral part of the financial statements.

CREO COLLEGE PREPARATORY CHARTER SCHOOL

STATEMENT OF FUNCTIONAL EXPENSES

YEAR ENDED JUNE 30, 2022
(With Comparative Totals for 2021)

	Year ended June 30,						Year ended
	2022						June 30,
	No. of Positions	Program Services			Supporting Services	Total	Total
Regular Education		Special Education	Sub-total	Management and General			
Personnel services costs:							
Administrative staff personnel	7	\$ -	\$ -	\$ -	\$ 563,821	\$ 563,821	\$ 487,737
Instructional personnel	39	2,083,553	713,894	2,797,447	-	2,797,447	1,457,695
Total salaries and wages	46	2,083,553	713,894	2,797,447	563,821	3,361,268	1,945,432
					-		
Fringe benefits and payroll taxes		440,579	150,957	591,536	119,225	710,761	413,893
Retirement		51,074	17,500	68,574	13,821	82,395	49,964
Legal services		-	-	-	5,158	5,158	8,596
Accounting/Audit services		-	-	-	28,000	28,000	24,600
Other Purchased/Professional/Consulting Services		268,218	115,498	383,716	68,871	452,587	242,898
Building rent		1,175,568	402,789	1,578,357	-	1,578,357	1,496,053
Repairs and maintenance		17,557	6,016	23,573	-	23,573	15,494
Insurance		24,605	10,595	35,200	6,318	41,518	47,352
Utilities		-	-	-	35,127	35,127	37,898
Supplies/Materials		104,962	35,964	140,926	-	140,926	22,291
Equipment/Furnishings		8,717	3,754	12,471	2,238	14,709	13,352
Staff development		55,674	23,974	79,648	14,296	93,944	51,705
Marketing/Recruitment		81,557	35,119	116,676	20,943	137,619	93,076
Technology		21,505	9,260	30,765	5,521	36,286	54,703
Food service		269,450	92,323	361,773	-	361,773	65,890
Student services		44,551	15,264	59,815	-	59,815	11,775
Office expense		56,303	24,245	80,548	14,459	95,007	37,156
Depreciation		116,196	50,036	166,232	29,836	196,068	128,670
Other		-	-	-	40,161	40,161	31,684
		<u>\$ 4,820,069</u>	<u>\$ 1,707,188</u>	<u>\$ 6,527,257</u>	<u>\$ 967,795</u>	<u>\$ 7,495,052</u>	<u>\$ 4,792,482</u>

The accompanying notes are an integral part of the financial statements.

CREO COLLEGE PREPARATORY CHARTER SCHOOL

STATEMENT OF CASH FLOWS

YEAR ENDED JUNE 30, 2022
(With Comparative Totals for 2021)

	<u>Year ended June 30,</u>	
	<u>2022</u>	<u>2021</u>
<u>CASH FLOWS - OPERATING ACTIVITIES</u>		
Change in net assets	\$ (131,326)	\$ (122,160)
Adjustments to reconcile change in net assets to net cash provided from operating activities:		
Depreciation	196,068	128,670
Paycheck Protection Program loan forgiveness	-	(137,935)
Contributions of nonfinancial assets	-	(86,400)
Loss on disposal of property and equipment	4,114	-
Changes in certain assets and liabilities affecting operations:		
Grants and other receivables	(170,371)	117,083
Prepaid expenses and other current assets	(18,825)	15,160
Accounts payable and accrued expenses	81,263	12,393
Accrued payroll and benefits	88,706	77,002
Deferred lease liability	147,925	723,214
NET CASH PROVIDED FROM OPERATING ACTIVITIES	<u>197,554</u>	<u>727,027</u>
<u>CASH FLOWS - INVESTING ACTIVITIES</u>		
Purchases of property and equipment	<u>(130,156)</u>	<u>(82,039)</u>
NET CASH USED FOR INVESTING ACTIVITIES	<u>(130,156)</u>	<u>(82,039)</u>
NET INCREASE IN CASH AND RESTRICTED CASH	67,398	644,988
Cash and restricted cash at beginning of year	<u>926,648</u>	<u>281,660</u>
CASH AND RESTRICTED CASH AT END OF YEAR	<u>\$ 994,046</u>	<u>\$ 926,648</u>
<u>SUPPLEMENTAL DISCLOSURE OF CASH FLOW INFORMATION</u>		
Reconciliation of cash reported within the statement of financial position that sum to the total amounts shown in the statement of cash flows:		
Cash	\$ 919,000	\$ 876,617
Cash in escrow	75,046	50,031
	<u>\$ 994,046</u>	<u>\$ 926,648</u>
<u>NON-CASH OPERATING AND INVESTING ACTIVITY</u>		
Contributions of nonfinancial assets	<u>\$ -</u>	<u>\$ 86,400</u>

The accompanying notes are an integral part of the financial statements.

CREO COLLEGE PREPARATORY CHARTER SCHOOL

NOTES TO FINANCIAL STATEMENTS

JUNE 30, 2022

(With Comparative Totals for 2021)

NOTE A: THE CHARTER SCHOOL AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The Charter School

Creo College Preparatory Charter School (the “Charter School”) is an educational corporation that operates as a charter school in Bronx, New York. The Charter School is a middle school with the mission of preparing students to be ready for college, career and life. On June 12, 2018 the Board of Regents of the University of the State of New York granted the Charter School a provisional charter valid for a term of five years through June 30, 2024 and renewable upon expiration.

Basis of accounting

The accompanying financial statements have been prepared in accordance with accounting principles generally accepted in the United States of America.

Classification of net assets

To ensure observance of limitations and restrictions placed on the use of resources available to the Charter School, the accounts of the Charter School are maintained in accordance with the principles of accounting for not-for-profit organizations. This is the procedure by which resources are classified for reporting purposes into net asset groups, established according to their nature and purpose. Accordingly, all financial transactions have been recorded and reported by net asset group.

The assets, liabilities, activities, and net assets are classified based on the existence or absence of donor or grantor-imposed restrictions. Accordingly, net assets and changes therein are classified and reported as follows:

Net Assets Without Donor Restrictions – The net assets over which the Governing Board has discretionary control to use in carrying on the Charter School’s operations in accordance with the guidelines established by the Charter School. The Board may designate portions of the current net assets without donor restrictions for specific purposes, projects or investment.

Net Assets With Donor Restrictions – Net assets subject to donor (or certain grantor) imposed restrictions. Some donor-imposed restrictions are temporary in nature, such as those that will be met by the passage of time or other events specified by the donor. Other donor-imposed restrictions are perpetual in nature, where the donor stipulates that resources be maintained in perpetuity. Donor-imposed restrictions are released when a restriction expires, that is, when the stipulated time has elapsed, when the stipulated purpose for which the resource was restricted has been fulfilled, or both. At June 30, 2022 the Charter School had \$45,000 in net assets with donor restrictions. The Charter School had no net assets with donor restrictions at June 30, 2021.

Revenue recognition

Revenue from Exchange Transactions: The Charter School recognizes revenue in accordance with Financial Accounting Standards Board (FASB) Accounting Standards Update (ASU) 2014-09, Revenue from Contracts with Customers, as amended. ASU 2014-09 applies to exchange transactions with customers that are bound by contracts or similar arrangements and establishes a performance obligation approach to revenue recognition.

CREO COLLEGE PREPARATORY CHARTER SCHOOL

NOTES TO FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2022

(With Comparative Totals for 2021)

NOTE A: THE CHARTER SCHOOL AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, Cont'd

The Charter School records substantially all revenue over time as follows:

Public school district revenue

The Charter School recognizes revenue as educational programming is provided to students throughout the year. The Charter School earns public school district revenue based on the approved per pupil tuition rate of the public-school district in which the pupil resides. The amount received each year from the resident district is the product of the approved per pupil tuition rate and the full-time equivalent student enrollment of the School. Each NYS school district has a fixed per pupil tuition rate which is calculated annually by NYSED in accordance with NYS Education Law. Amounts are billed in advance every other month and payments are typically received in six installments during the year. At the end of each school year, a reconciliation of actual enrollment to billed enrollment is performed and any additional amounts due or excess funds received are agreed upon between the School and the district(s) and are paid or recouped. Additional funding is available for students requiring special education services. The amount of additional funding is dependent upon the length of time and types of services provided by the Charter School to each student, subject to a maximum amount based upon a set rate for each district as calculated by NYSED.

Rental assistance

Facilities rental assistance funding is provided by the New York City Department of Education (NYCDOE) to qualifying charter schools located in the five boroughs of NYC. In order to receive rental assistance funding, a charter school must have commenced instruction or added grade levels in the 2014-15 school year or thereafter, and go through a space request process with the NYCDOE. If NYCDOE is not able to provide adequate space, the charter school can become eligible for rental assistance. Rental assistance is calculated as the lesser of 30% of the per-pupil tuition rate for NYC times the number of students enrolled, or actual total rental costs. As rental assistance is based on the number of students enrolled, revenue is recognized throughout the year as educational programming is provided to students.

The following table summarizes contract balances at their respective statement of financial position dates:

	<u>June 30,</u>		
	<u>2022</u>	<u>2021</u>	<u>2020</u>
Grants and other receivables	\$ -	\$ -	\$ 17,198

Contributions

The Charter School recognizes contributions when cash, securities or other assets, an unconditional promise to give, or a notification of a beneficial interest is received. Conditional promises to give, that is, those with a measurable performance or other barrier, and a right of return, are not recognized until the conditions on which they depend have been substantially met.

Contributions and unconditional promises to give are recorded as revenue in the appropriate class of net assets depending on the existence of any donor restrictions. A contribution that is received and expended in the same period for a specific purpose is classified as revenue without donor restrictions.

CREO COLLEGE PREPARATORY CHARTER SCHOOL

NOTES TO FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2022

(With Comparative Totals for 2021)

NOTE A: THE CHARTER SCHOOL AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, Cont'd

Contributions are recorded as restricted support if they are received with donor stipulations that limit the use of the donated assets. When a donor restriction expires, that is, when a stipulated purpose restriction is accomplished, net assets with donor restrictions are reclassified to net assets without donor restrictions and reported in the statement of activities and changes in net assets as net assets released from restriction.

Grant revenue

Some of the Charter School's revenue is derived from cost-reimbursable federal and state contracts and grants, which are conditioned upon certain performance requirements and/or the incurrence of allowable qualifying expenses. Amounts received are recognized as revenue when the Charter School has incurred expenditures in compliance with specific contract or grant provisions. Certain grants are subject to audit and retroactive adjustments by its funders. Any changes resulting from these audits are recognized in the year they become known. Qualifying expenditures that have been incurred but are yet to be reimbursed are reported as grants and other receivables in the accompanying statement of financial position.

Cash

Cash balances are maintained at financial institutions located in New York and are insured by the Federal Deposit Insurance Corporation up to \$250,000 at each institution. In the normal course of business, the cash account balances at any given time may exceed insured limits. However, the Charter School has not experienced any losses in such accounts and does not believe it is exposed to significant risk in cash.

Cash in escrow

The Charter School maintains cash in an escrow account in accordance with the terms of its charter agreement. The amount in escrow was \$75,046 and \$50,031 at June 30, 2022 and 2021, respectively. The agreement requires \$25,000 be placed in escrow each of the first three years of operations and a balance of \$75,000 be maintained to fund any audit and legal expenses incurred should the Charter School cease operations and dissolve.

Grants and other receivables

Grants and other receivables are stated at the amount management expects to collect from outstanding balances. Management provides for probable uncollectible amounts based on its assessment of the current status of individual receivables from grants, agencies and others. Balances that are still outstanding after management has used reasonable collection efforts are written off against the allowance for doubtful accounts. There was no allowance for doubtful accounts at June 30, 2022 or 2021.

Property and equipment

Property and equipment are recorded at cost. Depreciation is computed using the straight-line method on a basis considered adequate to depreciate the assets over their estimated useful lives, which range from three to eighteen years.

Contributed services

The Charter School receives contributed services from volunteers to develop its academic program and to serve on the Board of Trustees. These services are not valued in the financial statements because they do not require "specialized skills" and would typically not be purchased if they were not contributed. In addition, the Charter School receives transportation, speech, occupational therapy and nursing services.

CREO COLLEGE PREPARATORY CHARTER SCHOOL

NOTES TO FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2022

(With Comparative Totals for 2021)

NOTE A: THE CHARTER SCHOOL AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, Cont'd

Deferred lease liability

The Charter School leases its facility. The lease contains pre-determined fixed escalations of the base rent. In accordance with GAAP, the Charter School recognizes the related rent expense on a straight-line basis over the lease term and records the difference between the recognized rental expense and the amounts payable under the lease as a deferred lease liability. The amount paid under the lease, which was less than the rent expense recognized, was \$1,212,602 and \$637,313 for the years ended June 30, 2022 and 2021, respectively.

Tax exempt status

The Charter School is a tax-exempt organization under section 501(c)(3) of the Internal Revenue Code and applicable state regulations and, accordingly, is exempt from federal and state taxes on income.

The Charter School files Form 990 tax returns in the U.S. federal jurisdiction. The tax returns for the years ended June 30, 2019 through June 30, 2022 are still subject to potential audit by the IRS. Management of the Charter School believes it has no material uncertain tax positions and, accordingly it will not recognize any liability for unrecognized tax benefits.

Marketing costs

The Charter School expenses marketing costs as they are incurred. Total marketing and recruiting costs approximated \$138,000 and \$93,000 for the years ended June 30, 2022 and 2021, respectively.

Use of estimates in the preparation of financial statements

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenue and expenses during the reporting period. Actual results could differ from those estimates.

Adoption of new accounting standard - gifts-in-kind

In September 2020, the FASB issued a new accounting update to improve transparency in the reporting of contributed nonfinancial assets, also known as gifts-in-kind. The update requires not-for-profit entities to present contributed nonfinancial assets separately on the statement of activities, apart from contributions of cash and other financial assets. In addition, the update requires not-for-profit entities to disclose in the notes to the financial statements a breakout of the different types of gifts-in-kinds recognized, any donor restrictions associated with the gift, the valuation technique(s) used to arrive at the fair value measure, whether or not the gift-in-kind was monetized, and any policies on monetization. The update is effective for fiscal years beginning after June 15, 2021 and is being applied on a retrospective basis. The Charter School adopted this standard during the year ended June 30, 2022. See Note I.

New accounting pronouncement - leases

In February 2016, the FASB issued a new standard related to leases to increase transparency and comparability among entities by requiring the recognition of right-of-use ("ROU") assets and lease liabilities on the statement of financial position. Most prominent among the changes in the standard is the recognition of ROU assets and lease liabilities by lessees for those leases classified as operating leases under current U.S. GAAP. For nonpublic entities, the FASB voted on May 20, 2020, to extend the guidance in this new standard to be effective for fiscal years beginning after December 15, 2021, and interim periods within fiscal years beginning after December 15, 2022. The Charter School is currently evaluating the provisions of this standard to determine the impact the new standard will have on the Charter School's financial position or results of operations.

CREO COLLEGE PREPARATORY CHARTER SCHOOL

NOTES TO FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2022

(With Comparative Totals for 2021)

NOTE A: THE CHARTER SCHOOL AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, Cont'd

Comparatives for the period ended June 30, 2021

The financial statements include certain prior year summarized comparative information in total but not by functional classification. Such information does not include sufficient detail to constitute a presentation in conformity with accounting principles generally accepted in the United States of America. Accordingly, such information should be read in conjunction with the Charter School's financial statements for the period ended June 30, 2021, from which the summarized information was derived.

Subsequent events

The Charter School has conducted an evaluation of potential subsequent events occurring after the statement of financial position date through October 19, 2022, which is the date the financial statements are available to be issued. No subsequent events requiring disclosure were noted.

NOTE B: LIQUIDITY AND AVAILABILITY

The Charter School regularly monitors liquidity required to meet its operating needs and other contractual commitments. The Charter School's main source of liquidity is its cash accounts.

For purposes of analyzing resources available to meet general expenditures over a 12-month period, the Charter School considers all expenditures related to its ongoing activities of teaching, and public service as well as the conduct of services undertaken to support those activities to be general expenditures.

In addition to financial assets available to meet general expenditures over the next 12 months, the Charter School operates with a balanced budget and anticipates collecting sufficient revenue to cover general expenditures not covered by donor-restricted resources. Refer to the statement of cash flows which identifies the sources and uses of the Charter School's cash.

Financial assets available for general expenditure, that is, without donor or other restrictions limiting their use, within one year of the statement of financial position date, comprise the following at June 30, 2022 and 2021:

	<u>June 30,</u>	
	<u>2022</u>	<u>2021</u>
Cash	\$ 919,000	\$ 876,617
Grants and other receivables	<u>366,410</u>	<u>196,039</u>
Total financial assets available to management for general expenditures within one year	<u>\$ 1,285,410</u>	<u>\$ 1,072,656</u>

CREO COLLEGE PREPARATORY CHARTER SCHOOL

NOTES TO FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2022

(With Comparative Totals for 2021)

NOTE C: PROPERTY AND EQUIPMENT

Property and equipment at June 30, 2022 and 2021 consist of the following:

	<u>June 30,</u>	
	<u>2022</u>	<u>2021</u>
Furniture and fixtures	\$ 146,749	\$ 118,172
Computer equipment	518,094	445,129
Leasehold improvements	24,500	-
	<u>689,343</u>	<u>563,301</u>
Less accumulated depreciation	410,126	214,058
	<u>\$ 279,217</u>	<u>\$ 349,243</u>

NOTE D: NET ASSETS

Net assets without donor restrictions consist of the following at June 30, 2022 and 2021:

	<u>June 30,</u>	
	<u>2022</u>	<u>2021</u>
Undesignated net assets	\$ 126,938	\$ 233,238
Invested property and equipment	279,217	349,243
	<u>\$ 406,155</u>	<u>\$ 582,481</u>

Net assets with donor restrictions consist of the following at June 30, 2022 and 2021:

	<u>June 30,</u>	
	<u>2022</u>	<u>2021</u>
Summer Boost NYC program	\$ 45,000	\$ -

CREO COLLEGE PREPARATORY CHARTER SCHOOL

NOTES TO FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2022

(With Comparative Totals for 2021)

NOTE E: SCHOOL FACILITIES

In December 2018, the Charter School entered into a lease agreement with a third party to rent a facility commencing on the date the Charter School takes possession of the premises. The Charter School moved into the facility during September 2020. On October 19, 2020, the lease was amended to include two free months of rent, one for the sixth month following the commencement date and the other for the twelfth month following the commencement date. The base monthly rent is approximately \$113,000, plus real estate taxes. Annual payments escalate through June 2040. Rent expenses incurred under this agreement for the years ended June 30, 2022 and 2021 was \$1,578,357 and \$1,496,053, respectively. The Charter School paid a security deposit of \$39,831 relative to this lease which is included in security deposits in the accompanying statement of financial position.

The future minimum payments required under the lease agreement is approximately as follows:

<u>Year ending June 30,</u>	<u>Amount</u>
2023	\$ 1,655,000
2024	1,757,000
2025	1,810,000
2026	1,864,000
2027	1,920,000
Thereafter	<u>30,819,000</u>
	<u>\$ 39,825,000</u>

On June 10, 2022, the Charter School entered into a temporary lease with a third party for a classroom space. The lease will have a 10-month term with two rent payments; half due at the time of signing and half due seven days before commencement (September 2022). The first payment was not made until July 2022. The lease has a total base rent of \$85,680.

NOTE F: CONTINGENCY

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

CREO COLLEGE PREPARATORY CHARTER SCHOOL

NOTES TO FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2022

(With Comparative Totals for 2021)

NOTE G: CONCENTRATIONS

The Charter School's primary source of funding is obtained from the New York State Department of Education and is reported as state and local per pupil operating revenue in the accompanying statement of activities and changes in net assets. This funding is based on the home district of each pupil. The total per pupil income for the years ended June 30, 2022 and 2021 was \$5,305,365 and \$3,270,545, respectively. This is approximately 71% and 70% of total operating revenue and support for the years ended June 30, 2022 and 2021, respectively. The per-pupil rate is set annually by the State based on the school district in which the Charter School's students are located.

At June 30, 2022 and 2021, approximately 88% and 100%, respectively, of grants and other receivables are due from the Federal government relating to certain grants.

NOTE H: RETIREMENT PLAN

The Charter School sponsors a 403(b) retirement plan (the "Plan") for its employees. All employees are immediately eligible to participate in the Plan. The Plan allows for the Charter School to make a matching contribution to the Plan. The Charter School contributed \$82,395 and \$49,964 to the Plan for the years ended June 30, 2022 and 2021, respectively.

NOTE I: GIFTS-IN-KIND

The Charter School received contributed property and equipment which was valued at \$86,400 for the year ended June 30, 2021. Contributed property and equipment was valued at the estimated fair value based on current values for similar property and equipment. There were no in-kind contributions for the year ended June 30, 2022.

NOTE J: OPERATING LEASE

The Charter School leases office equipment under non-cancelable lease agreements at a monthly cost of approximately \$1,320 expiring various dates through January 2027. The future minimum payments on these agreements are approximately as follows:

<u>Year ending June 30,</u>	<u>Amount</u>
2023	\$ 15,600
2024	15,600
2025	15,600
2026	15,600
2027	124,600
	<u>\$ 187,000</u>

CREO COLLEGE PREPARATORY CHARTER SCHOOL

NOTES TO FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2022

(With Comparative Totals for 2021)

NOTE K: FUNCTIONAL EXPENSES

The financial statements report certain categories of expenses that are attributed to more than one program or supporting function. Therefore, expenses require allocation on a reasonable basis that is consistently applied. All expenses that are allocated to more than one program or supporting function are allocated on the basis of estimates of time and effort.

NOTE L: ACCOUNTING IMPACT OF COVID-19 OUTBREAK

On January 30, 2020, the World Health Organization (“WHO”) announced a global health emergency because of a new strain of coronavirus (the “COVID-19 outbreak”) and the risks to the international community as the virus spreads globally beyond its point of origin. In March 2020, the WHO classified the COVID-19 outbreak as a pandemic, based on the rapid increase in exposure globally. The full impact of the COVID-19 outbreak continues to evolve as of the date of this report. As such, it is uncertain as to the full magnitude that the pandemic will have on the Charter School’s financial condition, liquidity, and future results of operations. Management is actively monitoring the global situation on its financial condition, liquidity, operations, suppliers, industry, and workforce. Given the daily evolution of the COVID-19 outbreak and the global responses to curb its spread, the Charter School is not able to estimate the effects of the COVID-19 outbreak on its results of operations, financial condition, or liquidity for fiscal year 2023.

In response to the COVID-19 outbreak, in March 2020, the Charter School applied for and was approved by a bank for a loan of \$137,935 through the Paycheck Protection Program established by the Small Business Administration. The loan had a maturity of 2 years and an interest rate of 1%. The loan had the potential for forgiveness provided certain requirements are met by the Charter School. The loan was funded in April 2020 and was reported as long term debt in the accompanying statement of financial position at June 30, 2020. In March 2021, the Small Business Administration approved the forgiveness of the loan and all accrued interest, which was reported as Paycheck Protection Program loan forgiveness on the accompanying statement of activities and changes in net assets for the year ended June 30, 2021.

In response to the COVID-19 outbreak, the Federal Government passed several COVID relief acts which include funding for elementary and secondary education. The Elementary and Secondary School Emergency Relief Fund (ESSER Fund) was established to award grants to state and local educational agencies. The Charter School has recognized \$98,250 and \$44,027 of revenue relative to ESSER grants during the years ended June 30, 2022 and 2021, respectively.

The Emergency Connectivity Fund (ECF) was also established to award grants to state and local educational agencies. The Charter School has recognized \$61,300 of revenue relative to ECF grants during the year ended June 30, 2022.

CREO COLLEGE PREPARATORY CHARTER SCHOOL

REPORT REQUIRED BY GOVERNMENT AUDITING STANDARDS

INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND
ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS
PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS*

Board of Trustees
Creo College Preparatory Charter School

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of Creo College Preparatory Charter School, which comprise the statement of financial position as of June 30, 2022 and the related statements of activities and changes in net assets, functional expenses and cash flows for the year then ended, and the related notes to the financial statements, and have issued our report thereon dated October 19, 2022.

Internal Control over Financial Reporting

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

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

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

Compliance and Other Matters

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

Purpose of This Report

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

Mengel, Metzger, Baw & Co. LLP

Rochester, New York
October 19, 2022

A federal Single Audit was not required because the school did not expend federal funds of more than the \$750,000 Threshold.



Meeting of the Board of Trustees – Feb. 3, 2022

Call to Order

The January meeting of the Board of Creo College Preparatory Charter School was held on Thursday, February 3, 2022, at 6:30 PM (EDT) at 524 Courtlandt Ave, The Bronx, NY 10451. **Board Chair Jerelyn Rodriguez** presiding. The meeting was called to order at **6:36 PM (EDT)**.

Board Member Attendance

Present	Present by Videoconference	Absent
	Jerelyn Rodriguez Sydney Bagrou Laura Reyes Aditi Gupta	Nelly Merkel Erin Dunn-Franklin Jesus Diaz

Non-Board Member Attendance

Present	Present by Videoconference
Ben Samuels-Kalow, Head of School	Brad Blosser, EdTec

Quorum Quorum **was** met.

Public Comment None.

New Business None

Votes

Approval of December 2021 Minutes Laura motioned to approve, Nelly seconded.

Committee Reports

Committee	Presenter	Notes
Finance	Erin Dunn-Franklin	Presented December/January financials presented.
Governance	Jerelyn Rodriguez	Executive session (Sydney motioned, Jesus seconded) to discuss board member recruitment.
Academic	Laura Reyes	Presented Academic Dashboard. Discussed capacity planning and future projections..

Non-Board Member Reports

Report	Presenter	Notes
Head of School	Ben Samuels-Kalow	Provided academic, conferences and after school program updates. Provided priorities and facilities updates.

Meeting Adjournment

Jesus moved to adjourn the meeting, and Jerelyn seconded. The motion to adjourn was approved unanimously at 7:38 PM.



Creo College Prep

Meeting of the Board of Trustees – March 3, 2022

Call to Order

The February meeting of the Board of Creo College Preparatory Charter School was held on Thursday, March 3, 2022, at 7:00 PM (EDT) at 524 Courtlandt Ave, The Bronx, NY 10451. **Board Chair Jerelyn Rodriguez** presiding. The meeting was called to order at **7:05 PM (EDT)**.

Board Member Attendance

Attendance: Jerelyn, Sydney, Nelly, Laura, Aditi
Absent: Erin

Non-Board Member Attendance

Guests: Ben, Bryson, Brad, Adnan, Leslie

Quorum Quorum **was** met.

Public Comment None

New Business None

Votes

[Approval of January 2022 Minutes](#) Nelly motioned to approve, Laura seconded

Committee Reports

Finance Committee

Brad walked through the financial update.

Governance Committee

Jerelyn discussed opening up a Development Associate role for Creo in May.

Academic Committee

Laura and Ben shared Academic Dashboard and Head of School updates.

Meeting Adjournment

Laura moved to adjourn the meeting, and Nelly seconded. The motion to adjourn was approved unanimously at 7:51 PM.



Creo College Prep

Board Meeting Agenda

April 6, 2022 | Start Time: 7:00 PM | 524 Courtlandt Ave, The Bronx, NY 10451
Minutes

Item	Time	Notes
Meeting Opening – Chair <ul style="list-style-type: none">● Roll Call● Call to Order	2 min	
Public Comment – Secretary <ul style="list-style-type: none">● Notes● Follow-up	1 min	
Proposed votes + discussion <ul style="list-style-type: none">● Vote: Approval of Creo 2021 990● Vote: February Meeting Minutes	15 min	
Finance Committee Update <ul style="list-style-type: none">● February Financials update	15 min	
Governance Committee Update <ul style="list-style-type: none">● Board member recruitment: Josh Elder	5 min	
Academic Committee Updates <ul style="list-style-type: none">● Academic Dashboard	15 min	
HOS Updates <ul style="list-style-type: none">● NYSED Mid-Term Site Visit Prep	5 min	
Check-out/Parking Lot <ul style="list-style-type: none">● Add board candidates via nomination form	1 min	
Meeting Adjournment - Chair <ul style="list-style-type: none">● Motion to Adjourn	1 min	
Total Duration	60 min	



Creo College Prep

Meeting of the Board of Trustees - April 6, 2022

Call to Order

The March meeting of the Board of Creo College Preparatory Charter School was held on Thursday, April 6, 2022, at 7:00 PM (EDT) at 524 Courtlandt Ave, The Bronx, NY 10451. **Board Chair Jerelyn Rodriguez** presiding. The meeting was called to order at **7:05 PM (EDT)**.

Board Member Attendance

Attendance: Aditi, Jerelyn, Sydney, Erin, Laura
Absent: Nelly

Non-Board Member Attendance

Guests: Ben Samuels-Kalow, Leslie Rich, Bryson Williams, Adana Vandyck

Quorum Quorum **was** met.

Public Comment None

New Business None

Votes

[Approval of 990](#) Erin motioned to approve, Board approved unanimously.

[Approval of February 2022 Minutes](#) Laura motioned to approve, Aditi seconded. Board approved unanimously.

Committee Reports

Finance Committee

Final Draft of 990 presented.
Board voted to approve 990 unanimously.

Governance Committee

Various board members mentioned potential board prospects to invite for meet & greets in the coming months.

Academic Committee

Laura and Ben shared Academic Dashboard and Head of School updates.

Meeting Adjournment

Aditi moved to adjourn the meeting, and Laura seconded. The motion to adjourn was approved unanimously at 8:04 PM.



Creo College Prep

Board Meeting Agenda

Apr 28, 2022 | Start Time: 7:00 PM | 524 Courtlandt Ave, The Bronx, NY 10451
Minutes

Item	Time	Notes
Meeting Opening – Chair <ul style="list-style-type: none">● Roll Call● Call to Order	2 min	
Public Comment – Secretary <ul style="list-style-type: none">● Notes● Follow-up	1 min	
Proposed votes + discussion <ul style="list-style-type: none">● Vote: March Board Meeting Agenda	15 min	
Finance Committee Update <ul style="list-style-type: none">● Creo March 2022 Financial Statements	15 min	
Governance Committee Update <ul style="list-style-type: none">● Board candidate: Josh Elder	5 min	
Academic Committee Updates <ul style="list-style-type: none">● Academic Dashboard	15 min	
HOS Updates <ul style="list-style-type: none">● NYSED Mid-Term Site Visit Prep	5 min	
Check-out/Parking Lot <ul style="list-style-type: none">● Add board candidates via nomination form	1 min	
Meeting Adjournment - Chair <ul style="list-style-type: none">● Motion to Adjourn	1 min	
Total Duration	60 min	



Creo College Prep

Meeting of the Board of Trustees - April 28, 2022

Call to Order

The April meeting of the Board of Creo College Preparatory Charter School was held on Apr 28, 2022, at 7:00 PM (EDT) at 524 Courtlandt Ave, The Bronx, NY 10451. **Board Vice Chair Nelly Ward-Merkel** presiding. The meeting was called to order at **7:04 PM (EDT)**.

Board Member Attendance

Attendance: Laura Reyes, Ellison Ward Merkel, Aditi Gupta, Erin Dunn-Franklin
Absent: Jerelyn Rodriguez

Non-Board Member Attendance

Guests: Ben Samuels-Kalow, Leslie Rich, Joshua Elder

Quorum Quorum **was** met.

Public Comment None

New Business None

Votes

[Approval of March 2022 Minutes](#) Laura motioned to approve, Erin seconded. Board approved unanimously.

Committee Reports

Finance Committee

Leslie presented on behalf of the Finance Committee.

Governance Committee

Board member meet and greet with Joshua Elder.

Academic Committee

Laura & Ben shared the HOS dashboard. We discussed several activities for students happening in April. We also discussed state exams.@

Meeting Adjournment

Meeting was adjourned at 8:00



Creo College Prep

2022

Creo College Prep Career Day

Friday, May 20, 2022
9:30 AM - 12:30 PM

WORK HARD | SOLVE PROBLEMS | CREATE THE FUTURE

Q | More Information: ops@creoprep.org

An illustration at the bottom of the poster shows five diverse individuals in various professional roles: a scientist in a lab coat and mask, a woman in an orange shirt, a man in a white lab coat with glasses, a woman in a pink lab coat, and a man in a white shirt and orange hard hat.

Building knowledge, skills, and character, [Creo College Preparatory Charter School](#) educates students to thrive in college and to assume responsibility for identifying and solving problems in our community and our world.



Creo College Prep

Board Meeting Agenda

May 26, 2022 | Start Time: 7:00 PM | 524 Courtlandt Ave, The Bronx, NY 10451

Minutes

Item	Time	Notes
Meeting Opening – Chair <ul style="list-style-type: none"> ● Roll Call ● Call to Order 	2 min	
Public Comment – Secretary <ul style="list-style-type: none"> ● Notes ● Follow-up 	1 min	
Finance Committee Update <ul style="list-style-type: none"> ● Creo April 2022 Financial Statements ● Review F22-23 Budget 	15 min	
Academic Committee Updates 01. Additional Requests from Visit	5 min	
HOS Updates <ul style="list-style-type: none"> ● Facility Update ● Hiring Update 	5 min	
Executive Session <ul style="list-style-type: none"> ● Vote: Executive Session rescheduled for Budget meeting ● Board candidate: Josh Elder ● HOS Compensation rescheduled for Budget meeting 	15 min	
Proposed votes + discussion <ul style="list-style-type: none"> ● Vote: April 2022 Board Meeting Agenda ● Vote: Approving Josh Elder to Board 	15 min	
Check-out/Parking Lot <ul style="list-style-type: none"> ● Add board candidates via nomination form 	1 min	
Meeting Adjournment - Chair <ul style="list-style-type: none"> ● Motion to Adjourn 	1 min	
Total Duration	60 min	



Meeting of the Board of Trustees - May 26, 2022

Call to Order

The May meeting of the Board of Creo College Preparatory Charter School was held on May 26, 2022, at 7:00 PM (EDT) at 524 Courtlandt Ave, The Bronx, NY 10451. **Jerelyn Rodriguez** presiding. The meeting was called to order at **7:04pm**

Board Member Attendance

Attendance: Jerelyn Rodriguez, Sydney Bagrou, Laura Reyes, Aditi Gupta, Erin Dunn-Franklin
Absent: Ellison Ward Merkel

Non-Board Member Attendance

Guests: Ben Samuels-Kalow, Leslie Rich, Adnan Vandyck

Quorum Quorum **was** met.

Public Comment None

New Business None

Votes

[Approval of April 2022 Minutes](#) [April 2022 Board Meeting Agenda](#) Sydney motioned to approve, Laura seconded. Board approved unanimously.

[Inviting Joshua Elder to join the Board](#) Erin motioned to approve, Laura seconded. Board approved unanimously.

Committee Reports

Finance Committee

Leslie presented the April financials on behalf of the Finance Committee.

Governance Committee

Board voted for an executive session to discuss board candidates.

Academic Committee

Ben provided an update on Creo facilities and led a board debrief on the NYSED annual meeting and reviewed next steps.

Meeting Adjournment

Laura motioned. Aditi seconded. Board voted to adjourn at 8:08.



Creo College Prep

Board Meeting Agenda

Jun 29, 2022 | Start Time: 7:00 PM | 524 Courtlandt Ave, The Bronx, NY 10451

Minutes

Item	Time	Notes
Meeting Opening – Chair <ul style="list-style-type: none"> ● Roll Call ● Call to Order 	2 min	
Public Comment – Secretary <ul style="list-style-type: none"> ● Notes ● Follow-up 	1 min	
Finance Committee Update <ul style="list-style-type: none"> ● May 2022 financial statements ● Review F22-23 Budget 	15 min	
Academic Committee Updates <ul style="list-style-type: none"> ● EOY Data 	5 min	
HOS Updates <ul style="list-style-type: none"> ● Facility Update ● Hiring Update 	5 min	
Proposed votes + discussion <ul style="list-style-type: none"> ● Vote: May 2022 Board Meeting Agenda ● Vote: 2022 - 23 Budget 	15 min	
Check-out/Parking Lot <ul style="list-style-type: none"> ● Add board candidates via nomination form 	1 min	
Meeting Adjournment - Chair <ul style="list-style-type: none"> ● Motion to Adjourn 	1 min	
Total Duration	60 min	

Meeting of the Board of Trustees - Jun 29, 2022

Building knowledge, skills, and character, [Creo College Preparatory Charter School](#) educates students to thrive in college and to assume responsibility for identifying and solving problems in our community and our world.



Creo College Prep

Call to Order

The June meeting of the Board of Creo College Preparatory Charter School was held on Jun 29, 2022, at 7:00 PM (EDT) at 524 Courtlandt Ave, The Bronx, NY 10451. **Jerelyn Rodriguez** presiding. The meeting was called to order at **7:04pm**

Board Member Attendance

Attendance: Jerelyn Rodriguez, Sydney Bagrou, Laura Reyes, Aditi Gupta, Erin Dunn-Franklin, Joshua Elder

Absent: Ellison Ward Merkel

Non-Board Member Attendance

Guests: Ben Samuels-Kalow, Leslie Rich, Adnan Vandyck

Quorum Quorum **was** met.

Public Comment None

New Business None

Votes

[Approval of May 2022 Minutes](#) Laura motioned to approve, Joshua seconded. Board approved unanimously.

[Approval of 2022 - 23 Budget](#) Sydney motioned to approve, Laura seconded. Board approved unanimously.

[Approval of board candidate](#) to join the Creo Board. Josh motioned to approve. Erin seconded. Board approved unanimously.

Committee Reports

Finance Committee

Leslie presented the May financials on behalf of the Finance Committee and the draft budget for approval.

Governance Committee

Board voted for an executive session to discuss board candidates.

Academic Committee

Ben provided an update on Creo facilities and led a EOY overview of MAP and internal data.

Meeting Adjournment

Laura motioned. Erin seconded. Board voted to adjourn at 7:53.

Meeting of the Board of Trustees – July 29, 2021

Call to Order

The July meeting of the Board of Creo College Preparatory Charter School was held on Thursday, July 29th, 2021, at 6:30 PM (EDT) at 524 Courtlandt Ave, The Bronx, NY 10451. **Board Chair Jerelyn Rodriguez** presiding. The meeting was called to order at **6:40 PM (EDT)**. [Meeting agenda](#)

Board Member Attendance

Present	Present by Videoconference	Absent
	Jerelyn Rodriguez Jesus Diaz, Jr. Aditi Gupta Ellison Ward Merkel	Laura Reyes Erin Dunn-Franklin Sydney Bagrou

Non-Board Member Attendance

Present	Present by Videoconference
	Ben Samuels-Kalow, Head of School

Quorum Quorum **was** met.

Public Comment None.

New Business None

Votes

Vote: Renewal of EdTec (2-year)

Ellison moved, Aditi seconded. Minutes were **approved** unanimously.

Vote: Approval of June 2021 Minutes

Ellison moved, Jesus seconded. Minutes were **approved** unanimously.

Non-Board Member Reports

Report	Presenter	Notes
Head of School	Ben Samuels-Kalow	- Equity statement reviewed.

Committee Reports

Committee	Presenter	Notes
Governance	Jerelyn Rodriguez	<ul style="list-style-type: none"> - Completed Financial Disclosure forms - Review bylaw modifications / committee descriptions - Discussed Board member nominations and next steps - Board annual assessments due by 8/10.
Finance	--	--
Academic	Ben Samuels-Kalow	<ul style="list-style-type: none"> - Hiring and enrollment update provided. - Summer Academy update provided. - Creo High School discussion provided.

Meeting Adjournment

Jesus moved to adjourn the meeting, and Ellison seconded. The motion to adjourn was approved unanimously at 7:35 PM.



Meeting of the Board of Trustees – Aug 26, 2021

Call to Order

The August meeting of the Board of Creo College Preparatory Charter School was held on Thursday, August 26th, 2021, at 6:30 PM (EDT) at 524 Courtlandt Ave, The Bronx, NY 10451. **Board Chair Jerelyn Rodriguez** presiding. The meeting was called to order at **6:36 PM (EDT)**. [8/26 Board Meeting Agenda](#)

Board Member Attendance

Present	Present by Videoconference	Absent
	Aditi Gupta Ellison Ward Merkel Erin Dunn-Franklin Jerelyn Rodriguez Laura Reyes Sydney Bagrou	Jesus Diaz, Jr.

Non-Board Member Attendance

Present	Present by Videoconference
Ben Samuels-Kalow, Head of School	Brad Blosser, EdTec

Quorum Quorum **was** met.

Public Comment None.

New Business None

Votes

Laura Reyes motioned for Executive Session, Aditi Gupta seconded.

Aditi Gupta motioned the vote slate for Minutes, Nelly Ward Merkel seconded.

Committee Reports

Committee	Presenter	Notes
Governance	Nelly Ward Merkel	Bylaws updates and edits External Deadlines Annual Report (submitted - was due August 2, 2021) Budget Due to NY State - November 1, 2021 Audit Due to NY State - November 1, 2021 990 Due - November 15, 2021 (suggested that we should file an extension, which would adjust due date to May 15, 2022) Internal Deadlines / Board Meeting Deliverables Draft of audited financials to board for review - September board meeting VOTE - full audit - October board meeting HOS eval Board assessment (end of year & mid-year) THRIVE Campaign Conflict of Interest & Financial Disclosure
Finance	Erin Dunn-Franklin	Brad - Shared June financial update



Creo College Prep

		Erin - Shared preliminary update on annual audit
Academic	Laura Reyes	2021-22 Academic Calendar [Updated 8/1/21]

Non-Board Member Reports

Report	Presenter	Notes
Head of School	Ben Samuels-Kalow	-

Meeting Adjournment

Laura moved to adjourn the meeting, and Erin seconded. The motion to adjourn was approved unanimously at 8:03 PM.



Meeting of the Board of Trustees – Sept. 30, 2021

Call to Order

The September meeting of the Board of Creo College Preparatory Charter School was held on Thursday, September 30th, 2021, at 6:30 PM (EDT) at 524 Courtlandt Ave, The Bronx, NY 10451. **Board Chair Jerelyn Rodriguez** presiding. The meeting was called to order at **6:36 PM (EDT)**.

Board Member Attendance

Present	Present by Videoconference		Absent
	Nelly Merkel Jerelyn Rodriguez Jesus Diaz	Laura Reyes Erin Dunn-Franklin Sydney Bagrou (no video)	Aditi Gupta

Non-Board Member Attendance

Present	Present by Videoconference
Ben Samuels-Kalow, Head of School	Brad Blosser, EdTec Bryson Wilson, EdTec

Quorum Quorum **was** met.

Public Comment None.

New Business None

Votes

Approval of August 2021 Minutes Nelly motioned to approve, Erin seconded.

Approval of Audit - Jesus motioned to approve, Nelly seconded.

Approval of Bylaws - Jesus motioned to approve, Erin seconded.

Committee Reports

Committee	Presenter	Notes
Governance	Jerelyn Rodriguez	Provided Board Assessment review and discussed, Executive Committee Meeting agenda outlined.
Finance	Erin Dunn-Franklin	Brad - Shared July/August financials update Audited financials and income statement update provided.
Academic	Laura Reyes	Combined with HOS update.

Non-Board Member Reports

Report	Presenter	Notes
Head of School	Ben Samuels-Kalow	Provided attendance, facilities and schedule update.

Meeting Adjournment

Laura moved to adjourn the meeting, and Nelly seconded. The motion to adjourn was approved unanimously at 8:00 PM.



Meeting of the Board of Trustees – Oct. 28, 2021

Call to Order

The October meeting of the Board of Creo College Preparatory Charter School was held on Thursday, October 28th, 2021, at 6:30 PM (EDT) at 524 Courtlandt Ave, The Bronx, NY 10451. **Board Chair Jerelyn Rodriguez** presiding. The meeting was called to order at **6:36 PM (EDT)**.

Board Member Attendance

Present	Present by Videoconference		Absent
	Nelly Merkel Jerelyn Rodriguez Jesus Diaz	Aditi Gupta Erin Dunn-Franklin Sydney Bagrou Laura Reyes	

Non-Board Member Attendance

Present	Present by Videoconference
Ben Samuels-Kalow, Head of School	Brad Blosser, EdTec

Quorum Quorum **was** met.

Public Comment None.

New Business None

Votes

Approval of [September 2021 Minutes](#) Sydney motioned to approve, Nelly seconded.

Approval of updated [Financial policies](#) Aditi motioned to approve, Jesus seconded.

Motion to Executive Session [Laura](#) motioned to approve, Jesus seconded.

Committee Reports

Committee	Presenter	Notes
Governance	Jerelyn Rodriguez	Discussed HOS Evaluation / self-reflection Board assessment details review
Finance	Erin Dunn-Franklin	Shared September 2021 financials update Shared financial policies update
Academic	Laura Reyes	Attendance, enrollment, staffing and grading updates were provided.

Non-Board Member Reports

Report	Presenter	Notes
Head of School	Ben Samuels-Kalow	Provided hiring and Student Council meeting update.

Meeting Adjournment

Jesus moved to adjourn the meeting, and Laura seconded. The motion to adjourn was approved unanimously at 8:01 PM.



Meeting of the Board of Trustees – Nov. 15, 2021

Call to Order

The November meeting of the Board of Creo College Preparatory Charter School was held on Monday, November 15th, 2021, at 6:30 PM (EDT) at 524 Courtlandt Ave, The Bronx, NY 10451. **Board Chair Jerelyn Rodriguez** presiding. The meeting was called to order at **6:34 PM (EDT)**.

Board Member Attendance

Present	Present by Videoconference		Absent
	Nelly Merkel Jerelyn Rodriguez Jesus Diaz	Aditi Gupta Erin Dunn-Franklin Sydney Bagrou Laura Reyes	

Non-Board Member Attendance

Present	Present by Videoconference
Ben Samuels-Kalow, Head of School	Brad Blosser, EdTec

Quorum Quorum **was** met.

Public Comment None.

New Business None

Votes

Approval of October 2021 Minutes Laura motioned to approve, Sydney seconded.

Motion to Executive Session Laura motioned to approve, Nelly seconded.

Committee Reports

Committee	Presenter	Notes
Governance	Jerelyn Rodriguez	Next meeting rescheduled to 12/6. Discussed THRIVE campaign newsletter, website, social campaign, #GivingTuesday (11/30).
Finance	Brad Blosser	Will report updated financials at December meeting.
Academic	Laura Reyes	Will have comprehensive update next month.

Non-Board Member Reports

Report	Presenter	Notes
Head of School	Ben Samuels-Kalow	Provided attendance, schedule and upcoming events updates.

Meeting Adjournment

Jesus moved to adjourn the meeting, and Nelly seconded. The motion to adjourn was approved unanimously at 8:01 PM.



Meeting of the Board of Trustees – Dec. 6, 2021

Call to Order

The December meeting of the Board of Creo College Preparatory Charter School was held on Monday, December 6th, 2021, at 6:30 PM (EDT) at 524 Courtlandt Ave, The Bronx, NY 10451. **Board Chair Jerelyn Rodriguez** presiding. The meeting was called to order at **6:36 PM (EDT)**.

Board Member Attendance

Present	Present by Videoconference	Absent
	Jerelyn Rodriguez Jesus Diaz Laura Reyes	Aditi Gupta Sydney Bagrou Nelly Merkel Erin Dunn-Franklin

Non-Board Member Attendance

Present	Present by Videoconference
Ben Samuels-Kalow, Head of School	Silvestre Arcos

Quorum Quorum **was** met.

Public Comment None.

New Business None

Votes

Approval of November 2021 Minutes Sydney motioned to approve, Aditi seconded.

Committee Reports

Committee	Presenter	Notes
Governance	Jerelyn Rodriguez	THRIVE 2021 updates provided. Campaign to continue through end of year. Fundraising and tactics for more growth discussed. Introduction/Q&A with Silvestre Arcos..
Academic	Laura Reyes	Dashboards to be presented in January.

Non-Board Member Reports

Report	Presenter	Notes
Head of School	Ben Samuels-Kalow	Provided retention and real estate updates.

Meeting Adjournment

Laura moved to adjourn the meeting, and Jesus seconded. The motion to adjourn was approved unanimously at 7:55 PM.

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

Trustee Name:

Laura Reyes

Name of Charter School Education Corporation:

Creo College Preparatory Charter School

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

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

Yes No

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

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

Yes No

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

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

Yes No

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

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

Yes No

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

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

None

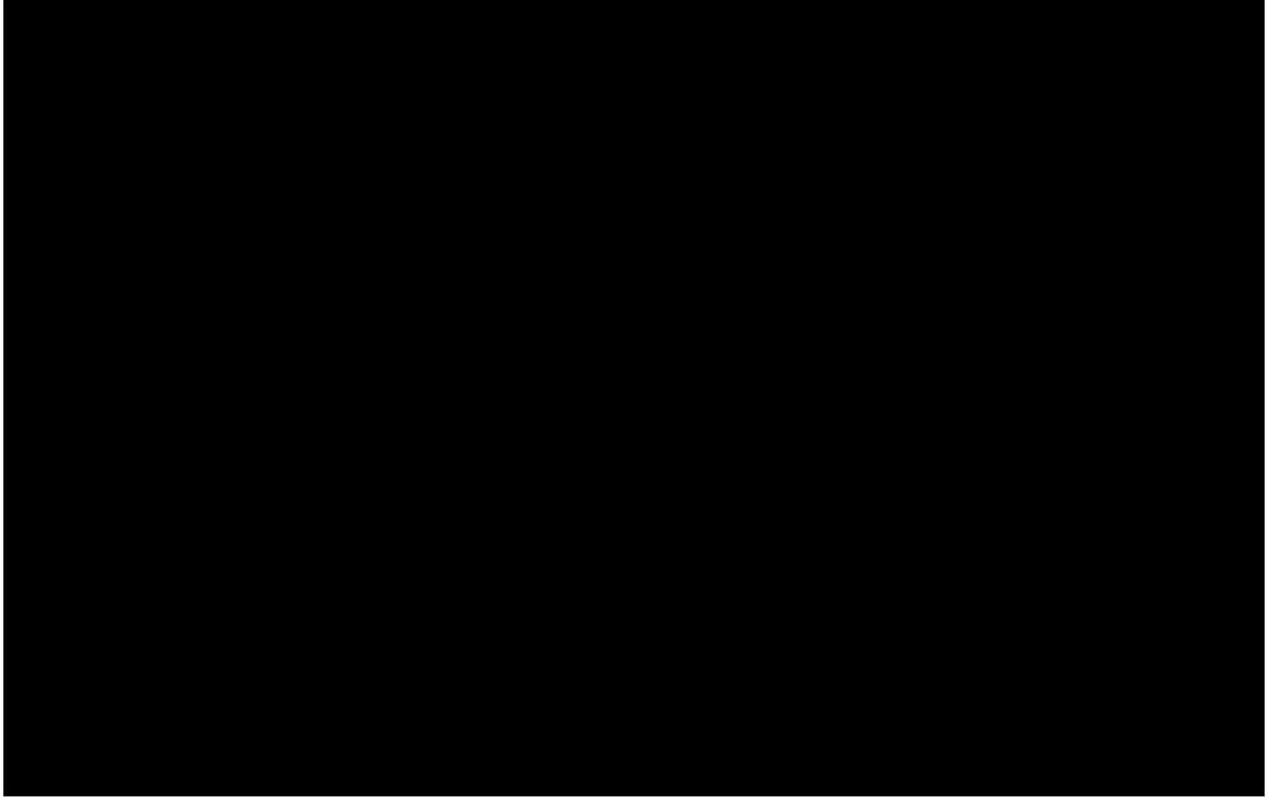
Date(s)	Nature of financial interest / transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you

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

None

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

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7/27/22

Signature

Date

Acceptable signature formats include:

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

last revised 04/2022

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

Trustee Name:

Laura Reyes

Name of Charter School Education Corporation:

Creo College Preparatory Charter School

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

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

Yes No

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

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

Yes No

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

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

Yes No

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

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

Yes No

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

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None

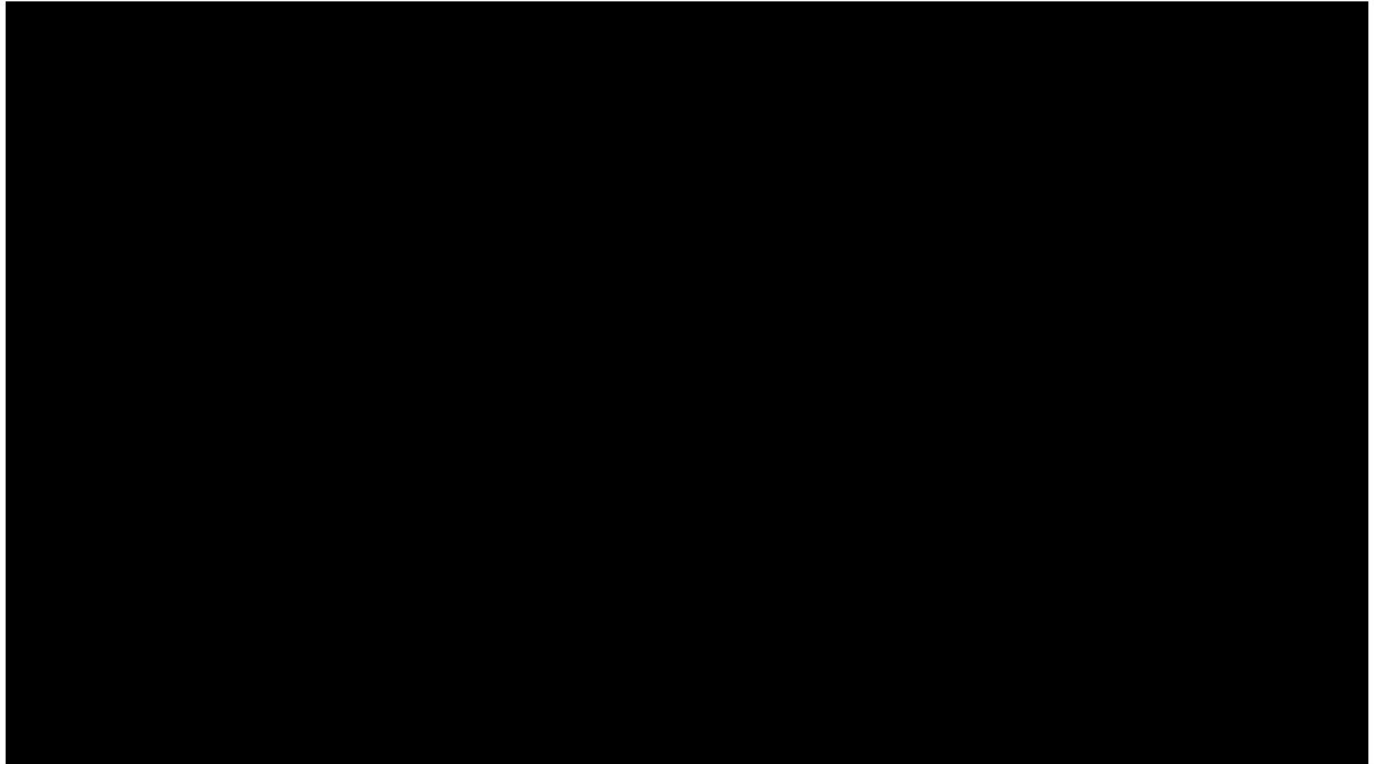
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None

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

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last revised 04/2022

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

Trustee Name:

Laura Reyes

Name of Charter School Education Corporation:

Creo College Preparatory Charter School

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

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Yes No

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

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

Yes No

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

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

Yes No

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Yes No

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None

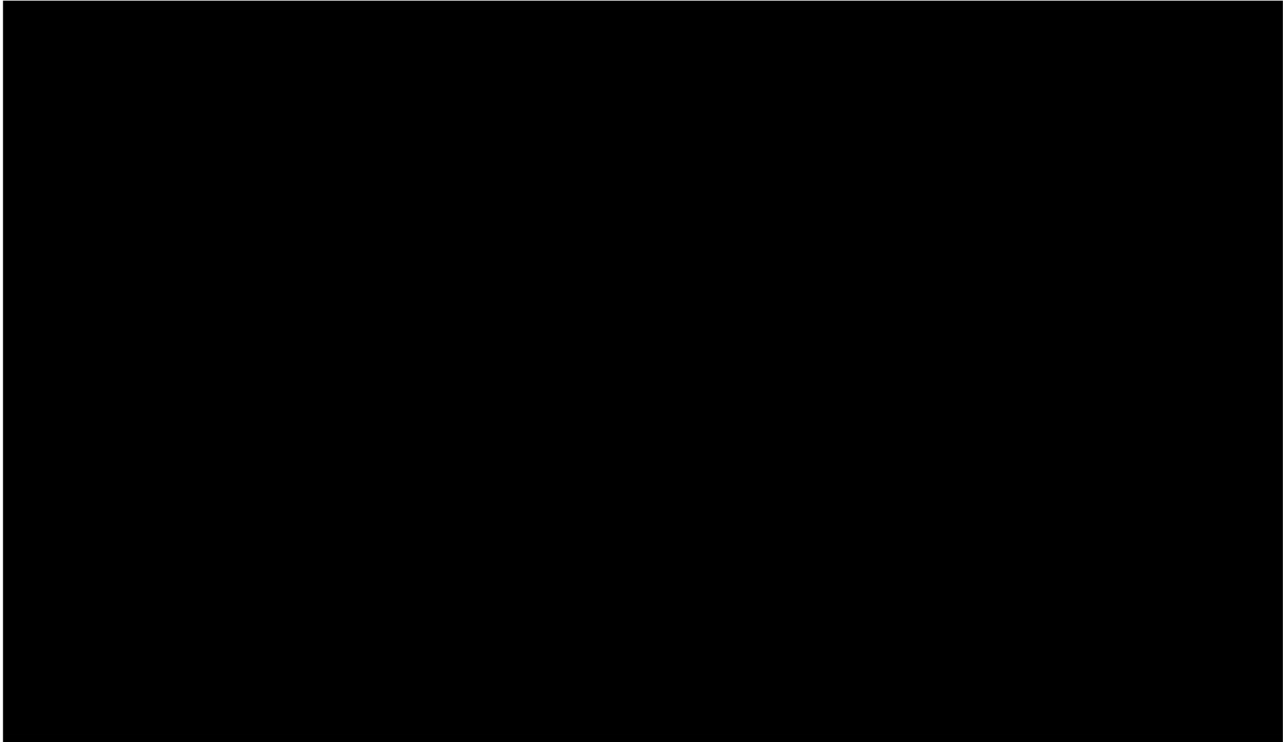
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None

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

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last revised 04/2022

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

Trustee Name:

Laura Reyes

Name of Charter School Education Corporation:

Creo College Preparatory Charter School

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Yes No

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

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

Yes No

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

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

Yes No

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Yes No

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None

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

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None

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

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last revised 04/2022

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

Trustee Name:

Laura Reyes

Name of Charter School Education Corporation:

Creo College Preparatory Charter School

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Yes No

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Yes No

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

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Yes No

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

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

None

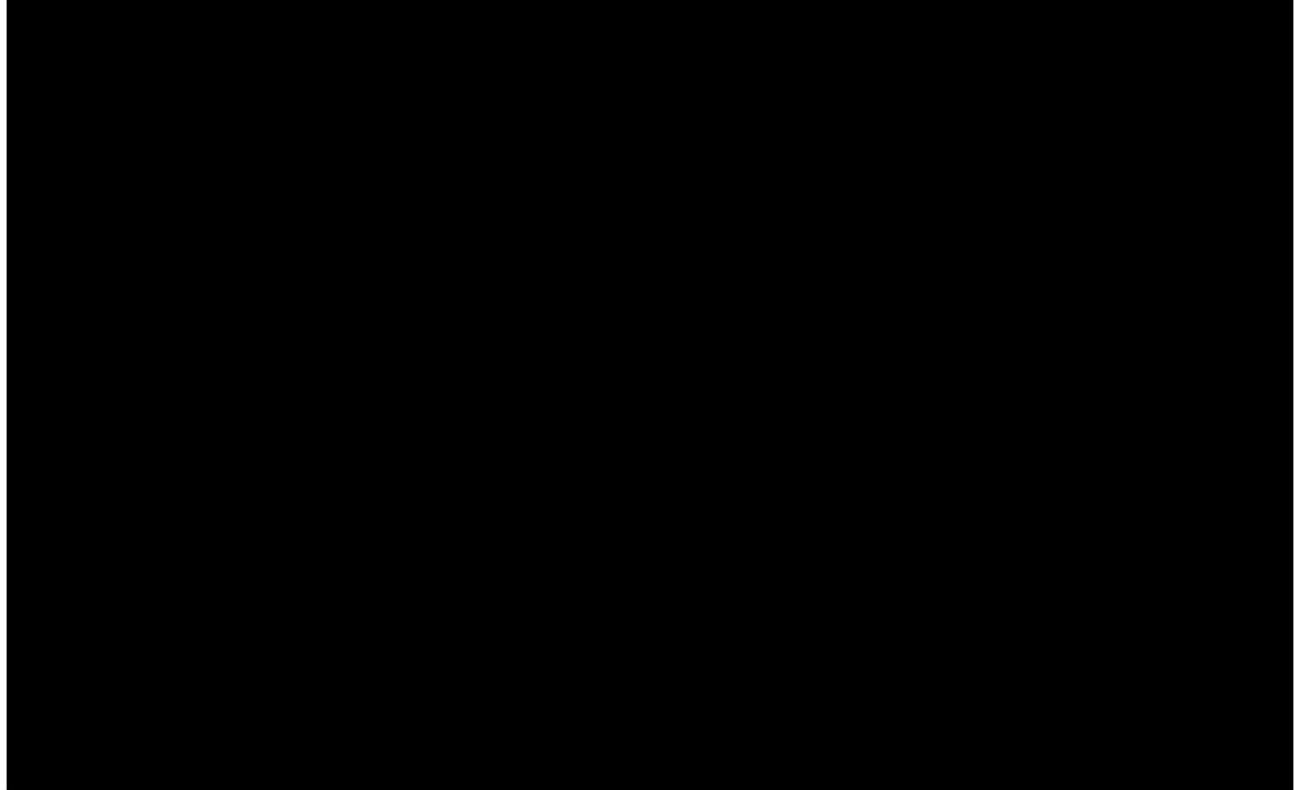
Date(s)	Nature of financial interest / transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you

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

None

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

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



7/27/22

Signature

Date

Acceptable signature formats include:

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

last revised 04/2022

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

Trustee Name:

Laura Reyes

Name of Charter School Education Corporation:

Creo College Preparatory Charter School

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

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

Yes **No**

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

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

Yes **No**

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

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

Yes **No**

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

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

Yes **No**

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

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

None

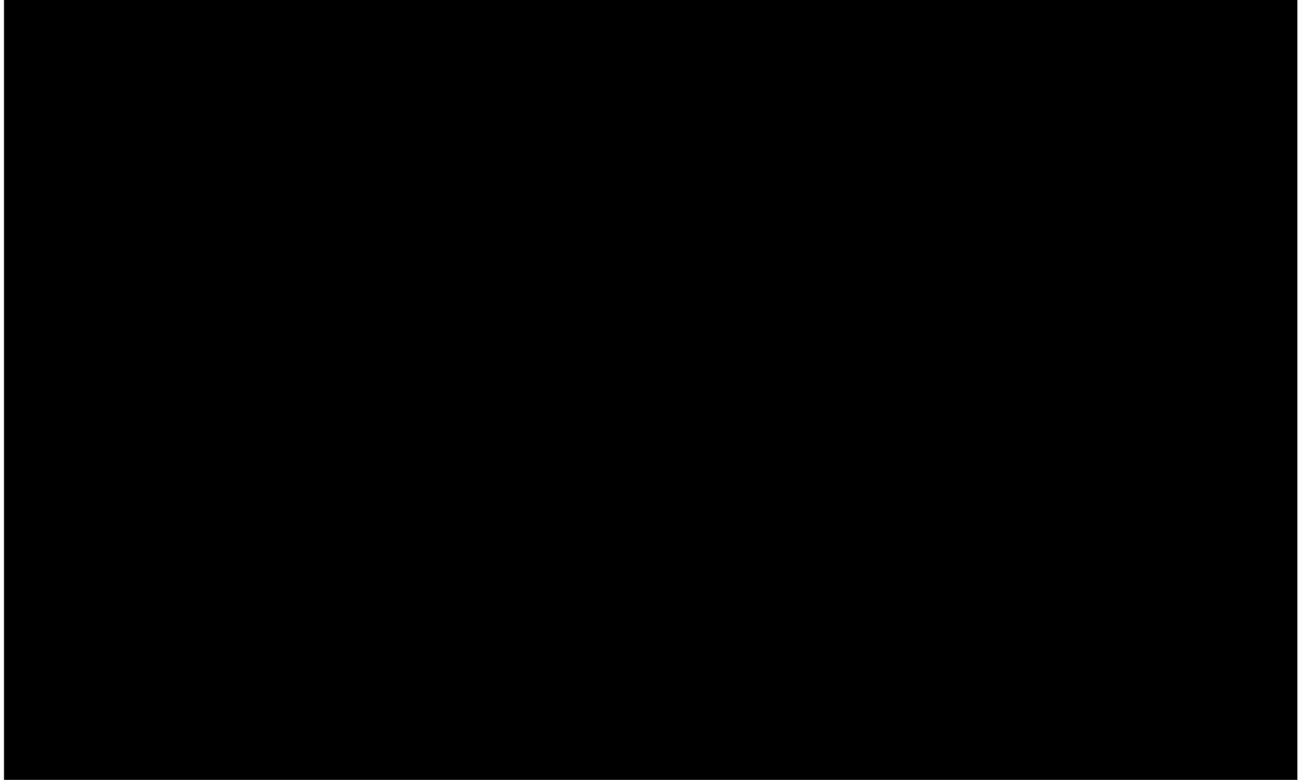
Date(s)	Nature of financial interest / transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you

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

None

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

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Certificate of Occupancy

CO Number:2000847-0000003

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.*

<p>A. Borough: BRONX Address: 524 COURTLANDT AVENUE Building Identification Number(BIN): 2000847</p>	<p>Block Number: 2327 Lot Number(s): 39 Additional Lot Number(s): Application Type: A1 - ALTERATION TYPE 1</p>	<p>Full Building Certificate Type: Temporary Date Issued: 01/20/2022</p>
<p>This building is subject to this Building Code: 1968</p>		
<p>This Certificate of Occupancy is associated with job# 220636729-01</p>		
<p>B. Construction Classification: III-A: PROTECTED WOOD JOIST - COMBUS Building Occupancy Group classification: B - BUSINESS Multiple Dwelling Law Classification: Not Available</p>		
<p>No.of stories: 2</p>	<p>Height in feet: 28</p>	<p>No.of dwelling units: Not Available</p>
<p>C. Fire Protection Equipment: Fire Alarm System, Sprinkler System, Standpipe System</p>		
<p>D. Parking Spaces and Loading Berths: Open Parking Spaces: Not Available. Enclosed Parking Spaces: Not Available. Total Loading Berths: Not available</p>		
<p>E. This Certificate is issued with the following legal limitations: Restrictive Declaration: None Zoning Exhibit: None BSA Calendar Number(s): None CPC Calendar Number(s): None</p>		
<p>Borough Comments:</p>		

Borough Commissioner

Commissioner



Permissible Use and Occupancy

FLOOR	Occ Group	Max. Persons Permitted	Live Loads (lbs per sq ft)	Zoning Use Group	Dwelling or Rooming Units	Job Reference	Certificate of Occupancy Type	CO Expiration Date
						220636729	Temporary	04/20/2022
	Exceptions:							
						220636729	Temporary	04/20/2022
	Exceptions:							
						220636729	Temporary	04/20/2022
	Exceptions:							
						220636729	Temporary	04/20/2022
	Exceptions:							
						220636729	Temporary	04/20/2022
	Exceptions:							
						220636729	Temporary	04/20/2022
	Exceptions:							
						220636729	Temporary	04/20/2022
	Exceptions:							
						220636729	Temporary	04/20/2022
	Exceptions:							



Permissible Use and Occupancy

FLOOR	Occ Group	Max. Persons Permitted	Live Loads (lbs per sq ft)	Zoning Use Group	Dwelling or Rooming Units	Job Reference	Certificate of Occupancy Type	CO Expiration Date
[REDACTED]						220636729	Temporary	04/20/2022
						Exceptions:		

CofO Comments:

[REDACTED]

Borough Commissioner

Commissioner

FIRE DEPARTMENT • CITY OF NEW YORK
BUREAU OF FIRE PREVENTION
9 METROTECH CENTER, BROOKLYN, N.Y. 11201

FPIMS Acct. # 70004700 Date 7-28-22

Premises Address 354 E 149 ST B4 N4 10451

Test conducted by A. AUTOMATIC

of the 1 ONE STANDPIPE FD CONNECTION System(s)

was witnessed by a representative of this Department and found to be SATISFACTORY /
~~UNSATISFACTORY~~ in accordance with regulations of this Department.

Insp. Name ORESIES QUIOTO Badge # 435

ORIGINAL TEST DATE, IF RETESTED:

8-18-21

BY ORDER OF CHIEF OF FIRE PREVENTION

JOSEPH JARDIN

VOID IF ALTERED OR CORRECTED

M25-5 (REV.9/14)

